

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

February 17, 1999

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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 January 20, 1999 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).

5. Board President Report

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

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Board Representative Virginia Walker

CLAIMS (Items 8 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3692, 3693, 3696 and 3697 for a total of \$6,703.29 forwarded by Library Director during this report period.

10. Current Claims and Payroll (Approve)

Current Claims of \$65,101.71; and Payrolls 3694 for \$20,235.00 and 3695 for \$20,325.00, for a combined total of Current Claims and Payroll of \$105,751.71.

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

FINANCIAL REPORTS (Items 12 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

12. Financial Reports for January 1999 (Receive & File)
13. Office General Ledger & Check Registers for January 1999 (Receive & File)
14. Acquisitions Report for January 1999 (Receive & File)
15. Overdue Collection Reports for January 1999 (Receive & File)
16. Debit Card System Reimbursement Report for January 1999 (Receive & File)
17. Gifts Report for January 1999 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 29)

Presentation: Library Director
Recommendation: Approve by Motion

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

18. Building Maintenance Report for January 1999 (Receive & File)
19. Personnel Report for January 1999 (Receive, File, and Ratify Appointments)
20. Volunteer Report for January 1999 (Receive & File)
21. Circulation Report for January 1999 (Receive & File)
22. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 5, 1999 (Receive & File)
23. Strategic Planning Report (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
25. Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)
26. Response to California Public Records Act request from Ronald A. Zumbrun, dated January 19, 1999 (Receive & File)
27. California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)
28. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

29. Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)
30. Ratification of Library Director's signature on Letter of Understanding, February 2, 1999, with Munson, Cronick & Associates, Certified Public Accountants regarding charges for their services for transferring the District's General Ledger from ACCPAC software to Quickbooks effective December 31, 1998 (Receive & File and Ratify Signature)
31. Minutes of the Board of Directors of the Special District Workers Compensation Authority for its meeting held on September 18, 1998 (Receive & File)
32. Library of California (formerly the California Library Services Board) actions taken at the January 25-27, 1999 meeting (Receive & File)

CONTINUING BUSINESS

33. 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

NEW BUSINESS

34. Selection of Health Insurance carrier for March 1999 through February 2000
Presentation: Library Director and
Recommendation: Review plan proposals, make selection, and authorize the Library Director to sign the contract
35. Ratification of Library Director's travel/training authorization for Library Trustee Wood and Administrative Assistant Goodson to attend the National Society of Fund Raising Executives (NSFRE) Los Angeles Chapter's one-day seminar for grassroots organizations at California State University, Los Angeles, March 22, 1999 at a cost of \$50.00 per person plus mileage; and travel expenses for Administrative Assistant Goodson to attend the Special District Risk Management Authority (SDRMA) Education Day Workshop in Bakersfield on February 25, 1999
Presentation: Library Director
Recommendation: Ratify payment of registration and mileage costs for Wood and Goodson to attend the NSFRE workshop on March 22, 1999, and
Authorize travel expenses for Goodson to attend the SDRMA workshop on February 25, 1999
36. Placentia Library Web Site
Presentation: Principal Librarian
Recommendation:

STAFF REPORTS (Items 37 - 42)

Presentation: Library Director
Recommendation: Approve by Motion

Items 37 – 42 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.

- 37. Program Committee Report for January 1999. (Ammar)
- 38. Children's Services Report for January 1999. (Smith)
- 39. Publicity Materials produced for January 1999. (Willauer)
- 40. Placentia Library Literacy Services Report for January 1999. (Matas)
- 41. Safety Committee Minutes for January 1999. (Matas)
- 42. Report on Y2K Preparations for January 1999. (Shook & Goodson)

ADJOURNMENT

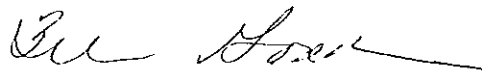
- 43. Agenda Preparation for the February Regular Meeting which will be held on March 17, 1999.
- 44. Review of Action Items.

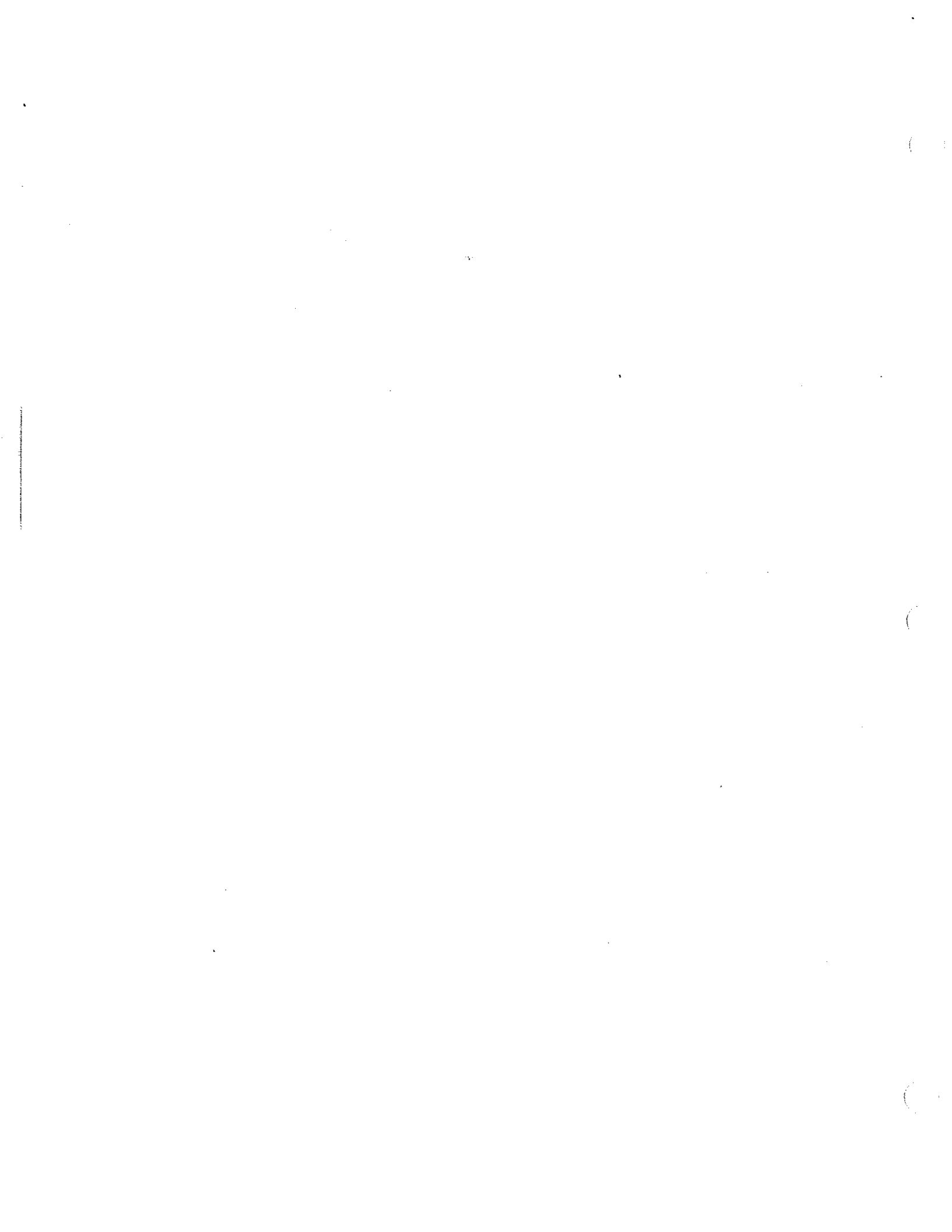
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 45. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 17, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 11, 1999.





Placentia Library Board Calendar

February 1999 - January 2000

February 99

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

- February**
- 1 American Library Assoc, Philadelphia, through 2/3
7:00 PM Friends Board Meeting, Dinsmore
 - 17 7:30 PM Library Board Meeting
 - 27 9:00 AM - 3:30 PM CALTAC Workshop, Arcadia Public Library, 20 W. Duarte Rd.

March 99

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

- March**
- 1 7:00 PM Friends Board Meeting, Shkoler
 - 6 11:00 AM - 2:00 PM Author's Luncheon
 - 17 7:30 PM Library Board Meeting

April 99

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	⑳	21	22	23
24	25	26	⑳	28	29	⑳

- April**
- 5 7:00 PM Friends Board Meeting, Stark
 - 11 National Library Week through 4/17
 - 12 Friends Annual Meeting
 - 21 7:30 PM Library Board Meeting
 - 23 11:00 AM - 2:00 PM SLS/MCLS Annual Meeting, Queen Mary

May 99

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	⑱	20	21	22
23	24	25	26	27	28	29
30	31					

- 27 CLA Legislative Day, Sacramento
- 30 Book Expo America, Los Angeles, through 5/2

June 99

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

- May**
- 7 American Girl Pastimes Parties (also May 8)
 - 19 7:30 PM Library Board Meeting

July 99

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	⑳	22	23	24
25	26	27	28	29	30	31

- June**
- 2 Western Regional Planned Giving Conference, Costa Mesa

- June**
- 7 7:00 PM Friends Board Meeting, Wood
 - 16 7:30 PM Library Board Meeting
 - 24 American Library Assoc. New Orleans, through 7/1

- July**
- 21 7:30 PM Library Board Meeting

- August**
- 18 7:30 PM Library Board Meeting

- September**
- 13 NSFRE Fund Raising Day - Los Angeles
7:00 PM Friends Board Meeting, Dinsmore

- 15 7:30 PM Library Board Meeting

- October**
- 4 7:00 PM Friends Board Meeting, Shkoler

- 9 Heritage Parade
- 13 National Planned Giving Conference, Anaheim
- 20 7:30 PM Library Board Meeting

- November**
- 1 7:00 PM Friends Board Meeting, Stark

- 17 7:30 PM Library Board Meeting

- December**
- 2 11:30 AM - 1:00 PM Foundation Board Meeting

- 15 7:30 PM Library Board Meeting

August 99

S	M	T	W	T	F	S
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15	16	17	⑱	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 99

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11	12	⑬	⑭	⑮	16	17
18	19	20	21	22	23	24
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October 99

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10	11	12	⑬	⑭	⑮	⑯
17	18	19	⑳	21	22	23
24	25	26	27	28	29	30
31						

November 99

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29	30					

December 99

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26	27	28	29	30	31	

January 00

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23	24	25	26	⑳	28	29
30	31					

Mathematical Analysis of a System

Mathematical Analysis of a System

1. Introduction
This document provides a detailed mathematical analysis of a system, covering its structure, behavior, and performance characteristics.

2. System Description
The system under study is a complex, multi-component structure. It consists of several interconnected modules, each performing a specific function. The overall system is designed to process input data and generate output results.

3. Mathematical Model
The system is modeled using a set of differential equations. These equations describe the dynamic behavior of the system over time, capturing the interactions between its various components.

4. Analysis Results
The analysis reveals that the system exhibits stable, oscillatory behavior. The response to external inputs is characterized by a specific frequency and amplitude, which are determined by the system's internal parameters.

5. Conclusion
The mathematical analysis confirms that the system is well-behaved and capable of handling a wide range of input conditions. The results provide valuable insights into the system's performance and potential limitations.

6. Future Work
Further research is required to explore the system's behavior under more complex and realistic conditions. This includes investigating the effects of parameter variations and external disturbances.

7. References
The analysis is based on a number of key references, including works by Smith (1985), Jones (1990), and Brown (1995). These sources provide the theoretical foundation for the mathematical models used in this study.

8. Appendix
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

9. Acknowledgments
The author wishes to thank the following individuals for their assistance and support during the course of this research: Dr. John Doe, Prof. Jane Smith, and Mr. Robert Johnson.

10. Bibliography
A comprehensive list of references is provided at the end of the document. These references include books, journal articles, and technical reports that are relevant to the system's analysis.

11. Index
An index is included to facilitate the location of specific information within the document. This includes key terms, equations, and figures.

12. Summary
This document presents a thorough mathematical analysis of a system, highlighting its key characteristics and performance. The results demonstrate the system's stability and ability to handle complex inputs, providing a solid foundation for further research and development.

13. Appendix A
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

14. Appendix B
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

15. Appendix C
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

16. Appendix D
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

17. Appendix E
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

18. Appendix F
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

19. Appendix G
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

20. Appendix H
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

21. Appendix I
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

22. Appendix J
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

23. Appendix K
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

24. Appendix L
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

25. Appendix M
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

26. Appendix N
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

27. Appendix O
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

28. Appendix P
Detailed mathematical derivations and data plots are provided in the appendix. These include the full set of differential equations, the solution process, and plots of the system's response over time.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 20, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 20, 1999 at 7:30 P. M. by President Al Shkoler.

ROLL CALL

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

Members Absent: Trustee Peggy Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Stark, seconded by Trustee Wood to approve the Minutes of the December 15, 1998 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Shkoler is planning on conducting the Board meetings according to Robert's Rules of Order.

TRUSTEE REPORTS

Trustee Wood reported that she attended the Friends of Placentia Library Board Meeting January 4, 1999, and was pleased to hear there were many positive events occurring.

Trustee Stark reported that all the Trustees and City and District others were present for the Ribbon Cutting Ceremony for the Library's Passport Acceptance Agency on January 13, 1999.

Trustee Dinsmore arrived at 7:35 P.M.

Trustee Dinsmore reported that she attended the joint meeting of the Independent Special Districts of Orange County (ISDOC) and the Orange County Local Area Formation Commission (LAFCO) Special District Selected Committee on January 14, 1999. She reported that Bill Goodwin, Los Alisos Water District, was elected LAFCO representative, replacing Robert J. Huntley, Municipal Water District of Orange County, and that Arlene Schafer, Costa Mesa Sanitation District, was elected LAFCO alternate.

FRIENDS REPORT

No Friends Representative in attendance.

FOUNDATION REPORT

Placentia Library Foundation Director Sandra Stark reported that the new President of the Foundation is M.A. McHenry and the new treasurer is Sandra Stark. She also reported that Bob Tunstall is the newest member of the Foundation.

Foundation member Gaeten Wood reported that the American Girl Pastimes Party™ Committee is working on event plans for Mother's Day weekend.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00

Claims 3680, 3681, 3682, 3683 forwarded by the Library Director in the amount of \$7,052.33.

Current Claims of \$19,938.84, and Payroll Claims 3689, 3690, 3691 in the amount of \$60,975.00 for a total of \$80,913.84.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

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

FINANCIAL REPORTS

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

Financial Reports for December, 1998

Office General Ledger & Check Registers for December, 1998

Acquisitions Report for December, 1998

Overdue Collection Report for December, 1998

Debit Card System Reimbursement Report for December, 1998

Gifts Report for December, 1998

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 19, 20, 21, 23, 24, 25, and 27:

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

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

Volunteer Report for December, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 8, 1998. (Receive & File)

Strategic Planning Report (Receive & File)

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

Letters from Mesa Consolidated Water District and Los Alisos Water District requesting support for candidates for the Local Area Formation Commission election of an independent special District delegate (Receive & File)

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file Agenda Item 22:

Circulation Report for December, 1998 (Received & File)

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Item 26:

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

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 28:

Response to Interrogatories for Orange County Investment Pool (OCIP) Bankruptcy lawsuit with Standard & Poor's as prepared and submitted by the Library Director on December 17, 1998.

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

It was moved Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 29:

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

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

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

It was moved by Trustee Stark, seconded by Trustee Wood to review and file report.

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

**DECLINE IN
CIRCULATION**

Library Director Minter stated there will be meeting with City Council on February 2, 1999 at 4:30 p.m. to discuss extending Library hours as well as other special projects.

President Shkoler established an Ad Hoc Public Relations Committee consisting of Trustees, Staff and representatives of the community to develop a plan to promote the Library and increase its circulation and usage. The first meeting will be held on Wednesday, January 27, 1999 at 7:00 P.M.

It was moved by Secretary Masters, seconded by Trustee Stark to receive and file report.

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

**POSITION
RECLASSIFICATION**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the reclassification of one position in the Circulation Department from Clerk I to Clerk II effective January 15, 1999.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Trustee Wood to authorize the payment of registration and travel costs for Library Director Elizabeth Minter, President Al Shkoler, Trustee Margaret (Peggy) Dinsmore to attend the California Special Districts Association (CSDA) training workshop on March 10, 1999 from 8:30 A.M. to 4:00 P.M. at the Municipal Water District at a cost of \$85 per person plus mileage.

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

ABSTAIN: None
ABSENT: None

**REINVESTMENT OF
CERTIFICATES OF
DEPOSIT**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to leave Certificates at California State Bank as a rate of 4.9%; and purchase two (2) additional Certificates of Deposit in the amount of \$2,500 from the savings account.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 33-37:

Program Committee Report for December, 1998

Children's Services Report for December, 1998

Publicity Materials produced in December, 1998

Placentia Library Literacy Services Report for December, 1998

Safety Committee Minutes for December, 1998

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 20, 1998 adjourned at 8:40 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
SUBJECT: Friends of Placentia Library Report
DATE: February 17, 1999

The Board of Directors of the Friends of the Library met on Monday, February 1, 1999. Trustee Peggy Dinsmore, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

The Board welcomed Elizabeth (Liz) Spring to its membership and elected her as its representative to the Placentia Library Foundation Board of Directors.

President Irot and Vice President Olson will be completing the financial audit on February 4. At that time the Treasurer duties will be turned over to Camille Himes. The Friends plan to use Quick Books, the same accounting software as the District. The preliminary audit balance is approximately \$9,800. The Friends earned over \$900 in book sales in January.

The Friends authorized a second (final) payment of \$1,400 for the Children's Department programs for 1998-99.

The flyers announcing the Author's Luncheon were mailed February 1 and the tickets went on sale at the Circulation Desk at the same time.

President Irot requested that several Board members sign up to participate in the Random Acts of Reading project in the Children's Department.

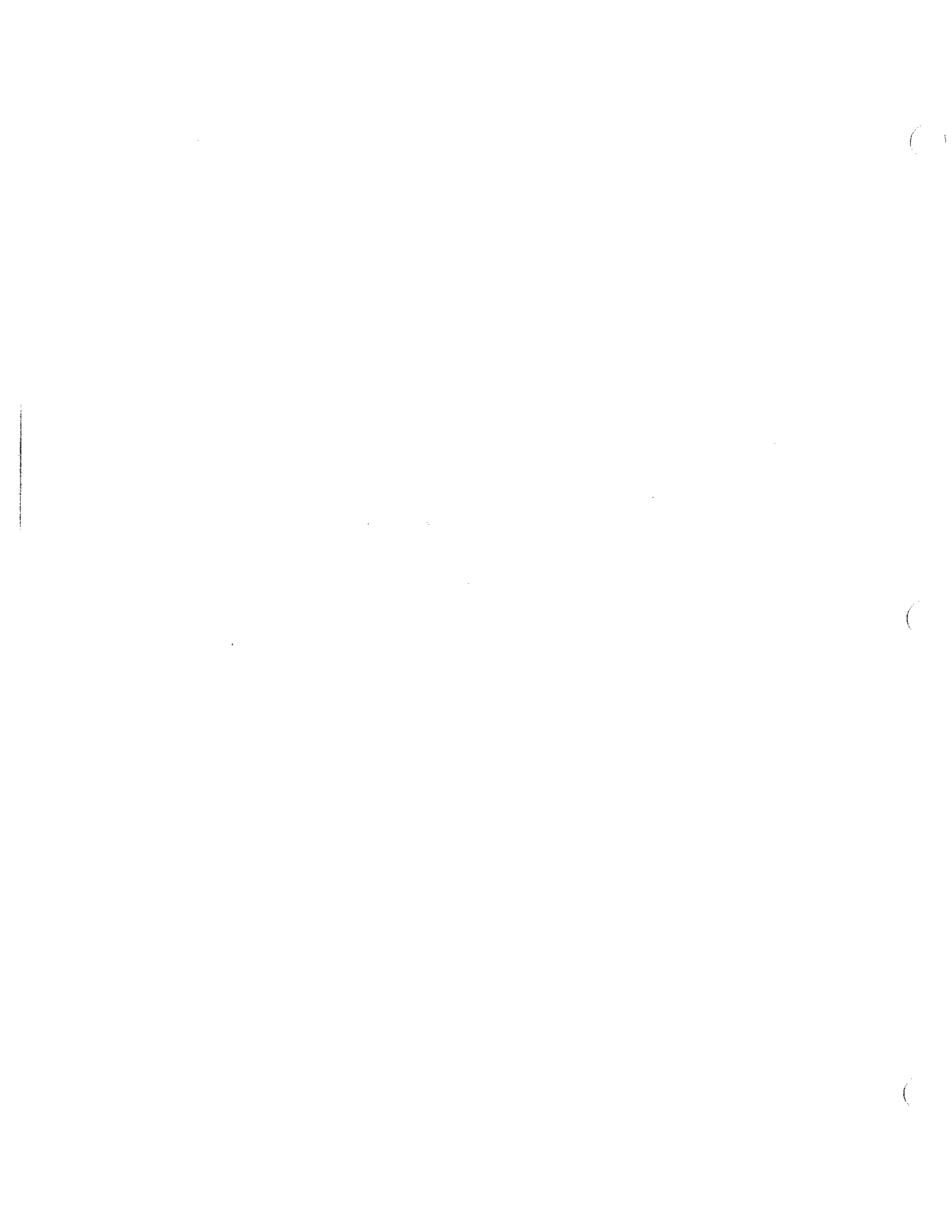
The Annual Booksale will be held on Saturday, May 15 from 8:00 A.M. to 1:00 P.M. and on Sunday, May 16 from 1:00 to 4:00 P.M. The Saturday hours are the same as the City's Annual Open House.

Library Director Minter reported that Bob Tunstall and Bill Dooley have been appointed to the Placentia Library Foundation Board of Directors. She also requested that Friends Board members participate in the American Girls Pastimes Party as pourers for the tea tables.

The Board discussed a proposed project for the Marj Dailey memorial. Library Director Minter asked that this topic be deferred for several months until the Library Board has completed its building and public relations analysis.

Friends Board member Renee Scott is scheduled to attend the Library Board meeting on February 17, 1999.

The next Friends Board meeting is scheduled for Monday, March 1, 1999 at 7:00 P.M. President Shkoler is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 10, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 February 17, 1999

DATE	REPORT NUMBER	AMOUNT
January 25, 1999	3692	2,259.18
February 1, 1999	3693	1,658.32
February 10, 1999	3696	1,736.98
February 10, 1999	3697	1,048.81
	TOTAL	\$6,703.29

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 1-28-99

DATE 01/25/99
REPORT NO 3692

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01879 Photography by John Walcek 119 N. Bradford Ave. A Placentia, CA 92670	1/13/99 #13		1800	00		87.06		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/4/99 714 524 8408 1/7/99 335 253 0470		0700	08		57.86		
N15508 Cosmoslink 3030 Saturn St. Suite 204 Brea, CA 92821	1/1/99 9901-17		0700	02		19.95		
N19932 Ameritas Life Insurance Corp. PO Box 81889 Lincoln, NE 68501-1889	1/11/99 010-19000-05435		0300	00		300.40		
N03645 Care America 11th Floor Accts Receivable 6300 Canoga Ave Woodland Hills, CA 91367	February 1999 060468		0300	00		1,655.97		

The claims listed above (totaling \$2,259.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

E. D. [Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,259.18

pd 2-5-99


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Jan 23, 1999 Gp # 12 099603 0001		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 17, 1999 528-1906		0700	00		83.99		
	Jan 17, 1999 528-8236		0700	01		26.53		
	Jan 19, 1999 996-4983		0700	02		33.62		
	TOTAL					144.14		
N05030A AT&T PO Box 10192 Van Nuys, CA 91410-0192	Jan 16, 1999 528-8236		0700	00		19.97		
N19776 Donna G. Bass 2207 Mont Blanc Circle Placentia, CA 92870	Jan 27, 1999		1900	00		315.00		02
N01074 The Gas Company PO Box C Monterey Park, CA 91756	Jan 22, 1999		2800	00		898.65		
N03659F Southern California Water 500 Cameron St. Placentia, CA 92870	Jan 22, 1999 312083-9		2800	00		84.43		

The claims listed above (totaling \$1,658.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

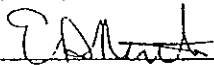
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N50305A AT&T PO Box 10192 Van Nuys, CA 91410-0192	2/1/99		0700	00		17.25		
	524-8408							
	1/31/99		0700	00		17.22		
	996-4983							
	TOTAL					34.47		
N15508 Cosmoslink 3030 Saturn Street Ste 204 Brea, CA 92821	2/5/99		0700	02		19.95		
	9902-57							
	1/31/99		0700	07		19.95		
	9902-27							
	TOTAL					39.90		
N16840 Verio 8001 Irvine Center Dr. Suite 1200 Irvine, CA 92618-2934	2/1/99		0700	02		250.00		
	171150							
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	1/28/99		0700	02		77.77		
	572-1609							
N03653 Bear Stat Air Conditioning 3548 Enterprise Dr Anaheim, CA 92807-1640	January 99		1400	00		177.42		
	99-01-68							
	February 99		1400	00		117.42		
	99-02-163							
N06638B Certified Termite & Pest Control 1860 Miraloma Ave Suite F Placentia, CA 92870	1/30/99		1400	00		90.00		
	0199-000090							
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	2/8/99		1400	00		950.00		
	096826							

The claims listed above (totaling \$1,736.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/10/99
REPORT NO 3697

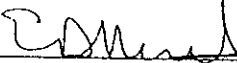
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N01833 Christenson Electric, Inc Unit 75 PO Box 4800 Portland OR 97208-4800	1/12/99 120992		1400	00		285.00		
N03655 Spicers Paper Inc 1298 N. Blue Gum St. Anaheim, CA 92805	2/5/99 147318		1800	00		289.15		
N03648A Cascade Drinking Water PO Box 9179 Whittier, CA 90608-9179	1/23/99 1374		1800	00		24.95		
N03650B Kinko's PO Box 672085 Dallas, TX 75267-2085	2/1/99 400200305		1800	00		72.76		
N06965 Paychex 200 E. Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	1/28/99 19990128		1900	00		341.95		
N06557 Care Resources, Inc. 9550 Warner Ave Ste 228 Fountain Valley, CA 92708	2/1/99 February		1900	00		35.00		

The claims listed above (totaling \$1048.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

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ATTESTED AND/OR COUNTERSIGNED BY

Page Total

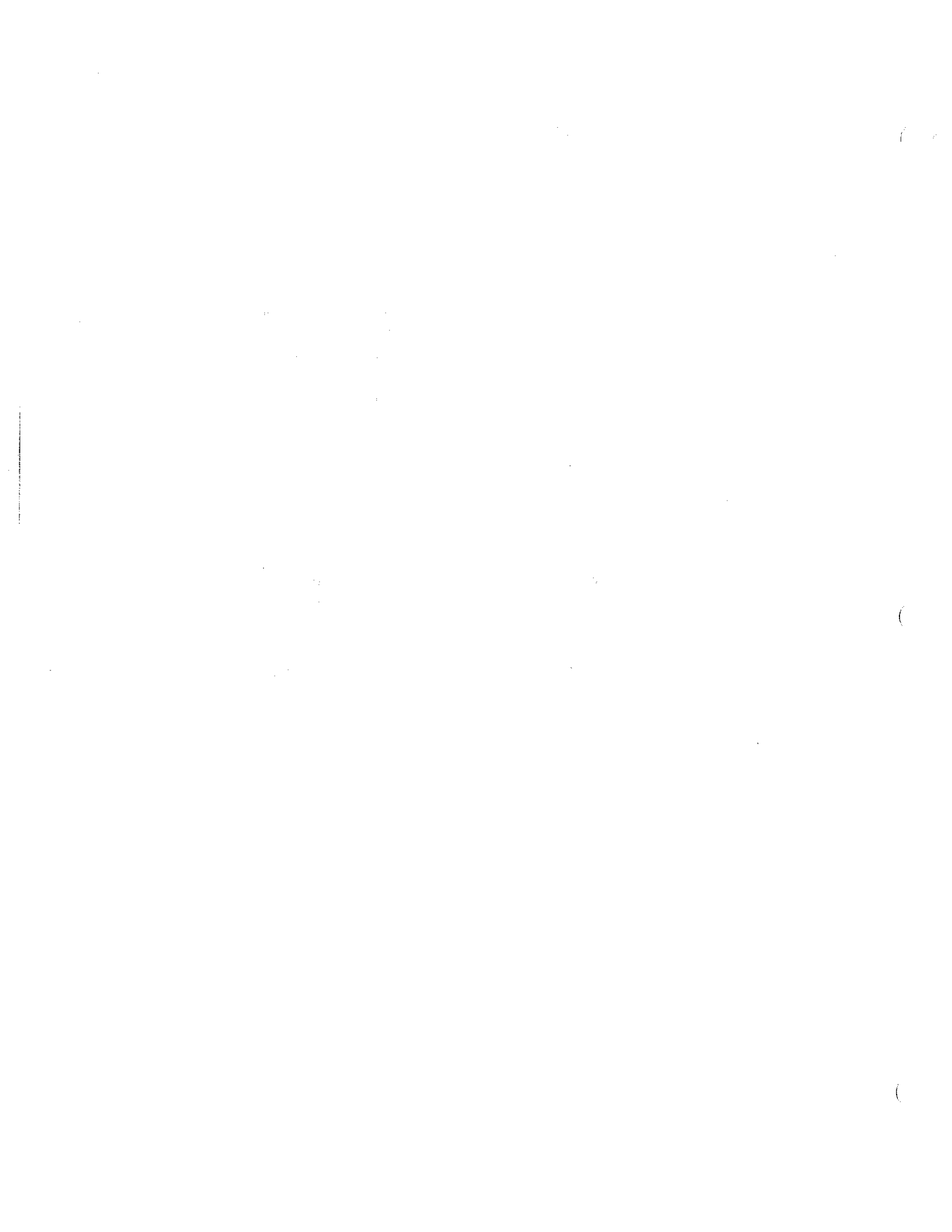
\$1,048.81



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
February 17, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3698	35,900.00
	3699	16,774.77
	3700	2,111.73
	3701	409.53
	3702	2,520.28
	3703	5,846.67
	3704	544.15
	3705	994.58
	3706	2,718.72
Subtotal for Regular		67,820.43
Payroll	3694	20,325.00
	3695	20,325.00
Subtotal for Payroll		40,650.00
TOTAL CURRENT CLAIMS		108,470.43

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 February 17, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3698	35,900.00
	3699	16,774.77
	3700	2,111.73
	3701	409.53
	3702	2,520.28
	3703	5,846.67
	3704	544.15
	3705	994.58
Subtotal for Regular		65,101.71
Payroll	3694	20,325.00
	3695	20,325.00
Subtotal for Payroll		40,650.00
TOTAL CURRENT CLAIMS		105,751.71

Prepared by: Wendy Goodson



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BNY WESTERN TRUST CO Attn: Teresa Fructuoso Corporate Trust Services 700 South Flower St Ste 500 Los Angeles, CA 90017 PLEASE PAY IMMEDIATELY	2/8/99 410538		2200	00		35,900.00		

The claims listed above (totaling \$35,900.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

35,900.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06556 Continental Casualty Co. Special Risks - Kansas City PO Box 95033 Chicago, IL 60694	January 99 0110572336		0300	00		173.17		
N03651 Waxie Sanitary Supply PO Box 81006 San Diego, CA 92138-1006	1/31/99 227100200		1000	00		1,238.21		
N13176A AIS Technology Group 1065 Pacificcenter Dr. Ste 150 Anaheim, CA 92806	1/20/99 112		1300	00		6,500.00		
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	2/4/99 52780		1400	00		1,592.48		
	2/4/99 52779		1400	00		4,613.60		
	2/4/99 52782		1800	00		2,283.00		
	2/4/99 52781		1800	00		11.31		
	TOTAL					8500.39		
N06819 American Library Association Mbshp Dept. 77-6499 Chicago IL 60678-6499	January Julie Shook 221914		1600	00		195.00		
	January Cyrise Smith 231734		1600	00		93.00		
TOTAL					288.00			
N13084 National Committee on Planned Giving 233 McCrea St. Ste 400 Indianapolis IN 46225	January 99		1600	00		75.00		

The claims listed above (totaling \$16,774.77) 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

16,774.77

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03940 Gaylord Bros. PO Box 4901 Syracuse, NY 13221-4901	1/28/99 OF16543004		1800	00		322.93		
N03841 Highsmith Inc. W5527 Highway 106 PO Box 800 Fort Atkinson, WI 53538-0800	1/20/99 5456110-001		1800	00		41.37		
N01856 Munson, Cronick & Associates 2501 East Chapman Ave Ste 220 Fullerton, CA 92831	1/31/99 2821		1900	00		180.00		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	1/29/99 January 1999		1900	00		69.42		
N03852 Books on Tape PO Box 7900 Newport Beach, CA 92658	1/18/99 3333139P		2400	01		755.22		
CCSCE 610 University Ave Palo Alto, CA 94301-2019	1/18/99 15121		2400	01		160.88		
N03658 Grolier Educational PO Box 1716 Danbury, CT 06816	12/22/98 10219718		2400	01		569.91		
Info Outfitters 22365 El Toro #231 Lake Forest, CA 92630	1/19/99 99220		2400	01		12.00		

The claims listed above (totaling \$2,111.73) 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

2,111.73

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
N03842 Ingram Library Services PO Box 502779 St Louis, MO 63150-2779	1/19/99 28043473		2400	01		18.70		
	1/19/99 28039179		2400	01		20.42		
	1/20/99 28072034		2400	01		37.30		
	TOTAL					76.42		
	12/11/98 16038		2400	01		196.41		
Magpie Publications PO Box 636 Alamo, CA 94507	1/23/99 288831		2400	01		73.65		
	1/23/99 289274		2400	01		63.05		
	TOTAL					136.70		

The claims listed above (totaling \$409.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/99
REPORT NO 3702

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	
N03833C Brodart PO Box 3488 Williamsport PA 17701	1/28/99 A29280		0700	05		423.82			
	12/23/98 U441261		2400	01		628.81			
	12/23/98 U441265		2400	01		420.79			
	12/23/98 U441268		2400	01		21.55			
	12/29/98 U447027		2400	01		254.90			
	1/5/99 U457556		2400	01		86.20			
	1/7/99 U462837		2400	01		63.09			
	1/7/99 U462838		2400	01		16.54			
	1/12/99 U471758		2400	01		21.55			
	1/12/99 U471762		2400	01		125.67			
	1/21/99 U491283		2400	01		18.94			
	1/21/99 U491284		2400	01		19.10			
	1/21/99 U491287		2400	01		79.36			
	1/25/99 U496534		2400	01		45.36			
	1/25/99 U496535		2400	01		87.65			
	1/25/99 U496536		2400	01		34.33			
	1/27/99 U502431		2400	01		17.19			
	1/27/99 U502432		2400	01		137.32			
	1/27/99 U502433		2400	01		18.11			
		TOTAL					2520.28		

The claims listed above (totaling \$2,520.28) 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

2,520.28

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833C Brodart PO Box 3488 Williamsport PA 17701	1/28/99		2400	01		52.05		
	U505532							
	1/29/99		2400	01		206.94		
	U508390							
	1/29/99		2400	01		256.13		
	U508391							
	1/29/99		2400	01		575.16		
	U508392							
	1/29/99		2400	01		511.92		
	U508394							
	1/29/99		2400	01		1,333.97		
	U508395							
	1/29/99		2400	01		21.55		
	U508396							
	1/29/99		2400	01		36.33		
	U508397							
	2/1/99		2400	01		22.95		
	U513561							
	2/1/99		2400	01		263.00		
	U513562							
	2/1/99		2400	01		110.91		
	U513563							
	2/1/99		2400	01		109.35		
	U513564							
	2/1/99		2400	01		376.28		
U513565								
2/1/99		2400	01		1,560.49			
U513566								
2/2/99		2400	01		128.98			
U516317								
2/2/99		2400	01		31.19			
U516318								
2/2/99		2400	01		199.34			
U516319								
2/2/99		2400	01		18.94			
U516320								
2/2/99		2400	01		31.19			
U516321								
	TOTAL					5,846.67		

The claims listed above (totaling \$5,846.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
Teach Me Tapes 9900 Bren Rd. B1-100 Minnetonka, MN 55343-9664	1/29/99 032852		2400	01		262.05		
Wendy Goodson 411 E. Chapman Ave Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		16.58		
	February 1999 Travel Reimb		2700	00		31.71		
	TOTAL					48.29		
Gaeten Wood 411 E. Chapman Ave Placentia, CA 92870	February 1999 Travel Reimb		2700	02		129.55		
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	07		8.13		
N03660A Elizabeth D. Minter 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Travel Reimb		2700	00		64.80		
Beatrice Quintanar 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		10.40		
N01877 Julie Shook 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		16.25		
N15072 Estella Wnek 411 E. Chapman Ave. Placentia, CA 92870	Jan/Feb 1999 Mileage Reimb		2700	00		4.68		

The claims listed above (totaling \$544.15) 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

544.15

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
Travel In Style 1418 N. Kraemer Blvd. Placentia, CA 92870-34006	2/1/99 6375		2700	00		157.00		
	2/1/99 6380		2700	00		148.00		
	TOTAL							
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	2/2/99 2869494		4000	00		689.58		

The claims listed above (totaling \$994.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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
N3660A Elizabeth D. Minter 411 E. Chapman Ave. Placentia, CA 92870	Dec 98 - Feb 99 Petty Cash Reimb		1000	00		159.45		
			1600	00		54.00		
			1800	00		287.48		
			1803	00		488.75		
			2700	01		1,041.04		
			2700	03		336.00		
			3700	00		352.00		
	TOTAL					2,718.72		

The claims listed above (totaling \$2,718.72) 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.

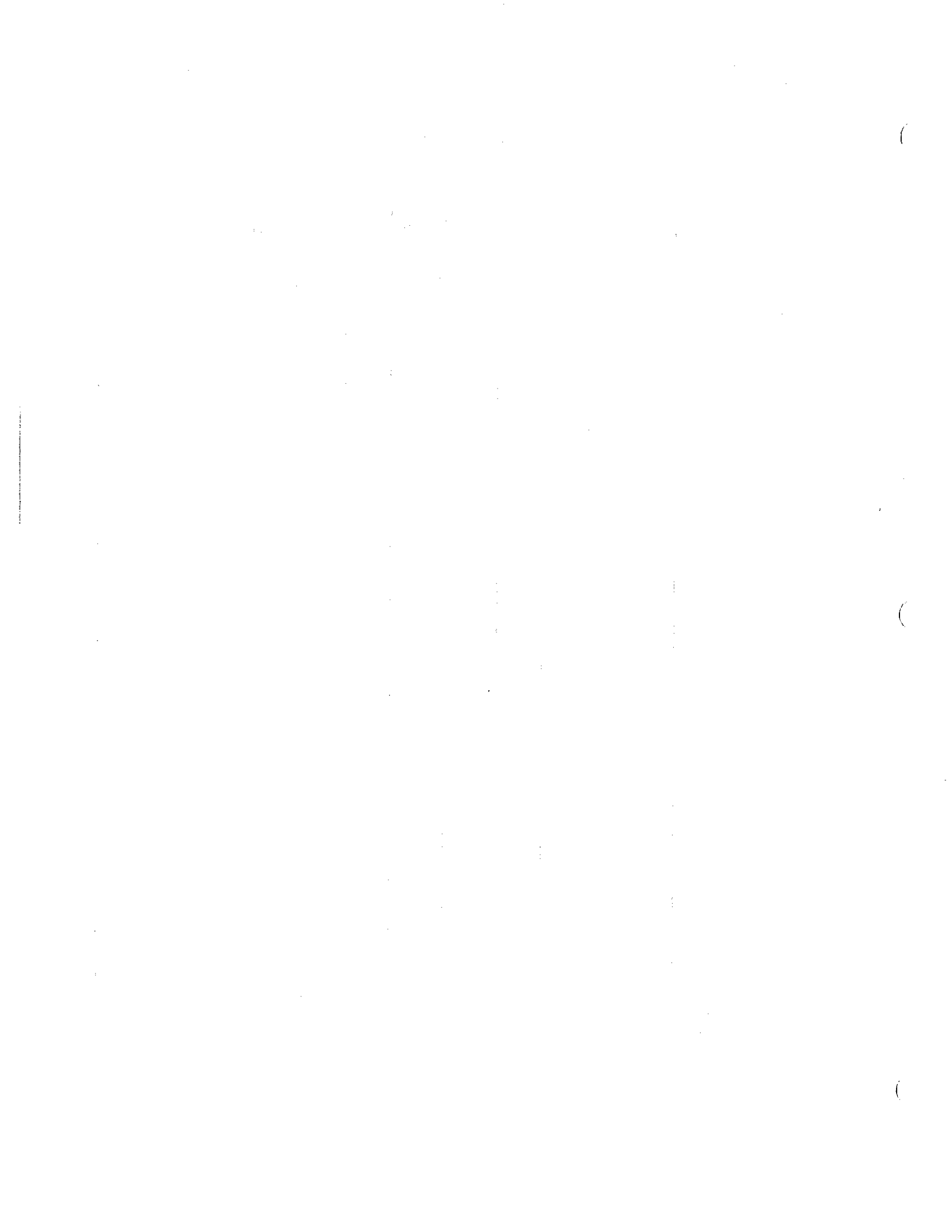
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,718.72



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	February 17, 1999 Pay period # 5 February 26, 1999 March 11, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, MARCH 11, 1999								

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 _____

Page Total 20,325.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	February 17, 1999 Pay period # 6 March 12, 1999 March 25, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, MARCH 25, 1999								

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 _____

Page Total

20,325.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Cash Flow Analysis
DATE: February 17, 1999

BACKGROUND:

General Fund

The Cash Flow Analysis is Attachment A.

The Tax Allocation Schedule for Fiscal Year 1998-99 is Attachment B.

It is recommended that no funds be transferred at this time.

RECOMMENDATIONS:

Receive & File Cash Flow Analysis of February 17, 1999

Placentia Library District
Property Tax Apportionments
Fiscal Year 1997-1998

Date	Category	Amount
7/22/97	Teeter Distribution, FY 97	2% - 4%
7/22/97	Delinquent Supplemental, FY97	
7/23/97	Prior Year Secured Taxes & Penalties, FY 97 #12	
8/14/97	Prior Year Secured Taxes & Penalties #1	
8/21/97	Supplemental #1	
9/11/97	Prior Year Secured Taxes & Penalties #2	
9/18/97	Supplemental #2	
9/23/97	Unsecured collections at 8/31/97, #1	80% - 85%
10/16/97	Prior Year Secured Taxes & Penalties #3	
10/16/97	Supplemental #3	
11/13/97	Prior Year Secured Taxes & Penalties #4	
11/18/97	Supplemental #4	
11/26/97	Current secured #1	6% - 9%
12/10/97	Homeowners Property Tax Relief	15%
12/11/97	Prior Year Secured Taxes & Penalties #5	
12/12/97	Current secured #2	16% - 19%
12/16/97	Supplemental #5	
12/18/97	Current secured #3	16% - 19%
1/9/98	Homeowners Property Tax Relief	35%
1/15/98	Prior Year Secured Taxes & Penalties #6	
1/16/98	Supplemental #6	
1/16/98	Unsecured collections at 12/31/97, #2	5% - 10%
1/22/98	Current secured #4	6% - 9%
2/5/98	State-Assessed Public Utility, #1	49% - 50%
2/12/98	Prior Year Secured Taxes & Penalties #7	
2/13/98	Supplemental #7	
3/12/98	Prior Year Secured Taxes & Penalties #8	
3/13/98	Supplemental #8	
3/26/98	Current secured #5	5% - 7%
4/15/98	Supplemental #9	
4/16/98	Prior Year Secured Taxes & Penalties #9	
4/17/98	Current secured #6	20% - 25%
5/8/98	Homeowners Property Tax Relief	35%
5/14/98	Prior Year Secured Taxes & Penalties #10	
5/15/98	Current secured #7	5% - 8%
5/15/98	Supplemental #10	
5/21/98	State-Assessed Public Utility, #2	49% - 50%
6/10/98	Homeowners Property Tax Relief	15%
6/11/98	Prior Year Secured Taxes & Penalties #11	
6/16/98	Supplemental #11	
6/18/98	Unsecured collections at 5/31/98, Final	4% - 6%
6/18/98	Prior Year Unsecured	
7/16/98	Current secured final for FY98	1% - 3%
7/17/98	Supplemental, FY98 #12	
7/18/98	Current secured final for FY97	1% - 3%
7/21/98	Prior Year Secured Taxes & Penalties, FY 98 #12	
7/22/98	Teeter Distribution, FY 98	2% - 4%
7/22/98	Delinquent Supplemental, FY98	

Placentia Library District
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/99		Supplemental 4th Actual	7,458.86		245,650.27
01/07/99		Homeowners Subvention 2nd	5,452.39		251,102.66
01/07/99		State Database	65.00		251,167.66
01/21/99		State ILL	342.95		251,510.61
01/07/99		State Literacy Grant	8,872.00		260,382.61
01/07/99		State 321 Grant	948.00		261,330.61
01/07/99		Library Revenue, Dec	881.95		262,212.56
01/22/99		Library Revenue, Jan	1,550.85		263,763.41
01/07/99		Library Passport Revenue, Dec	461.05		264,224.46
01/22/99		Library Passport Revenue, Jan	1,102.07		265,326.53
01/21/99		Canceled out of date checks	220.47		265,547.00
01/25/99	3692	General by Library Director		2,259.18	263,287.82
02/01/99	3693	General by Library Director		1,658.32	261,629.50
02/10/99	3696	General by Library Director		1,736.98	259,892.52
02/10/99	3697	General by Library Director		1,048.81	258,843.71
02/17/99	3694	Payroll to wire 3/11/99		20,325.00	238,518.71
02/17/99	3695	Payroll to wire 3/25/99		20,325.00	218,193.71
02/17/99	3698	General - PPI		35,900.00	182,293.71
02/17/99	3699	General		16,774.77	165,518.94
02/17/99	3700	General		2,111.73	163,407.21
02/17/99	3701	General		409.53	162,997.68
02/17/99	3702	General		2,520.28	160,477.40
02/17/99	3703	General		5,846.67	154,630.73
02/17/99	3704	General		544.15	154,086.58
02/17/99	3705	General		994.58	153,092.00

Placentia Library District
FY1998-1999 General Fund Cash Flow

Agenda Item 11
Attachment A
Page 2

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/20/98		Transfer from Fund 706	15,000.00		10,608.52
11/02/98		Library Revenue for October	1,550.41		12,158.93
11/02/98		State Interlibrary Loan & Direct Loan	819.21		12,978.14
11/04/98		Interest for 8/98	341.69	9.04	13,310.79
11/09/98	3660	PPI by Library Director		3,926.39	9,384.40
11/09/98	3661	PPI by Library Director		1,802.30	7,582.10
11/17/98	3662	General - PPI		2,981.05	4,601.05
11/17/98	3663	General to send to OCA 11/25/98		11,360.69	(6,759.64)
11/17/98	3664	General to send to OCA 11/25/98		6,611.82	(13,371.46)
11/17/98	3665	General to send to OCA 11/25/98		8,705.96	(22,077.42)
11/17/98	3666	Payroll to wire 12/3/98		18,316.00	(40,393.42)
11/17/98	3667	Payroll to wire 12/17/98		18,316.00	(58,709.42)
11/19/98		Supplemental 2nd Actual	163.54		(58,545.88)
11/19/98	3668	General by Library Director		4,588.63	(63,134.51)
11/19/98	3669	General by Library Director		519.53	(63,654.04)
11/24/98		Secured 1st Actual	89,155.61	222.89	25,278.68
11/30/98	3670	General by Library Director		1,691.93	23,586.75
12/04/98		Library Revenue, Nov	3,195.25		26,782.00
12/04/98	3671	General by Library Director		105.45	26,676.55
12/04/98	3672	General by Library Director		1,187.03	25,489.52
12/04/98	3673	General by Library Director		266.35	25,223.17
12/10/98		Secured 2nd Actual	98,191.49	245.48	123,169.18
12/10/98		Homeowners Subvention 1st	2,336.75		125,505.93
12/15/98	3674	General - PPI		6,954.97	118,550.96
12/15/98	3675	General		3,631.44	114,919.52
12/15/98	3676	General		11,359.49	103,560.03
12/15/98	3677	General		1,933.02	101,627.01
12/15/98	3678	Payroll to wire 12/30/98		20,325.00	81,302.01
12/15/98	3679	Payroll to wire 1/14/99		20,325.00	60,977.01
12/17/98		Secured 3rd Actual	185,803.37	464.51	246,315.87
12/17/98		State ILL	1,869.60		248,185.47
12/17/98		Library Revenue, Dec	1,308.50		249,493.97
12/17/98		State 321 Grant	1,241.00		250,734.97
12/17/98	3680	General by Library Director		791.57	249,943.40
12/21/98		Supplemental 3rd Actual	3,504.75		253,448.15
12/23/98	3681	General by Library Director		4,173.24	249,274.91
12/28/98		Interest for 9/98	222.05	5.82	249,491.14
12/30/98	3682	General by Library Director		795.79	248,695.35
01/07/99	3683	General by Library Director		1,291.73	247,403.62
01/20/99	3684	General		10,428.12	236,975.50
01/20/99	3685	General		1,603.42	235,372.08
01/20/99	3686	General		1,630.86	233,741.22
01/20/99	3687	General		3,797.69	229,943.53
01/20/99	3688	General		2,478.75	227,464.78
01/20/99	3689	Payroll to wire 1/28/99		20,325.00	207,139.78
01/20/99	3690	Payroll to wire 2/11/99		20,325.00	186,814.78
01/20/99	3691	Payroll to wire 2/25/99		20,325.00	166,489.78
01/12/99		Interest for 10/98	192.51	5.18	166,677.11
01/29/99		Interest for 11/98	294.94	8.09	166,963.96
01/14/99		Unsecured 2nd Actual	6,047.57	15.12	172,996.41
01/21/99		Secured 3rd Actual	65,358.40	163.40	238,191.41

Placentia Library District
FY1998-1999 General Fund Cash Flow

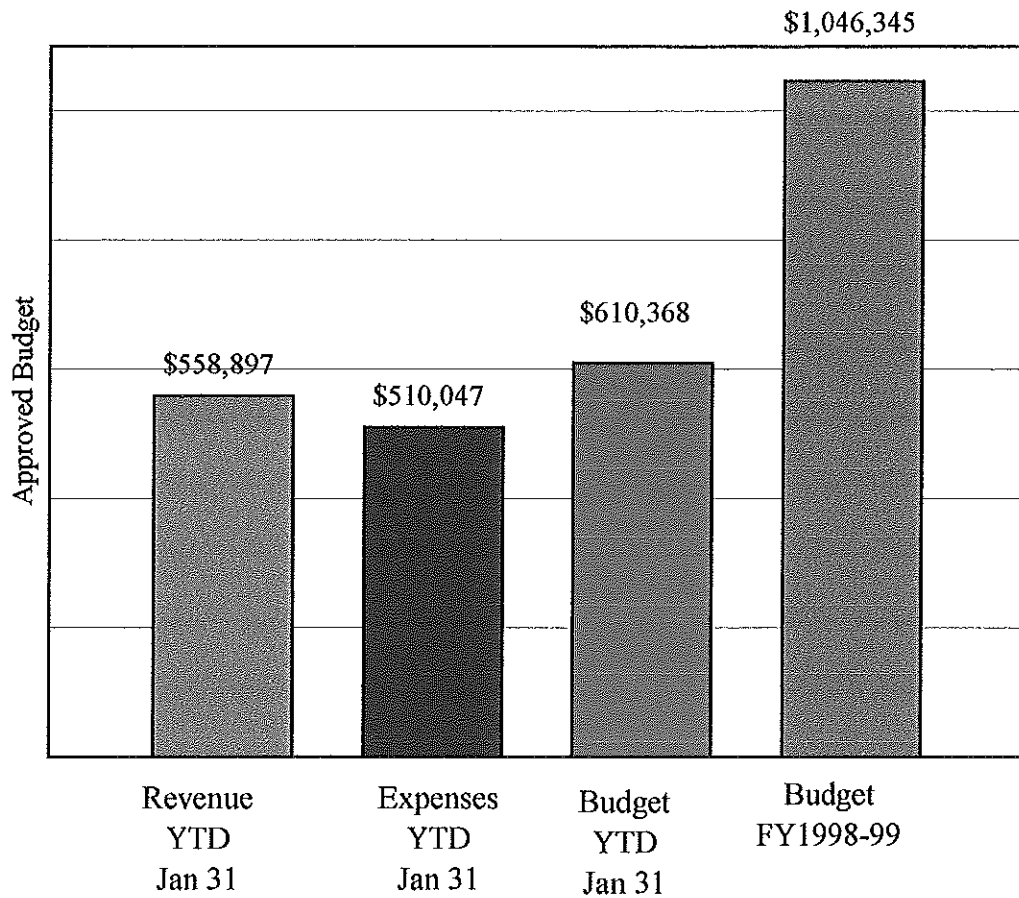
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
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
08/12/98		Interest for 5/98	1,587.13	42.12	63,138.35
08/18/98	3638	General - PPI		2,328.08	60,810.27
08/18/98	3639	General		8,861.76	51,948.51
08/18/98	3640	General		748.04	51,200.47
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	27,875.47
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	4,550.47
08/24/98		Transfer from Fund 702	35,000.00		39,550.47
08/25/98		Library Revenue for August	1,345.26		40,895.73
08/27/98	3643	General -- semi-annual bond payment		33,950.61	6,945.12
09/01/98	3644	PPI by Library Director		4,006.01	2,939.11
09/08/98		Interest for 6/98	1,132.86	29.69	4,042.28
09/15/98		Transfer from Fund 706	80,000.00		84,042.28
09/15/98	3645	General - PPI		2,388.20	81,654.08
09/15/98	3646	General - PPI		781.72	80,872.36
09/15/98	3647	General		3,146.59	77,725.77
09/15/98	3648	General		1,787.46	75,938.31
09/15/98	3649	General		1,873.93	74,064.38
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	53,739.38
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	33,414.38
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	13,089.38
09/17/98		State Interlibrary Loan	1,860.65		14,950.03
09/17/98		Library Revenue for September	916.70		15,866.73
09/21/98		Supplemental 1st Actual	3,578.69		19,445.42
09/23/98		Unsecured 1st Actual	39,094.29	97.74	58,441.97
10/08/98	3653	General by Library Director		5,556.24	52,885.73
10/08/98	3654	General by Library Director		2,229.38	50,656.35
10/20/98	3655	General		4,447.07	46,209.28
10/20/98	3656	General		1,100.60	45,108.68
10/20/98	3657	General		5,430.61	39,678.07
10/20/98	3658	Payroll to wire 11/5/98		26,353.00	13,325.07
10/20/98	3659	Payroll to wire 11/19/98		18,316.00	(4,990.93)
10/09/98		Interest for 7/98	615.72	16.27	(4,391.48)

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 February 17, 1999

	Fiscal Year 1998-1999						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17
28-Feb-99						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 EXCL GEN FUND
	Fund 702 Maj Equip Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
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)
February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	438,508.87	407,756.32	65,358.40	50,637.92	57.60%
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teceter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	438,508.87	407,756.32	65,358.40	50,637.92	55.21%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	45,141.86	40,966.34	6,047.57	6,066.51	96.05%
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teceter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	18,500	19,664.95	18,290.05	0.00	0.00	106.30%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	18,000	14,706.92	7,738.66	7,458.86	2,397.19	81.71%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	15,485.32	8,109.26	7,458.86	2,397.19	86.03%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	0.00	0.00	52.06%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	309.57	0.00	0.00	
	TOTAL TAXES	882,461	519,852.30	476,383.32	78,864.83	59,101.62	58.91%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
6610-00	Interest	10,500	1,666.91	3,352.41	487.45	1,073.38	15.88%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	176.98	0.00	0.00	
	TOTAL INTEREST	10,500	1,666.91	3,529.39	487.45	1,073.38	15.88%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	7,789.14	7,590.20	5,452.39	5,313.13	50.30%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	4,957.41	4,130.81	407.95	0.00	76.27%
6970-01	State - CA Foundation Funds	97,400	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	7,000	8,872.00	(2,383.00)	8,872.00	(2,383.00)	126.74%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	2,189.00	4,948.00	948.00	0.00	62.54%
6970-05	State - Project Grants	0	0.00	9,361.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	16,018.41	16,056.81	10,227.95	(2,383.00)	14.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	23,500	11,512.88	9,754.00	2,432.80	0.00	48.99%
7670-01	Local Revenue -- Passport	0	1,853.12	0.00	1,563.12	0.00	
	TOTAL LOCAL REVENUE	23,500	13,346.00	9,754.00	3,995.92	0.00	0.49
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	223.93	6.20	220.47	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	558,896.69	513,319.92	99,249.01	63,105.13	1.88

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	301,082.00	296,160.00	37,760.00	55,530.00	60.90%
0200	Retirement	70,123	23,119.00	22,656.00	2,890.00	4,248.00	32.97%
	Health Insurance/Carc America	28,585	11,932.04	12,434.92	1,340.02	4,227.84	41.74%
	Long Term Disability	2,862	1,387.58	1,198.75	173.17	342.50	48.48%
	Vision Service Plan	1,974	1,034.20	531.80	0.00	87.80	52.39%
	Dental	4,402	3,302.79	2,567.84	300.40	381.89	75.03%
0300	Total Employee Insurance	37,823	17,656.61	16,733.31	1,813.59	5,040.03	46.68%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	2,568.00	3,142.00	0.00	1,180.00	44.28%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	344,425.61	338,691.31	42,463.59	65,998.03	56.63%
0700-00	Communications - Telephone	2,600	1,130.45	1,347.28	0.00	177.20	43.48%
0700-01	Communications - Modem/Fax	2,384	1,803.61	1,390.92	0.00	273.75	75.65%
0700-02	Communications - Internet/Database	3,240	2,796.38	2,296.13	550.63	429.16	86.31%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	3,107.58	2,542.92	423.82	423.82	60.22%
0700-07	Communications - 321 Grant	570	360.01	382.42	0.00	17.86	63.16%
0700-08	Communications - Adult Literacy	330	241.69	89.12	68.16	50.15	73.24%
	Total Communications	14,284	9,439.72	8,048.79	1,042.61	1,371.94	66.09%
0900-00	Food - General Fund	50	0.00	18.17	0.00	18.17	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	18.17	0.00	18.17	0.00%
1000-00	Household Expense	3,500	2,070.13	1,743.57	265.18	0.00	59.15%
1100-00	Insurance	10,200	10,124.25	10,183.10	0.00	5,158.36	99.26%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	2,102.53	15,200.26	103.85	6,500.00	10.51%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	2,102.53	15,200.26	103.85	6,500.00	10.51%
	HVAC	5,500	1,630.69	3,085.40	0.00	272.92	29.65%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	12,018.41	12,419.31	2,485.22	2,002.19	48.07%
	Plumbing	1,200	62.00	942.55	0.00	411.41	5.17%
	Electrical	4,000	2,280.00	1,511.96	0.00	0.00	57.00%
	Cleaning Service	11,700	6,650.00	6,650.00	950.00	1,900.00	56.84%
	Locksmith	200	73.72	93.95	0.00	41.45	36.86%
	Other	2,000	910.66	417.19	678.00	0.00	45.33%
1400-00	Total Maintenance of Building & Grounds	50,100	23,625.48	25,120.36	4,113.22	4,627.97	47.16%
1600-00	Memberships - General Fund	2,900	1,958.00	1,669.00	490.00	225.00	67.52%
1600-07	Memberships - 321 Grant	200	100.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	0.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	2,298.00	1,764.00	490.00	225.00	70.71%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
	Library Supplies	4,500	4,070.72	2,083.72	1,611.02	0.00	90.46%
	Printing	9,000	2,478.79	4,962.02	1,178.88	1,716.23	27.54%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	729.86	1,151.55	75.99	0.00	48.66%
	Paper	1,200	273.75	1,025.59	0.00	0.00	22.81%
	Drinking Water Service	300	174.65	149.70	0.00	24.95	58.22%
	Other Office Supplies	3,000	2,691.77	1,396.56	71.24	356.59	89.73%
1800-00	Total Office Supply Expense - General Fund	19,500	10,419.54	10,769.14	1,876.13	2,097.77	53.45%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,858.76	571.00	10.00	0.00	
	Printing	1,475	1,044.96	903.04	0.00	570.00	70.84%
	Publications	2,375	0.00	1,026.56	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	220.58	0.00	19.31	128.58%
1800-08	Total Adult Literacy Office Supply Expense	4,300	1,559.27	2,150.18	0.00	589.31	36.26%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	13,837.57	18,671.52	1,886.13	2,687.08	55.46%
1803-00	Postage Expense - General Fund	800	508.66	452.90	0.00	335.90	63.58%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	64.00	32.00	0.00	0.00	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	
	Total Postage Expense	1,000	572.66	1,548.34	0.00	335.90	57.27%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	210.00	210.00	35.00	70.00	50.00%
	Pension Contribution & Operating Expenses	6,000	1,750.00	3,519.63	0.00	0.00	29.17%
	Anahcim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	208.26	206.26	34.71	34.71	49.59%
	Interest Allocation & Tax Collection Charges	450	95.09	135.16	13.27	27.94	21.13%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	367.50	367.50	52.50	0.00	73.50%
	Collection Services - Accounts Receivable	3,000	86.62	1,113.27	0.00	143.27	2.89%
	Audit	3,750	3,880.00	2,810.00	180.00	0.00	103.47%
	Payroll Preparation	2,500	1,268.00	1,306.99	0.00	165.00	50.72%
	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	1,351.16	3,800.03	0.00	100.00	
1900-00	Total Specialized Services - General Fund	58,040	9,950.37	13,468.84	315.48	540.92	17.14%
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	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	80.00	0.00	0.00	0.00	11.03%
1900-09	Specialized Services - LSCA Grant	0	0.00	3,603.99	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	1,209.14	1,121.81	178.52	141.76	57.58%
	Total Specialized Services	63,215	11,239.51	18,765.64	494.00	682.68	17.78%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,950.61	33,015.00	0.00	0.00	51.37%
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	4,577.64	3,290.94	3,704.09	2,180.71	7.27%
2400-02	Special Department Expense - Video	1,500	0.00	569.85	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	5,230.00	12,226.50	0.00	0.00	36.43%
2400-04	Special Department Expense - Periodicals	16,642	4,164.52	3,971.03	50.13	6.00	25.02%
2400-05	Special Department Expense - Audio	2,500	287.80	158.46	0.00	0.00	11.51%
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	1,367.02	606.57	0.00	592.77	91.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	15,626.98	20,823.35	3,754.22	2,779.48	15.71%
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	348.92	367.88	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	315.73	1,379.22	0.00	697.22	15.79%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	150.00	0.00	0.00	0.00	20.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	156.00	275.00	0.00	0.00	31.20%
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	906.66	660.40	0.00	421.02	64.76%
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	1,877.31	2,682.50	0.00	1,118.24	30.53%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
2800-00	Electricity	45,000	28,492.90	25,578.57	43.47	3,517.79	63.32%
	Gas	5,500	2,228.88	1,110.24	0.00	985.01	40.53%
	Water	3,000	1,371.09	1,826.86	0.00	87.76	45.70%
	Total Utilities	53,500	32,092.87	28,515.67	43.47	4,590.56	59.99%
	TOTAL SUPPLIES & SERVICES	416,389	158,857.62	186,100.27	12,192.68	30,095.38	38.15%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	6,763.52	0.00	2,478.75	0.00	33.82%
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	6,763.52	0.00	2,478.75	0.00	32.21%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	6,763.52	0.00	2,478.75	0.00	32.21%
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	510,046.75	524,791.58	57,135.02	96,093.41	48.75%

02/10/99

Placentia Library District
Balance Sheet
As of January 31, 1999

	<u>Jan 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,906.99
County Exempt - Savings	3,971.07
General Fund - Checking	5,426.54
General Fund - Savings	4,332.31
Literacy Fund - Savings	5,940.88
Payroll Checking	27,760.07
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
Total Payroll Checking (CDs)	<u>27,500.00</u>
Payroll Savings (Fees)	2,320.04
Payroll Savings (Int CDs)	6,864.60
Total Checking/Savings	<u>88,022.50</u>
Total Current Assets	<u>88,022.50</u>
TOTAL ASSETS	<u><u>88,022.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Credit Union Payable	46.78
Deferred Comp Payable	842.45
Insurance Payable	-593.99
Manual Payroll Checks	543.18
Other Employee Deductions	656.41
Payroll Taxes Payable	-492.12
Union Dues Payable	139.14
Total Other Current Liabilities	<u>1,141.85</u>
Total Current Liabilities	<u>1,141.85</u>
Total Liabilities	1,141.85
Equity	
Net Income	7,674.90
Total Capital	79,205.75
Total Equity	<u>86,880.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>88,022.50</u></u>

**Placentia Library District
Profit and Loss by Class**

January 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Income						
Cash Register - Fines	0.00	2,323.18	0.00	0.00	0.00	2,323.18
Cash Register - Lost Items	0.00	138.81	0.00	0.00	0.00	138.81
Cash Register - Reserves	0.00	89.00	0.00	0.00	0.00	89.00
Children's Dept Income	1,405.00	10.00	0.00	0.00	0.00	1,415.00
Copy Machine Income	775.55	0.00	0.00	0.00	0.00	775.55
Interest Inc - CD's	0.00	0.00	0.00	354.71	0.00	354.71
Interest Inc - Savings	7.44	10.64	11.34	0.00	0.00	29.42
Meeting Room Income	270.30	0.00	0.00	0.00	0.00	270.30
Miscellaneous Income	18.00	0.00	0.00	0.00	0.00	18.00
Passport Revenue	0.00	2,335.92	0.00	0.00	0.00	2,335.92
Telephone Income	0.00	33.69	0.00	0.00	0.00	33.69
Transfers from County	0.00	0.00	0.00	40,650.00	0.00	40,650.00
Tutor Training Income	60.00	8,872.00	0.00	0.00	0.00	8,932.00
Typewriter Income	0.00	5.85	0.00	0.00	0.00	5.85
Total Income	2,536.29	13,818.89	11.34	41,004.71	0.00	57,369.23
Expense						
Bank Fees	0.00	27.50	0.00	18.45	0.00	43.95
Children's Other	20.00	0.00	0.00	0.00	0.00	20.00
Copier Lease Payments	446.34	0.00	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	0.00	229.65
Employee Benefits	0.00	0.00	0.00	2,319.12	0.00	2,319.12
Employee Insurance	0.00	0.00	0.00	658.90	0.00	658.90
Employer Payroll Taxes	0.00	0.00	0.00	10,702.89	0.00	10,702.89
Household Expenses	63.91	139.70	0.00	0.00	0.00	203.61
Lobbyist Expense	625.00	0.00	0.00	0.00	0.00	625.00
Miscellaneous	0.00	0.00	0.00	-110.00	0.00	-110.00
Office Expense	0.00	227.65	0.00	0.00	0.00	227.65
Payroll Processing Fees	0.00	0.00	0.00	18,307.24	0.00	18,307.24
Postage	0.00	339.65	0.00	0.00	0.00	339.65
Salaries	0.00	0.00	0.00	24,154.98	0.00	24,154.98
Taxes & Fees (370)	0.00	352.00	0.00	0.00	0.00	352.00
Transfers to County	0.00	13,880.92	0.00	0.00	0.00	13,880.92
Transportation & Travel	0.00	895.04	0.00	0.00	0.00	895.04
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	1,384.90	15,862.48	0.00	56,049.58	0.00	73,296.94
Net Income	1,151.39	-2,045.57	11.34	-15,044.87	0.00	-15,927.71

Reconciliation Report

General Fund - Checking account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		6,040.84
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		6,040.84

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-614.30
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		5,426.54
New Checks and Payments	7 Items	-577.85
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,848.69

Check Disbursements
Register

General Fund - Checking Register through 01/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/05/1999	3788	US Postmaster P...	Postage	1803-00	-149.90	X	7,230.60
01/06/1999	3789	US Postmaster P...	Postage	1803-00	-78.75	X	7,151.93
01/06/1999	3790	Travel In Style	Transportation & Travel	2700-00	-157.00	X	6,994.93
01/07/1999	3791	All Star Trophy	Office Expense	1800-00	-14.35	X	6,980.58
01/13/1999	3792	COSTCO	Household Expenses	1000-00	-16.90	X	6,963.68
01/13/1999	3793	Smart & Final	Household Expenses	1000-00	-122.80	X	6,840.88
01/17/1999	3794	PGRT-So Cal	Transportation & Travel	2700-01	-70.00	X	6,770.88
01/17/1999	3795	Riviera Resort &...	Transportation & Travel	2700-00 (309...	-619.04	X	6,151.84
01/17/1999	3796	VOID	Uncategorized Expenses		0.00	X	6,151.84
01/25/1999	3797	US Postmaster P...	Postage	1803-00	-111.00	X	6,040.84
01/25/1999	3798	Hewlett Packard	Office Expense	1800-00	-17.24		6,023.60
01/25/1999	3799	State Board of E...	Taxes & Fees (370)	3700-00	-352.00		5,671.60
01/27/1999	3800	Intuit Inc	Office Expense	1800-00	-196.06		5,475.54
01/27/1999	3801	VOID	Uncategorized Expenses	sample for n...	0.00	X	5,475.54
01/31/1999	3802	NSFRE/GLAC	Transportation & Travel	2700-01 (22)...	-49.00		5,426.54

Reconciliation Report

General Fund - Savings account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		3,755.89
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	576.42
Cleared Balance		4,332.31

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		4,332.31
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,332.31

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		5,929.54
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	11.34
Cleared Balance		5,940.88

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		5,940.88
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,940.88

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		3,921.99
Cleared Checks and Payments	2 Items	-15.00
Cleared Deposits and Other Credits	1 Items	1,400.00
Cleared Balance		5,306.99

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		5,306.99
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,306.99

Check Disbursements
Register

County Exempt - Checking Register through 01/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/01/1999			Total Capital	Account Ope...	3,192.90	X	3,192.90
01/03/1999			Children's Dept Income	Deposit	5.00	X	3,197.90
01/04/1999			Children's Dept Income	Deposit	1,400.00	X	4,597.90
01/13/1999	1213	Lucky	Household Expenses	Household E...	-63.91	X	4,533.99
01/17/1999	1214	California Advoc...	Lobbyist Expense	Lobbyist Exp...	-625.00	X	3,908.99
01/18/1999	1215	Yvonne Flores	Children's Other	refund for ca...	-10.00		3,898.99
01/18/1999	1216	Anna Cruz	Children's Other	refund for ca...	-5.00	X	3,893.99
01/18/1999	1217	April Wells	Children's Other	refund for ca...	-5.00		3,888.99
01/18/1999	1218	VOID	Uncategorized Expenses		0.00		3,888.99
01/31/1999			Miscellaneous Income	Deposit	18.00	X	3,906.99

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		3,905.07
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		3,905.07

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		3,905.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	555.65
Ending Account Balance		4,460.72

Reconciliation Report

Payroll CK account reconciled for the period ending 01/31/1999

Cleared Transactions

Previous Balance		24,962.52
Cleared Checks and Payments	52 Items	-56,159.58
Cleared Deposits and Other Credits	3 Items	58,957.13
Cleared Balance		27,760.07

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/1999 (statement closing date)		27,760.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		27,760.07

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 1999
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	35.08	2	2	493.34	27	26	538.92	29	28	386.00	40	40	1,394.92	69	68
Adult Circulating Non-Fiction	937.43	46	44	1,008.31	46	46	1,946.24	92	90	1,344.94	68	64	3,291.18	160	154
Adult Reference	254.61	9	8	0.00	0	0	254.61	9	8	120.00	8	2	374.61	17	10
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	1,192.04	55	52	1,008.31	46	46	2,206.85	101	98	1,464.94	76	66	3,665.79	177	164
TOTAL ADULT PRINT MATERIALS	1,227.12	57	57	1,502.65	73	72	2,729.77	130	126	2,330.94	116	106	5,060.71	246	232
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	1,227.12	57	57	1,502.65	73	72	2,729.77	130	126	2,330.94	116	106	5,060.71	246	232
Juvenile Fiction	0.00	0	0	61.58	4	4	61.58	4	4	0.00	0	0	61.58	4	4
Juvenile Circulating Non-Fiction	926.99	46	38	354.14	20	20	1,291.13	66	58	55.00	8	4	1,346.13	74	62
Juvenile Reference	587.44	24	4	0.00	0	0	587.44	24	4	0.00	0	0	587.44	24	4
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,524.43	70	42	354.14	20	20	1,878.57	90	62	55.00	8	4	1,933.57	98	66
TOTAL JUVENILE PRINT MATERIALS	1,524.43	70	42	415.72	24	24	1,940.15	94	66	55.00	8	4	1,995.15	102	70
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	1,524.43	70	42	415.72	24	24	1,940.15	94	66	55.00	8	4	1,995.15	102	70
Total Fiction	35.08	2	2	555.42	31	30	590.50	33	32	866.00	40	40	1,456.50	73	72
Total Non-Fiction	2,716.47	125	94	1,362.95	66	66	4,079.42	191	160	1,519.94	84	70	5,599.36	275	220
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	2,751.55	127	96	1,918.37	97	96	4,669.92	224	192	2,385.94	124	110	7,055.86	348	302

OUTSTANDING ORDERS AS OF JANUARY 31, 1999

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
313,073.73	53,021.91	318,095.64

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF JANUARY
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	52.37	3	3,511.86	191	3,564.23	194	2,966.15	139	6,530.38	333
Adult Circulating Non-Fiction	1,210.39	56	7,556.97	346	8,767.36	402	9,399.37	478	18,166.73	880
Adult Reference	441.83	19	33.78	1	475.61	20	436.85	24	912.46	44
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	1,652.22	75	7,590.75	347	9,242.97	422	9,836.22	502	19,079.19	924
TOTAL ADULT PRINT MATERIALS	1,704.59	78	11,102.61	538	12,807.20	616	12,802.37	641	25,609.57	1,257
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	27.50	2	27.50	2
Total Adult Audio	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
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	27.50	2	27.50	2
TOTAL ADULT MATERIALS	1,704.59	78	11,102.61	538	12,807.20	616	12,829.87	643	25,637.07	1,259
Juvenile Fiction	0.00	0	575.12	38	575.12	38	117.00	14	692.12	52
Juvenile Circulating Non-Fiction	1,385.25	108	3,558.10	189	4,943.35	297	372.90	38	5,316.25	335
Juvenile Reference	690.57	27	0.00	0	690.57	27	50.00	1	740.57	28
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	2,075.82	135	3,558.10	189	5,633.92	324	422.90	39	6,056.82	363
TOTAL JUVENILE PRINT MATERIALS	2,075.82	135	4,133.22	227	6,209.04	362	539.90	53	6,748.94	415
Juvenile Audio/Music	0.00	0	142.54	14	142.54	14	0.00	0	142.54	14
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	142.54	14	142.54	14	0.00	0	142.54	14
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	142.54	14	142.54	14	0.00	0	142.54	14
TOTAL JUVENILE MATERIALS	2,075.82	135	4,275.76	241	6,351.58	376	539.90	53	6,891.48	429
Total Fiction	52.37	3	4,086.98	229	4,139.35	232	3,083.15	153	7,222.50	385
Total Non-Fiction	3,728.04	210	11,148.85	536	14,376.89	746	10,259.12	541	25,136.01	1,287
Total Audio	0.00	0	142.54	14	142.54	14	27.50	2	170.04	16
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	3,780.41	213	15,378.37	779	19,158.78	992	13,369.77	696	32,528.55	1,688

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: February 17, 1999
 SUBJECT: Unique Management Services, Inc. Report for Month of January

The report was received from Unique Management on February 8, 1998.
 Attachment A is enclosed.
 A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1998-99					
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	9	0	0	0.00	0
December	6	15	2	114.80	0
January	12	24	3	193.00	0
February					
March					
April					
May					
June					
TOTAL YTD	28	48	8	668.34	0

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 01/31/99

Time Run: 05:02PM
Date Run: JAN 31 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	27	Dollars Submitted	:	2,819.29	Dollars Received	:	193.00
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	252.08
Incorrect Addresses	:	3	Dollars in Skips	:	225.68	Dollars Waived	:	149.00
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	.00	Total Activated	:	923.28
Accounts in Process	:	24	Dollars in Process	:	2,593.61	% of Dollars Activated	:	35.60%
# of Accounts Activated	:	7						
% of Accounts Activated	:	29.17%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *Edm*
 DATE: February 17, 1999
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT JANUARY, 1999

SUMMARY OF PRINTER/COPIER ACCOUNTS JANUARY, 1999

Beginning Balance 12/31/98 (\$809.13)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	709.55	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in November		446.34
Total Copier Maintenance Payment in November		229.65
Debit Card System Loan Payback		0.00
	<u>709.55</u>	<u>675.99</u>

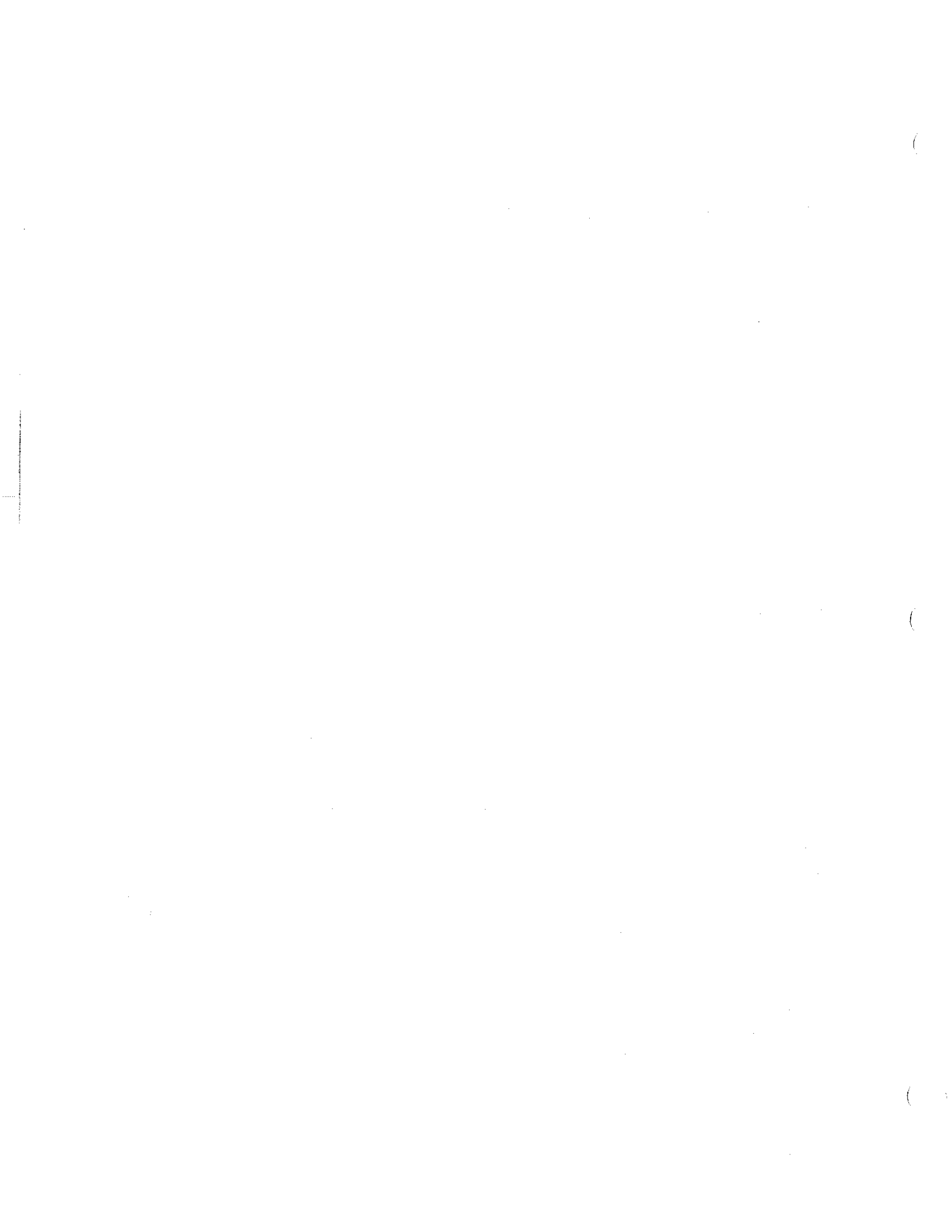
Ending Balance 1/31/98 (\$775.57)

December payment \$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 12/31/98	(8,565.48)
Loan Amount as of 12/31/98 (Literacy Fund)	7,700.00
December Payment (Fund 702)	0.00
December Payment (Literacy Fund)	0.00
Balance 1/31/98	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Foundation Board of Directors
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: February 17, 1999
 SUBJECT: GIFT REPORT

The following gifts were received from January 1, 1998 through January 31, 1998

ADOPT-A-BOOK DONATIONS

Illa Bessermin (Hunt Wesson)
 Raymond & Lynne Brown
 Ruth Cain
 Jim & Peggy Dinsmore
 James Faley
 Charles & Mindah Glatstein
 Susan Judd Grimm
 Ralph Goff
 Anne M Guse
 John Hassell (Dura-Chem Inc.)
 Richard & Lucille Henderson
 Dale & Betty Hughes
 Pat Irot
 Pat Irot
 William & Lois Keenen
 George & Delphine Larson
 Kaye E. Lennon
 Jo Ann Nelson
 Leonora Pierotti
 Mary Louise Pommier
 Mimi Schall
 Ralph & Patricia Shook
 Robert & Jean Turner

TOTAL AAB DONATIONS \$3,060.00


BOOK ENDOWMENT DONATIONS

Glenn & Kathy Baldwin
 Kenneth & Janice Coulson
 Jim & Peggy Dinsmore
 Mr & Mrs William Dooley
 Pat Irot
 Patrick & Barbara McHugh

TOTAL BOOK ENDOWMENT \$3,379.00

TOTAL ALL DONATIONS \$6,439.00

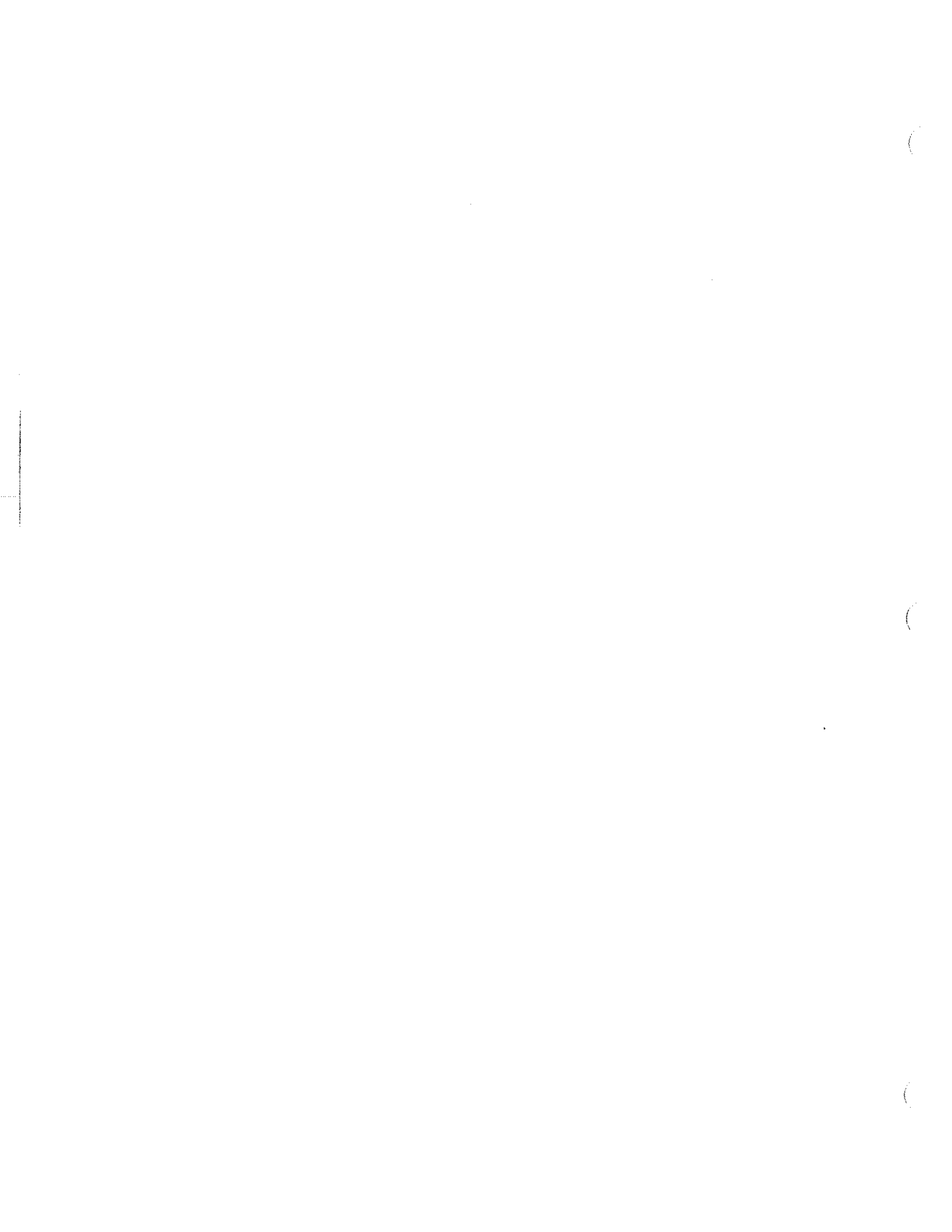
TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: February 10, 1999

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH JANUARY, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Regular maintenance of lighting.
3. **Loading dock driveway** – Tree branches are at eye level and are a safety hazard to people and can cause damage to vehicles. Work completed Jan 1999.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: February 10, 1999
SUBJECT: **PERSONNEL REPORT FOR JANUARY, 1999**

RESIGNATIONS:

None

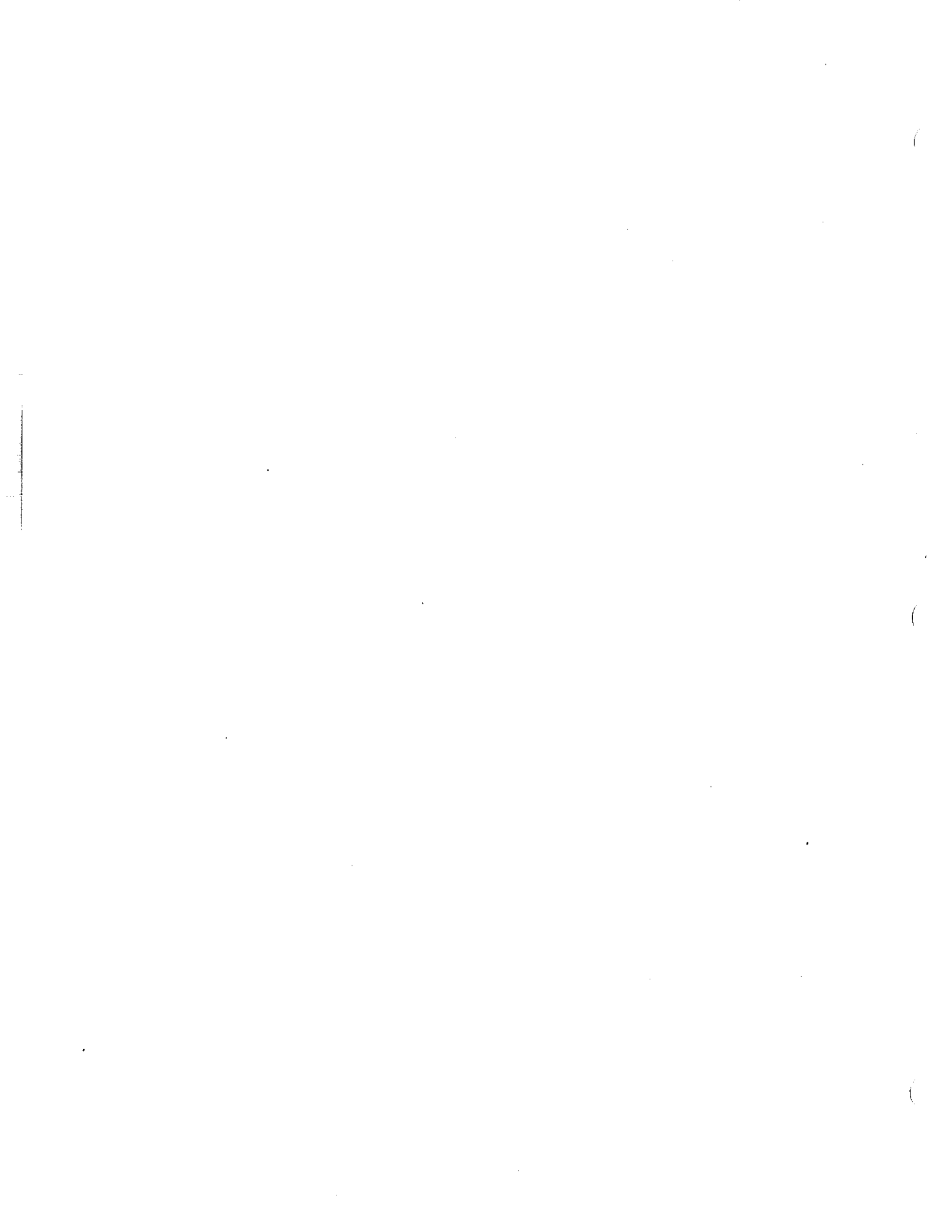
APPOINTMENTS:

Wendy Goodson, Administrative Assistant, full-time, effective Jan 1, 1999

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 January	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	6.00	86.00	9/95	345.75
Backes, Theresa	11.00	60.75	6/98	73.25
Boelman, Marge	0.00	6.00	1/98	17.25
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Dell, Lyla	19.25	132.00	8/98	132.00
Deputy, Paul	19.00	140.00	7/82	6,603.25
Farkas, Ted	5.00	11.00	10/98	11.00
Fioroni, Pete	9.50	29.50	3/97	115.25
Fioroni, Ruth	9.50	29.50	3/97	115.25
Fitzgerald, Joan	12.00	120.00	10/93	1,455.00
Foundation Telephone Committee	0.00	40.00	10/98	40.00
Godwin, Nita	0.00	9.00	2/96	141.25
Hochman, Sue	4.00	50.00	1/98	85.75
Horrocks, Marjorie	4.00	26.00	10/95	181.00
Hyams, Rose	12.00	82.75	7/98	82.75
Irot, Pat	42.00	149.50	2/96	892.00
Jertberg, Pat	2.00	53.25	4/98	61.75
Livesey, Jane	8.00	46.00	4/96	251.00
Lord, Audrey	0.00	53.00	10/97	193.50
Malik, Shamim	3.00	55.00	5/97	472.75
Matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	0.00	23.00	6/98	27.00
Mignot, Shirley	8.00	51.00	9/95	293.75
Myers, Claire	16.00	96.75	10/95	582.75
Olson, Bob	2.25	24.75	9/95	222.25
Pence, Thomas	7.00	7.00	1/99	7.00
Robb, Barbara	1.50	17.25	7/98	17.25
Schlichter, Allan	8.00	30.00	10/93	498.50
Schmidt, Marie	5.00	38.00	4/98	52.00
Shaw, Dixie	2.50	12.00	5/94	136.00
Stark, Allan	0.00	6.00	4/97	25.50
Stark, Sandra	9.00	57.75		145.75
Venegas, Julle	0.00	38.25	6/98	51.25
Wymer, Betty	13.25	72.50	1/96	399.00
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	80.00	920.00		5,233.75
TOTAL	318.75	2,700.50		19,703.50

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	January	YTD		January	YTD
Ahmadi, Zohra	0.00	24.25	Lam, Thuan	0.00	26.50
Angolo, Nelida	0.00	2.00	Lee, Hannah	0.00	15.00
Ataris, Andy	0.00	2.00	Lee, Michael	4.00	23.00
Bernard, Bers	0.00	1.75	Lee, Pichie	0.00	60.00
Boula, Bobby	0.00	21.25	Malr, Justin	0.00	30.50
Burke, Marsha	0.00	2.00	Margary, Gale	0.00	2.00
Burns, John	0.00	2.00	McMillan, Caitlyn	0.00	15.00
Byrne, Justin	0.00	20.00	Morris, Crystal	0.00	7.00
Cerri, Patrick	0.00	35.00	Oakins, Cindy	0.00	2.00
Chang, Edmund	10.00	32.00	Parker, Jim	0.00	5.75
Chavez, Alfredo	0.00	5.75	Peck, Jean	0.00	2.00
Cheung, Eric	0.00	19.00	Perez, Lizette	10.50	10.50
Chib, Sheetal	0.00	8.00	Perez, Manuel	0.00	5.75
Chiong, Debbie	0.00	34.25	Pina, Jose Luis	0.00	1.00
Chiu, Jason	0.00	8.00	Pinter, Brian	0.00	22.75
Chiu, Josephine	12.00	54.75	Ritter, David	0.00	1.00
Clugston, Patricia	2.75	32.50	Rodriguez, David	0.00	29.75
Coursey, Jeff	0.00	18.00	Rorex, Jamie	0.00	8.00
De Los Santos, Sarah	0.00	20.00	Shaw, Patrick	0.00	29.50
Espinosa, Jorge	0.00	3.00	Sim, Elisia	0.00	17.00
Garner, Sarah	3.00	11.00	Solo, David	0.00	31.00
Gonzalez, Lizeth	2.25	15.50	St. Aubin, Lacy	2.50	10.50
Gonzalez, Maria	2.25	24.25	Sung, Alice	0.00	9.00
Govea, Melissa	0.00	4.00	Thompson, Jena	0.00	4.50
Guzzi, Rebecca	0.00	4.00	Uh, Soo	0.00	7.75
Hannah, Bryan	0.00	34.00	Vance, Brian	0.00	55.50
Harikumar, Seema	0.00	3.00	Varela, Javier "Junior"	37.50	37.50
Hamett, Tom	0.00	6.00	Vasquez, Joel	0.00	8.00
Harrison, Matthew	0.00	29.00	Veltre, Matti	0.00	26.75
Hernandez, Ricardo	0.00	4.00	Verde, Val	0.00	6.25
Higueros, Delmy	0.00	22.25	Vidhyarkom, Tammy	9.00	60.00
Ho, Bao	0.00	30.00	Wang, Grace	0.00	20.00
Ho, Jerry	0.00	40.00	Wang, Shuan	0.00	40.00
Joslin, Linda	0.00	1.75	Whalen, Mark	0.00	2.00
Kansagara, Mena	0.00	17.50	Yada, Julie	0.00	8.00
Khounani, Anthony	0.00	12.00	Yang, Kelly	0.00	23.00
Kim, Jessica	0.00	12.25	Yee, Cindy	0.00	17.50
Kumar, Smila	0.00	23.75			
TOTAL	32.00	639.50	TOTAL	63.00	680.75

LVA VOLUNTEERS

Literacy Volunteer Hours 242.00

TOTAL VOLUNTEER HOURS 655.75

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	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	919.25	209.00	405.00	427.00
September	773.75	433.00	531.75	279.00	376.00	261.00
October	756.50	486.00	497.00	482.00	435.00	332.00
November	519.75	492.75	443.75	257.00	369.00	345.00
December	370.00	558.00	312.25	142.00	273.00	179.00
January	488.60	558.25	413.75	367.00	301.00	242.00
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
FEBRUARY 17, 1999

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 JANUARY 99	FY97-98 JANUARY 98
1st Time Checkouts	81,019	96,609	-16.14%	13,276	13,696
Phone Renewals	9,367	8,054	16.30%	1,755	1,164
In-Building Renewals	4,738	7,675	-38.27%	409	1,048
Total Renewals	14,105	15,729	-10.32%	2,033	2,210
TOTAL CHECKOUTS	95,124	112,338	-15.32%	15,309	15,906
On-Time Checkins	76,731	92,632	-17.17%	9,617	11,414
Late Checkins	15,866	18,056	-12.13%	2,334	2,569
TOTAL CHECKINS	92,597	110,688	-16.34%	11,951	13,983
Hold Placed	1,907	2,164	-11.88%	307	297
Hold Cancelled	414	441	-6.12%	58	78
Hold Filled	1,816	1,982	-8.38%	278	224
Hold Expired	16	20	-20.00%	2	0
Overdue Items	5,671	6,593	-13.98%	492	605
Overdue Notices	2,357	2,752	-14.35%	197	250
Billing Notices	2,924	3,380	-13.49%	420	488
Patrons Registered	1,830	2,012	-9.05%	286	312
Titles Added	4,722	3,802	31.09%	585	396
Volumes Added	5,413	6,661	-18.74%	906	707
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	43,011	48,097	-10.57%	6,823	7,139
Juvenile Print	45,307	55,765	-18.75%	7,568	7,506
Total Print	88,318	103,862	-14.97%	14,409	14,645
Audio	3,147	3,572	-11.90%	403	527
Visual	4,404	5,564	-20.85%	628	734
Equipment	0	0	0.00%	0	0
Total Audio Visual	7,551	9,136	-17.35%	1,031	1,261
TOTAL CIRCULATION	95,124	112,338	-15.32%	15,309	15,906
Placentia Circulation	58,297	73,903	-21.12%	9,411	10,229
% Placentia Circulation	60.81%	65.40%	-7.02%	60.95%	64.31%
Anaheim/Yorba Linda Circulation	18,653	19,805	-5.82%	3,008	2,862
% Anaheim/Yorba Linda Circulation	19.48%	17.53%	11.01%	19.48%	17.99%
TYPES OF ACTIVE BORROWERS					
Adult	63,684	71,553	-11.00%	10,337	10,075
Young Adult	2,533	2,329	8.76%	337	457
Juvenile	23,421	31,288	-25.10%	3,852	4,360
New Borrower	6,232	7,840	-20.51%	914	1,014
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	95,870	112,990	-15.15%	15,440	15,906
TOTAL REGISTERED BORROWERS	26,673	27,481	-2.94%	26,673	27,481
ATTENDANCE					
Adult Reference - In Building	7,234	7,773	-6.93%	1,060	1,185
Adult Reference - Telephone	1,830	1,785	4.27%	258	274
Children's Reference - In Building	3,680	5,321	-30.84%	535	710
Children's Reference - Telephone	210	204	2.94%	36	32
Total Adult Reference	9,064	9,528	-4.87%	1,318	1,459
Total Children's Reference	3,890	5,525	-29.59%	571	742
Total In Building Reference	10,914	13,094	-16.65%	1,595	1,895
Total Telephone Reference	2,040	1,959	4.13%	294	308
TOTAL REFERENCE	12,954	15,053	-13.94%	1,889	2,201



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. - January 5, 1998

ISDOC Executive Committee Members Present:

Position Vacant
President

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
Dana Smith - LAFCO
Russ Behrens -McCormick,
Kidman & Behrens

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)
John Schatz
Russell Paris (present)
Bill Goodwin (present)
Trudy Ohlig (present)
Ed LaBahn

Call to Order

1. Preliminaries

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

2. Review Minutes of December 8, 1998 Executive Committee Meeting.

Joan Finnegan pointed out that Committee Action to increase the cost of luncheon from \$10 to \$12 was omitted from the minutes.

The Committee approved the corrected minutes with the understanding that the increase would not apply to the January 14, 1999 meeting since notices have been circulated. The change will be effective starting with the March meeting.

3. Financial Report

Joan Finnegan reported a cash balance as of January 1, 1999 of \$3,221.67.
(copy of report attached)

4. Activate Telephone Tree for January 14, 1999 luncheon meeting.

There was some confusion about the availability of a calling list established by Sterling Fox for the purpose of reminding all interested parties of an upcoming meeting. Assignments were based on a voluntary arrangement that ensured that all agencies would be contacted.

We hope to locate the list prior to the March luncheon meeting.

5. LAFCO Matters

John Withers reported that there was no current LAFCO activity regarding Special Districts. He also discussed the list of nominees for Bob Huntley's regular seat on the Commission and how changes on the Board of Supervisors may impact the Commission.

On January 22, 1999, LAFCO will hold a planning meeting for dealing with anticipated activities during 1999. John recommended that all agencies attend.

6. CASA Report

Russell Paris reported that the January Board Meeting was cancelled, that the Annual Government Affairs Day in Sacramento was scheduled for May 17, 1999 and that the Annual Conference would be in San Diego on September 22 - 24.

7. Legislative Report

Keith Coolidge reported that the full legislature was back in session this week and that a hearing was scheduled for January 13, 1999 regarding MWD.

8. Other Concerns/Comments

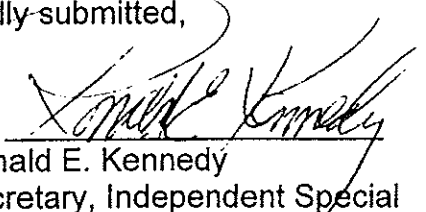
Joan Finnegan read a letter received from Sterling Fox (copy attached) regarding his move to Oregon and his continued interest in ISDOC matters.

9. Adjourn

Meeting was adjourned at 8:35 a.m.

Dated January 5, 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 DECEMBER 7, 1998:

\$ 3,221.67

RECEIPTS:

NONE

EXPENSES:

NONE

BALANCE ON HAND AS OF JANUARY 1, 1999:

\$ 3,221.67

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

December 11, 1998

Ms. Joan Finnegan
258 Sherwood Street
Costa Mesa, California 92627

Dear Joan:

As promised, I'm sending you my new address and phone number shown below:

Sterling Fox
17128 S.W. Greengate Drive
Sherwood, OR 97140-6923
Phone: (503) 925-1313

We are gradually settling into our new home. The area around us is quite lovely with a multitude of trees and other greenery. Our house backs up to a wetlands so we have a great view out the back. It rains almost every day but the sun peaks out frequently to give some balance to the day.

Please thank your fellow ISDOC board members for the plaque presented to me at my farewell reception. I'd love to hear from you in regard to the election of ISDOC officers for 1999-2000 or any other ISDOC news.

Come see us in Oregon!

Sincerely,

A handwritten signature in black ink that reads "Sterling Fox". The signature is written in a cursive style with a large, stylized 'S' and 'F'.

Sterling Fox



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: February 17, 1999

No activities on the Strategic Plan have taken place in this report period.



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99								0.00
Feb-99								0.00
Mar-99								0.00
Apr-99								0.00
May-99								0.00
Jun-99								0.00
TOTAL		24,114.75	5,049.85	4,755.03	559.91	0.00	0.00	34,479.54
AVG		4,019.13	841.64	792.51	93.32			5,746.59

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99				0.00	0.00
Feb-99				0.00	0.00
Mar-99				0.00	0.00
Apr-99				0.00	0.00
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	7,944.96	1,488.00	77.06	9,510.02	4,755.01
AVG	1,324.16	248.00	12.84	1,585.00	792.50

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

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	1,607.52	1,660.80	313.92	51.72	4,311.00	7,944.96
AVG	267.92	276.80	52.32	8.62	718.50	1,324.16

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	48.00	60.00	12.00	2.00	180.00	302.00
AVG	8.00	10.00	2.00	0.33	30.00	50.33

CALIFORNIA ADVOCATES, INC.

[LEG.WEB](#)[HOME](#)[CLIENTS](#)[INFO](#)[LOBBYISTS](#)[FILE
MANAGER](#)

View Folder as: [Calendar](#) / [Status](#)

Bill Folder: **placentia**

AB 24, Maddox: ASM ([Status](#) | [History](#) | Version 12/07/1998: [HTML](#) | [PDF](#))

Topic: Local fiscal relief: property tax revenue allocation.

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 1999-2000 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 1998-99 fiscal year.

AB 188, Hertzberg: ASM ([Status](#) | [History](#) | Version 01/21/1999: [HTML](#) | [PDF](#))

Topic: Local government reorganization.

Lobbyist: MDB

Digest Summary: Existing law establishes the Commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules, and the Senate Committee on Rules, as specified.

This bill would include on the commission 6 nonvoting ex officio members consisting of the chairs and vice chairs of the Senate and Assembly Local Government Committees and 2 persons appointed by the Governor, as specified.

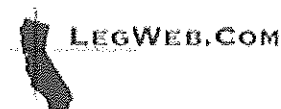
SB 3, Rainey: SEN ([Status](#) | [History](#) | Version 12/07/1998: [HTML](#) | [PDF](#))

Topic: California Library Construction and Renovation Bond Act.

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 2000, which would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of \$1,000,000,000 for the purpose of financing a library construction and renovation program administered by the State Librarian.

800/372-7903 - Toll-Free Telephone
916/446-9849 - Sacramento Local Telephone
916/612-2040 - 24 Hour / 7 Day Page/Voice Mail
legweb@capweb.com - Email



1982-1983
Annual Report

1982-1983 Annual Report of the Board of Directors

1982-1983 Annual Report of the Board of Directors

1982-1983 Annual Report of the Board of Directors

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1982-1983 Annual Report of the Board of Directors

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

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

A Blueprint For An Effective Legislative Program

By
Ralph A. Heim
Heim, Noack, Kelly & Spahnn
July 8, 1998

EXECUTIVE SUMMARY

Over the past few years, the California Special Districts Association (CSDA) has initiated a number of programs and procedures designed to enhance its presence and effectiveness within the state legislative process. Examples of such programs include, but are not limited to, local CSDA Chapters, the on-going refining of the grassroots network/Legislative Alert system, and the annual Government Affairs Day in Sacramento.

In addition to the above-cited programs, at the heart of CSDA's legislative program is its Legislative Committee. Historically, the Committee is comprised of members from the Board of Directors appointed by the current CSDA President. Unlike other special district associations, CSDA does not permit non-Board members to serve on the Committee as full voting members.

Given the ever-changing complexity of the Legislature, compounded in large part by the passage of term limits in 1990, CSDA must continue to evaluate the effectiveness of its legislative program, and where necessary, modify its program to reflect the changing realities of politics within the California Legislature.

Consider the fact that of the 12 legislators that currently comprise the Assembly Local Government Committee, 4 members, including the chair, will leave the Assembly this year due to term limits or election to another office. Of the 9 Senators that sit on the Senate Local Government Committee, 4 are termed-out, including the chair.

Given that most of the issues of critical importance to special districts are considered by these two policy committees, should CSDA consider conducting a workshop next year for legislators new to these committees?

As we approach the conclusion of the 1997-98 Legislative Session, I believe we should begin to look forward and continue to critically evaluate CSDA's legislative program; making modifications and improvements where warranted; all designed to ensure that CSDA is positioned to provide the highest level of representation to its membership as the Legislature approaches the 1999-2000 Legislative Session.

Presented below are a number of recommendations that are offered to stimulate a more comprehensive discussion of CSDA's legislative program.

THE LEGISLATIVE COMMITTEE

As stated above, the CSDA Legislative Committee is the heart and sole of CSDA's legislative program. Among other things, the Committee has the responsibility to assign positions and priorities to the multitude of bills introduced each legislative session. Additionally, the Committee works closely with CSDA's Legislative Advocate to ensure proper implementation of the Committee's directives.

Due to a multitude of factors, not the least of which is the complexity of many legislative proposals, the Committee has not functioned to the level of expectation. This is not a failure of the members of the Committee, but again, a result of attempting to analyze complicated legislation, most of which is beyond the Committee members' area of expertise.

While expanding the Committee to include non-Board members has been discussed for a number of years, it is time to bring the issue to closure and add non-Board CSDA member representatives to the Committee. Since the Board will consider such a recommendation during the July 10, 1998, Board of Directors meeting, a positive resolution by the Board will make this recommendation moot.

Finally, I am recommending that the Committee meet monthly each month the Legislature is in Session. By so doing, the Committee will be able to remain current on all newly introduced and/or amended legislation and adjust its priorities accordingly. I realize the cost implications associated with this recommendation, but I firmly believe it will improve the overall work of the Committee and the Legislative Advocate.

LOCAL CSDA CHAPTERS

Without question, the development and expansion of CSDA Chapters serve as a valuable resource, but as currently constituted, are underutilized. We should explore ideas, preferably with each Chapter, to determine how best to serve each other toward a common objective.

The objectives may be more frequent communications on key legislation or ensuring that the Chapters are fully integrated in CSDA's grassroots network/Alert system, which I will discuss in the next section. Additionally, we may want to explore quarterly meetings in conjunction with a scheduled

Committee meeting, at which time Chapter representatives could receive a comprehensive briefing on all current legislation.

I would, therefore, recommend that the Committee ask each Chapter how they view their role in CSDA's legislative program and what recommendations they could offer, designed to improve the legislative communicative link between CSDA and the Chapters.

GRASSROOTS NETWORK/ALERT SYSTEM

Based upon the survey CSDA conducted shortly following our Alert on Assembly Bill 2368 (Hertzberg), it is clear that the Committee needs to analyze the responses therefrom and consider ways to address the apparent shortcomings in this program.

One consistent response from those members that answered the survey was they do not have the time to compose a letter, but would respond to their legislators if CSDA provided a sample letter with the Alert. This we can and should do with future Alerts.

My experience with our grassroots program/Alert system is that certain issues generate a greater response than others. The property tax shifts of 1992 and 1993 are good examples of "hot button" issues that resulted in a tremendous response to the Alerts. Perhaps the Hertzberg bill was not perceived as a serious threat to the future of special district governance, thus the poor response.

I also believe that the response, or lack thereof, to Alerts is a function of the overall grassroots network. I met recently with a number of statewide associations that have very effective grassroots networks to learn more about their systems. The common denominator present within each of these associations is their members' relationships with their legislators. In each case, these associations admitted that their grassroots programs would not be as successful as they are without their members developing and maintain working or personal relationships with their legislators.

Given the sheer number of CSDA members, and the fact that they are located in virtually every legislative district, the Committee should assign a high priority to expanding and improving the grassroots network, including, but not limited to, assisting member districts in the process of developing and maintaining relationships with their legislators.

Additionally, CSDA should, as a high priority, encourage its member districts to meet and educate those individuals running for the Legislature from open seats; i.e., seats where there is no incumbent. We need to stress the importance of this education process prior to the newly elected legislators arriving in Sacramento this December. I can develop an inventory of these open seat races should the Committee so desire.

DATA/COST IMPACT DEVELOPMENT

The final area CSDA must continue to explore is what I believe is our limited ability to develop data and/or cost-impact information relative to a given legislative proposal. While I maintain this is a very important deficiency, I have no specific recommendations as to how to improve our ability to develop such information.

CSAC and the League of California Cities do a tremendous job in this area, but unlike CSDA, they have large support staffs that are devoted to this function. We should not attempt to compete with CSAC and the League regarding information development, but we need to recognize the importance of this information in the legislative process, allowing CSDA to present factual, cost-impact data, showing how a given proposal will affect our members.

CONCLUSION

The legislative process continues to change and, in so doing, requires that those that participate in that process both understand the changes, however subtle, and adjust accordingly. The issues outlined above attempt to lay a foundation for our collective thought-processes. We must first accept the fact that the legislative process is, and will continue to, undergo change. If we accept this premise of change, which we must, there is no alternative but to confront this changing dynamic in a rational, calculated fashion for the sole purpose of enhancing CSDA's legislative presence in the State Capitol. As the best form of local government, we owe ourselves nothing less.

I hope you agree and consider the comments presented above as the starting line.



CSDA LEGISLATIVE UPDATE

Senate Budget & Fiscal Review Committee -

Hearings on Local Government Finance

Hearing Dates and Locations

The following information is provided regarding the dates, times and locations of the Senate Budget & Fiscal Review Committee's hearings on local government finance.

Friday, January 22, 1999 - 11:30 a.m. to 2:30 p.m.

Kenneth Hahn Hall of Administration

500 West Temple, Room 140

Los Angeles, California

Monday, January 25, 1999 - 3:00 p.m. to 6:00 p.m.

Best Western Inn

6850 Greenleaf Drive

Placerville, California

Wednesday, January 27, 1999 - 2:00 p.m. to 5:00 p.m.

Alameda County Conference Center

125 12th Street, 4th Floor Hayward & Union Rooms

Oakland, California

Monday, February 1, 1999 - 10:00 a.m. to 1:00 p.m.

County Administration Center

1600 Pacific Highway, Room 302

San Diego, California

Wednesday, February 3, 1999 - 3:00 p.m. to 6:00 p.m.

County Administration, Board Chambers

385 N. Arrowhead

San Bernardino, California

Monday, February 8, 1999 - 3:00 p.m. to 6:00 p.m.

Merced Senior Community Center

744 W. 15th Street

Merced, California

Senator Steve Peace, Chair of the Committee, has scheduled these six (6) hearings around California "to establish an ongoing dialog on local government finance." Six (6) representatives (different individuals at each location) from each of the following - cities, counties and special districts - will be participating in the roundtable discussions. If you have any additional questions, please feel free to contact CSDA at (916) 442-7887.

Heim, Noack, Kell

GOVERNMENTAL RELATIONS

Jph A. Heim
 Russell W. Noack
 Anne Kelly
 Leslie S. Spahrn
 John Caldwell

URGENT

IMMEDIATE ATTENTION REQUIRED

TRANSMITTED VIA FACSIMILE

4 Pages

January 8, 1999

8:30 a.m. (PST)

TO: CSDA Legislative Committee

Dewey Ausmus	760-745-5827 (145)
Robert Bare	530-938-4739 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Jim Meredith	805-526-7025 (145)
Ernie Rodrigues	925-443-8351 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

California Association of Recreation & Park Districts
 Ralph Miller, Executive Director 530-823-3935 (155)

California Association of Public Cemeteries
 Dewey Ausmus 760-745-5827 (145)

Fire Districts Association of California
 Ron Collier 707-838-1173 (146)

Midpeninsula Regional Open Space District
 Craig Britton, General Manager 650-691-0485 (148)

Mosquito & Vector Control Association of California
 Don Eliason, Executive Director 916-685-1768 (144)
 Becky Cline, Legislative Comm. 559-659-2193 (144)

**Re: Senate Budget & Fiscal Review Committee --
Hearings on Local Government**

January 8, 1999

Page 2

FROM: Ralph A. Heim

**RE: Senate Budget & Fiscal Review Committee --
Hearings on Local Government**

Senator Steve Peace, Chair of the Senate Budget and Fiscal Review Committee, has scheduled six (6) hearings around California to "establish an ongoing dialog on local government finance." Additionally, the hearings are designed to:

1. Evaluate state/local financial relationships and seek proposals to reform the system of local finance.
2. Examine revenue and expenditure responsibilities with the objective of formulating a rational, equitable and efficient system of local government finance.
3. Receive input from local government officials regarding local finance in order to assist the Legislature to make sound decisions in the formulation of the State Budget.

At each of the six (6) hearings, an overview of local government finance/structure will be presented by an "independent reviewer." Following this overview, a five-minute perspective will be offered; one each from CSAC, League of California Cities, and one from special districts.

Following these presentations, the Committee will commence a dialog with 18 local government officials; 6 from CSAC; 6 from the League; and, 6 from special districts. Senator Peace would prefer that all of the panelists be elected officials, but managers or other staff from special districts will be acceptable.

Senator Peace encourages any written material participants wish to submit, but has expressly asked that they not be read during the hearings, as he will lead a discussion that will ensure that all panelists have an opportunity to express their views.

**Re: Senate Budget & Fiscal Review Committee –
Hearings on Local Government**

January 8, 1999

Page 3

When I asked Senator Peace's staff for direction relative to the specific subject matter the panelists should be expected to address, he suggested that they should be able to discuss the "Three R's:" Revenues, Roles and Responsibilities. Additionally, staff stressed that Senator Peace is not interested in hearing panelists "bitch and moan" about the loss of property tax revenues (ERAF).

Given the critical importance of these hearings, we need names of individuals that have special district expertise and would be available and willing to participate in these hearings. We should strive to obtain as many elected directors as possible, but clearly there are managers of districts that would serve this purpose well.

We should also choose persons from the regions wherein the hearings will take place. As of this writing, the Committee's hearing schedule is as follows:

- Los Angeles, Friday, January 22, 1999, from 11:30 a.m. to 2:30 p.m.
(Hall of Administration Building)
- Placerville, Monday, January 25, 1999, 3:00 p.m. to 6:00 p.m.
(no location yet)
- Oakland, Wednesday, January 27, 1999, 3:00 p.m. to 6:00 p.m.
(no location yet)
- San Diego, Monday, February 1, 1999, 10:00 a.m. to 1:00 p.m.
(no location yet)
- San Bernardino, Wednesday, February 3, 1999, 3:00 p.m. to 6:00 p.m.
(no location yet)
- Merced, Monday February 8, 1999, 3:00 p.m. to 6:00 p.m.
(no location yet)

Given the short timeframe to obtain panelists for each of these hearings, we are asking each of you, together with ACWA and CASA to submit names to Catherine Smith at CSDA as soon as possible, so that we may coordinate the

**Re: Senate Budget & Fiscal Review Committee--
Hearings on Local Government**

January 8, 1999

Page 4

final selection process with each of the special district associations. Please feel free to submit as many names of qualified elected (or appointed directors) and staff you deem appropriate.

Thank you for your attention to this request, and given the importance of these hearings, I respectfully urge that you give this request prompt attention.

RAH/kmg



Metropolitan Cooperative Library System

3675 East Huntington Drive, Suite 100, Pasadena, California 91107
telephone (626) 683-8244 • fax (626) 683-8097
Website: <http://www.mcls.org> • E-mail: mclshq@mclsys.org

January 20, 1999

Alhambra
Altadena
Arcadia
Azusa
Beverly Hills
Burbank
Calabasas
Cerritos
Commerce
Covina
Downey
El Segundo
Glendale
Glendora
Long Beach
Los Angeles
Monrovia
Monterey Park
Oxnard
Palos Verdes
Pomona
Redondo Beach
San Marino
Santa Fe Springs
Santa Monica
Sierra Madre
Signal Hill
North Pasadena
Thousand Oaks
Torrance
Whittier

TO: MCLS/SLS Directors
FROM: Barbara Custen *Barbara*
RE: Legislative Committee meeting notes

Enclosed are notes from Wini Allard on the CLA Legislative Committee meeting held on January 8, 1999.

Enc

Notes from the CLA Legislative Committee Meeting
January 8, 1999

PLF

Leg Com Chair Ann Cousineau reports that she has asked Mike Dillon to put request for PLF \$'s up front in the request to the Governor rather than wait until later as is usually done.

Construction Bonds - SB#3 Rainey, Burton, Alpert

This will be a very high priority for this year's Leg Com. (See attached text.) Dillon reports that it will be a month or two before anything starts happening on this. A task force is being appointed by CLA Exec Board to coordinate this effort statewide. I will be on the Task Force Steering Committee.

Report from CLA Lobbyists - Mike and Christina Dillon

Mike gave his usual humorous report on the goings on in Sacramento around the swearing in of the new governor. He talked some about a few committee's that currently touch on areas of interest for the Library community. The Commission on Governance for the 21st Century and the Allies, a group of legislators meeting with members of CSAC, League of CA Cities, etc. are two committees that he is tracking.

He reported that no one wants to call ERAF eraf anymore, it's being referred to as Return of Property Tax. He gave out copies of AB 24 the first of what he thinks will be a number of eraf bills. Leg Com decided not to take a position until they have looked at all the bills regarding eraf. Likely Leg Com/CLA will take a position of support.

For the benefit of new Leg Com members, Mike and Christina ran over the various positions that CLA can take regarding new legislation. (See attached cheat sheet from Mike).

As the Governor was presenting his budget that morning, they left and promised to have more to report next month.

State Library

When the State Library Law Library closed in early 90's, the outcry from State Legislators was great so a \$50 fee was taken from each court filing fee to reopen the Law Library. State Library would like to have a bill introduced raising that set aside to \$75.

The California Newspaper Project, an effort to inventory California local dailies and weekly newspapers has been completed. State Library would like to have a bill introduced for funds to microfilm the inventoried newspapers.

Committee Reports

John Mc Ginnes and Susan Harris are gearing up this year's Legislative Network. Letters will be going out to contacts in the next week.

CarolAnn Tassio's and I are developing this year's Leg Com workshops for the CLA Conference in November.

Attached is a Federal Legislative update prepared by Greg Atkins FYI.

Also attached is a press release regarding PropL in San Diego.

**MICHAEL F.
& ASSOCIATES**
PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 600
SACRAMENTO, CALIFORNIA 95814 • (916) 448-2196

February 8, 1993

TO: CLA LEGISLATIVE COMMITTEE
FROM: Mike Dillon, Lobbyist
RE: BILL POSITIONS AND HINTS ON READING BILLS

I. LEGISLATIVE PROCESS

I subscribe to the State's complete bill service which costs approximately \$3,000 per year. This service includes receiving hard copies of the Legislature's Daily File, Daily Journal, Daily History, and Weekly History. These documents list what is happening to all bills introduced by the Legislature. We also receive a copy of each bill introduced or amended. The state charges for extra bills ordered at 42¢ for 1-32 pages and \$1.16 for 32 pages and up.

We estimate we receive over 30,000 pieces of legislation during a two-year session. Donna screens every bill, I double screen, and all bills affecting CLA are referred to the Legislative Committee for action. Occasionally, if I am in doubt of a bill's impact on CLA, I will send it to Anne Marie Gold, Chair, to see if it is relevant and whether it should or should/not be referred to the full legislative committee.

II. BILL POSITIONS

Bills are classified either active or inactive on our electronic bill tracking system as follows:

ACTIVE:

Support	Oppose
Strong Support	Strong Oppose
Support if Amended	Oppose unless Amended
Support as Amended	Ours
Watch Close	Important
Watch/Get Info	Referred to Legislative Com.

INACTIVE:

Approve	Disapprove
Approve if Amended	Disapprove as Amended
Approve as Amended	Watch
No Action	Neutral

III. LOBBYIST ACTION ON BILL POSITIONS

Support - Write letter in all cases to author and chair of committees the bill is referred to. Depending on importance, may also involve testimony before committee, lobbying committee members, Governor's office and whatever else is needed to obtain passage.

Approve - May or may not write letter depending on circumstances. This position is often taken on bills that do not directly affect CLA members but the committee generally approves of the concept or idea.

Watch - Bills are often amended four or five times or more a year. This position is taken on bills that could be amended to affect CLA or on bills which the committee does not feel strongly about one way or another, but wants to keep an eye on the bill anyway.

No Position - The committee determines that the bill is of no consequence to CLA and does not wish to take a position. This position is recorded on our bill list as legislative committees or the Governor's office will call for CLA's position and we indicate that the bill was reviewed by the CLA Legislative Committee and that we took "no position."

Oppose - Same activity as support.

Disapprove - Same activity as approve.

IV. HINTS FOR READING BILLS

Legislative Counsel's Digest: The Counsel digest gives a brief description of what the bill does compared to existing law. The last paragraph of the digest will indicate whether or not the bill must go to a fiscal committee as well as the policy committee because of state or local cost impact. It will also state if the bill contains a state mandate, i.e., cost to local government. The last sentence of the digest also indicates whether the bill requires a simple majority vote or 2/3 vote on the floor of the Senate and Assembly and if it contains an urgency clause making it effective thirty days after enactment rather than January 1st of the following year.

The Text Itself: As you read the Sections of the bill that follow the digest remember that the language shown in italics represents changes from current law. However, in subsequent versions of the bill (amended dates are shown on the top of the bill) only changes from the previous amended bill are shown in italics. Thus, it is important to keep all versions of important bills to see the initial change from current law and subsequent changes as the bill is amended.

I always look at the Section numbers first to see if the Section is added or if it is being amended. This way you know added sections are new whether the language is in italics or not.

Miscellaneous: Often, at the end of a bill you will see "sunset dates" which call for the bill to terminate on a certain date and "disclaimer language" relating to any state mandates. You can generally disregard these sections as they do not materially affect the bill's policy considerations.

DATE: January 4, 1999
TO: CLA Legislative Committee
FROM: Gregg Atkins *GJA*
RE: FEDERAL LEGISLATIVE UPDATE - JAN. 1998 REPORT

On January 6, the new 106th Congress will begin its two-year session. In addition to the usual annual budget issues (which won't be known until the President submits the budget proposal), the following items have been identified for particular attention:

1. E-Rate

Following the successful effort to get the FCC to reduce the amount of funding, a new effort is likely from Republican in Congress to scrap the e-rate mechanism and replace it with block grants to states. It is possible that this new legislation would limit participation to K-12 and higher education. In any case, the costs would be paid out of the existing 3% excise tax paid by consumers rather than being paid for by telecommunications companies. This possible legislation could also attempt to scrap the principle of universal access for digital communication.

2. Library Services & Technology Act (LSTA)

The current distribution formula cost California \$2.5 million. California will want to work with its representatives to get the distribution formula changed at the earliest opportunity.

3. Copyright

The U.S. Copyright Office is holding hearings (in compliance with a section of the *Digital Millenium Copyright Act (PL 105-304)*) concerning promotion of distance education through digital technologies. The hearings will be a factor in development of a report with possible recommendations to Congress on revision of copyright law. This will be of particular importance to academic libraries and school libraries.

4. Government Publications Reform Act (S.2288)

This major effort to establish publications policy suitable to the 21st century and provide government publications via digital technologies died without passage at the close of the session. The revised bill was heavily influenced by the Inter-Association Working Group (IAWG). A similar version will be reintroduced in the new Congress.

The 25th National Legislative Day is scheduled for May 3-4, 1999 in Washington, D.C.

Jan 86 1999 18:59:19 Via Fax

-> (7)

619 495 5658 Marilyn Crouch

YES on L Support Your Local Library



S' try to get the prop would also more of Prop' CCA support last year -

FOR IMMEDIATE RELEASE
JANUARY 6, 1999

CONTACT: SCOTT MALONI
PH: 619-640-1156

PROPOSITION L OPPONENTS' BALLOT STATEMENT RULED "FALSE AND MISLEADING"

SUPERIOR COURT JUDGE STRIKES FALLACIOUS STATEMENT FROM BALLOT

SAN DIEGO - Yes on Proposition L - the Community Libraries Enhancement Ordinance - today won a major legal battle on behalf of San Diego County voters looking to revitalize San Diego's crumbling public library system.

Superior Court Judge William Pate ruled in favor of the Plaintiff, Kathryn Sullivan, President of Citizens in Action for Local Libraries - CALL - who filed the lawsuit requesting a Writ of Mandate striking certain false and misleading statements found in the Rebuttal Ballot Argument submitted by Proposition L opponents.

Proposition L opponents stated in their Rebuttal Ballot Argument that, "For instance, they (Prop. L) claim that most local libraries are below American Library Association minimum standards. The only problem is, the ALA has NO such standards! Proponents simply made up this 'fact.' So desperate are the big spenders, they will say anything to pass higher taxes."

Mrs. Sullivan's attorney John Wertz of Sullivan, Wertz McDade & Wallace argued before the court that the language was indeed false and misleading resulting in Superior Court Judge William Pate ruling that the American Library Association - ALA - does in fact have standards for libraries and that the Rebuttal Ballot Argument submitted by Prop. L opponents was "false and misleading, and in violation of the California Elections Code." The entire paragraph will be removed from the Rebuttal Ballot Argument without substitution.

"Judge Pate's ruling is an important victory for San Diego County voters," said Prop. L spokesman Scott Maloni. "San Diegans will now have the opportunity to vote on Prop. L based on fact and merit, not lies and misinformation spread by Richard Rider and the cynics and naysayers who oppose progress at every turn."

###



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

January 24, 1999

Mr. Ronald A. Zumbrun
Managing Attorney
2150 River Plaza Drive
Suite 255
Sacramento, CA 95833

Dear Mr. Zumbrun:

In response to your California Public Records Act request of January 19, 1999, you will find enclosed copies of Placentia Library District's audits for the years ending June 30, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, and 1998.

No Single Audit Reports were prepared by the District during the years requested.

Neither District, the District's independent auditor nor the Orange County Auditor prepares a Comprehensive Annual Financial Report separate from the audits provided.

The Orange County Auditor provides monthly and year-end reports for each of the six funds it maintains on behalf of the District. If you need access to these reports, they are over 1,000 pages per year. You are welcome to contact me to make commercial photocopying arrangements.

I have enclosed an invoice for the commercial photocopying and shipping costs of the items provided to you today.

If you have any additional needs, please feel free to contact me directly.

Sincerely,

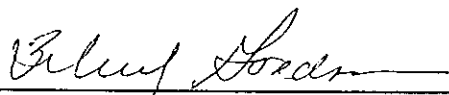
Elizabeth D. Minter
Library Director

January 24, 1999

Ronald A. Zumbrun
Managing Attorney
2150 River Plaza Drive
Suite 255
Sacramento, CA 95833

INVOICE

Copies made of Audit Reports for 1990,91,92,93,94,95,96,97,98. (102 copies at <u>\$.07</u> each)	\$ 7.14
Other	<u>\$ 5.06</u>
TOTAL	\$12.20



Wendy Goodson, Administrative Assistant



Ronald A. Zumbrun
John H. Findley
Meriem L. Hubbard

January 19, 1999

Public Records Act Officer
Placentia Library

Dear Sir or Madam:

Re: California Public Records Act Request

Pursuant to the California Public Records Act, Government Code Sections 6521, *et. seq.*, it is requested that the Placentia Library furnish the documents and writings described below.

PUBLIC RECORDS REQUESTED

1. All comprehensive annual Financial Reports for the Placentia Library for any period between January 1, 1990 and December 31, 1995.
2. All audited general purpose financial statements and related footnotes, including auditors' report thereon for the Placentia Library for any period between January 1, 1990 and December 31, 1995.
3. All Single Audit Reports prepared by independent auditors for the Placentia Library for any period between January 1, 1990 and December 31, 1995. As used herein "Single Audit Reports" means a report or reports prepared pursuant to the Single Audit Act of 1984 or the U.S. Office of Management and Budget Circular A-128, Audits of State and Local Governments, including, without limitation, all reports on compliance with laws and regulations or reports on internal controls.

In the event that you determine that any of these documents or writings are exempt from public disclosure under the Act, please release, as soon as possible, all other documents or writings for which no claim of exemption is made. Should any document or writing contain

2150 River Plaza Drive
Suite 255
Sacramento, CA 95833

Tel 916 641-0015
Fax 916 641-0795

January 19, 1999
Page 2

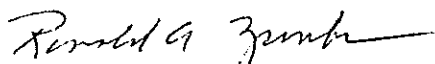
both releasable and nonreleasable material, it is requested that all portions that are reasonably segregable from the nonreleasable materials be available. If it is determined that certain documents or writings will be withheld, then for each document or writing withheld, please identify the document or writing by title, date, author, current custodian, and legal objection to production.

We will pay all reasonable reproduction fees assessed in connection with this request. If necessary to lessen the burden on your staff, we will arrange for an independent copying company to copy the documents and writings responsive to this request.

Pursuant to the California Public Records Act, you have 10 days within which to respond to this request.

Thank you for your cooperation in this matter.

Sincerely,


RONALD A. ZUMBRUN
Managing Attorney

PILLSBURY MADISON & SUTRO LLP

San Francisco
San Jose
Sacramento
Hong Kong

101 W. Broadway
Suite 1800
San Diego, CA 92101-8083
Tel (619) 234-5000 Fax (619) 236-1995

Los Angeles
Washington, D.C.
Orange County
Tokyo

January 21, 1999

FACSIMILE TRANSMITTAL

TO: Elizabeth D. Minter Fax: 714/528-8236 (tel:714/528-1925 ext 203)
Library Director
Placentia Library District

FROM: Patrick C. Shea (544-3177) USER NUMBER: 11364PCS

FILE NO.: 66345-100-0001

NUMBER OF PAGES INCLUDING COVER SHEET: 1

IF YOU HAVE NOT PROPERLY RECEIVED THIS FACSIMILE,
PLEASE CALL US AT (619) 234-5000

THANK YOU.

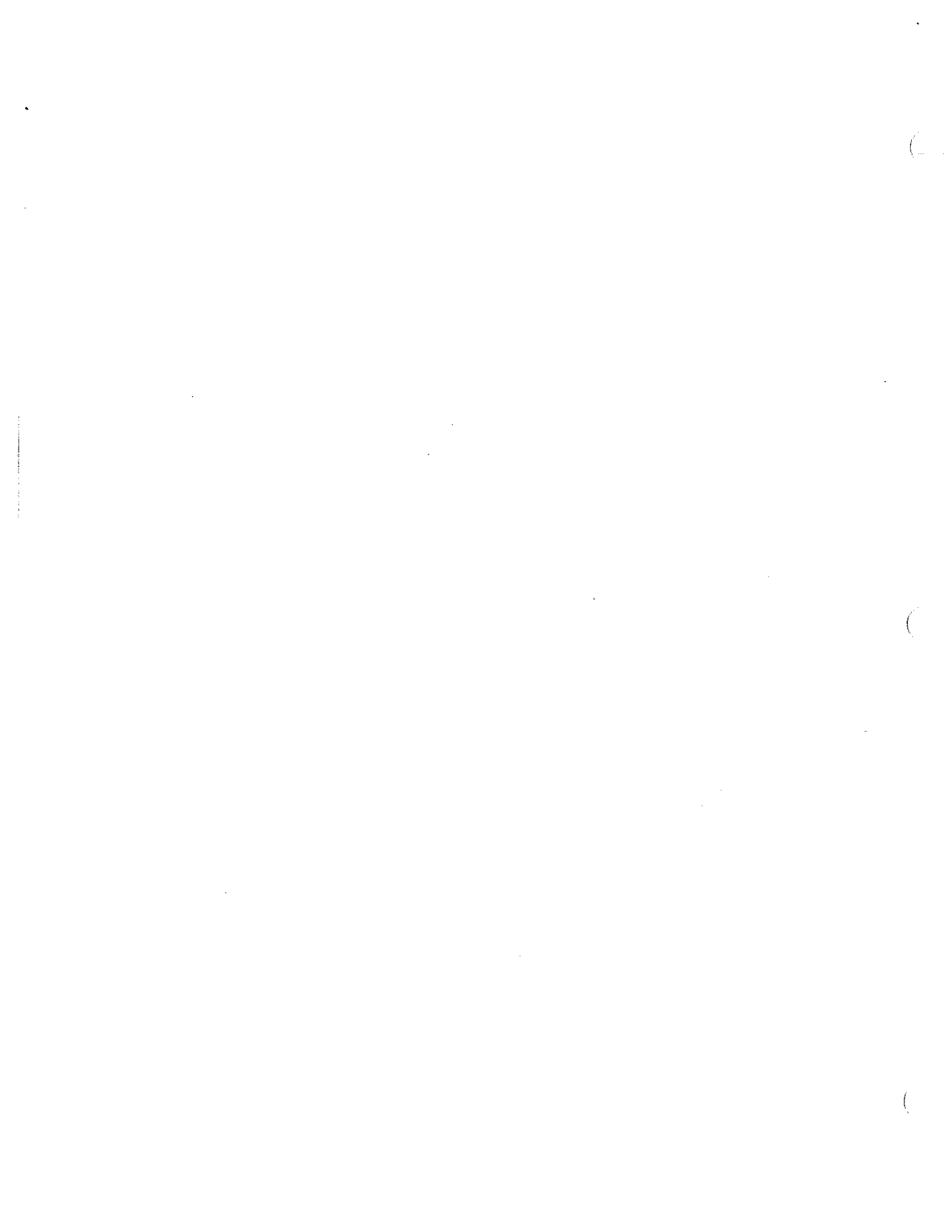
SPECIAL INSTRUCTIONS: Re: Letter request dated 1/19/99 for records from
Ronald Zumbrun of Zumbrun & Findley, in Sacramento: To the best of my
knowledge, no other Pool Participant has received this request. I doubt
very much if this has anything to do with Orange County.

Pat Shea 619/544-3177
shea_pc@pillsburylaw.com

OPERATOR: _____

TIME SENT: _____

PLEASE NOTE: THE DOCUMENTS ACCOMPANYING THIS FACSIMILE TRANSMISSION MAY CONTAIN
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THIS TRANSMISSION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND MAIL THE
ORIGINAL TRANSMISSION TO US. THANK YOU.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California

DATE: February 17, 1999

BACKGROUND:

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1999-99.

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

RECOMMENDATION:

Receive and File

Quarterly Financial Report (Fiscal Year 1998-1999)

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

Instructions:

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	1,800	32,475	34,275	-0-	5,972	-0-	12,719	12,719
2. Library Materials	-0-	1,000	1,000	-0-	-0-	-0-	9	9
3. Operations	6,772	5,011	11,783	-0-	1,520	-0-	1,671	1,671
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
5. Indirect	300	-0-	300	-0-	-0-	-0-	-0-	-0-
6. Total	6,872	38,486	47,358	-0-	7,492	-0-	6,907	14,399

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	1,000	-0-	1,000	-0-	80	-0-	80	80
3b. Travel	1,900	-0-	1,900	-0-	145	-0-	240	240
3c. Office Supplies	1,800	-0-	1,800	-0-	1,055	-0-	1,071	1,071
3d. Printing	3,000	-0-	3,000	-0-	126	-0-	126	126
3e. Instr. Resources	1,083	-0-	1,083	-0-	-0-	-0-	-0-	-0-
3f. Communications	3,000	-0-	3,000	-0-	114	-0-	154	154
3g. Other	-0-	-0-	0	-0-	-0-	-0-	-0-	-0-
TOTAL	11,783	-0-	11,783	-0-	1,520	-0-	1,671	1,671

Signature of Representative of Fiscal
 Elizabeth D. Minter 01/20/99
 Library Director

Title Date
 Wendy Goodson

Contact Person
 Admin. Ass't. (714) 528-1906, ext. 202

Title Phone

*Sources of "ot" funds of \$200 or more attached.

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

Placentia Library District
Name of Library

1st Quarter
July-September

X 2nd Quarter
October-December

3rd Quarter
January-March

4th Quarter
April-June

Instructions:

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

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$360	\$2,000
b) Materials	\$140	\$0	\$0	\$0	\$0	\$0	\$140	\$140	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$110	\$0	\$0	\$110	\$240	\$1,000
e) Professional Services	\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$750	\$2,000
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$140	\$0	\$300	\$260	\$0	\$0	\$700		
COLUMN TOTALS FOR YTD	\$140	\$0	\$750	\$600	\$0	\$0		\$1,490	

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		
				Signature of Person Submitting Report	Date
a) Literacy Instruction	632	1,305	4,000	<u>Katie Matas</u> Literacy Coordinator	01/18/99
b) Talent/Support Services	84	411	2,000		

Katie Matas
Contact Person
Literacy Coordinator
Title
(714) 524-8408 ext. 213
Telephone Number
Katie Matas
Signature of Person Submitting Report
Literacy Coordinator
Title
01/18/99
Date

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

Placentia Library District _____ 1st Quarter 2nd Quarter
 Name of Library _____ July-September _____ October-December
 _____ 3rd Quarter _____ 4th Quarter
 _____ 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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)			1. 47
2. Adult Learners who began during quarter			2. 7
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	6	
b. Learners who became physically inaccessible this quarter	3b.	0	
c. Learners who left program for other reasons	3c.	7	
d. Learners who left program WITHOUT notification *	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		13
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)			4. 54
5. Adult Learners referred to other programs (never instructed) this quarter			5. 4

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. 74
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. 7

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)			8. 41
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
	12	0	19	0	0	9	1	0	41

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	1	5	13	11	9	1	0	1	41

12. Gender	Male	Female	Not Specified	TOTAL
	14	27	0	41

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

Placentia Library District _____

Name of Library

Katie Matas _____

Signature of person submitting this report

Literacy Coordinator _____ 01/18/99

Title _____ Date

Katie Matas _____

Contact Person

Literacy Coordinator _____ (714) 524-8408 ext. 213

Title _____ Phone

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

<u>Placentia Library District</u> Name of Library	—	1st Quarter July-September	<u>X</u>	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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)			1. 42
2. Tutors who began instructing during quarter			2. 7
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	10	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.	10	
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) *			4. 49
5. Number of tutors trained during quarter			5. 7
6. Number of pre-service tutor workshops offered during quarter			6. 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)		7. 65
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)		8. 14

END OF QUARTER STATUS		TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)		9. 39
10. Prospective tutors awaiting training/matching at end of quarter		10. 9

* 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
	5	0	4	0	0	30	0	0	39

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	6	2	11	10	7	3	0	39

13. Gender	Male	Female	Not Specified	TOTAL
	6	33		39

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	12

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 01/18/99
Title Date

Katie Matas
Contact Person

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

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Narrative Report

Fiscal Year: 1998/99

Placentia Library District
Name of Library

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

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

Instructions:

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

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

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

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

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

The focus this quarter was on tutor training. In addition to the 15-hour tutor training workshop, a supplemental tutor training workshop was offered this quarter. The 1 ½ hour workshop was the second of two featuring Meg Schofield's Tutoring Techniques videos.

The literacy coordinator attended pre-conference workshops at the California Literacy conference in October highlighting educational software and Internet sites.

The Yorba Linda Sunrise Rotary club invited the literacy coordinator to speak at their October 9, 1998 meeting, and donated 20 decks of Rummi Word to Placentia Library Literacy Services.

The biggest challenge continues to be recruiting tutors for the ever-growing list of students. The city newsletter and the college class schedule continue to be the most effective recruitment tools.

Katie Matas
Signature of person who prepared this report

Check here if you would like this information shared with others

Katie Matas
Printed name

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