

Board of
Trustees Regular
Meeting
August 19, 1997

Board of

Trustees

Reginald

Meeting

August 18, 1987

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 15, 1997

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 15, 1997 at 7:32 P. M. by President Peggy Dinsmore

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans; Trustees Sandra Stark, Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library President Pat Irot.

ADOPTION OF AGENDA

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

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

MINUTES

It was moved by Trustee Pappas, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of June 24, 1997 as presented.

AYES: Dinsmore, Masters, Pappas, Stark

NOES: None

ABSTAIN: Evans

ORAL COMMUNICATIONS

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

PRESIDENT'S REPORT

President Dinsmore reported that she received a letter from Library Patron Robert Kavigan regarding the District's Internet Access policy. The Library Director has invited Mr. Kavigan to attend a Library Board Meeting and to express his concerns to the Board.

TRUSTEE REPORTS

Trustee Pappas reported that she attended an author's book signing at Book Carnival in Orange. She suggested that the Library purchase a number of signed editions to raffle off at the Annual Author's Luncheon.

Trustee Stark reported that the letters for the Annual Giving Campaign for Placentia Library Foundation have been printed and are being prepared for mailing.

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of \$0.00

Claims forwarded by the Library Director in the amount of \$1,108.28

Current Claims and Payroll in the amount of \$64,141.70

FY 1997-1998 Cash Flow Analysis and recommendation that no funds be transferred at this time.

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

FINANCIAL REPORTS

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

Financial Reports for June, 1997

Office General Ledger & Check Registers for June, 1997

Acquisitions Report for June, 1997

Overdue Collection Report for June, 1997

Debit Card System Reimbursement Report for June, 1997

Gifts Report for June, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

GENERAL CONSENT CALENDAR

The Board requested that Agenda Item 19: Volunteer Report for June, 1997 and Agenda Item 23 Status report on the preparation of a Strategic Plan for Placentia Library District, be considered separately.

It was moved by Trustee Evans, seconded by Trustee Masters to receive and file Agenda Items 17 through 18, 20 through 22, and 24 through 28:

Building Maintenance Report for June, 1997

Personnel Report for June, 1997 (Receive, File and Ratify Appointments)

Circulation Report for June, 1997 (Receive & File)

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

Legislative reports from California Advocates, California Special Districts Association, and the California Library Association (Receive & File)

Report on plans for the Staff Recognition Dinner (Receive & File)

Ratification of acceptance of a grant award from the State Library of California Grant to fund a direct mailing to all Placentia residents for the Placentia Library Foundation (Ratify Acceptance and Receive & File)

Minutes of the Independent Special Districts of Orange County Executive Committee, June 10, 1997 (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy Litigation Updates (Receive & File)

Minutes of the final meeting of the Measure W Campaign Committee (Receive & File)

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NCES: None

ABSTAIN: None

Trustee Stark questioned the accuracy of the Volunteer Report and requested that the Volunteer Coordinator verify the names reported as current volunteers.

It was moved by Trustee Stark, seconded by Trustee Pappas to Receive and File Agenda Item 19: Volunteer Report for June, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

Trustee Pappas questioned the cause of the delay in setting the next meeting to discuss the Strategic Plan for the District. Library Director Minter responded that the fault has been entirely hers and that other special projects have taken up her time.

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File Agenda Item 23: Status report on the preparation of a Strategic Plan for Placentia Library District.

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

LIBRARY REVENUE ISSUES

Library Director Minter presented a review of the material in the Board Packet.

It was moved by Trustee Stark, seconded by Trustee Masters to Receive & File Agenda Item 29: Review of Library Revenue Issues

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

BUDGET FY1997-1998

It was moved by Trustee Stark, seconded by Trustee Masters to defer action on the Budget for Fiscal Year 1997-1998 until the next Special or Regular Meeting, pending resolution of the ERAF issues by the State of California.

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

BOARD OFFICER SELECTION POLICY

It was moved by Trustee Pappas, seconded by Trustee Masters to discontinue discussion of the Board Officer Selection Policy and continue the annual election of Board Officers as done previously.

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

TRAVEL AUTHORIZATIONS

It was moved by Trustee Pappas, seconded by Secretary Evans to approve blanket travel authorizations for Fiscal Year 1997-1998 as follows:

Santiago Library System (SLS) and Metropolitan Cooperative Library System (MCLS) Council Meetings, Committee Meetings, and Workshops for staff and trustees.

SLS/MCLS Executive Search Committee meetings as part of the Library Director's responsibilities as Chair of SLS for Fiscal Year 1997-1998

State Library meetings and workshops that do not involve overnight travel for staff and trustees.

Chamber of Commerce mixers, monthly breakfast meetings and committee meetings for staff and trustees.

National Society of Fund Raising Executives monthly workshops and luncheon meetings for staff and trustees.

California Library Association and/or California Association of Library Trustees and Commissioners meetings and workshops for staff and trustees.

Southern California Library Literacy Network and Orange County Literacy Network meetings and activities for staff and trustees.

Orange County Ventura Users Group meetings and for staff.

Meetings with Anaheim and Yorba Linda Public Library staff.

Meetings with California Advocates Representatives, and Buena Park Library staff and trustees, for staff and trustees.

Public Library Executives and Assistants of Southern California (PLEASC) meetings for staff.

Courses in the Fund Raising Certificate Program at the University of California, Irvine, and computer courses in the Extension program at Cal State Fullerton or other local institutions selected by the Library Director for staff and trustees.

Meetings with California Advocates Representatives and legislators in Sacramento, including travel and meal expenses for staff and trustees.

Meetings of the California Library Services Board in Sacramento and other cities in California, including travel and meal expenses as part of the Library Director's responsibilities as Chair of Santiago Library System for Fiscal Year 1997-1998. Library Director's responsibilities as Chair of Santiago Library

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

It was moved by Secretary Evans, seconded by Trustee Pappas to approve Current Travel Authorization for Library Director Minter to attend the California Special Districts Association Legislative Meeting in Sacramento on August 9, 1997, as a cost not to exceed \$345.70.

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

**EMPLOYEE
DENTAL AND
VISION INSURANCE
BENEFITS**

It was moved by Trustee Stark, seconded by Trustee Masters to renew employee dental insurance coverage with Principal Mutual, and employee vision insurance coverage with Vision Plan of America, maintaining the same level of coverage as the prior year, and to authorize the Library Director to sign all contract documents.

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

**DONOR
RECOGNITION
POLICY**

It was moved by Trustee Stark and seconded by Trustee masters to defer discussion of establishing an *ad hoc* Donor Recognition Committee until the August meeting.

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

**SANTIAGO
LIBRARY SYSTEM**

Library Director Minter reviewed the responsibilities to be assumed with her election as Chairperson of Santiago Library System (SLS) for Fiscal Year 1997-1998.

No Board Action was taken.

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 36 through 40:

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

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:17 P.M.

Ray Evans, Secretary

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
July 29, 1997**

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order on July 29, 1997 at 7:35 P. M. by President Peggy Dinsmore

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans; Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: Trustee Sandra Stark

Others Present: Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru.

**ADOPTION OF
AGENDA**

It was moved by Trustee Pappas, seconded by Secretary Evans to adopt the Agenda as presented.

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

**ORAL
COMMUNICATIONS**

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

CLAIMS

It was moved by Trustee Evans, seconded by Trustee Masters to approve Current Claims in the amount of \$7,280.49.

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

**LEGISLATIVE
REPORTS**

Library Director Minter reviewed legislative issues which could have an effect on Library funding.

No Board Action was taken.

**DIRECT MAILING
CONTRACT**

It was moved by Trustee Stark, seconded by Trustee Masters to award a purchase of services contract in the amount of \$100 per hour, not to exceed \$2,000 to Devon Dougherty, P.O. Box 17001, Irvine, for solicitation letter, brochure preparation, and mailing services specification development, for the State Library of

Minutes, Special Meeting of July 29, 1997, Page 2

California Grant to fund a direct mailing to all Placentia named households and all non-resident Placentia Library Cardholders for the Placentia Library Foundation.

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

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District adjourned at 7:54 P.M.

Ray Evans, Secretary

MARK YOUR CALENDAR!

**Independent
Special Districts of Orange County
QUARTERLY MEETING**

**Luncheon Meeting
Thursday, August 28, 1997**

11:30 A.M.

**MWDOC Headquarters
10500 Ellis Avenue
(Ellis & Ward)
Fountain Valley**

SPEAKER:

**KEVIN WATTIER
Director of Business Development
Metropolitan Water District**

Will speak on.....

**FINDING NEW OPPORTUNITIES
WITHIN PUBLIC AGENCY PARAMETERS**

**Luncheon Charge - \$10.00
Checks payable to ISDOC
To confirm your reservation,
please mail your check to
Ron Kennedy by August 22, 1997
at P.O. Box 4000
Laguna Hills, Ca. 92654**

AGENDA

ISDOC GENERAL MEMBERSHIP QUARTERLY MEETING

August 28, 1997
11:30 A.M.

1. **Welcome - Sterling Fox**
2. **Pledge of Allegiance - Bob Hanson**
3. **CSDA Report - Bob Huntley**
4. **LAFCO Report - John Withers**
5. **Legislative Report - Keith Coolidge**
6. **Program:**

**Finding New Opportunities
Within Public Agency Parameters**

Kevin Wattier
Director of Business Development
Metropolitan Water District
7. **Adjourn**



GOVERNING BOARD

GEORGE W. EMERSON, PRESIDENT
ALBERT W. TRANTOW
JOHN R. FOX
JOHN S. CARTER
STEVEN T. MAJOEWSKY

**GENERAL MANAGER/
DISTRICT ENGINEER**

KAMIL S. AZOURY, P.E.

A PUBLIC AGENCY

July 8, 1997

To: Special District Board Members

SUBJECT: Senate Bill 712

Dear Honorable Board Members:

As you may know, the Goleta Sanitary District is sponsoring Senate Bill 712 to correct inconsistencies in the procedures utilized by the Local Agency Formation Commissions (LAFCOs) to reorganize special districts. The bill is currently being supported by CASA, CSDA, and a number of special districts throughout the state.

We are writing to ask for your support in the passage of SB 712. Enclosed is a sample letter which can be used by your agency as a model in preparing a letter to Assembly Member Mike Sweeney, Chair of the Assembly Local Government Committee. Please make any revisions which you deem appropriate or simply photocopy the letter onto your district's stationery and then mail the letter to Assembly Member Sweeney.

Our District's interest in this issue arises from a situation we recently faced in Santa Barbara County where a neighboring district sought to dissolve and simultaneously annex its territory to our District. We were surprised to learn that existing law allows this type of reorganization to occur without any opportunity for our Board or the voters of our District to approve or disapprove the proposal. We were also surprised to learn that because of a recently enacted provision of law under the Gotch Bill (Government Code Section 56839.1), even if the proposal had been structured as a "consolidation" rather than as a "dissolution and annexation", our voters could still be denied the right to vote on the issue.

What we have learned is that existing law contains certain "loopholes" which enable LAFCOs to combine two districts into a single agency without involving the voter approval procedures which would normally apply. The availability of these procedures means that all districts are at risk of being reorganized without the opportunity for voter confirmation or approval by their governing boards.

July 8, 1997
Page Two

The goal of SB 712 is to close these loopholes and to require that all reorganization proposals which combine two districts are subject to voter approval within each affected district. We believe that the existing inconsistencies in the law actually discourage districts from exploring voluntary consolidations on a proactive basis. This is true because districts will be less likely to enter into discussions with neighboring districts to explore consolidation possibilities if there is a risk that one of the districts could, at any point, initiate an adversarial proposal and force a reorganization of the districts. Fundamentally, we believe that the residents who initially vote to establish a district to provide public services should not be deprived of the opportunity to approve or disapprove a reorganization proposal affecting their district.

SB 712, copy of which is enclosed for your reference, was recently approved by the Senate and will be submitted to the Assembly Local Government Committee for consideration on July 16. We ask, therefore, that you send your letter of support as soon as possible. If it is not possible to mail your letter by July 12, please consider calling Assembly Member Sweeney at (916) 445-8160, to offer your support for the bill before July 16. We sincerely appreciate your assistance on this important matter.

If you have any questions, or need any additional information, please do not hesitate to contact us.

Very truly yours,

GOLETA SANITARY DISTRICT



George W. Emerson
President of the Governing Board

GWE:shc

Enclosures

July 10, 1997

The Honorable Mike Sweeney, Chair
Assembly Local Government Committee
California State Capitol, Room 4146
Sacramento, CA 95814

Re: SB 712 Support

Dear Assembly Member Sweeney:

Our District is writing to ask your support for SB 712. This legislation brings clarity to a confusing section of the Government Code. It provides democracy where none currently exists. It creates an opportunity for voters and property owners to register protest where such protest is currently denied.

Why This Legislation is Needed

In all but one proceeding involving LAFCO, there exists the opportunity for registered voters and property owners to protest an action involving annexation or detachment of territory to a special district or city. A protest provision also exists if a new agency is being formed, or an existing one is being dissolved. However, an interpretation of the Cortese-Knox Act permits LAFCO and the conducting authority to approve the dissolution of a district and the concurrent annexation of that territory to an existing district (when processed as a reorganization, as defined), and deny all voter or property owner protest in the annexing district. In all other proceedings before LAFCO, a 10%-25% protest triggers an election. Only in this case is all protest denied.

What SB 712 Will Do

Current law denies the public the chance to access its own government. SB 712 provides the same protest procedures for reorganizations filed with LAFCO as currently exist for other applications. Under SB 712, a 25% protest will trigger an election in the annexing district. This will remove ambiguity from the Government Code, and restore democracy to all LAFCO actions.

I urge your "AYE" for SB 712. I also respectfully ask that you advise other members of the Assembly Local Government Committee of our interest in and support of this bill.

Sincerely,

AMENDED IN SENATE MAY 13, 1997
AMENDED IN SENATE APRIL 21, 1997

SENATE BILL
No. 712

Introduced by Senator Haynes Senators Haynes and Rainey

February 25, 1997

An act to amend Section 57103 of, to add Section 57093 to, and to repeal Section 56839.1 of, and to add Section 57093 to, the Government Code, relating to local government organization.

LEGISLATIVE COUNSEL'S DIGEST

SB 712, as amended, Haynes, Local government reorganization.
Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, requires the local agency formation commission of a county to authorize the conducting authority to order the consolidation of districts, dissolution, merger or establishment of a subsidiary district, or reorganization including any of these changes of organization without an election, except as otherwise specified.
This bill would repeal that provision.

The act also provides that in any reorganization where the component changes of organization would not individually require a confirmation election, no confirmation election shall be required to approve the reorganization.

This bill would require the conducting authority to order a change of organization or reorganization subject to voter confirmation by the voters in each affected district for any

proposal for the dissolution of one or more districts and the annexation of all or substantially all of their territory to another district when the conducting authority finds that petitions meeting certain requirements request submission of the proposal to voter confirmation. The bill would also make a conforming change.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 56839.1 of the Government
2 Code is repealed.
3 SEC. 2. Section 57093 is added to the Government
4 Code, to read:

5 57093. (a) Notwithstanding Section 57089, for any
6 proposal for the dissolution of one or more districts and
7 the annexation of all or substantially all of their territory
8 to another district, the conducting authority shall order
9 the change of organization or reorganization subject to
10 confirmation by the voters in each affected district if the
11 conducting authority finds either of the following:

12 (1) In the case of inhabited territory, that a petition
13 requesting that the proposal be submitted to
14 confirmation by the voters has been signed by either of
15 the following:

16 (A) At least 25 percent of the number of landowners
17 within any affected district within the affected territory
18 who own at least 25 percent of the assessed value of land
19 within the territory.

20 (B) At least 25 percent of the voters entitled to vote as
21 a result of residing within, or owning land within, any
22 affected district within the affected territory.

23 (2) In the case of a landowner-voter district, that the
24 territory is uninhabited and a petition requesting that the
25 proposal be submitted to confirmation by the voters has
26 been signed by at least 25 percent of the number of
27 landowners within any affected district within the
28 affected territory, owning at least 25 percent of the
29 assessed value of land within the territory of that district.

1 (b) The petition shall be filed with the conducting
2 authority within 30 days after the public hearing required
3 pursuant to this chapter has been held. If a petition has
4 been filed, the conducting authority shall approve the
5 proposal subject to confirmation by the voters.

6 (c) The voter confirmation requirements set forth in
7 subdivision (a) shall not apply to any proposal initiated by
8 the commission under Section 56375 or where all affected
9 ~~districts have each affected district has~~ consented to the
10 proposal by a resolution adopted by a majority of their
11 ~~respective boards vote of its board~~ of directors.

12 SEC. 3. Section 57103 of the Government Code is
13 amended to read:

14 57103. In any resolution ordering a change of
15 organization or reorganization subject to the
16 confirmation of the voters, the conducting authority shall
17 call an election:

18 (a) Within the territory of each city or district ordered
19 to be incorporated, formed, disincorporated, dissolved or
20 consolidated.

21 (b) Within the entire territory of each district ordered
22 to be merged with or established as a subsidiary district
23 of a city, or both within the district and within the entire
24 territory of the city outside the boundaries of the district.

25 (c) If the clerk certifies a petition pursuant to Section
26 57087.5 or 57087.7, within the territory of the district
27 ordered to be merged with or established as a subsidiary
28 district of a city.

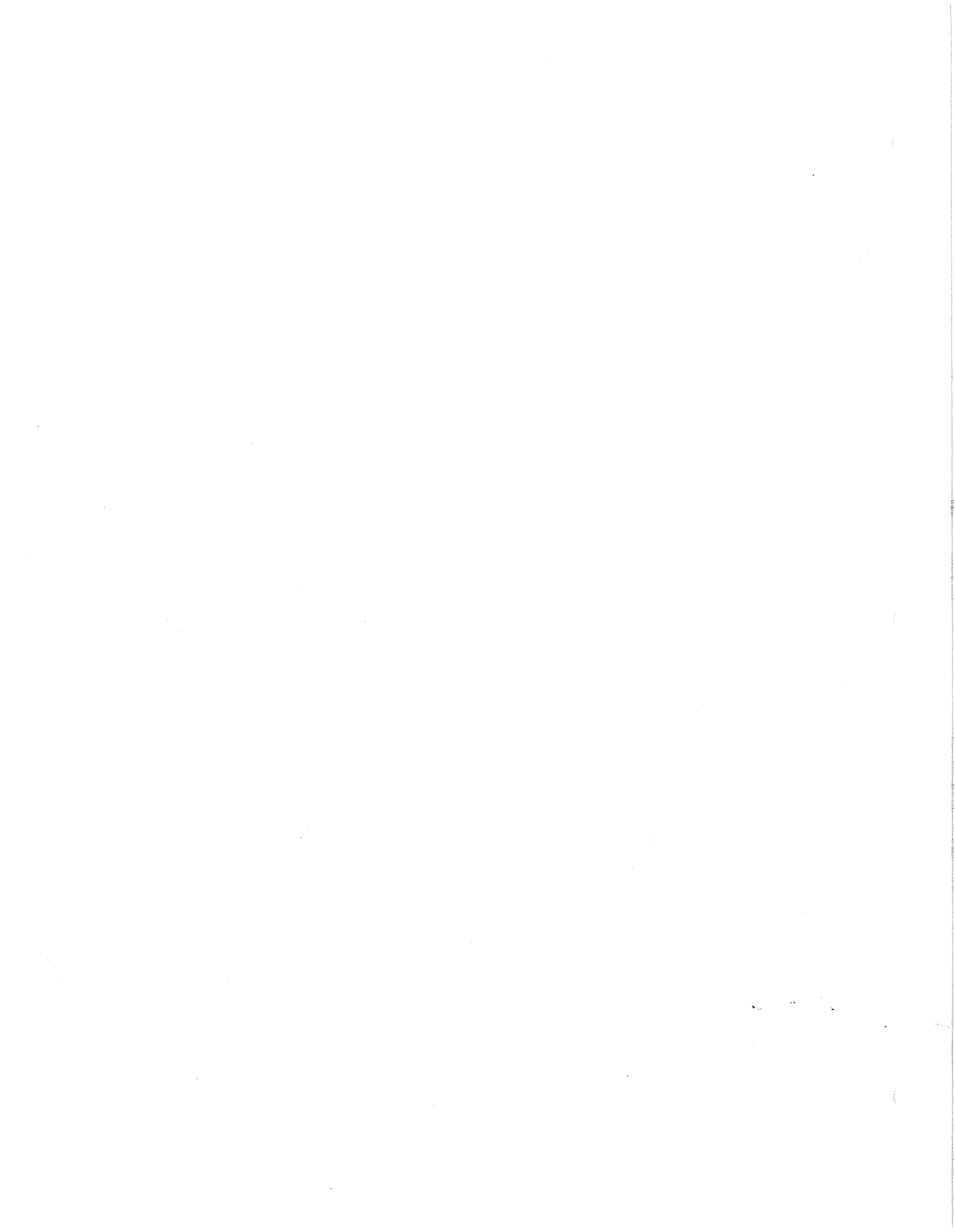
29 (d) Within the territory ordered to be annexed or
30 detached.

31 (e) If ordered by the commission pursuant to Section
32 56849 or 56850, both within the territory ordered to be
33 annexed or detached and within all or the part of the city
34 or district which is outside of the territory.

35 (f) If the election is required by Section 57093,
36 *separately* within the territory of each affected district.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 19, 1997

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



PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 August 19, 1997

DATE	REPORT NO.	AMOUNT
08/06/97	3633	1,342.96
08/06/97	3634	1,009.47

TOTAL		\$2,352.43
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LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/06/97
REPORT NO 3533

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01905 Data Perfect Images 2960 Saturn St., Unit H Brea, CA 92621	July 30, 1997 3917		1800	00		140.07		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	August 27, 1997 for Sept, 1997		0300	00		92.80		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	July 22, 1997 035028		1800	00		24.95		
N03650B Kinko's Customer Admin. Svcs. P.O. Box 672085 Dallas, TX 75267-2085	July 23, 1997 030200081525		1800	08		32.06		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	July 22, 1997		2800	00		329.26		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	July 17, 1997 528-1906 528-6022 528-8236		0700	00 07 07		131.09 17.93 17.49		
	July 19, 1997 996-2865 996-4983		0700	01 02		20.81 88.50 275.82		
N04626 AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	July 24, 1997 2949		1400	00		448.00		

The claims listed above (totaling \$ 1,342.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

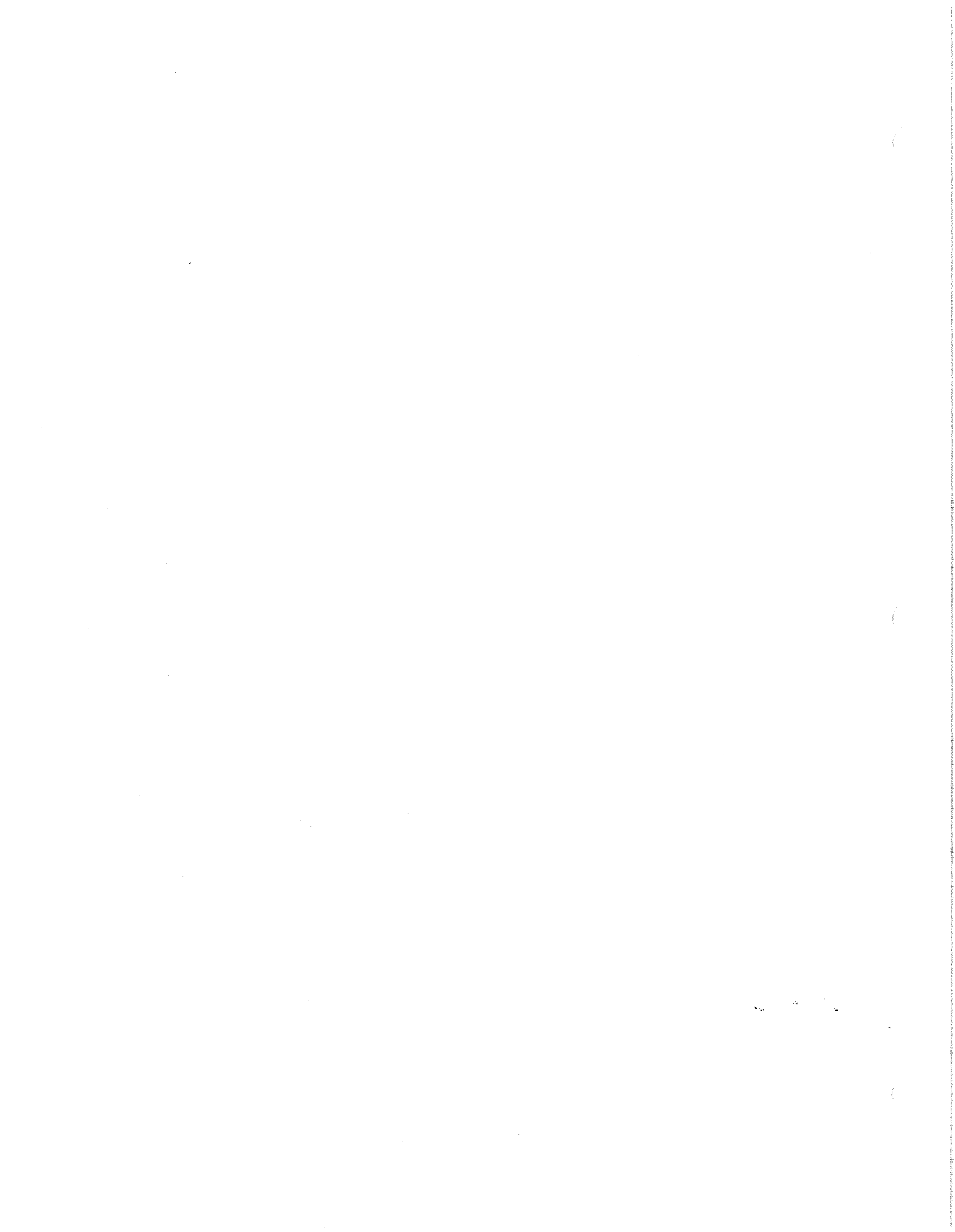
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	June 16, 1997		0700	00		47.10		
	July 16, 1997		0700	00		21.03		
						68.13		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306-0328	July 22, 1997		0300	00		381.89		
	August							
N06557 Care Resources, Inc. 9550 Warner Ave, STE 228 Fountain Valley, CA 92708	July, 1997		1900	00		35.00		
N06686 Office Depot Dept. 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	July 21, 1997		1800	00		55.23		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	July 31, 1997		1900	00		274.19		
N09141 Dick's Lock & Safe 602 West Chapman #F Placentia, CA 92870	July 21, 1997		1400	00		52.50		
N09163 Manwill Plumbing Co. 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	July 24, 1997		1400	00		142.53		

The claims listed above (totaling \$ 1,009.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 August 19, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3535	3,628.94
Subtotal for Immediately		3,628.94
Regular	3536	2,716.27
	3537	8,057.42
	3538	2,135.78
	3541	35,900.00
Subtotal for Regular		48,809.47
TOTAL CURRENT CLAIMS		52,438.41
Payroll	3539	19,926.00
	3540	19,926.00
Subtotal for Payroll		39,852.00
TOTAL		92,290.41

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03655B Spicers Paper, Inc. 1298 Bluegum Street Anaheim, CA 92805	Aug. 13, 1997 437949		1800	00		117.09		
N03742 MobileComm P.O. Box 4308 Carol Stream, IL 60197-4308	August 4, 1997 G9121561H		0700	01		89.62		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Aug 4, 1997 524-9784 524-8408		0700 0700	01 07		20.36 <u>25.94</u> 46.30		
N06656 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	July, 1997		0300	00		171.25		
N06785 Hector Vargas 318 Capistrano Street Placentia, CA 92670	August 6, 1997 09808		1400	00		950.00		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Avenue Woodland Hills, CA 91367-2555	September 1977		0300	00		2,254.68		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 3,628.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	August 11, 1997 30229280		1000	00		894.49		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	July 29, 1997 97-07-962		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711			1900	00		34.71		
N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	August 19, 1997		1400	00		28.61		
			1800	00		517.66		
			1803	00		117.00		
			1803	07		32.00		
			2700	00		367.88		
			2700	01		175.00		
			2700	07		<u>200.00</u>		
						1,438.15		
N06736 Library Administrator's Digest 320 York Road Towson, MD 21204	Renewal Sept 1997		1800	00		39.00		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	August, 1997		1900	00		35.00		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	July 31, 1997		1900	00		157.50		

The claims listed above (totaling \$ 2,716.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N06779E 3M Company Safety and Security Systems Division 3M Center, Bldg. 225-4N-14 St. Paul, MN 55144-1000	Nov 1997-Nov 1998		1400	00		798.00		
N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92870	July, 1997		2700	01		19.21		
N06819-A American Library Association 144 North Wacker Drive Chicago, IL 60606	April 11, 1997 Smith - Renewal Shook - Renewal		1800	00		414.00		
			1600	00		67.00		
			1600	00		<u>166.00</u>		
						647.00		
N09236 Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373	July 17, 1997		1800	00		144.00		
N015508 Cosmoslink Internet Services 3030 Saturn Street, STE 204 Brea, CA 92821	July 29, 1997 9708-48		0700	07		19.95		
Jeffco, Inc. 1671 S. Research Loop Tucson, AZ 85710-6708	August 8, 1997 279221		1800	00		183.36		
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	August 6, 1997 54198		2800	00		4,389.35		
			1400	00		<u>1,856.55</u>		
						6,245.90		

The claims listed above (totaling \$ 8,057.42) 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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01987A Grolier Educational P.O. Box 1716 Danbury,CT 06816	June 10, 1997		2400	03		1,874.29		
N03688 The O. C. Register P.O. Box 11942 Santa Ana, CA 92711	August 2, 1997 70000475		2400	04		129.16		
N03833C Brodart Co. 500 Arch Street Williamsport, PA 17705	July 2, 1997 040997JS		2400	01		12.48		
Educational Distributors of America P.O. Box 97138 Las Vegas, NV 89193-7138	May 30, 1997		1089696	2400	02	39.95		
			1089833	2400	02	39.95		
			1089969	2400	02	39.95		
						<u>119.85</u>		

The claims listed above (totaling \$ 2,135.78) 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 July 15, 1997
REPORT NO 3539

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	August 19, 1997 Pay period #18 August 15, 1997 Aug 28, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, AUGUST 28, 1997								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

19,926.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	August 19, 1997 Pay period #19 Aug 29, 1997 Sept 11, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, SEPT 11, 1997								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 706

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
The Bank of New York ABA#: 021000018 GLA: 111-565 Cust. A/C Name: Placentia Library Cust. A/C No.: 410538 Please wire no later than September 10, 1997			2200	00		35,900.00		

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Cash Flow Analysis

DATE: August 26, 1997

The Cash Flow Analysis as revised shows an end-of-month balance of (\$21,295.33)
No significant revenues are expected within the next 90 days.

It is the August recommendation that the September debt payment be made from Fund 706.
It is now my recommendation that the September debt payment be made from Fund 707 in the amount of \$33,015.00

It is my recommendation that a cash loan be taken from Fund 706 in the amount of \$36,000 and deposited to Fund 707.

RECOMMENDATION:

Receive & File cash flow analysis of August 19 and August 26, 1997, and authorize an interfund cash loan in the amount of \$36,000 from Fund 706 to Fund 707 to be repaid after the receipt of tax revenue in December.



Placentia Library District
 FY1997-1998 General Fund Cash Flow

Agenda Item 10

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/19/97	3535	General - PPI		4,222.37	66,366.09
08/19/97	3536	General		2,716.27	63,649.82
08/19/97	3537	General		9,942.37	53,707.45
08/19/97	3538	General		2,135.78	51,571.67
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	31,645.67
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	11,719.67
08/19/97	3541	General - Bond Payment		33,015.00	(21,295.33)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Cash Flow Analysis

DATE: August 26, 1997

The Cash Flow Analysis as revised shows an end-of-month balance of (\$21,295.33)
No significant revenues are expected within the next 90 days.

It is the August recommendation that the September debt payment be made from Fund 706.
It is now my recommendation that the September debt payment be made from Fund 707 in the amount of \$33,015.00

It is my recommendation that a cash loan be taken from Fund 706 in the amount of \$36,000 and deposited to Fund 707.

RECOMMENDATION:

Receive & File cash flow analysis of August 19 and August 26, 1997, and authorize an interfund cash loan in the amount of \$36,000 from Fund 706 to Fund 707 to be repaid after the receipt of tax revenue in December.



Placentia Library District
FY1997-1998 General Fund Cash Flow

Agenda Item 10

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/19/97	3535	General - PPI		4,222.37	66,366.09
08/19/97	3536	General		2,716.27	63,649.82
08/19/97	3537	General		9,942.37	53,707.45
08/19/97	3538	General		2,135.78	51,571.67
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	31,645.67
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	11,719.67
08/19/97	3541	General - Bond Payment		33,015.00	(21,295.33)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Cash Flow Analysis

DATE: August 19, 1997

The Cash Flow Analysis shows an end-of-month balance of \$14,198.05
No significant revenues are expected within the next 90 days.

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

It is my recommendation that the September debt payment be made from Fund 706.

RECOMMENDATION:

Receive & File, and authorize the September debt payment to be made from Fund 706.

Placentia Library District
FY1997-1998 General Fund Cash Flow

Agenda Item 10

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/19/97	3535	General - PPI		3,628.94	66,959.52
08/19/97	3536	General		2,716.27	64,243.25
08/19/97	3537	General		8,057.42	56,185.83
08/19/97	3538	General		2,135.78	54,050.05
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	34,124.05
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	14,198.05

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 August 19, 1997

	Fiscal Year 1997-1998							
	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						0.00	0.00	
30-Sep-97						0.00	0.00	
31-Oct-97						0.00	0.00	
30-Nov-97						0.00	0.00	
31-Dec-97						0.00	0.00	
31-Jan-98						0.00	0.00	
28-Feb-98						0.00	0.00	
31-Mar-98						0.00	0.00	
30-Apr-98						0.00	0.00	
31-May-98						0.00	0.00	
30-Jun-98						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 1996-1997							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-96	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
31-Jul-96	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20	
31-Aug-96	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20	
30-Sep-96	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45	
31-Oct-96	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98	
30-Nov-96	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43	
31-Dec-96	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85	
31-Jan-97	72,613.02	2,769.64	108,898.63	189,430.57	6,694.14	380,406.00	190,975.43	
28-Feb-97	72,947.32	2,782.54	109,054.27	102,554.20	6,725.32	294,063.65	191,509.45	
31-Mar-97	73,236.00	2,793.54	109,495.24	76,622.14	6,751.93	268,898.85	192,276.71	
30-Apr-97	75,067.73	2,806.19	109,991.22	245,943.83	6,782.51	440,591.48	194,647.65	
31-May-97	75,432.98	2,836.65	110,559.27	228,652.08	6,815.57	424,296.55	195,644.47	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 August 19, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 JUL 1997	FY1996-97 JUL 1996
6210-00	Prop. Taxes - current secured	0.00	0.00	0.00	0.00	0.00
6210-01	Public Utility	0.00	0.00	0.00	0.00	0.00
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	0.00	0.00	0.00	0.00	0.00
6220	PROP. TAXES - CURRENT UNSECURED	0.00	0.00	0.00	0.00	0.00
6230-00	Prop. Taxes - Prior Secured	0.00	13,088.93	14,180.32	13,088.93	14,180.32
6230-01	Prior year's secured final apportionment	0.00	5,201.12	4,341.84	5,201.12	4,341.84
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00
6230-10	Release of impounds	0.00	0.00	5,940.32	0.00	5,940.32
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - PRIOR SECURED	0.00	18,290.05	24,462.48	18,290.05	24,462.48
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00
6280-00	Property taxes current supplemental	0.00	1.62	3.49	1.62	3.49
6280-01	Final supplemental for prior years	0.00	370.60	483.45	370.60	483.45
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	0.00	372.22	486.94	372.22	486.94
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	951.78	1,065.86	951.78	1,065.86
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	309.57	448.40	309.57	448.40
	TOTAL TAXES	0.00	19,923.62	26,463.68	19,923.62	26,463.68



REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 August 19, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 JUL 1997	FY1996-97 JUL 1996
6610-00	Interest	0.00	0.00	23.44	0.00	23.44
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00
6610-23	Interest on impounded taxes released	0.00	0.00	1,443.63	0.00	1,443.63
	TOTAL INTEREST	0.00	0.00	1,467.07	0.00	1,467.07
6690	STATE - HOMEOWNER PROP TAX RELIEF	0.00	0.00	0.00	0.00	0.00
6970-00	State - ILL & Direct Loan Reimbursement	0.00	0.00	0.00	0.00	0.00
6970-01	State - CA Foundation Funds	0.00	0.00	0.00	0.00	0.00
6970-02	State - CA Literacy Campaign	0.00	0.00	0.00	0.00	0.00
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00
6970-04	State - Dept of Education 321 Grant	0.00	0.00	0.00	0.00	0.00
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER GOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
7670-00	LOCAL REVENUE	0.00	0.00	1,328.87	0.00	1,328.87
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	6.20	0.00	6.20	0.00
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00
	FUND 707 TOTAL	0.00	19,929.82	29,259.62	19,929.82	29,259.62



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

(Prepared from the Orange County Auditor's Report)
August 19, 1997.

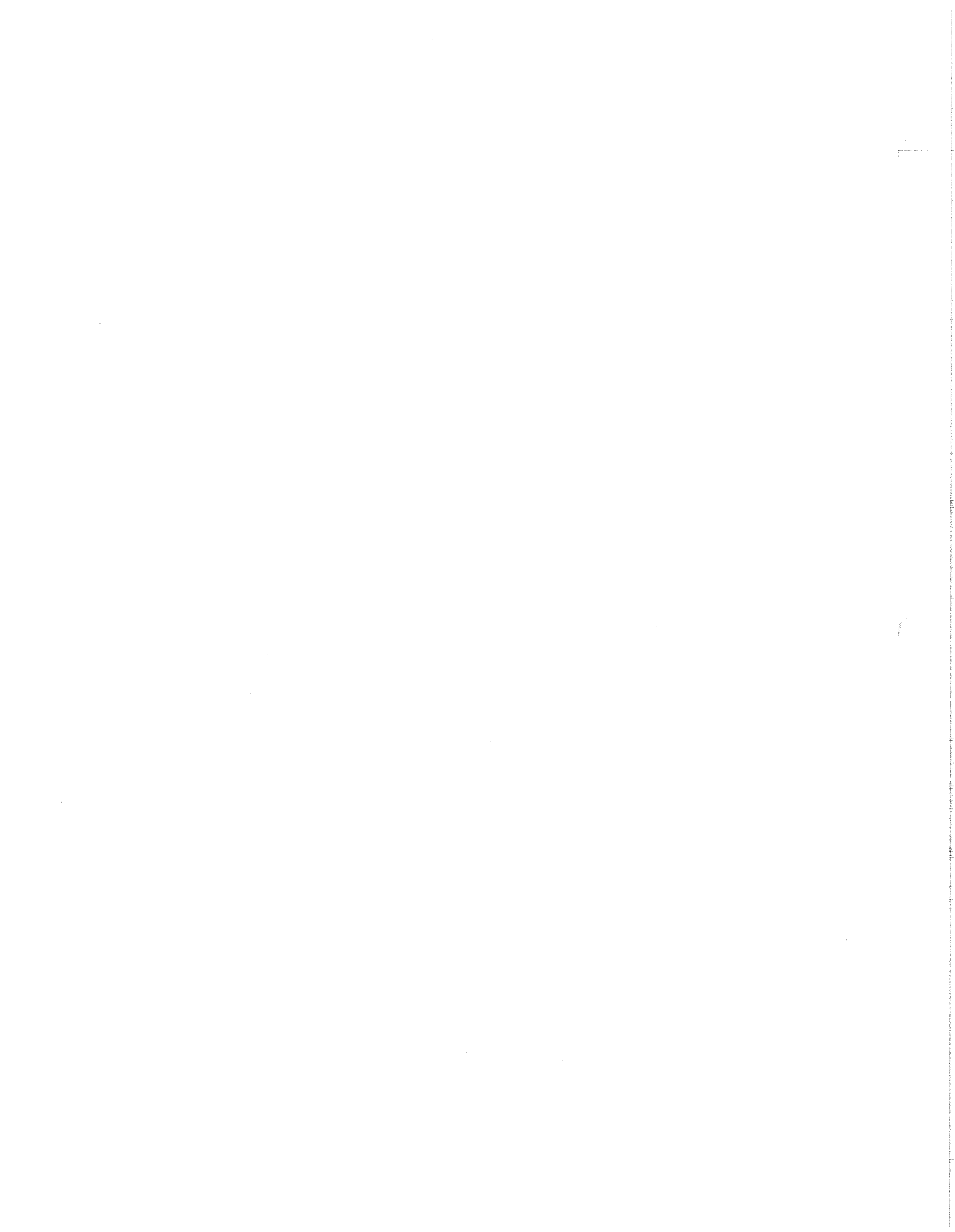
OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
0100	Salaries & Wages	0.00	55,530.00	42,000.00	55,530.00	42,000.00	#DIV/0!
0200	Retirement	0.00	4,248.00	3,200.00	4,248.00	3,200.00	#DIV/0!
	Health Insurance/Care America	0.00	(532.64)	1,596.69	(532.64)	1,596.69	#DIV/0!
	Long Term Disability	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Vision Service Plan	0.00	0.00	99.50	0.00	99.50	#DIV/0!
	Dental	0.00	276.50	373.38	276.50	373.38	#DIV/0!
0300	Total Employee Insurance	0.00	(256.14)	2,069.57	(256.14)	2,069.57	#DIV/0!
0310	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0350	Workers Compensation - General	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL SALARIES & EMPLOYEE BENEFITS	0.00	59,521.86	47,269.57	59,521.86	47,269.57	#DIV/0!
0700-00	Communications - Telephone	0.00	132.98	127.54	132.98	127.54	#DIV/0!
0700-01	Communications - Modem/Fax	0.00	37.53	164.40	37.53	164.40	#DIV/0!
0700-02	Communications - Internet/Database	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0700-05	Communications - Cataloging & Acquisitions Vendor	0.00	423.82	0.00	423.82	0.00	#DIV/0!
0700-07	Communications - 321 Grant	0.00	58.92	22.23	58.92	22.23	#DIV/0!
0700-08	Communications - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Communications	0.00	653.25	314.17	653.25	314.17	#DIV/0!
0900-00	Food - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0900-08	Food - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
090-009	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Food	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1000-00	Household Expense	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1100-00	Insurance	0.00	5,024.74	0.00	5,024.74	0.00	#DIV/0!



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

August 19, 1997

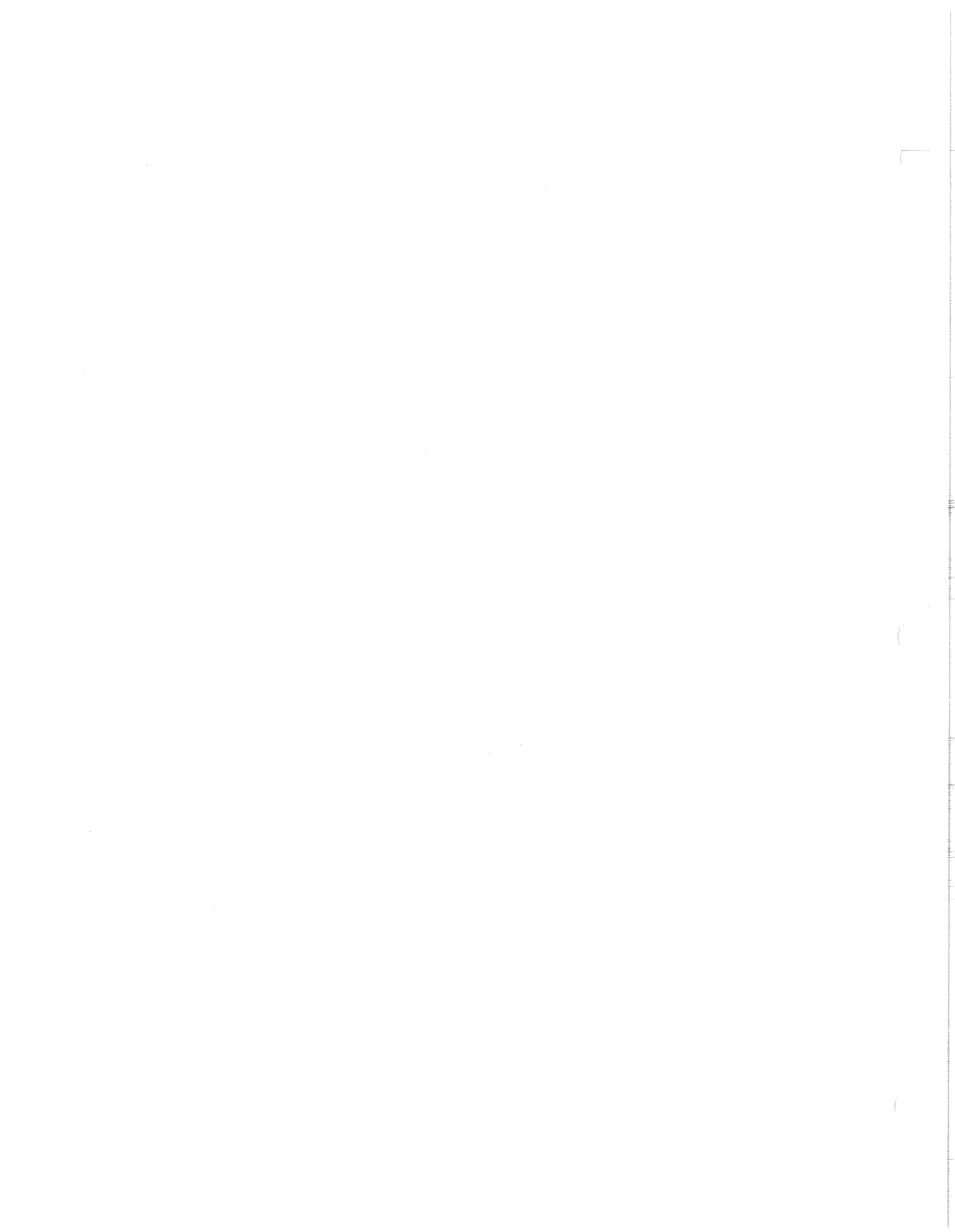
OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	0.00	0.00	2,600.00	0.00	2,600.00	#DIV/0!
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1300-08	Maintenance of Equipment - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Maintenance of Equipment	0.00	0.00	2,600.00	0.00	2,600.00	#DIV/0!
	HVAC	0.00	969.45	0.00	969.45	0.00	#DIV/0!
	Carpet Cleaning	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Groundskeeping, City of Placentia	0.00	4,019.14	0.00	4,019.14	0.00	#DIV/0!
	Plumbing	0.00	88.50	158.45	88.50	158.45	#DIV/0!
	Electrical	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Cleaning Service	0.00	950.00	950.00	950.00	950.00	#DIV/0!
	Locksmith	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Other	0.00	252.58	0.00	252.58	0.00	#DIV/0!
1400-00	Total Maintenance of Building & Grounds	0.00	6,279.67	1,108.45	6,279.67	1,108.45	#DIV/0!
1600-00	Memberships - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1600-08	Memberships - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Memberships	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	#DIV/0!



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)
August 19, 1997

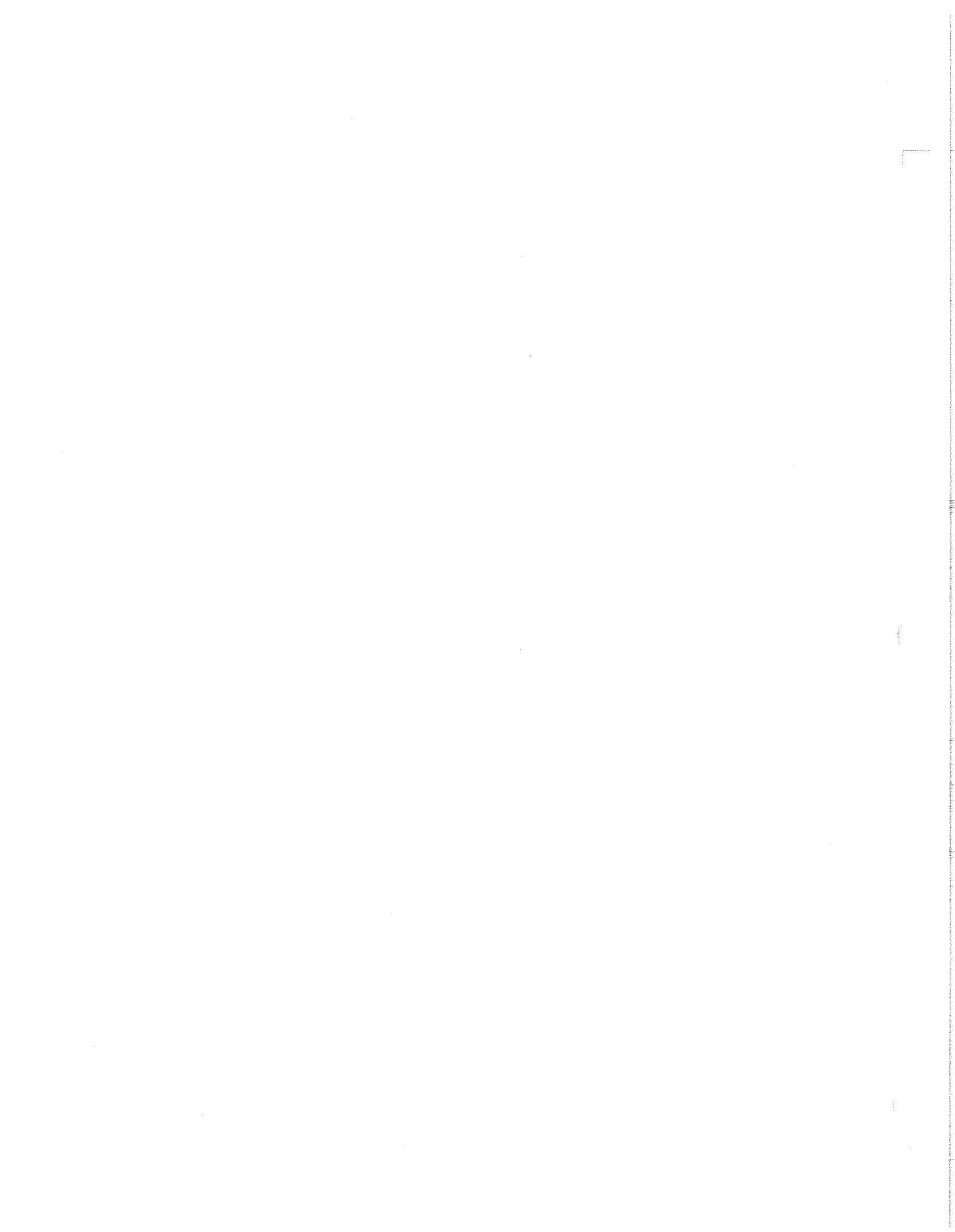
OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
	Library Supplies	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Printing	0.00	0.00	86.70	0.00	86.70	#DIV/0!
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	0.00	39.19	0.00	39.19	0.00	#DIV/0!
	Paper	0.00	79.26	0.00	79.26	0.00	#DIV/0!
	Drinking Water Service	0.00	24.95	24.95	24.95	24.95	#DIV/0!
	Other Office Supplies	0.00	14.65	0.00	14.65	0.00	#DIV/0!
1800-00	Total Office Supply Expense - General Fund	0.00	158.05	111.65	158.05	111.65	#DIV/0!
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Publications	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Paper	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Other Office Supplies	0.00	201.27	0.00	201.27	0.00	#DIV/0!
1800-08	Total Adult Literacy Office Supply Expense	0.00	201.27	0.00	201.27	0.00	#DIV/0!
1800-09	Family Literacy Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Total Office Expense	0.00	359.32	111.65	359.32	111.65	#DIV/0!
1803-00	Postage Expense - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	0.00	0.00	0.00	0.00	0.00	#DIV/0!



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

August 19, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
	Care Resources (Employee Assistance)	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Pension Contribution & Operating Expenses	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Anaheim Library Automated System	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Clipping Service	0.00	32.71	0.00	32.71	0.00	#DIV/0!
	Tax Collection Services & Fees by Orange County	0.00	47.51	60.45	47.51	60.45	#DIV/0!
	Advertising	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Medical Exams	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Collection Services - Accounts Receivable	0.00	970.00	0.00	970.00	0.00	#DIV/0!
	Audit	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Payroll Preparation	0.00	196.25	205.50	196.25	205.50	#DIV/0!
	Election Expenses	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0.00	1,712.00	61.31	1,712.00	61.31	
1900-00	Total Specialized Services - General Fund	0.00	2,958.47	327.26	2,958.47	327.26	#DIV/0!
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	571.00	0.00	571.00	0.00	
1900-08	Specialized Services - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
1900-09	Specialized Services - Family Literacy	0.00	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	0.00	0.00	14.85	0.00	14.85	#DIV/0!
	Total Specialized Services	0.00	3,529.47	342.11	3,529.47	342.11	#DIV/0!
2000-00	Legal Notices - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Legal Notices	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	



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

August 19, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2400-01	Special Department Expense- Books	0.00	950.67	0.00	950.67	0.00	#DIV/0!
2400-02	Special Department Expense- Video	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2400-03	Special Department Expense - Electronic	0.00	9,207.00	0.00	9,207.00	0.00	#DIV/0!
2400-04	Special Department Expense - Periodicals	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2400-05	Special Department Expense - Audio	0.00	118.05	0.00	118.05	0.00	#DIV/0!
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2400-09	Special Department Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Special Department Expense	0.00	10,275.72	0.00	10,275.72	0.00	#DIV/0!
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2700-03	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	0.00	0.00	0.00	0.00	0.00	#DIV/0!

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

(Prepared from the Orange County Auditor's Report)
August 19, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 Jul-97	FY1996-97 Jul-96	FY98 YTD % REV BUD
	Electricity	0.00	3,723.76	0.00	3,723.76	0.00	#DIV/0!
	Gas	0.00	21.87	36.15	21.87	36.15	#DIV/0!
	Water	0.00	325.93	274.31	325.93	274.31	#DIV/0!
2800-00	Total Utilities	0.00	4,071.56	310.46	4,071.56	310.46	#DIV/0!
	TOTAL SUPPLIES & SERVICES	0.00	30,193.73	4,786.84	30,193.73	4,786.84	#DIV/0!
3700-00	Taxes, Assessments (Sales Tax)	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4000-00	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4807	OPERATING TRANSFER TO ANOTHER DISTRICT I	0.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	0.00	89,715.59	52,056.41	89,715.59	52,056.41	#DIV/0!



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Expenditure Report
DATE: August 19, 1997

The Expenditure Report will be distributed at the Board Meeting.

Placentia Library District
Balance Sheet

July 31, 1997

Assets

General Fund - Checking	6,002.04	
Literacy Fund-Checking	0.00	
County Exempt-Checking	4,746.45	
Payroll Account	32,903.81	
Savings (P/R Support)	4,113.93	
Savings (P/R Fees)	2,251.79	
Certificates of Deposit	27,500.00	
General Fund - Savings	3,736.11	
Literacy Fund - Savings	4,283.29	
County Exempt - Savings	6,740.52	
Total Assets		92,277.94

Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	(375.76)	
Deferred Comp Payable	842.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		433.51

Capital

Fund Balance	91,844.43	
Total Capital		91,844.43
Total Liabilities and Capital		92,277.94



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

July 1997

Prepared 8/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,635.81
Checks Out	1034	899.70		
TOTALS		899.70	0.00	
CHECKBOOK BAL				3,736.11

EDM
8/14/97

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

July 1997

Prepared 8/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,162.59
Checks Out	4388	160.55		
TOTALS		160.55	0.00	
CHECKBOOK BAL				6,002.04

ED Mendez
8/14/97

07/31/97

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

Page 1
Part 1 of 1 Parts

	07/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	29.00
Cash Register-Fines	1,582.65
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	183.46
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	104.00
Cash Register-Computer Rental	0.00
Typewriter Income	0.00
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	0.00
Interest Income - checking	0.00
Interest Income - savings	7.03
Miscellaneous Income	0.00

Total Income	1,906.14
Cost of Sales	

Gross Profit (Loss)	1,906.14
Expenses	
Transfers to County	899.70
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	234.72
Postage (183)	149.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	271.88
Utilities (280)	0.00
Equipment (400)	0.00

07/31/97

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

Page 2
Part 1 of 1 Parts

	07/31/97
Taxes and Fees (370)	3.50
Funds in Transit	0.00

Total Expenses	1,558.80

Operating Income (Loss)	347.34
Other Income	
Other Expenses	

Net Income (Loss)	347.34
	=====

07/31/97

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 98 Period 1
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1034	07/15/97	O. C. Auditor 0-5102-01 Transfers to County	899.70
			899.70
		Checkbook 5 Total	899.70

07/31/97

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

Page 1

Check	Date	Payee		Amount
4383	07/01/97	U.S. Postmaster 0-5116-01 Postage (183)	149.00	149.00
4384	07/01/97	Hyatt Hotel 0-5122-01 Transportation & Travel (270)	110.88	110.88
4385	07/09/97	Titan Bookstore 0-5114-01 Office Expense (180)	32.31	32.31
4386	07/09/97	Savon 0-5114-01 Office Expense (180)	41.86	41.86
4387	07/24/97	Plac.Chamber 0-5122-01 Transportation & Travel (270)	50.00	50.00
4388	07/24/97	Aspen Publishers 0-5114-01 Office Expense (180)	160.55	160.55
4389	07/24/97	Time to Travel 0-5122-01 Transportation & Travel (270)	111.00	111.00
		Checkbook 1 Total		655.60

07/31/97

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

Page 2

For Fiscal Year 98, Period 1 through Fiscal Year 98, Period 1

Account Name Total

0-5114-01 Office Expense (180)	234.72
0-5116-01 Postage (183)	149.00
0-5122-01 Transportation & Travel (270)	271.88

	655.60
	=====

TO: Library Board of Trustees
FROM: Charlene Dumitru
DATE: August 19, 1997
SUBJECT: Loan from Literacy Fund to County Exempt Fund

On July 16, 1997 \$6,200.00 was transferred from the Literacy Fund Savings Account to the County Exempt Fund Savings Account.

This transferred is a loan to cover the cost of the copier lease payments in the amount of \$6,248.96 which were billed fourteen months after the inception of the lease, inclusive of the entire fourteen months.

During the period of non-billing of lease payments, profit from the copiers was deposited with the County Auditors Office to repay loan taken from the District's Fund 702 for the purchase of the debit card system and printers. To date \$8,565.48 has been repaid.

In order to bring the lease up to date, it was more cost effective to borrow funds from our in-house Literacy Fund rather than to borrow the funds back from Fund 702, as the funds held with the County earn a higher rate of interest.

Profit from the copiers, after costs of lease payments, maintenance agreement payments, and supplies, will be applied to repaying the \$6,200.00 borrowed from the Literacy Fund, until it is repaid in full.

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

July 1997

Prepared 8/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,283.29
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,283.29

EDM
8/14/97

07/31/97

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

Page 1
Part 1 of 1 Parts

	07/31/97
Income	
Gifts Income	0.00
Tutor Training Income	60.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	14.53
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	0.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00

Total Income	94.53
Cost of Sales	

Gross Profit (Loss)	94.53
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00

Total Expenses	6,200.00

Operating Income (Loss)	(6,105.47)
Other Income	
Other Expenses	

Net Income (Loss)	(6,105.47)
	=====

07/31/97

Placentia Library District
Cash Disbursements
Checkbook 6 Fiscal Year 98 Period 1
Literacy Fund - Savings

Page 1

Check	Date	Payee	Amount
1002	07/17/97	Plac. Lib. C.E. Fund 0-5217-02 Loan to C.E. for Copier	6,200.00
			6,200.00
		Checkbook 6 Total	6,200.00

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

July 1997

Prepared 8/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,740.52
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,740.52

W. M. [Signature]
8/14/97

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

July 1997

Prepared 8/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,921.45
Checks Out	1095	175.00		
TOTALS		175.00	0.00	
CHECKBOOK BAL				4,746.45

ESM
8/14/97

07/31/97

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

Page 1
Part 1 of 1 Parts

07/31/97

Income

Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	190.00
Test Proctoring Income	20.00
Vending Machine Income	0.00
Debit Card Income	401.60
Friends Contributions	0.00
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	5.01
Interest Income - savings	15.42
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	6,200.00

Total Income 6,832.03

Cost of Sales

Gross Profit (Loss) 6,832.03

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	10.00
Children's Summer Reading Program	410.00
Children's Camp Library	75.00
Children's Storytime (Friends)	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	550.90
Meeting Room Upkeep Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00

07/31/97

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

Page 2
Part 1 of 1 Parts

	07/31/97
Lobbyist Expense	0.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	469.15
Copier Lease Payments	6,248.96
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	7,764.01

Operating Income (Loss)	(931.98)
Other Income	
Other Expenses	

Net Income (Loss)	(931.98)
	=====

07/31/97

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 98 Period 1
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1026	07/16/97	Sharp Electronics 0-5328-03 Copier Lease Payments	6,248.96
1027	07/16/97	IKON Office Solution 0-5327-03 Copier Maintenance Contract	229.65
1028	07/16/97	IKON Office Solution 0-5327-03 Copier Maintenance Contract	239.50
Checkbook 7 Total			6,718.11

07/31/97

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

Page 2

For Fiscal Year 98, Period 1 through Fiscal Year 98, Period 1

Account Name	Total
0-5327-03 Copier Maintenance Contract	469.15
0-5328-03 Copier Lease Payments	6,248.96
	<u>6,718.11</u>
	=====

07/31/97

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 98 Period 1
County Exempt

Page

Check	Date	Payee		Amount
1093	07/02/97	Fantasy in Magic 0-5310-03 Children's Camp Library	75.00	75.00
1094	07/02/97	Storytellers & Troub 0-5308-03 Children's Summer Reading Progra	135.00	135.00
1095	07/02/97	Franklin Hayes Mario 0-5308-03 Children's Summer Reading Progra	175.00	175.00
1096	07/02/97	VOID void		0.00
1097	07/17/97	Sophies 0-5318-03 Library Board Expenses	550.90	550.90
1098	07/17/97	VOID void		0.00
1099	07/23/97	Donna Bass 0-5308-03 Children's Summer Reading Progra	100.00	100.00
1100	07/23/97	VOID void		0.00

Checkbook 3 Total				1,035.90

07/31/97

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

Page 2

For Fiscal Year 98, Period 1 through Fiscal Year 98, Period 1

Account Name	Total
0-5308-03 Children's Summer Reading Program	410.00
0-5310-03 Children's Camp Library	75.00
0-5318-03 Library Board Expenses	550.90
	<u>1,035.90</u>

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll Account
July, 1997

Prepared August 12, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				33,248.84
	3238	131.64		
	3241	118.49		
	3247	94.90		
	TOTALS	345.03	0.00	
Checkbook balance				32,903.81

07/31/97

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

Page 1
Part 1 of 1 Parts

	07/31/97
Income	
Transfers from County	59,778.00
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	59,778.00
Cost of Sales	-----
Gross Profit (Loss)	59,778.00
Expenses	
Salaries	34,923.52
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	2,630.87
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	37,554.39

Operating Income (Loss)	22,223.61
Other Income	
Other Expenses	-----
Net Income (Loss)	22,223.61
	=====

07/31/97

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

Page

For Fiscal Year 98, Period 1 through Fiscal Year 98, Period 1

Account Name

Total

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

701-2704

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	12.48	1	1,050.63	59	1,063.11	60	1,488.00	87	2,551.11	147
Adult Circulating Non-Fiction	20.05	1	1,191.63	57	1,211.68	58	1,689.99	89	2,901.67	138
Adult Reference	1,142.21	5	0.00	0	1,142.21	5	0.00	0	1,142.21	5
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	1,162.26	6	1,191.63	57	2,353.89	63	1,689.99	89	4,043.88	139
TOTAL ADULT PRINT MATERIALS	1,174.74	7	2,242.26	116	3,417.00	123	3,177.99	176	6,594.99	299
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	450.00	28	0.00	0	450.00	28	0.00	0	450.00	28
Total Adult Audio	450.00	28	0.00	0	450.00	28	0.00	0	450.00	28
Adult Video Educational	119.85	3	0.00	0	119.85	3	200.00	10	319.85	13
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	755.00	37	755.00	37
Total Adult Video	119.85	3	0.00	0	119.85	3	955.00	47	1,074.85	50
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	569.85	31	0.00	0	569.85	31	955.00	47	1,524.85	78
TOTAL ADULT MATERIALS	1,744.59	38	2,242.26	116	3,986.85	154	4,132.99	223	8,119.84	362
Juvenile Fiction	0.00	0	0.00	0	0.00	0	26.00	2	26.00	2
Juvenile Circulating Non-Fiction	0.00	0	964.84	62	964.84	62	104.70	12	1,069.54	74
Juvenile Reference	52.09	1	172.81	4	224.90	5	0.00	0	224.90	5
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	52.09	1	1,137.65	66	1,189.74	67	104.70	12	1,294.44	79
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1,137.65	66	1,189.74	67	130.70	14	1,320.44	81
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Total Juvenile Video	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
TOTAL JUVENILE MATERIALS	52.09	1	1,137.65	66	1,189.74	67	265.70	23	1,455.44	90
Total Fiction	12.48	1	1,050.63	59	1,063.11	60	1,514.00	89	2,577.11	149
Total Non-Fiction	1,214.35	7	2,328.28	123	3,543.63	130	1,794.69	101	5,338.32	231
Total Audio	450.00	28	0.00	0	450.00	28	0.00	0	450.00	28
Total Video	119.85	3	0.00	0	119.85	3	1,090.00	56	1,209.85	59
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	1,796.68	39	3,379.91	182	5,176.59	221	4,396.69	246	9,575.28	467

OUTSTANDING ORDERS AS OF JULY 31, 1997

General Fund Amount	\$506.19	Adopt-A-Book Amount	\$1,506.17	TOTAL Amount	\$2,012.36
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TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: August 19, 1997
 SUBJECT: ACS: Overdue Collection Report for the Month of July

The report was not received from ACS Collection Agency as of August 14, 1997.

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	0	0	0	0.00	0



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: August 19, 1997
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JULY, 1997

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY, 1997

Beginning Balance 07/01/97			\$ 458.51
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in June	401.60		
Loan from Literacy Fund	6,200.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments		6,248.96	
Total Copier Maintenance Payment in June		469.15	
Debit Card System Loan Payback		<u>00.00</u>	
	<u>\$ 6,601.60</u>	<u>6,718.11</u>	
Ending Balance 7/31/97			<u>\$ 342.00</u>
August payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

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

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: August 19, 1997
 SUBJECT: Gift Fund Report

The following cash gifts were received from July 3, 1997 through August 13, 1997:

<u>Name</u>	
James R. Bailey	Patrick and Sharon McDonald
Peter and Beverly Brombach	John and Shirley Mignot
Ruth Cain	Diane Morgan
Kenneth and Helen Cantwell	Betty Morris
Salvatore Caralto	Jean Murphy
Billy and Carolyn Davis	Will and Lois Nettleship
Lawrence and Carol Doeling	Pete and Jean Pappas
Michael F. Eng, Esq.	Jacob and Vera Paperman
Harriett Fahy in memory of John S. Fahy	Linda Pavlik in honor of Dr. and Mrs. Allan Stark
Robert Feldman, PhD.	Joanne L. Rains
Randy Foults	Marna Reames
Mae Goldbaum	Robert and Erika Riley
Nancy Hamell	William and Mary Lou Roberts
John Hassell	Joyce Rosenthal
Edward and Barbara Hemmerling	Al and Gloria Shkoler
Murray and Susan Hochman	Frederick Stearns in memory of Louise Stearns
Shirley M. Hunt in memory of Julie James	Susan F. Toman
Lois Jones	Richmond and Marie Tourne
William and Beverly Johnson	Robert and Jean Turner
Steve Kaye	Evelyn van Gelder
Margaret Kendrick	Peggy Vincent
Sandy Koizumi	J. C. and Ellen Wang
Patty Latta	Carl and Winnie Westberg
Howard Longballa	Edward and Velda Wittstock
Dwight McCleary	Hugh and Gae Wood
Contributions received through donation box at circulation desk	96.98
Total Donations to Adopt-A-Book Fund	\$ 2,631.98
Total Donations to Foundation Endowment Fund	\$ 0.00
Total Donations to Operating Fund	\$100.00
TOTAL CASH DONATIONS	<u>\$ 2,731.98</u>
through August 13, 1997	



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: August 19, 1997

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH OF JULY

1. **Air Conditioning** - Regular inspection.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Plumbing** - Leaking drinking fountain was repaired in Adult Reference area.
4. **Security** - Loose lock on loading dock entrance was repaired.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *edm*
DATE: August 19, 1997
SUBJECT: PERSONNEL REPORT FOR JULY, 1997

RESIGNATIONS:

Jin Kang, part-time page (circulation), effective August 14, 1997

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 July	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	13.00	13.00	9/95	166.25
Covington, Darlene	11.25	11.25	3/95	322.25
Cummings, Dottie	6.00	6.00	1/97	50.50
Deputy, Paul	24.50	24.50	7/82	6,228.00
Fioroni, Pete	8.00	8.00	3/97	23.75
Fioroni, Ruth	8.00	8.00	3/97	23.75
Fitzgerald, Joan	24.00	24.00	10/93	1,045.75
Godwin, Nita	9.00	9.00	2/96	104.75
Grismer, Luci	20.00	20.00	12/93	126.25
Hemmerling, Barbara	4.00	4.00	10/95	176.50
Horrocks, Marjorie	2.00	2.00	10/95	116.00
Irot, Pat	59.00	59.00	2/96	598.00
Livesey, Jane	15.25	15.25	4/96	128.00
Malik, Shamim	61.00	61.00	5/97	141.00
Mignot, Shirley	11.00	11.00	9/95	175.00
Mockler, Amanda	4.00	4.00	7/96	110.50
Myers, Claire	16.00	16.00	10/95	309.00
Olson, Bob	4.25	4.25	9/95	105.50
Olson, Jeanne	4.00	4.00	9/95	90.75
Schlichter, Allan	4.25	4.25	10/93	378.75
shaw, Dixie	2.25	2.25	5/94	101.75
Stark, Allan	2.50	2.50	4/97	6.50
Stark, Sandra	2.50	2.50		67.50
Wymer, Betty	17.50	17.50	1/96	204.75
J.T.P.A. / Job Training Partnership Act	77.00	77.00		306.00
S.T.E.P. / Senior Training & Employment Program	91.50	91.50		2,061.75
TOTAL	501.75	501.75		13,337.00

TEMPORARAY VOLUNTEERS

	FY97/98	
	July	YTD
Bickford, Lance	2.50	2.50
Chang, Albert	8.00	8.00
Chou, Katherine	38.75	38.75
Cipres, Marcella	2.00	2.00
El Mohawar, Samah	9.00	9.00
Fahim, Runia	51.50	51.50
Giorgi, Charlie	4.50	4.50
Hayashi, Colleen	2.50	2.50
Hayashi, Kristen	2.50	2.50
Issacs, Ryan	10.00	10.00
Jaques, Lura	11.00	11.00
Konman, Laurie	2.00	2.00
Lim, Michael	7.00	7.00
Lin, Jeff	27.00	27.00
Lin, Sherry	8.00	8.00
Lin, Steven	8.00	8.00
Lopez, Armando	27.00	27.00
Lui, Wen-Tsu	21.75	27.75
Minh, David	12.00	12.00
Mohan, Kavita	19.25	19.25
Nguyen, Hien	10.00	10.00
Patel, Ashish	54.50	54.50
Shah, Niketa	2.00	2.00
Tolu, Sonuyi	19.50	19.50
Um, Tricia	16.00	16.00
Yada, Julie	4.50	4.50
Yu, Liang	10.00	10.00
TOTAL	396.75	396.75

LVA VOLUNTEERS

Literacy Volunteer Hours	818.00
--------------------------	--------

TOTAL VOLUNTEER HOURS

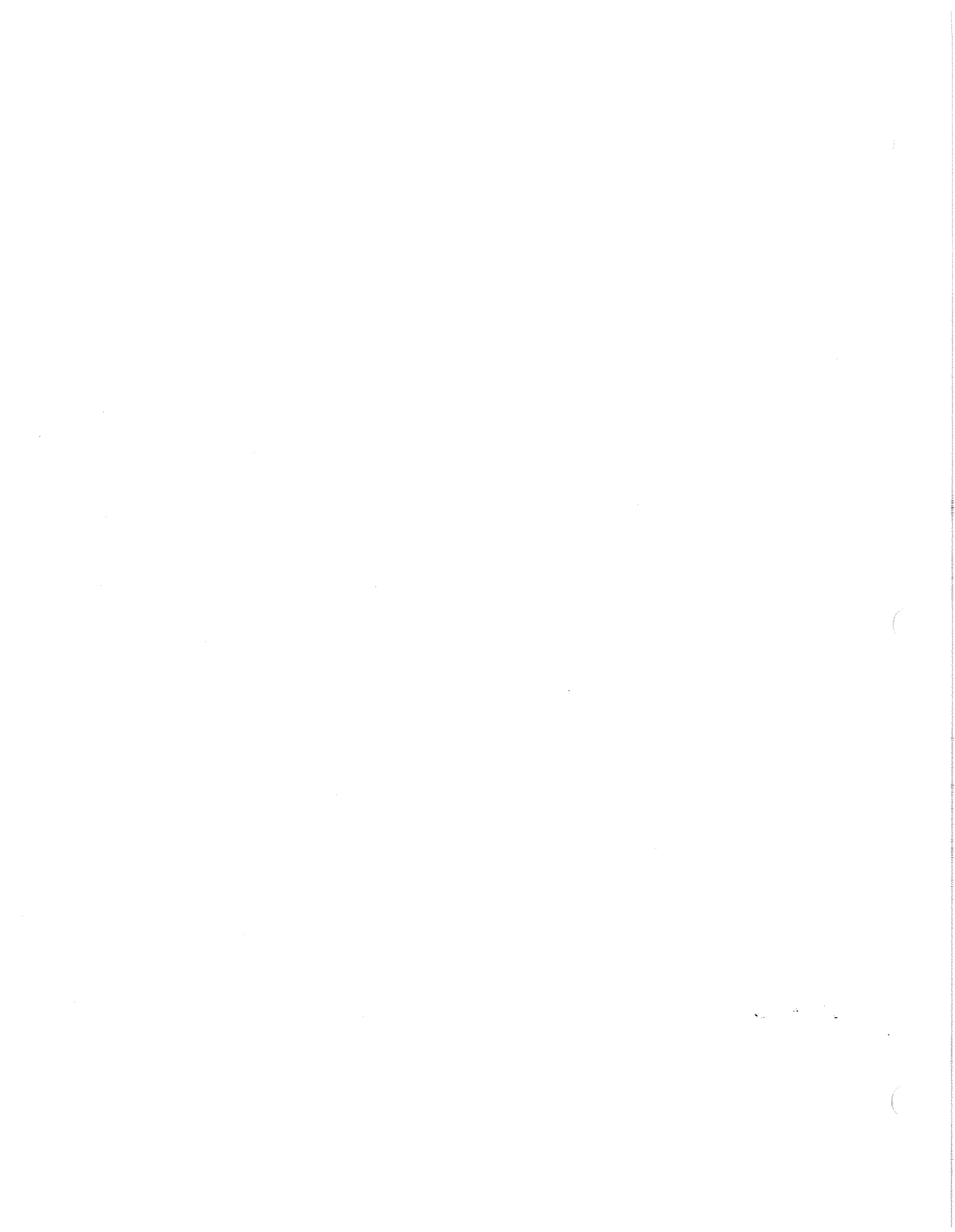
1716.5

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

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

Placentia Library District
Circulation Report
AUGUST 19, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 JULY 97	FY96-97 JULY 96
1st Time Checkouts	19,609	20,581	-4.72%	19,609	20,581
Phone Renewals	1,053	1,027	2.53%	1,053	1,027
In-Building Renewals	1,351	1,975	-31.59%	1,351	1,975
Total Renewals	2,404	3,002	-19.92%	2,404	3,002
TOTAL CHECKOUTS	22,013	23,583	-6.66%	22,013	23,583
On-Time Checkins	19,218	21,926	-12.35%	19,218	21,926
Late Checkins	2,679	3,019	-11.26%	2,679	3,019
TOTAL CHECKINS	21,897	24,945	-12.22%	21,897	24,945
Hold Placed	401	434	-7.60%	401	434
Hold Cancelled	72	82	-12.20%	72	82
Hold Filled	307	366	-16.12%	307	366
Hold Expired	2	2	0.00%	2	2
Overdue Items	941	934	0.75%	941	934
Overdue Notices	385	414	-7.00%	385	414
Billing Notices	526	555	-5.23%	526	555
Patrons Registered	268	252	6.35%	268	252
Titles Added	921	600	53.50%	921	600
Volumes Added	1,276	1,122	13.73%	1,276	1,122
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	7,895	9,556	-17.38%	7,895	9,556
Juvenile Print	12,298	11,700	5.11%	12,298	11,700
Total Print	20,193	21,256	-5.00%	20,193	21,256
Audio	630	827	-23.82%	630	827
Visual	1,189	1,434	-17.09%	1,189	1,434
Equipment	0	0	0.00%	0	0
Total Audio Visual	1,819	2,261	-19.55%	1,819	2,261
TOTAL CIRCULATION	22,013	23,583	-6.66%	22,013	23,583
Placentia Circulation	15,202	14,951	1.68%	15,202	14,951
% Placentia Circulation	69.06%	63.58%	8.62%	66.91%	63.58%
Anaheim/Yorba Linda Circulation	3,298	4,088	-19.32%	3,298	4,088
% Anaheim/Yorba Linda Circulation	14.98%	17.38%	-13.81%	14.98%	17.38%
TYPES OF BORROWERS					
Adult	12,933	14,912	-13.27%	12,933	14,912
Young Adult	286	324	-11.73%	286	324
Juvenile	7,514	6,645	13.08%	7,514	6,645
New Borrower	1,280	1,673	-23.49%	1,280	1,673
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL BORROWERS	22,013	23,554	-6.54%	22,013	23,554
ATTENDANCE					
Adult Reference - In Building	1,179	992	18.85%	1,179	992
Adult Reference - Telephone	276	224	23.21%	276	224
Children's Reference - In Building	1,105	550	100.91%	1,105	550
Children's Reference - Telephone	24	69	-65.22%	24	69
Total Adult Reference	1,455	1,216	19.65%	1,455	1,216
Total Children's Reference	1,129	619	82.39%	1,129	619
Total In Building Reference	2,284	1,542	48.12%	2,284	1,542
Total Telephone Reference	300	293	2.39%	300	293
TOTAL REFERENCE	2,584	1,835	40.82%	2,584	1,835



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	8/19/94	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	9/19/94	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	10/20/94	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	11/16/94	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	1/4/95	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	1/11/95	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	2/15/95	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	3/9/95	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	4/11/95	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	5/8/95	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	6/13/95	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995	7/26/95	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,564.68	9,073.02	2,146.99	0.00	1,732.03	73,382.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	8/11/95	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	9/11/95	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	10/5/95	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	11/9/95	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995	12/8/95	3,678.53	718.12	835.38			255.66	5,487.69
Dec 1995	1/26/96	3,594.00	852.78	835.38	107.50			5,389.66
Jan 1996	2/7/96	3,259.95	753.70	835.38	128.50			4,977.53
Feb 1996	3/21/96	3,739.72	765.96	835.38	289.69			5,630.75
Mar 1996	5/6/96	3,548.04	751.47	835.38	107.50			5,242.39
Apr 1996	6/11/96	3,839.44	759.92	835.38	107.50		1,660.73	7,202.97
May 1996	7/9/96	3,119.00	840.14	835.38	107.50			4,902.02
Jun 1996	7/10/96	2,652.71	641.34	835.38	107.50			4,236.93
TOTAL		48,074.82	8,765.24	10,024.56	1,643.54	0.00	1,916.39	70,424.55
AVG		4,006.24	730.44	835.38	136.96			5,868.71

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1996	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug 1996	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep 1996	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct 1996	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov 1996	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec 1996	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan 1997	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb 1997	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar 1997	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr 1997	5/29/97	3,262.31	818.37	672.49				4,753.17
May 1997	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun 1997	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

TOTAL DOLLARS SPENT

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,259.16	189.00	17.41	1,465.57	732.79
Apr 1995	1,213.32	204.00	23.88	1,441.20	720.60
May 1995	1,213.32	204.00	46.40	1,463.72	731.86
Jun 1995	1,213.32	204.00	4.48	1,421.80	710.90
TOTAL	15,211.14	2,724.00	256.72	18,191.86	9,095.93
AVG	1,267.60	227.00	21.39	1,515.99	757.99

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
May 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Jun 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
TOTAL	2,924.34	3,118.32	578.88	23.82	8,565.78	15,211.14
AVG	243.70	259.86	48.24	1.99	713.82	1,267.60

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995	8.00	10.00	2.00	0.00	30.00	50.00
May 1995	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1995	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	94.00	122.00	24.00	1.00	389.00	630.00
AVG	7.83	10.17	2.00	0.08	32.42	52.50

TIME BY TYPE OF WORKER

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

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

CALIFORNIA ADVOCATES, INC.

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Bill Reports for: "placentia"

(as of Start of Day: 08/15/97)

AB 1 : Aguiar, et al. : Asm LocalGov : ([Status](#) /[History](#) /[Latest](#)) (Last Amend: 03/31/97)

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

Last Action: Author's amendments. (04/02/97)

Position: Watch Lobbyist: MDB

Note: CAPS ERAF

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

This bill would modify these reduction and transfer requirements, for the 1997-98 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1996-97 fiscal year.

AB 311 : Granlund. : ([Status](#) /[History](#) /[Latest](#)) (Last Amend: 07/17/97)

Topic: Local agencies: annual financial report: due date.

Last Action: Chaptered by Secretary of State - Chapter 165, Statutes of 1997. (08/04/97)

Lobbyist: MDB

Digest: Existing law requires the officer of each local agency who has charge of the financial records to furnish to the Controller a report of all the financial transactions of the local agency during the next preceding fiscal year.

This bill would, in the case of a report filed in electronic format as prescribed by the Controller, extend the time within which the report shall be furnished to within 110 days after the close of each fiscal year.

AB 345 : Granlund. : ([Status](#) /[History](#) /[Latest](#)) (Last Amend: 07/18/97)

Topic: Libraries.

Last Action: Chaptered by Secretary of State - Chapter 167, Statutes of 1997. (08/04/97)

Lobbyist: MDB

Digest: Existing law requires that the state allocation for a library's foundation program be equal to 10% of that program and requires the proportional reduction of the state allocation to a library for its foundation program if local revenues total less than 90% of the cost of the foundation program.

This bill would no longer require the proportional reduction of the state allocation to a library for its foundation program if specified requirements in funding are met, thus providing the state's share of the cost of the foundation program to each library based only on its population served, as certified by the State Librarian.

AB 403 : Ducheny. : Asm Appr : ([Status](#) /[History](#) /[Latest](#)) (Last Amend: 05/14/97)

Topic: Literacy for Public Safety Program.

Last Action: Set, first hearing. Held under submission. (05/30/97)

Lobbyist: MDB

Digest: Existing law requires the Director of Corrections to implement literacy programs in every state prison.

This bill would create the Literacy for Public Safety Program, a library services program with the purpose of increasing the English language literacy of persons convicted of a crime and sentenced to a local correctional facility or alternative sentencing program or released on parole or probation, and specified persons accused of a crime.

AB 427 : Knox. : Asm PublicEmplys : ([Status](#) /[History](#) /[Latest](#)) (Last Amend: 04/24/97)

Topic: Public employees' health benefits: domestic partners.

Last Action: Hearing postponed by committee. (05/07/97)

Lobbyist: MDB

Digest: (1) The existing Public Employees' Medical and Hospital Care Act authorizes the Board of Administration of the Public Employees' Retirement System to provide health benefits plan coverage to state and local public employees and annuitants and their family members.

This bill would authorize the state and local employers to elect to include within the definition of "family member," domestic partners, as defined, who have submitted certificates of eligibility to the board.

AB 661 : Brewer. : Asm LocalGov : (Status /History /Latest) (Introduced: 02/26/97)

Topic: Local government finance: property tax revenue allocation: county equity.

Last Action: Set first hearing. Failed passage. Reconsideration granted. (04/02/97)

Lobbyist: MDB

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

This bill would require a county auditor, for the 1997-98 fiscal year, to allocate to the county no less than 23% of the ad valorem property tax revenues collected in the county for that fiscal year.

AB 693 : Pringle. : Asm LocalGov : (Status /History /Latest) (Introduced: 02/26/97)

Topic: Local government reorganization.

Last Action: Referred to Com. on L. GOV. (03/13/97)

Lobbyist: MDB

Digest: The Cortese-Knox Local Government Reorganization Act of 1985 prescribes the procedures for various changes of organization, including consolidation, of local government entities.

This bill would provide that notwithstanding those procedures a proposal for the consolidation of 2 or more special districts may be initiated by petitions circulated in the service areas of the districts according to specified procedures.

AB 788 : Thomson. : (Status /History /Latest) (Last Amend: 07/24/97)

Topic: Local government finance: county audits for special districts: reclamation districts.

Last Action: Chaptered by Secretary of State - Chapter 246, Statutes of 1997. (08/08/97)

Lobbyist: MDB

Digest: (1) Under existing law, a county auditor shall either make or contract with an accountant to make an annual audit of the accounts and records of every special purpose district within the county for which an audit is not otherwise provided, under specified conditions.

This bill would authorize a board of supervisors to replace a special district audit with a financial review, in accordance with specified federal definitions, of a special district under certain circumstances.

AB 813 : Baldwin. : Asm Appr : (Status /History /Latest) (Last Amend: 05/15/97)

Topic: Income and bank and corporation taxes: credits: swimming pool safety devices.

Last Action: Set, second hearing. Held under submission. (05/30/97)

Lobbyist: MDB

Digest: The Personal Income Tax Law authorizes various credits against the taxes imposed by that law.

This bill would authorize a credit against those taxes for each taxable year beginning on or after January 1, 1997, and before January 1, 2001, subject to specified limits, for adding or upgrading approved child safety devices, as defined, for residential swimming pools, as provided.

AB 934 : Baldwin. : Asm LocalGov : (Status /History /Latest) (Introduced: 02/27/97)

Topic: Property tax revenue allocation: local agency relief: revenues from new construction.

Last Action: Referred to Com. on L. GOV. (03/17/97)

Lobbyist: MDB

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

This bill would modify these reduction and transfer provisions by requiring a county auditor, for the 1998-99 fiscal year and each fiscal year thereafter, to reduce the amount of ad valorem property tax revenue that is allocated to the county's Educational Revenue

Augmentation Fund by an amount that is equal to the amount of ad valorem property tax revenue that is derived from the assessment of any property that was first assessed on the regular roll as "new construction," as defined by specified statutory provisions, for the 1998-99 fiscal year or any fiscal year thereafter.

AB 1349 : Kaloogian. : Asm LocalGov : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Local government: property taxes.

Last Action: Set, first hearing. Hearing cancelled at the request of author. (04/17/97)

Lobbyist: MDB

Digest: Existing law provides for a prescribed revenue allocation shift for education commencing with the 1992-93 fiscal year by which certain property tax revenues were shifted from counties, cities, and special districts to school districts and community college districts.

This bill would repeal those provisions and specify that a county auditor shall instead allocate the total amount of ad valorem property tax revenue that would have been required to be shifted to school and community college districts among the county and the cities and special districts in the county.

AB 1484 : Hertzberg. : Sen Appr : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Local government reorganization.

Last Action: Read second time, amended, and re-referred to Com. on APPR. (07/21/97) Hearing set for 08/25/97

Lobbyist: MDB

Digest: Under the Cortese-Knox Local Government Reorganization Act of 1985, a local agency formation commission is established in each county for the review and approval of changes in boundaries of local agencies.

This bill would create the Commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules, and the Senate Committee on Rules, as specified.

ACA 4 : Aguiar, et al. : Sen Local Gov : (Status /History /Latest) (Last Amend: 04/14/97)

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

Last Action: Referred to Coms. on L.GOV. and C.A. (06/10/97) Hearing set for 07/16/97

Lobbyist: MDB

SB 147 : Kopp, et al. : Sen Local Gov : (Status /History /Latest) (Last Amend: 07/23/97)

Topic: Local agency borrowing.

Last Action: From committee with author's amendments. Read second time. Amended. Re-referred to committee. (07/23/97)

Lobbyist: MDB

Digest: (1) Under the Marks-Roos Local Bond Pooling Act of 1985, a joint exercise of powers authority may issue bonds to assist local agencies in financing public capital improvements, working capital, liability or other insurance needs, or projects whenever there are significant public benefits for taking that action.

This bill would provide that an authority may not issue bonds for the purpose of paying the costs of constructing or acquiring a public capital improvement unless (a) the authority reasonably expects on the date of issuance of the bonds that the public capital improvement is to be located, in whole or in part, within the boundaries of one or more of the member agencies of the authority and will be owned and operated by the member or member agencies of the authority, or the United States or one of its instrumentalities, or the state; and (b) the legislative body of each local agency whose project or projects are being funded by bonds issued by the authority conducts a public hearing to approve the project and makes a finding of significant public benefits.

SB 154 : Thompson (Principal coauthors: Assembly Members Brown, et al. : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Transactions and use taxes: counties: public libraries.

Last Action: Chaptered by Secretary of State. Chapter88, Statutes of 1997. (07/21/97)

Lobbyist: MDB

Digest: Existing law authorizes various local governmental entities, in accordance with certain requirements and limitations, to levy transactions and use taxes pursuant to the Transactions and Use Tax Law.

This bill would additionally authorize the board of supervisors of a county to impose a transactions and use tax at a rate of 0.125% or 0.25% by the adoption of an ordinance, as specified, if certain conditions are met.

SB 375 : Sher, et al. : Senate : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Taxation.

Last Action: In Senate. To unfinished business. (Veto) Veto Msg (08/05/97)

Lobbyist: MDB

Digest: (1) Existing law requires any local entity imposing a tax pursuant to the Transactions and Use Tax Law to contract with the State Board of Equalization for the administration of that tax, and requires the board in each fiscal year to charge each contracting jurisdiction for the board's administrative services an amount that is determined by the board, with the concurrence of the Department of Finance, on the basis of total special taxing jurisdiction costs, as specified.

This bill would require the State Board of Equalization, in recovering for the 1997-98 fiscal year and each fiscal year thereafter its costs incurred in administering a transactions and use tax imposed by the County of Stanislaus for the support of countywide library programs and operations, to charge that county an amount that is determined by the board, with the concurrence of the Department of Finance, as specified, but is in no event in excess of 5% of the amount of revenues derived from that tax in the relevant fiscal year.

SB 409 : Alpert, et al. : Sen Appr : (Status /History /Latest) (Last Amend: 04/28/97)

Topic: Libraries.

Last Action: Set, first hearing. Held in Committee without recommendation. (05/29/97)

Lobbyist: MDB

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

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

SB 712 : Haynes. : Asm LocalGov : (Status /History /Latest) (Last Amend: 05/13/97)

Topic: Local government reorganization.

Last Action: Joint Rule 61(a)(9) suspended. (08/12/97) Hearing set for 08/27/97

Lobbyist: MDB

Digest: Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, requires the local agency formation commission of a county to authorize the conducting authority to order the consolidation of districts, dissolution, merger or establishment of a subsidiary district, or reorganization including any of these changes of organization without an election, except as otherwise specified.

This bill would repeal that provision.

SB 880 : Craven, et al. : Assembly : (Status /History /Latest) (Last Amend: 06/03/97)

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

Last Action: Placed on inactive file on request of Assembly Member Torlakson. (07/03/97)

Lobbyist: MDB

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

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

SB 889 : Hayden. : Sen Local Gov : (Status /History /Latest) (Introduced: 02/27/97)

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

Last Action: Hearing postponed by Committee. (03/11/97)

Lobbyist: MDB

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

This bill would modify these reduction and transfer requirements, commencing with the 1997-98 fiscal year, by requiring that each reduction and transfer amount calculated for a local agency in a county be annually reduced in accordance with an unspecified schedule, and that the revenues not allocated to the county's Educational Revenue Augmentation Fund as a result of these reductions be instead allocated among the local agencies in the county, as provided.

SB 919 : Rainey. : (Status /History /Latest) (Last Amend: 07/01/97)

Topic: Local government taxes, fees, assessments, and charges.

Last Action: Chaptered by Secretary of State. Chapter38, Statutes of 1997. (07/01/97)

Lobbyist: MDB

Digest: Article XIIC of the California Constitution generally requires a majority vote of the electorate for a local government to impose, extend, or increase any general tax and a 2/3 vote of the electorate to impose, extend, or increase any special tax and permits the use of the initiative to affect local taxes, assessments, fees, and charges.

This bill would enact the Proposition 218 Omnibus Implementation Act to prescribe specific procedures and parameters for local dictions in complying with Article XIIC and Article XIID of the California Constitution.

SB 1100 : Solis. : Asm Appr : (Status /History /Latest) (Last Amend: 07/24/97)

Topic: Libraries.

Last Action: From committee with author's amendments. Read second time. Amended. Re-referred to committee. (07/24/97) Hearing set for 08/27/97

Lobbyist: MDB

Digest: (1) Existing law requires state funds for a library's foundation program to supplement, but not supplant, local revenues appropriated for the public library.

This bill would authorize any city, county, district, or city and county also to request a waiver by demonstrating the percentage of reduction in local revenues appropriated for the library is no greater than the percentage of reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of the addition of Article XIID, otherwise known as the Right to Vote on Taxes Act, to the California Constitution as approved by the voters at the November 5, 1996, general election.

SB 1288 : Calderon. : Sen Local Gov : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Local government reorganization.

Last Action: Set, first hearing. Hearing cancelled at request of author. (04/21/97)

Lobbyist: MDB

Digest: Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, prescribes the procedures for changes of organization and reorganization of local government entities and sets forth various findings and declarations of the Legislature.

This bill would state the findings and declarations of the Legislature concerning procedures to merge special districts and the necessity for a pilot project to develop quicker and cheaper procedures for the consolidation of special districts.

SB 1294 : Leslie, et al. : Sen Appr : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Property tax revenue allocations: Teeter Plan counties: shift reduction.

Last Action: Set, first hearing. Held in Committee without recommendation. (05/29/97)

Lobbyist: MDB

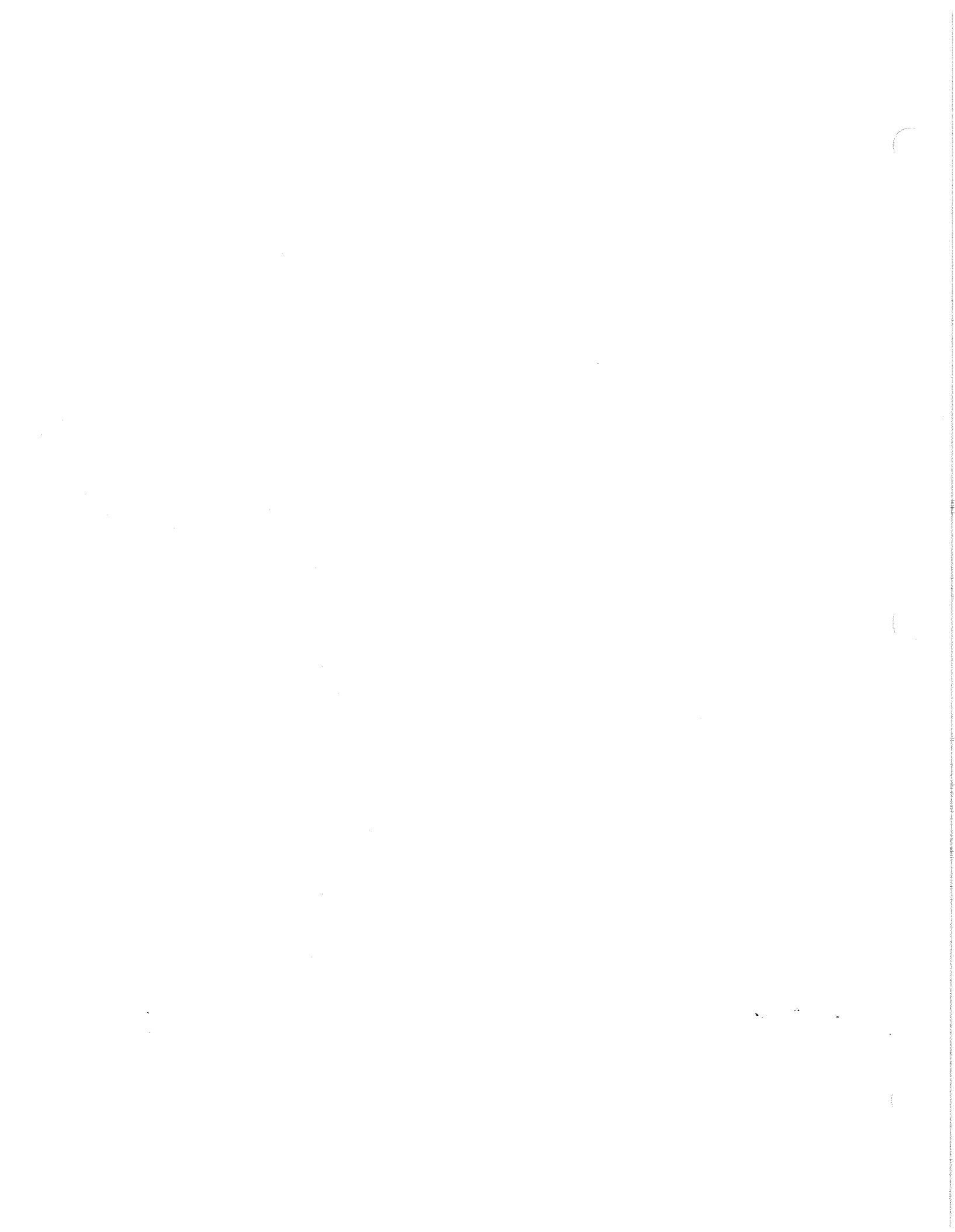
Digest: Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally provides that each jurisdiction shall be allocated an amount equal to the total of the amount of revenue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

This bill would instead define a "qualified county" as any county that has implemented this specified alternative distribution method, and would, with respect to counties that first implemented this alternative distribution method prior to the 1994-95 fiscal year, define the "designated fiscal year" as the 1998-99 fiscal year.

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E-mail: capweb@quiknet.com





California
Special Districts
Association

1121 L Street
Suite 508
Sacramento, CA
95814

916.442-7887
Fax 916.442-7889

CSDA LEGISLATIVE COMMITTEE/ LOCAL CHAPTERS MEETING

Thursday, August 7, 1997
Senator Hotel Office Building
1121 L Street, First Floor Conference Room
1:00 p.m. - 4:00 p.m.

AGENDA

1. Welcome/Self-Introductions -- Chairman Harry Ehrlich
2. Role of CSDA Local Chapters in CSDA's Legislative Decision-Making Process -- Chairman Ehrlich
3. Review/Status of CSDA's Grass Roots Network -- Chair Ehrlich and CSDA Legislative Advocate Ralph Heim
4. Review of State Budget/ERAF -- Ralph Heim
5. Review/Status of Current Legislation -- Ralph Heim
6. Open Discussion -- All
7. Adjournment

Executive Director
Catherine Smith

Legislative Advocate
Ralph Heim
916.442-4584

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING - 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2106 • FAX (916) 448-4808

July 25, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
FROM: Mike Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

I. NO END IN SIGHT FOR BUDGET RESOLUTION

As California continues to operate without a state Budget in place, the "Big 5" has reached an impasse, and the legislature is being asked to move their August calendars forward and continue their committee work until they adjourn for the summer recess, which should have began on July 18th. In past years, when the Budget Conference Committee had been unable to reach agreement on critical issues, they deferred action to the "Big 5": Governor Pete Wilson, Senate President pro Tem Bill Lockyer, Senate Republican Leader Rob Hurtt, Assembly Speaker Cruz Bustamante, and Assembly Republican Leader Curt Pringle. Now lobbyists are placing bets as to when the "Big 5" might come to an agreement, and capitol staffers, who do not get paid until a Budget is passed, are being offered short-term loans by lending institutions.

This year the "Big 5" process has come under serious attack, with one member in the Assembly going so far as to introduce an Assembly Concurrent Resolution containing a paragraph stating:

"Whereas, the recent practice of submitting critical decisionmaking authority regarding the Budget Bill to the so-called "Big Five" has granted to the executive branch of state government disproportionate power over the legislative function with respect to the Budget Bill."

Senator Lockyer has introduced a Constitutional Amendment which would allow a majority vote on the Budget, instead of the current 2/3rds supermajority. Another legislator has authored a Constitutional Amendment to provide only \$5 per diem to each legislator per day until the Budget bill is passed.

As of this writing, the Budget bill still contains an augmentation to the Public Library Fund of \$10 million. The ERAF (Educational Revenue Augmentation Fund) appropriation, however, is not as secure. Since ERAF has been a bargaining piece in this year's Budget,

Post-It [®] Fax Note	7671	Date	7/28/97	# of pages	6
To	MCLS/SLB/Associate	From	MCLS/SLB HQ		
Co./Dept	Member Directors	Co			
Phone #	SUC CURZON CSUN	Phone #	818/683-8244		
Fax #	(Eugenia Wang. Orange CA)	Fax #	818/683-8097		

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P.02

it has been subject to ongoing negotiations. One member of the leadership is suggesting a decrease in the Assembly version of the Budget for ERAF down from the proposed \$280 million, calling that total "too heavy to fly."

II. OTHER ISSUES OF INTEREST TO LIBRARIES

In addition to SB 154-Thompson, which we reported was signed into law on Monday, several other bills of importance to our CLA members have been acted on or are awaiting action by the Governor.

AB 132-CAMPBELL On Tuesday, the Governor signed this measure, which would require school districts that provide Internet access to pupils, to adopt a policy regarding access to on-line sites making reference to defined harmful matter. This requirement will sunset on December 31, 2002. A copy of the policy will be required to be provided to parents. (CLA position: Disapprove)

AB 345-GRANLUND The Governor is currently in possession of AB 345, which would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless. (CLA position: Support)

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Agenda Item 22,

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JUL-31-97 THU 13:23

P. 01

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING - 925 L STREET - SUITE 1400
SACRAMENTO, CA 95814 - (916) 448-2196 - FAX (916) 448-4808

July 31, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

PAYMENT TO PERS MEANS PLF IS NOW IN TROUBLE

On Tuesday, the Governor released to the press a copy of his letter instructing State Controller Kathleen Connell to pay a \$1.36 billion judgement against the State by the California Public Employees' Retirement System (CalPERS). This action was in response to the Democrats objections to the Governor's billion dollar tax cut proposal, which they believe would significantly impact school funding. Yesterday, Kathleen Connell cut the check and stated in her press release, "I'm making the payment because it represents the only opportunity to resolve an extended and costly budget debacle, which ground small businesses to a halt and sacrificed hard-earned paychecks due to Sacramento back room politics." According to some members of the Assembly, the transaction will not be "processed" until Friday, giving legislators enough time to propose alternatives.

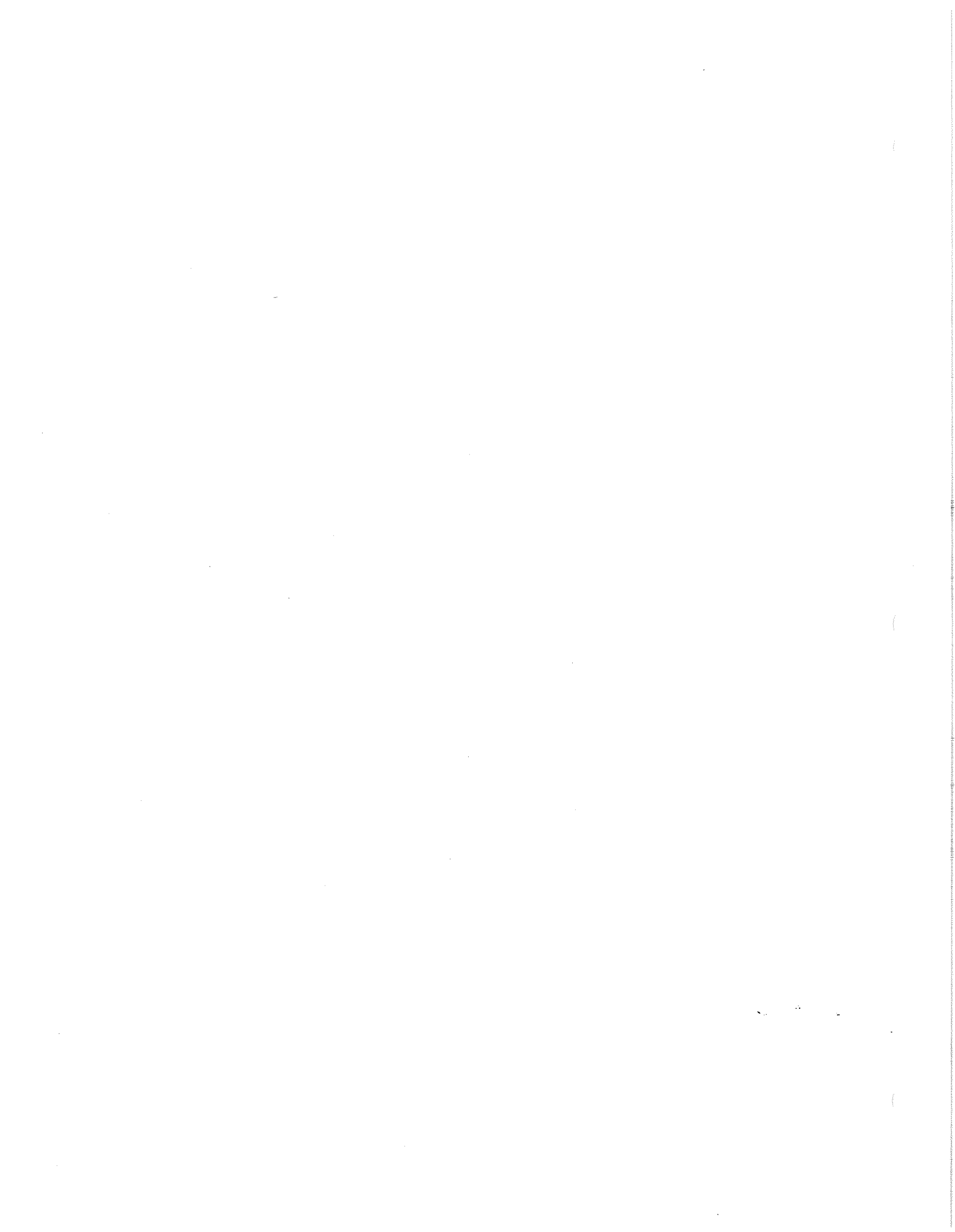
Shortly after noon, the Department of Finance released a seven page "general fund solution" of necessary cuts, which would pay for the PERS payment. It is estimated that approximately \$2 billion in cuts would need to be made to accommodate the PERS buyout, accommodate the over-balanced Budget, and provide for a very modest reserve. According to this list, the Governor proposes to delete the \$10 million PLF augmentation currently in the Assembly and Senate versions of the Budget.

The Governor's proposal also sacrifices \$280 million in ERAF money currently in the Assembly Budget, and reveals drastic cuts to the University of California system, health and welfare and in salary increases for state workers. The proposal has lobbyists in a frenzy trying to save various special interest pieces, and, simultaneously, legislators are attempting to save their own district "Member requests."

This morning at a meeting with Assemblymembers Mike Sweeney and Helen Thomson, CLA and other local government lobbyists were instructed that the legislature is currently drafting its own "general fund solution" list, which should be available later this afternoon. The Budget Conference Committee is expected to reconvene as early as Friday to reconcile the two lists. We will keep you posted as the details unfold.

m./21

Post-It* Fax Note	7671	Date	8/1/97	# of pages	1
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co/Dept	Member Directors	Co.			
Phone #	SUC Curzon CSUN	Phone #	818/683-8244		
Fax #	(Eugenia Wany. orange CA)	Fax #	818/683-8097		



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P. 01

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

August 7, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
**FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist**
RE: NEWS FROM THE CAPITOL

I. THREE MILLION SAVED FOR LIBRARIES - SO FAR

Last week we reported that as a result of the Governor's decision to pay off the PERS judgement against the State immediately, rather than over a number of years, the Governor and the Legislature would be forced to make almost \$2 billion in cuts from the Budget. The Governor's "cut list" included deletion of the \$10 million PLF augmentation CLA had worked to get in the Assembly and Senate versions of the Budget. Subsequent discussions with key legislative staff revealed that we were also on the recommended "cut list" in both houses.

In a final effort to salvage some funding, we made a personal plea to the six members of the Budget Conference Committee (Senators Thompson, Peace, and Wright, and Assemblymembers Ducheny, Escutia, and Miller) for \$5 million. When the Committee convened yesterday afternoon, decisions had already been made behind closed doors. Within minutes, the Conference Committee took action to reduce or eliminate approximately 145 state and local programs by more than \$1.6 billion.

We are pleased to report the Committee left \$3 million of the \$10 million augmentation for libraries intact, with the intention that it fund AB 345-Granlund. The \$3 million is sufficient to fund the Granlund bill, while holding other libraries harmless. Said one chief consultant last evening, "Mike, with all of the cuts in health services, including prenatal care, cancer research, etc., you should feel good about keeping even \$3 million for your libraries." While this action is promising, it is still subject to the Governor's "blue pencil."

II. GOVERNOR SIGNS AB 345-GRANLUND

Earlier this week, Governor Wilson signed AB 345 by Assemblyman Brett Granlund (R-Yucaipa), which would, in future years, distribute Public Library Foundation (PLF) funding on a per capita basis, if funding reaches a level that holds all libraries, above the statewide average, harmless.

CLA established a "PLF Task Force" several years ago to research the various options for distributing the PLF funding on a more equitable basis. Under the current formula, for example, one library spends \$160 per capita, and receives the fully authorized state PLF match of 58 cents per capita. The lowest funded library, by contrast, is able to spend only \$3.90 per capita, and consequently receives only 13 cents per capita in state matching funds.

Post-It® Fax Note	7671	Date	8/7/97	# of pages	4
To	MCLS/SLIS/Associate	From	MCLS/SLIS HQ		
Co/Dept	Member-Directors	Co.			
Phone #	SUC CURZON, CSUN	Phone #	818/683-8244		
Fax #	(Eugenia Hwy, Orange PL)	Fax #	818/683-8097		

08/07/97 18:22:29

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AUG-07-97 THU 16:11

P.02

AB 345 will use the first \$3 million of any new state funds to bring these lowest spending libraries up to the 58 cents level, and then, all future PLF funds will be distributed to libraries on a equal per capita basis. CLA has made this measure part of a comprehensive PLF package, along with the 1997 Budget augmentation for an increase in PLF funding.

III. THE BUDGET WAITING GAME

It seems that of late, the best two things a lobbyist should own is a sense of humor and a good book. The 1997 Budget process is not necessarily atypical of the waiting games of years past, however, the prolonged anticipation of the resolution of so many major issues is new this year. A brief re-cap of how erratic the process has been recently, is as follows:

Last Saturday, the Budget Conference Committee was scheduled to meet at 1 p.m. They cancelled the hearing until 4 p.m. on Sunday. That hearing was moved to 6 p.m., and then subsequently cancelled entirely. Monday held promise of hearings, however, one never materialized. On Tuesday, lobbyists were told they would convene at 8 p.m. With more than 100 audience members present (lobbyists, the Legislative Analyst's Office, and Department of Finance), the Committee eventually announced their adjournment a half hour later. On Wednesday we were jubilant to learn that they would hold a hearing (and really meant it this time!). The 11 a.m. hearing turned in to a noon hearing, which turned into a 1 p.m. hearing. When the Budget Conference Committee finally did convene, it was 2:15 p.m. They worked for two solid hours, and then promised to return at 7 p.m. While the leadership wrapped up a conference call, the same group of lobbyists and staff milled around (with one CLA lobbyist making dinner out of vending machine cookies and orange juice). The hearing was eventually cancelled at 10:20 p.m.

Today we are still on "Call of the Chair."

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AUG-13-97 WED 10:01

P. 01

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PARK EXECUTIVE BUILDING - 925 L STREET - SUITE 1400
SACRAMENTO, CA 95814 - (916) 448-2196 - FAX (916) 448-4808

August 13, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

"NO WAY TO BAKE A CAKE, AND NO WAY TO BUILD A BUDGET"

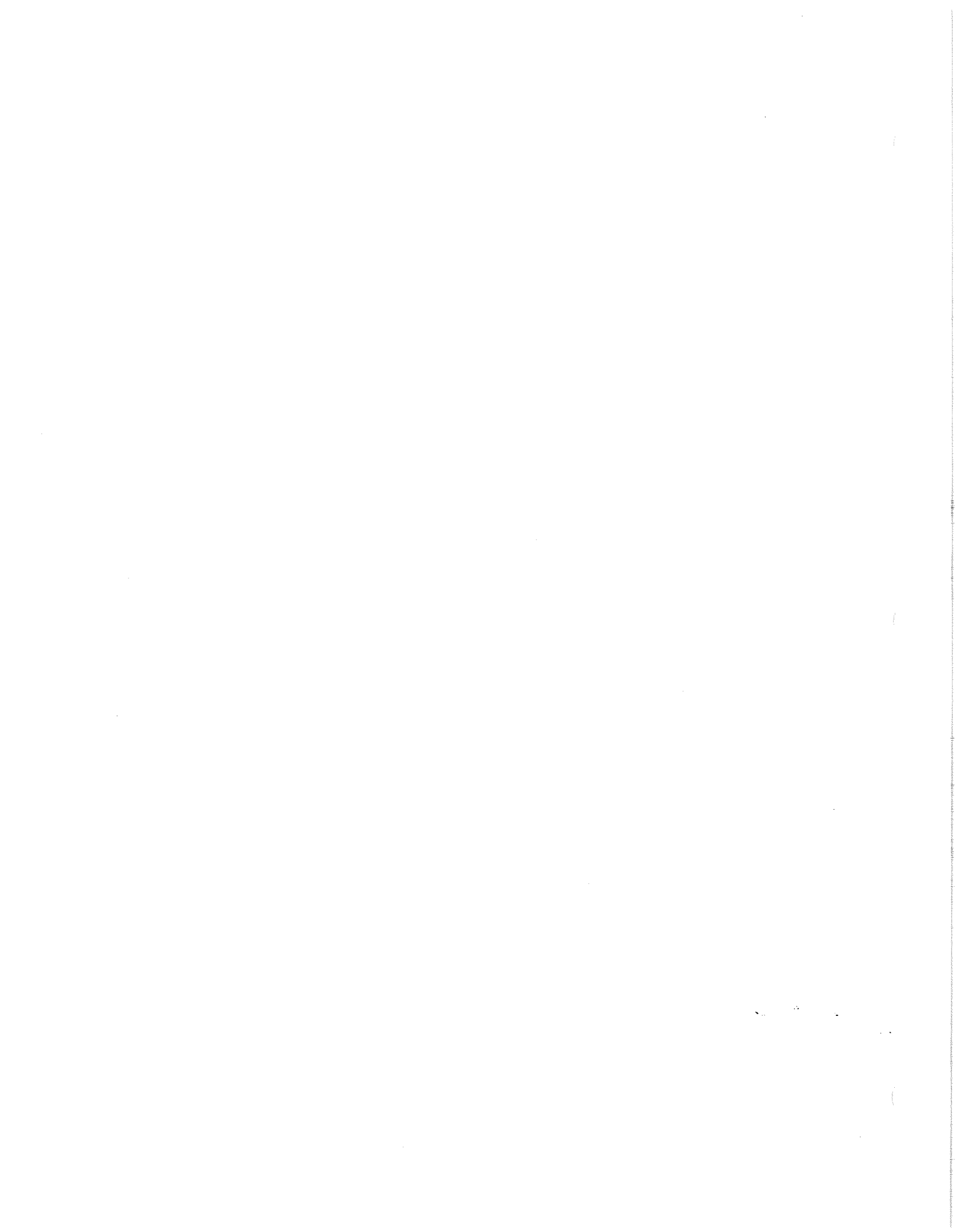
Likening the Budget process to a badly baked cake, that "wouldn't pass the Betty Crocker test," and contained "large swabs of buttercream rhetoric," Assemblywoman Helen Thomson (D-Navis) announced that she would join many others in voting "no" on Monday night's Budget, particularly in light of \$280 million lacking in ERAF aid to local governments. Despite the effort by strong supporters in the local government caucus to encourage opposition for the omission, the Budget passed the Assembly on a vote of 58 to 15. The Senate passed the Budget bill earlier in the afternoon.

Both houses worked past midnight on Monday and returned yesterday afternoon to pass approximately 40 Budget Trailer bills. Included in this grouping was a Budget Trailer bill to "correct" the ongoing "ERAF library issue". (See memo, August 8, 1997).

Introduced in the Senate by President pro Tem, Bill Lockyer, and in the Assembly by Republican Leader, Curt Pringle, AB 1589, "would make changes in the determination of ERAF transfers from fire districts and libraries." The new trailer bill language, (noted in CLA's August 8th memo), is designed to nullify the Controller's July letter pertaining to Section 97.37 of the Revenue and Taxation Code. AB 1589 "clarifies that libraries must shift funds to FRAF under the 1992-93 and 1993-94 formulas." Further, the bill analysis notes that AB 1589 would "prevent the Controller's opinion from resulting in an on-going State General Fund cost of up to \$60 million a year (and up to \$180 million if retroactive adjustments were required.)" Budget Conference Committee Co-Chair, Assemblywoman Ducheny rose in support of the measure, noting that the bill would "restore the status quo from before the [Controller's] letter went out."

The legislature concluded most of its business about 9:00 p.m. last night and adjourned until August 25th. Several controversial issues relating to education remain unresolved. The Governor is expected to sign the Budget tomorrow or Friday.

Post-it* Fax Note	7671	Date	8/13/97	# of pages	1
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co./Dept.	Member Directors	Co.			
Phone #	SUC CURSON CSUN	Phone #	818/683-8244		
Fax #	(EUGENIA WONG, OTERO PL)	Fax #	818/683-8097		



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

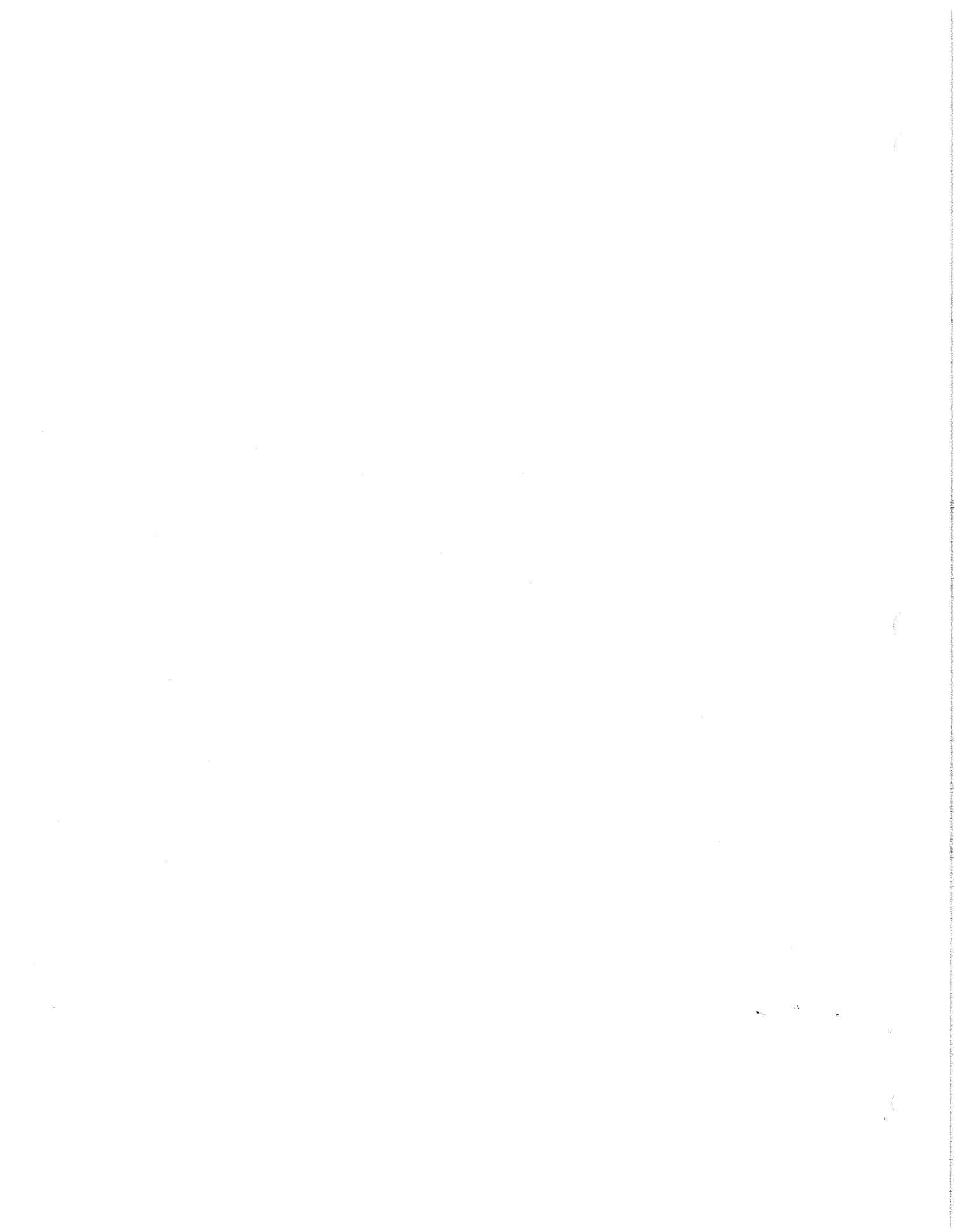
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: August 19, 1997

BACKGROUND:


There has been no activity on the Strategic Plan since the July 15, 1997 Board Meeting.

RECOMMENDATION:

Receive and File



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: 1997 Staff Appreciation Dinner
DATE: August 19, 1997

BACKGROUND:

The 1997 Staff Appreciation Dinner was held on Thursday, July 17 at Sophia's Restaurant, Placentia.

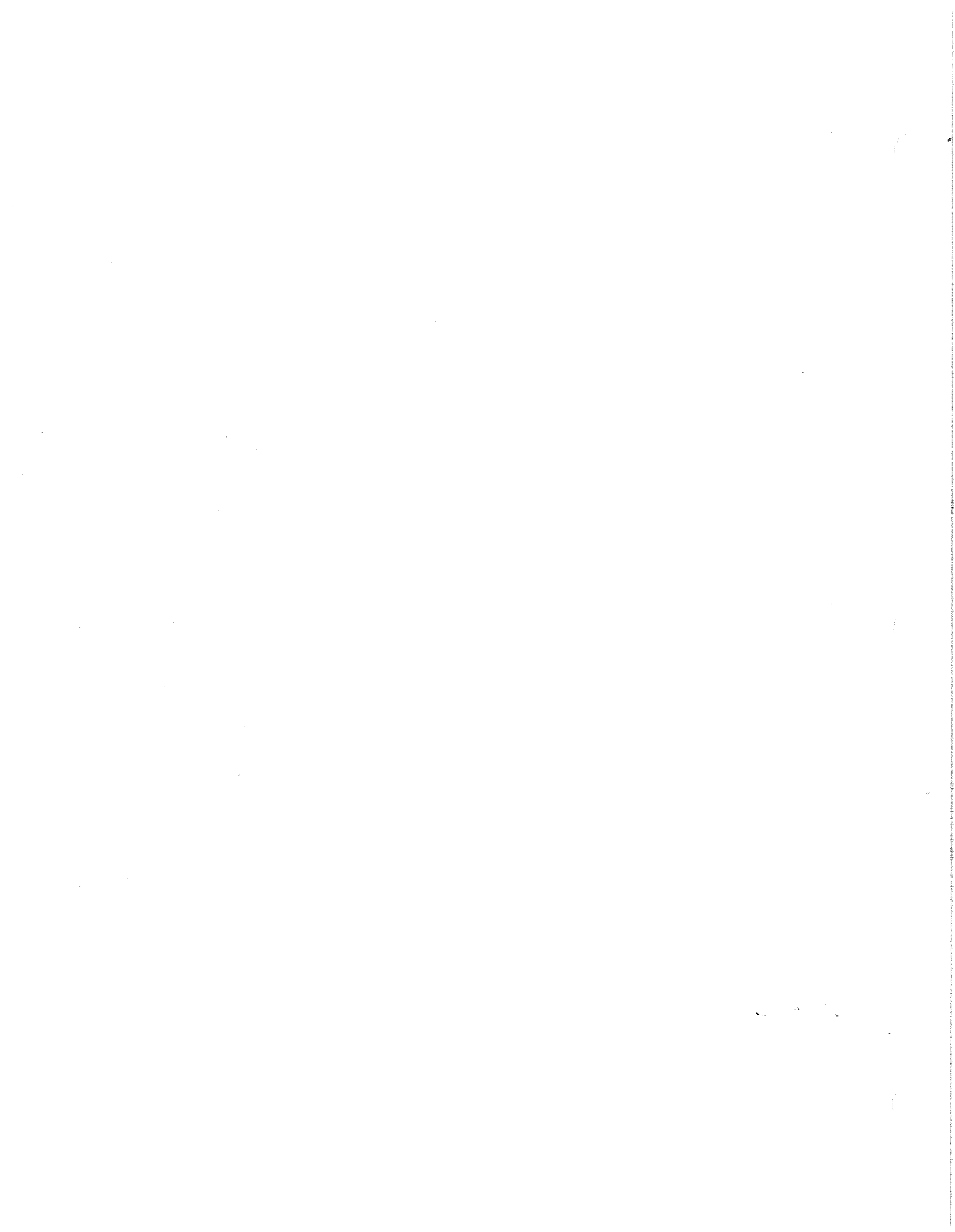
Attending were 31 Library staff, Library Trustees, Friends Board Members, Foundation Board Members, and special guests Volunteer Paul Deputy and his wife, Ilse.

A 20 year Service Award was presented to Cheryl Willauer. Five year Service Awards were presented to Elizabeth Minter and Esther Guzman.

A 20 year Service Award for Katie Matas will be presented at a future Library Board meeting.

RECOMMENDATION:

Receive and File



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

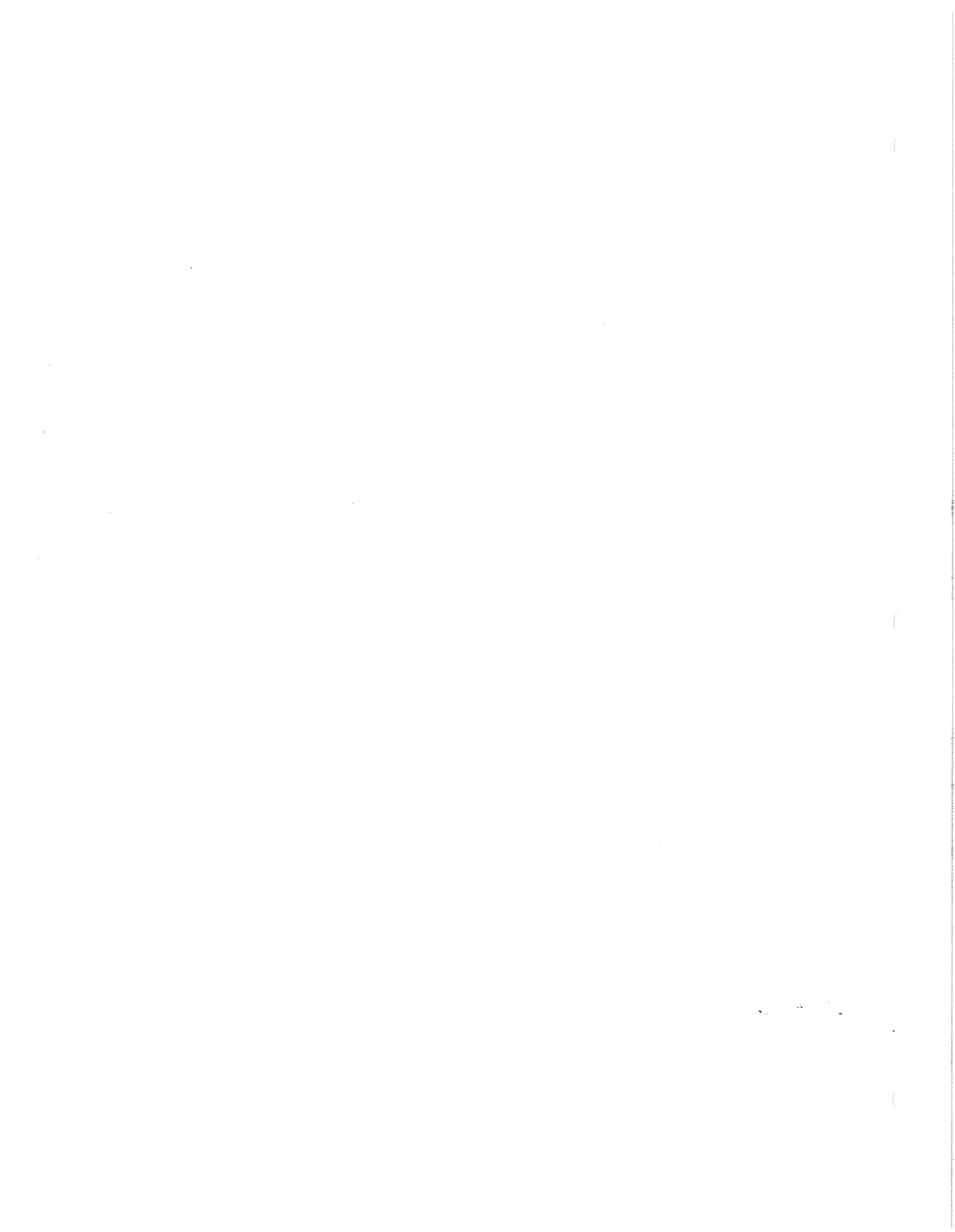
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Proposition 208 Fact Sheet
DATE: August 19, 1997

BACKGROUND:

The Fair Political Practices Commission has prepared a Proposition 208 Fact Sheet for City, County and Special District Officeholders and Candidates.

RECOMMENDATION:

Receive and File



PROPOSITION 208 Fact Sheet

For: City, County and Special District
Officeholders & Candidates

On November 5, 1996, Proposition 208, the California Political Reform Act of 1996, was passed by the voters. The provisions of Proposition 208 amend the Political Reform Act of 1974. The new provisions became effective January 1, 1997. Under Proposition 208, the amount of contributions individuals, corporations, unions, PACs, organizations and other entities may contribute to candidates seeking election in local jurisdictions is limited. In addition, Proposition 208 also provides for voluntary spending limits at the local level if the local jurisdiction provides for them. This fact sheet is being provided for informational purposes only, and is not intended to provide legal interpretation of the provisions contained in Proposition 208.

The Commission has adopted regulations and has responded to many requests for written advice concerning the provisions of Proposition 208. These regulations and advice letters may be ordered toll-free via fax demand by calling 1-888-622-1151. Advice letters may also be accessed on the Commission's website
<http://www.fppc.ca.gov/fppc/>

Many of the provisions of Proposition 208 are currently being challenged in the U.S. District Court, Eastern District of California.

Ban on Off-Year Fundraising:

Candidates seeking election in local jurisdictions are prohibited from accepting contributions for a period of time before any primary or special primary election or, in the event there is no primary or special primary election, any regular election or special election in which the candidate is attempting to be on the ballot or is a write-in candidate.

- In districts of **fewer than 1,000,000** residents, candidates may not accept contributions **prior to 6 months** before their election.
- In districts with **1,000,000 or more** residents, candidates may not accept contributions **prior to 12 months** before their election.

Example:

A district with fewer than 1,000,000 residents is holding an election on November 4, 1997. Effective January 1, 1997, all candidates seeking election, including officeholders seeking re-election, may not accept a campaign contribution until May 4, 1997.

Officeholder Account:

Elected officeholders may establish a segregated fund—an officeholder account, for expenses related to assisting, serving, or communicating with constituents, or carrying out the official duties of the elected officer. Expenditures from the officeholder account may **not** be made in connection with any campaign for elective office, e.g., political fundraising, communications containing express advocacy, or political activities, or for expenditures supporting/opposing ballot measures. Funds deposited into an officeholder account may not later be transferred into a future election account.

The aggregated contributions to an officeholder account may not exceed \$10,000 per calendar year. Beginning January 1, 1997, an officeholder may solicit or receive contributions of \$250 or less from a single source during the calendar year for deposit into the officeholder account.

An officeholder may transfer funds held prior to January 1, 1997, into this account. The transferred funds are not subject to the \$250 contribution limit. Transferred funds and contributions to an officeholder account may not, in the aggregate, exceed \$10,000 per calendar year.

If an officeholder transferred the full \$10,000 into the account during 1996, he/she may not raise or deposit any additional money during 1997. If an officeholder transferred less than \$10,000 during 1996 into the account, the officeholder may raise and deposit the difference between that amount and \$10,000 into the officeholder account in 1997.

If the officeholder does not use all of the funds transferred/raised during 1997, he/she may carry over the unspent portion into the next year. For example, if an officeholder ends 1997 with \$4,000 in his/her account, the officeholder may raise an additional \$10,000 into the account during 1998.

A new bank account must be opened to receive officeholder contributions and transfers. If an officeholder transfers funds or receives contributions aggregating \$1,000 or more to the account, he/she will be required to establish a **new** committee and file a Form 410, Statement of Organization. The name of the committee must contain the words “officeholder account.” Forms 501/502 are **not** required. A Form 490, Officeholder, Candidate, and Controlled Committee Campaign Statement—Long Form must be filed on a semi-annual basis disclosing the transferred funds/contributions received and the expenditures made from this account.

Committees Established Prior to January, 1997:

Funds in a campaign account established prior to January 1, 1997, are governed by Sections 89510-89518 of the Political Reform Act. In general, the funds must be used for a political, legislative or governmental purpose which includes using the funds for officeholder expenses (e.g., mailings to residents, attendance at governmental related conferences). Certain restrictions apply which are outlined in FPPC’s Campaign Disclosure Manual A. The committee funds may also be redesignated for a future election or transferred to a new election committee.

A committee with debt from pre-1997 elections may continue to collect contributions to retire the debt. The funds must be collected subject to the contribution limits of Proposition 208, applied separately to each election. The funds do not count against the contribution limits for post-January 1, 1997, elections. A committee's campaign bank account may not be redesignated for a future election if the committee has any outstanding debts.

SELECTED PROVISIONS OF PROPOSITION 208 RELATIVE TO YOUR NEXT ELECTION

Contributions Raised Prior to January, 1997:

Contributions raised prior to January 1, 1997 may be transferred to a future election account after January 1, 1997, and are not subject to the limits contained in Proposition 208. The candidate and committee receiving the transfer must have a Candidate Intention Form 501 and a Campaign Bank Account Form 502 on file designating an election date. If a candidate opened such an account prior to January 1, 1997, he/she is not required to open a new bank account.

Contribution Limits (Per Election):

- Local races in districts with 100,000 or more residents: individuals, business entities, unions, organizations, PACs, et al: **\$250**
Small contributor committees: \$500
- Local races in districts with fewer than 100,000 residents: individuals, business entities, unions, organizations, PACs, et al: **\$100**
Small contributor committees: \$200

There are provisions in Proposition 208 that will increase the contribution limits, for example, if a local jurisdiction provides for voluntary spending limits. The contribution limits do not apply to the candidate's personal funds used to support his/her own election. However, limits apply to contributions from a spouse. A candidate's personal funds that he/she loans to the committee may not exceed \$20,000 at any one time. All loans or extension of credit for more than 30 days to a candidate by other persons are treated as contributions and subject to the applicable limits. This does not apply to loans from a bank or financial institution made in the normal course of business.

Transfer Ban:

Proposition 208 prohibits the transfer of contributions received by one officeholder or candidate to any other officeholder or candidate for elective office. Candidates may use personal funds within the limits to make contributions to other candidates/officeholders.

Members of Public Boards and Commissions:

Individuals who are appointed members of public boards or commissions may not make contributions to, accept contributions for, or solicit contributions on behalf of, the person who made the appointment.

Bundling of Contributions:

Contributions made directly or indirectly to a candidate through an intermediary conduit are treated as contributions from the contributor and the intermediary/conduit for purposes of the contribution limit, unless the intermediary/conduit is the candidate or candidate's eligible representative, or a volunteer hosting a fundraiser away from his/her place of business.


Disclosure of Contributor Information:

A candidate may not deposit contributions of \$100 or more unless he/she has all disclosure information—the name, address, occupation and employer of the contributor—on file.

Surplus Funds:

Proposition 208 provides that any campaign funds in excess of expenses incurred for a campaign shall be deemed to be surplus campaign funds 90 days after the candidate's withdrawal, defeat or election to office. No more than \$10,000 of the surplus funds may be deposited in the candidate's officeholder account, as provided above, and any remaining surplus funds must be contributed to a political party, returned to contributors, or turned over to the State General Fund.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997
DATE: August 19, 1997

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997.

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

RECOMMENDATION:

Receive and File

CALIFORNIA LIBRARY LITERACY SERVICE

In-Kind Resource Development (Fiscal Year 1996/97)

Placentia Library District

X

Name of Library

1st Quarter
July-September

2nd Quarter
October-December

3rd Quarter
January-March

4th Quarter
April-June

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

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$180	\$0	\$0	\$180	\$900	\$5,000
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$120	\$0	\$0	\$120	\$465	\$1,500
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,425	\$1,500
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$0	\$0	\$375	\$300	\$0	\$0	\$675		
COLUMN TOTALS FOR YTD	\$0	\$0	\$1,425	\$1,365	\$0	\$0		\$2,790	

2. VOLUNTEER HOURS	This Qtr.	YTD	Double Check: The sum of Line 'QTR' and 'YTD' Grand Totals MUST EQUAL the sum of Column 'QTR'
a) Literacy Instruction	980	3,131	
b) Talent/Support Services	533	1,667	

COMMENTS:

Katie Matas

Signature of person submitting report

Katie Matas

Person

Title Literacy Coordinator

Literacy Coordinator

(714) 524-8408 ext. 213

Title

Telephone Number

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1996/97)

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

_____ 3rd Quarter X 4th Quarter
January-March April-June

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.		76
2. Adult Learners who began during quarter	2.		14
3. Adult Learners who left during quarter		1	
a. Learners who met goal	3a.		
b. Learners who became physically inaccessible this quarter	3b.	2	
c. Learners who left program for other reasons	3c.	2	
d. Learners who left program WITHOUT notification	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		5
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		90
5. Adult Learners referred to other programs (never instructed) this quarter	5.		6

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.		130
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.		19

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.		85
9. Prospective Adult Learners awaiting instruction at end of quarter	9.		39

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	25	0	51	0	0	9	0	0	85

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	28	28	15	11	1	1	1	85

12. Gender	Male	Female	TOTAL
	28	57	85

Double Check:

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

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator

Title

7/17/97

Date

Katie Matas

Contact Person

Literacy Coordinator

Title

(714) 524-8408 ext. 213

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

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

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.		54
2. Tutors who began instructing during quarter	2.		12
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	3	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		3
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		66
5. Number of tutors trained during quarter	5.		13
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.		96
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.		49

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		63
10. Prospective tutors awaiting training/matching at end of quarter	10.		23

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

or Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

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

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	2	0	5	0	0	56	0	0	63

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	7	12	11	17	12	3	1	63

13. Gender	Male	Female	TOTAL
	4	59	63

Double Check:

Do Items #10, #11, & #12 = #9 on previous page?

13a. Number of library branches used for literacy instruction during quarter	3
14b. Number of additional sites used for literacy instruction during quarter	18

Legislative districts in which instruction occurred during quarter	
a: State Assembly District #(s):	<u>72</u>
b: State Senate District #(s):	<u>33</u>
c: U.S. Congressional District #(s):	<u>39, 41</u>

Placentia Library District

Name of Library

Katie Matas
Signature of person submitting this report

Literacy Coordinator 7/17/97

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Action Plan (Fiscal Year 1996/97)

Agenda Item 26
Attachment A
Page 6

Name of Library Placentia Library District	<input type="checkbox"/> 1st Quarter July-September	<input type="checkbox"/> 2nd Quarter October-December
	<input type="checkbox"/> 3rd Quarter January-March	<input checked="" type="checkbox"/> 4th Quarter April-June

Instructions:

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

1. What were your principal challenges for this past quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Promoting the use of computer software in conjunction with tutoring sessions.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course.
2. Offered a workshop on how to help learners with spelling.
3. Included tutors in the Friends of the Library annual volunteer recognition program.
4. Introduced the volunteer computer tutor to the tutor training participants and encouraged the tutors to make appointments to see what programs were available.

3. Based on these actions, what do you see as the principal challenges you face in the next quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Providing the best service possible with limited library hours and literacy staff.

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network.
2. Continued communication with local businesses through the Placentia Chamber of Commerce.
3. Participated in the Southern California Library Literacy Network.
4. Worked with California State University, Fullerton to provide internship opportunities for students in the Human Services and Communications departments.
5. Participated in a local homeless intervention shelter's support services counsel to evaluate the shelter's services and promote cooperation between community service providers.

5. What were your communication strategies for this quarter with respect to target audience, methods, and desired outcomes?

1. To include information on the literacy program in the City newsletter, the local cable TV channel, and in press releases to local newspapers.
2. To list tutor training classes in the community college adult education catalog.
3. Contact tutors by phone to request monthly tutoring hours.
4. To attend Placentia Community Network and Homeless Intervention Shelter Support Services Counsel meetings.
5. To send the literacy program newsletter to all tutors and students.

6. How were strategies implemented and what outcomes were achieved?

1. The City newsletter is distributed to every home in Placentia thereby providing every resident with information about the literacy program. The same is true of press releases in local newspapers.
2. Wide circulation of the Adult Education catalog gave the literacy program broad exposure.
3. Information sharing through the Placentia Community Network makes information on volunteer needs and resources available to the community.
4. Homeless Intervention Shelter residents are made aware of the literacy program through shelter staff and library orientation tours.
5. The literacy program newsletter keeps all program participants informed of program events and issues.

7. Based on outcomes attained, what do you plan for next quarter?

1. Offer a 15-hour tutor training workshop.
2. Offer two supplementary tutor workshops.
3. Continue to promote the literacy program through City and education materials (ie.- the City newsletter, adult education catalog, etc.).
4. Distribute literacy program information at the Orange County Fair and the City's Taste of Placentia.

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator 7/17/97

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 1996-1997)

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

Instructions:

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
	1. Personnel	2,287	47,370	49,647	1,799	4,890	1,799	37,316
2. Library Materials	-0-	500	500	-0-	-0-	-0-	570	570
3. Operations	8,238	6,330	14,468	4,312	4,284	6,266	4,844	11,110
4. Equipment	800	-0-	800	-0-	628	877	628	1,505
5. Indirect	562	-0-	562	562	-0-	562	-0-	562
6. Total	11,887	54,200	66,087	6,673	9,802	9,504	43,358	52,862

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
	3a. Contract Services	2,000	700	2,700	-0-	750	-0-	750
3b. Travel	500	2,750	3,250	25	641	25	641	666
3c. Office Supplies	1,000	750	1,750	1,439	388	1,509	395	1,904
3d. Printing	2,100	900	3,000	280	1,935	1,435	1,935	3,370
3e. Instr. Resources	1,488	730	2,218	1,714	-0-	1,714	403	2,117
3f. Communications	650	150	800	854	570	1,488	720	2,208
3g. Other	500	350	562	-0-	-0-	95	-0-	95
TOTAL	8,238	6,330	14,468	4,213	3,813	6,167	4,373	11,110



Signature of Representative of Fiscal Agent or of

Elizabeth D. Minter

Library Director

Title Date

Charlene Dumitru

Contact Person

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

Title Phone

(714) 528-1906, 202

Page

#33:JM:C:\OFFICE\WP\WIN\WPDOCS\CLSAFM52.V61

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

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

1. See INSTRUCTIONS for Budget Change Request
2. Send complete form to: California State Library
Literacy Fiscal Office, Room 215
PO Box 942837
Sacramento, CA 94237-0001

Placentia Library District
Name of Library

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	2,287	(488)	1,799	Due to funding reductions the District budget was amended mid-year including reductions in staffing and operations. Therefore, less money was allocated to Literacy than originally budgeted and the money which was spent was adjusted within categories to make the best use of available funds.
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (a-g)	8,238	(2,071)	6,167	
a. contract services	2,000	(2,000)	-0-	
b. travel	500	(475)	25	
c. office supplies	1,000	509	1,509	
d. printing	2,100	(665)	1,435	
e. instructional resources	1,488	226	1,714	
f. communications	650	838	1,488	
g. other	500	(405)	95	
4. Equipment	800	77	877	
5. Indirect	562	-0-	562	
6. TOTAL	11,887	(2,383)	9,504	

BCR 53.CLC (Rev. 9/93)



Fiscal Agent/Library Rep. Signature

Charlene Dumitru
Contact Person

(714) 528-1906, 202
Phone #

Library Director

Title Date
07/29/97

STATE LIBRARY USE ONLY

CSL Consultant approval/signature Date

CSL Budget Office approval/signature Title Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1996-1997
DATE: August 19, 1997

BACKGROUND:

Attached is a copy of the District's Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1996-1997.

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

RECOMMENDATION:

Receive and File

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION ACT
Section 321/326
Fiscal Year 1996-97

ENROLLMENT CLOSE-OUT PACKAGE

This Close-out package is comprised of the following :

Adult Basic Enrollment Report

Annual Performance Report

Return the original of each of these forms and retain a copy for your records

DEADLINE FOR SUBMISSION:

July 31, 1997

Submit to:

Mr. John Roman
California Department of Education
Adult Education Unit
P.O. Box 944272
Sacramento, CA 94244-2720

**ADULT EDUCATION - FY 1996-97
CLOSE-OUT
ENROLLMENT REPORT**

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

FY		County Code		District/Vendor Code							
9	6	3	0	M	6	9	2				

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

Placentia Library District

**SECTION I. TOTAL ENROLLMENT DATA (July 1, 1996 through June 30, 1997)
BY INSTRUCTIONAL PROGRAM**

	ADULT BASIC EDUCATION (ABE) (A)	ENGLISH AS A SECOND LANGUAGE (ESL) (B)	ABE/ESL MIXED (C)	ESL-CITIZENSHIP (D)
NUMBER OF TEACHERS (UNDUPLICATED)	19	34	4	
NUMBER OF INSTRUCTIONAL HOURS	1218	1717		
NUMBER OF ENROLLEES (UNDUPLICATED)	28	53		
NUMBER OF ATTENDANCE HOURS	1351	1969		

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

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

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

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

SECTION III. NARRATIVE FORM

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

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

CALIFORNIA DEPARTMENT OF EDUCATION ADULT EDUCATION - FY 1996-97

ANNUAL PERFORMANCE REPORT

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

The four following tables must be completed and returned to the California Department of Education by July 31, 1997.

.....

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

FY	County Code	District/Vendor Code			
9 6	3 0	M	6	9	2

AGENCY:

Placentia Library District

PROGRAM YEAR: 1996-97

REPORTING PERIOD: JULY 1, 1996 - JUNE 30, 1997

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

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

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

LOCATION OF CLASS (A)	NUMBER OF PARTICIPANTS (B)	NUMBER OF DAYTIME CLASSES (C)	NUMBER OF EVENING CLASSES (D)	SITES OPERATING FULL-TIME PROGRAMS (25 hours or more unduplicated count) (E)
SCHOOL BUILDING:				
1. Elementary/Secondary school				
2. Community college (junior college, technical institute, etc)				
3. Four-year college				
OTHER LOCATIONS:				
4. Learning center				
5. Correctional institution				
6. State/local institution for the disabled				
7. Work site	12	2		
8. Library	69			
9. Community-based organization center				1
10. Home or home-based				
11. Other				
TOTAL:				

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

Function Organizational Placement and Type of Job Performed (A)	ADULT EDUCATION PERSONNEL	
	Total number of part-time personnel (B)	Total number of full-time personnel (C)
1. Local-level administrative/supervisory/ancillary services	3	1
2. Local teachers		57
3. Local counselors		
4. Local paraprofessionals		

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

Agenda Item 27
Attachment A
Page 5

PROGRAM ACTIVITY AND EXPENDITURE REPORT
FORM I

**** IMPORTANT ****

The dollar figures reported on this form will be transferred to Form II - Final Reconciliation form (CDE 101-B1). Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is July 31, 1997.

Agency Name: Placentia Library District	County Code 3 0 M 6 9 2	District/Vendor No.
--	----------------------------	---------------------

Reporting Period: July 1, 1996 to June 30, 1997

Part A: ONE HUNDRED HOUR UNITS (HHUs) GENERATED

Column 1 PROGRAM:	Column 2 GRANT AWARD	Column 3 HHUs GENERATED	X	Column 4 MONETARY RATE	=	Column 5 MONETARY VALUE (column 3 x 4)
BASE GRANT	\$ 3,500					
ABE	\$ 130	13	X	\$13.00	=	169
ESL	\$ 130	19	X	\$10.00	=	190
ESL-CITIZENSHIP	\$ 0		X	\$250.00	=	
INSTITUTIONALIZED	\$ 0		X	\$34.00	=	

Part B: ACTUAL EXPENDITURES INCURRED (total by program)

BASE GRANT	ABE	ESL	ESL-CITIZENSHIP	INSTITUTIONALIZED
\$ 3,426	\$ -0-	\$ -0-	\$ -0-	\$ -0-

Part C: MAINTENANCE OF EFFORT

Funds, other than this grant, used to support the ongoing basic program during this reporting period.

TOTAL \$ 52,292.00

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

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

Signature  Date 07/28/97

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1996-97
CLOSE-OUT

California Department of Education
Adult Education Unit
Attn: Bernice Foster
P. O. Box 944272
Sacramento, CA 94244-2720
(916) 323-5030

Agenda Item 27
Attachment A
Page 6

FINAL RECONCILIATION

FORM II

**** IMPORTANT ****

The figures requested in Column 3 and 4 below are to be transferred from Form I- Program Activity and Expenditure Report (CDE 101-B2), parts A and B. Column 5 below, Reimbursable Amount, is the lowest of the figures listed in columns 2, 3 or 4. Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is July 31, 1997.

Agency Name:	County Code	District/Vendor No.					
Placentia Library District	3 0	M	6	9	2		

Reporting Period: July 1, 1996 to June 30, 1997

Column 1 PROGRAM	Column 2 GRANT AWARD	Column 3 GENERATED HHUs MONETARY VALUE (Form I, Part A, Column 5)	Column 4 EXPENDITURES INCURRED (Form I, Part B)	Column 5 REIMBURSABLE AMOUNT (place here the lowest amount from column 2, 3, or 4)
BASE GRANT	\$ 3,500		\$ 3,426	\$ 3,426
ABE	\$ 130	\$ 169	\$ -0-	\$ -0-
ESL	\$ 130	\$ 190	\$ -0-	\$ -0-
ESL-CITIZENSHIP	\$ -0-	\$ -0-	\$ -0-	\$ -0-
INSTITUTIONAL	\$ -0-	\$ -0-	\$ -0-	\$ -0-

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

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

Signature  Date 07/28/97

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1996-97
CLOSE-OUT

Return to:
California Department of Education
Adult Education Unit
Attn: Bernice Foster
P. O. Box 944272
Sacramento, CA 94244-2720
(916) 323-5030

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

FINAL CLAIM FOR REIMBURSEMENT
Form III

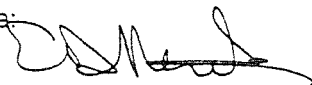
Agenda Item 27
Attachment A
Page 7

****IMPORTANT****

In order to complete this claim, refer to Form II - Final Reconciliation (CDE 101-B1) which calculates your allowable reimbursement(s). Submit this form within 30 days after the end of the program operation period. Final deadline for submission: July 31, 1997

AGENCY: Placentia Library District		GRANT NO: 30-M692	
CONTACT PERSON: Charlene Dumitru		TELEPHONE NO: (714) 528-1906, ext. 202	
REPORTING PERIOD: July 1, 1996 - June 30, 1997			DATE OF CLAIM:
Column 1 PROGRAM	Column 2 REIMBURSABLE AMOUNT (form II, column 5)	Column 3 LESS PRIOR CLAIMS SUBMITTED	Column 4 AMOUNT OF FINAL CLAIM (column 2 minus column 3)
Base Grant (03499)	\$ 3,426	\$ -0-	\$ 3,426
321 ABE only (03055)	\$ -0-	\$ -0-	\$ -0-
321 ESL only (03055)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ 3,426	\$ -0-	\$ 3,426
321 ESL-Citizenship (03802)	\$ -0-	\$ -0-	\$ -0-
326 Institutionalized (03844)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ -0-	\$ -0-	\$ -0-
TOTAL	\$ 3,426	\$ -0-	\$ 3,426

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


Printed Name of Authorized Agent: Elizabeth D. Minter	Title: Library Director	Telephone: (714) 528-1925, ext. 203
Signature: 		Date: 08/28/97

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

CLAIM APPROVAL _____

DATE: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 1996-1997 Financial Audit for Placentia Library District
DATE: August 19, 1997

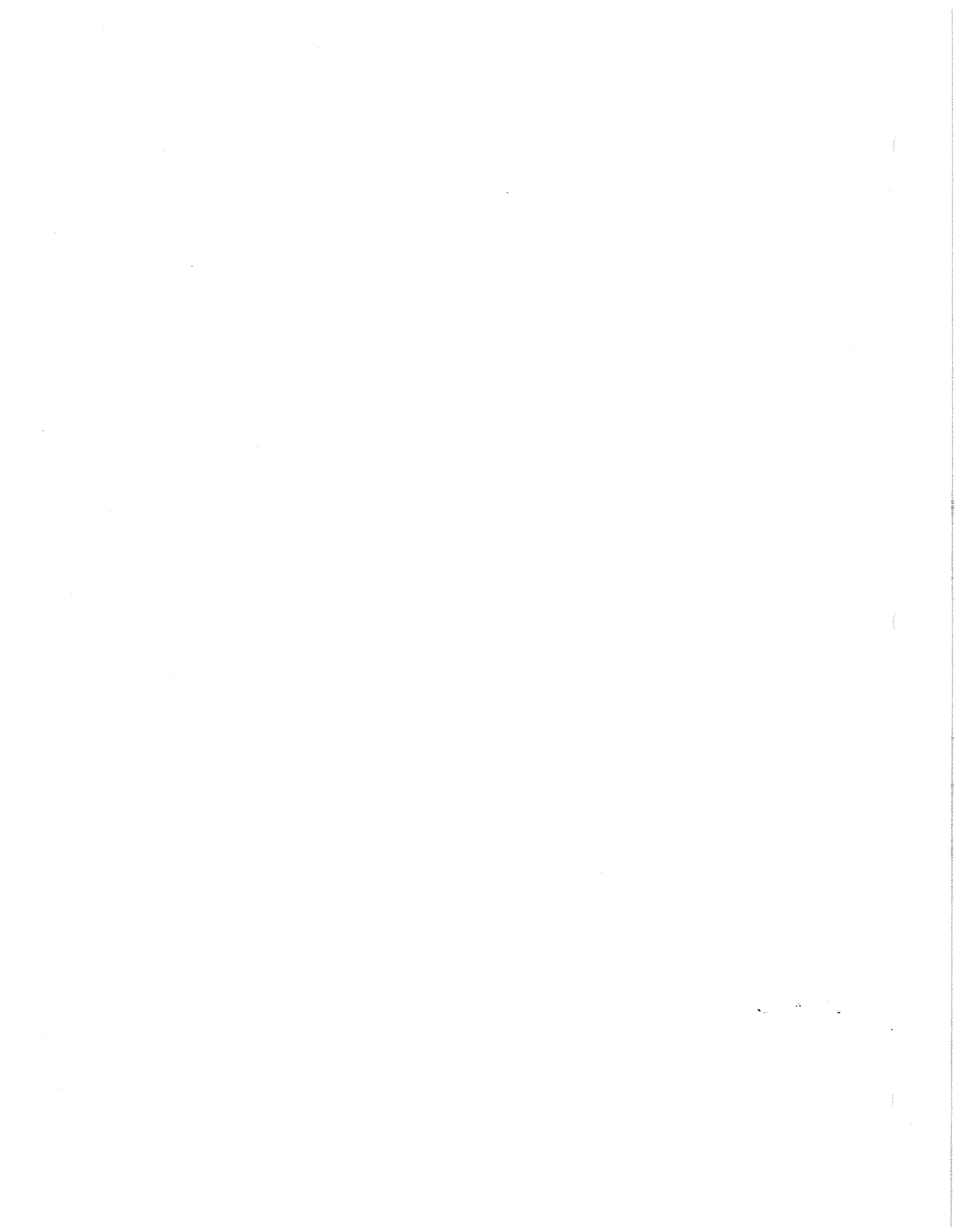
BACKGROUND:

Munson, Cronick & Associates provides the financial auditing services for Placentia Library District.

This letter is required as part of the annual audit process.

RECOMMENDATION:

Receive & File, and Authorize Signature by the Library Director



Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

June 23, 1997

Board of Trustees
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 1997.

We will audit the balance sheet of Placentia Library District as of June 30, 1997, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

Our audit will be made in accordance with generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an unqualified opinion that your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected banks and the County of Orange. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audits.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. We understand that your employees will type all cash and other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. To complete the audit and issue our report on or before September 8, 1997, all information must be received by us no later than August 20, 1997.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$3,350 for the year ended June 30, 1997.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to present our proposal to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: _____

Title: _____

Date: _____

CLIENT'S COPY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
SUBJECT: Review of Library Revenue Issues
DATE: August 19, 1997

BACKGROUND:

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

1. Property Tax

The District was scheduled to receive its 1997-1998 Property Tax estimate from the Orange County Auditor's Office the first week of August. The information was not available at the time this report was prepared.

Attachment A shows the property tax estimates that appeared in the Los Angeles Times on July 11, 1997. According to this information there was a 2.9% increase in Placentia.

The State Budget provided neither reversal nor cap of the District's property tax shift to the Educational Revenue Augmentation Fund (ERAF).

The Trailer Bills of the State Budget contained a provision negating the possibility of the District benefiting from the State Controller's Opinion on the District being exempt from the ERAF shifts since 1994-1995. Attachment B is a memo from the Orange County Auditor showing how much Placentia Library District would have benefited from the implementation of this provision.

At the California Special Districts Association Legislative Committee Meeting on August 7, Ralph Heim reported that CCA 4, the proposed California Constitutional Amendment initiative bill was killed in a Senate Committee. Thus, the ERAF reversal issue will not be presented to voters in the next election. It is Ralph's opinion that it is unlikely that there will be an attempt to bring this to the ballot by signatures because of the cost of the signature initiative process.

It is likely that this issue will continue to be pursued in the next legislative session.

2. State Funds

The State Budget provides no increase in Public Library Foundation Funding for Placentia Library District.

The State Budget provides no increase in funding for transactional based reimbursements.

3. Local Revenues

The Anaheim Library Consortium is adding a module to its automated library system (DYNIX) which will provide electronic information to overdue collections vendors. The District's current overdue collections vendor has not been performing acceptably in recent months. Staff is investigating the possibility of switching to the same vendor that will be serving Anaheim and Yorba Linda as soon as the new software is operational.

RECOMMENDATION:

Discuss and give direction for future action.

Data Show Stability in Real Estate, Assessor Says

■ **Economy:** County tax figures indicate that value of residential and business properties is up 3%.

By SHELBY GRAD
TIMES STAFF WRITER

SANTA ANA—In a sign that Orange County's sluggish real estate market is gradually improving, the dollar value of residential and business properties in Orange County rose nearly 3% over the last year, according to tax roll data released Thursday.

"Things are looking better than they have in four or five years," said county Assessor Bradley L. Jacobs. "But we should not confuse this with some wonderful boom. What we are seeing is some stability."

The \$178-billion property tax roll is \$4.6 billion larger than it was last year, and marks the most robust growth in values since 1992. Jacobs attributed the jump to homes being sold at prices higher than their assessed values and, to a lesser degree, new construction.

The 2.71% increase this year compares with 0.46% growth in 1996, when the increase in assessed values was actually lower than the rate of inflation, as measured by the consumer price index. Tax roll values declined in 1994 and 1995.

Only three of Orange County's 31 cities—Stanton, La Habra and Fountain Valley—saw declines in their assessed values, compared with 11 last year. Huntington Beach saw its total property values jump a healthy 5.4%, while San Juan Capistrano and Laguna Beach registered increases of more than 4% each.

The data are the latest indication that the real estate market is continuing to build steam. Home prices have risen steadily over the last few months, and real estate agents said May was one of the best sales months in six years.

Despite the improving numbers, Jacobs stressed that relatively few properties have actually seen their values rise.

Of the 365,000 parcels the assessor's office reviewed, 95% of them showed no change in value or slight decreases. The remaining 5% recorded higher values, but Jacobs said most of those properties had charted declines in value for several previous years.

"This is the first time the market has shown even a small or scattered restoration," the assessor said. "But in many cases, there are not appreciations [in value] but

slight reversals after long depreciations."

Compared to last year, property ownership changes rose by 7.2% while new housing construction dropped 11%.

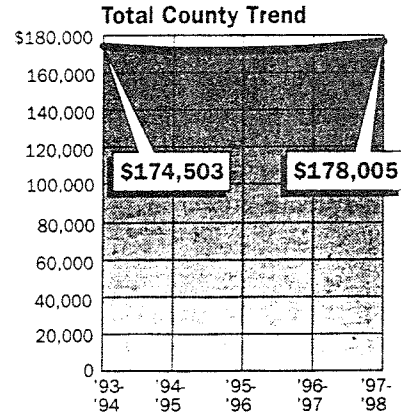
Anaheim remained the top city in terms of property value, at \$16.4 billion. Irvine was second with \$15.6 billion and Huntington Beach was third with \$12.9 billion.

Property owners should have received their property valuation notices. Those who disagree with the value assigned to their parcel have until Sept. 15 to lodge a protest.

With the real estate downturn, thousands of residents have demanded assessment appeal hearings over the last few years, creating hefty backlogs.

Property Values Up

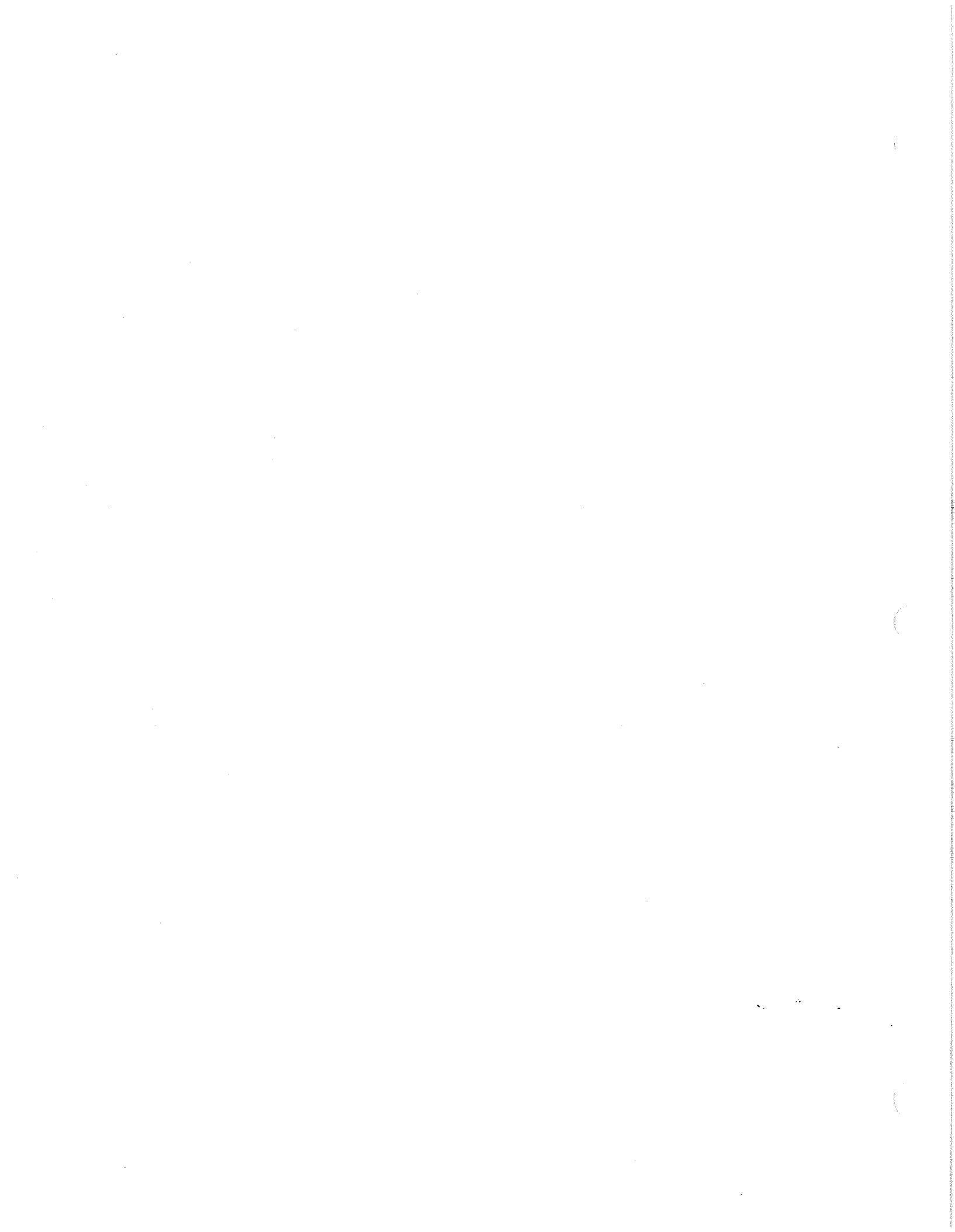
After three years of declining or stagnant values, the total price tag for Orange County properties increased nearly 3%. Three of the county's 31 cities did, however, suffer declines in total assessed property value. Here is the trend in total value of Orange County assessment rolls and a city-by-city look at the 1997-98 assessment and the one-year change, all data rounded with dollar values in millions:

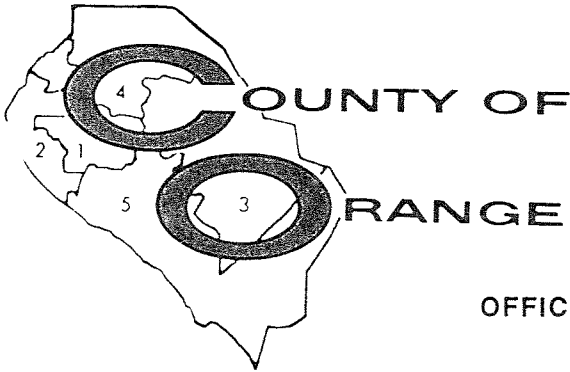


1997-98 Assessments

City	Total value	% Change
Anaheim	\$16,402	2.7
Brea	3,370	2.8
Buena Park	3,686	0.6
Costa Mesa	6,992	2.8
Cypress	2,787	1.9
Dana Point	3,576	0.8
Fountain Valley	3,410	-0.3
Fullerton	6,668	1.7
Garden Grove	5,781	1.0
Huntington Beach	12,975	5.4
Irvine	15,614	3.1
Laguna Beach	3,512	4.4
Laguna Hills	2,833	2.5
Laguna Niguel	5,542	2.4
La Habra	2,292	-1.8
Lake Forest	3,417	1.7
La Palma	890	2.6
Los Alamitos	820	1.7
Mission Viejo	6,479	3.0
Newport Beach	12,621	3.5
Orange	7,798	2.4
Placentia	2,208	2.9
San Clemente	3,968	2.3
San Juan Capistrano	2,484	4.5
Santa Ana	10,344	1.1
Seal Beach	1,803	1.1
Stanton	992	-3.5
Tustin	3,752	1.3
Villa Park	663	2.8
Westminster	3,299	0.7
Yorba Linda	4,588	2.8
Unincorporated areas	16,437	5.3
County total	\$178,005	2.7

Source: Orange County assessor





STEVEN E. LEWIS
AUDITOR-CONTROLLER

FINANCE BUILDING
12 CIVIC CENTER PLAZA
P. O. BOX 567
SANTA ANA, CA 92702-0567

TELEPHONE: 834-2450
AREA CODE 714

OFFICE OF AUDITOR-CONTROLLER

August 5, 1997

TO: Distribution

SUBJECT: Attached Notice—Library/ERAF Property Tax Shift

While dated July 16, 1997, this is to notify you that I received the attached notice on August 4, 1997. If the State Controller's position on this issue stands, library property tax monies that were earlier allocated to the Educational Revenue Augmentation Fund (ERAF) would need to be taken back from schools and given to libraries. I believe such loss to schools would then be mostly offset by additional state funding. Adjustments would need to be made for the following years:

	1994-95	1995-96	1996-97	Future Years Estimate
County Library	\$17,391,454	\$17,503,494	\$17,734,696	\$17,800,000
Buena Park Library	528,819	534,480	542,310	545,000
Placentia Library	787,078	795,682	799,231	800,000

The three year adjustment would be more than \$56.6 million and, if not timed and coordinated carefully with Department of Education reports to the state, could have a very negative impact on school cash flow. It is my understanding, after talking to County Department of Education staff, that the additional state monies needed to offset such an adjustment would not "normally" flow until sometime in February 1998. Additionally, it is my understanding that the State Department of Finance may challenge the State Controller's opinion on this matter or seek new corrective legislation that would require us to reverse any adjustment made.

As new information becomes available, I will pass it on to you. I will not be making any adjustment until I understand exactly what the state's overall position is on this and until I have discussed the matter with you in more detail. If you have questions, please call me at 834-2457. Also, I would appreciate any information you might receive on this matter.

Steven E. Lewis
Auditor-Controller

SEL:lr (ERAF/Library/Auditor)
Attachment

cc: Lon Watson, County Counsel
Bob Austin, County Counsel
Mike Ruane, CEO
Gary Burton, CEO

Distribution

John Adams, County Librarian
Colleen McGregor, Buena Park Library Director
Elizabeth Minter, Placentia Library Director
John Nelson, Department of Education
Jan Mittermeier, Chief Executive Officer



KATHLEEN CONNELL
Controller of the State of California

July 16, 1997

TO ALL COUNTY AUDITOR-CONTROLLERS

This letter is to inform you of a recently issued opinion by the State Controller's legal counsel regarding the Educational Revenue Augmentation Fund (ERAF) shift and county libraries. A question had arisen whether or not county libraries meeting the criteria in Revenue and Taxation Code Section 95 (m) were subject to the ERAF shift after the enactment of Revenue and Taxation Code Section 97.37. Legal counsel for the State Controller opined those county libraries meeting these criteria are subject to the ERAF shift for Fiscal Years 1992-93 and 1993-94. However, Revenue and Taxation Code Section 97.37 excludes county libraries from the shift beginning with Fiscal Year 1994-95. The allocation of property tax revenues is calculated as if county libraries had never been subject to the shift.

Audits of property tax revenues will be conducted in accordance with this opinion, either as a follow-up item for prior audits or as part of a first-time ERAF audit. If your county library meets the above criteria, and an ERAF shift amount has not been calculated for Fiscal Years 1992-93 and 1993-94, the calculation of the shift amount must be made and transferred into ERAF. An ERAF shift amount should not be calculated for Fiscal Year 1994-95 and subsequent years.

If you have any questions, please contact Ms. Carol Nebel, Chief, Division of Audits, Post Office Box 942850, Sacramento, California 94250-5874, or by phone at (916) 322-2423.

Sincerely,

A handwritten signature in cursive script that reads "Helen Shepherd".

HELEN M. SHEPHERD
Chief Deputy State Controller, Finance

HMS:PJR:dl

cc: Carol Nebel, Chief, Division of Audits

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
SUBJECT: Adoption of Budget for Fiscal Year 1997-1998
DATE: August 19, 1997

BACKGROUND:

The Budget documents will be distributed at the Board Meeting.

As a result of the lack of increase in funding for the District in any area of the State Budget there will be few changes from the Fiscal Year 1996-1997 Budget.

RECOMMENDATION:

Read Resolution 97-4 by title only.

Adopt Resolution 97-4.

RESOLUTION 97-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1997-1998 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1997-1998 were reviewed at the Regular Meeting of the Board of Trustees on August 26, 1997; and

WHEREAS, the tax rates levied are in accordance with Sections 93 and 97.65 of the Revenue and Taxation Code; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1997-1998, and implements such on July 1, 1997 as follows: FUND Budget Unit 702 for \$81,778, FUND Budget Unit 703 for \$2,857, FUND Budget Unit 706 for \$115,208, FUND Budget Unit 707 for \$1,110,696, and FUND Budget Unit 708 for \$7,247.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

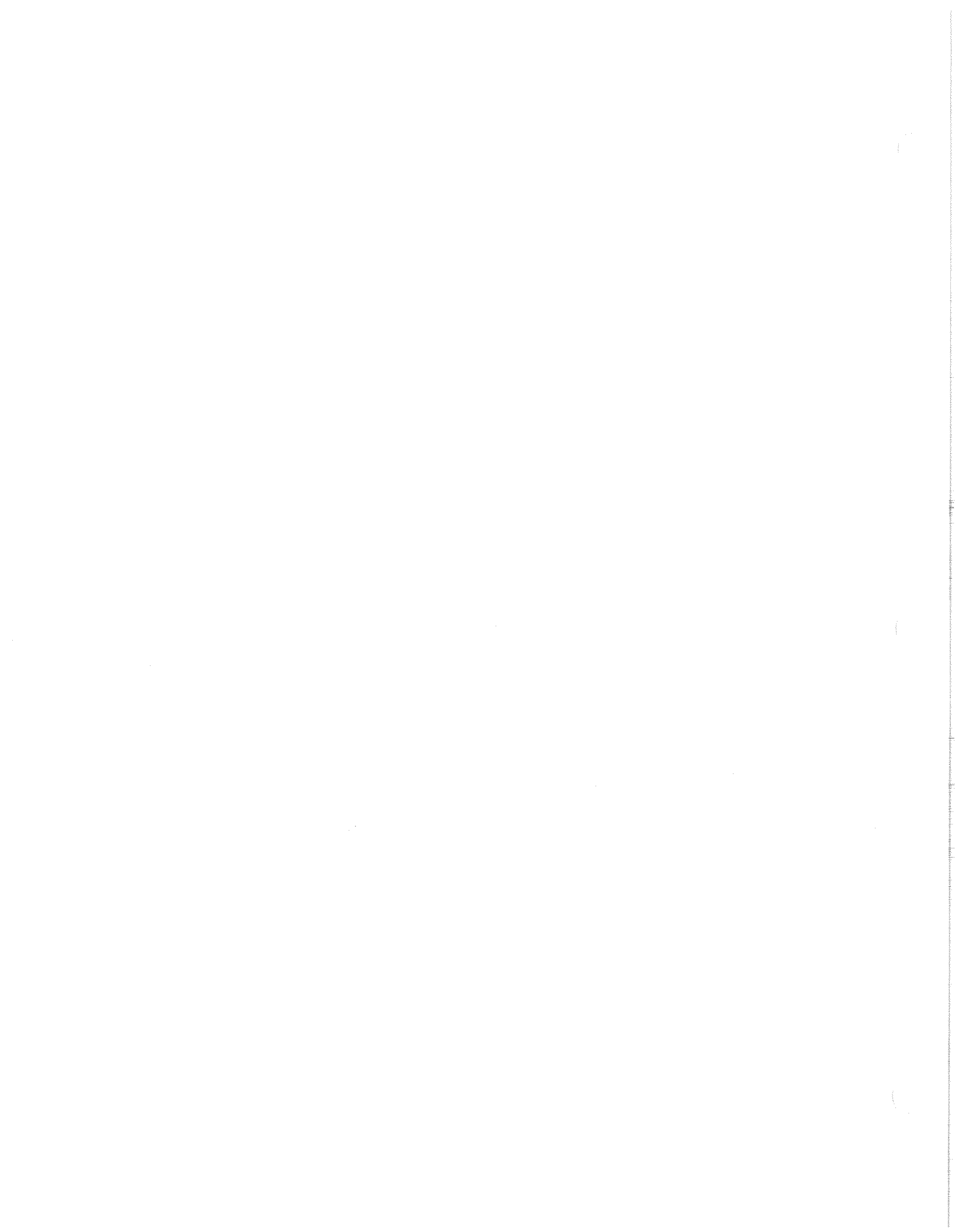
ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Ray Evans, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-sixth day of August, 1997.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of August, 1997.

Ray Evans, Secretary
Board of Trustees
Placentia Library District of Orange County



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 81,778 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$81,478 (5200-Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Tuesday of the month, 7:30 P. M.

Trustees _____ President: _____
~~Directors:~~ _____ ~~Chairperson:~~ Margaret V. Dinsmore
(Please Print)

Saundra M. Stark _____ Jean O. Pappas _____

Robin J. Masters _____ _____

Secretary: Ray Evans _____ Library Director: _____
~~Mgt/Supt:~~ Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	68,376
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	9,085
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	(78)
4.	Fund Balance - 6/30/97	77,383
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	-0-
8.	Subtotal (Lines 4 through 7)	77,383
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	77,383

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1906, ext. 202

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)	_____	_____	_____	_____
Other Reserves (Provide Detail):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

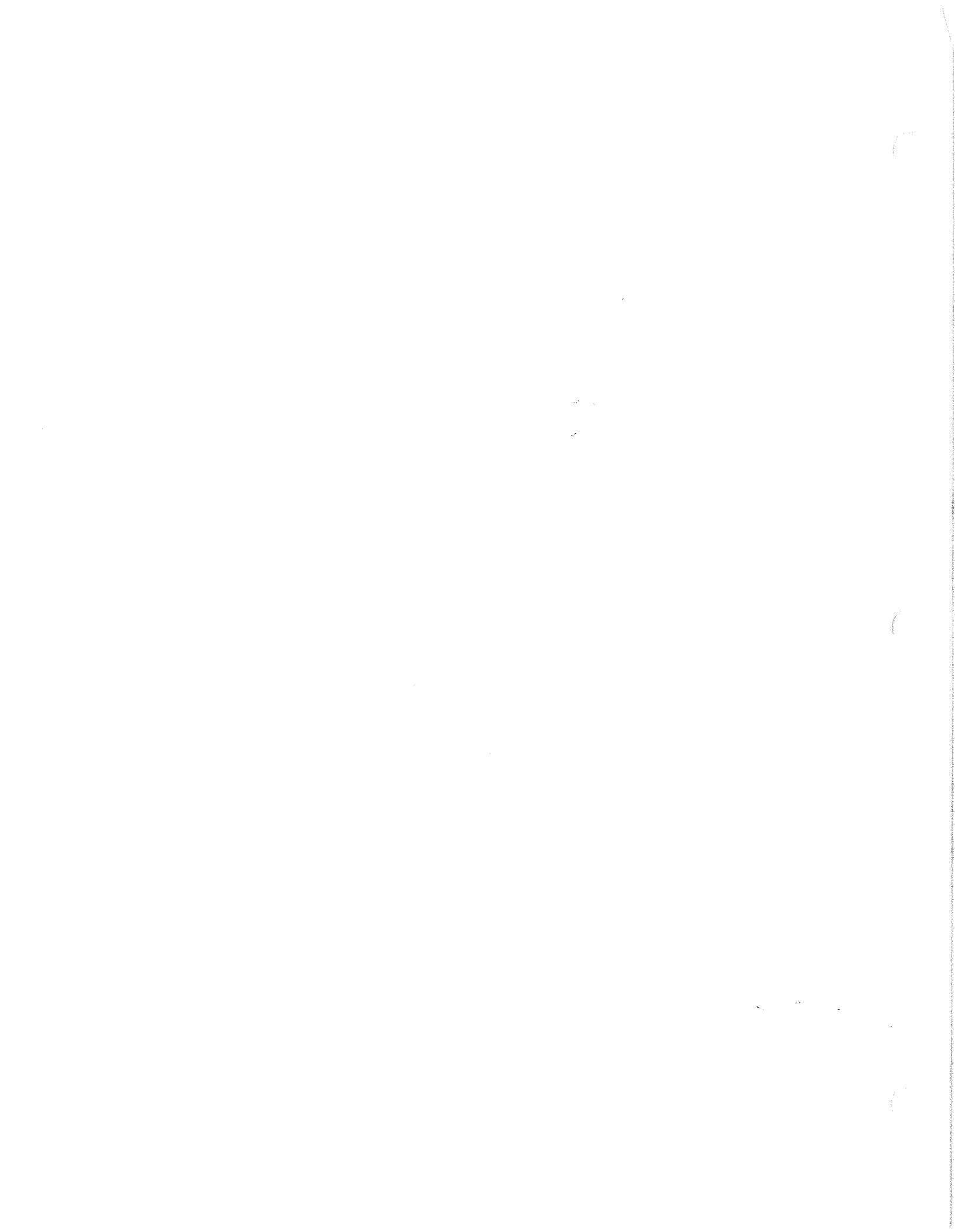
Prepared by: _____
For the District: Elizabeth D. Minter _____ Phone No. (714) 528-1925, ext. 203 _____

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)			Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available			84,952	68,376	77,383		
6610 Interest			6,357	3,885	4,395		
6970 State - Other				-0-	-0-		
7670 Miscellaneous Revenue			3,303	5,200	-0-		
TOTAL MEANS OF FINANCING			94,612	77,461	81,778		
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)			Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES							702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND
1300 Maintenance - Equipment			131	78	300		
1900 Professional and Specialized Services			131	78	300		
TOTAL SERVICES & SUPPLIES							
FIXED ASSETS							
4000 Equipment			5,495	-0-	-0-		
TOTAL FIXED ASSETS			5,495	-0-	-0-		
4807 Operating Transfers Out			21,000	-0-	-0-		
5200 Appropriation for Contingencies				-0-	81,478		
5600 Investment Pool Loss			(390)	-0-	-0-		
TOTAL FINANCING REQUIREMENTS			26,236	78	81,778		



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 3,007 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$ 2857 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month, 7:30 P. M.

Trustees:

President

Directors:

Chairperson: Margaret V. Dinsmore

(Please Print)

Sandra M. Stark

Jean O. Pappas

Robin J. Masters

Library Director

Secretary: Ray Evans

Mgr/Supt. Elizabeth D. Minter

Attorney: _____

Auditors: Munson, Cronick & Assoc

Mailing address of district:

411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Not Applicable

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>2,689</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>161</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(-0-)</u>
4.	Fund Balance - 6/30/97	<u>2,850</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	<u>(-0-)</u>
8.	Subtotal (Lines 4 through 7)	_____
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>2,850</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)	_____	_____	_____	_____
Other Reserves (Provide Detail):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

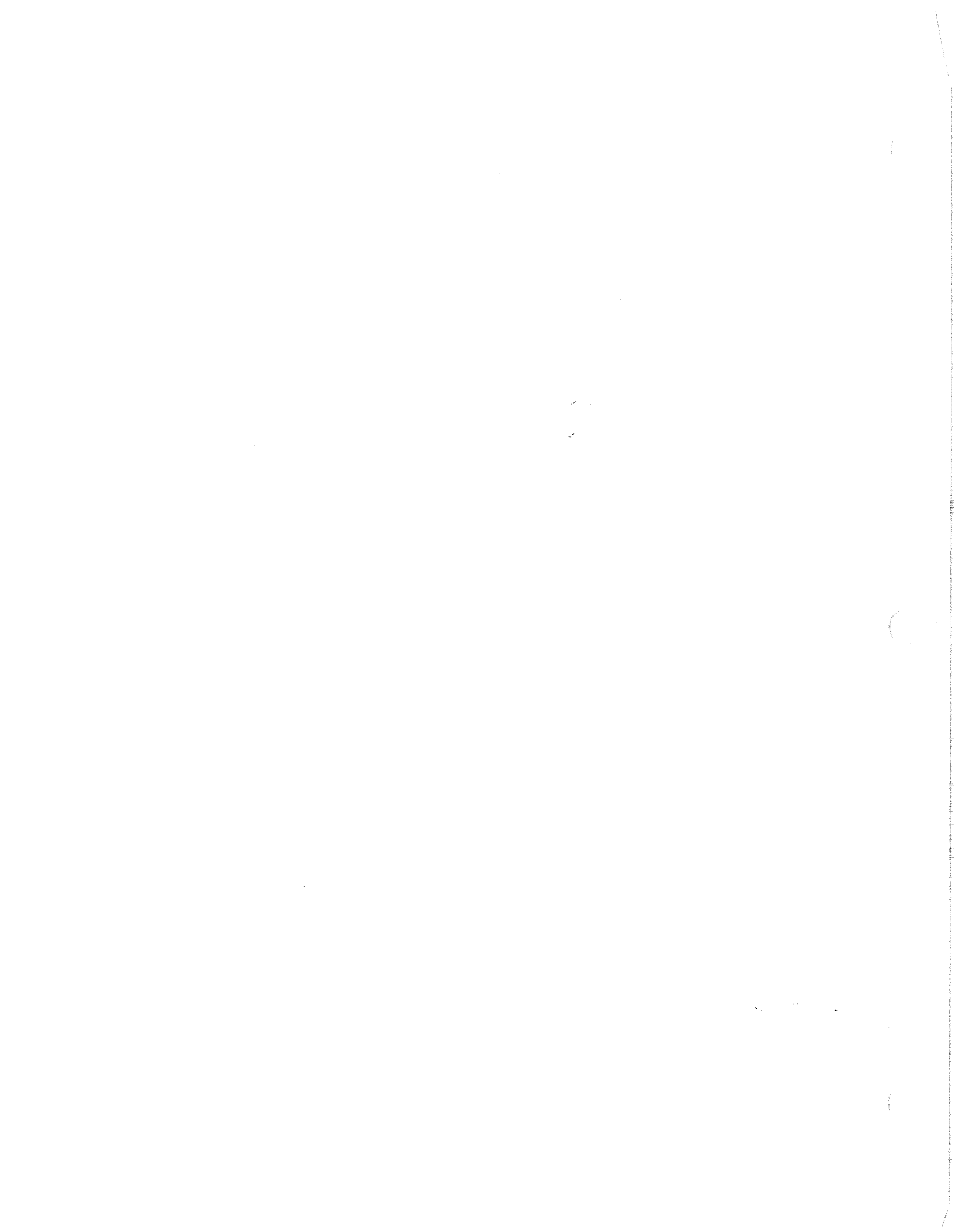
Prepared by: Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICT:
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)								
SUMMARY BY SOURCE								
(1)	Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)	Fund Identification Other Than District General Fund (6)			
Fund Balance Available	46,751	2,689	2,850					
6610 Interest	3,228	148	157					
7130 Other Governmental Agencies		-0-	-0-					
7817 Operating Transfer In	21,000	-0-	-0-					
TOTAL MEANS OF FINANCING	70,979	2,837	3,007					
SUMMARY OF FINANCING REQUIREMENTS								
(7)	Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)			
SERVICES & SUPPLIES					703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND			
1800 Office Expense	63	(13)	150					
1900 Professional and Specialized Services	63	(13)	150					
TOTAL SERVICES & SUPPLIES								
FIXED ASSETS								
4000 Equipment	68,446	-0-	-0-					
TOTAL FIXED ASSETS	68,446	-0-	-0-					
5200 Appropriation for Contingencies			2,857					
5600 Investment Pool Loss	(218)	-0-						
TOTAL FINANCING REQUIREMENTS	68,291	(13)	3,007					



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 115,208 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$114,908 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month at 7:30 P. M.

Trustees _____ President _____
Directors: _____ *Chairperson:* Margaret V. Dinsmore
(Please Print)

Sandra M. Stark

Jean O. Pappas

Robin J. Masters

Secretary: Ray Evans Library Director: _____
Mgr/Supt: Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick Assoc.

Mailing address of district: 411 E. Chapman Avenue
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>141,790</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>5,261</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(35,978)</u>
4.	Fund Balance - 6/30/97	<u>111,073</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____ -0-)	
8.	Subtotal (Lines 4 through 7)	<u>111,073</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>111,073</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	1996-97	Cancellation	Increase Or	Reserve For
	Current Reserves	Of Reserves	New Reserves	1997-98

General Reserves (Object 9850) _____ 0 _____ 0 _____ 0 _____ 0

Imprest Cash (Object 9920) _____ _____ _____ _____ _____

Other Reserves (Provide Detail): _____ _____ _____ _____ _____

TOTAL _____ 0 _____ 0 _____ 0 _____ 0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

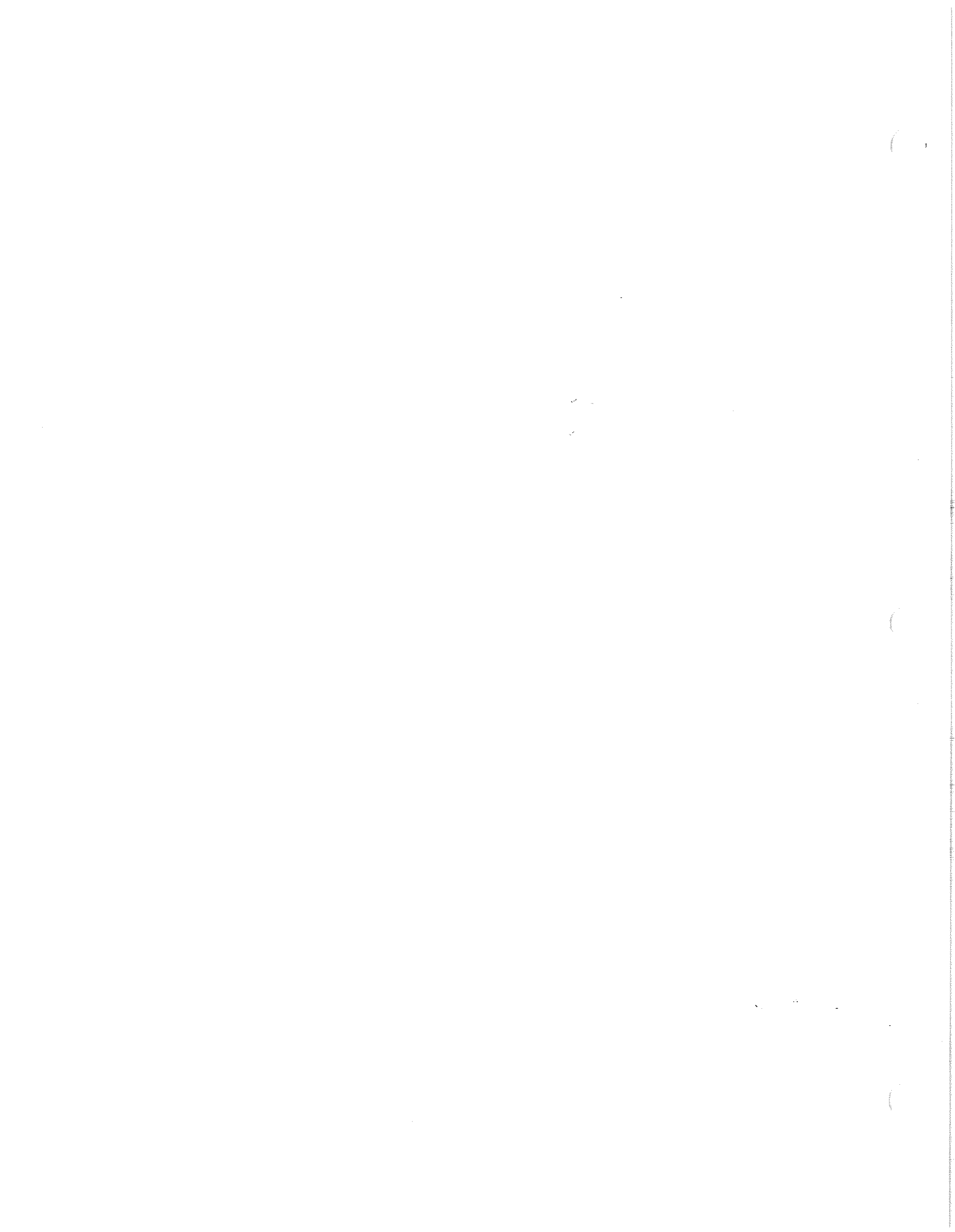
Prepared by: _____
For the District: Elizabeth D. Minter, Library Director Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED	UNSECURED		TOTAL
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
Interest and Sinking								
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)								
SUMMARY BY SOURCE								
Fund Balance Available								
6610 Interest		18,767	141,790	111,073				
7130 Other Governmental Agencies		14,105	5,261	4,135				
7817 Operating Transfer In		70,000	-0-	-0-				
TOTAL MEANS OF FINANCING		102,872	147,051	115,208				
(1)		(2)	(3)	(4)		(5)	(6)	
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS		Actual 1995-96	Actual 1996-97	Recommended 1997-98	Approved 1997-98	Fund Identification Other Than District General Fund		
SERVICES AND SUPPLIES		(7)	(8)	(9)	(10)	(11)	(12)	
1900 Professional and Specialized Services		273	79	300		706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION		
TOTAL SERVICES AND SUPPLIES		273	79	300				
3200 Bond Redemption		35,900	35,900	-0-				
4807 Operating Transfers Out		120,000	-0-	-0-				
5200 Appropriation for Contingencies			-0-	114,908				
5600 Investment Pool Loss			-0-	-0-				
Provision for Reserves			(992)	-0-				
TOTAL FINANCING REQUIREMENTS		155,181	35,979	115,208				



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 1,110,696 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$3,500 (4000 Equipment)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month at 7:30 P. M.

Trustees _____ President _____
~~Directors:~~ _____ ~~Chairperson:~~ Margaret V. Dinsmore
(Please Print)

Saundra M. Stark _____ Jean O. Pappas _____

Robin J. Masters _____ _____

Secretary: Ray Masters _____ Library Director _____
Mgt/Supt: Elizabeth D. Minter _____

Attorney: _____ Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>197,126</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>886,342</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(903,002)</u>
4.	Fund Balance - 6/30/97	<u>180,466</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	<u>10,000</u>
8.	Subtotal (Lines 4 through 7)	<u>170,466</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>170,466</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	-0-	-0-	-0-	-0-
Imprest Cash (Object 9920)	10,000	-0-	-0-	10,000
Other Reserves (Provide Detail):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	10,000	-0-	-0-	10,000

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: _____
 For the District: Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203
 For the County: _____ Verified by: _____
 4

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		TOTAL	TAX RATE
	ASSESSED VALUATION SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)								
SUMMARY BY SOURCE								
6210	Property Taxes - Current Secured	(173,954)	Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)	Fund Identification Other Than District General Fund (6)	
6210	Property Taxes - Public Utility Secured Taxes (Sub-revenue 01)	643,684		187,126	170,466			
6220	Property Taxes - Current Unsecured	24,898		673,850	705,381			
6230	Property Taxes - Prior Secured	47,311		22,568	23,624			
6240	Property Taxes - Prior Unsecured	26,545		33,588	47,500			
6280	Property Taxes - Current Supplemental	1,221		28,818	30,167			
6300	Property Taxes - Prior Supplemental	10,682		3,528	1,500			
6540	Penalties & Costs on Delinquent Taxes	430		9,668	11,500			
6610	Interest	398		1,066	1,065			
6690	State - Homeowners' Property Tax Relief	19,501		448	400			
6970	State - Other	17,059		18,502	11,000			
7130	Other Governmental Agencies	63,703		14,896	15,593			
7670	Miscellaneous Revenue	35,876		53,648	65,000			
7817	Operating Transfers In	120,000		-0-	-0-			
	TOTAL MEANS OF FINANCING	837,354		1,073,467	1,110,696			
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
SALARIES AND EMPLOYEE BENEFITS		Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)		
0100	Salaries and Wages	500,513	7,125	6,000		707 - PLACENTIA LIBRARY DISTRICT		
0200	Retirement	70,240	482,527	481,259				
0300	Employee Group Insurance	30,937	67,886	70,591				
T	TOTAL SALARIES AND EMPLOYEE BENEFITS	601,690	29,843	28,049				
			587,381	585,899				

Cont.

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

SCHEDULE 16 (Sheet 12)

FOR FISCAL YEAR 1997-98

SUMMARY OF FINANCING REQUIREMENTS					
	Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)
SUMMARY OF FINANCING REQUIREMENTS (7)					
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT
0700 Communications	10,988	12,856	11,960		
0900 Food	308	7	100		
1000 Household Expense	4,164	2,152	3,500		
1100 Insurance	2,692	11,323	10,552		
1300 Maintenance - Equipment	9,092	29,144	21,000		
1400 Maintenance - Buildings & Improvements	49,967	43,324	42,850		
1600 Memberships	2,659	2,748	2,750		
1700 Miscellaneous Expense	(703)	20	-0-		
1800 Office Expense	28,250	29,004	24,200		
1803 Postage	1,063	916	1,150		
1900 Professional and Specialized Services	64,104	65,560	60,565		
2000 Publications and Legal Notices	113	1,065	500		
2200 Rents and Leases - Buildings & Improvements	35,900	1,543	66,090		
2400 Special Departmental Expense	73,185	53,545	48,000		
2700 Transportation and Travel - Mtgs/Conferences	7,612	6,824	6,750		
2800 Utilities	52,614	51,309	50,000		
3000 Bad Debts	728	-0-	-0-		
3700 Taxes and Assessments	1,154	778	864		
TOTAL SERVICES AND SUPPLIES	343,890	312,118	350,831		
FIXED ASSETS					
4000 Equipment	3,995	3,502	3,500		
TOTAL FIXED ASSETS	3,995	3,502	3,500		
4807 Operating Transfer Out	70,000	-0-	-0-		
5200 Provision for Contingencies	-0-	-0-	170,466		
5600 Investment Pool Loss	(546)	-0-	-0-		
Provision for Reserves			-0-		
TOTAL FINANCING REQUIREMENTS	1,019,029	903,002	1,110,696		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 7,247 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$7,237 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month, 7:30 P. M.

Trustees: _____ President _____
Directors: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Saundra M. Stark

Jean O. Pappas

Robin J. Masters

Secretary: Ray Evans Library Director: _____
Mgr/Supt: Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

Not Applicable

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>6,492</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>363</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(8)</u>
4.	Fund Balance - 6/30/97	<u>6,847</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____ -0-)	
8.	Subtotal (Lines 4 through 7)	<u>6,847</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>6,847</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

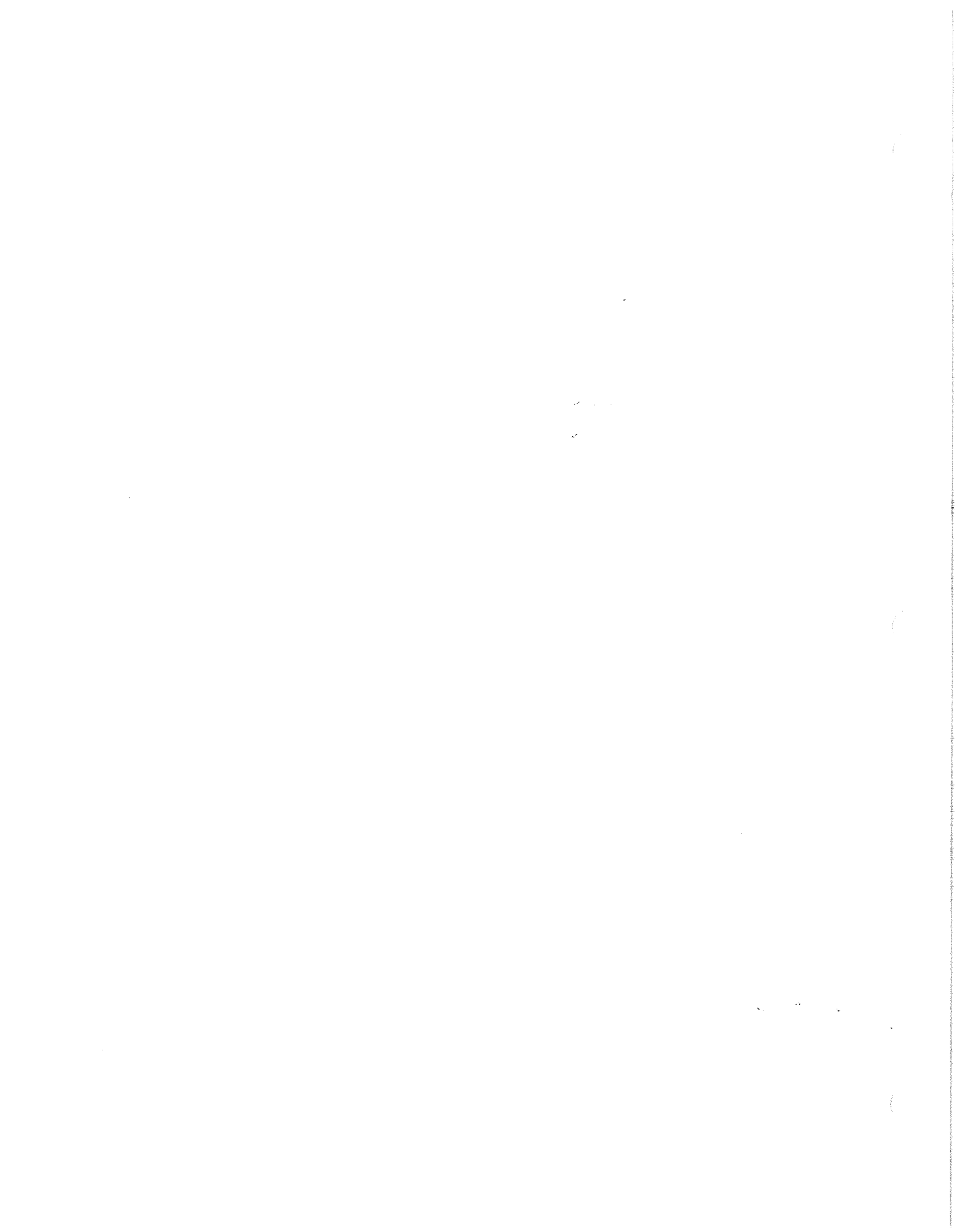
Prepared by: _____

For the District: Placentia Library District Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY - UNUSED SICK-LEAVE
FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION		ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY		MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE	
	SECURED	UNSECURED	ROLL CHANGE/REFUND SECURED	UNSECURED	SECURED	UNSECURED		TOTAL
General								
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
Fund Balance Available			Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)		Fund Identification Other Than District General Fund (6)
6610 Interest			5,998	6,492	6,847			
7130 Other Governmental Agencies			476	363	400			
TOTAL MEANS OF FINANCING			6,474	6,855	7,247			
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
			Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)		Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES								
1900 Professional and Specialized Services			10	8	10			708 - PLACENTIA LIBRARY - UNUSED SICK-LEAVE
TOTAL SERVICES AND SUPPLIES			10	8	10			
5200 Appropriation for Contingencies				-0-	7,237			
5600 Investment Pool Loss				-0-	-0-			
TOTAL REQUIREMENTS			(7)	(9)	(10)	(11)		



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review of Implementation of Internet Services Policy
DATE: August 19, 1997

BACKGROUND:

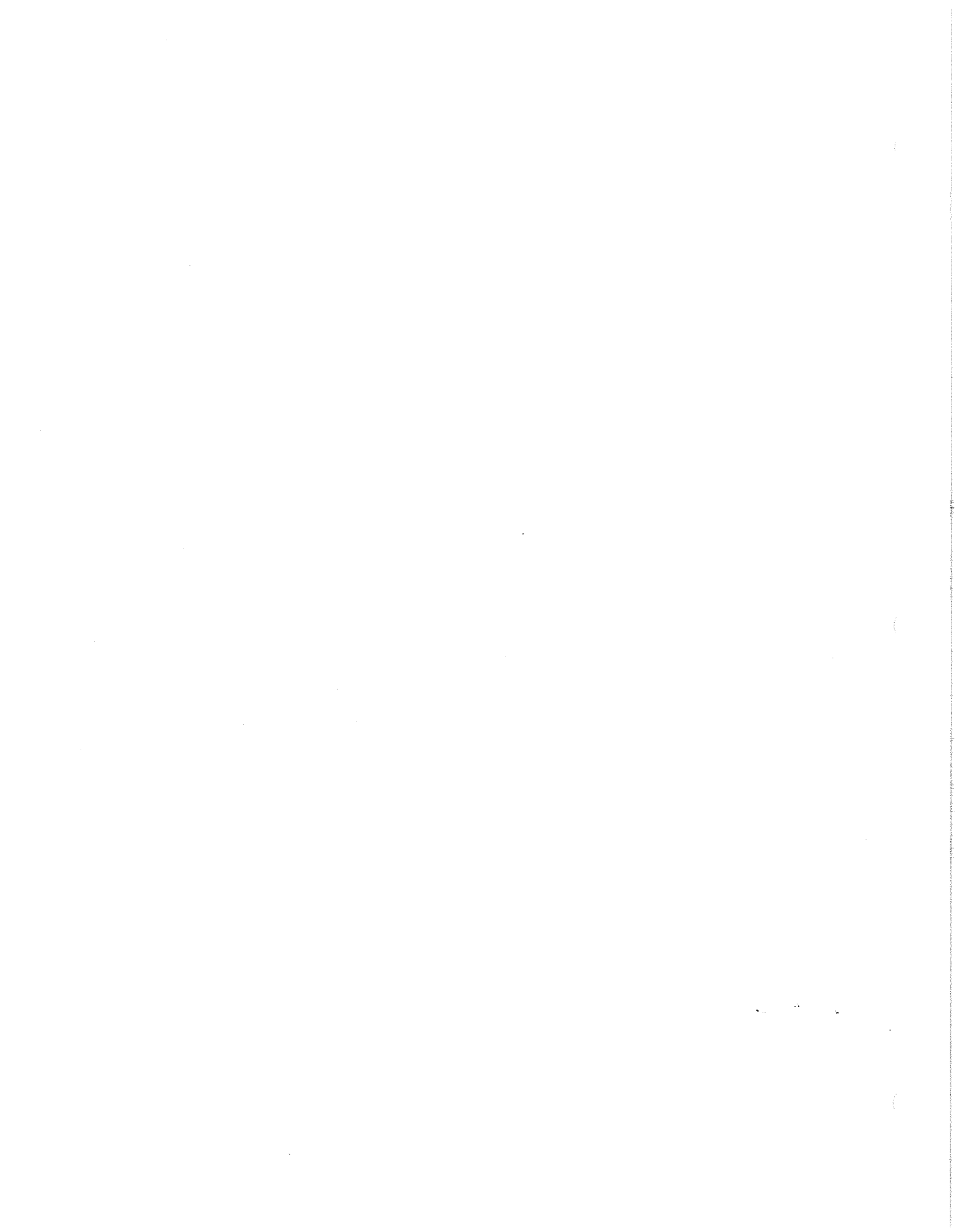
At its Meeting on July 15, 1997, the Board requested that an item be placed on the August 19 Agenda for the review of the implementation of the Internet Services Policy adopted on November 19, 1996 (Attachment A) and supplemented on May 20, 1997 (Attachment B).

An analysis of the forms completed by the users of the Local Area Network containing the Internet services is Attachment B.


Senior Librarian Julie Shook will be present at the Board Meeting to respond to report on public comments on the Internet and electronic reference services.

RECOMMENDATION:

Discuss Policy and set schedule for additional review.



TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian 

DATE: November 19, 1996

SUBJECT: Public Internet Use Policy

BACKGROUND

The Library will soon be having public access to the Internet through some of our LAN computers. As this is a new service for this Library, we do not yet have a Board-approved Public Internet Use Policy. After researching the policies of several other libraries, the Staff presents this suggested policy to the Board.

Suggested policy:

Internet Use Policy

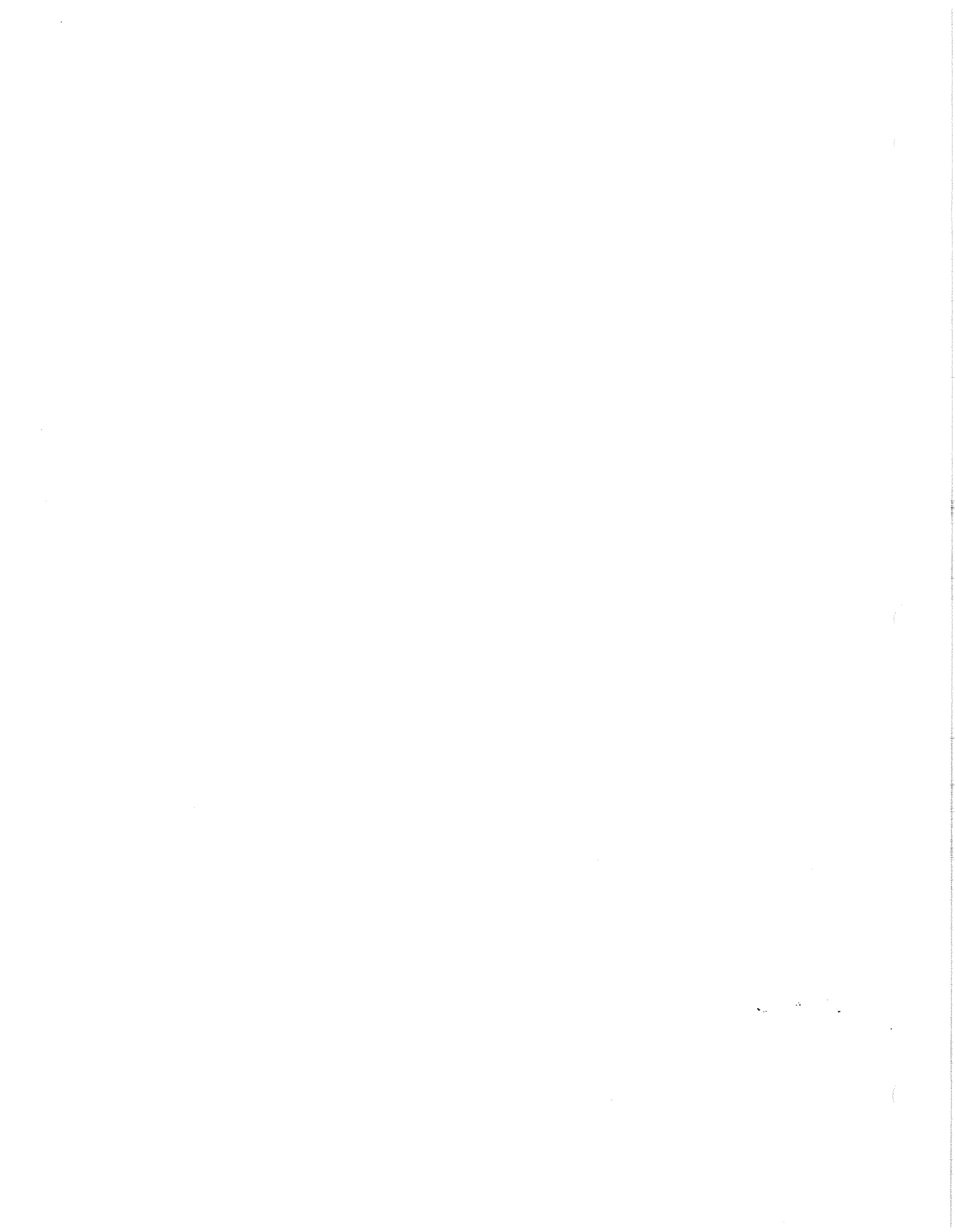
The Placentia Library District does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial or mature nature. PLD neither censors access to materials nor protects users from information they find offensive. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their children's use of the Internet through the Library's connection.

Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

Materials obtained or copied on this computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Violation of the copyright law may subject you to an action for damages and/or an injunction.

RECOMMENDATION

Adopt Internet Use Policy for the Placentia Library District.



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USE POLICY FOR THE ELECTRONIC REFERENCE SERVICES

Proposed May 20, 1997

Adopted

Electronic Reference Resources, including the Internet, are services provided by the Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

- Users of these services are required to sign-in at the Reference Desk. This will insure equitable availability of time.
- Each patron is guaranteed 30 minutes of uninterrupted use per session, and will be given a 10 minute notice if another patron is waiting.
- When ALL terminals are being used and a patron signs-in, he/she will be told which terminal he/she may use. If a patron giving up a terminal still needs to use one, he/she is required to sign-in again for the next available terminal.
- When available, children under 12 years of age will be assigned terminals located in the Children's Department and adults will be assigned terminals located in the Adult Services Department.
- No more than two people per terminal.
- Printing is available by using a debit card that may be purchased from a vending machine or borrowed from the Circulation Desk.
- E-Mail services, chat rooms and downloading of materials from the Internet are not allowed.
- Graphics or materials of sexual or violent nature that are offensive to other patrons may not be displayed on the screens. Patrons violating this policy will be asked to leave the terminal.
Graphics can be turned off at each terminal, if needed, ask staff for assistance.

Registration for Reference Computers

Date _____

Zip Code _____

I Have Read The User Policy

Initials _____

Staff Use Only	
Time Registered	_____
Ticket #	_____
Start	_____ End _____
Terminal #	_____
Staff Initials	_____

*The Library collects statistics about the frequency of use of each database.
Please place a check beside each service that you plan to use today.*

- | | |
|---|---|
| <input type="checkbox"/> Books in Print | <input type="checkbox"/> Sirs - Discoverer |
| <input type="checkbox"/> Encyclopedias | <input type="checkbox"/> Sirs - Government Documents |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Sirs - Social & Science |
| <input type="checkbox"/> Los Angeles Times | <input type="checkbox"/> Thomas Register of American
Manufacturing |
| <input type="checkbox"/> New York Times | <input type="checkbox"/> Wall Street Journal |
| <input type="checkbox"/> Orange County Register | <input type="checkbox"/> Other _____ |

Placentia Library District
Local Area Network Report for the Month of July, 1997
August 19, 1997

	Number Users	% Users	Number Minutes	% Minutes	Avg Minutes
Placentia	312	53.24%	17,043	49.97%	55
Yorba Linda	32	5.46%	1,571	4.61%	49
Anaheim	71	12.12%	4,190	12.28%	59
Fullerton	104	17.75%	7,927	23.24%	76
Brea	12	2.05%	731	2.14%	61
Orange	7	1.19%	325	0.95%	46
Other	48	8.19%	2,320	6.80%	48
TOTAL	586	100.00%	34,107	100.00%	58

Uses Reported

Not Reported	81
Internet	486
Books In Print	9
Encyclopedias	5
Los Angeles Times	20
New York Times	4
Or. County Register	17
Wall Street Journal	10
SIRS	6
TOTAL	638

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Donor Recognition Policy
DATE: August 19, 1997




BACKGROUND:

At its meeting on June 24, 1997, the Library Board requested a discussion of a Donor Recognition Policy. At its meeting on July 15 this item was carried forward to the August Agenda.

The question was raised by Friends President Pat Irot when she inquired about the wooden plaque with brass plates in the front lobby of the Library.

Donor recognition is a critical element in every fund raising program. It needs to be carefully considered and developed with an eye to the long term impact of each proposal.

There are several organizations with a vested interest in donor recognition at the Library:

-  The Library Board is responsible for the maintenance and appearance of the building and desires to increase community support of the Library
-  The Friends of the Library need to recognize and encourage memberships and annual gifts
-  The Foundation needs to recognize individual and corporate donors to both current projects and the endowment fund campaigns

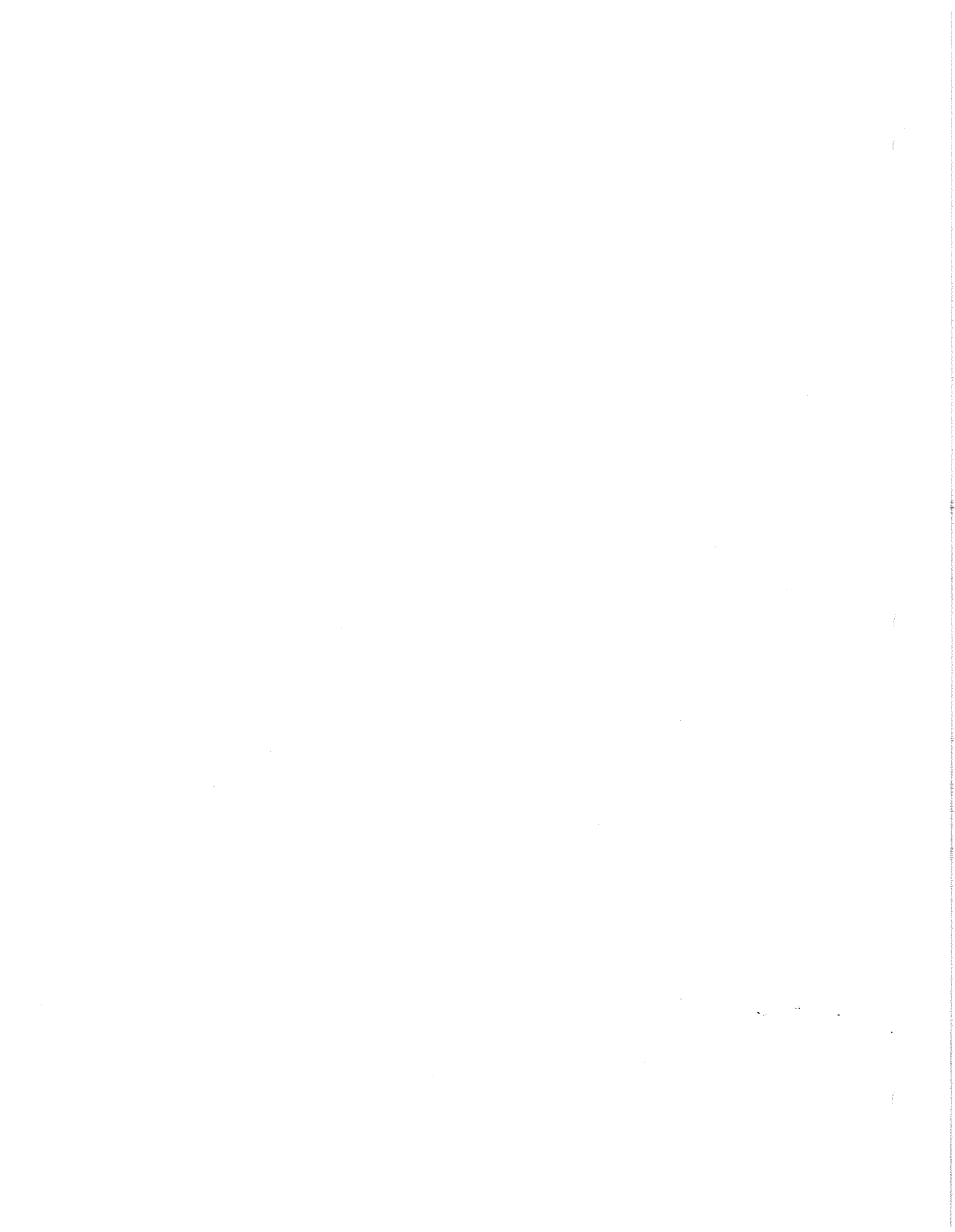
Space is limited and there needs to be a balance between recognition formats and interior design.

There needs to be coordination of old recognition programs (like the plaque in the lobby) with new programs.


Timing is not a critical issue here. It is more important to do a comprehensive and thorough job of developing the proposals.

RECOMMENDATION:

Establish an *ad hoc* Donor Recognition Committee consisting of representatives from the Library Board, Friends Board and Foundation Board, to propose a comprehensive plan for Donor Recognition within the Library. Establish a tentative timetable for this project.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: District Policy Review
DATE: August 19, 1997

BACKGROUND:

The Library Board of Trustees requested a review of District policies and procedures.

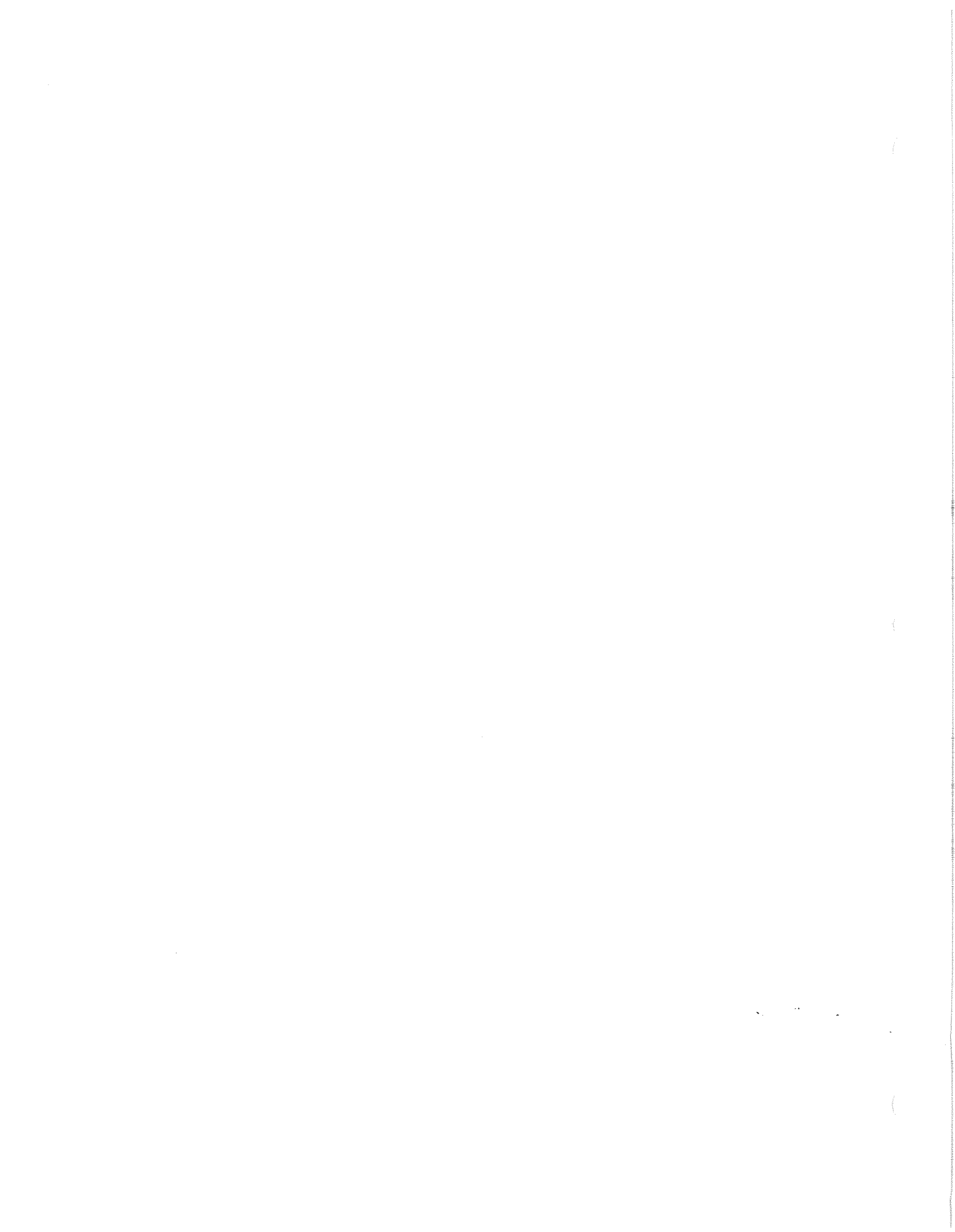
Placentia Library District policies have been identified and organized in binders for the use of the Board of Directors.

Staff is still researching some of the policies and they will be added to the binders as they become available.

The binders will be kept in the Administrative Office. If you take a binder out of the Library please bring it to each Board Meeting so that updates may be inserted.

RECOMMENDATION:

Develop schedule for review of individual policies for Placentia Library District.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: **Contract for Direct Mail Services in compliance with the State Library of California Grant for Library Foundation Development**
DATE: August 19, 1997

BACKGROUND:

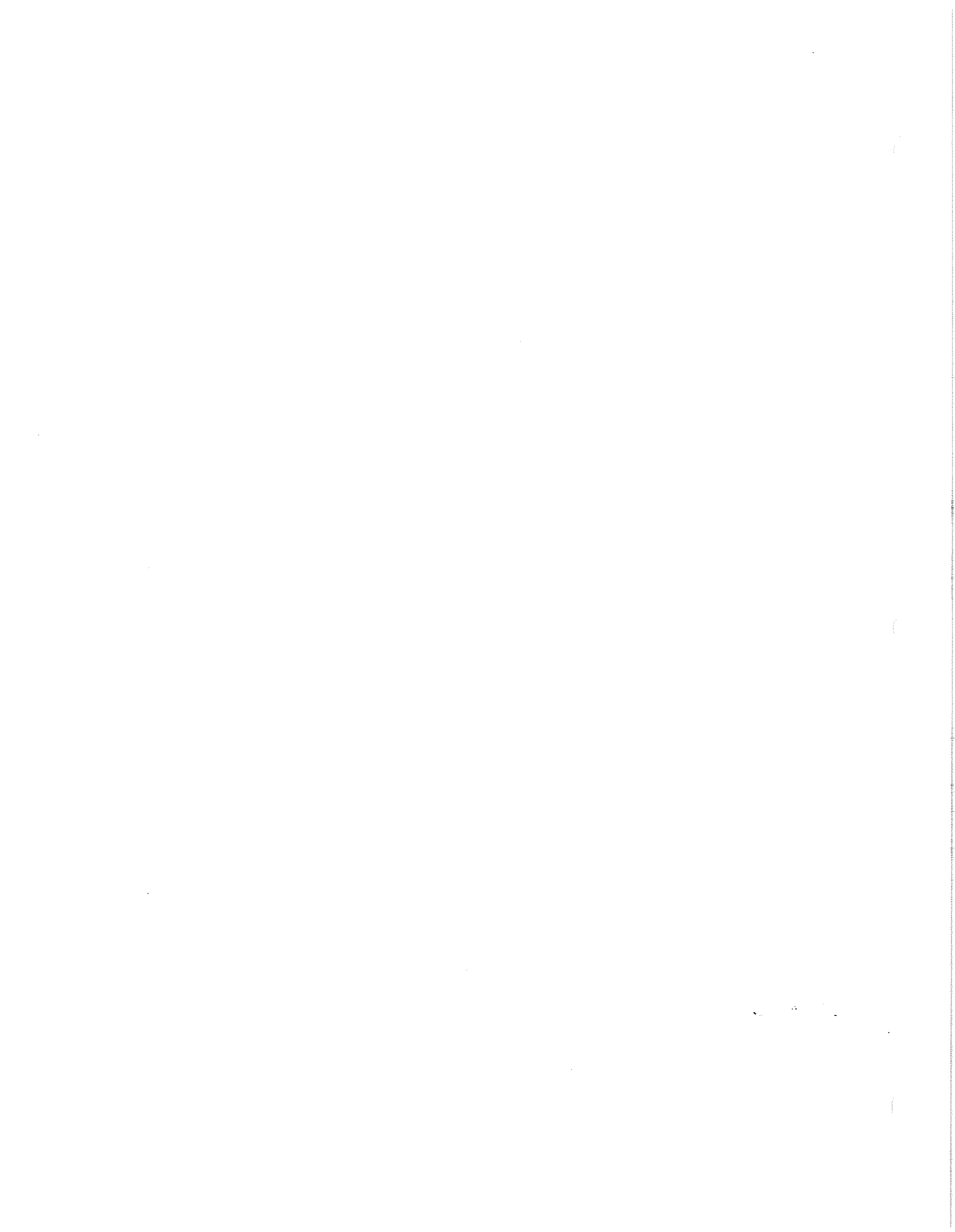
At its meeting on June 24, 1997, the Library Board ratified the submission of an application for a grant of \$9,846 from the State Library of California to support a project of a new or developing public library foundation. The grant was awarded and accepted by the Board on July 17.

A contract for consulting services for development of a direct mail letter and brochure was awarded to Devon Dougherty at a Special Meeting of the Board on July 24.

Mr. Dougherty will present his recommendation for mailing services to the Board at the Meeting on August 19.

RECOMMENDATION:

Award contract as recommended by the Grant Consultant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Travel Authorization For CSDA Annual Conference
DATE: August 19, 1997

BACKGROUND:

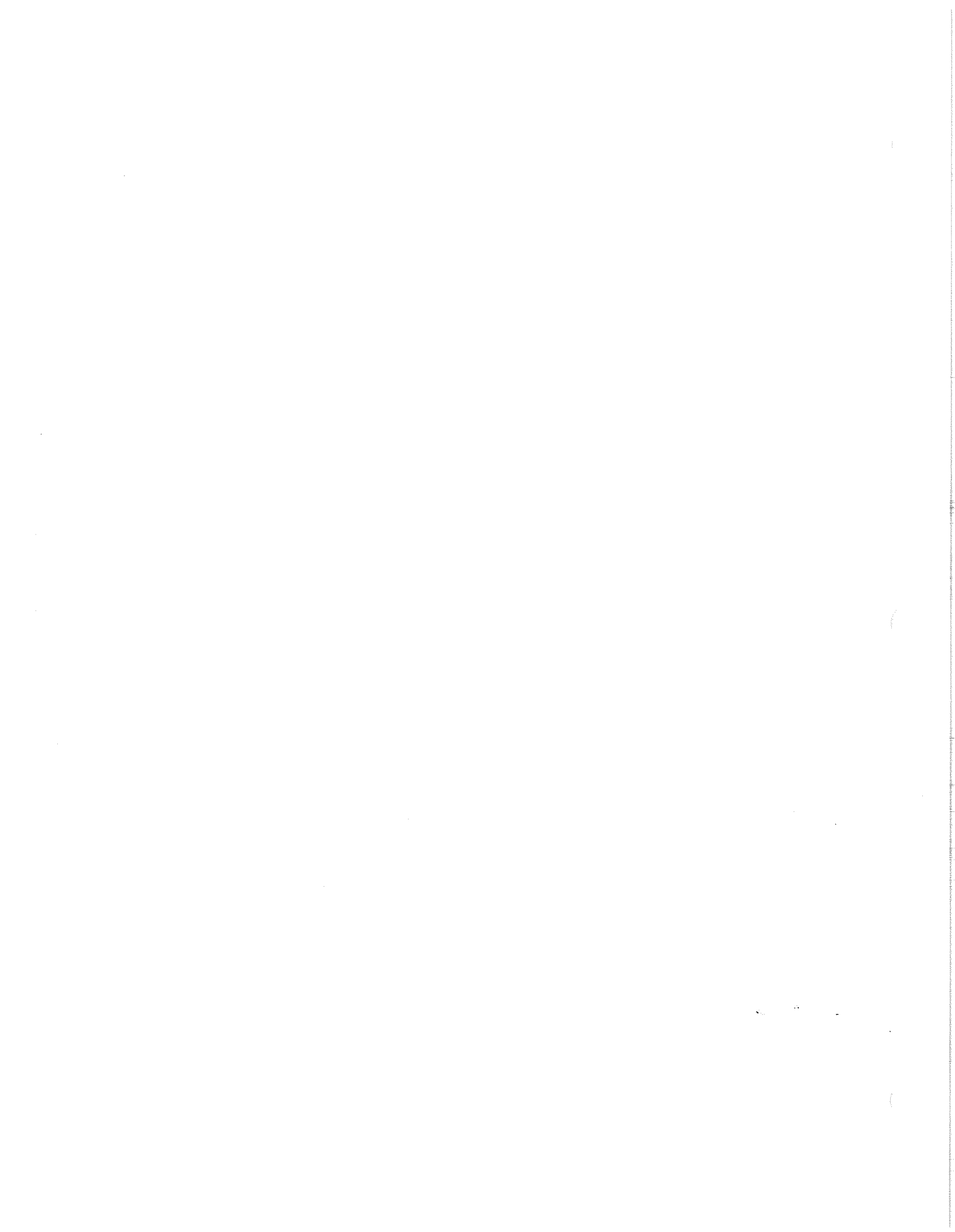
The California Special Districts Association 1997 Annual Conference will be held at the Anaheim Sheraton Hotel on September 24-26.

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

Special District funding issues and consolidation issues will be discussed at several sessions.

RECOMMENDATION:

Determine who will attend and authorize payment of registration fees



ickey Mouse and his friends Minnie, Dumbo and Goofy are not the only attractions this fall in Anaheim. The California Special Districts Association will hold its annual "roundup" -

RIDE TALL IN THE SADDLE: Special Districts: Pad'ners in Local Government - at the Sheraton Anaheim from September 24-26, 1997.

This year's theme promotes and reinforces special districts unique ability to work in concert with other forms of local government to serve their constituents. The "nuts and bolts" workshops offered at this year's conference have been developed to help attendees build upon their already strong performance foundation. The broad choice of educational opportunities offers "something for everyone." Elected officials, administrators and staff will all benefit from the information, networking, and training they receive at the CSDA annual conference. When participants leave Anaheim, they will be better equipped to serve their constituents as an effective government leader or manager.

CSDA's annual conference is modeled after special districts - cost effective and efficient. No where else can special district representatives attend sessions on key topics as: administration, personnel, legal, management, and legislative for such a moderate registration fee. The goal of CSDA's annual conference is to inform, enlighten and enhance attendees ability to deliver services.

This year, CSDA offers attendees a little "foot stompin', knee slappin'" western entertainment. Wednesday's welcome introduces Doc Blakely a keynote speaker, humorist, business consultant, seminar leader, storyteller, yarn spinner, and author. At Thursday evening's annual banquet, Doc will be joined by his son, Mike, a western novel writer to perform as the Swing Riders.

For a real taste of "How the West Was Fun" this year's special event is an evening at Wild Bill's Wild West Dinner Show. Separate registration is required (see Special Event Highlight Box).



CSDA 28th ANNUAL CONFERENCE

SEPTEMBER 24-26, 1997

SHERATON HOTEL

ANAHEIM, CALIFORNIA

T E N T A T I V E P R O G R A M

WEDNESDAY, SEPTEMBER 24, 1997

8:00 a.m.

Registration Opens

11:00 a.m. - 1:00 p.m.

Welcome Luncheon and "Yee Haw" Opening
Entertainment with Doc Blakely

1:15 p.m. - 2:45 p.m.

STRATEGIC WORKSHOPS - Session I

A) Planning Tools: Establishing a Mission Statement and Long/Short Range Plans

Presenter: Robert Rauch, Rauch Communication Consultants

B) Part I - You Are the Jury - Sexual Harassment Goes to Trial

Presenter: Dennis J. Walsh, Esq.

C) Communicating with Your Constituents

Presenter: Patricia Tennyson, Katz & Associates

3:00 p.m. - 4:30 p.m.

STRATEGIC WORKSHOPS - Session II

D) It's the Law: Legal Update '97

Presenter: David McMurchie, Esq.

E) Part II - You Are the Jury - Sexual Harassment Goes to Trial

Presenter: Dennis J. Walsh, Esq.

F) Emergency Planning and Response

Presenter: Don Kendall, Calleguas Mun. Water District

6:00 p.m. - 9:30 p.m.

Special Event (Separate registration and fee required)
Wild Bill's Wild West Show



Just a little over a hundred years ago, America's unbridled west was being entrained by one of the country's most famous frontiersmen, Buffalo Bill Cody. Now guests can enjoy his rugged western wit and wisdom during the two-hour, sensational Wild Bill's West Dinner Extravaganza.

Staged in a huge rustic dining hall, Wild Bill and co-host Miss Annie head up a cast of dancing girls, native American Indians, and a rope trick artist for an action-packed musical jamboree. The non-stop revelry continues throughout an abundant four-course dinner (includes beer, wine and soft drinks). Transportation is included in registration fee.

THURSDAY, SEPTEMBER 25, 1997

7:00 a.m. - 8:00 a.m.

CSDA Fun Run/Walk (*all attendees are invited to participate*)

8:30 a.m. - 5:00 p.m.

Exhibitor Trade Show

8:30 a.m. - 9:30 a.m.

SDRMA Annual Meeting and Elections

9:30 a.m. - 10:45 a.m.

STRATEGIC WORKSHOPS - Session III

G) Effective Use of the Internet

Presenter: Dawnie Andrak, Capital Web Works

H) Conducting a Legal and Complete Performance Review

Presenter: John Adkisson, Esq.

I) Understanding LAFCO in the '90s

Presenter: Mike Gotch, Local Government Consultant

11:00 a.m. - 12:30 p.m.

STRATEGIC WORKSHOPS - Session IV

J) Outcome Based Evaluations for Special Districts

Presenter: Glenn Reiter, Reiter Lowry Associates

K) Keeping Staff Morale High

Presenter: Michael Glaze, MPA

L) Reorganization Issues: Consolidation, Dissolution, Annexation, and Cooperative Agreements

Presenter: Mike Gotch, Local Government Consultant

12:30 p.m. - 2:00 p.m.

LUNCH

2:00 p.m. - 3:30 p.m.

STRATEGIC WORKSHOPS - Session V

M) You're Out of Order! How Not to Run a Board Meeting

Presenter: John Fox, Local Government Institute

WILD BILL'S WILD WEST



So join your fellow CSDA conference attendees for some "down home" entertainment and tasty vittles. This special event is one you won't want to miss!

A G E N D A

N) Proper Hiring and Screening Techniques

Presenter: Janice Sperow, Ruiz & Sperow

O) Making the Decision to Issue Debt

Presenter: Peter Schaafsma, C.A. Debt and Investment Advisory Commission

3:45 p.m. - 5:00 p.m.

Local Chapter Roundtable

3:45 p.m. - 4:15 p.m.

SDWCA Annual Meeting

4:15 p.m. - 4:45 p.m.

CSDA Finance Corporation Annual Meeting

6:00 p.m. - 7:00 p.m.

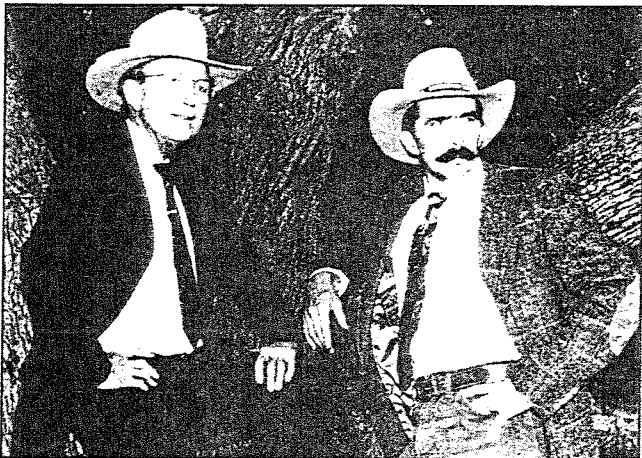
Exhibitors' Reception

7:00 p.m. - 9:30 p.m.

Annual Awards Banquet & Entertainment

The Swing Riders will perform immediately following the awards presentation.

SWING RIDERS



Brace yourselves for a stampede of music and fun! Father and son, Doc and Mike Blakely - The Swing Riders - invite us all to join their outfit for a musical trail drive straight out of the 1870s. They offer a unique brand of foot-stompin' music and cowboy humor.

"So take up your cinch, shake out your reins, wake your old bronco, and break for the plains" on Thursday evening immediately following the CSDA awards presentation.

FRIDAY, SEPTEMBER 26, 1997

7:00 a.m. - 9:00 a.m.

CSDA Board of Directors Meeting

9:00 a.m. - 10:15 a.m.

SDA Annual Meeting, Elections and Year-end Review

10:15 a.m. - 11:30 a.m.

CSDA Legislative Update

Presenter: Ralph Heim, CSDA Legislative Advocate

Register now for CSDA's Annual Conference by completing the registration form. Return it on or before September 12, 1997 to receive the early bird rate. All conference pre-registrations must be received by September 19, 1997. Send your payment to CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814. Registration requested after September 19, 1997 will be subject to space availability.

HOTEL ACCOMMODATIONS

The 1997 Annual Conference will be held at the beautiful Sheraton Hotel in Anaheim. The hotel has set aside a block of rooms for CSDA that are available on a first-come, first-served basis at a special rate of \$85 single and \$95 double per night. To make reservations call the Sheraton at (714) 778-1700 and identify yourself as a CSDA conference delegate. The deadline for making hotel reservations is September 24, 1997. Reservations requested after September 24 will be accepted at the prevailing hotel rate at a space available basis.

TRAVEL INFORMATION

CSDA attendees can receive discounted fares on United Airlines. Discounted rates for the annual conference include: 5 percent off any published tariff excursion fare or the Shuttle flights; or 10 percent off full, unrestricted coach fares (however, for the discount, tickets must be purchased at least seven days prior to departure and space must be available in "M" category.).

To make travel arrangements using the discounted fares contact Giselle's Travel, Inc. You will receive the best price available at the time you call. Giselle's toll-free number is (800) 782-5545, fax number is (916) 482-3975.

To travel from local airports to the Sheraton Anaheim, attendees can make arrangements with the Airport Bus or the SuperShuttle Blue Van. The Airport Bus takes approximately 30 minutes and costs \$16 round-trip (may stop at other hotels). For more information call (800) 772-5299. The SuperShuttle Blue Van costs \$20 round-trip (direct trip). For more information call (714) 517-6600.

CANCELLATION POLICY

Cancellations must be made in writing and faxed or mailed by September 12, 1997. All cancellations received by September 12, 1997, will be refunded less a \$25 processing fee. There will be no refunds for cancellations made after September 12, 1997. NO EXCEPTIONS.

REGISTRATION FEES

The registration fees include admittance to the 1997 program, including your choice of sessions from the strategic workshops offered, as well as all conference materials. Also included are all breaks, luncheons, Friday morning breakfast, exhibitors' reception, and the annual banquet. Participation in the 1997 CSDA Fun/Run Walk is included. (Wednesday night's special event to Wild Bill's Wild West Show is optional and must be registered for separately.)

Please return your completed registration form and payment to CSDA according to the fee and schedule on the registration form. For your convenience, CSDA accepts VISA and MasterCard.

GUESTS

Guests may join you for all meal functions provided a separate meal pass is purchased in advance. Your guest will be given a separate set of meal tickets and a name badge that must be worn at all functions.

EXHIBITORS, SPONSORS AND DOOR PRIZES

CSDA is once again proud to offer exhibit and sponsorship opportunities. For more information, please call Belinda Bunac at the CSDA office (916) 442-7887. CSDA is seeking donations for door prizes from any of its CSDA members (hats, t-shirts, coffee cups, local or regional specialties, etc.) Call CSDA for more details.

CONFERENCE REGISTRATION MATERIALS

ELIZABETH WINTER
PLACENTIA LIBRARY DIST
411 E CHAPMAN AVE
PLACENTIA CA 92870-6101

FIRST CLASS MAIL
U.S. POSTAGE
PAID
PERMIT NO. 2472
SACRAMENTO, CA

CALIFORNIA SPECIAL
DISTRICTS ASSOCIATION
1121 L STREET, SUITE 508
SACRAMENTO, CA 95814

REGISTRATION FORM

PLEASE CHECK ALL APPROPRIATE BOXES

ON OR BEFORE SEPTEMBER 12, 1997

- CSDA Members: \$275
- Non-CSDA Members: \$325
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

After September 12, 1997

- CSDA Members: \$300
- Non-CSDA Members: \$350
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

Guests:

- Conference Meal Pass: \$150
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

Total Amount Enclosed: \$ _____

Name _____

Title _____

District/Organization _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ FAX (____) _____

Guest Name _____

Method of Payment: Check VISA MasterCard

Print Account Name _____

Account # _____ Expiration Date _____

Authorized Signature _____

Special needs you have that may require assistance:

- Wheelchair Access
- Hearing Impaired
- Vegetarian
- Other _____



CSDA 28th ANNUAL CONFERENCE

SEPTEMBER 24-26, 1997
SHERATON HOTEL
ANAHEIM, CALIFORNIA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Ballot For Special District Workers Compensation Authority (SDWCA)
DATE: August 19, 1997

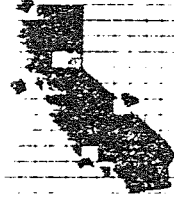
BACKGROUND:

Placentia Library District is a member of the SDWCA.

Trustee Sandra Stark represents the District on the SDWCA Board of Directors and knows the current SDWCA Board Members.

RECOMMENDATION:

Authorize the District's representative to the SDWCA Board of Directors to cast the vote on behalf of the District.



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

ALL-MAIL BALLOT

Pursuant to Section I-B of the Manual of Policies and Procedures, each member district shall have **one** vote for each category of district to be elected. The district receiving the greatest number of votes in each category shall designate a director to serve on the Board of Directors.

UPPER ONE-THIRD

- | | |
|---|--------------------------|
| Big Bear City Community Services District | <input type="checkbox"/> |
| El Dorado Hills Community Services District | <input type="checkbox"/> |
| Olivenhain Municipal Water District (Incumbent) | <input type="checkbox"/> |

MIDDLE ONE-THIRD

- | | |
|---|--------------------------|
| McKinleyville Community Services District | <input type="checkbox"/> |
| Minter Field Airport District (Incumbent) | <input type="checkbox"/> |

The official ballot must be returned to the principal business address of SDWCA, 1030 15th Street, Suite 300, Sacramento, CA 95814, prior to the close of business on Friday, September 5, 1997, to be considered valid and counted.

This ballot is cast by _____
Name of District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Proxy Request For The Special District Risk Management Authority
(SDRMA) Ballot
DATE: August 19, 1997

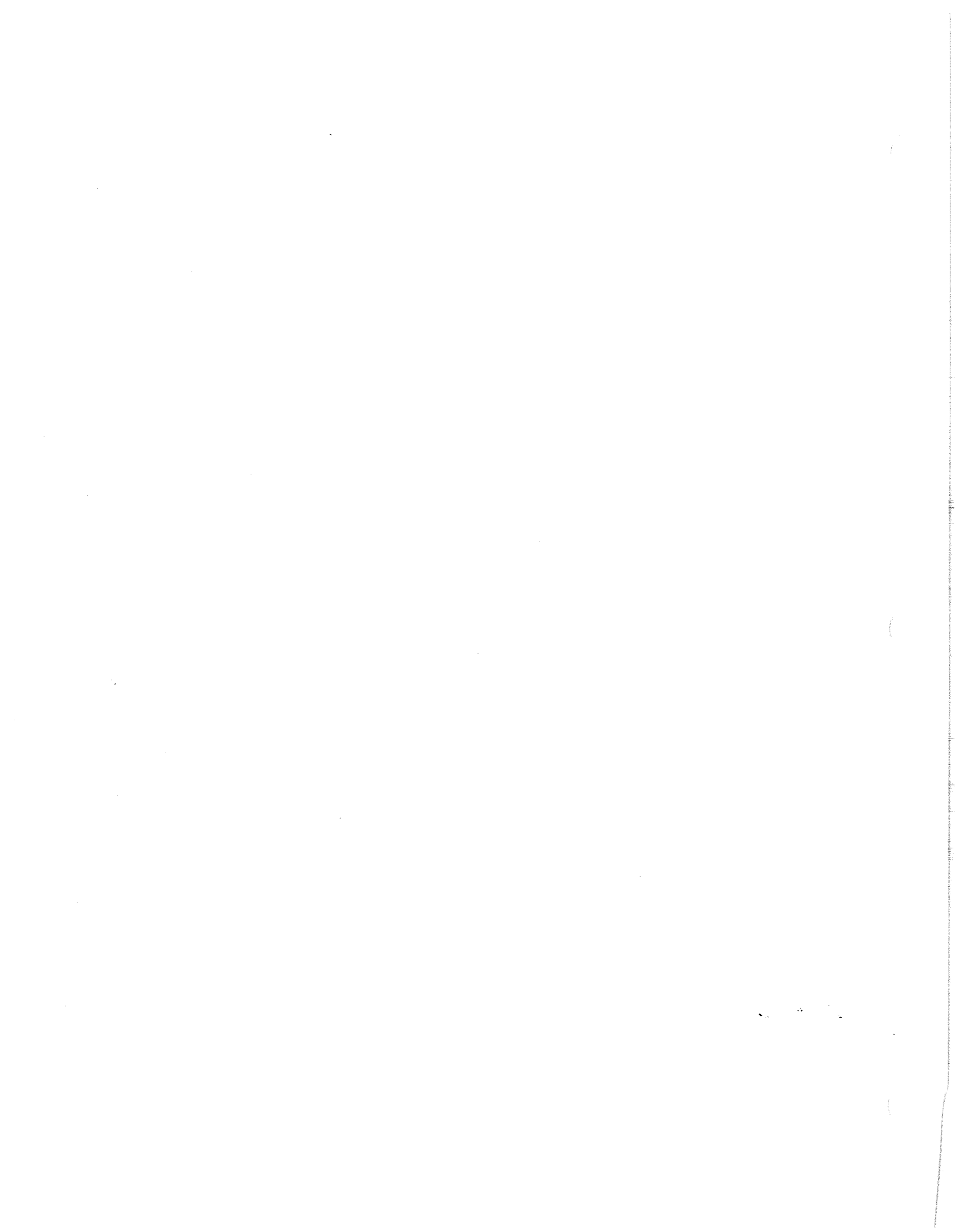
BACKGROUND:

Placentia Library District received a proxy request (Attachment A) from David Aranda, Manager of the Stallion Springs Community Services District, for the SDRMA election that will be held at the California Special Districts Association Annual Conference in Anaheim on September 25.

If the proxy is used the Resolution number will be 97-5.

RECOMMENDATION:

Determine whether a District representative will attend the SDRMA Annual Meeting on September 25, 1997 in Anaheim, and whether to submit a proxy resolution.



I NEED YOUR VOTE!

My name is David Aranda, Manager for the Stallion Springs C.S.D. and a Director for the California Special District Association. I would like to have your support at the upcoming election for the Board of Directors of the Special District Risk Management Authority.

SDRMA has a good track record as our provider for risk management. SDRMA has good programs for risk prevention and is responsive to the needs of our membership. I want to continue these policies and with my experience as a manager for over 15 years, including risk management, I will work hard to hold down our rates.

The election will be on September 25, 1997 at the CSDA annual conference. You can vote in person then. If you cannot be there, I would like to have your proxy. To vote by proxy, your Board must adopt a resolution authorizing same and execute a form to actually cast the proxy ballot. A sample resolution and the proxy form are enclosed. Please agendaize these action items at your next Board meeting, naming Mr. Kit Carter on the proxy form and mail both documents to him at 4870 Heritage Road, Paso Robles, CA 93446.

**PLEASE VOTE FOR ME, DAVID ARANDA
DIRECTOR, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

AUTHORITY TO CAST PROXY BALLOT

In accordance with Resolution No. ____, a copy of which is attached, the Board of Directors of the _____ authorizes the person named below to cast the proxy ballot(s) at the Annual Meeting of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY scheduled for September 25, 1997 at the Sheraton Hotel in Anaheim, unless this authority is withdrawn prior to balloting.

The person so named is:

Signed: _____

President (or other officer)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
_____ AUTHORIZING THE
CASTING OF A PROXY BALLOT AT THE 1997 ANNUAL
MEETING OF THE MEMBERS OF SDRMA

WHEREAS, the Bylaws of the Special District Risk Management Authority permit the casting of proxy ballots by members at the annual Member's meeting; and

WHEREAS, it is the desire of the Board of Directors of the referenced member to authorize such proxy voting;

NOW, therefore, be it resolved, that the Board of Directors of the _____
_____ does hereby authorize the casting of any vote or votes at the
1997 Annual Meeting of the Members of the Special District Risk Management Authority, and
designates the person named on the attached AUTHORITY TO CAST PROXY BALLOT to cast
such proxy vote(s).

Adopted this ____ day of _____, 1997, at a regular/special meeting of the Board of
Directors of _____, by the following vote:

AYES:

NOES:

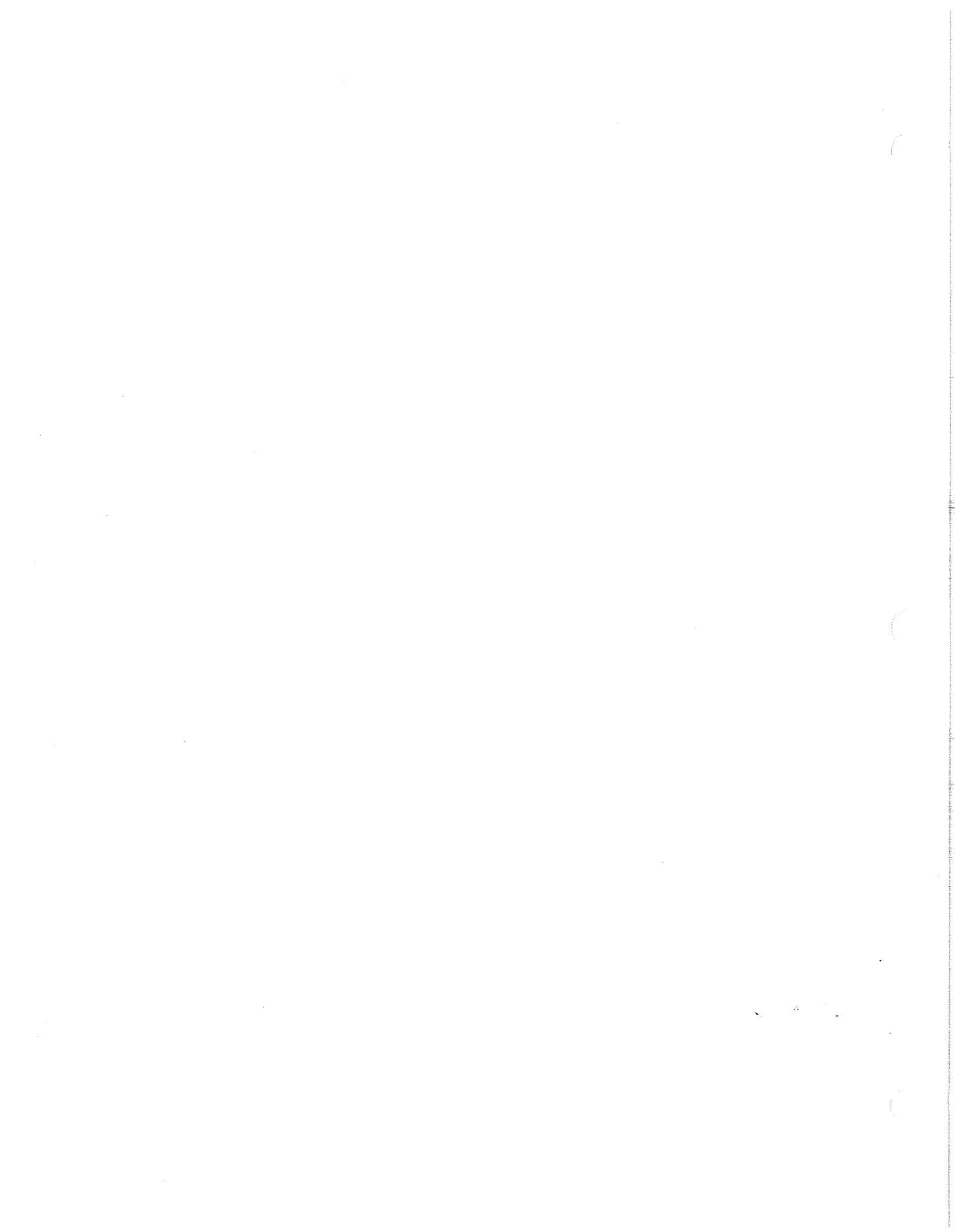
ABSENT:

ABSTAIN:

By _____
President, Board of Directors

ATTEST:

_____, Clerk



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 19, 1997
SUBJECT: Lighting Maintenance Contract 1997-1998

BACKGROUND:

Bid requests for maintenance of Library lighting were sent to all lighting maintenance and repair companies listed in the Pacific Bell Business to Business directory which are located in Orange County. Seventeen Bid requests were mailed and seven responses received. A copy of the bid letter is attached. Maintenance is to include monthly inspection and replacement of extinguished florescent and non-florescent lamps and cleaning of 25% of the fixtures quarterly.

The Lighting Maintenance contract for 1995-1997 was awarded to AMS Contracts, Mission Viejo, at a cost of \$224.00 per month. AMS Contracts has notified us that this is no longer a cost effective price for this service. AMS Contracts has also noted on their bid that many of the lamp holders and diffusers are very worn or broken and may give way under stress, such as an earthquake, causing lamps to fall. They recommend replacement of the worn parts, which would be an additional cost.

Bids received vary widely. Attached is a breakdown of proposals.

RECOMMENDATION:

Award lighting contract to Tri County Lighting, 611 N. Poplar St., Orange, at a cost of \$79.00 per month for service and \$1.30 per lamp for cleaning, plus initial inspection service call, for an annual total of \$3,391.00 and authorize Library Director to sign all contracts.

Prepared by: Charlene Dumitru, Administrative Assistant

COMPARISON OF BIDS FOR LIGHTING CONTRACT

Name of Company	Monthly Call Charge	Per lamp/per ballast charges	Cleaning/Washing	Other Charges	Approximate Annual Contract Cost
AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	\$448.00	included	included	Recommends replacement of diffusers and broken lamp holders and clips at costs to be quoted separately.	\$5,376.00
Christenson Electric, Inc. 1391 N. Kraemer Blvd. Anaheim, CA 92806	\$285.00	included	included	No other charges specified in bid	\$3,420.00
Countrywide Lighting 15471 Redhill, STE B Tustin, CA 92780	waived	Lamps \$2.00 each Ballasts \$15.00 each approx. \$175.00/mo.	\$25.00 per fixture \$2,864.58 per mo.	Service calls beyond monthly service at \$40.00 per hour	\$37,668.00
Quality Lighting 17942 Sky Park Circle Suite 44-E Irvine, CA 92714	\$95.00	included	25% of fixtures/quarter \$1,095/quarter	Includes service <u>once per month</u> - additional calls will be billed separately	\$5,520.00
Sunset Lighting Services 4420 E. Miraloma, Unit J Anaheim, CA 92807	\$141.00	included	25% of fixtures/quarter \$1,458.89/quarter	No other charges specified in bid	\$7,527.56
Sylvania Lighting Services 2851 Pomona Blvd. Pomona, CA 91768	\$25.00	Lamps \$2.25 each Ballasts \$22.21 each approx \$223.55/mo	25% of fixtures/quarter \$1,279.75/quarter	Additional services calls billed at \$39.00 per hour.	\$8,101.00
Tri County Lighting 611 N. Poplar Street Orange, CA 92868	\$79.00	included	\$1.30 per lamp	Interim service calls at \$20.00 trip charge, plus \$32.00/ hour for lighting \$49.00/hour electrical	\$3,391.00, includes one service call to be billed at regular rates prior to onset of monthly service, est. cost \$116.00

Note: Some companies based their bid as flexible depending on the amount of work done on each visit. For purposes of comparison, I have used an average, supplied by our current lighting contractor, of approximately 50 lamps replaced, and 5 ballasts replaced each month which includes approximately 10 hours labor.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 19, 1997
SUBJECT: Lighting Maintenance Contract 1997-1998

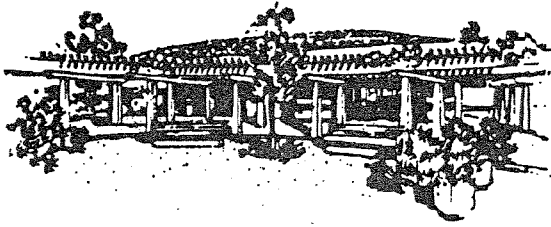
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An analysis of the bids received will be available at the Board Meeting.

Prepared by: Charlene Dumitru, Administrative Assistant





PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Extension 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Saundra M. Stark

FIELD(1)

FIELD(2)

FIELD(3)

August 5, 1997

SUBJECT: Request for Bid for Lighting Maintenance

The Placentia Library District is soliciting bids for maintenance of all light fixtures in the library. Total fluorescent lamps in the Library are 1,790. There also is a small number of non-fluorescent fixtures.

Monthly maintenance is to include:

1. Inspection of all lighting and replacement of extinguished fluorescent lamps in Library;
2. Replacement of ballasts as necessary;
3. Disposal of discarded ballasts and lamps.

Quarterly maintenance is to include:

1. Clean 25% of fixtures quarterly so that all fixtures are cleaned within a one-year period.

The Library will supply materials for relamping. Your quote should reflect labor and cleaning materials.

If you wish to inspect the lighting before submitting your bid, you are invited to visit the Library on Monday, August 11, between 2:00 and 6:00 P. M.

Bids are due no later than 5:00 P.M. Wednesday, August 13, 1997.

Sincerely,

Charlene Dumitru
Administrative Assistant

TO: Library Board of Trustees
FROM: Charlene Dumitru, Administrative Assistant
DATE: August 26, 1997
SUBJECT: Heritage Days Parade

BACKGROUND:

The date for the annual Heritage Days Parade has been set for Saturday, October 4, 1997. In past years the Library Board has participated in the parade by riding in vintage automobiles accompanied by volunteers in costume. The theme for this year's parade is "Placentia: A Heritage of Good Food".

RECOMMENDATION:

Determine the level of participation by the Board for the 1997 Heritage Days Parade.



TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: August 19, 1997
 SUBJECT: Program Committee Report for the Month of July 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JULY 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	2	31
Tutor Training Workshop	5	115(25 each)
Supplemental Tutor Workshop	1	16
<i>CHILDREN'S SERVICES</i>		
Storytimes	10	255
Way-Out-Wednesdays	4	402
Summer Reading Program (SRP) Special Program	1	45



To: Elizabeth Minter, Library Director

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

Date: August 19, 1997

Subject: July Activities in the Children's Department

Programming- Storytimes continued through the month of July. There were 10 performances for children ages 3 – 6. 234 children and 21 adults attended the storytimes.

Way Out Wednesdays- In the month of July there were four programs in this Wednesday afternoon series for children ages 4 – 12 years. 375 children and 27 adults attended these programs. Franklin Hayes and his Marionettes were particularly well received.

Summer Reading Program- By the end of July the Children's Department had finished the sixth week of the eight week Summer Reading Program. Approximately 843 children have been registered for the Summer Reading Program. Approximately 7835 books have been read by children participating in the Summer Reading Program.

Out in the Community- The Children's Librarian taped a segment for Placentia Community Television, talking about the Summer Reading Program and upcoming fall events. The segment was scheduled to air on Thursday July 31st. Also our new storyteller, Donna Bass, in the guise of Missus Spintales, was photographed and interviewed for the Placentia News Times during one of her storytimes for 3 – 6 year olds. The article appeared in the July 31st Placentia News Times.

Special Programs- Missus Spintales (Donna Bass) did a special performance one Wednesday evening for the entire family. 35 children and 10 adults attended the storytelling performance. 10 children from the audience came up and participated in a little impromptu story telling of their own, with the help of Missus Spintales.

Teen Volunteers- Teen volunteers have been very important in keeping the Summer Reading Program running smoothly. They have been responsible for signing children up for the program, stamping the children's logs and handing out prize markers and prizes, and have been working on cleaning and relabeling all the children's picture books. Teen volunteers contributed 267.25 hours to the Summer Reading Program in the month of July.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: August 19, 1997
SUBJECT: **Publicity materials produced for July 1997**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. July quote.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Summer Reading Program.
8. Friends of Placentia Library bookstore and on going sale in lobby.
9. Storytime for children.

Newspaper articles published:

1. Literacy Tutor Training at the Library.
2. Children's storytime meets 10:30 A.M.
3. Literacy tutors are needed.
4. Mime tales with Ruben Gerard.
5. Library fund-raiser launched.
6. The art of storytelling. 'Missus Spintales' eschews corporate life to entertain children.
7. Library Rights, Responsibilities. Parents must do their part to make Internet work for children.
8. Orange County – Funding approved to open library 5 days a week.
9. San Clemente Branch Library could get \$34,000 from public utility funds.
10. Orange County – Libraries to be open at least 5 days a week (with schedule).

Library Newsletter:

Attached are copies of the Library Newsletter that appeared in the Fall Placentia Quarterly.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly

JUL 17 1997

Library fund-raiser launched

Foundation sets Giving Campaign

By Sandra A. Bernardo
for the Placentia News-Times

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Struggling to find the funds necessary to keep the Placentia library running, the Library Foundation will launch its annual Giving Campaign this month to raise money for books and other expenses.

Tax and budget cuts led to the foundation's beginnings in 1994 as a way to raise money to help the library's shrinking funds.

Another effort to recoup lost revenue was a local library tax, which would have assessed homeowners about \$29 per year to help pay for books and other services.

According to Library Foundation President Sandra Stark, the taxes previously given to libraries were reallocated to public schools. Measure W would have made up for those losses, she said.

"Libraries have been hit monumentally," said Stark. "It's an all-encompassing problem, whether they are city, county or district libraries."

The lack of resources has made it difficult for the local library to obtain new and current books, and has forced a reduction in operating hours from six days a week to five.

Stark said this would affect many students who look to public facilities for information now that school libraries also have suffered cutbacks.

The Giving Campaign is one of several efforts to keep a steady stream of information available to the community. The campaign will consist of mailers being sent to previous donors of the library outlining two ways they can help.

A donor can provide money to buy books immediately or give \$250 to an endowment fund with proceeds being used to buy one book each year in the donor's name.

The local community also is doing its part to support the library. People volunteer more than 700 hours a month performing various tasks such as shelving books, tutoring or running the bookstore.

A walk-a-thon was held in Placentia, and the Mom's Club of Placentia recently held a fund-raising event with Knowlwood Hamburger restaurant, which donated a percentage of its earnings that day to the library.

"The community has really been pulling together on this," Stark said.

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Placentia News
Weekly

JUL 17 1997

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

Literacy Tutor Training 6 p.m. at the library, 411 E. Chapman Ave. Call 528-1906.

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santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily

JUL - 1 1997

Placentia Library Literacy Services.
Literacy tutors for adults are needed. Katie Matas, (714) 524-8408, Ext. 213.

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Placentia News
Weekly

JUL 17 1997

Childrens storytime meets 10:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

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santa ana, calif. 92711

Placentia News
Weekly

JUL 31 1997

Mimes Tales with Ruben Gerard ree performances for children age 4 to 13, from 1 p.m. to 2 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, ext 212.

THE ART OF STORYTELLING

'Missus Spintales' eschews corporate life to entertain children

By Vivianne Wightman
Placentia News-Times

A white bonnet can't hide the animated face or the round, expressive eyes of Missus Spintales from an entranced crowd of small, fidgety children.

Even if the costume — which looks like it belongs to "Mary" of "Mary Had a Little Lamb" — is alluring, it's no competition for the character's voice, which can grumble and roar as Papa Bear or squeak and sing saccharin-sweet as Goldilocks.

Reality fades into make-believe for the 30 young children as Missus Spintales — Donna Bass of Placentia — spins tales of talking bears, blue horses and bear hunts.

Bass, 54, is the Placentia Library's newest storyteller, a role she plays Tuesdays at 6:30 p.m. and Thursdays at 10:30 a.m.

Armed only with books and a few visual props, her world of imagination comes to life for the boys and girls through the simple exchange of the written word.

Head turning from side-to-side like a periscope scanning the faces of anxious youngsters, Bass opens a book, turns it toward the crowd and reads, "I open the book and what do I see? I see a blue horse looking at me."

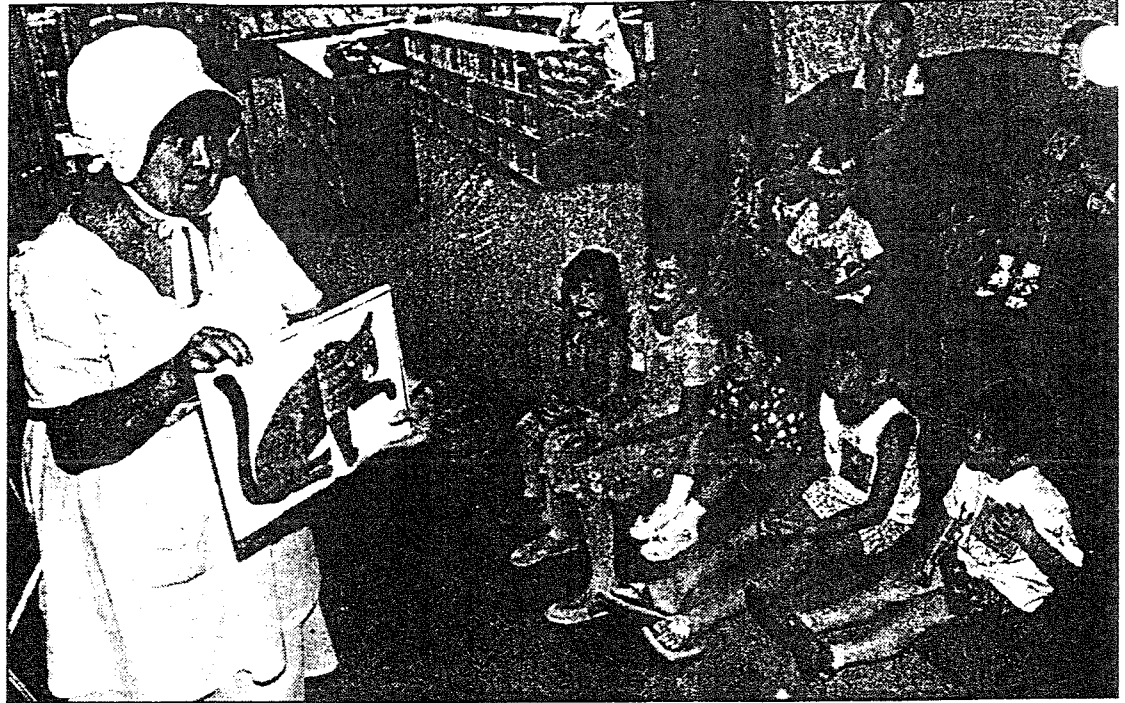
Timmy Plett, 7, pipes in, "I've never heard of a blue horse."

She continues: "The blue horse looks over his shoulder and what does he see? He sees a purple cat looking at him."

The boy's voice, loud and confident for his tiny stature, booms, "But, I've never heard of a purple cat."

Bass is so absorbed in telling her story that his observations go ignored. She eventually encourages the children to help her tell the story. Their small voices mixed with laughter try to mimic Bass' large voice.

Bass, who was raised not in the



Stan Bird/Placentia News-Times

TELLING TALES: Placentia Library's new children's storyteller Donna Bass makes the stories come alive to local children by her animated voice, gestures and costumes.

company of a television but with books in the Pennsylvania countryside, said she has always loved to tell stories.

"You can just see the children's little minds working as the stories make their imaginations come alive," she said.

Fittingly, it was a book that set Bass on the road to self discovery after a 25-year career in human resources and communications at Rockwell International.

The book, "What Color is Your Parachute?" revealed to the 20-year resident of Placentia that she had a deep need for human interaction and meaningful experiences with others.

Storytelling has answered that calling.

"Having children come up, talk to me afterward and say, 'Oh, I liked that story,' is most rewarding because I know I reached them," she said. "And, today a little boy said goodbye five times and told me, 'That was fun.' So if educating becomes fun for them, what else is it for me



Please see BASS/6

BASS

FROM 3

but fun, too?"

Storytelling is not just for children, Bass emphasized.

"I tell stories to adults, too," she said. "I can see them becom-

ing children again. It's something they remember."

And for parents who are uncomfortable reading to their own children or find it difficult to put a lot of emotion into stories, Bass' storytime becomes a teaching session.

"It can be a neat learning ex-

perience for parents to hear somebody else put more expression into the books and watch the kids respond," said parent Jeanile Plett, a Placentia resident whose three children often attend storytime.

For more information on storytime, call 528-1906, ext. 212.

Los Angeles Times
OC Edition
Daily JUL - 6 1997

Library Rights, Responsibilities

Parents must do their part to make Internet work for children

Huntington Beach's director of library services cites computers and the World Wide Web as a "tremendous draw" for youngsters. Getting children into libraries benefits everyone, but parents have to be aware of just what is available on those machines and through that marvel known as the Internet.

Gone are the days when librarians were able to page through books and magazines, decide which ones would go on the shelves, and feel comfortable that their offerings would not outrage their community.

True, some residents whose taxes paid for library acquisitions and operations might feel that some of the materials offered for circulation were a bit on the racy side. But the librarians were able to please most of the readers most of the time.

These days the problems are more abundant. To their credit, Orange County libraries, both city-run and county-operated, are grappling with the challenges.

Librarians and parents understandably are concerned that children can hook up with the Internet and view hard-core pornography. Last year, Congress passed and President Clinton

signed the Communications Decency Act, which sponsors said was designed to shield youngsters from pornography transmitted on the Internet. But last month the U.S. Supreme Court rightly struck the act down as an unconstitutional infringement of the 1st Amendment guarantees of free speech.

That does not mean that anything goes in the world of computers. Some libraries have filters designed to block objectionable material. The problem there is that information may not be objectionable to everyone. A number of librarians have complained as well that the filters block out too much. Barring receipt of everything labeled "sex" also knocks out topics such as sextants and sextuplets.

A number of libraries have installed filters on computers in the children's section but wisely have omitted them from computers in the rest of the building. Others have required that parents monitor their children's use of the machines. That may be burdensome to parents, but until new mechanisms are developed to prevent children from gaining access to material they clearly should not be exposed to, that may be the best system for now.

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The Register JUL 31 1997
Daily

332

SAN CLEMENTE

The local branch library could get a \$34,000 infusion in coming months as its share of \$2.3 million in public-utility funds that may be made available countywide. County Librarian John Adams said a proposal to divide up the money is expected to be presented to the Orange County Board of Supervisors toward the end of July. In San Clemente, Librarian Heather Pizzuto said city officials, library staffers and the community can help decide how best to spend the money.

- Fred Swegles/(714) 492-5127

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Los Angeles Times
OC Edition
Daily JUL 22 1997



Funding Approved to Open Library 5 Days a Week

³³²
The public library will be open five days a week beginning next month, thanks to additional funding for the county library system.

The county Board of Supervisors last month approved a \$21.4-million budget for the 26-library system, an increase of \$2.3 million from the previous year.

Stanton's only library will get a \$67,000 budget boost, increasing the annual budget to \$204,000.

Council members previously spent reserve funds to extend library service from three to four days a week. Under the plan approved Tuesday by the City Council, the library will be open Monday through Thursday, and Saturdays. Library hours also will increase, from 26 to 39 hours a week.

Councilman Harry M. Dotson, the city's liaison to the county Library Advisory Board, said he expects additional funding for books and other materials.

All of the county-operated libraries will be open at least five days a week for the first time in a decade, County Librarian John M. Adams said. "We certainly are hopeful it's going to last. The county CEO and the Board of Supervisors have shown their concern for the importance of libraries. All the players are holding hands."

Beginning Aug. 2, the Stanton library, on Katella Avenue across from City Hall, will be open from noon to 8 p.m. on Mondays and Tuesdays; 10 a.m. to 6 p.m. on Wednesdays and Thursdays; and 10 a.m. to 5 p.m. on Saturdays.

-RUSS LOAR

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post office box 11789
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The Register Daily
JUL 23 1997

Libraries to be open at least 5 days a week

332

GOVERNMENT: Supervisors OK an additional \$1.6 million to remedy past budget woes.

By **DAVID PARRISH**
The Orange County Register

All 26 county libraries will be open at least five days each week because of \$1.6 million in additional funding approved Tuesday by the Board of Supervisors.

The extra money will directly affect 12 of the county's libraries that were forced to curtail their hours or even shut their doors for an entire day because of budget woes brought on by a 1992 cut in their property-tax allotment by the state — that took funds away from libraries statewide — and the county's 1994 bankruptcy.

"It's going to mean a tremendous amount to allow the citizens to use something they have already paid for," said John Adams, county librarian. "We anticipate we will be able to see all our libraries reach a minimum of five days a week on Aug. 1."

Some libraries, such as the Silverado branch, will be open an extra day because of the additional funds.

"It's the equivalent of opening

3.2 additional libraries," said Supervisor Jim Silva.

To expand the hours at the libraries, 35 full- and part-time employees will have to be hired, said Adams.

The additional \$1.6 million comes from a state fund that must be used only for special districts, which include the libraries and the county's beaches, parks and harbors. Next year it will again be up to the board to decide where the money should go.

In June the Board of Supervisors used money from the state fund to give the libraries an additional \$1.5 million. Those funds were used for the purchase of books and electronic-information services for computer users at the libraries, said Adams.

In other board actions Tuesday:

► The cost of recording property titles was reduced by \$1, to \$6. This is part of Clerk-Recorder Gary Granville's overall plan to cut costs in his department and pass on the savings.

► A plan to videotape the board meetings failed to gain support and was withdrawn by its two proponents, supervisors Tom Wilson and Todd Spitzer. In opposing it, Silva said it would lead to grandstanding by people who just want to get on television.

MORE TIME TO BROWSE FOR YOU BOOK LOVERS

The Orange County Register

On Aug. 1, 12 of 26 Orange County Library branches will have new, expanded hours:

Brea: Monday, Thursday: 10 a.m. to 6 p.m. Tuesday, Wednesday: noon to 8 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Costa Mesa: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Mesa Verde (Costa Mesa): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Cypress: Monday, Tuesday: 10 a.m. to 9 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Dana Point/Dana Niguel: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Fountain Valley: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (1)

Chapman (Garden Grove): Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed. (1)

Regional (Garden Grove): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (1)

West (Garden Grove): Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed. (1)

Heritage Park (Irvine): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

University Park (Irvine): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

La Habra: Monday, Tuesday 10 a.m. to 9 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

La Palma: Monday, Thursday: 10 a.m. to 6 p.m. Tuesday, Wednesday: noon to 8 p.m. Saturday: 10 a.m. to 5

p.m. Friday, Sunday: closed.

Laguna Beach: Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Laguna Niguel/Crown Valley: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Lake Forest/El Toro: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Los Alamitos/Rossmoor: Monday, Tuesday, Wednesday: noon to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Thursday, Sunday: closed.

Rancho Santa Margarita: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

San Clemente: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (2)

San Juan Capistrano: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday: closed. Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Seal Beach/Mary Wilson: Monday, Tuesday, Wednesday: noon to 8 p.m. Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Silverado: Monday, Wednesday: 1 p.m. to 8 p.m. Tuesday, Thursday: noon to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Stanton: Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Tustin: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Villa Park: Monday, Wednesday: 1 p.m. to 8 p.m. Tuesday, Thursday: noon to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Westminster: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

(1) City has contracted with Orange County Public Library to augment service hours.

(2) Pending negotiation with city.

Source: Orange County

PLACENTIA LIBRARY DISTRICT NEWSLETTER

PROGRAMS FOR CHILDREN

This fall the Library will be having storytimes for three different age groups. One for prewalkers and toddlers up to age 2; one for children ages 2-3; one for children ages 4-6.

Children attending these storytime will enjoy stories, songs, flannel boards, poetry and more.

Storytime Corner Schedule No Registration Required

Ages 2-3 year olds
Wednesday Evenings 6:30 - 7:00 P.M.
October 8 - November 26

Ages 4-6 year olds
Tuesday Evenings 6:30- 7:00 P.M.
Thursday Afternoons 3:30-4:00 P.M.
October 7 - November 25

Lapsit stories
Prewalkers and walkers up to 2 years old
Thursday Mornings 10:30-11:00 A.M.
October 9 - October 30

11th Annual Camp Library

To celebrate Children's Book Week, a national celebration to encourage children's enjoyment of reading, the Placentia Library Children's Department will host the 11th annual Camp Library.

Children, ages four to twelve accompanied by a parent, will spend the whole night at the Library. This event begins on Friday, November 21, 1997 at 7:30 P.M. and lasts until Saturday, November 22 at 7:30 A.M.



There will be special performers, crafts, games, movies and food. A snack will be served in the evening and a continental breakfast will be available in the morning.

Bring your sleeping bag, pillows, comfy jammies and your favorite bedtime buddy and get ready to have a great night at the Library. Registration begins Sunday, November 2 and costs \$3.00 per person (children and adults). Registration fee must be paid at time of registration. Sign ups for this event are limited to the first 50 children.

Camp Library is sponsored by The Friends of the Placentia Library

✓ Come Check Us Out

The Placentia Library's video tapes, audio tapes, compact discs and CD-ROM software are FREE of charge for checkout.

✓ Do-it-yourself Reserves

An exciting feature of the Library's online circulation system allows patrons to place their own reserves on library materials that are not available at that time. You are notified by mail when the reserve item is available and a small fee of \$.50 per item is collected when the reserve item is picked up at the check-out desk.

EL Dorado Theatre Arts

Students from El Dorado High School, under the direction of Gai Jones, will present *Stage To Page - Stories to Delight* a performance of the California Young Readers' Medal Nominees

Monday, October 27 at 7:00 P.M.

Library Meeting Room

Come early, space is limited.
For more information please call the Children's Department at 528-1906 Ext. 212.

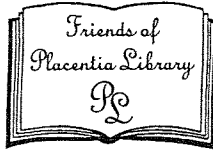
SEPTEMBER is "Every Child a Library Card Month"

Every child getting a new Library card in September will receive a free pencil from the Children's Department.

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
528-1906
Adult Services Ext. 209
Children's Desk Ext. 212
Renewals Ext. 6
HOURS

Sunday 1:00 - 5:00 P.M.
Monday - Wednesday 12:00 NOON - 9:00 P.M.
Thursday 10:00 A.M. - 6:00 P.M.
Friday Closed
Saturday Closed



Making A Difference

The purpose of the Friends of Placentia Library is to foster closer relations between the Placentia Library District and the citizens of Placentia and to support the function, resources, services and needs of the Library.

The Friends raise money through memberships, used books sales, annually and ongoing in the Library, and the Annual Author's Luncheon.

Library Projects supported by the Friends include:

- ▶ Annual Summer Reading Program
- ▶ Camp Library
- ▶ Telephone Message System
- ▶ Check-out Receipt Printers
- ▶ Shelving in the Children's Room
- ▶ Volunteer & Staff Recognition Receptions

Make a difference, join the Friends, donate books, support their bookstore. The semi-annual used books sale will be held in November. Call the Library 528-1906 for more details.

RESEARCH TIME

The Library has special collections and reference tools to aid students in their research. The Social Issues Research Series (SIRS); New York Times; Wall Street Journal; Los Angeles Times and Orange County Register are available on CD-ROM for quick and up-to-date information.

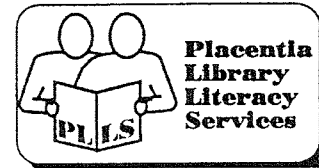
Placentia's professional staff is always prepared to guide students with their research and help them with reference tools and equipment.

INFORMATION ACCESS

This services provides access to 400 general interest title, 285 which are full text. The Information Access is available on all the public computer catalogs. Full image and full editorial content will be provided via the InfoTrac Articles Print Station.

The Health ASAP database includes 101 medical magazines and journals that provides the most up-to-date information on medical subjects and practices.

The Business ASAP database covers more than 300 business magazines and journals providing the most recent information about economy, finance, marketing, consumer affairs and company information.



If you know someone who needs to improve their basic literacy skills, tell them that free help is available at Placentia Library.

If you can read, write and speak English, and can meet two hours weekly with an adult learner, consider becoming a volunteer tutor.

LITERACY TUTOR TRAINING

Placentia Library Literacy Services will offer a 15 hour training class for prospective tutors this spring.

The class will meet on Tuesday evenings from 6:00 to 9:00 p.m. beginning October 7 and concluding November 4.

Training is provided without charge to volunteers making a minimum commitment of six months to Placentia Library Literacy Services or any other tutoring organization in the city of Placentia. Registration for tutors volunteering for other programs is \$30.00.

To enroll in the class or for more information about the program, please call the Literacy Office at 524-8408.

CITIZENSHIP EXAM

Since July 1995, Placentia Library Literacy Services has been administering basic skills exams to immigrants applying for U.S. citizenship, and will continue to offer the examinations monthly.

The test consists of 20 multiple choice questions and a writing section with two dictated English sentences which cover the history and government of the United States. Individuals who pass the exam are given an official "Notice of Test Results" to send to the INS with their application for citizenship. For more information or to pre-register for the exam, contact the literacy office at (714) 524-8408.

Placentia Library Literacy Services (PLLS), Library Program developed in partnership with the California Literacy Campaign, provides free and confidential basic literacy instruction to adults in the Placentia and Yorba Linda areas

TO: Elizabeth Minter, Library Director
FROM: ^{KM} Katie Matas, Literacy Coordinator
DATE: August 19, 1997
SUBJECT: **Placentia Library Literacy Services Report for the month of July**

Program Statistics

Active tutors: 63
Active students: 74
Students waiting to be matched: 27
Percentage of tutors reporting (July hours): 90%
Tutoring hours reported: 288
Other volunteer hours reported: 530
Total volunteer hours: 818

Citizenship Exam. The citizenship exam was administered Saturday, July 19, 1997. Thirty-one people took the exam. The exam was monitored by a representative of the Immigration and Naturalization Service and found to be in compliance with the regulations of that agency. The next exam is scheduled for Saturday, September 20, 1997. The citizenship exam has been offered at the Library for two years. To date, 339 people have taken the exam representing 45 different countries.

Tutor Training. Twenty-two people completed a 15-hour tutor training workshop, and all but four were matched with waiting students. Those not matched plan to take students in the next couple of months. Sixteen tutors attended a special 2-hour workshop to learn new ideas to add variety to their tutoring sessions.

Southern California Library Literacy Network (SCLLN). The July 10, 1997 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas. The featured speaker was Tracy Gath from the American Association for the Advancement of Science (AAAS). The AAAS has a Literacy for Health Project who's goal is to educate people about the effects of drugs.

Other Networking Activities. Volunteers from PLLS staffed the SCLLN booth at the Orange County fair on July 16, 1997 from noon until 11:00 P.M. Close to 500 hand fans advertising PLLS were distributed at Taste of Placentia on July 26, 1997.

SAFETY COMMITTEE MEETING
JULY 23, 1997
MINUTES

I. Call to Order: 3:20 P.M.

II. Members Attending: Katie Matas
Jerry Conn
Esther Guzman
Cindy McClain

III. Old Business

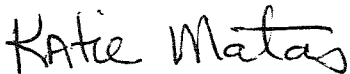
1. The first aid kit was resupplied.

IV. New Business

1. Library Director Minter will attend the Special Districts Workers Compensation Authority (SDWCA) Summer Safety Seminar in Ontario, CA on Tuesday, August 5, 1997.

The next meeting will be August 27, 1997 at 3:15 P.M.

Respectfully submitted,



Katie Matas

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Set Date For October Regular Meeting
DATE: August 19, 1997

BACKGROUND:

The departure for the Rotary Group Study Exchange trip to Korea has been moved up to Monday, October 6.

Colleen McGregor has agreed to be available in case the Board needs to meet between October 6 and November 1.

Since this is the time of year the District must transfer funds from one account to another to cover operating expense cash flow it may be advisable to schedule a meeting as close to my departure date as possible.

RECOMMENDATION:

Determine whether the Board wants to have an additional meeting between September 16 and October 5 and set the date and time.

