

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

July 15, 1997

7:30 P.M.

Library Meeting 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

*Rahn / Sandra*

3. Minutes of the June 24, 1997 Regular Meeting

Presentation: Library Director  
Recommendation: Approve by Motion

*Jean / Hal.  
abstr: Kay.*

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. *letter for pay.*

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

Presentation: Library Board President

*Best Cerimonial Book Sign - in Org.*

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.*

*abolished to meet. 12 of June meets.*

*Remind Bd would to wait until a letter.*

CLAIMS (Items 7 - 10)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 7 - 10 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.*

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

Nonstandard Claims in the amount of \$0.00.

8. Claims forwarded by the Library Director. (Approve)

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

9. Current Claims and Payroll. (Approve)

Current Claims of \$24,289.70; and Payrolls 3529 and 3530 of \$39,852.00.  
Combined total of Current Claims and Payroll of \$64,141.70.

10. FY1996-1997 Cash Flow Analysis and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 11 - 16)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 -16 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.*

11. Financial Reports for June 1997 (Receive & File)

12. Office General Ledger & Check Registers for June 1997 (Receive & File)

*Samuel / Jan*

*Samuel / Kelly*

- 13. Acquisitions Report for June 1997 (Receive & File)
- 14. Overdue Collection Report for June 1997 (Receive & File)
- 15. Debit Card System Reimbursement Report for June 1997 (Receive & File)
- 16. Gifts Report for June 1997 (Receive & File)

{ ask Staff who  
Allen Stark's home  
are.

(19 - 23)

**GENERAL CONSENT CALENDAR (Items 17 - 28)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 17 - 28 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.*

for/long

- 17. Building Maintenance Report for June 1997 (Receive & File)
- 18. Personnel Report for June 1997 (Receive, File, and Ratify Appointments)
- 19. Volunteer Report for June 1997 (Receive & File) *Sevick/Ky*
- 20. Circulation Report for June 1997 (Receive & File)
- 21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 22. Legislative reports from California Advocates, California Special Districts Association, and the California Library Association (Receive & File)
- 23. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
- 24. Report on plans for the Staff Recognition Dinner (Receive & File) *Pappa/Stark*
- 25. Ratification of acceptance of a grant award from the State Library of California Grant to fund a direct mailing to all Placentia residents for the Placentia Library Foundation. (Ratify Acceptance and Receive & File)
- 26. Minutes of the Independent Special Districts of Orange County Executive Committee, June 10, 1997. (Receive & File)
- 27. Orange County Investment Pool (OCIP) Bankruptcy Litigation Updates. (Receive & File)
- 28. Minutes of the final meeting of the Measure W Campaign Committee. (Receive & File)

CONTINUING BUSINESS

29. Review of Library Revenue Issues

Presentation: Library Director  
Recommendation: Discuss and give direction for future action.

*pieces + files JK 21  
Sands / Kelly  
Trial Below - on  
no act.*

30. Status of Budget for Fiscal Year 1997-1998

Presentation: Library Director  
Recommendation: Defer action until the August 10, 1997, Board Meeting pending resolution of the ERAF issues by the State of California.

31. Discussion of Establishing a Board Officer Selection Policy

Presentation: Library Director  
Recommendation: Discuss and amend the proposal, and adopt the Board Officer Selection Policy.

*More days - Jan Kabin*

NEW BUSINESS

32. Travel Authorizations for Fiscal Year 1997-1998

Presentation: Library Director  
Recommendation: Approve Blanket Travel Authorizations for Fiscal Year 1997-1998; and Approve Current Travel Authorization for Minter to attend the CSDA Legislative Committee Meeting in Sacramento on August 9, 1997, at a cost not to exceed \$345.70.

33. Selection of Vision and Dental Insurance Plans for Fiscal Year 1997-1998

Presentation: Library Director  
Recommendation: Approve.

*Approved: 10:1000*

*Sands / Kabin  
Cost last year*

34. Donor Recognition Policy

Presentation: Library Director  
Recommendation: Establish an *ad hoc* Donor Recognition Committee consisting of representatives from the Library Board, Friends Board and Foundation Board, to propose a comprehensive plan for Donor Recognition within the Library.

*May 98 - Study committee out there*

*you commit - keep in mind a formal  
min into UPA*

35. Discussion of Time Commitment for the Library Director's Responsibilities as Chairperson of Santiago Library System Executive Council for Fiscal Year 1997-1998.

Presentation: Library Director

*Min about the meeting  
Sands / Kabin*



**STAFF REPORTS** (Items 36 - 40)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 36 - 40 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.*

- 36. Program Committee Report for June 1997. (Ammar)
- 37. Children's Services Report for June 1997. (Smith)
- 38. Publicity Materials produced for June 1997. (Willauer)
- 39. Placentia Library Literacy Services Report for June 1997. (Matas)
- 40. Safety Committee Minutes for June 1997. (Matas)

*Internet Policy*  
*Review of Internet Policy*  
*Review of Int*  
*Policy*  
*Request for*

**ADJOURNMENT**

- 41. Agenda Preparation for the August Regular Meeting which will be held on August 19, 1997.
- 42. Review of Action Items.

*Ad hoc*

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

- 43. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 15, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 10, 1997.

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**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

<b>Jul 17 (Thur)</b>	<b>Staff Appreciation Dinner, Sophia's Restaurant, 6:30 P.M. (Trustees)</b>
<b>Aug 19 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Sep 8 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Masters)
Sep 11 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Pappas)
<b>Sep 16 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Sep 24-26	CSDA Annual Conference, Anaheim (Minter and Trustees)
Oct 6 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
<b>Oct 21 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Nov 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Stark)
Nov 14 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Pappas)
<b>Nov 18 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Nov 21 (Fri)	Camp Library
Dec 1 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Dinsmore)
<b>Dec 16 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
1998	
Jan 9-15	American Library Association Midwinter Meeting, New Orleans
Jun 25 - Jul 2	American Library Association Annual Conference, Washington, DC

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 24, 1997**

**CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 24, 1997 at 7:36 P.M. by Trustee Sandra Stark.

**ROLL CALL**

**Members Present:** Trustees Sandra Stark, Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

**Members Absent:** President Dinsmore; and Trustee Ray Evans

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

**ADOPTION OF  
AGENDA**

Trustee Pappas requested that Agenda Item 36-42:  
Collection Agency Service Accounts  
Children's Service Report for May 1997  
Publicity Materials produced for May 1997  
Safety Committee Minutes for May 1977  
be considered before Continuing Business.

It was moved by Trustee Pappas, seconded by Trustee Masters to adopt the Agenda as amended.

<b>AYES:</b>	Masters, Pappas, Stark
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Dinsmore, Evans

President Dinsmore arrived at 7:40 P. M.

**MINUTES**

It was moved by Trustee Pappas, seconded by Trustee Stark to approve the Minutes of the Regular Meeting of May 20, 1997 as presented.

<b>AYES:</b>	Dinsmore, Pappas, Stark
<b>NOES:</b>	None
<b>ABSTAIN:</b>	Masters
<b>ABSENT:</b>	Evans

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

President Dinsmore reported that she attended the Special Districts of Orange County (ISDOC) meeting on June 22.

She also referred to articles in the June 22 issue of the Orange County Register, and the June 23 issue of the Los Angeles Times regarding tax issues and Orange County Libraries.

It was moved by Trustee Pappas, seconded by Trustee Stark to approve Library Board Memorials in the amount of \$100 apiece, in honor of Peter Irot and Erv Godwin, to be used for the purchase of reference books in a subject area specified by each family.

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

#### **TRUSTEE REPORTS**

Trustee Pappas reported that she enjoyed participating in the school visits on behalf of the Summer Reading Program. She also commented on the article in the June 17 issue of the Los Angeles Times on libraries.

Trustee Stark reported that she attended the Special Districts Workers Compensation Authority meeting on May 29. Trustee Stark also reported that she, Trustee Pappas, and Library Director Minter attended the Planned Giving Conference in Costa Mesa on May 29 and 30.

#### **FRIENDS OF THE LIBRARY REPORT**

Friends of the Library President Pat Irot reported that Border's bookstore in Brea will offer a 15% discount on most merchandise to customers presenting a Friends of Placentia Library membership card. She has contacted several other local business as to solicit similar discounts, and is waiting for their response.

Friends President Irot also reported that she on behalf of Placentia Library Foundation attended the City Council meeting of June 17 where she accepted a recognition plaque and a check for \$3,000 from Placentia Linda Hospital for the Library's participation in the Placentia Linda Hospital, City of Placentia, 5K/8K Earth Week Run. Plaques from the Library were also presented to the City of Placentia and to Placentia Linda Hospital in recognition of the event.

#### **FOUNDATION REPORT**

Trustee Stark reported that the Foundation Board has been making plans for the Annual Giving Campaign. A donor recognition reception is tentatively planned for the first week in September.

#### **CLAIMS**

It was moved by Trustee Masters, seconded by Trustee Stark 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 \$22,992.12  
Current Claims and Payroll in the amount of \$55,571.13  
FY 1996-1997 Cash Flow Analysis and recommendation that no funds be transferred at this time.

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

**FINANCIAL  
REPORTS**

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

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

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

**GENERAL CONSENT  
CALENDAR**

The Board requested that Agenda Item 24: Legislative reports from California Advocates, California Special Districts Association and the California Library Association; and Agenda Item 28: Ratification of the submission of a Grant Application to the State Library of California to fund a direct mailing to all Placentia residents for the Placentia Library Foundation, be considered separately.

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 19 through 23, 25 through 27, and 29 through 32:

Building Maintenance Report for May, 1997  
Personnel Report for May, 1997 (Receive, File and Ratify Appointments)  
Volunteer Report for May, 1997 (Receive & File)  
Circulation Report for May, 1997 (Receive & File)  
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)  
Status report on the preparation of a Strategic Plan for Placentia Library District (Receive & File)  
Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for the Fiscal Year 1997-1998 (Receive & File)  
Report on plans for the Staff Recognition Dinner (Receive & File)  
Minutes of the Independent Special Districts of Orange County for April 8 and May 13, 1997 (Receive & File)  
Summary Action Minutes of the Local Area Formation Commission, February 5, March 12 and April 2, 1997 (Receive & File)

California Library Services Board Actions Taken at the May 8-9,  
1997 Meeting (Receive & File)  
Orange County Investment Pool (OCIP) Bankruptcy Litigation  
Updates (Receive & File)

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

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File Agenda Item 24: Legislative reports from California Advocates, California Special Districts Association and the California Library Association .

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

It was moved by Trustee Stark, seconded by Trustee Pappas to Ratify Submission, Receive and File Agenda Item 28: Ratification of the submission of a Grant Application to the State Library of California to fund a direct mailing to all Placentia residents for the Placentia Library Foundation.

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

**COLLECTION  
AGENCY SERVICE  
ACCOUNTS**

It was moved by Trustee Stark, seconded by Trustee Masters to authorize purchase of 100 additional collection accounts from Weldon and Associates at \$1,028.26.

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

The Board recessed for a break at 8:50 P. M. and reconvened at 8:55 P. M.

**STAFF REPORTS**

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

Program Committee Report for May, 1997  
Children's Services Report for May, 1997  
Publicity Materials produced for May, 1997

Placentia Library Literacy Services Report for May, 1997  
Safety Committee Minutes for May, 1997

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

**REVIEW OF  
LIBRARY REVENUE  
ISSUES**

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

No Board action was taken at this time.

**BUDGET FOR  
FISCAL YEAR  
1997-1998**

It was moved by Trustee Pappas, seconded by Trustee Stark to approve continuation of payment of regular Library expenses and payroll pending approval of the budget at the July meeting.

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

**BOARD OFFICER  
SELECTION POLICY**

It was moved by Trustee Masters, seconded by Trustee Pappas to continue discussion of the Board Officer Selection Policy at the July meeting.

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

**AGENDA  
PREPARATION**

Donor Recognition Policy  
Board Rotation Policy

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:24 P.M.

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Margaret V. Dinsmore, President







# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Extension 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

July 11, 1997

## Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

Mr. Roger Kavigan  
155 South Angelina Drive, Apartment 286  
Placentia, CA 92870

Dear Mr. Kavigan:

Library Board President Peggy Dinsmore has asked me to thank you for the letter that you sent to her concerning access to e-mail services at Placentia Library.

The Library Board will be meeting at 7:30 P.M. on Tuesday, July 15<sup>th</sup> in the Library Meeting Room. Mrs. Dinsmore would be pleased to welcome you to the Meeting to present your concerns to the Board during the public comments portion of the Meeting.

Public comments are received at the beginning of each meeting. Each speaker is allowed up to five minutes to talk about any issue of concern regarding the Library. Under the requirements of the Brown Act the Board is not permitted to take action on items presented during Public Comments until such time as the topic appears on the Agenda.

If you are unable to attend Mrs. Dinsmore will present your letter to the Board during the President's Report.

Your interest in the Internet Services Policy at Placentia Library District is deeply appreciated and we look forward to welcoming you to the Board Meeting on Tuesday evening.

Yours truly,

Elizabeth D. Minter  
Library Director



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
July 15, 1997

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



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
July 15, 1997

DATE	REPORT NO.	AMOUNT
07/01/97	3525	1,108.28

TOTAL \$1,108.28


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	June 13, 1997		1800	00		14.65		
N03655B Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92805	Feb 20, 1997 408158		1800	00		44.39		
	Mar 10, 1997 426689		1800	00		<u>4.70</u> 49.09		
N03659C Southern California Water 500 Cameron Street Placentia, CA 92870	June 20, 1997		2800	00		325.93		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	June 17, 1997 528-1906		0700	00		132.98		
	June 19, 1997 996-2865		0700	01		18.80		
	June 17, 1997 528-8236		0700	01		18.73		
	June 17, 1997 528-6022		0700	07		<u>19.02</u> 189.53		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306-0328	July, 1997		0300	00		276.50		
N06931 D & S Systems, Inc 611-H South Palm Street La Habra, CA 90631	June 18, 1997 11407		1400	00		252.58		

The claims listed above (totaling \$ 1,108.28) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 July 15, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3526	1,513.01
Subtotal for Immediately		1,513.01
Regular	3527	12,500.13
	3528	10,276.56
Subtotal for Regular		22,776.69
TOTAL CURRENT CLAIMS		24,289.70
Payroll	3529	19,926.00
	3530	19,926.00
Subtotal for Payroll		39,852.00
	TOTAL	64,141.70

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	June 23, 1997		2800	00		21.87		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	June 22, 1997 034934		1800	00		24.95		
N03655B Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92805	July 2, 1997 034475		1800	00		30.17		
N06685 Office Depot Dept 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	June 20, 1997		1800	08		201.27		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	July 7, 1997 096807		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	June 26, 1997 19970626		1900	00		196.25		
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	June 29, 1997 24568		1400	00		88.50		
<b>PLEASE PAY IMMEDIATELY!</b>								

The claims listed above (totaling \$ 1,513.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,513.01



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/15/97  
REPORT NO 3527

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	July 8, 1997		2800	00		3,723.76		
	54148		1400	00		1,869.14		
	54150		1400	00		2,150.00		
	54149		1900	00		1,712.00		
				1900	07		<u>571.00</u>	
						10,025.90		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	June 19, 1997		1400	00		518.11		
	97-06-750							
	July 1, 1997		1400	00		177.42		
	97-97-798							
	July 8, 1997		1400	00		<u>273.92</u>		
	97-07-868					969.45		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	June 27, 1997		1900	00		32.71		
N03660A Elizabeth D. Minter 539 Gardenia Placentia, CA 92870	July, 1997		2400	01		39.06		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	July 26, 1997		0700	05		423.82		
		A25954						
N03855 Weldon & Associates 26 Palmento Way Irvine, CA 92715-2109	June 28, 1997		1900	00		970.00		
		N03855						
N06896 Aspen Publishers, Inc. P.O. Box 64829 Baltimore, MD 21264-4829	June 27, 1997		1800	00		39.19		

The claims listed above (totaling \$ 12,500.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

12,500.13

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
N015508 Cosmoslink Internet Services 3030 Saturn Street, Ste 204 Brea, CA 92821	May 28, 1997 9706-13		0700	07		19.95		
	June 30, 1997 9707-42		0700	07		<u>19.95</u>		
						<b>39.90</b>		
UMI 300 N. Zeeb Road Ann Arbor, MI 48106-1346	June 4, 1997 D1015526		2400	03		4,975.00		
N03642 Newsbank 58 Pine Street New Canaan, CT 06840-5426	April 16, 1997 113753		2400	03		4,232.00		
N03643 Recorded Books, Inc. 270 Skipjack Road Prince Frederick, MD 20678	June 11, 1997		2400	05		118.05		
N03657B Standard & Poor's P.O. Box 80-2542 Chicago, IL 60680-2542	June 1, 1997		2400	01		727.32		
N03833 Brodart 500 Arch Street Williamsport, PA 17705	June 9, 1997 U3442292		2400	01		25.11		
	June 10, 1997 U342292		2400	01		18.11		
	June 10, 1997 U344678		2400	01		68.93		
	June 12, 1997 U349339		2400	01		52.09		
	May 30, 1997 U328732		2400	01		<u>20.05</u>		
						<b>184.29</b>		

The claims listed above (totaling \$ 10,276.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

10,276.56

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	July 15, 1997 Pay period #16 July 18, 1997 July 31, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JULY 31, 1997								

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

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

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

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

Page Total

19,926.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 15, 1997  
REPORT NO 3530

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	July 15, 1997 Pay period #17 August 1, 1997 Aug 14, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, AUGUST 14, 1997								

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

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

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

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

Page Total

19,926.00

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Cash Flow Analysis  
  
**DATE:** July 15, 1997

The Cash Flow Analysis shows an end-of-month balance of \$60,339.07.

The main July revenues will be the year-end collections of secured property taxes on July 16 and the Teeter Plan distribution on July 22. Last year the District received \$4,341.84 in property taxes and \$14,180.32 from the Teeter Distribution.

The balance, along with the July revenues, may be adequate to cover the expenses through the September Board Meeting with the exception of the semi-annual bond payment.

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

**RECOMMENDATION:**

Receive & File the FY1997-1998 General Fund Cash Flow analysis of July 15, 1997.

Placentia Library District  
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/15/97	3426	General - PPI		1,513.01	122,967.76
07/15/97	3427	General		12,500.13	110,467.63
07/15/97	3428	General		10,276.56	100,191.07
07/15/97	3429	Payroll to wire 7/31/97		19,926.00	80,265.07
07/15/97	3430	Payroll to wire 8/14/97		19,926.00	60,339.07

**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 July 15, 1997

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

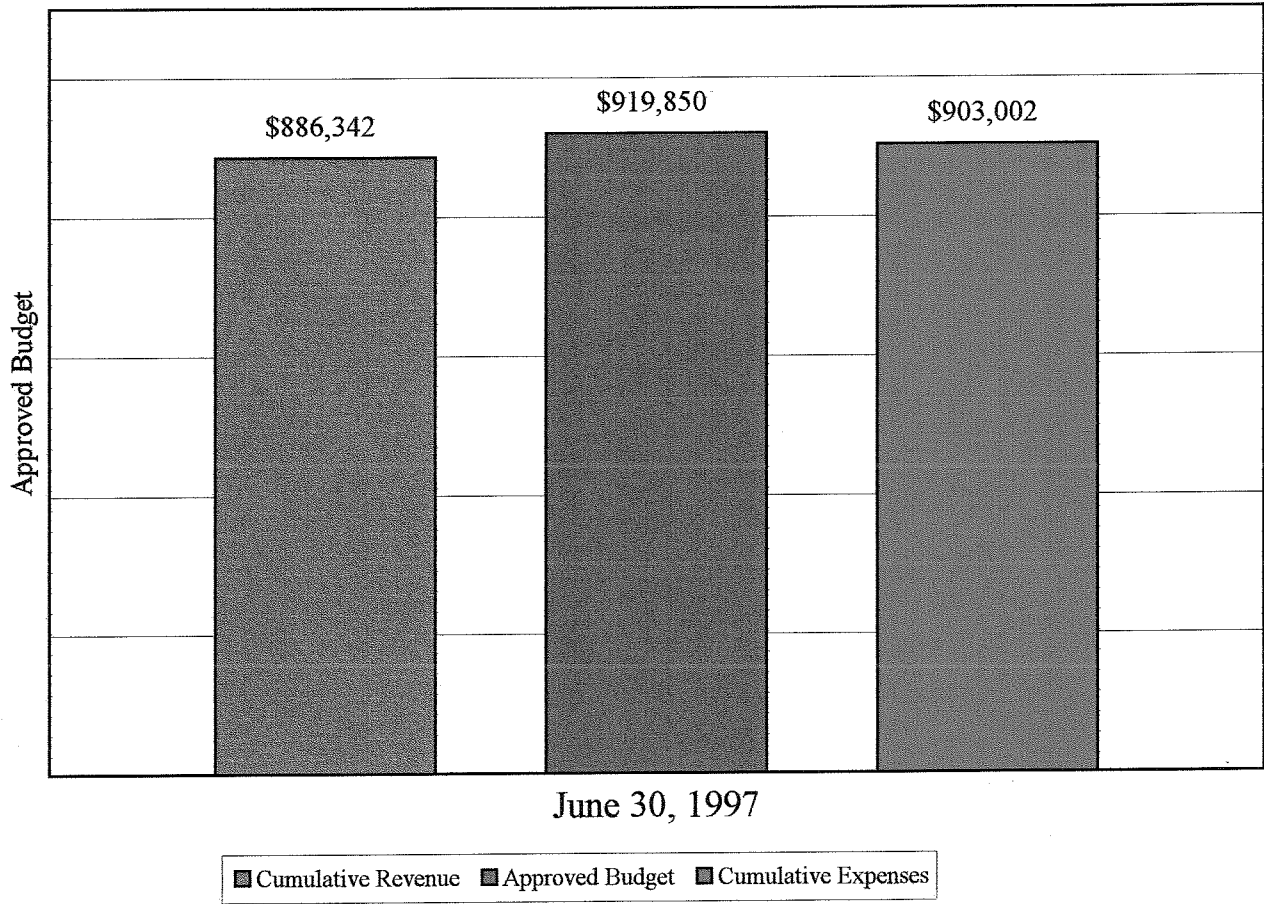
	Fiscal Year 1995-1996						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1995	83,525.47	45,995.52	209,245.10	213,545.09	5,896.34	558,207.52	344,662.43
Jul 31, 1995	84,913.56	46,729.55	212,769.43	190,088.38	5,995.65	540,496.57	350,408.19
Aug 31, 1995	85,073.56	46,729.55	212,769.43	112,803.90	5,995.65	463,372.09	350,568.19
Sep 30, 1995	85,660.44	47,056.73	178,359.14	106,857.91	6,037.63	423,971.85	317,113.94
Oct 31, 1995	85,660.44	47,056.73	178,359.14	28,592.01	6,037.63	345,705.95	317,113.94
Nov 30, 1995	85,660.44	47,056.73	108,359.14	123,788.21	6,037.63	370,902.15	247,113.94
Dec 31, 1995	85,939.44	47,056.73	108,359.14	347,961.04	6,037.63	595,353.98	247,392.94
Jan 31, 1996	64,939.44	33,941.35	178,359.14	137,077.54	6,037.63	420,355.10	283,277.56
Feb 28, 1996	66,465.39	34,604.46	181,247.95	112,302.65	6,122.71	400,743.16	288,440.51
Mar 31, 1996	68,038.61	7,811.68	133,546.55	120,672.42	6,214.33	336,283.59	215,611.17
Apr 30, 1996	68,731.38	8,224.08	134,869.55	285,663.80	6,269.79	503,758.60	218,094.80
May 31, 1996	70,271.99	1,930.25	137,279.30	279,999.23	6,337.69	495,818.46	215,819.23
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserv	0.00	0.00	0.00	0.00	0.00	0.00	0.00





# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1996-1997 General Fund Cash Flow





REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 July 15, 1997

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUN 1997	FY1995-96 JUN 1996	FY1997 YTD % REV BUD
6210-00	Prop. Taxes - current secured	706,000.00	692,535.00	675,850.47	643,683.98	0.00	0.00	97.30%
6210-01	Public Utility	25,000.00	25,000.00	22,568.08	24,897.73	0.00	0.00	90.27%
6210-04	Tetter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	731,000.00	717,535.00	696,418.55	668,581.71	0.00	0.00	97.06%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	33,000.00	33,587.80	47,310.56	6,369.26	1,861.88	101.78%
6230-00	Prop. Taxes - Prior Secured	53,000.00	45,000.00	14,180.32	19,026.24	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	4,341.84	3,448.47	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	4.54	0.00	0.00	0.00	
6230-04	Tetter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	10,291.73	4,070.72	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	45,000.00	28,818.43	26,545.43	0.00	0.00	64.04%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	500.00	3,527.50	1,220.98	3,527.50	1,220.98	705.50%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	10,000.00	10,000.00	9,184.78	10,285.10	86.30	537.27	91.84%
6280-01	Final supplemental for prior years	0.00	0.00	483.45	396.78	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	10,000.00	10,000.00	9,667.93	10,681.88	86.30	537.27	96.68%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	1,065.00	1,065.86	430.23	0.00	0.00	100.08%
6340	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	448.40	398.88	0.00	0.00	
	TOTAL TAXES	846,500.00	807,100.00	773,534.47	755,169.67	9,983.06	3,620.13	95.84%



REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
July 15, 1997

OBJECT CODE	DESCRIPTION	FY1996-97		FY1996-97		FY1995-96 YTD	FY1996-97 JUN 1997	FY1995-96 JUN 1996	FY97 YTD % REV BUD
		BUDGETED	BUDGETED	REVISED BUDGETED	YTD				
6610-00	Interest	15,000.00	12,000.00	11,650.42	19,500.81	1,222.13	2,750.24	97.09%	
6610-01	Interest - old bond fund	0.00	0.00	3,201.73	0.00	3,201.73	0.00		
6610-23	Interest on impounded taxes released	0.00	0.00	3,649.59	0.00	0.00	0.00		
	TOTAL INTEREST	15,000.00	12,000.00	18,501.74	19,500.81	4,423.86	2,750.24	154.18%	
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	14,750.00	14,896.36	17,058.72	2,231.55	3,969.19	100.99%	
6970-00	State - ILL & Direct Loan Reimbursement	20,000.00	10,000.00	10,167.40	20,683.08	1,544.13	0.00	101.67%	
6970-01	State - CA Foundation Funds	35,000.00	26,500.00	28,082.00	16,003.00	0.00	17.00	105.97%	
6970-02	State - CA Literacy Campaign	12,000.00	10,000.00	11,887.00	8,391.00	0.00	0.00	118.87%	
6970-03	State - Family Literacy	0.00	0.00	0.00	20,193.55	0.00	0.00		
6970-04	State - Dept of Education 321 Grant	3,500.00	3,500.00	3,511.00	1,381.00	0.00	0.00	100.31%	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00		
697-007	State - Timber Yield Apport	0.00	0.00	0.69	151.81	0.69	0.00		
	TOTAL STATE - OTHER GOVERNMENTAL	70,500.00	50,000.00	53,648.09	66,803.44	1,544.82	17.00	107.30%	
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	20,000.00	0.00	0.00	0.00	0.00	0.00		
7670-00	LOCAL REVENUE	36,000.00	36,000.00	25,754.01	32,775.39	3,060.88	3,390.53	71.54%	
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	6.96	0.00	0.00	0.00		
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	120,000.00	0.00	0.00		
	FUND 707 TOTAL	1,003,500.00	919,850.00	886,341.63	1,011,308.03	21,244.17	13,747.09	96.36%	
	FUND 707 TOTAL LESS INTERFUND TRANSFER	1,003,500.00	919,850.00	886,341.63	891,308.03				



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 15, 1977

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUN 1997	FY1995-96 JUN 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	544,905.00	499,120.00	482,527.00	500,513.55	11,500.00	0.00	96.68%
0200	Retirement	76,084.00	70,000.00	67,885.59	70,239.67	879.75	0.00	96.98%
	Health Insurance/Care America	23,825.00	20,000.00	22,398.24	16,445.45	3,087.90	(798.96)	111.99%
	Long Term Disability	2,149.00	2,000.00	2,093.66	2,596.21	332.54	445.62	104.68%
	Vision Service Plan	1,067.00	1,000.00	1,188.40	1,299.83	253.40	99.50	118.84%
	Dental	4,475.00	3,900.00	4,163.08	4,725.54	328.10	318.94	106.75%
0300	Total Employee Insurance	31,516.00	26,900.00	29,843.38	25,067.03	4,001.94	65.10	110.94%
0310	Unemployment Insurance	500.00	1,000.00	0.00	0.00	0.00	0.00	0.00%
0350	Workers Compensation - General	6,500.00	6,000.00	7,125.00	5,870.00	1,523.00	1,391.00	118.75%
	TOTAL SALARIES & EMPLOYEE BENEFITS	659,505.00	603,020.00	587,380.97	601,690.25	17,904.69	1,456.10	97.41%
0700-00	Communications - Telephone	2,500.00	2,000.00	1,708.04	1,565.58	152.55	151.71	85.40%
0700-01	Communications - Modem/Fax	3,600.00	3,600.00	5,275.50	3,881.88	411.48	448.60	146.54%
0700-02	Communications - Internet/Database	500.00	500.00	85.28	437.14	85.28	0.00	17.06%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160.00	5,160.00	5,085.84	4,634.69	1,271.46	423.82	98.56%
0700-07	Communications - 321 Grant	150.00	150.00	522.53	170.37	50.95	22.45	348.35%
0700-08	Communications - Adult Literacy	250.00	250.00	179.24	298.54	0.00	0.00	71.70%
	Total Communications	12,160.00	11,660.00	12,856.43	10,988.20	1,971.72	1,046.58	110.26%
0900-00	Food - General Fund	100.00	100.00	0.00	85.98	0.00	7.50	0.00%
0900-07	Food - 321 Grant	50.00	50.00	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50.00	50.00	7.17	43.74	0.00	43.74	14.34%
090-009	Food - Family Literacy	0.00	0.00	0.00	178.43	0.00	49.14	3.59%
	Total Food	200.00	200.00	7.17	308.15	0.00	100.38	61.49%
1000-00	Household Expense	3,500.00	3,500.00	2,152.25	4,164.33	0.00	899.39	98.46%
1100-00	Insurance	12,225.00	11,500.00	11,323.44	2,692.13	0.00	0.00	





PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 15, 1977

OBJECT CODE	DESCRIPTION	FY1996-97		FY1996-97		FY1995-96		FY1996-97		FY1995-96		FY1995-96 JUN 1996	FY1996-97 JUN 1997	FY1995-96 JUN 1996	FY97 YTD % REV BUD
		BUDGETED	BUDGETED	BUDGETED	BUDGETED	YTD	YTD	YTD	YTD						
1300-00	Maintenance of Equipment - General Fund	25,100.00	20,000.00	29,098.85	8,574.33	10,799.50	569.73	145.49%							
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00								
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	1,000.00	44.95	517.16	0.00	0.00	4.50%							
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00								
	Total Maintenance of Equipment	26,100.00	21,000.00	29,143.80	9,091.49	10,799.50	569.73	138.78%							
	HVAC														
	Carpet Cleaning	6,500.00	7,500.00	5,560.09	7,734.32	333.34	2,103.56	74.13%							
	Groundskeeping, City of Placentia	1,500.00	1,000.00	550.00	0.00	0.00	0.00	55.00%							
	Plumbing	21,000.00	18,750.00	20,188.23	18,626.60	3,799.31	3,397.15	107.67%							
	Electrical	500.00	1,200.00	1,111.47	110.00	290.27	0.00	92.62%							
	Cleaning Service	3,740.00	2,500.00	2,621.44	3,372.00	0.00	448.00	104.86%							
	Locksmith	11,700.00	11,700.00	11,400.00	11,400.00	950.00	950.00	97.44%							
	Other	200.00	200.00	245.46	1,262.10	157.00	64.90	122.73%							
	Total Maintenance of Building & Grounds	500.00	1,500.00	1,647.21	7,461.59	0.00	324.30	109.81%							
1400-00		45,640.00	44,350.00	43,323.90	49,966.61	5,529.92	7,287.91	97.69%							
	Memberships - General Fund	2,400.00	2,400.00	2,358.00	2,285.65	175.00	265.00	98.25%							
1600-07	Memberships - 321 Grant	0.00	0.00	295.00	135.00	0.00	0.00								
1600-08	Memberships - Adult Literacy	150.00	150.00	95.00	238.00	0.00	0.00	63.33%							
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00								
	Total Memberships	2,550.00	2,550.00	2,748.00	2,658.65	175.00	265.00	107.76%							
	Miscellaneous Expense - General Fund	0.00	0.00	0.00	(702.50)	0.00	0.00								
1700-07	Miscellaneous Expense - 321 Grant	0.00	20.00	20.00	0.00	0.00	0.00	100.00%							
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00								
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00								
	Total Miscellaneous Expense	0.00	20.00	20.00	(702.50)	0.00	0.00	100.00%							



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 15, 1977

OBJECT CODE	DESCRIPTION	FY1996-97		FY1996-97		FY1995-96		FY1995-96		FY97 YTD % REV BUD
		BUDGETED	BUDGETED	REVISED BUDGETED	YTD	JUN 1997	JUN 1996	YTD		
1800-00	Library Supplies	7,500.00	4,500.00	3,673.37	9,103.81	458.71	1,886.03	81.63%		
	Printing	7,849.00	7,000.00	8,641.63	3,816.95	152.35	1,746.97	123.45%		
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	0.00			
	Publications	1,000.00	1,000.00	2,742.75	1,119.48	280.86	226.50	274.28%		
	Paper	600.00	600.00	1,126.10	707.81	94.28	156.74	187.68%		
	Drinking Water Service	300.00	300.00	274.45	299.40	24.95	24.95	91.48%		
	Other Office Supplies	5,000.00	3,500.00	5,895.60	5,195.08	568.73	1,027.76	168.45%		
	Total Office Supply Expense - General Fund	22,249.00	16,900.00	22,353.90	20,242.53	1,579.88	5,068.95	132.27%		
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	636.39	0.00	27.42	0.00			
	Printing	3,000.00	3,000.00	1,796.25	1,045.62	0.00	0.00	59.88%		
	Publications	2,750.00	2,750.00	2,532.02	3,660.39	2,532.02	1,037.64	92.07%		
	Paper	50.00	50.00	0.00	0.00	0.00	0.00	0.00%		
	Other Office Supplies	1,500.00	1,500.00	1,685.66	1,620.47	0.00	0.00	112.38%		
	Total Adult Literacy Office Supply Expense	7,300.00	7,300.00	6,013.93	6,326.48	2,532.02	1,037.64	82.38%		
1800-09	Family Literacy Supply Expense	0.00	0.00	0.00	3,341.22	0.00	1,092.40			
	Total Office Expense	29,549.00	24,200.00	29,004.22	29,910.23	4,139.32	7,198.99	119.85%		
1803-00	Postage Expense - General Fund	1,500.00	1,000.00	692.24	948.22	181.64	535.45	69.22%		
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00			
1803-08	Postage Expense - Adult Literacy	400.00	400.00	224.00	115.20	0.00	83.20	56.00%		
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00			
	Total Postage Expense	1,900.00	1,400.00	916.24	1,063.42	181.64	618.65	65.45%		



**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURE REPORT FOR FUND 5071**  
 (Prepared from the Orange County Auditor's Report)  
 July 15, 1977

OBJECT CODE	DESCRIPTION	REVISED		FY1995-96 YTD	FY1996-97 YTD	FY1995-96 JUN 1996	FY1996-97 JUN 1997	FY1995-96 % REV BUD
		FY1996-97 BUDGETED	FY1996-97 YTD					
	Care Resources (Employee Assistance)	650.00	350.00	385.00	70.00	35.00	70.00	53.85%
	Pension Contribution & Operating Expenses	5,800.00	4,690.92	4,797.61	947.74	0.00	947.74	80.88%
	Anaheim Library Automated System	39,000.00	38,781.65	37,377.87	0.00	0.00	0.00	99.44%
	Clipping Service	400.00	392.52	392.52	65.42	65.42	65.42	98.13%
	Tax Collection Services & Fees by Orange County	450.00	426.14	402.58	97.32	86.07	97.32	94.70%
	Advertising	200.00	0.00	270.82	0.00	155.62	0.00	0.00%
	Medical Exams	500.00	392.00	252.50	25.00	0.00	25.00	78.40%
	Collection Services - Accounts Receivable	3,700.00	118.86	0.00	0.00	0.00	0.00	3.21%
	Audit	3,750.00	4,130.00	2,950.00	1,080.00	0.00	1,080.00	110.13%
	Payroll Preparation	2,500.00	1,894.47	2,370.03	155.00	171.00	155.00	75.78%
	Election Expenses	13,000.00	8,450.48	0.00	0.00	0.00	0.00	46.95%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0.00	1,095.99	2,643.91	0.00	100.00	0.00	
1900-00	Total Specialized Services - General Fund	69,950.00	60,723.03	51,842.84	2,440.48	613.11	2,440.48	81.02%
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	1,507.39	0.00	18.25	0.00	
1900-07	Specialized Services - 321 Grant	0.00	1,625.00	250.00	1,175.00	250.00	1,175.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	1,333.86	1,305.31	853.86	517.20	853.86	48.50%
1900-09	Specialized Services - Family Literacy	0.00	0.00	5,714.25	0.00	5,096.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,200.00	1,877.98	1,823.82	24.74	7.70	24.74	85.36%
	Total Specialized Services	74,900.00	65,559.87	62,443.61	4,494.08	6,502.26	4,494.08	82.05%
2000-00	Legal Notices - General Fund	500.00	1,064.56	112.50	0.00	0.00	0.00	88.71%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	500.00	1,064.56	112.50	0.00	0.00	0.00	88.71%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 15, 1977

OBJECT CODE	DESCRIPTION	REVISED		FY1995-96 YTD	FY1996-97 YTD	FY1995-96 JUN 1996	FY1996-97 JUN 1997	FY1995-96 % REV BUD
		FY1996-97 BUDGETED	FY1996-97 YTD					
2200-00	Semi-Annual Bond Payment	7,900.00	1,542.61	35,900.00	0.00	0.00	0.00	19.53%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	100.00	644.34	2,817.81	0.00	0.00	0.00	644.34%
2400-01	Special Department Expense- Books	18,446.00	10,246.41	17,151.49	1,863.73	5,037.25	1,863.73	102.46%
2400-02	Special Department Expense - Video	1,000.00	0.00	243.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	10,000.00	35,441.99	46,181.66	21,689.57	23,705.01	21,689.57	354.42%
2400-04	Special Department Expense - Periodicals	26,000.00	5,230.97	4,966.48	30.00	242.00	30.00	20.12%
2400-05	Special Department Expense - Audio	2,400.00	0.00	503.90	0.00	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	1,980.84	637.76	1,007.69	637.76	1,007.69	396.17%
2400-09	Special Department Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	58,446.00	53,544.55	72,502.10	24,590.99	29,622.02	24,590.99	111.32%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	0.00	1,695.33	228.68	409.38	228.68	96.27%
2700-01	Transportation/Travel - Meetings, Staff Local	1,500.00	3,369.52	2,362.54	751.70	690.75	751.70	167.18%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	835.92	886.78	509.34	683.24	509.34	204.02%
2700-03	Transportation/Travel - Meetings, Board Local	500.00	1,020.09	727.52	446.00	452.52	446.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	260.00	2,421.02	50.00	770.51	50.00	9.45%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	25.20	120.72	25.20	0.00	25.20	5.04%
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	9.67	81.04	0.00	52.85	0.00	
	Total Transportation/Travel - Meetings	6,000.00	6,824.44	8,294.95	2,010.92	3,059.25	2,010.92	88.06%





**PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071**  
(Prepared from the Orange County Auditor's Report)  
July 15, 1977

OBJECT CODE	DESCRIPTION	REVISED		FY1995-96 YTD	FY1996-97 JUN 1997	FY1995-96 JUN 1996	FY97 YTD % REV BUD
		FY1996-97 BUDGETED	FY1996-97 YTD				
2800-00	Electricity	51,000.00	42,250.50	47,635.00	6,906.26	7,387.48	98.26%
	Gas	3,300.00	6,102.59	3,066.02	301.94	43.22	203.42%
	Water	1,925.00	2,955.74	1,913.25	424.48	294.47	155.57%
	Total Utilities	56,225.00	51,308.83	52,614.27	7,632.68	7,725.17	107.12%
	TOTAL SUPPLIES & SERVICES	337,795.00	311,340.31	342,008.14	61,525.77	64,895.33	99.43%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	778.00	1,154.00	0.00	0.00	64.83%
4000-00	Equipment - General Fund	5,000.00	2,625.36	4,722.66	0.00	3,994.85	105.01%
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	877.07	0.00	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	5,000.00	3,502.43	4,722.66	0.00	3,994.85	140.10%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
4807	TOTAL EQUIPMENT EXPENSE	5,000.00	3,502.43	4,722.66	0.00	3,994.85	140.10%
5600	OPERATING TRANSFER TO ANOTHER DISTRICT	0.00	0.00	70,000.00	0.00	0.00	0.00
	INVESTMENT POOL LOSS	0.00	0.00	(545.75)	0.00	0.00	
	TOTAL EXPENSES	1,003,500.00	919,850.00	1,019,029.30	79,430.46	70,346.28	98.17%



Placentia Library District  
Balance Sheet

June 30, 1997

<b>Assets</b>		
General Fund - Checking	6,657.64	
Literacy Fund-Checking	0.00	
County Exempt-Checking	5,777.34	
Payroll Account	10,680.20	
Savings (P/R Support)	4,113.93	
Savings (P/R Fees)	2,240.46	
Certificates of Deposit	27,500.00	
General Fund - Savings	2,733.17	
Literacy Fund - Savings	10,388.76	
County Exempt - Savings	6,641.61	
Total Assets		76,733.11 =====
<b>Liabilities</b>		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	(375.76)	
Deferred Comp Payable	842.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		433.51
<b>Capital</b>		
Fund Balance	76,299.60	
Total Capital		76,299.60 -----
Total Liabilities and Capital		76,733.11 =====

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

June 1997

Prepared 7/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,691.89
Checks Out	1033	958.72		
TOTALS		958.72	0.00	
CHECKBOOK BAL				2,733.17

*EDM*  
7/10/97

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

June 1997

Prepared 7/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,687.64
Checks Out	4380	30.00		
TOTALS		30.00	0.00	
CHECKBOOK BAL				6,657.64

*correct*  
*7/10/97*

06/30/97

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

Page 1  
Part 1 of 1 Parts

	Total	06/30/97
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	1.00	1.00
Cash Register-Fines	1,783.47	1,783.47
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	70.52	70.52
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	102.60	102.60
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,544.13	1,544.13
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,921.21	1,921.21
Interest Income - checking	0.00	0.00
Interest Income - savings	10.57	10.57
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5,433.50	5,433.50
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	5,433.50	5,433.50
<b>Expenses</b>		
Transfers to County	4,762.29	4,762.29
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	0.00	0.00
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	30.00	30.00
Transportation & Travel (270)	40.00	40.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

06/30/97

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

Page 2  
 Part 1 of 1 Parts

	Total	06/30/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	4,832.29	4,832.29
	-----	-----
Operating Income (Loss)	601.21	601.21
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	601.21	601.21
	=====	=====

06/30/97

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

06/30/97

Income

Cash Register-Audio Visual	0.00
Cash Register-Mis.	98.25
Cash Register-Fines	21,288.55
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,461.47
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	16.50
Cash Register-Childrens	406.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,201.75
Cash Register-Computer Rental	157.00
Typewriter Income	52.11
Telephone Income	34.57
Copy Machine Income	0.00
State Library Reimbursements	10,167.40
State Library Grants	11,887.00
State of California Foundation Funds	28,082.00
Other Grants	3,511.00
County Reimbursements	12,617.09
Interest Income - checking	0.00
Interest Income - savings	141.67
Miscellaneous Income	0.00

Total Income 91,122.36

Cost of Sales

Gross Profit (Loss) 91,122.36

Expenses

Transfers to County	78,939.13
Employee Insurance (030)	(351.84)
Food (0900)	15.76
Household Expenses (100)	0.00
Insurance (1100)	(948.00)
Maintenance-Equip (130)	1,640.95
Maintenance-Bldg (140)	445.00
Communications (070)	0.00
Memberships (160)	311.00
Office Expense (180)	1,278.29
Postage (183)	910.90
Prof. & Spec. Services (190)	240.11
Special Departmental Expense (240)	(321.02)
Transportation & Travel (270)	3,839.44
Utilities (280)	0.00
Equipment (400)	0.00



06/30/97

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

Page 2  
Part 1 of 1 Parts

	06/30/97
Taxes and Fees (370)	607.50
Funds in Transit	0.00
	-----
Total Expenses	86,607.22
	-----
Operating Income (Loss)	4,515.14
Other Income	
Other Expenses	
	-----
Net Income (Loss)	4,515.14
	=====

06/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 97 Period 12  
General Account

Page 1

Check	Date	Payee	Amount
4380	06/11/97	RSVP 0-5120-01 Special Departmental Expense (24	30.00
4381	06/11/97	VOID void	0.00
4382	06/25/97	Plac. Chamber/Commer 0-5122-01 Transportation & Travel (270)	40.00
Checkbook 1 Total			70.00

06/30/97

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

Page 2

For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

Account Name	Total
0-5120-01 Special Departmental Expense (240)	30.00
0-5122-01 Transportation & Travel (270)	40.00
	<u>70.00</u>
	=====

06/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 97 Period 12  
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1032	06/15/97	O.C. Auditor 0-5102-01 Transfers to County	3,803.57
1033	06/24/97	O.C. Auditor 0-5102-01 Transfers to County	958.72
Checkbook 5 Total			4,762.29

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

June 1997

Prepared 7/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,388.76
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				10,388.76

*Ernest*  
*7/10/97*

06/30/97

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending June 30, 1997

	Total	06/30/97
Income		
Gifts Income	800.00	800.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	17.82	17.82
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	280.00	280.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
	-----	-----
Total Income	1,127.82	1,127.82
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,127.82	1,127.82
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
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	1,127.82	1,127.82
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,127.82	1,127.82
	=====	=====

06/30/97

Page 1

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

	06/30/97
Income	
Gifts Income	800.00
Tutor Training Income	240.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	9.16
Interest Income - savings	123.20
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	1,259.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	200.00
	-----
Total Income	2,631.36
Cost of Sales	-----
Gross Profit (Loss)	2,631.36
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	8.61
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	70.04
	-----
Total Expenses	78.65
Operating Income (Loss)	2,552.71
Other Income	
Other Expenses	-----
Net Income (Loss)	2,552.71
	=====

06/30/97

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

Page 1

For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

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

June 1997

Prepared 7/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,512.61
Checks Out	1024	271.00		
	1025	1,600.00		
TOTALS		1,871.00	0.00	
CHECKBOOK BAL				6,641.61

*EDM*  
*7/10/97*

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

June 1997

Prepared 7/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,494.81
Checks Out	1088	12.73		
	1089	79.74		
	1092	625.00		
TOTALS		717.47	0.00	
CHECKBOOK BAL				5,777.34

*Edmond*  
*7/14/97*

06/30/97

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

Page 1  
Part 1 of 1 Parts

	Total	06/30/97
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	325.00	325.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	0.00	0.00
Debit Card Income	354.00	354.00
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	21.48	21.48
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
	-----	-----
Total Income	760.48	760.48
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	760.48	760.48
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	654.24	654.24
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	1,600.00	1,600.00
Friend's-Director's Fund	100.00	100.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	625.00	625.00
Funds in Transit	0.00	0.00

06/30/97

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

Page 2  
Part 1 of 1 Parts

	Total	06/30/97
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	271.00	271.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
	-----	-----
Total Expenses	3,250.24	3,250.24
	-----	-----
Operating Income (Loss)	(2,489.76)	(2,489.76)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,489.76)	(2,489.76)
	=====	=====

06/30/97

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending June 30, 1997

	06/30/97
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	127.25
Meeting Room Income	3,365.00
Test Proctoring Income	380.00
Vending Machine Income	0.00
Debit Card Income	8,213.04
Friends Contributions	0.00
Friends - Summer Reading	3,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	55.37
Interest Income - savings	157.56
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	918.11
Camp Library (Friends)	350.00
Storytime (Friends)	1,640.00
	-----
Total Income	18,206.33
 <b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	18,206.33
 <b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	42.56
Children's Summer Reading Program	3,707.58
Children's Camp Library	457.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	5,200.00
Friend's-Director's Fund	1,250.84
Friend's-Other Activities	0.00
Library Board Expenses	867.94
Meeting Room Upkeep Expenses	755.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	3,866.54
Funds in Transit	0.00

06/30/97

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

Page 2  
Part 1 of 1 Parts

	06/30/97
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	2,583.55
Copier Lease Payments	0.00
Copier Supplies	404.07
	-----
Total Expenses	19,135.18
	-----
Operating Income (Loss)	(928.85)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(928.85)
	=====

06/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 97 Period 12  
County Exempt

Page 1

Check	Date	Payee	Amount
1087	06/06/97	Crescendo 0-5314-03 Friend's-Director's Fund	100.00 100.00
1088	06/06/97	Serra Cooperative 0-5308-03 Children's Summer Reading Progra	12.73 12.73
1089	06/06/97	Scholastic Book Fair 0-5308-03 Children's Summer Reading Progra	79.74 79.74
1090	06/06/97	Ingram Library Svcs. 0-5308-03 Children's Summer Reading Progra	476.77 476.77
1091	06/09/97	Kidertainment 0-5308-03 Children's Summer Reading Progra	85.00 85.00
1092	06/29/97	California Advocates 0-5323-03 Lobbyist Expense	625.00 625.00
Checkbook 3 Total			1,379.24

06/30/97

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

Page

For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

Account Name	Total
0-5308-03 Children's Summer Reading Program	654.24
0-5314-03 Friend's-Director's Fund	100.00
0-5323-03 Lobbyist Expense	625.00
	<hr/>
	1,379.24
	<hr/> <hr/>



06/30/97

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 97 Period 12  
 County Exempt

Page 1

Check	Date	Payee	Amount
1087	06/06/97	Crescendo 0-5314-03 Friend's-Director's Fund	100.00
1088	06/06/97	Serra Cooperative 0-5308-03 Children's Summer Reading Progra	12.73
1089	06/06/97	Scholastic Book Fair 0-5308-03 Children's Summer Reading Progra	79.74
1090	06/06/97	Ingram Library Svcs. 0-5308-03 Children's Summer Reading Progra	476.77
1091	06/09/97	Kidertainment 0-5308-03 Children's Summer Reading Progra	85.00
1092	06/29/97	California Advocates 0-5323-03 Lobbyist Expense	625.00
Checkbook 3 Total			1,379.24

06/30/97

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

Page 2

For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

Account Name	Total
0-5308-03 Children's Summer Reading Program	654.24
0-5314-03 Friend's-Director's Fund	100.00
0-5323-03 Lobbyist Expense	625.00
	-----
	1,379.24
	=====

06/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 7 Fiscal Year 97 Period 12  
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1024	06/24/97	IKON Office Solution 0-5327-03 Copier Maintenance Contract	271.00
1025	06/24/97	O.C. Auditor 0-5313-03 Debit Card - Repay Capital Equip	1,600.00
		Checkbook 7 Total	1,871.00

06/30/97

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

Page 2

For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

Account Name	Total
0-5313-03 Debit Card - Repay Capital Equip.	1,600.00
0-5327-03 Copier Maintenance Contract	271.00
	-----
	1,871.00
	=====

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

Prepared July 10, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				12,307.84
	3189	60.06		
	3190	1180.45		
	3193	107.88		
	3199	138.42		
	3200	140.83		
	TOTALS	1,627.64	0.00	
Checkbook balance				10,680.20

06/30/97

Page 1  
Part 1 of 1 Parts

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

	Total	06/30/97
Income		
Transfers from County	12,379.75	12,379.75
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	13.72	13.72
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	12,393.47	12,393.47
Cost of Sales		
	-----	-----
Gross Profit (Loss)	12,393.47	12,393.47
Expenses		
Salaries	34,242.02	34,242.02
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	(1,987.10)	(1,987.10)
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	32,254.92	32,254.92
	-----	-----
Operating Income (Loss)	(19,861.45)	(19,861.45)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(19,861.45)	(19,861.45)
	=====	=====

06/30/97

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending June 30, 1997

	06/30/97
Income	
Transfers from County	519,419.75
Interest Income-CD's	1,313.13
Interest-Savings-Landmark	100.39
Interest-Savings-B of A	33.78
Miscellaneous Income	0.00
	-----
Total Income	520,867.05
Cost of Sales	
	-----
Gross Profit (Loss)	520,867.05
Expenses	
Salaries	486,899.45
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	36,034.17
Payroll Processing Fees	240.95
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	523,174.57
	-----
Operating Income (Loss)	(2,307.52)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(2,307.52)
	=====

06/30/97

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

Page 1

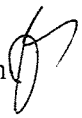
For Fiscal Year 97, Period 12 through Fiscal Year 97, Period 12

Account Name Total

---

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



TO: Elizabeth D. Minter, Library Director  
 FROM: Julie Shook, Technical Services Librarian   
 DATE: July 15, 1997  
 SUBJECT: Acquisitions Report

ACTIVITY FOR JUNE 1997

	General Fund			Adopt A Book			TOTAL		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	620.42	34	34	620.42	34	34
Adult Non-Fiction	43.22	2	2	383.30	20	20	426.52	22	22
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non Fiction	43.22	2	2	383.30	20	20	426.52	22	22
TOTAL ADULT MATERIALS	43.22	2	2	1,003.72	54	54	1,046.94	56	56
Juvenile Fiction	0.00	0	0	148.02	5	11	148.02	5	11
Juvenile Non-Fiction	19.42	1	1	75.57	4	4	94.99	5	5
Juvenile Reference	63.97	3	3	0.00	0	0	63.97	3	3
Juvenile Print Continuations	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
Total Juvenile Non-Fiction	83.39	4	4	75.57	4	4	158.96	8	8
TOTAL JUVENILE MATERIALS	83.39	4	4	223.59	9	15	306.98	13	19
TOTAL FICTION	0.00	0	0	768.44	39	45	768.44	39	45
TOTAL NON-FICTION	126.61	6	6	458.87	24	24	585.48	30	30
TOTAL MATERIALS	126.61	6	6	1,227.31	63	69	1,353.92	69	75

ACTIVITY FOR FISCAL YEAR 1996-1997 THROUGH JUNE

	General Fund			Adopt A Book			TOTAL		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,080.60			3,692.73			5,773.33	0	0
Adult Non-Fiction	2,309.47			2,974.12			5,283.59	0	0
Adult Reference	2,284.79			0.00			2,284.79	0	0
Adult Print Continuations	127.99			0.00			127.99	0	0
Adult Electronic Continuations	4,680.00			0.00			4,680.00	0	0
Total Adult Non Fiction	9,402.25	0	0	2,974.12	0	0	12,376.37	0	0
TOTAL ADULT MATERIALS	11,482.85	0	0	6,666.85	0	0	18,149.70	0	0
Juvenile Fiction	205.84			1,115.84			1,321.68	0	0
Juvenile Non-Fiction	333.13			1,218.10			1,551.23	0	0
Juvenile Reference	128.64			92.61			221.25	0	0
Juvenile Print Continuations	89.60			0.00			89.60	0	0
Juvenile Electronic Continuations	0.00			0.00			0.00	0	0
Total Juvenile Non-Fiction	551.37	0	0	1,310.71	0	0	1,862.08	0	0
TOTAL JUVENILE MATERIALS	757.21	0	0	2,426.55	0	0	3,183.76	0	0
TOTAL FICTION	2,286.44	0	0	4,808.57	0	0	7,095.01	0	0
TOTAL NON-FICTION	9,953.62	0	0	4,284.83	0	0	14,238.45	0	0
TOTAL MATERIALS	12,240.06	0	0	9,093.40	0	0	21,333.46	0	0

OUTSTANDING ORDERS AS OF JULY 1, 1997

General Fund	Adopt A Book	TOTAL
566.74	3,120.95	3,687.69

DONATED ITEMS

	Month of June		FY96-97 Through June	
	Amount	Volumes	Amount	Volumes
Adult Books*	642.89	36	12,874.14	705
Juvenile Books*	254.90	25	3,053.02	311
Adult Videos			195.00	12
Juvenile Videos			109.00	6
Adult CD's			310.00	27
Audio Cassettes/Audio Books			52.00	2
TOTAL	897.79	61	16,593.16	1,063

\*These figures do not include paperbacks.

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *AB*  
 DATE: July 15, 1997  
 SUBJECT: ACS: Overdue Collection Report for Months of May and June

The report received from ACS Collection Agency on July 8, 1997 is Attachment A

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1995-96					
July	6	40	9	422.41	14
August	5	22	8	360.02	10
September	43	43	15	759.60	12
October	23	59	20	952.73	4
November	36	72	22	982.65	3
December	13	47	1	95.75	38
January	12	25	0	0.00	21
February	10	27	2	92.45	8
March	1	15	2	124.95	0
April	20	19	0	0.00	0
May	20	15	1	199.27	0
June	2	5	8	242.00	14
TOTAL YTD	191	389	88	4,231.83	124

ADVANCED COLLECTION SERVICES

2158 W 190TH ST  
Torrance, CA 90509

CLIENT PROGRESS REPORT  
09 Jun 1997

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

PLA400

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	20	1,814.18	42	3,907.83	1500	106,663.42
LESS: Mail Returns*, Dispute, Bankrpt	0	0.00	0	0.00	109	56,382.27
NET ASSIGNMENTS	20	1,814.18	42	3,907.83	1391	50,281.15
COLLECTED						
Paid In Full	1	199.27	1	199.27	89	33,570.49
Settled in Full	0	0.00	0	0.00	11	10,216.45
Partial Payment	0	0.00	0	0.00	29	9,814.37
Resolved	0	0.00	1	167.30	34	18,066.16
TOTAL RECOVERED	1	199.27	2	366.57	163	71,667.47

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	7	29	23	52	373
\$ ASSIGNED	\$1,880	\$26,945	\$7,164	\$24,465	\$184,943

\* Percentage of Mail Returns ~ 44.9 %  
\* Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent)	CC - cycle completed
PIF - paid in full (MATS and/or CASH)	DIS - disputed
SIF - settled in full (MATS and/or CASH)	MR - mail returned
PAY - partial payment (MATS and/or CASH)	BAN - bankruptcy
SUS - action suspended (60 day limit)	

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	1427	02/04/97	05/14/97 AMT: 95.79	95.79	ACT	3
	1412	11/20/96	05/14/97 AMT: 56.45	56.45	ACT	3
	1413	02/05/97	05/14/97 AMT: 121.54	121.54	ACT	3
	1420	12/09/96	05/14/97 AMT: 76.75	76.75	ACT	3
	1426	02/04/97	05/14/97 AMT: 101.69	101.69	ACT	3
	1411	05/30/97	05/14/97 AMT: 55.70	21.50	PP	3
	1414	11/02/96	05/14/97 AMT: 90.25	90.25	ACT	3
	1418	12/10/96	05/14/97 AMT: 85.94	85.94	ACT	3
	1421	12/09/96	05/14/97 AMT: 86.95	86.95	ACT	3
	1409	01/05/97	05/14/97 AMT: 86.10	86.10	ACT	3
	1410	01/09/97	05/14/97 AMT: 90.65	90.65	ACT	3
	1423	12/10/96	05/14/97 AMT: 72.90	72.90	ACT	3
	1415	10/30/96	05/14/97 AMT: 105.25	105.25	ACT	3
	1417	12/08/96	05/14/97 AMT: 83.30	83.30	ACT	3
	1424	03/01/97	05/14/97 AMT: 94.26	94.26	ACT	3

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE #
	5425	01/23/97	05/14/97 AMT: 122.65	122.65	ACT 3

TOTAL STILL ON SYSTEM :

1,391.97

ADVANCED COLLECTION SERVICES

2158 W 190TH ST  
Torrance, CA 90509

CLIENT PROGRESS REPORT  
02 Jul 1997

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

PLA400

Your ACS consultant is:  
CHRISTINA ALCANTARA  
800-600-7878

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS		0.00	42	3,907.83	1500	106,663.42
LESS: Mail Returns*, Dispute, Bankrpt	2	1,153.84	2	1,153.84	111	57,536.11
<b>NET ASSIGNMENTS</b>	<b>-2</b>	<b>-1,153.84</b>	<b>40</b>	<b>2,753.99</b>	<b>1389</b>	<b>49,127.31</b>
<b>COLLECTED</b>						
Paid In Full	1	242.00	2	441.27	90	33,812.49
Settled in Full	0	0.00	0	0.00	11	10,216.45
Partial Payment	0	0.00	0	0.00	29	9,814.37
Resolved	0	0.00	1	167.30	34	18,066.16
<b>TOTAL RECOVERED</b>	<b>1</b>	<b>242.00</b>	<b>3</b>	<b>608.57</b>	<b>164</b>	<b>71,909.47</b>

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	13	29	23	52	373
\$ ASSIGNED	\$3,388	\$26,945	\$7,164	\$24,465	\$184,943

\* Percentage of Mail Returns - 46.0 %

\* Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent)                    CC - cycle completed  
 PIF - paid in full (MATS and/or CASH)                DIS - disputed  
 SIF - settled in full (MATS and/or CASH)            MR - mail returned  
 PAY - partial payment (MATS and/or CASH)            BAN - bankruptcy  
 SUS - action suspended (60 day limit)

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	3045	04/17/97	02/20/97 AMT: 90.07	0.00	PIF	4
	5419	12/11/96	05/14/97 AMT: 91.95	91.95	AAOC	1
	3039	05/31/97	02/20/97 AMT: 55.90	0.00	CC	5
	5427	02/04/97	05/14/97 AMT: 95.79	95.79	CC	5
	5412	11/20/96	05/14/97 AMT: 56.45	56.45	CC	5
	5413	02/05/97	05/14/97 AMT: 121.54	121.54	CC	5
	5428	01/30/97	05/14/97 AMT: 108.44	108.44	AAOC	2
	2043	04/29/97	01/24/97 AMT: 105.40	0.00	PIF	5
	5422	06/24/97	05/14/97 AMT: 120.95	35.00	AAOC	2
	5420	12/09/96	05/14/97 AMT: 76.75	76.75	CC	5
	5426	02/04/97	05/14/97 AMT: 101.69	101.69	CC	5
	5411	05/30/97	05/14/97 AMT: 55.70	21.50	CC	5
	5414	06/23/97	05/14/97 AMT: 90.25	0.00	PIF	4
	5416	09/22/96	05/14/97 AMT: 66.67	66.67	AAOC	1
	5418	12/10/96	05/14/97 AMT: 85.94	85.94	CC	5



PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOLINT	STAT CODE	DEMAND #
	3041	03/16/97	02/20/97 AMT: 55.00	0.00	PIF	1
	5421	06/30/97	05/14/97 AMT: 86.95	0.00	PIF	5
	5409	01/05/97	05/14/97 AMT: 86.10	86.10	MR	4
	5410	01/09/97	05/14/97 AMT: 90.65	90.65	CC	5
	5423	12/10/96	05/14/97 AMT: 72.90	72.90	CC	5
	12050	04/29/97	01/24/97 AMT: 79.85	0.00	PIF	5
	2047	04/22/97	01/24/97 AMT: 191.90	0.00	PIF	5
	5415	10/30/96	05/14/97 AMT: 105.25	105.25	CC	5
	5417	12/08/96	05/14/97 AMT: 83.30	83.30	CC	5
	2051	03/13/97	01/24/97 AMT: 69.95	0.00	PIF	2
	5424	03/01/97	05/14/97 AMT: 94.26	94.26	CC	5
	5425	01/23/97	05/14/97 AMT: 122.65	122.65	CC	5

TOTAL STILL ON SYSTEM :

1,516.83



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edm*  
 DATE: July 15, 1997  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JUNE, 1997**

SUMMARY OF PRINTER/COPIER ACCOUNTS JUNE, 1997

Beginning Balance 06/01/97			\$ 1,975.51
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in June	354.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment in June		271.00	
Debit Card System Loan Payback		<u>1,600.00</u>	
	<u>\$ 354.00</u>	<u>1,871.00</u>	
Ending Balance 6/30/97			<u>\$ 458.51</u>
July payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 10/31/96	16,559.50
Loan Repayment through 05/31/97	(6,965.48)
June Purchases (Fund 702)	0.00
June Payment	<u>(1,600.00)</u>
Balance 06/30/97	<u>\$ 7,994.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: July 15, 1997  
 SUBJECT: Gift Fund Report

The following cash gifts were received from June 19, 1997 through July 2, 1997

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Jo Ann Nelson	30.00
Ann M. Robinson in memory of A. B. Robinson	50.00
James and Virginia Walker in memory of Phillip Snyder	25.00
Shirley Wulff	20.00
Contributions received through donation box at circulation desk	33.00
<b>Total Donations to Adopt-A-Book Fund</b>	<b>\$ 158.00</b>

Donations to Book Endowment Fund:

Jeanine and Lon Alexander in Memory of Erv Godwin	100.00
Suad Ammar in memory of Peter Irot	25.00
<b>Total Donations to Foundation Endowment Fund</b>	<b>\$ 125.00</b>

**TOTAL CASH DONATIONS** **\$ 283.00**  
 through July 2, 1997

Summary of Memorial Funds to date:

Peter Irot	\$1,770.00
Erv Godwin	665.00



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

DATE: July 15, 1997

**SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH OF JUNE**

1. **Air Conditioning** - Break in HVAC system pipes caused severe water leakage in storage room. Rusted and broken pipes were replaced. No damage to Library structure or property is apparent from the flooding.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Plumbing** - Toilet was repaired in children's restroom.





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: July 15, 1997  
SUBJECT: PERSONNEL REPORT FOR JUNE, 1997

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY96/97 June	FY96/97 YTD	Starting	Cumulative
Andrade, Linda	0.00	95.25	9/95	153.25
Ball, Thom	0.00	13.50	7/96	13.50
Cheek, Lola	0.00	14.75	4/96	43.50
Covington, Darlene	10.00	60.00	3/95	311.00
Cullum, Beverly	0.00	33.00	7/96	33.00
Cummings, Dottie	4.50	44.50	1/97	44.50
Dailey, Marjorie	0.00	37.00	10/95	117.00
Deputy, Paul	15.50	311.50	7/82	6,203.50
Dorey, Barbara	0.00	2.00	1/97	2.00
Dorey, Chet	0.00	22.25	1/97	22.25
Farkas, Ted	0.00	2.00		4.00
Fioroni, Pete	7.75	15.75	3/97	15.75
Fioroni, Ruth	7.75	15.75	3/97	15.75
Fitzgerald, Joan	18.00	251.00	10/93	1,021.75
Godwin, Nita	3.00	59.50	2/96	95.75
Goldbaum, Mae	0.00	13.25	7/88	386.75
Grismer, Luci	16.00	106.25	12/93	106.25
Hemmerling, Barbara	4.50	121.50	10/95	172.50
Himes, Camille	0.00	3.50	4/96	5.50
Hiranuma, Michael	0.00	31.25	4/96	62.00
Jorrock, Marjorie	0.00	38.25	10/95	114.00
Irot, Pat	0.00	350.00	2/96	539.00
Jackson, Dianne	4.50	32.25	2/96	32.25
Klendshoj, Ole	0.00	29.75	2/96	61.75
Langmore, Elizabeth	0.00	4.00	3/96	5.50
Livesey, Jane	5.50	79.75	4/96	112.75
Lough, Janet	0.00	20.00	3/96	66.00
Malik, Shamim	55.00	80.00	5/97	80.00
Mar, Dee	0.00	5.00	3/97	5.00
Mignot, Shirley	6.00	94.00	9/95	164.00
Mockler, Amanda	3.50	106.50	7/96	106.50
Myers, Claire	18.00	146.00	10/95	293.00
O'Neil-Zorn, Edie	2.00	19.75	1/97	19.75
Olson, Bob	6.25	59.75	9/95	101.25
Olson, Jeanne	6.00	52.75	9/95	86.75
Reynolds, Penny	0.00	0.00	9/95	117.75
Rome, Martha	0.00	2.00	2/96	39.25
Schlichter, Allan	6.00	89.50	10/93	374.50
Shaw, Dixie	3.25	31.25	5/94	99.50
Stark, Sandra	6.00	26.00		64.00
Stoller, Frances	0.00	33.00	9/95	94.00
Walker, Jim	0.00	1.50	2/96	11.25
Walker, Virginia	0.00	21.50	2/96	63.75
Westberg, Carl	0.00	16.75	9/93	390.00
Wymer, Betty	7.50	138.75	1/96	187.25
J.T.P.A. / Job Training Partnership Act	0.00	306.00		306.00
S.T.E.P. / Senior Training & Employment Program	194.00	2,061.75		2,061.75
G.A.I.N. / Greater Avenues for Independence	0.00	216.00	5/96	518.00
<b>TOTAL</b>	<b>410.50</b>	<b>5,315.50</b>		<b>14,944.75</b>

TEMPORARAY VOLUNTEERS

	FY96/97			FY96/97	
	May	YTD		May	YTD
Ataris, Andy	2.00	2.00	Nguyen, Ngoc	0.00	3.00
BAek, Jisoo	38.75	38.75	Nichols, Jennifer	0.00	2.50
Bingston, Bob	2.00	2.00	Parnas, Laurie	0.00	5.00
Blonson, Scott	4.00	21.50	Patel, Ashish	18.25	18.25
Bone, Shawnda	2.00	97.00	Pec, Jean	2.00	2.00
Borman, Laurie	0.00	5.00	Perez, Manuel	0.00	32.50
Burke, Marsha	0.00	7.50	Phan, Victor	0.00	38.25
Burlingame, Tony	2.00	4.50	Phillips, Stephanie	0.00	20.00
Burns, John	4.00	6.50	Pina, Mario	0.00	85.50
Chang, Albert	7.75	7.75	Plenert, Christina	0.00	3.50
Chou, Rebecca	0.00	122.00	Pulido, Maria	0.00	30.50
Chou, Katherine	16.00	29.00	Pulido, Rosa	0.00	30.50
Cipres, Marcella	4.00	21.50	Putcha, Aditya	0.00	3.00
Dear, Wailey	0.00	48.00	Rahman, Shayan	0.00	20.00
Delgado, Daniel	0.00	6.50	Rathod, Nidhi	0.00	63.50
Delgado, Suzanne	0.00	22.50	Rendon, Jorge	0.00	8.25
Eberhard, Carolina	4.00	4.00	Rodas, Ernie	0.00	12.00
Eliot, Dan	0.00	5.00	Romero, Rick	0.00	2.50
El Mohawar, Samah	3.00	20.00	Rosell, Stephen	0.00	42.25
Fahim, Runia	24.00	24.00	Rucker, Ashley	0.00	63.50
Garcia, Eduardo	0.00	60.50	Sanders, Holly	5.50	35.50
Giorgi, Charlie	2.00	2.00	Scheidecker, Jeff	28.75	31.50
Guzman, Jessica	2.00	21.00	Shah, Niketa	4.00	14.75
Harikumar, Sibub	0.00	32.50	Shen, Tom	0.00	27.25
Harrett, Tom	0.00	71.25	Shih, Katie	0.00	25.50
Hiranuma, Michelle	0.00	6.50	Solorio, Delores	0.00	5.00
Huang, Julia	0.00	5.00	Tanaka, Emi	0.00	11.75
Kim, Jonathan	0.00	21.00	Tanner, Lisa	0.00	4.50
Kang, Hyon	0.00	6.00	Tao, Amy	0.00	24.00
Kin, Wong	0.00	5.00	Tao, Jenny	0.00	25.00
Konman, Laurie	4.00	6.50	Taylor, Robert	0.00	70.00
Lee, Cherisse	0.00	8.50	Tran, Kim	0.00	7.50
Lee, Grace	0.00	39.25	Tsai, Albert	0.00	41.75
Lim, Jina	30.00	30.00	Uh, Soo	0.00	33.00
Lim, Michael	6.00	26.00	Valadez, Armandc	3.00	21.25
Lim, Tricia	7.75	7.75	Velazquez, Ana	16.00	16.00
Lin, David	0.00	34.50	Verma, Suprabh	13.75	25.50
Lin, Jack	0.00	34.00	Wade, Ryan	0.00	15.00
Lin, Jeff	15.50	15.50	Warren, Mary	0.00	17.75
Lin, Sherry	5.00	29.50	Wood, Jennifer	0.00	32.00
Lopez, Armando	10.25	10.25	Wright, Mandy	0.00	10.00
Lui, Jason	0.00	15.75	Yada, Julie	8.00	98.00
Lui, Wen-Tsu	10.25	10.25	Yang, Denny	0.00	5.25
Minh, David	6.50	6.50	Yick, Leo	0.00	32.50
Miro, Tommy	0.00	10.00	Yip, Vivian	0.00	2.00
Mohan, Kavita	5.25	5.25	Yu, Liang	8.00	74.00
Nguyen, Hien	4.50	22.00			
<b>TOTAL</b>	<b>222.50</b>	<b>1,075.00</b>		<b>107.25</b>	<b>1,218.25</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 380.00

TOTAL VOLUNTEER HOURS

1119.75

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

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

Placentia Library District  
Circulation Report  
JULY 15, 1997

	FY96-97 YTD	FY95-96 YTD	% CHANGE FY96 TO FY97	FY96-97 JUNE 97	FY95-96 JUNE 96
1st Time Checkouts	183,691	210,706	-12.82%	16,378	20,416
Phone Renewals	13,279	13,213	0.50%	939	908
In-Building Renewals	18,260	25,984	-29.73%	1,054	1,288
Total Renewals	31,539	39,197	-19.54%	1,993	2,196
<b>TOTAL CHECKOUTS</b>	<b>215,230</b>	<b>249,903</b>	<b>-13.87%</b>	<b>18,371</b>	<b>22,612</b>
On-Time Checkins	176,250	205,337	-14.17%	14,638	18,963
Late Checkins	37,258	41,127	-9.41%	3,038	3,455
<b>TOTAL CHECKINS</b>	<b>213,508</b>	<b>246,164</b>	<b>-13.27%</b>	<b>17,721</b>	<b>22,418</b>
Holdings Placed	4,270	4,909	-13.02%	330	451
Holdings Cancelled	824	804	2.49%	55	50
Holdings Filled	3,764	4,214	-10.68%	312	365
Holdings Expired	21	28	-25.00%	2	3
Overdue Items	12,821	13,455	-4.71%	1,176	964
Overdue Notices	5,572	5,963	-6.56%	516	463
Billing Notices	6,621	7,094	-6.67%	650	614
Patrons Registered	3,479	4,570	-23.87%	296	385
Titles Added	6,629	9,092		846	696
Volumes Added	11,899	15,192		1,110	1,151
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	98,764	118,603	-16.73%	7,679	9,368
Juvenile Print	97,118	104,934	-7.45%	8,986	10,917
Total Print	195,882	223,537	-12.37%	16,659	20,285
Audio	8,065	10,083	-20.01%	623	796
Visual	11,269	16,016	-29.64%	1,089	1,456
Equipment	0	0	0.00%	0	0
Total Audio Visual	19,334	26,099	-25.92%	1,712	2,252
<b>TOTAL CIRCULATION</b>	<b>215,230</b>	<b>249,903</b>	<b>-13.87%</b>	<b>18,371</b>	<b>22,612</b>
Placentia Circulation	132,574	148,638	-10.81%	12,270	13,928
% Placentia Circulation	61.60%	59.54%	3.46%	66.79%	61.80%
Anaheim/Yorba Linda Circulation	41,505	50,680	-18.10%	2,853	3,999
% Anaheim/Yorba Linda Circulation	19.29%	20.30%	-4.98%	15.53%	17.74%
<b>TYPES OF BORROWERS</b>					
Adult	145,753	173,631	-16.06%	11,865	14,659
Young Adult	3,522	3,674	-4.14%	368	378
Juvenile	52,792	56,406	-6.41%	4,904	5,829
New Borrower	13,119	16,869	-22.23%	1,234	1,746
Non Resident	2	0	0.00%	0	0
Other	0	28	-100.00%	0	0
<b>TOTAL BORROWERS</b>	<b>215,188</b>	<b>250,608</b>	<b>-14.13%</b>	<b>18,371</b>	<b>22,612</b>
<b>ATTENDANCE</b>	<b>350,764</b>	<b>369,895</b>	<b>-5.17%</b>	<b>28,423</b>	<b>33,567</b>
Adult Reference - In Building	14,776	19,212	-23.09%	1,209	1,288
Adult Reference - Telephone	3,025	5,646	-46.42%	263	256
Children's Reference - In Building	7,990	10,440	-23.47%	1,128	872
Children's Reference - Telephone	497	704	-29.40%	48	107
Total Adult Reference	17,801	24,858	-28.39%	1,472	1,544
Total Children's Reference	8,487	11,144	-23.84%	1,176	979
Total In Building Reference	22,766	29,652	-23.22%	2,337	2,160
Total Telephone Reference	3,522	6,350	-44.54%	311	363
<b>TOTAL REFERENCE</b>	<b>26,288</b>	<b>36,002</b>	<b>-26.98%</b>	<b>2,648</b>	<b>2,523</b>



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								0.00
TOTAL		39,895.27	9,145.03	8,185.64	3,509.46	0.00	0.00	60,735.40
AVG		3,626.84	831.37	744.15	319.04			5,521.40

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				0.00	0.00
TOTAL	13,117.04	2,945.40	301.30	16,363.74	8,181.87
AVG	1,192.46	267.76	27.39	1,487.61	743.81



## 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	0.00	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						0.00
TOTAL	3,010.14	2,484.00	561.44	50.46	7,011.00	13,117.04
AVG	273.65	225.82	51.04	4.59	637.36	1,192.46

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997						0.00
TOTAL	92.00	92.00	22.00	4.00	300.00	510.00
AVG	8.36	8.36	2.00	0.36	27.27	46.36

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## Bill Reports for: "placentia"

(as of Start of Day: 07/10/97)

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

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

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

**Position:** Watch Lobbyist: MDB

**Note:** CAPS ERAF

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

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

AB 311 : Granlund. : Senate : (Status /History /Latest) (Last Amend: 06/30/97)

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

**Last Action:** SEN CONSENT CALENDAR - 2ND DAY (07/10/97) Item # 103

**Lobbyist:** MDB

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

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

AB 345 : Granlund. : Senate : (Status /History /Latest) (Last Amend: 05/19/97)

**Topic:** Libraries.

**Last Action:** SEN THIRD READING (07/10/97) Item # 86

**Lobbyist:** MDB

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

This bill would no longer require the proportional reduction of the state allocation to a library for its foundation program if specified requirements in funding are met, *thus providing the state's share of the cost of the foundation program to each library based only on its population served, as certified by the State Librarian*. This bill would state that the intent of this change is to make this change without harm to any library currently receiving an unreduced share of the state's cost of the foundation program.

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

**Topic:** Literacy for Public Safety Program.

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

**Lobbyist:** MDB

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

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

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

**Topic:** Public employees' health benefits: domestic partners.

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

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

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

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

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

**Topic:** Local government reorganization.

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

**Lobbyist:** MDB

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

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

AB 788 : Thomson : Senate : (Status /History /Latest) (Last Amend: 07/03/97)

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

**Last Action:** SEN THIRD READING (07/10/97) Item # 63

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

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

This bill would modify these reduction and transfer provisions by requiring a county auditor, for the 1998-99 fiscal year and each-fiscal year thereafter, to reduce the amount of ad valorem property tax revenue that is allocated to the county's Educational Revenue Augmentation Fund by an amount that is equal to the amount of ad valorem property tax revenue that is derived from the assessment of any property that was first assessed on the regular roll as "new construction," as defined by specified statutory provisions, for the 1998-99 fiscal year or any fiscal year thereafter.

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

**Topic:** Local government: property taxes.

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

**Lobbyist:** MDB

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

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

1484 : Hertzberg : Sen Local Gov : (Status /History /Latest) (Last Amend: 06/03/97)

**Topic:** Local government reorganization.

**Last Action:** Referred to Com. on L.GOV. (06/12/97) Hearing set for 07/16/97

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

SB 147 : Ayala, et al. : Sen Educ : (Status /History /Latest) (Last Amend: 04/21/97)

**Topic:** Local agency borrowing.

**Last Action:** Set, first hearing. Hearing cancelled at request of author. (04/23/97)

**Lobbyist:** MDB

**Digest:** Existing law requires that in specified circumstances cities, counties, and other local agencies obtain voter approval for the imposition of general or special taxes or the issuance of bonds.

This bill would require that no local agency, as defined, may incur any indebtedness, as defined, on or after January 1, 1998, *with a maximum maturity that exceeds 10 years*, without prior approval by a majority of the voters if otherwise required or, if not, without complying with specified notice, agenda, and hearing requirements.

154 : Thompson (Principal coauthors: Assembly Members Brown, et al. : (Status /History /Latest) (Last Amend: 07/03/97)

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

**Last Action:** Senate concurs in Assembly amendments. (Ayes 25. Noes 6. Page 2015.) To enrollment. (07/03/97)

**Lobbyist:** MDB

SB 375 : Sher, et al. : Assembly : (Status /History /Latest) (Last Amend: 04/01/97)

**Topic:** Taxation.

**Last Action:** ASM THIRD READING (07/10/97) Item # 83

**Lobbyist:** MDB

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

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

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

**Topic:** Libraries.

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

**Lobbyist:** MDB

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

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

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

**Topic:** Local government reorganization.

Agenda Item 22

**Last Action:** Hearing postponed by committee. (07/02/97) Hearing set for 07/16/97

Page 4

**Lobbyist:** MDB

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

This bill would repeal that provision.

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

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

**Last Action:** ASM INACTIVE FILE (07/10/97) Item # A- 44

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

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

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

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

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

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

**Lobbyist:** MDB

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

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

**SB 1100 :** Solis. : Asm LocalGov : (Status /History /Latest) (Introduced: 02/28/97)

**Topic:** Libraries.

**Last Action:** To Com. on L. GOV. (06/16/97) Hearing set for 07/16/97

**Lobbyist:** MDB

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

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

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

**Topic:** Local government reorganization.

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

**Lobbyist:** MDB

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

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

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

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

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

Author: MDB

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

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

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June 13, 1997

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P.O. Box 6270  
Buena Park, CA 90622-6270

Dear Colleen McGregor:

We are writing to invite you to the annual CSDA Local Chapter legislative meeting. As you may recall, last year CSDA hosted an information session on pending legislative issues facing special districts. We are committed to continuing to increase the involvement of member districts on legislative issues and to strengthen our grassroots legislative network.

The meeting will be held on Thursday, August 7, 1997 in Sacramento - 1121 L Street, First Floor Conference Room. The session will begin at 1:00 p.m. and should conclude by 4:00 p.m. Refreshments will be served mid-afternoon. Prior to the meeting, you will be receiving a packet of information on legislative issues. If there are any topics which your chapter would like addressed at the meeting, please pass those on to CSDA Executive Director Catherine Smith as she will be preparing the agenda.

At the end of the afternoon, we would like to spend some time discussing how to improve communications between headquarters and the local chapters, as well as how to increase the involvement of member districts in our legislative program. Your comments and suggestions will be welcome!

Again, mark your calendar for August 7 and join CSDA in Sacramento for our annual Local Chapter legislative meeting. If you are not currently serving as the area's legislative representative, please pass this invitation on to the appropriate person or pass on the name to us and we will send out an additional invitation.

Please complete the form below and fax or mail it to CSDA as soon as possible. We look forward to your participation in this annual event.

Most sincerely,

Harry Ehrlich  
Chair, Legislative Committee

- Yes, I will be attending the Local Chapter legislative meeting.
- No, I will not be attending the Local Chapter legislative meeting.

Send information to: Elizabeth Minter, Placentia Library District  
will represent our interests

Executive Director  
Catherine Smith

Legislative Advocate  
Ralph Heim  
916.442.4584



87/02/97 19:46:34  
JUL-02-97 WED 17:34

-> 818 683 8897 Metro

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P. 01 Page 7

# MICHAEL F. DILLON & ASSOCIATES INC.

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

July 2, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS  
FROM: Mike Dillon, Lobbyist  
RE: LEGISLATIVE UPDATE

## I. 1/8 CENT SALES TAX BILL - ACTION REQUESTED

Last week the Assembly Appropriations Committee passed SB 154 by Senator Mike Thompson (D-St. Helena), which would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes. Monday the measure was taken up on the Assembly Floor and passed on a vote of 49 to 21, with 10 members absent or not voting. Several Assembly Republicans joined with the Democrats in support of the measure. They are as follows: Fred Aguiar, Brooks Firestone, Peter Frusetta, Jan Goldsmith, Brett Granlund, Steve Kuykendall, Jim Morrissey, and Rod Pacheco. Republicans voting "no" on the measure were: Dick Ackerman, Barbara Alby, Roy Ashburn, Steve Baldwin, Scott Baugh, Tom Bordonaro, Larry Bowler, Marilyn Brewer, Bill Campbell, Howard Kaloogian, Lynne Leach, Bill Leonard, Tom McClintock, Gary Miller, Bill Morrow, Keith Olberg, Rico Oller, Robert Prenter, Bernie Richter, Nao Takasugi, and Tom Woods.

The bill will now travel to the Governor for his signature or veto. Please take a moment today to write the Governor and encourage his support of SB 154-Thompson. The Governor will likely act on this measure in mid-July. It will be critical for him to receive numerous letters in support of SB 154, in order to obtain approval for this very important bill for CLA members. In your letters you may wish to indicate how your library would use these new funds.

Please address your letters to the Governor as follows:

The Honorable Pete Wilson  
Governor, State of California  
State Capitol  
Sacramento, CA. 95814

(more...)

Post-It® Fax Note	7671	Date	7/2/97	# of pages	2
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co/Dept.	Member Directors	Co.			
Phone #	Sue Curzon, CSUN	Phone #	818/683-8244		
Fax #	(Eugene Wong, Orange PL)	Fax #	818/683-8097		

87/82/97 19:47:87  
JUL-02-97 WED 17:35

-&gt; 818 683 8897 Metro

Page 882

P. 02

Agenda Item 22

Page 8

## II. ERAF PRESS CONFERENCE: 26 LEGISLATORS PRESENT TO SUPPORT CITIES, COUNTIES, AND SPECIAL DISTRICTS

Last Wednesday, the Allies for Cities, Counties and Special Districts (of which CLA is a member) held a press conference, wherein the members of the legislature were asked to "stand up and be counted for the restoration of critically needed services such as law enforcement, fire protection, and library operations." All in all, 26 members of both the Senate and Assembly turned out to voice their support for an appropriation of \$280 million in the Assembly version of the Budget for the Educational Revenue Augmentation Fund (ERAF). The Senate version only contains \$100 million. One representative from the Public Employees Union described to the press the detrimental effects of the ERAF shift on local governments, and added, "Libraries have been hit severely. The real foundation of our educational system is our libraries, and when kids can't get to them because they are closed, that's a crime."

In Budget news, the Budget Conference Committee has decided to give the issue of ERAF over to the "Big 5" for resolution. In question is the \$100 million approved in the Senate version of the Budget, versus \$280 million approved in the Assembly version of the Budget, and whether or not money for COPS (the public safety money) should be rolled into these amounts "to allow for broader local discretion," or be kept separate. A member of the press informed us that the "Big 5" was meeting to discuss this issue behind closed doors late this afternoon.

06/20/97 16:06:49  
JUN-20-97 FRI 13:55

Agenda Item 22  
Page 9

# MICHAEL F. DILLON & ASSOCIATES INC.

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

June 20, 1997

**TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS**  
**FROM: Mike Dillon, Lobbyist**  
**RE: ERAF OPINION**

In recent weeks, the California Library Association (CLA) has received numerous questions about Revenue and Taxation code, Section 97.37, and an opinion by the Chief Counsel of the State Controller's Office about that Section. CLA is receiving these questions because the Section was passed into law in 1994 by SB 1648 (Dills), which was sponsored by the Association. The purpose of the measure was to prevent the state from shifting any more property tax than had already been shifted, away from a county property tax library, or library district, in the prior two fiscal years.

SB 1648 added Section 97.031 to the Revenue and Taxation Code, which reads:

"Notwithstanding any other provision of this chapter, for the 1994-95 fiscal year and each fiscal year thereafter, the amount of property tax revenue deemed allocated in the prior fiscal year to a county free library, or a library established as an independent special district, shall not be reduced for purposes of increasing the amount of property tax revenue to be allocated to another jurisdiction."

The Association does not feel it can interpret the Revenue and Taxation Code. If CLA members and other interested parties have questions about this matter, it is recommended that they direct their questions to their respective County Auditor-Controllers and County Counsels.

The Association has a copy of the bill and Local Government Committee analysis. If you want copies you may request them from the CLA office (phone 916-447-8541). If you want a copy of the opinion from the Chief Counsel of the State Controller's Office, contact the California State Library, Library Dev. Services at 916-653-5217.

01.620

Post-It® Fax Note	7671	Date	6/24/97	# of pages	1
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co./Dept	Member Directors	Co.			
Phone #	SUC Curzon CSUN	Phone #	818/683-8244		
Fax #	(Eugene Wong, Orange PL)	Fax #	818/683-8097		




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Status Report on Strategic Plan for Placentia Library District  
**DATE:** July 15, 1997

**BACKGROUND:**

The meeting of the three Library presidents and Mrs. Rosenthal has not yet been held because of the Library Director's schedule.

I will attempt to set the next meeting before the end of July.

The purpose of this meeting will be to further define the planning process and to establish a tentative calendar.

**RECOMMENDATION:**

Receive and File



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** 1997 Staff Appreciation Dinner  
**DATE:** July 15, 1997

**BACKGROUND:**

The rib and chicken vendor that we had hoped to have for the staff dinner was not available on the night selected.

The dinner will be a buffet at Sophia's Restaurant in Placentia.

The reservation deadline is July 15, 1997.

**RECOMMENDATION:**

Receive and File






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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Ratification of the acceptance of a grant award from the State Library of California  
Grant to fund a direct mailing to all Placentia residents for the Placentia Library  
Foundation  
**DATE:** July 15, 1997

**BACKGROUND**

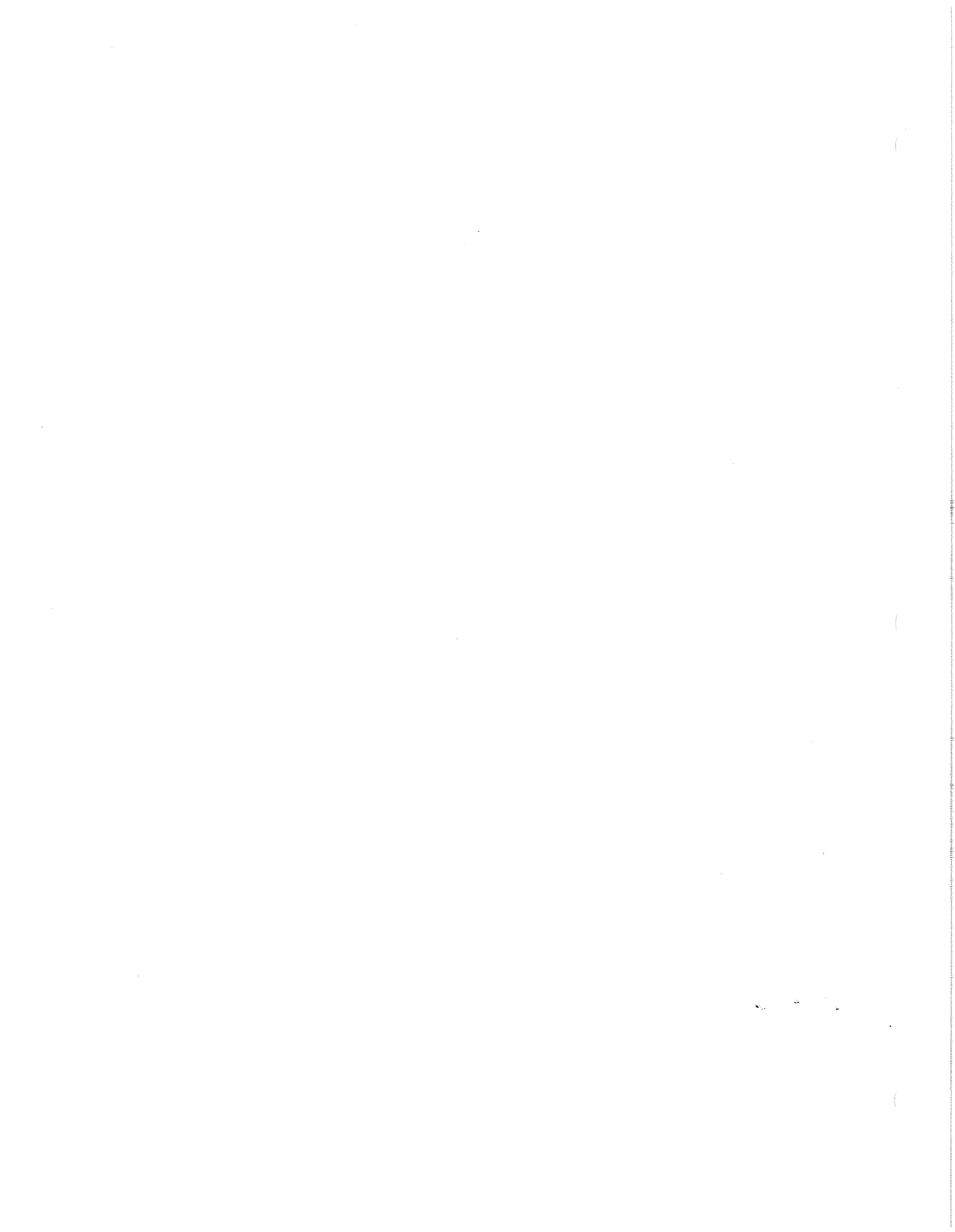
At its meeting on July 24, 1997, the Library Board ratified the submission of an application for a grant of \$9,846 from the State Library of California to support a project of a new or developing public library foundation.

The purpose of the grant is to fund the direct mail campaign that was approved by the Library Board of Directors on October 17, 1995.

The grant award notification from the State Library of California, and the acceptance contract are Attachment A.

**RECOMMENDATION**

Ratify Acceptance and Receive & File



# CALIFORNIA STATE LIBRARY

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



TELEPHONE: (916) 654-0174

June 20, 1997

Elizabeth D. Minter, Director  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870-6198

Subject: LSCA I-2.F30, FY 1996/97, WP 95, Grant Award #40-4351  
Title: Building Community Support for California Public Libraries

Dear Ms. Minter:

I am pleased to approve your grant application for the above named project for a total of 9,846 in federal Library Services and Construction Act (LSCA) funds, effective immediately for the period ending September 30, 1997. The State Library primary consultant assigned to this project will be Susan Hildreth, telephone (916) 653-7391. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

This project will assist your library in building community support locally for library services and operations. Funds allowed are as follows:

<u>Categories</u>	<u>1996/97 LSCA Approved Budget</u>
Operating Expenses	9,846
Total	<hr/> 9,846

On September 30, 1997, this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by November 13, 1997. This project is allowed 60 days to liquidate encumbrances which were incurred prior to September 30. After the 60-day period, all encumbered funds which have not been liquidated must be returned to the State Library.

A final narrative report and financial report is required and is due within 30 days after the close of the project, by October 30, 1997. The liquidation report, if required, is due and must be submitted by December 15. Thus, all reporting regarding this project must have been received at the State Library by December 15, 1997. Please attach photographs and copies of any promotional materials to your final narrative report. Also, please attach your foundation plan of action for 1998 to your final narrative report.

Elizabeth D. Minter

-2-

June 20, 1997

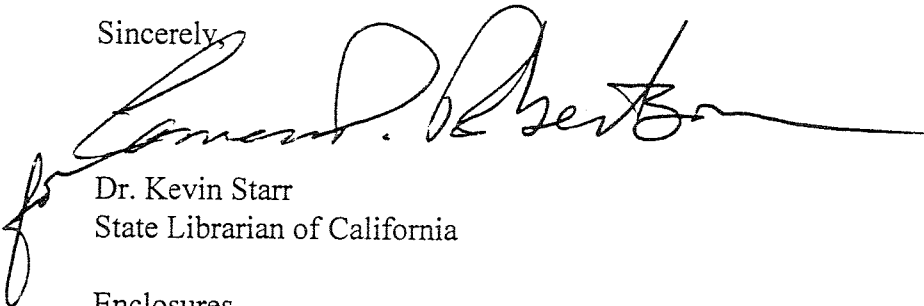
Please note this clarification regarding payments. Ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSCA funds. The State Librarian may extend the final deadline for good cause. Requests for extension beyond the final deadline must be received in writing at least 30 days prior to the deadline at the State Librarian's office.

All required reporting materials are attached to this letter. This letter and the enclosed list of LSCA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Starr", with a long horizontal flourish extending to the right.

Dr. Kevin Starr  
State Librarian of California

Enclosures

cc: Barbara Will  
Colette Moody  
Susan Hildreth

**ATTENTION**

ATTACHED PLEASE FIND THE CLAIM FOR PAYMENT, THE LSCA GA CERTIFICATION, THE CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, LOWER TIER COVERED TRANSACTIONS, AND THE DRUGFREE WORKPLACE CERTIFICATION. THESE MUST BE COMPLETED, SIGNED (WITH ORIGINAL SIGNATURES), AND RETURNED TO:

**CALIFORNIA STATE LIBRARY  
BUDGET OFFICE - LSCA  
P.O. BOX 942837  
SACRAMENTO, CA 94237-0001**

THIS MUST BE DONE AS SOON AS POSSIBLE TO AVOID DELAY IN RECEIPT OF FUNDS. YOU SHOULD RETAIN COPIES OF THE CLAIM AND CERTIFICATIONS FOR YOUR FILES. THESE ARE THE ONLY DOCUMENTS THAT NEED TO BE RETURNED AT THIS TIME.

THANK YOU.

Attachments

CALIFORNIA STATE LIBRARY  
Library Services and Construction Act  
SECTION III  
FINANCIAL CLAIM  
1ST PAYMENT

TITLE: I  
FY: 96/97  
WP: 95  
VENDOR CODE: M692  
SCHEDULE NO:

Date: July 3, 1997

Claim of: Placentia Library District

Address: 411 E. Chapman Avenue, Placentia, CA 92870

For: Placentia Library District  
(Name of System or Agency)

Project Title: Building Community Support for CA Public Libraries

Amount Claimed: \$8,861 Grant Award I.D. Number: 40-4351


For Period From: upon execution to September 30, 1997

Type of Payment: PROGRESS FINAL IN FULL  
Payable Upon Execution of Agreement 06/20/97

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CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the contract; and that payment has not previously been received for the amount claimed herein.

by   
(Signature of the authorized officer of the Fiscal Agency)  
Library Director  
(Title)

---

State of California  
State Library Budget Office

by \_\_\_\_\_ date \_\_\_\_\_

MAIL ONE ORIGINAL SIGNATURE TO:  
(Dates due are listed in grant award packet)  
California State Library  
Budget Office - LSCA  
P.O. Box 942837  
Sacramento, CA 94237-0001

California State Library  
Budget Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

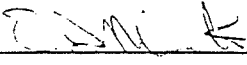
LSCA GRANT AWARD #40-4351

Project Title: Building Community Support for CA Public Libraries  
System/Agency: Placentia Library District

PLEASE COMPLETE AND RETURN THIS PAGE

CERTIFICATION

- I. I affirm that the subgrantee named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- II. I affirm that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the subgrantee, I have the legal authority to commit my organization to the conditions of this award.
- III. I affirm that any or all other subgrantees participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application.

SIGNED  DATE July 3, 1997  
*Authorized representative*

Elizabeth D. Minter, Library Director  
*Type or print name and title, of authorized representative*

Placentia Library District of Orange County  
*Legal name of local subgrantee*

Building Community Support for California Public Libraries  
*Project name as listed on the application*

411 E. Chapman Avenue  
*Street address of named subgrantee*

Placentia, CA 92870  
*City*

Orange 92870  
*County Zip Code*

(714) 528-1925, ext. 203  
*Telephone of authorized rep.*

Coordinator/Director of program if different

Telephone

Elizabeth D. Minter

WHO SHOULD RECEIVE NOTIFICATION OF APPROVAL OR DENIAL OF LSCA AWARD:

Elizabeth D. Minter - address above

WHO SHOULD RECEIVE INSTRUCTIONS FOR PREPARING REQUIRED REPORTS:  
(Provide name, address and telephone number. Use back if needed.)

**FY-96 Certification Regarding Drug-Free Workplace Requirements**  
**States and State Agencies**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. Section 85.630(c) of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. The certificate set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

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

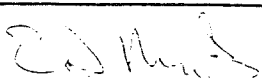
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

411 E. Chapman Avenue  
 Placentia, CA 92870

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

Organization Name	
Placentia Library District of Orange County	
Name and Title of Authorized Representative	
Elizabeth D. Minter, Library Director	
Signature	Date
	July 3, 1997

States electing to exclude certain State agencies from the statewide certification append to this form a list of the agencies not covered by the terms of this certification.



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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

---

This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participant in this transaction by any Federal department or agency.

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

Elizabeth D. Minter, Library Director

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Name And Title Of Authorized Representative

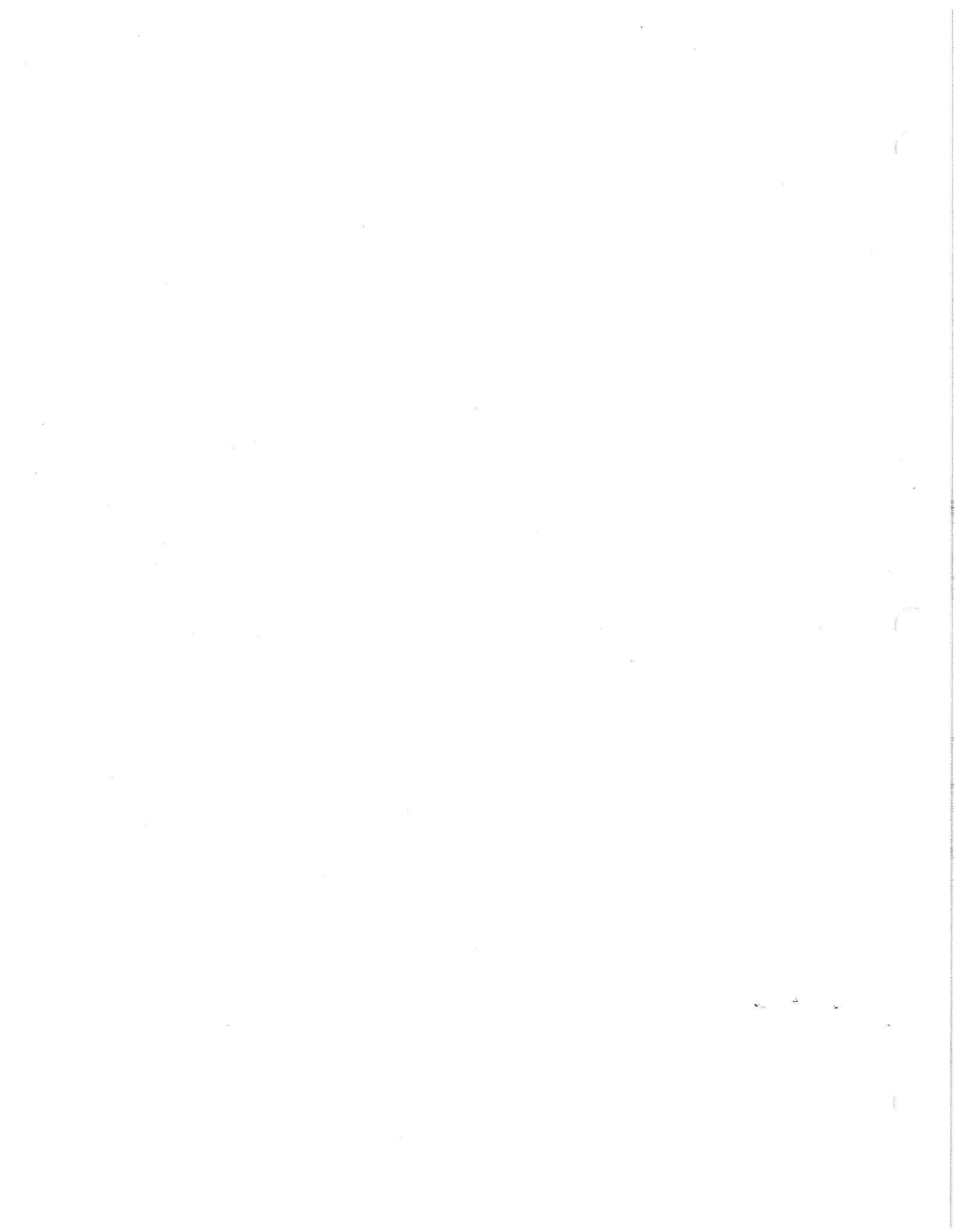


July 3, 1997

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Signature

Date



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

---

Meeting held at MWDOC  
10500 Ellis Ave., Fountain Valley  
7:30 a.m. - June 10, 1997

---

ISDOC Executive Committee Members Present:

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

Sheldon Singer (absent)  
1st Vice President  
12672 Kona Lane  
Garden Grove, Ca. 92641  
TEL: 714) 534-3943  
FAX: (714) 530-1329  
HOME: (714) 530-9255

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

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

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

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

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

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

**Call to Order**

1. **Preliminaries**

Meeting called to order at 7:35 A.M. by Mary A. Matheis.

2. **Review Minutes of May 13, 1997 Executive Committee Meeting.**

Minutes of May 13, 1997 were approved as presented.

3. **Financial Report** - Joan Finnegan

No change from previous report. Proceeds from Luncheon Meeting will be included in next report.

4. **Review Luncheon Meeting of May 29, 1997**

Members of Committee reported on high number of people attending, good speaker, interesting topic.

Some observed that caterer could improve food service in some areas. Joan Finnegan will address this with the caterer.

5. **Discuss schedule for next membership meeting with following results:**

- a. Meeting will be held on August 28, 1996 at MWDOC.
- b. It will be a luncheon meeting.
- c. Program will be determined.

6. **Discuss how the dissolution of Garden Grove Sanitary District impacts the ISDOC Executive Committee.**

- a. Office 1st Vice President now "vacant" per By-Laws.
- b. Committee approved a motion authorizing the President to fill the vacancy through an appointment.

7. **Other Concerns/Comments**

Comments were related to the LAFCO process, the position of Special District representatives on the LAFCO and their positions on matters involving Special Districts, etc.

8. Adjourn

Meeting was adjourned at 8:30 A.M.

Dated June 10, 1997

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF MAY 10, 1997:

\$ 3,125.74

RECEIPTS:

None

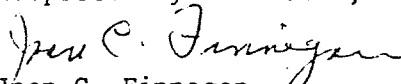
EXPENSES:

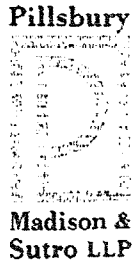
None

BALANCE ON HAND AS OF JUNE 8, 1997:

\$ 3,125.74

Respectfully submitted,

  
Joan C. Finnegan  
ISDOC Treasurer



ATTORNEYS AT LAW  
 101 WEST BROADWAY SUITE 1300  
 SAN DIEGO, CALIFORNIA 92101-8219  
 TELEPHONE: (619) 234-5000 FAX: (619) 236-1995  
 internet: pillsburylaw.com

Writer's direct dial number / email:  
 (619) 544-3177

July 1, 1997

Via Telecopier

Orange County Investment Pool Participants  
 Distribution List

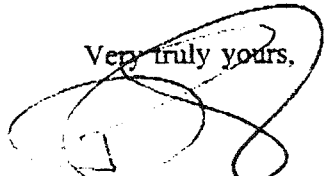
Re: In re County of Orange

Dear Pool Participants:

We continue to monitor the status of various post-bankruptcy issues.

Yesterday, District Judge Gary Taylor held a Status Conference on the County's actions against KPMG Peat Marwick, Rauscher Pierce Refsnes, McGraw-Hill, Fuji Securities and Morgan Stanley (the "New Defendants"). The purpose of the Status Conference was to monitor the progress of the County's litigation against the New Defendants and determine whether trial dates could be set at this time. The County and the New Defendants argued that the Court should not set trial dates in these cases but should await the outcome of the trial in the Merrill Lynch action, which will involve certain similar issues. The District Court did not set trial dates at the Status Conference but instead set a Continued Status Conference for July 13, 1998 during which the progress of the Merrill Lynch litigation will be addressed. At that time the Court may set trial dates in the County's actions against the New Defendants.

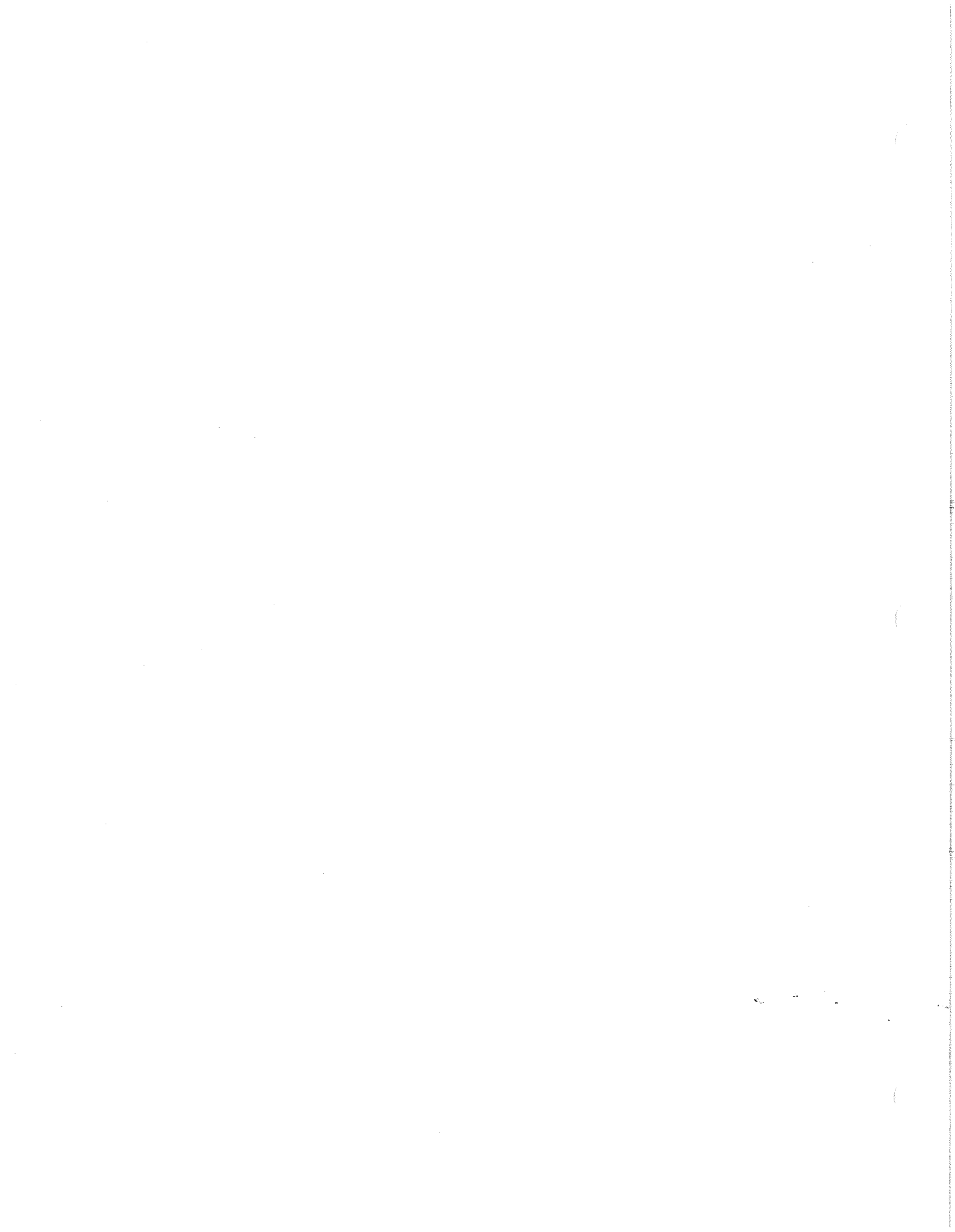
If you have any questions, please call me.

Very truly yours,  
  
 Patrick C. Shea

cc: Official Committee of Investment  
 Pool Participants

SAN DIEGO LOS ANGELES NEW YORK ORANGE COUNTY SACRAMENTO SAN FRANCISCO SILICON VALLEY WASHINGTON, D.C HONG KONG TOKYO

21070801.





Measure W Campaign Committee Meeting  
Placentia Library District  
Monday, June 30 1997, 5:00 p.m.

Present:

Pat Irot, Co-Chair	Bob Olson
Peggy Dinsmore, Co-Chair	Marion Harloe
Jean Pappas, Secretary/Publicity	Carl Westberg
Elizabeth Minter Placentia Library Director	

The meeting of the Measure W Campaign Committee convened at 5 p.m., Monday, June 30, 1997. The first order of business was to appoint a new Treasurer because of the resignation of the current Treasurer. Jean Pappas volunteered to serve as Treasurer. Since there was no dissent or discussion, those present appointed her.

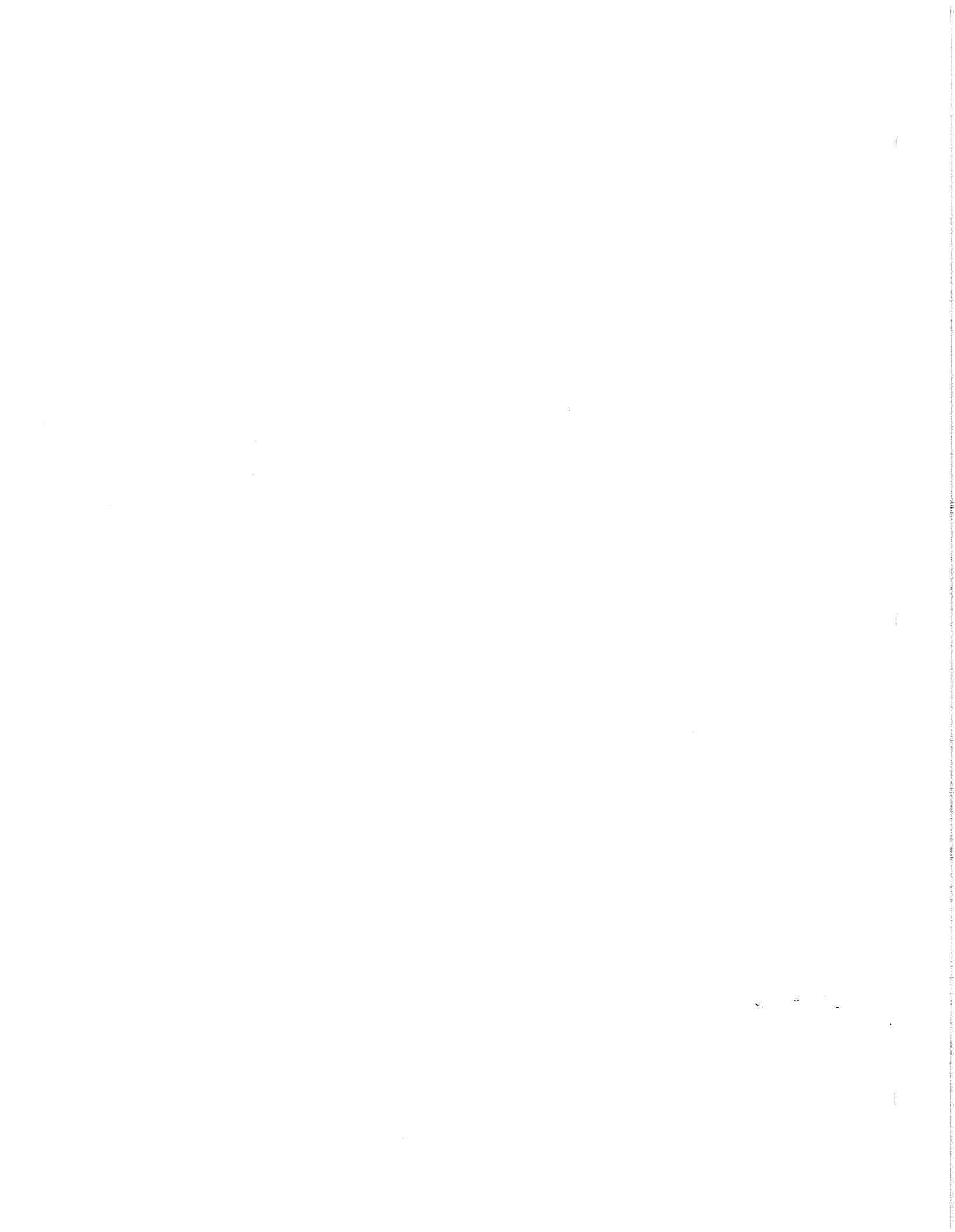
The next item to be considered was the disposition of the remaining campaign funds from the November 1996 Placentia Library District tax election. The Library Director said that the current balance of the Measure W campaign funds is \$1,356.60. She added that the State requires quarterly financial statements until the campaign committee is dissolved and the remaining funds are legally disposed of. It was noted that both the Friends of the Library and the Placentia Library Foundation had contributed "seed" money to the Measure W campaign prior to the committee's fund raising efforts. The consensus of those present was to give the remaining campaign funds to the Placentia Library Foundation. There was further discussion about the need for those funds in case it was decided to have another election in the near future.

Carl Westberg made a motion to transfer the remaining Measure W Campaign funds to the Placentia Library Foundation to be held in trust until December 31, 1998; after that date the use of the funds will be at the discretion of the Trustees of the Placentia Library Foundation. Marion Harloe seconded the motion and it passed unanimously.

Peggy Dinsmore thanked Pat Irot and the committee for its efforts in behalf of the Placentia Library. She then moved that the Measure W Campaign Committee be dissolved; Bob Olson seconded the motion, and it passed unanimously.

The meeting adjourned at 5:25 p.m.

*Jean Pappas, Secretary*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Review of Library Revenue Issues  
**DATE:** July 15, 1997

**BACKGROUND:**

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

1. Property Tax

The Orange County Section of the Los Angeles Times on Friday, July 11 quoted the Orange County Assessor as reporting that the increase in Placentia valuations for this year is 2.9%.

It is anticipated that the decision about ERAF will be made in Sacramento by July 18<sup>th</sup>. Presently it is looking hopeful that at least \$100 million will be transferred back to cities, counties and special districts. The amount of the transfer from the cities, counties and special districts was \$3.2 billion.

The status of the State Controller Chief Counsel's Opinion (Attachment A) regarding County and Independent Special District libraries and their ERAF contributions remains uncertain.

2. State Funds

The status of the Public Library Fund, and the reimbursement rate for eligible interlibrary loan and direct loan transactions, will be determined by the State Budget. Presently it looks as if these items may be funded with modest increases.

3. Local Revenues

The continuing decline of circulation at the Library has meant a corresponding decline in revenues from overdue materials.

*Does Placentia District want to recommend to the Consortium an increase in the overdue material rate from 20¢ to 25¢ per day?*

The ongoing problem with XCP's (the Library's vending system vendor) failure to provide a functioning system-wide printer vending software for the reference computer network is costing the District revenue. In addition to the cost of upgrading the system to Windows 95, the local installation cost of the new XCP software, which has not yet successfully enabled systemwide printing, now exceeds \$2,000. This is a serious issue that the Library Director is addressing personally with the owner of XCP.

**RECOMMENDATION:**

Discuss and give direction for future action.

# CALIFORNIA STATE LIBRARY

LIBRARY DEVELOPMENT SERVICES • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001

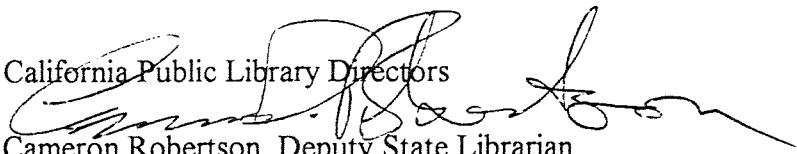


Agenda Item 29  
Attachment A

TELEPHONE: (916) 653-5217

## MEMORANDUM

TO: California Public Library Directors

FROM:   
Cameron Robertson, Deputy State Librarian

SUBJECT: State Controller Chief Counsel's Opinion regarding County Libraries -  
Educational Revenue Augmentation Fund (ERAF) Contributions

DATE: June 23, 1997

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The California State Library has received an official copy of the opinion issued by the Chief Counsel of the State Controller's office regarding County Libraries and the Educational Revenue Augmentation Fund (ERAF) Contributions. The opinion is attached. The opinion is being distributed to all California public libraries, but we believe that the opinion pertains only to county special district libraries and libraries that are established as independent special districts.

We recommend that this opinion be reviewed with the County Auditor-Controller and the County Counsel in your respective counties. At this time, there are no specific procedures established by the State Controller or any other entity for implementing the modifications to the ERAF tax shifts suggested in this opinion.

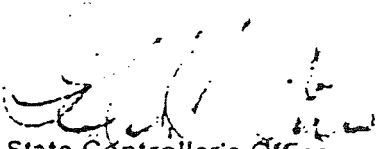
If you need further information on this matter, please contact Susan Hildreth, Planning Consultant, 916-653-7391, e-mail [shildret@library.ca.gov](mailto:shildret@library.ca.gov).

Attachment

## e m o r a n d u m

To : Carol Nebel, Division Chief  
Division of Audits

Date: April 30, 1997

From :   
State Controller's Office  
Richard J. Covaro  
Chief Counsel

Subject: COUNTY LIBRARIES--EDUCATIONAL REVENUE AUGMENTATION  
FUND (ERAF) CONTRIBUTIONS

Your memorandum of January 22, 1997, advised that you encountered a problem in the property tax allocation audits of Contra Costa, Sonoma, San Joaquin, and Sacramento Counties. Specifically, the counties did not include their county free libraries (hereinafter "libraries") as special districts for purposes of computing contributions to ERAF. You have asked the following questions (all code references hereafter are to the Revenue and Taxation Code):

- (1) Are libraries that meet the definition of "special district" in section 95, subparagraph (m), required to make contributions to the ERAF for the 1992-93 and 1993-94 fiscal years?
- (2) On the basis of the information presented, are any of the above-mentioned counties exempt from ERAF contributions for libraries?
- (3) Does section 97.37 prevent further transfers of ERAF contributions from libraries for 1994-95 and subsequent fiscal years?
- (4) Does section 97.37 require a reversal or refund of ERAF contributions from libraries made in prior fiscal years?

In response to your first question, libraries that meet the definition of "special district" in section 95(m), as amended by Chapter 921, Statutes of 1993, were required to make ERAF contributions for the 1992-93 and 1993-94 fiscal years.

This issue arises because of the legislative history of statutory definitions of "special district" applicable to property tax allocations. Prior to 1981, "special district" was defined as expressly including libraries. The statutory definition was revised on adoption of section 95(m) in 1981 (Chapter 242) which left out the reference to libraries as special districts. This change was interpreted by Sacramento County and apparently by a number of other counties as precluding libraries from receiving an allocation of the one percent property tax. Thus, libraries were not expressly included in section 95(m) when the ERAF legislation was enacted and first implemented in the 1992-93 fiscal year (Chapter 699).

In 1993 (Chapter 921), the Legislature amended section 95(m), effective January 1, 1994, adding the following to the definition of "special district":

"Additionally, a county free library established pursuant to Article 1 (commencing with Section 19100) of Chapter 6 of Part 11 of Division 1 of Title 1 of the Education Code, and for which a property tax was levied in the 1977-78 fiscal year, shall be considered a special district."

Section 3 of Chapter 921 further provided:

"The Legislature finds and declares that the changes made by this act are declaratory of existing law and do not constitute a change in existing law. For that reason, the Legislature finds and declares that this act does not mandate a new program or higher level of service that will result in any additional cost to any local government."

A legislative declaration that an amendment is declaratory of existing law and does not constitute a change in existing law is not necessarily binding upon the courts, but will receive judicial respect. (Standard Oil Co. v. State Board of Equalization (1974) 39 Cal.App.3d 765, 770.) As stated by the California Supreme Court in Stockton Sav. & Loan Bank v. Massanel (1941) 18 Cal.2d 200, at 204:

"This expression by the legislature concerning the existence of an ambiguity and the declaration of the intent of the 1993 act, although not binding upon this court in its construction of the 1993 act, is a factor that may properly be considered in correctly determining the meaning and effect of the sentence in question. \*\*\* That is not giving a retroactive effect to a statute, because the meaning of the statute to be interpreted has always been the same. The subsequent legislation interpreting the statute construed, does not change the meaning; it merely supplies an indication of the legislative intent which may be considered together with other factors in arriving at the true intent existing at the time the legislation was enacted."

Carol Nebel, Division Chief

-3-

It is clear there was uncertainty in the application of this specific area of the law. In such case, we can look to legislative committee reports as an aid in understanding the intent of the Legislature, and the purpose and objective of the amendment effectuated by Chapter 921. As stated by the Supreme Court in Southern California Gas v. Public Utilities (1979), 156 Cal.Rptr. 733, at 736:

"Statements in legislative committee reports concerning the statutory objects and purposes which are in accord with a reasonable interpretation of the statute are legitimate aids in determining legislative intent."

Assembly and Senate floor analyses and committee analyses on SB 368 (enacted as Chapter 921) confirm that confusion existed after the 1981 deletion of the reference to libraries in the statutory definition of "special district." Prior to the 1978 passage of Proposition 13, 32 counties levied a separate property tax rate to support their libraries. After the 1981 enactment, some counties (number not indicated in the analyses) maintained that libraries no longer qualified for separate shares of property tax revenues and such shares thereafter belonged to the counties. Sacramento County, for example, continued to recognize its library as a special district qualifying it for property tax allocations until it changed its position as a result of a County Counsel's opinion in 1992.

The purpose of Chapter 921 in restoring the reference to libraries in the "special district" definition, as clearly reflected in the legislative analyses, was to provide clarification of the law and eliminate any confusion concerning the entitlement of the eligible libraries to receive property tax allocations. In declaring this amendment as declaratory of existing law, the Legislature was stating in effect that libraries come within the "special district" definition even after the 1981 change.

In view of such circumstances, and in absence of a judicial determination to the contrary, the legislative declaration must be accepted in resolving your questions. It necessarily follows, therefore, that libraries were special districts within the meaning of section 95(m) when the ERAF legislation became operative. It would simply be illogical and contradictory to conclude that libraries were special districts for purposes of tax allocations, but not for purposes of making ERAF contributions. Accordingly, the eligible libraries were subject to the ERAF contribution requirement in the 1992-93 and 1993-94 fiscal years.

This result is consistent with the Senate and Assembly floor analyses that were available to the legislators when voting on SB 368 (Chapter 921). Both noted that the legislation would assure continued allocation of property tax revenues to libraries and transfer of a portion of such revenues to the ERAF.



Carol Nebel, Division Chief

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With respect to your second question, I reviewed the materials you forwarded pertaining to Contra Costa, Sacramento, and Sonoma Counties. On the bases of such information, I cannot conclude that any of the three counties was exempt from ERAF contributions for 1992-93 and 1993-94 for its library. Both Contra Costa and Sacramento based their positions on the 1981 deletion discussed above.

The only unique situation concerns Sonoma County which entered into a Joint Powers Agreement in 1974 with four cities for consolidation of library facilities and services. Pursuant to that Agreement, a county free library was established under an Article of the Education Code which was subsequently recodified as "Article 1 (commencing with Section 19100) of Chapter 6 of Part 11 of Division 1 of Title 1 of the Education Code." This, of course, is the Article cited in the amendment to section 95(m) that expressly included libraries in the definition of "special district."

The Joint Powers Agreement also requires the Board of Supervisors to "annually levy, in the same manner and at the same time as other county taxes are levied, and in addition to all other taxes," a property tax for the library. The revenue derived from the tax is required to be credited to the County Library Fund. The Sonoma County library clearly comes within the section 95(m) definition of a "county free library established pursuant to Article 1. . . for which a property tax was levied in the 1977-78 fiscal year." In absence of further clarification of the law, therefore, it must be considered a special district.

In response to your third question, section 97.37 appears intended to prevent transfer of ERAF contributions from libraries in 1994-95 and subsequent fiscal years. That section reads:

"Notwithstanding any other provision of this chapter, for the 1994-95 fiscal year and each fiscal year thereafter, the amount of property tax revenue deemed allocated in the prior fiscal year to a county free library, or a library established as an independent special district, shall not be reduced for purposes of increasing the amount of property tax revenue to be allocated to another jurisdiction."

The above provision was originally enacted as section 97.031 (SB 1648, Chapter 344, Statutes of 1994). According to legislative analyses of SB 1648, the ERAF shift in 1992-93 and 1993-94 resulted in county free libraries and library districts statewide losing approximately \$60 million in property tax revenues. Generally speaking, ERAF reductions for cities, counties, and special districts have been considered as representing permanent losses to their property tax base. (Background Report for SB 756 Conference Committee dated August 1995.)

Carol Nebel, Division Chief

-5-

My understanding is that your question concerns the extent or scope of the ERAF exemption afforded libraries in section 97.37. In brief, does the ERAF transfers in 1992-93 and 1993-94 represent a permanent loss to the collective tax base of the libraries (i.e., the prior ERAF transfers will continue to be deposited in the ERAF in 1994-95 and subsequent years), with the exemption only avoiding future transfers resulting from the statutory growth factors?

This issue arises not only because of the general concept of a permanent tax base reduction, but also because of the language used in section 97.37 that a library's revenue allocation "shall not be reduced for purposes of increasing" (emphasis added) revenues to be allocated to another jurisdiction. Additionally, subdivision (d)(5) of section 97.3 provides that for purposes of making 1994-95 property tax allocations, amounts allocated from the ERAF "shall be deemed property tax revenues allocated to the" ERAF in 1993-94. This would appear to indicate that the ERAF contributions now represent revenue allocations belonging to the ERAF rather than transfers from tax revenue allocations of the cities, counties and districts.

The code sections governing this matter are not a picture of clarity. As suggested above, an argument could be made that section 97.37 applies only to the growth factors that would otherwise increase ERAF contributions from libraries. However, I believe the better interpretation is that section 97.37 overrides not only future increases resulting from the growth factors, but also the continued transfer of ERAF contributions equivalent to transfers made from library revenue allocations prior to 1994-95.

The primary objective of statutory interpretation is to ascertain and give effect to legislative intent. That intention becomes relatively clear after examination of the legislative analyses of SB 1648 which enacted the library exemption provision in 1994 (Chapter 344). As noted in the Assembly floor analysis on SB 1648:

"The property tax shifts enacted as part of the 1992-93 and 1993-94 state budgets resulted in county free libraries and library districts statewide losing approximately \$60 million in property tax revenues. These revenue losses have forced closure of library outlets, service hour reductions, cuts in library materials budgets, hiring freezes, and staff layoffs.

Local agencies are authorized under current law to levy a special tax with 2/3 voter approval to fund library services. Citing the shortage of revenue-raising options available to local libraries, proponents of this bill are seeking protection for county free libraries and library districts from future property tax shifts."

Carol Nebel, Division Chief

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The source of this legislation was the California Library Association and was supported by a number of county libraries. In seeking protection "from future property tax shifts" it seems apparent that the proponents had reference to the \$60 million shift which had a devastating impact on county libraries. If the exemption was intended to apply only to future growth transfers, then the legislation would have had very little remedial effect. The amount of the growth transfers that would be terminated would be minimal when compared to the \$60 million tax shifts. If amounts equivalent to the \$60 million were continued to be shifted, the damage caused to library programs would continue.

The purpose and objective of the legislation was to avoid this result. The wording of section 97.37 is consistent with this objective. Under the statutory ERAF formula in effect in 1992-93 and 1993-94, tax revenues were allocated to the local agencies and then reduced by the ERAF transfers. Section 97.37 provides that amounts deemed allocated in 1993-94 should not be reduced, notwithstanding any other provisions of the pertinent chapter in the Revenue and Taxation Code (which would include section 97.3).

The conclusion that 97.37 was intended to terminate any further ERAF transfers from libraries, including the continuation of the \$60 million transfers, is also supported by the Legislative Counsel's Digest of SB 1648. In People v. Superior Court (1979) 155 Cal.Rptr. 704, at 707, the Supreme Court stated:

"It is reasonable to presume that the Legislature amended those sections with the intent and meaning expressed in the Legislative Counsel's digest."

(See also Maben v. Superior Court (1967) 63 Cal.Rptr. 439.)

The Digest of SB 1648 referred to the ERAF transfers made in 1992-93 and 1993-94 and then stated, as the purpose of the legislation, that libraries "shall not be subject to any similar reduction and transfer requirement" in 1994-95 and subsequent fiscal years. The term "similar" can only have reference to transfers similar to the \$60 million transferred in the prior two years. Libraries were not to be subject to such transfers in future years.

In response to your final question, a statute will operate prospectively unless the intention to make it retrospective clearly appears from the statute itself. Section 97.37 expressly refers to 1994-95 and subsequent fiscal years. There is no

Carol Nebel, Division Chief

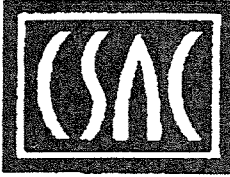
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intention manifested in the section that it should apply retroactively. Accordingly, no reversals or changes are required with respect to 1992-93 and 1993-94 ERAF contributions from libraries.

Please let me know if you have additional questions on this matter.

RJC:sr

cc: Helen M. Shepherd  
Chief Deputy Controller, Finance



**CALIFORNIA STATE ASSOCIATION OF COUNTIES**  
1100 K Street, Suite 101  
Sacramento, CA 95814  
(916) 327-7500 FAX 441-5507

June 27, 1997

To: Interested Parties

From: Dan Wall, David Jones, Ralph Heim and Bob Reeb

RE: **AGGREGATE ERAF SPLIT AMONG COUNTIES, CITIES AND SPECIAL DISTRICTS**

After a series of negotiations, the representatives of the counties, cities and special districts have reached an agreement on the shares that each of the three segments will receive from a return of "base" property taxes.

The percentages agreed to are:

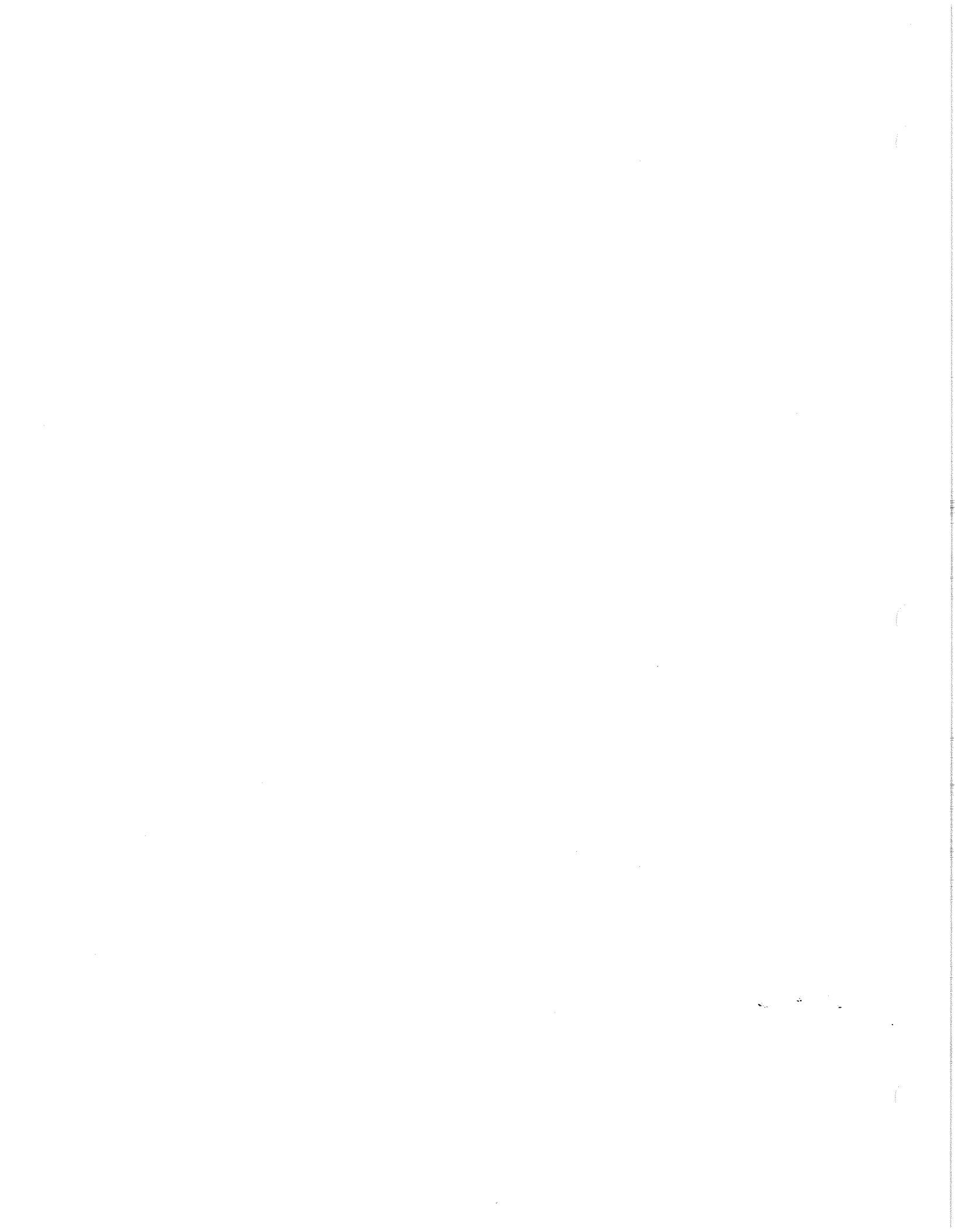
Counties	60.672%
Cities	24.167%
Special Districts	15.161%

These were derived using a cumulative net methodology which subtracts the cumulative Proposition 172 revenues for each segment (counties, cities and special districts) for fiscal years 1993-94, 1994-95, 1995-96 and 1996-97 from the cumulative ERAF loss for each segment in the same fiscal years. The net cumulative total for each segment was then calculated as a percent of the total net cumulative loss for all segments.

For an additional return of ERAF (in 1997-98, for example), the same basic methodology will be used except that ERAF and Proposition 172 data for that fiscal year (e.g. 1997-98) will be added to the respective cumulative totals and the ERAF and Proposition 172 data for the earliest fiscal year (e.g. 1993-94) will be subtracted. The percentage shares for each segment can then be calculated.

To avoid future audit problems and any future concerns that one or more of the segments did not receive their appropriate shares, we strongly recommend that the actual percentages be used in the statutory language.

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Co./Dept.	Palmer McGee	Co.			
Phone #		Phone #			
Fax #		Fax #			



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Fiscal Year 1997-1998 Budget Presentation  
**DATE:** July 15, 1997

**BACKGROUND:**

The State of California has not yet adopted its budget for Fiscal Year 1997-1998. Several of the State Budget issues have a significant impact on the District's Budget :

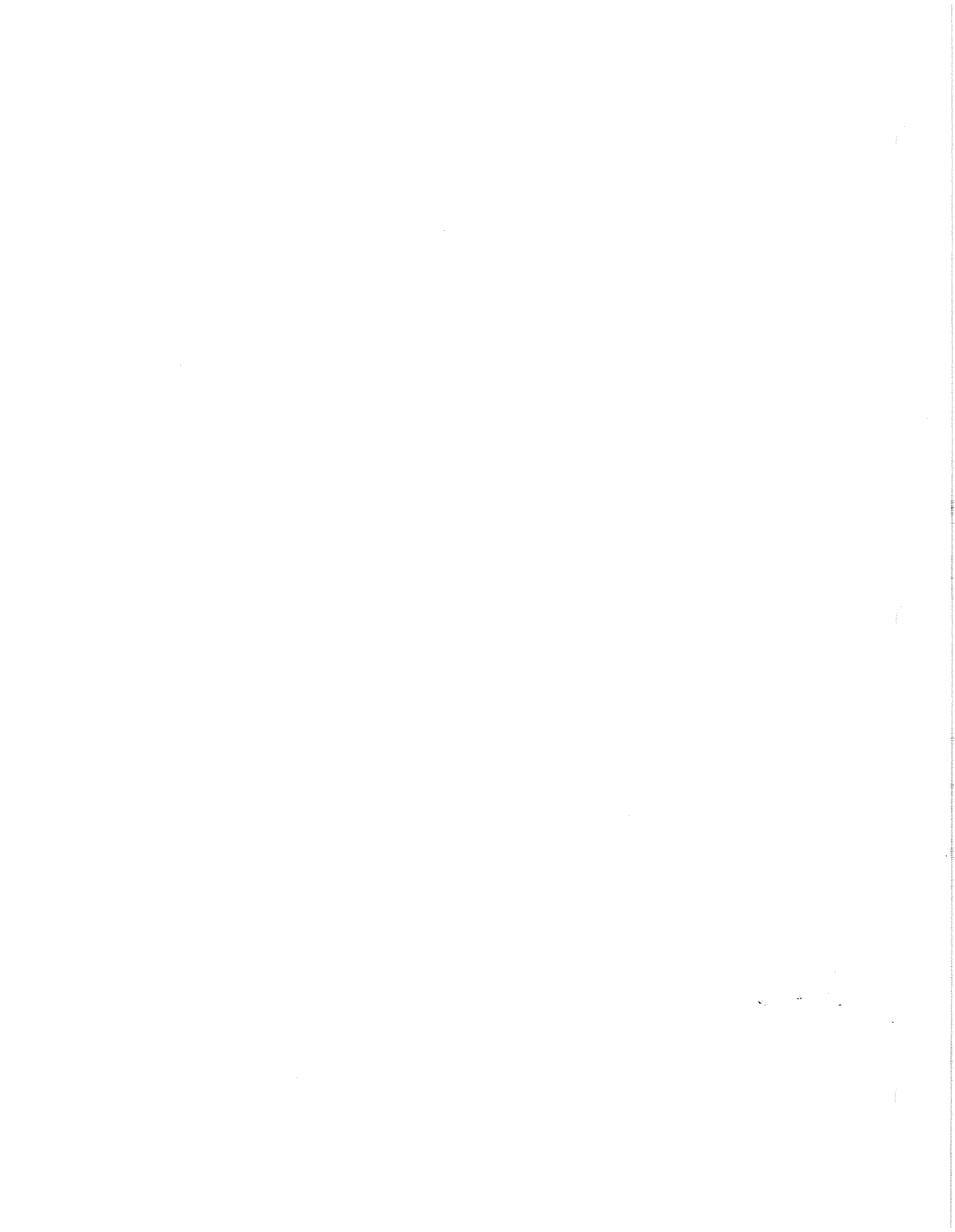
 Status of ERAF reversal

 State Library reimbursements and the Public Library Fund

The budget forms are due to the Orange County Auditor by July 18, 1997. These forms cannot be completed until the District's Budget is adopted. They will be submitted after the Board meeting on August 19.

**RECOMMENDATION:**

Defer action on the Fiscal Year 1997-1998 Budget until the August 19, 1997, Board Meeting pending resolution of the ERAF issues by the State of California.





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Establish a Library Board Officer Selection Policy, Third Reading  
**DATE:** July 15, 1997

### BACKGROUND:

At its meeting on April 15, 1997 the Library Board requested that a discussion of the adoption of a Library Board Selection Policy be placed on the May 20, 1997 Agenda.

The item was discussed on May 20<sup>th</sup> and continued until the June 24<sup>th</sup> Meeting without amendment. The item was discussed on June 24<sup>th</sup> and continued until the July 15<sup>th</sup> Meeting without amendment.

Trustee Pappas and Library Director Minter met on May 7<sup>th</sup> and prepared the following proposals to initiate discussion:

The premise for this proposal is that there is a desire within the Library Board of Trustees for Library leadership to be developed for each of its members, and that the responsibilities of Office be shared in an equitable manner.

- A non-binding rotation list will be created for the Board positions of President and Secretary.
- Trustees will not be added to the President's rotation list until the end of their first full year of service.
- Names will be added to both lists at the bottom of the current list for each office, at the time the name is eligible to be added. If more than one name is being added to the list at a time, the individuals will draw numbers to determine the order of placement on the list.
- The first list will be established by drawing numbers.
- Any Trustee may decline to serve in an office without stating a reason. In that case, the position will be offered to the next Trustee on the list. However, if each Trustee has declined the position, when the rotation comes back around to the first Trustee who declined, that Trustee shall be expected to accept the Office unless there are extenuating circumstances.
- The Office of President will be filled first. After that position is filled the position of Secretary will be filled, with the President being passed over on the list. (The President's position in the Secretary's rotation list will remain the same.)
- This system will be implemented with the Board officer election to be held in December 1997.

Trustee commitments, apart from the Library Board Meetings, will also be shared to the fullest extent possible. These include, but are not limited to:

- Independent Special Districts of Orange County (ISDOC) – quarterly evening meetings, once a year there is a NOON luncheon meeting.
- Local Area Formation Commission (LAFCO) Nominating Committee – District must be represented by its President or another delegate who has been appointed by formal Resolution of the Board. This body meets only when there is a vacancy for the Special District representatives on LAFCO. These meetings are sometimes held at the same time as ISDOC.
- Orange County Investment Pool (OCIP) Bankruptcy Committee – meetings are usually held during the day and are informational in nature. If votes are required they are presented at Board Meetings. This group met frequently during the first two years of the Bankruptcy. If future meetings are called, they will probably deal with the third party litigations (Merrill Lynch, etc.). These meetings are usually held in Irvine or Fountain Valley, and the advance notice is often short. It is at these meetings that we get first hand briefings from the Committee's Attorney (Patrick Shea), and the CPAs.
- California Special Districts Association (CSDA) – Annual Conference and Legislative Day.
- CSDA Worker's Compensation Authority Board of Directors – 4 meetings per year, including one at the CSDA Annual Conference.
- California Association of Library Trustees and Commissioners (CALTAC/CLA) – Spring workshop for all Trustees and an Annual Conference (part of California Library Association Conference).
- Placentia Chamber of Commerce monthly breakfast meetings, includes time for visiting with community leaders and owners/managers of small businesses and a presentation by a speaker, 7:15 – 8:30 A.M.
- Placentia Chamber of Commerce monthly mixers, includes time for visiting with community leaders and owners/managers of small businesses, 5:30 – 7:00 P.M. The time is very flexible, like an open house, and one can come and go as needed.
- Placentia Library Foundation Board of Directors – 4 Board meetings per year plus active committee assignments. Two Board delegates to the Foundation are elected by the Trustees at the Board's Annual Meeting each December.
- Friends of Placentia Library Board of Directors – 10 Board meetings per year, currently rotated among Trustees.

**RECOMMENDATION:**

Discuss and amend the proposal, and adopt the Board Officer Selection Policy.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Travel Authorizations for Fiscal Year 1997-1998  
**DATE:** July 15, 1997

**BACKGROUND:**

Blanket Travel Authorizations

Throughout the year staff and trustees attend a variety of local meetings and events in Southern California that do not require overnight travel. Blanket travel authorization for Fiscal Year 1997-1998 is requested for the following:

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

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

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

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

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

National Planned Giving Round Table and Planned Giving Round Table of Orange County workshops and luncheon meetings for staff and trustees.

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

Independent Special Districts of Orange County board and membership meetings (including luncheon or dinner meetings) for staff and trustees.

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

Orange County Ventura Users Group meetings and workshops for staff.

Meetings with Anaheim and Yorba Linda Public Library staff.

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

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

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

Additional approval is requested for meetings with the District's California Advocates Representatives and legislators in Sacramento, including travel and meal expenses. These meetings are occasionally scheduled with minimal prior notice. This authorization is for staff and trustees.

Additional approval is requested for meetings of the California Library Services Board as part of the Library Director's responsibilities as Chair of Santiago Library System for Fiscal Year 1997-1998. These meetings are held in Sacramento and other cities in California and require travel and meal expenses.

Current Travel Authorization

Approve travel for Library Director Minter to attend the California Special District Association (CSDA) Legislative Committee Meeting in Sacramento on Thursday, August 8, and a meeting with California Advocates on Friday, August 9 at a cost not to exceed \$345.70.

Cost Estimate Summary

Lodging	\$120.00
Air Travel for Minter	110.00
Mileage/Parking for Minter	37.70
Local Transportation for Minter	18.00
Meals	60.00
Total	<u>\$345.70</u>

**RECOMMENDATION:**

Approve Blanket Travel Authorizations for Fiscal Year 1997-1998.

Approve Current Travel Authorization for Minter to attend the CSDA Legislative Committee Meeting in Sacramento on August 9, 1997, at a cost not to exceed \$345.70.

*Jan 1 peng*  
*Roy Jones*


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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Selection of Vision and Dental Insurance Plans for Fiscal Year 1997-1998  
**DATE:** July 15, 1997

**BACKGROUND:**

At the District's request Anderson & Anderson has completed its annual review of group vision and dental insurance policy options for the District.

Vision Plans

Attachment A summarizes the findings for Vision Plans.

At the last plan selection opportunity, the Board changed from Vision Service Plan to Vision Plan of America.

With this change the coverage no longer included testing for video display terminal usage and reduced the benefits for contact lenses from an allowance of \$105 per year to \$40.

Anderson & Anderson has not provided staff with the details of the plans for which quotes were received. There is a \$15 co-pay for the annual vision exam with the current provider which does not show on the rate analysis.

The difference in cost from the low bidder, VPA, which provides no VTD coverage at \$79.20 per full time staff member per year, and the VSP with VTD coverage at \$136.08 per full time staff member per year, is \$56.88 per full time staff member per year.

Dental Plans

Attachment B summarizes the findings for Dental Plans.

The District has been with Principal Insurance for dental coverage for four years. There have been no complaints received from staff about this insurance provider.

**RECOMMENDATION:**

Determine level of benefit, select vendors, and authorize the Library Director to sign all contract documents.

100

# Placentia Library

## Vision Rate Analysis

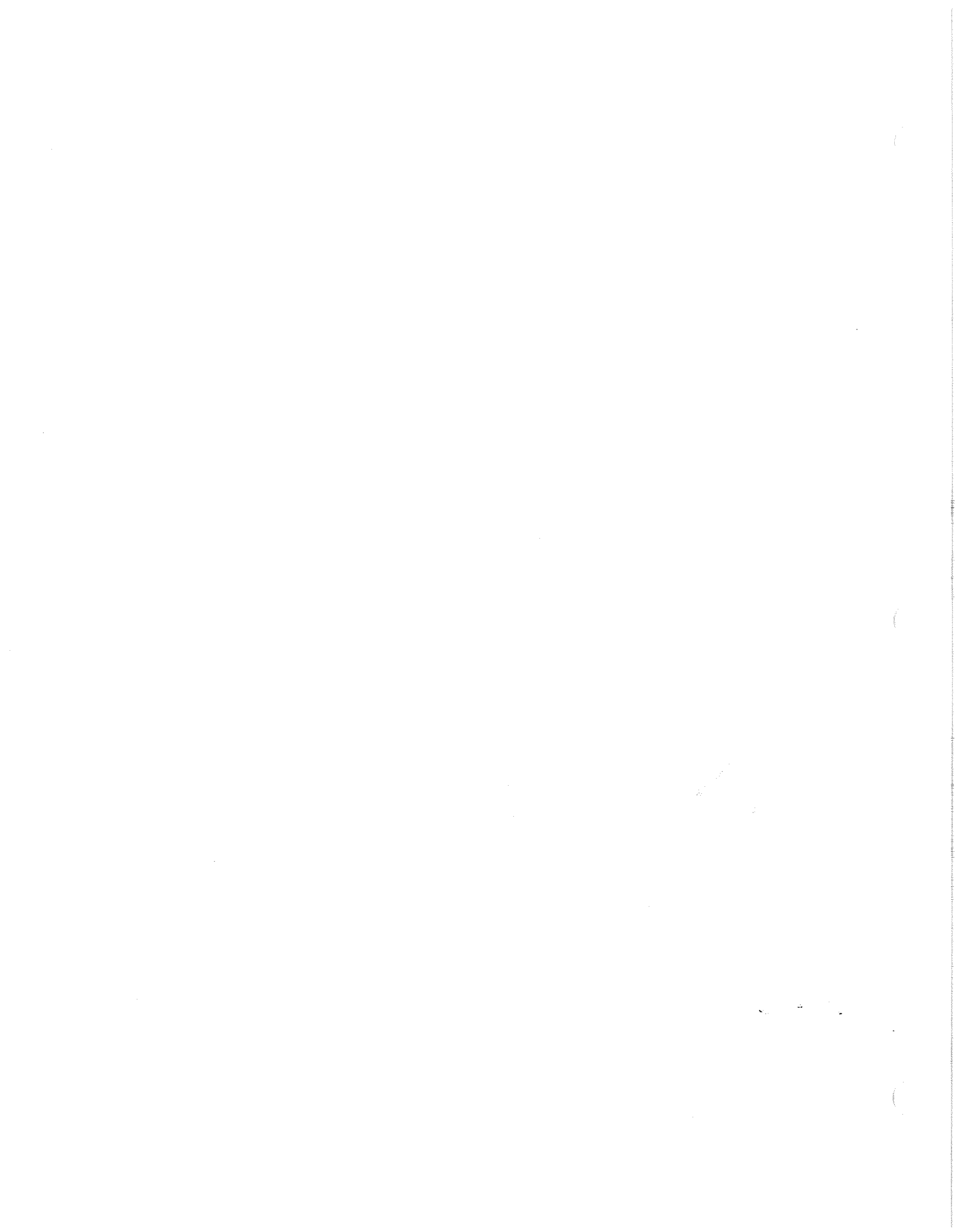
Vision Carrier Plan	Current		Renewal		PacifiCare Dental Full Service Plan	Ameritas* Deductible \$10	Vision Service Plan Deductible \$10
	Vision Plan of America 7/15 co-pay	6.60	Vision Plan of America 7/15 co-pay	6.60			
Employee	9	6.60	6.60	6.60	7.27	9.00	11.34
Employee+1	2	11.70	11.70	11.70	15.25	15.84	17.62
Employee+2	0	16.95	16.95	16.95	22.29	22.28	27.95
<b>Monthly Premium</b>		<b>\$82.80</b>	<b>\$82.80</b>	<b>\$82.80</b>	<b>\$95.93</b>	<b>\$112.68</b>	<b>\$137.30</b>
<b>% to Current</b>			<b>0%</b>		<b>16%</b>	<b>36%</b>	<b>66%</b>
<b>% to Renewal</b>					<b>16%</b>	<b>36%</b>	<b>66%</b>

\*Must be sold with Ameritas dental.

7/10/97 14:33

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WORKSHEET RateAnalysis





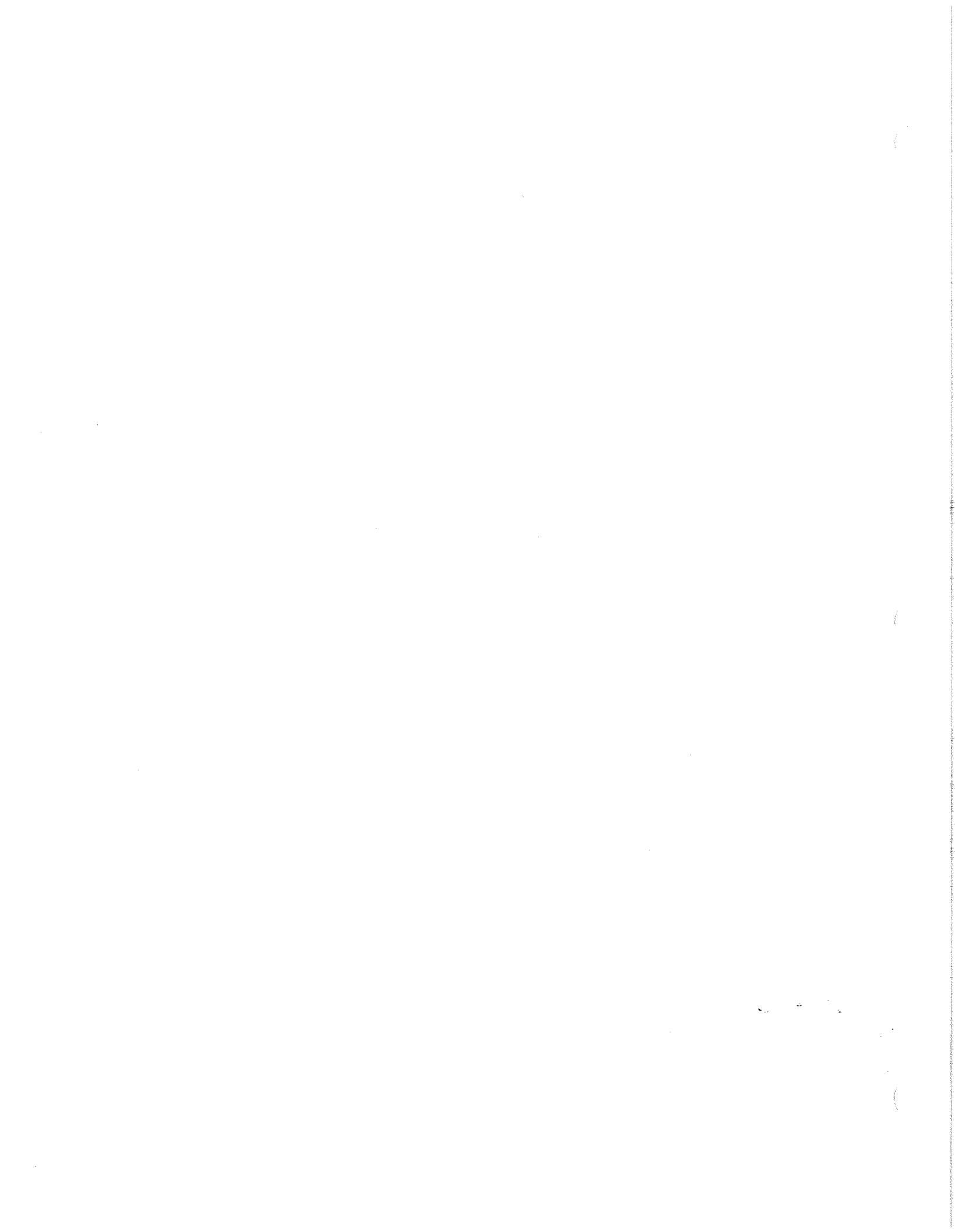


# Placentia Library

## Dental Rate Analysis

Dental Carrier	Plan Design	Current		Renewal		Ameritas \$1,500 Schedule Plan	United Concordia \$1,000 PPO/Non-PPO	Fortis \$1,500 PPO/Non-PPO	PacifiCare Dental \$1,000 PPO/Non-PPO
		Principal \$1500 PPO/Non PPO	Principal \$1500 PPO/NonPPO	Principal \$1500 PPO/NonPPO	Principal \$1500 PPO/NonPPO				
Employee	9	25.80	30.03	30.00	30.55	33.94	39.51		
Employee+Sp	1	51.60	60.06	58.84	64.00	69.72	77.26		
Employee+Ch	1	44.30	51.56	58.84	64.00	69.72	77.26		
Family	0	70.12	81.62	91.40	89.60	103.25	104.04		
<b>Monthly Premium</b>		<b>\$328.10</b>	<b>\$381.89</b>	<b>\$387.68</b>	<b>\$402.95</b>	<b>\$444.90</b>	<b>\$510.11</b>		
<b>% to Current</b>			<b>16%</b>	<b>18%</b>	<b>23%</b>	<b>36%</b>	<b>55%</b>		
<b>% to Renewal</b>				<b>2%</b>	<b>6%</b>	<b>16%</b>	<b>34%</b>		






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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Donor Recognition Policy  
**DATE:** July 15, 1997




### BACKGROUND:

At its meeting on July 24, 1997, the Library Board requested a discussion of a Donor Recognition Policy.

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

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

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

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

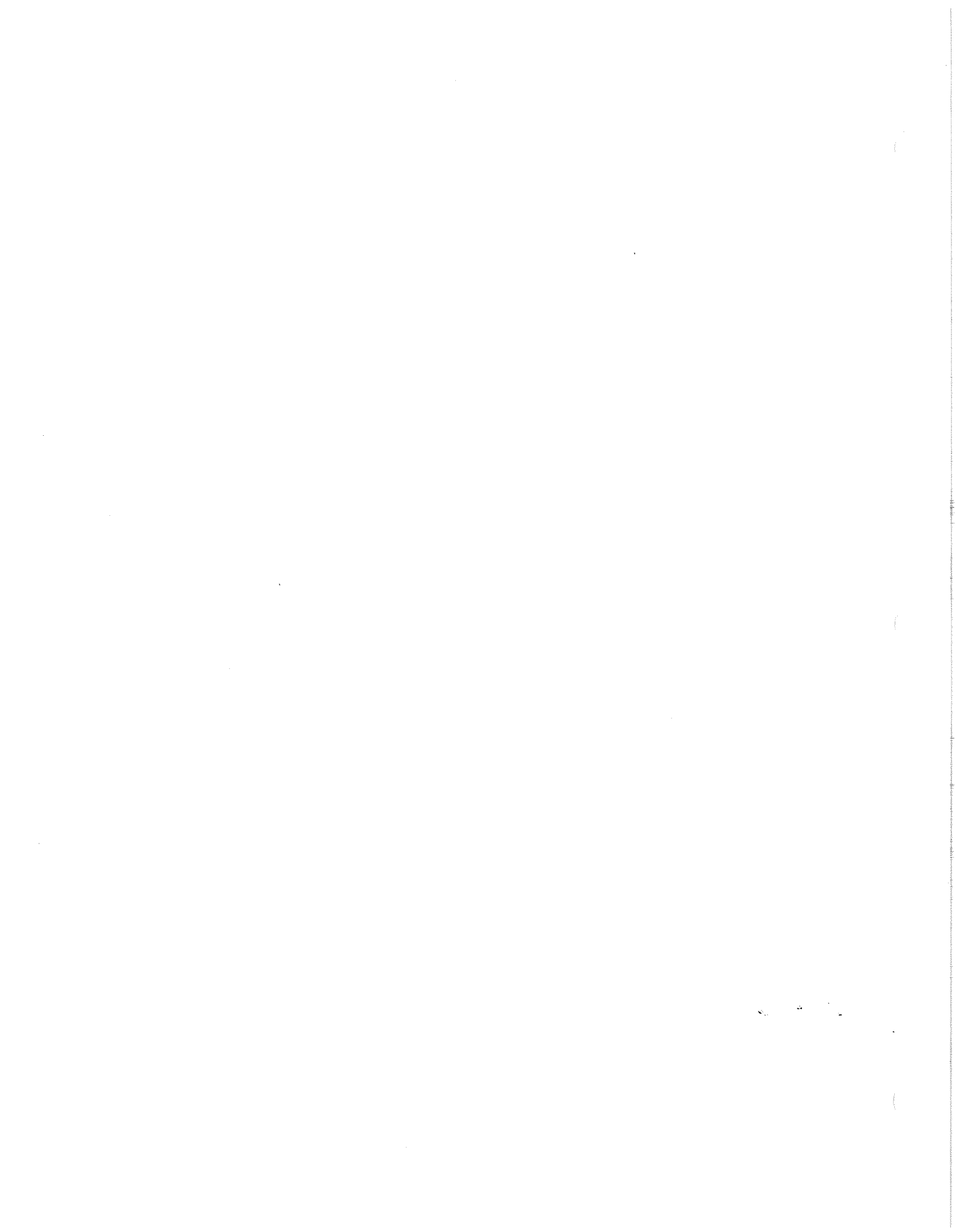
Space is limited and there needs to be a balance between recognition formats and interior design.

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

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

### RECOMMENDATION:

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Time Commitment for the Library Director's Responsibilities as  
Chairperson of Santiago Library System Executive Council for Fiscal Year  
1997-1998  
**DATE:** July 15, 1997

**BACKGROUND:**

In June I was elected to serve as the Chair of Santiago Library System (SLS) for Fiscal Year 1997-1998. This responsibility is shared by most of the public library directors in Orange County and this is the first time that I am doing it.

Unfortunately the System Administrator resigned the week after I was elected so my responsibilities are a little heavier than usual. These additional responsibilities will last until the new administrator is selected by the Metropolitan Cooperative Library System (MCLS) in Los Angeles County. (SLS contracts with MCLS for administrative and reference services.)

The regular duties of the SLS Chair include:

-  Conducting the quarterly Executive Council Meetings
-  Attending the monthly MCLS Executive Committee Meetings and quarterly Executive Council Meetings
-  Attending to SLS business with the MCLS Executive Director and Business Manager
-  Attending the quarterly California Library Services Board (CLSB) meetings to observe on behalf of SLS and speak on any issues of concern to SLS

Until the new MCLS Executive Director is hired I am also expected to attend and participate in the MCLS Executive Search Committee meetings.

An interim MCLS Administrator will be assuming office on Wednesday, July 16. The Executive Search Committee plans to have the new Administrator hired and ready to assume office by December 1.

**RECOMMENDATION:**

No action is recommended at this time.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: July 15, 1997

SUBJECT: Program Committee Report for the Month of June 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JUNE 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	19
Spelling Workshop	1	8
<i>CHILDREN'S SERVICES</i>		
Storytimes	2	63
Summer Reading Program (SRP) School Visits	4	2970
SRP Kick-Off Program	14	53





To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian

Date: July 15, 1997

**Subject: June Activities in the Children's Department**

**Programming-** Storytimes began in June. There were two performances for children ages 3 – 6. A total of 55 children and 8 adults attended.

**School Out Reach-** Classroom visits promoting the Summer Reading Program were finished in June. The Librarian and a dedicated team of volunteers visited Brookhaven, Ruby Dr., Sierra Vista , and Tynes elementary schools. Approximately 2970 children received flyers about the Summer Reading Program during these visits. Many thanks to the volunteers who made the school visits possible.

**Summer Reading Program-** The Summer Reading Program officially began on June 22. Story Guy, Private eye was our first performer of the summer. 53 people attended the performance. 571 children have been registered so far for the Summer Reading Program. We have passed out prize markers for the first week of reading to 122 children. The Children's Department has been signing up teen volunteers to work during the Summer Reading Program. 16 teen volunteers have been signed up to assist in the Children's Department, they have contributed approximately 174 hours to the Children's Department.



TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: July 15, 1997  
SUBJECT: Publicity materials produced for June 1997

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

1. Placentia Library Trustees.
2. Library Hours.
3. June quote.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Children sign up now for the Summer Reading Program.
8. Friends of Placentia Library bookstore and on going sale in lobby.
9. Storytime for children.

**Newspaper articles published:**

1. Study up on becoming a U.S. citizen at the Library.
2. Cash from the 'Dash Against Trash'.
3. Bill Gates starts foundation to give Libraries computers.
4. O.C. Libraries grapple with Internet porn.
5. New chapter for Libraries' budget.

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Los Angeles Times  
OC Edition  
Daily JUN 13 1997

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Placentia News  
Weekly JUN 26 1997

### Study up on becoming a U.S. citizen at the library

<sup>332</sup>  
**T**rying to attain citizenship? The Placentia Library holds part of the answer.

The library's literacy services department administers basic skills exams monthly to candidates for United States citizenship. The exams cover history, government and the writing portion of the citizenship interview.

Interested individuals must be eligible to apply for citizenship within the next year, have studied U.S. history and government, and have intermediate or advanced English skills.

Citizenship exam dates are: June 21, July 19, Sept. 20, Oct. 18, Nov. 8 and Dec. 6. Call: 524-8408, ext. 2123.

#### PLACENTIA

### The Cash From the 'Dash Against Trash'

Placentia's Earth Week Run, "The Dash Against Trash," brought in about \$7,000 for several local charities.

This year, 555 participated in the event, which featured 8K, 5K and 1K races. It was sponsored by the city and Placentia Linda Hospital.

Proceeds were awarded to several groups at a recent council meeting:

- The Placentia Library District, \$3,000 for new books.
- Recycling education in Placentia schools, \$1,300.
- Combined Health Appeal of California, \$1,500 to benefit the Leukemia Society of America, City of Hope, Cystic Fibrosis Foundation and other causes.

Remaining funds went to Placentia-Yorba Linda Unified School District and community centers for after-school and summer programs.

—BY KIMBERLY BROWER AND  
DEBRA CANO

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Los Angeles Times  
OC Edition  
Daily JUN 25 1997

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The Register  
Daily JUN 25 1997

# Bill Gates starts foundation to give libraries computers

332  
**PHILANTHROPY:** The \$200 million fund also could provide training and Internet access.

By **STEVE LOHR**  
The New York Times

Bill Gates, the billionaire software entrepreneur, is creating a foundation that plans to spend \$200 million over five years to bring new computers and the Internet into the nation's public libraries.

The Gates Library Foundation mainly is intended to help libraries in low-income areas. But as many as half of America's 16,000 public libraries may receive assistance eventually, foundation executives said.

Library professionals say the foundation will make an impor-

tant contribution to bringing libraries into the information age.

By setting up a major foundation that encourages use of the technology that made him rich, Gates, 41, co-founder of Microsoft Corp. and the nation's wealthiest person, is open to criticism that his big philanthropic push is self-serving.

Any expansion of technology helps Microsoft, of course, especially when it gives the company's software more exposure. Microsoft, struggling to catch up with Netscape Communications after getting a late start in Internet software, is donating software to the new foundation.

The Gates foundation is an outgrowth of a charitable program called Libraries Online at Microsoft, begun in late 1995. To date, the Microsoft program has provided computers, software and training to about 200 libraries,

from the Flatbush section of Brooklyn to rural Mississippi.

Santa Ana's three library branches could benefit from the foundation's mission, said Rob Richard, library director. Only the city's central branch has Internet access via four terminals. Those computers serve a homework tutoring program for about 1,350 students.

Su Chung, principal administrative librarian for Garden Grove Regional Library, said Garden Grove's three branches would benefit from more Internet terminals. Garden Grove has only one — for staffers. A state grant will fund installation of one public terminal.

"I wish we had more," Chung said. "The Internet is here to stay."

Register staff writer Eric Carpenter contributed to this report.

## O.C. Libraries Grapple With Internet Porn

By **STEVE EMMONS**  
TIMES STAFF WRITER

Things used to be simpler at the public library.

You'd go to the card catalog, look up "Bambi" and find a storybook about a baby deer.

Nowadays you go to the library's Internet terminal, type in "Bambi" and get more than 9,000 references—from "Tammy's Home Page" where "Thumper and Flower come out to play" to "Bambi—one of our hot Cyber Sex Toys Play Things!!! Win a FREE call!!!"

Librarians, accustomed to reviewing books before they're purchased and put on the shelves, now find that the information superhighway is delivering goods they would never have ordered. How to cope, especially with parents who fear their children will be viewing hard-core pornography, is "the issue of the moment" for public libraries from Boston to Anaheim, says the American Library Assn.

Politicians have become involved. Congress passed, and President Clinton signed, the Communications Decency Act last year, making it a crime to transmit indecent material over the Internet. Two federal courts unanimously struck down the law as unconstitutional, and the U.S. Supreme Court is expected to issue its opinion this week.

Boston Mayor Thomas M. Menino, reacting to news reports of angry parents, decreed in February that all city computers, including the library's, must have filtering programs to screen out Internet indecency.

Please see **INTERNET, A18**

# INTERNET: Librarians Roundly Criticize Filtering

**Continued from A18**  
available for patrons of high-school age and above. They offer unfiltered access.

"We have not had the kind of abuse that is touted in the newspapers," says Joanne Hardy, adult services manager. "It's not come up. Nobody has come running to us to say, 'I just saw porno on the screen or I can see it over that man's shoulder.'"

After two years of Internet access in all its libraries and branches, the Los Angeles Public Library still believes it's better off without filters on its terminals.

"We feel very strongly that filtering is too difficult to do," says Joan Bartel, the library's director of information technology. "You can't filter out everything anyway, and what may be a concern for one group may not be a concern for another. Some may not be worried about pornography but about racist or inflammatory information, and how do you filter that?"

"And even if we did try to filter, you can be sued for that."

At present, the American Library Assn. is withholding a formal position on filtering until the U.S. Supreme Court defines the Internet's First Amendment status. But

filtering is roundly criticized, either because it filters out too much or too little.

Most surfers browse the Internet using the free search programs found on the Internet itself. Type in one or a series of words and the programs search Internet sites for those words in their titles or descriptions.

Early filter programs simply blocked access to sites containing certain words—sex, for example—and made no other distinctions. That meant children could not connect to the Internet's "Decadence Phone Sex Directory" but were also barred from research on Sussex, sextants and sextuplets.

Newer filter programs depend on lists of sites evaluators have found to be objectionable, but in its May issue, Consumer Reports said the programs are far from perfect. "Our conclusion was that you couldn't use one of these things and feel certain the child would not be able to go to adult sites," says senior editor Jeffrey Fox.

"If I were a parent, I would be very concerned," says Suad Ammar, principal librarian in Placentia. "I don't know how children learn about the [pornography]

sites, but they do.

"But it's the parents' responsibility. This is a new tool, and people need to be educated. We are not going to look over our patrons' shoulders."

More important to librarians is the credibility of Internet information, says Ron Hayden, director of library services in Huntington Beach. "There's so much crap on the Internet, stuff that's just worthless. . . . Cyberspace is so new and so unpredictable and uncontrollable, it's really made some of us, me included, step back and rethink."

But it's definitely worth the trouble, he says. "It's here to stay. It has improved so much since I started looking at it a year ago."

"I constantly tell people we should look at the wonderful stuff you can get on the Internet and stop dwelling on things controversial," Bartel says.

"Libraries have traditionally tried to outreach, especially to young people, and having computers and the Internet has been a tremendous draw for this age group. We've been able to reach them where we haven't been able to before."

"I've heard the Internet called the devil incarnate and the savior of civilization," Hayden says. "Neither is true."

"But libraries must have it. It's here, and it's going to be used even more."

# INTERNET: Libraries Facing Porn Dilemma

**Continued from A1**  
That started the ball rolling, says Deborah Liebow, assistant director of the American Library Assn.'s office for Intellectual Freedom. She says the idea that the Internet must be sanitized for libraries, especially for children, is spreading. "The problem is, everyone's idea of 'sexually explicit' is different," she says. Take the Orange Counties, for example. The Orange County Library System headquartered in Orlando, Fla., connected 70 computers to the Internet in August, but the staff's worst view of Internet porn prodded the library staff into action.

"We said, 'Wait a minute. This is not what we offer. We don't offer hard-core pornography,'" says Marilyn Hoffman, the library's community relations coordinator. "We're all for intellectual freedom and freedom of information. We just don't consider hard-core pornography as intellectual."

All 77 computers now have filtering programs. In Buena Vista, Southern California, the Orange County Public Library started with a different premise. That system, which has branches in 23 Orange County cities and communities, has received state and private grants to add nine Internet terminals. Like its five existing terminals, the new ones will have no filters.

"We'll have full access for patrons at the beginning," says Maureen Gebelein, the library's manager of automated services. "Like our books, we won't restrict a minor child's access. That's a parent's responsibility. We won't be looking over their shoulders. We don't plan on using the [filtering] software in the beginning."

"In the beginning" is Gebelein's concession that things can change, and fast. Ask John Wallach, librarian in Dayton, Ohio, and chairman of the state agency that provides Internet access to all Ohio public libraries.

The Ohio system, completed in April, connects 250 main libraries, but one complaint from one library near Cleveland that children had called up pornography prompted the state House of Representatives to pass a bill mandating that all Internet terminals be filtered. The

state Senate softened the bill to permit filters, and the issue is being thrashed out in committee.

"We have not had a problem here in Dayton, and the other libraries have not had a problem, but this is a very, very popular issue," Wallach says. "Any time you get into children and illegal material, you have a very popular topic to take off on."

If the Ohio Legislature mandates filtering library Internet access, "I can guarantee we'll be sued by the ACLU [American Civil Liberties Union]," Wallach says. The ACLU in Florida has teams of attorneys preparing a lawsuit against the Orange County Library System's filtering policy.

The California State Library estimates that Internet access is available to patrons in 65% of the state's library systems. But of those surveyed in March, only 22% reported using Internet filters.

Three-fourths of the library systems had experienced no Internet "incidents" involving children, but they had prepared for them. The vast majority—85%—had formally adopted Internet use policies.

The number of California libraries offering Net access is rising rapidly, due in part to state library InFoPeople grants made to about 430 libraries since 1993. But the prospect of controversy has persuaded some libraries, such as Anaheim's, to bide their time.

Anaheim's one Internet terminal is for staff use only. The staff now is waiting to see what the Supreme Court has to say. "I can't think of anything that's required so much advance planning and analysis," says Kevin Moore, Anaheim's central library manager. "This is the toughest issue we librarians have ever had."

In the 1960s, Anaheim was the national battleground in the bitter war over sex education in schools. Since then, "Anaheim has always been on the cautious side, and in a way, it's paid off," Moore says. "This community has traditionally been conservative. It's one thing to be cutting edge. It's another to make a foolish decision."

Fullerton's library, however, plunged into the Internet back in 1994, when it made two terminals

Please see INTERNET, A19

# Orange County Branches That Offer Access

Here's how libraries in Orange County stand in providing patrons with Internet access:

**Orange County system.** Branches in 21 cities and two unincorporated communities. Terminals now in five branches: Irvine (Heritage Park and University Park), San Clemente, San Juan Capistrano and Tustin. State and private grants obtained for nine more: Costa Mesa, Cypress, Dana Niguel, El Toro, Garden Grove, Laguna Niguel, Rancho Santa Margarita, San Juan Capistrano and Stanton. Not filtered. Use policies vary by branch.

**Anaheim.** One terminal for staff use only. Forming a policy. Waiting to see outcome of Supreme Court decision on whether Internet content is protected by First Amendment.

**Buena Park.** No Internet access. "We plan on having it, but I can't say when," said a spokesman.

**Fullerton.** Three terminals in main library, two for public, one for staff. Not filtered. One public terminal may be reserved for one-hour sessions; the other is first come, first served, for 30-minute sessions. Must have adult library card (high school age or older). Children allowed if accompanied by parent. State grant obtained for more terminals in Hunt branch library.

**Huntington Beach.** Six terminals at central library—four in media room, two in children's area near librarian's desk. Children's terminals are filtered. First come, first served. Parents used to sign form acknowledging library not responsible for child's use of Internet, but

practice has been discontinued. "Parents thought it was just a nuisance," said a spokesman.

**Newport Beach.** Five terminals in main library—two for children only—and one in each branch. Not filtered. First come, first served, with 30-minute limit and waiting list. Children's terminals automatically start at Internet search program designed for children, but children are not compelled to use it.

**Orange.** One terminal in main library and each branch. State grant received for more. Not filtered, but filters being considered. Children must have parents sign use agreement. Sessions limited to 30 minutes unless no one is waiting. Library board considering a

formal policy.

**Placentia.** Seven terminals, two in children's area. Must sign a knowledge of library policy. Not filtered. Thirty-minute sessions.

**Santa Ana.** Six terminals in main library's Learning Center devoted to homework and other school projects of first- through 12th-grade students. Must have local library card. Not filtered, but librarians supervise use. Similar learning centers planned for branch libraries. Expansion for adult use planned.

**Yorba Linda.** Internet access for staff only. Access for patrons scheduled for July 1998. Public use policies being studied.

—STEVE EMMON

## Web Sites Offer Insight on Issues

For information about and discussion of Internet issues for libraries, try these World Wide Web sites:

- American Civil Liberties Union: [www.aclu.org](http://www.aclu.org)
  - American Library Assn.: [www.ala.org](http://www.ala.org)
  - California State Library InFoPeople program: [www.lib.berkeley.edu:8000](http://www.lib.berkeley.edu:8000)
  - National Center for Missing and Exploited Children, "Child Safety on the Information Highway": [www.missingkids.org/childsafety.html](http://www.missingkids.org/childsafety.html)
- Search the Internet for: **Communications Decency Act**

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Los Angeles Times  
OC Edition  
Daily JUN 26 1997

# New Chapter for Libraries' Budget

■ **Services:** Proposal would have all county branches open at least five days a week and add books, computers.

By SHELBY GRAD  
TIMES STAFF WRITER *3/3*

SANTA ANA—For the first time in years, all of the county's 26 libraries would remain open at least five days a week, under a new operating plan being unveiled today.

The branches would also have more than \$1 million added to their budgets for buying books, magazines and Internet computers.

For the first time since the 1970s, six of the libraries would be open seven days a week, while seven others would operate six days. Currently, some libraries are open only two or three days a week.

The new operating plan reflects the first major budgetary boost for a library system that has seen its spending slashed by more than 30% since 1993—first by reductions in state funding, and then by cutbacks dictated by the county's bankruptcy.

"This makes our libraries more accessible to the public and restores some of the services we've cut in the past," County Librarian John M. Adams said.

"The county has invested millions of dollars in these facilities," Adams added, "and it's good public policy to make them available to the people who paid for them."

The new operating plan comes three weeks after the Board of Supervisors increased by

**Please see LIBRARIES, B6**



# LIBRARIES

**Continued from B1**

\$2.3 million the struggling system's annual budget, which is also benefiting from modest increases in other revenues, such as those generated by library fines and fees.

Library patrons who have long complained about reduced operating hours and shrinking services were heartened by the proposed changes.

"It'll be great to have the library open more often than it is closed," said Leticia Perez, a regular at the Chapman branch in Garden Grove, which would expand operations from two to five days per week.

"The way it is now, I don't get use the library as much as I want, because the hours are so crazy. This would be a big improvement," said Perez, noting that the county threatened to close the Chapman branch altogether in the months following its 1994 bankruptcy.

The Los Alamitos library would go to five days of operations from the current four, and volunteers said Wednesday that they might try to pay for a sixth day with money raised from private donors.

"I think being open six days will be very good for us," said Charles Scott, president of Friends of the Los Alamitos Library. "Regardless of someone's age, the library is the source people go to if they need help or information. If it's not open when you need it, that's a problem."

In addition to the extra hours, Adams is proposing a \$1.1-million increase for books, magazine subscriptions and other materials. The system has slashed its budgets for such purchases by more than 50% since 1993, forcing branches to cancel dozens of magazine subscriptions and to buy so few copies of new books that patrons have often been obliged to wait months to check out bestsellers by Stephen King and John Grisham.

The system also plans to spend \$800,000 to install computers with Internet access at branches.

The proposed plan will go before the county's library advisory board today. The Board of Supervisors is expected to consider the matter sometime in July.

Ten libraries would add anywhere from one to three days of operations under the plan, including branches in Garden Grove, Seal Beach, Silverado Canyon, La Palma, Los Alamitos, San Juan Capistrano, Villa Park and Stanton. San Clemente's library could begin seven-day-a-week operations, or local officials could decide to increase other types of services instead.

Earlier this year, five branches in Irvine, Costa Mesa and Laguna Niguel began seven-day operations.

While other libraries won't get more days of operations under the plan, they could receive additional books, materials, computers or staffing, Adams said.

Library officials will meet with community representatives to determine exactly how each branch spends its additional resources.

The plan is a far cry from the austerity measures the library system has taken over the last five years.

The budget problems stem from the state's decision in 1992 to balance its budget by reducing the amount of property taxes allocated to the state's library systems and other special districts.

The situation worsened after the bankruptcy, when the county cut its modest subsidy to the system.

## Branching Out

A new budget plan for the Orange County Public Library system would dramatically increase operating hours at the 26 branch libraries, some of which are now open just two or three days per week. Under the proposal, each branch would be open a minimum of five days each week:

**Planned Service**

<b>5 days</b> .....	13 branches
<b>6 days</b> .....	7 branches
<b>7 days</b> .....	6 branches

Here are the branches that would get increased operating hours:

	Days now open	Proposed days open
Chapman	2	5
Garden Grove (West)	3	5
La Palma	3	5
Los Alamitos	4	5
San Clemente	6	7
San Juan Capistrano	5	6
Seal Beach	4	5
Silverado Canyon	2	5
Stanton	2	5
Villa Park	2	5

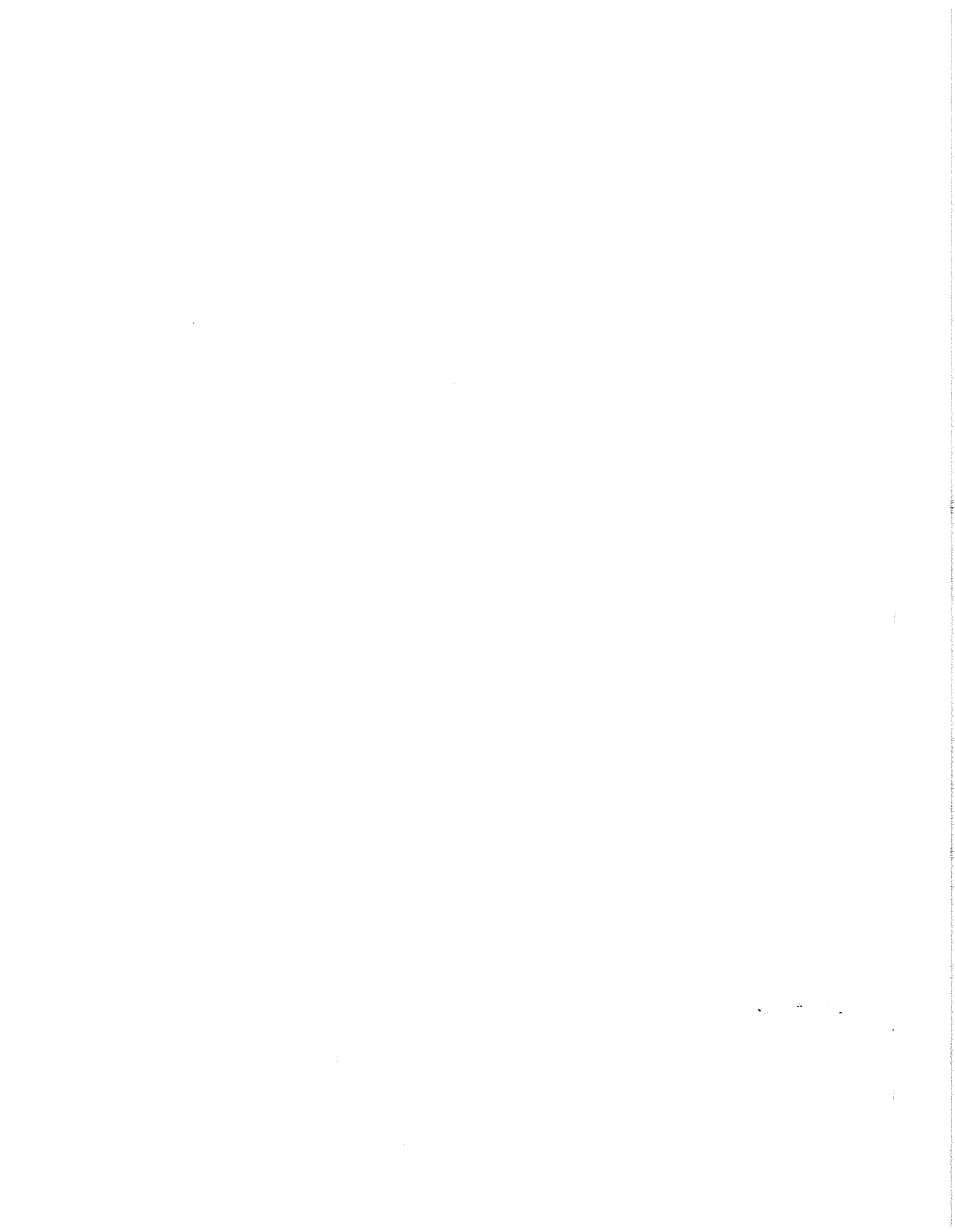
These branches will not have increased hours, but some could gain extra materials, computers or other service improvements under the plan:

	Days now open
Brea	5
Cypress	5
Dana Niguel	6
Fountain Valley	5
Garden Grove Regional	6
Laguna Beach	5
La Habra	5
Lake Forest	6
Rancho Santa Margarita	6
Tustin	6
Westminster	6

These branches expanded to daily operations several months ago. They could gain extra materials, computers and other services improvements:

- Costa Mesa
- Mesa Verde
- Laguna Niguel
- Irvine Heritage Park
- Irvine University Park

Source: Orange County Public Library system



TO: Elizabeth Minter, Library Director  
FROM: <sup>KW</sup>Katie Matas, Literacy Coordinator  
DATE: July 15, 1997  
SUBJECT: **Placentia Library Literacy Services Report for the month of June**

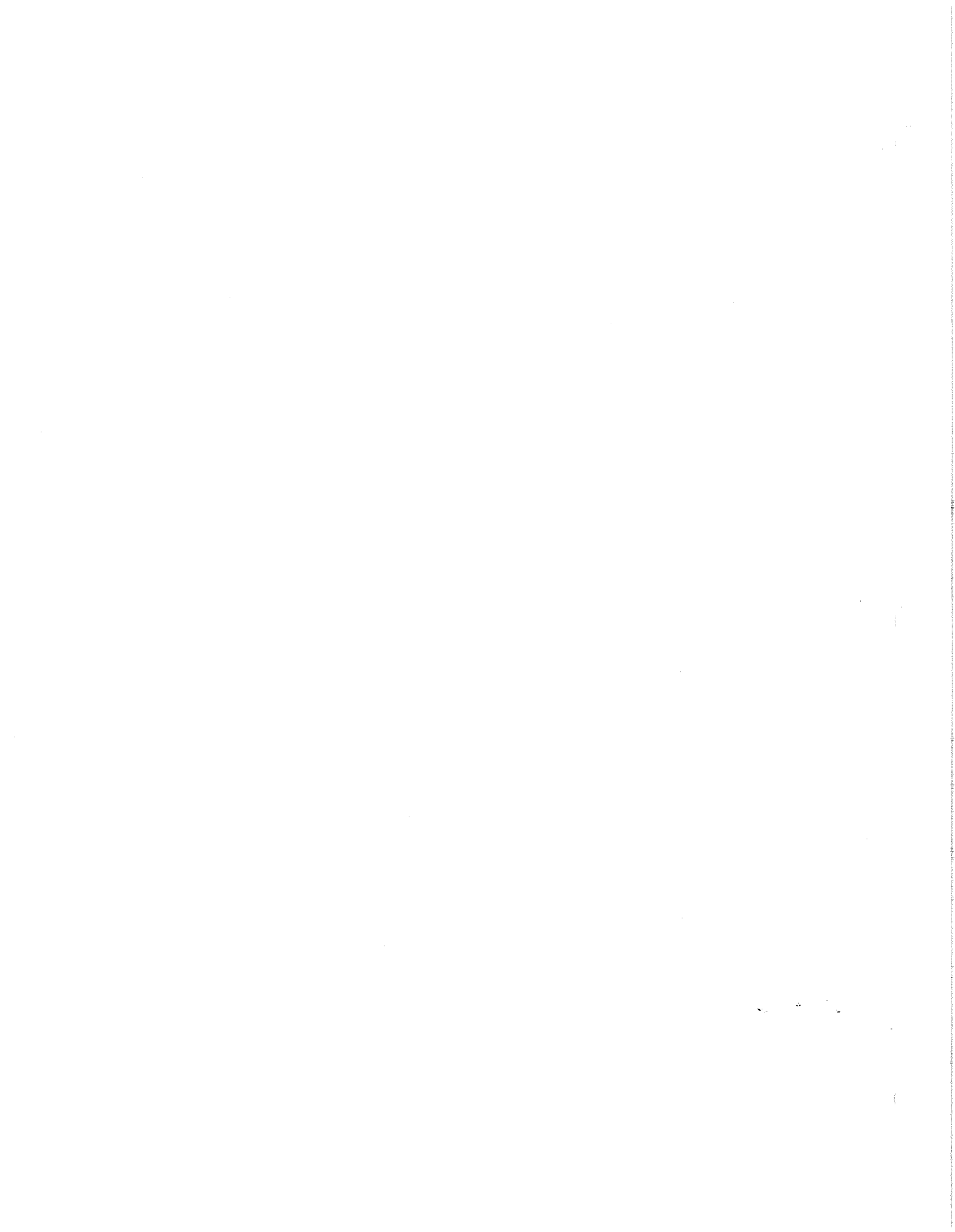
**Program Statistics**

Active tutors: 61  
Active students: 71  
Students waiting to be matched: 39  
Percentage of tutors reporting (June hours): 85%  
Tutoring hours reported: 268  
Other volunteer hours reported: 112  
Total volunteer hours: 380

**Citizenship Exam.** The citizenship exam was administered Saturday, June 21, 1997. Nineteen people took the exam. The next exam is scheduled for Saturday, July 19, 1997.

**Tutor Training.** A 2-hour workshop was offered Monday, June 23, 1997. The subject of the workshop was how to help a student break the chains of spelling insecurity.

**Other Networking Activities.** Literacy Coordinator Matas represented PLLS at the Placentia Community Network.



SAFETY COMMITTEE MEETING  
JUNE 25, 1997  
MINUTES

I. Call to Order: 3:20 P.M.

II. Members Attending: Katie Matas  
Jerry Conn  
Esther Guzman  
Members Absent: Cindy McClain

III. Old Business

none

IV. New Business

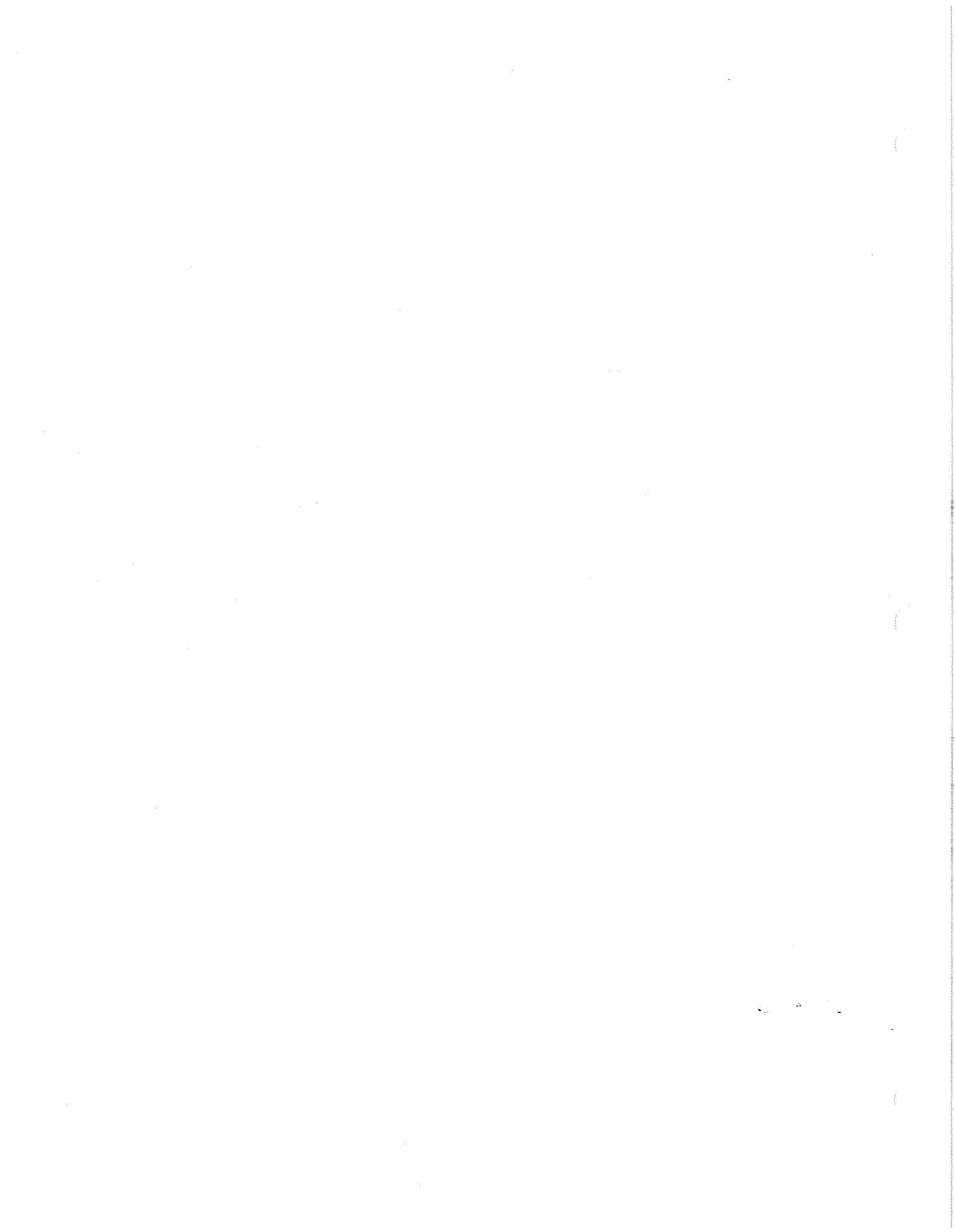
1. The first aid kit needs to be resupplied. A list of necessary supplies will be given to administration for purchase.

The next meeting will be July 23, 1997 at 3:15 P.M.

Respectfully submitted,

*Katie Matas*

Katie Matas





5. Legislative reports from California Advocates, California Special Districts Association, and the California Library Association (Receive & File)
6. Award a purchase of services contract in the amount of \$100 per hour, not to exceed \$2,000, to Devon Doherty, P.O. Box 17001, Irvine, for solicitation letter and brochure preparation, and mailing services specification development, for the State Library of California Grant to fund a direct mailing to all Placentia residents for the Placentia Library Foundation.

Presentation: Library Director  
Recommendation: Award Contract by Motion

7. Agenda Preparation for the August Regular Meeting which will be held on August 19, 1997.
8. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 29, 1997, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, July 15, 1997.

  
\_\_\_\_\_



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 July 29, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3531	2,542.59
Subtotal for Immediately		2,542.59
Regular	3532	4,737.90
Subtotal for Regular		4,737.90
TOTAL CURRENT CLAIMS		7,280.49
Payroll		
Subtotal for Payroll		0.00
	TOTAL	7,280.49



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	July 23, 1997		2800	00		43.77		
	August, 1997		0300	00		2,254.68		
	July 7, 1997							
	July 4, 1997	253-0470	0700	01		144.71		
		524-9784	0700	01		63.47		
N03645 Care America 6300 Canoga Avenue Woodland Hills, CA 91367-2555								
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001								
			0700	07		35.96		
						244.14		

Please pay immediately!

The claims listed above (totaling \$ 2,542.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/29/97  
REPORT NO 3532

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	July 24, 1997 51485		1800	00		1,384.95		
N06556 Continental Casualty Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	July, 1997		0300	00		171.25		
N03660A Elizabeth Minter 539 Gardenia Placentia, CA 92870	July, 1997		2700	01		46.31		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	July, 17, 1997		0700	05		423.82		
N06568 Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92870	Sept 1997 - Aug 1998		1600	08		95.00		
N06573C First American Trust Company 421 N. Main Street Santa Ana, CA 92702	July 7, 1997		1900	00		1,021.36		
N09122A Reed Reference Publishing P.O. Box 7247-8077 Philadelphia, PA 19170-8077	June 25, 1997 000039871		2400	03		1,145.21		
Commuters Library P.O. Box 3168 Falls Church, VA 22043	July 10, 1997 97-1398		2400	02		450.00		

The claims listed above (totaling \$ 4,737.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,737.90

# MICHAEL F. DILLON & ASSOCIATES INC.

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

July 21, 1997

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

## GOVERNOR SIGNS SB 154-THOMPSON

Our office is pleased to announce that this morning Governor Pete Wilson signed in to law SB 154 by Senator Mike Thompson (D-St. Helena). SB 154 will allow a county board of supervisors to establish a 1/8 cent or 1/4 cent sales tax for library purposes, subject to the approval of 2/3rds of the voters. The time period for the tax could not exceed 16 years, and the revenues collected can only be used for funding library programs and operations within the county.

Upon learning of the Governor's signature on his measure, Senator Thompson stated:

"Without an additional source of revenue, many of our community libraries will be forced to close their doors for the last time," Thompson said. "We have the opportunity to stop this erosion by providing local communities the power to save these treasurers. This is an effort to provide local voters with the ability to provide the funds necessary to save and enhance libraries in their own communities."

Two years ago, the legislature passed, and the Governor signed, a similar measure for San Joaquin county and the previous year, for Stanislaus county. Senator Thompson's bill now extends that option to other counties throughout the state, who have the ability to obtain 2/3rds approval of the voters, to restore library hours and book purchases.

SB 154-Thompson is Chapter 88, Statutes of 1997. CLA thanks Senator Thompson for all of his hard work on our behalf and for his ongoing commitment to library issues.

ot.721

Post-it* Fax Note	7671	Date	7/21/97	# of pages	1
To	MCLS/SLB/Associate	From	MCLS/SLB HQ		
Co./Dept.	Member Directors	Co.			
Phone #	Sue Curzon, CSUN	Phone #	818/683-8274		
Fax #	(Eugene & Wcopy, Orange Pl)	Fax #	818/683-8097		