

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

November 18, 1997
7:30 P.M.
Library Conference Room

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

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

- 1. Roll Call *7:30 pm* Administrative Assistant
- 2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

Payson / Nantz

- 3. Minutes of the September 16, 1997 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Nantz / Payson

Stark - abstain

- 4. Oral Communications

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

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

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

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

5. Board President Report.

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

Presentation of a 20-Year Library Service Award to Library Assistant Katie Matas, and a 10-Year Library Service Award to Trustee Sandra Stark.

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: President, Friends of Placentia Library

8. Placentia Library Foundation Board of Directors Report

Presentation: ~~Trustee Pappas~~ *Sandra Stark*

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director and Library Board in the amount of \$29,781.97.

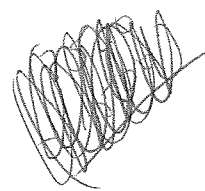
11. Current Claims and Payroll. (Approve)

Current Claims of \$22,734.42; and Payrolls 3564 through 3565 for \$39,852.00.
Combined total of Current Claims and Payroll of \$67,246.20..

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

① Cal T Ac Bd meeting
withstand from Cal T Ac
② SCCLIS - Trusty. Nov 13
Fund's issue. Nov 13
Voters guide for new
learners.
Trustee
③ New editor & Trustee
Just Kit
④ Cal T Ac
Speakers bureau to
Library boards.
⑤ State Liby
Burling
⑥ Cal T Ac
Trustee program
Advocate's political
⑦ How to secure a
meeting
⑧ Permit for
funds for
Quill & Hurdell
Houser,
⑨ Permit for
Dave Ross, Kate
Committee for
Sandra Stark

West Board
for Cal State
Karon Cooper



FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 -18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 19 - 35)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 35 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for September and October 1997 (Receive & File)
20. Personnel Report for September and October 1997 (Receive, File, and Ratify Appointments)
21. Volunteer Report for September and October 1997 (Receive & File)
22. Circulation Report for September and October 1997 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative reports from California Library Association (Receive & File)
25. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
26. Santiago Library System Advisory Board Minutes of January 14, 1997. (Receive & File)
27. 1996-97 Annual Report for the Special District Risk Management Authority. (Receive & File)
28. Fiscal Year 1996-1997 Audit of Financial Transactions Management Letter as prepared by Munson, Cronick & Associates. (Receive & File)

29. Ratification of acceptance of grant from the California Council for the Humanities in the amount of \$500 for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Group program. (Receive & File)
30. Fiscal Year 1996-1997 Annual Report of Financial Transactions of Special Districts, prepared by Munson, Cronick & Associates, and submitted to the State Controller's Office via 3½" diskette on September 23, 1997. (Receive & File)
31. Actions taken at the California Library Services Board (CLSB) August 20-21 Meeting. (Receive & File)
32. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 2 and October 7, 1997, and the Quarterly Membership Luncheon Meeting of September 2, 1997. (Receive & File)
33. Minutes of the Placentia Civic Center Authority Commission of October 6, 1997, and the Financial Statements and Audit for Fiscal Year 1996-97 as prepared by Diehl, Evans & Company, LLP, CPA. (Receive & File)
34. Fiscal Year 1996-1997 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)
35. Certification to Receive Funds from the Public Library Fund, 1997-98, submitted to the State Library of California on November 17, 1997. (Receive & File)

CONTINUING BUSINESS

36. Review Library Revenue Issues and Discuss Feasibility of Library Parcel Tax ballot issue for November 1988 Election.

Presentation: Library Director
Recommendation: Discuss and give direction for future action.
37. Review Policy Handbook, Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures.

Presentation: Library Director
Recommendation: Review and Revise

NEW BUSINESS

38. Special District Risk Management Authority Proposed Joint Powers Authority (JPA) Amendment. The Board of Directors of SDRMA proposed to amend the Third Amended JPA, to which Placentia Library District is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.

Presentation: Library Director
Recommendation: Approve and authorize signature by Secretary Evans

- 39. Discussion of Seismic Reinforcement Project of the City of Placentia with presentation by Public Works Director ~~Chris Becker~~. *Joan [unclear] [unclear] Thayer*

Presentation: Library Director
 Recommendation: Determine Level of District's Participation

→ Comment on budget 67
\$85 00 to [unclear]

STAFF REPORTS (Items 40 - 44)

Presentation: Library Director
 Recommendation: Approve by Motion

Items 39 - 43 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 40. Program Committee Report for September and October 1997. (Ammar)
- 41. Children's Services Report for September and October 1997. (Smith)
- 42. Publicity Materials produced for September and October 1997. (Willauer)
- 43. Placentia Library Literacy Services Report for September and October 1997. (Matas)
- 44. Safety Committee Minutes for September and October 1997. (Matas)

ADJOURNMENT

- 45. Agenda Preparation for the November Regular Meeting which will be held on December 16, 1997.
- 46. Review of Action Items.

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

- 47. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 18, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 13, 1997.

Charlene Dumitru

November 1997 - October 1998

Yearly Planner

November 97

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

November

- 3 7:00 PM Friends Board Meeting, Stark
- 7 6:30 PM - 8:30 PM Foundation Donor Reception
- 15 CLA Conference, Pasadena
- 18 7:30 PM Library Board Meeting
- 20 11:30 AM - 1:00 PM Foundation Board Meeting

21 Camp Library

December

- 1 7:00 PM Friends Board Meeting, Dinsmore
- 16 7:30 PM Library Board Meeting

January

- 5 7:00 PM Friends Board Meeting, Evans
- 9 ALA Midwinter, New Orleans
- 20 7:30 PM Library Board Meeting
- 22 11:30 AM - 1:00 PM Foundation Board Meeting

February

- 9 7:00 PM Friends Board Meeting, Masters
- 17 7:30 PM Library Board Meeting

March

- 2 7:00 PM Friends Board Meeting, Pappas
- 7 10:30 AM - 12:30 PM Friends Author's Brunch
- 10 PLA National Conference, Kansas City
- 17 7:30 PM Library Board Meeting

April

- 6 7:00 PM Friends Board Meeting, Stark
- 19 National Library Week

April

- 21 7:30 PM Library Board Meeting

May

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 19 7:30 PM Library Board Meeting
- 21 11:30 AM - 1:00 PM Foundation Board Meeting

June

- 1 7:00 PM Friends Board Meeting, Evans
- 16 7:30 PM Library Board Meeting
- 25 ALA Conference, Washington D.C.

July

- 21 7:30 PM Library Board Meeting

August

- 18 7:30 PM Library Board Meeting

September

- 14 7:00 PM Friends Board Meeting, Masters
- 15 7:30 PM Library Board Meeting
- 17 11:30 AM - 1:00 PM Foundation Board Meeting

October

- 5 7:00 PM Friends Board Meeting, Pappas
- 20 7:30 PM Library Board Meeting

May 98

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31						

June 98

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July 98

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August 98

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30	31					

September 98

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October 98

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December 97

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28	29	30	31			

January 98

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February 98

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15	16	⑰	18	19	20	21
22	23	24	25	26	27	28



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

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 16, 1997 at 7:30 P. M. by President Peggy Dinsmore.

ROLL CALL

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

Members Absent: Trustee Sandra Stark.

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 Secretary Evans to adopt the Agenda as presented.

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

MINUTES

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of August 19, 1997 as presented.

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

Approval of the Minutes of the Continued Meeting of August 26 was deferred until the next Regular Meeting of the Board.

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Dinsmore reported that she will attend the Placentia Civic Center Authority meeting scheduled for Monday, October 6, 1997. Trustee Evans will not be able to attend.

President Dinsmore presented Certificates of Appreciation to youth volunteers who served in the Children's Department for the Summer Reading Program. Those present to receive certificates were: Jisoo Baek, Jina Lim and Tricia Um.

President Dinsmore attended the Southern California Library Literacy Network (SCLLN) meeting at Beverly Hills Library on September 11, 1997. She reported that State Library Literacy Director Al Bennett told

her that the Bill introducing State Library program for Literacy and Public Safety did not pass the Legislature. President Dinsmore reported that Mr. Bennett plans to retire from the State Library next year.

President Dinsmore also reported that the SCLLN interactive display was in use at the meeting. Library Director Minter suggested that the District obtain the display for the Foundation Donors Reception scheduled for November 7.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library President Pat Irot reported that the Friends annual planning meeting was held on September 8. Renee Scott was appointed to represent the Friends on the District's Donor Recognition Committee. The Friends will not have a fall booksale this November, but plan a booksale in the Spring.

A Senior Training and Employment Program (STEP) volunteer may be available to work in the Friends bookstore and assist with sorting donations. Friends President Irot also reported that two Library Interns from California State College at Fullerton have indicated interest in assisting in the Placentia History Room.

TRUSTEE REPORTS

There were no Trustee Reports.

FOUNDATION REPORTS

Trustee Pappas reported that the Foundation Meeting was held on Thursday, September 11. A representative from Sam's Club was present at the meeting and announced a donation of \$1,000.00 to the Library.

Al Penry was represented at the Foundation meeting by Laura Penry who presented his suggestion that the Endowment Fund be split, investing half the fund in more conservative investments.

Library Director Minter reported that the direct mail solicitation should be completed by September 30. City of Placentia Mayor Norman Eckenrode and former Chamber of Commerce President Al Shkoler will sign the solicitation letter.

Library Director Minter also reported that the Donor Reception will be held on Friday evening, November 7. Author Ciji Ware will present a program and be available for signing copies of her newest novel *A Cottage by the Sea*.

Library Director Minter reported that an endowment has been received from Gordon and Dixie Shaw to underwrite the Lapsit Storytime Programs. Friends President Pat Irot mentioned that the Friends are supporting a demonstration of the Lapsit programs until the Shaw endowment takes over.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$0.00
Current Claims and Payroll in the amount of \$116,325.70.
Interfund Cash loan from Fund 706 in the amount of \$65,000, and
from Fund 702 in the amount of \$30,000, to Fund 707, to be
repaid after tax revenue is received in December.

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

**FINANCIAL
REPORTS**

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

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

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 19 through 28:

Building Maintenance Report for August, 1997
Personnel Report for August, 1997 (Receive, File and Ratify
Appointments)
Volunteer Report for August, 1997 (Receive & File)
Circulation Report for August, 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)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
Fiscal Year 1997-1998 Budget Spreadsheets omitted from the
August Board Packet (Receive & File)
Notice of Annual meeting of the Placentia Civic Center Authority

Commission (Receive & File)
Fiscal Year 1996-1997 Audit of Financial Transactions for
Placentia Library District as prepared by Munson, Cronick &
Associates (Receive & File).

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter reviewed the material presented in the Board
Packets. Trustee Pappas requested that the November Agenda include an
item for consideration of a ballot issue in November, 1998.

No Board action was taken at this time.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Pappas, seconded by Secretary Evans to approve
travel authorization for President Dinsmore to attend the California
Association of Library Trustees and Commissioners Board of Directors
Meeting on Friday, November 14, and the California Library Association
Annual Conference from Saturday, November 15 through Monday,
November 17, 1997 in Pasadena, at a cost not to exceed \$535.00, to be
paid from the 321 Grant.

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

It was moved by Trustee Masters, seconded by Secretary Evans to authorize
attendance of President Dinsmore, Trustee Pappas and Principal Library
Ammar at the preconference institute, "Strategies for a Successful Ballot
Measure" and authorize payment of registration, mileage, meal and parking
expenses to be paid from the general fund.

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

It was moved by Trustee Masters, seconded by Secretary Evans to approve
registration for Librarian Julie Shook to attend the Windows NT specialist
course at California State University Long Beach at a cost of \$1,795 plus
mileage and meals, with \$1,000 being paid from the Staff Development
account at Santiago Library System and the balance paid from the General
Fund.

AYES: Dinsmore, Evans, Masters, Pappas

NOES: None
ABSTAIN: None
ABSENT: Stark

**MEETING ROOM
POLICY VARIANCE
REQUEST**

It was moved by Trustee Pappas, seconded by Trustee Masters to approve request of President Dinsmore to use the Library Facility for a private open house and reception on December 27, 1997. The event will also benefit the Library Foundation. The Dinsmores are to provide a certificate of insurance with limits of no less than \$300,000/\$500,000, which must also stipulate that wine will be served at the event.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 33 through 37:

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

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

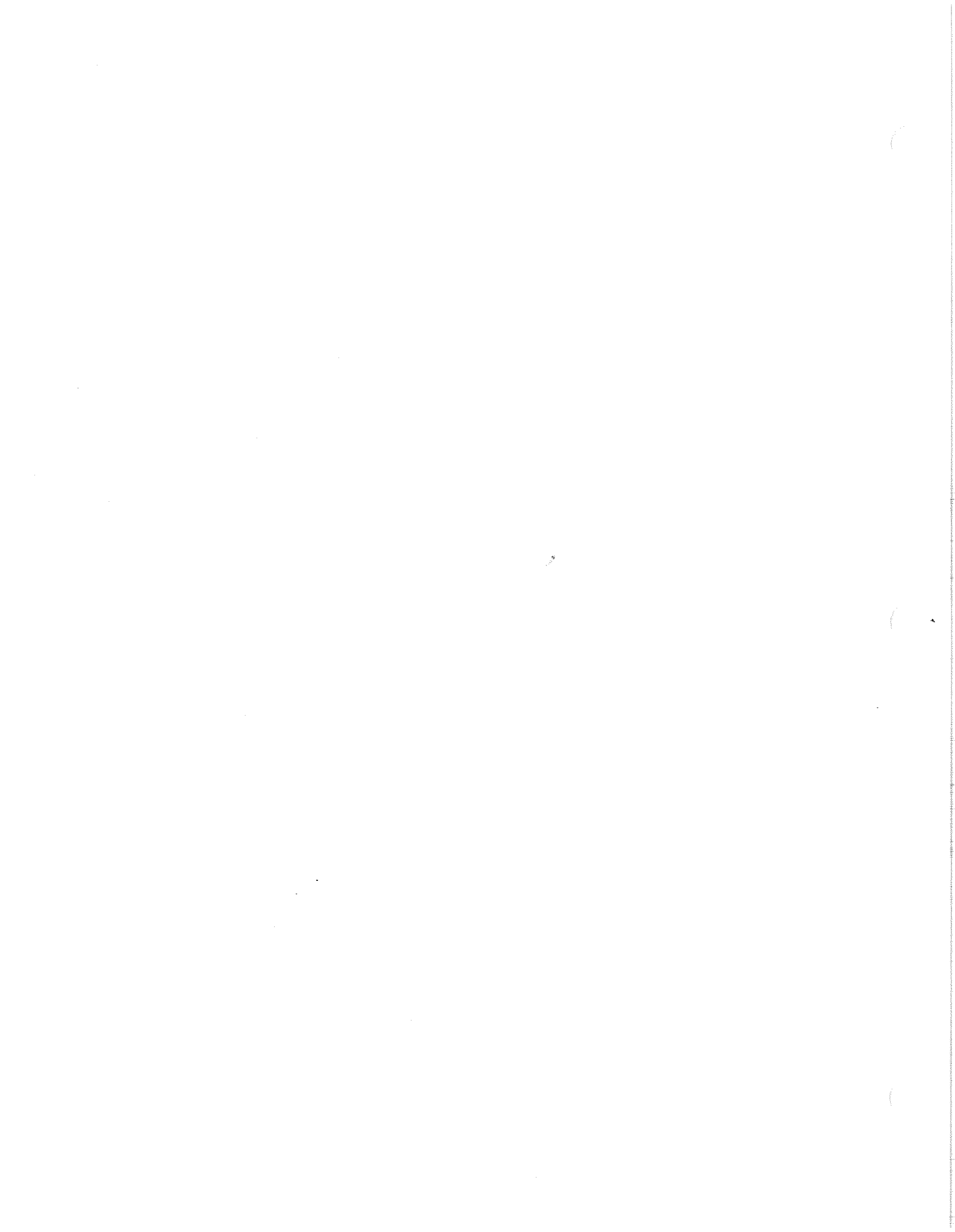
**AGENDA
PREPARATION**

1. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article III: Board Organization and Procedures
2. Ballot issue for November 1998 election.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:02 P.M.

Ray Evans, Secretary



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Friends of Placentia Library Report
DATE: November 18, 1997, 1997

The Board of Directors of the Friends of the Library met on Monday, November 3, 1997. Trustee Sandra Stark, Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of \$4,686.00 as of November 3, 1997. Most of the balance is committed to projects.


President Irot asked Library Director Minter to assist with preparing a list of committed projects for the Friends. The goal is to prepare a program budget for 1998.

The 1998 membership campaign is scheduled to begin in mid-November. President Irot has prepared the solicitation letters and staff is working on the layout for the new Friends brochure. The membership discounts will be listed on the back of each membership card.

Board members were asked to be at the Library by 6:15 P.M. on Friday, November 7 for the Foundation Donor Reception.

Paperback book sales have been scheduled for two Sundays per month beginning November 9. The Interact Club from Valencia High School will be providing volunteers to set up and sell the books. One Friends Board Member is needed to be a coordinator for each sale.

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

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE: November 18, 1997
SUBJECT: **Friends of Placentia Library Report for the Month of October**

The Board of Directors of the Friends of the Library met on Monday October 6, 1997. Trustee Jean Pappas and Principal Librarian Ammar attended the meeting.

The minutes of the previous meeting were read and approved. Due to the absence at the Treasurer there was no Financial report, President Pat Irot then discussed the budget in general and the ways the funds were to be spent in light of the needs in the Children's department and the expectations of this Department of the Friends.

President Irot also discussed the Author's Luncheon and the fact that the author has been identified, the deposit paid to Alta Vista Country Club and suggested that the work on the aprons should start early.


The membership drive and the Friends' brochure were discussed as was the possibility of soliciting discounts for Friends' members from local book stores, Director Renee Scott was asked to be responsible for the solicitation. The Donors' reception was discussed and President Irot asked the Directors to be ready to help at that event.

An ongoing paperback book sale will start on November 9, 1997 and will be held every other Sunday thereafter, the Interact Club students will be in charge under the close supervision of one of the Directors.

Principal Librarian Ammar reported that the Grangers' Poetry Index was ordered in memory of Pete Irot and Irv Godwin, she also reported that the Library was awarded first place by the Heritage Days Committee for Novelty.

The next Friends Board meeting is scheduled for Monday November 3, 1997. At 7:00 p.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Placentia Library Foundation Report
DATE: November 18, 1997

The Placentia Library Foundation Board of Directors met on November 13, 1977.

The Board continues to refine its Investment Policy.

The Board has asked its Board Development Committee to prepare a recommendation for additional Board positions.

The Major Gifts Committee is scheduled to begin work again in early December. Its goal is to recruit additional corporate sponsors by the end of 1997.

The Board reviewed the 1997 Donor Reception that was held on November 7. Al and Laura Penry hosted the event. Pat Irot was Chair of the Arrangements Committee, assisted by Jean Pappas, Jane De Jovine and Sandra Stark. Approximately 125 donors attended the event.

The 1997-98 Annual Giving Campaign is in progress. A significant number of contributions were received as a result of including a reply envelope with the October newsletter.

The Direct Mail Campaign to all Placentia households and to Library cardholders who live outside Placentia is also underway. The Grant Report is due at the State Library by the end of November.

The next Foundation Board Meeting will be held on Thursday, January 22, 1998.

Monahan
Agenda

Placentia Library Foundation
1997 Direct Mail Campaign
Summary Through November 12, 1997

Date	Placentia		Non-Placentia		TOTAL	
	#	\$	#	\$	#	\$
11/03/97	40	1,295.00	6	220.00	46	1,515.00
11/04/97	38	1,505.00	3	100.00	41	1,605.00
11/05/97	13	390.00	0	0.00	13	390.00
11/06/97	9	365.00	2	50.00	11	415.00
11/10/97	23	700.00	2	75.00	25	775.00
11/12/97	14	435.00	2	35.00	16	470.00
TOTAL	137	4,690.00	15	480.00	152	5,170.00

Responses from Placentia 90.1%
Dollars from Placentia 90.7%

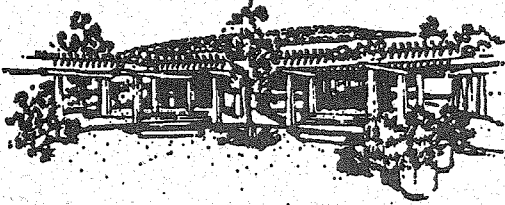
Response Rate assuming 16,000 mailed 0.95%

Non-Placentia Zip Code Responses

ZIP	#	\$
92631	1	25.00
92635	1	25.00
92806	1	25.00
92828	1	25.00
92821	1	50.00
92831	7	270.00
92835	1	25.00
92867	1	25.00
92869	1	10.00
TOTAL	15	480.00

Amount of Donations

	Plac	Non-Plac	TOT
\$10.00	4	2	6
\$15.00	1	0	1
\$20.00	5	0	5
\$25.00	92	9	101
\$35.00	1	1	2
\$50.00	25	2	27
\$100.00	8	1	9
\$150.00	1	0	1
TOTAL	137	15	152



PLACENTIA LIBRARY FOUNDATION

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925, Ext. 202

October 1997

Dear

Do you remember the excitement and anticipation you felt when you went to the library to get your very first book?

Aren't you still amazed at the magic of books? How they continue to inform, educate and entertain us. They take us to far away lands or help us explore our own thoughts and emotions.

Our own Placentia Library is the essence and symbol here for reading, learning and the literary development of ourselves, children and grandchildren. **But the library needs our support if it is to continue providing the magic of books.**

You see, the Placentia Library receives no city or county funding. **And the state has cut our funding 50% in just the last five years.** The effect on our hours and supply of books has been significant. Without additional funding we will not be able to make the appropriate book purchases to keep our collection current.

That is why the Placentia Library Foundation was established — to raise the funds to provide current book and subscription services, and establish an endowment to ensure these funds into the next millennium.

But we need you to make this happen. That is why we have a nameplate reserved in your name so you can adopt-a-book for the library (of course we'll delete your address). We have enclosed an easy to use reply envelope for your convenience.

Will you please join us in adopting one, two or more books at a donation of \$25 each? We have many titles just waiting to be purchased, from the latest mystery to replenishing our supply of popular best-sellers.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 18, 1997

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

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 November 18, 1997

DATE	REPORT NO.	AMOUNT
09/24/97	3551	3,581.83
09/24/97	3552	2,124.18
10/02/97	3553	1,625.18
10/02/97	3554	9,590.61
10/02/97	3555	4,812.47
10/27/97	3556	4,269.93
10/27/97	3557	2,459.20
11/03/97	3558	1,318.57
TOTAL		\$29,781.97

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

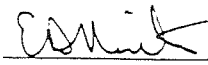
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00230B Fry's Electronics 600 E. Brokaw Road San Jose, CA 95112	Sept 11, 1997		1300	00		134.62		
			1300	00		80.78		
			1300	00		193.84		
						409.24		
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Sept 22, 1997		280	00		15.73		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	October, 1997		0300	00		2,254.68		
N03672 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sept 4, 1997		0700	01		17.00		
			0700	01		144.93		
			0700	07		38.33		
						200.26		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Sept 15, 1997		1800	00		21.90		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630			0700	02		239.64		
			0700	02		0.38		
						240.02		
N06820 California Library Assoc. 717 "K" Street Sacramento, CA 95814-3477			2800	01		165.00		
			2800	03		165.00		
			2800	03		110.00		
						440.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 3,581.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06686 Office Depot Dept 56 - 6183976509 Office Depot Credit Plan P.O. Box 30292 Salt Lake City, UT 84130-0292	August 21, 1997		1800	00		604.12		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	Sept 7, 1997 096809		1400	00		950.00		
N09163 Manwill Plumbing 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	Sept 23, 1997 24848		1400	00		300.11		
N15508 Cosmoslink Internet Services 3030 Saturn St., STE 204 Brea, CA 92821	August 29, 1997 9709-44		0700	07		19.95		
Network Intensive <i>016840</i> 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	August 1, 1997 109674		0700	02		250.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,124.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/02/97
REPORT NO 3553

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

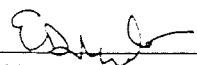
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

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
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	Sept 18, 1997 1346864		1300	00		258.59		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	October 1, 1997		0300	00		87.80		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Sept 22, 1997 035218		1800	00		24.95		
N03655 Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92805	September 29, 1997 483531		1800	00		526.79		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	September 23, 1997		2800	00		312.64		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sept 17, 1997 528-1900 528-8236		0700	00		143.23		
			0700	01		19.23		
	Sept 19, 1997 996-2865 996-4983		0700	01		24.29		
			0700	02		198.59		
	Sept 17, 1997 528-6022		0700	07		17.29		
					402.63			
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Sept 16 1997 528-1906		0700	00		11.78		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,625.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,625.18

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/02/97
REPORT NO 3554

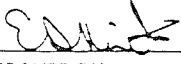
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03650B Kinkos, Inc. Customer Administrative Svcs. P.O. Box 672085 Dallas, TX 75267-2085	Oct. 2, 1997 030200082287		1800	00		12.91		
N06555A Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	October, 1997		0300	00		381.89		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	October, 1997		1900	00		35.00		
N06686 Office Depot P.O. Box 8001 Layton, UT 84041-8001	Sept. 19, 1997		1800	00		319.58		
Better Floors & Restorations 201 W. Santa Fe Avenue Placentia, CA 92870	Sept 25, 1997 13822		1000	00		125.00		
vImpact, Inc. 612 North Park Street Columbus, OH 43215	vlibch 10001038		1300	00		917.60		
JART Direct Mail Services 1210 N. Jefferson, STE H Anaheim, CA 92807	012860		1800 1803 1900	09 09 09		5,181.20 1,063.44 <u>1,553.99</u> 7,798.63		

The claims listed above (totaling \$ 9,590.61) 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 10/02/97
REPORT NO 3555

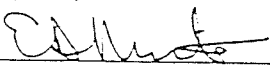
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03654 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	Sept 23, 1997 97-09-1264		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Sept 26, 1997 0332		1900	00		34.71		
N06566 Regency Lighting 16665 Arminta St. Van Nuys, CA 91406	Sept 23, 1997 389188		1000	00		724.08		
N06819 American Library Assoc. 155 North Wacker Drive Chicago, IL 60606	September 17, 1997 8233446		1800	00		42.00		
N06902 New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Sept. 24, 1997 00008138-0000		1800	08		929.36		
N15508 Cosmoslink Internet Services 3030 Saturn Street, STE 204 Brea, CA 92821	Sept. 27, 1997 9710-17 9710-16		0700	02		19.95		
			0700	07		19.95		
						39.90		
N16021 United States Pension Services P.O. Box 21643 Tampa, FL 33622-1643	Sept 28, 1997 94474		1900	00		1,425.00		
Devon Dougherty 19 Alcira Irvine, CA 92614	Sept. 30, 1997		1900	09		1,500.00		

The claims listed above (totaling \$ 4,812.47) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/27/97
REPORT NO 3556

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01074 The Gas Company P.O. Box C Monterey Park, CA 91756	Oct 20, 1997		2800	00		19.54		
N03645 CareAmerica Accounts Receivable - 13th Floor Woodland Hills, CA 91367-2555	November, 1997		0300	00		2,229.68		
N03655B Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	October 9, 1997 495158		1800	00		280.70		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct. 4, 1997 524-9784 524-8408 Oct. 7, 1997 253-0470		0700	01		18.40		
			0700	07		36.62		
			0700	01		145.36 200.38		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	September, 1997		0300	00		171.25		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	October 1, 1997 00297		1900	00		52.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	October 7, 1997 096810		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Sept. 25, 1997 19970925		1900	00		165.50		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 4,269.93) 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.

Margaret F. Limmore
APPROVED BY

Jason O. Pappas
COUNTERSIGNED BY

Chandra Stark
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
N09110 Special Districts Workers Comp. Auth 1030 - 15th Street Sacramento, CA 95814	Sept. 18, 1997 1996-97 Final 2nd Qtr 1997-98		0350	00		782.00		
			0350	00		1,180.00		
						1,962.00		
N17265 Hands-On Computer Service P.O. Box 52292 Irvine, CA 92619-2292	Sept. 30, 1997 Oct. 1, 1997		1900	09		50.00		
			1900	00		100.00		
						150.00		
N16840 Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	Oct. 1, 1997 92302		0700	02		250.00		
Comprehensive Adult Student Assessment System	March 6, 1997 23678		1800	08		97.20		

2,459.20

The claims listed above (totaling \$ ~~4,421.20~~) 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.

Margaret V. Linsmore
APPROVED BY

Jean O. Pappas
COUNTERSIGNED BY

Sandra Stack
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
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Oct 22, 1997 035314		1800	00		24.95		
N03650B Kinko's, Inc. Customer Admin. Svcs. P.O. Box 672085 Dallas, TX 75267-2085	Oct 9, 1997 030200082384		1800	08		49.35		
N03659F So. Calif. Water 500 Cameron Street Placentia, CA 92870	Oct 21, 1997 Acct 312083-9		2800	00		259.48		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Oct 30, 1997 19971030		1900	00		174.30		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct. 17, 1997 528-1906		0700	00		153.59		
	Oct 19, 1997 996-2865		0700	01		22.24		
	Oct. 17, 1997 528-8236		0700	01		18.28		
	Oct 19, 1997 996-4983		0700	02		93.60		
	Oct. 17, 1997 528-6022		0700	07		19.66		
						<u>307.37</u>		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Oct 16, 1997 528-8236		0700	00		121.23		
N06555 Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	Oct 22, 1997 November		0300	00		381.89		

The claims listed above (totaling \$ 1,318.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,318.57



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 November 18, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3559	4,659.78
Subtotal for Immediately		4,659.78
Regular	3560	13,989.01
	3561	3,463.88
	3562	1,244.37
	3563	4,037.16
Subtotal for Regular		22,734.42
TOTAL CURRENT CLAIMS		27,394.20
Payroll	3564	19,926.00
	3565	19,926.00
Subtotal for Payroll		39,852.00
TOTAL		67,246.20

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 Doc Number	Only SC
N01879 Pound Photographs 119 N. Bradford Ave. Placentia, CA 92870	Oct 24, 1997 041		1900	00		107.76		
N01987 Vision Plan of America 8111 Beverly Blvd., STE 306 Los Angeles, CA 90048	Nov 1, 1997 December		0300	00		87.80		
N03650B Kinko's, Inc. Customer Admin Svcs P.O. Box 672085 Dallas, TX 75267-2085	November 6, 1997		1800	00		0.97		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct 28, 1997 572-1609 Nov. 4, 1997 524-8408		0700	02		204.28		
			0700	08		38.97 243.25		
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	October, 1997		0300	00		171.25		
N06788 Pro Systems P.O. Box 4282 Laguna Beach, CA 92652	Oct 25, 1997 PLC024		1400	00		136.00		
N13034 OmniGrafix Printing 1744 West Katella, STE 9 Orange, CA 92867	Oct 30, 1997 A32206		1800	00		51.72		
N13176 AIS Technology 1065 Pacificcenter Dr., STE 150 Anaheim, CA 92806	Nov 6, 1997 38708		1300	00		3,900.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 4,698.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	Oct 28, 1997		2800	00		4,629.79		
		54366	1400	00		1,582.96		
	Oct 16, 1997							
		54321	1800	00		83.24		
	October 9, 1997							
		54325	2800	00		4,546.43		
			1400	00		1,463.31		
			1800	00		(1,384.95)		
	October 9, 1997							
		54326	1900	00		1,780.27		
						12,701.05		
N01877 Julie Shook 411 E. Chapman Ave. Placentia, CA 92670	September, 1997		2700	01		14.17		
	October, 1997		2700	01		42.52		
	November, 1997		2700	01		68.81		
						125.50		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	Oct. 31, 1997		1400	00		117.42		
			1400	00		869.40		
						986.82		
N03655B Spicers Paper 12310 E. Slauson Ave. Santa Fe Springs, CA 90670	Oct. 9, 1997							
		495158	1800	00		21.75		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Oct. 31, 1997							
		0332	1900	00		34.71		
N03660 Elizabeth Minter 539 Gardenia Placentia, CA 92670	July-Aug, 1997		2700	01		49.77		
	Sept-Oct, 1997		2700	01		69.41		
						119.18		

The claims listed above (totaling \$ 13,989.01) 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		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Sept. 25, 1997 A26866		0700	05		423.82				
	Oct. 23, 1997 A27048		0700	05		423.82				
						847.64				
N03912A CSDA 1121 "L" Street, STE 508 Sacramento, CA 95814	November, 1997		1600	00		741.00				
N03940 Gaylord Bros. Box 4901 Syracuse, NY 132210-4901	October 29, 1997 OD62542001		1800	00		57.38				
N06573C First American Trust 421 N. Main Street Santa Ana, CA 92702	Oct. 7, 1997		1900	00		1,073.27				
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	Nov 1, 1997		1900	00		52.50				
N06898A NSFRE 1101 King St., Ste 700 Alexandria, VA 22314-2967	August 15, 1997		1600	00		245.00				
N06569A Demco, Inc. P.O. Box 7488 Madison, WI 53707-7488	Oct. 29, 1997		1800	00		29.65				
N13155 Lowry Computer Products Dept 771127 P.O. Box 77000 Detroit, MI 48277-1127	Oct 13, 1997 135851		1800	00		417.44				

The claims listed above (totaling \$ 3,463.88) 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
N15508 Cosmoslink 3030 Saturn St, STE 204 Brea, CA 92821	Oct 28, 1997 9711-25		0700	02		19.95		
N16840 Network Intensive 8001 Irvine Center Drive, STE 1130 Irvine, CA 92618	Nov 1, 1997 133094		0700	02		250.00		
Cynthia McClain 411 E. Chapman Placentia, CA 92870	Sept, 1997		2700	01		3.46		
Tri County 611 N. Poplar Street Orange, CA 92868	Oct 31, 1997 51481		1400	00		330.96		
Executive Data Systems, Inc. 1640 Powers Ferry Road Building 27 Marietta, GA 30067	Oct. 2, 1997 7912		1800	00		640.00		

The claims listed above (totaling \$ 1,244.37) 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

1,244.37

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/18/97
REPORT NO 3563

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
N06902 New Readers Press 1320 Jamesville Box 888 Syracuse, NY 13210-0888	Oct 20, 1997 68413-1		2400	08		13.80		
N03845A Marshall Cavendish P.O. Box 2001 Tarrytown, New York 10591-9001	Oct 9, 1997 R 396422		2400	01		147.08		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060	Nov 5, 1997		2400	04		176.80		
N03832 Books on Tape P.O. Box 7900 Newport Beach, CA 92658	Oct 24, 1997 2808313M Oct. 27, 1997 2808321P		2400	05		21.55 <u>18.86</u> 40.41		
N09111A Ebsco P.O. Box 29201 Los Angeles, CA 90009-2901	Oct 2, 1997 0139501		2400	04		3,659.07		

The claims listed above (totaling \$ 4,037.16) 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

4,037.16

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	November 18, 1997 Pay period #25 Nov 21, 1997 Dec 4, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, DEC 4, 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 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	November 18, 1997 Pay period #26 Dec 5, 1997 Dec 18, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, DEC 18, 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 BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Cash Flow Analysis
DATE: November 18, 1997

The Cash Flow Analysis shows an end-of-month balance of (\$54,174.36). This includes \$39,852 for payroll transfers on December 4 and 18, leaving a balance of (\$14,322.36).

The first secured property tax credit is scheduled to be received on November 26, 1997, and the second on December 12. In 1997 the first secured amount was \$77,415.01.

I have instructed the Administrative Assistant to send the "Please Pay Immediately" claim to the Auditors Office for processing on November 19, and to mail the remaining claims (numbers 3560 through 3565) on Monday, November 24.

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

RECOMMENDATION:

Receive & File cash flow analysis of November 18, 1997.



Placentia Library District
 FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/12/97		July Local Revenue	899.70		71,488.16
08/19/97	3535	General - PPI		4,222.37	67,265.79
08/19/97	3536	General		2,716.27	64,549.52
08/19/97	3537	General		9,942.37	54,607.15
08/19/97	3538	General		2,135.78	52,471.37
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	32,545.37
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	12,619.37
08/19/97	3541	General - Bond Payment to wire 9/10/97		33,015.00	(20,395.63)
08/26/97		Commingled Expense	765.06	20.12	(19,650.69)
09/05/97		Transfer from Fund 706	36,000.00		16,349.31
09/05/97		Grant for Direct Mail	8,861.00		25,210.31
09/05/97		August Local Revenue	2,383.21		27,593.52
09/16/97	3542	General - PPI		1,551.99	26,041.53
09/16/97	3543	General - PPI		2,081.12	23,960.41
09/16/97	3544	General		12,569.21	11,391.20
09/16/97	3545	General		493.38	10,897.82
09/16/97	3546	Payroll to wire 9/25/97		19,926.00	(9,028.18)
09/16/97	3547	Payroll to wire 10/9/97		19,926.00	(28,954.18)
09/16/97	3548	Payroll to wire 10/23/97		19,926.00	(48,880.18)
09/16/97	3549	Payroll to wire 11/6/97		19,926.00	(68,806.18)
09/16/97	3550	Payroll to wire 11/20/97		19,926.00	(88,732.18)
09/22/97		Transfer from Fund 706	65,000.00		(23,732.18)
09/22/97		Transfer from Fund 702	30,000.00		6,267.82
09/22/97		Unsecured 1st Actual	34,899.83	87.25	41,080.40
09/23/97		Local Revenue, August	1,033.75		42,114.15
09/24/97	3551	PPI by Library Director		3,581.83	38,532.32
09/24/97	3552	PPI by Library Director		2,124.18	36,408.14
09/30/97		Commingled Expense	442.33	11.63	36,838.84
10/02/97	3553	PPI by Library Director		1,625.18	35,213.66
10/02/97	3554	PPI by Library Director		9,590.61	25,623.05
10/02/97	3555	General by Library Director		4,812.47	20,810.58
10/22/97		Commingled Interest	317.22	8.26	21,119.54
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)

\$ 131,000

19,500



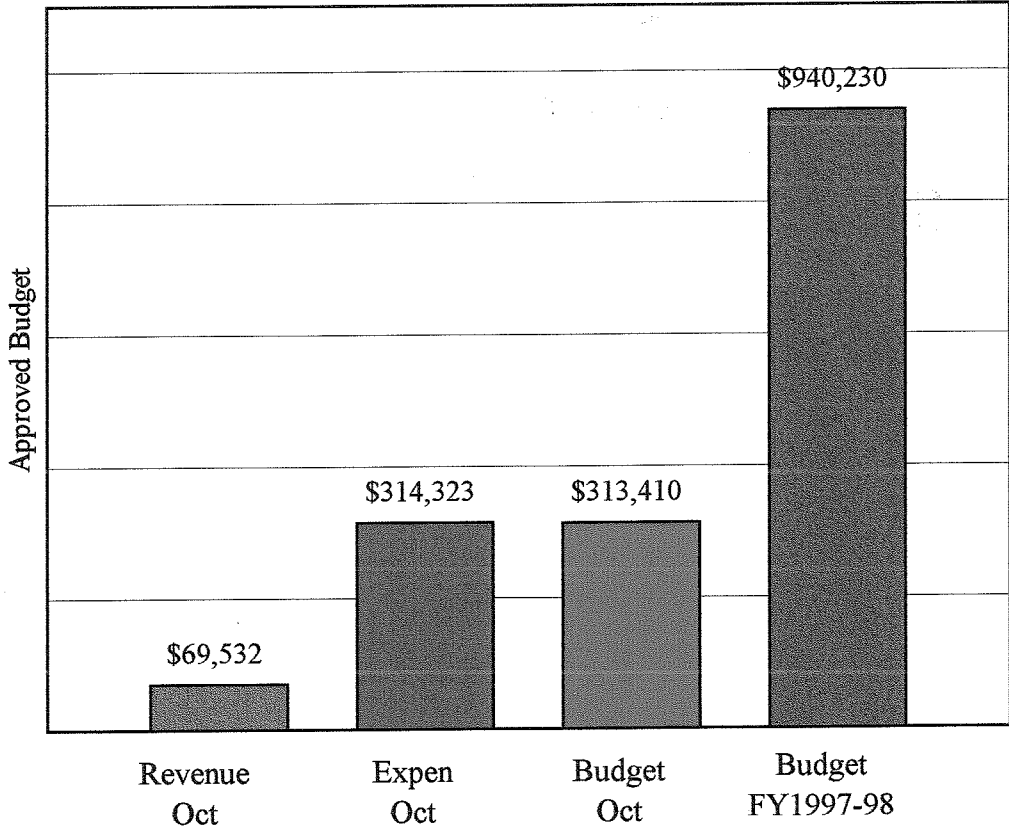
Fund Balance Report
 Post-Petition Balances (B/S Account 8010 - Cash)
 November 18, 1997

	Fiscal Year 1997-1998						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97						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						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-96	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
31-Jul-96	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20	
31-Aug-96	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20	
30-Sep-96	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45	
31-Oct-96	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98	
30-Nov-96	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43	
31-Dec-96	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85	
31-Jan-97	72,613.02	2,769.64	108,898.63	189,430.57	6,694.14	380,406.00	190,975.43	
28-Feb-97	72,947.32	2,782.54	109,054.27	102,554.20	6,725.32	294,063.65	191,509.45	
31-Mar-97	73,236.00	2,793.54	109,495.24	76,622.14	6,751.93	268,898.85	192,276.71	
30-Apr-97	75,067.73	2,806.19	109,991.22	245,943.83	6,782.51	440,591.48	194,647.65	
31-May-97	75,432.98	2,836.65	110,559.27	228,652.08	6,815.57	424,296.55	195,644.47	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1997-1998 General Fund Cash Flow



for Pat

Direct Mail Campaign

Kathleen Cuyper PRCSD tdk

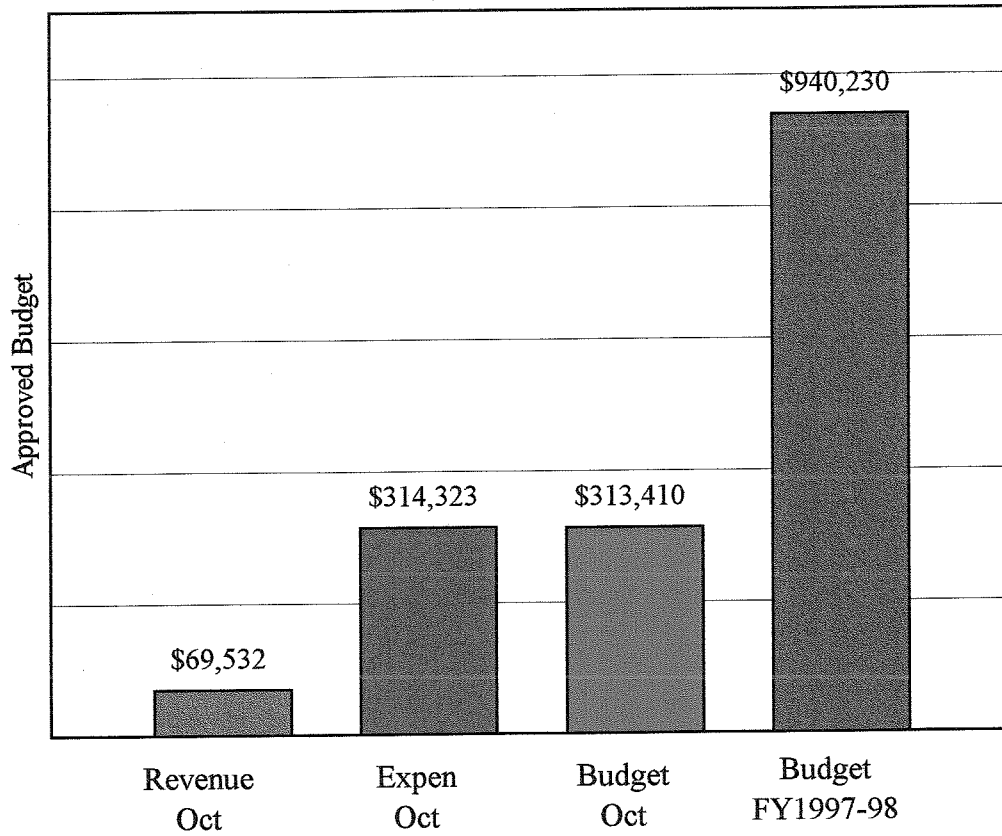
" " (mate music)

Sharon Halvax

" " Karen Mungler

" " Kathleen Trester

PLACENTIA LIBRARY DISTRICT Fiscal Year 1997-1998 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
November 18, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996
6210-00	Prop. Taxes - current secured	705,381	0.00	0.00	0.00	0.00
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	0.00	0.00	0.00	0.00
6220	PROP. TAXES - CURRENT UNSECURED	47,500	34,899.83	25,067.82	0.00	0.00
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00
6230-03	Tax deed land sales	0	0.00	4.54	0.00	4.54
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00
6230-10	Release of impounds	0	0.00	10,291.73	0.00	0.00
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	28,818.43	0.00	4.54
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00
6280-00	Property taxes current supplemental	11,500	1.62	53.47	0.00	0.00
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	372.22	536.92	0.00	0.00
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00
	TOTAL TAXES	821,137	54,823.45	55,937.43	0.00	4.54

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 November 18, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996
6610-00	Interest	11,000	1,524.61	5,023.19	317.22	3,950.28
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00
6610-23	Interest on impounded taxes released	0	0.00	3,649.59	0.00	0.00
	TOTAL INTEREST	11,000	1,524.61	8,672.78	317.22	3,950.28
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	0.00	19.39	0.00	0.00
6970-00	State - ILL & Direct Loan Reimbursement	12,500	0.00	5,044.97	0.00	5,044.97
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00
6970-04	State - Dept of Education 321 Grant	3,500	0.00	0.00	0.00	0.00
6970-05	State - Project Grants	9,000	8,861.00	0.00	0.00	0.00
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	8,861.00	5,044.97	0.00	5,044.97
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00
7670-00	LOCAL REVENUE	27,500	4,316.66	7,587.04	0.00	2,208.89
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	0.00
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	50,000.00	0.00	25,000.00
	FUND 707 TOTAL	940,230	69,531.92	127,268.57	317.22	36,208.68

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	166,590.00	188,699.00	37,020.00	41,914.00	34.62%
0200	Retirement	70,591	12,744.00	14,421.00	2,832.00	3,206.00	18.05%
	Health Insurance/Care America	21,324	7,053.48	9,127.38	4,202.84	4,070.99	33.08%
	Long Term Disability	2,072	685.00	576.29	171.25	0.00	33.05%
	Vision Service Plan	937	268.40	298.50	87.80	0.00	28.63%
	Dental	3,715	1,422.17	1,434.18	381.89	353.90	38.28%
0300	Total Employee Insurance	28,049	9,429.05	11,436.35	4,843.78	4,424.89	33.62%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	1,962.00	2,556.00	1,962.00	2,556.00	32.70%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	190,725.05	217,112.35	46,657.78	52,100.89	32.55%
0700-00	Communications - Telephone	2,000	644.55	555.40	155.01	134.94	32.23%
0700-01	Communications - Modem/Fax	900	784.60	1,509.97	369.21	530.25	87.18%
0700-02	Communications - Internet/Database	3,500	1,299.14	0.00	958.56	0.00	37.12%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,271.46	423.82	0.00	0.00	24.64%
0700-07	Communications - 321 Grant	150	325.63	65.40	132.14	22.63	217.09%
0700-08	Communications - Adult Literacy	250	0.00	120.45	0.00	67.01	0.00%
	Total Communications	11,960	4,325.38	2,675.04	1,614.92	754.83	36.17%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,743.57	733.13	849.08	733.13	49.82%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	0.00	47.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	3,468.90	3,478.00	1,585.43	0.00	17.34%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	21,000	3,468.90	3,478.00	1,585.43	0.00	16.52%
	HVAC	6,000	1,825.66	3,342.49	117.42	1,791.65	30.43%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	7,370.85	6,690.93	0.00	1,656.66	39.31%
	Plumbing	1,200	531.14	821.20	300.11	662.75	44.26%
	Electrical	3,000	896.00	829.44	0.00	0.00	29.87%
	Cleaning Service	11,700	3,800.00	3,800.00	1,900.00	950.00	32.48%
	Locksmith	200	52.50	0.00	0.00	0.00	26.25%
	Other	1,500	1,079.19	819.00	0.00	371.00	71.95%
1400-00	Total Maintenance of Building & Grounds	42,850	15,555.34	16,853.06	2,317.53	5,432.06	36.30%
1600-00	Memberships - General Fund	2,400	458.00	50.00	0.00	0.00	19.08%
1600-07	Memberships - 321 Grant	200	0.00	170.00	0.00	0.00	0.00%
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Memberships	2,750	553.00	315.00	0.00	0.00	20.11%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	0.00%
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	20.00	0.00%
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	0.00%
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Miscellaneous Expense	0	0.00	20.00	0.00	20.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
	Library Supplies	4,500	1,356.69	147.54	63.90	147.54	30.15%
	Printing	7,000	4,494.81	4,429.94	12.91	309.74	64.21%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,151.55	38,014.43	929.36	38,014.43	115.16%
	Paper	600	1,003.84	286.56	807.49	83.11	167.31%
	Drinking Water Service	300	74.85	99.80	24.95	24.95	24.95%
	Other Office Supplies	3,500	1,511.24	1,640.21	923.70	738.54	43.18%
1800-00	Total Office Supply Expense - General Fund	16,900	9,592.98	44,618.48	2,762.31	39,318.31	56.76%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	571.00	20.00	0.00	20.00	
	Printing	3,000	32.06	1,225.25	0.00	70.03	1.07%
	Publications	2,750	97.20	0.00	97.20	0.00	3.53%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
1800-08	Total Adult Literacy Office Supply Expense	7,300	330.53	1,225.25	97.20	70.03	4.53%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	5,181.20	0.00	
	Total Office Expense	24,200	15,675.71	45,863.73	8,040.71	39,408.34	64.78%
1803-00	Postage Expense - General Fund	750	117.00	121.61	0.00	0.00	15.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	32.00	96.00	0.00	0.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	1,063.44	0.00	
	Total Postage Expense	1,150	1,212.44	217.61	1,063.44	0.00	105.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	35.00	0.00	33.33%
	Pension Contribution & Operating Expenses	5,000	2,446.36	835.80	1,425.00	0.00	48.93%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	136.84	130.84	34.71	32.71	32.58%
	Tax Collection Services & Fees by Orange County	450	87.52	262.98	8.26	167.58	19.45%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	210.00	262.50	52.50	210.00	42.00%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	2,810.00	3,050.00	0.00	2,700.00	74.93%
	Payroll Preparation	2,300	798.59	855.17	165.50	307.22	34.72%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	1,836.95	291.47	100.00	0.00	
1900-00	Total Specialized Services - General Fund	55,540	9,436.26	5,793.76	1,820.97	3,417.51	16.99%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	3,103.99	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	87.25	88.40	0.00	0.00	4.59%
	Total Specialized Services	60,565	13,698.50	5,882.16	4,924.96	3,417.51	22.62%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,015.00	0.00	0.00	0.00	49.95%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	963.15	1,750.84	0.00	1,140.63	9.63%
2400-02	Special Department Expense - Video	500	569.85	0.00	0.00	0.00	113.97%
2400-03	Special Department Expense - Electronic	10,000	12,226.50	2,839.32	0.00	447.17	122.27%
2400-04	Special Department Expense - Periodicals	26,000	129.16	4,842.01	0.00	4,280.59	0.50%
2400-05	Special Department Expense - Audio	1,000	118.05	0.00	0.00	0.00	11.81%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	14,006.71	9,432.17	0.00	5,868.39	29.18%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	367.88	2,237.60	0.00	1,944.60	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	268.86	275.97	0.00	247.14	13.44%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	0.00	250.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	239.38	148.00	0.00	0.00	15.96%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,750	876.12	2,911.57	0.00	2,191.74	12.98%



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
2800-00	Electricity	43,500	13,324.56	14,892.33	440.00	4,435.31	30.63%
	Gas	3,500	100.91	117.11	35.27	41.66	2.88%
	Water	3,000	1,241.72	1,347.98	312.64	351.95	41.39%
	Total Utilities	50,000	14,667.19	16,357.42	787.91	4,828.92	29.33%
	TOTAL SUPPLIES & SERVICES	349,967	123,822.60	111,164.67	21,183.98	62,654.92	35.38%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	0.00	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRIC	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	940,230	314,547.65	328,491.44	67,841.76	114,755.81	33.45%

Placentia Library District
Balance Sheet

October 31, 1997

Assets			
General Fund - Checking	6,783.96		
Literacy Fund-Checking	0.00		
County Exempt-Checking	5,467.07		
Payroll Account	17,318.69		
Savings (P/R Support)	4,501.07		
Savings (P/R Fees)	2,263.30		
Certificates of Deposit	27,500.00		
General Fund - Savings	7,369.09		
Literacy Fund - Savings	4,824.78		
County Exempt - Savings	3,607.33		
Total Assets		79,635.29	=====
Liabilities			
Manual Payroll Checks	0.00		
Payroll Taxes Payable	(411.76)		
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		397.51	
Capital			
Fund Balance	79,237.78		
Total Capital		79,237.78	-----
Total Liabilities and Capital		79,635.29	=====

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,369.09
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,369.09

Handwritten:
OK
11/13/97

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,813.96
Checks Out	4407	30.00		
TOTALS		30.00	0.00	

CHECKBOOK BAL

6,783.96

Ernie
11/13/97

10/31/97

Page 1

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Part 1 of 1 Parts

	Total	09/30/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	5.00	5.00
Cash Register-Fines	1,705.90	1,705.90
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	141.20	141.20
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	97.40	97.40
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,438.15	1,438.15
Interest Income - checking	0.00	0.00
Interest Income - savings	10.92	10.92
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,398.57	3,398.57
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,398.57	3,398.57
Expenses		
Transfers to County	1,033.75	1,033.75
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	0.00	0.00
Postage (183)	148.00	148.00
Prof. & Spec. Services (190)	100.00	100.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	589.02	589.02
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

10/31/97

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 2
Part 1 of 1 Parts

	Total	09/30/97
Taxes and Fees (370)	(12.50)	(12.50)
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	1,858.27	1,858.27
	-----	-----
Operating Income (Loss)	1,540.30	1,540.30
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,540.30	1,540.30
	=====	=====

10/31/97

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

Page 1
 Part 1 of 1 Parts

	Total	10/31/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	1,495.64	1,495.64
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	227.87	227.87
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	98.00	98.00
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	8.95	8.95
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,104.18	2,104.18
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	7.77	7.77
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,942.41	3,942.41
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,942.41	3,942.41
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	28.20	28.20
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	(226.88)	(226.88)
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

'31/97

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

Page 2
Part 1 of 1 Parts

	Total	10/31/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	(198.68)	(198.68)
	-----	-----
Operating Income (Loss)	4,141.09	4,141.09
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	4,141.09	4,141.09
	=====	=====

10/31/97

Page 1

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

	10/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	34.00
Cash Register-Fines	6,075.54
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	594.98
Cash Register-Copy Cards-Exempt Fund	0.00
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	387.40
Cash Register-Computer Rental	0.90
Typewriter Income	24.05
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	2,104.18
State Library Grants	8,861.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,879.64
Interest Income - checking	0.00
Interest Income - savings	34.08
Miscellaneous Income	0.00
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	41.02
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	455.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,170.00
Test Proctoring Income	40.00
Vending Machine Income	0.00
Debit Card Income	1,860.20
Friends Contributions	275.45
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

Page 2

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Part 1 of 1 Parts

10/31/97

	10/31/97
Interest Income - checking	18.33
Interest Income - savings	45.73
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
Transfers from County	179,334.00
Interest Income-CD's	364.94
Interest-Savings-Landmark	22.20
Interest-Savings-B of A	11.51
Miscellaneous Income	0.00
Interest Income - G.F. Savings	0.00

Total Income	209,974.15

Cost of Sales	-----
Gross Profit (Loss)	209,974.15

Expenses	
Transfers to County	13,177.66
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	434.18
Postage (183)	297.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,287.58
Utilities (280)	0.00
Equipment (400)	0.00
Taxes and Fees (370)	8.50
Funds in Transit	0.00
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00

10/31/97

Page 3

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

	10/31/97
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00
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	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	75.00
Children's Storytime (Friends)	630.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	219.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	437.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,641.69
Copier Lease Payments	8,034.32
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
Salaries	160,581.04
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,078.47
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
Transfers to County - Sav	0.00
Bank Fees - G.F. Savings	0.00

Total Expenses	207,047.30
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Operating Income (Loss)	2,926.85
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Other Income

Other Expenses

10/31/97

Page 4

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

Net Income (Loss)

10/31/97
2,926.85
=====

10/31/97

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 98 Period 3
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1036	09/17/97	O.C. Auditor	1,033.75
		0-5102-01 Transfers to County	1,033.75
		Checkbook 5 Total	1,033.75

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,824.78
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,824.78

ESM
11/13/97

09/30/97

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending September 30, 1997

	Total	09/30/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.55	8.55
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	245.00	245.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	313.55	313.55
Cost of Sales		
	-----	-----
Gross Profit (Loss)	313.55	313.55
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	313.55	313.55
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	313.55	313.55
	=====	=====

10/31/97

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

Page 1
Part 1 of 1 Parts

	Total	10/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	9.40	9.40
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	9.40	9.40
Cost of Sales	-----	-----
Gross Profit (Loss)	9.40	9.40
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	9.40	9.40
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	9.40	9.40
	=====	=====

10/31/97

Page 1

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

	10/31/97
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	41.02
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	455.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00

Total Income	636.02
Cost of Sales	-----
Gross Profit (Loss)	636.02
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00

Total Expenses	6,200.00
Operating Income (Loss)	(5,563.98)
Other Income	
Other Expenses	

Net Income (Loss)	(5,563.98)
	=====

Placentia Library District

10/31/97

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

Page 1

For Fiscal Year 98, Period 4 through Fiscal Year 98, Period 4

Account Name	Total
--------------	-------

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

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,283.32
Checks Out	1036	229.65		
	1037	446.34		
TOTALS		675.99	0.00	
CHECKBOOK BAL				3,607.33

CSM
11/13/97

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,532.07
Checks Out	1115	65.00		
TOTALS		65.00	0.00	
CHECKBOOK BAL				5,467.07

ESM
11/13/97

10/31/97

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 1
Part 1 of 1 Parts

	Total	09/30/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	359.90	359.90
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.26	4.26
Interest Income - savings	9.52	9.52
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	<hr/>	<hr/>
Total Income	593.68	593.68
Cost of Sales		
	<hr/>	<hr/>
Gross Profit (Loss)	593.68	593.68
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	31.45	31.45
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	50.00	50.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

10/31/97

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 2
Part 1 of 1 Parts

	Total	09/30/97
Lobbyist Expense	625.00	625.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	0.00	0.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	706.45	706.45
	-----	-----
Operating Income (Loss)	(112.77)	(112.77)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(112.77)	(112.77)
	=====	=====

10/31/97

Page 1
Part 1 of 1 Parts

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

	Total	10/31/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	160.00	160.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	700.25	700.25
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	5.13	5.13
Interest Income - savings	7.79	7.79
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	<hr/>	<hr/>
Total Income	893.17	893.17
Cost of Sales		
	<hr/>	<hr/>
Gross Profit (Loss)	893.17	893.17
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	3.50	3.50
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	48.49	48.49
Friend's-Other Activities	0.00	0.00
Library Board Expenses	85.00	85.00
Meeting Room Upkeep Expenses	125.00	125.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

10/31/97

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

Page 2
Part 1 of 1 Parts

	Total	10/31/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	483.59	483.59
Copier Lease Payments	892.68	892.68
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	1,638.26	1,638.26
	-----	-----
Operating Income (Loss)	(745.09)	(745.09)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(745.09)	(745.09)
	=====	=====

10/31/97

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

Page 1
Part 1 of 1 Parts

	10/31/97
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,170.00
Test Proctoring Income	40.00
Vending Machine Income	0.00
Debit Card Income	1,860.20
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	18.33
Interest Income - savings	45.73
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	9,609.71

Cost of Sales

Gross Profit (Loss)	-----	9,609.71
---------------------	-------	----------

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	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	75.00
Children's Storytime (Friends)	630.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	219.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	437.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00

10/31/97

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

Page 2
Part 1 of 1 Parts

	10/31/97
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,641.69
Copier Lease Payments	8,034.32
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	12,954.26

Operating Income (Loss)	(3,344.55)
Other Income	
Other Expenses	

Net Income (Loss)	(3,344.55)
	=====

10/31/97

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

Page

Check	Date	Payee	Amount
1108	09/04/97	Plac YL School 0-5312-03 Children's-Other	50.00 50.00
1109	09/04/97	Smilemakers 0-5308-03 Children's Summer Reading Progra	31.45 31.45
1110	09/29/97	Calir. Advocates 0-5323-03 Lobbyist Expense	625.00 625.00
Checkbook 3 Total			706.45

10/31/97

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 98 Period 4
County Exempt

Check	Date	Payee	Amount
1111	10/02/97	Renee Raney 0-5318-03 Library Board Expenses	60.00 60.00
1112	10/02/97	VOID void	0.00
1113	10/02/97	Dave Seiler 0-5318-03 Library Board Expenses	25.00 25.00
1114	10/03/97	Elizabeth Minter (p/ 0-5314-03 Friend's-Director's Fund	48.49 48.49
1115	10/27/97	Emils Cleaning 0-5319-03 Meeting Room Upkeep Expenses	65.00 65.00
1116	10/27/97	Jerry Lambuth 0-5319-03 Meeting Room Upkeep Expenses	60.00 60.00
Checkbook 3 Total			258.49

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

Agenda Item 14
Page 28
PAYROLL FUND

Prepared November 14, 1997

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			20,133.91
3391	42.02		
3403	37.61		
3408	281.52		
3414	132.26		
3417	234.68		
3418	43.70		
3419	1200.99		
3420	220.62		
3430	27.35		
3435	594.47		
TOTALS	2,815.22	0.00	
Checkbook balance			17,318.69

C. Demitro
11-17-97

09/30/97

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 1
Part 1 of 1 Parts

	Total	09/30/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	364.94	364.94
Interest-Savings-Landmark	22.20	22.20
Interest-Savings-B of A	11.51	11.51
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40,250.65	40,250.65
Cost of Sales	-----	-----
Gross Profit (Loss)	40,250.65	40,250.65
Expenses		
Salaries	35,859.07	35,859.07
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,700.15	2,700.15
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	38,559.22	38,559.22
Operating Income (Loss)	1,691.43	1,691.43
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	1,691.43	1,691.43
	=====	=====

10/31/97

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

Page 1
Part 1 of 1 Parts

	Total	10/31/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,852.00	39,852.00
Cost of Sales	-----	-----
Gross Profit (Loss)	39,852.00	39,852.00
Expenses		
Salaries	53,397.95	53,397.95
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,041.86	4,041.86
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,439.81	57,439.81
Operating Income (Loss)	(17,587.81)	(17,587.81)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(17,587.81)	(17,587.81)
	=====	=====

10/31/97

Page 1

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

	10/31/97
Income	
Transfers from County	179,334.00
Interest Income-CD's	364.94
Interest-Savings-Landmark	22.20
Interest-Savings-B of A	11.51
Miscellaneous Income	0.00

Total Income	179,732.65
Cost of Sales	

Gross Profit (Loss)	179,732.65
Expenses	
Salaries	160,581.04
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,078.47
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	172,659.51

Operating Income (Loss)	7,073.14
Other Income	
Other Expenses	

Net Income (Loss)	7,073.14
	=====

10/31/97

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

Page

For Fiscal Year 98, Period 4 through Fiscal Year 98, Period 4

Account Name

Total

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

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	125.19	7	7	125.19	7	7	329.85	18	18	435.04	25	25
Adult Circulating Non-Fiction	0.00	0	0	438.80	19	19	438.80	19	19	2,480.10	168	166	2,918.90	187	185
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	0.00	0	0	438.80	19	19	438.80	19	19	2,480.10	168	166	2,918.90	187	185
TOTAL ADULT PRINT MATERIALS	0.00	0	0	0.00	0	0	563.99	26	26	2,809.95	0	0	3,373.94	0	0
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	312.00	18	18	312.00	18	18
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	312.00	18	18	312.00	18	18
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	312.00	18	18	312.00	18	18
TOTAL ADULT MATERIALS	0.00	0	0	0.00	0	0	563.99	26	26	3,121.95	18	18	3,685.94	18	18
Juvenile Fiction	0.00	0	0	195.87	13	11	195.87	13	11	46.00	7	7	241.87	20	18
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	88.90	10	10	88.90	10	10
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	88.90	10	10	88.90	10	10
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	195.87	13	11	195.87	13	11	134.90	17	17	330.77	30	28
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	0.00	0	0	195.87	13	11	195.87	13	11	134.90	17	17	330.77	30	28
Total Fiction	0.00	0	0	321.06	20	18	321.06	20	18	375.85	25	25	696.91	45	43
Total Non-Fiction	0.00	0	0	438.80	19	19	438.80	19	19	2,509.00	178	176	3,007.80	197	195
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	312.00	18	18	312.00	18	18
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	0.00	0	0	759.86	39	37	759.86	39	37	3,256.85	221	219	4,016.71	260	256

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 1997

General Fund Amount	Adept-A-Book Amount	TOTAL Amount
\$0.00	\$0.00	\$0.00

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF SEPTEMBER
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	1,210.66	68	1,223.14	69	1,543.00	142	2,615.11	211
Adult Circulating Non-Fiction	20.05	1	2,113.89	102	2,133.94	103	1,897.99	297	3,148.67	400
Adult Reference	1,882.81	35	0.00	0	1,882.81	35	0.00	0	1,143.21	35
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	1,133.69	1	0.00	0	1,133.69	1	0.00	0	0.00	1
Total Adult Non-Fiction	3,036.55	37	2,113.89	102	5,150.44	139	1,897.99	297	4,292.88	388
TOTAL ADULT PRINT MATERIALS	3,049.03	38	3,324.55	170	6,373.58	208	3,440.99	439	6,907.99	599
Adult Audio/Music	0.00	0	0.00	0	0.00	0	48.00	48	44.00	44
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	48.00	48	494.00	76
Adult Video Educational	119.85	3	0.00	0	119.85	3	208.00	18	327.85	21
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	770.00	52	769.00	49
Total Adult Video	119.85	3	0.00	0	119.85	3	978.00	70	1,096.85	73
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	1,026.00	118	1,590.85	149
TOTAL ADULT MATERIALS	3,618.88	69	3,324.55	170	6,943.43	239	4,466.99	557	8,498.84	741
Juvenile Fiction	0.00	0	207.91	14	207.91	14	55.00	31	65.00	45
Juvenile Circulating Non-Fiction	0.00	0	1,192.76	76	1,192.76	76	125.70	33	1,103.54	109
Juvenile Reference	52.09	1	1,728.1	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	1,365.57	80	1,417.66	81	125.70	33	1,328.44	114
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1,573.48	94	1,625.57	95	180.70	64	1,393.44	159
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	1,573.48	94	1,625.57	95	315.70	73	1,528.44	168
Total Fiction	12.48	1	1,418.57	82	1,431.05	83	1,598.00	173	2,680.11	256
Total Non-Fiction	3,088.64	38	3,479.46	182	6,568.10	220	2,023.69	330	5,621.32	497
Total Audio	450.00	28	0.00	0	450.00	28	48.00	48	494.00	76
Total Video	119.85	3	0.00	0	119.85	3	1,113.00	79	1,231.85	82
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	3,670.97	70	4,898.03	264	8,569.00	334	4,782.69	630	10,027.28	964

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	857.07	49	48	857.07	49	48	774.75	39	39	1,631.82	88	87
Adult Circulating Non-Fiction	0.00	0	0	454.65	25	25	454.65	25	25	3,071.30	175	173	3,525.95	200	198
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	0.00	0	0	454.65	25	25	454.65	25	25	3,071.30	175	173	3,525.95	200	198
TOTAL ADULT PRINT MATERIALS	0.00	0	0	1,311.72	74	73	1,311.72	74	73	3,846.05	0	0	5,157.77	0	0
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	735.00	47	47	735.00	47	47
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	735.00	47	47	735.00	47	47
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	45.00	3	3	45.00	3	3
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	45.00	3	3	45.00	3	3
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	780.00	50	50	780.00	50	50
TOTAL ADULT MATERIALS	0.00	0	0	1,311.72	74	73	1,311.72	74	73	4,626.05	50	50	5,937.77	50	50
Juvenile Fiction	0.00	0	0	1,120.13	71	41	1,120.13	71	41	124.20	18	18	1,244.33	89	59
Juvenile Circulating Non-Fiction	0.00	0	0	35.07	1	1	35.07	1	1	60.00	10	10	95.07	11	11
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	35.07	1	1	35.07	1	1	60.00	10	10	95.07	11	11
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	1,155.20	72	42	1,155.20	72	42	184.20	28	28	1,339.40	100	70
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	0.00	0	0	1,155.20	72	42	1,155.20	72	42	184.20	28	28	1,339.40	100	70
Total Fiction	0.00	0	0	1,977.20	120	89	1,977.20	120	89	898.95	57	57	2,876.15	177	146
Total Non-Fiction	0.00	0	0	489.72	26	26	489.72	26	26	3,131.30	185	183	3,621.02	211	209
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	735.00	47	47	735.00	47	47
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	45.00	3	3	45.00	3	3
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	0.00	0	0	2,466.92	146	115	2,466.92	146	115	4,810.25	292	290	7,277.17	438	405

OUTSTANDING ORDERS AS OF OCTOBER 31, 1997

General Fund Amount	\$543.29
Adopt-A-Book Amount	\$936.34
TOTAL Amount	\$1,479.63

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF OCTOBER
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	2,067.73	117	2,080.21	118	1,582.00	181	2,702.11	299
Adult Circulating Non-Fiction	20.05	1	2,568.54	127	2,588.59	128	2,072.99	472	3,346.67	609
Adult Reference	1,882.81	35	0.00	0	1,882.81	35	0.00	0	1,143.21	35
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	1,133.69	1	0.00	0	1,133.69	1	0.00	0	1.00	1
Total Adult Non-Fiction	3,036.55	37	2,568.54	127	5,605.09	164	2,072.99	472	4,490.88	636
TOTAL ADULT PRINT MATERIALS	3,049.03	38	4,636.27	244	7,685.30	282	3,654.99	653	7,192.99	935
Adult Audio/Music	0.00	0	0.00	0	0.00	0	95.00	95	91.00	95
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	95.00	95	541.00	123
Adult Video Educational	119.85	3	0.00	0	119.85	3	208.00	18	327.85	21
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	773.00	55	772.00	55
Total Adult Video	119.85	3	0.00	0	119.85	3	981.00	73	1,099.85	76
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	1,076.00	168	1,640.85	199
TOTAL ADULT MATERIALS	3,618.88	69	4,636.27	244	8,255.15	313	4,730.99	821	8,833.84	1,134
Juvenile Fiction	0.00	0	1,328.04	85	1,328.04	85	73.00	49	124.00	134
Juvenile Circulating Non-Fiction	0.00	0	1,227.83	77	1,227.83	77	135.70	43	1,114.54	120
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	1,400.64	81	1,452.73	82	135.70	43	1,339.44	125
TOTAL JUVENILE PRINT MATERIALS	52.09	1	2,728.68	166	2,780.77	167	208.70	92	1,463.44	259
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	2,728.68	166	2,780.77	167	343.70	101	1,598.44	268
Total Fiction	12.48	1	3,395.77	202	3,408.25	203	1,655.00	230	2,826.11	433
Total Non-Fiction	3,088.64	38	3,969.18	208	7,057.82	246	2,208.69	515	5,830.32	761
Total Audio	450.00	28	0.00	0	450.00	28	95.00	95	541.00	123
Total Video	119.85	3	0.00	0	119.85	3	1,116.00	82	1,234.85	85
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	3,670.97	70	7,364.95	410	11,035.92	480	5,074.69	922	10,432.28	1,402

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *PB*

DATE: November 18, 1997

SUBJECT: ACS: Overdue Collection Report for Months of August and September

The report received from ACS Collection Agency on November 3, 1997 is Attachment A

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1997-98					
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	60	95	12	2,199.58	70

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
08 Sep 1997

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

PLA400

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	53	41,892.36	119	48,953.53	1577	151,709.12
LESS: Mail Returns*, Dispute, Bankrpt	15	1,375.13	20	1,782.45	301	22,938.40
NET ASSIGNMENTS	38	40,517.23	99	47,171.08	1276	128,770.72
COLLECTED						
Paid In Full	1	133.75	13	1,129.21	354	19,211.73
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	4	185.83	23	859.69	303	12,474.94
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	5	319.58	36	1,988.90	785	37,714.05

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	352	265	645
\$ ASSIGNED	\$16,614	\$4,033	\$25,593	\$20,326	\$84,670

* Percentage of Mail Returns - 15.1 %
* Age of accounts when started

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE #
	9911	05/08/97	08/27/97 AMT: 137.97	137.97	ACT 1
	9907	04/21/97	08/27/97 AMT: 69.90	69.90	ACT 1
	8462	03/27/97	07/21/97 AMT: 165.90	165.90	ACT 4
	3042	11/05/96	02/20/97 AMT: 61.99	61.99	CC 0
	8470	05/18/97	07/21/97 AMT: 112.65	112.65	CC 1
	9908	04/06/97	08/27/97 AMT: 93.49	93.49	ACT 1
	9909	04/28/97	08/27/97 AMT: 59.90	59.90	ACT 1
	5428	01/30/97	05/14/97 AMT: 108.44	108.44	CC 0
	9910	04/01/97	08/27/97 AMT: 58.85	58.85	ACT 1
	8461	03/04/97	07/21/97 AMT: 89.84	89.84	ACT 4
	3046	04/17/97	02/20/97 AMT: 56.16	45.00	CC 0
	8466	08/06/97	07/21/97 AMT: 257.08	135.00	PP 4
	2043	04/29/97	01/24/97 AMT: 105.40	0.00	PIF 5
	5422	06/24/97	05/14/97 AMT: 120.95	35.00	CC 0
	5420	12/09/96	05/14/97 AMT: 76.75	76.75	CC 5
	9708	06/25/97	08/20/97 AMT: 92.00	92.00	ACT 1
	8472	01/27/97	07/21/97 AMT: 77.40	77.40	ACT 4
	8459	04/29/97	07/21/97 AMT: 110.70	110.70	ACT 4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	10175	05/28/93	09/01/97 AMT: 59.47	59.47	ACT	1
	10176	12/13/93	09/01/97 AMT: 60.00	60.00	ACT	1
	10177	11/27/89	09/01/97 AMT: 54.15	54.15	ACT	1
	10178	05/04/97	09/01/97 AMT: 53.75	53.75	ACT	1
	10179	04/29/92	09/01/97 AMT: 58.15	58.15	ACT	1
	10180	06/30/88	09/01/97 AMT: 55.25	55.25	ACT	1
	5426	02/04/97	05/14/97 AMT: 101.69	101.69	CC	5
	10187	05/17/92	09/01/97 AMT: 67.25	67.25	ACT	1
	10181	10/14/88	09/01/97 AMT: 7,941.00	37,941.00	ACT	1
	10182	10/10/92	09/01/97 AMT: 56.25	56.25	ACT	1
	10183	04/16/90	09/01/97 AMT: 57.55	57.55	ACT	1
	10185	10/22/92	09/01/97 AMT: 58.95	58.95	ACT	1
	10184	03/27/92	09/01/97 AMT: 58.35	58.35	ACT	1
	10186	01/31/91	09/01/97 AMT: 65.40	65.40	ACT	1
	5411	05/30/97	05/14/97 AMT: 55.70	21.50	CC	5
	9902	04/29/97	08/27/97 AMT: 86.94	86.94	MR	1
	8458	04/20/97	07/21/97 AMT: 195.90	195.90	ACT	4
	9906	02/04/97	08/27/97 AMT: 62.45	62.45	ACT	1

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE #
	15414	06/23/97	05/14/97 AMT: 90.25	0.00	PIF 4
	9903	04/27/97	08/27/97 AMT: 87.87	87.87	ACT 1
	5416	09/22/96	05/14/97 AMT: 66.67	66.67	CC 0
	8467	03/17/97	07/21/97 AMT: 111.93	111.93	ACT 4
	9707	06/18/97	08/20/97 AMT: 64.95	64.95	ACT 1
	15418	12/10/96	05/14/97 AMT: 85.94	85.94	CC 5
	3041	03/16/97	02/20/97 AMT: 55.00	0.00	PIF 1
	9904	04/10/97	08/27/97 AMT: 91.90	91.90	ACT 1
	8449	02/02/97	07/21/97 AMT: 82.29	82.29	ACT 4
	2044	11/04/96	01/24/97 AMT: 109.75	109.75	CC 0
	2052	10/22/96	01/24/97 AMT: 67.45	67.45	CC 0
	8457	04/23/97	07/21/97 AMT: 146.17	146.17	ACT 4
	3037	11/18/96	02/20/97 AMT: 93.85	93.85	CC 0
	8469	05/19/97	07/21/97 AMT: 281.53	281.53	ACT 4
	8471	08/06/97	07/21/97 AMT: 66.90	39.60	CC 1
	5421	06/30/97	05/14/97 AMT: 86.95	0.00	PIF 5
	9709	06/02/97	08/20/97 AMT: 127.25	127.25	ACT 1
	9710	06/02/97	08/20/97 AMT: 108.99	108.99	ACT 1

STAT DEMAND
CODE #PATIENT / DEBTOR
CLIENT REF #

ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT
8465	08/06/97	07/21/97 AMT: 87.90	55.00
9912	03/23/97	08/27/97 AMT: 97.30	97.30
2048	11/02/96	01/24/97 AMT: 90.95	90.95
9711	06/01/97	08/20/97 AMT: 133.49	133.49
8468	03/25/97	07/21/97 AMT: 129.54	129.54
9712	05/29/97	08/20/97 AMT: 127.70	127.70
12042	05/31/97	01/24/97 AMT: 126.90	50.00
9914	05/04/97	08/27/97 AMT: 96.63	96.63
8451	02/05/97	07/21/97 AMT: 111.90	111.90
12045	11/07/96	01/24/97 AMT: 113.76	113.76
9715	06/01/97	08/20/97 AMT: 71.55	71.55
5409	01/05/97	05/14/97 AMT: 86.10	86.10
5410	01/09/97	05/14/97 AMT: 90.65	90.65
9714	06/11/97	08/20/97 AMT: 113.90	113.90
8454	08/06/97	07/21/97 AMT: 71.13	67.58
8455	05/15/97	07/21/97 AMT: 79.78	79.78
5423	12/10/96	05/14/97 AMT: 72.90	72.90
8453	05/12/97	07/21/97 AMT: 102.81	102.81

PP 4

ACT 1

CC 0

ACT 1

ACT 4

ACT 1

CC 0

ACT 1

CC 1

CC 0

MR 1

CC 4

CC 5

ACT 1

PP 4

ACT 4

CC 5

ACT 4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	8465	08/06/97	07/21/97 AMT: 87.90	55.00	PP	4
	9912	03/23/97	08/27/97 AMT: 97.30	97.30	ACT	1
	2048	11/02/96	01/24/97 AMT: 90.95	90.95	CC	0
	9711	06/01/97	08/20/97 AMT: 133.49	133.49	ACT	1
	8468	03/25/97	07/21/97 AMT: 129.54	129.54	ACT	4
	9712	05/29/97	08/20/97 AMT: 127.70	127.70	ACT	1
	2042	05/31/97	01/24/97 AMT: 126.90	50.00	CC	0
	9914	05/04/97	08/27/97 AMT: 96.63	96.63	ACT	1
	8451	02/05/97	07/21/97 AMT: 111.90	111.90	CC	1
	2045	11/07/96	01/24/97 AMT: 113.76	113.76	CC	0
	9715	06/01/97	08/20/97 AMT: 71.55	71.55	MR	1
	5409	01/05/97	05/14/97 AMT: 86.10	86.10	CC	4
	5410	01/09/97	05/14/97 AMT: 90.65	90.65	CC	5
	9714	06/11/97	08/20/97 AMT: 113.90	113.90	ACT	1
	8454	08/06/97	07/21/97 AMT: 71.13	67.58	PP	4
	8455	05/15/97	07/21/97 AMT: 79.78	79.78	ACT	4
	5423	12/10/96	05/14/97 AMT: 72.90	72.90	CC	5
	8453	05/12/97	07/21/97 AMT: 102.81	102.81	ACT	4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	J2050	04/29/97	01/24/97 AMT: 79.85	0.00	PIF	5
	9913	05/05/97	08/27/97 AMT: 97.10	97.10	ACT	1
	9713	05/28/97	08/20/97 AMT: 91.41	91.41	ACT	1
	3038	11/21/96	02/20/97 AMT: 101.90	101.90	CC	0
	2047	04/22/97	01/24/97 AMT: 191.90	0.00	PIF	5
	5415	10/30/96	05/14/97 AMT: 105.25	105.25	CC	5
	5417	12/08/96	05/14/97 AMT: 83.30	83.30	CC	5
	3043	10/31/96	02/20/97 AMT: 73.23	73.23	CC	0
	9905	03/09/97	08/27/97 AMT: 79.95	79.95	ACT	1
	2051	03/13/97	01/24/97 AMT: 69.95	0.00	PIF	2
	5424	03/01/97	05/14/97 AMT: 94.26	94.26	CC	5
	2046	11/07/96	01/24/97 AMT: 149.28	149.28	CC	0
	5425	01/23/97	05/14/97 AMT: 122.65	122.65	CC	5
	8464	04/14/97	07/21/97 AMT: 119.99	119.99	ACT	4

TOTAL STILL ON SYSTEM :

47,354.30

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
30 Sep 1997

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

PLA400

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	13	1,072.15	101	10,184.81	1559	112,940.40
LESS: Mail Returns*, Dispute, Bankrpt	9	38,873.94	29	40,656.39	310	61,812.34
NET ASSIGNMENTS	4	-37,801.79	72	-30,471.58	1249	51,128.06
COLLECTED						
Paid In Full	0	0.00	13	1,129.21	354	19,211.73
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	0	0.00	23	859.69	303	12,474.94
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	0	0.00	36	1,988.90	785	37,714.05

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	355	269	651
\$ ASSIGNED	\$16,614	\$4,033	\$25,892	\$20,666	\$85,112

* Percentage of Mail Returns - 54.7 %
* Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent) CC - cycle completed
 PIF - paid in full PAY - partial payment
 SIF - settled in full MR - mail returned

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	11335	11/21/96	09/26/97 AMT: 57.65	57.65	ACT	1
	11330	06/17/97	09/26/97 AMT: 74.35	74.35	ACT	1
	11338	07/17/97	09/26/97 AMT: 179.70	179.70	MR	1
	11328	06/19/97	09/26/97 AMT: 123.25	123.25	ACT	1
	11337	07/10/97	09/26/97 AMT: 62.50	62.50	ACT	1
	9911	05/08/97	08/27/97 AMT: 137.97	137.97	ACT	3
M	9907	04/21/97	08/27/97 AMT: 69.90	69.90	ACT	3
A	9908	04/06/97	08/27/97 AMT: 93.49	93.49	ACT	3
	9909	04/28/97	08/27/97 AMT: 59.90	59.90	MR	3
	9910	04/01/97	08/27/97 AMT: 58.85	58.85	ACT	3
	11331	06/18/97	09/26/97 AMT: 79.45	79.45	ACT	1
	9708	06/25/97	08/20/97 AMT: 92.00	92.00	ACT	4
	9906	02/04/97	08/27/97 AMT: 62.45	62.45	ACT	3
	9903	04/27/97	08/27/97 AMT: 87.87	87.87	ACT	3
	9707	06/18/97	08/20/97 AMT: 64.95	64.95	ACT	4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	11333	02/05/97	09/26/97 AMT: 62.85	62.85	MR	1
	9904	04/10/97	08/27/97 AMT: 91.90	91.90	ACT	3
	9709	06/02/97	08/20/97 AMT: 127.25	127.25	MR	2
	9710	06/02/97	08/20/97 AMT: 108.99	108.99	ACT	4
	11336	02/03/97	09/26/97 AMT: 64.85	64.85	ACT	1
	9912	03/23/97	08/27/97 AMT: 97.30	97.30	ACT	3
	9711	06/01/97	08/20/97 AMT: 133.49	133.49	MR	2
	9712	05/29/97	08/20/97 AMT: 127.70	127.70	ACT	4
	11339	05/15/97	09/26/97 AMT: 98.85	98.85	ACT	1
	9914	05/04/97	08/27/97 AMT: 96.63	96.63	ACT	3
	11329	05/28/97	09/26/97 AMT: 78.30	78.30	ACT	1
	11340	07/21/97	09/26/97 AMT: 56.90	56.90	ACT	1
	11334	05/28/97	09/26/97 AMT: 70.60	70.60	ACT	1
	N9714	06/11/97	08/20/97 AMT: 113.90	113.90	MR	3
	9913	05/05/97	08/27/97 AMT: 97.10	97.10	ACT	3
	9713	05/28/97	08/20/97 AMT: 91.41	91.41	ACT	4
	11332	06/03/97	09/26/97 AMT: 62.90	62.90	ACT	1
	9905	03/09/97	08/27/97 AMT: 79.95	79.95	ACT	3

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: September 16, 1997
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR SEPTEMBER AND OCTOBER, 1997

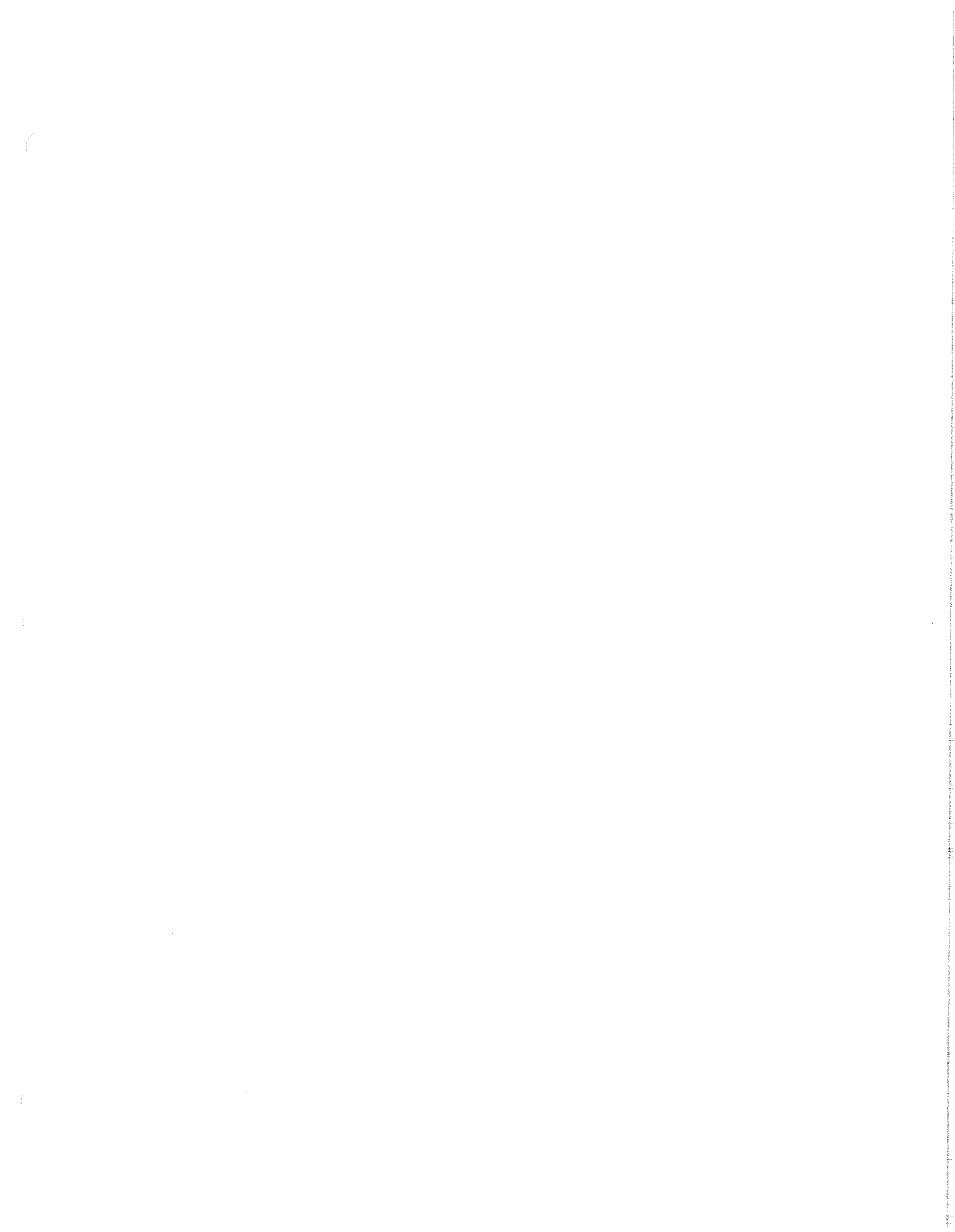
SUMMARY OF PRINTER/COPIER ACCOUNTS SEPT-OCT, 1997

Beginning Balance 09/01/97			(\$ 481.28)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in September	359.90		
Total Deposits in October	700.25		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in Sept & Oct		892.68	
Total Copier Maintenance Payment in Sept & Oct		483.59	
Debit Card System Loan Payback		<u>00.00</u>	
	<u>\$ 1,060.15</u>	<u>1,376.27</u>	
Ending Balance 10/31/97			<u>(\$ 797.40)</u>
November 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 as of 07/31/96 (Literacy Fund)	6,200.00
Sept Purchases (Fund 702)	0.00
Sept Payment (Fund 702)	0.00
Sept Payment (Literacy Fund)	<u>0.00</u>
Balance 10/31/97	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 17, 1997
 SUBJECT: GIFT REPORT

The following gifts were received from September 1, 1997 through November 12, 1997

ADOPT-A-BOOK - ANNUAL MAILING

Bruce & Marla Anderson	Doris McCann	
David & Charlotte Baughman	Dwight McCleary	
Deane Cassidy	Robin Masters	
Margaret Coston	Jo Ann Nelson	
Shirley Dean	Wendy Pennett	
Bob & Judy Dickenson	Joyce Rosenthan	
Harriett Fahy in memory of John Fahy	Lillian Sakoguchi	
Elinor Foster	Leonard & Frances Rich	
Charles & Kathy Frazee	Barbara Sineri	
John & Polly Gast	William Snow	
Nita Godwin in memory of Peter Irot	John & Nancy Spangler	
Mae Goldbaum	Dennis Spiro	
Carol Graff	Frances Stoller	
Bruce & Peg Groff	Katherine Suiter	
John Haskell	J. L. Thomas	
Margaret Horrocks	Dimitri Tsirtis	
Jerry & Pat Jertberg	Jim Toman	
Eileen Jimenez	John & Clairee Tynes	
Kaye Lennon	Richard & Penny Wojcik	
Donald & Jane Livezey	George & Mary Ziegler	
	TOTAL ANNUAL MAILING	2,010.00

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN

Haldon & Judith Anderson	Philip & Shirley Cameron
Edward & Teresa Andrade	Jennie Canfield
Terry & Kathleen Anger	James Canney
Robert & Pauline Arietta	Edward & Patricia Card
Robert & Carmen Arroyo	Anna Lee Cave
Ernest & Diane Bacon	Patrick & Leslie Chambers
Dean & April Baltzell	Jerome & Ann Chang
F. Margaret Barnes	Quak & Huan Chen
David & Edda Barr	Arthur & Gerda Cobb
Bruce & Laura Barrett	Adele Cork
Lillian Bart	Mark & Renee Davidson
Ellen M. Bates	Jose & Catalina De La Torre
Ezra & Eti Bezalel	Richard & Phyllis Devecchio
Richard & Rae Beverage	Mildred Donoghue
Donald & Kesten Blake	David & Nancy
Lester & Edythe Blum	Dianne Earick
Patrick & Susan Bolton	Sylvia Elmore
Ellen Bowman	Ali & Jane Emad
Charles & Helen Brain	Dee Erman
Jeffrey Brown	Ali & Becky Fartash
Lynn & Lana Brown	Ben Ferrari
Rodney & Cynthia Bruns	Jack & Lora Fisher
C. C. Buchanan	Craig & Barbara Frantz
	Mary E. Freer
	Yo & Carolyn Fukunaga

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN - CONT.

Michael & Sharon Galassi
 Charles & Lois Geeter
 Annette Gilbert
 Cynthia Gilbert
 James Gilliland
 Martin & Mary Goldsmith
 Gary & Louise Gottschalk
 Robert & Melanie Gottula
 Arlene C. Grace
 William & Cheryl Grandey
 Mary Greene
 Vincent & Tina Guan
 John & Nancy Haagen
 Mark & Denis Hadland
 Ronald Hartman
 William & Clemencia Heger
 Dorothy Hines
 Masao & Susan Hora
 Grant & Judith Hucko
 Raymond Icamen
 Joanne Ishii
 Raj & Vinita Jha
 Jolene Johnson
 Donald & Marilyn Juergens
 Robert & Susan Justus
 Isabel Karbaum
 Riley & Rosa Kelson
 Heung Gun Kim
 Roger & Donna Kiste
 Suzanne Krugh
 Kain & Teresa Kuan
 Jim Lagraffe
 Craig & Nadine Lauru
 Gary & Debra Lawson
 Chih Chiang Lee
 Eugene Lenz
 William Lindsay
 Deric & Deborah Lords
 Edward & Linda Low
 Linda Lukowski
 Darwyn & Lois Lumley
 William & Karen Mangold
 David & Linda Mann
 Harvey & Nancy Martindill
 Jerry & Fumiko Mason
 Gary & Pamela Mauss
 Charles & Lois Mayhew
 W. A. McClary
 Leslie Melenchuk
 Richard & Joanne Miller
 Homero Miranda
 John & Amanda Morgan

George & Kathryn Mooers
 James & Arlene Morikawa
 A. H. & Tryna Morton
 Donald & Marilyn Nelson
 Nguyet Thi Le & Oanh Van Nguyen
 Tony & Norma Olaerts
 Sharleen Osborn
 Gary & Laurie Oshiro
 Paul & Patricia Pamer
 Alexander & Jane Patten
 J. Y. & Y. M. Peng
 Cheryl Perreira
 Bernard & Sue Peters
 Bob & Judith Pruitt
 Amos & Dolores Rapp
 John Raymond
 Rubert & Janet Rohman
 W. M. Rowe
 Eugene & Josefina Sanosa
 Paul Sarmas
 John Sawyer
 John Schramm
 Anton & Joanne Schwartzberger
 Gail Sievert
 Shawn Simmons
 Art Simon
 Barbara Sipe
 Ira & Mildred Smith
 Edward & Lois Smith
 Stephen & Kathryn Stoughton
 Dan Stump
 Dennis Sugiyama
 Armond Tavianini
 Philip & Reta Theis
 Francis & Nelia Tiotangco
 Victor & Reeta Tomazic
 Richard Tooley
 Norman Traub
 James Trawick
 Kathleen Trevena
 Denise Wadsworth
 Dave & Kathlyn West
 William & Julia Whalen
 Hal & Judith Wightman
 L. E. Wiley
 Harold & Beverly Wise
 Thomas & Elouise Woore
 Francis & Margaret Underlich
 Granville & Alice Yoshina
 James & Debra Yost
 Michael & Margaret Zella

TOTAL DIRECT MAIL 5,170.00

ADOPT-A-BOOK - OTHER DONATIONS

Margaret Cooper
 Nita Godwin
 Sam's Club
 Placentia Round Table
 Donation box at Circ Desk

TOTAL AAB OTHER 1,508.30

TOTAL ADOPT-A-BOOK 8,688.30

*Practices Podiatry
 Doesn't live
 here*

Former Chief of Police

BOOK ENDOWMENT DONATIONS

Laurel McCarthy
 Mark & Sandra Nelson
 Florence Purdy
 B of A for Peggy Dinsmore
 Friends of the Placentia Library

TOTAL BOOK ENDOWMENT 1,530.00

OPERATING FUND DONATIONS

Theodore Farkas
 Gordon & Dixie Shaw (for lapsit programs)
 B of A for Gertrude Stark
 Al & Laura Penry
 Allan & Saundra Stark

TOTAL OPERATING FUND 1,420.00

TOTAL DONATIONS 11,638.30

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN - CON'T.

Michael & Sharon Galassi	George & Kathryn Mooers	
Charles & Lois Geeter	James & Arlene Morikawa	
Annette Gilbert	A. H. & Tryna Morton	
Cynthia Gilbert	Donald & Marilyn Nelson	
James Gilliland	Nguyet Thi Le & Oanh Van Nguyen	
Martin & Mary Goldsmith	Tony & Norma Olaerts	
Gary & Louise Gottschalk	Sharleen Osborn	
Robert & Melanie Gottula	Gary & Laurie Oshiro	
Arlene C. Grace	Paul & Patricia Pamer	
William & Cheryl Grandey	Alexander & Jane Patten	
Mary Greene	J. Y. & Y. M. Peng	
Vincent & Tina Guan	Cheryl Perreira	
John & Nancy Haagen	Bernard & Sue Peters	
Mark & Denis Hadland	Bob & Judith Pruitt	
Ronald Hartman	Amos & Dolores Rapp	
William & Clemencia Heger	John Raymond	
Dorothy Hines	Rubert & Janet Rohman	
Masao & Susan Hora	W. M. Rowe	
Grant & Judith Hucko	Eugene & Josefina Sanosa	
Raymond Icamen	Paul Sarmas	
Joanne Ishii	John Sawyer	
Raj & Vinita Jha	John Schramm	
Jolene Johnson	Anton & Joanne Schwarzenberger	
Donald & Marilyn Juergens	Gail Sievert	
Robert & Susan Justus	Shawn Simmons	
Isabel Karbaum	Art Simon	
Riley & Rosa Kelson	Barbara Sipe	
Heung Gun Kim	Ira & Mildred Smith	
Roger & Donna Kiste	Edward & Lois Smith	
Suzanne Krugh	Stephen & Kathryn Stoughton	
Kain & Teresa Kuan	Dan Stump	
Jim Lagraffe	Dennis Sugiyama	
Craig & Nadine Lauru	Armond Taviani	
Gary & Debra Lawson	Philip & Reta Theis	
Chih Chiang Lee	Francis & Nelia Tiotangco	
Eugene Lenz	Victor & Reeta Tomazic	
William Lindsay	Richard Tooley	
Deric & Deborah Lords	Norman Traub	
Edward & Linda Low	James Trawick	
Linda Lukowski	Kathleen Trevena	
Darwyn & Lois Lumley	Denise Wadsworth	
William & Karen Mangold	Dave & Kathlyn West	
David & Linda Mann	William & Julia Whalen	
Harvey & Nancy Martindill	Hal & Judith Wightman	
Jerry & Fumiko Mason	L. E. Wiley	
Gary & Pamela Mauss	Harold & Beverly Wise	
Charles & Lois Mayhew	Thomas & Elouise Woore	
W. A. McClary	Francis & Margaret Underlich	
Leslie Melenchuk	Granville & Alice Yoshina	
Richard & Joanne Miller	James & Debra Yost	
Homero Miranda	Michael & Margaret Zella	
John & Amanda Morgan		
	TOTAL DIRECT MAIL	5,170.00

ADOPT-A-BOOK - OTHER DONATIONS

Margaret Cooper		
Nita Godwin		
Sam's Club		
Placentia Round Table		
Donation box at Circ Desk		
	TOTAL AAB OTHER	1,508.30
	TOTAL ADOPT-A-BOOK	8,688.30

BOOK ENDOWMENT DONATIONS

Laurel McCarthy
Mark & Sandra Nelson
Florence Purdy
B of A for Peggy Dinsmore
Friends of the Placentia Library

TOTAL BOOK ENDOWMENT 1,530.00

OPERATING FUND DONATIONS

Theodore Farkas
Gordon & Dixie Shaw (for lapsit programs)
B of A for Gertrude Stark
Al & Laura Penry
Allan & Sandra Stark

TOTAL OPERATING FUND 1,420.00

TOTAL DONATIONS 11,638.30

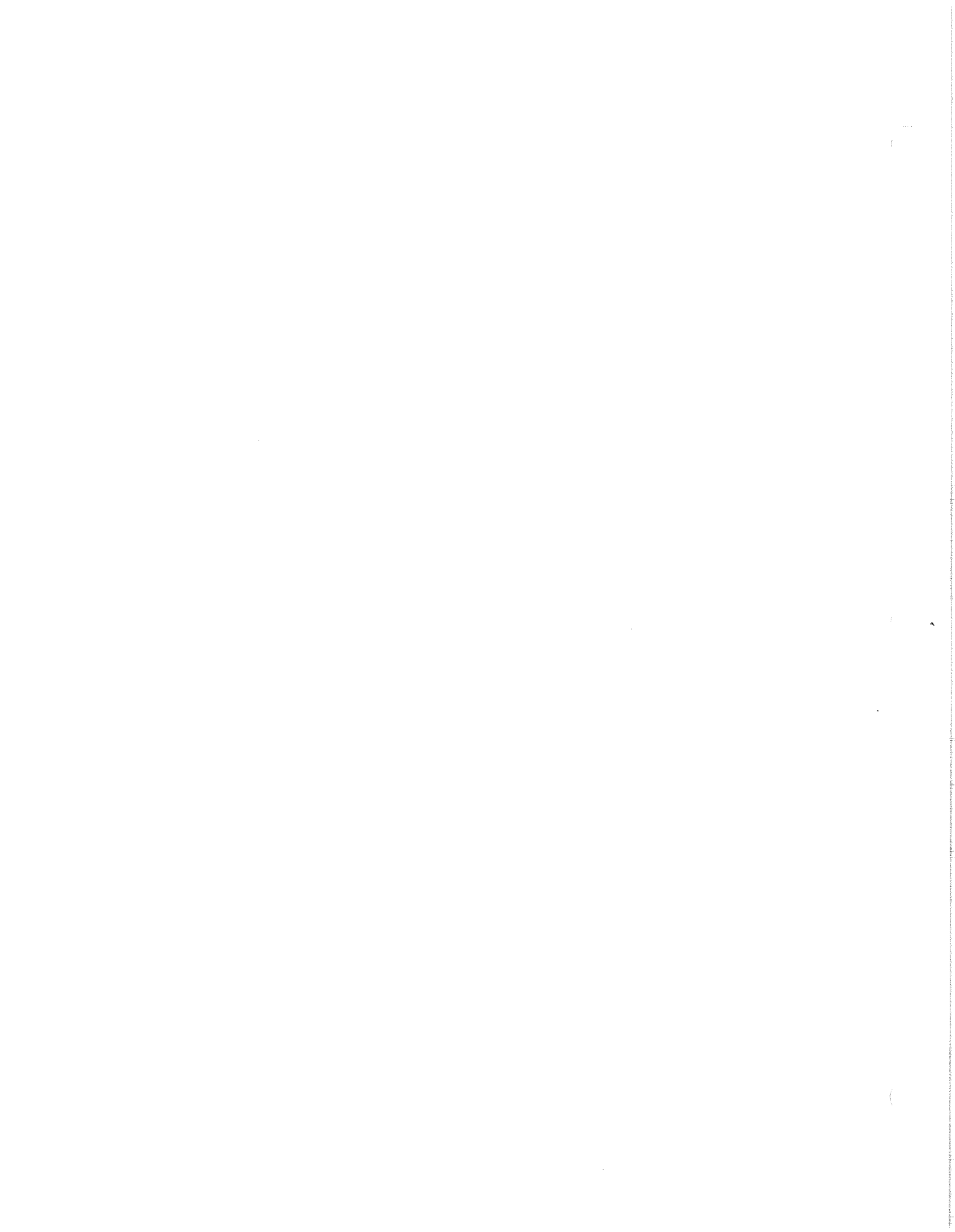
TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *cd*

DATE: November 18, 1997

SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH OF SEPTEMBER AND OCTOBER**

1. **Air Conditioning** - Regular inspection, repair to two condensers, freon leak detected and repaired.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting in September. No service in October. Tri-County Lighting declined to continue service, second highest bidder, Christensen Lighting will take over contract. Regular service will be performed in November.
3. **Windows** - All windows of Library were washed.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: November 18, 1997
SUBJECT: **PERSONNEL REPORT FOR SEPTEMBER AND OCTOBER, 1997**

RESIGNATIONS:

None

TERMINATIONS:

None

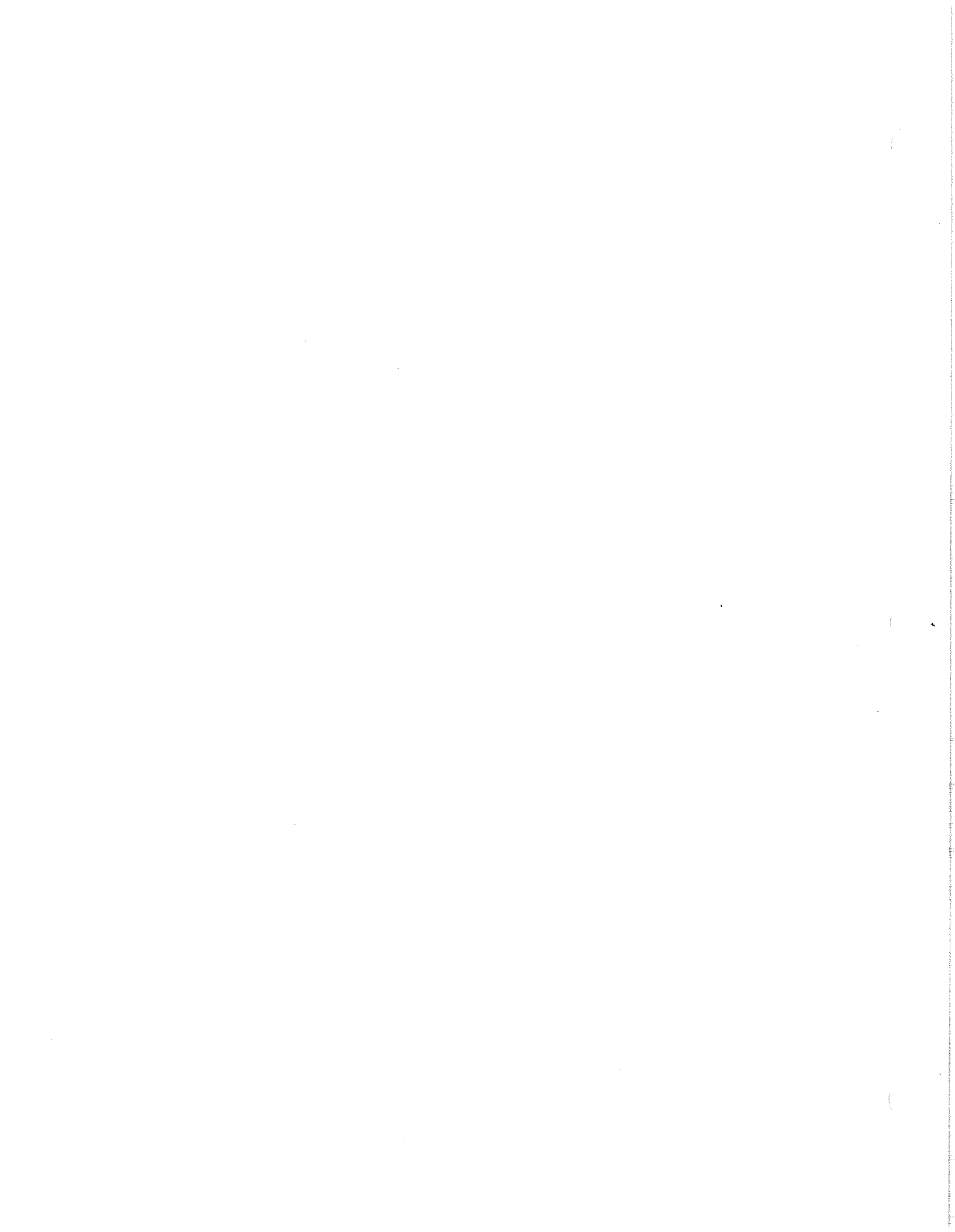
APPOINTMENTS:

Dallas Adams, part-time Student Shelver (Circulation), effective 11/04/97
DeAnna Foster, part-time Student Shelver (Circulation), effective 11/05/97

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 September	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	6.00	30.50	9/95	183.75
Covington, Darlene	9.25	25.00	3/95	336.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	24.25	61.25	7/82	6,264.75
Fioroni, Pete	2.50	18.50	3/97	34.25
Fioroni, Ruth	2.50	18.50	3/97	34.25
Fitzgerald, Joan	6.50	50.00	10/93	1,072.00
Godwin, Nita	6.25	17.50	2/96	113.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	5.00	17.50	10/95	190.00
Horrocks, Marjorie	4.00	10.00	10/95	124.00
Irot, Pat	24.00	101.00	2/96	640.00
Livesey, Jane	0.00	19.25	4/96	132.00
Malik, Shamim	34.00	132.50	5/97	212.50
Mignot, Shirley	3.50	16.50	9/95	180.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	20.00	40.50	10/95	333.50
Olson, Bob	4.50	13.00	9/95	114.25
Olson, Jeanne	4.00	10.00	9/95	96.25
O'Neil-Zorn, Edie	3.75	3.75	1/97	23.50
Schlichter, Allan	8.00	20.25	10/93	394.50
Shaw, Dixie	4.00	7.75	5/94	108.00
Stark, Allan	2.50	7.50	4/97	13.00
Stark, Sandra	2.50	7.50		72.50
Wymer, Betty	12.50	43.50	1/96	230.75
J.T.P.A. / Job Training Partnership Act	0.00	189.50		418.50
S.T.E.P. / Senior Training & Employment Program	176.00	427.50		2,397.75
TOTAL	365.50	1,335.50		14,170.75

TEMPORARAY VOLUNTEERS

	FY97/98	
	September	YTD
Arain, Nazlee	0.00	10.00
Bengstern, Bob	0.00	5.00
Bickford, Lance	0.00	2.50
Bums, John	2.50	5.00
Chang, Albert	0.00	24.00
Chib, Sheetal	0.00	28.00
Chou, Katherine	2.00	47.75
Cipres, Marcella	2.50	4.50
El Mohawar, Samah	0.00	12.00
Fahim, Fady	0.00	66.50
Fahim, Runia	0.00	80.50
Giorgi, Charlie	0.00	9.50
Guzman, Jessica	2.00	7.50
Hayashi, Colleen	0.00	2.50
Hayashi, Kristen	0.00	2.50
Issacs, Ryan	0.00	10.00
Jaques, Lura	0.00	11.00
Kai, Jarhou	15.50	62.50
Konman, Laurie	2.50	7.00
LaBonte, Ryan	0.00	10.25
Lichtenstein, George	0.00	1.00
Lim, Michael	0.00	7.00
Lin, Jeff	0.00	27.00
Lin, Sherry	0.00	14.00
Lin, Steven	4.00	21.00
Lopez, Armando	0.00	30.00
Lui, Wen-Tsu	0.00	28.75
Minh, David	0.00	15.00
Mohan, Kavita	0.00	25.25
Nguyen, Hien	0.00	0.00
Patel, Ashish	0.00	77.50
Patel, Mayur	0.00	21.00
Perez, Manual	7.50	7.50
Reed, Robert	2.50	2.50
Shah, Niketa	0.00	2.00
Soo, Mary	15.75	15.75
Stewart, Morgan	0.00	30.00
Tolu, Sonuyi	0.00	35.25
Um, Tricia	0.00	28.00
Yada, Julie	5.00	17.00
Yu, Liang	5.75	21.75
Yu, Stacy	0.00	13.00
TOTAL	67.50	860.25

LVA VOLUNTEERS

Literacy Volunteer Hours	376.00
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TOTAL VOLUNTEER HOURS

809

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50		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	

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, ^{sw}Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of October 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 October	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	4.00	34.50	9/95	187.75
Covington, Darlene	4.75	29.75	3/95	340.75
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	21.00	82.25	7/82	6,285.75
Fioroni, Pete	0.00	18.50	3/97	34.25
Fioroni, Ruth	0.00	18.50	3/97	34.25
Fitzgerald, Joan	6.00	56.00	10/93	1,078.00
Godwin, Nita	9.00	26.50	2/96	122.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	11.25	28.75	10/95	201.25
Horrocks, Marjorie	4.00	14.00	10/95	128.00
Irot, Pat	30.50	131.50	2/96	670.50
Livesey, Jane	11.50	30.75	4/96	143.50
Lord, Audrey	14.00	14.00	10/97	14.00
Malik, Shamim	19.50	152.00	5/97	232.00
Mignot, Shirley	6.00	22.50	9/95	186.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	20.50	61.00	10/95	354.00
Olson, Bob	4.25	17.25	9/95	118.50
Olson, Jeanne	2.00	12.00	9/95	98.25
O'Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	10.00	30.25	10/93	404.50
Shaw, Dixie	3.25	11.00	5/94	111.25
Stark, Allan	2.50	10.00	4/97	15.50
Stark, Sandra	2.50	10.00		75.00
Wymer, Betty	2.50	46.00	1/96	233.25
J.T.P.A. / Job Training Partnership Act	21.00	210.50		439.50
S.T.E.P. / Senior Training & Employment Program	180.00	607.50		2,577.75
OTAL	390.00	1,725.50		14,560.75

TEMPORARAY VOLUNTEERS

	FY97/98			FY97/98	
	October	YTD		October	YTD
Arain, Nazlee	0.00	10.00	Minh, David	0.00	15.00
Ataris, Andy	5.00	5.00	Mirza, Rabia	3.25	3.25
Bengstern, Bob	0.00	5.00	Mohan, Kavita	0.00	25.25
Bickford, Lance	0.00	2.50	Nguyen, Hien	0.00	0.00
Bona, Shawnda	2.50	2.50	Patel, Ashish	0.00	77.50
Blonston, Scott	2.50	2.50	Patel, Mayur	0.00	21.00
Burns, John	0.00	5.00	Perez, Manual	0.00	7.50
Chang, Albert	0.00	24.00	Pham, Nan	3.25	3.25
Chib, Sheetal	0.00	28.00	Pham, Tu	3.25	3.25
Chou, Katherine	2.00	49.75	Pi, Irene	3.25	3.25
Cipres, Marcella	2.50	7.00	Reed, Robert	2.50	5.00
Dadhaniya, Ammie	3.00	3.00	Shah, Niketa	0.00	2.00
El Mohawar, Samah	0.00	12.00	Silva, Pamela	7.25	7.25
Fahim, Fady	0.00	66.50	Soo, Mary	7.00	22.75
Fahim, Runia	0.00	80.50	Stewart, Morgan	0.00	30.00
Giorgi, Charlie	0.00	9.50	Tolu, Sonuyi	0.00	35.25
Govea, Melissa	9.00	9.00	Um, Tricia	0.00	28.00
Guzman, Jessica	1.00	8.50	Villa, Eric	6.00	6.00
Harnett, Tom	5.00	5.00	Vo, Anh-Thu	3.25	3.25
Hayashi, Colleen	0.00	2.50	Yada, Julie	0.00	17.00
Hayashi, Kristen	0.00	2.50	Yorba, Greg	5.00	5.00
Issacs, Ryan	0.00	10.00	Yu, Liang	8.00	29.75
Jaques, Lura	0.00	11.00	Yu, Stacy	0.00	13.00
Kai, Jarhou	0.00	62.50			
LaBonte, Ryan	0.00	10.25			
Kumar, Puesh	6.00	6.00			
LaBonte, Ryan	0.00	10.25			
Lichtenstein, George	0.00	1.00			
Lim, Michael	0.00	7.00			
Lin, Jeff	0.00	27.00			
Lin, Sherry	0.00	14.00			
Lin, Steven	6.00	27.00			
Lopez, Armando	0.00	30.00			
Lui, Wen-Tsu	0.00	28.75			
TOTAL	44.50	585.00	TOTAL	52.00	363.50

LVA VOLUNTEERS

Literacy Volunteer Hours 435.00

TOTAL VOLUNTEER HOURS 921

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50	486.00	580.00	482.00	435.00
November	418.00	519.75		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
NOVEMBER 18, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 SEP 97	FY96-97 SEP 96
1st Time Checkouts	47,259	51,489	-8.22%	13,784	14,305
Phone Renewals	3,123	3,090	1.07%	1,146	1,092
In-Building Renewals	3,614	4,899	-26.23%	1,169	1,331
Total Renewals	6,737	7,989	-15.67%	2,315	2,423
TOTAL CHECKOUTS	53,996	59,478	-9.22%	16,099	16,728
On-Time Checkins	46,641	53,761	-13.24%	12,400	14,002
Late Checkins	7,452	8,929	-16.54%	2,359	2,754
TOTAL CHECKINS	54,093	62,690	-13.71%	14,759	16,756
Holds Placed	1,049	1,244	-15.68%	304	383
Holds Cancelled	196	208	-5.77%	63	68
Holds Filled	951	1,091	-12.83%	288	313
Holds Expired	9	8	12.50%	6	3
Overdue Items	2,436	2,418	0.74%	816	677
Overdue Notices	1,006	1,101	-8.63%	333	339
Billing Notices	1,357	1,470	-7.69%	424	406
Patrons Registered	930	865	7.51%	457	347
Titles Added	1,862	1,779	4.67%	512	489
Volumes Added	2,732	3,624	-24.61%	764	1,414
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	21,690	27,003	-19.68%	7,382	8,386
Juvenile Print	27,783	26,395	5.26%	7,269	6,679
Total Print	49,473	53,398	-7.35%	14,651	15,065
Audio	1,768	2,481	-28.74%	609	907
Visual	2,975	3,597	-17.29%	838	869
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,743	6,078	-21.96%	1,477	1,776
TOTAL CIRCULATION	53,996	59,478	-9.22%	16,099	16,728
Placentia Circulation	37,024	36,655	1.01%	10,704	10,079
% Placentia Circulation	68.29%	61.63%	10.81%	66.49%	59.85%
Anaheim/Yorba Linda Circulation	8,361	11,233	-25.57%	2,615	3,397
% Anaheim/Yorba Linda Circulation	15.42%	18.89%	-18.37%	16.24%	19.56%
TYPES OF BORROWERS					
Adult	33,605	39,945	-15.87%	10,534	12,018
Young Adult	747	750	-0.40%	260	221
Juvenile	16,075	14,782	8.75%	3,728	3,348
New Borrower	3,785	3,966	-4.56%	1,577	1,141
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL BORROWERS	53,996	59,478	-9.22%	16,099	16,728
ATTENDANCE					
Adult Reference - In Building	3,191	3,732	-14.50%	1,152	1,399
Adult Reference - Telephone	796	763	4.33%	285	285
Children's Reference - In Building	2,894	1,446	100.14%	608	552
Children's Reference - Telephone	97	145	-33.10%	47	37
Total Adult Reference	3,987	4,495	-11.30%	1,437	1,684
Total Children's Reference	2,991	1,591	87.99%	655	589
Total In Building Reference	6,085	5,178	17.52%	1,760	1,951
Total Telephone Reference	893	908	-1.65%	332	322
TOTAL REFERENCE	6,978	6,086	14.66%	2,092	2,273

Placentia Library District
Circulation Report
NOVEMBER 18, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 OCT 97	FY96-97 OCT 96
1st Time Checkouts	61,065	68,092	-10.32%	13,806	16,603
Phone Renewals	4,520	4,321	4.61%	1,397	1,231
In-Building Renewals	4,756	6,707	-29.09%	1,142	1,808
Total Renewals	9,276	11,028	-15.89%	2,539	3,039
TOTAL CHECKOUTS	70,341	79,120	-11.10%	16,345	19,642
On-Time Checkins	59,551	69,523	-14.34%	12,910	15,762
Late Checkins	10,083	11,942	-15.57%	2,631	3,013
TOTAL CHECKINS	69,634	81,465	-14.52%	15,541	18,775
Hold Placed	1,356	1,637	-17.17%	307	393
Hold Cancelled	254	290	-12.41%	58	82
Hold Filled	1,248	1,442	-13.45%	297	351
Hold Expired	14	9	55.56%	5	1
Overdue Items	3,478	3,375	3.05%	1,042	957
Overdue Notices	1,480	1,551	-4.58%	474	450
Billing Notices	1,845	1,949	-5.34%	488	479
Patrons Registered	1,303	1,248	4.41%	373	383
Titles Added	2,663	2,538	4.93%	801	759
Volumes Added	4,260	5,577	-23.61%	1,528	1,953
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	28,852	36,220	-20.34%	7,162	9,221
Juvenile Print	36,209	35,139	3.05%	8,426	6,679
Total Print	65,061	71,363	-8.83%	15,588	17,965
Audio	2,238	3,260	-31.35%	470	779
Visual	3,702	4,495	-17.64%	727	898
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,940	7,755	-23.40%	1,197	1,677
TOTAL CIRCULATION	70,341	79,120	-11.10%	16,345	19,642
Placentia Circulation	47,528	48,193	-1.38%	10,504	11,538
% Placentia Circulation	66.94%	60.91%	9.90%	63.35%	58.74%
Anaheim/Yorba Linda Circulation	11,678	15,338	-23.86%	3,317	4,105
% Anaheim/Yorba Linda Circulation	16.45%	19.39%	-15.16%	20.00%	20.90%
TYPES OF ACTIVE BORROWERS					
Adult	44,436	53,717	-17.28%	10,831	13,772
Young Adult	1,080	1,067	1.22%	333	317
Juvenile	20,064	19,057	5.28%	3,989	4,275
New Borrower	5,415	52,424	-89.67%	1,630	1,276
Non Resident	0	2	0.00%	0	2
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	70,995	79,085	-10.23%	16,783	19,642
TOTAL REGISTERED BORROWERS	26,798			26,798	
ATTENDANCE	113,380	128,409	-11.70%	30,901	35,499
Adult Reference - In Building	4,474	5,308	-15.71%	1,283	1,576
Adult Reference - Telephone	1,103	1,046	5.45%	307	283
Children's Reference - In Building	3,580	2,077	72.36%	686	631
Children's Reference - Telephone	143	203	-29.56%	46	58
Total Adult Reference	5,577	6,354	-12.23%	1,590	1,859
Total Children's Reference	3,723	2,280	63.29%	732	689
Total In Building Reference	8,054	7,385	9.06%	1,969	2,207
Total Telephone Reference	1,246	1,249	-0.24%	353	341
TOTAL REFERENCE	9,300	8,634	7.71%	2,322	2,548

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97								0.00
Nov-97								0.00
Dec-97								0.00
Jan-98								0.00
Feb-98								0.00
Mar-98								0.00
Apr-98								0.00
May-98								0.00
Jun-98								0.00
TOTAL		13,947.67	2,491.29	2,050.24	0.00	0.00	0.00	18,489.20
AVG		4,649.22	830.43	683.41				6,163.07

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97				0.00	0.00
Nov-97				0.00	0.00
Dec-97				0.00	0.00
Jan-98				0.00	0.00
Feb-98				0.00	0.00
Mar-98				0.00	0.00
Apr-98				0.00	0.00
May-98				0.00	0.00
Jun-98				0.00	0.00
TOTAL	3,464.22	552.00	84.24	4,100.46	2,050.23
AVG	1,154.74	184.00	28.08	1,366.82	683.41

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	786.24	702.00	153.12	0.00	1,822.86	3,464.22
AVG	262.08	234.00	51.04	0.00	607.62	1,154.74

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

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	24.00	26.00	6.00	0.00	78.00	134.00
AVG	8.00	8.67	2.00	0.00	26.00	44.67

18/16/97 17:56:42

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OCT-16-97 THU 15:40

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

October 16, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL AND LEGISLATIVE SUMMARY

I. GOVERNOR SIGNS/VETOES MANY BY MONDAY'S MIDNIGHT DEADLINE

Late Monday evening, the Governor concluded his action on hundreds of pieces of legislation, submitted to him during the months of August and September. The Legislature sent to the Governor approximately 1,100 of the 3,000 bills introduced this year. He vetoed almost 200 bills before heading off to a trade mission in London.

Some bills of interest to CLA members which were processed in the last few days are as follows:

II. "GUARDINO" BILL VETOED

The Governor refused to sign AB 1362-Mazzoni which would make "the decision of the California Supreme Court in Santa Clara County Transportation Authority v. Guardino inapplicable to any action or proceeding in which the validity of a tax or tax increase is contested...if the ordinance or resolution imposing...that tax was adopted prior to December 14, 1995." This bill, which was sponsored by CSAC, survived many hard-fought committee hearings and floor sessions. However, in the end, the Governor wrote in his veto message, "This bill is unconstitutional." He offered, "I am not unsympathetic, however, to those local governments which relied on the 1991 appellate decision, and note that while they have no remedy with the Legislature, they have remedies in the courts and through the initiative process with the electorate."

Proponents of the measure have been fearful that a Governor's veto would jeopardize numerous existing local taxes and cause uncertainty in the reliability of local revenues in the planning of county and city budgets.

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Post-It® Fax Note	7671	Date	10/16/97	# of pages	6
To	MCLS/SLB/Associate	From	MCLS/SLB HQ		
Co./Dept.	Member Directors	Co.			
Phone #	Sue Curzon, CSUN	Phone #	818/683-8294		
Fax #	(Eugenia Wong, Orange Pl)	Fax #	818/683-8097		

18/16/97 17:57:14

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818 683 8097 Metro

Page 002

OCT-16-97 THU 15:41

P. 02

III. REDUCTIONS TO LIBRARY PROJECTS

AB 1571 is a Budget appropriations bill which was signed by the Governor on Sunday. The Governor did, however, make substantial reductions in the bill to a number of appropriations (\$38,987,000 total), which included \$1,765,000 for two library projects.

1) The Governor deleted a \$1,000,000 allocation from the General Fund to reimburse the Glendale Unified School District for costs incurred in modernizing facilities in connection with a joint use library project of the Edison School/Pacific Park Model Neighborhood Community. Said the Governor, "Although joint use library projects should be encouraged as a way to increase the efficiency in the use of public facilities, this particular project has recently received a \$1,000,000 grant from the State Allocation Board. Therefore, the allocation in this bill would be duplicative."

2) The Governor deleted the legislative augmentation of \$765,000 from the General Fund for the San Jose City College Library project. In the Governor's veto message he stated, "I am deleting this project because it circumvents the established procedures for evaluating and prioritizing the California Community College's capital outlay projects. The State has limited resources to address education capital outlay needs. Therefore, all projects must be considered in relationship to competing needs for available resources, and these resources should be allocated to the highest priority projects as identified by the segments. The circumvention of the established prioritization process undermines this approach."

IV. MOE WAIVERS

The Governor signed SB 1100 by Senator Hilda Solis, which will allow local governments to request a waiver from the State Librarian for maintenance of effort requirements if the local entity can prove that there has been a reduction in local revenues due to the requirements of Proposition 218.

V. ERAF "ALLIES" CONTINUE TO MEET DURING INTERIM

The Allies for Cities, Counties, and Special Districts, of which CLA is a member, continue to meet during the interim to plot Educational Revenue Augmentation Fund (ERAF) strategy for the issue. It is rumored that one Senate leader is interested in conducting a series of local government interim hearings, one of which will focus on the ERAF issue. The Allies are hopeful that when the legislature returns in January, they will be able to obtain more sympathy of the leadership on the need for a return of ERAF dollars to cities, counties, and special districts.

VI. LEGISLATIVE SUMMARY

Attached is a copy of the CLA Legislative Summary, highlighting the bills pertaining to libraries that the CLA Legislative Committee, chaired by Linda Crowe and Linda Kennedy, followed during the 1997 session.

18/16/97 17:57:50

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OCT-16-97 THU 15:42

P. 03

SUMMARY FOR THE 1997-98 LEGISLATIVE SESSION**California Library Association**

First Half: Final Report

October 16, 1997 - 1997-98 Session

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>AB 1-AGUIAR</u> Support	Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.	Assembly Local Government; held in committee.
<u>AB 95-SWEENEY/AGUIAR</u> Support	Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF.	Senate Appropriations Held on the Suspense File indefinitely
<u>AB 132-CAMPBELL</u> Disapprove	As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.	Chapter 86 Statutes of 1997
<u>AB 206-HERTZBERG</u> Watch	Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" must provide Internet service to patrons and, would advertise they provide this service.	Chapter 416 Statutes of 1997
<u>AB 345-GRANLUND</u> Support	Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.	Chapter 167 Statutes of 1997

18/16/97 17:58:19

-> 818 683 8097 Metro

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OCT-16-97 THU 15:43

P. 04

AB 403-DUCHENY
Support

Creates the Literacy for Public Safety Program: a library services program to increase the English language literacy of persons convicted of a crime and sentenced to a local correctional facility, or released on parole or probation. Authorizes public libraries with current adult literacy services to coordinate efforts with local sheriffs, Director of Corrections, or parole or probation department. The CLSB would award competitive grants to eligible public libraries.

Assembly
Appropriations
Held on the
Suspense file
indefinitely.

AB 735-ORTIZ
Support

Increases the fees for filing a claim in small claims court by \$2. This amount would be deposited into the Law Library Trust Fund.

Assembly Floor
Failed
Passage

AB 862-DUCHENY
Support

Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, reference materials, periodicals, laser disks, etc.

Senate
Appropriations
Held on the Suspense
file indefinitely.

AB 927-THOMPSON
Disapprove

Sponsored by the city of Murieta, would allow for the withdrawal of libraries from the Riverside County free library system.

Chapter 248
Statutes of 1997

AB 1503-PERATA
Support

Would create the State Literacy Resource Center, a multiagency collaboration for the improvement of literacy research, staff development, resource sharing, and information dissemination. Also creates a Literacy Council on which a member of the State Library would be seated.

Assembly
Education
Held in Committee.

AB 1589-PRINGLE/
LOCKYER
Refer to Legislative
Committee

Library and Fire district ERAF 1997 Budget Trailer bill: Nullifies recent State Controller's opinion regarding SB 1648-Dills of 1994. Bill states that libraries must shift funds to ERAF under the 1992-93 and 1993-94 formulas.

Chapter 290
Statutes of 1997

AB 1608-PRINGLE
Support

Same as SB 1300-Calderon regarding a tax exemption for newspapers and periodicals.

Assembly
Appropriations
Held on the
Suspense File
indefinitely.

18/16/97 17:58:49

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OCT-16-97 THU 15:43

P.05

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 85, but as a constitutional amendment, could be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

Senate Local Government.
Failed Passage.
Reconsideration Granted.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters. Recently amended to pertain to the issuance of bonds by a joint exercise of powers authority, to assist local agencies in financing capital improvements, etc.

In Assembly
Held at desk.

SB 154-THOMPSON
Sponsor/Support

Would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes.

Chapter 88
Statutes of 1997

SB 356-RAINEY
Support

As amended, creates the State Literacy Resource Center, with parameters identical to AB 1503-Perata.

Senate Appropriations
Held on the Suspense
File indefinitely

SB 375-SHER
Support

Would place a cap on the amount that Board of Equalization can impose upon administration costs for the County of Stanislaus in collecting the tax for the support of countywide library programs. Bill also authorizes the Board of Supervisors in San Mateo County to levy a sales tax for the support of public elementary and secondary education, community colleges, parks, and libraries, subject to a 2/3rds vote of the voters in the county.

Governor Vetoes

SB 409-ALPERT & SWEENEY
CLA Sponsored

The Library of California: Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Senate Appropriations
Held on the Suspense
File indefinitely.

10/16/97 17:59:17

-> 818 683 8897 Metro

OCT-16-97 THU 15:44

P. 06

SB 431-LEE
Approve

Clarifies that the counties of Contra Costa, Sacramento and Sonoma, due to specific circumstances, need not contribute to ERAF.

Chapter 786
Statutes of 1997

SB 605-MADDY
Approve

Would name the law library of the California State Library the Bernard W. Witkin State Law Library of California.

Chapter 411
Statutes of 1997

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

ERAF bill: Similar to AB 95-Sweeney/Aguiar.

Assembly
Floor.
Inactive File

SB 1100-SOLIS
Support

Sponsored by Los Angeles county, would allow a city, county or library district to request a PLF waiver if negatively impacted by Proposition 218. Recent amendments tie this bill ("double-join") to AB 345-Granlund.

Chapter 435
Statutes of
1997

SB 1285-JOHNSTON
Watch/Close

On a pilot basis, would allow for several joint-use library facility projects between a school district and a city or county public library. The State Allocation Board would award grants from current school bond funds to school districts of no more than \$50,000 for those school districts expressing interest, and \$200,000 up to three years for operational grants with schools demonstrating readiness.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

SB 1300-CALDERON
Support

Would create a general tax exemption for all newspapers and periodicals in California.

Senate
Appropriations
Committee
Held on the
Suspense File
indefinitely.

10/16/97

SEP-18-97 THU 07:38

P. 01

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1997 LEGISLATION

BILL#/AUTHOR

DESCRIPTION

STATUS

AB 1-AGUIAR
Support

Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.

Assembly
Local Government;
held in committee.

AB 95-SWEENEY/AGUIAR
Support

Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF.

Senate
Appropriations
Held on the
Suspense File
indefinitely

AB 132-CAMPBELL
Disapprove

As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.

Chapter 66
Statutes of 1997

AB 206-HERTZBERG
Watch

Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints, of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" must provide Internet service to patrons and, would advertise they provide this service.

To Governor

AB 345-GRANLUND
Support

Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.

Chapter 167
Statutes of 1997

AB 403-DUCHENY
Support

Creates the Literacy for Public Safety Program: a library services program to increase the English language

Assembly
Appropriations
Held on the

beverages, and tobacco

Post-1997 Fax Note	7671	Date	9/22/97	Pages	4
To	MCLS/SL5/Associate	From	MCLS / SL5 HQ		
Co/Dept	Member Directors	Co.			
Phone #	SUC CURSON CSUN	Phone #	818/683-8244		
Fax #	(Eugenia Wong, Orange Rd)	Fax #	818/683-8097		

09/18/97 09:52:08

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818 683 8097 Metro

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SEP-18-97 THU 07:39

P. 02

literacy of persons convicted of a crime and sentenced to a local correctional facility, or released on parole or probation. Authorizes public libraries with current adult literacy services to coordinate efforts with local sheriffs, Director of Corrections, or parole or probation department. The CLSB would award competitive grants to eligible public libraries.

Suspense file indefinitely.

AB 735-ORTIZ
Support

Increases the fees for filing a claim in small claims court by \$2. This amount would be deposited into the Law Library Trust Fund.

Assembly Floor
Failed
Passage

AB 862-DUCHENY
Support

Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, references materials, periodicals, laser disks, etc.

Senate
Appropriations
Held on the Suspense
file indefinitely.

AB 927-THOMPSON
Disapprove

Sponsored by the city of Murietta, would allow for the withdrawal of libraries from the Riverside County free library system.

Chapter 248
Statutes of 1997

AB 1503-PERATA
Support

Would create the State Literacy Resource Center, a multiagency collaboration for the improvement of literacy research, staff development, resource sharing, and information dissemination. Also creates a Literacy Council on which a member of the State Library would be seated.

Assembly
Education
Held in Committee.

AB 1589-PRINGLE/
LOCKYER
Refer to Legislative
Committee

Library and Fire district ERAF 1997 Budget Trailer bill: Nullifies recent State Controller's opinion regarding SB 1648-Dills of 1994. Bill states that libraries must shift funds to ERAF under the 1992-93 and 1993-94 formulas.

Chapter 290
Statutes of 1997

AB 1608-PRINGLE
Support

Same as SB 1300-Calderon regarding a tax exemption for newspapers and periodicals.

Assembly
Appropriations
Held on the
Suspense File
indefinitely.

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 95, but as a constitutional amendment, could

Senate Local
Government.

09/18/97 09:52:36

-> 818 683 8097 Metro

P. 03

SEP-18-97 THU 07:39

be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

Failed Passage.
Reconsideration
Granted.

SB 167-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters. Recently amended to pertain to the issuance of bonds by a joint exercise of powers authority, to assist local agencies in financing capital improvements, etc.

In Assembly
Held at
desk.

SB 154-THOMPSON
Sponsor/Support

Would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes.

Chapter 68
Statutes of 1997

SB 356-RAINEY
Support

As amended, creates the State Literacy Resource Center, with parameters identical to AB 1503-Perata.

Senate
Appropriations
Held on the Suspense
File indefinitely

SB 375-SHER
Support

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Governor Vetoes

SB 409-ALPERT
& SWEENEY
CLA Sponsored

The Library of California: Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

09/18/97 09:53:01

-> 818 683 8097 Metro

SEP-18-97 THU 07:40

P. 04

SB 431-LEE
Approve

Clarifies that the counties of Contra Costa, Sacramento and Sonoma, due to specific circumstances, need not contribute to ERAF.

To Governor

SB 605-MADDY
Approve

Would name the law library of the California State Library the Bernard W. Witkin State Law Library of California.

Chapter 411
Statutes of 1997

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

ERAF bill: Similar to AB 95-Sweeney/Aguiar.

Assembly
Floor

SB 1100-SOLIS
Support

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To Governor

SB 1265-JOHNSTON
Watch/Close

On a pilot basis, would allow for several joint-use library facility projects between a school district and a city or county public library. The State Allocation Board would award grants from current school bond funds to school districts of no more than \$50,000 for those school districts expressing interest, and \$200,000 up to three years for operational grants with schools demonstrating readiness.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

SB 1300-CALDERON
Support

Would create a general tax exemption for all newspapers and periodicals in California.

Senate
Appropriations
Committee
Held on the
Suspense File
indefinitely.

9/17/97

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

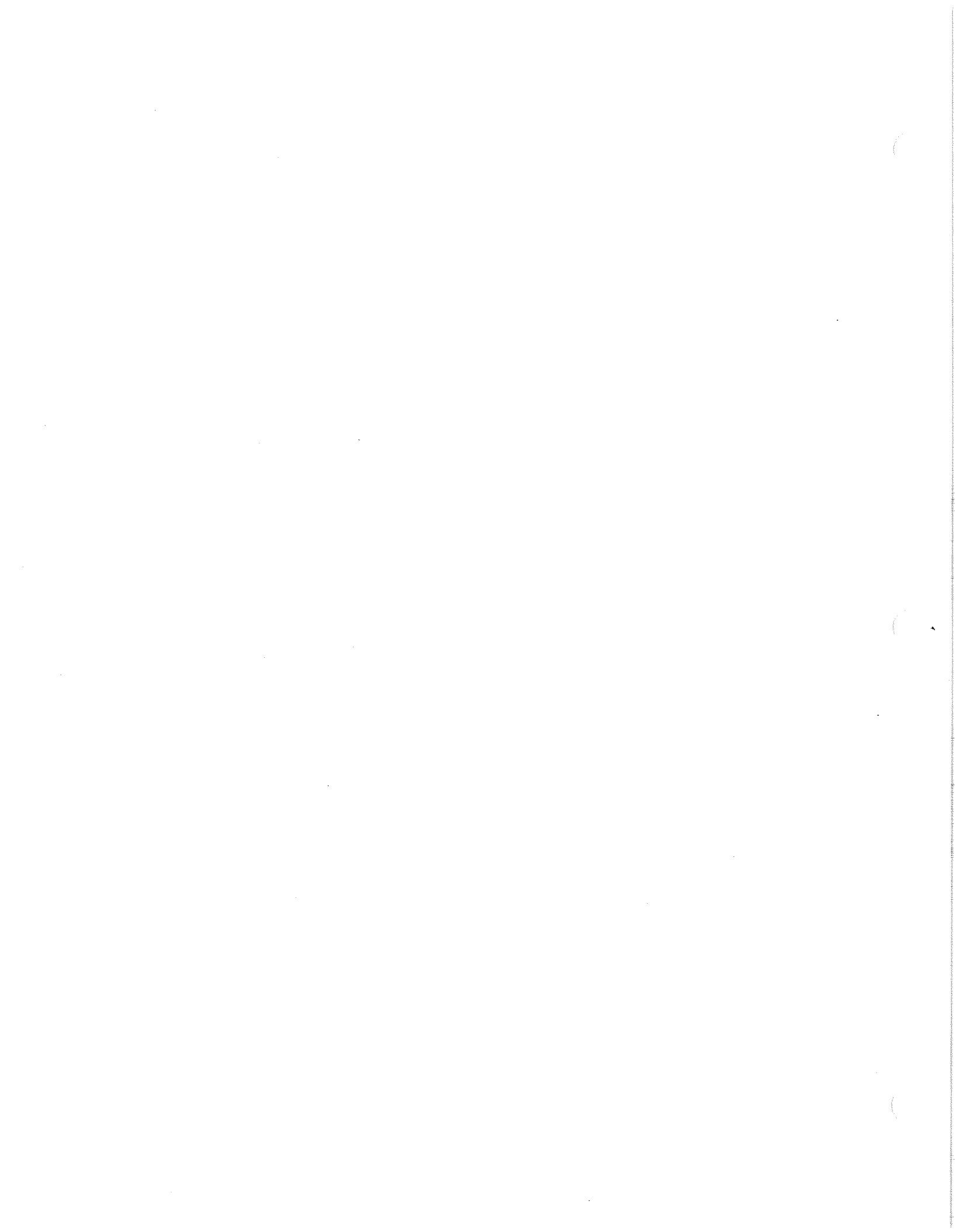
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: November 18, 1997

BACKGROUND:

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

RECOMMENDATION:

Receive and File





SANTIAGO LIBRARY SYSTEM

C/O METROPOLITAN COOPERATIVE LIBRARY SYSTEM
3675 EAST HUNTINGTON DRIVE, SUITE 100
PASADENA, CALIFORNIA 91107

800/211-7944 PHONE
818/683-8097 FAX

MINUTES
SYSTEM ADVISORY BOARD MEETING
Yorba Linda Public Library
18181 Imperial Highway, Yorba Linda
Tuesday, January 14, 1997
6:30 p.m.

SAB Members Present:	Marty Martini, Chair Rilda Jamieson Dora Rodriguez Ted Farkas Randie Noell	Orange Pub. Lib. Anaheim Pub. Lib. OCPL Placentia Lib. Dist. Yorba Linda Pub. Lib.
Council Members Present:	Al Milo CarolAnn Tassios	Fullerton Public Lib. Yorba Linda Pub. Lib.
Staff:	Linda Katsouleas, Exec. Dir. Peg Fox, Consultant	Santiago Library System Santiago Library System

I. CALL TO ORDER

Marty Martini, Chair, called the meeting to order at 6:50 p.m.

II. INTRODUCTIONS

Introductions were made around the table.

SANTIAGO LIBRARY SYSTEM MEMBERS:

ANAHEIM PUBLIC LIBRARY
BUENA PARK LIBRARY DISTRICT
FULLERTON PUBLIC LIBRARY

NEWPORT BEACH PUBLIC LIBRARY
ORANGE COUNTY PUBLIC LIBRARY

ORANGE PUBLIC LIBRARY
PLACENTIA LIBRARY DISTRICT
YORBA LINDA PUBLIC LIBRARY

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III. APPROVAL OF MINUTES

ACTION: It was M/S/C (R. Jamieson,D. Rodriguez) unanimously to approve the minutes of September 10, 1996.

IV. OLD BUSINESS**A. Report on the SLS Council's discussion of activity levels for the System - Al Milo**

A. Milo stated that the SLS Council was very satisfied with their association with MCLS. L. Katsouleas stated that the MCLS Council was very happy as well.

B. Discussion of SAB role and activities - Al Milo and Linda Katsouleas

CALTAC Meetings: Linda Katsouleas stated that CALTAC meetings will continue and the SAB members will be notified of the next meeting. Programs will be mailed to the SAB.

SLS Council and Committee meetings: M. Martini will notify the MCLS office if he cannot attend either of these meetings. The SLS Council agenda will be sent from the MCLS office.

Community Meetings: Attendance at these meetings will be decided upon between the SAB members and their Library Directors.

Special Projects: It was suggested by Al Milo that a "Library Volunteer of the Year" award be initiated. Applications for the "Volunteer of the Year" would be reviewed by the SAB. A general discussion followed with various ideas presented by the members. A question was raised about the feasibility and work load of such an award. The decision was made to refer this idea to the Council at its next meeting.

C. Action Plan for 1997

The Action Plan for 1997 would be as reviewed under (B) above.

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V. NEW BUSINESS**A. Library of California Report**

L. Katsouleas reported that Dr. Starr, State Librarian, had attended a joint meeting of the Councils of MCLS, SLS, Black Gold and others. Augmentation funds for TBRs and PLF were considered a priority over new legislative programs. The Library of California replaces existing public library systems with a new multitype library structure. The Library of California is the name of the old "networking" concept which has been around for 8 years. The librarians felt that the Legislature is not funding what is already in place.

VI. REPORTS**A. SAB Chair's Report - M. Martini**

The Chair had no report at this time.

B. System Chair's Report - A. Milo

A. Milo reported on the TBR report by the State Library. The State will investigate their actual legal powers, at which time the Systems would make the decision regarding how to handle that.

C. Executive Director's Report

L. Katsouleas reported that at the Children's Committee Meeting last week a new theme was chosen for the summer reading program. Wells Fargo has given over \$200,000 towards this program.

The Linked Systems grant has been reviewed by the State Library.

VII. ROUND TABLE

M. Martini, Orange P.L. reported that the main library is open 49 hours a week and each branch is open 30 hours a week. There is a discussion now about opening the city offices on Friday. The library is trying to be open for more morning hours. They are continuing their strategic planning sessions.

-4-

R. Jamieson, Anaheim P.L. reported that Anaheim P.L. has received \$12,500 from Elsie Horn. On December 16 the first community meeting regarding the APL strategic plan was held. This meeting was extremely well attended by library supporters, Library Directors, SAB members and other community leaders.

A. Milo, Fullerton P.L. reported that the Fullerton Library Foundation is planning a reception and will be attending a joint meeting with Anaheim and Placentia. Fullerton P.L. is going through the process of hiring a consultant to conduct a space planning study of the Main Library.

D. Rodriguez, Orange County P.L. LAN will have five stations when initially completed. READ is a new reading program being introduced by OCPL.

T. Farkas, Placentia Library Dist. is currently having discussions regarding accessing the library computer.

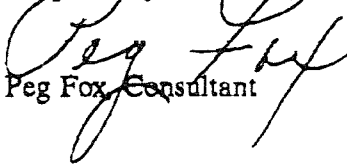
VIII. DATE AND LOCATION OF NEXT REGULAR MEETING

There was not a date or location chosen for the next meeting.

IX. ADJOURNMENT

There being no further business the meeting adjourned at 8:30 p.m.

Respectfully submitted,


Peg Fox, Consultant

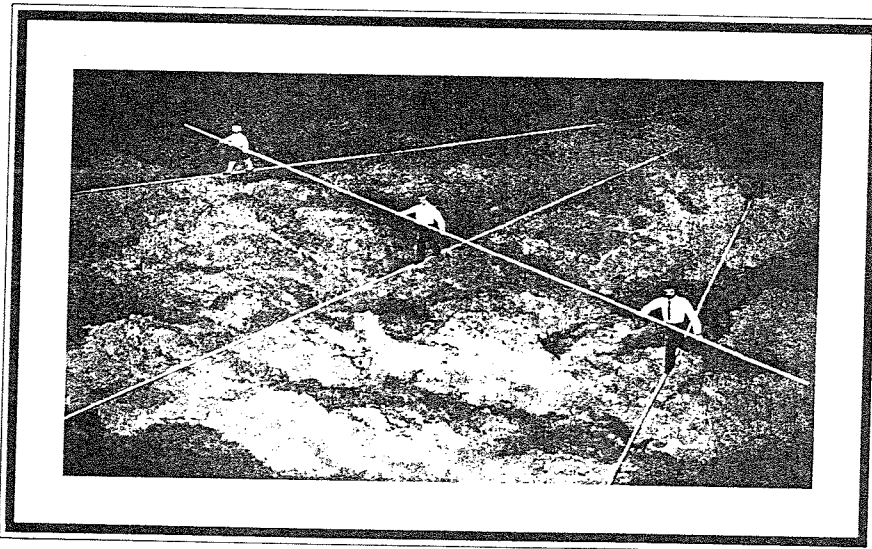


1996-97
Annual Report

SPECIAL
DISTRICT
RISK
MANAGEMENT
AUTHORITY

MEMBERS HELPING MEMBERS

The Mission of SDRMA is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost-efficient manner, responsive to the needs of the districts.



AS A SPECIAL RECOGNITION AND TO EXPRESS OUR APPRECIATION FOR OUR CHARTER MEMBERS' 10 YEARS OF SUPPORT, WE COMMISSIONED THIS LIMITED EDITION ART PRINT ESPECIALLY FOR OUR "CHARTER MEMBERS". THE CLOUDS SYMBOLIZE THE ADVERSITIES THAT SPECIAL DISTRICTS FACE, AND THE SUCCESS THAT HAS BEEN ACHIEVED WHEN WE RISE ABOVE THEM AND WORK TOGETHER.

a message from SDRMA President, Ken Sonksen:

I would like to take this opportunity to express my appreciation to our members for their commitment to SDRMA and continued confidence in pooling programs. This past year was an exciting year for SDRMA. We experienced an unprecedented 20% growth in membership. This brings our total membership to 232 members. I believe this growth is the result of member satisfaction and the dedicated efforts of our Board and staff to providing a high quality product and service to California Special Districts. This growth was carefully planned and was part of a strategy to enhance SDRMA's financial strength, while providing rate savings to our members. Additional highlights were:

- Three Year Rate Guarantee with the Excess Carrier
- Rate structure responsive to a competitive market
- Strategic Plan - "Vision 2000" with prioritized focus on financial strength, coverages, claims handling, member services, and marketing/retention
- Claims Examiner received an Associate in Claims (AIC) Designation
- Executive Director received an Associate in Risk Management (ARM) Designation

During this next year our goals will include the development of a pro-active litigation and claims management plan; strengthening our Loss Prevention/Education Programs with an increased emphasis on member technical assistance; and continued professional development of our staff.

We recognize that our members are under tremendous pressure to reduce costs whenever possible. Districts may be tempted to consider short term savings at the risk of sacrificing coverage protection, while facing uncertainty of future coverages and costs. In order to meet this challenge our Board implemented a three-point plan to reduce expenditures, improve operating efficiency and increase membership. This resulted in a significant reduction in rates to our members.

SDRMA's fundamental purpose is very different from insurance providers. Our purpose is to offer stable, renewable, affordable coverage, along with risk management services. The benefits of belonging to a pool are long-term. One of the biggest challenges facing SDRMA is to provide our members with competitive rates and to secure the highest level of protection possible. SDRMA remains committed to assisting our members in any way we can to make their job less difficult.

I am extremely proud of our program and I consider it a privilege to be a part of this team. Our success would not have been possible without the efforts of our staff, consultants, Board of Directors and especially our members.

We are looking forward to the upcoming year and working to meet our members needs.

Sincerely,



BOARD OF DIRECTORS

KEN SONKSEN

President
 Sanger-Del Rey CD
 10575 East Butler
 Sanger, CA 93657
 (209) 875-7222

BRUCE BUEL

Vice-President
 McKinleyville CSD
 P.O. Box 2037
 McKinleyville, CA 95519
 (707) 839-3251

EARL F. SAYRE

Secretary
 Trinity County WD#1
 P.O. Box 1152
 Hayfork, CA 96041
 (916) 628-5512

RITA VELASQUEZ

8820 Elk Grove Blvd.
 Elk Grove, CA 95624
 (916) 685-7069

JOSEPH C. MARTIN

Rossmoor/Los Alamitos
 Area Sewer District
 3092 Inverness Drive
 Los Alamitos, CA 90720
 (562) 596-6064

CAROL E. BARTELS

Riverside-Corona RCD
 P.O. Box 1213
 Riverside, CA 92502
 (909) 638-7500

DEWEY L. AUSMUS

North County CD
 2640 Glenridge Rd.
 Escondido, CA 92027
 (760) 745-1781

"BY GOING THE EXTRA MILE, MR. LOTT, SDRMA AND GALLAGHER-HEFFERNAN WELL SERVED THIS SPECIAL DISTRICT AND FACILITATED OUR MISSION ACCOMPLISHMENT.

IT IS REASSURING TO KNOW WE CAN COUNT ON SDRMA TO PAY ATTENTION TO DETAILS AND PROVIDE A TIMELY RESPONSE WHEN THE NEED ARISES."

-Darby Fuerst, General Manager
 Monterey Peninsula Water Management District

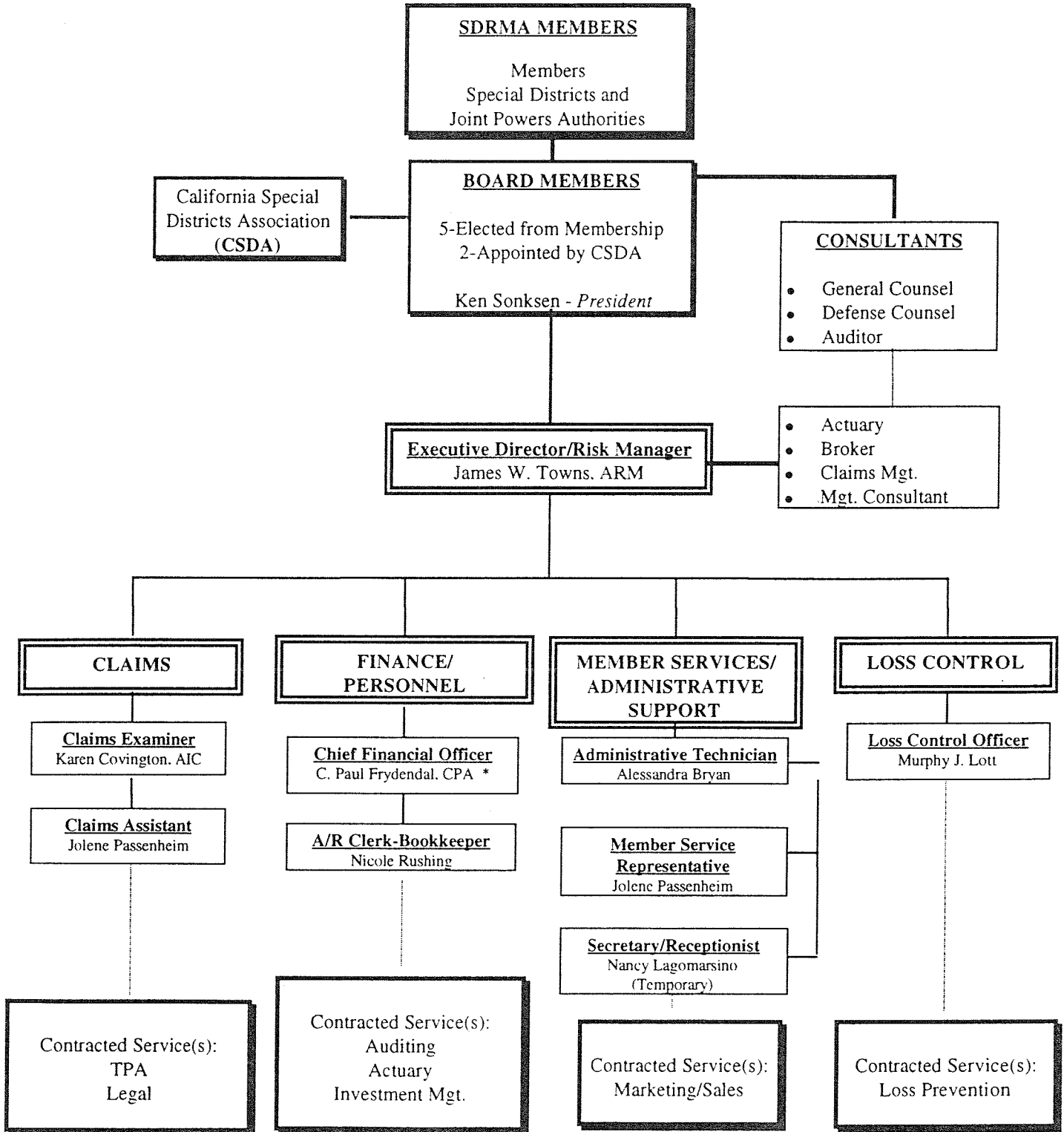
"BY CREATING A [RISK MANAGEMENT] SYSTEM THAT WORKS EVERY TIME AND MISSES NO ONE, WE AVOID SOME POTENTIAL RISK."

- John Martin, Safety Coordinator
 Bear Valley Community Services District

"[SDRMA] STAFF PROVIDED EXAMPLES OF POLICIES AND MANUALS FROM THEIR REFERENCE LIBRARY FOR US TO USE AS GUIDES IN THE DEVELOPMENT OF A WSRCD RISK MANAGEMENT PROGRAM."

-From West Stanislaus RCD
 1997 Loss Control Program Questionnaire

ORGANIZATIONAL OVERVIEW



* In the absence of the ED/RM, Mr. Frydendal will be acting ED/RM.

THE INCEPTION:

The Special District Risk Management Authority (SDRMA) is a Joint Powers Authority that provides liability/property risk financing, errors and omissions coverage, and risk management services for California Special Districts (local governmental public agencies). SDRMA was formed on January 7, 1986 when representatives of over 60 special districts throughout California met in Sacramento at the invitation of the California Special Districts Association. Their goal was to study the feasibility of developing a self-funded liability risk financing pool. In addition to establishing direction for the feasibility study, the formation meeting resulted in the election of a seven (7) member board of directors, that included two CSDA appointees.

THE ORIGINAL BOARD OF DIRECTORS:

<i>Nancy Lemieux</i>	<i>Juan Lopez</i>
<i>Art Holmes</i>	<i>Richard Kimball</i>
<i>R.K. Maddalena</i>	<i>Al Ricksecker</i>
<i>A.R. Sedano</i>	

From early January until the end of July 1986, the Board worked with various consultants, obtained underwriting questionnaires from approximately 125 districts and provided quotations to those districts. The Board also sought commitment from the districts to charter SDRMA, which was then known as SDIA - the Special District Insurance Authority. The name was changed on March 1, 1990.

On August 1, 1986, SDRMA began operations with 73 members and revenue of approximately \$1.5 million in original contributions. The initial package of coverage included general liability, auto liability and property loss coverages. By October 1 of 1986, 18 additional districts had joined SDRMA, and now, over a decade later, we have over 200 members.

*"WE POOLED TOGETHER TO CREATE OUR
OWN INSURANCE PROGRAM"*

WHO WE SERVE:

Independent Special Districts are sanctioned under Calif. law for the performance of local governmental functions within specified boundaries. Agencies range in size from small to very large and often cross political boundary lines, such as city and county borders, to serve a common community of interest. There is a clear identification between agency name and services provided, which has resulted in a high level of accountability and responsibility to the public, and a high degree of customer satisfaction. As such, they are an integral part of local government and contribute significantly to the quality of life in the communities they serve.

HOW THEY SERVE:

These agencies fill in local service gaps throughout the State, as requested by local voters. Services provided include airport, cemetery, fire protection, irrigation, mosquito and vector control, park and rec, water, and other related community services.

WHO RUNS THEM:

Districts are governed by boards of directors, elected or appointed for fixed terms, and are directly accountable to the public. Boards are subject to initiative, referendum, recall, the Brown act, and other related public agency statutes. The directors are members of the communities they serve and must reside or own property within their respective service area. They often work and interact within the community they reside.

A FISCAL STATEMENT:

According to the State Legislative Analyst, independent special districts have consistently shown the slowest rate of spending growth for local governments. Independent special districts are independently audited, and subject to state and public scrutiny like other forms of local government.

THE FORMATION:

SDRMA was formed pursuant to the *joint powers* provisions of the California Government Code, Section 6500 et. seq. The codes did not require capitalized funding in order to begin this risk financing program because, by Code, joint powers authorities (JPA's) that administer risk financing programs are *not* insurance companies. Therefore, these JPA's are not regulated by the provisions of the California Insurance Code. The principal reasoning is that California risk financing JPA's are able to include assessment provisions in the joint powers agreements executed by their members, and thus do not require capital to support potential losses.

While the provisions of the Government Code allowed SDRMA to begin operations with only the contributions from the members to fund operations *and* losses, sound financial planning necessitated the purchase of excess coverage above SDRMA's self-funded retention (also known as self insured retention or SIR). This excess coverage was obtained for losses above SDRMA's \$10,000 SIR for property and \$250,000 SIR for liability (both auto and general). The purchase of excess coverage is done by following form of the excess carrier, meaning that the *excess carrier* dictates:

1. *Who* will be covered.
2. Under what *terms and conditions* coverage will be issued.
3. Who will *handle claims*, and how.

In 1986-1987, the excess general and auto liability carrier (General Star Indemnity Company) wrote limits of \$750,000 over SDRMA's \$250,000 self-insured retention (SIR), providing total limits of \$1 million per occurrence. In 1995-96, the excess general and auto liability carrier (Insurance Company of the State of Pennsylvania) wrote limits of \$2 million, \$5 million, or \$10 million over SDRMA's \$500,000 SIR. This provided our members as much as \$10.5 million in coverage limits.

In addition to insurance coverage, SDRMA includes these valuable services for our members at no additional cost:

- ❖ *SAFETY AND CLAIMS HANDLING WORKSHOPS*
- ❖ *CONTRACT REVIEW - RISK ANALYSIS*
- ❖ *ON SITE RISK MANAGEMENT REVIEW*
- ❖ *RISK MANAGEMENT VIDEO TAPE LIBRARY*
- ❖ *POLICY MANUALS ON SAFETY AND OTHER RISK MANAGEMENT ISSUES*

SUMMARY OF ASSETS

The financial statements are prepared from the... They are provided for management information... Authority on the date shown, nor the results of... are also not included.

The balance sheet reserves are reported at val... istrator. The reserves are for incurred reported c... Incurred-But-Not-Reported (IBNR) Reserves ar... from information supplied by Ward North Americ

ASSETS

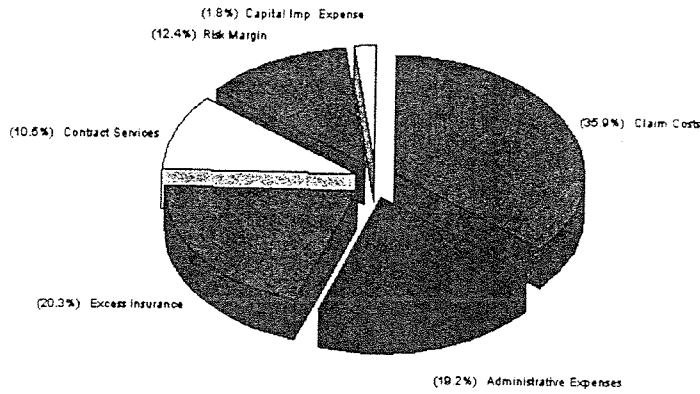
CASH	\$541,387
INVESTMENTS	\$8,338,026
RECEIVABLES	\$2,872,690
PROPERTY/EQUIPMENT (NET)	\$111,224
RESTRICTED ASSETS, TSA	\$5
OTHER ASSETS	\$7

TOTAL ASSETS \$11,994,592

INCOME STATEMENT FOR 11 PERIODS

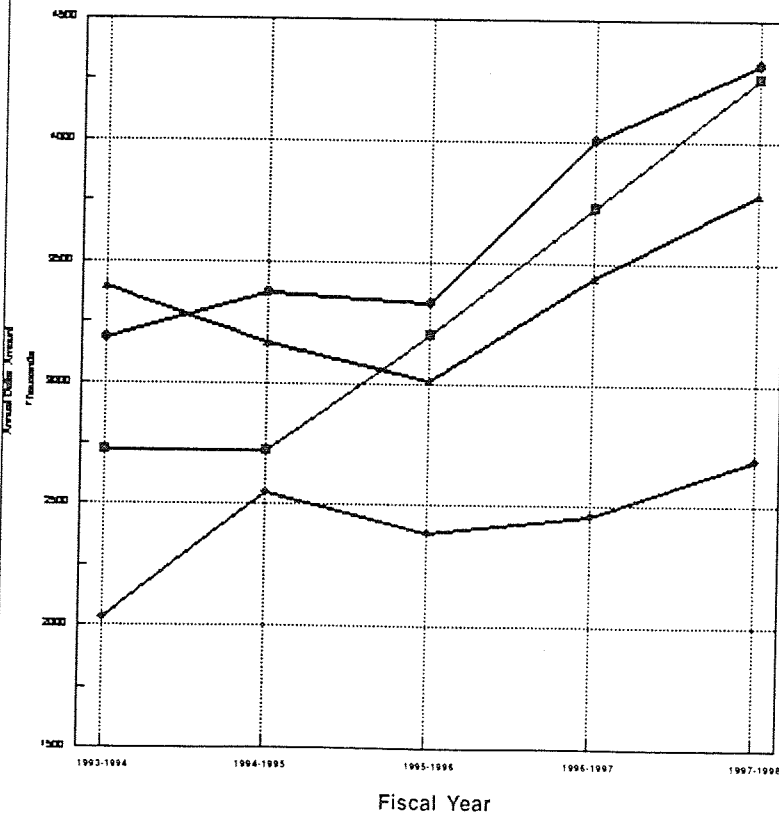
INCOME
LESS:
CLAIM COSTS
INSURANCE PREMIUMS
CONTRACT SERVICES
GENERAL OPERATING
AVAILABLE FOR RISK MA

WHERE EACH 1997-98 DOLLAR IS SPENT



NET REVENUE = \$4,317,000
(Projected)

COMPARISON OF REVENUE, EXPENSES & RISK MARGIN BALANCE by Fiscal Year



■ Risk Margin Balance ▲ Expenses
● Net Revenue ◆ Amount Required for Loss Reserve Funding

FINANCIAL STATEMENTS

June 30, 1997

ledger but may not include all final year-end audit adjustments. and are not intended to fairly present the financial position of the for the period then ended. All disclosures required by GAAP

by Ward North America, the Authority's third-party claims admin- through the date of this statement, adjusted for recent information. tion information from the most recent actuarial study, as well as

(IN DOLLARS)
June 30, 1997

LIABILITIES

ACCOUNTS PAYABLE	\$65,727
UNEARNED CONTRIBUTIONS	\$3,305,925
DEFERRED COMP. PLAN LIABILITY	\$56,041
RESERVES, REPORTED CLAIMS	\$1,398,937
RESERVES, IBNR CLAIMS	\$3,455,209
RESERVES, UNALL.LOSS ADJ. EXP	\$216,000

RISK MARGIN \$3,496,753

TOTAL LIAB. & RISK MARGIN \$11,994,592

(IN DOLLARS)
June 30, 1997

\$3,572,413

\$1,500,096

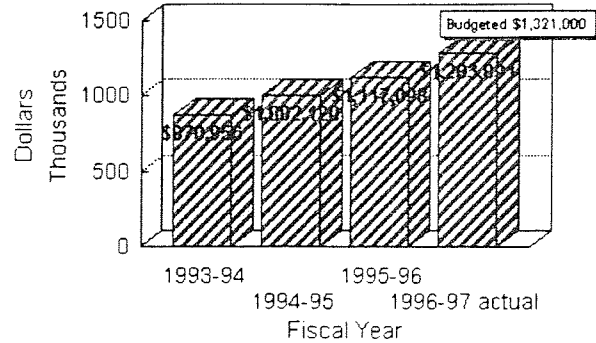
\$803,520

\$318,900

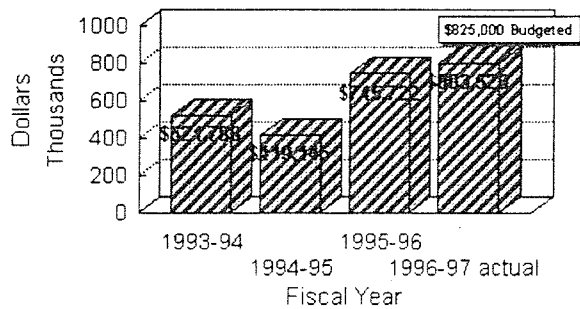
EXPENSES \$655,655

\$294,242

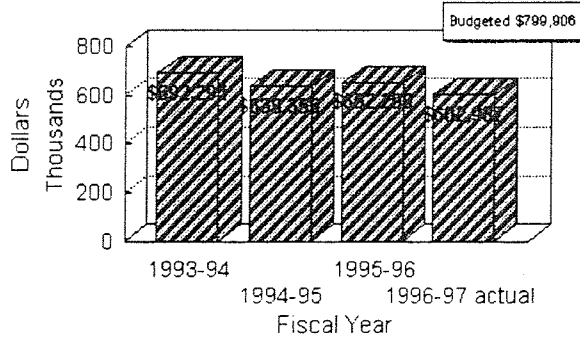
Claims Payments/Expenses



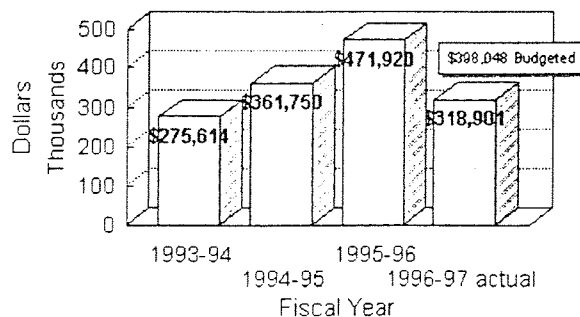
Excess Insurance Expense



Administrative Expense



Contract Services Expense



FINANCIAL BENCHMARKING ANALYSIS

SDRMA requested that Tillinghast-Towers Perrin perform a Touchstone financial benchmarking study of its self-insured liability program.

OBJECTIVES:

- *Compare SDRMA's financial ratios to the financial ratios of SDRMA's peer group. SDRMA's peer group is all property and liability pools contained in Tillinghast's database.*
- *Compare SDRMA's financial ratios with Tillinghast-Towers Perrin's established benchmarks for public entity pools.*

"We computed a series of financial ratios for SDRMA and compared these ratios with two different sets of benchmarks. The first benchmarks are average ratios from our database of all pools; the second set of benchmarks are based on solvency targets developed by Tillinghast-Towers Perrin. In other words, we compared SDRMA's ratios to its peer group and also to more general standards designed to reflect prudent funding philosophy.

It should be noted that we reviewed only the ratio results and the financial statements of SDRMA. These sources of information do not fully reflect subjective considerations, which can impact the financial ratios of SDRMA. For example, we are aware that some pools make conscious decisions to draw down surplus. In this scenario, some of the financial ratios may appear adverse even though the result was intended. We have attempted to interpret the results of the ratios in the framework of what we know about SDRMA."

- TILLINGHAST-TOWERS PERRIN
JUNE 27, 1997

The financial ratios reviewed are segregated into broad categories of leverage, liquidity and profitability.

The *leverage* ratios measure the degree to which members' equity is leveraged with respect to operating results; therefore, the leverage ratios are also called solvency ratios.

The *profitability* ratios measure the financial performance of the pool over the latest one or two fiscal years. For example, the ratio that measures changes in members' equity can be viewed as traditional return of equity.

The *liquidity* ratio measures the pool ability to quickly dispose of claims and other financial obligations.

“SDRMA PASSES ALL LEVERAGE RATIOS INDICATING ADEQUATE MEMBERS’ EQUITY”

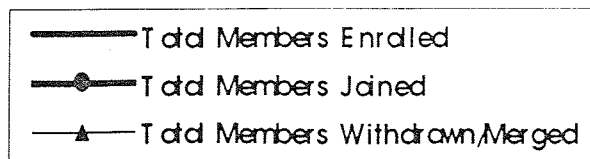
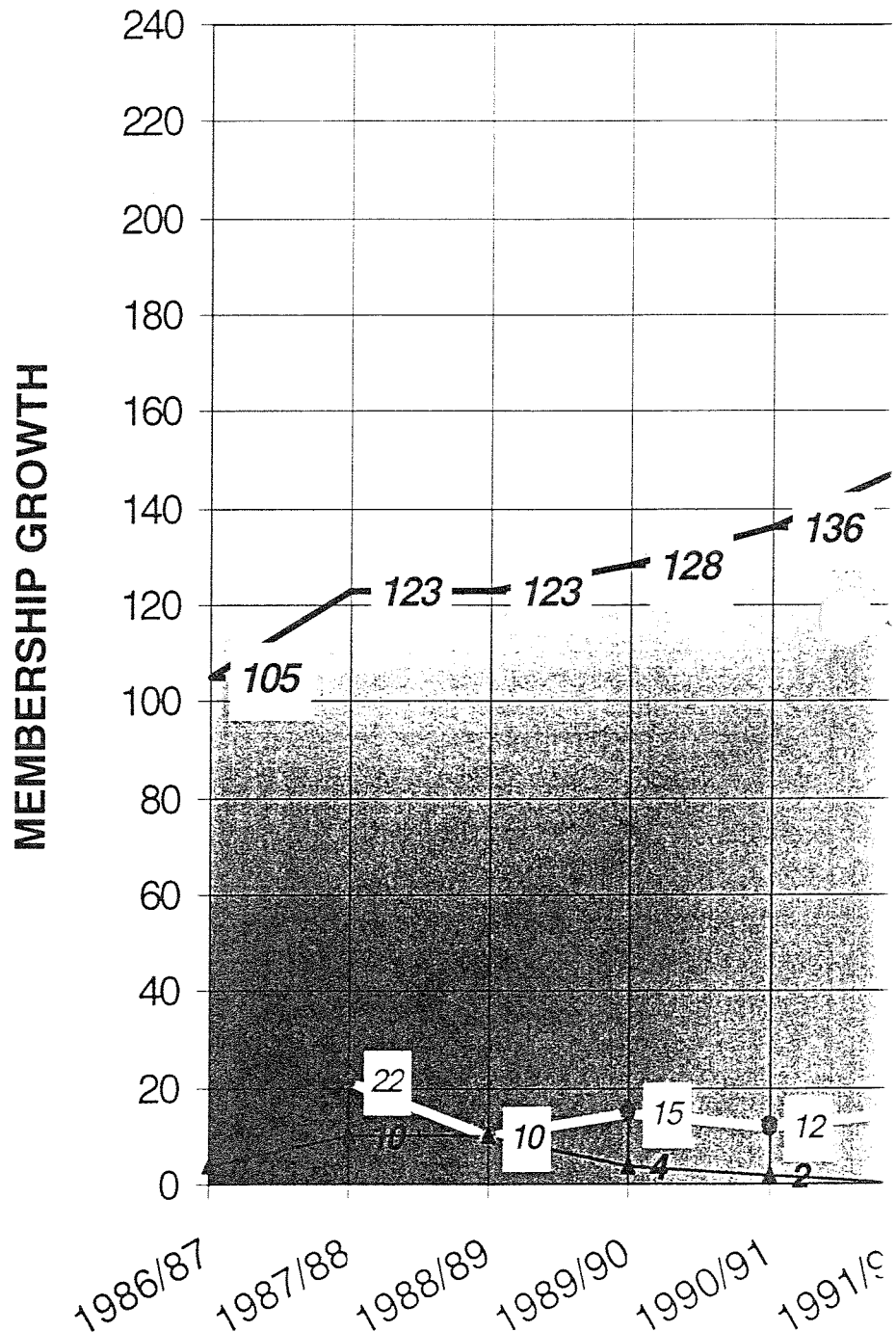
FINANCIAL RATIO	TILLINGHAST BENCHMARK	RATIO	RESULT
<i>LEVERAGE RATIOS:</i>			
Net Contributions to Members’ Equity:	<2.5	.74	Pass
Members’ Equity to Self-Insured Retention (SIR):	>5.0	6.41	Pass
Loss Reserves to Members’ Equity:	<3.0	1.52	Pass
Net Leverage:	<5.0	2.26	Pass
<i>PROFITABILITY RATIOS:</i>			
Changes in Members’ Equity:	> -10%	18%	Pass
Retained Losses to Net Contributions:	< 85%	54.6%	Pass
Operating Ratio (one- and two-year)	< 100%	80-90%	Pass
Investment Income to Cash and Invested Assets:	N/A	4.9%	Pass
One-year reserve loss development:	< 25%	-4.1%	Pass
<i>LIQUIDITY RATIO:</i>			
Total Liabilities to Liquidity Assets	< 100%	71.6%	Pass

“SDRMA’S LIQUID ASSETS EXCEED LIABILITIES INDICATING THAT LIQUID FUNDS ARE SUFFICIENT TO DISPOSE OF EXPECTED LOSSES AND OTHER EXPENSES.”

MEMBER PROFILE BY TYPE

AIRPORT	2
AIR POLLUTION CONTROL	3
AIR QUALITY MANAGEMENT	4
CEMETERY	5
COMMUNITY SERVICES	94
EMERGENCY COMMUNICATION	2
FLOOD CONTROL	2
FIRE PROTECTION	5
HAZARDOUS MATERIAL	1
IRRIGATION	4
LIBRARY	5
MEMORIAL	6
PARK AND RECREATION	11
PEST CONTROL	1
PUBLIC UTILITY	12
RESOURCE CONSERVATION	7
RECLAMATION	4
RESORT IMPROVEMENT	2
SEWERAGE COMMISSION	1
SANITARY	13
WASTE MANAGEMENT	4
WATER	27
TOTAL	215

MEMBERSHIP PROFILE 1986/87

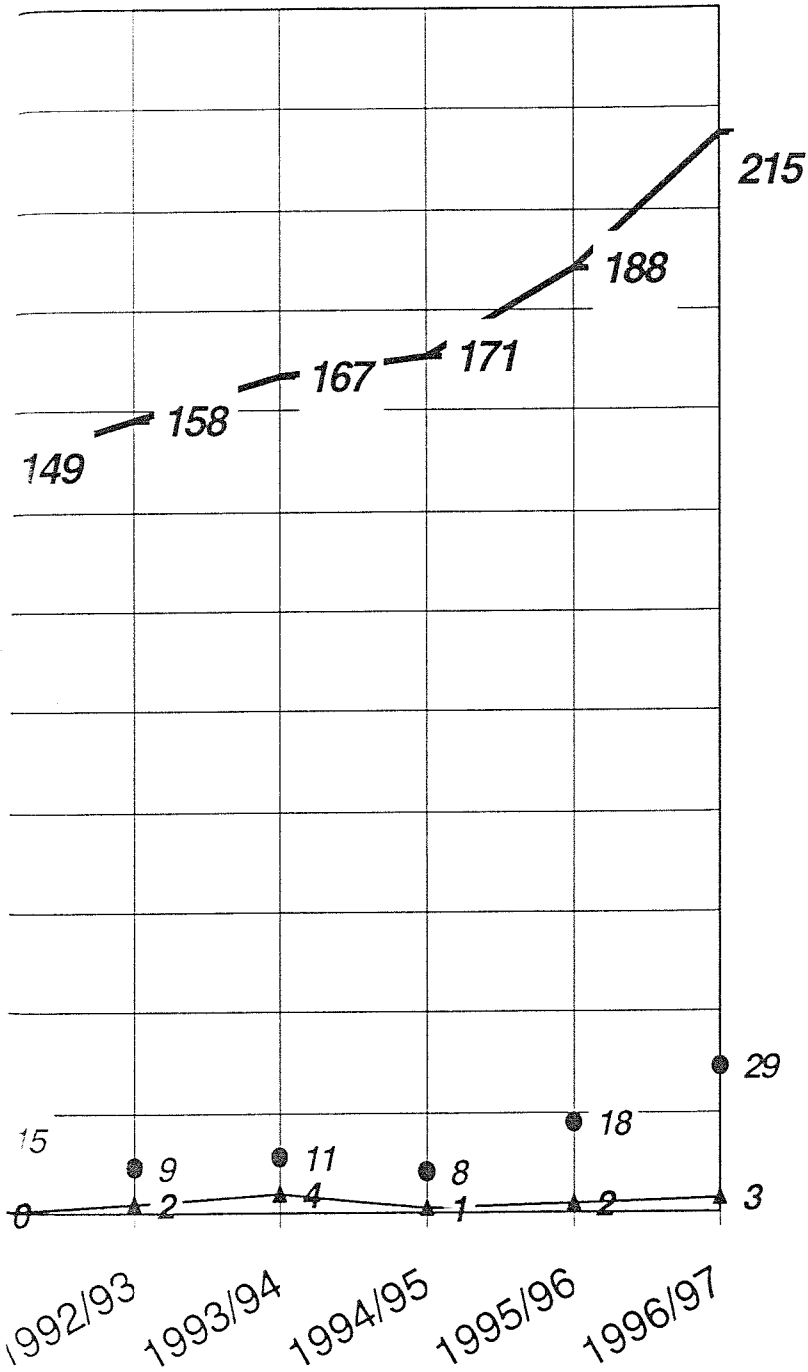


"We experienced an unprecedented 20% growth in membership"
-President Ken Sonksen

PRO 7E

PROGRAM YEAR

to 1996/97



WELCOME TO OUR MEMBERS
JOINING IN 1996/97:

- Alameda County RCD
- Alpine Springs County Water District
- Arroyo Vista CSD
- Big Creek CSD
- Big Pine CSD
- Del Rio Woods Rec & Park District
- East Side Rural County FPD
- Fiddletown CSD
- Jamestown Sanitary District
- June Lake Public Utility District
- Lake of the Pines Ranchos CSD
- Lassen County Waterworks District
- Lincoln Rural County FPD
- Linne Community Services District
- Mission RCD
- Murrieta County Water District
- Palo Verde Valley District Library
- Peninsula Fire Protection District
- San Andreas Rec & Park District
- Santa Ynez Valley Airport Authority
- Shasta Area Safety Comm. Agency
- Squaw Valley County Water District
- Summerland Sanitary District
- Tuxedo-Country Club FPD
- Victor Valley Water District
- Wallace CSD
- Weaverville Sanitary District
- West Stanislaus RCD
- Willow County Water District

YEAR

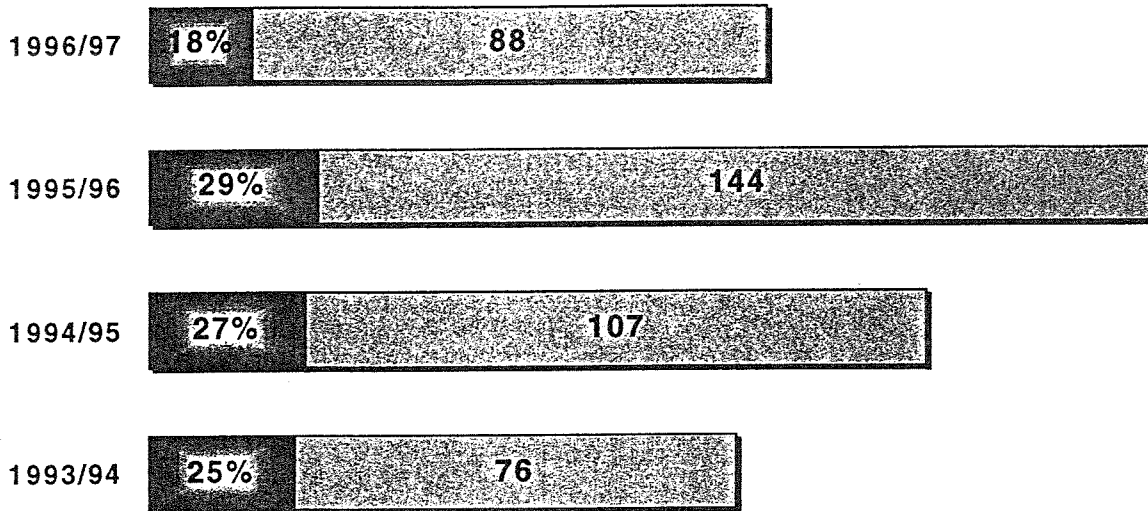
THE COVERAGE: August 1, 1996 - June 30, 1997 Agenda Item 27
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COVERAGE TYPE (OCCURRENCE FORM)	LIMIT	DEDUCTIBLE
GENERAL LIABILITY	\$2,500,000* per occurrence Annual Aggregate - NONE (Except for products & completed operation)	NONE (Except \$500 on property damage & 10% Co-Pay on Employment Claims between \$10k-500k)
PUBLIC OFFICIALS LIABILITY (E&O)	\$2,500,000* per occurrence/ annual aggregate per member	NONE (Except 10% Co-Pay on Employment Claims between \$10k-500k)
AUTO LIABILITY	\$2,500,000* per occurrence Annual Aggregate - NONE	NONE (Except \$1,000 on property damage)
PROPERTY	REPLACEMENT COST \$25,000,000 LIMIT	\$2,000
BOILER & MACHINERY	REPAIR/REPLACEMENT COST	POLICY DEDUCTIBLE
PUBLIC EMPLOYEES AND/OR OFFICIALS DISHONESTY BLANKET	\$100,000	NONE
COMP/COLLISION (OPTIONAL)	NONE	\$250/\$500 OR \$500/\$1,000

*ADDITIONAL COVERAGE AVAILABLE UP TO \$10,500,000 *

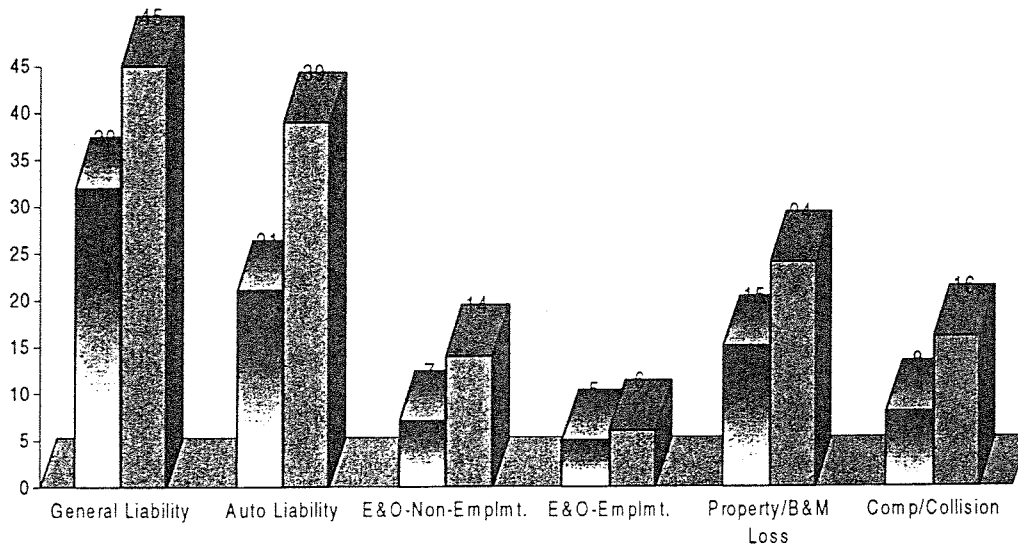
CLAIMS ANALYSIS

COMPARISON OF CLAIMS INCURRED BY PROGRAM YEAR



■ % OF MEMBERS REPORTING CLAIMS ■ # OF CLAIMS REPORTED

COMPARISON OF CLAIMS INCURRED BY TYPE 1996/97 TO 1995/96



■ 1996/97 ■ 1995/96

IN MEMORY OF

HARRY "HANK" MATTHEW MARSH

1948 - 1996

A dear friend and colleague of SDRMA, Hank Marsh, succumbed to cancer last year. Hank was the Authority's General Counsel since its inception and was greatly respected not only for his brilliance and creativity, but the constant giving and energy he had for his family, friends, colleagues, and clients. He is deeply missed.

We extend our deepest sympathies to his family.



SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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

In California: TOLL FREE NUMBER: (800) 537-7790 Elsewhere: (916) 641-2773
FAX: (916) 641-2776

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Fiscal Year 1996-1997 Audit Management Letter as prepared by Munson, Cronick & Associates

DATE: November 18, 1997

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1996-1997. The receipt of the Management Letter is the last step in the audit process for this year.

RECOMMENDATION:

Receive and File.



Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

Board Of Trustees
Placentia Library District

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1997, and have issued our report thereon dated August 7, 1997.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1997, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The reportable condition is the absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
August 7, 1997



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Ratification of Acceptance of grant from the California Council for the Humanities in the amount of \$500 for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading And Discussion Group Program.
DATE: November 18, 1997

BACKGROUND:

Placentia Library District has been awarded a \$500 grant to participate in a reading and discussion group program exploring the literary works of the California Gold Rush and other items of interest to the California Sesquicentennial Celebration.

Attachment A is the District's application.

Attachment B is the award notification.

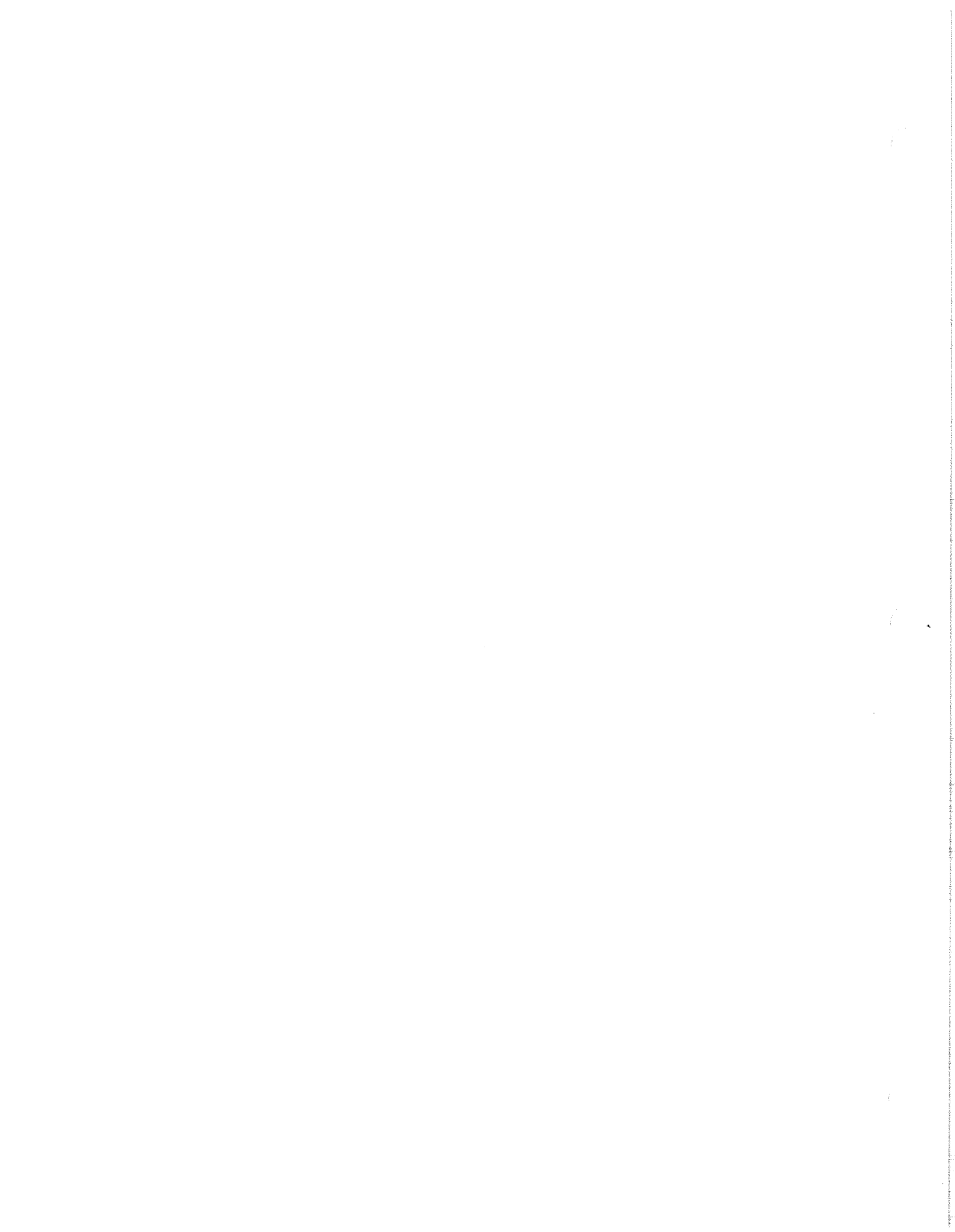
Attachment C is the confirmation of Grant Acceptance.

Attachment D. is the Grant Agreement.

Attachment E is the certification of compliance with Federal nondiscrimination statutes.

RECOMMENDATION:

Ratify Grant Acceptance, Receive & File



CALIFORNIA STATE LIBRARY

LIBRARY—COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



Agenda Item 29
Attachment A

TELEPHONE: (916) 654-0174

CALIFORNIA STATE LIBRARY and THE CALIFORNIA COUNCIL FOR THE HUMANITIES SESQUICENTENNIAL LIBRARY READING & DISCUSSION GROUP APPLICATION

Public Library Jurisdiction: Placentia Library District

411 E. Chapman Avenue, Placentia, CA 92870

District: State Assembly: 72 State Senate: 33

Congressional: 39 & 41

Project Manager: Suad Ammar

Address: 411 E. Chapman Ave.

Placentia, CA 92870

Telephone: (714) 528-1906, ext. 207

E-mail: sammar@cosmoslink.net

Number of copies of *Gold Rush: A Literary Exploration* required: 3

BUDGET (Allowable expenses to request to total no more than \$500)

Requested:

Scholar(s) Honorarium (up to \$400).....	<u>\$400.00</u>
Publicity & Printing (up to \$100).....	<u>100.00</u>
Total Amount Requested.....	<u>\$500.00</u>

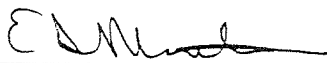
In-kind Cost Share (To match amount requested):

Rental of auditorium or meeting room.....	<u>\$ 160.00</u>
Staff or volunteer time.....	<u>2,000.00</u>
Phone.....	<u>20.00</u>
Postage.....	<u>15.00</u>
Other (Please specify).....refreshments.....	<u>40.00</u>
Total In-kind Cost Share.....	<u>2,235.00</u>

In addition to the above, your application must include the following in typed single-spaced 12 point characters. Please do not exceed the requested length.

1. Community Benefit (No more than 500 words)
Describe how hosting this reading and discussion group will benefit your community and library.
2. Partnerships (No more than 500 words)
List organizations in your community with which you will work on this project. Describe how you will coordinate the reading and discussion groups with other Sesquicentennial programs planned for your community. You may want to check with your local museum or historical society.
3. Program Details (No more than 750 words)
Where and when will your reading & discussion group take place? (Remember, that your group can meet any time before September 2000, think about how this will best fit in with other events in your community.) How many people do you expect to participate? How do you intend to attract a group of participants to these discussion groups?
4. Personnel (No more than 500 words)
List the name(s) and provide a brief biography of the humanities scholar(s) who will lead the discussions.
5. Publicity (No more than 500 words)
How will you publicize the discussion groups and publicly recognize the California State Library's and the California Council for the Humanities' creation and support of this project?

This application must be signed by the Library Director or authorized representative.

 Elizabeth Minter October 9, 1997

Signature and Printed Name date

Library Director

Title

Please send three copies of the completed application to:

California's Reading & Discussion Groups
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

**GOLD RUSH: A LITERARY EXPLORATION
SESQUICENTENNIAL LIBRARY
READING AND DISCUSSION GROUP APPLICATION**

1. COMMUNITY BENEFIT

How this program will benefit the Placentia Library and community? This Gold Rush/Statehood program will better define for groups and agencies within the city of Placentia their relationship to the past, their place in the present and their hope for the future. The program will emphasize these in the context of their group -to-group connection and the connection to the county and state within which they exist.

While the discovery of gold, the rush to get rich and the establishment of California statehood predates the city of Placentia, this area was comprised of agricultural lands at the time, with families from other states and countries seeking to establish a viable economic base; these newcomers' relationship with those indigenous to the area was an important factor. The character and elements we have today were evolving.

The goal of the reading/discussion activity will be for each group or agency to create its own plan, detailing its activities related to the discovery of gold, the Gold Rush, the Statehood of California and, important to us locally, the 75th anniversary of the founding of Placentia. This will require a four year plan, starting with 1998. The opportunity to study, discuss and develop plans together will result in representative and appropriate individualized plans along with a total overall coordinated effort and a total sense of cohesiveness, togetherness and a deeper appreciation of being a community.

The Placentia Library is regarded as the cultural and educational center of this community. Through the utilization of this discussion group, the Library, hosting other community agencies and organizations, will develop the concepts of pride, respect and vision for Placentia and its interdependence on the larger community. Each of the participating groups will understand that we are all benefactors of the risk-takers of past generations and that we owe today's fortune and challenges to their diligence.

By offering the sesquicentennial reading and discussion program, the Library will add visibility and exposure to its already established base of respect and support with the hope that the community will recognize its efforts and continue to help and support it.

2. PARTNERSHIPS

The Library will issue a call to all interested groups, organizations and agencies within our city to participate. The Library views success as first, creating the reading/discussion group and ultimately, being the hub for citywide sesquicentennial participation. Due to past experiences in community leadership, the Library has the respect and knowledge needed to generate the interest necessary for citywide participation.

The Placentia Library has a long history of providing leadership involving other community agencies; indeed, it has established itself as the educational institution that seeks opportunities and programs that concern, involve and connect the whole community, creating a sense of togetherness and belonging. Looking back over the years, this library was a pioneer in the Literacy movement when it established the first library sponsored Literacy Volunteers of America program. The Placentia Library has already been the recipient of two grants from the California Council for the Humanities, both of which focused on the enrichment of the Placentia community and beyond. The subject matter of one of these reading/study groups dealt with cultural understanding of the Gulf Arab States; the Library staff was responsible for the administration, implementation and evaluation of this grant for other participating libraries throughout California.

Following the conclusion of another reading/discussion group on Community, an action group was formed to increase community pride within our city.

The preservation of our local history is an ongoing project involving other city groups with similar interests; currently, the Library is creating the only archival retrieval center in our city, which has the possibility to be linked to similar databases in the State.

The Library has supported history celebrations, such as its own 75th anniversary event with Huell Howser as the keynote speaker, and has for sale a locally-designed afghan commemorating Placentia's local history.

Those invited to form the Sesquicentennial reading and discussion group will be key members of the Placentia community organizations. Each of these participants will then be able to inform their separate groups, thus extending the vision for the celebration. The Library is a natural host for such an activity, centrally located in the city and the source of many community cultural and educational events in the past.

The Library will partner with:

- Placentia City Council, which plans a 75th anniversary in year 2001.
- Placentia Historical Committee, which developed a city historical buildings tour.
- Placentia Heritage Days Committee, which sponsors an annual theme event and parade involving the entire community.

Sesquicentennial Library Reading and Discussion Group Application Page 3

- Placentia Chamber of Commerce, which strongly supports the Library and influences the business community.
- Orange County Historical Society, whose activities are county wide.
- Placentia-Yorba Linda Unified School District, which supports curriculum focused on local and California History.
- George Key Ranch County Park, which supports study of the agricultural genesis of this community.
- Placentia Women's Club, which plans its 100th anniversary in 2002

3- PROGRAM DETAILS

The library will be at the center of the planning and organizing. Utilizing its past experiences of leadership in reading/discussion groups.

The calendar schedule will be based on the scholar's need: four meetings will be scheduled and held in the Library's Community Room. Because the readings and discussions are "key" to the planning of citywide activities, meeting schedules on a weekly or bi-weekly basis will be most efficient. Groups will be attracted to participate based on the Library's past record of generating and coordinating community events. The Library will publish the schedule, secure the scholar, contact local groups to participate, provide the meeting place, accomplish all organizational tasks, obtain news coverage and publicity, act as liaison between and among participating groups and disseminate final plans.

The Library will coordinate various groups' activities as their plans evolve. Efforts will be made to involve the Placentia Founders Society, which maintains the historic Bradford House, the perfect place to replicate the home life of the era. The Key Ranch is a restored property where the era's working conditions and social events can be re-staged. For the annual Heritage Days parade, the Committee's designated theme can carry out the sesquicentennial events; Huel Houser, host of California's Gold will be invited to Grand Marshall. The Library will make every effort to assist groups in the development and execution of their plans:

- a- Display adult and children's reading and video materials pertinent to that historic period.
- b- Assist with needed Internet access.
- c- Assist with research and reference sources.
- d- Display any of the groups' materials, particularly school children's work.

THE LIBRARY WILL THEN BE THE HUB ...FOR INFORMATION, FOR DEVELOPMENT, FOR COORDINATION, FOR ACTUALIZATION.

At the conclusion of the reading/discussion program, the participating groups will create a four year plan appropriate for their own organizations, coordinating schedules and activities with other groups. Additional groups outside of the reading/discussion groups will be identified and

Sesquicentennial Library Reading and Discussion Group Application Page 4

contacted , presented with the plans of the key groups and urged to “join the commemoration” by creating plans suitable for their own participation; the Library will be THE resource for all of them.

A framework exists within our community to commemorate our city’s history. We will build on that existing calendar of events to incorporate the Sesquicentennial Theme- Discovery of Gold 1998, Gold Rush 1999, California Statehood 2000 and Placentia’s 75th Anniversary 2001.

4- PERSONNEL

The Library will select, as in a previous reading/discussion project, an excellent scholar who will capably develop the concepts and evolve these concepts to the application level.

The Placentia Library has a very close relationship with the faculty at California State University, Fullerton. Many of whom reside in Placentia and have been involved in programs that were funded by California Council for the Humanities grants.

We consider ourselves privileged to have professor Wendy L. Elliott agree to work on this project, especially that she has a keen interest and understanding of California history.

Professor Elliott earned her M.A. and B.A. degrees in History with an emphasis on U.S. History from California State University, Fullerton. She is a doctoral candidate at Claremont Graduate School in California. Her fields are: 19th and 20th Century U.S. History, U.S. West, Immigration, Women’s, and Native American. Her dissertation subject is the historical cultural complexity of Boyle Heights in Los Angeles County. Her post graduate course work is completed and she awaits the award of her Doctor of Philosophy degree.

Professor Elliott is has been a history instructor at California State University, Fullerton since the Fall of 1996, where she has been developing course work and instructing in California History, Historical Writing, U.S. History and Immigration History. She is a certified Genealogist by the Board of Certification in Washington D.C. and a Certified Genealogical Lecturer by the same board. Her numerous publications reflect her deep knowledge of, and interest in, genealogy and oral history. Since 1985 she has been the recipient of Honors, Fellowships, scholarship and awards such as :

The Claremont Graduate School Fellowship	1994-1995
Professionals for Diversity Awareness award-CSUF	1994
McNeel-Pierce Scholarship-CSUF Oral History Dept.	1991
Outstanding Service-CA State Genealogical Alliance	1985, 1990, 1994, 1997

Professor Elliott is a Placentia resident.

5. **PUBLICITY**

The success of the reading/discussion group program will depend heavily on a well planned and carried out publicity campaign. The Library will utilize its excellent relations with the press, both the L.A. Times the Orange County Register and will solicit coverage at the organizational, operational and concluding stages of the program.

The Library has several vehicles for dissemination of information. First, of course, is the local press, L.A. Times, and the Orange County Register. Additionally, the Library maintains a page in the City's Quarterly newsletter the is mailed to all households across the City. Cable communications will be utilized as part of the current routine used to announce Library events. A web page, if feasible will be developed. Flyers will be included in the school teachers' quarterly newsletters and the Chamber's monthly publication. Flyers will also be available at the Library, the City Hall and local businesses. Posters will be displayed in the Library announcing the dates and times of the reading/discussion group meetings. Also members of the involved groups and organizations will utilize their own newsletters to provide information. Nothing, however can match the personal contacts accomplished by the nucleus group. The California State Library and the California Council for the Humanities will be identified and acknowledged in all communications and printed materials as the funding source as well as the motivators and inspiration for this effort.



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415.397.4272



November 3, 1997

Suad Ammar
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Grant Number: R&D97-31

Dear Ms. Ammar:

Congratulations! I am pleased to inform you that the California Council for the Humanities, in collaboration with the California State Library, has given approval to your request for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Groups. The award is in the amount \$500 and 30 copies of *Gold Rush: A Literary Exploration*.

You, along with the other grantees, are invited and encouraged to meet the publisher of the anthology, Malcolm Margolin of Heyday Press, at the California Library Association Annual Conference to discuss the book and how it can be used in a reading and discussion group. We will be meeting in the Pasadena Convention Center, Room 107 (the Little Theater), from 10:30 am - 12:00 pm, Sunday, November 16, 1997.

Please sign the enclosed copy of this letter, along with the certification sheet, and return it in the self-addressed envelope provided. This will confirm acceptance of the grant and the provisions outlined in the enclosed "Grant Agreement." Upon receipt of the signed copy of this letter, the CCH will issue a check in the full amount of the award and have the books you requested sent to the above address.

All publicity and printed or visual materials related to the project must specify that "this project is made possible in part by a grant from the *California Council for the Humanities*, a state affiliate of the *National Endowment for the Humanities* and the *California State Library*." The publicity materials will be sent to you shortly.

Thank you for playing an important role in stimulating a statewide discussion about the historic events that have shaped and continue to shape California.

Please feel free to call on our staff for any assistance we might be able to provide.

Sincerely,

Ralph Lewin
Assistant Director

PS: Please know that the Old Courthouse Museum of Santa Ana will display an exhibit entitled "Gold Fever!" in Fall 2000 that explores many of the themes that you will explore in your Reading & Discussion Group.

cc: County Librarian

RL/cgp

Enclosures

CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



November 3, 1997

Suad Ammar
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Grant Number: R&D97-31

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Congratulations! I am pleased to inform you that the California Council for the Humanities, in collaboration with the California State Library, has given approval to your request for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Groups. The award is in the amount \$500 and 30 copies of *Gold Rush: A Literary Exploration*.

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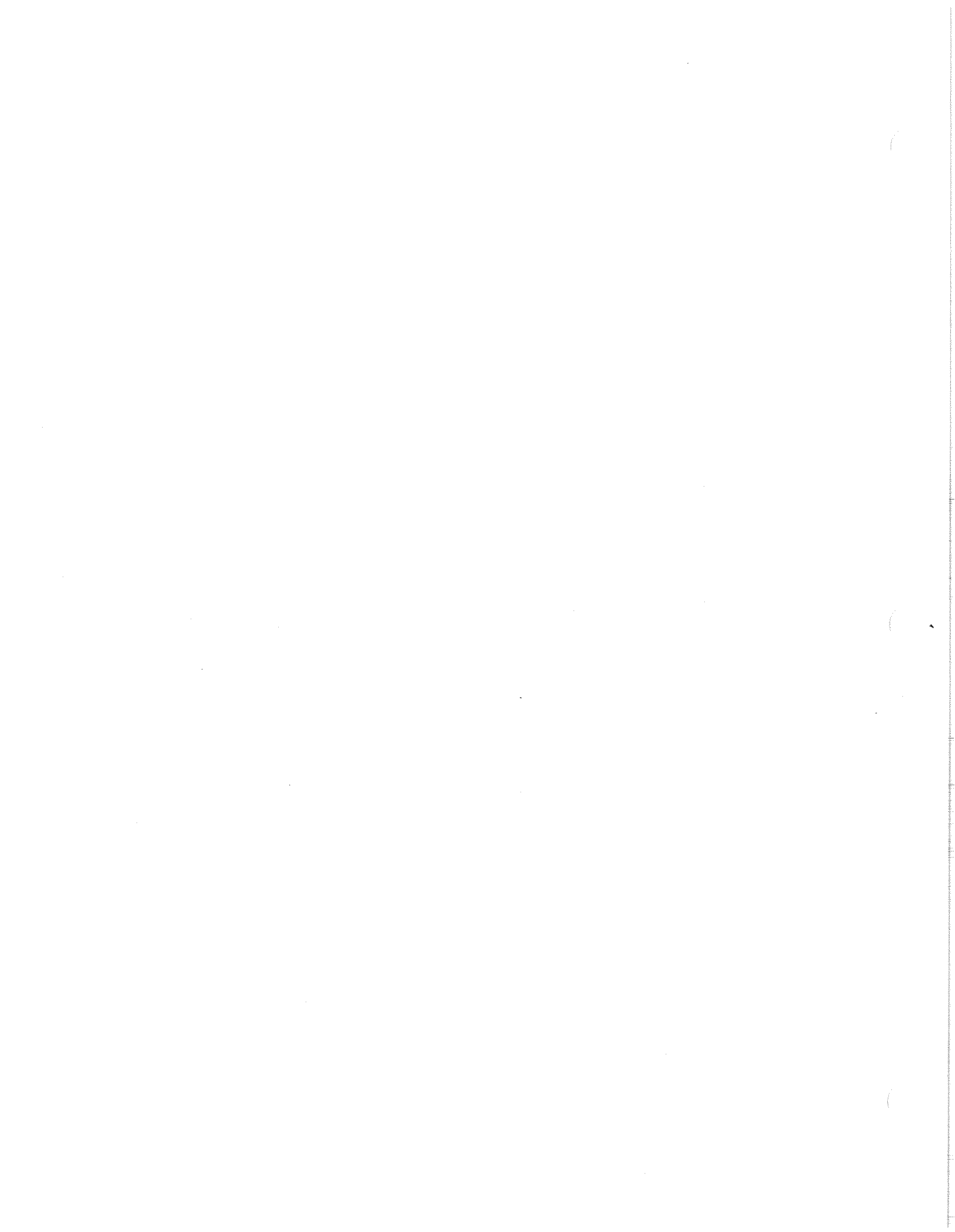
Please feel free to call on our staff for any assistance we might be able to provide.

Sincerely,

Your signature confirms the non-profit status of the sponsoring organization and acceptance of all provisions outlined in the enclosed "Grant Agreement."

SIGNED: Suad S. Ammar Ralph Lewin
Assistant Director DATE: 11-12-97

TITLE: Principal Librarian, Project Director



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



GRANT AGREEMENT

for all planning and mini-grant projects
funded by the California Council for the Humanities

Date: 11/3/47

Grant Number: RHO97-31

Between the California Council for the Humanities (hereinafter, CCH) and:
PLACENTIA LIBRARY DIST.

(hereinafter, Grantee) for the project entitled:
GOLD RUSH RHD

described in Grantee's proposal to the CCH, dated:
10/17/47

Upon receipt of a signed copy of the CCH grant award letter, the CCH will provide a grant to the Grantee subject to the terms and conditions set forth below.

1. GRANT PAYMENT

Upon receipt of the grant award letter from the CCH office, the project director must sign and return the copy of the letter acknowledging acceptance of the grant award and the provisions outlined in this Agreement. A check for the full amount of the grant award will be sent upon receipt by the CCH of the signed copy of the grant award letter.

2. LIMITATIONS ON THE USE OF GRANT FUNDS

Title VI of the Civil Rights Act of 1965 provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (Section 601) Grantee's activities will be subject to review to determine whether Grantee is meeting the requirements of Title VI and is eligible to continue to receive such federal assistance.

Grant funds may be expended only for project purposes and activities set forth in the budget as originally approved or subsequently amended. Proposed amendments must be submitted by the Grantee for written approval by the CCH. Significant changes requiring such action include the following:

- a. Changes in the project director or other key professional personnel identified in the approved application. A change in the project director brings an automatic suspension of the grant until the new director has been specifically approved by the CCH.

- b. Changes of project scope, purpose, or activities.
- c. Changes in the project budget which exceed 20 percent in any budget line item or which introduce or eliminate types or categories of expenditures.
- d. Changes in duration of the grant period. (Changes should be requested at least 30 days prior to the termination of the grant period.)

The grant period begins on the date of the award letter and terminates six months later. Commitment of grant funds must occur during the grant period. Such commitments must relate to goods or services provided and used within the grant period.

The total payment by the CCH to the Grantee will not exceed the amount set forth in the original grant award letter or written modification thereof.

3. MISAPPLIED FUNDS

In cases where funds are determined by the CCH to have been misapplied by Grantee, Grantee agrees to repay to the CCH all such funds or transfer to the CCH all property acquired through the use of such funds.

4. UNCOMMITTED FUNDS

Any funds actually received by Grantee which remain uncommitted at the termination of the grant period must be returned by check payable to the California Council for the Humanities, at the time of submitting the final financial report.

5. COST PRINCIPLES

Only those costs set forth in the approved project budget are allowable. The following list of such special items is not intended to be a comprehensive statement of all nonallowable costs. In the event of a conflict between the general standard below and any special provisions in the grant award letter, the special provisions shall be applicable and binding.

- a. Per Diem Reimbursements. Costs may not exceed the current rates allowable by the CCH and may be for lesser amounts at the Grantee's discretion.
- b. Travel Reimbursements. Whenever possible, less than first class accommodations should be used for air or rail travel. If first class accommodations are used, records should contain a certification that less than first class accommodations were not available. When necessary, travel by other than the above modes may be authorized. The maximum automobile mileage reimbursement rate is that currently authorized by the CCH.
- c. Capital Items. Capital items include land, buildings, automotive equipment, office equipment, electronic equipment, etc. **THE PURCHASE OF ANY ITEM WITH GRANT FUNDS REQUIRES PRIOR WRITTEN APPROVAL BY THE CCH.**
- d. Food Costs. Food costs for luncheons, banquets, coffee, or any other purpose, other than per diem reimbursements for project personnel in travel status, are unallowable.

6. GRANT ACCOUNTING AND RECORDS

- a. General. Grantee shall maintain records and accounts consistent with generally accepted accounting principles and also shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement of and accounting for grant project funds. Accounts and supporting documentation relating to project expenditures shall be adequate to permit an accurate and expeditious audit.
- b. Matching Funds. Grantee shall maintain records to demonstrate that matching contributions are not less than the amount proposed in the application or any subsequent revision thereof. The amount of Grantee's contribution is subject to audit.
- c. In-Kind Contributions. Some objective record as to both type and value of in-kind contributions by Grantee (such as signed in-kind contribution statements) is required. When the contribution is made by a third party, written evidence from the third party is required as to both type and value.

7. REPORTS

Grantee shall submit, by the end-date of the grant period: (1) a brief narrative report and evaluation stating what was accomplished with the CCH support; and (2) a final financial report which summarizes all expenditures of CCH grant funds and local matching amounts. The financial report must be based on receipts documenting actual expenditures, as well as signed statements documenting the provision of in-kind goods and services, but these receipts should not be sent to the CCH office; they are to be kept in the office of the project sponsor for a period of three years in case an audit is requested. Only the final narrative report and evaluation and the financial report are to be filed with the CCH.

This requirement also includes the right of the federal government to make an audit of any third party accounts related to the grant.

8. AUDITS

The CCH may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on its behalf, at any time during reasonable business hours and with such frequency as may be deemed necessary. Inspection and audit may include prefunding visits to determine the adequacy of Grantee's accounting system. In addition, the National Endowment for the Humanities and the United States General Accounting Office may conduct inspections and audits when and to the extent deemed advisable.

FINANCIAL RECORDS MUST BE KEPT ON FILE FOR A MINIMUM OF THREE YEARS FOLLOWING THE TERMINATION OF THE GRANT PERIOD. The required retention period may be extended by written notification from either the CCH or the National Endowment for the Humanities.

9. EQUIPMENT AND TITLE TO PROPERTY

The CCH reserves title to equipment purchased with CCH funds. Title to such equipment may, with special written permission from the CCH, be vested in Grantee subject to the conditions that Grantee continues to use the equipment for the purposes of activities in the humanities.

10. COLLECTION OF INFORMATION

Grantee collects information from the public in connection with a research or other general purpose project on its own initiative. Grantee shall not, without prior approval from the CCH, in any way represent that the information is being collected by or for the CCH or a federal agency.

11. PRINTING AND DUPLICATING

Grantee shall not use grant funds for printing or duplication of one thousand or more copies of material other than advertising flyers, programs, and similar materials, unless specifically authorized by the grant award letter or other written CCH approval.

12. PUBLICATION AND ACKNOWLEDGEMENT OF CCH FUNDS

Grantee may publish or produce without charge to grant funds the result of grant activities, provided that such materials (written, visual, or audio) contain an acknowledgement of the support provided by the CCH and the National Endowment for the Humanities. Publications must include in an appropriate place the statement that "the findings, conclusions, and opinions presented herein do not necessarily represent the views of either the California Council for the Humanities or the National Endowment for the Humanities." At least three copies of such publications must be furnished to the CCH unless otherwise specified in the grant award letter.

Any tangible result of grant activity (productions, displays, exhibits, films, etc.) must bear an acknowledgement of support by the California Council for the Humanities and the National Endowment for the Humanities.

Films, tapes, or publications which may be produced as a result of grant activity but after conclusion of the grant will be subject to review by the CCH for determination as to what form of acknowledgement, if any, shall be included.

13. ACCESS BY CCH TO PRODUCED MATERIALS

- a. Grantee understands and agrees that the purpose of all grant activity is to inform and educate members of the public on the broad areas of public concern with which this project was intended to deal. Toward this end, the CCH and Grantee agree to engage in a relationship of good faith and cooperation to ensure that all produced materials will be reasonably available to the CCH.
- b. For the purposes of this Agreement, the term "produced materials" refers to all intellectual property, whether copyrighted or not, including but not limited to productions, displays, exhibits, films, tapes, books, articles, and transcripts which are produced by Grantee or by participants enlisted by Grantee as a result of activity funded under this grant award.
- c. The federal government and the CCH reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of grant activities where the government or the CCH deems it in its interest to do so.

This provision is subject to, modified by, and supplemented by any additional provisions in this Grant Agreement or in the award letter covering use of and rights to all produced materials.

Grant Agreement
Page five

- d. Ownership and copyright of produced materials are held by Grantee subject to all other provisions and conditions governing access by the CCH and the federal government to produced materials included in this Agreement, the grant award letter, and any other applicable written agreement.
- e. If ownership and/or copyright of produced materials is claimed by any person other than Grantee such as a scriptwriter, editor, consultant, filmmaker, author, or lecturer, Grantee agrees to take any action that shall be necessary to ensure that the Council retains all rights that would accrue to the CCH under this Agreement if copyright was fully vested in Grantee. Grantee agrees to conduct its activities in such a manner and to make such agreements with any other persons wishing to copyright produced materials to ensure that the CCH will continue to be able to exercise freely all its rights under the provisions of this Agreement. Grantee's duties will include but not be limited to the duty to obtain assurances from lecturers that the transcripts of their lectures may be used by the CCH in the CCH newsletter, annual report, or for other purposes.

14. INCOME EARNED FROM THE PROJECT

All income earned by Grantee as part of or as a result of the conduct of the grant project shall be accounted for and reported by Grantee to the CCH.

- a. Use of Income. Any income earned from registration fees, service charges or fees, or similar sources during the conduct of the project shall be used by Grantee for activities for the project approved by the CCH. If the income cannot be so used, it shall be paid by Grantee to the CCH for further regranting purposes.
- b. Distribution of Income. Any income earned from the sale, rental, distribution, or other merchandising of produced materials will be distributed as follows:
 - 1) From net income, payment of 50 percent will be made to the CCH and 50 percent to the Grantee. It is agreed that net income will be determined by subtracting the reasonable and ordinary costs of distributing the produced materials from the total gross income derived from the merchandising. No other costs may be deducted from the gross income before income division, such as cost overrun for production of the materials, whether or not such costs were included in the original budget request or grant amount awarded.
 - 2) Income division will remain in effect for a period of five years, beginning on the last day of the grant period, or until the CCH has received repayment of all CCH funds distributed to Grantee, whichever comes first, at which time Grantee will receive 100 percent of the income.

15. TRANSFER OF COPYRIGHT OR OWNERSHIP

In the event that Grantee transfers copyright or ownership of any produced materials for distribution or for any other purpose, Grantee agrees to take any action that shall be necessary to ensure that the CCH shall continue to be able to freely exercise all rights reserved under this Agreement.

If Grantee in transferring copyright or in allowing copyright to vest in any other person fails to fully protect the rights reserved to the CCH and the federal government under this Agreement, then Grantee agrees to indemnify and hold the CCH harmless from any claims, actions, liabilities, losses, or expenses for which the CCH might otherwise be held responsible resulting from infringement in the use of material, invasion of privacy, libel, breach of contract, or third party indebtedness.

16. OTHER AGREEMENTS

The provisions and conditions of this Agreement may be supplemented and modified by special provisions included in the grant award letter. This Agreement is the complete and integrated agreement between the parties only to the extent that no prior or subsequent oral agreement may contradict specific written provisions and is not intended to prevent other written agreements from being made.

17. NON-COMPLIANCE

Grantee and CCH agree that upon non-satisfaction by Grantee of any of the conditions set forth in this Agreement or in the grant award letter, the CCH may at its option: (1) suspend all of its duties under this Agreement, including the duty to pay the grant money; or (2) declare these duties discharged and require Grantee to repay grant money previously awarded; and Grantee agrees to do so.

By signing the copy of the grant award letter, Grantee acknowledges having read and understood all of the provisions and conditions in this Agreement and promises to fully comply with each and all of them.

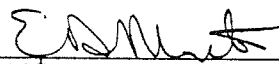
PLEASE COMPLETE AND RETURN TO: California Council For the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

CERTIFICATION

By signing and submitting this application, the authorizing official of the applicant institution (sponsoring organization) is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes, as set forth in the attached "Instructions for Certification"

(a) Authorizing Official of Applicant Institution

Name and Title (Print or Type)



Signature

Date

(b) Information concerning this Application

Name of Applicant Institution

Title of Project

Name of Project Director



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474

Agenda Item 29
Attachment 7



Dear Applicant:

The California Council for the Humanities is required to seek certification from institutional applicants regarding the nondiscrimination statutes and from all applicants regarding federal debt status and debarment and suspension. Attached are instructions for these certifications and the certification form itself. The last page of this packet must be signed and dated by the authorizing official of the sponsoring organization and returned to us as soon as possible. This grant cannot be made until we have received this signed certificate.

We appreciate your cooperation with this federal requirement. If you have any questions, please don't hesitate to give us a call.

INSTRUCTIONS FOR CERTIFICATION

1. The California Council for the Humanities (CCH) is required to seek from institutional applicants a certification regarding the nondiscrimination statutes and from all applicants the certification regarding debarment and suspension.
2. By signing and submitting this proposal, the authorizing official of the applicant institution (sponsoring organization) provides the applicable certifications. When a prospective applicant is unable to provide the CCH with certification regarding the nondiscrimination statutes, the prospective applicant is not eligible to apply for funding from the CCH. When the applicant is unable to provide certification regarding debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on debarment and suspension cannot be submitted will be considered in connection with the CCH funding determination. Failure to furnish a certification or an explanation shall disqualify such person from receiving an award from the CCH.
3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extending. There are two exceptions. If any personal property is acquired with CCH assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with CCH support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.
4. The certifications are material representations of fact on which reliance will be placed when the CCH determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies including suspension and/or debarment.
5. The applicant shall provide immediate written notice to the CCH if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.
6. The applicant agrees by submitting this proposal that, should the proposal be funded by the CCH, it shall not knowingly enter into any project related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the National Endowment for the Humanities.
7. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:
 - (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Certification Instructions, page 2

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. A participant in a covered transaction may rely on the certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of "Parties Excluded from Nonprocurement Programs."

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except when specifically authorized by the National Endowment for the Humanities, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies, including suspension and/or debarment.

11. The following definitions apply to the terms used in each of the certifications.

Definitions

Covered Transactions: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction:

(a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.

(b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction.

Certification Instructions, page three

(c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

(Continued on Reverse Side)

CERTIFICATIONS

1. Certification Regarding the Nondiscrimination Statutes

The applicant (other than an individual who submits an application to the CCH) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

(d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions (45 CFR 1169)

(a) The prospective lower tier participant (applicant) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant (applicant) is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

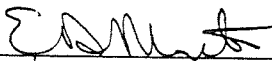
PLEASE COMPLETE AND RETURN TO: California Council For the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

CERTIFICATION

By signing and submitting this application, the authorizing official of the applicant institution (sponsoring organization) is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes, as set forth in the attached "Instructions for Certification"

(a) Authorizing Official of Applicant Institution

Elizabeth D. Minter, Library Director
Name and Title (Print or Type)


Signature

11/12/97
Date

(b) Information concerning this Application

Placentia Library District
Name of Applicant Institution

Gold Rush: A Literary Exploration
Title of Project

Suad S. Ammar
Name of Project Director

*M*unson,
*C*ronick &
*A*ssociates
CERTIFIED PUBLIC ACCOUNTANTS

September 23, 1997

Mrs. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Re: Annual Report Of Financial Transactions Of Special Districts

Dear Elizabeth:

Attached is a copy of the State Of California Annual Report Of Financial Transactions Of Special Districts for the fiscal year ended June 30, 1997. This report was submitted to the State Controller's Office via 3 1/2" diskette on September 23, 1997.

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

Sincerely,

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Munson, Cronick & Associates
Merrilyce McHenry
Merrilyce McHenry, CPA



ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

NUMBER OF ERRORS IN REPORT = 0

TO: State Controller
Division of Accounting
and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250
(916) 445-5153

VERIFY that your District ID listed below
is correct. (must be the full 11 digits)

District ID: 17300400000

Fiscal Year Ended
Date: JUNE 30, 1997

This report is due within 90 days
after the end of the fiscal year.

Pursuant to Government Code Section
26909, an audit is to be filed with
the State Controller within 12 months
of the end of the fiscal year.

Principal County:
ORANGE COUNTY
Other Counties:

District Name
PLACENTIA LIBRARY DISTRICT
Street Address or P.O. Box
411 E CHAPMAN AVENUE
City, State, Zip Code
PLACENTIA CA 92670

Place an 'X' in the box if your
mailing address has changed >
Phone Ext.

Location (if different from above)
Street Address

Report prepared by (contact person)

First M.I. Last

1 MERRIALYCE MC HENRY, CPA
Phone Ext.

2 (714)449-9909

Address

3 2501 E CHAPMAN AVE STE 220

City (Please do not use commas)

4 FULLERTON

Submitted by (signature)

Title

City

Date

MEMBERS OF GOVERNING BODY

Please do not abbreviate --- ---
Name | 2 | Title | 3 |

1 MARGARET V DINSMORE

PRESIDENT

2 SAUNDRA M STARK

SECRETARY

3 RAY EVANS

BOARD MEMBER

4 ROBIN J MASTERS

BOARD MEMBER

5 JEAN PAPPAS

BOARD MEMBER

6 ELIZABETH D. MINTER

DIRECTOR

7

8

9

GOVERNING BODY

County Board of Supervisors

City Council

Other

OTHER OFFICIALS

STATE USE ONLY

Independent Auditor

5 MUNSON CRONICK & ASSOCIATES

Contact Person

6 MERRIALYCE MC HENRY, CPA

Phone Ext.

7 (714)449-9909

Address

8 2501 E CHAPMAN AVE STE 220

City (Please do not use commas)

9 FULLERTON

Secretary

Mgr/Supt/Chief

Attorney

COUNTY COUNSEL

Fiscal Officer

Reviewed by

Date

Cleared by

Date

CLIENT'S COPY

SUMMARY OF FINANCIAL TRANSACTIONS IN THE
"ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS"

PLACENTIA LIBRARY DISTRICT	Total Memorandum Only
	=====
1. TOTAL ASSETS:	3098950
2. TOTAL LIABILITIES:	570213
3. FUND EQUITY :	2528737

4. TOTAL REVENUES:	919937
5. TOTAL EXPENDITURES/EXPENSES:	1009404
6. TOTAL OTHER FINANCING SOURCES (USES):	0

A
PACIFIC LIBRARY DISTRICT

ASSETS		General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Cash and cash equivalents	1	\$ 531467	\$ 0	\$ 0	0			\$ 531467
Taxes receivable	2	41631	480000	0	0			521631
Interest receivable	3	1878	0	0	0			1878
Accounts receivable	4	0	0	0	0			0
Loans notes & contracts rec	5	0	0	0	0			0
Due from other funds	6	0	0	0	0			0
Inv of materials & supplies	7	0			0			0
Other current assets	8				0			0
Lease payments receivable	9		0					0
Unearned finance charge	10	(0)				(0)
Investments	11	27500	0	0	0			27500
Restricted assets	12				0			0
Deferred charges	13				0			0
Unamortized disc on L/T debt	14				0			0
Other assets	15	3072	0	0	0			3072
Fixed Assets:								
Land	16				0	\$ 81498		81498
Buildings & improvements	17				0	1383219		1383219
Equipment	18				0	548685		548685
Construction in progress	19				0	0		0
Total fixed assets (pg 56)	20				\$	0 \$ 2013402		\$ 2013402
Accumulated depreciation (pg 56)	21				(0)		(0)
Net fixed assets (pg 56)	22				\$	0 \$ 2013402		\$ 2013402
Other Debits								
Amt avail in debt service funds	23						\$ 0	0
Amount to be provided	24						0	0
TOTAL ASSETS (lines 1.0 thru 24.0)	25	\$ 605548	\$ 480000	\$ 0	\$ 0	2013402	\$ 0	3098950

LIABILITIES & EQUITY	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Accounts/warrants payable	26 \$ 13048	\$ 0	\$ 0	\$ 0		\$ 0	13048
Loans & notes payable	27 0	480000	0	0			480000
Int payable - matured/accrued	28 6816	0	0	0			6816
Other current liabilities	29 12806	0	0	0			12806
Compensated absences payable	30 57543			0		\$ 0	57543
Due to other governments	31 0	0	0	0			0
Due to other funds	32 0	0	0	0			0
Long-Term Debt - Include current & long-term portion:							
G O bonds (pg 59)	33			0		0	0
Revenue bonds (pg 62)	34			0		0	0
C O P's (pg 65)	35			0		0	0
Sp Assmt Bd (pg 68, col 2 only)	36			0		0	0
Federal (pg 71)	37			0		0	0
State (pg 74)	38			0		0	0
Time warrants (pg 77)	39			0		0	0
Other long-term liab (pg 80)	40			0		0	0
Unamortized premium on L/T debt	41			0			0
Advance for construction	42			0			0
Deferred revenue	43 0	0		0			0
All other non-current liab	44			0			0
Total liabilities (lines 26.0 thru 44.0)	45 \$ 90213	\$ 480000	\$ 0	\$ 0	\$ 0	\$ 0	570213
Fund Equity:							
Contributed capital	46			0			0
Investments in gen fixed assets	47			\$ 2013402			2013402
Retained earnings	48			0			0
Fund balances:							
Reserved	49 3072	0	0				3072
Unreserved designated	50 139742	0	0				139742
Unreserved undesignated	51 372521	0	0				372521
Total Fund Equity (lines 46.0 thru 51.0)	52 \$ 515335	\$ 0	\$ 0	\$ 0	2013402	\$ 0	2528737
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53 \$ 605548	\$ 480000	\$ 0	\$ 0	2013402	\$ 0	3098950

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

YE 10 GENERAL & SPECIAL REVENUE FUNDS

Part A PLACENTIA LIBRARY DISTRICT

REVENUES		Col A	Col B	Col C	Col D	
Activity Codes (See instructions)		9	0	0	0	
Activity (specify):						
Taxes & Assessments:						
Current secured						
(Include supplemental roll)	1 \$	697820 \$	0 \$	0 \$	0	
Current unsecured						
(Include supplemental roll)	2	33423	0	0	0	
Prior Year						
(Include supplemental roll)	3	33412	0	0	0	
Special district augmentation fund	4	0	0	0	0	
Property assessments						
(Service type assessments go on line 19.0)	5	0	0	0	0	
Special assessments						
(Not 1911 or 1915 Bonds, include Mello/Roos, Mark/Roos Bonds only)	6	0	0	0	0	
Penalties & cost on delinquent tax and assessments	7	448	0	0	0	
Licenses, permits & franchises	8	0	0	0	0	
Fines, forfeits & penalties	9	0	0	0	0	
Revenue from use of money & property:						
Interest						
(Includes gain (loss) on investments)	10	28130	0	0	0	
Rents, concessions & royalties	11	0	0	0	0	
Intergovernmental:						
STATE						
Aid for construction	12	0	0	0	0	
Homeowner's property tax relief	13	14896	0	0	0	
Spcl supplemental subv. (repealed)	14					
Other - i.e. Timber Yield, State Water (specify): (here)	15	84609	0	0	0	
FEDERAL						
Aid for construction	16	0	0	0	0	
Other (specify): (here)	17	0	0	0	0	
Other governmental agencies	18	0	0	0	0	
Charges for current services						
(Include service type assessments)	19	0	0	0	0	
Other revenues	20	27199	0	0	0	
Total Revenues		21 \$	919937 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part B PLACENTIA LIBRARY DISTRICT

EXPENDITURES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify):					
Salaries & wages	22 \$	486559 \$	0 \$	0 \$	0
Employee benefits	23	104854	0	0	0
Services & supplies					
(include contractual services)	24	369489	0	0	0
Contributions to outside agencies	25	0	0	0	0
Debt Service:					
Retirement of long-term debt	26	45000	0	0	0
Interest on long-term debt	27	0	0	0	0
Interest on short-term notes & warrants	28	0	0	0	0
Other (specify):(here)	29	0	0	0	0
Fixed Assets:					
Land (include on Page 56, line 2.0)					
(include on Page 56, line 2.0)	30	0	0	0	0
Structures and improvements					
(include on Page 56, line 2.0)	31	0	0	0	0
Equipment					
(include on Page 56, line 2.0)	32	3502	0	0	0
Total Expenditures	33 \$	1009404 \$	0 \$	0 \$	0
Excess (Deficiency) Revenues Over					
(Under) Expenditures (21.0 less 33.0)	34 \$	-89467 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part C PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify):				
Proceeds of long-term debt 35 \$	0 \$	0 \$	0 \$	0
Inception of lease purchase agreements 36	0	0	0	0
Other (specify):(here) 37	0	0	0	0
Operating transfers in (intra-district) 38	0	0	0	0
Operating transfers out (intra-district) 39 (0)(0)(0)(0)
Total Other Financing Sources (Uses) 40 \$	0 \$	0 \$	0 \$	0

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures		
Other Financing Uses		
(Total column, line 34.0 + 40.0) 41 \$	-89467	
Fund Equity Beginning Of Period (Must agree with prior year General & Special Revenue Fund Equity - line 46.0) 42 \$	604802	
Prior period adjustments 43	0	
Residual equity transfers 44	0	
Other - (specify): (here) 45	0	
Fund Equity End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Fund Equity line 52.0) 46 \$	515335	

FIXED ASSETS & DEPRECIATION SCHEDULE

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

PAGE 56 PLACENTIA LIBRARY DISTRICT

	Col A	Col B	Col C	Col D
Activity Code (See instructions)	9	0	0	0
FIXED ASSETS				
Activity (specify):				
Balance beginning of year (Must agree with prior year Page 56, line 5.0)	1 \$ 1994524 \$	0 \$	0 \$	0
Additions (include construction in progress)	2 18878	0	0	0
Less retirements	3 0	0	0	0
Adjustments - increase (decrease)	4 0	0	0	0
Balance end of year	5 \$ 2013402 \$	0 \$	0 \$	0

ACCUMULATED DEPRECIATION				
Balance beginning of year (Must agree with prior year Page 56, line 10.0)	6 \$ 0 \$	0 \$	0 \$	0
Depreciation accruals	7 0	0	0	0
Less net charges for plant retired	8 0	0	0	0
Adjustments - increase (decrease)	9 0	0	0	0
Balance, end of year	10 \$ 0 \$	0 \$	0 \$	0
NET FIXED ASSETS	11 \$ 2013402 \$	0 \$	0 \$	0

ENTERPRISE ONLY				
Total depreciation + amortization (from income statement)	12.0 \$	0 \$	0 \$	0 \$
Less amortization included	13.0 (0)(0)(0)(
Add/Subtract capitalized depreciation	14.0	0	0	0
Other	15.0	0	0	0
TOTAL (should agree with Line 7)	16.0 \$	0 \$	0 \$	0

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B.
 PAGE 89

PLACENTIA LIBRARY DISTRICT

Appropriations limit as of the end of		
fiscal year	1	1752223
Total annual appropriations subject		
to the limit as of the end of the		
fiscal year	2	1003890
Amount (over)/under the appropriation		
limit (line 1.0 less 2.0)	3	748333

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt		
Service Taxes	4	0
District did not levy a tax rate greater		
than 12 1/2 cents per \$100 of assessed		
valuation and was in existence		
January 1, 1978	5	0
District is totally funded by sources		
other than "proceeds of taxes"	6	0
Other (explain)		
(here)	7	0

SUPPLEMENT TO THE ANNUAL REPORT OF SPECIAL DISTRICTS

17300400000 33 09

PLACENTIA LIBRARY DIST
411 E CHAPMAN AVE
PLACENTIA CA 92670

The U.S. Bureau of the Census requests the following information about the fiscal activities of your government for the year ended June 30, 1997. Governments furnishing this information will no longer receive Census Bureau Form F-29 or F-32, Survey of Local Government Finances. If you have any questions please contact Chris Kubacki at the Census Bureau 1-800-242-4523.

A. PERSONNEL EXPENDITURES

Report your government's total expenditure for salaries and wages during the year, including amounts paid on force account construction projects.

~~200~~

\$ 486,559

B. CASH AND INVESTMENTS HELD AT THE END OF THE FISCAL YEAR

Report separately for each of the three types of funds listed below, the total cash on hand and on deposit and investments in Federal government, Federal agency, State and local government and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property and non-security assets.

- | | |
|---|------------|
| 1. Sinking funds - Reserves held for redemption of long term debt. | <u>W01</u> |
| | \$ -0- |
| 2. Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement. | <u>W31</u> |
| | \$ -0- |
| 3. All other funds - Exclude employee retirement funds. | <u>W61</u> |
| | \$ 558,967 |



California Library Services Board

LIBRARY-COURTS BUILDING
P.O. BOX 942837
SACRAMENTO, CA 94237-0001

(916) 654-0266

MEMORANDUM

TO: Members, California Library Services Board

FROM: Richard Terry, CLSA Program Coordinator *Sandy Jm RT*

DATE: September 2, 1997

SUBJECT: CLSB Actions taken at the August 20-21, 1997 Meeting

Purpose of the California Library Services Act:

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or the tax base of their local government. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.

Goals of the California Library Services Board:

The California Library Services Board will be and will be known as a pro-active Board with an impact on state and federal legislation affecting libraries.

The California Library Services Board will continue to support the California Literacy Campaign.

The California Library Services Board will develop and implement a statewide program for young adult services, based on appropriate supporting statistics and evaluation.

The California Library Services Board seeks to provide adequate financial and technical support to libraries for resource sharing services.

By the year 2000, the California Library Services Board will have successfully implemented the Library of California.

By the year 2000, the California Library Services Board will have been successful in seeing that unfunded components of the California Library Services Act are funded.

The California Library Services Board will continue to seek a higher visibility throughout the state.

The California Library Services Board will review and develop initiatives to ensure adequate citizen participation.

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on August 21, 1997:

1. Adoption of Agenda

It was moved, seconded (Spence/Patria) and carried unanimously that the California Library Services Board adopt the agenda as presented.

2. Approval of Minutes

It was moved, seconded (Wang/Purucker) and carried unanimously that the California Library Services Board approve the draft minutes of the May 8-9, 1997 CLSB meeting as presented.

3. CLSB Goals and Objectives

It was moved, seconded (Steinhauser/Spence) and carried unanimously that the Board approve the adoption of the CLSB Goals and Objectives for 1997/98 as revised. (See Attachment A)

Special Services - Literacy

4. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in an amount not to exceed \$1,500,000 for the CLSA Special Services - California Library Literacy Service program that will include a special interest demonstration effort.
5. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 funding in the amount of \$706,500 for the CLSA Special Services - Families For Literacy program.

Transaction Based Reimbursements

6. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to withhold 22% of all CLSA Transaction Based Reimbursement (TBR) Program payments throughout the 1997/98 fiscal year and that, after determining the full State cost of the TBR program for the 1997/98 fiscal year, the Chief Executive Officer shall pay the full amount remaining due to each participating library if sufficient funds remain in the 1997/98 CLSA TBR Program appropriation, or pro rate the final payment equitably if insufficient funds remain in the 1997/98 CLSA TBR Program appropriation.

7. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$2,766,000 to eliminate the documented shortfall of the Transaction Based Reimbursements Program for qualifying Direct Loans and Interlibrary Loans.

Consolidations and Affiliations

8. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the affiliation of the Riverside Public Library with the Inland Library System effective July 1, 1997.
9. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the affiliation of the Riverside County Library System with the Inland Library System effective July 1, 1997. The Inland Library System will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 1998.

Statewide Data Base

10. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board provide an Electronic Batchloading Services (EBS) fee reimbursement of \$220 for the 1997/98 fiscal year to each library or cooperative library system that provides documentation of having utilized file transfer protocol to send holdings to OCLC and Electronic Batchloading Services to load holdings information to the Statewide Data Base. These funds are to be provided only to libraries using one of the authorized vendors.
11. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board provide an access fee reimbursement of \$65 for the 1997/98 fiscal year to each library or cooperative library system authorized to access the CLSA Statewide Data Base by means of an OCLC contract with CLSA Statewide Data Base provisions.
12. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to expend 1997/98 Statewide Data Base funds to support Linked System programs and the Statewide Data Base effort by hiring one or more independent consultants to conduct a study of the previous Linked Systems projects and to convene a conference of Linked Systems project participants to review and critique the results of the independent study and to make recommendations for the future direction of the Statewide Data Base program.

CLSB Actions, August 21, 1997

Page 4

13. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to expend Statewide Data Base funds to support grants to fund portions of LSTA applications (fiscal 1997/98) that meet the criteria adopted by the Board for Linked Systems projects, fiscal 1997/98.

System Reference Program

14. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System Reference Program funds for the 1997/98 fiscal year. (See Attachment B)
15. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$17,000 for the System Reference Program.

16. State Reference Centers

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board submit a Budget Change Proposal (BCP) of \$2,507,000 for the 1998/99 State Budget to implement the State Reference Centers Program.

17. System Communications and Delivery

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$8,000 for the System Communications and Delivery Program.

1997/98 Budget Issues

18. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board adopt the 1997/98 CLSA Budget as displayed in the chart entitled "Recommended 1997/98 CLSA Baseline Budget by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment C)
19. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board take no other actions with respect to the 1997/98 CLSA Local Assistance Budget at this time.

1998/99 Budget Issues

20. It was moved, seconded (Spence/Patria) and carried unanimously that the State Board adopt the 1998/99 CLSA Budget as displayed in the chart entitled "Summary--1998/99 CLSA Baseline Budget Recommended by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment D)
21. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board take no other actions with respect to the 1998/99 CLSA Local Assistance Budget at this time.

22. **System Advisory Board**

It was moved, seconded (Patria/Fong) and carried unanimously that the California Library Services Board approve the use of 1997/98 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 1997 California Library Services Board meeting and the California Library Association conference to be held in Pasadena.

23. **Resolutions**

It was moved, seconded (Fong/Wang) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 97-01 in honor of CLSA Program Coordinator Richard Terry. (See Attachment E)



**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL I

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL BE AND
WILL BE KNOWN AS A PRO-ACTIVE BOARD WITH AN
IMPACT ON STATE AND FEDERAL LEGISLATION
AFFECTING LIBRARIES.***

OBJECTIVES

- Develop positions on State and Federal legislation relevant to the Board's mission and responsibilities, and advocate these positions to the appropriate elected officials in at least one of the following means:
 - a) letters;
 - b) office visits to State legislators;
 - c) office visits to Federal legislators;
 - d) testimony at hearings;
 - e) resolutions honoring elected officials; and
 - f) other appropriate venues.

NOTE: CLSB budget will support these efforts to the extent that funds are available
- Develop and advocate for Federal and State legislation and/or regulations related to the Board's mission and responsibilities.
- Review and revise, as appropriate, the regulations of the California Library Services Act to improve the implementation of that Act.
- Concurrent with passage of the Library of California Act, develop regulations to implement it.
- Provide leadership for and participate in advocacy efforts sponsored by the library community, as relevant and appropriate to the Board's mission and responsibilities, including CLA Legislative Day and ALA Library Day.
- As appropriate, write articles and speak in public forums on legislation relevant to the Board's mission and responsibilities.
- Work in concert with other Board committees on legislation, coordinating the review of pending legislation by Board committees as appropriate and seeking their input so that all legislation relevant to the Board's mission and responsibilities is reviewed and acted upon.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL II

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL
CONTINUE TO SUPPORT THE CALIFORNIA LITERACY
CAMPAIGN.***

OBJECTIVES

- Implement the California Library Literacy Services and the Families For Literacy Program according to the law.
- Obtain full funding of the CLC
- Analyze current CLC funding and participation to determine the best use of resources.
- Determine the impact of various funding levels on increased participation.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

REVISED GOAL III

THE CALIFORNIA LIBRARY SERVICES BOARD WILL DEVELOP AND IMPLEMENT A STATEWIDE PROGRAM FOR YOUNG ADULT SERVICES, BASED ON APPROPRIATE SUPPORTING STATISTICS AND EVALUATION.

OBJECTIVES

- Identify state agencies and, as appropriate, local agencies and other entities working with young adults that collaborate or will collaborate with libraries to provide a Young Adult Services Program.
- Meet with agency and entity representatives to identify ways that libraries and these agencies/entities can collaborate to provide Young Adult Service Programs.
- Survey the library community to update earlier data from the Young Adult Services Questionnaire on Young Adult Services Programs.
- Design a statewide Young Adult Services Program that implements a collaborative approach to services for young adults that is based on information from the questionnaire, forum and other relevant data.
- Convene one statewide forum to obtain input on development of a program design for a statewide Young Adult Services Program from the library community, young adults and, as appropriate, other agencies and entities working with young adults.
- Refine the program design for the statewide Young Adult Services program to incorporate input from the statewide forum and other relevant sources.
- Secure CLSB approval for the Young Adult Services Program and for generation of a Budget Change Proposal (BCP) to fund this Program.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL IV

***THE CALIFORNIA LIBRARY SERVICES BOARD SEEKS TO
PROVIDE ADEQUATE FINANCIAL AND TECHNICAL SUPPORT
TO LIBRARIES FOR RESOURCE SHARING SERVICES.***

OBJECTIVES

- Obtain full funding for the "Transaction-Based Reimbursements" programs of CLSA.
- Obtain adequate state, local, and private funding to begin incremental implementation of the Library of California.
- Assist the State Librarian in his attempts to obtain staffing sufficient to provide adequate technical assistance for the effective operation of CLSA and the implementation of the Library of California.
- Improve the effectiveness of Equal Access in all systems through the Plans of Service, special reports, and staff reviews.

CALIFORNIA LIBRARY SERVICES BOARD GOALS & OBJECTIVES

GOAL V

BY THE YEAR 2000, THE CALIFORNIA LIBRARY SERVICES BOARD WILL HAVE SUCCESSFULLY IMPLEMENTED THE LIBRARY OF CALIFORNIA.

OBJECTIVES

- Share information on the Library of California concept and status at each Board meeting.
- Work with the CLSB Legislative Committee on defining and securing the passage of a Library of California Act most beneficial to Californians.
- Draft a 3-5 year plan for the transition of the California Library Services Board into the Library of California Board and begin implementation upon passage and funding of relevant legislation.
- Draft a 5-phase plan for the implementation of the Library of California which will begin implementation upon passage and funding of relevant legislation.
- Upon passage of the Library of California Act:
 - a) Develop regulations to implement it through the State process, in conjunction with the CLSB Legislative Committee, other CLSB committees, and the full Board
 - b) Initiate and oversee the planning process for the Regional Library Networks
 - c) Initiate and oversee the planning process for the Statewide Resource Libraries Group
 - d) Initiate Budget Change Proposals as appropriate to advance the program in each succeeding year.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VI

BY THE YEAR 2000, THE CALIFORNIA LIBRARY SERVICES BOARD WILL HAVE BEEN SUCCESSFUL IN SEEING THAT UNFUNDED COMPONENTS OF THE CALIFORNIA LIBRARY SERVICES ACT ARE FUNDED.

OBJECTIVES

- Initiate Board review of Budget Change Proposal concepts at its May meeting prior to final action at the August meeting, to allow sufficient time for development of complete proposals for the Board's consideration and completion of required documentation within the state's budgetary timelines.
- Develop Budget Change Proposals to seek adequate funding for one or more of the four currently-underfunded CLSA program components: Transaction Based Reimbursements (Equal Access, Universal Borrowing, and ILL); Special Services, California Library Literacy Service; Special Services, Families for Literacy; and System Planning, Coordination, and Evaluation.
- Develop Budget Change Proposals to seek adequate funding for one or more of the three currently-unfunded CLSA program components: Statewide Communications and Delivery; State Reference Centers; and Special Services, Young Adult Services Program.
- Work with the CLSB Legislative Committee to obtain legislative and gubernatorial approval of enabling legislation defining the mission, goals, and concepts of the Library of California, as a base for subsequent budgetary requests.
- Ensure that all components of CLSA are adequately supported as integral elements of the Library of California legislation, funding, and implementation or as separate, adequately-funded programs.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VII

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL
CONTINUE TO SEEK A HIGHER VISIBILITY THROUGHOUT
THE STATE.***

OBJECTIVES DETERMINED BY EACH COMMITTEE

- Develop and maintain a web-site presence for CLSA and CLSB functions, programs, and activities.
- As funding allows, provide for CLSB member attendance at appropriate, CLSA-related programs at the California Library Association conference.
- Visibility at the local level at CLSA literacy activities.
- Share information on the Library of California initiative with librarians, library supporters, and public policy officials through mailings, electronic media, informational packages, and meetings.
- Seek public input on the Library of California service programs through surveys and meetings at the appropriate times.
- Communicate the Board's positions on proposed State and Federal legislation and/or regulations to the library community through the summary of meeting actions issued to CLSA participants after each meeting.
- Communicate the Board's legislative positions to appropriate persons through letters, telephone calls, office visits, testimonies, and other appropriate venues.
- Testify for CLSB legislative priorities at appropriate hearings in the California legislature.
- Provide for a CLSB presence at federal and state legislative days, as funding and state law allow.

**California Library Services Board
Goal VII**

- Reports to appointing authorities about the successes of resource sharing.
- Press releases on our services by the staff on behalf of the Board, and those by our systems and participating libraries which reflect the program successes locally.
- CLSB Members advocate on behalf of the statewide Young Adult Services Program to the legislature, state agencies, library community, local elected officials, and civic groups (League of California Cities, League of Women Voters, etc.).
- Encourage the library community and local elected representatives to advocate on behalf of the statewide Young Adult Services Program to the Legislature.
- Convene forums with state agency heads, the library community, and teens regarding the Young Adult Services Program.
- Form a celebrity advisory council for Young Adult Services Program.
- Enhance cooperation between CLSB and SAB members through CLSB member visits to SAB and/or Administrative Council meetings in their local systems. Include CLSB members in activities sponsored by their local SABs.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VIII

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL REVIEW
AND DEVELOP INITIATIVES TO ENSURE ADEQUATE
CITIZEN PARTICIPATION.***

OBJECTIVES

- Review the current System Advisory Board program by June 30, 1997 - completed with survey conducted in April 1997.
- In response to the identified need for recruiting and training new SAB members, prepare an SAB information manual outlining the role of the CLSB and the SAB. The manual would include suggestions for types of activities in which SABs could participate, and systems could add local information to the manual if they wished. Systems will be contacted to determine if they have SAB training manuals and the types of general information that they may include. The manual will be prepared by August 1997 CLSB meeting so that it can be reviewed by the Citizen Participation Committee and be ready for distribution in Fall 1997.
- Coordinate System Advisory Board Recognition luncheon for Friday, November 14, 1997, in Pasadena. Luncheon program will be determined; considerations include a speaker detailing the changing role of SABs in the Library of California or round table presentations by SAB members regarding their activities.



1997/98 System Population & Membership

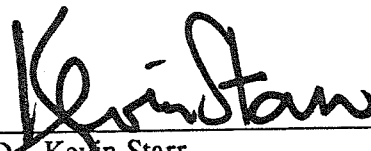
The following pages contain the System membership and System population figures which will be used to allocate funds to the individual Systems for the System Reference Program in the 1997/98 fiscal year.

Pursuant to Section 18741(a) of the California Education Code the membership figures for three Systems (MOBAC, North Bay, and North State) have been adjusted to reflect public library consolidations which occurred after January 1, 1978.

Pursuant to Section 20106 of the Code of California Regulations the population figures, certified by the California State Librarian, are based on the most recently published (May 1997) combined estimate for cities and counties from the California State Department of Finance.

STATEMENT OF CERTIFICATION

"I certify that the attached System population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California public libraries."



Dr. Kevin Starr
State Librarian of California
June 2, 1997

SYSTEM/MEMBER

BALIS

2,960,600

Alameda County Library
Alameda Free Library
Berkeley Public Library
Contra Costa County Library
Hayward Public Library
Livermore Public Library
Oakland Public Library
Richmond Public Library
San Francisco Public Library

TOTAL: 9

BLACK GOLD

1,083,300

Lompoc Public Library
Paso Robles Public Library
San Luis Obispo City-County Library
Santa Barbara Public Library
Santa Maria Public Library
Santa Paula (Blanchard Community) Library
Ventura County Library Services Agency

TOTAL: 7

49-99

1,278,250

Amador County Library
Calaveras County Library
Lodi Public Library
Merced County Library
Stanislaus County Free Library
Stockton-San Joaquin County Public Library
Tuolumne County Free Library

TOTAL: 7

INLAND

2,920,550

Banning Unified School District Library
Beaumont Library District
Colton Public Library
Corona Public Library
Hemet Public Library
Inyo County Free Library
Ontario City Library
Palm Springs Public Library
Palo Verde Valley Library District
Rancho Cucamonga Public Library
Rancho Mirage Public Library
Riverside City & County Public Library
San Bernardino County Library
San Bernardino Public Library
Upland Public Library

TOTAL: 15

SYSTEM/MEMBER

MCLS

6,010,430

- Alhambra Public Library
- Altadena Library District
- Arcadia Public Library
- Azusa City Library
- Beverly Hills Public Library
- Burbank Public Library
- Cerritos Public Library
- City of Commerce Public Library
- Covina Public Library
- Downey City Library
- El Segundo Public Library
- Glendale Public Library
- Glendora Library & Cultural Center
- Long Beach Public Library
- Los Angeles Public Library
- Monrovia Public Library
- Monterey Park (Bruggemeyer) Memorial Library
- Oxnard Public Library
- Palos Verdes Library District
- Pomona Public Library
- Redondo Beach Public Library
- San Marino Public Library
- Santa Fe Springs City Library
- Santa Monica Public Library
- Sierra Madre Public Library
- Signal Hill Public Library
- South Pasadena Public Library
- Thousand Oaks Library
- Torrance Public Library
- Whittier Public Library

TOTAL: 30

MOBAC

628,450

- Carmel (Harrison) Memorial Library
- Monterey County Free Library
- Pacific Grove Public Library
- Salinas Public Library
- San Benito County Free Library
- San Juan Bautista City Library
- Santa Cruz Public Library
- Watsonville Public Library

+ King City/Monterey County

TOTAL: 9

SYSTEM/MEMBER

1,900,470

MVLS

- Alpine County Library
- Auburn-Placer County Library
- Dixon Unified School District Library
- El Dorado County Library
- Folsom Public Library
- Lincoln Public Library
- Mono County Free Library
- Nevada County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library
- Yuba County Library

TOTAL: 14

NORTH BAY

1,274,160

- Belvedere-Tiburon Library Agency
- Benicia Public Library
- Lake County Library
- Marin County Free Library
- Mendocino County Library
- Mill Valley Public Library
- Napa City-County Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Solano County Library
- Sonoma County Library
- St. Helena Public Library

- + Vacaville/Solano
- + Calistoga/Napa

TOTAL: 15

NORTH STATE

725,310

- Butte County Library
- Colusa County Free Library
- Del Norte County Library District
- Humboldt County Library
- Modoc County Library
- Orland Free Library
- Plumas County Library
- Shasta County Library
- Siskiyou County Free Library
- Susanville District Library
- Tehama County Library
- Trinity County Library
- Willows Public Library

- + Crescent City/Del Norte

TOTAL: 14

SYSTEM/MEMBER

SOUTH BAY

1,623,400

- Mountain View Public Library
- Palo Alto City Library
- San Jose Public Library
- Santa Clara County Free Library
- Santa Clara City Library
- Sunnyvale Public Library

TOTAL: 6

SOUTH STATE

3,741,440

- County of Los Angeles Public Library
- Inglewood Public Library
- Palmdale City Library
- Pasadena Public Library

TOTAL: 4

GRAND TOTALS:

All System Members: 169*
All System Population: 31,881,860

Unaffiliated Public Libraries

708,990

- Huntington Beach Public Library
- Irwindale Public Library
- Larkspur Public Library
- Los Gatos Public Library
- Monterey Public Library
- Redlands (A.K. Smiley) Public Library
- San Leandro Community Library
- Santa Ana Public Library
- Vernon Public Library

TOTAL: 9

Areas Without Service

18,040

- Industry
- Unincorporated area of Lassen County

TOTAL STATE: 32,609,000

*Includes Consolidations since 1/1/78

SYSTEM/MEMBER

POPULATION

PENINSULA

701,100

Burlingame Public Library
Daly City Public Library
Menlo Park Public Library
Redwood City Public Library
San Bruno Public Library
San Mateo County Library
San Mateo Public Library
South San Francisco Public Library

TOTAL: 8

SJVLS

2,005,700

Coalinga-Huron Unified School District Library
Fresno County Public Library
Kern County Library
Kings County Library
Madera County Library
Mariposa County Library
Porterville Public Library
Tulare County Free Library
Tulare Public Library

TOTAL: 9

SANTIAGO

2,163,800

Anaheim Public Library
Buena Park Library District
Fullerton Public Library
Mission Viejo Public Library
Newport Beach Public Library
Orange County Public Library
Orange Public Library
Placentia Library District
Yorba Linda Public Library

TOTAL: 9

SERRA

2,864,900

Brawley Public Library
Calexico (Camarena Memorial) Public Library
Carlsbad City Library
Chula Vista Public Library
Coronado Public Library
El Centro Public Library
Escondido Public Library
Imperial County Library
Imperial Public Library
National City Public Library
Oceanside Public Library
San Diego County Library
San Diego Public Library

TOTAL: 13

**SUMMARY -- 1998/99 CLSA BASELINE BUDGET
 RECOMMENDATION BY PROGRAM**

PROGRAM	1997/98 BUDGET	1998/99 BASELINE	ADDITIONAL FUNDING RECOMMENDED
Transaction Based Reimbursements	\$ 7,919,000	\$ 7,919,000	\$2,766,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	275,000	-0-
System Advisory Boards	45,000	45,000	-0-
System Reference	1,860,000	1,860,000	17,000
System Communications & Delivery	1,255,000	1,255,000	8,000
Special Services: California Literacy Campaign	3,490,000	3,490,000	950,000
Special Services: Special Interest Literacy Demonstrations	-0-	-0-	550,000
Special Services: Families for Literacy	876,000	876,000	700,000
Special Services: Young Adult Services	-0-	-0-	-0-
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	1,200,000
Total	\$15,720,000	\$15,720,000	6,191,000
State Operations	\$646,410	\$646,410	1,313,500

RECOMMENDED 1997/98 CLSA BASELINE BUDGET BY PROGRAM

PROGRAM	1996/97 CLSA BASELINE BUDGET	1997/98 ADJUSTMENTS	RECOMMENDED 1997/98 CLSA BASELINE BUDGET
Transaction Based Reimbursements	\$ 6,537,000	\$ 1,382,000	\$ 7,919,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	-0-	275,000
System Advisory Boards	45,000	-0-	45,000
System Reference	1,860,000	-0-	1,860,000
System Communications & Delivery	1,255,000	-0-	1,255,000
Special Services: California Literacy Campaign	3,490,000	-0-	3,490,000
Special Services: Families for Literacy	876,000	-0-	876,000
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	-0-
Total	\$14,338,000	\$1,382,000	\$15,720,000
State Operations	\$646,410	-0-	\$646,410

CLSB RESOLUTION 97-01

WHEREAS, The California Library Services Board desires to recognize the distinguished contributions of Richard Terry, its Program Coordinator, on the occasion of his retirement; and

WHEREAS, the Board wishes to honor him for his outstanding public service to California as librarian and as CLSA Program Coordinator since March 2, 1993; and

WHEREAS, it should be noted that Richard Terry has helped move forward the CLSA programs during a time of financial stress, maintaining participation by libraries who were changing their services and service areas while all the time showing a concern for people above form or bureaucratic process; and

WHEREAS, it should be noted that he has taken an active role, working hard to find solutions to the problems of Equal Access and TBR; and

WHEREAS, it should be noted that he proposed the Linked Systems Project and has developed and refined criteria for evaluating these projects; and

WHEREAS, it should be noted that he is a good thinker with excellent analytical skills, and approaches each activity with wit and humor; and

WHEREAS, he is a true Renaissance man, widely read, an accomplished astronomer; and a well informed enthusiast of airplanes, especially "War Birds."

NOW THEREFORE, BE IT RESOLVED, that

*the California Library Services Board
extends its sincere appreciation and deep regard to*

RICHARD TERRY

*for his contributions to the library profession, to libraries and to the people of California and wishes for Richard and his wife Carol
the very best in his retirement.*

Adopted: August 21, 1997

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

September 1-14	1st 1997/98 Direct Loan Sample period
September 2	California Library Literacy Service (CLLS) quarterly reporting packages mailed from California State Library
September 2	System Annual Reports, System Uniform Budgets, System Uniform Expenditure Reports due at the California State Library
September 29	1st 1997/98 Direct Loan Sample data due at the California State Library
September 30	CLLS matching funds certifications postmarked to the California State Library
October 10	CLLS Plans of Service and Budgets mailed to libraries participating in the matching funds process
October 15	1st Quarter 1997/98 ILL claims due at the California State Library
October 30	CLLS 1st Quarter (1997/98) Reports due at the California State Library
November 3-16	2nd 1997/98 Direct Loan Sample period
November 7	CLLS Plans of Service and Budgets for matching funds postmarked to the California State Library
November 13-14	CLSB Meeting, Pasadena
November 14	1997 System Advisory Board Recognition Dinner, Pasadena
December 1	2nd 1997/98 Direct Loan Sample data due at the California State Library

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

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

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

cc: LAFCO Representatives
John B. Withers - IRWD
Phillip L. Anthony - OCWD
Bob J. Huntley - MWDOC
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO

Call to Order

1. **Preliminaries**

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

2. **Review Minutes of August 12, 1997 Executive Committee Meeting.**

Minutes of August 12, 1997 were approved as presented.

3. **Financial Report** - Joan Finnegan

Treasurer presented the financial report. (copy attached)

4. **Critique of August 28 Luncheon Meeting**

A review of the August 28th luncheon meeting confirmed that the event was a success.

5. **LAFCO Matters**

President Fox reported on the status of AB 556 and the LAFCO Advisory Committee activities.

6. **Legislation**

Keith Coolidge presented the Legislative Report. Keith reported that Supervisor Spitzer would be the speaker at our next luncheon meeting on October 30, 1996

(NOTE: since this meeting the date of the luncheon meeting has been changed to October 23, 1997.)

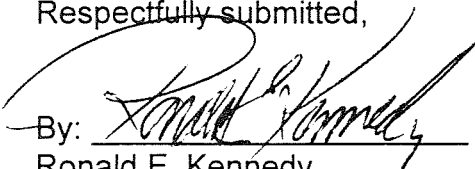
7. **Adjourn**

Meeting was adjourned at 8:30 A.M.

Dated September 2, 1997

Respectfully submitted,

Minutes Taken By
Bob Hanson

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF AUGUST 10, 1997: \$ 3,088.39

RECEIPTS:

None

EXPENSES:

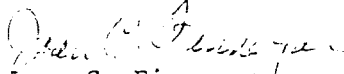
#1163 El Toro Water District - Agenda Meetings for
7/8, 8/12 & 28, 97 \$ 145.06

#1164 French's Cupcake Bakery - Order of Cookies
for 8/28/97 Luncheon Meeting 15.00

TOTAL EXPENSES FOR 8/10 - 19/97: \$ 160.06

BALANCE ON HAND AS OF AUGUST 19, 1997: \$ 2,928.33

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

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

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

ISDOC Executive Committee Members Present:

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

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1st Vice President
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Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

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

Call to Order

1. Preliminaries

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

2. Review Minutes of September 2, 1997 Executive Committee Meeting.

Committee approved Minutes of September 2, 1997 Executive Committee Meeting.

3. Financial Report - Joan Finnegan

Joan Finnegan presented the financial report. (copy attached) indicating cash on hand of \$2,986.33 as of October 6, 1997.

Bob Westphal of Laguna Beach County Water District has completed an audit of the ISDOC financial records finding everything to be in good order. The Committee expressed their appreciation to Bob for his effort.

4. October 23, 1997 Luncheon Meeting

The date for this meeting was changed (from October 30th) to accommodate the schedule of our speaker - County Supervisor Todd Spitzer. Todd is Supervisor of the Third District and a LAFCO Commissioner. He will speak on his vision for LAFCO and his role as LAFCO Commissioner.

The Committee will activate the telephone tree to urge the attendance of all Special District members.

It was suggested that we use a system accommodating written questions. The Committee accepted the suggestion with the understanding that questions from the floor would also be accepted.

Phil Anthony suggested that we include a report from COG on the Agenda. This will be included.

5. LAFCO Matters

LAFCO Commissioners Huntley, Anthony and Withers were present and participated in review of the recent LAFCO hearings involving Tri-Cities, Santa Ana Heights, Mesa Consolidated and Irvine Ranch Water District.

Concerns were expressed with the LAFCO process and discussion focused on new LAFCO policy regarding how to handle competing applications and effectively involving the Special District Advisory Committee in the process as partial solutions.

More new applications have been filed at LAFCO so interest is high and the Committee continues to observe the process with special attention attached.

Arlene Schafer expressed satisfaction with the representation of Special Districts by the Special District Commissioners and President Fox expressed his appreciation for their regular attendance at our Committee meetings.

6. **CSDA Report**

Bob Huntley reported that Harry Ehrlich will be the new President of CSDA.

Bob also discussed a certification program currently under consideration by CSDA. While the program is intended to put Special Districts on more of a par with cities, Bob identified several problems that must be resolved before the program goes forward. He will provide ISDOC with available documentation on how the program would work.

7. **Legislative Report**

Keith Coolidge reported the SB712 has not been signed by the Governor as of this date. This bill is designed to close loopholes in the LAFCO process and was sponsored by Goleta Water District.

8. **Other Items**

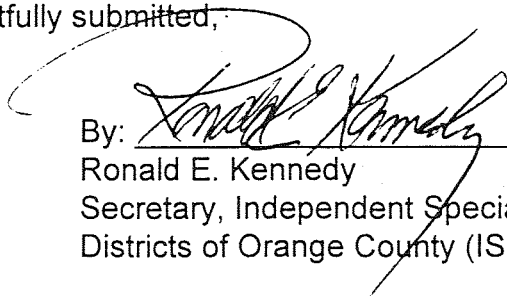
Reminder that ACWA Region 10 will be meeting in Oceanside on October 10, 1997.

9. **Adjourn**

Meeting was adjourned at 8:40 A.M.

Dated October 7, 1997

Respectfully submitted,

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

ISDOC
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
TREASURER'S REPORT

BALANCE ON HAND AS OF SEPTEMBER 4, 1997: \$ 2,928.33


RECEIPTS:

8/28/97 ISDOC LUNCHEON \$ 390.00
TOTAL RECEIPTS FOR PERIOD 9/4/97 - 10/6/97: 390.00

EXPENSES:

#1165 C.C.K. Food Ser. - 8/28/97 ISDOC
Luncheon \$ 320.00
Bank Charge - to be reimbursed 12.00
TOTAL EXPENSES FOR PERIOD 9/4/97 - 10/6/97: 332.00
BALANCE ON HAND AS OF OCTOBER 6, 1997: \$ 2,986.33

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

September 2, 1997

TO: Independent Special Districts of Orange County

FROM: Michael P. Dunbar
South Coast Water District

SUBJECT: INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
AUGUST QUARTERLY LUNCHEON MEETING

The meeting was called to order by President Sterling Fox (YLWD). Past President Robert Hanson (ETWD) announced there were forty (40) members and guests present.

Mr. Robert Huntley (MWDOC) presented the California Special Districts' Association (CSDA) report. CSDA's annual conference is scheduled to be held at the Sheraton Hotel in Anaheim at the end of September. At the conference there will be the election of officers. A vacancy exists in Region 5 (San Diego, Imperial, Riverside and Orange Counties). Director Eric Ehrlich from Olivenhaven Water District has submitted his name for the vacant position.

There was a good turnout for legislative day in Sacramento.

On the recruitment front, there are now 519 members in CSDA. This represents over 20% of all special districts in California.

Of interest to members in Orange County, Assembly Bill (AB 556), sponsored by Assembly Member Curt Pringle, was granted reconsideration by the Senate Rules Committee. The bill may now be heard at the Senate Local Government Committee sometime before the legislative recess on September 12, 1997.

CSDA also approved a \$3,000 fund for a lobbyist for local government issues.

Mr. Phil Anthony (OCWD) reported on the activities of the Local Agency Formation Commission (LAFCO). The LAFCO Commission meetings are held on the first Wednesday of each month. At the last meeting, the Tri-Cities Municipal Water District (TCMWD) dissolution was discussed for the third time.

Items on September's agenda include a proposal from Irvine Ranch Water District (IRWD) to serve the Santa Ana Heights area and the formation of the Capistrano Valley Water District (CVWD) as a department of the City of San Juan Capistrano (CSJC).

The LAFCO staff have prepared a proposed policy to deal with competing conflicting applications. This policy would address the situation that has arisen in which several

agencies have submitted scenarios that are substantially different. It may also help alleviate a situation that occurred with TCMWD that involved the submittal of scenarios at the last minute. The policy was developed to deal with different agencies presenting different solutions. Mr. Anthony indicated that letters from special districts helped shape the policy. The policy provides for logical steps in dealing with applications. The Special District Advisory Committee will formally review each application before it goes before the Commission.

Mr. Anthony also reported on the Council of Governments (COG). ISDOC is now a part of COG. The benefit to ISDOC is the ability to receive output from the Center for Demographic Research housed at Cal State Fullerton. The center provides information on housing, transportation and jobs for the local area. OCWD and MWDOC each contributed \$15,000 and CMWD contributed \$5,000. Mr. Bob Huntley is a member of the Steering Committee. Ms. Joan Finnigan is the alternate.

The featured presentation was given by Mr. Kevin Wattier of MWD on "Finding New Opportunities Within Public Agency Parameters." He spoke on a business development program formalized in June 1997. There were several reasons for developing this business program. MWD's member agencies were requesting additional services other than delivering potable water. MWD also wanted to maximize its resources. The emphasis of the program was to leverage personnel and resources that already exist. Another reason was to employ competitive business practices.

The program has a set of core principles that are followed. The first principle was that any activity must relate to the core business that MWD is already engaged. It must be a unique service. (MWD does not want to compete with the private sector). MWD wants to avoid the displacement of the private sector. The program would use existing resources.

The program is under five program offices: 1) seawater/desalination office (MWD does not see the need for this technology in Southern California in the long term future); 2) fee for service office (MWD would be a subconsultant on specific projects or provide services to member agencies); 3) office for real estate leases (this would include personal communications antennas/towers on MWD property); 4) office of intellectual property (MWD has developed a test for cryptosporidium that is being patented); and 5) the last office would be a miscellaneous category to cover all other areas.

Mr. Wattier elaborated on some of the challenges and opportunities of the program. The internal organization at MWD is not set up to do business. The legal issues have been overwhelming. MWD has substantial assets. Every contract is thoroughly scrutinized. Motivating employees to do this is a big challenge. Consultants in the private sector are somewhat nervous as MWD may begin to expand on their turf.

In summary, the program is making progress. The staff is generally supportive. At the present time, there are approximately twenty contracts in various stages of development.

During the question and answer period, Mr. Wattier indicated that MWD is basically selling its name. The program is projected to generate approximately 1% in revenues (\$10 million) in the future.

Mr. Huntley announced a tour of the Eastside Reservoir site on Wednesday, October 8, 1997. The tour would begin at the MWDOC office at 7:30 a.m. and return at 4:30 p.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Minutes of the Placentia Civic Center Authority Commission of October 6, 1997, and the Financial Statements and Audit for Fiscal Year 1996-97 as prepared by Diehl, Evans & Company, LLP, CPA
DATE: November 18, 1997

BACKGROUND:

The Annual Meeting of the Placentia Civic Center Authority Commission was held on October 6, 1997. Library District Representative Peggy Dinsmore attended. Library Representative Ray Evans and Library Director Elizabeth Minter were unable to attend.

The Report on Audit of Financial Statements for the year ended June 30, 1997, as prepared by Diehl, Evans & Company, LLP, CPA is Attachment A.

The Minutes for the October 6, 1997, Meeting are Attachment B.

RECOMMENDATION:

Receive & File

PLACENTIA CIVIC CENTER AUTHORITY
FINANCIAL STATEMENTS
WITH REPORT ON AUDIT BY CERTIFIED
PUBLIC ACCOUNTANTS
JUNE 30, 1997

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June 30, 1997

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A PARTNERSHIP INCLUDING ACCOUNTANCY CORPORATIONS

18401 VON KARMAN, SUITE 200
 IRVINE, CALIFORNIA 92612-1542
 (714) 757-7700 • FAX (714) 757-2707

- RODNEY K. McDANIEL, CPA
- MICHAEL R. LUDIN, CPA
- CRAIG W. SPRAKER, CPA
- NITIN P. PATEL, CPA
- PHILIP H. HOLTkamp, CPA
- THOMAS M. PERLOWSKI, CPA
- HARVEY J. SCHROEDER, CPA
- A PROFESSIONAL CORPORATION

September 5, 1997

INDEPENDENT AUDITORS' REPORT

Governing Board
 Placentia Civic Center Authority
 Placentia, California

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of, and for the year ended, June 30, 1997. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

The statistical information on page 13 is not a required part of the combined financial statements or supplementary information. We did not audit or apply limited procedures to such information and do not express any assurance on such information.

Diehl, Evans and Company, LLP



COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments	
				Receivable and Bonds Payable	
ASSETS					
Investments held by trustee (Note 3)	\$ 188,034	\$ 5,759	\$ 133,924	\$ -	\$ 327,717
Accrued interest receivable	2,341	22	1,652	-	4,015
Due from other funds	-	-	110,000	-	110,000
Lease payments receivable (Note 2)	-	-	-	1,009,902	1,009,902
Unearned lease finance charges (Note 1b)	-	-	-	(166,544)	(166,544)
Amounts available for debt service	-	-	-	186,642	186,642
TOTAL ASSETS	<u>\$ 190,375</u>	<u>\$ 5,781</u>	<u>\$ 245,576</u>	<u>\$ 1,030,000</u>	<u>\$ 1,471,732</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable (Note 4)	\$ -	\$ -	\$ -	\$ 1,030,000	\$ 1,030,000
Due to other funds	104,924	-	5,076	-	110,000
TOTAL LIABILITIES	<u>104,924</u>	<u>-</u>	<u>5,076</u>	<u>1,030,000</u>	<u>1,140,000</u>
FUND BALANCES (NOTE 5):					
Reserve for debt service	76,642	-	110,000	-	186,642
Reserve for bond reserve	-	-	130,500	-	130,500
Reserve for working capital	-	2,000	-	-	2,000
Unreserved	8,809	3,781	-	-	12,590
TOTAL FUND BALANCES	<u>85,451</u>	<u>5,781</u>	<u>240,500</u>	<u>-</u>	<u>331,732</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 190,375</u>	<u>\$ 5,781</u>	<u>\$ 245,576</u>	<u>\$ 1,030,000</u>	<u>\$ 1,471,732</u>

See independent auditors' report and notes to financial statements.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES—ALL GOVERNMENTAL FUND TYPES

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received—finance charges	\$ 63,275	\$ -	\$ -	\$ 63,275
Interest on investments	8,067	185	6,796	15,048
TOTAL REVENUES	71,342	185	6,796	78,323
EXPENDITURES:				
Interest	-	-	63,275	63,275
Bond principal payment	-	-	195,000	195,000
TOTAL EXPENDITURES	-	-	258,275	258,275
OTHER FINANCING SOURCES (USES):				
Lease payments received—principal	163,368	-	-	163,368
Operating transfers in	6,796	-	270,775	277,571
Operating transfers out	(270,775)	-	(6,796)	(277,571)
TOTAL OTHER FINANCING SOURCES (USES)	(100,611)	-	263,979	163,368
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(29,269)	185	12,500	(16,584)
FUND BALANCES—JULY 1, 1996	114,720	5,596	228,000	348,316
FUND BALANCES—JUNE 30, 1997	\$ 85,451	\$ 5,781	\$ 240,500	\$ 331,732

See independent auditors' report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

- a. The financial statements have been prepared on the modified accrual basis. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.

- c. Investments in U.S. Government securities are stated at amortized cost. (See Note 3).

- d. The accounts of the Authority are organized on the basis of funds and account groups as follows:

Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.

Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.

Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.

Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.

- e. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

2. HISTORY AND ORGANIZATION:

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District), for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and the Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

See independent auditors' report.

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

June 30, 1997

2. HISTORY AND ORGANIZATION (CONTINUED):

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and the Library District for semiannual rental payments of \$94,600 and \$35,900 respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

3. CASH AND INVESTMENTS:

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and Investments at June 30, 1997 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Market Value</u>
Deposits:		
Money Market Funds	\$ 20,863	\$ 20,863
Investments:		
U.S. Treasury Bills	<u>306,854</u>	<u>307,035</u>
Total Cash and Investments	<u>\$ 327,717</u>	<u>\$ 327,898</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:

Category 1

Deposits which are insured by the FDIC \$ 20,863

Investments:

Category 2

Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution.

306,854
\$ 327,717

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

Agenda Item 33
Attachment A
Page 8

June 30, 1997

4. REVENUE BONDS PAYABLE:

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 1999, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 1997 were as follows:

Balance, July 1, 1996	\$ 1,225,000
Principal payments	<u>195,000</u>
Balance, June 30, 1997	<u>\$ 1,030,000</u>

Future debt service requirements are as follows:

Year Ending June 30	Principal		Interest		Total
	Series A	Series B	Series A	Series B	
1998	\$ 175,000	\$ 45,000	\$ 25,812	\$ 26,005	\$ 271,817
1999	175,000	50,000	16,100	23,345	264,445
2000	200,000	55,000	5,600	20,378	280,978
2001	-	60,000	-	17,100	77,100
2002	-	60,000	-	13,680	73,680
2003 -2005	<u>-</u>	<u>210,000</u>	<u>-</u>	<u>18,524</u>	<u>228,524</u>
	<u>\$ 550,000</u>	<u>\$ 480,000</u>	<u>\$ 47,512</u>	<u>\$ 119,032</u>	<u>\$ 1,196,544</u>

5. FUND BALANCES:

Per section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and the Library District for base or additional rent previously paid. For the year ended June 30, 1997, the Library District's rental payments were reduced by \$34,357 of excess funds.

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

Agenda Item 33

COMBINED BALANCE SHEET
ALL DEBT SERVICE FUNDS

Attachment A

Page 9

June 30, 1997

	Series A Bonds		Series B Bonds		Totals
	Interest and Retirement	Debt Service Reserve	Interest and Retirement	Debt Service Reserve	
ASSETS					
Investments held by trustee	\$ -	\$ 97,083	\$ -	\$ 36,841	\$ 133,924
Accrued interest receivable	-	1,204	-	448	1,652
Due from other funds	87,500	-	22,500	-	110,000
TOTAL ASSETS	<u>\$ 87,500</u>	<u>\$ 98,287</u>	<u>\$ 22,500</u>	<u>\$ 37,289</u>	<u>\$ 245,576</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Due to other funds	\$ -	\$ 3,687	\$ -	\$ 1,389	\$ 5,076
FUND BALANCES:					
Reserve for debt service	87,500	-	22,500	-	110,000
Reserve for bond reserve	-	94,600	-	35,900	130,500
TOTAL FUND BALANCES	<u>87,500</u>	<u>94,600</u>	<u>22,500</u>	<u>35,900</u>	<u>240,500</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 87,500</u>	<u>\$ 98,287</u>	<u>\$ 22,500</u>	<u>\$ 37,289</u>	<u>\$ 245,576</u>

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

Agenda Item 33

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES--ALL DEBT SERVICE FUNDS

Attachment A
Page 10

For the year ended June 30, 1997

	Series A Bonds		Series B Bonds		Totals
	Interest and Retirement	Debt Service Reserve	Interest and Retirement	Debt Service Reserve	
REVENUES:					
Interest on investments	\$ -	\$ 4,933	\$ -	\$ 1,863	\$ 6,796
EXPENDITURES:					
Interest	34,750	-	28,525	-	63,275
Bond principal payment	150,000	-	45,000	-	195,000
TOTAL EXPENDITURES	184,750	-	73,525	-	258,275
OTHER FINANCING SOURCES (USES):					
Operating transfers in	197,250	-	73,525	-	270,775
Operating transfers out	-	(4,933)	-	(1,863)	(6,796)
TOTAL OTHER FINANCING SOURCES (USES)	197,250	(4,933)	73,525	(1,863)	263,979
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	12,500	-	-	-	12,500
FUND BALANCES-- JULY 1, 1996	75,000	94,600	22,500	35,900	228,000
FUND BALANCES-- JUNE 30, 1997	<u>\$ 87,500</u>	<u>\$ 94,600</u>	<u>\$ 22,500</u>	<u>\$ 35,900</u>	<u>\$ 240,500</u>

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

Agenda Item 33
Attachment A
Page 11

SERIES A BONDS

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments Receivable and Bonds Payable	
ASSETS					
Investments held by trustee	\$ 124,162	\$ 2,869	\$ 97,083	\$ -	\$ 224,114
Accrued interest receivable	1,571	11	1,204	-	2,786
Due from other funds	-	-	87,500	-	87,500
Lease payments receivable	-	-	-	472,862	472,862
Unearned lease finance charges	-	-	-	(47,512)	(47,512)
Amount available for debt service	-	-	-	124,650	124,650
TOTAL ASSETS	<u>\$ 125,733</u>	<u>\$ 2,880</u>	<u>\$ 185,787</u>	<u>\$ 550,000</u>	<u>\$ 864,400</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
Due to other funds	83,813	-	3,687	-	87,500
TOTAL LIABILITIES	<u>83,813</u>	<u>-</u>	<u>3,687</u>	<u>550,000</u>	<u>637,500</u>
FUND BALANCES:					
Reserve for debt service	37,150	-	87,500	-	124,650
Reserve for bond reserve	-	-	94,600	-	94,600
Reserve for working capital	-	1,000	-	-	1,000
Unreserved	4,770	1,880	-	-	6,650
TOTAL FUND BALANCES	<u>41,920</u>	<u>2,880</u>	<u>182,100</u>	<u>-</u>	<u>226,900</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 125,733</u>	<u>\$ 2,880</u>	<u>\$ 185,787</u>	<u>\$ 550,000</u>	<u>\$ 864,400</u>

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

Agenda Item 33
Attachment A
Page 12

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES—ALL GOVERNMENTAL FUND TYPES

SERIES A BONDS

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received—finance charges	\$ 34,750	\$ -	\$ -	\$ 34,750
Interest on investments	4,147	92	4,933	9,172
TOTAL REVENUES	38,897	92	4,933	43,922
EXPENDITURES:				
Interest	-	-	34,750	34,750
Bond principal payment	-	-	150,000	150,000
TOTAL EXPENDITURES	-	-	184,750	184,750
OTHER FINANCING SOURCES (USES):				
Lease payments received—principal	154,450	-	-	154,450
Operating transfers in	4,933	-	197,250	202,183
Operating transfers out	(197,250)	-	(4,933)	(202,183)
TOTAL OTHER FINANCING SOURCES (USES)	(37,867)	-	192,317	154,450
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES				
	1,030	92	12,500	13,622
FUND BALANCES—JULY 1, 1996	40,890	2,788	169,600	213,278
FUND BALANCES—JUNE 30, 1997	\$ 41,920	\$ 2,880	\$ 182,100	\$ 226,900

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

Agenda Item 33
Attachment A
Page 13

SERIES B BONDS

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments Receivable and Bonds Payable	
ASSETS					
Investments held by trustee	\$ 63,872	\$ 2,890	\$ 36,841	\$ -	\$ 103,603
Accrued interest receivable	770	11	448	-	1,229
Due from other funds	-	-	22,500	-	22,500
Lease payments receivable	-	-	-	537,040	537,040
Unearned lease finance charges	-	-	-	(119,032)	(119,032)
Amount available for debt service	-	-	-	61,992	61,992
TOTAL ASSETS	<u>\$ 64,642</u>	<u>\$ 2,901</u>	<u>\$ 59,789</u>	<u>\$ 480,000</u>	<u>\$ 607,332</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable	\$ -	\$ -	\$ -	\$ 480,000	\$ 480,000
Due to other funds	21,111	-	1,389	-	22,500
TOTAL LIABILITIES	<u>21,111</u>	<u>-</u>	<u>1,389</u>	<u>480,000</u>	<u>502,500</u>
FUND BALANCES:					
Reserve for debt service	39,492	-	22,500	-	61,992
Reserve for bond reserve	-	-	35,900	-	35,900
Reserve for working capital	-	1,000	-	-	1,000
Unreserved	4,039	1,901	-	-	5,940
TOTAL FUND BALANCES	<u>43,531</u>	<u>2,901</u>	<u>58,400</u>	<u>-</u>	<u>104,832</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 64,642</u>	<u>\$ 2,901</u>	<u>\$ 59,789</u>	<u>\$ 480,000</u>	<u>\$ 607,332</u>

See independent auditors' report.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES—ALL GOVERNMENTAL FUND TYPES

SERIES B BONDS

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received—finance charges	\$ 28,525	\$ -	\$ -	\$ 28,525
Interest on investments	3,920	93	1,863	5,876
TOTAL REVENUES	32,445	93	1,863	34,401
EXPENDITURES:				
Interest	-	-	28,525	28,525
Bond principal payment	-	-	45,000	45,000
TOTAL EXPENDITURES	-	-	73,525	73,525
OTHER FINANCING SOURCES (USES):				
Lease payments received—principal	8,918	-	-	8,918
Operating transfers in	1,863	-	73,525	75,388
Operating transfers out	(73,525)	-	(1,863)	(75,388)
TOTAL OTHER FINANCING SOURCES (USES)	(62,744)	-	71,662	8,918
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(30,299)	93	-	(30,206)
FUND BALANCES—JULY 1, 1996	73,830	2,808	58,400	135,038
FUND BALANCES—JUNE 30, 1997	\$ 43,531	\$ 2,901	\$ 58,400	\$ 104,832

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

INSURANCE COVERAGE

June 30, 1997

Agenda Item 33

Attachment A

Page 15

Insurance coverage of the Authority at June 30, 1997 on policies issued to the City of Placentia includes the following:

<u>Description</u>	<u>Amount of Coverage</u>	<u>Expiration Date</u>
Fire, including contents	\$ 4,452,644	May 15, 1998
Umbrella liability	\$ 10,000,000 excess of \$100,000 self-insured retention	July 1, 1998

See independent auditors' report.

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 6, 1997 - 7:30 p.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 7:35 p.m.

ROLL CALL:

Present: Peggy Dinsmore, Commissioner
Lee Castner, Commissioner
Constance Underhill, Commissioner
Howard L. Longballa, Secretary

Absent: Carol Downey, Commissioner
Ray Evans, Commissioner
Elizabeth Minter, Library Director
Robert D'Amato, City Administrator
Carolyn Davis, City Treasurer

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 7, 1996 meeting were approved.

ELECTION OF OFFICERS:

Commissioner Lee Castner was elected to serve as President and Howard Longballa was reelected to the position of Secretary.

OATH OF OFFICE:

City-appointee Constance Underhill was sworn in by Secretary Longballa.

FINANCIAL REPORT:


Secretary Longballa presented the Financial Statement for the year ended June 30, 1997. The Civic Center Authority received an unqualified "clean" opinion from the outside certified public accountant firm of Diehl, Evans & Company. The history and purpose of the Authority were discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

NEW BUSINESS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:48 p.m. until the next meeting to be held the first Monday in October 1998 at 7:30 p.m.


Howard L. Longballa, Secretary



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 1996-1997 Annual Report for Placentia Library District as submitted to the California State Library
DATE: November 18, 1997

BACKGROUND:

Attached is a copy of the Library's annual report to the State Library of California for Fiscal Year 1996-97.

Report forms were distributed late by the State Library so the filing date was extended.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File

PLEASE DO NOT
FOLD OR STAPLE

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA PUBLIC LIBRARY REPORT 1997

REPORT YEAR equals Fiscal Year 1996-97 ending June 30, 1997	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772	Due August 31, 1997 M692 DCR_BASE Placentia Dist Code: P Table: 5
---	---	--

Type or Handwrite Changes on this page.

DIRECTORY UPDATE

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	Director
3. Street Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92670-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. Library Director's INTERNET e-mail Address. <i>eminter@cosmoslink.net</i>	7.a. Library's INTERNET e-mail Address. <i>plalibd@cosmoslink.net</i>
8. Library's Website Address. _____	
9. FAX Phone. <i>(714) 528-8236</i>	10. TDD for Deaf.
11. Size Sq. Miles. <i>7.10</i>	12. House Dist. <i>39</i>
13. State Senate. <i>31</i>	14. Assembly. <i>64</i>
15. Affiliations. <i>ALA, LVA, CSDA, CLC, ISDOC, PLEASC, OCLN, SCLLN, NSFRE</i>	
16. ILL Period: # Weeks. <i>3</i>	17. ILL Photocopy free up to 10 pages? <i>N</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. <i>.15/page.</i>	
19. Schedule of Main Library Service Hours. <i>M-W 12-8; Th 10-6; 10-6; Sun 1-5.</i> <i>12-9</i>	

Charlene Dumitru
NAME OF CONTACT FOR QUESTIONS REGARDING REPORT DATA (Type or Print)

(714) 528-1906, ext. 202
Phone # of Contact

Signature of Library Director. _____ Date. 09/11/97

Elizabeth D. Minter

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
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Response for
FY 1995-96

Type Response for
1996/97 in box below.

POPULATION and OUTLETS

201. Pop. Children Age 0-5

100. 692

201. 2,924

100. 692

201. 2,940

203. Pop. Children Age 6-14

203. 5,703

203. 5,720

205. Registered Borrowers as of June 30.

205. 45,037

205. 32,729

206. Children Borrowers Age 0-14

206. 2,406

206. 2,840

207. Main Library.
(if open for public service)

207. 1

207. 1

208. Branches.
(at least 1400 sq.ft. 7000 vols)

208. 0

208. 0

209. Stations.

209. 0

209. 0

210. Bookmobiles. Vehicle count.

210. 0

210. 0

211. Other Outlets, Deposits.

211. 0

211. 0

212. Hours per week Main Library is open.

212. 44.00

212. 39.0

LIBRARY STAFF

251. Total count of persons employed.
full and part time. (PERSONS NOT FTE)

251. 20

251. 19

252. ALA Librarians.(Full Time Equivalent)
who have accredited ALA Masters.

252. 3.00

252. 3.0

253. FTE Total Librarians
(ALA or other.)

253. 3.00

253. 4.0

254. FTE Special Professionals

254. 1.00

254. 1.0

255. FTE Lib. Tech. Assistants.

255. 3.00

255. 3.5

256. FTE other.

256. 7.95

256. 4.45

257. FTE Volunteers,
Average FTE per week (not hours)

257. 4.83

257. 3.99

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1995-96

Type Response for
1996/97 in box below.

INCOME

Report whole dollars only, omit cents.
Enter funds for operational expenses,
and for capital outlay.

- 301. Local Government:
 taxes and allocations. (includes \$'s from 305. & 307.)
- 302. State funds:
 CLSA and PLF.
- 303. Federal funds:
 LSCA or other.
- 304. Other Income.
 (includes \$'s detailed in 306, below.)
- 305. Special District Augmentation
 funds for counties and districts.
- 306. Gifts, Fines, Fees
 and local fund raising.
- 307. Contract Payments.
 from another jurisdiction.
- 308. Capital Outlay.

	100.	692
301.	772,229	
302.	66,803	
303.	0	
304.	49,002	
305.	0	
306.	45,514	
307.	0	
308.	0	

	100.	692
301.	788,431	
302.	53,648	
303.	0	
304.	79,957	
305.	0	
306.	51,453	
307.	0	
308.	0	

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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STANDARD OPERATING EXPENDITURES

Local, State and Federal funds.

	Response for FY 1995-96	Type Rspnse for 1996/97 in box below.
	100. 692	100. 692
401. Salaries.	401. 500,514	401. 482,527
402. Benefits. If paid by Library.	402. 101,177	402. 97,709
403. Print Materials.	403. 20,627	403. 21,965
404. Current Serial Subscriptions.	404. 4,966	404. 5,231
405. Microforms.	405. 0	405. 0
406. Audiovisual materials.	406. 747	406. 0
407. Library Materials in Electronic Formats	407.	407. 35,442
408. Other materials.	408. 0	408. 0
409. Operating Expenditures for Electronic Access	409.	409. 29,099
410. All other Operating Expenditures.	410. 160,881	410. 245,249
411. Capital outlay. Include sites, buildings, vehicles, original equipment.	411. 68,446	411. 3,502

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
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Response for
FY 1995-96

Type Response for
1996/97 in box below.

EXPENDITURES - Detail

501. Postage and Delivery.	501.	1,063	501.	916
502. Telephone and Other Telecommunications.	502.	10,088	502.	12,856
503. Contracted Computer Services.	503.	8,574	503.	0
504. Online Database Searching.	504.	500	504.	0
505. Preservation.	505.	0	505.	0
506. Expenditure for Children's Materials.	506.	0	506.	3,184
507. Adult Literacy Program.	507.	56,332	507.	52,862
508. Transfer to City/County divisions for services: maint, accounting, etc.	508.	0	508.	2,456
509. Payments for Contract Service to another jurisdiction.	509.	0	509.	41,365
510. Estimate of Services & Supplies benefiting the library that were paid for by other City/County Division for report year.	510.	0	510.	0

PUBLIC LIBRARY FUND

511. Amount of PLF funds included in Total Operating Expenditure.	511.	16,003	511.	28,082
512. PLF expended for Library Materials.	512.	16,003	512.	28,082
513. PLF expended for Personnel.	513.	0	513.	0
514. Hours of service provided by PLF-paid Personnel.	514.	0.00	514.	0
515. PLF expended on General Operating budget.	515.	0	515.	0
516. PLF expended on Special Projects.	516.	0	516.	0
517. PLF difference from Allocation.	517.	0	517.	0

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1995-96

Type Response for
1996/97 in box below.

COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

100. 692		100. 692
601. Books Added Cataloged.	601. 4,923	601. 3,837
602. Books Adult/YA Added Cataloged.	602. 3,376	602. 2,573
603. Books Added Uncataloged.	603. 4,633	603. 3,399
604. Children's Books. Added, Cataloged.	604. 1,547	604. 1,264
605. Children's Books. Added, Uncataloged.	605. 1,150	605. 1,285
606. Books Total Held as of June 30.	606. 147,968	606. 148,452
607. Books Children Held as of June 30.	607. 42,373	607. 42,693
608. Books Adult/YA Held as of June 30.	608. 105,595	608. 105,759
609. Leased Books. Inventory on hand.	609. 0	609. 0
610. Government Documents in separate collections.	610. 75	610. 89
611. Microfilm (reels).	611. 891	611. 905
612. Microforms (not microfilm).	612. 2,502	612. 2,268
613. Children's Audio Materials held as of June 30.	613. 120	613. 119
614. Total Audio Materials.	614. 9,117	614. 9,026
615. Films.	615. 0	615. 0
616. Children's Video Materials held as of June 30.	616. 307	616. 306
617. Total Video Materials.	617. 1,716	617. 1,685
618. Number of Current Periodical and Serial Subscriptions.	618. 190	618. 98
619. Book Titles Added (Cataloged)	619. 3,012	619. 2,663
620. CD-ROMS Data disks only, not Audio/Video or public catalog.	620. 92	620. 102
621. Other (non CD-ROM) Library Materials in Electronic Formats.	621.	621. 0
622. Serial Volumes held as of June 30.	622. 626	622. 381

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1995-96

Type Response for
1996/97 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692		
701.	0	
702.	3	
703.	0	
704.	0	
705.	0	
706.	0	
707.	0	
708.	0	
709.	0	
710.	0	
711.	95	
712.	15	

100. 692		
701.	0	
702.	3	
703.	0	
704.	0	
705.	0	
706.	0	
707.	0	
708.	0	
709.	0	
710.	0	
711.	37	
712.	8	

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751.	0	
752.	0	
753.	0	
754.	0	
755.	0	
756.	0	
757.	0	
758.	0	
759.	0	
760.	0	
761.	792	
762.	1,397	

751.	0	
752.	3	
753.	0	
754.	0	
755.	0	
756.	0	
757.	0	
758.	0	
759.	0	
760.	0	
761.	805	
762.	1388	

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

LIBRARY SERVICES, ANNUAL.

801. Total Public Service Hours.

802. Attendance in Library.

803. Reference Questions.
Omit Directional.

804. Online Database Searches.

805. Circulation of Children's Materials.

806. Circulation Non-English.

807. Circulation Non-Book.

808. Total Circulation.

809. Children's Circ as Percent of
Total Circulation.

810. In-Library use of Materials.

811. ILL loans to others.

812. ILL loans received.

813. Pre-School Programs. Number.

814. Pre-School Programs. Attendance.

815. School Age Programs. Number.

816. School Age Programs. Attendance.

817. Adult Programs. Number.

818. Adult Programs. Attendance.

819. Total Programs. Number.

820. Total Programs. Attendance.

Response for
FY 1995-96

Type Response for
1996/97 in box below.

100. 692	100. 692
801. 2,200	801. 2,043
802. 369,895	802. 350,764
803. 22,935	803. 19,019
804. 4,587	804. 5,112
805. 104,934	805. 97,118
806. 3,352	806. 4,239
807. 26,099	807. 19,334
808. 249,903	808. 215,230
809. 42.00	809. 45.0
810. 52,194	810. 76,438
811. 2,491	811. 2,690
812. 3,276	812. 2,942
813. 69	813. 73
814. 1,391	814. 810
815. 46	815. 34
816. 2,122	816. 6,513
817. 68	817. 2
818. 622	818. 45
819. 183	819. 109
820. 4,135	820. 7,368

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1995-96

Type Response for
1996/97 in box below.

100. 692

100. 692

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

901. Director (monthly rate)	Begin	901. 6,310	901. 6,310
902. Director (monthly rate)	Final	902. 6,310	902. 6,310
903. Assistant Dir.	Begin	903.	903.
904. Assistant Dir.	Final	904.	904.
905. Chief Lib. Div.	Begin	905. 4,019	905. 4,019
906. Chief Lib. Div.	Final	906. 5,141	906. 5,141
907. Branch Libn.	Begin	907.	907.
908. Branch Libn.	Final	908.	908.
909. Librarian	Begin	909. 2,518	909. 2,518
910. Librarian	Final	910. 3,221	910. 3,221
911. Lib. Tech. Asst.	Begin	911. 2,128	911. 2,128
912. Lib. Tech. Asst.	Final	912. 2,723	912. 2,723
913. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin	913. 1,585	913. 1,585
914. Clerk Non-Pro. (Beginning)	Final	914. 2,026	914. 2,026
915. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin	915. 2,433	915. 2,433
916. Mgr. of Spec. Service. (non-MLS)	Final	916. 3,112	916. 3,112

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1995-96

Type Response for
FY 1996/97 in box below.

ELECTRONIC SERVICES

INTERNET ACCESS FOR YOUR LIBRARY

851. Library has access to the Internet for
electronic mail? (0 = No; 1 = Yes)

100. 692

100. 692

851. 1

851. 1

852. Library has access for other Internet
services as well as e-mail? (e.g. Telnet,
gopher, ftp, WWW, etc.) (0 = No; 1 = Yes)

852. 1

852. 1

INTERNET AVAILABILITY

(Answer 853. only if your answer to 852 is 1 (Yes))

853. Under what circumstances is Internet access
available?
...if ONLY to library staff (no patron access), type 1.
...if patrons have access but ONLY through
staff, type 2.
...if patrons can have their own direct use
or can access through staff intermediary,
at their own option, type 3.

853. 2

853. 3

855.

OTHER ELECTRONIC SERVICES

856. Is direct patron access to other electronic
services available? (e.g. bibliographic
& full text databases; multi-media products)
(0 = No; 1 = Yes)

856. 1

856. 1

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 1997

<p>Outlets Survey Due August 31, 1997</p> <p>Mail to:</p>	<p>Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772</p>	<p>Placentia Dist. M692 CA0096.001</p>
---	---	--

1. Outlet: *Placentia Library*

2. Director: *Elizabeth D. Minter*

3. Title: *Library Director*

4. Street Address: *411 E. Chapman Ave.*

5. Mail Address:

6. City: *Placentia*

7. Mail City:

8. County: *Orange County*

9. Zip: ~~92670~~-6198
92870

10. Mail Zip:

11. Public Phone: *(714) 528-1906* Ext:

12. FAX Phone: *(714) 528-8236*

13. Type of Outlet: CE
BR = Branch; ST = Station; CE = Central Library; OT = Other Outlet

14. MSA (Metropolitan Statistical Area) Status: 2
0 = Not in MSA; 1 = In city limits of the central city of an MSA;
2 = In an MSA, but not w/in the central city limits.

15. This Facility is Owned by: SPDT

*City = CITY *County = CNTY *Special District = SPDT *Public School = PSCH

*Other Public Agency = PUAG *Private Agency/Person/etc. = PRIV *Multiple = MULT

16. Degree of Adequacy of this Facility: 0
Scale: 1=Poor to 10=Excellent

17. This Facility is in need of: RMDL
*Remodeling = RMDL *Expansion = EXPN
*Remodel & Exp = RMEX *Replacement = RPLC

CALIFORNIA LIBRARY OUTLETS SURVEY 1997

M692

Placentia Dist.

Outlet Name: Placentia Library

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY.
WHERE THE DATA ON FILE IS CORRECT,
YOU MAY LEAVE THE UPDATE/
CORRECTIONS COLUMN BLANK.

	Data Currently On File	Update/Corrections For 1996/97
	100. 692	100. 692
	120. 0096.001	120. 0096.001
285. Population Served By Outlet.	285. 48,350	285. 48,600
286. Total Outlet Staff, in FTE.	286. 15.95	286. 12.5
287. Hours Open, Weekly.	287. 44	287. 39
288. Hours Open, Annually.	288. 2,208	288. 1,938
289. Total Number of Volumes Held by Outlet.	289. 147,968	289. 148,452
290. Total Annual Circulation by Outlet.	290. 249,903	290. 215,230
291. Total Outlet Operating Expenditure.	291. 994,000	291. 940,230
292. Year in which Outlet was Originally Built.	292. 1974	292. 1974
293. Year in which Outlet was Remodeled.	293.	293.
294. Size of Outlet, in sq. ft.	294. 28,800	294. 28,800
295. Number of Reader Seats in Outlet.	295. 152	295. 140
296. Days per week outlet is open to the public.	296. 0	296. 4.5
297. Staffed when open to public by at least 1 paid librarian & 1 paid clerical? (0 = No; 1 = Yes)	297. 0	297. 1
298. Housed in separate quarters? (0 = No; 1 = Yes)	298. 0	298. 0
299. Established schedule of hours for public service? (0 = No; 1 = Yes)	299. 0	299. 1

Type, above, ONLY
data that is different from
previous year's value.
If unchanged, you do not
need to type data for that
element, above.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Certification to Receive Funds from the Public Library Fund, 1997-98,
submitted to the State Library of California on November 17, 1997

DATE: November 18, 1997

BACKGROUND:

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 1998-89. It was mailed to the State Library on November 17, 1997.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

RECOMMENDATION:

Receive and File

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 1997-98

FILING DATE: December 1, 1997

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 282, Statutes of 1997, item 6120-221-001, Provision 1, "Notwithstanding any other provision of the law, for the 1997-98 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1997."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation) ,
 - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Construction Act (LSCA) funds
 - Appropriation or allocation for major capital improvements (see definition below, p.2)
6. Certification. Complete both entries. FY 1996-97 FY 1997-98
 - a. Local revenue appropriated (see para. 4 above) 933,000 1,045,696

(A 100% maintenance of effort has been authorized for the 1997-98 year)

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that data for the report are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1997-98.

Signature of Fiscal Officer Elizabeth D. Minter Date November 17, 1997

Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925, ext 203

Address 411 E. Chapman Avenue, Placentia, CA 92870

Mail to*: PUBLIC LIBRARY FUND, California State Library
ATTN: Cindy Tackett, Budget Office
P.O. Box 942837, Sacramento, CA 94237-0001.
(For Federal Express/hand delivery: 900 N Street, 3rd Floor, Sacramento, CA 95814)

***NOTE:** Due to the strict guidelines of the December 1 submission date, it is very important to prepare all correspondence and mailing labels with the above address. Failure to do so may jeopardize your certification form from reaching the Budget Office. Thank You.

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

© "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Review Library Revenue Issues and Discuss Feasibility of Library Parcel Tax ballot issue for November 1988 Election
DATE: November 18, 1997

1) cost figures for delinquent taxes of ballot
2) sufficient

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

No activity during this report period.

Trustee Pappas requested a discussion of the feasibility of sponsoring a Library Parcel Tax issue for the November 1988 General Election. The Election Calendar should be available from the City Clerk's Office by mid-December.

2. State Funds

No activity during this report period.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services.

→ Cost figures
→ Calculations

→ Get out a memo about what we are

RECOMMENDATION:

Discuss and give direction for future action.

Placents District

Murray Finkel → Seminar report.
Issue elects is hardest to win - lowest turnout elects.
Publisher appeal to the voters (front about potential)

→ Place ~~of~~ ~~the~~ ~~city~~
→ TV ~~has~~ ~~been~~ ~~used~~
→ has been



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review Policy Handbook, Section I, Item C: Board of Trustees Handbook,
Article III: Board Organization and Procedures
DATE: November 18, 1997

BACKGROUND:

At its Meeting on September 16, 1997 the Board requested that a review of the Board of Trustee Handbook, Article III be included on the November agenda.

Article III begins on page six of the attached copy of the Handbook.

RECOMMENDATION:

Review and Revise



1 PLACENTIA LIBRARY DISTRICT

2 MISSION STATEMENT

3 Adopted by the Library Board of Trustees

4 June 15, 1992

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

8
9 THE PURPOSE OF THE PLACENTIA LIBRARY

10 DISTRICT IS TO:

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

1 PLACENTIA LIBRARY DISTRICT
2 BOARD OF TRUSTEES
3 HANDBOOK
4

5
6 I. DEFINITION AND HISTORY
7

8 A. Definition of a Special District
9

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

20 B. History
21

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

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

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

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

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

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

4 C. Administration

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

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

12 II. BOARD MEMBERS ARE TRUSTEES

13 A. Qualification of Library Trustees

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

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

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

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

3

4 B. Authority

5

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

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

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

9 continued in the manner prescribed in the Education code.

10

11 C. Selection and Appointment

12

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

- 14
- 15 a. Elections shall be held biennially in the district on the same day as the school district election
- 16 as specified in Section 1111, in the odd number years.
- 17 b. The Trustees shall hold office for a term of four years beginning on the first day of July next
- 18 succeeding their appointment or election.

- 19
- 20 2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted
- 21 in three (3) conspicuous locations. Applications are available at the library director's office. The
- 22 Library Board will screen all applications and make an appointment. The Orange County Board of
- 23 Supervisors will be informed of the appointment. (Govt. Code 1780.)

24

25 D. Duties and Responsibilities

26

27 The duties and powers of boards of library trustees are set forth in the following section of the Education

28 Code of California: libraries in unincorporated towns and villages, Sections 27501-27665.

29

30 Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library

31 service, and for keeping the public informed of the library's policies services, and needs. The board has a

32 public relations responsibility to interpret the library to the community it serves.

33

34 The following duties and responsibilities are prescribed by law:

- 35
- 36 1. The board manages the affairs of the library district. (In practice, the board determines
- 37 policy, and delegates administration to the director.

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2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as its necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.
7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

- 1 1. Each trustee should attend library board meetings regularly and carry his full share of
2 responsibility. (Govt. Code 1770.)
3
- 4 2. All authority rests with a majority of the board. It must never be assumed by the president or
5 any other member or group of members.
6
- 7 3. After a policy or regulation has been adopted by a majority vote of the board, it should
8 receive the unanimous support of board members.
9
- 10 4. The board is responsible for adequate financial support of the library and for economical and
11 efficient use of funds.
12
- 13 5. The board should select a director who will merit and receive the confidence of the board as a
14 satisfactory administrator of the library.
15
- 16 6. Directives and recommendations to the director should emanate from a majority of the board
17 at a regular or duly called special meeting.
18
- 19 7. The director should attend board meetings except when his own salary or other conditions of
20 employment are being discussed.
21
- 22 8. Complaints from the public, staff grievances, and other problems should be taken up at a
23 regular or duly called special meeting of the board. They should not be handled by individual
24 board members.
25
- 26 9. News releases and other releases of information should be made by the director or a
27 designated board member. Confidential discussions of the board in executive session should
28 be respected.
29
- 30 10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act.
31 (Govt. Code 54950 to 54961.)
32

33 III. BOARD ORGANIZATION AND PROCEDURES

34
35 A. Officers
36

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

3
4 B. Duties of Officers
5

6 President—The president of the board shall preside at all meetings, appoint all committees, authorize
7 call for any special meetings, certify (with the secretary) all bills approved by the board, and generally
8 perform the duties of a presiding officer.

9 Secretary—The secretary shall authenticate the proceedings of each board meeting, write official
10 letters on behalf of the board, and file copies of such letters with the board's records. The secretary
11 shall perform the duties of president in his/her absence.

12 C. Meetings

13 The board of library trustees shall meet at least once a month at such time and place as may be decided by
14 the board. At the request of any three members, special meetings shall be called 24 hours notice, which
15 notice shall be written and delivered to all board members.

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

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

23 D. Duties of the Director

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

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

28 2. The director is in charge of library personnel, and handles such matters as staff appointments,
29 assignments of duties, service standards, promotions and transfers, approval of salary

1 increments in conformity with classification and pay plans, staff development and morale,
2 disciplinary actions, and any necessary dismissal of employees.

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

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

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

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

12 E. The Library Board and the Director

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

15 The board is in control:

16 1. It informs itself about general library objectives and makes plans for the management of the
17 library in the light of these objectives.

18 2. It establishes policies in regard to (a) finances, including the acquisition of funds; (b)
19 property; (c) library equipment and materials; (d) Personnel; (e) services, including rules and
20 regulations; and (f) public relations.

21 3. It selects and appoints a competent director in whom it has genuine confidence and to whom
22 it gives full support and encouragement.

23 F. Miscellaneous

24 1. Telephone credit cards are issued to each trustee for the purpose of carrying on library
25 business from home or office as required.

26 2. To encourage participation in library related activities; the district will reimburse expenses
27 incurred for travel, meals, lodging and conference fees. The library board can be requested to
28 give advance approval for reimbursement.

- 1
 - 2
 - 3
 - 4
3. Memberships for trustees in the California Library Association are paid for by the district. This will provide the trustees with periodicals and bulletins to keep them aware of library activities within the state.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Special District Risk Management Authority Proposed Joint Powers Authority (JPA) Amendment. The Board of Directors of SDRMA proposes to amend the Third Amended JPA, to which Placentia Library District is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.**

DATE: November 18, 1997

BACKGROUND:

The Board of Directors of the Special District Risk Management Authority is proposing several changes in the Joint Powers Authority Agreement governing the Agency.

Attachment A is a memo explaining the need for the changes.

Attachment B is the Agreement with changes noted.

Attachment C is the ballot.

RECOMMENDATION:

Approve and authorize signature by Secretary Evans

[Handwritten signature]





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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

Board of Directors

(President)
Ken Sonksen
Sanger-Del Rey CD
10575 East Butler
Sanger, CA 93657
(209) 875-7222

October 14, 1997

PROPOSED JPA AMENDMENT

(Vice-President)
Bruce Buel
McKinleyville CSD
P.O. Box 2037
McKinleyville, CA 95521
(707) 839-3251

The Board of Directors of SDRMA proposes to amend the Third Amended Joint Powers Agreement, to which your agency is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.

(Secretary)
Earl F. Sayre
Trinity County WD#1
P.O. Box 1152
Hayfork, CA 96041
(916) 628-5512

The specific amendments are included in the DRAFT of the attached Fourth Amended Joint Powers Agreement. The proposed additions are ***bold, underlined and in italics***, the deletions have a ~~strikeout~~.

Velasquez
20 Elk Grove Blvd.
Elk Grove, CA 95624
(916) 685-7069

Why amend the Third Amended JPA

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

From time to time, operational factors and other conditions require amending the JPA. The last time the JPA was amended was on July 1, 1993. SDRMA's Board of Directors believes the proposed changes will benefit our members by reducing operating costs, increasing our operating efficiency and improving our ability to respond to varying market conditions.

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

Summary of Proposed Amendments

Dewey L. Ausmus
North County CD
2640 Glenridge Rd.
Escondido, CA 92027
(760) 745-1781

- ***CSDA Annual Administrative Fee (Paragraph 6)***

This amendment is proposed to provide SDRMA the ability to annually negotiate with CSDA the percentage used to determine the administrative fee. Under the current JPA, the percentage is fixed at 1%, with the total amount of the fee not to exceed the sum of \$50,000, and not to be less than \$25,000 annually. By separate agreement, the CSDA Board of Directors has agreed to cap the fee at \$25,000 for the next three years.

Executive Director/
Risk Manager
James W. Towns, ARM

Proposed JPA Amendment
October 14, 1997

Page 2

- ***Board of Directors (Paragraph 4)***

This amendment proposes: 1) To reduce the number of CSDA appointed representatives on SDRMA's Board from two to one, 2) To require that the CSDA appointee is from an SDRMA member entity, and 3) To change the reimbursement of Board member expenses by providing that the reimbursement of expenses for CSDA's appointee be the responsibility of CSDA.

- ***Additional Additions/Deletions***

Additional changes contained throughout the JPA are proposed for editorial consistency or updating. The changes do not substantively change or modify the document.

What it takes to amend the JPA

The Third Amended JPA requires that the following be obtained before the JPA is amended:

- Two-thirds (2/3) of the members of SDRMA must approve the amendment by signing the appropriate document [enclosed]. At this writing, our membership totals 228. SDRMA must receive approval from at least 152 members before the proposed amendment can become effective; and
- The JPA requires CSDA's approval for amendments proposed to Paragraphs 4, 6, and 7. (On September 26, 1997, the CSDA Board approved the proposed revisions to those paragraphs).

If the required minimum number of membership approvals are received:

- The Board will amend the Bylaws accordingly; and
- SDRMA will send each member a "clean" copy of the Fourth Amended Joint Powers Agreement along with a notification of the effective date.

What to do

The SDRMA Board of Directors recommends and requests that each members' Board of Directors approve and then sign the enclosed Approval of Proposed JPA Amendment and return it to SDRMA, in the enclosed SASE, **by December 31, 1997.**

Proposed JPA Amendment
October 14, 1997

Page 3

If you have questions about this proposal, we urge you to call the SDRMA Executive Director/Risk Manager or one of the SDRMA Directors. All phone numbers appear on the first page of this letter.

In advance, thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Sonksen", with a long horizontal flourish extending to the right.

Ken Sonksen, President
SDRMA Board of Directors

Enclosure



SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

DRAFT

THIRD ~~FOURTH~~ AMENDED JOINT POWERS AGREEMENT

THIS AGREEMENT is made and entered into in the County of Sacramento, State of California, by and among various special districts organized and existing under the laws of the State of California, hereinafter collectively referred to as "districts" "members" and individually as "district," "member," who have or may hereafter sign this Joint Powers Agreement, and the Special District Risk Management Authority (hereinafter referred to alternatively as SDRMA or Authority).

RECITALS

WHEREAS California Government Code Section 6500 et seq. provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS California Government Code Section 990.4 provides that a local public entity may self-insure; purchase insurance through an authorized insurer; purchase insurance through a surplus line broker; or any combination thereof; and

WHEREAS California Government Code Section 990.8 provides that two or more local public entities, by a joint powers agreement, may provide insurance for any authorized purpose by any one or more of the methods specified in Section 990.4; and

WHEREAS each of the districts members which are parties to the agreement desire to join together with other districts members in order to collectively self-insure their losses and/or to jointly purchase insurance and administrative services in connection with a joint protection program for said districts members; and

WHEREAS the California Special Districts Association, hereinafter alternately referred to as CSDA, is a nonprofit corporation existing to assist and promote special districts and has been responsible for the original creation of SDRMA, and SDRMA and the California Special Districts Association (CSDA) contemplate a working relationship to the benefit of the special districts in the State of California; and

WHEREAS it is to the mutual advantage and in the best public interest of the parties to this Third Amended Joint Powers Agreement, or successor documents thereto, to establish this joint powers authority for the purposes stated herein.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

NOW, THEREFORE, for and in consideration of the execution of this agreement by other districts members, each of the parties hereto does hereby agree as follows:

- (1) **Purpose**: This ~~Third Amended~~ Joint Powers Agreement is entered into by districts members in order to jointly fund and develop programs to provide various joint protection programs for participating districts members, not including workers' compensation coverage. These programs shall be provided through collective self-insurance; the purchase of insurance coverages; or a combination thereof. These programs shall also seek to reduce the amount and frequency of losses, and to decrease the costs incurred by districts in the handling and litigation of claims. These purposes shall be accomplished through a joint exercise of powers by said districts members pursuant to the terms of this agreement. This joint powers authority shall be known as the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, hereinafter referred to as SDRMA.
- (2) **Designated Entity**: The community services district named in the Bylaws is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set fourth in California Government Code Section 6509.
- (3) **Term of Agreement**: ~~This agreement shall become effective when executed by districts having a combined annual premium for general liability and automobile liability coverages in excess of \$250,000. This agreement shall initially become effective as to each new member district upon:~~ 1). approval of the district's its membership by the Board of Directors of SDRMA, 2). the execution of this Third Amended joint powers agreement by the district member, and 3) by SDRMA, and upon payment by district the member, to SDRMA, of its initial deposit for coverage by SDRMA. When effective, This agreement shall continue thereafter until terminated as hereinafter provided. Any subsequent amendments to the Joint Powers Agreement shall be in accordance with Paragraph 11 of this agreement.
- (4) **Board of Directors**: The powers of the Authority shall be exercised through a Board of Directors which shall be composed of two one members appointed by the Board of Directors of the CSDA California Special Districts Association and five members elected by the districts SDRMA member entities who have executed the current operative this Third Amended Joint Powers Agreement and are participating in one of the joint protection program(s) offered by SDRMA. The CSDA appointee to the SDRMA Board of Directors shall be from an SDRMA member entity that has executed the current operative Joint Powers Agreement and is participating in the joint protection program(s) offered by SDRMA. Each member of the Board of Directors shall have one vote. Reimbursement of Director expenses shall be pursuant to the Bylaws and approved SDRMA policy(ies). The Board of Directors shall have the authority to conduct all of the business of this joint powers authority under the provisions of this ~~Third Amended~~ Joint Powers Agreement and the Bylaws and pursuant to law.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

SDRMA shall appoint one Director to serve as a member of the CSDA Board of Directors.
~~The That appointee may be the President of the SDRMA Board of Directors, or any other Board member selected by the SDRMA Board, other than a CSDA Board appointee, shall be a member of the CSDA Board of Directors.~~

- (5) **Authority Powers:** Authority shall have all of the powers common to districts and all of the powers granted by the joint powers provisions of the Government Code of the State of California. Authority is hereby authorized to do all acts necessary for the exercise of said common powers and the powers granted by said code sections including but not limited to any or all of the following:
- (a) To make and enter into contracts.
 - (b) To employ agents and employees, and/or to contract for such services.
 - (c) To incur debts, liabilities, and obligations.
 - (d) To acquire, hold, or dispose of property.
 - (e) To receive contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and governmental entities.
 - (f) To sue and be sued in its own name.
 - (g) To exercise all powers necessary and proper to carry out the terms and provisions of this agreement or otherwise authorized by law.
- (6) ~~Administrative Services Annual Service Fee: Pursuant to California Government Code Section 6506, CSDA shall provide all administrative services to SDRMA under the direction of the Board of Directors of SDRMA, on a continuing basis, in exchange for which SDRMA shall pay to CSDA 1% (one percent) a percentage of net annual premiums (gross premiums less refunds and reinsurance costs), not to exceed the sum of \$50,000 (fifty thousand dollars) per program year and not to be less than \$25,000 (twenty-five thousand dollars) per program year. The percentage of net annual premium payable to CSDA and the services provided by CSDA to SDRMA will be established and agreed upon from time to time by the Board of Directors of SDRMA and the California Special Districts Association, and such percentage and services shall be approved through a separate agreement. CSDA and SDRMA may from time to time exchange other services pursuant to California Government Code Section 6506. plus actual costs of staff salaries and benefits and a prorata share of rent and other overhead items allocable to SDRMA. Should CSDA refuse or be unable to provide the services referred to herein, said sums shall not be paid or payable to CSDA. The administrative services provided by CSDA referred to herein shall be provided in the CSDA central State-wide office as of a date no later than June 30, 1990.~~
- (7) **Membership:** Each district member which is a party to this agreement must be a district public entity which is duly organized and existing under the laws of the State of California or a joint powers agency; be a member in good standing of the California Special Districts Association;

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

and must be approved for participation in SDRMA in the manner provided by the Bylaws.

- (8) **Administration of Program:** SDRMA shall be administered pursuant to the terms of this agreement and pursuant to the Bylaws of SDRMA, a copy of which is attached hereto marked Exhibit A and made a part hereof. Each party to this agreement by the execution hereof agrees to be bound by and to comply with all of the terms and conditions of this agreement and of said Bylaws as they now exist or may hereafter be amended. The Special District Risk Management Authority (SDRMA) shall operate and conduct its business affairs pursuant to the terms of this agreement and said Bylaws.
- (9) **Withdrawal or Involuntary Termination:** Any participating member district may voluntarily withdraw from any particular joint protection program at the end of any coverage year of participation, if the following conditions are met:
- (a) The member district has given not less than ninety (90) days' advance written notice of withdrawal to the Board of Directors of the Authority, prior to the end of the coverage year; and either
 - (c)(b) The member entity, if it became a member on or after the March 1, 1990, effective date of this provision, shall have participated in the Package Program for not less than three full program years as of the date of the proposed withdrawal, or
 - (b)(c) The member entity either was a member of the Authority on prior to the ~~effective date of this provision~~ March 1, 1990. or

In the event said notice is not provided, and/or the three-year participation has not been met, any such participating member district shall be obligated to pay any and all contributions, premiums and assessments for the next full coverage year, and for any portion of the three full years for which the district member has not already paid. A district member may be involuntarily terminated as provided in the Bylaws.

- (10) **Termination of SDRMA:** SDRMA may be terminated at any time upon the agreement of two-thirds of the then-member districts member entities then party to this agreement. In the event of its termination, SDRMA shall pay to the then-members districts their prorata share of the assets of SDRMA pursuant to the provisions of the Bylaws.
- (11) **Amendments:** This agreement may be amended by an amendment in writing signed by two-thirds of the districts members then parties to this agreement. Amendments to Paragraphs (4) and/or (6) and/or (7) must also be approved by the Board of Directors of CSDA. The Bylaws may be amended as provided for therein. Upon signature of any amendment by two-thirds of the members districts, any member district failing or refusing to concur in any amendment may be involuntarily terminated as a party to this agreement as provided in the Bylaws.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

- (12) **Parties to Agreement:** Each district *member* which has signed this agreement certifies that it intends to and does contract with SDRMA and with all other districts *members* who have signed this agreement, and, in addition, with each district *member* which may later be added as a party and may sign this agreement. Each district *member* which has or may hereafter sign this agreement also certifies that the deletion of any district *member* from this agreement by voluntary withdrawal, involuntary termination, or otherwise, shall not affect this agreement nor each district's *member's* intent to contract as described above with the then-remaining districts *members*.
- (13) **Enforcement:** SDRMA is hereby granted authority to enforce this agreement. In the event action is instituted to enforce the terms of this agreement, the Bylaws and/or any policies and/or procedures of the Board of Directors against any district *member* which signed this agreement, such district *member* agrees to pay such sums as the court may fix as attorney fees and costs in said action.
- (14) **Non-liability of CSDA:** Nothing in this agreement or in the Bylaws adopted pursuant hereto shall be construed as imposing liability upon the California Special Districts Association, or any director, officer, or employee thereof, for the payment of any claim insured against by SDRMA, the sole recourse of claimants being against the funds of participating districts *members* paid into SDRMA for the payment of such claim. Pursuant to Government Code Section 6508.1, the debts, liabilities, and obligations of the California Special Districts Association shall not be debts, liabilities, or obligations of SDRMA or of any district *member* that is a participating district *member* in any program of SDRMA.
- (15) **Non-liability of Directors, Officers and Employees:** The members of the Board of Directors, and the officers, agents, and employees of SDRMA shall not be liable to SDRMA, to any participating member district, or to any other person, for actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder; for any action taken or omitted by any agent, employee, or independent contractor; for loss incurred through the investment or failure to invest funds; or for loss attributable to any failure or omission to procure or maintain insurance; except in the event of fraud, gross negligence, or intentional misconduct of such director, officer, agent, or employee. No director, officer, agent, or employee shall be liable for any action taken or omitted by any other director, officer, agent, or employee. SDRMA shall defend and shall indemnify and hold harmless its directors, officers, agents, and employees from any and all claims, demands, causes of action, and damages arising out of their performance of their duties as such directors, officers, agents, or employees of SDRMA except in the event of fraud, gross negligence, or intentional misconduct, and the funds of SDRMA shall be used for such purpose. SDRMA may purchase conventional insurance to protect SDRMA, and its participating members districts, against any such acts or omissions by its directors, officers, agents, and employees.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

(16) Counterparts: This agreement may be executed in one or more counterparts and shall be as fully effective as though executed in one document.

(17) Supercedes: This Agreement supercedes and replaces the Third Amended Joint Powers Agreement.

* * * * *

Acknowledgement:

President, Board of Directors
Special District Risk Management Authority

Date

DRAFT

Approved (as to the provisions of Paragraphs 4, 6 and 7):

President, Board of Directors
California Special Districts Association

Date

I hereby certify this Fourth Amended Joint Powers Agreement has also received the required approval of not less than 2/3 of the member entities then parties to the Third Amended Joint Powers Agreement.

James W. Towns, Executive Director

Date

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

EXECUTION BY DISTRICT MEMBER ENTITY

The ~~Third Amended~~ Joint Powers Agreement of the Special District Risk Management Authority, has been approved by the Board of Directors of the Member Entity District listed below, on the date shown, and said District Member Entity agrees to be subject to all of the terms and conditions set fourth in said Agreement.

_____ District Entity Name

By _____ President

By _____ Clerk

Date: _____

EXECUTION BY AUTHORITY

The Special District Risk Management Authority (SDRMA), operating and functioning pursuant to this Joint Powers Agreement, the joint powers authority created by the foregoing ~~Third Amended Joint Powers Agreement~~, hereby executes this Agreement and accepts the district entity named above as a participating member district in SDRMA, subject to all of the terms and conditions set forth in the ~~Third Amended Joint Powers Agreement~~ and in the Bylaws, effective on as of _____
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

By _____
President, Board of Directors

Date: _____

DRAFT



SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Approval of Proposed JPA Amendment

The member named below has approved the Fourth Amended Joint Powers Agreement. It is understood that the amendment will become effective when one hundred fifty-two (152) of the members as of October 1, 1997, have approved the Amendment.

Approved this _____ day of _____, 199__ by the Board of the Member named below.

Member Name: _____

Signature: _____

Title: _____



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

November 21, 1997

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

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

Dear Bob;

At its meeting on November 18, 1997 the Library Board of Trustees authorized Placentia Library District to participate in the engineering study being arranged by the City to evaluate the seismic reinforcement needs of City facilities.

This approval is conditional on the cost of the Library's portion of the study not exceeding \$8,500. It is our understanding that the City realizes that some or all of the Library's payment of its share may need to be made in Fiscal Year 1998-99.

Please let me know what the estimated cost will be as soon as that information is available to City staff.

Please extend our appreciation to City Administrative Coordinator John Fraser for attending the Board Meeting to explain the scope and potential costs of this project.

Sincerely,

Elizabeth D. Minter
Library Director

C: John Fraser
Chris Becker

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Discussion of Seismic Reinforcement Project of the City of Placentia with presentation by Administrative Coordinator John Fraser.
DATE: November 18, 1997

BACKGROUND:

The City of Placentia is coordinating a seismic reinforcement study for the Civic Center buildings and City properties at other locations.

The Library will need to notify the City Public Works Department if it is interested in participating in this project. City Administrative Coordinator John Fraser will make a presentation to the Board at the meeting. He will be able to give the Board an estimate of the various costs involved in this project.

The City Manager has agreed that this will not affect the Library's budget until Fiscal Year 1998-1999.

Attachment A is a memo from City Administrator D'Amato explaining the project.

RECOMMENDATION:

Determine Level of District's Participation

MEMORANDUM

City of Placentia

TO: ✓ Elizabeth Minter, Director, Placentia Library
FROM: Robert D'Amato, City Administrator
DATE: October 21, 1997
SUBJECT: STATUS OF SEISMIC REINFORCEMENT PROJECTS

On October 7, 1997, at their regular scheduled meeting, the Placentia City Council approved Resolution No. 97-R-150, authorizing the appropriation of \$60,000 for an engineering firm to provide structural evaluations on several Placentia facilities involved in the City's seismic reinforcement grant applications. The Placentia Library is one of the facilities included.

City staff is currently establishing meeting dates with an engineering firm in order to contract with the firm for their services.

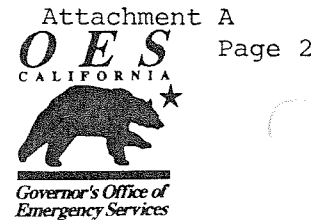
If the Placentia Library District wishes to include the Placentia Library in the seismic evaluations of the various City facilities, the Public Works Department will need this verification in writing as soon as possible. Please direct this correspondence to Chris Becker, Director of Public Works. Please also note that the Library District Board members have reviewed the attached letter, dated September 4, 1997, from Andrew Petrow of the Governor's Office of Emergency Services (OES), and that they concur with the contents of the letter.

In essence, the OES is requesting a structural evaluation of the Library prior to further consideration of funding for seismic reinforcement of the facility by the Federal Emergency Management Agency (FEMA). There is no guarantee that funding by FEMA will be granted upon review of the evaluation; however, the project will probably not receive consideration for funding without the study. If funding is ultimately approved by FEMA, it will be allocated based on 25% matching funds by the Library (75% by FEMA).

Please understand that if the Library District wishes to proceed with this project, they will be responsible for the costs of the seismic evaluation of the Library; regardless of whether or not funding is approved for the project by FEMA. If funding is approved, reimbursement will likely be provided by FEMA for the engineer's evaluation. This reimbursement would again be based on a 75%-25% formula after determination by FEMA of the total amount of engineering fees to be reimbursed.

If you have any questions or comments regarding this matter, please contact Administrative Coordinator John Fraser at 993-8117. Thank you.

cc: Director of Public Works
Director of Administrative Services
Administrative Coordinator

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DISASTER FIELD OFFICEHazard Mitigation
74 N. Pasadena Avenue, West Annex, Eighth Floor
Pasadena, California 91103-3678
(626) 431-3001 FAX (626) 431-3800

September 4, 1997

Mr. John Fraser
City of Placentia
401 East Chapman Avenue
Placentia, California 92670

Dear Mr. Fraser:

SUBJECT: SEISMIC RETROFIT OF PLACENTIA LIBRARY
(FEMA-DR-1008-3304-CA)

After a technical review regarding the above-referenced Hazard Mitigation Grant Program (HMGP) application, the Governor's Office of Emergency Services (OES) is recommending a structural evaluation (Phase I) of the facility. The Federal Emergency Management Agency (FEMA) and OES are considering to allocate five percent of your total HMGP request to fund structural evaluations on this facility. Based on the results of the evaluation, OES will work with the City of Placentia to identify an eligible scope of work for the seismic bracing project (Phase II).

A copy of the Structural Evaluation Outline is enclosed for your guidance. Please follow this outline when establishing the elements to be covered by the structural analysis. If the evaluation work exceeds the five percent allocation, OES would evaluate and process supplemental funding for any eligible cost incurred in the performance of this work. Please also note that the structural evaluation phase would be subject to HMGP matching funds requirement of twenty five percent. Also, please be aware that any project submitted to the HMGP must go through an environmental review prior to the start of actual construction.

If the City of Placentia is interested in conducting a structural evaluation of the substations, please respond in writing by **September 5, 1997**. For any questions regarding this letter, please contact me or Fernando Castro at (626) 431-3003.

Sincerely,

A handwritten signature in black ink, appearing to read "AP", written over a circular stamp.

ANDREW PETROW
Hazard Mitigation Program ManagerEnclosure
AP/nmtt

SAMPLE

Scope of Work Phase I - Structural Evaluation

Perform a seismic evaluation of the (Name of Facility) to:

1. provide a complete description of the facility to include area, number of stories, construction materials, and age of the structure (any structure 50 years of age or older will require historic review), if appropriate, asbestos removal or removal of other potentially harmful contaminants (these conditions will precipitate an environmental review prior to phase II obligation), note any known environmental concerns with the proposed work;
2. determine and list the specific structural elements which require strengthening;
3. determine the most cost-effective method of strengthening the building;
4. determine and list the elements and/or portions of the structure which the code requires to be upgraded because of the structural work being proposed;
5. develop a line item cost estimate for the strengthening work to include construction costs and all appropriate soft costs;
6. discuss the alternative solutions which were considered and why these alternatives were not chosen; and
7. determine the vulnerability of the facility should the strengthening work not be done.

Budget Phase I - Structural Evaluation

Note: The budget for this phase should consist of the costs for an engineer or architect to perform the work outlined in the scope. This budget should include appropriate line items for the study work and management of the contract.

Synopsis of City Application Process for Seismic Reinforcement Grants

1008 Hazard Mitigation Grant Program (HMGP)

- Mitigation program in response to effects of 1994 Northridge Earthquake; 1008 is the FEMA identification number assigned to the Northridge Earthquake. The HMGP is administered by the Governor's Office of Emergency Services (OES), with funding from the Federal Emergency Management Agency (FEMA).
- In September, 1995, the City submitted an application to OES for the HMGP, which included the following structures:
 - 1) Civic Center (City Hall and Police Station)
 - 2) Placentia Library
 - 3) City Corporation Yard
 - 4) Fire Station #34 * (Valencia Ave.)
 - 5) Fire Station #35 * (Bradford Ave.)
 - 6) Koch Park Center **

Based on a combination of importance to the community in an emergency, and need of seismic upgrades, the Fire Stations were/are considered highest priority.

* These fire stations are owned by the City, and leased to the Orange County Fire Authority (OCFA).

** At the time, Koch Park was considered an alternate Emergency Operations Center (EOC) for the City; it longer has this designation, and is no longer under consideration for funding.

- The HMGP is a 75%-25% match of grant funds for seismic reinforcement construction costs. This match is FEMA (75%) and applicants (25%).

Initial Estimates

- The initial application to OES for the six (6) structures was for \$410,000; with a \$102,500 match by the City, including the Library District's portion.
- The amount estimated for seismic reinforcement of the Library was **\$40,000**; including reinforcement of moderate roof-to-ceiling connections, bracing of the T-bar ceilings, and repairs of minor cracking to masonry walls.

State Department of General Services

- The City also submitted an application to the State Department of General Services Seismic Reinforcement Program in January, 1997; application for upgrades to the Fire Stations. This process (also 75% - 25% funding match) has been much faster than FEMA; approximately \$178,000 awarded to the City through this program to upgrade the Fire Stations.

*defunct
moderate*

Current Status

- FEMA/OES:
 - a) City's requests for funding to upgrade the Civic Center and Fire Stations were denied; decisions are being appealed by the City;
 - b) FEMA also requesting Phase I engineering evaluations for the City Corp. Yard and for the **Library**, before making any further decisions on these facilities.
- Dept. of Gen. Services

Phase I engineering studies must also be provided to the State Dept. of General Services for the Fire Stations.

- In October, the City Council appropriated funding to (approximately) cover the costs of the engineering studies for both the FEMA and State programs.
- On December 2, Council is being requested to award the engineering contract to the Orange County firm *EQE International*. This firm is well known by OES, and has worked on numerous seismic reinforcement-related projects with them in the past.

Library Decision

- To appropriate funding for the engineering study and seismic-related construction costs for the Library. The engineering study will determine the accuracy of the initial scope and costs of work for the Library.

Funding Reimbursement

- Reimbursement is available from FEMA for certain costs associated with the engineering studies. General rule for reimbursement of engineering work is that OES will recommend 5% of the initial estimate to FEMA; FEMA may then cover 75% of that figure.

Examples: Initial estimate for seismic reinforcement to the **City Corp. Yard** was \$75,000; 5% of this figure is \$3,750 (rounded off to \$3,748). 75% of \$3,748, or \$2,811, is the amount of the engineering costs that will be covered for this structure.

As noted, the initial estimate for seismic upgrades to the **Library** was \$40,000. 5% of that figure is \$2,000, and 75% of that is \$1,500.

Potential Library Costs

- When the City receives the Phase I engineering evaluations, FEMA will cover \$1,500 of the costs associated with the **evaluation of the Library**. As noted, FEMA will also cover 75% of the actual reinforcement **construction costs** for the Library.

Library construction funds
↓

Potential Total Library Cost Scenario

- If, in fact, the City's initial estimate in the HMGP application was on target for seismic repairs to the Library at \$40,000; and, the engineering costs associated with the Library run \$7,500.

The Library would be responsible for \$5,000 in engineering costs, and \$10,000 in actual construction costs.

Under this scenario, the Library would ultimately appropriate **\$15,000**. This would be for **\$47,500** worth of combined construction and engineering costs.

Again, this is **hypothetical**, and the actual costs projected for the project will not be determined until engineering studies are performed on the structures involved in the City's applications.

Contact:

John Fraser
City Administrative Coordinator
(714) 993-8117

Rob/Roy

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: November 18, 1997

SUBJECT: Program Committee Report for the Months of September and October 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	SEPTEMBER 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	16
<i>CHILDREN'S SERVICES</i>		
Class Visits	4	128

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	OCTOBER 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Tutor Training	4	15
Citizenship exam	1	16
<i>CHILDREN'S SERVICES</i>		
Class visits	12	376
Lapsits	4	63
2-3 Storytime	4	86
4-6 Storytime	8	115



TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian *OMS*
 DATE: November 18, 1997
 SUBJECT: September and October activities in the Children's Department

Programming- There were no storytimes in September. Storytimes began again in October. Programming has been extended to include a storytime for 2 – 3 year olds, and a lapsit for under 2's and their caregivers. Both of the new programs have been very successful. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	ATTENDANCE
Lapsits for under 2 years	4	31 children / 32 adults
2 – 3 year old storytimes	4	52 children / 34 adults
4 – 6 year old storytimes	8	94 children / 21 adults
TOTALS	16	177 children / 87 adults



Class visits- Four classes with a total of 128 students visited the Library in September. In October, class visits from local schools remained high. As well as elementary schools, class tours have included private schools and middle schools. 12 classes visited the library in October, with a total of 376 children receiving instruction and help with library services.

Library card sign-up month- September was library card sign-up month. Lassie was this year's spokes dog with a theme of "A library card is a good friend, too." 72 Children signed-up for library cards. Of those 72, 20 names were chosen to receive a paperback book.

Teen Volunteers- In recognition of all the hard work teen volunteers did for the children's department this summer, the 20 volunteers who contributed at least 10 hours each were given certificates of recognition. These certificates were presented during the September Friends Board Meeting. While all 20 volunteers were invited only 3, Jisoo Baek, Jina Lim, and Tricia Um, were able to attend.

Heritage Day Parade- Once again the library was involved in the Heritage Day Parade. The Children's Librarian and four teen volunteers dressed up as assorted children's literary characters. Several teen volunteers from the Summer Reading Program rode on the fire truck that was part of the library's grouping in the parade. Once again the Library's participation in the parade was a big hit with children and adults along the parade route. This year the Library won the first place trophy for novelty.

School/Community Outreach- The Children's Librarian attended Family Reading Night at Morse Elementary School. Sponsored by the PTA, this event is geared towards helping parents to acquire the skills and self-confidence needed to make reading at home with their children a reality. The Librarian created a bibliography for the parents, and read stories to some of the attending children. This gave the observing parents the opportunity to "see how it is done".



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: November 18, 1997
SUBJECT: **Publicity materials produced for September and October 1997**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. September & October quotes.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. El Dorador Drama Students putting on play at Library.
8. Friends of Placentia Library bookstore and on going sale in lobby.
9. Storytime for children.
10. Holiday closing.

Newspaper articles published:

1. Babes in Bookland.
2. Marie Schmidt, longtime historian retires.
3. Betty Escobosa retires.
4. City of Placentia information.
5. Orchid Species Society Annual Auction to be held at Placentia Library.
6. Placentia's 'Eiffel Tower' becomes historic site No. 10.
7. Libraries start riding online wave.
8. \$3.82 billion county budget up \$90 million over last year.
9. It's far too soon to stamp success on private libraries.
10. Beyond bun hair: The New World of the Librarian.

Library and Teacher Newsletter:

Attached are copies of the Library Newsletter that will appear in the Winter Placentia Quarterly. Also attached are copies of the Information for Teachers newsletter distributed to all Placentia Elementary School teachers in September.

Every Child a Library Card Month:

Attached flyer, *Make Friends with Books*, was distributed to all public school children in Placentia.

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Placentia News
Weekly OCT 30 1997

BABES IN BOOKLAND

Placentia library
launches storytime
for babies, tots

By Vivianne Wightman
Placentia News-Times

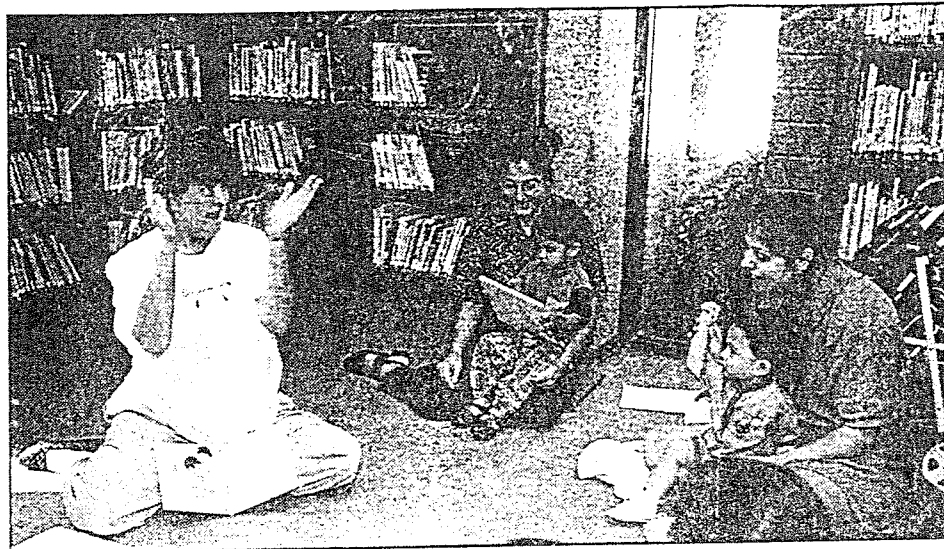
Tiny Sohan Sadam of Placentia could hardly control his excitement as he jumped off his mother's lap and onto the floor.

Swaying from side to side, the 16-month-old at the Placentia Library wobbled on his pudgy legs and almost fell over as he exaggeratedly nodded his head "No."

Sohan was one of a half dozen babies who along with their parents mimicked teacher Missus Spintales — Donna Bass of Placentia — as she demonstrated the storyline of a book during the library's free lapsit storytime program by shaking her finger "No."

Getting parents and their children 2 and under excited about learning and reading is the pilot program's focus.

Children's Librarian Cerise Smith said the program stresses



STORYTIME:
Donna Bass, of Placentia, demonstrates the storyline of a book during the library's free lapsit storytime program.

Starr Buck
Placentia News-Times

the importance of involving children in reading and learning.

"As the little saying goes, 'You start talking to your baby when the baby's born, so why wait until a certain age to read the baby a book?'" she said. "You can read a book to them because it's just like talking with a prop."

Parents or caregivers and their babies spend 30 minutes once a week listening to stories,

finger playing, singing songs and telling poems with the help of Bass. The program is held at 10:30 a.m. Thursdays, and will continue through Nov. 20.

Grandparent Ginger McCormack brought her 14-month-old granddaughter, Hailey Anderson of Placentia, to the program.

"I think libraries are an important part of learning," she said. "If children can start feeling

STORYTIME CORNER SCHEDULE

- No registration required
- ▶ **AGES 2 TO 3:** Wednesdays, 6:30 p.m. to 7 p.m., ends Nov. 26
- ▶ **AGES 4 TO 6:** Tuesdays, 6:30 p.m. to 7 p.m., Thursdays 3:30 p.m. to 4 p.m., ends Nov. 25
- ▶ **LAPSIT STORIES:** Prewalkers and walkers age 2 and under, Thursdays 10:30 a.m. to 11 a.m. Nov. 20

comfortable now, they'll have no problems later."

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O.C. Business Journal
Weekly

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City hall: 401 E. Chapman Ave. 92870
Phone/Fax: 993-8281; 961-0283
E-mail/Website: placadmin@earthlink.net;
<http://www.placentia.org>
Norman Z. Eckenrode, mayor
E.D. contact: Joyce Rosenthal 993-8124
Chamber contact: Carol Gallo 528-1873
Tourism contact: Joyce Rosenthal 993-8124
Incorporation: 1926
Population: 45,550
Projected for 2000: 48,001
Area: 6.6 square miles
Park acreage: 108.8
Total housing units: 14,610
Unemployment rate: 3%
Largest businesses: The Hartwell Corp.,
Placentia-Yorba Linda Unified School District;
Placentia-Linda Community Hospital
Landmarks: Placentia Water Tower
Tourist attractions: Placita Santa Fe
Yearly events: Heritage Day Parade, Festival of Arts and Cultures

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Placentia News
Weekly

OCT 3 0 1997

337 A Pleasant APLACE

A Pleasant Place is devoted to two pieces of good news each week. If you have any ideas or items, call 704-3704 or fax them to Placentia News-Times, 704-3714.

Longterm historian retires from committee

Marie Schmidt has spent 11 years preserving Placentia's rich history through her actions on the Placentia Historical Committee.

At last week's City Council meeting, the 31-year Placentia resident left her mark in the city's history books with her retirement from the nine-member committee.



MARIE SCHMIDT

"I'm kind of tired," said Schmidt, who represents the last of the original members remaining on the committee. "I'm glad to retire. I'll pull my finger out slowly though because I'd like to finish the projects I've started. I feel like I have more to give because I have been on the committee so long."

Schmidt said she's still going to work on getting more plaques placed on historical sites in the city, sort through and file historic photographs in the Placentia Library, and lend insight on the city's projects and history to new members.

Schmidt hopes to continue attending meetings on the second Thursday of every other month as an emeritus member, meaning she will take more of a back seat role on the committee as a non-voting member.

"I love this little town," said Schmidt, a mother of eight. "I like being a part of the city's history. I'm glad that I contributed to something I love — Placentia."

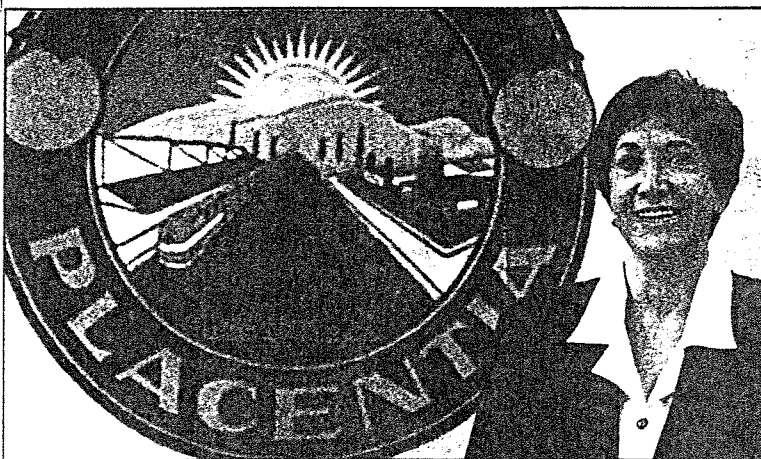
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Excelsior
Weekly

SEP 3 1997

23 años de servir a la comunidad



BETTY ESCOBOSA, directora del Departamento de Servicios Humanos de la Ciudad de Placentia, se retira después de 23 años de servicio a la comunidad a los más necesitados.

(to: Bruce Chambers)

GARDEN CALENDAR

³³²
All telephone numbers are 714 unless otherwise indicated.

THIS WEEKEND

► **The Culture and Care of Bromeliads:** 9:30-11 a.m. today. Robert Kopfstein will discuss growing and propagating bromeliads. Free. Sherman Library and Gardens, 2647 East Coast Highway, Corona del Mar. 673-2261.

► **Orange County Geranium Society:** 10 a.m. noon, today. East Anaheim Christian Church, 2216 E. South St., Anaheim. 637-6126.

► **Grow and Study Gesneriad Club:** 10 a.m. today. Savings and Loan, 1805 W. Orangethorpe Ave., Fullerton. 548-4713.

► **Plant Sale:** 10 a.m.-3 p.m. Saturdays through Sept. 27. Fern and Shade Plant Study Group: 1-3 p.m. today. Janet Keyes will speak on "Growing Ferns in Terrariums." UCI Arboretum, Jamboree Road and Campus Drive, Irvine. 824-5833.

► **Southern California Orchid Species Society Annual Auction:** 1 p.m. Sunday. Placentia Public Library, 411 E. Chapman Ave., Placentia. 996-1155.

► **The Long Beach Herb Society:** 2 p.m. Sunday. Unitarian Church on

Atherton, a half-block west of Bellflower. 827-6488 or (310) 438-1073.

► **Autumn Desert Exploration:** 2 p.m. Sunday. Grasscycling and Waterwise Gardening Workshop: 2-4 p.m. Sunday, Home Learning Center. The Arboretum of Los Angeles County, 301 N. Baldwin Ave., Arcadia. General admission: adults, \$5; seniors and students, \$3; ages 5-12, \$1. (626) 821-3222.

THIS WEEK

► **The Horticulture Society of Orange County:** 7:30 p.m. Tuesday. East Anaheim Christian Church, 216 East South St., Anaheim. 870-1831.

► **Tustana African Violet Society:** 7 p.m. Tuesday. The Zion Christian Center, 710 South Cambridge St., Orange. 548-4713.

► **Gardening Club For Adults:** 9-10 a.m. Tuesdays and Thursdays. Southwest Senior Center, 2201 W. McFadden Ave., Santa Ana. 647-5306.

► **Tea and Tour:** Private group garden tours, 10:30-11:15, Tuesdays and Wednesdays through May. \$24. Reservations required. The Huntington Library, Art Collections and Botanical Gardens, 1151 Oxford Road, San Marino. (626) 405-2126.

► **Saddleback Valley Bromeliad Society Meeting:** 7 p.m. Wednesday. Glendale Federal Bank, 24221 Calle de la Louisa, Laguna Hills. 640-7911.

► **The California Organic Gardening Club:** 7:30 p.m., Thursday. "Soil Building" presented by Gisele Schoniger. Faith United Church of Christ, 9621 Bixby, Garden Grove. 892-0875.

► **The California Native Plant Society:** 7 p.m. Thursday. Speakers are Celia Kutcher and Dan Songster, "More About Native Plants That Look Great and Do Well In The Garden," Irvine Ranch Water District Headquarters, 15600 Sand Canyon Ave., Irvine. Free.

► **Canyon Crest Garden Club:** 9-9:30 a.m., plant boutique; 9:30 a.m., program with Melody Kobre demonstrating the art of Ikebana, "Creating Beauty Shares Joy," Friday, 22300 Canyon Crest Drive, Mission Viejo. 589-6337.

► **Los Angeles International Fern Society meeting:** 7:30 p.m. Friday. "Growing Ferns in Southern California," Lecture Hall, The Arboretum of Los Angeles County, 301 N. Baldwin Ave., Arcadia. Free. (310) 698-7696. (818) 441-3148.

Daily
SEP 3 1997

Placentia's 'Eiffel Tower' becomes historic site No. 10

³³²
LANDMARK: The city's tallest structure has been a cornerstone of tradition for 62 years.

By **VIVIANNE WIGHTMAN**
The Orange County Register

PLACENTIA — High school students bound by local tradition often challenged one another to climb the looming water tower at the edge of historic downtown.

Some made it to the top of the 117-foot tower and escaped the label of "chicken." Placentia native Tony Rangel, 66, etched his name up there, along with other Valencia High School seniors, in 1947.

Others called the 62-year-old tower — nicknamed "Placentia's

Eiffel Tower" by local history buffs and glowing with lights — a beacon.

Placentia's tallest and most striking landmark hit a new milestone Saturday at the city's Heritage Day Festival as community dignitaries dedicated historic site No. 10 — the water tower.

Built by the same company that constructed the St. Louis Arch and the Crystal Cathedral — Pitt-Des Moines Inc. — the tower symbolizes a cornerstone of tradition for longtime residents.

"I remember traveling abroad as a college student during my deepest, darkest times," said John Walcek, historical committee president and a 30-year Placentia resident. "I wanted to find my roots, my home. And, to me, this is the most home I've ever

known. I saw the water tower and knew this was the end of the rainbow — home."

The sturdy, carbon-steel tower has stored no water in its 50,000-gallon tank since 1993, two years after city officials voted to designate the then faded green and orange tower, painted to blend in with the city's early landscape of orange groves, a historical landmark.

Last year, Southern California Water Co. built a gate to keep climbers off and cleaned and repainted the company-owned tower at a cost of \$35,000.

Having serviced 2,000 customers, mostly farmers, in its infancy, the water tower would be capable today of storing "barely enough water to service the block the tower is located on," water-company Superintendent Autumn Humphrey said.

LIBRARIES START RIDING ONLINE WAVE

TECHNOLOGY: A rollout of digital systems begins statewide, but books still have their place.

By **KIMBERLY KINDY**
The Orange County Register

Justin Lam understands that some students and professors have a love affair with the musty books and tattered journals they glean from UCI's libraries. He's just not one of them.

He wants to press a button and

have all his research information scroll across his computer screen at home.

"I'd never leave my dorm room," Lam said. "I'd love that."

Such a digital future is nearly here. For a decade, information addicts have eagerly awaited the

promised "library without walls," but progress has been slow. That is, until now.

When students return from their winter breaks, the University of California system plans to have the full text of up to 1,000 journals available online. The offerings should double each year.

Big plans also are under way for California State University campuses. A \$336 million private-public partnership is being hammered out. It's expected to be approved in January among the university, GTU, Fujitsu Business Communication

Please see **LIBRARY** Page 7

LIBRARY

FROM 1

Systems, Microsoft Corp. and Hughes Global Services. The partnership would provide the computers, cables and other equipment necessary to link all 22 campuses online.

The state's public library system also is financing a pilot project that will begin next year to unite about 20 law, medical and university libraries. It will serve as a model for the ultimate plan: linking all the state's 8,000 public and private libraries online within the next decade. Legislation that would provide the \$5 million start-up fee and clear legal hurdles for the project will be considered this spring.

"What we are asking for is permission to digitize things upon request," said Barbara Will, head of the state library's digital project.

"If someone asks for material that's not already available in digital form, we would feed pages into a scanner that digitizes the words and images. Then it appears on someone's computer screen at home. It's like a Xerox machine."

Students, professors and library card-holders would use passwords to gain access to documents, depending on the restrictions each library holds with the information's publisher.

Current copyright laws don't address the electronic transfer of information. Congress is discussing revisions, but for now, each time a library purchases online material, it has to hammer out a contract that states how many people will be allowed to view it and under what circumstances.

"Everything was fine until the Internet came along. With electronic material, it can be instantly duplicated and, with the push of a button, copied and sent to anyone," said Marvin Pollard, who was hired in April as CSU's first systemwide digital librarian.

"Expansion of digital libraries will be slow because of high costs.

The CSU initiative will cost more than \$300 million to launch and \$1 million annually to maintain. That doesn't include the cost of digitized library materials and online charges.

The state library initiative will cost \$15 million for the first three

years.

Scanning just a page costs at least 30 cents, and that can rise to several dollars if the material is old or extremely valuable.

However, this is an area of great interest. For example, the University of California, Irvine, has one of only 228 known copies of the first edition of Shakespeare's complete works, printed in 1623.

Donald McKayle, a UCI employee, points to the yellowing pages encased in glass.

"People want to see it and they want to touch it, but a lot of handling can destroy the document," he said. "If we can digitize something like this, it increases access but it also can protect older materials."

If rare books and artwork are digitized, people anywhere could view pictures of the original, including anything written in the margins or on the back of pictures, without having to travel.

Digitized pictures of scholarly, handwritten journals — such as those of UCI Nobel Prize winner F. Sherman Rowland during his 20 years of studying the Earth's ozone layer — could be viewed from people's living rooms.

Electronic journals and books are starting to design colorful indexes and glossaries with icons that users can click on to navigate through the text. Simulated pages also can be turned — complete with rustling sound effects.

Cal State Fullerton's electronic network is more advanced than other CSU campuses'. Last year, students were given Internet access to library services so they could do research at home. The number of students taking library training in online research has jumped from 7,000 last year to 11,000 this year.

Librarians say students need to be trained to use reliable online information.

Professors are beginning to see research papers with a Web site address in the footnotes. A search of the Web site will reveal no listed source for the claims made there, but students sometimes use the theories posed there for their reports.

"We have to keep directing students to where to look and how to evaluate what information is appropriate," said Patricia Brill, associate librarian at Cal State Fullerton. "Sometimes students will accept everything they see with equal value."

Having books and magazines online won't necessarily mean that library buildings will close.

But librarians and researchers say libraries will change.

The number of computers is expanding in all types of libraries, and classes are starting to take up a lot of librarians' time.

Community libraries are starting to be viewed as neighborhood gathering spots with missions more specific to the immediate community they serve. Coffee shops have been added for adults as they wait for their children's storytelling hour to end.

"It's going to be where the garden club is going to meet," Will said. "The local library will always be where local history will be collected and maintained, too, because it wouldn't pay to digitize it."

Will said some things won't change. People will still want to read novels, but not on the computer.

"A computer screen is the last place you want to read 'Moby Dick,'" she said. "You can't exactly curl up with your computer like you can (with) a book."

And even researchers who see the advances as critical in speeding up their work said the best research will involve a balance of the old and new worlds.

Stephen Bondy, a professor in community and environmental medicine at UCI, said there is something almost magical about research that computers can bypass.

"Logical science could be done totally by computer when everything is available online, but with creative science you need an accident now and then," Bondy said. "Some professors believe that you stumble across things when you search through a library."

He cites a recent experience. Bondy's research focuses on his belief that when aluminum and iron react in the brain, it damages the organs.

He wants to stop the reaction from occurring to see if his theory holds. If it does, he could help people with diseases such as Alzheimer's. Bondy said he stumbled on something that might change his research.

"I just picked up Scientific American and started reading," Bondy said. "There was (an article) about someone who has developed a new mineral that absorbs iron. That was random."

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The Register
Daily SEP 21 1997

It's far too soon to stamp success on private libraries



GOLDEN PEN AWARD

►Today's winner is Rae Beverage of Placentia. Ms. Beverage has been a librarian for 20 years and currently is employed as a librarian by the city of Whittier.

Each Sunday the Register recognizes a letter that eloquently addresses an issue or engenders debate on a topic of public interest.

Erin Schiller, in her enthusiasm for the privatization of public services, gets carried away with her editorial-page essay of Sept. 1 on the recent takeover of the Riverside County Library system by the private contractor LSSI ["Turning the page on library privatization"]. The contract was awarded on June 17, 1997, and stipulates a six-month, in-depth study of the system's branches to develop a short- and long-term action plan. It seems premature to award a gold star of success to an experiment that has just gotten off the ground.

Schiller mentions garbage collections and school busing as services that have been successfully "contracted out" by local government. While there is a place for contracting out some public services, I would suggest that public library services are not analogous to garbage collection or school busing.

Modern public library service involves more than circulating a book collection, important as that is. For example, much information is now best available online or on CD-ROM. Good public libraries provide that access. Well-educated librarians are needed to select and maintain the technology in this expanding information universe and no amount of "cookie certificate" suggestions will eliminate the time-consuming, service-intensive effort that is required to help people use these resources successfully.

Public libraries have been one of the most cost-effective public institutions. While there may be some inefficiencies and wasteful practices in the Riverside County system, the more serious problem is the impact of Proposition 13 and its descendants finally hitting the special-district libraries.

Let the experiment begin. LSSI will probably be able to provide minimum-level service until at some point it is clear that there is no acceptable profit margin to be made, and then it will be free to terminate its contract and walk away from the problem.

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The Register
Daily SEP 17 1997

\$3.82 billion county budget up \$90 million over last year

GOVERNMENT: Supervisors boost public-safety and library funding and set aside money to repay debt.

By **TERI SFORZA** and **CHRIS KNAP**
The Orange County Register

The Orange County Board of Supervisors approved a \$3.82 billion budget Tuesday that will boost public-safety spending, open new libraries, fund new courthouses, and pump \$20 million into the controversial quest to build a commercial airport at El Toro.

In a rare move, Supervisor Tom Wilson forced a separate vote on the \$20 million El Toro planning fund. The item was approved 3-2, with Wilson and Supervisor Todd Spitzer dissenting.

"We're traveling blind down a lightless tunnel, and this \$20 million is like lighting matches to find our way," said Wilson, who represents south-county communities that vehemently oppose an

airport at the El Toro Marine Corps Air Station. "I'm asking, 'How long is the tunnel?' and 'How much will the airport cost us?' So far, I haven't gotten any answers."

The bulk of the budget passed more peacefully, on a unanimous vote. Overall, it's up \$90 million — or 2.4 percent — over last year's \$3.73 billion.

In June, the county expected spending to drop this year; instead it's up 4 percent, or \$150 million, over the earlier projections. The booming state economy is to thank for the extra money, officials said.

The county work force will number 16,469, up 650 positions over last year.

County Chief Financial Officer Gary Burton said the bulk of the new positions come straight from federal and state programs. For instance, federal legislation enabled the Probation Department to add 143 workers who will handle expanding juvenile caseloads, supervise convicted sex offenders, and staff an expansion of Juvenile Hall.

Among the other budget addi-

tions:

Board Chairman William Steiner, former director of Orangewood Children's Home, pushed for an additional 140 positions and \$20 million for preventive services for children and families.

Wilson pushed for \$5 million to be set aside for a south-county courthouse.

The budget is dressed to impress Wall Street, as well: It sets aside an extra \$24 million for early repayment of bankruptcy debt, bringing that total to \$50.8 million.

More than one-fourth of the budget goes to repay debt from the county's 1994 \$1.64 billion investment crash and subsequent bankruptcy.

The budget also includes \$16 million for "strategic planning" issues, such as the need for juvenile facilities and court expenses, which will be doled out in the fall; and a \$15 million contingency fund.

"This is a balanced budget that restores a number of county programs without going back to business as usual," Steiner said.

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The Register
Daily

7

LIFE ON THE LINE

BEYOND BUN HAIR: THE NEW WORLD OF THE LIBRARIAN

332

From Shirley Jones in "The Music Man" to Donna Reed in "It's a Wonderful Life," I've always had crushes on librarians. My friends and I used to call the local reference desk every day, asking ridiculous questions about the weight of hummingbirds and the mating habits of elephants, simply to swoon at the prompt response. There's just something sensual about an intellectual woman with her hair in a bun.

So imagine my devastation when a new report on "Libraries in the Digital Age" arrived. Inside, a blueprint for information gatherers in the era of CD-ROMs and the Internet, with nary a spinster in sight.

"They're basically remaking their image," says Jamie McClelland, a spokesman for the Libraries of the Future, the nonprofit organization that wrote the report. "This isn't Marian the librarian, any of that. They have technology, video, computers."

And while the makeover is bittersweet, the implication is heartening. Even when technology is delivering more information than ever to the average citizen, a librarian's job is crucial.

"Many people think the library is obsolete," McClelland says. "But the opposite is true. Many people don't have the money or knowledge to get what they want."

Librarians no longer are curators of musty collections, they're guides through a world of data.

Libraries are spending millions of dollars to archive materials, digitize texts and provide Internet access. The American Library Association and Microsoft are contributing \$10.5 million to upgrade 41 of the nation's 8,946 libraries; the Library of Congress plans to post 5 million items online by the year 2000; and 45 percent of the nation's libraries are connected to cyberspace.



Stephen Lynch

THE LINK

Visit the Libraries of the Future at

<http://www.lff.org/>

And, for your own research, there are numerous "electronic librarian" sites online. One of the best is Librarian Heaven (http://deoxy.org/li_lib.htm), which has links to the numerous reference books, archives and card catalogs.



The librarians battle two myths: That the Internet is centralizing information, and that the Internet gets rid of the middle man. Anyone who uses an on-line search program such as Yahoo! knows the first isn't true. Though numerous databases and card catalogs are accessible online, it takes an enormous amount of time to sift through the millions of choices that may result from a search.

The second idea is that consumers can purchase products without a salesperson and find information without a guide. That's certainly possible. But it's also a lot more convenient, even online, to have someone do the work for you.

For now, no automated computer program can do that job. The best search programs, "agents" and "bots," are limited in their ingenuity and flexibility. A librarian may understand someone looking for "that book by that guy;" the Internet needs specifics.

Librarians are even helping to organize the Internet, by designing Web sites and linking to databases, says John Callahan, assistant city librarian for Newport Beach.

The challenge now is making sure there are enough librarians. The few library science programs in the United States don't always provide the latest training, McClelland says. And graduates of the best ones, such as the University of Illinois, Champaign-Urbana, usually work for high-paying analyst firms.

All of which makes the skills of a good librarian — knowledge of database programs, public record searches and media literacy — valuable commodities. More corporations, McClelland reports, are hiring private librarians. And slowly, salaries are rising above the \$44,000 average for public librarians today.

It's not a profession of Donna Reeds anymore. They speak above a whisper. They use the Internet. They're even men, who now represent 16 percent of the profession.

And sometimes, I hear, they even wear their hair down.

Stephen Lynch can be E-mailed at minnesota@pobox.com

PLACENTIA LIBRARY DISTRICT NEWSLETTER

PROGRAMS FOR CHILDREN

This winter 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; and one for children ages 4-6.

Children attending 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.
January 7 - February 27

Ages 4-6 year olds

Tuesday Evenings 6:30 - 7:00 P.M.
Thursday Afternoons 3:30 - 4:00 P.M.
January 8 - February 26

Lapsit Stories

Prewalkers and walkers up to 2 years old
Thursday Mornings 10:30 - 11:00 A.M.
January 8 - February 26

*Dates and times of storytimes and lapsits are subject to change.
Please verify the above schedule with the Library at 528-1906 Ext. 212.*

**Come Celebrate Martin Luther King Day
at the Library**

The Children's Department would like to invite you to join us for a multicultural celebration at 1:00 P.M. Monday, January 19, 1998. This is a free event for the entire family. No registration is required. For more information call the Library at 528-1906, Ext. 212.



Commemorative Afghan Celebrates Placentia!

This colorful woven afghan featuring Placentia scenes and historic buildings is available for purchase at the Library Circulation Desk.

The cost is \$50.00 plus CA Sales Tax.

The afghan comes in blue, green or cranberry.

Proceeds benefit projects of the
Placentia History Room.

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.

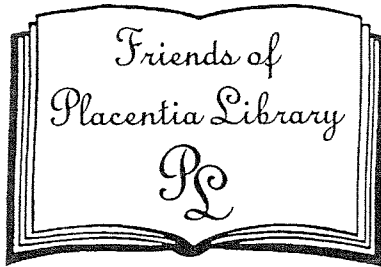
Friday Closed

Saturday Closed

The Library Will Be Closed

December 24, 1997 through January 3, 1998





Author's Brunch To Benefit the Library's Book Budget

Saturday March 7, 1998

Tickets Go On Sale
Middle of January

Featured Speaker

Barbara Seranella

Auto Mechanic to the Stars might have been an appropriate tag for Barbara Seranella before she quit her day job four years ago to write mystery novels.

Now, with the publication of her first book, *No Human Involved*, which appeared on the Los Angeles Times Best Sellers list in August, she has put to good use much of her experience gained during her life on a commune in San Francisco's Haight Ashbury, her time as a biker, and then her 20 years as an auto repair mechanic in Southern California.

For 12 years she was a auto mechanic at the Brentwood Texaco Station corner of Sunset and Barrinton. Among her many star clients were Alan Alda, Wayne Gretzky, Jermaine Jackson, Elliot Gould, Betty White, O.J. Simpson, to name just a few. Barbara has great anecdotes about her many high-profile regulars.

Now a Southern California-based writer, Barbara studied writing at U.C. Irvine, along with on-location research. She interviewed homicide detectives, toured crime labs, went on ride-alongs and studied crime scenes with cops.

Barbara is a member of the Palm Springs Writers Guild, Orange County Sisters in Crime, the Palm Springs Chapter of the League of American Pen Women and writes a monthly "Car Care Tips" for the *Desert Woman*. She is currently working on her second mystery.



If you know someone who needs to improve their basic literacy skills, tell them that free help is available at the Placentia Library.

If you can read, write and speak English, and are able to 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 winter.

The class will meet on Tuesday evenings from 6:00 to 9:00 p.m. beginning January 20 and concluding February 17.

Training is provided without charge to volunteers making a minimum commitment of six months to the 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.

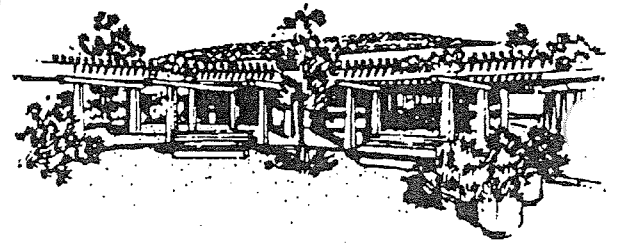
CITIZENSHIP EXAM

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 along 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.

PLACENTIA LIBRARY DISTRICT
Information for Teachers
 Preschool - Primary - Intermediate Edition



Placentia Library District • 411 East Chapman Avenue • Placentia, CA 92870
 714-528-1906 Ext. 212 • Fax 528-8236

Every Child a Library Card

September is Library Card sign up month at the Placentia Library. It is the goal of the Library to encourage every child to have and use a library card. Please encourage those students who do not have a library cards to come to the Library and get one.

In order to register for a library card a child needs to come into the Library with a parent who has something showing the family's current address i.e. driver's license, California I.D., mail, pre-imprinted check, ect.

Every child who registers for a new library card beginning September 3 through September 31 will receive a pencil and will be eligible to enter a drawing to win a new book. Twenty lucky winners will be drawn.

Library cards are **free** to all California residents.

Special Thanks !!

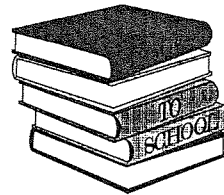
The Moms Club of Placentia and Knowlwood Family Restaurant recently held a fund raiser to benefit the Children's Department of the Placentia Library.

Over 500 dollars was raised! This money was used to purchase materials for the Parent-Teacher Collection and family oriented materials for the Children's Collection.

The staff at the Placentia Library and especially the Children's Department would like to thank the Moms Club of Placentia for their hard work in organizing the fund raiser and the Knowlwood Family Restaurant for donating the proceeds from the event to the Children's Department.

Assignments Alerts

As the school year begins, class-wide assignments mean that upwards of 20 to 30 children will occasionally all be after the same limited amount of library materials. Unfortunately, the first few children who come to the Library can check out most or all of the useful materials.



In order to allow an equal opportunity for all children to complete their assignments, we ask the teachers to please make use of the ASSIGNMENT ALERT sheets. When the Library Staff is notified of an upcoming class-wide assignment we will pull a selection of materials relevant to the subject and place them on special reserve for the class. The materials will be unavailable to check out, but will be available to be used by the students in the Library, thus allowing all students a chance to complete their assignments. There is nothing more frustrating for students and Library staff alike than to be unable to complete an assignment because the materials are all checked out.

Please help us to help your students, use the ASSIGNMENT ALERT sheet. Fill them out and drop them off in the Children's Department or mail or fax them in to us. We can even take an ASSIGNMENT ALERT over the telephone.

Call the Children's Department at 528-1906 Ext. 212 for more information.

Library Hours

Sunday - - - - - 1:00 - 5:00 P.M.
 Monday-Wednesday - - 12: NOON - 9:00 P.M.
 Thursday - - - - - 10:00 A.M. - 6:00 P.M.
 Friday & Saturday - - - - - CLOSED

Touting Our Technology

The Children's Department is happy to provide Internet and LAN stations for public use. While there are a total of six public use Internet and LAN stations in the Library, two of these are in the Children's Department.

Come in and find out all the interesting and fun things that can be found on the Internet. It can even help with homework and other school assignments.

The use of the internet and LAN services is free. Copies can be made at some stations for a small charge.



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 night at the Library. This event begins on Friday, November 21 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 bags, 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 Placentia Library.

El Dorado Theatre Arts



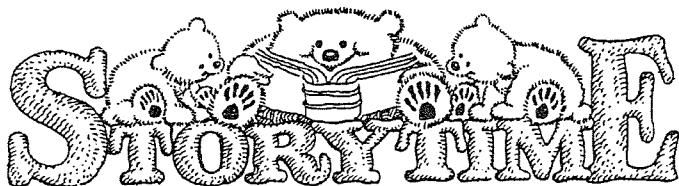
Drama students from El Dorado High School, under the direction of Gai Jones, will present

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.
This event is great for the entire family.



Children attending will enjoy stories, songs, flannel boards, poetry and more.

Storytime Corner Schedule

No registration required.

Lapsit

Prewalkers and walkers up to two years old

Thursday 10:30 - 11:00 A.M.
October 9 - 30

Storytime for 2 - 3 year olds

Wednesday 6:30 - 7:00 P.M.
October 8 - November 26

Storytime for 4 - 6 year olds

Tuesday 6:30 - 7:00 P.M.
Thursday 3:30 - 4:00 P.M.
October 7 - November 25

Library Detectives, Inc.

A Case for Reading

Congratulations to all the Placentia school children registered for the Summer Reading program. By the end of July over 800 children had registered for summer reading fun and had read over 7800 books.



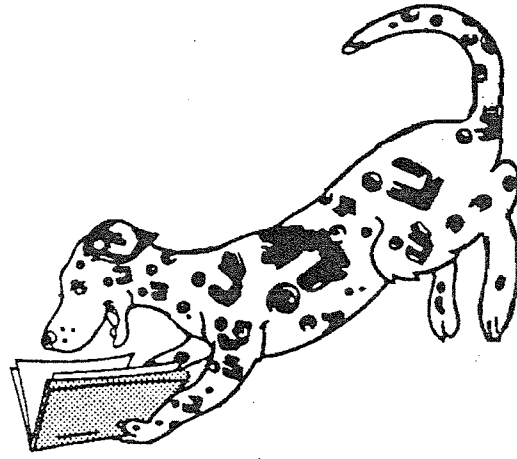
Children who finish all 8 weeks of the Reading Program will receive a reading certificate and other prizes, and will be eligible to enter our grand prize drawing.

Each elementary school will receive a list of their students who complete the summer reading program.

The summer reading program is sponsored annually by the Friends of Placentia Library.

*Information for Teachers is published in September, December, March and May by the staff of Placentia Library District.
Cyryse Smith, M.L.S., Editor.*

Make Friends With Books



PLACENTIA LIBRARY DISTRICT
411 East Chapman Avenue
Placentia, CA 92870
(714) 528-1906 Ext. 212

PROGRAMAS DE LA BIBLIOTECA

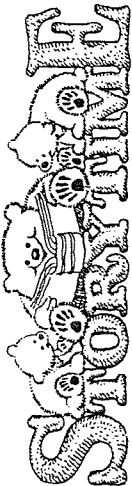
Septiembre es el mes para inscribirse para recibir una tarjeta de la biblioteca! Es una meta del Distrito de la Biblioteca de Placentia de animar a cada niño a tener y usar una tarjeta de la biblioteca

Cada niño que venga a la biblioteca con sus padres y se inscriba para una tarjeta nueva de la biblioteca durante el mes de septiembre recibirá un lápiz de la biblioteca y será elegible para entrar a una rifa para ganar libros nuevos. Veinte ganadores serán escogidos. Venga HOY, inscribase para recibir una TARJETA DE LA BIBLIOTECA, y comiense a sacar GRAN LIBROS!

Tarjetas de la biblioteca son gratis para todos los residentes de California. Se requiere una prueba de domicilio y una firma de un padre o guardian.

La biblioteca es un gran lugar en donde pueden venir estudiantes después de la escuela a estudiar y a completar su tarea. La biblioteca también presenta programas gratuitos y eventos especiales durante todo el año.

The programs listed in this flyer are not school sponsored events.



This fall the Library will be having storytimes for three different ages groups. Children attending these storytimes will enjoy stories, songs, flannel boards, poetry and lots of fun.

Storytime Corner Schedule

Lapsit Stories

Prewalkers and walkers up to 2 year old

Thursday Morning 10:30 - 11:00 A.M.

October 9 - 30

Storytime for 2-3 year olds

Wednesday evening 6:30 - 7:00 P.M.

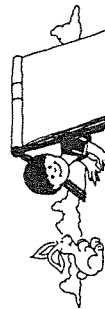
October 8 - November 26

Storytime for 4 -6 year olds

Tuesday evening 6:30 - 7:00 P.M.

Thursday afternoons 3:30 - 4:00 P.M.

October 7 - November 25



The 11th Annual Camp Library will be held Friday, November 21 from 7:30 P.M. To Saturday 7:30 A.M.. This is a family event held in celebration of Children's book Week. Children and at least one parent stay all night in the Library and enjoy games, crafts, stories and lots of fun.

Registration for Camp Library will begin on Sunday, November 2 and is limited to the first 50 children at a cost of \$3.00 per person. Continental breakfast is included.

EVERY CHILD ... A LIBRARY CARD!

MEET NEW FRIENDS

Get a Library Card*

September is Library Card Sign-up month at Placentia Library!

Placentia Library District encourages every child living in Placentia to have and to use a Library card.










Each child who comes to the Library with a parent or guardian and signs up for a new Library card during September will receive a free pencil and be eligible to enter a drawing to win a new paperback book. Twenty lucky winners will be drawn.

Come in NOW, sign up for your new LIBRARY CARD, and begin checking out GREAT BOOKS right away.

Library cards are free to all California residents. Proof of address and a parent or guardian's signature is required.

***Guaranteed for a lifetime of learning and enjoyment.**

With your new Library card you may check out:

-  Picture Books
-  Easy readers for the beginning reader
-  Mysteries
-  Science Fiction
-  Adventures
-  Encyclopedias, Dictionaries and other nonfiction materials to help complete homework assignments
-  Children's Magazines
-  Educational and Entertainment Videos
-  Lots, lots more!



Did you know that...

The Library is a great place for students to come after school to study and complete homework.

The Librarians are always ready to guide students to the books and reference material needed to complete homework assignments.

The Placentia Library presents free programs for children during the year. See back pages for schedules of all the children's program.

LIBRARY 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 & Saturday
CLOSED



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: November 18, 1997
SUBJECT: **Placentia Library Literacy Services Report for the months of September and October**

Program Statistics

Active tutors: 59
Active students: 68
Students waiting to be matched: 25
Percentage of tutors reporting (September/October hours): 97%
Tutoring hours reported: 566
Other volunteer hours reported: 258
Total volunteer hours: 824

Citizenship Exam. The citizenship exam was administered Saturday, September 20, 1997 and October 18, 1997. Twenty-three people took the exam in September and 16 in October. The next exam is scheduled for Saturday, November 8, 1997.

Tutor Training. The fall Tutor Training Workshop began Tuesday, October 7, 1997 and will conclude November 4, 1997.

Southern California Library Literacy Network (SCLLN). Board President Dinsmore attended the September 11, 1997 SCLLN meeting held in Beverly Hills.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network. Literacy Coordinator Matas is working with the manager of the local Starbucks on ways the store can help support and promote the literacy program.



SAFETY COMMITTEE MEETING
SEPTEMBER 24, 1997
MINUTES

- I. Call to Order: 3:25 P.M.
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
- Members Absent: Cindy McClain

III. Old Business

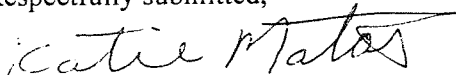
1. Library Director Minter attended the Special Districts Workers Compensation Authority (SDWCA) Summer Safety Seminar in Ontario, CA on Tuesday, August 5, 1997.

IV. New Business

none.

The next meeting will be October 22, 1997 at 3:15 P.M.

Respectfully submitted,



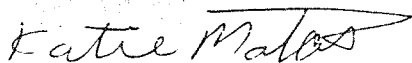
Katie Matas

SAFETY COMMITTEE MEETING
OCTOBER 22, 1997
MINUTES

- I. Call to Order: 3:21 P.M.
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
- Members Absent: Cindy McClain
- III. Old Business
- none
- IV. New Business
1. An employee was shelving books, and a book fell on her head. The accident procedures were followed.
 2. The threshold between the carpet and tile at meeting room door A is loose. It needs to be re-glued.

The next meeting will be November 19, 1997 at 3:15 P.M.

Respectfully submitted,



Katie Matas