

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

November 17, 1998

7:30 P.M.

Library Conference Room

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

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

1. Roll Call *See Yours* Administrative Assistant
2. Adoption of Agenda

*Dues - NO
Masters
Shelton
Stark*

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

Presentation: Library Director
Recommendation: Adopt by Motion

*Rob / Saunders -
all*

3. Minutes of the October 20, 1998 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

*Saunders / AL
add Charles + Per info.*

4. Oral Communications

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

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

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

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

5. Board President Report

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

Ray Eismos + Merlot
Menthol + Merlot
Trust in process
Senior

6. Trustee Reports

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

Sandra Stark
Dawn Bampton

al Shalab
ISOC - Mike Gotch = mal + fellowship

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Board Representative Virginia Walker

Antonia Virginia Walker

Das Trustee board
in included too

CLAIMS (Items 8 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

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

no/pow

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

No Nonstandard Claims were processed during this report period.

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

Claims 3660 and 3661 for a total of \$5,008.69 forwarded by Library Director during this report period.

10. Current Claims and Payroll. (Approve)

Current Claims of \$26,678.47; and Payroll 3666 for \$18,316.00 and Payroll 3667 for \$18,316.00, for a combined total of Current Claims and Payroll of \$66,291.52.

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

CCA - next conf will be in Palms Springs

FINANCIAL REPORTS (Items 12 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

- Pub / all.*
12. Financial Reports for October 1998 (Receive & File)
 13. Office General Ledger & Check Registers for October 1998 (Receive & File)
 14. Acquisitions Report for October 1998 (Receive & File)
 15. Overdue Collection Reports for October 1998 (Receive & File)
 16. Debit Card System Reimbursement Report for October 1998 (Receive & File)
 17. Gifts Report for October 1998 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 31 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.

- all / Ray*
18. Building Maintenance Report for October 1998 (Receive & File)
 19. Personnel Report for October 1998 (Receive, File, and Ratify Appointments)
 20. Volunteer Report for October 1998 (Receive & File)
 21. Circulation Report for October 1998 (Receive & File)
 22. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 6, 1998 (Receive & File)
 23. Strategic Planning Report (Receive & File)
 24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
 25. Receive Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents as signed by Placentia Library District and the City of Placentia. (Receive & File)

26. California Library Literacy Services Plan of Service for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)
27. California Library Literacy Services 1st Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)
28. Minutes of the Placentia Civic Center Authority Commission of October 20, 1998, and the Financial Statements and Audit for Fiscal Year 1997-98 as prepared by Diehl, Evans & Company, LLP, CPA. (Receive & File)
29. Fiscal Year 1997-1998 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)
30. Certification to Receive Funds from the Public Library Fund, 1998-99, submitted to the State Library of California on November 9, 1997. (Receive & File)
31. Certification of Acceptance of Grant Award, National Literacy Act, Section 321, 1998-99. (Receive & File)

CONTINUING BUSINESS

32. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue. Report on meeting with Mike Gotch

Presentation: Library Director
Recommendation: Give direction for future action

Opposed - ~~Sanwa~~ Steel
Agree - 4

al / ray

Determine whether the District will support the Library Director's participation in the California Special Districts Association Legislative Committee at a cost of approximately \$300 per meeting.

33. Authorization to establish Merchant Card Services for MasterCard and VISA with Sanwa Bank for use in the Passport Acceptance Agency payments to the District and other District General Fund receivables; establish policy of \$15.00 minimum charge for MasterCard and VISA transactions; and a status report on the Passport Acceptance Agency preparation process

Presentation: Library Director
Recommendation: Approve District's application for Merchant Card Services for MasterCard and VISA with Sanwa Bank, and authorize signature by all Trustees, Trustee-Elect Gaeten M. Wood, and Library Director Elizabeth D. Minter

al / ray

Establish a minimum charge of \$15.00 for MasterCard and VISA transactions

NEW BUSINESS

STAFF REPORTS (Items 34 - 38)

Presentation: Library Director
Recommendation: Approve by Motion

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

ADJOURNMENT

Restay cancelled

- 39. Agenda Preparation for the December Regular Meeting which will be held on December 15, 1998.
- 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

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 17, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 12, 1998.



November 1998 - October 1999

Yearly Planner

November 98

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

- November**
- 2 7:00 PM Friends Board Meeting, Stark
 - 6 6:00 PM - 8:00 PM Foundation Donor Reception
 - 17 7:30 PM Library Board Meeting

- April**
- 11 National Library Week through 4/17
 - 12 Friends Annual Meeting
 - 20 7:30 PM Library Board Meeting
 - 27 CLA Legislative Day, Sacramento
 - 30 Book Expo America, Los Angeles, through 5/2

May 99

S	M	T	W	T	F	S
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December 98

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- 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

- May**
- 7 American Girl Pastimes Parties (also May 8)
 - 18 7:30 PM Library Board Meeting

June 99

S	M	T	W	T	F	S
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January 99

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30	31					

- January**
- 4 7:00 PM Friends Board Meeting, Wood
 - 19 7:30 PM Library Board Meeting
 - 22 ALA Midwinter, Philadelphia
 - 27 CSDA Boot Camp, *Orange* Camp
 - 28 11:30 AM - 1:00 PM Foundation Board Meeting

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

July 99

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30	31					

February 99

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- 29 American Library Assoc, Philadelphia, through 2/3

- 7 7:00 PM Friends Board Meeting, Wood
- 15 7:30 PM Library Board Meeting

August 99

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23	24	25	26	27	28	29
30	31					

- February**
- 1 7:00 PM Friends Board Meeting, Dinsmore

- July**
- 20 7:30 PM Library Board Meeting

March 99

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30	31					

- 16 7:30 PM Library Board Meeting
- March**
- 1 7:00 PM Friends Board Meeting, Shkoler
 - 6 11:00 AM - 2:00 PM Author's Luncheon
 - 16 7:30 PM Library Board Meeting

- August**
- 17 7:30 PM Library Board Meeting

September 99

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23	24	25	26	27	28	29
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- September**
- 13 NSFRE Fund Raising Day - Los Angeles
 - 7:00 PM Friends Board Meeting, Dinsmore
 - 21 7:30 PM Library Board Meeting

April 99

S	M	T	W	T	F	S
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- April**
- 5 7:00 PM Friends Board Meeting, Stark

October 99

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30	31					

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 20, 1998**

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 20, 1998 at 7:30 P. M. by President Peggy Dinsmore.
- ROLL CALL** **Members Present:** President Peggy Dinsmore, Secretary Ray Evans, Trustees Robin Masters, Al Shkoler, and Sandra Stark; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Trustee Candidate Gae Wood, and ~~Friends Representative Camille Himes.~~ ✓
- ADOPTION OF AGENDA** It was moved by Trustee Stark, seconded by Trustee Masters to adopt the Agenda as presented.
- AYES:** Dinsmore, Evans, Masters, Shkoler, Stark
- NOES:** None
- ABSTAIN:** None
- MINUTES** It was moved by Trustee Masters, seconded by Trustee Stark to approve the Minutes of the Regular Meeting of September 15, 1998, as corrected.
- AYES:** Dinsmore, Evans, Masters, Shkoler, Stark
- NOES:** None
- ABSTAIN:** Evans
- ORAL COMMUNICATIONS** No members of the public requested to address the Board at this time.
- PRESIDENT'S REPORT** President Dinsmore reported that the Heritage Day Parade was a successful event.
- It was agreed by the Board that the Library Board dinner honoring retiring Trustee Evans will be held on November 8, at 7:00 P. M. at La Vie en Rose in Brea. ✓ *admitted guests*
- TRUSTEE REPORTS** Trustee Stark reported that she and Library Director Minter attended the Civic Center Joint Powers Authority Annual Meeting on October 20.
- FOUNDATION REPORT** Trustee Stark reported that Jean Pappas will be chair of the Grants Committee. She also reported that she expected to receive grant funds in the amount of \$2,500 from the Leo Freedman Foundation for the American Girl Tea and that M. A. McHenry has contacted the George Argus Foundation who encouraged the Library Foundation to apply next year for a grant.

Trustee Stark reminded the Trustees of the Foundation Donor Reception to be held on November 6. The reception is hosted by Dr. and Mrs. Paul Evans.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director and Board of Trustees in the amount of \$7,785.62.
Current Claims and Payroll in the amount of \$55,647.28
FY1998-99 Cash Flow Analysis with recommendation to ratify transfer of \$80,000 from Fund 706 to Fund 707.

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

FINANCIAL REPORTS

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

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

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file Agenda Items 19-32:

Building Maintenance Report for September, 1998 (Receive & File)
Personnel Report for September, 1998 (Receive, File and Ratify Appointments)
Volunteer Report for September, 1998 (Receive & File)
Circulation Report for September, 1998 (Receive & File)
Legislative reports from California Advocates, the California Special Districts Association and the California Library Association (Receive & File)
Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 1, 1998, and the Minutes of the ISDOC General Membership Quarterly

Meeting on October 29, 1998. (Receive & File)
Strategic Planning Report (Receive & File)
Status Report on Passport Acceptance Agency application process
(Receive & File)
Local Area Formation Commission (LAFCO) calendar and
schedule of charges for the remainder of the year 1998 (Receive
& file)
Certification of Eligibility and Funding for Fiscal Year
1998-1998 for the California Library Literacy Services
(Receive & File)
Fiscal Year 1997-98 Annual Report of Financial Transactions of
Special Districts for Placentia Library District as prepared by
Munson, Cronick & Associates (Receive & File)
Submission of application for a Gates Library Foundation Grant
Through the State Library of California (Receive & File)
Review of Shared Maintenance Costs with the City of Placentia
under the Joint Powers Authority (Receive & File)

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

**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 Shkoler, seconded by Secretary Evans to send President Dinsmore and Trustee Stark to the California Local Agency Formation Commission (CALAFCO) Forum on November 20.

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

SEISMIC ANALYSIS

It was moved by Trustee Stark, seconded by Trustee Shkoler to Approve the *Agreement for the Preparation of Seismic Analyses and Construction Documents* with the City of Placentia, and authorize signature of the contract by the Library Director.

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

STAFF REPORTS

It was moved by Trustee Masters , seconded by Trustee Shkoler to approve Agenda Items 35-39:

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

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

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:17 P. M.

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Friends of Placentia Library Report
DATE: November 17, 1998

The Board of Directors of the Friends of the Library met on Monday, November 2, 1998. Trustee Sandra Stark, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer's report was not available due to the continuing illness of Marj Dailey.

The Board approved payment of \$1,400 to the Children's Department for Camp Library and Summer Reading activities.

The Board set the ticket price for the Author's Luncheon at \$30.00.

The Board continued to develop its plans for National Library Week.

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



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 17, 1998

TYPE	REPORT NUMBER	AMOUNT
		0.00
	TOTAL	0.00



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director and Board of Trustees
November 18, 1998

DATE	REPORT NUMBER	AMOUNT
11/9/98	3660	\$3,926.39
11/9/98	3661	\$1,082.30
	TOTAL	\$5,008.69

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/09/98
REPORT NO 3660

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Suthern California Gas Co. P.O. Box C Mnterey Park, CA 91756	Oct. 21, 1998		2800	00		10.08		
N01879 <i>(note change in company name)</i> Photography by John Walchek 119 N. Bradford Ave. Placentia, CA 92870	Oct 29, 1998 Invoice No. 03		1900	00		17.24		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	November, 1998		0300	00		2,390.78		
N03646 Vision Service Plan P.O. Box 45210 San Francisco, CA 94145-5210	Oct 24, 1998		0300	00		191.10		
N03648-A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	Oct 23, 1998 Inv. 1080		1800	00		24.95		
N03659 Southern California Water 500 Cameron Street Placentia, CA 92870	Nov. 10, 1998		2800	00		421.20		
N03688A O.C. Register P.O. Box 11867 Santa Ana, CA 92711-1867	Oct 15, 1998 01229342001 Oct 13, 1998 01248914001		1900	00		233.69 <u>179.24</u> 412.93		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Oct 16, 1998		0700	00		45.18		

The claims listed above (totaling \$ 3,926.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct 17, 1998 528-1906		0700	00		122.92		
	Oct. 7, 1998 253-0470		0700	01		141.29		
	Oct 17, 1998 528-8236		0700	01		25.74		
	Oct 19, 1998 996-4983		0700	01		61.95		
	Oct 4, 1998 524-8408		0700	08		23.99		
						375.89		
N03825 Staples Credit Plan Dept. 31-0000073264 P.O. Box 30292 Salt Lake City, UT 84130-0292	Oct. 7, 1998		1800	00		12.84		
N06686D Office Depot Dept. 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	Oct 21, 1998		1800	00		88.72		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Oct 29, 1998 19981029		1900	00		167.95		
N19932 Ameritas Life Insurance P.O. Box 81889 Lincoln, NE 68501-1889	November Pol. 010-19000-05435		0300	00		436.90		

The claims listed above (totaling \$ 1,082.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 November 17, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3662	2,981.05
Subtotal for Immediately		2,981.05
Regular	3663	11,360.69
	3664	6,611.82
	3665	8,705.96
Subtotal for Regular		26,678.47
TOTAL CURRENT CLAIMS		29,659.52
Payroll	3666	18,316.00
	3667	18,316.00
Subtotal for Payroll		36,632.00
	TOTAL	66,291.52

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/98
REPORT NO 3662

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N01905 Data Perfect Images 1269 W. Pomona Rd. #110 Corona, CA 91720	Nov 9, 1998 Inv. 114265		1800	00		140.08		
N03742 MobileComm P.O. Box 4308 Carol Stream, IL 60197-4308	Nov 4, 1998 Inv 9121561K		0700	01		10.28		
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92870	Nov 9, 1998 Inv 096823		1400	00		950.00		
N09140 XCP Inc. 40 Elm Street Dryden, NY 13053-9624	Oct 14, 1998 Inv 84403		1800	00		119.94		
N13176A AIS Technology 1065 Pacificcenter Drive, STE 150 Anaheim, CA 92806	Nov 5, 1998 Inv 39182		4000	00		1,400.75		
Donna G. Bass 2207 Mont Blanc Circle Placentia, CA 92870	Nov 6, 1998		1900	00		360.00		

The claims listed above (totaling \$ 2,981.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	Oct 15, 1998 Inv 52565		1800	00		135.60		
	Oct 15, 1998 Inv 52565		2800	00		<u>10,125.63</u> 10,261.23		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	Oct 30, 1998 98-10-1479		1400	00		117.42		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Oct 1, 1998 A28733		0700	05		423.82		
N03940 Gaylord Information Systems P.O. Box 4901 Syracuse, NY 13221-4901	Oct 13, 1998 A06633721		1800	00		94.62		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	Oct 23, 1998 402295		1800	00		23.52		
N06697 Blanning & Baker Assoc. 505 N. Brand Blvd, STE 650 Glendale, CA 91203-1905	Sept 30, 1998 99-1105-1		1800	00		180.00		
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	Oct, 1998		2800	08		10.08		
N14595 Verio 8001 Irvine Center Dr., STE 1200 Irvine, CA 92618-2934	Nov 1, 1998		0700	02		250.00		

The claims listed above (totaling \$ 11,360.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/98
REPORT NO 3664

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833C Brodart Co. 500 Arch Street Williamsport, PA 17705	July 27, 1998 U157154		2400	01		43.11		
N09178A Grollier Publishing Co., Inc. P.O. Box 71049 Chicago, IL 60694-1049	Oct 17, 1998 10195685		2400	01		143.55		
N15507 UMI Dept. 77304 Detroit, MI 48277-0304	Oct 6, 1998 8229280		2400	03		5,230.00		
Keeler Advertising 1890 S. Chris Lane Anaheim, CA 92805	Oct 26, 1998 57018		1800	00		219.27		
	Oct 28, 1998 57021		1800	00		348.98		
	Oct 19, 1998 56973		1800	08		<u>474.21</u> 1,042.46		
N06897 Information Plus 2812 Exchange Street Wylie, TX 75098-7006	Nov 1, 1998 9828598-IN		2400	01		152.70		

The claims listed above (totaling \$ 6,611.82) 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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acc	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92870	Nov 10, 1998 52612		2800	00		4,939.57		
			1400	00		1,826.48		
						6,766.05		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92870	November, 1998		1800	00		59.24		
			1800	08		110.00		
			2700	00		188.00		
			2700	01		30.00		
			2700	03		110.00		
			2700	07		84.00		
		581.24						
N03660A Elizabeth D. Minter 539 Gardenia Street Placentia, CA 92870	Sept. 1998		2700	01		52.61		
N06788 PRO Systems P.O. Box 4282 Laguna Beach, CA 92652	Oct 25, 1998 99PLC024		1400	00		144.00		
N06819A American Library Association 50 E. Huron Street Membership Dept 77-6499 Chicago, IL 60678-6499	December, 1998		1600	00		245.00		
N06898A NSFRE 1101 King Street, STE 700 Alexandria, VA 22314-2967	Oct 28, 1998		1600	00		245.00		
N15508 Cosmoslink 3030 Saturn Street, STE 204 Brea, CA 92821	Nov 5, 1998		0700	02		19.95		
	Nov 5, 1998		0700	02		19.95		
						39.90		
S & S Worldwide P.O. Box 516 Colchester, CT 06415-0515	Oct 29, 1998 2143018		1800	00		50.92		

The claims listed above (totaling \$ 8,705.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	November 17, 1998 Pay period # 24 November 20, 1998 December 3, 1998		0100	00		17,014.00		
	FICA		0200	00		1,302.00		
PLEASE WIRE ON THURSDAY, DECEMBER 3, 1998								

The claims listed above (totaling \$ 18,316.00) 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

18,316.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	November 17, 1998 Pay period # 25 December 4, 1998 December 17, 1998		0100	00		17,014.00		
	FICA		0200	00		1,302.00		
PLEASE WIRE ON THURSDAY, DECEMBER 17, 1998								

The claims listed above (totaling \$ 18,316.00) 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

18,316.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Cash Flow Analysis
DATE: November 17, 1998

BACKGROUND:

General Fund

The Cash Flow Analysis is Attachment A.

The first Secured Property Tax allocation will be credited to the District's General Fund account on November 25. It should be approximately \$70,000. Additional allocations will be credited on December 11 and December 18. The Tax Allocation Schedule for Fiscal Year 1998-99 is Attachment B.

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

RECOMMENDATIONS:

Receive & File Cash Flow Analysis of November 17, 1998

1-2

1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100

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Placentia Library District
FY1998-1999 General Fund Cash Flow

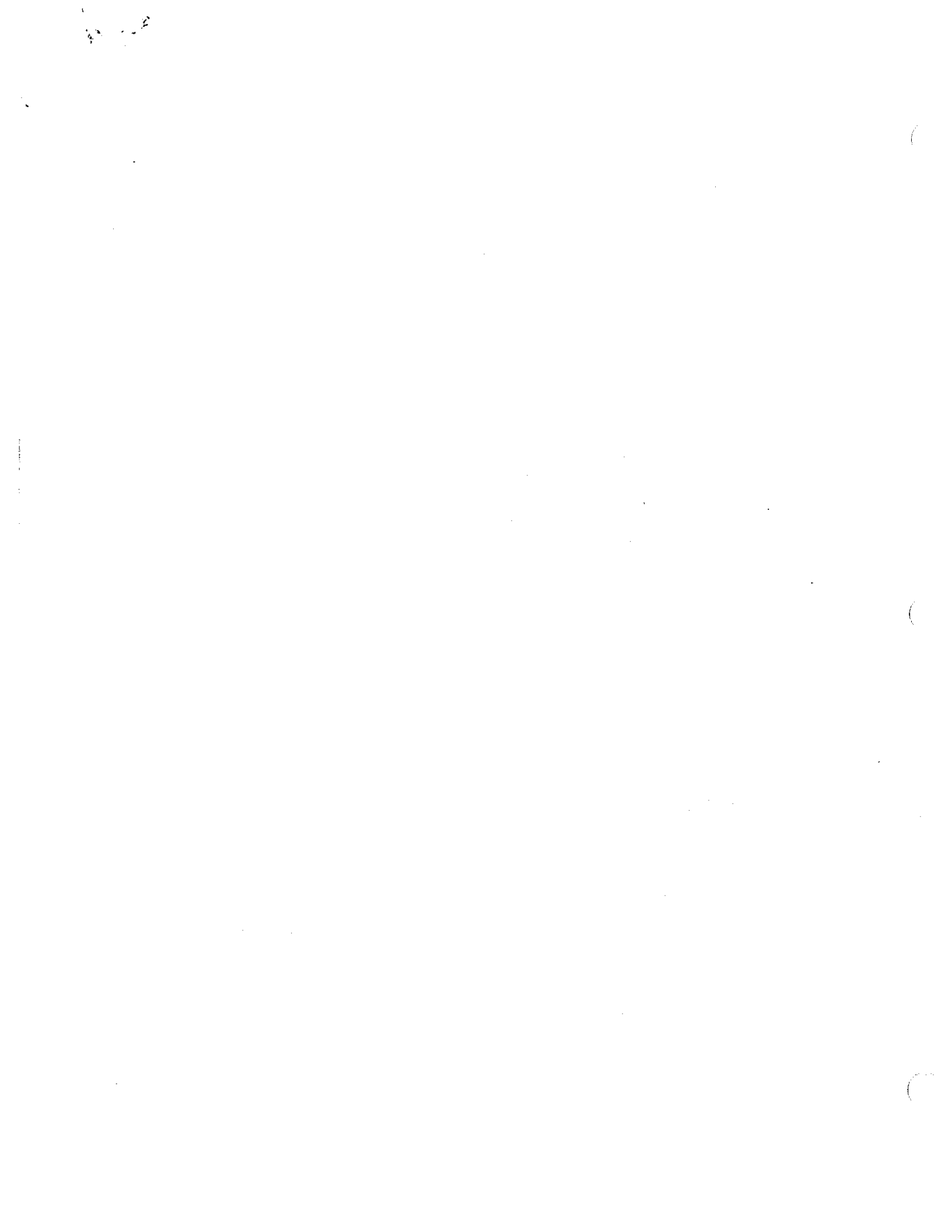
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
07/21/98		Teeter 2nd Current Delinquent	10,950.23	28.90	112,105.11
07/15/98		Secured Final FY97-98	8,714.72	21.79	120,798.04
07/27/98		Supplemental 1st	1.08		120,799.12
07/16/98		Supplemental Final FY97-98	778.40		121,577.52
07/22/98		Supplemental Secured FY97-98	780.95		122,358.47
07/22/98		Supplemental Prior Year Penalties	270.35		122,628.82
07/15/98		Reverse Interest for 5/98	(1,587.13)	(42.12)	121,083.81
07/17/98		Reverse Interest for 6/98	(1,132.86)	(29.69)	119,980.64
07/24/98		Library Revenue for July	1,033.96		121,014.60
07/16/98		Expired check	3.46		121,018.06
07/21/98	3631	General		3,644.43	117,373.63
07/21/98	3632	General		6,867.26	110,506.37
07/21/98	3633	General		1,847.90	108,658.47
07/21/98	3634	General		4,220.08	104,438.39
07/21/98	3635	Payroll to wire 7/30/98		20,325.00	84,113.39
07/21/98	3636	Payroll to wire 8/13/98		20,325.00	63,788.39
07/28/98	3637	PPI by Library Director		2,195.05	61,593.34
08/12/98		Interest for 5/98	1,587.13	42.12	63,138.35
08/18/98	3638	General - PPI		2,328.08	60,810.27
08/18/98	3639	General		8,861.76	51,948.51
08/18/98	3640	General		748.04	51,200.47
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	27,875.47
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	4,550.47
08/24/98		Transfer from Fund 702	35,000.00		39,550.47
08/25/98		Library Revenue for August	1,345.26		40,895.73
08/27/98	3643	General -- semi-annual bond payment		33,950.61	6,945.12
09/01/98	3644	PPI by Library Director		4,006.01	2,939.11
09/08/98		Interest for 6/98	1,132.86	29.69	4,042.28
09/15/98		Transfer from Fund 706	80,000.00		84,042.28
09/15/98	3645	General - PPI		2,388.20	81,654.08
09/15/98	3646	General - PPI		781.72	80,872.36
09/15/98	3647	General		3,146.59	77,725.77
09/15/98	3648	General		1,787.46	75,938.31
09/15/98	3649	General		1,873.93	74,064.38
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	53,739.38
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	33,414.38
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	13,089.38
09/17/98		State Interlibrary Loan	1,860.65		14,950.03
09/17/98		Library Revenue for September	916.70		15,866.73
09/21/98		Supplemental 1st Actual	3,578.69		19,445.42
09/23/98		Unsecured 1st Actual	39,094.29	97.74	58,441.97
10/08/98	3653	General by Library Director		5,556.24	52,885.73
10/08/98	3654	General by Library Director		2,229.38	50,656.35
10/20/98	3655	General		4,447.07	46,209.28
10/20/98	3656	General		1,100.60	45,108.68
10/20/98	3657	General		5,430.61	39,678.07
10/20/98	3658	Payroll to wire 11/5/98		26,353.00	13,325.07
10/20/98	3659	Payroll to wire 11/19/98		18,316.00	(4,990.93)
10/20/98		Transfer from Fund 706	15,000.00		10,009.07

Placentia Library District
 FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/09/98	3660	PPI by Library Director		3,926.39	6,082.68
11/09/98	3661	PPI by Library Director		1,802.30	4,280.38
10/09/98		Interest for 7/98	615.72	16.27	4,879.83
11/17/98	3662	General - PPI		2,981.05	1,898.78
11/17/98	3663	General to send to OCA 11/25/98		11,360.69	(9,461.91)
11/17/98	3664	General to send to OCA 11/25/98		6,611.82	(16,073.73)
11/17/98	3665	General to send to OCA 11/25/98		8,705.96	(24,779.69)
11/17/98	3666	Payroll to wire 12/3/98		18,316.00	(43,095.69)
11/17/98	3667	Payroll to wire 12/17/98		18,316.00	(61,411.69)

Placentia Library District
Property Tax Apportionments
Fiscal Year 1997-1998

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 November 17, 1998

	Fiscal Year 1998-1999						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04
30-Nov-98						0.00	0.00
31-Dec-98						0.00	0.00
31-Jan-99						0.00	0.00
28-Feb-99						0.00	0.00
31-Mar-99						0.00	0.00
30-Apr-99						0.00	0.00
31-May-99						0.00	0.00
30-Jun-99						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1997-1998						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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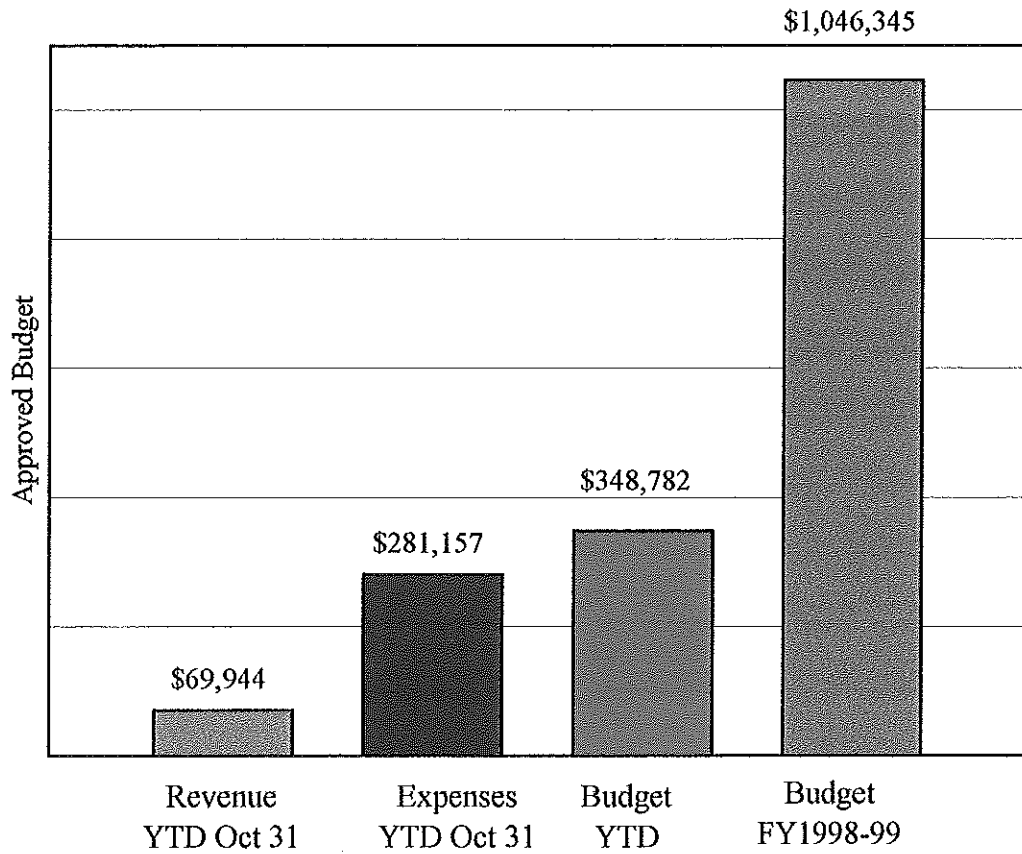
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PLACENTIA LIBRARY DISTRICT
Fiscal Year 1998-99
General Fund Cash Flow



PROBABILITY AND STATISTICS

CHAPTER 1: INTRODUCTION

1.1. THE SCIENCE OF DATA

1.1.1. Data is information that has been collected for a specific purpose. It can be in the form of numbers, words, or images. Data is used to describe, analyze, and make decisions about a phenomenon.

1.1.2. Statistics is the science of collecting, organizing, analyzing, and interpreting data. It is used to make sense of large amounts of information and to draw conclusions about a population based on a sample.

1.1.3. There are two main branches of statistics: descriptive statistics and inferential statistics. Descriptive statistics summarize and describe the main features of a dataset. Inferential statistics use sample data to make conclusions about a population.

1.1.4. The scientific method is a systematic approach to gathering and analyzing data. It involves making a hypothesis, collecting data, analyzing the data, and drawing conclusions. Statistics is a key tool in the scientific method.

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PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
October 20, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Tecser Plan - current delinquent	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	39,094.29	34,899.83	0.00	0.00	83.18%
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Tecser Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	18,500	19,664.95	18,290.05	0.00	0.00	106.30%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	18,000	3,579.77	1.62	0.00	0.00	19.89%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	4,358.17	372.22	0.00	0.00	24.21%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	0.00	0.00	52.06%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	309.57	0.00	0.00	
	TOTAL TAXES	882,461	64,168.71	54,823.45	0.00	0.00	7.27%

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

October 20, 1998

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 OCT 1998	FY 1997-98 OCT 1997	FY 1998-99 % REV BUD
6610-00	Interest	10,500	615.72	1,524.61	615.72	317.22	5.86%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	10,500	615.72	1,524.61	615.72	317.22	5.86%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	1,860.65	0.00	0.00	0.00	28.63%
6970-01	State - CA Foundation Funds	97,400	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	7,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Dept of Education 321 Grant	3,500	0.00	0.00	0.00	0.00	0.00%
6970-05	State - Project Grants	0	0.00	8,861.00	0.00	0.00	0.00%
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	1,860.65	8,861.00	0.00	0.00	1.63%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	23,500	3,295.92	4,316.66	0.00	0.00	14.03%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	3.46	6.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	69,944.46	69,531.92	615.72	317.22	6.68%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	168,920.00	166,590.00	37,760.00	37,020.00	34.17%
0200	Retirement	70,123	13,005.00	12,744.00	2,890.00	2,832.00	18.55%
	Health Insurance/Care America	28,585	5,631.33	7,053.48	2,065.90	4,202.84	19.70%
	Long Term Disability	2,862	712.18	685.00	360.62	171.25	24.88%
	Vision Service Plan	1,974	652.00	268.40	191.10	87.80	33.03%
	Dental	4,402	1,691.69	1,422.17	436.90	381.89	38.43%
0300	Total Employee Insurance	37,823	8,687.20	9,429.05	3,054.52	4,843.78	22.97%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	1,284.00	1,962.00	0.00	1,962.00	22.14%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	191,896.20	190,725.05	43,704.52	46,657.78	31.55%
0700-00	Communications - Telephone	2,600	692.44	644.55	150.58	155.01	26.63%
0700-01	Communications - Modem/Fax	2,384	1,411.34	784.60	426.19	369.21	59.20%
0700-02	Communications - Internet/Database	3,240	1,347.71	1,299.14	424.63	958.56	41.60%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,271.46	1,271.46	0.00	0.00	24.64%
0700-07	Communications - 321 Grant	570	340.06	325.63	83.55	132.14	59.66%
0700-08	Communications - Adult Literacy	330	93.55	0.00	33.81	0.00	28.35%
	Total Communications	14,284	5,156.56	4,325.38	1,118.76	1,614.92	36.10%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,794.41	1,743.57	161.74	849.08	51.27%
1100-00	Insurance	10,200	4,996.38	5,024.74	0.00	0.00	48.98%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	960.51	3,468.90	132.00	1,585.43	4.80%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	960.51	3,468.90	132.00	1,585.43	4.80%
	HVAC	5,500	1,278.43	1,825.66	1,043.59	117.42	23.24%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	6,758.43	7,370.85	1,687.31	0.00	27.03%
	Plumbing	1,200	62.00	531.14	0.00	300.11	5.17%
	Electrical	4,000	1,425.00	896.00	285.00	0.00	35.63%
	Cleaning Service	11,700	3,800.00	3,800.00	950.00	1,900.00	32.48%
	Locksmith	200	73.72	52.50	73.72	0.00	36.86%
	Other	2,000	884.99	1,079.19	86.99	0.00	44.25%
1400-00	Total Maintenance of Building & Grounds	50,100	14,282.57	15,555.34	4,126.61	2,317.53	28.51%
1600-00	Memberships - General Fund	2,900	0.00	458.00	0.00	0.00	0.00%
1600-07	Memberships - 321 Grant	200	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	95.00	553.00	0.00	0.00	2.92%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

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

November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
	Library Supplies	4,500	335.24	1,356.69	0.00	63.90	7.45%
	Printing	9,000	326.77	4,494.81	11.83	12.91	3.63%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	473.87	1,151.55	97.12	929.36	31.59%
	Paper	1,200	273.75	1,003.84	140.10	807.49	22.81%
	Drinking Water Service	300	99.80	74.85	24.95	24.95	33.27%
	Other Office Supplies	3,000	1,591.77	1,511.24	224.28	923.70	53.06%
1800-00	Total Office Supply Expense - General Fund	19,500	3,101.20	9,592.98	498.28	2,762.31	15.90%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	0.00	571.00	0.00	0.00	
	Printing	1,475	0.00	32.06	0.00	0.00	0.00%
	Publications	2,375	0.00	97.20	0.00	97.20	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	404.31	201.27	0.00	0.00	101.08%
1800-08	Total Adult Literacy Office Supply Expense	4,300	404.31	330.53	0.00	97.20	9.40%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	5,181.20	
	Total Office Expense	24,950	3,505.51	15,675.71	498.28	8,040.71	14.05%
1803-00	Postage Expense - General Fund	800	288.65	117.00	117.00	0.00	36.08%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	32.00	32.00	32.00	0.00	16.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	1,063.44	
	Total Postage Expense	1,000	320.65	1,212.44	149.00	1,063.44	32.07%

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

November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	105.00	140.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	6,000	0.00	2,446.36	0.00	1,425.00	0.00%
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	138.84	136.84	69.42	34.71	33.06%
	Interest Allocation & Tax Collection Charges	450	66.96	87.52	16.27	8.26	14.88%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	157.50	210.00	0.00	52.50	31.50%
	Collection Services - Accounts Receivable	3,000	86.62	970.00	17.68	0.00	2.89%
	Audit	3,750	3,700.00	2,810.00	3,700.00	0.00	98.67%
	Payroll Preparation	2,500	764.35	798.59	241.80	165.50	30.57%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	1,000	703.92	1,836.95	0.00	100.00	
1900-00	Total Specialized Services - General Fund	58,040	5,723.19	9,436.26	4,080.17	1,820.97	9.86%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	3,603.99	0.00	3,103.99	
1900-18	Tax Collection Services & Fees by Orange County	2,100	97.74	87.25	0.00	0.00	4.65%
	Total Specialized Services	63,215	5,820.93	13,698.50	4,080.17	4,924.96	9.21%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,950.61	33,015.00	0.00	0.00	51.37%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	0.85%
2400-01	Special Department Expense- Books	63,000	534.19	963.15	0.00	0.00	0.00%
2400-02	Special Department Expense - Video	1,500	0.00	569.85	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	0.00	12,226.50	0.00	0.00	24.72%
2400-04	Special Department Expense - Periodicals	16,642	4,114.39	129.16	176.80	0.00	11.51%
2400-05	Special Department Expense - Audio	2,500	287.80	118.05	261.80	0.00	82.75%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	6.21%
2400-08	Special Department Expense - Adult Literacy	1,500	1,241.31	0.00	0.00	0.00	
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	6,177.69	14,006.71	438.60	0.00	
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	278.15	367.88	278.15	0.00	10.17%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	203.48	268.86	127.69	0.00	0.00%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	2.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	10.00	0.00	0.00	0.00	9.47%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	132.55	239.38	65.00	0.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,150	624.18	876.12	470.84	0.00	10.15%

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

November 17, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 OCT 1998	FY1997-98 OCT 1997	FY1998-99 % REV BUD
2800-00	Electricity	45,000	7,209.58	13,324.56	0.00	440.00	16.02%
	Gas	5,500	1,107.06	100.91	18.88	35.27	20.13%
	Water	3,000	808.13	1,241.72	273.85	312.64	26.94%
	Total Utilities	53,500	9,124.77	14,667.19	292.73	787.91	17.06%
	TOTAL SUPPLIES & SERVICES	416,389	86,809.77	123,822.60	11,468.73	21,183.98	20.85%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	2,451.02	0.00	2,451.02	0.00	12.26%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	2,451.02	0.00	2,451.02	0.00	11.67%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	2,451.02	0.00	2,451.02	0.00	11.67%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,046,345	281,156.99	314,547.65	57,624.27	67,841.76	26.87%

Placentia Library District
Balance Sheet

October 31, 1998

Assets

General Fund - Checking	6,537.91	
Literacy Fund-Checking	0.00	
County Exempt-Checking	5,032.11	7
Payroll Account	5,241.39	
Savings (P/R Support)	6,033.74	
Savings (P/R Fees)	2,309.24	
Certificates of Deposit	27,500.00	
General Fund - Savings	3,262.05	
Literacy Fund - Savings	5,907.31	
County Exempt - Savings	3,244.62	
Total Assets		<u>65,068.37</u>

Liabilities

Manual Payroll Checks	543.18	
Payroll Taxes Payable	(492.18)	
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		1,141.79

Capital

Fund Balance	63,926.58	
Total Capital		<u>63,926.58</u>
Total Liabilities and Capital		<u>65,068.37</u>

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

October 1998

Prepared 10/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,631.67
Checks Out	1050	2,369.62		
TOTALS		2,369.62	0.00	
CHECKBOOK BAL				3,262.05

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

October 1998

Prepared 10/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,795.51
Checks Out	3761	19.61		
	3766	13.99		
	3767	84.00		
	3769	110.00		
	3771	30.00		
TOTALS		257.60	0.00	
CHECKBOOK BAL				6,537.91

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10/31/98

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

Page 1
Part 1 of 1 Parts

	Total	10/31/98
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	4.95	4.95
Cash Register-Fines	1,611.02	1,611.02
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	52.29	52.29
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	75.00	75.00
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	59.88	59.88
Copy Machine Income	0.00	0.00
State Library Reimbursements	819.21	819.21
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	794.67	794.67
Interest Income - checking	0.00	0.00
Interest Income - savings	7.51	7.51
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,424.53	3,424.53
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,424.53	3,424.53
Expenses		
Transfers to County	2,369.62	2,369.62
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)	160.39	160.39
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	302.00	302.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

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10/31/98

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

Page 2
 Part 1 of 1 Parts

	Total	10/31/98
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	2,832.01	2,832.01
	-----	-----
Operating Income (Loss)	592.52	592.52
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	592.52	592.52
	=====	=====

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10/31/98

Page 1

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

Part 1 of 1 Parts

	10/31/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	9.55
Cash Register-Fines	4,378.42
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	275.04
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	332.05
Cash Register-Computer Rental	0.00
Typewriter Income	8.90
Telephone Income	75.81
Copy Machine Income	0.00
State Library Reimbursements	2,679.86
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,312.23
Interest Income - checking	0.00
Interest Income - savings	35.54
Miscellaneous Income	1,000.00

Total Income	12,107.40
Cost of Sales	

Gross Profit (Loss)	12,107.40
Expenses	
Transfers to County	8,526.19
Employee Insurance (030)	605.18
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	37.99
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	234.93
Postage (183)	303.40
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	525.00
Utilities (280)	0.00
Equipment (400)	0.00

GF

10/31/98

Page 2

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

	10/31/98
Taxes and Fees (370)	8.00
Funds in Transit	0.00

Total Expenses	10,240.69

Operating Income (Loss)	1,866.71
Other Income	
Other Expenses	

Net Income (Loss)	1,866.71
	=====

10/31/98

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 99 Period 4
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1050	10/31/98	O.C. Auditor	2,369.62
		0-5102-01 Transfers to County	2,369.62
		Checkbook 5 Total	2,369.62

10/31/98

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 99 Period 4
General Account

Page 1

Check	Date	Payee	Amount
3766	10/20/98	E.D. Minter (petty c 0-5114-01 Office Expense (180)	13.99
3767	10/20/98	Calif Lib Assoc 0-5122-01 Transportation & Travel (270)	84.00
3768	10/20/98	Art Emporium 0-5114-01 Office Expense (180)	36.40
3769	10/20/98	City Sante Fe Spring 0-5114-01 Office Expense (180)	110.00
3770	10/20/98	Travel in Style 0-5122-01 Transportation & Travel (270)	188.00
3771	10/20/98	ISDOC 0-5122-01 Transportation & Travel (270)	30.00
Checkbook 1 Total			462.39

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

October 1998

Prepared 10/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,043.96
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,907.31

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10/31/98

Page 1

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

Part 1 of 1 Parts

	Total	10/31/98
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	13.35	13.35
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	350.00	350.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
Total Income	363.35	363.35
Cost of Sales		
Gross Profit (Loss)	363.35	363.35
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)	363.35	363.35
Other Income		
Other Expenses		
Net Income (Loss)	363.35	363.35

Placentia Library District

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10/31/98

Page 1

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

	10/31/98
Income	
Gifts Income	800.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	55.84
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	485.00
Donations to Literacy	0.00
Placentopoly Games	0.00
Loan Repayment from C.E.	0.00

Total Income	1,370.84
Cost of Sales	-----
Gross Profit (Loss)	1,370.84
Expenses	
Refunds (not in use)	0.00
Travel Expense	(244.15)
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	13.00
Loan to C.E. for Copier	0.00

Total Expenses	(231.15)
Operating Income (Loss)	-----
	1,601.99
Other Income	
Other Expenses	

Net Income (Loss)	1,601.99
	=====

10/31/98

Placentia Library District
Cash Disbursements
Checkbook 6 Fiscal Year 99 Period 4
Literacy Fund - Savings

Page 1

Check	Date	Payee	Amount
1003	10/20/98	PLD-County Exempt 0-1100-00 County Exempt - Savings	1,500.00 1,500.00
		Checkbook 6 Total	1,500.00

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

October 1998

Prepared 10/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,366.95
Checks Out	1061	229.65		
	1062	892.68		
TOTALS		1,122.33	0.00	
CHECKBOOK BAL				3,244.62

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

October 1998

Prepared 10/10/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,834.67
Checks Out	1184	122.62		
	1185	227.13		
	1186	65.00		
	1188	625.00		
	1189	145.46		
	1190	45.79		
	1191	466.56		
	1192	105.00		
	TOTALS	1,802.56	0.00	
CHECKBOOK BAL				5,032.11

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10/31/98

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

Page 1
Part 1 of 1 Parts

	Total	10/31/98
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	240.00	240.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	630.90	630.90
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.94	4.94
Interest Income - savings	7.25	7.25
Miscellaneous Income	0.00	0.00
Special Grants	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	1,000.00	1,000.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	1,883.09	1,883.09
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,883.09	1,883.09
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	466.56	466.56
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	228.53	228.53
Friend's-Other Activities	0.00	0.00
Meetings & Special Events	0.00	0.00
Library Board Expenses	105.00	105.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00

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10/31/98

Page 2
Part 1 of 1 Parts

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

	Total	10/31/98
Miscellaneous	0.00	0.00
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	892.68	892.68
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,547.42	2,547.42
	-----	-----
Operating Income (Loss)	(664.33)	(664.33)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(664.33)	(664.33)
	=====	=====

10/31/98

Page 1

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

Part 1 of 1 Parts

	10/31/98
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,460.00
Test Proctoring Income	100.00
Vending Machine Income	0.00
Debit Card Income	1,965.20
Friends Contributions	331.44
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	18.85
Interest Income - savings	21.80
Miscellaneous Income	0.00
Special Grants	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	0.00

Total Income	4,897.29
 Cost of Sales	

Gross Profit (Loss)	4,897.29
 Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	1,046.54
Children's Camp Library	0.00
Children's Storytime (Friends)	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	511.71
Friend's-Other Activities	0.00
Meetings & Special Events	35.00
Library Board Expenses	833.03
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00

10/31/98

Page 2

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

	10/31/98
Miscellaneous	0.00
Lobbyist Expense	625.00 <i>✓</i>
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,645.23
Copier Lease Payments	2,231.70
Copier Supplies	227.13
Repay loan to Lit.(copier)	0.00

Total Expenses	7,220.34

Operating Income (Loss)	(2,323.05)
Other Income	
Other Expenses	

Net Income (Loss)	(2,323.05)
	=====

10/31/98

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 99 Period 4
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1061	10/31/98	IKON Office 0-5327-03 Copier Maintenance Contract	229.65
1062	10/20/98	Sharp Electronics 0-5328-03 Copier Lease Payments	892.68
Checkbook 7 Total			1,122.33

10/31/98

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 99 Period 4
County Exempt

Page 1

Check	Date	Payee	Amount
1187	10/31/98	All Star Trophy	37.28
	0-5314-03	Friend's-Director's Fund	37.28
1188	10/20/98	California Advocates	625.00
	0-5323-03	Lobbyist Expense	625.00
1189	10/20/98	Ellison Educational	145.46
	0-5314-03	Friend's-Director's Fund	145.46
1190	10/20/98	AMP Enterprises	45.79
	0-5314-03	Friend's-Director's Fund	45.79
1191	10/20/98	American Library Ass	466.56
	0-5308-03	Children's Summer Reading Progra	466.56
1192	10/20/98	Yolanda Smith	105.00
	0-5318-03	Library Board Expenses	105.00
Checkbook 3 Total			1,425.09

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

Prepared November 11, 1998

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			8,889.31
4038	315.95		
4089	165.16		
4091	99.83		
4093	230.65		
4082	315.95		
4100	103.89		
4101	111.88		
4104	766.1		
4106	315.95		
4107	28.86		
4108	411.00		
4109	782.70		
TOTALS	3,647.92	0.00	
Checkbook balance			5,241.39

Payroll

10/31/98

Page 1
Part 1 of 1 Parts

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

	Total	10/31/98
Income		
Transfers from County	40,650.00	40,650.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	10.07	10.07
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40,660.07	40,660.07
Cost of Sales		
	-----	-----
Gross Profit (Loss)	40,660.07	40,660.07
Expenses		
Salaries	39,661.44	39,661.44
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,985.74	2,985.74
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,647.18	42,647.18
	-----	-----
Operating Income (Loss)	(1,987.11)	(1,987.11)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,987.11)	(1,987.11)
	=====	=====

Raymond

10/31/98

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

Page 1
Part 1 of 1 Parts

	10/31/98
Income	
Transfers from County	182,925.00
Interest Income-CD's	340.63
Interest-Savings-Landmark	39.85
Interest-Savings-B of A	11.43
Miscellaneous Income	0.00

Total Income	183,316.91
Cost of Sales	-----
Gross Profit (Loss)	183,316.91
Expenses	
Salaries	168,777.15
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,642.42
Payroll Processing Fees	0.00
Bank Fees and Service Charges	10.03
Miscellaneous - Unknown	0.00

Total Expenses	181,429.60
Operating Income (Loss)	1,887.31
Other Income	
Other Expenses	

Net Income (Loss)	1,887.31
	=====

Payroll

10/31/98

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

Page 1

For Fiscal Year 99, Period 4 through Fiscal Year 99, Period 4

Account Name

Total

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



ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 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	0.00	0	0	225.69	14	10	225.69	14	10	433.93	23	23	679.64	37	33
Adult Circulating Non-Fiction	12.29	0	0	293.98	10	10	306.27	10	10	884.90	44	44	1,191.17	54	54
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Commissions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Commissions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	12.29	0	0	293.98	10	10	306.27	10	10	884.90	44	44	1,191.17	54	54
TOTAL ADULT PRINT MATERIALS	12.29	0	0	519.67	24	20	531.96	24	20	1,338.83	67	67	1,870.81	91	87
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	12.29	0	0	519.67	24	20	531.96	24	20	1,338.83	67	67	1,870.81	91	87
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	11.00	2	2	11.00	2	2
Juvenile Circulating Non-Fiction	0.00	0	0	30.85	1	1	30.85	1	1	48.00	6	6	78.85	7	7
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Commissions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Commissions	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	30.85	1	1	30.85	1	1	48.00	6	6	78.85	7	7
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	30.85	1	1	30.85	1	1	59.00	8	8	89.85	9	9
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	30.85	1	1	30.85	1	1	59.00	8	8	89.85	9	9
Total Fiction	0.00	0	0	225.69	14	10	225.69	14	10	464.93	25	25	620.64	39	35
Total Non-Fiction	12.29	0	0	324.83	11	11	337.12	11	11	932.90	50	50	1,270.02	61	61
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	12.29	0	0	550.52	25	21	562.81	25	21	1,397.85	75	75	1,960.66	100	96

OUTSTANDING ORDERS AS OF OCTOBER 31, 1998

General Fund Amount	3602.24
Adopt-A-Book Amount	38,497.07
TOTAL Amount	\$9,143.31

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF OCTOBER
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	17.29	1	662.81	36	680.10	37	1,059.70	52	1,719.80	89
Adult Circulating Non-Fiction	206.60	8	2,247.70	100	2,454.30	108	4,487.09	238	6,941.39	346
Adult Reference	34.52	2	33.78	1	68.30	3	207.85	13	276.15	16
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	241.12	10	2,281.48	101	2,522.60	111	4,694.94	251	7,217.54	362
TOTAL ADULT PRINT MATERIALS	238.41	11	2,944.29	137	3,202.70	148	5,754.64	303	8,937.34	451
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Total Adult Audio	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
TOTAL ADULT MATERIALS	238.41	11	2,944.29	137	3,202.70	148	5,762.14	305	8,964.84	453
Juvenile Fiction	0.00	0	0.00	0	0.00	0	59.00	6	59.00	6
Juvenile Circulating Non-Fiction	66.76	4	565.43	33	632.19	37	209.95	19	842.14	56
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	66.76	4	565.43	33	632.19	37	209.95	19	842.14	56
TOTAL JUVENILE PRINT MATERIALS	66.76	4	565.43	33	632.19	37	268.95	25	901.14	62
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	66.76	4	565.43	33	632.19	37	268.95	25	901.14	62
Total Fiction	17.29	1	662.81	36	680.10	37	1,098.70	58	1,778.80	95
Total Non-Fiction	307.88	14	2,846.91	134	3,154.79	148	4,904.89	270	8,059.68	418
Total Audio	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	325.17	15	3,509.72	170	3,834.89	185	6,031.09	330	9,865.98	515

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: November 17, 1998
 SUBJECT: ACS: Overdue Collection Report for Month of October

No new accounts have have been submitted to ACS Collection Agency. Unique Management has received new accounts for the next board report. A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	1	9	3	360.54	0



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 18, 1998
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT OCTOBER, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS OCTOBER, 1998

Beginning Balance 10/01/98 (\$1,531.99)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	600.90	
Total Loans from Literacy Fund	1,500.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in August		892.68
Total Copier Maintenance Payment in August		229.65
Debit Card System Loan Payback		0.00
	2,100.90	1,122.33

Ending Balance 10/31/98 (\$ 553.42)

October 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 10/31/98 (Literacy Fund)	7,700.00
February Payment (Fund 702)	0.00
February Payment (Literacy Fund)	0.00
Balance 10/31/98	<u>\$ 15,694.02</u>

Prepared by: Charlene Dumitru

TO: Foundation Board of Directors
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 17, 1998
 SUBJECT: GIFT REPORT

The following gifts were received from October 16, 1998 through November 9, 1998

ADOPT-A-BOOK REGULAR DONATIONS

Anna C. Irot Mom's Club of Placentia
 in memory of Charles Arnoldt, Sr. Jo Ann Nelson
 Anna C. Irot
 in memory of H. M. Toby Gregg

TOTAL REGULAR DONATIONS 394.71

ADOPT-A-BOOK ANNUAL GIVING CAMPAIGN

Marla & Bruce Anderson Doris McCann
 Theresa & Williams Backes Sandra A. Nelson
 Margarete Barnes Sumi Okura
 Aldean G. Cassidy Barbara Sineri
 Mildred R. Donoghue Barbara S. Sipe
 Mary E. Freer Dan Stump
 Dorothy J. Hines James Trawick
 Darwyn H. Lumley Hal & Judith Wightman

TOTAL ANNUAL GIVING CAMPAIGN 775.00

ADOPT-A-BOOK ANNUAL DIRECT MAIL

Lisa A. Hatalsky David & Jodie Ramshorst
 Rueben & Margaret Huerta Tsui Ying Yu
 Lorrie D. Means

TOTAL AAB DIRECT MAIL 140.00

SPECIAL PROJECTS

Leo Freedman Foundation
 for American Girl Tea

TOTAL SPECIAL PROJECTS 2,500.00

GENERAL FUND

Anna C. Irot

TOTAL GENERAL FUND 250.00

BOOK ENDOWMENT

Laurel McCarthy

TOTAL BOOK ENDOWMENT 250.00

TOTAL ALL DONATIONS 4,309.71

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: November 18, 1998

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

1. **Air Conditioning** - Regular inspection of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *edm*
DATE: November 18, 1998
SUBJECT: PERSONNEL REPORT FOR OCTOBER, 1998

RESIGNATIONS:

None

APPOINTMENTS:

Joyce Hampton, Library Aide (Tech. Services), part-time, effective November 2, 1998
Beatrice Quintanar, Library Clerk I (Circulation), full-time, effective November 9, 1998

OPEN POSITIONS:

Administrative Assistant, full-time

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, ^{aw}Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of October 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 October	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	12.00	68.00	9/95	327.75
Backes, Theresa	9.00	40.25	6/98	52.75
Barrera, Ana	0.00	6.00	8/98	6.00
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Dell, Lyla	33.75	73.75	8/98	73.75
Deputy, Paul	23.25	87.00	7/82	6,550.25
Farkas, Ted	2.00	2.00	10/98	2.00
Fioroni, Pete	0.00	14.00	3/97	99.75
Fioroni, Ruth	0.00	14.00	3/97	99.75
Fitzgerald, Joan	26.25	78.00	10/93	1,317.75
Foundation Telephone Committee	40.00	40.00	10/98	40.00
Godwin, Nita	9.00	9.00	2/96	141.25
Hochman, Sue	6.50	31.50	1/98	67.25
Horrocks, Marjorie	4.00	16.00	10/95	171.00
Hyams, Rose	12.00	50.25	7/98	50.25
Irot, Pat	0.00	66.00	2/96	808.50
Jertberg, Pat	10.75	37.75	4/98	46.25
Livesey, Jane	12.00	25.00	4/96	229.00
Lord, Audrey	30.00	40.50	10/97	181.00
Malik, Shamim	9.00	46.25	5/97	464.00
Matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	0.00	23.00	6/98	27.00
Mignot, Shirley	4.00	29.00	9/95	271.75
Myers, Claire	18.00	52.75	10/95	538.75
Olson, Bob	4.00	14.00	9/95	211.75
Robb, Barbara	2.00	15.75	7/98	15.75
Schlichter, Allan	0.00	8.00	10/93	476.50
Schmidt, Marie	0.00	37.00	4/98	41.00
Shaw, Dixie	1.00	6.00	5/94	130.00
Stark, Allan	0.00	3.00	4/97	22.50
Stark, Sandra	10.00	23.50		111.50
Venegas, Julie	10.25	34.25	6/98	47.25
Wymer, Betty	6.00	37.00	1/96	363.50
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	90.00	690.00		5,003.75
TOTAL	384.75	1,828.75		18,820.50

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	October	YTD		October	YTD
Ahmadi, Zohra	0.00	24.25	Lam, Thuan	0.00	28.50
Angelo, Nelida	0.00	2.00	Lee, Hannah	0.00	15.00
Alaris, Andy	0.00	2.00	Lee, Michael	0.00	1.00
Boula, Bobby	0.00	21.25	Lee, Pichle	25.50	43.50
Burke, Marsha	0.00	2.00	Mair, Justin	14.00	22.50
Burns, John	0.00	2.00	Margary, Gale	0.00	2.00
Byrne, Justin	0.00	20.00	McMillan, Caitlyn	0.00	15.00
Cerri, Patrick	0.00	35.00	Morris, Crystal	0.00	7.00
Chang, Edmund	4.00	8.00	Oakins, Cindy	0.00	2.00
Chavez, Alfredo	0.00	2.00	Parker, Jim	0.00	5.75
Cheung, Eric	0.00	19.00	Peck, Jean	0.00	2.00
Chib, Sheetal	8.00	8.00	Perez, Manuel	5.75	5.75
Chiong, Debbie	0.00	34.25	Pina, Jose Luis	0.00	1.00
Chiu, Jason	0.00	8.00	Pinter, Brian	0.00	22.75
Chiu, Josephine	3.00	30.25	Ritter, David	1.00	1.00
Clugston, Patricia	8.00	19.50	Rodriguez, David	0.00	29.75
Coursey, Jeff	0.00	18.00	Rorex, Jamie	0.00	8.00
De Los Santos, Sarah	0.00	20.00	Shaw, Patrick	0.00	29.50
Espinosa, Jorge	0.00	3.00	Sim, Elisia	0.00	17.00
Govea, Melissa	0.00	4.00	Soto, David	0.00	31.00
Guzzi, Rebecca	3.00	4.00	Sung, Alice	0.00	9.00
Hannah, Bryan	0.00	27.00	Thompson, Jena	0.00	4.50
Hanikumar, Seema	3.00	3.00	Uh, Soo	2.00	7.75
Harnett, Tom	0.00	6.00	Vance, Brian	0.00	55.50
Harrison, Matthew	0.00	29.00	Vasquez, Joel	0.00	8.00
Hernandez, Ricardo	0.00	4.00	Veltre, Malli	0.00	26.75
Higueros, Delmy	0.00	22.25	Verde, Val	0.00	6.25
Ho, Bao	5.00	30.00	Vidhyarkorn, Tammy	12.00	24.00
Ho, Jerry	8.00	33.00	Wang, Grace	0.00	20.00
Kansagara, Mena	6.00	11.50	Wang, Shuan	0.00	40.00
Khounani, Anthony	0.00	12.00	Yada, Julie	0.00	6.00
Kim, Jessica	3.00	4.00	Yang, Kelly	3.00	23.00
Kumar, Srmita	0.00	23.75	Yee, Cindy	6.00	11.50
TOTAL	43.00	492.00	TOTAL	69.25	530.25

LVA VOLUNTEERS

Literacy Volunteer Hours 332.00

TOTAL VOLUNTEER HOURS 829

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY96/97	FY97/98	FY98/99	FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	864.25	919.25	209.00	405.00	427.00
September	773.75	433.00	531.75	279.00	376.00	261.00
October	756.50	486.00	497.00	482.00	435.00	332.00
November	519.75	492.75		257.00	369.00	
December	370.00	556.00		142.00	273.00	
January	488.60	558.25		367.00	301.00	
February	480.00	533.50		517.00	450.00	
March	675.00	687.00		493.00	398.00	
April	788.00	594.00		633.00	383.00	
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
November 17, 1998

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 OCTOBER 98	FY97-98 OCTOBER 97
1st Time Checkouts	48,774	61,065	-20.13%	11,236	13,808
Phone Renewals	4,412	4,520	-2.39%	1,359	1,397
In-Building Renewals	3,603	4,756	-24.24%	529	1,142
Total Renewals	8,015	9,276	-13.59%	1,888	2,539
TOTAL CHECKOUTS	56,789	70,341	-19.27%	13,124	16,345
On-Time Checkins	47,321	59,551	-20.54%	10,162	12,910
Late Checkins	8,674	10,083	-13.97%	2,334	2,631
TOTAL CHECKINS	55,994	69,634	-19.59%	12,496	15,541
Holdings Placed	1,172	1,356	-13.57%	229	307
Holdings Cancelled	261	254	2.76%	77	58
Holdings Filled	1,091	1,248	-12.58%	249	297
Holdings Expired	12	14	-14.29%	5	5
Overdue Items	3,014	3,478	-13.34%	874	1,042
Overdue Notices	1,251	1,480	-15.47%	370	474
Billing Notices	1,484	1,845	-19.57%	384	488
Patrons Registered	1,183	1,303	-9.21%	361	373
Titles Added	1,851	2,663	-30.49%	326	801
Volumes Added	2,681	4,260	-37.54%	532	1,528
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	25,380	28,852	-12.03%	5,825	7,162
Juvenile Print	27,395	36,209	-24.34%	6,943	8,426
Total Print	52,775	65,061	-18.88%	12,768	15,588
Audio	1,915	2,238	-14.43%	467	470
Visual	2,844	3,702	-23.18%	635	727
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,759	5,940	-19.88%	1,102	1,197
TOTAL CIRCULATION	56,789	70,341	-19.27%	13,124	16,345
Placentia Circulation	35,749	47,528	-24.78%	8,178	10,504
% Placentia Circulation	62.14%	66.94%	-7.17%	58.96%	63.35%
Anaheim/Yorba Linda Circulation	10,881	11,678	-6.82%	2,927	3,317
% Anaheim/Yorba Linda Circulation	18.91%	16.45%	14.95%	21.10%	20.00%
TYPES OF ACTIVE BORROWERS					
Adult	37,697	44,436	-15.17%	9,000	10,831
Young Adult	1,319	1,080	22.13%	439	333
Juvenile	14,688	20,064	-26.79%	3,213	3,889
New Borrower	3,831	5,415	-29.25%	1,219	1,630
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	57,535	70,995	-18.96%	13,871	16,783
TOTAL REGISTERED BORROWERS	26,057	26,798	-2.77%	26,057	26,798
ATTENDANCE	100,203	113,380	-11.62%	28,843	30,901
Adult Reference - In Building	4,383	4,474	-2.03%	1,152	1,283
Adult Reference - Telephone	866	1,103	-21.49%	234	307
Children's Reference - In Building	2,629	3,580	-26.56%	517	888
Children's Reference - Telephone	118	143	-17.48%	41	46
Total Adult Reference	5,249	5,577	-5.88%	1,386	1,590
Total Children's Reference	2,747	3,723	-26.22%	558	732
Total In Building Reference	7,012	8,054	-12.94%	1,669	1,969
Total Telephone Reference	984	1,246	-21.03%	275	353
TOTAL REFERENCE	7,996	9,300	-14.02%	1,944	2,322



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

Agenda Item 22

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - October 6, 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) 528-6364

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

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

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

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

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

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

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

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)
Tom Woodruff
Bill Goodwin (present)
Ross Carpenter
Ed LaBahn (present)
Mike Dunbar (present)

Call to Order

1. **Preliminaries**

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

2. **Review Minutes of September 1, 1998 Executive Committee Meeting.**

Minutes were approved as submitted.

3. **Financial Report**

Joan Finnegan reported cash on hand of \$3,590.55. Treasurer's Report attached.

4. **Set Agenda for October 29th Luncheon Meeting**

Keith Coolidge referred to the draft agenda currently being circulated with all speakers listed as confirmed with the exception of Clark Alsop. Confirmation from Clark is expected but if he cannot attend, other speakers with equivalent knowledge of Cortese-Knox are available. Checks for the luncheon should be sent to Joan Finnegan by October 23, 1998. Notice of the meeting will be sent to all agencies by October 12, 1998.

5. **Election of Officers**

President Fox appointed a nominating Committee consisting of Bob Hanson, Bob Huntley and Phil Anthony to develop a list of nominees for an election that will be held after November 3, 1998. The election will be handled at the Annual Meeting of the membership as prescribed in the bylaws.

6. **LAFCO Matters**

Bob Huntley and John Withers reported that most LAFCO activity at this time is focused on city issues such as annexations (Lake Forest - Portola Hills commercial area) and incorporations (Leisure World, Aliso Viejo, etc.).

Remaining items regarding special districts include status of El Toro Water/Los Alisos Water District; status of Tri-Cities; formal motion for reconsideration by Capistrano Beach Water District regarding the makeup of the new Board for the consolidated agencies of South Coast, Dana Point Sanitary and Capistrano Beach Water District.

Some discussion ensued regarding how the work of the new Commission on Local Governance would impact consolidation activities over the next 18 months.

7. CSDA Report

Bob Huntley reported that Russell Paris, Midway Cities Sanitary, was elected to the CSDA Board representing our area. Russ was present and reported on the election process and his desire to increase CSDA membership and strengthen CSDA as an organization.

8. Legislation

Keith Coolidge reported on the resignation of Woody Wodraska as General Manager of MWD and the status of several bills related to restructuring of MWD.

9. Other Concerns/Comments

Arlene Schafer expressed concern with the need to "purchase" LAFCO agenda, etc. as a member of the Advisory Committee. John Withers promised to follow up on this.

John mentioned that LAFCO has a Web Page and that some correspondence may be available in that way.

Russ Paris reported that Harry Erlig was re-elected as President of CSDA.

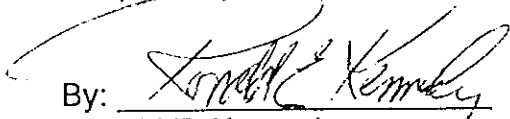
Ed La Bahn reported on a recent trip to the Philippines where he was evaluating performance of special districts established about 10 years ago to provide water services.

10. Adjourn

Before adjourning the meeting, President Fox reminded the Committee that this would be his last meeting since he would be resigning his seat on the Yorba Linda Water District Board this month. He reviewed accomplishments of ISDOC over the last three years, thanked the Committee for their support and adjourned the meeting at 8:25 a.m.

Dated October 6, 1998

Respectfully submitted,

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

INDEPENDENT SPECIAL DISTRICTS OF ORNAGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF AUGUST 25, 1998:

\$ 3,590.55

RECEIPTS:

NONE

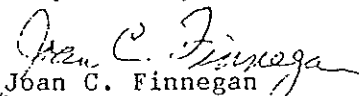
EXPENSES:

NONE

BALANCE ON HAND AS OF OCTOBER 5, 1998:

\$ 3,590.55

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: November 17, 1998

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



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98								0.00
Nov-98								0.00
Dec-98								0.00
Jan-99								0.00
Feb-99								0.00
Mar-99								0.00
Apr-99								0.00
May-99								0.00
Jun-99								0.00
TOTAL		15,065.20	2,594.74	2,285.43	322.50	0.00	0.00	20,267.87
AVG		5,021.73	864.91	761.81	107.50			6,755.96

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98				0.00	0.00
Nov-98				0.00	0.00
Dec-98				0.00	0.00
Jan-99				0.00	0.00
Feb-99				0.00	0.00
Mar-99				0.00	0.00
Apr-99				0.00	0.00
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	3,946.62	582.00	42.22	4,570.84	2,285.42
AVG	1,315.54	194.00	14.07	1,523.61	761.81

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	803.76	830.40	156.96	0.00	2,155.50	3,946.62
AVG	267.92	276.80	52.32	0.00	718.50	1,315.54

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	24.00	30.00	6.00	0.00	90.00	150.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: *Receive Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents as signed by Placentia Library District and the City of Placentia*
DATE: November 17, 1998

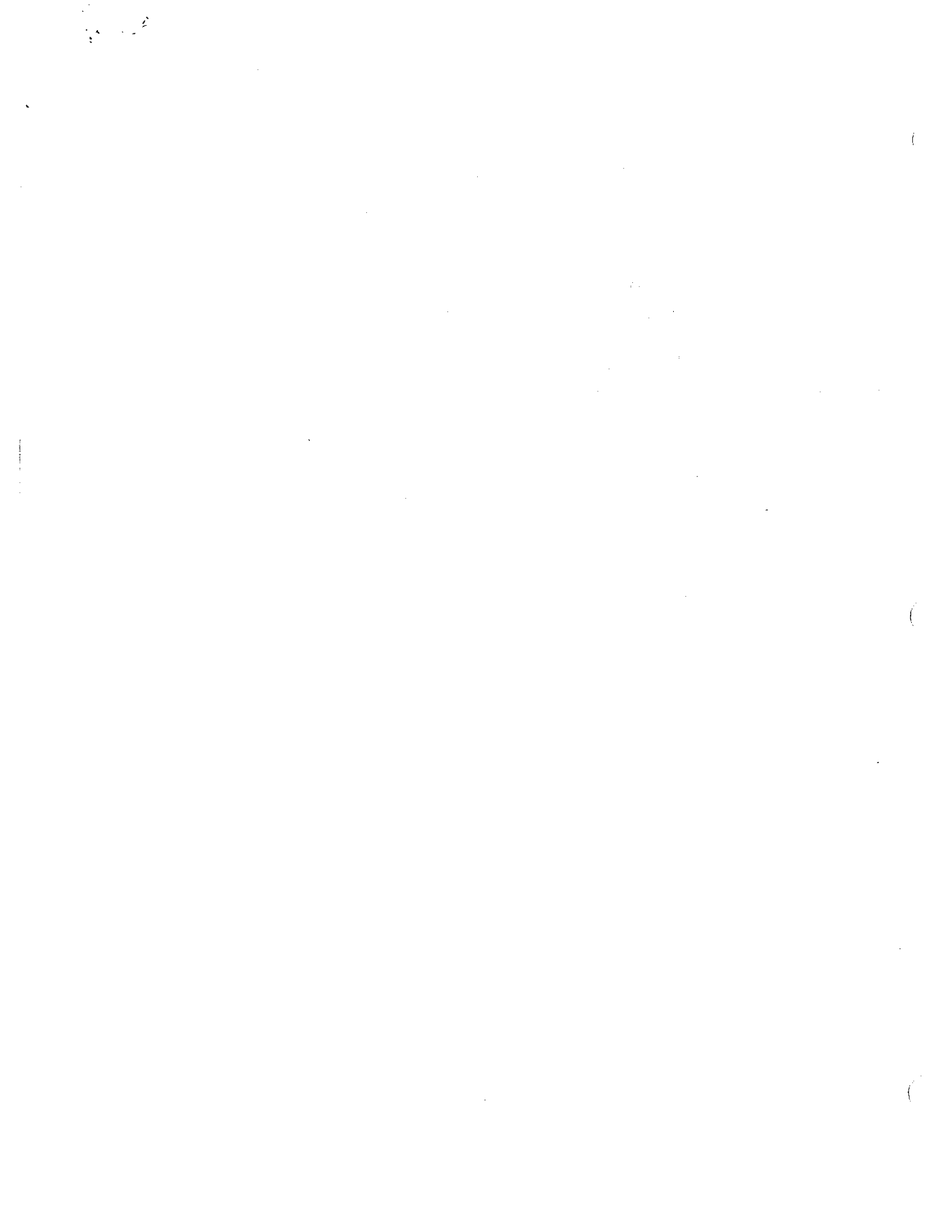
BACKGROUND:

At its meeting on October 20, 1998 the Library Board of Trustees a proposed *Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents* with the City of Placentia.

The Agreement as signed by the District and the City is Attachment A.

RECOMMENDATION:

Receive & File



COOPERATIVE AGREEMENT
FOR THE PREPARATION OF SEISMIC ANALYSES
AND
CONSTRUCTION DOCUMENTS

THIS AGREEMENT is made and entered into this 15th day of September, 1998 by and between the CITY OF PLACENTIA, a municipal corporation (CITY), and the PLACENTIA LIBRARY DISTRICT (DISTRICT).

RECITALS

WHEREAS, the CITY and DISTRICT have the need for the performance of seismic analyses and the preparation of Construction Documents in conjunction with Seismic Retrofit Work to be performed on the Placentia Civic Center (consisting of City Hall and the Police Station), the City Corporation Yard and City Library; and

WHEREAS, the CITY and DISTRICT desire to have the seismic analyses and the preparation of construction documents completed by EQE INTERNATIONAL, INC., a California Corporation (CONSULTANT); and

WHEREAS, this agreement is intended to clearly define the roles and funding responsibilities of the CITY and DISTRICT for the subject work indicated above; and

NOW, THEREFORE, it is mutually understood and agreed by the CITY and DISTRICT as follows:

1. The CITY shall be the lead agency for the performance of seismic analyses and the preparation of construction documents for the Civic Center, Corporation Yard and Library.
2. The estimated cost to the DISTRICT for the Library's share of the project is as follows:

a)	Seismic Analysis:	\$ 5,000.00
b)	Construction Documents	\$ 9,000.00

The scope of work for the above items is specified in Section 4, Scope of Work, in the "Agreement For The Preparation Of Seismic Analyses And Construction Documents" (CITY-EQE Agreement) between the CITY and the CONSULTANT, a copy of which is attached hereto and incorporated herein by reference (Exhibit A). A certain amount of the costs noted above will be reimbursed to the DISTRICT by the Federal Emergency Management District (FEMA). Pursuant to Section 5 of this agreement, the CITY shall forward all FEMA reimbursement funds for work on the Library to the DISTRICT.

3. The CITY shall engage in all verbal and written correspondence with the CONSULTANT regarding the necessary seismic analysis and the preparation of construction documents for the Library, and shall provide recommendations to the DISTRICT regarding all work proposed and/or performed by the CONSULTANT for the Library.

4. The CITY shall pay the CONSULTANT for all work completed for the Library's share of the Project, and provide the DISTRICT with an invoice(s) for the specific amounts that are charged by the CONSULTANT.

5. The CITY shall act as liaison for the DISTRICT to the Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) regarding seismic retrofit grant and funding reimbursement matters, as they pertain to the Library, and shall apply for reimbursement on a timely basis as soon as the DISTRICT is eligible.

6. The DISTRICT shall consider the recommendations of the CITY with respect to the CONSULTANT's seismic analysis and the preparation of construction documents for the Library, and shall indemnify and hold the CITY harmless for any and all work performed by the CONSULTANT based on recommendations made by the CITY.

7. Upon completion of their review of the recommendations by the CITY with respect to the CONSULTANT's seismic analysis and preparation of construction documents for the Library, the DISTRICT shall provide any comments/concerns to the CITY, in writing, prior to the commencement of further work by the CONSULTANT.

8. The DISTRICT shall reimburse the CITY for all Project costs paid by the CITY to the CONSULTANT, including costs associated with reproductions of plans and documents, and other costs referenced in Section 6, Compensation, of the CITY-EQE Agreement. The DISTRICT shall reimburse the CITY within thirty (30) days of the receipt of each invoice from the CONSULTANT.

No party to this Agreement, nor any officer, agent or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by any other party under, or in connection with any work, authority or jurisdiction delegated to such other party under this Agreement. It is also understood that, pursuant to Government Code Section 895.4, with regard to any work, authority or jurisdiction delegated to a party under this Agreement, such party shall fully indemnify, defend, and hold the other parties harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done under or in connection with such delegated work, authority or jurisdiction.

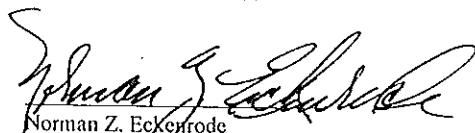
Any notices, requests and demands made between the parties pursuant to this Agreement are to be directed as follows:

CITY: City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870, Attention:
Christopher Becker, Director of Public Works.

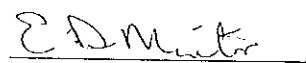
DISTRICT: Placentia Library, 411 E. Chapman Avenue, Placentia, CA 92870,
Attention: Elizabeth Minter, Library Director.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in the County of Orange, State of California, on the date and year first written above.

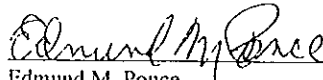
CITY OF PLACENTIA


Norman Z. Eckenrode
Mayor


PLACENTIA LIBRARY DISTRICT


Elizabeth Minter
Library Director

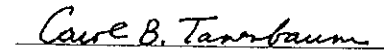
ATTEST:


Edmund M. Ponce
City Clerk

APPROVED AS TO CONTENT:


Christopher Becker
Director of Public Works

APPROVED AS TO FORM:


Carol B. Tanenbaum
City Attorney

AGREEMENT
FOR THE PREPARATION OF SEISMIC ANALYSES
AND
CONSTRUCTION DOCUMENTS

THIS AGREEMENT is made and entered into this ____ day of October, 1998 by and between the CITY OF PLACENTIA (CITY) and EQE INTERNATIONAL, INC., a California Corporation (CONSULTANT)

RECITALS

WHEREAS, the CITY has the need for the preparation of seismic analyses and the construction documents in conjunction with seismic retrofit work to be performed on the Placentia Civic Center (consisting of City Hall and the Police Station), the City Corporation Yard and the City Library; and

WHEREAS, both the Civic Center and Corporation Yard are owned and operated by the CITY and the Library is owned and operated by the Placentia Library District (DISTRICT); and

WHEREAS, the CITY shall be responsible for all costs associated with the Civic Center, Corporation Yard and the Library; and

WHEREAS, the CITY and the DISTRICT shall simultaneously with the execution of this agreement between the CITY and CONSULTANT, enter into an agreement between the CITY and DISTRICT to reimburse the CITY for all costs related to the Library; and

WHEREAS, the CONSULTANT possesses the necessary qualifications to provide the aforementioned services; and

WHEREAS, it is the desire of the parties hereto to set forth the terms and conditions under which the CONSULTANT shall provide the CITY with the services as set forth herein:

AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1 - Definitions. Within the context of this Agreement, unless otherwise specified, the various terms used in this Agreement, including the Recitals, shall have the following meaning(s):

- a. "CITY" shall mean the City of Placentia, a municipal corporation.
- b. "Director of Public Works" shall mean the Director of Public Works.
- c. "CONSULTANT" shall mean EQE International, Inc., a California Corporation, and its officers and employees.
- d. "DISTRICT" shall mean the Placentia Library District.
- e. "Extra Work" shall mean work performed by the CONSULTANT at the request of the CITY, in addition to and outside of the scope of this Agreement.



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

f. "Project" shall mean the performance of seismic analyses and the preparation of construction documents which are necessary for the eventual construction required to upgrade the structural integrity of the Civic Center, Corporation Yard and Library.

g. "Contractor" shall mean the construction firm that will eventually perform the actual seismic upgrades to the subject facilities.

Section 2: Agreement. The CITY hereby engages the CONSULTANT, and the CONSULTANT hereby agrees to perform services incidental to said Project.

Section 3: Description of Project. The Project for which service is to be provided is described as follows:

The CONSULTANT, under the general supervision of the CITY, shall perform seismic analyses and provide structural plans which will illustrate the construction necessary to upgrade the seismic integrity of the Civic Center, Corporation Yard and Library (hereafter referred to as "the subject facilities") to essential building criteria, within practical and funding limitations. The CONSULTANT shall provide its structural documents of the subject facilities, including notes, to inform the Contractor of those items judged necessary to complete the Project. The construction documents shall include specific notations of the information indicated in the CONSULTANT's seismic analyses of the subject facilities. The documents shall also include an itemized estimate of any and all costs that may be requested by the Governor's Office of Emergency Services (OES) and/or the Federal Emergency Management Agency (FEMA), which is the entity providing a portion of the funds for the Project.

Section 4: Scope of Work. In order to perform the seismic analyses and to complete the necessary plans for seismic retrofit of the subject facilities, the CONSULTANT shall provide the services contained in this section. It is acknowledged that the primary purpose of this work is to achieve a level of strength comparable to essential buildings, within practical and funding limitations. It is not the intent of this project to completely upgrade the building to current standards. Completely enhancing the buildings' structural systems to full 1997 UBC compliance may not be cost-effective, or practical for such older buildings.

a. Review the original plans and associated documents for the subject facilities, as well as findings and recommendations from the CONSULTANT's preliminary evaluations;

b. Prepare a seismic analysis of each of the subject facilities, which will indicate structural reinforcement necessary to achieve essential facility performance in the event of a major earthquake, where practical and cost-effective, given funding limitations.



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Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

- c. Meet with City representatives to present the results of the seismic analysis work, and determine whether to proceed, given the amount of seismic reinforcement required in relation to the available funding for architectural and engineering fees and construction.
- d. Finalize the structural seismic engineering analyses of the subject facilities using seismic design provisions contained in the 1997 edition of the Uniform Building Code (UBC).
- e. Finalize the design strengthening details for the subject facilities;
- f. Prepare construction documents, including structural design drawings, technical specifications and supporting calculations for recommended strengthening measures. Detailed architectural, mechanical and electrical drawings will not be created. However, general notes regarding the modifications to these items will be included on the structural drawings.
- g. Perform a final construction walk-through of the subject facilities to minimize interferences and unknown conditions during the construction phase of the project.
- h. Submit the construction documents for plan-check to the Chief Building Official (CBO) of the City of Placentia, and respond in a timely manner to all comments by the CBO.
- i. Issue a finalized set of construction documents to the CBO for approval.
- j. Other services, as requested and mutually agreed upon.

Section 5 - Period of Performance Upon receipt of a fully executed copy of this agreement, the CONSULTANT shall, within fourteen (14) days, provide a schedule to the City which details the time frame for compliance with all services hereunder.

Section 6 - Compensation. Except as otherwise provided in this Agreement, the CITY agrees to pay the CONSULTANT a maximum fee of \$40,000 (itemized as \$26,000 for the Civic Center and Corporation Yard; and, \$14,000 for the Library) for the services detailed in Section 4, plus the costs of providing the itemized estimate of probable construction costs; said amount to be dispersed in accordance with Section 8 herein. The CONSULTANT shall receive a maximum amount of \$15,000 (itemized as \$6,000 for analysis of the Civic Center; \$4,000 for analysis of the Corporation Yard; \$5,000 for analysis of the Library) for the completion of items a, b and c under Section 4 herein. It is expressly understood that compensation shall include payment for all services rendered as set forth in Section 4, as well as any and all direct and indirect costs and expenses incurred by the CONSULTANT incidental to rendering services hereunder, as illustrated in the CONSULTANT'S "Rate Schedule For Professional Services" which is attached and incorporated herein as Exhibit A.

Section 7 - Changes in Services. In the event of authorization, in writing by the Director of Public Works, of changes in the "Description of Project" or for other written permission



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REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
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Seismic Analysis and
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for the Placentia Library

authorizing additional services not contemplated herein, additional compensation shall be allowed for such extra work. All such additional services shall be compensated on a "Time and Materials" basis, based upon submitted invoices by the CONSULTANT.

Section 8 - Method of Payment The CONSULTANT shall submit monthly invoices for services provided during the preceding month, based on a "Percentage" of the work completed to date. In no event shall the CONSULTANT invoice for more than ninety percent (90%) of the Agreement amount lump sum cost for the work described in the "Description of Project" prior to final acceptance by the CITY of all work performed. Upon final acceptance, as indicated by the signature of the Director of Public Works on the construction documents submitted by the CONSULTANT, the CITY shall pay the CONSULTANT the difference between the amount of ninety percent (90%) of the total project cost as stated in this Agreement, and the total of all allowable charges, exclusive of amounts designated as "Extra Work," but in no event later than forty-five (45) days following submittal by the CONSULTANT for final approval. Any services performed will be so designated on said invoice. In the event that any monthly invoice is not acceptable for any reason whatsoever, the CITY shall notify the CONSULTANT, in writing, within ten (10) days of the date of such invoice giving the CONSULTANT time to promptly respond and make any corrections necessary in order to ensure timely payment.

Section 9 - Insurance During the term of this Agreement, the CONSULTANT shall maintain statutory worker's compensation insurance and comprehensive general liability and errors and omissions insurance in an amount not less than \$1,000,000. The CITY shall be named as additional insured on the worker's compensation general liability policy. Concurrent with the execution of this Agreement, the CONSULTANT shall furnish the CITY satisfactory proof of said insurance and satisfactory proof that each insurance carrier will give the CITY at least thirty (30) days notice of cancellation of said insurance during the term of this agreement.

Section 10 - Limitations The CITY agrees to indemnify the CONSULTANT against all claims or litigation arising out of job site construction accidents or injuries, except as may result from the CONSULTANT's failure to competently perform the services under this agreement.

Section 11 - Additional Responsibilities The CONSULTANT agrees that its work products shall be accurate within accepted engineering standards, and its findings, recommendations, and professional advice shall be based upon practices and procedures customary in the engineering profession.



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Section 11 - Ownership of Documents. Upon completion of the project or termination of this Agreement, pursuant to Section 10, the CONSULTANT shall deliver to the CITY copies of all back-up materials used in this project, which are not already in the CITY's possession.

Section 12 - Accounting Records. The CONSULTANT shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to the rendering of services by the CONSULTANT under this agreement in a manner consistent with generally accepted accounting procedures.

Section 13 - Access to Records. The CITY, or its designated representatives, shall have access to all records of the CONSULTANT, as specified in Section 11, for the purpose of inspection, audit, and copying. The CONSULTANT shall provide proper facilities for such access and inspection at any reasonable time.

Section 14 - Access to Work Product. The Director of Public Works, or his designated representatives, shall, at all times, have access to the work product of the CONSULTANT hereunder, whenever it is in preparation and progress.

Section 15 - Designated Representatives. The CONSULTANT shall designate two (2) registered California structural engineers who shall represent it and be its contacts and agents in all consultations with the City during fulfillment of the terms of this Agreement. Said engineers shall be Elwood A. Smetana, S.E., Senior Vice President, EQE International, Inc., and Martin W. Johnson, S.E., Associate & Project Manager, FJE International, Inc.

Section 16 - Termination. This Agreement may be terminated for the convenience of either party, and without cause by the terminating party, upon giving seven (7) days written notice to the other party. If this Agreement is so terminated, then the CONSULTANT shall be paid for the services satisfactorily performed to the date of termination, and upon delivery of work products, data, and other information compiled or developed to the date of termination.

Section 17 - Independent Capacity. In the performance of this Agreement, the CONSULTANT and its officers, agents, and employees shall act in an independent capacity, and shall not act as officers, agents, or employees of the CITY.

Section 18 - Notices. Notices to be given between the CITY and the CONSULTANT shall be in writing, and may be served by depositing such notices in the United States Mail, postage prepaid, registered, or certified mail, addressed as follows:

C. . . City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870, Attention:
Christopher Becker, Director of Public Works.



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CONSULTANT: EQE International, Inc. 4590 MacArthur Blvd., Suite 400, Newport Beach, CA, Attention: Elwood A. Smetana, S.E., Senior Vice President.

Each party shall have the right, from time to time, to designate a different address by notice given in conformity with this section.

Section 19: Waiver Any waiver or a breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition hereof.

Section 20: Time The project schedule is an important factor, and the CONSULTANT, in conjunction with the Contractor, agrees to make every reasonable effort to maintain the proposed schedule in proper balance with professional conduct and the reliability and accuracy of the technical engineering work.

Section 21: Amendment This Agreement shall not be modified, except by an agreement in writing signed by both parties.

Section 22: Assignment This Agreement shall not be assigned, either in whole or part, by the CONSULTANT without the written consent of the CITY.

Section 23: Succession This Agreement shall be binding upon and ensure to the benefit of the successor and assigns of the parties.

Section 24: Entire Agreement This Agreement represents the entire and integrated agreement between the parties, and supersedes all prior negotiations, representations, or agreements, either written or oral. Pursuant to this agreement, the CONSULTANT is responsible for determining the design of the project and the way in which it functions and responds upon completion of construction, in accordance with the construction documents prepared by the CONSULTANT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in the County of Orange, State of California, on the date and year first written above.

CITY OF PLACENTIA

EQE INTERNATIONAL, INC.

Norman Z. Eckenrode
Mayor

Elwood A. Smetana, S.E.
Senior Vice President

Martin W. Johnson, S.E.
Associate & Project Manager



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ATTEST:

Edmund M. Ponce
City Clerk

APPROVED AS TO CONTENT

Christopher Becker
Director of Public Works

APPROVED AS TO FORM

Carol B. Lanenbaum
City Attorney



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**EQE INTERNATIONAL, INC.
RATE SCHEDULE FOR PROFESSIONAL SERVICES**

This schedule of charges is for professional services provided on a time and material basis. If services are provided on a fixed fee basis, the Client agrees to pay the fixed fee as scheduled in the proposal.

Material and personnel charges are for work performed on the project only. These charges include all material and labor.

Classification	Hourly Rates
Principal	\$150 to 225
Senior Consultant	\$130 to 200
Consultant/Technical Manager	\$115 to 145
Principal Engineer/Project Manager	\$90 to 130
Project Engineer	\$70 to 105
Lead Engineer	\$55 to 90
Engineer	\$50 to 65
Drafting	\$30 to 40
Technical & Clerical Staff	\$15 to 20

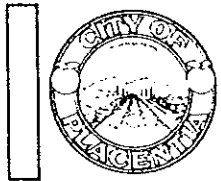
An overtime premium of 35% shall be applied to the applicable hourly rate in the field in excess of 40 hours per week.

The above rates shall be increased by 50% for hours spent by an expert witness or in preparation for or during legal depositions with a minimum charge of \$7,000 per day including travel at court or at a deposition, including travel time to and from the office.

Direct expenses that are directly attributable to the performance of the work, such as travel, subsistence, long distance communications, reproduction charges, and other out-of-pocket expenses, plus equipment rentals will be charged at full billed cost.

SOFTWARE AND EQUIPMENT RATES

Minicomputer	\$15/hour
Minicomputer CPU time	\$100/hour
Software (excluding computer)	
Image Processing	\$15/hour
ETABS	\$15/hour
STAAD	\$15/hour
SAP 90	\$15/hour
Presentation Graphics	\$15/hour
Autocad	\$15/hour
Presentation Master	\$20/slide
Accelerometer	\$40/month
Oscilloscope	\$225/month
Parametric Speed Control and Motor	\$50/month
Transport Box	\$25/month
Shaker-Test Machine	\$25/month
R-Meter	\$30/job
Thickness Gauge	\$200/job
Specialized software (if needed, will be defined in proposal)	



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City Contract
EQE International, Inc.
Seismic Analyses and
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Civic Center Corporation
Yard and City Library



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