

AGENDA

WORKSESSION

PLACENTIA LIBRARY DISTRICT AD HOC COMMITTEE ON INCREASING LIBRARY USAGE

January 27, 1999

7:00 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 Ad Hoc Committee 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 Ad Hoc Committee 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

Discussion / about

*Smith
Kramer
Goods*

not / read

This is the opportunity for Ad Hoc Committee 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. Oral Communications

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

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 Ad Hoc Committee on specific Agenda Items before and at the time that an Item is being considered by the Ad Hoc Committee.

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).

1941

1. The first part of the report deals with the general situation of the country and the progress of the war. It is a very interesting and informative document.

2. The second part of the report deals with the economic situation of the country and the progress of the war. It is a very interesting and informative document.

3. The third part of the report deals with the social situation of the country and the progress of the war. It is a very interesting and informative document.

4. The fourth part of the report deals with the political situation of the country and the progress of the war. It is a very interesting and informative document.

5. The fifth part of the report deals with the military situation of the country and the progress of the war. It is a very interesting and informative document.

6. The sixth part of the report deals with the cultural situation of the country and the progress of the war. It is a very interesting and informative document.

7. The seventh part of the report deals with the scientific situation of the country and the progress of the war. It is a very interesting and informative document.

8. The eighth part of the report deals with the artistic situation of the country and the progress of the war. It is a very interesting and informative document.

9. The ninth part of the report deals with the literary situation of the country and the progress of the war. It is a very interesting and informative document.

10. The tenth part of the report deals with the musical situation of the country and the progress of the war. It is a very interesting and informative document.

- 4. Identify the causes of the decline in Circulation and the potential remedies

Presentation: Principal Librarian Suad Ammar
Recommendation: Give direction for future action

- 5. Develop a "charge"/mission for this Committee

Presentation: Board President
Recommendation: Prepare draft statement

- 6. Identify members of the community who should be invited to serve on this Committee

Presentation: Board President
Recommendation: Prepare list of potential members and identify who is to invite them to participate

School people as a means of outreach their programs

- 7. Set date, time and agenda topics for next Ad Hoc Committee meeting.

Presentation: Board President

Wed Feb 24 7 pm

ADJOURNMENT

- 8. Review of Action Items.

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

- 9. Adjourn

*1) Resolution for town
2) Welton Way.*

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the January 27, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, January 27, 1999.

ED Minter



Placentia Library District
 Circulation Summary Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Total Circulation	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	296,787		
1991-92	3,209	23.50	387,269		
1992-93	3,199	21.00	335,011		
1993-94	2,208	14.75	275,430	-17.78%	-17.78%
1994-95	2,208	16.10	240,879	-28.10%	-12.54%
1995-96	2,200	15.95	249,903	-25.40%	3.75%
1996-97	2,043	12.50	215,230	-35.75%	-13.87%
1997-98	1,912	12.50	189,919	-43.31%	-11.76%

	Total Public Hours	Staff in FTE	Circulation per FTE	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	12,629		
1991-92	3,209	23.50	16,480		
1992-93	3,199	21.00	15,953		
1993-94	2,208	14.75	18,673	17.05%	17.05%
1994-95	2,208	16.10	14,961	-6.22%	-19.88%
1995-96	2,200	15.95	15,668	-1.79%	4.72%
1996-97	2,043	12.50	17,218	7.93%	9.90%
1997-98	1,912	12.50	15,194	-4.76%	-11.76%

	Total Public Hours	Staff in FTE	Circulation per Hour	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	93		
1991-92	3,209	23.50	121		
1992-93	3,199	21.00	105		
1993-94	2,208	14.75	125	19.12%	19.12%
1994-95	2,208	16.10	109	4.17%	-12.54%
1995-96	2,200	15.95	114	8.47%	4.12%
1996-97	2,043	12.50	105	0.60%	-7.26%
1997-98	1,912	12.50	99	-5.15%	-5.71%

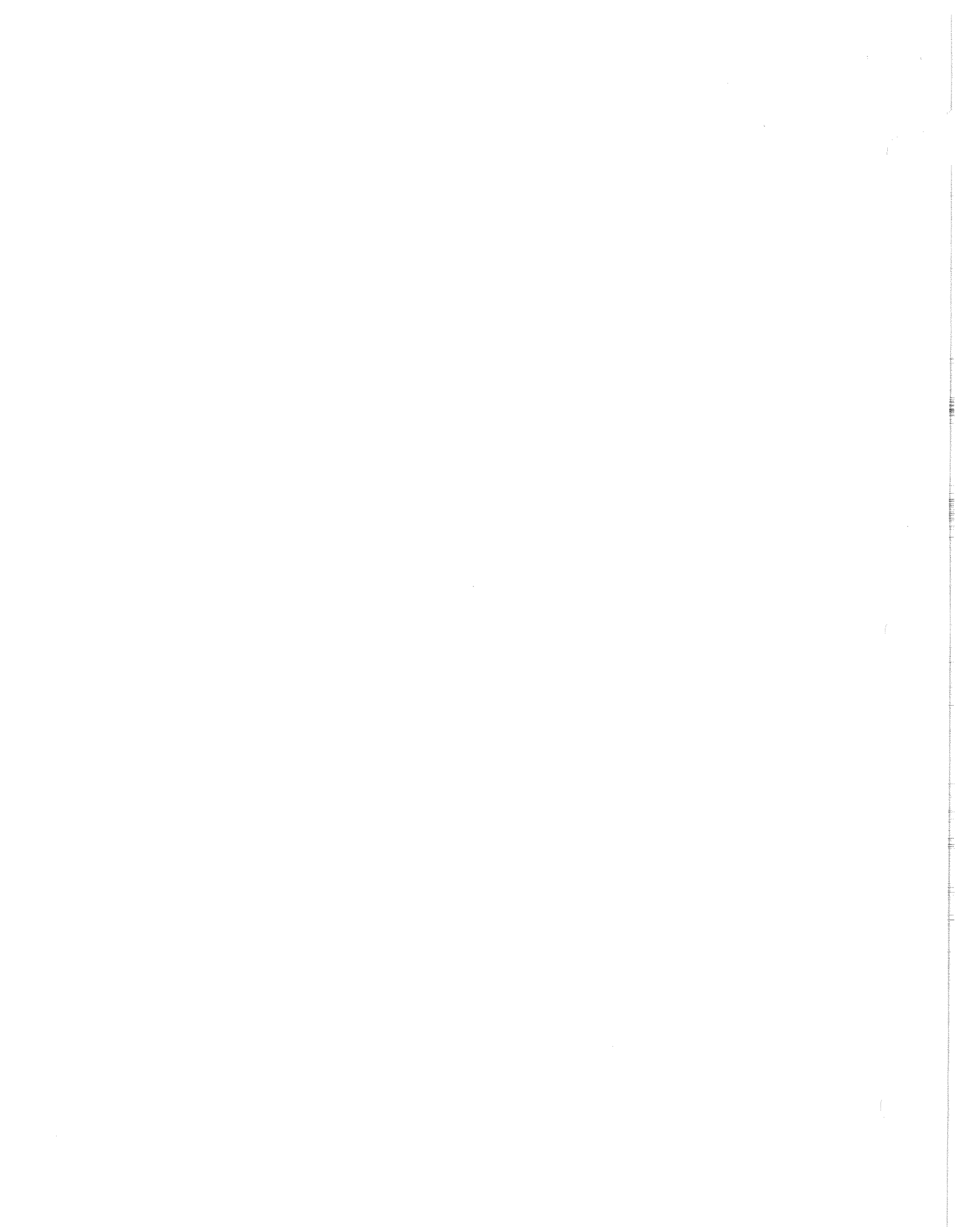


Placentia Library District
 Attendance Summary Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Total Attendance	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	237,918		
1991-92	3,209	23.50	295,090		
1992-93	3,199	21.00	302,392		
1993-94	2,208	14.75	387,439	28.12%	28.12%
1994-95	2,208	16.10	312,625	3.38%	-19.31%
1995-96	2,200	15.95	369,895	22.32%	18.32%
1996-97	2,043	12.50	350,895	16.04%	-5.14%
1997-98	1,912	12.50	317,386	4.96%	-9.55%

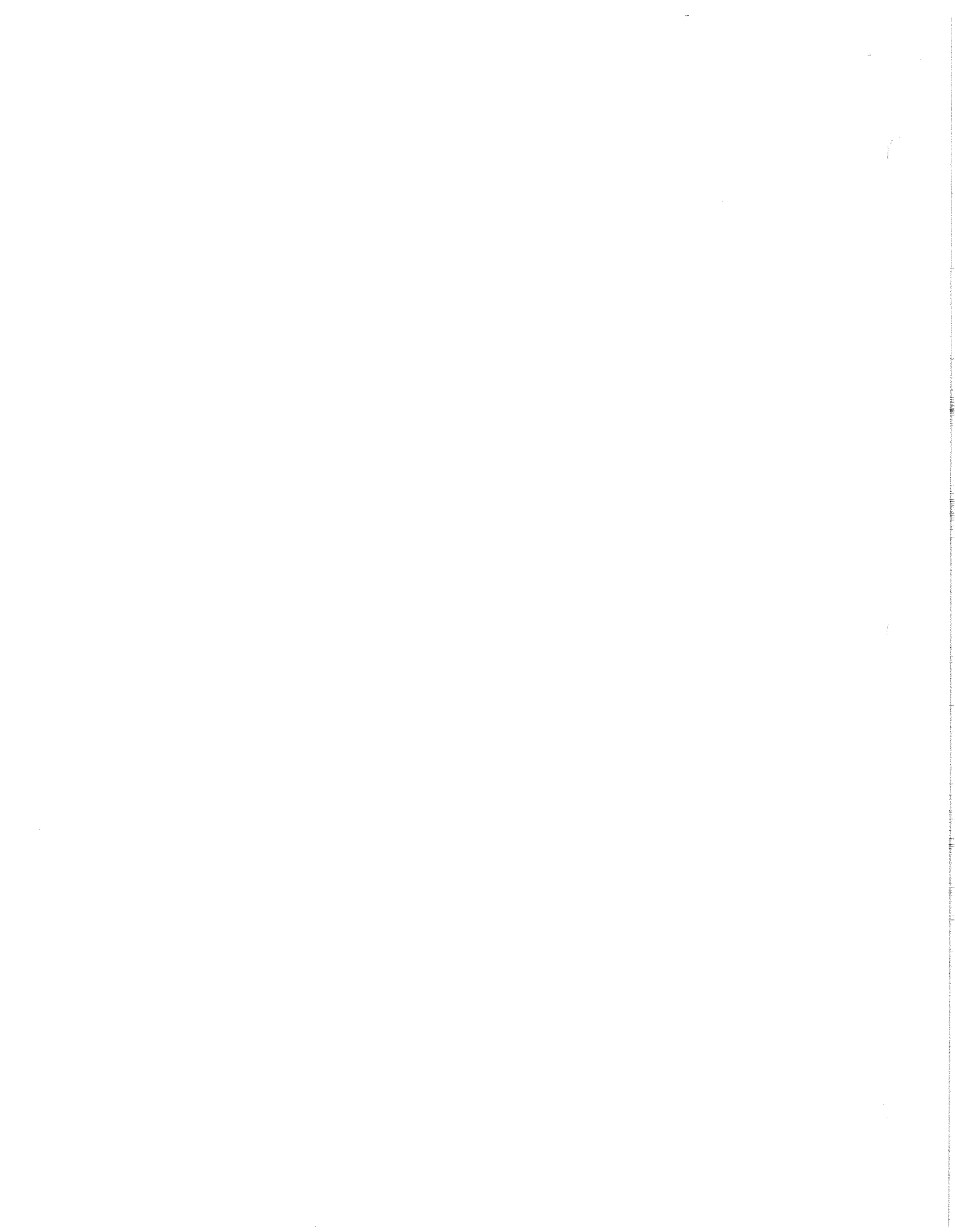
	Total Public Hours	Staff in FTE	Attendance per FTE	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	10,124		
1991-92	3,209	23.50	12,557		
1992-93	3,199	21.00	14,400		
1993-94	2,208	14.75	26,267	82.41%	82.41%
1994-95	2,208	16.10	19,418	34.85%	-26.08%
1995-96	2,200	15.95	23,191	61.05%	19.43%
1996-97	2,043	12.50	28,072	94.95%	21.05%
1997-98	1,912	12.50	25,391	76.33%	-9.55%

	Total Public Hours	Staff in FTE	Attendance per Hour	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	75		
1991-92	3,209	23.50	92		
1992-93	3,199	21.00	95		
1993-94	2,208	14.75	175	85.63%	85.63%
1994-95	2,208	16.10	142	49.79%	-19.31%
1995-96	2,200	15.95	168	77.87%	18.75%
1996-97	2,043	12.50	172	81.70%	2.15%
1997-98	1,912	12.50	166	75.61%	-3.35%



Placencia Library District
 Strategic Plan Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Bks Added Cataloged	Attendance		Total Circulation	Circulation		Circulation per Hour	ILLs	
				per FTE	per Hour		per FTE	per Hour		Sent	Borrowed
1990-91	3,186	23.50	6,738	237,918	10,124	296,787	12,629	93.2	3,883	3,415	
1991-92	3,209	23.50	6,018	295,090	12,557	387,269	16,480	120.7	2,765	3,332	
1992-93	3,199	21.00	5,980	302,392	14,400	335,011	15,953	104.7	3,803	3,638	
1993-94	2,208	14.75	3,982	387,439	26,267	275,430	18,673	124.7	2,812	3,298	
1994-95	2,208	16.10	2,147	312,625	19,418	240,879	14,961	109.1	2,570	3,231	
1995-96	2,200	15.95	4,923	369,895	23,191	249,903	15,668	113.6	2,491	3,276	
1996-97	2,043	12.50	3,837	350,895	28,072	215,230	17,218	105.3	2,690	2,942	
1997-98	1,912	12.50	5,143	317,386	25,391	189,919	15,194	99.3	2,932	2,576	



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

January 20, 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 *Start/Meeting*

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 December 15, 1998 Regular Meeting. *standby wood.*

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).

Meeting conduct by Robert Kals

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

*Dae - attended Friends meetg.
Saunders - ribbon cutty - all Tanta present - well done.
50-60 in attend - happy.*

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

8. Placentia Library Foundation Board of Directors Report

*Foundat Bd Jan 14th
New Pres - M.A. King
Gen Paper chair
grant Comette.*

Presentation: Foundation Representatives Sandra Stark and Gaeten Wood

*Sen - David Jan Saunders.
Am
Bob Tarrant has
joined Board*

1:35 pm Dinner closed.

Sae Wood - ~~Am~~ Bill Tea.

Bill Doody except.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 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.

Saunders / Kals

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

No Nonstandard Claims were processed during this report period.

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

Claims 3680, 3681, 3682 and 3683 for a total of \$7,052.33 forwarded by Library Director during this report period.

11. Current Claims and Payroll (Approve)

Current Claims of \$19,938.84; and Payroll 3689 for \$20,235.00, Payroll 3690 for \$20,235.00, and Payroll 3691 for \$20,235.00, for a combined total of Current Claims and Payroll of \$80,913.84.

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

FINANCIAL REPORTS (Items 13 - 18)

Stent/Wood.

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 18 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.

- 13. Financial Reports for December 1998 (Receive & File)
- 14. Office General Ledger & Check Registers for December 1998 (Receive & File)
- 15. Acquisitions Report for December 1998 (Receive & File)
- 16. Overdue Collection Reports for December 1998 (Receive & File)
- 17. Debit Card System Reimbursement Report for December 1998 (Receive & File)
- 18. Gifts Report for December 1998 (Receive & File)

Wood/Moore
19-20-21-23-24-25-27

GENERAL CONSENT CALENDAR (Items 19 - 29)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 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.

- 19. Building Maintenance Report for December 1998 (Receive & File)
- 20. Personnel Report for December 1998 (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for December 1998 (Receive & File)
- 22. Circulation Report for December 1998 (Receive & File) *Stent/Primmer*
- 23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 8, 1998 (Receive & File)
- 24. Strategic Planning Report (Receive & File)
- 25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 26. Legislative information from California Advocates and California Special Districts Association (CSDA) (Receive & File) *Dunn/Stent*

27. 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)

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. *Driscoll / Kaler*

29. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File) *Driscoll / Kaler*

CONTINUING BUSINESS

30. 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

*Sand / Kaler
Gare*

31. Discussion of the causes of the decline in Circulation and the potential remedies

Presentation: Trustee Shkoler
Recommendation: Give direction for future action

*Shkoler / Sand
Kaler*

NEW BUSINESS

32. Reclassification of one position in Circulation Department from Clerk I to Clerk II

Presentation: Library Director
Recommendation: Authorize establishment of Clerk II position and the elimination of a Clerk I position in the Circulation Department, effective January 15, 1999

Wood / Driscoll

32a. Travel/training authorization for Library Trustee(s) to attend the California Special Districts Association (CSDA) training workshop for trustees and administrators on Wednesday, March 10 from 8:30 A.M. to 4:00 P.M. at the Municipal Water District Headquarters in Fountain Valley at a cost of \$85 per person plus mileage.

Presentation: Library Director
Recommendation: Determine who will attend and approve attendance and payment of registration and travel costs

32b. Determine Reinvestment of Certificates of Deposit

Presentation: Administrative Assistant
Recommendation: Leave Certificates at California State Bank at a proposed rate of 4.90%; and purchase two (2) additional Certificate of Deposit in the amount of \$2,500 from the savings account.

Driscoll / Masten

*Shkoler
Elkater
Driscoll*

STAFF REPORTS (Items 33 - 37)

Rob/Garcia

Presentation: Library Director
Recommendation: Approve by Motion

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

- 33. Program Committee Report for December 1998. (Ammar)
- 34. Children's Services Report for December 1998. (Smith)
- 35. Publicity Materials produced for December 1998. (Willauer)
- 36. Placentia Library Literacy Services Report for December 1998. (Matas)
- 37. Safety Committee Minutes for December 1998. (Matas)

ADJOURNMENT


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

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

- 40. Adjourn *8:40 p*

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 20, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 14, 1999.





Placentia Library Board Calendar

1999

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

January

- 4 7:00 PM Friends Board Meeting, Wood
- 20 7:30 PM Library Board Meeting
- 22 ALA Midwinter, Philadelphia
- 28 11:30 AM - 1:00 PM Foundation Board Meeting
- 29 American Library Assoc, Philadelphia, through 2/3

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

February

- 1 7:00 PM Friends Board Meeting, Dinsmore
- 17 7:30 PM Library Board Meeting

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

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

April

- 5 7:00 PM Friends Board Meeting, Stark
- 11 National Library Week through 4/17
- 12 Friends Annual Meeting

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

- 21 7:30 PM Library Board Meeting
- 27 CLA Legislative Day, Sacramento
- 30 Book Expo America, Los Angeles, through 5/2

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

May

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

June

- 2 Western Regional Planned Giving Conference, Costa Mesa
- 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

July						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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August						
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29	30	31				

September						
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October						
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25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 15, 1998**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 15, 1998 at 7:30 P. M. by President Peggy Dinsmore.

ROLL CALL

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

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Designee Wendy Goodson; and Friends of Placentia Library Representative Marjorie Horrocks.

**ADOPTION OF
AGENDA**

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

It was moved by Trustee Stark to move Item 39 to immediately follow Item 6.

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

The Board voted on the main motion to adopt the Agenda, as amended:

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

**APPOINTMENT OF
LIBRARY
TRUSTEES**

Library Director Minter reported that Sandra Stark took her oath of office on December 3, and that Al Shkoler and Gaeten Wood took their oaths of office on December 4, 1998. The required paperwork was submitted to the Orange County Clerk of Elections

President Dinsmore welcomed Trustee Gaeten Wood to the Board.

MINUTES

It was moved by Trustee Masters, seconded by Trustee Shkoler to approve the Minutes of the November 17, 1998 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**ESTABLISH BOARD
POSITION OF
COMMUNITY
REPRESENTATIVE**

It was moved by Trustee Stark, seconded by Trustee Masters that a position of Community Representative be established for the Library Board of Trustees.

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

**ELECTION OF
BOARD OFFICERS**

President Dinsmore asked Library Director Minter to conduct the election for the office of President.

President Dinsmore nominated Al Shkoler and Trustee Stark nominated Robin Masters for the office of President. Library Director Minter declared the nominations closed. The vote was conducted by roll call.

SHKOLER: Dinsmore, Masters, Shkoler, Wood
MASTERS: Stark

Trustee Dinsmore left the meeting at 7:55 P.M.

President Shkoler conducted the election for Secretary.

Trustee Stark nominated Robin Masters. There being no further nominations President Shkoler declared Robin Masters to be elected to the position of Secretary.

**TRUSTEE
APPOINTMENTS**

President Shkoler re-appointed Sandra Stark and appointed Gaeten Wood to the Placentia Library Foundation Board of Directors for 1999.

President Shkoler appointed Gaeten Wood as the Board's representative to the Independent Special Districts of Orange County for 1999.

President Shkoler re-appointed Sandra Stark as the Board's representative to the Special District Workers' Compensation Authority for 1999.

President Shkoler appointed Gaeten Wood as the Board's voting representative to the Special District Local Area Formation Commission (LAFCO) Selection Committee for 1999.

President Shkoler re-appointed Sandra Stark and appointed Robin Masters to the Placentia Civic Center Authority for 1999.

**DATE AND TIME
FOR REGULAR
BOARD MEETINGS**

It was moved by Secretary Masters, seconded by Trustee Wood, that the Regular Meetings of the Placentia Library District Board of Trustees for 1999 be held on the third Wednesday of each month at 7:30 P.M.

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

**PRESIDENT'S
REPORT**

President Shkoler welcomed Administrative Assistant Designee Wendy Goodson to the staff of Placentia Library District.

It was moved by Secretary Masters, seconded by Trustee Stark that a memorial book be purchased in honor of Friends of Placentia Library Treasurer Marjorie Dailey from the Library Board Fund, from the County Exempt account, at a cost of \$100.

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

TRUSTEE REPORTS

Trustee Wood reported that she and Library Director Minter attended a Library of California Forum at the Newport Beach Library on January 14, 1999. All types of libraries in Southern California were present to discuss forming the new regions required by the Library of California legislation.

FRIENDS REPORT

Friends Director Marge Horrocks reported on the Friends Board of Directors meeting on December 7, 1998.

**FOUNDATION
REPORT**

Placentia Library Foundation President Sandra Stark reported on the Foundation Board of Directors meeting held on December 3, 1998. The Board is in the process of recruiting new members. President Stark also reported that the American Girl Pastimes Party™ Committee is working on event plans for Mother's Day weekend.

CLAIMS

It was moved by Secretary Masters seconded by Trustee Stark to approve Agenda Items 14 through 17:

Nonstandard Claims in the amount of \$0.00

Claims 3668, 3669, 3670, 3671, 3672 and 3673 forwarded by the Library Director in the amount of \$8,358.92.

Current Claims 3674, 3675, 3676, and 3677, and Payroll Claims 3678 and 3679 in the amount of \$64,528.92.

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

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

**FINANCIAL
REPORTS**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 18 through 23:

Financial Reports for November, 1998

Office General Ledger & Check Registers for November, 1998

Acquisitions Report for November, 1998

Overdue Collection Report for November, 1998

Debit Card System Reimbursement Report for November, 1998

Gifts Report for November, 1998

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 24 through 37:

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

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

Volunteer Report for November, 1998 (Receive & File)

Circulation Report for November, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 10, 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)

Midyear Grant Report for National Literacy Act, Section 321, 1998-99. (Receive & File)

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

1997-98 Annual Report from the Special District Risk Management Authority (Receive & File)

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

Summary Report from the Orientation and Training Workshop for Public Library Trustees, Commissioners, Friends and Supporters sponsored by the State Library of California on May 1, 1998 in Riverside (Receive & File)

California Library Services Board (CLSB) actions taken at its November 12-13, 1998 Meeting and a press release from the State Library of California announcing the election of James R. Dawe as president of the CLSB for 1999 (Receive & File)

Letter from Munson, Cronick & Associates regarding District preparations for Year 2000 information systems issues (Receive & File)

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

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

Library Director Minter reviewed the Library revenue issues as presented in the Board packet. No action was taken on this item.

**DECLINE IN
CIRCULATION**

Library Director Minter presented historical data on various elements of the Library Circulation Issue.

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.

**VOLUNTEER
STATISTICS**

Trustee Stark reviewed the uses of statistics on volunteer services to the District. No action was taken on this item.

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Masters, seconded by Trustee Wood to authorize the payment of registration and travel costs for Library Trustee Gaeten Wood and Administrative Assistant Wendy Goodson to attend the two-day California Special Districts Association seminar on "Practicalities of District Management and Governance" on February 4-5, 1999 in Palm Springs, at a cost of \$150 apiece plus travel, lodging and meals.

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

**SIGNATURE
AUTHORIZATION
RESOLUTION**

It was moved by Secretary Masters, seconded by Trustee Stark to read Resolution 98-8, "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Grant Signature Authority to Library Trustees, the Library Director and Designated Staff with the Orange County Auditor, Sanwa Bank California, Bank of America, and California State Bank."

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

It was moved by Secretary Masters, seconded by Trustee Stark to adopt Resolution 98-8. Motion was approved by roll call vote.

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

**LAFCO SELECTION
COMMITTEE**

It was moved by Trustee Stark, seconded by Secretary Masters to authorize Trustee Gaeten Wood to cast the District's ballot in the Orange County Local Area Formation Commission (LAFCO) Selection Committee election of an independent special district Delegate and Alternate on January 14, 1999.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 44-48:

Program Committee Report for November, 1998

Children's Services Report for November, 1998

Publicity Materials produced in November, 1998

Placentia Library Literacy Services Report for November, 1998

Safety Committee Minutes for November, 1998

AYES: Evans, Masters, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 1998 adjourned at 9:05 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Friends of Placentia Library Report
DATE: January 20, 1999

The Board of Directors of the Friends of the Library met on Monday, January 4, 1999. Trustee Gaeten Wood, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

Camille Himes agreed to serve as Treasurer with the assistance of Virginia Walker. .

Marge Horrocks agreed to serve on the Author's Luncheon Committee.

Library staff was asked to identify a memorial project to honor Marjorie Dailey.

The Board discussed having monthly book sales for members in the Friends sorting area. It was decided that the storeroom is too crowded and a safety risk to potential customers.

The Annual Meeting will be held on Monday, April 12 in the old audio-visual area of the Library.

The Board is recruiting several new members, including one to serve as the representative to the Placentia Library Foundation Board of Directors.

Friends Board member Virginia Walker is scheduled to attend the Library Board meeting on January 20, 1999.

The next Friends Board meeting is scheduled for Monday, February 1, 1999 at 7:00 P.M. Trustee Peggy Dinsmore is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 11, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 11, 1999

DATE	REPORT NUMBER	AMOUNT
December 17, 1998	3680	791.57
December 23, 1998	3681	4,173.24
December 30, 1998	3682	795.79
January 7, 1998	3683	1,291.73
	TOTAL	\$7,052.33

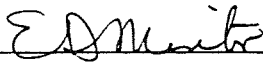
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	Dec 19, 1998 714-996-4983		0700	02		16.83		
N16840 Verio 8001 Irvine Center Drive Suite 1200 Irvine CA 92618-2934	Jan 1, 1999 168620		0700	02		250.00		
N15508 Cosmoslink Internet Services 3030 Saturn St. Suite 204 Brea CA 92821	Jan 4, 1999 9901-68		0700	02		39.90		
N06785 Hector Vargas 318 Capistrano St. Placentia CA 92870	Jan 6, 1999 096825		1400	00		950.00		02
N06557 Care Resources 9550 Warner Ave Suite 228 Fountain Valley CA 92708	Jan 1, 1999 January 1999		1900	00		35.00		

The claims listed above (totaling \$795.79) 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

pd 1/4/99

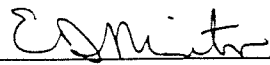
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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) P.O. Box 45210 San Francisco, CA 94145-5210	Dec 24, 1998 Gp 12 099603 0001		0300	00		162.82		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 17, 1998 528-1906		0700	00		89.12		
	Dec 17, 1998 528-8236		0700	01		25.06		
	TOTAL					114.18		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Dec 16, 1998 528-8236		0700	00		31.67		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Dec 23, 1998 1273		1800	00		24.95		
N06686D Dept 56 - 6183976509 Office Depot Credit Plan PO Box 30292 Salt Lake City, UT 84130-0292	Nov 25 1998 111262		1800	00		149.72		
	Dec 2, 1998 022137		1800	00		72.20		
	Dec 8, 1998 017842		1800	00		45.40		
	Dec 16, 1998 010082		1800	00		35.93		
	Nov 25, 1998 111339		1800	00		-5.38		
	TOTAL					297.87		
N06965 Paychex, Inc. 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	Dec 23, 1998 19981223		1900	00		164.30		

The claims listed above (totaling \$795.79) 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

pd 12-29-98

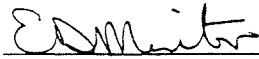
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N19932 Ameritas Life Insurance Company P.O. Box 81889 Lincoln, NE 68501-1889	Dec 14, 1998 010-19000-05435		0300	00		491.50		
N03645 [please note name change] Blue Shield/Care America 11th Floor Accounts Receivable 6300 Canoga Ave Woodland Hills, CA 91367	Jan 1999 B01-307018		0300	00		2,390.78		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 7, 1998 253-0470		0700	02		139.15		
N01833 Christenson Electric, Inc. Unit 75 P.O. Box 4800 Portland, OR 97208-4800	Dec 15, 1998 118853		1400	00		285.00		
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	Dec 22, 1998 053 911 8800 9		2800	00		866.81		

The claims listed above (totaling \$4,173.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/17/98
REPORT NO 3680

pd 12/29/98

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Nov 28, 1998 714-572-1609		0700	02		76.26		
	Dec 4, 1998 714-524-8408		0700	08		<u>26.06</u>		
	TOTAL					<u>102.32</u>		
N05030A AT&T P. O. Box 10192 Van Nuys, CA 91410-6101	12/1/98 714-524-8408		0700	08		1.67		
N03653 Bear State Air Conditioning Svcs. 3548 Enterprise Drive Anaheim, CA 92807-1640	12/15/98 98-12-1606		1400	00		117.42		
N01936 OmniGrafix Printing 1744 W. Katella Ave, Ste 9 Orange, CA 92867	12/10/98 A33050		1800	00		111.41		
N03825 Staples Credit Plan Dept 31 - 0000073264 P. O. Box 30292 Salt Lake City, UT 84130-0292	10/30/98 JT13560001		1800	00		158.75		
N03912A California Special Districts Assoc. 1121 L Street, Suite 508 Sacramento, CA 95814	2/4-5/1999 Goodson		2700	00		150.00		
	Wood		2700	02		<u>150.00</u>		
	TOTAL					<u>300.00</u>		

The claims listed above (totaling \$791.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 20, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3684	10,428.12
	3685	1,603.42
	3686	1,630.86
	3687	3,797.69
	3688	2,478.75
Subtotal for Regular		19,938.84
Payroll	3689	20,325.00
	3690	20,325.00
	3691	20,325.00
Subtotal for Payroll		60,975.00
TOTAL CURRENT CLAIMS		80,913.84

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/13/99
REPORT NO 3684

Minter

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
N06556 Continental Casualty Co. Spec Ris PO Box 95033 Chicago, IL 60694	December 1998 Dec Premium		0300	00		173.17		
N05030A AT&T PO Box 10192 Van Nuys, CA 91410-0192	Dec 31, 1998 996-4983		0700	02		8.61		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 28, 1998 572-1609		0700	02		77.40		
N03833C Brodart Automation A Div of Brodart PO Box 3488 Williamsport, PA 17705	Dec 23, 1998 A29165		0700	05		423.82		
N05030A AT & T PO Box 10192 Van Nuys, CA 91410-0192	Jan 1, 1999 524-8408		0700	08		10.30		
N06566 Regency Lighting 16665 Arminta St Van Nuys, CA 91406	Jan 5, 1999 536815		1000	00		265.18		
N06903 Advanced Office Services 1430 Village Way Santa Ana CA 92705	Dec 21, 1998 203330		1300	00		103.85		
N01035 City of Placentia 401 East Chapman Ave Placentia, CA 92807	Jan 6, 1999 52730		1400	00		9,365.79		

The claims listed above (totaling \$10428.12) 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

10,428.12

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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
N06931 D & S Systems 611-H South Palm St. La Habra, CA 90631-5761	Dec 31, 1998 12791		1400	00		678.00		
N06819 American Library Association Membership Dept 77-6499 Chicago, IL 60678-6499	Jan 1999 0035153		1600	00		195.00		
N03735 ISDOC 258 Sherwood St. Costa Mesa, CA 92627	Dec 15, 1998		1600	00		50.00		
N06898A National Society of Fund Raising Executives 1101 King St. Suite 700 Alexandria, VA 22314-2967	Dec 16, 1998 143700		1600	00		245.00		
N06569 Demco PO Box 8048 Madison, WI 53708-8048	Dec 15, 1998 439640		1800	00		288.19		
N09112 General Binding Corp. PO Box 71361 Chicago, IL 60694-1361	Dec 17, 1998 10650313		1800	00		71.24		
N06896D Aspen Publishers, Inc. Accounts Receivable Dept. PO Box 911 Frederick, MD 21705-0911	Dec 4, 1998 14317420		1800	00		75.99		

The claims listed above (totaling \$1603.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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Placentia Library District
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
N0230B Fry's Electronics Accounts Receivable 600 East. Brokaw Road San Jose, CA 95112	Jan 6, 1999 2782128		1800	00		571.01		
	Jan 6, 1999 2782131		1800	00		258.59		
N03650B Kinko's, Inc. PO Box 672085 Dallas, TX 75267-2085	Jan 5, 1999 030200087249		1800	00		30.82		
Watson Label Products 3684 Forest Park Blvd. St Louis, MO 63108	Dec 22, 1998		1800	00		493.23		
The New York State Library Photoduplication Unit Cultural Education Center Albany, NY 12230	Dec 29, 1998		1800	07		10.00		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	December		1900	00		34.71		
N01856 Munson, Cronick & Associates 2501 East Chapman Ave, Ste 220 Fullerton, CA 92831	Dec 31, 1998		1900	00		180.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. PO Box 66012 Anaheim, CA 92816	Dec 31, 1998		1900	00		52.50		

The claims listed above (totaling \$1630.86) 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 01/13/99
REPORT NO 3687

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
Merryant Publishers, Inc. 7615 S.W. 257th St Vashon, WA 98070	Dec 11, 1998		2400	01		228.25		
N03845A Marshall Cavendish Corp. 99 White Plains Road. PO Box 2001 Tarrytown, NY 10591-9001	Nov 25, 1998		2400	01		153.25		
N03833C Brodart Co. PO Box 3488 Williamsport, PA 17701	Dec 7, 1998		2400	01		451.13		
N09165 Toucal Valley Publications, Inc 142 N. Mipitas Blvd. Suite 260 Milpitas, Ca 95035	Dec 10, 1998		2400	01		103.13		
N03657B Standard & Poors PO Box 80-2542 Chicago, IL 60680-2542	Dec 27, 1998		2400	01		2,768.33		
N09111A EBSCO PO Box 92901 Los Angeles, CA 90009-2901	Nov 13, 1998		2400	04		50.13		
N15072 Cheryl Willauer 411 E. Chapman Ave. Placentia, CA 92870	Dec 98		2800	01		19.53		
N15072 Estella Wnek 411 E. Chapman Ave. Placentia, CA 92870	Nov 98-Jan 99		2800	01		23.94		

The claims listed above (totaling \$3797.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,797.69

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3

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
N00018A City of Anaheim Division of Collections 201 S. Anaheim Blvd. PO Box 3222 Anaheim CA 92805	Dec 4, 1998		4000	00		2,478.75		

The claims listed above (totaling \$2478.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,478.75



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/99
REPORT NO 3689

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	January 20, 1999 Pay period # 28 January 15, 1999 January 28, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, JANUARY 28, 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	January 20, 1999 Pay period # 29 January 29, 1999 February 11, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 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

1

2

3

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 20, 1999 Pay period # 30 February 12, 1999 February 25, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 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 *EDM*
SUBJECT: Cash Flow Analysis
DATE: January 20, 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 January 20, 1999

Placentia Library District
FY1998-1999 General Fund Cash Flow

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

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)
 January 20, 1999

	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-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						0.00	0.00	
28-Feb-99						0.00	0.00	
31-Mar-99						0.00	0.00	
30-Apr-99						0.00	0.00	
31-May-99						0.00	0.00	
30-Jun-99						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

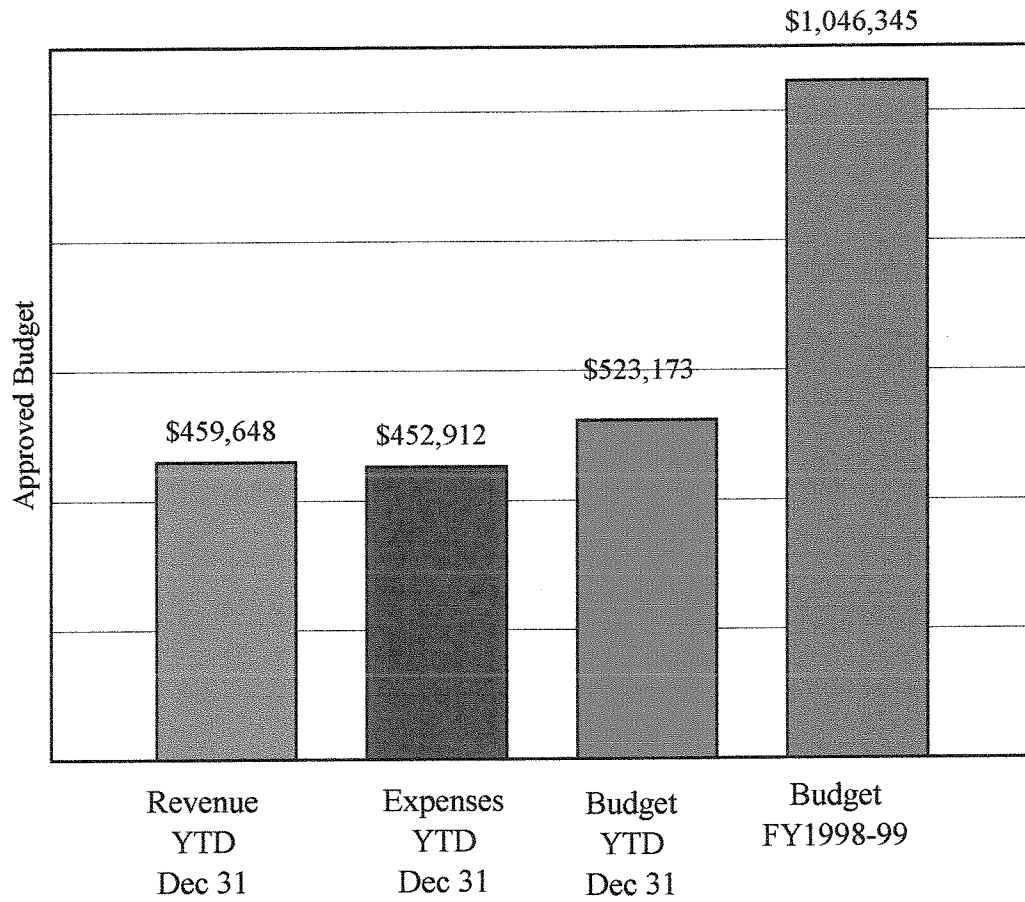
	Fiscal Year 1997-1998						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42	
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50	
31-Jan-98	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)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	373,150.47	357,118.40	283,994.86	289,215.22	49.02%
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	373,150.47	357,118.40	283,994.86	289,215.22	46.98%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	39,094.29	34,899.83	0.00	0.00	83.18%
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	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	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	7,248.06	5,341.47	3,504.75	5,339.85	40.27%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	8,026.46	5,712.07	3,504.75	5,339.85	44.59%
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	440,987.47	417,281.70	287,499.61	294,555.07	49.97%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 DEC 1998	FY 1997-98 DEC 1997	FY 1998-99 % REV BUD
6610-00	Interest	10,500	1,179.46	2,279.03	222.05	316.48	11.23%
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	176.98	
	TOTAL INTEREST	10,500	1,179.46	2,456.01	222.05	493.46	11.23%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	2,336.75	2,277.07	2,336.75	2,277.07	15.09%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	4,549.46	4,130.81	1,869.60	2,026.63	69.99%
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	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Educatiaon 321 Grant	3,500	1,241.00	4,948.00	1,241.00	1,522.00	35.46%
6970-05	State - Project Grants	0	0.00	9,361.00	0.00	500.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	5,790.46	18,439.81	3,110.60	4,048.63	5.06%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	23,500	9,350.08	9,754.00	4,503.75	1,458.13	39.79%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	3.46	6.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	459,647.68	450,214.79	297,672.76	302,832.36	43.93%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	263,322.00	240,630.00	52,908.00	37,020.00	53.26%
0200	Retirement	70,123	20,229.00	18,408.00	4,049.00	2,832.00	28.85%
	Health Insurance/Care America	28,585	10,592.02	8,207.08	1,442.93	1,435.12	37.05%
	Long Term Disability	2,862	1,214.41	856.25	321.92	171.25	42.43%
	Vision Service Plan	1,974	1,034.20	444.00	191.10	175.60	52.39%
	Dental	4,402	3,002.39	2,185.95	873.80	381.89	68.21%
0300	Total Employee Insurance	37,823	15,843.02	11,693.28	2,829.75	2,163.86	41.89%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	2,568.00	1,962.00	0.00	0.00	44.28%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	301,962.02	272,693.28	59,786.75	42,015.86	49.65%
0700-00	Communications - Telephone	2,600	1,130.45	1,170.08	269.91	250.71	43.48%
0700-01	Communications - Modem/Fax	2,384	<u>1,803.61</u>	1,117.17	153.01	292.05	75.65%
0700-02	Communications - Internet/Database	3,240	2,245.75	1,866.97	821.78	474.23	69.31%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	2,683.76	2,119.10	1,412.30	847.64	52.01%
0700-07	Communications - 321 Grant	570	360.01	364.56	19.95	19.27	63.16%
0700-08	Communications - Adult Literacy	330	173.53	38.97	26.06	38.97	52.58%
	Total Communications	14,284	8,397.11	6,676.85	2,703.01	1,922.87	58.79%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
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	0.00%
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,804.95	1,743.57	10.54	0.00	51.57%
1100-00	Insurance	10,200	10,124.25	5,024.74	5,127.87	0.00	99.26%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	1,998.68	8,700.26	0.00	5,231.36	9.99%
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	1,998.68	8,700.26	0.00	5,231.36	9.99%
	HVAC	5,500	1,630.69	2,812.48	352.26	986.82	29.65%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	9,533.19	10,417.12	2,774.76	3,046.27	38.13%
	Plumbing	1,200	62.00	531.14	0.00	0.00	5.17%
	Electrical	4,000	2,280.00	1,511.96	570.00	615.96	57.00%
	Cleaning Service	11,700	5,700.00	4,750.00	950.00	950.00	48.72%
	Locksmith	200	73.72	52.50	0.00	0.00	36.86%
	Other	2,000	232.66	417.19	145.67	(662.00)	11.63%
1400-00	Total Maintenance of Building & Grounds	50,100	19,512.26	20,492.39	4,792.69	4,937.05	38.95%
	Memberships - General Fund	2,900	1,468.00	1,444.00	1,468.00	986.00	50.62%
1600-07	Memberships - 321 Grant	200	100.00	0.00	100.00	0.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	145.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	1,808.00	1,539.00	1,713.00	986.00	55.63%
	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
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
	Library Supplies	4,500	2,459.70	2,083.72	1,864.44	727.03	54.66%
	Printing	9,000	2,360.91	3,245.79	2,034.14	(1,249.02)	26.23%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	653.87	1,151.55	180.00	0.00	43.59%
	Paper	1,200	273.75	1,025.59	0.00	21.75	22.81%
	Drinking Water Service	300	174.65	124.75	49.90	24.95	58.22%
	Other Office Supplies	3,000	2,620.53	1,039.97	825.02	(471.27)	87.35%
1800-00	Total Office Supply Expense - General Fund	19,500	8,543.41	8,671.37	4,953.50	(946.56)	43.81%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,848.76	571.00	1,848.76	0.00	
	Printing	1,475	1,044.96	333.04	1,044.96	251.63	70.84%
	Publications	2,375	0.00	1,026.56	0.00	929.36	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	201.27	110.00	0.00	128.58%
1800-08	Total Adult Literacy Office Supply Expense	4,300	1,559.27	1,560.87	1,154.96	1,180.99	36.26%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	11,951.44	15,984.44	7,957.22	234.43	47.90%
1803-00	Postage Expense - General Fund	800	508.66	117.00	220.01	0.00	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	32.00	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	1,212.44	252.01	0.00	57.27%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	175.00	140.00	70.00	0.00	41.67%
	Pension Contribution & Operating Expenses	6,000	1,750.00	3,519.63	1,750.00	1,073.27	29.17%
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	173.55	171.55	34.71	34.71	41.32%
	Interest Allocation & Tax Collection Charges	450	81.82	107.22	5.82	8.21	18.18%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	315.00	367.50	157.50	157.50	63.00%
	Collection Services - Accounts Receivable	3,000	86.62	970.00	0.00	0.00	2.89%
	Audit	3,750	3,700.00	2,810.00	0.00	0.00	98.67%
	Payroll Preparation	2,500	1,268.00	1,141.99	335.70	169.10	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	3,700.03	270.00	1,863.08	
1900-00	Total Specialized Services - General Fund	58,040	9,634.89	12,927.92	2,623.73	3,305.87	16.60%
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	80.00	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	1,030.62	980.05	709.99	723.04	49.08%
	Total Specialized Services	63,215	10,745.51	18,082.96	3,413.72	4,028.91	17.00%
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
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % 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	873.55	1,110.23	339.36	147.08	1.39%
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	5,230.00	0.00	36.43%
2400-04	Special Department Expense - Periodicals	16,642	4,114.39	3,965.03	0.00	3,835.87	24.72%
2400-05	Special Department Expense - Audio	2,500	287.80	158.46	0.00	40.41	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	13.80	125.71	13.80	91.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	11,872.76	18,043.87	5,695.07	4,037.16	11.93%
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	70.77	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	315.73	682.00	112.25	413.14	15.79%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	150.00	0.00	150.00	0.00	20.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	156.00	275.00	146.00	275.00	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	239.38	575.39	0.00	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	1,564.26	1,054.41	688.14	30.53%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 DEC 1998	FY1997-98 DEC 1997	FY1998-99 % REV BUD
2800-00	Electricity	45,000	28,449.43	22,060.78	21,239.85	8,736.22	63.22%
	Gas	5,500	2,228.88	125.23	1,111.74	24.32	40.53%
	Water	3,000	1,371.09	1,739.10	141.76	237.90	45.70%
	Total Utilities	53,500	32,049.40	23,925.11	22,493.35	8,998.44	59.91%
	TOTAL SUPPLIES & SERVICES	416,389	146,664.94	156,004.89	55,212.89	31,064.36	35.22%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	4,284.77	0.00	433.00	0.00	21.42%
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	4,284.77	0.00	433.00	0.00	20.40%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	4,284.77	0.00	433.00	0.00	20.40%
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	452,911.73	428,698.17	115,432.64	73,080.22	43.29%

Placentia Library District
Balance Sheet

December 31, 1998

Assets

General Fund - Checking	7,380.58	
Literacy Fund-Checking	0.00	
County Exempt-Checking	3,192.90	
Payroll Account	24,962.52	
Savings (P/R Support)	6,399.89	
Savings (P/R Fees)	2,320.04	
Certificates of Deposit	27,500.00	
General Fund - Savings	4,423.84	
Literacy Fund - Savings	5,929.54	
County Exempt - Savings	3,533.77	
Total Assets		<u>85,643.08</u>

Liabilities

Manual Payroll Checks	543.18	
Payroll Taxes Payable	(492.12)	
Deferred Comp Payable	842.45	
Insurance Payable	(593.99)	
Credit Union Payable	46.78	
Union Dues Payable	139.14	
Other Employee Deductions	656.41	
Total Liabilities		<u>1,141.85</u>

Capital

Fund Balance	84,501.23	
Total Capital		<u>84,501.23</u>
Total Liabilities and Capital		<u>85,643.08</u>

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

December 1998

Prepared 1/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,423.84
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,423.84

Edmund

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

December 1998

Prepared 1/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,440.57
Checks Out	3786	10.00		
	3787	49.99		
TOTALS		59.99	0.00	
CHECKBOOK BAL				7,380.58

Sanwa

12/31/98

Page 1
Part 1 of 1 Parts

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

	Total	12/31/98
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	1,445.95	1,445.95
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	153.05	153.05
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	5.00	5.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	15.51	15.51
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,869.60	1,869.60
State Library Grants	2,189.00	2,189.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,472.14	1,472.14
Interest Income - checking	0.00	0.00
Interest Income - savings	10.34	10.34
Miscellaneous Income	0.00	0.00
Passport Revenue	555.00	555.00
	-----	-----
Total Income	7,715.59	7,715.59
Cost of Sales		
	-----	-----
Gross Profit (Loss)	7,715.59	7,715.59
Expenses		
Transfers to County	4,419.10	4,419.10
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	7.10	7.10
Postage (183)	128.00	128.00
Prof. & Spec. Services (190)	(65.00)	(65.00)
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	83.00	83.00
Utilities (280)	0.00	0.00

12/31/98

Page 2
Part 1 of 1 Parts

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

	Total	12/31/98
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
Passport Expenses	0.00	0.00
	-----	-----
Total Expenses	4,572.20	4,572.20
	-----	-----
Operating Income (Loss)	3,143.39	3,143.39
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	3,143.39	3,143.39
	=====	=====

12/31/98

Page 1

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

Part 1 of 1 Parts

	12/31/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	20.60
Cash Register-Fines	7,846.48
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	504.08
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	200.00
Cash Register-Publications	0.00
Cash Register-Reserves	460.06
Cash Register-Computer Rental	0.00
Typewriter Income	25.65
Telephone Income	75.81
Copy Machine Income	0.00
State Library Reimbursements	4,549.46
State Library Grants	2,189.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	5,247.80
Interest Income - checking	0.00
Interest Income - savings	54.43
Miscellaneous Income	1,000.00
Passport Revenue	555.00

Total Income	22,728.37
Cost of Sales	

Gross Profit (Loss)	22,728.37
Expenses	
Transfers to County	16,420.37
Employee Insurance (030)	605.18
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	37.99
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	253.63
Postage (183)	578.25
Prof. & Spec. Services (190)	15.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	934.28
Utilities (280)	0.00

12/31/98

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

Page 2
Part 1 of 1 Parts

	12/31/98
Equipment (400)	0.00
Taxes and Fees (370)	8.00
Funds in Transit	0.00
Passport Expenses	0.00

Total Expenses	18,852.70

Operating Income (Loss)	3,875.67
Other Income	
Other Expenses	

Net Income (Loss)	3,875.67
	=====

12/31/98

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 99 Period 6
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1052	12/15/98	O.C. Auditor	4,419.10
		0-5102-01 Transfers to County	4,419.10
		Checkbook 5 Total	4,419.10

12/31/98

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 99 Period 6
 General Account

Page 1

Check	Date	Payee		Amount
3781	12/02/98	U.S. Postmaster		128.00
		0-5116-01 Postage (183)	128.00	
3782	12/04/98	Plac Chamber/Commerc		48.00
		0-5122-01 Transportation & Travel (270)	48.00	
3783	12/08/98	Kinkos		3.18
		0-5114-01 Office Expense (180)	3.18	
3784	12/09/98	Plac Chamber of Comm		25.00
		0-5122-01 Transportation & Travel (270)	25.00	
3785	12/14/98	All Star Trophy		3.92
		0-5114-01 Office Expense (180)	3.92	
3786	12/30/98	ISDOC		10.00
		0-5122-01 Transportation & Travel (270)	10.00	
3787	12/30/98	G. Neil (posters)		49.99
		0-4114-01 Cash Register-Reserves	49.99	

Checkbook 1 Total				268.09

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

December 1998

Prepared 1/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,929.54
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,929.54

Sanwa

12/31/98

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

Page 1
Part 1 of 1 Parts

	Total	12/31/98
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	11.30	11.30
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	11.30	11.30
Cost of Sales	-----	-----
Gross Profit (Loss)	11.30	11.30
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	11.30	11.30
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	11.30	11.30
	=====	=====

12/31/98

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

Page 1
Part 1 of 1 Parts

	12/31/98
Income	
Gifts Income	800.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	78.07
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	485.00
Donations to Literacy	0.00
Placentopoly Games	0.00
Loan Repayment from C.E.	0.00

Total Income	1,393.07
Cost of Sales	-----
Gross Profit (Loss)	1,393.07
Expenses	
Refunds (not in use)	0.00
Travel Expense	(244.15)
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	13.00
Loan to C.E. for Copier	0.00

Total Expenses	(231.15)
Operating Income (Loss)	1,624.22
Other Income	
Other Expenses	

Net Income (Loss)	1,624.22
	=====

12/31/98

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

Page 1

For Fiscal Year 99, Period 6 through Fiscal Year 99, Period 6

Account Name

Total

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

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

December 1998

Prepared 1/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,533.77
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,533.77

Edmond

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2658-00932
County Exempt Checking Account

December 1998

Prepared 1/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance	-			3,192.90
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,192.90

Sanwa

12/31/98

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

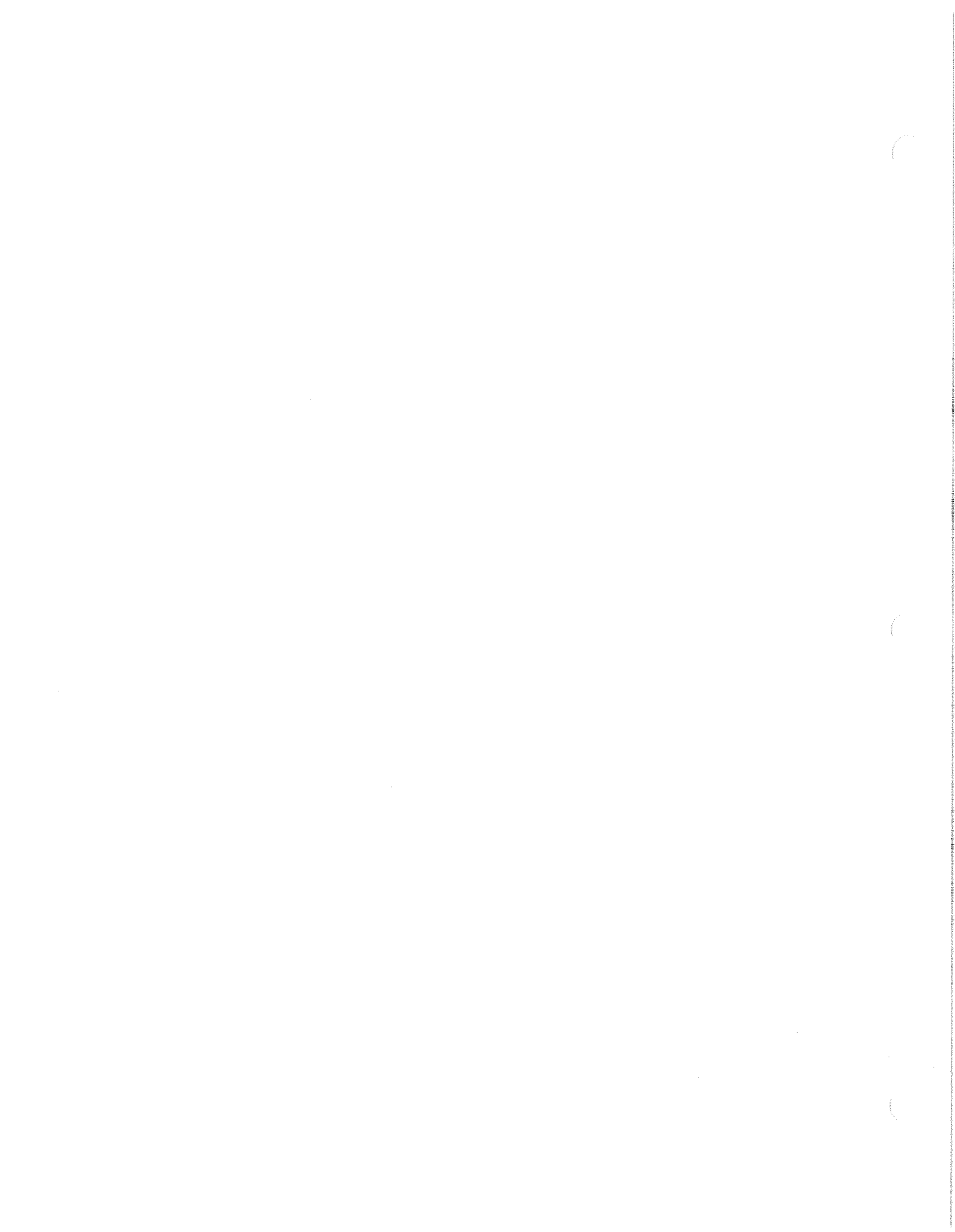
Page 1
Part 1 of 1 Parts

	Total	12/31/98
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	240.00	240.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	453.20	453.20
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	7.15	7.15
Miscellaneous Income	0.00	0.00
Special Grants	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	720.35	720.35
Cost of Sales		
	-----	-----
Gross Profit (Loss)	720.35	720.35
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	277.75	277.75
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	294.60	294.60
Friend's-Other Activities	0.00	0.00
Meetings & Special Events	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 1997-1998

Agenda Item 12
 Attachment B

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	



12/31/98

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

Page 2
Part 1 of 1 Parts

	Total	12/31/98
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	229.65	229.65
Copier Lease Payments	446.34	446.34
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	1,248.34	1,248.34
	-----	-----
Operating Income (Loss)	(527.99)	(527.99)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(527.99)	(527.99)
	=====	=====

12/31/98

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

Page 1
Part 1 of 1 Parts

	12/31/98
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,950.00
Test Proctoring Income	160.00
Vending Machine Income	0.00
Debit Card Income	3,111.47
Friends Contributions	331.44
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	18.85
Interest Income - savings	36.66
Miscellaneous Income	0.00
Special Grants	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	0.00

Total Income	6,608.42
Cost of Sales	

Gross Profit (Loss)	6,608.42
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	18.00
Children's Summer Reading Program	1,046.54
Children's Camp Library	329.72
Children's Storytime (Friends)	0.00
Children's-Other	277.75
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	905.36
Friend's-Other Activities	0.00
Meetings & Special Events	35.00
Library Board Expenses	1,673.12
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00

12/31/98

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

Page 2
Part 1 of 1 Parts

	12/31/98
Miscellaneous	0.00
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	2,104.53
Copier Lease Payments	3,124.38
Copier Supplies	277.13
Repay loan to Lit.(copier)	0.00

Total Expenses	10,481.53

Operating Income (Loss)	(3,873.11)
Other Income	
Other Expenses	

Net Income (Loss)	(3,873.11)
	=====

12/31/98

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 99 Period 6
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1065	12/15/98	IKON Office Services 0-5327-03 Copier Maintenance Contract	229.65
1066	12/15/98	Sharp Electronics 0-5328-03 Copier Lease Payments	446.34
Checkbook 7 Total			675.99

12/31/98

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 99 Period 6
County Exempt

Page 1

Check	Date	Payee		Amount
1208	12/02/98	Christophers Florist		32.33
		0-5314-03 Friend's-Director's Fund	32.33	
1209	12/02/98	Ingram Lib Services		12.60
		0-5314-03 Friend's-Director's Fund	12.60	
1210	12/04/98	Orange Blossom Lines		277.75
		0-5312-03 Children's-Other	277.75	
1211	12/15/98	Elizabeth Minter		234.27
		0-5314-03 Friend's-Director's Fund	234.27	
1212	12/16/98	Sees Candies		15.40
		0-5314-03 Friend's-Director's Fund	15.40	

Checkbook 3 Total				572.35

PLACENTIA LIBRARY DISTRICT
Bank of America Account 07605-80156
Payroll Account
December, 1998

Prepared January 7, 1998

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			25,133.44
4193	61.25		
4200	109.67		
TOTALS	170.92	0.00	
Checkbook balance			24,962.52

12/31/98

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

	Total	12/31/98
Income		
Transfers from County	56,957.00	56,957.00
Interest Income-CD's	344.37	344.37
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	32.58	32.58
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	57,333.95	57,333.95
Cost of Sales	-----	-----
Gross Profit (Loss)	57,333.95	57,333.95
Expenses		
Salaries	34,094.19	34,094.19
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,187.55	2,187.55
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	5.97	5.97
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	36,287.71	36,287.71
	-----	-----
Operating Income (Loss)	21,046.24	21,046.24
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	21,046.24	21,046.24
	=====	=====

12/31/98

Page 1

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

	12/31/98
Income	
Transfers from County	284,551.00
Interest Income-CD's	685.00
Interest-Savings-Landmark	39.85
Interest-Savings-B of A	44.01
Miscellaneous Income	0.00

Total Income	285,319.86
Cost of Sales	-----
Gross Profit (Loss)	285,319.86
Expenses	
Salaries	245,458.76
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	17,859.77
Payroll Processing Fees	0.00
Bank Fees and Service Charges	16.00
Miscellaneous - Unknown	0.00

Total Expenses	263,334.53

Operating Income (Loss)	21,985.33
Other Income	
Other Expenses	

Net Income (Loss)	21,985.33
	=====

12/31/98

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 99 Period 6
Payroll Account

Page 1

Check	Date	Payee	Amount
627	12/31/98	Man Sun	41.86
		0-2010-00 Manual Payroll Checks	41.86
		Checkbook 4 Total	41.86

ACQUISITIONS REPORT FOR THE MONTH OF DECEMBER 1998
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	1,291.81	71	1,291.81	71	260.90	12	1,552.71	83
Adult Circulating Non-Fiction	0.00	0	1,641.23	77	1,641.23	77	1,166.30	50	2,807.53	127
Adult Reference	0.00	0	0.00	0	0.00	0	35.00	1	35.00	1
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	1,641.23	77	1,641.23	77	1,201.30	51	2,842.53	128
TOTAL ADULT PRINT MATERIALS	0.00	0	0.00	0	2,933.04	148	1,462.20	63	4,395.24	211
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	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
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	0.00	0	0.00	0
TOTAL ADULT MATERIALS	0.00	0	0.00	0	2,933.04	148	1,462.20	63	4,395.24	211
Juvenile Fiction	0.00	0	513.54	34	513.54	34	50.00	7	563.54	41
Juvenile Circulating Non-Fiction	381.50	58	930.35	54	1,311.85	112	0.00	0	1,311.85	112
Juvenile Reference	103.13	3	0.00	0	103.13	3	0.00	0	103.13	3
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	484.63	61	930.35	54	1,414.98	115	0.00	0	1,414.98	115
TOTAL JUVENILE PRINT MATERIALS	484.63	61	1,443.89	88	1,928.52	149	50.00	7	1,978.52	156
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	484.63	61	1,586.43	102	2,071.06	163	50.00	7	2,121.06	170
Total Fiction	0.00	0	1,805.35	105	1,805.35	105	310.90	19	2,116.25	124
Total Non-Fiction	484.63	61	2,571.58	131	3,056.21	192	1,201.30	51	4,257.51	243
Total Audio	0.00	0	142.54	14	142.54	14	0.00	0	142.54	14
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	484.63	61	4,519.47	250	5,004.10	311	1,512.20	70	6,516.30	381

OUTSTANDING ORDERS AS OF DECEMBER 31, 1998

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$2,370.24	\$4,022.19	\$6,392.43

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF DECEMBER
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	172.96	1	3,018.02	164	3,035.31	165	2,100.15	99	5,135.46	264
Adult Circulating Non-Fiction	272.96	10	6,548.16	300	6,821.12	310	8,054.43	410	14,875.55	720
Adult Reference	187.22	10	33.78	1	221.00	11	316.85	16	537.85	27
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	460.18	20	6,581.94	301	7,042.12	321	8,371.28	426	15,413.40	747
TOTAL ADULT PRINT MATERIALS	477.47	21	9,599.96	465	10,077.43	486	10,471.43	525	20,548.86	1,011
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	477.47	21	9,599.96	465	10,077.43	486	10,498.93	527	20,576.36	1,013
Juvenile Fiction	0.00	0	513.54	34	513.54	34	117.00	14	630.54	48
Juvenile Circulating Non-Fiction	448.26	62	3,203.96	169	3,652.22	231	317.90	30	3,970.12	261
Juvenile Reference	103.13	3	0.00	0	103.13	3	50.00	1	153.13	4
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	551.39	65	3,203.96	169	3,755.35	234	367.90	31	4,123.25	265
TOTAL JUVENILE PRINT MATERIALS	551.39	65	3,717.50	203	4,268.89	268	484.90	45	4,753.79	313
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	551.39	65	3,860.04	217	4,411.43	282	484.90	45	4,896.33	327
Total Fiction	172.96	1	3,531.56	198	3,548.85	199	2,217.15	113	5,766.00	312
Total Non-Fiction	1,011.57	85	9,785.90	470	10,797.47	555	8,739.18	457	19,536.65	1,012
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	1,028.86	86	13,460.00	682	14,488.86	768	10,983.83	572	25,472.69	1,340

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: January 20, 1999
 SUBJECT: ACS/Unique Management Services, Inc. Report for Month of December

No new accounts have been submitted to ACS Collection Agency.
 The report received from Unique Management on January 11, 1999 is Attachment A.
 A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	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					
February					
March					
April					
May					
June					
TOTAL YTD	16	24	5	475.34	0

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 01/03/99

Time Run: 08:17PM
Date Run: JAN 03 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	:	15	Dollars Submitted	:	1,728.90	Dollars Received	:	114.80
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	208.37
Incorrect Addresses	:	2	Dollars in Skips	:	175.73	Dollars Waived	:	85.00
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	.00	Total Activated	:	602.97
Accounts in Process	:	13	Dollars in Process	:	1,553.17	% of Dollars Activated	:	38.82%
# of Accounts Activated	:	5						
% of Accounts Activated	:	38.46%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: January 11, 1999
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT DECEMBER, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS DECEMBER, 1998

Beginning Balance 12/01/98			(\$586.34)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	453.20		
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	
	453.20	675.99	
Ending Balance 12/31/98			<u>(\$809.13)</u>
November 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
November Payment (Fund 702)	0.00
November Payment (Literacy Fund)	0.00
Balance 12/31/98	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Foundation Board of Directors

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

DATE: January 11, 1999

SUBJECT: GIFT REPORT

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

ADOPT-A-BOOK DONATIONS

- Dale & Colleen Bartley
- William & June Charles
- Michelle Dean
- Patricia Amy Doyle
- Dennis E. Ferris
- Friends of Placentia Library
- Nita Godwin
- Masanobu Ikeda
- Fred & Elizabeth Minter
- Bob & Jeanne Olson
- John & Nancy Spangler
- Dennis J. Spiro
- Allan & Sandra Stark
- Jennie Trosko
- James & Virginia Walker
- Thomas & Elouise Woore

TOTAL AAB DONATIONS \$998.27

GENERAL FUND

- David & Karen Hiskey

TOTAL GENERAL FUND \$100.00


TOTAL ALL DONATIONS \$1,098.27



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ew*
DATE: January 11, 1999
SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH DECEMBER, 1998**

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** - Gazebo light was out and was repaired Dec 98. Regular inspection, cleaning and replacement of overhead lighting not complete.
3. **Children's Library** – Broken frame around bulletin board. Work completed Dec 98.
4. **Loading dock driveway** – Tree branches are at eye level and are a safety hazard to people and can cause damage to vehicles. Waiting for response from Public Works.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: January 11, 1999
SUBJECT: PERSONNEL REPORT FOR DECEMBER, 1998

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: Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of December 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 December	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	7.50	80.00	9/95	339.75
Backes, Theresa	3.50	49.75	6/98	62.25
Boelman, Marge	0.00	6.00	1/98	17.25
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Dell, Lyla	13.25	112.75	8/98	112.75
Deputy, Paul	14.00	121.00	7/82	6,584.25
Farkas, Ted	0.00	6.00	10/98	6.00
Fioroni, Pete	4.00	20.00	3/97	105.75
Fioroni, Ruth	4.00	20.00	3/97	105.75
Fitzgerald, Joan	12.75	108.00	10/93	1,443.00
Foundation Telephone Committee	0.00	40.00	10/98	40.00
Godwin, Nita	0.00	9.00	2/96	141.25
Hochman, Sue	7.00	46.00	1/98	81.75
Horrocks, Marjorie	2.00	22.00	10/95	177.00
Hyams, Rose	12.00	70.75	7/98	70.75
Irot, Pat	21.00	107.50	2/96	850.00
Jertberg, Pat	6.25	51.25	4/98	59.75
Livesey, Jane	7.00	39.00	4/96	243.00
Lord, Audrey	0.00	53.00	10/97	193.50
Malik, Shamim	2.75	52.00	5/97	469.75
Matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	0.00	23.00	6/98	27.00
Mignot, Shirley	6.00	43.00	9/95	285.75
Myers, Claire	15.00	80.75	10/95	566.75
Olson, Bob	4.00	22.25	9/95	220.00
Robb, Barbara	0.00	15.75	7/98	15.75
Schlichter, Allan	8.00	22.00	10/93	490.50
Schmidt, Marie	4.00	33.00	4/98	47.00
Shaw, Dixie	2.00	9.50	5/94	133.50
Stark, Allan	3.00	6.00	4/97	25.50
Stark, Sandra	4.00	48.75		136.75
Venegas, Julie	0.00	38.25	6/98	51.25
Wymer, Betty	9.25	59.25	1/96	385.75
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	70.00	840.00		5,153.75
TOTAL	242.25	2,381.75		19,384.75

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	December	YTD		December	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	6.00	19.00
Bernard, Bers	1.75	1.75	Lee, Pichie	0.00	60.00
Boula, Bobby	0.00	21.25	Mair, 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
Carri, Patrick	0.00	35.00	Oakins, Cindy	0.00	2.00
Chang, Edmund	6.00	22.00	Parker, Jim	0.00	5.75
Chavez, Alfredo	3.75	5.75	Peck, Jean	0.00	2.00
Cheung, Eric	0.00	19.00	Perez, Manuel	0.00	5.75
Chib, Sheetal	0.00	8.00	Pina, Jose Luis	0.00	1.00
Chiong, Debbie	0.00	34.25	Pinter, Brian	0.00	22.75
Chiu, Jason	0.00	8.00	Ritter, David	0.00	1.00
Chiu, Josephine	4.00	42.75	Rodriguez, David	0.00	29.75
Clugston, Patricia	4.00	29.75	Rorex, Jamie	0.00	8.00
Coursey, Jeff	0.00	18.00	Shaw, Patrick	0.00	29.50
De Los Santos, Sarah	0.00	20.00	Sim, Elisia	0.00	17.00
Espinosa, Jorge	0.00	3.00	Soto, David	0.00	31.00
Garner, Sarah	8.00	8.00	St. Aubin, Lacy	8.00	8.00
Gonzalez, Lizeth	0.00	13.25	Sung, Alice	0.00	9.00
Gonzalez, Maria	6.75	22.00	Thompson, Jena	0.00	4.50
Govea, Melissa	0.00	4.00	Uh, Soo	0.00	7.75
Guzzi, Rebecca	0.00	4.00	Vance, Brian	0.00	55.50
Hannah, Bryan	3.00	34.00	Vasquez, Joel	0.00	8.00
Harikumar, Seema	0.00	3.00	Veltre, Mattl	0.00	26.75
Hamett, Tom	0.00	6.00	Verde, Val	0.00	6.25
Harrison, Matthew	0.00	29.00	Vidhyarkom, Tammy	9.00	51.00
Hernandez, Ricardo	0.00	4.00	Wang, Grace	0.00	20.00
Higueros, Delmy	0.00	22.25	Wang, Shuan	0.00	40.00
Ho, Bao	0.00	30.00	Whalen, Mark	2.00	2.00
Ho, Jerry	0.00	40.00	Yada, Julie	2.00	8.00
Joslin, Linda	1.75	1.75	Yang, Kelly	0.00	23.00
Kansagara, Mena	2.00	17.50	Yee, Cindy	2.00	17.50
Khounani, Anthony	0.00	12.00			
Kim, Jessica	0.00	12.25			
Kumar, Smita	0.00	23.75			
TOTAL	41.00	607.50	TOTAL	29.00	617.75

LVA VOLUNTEERS

Literacy Volunteer Hours 179.00

TOTAL VOLUNTEER HOURS

491.25

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	556.00	312.25	142.00	273.00	179.00
January	488.60	558.25		367.00	301.00	
February	480.00	533.50		517.00	450.00	
March	675.00	687.00		493.00	398.00	
April	788.00	594.00		633.00	383.00	
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
JANUARY 20, 1999

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 DECEMBER 98	FY97-98 DECEMBER 97
1st Time Checkouts	67,743	82,913	-18.30%	7,199	8,565
Phone Renewals	7,612	6,890	10.48%	1,342	1,060
In-Building Renewals	4,329	6,629	-34.70%	278	654
Total Renewals	11,941	13,519	-11.67%	1,620	1,714
TOTAL CHECKOUTS	79,684	96,432	-17.37%	8,819	10,279
On-Time Checkins	67,114	81,218	-17.37%	8,692	9,459
Late Checkins	13,532	15,487	-12.62%	2,415	2,553
TOTAL CHECKINS	80,646	96,705	-16.61%	11,107	12,012
Hold Placed	1,600	1,867	-14.30%	175	177
Hold Cancelled	356	363	-1.93%	36	57
Hold Filled	1,538	1,758	-12.51%	197	224
Hold Expired	14	20	-30.00%	2	3
Overdue Items	5,179	5,988	-13.51%	1,204	1,576
Overdue Notices	2,160	2,502	-13.67%	491	603
Billing Notices	2,504	2,892	-13.42%	563	586
Patrons Registered	1,544	1,700	-9.18%	108	148
Titles Added	3,137	3,206	-2.15%	535	169
Volumes Added	4,507	5,954	-24.30%	779	306
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	36,188	40,958	-11.65%	4,351	5,103
Juvenile Print	37,721	48,259	-21.84%	3,798	4,370
Total Print	73,909	89,217	-17.16%	8,149	9,473
Audio	2,744	3,045	-9.89%	308	337
Visual	3,776	4,830	-21.82%	362	468
Equipment	0	0	0.00%	0	0
Total Audio Visual	6,520	7,875	-17.21%	670	806
TOTAL CIRCULATION	79,684	96,432	-17.37%	8,819	10,279
Placentia Circulation	48,886	63,674	-23.22%	4,971	6,267
% Placentia Circulation	60.78%	65.58%	-7.32%	56.37%	60.97%
Anaheim/Yorba Linda Circulation	15,645	16,943	-7.66%	1,831	1,987
% Anaheim/Yorba Linda Circulation	19.45%	17.45%	11.46%	20.76%	19.33%
TYPES OF ACTIVE BORROWERS					
Adult	53,347	61,478	-13.23%	6,076	6,754
Young Adult	2,196	1,872	17.31%	354	336
Juvenile	19,569	26,908	-27.27%	1,960	2,641
New Borrower	5,318	6,826	-22.09%	429	546
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	80,430	97,084	-17.15%	8,819	10,277
TOTAL REGISTERED BORROWERS	26,407	27,169	-2.80%	26,407	27,169
ATTENDANCE	142,881	158,974	-10.12%	16,569	18,456
Adult Reference - -In Building	6,174	6,588	-6.28%	718	874
Adult Reference - Telephone	1,295	1,481	-12.56%	168	156
Children's Reference - In Building	3,422	4,611	-25.79%	211	346
Children's Reference - Telephone	174	204	-14.71%	13	7
Total Adult Reference	7,469	8,069	-7.44%	886	1,030
Total Children's Reference	3,596	4,815	-25.32%	224	353
Total In Building Reference	9,596	11,199	-14.31%	929	1,220
Total Telephone Reference	1,469	1,685	-12.82%	181	163
TOTAL REFERENCE	11,065	12,884	-14.12%	1,110	1,383



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

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - December 8, 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 (present)
Bob J. Huntley
Dana Smith - LAFCO
Russ Behrens -McCormick,
Kidman & Behrens

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

Call to Order1. **Preliminaries**

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

2. **Review Minutes of November 10, 1998 Executive Committee Meeting.**

The Minutes of the November 10, 1998 meeting of the Executive Committee were approved.

3. **Financial Report**

Joan Finnegan reported a cash balance as of December 7, 1998 of \$3,221.67. (copy of report attached)

4. **LAFCO Matters**

John Withers reported that the next meeting of LAFCO would be on December 9, 1998 with a rather light agenda planned. A reception to recognize the service of Bob Huntley would follow the meeting.

The annual planning meeting setting work goals for 1999 will be held on January 22, 1999.

A question raised by Arlene Schafer concerned the meeting schedule for the Technical Advisory Committee for 1999. John will consult with Dana Smith and Mike Dunbar, Chair of the Committee for 1999.

Keith Coolidge distributed material from the LAFCO Workshop held on November 20th indicating that all the issues raised at the ISDOC were covered.

The Committee agreed to schedule the January luncheon meeting for January 14th to accommodate the election of officers for 1999 and to fill the vacancy on the LAFCO. The luncheon will be held at MWDOC at 11:30 a.m.

Dana Smith will be invited to the luncheon meeting to conduct the election of a LAFCO Commissioner and update the membership on the material covered at the LAFCO Workshop.

5. **Nominating Committee Report**

Phil Anthony placed the following names in nomination for 1999.

<u>Office</u>	<u>Name</u>
President	Keith Coolidge
1st Vice President	Mary A. Matheis
2nd Vice President	Teri Cable
3rd Vice President	Arlene Schafer
Treasurer	Joan Finnegan
Secretary	Ronald Kennedy
Past President	Robert Hanson

Member agencies may place other names in nomination at the meeting on January 14, 1999.

6. **CSDA Report**

Russell Paris reported that he attended his first Board meeting of CSDA during November.

7. **Legislative Report**

Following up on an issue raised by Russell Paris, Keith Coolidge reported on and distributed material related to a Board of Equalization decision that could reduce local government property tax revenues. (copy attached)

General discussion indicated considerable confusion about what the Board did or did not decide at their meeting last week and whether the stated revenue reductions were accurate.

Note: Included is an attachment of a CSDA Legislative Update received after the meeting.

Keith agreed to include this subject in his Legislative Report at WACO on December 11, 1998.

8. **Other Concerns/Comments**

Ed LaBahn updated the Committee on the status of the consolidation involving South Coast, Capo Beach and Dana Point Sanitary Districts.

9. **Adjourn**

Meeting was adjourned at 8:30 a.m.

The next meeting will be on January 5, 1999.

Dated December 8, 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

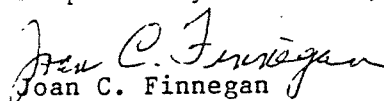
<u>BALANCE ON HAND AS OF NOVEMBER 9, 1998:</u>		\$ 3,196.67
10/28/98 ISDOC Luncheon Receipts	\$ 20.00	
Bank Adjustment	<u>5.00</u>	
 TOTAL RECEIPTS 11/9/98 - 12/7/98		\$ 25.00

EXPENSES:

NONE

BALANCE ON HAND AS OF 12/7/98:		<u>\$ 3,221.67</u>
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Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: January 20, 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								0.00
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		21,229.77	4,231.48	3,952.28	452.41	0.00	0.00	29,865.94
AVG		7,076.59	1,410.49	1,317.43	150.80			9,955.31

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				0.00	0.00
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	6,629.42	1,209.00	66.11	7,904.53	3,952.27
AVG	1,325.88	241.80	13.22	1,580.91	790.45

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						0.00
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	1,339.60	1,384.00	261.60	51.72	3,592.50	6,629.42
AVG	267.92	276.80	52.32	10.34	718.50	1,325.88

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						0.00
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	40.00	50.00	10.00	2.00	150.00	252.00
AVG	8.00	10.00	2.00	0.40	30.00	50.40

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.**Last Action:** From printer. May be heard in committee January 7. (12/08/1998)**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.

SB 3, Rainey: SEN ([Status](#) | [History](#) | Version 12/07/1998: [HTML](#) | [PDF](#))**Topic:** California Library Construction and Renovation Bond Act.**Last Action:** To Com. on ED. (01/07/1999)**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



California Special Districts Association LEGISLATIVE UPDATE

January 8, 1999

Senator Steve Peace, Chair of the Senate Budget & 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 in making 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; six from CSAC; six from the League; and, six from special districts. Senator Peace stated that he will lead a discussion that will ensure that all panelists have an opportunity to express their views.

Senator Peace's staff stated that participants will be expected to address the "Three R's: Revenues, Roles and Responsibilities." Additionally, staff stressed that Senator Peace is not interested in hearing panelists "whine" about the loss of property tax revenues (ERAF).

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.

Placerville

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

Oakland

Wednesday, January 27, 1999 from 3:00 p.m. to 6:00 p.m.

San Diego

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

San Bernardino

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

Merced

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

CSDA is working with other special district associations to arrange for the special district panelists at each workshop. Final locations within the selected cities have not yet been identified. CSDA will pass on those locations as soon as they are available. The hearings will be open to the public. If you have any questions please contact Catherine Smith at CSDA (916) 442-7887.





BOARD OF DIRECTORS

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President
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Secretary

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Treasurer / Auditor

**BOWIE, ARNESON
KADI, WILES & GIANNONE**
Attorney

December 15, 1998

Ms. Elizabeth D. Minter, Library Director
Placentia Library District of O.C.
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Minter:

In response to the announcement from LAFCO of the vacancy on the Orange County Local Agency Formation Commission (LAFCO), Mesa Consolidated Water District's (Mesa) Board of Directors took action at the December 10th Board meeting to nominate Mesa Director Trudy Ohlig-Hall to the Orange County LAFCO Special District alternate commissioner seat.

Director Ohlig-Hall is currently a member of the LAFCO Special District Technical Advisory Committee. She is also Mesa's representative to LAFCO and the Independent Special Districts of Orange County (ISDOC). Director Ohlig-Hall serves on Mesa's Cities/District Liaison, Engineering & Operations, Finance, and Human Resources committees. She also has a broad and comprehensive understanding of Orange County governance issues.

As a member of the American Water Works Association (AWWA) and the Association of California Water Agencies (ACWA) Water Quality Committees, Director Ohlig-Hall has dedicated substantial efforts to and is supportive of continued water quality research especially in the area of MTBE.

Mesa's Board President has sent a letter encouraging your Board to concur with Mesa, and select Director Trudy Ohlig-Hall at the January 14th quarterly meeting of ISDOC. I encourage you to do whatever is necessary so that your Board can officially support Trudy Ohlig-Hall. Thanks for your help!

Sincerely,

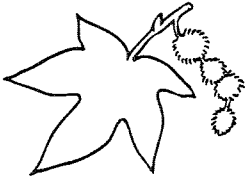
A handwritten signature in black ink, appearing to read 'Karl Kemp'.

Karl Kemp
General Manager

c: Mesa Board of Directors
Diana Leach, Assistant General Manager

*Mesa Consolidated
Water District's mission
is to serve our customers
through efficient
management and
distribution of a sufficient
supply of quality water
at a fair cost.*





LOS ALISOS WATER DISTRICT

DIRECTORS

Preston T. Bishop
President

James D. Reed
Vice President

Roy E. Farmer
Director

Williams J. Goodwin
Director

Donald J. Soderberg
Director

OFFICERS

Kenneth J. Petersen
General Manager

Don R. Adkinson
Legal Counsel/Secretary

Micheal P. Bray
Treasurer

December 16, 1998

Board of Directors
Placentia Library District of Orange County
411 East Chapman
Placentia, CA 92670

Dear Board of Directors:

In response to LAFCO's request for nominations for the regular special district member seat vacancy, Los Alisos Water District's Board of Directors would like you to consider the nomination of Bill Goodwin.

Mr. Goodwin currently serves as an alternate special district member on LAFCO. He also served on the technical advisory committee of LAFCO prior to becoming an alternate member. He currently serves as a Regional Representative to the Association of California Water Agencies for Region X. As a director for Los Alisos Water District, he participates in the Independent Special Districts of Orange County and Water Advisory Committee of Orange County. He serves on the District's Engineering Committee, and has been instrumental in interagency discussions and cooperative efforts.

Mr. Goodwin received both a Bachelor of Science Degree in Civil Engineering and a Masters of Business Administration from Long Beach State. Mr. Goodwin is a Principal of a Consulting Engineering firm located in Irvine. He is the former City Engineer of Villa Park. He is a Rotarian, and is active in his community and church.

The Los Alisos Water District's Board asks your board to concur with LAWD, and select Bill Goodwin as the regular special district member at the Special Districts Selection Committee meeting on January 14, 1998 at 12:30 p.m. at the MWDOC hearing room.

Sincerely,

Dr. Preston T. Bishop
President

\smm

Enclosure

STATEMENT OF QUALIFICATIONS
OF BILL GOODWIN
FOR SPECIAL DISTRICTS REGULAR MEMBER
LOCAL AGENCY FORMATION COMMISSION

My name is Bill Goodwin, Director of Los Alisos Water District. I have lived in Orange County and worked in the local civil engineering field for over 20 years. Our county has changed, but special districts still play a vital role. I am seeking the Special District Representative position to insure that the value of these focused agencies is not lost to rhetoric.

I have been pleased to serve as your Special District Alternate Representative this past year. As your representative, I have made key votes affecting cities, as well as special districts. I participate in discussions, attend workshops, and endeavor to build credibility with the LAFCO Board and staff. I have demonstrated my understanding of special district concerns and issues through my active role on the LAFCO Special Districts Technical Advisory Committee. My concern for the future of smaller districts was one reason for my election as an Association of California Water Agencies Region X (Orange and San Diego counties) Representative.

I believe special districts can benefit from increased communication. As chair of the Los Alisos Water District Engineering Committee, I participated in a three district cost savings task force. The recommendations of the task force resulted in cost savings for all three districts through greater cooperation in purchasing and operations.

I am a Principal of PENCO Engineering Inc., a consulting firm located in Irvine. I live in Lake Forest with Moira, my wife of twelve years, and our three children. I am an AYSO referee and an officer of my son's YMCA Indian Guide nation.

Other activities include the Lake Forest Community Pride Council, the American Public Works Association, Orange County Water Association, APWA Career Outreach Program and Rotary International.

An advocate of special districts, I do understand city issues of annexation and new incorporations. I have served as contract City Engineer in the City of Villa Park, Deputy City Engineer of Lake Forest and Assistant District Engineer of Trabuco Canyon Water District, I became a Charter Associate Member of the California Association of LAFCOs in the early 90's. I have professionally followed incorporation and annexation issues in Orange County since 1990.

Again, I thank you for your support as Special District Alternate this past year. As your Special District Representative, I will be a credible, practical, and effective voice on the Local Agency Formation Commission. I ask that you vote for me, Bill Goodwin to be your representative.

SHEPPARD, MULLIN, RICHTER & HAMPTON LLP

A LIMITED LIABILITY PARTNERSHIP INCLUDING PROFESSIONAL CORPORATIONS

ATTORNEYS AT LAW

650 TOWN CENTER DRIVE, 4TH FLOOR

COSTA MESA, CALIFORNIA 92626-1925

TELEPHONE (714) 513-5100

FACSIMILE (714) 513-5130

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Orange County Office

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ASAP

ATTORNEY/SECRETARY EXT

2811

**** THIS TELECOPY TRANSMISSION WILL NOT BE MAILED ****

DATE: December 17, 1998

TO: Elizabeth Minter FAX NO: (714) 528-8236

FIRM: Placentia Library District CONF. NO: _____

FROM: Angie Linnborn - SMRH paralegal

RECEIPT CONFIRMATION VIA PHONE REQUESTED: YES X NO

FAX RECEIPT CONFIRMED BY: Ed Minter

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 20

IF ALL PAGES NOT RECEIVED, PLEASE CALL (714) 513-5100 ext. 8277

NAME OF SENDER _____ TIME STARTED _____

MESSAGE: Pursuant to your previously sent correspondence, attached is the completed version of your Responses to S&P's First Set of Interrogatories. Please make a final review of this document then fax back to us the signed signature page. We will then forward the completed version to S&P.

Call if you have any questions.

Thank You, Angie - (714) 424-2811

NOTE: THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED, AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE AND RETURN THE ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE. THANK YOU.

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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

In re:
COUNTY OF ORANGE, a political
subdivision of the State of California,

Debtor.

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

Respondent,

v.
McGRAW-HILL COMPANIES INC., a
New York Corporation d/b/a STANDARD
& POOR'S, its unincorporated subdivision,

Defendant.

CASE NO.: SACV 96-765-GLT
BK. CASE NO.: SA 94-22272-JR
CHAPTER 9
Adversary No.: SA 96-1624 JR
JUDGE GARY L. TAYLOR

RESPONSE TO STANDARD & POOR'S
FIRST SET OF INTERROGATORIES
PROPOUNDED TO POOL
PARTICIPANTS

PROPOUNDING PARTY: Defendant The McGraw-Hill Companies, Inc., by and
through its division Standard & Poor's Ratings Services

RESPONDING PARTY: Placentia Library District

SET NUMBER: One

1 Pursuant to Rule 33 of the Federal Rules of Civil Procedure, Placentia Library
2 District ("Respondent") hereby responds and objects to Defendant Standard & Poor's ("S&P"
3 or "Defendant") First Set of Interrogatories as follows:
4

5 **PRELIMINARY STATEMENT**
6

7 These responses are made solely for the purpose of, and in relation to, this
8 action. Respondent has not completed its investigation of the facts relating to this case.
9 These responses are based upon discovery conducted as of this date by information and
10 writings presently available to, located by, and analyzed by Respondent. Respondent's
11 factual investigations are continuing, and further investigations and further analysis may give
12 new meaning to documents and facts of which Respondent is currently unaware. These
13 responses are based upon information known at this time, and they are given without
14 prejudice to Respondent producing subsequently discovered facts and evidence at any
15 evidentiary hearing or trial regarding this matter.
16

17 This response is made subject to and limited by this Preliminary Statement and
18 the following General Objections, which apply to each of the responses to each request for
19 admission and are incorporated by this reference into each and every response as if set forth
20 in full therein.
21

22 **GENERAL OBJECTIONS**
23

24 Response Based on Respondent's Interpretation. Respondent's responses to
25 each interrogatory are based on its understanding and interpretation thereof. To the extent
26 that Defendant later asserts a different understanding, Respondent reserves its right, but does
27 not undertake any duty, to supplement or amend its responses.
28

1 Discovery Not Complete. Respondent's response to Defendant's first set of
2 interrogatories is made subsequent to a diligent search and reasonable inquiry in accordance
3 with the Federal Rules of Civil Procedure. It is anticipated that further discovery,
4 investigation, legal research, and analyses will supply additional facts, add meaning to
5 known facts, as well as establish entirely new factual conclusions and legal contentions, all
6 of which may lead to additions to, changes in, and variations from the contentions set forth
7 herein. Accordingly, the responses set forth herein are provided without prejudice to
8 Respondent's right to produce evidence of any subsequently discovered facts or
9 interpretations thereof, and/or to add, modify or otherwise change or amend the responses
10 herein. The information hereinafter set forth is true and correct to the best of Respondent
11 knowledge at this particular time, but is subject to correction for inadvertent errors or
12 omissions, if any such errors or omissions are later found to exist. For the purpose of
13 making a good faith effort to comply with discovery, however, Respondent serves the within
14 response.

15
16 Attorney-Client Privilege or Work-Product Doctrine. Respondent generally
17 objects to these interrogatories to the extent that they seek information privileged against
18 disclosure by the attorney-client privilege and/or against invasion of the attorney-work
19 product doctrine. No such privileged responses will be made.

20
21 No Admissions in Responses. Except for facts explicitly admitted herein, no
22 admission of any nature whatsoever is implied by or to be inferred from the responses.

23
24 Disclosure Subject to Protective Order. Certain responses may require the
25 disclosure of information which invokes the protection of the protective order currently in
26 place between the parties to this litigation. To the extent that information is revealed in
27 these responses and is designated "confidential," or to be viewed under an "Attorneys-Eye's
28

1 Only" designation, Respondent reserves all rights afforded under the protective order and by
2 disclosure, does not waive any of its rights to claim any applicable privilege.

3

4 Reservation of Further Objections. Each response is given subject to all
5 appropriate objections (including but not limited to, objections concerning competency,
6 relevancy, materiality, proprietary and admissibility) which would require the exclusion of
7 any response, document or thing produced at the time of trial or any evidentiary hearing. All
8 such objections and grounds therefor are reserved and may be made at the time of trial or
9 any evidentiary hearing.

10

11 **RESPONSES AND OBJECTIONS**

12 All of the foregoing objections are incorporated into each response below as
13 though fully set forth therein. Subject to and without waiving the aforementioned
14 objections, the County responds as follows:

15

16 **INTERROGATORY NO. 1.**

17 Please state the complete name of the entity which is responding to these
18 interrogatories.

19

20 **RESPONSE TO INTERROGATORY NO. 1:**

21 Placentia Library District.

22

23 **INTERROGATORY NO. 2.**

24 Please state the amount of money invested by YOU in the OCIP as of
25 December 31, 1993.

26

27

28

1 **RESPONSE TO INTERROGATORY NO. 2:**

2 This interrogatory is objected to on the grounds that it is vague and
3 ambiguous because the term "invested" is not defined. Without waiving the objection,
4 according to the best records available at this time, Respondent had on deposit in the
5 Orange County Investment Pool as of December 31, 1993, the sum of \$809,918.66.
6 Respondent had no voluntary investments with the OCIP because all funds deposited into
7 the OCIP were done so under the mandate of the California Education Code.

8
9 **INTERROGATORY NO. 3.**

10 Please state the amount of money invested by YOU in the OCIP as of
11 December 6, 1994.

12
13 **RESPONSE TO INTERROGATORY NO. 3:**

14 This interrogatory is objected to on the grounds that it is vague and
15 ambiguous because the term "invested" is not defined. Without waiving the foregoing
16 objection, according to the best records available at this time, Respondent had monies on
17 deposit in the OCIP as of December 6, 1994, the sum of \$568,880.12. Respondent had no
18 voluntary investments with the OCIP because all funds deposited into the OCIP were done
19 so under the mandate of the California Education Code.

20
21 **INTERROGATORY NO. 4.**

22 Please state the amount of money invested by YOU in the OCIP in 1993
23 which constituted part or all of YOUR operating funds.

24
25 **RESPONSE TO INTERROGATORY NO. 4:**

26 This interrogatory is objected to on the grounds that it is vague and
27 ambiguous because the terms "invested" and "operating funds" are not defined. Without
28 waiving the foregoing, objections, Respondent provides the following response: At all

1 times mentioned, Respondent understood that all funds on deposit in OCIP were monies
2 necessary to fund the operations of Respondent. Therefore, all funds deposited or
3 withdrawn in OCIP were considered operating funds. Respondent had no voluntary
4 investments with the OCIP because all funds deposited into the OCIP were done so under
5 the mandate of the California Education Code.

6

7 **INTERROGATORY NO. 5.**

8 Please state the percentage of YOUR operating funds that were invested in
9 the OCIP in 1993.

10

11 **RESPONSE TO INTERROGATORY NO. 5:**

12 This interrogatory is objected to on the grounds that it is vague and
13 ambiguous because the terms "operating funds" and "invested" are not defined. Without
14 waiving the foregoing objection, Respondent provides the following response: 100%.
15 Respondent had no voluntary investments with the OCIP because all funds deposited into
16 the OCIP were done so under the mandate of the California Education Code.

17

18 **INTERROGATORY NO. 6.**

19 Please state the amount of money invested by YOU in the OCIP in 1994
20 which constituted part or all of YOUR operating funds.

21

22 **RESPONSE TO INTERROGATORY NO. 6:**

23 This interrogatory is objected to on the grounds that it is vague and
24 ambiguous because the terms "invested" and "operating funds" are not defined. Without
25 waiving the foregoing objection, Respondent provides the following response: All funds
26 on deposit in OCIP were necessary to fund the operations of the Respondent and therefore
27 all funds deposited in or withdrawn from OCIP were considered operating funds.

28

1 Respondent had no voluntary investments with the OCIP because all funds on deposit in
2 the OCIP were done so under the mandate of the California Education Code.

3
4 **INTERROGATORY NO. 7.**

5 Please state the percentage of YOUR operating funds that were invested in
6 the OCIP in 1994.

7
8 **RESPONSE TO INTERROGATORY NO. 7:**

9 This interrogatory is objected to on the grounds that it is vague and
10 ambiguous because the terms "operating funds" and "invested" are not defined. Without
11 waiving the foregoing objection, Respondent provides the following response: 100%.
12 Respondent had no voluntary investments with the OCIP because all funds deposited into
13 the OCIP were done so under the mandate of the California Education Code.

14
15 **INTERROGATORY NO. 8.**

16 Please state that date on which YOU first invested money in the OCIP.

17
18 **RESPONSE TO INTERROGATORY NO. 8:**

19 This interrogatory is objected to on the grounds that it is vague and
20 ambiguous because the term "invested" is not defined. Without waiving the foregoing
21 objection, Respondent provides the following response: The funds of the Placentia Library
22 District have been on deposit with the Orange County Treasurer for as long as it has been
23 mandated by the California Education Code. Therefore, the funds of the District were
24 involuntarily placed in the OCIP by the Orange County Treasurer on 1/31/90 without the
25 consent of the District.

26
27
28

1 **INTERROGATORY NO. 9.**

2 Please state the amount of money YOU withdrew from the OCIP in 1993.

3
4 **RESPONSE TO INTERROGATORY NO. 9:**

5 This interrogatory is objected to on the grounds that it is vague and
6 ambiguous because the term "withdrew" is not defined. Without waiving the foregoing
7 objection, during 1993 the total amount of monies which were returned from the OCIP
8 and/or paid out at Respondent's directions is \$0.

9
10 **INTERROGATORY NO. 10.**

11 Please state the amount of money YOU withdrew from the OCIP in 1994.

12
13 **RESPONSE TO INTERROGATORY NO. 10:**

14 This interrogatory is objected to on the grounds that it is vague and
15 ambiguous because the term "withdrew" is not defined. Without waiving the foregoing
16 objection, during 1994 the total amount of monies which were returned to Respondent
17 from the OCIP and/or paid out at Respondent's directions is \$0.

18
19 **INTERROGATORY NO. 11.**

20 Were YOU a voluntary pool participant in 1993 and 1994?

21
22 **RESPONSE TO INTERROGATORY NO. 11:**

23 This interrogatory is objected to on the grounds that it is vague and
24 ambiguous because the term "voluntary pool participant" is not defined.

25
26 Prior to the County's bankruptcy, Respondent believed that it was required to
27 deposit all of its funds, at least initially, with the County Treasurer and therefore believed
28

1 that Respondent was an involuntary and mandatory pool participant in 1993 and 1994.
2 Respondent believed that it was entitled to withdraw these funds at cost.

3

4 **INTERROGATORY NO. 12.**

5 If YOU contend that YOU received FINANCIAL ADVICE from S&P,
6 please state all facts supporting this contention.

7

8 **RESPONSE TO INTERROGATORY NO. 12:**

9

10 This interrogatory is objected to on the grounds the term "contention" is
11 vague and ambiguous in that Respondent is not itself asserting any contentions in this
12 lawsuit. Respondent understands that Tom Hayes, as Litigation Representative, has
13 brought an action based in part on claims assigned to the County pursuant to the
14 Comprehensive Settlement Agreement. This interrogatory is further objected to on the
15 grounds that it is vague and ambiguous because the term "financial advice" is not defined.
16 For purposes of answering this interrogatory, Respondent provides the following response:
17 Respondent received no financial advice from S&P.

18

19 **INTERROGATORY NO. 13.**

20 If YOU contend that YOU received FINANCIAL ADVICE from S&P,
21 please describe specifically the substance of such FINANCIAL ADVICE.

22

23 **RESPONSE TO INTERROGATORY NO. 13:**

24 See Response to Interrogatory No. 12.

25

26

27

28

1 **INTERROGATORY NO. 14.**

2 Did YOU have any knowledge of S&P's ratings of any COUNTY debt issues
3 in 1993 and/or 1994?

4

5 **RESPONSE TO INTERROGATORY NO. 14:**

6 Yes. While Respondent had no specific knowledge of any S&P ratings of
7 any County debt issues in 1993 and 1994, Respondent was generally aware that S&P
8 issued high ratings for several debt issues issued by the County in 1993 and 1994.

9

10 **INTERROGATORY NO. 15.**

11 If YOUR answer to the preceding interrogatory is "yes," please describe in
12 detail YOUR knowledge of S&P's ratings of debt issues issued by the COUNTY in 1993
13 and/or 1994 (including which ratings YOU had knowledge of, and how and when YOU
14 learned of the rating(s)).

15

16 **RESPONSE TO INTERROGATORY NO. 15:**

17 See Response to Interrogatory No. 14.

18

19 **INTERROGATORY NO. 16.**

20 If YOU contend that YOU relied on S&P's ratings of County debt issues in
21 1993, please describe in detail all acts you undertook in reliance on S&P's ratings of
22 COUNTY debt issues in 1993.

23

24 **RESPONSE TO INTERROGATORY NO. 16:**

25 This interrogatory is objected to on the grounds the term "contention" is
26 vague and ambiguous in that Respondent is not itself asserting any contentions in this
27 lawsuit. Respondent understands that Tom Hayes, as Litigation Representative, has
28 brought an action based in part on claims assigned to the County pursuant to the

1 Comprehensive Settlement Agreement. Without waiving the foregoing objection, among
 2 other things, Respondent deposited its funds with the Orange County Treasurer in 1993.
 3 These funds were left on deposit and maintained by the Orange County Treasurer at least
 4 in part based upon the public statements made by S&P confirming the ratings issued by
 5 S&P regarding the safety of the Pool. Respondent understood further that S&P had
 6 reviewed the investment practices of the Orange County Treasurer and deemed them to be
 7 appropriate. Based on all these factors, Respondent maintained its deposit with the Orange
 8 County Treasurer, without further inquiry about the OCIP and the Orange County
 9 Treasurer's investment practices and did not consider any alternative for these funds. If the
 10 County's debt ratings had been downgraded in 1993 or 1994, we would have explored
 11 withdrawing our funds from the Pool and/or we would have encouraged the Court to fix
 12 the problems with OCIP.

13

14 **INTERROGATORY NO. 17.**

15 If YOU contend that YOU relied on S&P's ratings of County debt issues in
 16 1994, please describe in detail all acts you undertook in reliance on S&P's ratings of
 17 COUNTY debt issues in 1994.

18

19 **RESPONSE TO INTERROGATORY NO. 17:**

20 See Response to Interrogatory No. 16.

21

22 **INTERROGATORY NO. 18.**

23 Please describe in detail all communications between YOU and S&P in 1993
 24 and 1994.

25

26

27

28

1 **RESPONSE TO INTERROGATORY NO. 18:**

2 Respondent assumes for purposes of this Interrogatory that the interrogatory
3 seeks information requiring communications directly between Respondent and S&P.
4 Respondent had no direct communications with S&P in 1993 or 1994.

5
6 **INTERROGATORY NO. 19.**

7 Please describe in detail all communications between YOU and the
8 COUNTY about S&P's ratings of COUNTY debt issues in 1993 and 1994.

9
10 **RESPONSE TO INTERROGATORY NO. 19:**

11 Respondent assumes for purposes of this Interrogatory that the interrogatory
12 seeks information requiring communications directly between Respondent and S&P.
13 Respondent had no direct communications with the County about S&P's ratings of County
14 debt issues in 1993 and 1994.

15
16 **INTERROGATORY NO. 20.**

17 If YOU contend that YOU suffered damages as a result of S&P's alleged
18 FINANCIAL ADVICE to the COUNTY, state all facts supporting this contention.

19
20 **RESPONSE TO INTERROGATORY NO. 20:**

21 This interrogatory is objected to on the grounds the term "contention" is
22 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
23 asserting any contentions in this lawsuit. Respondent understands that Tom Hayes, as
24 Litigation Representative, has brought an action based in part on claims assigned to the
25 County pursuant to the Comprehensive Settlement Agreement. Respondent has suffered
26 damages in at least the amount so designated on the attached Exhibit "C", which does not
27 include interest, professional fees and other damages incurred as a result of the County's
28 filing for bankruptcy.

1 **INTERROGATORY NO. 21.**

2 If YOU contend that YOU suffered damages as a result of S&P's alleged
3 FINANCIAL ADVICE to the COUNTY, state the amount of such damages.

4
5 **RESPONSE TO INTERROGATORY NO. 21:**

6 This interrogatory is objected to on the grounds the term "contention" is
7 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
8 asserting any contentions in this lawsuit. Respondent understands that Tom Hayes, as
9 Litigation Representative, has brought an action based in part on claims assigned to the
10 County pursuant to the Comprehensive Settlement Agreement. This interrogatory is also
11 objected to on the grounds that it is vague and ambiguous because the term "financial
12 advice" is not defined.

13
14 See Response to Interrogatory No. 20.

15
16 **INTERROGATORY NO. 22.**

17 If YOU contend that YOU suffered damages as a result of S&P's alleged
18 FINANCIAL ADVICE to YOU, state all facts supporting this contention.

19
20 **RESPONSE TO INTERROGATORY NO. 22:**

21 This interrogatory is objected to on the grounds the term "contention" is
22 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
23 asserting any contentions in this lawsuit. Respondent understands that Tom Hayes, as
24 Litigation Representative, has brought an action based in part on claims assigned to the
25 County pursuant to the Comprehensive Settlement Agreement. This interrogatory is also
26 objected to on the grounds that it is vague and ambiguous because the term "financial
27 advice" is not defined.

28

1 See Response to Interrogatory No. 20.

2

3 **INTERROGATORY NO. 23.**

4 If YOU contend that YOU suffered damages as a result of S&P's alleged
5 FINANCIAL ADVICE to YOU, state the amount of such damages.

6

7 **RESPONSE TO INTERROGATORY NO. 23:**

8 This interrogatory is objected to on the grounds the term "contention" is
9 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
10 asserting any contentions in this lawsuit. Respondent understands that Tom Hayes, as
11 Litigation Representative, has brought an action based in part on claims assigned to the
12 County pursuant to the Comprehensive Settlement Agreement. This interrogatory is also
13 objected to on the grounds that it is vague and ambiguous because the term "financial
14 advice" is not defined.

15

16 See Response to Interrogatory No. 20.

17

18 **INTERROGATORY NO. 24.**

19 If YOU contend YOU suffered losses to YOUR investment in the OCIP
20 following the COUNTY's bankruptcy, state all facts supporting this contention.

21

22 **RESPONSE TO INTERROGATORY NO. 24:**

23 This interrogatory is objected to on the grounds the term "contention" is
24 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
25 asserting any contentions in this lawsuit. Respondent understands that Tom Hayes, as
26 Litigation Representative, has brought an action based in part on claims assigned to the
27 County pursuant to the Comprehensive Settlement Agreement. This interrogatory is also
28 objected to on the grounds that it is vague and ambiguous because the term "financial

1 advice" is not defined. This interrogatory is also objected to on the grounds that it is vague
2 and ambiguous because the term "investment" is not defined. Without waiving the
3 foregoing objection, Respondent provides the following response: Respondent has suffered
4 damages as a result of the County's bankruptcy in at least the amount so designated on the
5 attached Exhibit "C", plus interest and professional fees. Respondent believes that this
6 amount of damages is at least \$148,732.64, plus interest and professional fees.

7
8 **INTERROGATORY NO. 25.**

9 If YOU contend that YOU suffered losses to YOUR investment in the OCIP
10 following the COUNTY's bankruptcy, state the amount of such losses.

11
12 **RESPONSE TO INTERROGATORY NO. 25:**

13 This interrogatory is objected to on the grounds the term "contention" is
14 vague and ambiguous. Without waiving the foregoing objections, Respondent understands
15 that Tom Hayes, as Litigation Representative, has brought an action based in part on
16 claims assigned to the County pursuant to the Comprehensive Settlement Agreement. This
17 interrogatory is also objected to on the grounds that it is vague and ambiguous because the
18 term "investment" is not defined. This interrogatory is objected to on the grounds that
19 Respondent has not made a "contention" in this lawsuit. Respondent has suffered damages
20 in at least the amount so designated on the attached Exhibit "C", plus interest and
21 attorney's fees. Respondent believes that this amount of damages is at least \$148,732.64,
22 plus interest and professional fees.

23
24 **INTERROGATORY NO. 26.**

25 If YOU contend that YOU were an intended beneficiary of any Memoranda
26 of Agreement between the COUNTY and S&P, please state all facts supporting this
27 contention.

28

1 **RESPONSE TO INTERROGATORY NO. 26:**

2 This interrogatory is objected to on the grounds the term "contention" is
3 vague and ambiguous in that Respondent is not a party to this lawsuit and is not itself
4 asserting any contentions in the lawsuit. Respondent understands that Tom Hayes, as
5 Litigation Representative, has brought an action based in part on claims assigned to the
6 County pursuant to the Comprehensive Settlement Agreement. Respondent understands
7 that, among other things, if the County Treasurer was serving as a trustee of Respondent's
8 funds in the OCIP, then S&P's financial advice to the County would also be financial
9 advice to Respondent.

10

11 **INTERROGATORY NO. 27.**

12 If you contend that YOU were damaged by S&P's ratings of COUNTY debt
13 issues in 1993, please state all facts supporting this contention.

14

15 **RESPONSE TO INTERROGATORY NO. 27:**

16 This interrogatory is objected to on the grounds the term "contention" is
17 vague and ambiguous. Without waiving the foregoing objections, Respondent understands
18 that Tom Hayes, as Litigation Representative, has brought an action based in part on
19 claims assigned to the County pursuant to the Comprehensive Settlement Agreement.
20 Respondent understands that, among other things, if the County Treasurer was serving as a
21 trustee of Respondent's funds in the OCIP, then S&P's financial advice to the County would
22 also be financial advice to Respondent.

23

24 Among other things, Respondent deposited its funds with the Orange County
25 Treasurer in 1993. These funds were left on deposit and maintained by the Orange County
26 Treasurer at least in part on the public assurances and ratings issued by S&P that Orange
27 County received the highest ratings from S&P. Respondent understood from public
28 statements made by S&P that in connection with the rating process, S&P, OCIP and the

1 Treasurer's investment strategy had reviewed and contended that the OCIP was okay.
2 Respondent understood further that S&P had reviewed the investment practices of the
3 Orange County Treasurer and deemed them to be appropriate for a local government
4 investment fund. Based on all these factors, Respondent deposited funds with the
5 Treasurer without further inquiry about the OCIP and the Orange County Treasurer's
6 investment practices.

7
8 **INTERROGATORY NO. 28.**

9 If YOU contend that YOU were damaged by S&P's ratings of COUNTY debt
10 issues in 1993, state the amount of such damages.

11
12 **RESPONSE TO INTERROGATORY NO. 28:**

13 See response to Interrogatory No. 20.

14
15 **INTERROGATORY NO. 29.**

16 If you contend that YOU were damaged by S&P's ratings of COUNTY debt
17 issues in 1994, please state all facts supporting this contention.

18
19 **RESPONSE TO INTERROGATORY NO. 29:**

20 This interrogatory is objected to on the grounds the term "contention" is
21 vague and ambiguous. Without waiving the foregoing objections, Respondent understands
22 that Tom Hayes, as Litigation Representative, has brought an action based in part on
23 claims assigned to the County pursuant to the Comprehensive Settlement Agreement.
24 Respondent understands that, among other things, if the County Treasurer was serving as a
25 trustee of Respondent's funds in the OCIP, then S&P's financial advice to the County would
26 also be financial advice to Respondent.

27
28

1 Among other things, Respondent deposited its funds with the Orange County
2 Treasurer in 1994. These funds were left on deposit and maintained by the Orange County
3 Treasurer at least in part on the public assurances and ratings issued by S&P that Orange
4 County received the highest ratings from S&P. Respondent understood from public
5 statements made by S&P that in connection with the rating process, S&P, OCIP and the
6 Treasurer's investment strategy had reviewed and contended that the OCIP was okay.
7 Respondent understood further that S&P had reviewed the investment practices of the
8 Orange County Treasurer and deemed them to be appropriate for a local government
9 investment fund. Based on all these factors, Respondent deposited funds with the
10 Treasurer without further inquiry about the OCIP and the Orange County Treasurer's
11 investment practices.

12
13 **INTERROGATORY NO. 30.**

14 If YOU contend that YOU were damaged by S&P's ratings of COUNTY debt
15 issues in 1994, state the amount of such damages.

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1 **RESPONSE TO INTERROGATORY NO. 30:**

2 See response to Interrogatory No. 20.

3

4 Dated: December 18, 1998

5

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7

8 By: Elizabeth D. Auster
9 Placentia Library District

10

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January 7, 1999

VIA FIRST CLASS U.S. MAIL

TO: ALL MEMBERS OF THE ORANGE COUNTY OFFICIAL
INVESTMENT POOL PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange - Status of Settlement Approval Process
and Pending Litigation

Dear Pool Participants:

This letter describes (1) the status of the Representative's settlements, (2) the procedural steps remaining before distribution of Net Litigation Proceeds to Pool Participants and the County can commence, and (3) the status of the actions against remaining defendants.

**I. STATUS OF PENDING SETTLEMENTS AND PROCEDURAL STEPS
REQUIRED PRIOR TO DISTRIBUTION OF NET LITIGATION PROCEEDS**

The Representative has entered into settlement agreements with the entities identified in the following chart. The chart also shows the settlement amount and the interest accrued on the settlement amount as of November 30, 1998. In every case, the settlement amount bears interest pending distribution. The interest will constitute Litigation Proceeds, as defined in the County's Modified Second Amended Plan of Adjustment (the "Plan").

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 2

<u>Defendant</u>	<u>Settlement Amount</u>	<u>Date Interest Began Accruing On Settlement Amount</u>	<u>Estimated Accrued Interest as of November 30, 1998</u>
Merrill Lynch	\$420,014,913	June 30, 1998	\$8,448,628
Morgan Stanley Dean Witter	\$69,622,922	August 20, 1998	\$939,660
KPMG Peat Marwick	\$61,363,000	June 15, 1998	\$1,367,044
CS First Boston	\$52,500,000	September 14, 1998	\$524,640
Nomura Securities International	\$47,877,008	August 20, 1998	\$625,942
LeBoeuf, Lamb Greene & MacRae	\$45,000,000	May 13, 1998	\$1,151,976
Brown & Wood	\$23,046,414	November 13, 1998	\$34,943
Rauscher Pierce Refsnes	\$10,000,000	December 17, 1998	\$0
Fuji Securities ¹	\$7,900,000	December 3, 1998	\$0
Bear Stearns	\$6,950,000	October 26, 1998	\$27,390
SBC Capital Markets	\$6,500,000	December 4, 1998	\$0
Paribas Corp.	\$1,420,000	December 18, 1998	\$0
TOTAL	\$752,194,257		\$13,120,223

With two exceptions, payment of the settlement amounts and accrued interest are backed either by an escrow arrangement or a letter of credit. The following defendants have escrowed their settlement payments with Fiduciary Trust International, LeBoeuf Lamb, CS First Boston, Morgan Stanley Dean Witter, Bear Stearns, Brown & Wood, SBC Capital

1 The Fuji Securities settlement is a partial settlement of certain claims. The complete status of the Fuji Securities litigation is described below in the section on status of pending cases.

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 3

Markets, Paribas Corp., Rauscher Pierce & Refsnes. Merrill Lynch and Nomura Securities have provided the County with a letter of credit from Bank of America backing their settlement obligations. The two exceptions are: (1) the Fuji Securities payment was made directly by wire transfer to the Litigation Representative's litigation account on December 3, 1998, and (2) KPMG Peat Marwick will escrow its settlement payment (with accrued interest) when the District Court issues an order (and prior to any appeals) barring claims for contribution and indemnity against KPMG Peat Marwick.

The Representative has also received Litigation Proceeds from other sources. As a result of other claims or settlements, the Representative has received (or will soon receive) the payments set forth in the following table.

<u>Source</u>	<u>Amount</u>	<u>Date Received by Representative</u>
Transfer of money received by County as a result of District Attorney's settlement of potential claims by People of California against Merrill Lynch	\$27,671,252	December 29, 1997
Amount obtained in settling larger taxable note claim against County by Appaloosa Investment Limited Partnership I	\$17,400,000	Not yet transferred to Representative, but interest is accruing
Recovery on claim relating to County's taxable notes	\$1,060,000	January 7, 1997
Recovery on County's fidelity bond	\$1,000,000	June 30, 1997
Recovery to County as class member in litigation against Overland Express for claims relating to money market fund	\$912,284	March 11, 1998
Total	\$48,043,536	

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 4

Each of the settling defendants (other than Fuji) made their settlement conditional on obtaining an order of the United States District Court:

- (1) finding that the pertinent settlement is in good faith pursuant to California Code of Civil Procedure sections 877 and 877.6 (a "Good Faith Finding"), and
- (2) barring future claims against the pertinent settling defendant by nonsettling defendants or tolled parties (a "Bar Order").

Moreover, each settling defendant, other than Fuji, insisted that the foregoing District Court order withstand any appeals that are taken prior to any distribution of the settlement proceeds.

Beginning in June 1998, the County filed a series of motions seeking the required District Court orders with regard to the first \$703 million in settlements.² The nonsettling defendants filed six briefs opposing the motions. Among the issues raised was whether the settlements should be analyzed under California law or under federal law. In addition, the nonsettling defendants took issue with the Representative on the application of both California law and federal law to the settlements.

On November 23, 1998, the District Court (Judge Taylor) conducted a hearing on the settlement motions. On November 30, 1998, Judge Taylor issued an order providing:

- If state law is applicable the settlements were entered into in good faith.
- No separate good faith determination is necessary under federal law.
- That a committee of ten lawyers, representing the Representative, the settling defendants and the nonsettling defendants, be formed to meet with the Court to further discuss particulars of the application of California and/or federal law to the settlements before the court.

² This included the Merrill Lynch, Morgan Stanley Dean Witter, KPMG Peat Marwick, CS First Boston, Nomura Securities International, LeBoeuf Lamb Greene & MacRae and Bear Stearns settlements. The County intends to seek approval of settlements reached in November 1998 and December 1998 after the District Court issues its order on the pending motions for good faith settlement determination.

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 5

In other words, Judge Taylor made the Good Faith Findings, but he did not grant the required Bar Orders.

The parties have agreed on the composition of the ten person committee. It will consist of Mike Hennigan and Jim Mercer for the Representative, counsel for four of the settling defendants, counsel for Standard & Poor's, counsel for Kidder Peabody, counsel for Lehman Brothers and counsel for BA Securities. The Court has not yet scheduled the meeting, but has indicated that a scheduling order will be issued shortly. It is expected that Judge Taylor will issue the Bar Orders after he resolves the still pending questions concerning the application of California and/or federal law to the settlements.

A. Appellate Approval Of The Settlements

Each settlement agreement provides that the settlements are not final until the conclusion of appeals, if any, of the Bar Order -- including any petition for certiorari to the United States Supreme Court. The Representative and the settling defendants have asked Judge Taylor to enter a Bar Order that is immediately appealable. If the Court grants that request, the nonsettling defendants have 30 days after the date of the Court's order to file an appeal.

If the Bar Orders are appealed, the Representative will seek expedited treatment of the appeals based on the significant public interest in distributing the settlement proceeds to Pool Participants and the County as quickly as possible. The Ninth Circuit's latest statistics reflect that the duration of an appeal can be as short as six months and as long as three years. The average length of the appellate process is approximately 18 months. Further appeal to the Supreme Court could consume additional time.

During any appeal (including appeals to the Supreme Court) the settlement proceeds cannot be distributed, but will continue to accrue interest for subsequent distribution.

II. STATUS OF PENDING CASES

A. Standard & Poor's

The District Court has set the case against McGraw Hill, Inc. d/b/a Standard & Poor's for trial on March 2, 1999. Among other things, the Representative alleges that Standard & Poor's breached its contract with the County in rating the County's indebtedness and that Standard & Poor's was negligent in providing ratings to the County in 1993 and 1994. The damage claim against Standard & Poor's is in excess of \$2 billion.

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 6

B. Fuji Securities

On October 22, 1998, Judge Taylor granted Fuji's motion for summary judgment with respect to the claims that certain reverse repurchase agreements were unauthorized under California law. The Representative has asked the District Court to enter a judgment based on this ruling so that the Representative can appeal it. The District Court has determined that this judgment shall be entered no earlier than January 11, 1999, in order to consider coordination with a pending motion in the County's case against other brokers. The appellate court will review Judge Taylor's order in the Fuji case de novo, meaning that the Court of Appeals can substitute its judgment for Judge Taylor's order if it disagrees with any aspect of Judge Taylor's order. The Representative believes that there are grounds for disagreeing with Judge Taylor's order.

Subsequent to the October 22 Summary Judgment decision, settlement discussions between the Representative and Fuji led to a partial settlement agreement, dated December 3, 1998. The Representative and Fuji agreed to settle certain claims relating to Fuji's liquidation of the County's reverse repurchase collateral after the chapter 9 filing. Pursuant to the partial settlement agreement, Fuji made an immediate payment of \$7.9 million to the Representative and the Representative agreed that Fuji will not be obligated to pay more than an additional \$8.6 million with respect to the remaining claims against Fuji.

C. Remaining Broker Defendants

The Representative has two suits pending against other broker-dealers. In one action, the Representative is proceeding against Cantor, Fitzgerald Securities Corp., Citibank, N.A., Citicorp Securities, Inc., Daiwa Securities America, Inc., Donaldson Lufkin & Jenrette Securities Corp., DLJ Mortgage Capital, Inc., Kidder, Peabody & Co., Lehman Brothers International (Europe), Lehman Capital Corp., Lehman Commercial Paper, Inc., Lehman Brothers, Inc., PaineWebber, Inc., PaineWebber Real Estate Securities, Inc., Prudential Securities, Inc., Sanwa Securities (USA) Co., L.P., and Smith Barney, Inc. In a second action, the Representative is proceeding against BA Securities, Inc.

The complaints allege that the defendants facilitated the investment program of the County's former Treasurer in their reverse repurchase transactions with the County and/or by selling to the County certain securities which violate restrictions in borrowing and investment activities by municipalities. The complaints also allege improper liquidation of certain collateral securities of the County during the bankruptcy case.

All Members of the Orange County Official
Investment Pool Participants' Distribution List
January 7, 1999
Page 7

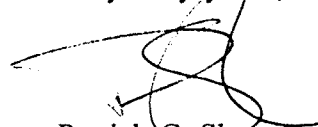
The broker defendants have filed a motion requesting the District Court enter an order similar to the Fuji summary judgment in their actions. The Representative's opposition to this motion was filed on December 28, 1998 and a hearing on this matter is set for January 11, 1999.

D. The Option B Litigation

A recent event in the "Option B" litigation (technically known as City of Atascadero v. Merrill Lynch) may prove significant in the Representative's remaining cases. In early December, a California Court of Appeal determined that the "Option B's" separate litigation against Merrill Lynch could proceed. The decision determined that certain claims for aiding-and-abetting breach of fiduciary duty could potentially be asserted against third parties (such as broker-dealers and other professionals) who assisted former Treasurer Citron in his speculative scheme. The Representative had asserted substantially similar claims against Standard & Poor's and Fuji, but these claims were dismissed by the Bankruptcy Court (in the S&P case) and the District Court (in the Fuji case). It appears that the conclusion in the Court of Appeal's decision is inconsistent with these Courts' earlier rulings in the Representative's cases. The Representative filed a motion for reconsideration in the Fuji and S&P cases on December 18, 1998. The hearing will be set for January 25, 1999.

We will continue to monitor the status of these litigation matters. In the meantime, if you have any questions, please do not hesitate to contact me.

Very truly yours,



Patrick C. Shea

cc: Official Investment Pool Participants
Committee and Counsel



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
SUBJECT: Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.
DATE: January 20, 1999

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

No information to report.

2. State Funds

Library Director Minter has been appointed to the California Special District Association's Legislative Committee as the independent library district representative. The first meeting is scheduled for Friday, January 22 in Sacramento.

3. Local Revenues

The Library Director's response to the City's request for the cost of opening the Library for a full schedule of public service is Attachment A.

Parcel Tax Election Considerations

No information to report.

RECOMMENDATIONS:

1. Give direction for future action





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

December 23, 1998

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Robert D'Amato, City Administrator
City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

Dear Bob:

Thank you for your inquiry regarding the cost of opening Placentia Library for full public service.

The following cost estimate is based on increasing the Library's hours of service from 39 over a 5-day week, to 70 over a 7-day week. The proposed schedule change is as follows.

	<u>Current</u>	<u>Proposed</u>	<u>Net Change</u>
Sunday	1 PM - 5 PM	1 PM - 5 PM	0
Monday	NOON - 9 PM	9 AM - 9 PM	+3
Tuesday	NOON - 9 PM	9 AM - 9 PM	+3
Wednesday	NOON - 9 PM	9AM - 9 PM	+3
Thursday	10 AM - 6 PM	9 AM - 9 PM	+4
Friday	CLOSED	9 AM - 6 PM	+9
Saturday	CLOSED	9 AM - 6 PM	+9
		TOTAL CHANGE	<u>+31</u>



The costs include allocations for staff, utilities and supplies directly related to the expanded hours of public service.

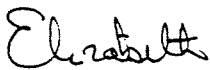
The cost summary is as follows:

Salaries	225,109
Retirement & Pension	32,978
Employee Insurance	21,608
Worker's Compensation	2,701
TOTAL SALARIES & BENEFITS	<u>282,396</u>
Telephone	750
Household Supplies	1,748
Equipment Maintenance	2,000
Cleaning Service	4,560
Library Supplies	2,844
Postage	312
Medical Exams	540
Electricity	17,412
Gas	2,110
Water	986
TOTAL SUPPLIES & SERVICES	<u>33,262</u>
TOTAL EXPENSE	<u>315,658</u>

I have enclosed a copy of my worksheets for your review.

If you have any questions please give me a call at 528-1925, Extension 203.

Sincerely,



Elizabeth D. Minter
Library Director

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	ADD-ON FOR FULL SERVICE
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	482,527.00	472,750.00	494,410	225,108
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	67,885.59	66,159.34	70,123	32,978
	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	16,445.45	22,398.24	21,054.70	28,585	16,800
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,596.21	2,093.66	2,055.00	2,862	1,028
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,299.83	1,188.40	883.00	1,974	1,260
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,163.08	4,477.29	4,402	2,520
0300	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	29,843.38	28,469.99	37,823	21,608
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	0.00	0.00	0	0
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	7,125.00	5,502.00	5,800	2,701
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	587,380.97	572,881.33	608,156	282,396
0700-00	Communications - Telephone	5,841.73	0.00	3,554.15	4,121.95	1,928.80	1,565.58	1,708.04	2,561.03	2,600	500
0700-01	Communications - Modem/Fax/ISDN				0.00	2,713.84	3,881.88	5,275.50	3,068.14	2,384	250
0700-02	Communications - Internet Access				0.00	483.46	437.14	85.28	4,483.15	3,240	0
0700-05	Communications - Brodcast Cataloging Access			6,092.77	4,869.85	5,320.19	4,634.69	5,085.84	4,681.97	5,160	0
0700-07	Communications - 321 Grant				134.20	170.37	170.37	522.53	540.55	570	0
0700-08	Communications - Adult Literacy	5,841.73	0.00	896.35	485.82	553.09	298.54	179.24	308.00	330	0
	Total Communications			10,543.27	9,477.62	11,133.58	10,988.20	12,856.43	15,642.84	14,284	750
0900-00	Food - General Fund	0.00	88.83	0.00	1.99	205.98	85.98	0.00	24.75	50	0
0900-07	Food - 321 Grant				0.00	0.00	0.00	0.00	0.00	50	0
0900-08	Food - Adult Literacy				0.00	30.43	43.74	7.17	0.00	50	0
0900-09	Food - Family Literacy			32.26	315.85	35.74	178.43	0.00	32.55	0	0
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	7.17	57.30	150	0
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	4,164.33	2,152.25	4,370.02	3,500	1,748
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	11,323.44	10,183.10	10,200	0
1300-00	Maintenance of Equipment - General Fund										
1300-07	Maintenance of Equipment - 321 Grant	3,003.13	7,575.16	4,453.27	6,793.53	5,377.32	8,574.33	29,098.85	19,065.05	20,000	2,000
1300-08	Maintenance of Equipment - Adult Literacy				0.00	0.00	0.00	0.00	0.00	0	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant				0.00	969.00	517.16	44.95	0.00	0	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	29,143.80	19,065.05	20,000	2,000
	HVAC			13,623.83	4,141.52	2,390.82	7,734.32	5,560.09	4,448.64	5,500	0
	Carpet Cleaning			2,894.55	3,176.25	800.00	0.00	550.00	0.00	500	0
	Groundskeeping, City of Placentia			23,537.42	27,101.43	21,979.52	18,626.60	20,188.23	23,276.99	25,000	0
	Plumbing			523.71	1,146.60	765.56	110.00	1,111.47	2,083.97	1,200	0
	Electrical			982.57	1,174.22	3,601.71	3,372.00	2,621.44	3,720.96	4,000	0
	Cleaning Service			13,060.20	11,683.04	11,400.00	11,400.00	11,400.00	11,400.00	11,700	4,560
	Locksmith			87.45	827.12	55.19	1,262.10	245.46	93.95	200	0
	Other	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,323.90	47,468.18	50,100	4,560
1400-00	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,323.90	47,468.18	50,100	4,560

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	ADD-ON FOR FULL SERVICE
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,358.00	2,884.00	2,900	0
1600-07	Memberships - 321 Grant			0.00	0.00	0.00	135.00	295.00	75.00	200	0
1600-08	Memberships - Adult Literacy			0.00	0.00	135.00	238.00	95.00	95.00	150	0
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,748.00	3,054.00	3,250	0
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0.00	0.00	0	0
1700-07	Miscellaneous Expense - 321 Grant			0.00	0.00	0.00	0.00	20.00	0.00	0	0
1700-08	Miscellaneous Expense - Adult Literacy			0.00	0.00	28.03	0.00	0.00	0.00	0	0
1700-09	Miscellaneous Expense - Family Literacy			0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	20.00	0.00	0	0
1800-00	Library Supplies			9,042.32	5,251.95	5,618.20	9,103.81	3,673.37	7,108.99	4,500	2,844
	Printing			4,172.71	8,983.64	8,610.34	3,816.95	8,641.63	8,842.42	9,000	0
	EZ Copy - copy cards for sale to patrons			1,571.32	0.00	0.00	0.00	0.00	0.00	0	0
	Publications			1,985.00	312.00	850.05	1,119.48	2,742.75	1,999.66	1,500	0
	Paper			1,143.69	672.00	885.95	707.81	1,126.10	1,274.99	1,200	0
	Drinking Water Service			299.40	274.45	299.40	274.45	274.45	274.45	300	0
	Other Office Supplies			10,585.64	4,608.25	6,462.27	5,195.08	5,895.60	2,653.86	3,000	0
	Total Office Supply Expense - General Fund	28,800.08	20,102.29	22,726.21	20,242.53	22,343.90	22,154.37	22,343.90	22,154.37	19,500	2,844
1800-07	Literacy Dept Educ 321 Grant Supply Expense			0.00	729.13	0.00	0.00	636.39	1,141.00	1,150	0
	Printing			616.54	3,343.24	2,938.36	1,045.62	1,796.25	1,473.04	1,475	0
	Publications			0.00	0.00	2,062.86	3,660.39	2,532.02	3,371.73	2,375	0
	Paper			86.93	12.31	0.00	0.00	0.00	0.00	50	0
	Other Office Supplies			1,953.93	573.49	328.25	1,620.47	1,685.66	401.10	400	0
	Total Adult Literacy Office Supply Expense	2,657.40	3,929.04	5,329.47	6,014.75	6,014.75	3,341.22	6,013.93	5,245.87	4,300	0
1800-09	Family Literacy Supply Expense/L.SCA Grant Expense			4,832.97	2,154.59	0.00	0.00	0.00	5,181.20	0	0
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	29,910.23	29,004.22	33,722.44	24,950	2,844
1803-00	Postage Expense - General Fund			1,970.50	(19.13)	1,450.99	948.22	692.24	778.77	800	312
1803-01	Postage Expense - L.SCA II Grant			0.00	0.00	19.95	0.00	0.00	0.00	0	0
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	115.20	224.00	75.50	200	0
1803-09	Postage Expense - Family Literacy/L.SCA Grant			29.00	477.79	114.84	0.00	0.00	1,063.44	0	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	1,063.42	916.24	1,917.71	1,000	312
	Care Resources (Employee Assistance)			693.00	455.00	280.00	385.00	350.00	350.00	420	0
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	4,690.92	5,808.68	6,000	0
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	37,377.87	38,781.65	39,207.00	40,000	0
	Clipping Service			368.52	390.52	392.52	392.52	414.52	420	420	0
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	402.58	426.14	323.23	450	0
	Advertising			552.50	97.50	72.97	270.82	0.00	0.00	0	0
	Medical Exams			324.00	552.00	760.00	252.50	392.00	420.00	500	540
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	0.00	118.86	1,113.27	3,000	0
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	2,950.00	4,130.00	3,360.00	3,750	0
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,370.03	1,894.47	2,381.97	2,500	0
	Election Expenses			0.00	0.00	0.00	0.00	8,450.48	0.00	0	0
	Staff Training in Library			0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Other			8,101.87	10,835.99	2,693.76	2,643.91	1,095.99	6,235.83	1,000	0
	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	51,842.84	60,723.03	59,614.50	58,040	540

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	ADD-ON FOR FULL SERVICE
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0.00	0.00	0	0
1900-07	Specialized Services - 321 Grant					0.00	250.00	1,625.00	2,321.00	2,330	0
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	1,305.31	1,333.86	725.00	725	0
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	2,467.26	812.00	(25.00)	5,505.00	5,714.25	0.00	4,903.99	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	1,877.98	1,976.08	2,100	0
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	65,559.87	68,640.57	63,215	540
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500	0
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500	0
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	225.00	2,129.12	0.00	1,000	0
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	1,542.61	66,259.01	66,090	0
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0.00	0.00	0	0
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	-414.19	2,817.81	644.34	16.03	0	0
2400-01	Special Department Expense-Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	10,246.41	15,769.09	63,000	0
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	0.00	592.80	1,500	0
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	46,181.66	35,441.99	25,292.53	14,358	0
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	5,230.97	4,039.57	16,642	0
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	503.90	0.00	251.34	2,500	0
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0.00	36.78	0	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	118.80	2,252.85	1,381.15	637.76	1,980.84	786.37	1,500	0
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,544.55	46,784.71	99,500	0
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,544.55	46,784.71	99,500	0
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town										
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,695.33	1,304.04	1,003.86	1,000	0
2700-02	Transportation/Travel - Meetings, Board Out of Town										
2700-03	Transportation/Travel - Meetings, Board Local										
2700-04	Transportation/Travel - Meetings, LSCA II Grant										
2700-07	Transportation/Travel - Meetings, 321 Grant										
2700-08	Transportation/Travel - Meetings - Adult Literacy										
2700-09	Transportation/Travel - Meetings - Family Literacy										
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,824.44	7,123.20	6,150	0
	Electricity										
	Gas										
	Water										
2800-00	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	51,308.83	51,273.23	53,500	0
	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	311,340.31	375,563.36	416,389	0
3700-00	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,154.00	778.00	0.00	800	0

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	ADD-ON FOR FULL SERVICE
4000-00	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	4,722.66	2,625.36	0.00	20,000	0
4000-07	Equipment - 321 Grant				0.00	0.00	0.00	0.00	0.00	0	0
4000-08	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	2,150.05	0.00	877.07	0.00	1,000	0
4000-09	Equipment - Family Literacy/LSCA Grant				0.00	0.00	0.00	0.00	0.00	0	0
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000	0
4200-00	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000	0
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00	0.00	0	0
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(543.75)	0.00	0.00	0	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	903,001.71	948,444.69	1,046,345	315,658

FY1999-00 Additional Staff to Increase Placentia Library District Public Service from 39 Hours per 5-day Week to 70 Hours per 7-day Week
Calculated at salary rates effective July 1, 1999

POSITION CLASSIFICATION	ACTIVITY	STEP	FTE	PERIOD	PER/HR RATE	# OF PERIODS	TOTAL SALARY 26 PER	7.65% SSI/MEDI	MEDICAL RATE/MO	MEDICAL	DENTAL	VISION	TOTAL COMP
Librarian I	Reference Desk	5	2.0	160.0	17.35	26	72,176.00	5,521.46	200.00	4,800.00	720.00	360.00	83,577.46
Library Assistant	Reference Desk & Children's Desk	5	2.0	160.0	14.67	26	61,027.20	4,668.58	200.00	4,800.00	720.00	360.00	71,575.78
Library Clerk II	Circulation Desk	7	1.0	80.0	12.97	26	26,977.60	2,063.79	200.00	2,400.00	360.00	180.00	31,981.39
Library Clerk I	Circulation Desk	5	2.0	160.0	10.92	26	45,427.20	3,475.18	200.00	4,800.00	720.00	360.00	54,782.38
Page/Student Shelver	Checking-in and shelving books	3	1.5	120.0	6.25	26	19,500.00	1,491.75	0.00	0.00	0.00	0.00	20,991.75
TOTAL			8.5				225,108.00	17,220.76		16,800.00	2,520.00	1,260.00	262,908.76
												LT Disab	1,028.04
												Pension	15,757.56

Placentia Library District

Personnel Allocation for Fiscal Year 1998-99

Allocation Adopted by the Library Board of Trustees for FY1998-99

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

Additional Allocations to Increase Hours of Public Service from 39 per 5-day Week to 70 per 7-day Week

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director								0.00
Principal Librarian								0.00
Administrative Assistant								0.00
Librarian II								0.00
Librarian			2.00					2.00
Library Assistant			1.00		1.00			2.00
Library Clerk II						1.00		1.00
Library Clerk I						2.00		2.00
Library Aide								0.00
Page						1.50		1.50
TOTAL	0.00	0.00	3.00	0.00	1.00	4.50	0.00	8.50

Combined Allocation for Full Service

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian			2.00		1.00			3.00
Library Assistant	0.75		1.00	0.50	1.00	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I						4.00		4.00
Library Aide						1.50	0.50	2.00
Page						2.00		2.00
TOTAL	2.75	0.50	4.75	0.50	2.00	9.50	1.50	21.50

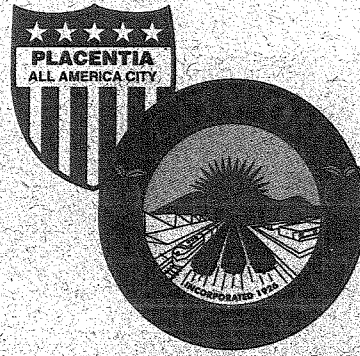


Agenda Item 30

The People are the City

Mayor
CONSTANCE UNDERHILL

City Administrator
ROBERT D'AMATO



Councilmembers
NORMAN Z. ECKENRODE
CHRIS LOWE
MICHAEL L. MAERTZWEILER
MARIA MORENO

401 East Chapman Avenue - Placentia, California 92870

January 20, 1999

Al Shkoler, President
Placentia Library
Board of Directors
411 East Chapman Avenue
Placentia, CA 92870

Dear President Shkoler:

The Placentia City Council would like to invite you, and your Board of Directors, to attend a Study Session to discuss the possibility of the City assisting the Library District in providing service to our community.

The City Council has had inquiries from residents asking if the City would participate in expanding Library hours of operation and/or assist with special projects such as the History Room preservation.

Should you wish to meet with us, we have tentatively scheduled the Study Session for February 2, 1999, at 4:30 p.m. in the Community Meeting Room. We look forward to meeting with you on this matter and would appreciate you confirming your attendance with Bob D'Amato, City Administrator, at 714/993-8117.

Sincerely,

Constance Underhill,
Mayor

RD/jld

cc: Elizabeth Minter, Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Discussion of the causes of the decline in Circulation and the potential remedies

DATE: January 20, 1999

BACKGROUND

At its meeting on December 15, 1999 the Library Board of Trustees established an ad hoc committee of Trustees, Staff and Library Users to develop a strategy of promoting the Library to increase its circulation and other usage by the public.

The first meeting is scheduled for Wednesday, January 27 at 7:00 P.M.

RECOMMENDATION

Give direction for future action.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Reclassification of one position in Circulation Department from Clerk I to Clerk II**

DATE: January 20, 1999

BACKGROUND

During the next twelve months the supervisor of the Circulation Department is required to take seven weeks of vacation in order to bring her balance within the District's policy.

In her absence one of the clerks in the Circulation Department will be asked to assume responsibility of scheduling staff, processing collection notices and other tasks outside of the Clerk I job description. If the reclassification is approved several of these tasks may be permanently assigned to the Clerk II.

The Library Director is recommending that one of the Clerk I positions in the Circulation Department be changed to a Clerk II position. The cost to the District for the remainder of Fiscal Year 1998-99 will be approximately \$1,505.

RECOMMENDATION

Authorize establishment of Clerk II position and the elimination of a Clerk I position in the Circulation Department, effective January 15, 1999

WDD



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel/training authorization for Library Trustee(s) to attend the California Special Districts Association (CSDA) training workshop for trustees and administrators on Wednesday, March 10 from 8:30 A.M. to 4:00 P.M. at the Municipal Water District Headquarters in Fountain Valley at a cost of \$85 per person plus mileage**

DATE: January 20, 1999

BACKGROUND

Attachment A is the announcement for the one-day workshop, "Effective Special District Governance: Essential Skills, Knowledge and Resources for Today's Leaders." This program is for Trustees and Administrators and presented by the California Special District's Association.

The Orange County workshop will be held on Wednesday, March 10 at the Municipal Water District in Fountain Valley.

RECOMMENDATION

Determine who will attend and approve attendance and payment of registration and travel costs

**California Special Districts Association presents:
EFFECTIVE SPECIAL DISTRICT GOVERNANCE:
ESSENTIAL SKILLS, KNOWLEDGE AND RESOURCES FOR
TODAY'S LEADERS**

A one-day "nuts and bolts" training workshop for newly-elected/appointed directors, veteran leaders and special district administrators.

This workshop is designed to provide a basic understanding, not only the general responsibilities of Board members and managers, but also techniques for improving personnel management, finance management, intergovernmental relations and public outreach.

Effective Board Governance
Conflicts of Interest
Director Liability
Intergovernmental Relations
District Policy Development
Financial Management

Strategic Planning
Brown Act Update
Board/Staff Relations
LAFCOs and Special Districts
Constituent Relations

Panelists Include:

Mike Gotch, Former Assembly Member and CSDA Local Government Consultant
David Aranda, CSDA Education Committee Chair and General Manager, Stallion Springs CSD
Public Agency Attorney, Kronick, Moskovitz, Tiedemann & Girard
Saul Rosenbaum, Prager, McCarthy & Sealy

This information-packed one-day session is being held in five locations throughout the State to encourage participation and reduce travel costs. **The workshop in your area is scheduled for March 10, 1999 at the Municipal Water District of Orange County Board Room, 10500 Elliss Avenue in Fountain Valley. For directions call (714) 963-3058 or contact CSDA.** Registration begins at 8:30 a.m. Program convenes at 9:00 a.m. and adjourns at 4:00 p.m. Lunch is included in registration fee.

REGISTRATION FORM FOR MARCH 10, 1999 - WORKSHOP #3

Name _____
District _____
Address _____
City _____ State _____ ZIP _____
Telephone _____ FAX _____

FEES:

_____ \$85 CSDA State and/or Local Chapter Members
_____ \$125 Non-CSDA Members

FORM OF PAYMENT

_____ CHECK _____ VISA _____ MASTERCARD

Print Account Name _____
Account# _____ Expiration Date _____
Authorized Signature _____

**SEATING IS LIMITED SO BE SURE TO REGISTER EARLY! Return to:
CSDA * 1121 L Street, Suite 508, Sacramento, CA 95814
(916) 442-7889 FAX (916) 442-7887 TELEPHONE**

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TO: Elizabeth D. Minter, Library Director
 FROM: Wendy Goodson, Administrative Assistant *WG*
 DATE: January 20, 1999
 SUBJECT: Determine Reinvestment of Certificates of Deposit

BACKGROUND:

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

These Certificates of Deposit have an annual maturity date of January 22. The District has ten days from that date to make alternate decisions for the investment of these funds. The Certificates of Deposit are currently held at California State Bank, Placentia. They earn an interest at the rate of 5.3% which is rolled into a Savings Account at the same institution. The savings account is earning 2% interest.

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

174445017	\$5,000.00	174445021	\$2,500.00
174445018	\$5,000.00	174445022	\$2,500.00
174445019	\$5,000.00	174445055	\$2,500.00
174445020	\$5,000.00		
7001118	Savings \$6399.89 (plus \$75.00 for correction of interest rate for 1998)		

**COMPARISON OF INTEREST RATES ON CERTIFICATES OF DEPOSIT
 AS OF JANUARY 20, 1999**

Financial Institution	Current Rate	Savings Rate	Penalty for Early Withdrawal
California State Bank (current bank)	5.30% 4.90%	2.00%	1 month interest
Sanwa Bank	4.30%	2.00%	1 month interest
Fullerton Community Bank	4.55%	2.00%	1 month interest
Wells Fargo Bank	4.15%	2.00%	1 month interest

RECOMMENDATION:

1. Leave all accounts at California State Bank at a proposed rate of 4.90%; and purchase two (2) additional Certificate of Deposit in the amount of \$2,500.00 from the savings account.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: January 20, 1999

SUBJECT: Program Committee Report for the Month of December

DEPARTMENT		DECEMBER 1998	
		Number Of Programs	Number of Attendees
Adult Services			
Total			
YTD Total			
Literacy Services			
Conversation Group		5	22
Tutor Training		0	0
Tutor-In-Service		0	0
Total		5	22
YTD Total		25	131
Children's Services			
Way Out Wednesdays			
SRP Registration			
SRP School Visits			
Class Visits to the Library		2	35
Story Times 3-6		0	0
Group Visits to the Library		0	0
Lapsits		0	0
Total		2	35
YTD Total		67	3894

Program Committee Report for the Month of December 1998 Page 2

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: January 20, 1999
SUBJECT: **Program Committee Report for the Month of December 1998**

The passport services activities for the month of December went encouragingly well, a total of 37 applications were processed netting \$491.34 for the book budget. The staff members are becoming more and more comfortable with the processing procedures. Both Wendy Goodson and Beatrice Quantanar received their certificates this month.

The ribbon cutting ceremony will take place on Wednesday, January 13 at 5:00 p.m. This event is organized with the cooperation of the Placentia Chamber of Commerce, and its purpose is to create awareness and visibility in the business community.

Placentia Library District
 Passport Agency Summary Report
 December 1998

DATE	TYPE	# MAILED	PLD FEE	POSTAGE	BANK CHARGE	BOOK BUDGET
12/02/98	Regular	1	15.00	3.00	0.00	12.00
12/03/98	Regular	3	45.00	3.00	0.00	42.00
12/07/98	Regular	2	30.00	3.00	0.00	27.00
12/08/98	Regular	2	30.00	3.00	0.00	27.00
12/09/98	Regular	1	15.00	3.00	0.00	12.00
12/10/98	Regular	2	30.00	3.00	0.00	27.00
12/14/98	Regular	2	30.00	3.00	0.00	27.00
12/14/98	Expedite	2	30.00	3.00	0.00	27.00
12/14/98	Expedite	1	15.00	3.00	0.00	12.00
12/15/98	Regular	4	60.00	3.00	0.00	57.00
12/15/98	Regular	4	60.00	3.00	0.00	57.00
12/16/98	Regular	1	15.00	3.00	0.00	12.00
12/21/98	Expedite	1	15.00	3.00	0.00	12.00
12/21/98	Regular	3	45.00	3.00	0.00	42.00
12/22/98	Expedite	1	15.00	3.00	0.00	12.00
12/22/98	Regular	3	45.00	3.00	0.00	42.00
12/23/98	Regular	4	60.00	3.00	0.00	57.00
12/31/98	Bank Card				12.66	(12.66)
TOTAL		37	\$ 555.00	\$ 51.00	\$ 12.66	<u>\$ 491.34</u>

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *cms*

Date: January 20, 1999

Subject: December Activities in the Children's Department

Programming- Programming ended in November. There were no storytimes in December. Storytime programming will resume in January.

School Visits- School visits have continued. Two classes visited during December. A total of 35 children participated in these visits.

Teen Volunteers- Teen volunteers continue to work in the Children's Department. There are currently 5 completing their high school community service hours. Projects they are working on include: reshelving picture books and paperbacks and relabeling the folktale collection and the newly created Juvenile Oversized collection.

Reading Incentive Programs- December 23rd saw the end of the two incentive programs going on in the Children's Department. One program involved earning stamps for visiting the library. Each child who collected five out of seven possible stamps earned a pencil and was entered in a prize drawing. The second incentive program involved reading a Placentia Library book and then writing a book review or drawing a picture about the book. Each child who turned in a book review and/or picture earned a pencil and was entered in a prize drawing. The book reviews and drawings will be put on temporary display on a bulletin board and will then be compiled into a 3-ring binder for permanent display. By the end of the programs, 12 book reviews had been turned in, and 15 children had completed bookmarks.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: January 30, 1999
SUBJECT: **Publicity materials produced for December 1998**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. Apply for your passport at Placentia Library.
4. Literacy asking for volunteers to take the tutor training program
5. December Quotes
6. Find bargains at the Friends of Placentia Library bookstore
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. December Holiday Schedule
10. Afghan for sale at Circulation Desk
11. Bus Trip for children to Bower's Kidseum on Monday January 18.

Newspaper articles published:

1. Placentia Library now offers quick Passport services.
2. Friends of Placentia Library Directors meet first Monday of each month.
3. Alan Busch and Pat Estes have been selected as city's Citizens of the Year.
4. State schools, Libraries to get \$14.7 million in Internet aid.
5. Making Literacy a Family Skill.

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

Placentia News
Weekly DEC 17 1998

Friends of Placentia Library, 411
E. Chapman, Placentia, 528-1925.
Ext. 269. Pat Irot, president.
Meets 1st Monday of each month
in the Conference Room of the
library.

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

Placentia News
Weekly DEC 17 1998

**Library now offers
quick passport services**

The Placentia Library has recently been designated by the Department of State as a passport application acceptance agency. Individuals may get their passports from noon to 8:30 p.m. Mondays through Wednesdays, 10 a.m. to 5:30 p.m. Thursdays and 1 to 4:30 p.m. Sundays. California natives should bring their long-form birth certificate not the abstract form. For each \$60 service, \$15 will go toward the library's book budget.

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

Los Angeles Times
OC Edition DEC 08 1998
Daily

State Schools, Libraries to Get \$14.7 Million in Internet Aid

■ **Technology: California**
tops list in second round
of federal funding for
online connections.

By P.J. HUFFSTUTTER
TIMES STAFF WRITER

California schools and public libraries will receive nearly \$14.7 million—the most in the nation—as part of a federal program's second round of funding for Internet connections, program administrators said Monday.

The federal Schools and Libraries Corp. said 240 California schools will receive financial help. The funding totals nearly \$76 million for 3,300 applicants nationwide.

Among the largest recipients in the region are Lawndale Elementary School District, \$1.45 million; Compton Unified School District, \$919,463; Vine Street Elementary School in Los Angeles, \$268,912; Fullerton Joint Union High School District, with \$127,670; Harrison School in Los Angeles, with

\$102,934; Fenton Avenue Charter School in Lake View Terrace, with \$101,127; Fullerton School District, with \$19,870; and Napa Street Elementary School in Northridge, with \$44,865.

The program has handed out a total of \$149 million to schools and libraries across the United States since the first round last month. In California, a total of \$24.6 million has been set aside.

The corporation said more than a quarter of the funds will go to the poorest schools and libraries. More than 30,000 schools and libraries have applied.

The program was delayed—and eventually scaled back from its original goal of handing out as much as \$2.25 billion—because of pressure from Congress and long-distance telephone companies that are footing most of the bill for the program. The FCC authorized as much as \$1.275 billion to pay for cheap Internet hookups this year.

Associated Press contributed to
this report.

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

The Register
Daily DEC 08 1998

PLACENTIA 332

Alan Busch and Pat Estes have been selected as the city's Citizens of the Year for 1999. Busch, a retired public-relations officer for Fullerton College, has dedicated more than 400 hours of volunteer service to the Placentia Linda Hospital Guild. Estes is a charter and current member of the American Legion Auxiliary Unit 277. She has been awarded her 1,000-hour service award for home service in the Veterans and Rehabilitation Program of the Auxiliary.

— Marcela Rojas
(714) 704-3704

Making Literacy a Family Skill

■ **Program:** At libraries, parents learn along with their kids, for an 'intergenerational' habit. Many of the adults want to read to their children and help with homework.

By LYNN O'DELL 332
SPECIAL TO THE TIMES

It looks like just another story time at the public library—families listen to a story and make a craft item together. Parents read to their children.

But these parents are just learning to read themselves.

The once-a-month family story times at various Orange County Public Library branches and other locations are part of the library's Families for Literacy program, an offshoot of the adult literacy program READ/Orange County.

"We want to break the intergenerational cycle of illiteracy," said Amy McHatton, outreach/families specialist. There's a direct correlation between the parent's lack of literacy skills and the children's, she said.

When a parent can't read, "children miss out on that warm, fuzzy feeling we got when our parents read to us," said Marcia Tungate, adult literacy services coordinator.

If children aren't read to before they reach school, they don't experience the joy of reading. Instead they see it as work, McHatton said.

Nationally, an estimated 44 million people (one in five adults) are considered functionally illiterate. In Orange County, the estimate is 350,000 to 400,000 people.

About 30 families participate in the library's 2-year-old Families for Literacy program, which also offers information on how to help children be successful in school.

One participant is Hanan Kakish of Westminster, who attends the story times regularly with her children and sometimes brings neighborhood children along. Originally from Jordan, Kakish has worked with English tutors on and off for about six years.

She joined the families program because she wanted to learn how to read and write so she could help her three children with their homework. She was able to read and write "a little" before the program and believes her reading, writing, spelling and English pronunciation have improved markedly.

"I can now help my kids with their homework," she said. "Before the program, I was nervous to talk to my kids' teachers, but now I even go into their classrooms to help."

To be eligible for the state-funded program, an adult must need help reading and writing and have at least one child under 5.

Readers get help starting a home library—a new book is given to the child and one to the family when they join. Then every child in the family receives a new book on his or her birthday.

Volunteer tutors, who attend 23 hours of training workshops, meet with the adults weekly and practice reading the storybook the parent will read at the family story time session. Families are asked to read to their children at least



Claudia Elizarraraz works with daughter Jacqueline, 2, during a Families for Literacy session in Santa Ana. If parents don't read to their kids before they reach school age, reading becomes work instead of enjoyment, says Amy McHatton, who works with families in the program. The state-funded program also provides a few books for those who participate, and volunteers tutor parents weekly on reading stories that the parents will then read to their families.

ROBERT LACHMAN
Los Angeles Times

15 minutes a day, McHatton said.

Success is measured in meeting personal goals. When people sign up for the adult program, their skills are assessed and they are asked to establish a goal. For some, it may be to pass a written driver's license exam. Once they do that, some leave the program, but

McHatton said.

"It illustrates that reading is just a skill, not a measure of intelligence. Maybe they moved around a lot or didn't finish school; for some reason, that light just didn't come on," she said.

"We say there are as many reasons why people can't read as there are people

there are no resources to give a child a book," said Lynda Lancaster, vice president of community outreach at First Book. The Washington-based group distributed more than 1 million books in 1997.

For the poorest children, the lack of books is the most significant barrier to literacy, according to a Boston University study the organization cites.

A local First Book advisory board is being formed and board members are being sought. In addition, the board wants local tutoring, mentoring and literacy groups to apply for the books, which initially are donated by publishers, bookstores and school supply stores. This year, books also will come from holiday giving trees at Barnes and Noble bookstores. Local board members must develop fund-raising strategies to build on the supply of books. "I hope this program will get them now, so I don't get them when they are 40," Tungate said.

For information on the local First Book program or the Families for Literacy program, call (714) 566-3070 (READ/Orange County).

'I can now help my kids with their homework. Before the program, I was nervous to talk to my kids' teachers, but now I even go into their classrooms to help.'

HANAN KAKISH
Westminster parent

others stay on. For many, wanting to read to their children or help them with homework is a strong motivating factor, McHatton said.

Many of those in the adult literacy programs already have graduated from high school or received an equivalency degree. About 62% are native English speakers. Many are business owners and some even have taken college classes,

who can't read."

By the time they reach the adult program, Tungate said, many see themselves as failures. In hopes of reaching people earlier, Tungate has joined a national organization called First Book, which gives books to disadvantaged children.

"So many times these days, tutors and mentors are doing a wonderful job but

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: January 20, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of December**

Program Statistics

Active tutors: 43
Active students: 46
Students waiting to be matched: 24
Percentage of tutors reporting (Dec hours): 81%
Tutoring hours reported: 142
Other volunteer hours reported: 37
Total volunteer hours: 179

Conversation Groups. Twice-weekly conversation groups for adults who wish to improve their English conversation skills concluded Sunday, December 20, 1998. The conversation groups will resume in late January 1999.

Tutor Training. The next tutor training workshop is scheduled to begin Tuesday, January 26, 1999.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network.

SAFETY COMMITTEE MEETING
DECEMBER 16, 1998
MINUTES

- I. Call to Order: 11:15 A.M.
- II. Members Attending: Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Esther Guzman

III. Old Business

1. The updated disaster plan was reviewed by the safety committee members and approved for distribution to library staff.

IV. New Business

none

The next meeting will be January 20, 1999 at 11:15 A.M.

Respectfully submitted,



Katie Matas



Board & Administrator

FOR BOARD MEMBERS

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Editor: Jeff Stratton

The case for regular self-evaluation by nonprofit boards

Two reasons for board self-evaluations

I spoke recently with *Dr. Vernon Storey*, professor of educational administration, University of Victoria, Victoria, British Columbia. One of the areas we talked about was board evaluations. Storey gives two solid reasons board members should regularly assess their performance:

1) Local context can change.

"Issues appear in a community over time that affect how the board operates," says Storey. For example, a community may find itself with a new subdivision with a different population. This can place new demands on

the organization that affect its operations, as well as on relationships among board members and with the administrator.

2) By evaluating itself regularly, the board has a baseline for comparison. Board members come and go. But regular self-appraisals give the board periodic snapshots of its performance. It can then compare them to previous boards' performances.

"Regular self-appraisal gives a board a chance to compare how it thinks it is doing with how previous boards rated themselves on the same issues." ■

5 ways for board members to raise money for their nonprofit

The new year is when many board members reflect on the past year's accomplishments and set their goals to meet the coming year's challenges.

I believe that the new year is also an excellent time for board members to appraise the board's fund raising efforts and their individual commitments.

Board fund raising is essential to a nonprofit's continued success, and nobody is in a better position to ask for

money than a committed board member.

Many board members, however, don't do enough when it comes to fund raising. Common excuses for non-performance include, "We see this as a staff function," "What do I do?" and "I just don't want to ask for money."

Here are five things I believe any nonprofit board or board member can do to raise money. Why do I think they'll work for you? Because they've worked for

continued on next page

program.

For questions please call Roger Dunstan at (916)653-9254 or Robert Daseler at (916)654-0108.