



*Revised  
Submitted  
SLS / MCLIS -*

5. Board President Report.

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

6. Trustee Reports *me*

*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: Representative, Friends of Placentia Library (Marge Horrocks)

8. Placentia Library Foundation Board of Directors Report

Presentation: President, Placentia Library Foundation *def to you -*

**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)

No Nonstandard Claims were processed during this report period.

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

No Claims were forwarded by Library Director during this report period.

11. Current Claims and Payroll. (Approve)

Current Claims of \$23,874.14; and Payrolls 3614 and 3615 for \$30,691.00.  
Combined total of Current Claims and Payroll of \$54,565.14.

12. FY1997-98 Cash Flow Analysis with recommendation to transfer \$101,000 from Fund 707 to Fund 706. (Approve)

*Paul / Mary*  
*By / Paul*

**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 April 1998 (Receive & File)
14. Office General Ledger & Check Registers for April 1998 (Receive & File)
15. Acquisitions Report for April 1998 (Receive & File)
16. Overdue Collection Report for April 1998 (Receive & File)
17. Debit Card System Reimbursement Report for April 1998 (Receive & File)
18. Gifts Report for April 1998 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 - 29)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 - 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- Borg/Kob*
19. Building Maintenance Report for April 1998 (Receive & File)
  20. Personnel Report for April 1998 (Receive, File, and Ratify Appointments)
  21. Volunteer Report for April 1998 (Receive & File)
  22. Circulation Report for April 1998 (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 Advocates, the California Special Districts Association and the California Library Association (Receive & File)
  25. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of April 7, 1998. (Receive & File)
  26. Submit 321 Grant. (Ratify Application and Receive & File)
  27. Transmittal of Election Information to Orange County (Receive & File)
  28. Notice of motion and motion for order authorizing the representative of the County of Orange to enter into agreement for the assignment of excluded claims; memorandum of points and authorities in support thereof. as part of the Orange County Bankruptcy proceedings. (Receive & File)
  29. Status Report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)

**CONTINUING BUSINESS**

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

Presentation: Library Director  
Recommendation: Give direction for future action

31. Performance Review for Library Director

*to follow 40*

Presentation: Library Board President  
Recommendation: Present the Evaluation Report, set the Library Director's goals for the next review period, and set the Library Director's salary.

**NEW BUSINESS**

- ~~32.~~ Selection of Temporary Collection Agency.

*Polly exp  
Roll/ky  
Chair back  
Roll/ky*

Presentation: Library Board President  
Recommendation: Adopt the Claims Return procedure as recommended by the Anaheim Library Consortium; and Designate Unique Management Services as the District's collection agency for a 90-day trial period and authorize the Library Director to sign all contract documents.

33. Presentation of Proposed Fiscal Year 1998-99 Budget for Library Services.

Presentation: Library Director  
Recommendation: Read Resolution 98-1 by Title only; Adopt Resolution 98-1 by Roll Call Vote; and Continue discussion of the Fiscal Year 1998-99 Budget to the June Regular Board Meeting.

**STAFF REPORTS (Items 34 - 38)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Roll/ky*

*Items 34 - 38 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.*

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



ADJOURNMENT

39. Agenda Preparation for the June Regular Meeting which will be held on June 16, 1998.

{ Foundat<sup>n</sup> report  
Budget  
Salary or leg. duties

40. Review of Action Items.

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

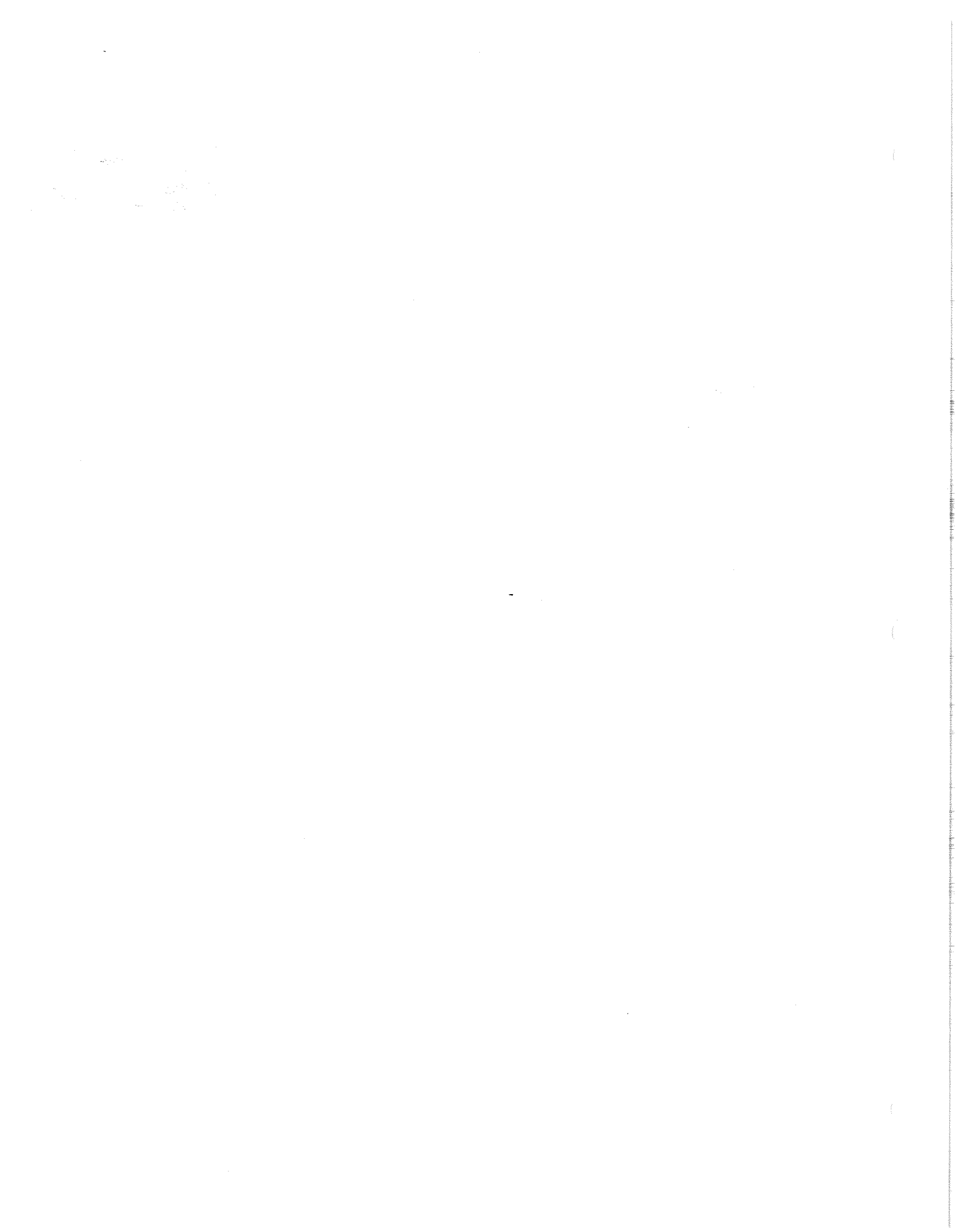
41. Adjourn

*See Char Sam  
9:02 -*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the May 19, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, May 15, 1998.

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# May 1998 - April 1999

## Yearly Planner

May 98

S	M	T	W	T	F	S
					①	2
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June 98

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August 98

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September 98

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October 98

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### May

- 1 1:00 PM State Library Conference for Trustees, Riverside, through May 1
- 4 7:00 PM Friends Board Meeting, Masters
- 5 CLA Legislative Day, Sacramento
- 7 11:30 AM - 1:00 PM Foundation Board Meeting
- 15 Friends Booksale through May 16
- 19 7:30 PM Library 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
- 30 ISDOC Membership Luncheon Meeting

### August

- 18 7:30 PM Library Board Meeting

### September

- 14 7:00 PM Friends Board Meeting, Dinsmore
- 15 7:30 PM Library Board Meeting
- 24 11:30 AM - 1:00 PM Foundation Board Meeting

### October

- 5 7:00 PM Friends Board Meeting, Pappas

### October

- 10 Heritage Parage
- 20 7:30 PM Library Board Meeting
- 29 ISDOC Membership Luncheon Meeting

### November

- 2 7:00 PM Friends Board Meeting, Stark
- 17 7:30 PM Library Board Meeting

### December

- 3 11:30 AM - 1:00 PM Foundation Board Meeting
- 7 7:00 PM Friends Board Meeting, Masters

- 15 7:30 PM Library Board Meeting

### January

- 4 7:00 PM Friends Board Meeting, Evans
- 19 7:30 PM Library Board Meeting

- 22 ALA Midwinter, Philadelphia

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

### February

- 1 7:00 PM Friends Board Meeting, Dinsmore

- 16 7:30 PM Library Board Meeting

### March

- 1 7:00 PM Friends Board Meeting, Pappas

- 16 7:30 PM Library Board Meeting

### April

- 5 7:00 PM Friends Board Meeting, Stark

November 98

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January 99

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March 99

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28	29	30	31			

April 99

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11	12	13	14	15	16	17
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25	26	27	28	29	30	



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

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 21, 1998 at 7:34 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:** Sandra Stark

**Others Present:** Administrative Assistant Charlene Dumitru; and Friends of Placentia Library Representative Ted Farkas.

**ADOPTION OF  
AGENDA**

It was requested that Agenda Item 32, Performance Review for Library Director, be moved to the last item of the Agenda.

It was moved by Trustee Masters, seconded by Secretary Evans to adopt the Agenda as modified:

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

**MINUTES**

It was moved by Trustee Masters, seconded by Secretary Evans to approve the Minutes of the Regular Meeting of March 17, 1998 as presented.

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

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

President Dinsmore reported that the Gold Rush series is very successful and that a grant was approved from the California Council of the Humanities for the History Alive Chautauqua Program to be hosted by the District. Matching funds for the Chautauqua Program will be provided by the Friends.

President Dinsmore also reported that there was an excellent response to the "Contested Values - Tug-of-War in the School Yard" program hosted by the District on Tuesday, March 31.

President Dinsmore and Trustee Stark will attend the State Library Orientation and Training Workshop for Public Library Trustees, Commissioners, Friends, and Supporters to be held in Riverside, April 29 through May 1.

**TRUSTEE REPORTS**

Trustee Pappas mentioned several recent articles about Beanie Baby Bears and expressed appreciation for the four Beanie Babies donated by Bolin's Mail Sender which were used as a fund-raiser at the Author's Brunch on March 7.

**FRIENDS OF THE LIBRARY**

Trustee Pappas requested that the Friends report be modified to indicate that the soft sculpture of the Velveteen Rabbit recently installed in the Children's Department was in honor of Nita Godwin.

Library Director Minter reported that the Friends had an excellent turnout for the 30th Anniversary event held on April 20. She also reported that the winning drawings from the children's art contest were made into mouse pads.

Library Director Minter referred to the material in the Board packet. She reported that the Friends' Annual Booksale will be held on Friday, May 15 and Saturday, May 16.

**CLAIMS**

It was moved by Trustee Pappas, seconded by Trustee Masters to approve Agenda Items 8 through 11:

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 \$49,188.94  
Interfund transfers in the amount of \$0.00

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

**FINANCIAL REPORTS**

It was moved by Trustee , seconded by Trustee Masters to receive and file Agenda Items 12 through 17:

Financial Reports for March, 1998  
Office General Ledger & Check Registers for March, 1998  
Acquisitions Report for March, 1998  
Overdue Collection Report for March, 1998  
Debit Card System Reimbursement Report for March, 1998  
Gifts Report for March, 1998

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

**GENERAL CONSENT  
CALENDAR**

It was requested that Agenda Item 23, Legislative Reports, be removed for discussion.

It was moved by Trustee Masters, seconded by Secretary Evans to receive and file Agenda Items 18 - 22 and 24 - 29.

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

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

Volunteer Report for March, 1998 (Receive & File)

Circulation Report for March, 1998 (Receive & File)

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

Minutes of the Executive Committee of the Independent Special  
Districts of Orange County (ISDOC) of March 3, 1998.  
(Receive & File)

Brown Act Compliance for Library Trustees and Commissioners  
as prepared by McCormick, Kidman & Behrens and presented  
to the California Association of Library Trustees and  
Commissioners on February 28, 1998 by Janet Morningstar.  
(Receive & File)

Notification from the County of Orange Office of Auditor  
Controller of the reduction in the charge for adding special  
assessments, special taxes, and user fees to the property tax  
rolls. (Receive & File).

Memo from the City of Irvine regarding the Annexation of the  
Remainder of Irvine Ranch Water District and Yorba Linda  
Water District into Orange county Water District. (Receive &  
File)

Status Report on the preparation of a Strategic Plan for Placentia  
Library District. (Receive & File)

Ratification of acceptance of History of Life Chautauqua Program  
Grant from the California Council of Humanities. (Ratify  
Application and Grant Acceptance, and Receive & File)

AYES: Dinsmore, Evans, Masters, Pappas

NOES: None

ABSTAIN: None

ABSENT: Stark

It was moved by Trustee Masters, seconded by Trustee Pappas to Receive  
& File Agenda Item 23, Legislative update from the California Library  
Association.

AYES: Dinsmore, Evans, Masters, Pappas

NOES: None

ABSTAIN: None

ABSENT: Stark

**TRUSTEE  
HANDBOOK  
REVISION**

It was moved by Trustee Pappas, seconded by Trustee Masters to approve the Trustee Handbook as presented:

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

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

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

It was moved by Trustee Masters, seconded by Secretary Evans to Receive and File Agenda Item 31, Review Library Issues and Discussion of Feasibility of Library Parcel Tax Ballot Issue.

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

**SPECIAL DISTRICTS  
SELECTION  
COMMITTEE**

It was moved by Trustee Pappas, seconded by Secretary Evans that the Board cast its vote for the Special District seats on the Local Agency Formation Commission as follows;

Jack Rosenthal, regular  
Williams J. Goodwin, alternate

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

**STAFF REPORTS**

It was moved by Trustee Pappas, seconded by Trustee Masters to Approve Agenda Items 38-42:

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

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



**PERFORMANCE  
REVIEW FOR  
LIBRARY  
DIRECTOR**

Pursuant to California Government code Section 54957.6 the Board went into closed session at 8:51 P. M. to discuss the Performance Review for the Library Director, a personnel matter.

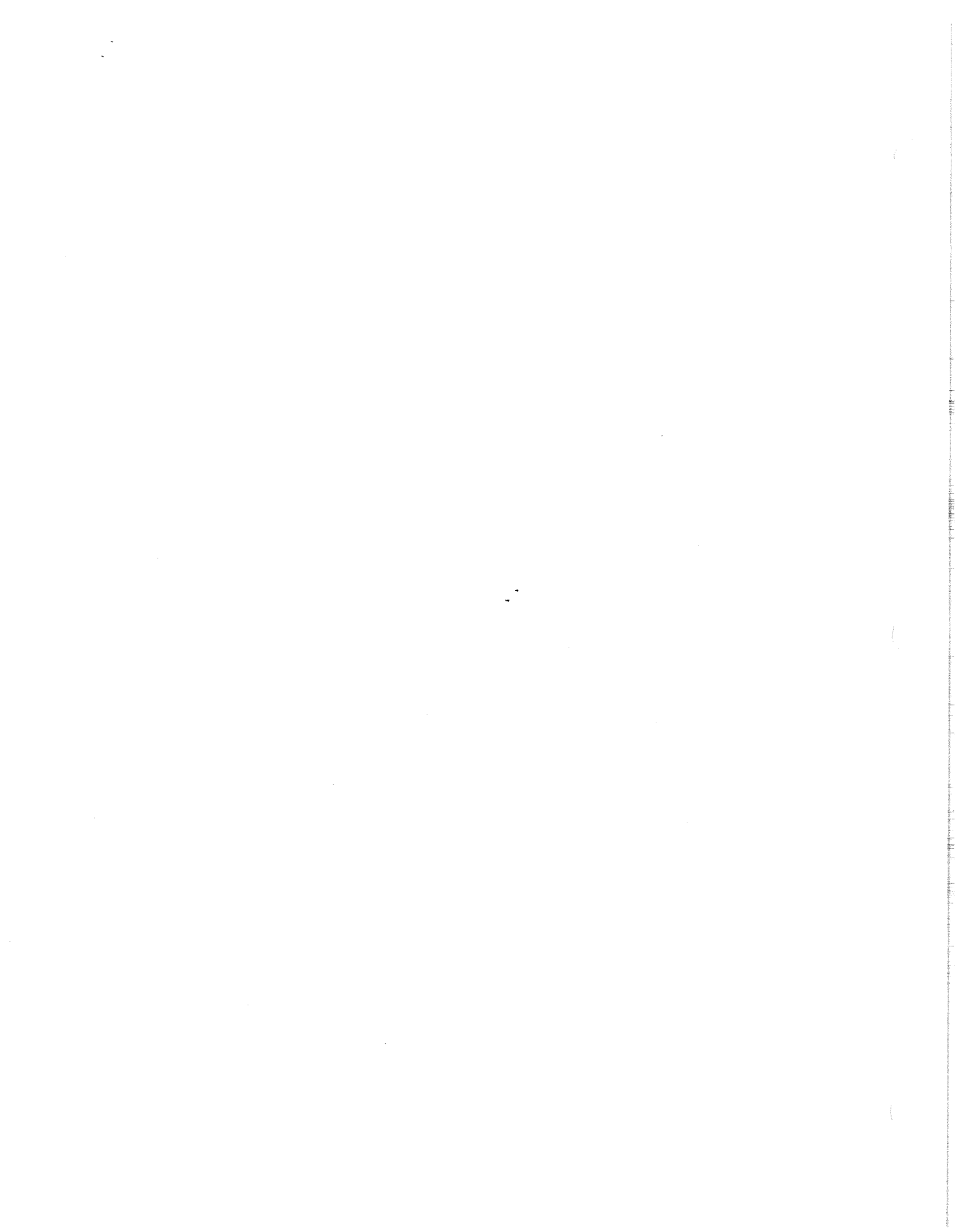
The Board returned to open session at 10:37 P. M.

The Board agreed to continue discussion of the Performance Review for the Library Director to Saturday, May 2, at 9:00 A. M.

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:40 P.M.

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Ray Evans, Secretary



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
CONTINUATION OF THE MEETING OF APRIL 21, 1998  
OF THE BOARD OF TRUSTEES**

**May 2, 1998**

**CALL TO ORDER**

The Continuation of the Regular Meeting of April 21, 1998 of the Placentia Library District Board of Trustees was called to order on May 2, 1998 at 9:15 A. M. by President Peggy Dinsmore

**ROLL CALL**

**Members Present:** President Peggy Dinsmore; Trustees Robin Masters, Jean Pappas, and Sandra Stark

**Members Absent:** Secretary Ray Evans

**Others Present:** None

**PERFORMANCE  
REVIEW FOR  
LIBRARY  
DIRECTOR**

Pursuant to California Government code Section 54957.6 the Board went into closed session at 9:16 A. M. to discuss the Performance Review for the Library Director, a personnel matter.

The Board returned to open session at 11:53 P. M.

The Board agreed to continue the discussion of the Performance Review for the Library Director at the Regular Meeting of May 19, 1998.

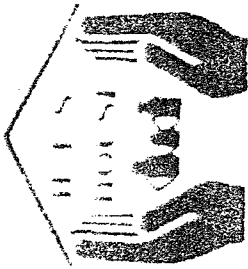
**ADJOURNMENT**

The Continuation of the Meeting of the Board of Trustees of the Placentia Library District adjourned at 11:54 A.M.

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Ray Evans, Secretary



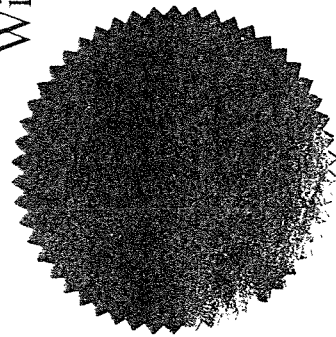


**HOMELESS INTERVENTION AND SHELTER  
(H.I.S.) HOUSE**

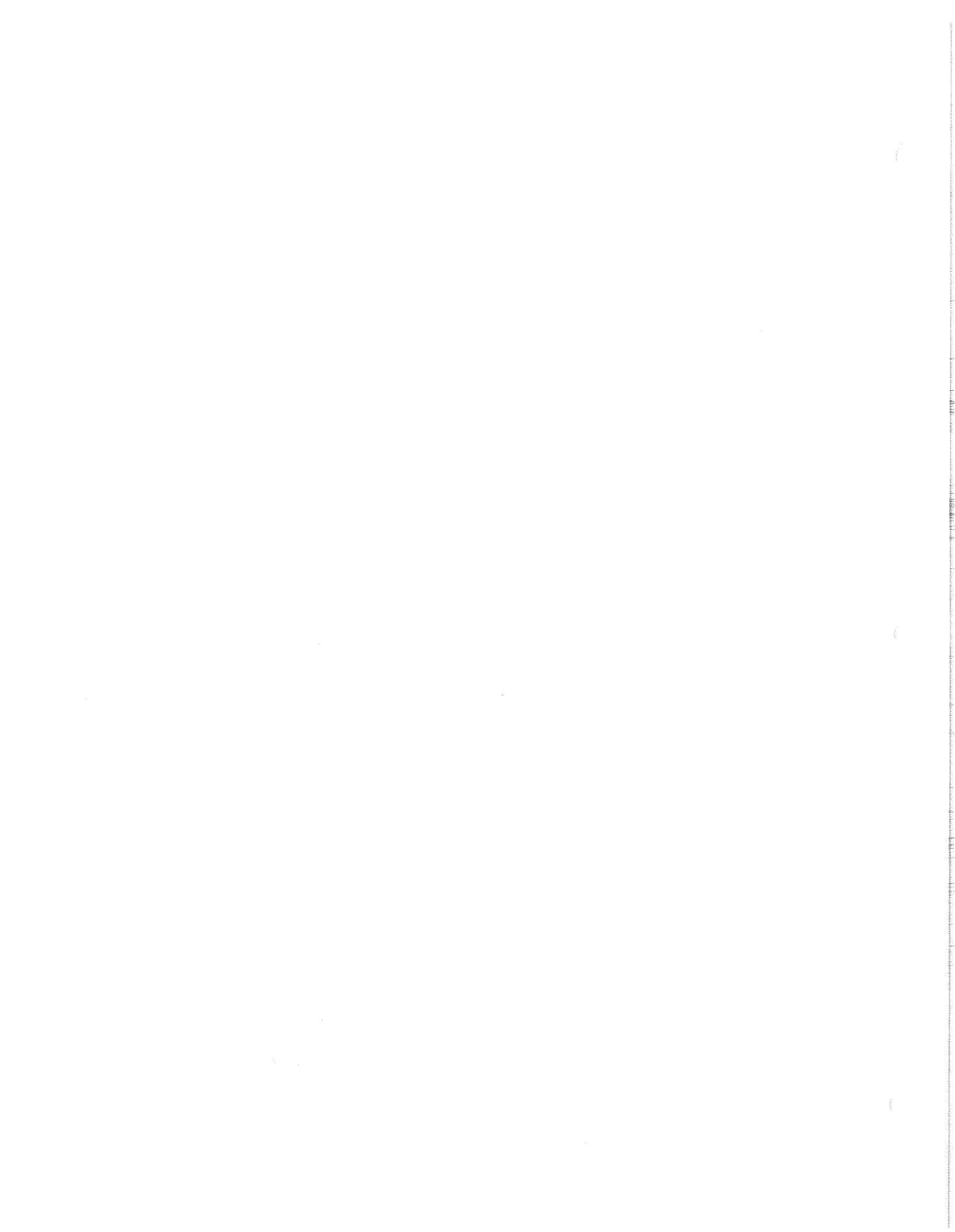
**Presents**

**Placentia Library**

With this certificate on the 30th day of April, 1998  
in recognition of generous contributions of,  
**TIME, TALENT, TREASURE**



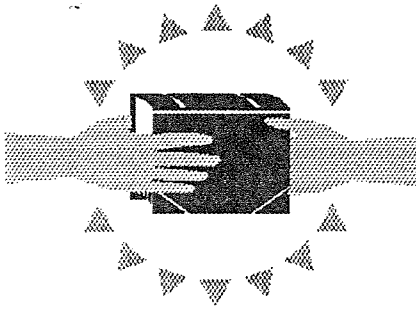
*Janet Turner*  
Board Chair



# CLA Facts

California Library Association • 717 K Street, Suite 300  
Sacramento, CA 95814 • 916-447-8541

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## TRANSACTION-BASED REIMBURSEMENTS

### California State Budget Augmentation 1998/99

6120-211-0001: for local assistance, California State Library, Program 20 - Library Development Services, (a) 20.30 "Direct Loan and Interlibrary Loan Programs"

**Needed: Budget augmentation of \$4,212,475 for California Library Services Act (CLSA)** to increase funding for libraries in the Direct Loan and Interlibrary Loan Programs

#### **Background:**

Direct loan and interlibrary loan transactions were fully funded until 1989/90

The rate of reimbursement has not changed since 1990/91 even though the annual cost studies have shown a steady increase in handling costs as well as transactions

Six public libraries have dropped out of CLSA cooperative systems, four within the last five years, because of the underfunding

Borrowing patterns indicate public preference for libraries convenient to work, schools and areas other than where they live

#### **Benefits of augmentation:**

Recognize that libraries cannot supply Californians with every resource they need locally and that other libraries who supply the unmet needs should be compensated

Avoid direct loan and interlibrary loan fees to Californians who choose to use libraries other than their own

Maximize the library service and resources to the local taxpayer by compensating the library for services it extends to borrowers of other jurisdictions

Encourage participation in cooperative systems to maximize cost sharing to the ultimate benefit of the local taxpayer

Promote the quality of life of Californians by encouraging use of libraries most convenient to them

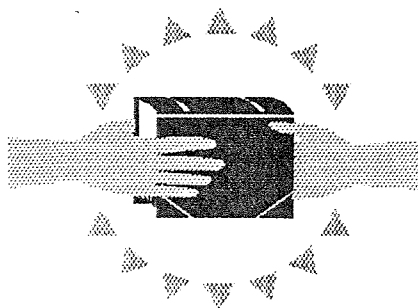
Promote library resource sharing and fulfillment of the intentions of the Act



# CLA Facts

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## PUBLIC LIBRARY FUND

### PLF A TOP PRIORITY:

CLA continues to make full funding for the Public Library Fund (PLF) a top legislative priority. At the very minimum, CLA would like to see the current level augmented by \$15 million which would equate to \$1 a person on a per capita distribution.

### BACKGROUND:

The legislation authorizing the PLF became effective July 1, 1983. The total cost of the program in its first year was \$12 per capita with localities paying 90% and the State authorized to pay 10%.

At the highest State appropriation for the PLF in 1989/90, the State provided \$20.6 million, approximately 55% of the amount required for full funding at that time. In his final year in office, with the State beginning to face budget difficulties, Governor Deukmejian reduced the PLF to \$16 million. The following year, Governor Wilson reduced it to \$10 million. The next year, he reduced it even further to \$8.87 million which was only 17% of the \$50.8 million required for full funding. For the 1996/97 fiscal year PLF was increased to \$15.87 million after an exhaustive lobbying and grass roots effort. The Governor increased it another \$3 million for the 1997/98 fiscal year to its current amount of \$18.87 million.

The Public Library Fund is part of the Governor's budget.

## LEGISLATURE'S POLICY:

In passing the measure, the California Legislature found and declared "that it is in the interest of the people and of the State that there be a general diffusion of information and knowledge through the continued operation of free public libraries." The Legislature further declared that "the public library is a supplement to the formal system of free public education. . .and a resource for continuing education and re-education beyond the years of formal education and as such deserves adequate financial support from government at all levels."

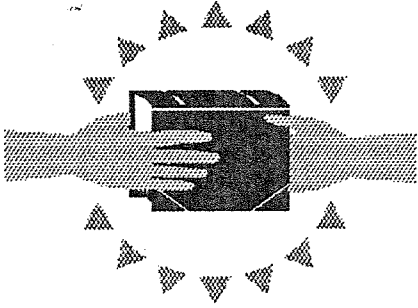
## PUBLIC LIBRARY FUND

<u>FISCAL YEAR</u>	<u>PROGRAM REQUIREMENT</u>	<u>STATE ALLOCATION</u>
1997/98	\$63,097,899	\$18,870,000
1996/97	52,862,621	15,870,000
1995/96	50,890,360	8,870,000
1994/95	47,803,195	8,870,000
1993/94	46,530,530	8,870,000
1992/93	47,245,648	8,870,000
1991/92	48,219,568	10,176,000
1990/91	45,472,677	16,600,000
1989/90	42,127,230	20,600,000
1988/89	39,297,504	20,600,000
1987/88	37,617,793	20,200,000

# CLA Facts

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## LIBRARY OF CALIFORNIA

"One Library, 8,000 Doors"

SB409 (ALPERT/SWEENEY)

### GOAL:

- To connect all 8,000 of California's libraries in a "virtual library" network
- To provide every Californian access to information stored in 8,000 libraries

### LEGISLATURE'S POLICY:

- SB409 declares that the legislature's policy is to ensure adequate funding of libraries from local or other sources, with state aid under this program serving as a supplement rather than a replacement for other funds. It is the state role to maximize upon those local investments by enabling the sharing of library resources over jurisdictional lines.

### BACKGROUND:

- Sponsored and endorsed by the California Library Association and the California School Library Association, the LIBRARY OF CALIFORNIA legislation establishes the framework for a multi-type library network in California. It links more than 8,000 libraries to meet the needs of the state's diverse population. The plan for the LIBRARY OF CALIFORNIA results from ten years of planning, involving more than two thousand librarians and library supporters throughout the State.
- The LIBRARY OF CALIFORNIA legislation updates, expands, and replaces the California Library Services Act (CLSA) of 1977. CLSA has provided a framework for public library cooperation through system communications, delivery and resource sharing.

- The LIBRARY OF CALIFORNIA expands that framework to include all types of libraries in California - public, school, academic and special libraries such as law and medical libraries.
- The LIBRARY OF CALIFORNIA serves each and every resident of the State, no matter how isolated his or her domicile. For example:
  - A child in Mendocino County who is working on a special report on oceanography will be able to get material from the Monterey Bay Aquarium Library.
  - A farmer in the Owens Valley will be able to get up-to-date information on farming methods from an agricultural library such as the one at UC Riverside.
- The LIBRARY OF CALIFORNIA allows Californians to obtain a statewide network electronic library card. Card holders can then access information from libraries throughout the State from their homes, businesses, schools or libraries.
- The LIBRARY OF CALIFORNIA also provides support for resource sharing between libraries through activities such as training, disaster planning and preservation of materials.

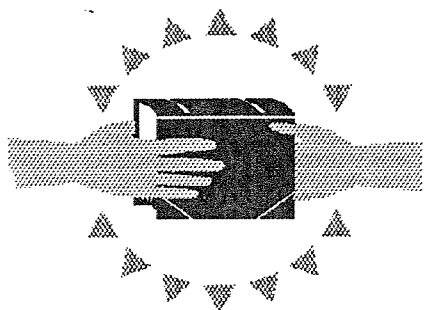
#### **COST:**

- The LIBRARY OF CALIFORNIA will need \$10 million for start-up costs. It is an economical resource-sharing enterprise that vastly expands what is available to all Californians.
- Once the telecommunications infrastructure and other resources are developed, 90% of the funding will be used as reimbursement for local services. In 20 years, the eventual cost of the LIBRARY OF CALIFORNIA may be as high as \$100 million.
- Public/private partnerships will be encouraged as a means of enhancing information access and delivery.
- Participation by each library in the network is voluntary. A participating library must commit to reciprocity within the network and its governing body must commit to maintain local support for library services.

# CLA Facts

California Library Association • 717 K Street, Suite 300  
Sacramento, CA 95814 • 916-447-8541

---



## LIBRARY CONSTRUCTION BOND ACT

### SB 2026 By Senators Richard Rainey & John Burton

#### ☛ PUBLIC LIBRARY CONSTRUCTION FUNDS:

The Act would provide **\$500 million** in state funds for construction and remodeling of public library facilities. Bond Act funds would be allocated on a **65% State / 35% Local** matching basis.

#### ☛ WHAT IS THE NEED?

In early 1998, the State Library completed a statewide public library facilities needs assessment with library jurisdictions reporting the following short term building needs:

- Over **\$2 Billion**
- Needed for **425 projects**
- Totaling over **8 million square feet.**

☛ **PREVIOUS STATE BOND ACT FUNDS ARE ALL GONE!**

All twenty-four projects funded by the 1988 State Bond Act are complete adding approximately ½ million square feet of new or improved public library space.

The use of these libraries by the public has skyrocketed because of the new services offered.

Because of a lack of state funds, **over \$100 million** in projects did not receive funding under the previous Bond Act, and many of these buildings still have not been built.

☛ **THE VOTERS WANT FUNDS FOR LIBRARY CONSTRUCTION:**

In 1994, a statewide voter opinion poll performed by the California Library Association showed that even in the depth of the most severe recession in California since the 1930's, **a majority of voters indicated they would approve state bonds for public library construction!**

☛ **TAKE ACTION WITH THE SENATE APPROPRIATIONS COMMITTEE:**

**Patrick Johnston, Chair**  
Tim Leslie, Vice Chair  
Dede Alpert  
John Burton

Charles Calderon  
Ralph Dills  
Bette Karnette  
Bruce McPherson

John Vasconcellos  
Ross Johnson  
Richard Mountjoy  
David Kelley

# News Release



Agenda Item 5  
Page 9  
California Library Association  
717 K Street, Suite 300  
Sacramento, CA 94814-3477

916-447-8541  
Fax: 916-447-8394  
E-mail: info@cla-net.org  
http://www.cla-net.org

## Electronic Access in Public Libraries

*Policy adopted by CLA Assembly on November 18, 1997*

The California Library Association supports the American Library Association's policies regarding access to information in electronic format. The role of libraries is to provide ideas and information across the spectrum of social and political thought, regardless of storage media, and to make these ideas and this information available to anyone who needs or wants it.

Access questions should be professionally interpreted through general services policies that also relate to the specific mission and objective of the institution. Libraries should focus on developing policies that ensure broad access to information resources of all kinds, citing as few restrictions as possible, rather than developing more limited acceptable use policies that seek to define limited ranges of what kinds of information can be accessed by which patrons of any age and in what manner.

### Context

Electronic media offer an unprecedented forum for the sharing of information and ideas. Many electronic resources, such as CDs, are acquired for the library collection using selection policies. When libraries provide Internet access, they provide a means for people to use the wealth of information stored on computers throughout the world, whose ever-changing contents are created, maintained and made available beyond the library's control. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

### Supporting Documents

- American Library Association. *Library Bill of Rights*. Chicago, IL: ALA, 1996.
- American Library Association. *Free Access to Libraries for Minors*. Chicago, IL: ALA
- American Library Association. *Access for Children and Young People to Videotapes and Other Nonprint Formats*. Chicago, IL: ALA
- American Library Association. *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*. Chicago, IL: ALA, 1996
- American Library Association. *Economic Barriers to Information Access*. Chicago, IL: ALA, 1993
- American Library Association. *Resolution on the Use of Filtering Software in Libraries*. Chicago, IL: ALA, 1997
- American Library Association. *Equity on the Information Superhighway*. Chicago, IL: ALA, 1996
- Minow, Mary. "Filtering the First Amendment for Public Libraries: A Look at the Legal Landscape." *California Libraries*. June, 1997, p. 1, 10-11.





*This is an example of how one library system continues to be affected by the property tax shift. Other libraries impacted are encouraged to develop similar fact sheets.*

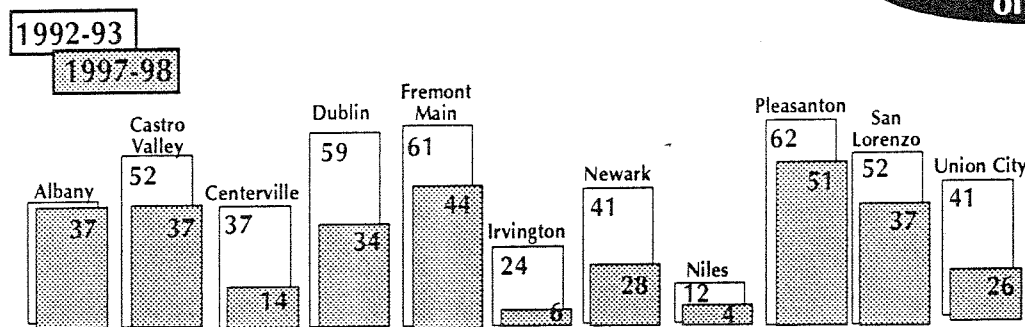
## **WHY** THE LIBRARY IS NOT OPEN MORE HOURS

Since 1992, the Alameda County Library has been seriously affected by the annual loss of property tax revenue, which has been shifted to the State. The following charts and information show the effects this has had and will continue to have on the Alameda County Library unless something is done to return the property taxes we once had. You can help by writing to your elected officials; addresses and names are on the back of this flier.

*There are fewer library employees—branches are open fewer hours, fewer items may be checked out and there are fewer programs for children and young adults.*



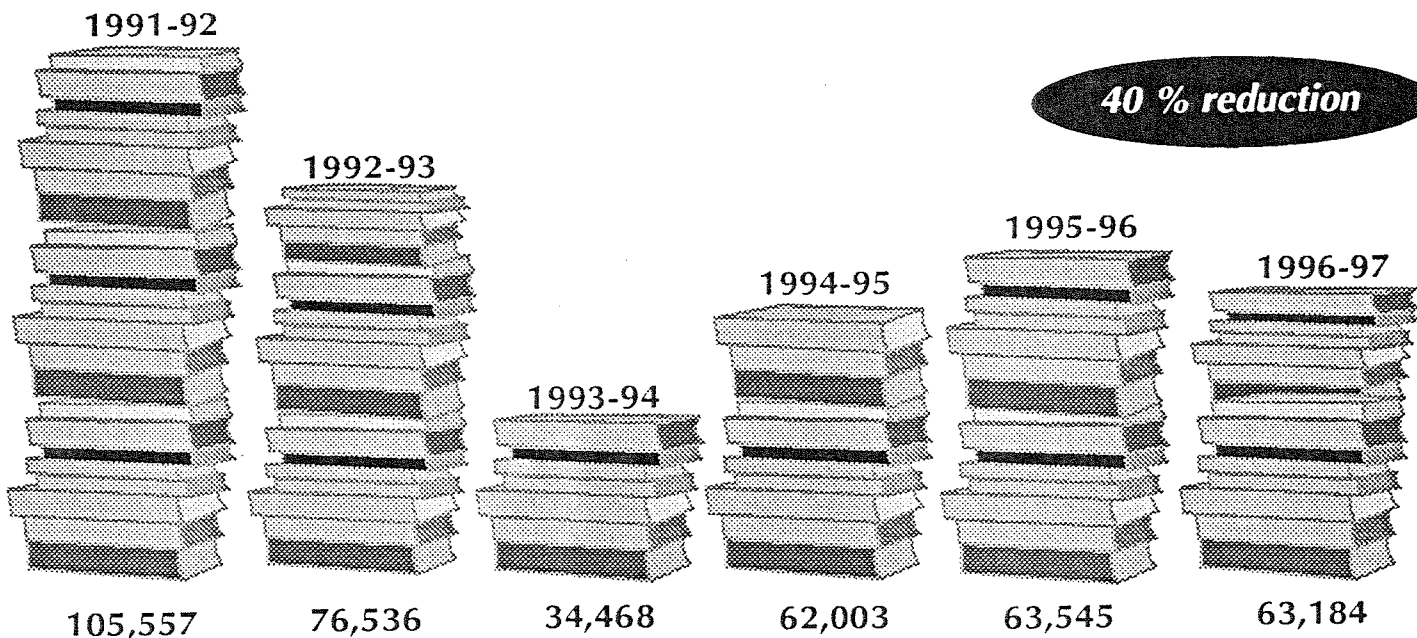
IMPACT ON BRANCH OPEN HOURS - hours per week



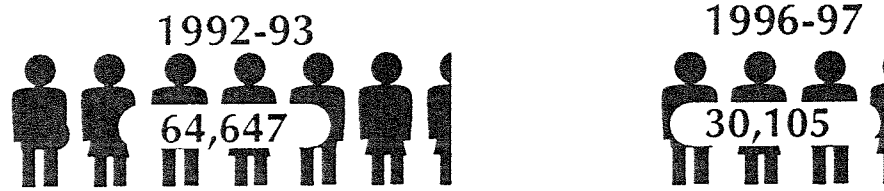
**33.5% reduction of hours**

TOTAL  
478 = 92/93 hours  
318 = 97/98 hours

## *Impact on Books & other materials added to collections*



## Number of Children & Young Adults attending Library Programs



**LONG TERM EFFECT**—The Library's current annual operations cost more than the annual revenue. The budget is balanced by a decreasing annual carryover of available funds, which will be spent in a few years.

**The Alameda County Library does not receive almost \$9 million of its property tax share annually because of the shift to the State.**

	PROPERTY TAXES <i>(figures are in millions - rounded)</i>			
	1993 - 94	1994 - 95	1995 - 96	1996 - 97
Property Taxes Actually Received by Library	7.5	7.7	7.36	7.89
Property Taxes Shifted to the State	8	8.17	8.34	8.79
<b>TOTAL</b> Property Taxes the Library could receive if the State would return them.	15.5	15.87	15.7	16.68

*Based on figures provided to the County Library by the Auditor-Controller*

### WHAT YOU CAN DO!

If you have an opinion about the return of your property taxes to local government, write or call your local legislator and Governor Pete Wilson.

**Alameda County legislators are:**

**ASSEMBLY MEMBERS:**

Dion Aroner, 14<sup>th</sup> District  
Liz Figueroa, 20<sup>th</sup> District  
Lynne Leach, 15<sup>th</sup> District  
Don Perata, 16<sup>th</sup> District  
Michael Sweeney, 18<sup>th</sup> District

**SENATORS:**

Barbara Lee, 9<sup>th</sup> District  
Bill Lockyer, 10<sup>th</sup> District  
Richard Rainey, 7<sup>th</sup> District

**GOVERNOR:**

**Pete Wilson**  
(916) 445-2841

Write to the above elected officials: c/o California State Capitol, Sacramento CA 95814

**Questions: Call County Librarian Linda Wood at (510) 745-1500**

CLLS

## California State Budget Augmentation

6120-211-0001: for local assistance, California State Library, Program 20 -  
Library Development Services, (a) 20.10 "California Literacy Campaign"

1998/99

**Needed: Budget augmentation of \$ 600,000 for California Library Services Act (CLSA)**  
to increase funding for libraries in the California Literacy Campaign, under the California  
Library Literacy Service Act (adult literacy):

### Background:

- Began in fiscal 1983/84 with \$2.5 million federal funds (LSCA, Title I)
- Transitioned to State funding in fiscal 1984/85 with \$2.3
- Maximum State funding fiscal 1988/89 with \$4.7 million
- Fiscal 1997/98 funded at \$3.49 million State; over \$10 million locally-generated
- Last year 19,000 volunteer tutors instructed 26,000 adult learners
- 65 public library jurisdictions have never been State funded
- Law (authored by Bill Baker, R, Assembly and co-sponsored by David Roberti, D, Senate)  
**authorizes** dollar for dollar (100%) match of funds raised locally; but with recession, State  
funding now 25% less than high in 1988/89.

### Benefits of augmentation:

- Increase in State match to 25% of locally generated funding
- Increase in numbers of libraries beginning literacy services
- Increase funds generated locally as established programs expand
- Decrease illiteracy in California by instructing more adults



TO: Library Board of Trustees  
FROM: Cheryl Willauer, Library Assistant  
DATE: May 19, 1998  
**SUBJECT: Friends of Placentia Library Report**

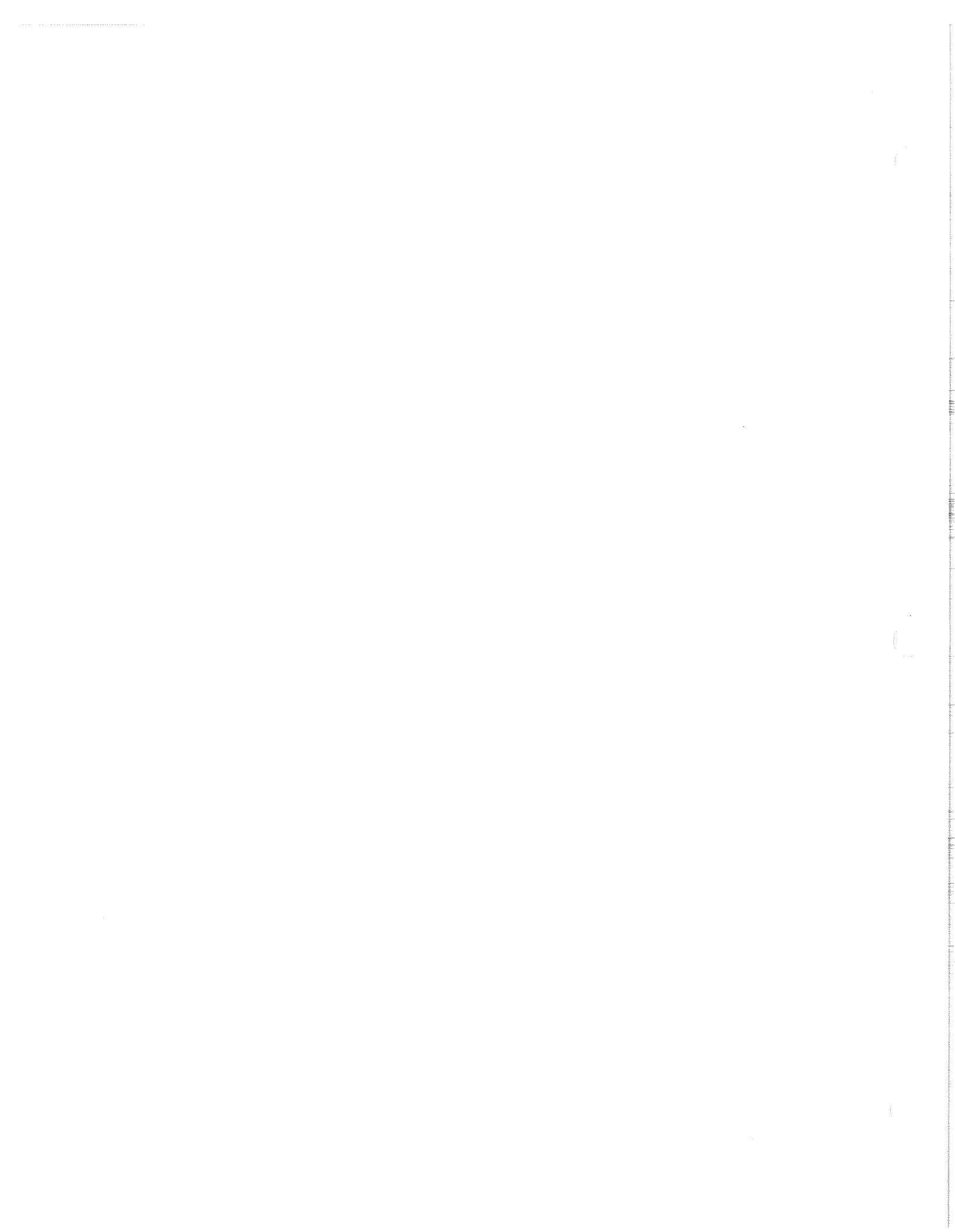
The Board of Directors of the Friends of the Library met on Monday, May 4, 1998. Trustee Robin Masters; Principal Librarian Suad Ammar; and Library Assistant Cheryl Willauer attended the meeting.

Plans were finalized for the annual Booksale to be held Friday, May 15 and Saturday, May 17. The Members only time is Friday from 5 to 7 P.M.

The Board authorized giving the Library \$1,000 to subsidize part time help to process new books and videotapes. The Board also discussed giving money to support Books on Tape and purchasing a Bar Code Reader for circulation. They will continue discussion on these items at the June meeting.

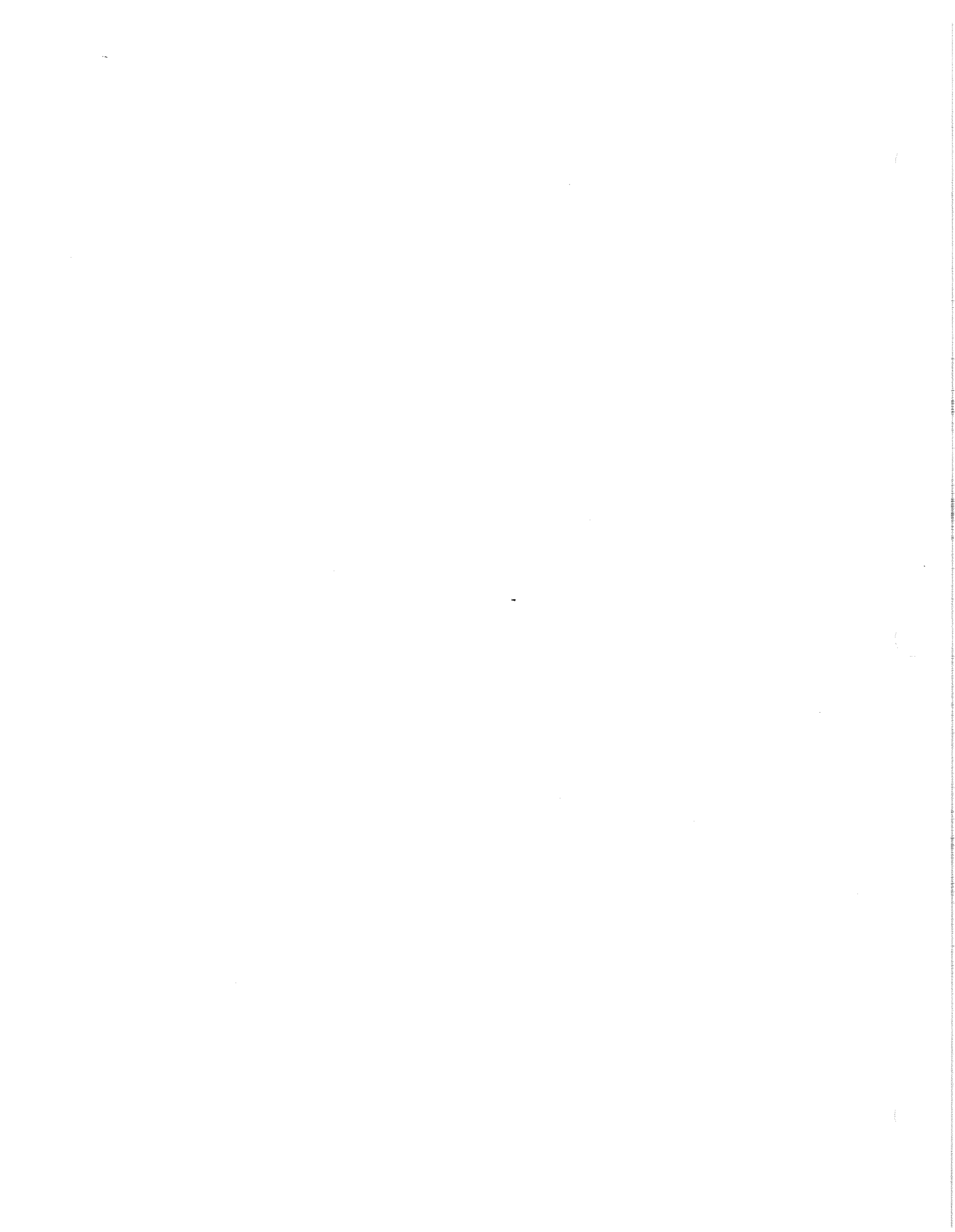
The Board was very pleased with the Annual meeting. A letter from Nita Godwin was read expressing her thanks and appreciation for the beautiful Velveteen Rabbit wall hanging.

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



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
May 19, 1998

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





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
May 19, 1998

<u>DATE</u>	<u>REPORT NO.</u>	<u>AMOUNT</u>
-------------	-------------------	---------------

	TOTAL	\$0.00
--	-------	--------



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 May 19, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3608	3,938.59
	3609	1,019.70
	3610	3,290.93
Subtotal for Immediately		8,249.22
Regular	3611	12,221.63
	3612	3,039.65
	3613	363.64
Subtotal for Regular		15,624.92
TOTAL CURRENT CLAIMS		23,874.14
Payroll	3614	19,926.00
	3615	10,765.00
Subtotal for Payroll		30,691.00
TOTAL		54,565.14

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
N00230B Fry's Electronics 600 E. Brokaw Road San Jose, CA 96112	April 22, 1998 1979344		1300	01		51.67		
N01074 Southern Calif. Gas Co. P.O. Box C Monterey Park, CA 91756	April 23, 1998		2800	00		794.57		
N018331 Christenson Electric, Inc. 111 S.W. Columbia, STE 480 Portland, OR 97201-5886	May 4, 1998 101649		1400	00		285.00		
N01905 Data Perfect Images 2960 Saturn St., Unit H Brea, CA 92621	April 30, 1998 441214445		1800	00		280.15		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	May 27, 1998		0300	00		87.80		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	April, 1998		1900	00		34.71		
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367-2555	May, 1998		0300	00		2,354.79		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	March 23, 1998 - 364 April 23, 1998 - 462		1800 1800	00 00		24.95 24.95 49.90		

The claims listed above (totaling \$ 3,938.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,938.59

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/98  
REPORT NO 3609

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N03650B Kinko's, Inc. Customer Administrative Svcs. P.O. Box 672085 Dallas, TX 75267-2085	April 27, 1998 030200084699		1800	00		4.30		
	April 19, 1998 030200084575		1800	00		1.07		
	May 14, 1998 03020084880		1800	00		4.29		
	April 23, 1998 030200084649		1800	00		39.77		
						49.43		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	April 21, 1998		2800	00		100.21		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	April 17, 1998 528-1906		0700	00		120.05		
	April 7, 1998 253-0470		0700	00		143.15		
	April 17, 1998 528-8236		0700	00		20.97		
	April 28, 1998 572-1609		0700	00		79.35		
	May 4, 1998 524-9784		0700	01		20.91		
	April 17, 1998 528-6022		0700	08		19.24		
	May 4, 1998 524-8408		0700	08		38.11		
							441.78	
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	April 16, 1998 528-8236		0700	00		46.39		
N06555A Principal Mutual Dept. 900 P.O. Box 7657 Philadelphia, PA 19101-7657	April 22, 1998		0300	00		381.89		

The claims listed above (totaling \$ 1,019.70) 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
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, Il 60694	April, 1998 0110572336		0300	00		171.25		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	May, 1998		1900	00		35.00		
N06686D Office Depot Dept 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	April 21, 1998		1800	00		823.57		
N09163 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	May 9, 1998 096817		1400	00		950.00		
N09163 Manwill Plumbing Co. 3940 Prospect Ave, Unit D Yorba Linda, CA 92886-1749	April 18, 1998 25597		1400	00		583.52		
N13176A AIS Technology 1065 Pacificcenter Dr., STE 150 Anaheim, CA 92806	Feb 4, 1998 38832		1300	00		673.44		
N15508 Cosmoslink Internet Services 3030 Saturn St., STE 204 Brea, CA 92821	Apr 28, 1998 9805-75 9805-87		0700	02		19.95		
			0700	02		19.95		
						39.90		
FEDEX P.O. Box 1140 Memphis, TN 38101-1140	April 13, 1998 4-488-23320		1803	00		14.25		

The claims listed above (totaling \$ 3,290.93) 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.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,290.93

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/98  
REPORT NO 3611

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	April 29, 1998	55054	1400	00		88.14			
			1400	00		1,717.88			
			2800	00		2,883.17			
	May 4, 1998	55068	1400	00		235.04			
			1400	00		1,603.28			
			2800	00		<u>2,860.41</u>			
						9,387.92			
	N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	April 28, 1998	98-04-511	1400	00		117.42		
	N03660 Elizabeth Minter - petty cash Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	May 19, 1998		0900	00		6.58		
0900				09		32.55			
1400				00		120.00			
1800				00		263.44			
1800				08		42.75			
1803				00		314.62			
1803				08		43.50			
1900				09		400.00			
2700				00		286.90			
2700				01		228.00			
2700				02		95.00			
2700	07		<u>329.00</u>						
			2,162.34						
N06738 Suad Ammar 411 E. Chapman Placentia, CA 92870	April, 1998		2700	01		31.50			
	May, 1998		2700	01		9.45			
						40.95			
N09140 XCP, Inc. 40 Elm Street Dryden, NY 13053-9624	April 22, 1998	80671	1300	00		513.00			

The claims listed above (totaling \$ 12,221.63) 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

12,221.63

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	April 2, 1998 A27743		0700	05		423.82		
	April 30, 1998 A27914		0700	05		423.82		
						847.64		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	March 25, 1998 23217601		1800	00		24.11		
	23222530		1800	00		16.42		
	23783746		1800	00		44.08		
						84.61		
N06568 Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92870	May 4, 1998		1900	08		480.00		
N06573C First American Trust 421 N. Main St. Santa Ana, CA 92702	April 7, 1998 60-1076-00		1900	00		1,214.83		
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	March, 1998		2700	01		7.87		
N06819A American Library Assoc. 155 N. Wacker Drive Chicago, ILL 60606	April 13, 1998 8268050		1800	00		141.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	April 30, 1998 19980430		1900	00		263.70		

The claims listed above (totaling \$ 3,039.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,039.65



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
N16129 Jean O. Pappas 1114 Oakmont Placentia, CA 92870	April, 1998		0700	02		73.64		
University of California Irvine Extension P.O. Box 6050 Irvine, CA 92616-6050	April 15, 1998		2700	01		290.00		

The claims listed above (totaling \$ 363.64) 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

363.64

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	May 19, 1998 Pay period #12 May 22, 1998 June 4, 1998		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JUNE 4, 1998								

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

19,926.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/98  
REPORT NO 3615

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	June 5, 1998 Pay period #13 June 5, 1998 June 18, 1998		0100	00		10,000.00		
	FICA		0200	00		765.00		
PLEASE WIRE ON THURSDAY, JUNE 18, 1998								

The claims listed above (totaling \$ 10,765.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

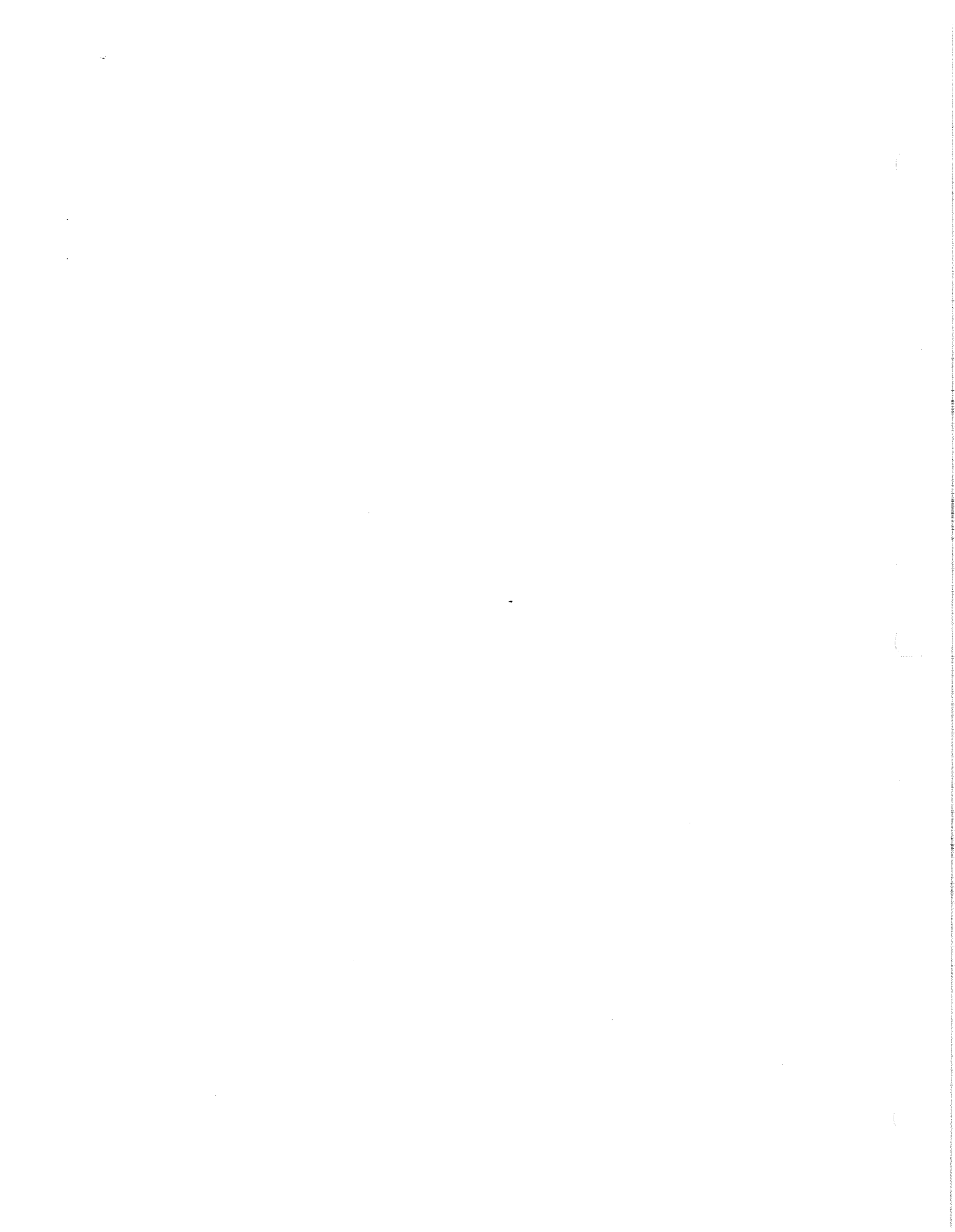
APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

10,765.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** May 19, 1998

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

It is my recommendation that the transfer of \$101,000 to Fund 706 be approved at this time. This will complete the reverse transfers for Fiscal Year 1997-98.

**RECOMMENDATION:**

Authorize transfer of \$101,000 from Fund 707 to Fund 706



Placentia Library District  
FY1997-1998 General Fund Cash Flow

Agenda Item 12  
Attachment A  
Page 1

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 Interest Allocation	765.06	20.12	(19,650.69)
09/05/97		Transfer from Fund 706	36,000.00		16,349.31
09/05/97		Grant for Direct Mail	8,861.00		25,210.31
09/05/97		August Local Revenue	2,383.21		27,593.52
09/16/97	3542	General - PPI		1,551.99	26,041.53
09/16/97	3543	General - PPI		2,081.12	23,960.41
09/16/97	3544	General		12,569.21	11,391.20
09/16/97	3545	General		493.38	10,897.82
09/16/97	3546	Payroll to wire 9/25/97		19,926.00	(9,028.18)
09/16/97	3547	Payroll to wire 10/9/97		19,926.00	(28,954.18)
09/16/97	3548	Payroll to wire 10/23/97		19,926.00	(48,880.18)
09/16/97	3549	Payroll to wire 11/6/97		19,926.00	(68,806.18)
09/16/97	3550	Payroll to wire 11/20/97		19,926.00	(88,732.18)
09/22/97		Transfer from Fund 706	65,000.00		(23,732.18)
09/22/97		Transfer from Fund 702	30,000.00		6,267.82
09/22/97		Unsecured 1st Actual	34,899.83	87.25	41,080.40
09/23/97		Local Revenue, August	1,033.75		42,114.15
09/24/97	3551	PPI by Library Director		3,581.83	38,532.32
09/24/97	3552	PPI by Library Director		2,124.18	36,408.14
09/30/97		Commingled Interest Allocation	442.33	11.63	36,838.84
10/02/97	3553	PPI by Library Director		1,625.18	35,213.66
10/02/97	3554	PPI by Library Director		9,590.61	25,623.05
10/02/97	3555	General by Library Director		4,812.47	20,810.58
10/22/97		Commingled Interest Allocation	317.22	8.26	21,119.54

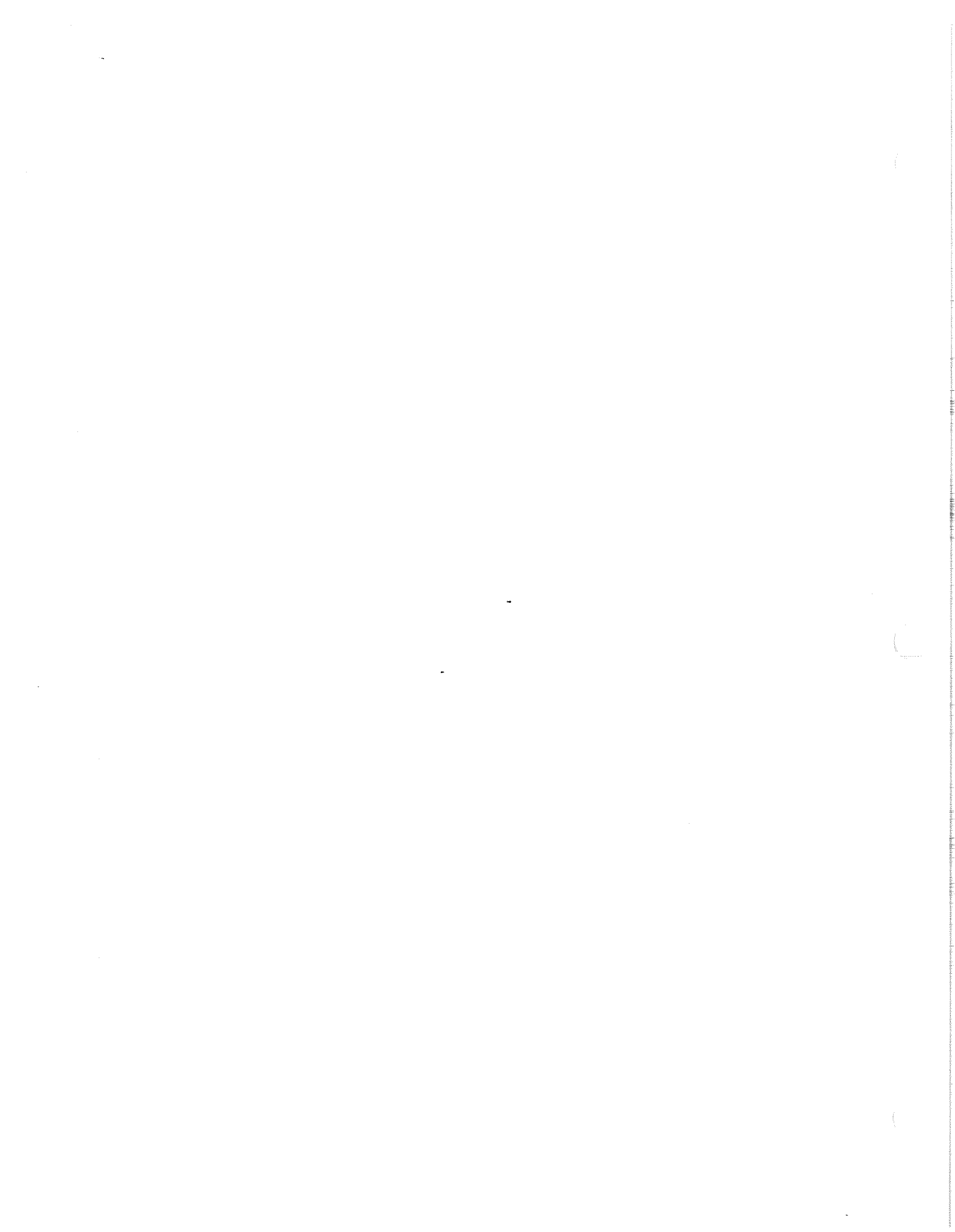
Placentia Library District  
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)
11/21/97		State TBR	2,104.18		(52,070.18)
11/21/97		321 Grant - Dept. of Educ.	3,426.00		(48,644.18)
11/21/97		Local Revenue, September & October	3,979.21		(44,664.97)
11/24/97		Commingled Interest Allocation	437.94	11.49	(44,238.52)
11/25/97		Current Secured 1st	67,903.18	169.76	23,494.90
12/05/97	3566	General by Library Director		3,125.17	20,369.73
12/05/97	3567	PPI by Library Director		1,581.56	18,788.17
12/09/97		Homeowners Property Tax Relief	2,277.07		21,065.24
12/11/97		Current Secured 2nd	113,707.74	284.27	134,488.71
12/15/97		Current Supplemental 1st	5,339.85		139,828.56
12/16/97	3568	General - PPI		7,736.78	132,091.78
12/16/97	3569	General		15,230.98	116,860.80
12/16/97	3570	General		4,284.83	112,575.97
12/16/97	3571	General		2,779.48	109,796.49
12/16/97	3572	Payroll to wire 1/5/98		19,926.00	89,870.49
12/16/97	3573	Payroll to wire 1/15/98		19,926.00	69,944.49
12/17/97		Current Secured 3rd	175,507.48	438.77	245,013.20
12/22/97		Commingled Interest Allocation	316.48	8.21	245,321.47
12/22/97		State TBR	2,026.63		247,348.10
12/22/97		State Humanities Grant	500.00		247,848.10
12/22/97		Local Revenue, November	1,458.13		249,306.23
12/18/98		Interest on Impounds	176.98		249,483.21
12/22/98		State Dept. Educ 321 Grant	1,522.00		251,005.21
01/08/97	3575	PPI by Library Director		2,004.94	249,000.27
01/08/98	3574	PPI by Library Director		3,818.97	245,181.30
01/08/98		Homeowners Property Tax Relief	5,313.13		250,494.43
01/15/98		Unsecured 2nd Actual	6,066.51	15.17	256,545.77
01/20/98	3480	General		518.17	256,027.60
01/20/98	3576	General - PPI		2,954.29	253,073.31
01/20/98	3577	General		1,730.83	251,342.48
01/20/98	3578	General		32,298.27	219,044.21
01/20/98	3579	General		2,232.75	216,811.46
01/20/98	3581	Payroll to wire 1/29/98		19,926.00	196,885.46
01/20/98	3582	Payroll to wire 2/12/98		19,926.00	176,959.46
01/22/98		Current Secured 4th	50,637.92	126.59	227,470.79
01/26/98		Current Supplemental 2nd	2,397.19		229,867.98
01/30/98		Commingled Interest Allocation, Dec	1,073.38	27.94	230,913.42
01/30/98		Transfer to Fund 702		30,000.00	200,913.42
02/03/98		Local Revenue, December	1,365.74		202,279.16
02/04/98		Public Utility Tax	12,571.79		214,850.95
02/04/98		Distribution of Forfeiture Accounts	3,062.01	31.43	217,881.53



Placentia Library District  
FY1997-1998 General Fund Cash Flow

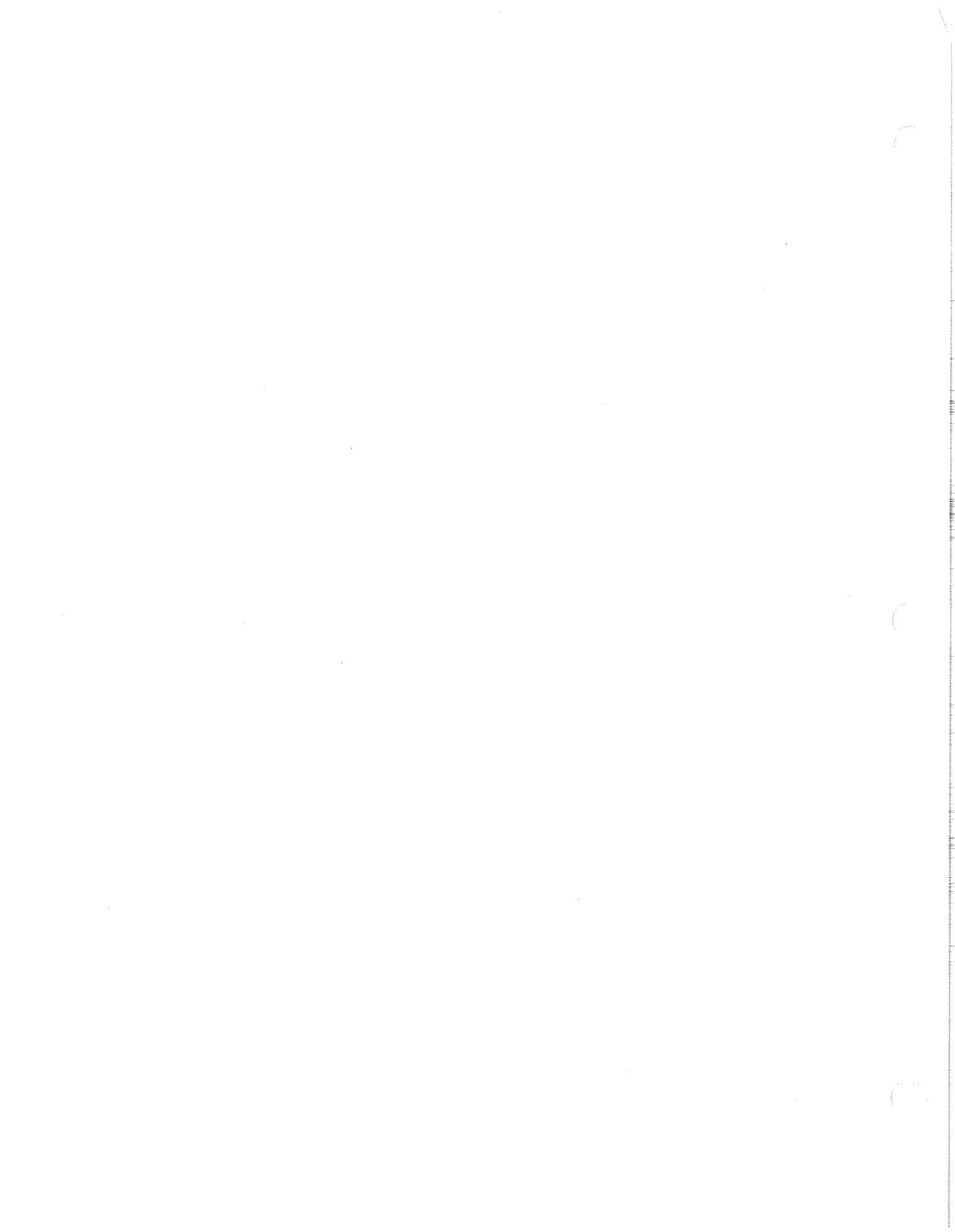
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
02/10/98	3583	PPI by Library Director		1,725.80	216,155.73
02/10/98	3584	PPI by Library Director		991.98	215,163.75
02/17/98	3585	General		11,855.92	203,307.83
02/17/98	3586	General		972.65	202,335.18
02/17/98	3587	General		667.05	201,668.13
02/17/98	3588	Payroll to wire 2/26/98		19,926.00	181,742.13
02/17/98	3589	Payroll to wire 3/12/98		19,926.00	161,816.13
02/17/98	3590	General - PPI		33,244.01	128,572.12
02/17/98		Current Supplemental 3rd	684.96		129,257.08
02/20/98		Commingled Interest Allocation, Jan	1,517.19	39.08	130,735.19
02/27/98		Interest Administrative Fee Rebate	2.89	-51.48	130,789.56
03/03/98	3591	PPI by Library Director		1,710.45	129,079.11
03/03/98		Distribution of Forfeiture Accounts	75.69		129,154.80
03/05/98	3592	PPI by Library Director		1,112.99	128,041.81
03/09/98		Local Revenue, January	1,550.31		129,592.12
03/17/98	3593	General - PPI		3,721.95	125,870.17
03/17/98	3594	General		48,471.97	77,398.20
03/17/98	3595	General		4,256.37	73,141.83
03/17/98	3596	General		978.93	72,162.90
03/17/98	3597	General		140.92	72,021.98
03/17/98	3598	Payroll to wire 3/25/98		19,926.00	52,095.98
03/17/98	3599	Payroll to wire 4/9/98		19,926.00	32,169.98
03/17/98	3600	Payroll to wire 4/23/98		19,926.00	12,243.98
03/20/98		Local Revenue, February	1,795.04		14,039.02
03/20/98		State TBR - ILL	1,242.66		15,281.68
03/20/98		State Literacy Funds	6,594.00		21,875.68
03/25/98		Current Secured 5th	45,047.45	112.62	66,810.51
04/16/98		Current Secured 6th	224,358.68	582.04	290,587.15
04/20/98		Current Supplemental 4th	4,141.61		294,728.76
04/21/98	3601	General - PPI		4,096.64	290,632.12
04/21/98	3602	General - PPI		984.85	289,647.27
04/21/98	3603	General - PPI		2,071.29	287,575.98
04/21/98	3604	General		893.28	286,682.70
04/21/98	3605	General		1,220.88	285,461.82
04/21/98	3606	Payroll to wire 5/7/98		19,926.00	265,535.82
04/21/98	3607	Payroll to wire 5/21/98		19,926.00	245,609.82
04/27/98		Public Library Fund	28,313.00		273,922.82
04/27/98		Local Revenue, February	31.18		273,954.00
05/19/98	3608	General - PPI		3,938.59	270,015.41
05/19/98	3609	General - PPI		1,019.70	268,995.71
05/19/98	3610	General - PPI		3,290.93	265,704.78
05/19/98	3611	General		12,221.63	253,483.15
05/19/98	3612	General		3,039.65	250,443.50
05/19/98	3613	General		363.64	250,079.86
05/19/98	3614	Payroll to wire 6/4/98		19,926.00	230,153.86
05/19/98	3615	Payroll to wire 6/18/98		10,765.00	219,388.86
05/19/98		Transfer to Fund 706		101,000.00	118,388.86



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 May 19, 1998

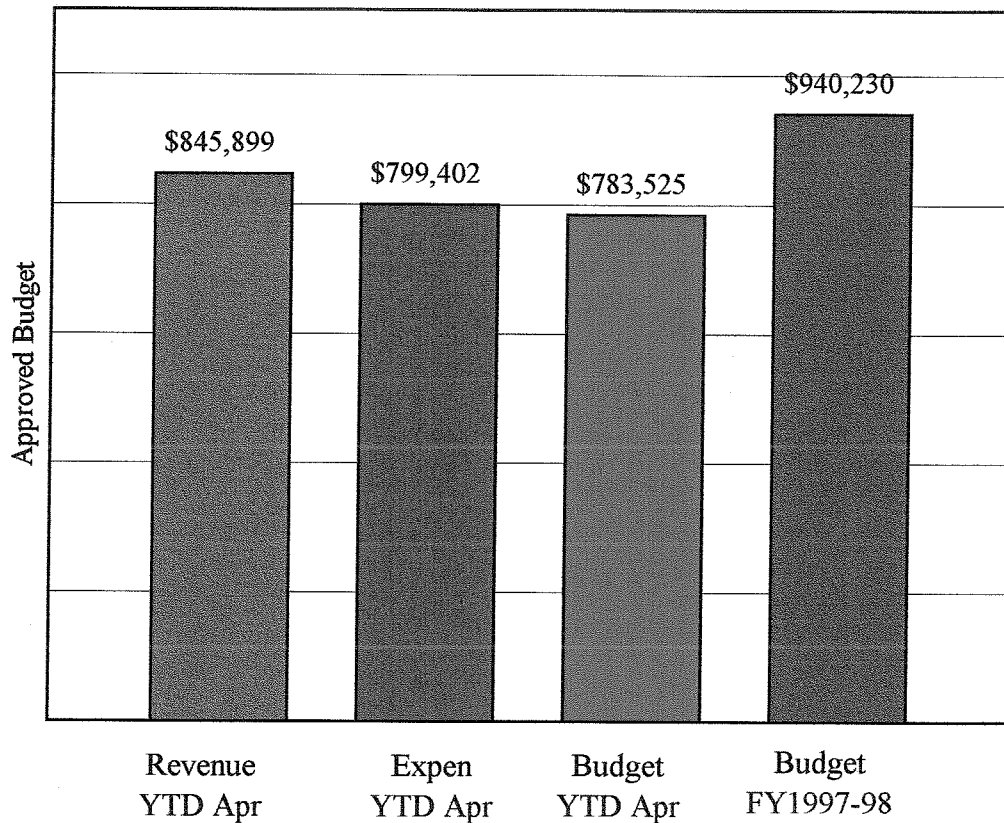
	Fiscal Year 1997-1998							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42	
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50	
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17	
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57	
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57	
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57	
31-May-98						0.00	0.00	
30-Jun-98						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1997-1998 General Fund Cash Flow





PLACENTIA L. JURY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

May 19, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
6210-00	Prop. Taxes - current secured	705,381	677,162.45	654,882.65	224,358.68	217,227.41	96.00%
6210-01	Public Utility	23,624	12,571.79	10,412.37	0.00	0.00	53.22%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	689,734.24	665,295.02	224,358.68	217,227.41	94.61%
6220	PROP. TAXES - CURRENT UNSECURED	47,500	40,966.34	27,218.54	0.00	0.00	86.24%
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	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	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	0.00	60.63%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	11,500	12,565.23	7,075.86	4,141.61	1,522.23	109.26%
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	12,935.83	7,559.31	4,141.61	1,522.23	112.49%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00	89.37%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	3,447.27	448.40	0.00	0.00	
	TOTAL TAXES	821,137	766,325.51	730,405.56	228,500.29	218,749.64	93.32%





REVENUE REFERENCE FOR FUND 707

(Prepared from the Orange County Auditor's Report)

May 19, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
6610-00	Interest	11,000	4,872.49	9,611.92	0.00	584.35	44.30%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	176.98	3,649.59	0.00	0.00	
	TOTAL INTEREST	11,000	5,049.47	13,261.51	0.00	584.35	45.90%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	7,590.20	7,457.87	0.00	0.00	48.68%
6970-00	State - ILL & Direct Loan Reimbursement	12,500	5,373.47	8,623.27	0.00	1,037.40	42.99%
6970-01	State - CA Foundation Funds	28,000	28,313.00	28,082.00	28,313.00	0.00	101.12%
6970-02	State - CA Literacy Campaign	12,000	4,211.00	11,887.00	0.00	0.00	35.09%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	4,948.00	3,511.00	0.00	0.00	141.37%
6970-05	State - Project Grants	9,000	9,361.00	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	52,206.47	52,103.27	28,313.00	1,037.40	80.32%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	27,500	14,496.27	19,671.67	31.18	2,103.60	52.71%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	231.20	6.96	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	940,230	845,899.12	822,906.84	256,844.47	222,474.99	89.97%



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

May 19, 1998

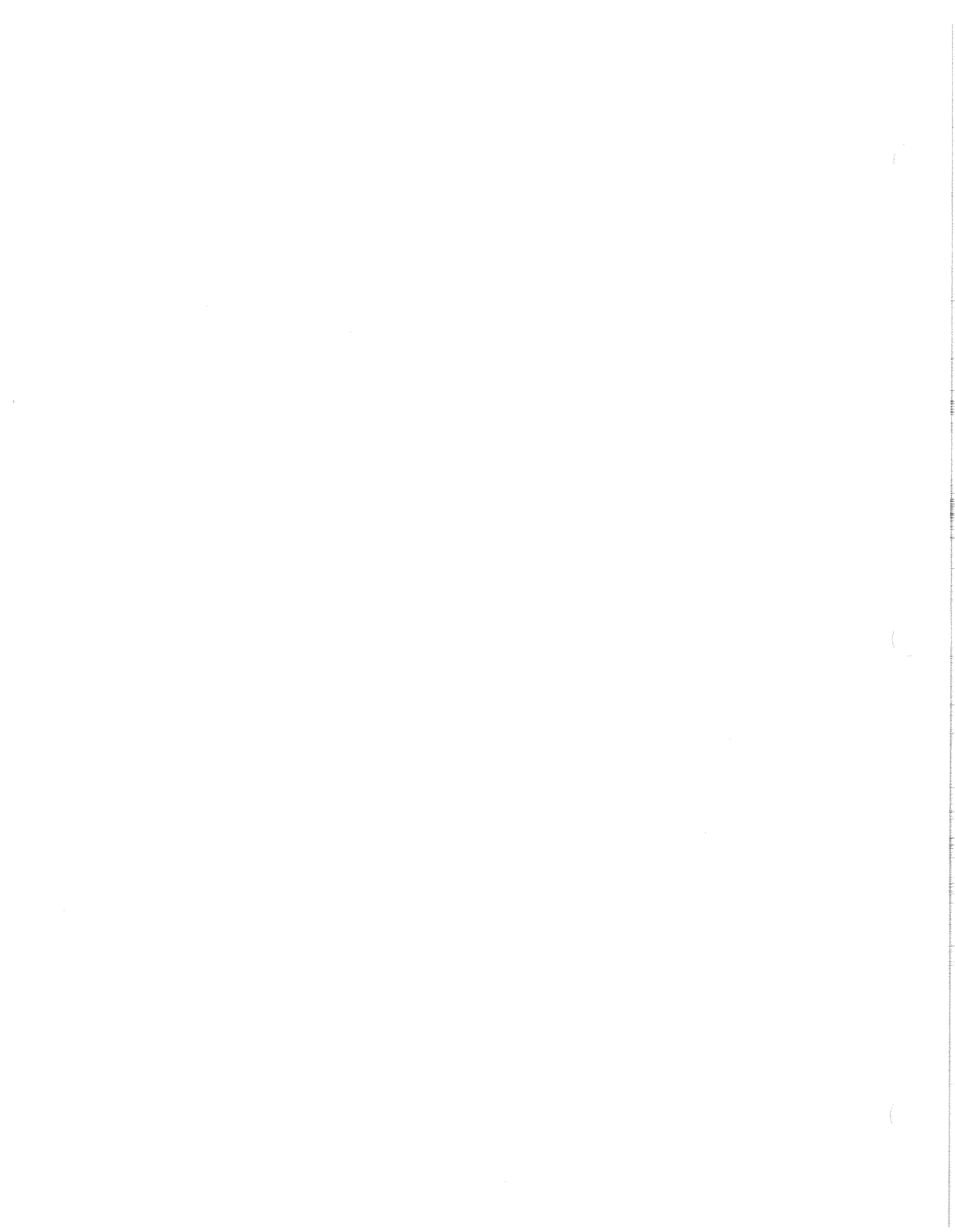
OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	407,220.00	436,027.00	37,020.00	35,000.00	84.62%
0200	Retirement	70,591	61,146.34	64,325.84	2,832.00	2,680.00	86.62%
	Health Insurance/Care America	21,324	15,121.09	17,515.24	1,510.23	2,140.84	70.91%
	Long Term Disability	2,072	1,712.50	1,262.31	171.25	166.27	82.63%
	Vision Service Plan	937	707.40	935.00	0.00	92.80	75.46%
	Dental	3,715	3,713.51	3,506.88	381.89	328.10	99.95%
0300	Total Employee Insurance	28,049	21,254.50	23,219.43	2,063.37	2,728.01	75.78%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	4,322.00	5,602.00	0.00	0.00	72.03%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>585,899</b>	<b>493,942.84</b>	<b>529,174.27</b>	<b>41,915.37</b>	<b>40,408.01</b>	<b>84.31%</b>
0700-00	Communications - Telephone	2,000	2,015.76	1,410.55	271.73	0.00	100.79%
0700-01	Communications - Modem/Fax	900	2,419.56	4,502.07	395.28	284.01	268.84%
0700-02	Communications - Internet/Database	3,500	3,849.66	0.00	519.95	0.00	109.99%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	3,410.51	3,814.38	0.00	423.82	66.10%
0700-07	Communications - 321 Grant	150	501.76	376.15	58.62	22.01	334.51%
0700-08	Communications - Adult Literacy	250	205.01	179.24	77.87	29.81	82.00%
	Total Communications	11,960	12,402.26	10,282.39	1,323.45	759.65	103.70%
0900-00	Food - General Fund	0	18.17	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	7.17	0.00	0.00	0.00%
0900-09	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	18.17	7.17	0.00	0.00	18.17%
1000-00	Household Expense	3,500	4,370.02	2,152.25	0.00	878.09	124.86%
1100-00	Insurance	10,552	10,183.10	11,323.44	0.00	0.00	96.50%



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

May 19, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY1997 YTD %REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	16,193.45	14,263.01	835.02	2,795.00	80.97%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	44.95	0.00	44.95	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	21,000	16,193.45	14,307.96	835.02	2,839.95	77.11%
	HVAC	6,000	3,555.08	5,226.75	117.42	117.42	59.25%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	17,755.56	14,671.38	0.00	0.00	94.70%
	Plumbing	1,200	1,026.16	821.20	0.00	0.00	85.51%
	Electrical	3,000	3,150.96	2,621.44	285.00	0.00	105.03%
	Cleaning Service	11,700	9,500.00	8,550.00	950.00	0.00	81.20%
	Locksmith	200	93.95	88.46	0.00	0.00	46.98%
	Other	1,500	1,903.20	1,647.21	0.00	85.21	126.88%
1400-00	Total Maintenance of Building & Grounds	42,850	36,984.91	34,176.44	1,352.42	202.63	86.31%
	Memberships - General Fund	2,400	2,884.00	2,183.00	225.00	0.00	120.17%
1600-07	Memberships - 321 Grant	200	75.00	295.00	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	
	Total Memberships	2,750	3,054.00	2,573.00	225.00	0.00	111.05%
	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	20.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)  
May 19, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
1800-00	Library Supplies	4,500	4,675.13	2,177.41	303.05	86.46	103.89%
	Printing	7,000	6,976.48	6,777.28	4.04	138.90	99.66%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,667.13	2,189.95	112.00	0.00	166.71%
	Paper	600	1,274.99	578.84	112.66	7.29	212.50%
	Drinking Water Service	300	199.60	224.55	0.00	24.95	66.53%
	Other Office Supplies	3,500	1,753.04	4,734.97	71.71	1,497.03	50.09%
	Total Office Supply Expense - General Fund	16,900	16,546.37	16,683.00	603.46	1,754.63	97.91%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	1,141.00	37.97	0.00	0.00	
1800-08	Printing	3,000	903.04	1,796.25	0.00	0.00	30.10%
	Publications	2,750	1,157.01	0.00	70.60	0.00	42.07%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	358.35	877.07	0.00	0.00	23.89%
	Total Adult Literacy Office Supply Expense	7,300	2,418.40	2,673.32	70.60	0.00	33.13%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	0.00	0.00	
	Total Office Expense	24,200	25,286.97	19,394.29	674.06	1,754.63	104.49%
1803-00	Postage Expense - General Fund	750	432.90	510.60	0.00	85.00	57.72%
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	224.00	0.00	64.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	0.00	0.00	
	Total Postage Expense	1,150	1,528.34	734.60	0.00	149.00	132.90%





**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURE REPORT FOR FUND 5071**  
 (Prepared from the Orange County Auditor's Report)  
 May 19, 1998

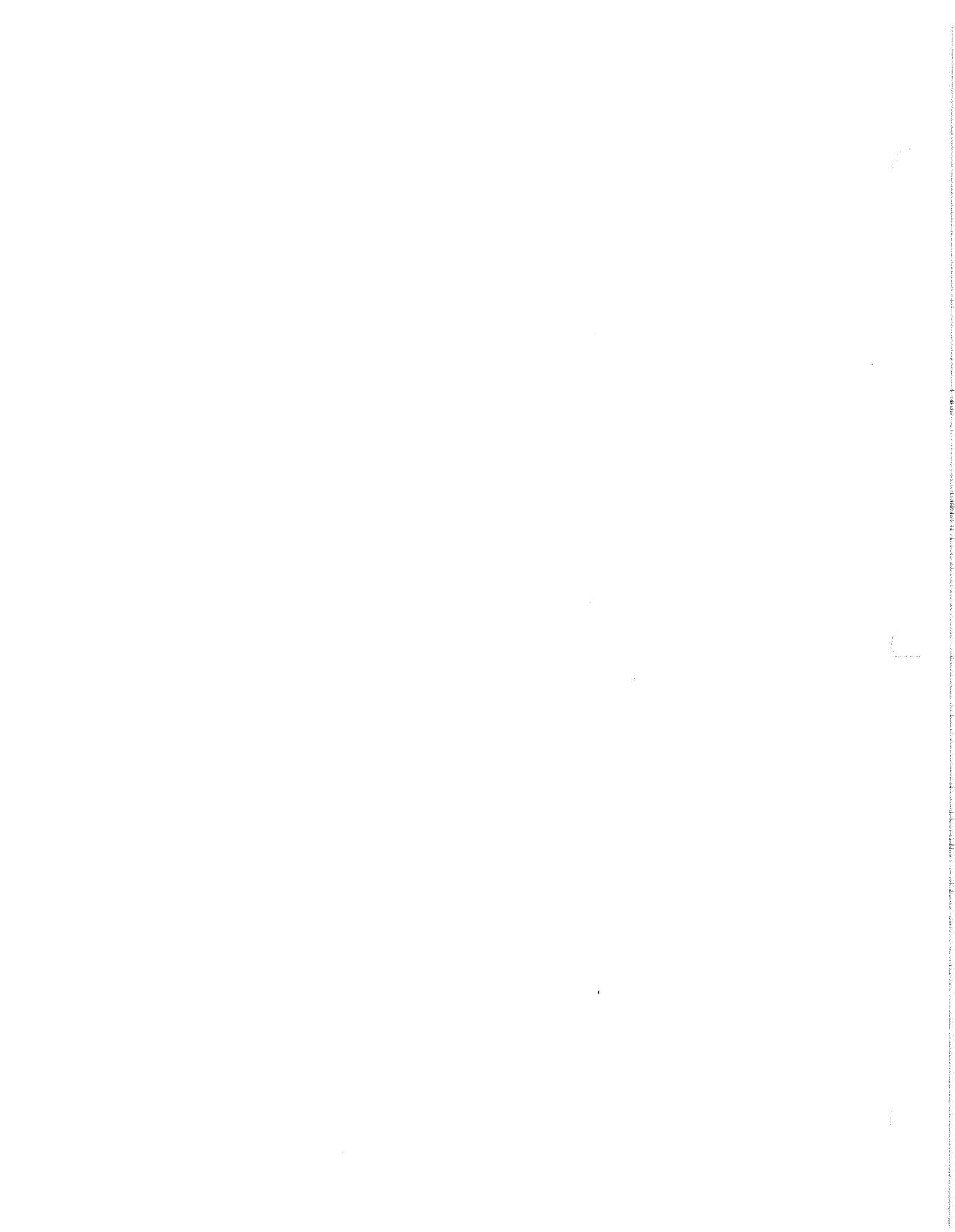
OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	280.00	245.00	35.00	0.00	66.67%
	Pension Contribution & Operating Expenses	5,000	4,593.85	3,743.18	0.00	0.00	91.88%
	Anaheim Library Automated System	39,000	39,207.00	38,781.65	0.00	0.00	100.53%
	Clipping Service	420	345.10	294.39	34.71	32.71	82.17%
	Tax Collection Services & Fees by Orange County	450	122.76	397.95	0.00	16.31	27.28%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	420.00	367.00	52.50	0.00	84.00%
	Collection Services - Accounts Receivable	3,700	1,113.27	118.86	0.00	0.00	30.09%
	Audit	3,750	3,360.00	3,050.00	0.00	0.00	89.60%
	Payroll Preparation	2,300	1,920.05	1,510.62	189.96	150.65	83.48%
	Election Expenses	0	0.00	8,450.48	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	3,800.03	1,095.99	0.00	0.00	
1900-00	Total Specialized Services - General Fund	55,540	55,162.06	58,055.12	312.17	199.67	99.32%
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	450.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	245.00	480.00	0.00	480.00	16.33%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	1,847.90	1,775.43	582.04	561.48	97.26%
	Total Specialized Services	60,565	61,429.95	60,760.55	894.21	1,241.15	101.43%
2000-00	Legal Notices - General Fund	500	0.00	1,064.56	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	1,064.56	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)

May 19, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 APR 1998	FY 1996-97 APR 1997	FY 97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	66,259.01	1,542.61	0.00	0.00	100.26%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	16.03	644.34	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	5,142.63	7,716.09	590.43	75.02	51.43%
2400-02	Special Department Expense - Video	500	592.80	0.00	0.00	0.00	118.56%
2400-03	Special Department Expense - Electronic	10,000	12,714.23	13,608.03	0.00	561.00	127.14%
2400-04	Special Department Expense - Periodicals	26,000	4,039.57	5,200.97	0.00	0.00	15.54%
2400-05	Special Department Expense - Audio	1,000	197.46	0.00	0.00	0.00	19.75%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	606.57	973.15	0.00	688.55	121.31%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	23,309.29	28,142.58	590.43	1,324.57	48.56%
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	827.36	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	2,760.57	2,575.30	98.60	1,555.32	138.03%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	76.42	326.58	0.00	16.38	10.19%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	287.60	530.00	0.00	0.00	28.76%
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	716.40	210.00	0.00	20.00	47.76%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	9.67	0.00	0.00	
	Total Transportation/Travel - Meetings	6,750	4,208.87	4,478.91	98.60	1,591.70	62.35%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 19, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 APR 1998	FY1996-97 APR 1997	FY97 YTD % REV BUD
2800-00	Electricity	43,500	34,540.59	32,250.66	0.00	0.00	79.40%
	Gas	3,500	3,836.30	5,194.18	817.67	771.60	109.61%
	Water	3,000	2,079.24	2,228.59	6.87	174.25	69.31%
	Total Utilities	50,000	40,456.13	39,673.43	824.54	945.85	80.91%
	TOTAL SUPPLIES & SERVICES	349,967	305,684.47	230,634.18	6,817.73	11,687.22	87.35%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	778.00	0.00	181.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	2,625.36	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	877.07	0.00	877.07	0.00%
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	3,500	0.00	3,502.43	0.00	877.07	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	3,502.43	0.00	877.07	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	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	799,627.31	764,088.88	48,733.10	53,153.30	85.05%



Placentia Library District  
Balance Sheet

April 30, 1998

Assets

General Fund - Checking	3,263.82	
Literacy Fund-Checking	0.00	
County Exempt-Checking	4,168.20	
Payroll Account	17,272.22	
Savings (P/R Support)	5,634.41	
Savings (P/R Fees)	2,286.25	
Certificates of Deposit	27,500.00	
General Fund - Savings	7,251.56	
Literacy Fund - Savings	5,675.27	
County Exempt - Savings	4,890.98	
Total Assets		<u>77,942.71</u>

Liabilities

Manual Payroll Checks	564.98	
Payroll Taxes Payable	(411.74)	
Deferred Comp Payable	842.45	
Insurance Payable	(565.13)	
Credit Union Payable	46.78	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		1,244.03

Capital

Fund Balance	76,698.68	
Total Capital		<u>76,698.68</u>
Total Liabilities and Capital		<u>77,942.71</u>

04/30/98

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending April 30, 1998

	Total	04/30/98
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	12.00	12.00
Cash Register-Fines	1,794.75	1,794.75
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	64.29	64.29
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	68.50	68.50
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	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	16.05	16.05
Miscellaneous Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>1,955.59</b>	<b>1,955.59</b>
<b>Cost of Sales</b>		
	-----	-----
<b>Gross Profit (Loss)</b>	<b>1,955.59</b>	<b>1,955.59</b>
<b>Expenses</b>		
Transfers to County	28,344.18	28,344.18
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)	75.20	75.20
Postage (183)	185.52	185.52
Prof. & Spec. Services (190)	400.00	400.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	1,039.56	1,039.56
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00



04/30/98

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending April 30, 1998

Page 2  
Part 1 of 1 Parts

	Total	04/30/98
Taxes and Fees (370)	0.00	0.00
Funds in Transit	1,344.51	1,344.51
	-----	-----
Total Expenses	31,388.97	31,388.97
	-----	-----
Operating Income (Loss)	(29,433.38)	(29,433.38)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	<u><u>(29,433.38)</u></u>	<u><u>(29,433.38)</u></u>

04/30/98

Page 1

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

Part 1 of 1 Parts

	04/30/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	73.57
Cash Register-Fines	15,888.35
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,085.28
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	198.00
Cash Register-Publications	0.00
Cash Register-Reserves	843.10
Cash Register-Computer Rental	1.40
Typewriter Income	31.60
Telephone Income	102.66
Copy Machine Income	0.00
State Library Reimbursements	6,423.47
State Library Grants	20,903.00
State of California Foundation Funds	28,313.00
Other Grants	0.00
County Reimbursements	3,869.36
Interest Income - checking	0.00
Interest Income - savings	107.36
Miscellaneous Income	0.00
	-----
Total Income	77,840.15
Cost of Sales	-----
Gross Profit (Loss)	77,840.15
Expenses	
Transfers to County	69,105.74
Employee Insurance (030)	0.00
Food (0900)	111.82
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	120.00
Communications (070)	0.00
Memberships (160)	40.00
Office Expense (180)	683.51
Postage (183)	823.02
Prof. & Spec. Services (190)	400.00
Special Departmental Expense (240)	42.75
Transportation & Travel (270)	3,688.20
Utilities (280)	0.00
Equipment (400)	0.00

04/30/98

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

Page 2  
Part 1 of 1 Parts

	04/30/98
Taxes and Fees (370)	341.00
Funds in Transit	1,344.51
	-----
Total Expenses	76,729.16
	-----
Operating Income (Loss)	1,110.99
Other Income	
Other Expenses	
	-----
Net Income (Loss)	1,110.99
	=====

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

April 1998

Prepared 5/13/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,596.07
Checks Out	1043	1,344.51		
TOTALS		1,344.51	0.00	
CHECKBOOK BAL				7,251.56

*correct*

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

April 1998

Prepared 5/13/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,439.96
Checks Out	4446	400.00		
	4451	185.00		
	4453	526.40		
	4456	23.00		
	4457	41.74		
TOTALS		1,176.14	0.00	
CHECKBOOK BAL				3,263.82

*20m/15*

04/30/98

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 98 Period 10  
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1043	04/23/98	PLD-Gen Fund Checkin 0-5128-01 Funds in Transit	1,344.51
			1,344.51
		Checkbook 5 Total	1,344.51

04/30/98

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 98 Period 10  
General Account

Page 1

Check	Date	Payee	Amount
445	04/06/98	Bolin's Mail Sender 0-5116-01 Postage (183)	49.90
446	04/06/98	William Myers 0-5118-01 Prof. & Spec. Services (190)	400.00
447	04/06/98	VOID void	0.00
448	04/16/98	Chase Suites 0-5122-01 Transportation & Travel (270)	84.00
449	04/20/98	Hyatt Sacramento 0-5122-01 Transportation & Travel (270)	244.16
450	04/20/98	U.S. Postmaster 0-5116-01 Postage (183)	135.62
451	04/23/98	Planned Giving Rndtb 0-5122-01 Transportation & Travel (270)	185.00
452	04/23/98	O.C. Auditor 0-5102-01 Transfers to County	28,344.18
453	04/28/98	Hyatt Sacramento 0-5122-01 Transportation & Travel (270)	526.40
454	04/28/98	VOID void	0.00
455	04/28/98	VOID void	0.00
456	04/30/98	CLA 0-5114-01 Office Expense (180)	23.00
457	04/30/98	Price Club 0-5114-01 Office Expense (180)	41.74
Checkbook 1 Total			30,034.00

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

April 1998

Prepared 5/13/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,675.27
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,675.27

*Edmont*



04/30/98

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending April 30, 1998

	Total	04/30/98
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	12.01	12.01
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	175.00	175.00
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	187.01	187.01
Cost of Sales	-----	-----
Gross Profit (Loss)	187.01	187.01
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)	187.01	187.01
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	187.01	187.01
	=====	=====

04/30/98

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

	04/30/98
Income	
Gifts Income	0.00
Tutor Training Income	180.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	5.09
Interest Income - savings	123.59
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	1,120.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	80.00
Loan Repayment from C.E.	0.00
	-----
Total Income	1,508.68
Cost of Sales	
	-----
Gross Profit (Loss)	1,508.68
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)	(4,691.32)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(4,691.32)
	=====

04/30/98

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

Page 1

For Fiscal Year 98, Period 10 through Fiscal Year 98, Period 10

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

April 1998

Prepared 5/13/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,890.98
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,890.98

*Ed Monte*

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

April 1998

Prepared 5/13/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,034.62
Checks Out	1137	625.00		
	1138	29.63		
	1139	160.45		
	1140	51.34		
TOTALS		866.42	0.00	
CHECKBOOK BAL				4,168.20

*Ed Munt*

04/30/98

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending April 30, 1998

	Total	04/30/98
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	186.45	186.45
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	952.15	952.15
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	4.54	4.54
Interest Income - savings	10.49	10.49
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
	-----	-----
Total Income	1,173.63	1,173.63
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	1,173.63	1,173.63
<b>Expenses</b>		
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	10.46	10.46
Children's Summer Reading Program	160.45	160.45
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	51.34	51.34
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	519.63	519.63
Friend's-Other Activities	136.84	136.84
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

04/30/98

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending April 30, 1998

	Total	04/30/98
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	229.65	229.65
Copier Lease Payments	446.34	446.34
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,179.71	2,179.71
	-----	-----
Operating Income (Loss)	(1,006.08)	(1,006.08)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,006.08)	(1,006.08)
	=====	=====

04/30/98

Page 1

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

Part 1 of 1 Parts

	04/30/98
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	1.25
Meeting Room Income	2,664.45
Test Proctoring Income	320.00
Vending Machine Income	0.00
Debit Card Income	5,759.00
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	1,000.00
Lobbyist Income	0.00
Interest Income - checking	36.64
Interest Income - savings	103.82
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	0.00
Storytime (Friends)	2,040.00
Loan from Literacy	6,200.00
	-----
Total Income	19,400.61
 <b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	19,400.61
 <b>Expenses</b>	
Copy Cards Purchase	491.11
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	36.96
Children's Summer Reading Program	739.46
Children's Camp Library	284.23
Children's Storytime (Friends)	2,700.00
Children's-Other	101.34
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	885.93
Friend's-Other Activities	136.84
Library Board Expenses	835.90
Meeting Room Upkeep Expenses	867.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	500.00



04/30/98

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

Page 2  
Part 1 of 1 Parts

	04/30/98
Lobbyist Expense	1,900.52
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	3,019.59
Copier Lease Payments	10,266.02
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
	-----
Total Expenses	22,765.47
	-----
Operating Income (Loss)	(3,364.86)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(3,364.86)
	=====

04/30/98

Placentia Library District  
Cash Disbursements  
Checkbook 7 Fiscal Year 98 Period 10  
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1047	04/01/98	VOID void	0.00
1048	04/21/98	IKON 0-5327-03 Copier Maintenance Contract	229.65 229.65
1049	04/21/98	Sharp Electronics 0-5328-03 Copier Lease Payments	446.34 446.34
Checkbook 7 Total			675.99

04/30/98

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 98 Period 10  
County Exempt

Page 1

Check	Date	Payee	Amount
135	04/20/98	Buena Park Plaque 0-5316-03 Friend's-Other Activities	136.84
136	04/20/98	Presentation, Inc 0-5314-03 Friend's-Director's Fund	490.00
137	04/21/98	California Advocates 0-5323-03 Lobbyist Expense	625.00
138	04/21/98	AMP Enterprises 0-5314-03 Friend's-Director's Fund	29.63
139	04/21/98	Serra Cooperative 0-5308-03 Children's Summer Reading Progra	160.45
140	04/30/98	Smart & Final 0-5312-03 Children's-Other	51.34
Checkbook 3 Total			1,493.26

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

Agenda Item 14  
Page 22  
PAYROLL FUND

Prepared May 13, 1998

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				21,808.82
	3743	120.07		
	3751	125.54		
	3764	677.38		
	3765	270.95		
	3766	1203.79		
	3768	198.72		
	3769	324.89		
	3774	178.73		
	3777	46.17		
	3778	92.57		
	3781	75.23		
	3786	28.86		
	3787	411.00		
	3788	782.70		
	TOTALS	4,536.60	0.00	
Checkbook balance				17,272.22

*C. J. Penitro*

04/30/98

Page 1  
 Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 04  
 Period Spread Sheet  
 1 Period(s) Ending April 30, 1998

	Total	04/30/98
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	336.86	336.86
Interest-Savings-Landmark	8.86	8.86
Interest-Savings-B of A	11.38	11.38
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40,209.10	40,209.10
Cost of Sales	-----	-----
Gross Profit (Loss)	40,209.10	40,209.10
Expenses		
Salaries	56,983.11	56,983.11
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,272.91	4,272.91
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	61,256.02	61,256.02
Operating Income (Loss)	(21,046.92)	(21,046.92)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(21,046.92)	(21,046.92)
	=====	=====

04/30/98

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, 1998

Page 1  
Part 1 of 1 Parts

	04/30/98
Income	
Transfers from County	438,372.00
Interest Income-CD's	1,439.68
Interest-Savings-Landmark	80.80
Interest-Savings-B of A	34.46
Miscellaneous Income	0.00
	-----
Total Income	439,926.94
Cost of Sales	-----
Gross Profit (Loss)	439,926.94
Expenses	
Salaries	402,918.61
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	29,671.89
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	432,590.50
	-----
Operating Income (Loss)	7,336.44
Other Income	
Other Expenses	-----
Net Income (Loss)	7,336.44
	=====

'30/98

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 98 Period 10  
Payroll Account

Check	Date	Payee	Amount
618	04/15/98	Cyrise Smith	564.98
		0-5402-04 Salaries	564.98
		Checkbook 4 Total	564.98





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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	40.53	2	2	1,308.71	73	71	1,349.24	75	75	323.95	16	16	1,673.19	91	89
Adult Circulating Non-Fiction	0.00	0	0	2,063.46	99	98	2,063.46	99	98	1,324.79	68	67	3,388.25	167	165
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	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	2,063.46	99	98	2,063.46	99	98	1,324.79	68	67	3,388.25	167	165
TOTAL ADULT PRINT MATERIALS	40.53	2	2	3,372.17	172	169	3,412.70	174	171	1,648.74	84	83	5,061.44	258	254
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	240.00	12	1	240.00	12	1
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	240.00	12	1	240.00	12	1
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	240.00	12	1	240.00	12	1
TOTAL ADULT MATERIALS	40.53	2	2	3,372.17	172	169	3,412.70	174	171	1,888.74	96	84	5,301.44	270	255
Juvenile Fiction	0.00	0	0	13.82	1	1	13.82	1	1	131.90	11	11	145.72	12	12
Juvenile Circulating Non-Fiction	0.00	0	0	1,127.26	61	53	1,127.26	61	53	0.00	0	0	1,127.26	61	53
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuities	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	1,127.26	61	53	1,127.26	61	53	0.00	0	0	1,127.26	61	53
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	1,141.08	62	54	1,141.08	62	54	131.90	11	11	1,272.98	73	65
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	1,141.08	62	54	1,141.08	62	54	131.90	11	11	1,272.98	73	65
Total Fiction	40.53	2	2	1,322.53	74	72	1,365.06	76	74	455.85	27	27	1,818.91	103	101
Total Non-Fiction	0.00	0	0	3,190.72	160	151	3,190.72	160	151	1,324.79	68	67	4,515.51	228	218
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	240.00	12	1	240.00	12	1
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	40.53	2	2	4,513.25	234	223	4,553.78	236	225	2,020.64	107	95	6,574.42	343	320

OUTSTANDING ORDERS AS OF APRIL 30, 1998

General Fund Amount	\$497.79	TOTAL Amount	\$6,989.34
Adopt-A-Book Amount	\$6,991.53		

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF APRIL  
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	53.01	3	3	4,771.30	264	253	4,824.31	267	256	6,771.66	330	330	11,595.97	597	586
Adult Circulating Non-Fiction	183.01	9	8	5,973.29	285	283	6,156.30	294	291	15,922.28	886	852	22,078.58	1,180	1,143
Adult Reference	2,139.33	51	17	0.00	0	0	2,139.33	51	17	63.00	3	3	2,202.33	54	20
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	1,133.69	1	1	0.00	0	0	1,133.69	1	1	0.00	0	0	1,133.69	1	1
Total Adult Non-Fiction	3,456.03	61	26	5,973.29	285	283	9,429.32	346	309	15,985.28	889	855	25,414.60	1,235	1,164
TOTAL ADULT PRINT MATERIALS	3,509.04	64	64	10,744.59	549	536	14,253.63	613	565	22,756.94	1,219	1,185	37,010.57	1,832	1,750
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	2,902.00	190	182	2,902.00	190	182
Adult Audio Books	916.50	32	31	214.45	5	5	1,130.95	37	36	446.85	14	14	1,577.80	51	50
Total Adult Audio	916.50	32	31	214.45	5	5	1,130.95	37	36	3,348.85	204	196	4,479.80	241	232
Adult Video Educational	119.85	3	3	0.00	0	0	119.85	3	3	670.00	34	23	789.85	37	26
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	1,450.00	74	71	1,450.00	74	71
Total Adult Video	119.85	3	3	0.00	0	0	119.85	3	3	2,120.00	108	94	2,239.85	111	97
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	1,036.35	35	34	214.45	5	5	1,250.80	40	39	5,468.85	312	290	6,719.65	352	329
TOTAL ADULT MATERIALS	4,545.39	99	98	10,959.04	554	541	15,504.43	653	604	28,225.79	1,531	1,475	43,730.22	2,184	2,079
Juvenile Fiction	62.30	4	2	2,014.14	139	103	2,076.44	143	105	856.15	102	100	2,932.59	245	205
Juvenile Circulating Non-Fiction	207.91	11	10	3,269.34	160	148	3,477.25	171	158	962.95	84	80	4,440.20	255	238
Juvenile Reference	76.81	3	3	189.95	5	5	266.76	8	8	0.00	9	7	266.76	17	15
Juvenile Print Continuities	0.00	0	0	0.00	35	34	0.00	35	34	0.00	0	0	0.00	35	34
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	284.72	14	13	3,459.29	200	187	3,744.01	214	200	962.95	93	87	4,706.96	307	287
TOTAL JUVENILE PRINT MATERIALS	347.02	18	15	5,473.43	339	290	5,820.45	357	305	1,819.10	195	187	7,639.55	552	492
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	20.00	1	1	20.00	1	1
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	20.00	1	1	20.00	1	1
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	60.00	3	3	60.00	3	3
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	195.00	12	12	195.00	12	12
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	215.00	13	13	215.00	13	13
TOTAL JUVENILE MATERIALS	347.02	18	15	5,473.43	339	290	5,820.45	357	305	2,034.10	208	200	7,854.55	565	505
Total Fiction	115.31	7	5	6,785.44	403	356	6,900.75	410	361	7,627.81	432	430	14,528.56	842	791
Total Non-Fiction	3,740.75	75	39	9,432.58	485	470	13,173.33	560	509	16,948.23	982	942	30,121.56	1,542	1,451
Total Audio	916.50	32	31	214.45	5	5	1,130.95	37	36	3,368.85	205	197	4,499.80	242	233
Total Video	119.85	3	3	0.00	0	0	119.85	3	3	2,315.00	120	106	2,434.85	123	109
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	4,892.41	117	78	16,432.47	893	831	21,324.88	1,010	909	30,259.89	1,739	1,675	51,584.77	2,749	2,584

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: May 19, 1998  
 SUBJECT: ACS: Overdue Collection Report for Month of February

The report was received from ACS Collection Agency on April 20, 1998. Attachment A is enclosed.

A summary of the current status is as follows:

FY 1997-98	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October	7	14	10	703.45	0
November	8	33	1	31.00	8
December	8	8	1	12.70	0
January	12	20	0	0.00	0
February	8	20	1	62.35	7
March	2	6	0	0.00	12
April					
May					
June					
TOTAL YTD	105	196	25	3,009.08	97

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PIF / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	17014	11/05/97	02/26/98 AMT: 128.20	128.20	ACT	3
	15927	11/10/97	01/25/98 AMT: 307.09	307.09	CC	5
	17013	06/01/97	02/26/98 AMT: 62.40	62.40	ACT	3
	17017	08/18/97	02/26/98 AMT: 66.85	66.85	ACT	3
	17018	10/06/96	02/26/98 AMT: 68.90	68.90	MR	1
	17015	04/28/97	02/26/98 AMT: 72.95	72.95	ACT	3
	15924	06/05/97	01/25/98 AMT: 90.48	90.48	CC	5
	15928	11/09/97	01/25/98 AMT: 114.52	114.52	CC	5
	15925	10/20/97	01/25/98 AMT: 79.55	79.55	CC	5
	15930	06/23/97	01/25/98 AMT: 95.00	95.00	CC	5
	15929	11/05/97	01/25/98 AMT: 109.10	109.10	CC	5
	15920	10/22/97	01/25/98 AMT: 81.02	81.02	CC	5
	17012	08/10/97	02/26/98 AMT: 71.10	71.10	ACT	3
	15919	11/12/97	01/25/98 AMT: 82.09	82.09	CC	5
	15923	10/14/97	01/25/98 AMT: 66.40	66.40	CC	5

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	15922	11/04/97	01/25/98 AMT: 72.95	72.95	CC	5
	15926	07/14/97	01/25/98 AMT: 81.95	81.95	CC	5
	15921	10/03/97	01/25/98 AMT: 79.45	79.45	CC	5

TOTAL STILL ON SYSTEM :

1,730.00



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: May 19, 1998  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT APRIL, 1998

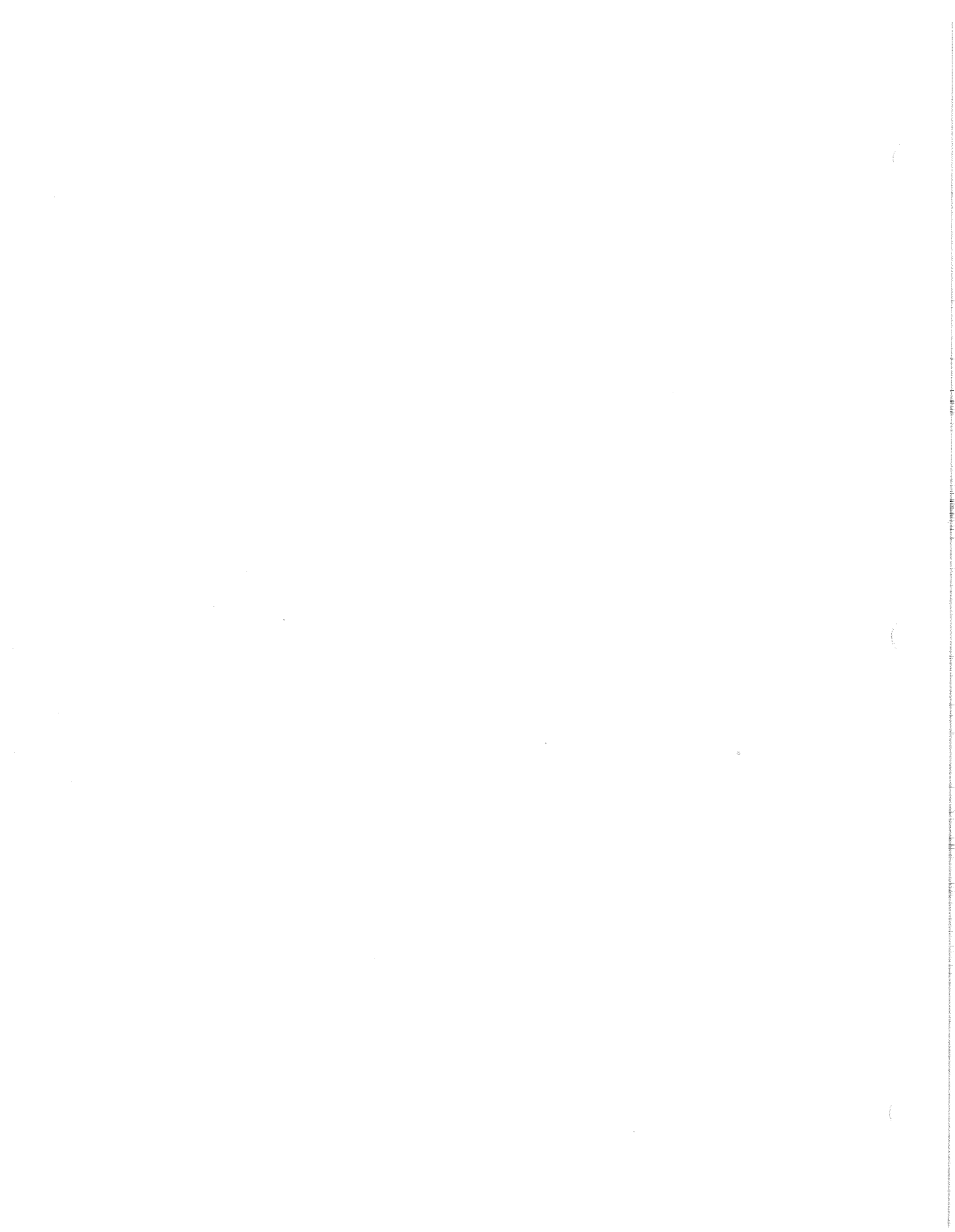
SUMMARY OF PRINTER/COPIER ACCOUNTS APRIL, 1998

Beginning Balance 4/01/98			(\$ 1,174.47)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in April	1,008.60		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in April		446.34	
Total Copier Maintenance Payment in April		229.65	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>1,008.6</u>	<u>675.99</u>	
Ending Balance 04/30/98			<u>(\$ 841.86)</u>
April payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
February Purchases (Fund 702)	0.00
February Payment (Fund 702)	0.00
February Payment (Literacy Fund)	<u>0.00</u>
Balance 04/30/98	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: May 19, 1998  
 SUBJECT: GIFT REPORT

The following gifts were received from April 7, 1998 - May 12, 1998

**ADOPT-A-BOOK REGULAR DONATIONS**

Kim-Phuong Chung  
 Lily MacDonald  
 Jo Ann Nelson  
 Ya-Chen Tsai  
 Harriet Werk  
 Warren and Shirley Wulff

**TOTAL REGULAR DONATIONS 220.00**

**ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN**

Ronald and Brenda Levy  
 Nancy Lone

**TOTAL DIRECT MAIL 75.00**

**TOTAL ADOPT-A-BOOK 295.00**

**BOOK ENDOWMENT DONATIONS**

Mobil Oil Foundation matching funds  
 for Willard Hinrichs

**REGULAR BOOK ENDOWMENT 250.00**

**OPERATING FUND DONATIONS**

**TOTAL OPERATING FUND 0.00**

**OTHER LIBRARY DONATIONS**

Placentia Rotary Club

**OTHER DONATIONS 800.00**

**TOTAL DONATIONS 1,345.00**



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *cd*

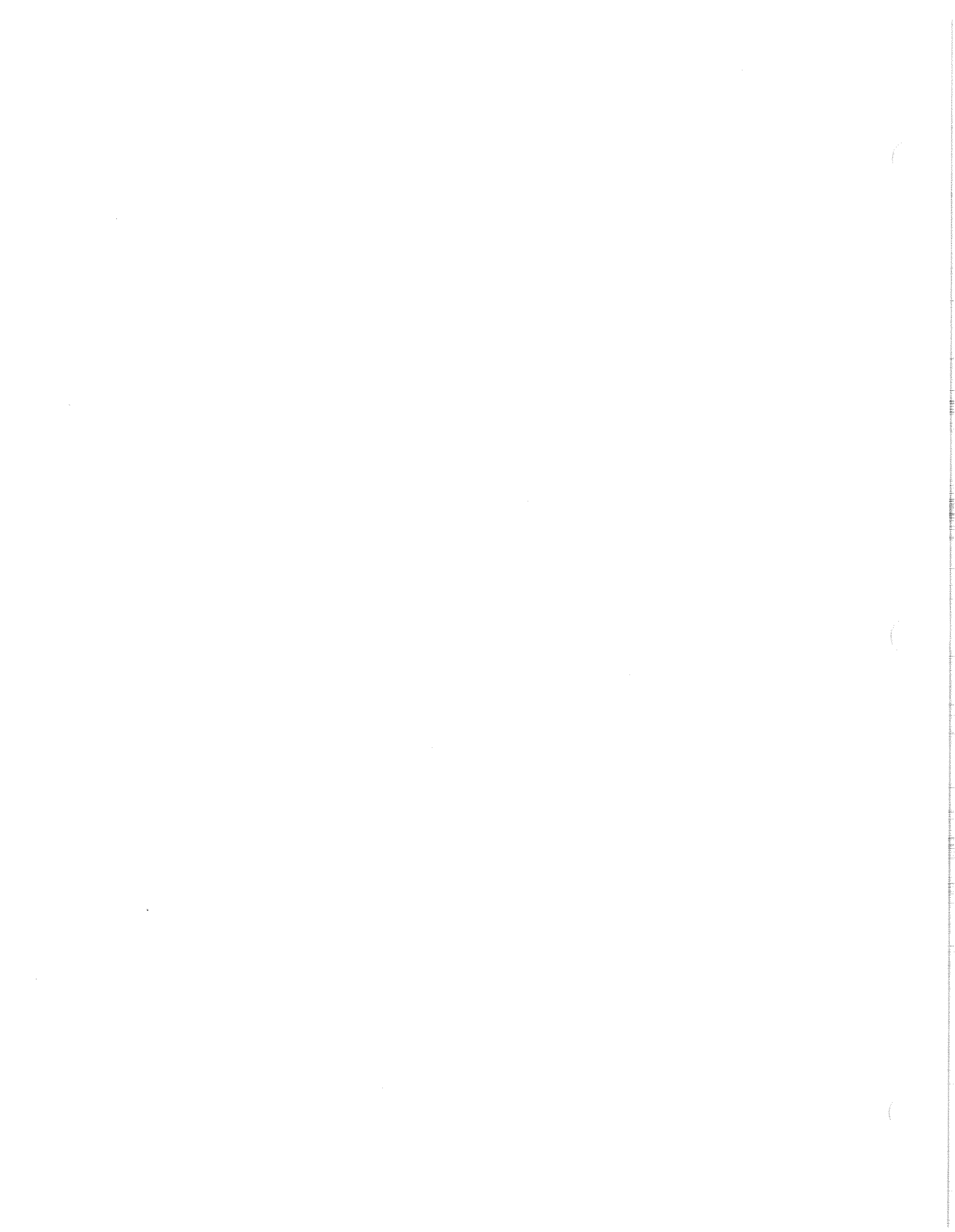
DATE: May 19, 1998

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

1. **Air Conditioning** - Regular inspection of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Plumbing** - Water heater replaced in Staff restrooms, toilets repaired in Staff Men's Restroom and Women's Public Restroom

Pending Items:

1. Replacement of outside light above northwest exit door - requested of City.
2. Repair of broken drain pipe outside board room door - requested of City.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EDM*  
DATE: May 19, 1998  
SUBJECT: PERSONNEL REPORT FOR APRIL, 1998

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Cheryl Willauer, Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of April 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 April	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	20.00	95.00	9/95	248.75
Boelman, Marge	0.00	11.25	1/98	11.25
Boul, Stan	0.00	4.00	1/98	4.00
Cicero, Linda Ann Lo	18.75	23.50	3/98	23.50
Covington, Darlene	0.00	34.00	3/95	345.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	11.00	209.50	7/82	6,413.00
Ellison, Beth	6.00	6.00	4/98	6.00
Fioroni, Pete	5.50	54.50	3/97	70.25
Fioroni, Ruth	5.50	54.50	3/97	70.25
Fitzgerald, Joan	19.25	173.75	10/93	1,195.75
Godwin, Nita	2.00	32.50	2/96	128.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	0.00	55.75	10/95	228.25
Hochman, Sue	7.00	27.25	1/98	27.25
Horrocks, Marjorie	2.00	37.00	10/95	151.00
Irot, Pat	14.00	174.50	2/96	713.50
Jertberg, Pat	2.50	2.50	4/98	2.50
Livesey, Jane	10.00	73.25	4/96	186.00
Lord, Audrey	27.50	111.00	10/97	111.00
Malik, Shamim	25.25	307.75	5/97	387.75
Mar, Dee	0.00	7.50	3/97	7.50
Mar, Elaine	0.00	1.00	3/98	1.00
Mignot, Shirley	12.75	67.75	9/95	231.75
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	8.50	151.00	10/95	444.00
Olson, Bob	2.00	38.25	9/95	138.50
Olson, Jeanne	0.00	30.00	9/95	114.25
O'Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	8.00	78.25	10/93	452.50
Schmidt, Marie	4.00	4.00	4/98	4.00
Shaw, Dixie	2.50	19.00	5/94	119.25
Stark, Allan	0.00	10.00	4/97	15.50
Stark, Sandra	2.00	17.00		82.00
Stoller, Frances	0.00	2.00		96.00
Wymer, Betty	14.00	117.00	1/96	304.25
J.T.P.A. / Job Training Partnership Act	70.00	637.50		818.50
S.T.E.P. / Senior Training & Employment Program	184.00	1,998.50		3,968.75
<b>TOTAL</b>	<b>484.00</b>	<b>4,710.50</b>		<b>17,443.00</b>

TEMPORARAY VOLUNTEERS

	FY97/98			FY97/98	
	April	YTD		April	YTD
Alonso, Lucia	0.00	20.75	Lopez, Armando	0.00	30.00
Arain, Nazlee	0.00	10.00	Lui, Wen-Tsu	0.00	28.75
Ataris, Andy	2.25	9.75	Matta, Manual	6.00	10.00
Atwell, David	12.00	12.00	Minh, David	0.00	15.00
Bengstem, Bob	0.00	7.25	Mirza, Rabia	0.00	3.25
Bickford, Lance	0.00	2.50	Mohan, Kavita	0.00	25.25
Bone, Shawnda	2.00	6.50	Molina, Enio	4.25	6.00
Blonston, Scott	0.00	5.00	Mordovskoi, Andy	0.00	60.00
Burke, Marsha	0.00	9.75	Nguyen, Hien	0.00	10.00
Burns, John	0.00	5.00	Oakins, Cindy	0.00	16.75
Campos, Wendy	0.00	5.00	O'Brien, Cathy	0.00	2.50
Chang, Albert	0.00	24.00	Patel, Ashish	0.00	77.50
Chib, Sheetal	0.00	28.00	Patel, Mayur	0.00	21.00
Chou, Katherine	0.00	49.75	Peck, Sean	4.00	8.75
Cipres, Marcella	0.00	12.00	Perez, Lizette	0.00	8.00
Curtis, Mike	0.00	5.00	Perez, Manual	0.00	7.50
Dadhaniya, Ammie	0.00	3.00	Pham, Nan	0.00	3.25
Emad, Patrick	15.00	15.00	Pham, Tu	0.00	3.25
El Mohawar, Samah	0.00	12.00	Pi, Irene	0.00	3.25
Fahim, Fady	0.00	66.50	Pinkevich, Alex	0.00	11.00
Fahim, Runia	0.00	80.50	Quito, Jeff	5.00	9.00
Giorgi, Charlie	0.00	12.00	Reed, Robert	6.25	13.75
Govea, Melissa	0.00	13.00	Rorex, Jamie	6.00	10.25
Gunda, Divya	0.00	17.00	Shah, Niketa	0.00	2.00
Guzman, Jessica	0.00	10.50	Silva, Pamela	0.00	16.25
Harnett, Tom	6.00	29.50	Soo, Mary	0.00	45.00
Hayashi, Colleen	0.00	2.50	Sor, Luch	24.00	30.00
Hayashi, Kristen	0.00	2.50	Stewart, Morgan	0.00	30.00
Hernandez, Ricardo	0.00	2.25	Tolu, Sonuyi	0.00	35.25
Issacs, Ryan	0.00	10.00	Um, Tricia	0.00	28.00
Jaques, Lura	0.00	11.00	Vasquez, Joel	2.25	6.75
Kai, Jarhou	0.00	62.50	Villa, Eric	0.00	6.00
Kim, Brian	0.00	2.50	Vo, Anh-Thu	0.00	3.25
Kumar, Puesh	0.00	28.00	Wang, Grace	4.50	14.00
LaBonte, Ryan	0.00	10.25	Yada, Julie	0.00	25.50
Le, Stephanie	10.50	10.50	Yorga, Greg	0.00	36.50
Lichtenstein, George	0.00	1.00	Yu, Liang	0.00	43.75
Lim, Michael	0.00	7.00	Yu, Stacy	0.00	13.00
Lin, Jeff	0.00	27.00			
Lin, Sherry	0.00	14.00			
Lin, Steven	0.00	35.00			
<b>TOTAL</b>	<b>47.75</b>	<b>631.25</b>	<b>TOTAL</b>	<b>62.25</b>	<b>797.75</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 383.00

TOTAL VOLUNTEER HOURS

977

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	492.75	449.50	257.00	369.00
December	301.00	370.00	556.00	297.50	142.00	273.00
January	361.25	488.60	558.25	469.00	367.00	301.00
February	339.25	480.00	533.50	601.50	517.00	450.00
March	410.50	675.00	687.00	476.00	493.00	398.00
April	702.25	788.00	594.00	455.00	633.00	383.00
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	



Placentia Library District  
Circulation Report  
MAY 19, 1998

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 APR 98	FY96-97 APR 97
1st Time Checkouts	136,584	155,092	-11.93%	13,024	18,836
Phone Renewals	12,318	11,186	10.12%	1,528	1,348
In-Building Renewals	11,133	15,775	-29.43%	1,234	1,804
Total Renewals	23,451	26,961	-13.02%	2,762	3,152
TOTAL CHECKOUTS	160,035	182,053	-12.09%	15,786	19,988
On-Time Checkins	129,110	148,755	-13.21%	12,091	14,243
Late Checkins	26,246	30,495	-13.93%	2,932	3,513
TOTAL CHECKINS	155,356	179,250	-13.33%	15,023	17,756
Holds Placed	3,196	3,645	-12.32%	343	368
Holds Cancelled	670	692	-3.18%	83	114
Holds Filled	2,822	3,127	-9.75%	281	302
Holds Expired	29	15	93.33%	1	0
Overdue Items	10,127	10,111	0.16%	1,201	1,335
Overdue Notices	4,319	4,437	-2.66%	536	558
Billing Notices	5,050	5,314	-4.97%	589	620
Patrons Registered	2,937	2,966	-0.98%	278	335
Titles Added	5,403	5,162	4.67%	818	373
Volumes Added	9,362	9,881	-5.25%	1,064	806
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	69,594	83,669	-16.82%	7,104	9,118
Juvenile Print	78,388	84,932	-4.33%	7,471	9,388
Total Print	147,982	168,601	-10.64%	14,575	18,504
Audio	5,050	6,918	-27.00%	495	634
Visual	7,662	9,520	-19.52%	715	850
Equipment	0	0	0.00%	0	0
Total Audio Visual	12,712	16,438	-22.67%	1,210	1,484
TOTAL CIRCULATION	160,035	182,053	-12.09%	15,786	19,988
Placentia Circulation	103,707	111,462	-6.97%	10,100	12,309
% Placentia Circulation	64.54%	61.24%	5.39%	63.98%	61.53%
Anaheim/Yorba Linda Circulation	28,755	35,687	-19.42%	3,123	4,036
% Anaheim/Yorba Linda Circulation	17.89%	19.60%	-8.72%	19.78%	20.19%
TYPES OF ACTIVE BORROWERS					
Adult	102,304	123,540	-17.19%	10,231	13,498
Young Adult	3,711	2,388	28.50%	535	341
Juvenile	43,706	44,485	-1.75%	3,953	4,893
New Borrower	10,948	11,096	-1.33%	1,066	1,256
Non Resident	0	2	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	160,669	182,011	-11.73%	15,785	19,988
TOTAL REGISTERED BORROWERS	28,067			28,067	
ATTENDANCE	265,427	296,159	-10.38%	26,522	33,108
Adult Reference - In Building	11,827	12,388	-4.53%	1,411	1,631
Adult Reference - Telephone	2,554	2,586	-1.24%	266	298
Children's Reference - In Building	7,559	6,332	19.38%	576	853
Children's Reference - Telephone	379	412	-8.01%	56	30
Total Adult Reference	14,381	14,974	-3.96%	1,677	1,929
Total Children's Reference	7,938	6,744	17.70%	632	883
Total In Building Reference	19,386	18,720	3.56%	1,987	2,484
Total Telephone Reference	2,933	2,998	-2.17%	322	328
TOTAL REFERENCE	22,319	21,718	2.77%	2,309	2,812

**Placentia Library District  
In-Building Electronic Magazine Usage  
April**

Usage Summary	FY97-98	
	Apr-98	YTD
Total Sessions	426	3,359
Total Connect Time (minutes)	7,327	50,677
Average Viewing Time (minutes)	17	15
Total Articles Viewed	2,330	18,011
Total Articles Printed	70	401
Total Magazine Titles Used	451	1,034

Usage by Type of Magazine

Category	Number of Logins	
	Mar-98	YTD*
Business -- Current	33	216
Business -- Backfile	2	30
TOTAL BUSINESS	35	246
General Reference -- Current	402	2,647
General Reference -- Backfile	48	306
TOTAL GENERAL REFERENCE	450	2,953
HEALTH -- Current	-	62

Usage by Type of Magazine

Category	Articles Viewed	
	Mar-98	YTD*
Business -- Current	146	973
Business -- Backfile	3	97
TOTAL BUSINESS	149	1,070
General Reference -- Current	1,797	11,738
General Reference -- Backfile	128	825
TOTAL GENERAL REFERENCE	1,925	12,563
HEALTH -- Current	256	1,494

Usage by Type of Magazine

Category	Articles Printed	
	Mar-98	YTD*
Business -- Current	4	20
Business -- Backfile	1	4
TOTAL BUSINESS	5	24
General Reference -- Current	54	293
General Reference -- Backfile	6	28
TOTAL GENERAL REFERENCE	60	321
HEALTH -- Current	5	28

\*Data not available for Jul and Aug

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	171.26			4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	286.25			4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	107.50			4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	195.64			4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	342.54			4,698.73
Apr-98								0.00
May-98								0.00
Jun-98								0.00
TOTAL		32,171.06	7,401.51	6,589.56	1,533.19	0.00	0.00	47,695.32
AVG		3,574.56	822.39	732.17	170.35			5,299.48

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97	1,284.22	204.00	38.96	1,527.18	763.59
Dec-97	1,284.22	204.00	23.88	1,512.10	756.05
Jan-98	1,315.54	264.00	13.44	1,592.98	796.49
Feb-98	1,315.54	264.00	4.48	1,584.02	792.01
Mar-98	1,171.84	174.00	8.97	1,354.81	677.41
Apr-98				0.00	0.00
May-98				0.00	0.00
Jun-98				0.00	0.00
TOTAL	11,119.80	1,866.00	193.48	13,179.28	6,589.64
AVG	1,235.53	207.33	21.50	1,464.36	732.18

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	2,376.24	2,342.40	463.20	0.00	5,937.96	11,119.80
AVG	264.03	260.27	51.47	0.00	659.77	1,235.53

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
Jul-97	8.00	8.00	2.00	0.00		24.00	42.00
Aug-97	8.00	8.00	2.00	0.00		24.00	42.00
Sep-97	8.00	10.00	2.00	0.00		30.00	50.00
Oct-97	8.00	10.00	2.00	0.00		30.00	50.00
Nov-97	8.00	10.00	2.00	0.00		30.00	50.00
Dec-97	8.00	10.00	2.00	0.00		30.00	50.00
Jan-98	8.00	10.00	2.00	0.00		30.00	50.00
Feb-98	8.00	10.00	2.00	0.00		30.00	50.00
Mar-98	8.00	10.00	2.00	0.00		24.00	44.00
Apr-98							0.00
May-98							0.00
Jun-98							0.00
TOTAL	72.00	86.00	18.00	0.00		252.00	428.00
AVG	8.00	9.56	2.00	0.00		28.00	47.56

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## Bill Folder: placentia

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

**Topic:** Libraries: Internet policy.

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

**Lobbyist:** MDB

**Digest Summary:** Under existing law, the State Librarian administers the foundation program, whereby state funds are made available to public libraries for the purpose of providing services to the public. This bill would require every public library that receives state funds pursuant to the foundation program and that provides public access to the Internet to adopt a policy by January 1, 2000, regarding access to the Internet by minors and to make the policy available to members of the public .

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

**Topic:** Public libraries: Board of Trustees.

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

**Lobbyist:** MDB

**Digest Summary:** Under existing law, the common council, board of trustees, or other legislative body of any city in the state is authorized, and upon being requested to do so by 1/4 of the electors of the municipal corporation in the manner provided by law, is required, by ordinance, as specified, to establish in and for the municipality, a public library if there is none already established. This bill would also authorize, as an alternative to appointing 5 members of the board of library trustees, the legislative body of the municipality, by resolution, when adopting the ordinance establishing the public library or at any time thereafter , to declare itself as the board of library trustees, with the same rights, powers, duties, privileges, and immunities that would otherwise be vested in the board of library trustees, except as provided by law.

AB 1886 : Thompson : SEN : ([Status](#) / [History](#) / [Latest Version: 04/23/98](#))

**Topic:** Public libraries: videos.

**Last Action:** In Senate. Read first time. To Com. on RLS. for assignment. (05/14/1998)

**Lobbyist:** MDB

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

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

AB 1920 : Wildman : ASM APPROPRIATIONS : ([Status](#) / [History](#) / [Latest Version: 04/28/98](#))

**Topic:** Libraries: joint use.

**Last Action:** In committee: Set, first hearing. Referred to APPR. suspense file. (05/13/1998)

**Lobbyist:** MDB

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

This bill would enact the School and Library Partnership Act of 1998, under which the State Department of Education in conjunction with the State Library and subject to an appropriation therefor, would award grants to school districts and local government entities for the planning and operation of joint-use libraries.

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

**Topic:** Local government.

**Last Action:** In committee: Set, first hearing. Referred to APPR. suspense file. (05/13/1998)

**Lobbyist:** MDB

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

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

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

**Topic:** Public Library Fund.

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

**Lobbyist:** MDB

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

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

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

**Topic:** Libraries: Internet: pornography.

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

**Lobbyist:** MDB

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

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

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

**Topic:** Property tax revenue shifts: local fiscal relief.

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

**Lobbyist:** MDB

**Digest Summary:** Existing property law generally requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and



procedures, and generally requires that each jurisdiction, including school entities, be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined. This bill would, for the 1998-99 fiscal year and each fiscal year thereafter, require a county auditor, in accordance with specified formulas, to reduce allocations of ad valorem property tax revenue to overequity jurisdictions within the county and to increase allocations of those revenues to underequity jurisdictions.

ACA 4 : Aguiar : SEN LOCAL GOVERNMENT : ([Status](#) /[History](#) /[Latest Version: 03/03/98](#))

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

**Last Action:** From committee chair, with author's amendments: Amend, andre-refer to committee. Read second time, amended, and re-referred to Com. on L.GOV. (03/03/1998)

**Lobbyist:** MDB

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

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

SB 139 : Kopp : ASM LOCAL GOVERNMENT : ([Status](#) /[History](#) /[Latest Version: 01/05/98](#))

**Topic:** Open meetings: local agencies.

**Last Action:** To Com. on L. GOV. (02/13/1998)

**Lobbyist:** MDB

**Digest Summary:** Under the Ralph M.

This bill would require the legislative body of a local agency to disclose its real property negotiator prior to holding a closed session to discuss the purchase, sale, exchange, or lease of real property by or for the local agency and to disclose its agency designated representatives prior to holding a closed session with its labor negotiator.

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

**Topic:** Local agency borrowing.

**Last Action:** Enrolled. To Governor at 12:30 p.m. (05/01/1998)

**Lobbyist:** MDB

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

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

SB 409 : Alpert : ASM EDUCATION : ([Status](#) /[History](#) /[Latest Version: 04/20/98](#))

**Topic:** Libraries.

**Last Action:** From committee with author's amendments. Read second time. Amended. Re-referred to

committee. (04/20/1998)

**Lobbyist:** MDB

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

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

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

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

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

**File:** ASM INACTIVE FILE (Item # A- 34) ()

**Lobbyist:** MDB

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

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

SB 1032 : Polanco : ASM LOCAL GOVERNMENT : (Status /History /Latest Version: 03/12/98)

**Topic:** Local fiscal relief: property tax revenue allocation.

**Last Action:** Withdrawn from committee. Re-referred to Com. on L. GOV. (03/19/1998)

**Lobbyist:** MDB

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

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

SB 2026 : Rainey : ASM : (Status /History /Latest Version: 05/06/98)

**Topic:** California Library Construction and Renovation Bond Act.

**Last Action:** In Assembly. Read first time. Held at Desk. (05/14/1998)

**Lobbyist:** MDB

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

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

SB 2226 : Schiff : SEN LOCAL GOVERNMENT : (Status /History /Latest Version: 02/20/98)

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

**Last Action:** Set, first hearing. Hearing canceled at the request of author. (04/08/1998)

**Lobbyist:** MDB

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

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

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626 683 8897 Metro

Page 001

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Page 6

APR-27-98 MON 10:45

# MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400  
SACRAMENTO, CA 95814 • (916) 448-2195 • FAX (916) 448-4808

April 27, 1998

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

## I. LIBRARY BOND BILL SET FOR NEXT HEARING - ACTION REQUESTED

SB 2026 by Senators Richard Rainey and John Burton will be heard in the Senate Appropriations Committee on Monday, May 4. If passed by the legislature, signed by the Governor, and approved by the voters on the November ballot, SB 2026-Rainey/Burton would provide \$500 million in financing for the renovation and construction of public libraries.

CLA members are urged to write the members of the Senate Appropriations Committee today to request their support of SB 2026. The committee will need to receive hundreds of letters on the issue, as the library bond is in direct competition with various other popular bond proposals.

### MEMBERS OF THE SENATE APPROPRIATIONS COMMITTEE

Senator Patrick Johnston, Chair  
Senator Tim Leslie, Vice Chair  
Senator Dede Alpert  
Senator John Burton  
Senator Charles Caldron  
Senator Ralph Dills  
Senator Ross Johnson

Senator Betty Karnette  
Senator Dave Kelley  
Senator Bruce McPherson  
Senator Richard Mountjoy  
Senator John Vasconcellos

## II. PARENTAL CONSENT FOR USE OF THE INTERNET IN PUBLIC LIBRARIES

Assemblyman Bob Margett (R-Arcadia) introduced in February AB 2391, the "Child Protection Act of 1998," which, among other things, would make sexual child abuse punishable by death or life imprisonment if the voters approve an initiative relating to the same. On April 17th, the ACLU alerted our office to some amendments pertaining to libraries that they knew CLA would find objectionable. The April 16 amendments state:

Post-It® Fax Note	7671	Date	4/27/98	# of pages	2
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
<del>Rec'D By:</del>	Member Directors	Co.			
<del>Phone #</del>	Sue Curzon, CSUN	Phone #	626/683-8241		
Fax #		Fax #	626/683-8097		

04/27/98 12:59:52

-&gt;

626 683 8897 Metro

Page 002 Agenda Item: 24

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APR-27-98 MON 10:46

"Section 2. It is the intent of the Legislature in enacting Section 2 of this act, which would add Section 18035 to the Education Code, to protect children from sexual predators who utilize the Internet to prey on children and to minimize the exposure of children to sexually explicit materials accessible on the Internet."

"Section 3. Section 18035 is added to the Education Code to read:  
18035. Every public library that provides public access to the Internet shall require parental consent for children 12 years of age or younger to use the Internet. No child under six years of age shall be permitted to use the Internet at a public library."

The bill was then immediately scheduled for hearing last Tuesday in the Assembly Public Safety Committee. CLA and the ACLU both submitted oppose letters to the author and committee. The California Attorneys for Criminal Justice also submitted an oppose letter, which stated in part, "Finally, we should be encouraging our children to learn to use computers and to use the Internet as a learning tool; adequate supervision is the answer to children misusing this tool, not a bar on their use." The author chose not to have his bill heard Tuesday, and it appears AB 2391 will be rescheduled for hearing on May 5 (CLA Legislative Day) in the morning.

### III. OVER IN THE SENATE...COMMUNITY STANDARDS BILL

Scheduled for hearing before the Senate Public Safety Committee, also on Tuesday morning, May 5th is SB 1859-Mountjoy. The bill would replace the current statewide standard for determining what is obscene with a new community standard. CLA is opposed to SB 1859.

05/12/98 19:24:08

->

626 683 8097 Metro

MAY-12-98 TUE 17:22

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

May 12, 1998

**TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS**

**FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist**

**RE: NEWS FROM THE CAPITOL**

## I. LIBRARY BOND BILL WILL BE TAKEN UP THURSDAY ON SENATE FLOOR

SB 2026 by Senators Richard Rainey and John Burton will be considered by the full membership of the Senate on Thursday, May 14 on the Senate Floor. If passed by the legislature, signed by the Governor, and approved by the voters on the November ballot, SB 2026-Rainey/Burton would provide \$500 million in financing for the renovation and construction of public libraries.

Last week, the bill was heard in the Senate Appropriations committee, wherein Republicans on the committee, with concurrence of the Democrats, requested that the dollar amount be removed from the bill so as to move it forward quickly, to be considered along with all of the other bond bills awaiting action in the Assembly. The bill passed from committee on a vote of 12-0, and is expected to pass the Senate Floor later this week.

## II. SENATE BUDGET SUBCOMMITTEE APPROVES \$20 MILLION FOR PLF

Last Wednesday, the Senate Budget Subcommittee Number One on Education Finance considered the State Library Budget. CLA made an augmentation request for the Public Library Foundation in the amount of \$44 million. (This amount would bring the PLF to the level of "full funding," at \$63 million.) CLA told Senate subcommittee members of the importance of bringing public libraries to the full funding as required by law under the PLF statute. Funding of the PLF currently stands at \$18,870,000.

Senator Cathie Wright, who has been a strong supporter of libraries in the subcommittee in past years, and has held firm for libraries as a member of the larger Budget Conference Committee, made a recommendation to augment the PLF by \$20 million at the end of CLA's testimony. This item has been placed on the subcommittee "checklist" which is a system by which an item may be given priority consideration once the subcommittee has a clearer picture of the fiscal condition of the state as presented in the Governor's May Revision of the Budget. The May Revision is being released on Thursday of this week, and the subcommittees will revisit their "checklists" within the next few weeks. (You will recall that the Assembly subcommittee placed \$15 million on their "checklist" for the PLF.)

Post-it® Fax Note	7671	Date	5/14/98	# of pages	1
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
For/By	Member Directors	Co.			
Phone	Sue Carlson, CSUN	Phone #	626/683-8244		
Fax #		Fax #	626/683-8097		

- >the American Association of School Administrators, the National
- >Association of Independent Schools, and several Catholic
- >education organizations, initiated a major grassroots campaign on
- >May 7 to save the e-rate. To protect the telecommunications
- >discounts for schools and libraries, the campaign includes a call
- >to E-mail, phone and write to Congressional representatives as
- >well as an ad in Roll Call (a newspaper directed to Congress and
- >Hill staffers).
- >
- >Many school and library advocates, including ALA, continue to
- >lobby Congress to make sure that the discounts on
- >telecommunications services for K-12 schools and are maintained
- >and fully funded. (See related report in this ALAWON.)
- >
- >This school organization campaign targets the long distance
- >companies, including AT&T, Sprint, and MCI, who are expected to
- >include a line item charge on all phone bills in July.
- >Additionally, the group has targeted some of the local phone
- >companies such as SBC, BellSouth and GTE who have filed a lawsuit
- >that threatens the e-rate program.
- >
- >Further information about this campaign is available at:
- ><http://congress.nw.dc.us/e-rate>.
- >

---

#### > HIGHLIGHTS OF NATIONAL LIBRARY LEGISLATIVE DAY

- >
- >On May 4-5 the 24th annual National Library Legislative Day was
- >held in Washington, D.C. More than 450 librarians, trustees and
- >library supporters from 43 states and the District of Columbia
- >told their library stories on visits to congressional offices on
- >Capitol Hill. Library advocates focused on copyright, discounted
- >telecom rates, appropriations, reading bills, education and
- >government information issues.
- >
- >May 4 was Briefing Day, an all day briefing session by Washington
- >area experts and ALA Washington Office staff to prepare
- >participants for the next day's congressional visits. Special
- >guests included Diane Frankel, director of the Institute for
- >Museum and Library Services, Michael Stephens, vice president of
- >Van Scoyoc and Associates; Thomas Susman, attorney with Ropes &
- >Gray; and Leslie Harris, attorney with Harris and Associates.
- >
- >Stephens, a former staff member of the House Appropriations
- >Labor, Health and Human Services, and Education Subcommittee,
- >outlined the new budget agreement. Susman, who had worked with
- >the ALA Washington Office on the successful passage of the GPO
- >Access legislation, discussed proposals to update Title 44 and
- >the Federal Depository Library Program. Harris, a first
- >amendment attorney, described the current situation concerning
- >intellectual freedom and legislative attempts to require Internet
- >censorship.
- >
- >The morning of May 5 was highlighted by a visit and remarks from
- >Sen. Jack Reed (D-RI) who gave librarians encouraging words about
- >the importance of libraries and his support for them.
- >
- >Friends of the Libraries USA executive director Sandy Dolnick
- >presented public service awards to Rep. John Porter (R-IL), Chair
- >of the House Appropriations Labor HHS, and Education
- >Subcommittee, for his strong and continuing support of funding
- >for libraries, and to Rep. Rod Blagojevich (D-IL) for his support
- >of funding for ESEA Title VI, the block grant that provides
- >school library materials as one of the choices for funding.
- >Accepting the awards were Julie DeBolt, legislative director for
- >Rep. Porter, and Deanne Benos, legislative staffer for Rep.
- >Blagojevich. Later, at the Congressional Reception, Rep.
- >Blagojevich accepted the FOLUSA award in person from FOLUSA

- >vice-president and Ingram CEO, Martin Keeley, III. He was also
- >presented with an Elvis READ poster.
- >
- >Following the ceremony and a briefing by Carol Henderson, ALA
- >Washington Office executive director, library advocates visited
- >congressional members and key staff and spoke with them about
- >library issues.
- >
- >To those who attended this year's event, the National Library
- >Legislative Day committee expresses its thanks for coming and a
- >reminder to return your evaluation forms to the ALA Washington
- >Office.
- >
- >The event was sponsored by the District of Columbia Library
- >Association, the American Library Association Washington Office
- >and other participating organizations. The tradition will
- >continue next year with the 25th annual National Library
- >Legislative Day to be held on May 3-4, 1999.

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 (916) 653-8443 Fax  
 mparker@library.ca.gov  
 =====



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. - April 7, 1998

---

ISDOC Executive Committee Members Present:

Sterling Fox  
President  
4622 Plumosa Drive  
Yorba Linda, Ca. 92686  
TEL: (714) 777-9593  
FAX: (714) 777-8304  
HOME: (714) 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  
2nd Vice President  
73 Nighthawk  
Irvine, Ca. 92714-3683  
TEL: (714) 476-4488  
FAX: (714) 476-2878

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

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

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

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

cc: LAFCO Representatives  
John B. Withers (present)  
Phillip L. Anthony (present)  
Bob J. Huntley (present)  
Mark Sloat - Tri Cities MWD  
Julia Kelly - LBCWD  
Russ Behrens - McCormick, Kidman & Behrens  
Dana Smith - LAFCO

Arlene Schafer (present)  
Ken Petersen  
Jim Reed  
Edward LaBahn (present)  
Joy Neugebauer - (present)  
Bill Goodwin- LAWD (present)

## Call to Order

### 1. Preliminaries

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

### 2. Review Minutes of March 3, 1998 Executive Committee Meeting.

Committee approved Minutes of March 3, 1998 Executive Committee Meeting.

### 3. Financial Report

Joan Finnegan reported a cash balance of \$3,415.56. Copy of report is attached.

### 4. Set Agenda for April 30, 1998 Luncheon Meeting

Keith Coolidge reported that the planned program was in jeopardy since the speaker had cancelled. Coupled with a request from Joy Neugebauer representing Midway Cities Sanitary District to abandon the main ballot procedure for selecting two LAFCO Commissioners, the discussion turned toward doing that at the April 30th meeting. After considerable discussion, the Executive Committee directed the Secretary to contact the Executive Director of LAFCO indicating that we would select a Regular and Alternate LAFCO representative at the luncheon meeting by convening a meeting of the Special Selection Committee as prescribed by law. The balloting process would be handled by LAFCO staff and all nominees would have an opportunity to speak.

The menu for the luncheon will be the same as that used in February.

All districts eligible to vote are encouraged to attend. A majority of those eligible is required for a quorum.

### 5. LAFCO Matters

John Withers, Bob Huntley and Phil Anthony were present and led a discussion regarding current LAFCO activities. Of particular interest was the agenda item for the commission meeting on April 8th regarding the conflicting applications emerging from the workshops involving special district reorganization in the Laguna Beach and Dana Point areas. The Committee stressed the need for the involvement of the Technical Advisory Committee and recommended that action be deferred until the Committee had an opportunity to consider the issues related to the conflicting applications.

6. **CSDA Report -**

No Report.

7. **Legislation**

Keith Coolidge reported on the status of Bills intended to modify the structure of MWD's governing body.

8. **Adjourn**

Meeting was adjourned at 8:30 A.M.

Dated April 7, 1998

Respectfully submitted,

By: 

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

ISDOCINDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTYTREASURER'S REPORT

BALANCE ON HAND AS OF MARCH 2, 1998: \$ 4,426.66

RECEIPTS:

## Membership Dues Paid:

Midway City Sanitary District (Bal. Owed) \$25.00  
Laguna Beach County Water District 50.00

TOTAL RECEIPTS FOR PERIOD 3/2/98 - 4/6/98 75.00

EXPENSES:

#1169 El Toro Water District - 100 ISDOC  
Directories - \$459.02  
#1170 Dick Church's Restaurant - ISDOC  
Luncheon catering 360.00  
#1171 Joan Finnegan - Reimbursement for Member-  
ship Dues, copies & mailings \$18.92  
Cookies & Soda Pop for 2/26/98 Luncheon  
\$24.02 42.94  
#1171 El Toro Water District - Printing &  
mailings of Agenda Meetings for 2/3 & 26,  
& 3/3/98 224.12

TOTAL EXPENSES FOR PERIOD 3/2/98 - 4/6/98 ( 1,086.08)

BALANCE ON HAND AS OF APRIL 6, 1998 \$ 3,415.56

Respectfully submitted,

*Joan C. Finnegan*  
Joan C. Finnegan  
ISDOC Treasurer

**APPLICATION FOR FUNDING**  
 Federal Adult Education Act, P.L. 100-297  
 Amended by the National Literacy Act, P.L. 102-73, Section 321 and/or Section 326

July 1, 1998 through June 30, 1999

**COVER PAGE**

CDE must receive applications on or before  
 4:00 p.m., Wednesday, May 20, 1998.

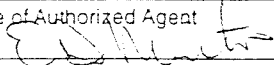
All applicable items must be completed.  
**INCOMPLETE APPLICATIONS WILL NOT BE  
 ACCEPTED OR FUNDED.**

Send three (3) copies, all with original signatures to:

Joan Dailey Polster, Administrator  
 California Department of Education  
 Adult Education Office  
 560 J Street, Suite 290  
 Sacramento, CA 95814

<b>School Districts/Community Colleges</b>	
County Code	District/College Code
<b>Library/Private Nonprofit Agencies</b>	
County	Vendor Code
3 0	4 6 9 2
Charitable trust # (for CBOs only)*	

\* The correct Charitable Trust # must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 for verification.

Check the applicable boxes that describe your current status as a Section 321/326 provider.			
<b>B</b>	<input checked="" type="checkbox"/> Continuing Agency (currently receiving 1997-98 Section 321/326 Funds)	<input type="checkbox"/> New Agency (currently not receiving 1997-98 Section 321/326 Funds)	<input type="checkbox"/> Multi-region Agency
<b>C</b>	Headquarters/District Name <u>Placentia Library District</u>		
	Headquarters/District Street Address, Room or Suite # <u>411 E. Chapman Ave.</u>		
	City and Zip Code <u>Placentia, CA 92870-6198</u>		
	Telephone <u>(714) 524-8403 x213</u>	FAX Number <u>(714) 528-8236</u>	OTAN ID #, if available <u>7024</u>
	E-mail Address <u>placentialit@otan.dni.us</u>		
<b>D</b>	Name of Chief Executive Officer <u>Elizabeth D. Minter</u>	Title <u>Library Director</u>	
<b>E</b>	Check the appropriate box to indicate the category(ies) for which you are requesting funding. Provide the name and telephone number of the contact person for those programs marked "yes."		
	Yes	No	Contact Person and Telephone Number
	X		Katie Matas (714) 524-8408 x213
	X		Katie Matas (714) 524-8408 x213
<b>F</b>	<b>CERTIFICATION:</b> I hereby agree to comply with all applicable state and federal rules and regulations. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.		
	Signature of Authorized Agent 	Title <u>Library Director</u>	Date <u>5/13/98</u>
	PRINT NAME <u>Elizabeth D. Minter</u>	Telephone <u>(714) 528-1925</u>	FAX <u>(714) 528-8236</u>

**DEPARTMENT OF EDUCATION USE ONLY**

APPROVED BY	DATE
-------------	------

California Department of Education  
Adult Education, P.L. 100-297  
Section 321/326

Fiscal Year 1998-1999  
GENERAL ASSURANCES

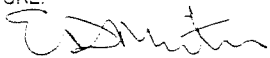
The signature of the authorized agent at the end of this list of assurances acknowledges the applicant's acceptance of the program requirements, with the understanding that failure to adhere to these general assurances could affect the rate of reimbursement for costs incurred.

1. The applicant guarantees that programs and services funded with Adult Education 321/326 funds will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division I of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction, if a new agency will have filed prior to the release of funds.
2. The applicant guarantees that programs and services funded with Adult Education 321/326 funds will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
3. The applicant agrees to make programs and services funded with Adult Education 321/326 funds available for disabled persons in compliance with the Individuals with Disabilities Act of 1996 and Section 504 of the Rehabilitation Act of 1973.
4. When federal funds are made available, the applicant will use them to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state and local funds.
5. In the administration of each program, the undersigned is authorized to file these assurances that all state and federal statutes, regulations, program plans, and applications applicable to each program will be met.
6. The applicant will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, state and federal funds paid under each program.
7. The applicant will comply with audit requirements of the Single Audit Act of 1996 and all policies, procedures, and guidelines outlined in the Federal Office of Management and Budget (OMB) Circular A-28 and Circular A-133. The applicant will ensure that audits of financial statements are conducted in accordance with Generally Accepted Auditing Standards (GAAS) and with policies and procedures established by the Governor.
8. If the applicant is subject to requirements established in OMB A-133, the applicant will submit its required audit reports to CDE within SIX MONTHS after the end of the audited period.
9. The applicant will maintain auditable records and to keep them on file in a central location.
10. The applicant will make any application, evaluation, periodic program plan, or report relating to each funded program readily available to members of the general public.
11. The applicant guarantees that its governing board has adopted written procedures to ensure prompt response to complaints from students, members of advisory committees, and members of other groups within 30 days, and has disseminated these procedures to student and community groups.
12. The applicant is the primary provider of the Adult Basic Education, ESL and/or ESL-Citizenship classes for which supplemental funding is requested.

13. The applicant will not charge any student a fee, tuition, or registration of any kind for enrollment in ABE, ESL or ESL-Citizenship instruction.
14. The applicant will fulfill all data collection and reporting requirements in an accurate and timely manner.
15. The applicant will use funds to assist and expand existing programs and develop new programs for adults whose lack of basic skills: (a) renders them unemployable; (b) keeps them, whether employed or unemployed, from functioning independently in society; and (c) severely reduces their ability to have a positive effect on the literacy of their children.

### ADULT EDUCATION PROGRAM ASSURANCES

1. The applicant will use Section 321 and 326 federal funds to **supplement** local and state funds.
2. The applicant agrees to use at least 95 percent of its 321/326 funds for adult education instructional and support activities for (1) instruction of students; (2) purchase of supplementary instructional materials and supplies; (3) supplementary services that alleviate problems related to scheduling, class size, class locations, and transportation; (4) inservice training for personnel; (5) counseling and guidance services; and (6) child care for children of adults who are attending classes under Section 321. The applicant also agrees to fully document administrative expenditures, allowable up to 5 percent, for planning, administration, evaluation, personnel development, and coordination. The applicant agrees not to use 321/326 funds for indirect charges. **No indirect charges will be reimbursed.**
3. The applicant agrees to ensure that students will attend a minimum of 12 hours before their attendance is counted for hundred hour unit (HHU) reimbursement.
4. The applicant agrees that it will use its \$3,500 base grant funding for eligible activities: staff development, program assessment, and networking. The applicant will ensure that **no other grant activities are eligible for the \$3,500 ongoing grant.**
5. The applicant will ensure that funds will not be allocated to general secondary school programs designed around high school equivalency certification or the General Education Development (GED) test. The applicant ensures that funds not be allocated to ESL classes above the eighth grade level in preparation of the test of English as a Foreign Language (TOEFL) examination. The applicant will fund instruction only when it can be demonstrated that its students have skills below a ninth grade level or are functioning below a CASAS 230 score.
6. The applicant agrees not to charge students tuition, fees, or any other cost, nor require students to purchase any books or any other instructional supplies or materials needed for participation in the program.
7. The applicant ensures that it will submit reimbursement claims for ESL-Citizenship only for expenses incurred in instructing students who have met **all of the following requirements:** (1) increased their skill levels in approved instructional areas; (2) completed training to take the INS test; (3) completed the INS N-400 form and are able to answer questions about the information provided; (4) successfully completed a practice test using items from one of the following examinations: CASAS, ETS, or one third (1/3) of INS Practice Questions; and (5) attended a minimum of 12 hours before their attendance is counted for HHU reimbursement.

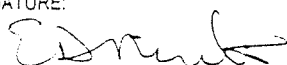
AGENCY NAME:  Placentia Library District	CDS/COUNTY/VENDOR CODE:  30 M692
PRINT NAME OF AUTHORIZED AGENT  Elizabeth D. Minter	TITLE OF AUTHORIZED AGENT  Library Director
SIGNATURE:  	DATE:  5/13/98

CALIFORNIA DEPARTMENT OF EDUCATION  
Adult Education, P.L. 100-297, Section 321/326  
FISCAL YEAR 1998-99

CERTIFICATION

- A. **DEBARMENT:** Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510. (Lower Tier)
1. The recipient agency certifies, that in its operations of an Adult Education program, neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
- B. **LOBBYING:** As required by Section 1352 Title 31 of the *US Code*, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82 sections 82.105 and 82.110, the recipient agency certifies that no federal appropriated funds have been paid, or will be paid, by or on behalf of the recipient agency, to any person for influencing or attempting to influence an officer or employee of any agency, a member, an officer of employee of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement.
- C. **DRUG-FREE WORKPLACE:** As required by the State Drug-Free Workplace Act of 1990 (*Government Code* Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, sections 85.605 and 85.610, the recipient agency certifies that it will continue to provide a drug-free workplace.

Terms and conditions of Debarment, Lobbying and Drug Free Workplace are specified in the enclosed "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements." The Authorized Agent, in signing this document, certifies that he/she has read this Certification and is in compliance with all terms and conditions required for certification.

AGENCY NAME: Placentia Library District	CDS/COUNTY/VENDOR CODE: 30 M692
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter	TITLE: Library Director
SIGNATURE: 	DATE: 5/13/98



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and the implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as define at 34 CFR Part 82, Sections 82.105 and 82.110 and applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers - (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(B) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with Commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to an including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check [ ] if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 C.F.R. 85.605 and 85.610

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

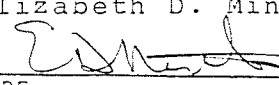
B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the Identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certify that smoking is not permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT		CONTRACT #/PROJECT #	
Placentia Library District		30 M692 / Section 321	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE			
Elizabeth D. Minter, Library Director			
SIGNATURE		DATE	
		5/13/98	

COMPANY/ORGANIZATION NAME

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

Elizabeth D. Minter

DATE EXECUTED

5/13/98

EXECUTED IN THE COUNTY OF

Orange, CA

CONTRACTOR OR GRANT RECIPIENT SIGNATURE

TITLE

Library Director

FEDERAL I.D. NUMBER

95-3197792

AGENCY Placentia Library CDS/COUNTY/VENDOR CODE: 30 M692  
District

**DATA PROJECTIONS**  
(To be Completed by ALL Applicant Agencies)  
**Adult Basic Education Section 321/326**  
**Past Program Performance and Projections for 1998-99**

Include all Hundred-Hour-Units (HHUs) generated for 1996-97 and 1997-98, regardless of your agency's allocation.

Program	HHUs Generated in 1996-97	HHUs Generated in 1997-98	Projected HHUs Needed for 1998-99
321 Adult Basic Education (ABE)	13	7/97 - 4/98 7	10
321 English-as-a-Second Language (ESL)	19	7/97 - 4/98 11	15
321 ESL-Citizenship			
326 Incarcerated/Institutionalized Adults	--		

Note: Nonprofit agencies with sites in more than one region or county must provide detailed data projections on pages 6-a, 6-b, and 6-c. The totals from those three pages must agree with the totals included on this page. All single-site agencies should complete this form only and disregard pages 6-a through 6-c.

AGENCY: Placentia Library CDS/COUNTY/VENDOR CODE: 30 M692  
District

**SECTION 1. ONGOING PROGRAM**

A \$3,500 base grant is provided to your agency for the purposes of staff development, program assessment, and networking. In the space provided, explain how you will use the ongoing grant and indicate the estimated expenditure for each purpose. Attach an additional page for each part, if necessary.

**Part 1. Staff Development.** Describe your staff development activities, which may include, but not be limited to, developing and implementing a professional development plan, providing leadership, providing curriculum/instructional skills training for participating teachers, and visiting Best Practices Programs.

**Funds will be used to allow literacy staff and tutors to attend literacy related conferences (ex.- Literacy Volunteers of America, California Literacy), and to provide tutors with supplemental training workshops taught by specialists in ABE and ESL instruction.**

\$ 2,200

**Part 2. Program Assessment.** Describe how your agency will evaluate the outcomes of your program to determine student program success.

**Funds will be used to upgrade the program database software to keep track of student achievements and hours more effectively.**

\$ 800

AGENCY: Placentia Library CDS/COUNTY/VENDOR CODE: 30 M692  
District

SECTION 1. ONGOING PROGRAM (con't.)

Part 3. Networking. Describe your current networking efforts to reduce duplication of services and ensure student success. Networking may include, but not be limited to, collaboration in one-stop centers and joint-powers agreements.

**Funds will be used to pay for membership in literacy organizations (ex.- Southern California Library Literacy Network, Literacy Volunteers of America, and California Literacy) enabling our program to participate in collaborative projects with other literacy organizations. Funds will also be used to enable staff to participate in Chamber of Commerce functions to promote the literacy program.**

\$ 500

TOTAL \$3,500

TRANSMITTAL OF ELECTION INFORMATION  
SPECIAL DISTRICT  
(EC §10509, §10522)

Placentia Library DISTRICT

To the Registrar of Voters of Orange County:

Attached hereto is a map showing the boundaries of this district and the boundaries of the divisions of the district, if any, in which a director is to be elected at the general district election to be held November 3, 1998.

THE ELECTIVE OFFICES FOR WHICH A GENERAL ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 3, 1998 ARE:

\_\_\_\_\_ directors to be elected at large

2 Trustees to be elected at large  
(other office)

Directors to be elected in the following divisions:

One director in division \_\_\_\_\_

One director in division \_\_\_\_\_

One director in division \_\_\_\_\_

One director in division \_\_\_\_\_

One assessor \_\_\_\_\_

Please list below the names of the incumbents/appointed incumbents for the above positions:

Ray Evans

Sandra M. Stark

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The district authorizes the candidate's statement to contain no more than:  
(200) or (400) words. (Circle one)

The district (will) (will not) pay for candidate's statement of qualification.  
(Circle one)

Dated \_\_\_\_\_

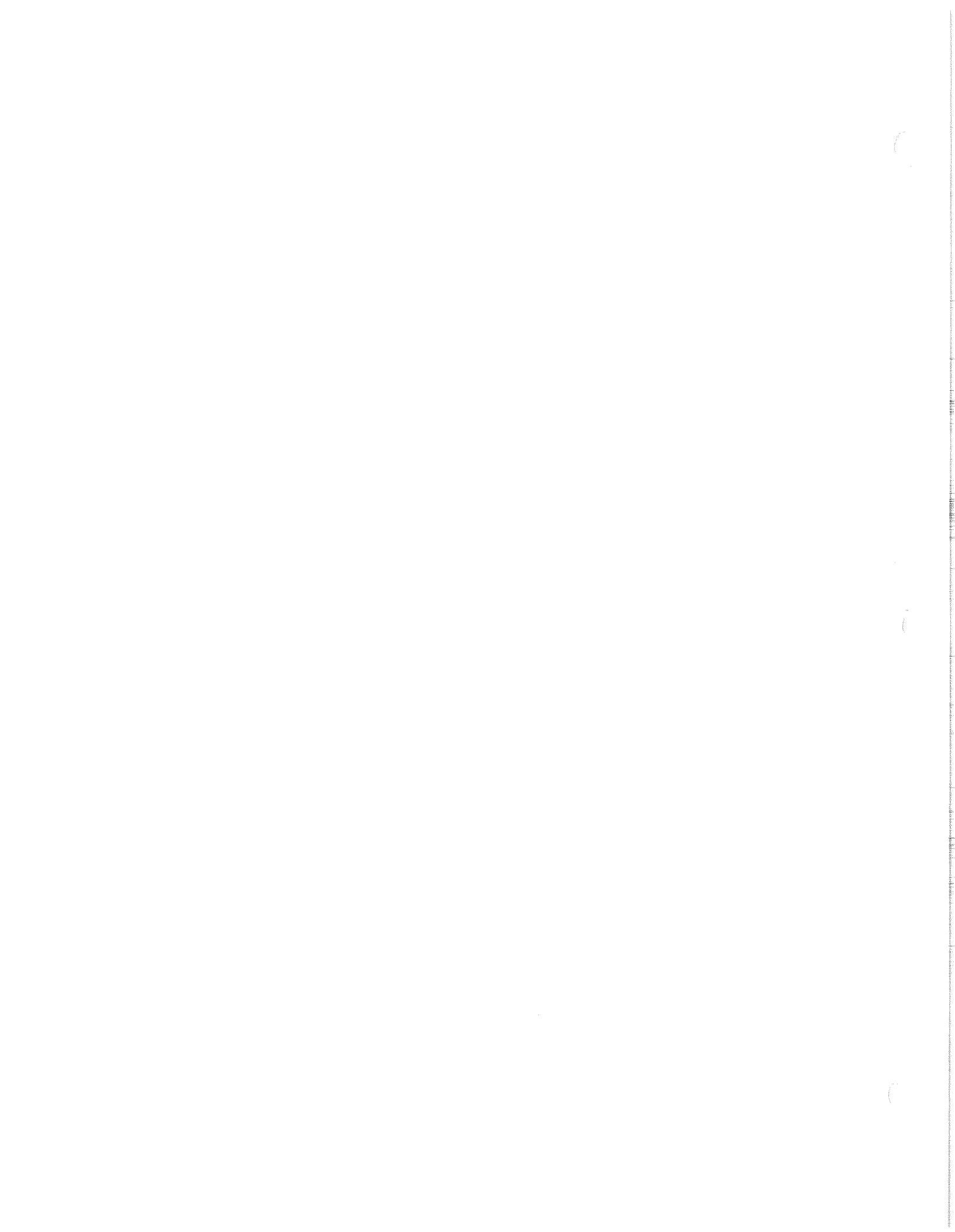
\_\_\_\_\_  
Secretary of the \_\_\_\_\_

Placentia Library District

(District Seal)

NOTE: The above information and boundary map must be filed in the office of the Registrar of Voters by June 1, 1998.

The secretary may personally deliver on or before the above date or may deliver by certified mail if it will be received by the Registrar of Voters in the ordinary course of the mails on or before the above date.





1 Bruce Bennett (State Bar No. 105430)  
2 Gregory K. Jones (State Bar No. 181072)  
3 HENNIGAN, MERCER & BENNETT  
4 601 South Figueroa Street, Suite 3300  
5 Los Angeles, California 90017  
6 Telephone: (213) 694-1200

7 Counsel for the Representative

8 UNITED STATES BANKRUPTCY COURT  
9 CENTRAL DISTRICT OF CALIFORNIA

10  
11 In re

12 COUNTY OF ORANGE, a political  
13 subdivision of the State of  
14 California,

15  
16 Debtor.

) Case No. SA 94-22272-JR

) Chapter 9

) NOTICE OF MOTION AND  
) MOTION FOR ORDER  
) AUTHORIZING THE  
) REPRESENTATIVE OF THE  
) COUNTY OF ORANGE TO  
) ENTER INTO AGREEMENT FOR  
) THE ASSIGNMENT OF  
) EXCLUDED CLAIMS;  
) MEMORANDUM OF POINTS  
) AND AUTHORITIES IN  
) SUPPORT THEREOF

) Date: May 11, 1998

) Time: 3:30 p.m.

) Place: Courtroom 606  
) 34 Civic Center Plaza  
) Santa Ana, CA 92701



1 TO THE HONORABLE JOHN E. RYAN, UNITED STATES BANKRUPTCY JUDGE,  
2 ALL PARTIES IN INTEREST AND TO THEIR RESPECTIVE COUNSEL:

3 PLEASE TAKE NOTICE THAT Thomas W. Hayes, as the Representative  
4 appointed pursuant to Section VI.B. of the Modified Second Amended Plan of Adjustment  
5 of the chapter 9 debtor County of Orange (the "County"), will and hereby does move this  
6 Court for an order authorizing the Representative to enter into an Agreement for  
7 Assignment of Excluded Claims (the "Agreement") in the form attached hereto as  
8 Exhibit "A."

9 PLEASE TAKE FURTHER NOTICE THAT a hearing on the motion has been  
10 scheduled for \_\_\_\_\_, 1998, at \_\_: \_\_ .m., in the above-captioned Court. Pursuant to  
11 Local Bankruptcy Rule 111(1)(g), any response to the Motion must be in writing,  
12 accompanied by a memorandum of points and authorities and supporting evidence, and  
13 filed with this Court and served on: (1) Bruce Bennett, Esq. and Gregory K. Jones, Esq.,  
14 Hennigan, Mercer & Bennett, 601 S. Figueroa Street, Suite 3300, Los Angeles, California  
15 90017; (2) John Giovannone, Esq., Sheppard, Mullin, Richter & Hampton, 650 Town Center  
16 Drive, 4<sup>th</sup> Floor, Costa Mesa, California 92626; (3) Maureen A. Tighe, Office of the United  
17 States Trustee, 221 N. Figueroa Street, Suite 800, Los Angeles, California 90010;  
18 (4) Laurence Watson, Esq., Orange County Counsel, 10 Civic Center Plaza, Post Office Box  
19 1379, Santa Ana, California 92702; and (5) Patrick C. Shea, Esq., Pillsbury, Madison &  
20 Sutro, 101 W. Broadway, Suite 1800, San Diego, California 92037. Pursuant to Local  
21 Bankruptcy Rule 111(1)(j), failure to file and serve proper response in conformity with the  
22 requirements of the Local Bankruptcy Rules may be deemed by the Court to constitute  
23 consent to the requested relief.

24 This Motion is based upon the Notice of Motion and Motion, the accompanying  
25 Memorandum of Points and Authorities, the record in this case, the arguments and the  
26 representations of counsel, and any oral or other documentary evidence presented at or  
27 before the hearing on this motion and is premised upon the following:  
28

1           1.       On December 6, 1994, the County filed a petition for relief under chapter 9 of  
2 the United States Bankruptcy Code. The filing was precipitated by the loss of  
3 approximately \$1.85 billion out of the approximately \$7.6 billion that had been invested in  
4 the Orange County Investment Pools (the "Pools") by the County on its own behalf and  
5 on behalf of more than 500 entities (the "Pool Participants").

6           2.       Numerous governmental units, including school districts (the "School Pool  
7 Participants"), placed money into the Pools. School Pool Participants relied on the  
8 moneys invested in the Pools for various purposes, including payroll, water purchases,  
9 essential services, contract payments, utilities payments, and bond payments.

10          3.       When the County commenced its chapter 9 petition, the School Pool  
11 Participants lost access to the moneys in the Pools. In order to obtain access to the  
12 moneys, a number of the School Pool Participants asserted or threatened to assert tort  
13 and/or trust claims against the County.

14          4.       In order to settle the disputes between the County and all Pool Participants,  
15 all parties in interest entered into a Comprehensive Settlement Agreement ("CSA") on  
16 June 13, 1995. On May 2, 1995, this Court entered an order approving the CSA and  
17 authorizing the County to perform its obligations under the CSA.

18          5.       The CSA enabled Pool Participants to select one of two options for the  
19 treatment of unpaid portions of their Pool balances. Under Option A, Pool Participants  
20 released all Pool Related Claims they may have had against the County and assigned to  
21 the County any Pool Related Claims that they may have had against third parties. In  
22 exchange, Option A Pool Participants received, among other things, (1) approximately  
23 \$232 million from the proceeds of Recovery Notes sold by the County, and (2) allowance  
24 of approximately \$325 million in Settlement Secured Claims and approximately \$494  
25 million in Repayment Claims in the County's chapter 9 case. The vast majority of the  
26 School Pool Participants selected Option A. Under Option B, Pool Participants reserved  
27 all of their claims and rights against the County and the County reserved all of its defenses  
28 to such claims and rights. The parties to the Agreement are the Representative and certain

1 Pool Participants, all Schools that elected Option A under the CSA.

2 6. The CSA specifically provided that Option A Pool Participants did not  
3 assign to the County certain "Excluded Claims." The CSA defined "Excluded Claims" as,  
4 inter alia, claims "a Settling Option A Pool Participant may have against (i) any  
5 underwriter of securities issued by or for the benefit of such Settling Option A Participant,  
6 with respect to any indebtedness incurred by such Settling Option A Pool Participant in  
7 connection therewith or (ii) any financial advisor, attorney, accountant or other  
8 professional advisor to such Settling Option A Pool Participant arising out of advice given  
9 or services rendered in its capacity as such to such Settling Option A Pool Participant  
10 regarding a decision to invest in the Pools or the issuance of debt by such Settling Option  
11 A Pool Participant." The Plan also does not include an assignment of Excluded Claims to  
12 the County.

13 7. The School Pool Participants listed on Exhibit "B" (the "Assigning Schools")  
14 have advised the Representative that they have or may have claims against LeBoeuf,  
15 Lamb, Leiby & MacRae ("LeBoeuf"), Rauscher, Pierce, Refsnes ("Rauscher"), and/or  
16 Buchalter, Nemer, Fields & Younger ("Buchalter") (collectively, the "Defendants"). Many  
17 of the schools have entered into tolling agreements with LeBoeuf and/or Rauscher. To  
18 the best of the Representative's knowledge, no school has entered into a tolling agreement  
19 with Buchalter.

20 8. On May 16, 1996, this Court entered an order confirming the Plan (the  
21 "Confirmation Order"). The Confirmation Order provides, inter alia:

22 On the Effective Date, pursuant to Section 1123(b)(3)(B) of the  
23 Bankruptcy Code, Thomas W. Hayes shall be appointed as the  
24 Representative to enforce, prosecute and collect Pool-Related  
25 Claims and such other claims as may be assigned to the  
26 Representative by the County or by a Pool Participant, including  
27 but not limited to those governed by section 11(f) of the  
28 Comprehensive Settlement Agreement. The Representative is

1 hereby authorized to determine whether, and on what terms, to  
2 enforce, prosecute, collect, settle or abandon any or all Pool-  
3 Related Claims. Such Pool-Related Claims shall be filed and  
4 asserted in the name of the Representative.

5 Confirmation Order, ¶ 36.

6 9. The Plan contemplated and the Second Amended Disclosure Statement  
7 states that the Representative might pursue Pool Related Claims against LeBoeuf,  
8 Rauscher, and against other professionals such as the law firm of Buchalter.

9 10. On June 11, 1996, the County initiated adversary proceedings against  
10 LeBoeuf and Rauscher.

11 11. On December 4, 1996, the Representative entered into a tolling agreement  
12 with Buchalter whereby Buchalter granted the Representative an additional month to  
13 commence an action against it (the "Tolling Agreement"). The Tolling Agreement has  
14 been subsequently extended, and the Representative has not yet filed a complaint against  
15 Buchalter.

16 12. The Representative has conducted settlement discussions with LeBoeuf.  
17 Based upon these discussions, the Representative believes that his ability to settle the Pool  
18 Related Claims will be enhanced if he can concurrently settle all Excluded Claims and any  
19 other claims held by the School Pool Participants against LeBoeuf. The North Orange  
20 County Community College District has a separate settlement agreement and contract  
21 with LeBoeuf, and, accordingly, is not included among the Assigning Schools.

22 13. The Representative also believes that his ability to settle other Pool Related  
23 Claims and, in particular, Pool Related Claims against Rauscher and Buchalter would be  
24 enhanced if he also possessed the authority to concurrently settle certain Excluded Claims  
25 and other School Pool Participant claims against those entities.

26 14. The Representative has conducted and concluded negotiations with the  
27 Assigning Schools to obtain an assignment of all of their claims against the Defendants,  
28 including Excluded Claims. These negotiations resulted in the Agreement which has been

1 signed, in counterparts, by the Assigning Schools and by the Representatives.

2 15. Under the Agreement, with one exception, the Assigning Schools assign to  
3 the Representative all claims which such Assigning Schools may have against the  
4 Defendants, including all Excluded Claims against Defendants (the "Assigned Claims").  
5 The exception relates to the form of the Agreement pertaining to the Newport-Mesa  
6 School District ("Newport Mesa"). The claims assigned to the Representative under the  
7 Newport Mesa form of agreement are confined to Newport-Mesa's claims against LeBoeuf  
8 and Buchalter. The Agreement also authorizes the Representative to enforce, prosecute,  
9 and/or settle all such Assigned Claims and Pool-Related Claims in his sole and absolute  
10 discretion.

11 16. The Agreement also provides that the Representative will pay the Assigning  
12 Schools a designated percentage of all proceeds recovered from the prosecution of the  
13 Assigned Claims and the Pool Related Claims against the Defendants, less costs and  
14 expenses incurred in enforcing, prosecuting, and/or settling each claim. Collectively, the  
15 Schools will receive approximately 13.2% of any proceeds received by the Representative  
16 on account of such prosecution of the Assigned Claims and the Pool Related Claims  
17 against LeBoeuf and 11.4% of any such proceeds with respect to Rauscher. The Assigning  
18 Schools shall not receive any proceeds of any action against or settlement with Buchalter.  
19 The Agreement provides for a fair and reasonable allocation of proceeds of any actions  
20 against Defendants and will obviate any need to allocate proceeds of such action between  
21 the holders of Assigned Claims and Pool Related Claims on the one hand and the holders  
22 of Excluded Claims on the other hand in the event that a settlement with any of the  
23 Defendants can be reached.

24 17. The Agreement also provides that the Assigning Schools will not receive  
25 more than the allowed amount of their claims in the County's chapter 9 case as a result  
26 the Representative's efforts in prosecuting the Pool Related Claims and Assigned Claims.  
27 Specifically, in order to accomplish this goal, section 5 of the Agreement provides that  
28 Assigning Schools will, to the extent of amounts actually received by Schools in respect

1 the assignment of Assigned Claims, assign to the Representative a portion of certain  
2 distributions that such Assigning Schools may be entitled to receive pursuant to the Plan.

3 18. The Representative and the Assigning Schools believe that the Agreement is  
4 in the best interests of the County and all Pool Participants. Court approval of the  
5 Agreement will likely promote and advance the settlement discussions among the  
6 Representative and the Defendants which could generate proceeds for the Pool  
7 Participants and the County.

8 19. Wherefore, the Representative respectfully requests that the Court enter an  
9 order authorizing the Representative to enter into the Agreement and to perform his  
10 obligations thereunder.

11 DATED: April \_\_, 1998

HENNIGAN, MERCER & BENNETT  
Bruce Bennett  
Gregory K. Jones

14 By: \_\_\_\_\_  
15 Bruce Bennett  
16 Counsel for the Representative

17 File: client folders\OC-Bankruptcy\Pleadings\Assign Excluded Claims Mtn.doc



1 MEMORANDUM OF POINTS AND AUTHORITIES

2 By this Motion, the Representative seeks authority to enter into the "Agreement for  
3 Assignment of Excluded Claims." The Agreement provides that certain School Pool  
4 Participants will assign to the Representative, inter alia, certain Claims, including certain  
5 Excluded Claims which were not assigned to the County under the Comprehensive  
6 Settlement Agreement between the Pool Participants and the County.

7 As set forth above, on June 11, 1996, the Representative initiated adversary  
8 proceedings against law firm LeBoeuf, Lamb, Leiby & MacRae ("LeBoeuf") and financial  
9 advisor Rauscher, Pierce, Refsnes, Inc. ("Rauscher"). Later, on December 4, 1996, the  
10 Representative entered into a tolling agreement with law firm Buchalter, Nemer, Fields &  
11 Younger ("Buchalter"), which preserves the Representative's right to file an adversary  
12 proceeding against Buchalter. After filing the adversary proceedings and entering into the  
13 tolling agreement, the Representative commenced settlement discussions regarding Pool  
14 Related Claims with LeBoeuf, Rauscher, and Buchalter. LeBoeuf, Rauscher, and Buchalter  
15 have all indicated to the Representative that they would be more likely to settle the Pool  
16 Related Claims if they could also settle the Excluded Claims held by the School Pool  
17 Participants at the same time. Thus, the Representative believes that his ability to settle  
18 the Pool Related Claims would be enhanced if he possessed the authority to concurrently  
19 settle the Excluded Claims. Therefore, assignment of the Excluded Claims to the  
20 Representative will serve to facilitate the settlement discussions among the Representative  
21 and LeBoeuf, Rauscher, and Buchalter. Facilitation of the settlement discussions could  
22 lead to a settlement of the Pool Related Claims, which would benefit all Pool Participants  
23 and the County.

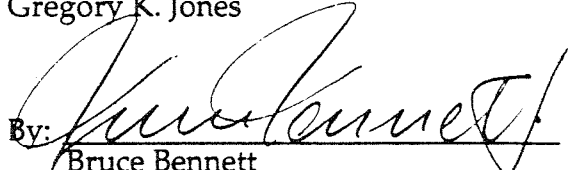
24 This Court has the authority to approve this Agreement pursuant to Bankruptcy  
25 Code section 945 and the County's Plan. Section 945 states that "[t]he court may retain  
26 jurisdiction over the case for such period of time as is necessary for the successful  
27 implementation of the plan," and the County's Plan specifically grants this Court post-  
28 confirmation jurisdiction to determine any motions or applications in connection with the

1 enforcement of Pool Related Claims. Plan, Section IX(5). Authorization of the Agreement  
2 falls within both jurisdictional provisions. Approval of the Agreement will assist the  
3 County in successfully implementing its Plan by advancing and promoting the ongoing  
4 settlement discussions between the Representative and three Pool Related Claim  
5 defendants, which could generate proceeds for the Pool Participants.

6 Based on the arguments set forth above, the Representative respectfully requests  
7 that the Court enter an order authorizing the Representative to enter into the "Agreement  
8 for Assignment of Excluded Claims."

9  
10 DATED: April 16 1998

HENNIGAN, MERCER & BENNETT  
Bruce Bennett  
Gregory K. Jones

11  
12  
13 By:   
14 Bruce Bennett  
15 Counsel for Debtor County of Orange  
16  
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## AGREEMENT FOR ASSIGNMENT OF EXCLUDED CLAIMS

THIS AGREEMENT FOR ASSIGNMENT OF EXCLUDED CLAIMS (this "Agreement"), is entered into as of June \_\_\_, 1997, by and among THOMAS W. HAYES, as the Representative (the "Representative") appointed pursuant to Section VI.B. of the Modified Second Amended Plan of Adjustment of the County of Orange (the "Plan"), and the School Pool Participants signing this Agreement below (the "Participating Schools").

### RECITALS

A. Pursuant to the Comprehensive Settlement Agreement (the "CSA") among the County of Orange (the "County") and various school districts, special districts, cities and other public agencies and instrumentalities, the Participating Schools, among others, assigned their Pool-Related Claims, other than their Excluded Claims, to the County.

B. Pursuant to Section VI.B. of the Plan, under paragraph 36 of the "Order Confirming Modified Second Amended Plan of Adjustment" entered on May 16, 1996 (the "Confirmation Order") by the United States Bankruptcy Court for the Central District of California, the Representative was appointed to enforce, prosecute and collect Pool-Related Claims and such other claims as may be assigned to the Representative by the County or by a Pool Participant.

C. The Representative believes that his ability to settle certain of the Pool-Related Claims he has asserted against third parties would be enhanced if he could also settle concurrently certain Excluded Claims and other claims of the Participating Schools against such third parties, something he believes would benefit all Option A Pool Participants.

D. The Participating Schools are willing to assign certain Excluded Claims and other claims to the Representative, on the terms and subject to the conditions set forth herein, to enable him to jointly prosecute and collect upon such claims and to execute such further documents as may be necessary or appropriate to effectuate any settlement of such Excluded Claims by the Representative.

EXHIBIT A

## AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants and conditions set forth herein, the parties hereto agree as follows:

1. Definitions.

a. Capitalized terms used in this Agreement which are not defined in this Agreement shall have the meanings given to them in the Plan and, if not defined in the Plan, shall have the meanings given to them in the CSA.

b. "Assigned Claims" shall mean the claims assigned to the Representative by the Participating Schools pursuant to Section 2 of this Agreement.

c. "Assignment Date" shall mean the date of this Agreement.

d. "BNFY Defendants" shall mean Buchalter, Nemer, Fields & Younger, a California professional corporation, and its agents, partners, shareholders, officers, directors, employees, representatives, and predecessors in interest, attorneys and all persons acting by, through, under, or in concert with it, each solely in its capacity as such.

e. "Class C-1 Claims Pro Rata Portion" shall mean as to any Participating School the Adjusted Allowed Amount of that Participating School's Class C-1 Claims under the Plan multiplied by a fraction the numerator of which is the aggregate amount paid to such Participating School pursuant to Section 4 hereof and the denominator of which is one half (50%) of the Adjusted Allowed Amount of such Participating School's Class C-1 Claim. The "Adjusted Amount of a Class C-1 Claim" of a Participating School shall mean the Allowed Amount of such C-1 Claim less any payments received by the Participating School with respect to such Class C-1 Claim other than distributions made by the Representative under the Plan.

f. "Defendants" shall mean the Law Firm Defendants and Rauscher.

g. "Designated Percentage" shall mean as to any School Pool Participant that percentage of any Net Settlement Amounts received by the Representative with respect to any Pool Related or Assigned Claim which is specified for that School Pool Participant in Exhibit A to this Agreement.

EXHIBIT A - 10

h. The "Law Firm Defendants" shall mean the LeBoeuf Defendants and the BNFY Defendants.

i. The "LeBoeuf Defendants" shall mean LeBoeuf, Lamb, Leiby & MacRae, both as a general partnership and as a limited liability partnership, and its agents, partners, shareholders, beneficiaries, officers, directors, employees, assigns, representatives, heirs, successors, predecessors in interest, attorneys and all persons acting by, through, under, or in concert with either of them, each solely in its capacity as such.

j. "Net Settlement Amounts" shall mean the difference between (a) all cash or other property indefeasibly received or recovered by the Representative from any Defendant (other than one of the BNFY Defendants), including, but not limited to, contractual settlements, accord and satisfaction, and judgments and awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, with respect to Pool-Related Claims or Assigned Claims, whether by way of settlement, litigation or otherwise, after the Assignment Date, minus (b) all costs and expenses incurred by the Representative in prosecuting or otherwise attempting to collect or realize upon the Pool-Related Claims or Assigned Claims against that Defendant, whether incurred prior to or after the Assignment Date.

k. "Participating School" shall mean the School Pool Participants signing this Agreement.

l. "Rauscher" shall mean Rauscher, Pierce, Refsnes, Inc., a corporation, and the respective agents, partners, shareholders, beneficiaries, officers, directors, employees, assigns, representatives, heirs, successors, predecessors in interest, attorneys and all persons acting by, through, under, or in concert with it, each solely in its capacity as such.

m. "Requisite Percentage" shall mean a majority in number of the Participating Schools which hold more than 66 2/3% of the sum of all Participating Schools' Class C-1 claims under the Plan.

n. "Revocation Date" shall mean the one year anniversary of the Assignment Date.

o. "Settlement" shall mean any contractual settlement or release, accord and satisfaction, judgment, award or other arrangement pursuant to which the Representative receives any Net Settlement Amounts.

EXHIBIT 3

2. Assignment of Claims. Each of the undersigned Participating Schools hereby assigns to the Representative all of its claims, demands, suits, causes of action, remedies or rights of any kind whatsoever, at law, in equity, by statute or otherwise, whenever arising, whether known or unknown, suspected or unsuspected, fixed or contingent, liquidated or unliquidated, matured or unmatured, choate or inchoate, pending or not pending, which such Participating Schools may have against the Defendants, including, without limitation, any and all Excluded Claims against Defendants and all obligations, debts and liabilities of the Defendants to such Participating Schools. At the option of the Representative, or pursuant to a written agreement between the Representative and a Participating School, the Representative may delay the effective date of the assignment to the Representative of any Assigned Claim or accept an assignment of Excluded Claims from a Participating School only as to either the Law Firm Defendants or Rauscher.

3. Obligations of Representative. The Representative shall:

a. use his best efforts to distribute all Net Settlement Amounts he receives which are payable to Participating Schools to such schools within 30 days of the last of: (1) the entry of all Final Orders which the Representative may seek, request or apply for approving the Settlement pursuant to which the Representative has received such amounts; (2) the Representative's receipt of such amounts; and (3) the satisfaction of all prerequisites to the distribution of any such amounts contained in the documentation evidencing the Settlement (provided that only that portion of any Net Settlement Amounts as to which such prerequisites have not been satisfied shall be withheld from distribution by reason thereof);

b. if he is unable to distribute any Net Settlement Amounts within 30 days of his receipt thereof, include in the ultimate distribution of such Net Settlement Amounts interest on such funds calculated at the average rate earned on the funds in the Litigation Fund during the period between the date of their receipt and the date of their distribution; and

c. assume all costs of prosecuting the Pool Related and Assigned Claims against any such Defendant after the Assignment Date and before the Representative's receipt of notice of revocation of an assignment as to a Defendant pursuant to Section 7 or 8 hereof, including providing his counsel to represent the Participating Schools in any discovery in any of the actions brought against such Defendant by the Representative or to enforce any Assigned Claims.

EXHIBIT - 12

4. Distributions to Participating Schools. The Representative shall pay each Participating School its Designated Percentage of all Net Settlement Amounts.

5. Reallocation of Distributions on Account of Class C-1 Claims. Each Participating School hereby assigns to the Representative the Class C-1 Claims ProRata Portion of any distribution such Participating School may be entitled to receive pursuant to Section VI.D.1(d)(1) of the Plan. Amounts paid to the Representative pursuant to the preceding sentence shall constitute Net Litigation Proceeds and shall be distributed in accordance with Section VI.D. of the Plan. If the Representative enters into any other agreement with one or more Pool Participants providing for (i) the assignment to the Representative of their Excluded Claims and (ii) a distribution of proceeds of enforcement of Pool Related and Excluded Claims to such Pool Participant(s) on terms more favorable to such Pool Participants than the distribution such Pool Participant(s) would otherwise be entitled to receive under Section VI.D. of the Plan, but the agreement with such Pool Participant(s) does not provide for the recapture of the additional distributions out of distributions payable to such Pool Participant(s) under Section VI.D.1.(d) of the Plan on the same basis as provided for with respect to the Participating Schools in this Section, this Section shall be amended at the election of a majority of the Participating Schools to conform this Section to any comparable provisions contained in such other agreement.

6. Representative's Powers re Assigned Claims. The Participating Schools hereby authorize the Representative, in his sole and absolute discretion, to enforce, prosecute, collect upon or settle all Assigned Claims as he determines appropriate.

7. Revocation of Assignments Against Law Firm Defendants. If all School Pool Participants with a Designated Percentage in excess of one percent become Participating Schools as to the Law Firm Defendants by signing this Agreement, the assignment of Assigned Claims against the LeBoeuf Defendants or the BNFY Defendants by the Participating Schools to the Representative pursuant to Section 2 of this Agreement may be revoked on the Revocation Date as to all, but not less than all, of the Participating Schools by written notice signed by the Requisite Percentage of the Participating Schools actually delivered to the Representative during the ten business days immediately preceding and including that Revocation Date. Notwithstanding the above, the North Orange County Community College District may unilaterally revoke its assignment of Assigned Claims to the Representative against the LeBoeuf Defendants or the BNFY Defendants or both on the Revocation Date. Further notwithstanding the above, no notice of revocation shall be effective as to the LeBoeuf Defendants or the BNFY Defendants if such notice is received by the Representative after he has entered into any written agreement (including an agreement or other writing in the nature of an agreement in

EXHIBIT # - 10 -

principle or memorandum of understanding, whether or not any such agreement or other writing is legally enforceable so long as a binding agreement is entered within 30 days of the date of such agreement or memorandum of understanding) with that Law Firm Defendant providing for the compromise or settlement of any Assigned Claims against such Defendant.

8. Revocation of Assignments Against Rauscher. If all of the School Pool Participants with a Designated Percentage in excess of one percent become Participating Schools as to Rauscher by signing this Agreement, the assignment of Assigned Claims against Rauscher by the Participating Schools to the Representative pursuant to Section 2 of this Agreement may be revoked on a Revocation Date as to all, but not less than all, of the Participating Schools by written notice signed by the Requisite Percentage of the Participating Schools actually delivered to the Representative during the ten business days immediately preceding and including that Revocation Date. Notwithstanding the above, Newport Mesa Unified School District may revoke its assignment of Assigned Claims against Rauscher to the Representative unilaterally on the Revocation Date. Further notwithstanding the above, no such notice of revocation shall be effective if such notice is received by the Representative after he has entered into any written agreement (including an agreement or other writing in the nature of an agreement in principle or memorandum of understanding, whether or not any such agreement or other writing is legally enforceable so long as a binding agreement is entered within 30 days of the date of such agreement or memorandum of understanding) with Rauscher providing for the compromise or settlement of any Assigned Claims against such Defendant.

9. Substitution of Counsel. If prior to the Revocation Date the Representative has filed litigation against any Defendant or added to his causes of action in any pending litigation against any Defendant the Assigned Claims of a Participating School, a notice of revocation shall be ineffective unless it is accompanied by one or more Substitutions of Counsel, executed by duly licensed attorneys, pertaining to each and every action commenced or continued by the Representative to enforce or collect any Assigned Claim of the revoking Participating Schools against such Defendant.

10. Participating Schools' Representations, Warranties and Covenants. Except as set forth in Exhibit B to this Agreement, each of the Participating Schools represents and warrants that it has obtained tolling agreements from each of the Defendants (other than the BNFY Defendants) in a form provided to the Representative or his counsel prior to June 15, 1997, a true and correct copy of the executed original of which is attached to this Agreement.

EXHIBIT A - 14



11. Bankruptcy Court Approval. Promptly after the Assignment Date the Representative shall file a motion or application with the Bankruptcy Court seeking approval of this Agreement which motion shall be reasonably acceptable to legal counsel for the School and College District Subcommittee of the Pool Committee. The Participating Schools shall support that motion or application. If the Bankruptcy Court does not approve this Agreement within 90 days of the Assignment Date, this Agreement may be revoked upon written notice to the Representative signed by the Requisite Percentage of the Participating Schools.

12. Entire Agreement; Modification; Waiver. This Agreement, including the Exhibits hereto, constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements, representations, warranties, and understandings of the parties, whether oral, written or implied, as to the subject matter hereof. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties affected thereby. No waiver of any of the provisions of this Agreement shall be deemed or constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

13. No Third-Party Beneficiaries. Nothing contained in this Agreement is intended to confer any rights or remedies under or by reason of this Agreement on any person or entity other than the parties hereto.

14. Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective successors and assigns.

15. Further Assurances and Cooperation. Each party hereto agrees to execute any and all documents and to do and perform any and all acts and things necessary or appropriate to effectuate or further evidence the terms and provisions of this Agreement or to effectuate any settlement of Assigned Claims by the Representative.

16. Severability. If any portion of this Agreement shall be held to be invalid or unenforceable, then that portion shall be deemed to have been modified to the minimum extent necessary in order to cause it to be valid and enforceable and to accomplish its intent as evidenced by the entirety of this Agreement; and the parties acknowledge that the balance of this Agreement shall be unaffected by such modifications and remain valid and enforceable.

EXHIBIT - 15 -

17. Headings. The descriptive headings of the several sections of this Agreement are inserted for convenience of reference only and do not constitute a part of this Agreement.

18. Applicable Law. This Agreement shall be governed in all respects including its validity, interpretation and effect, by title 11 of the United States Code and the laws of the State of California, without giving effect to the principles of conflicts of law thereof.

19. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

20. Due Authorization. Each party to this Agreement hereby represents and warrants that (i) such party is duly authorized to enter into this Agreement; and (ii) the person purporting to execute this Agreement on behalf of such party has been duly authorized to execute this Agreement on behalf of and to bind such party.

21. Construction. The parties acknowledge that each party and its counsel have reviewed this Agreement, and each party has had its interests represented in the drafting of this Agreement, and that the rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed on its behalf by its officers or other official representatives thereunto duly authorized, all as of the day and year first above written.

ANAHEIM ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A - 16

BREA-OLINDA USD

By \_\_\_\_\_

Its \_\_\_\_\_

CAPISTRANO USD

By \_\_\_\_\_

Its \_\_\_\_\_

CENTRALIA ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

COAST COMMUNITY COLLEGE SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

CYPRESS ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A

- 11 -

FOUNTAIN VALLEY ELEMENTARY SCHOOL  
DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

FULLERTON ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

FULLERTON UNION HIGH SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

GARDEN GROVE USD

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A

- 18 -

HUNTINGTON BEACH ELEMENTARY SCHOOL  
DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

HUNTINGTON BEACH UNION HIGH SCHOOL  
DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

IRVINE USD

By \_\_\_\_\_

Its \_\_\_\_\_

LA HABRA ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A - 19-

LAGUNA BEACH USD

By \_\_\_\_\_

Its \_\_\_\_\_

LOS ALAMITOS USD

By \_\_\_\_\_

Its \_\_\_\_\_

MAGNOLIA ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

NEWPORT-MESA USD

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A

- 11 -

ORANGE COUNTY DEPARTMENT OF EDUCATION

By \_\_\_\_\_

Its \_\_\_\_\_

OCEANVIEW ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

ORANGE USD

By \_\_\_\_\_

Its \_\_\_\_\_

PLACENTIA-YORBA LINDA USD

By \_\_\_\_\_

Its \_\_\_\_\_

SADDLEBACK COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A - 21 -

SADDLEBACK VALLEY USD

By \_\_\_\_\_

Its \_\_\_\_\_

SANTA ANA USD

By \_\_\_\_\_

Its \_\_\_\_\_

SAVANNA ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

TUSTIN USD

By \_\_\_\_\_

Its \_\_\_\_\_

WESTMINSTER ELEMENTARY SCHOOL DISTRICT

By \_\_\_\_\_

Its \_\_\_\_\_

EXHIBIT A



THE REPRESENTATIVE APPOINTED  
PURSUANT TO THE MODIFIED SECOND  
AMENDED PLAN OF ADJUSTMENT

By Thomas W. Hayes  
Thomas W. Hayes

Anaheim Elementary School District  
Brea-Olinda USD  
Capistrano USD  
Centralia Elementary SD  
Coast Community College SD  
Cypress Elementary SD  
Fountain Valley Elementary SD  
Fullerton Union High SD  
Fullerton Elementary SD  
Garden Grove USD  
Huntington Beach Union High SD  
Huntington Beach Elementary SD  
Irvine USD  
La Habra Elementary SD  
Laguna Beach USD  
Los Alamitos USD  
Magnolia Elementary SD  
Newport-Mesa USD

Orange County Department of Ed.  
Oceanview Elementary SD  
Orange USD  
Placentia-Yorba Linda USD  
Saddleback Valley USD  
Saddleback CCD  
Santa Ana USD  
Savanna Elementary SD  
Tustin USD  
Westminster Elementary SD


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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Status Report on Strategic Plan for Placentia Library District  
**DATE:** May 19, 1998

**BACKGROUND:**

The Planning Committee met on May 18.

Preliminary materials will be mailed to participants the first week of June.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.  
**DATE:** May 19, 1998

**BACKGROUND:**

Library Revenue Issues

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

1. Property Tax

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

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

2. State Funds

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

3. Local Revenues

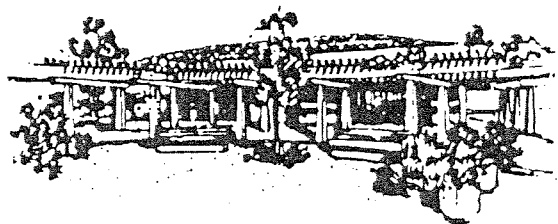
This item is addressed in Agenda Item 32.

Parcel Tax Election Considerations

No news to report.

**RECOMMENDATION:**

1. Give direction for future action.



## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

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

May 12, 1998

### Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

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

Dear Assemblyman Ackerman:

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

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

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

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

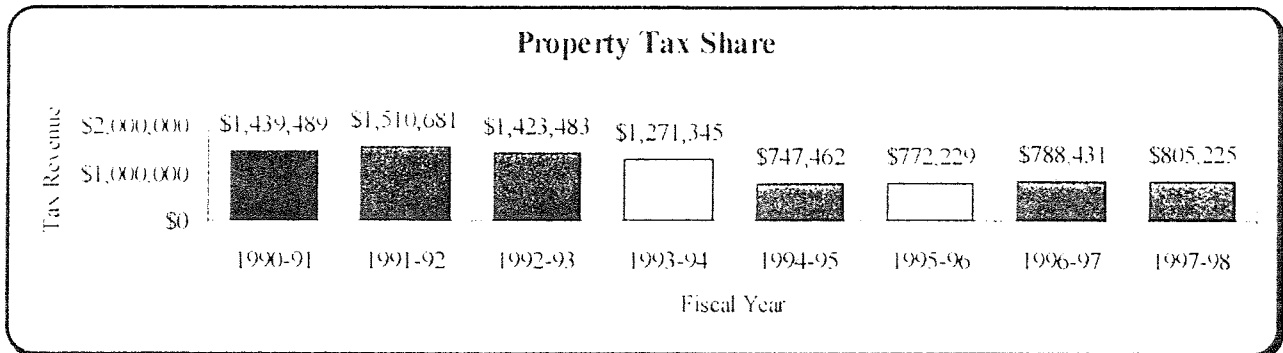
Or

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

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

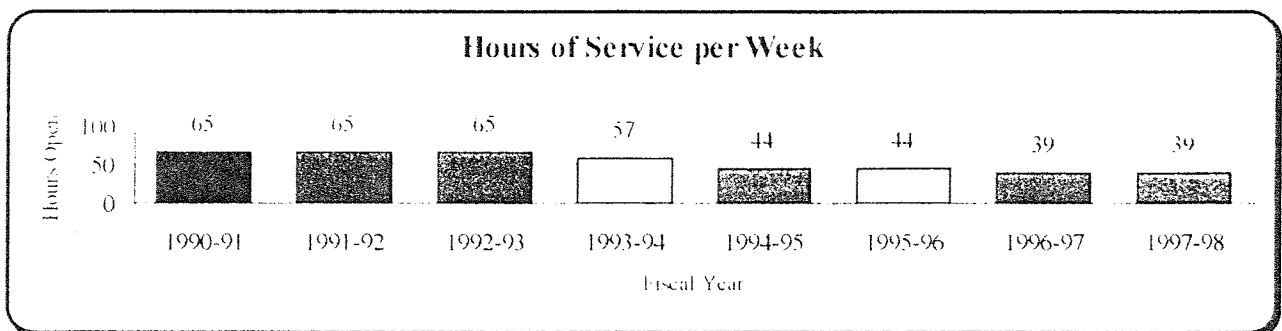
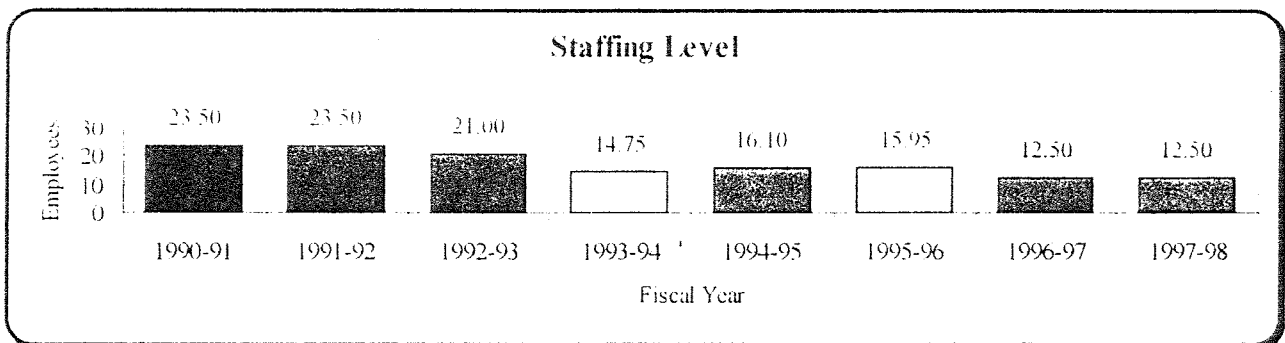
Assemblyman Dick Ackerman, May 12, 1998, Page 2.

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



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

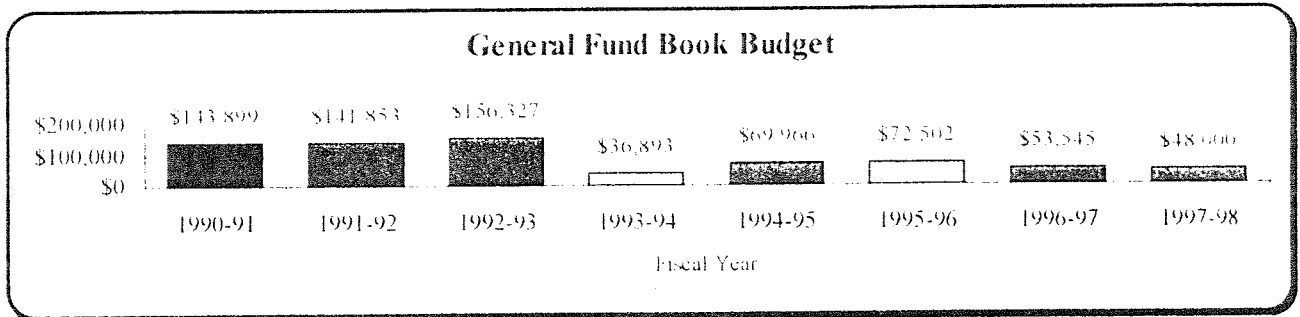
The impact of the loss of property tax revenue caused a reduction in staff which subsequently caused a reduction in the hours of Library operation. In January 1997 the Library became a single shift operation with all of the staff working the same hours. As a result the Library is no longer open on Fridays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



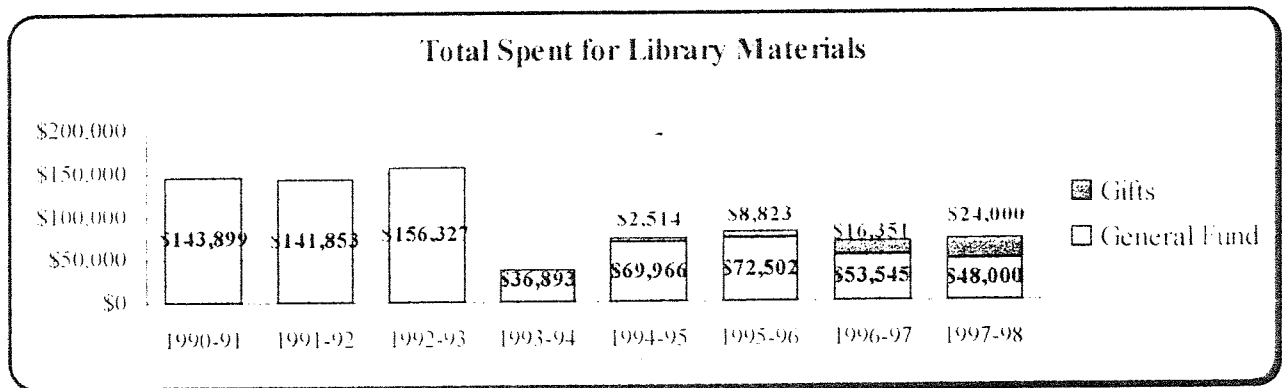


Assemblyman Dick Ackerman, May 12, 1998 Page 3.

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



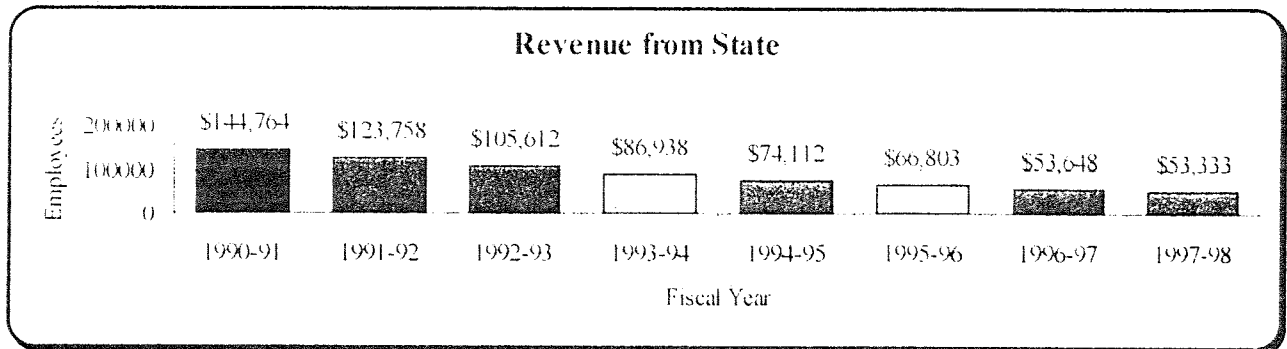
Placentia Library Foundation was established in 1994 and conducted its first Adopt-A-Book Campaign in 1995. While the development of a charitable giving program enhances book purchasing it is not replacing the \$150,000 shortfall in the District's General Fund Book Budget.



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

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

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



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

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

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

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

Sincerely,

Elizabeth D. Minter  
Library Director

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Performance Review for Library Director  
**DATE:** May 19, 1998

**BACKGROUND:**

President Dinsmore will present the Library Board's Performance for the Library Director.

**RECOMMENDATION:**

1. Set the Library Director's goals for the next review period
2. Set the Library Director's salary.



TO: Elizabeth D. Minter, Library Director  
FROM: Library Board of Trustees  
DATE: May 19, 1998  
SUBJECT: **Evaluation of Library Director - Preliminary**

Last year the Library Board felt that you exceeded expectations in nearly all areas considered by our evaluation. We would not alter any of the comments we made in that evaluation since we recognize your continuing superior service to the Library and our community.

At that time we made two recommendations. We would like to hear how these suggestions were addressed. One concerned the proper method of addressing personnel complaints. The other was that you devise a mechanism to allow our Staff to voice concerns anonymously.

This year we have several recommendations and comments. The Board would like to know the structure of our volunteer program, how we currently use our volunteers, and suggestions for strengthening this program.

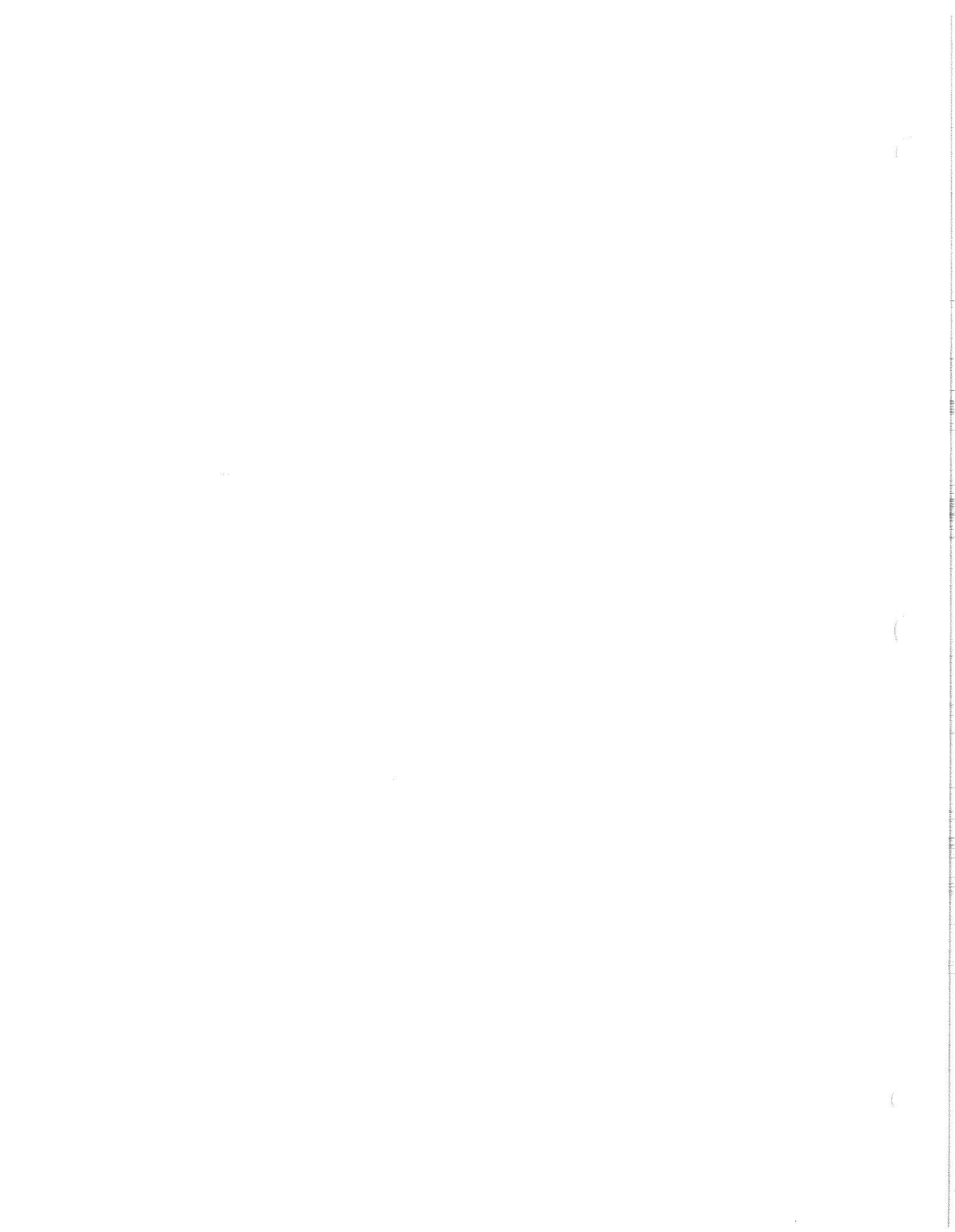
We do realize you work very hard as our Library Director and we share your frustration with on-going budget difficulties. Most of our frustration is directed at the inadequacy of our collection; as a result our public is not being served as well as they were in the past. The entire Board feels that the primary goal for the future must be the improvement of the collection. To reach this goal we would like to see a strong evaluation of our print media adequacy. We would like to be informed of the Staff's view on the future of our circulation non-fiction prior to the adoption of the 1998-1999 budget.

Members OK

The Board would like to see the Director as the prime mover in obtaining more money, both short-term and long-term by adopting an aggressive approach to outside funding. We welcome innovative positive solutions which may necessitate redirection of focus. By adopting a more aggressive approach to outside funding, the Board will understand the necessity to substitute these priorities for other activities.

As Board President, I wish to thank you personally for your guidance and time. I have enjoyed the responsibility and feel we share a common devotion to our Placentia Library.

Prepared by: Peggy Dinsmore, Library Board President



TO: Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor *fb*  
DATE: May 19, 1998  
SUBJECT: **Claims return items**

It has been the library consortium policy when a patron claims they have returned an item that item is noted on their record as claims returned.

- If the item is located by library staff, it will be checked in and cleared from the patron record.
- If the item is returned later there is no fine. It will show on their record claims returned recovered.

The library consortium will present the following memorandum to the Library Directors as policy change.

Each patron will receive a copy of this new procedure at time of claims returned.





interoffice  
M E M O R A N D U M

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to: Margaret-Rose Prete  
from: Marie Hemmer  
subject: Claims return items  
date: May 12, 1998

On occasion, a library item may be returned, but remains checked out on your library card. If this occurs, please bring it to the attention of the library staff. If you and the library staff are unable to locate the item, a process known as "**Claims return**" will be initiated. This process gives you and the library staff a sixty-day opportunity to locate the material. The library staff will search three times within those sixty days for the item.

- If the item is **located** by library staff, it will be checked in and cleared from your account.
- If the item is **returned** to the library within the sixty days, your account will incur the overdue charge for that item and you will be billed for the overdue charges.
- After sixty days, if the item is not returned or located, it will be considered a **lost** item and you will be **billed** for the cost of the item plus a processing fee.

cc: Peggy Burkich



TO: Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor *PB*  
DATE: May 19, 1998  
SUBJECT: **Unique Management Services, Inc.**  
**Collection Agency**

I. 90 Day No -Risk Trail

- A. Trial will allow library to measure Unique Management Services program effectiveness in terms of recovering materials at no charge.
- B. Trial period will show that Unique Management Services will deliver excellent results in terms of material recovered.

II. UMS Charges

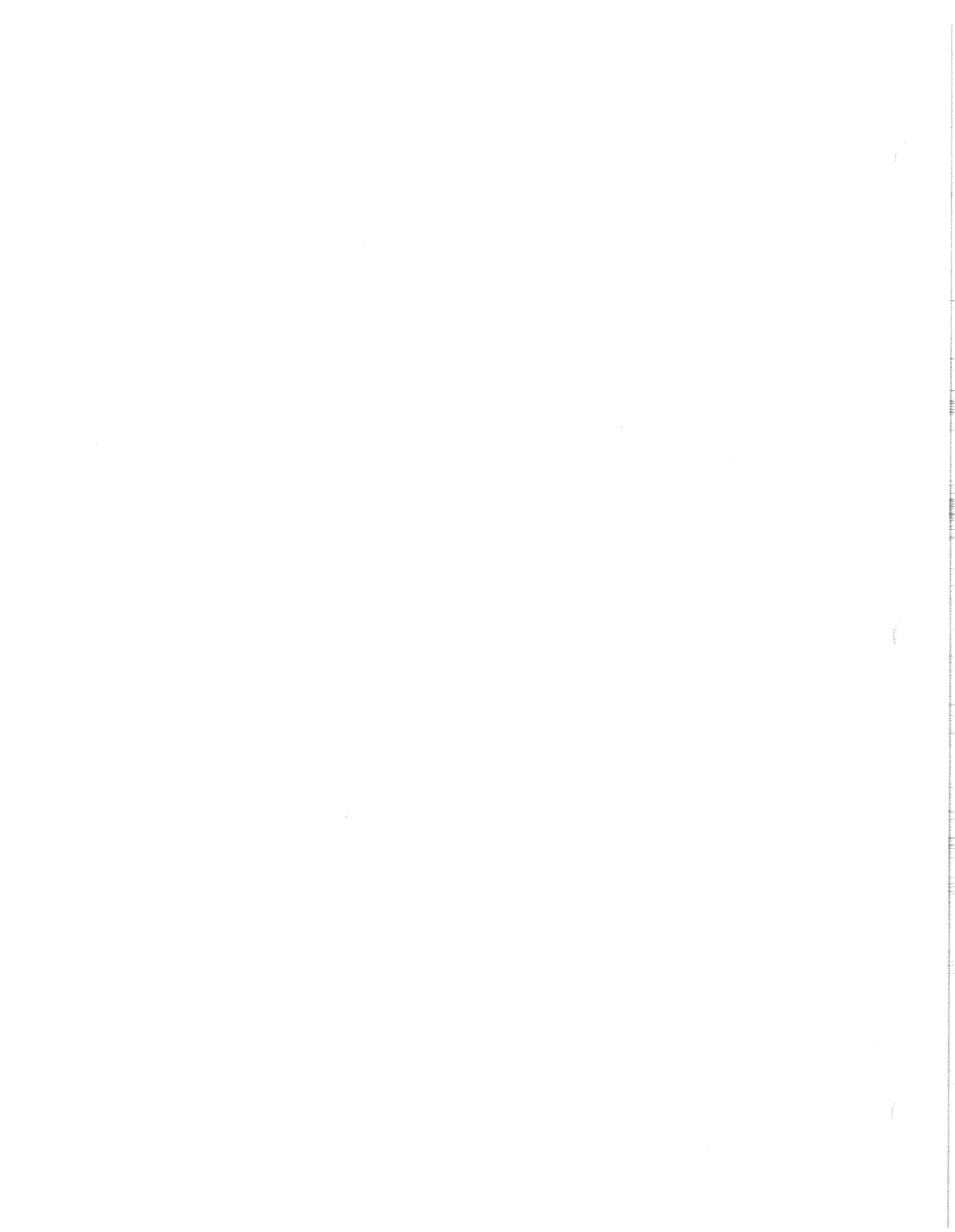
- A. UMS charges a low fixed fee of \$4.95 per patron processed.
- B. On non-responding accounts, UMS enters the Secondary Placement phase. This rate is 40% of all amounts actually collected.

III. Advanced Collection Service Charges -

- A. ACS charges a fee of \$7.00 per patron processed.
- B. The non-responding accounts phase is also 40% of all amounts collected.

IV. Process for Collection

- A. Three letters are sent to a delinquent patron.
  - 1. First letter is sent immediately.
  - 2. Second letter is sent in three weeks.
  - 3. Third letter is then sent in two weeks if patron has not responded or has an overdue balance.
- B. Phone Calls to Patron
  - 1. Calls are made in the evenings, Monday through Thursday from 6:00 to 9:00 p.m. and on Saturday from 10:00 a.m. to 3:00 p.m.
  - 2. All UMS calls are made by live people well trained to make professional calls.



# RECOVERING PAST DUE MATERIALS

PROPOSAL: Try Unique Management Services' Material Recovery Services and measure results. Unique Management is willing to process past due patron accounts for 90 days. At the end of 90 days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed.

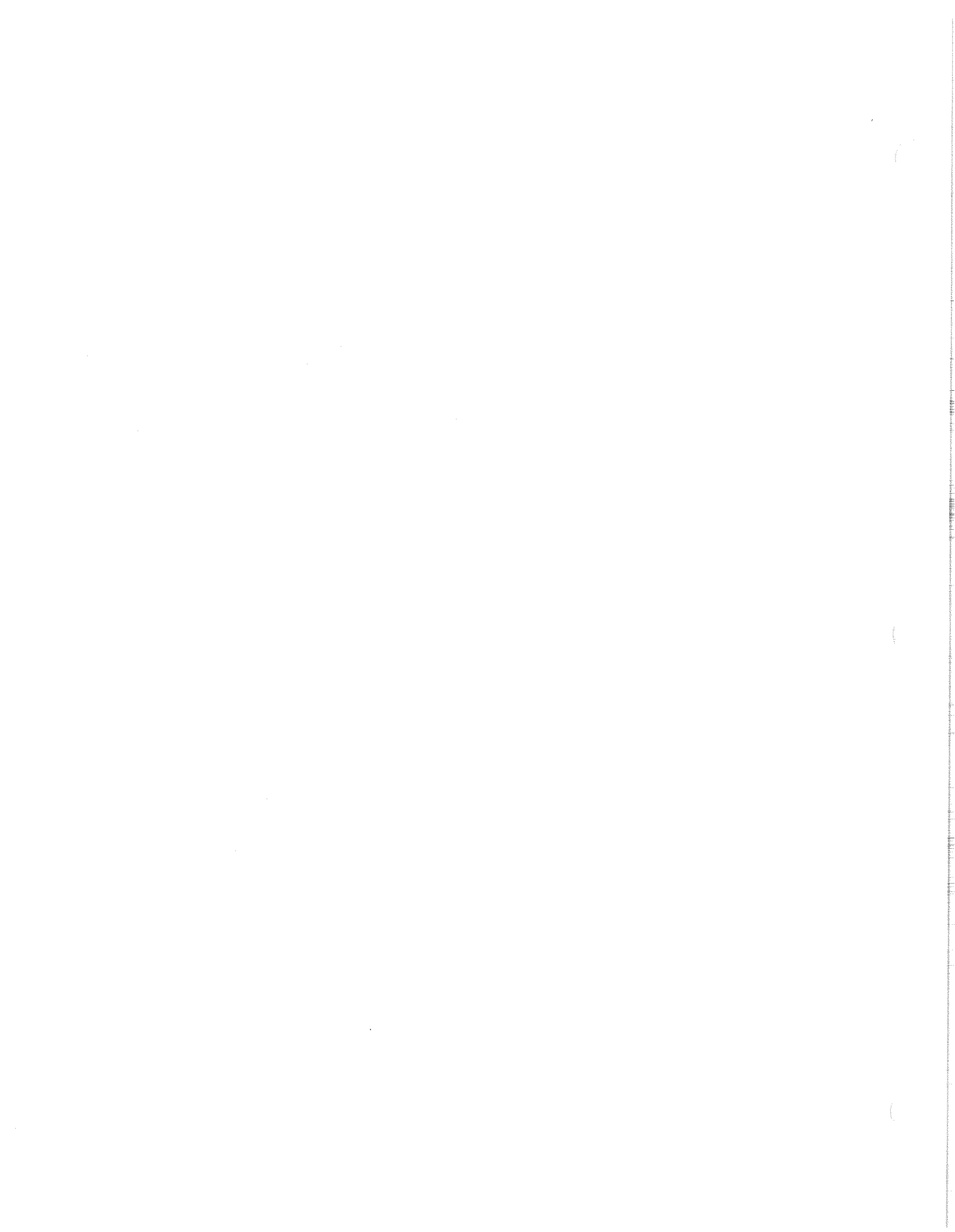
Library management will summarize results and make a recommendation at the conclusion of the trial.

## IMPORTANT INFORMATION

- A. Unique Management Services (UMS) is a company which specializes in recovering past due materials for libraries. Their only clients are libraries.
- B. UMS utilizes a "professional nudge" approach which is designed to maintain patron goodwill. Maintaining patron goodwill is their highest priority.
- C. UMS has had tremendous success recovering material for libraries across the United States. They have excellent references that verify their results.
- D. UMS charges a low fixed fee of \$4.95 per patron processed which eliminates the expensive percentage fees that many traditional collection agencies charge.
- E. If the \$4.95 fee is added to the patron balance and if patrons are submitted to UMS within 60 days past due, UMS guarantees in writing to recover enough monies to pay their fees. In other words, UMS guarantees to keep the process budget neutral.
- F. UMS will send two or three letters depending on patron response and then make phone contact. The combination of letters and phone contact produce the best results.
- G. UMS has formed Strategic Alliances with DRA, Sirsi and Ameritech Library Services and is working with other library software vendors to develop a computer interface. The objective of having an interface is to minimize the time required by library staff to submit patron accounts and report returns/payments.
- H. All reports, letters, telephone scripts, etc. are designed just for libraries.

## SUMMARY

The 90 day trial will allow the library to measure program effectiveness in terms of recovering materials, ability to maintain patron goodwill, remain budget neutral and ease of use by library staff.



**UNIQUE MANAGEMENT SERVICES, INC.**  
330 East Court Ave., Jeffersonville, IN 47130  
(812) 285-0886 Fax (812) 285-0895

**THE UNIQUE PROCESS**

The following summarizes the process utilized by Unique Management Services (UMS) to recover overdue materials:

**INITIAL PLACEMENT**

UMS charges a fixed fee as low as \$4.95 per patron processed regardless of the balance amount. Libraries like initial placement pricing because many patrons will clear their accounts during initial placement for a cost to the library of only our fixed fee as low as \$4.95. There are no additional fees for patrons processed only in initial placement. With the following gentle process of letters and phone calls, libraries can expect from 50 to 75 percent of patrons to respond, which is very good.

1. The first letter is sent out immediately when a patron account is turned over.
2. UMS waits three weeks to allow the patron plenty of time to respond. If after three weeks the patron still has not responded, the second letter is sent.
3. If the patron responds after either the first or second letter and there is still a remaining balance, UMS will automatically send the remaining balance letter to encourage the patron to contact the library and pay their fines and/or return additional materials to clear their account.
4. If a patron has a remaining overdue balance 14 days after the last letter was sent, UMS will begin making phone calls to encourage the patron to clear their account.
5. Phone calls are made in the evenings, Monday through Thursday from 6:00 to 9:00 p.m. and on Saturday from 10:00 a.m. to 3:00 p.m. your time. UMS will make at least two phone attempts. If a patron is not home in the evening, callers will usually set the next call for Saturday so calls are made at different times. All UMS calls are made by live people who are well trained to make professional calls. UMS has found that phone calls improve results from 15 to 30 percent, so they are very important. See telephone script for call procedure.

**Guarantee:** If at least our fixed fee is added to the patron balance and if patrons are submitted to UMS within 60 days overdue, UMS guarantees in writing to recover enough monies to pay UMS fees. In other words, UMS guarantees to keep the process budget neutral.





## SECONDARY PLACEMENT

UMS offers secondary placement services to help recover materials from patrons who do not clear their account as a result of library recovery and/or initial placement efforts or have moved and the library does not have a correct address.

1. In secondary placement, UMS will do extensive skip tracing to find patrons who have moved. Corrected addresses are provided to the library each month. UMS utilizes five primary data bases to do skip tracing. Fees are generally incurred for each skip trace and considerable time is required by UMS staff to do it properly.
2. Once a correct address is obtained, a final notice letter is sent which states that the patron will be credit reported if they do not clear their account with the library. Fortunately, most people still care about their credit, and many respond.
3. If the final notice letter is returned with a new forwarding address, the final notice letter is resent to the corrected address.
4. If a patron has not cleared their account within 14 days after the final notice letter is sent, the patron is called. This is a courtesy call to explain to the patron that they are scheduled to be credit reported on a certain date and to please not let this happen. Most patrons thank UMS callers for calling.
5. If the patron responds partially by returning materials and/or making a payment but still has a remaining balance, the remaining balance letter is sent out immediately. This helps patrons understand that they still have an overdue balance and need to contact the library.
6. Several telephone calls will be made depending on the patron balance, what has been said earlier by the patron and response to date.
7. UMS waits approximately 30 days after the last contact before the patron is actually credit reported to give them plenty of time to respond. UMS credit reports to the largest credit reporting agencies in the United States; TransUnion, CBI/Equifax and TRW. This way, no matter where the patron moves, this debt will show on their credit report until resolved.

**Fees and Guarantee:** When patron accounts are processed in secondary placement, UMS incurs significant additional expense. Therefore, a contingency fee of 40 percent is charged on any materials and cash recovered. However, if the library meets the agreed upon conditions of adding on a certain fee and turns accounts over within a certain number of days, then UMS guarantees not to charge more than the actual cash recovered to keep the complete process budget neutral. Most UMS clients use secondary placement services because additional materials are returned to circulation and the cash recovered pays for the service fees.



# UNIQUE MANAGEMENT MATERIAL RECOVERY SERVICE IMPLEMENTATION PLAN

(Fill in target dates and check off when completed)

Date

1. Library management staff and Unique Management executive discuss material recovery service in detail. Discussion will include a review of decisions that will need to be made before implementation can begin. This can be done with on-site visit or telephone conference call.

2. Library management will need to make decisions and/or develop recommendations for the following:

a. If collection/processing fee will be added to patron balance and if so, the amount. \$ 15.00  
Most libraries add on a \$10 collection fee.

b. The minimum balance amount that will be turned over for collection. \$25.00  
Most libraries turn over balance amounts of \$25 and up. Typically, about half of your overdue patrons will have balances from \$25 to \$50. You can't ignore small balance accounts or thousands of dollars worth of materials will not be recovered.

c. Will fines only accounts be turned over for collection? YES  
Most libraries turn over fines only accounts to clear up patron records and generate revenue to cover costs for sending library notices, etc.

d. Will juveniles be turned over for collection? YES  
Almost all libraries turn over juveniles as well as adults. Letters and phone calls would be addressed to "The Parents Of:" juveniles. Ours service is gentle and works well for juveniles.

e. When will accounts be turned over for collection? 60 Days overdue  
Most libraries turn over accounts for collection somewhere between 30 and 60 days overdue depending on the library's internal procedures. Many libraries reduce the number of notices they send out to reduce postage expense. To receive the UMS budget neutrality guarantee, accounts must be turned over within 60 days overdue.

f. Will library use secondary placement? YES  
Almost all of our clients use secondary placement services. If your library could recover an additional significant amount of materials without alienating patrons, and it doesn't take any more library staff time and enough cash would be recovered to pay UMS fees, would you want to do it? If your answer is yes to this question, you should use secondary placement. If you don't use secondary placement, we won't be able to help you recover materials from patrons who have moved and left no forwarding address.

g. What method will library be using to submit accounts and provide updates?  
 DebtCollect - Ameritech Library Services' module (Completely electronic)  
 Create electronic files via Recall (Includes manual steps)  
 Paper (Mail or fax) (Completely manual)

The best way to turn over accounts and provide updates is to use DebtCollect. UMS has developed interfaces with DebtCollect. Library staff time required will be minimized if the module is utilized. UMS fees for initial placement services depends upon how accounts are submitted and updates provided. The lowest fees are available for libraries using DebtCollect.

Ameritech Library Services will let you try DebtCollect for 90 days in harmony with our trial. Your ALS Rep can tell you how much DebtCollect costs. It is very reasonably priced.

h. Does library want to send out a news release explaining that you will be using a material recovery service? NO  
We can provide sample news release if desired.



\_\_\_\_\_ 3. Call ALS Rep and obtain price quote for DebtCollect and estimate as to how quickly it can be activated for use.

\_\_\_\_\_ 4. If necessary, library management will need to prepare new policies to address collection process.

\_\_\_\_\_ 5. If necessary, review UMS 90 day trial idea, use of Ameritech Library Services' module DebtCollect and recommended parameters, policies and communication plan with board/council and receive approval.

\_\_\_\_\_ 6. Finalize and sign agreement. Send to Unique Management.

\_\_\_\_\_ 7. Contact ALS Rep to activate DebtCollect on specific date and receive manual.

\_\_\_\_\_ 8. Review Unique Management's recovery letters and finalize the following:  
a. Wording. We encourage the library not to request wording changes because our letters are very effective. However, we can refine letters to address unique aspects of your situation.  
b. Library address to be included in letter for sending payments.

YES  
c. Library telephone number to be included in letters for patrons who have questions or need to contact the library. YES

\_\_\_\_\_ 9. Determine who will key contact personnel for Unique Management.

a. Main contact: \_\_\_\_\_ Phone# \_\_\_\_\_  
This person is usually the head of circulation.  
b. Circulation contact: \_\_\_\_\_ Phone# \_\_\_\_\_  
c. Backup circ. contact: \_\_\_\_\_ Phone# \_\_\_\_\_  
d. Technical contact: \_\_\_\_\_ Phone# \_\_\_\_\_  
e. Backup tech. contact: \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_\_\_\_ 10. Communicate to library staff regarding new policies and use of Unique Management's material recovery service. Establish target implementation date: \_\_\_\_\_

\_\_\_\_\_ 11. Implement communications plan to let patrons know of new policies and use of Unique Management's material recovery service. (News release, signs, book marks, etc.)

\_\_\_\_\_ 12. Implement new policies and internal procedures such as timing and number of notices, wording on notices/bills, etc.

\_\_\_\_\_ 13. Library management determine how staff will be trained regarding UMS material recovery process and who will do training. UMS has developed a training packet designed primarily to train circulation staff regarding the process, how to respond to questions, communicating with UMS, etc.

\_\_\_\_\_ 14. Schedule training session(s) and/or develop communication piece that will be distributed to prepare circulation staff for implementation.



\_\_\_\_\_ 15. Library management provide parameter specifications listed in number 2 to the technical person setting up DebtCollect for use.

\_\_\_\_\_ 16. Library technical person setting up DebtCollect should review DebtCollect manual and call Charlie Gary at Unique Management to discuss the process from technical perspective, file transfers, etc. **Technical person should NOT run DebtCollect until first talking to Charlie Gary at UMS and Robert Price at ALS.** You can reach Charlie at 800-879-5453 and Robert at 800-285-3969 ext. 5554.

\_\_\_\_\_ 17. Technical person can contact Robert Price at ALS, give him desired parameters and then Robert will set up DebtCollect module for the library. **Please do not run DebtCollect until Robert Price has set up your parameters or you could flag many accounts for collection that you don't want to and create a problem for the library.**

\_\_\_\_\_ 18. Technical person at library work with Charlie Gary at UMS to test file transfer process.

\_\_\_\_\_ 19. Hold training session(s) and/or distribute communication piece to prepare circulation staff for implementation.

\_\_\_\_\_ 20. Implementation begins. Send first submission file to Unique Management for processing.





# AGREEMENT MATERIAL RECOVERY SYSTEM

Library PLACENTIA LIBRARY DISTRICT  
Address 411 E. CHAPMAN AVE.  
City, State, Zip PLACENTIA, CA. 92870  
Telephone (714) 528-1906 Fax (714) 528-8236

### 90 DAY NO-RISK TRIAL

We understand that we will be allowed to submit past due patron accounts for ninety (90) days from the date when the first accounts are submitted. Although Unique Management prefers that accounts be submitted no more than sixty (60) days past due, accounts will be accepted up to ninety (90) days past due. All accounts must have \$25.00 balances or greater. Unique will not accept any accounts with known bad addresses during the trial. We understand that if we are pleased with results and satisfied with the service at the conclusion of the 90 day trial, we will be billed based upon the fees shown below.

At the end of ninety days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed.

### INITIAL PLACEMENT

We hereby assign accounts to Unique Management Services for collection. We may withdraw them at any time. Unique Management Services may proceed with whatever steps are necessary for collection of the accounts. We warrant to Unique Management Services the accuracy of the information furnished to them on accounts submitted. We authorize Unique Management Services, Inc. to endorse for deposit and collection all remittances in our name and our behalf from accounts placed for collection and to deduct authorized fees.

We understand that we will be billed once per month for the previous month's total submissions at one of the following rates based upon how data is transferred: \$4.95 with Collection Agency Module, \$5.50 with Unique's Material Recovery Manager option, or \$7.95 with manual/paper approach for each submission. We further understand that if Unique Management Services' collection efforts fail to recover sufficient money to pay the per submission charge, Unique Management Services will make adjustments to invoices for the difference between the per submission charge and the total money received on accounts submitted to keep the service budget neutral. (See Conditions)

### SECONDARY PLACEMENT

We agree that all non-responding accounts under the Initial Placement will be automatically assigned to Unique Management Services for Secondary Placement at a rate of 40% of all amounts actually collected, material returned or accounts withdrawn by the Library after placement. We further understand that Unique Management Services will make adjustments to invoices for the difference between the collection fee and the total money received on accounts submitted to keep the service budget neutral. (See Conditions)

We give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies.

### TERM

This Agreement may be canceled by either party upon 60 days written notice. Payment terms are net receipt of invoice.

### CONDITIONS

Unique Management Services does a reconciliation to verify budget neutrality and makes adjustments on a quarterly basis. To qualify for budget neutrality guarantee, accounts submitted must contain a \$ 15.00 processing fee and be no more than 60 days past due at time of submission.

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Unique Management Services Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted by the Library Board of Trustees, June 21, 1993  
Revised June 18, 1996*

<u>FINES</u>	<u>PER DAY</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Discs .....	\$ .20
Videos and CD-ROMs .....	2.00

There is a two day *grace period* on fines for all items except videos and CD-ROMs. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs .....	\$ 10.00

<u>RESERVES &amp; SHELF CHECKS</u>	<u>PER ITEM</u>
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus .....	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books .....	Item Cost + \$ 5.00 . . . . . \$ 25.00
Children's Books .....	Item Cost + \$ 5.00 . . . . . 15.00
Magazines .....	Item Cost + \$ 2.00 . . . . . 3.00
Records/Cassettes .....	Item Cost + \$ 5.00 . . . . . 10.00
Pamphlets .....	Item Cost + \$ 2.00 . . . . . 2.00
Videos .....	Item Cost + \$ 5.00 . . . . . 50.00
Compact Discs .....	Item Cost + \$ 5.00 . . . . . 15.00
CD-ROMs .....	Item Cost + \$15.00 . . . . . 60.00
Books on Tape .....	Item Cost + \$ 5.00 . . . . . 30.00
Paperback - Adult .....	Item Cost + \$ 5.00 . . . . . 5.00
Paperback - Children's .....	Item Cost + \$ 5.00 . . . . . 3.50
Paperback - Foreign Language .....	Item Cost + \$ 5.00 . . . . . 9.00

\*Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement .....	\$ 1.00
Laminating, per sheet .....	1.00
Printing, black ink, per page .....	.10
Photocopy, black ink, per page .....	.15
Printing & Photocopy, color, per page .....	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours .....	\$ 30.00
Additional hours, in four hour increments .....	30.00
Set-up fee .....	15.00
Clean-up fee .....	15.00
HVAC fee for days the Library is closed .....	125.00

<u>SURCHARGES</u>	
Returned check, up to 30 days .....	\$ 10.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	100.00
Report to Collection Agency, per report .....	15.00

### DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

*Adopted by the Library Board of Trustees, January 18, 1993.*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Establishing the District's Gann Limitation for Fiscal Year 1998-99; and Presentation of the Preliminary Budget for Fiscal Year 1998-99.  
**DATE:** May 19, 1998

**BACKGROUND:**

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

The growth factor for Placentia Library District is calculated using price and population data provided by the California Department of Finance. This growth factor, when applied to the District's 1997-98 limit, produces its 1998-99 limit.

Calculation of Placentia Library District's Appropriations Limit for 1998-99:

Take the **price factor** (the percentage change in California per capita personal income over prior year, as provided by the California Department of Finance, expressed as a ratio): **4.15%** ( $(4.15 + 100)/100 = 1.0415$ ;

Multiply it by the **population change factor** for the City of Placentia as provided by the State Department of Finance, pursuant to Government Code Section 7901 and Revenue and Taxation Code Section 2228, expressed as a ratio: **2.79%** ( $(.96 + 100)/100 = 1.0279$ ;

The Library's FY 1997-98 Gann Limit was **\$1,851,574**.

FY 1998-99 Gann Limit Calculation:

	Price Factor	1.0415
x	<u>Population Change Factor</u>	<u>1.0279</u>
	Growth Factor	1.0706
x	<u>District's FY1997-98 Gann Limit</u>	<u>\$1,851,574</u>
	<u><b>District's FY 1998-99 Gann Limit</b></u>	<u><b>\$1,982,217</b></u>

Resolution 98-1 is Attachment A.

The Preliminary Budget for Fiscal Year 1998-99 will be presented at the Board Meeting.

**RECOMMENDATIONS:**

1. Read Resolution 98-1 by Title only.
2. Adopt Resolution 98-1 by Roll Call Vote.
3. Continue discussion of the Fiscal Year 1998-99 Budget to the June Regular Board Meeting.

RESOLUTION NO. 98-1

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1998-1999

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County as complied with all the provisions of said law in determining the appropriations limit for the fiscal year 1998-1999.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit shall be \$1,982,217 for Fiscal Year 1996-1997.

AYES: TRUSTEES: *Dunbar, Evans, Natta*

NOES: TRUSTEES:

ABSENT: TRUSTEES: *Pappas, Steck*

ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF ORANGE )

I, Ray Evans, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and forgoing was duly and regularly adopted at a Regular Meeting hereof held on the 19th day of May, 1998.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 19th day of May, 1998.

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





Placentia Library District Property Tax Revenues

Obj Code	Description	Actual FY1990-1991	Actual FY 1991-92	Actual FY 1992-93	Actual FY1993-94	Actual FY 1994-95	Actual FY1995-96	Actual FY1996-97	OCA Est. FY1997-98	YTD Apr FY1997-98	Year End Est. FY1997-98	Estimate FY1998-99
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	719,182	677,162	710,329	738,743
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898	22,568	25,106	12,572	25,144	25,150
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582	696,419	744,288	689,734	735,473	763,893
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,915	40,966	45,915	46,833
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545	28,818	18,290	18,290	18,290	18,656
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	0	0	1,500	1,500
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0	0	0	0	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0	448	3,447	3,447	3,447	500
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682	9,668	12,936	12,936	14,042	14,322
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430	1,066	952	952	952	1,000
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771	773,534	790,203	766,326	819,619	846,704
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399	0	0	0	0	0
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,022	7,590	15,180	15,484
	ACTUAL TOTAL TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229	788,431	805,225	773,916	834,799	862,188
	% Change from Previous Year		6.86%	-7.86%	-14.88%	-14.12%	3.31%	2.10%	4.27%	5.88%	3.28%	
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0	0	0	0	0	0
	OFFICIAL TOTAL TAX REVENUE ALLOCATED	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229	788,431	805,225	773,916	834,799	862,188
	% Change from Previous Year		4.95%	-5.77%	-10.69%	-41.21%	3.31%	2.10%	2.13%	0.00%	3.08%	
	Placentia Valuation	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015	2,089,162,828	2,089,162,828	2,089,162,828	
	% Change from Previous Year		7.44%	4.48%	1.43%	0.72%	1.01%	0.42%	3.08%	0.00%	3.08%	
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269	20,267,660	20,891,628	20,891,628	20,891,628	
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%	3.89%	3.85%	3.70%	4.00%	
	Amt. Library Recd of Each Property Tax Dollar	\$0.06	\$0.06	\$0.05	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	



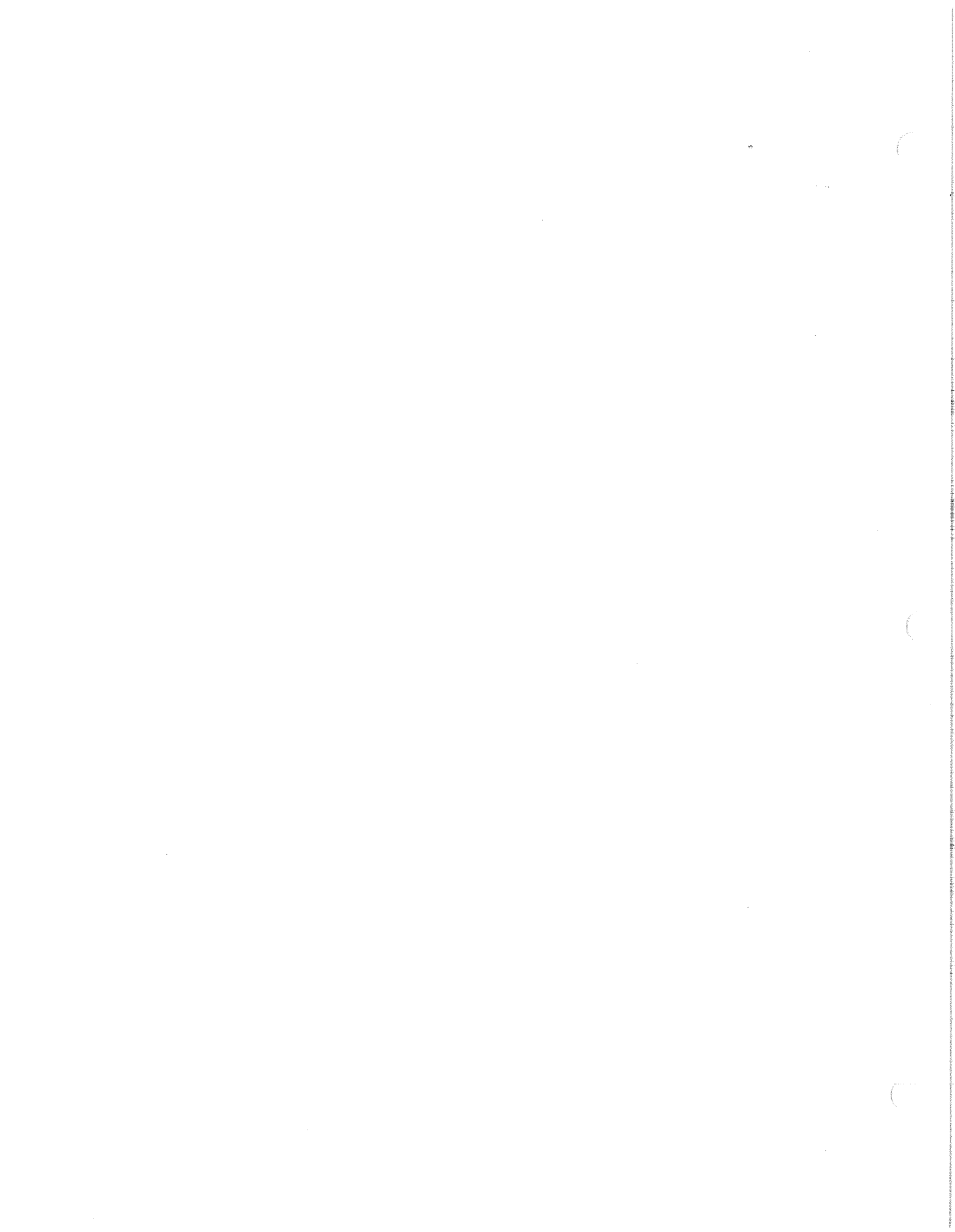
Placentia Library District

Revenue Budget for Fund 707 for Fiscal Year 1997-1998

May 19, 1998



Object Code	Category	FY1990-91	FY1991-92	FY1992-93	FY1993-94	FY1994-95	FY1995-96	FY1996-97	FY1997-98	FY1997-98	FY1997-98	FY1997-98	FY1998-99
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD Apr 30	Budgeted	Year End Est.	Estimate	
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	706,000	677,162	705,381	710,329	738,743	
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	53,000	18,290	30,167	18,290	18,656	
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	759,000	695,453	735,548	728,619	757,399	
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	25,000	12,572	23,624	25,144	25,150	
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	50,000	40,966	47,500	45,915	46,833	
6240	Prior Unsecured	978	1,258	435	815	461	1,221	500	0	1,500	1,500	1,500	
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	50,500	40,966	49,000	47,415	48,333	
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	15,500	7,590	15,593	15,180	15,484	
	TOTAL ESTIMATE PROVIDED												
	BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	760,717	850,000	756,581	823,765	816,358	846,366	
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	0	3,447	400	3,447	500	
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	10,000	12,936	11,500	14,042	14,322	
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	2,000	952	1,065	952	1,000	
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	15,000	5,049	11,000	7,500	7,500	
	TOTAL CATEGORIES NOT ESTIMATED												
	BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	27,000	22,384	23,965	25,941	23,322	
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	877,000	778,965	847,730	842,299	869,688	
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	70,500	52,206	65,000	55,000	55,000	
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	20,000	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	120,000	0	0	0	0	0	
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	36,000	14,496	27,500	20,000	20,000	
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	0	231	0	231	0	
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	871,441	1,011,308	1,003,500	845,899	940,230	917,530	944,688	



Placentia Library District  
State Library Reimbursements and Grants  
May 19, 1998

FUND	FY 1990-91	FY 1991-92	FY 1992-93	FY 1993-94	FY 1994-95	FY 1995-96	FY 1996-97	Anticipated FY 1997-98	Estimate FY 1998-99
ILL & Direct Loan Reimbursements	0	41,937	53,447	37,154	22,423	20,683	10,167	6,500	6,500
CA Foundation Funds	0	16,217	14,636	15,625	16,036	16,003	28,082	28,313	32,700
CA Literacy Campaign	0	51,348	12,528	11,158	9,185	8,391	11,887	4,211	12,000
Family Literacy Grant	0	9,255	25,000	23,000	23,174	20,194	0	0	0
Dept Educ. 321 Grant	0	0	0	0	3,294	1,381	3,511	4,948	3,800
One-Year Grants	0	5,000	0	0	0	0	0	9,361	0
Miscellaneous State Revenues	0	1	1	1	1	152	1	0	0
<b>TOTAL STATE REVENUE</b>	<b>144,764</b>	<b>123,758</b>	<b>105,612</b>	<b>86,938</b>	<b>74,112</b>	<b>66,803</b>	<b>53,648</b>	<b>53,333</b>	<b>55,000</b>



Placentia Library District  
 State Library Transaction Based Reimbursements  
 May 12, 1998

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
<b>FY 1990-91</b>			
1st quarter	2,911.81	3,915.95	6,827.76
2nd quarter	2,043.15	7,474.50	9,517.65
3rd quarter	2,392.67	6,370.65	8,763.32
4th quarter	2,631.68	20,797.92	23,429.60
TOTAL	<b>9,979.31</b>	<b>38,559.02</b>	<b>48,538.33</b>
<b>FY1991-92</b>			
1st quarter	2,412.74	6,861.50	9,274.24
2nd quarter	917.18	10,295.29	11,212.47
3rd quarter	917.18	12,893.65	13,810.83
4th quarter	261.63	17,530.78	17,792.41
5th payment	357.48	3,839.98	4,197.46
TOTAL	<b>4,866.21</b>	<b>51,421.20</b>	<b>56,287.41</b>
<b>FY1992-93</b>			
1st quarter	2,242.24	10,223.81	12,466.05
2nd quarter	1,695.04	7,665.90	9,360.94
3rd quarter	2,092.61	9,864.53	11,957.14
4th quarter	2,099.03	8,304.04	10,403.07
5th payment	1,475.10	6,418.97	7,894.07
TOTAL	<b>9,604.02</b>	<b>42,477.25</b>	<b>52,081.27</b>
<b>FY1993-94</b>			
1st quarter	1,905.23	4,019.02	5,924.25
2nd quarter	1,053.36	955.96	2,009.32
3rd quarter	1,360.59	4,649.65	6,010.24
4th quarter	1,288.77	3,776.47	5,065.24
5th payment	2,012.96	4,742.20	6,755.16
TOTAL	<b>7,620.91</b>	<b>18,143.30</b>	<b>25,764.21</b>





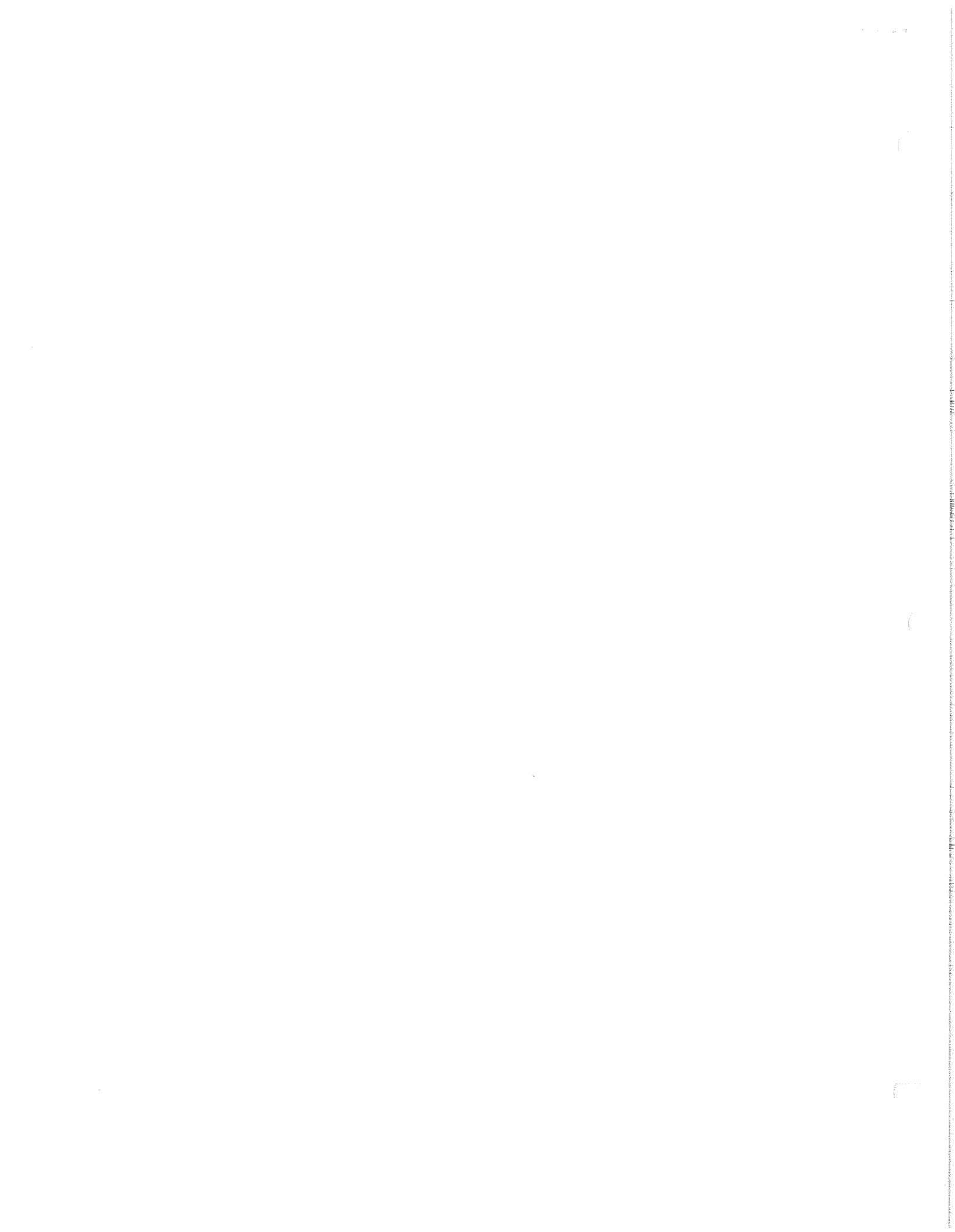
Placentia Library District  
 State Library Transaction Based Reimbursements  
 May 12, 1998


	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
<b>FY1994-95</b>			
1st quarter	1,487.42	1,434.29	2,921.71
2nd quarter	1,652.15	2,969.09	4,621.24
3rd quarter	1,654.57	3,534.30	5,188.87
4th quarter	1,436.54	3,889.60	5,326.14
5th payment	494.81	943.48	1,438.29
TOTAL	<b>6,725.49</b>	<b>12,770.76</b>	<b>19,496.25</b>

<b>FY1995-96</b>			
1st quarter	1,896.18	2,265.87	4,162.05
2nd quarter	1,329.95	1,896.18	3,226.13
3rd quarter	1,637.04	3,855.28	5,492.32
4th quarter	1,386.24	1,902.01	3,288.25
5th payment	79.96	39.61	119.57
TOTAL	<b>6,329.37</b>	<b>9,958.95</b>	<b>16,288.32</b>

<b>FY1996-97</b>			
1st quarter	1,236.90	693.39	1,930.29
2nd quarter	1,037.40	610.61	1,648.01
3rd quarter	1,544.13	0.00	1,544.13
4th quarter	1,548.12	0.00	1,548.12
5th payment	445.27	110.79	556.06
TOTAL	<b>5,811.82</b>	<b>1,414.79</b>	<b>7,226.61</b>

<b>FY1997-98</b>			
1st quarter	1,602.78	423.85	2,026.63
2nd quarter	1,242.66	0.00	1,242.66
3rd quarter	1,544.13	0.00	1,544.13
4th quarter	1,548.12	0.00	1,548.12
5th payment			0.00
TOTAL	<b>5,937.69</b>	<b>423.85</b>	<b>6,361.54</b>



TO: Elizabeth Minter, Library Director 

FROM: Suad Ammar, Principal Librarian

DATE: May 19, 1998

SUBJECT: Program Committee Report for the Month of April 1998

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	APRIL 1998	
	# of Programs	#of Attendees
<i>ADULT SERVICES</i>		
Gold Rush	1	16
National Library Week	1	65
<i>LITERACY SERVICES</i>		
Tutor Training	1	15
Conversation Group	8	20
Citizenship Exam	1	12
<i>CHILDREN'S SERVICES</i>		
Storytimes 2-3 years	4	48
Storytimes 4-6 years	4	74
Lapsits	4	
Holiday Program	1	53
Class Visits	6	91



TO: Elizabeth Minter, Library Director  
 FROM: Cyrise Smith, Children's Librarian *CMS*  
 DATE: May 19, 1998  
 SUBJECT: April activities in the Children's Department

**Programming-** Storytimes began again in April. There were a total of 13 programs this month with 138 children and 105 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits for under 2 years	4	33 children / 31 adults
2 – 3 year old storytimes	5	40 children / 35 adults
4 – 6 year old storytimes	4	65 children / 39 adults
<b>TOTALS</b>	<b>13</b>	<b>138 children / 105 adults</b>

**Class/Group visits-** Class visits from local schools continued. 6 classes visited the library this month, with a total of 91 children using the library and it's services.

**Summer Reading Program-** Plans for the Summer Reading Program are under way. Five performers have been booked for the Way Out Wednesday programs. We will be having a storyteller, a science exhibit, a presentation about sea otters, a musical performance, and a cartooning session. School visits to tell children about the Summer Reading Program will begin in May.

**Community Sponsored Programs-** The In-N-Out Burger reading program "Feed Your Imagination" ended April 13<sup>th</sup>. This program encourages children to read by awarding a bookmark that can be redeemed for a burger, fries, and drink for each set of 5 books read. Children can earn up to three bookmarks each. 307 children signed up with the In-N-Out program. 69 children completed all three bookmarks.

**Other Programs-** In support of National Library Week (April 19 – 25), the library sponsored an art contest for children Kindergarten through 6<sup>th</sup> grade. The art contest required participants to submit artwork depicting a scene about the California Gold Rush. The art contest was tied into the California Sesquicentennial. 22 children returned artwork to be submitted for the judging. "Celebrity judges" included Virginia Bannister, Miss Placentia Tara Lyn Brown, and Lt. Ken Rowley of the Placentia Police Department. One child from each grade was chosen as a winner, and the winning art was made into mouse pads. Each child received a copy of his/her winning drawing on a mouse pad, a second set was made for the library, and is currently being used at the public access terminals throughout the library. The winners were announced and received their mouse pads at this years National Library Week Celebration held April 20<sup>th</sup>.

Also for National Library Week there were several special storytimes. Officer Wolik from the Placentia Police Department and Jason Smith, mail carrier from Placentia Post Office each

attended a storytime and read to the children and answered questions as part of the “Kids Connect @ the Library” theme. The children got to connect with community members.

Two special spring storytimes were held on Thursday the 9<sup>th</sup>. Crafts, and egg hunt, and snack were part of the special events. Thanks to Tall Mouse for donating the plastic eggs and grass for the baskets and egg hunt, and to Hughes Market for the cookies for the snack.

TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: May 19, 1998  
SUBJECT: **Publicity materials produced for April 1998**

**Information on the Placentia Library cable channel #53:**

1. Placentia Library Trustees.
2. Library Hours.
3. Afghan for sale at Circulation Desk.
4. Friends of Placentia Library Huge Booksale
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Friends of Placentia Library bookstore and on going sale in lobby.
8. Storytimes and lapsit programs for children.
9. Holiday Closing.

**Newspaper articles published:**

1. Friends of Placentia Library will elect its board of directors on Monday.
2. Understanding Living Trust seminar to be held at Library.
3. Videotape available at Library.
4. Two Placentia teachers named teacher of the year.
5. Placentia grew up from rural roots and Placentia city growth.

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

Placentia News  
Monday APR 23 1998

# Placentia grew up from rural roots

The city was known as an agricultural town when it started

By Vivianne Wightman  
Placentia News-Times 332

In 1863, Placentia was but a smattering of farms and dirt roads.

Today, it is a booming city with hardly any more space to grow. It didn't happen overnight.

► **1863:** Thriving groves of oranges, wainuts and avocados prompted the Santa Fe Railroad to run a line to Placentia. The railroad transported produce, mainly oranges, from the line established in the Atwood barrio, which was a small farming community rich in oil wells.

► **1910:** Stimulated by agricultural growth, a village began to develop. Albert Bradford and Richard Meirose filed a map for the townsite of Placentia.

► **1919:** A column of oil and gas blew the top off an oil derrick and saturated the landscape in eastern Placentia. Within two years, the greatest well in the state had come in and the oil boom was on. A forest of derricks sprouted over the fields and groves. Placentia was called a rough oil town, often referred to as "The Rich Little Town." People swarmed into the town and housing became the most acute problem.

► **1926:** Placentia incorporated and was quickly nicknamed the county's "baby city" because it was its smallest with a population of only 800. The original townsite was comprised of 115 acres. Sixty acres were subdivided into residential, commercial and industrial lots which were located both north and south of the Santa Fe Railroad line.

► **1926-1950:** During these years, Placentia was a rural town almost totally devoted to the production of oranges. The population doubled and the size of the city increased from 115 acres to 160 acres.

► **1960-1972:** During these 12 short years, the population of Placentia soared from 3,861 to 27,450. To a large extent, the increase in population resulted from annexations to the city. Through annexations, the size of Placentia more than quadrupled to 4,156 acres in 1972, from 1,086 acres in 1960. The city's population has nearly doubled since 1972, however, no additional areas have been annexed to the city since that time.

► **1998:** The City Council in March denied a request to change one of Placentia's two remaining commercial developments into residential because of concerns over the lack of commercial developments in Placentia.

## PLACENTIA CITY GROWTH

① This 10-acre site is zoned for commercial development. The Placentia City Council on March 3 denied Polygon Hunsaker & Associates plan to build 45 single-family residential homes, which would have required a use permit zone change to residential. Council members turned down the request because they wanted to keep the development commercial. Also, Councilwoman Maria Moreno was concerned about the impact more homes would have on crowded schools in the area. No new plans have been submitted.

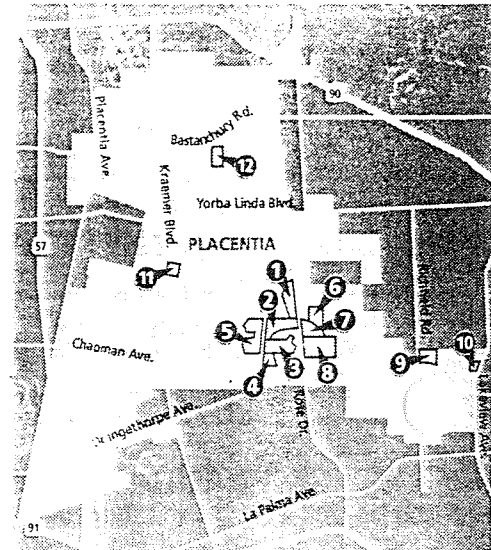
② A 19.57-acre site on the corner of Rose Drive and Alta Vista Street is zoned for residential use as part of the Alta Vista South Development Plan. In 1995-96, city officials approved the building of 226 condominium units. The applicant for the development is Kraemer Partners II. No dates have been set for construction.

③ This 25.98-acre site is zoned for residential planned community. City Council approved in 1995-96, as part of the Alta Vista South Development Plan, building 186 single-family detached homes by Kraemer Partners II. No dates have been set for construction.

④ A 7.5-acre site zoned for planned unit development as part of the Alta Vista South Development Plan, approved in 1995-96. Kraemer Partners II plans to subdivide the area into 64 single-family residential lots. No plans have been submitted.

⑤ A plan to develop this 22.3-acre site was approved recently to build 132 single-family detached homes. Two developers, HQT and Lyons, formed a partnership called the Placentia #112, and as part of their proposal decreased the project's density by 41 units. Construction should begin in December or January.

⑥ Plans have not been submitted to the city by the property owner for a 5-acre, low-density residential site on Alta Vista Street.



⑦ Plans have not been submitted to the city by the property owner for this 5-acre site zoned for commercial development on the corner of Rose Drive and Alta Vista Street.

⑧ This 45.03-acre site is designated for oil reserves. Plans have not been submitted to the city by the property owner for this site on the corner of Rose Drive and 2nd Street. There has been discussion about putting homes in the site when the wells dry up.

⑨ An 11-acre plot of vacant land zoned for residential. Plans have not been submitted to the city by the property owner for this site on the corner of 2nd Street and 1st Street.

⑩ This 2.37-acre site on the corner of Lakeview Avenue and Orchard Drive is zoned for residential. Inquiries have been made about developing the site, but no formal plans have been submitted to the city.

⑪ A 1.51-acre plot of privately owned land on Kraemer Boulevard, currently being used to run the Schaner Garden. It is zoned residential. The owners have not indicated any intent to change usage.

⑫ One of Placentia's few remaining orange groves, at the corner of Bastanbury Road and Valencia Avenue. This 2-acre grove is zoned for residential development. The owners have not indicated any intent to change usage.

Source: City of Placentia, California



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

Placentia News  
Weekly APR 23 1998

**Videotape for parents  
of children who stutter**

<sup>332</sup>  
The Placentia Public Library is distributing free of charge a 38 minute video entitled Therapy in Action: The School-Age Child Who Stutters. Sixth grade children are featured, discussing their experiences with stuttering, along with five experts. The video is produced by the Stuttering Foundation of America.

To obtain your own copy, call toll free 800/992-9392, or write the foundation at P.O. Box 11749, Memphis, Tenn., 38111-0749.

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

The Register  
Daily APR 16 1998

**PLACENTIA 332**

Friends of Placentia Library will elect its board of directors for 1998-1999 at a 6:30 p.m. meeting on Monday. The 11-member board supports programs and raises funds for the library. Volunteers will be honored for contributing more than 7,600 hours of service. The annual meeting will be held at the library, 411 E. Chapman Ave.

- Marcela Rojas  
(714) 704-3704

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

The Register  
Daily MAY 6 - 1998

**PLACENTIA 332**

Vivian Cuesta and Marilyn Pike are the two Placentia teachers among those named teachers of the year this week by the Placentia-Yorba Linda Unified School District. Pike teaches at Wagner Elementary School and has been with the district 35 years. Cuesta teaches at Tynes Elementary School and has taught in the district 13 years.

- Marcela Rojas  
(714) 704-3704

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

Los Angeles Times  
OC Edition  
Daily APR 13 1998

MONDAY  
APRIL 332

**13**

■ **The Great Debate of 1998**

Speakers: Attorneys William S. Lerach and Tower C. Snow Jr.

Sponsor/Group: Forum for Corporate Directors, O.C.

Where: South Coast Repertory Theatre, 655 Town Center Drive, Costa Mesa

Time: 5 p.m.

Admission: \$70

Information/Reservations: (714) 573-9720

■ **Understanding Living Trusts**

Sponsor / Group: Attorney Scott A. Bourdelais

Where: Placentia Library, 411 E. Chapman Ave.

Time: 7 p.m.

Admission: Free

Information / Reservations: (714) 541-9569



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KUM*  
DATE: May 19, 1998  
SUBJECT: **Placentia Library Literacy Services Report for the month of April**

**Program Statistics**

Active tutors: 54  
Active students: 63  
Students waiting to be matched: 21  
Percentage of tutors reporting (April hours): 87%  
Tutoring hours reported: 243  
Other volunteer hours reported: 140  
Total volunteer hours: 383

**Citizenship Exam.** The citizenship exam was administered Saturday, April 18, 1998. Twelve people took the exam. The next exam is scheduled for Saturday, May 23, 1998.

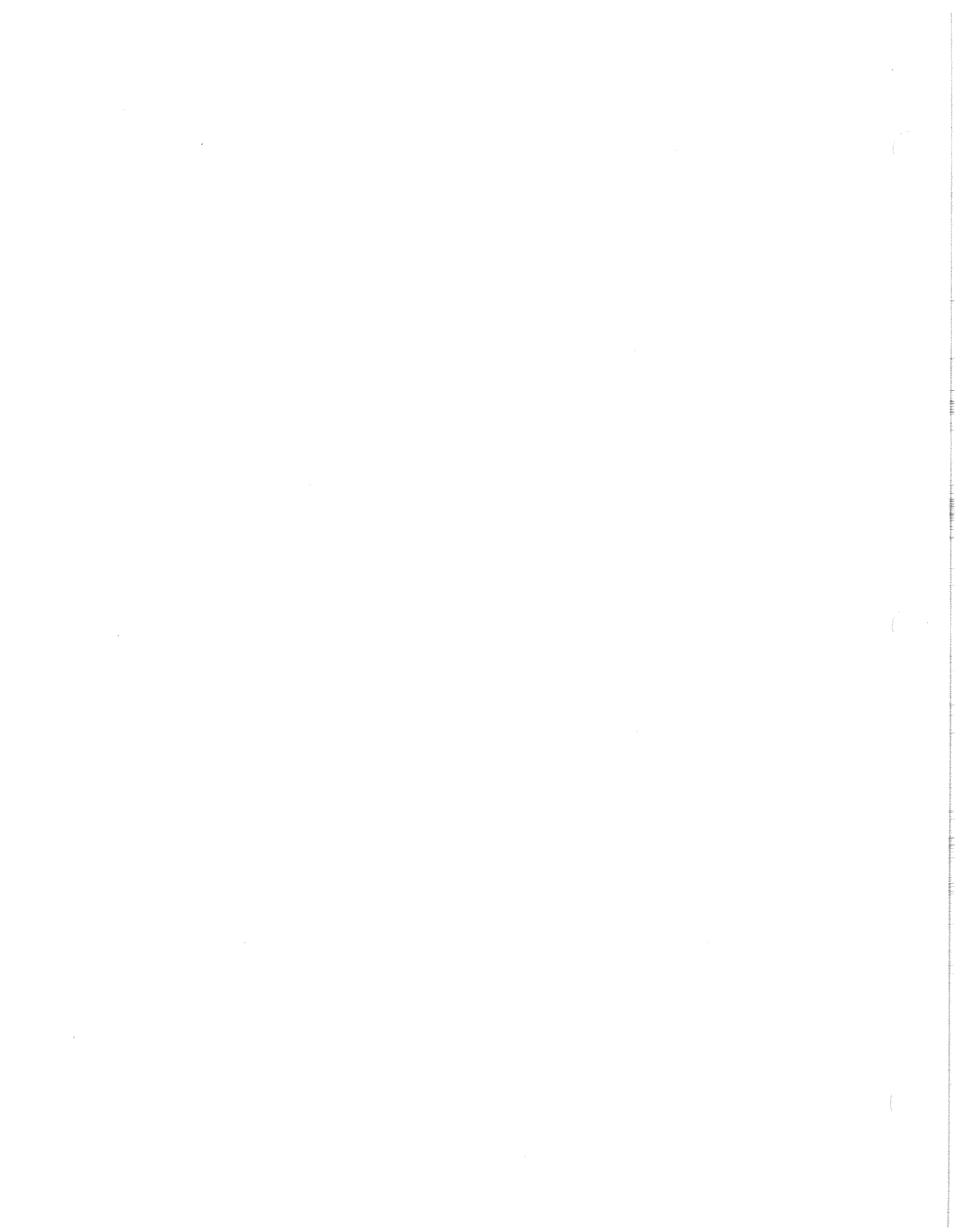
**Conversation Groups.** Twice-weekly conversation groups for adults who wish to improve their English conversation skills continued to meet each Sunday and Wednesday throughout the month. The last meeting will be Sunday, May 3, 1998.

**Tutor Training.** The spring Tutor Training Workshop began Tuesday, April 28, 1998 and will continue through May 26, 1998.

**Volunteer Recognition.** Literacy tutors were included in the annual volunteer recognition program hosted by the Friends of the Library. Twenty-six tutors spent fifty or more hours tutoring in the past year.

**Rotary Breakfast.** Mr. John Corcoran, new reader, literacy advocate, and author of The Teacher Who Couldn't Read, was the featured speaker at the April 29, 1998 Rotary Club of Placentia breakfast. Mr. Corcoran gave a copy of his book to each person at the breakfast and encouraged the Club to continue to support literacy in general and the Placentia Library program specifically.

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



SAFETY COMMITTEE MEETING  
APRIL 29, 1998  
MINUTES

I. Call to Order: 3:15 P.M.

II. Members Attending: Katie Matas  
Cindy McClain  
Esther Guzman

Members Absent: Jerry Conn

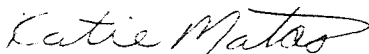
III. Old Business  
none

IV. New Business

1. It was decided that the committee should review the Library's disaster plan. The review will begin at next month's meeting.

The next meeting will be May 20, 1998 at 3:15 P.M.

Respectfully submitted,



Katie Matas

