AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

January 20, 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 — Administrative Assistant

2. Adoption of Agenda

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

   Presentation: Library Director
   Recommendation: Adopt by Motion

3. Minutes of the December 16, 1997 Regular Meeting.

   Presentation: Library Director
   Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report.

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

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: President, Friends of Placentia Library

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.

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

Nonstandard Claims in the amount of $0.00.

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

Claims forwarded by Library Director and Library Board in the amount of $5,823.91.

10. Current Claims and Payroll. (Approve)

Current Claims of $39,734.31; and Payrolls 3581 and 3582 for $39,852.00.
Combined total of Current Claims and Payroll of $79,586.31.

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

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.

12. Financial Reports for December 1997 (Receive & File)

13. Office General Ledger & Check Registers for December 1997 (Receive & File)

14. Acquisitions Report for December 1997 (Receive & File)

15. Overdue Collection Report for December 1997 (Receive & File)

16. Debit Card System Reimbursement Report for December 1997 (Receive & File)

17. Gifts Report for December 1997 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 29)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for December 1997 (Receive & File)

19. Personnel Report for December 1997 (Receive, File, and Ratify Appointments)

20. Volunteer Report for December 1997 (Receive & File)

21. Circulation Report for December 1997 (Receive & File)

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

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

24. Notification of change of date for Independent Special Districts of Orange County (ISDOC) Quarterly Luncheon Meeting from Thursday, January 29 to Thursday, February 26 at 11:30 A.M. at the offices of Municipal Water District of Orange County (MWDOC) at 10500 Ellis Avenue, Fountain Valley. (Receive & File)

25. Proposed by-laws revision for Special Districts Advisory Committee for the Local Agency Formation Commission of Orange County. (Receive & File)

26. Legislative update from the California Library Association. (Receive & File)

27. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 2, 1997. (Receive & File)

28. Orange County Investment Pool (OCIP) information from Patrick Shea, Pillsbury Madison & Sutro, LLP. (Receive & File)

29. Summary of California Assembly Committee on Local Government Interim Hearing on LAFCO held on November 17, 1997. (Receive & File)

CONTINUING BUSINESS

30. Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue, including consideration of the proposal by Pat Irot to establish a Study Committee to review the impact on the community of the library's service reductions.

    Presentation: Library Director
    Recommendation: Determine whether to renew contract with California Advocates; determine whether to establish a Study Committee; and give direction for future action.

31. Review Policy Handbook, Section I, Item C: Board of Trustees Handbook, Article IV: Board Organization and Procedures.

    Presentation: Library Director
    Recommendation: Review and Revise

NEW BUSINESS

32. Travel Authorizations

    Presentation: Library Director
    Recommendation: Determine who will attend the SRRMA Education Day in Ontario on February 19, 1998; and Ratify payment of $112 for Library Volunteer Pat Irot to attend the California Studies Conference X, February 5-7, 1998 in Los Angeles.

32a. Determine Reinvestment of Certificates of Deposit

    Presentation: Administrative Assistant
    Recommendation: Leave Certificates at California State Bank; and Purchase additional Certificate of Deposit in the amount of $2,500 from savings account.

STAFF REPORTS (Items 33 - 37)

Presentation: Library Director
Recommendation: Approve by Motion

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

33. Program Committee Report for December 1997. (Ammar)

34. Children's Services Report for December 1997. (Smith)

35. Publicity Materials produced for December 1997. (Willauer)

36. Placentia Library Literacy Services Report for December 1997. (Matas)

37. Safety Committee Minutes for December 1997. (Matas)

ADJOURNMENT

38. Agenda Preparation for the February Regular Meeting which will be held on February 17, 1998.

39. Review of Action Items.

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

40. Adjourn

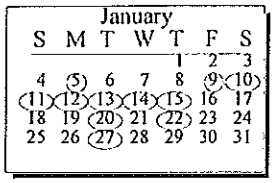
**********CERTIFICATION OF POSTING**********

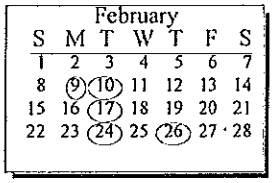
I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 20, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 15, 1998.

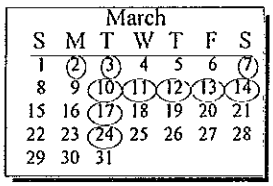
_____

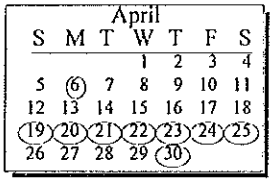
1998

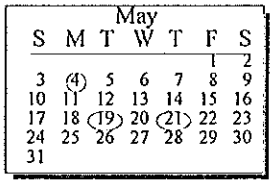
Yearly Planner

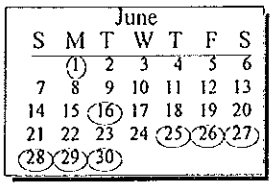












January

5 7:00 PM Friends Board Meeting, Dinsmore
7:00 PM Friends Board Meeting, Evans

9 ALA Midwinter, New Orleans

20 7:00 PM - 7:30 PM Library Board Worksession on Budget Process
7:30 PM Library Board Meeting

22 11:30 AM - 1:00 PM Foundation Board Meeting

27 7:00 PM - 9:00 PM Gold Rush Discussion Group

February

9 7:00 PM Friends Board Meeting, Masters

10 7:00 PM - 9:00 PM Gold Rush Discussion Group

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

24 7:00 PM - 9:00 PM Gold Rush Discussion Group

26 ISDOC Membership Luncheon Meeting

March

2 7:00 PM Friends Board Meeting, Pappas

3 7:00 PM - 9:00 PM Gold Rush Discussion Group

7 10:30 AM - 12:30 PM Friends Author's Brunch

10 PLA National Conference,- Kansas City

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

24 7:00 PM - 9:00 PM Gold Rush Discussion Group

April

6 7:00 PM Friends Board Meeting, Stark

19 National Library Week

21 **7:30 PM Library Board Meeting**

April

30 ISDOC Membership Luncheon Meeting

May

4 7:00 PM Friends Board Meeting, Dinsmore
7:00 PM Friends Board Meeting, Dinsmore

19 **7:30 PM Library Board Meeting**

21 11:30 AM - 1:00 PM Foundation Board Meeting

June

1 7:00 PM Friends Board Meeting, Evans

16 **7:30 PM Library Board Meeting**

25 ALA Conference, Washington D.C.

July

21 **7:30 PM Library Board Meeting**

30 ISDOC Membership Luncheon Meeting

August

18 **7:30 PM Library Board Meeting**

September

14 7:00 PM Friends Board Meeting, Masters

15 **7:30 PM Library Board Meeting**

17 11:30 AM - 1:00 PM Foundation Board Meeting

October

5 7:00 PM Friends Board Meeting, Pappas

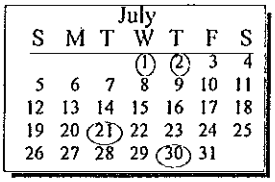
20 **7:30 PM Library Board Meeting**

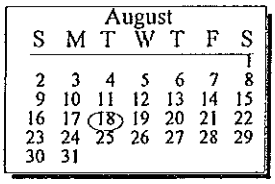
29 ISDOC Membership Luncheon Meeting

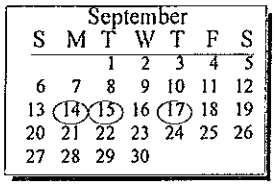
November

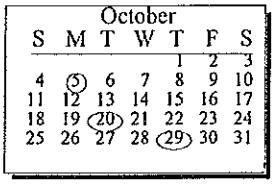
2 7:00 PM Friends Board Meeting, Stark

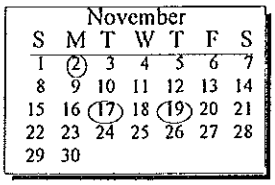
17 **7:30 PM Library Board Meeting**

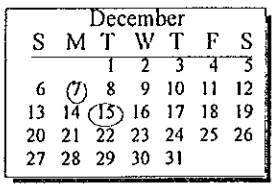












1/16/98

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

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 16, 1997 at 7:35 P. M. by Secretary Ray Evans.

ROLL CALL

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

Members Absent: President Margaret Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; League of Women Voters Representative Marion Harloe.

ADOPTION OF AGENDA

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

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

MINUTES

It was moved by Trustee Stark, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of November 18, 1997 as presented.

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

ORAL COMMUNICATIONS

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

TRUSTEE REPORTS

Trustee Stark reported that the Special District Workers Compensation Authority (SDWCA) has altered the initiation requirements and will no longer charge an initiation fee to join. This will go into effect in April of 1998; however Trustee Stark requested that the SDWC waive the fee for the Buena Park Library District as they joined the organization during the interim period.

FRIENDS OF THE LIBRARY

Library Director Minter reviewed the Friends budget issues as presented in the material in the board packets. She reported that the Friends are making preparations for the annual Author's Luncheon to be held on March 7, 1998.

Library Director Minter also called attention to the report from the Placentia History Room Committee in the board packets.

President Dinsmore arrived at 7:37 P. M.

PRESIDENT'S REPORT

President Dinsmore discussed a request she had received from Friends President Pat Irot regarding the budget cuts in staff and services enacted in January 1997 and the effect on the collection and patron satisfaction. President Dinsmore reported that President Irot suggested a study group be formed to advise on future allocation of funds. She stated that such a study group could be beneficial in planning future fund raising efforts toward a campaign for a tax initiative to benefit the Library District.

CLAIMS

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

Nonstandard Claims in the amount of $0.00
Claims forwarded by the Library Director in the amount of $4,706.73
Current Claims and Payroll in the amount of $69,884.07
FY1997-1998 Cash Flow Analysis with no recommendation for inter fund transfers.

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

FINANCIAL REPORTS

Regarding Agenda Item 18, the Board requested that a ticket to the Author's Luncheon be given to Volunteer Joan Fitzgerald in appreciation of her volunteer service.

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

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

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 19 through 35:

Building Maintenance Report for November, 1997
Personnel Report for November, 1997 (Receive, File and Ratify Appointments)

Volunteer Report for November, 1997 (Receive & File)
Circulation Report for November, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
Action taken at the California Library Services Board (CLSB) November 13-14, 1997 Meeting (Receive & File)
Status report on the preparation of a Strategic Plan for Placentia Library District (Receive & File)
California Library Literacy Services Plan of Service for Fiscal Year 1997-1998, as submitted to the State Library of California (Receive & File)
California Library Literacy Services 1st Quarter Report for Fiscal Year 1997-1998, as submitted to the State Library of California (Receive & File)
Building Community Support for CA Public Libraries Direct Mail Campaign Grant Final Report, as submitted to the California State Library (Receive & File)
Summary of Input Received from the Public Forums on the California State Library's Convocation of Providing Public Library Service to California's 21st Century Population, as distributed by the State Library of California (Receive & File)
Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 4, 1997 (Receive & File)

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

REVIEW OF LIBRARY REVENUE ISSUES

Discussion of the feasibility of a Library Parcel Tax ballot issue was continued to the January Regular Meeting.

POLICY HANDBOOK REVIEW

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 2 through 7 to read:

> The December regular meeting shall be designated as the Annual Meeting for the purpose of nominating and electing the officers of the Board: the President and the Secretary. The term of office shall be one year. The President and Secretary shall serve no more than two consecutive terms. In the event no other member of the Board of Trustees is able to accept nomination to office, the incumbent may continue in office until the next annual meeting when another member is available to serve in the office.

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

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 10 through 11 to read:

> At the December meeting the President will appoint two representatives from the Library Board of Trustees to the Placentia Library Foundation to serve for one year.

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

Discussion of Section I, Item C: Board of Trustees Handbook, Article IV: Board Organization and Procedures, will continue at the January Regular Meeting

BUDGET FISCAL YEAR 1997-1998 AMENDMENT OF FUND 703

It was moved by Trustee Masters, seconded by Trustee Stark to read Resolution 97-5, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Fiscal Year 1997-1998 Budget for Fund 703 for the Placentia Library District, by Title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to adopt Resolution 97-5. Motion was approved by roll call vote:

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

BOARD PROCEDURES

It was moved by Trustee Stark, seconded by Trustee Masters to schedule a Work Session to review Board Policies prior to each Regular Meeting of the Board of Trustees with a limit of ½ hour on each Work Session.

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

The Board determined that the Work Session for January will address the process by which the Board approves the Annual Budget.

ELECTION OF OFFICERS

President Dinsmore turned the meeting over to Library Director Minter for purposes of conducting the annual election of Board President.

Library Director Minter called for nominations for the office of President. Trustee Pappas nominated Trustee Stark. There was no second to the nomination. Trustee Stark declined the nomination.

Trustee Stark nominated Trustee Masters. The nomination was seconded by Trustee Pappas. Trustee Masters declined the nomination.

Trustee Stark nominated Trustee Pappas. There was no second to the nomination.

Trustee Masters nominated President Dinsmore. There was no second to the nomination.

Library Director Minter called for a Roll Call vote:

DINSMORE:	Dinsmore, Evans, Masters
PAPPAS:	Stark, Pappas
ABSTAIN:	None
ABSENT:	None

Library Director Minter declared that President Dinsmore will retain the office of President for the next year by a three to two majority vote.

Library Director Minter turned the Meeting back to President Dinsmore.

President Dinsmore called for nominations for Secretary.

Trustee Stark nominated Secretary Evans. Trustee Masters seconded the nomination.

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

President Dinsmore made the following appointments:

Representatives to the Placentia Library Foundation will be Trustees Stark and Pappas.

Representative to Independent Special Districts of Orange County (ISDOC) will be President Dinsmore.

Representative to the Selection Committee for Independent Special District Representatives to the Orange County Local Agencies Formation Commission (LAFCO) will be Trustee Masters.

Representatives to Placentia Civic Center Authority will be Secretary Evans and Trustee Stark

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Trustee Masters to approve Agenda Items 36-40:

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

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

AGENDA PREPARATION

1. Work Session on Board Procedures regarding approval of Fiscal Year Budget.

2. Proposal for Study Group on allocation of funds.

3. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article IV: Board Organization and Procedures

4. Feasibility of a Library Parcel Tax Measure

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:20 P.M.

_____

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Friends of Placentia Library Report**

DATE: January 20, 1998

The Board of Directors of the Friends of the Library met on Monday, January 5, 1998. Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of $5,836.92 as of December 1, 1997. Most of the balance is committed to projects previously approved by the Board.

The color printer for the Library's local area network reference system has been purchased and installed. The cost of color prints is $1 per page.

The Friends membership campaign is underway. An issue of *Notations* that highlights Friends activities and the Author's Brunch will be mailed in mid-January.

Kay Suiter and Virginia Walker are the chairs for the framing project for the new wall hanging in honor of Nita Godwin.

President Irot requested that Friends Board members assist her with attendance at community meetings. Camille Himes volunteered to attend the Foundation meeting with Pat on January 22.

The next Friends Board meeting is scheduled for Monday, February 2 at 7:00 P.M. Trustee Robin Masters is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 20, 1998

DATE	REPORT NO.	AMOUNT
		$0.00
	TOTAL	$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 20, 1998

DATE	REPORT NO.	AMOUNT
01/08/98	3574	3,818.97
01/08/98	3575	2,004.94
TOTAL		$5,823.91

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/98
REPORT NO 3574

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 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Dec. 22, 1997		2800	00		985.01		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	January 27, 1998		0300	00		87.80		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Avenue Woodland Hills, CA 91367-2555	January 1998		0300	00		2,254.68		
N03648A Cascade Drinking Water Co. P.O. Box 9179 Whittier,CA 90608-9179	Dec 30, 1997		1800	00		24.95		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	Dec 24, 1997		2800	00		87.76		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 17, 1997							
	528-1906		0700	00		37.67		
	528-8236		0700	00		19.29		
	Dec 19, 1997							
	996-2865		0700	01		19.13		
	996-4983		0700	01		91.65		
	Dec 4, 1997							
	524-9784		0700	01		17.54		
	Dec 7, 1997							
	253-0470		0700	01		145.43		
	Dec 17, 1997							
	528-6022		0700	07		17.86		
	Dec 4, 1997							
	524-8408		0700	08		30.20		
						378.77		

The claims listed above (totaling $ 3,818.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,818.97

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/98
REPORT NO 3575

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Dec 16, 1997		0700	00		120.24		
N06555A Principal Mutual Dept. 900 P.O. Box 7657 Philadelphia, PA 19101-7657	Dec 22, 1997		0300	00		381.89		
N06686E Dept. 56 - 6183976509 Office Depot Credit Plan P.O. Box 30292 Salt Lake City, UT 84130-0292	Dec 19, 1997		1800	00		346.36		
N06785 Hector Vargas 318 Capistrano Street Placentia,CA 92870	January 7, 1998		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Dec 26, 1997		1900	00		165.00		
N09141 Dick's Lock & Safe 602 W. Chapman #F Placentia, CA 92870	Dec 23, 1997		1400	00		41.45		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling $ 2,004.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,004.94

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 20, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3576	2,954.29
Subtotal for Immediately		2,954.29
Regular	3577	1,730.83
	3578	32,298.27
	3579	2,232.75
	3580	518.17
Subtotal for Regular		36,780.02
TOTAL CURRENT CLAIMS		39,734.31
Payroll	3581	19,926.00
	3582	19,926.00
Subtotal for Payroll		39,852.00
	TOTAL	79,586.31

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3576

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
N03645 CareAmerica Accounts Receivable 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	February 1998		0300	00		2,254.68		
Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 28, 1997 ISDN 572-1609		0700	02		78.68		
Kinkos Administratives Services P.O. Box 672085 Dallas, TX 75267-2085	Dec 18, 1997 030200083223		1800	00		3.23		
N06556 Continental Casualty Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	January, 1998		0300	00		171.25		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	January, 1998		1900	00		35.00		
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	Dec. 22, 1997		1400	00		411.41		

The claims listed above (totaling $ 2,954.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,954.25

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3577

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
N01833-A Christenson Electric 111 S.W. Co.umbia, STE 480 Portland, ORE 97201-5886	Dec 19, 1997 61552		1400	00		285.00		
N01856 Munson, Cronick & Assoc. 2501 E. Chapman, STE 220 Fullerton, CA 92831	Dec 31, 1997 6719		1900	00		550.00		
N03653 Bear State Air Conditioning Services 3548 Enterprise Drive Anaheim, CA 92807-1640	Jan 7, 1998 98-01-73		1400	00		117.42		
N03656 Pacific Clippings P. O. Box 11789 Santa Ana, CA 92711	Dec 31, 1997		1900	00		34.71		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	January 15, 1998		1800 2700 2700	00 01 07		75.52 151.00 6.00 232.52		
N03660A Elizabeth Minter 539 Gardenia Placentia, CA 92870	Dec, 1997-Jan, 1998		2700	01		86.00		
N03742 MobileComm P.O. Box 4308 Carol Stream, IL 60197-4308	Dec 25, 1997 g9121561L		0700	01		1.36		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Dec 31, 1997		0700	05		423.82		

The claims listed above (totaling $ 1,730.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,730.83

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3578

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
N06697 Blanning & Baker Associates 505 N. Brand Blvd, STE 780 Glendale, CA 91203-1925	November 10, 1997		1800	00		180.00		
N06573C First American Trust Co. Attn: Joann Jordon 421 Main Street Santa Ana, CA 92702	January 7, 1998		1900	00		1074.22		
N06573C First American Trust Co. Attn: Joann Jordon 421 Main Street Santa Ana, CA 92702	August 20, 1997 Pension Contribution		0200	00		29,994.34		
N06819A American Library Assoc. 50 East Huron St. Chicago, IL 60611	Dinsmore Minter Ammar		1600 1600 1600	00 00 00		145.00 245.00 235.00 **625.00**		
N06820 California Library Assoc 717 "K" St, STE 300 Sacramento, CA 95814-3477	Dinsmore		1600	00		35.00		
N06896 Accounts Receivable Dept. Aspen Publishers P.O. Box 911 Frederick, MD 21705-0911	Dec 13, 1997 12179906		1800	00		68.29		
N06898 NSFRE 1101 King Street, STE 700 Alexandria, VA 22314-2967	143700 Minter		1600	00		245.00		
N06901A Margaret Dinsmore 2108 N. Rosemont Placentia, CA 92870	November, 1997		2700	02		76.42		

The claims listed above (totaling $ 32,298.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 32,298.27

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3579

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
N06931 D & S Systems 611-H South Palm Street La Habra, CA 90631	Dec 29, 1997 11876		1400	00		678.00		
N09109 Library Hotline Subscription Department P.O. Box 6457 Torrance, CA 90502			1800	00		87.00		
N09213 VSE Electrical Contractors 440 W. Crowther Ave. Placentia, CA 92870	Dec 15, 1997 - 686 Dec 22, 1997 - 693 Dec 24, 1997 - 694		1400 1400 1400	00 00 00		104.00 52.00 52.00 **208.00**		
N014905 Lucy Johnson-Sims/SCLLN Membership Beaumont District Library 125 E. Eighth Street Beaumont, CA 92223	November 18, 1997		2700	07		50.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., STE 204 Brea, CA 92821	January 3, 1998 9801-48 January 6, 1998 9801-58		0700 0700	02 07		14.95 14.95 **29.90**		
N016840 Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	January 1, 1998 140225		0700	02		250.00		
AsianPacific American Legal Center 1010 South Flower, STE 302 Los Angeles, CA 90015-1428	Dec 22, 1997		1800	08		59.85		
University College & Extension Svc 6300 State University Dr., STE 104 Long Beach, CA 90815	Dec 9, 1997 1243		2700	01		795.00		
California Literacy, Inc. 339 S. Mission Dr. San Gabriel, CA 91776	Jan 10, 1998		1600	07		75.00		

The claims listed above (totaling $ 2,232.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,232.75

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3580

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
N03833C	Dec 15, 1997							
Brodart Co.	U651655		2400	01		18.67		
500 Arch Street	Nov 21, 1997							
Williamsport, PA 17705	U616227		2400	01		22.64		
						41.31		
Jeffrey Norton Publishers, Inc.	Dec 2, 1997		2400	01		466.50		
96 Broad St.	396038							
Guilford, CT 06437								
Yerba Seca Publiscation	Dec 17, 1997		2400	01		10.36		
P.O. Box 975								
Agoura, CA 91376								

The claims listed above (totaling $ 518.17) 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 518.17

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3581

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 20, 1998 Pay period #03 Jan 16, 1998 Jan 29, 1998 FICA		0100 0200	00 00		18,510.00 1,416.00		
PLEASE WIRE ON THURSDAY, JAN 29, 1998								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 19,926.00

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/20/98
REPORT NO 3582

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 20, 1998 Pay period #04 Jan 30, 1998 Feb 12, 1998 FICA		0100 0200	00 00		18,510.00 1,416.00		
PLEASE WIRE ON THURSDAY, FEB 12, 1998								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 19,926.00

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director edm

SUBJECT: **Cash Flow Analysis**

DATE: January 20, 1998

While the cash flow and budget expenditures from Fund 707 are on target it is my recommendation that the transfer of $30,000 to Fund 702 and $101,000 be deferred until the April property tax revenues have been received.

The reasons for this recommendation are a desire to increase the amount of interest generated to Fund 707, and to eliminate the need to transfer any funds in March.

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

RECOMMENDATION:

Receive & File cash flow analysis of January 20, 1998.

Placentia Library District
FY1997-1998 General Fund Cash Flow

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

Placentia Library District
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)
11/21/97		State TBR	2,104.18		(52,070.18)
11/21/97		321 Grant - Dept. of Educ.	3,426.00		(48,644.18)
11/21/97		Local Revenue, September & October	3,979.21		(44,664.97)
11/24/97		Commingled Interest Allocation	437.94	11.49	(44,238.52)
11/25/97		Current Secured 1st	67,903.18	169.76	23,494.90
12/05/97	3566	General by Library Director		3,125.17	20,369.73
12/05/97	3567	PPI by Library Director		1,581.56	18,788.17
12/09/97		Homeowners Property Tax Relief	2,277.07		21,065.24
12/11/97		Current Secured 2nd	113,707.74	284.27	134,488.71
12/15/97		Current Supplemental 1st	5,339.85		139,828.56
12/16/97	3568	General - PPI		7,736.78	132,091.78
12/16/97	3569	General		15,230.98	116,860.80
12/16/97	3570	General		4,284.83	112,575.97
12/16/97	3571	General		2,779.48	109,796.49
12/16/97	3572	Payroll to wire 1/5/98		19,926.00	89,870.49
12/16/97	3573	Payroll to wire 1/15/98		19,926.00	69,944.49
12/17/97		Current Secured 3rd	175,507.48	438.77	245,013.20
12/22/97		Commingled Interest Allocation	316.48	8.21	245,321.47
12/22/97		State TBR	2,026.63		247,348.10
12/22/97		State Humanities Grant	500.00		247,848.10
12/22/97		Local Revenue, November	1,458.13		249,306.23
12/18/98		Interest on Impounds	176.98		249,483.21
12/22/98		State Dept. Educ 321 Grant	1,522.00		251,005.21
01/08/98	3574	PPI by Library Director		3,818.97	247,186.24
01/08/97	3575	PPI by Library Director		2,004.94	245,181.30
01/20/98	3576	General - PPI		2,954.29	242,227.01
01/20/98	3577	General		1,730.83	240,496.18
01/20/98	3578	General		32,298.27	208,197.91
01/20/98	3579	General		2,232.75	205,965.16
01/20/98	3480	General		518.17	205,446.99
01/20/98	3581	Payroll to wire 1/29/98		19,926.00	185,520.99
01/20/98	3582	Payroll to wire 2/12/98		19,926.00	165,594.99

Fund Balance Report

Post-Petition Balances (B/S Account 8010 - Cash)

January 20, 1998

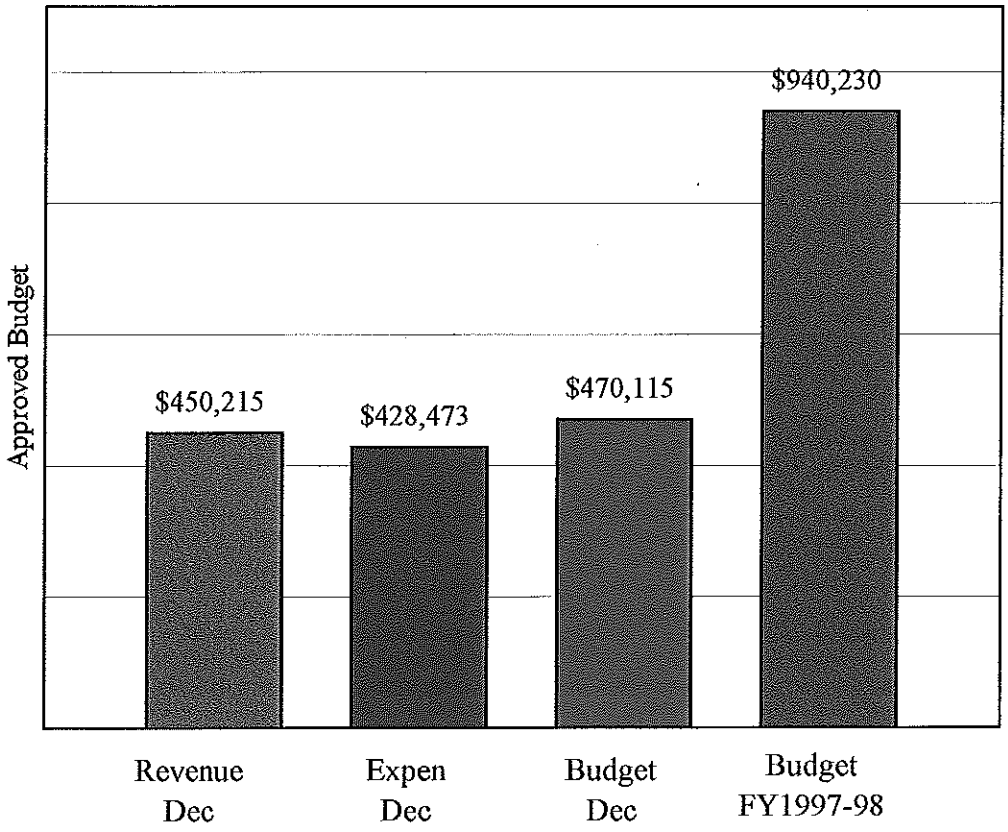
Fiscal Year 1997-1998

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL 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						0.00	0.00
28-Feb-98						0.00	0.00
31-Mar-98						0.00	0.00
30-Apr-98						0.00	0.00
31-May-98						0.00	0.00
30-Jun-98						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 1996-1997

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

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



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 20, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
6210-00	Prop. Taxes - current secured	705,381	357,118.40	346,081.84	289,215.22	268,666.83	50.63%
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	357,118.40	346,081.84	289,215.22	268,666.83	48.99%
6220	PROP. TAXES - CURRENT UNSECURED	47,500	34,899.83	25,067.82	0.00	0.00	73.47%
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	4.54	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	10,291.73	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	28,818.43	0.00	0.00	60.63%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	11,500	5,341.47	3,667.37	5,339.85	1,130.96	46.45%
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	5,712.07	4,150.82	5,339.85	1,130.96	49.67%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00	89.37%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00	
	TOTAL TAXES	821,137	417,281.70	405,633.17	294,555.07	269,797.79	50.82%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

January 20, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
6610-00	Interest	11,000	2,279.03	5,956.90	316.48	556.11	20.72%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	176.98	3,649.59	176.98	0.00	
	TOTAL INTEREST	11,000	2,456.01	9,606.49	493.46	556.11	22.33%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	2,277.07	2,250.93	2,277.07	2,231.54	14.60%
6970-00	State - ILL & Direct Loan Reimbursement	12,500	4,130.81	5,738.36	2,026.63	0.00	33.05%
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Eductaion 321 Grant	3,500	4,948.00	3,511.00	1,522.00	0.00	141.37%
6970-05	State - Project Grants	9,000	9,361.00	0.00	500.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	18,439.81	9,249.36	4,048.63	0.00	28.37%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	27,500	9,754.00	10,120.42	1,458.13	0.00	35.47%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	90,000.00	0.00	0.00	
	FUND 707 TOTAL	940,230	450,214.79	526,867.33	302,832.36	272,585.44	47.88%
	FUND 707 TOTAL LESS INTERFUND TRANSFER	940,230	450,214.79	436,867.33	302,832.36	272,585.44	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	240,630.00	296,027.00	37,020.00	65,414.00	50.00%
0200	Retirement	70,591	18,408.00	22,613.00	2,832.00	4,986.00	26.08%
	Health Insurance/Care America	21,324	8,207.08	10,405.92	1,435.12	(532.64)	38.49%
	Long Term Disability	2,072	856.25	929.77	171.25	353.48	41.32%
	Vision Service Plan	937	444.00	497.50	175.60	99.50	47.37%
	Dental	3,715	2,185.95	2,142.88	381.89	353.90	58.84%
0300	Total Employee Insurance	28,049	11,693.28	13,976.07	2,163.86	274.24	41.69%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	1,962.00	4,079.00	0.00	1,523.00	32.70%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	272,693.28	336,695.07	42,015.86	72,197.24	46.54%
0700-00	Communications - Telephone	2,000	1,170.08	856.40	250.71	145.50	58.50%
0700-01	Communications - Modem/Fax	900	1,117.17	2,046.38	292.05	327.25	124.13%
0700-02	Communications - Internet/Database	3,500	1,866.97	0.00	474.23	0.00	53.34%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	2,119.10	2,119.10	847.64	423.82	41.07%
0700-07	Communications - 321 Grant	150	364.56	187.86	19.27	100.79	243.04%
0700-08	Communications - Adult Literacy	250	38.97	149.43	38.97	0.00	15.59%
	Total Communications	11,960	6,676.85	5,359.17	1,922.87	997.36	55.83%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,743.57	1,274.16	0.00	541.03	49.82%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	0.00	47.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	8,700.26	9,221.88	5,231.36	5,743.88	43.50%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	21,000	8,700.26	9,221.88	5,231.36	5,743.88	41.43%
	HVAC	6,000	2,812.48	4,757.07	986.82	1,414.58	46.87%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	10,417.12	8,395.61	3,046.27	1,704.68	55.56%
	Plumbing	1,200	531.14	821.20	0.00	0.00	44.26%
	Electrical	3,000	1,511.96	1,277.44	615.96	0.00	50.40%
	Cleaning Service	11,700	4,750.00	4,750.00	950.00	0.00	40.60%
	Locksmith	200	52.50	0.00	0.00	0.00	26.25%
	Other	1,500	417.19	819.00	(662.00)	0.00	27.81%
1400-00	Total Maintenance of Building & Grounds	42,850	20,492.39	21,370.32	4,937.05	3,119.26	47.82%
1600-00	Memberships - General Fund	2,400	1,444.00	980.00	986.00	930.00	60.17%
1600-07	Memberships - 321 Grant	200	0.00	170.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	2,750	1,539.00	1,245.00	986.00	930.00	55.96%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	20.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
	Library Supplies	4,500	2,083.72	470.38	727.03	247.02	46.30%
	Printing	7,000	3,245.79	4,552.31	(1,249.02)	122.37	46.37%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,151.55	180.00	0.00	180.00	115.16%
	Paper	600	1,025.59	294.39	21.75	0.00	170.93%
	Drinking Water Service	300	124.75	149.70	24.95	24.95	41.58%
	Other Office Supplies	3,500	1,039.97	1,632.11	(471.27)	49.51	29.71%
1800-00	Total Office Supply Expense - General Fund	16,900	8,671.37	7,278.89	(946.56)	623.85	51.31%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	571.00	20.00	0.00	0.00	
	Printing	3,000	333.04	1,225.25	251.63	0.00	11.10%
	Publications	2,750	1,026.56	0.00	929.36	0.00	37.33%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
1800-08	Total Adult Literacy Office Supply Expense	7,300	1,560.87	1,225.25	1,180.99	0.00	21.38%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	0.00	0.00	
	Total Office Expense	24,200	15,984.44	8,524.14	234.43	623.85	66.05%
1803-00	Postage Expense - General Fund	750	117.00	121.61	0.00	0.00	15.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	32.00	96.00	0.00	0.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	0.00	0.00	
	Total Postage Expense	1,150	1,212.44	217.61	0.00	0.00	105.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	140.00	175.00	0.00	70.00	33.33%
	Pension Contribution & Operating Expenses	5,000	3,519.63	1,693.55	1,073.27	857.75	70.39%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	171.55	196.26	34.71	65.42	40.85%
	Tax Collection Services & Fees by Orange County	450	107.22	292.44	8.21	17.59	23.83%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	367.50	314.50	157.50	52.00	73.50%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	2,810.00	3,050.00	0.00	0.00	74.93%
	Payroll Preparation	2,300	1,141.99	1,033.67	169.10	0.00	49.65%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	3,700.03	589.98	1,863.08	298.51	
1900-00	Total Specialized Services - General Fund	55,540	12,927.92	7,345.40	3,305.87	1,361.27	23.28%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	980.05	953.60	723.04	671.66	51.58%
	Total Specialized Services	60,565	18,082.96	8,299.00	4,028.91	2,032.93	29.86%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,015.00	0.00	0.00	0.00	49.95%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	1,110.23	5,131.38	147.08	3,380.54	11.10%
2400-02	Special Department Expense - Video	500	569.85	0.00	0.00	0.00	113.97%
2400-03	Special Department Expense - Electronic	10,000	12,226.50	6,911.32	0.00	4,072.00	122.27%
2400-04	Special Department Expense - Periodicals	26,000	3,965.03	4,842.01	3,835.87	0.00	15.25%
2400-05	Special Department Expense - Audio	1,000	158.46	0.00	40.41	0.00	15.85%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	13.80	0.00	13.80	0.00	2.76%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	18,043.87	16,884.71	4,037.16	7,452.54	37.59%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	367.88	687.60	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	682.00	341.38	413.14	65.41	34.10%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	275.00	250.00	275.00	0.00	27.50%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	239.38	148.00	0.00	0.00	15.96%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	9.67	0.00	9.67	
	Total Transportation/Travel - Meetings	6,750	1,564.26	1,436.65	688.14	75.08	23.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
	Electricity	43,500	22,060.78	19,426.50	8,736.22	4,534.17	50.71%
	Gas	3,500	125.23	580.76	24.32	463.65	3.58%
	Water	3,000	1,739.10	2,054.34	237.90	426.65	57.97%
2800-00	Total Utilities	50,000	23,925.11	22,061.60	8,998.44	5,424.47	47.85%
	TOTAL SUPPLIES & SERVICES	349,967	156,004.89	102,340.02	31,064.36	26,940.40	44.58%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	0.00	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRIC	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	940,230	428,698.17	439,249.51	73,080.22	99,137.64	45.60%

Placentia Library District
Balance Sheet

December 31, 1997

Assets		
General Fund - Checking	6,571.48	
Literacy Fund-Checking	0.00	
County Exempt-Checking	5,570.26	
Payroll Account	16,483.87	
Savings (P/R Support)	4,877.86	
Savings (P/R Fees)	2,274.87	
Certificates of Deposit	27,500.00	
General Fund - Savings	2,979.49	
Literacy Fund - Savings	5,010.75	
County Exempt - Savings	3,876.64	
Total Assets		75,145.22
Liabilities		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	(411.74)	
Deferred Comp Payable	892.45	
Insurance Payable	(846.65)	
Credit Union Payable	146.78	
Union Dues Payable	119.90	
Other Employee Deductions	656.41	
Total Liabilities		557.15
Capital		
Fund Balance	74,588.07	
Total Capital		74,588.07
Total Liabilities and Capital		75,145.22

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

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,979.49
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,979.49

1/12/98

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

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,666.31
Checks Out	4413	19.31		
	4415	75.52		
TOTALS		94.83	0.00	
CHECKBOOK BAL				6,571.48

ESmith 1/12/98

12/31/97

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

	Total	12/31/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	1.00	1.00
Cash Register-Fines	1,403.24	1,403.24
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	58.90	58.90
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	81.50	81.50
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	42.71	42.71
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,026.63	2,026.63
State Library Grants	1,522.00	1,522.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	9.50	9.50
Miscellaneous Income	0.00	0.00
Total Income	5,145.48	5,145.48
Cost of Sales		
Gross Profit (Loss)	5,145.48	5,145.48
Expenses		
Transfers to County	5,506.76	5,506.76
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)	94.83	94.83
Postage (183)	129.00	129.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	167.00	167.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

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

	Total	12/31/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
Total Expenses	5,897.59	5,897.59
Operating Income (Loss)	(752.11)	(752.11)
Other Income		
Other Expenses		
Net Income (Loss)	(752.11)	(752.11)

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

	12/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	44.32
Cash Register-Fines	8,903.48
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	668.13
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	198.00
Cash Register-Publications	0.00
Cash Register-Reserves	561.60
Cash Register-Computer Rental	0.90
Typewriter Income	24.05
Telephone Income	71.48
Copy Machine Income	0.00
State Library Reimbursements	4,130.81
State Library Grants	14,309.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,879.64
Interest Income - checking	0.00
Interest Income - savings	43.58
Miscellaneous Income	0.00
Total Income	30,834.99
Cost of Sales	
Gross Profit (Loss)	30,834.99
Expenses	
Transfers to County	28,193.81
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	529.01
Postage (183)	464.90
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,463.58
Utilities (280)	0.00
Equipment (400)	0.00

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

	12/31/97
Taxes and Fees (370)	8.50
Funds in Transit	0.00
Total Expenses	30,688.41
Operating Income (Loss)	146.58
Other Income	
Other Expenses	
Net Income (Loss)	146.58

12/31/97 Placentia Library District Page 1

Cash Disbursements

Checkbook 5 Fiscal Year 98 Period 6

General Fund - Savings

Check	Date	Payee		Amount
1038	12/16/97	O.C. Auditor		5,506.76
	0-5102-01	Transfers to County	5,506.76	
		Checkbook 5 Total		5,506.76

12/31/97 Placentia Library District Page 1

Cash Disbursements

Checkbook 1 Fiscal Year 98 Period 6

General Account

Check	Date	Payee		Amount
4410	12/05/97	Placentia Chamber		36.00
	0-5122-01	Transportation & Travel (270)	36.00	
4411	12/10/97	U.S. Postmaster		149.00
	0-5116-01	Postage (183)	149.00	
4412	12/10/97	Placentia Chamber		6.00
	0-5122-01	Transportation & Travel (270)	6.00	
4413	12/11/97	Calif Voter Foundati		19.31
	0-5114-01	Office Expense (180)	19.31	
4414	12/11/97	Burea of Education		125.00
	0-5122-01	Transportation & Travel (270)	125.00	
4415	12/30/97	Target		75.52
	0-5114-01	Office Expense (180)	75.52	
		Checkbook 1 Total		410.83

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

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,010.75
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,010.75

1/12/98

12/31/97

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

	Total	12/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	5.09	5.09
Interest Income - savings	10.89	10.89
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	105.00	105.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	60.00	60.00
Loan Repayment from C.E.	0.00	0.00
Total Income	180.98	180.98
Cost of Sales		
Gross Profit (Loss)	180.98	180.98
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)	180.98	180.98
Other Income		
Other Expenses		
Net Income (Loss)	180.98	180.98

12/31/97

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

	12/31/97
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	5.09
Interest Income - savings	79.07
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	560.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	80.00
Loan Repayment from C.E.	0.00
Total Income	844.16
Cost of Sales	
Gross Profit (Loss)	844.16
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00
Total Expenses	6,200.00
Operating Income (Loss)	(5,355.84)
Other Income	
Other Expenses	
Net Income (Loss)	(5,355.84)

12/31/97 Placentia Library District Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name	Total

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

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

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,876.64
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,876.64

Esmeralda 1/12/98

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

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,285.26
Checks Out	1122	215.00		
	1124	500.00		
TOTALS		715.00	0.00	
CHECKBOOK BAL				5,570.26

EDmunds
1/12/98

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

	Total	12/31/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	1.25	1.25
Meeting Room Income	230.00	230.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	0.00	0.00
Debit Card Income	349.20	349.20
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	1,000.00	1,000.00
Lobbyist Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.02	8.02
Miscellanous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
Total Income	1,648.47	1,648.47
Cost of Sales		
Gross Profit (Loss)	1,648.47	1,648.47
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	450.00	450.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	98.00	98.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	215.00	215.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	500.00	500.00

12/31/97

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

	Total	12/31/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	0.00	0.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
Total Expenses	1,263.00	1,263.00
Operating Income (Loss)	385.47	385.47
Other Income		
Other Expenses		
Net Income (Loss)	385.47	385.47

12/31/97

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

	12/31/97
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	1.25
Meeting Room Income	1,760.00
Test Proctoring Income	140.00
Vending Machine Income	0.00
Debit Card Income	2,715.00
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	1,000.00
Lobbyist Income	0.00
Interest Income - checking	22.51
Interest Income - savings	62.24
Miscellanous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	1,100.00
Loan from Literacy	6,200.00
Total Income	13,276.45
Cost of Sales	
Gross Profit (Loss)	13,276.45
Expenses	
Copy Cards Purchase	491.11
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	284.23
Children's Storytime (Friends)	1,740.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	317.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	652.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	500.00

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

	12/31/97
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,871.34
Copier Lease Payments	8,480.66
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
Total Expenses	16,253.59
Operating Income (Loss)	(2,977.14)
Other Income	
Other Expenses	
Net Income (Loss)	(2,977.14)

12/31/97 Placentia Library District Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name	Total

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

12/31/97 Placentia Library District Page 1

Cash Disbursements

Checkbook 3 Fiscal Year 98 Period 6

County Exempt

Check	Date	Payee		Amount
1121	12/10/97	Siana		98.00
	0-5314-03	Friend's-Director's Fund	98.00	
1122	12/09/97	Emil's Cleaning		215.00
	0-5319-03	Meeting Room Upkeep Expenses	215.00	
1123	12/09/97	Donna Bass		450.00
	0-5311-03	Children's Storytime (Friends)	450.00	
1124	12/28/97	Marsally Spicer		500.00
	0-5322-03	Miscellaneous	500.00	
1125	12/28/97	VOID void		0.00
		Checkbook 3 Total		1,263.00

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

Prepared January 07, 1998

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				16,851.00
	3408	281.52		
	3521	85.61		
TOTALS		367.13	0.00	
Checkbook balance				16,483.87

Calumitra
1-9-98

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

	Total	12/31/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	368.94	368.94
Interest-Savings-Landmark	7.85	7.85
Interest-Savings-B of A	11.57	11.57
Miscellaneous Income	0.00	0.00
Total Income	40,240.36	40,240.36
Cost of Sales		
Gross Profit (Loss)	40,240.36	40,240.36
Expenses		
Salaries	39,172.39	39,172.39
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,588.62	2,588.62
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
Total Expenses	41,761.01	41,761.01
Operating Income (Loss)	(1,520.65)	(1,520.65)
Other Income		
Other Expenses		
Net Income (Loss)	(1,520.65)	(1,520.65)

12/31/97

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

	12/31/97
Income	
Transfers from County	259,038.00
Interest Income-CD's	733.88
Interest-Savings-Landmark	30.05
Interest-Savings-B of A	23.08
Miscellaneous Income	0.00
Total Income	259,825.01
Cost of Sales	
Gross Profit (Loss)	259,825.01
Expenses	
Salaries	236,222.82
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	17,135.15
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
Total Expenses	253,357.97
Operating Income (Loss)	6,467.04
Other Income	
Other Expenses	
Net Income (Loss)	6,467.04

Cash Disbursements

S U M M A R Y

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name	Total

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

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	0.00	0	0	0.00	0	0	486.75	27	27	486.75	27	27
Adult Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	1,178.50	62	62	1,178.50	62	62
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	63.00	3	3	63.00	3	3
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	1,241.50	65	65	1,241.50	65	65
TOTAL ADULT PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	1,728.25	92	92	1,728.25	92	92
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	18.00	1	1	18.00	1	1
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	18.00	1	1	18.00	1	1
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	18.00	1	1	18.00	1	1
TOTAL ADULT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	1,746.25	93	93	1,746.25	93	93
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	186.65	0	0	186.65	0	0
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	9	7	0.00	9	7
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	186.65	9	7	186.65	9	7
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	186.65	9	7	186.65	9	7
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	0.00	0	0	0.00	0	0	186.65	9	7	186.65	9	7
Total Fiction	0.00	0	0	0.00	0	0	0.00	0	0	486.75	27	27	486.75	27	27
Total Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	1,428.15	74	72	1,428.15	74	72
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	18.00	1	1	18.00	1	1
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	1,932.90	102	100	1,932.90	102	100

OUTSTANDING ORDERS AS OF DECEMBER 31, 1997

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
$1,025.99	$670.46	$1,696.45

Agenda Item 14

ACQUISITIONS REPORT FOR FISCALYEAR 1997-1998 THROUGH THE MONTH OF DECEMBER
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	12.48	1	1	2,267.24	128	125	2,279.72	129	126	4,752.80	222	222	7,032.52	351	348
Adult Circulating Non-Fiction	20.05	1	1	2,708.73	134	133	2,728.78	135	134	9,119.54	535	519	11,848.32	670	653
Adult Reference	1,882.81	35	2	0.00	0	0	1,882.81	35	2	63.00	3	3	1,945.81	38	5
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	1,133.69	1	1	0.00	0	0	1,133.69	1	1	0.00	0	0	1,133.69	1	1
Total Adult Non-Fiction	3,036.55	37	4	2,708.73	134	133	5,745.28	171	137	9,182.54	538	522	14,927.82	709	659
TOTAL ADULT PRINT MATERIALS	3,049.03	38	38	4,975.97	262	258	8,025.00	300	263	13,935.34	760	744	21,960.34	1,060	1,007
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	1,577.00	95	91	1,577.00	95	91
Adult Audio Books	450.00	28	28	214.45	5	5	664.45	33	33	18.00	1	1	682.45	34	34
Total Adult Audio	450.00	28	28	214.45	5	5	664.45	33	33	1,595.00	96	92	2,259.45	129	125
Adult Video Educational	119.85	3	3	0.00	0	0	119.85	3	3	370.00	19	19	489.85	22	22
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	1,085.00	55	52	1,085.00	55	52
Total Adult Video	119.85	3	3	0.00	0	0	119.85	3	3	1,455.00	74	71	1,574.85	77	74
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	569.85	31	31	214.45	5	5	784.30	36	36	3,050.00	170	163	3,834.30	206	199
TOTAL ADULT MATERIALS	3,618.88	69	69	5,190.42	267	263	8,809.30	336	299	16,985.34	930	907	25,794.64	1,266	1,206
Juvenile Fiction	0.00	0	0	1,404.12	93	60	1,404.12	93	60	487.00	66	64	1,891.12	159	124
Juvenile Circulating Non-Fiction	0.00	0	0	1,737.86	77	73	1,737.86	77	73	536.50	43	42	2,274.36	120	115
Juvenile Reference	52.09	1	1	172.81	4	4	224.90	5	5	0.00	9	7	224.90	14	12
Juvenile Print Continuations	0.00	0	0	0.00	35	34	0.00	35	34	0.00	0	0	0.00	35	34
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	52.09	1	1	1,910.67	116	111	1,962.76	117	112	536.50	52	49	2,499.26	169	161
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1	3,314.79	209	171	3,366.88	210	172	1,023.50	118	113	4,390.38	328	285
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	135.00	9	9	135.00	9	9
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
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	135.00	9	9	135.00	9	9
TOTAL JUVENILE MATERIALS	52.09	1	1	3,314.79	209	171	3,366.88	210	172	1,158.50	127	122	4,525.38	337	294
Total Fiction	12.48	1	1	3,671.36	221	185	3,683.84	222	186	5,239.80	288	286	8,923.64	510	472
Total Non-Fiction	3,088.64	38	5	4,619.40	250	244	7,708.04	288	249	9,719.04	590	571	17,427.08	878	820
Total Audio	450.00	28	28	214.45	5	5	664.45	33	33	1,595.00	96	92	2,259.45	129	125
Total Video	119.85	3	3	0.00	0	0	119.85	3	3	1,590.00	83	80	1,709.85	86	83
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	3,670.97	70	37	8,505.21	476	434	12,176.18	546	471	18,143.84	1,057	1,029	30,320.02	1,603	1,500

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor

DATE: January 20, 1997

SUBJECT: ACS: Overdue Collection Report for Month of November

The report received from ACS Collection Agency on January 15, 1997 is Attachment A

A summary of the current status is as follows:

FY 1997-98	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October	8	33	1	31.00	8
November	8	8	1	12.70	0
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	76	136	14	2,243.28	78

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
DECEMBER 1997

PLA400
PLACENTIA PUBLIC LIBRARY
ATTN: PEGGY BURKICH
411 E CHAPMAN
PLACENTIA, CA 92670

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

	MONTH TO DATE #	MONTH TO DATE $	YEAR TO DATE #	YEAR TO DATE $	INCEPTION TO DATE #	INCEPTION TO DATE $
GROSS ASSIGNMENTS	8	742.97	121	12,109.89	1579	114,865.48
LESS: Mail Returns*, Dispute, Bankrpt	3	265.10	32	40,917.65	318	62,543.95
NET ASSIGNMENTS	5	477.87	89	-28,807.76	1261	52,321.53
COLLECTED						
Paid In Full	0	0.00	17	1,526.91	358	19,609.43
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	1	12.70	31	1,209.14	311	12,824.39
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	1	12.70	48	2,736.05	797	38,461.20

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	369	273	622
$ ASSIGNED	$16,614	$4,033	$27,317	$20,998	$45,904

* Percentage of Mail Returns - 54.4 %
* Age of accounts when started

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	14279	09/30/97	12/21/97 AMT: 62.35	62.35	ACT	1
	14282	09/23/97	12/21/97 AMT: 97.95	97.95	ACT	1
	14278	08/27/97	12/21/97 AMT: 70.45	70.45	ACT	1
	14281	09/30/97	12/21/97 AMT: 113.11	113.11	ACT	1
	14277	10/09/97	12/21/97 AMT: 84.95	84.95	ACT	1
	14280	09/30/97	12/21/97 AMT: 87.89	87.89	ACT	1
	14276	10/06/97	12/21/97 AMT: 151.32	151.32	ACT	1
	14283	08/18/97	12/21/97 AMT: 74.95	74.95	ACT	1

TOTAL STILL ON SYSTEM : 742.97

TO: Elizabeth Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor PB

DATE: January 20, 1998

SUBJECT: Collection Agency Update

Placentia Library District is in the process of changing from American Agencies Collection System to Unique Management Services, Inc. There has been no change since the December board meeting. Nothing can be done until Anaheim resolves their legal issues.

The consortium will meet January 21, 1998 at Placentia Library to discuss the progress being made.

Agenda Item 16

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 20, 1998

SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT DECEMBER, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS DECEMBER, 1997

Beginning Balance 12/01/97			($ 1,458.90)
	Income	**Expend.**	
Total Deposits in December	349.20		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in December		0.00	
Total Copier Maintenance Payment in December		0.00	
Debit Card System Loan Payback		0.00	
	349.20	0.00	
Ending Balance 12/31/97			($ 1,109.70)
December payment			$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
December Purchases (Fund 702)	0.00
December Payment (Fund 702)	0.00
December Payment (Literacy Fund)	0.00
Balance 12/31/97	$ 14,194.02

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 20, 1997

SUBJECT: GIFT REPORT

The following gifts were received from December 12, 1997 through January 13, 1998

ADOPT-A-BOOK - ANNUAL MAILING

Betty A. Colson
Ralph Goff
Susan Grimm
Placentia Round Table
Linda Pavlik
in honor of Dr. & Mrs. Allan Stark
Renee Scott

TOTAL ANNUAL MAILING **$435.00**

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN

Carl & Leigh-Ann Ackerman
Dale & Colleen Bartley
Catherine Baumann
Garry & Mary Lou Campuzano
Ming & Elizabeth Chang
Elizabeth Clarke
Kenneth & Janice Coulson
Gloria Geyer
Charles and Mindah Glatstein
Carolyn M. Joseph
June Keir
James Keller
Michael King
Michael Kopriva
Conrad Madrid
Matt & Pamela Miller
Lawrence Remy
Robert & Grace Rice
Mildred Ritchie
Gregory & Andrea Sinks
James & Victoria Syrett
Douglas & Carol Waineo
Larry & Carolyn Zoelle

TOTAL DIRECT MAIL **$860.00**

ADOPT-A-BOOK - OTHER DONATIONS

Diane Cunningham - magazine
William and Anne Guse - magazine
Sandy Koizumi - magazine
Donation box at Circ Desk

TOTAL AAB OTHER **$108.00**

TOTAL ADOPT-A-BOOK **$1,403.00**

BOOK ENDOWMENT DONATIONS

Peggy & Jim Dinsmore

REGULAR BOOK ENDOWMENT **$500.00**

BOOK ENDOWMENT DONATIONS
SPECIAL JAMES DINSMORE FUNDRAISER

Luye Bell
Frances Blemker
Peggy Burkich
Ruth Cain
Christine Caperton
Helen Christman
Max and Marjorie Crider
Leroy and Rosemary Fenstermaker
Nita Godwin
Leon & Doris Goff
Charles & Mary Hanson
Annette Kellcher
Robert & Jean Lewis
Cindy McClain
Fred & Elizabeth Minter
Beverly Nestande
Arnold & Carol Peterson
Brahama Sharma, PhD
Michael Hince & Elizabeth Spring
Betty Stewart
John &Gwendolyn Sunderson, Jr.
Ton & Connie Underhill
Mr. & Mrs. Van Druten
J.C. & Ellen Wang
Robert Wilke Young
Anonymous donor

TOTAL DINSMORE FUNDRAISER $815.00

TOTAL ENDOWMENT FUND **$1,315.00**

OPERATING FUND DONATIONS

William & Joan Dooley

TOTAL OPERATING FUND **$500.00**

TOTAL DONATIONS **$3,218.00**

Agenda Item 18

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

DATE: January 20, 1998

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH DECEMBER, 1998

1. **Air Conditioning** - Regular inspection of HVAC system.

2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

3. **Electrical** - Doorbell on loading dock door has been repaired.

4. **Ceiling** - Tiles in northeast corner of building were damaged by rainstorms. Request for repair has been submitted to the City.

5. **Plumbing** - Leaking pipe in storage area repaired. Urinal in men's public restroom repaired.

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: January 20, 1998

SUBJECT: PERSONNEL REPORT FOR DECEMBER, 1997

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Volunteer Coordinator

SUBJECT: **Volunteer Report for the Month of December 1997**

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 December	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	12.00	52.00	9/95	205.75
Covington, Darlene	0.00	34.00	3/95	345.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	25.00	132.50	7/82	6,336.00
Fioroni, Pete	6.00	26.50	3/97	42.25
Fioroni, Ruth	6.00	26.50	3/97	42.25
Fitzgerald, Joan	29.25	98.25	10/93	1,120.25
Godwin, Nita	0.00	28.50	2/96	124.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	3.50	41.25	10/95	213.75
Horrocks, Marjorie	2.00	20.00	10/95	134.00
Irot, Pat	0.00	145.50	2/96	148.00
Livesey, Jane	4.50	39.75	4/96	152.50
Lord, Audrey	10.50	38.50	10/97	38.50
Malik, Shamim	26.50	211.00	5/97	291.00
Mignot, Shirley	7.00	35.50	9/95	199.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	7.00	82.00	10/95	375.00
Olson, Bob	4.25	26.00	9/95	127.25
Olson, Jeanne	4.00	20.00	9/95	104.25
O'Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	10.00	44.25	10/93	418.50
Shaw, Dixie	0.00	12.00	5/94	112.25
Stark, Allan	0.00	10.00	4/97	15.50
Stark, Saundra	0.00	11.50		76.50
Wymer, Betty	12.50	72.00	1/96	259.25
J.T.P.A. / Job Training Partnership Act	56.00	327.50		556.50
S.T.E.P. / Senior Training & Employment Program	270.00	1,064.50		3,034.75
TOTAL	496.00	2,650.50		15,485.75

TEMPORARAY VOLUNTEERS

	FY97/98 December	FY97/98 YTD
Arain, Nazlee	0.00	10.00
Ataris, Andy	5.00	5.00
Bengstern, Bob	0.00	5.00
Bickford, Lance	0.00	2.50
Bone, Shawnda	0.00	2.50
Blonston, Scott	2.50	5.00
Burns, John	2.50	5.00
Campos, Wendy	5.00	5.00
Chang, Albert	0.00	24.00
Chib, Sheetal	0.00	28.00
Chou, Katherine	0.00	49.75
Cipres, Marcella	2.50	12.00
Dadhaniya, Ammie	0.00	3.00
Dakins, Cindy	0.00	2.50
El Mohawar, Samah	0.00	12.00
Fahim, Fady	0.00	66.50
Fahim, Runia	0.00	80.50
Giorgi, Charlie	0.00	12.00
Govea, Melissa	0.00	13.00
Gunda, Diva	11.00	11.00
Guzman, Jessica	0.00	8.50
Harnett, Tom	7.50	15.00
Hayashi, Colleen	0.00	2.50
Hayashi, Kristen	0.00	2.50
Issacs, Ryan	0.00	10.00
Jaques, Lura	0.00	11.00
Kai, Jarhou	0.00	62.50
Kim, Brian	0.00	2.50
LaBonte, Ryan	0.00	10.25
Kumar, Puesh	4.00	18.00
LaBonte, Ryan	0.00	10.25
Lichtenstein, George	0.00	1.00
Lim, Michael	0.00	7.00
Lin, Jeff	0.00	27.00
Lin, Sherry	0.00	14.00
Lin, Steven	2.00	35.00
TOTAL	37.00	593.25

	FY97/98 December	FY97/98 YTD
Lopez, Armando	0.00	30.00
Lui, Wen-Tsu	0.00	28.75
Minh, David	0.00	15.00
Mirza, Rabia	0.00	3.25
Mohan, Kavita	0.00	25.25
Nguyen, Hien	0.00	0.00
Oakins, Cindy	5.00	5.00
O'Brien, Cathy	0.00	2.50
Patel, Ashish	0.00	77.50
Patel, Mayur	0.00	21.00
Peck, John	2.50	2.50
Perez, Manual	0.00	7.50
Pham, Nan	0.00	3.25
Pham, Tu	0.00	3.25
Pi, Irene	0.00	3.25
Reed, Robert	2.50	7.50
Shah, Niketa	0.00	2.00
Silva, Pamela	0.00	16.25
Soo, Mary	6.00	41.00
Stewart, Morgan	0.00	30.00
Tolu, Sonuyi	0.00	35.25
Um, Tricia	0.00	28.00
Villa, Eric	0.00	6.00
Vo, Anh-Thu	0.00	3.25
Yada, Julie	5.00	17.00
Yorga, Greg	0.00	10.50
Yu, Liang	2.00	33.75
Yu, Stacy	0.00	13.00
TOTAL	23.00	502.00

LVA VOLUNTEERS

Literacy Volunteer Hours	273.00
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 FY95/96	FY96/97	FY97/98	Literacy Volunteers FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50	486.00	580.00	482.00	435.00
November	418.00	519.75	492.75	449.50	257.00	369.00
December	301.00	370.00	556.00	297.50	142.00	273.00
January	361.25	488.60		469.00	367.00	
February	339.25	480.00		601.50	517.00	
March	410.50	675.00		476.00	493.00	
April	702.25	788.00		455.00	633.00	
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	

Placentia Library District
Circulation Report
JANUARY 20, 1998

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 DEC 97	FY96-97 DEC 96
1st Time Checkouts	82,913	92,931	-10.78%	8,565	9,265
Phone Renewals	6,890	6,192	11.27%	1,060	770
In-Building Renewals	6,629	9,628	-31.15%	654	983
Total Renewals	13,519	15,820	-14.54%	1,714	1,753
TOTAL CHECKOUTS	96,432	108,751	-11.33%	10,279	11,018
On-Time Checkins	81,218	94,572	-14.12%	9,459	9,732
Late Checkins	15,487	18,049	-14.19%	2,553	2,794
TOTAL CHECKINS	96,705	112,621	-14.13%	12,012	12,526
Holds Placed	1,867	2,106	-11.35%	177	174
Holds Cancelled	363	397	-8.56%	57	55
Holds Filled	1,758	1,957	-10.17%	224	250
Holds Expired	20	12	66.67%	3	1
Overdue Items	5,988	5,720	4.69%	1,576	1,248
Overdue Notices	2,502	2,564	-2.42%	603	536
Billing Notices	2,892	3,060	-5.49%	586	612
Patrons Registered	1,700	1,745	-2.58%	148	153
Titles Added	3,206	3,393	-5.51%	169	379
Volumes Added	5,954	6,862	-13.23%	306	615
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	40,958	50,577	-19.02%	5,103	5,552
Juvenile Print	48,259	47,512	1.57%	4,370	4,382
Total Print	89,217	98,089	-9.04%	9,473	9,934
Audio	3,045	4,508	-32.45%	337	454
Visual	4,830	6,151	-21.48%	468	629
Equipment	0	0	0.00%	0	0
Total Audio Visual	7,875	10,659	-26.12%	806	1,083
TOTAL CIRCULATION	96,432	108,751	-11.33%	10,279	11,018
Placentia Circulation	63,674	65,819	-3.26%	6,267	6,677
% Placentia Circulation	65.58%	60.52%	8.36%	60.97%	60.61%
Anaheim/Yorba Linda Circulation	16,943	21,578	-21.48%	1,987	2,132
% Anaheim/Yorba Linda Circulation	17.45%	19.84%	-12.05%	19.33%	19.35%
TYPES OF ACTIVE BORROWERS					
Adult	61,478	74,457	-17.43%	6,754	7,791
Young Adult	1,872	1,584	18.18%	336	202
Juvenile	26,908	25,620	5.03%	2,641	2,474
New Borrower	6,826	7,053	-3.22%	546	551
Non Resident	0	2	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	97,084	108,716	-10.70%	10,277	11,018
TOTAL REGISTERED BORROWERS	27,169			27,169	
ATTENDANCE	158,974	176,653	-10.01%	18,456	19,188
Adult Reference - -In Building	6,588	7,193	-8.41%	874	791
Adult Reference - Telephone	1,481	1,471	0.68%	156	178
Children's Reference - In Building	4,611	2,959	55.83%	346	336
Children's Reference - Telephone	204	254	-19.69%	7	15
Total Adult Reference	8,069	8,664	-6.87%	1,030	969
Total Children's Reference	4,815	3,213	49.86%	353	351
Total In Building Reference	11,199	10,152	10.31%	1,220	1,127
Total Telephone Reference	1,685	1,725	-2.32%	163	193
TOTAL REFERENCE	12,884	11,877	8.48%	1,383	1,320

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1996	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug 1996	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep 1996	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct 1996	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov 1996	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec 1996	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan 1997	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb 1997	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar 1997	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr 1997	5/29/97	3,262.31	818.37	672.49				4,753.17
May 1997	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun 1997	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

DATE: January 20, 1998

BACKGROUND:

No invoice was received from the City of Placentia during this report period.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Status Report on Strategic Plan for Placentia Library District**

DATE: January 20, 1998

BACKGROUND:

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

RECOMMENDATION:

Receive and File

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

NOTICE OF ISDOC MEETING

To: All ISDOC Members

From: Sterling Fox, President

Date: January 12, 1998

All ISDOC members are notified that the **Quarterly luncheon meeting** that was planned for January 29, 1998 **has been changed to Thursday, February 26, 1998 at 11:30 AM** at the offices of Municipal Water District of Orange County (MWDOC) at 10500 Ellis Avenue, Fountain Valley. (Tel: 714-963-3058).

You will be advised of the Agenda in a future mailing.

LAFCO
Orange County

Local Agency Formation Commission

DATE: January 8, 1998

TO: Independent Special Districts of Orange County

FROM: Joyce Crosthwaite, Assistant Executive Officer

SUBJECT: Special Districts Advisory Committee By-laws Revision

Attached are proposed by-laws for the Orange County LAFCO Special Districts Advisory Committee. The revisions were initiated by the Special Districts Advisory Committee. All independent special districts have previously received a copy of the original by-laws. If your district does not have a copy of the by-laws as approved by Orange County LAFCO, please call me at 834-2556.

The proposed changes in the by-laws will be taken to the Commission for their review and approval at the February 11th, 1998 meeting. All comments should be addressed to Joyce Crosthwaite and should be received in the LAFCO office by February 2nd.

12 Civic Center Plaza, Room 235, Santa Ana, CA 92701
(714) 834-2556 FAX (714) 834-2643

ORANGE COUNTY
LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS TECHNICAL ADVISORY COMMITTEE
BYLAWS

SECTION I
FORMATION AND PURPOSE

A. Authorization for Formation

Local Agency Formation Commission "Authorization of staff to work with the independent special districts of Orange County to prepare a draft of rules and regulations [bylaws] establishing a special district advisory committee" dated October 5, 1995.

B. Statement of Purpose

Recognizing the diversity of special districts and the need for knowledgeable recommendations to the Orange County Local Agency Formation Commission (LAFCO), the Commission hereby creates the Orange County LAFCO Special Districts Advisory Committee. The purposes of the Committee are to:

1. Assist LAFCO staff in the performance of its duties by (1) reviewing, before consideration by the Commission, those proposed boundary changes, spheres of influence adoption or amendment, or other special studies that affect special districts and require technical insight and expertise, and (2) making recommendations to the Commission.

2. Identify areas of potential conflict between cities, county service areas, and special districts and facilitate voluntary resolution of those conflicts rather than by formal action of LAFCO.

3. Comment on any other issues brought forward by LAFCO staff, recommended by the Commission for Special Districts Advisory Committee review or raised by the Special Districts Advisory Committee itself.

SECTION II
MEMBERSHIP

A. Composition

The Orange County LAFCO Special Districts Advisory Committee shall consist of twelve (12) members and five (5) alternates. Members shall consist of staff or elected officials from special districts. They shall be selected with a formula that is based upon the direct proportion of special district categories in Orange County, with at least one member from each type of district to ensure a diversity of skills and occupations. (For example, water districts make up a particular percentage of special districts in Orange County: Their

representation would be in proportion to their percentage of the total).

Membership is restricted to those special districts located entirely within Orange County, or those in which Orange County is its principal county. The County of Orange shall be permitted a nonvoting representative, who shall be appointed by the County Chief Executive Officer. The League of Cities shall be permitted two (2) non-voting representatives who shall be staff of two Orange County cities.

B. Selection Procedure

Members of the Special Districts Advisory Committee shall be selected by the Independent Special District Selection Committee of Orange County, as constituted in Government Code Section 56332. If a vacancy occurs subsequent to a regular election, and more than sixty (60) days prior to the next regular election, the Committee chairperson may make an interim appointment until the next regular election.

C. Term of Membership

Members shall serve two-year terms that will expire on May 31. Members may serve more than one term.

D. Termination of Membership

Any member may be removed at any time and without cause by a majority vote of the Independent Special District Selection Committee. A member may be removed if he or she is absent from four (4) consecutive meetings.

A member shall be ineligible to continue as a member if he or she ceases to be a staff person or board member of his or her special district.

SECTION III
OFFICERS

A. Number and Selection

The officers of the Committee shall be Chairperson, Vice Chairperson, and Secretary. The Committee may create and appoint such additional officers as may be necessary to carry out the work of the Committee. The officers shall be chosen annually at the regular June meeting, or the first regular meeting held thereafter. Each officer shall hold office until resignation, removal, other disqualification to serve, or until a successor has been chosen.

B. Duties of the Chairperson

The Chairperson shall preside at all meetings of the Committee, appoint members and provide instructions to all subcommittees. The Chairperson, the Vice Chairperson, or other designated committee member may attend and represent the Committees at any meeting of LAFCO.

C. Duties of the Vice Chairperson
In the absence of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson. The Vice Chairperson shall also preside as the Chairperson of all subcommittees and shall report to the Chairperson on the progress of the subcommittee's activities.

D. Duties of the Secretary
The Secretary shall be a nonvoting member of the Advisory Committee and a member of the LAFCO staff and shall (1) set agenda items; (2) prepare and mail agendas and other notices to the Committee; (3) take, transcribe, and distribute minutes of committee meetings; and (4) perform such other tasks as are necessary to conduct the business of the Committee.

SECTION IV
MEETINGS/PLACE OF BUSINESS

A. Notice
All regular and special meetings of the Special Districts Advisory Committee shall be posted, noticed, and conducted in compliance with the Ralph M. Brown Act.

B. Time and Place of Meeting
Regular meetings of the Special Districts Advisory Committee shall be scheduled on the third (3rd) Thursday of each month. Special meetings may be called at any time by the Chairperson or by seven (7) of the committee members. Notice of such special meetings shall be mailed or delivered to each member, and must be received at least twenty-four (24) hours before the time set for said meeting. Meetings shall commence at 1:30 p.m., or when a quorum is present, whichever occurs sooner. The specific meeting place will be the County Sanitation Districts of Orange County or as determined by the Committee.

SECTION V
VOTING

A. Vote Entitlement
Each committee member shall be entitled to one vote, even though that member may be a board member or staff person of more than one special district.

B. Quorum
The presence of seven (7) or more members shall constitute a quorum for the transaction of business at any regular or special meeting of the Committee.

C. Number of Votes Required to Carry Action
Adoption of any recommendation or other action shall require a majority affirmation vote.

When seven (7) or fewer votes are cast, a minimum of four (4) affirmative votes shall be required to carry action.

D. Disqualification

When a committee member is a staff person , elected official, consultant or agent of a district that is a subject district of a proposal (as defined by Government Code Section 56077), that member shall be disqualified from voting on the Committee's action regarding that proposal.

SECTION VI
SUBCOMMITTEES

The Advisory Committee may create such subcommittees as the business of the Committee may require, each of which shall exist for such period and have such authority and perform such duties as the Committee from time to time determines.

SECTION VII
PLACE OF BUSINESS

The principal business office of the Special Districts Advisory Committee is at LAFCO, 12 Civic Center Plaza, Room 235, Santa Ana, California 92701.

SECTION VIII
AMENDMENT

These bylaws may be amended by a majority vote of the Commission at any regular or special meeting.

SECTION IX
FEES AND EXPENSES

LAFCO shall not be responsible for payment of fees or expenses incurred by Committee members who attend meetings. Districts from which Committee members are appointed will share in costs.

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PROPOSITION 208
Fact Sheet

For: City, County and Special District Officeholders & Candidates

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

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

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

Ban on Off-Year Fundraising:

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

— In districts of **fewer** than **1,000,000** residents, candidates may not accept contributions **prior to 6 months** before their election.

— In districts with **1,000,000 or more** residents, candidates may not accept contributions **prior to 12 months** before their election.

Example:

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

Prepared by: Fair Political Practices Commission
428 J Street
Sacramento, CA 95814
Revised 5/97

Officeholder Account:

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

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

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

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

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

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

Committees Established Prior to January, 1997:

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

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

SELECTED PROVISIONS OF PROPOSITION 208 RELATIVE TO YOUR NEXT ELECTION

Contributions Raised Prior to January, 1997:

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

Contribution Limits (Per Election):

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

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

Transfer Ban:

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

Members of Public Boards and Commissions:

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

Bundling of Contributions:

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

Disclosure of Contributor Information:

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

Surplus Funds:

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

Agenda Item 26

MICHAEL F. DILLON & ASSOCIATES INC.
PARK EXECUTIVE BUILDING · 925 L STREET · SUITE 1400
SACRAMENTO, CA 95814 · (916) 448-2196 · FAX (916) 448-4808

January 9, 1998

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR RELEASES 1998-1999 STATE BUDGET

Wednesday the Governor appeared before a joint session of the California legislature to introduce his 1998-1999 Budget proposals in the annual "State of the State address." This morning, he released his written proposal to the media and the public. The Governor's Budget, which contains a reserve of $296 million, is "one of the largest reserves we've had in quite some time," said Director of Finance, Craig Brown.

Education, public safety, and health and welfare expenditures constitute nearly 91 percent of all state General Fund expenditures as laid out in the Governor's plan. Libraries will be interested in the Governor's proposal in the following areas:

PLF

Last year, CLA was able to increase the PLF augmentation from $15,870,000 to $18,870,000. The Governor is recommending that the PLF continue to be funded at last year's level of $18,870,000.

CLSA

A Budget adjustment is being proposed for 1998-1999 as an augmentation of $706,000 for the Transaction-Based Reimbursement Program. Last year's total funding of CLSA was $15,720,000. This year's figure has been increased to $16,426,000.

(more....)

Post-It® Fax Note 7671	Date 10/16/97	# of pages ▶ 6
To MCLS/SLS/Associate	From MCLS/SLS HQ	
Co./Dept. Member Directors	Co.	
Phone # Sue Curzon, CSUN	Phone # 818/683-6244	
Fax # (Eugenia Wong, Orange Pl)	Fax # 818/683-8097	

LSCA

Last year LSCA was funded at $11,901,000. No increase is being provided in the Governor's Budget for this program.

Total of local assistance dollars: $47,197,000

Within State Library Services, the major Budget adjustments proposed for 1998-1999 include:

* An augmentation of $52,000 and 1.0 position for the Government Publications Section.
* An augmentation of $495,000 and 1.0 position for library materials.
* An augmentation of $78,000 and 1.0 position for the California Family Impact Seminar.
* An augmentation of $122,000 for nitrate negatives.
* The continuation of $972,000 and 9.0 positions until fiscal year 2000-01 for the California Sesquicentennial.

II. ERAF PRESS CONFERENCE

On Tuesday the Allies for Cities, Counties, and Special Districts, of which CLA is a member, held a press conference to encourage the Governor to return lost property tax dollars to local governments upon the release of his 1998-99 State Budget. A recent Legislative Analyst report indicates that California's economy is stronger than previously expected with new budget revenues exceeding 1997-1998 by over $500 million and a reserve of nearly $770 million. The Allies are hoping to capitalize on some of this excess revenue by making the issue an integral part of the Budget debate in 1998. Last session, three Educational Revenue Augmentation Fund (ERAF) bills that sought to return local property taxes, received overwhelming bipartisan support in the Legislature. Eventually, $280 million for this purpose was incorporated into the Assembly version of the Budget. This amount was later sacrificed when the Budget Conference Committee was forced to make $2 billion in cuts to accommodate the judgement against the state by the California Public Employees Retirement System (CalPERS).

Legislators present on Tuesday to support the Allies effort were Assemblymembers Fred Aguiar, Kerry Mazzoni, Tom Torlakson, Lynne Leach, Helen Thomson, Robert Prenter, Howard Wayne, Dick Ackerman, and Susan Davis. Senators included Richard Rainey, Bruce McPherson, Jack O'Connell, and Maurice Johannessen. Even Jonathan Coupal, the Director of Legal Affairs for the Howard Jarvis Taxpayers Association, was present in support. Since HJTA was one of the co-authors of

Proposition 13 that was passed by the voters in 1978, one reporter asked, "Isn't this a case of strange bedfellows?" Coupal responded by stating that "the State of California no longer needs to balance its books on the backs of the taxpayers. It's time to give the property tax revenues back to local governments." Echoed Senator Bruce McPherson, "Government is best when it is closest to home."

The Governor's Budget, however, made no provisions for ERAF in his proposal released today.

CALIFORNIA LIBRARY LITERACY SERVICE

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

Placentia Library District

Name of Library

X

1st Quarter July-September | 2nd Quarter October-December | 3rd Quarter January-March | 4th Quarter April-June

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

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

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

K L Matas

Signature of person submitting report

Katie Matas

Person

Literacy Coordinator

Title

(714) 524-8408 ext. 213

Telephone Number

Title Literacy Coordinator
Date 7/17/97

Agenda Item 26
Attachment A

CLSA Form-54(Rev. 7/96)
JM-c:\office\wpwin\wpdocs\clsafm54.v61

CALIFORNIA LIBRARY LITERACY SERVICE

Adult Learner Activity Report (Fiscal Year 1996/97)

Placentia Library District
Name of Library

___ 1st Quarter July-September
___ 2nd Quarter October-December
___ 3rd Quarter January-March
_X_ 4th Quarter April-June

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

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

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

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

Adult Learner Activity Report (continued)...

aracteristics of Adult Learners receiving instruction at end of quarter.
* BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page.***

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

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

12. Gender	Male	Female	TOTAL
	28	57	85

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

Placentia Library District
Name of Library

K L Matas
Signature of person submitting this report

Literacy Coordinator 7/17/97
Title Date

Katie Matas
Contact Person

Literacy Coordinator (714) 524-8408 ext. 213
Title Phone

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

Placentia Library District
Name of Library

___ 1st Quarter July-September
___ 2nd Quarter Ocotober-December
___ 3rd Quarter January-March
X 4th Quarter April-June

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

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

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

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

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

or Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.
*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #9 on previous page.***

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

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

13. Gender	Male	Female	TOTAL
	4	59	63

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

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

Legislative districts in which instruction occurred during quarter

a: State Assembly District #(s): 72

b: State Senate District #(s): 33

c: U.S. Congressional District #(s): 39, 41

Placentia Library District
Name of Library

K L Matas
Signature of person submitting this report

Literacy Coordinator — 7/17/97
Title — Date

Katie Matas
Contact Person

Literacy Coordinator — (714) 524-8408 ext. 213
Title — Phone

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

Name of Library
Placentia Library District

__ 1st Quarter July-September
__ 2nd Quarter October-December
__ 3rd Quarter January-March
_X_ 4th Quarter April-June

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

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

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

2. How did you address these challenges?

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

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

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

4. What local alliance formation activities occurred this quarter?

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

Quarterly Action Plan (continued)

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

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

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

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

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

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

Placentia Library District

Name of Library

K L Matas

Signature of person submitting this report

Literacy Coordinator 7/17/97

Title **Date**

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title **Phone**

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 1996-1997)

Placentia Library District
Name Of Library

__ 1st Quarter July-September
__ 2nd Quarter October-December
__ 3rd Quarter January-March
X 4th Quarter April-June

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	2,287	47,370	49,647	1,799	4,890	1,799	37,316	39,115
2. Library Materials	-0-	500	500	-0-	-0-	-0-	570	570
3. Operations	8,238	6,330	14,468	4,312	4,284	6,266	4,844	11,110
4. Equipment	800	-0-	800	-0-	628	877	628	1,505
5. Indirect	562	-0-	562	562	-0-	562	-0-	562
6. Total	11,887	54,200	66,087	6,673	9,802	9,504	43,358	52,862

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTALFor Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	2,000	700	2,700	-0-	750	-0-	750	750
3b. Travel	500	2,750	3250	25	641	25	641	666
3c. Office Supplies	1,000	750	1,750	1,439	388	1,509	395	1,904
3d. Printing	2,100	900	3,000	280	1,935	1,435	1,935	3,370
3e. Instr. Resources	1,488	730	2,218	1,714	-0-	1,714	403	2,117
3f.Communications	650	150	800	854	570	1,488	720	2,208
3g. Other	500	350	562	-0-	-0-	95	-0-	95
TOTAL	8,238	6,330	14,468	4,213	3,813	6,167	4,373	11,110

*Sources of "other" funds of $200 or more attached.

CLSA FORM-52(Rev. 8/96)

Signature of Representative of Fiscal Agent or of

Elizabeth D. Minter

Library Director

Title Date

Charlene Dumitru

Contact Person

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

Title Phone

#33:JM:C:\OFFICE\WPWIN\WPDOCS\CLSAFM52.V61

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

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

Placentia Library District
Name of Library

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET
1. Personnel	2,287	(488)	1,799
2. Library Materials	-0-	-0-	-0-
3. Operations Total (a-g)	8,238	(2,071)	6,167
a. contract services	2,000	(2,000)	-0-
b. travel	500	(475)	25
c. office supplies	1,000	509	1,509
d. printing	2,100	(665)	1,435
e. instructional resources	1,488	226	1,714
f. communications	650	838	1,488
g. other	500	(405)	95
4. Equipment	800	77	877
5. Indirect	562	-0-	562
6. TOTAL	11,887	(2,383)	9,504

JUSTIFICATION For Budget Change Request
(attach additional pages, as necessary)

Due to funding reductions the District budget was amended mid-year including reductions in staffing and operations. Therefore, less money was allocated to Literacy than originally budgeted and the money which was spent was adjusted within catagories to make the best use of available funds.

BCR 53.CLC (Rev. 9/93)

Fiscal Agent/Library Rep. Signature — Library Director — Title — 07/29/97 Date

Charlene Dumitru
Contact Person — Phone # (714) 528-1906, 202

STATE LIBRARY USE ONLY

CSL Consultant approval/signature — Date

CSL Budget Office approval/signature — Title — Date