

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

September 16, 1997

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

Saunders absent

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

Roll / Pass

Roll / Pass

Roll / Pass

Roll / Pass

3. Minutes of the August 19, 1997 Regular Meeting, and the August 26, 1977 Continued Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report.

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

SC 1100 -
Hill Ry
Sep 11
Albion - Jan
Avis -

Presentation of 20 Year Library Service Award to Library Assistant Katie Matas.

Presentation of Certificates of Appreciation to teen volunteers who worked on the Summer Reading Program in the Children's Department.

will be attend Civic Center Authority Meeting

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

will not have a full book sale

Presentation: President, Friends of Placentia Library

Report

\$500
Hwy 1000 Committee
2 sites to be
5th Floor

8. Placentia Library Foundation Board of Directors Report

Presentation: Trustee Pappas

Sum's Club

Donor Receipts - Ciji Ware
All School is to be me &
Donor Receipts

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director in the amount of \$0.00.

11. Current Claims and Payroll. (Approve)

Current Claims of \$16,695.70; and Payrolls 3546 through 3550 for \$99,630.00.
Combined total of Current Claims and Payroll of \$116,325.70.

12. FY1997-1998 Cash Flow Analysis and authorize an interfund cash loan in the amount of \$65,000 from Fund 706 to Fund 707, and an interfund cash loan in the amount of \$30,000 from Fund 702 to Fund 707, both loans to be repaid after the receipt of current secured property tax revenue in December.

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 - 28)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 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.

19. Building Maintenance Report for August 1997 (Receive & File)
20. Personnel Report for August 1997 (Receive, File, and Ratify Appointments)
21. Volunteer Report for August 1997 (Receive & File)
22. Circulation Report for August 1997 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative reports from California Advocates, California Special Districts Association, and the California Library Association (Receive & File)
25. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
26. Fiscal Year 1997-1998 Budget Spreadsheets omitted from the August Board Packet. (Receive & File)
27. Notice of Annual Meeting of the Placentia Civic Center Authority Commission. (Receive & File)

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

CONTINUING BUSINESS

29. Review of Library Revenue Issues

Presentation: Library Director

Recommendation: Discuss and give direction for future action

*research yield -
on sub topic for
City of Placentia -*

NEW BUSINESS

30. Travel Authorizations for California Library Association Preconference Institute on "Strategies for a Successful Ballot Measure", and California Library Association Annual Conference

Presentation: Library Director

Recommendation: Determine if any Trustees will attend and authorize payment of registration fees

31. Meeting Room Policy Variance Request

Presentation: Library Director

Recommendation: Authorize use of Library for a private party to benefit Placentia Library Foundation

32. Set the Library Closing Schedule and Hours for the 1997 December Holidays

Presentation: Library Director

Recommendation: Close the Library from Sunday, December 28 through Tuesday, December 30 and permit staff to take these hours as vacation time. Given the holidays and regular Library schedule the building will be closed from Wednesday, December 24, 1977 through Saturday, January 3, 1988, reopening for regular service on Sunday, January 4.

STAFF REPORTS (Items 33 - 37)

Presentation: Library Director

Recommendation: Approve by Motion

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

33. Program Committee Report for August 1997. (Ammar)
34. Children's Services Report for August 1997. (Smith)
35. Publicity Materials produced for August 1997. (Willauer)

- 36. Placentia Library Literacy Services Report for August 1997. (Matas)
- 37. Safety Committee Minutes for August 1997. (Matas)

ADJOURNMENT

- 38. Agenda Preparation for the November Regular Meeting which will be held on November 18, 1997.

The October Regular Meeting has been canceled because of the absence of the Library Director.

- 39. Review of Action Items.

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

- 40. Adjourn

1 Jan per [unclear]
RJ [unclear]
Article 3 [unclear]
Post Book -
Board Agreement
Proceed

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the September 16, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, September 12, 1997.

September 1997 - August 1998

Yearly Planner

September 97						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 97						
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26	27	28	29	30	31	

November 97						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 97						
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28	29	30	31			

January 98						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 98						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September

8 7:30 AM NSFRE Fund Raising Conference, Pasadena
7:00 PM Friends Board Meeting, Masters

11 11:30 AM Foundation Board Meeting

16 7:30 PM Library Board Meeting

20 Banned Books Week

24 CSDA Conference, Anaheim

October

4 8:30 AM Heritage Days Parade

6 7:00 PM Friends Board Meeting, Pappas
7:30 PM Placentia Civic Center Authority Commission, Dinsmore & Evans

21 7:30 PM Library Board Meeting

November

3 7:00 PM Friends Board Meeting, Stark

7 6:30 PM - 8:30 PM Foundation Donor Reception

13 11:30 AM Foundation Board Meeting

15 CLA Conference, Pasadena

18 7:30 PM Library Board Meeting

21 Camp Library

December

1 7:00 PM Friends Board Meeting, Dinsmore

16 7:30 PM Library Board Meeting

January

5 7:00 PM Friends Board Meeting, Evans

9 ALA Midwinter, New Orleans

January

15 11:30 AM Foundation Board Meeting

20 7:30 PM Library Board Meeting

February

9 7:00 PM Friends Board Meeting, Masters

17 7:30 PM Library Board Meeting

March

2 7:00 PM Friends Board Meeting, Pappas

10 PLA National Conference, Kansas City

17 7:30 PM Library Board Meeting

April

6 7:00 PM Friends Board Meeting, Stark

19 National Library Week

21 7:30 PM Library Board Meeting

May

4 7:00 PM Friends Board Meeting, Dinsmore

14 11:30 AM Foundation Board Meeting

19 7:30 PM Library Board Meeting

June

1 7:00 PM Friends Board Meeting, Evans

16 7:30 PM Library Board Meeting

25 ALA Conference, Washington D.C.

July

21 7:30 PM Library Board Meeting

August

18 7:30 PM Library Board Meeting

March 98						
S	M	T	W	T	F	S
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29	30	31				

April 98						
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May 98						
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24	25	26	27	28	29	30
31						

June 98						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 98						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 98						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 19, 1997

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 19, 1997 at 7:30 P.M. by Administrative Assistant Charlene Dumitru.

ROLL CALL

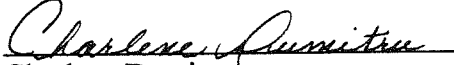
Members Present: None

Members Absent: President Margaret V. Dinsmore; Secretary Ray Evans; Trustees Robin Masters, Jean Pappas, Sandra Stark; and Library Director Elizabeth Minter.

ADJOURNMENT

Due to absence of Trustees and Library Director the Regular Meeting of August 19, 1997 was adjourned until August 26, 1997 at 7:30 P. M.

Notice of Adjournment and Continuation were posted.


Charlene Dumitru
Administrative Assistant



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 26, 1997**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees continued from August 19, 1997 was called to order on August 26, 1997 at 7:32 P. M. by President Peggy Dinsmore.

ROLL CALL

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

Members Absent: None

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

**EMPLOYEE
SERVICE
RECOGNITION**

President Dinsmore presented a five-year service pin to Library Aide Esther Guzman and congratulated her on her five years of service to the District. Library Aide Guzman expressed her gratitude to the Trustees and to the District for the encouragement and support given to her.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of July 15, 1997 as presented.

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

The Board requested that the Minutes of the Special Meeting of July 29, 1997 be corrected to indicate arrival of Trustee Stark at 7:40 P.M. and to record her vote in favor of the purchase of a service contract in the amount of \$100 per hour, not to exceed \$2,000 to Devon Dougherty, Irvine, for solicitation letter and brochure preparation, and mailing services specification development for a direct mailing to all Placentia residents for the Library Foundation in compliance with the State Library of California Grant.

It was moved by Trustee Stark, seconded by Trustee Masters to approve the Minutes of the Special Meeting of July 29, 1997 as corrected.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Dinsmore discussed the California Library Association Conference scheduled for November 15 - 18 in Pasadena. She also reported on the request received by the Goleta Sanitary District for support of Senate Bill 712 regarding procedures of the Local Agency Formation Commissions (LAFCO).

It was moved by Trustee Pappas, seconded by Trustee Masters to send a letter in support of SB712 to Representative Mike Sweeney, Chair of the Assembly Local Government Committee.

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

TRUSTEE REPORTS

None

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 7 through 9:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of
\$2,352.43
Current Claims and Payroll in the amount of \$92,290.41

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

It was moved by Trustee Pappas, seconded by Secretary Evans to Receive & File cash flow analyses of August 19 and August 26, 1997, and authorize an interfund cash loan in the amount of \$36,000 from Fund 706 to Fund 707 to be repaid after the receipt of tax revenue in December.

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

**FINANCIAL
REPORTS**

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 11 through 16:

Financial Reports for July, 1997
Office General Ledger & Check Registers for July, 1997
Acquisitions Report for July, 1997
Overdue Collection Report for July, 1997

Debit Card System Reimbursement Report for July, 1997
Gifts Report for July, 1997

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Secretary Evans to receive and file Agenda Items 17 through 28:

Building Maintenance Report for July, 1997
Personnel Report for July, 1997 (Receive, File and Ratify
Appointments)
Volunteer Report for July, 1997 (Receive & File)
Circulation Report for July, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates, California Special
Districts Association, and the California Library Association
(Receive & File)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
Report on the Staff Recognition Dinner held on July 17, 1997
at Sophia's Restaurant (Receive & File)
Proposition 208 Fact Sheet prepared by the Fair Political Practices
Commission (Receive & File)
Annual Report to the State Library of California for the California
Literacy Campaign Matching Funds Grant for Fiscal Year
1996-1997 (Receive & File)
Annual Report to the California Department of Education for the
Federal Adult Basic Education Grant (321 Grant) for Fiscal
Year 1996-1997 (Receive & File)
Approve Letter of Authorization for Munson, Cronick &
Associates, CPA to conduct the Fiscal Year 1996-1997
Financial Audit for Placentia Library District. (Receive & File,
and authorize signature by the Library Director)

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter presented a review of the material in the Board Packet. She reported that Mike Belote of California Advocates had advised her that the State Controller's Staff legal opinion on the Sill's Bill could still occur if the County of Orange takes action in the matter.

No Board action was taken at this time.

**ADOPTION OF
BUDGET FOR
FISCAL YEAR 1997-
1998**

It was moved by Trustee Stark, seconded by Trustee Masters read Resolution 97-4, a Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year 1997-1998 Budget for the Placentia Library District.

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

It was moved by Trustee Stark, seconded by Trustee masters to adopt Resolution 97-4. Motion was passed by roll call vote.

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

**REVIEW OF
IMPLEMENTATION
OF INTERNET
SERVICES POLICY**

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File the report on the Internet Services Policy.

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

**DONOR
RECOGNITION
POLICY**

It was moved by Trustee Stark, seconded by Secretary Evans to continue discussion of the Donor Recognition Policy at the January meeting.

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

**DISTRICT POLICY
REVIEW**

It was moved by Trustee Stark, seconded by Secretary Evans to continue discussion of the District Policy Review until the November meeting.

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

**CONTRACT FOR
DIRECT MAIL
SERVICE**

It was moved by Trustee Masters, seconded by Trustee Stark to award contract for Direct Mail Service to JART Computer and Mailing Services as recommended by Devon Dougherty and to authorize Library Director Minter to reduce the amount of service being purchased in order to reduce the total cost.

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

**TRAVEL
AUTHORIZATIONS
FOR CALIFORNIA
SPECIAL DISTRICTS
ASSOCIATION 1997
ANNUAL
CONFERENCE**

It was moved by Trustee Stark, seconded by Secretary Evans that no Trustees or Employees will register for the California Special Districts Association 1997 Annual Conference. Library Director Minter and Trustees are authorized to attend several business meetings which do not require registration.

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

**BALLOT FOR
SPECIAL DISTRICT
WORKERS
COMPENSATION
AUTHORITY
(SDWCA)**

It was moved by Trustee Pappas, seconded by Trustee Masters to authorize Secretary Stark to cast the District's vote on the Special District Workers Compensation Authority Ballot.

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

**BALLOT FOR
SPECIAL DISTRICT
RISK
MANAGEMENT
AUTHORITY
(SDRMA)**

It was moved by Trustee Stark, seconded by Secretary Evans to authorize Library Director Minter to attend the Special District Risk Management Authority (SDRMA) Annual Meeting in Anaheim on September 25, 1997 and to cast the District's vote at the meeting.

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

**LIGHTING
MAINTENANCE
CONTRACT 1997-
1998**

It was moved by Trustee Masters, seconded by Trustee Pappas to award Lighting Maintenance Contract for 1997-1998 to Tri-County Lighting, 611 N. Poplar St., Orange at a cost of \$79.00 per month and \$1.30 per lamp for cleaning, plus initial inspection service call, for an annual total not to exceed \$3,391.00

**HERITAGE DAY
PARADE**

It was moved by Trustee Stark, seconded by Trustee Pappas that the District will participate in the Heritage Parade with one antique automobile and five storybook characters.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 39 through 43:

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

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

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

**OCTOBER BOARD
MEETING**


It was the consensus of the Board to skip the Regular Board Meeting for October, 1997, as Library Director Minter and Trustee Stark will not be available for the meeting. In case of an emergency, a Special Board Meeting may be convened.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:42 P.M.

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Friends of Placentia Library Report
DATE: September 16, 1997

The Board of Directors of the Friends of the Library met on Monday, September 8, 1997. Trustee Robin Masters and Library Director Minter attended the meeting.

The Treasurer reported an account balance of \$5,712.36 as of September 8, 1997. Most of the balance is committed to projects.

The Board held its second annual planning meeting immediately prior to the Board meeting.

The Board requested that Peggy Burkich review the use of the cash register with the volunteers who work in the Friends Book Store.

The Board requested that Suad Ammar contact the agency that provides paid workers to see if a replacement can be found for the Friends Book Store and sorting.

Renee Scott was appointed to serve on the District's Donor Recognition Advisory Committee.


The program for the annual meeting was discussed.

The program for the Author's Luncheon was discussed. Library Director Minter is still trying to make contact with T. Jefferson Parker.

The next Friends Board meeting is scheduled for Monday, October 6 at 7:00 P.M. Trustee Jean Pappas is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Placentia Library Foundation Report
DATE: September 16, 1997

The Placentia Library Foundation Board of Directors met on September 11, 1997.

The Board continues to work on its investment policy.

Partial completion of a named endowment from Dixie and Gordon Shaw was announced. The fund is to support the presentation of Lapsit Storyhours and parent education programs at the Library. The balance of the endowment is expected in early 1998.

The 1997 Annual Giving Campaign is in progress. Response has been greater this year. The direct mail campaign to all Placentia households and to Library cardholders who live outside Placentia will be completed by the end of September.

The Board approved a stipend for a writer/editor to assist the Library Director with the preparation of *Placentia Library Notations*. The next issue is due at the end of September. The new editor is Dr. Bill Latta, a retired Placentia dentist who has been working part time for the Cal Poly Foundation.

The Annual Donor Reception will be hosted by Al and Laura Penry. It will be held on Friday, November 7 from 6:30 to 8:30 P.M. in the Library. Pat Irot is the chair of this event, assisted by Jean Pappas and Jane De Jovine.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 16, 1997

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



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
September 16, 1997

<u>DATE</u>	<u>REPORT NO.</u>	<u>AMOUNT</u>
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	TOTAL	\$0.00
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PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 September 16, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3542	1,551.99
	3543	2,081.12
Subtotal for Immediately		3,633.11
Regular	3544	12,569.21
	3545	493.38
Subtotal for Regular		13,062.59
TOTAL CURRENT CLAIMS		16,695.70
Payroll	3546	19,926.00
	3547	19,926.00
	3548	19,926.00
	3549	19,926.00
	3550	19,926.00
Subtotal for Payroll		99,630.00
TOTAL		116,325.70

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

09/16/97
3542

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
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	October 1997		0300	00		87.80		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	August 22, 1997 035120		1900	00		24.95		
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	August, 1997		0300	00		171.25		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	August 17, 1997 528-1906		0700	00		131.09		
	528-8236		0700	01		17.32		
	August 19, 1997 996-2865		0700	01		21.57		
	996-4983		0700	02		106.65		
	August 17, 1997 528-6022		0700	07		17.30		
						293.93		
N03659 Southern California Water 500 Cameron Street Placentia, CA 92870	August 21, 997		2800	00		273.89		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	August 16, 1997		0700	00		24.35		
N06555 Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	September, 1997		0300	00		381.89		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,551.99) 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

1,551.99

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
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	September, 1997		1900	00		35.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	August 28, 1997		1900	00		162.65		
N13176 Advanced Inter Systems 1190 N. Tustin Anaheim, CA 92807	Sept. 4, 1997 38596		1300	00		1,883.47		

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$ 2,081.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	September 3, 1997							
	54267		2800	00		4771.45		
			1400	00		1495.16		
	September 4, 1997							
	54285		1800	00		1,712.00		
			1800	07		571.00		
						8,549.61		
N03653 Bear State Air Conditioning Services 3548 Enterprise Drive Anaheim, CA 92807-1640	August 19, 1997		1400	00		117.42		
	97-08-1067							
	September 10, 1997		1400	00		555.90		
	97-09-1157							
	September 9, 1997		1400	00		(51.95)		
	CM 97-08-1067					621.37		
N01856 Munson, Cronick & Assoc. 2501 E. Chapman Ave., STE 220 Fullerton, CA 92831	August 31, 1997		1900	00		2,810.00		
	6161							
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	August 29, 1997		1900	00		34.71		
N03654 The Library Store, Inc. P.O. Box 964 Tremont, IL 61568	August 29, 1997		1800	00		104.00		
	0205636.01							
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	August 20, 1997		0700	05		423.82		
	A26501							
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	August 13, 1997		1800	00		25.70		
	20139549							

The claims listed above (totaling \$ 12,569.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N06738 Suad Ammar 411 E. Chapman Ave. Placentia, CA 92870	September, 1997		2700	01		21.57		
N06819A American Library Assoc. 155 North Wacker Drive Chicago, IL 60606	August 16, 1997 8229073		1800	00		339.94		
N06901A Margaret Dinsmore 2108 Rosemont Placentia, CA 92870	September, 1997		2700	07		39.38		
N15072 Estella Wnek 411 E. Chapman Ave. Placentia, CA 92870	August, 1997		2700	01		6.77		
Jeffco, Inc. 1671 S. Research Loop Tucson, AZ 85710-6708	August 22, 1997 279895		1800	00		85.72		

The claims listed above (totaling \$ 493.38) 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 September 16, 1997
REPORT NO 3546

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	Sept. 16, 1997 Pay period #20 Sept. 12, 1997 Sept 25, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, SEPT 25, 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

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	Sept. 16, 1997 Pay period #21 Sept. 26, 1997 Oct 9, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, OCT 09, 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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	Sept. 16, 1997 Pay period #22 Oct. 10, 1997 Oct 23 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, OCT 23, 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 September 16, 1997
REPORT NO 3549

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	Sept. 16, 1997 Pay period #23 Oct. 24, 1997 Nov 6, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, NOV 06, 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

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	Sept. 16, 1997 Pay period #24 Nov 7, 1997 Nov 20, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, NOV 20, 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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Cash Flow Analysis
DATE: September 16, 1997

The Cash Flow Analysis shows an end-of-month balance of

Approximately \$40,000 is expected in revenues during September and October. The first secured property tax credit is scheduled to be received on November 26, 1997.

There are 5 payrolls (\$99,630) to be processed before the first secured property tax payment is received.

In order to leave an adequate balance in Fund 707 to cover operating expenses through the receipt of the first secured property tax credit on November 26 I recommend:

- That a \$65,000 cash loan be taken from Fund 706 to Fund 707, and
- That a \$30,000 cash loan be taken from Fund 702 to Fund 707.

The total to be transferred into Fund 707 is \$95,000.

RECOMMENDATION:

Receive & File cash flow analysis of September 16, 1997, and authorize an interfund cash loan in the amount of \$65,000 from Fund 706 to Fund 707, and an interfund cash loan in the amount of \$30,000 from Fund 702 to Fund 707, both loans to be repaid after the receipt of current secured property tax revenue in December.

Placentia Library District
FY1997-1998 General Fund Cash Flow

Agenda Item 12

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/12/97		July Local Revenue	899.70		71,488.16
08/19/97	3535	General - PPI		4,222.37	67,265.79
08/19/97	3536	General		2,716.27	64,549.52
08/19/97	3537	General		9,942.37	54,607.15
08/19/97	3538	General		2,135.78	52,471.37
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	32,545.37
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	12,619.37
08/19/97	3541	General - Bond Payment to wire 9/10/97		33,015.00	(20,395.63)
08/26/97		Commingled Expense		20.12	(20,415.75)
08/26/97		Commingled Interest	765.06		(19,650.69)
09/05/97		Transfer from Fund 706	36,000.00		16,349.31
09/05/97		August Local Revenue	11,244.21		27,593.52
09/16/97	3542	General - PPI		1,551.99	26,041.53
09/16/97	3543	General - PPI		2,081.12	23,960.41
09/16/97	3544	General		12,569.21	11,391.20
09/16/97	3545	General		493.38	10,897.82
09/16/97	3546	Payroll to wire 9/25/97		19,926.00	(9,028.18)
09/16/97	3547	Payroll to wire 10/9/97		19,926.00	(28,954.18)
09/16/97	3548	Payroll to wire 10/23/97		19,926.00	(48,880.18)
09/16/97	3549	Payroll to wire 11/6/97		19,926.00	(68,806.18)
09/16/97	3550	Payroll to wire 11/20/97		19,926.00	(88,732.18)
09/22/97		Transfer from Fund 706	65,000.00		(23,732.18)
09/22/97		Transfer from Fund 702	30,000.00		6,267.82

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 September 16, 1997

	Fiscal Year 1997-1998					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97						0.00	0.00
31-Oct-97						0.00	0.00
30-Nov-97						0.00	0.00
31-Dec-97						0.00	0.00
31-Jan-98						0.00	0.00
28-Feb-98						0.00	0.00
31-Mar-98						0.00	0.00
30-Apr-98						0.00	0.00
31-May-98						0.00	0.00
30-Jun-98						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 September 16, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996
6210-00	Prop. Taxes - current secured	705,381	0.00	0.00	0.00	0.00
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	0.00	0.00	0.00	0.00
6220	PROP. TAXES - CURRENT UNSECURED	47,500	0.00	0.00	0.00	0.00
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00
6230-10	Release of impounds	0	0.00	5,987.89	0.00	47.57
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	24,510.05	0.00	47.57
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00
6280-00	Property taxes current supplemental	11,500	1.62	53.47	0.00	49.98
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	372.22	536.92	0.00	49.98
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00
	TOTAL TAXES	821,137	19,923.62	26,561.23	0.00	97.55



REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 September 16, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996
6610-00	Interest	11,000	765.06	23.97	765.06	0.53
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00
6610-23	Interest on impounded taxes released	0	0.00	1,443.63	0.00	0.00
	TOTAL INTEREST	11,000	765.06	1,467.60	765.06	0.53
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	0.00	19.39	0.00	19.39
6970-00	State - ILL. & Direct Loan Reimbursement	12,500	0.00	0.00	0.00	0.00
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00
6970-04	State - Dept of Education 321 Grant	3,500	0.00	0.00	0.00	0.00
6970-05	State - Project Grants	9,000	0.00	0.00	0.00	0.00
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	0.00	0.00	0.00	0.00
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00
7670-00	LOCAL REVENUE	27,500	899.70	1,328.87	899.70	0.00
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	6.96
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00
	FUND 707 TOTAL	940,230	21,594.58	29,384.05	1,664.76	124.43

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

September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	92,550.00	125,828.00	37,020.00	83,828.00	19.23%
0200	Retirement	70,591	7,080.00	9,612.00	2,832.00	6,412.00	10.03%
	Health Insurance/Care America	21,324	3,418.56	3,459.70	3,951.20	1,863.01	16.03%
	Long Term Disability	2,072	342.50	399.55	342.50	399.55	16.53%
	Vision Service Plan	937	92.80	199.00	92.80	99.50	9.90%
	Dental	3,715	658.39	727.28	381.89	353.90	17.72%
0300	Total Employee Insurance	28,049	4,512.25	4,785.53	4,768.39	2,715.96	16.09%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	104,142.25	140,225.53	44,620.39	92,955.96	17.77%
0700-00	Communications - Telephone	2,000	332.20	269.41	199.22	141.87	16.61%
0700-01	Communications - Modem/Fax	900	376.50	587.68	338.97	423.28	41.83%
0700-02	Communications - Internet/Database	3,500	233.93	0.00	233.93	0.00	6.68%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	847.64	423.82	423.82	423.82	16.43%
0700-07	Communications - 321 Grant	150	156.24	22.23	97.32	0.00	104.16%
0700-08	Communications - Adult Literacy	250	0.00	53.44	0.00	53.44	0.00%
	Total Communications	11,960	1,946.51	1,356.58	1,293.26	1,042.41	16.28%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	0.00	0.00	0.00	0.00	0.00%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	5,583.00	47.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	0.00	3,478.00	0.00	878.00	0.00%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - Family Literacy	0	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	21,000	0.00	3,478.00	0.00	878.00	0.00%
	HVAC	6,000	969.45	977.02	0.00	977.02	16.16%
	Carpet Cleaning	500	0.00	550.00	0.00	550.00	0.00%
	Groundskeeping, City of Placentia	18,750	4,019.14	3,367.24	0.00	3,367.24	21.44%
	Plumbing	1,200	231.03	158.45	142.53	0.00	19.25%
	Electrical	3,000	896.00	0.00	896.00	0.00	29.87%
	Cleaning Service	11,700	1,900.00	1,900.00	950.00	950.00	16.24%
	Locksmith	200	52.50	0.00	52.50	0.00	26.25%
	Other	1,500	252.58	448.00	0.00	448.00	16.84%
	Total Maintenance of Building & Grounds	42,850	8,320.70	7,400.71	2,041.03	6,292.26	19.42%
1400-00							
1600-00	Memberships - General Fund	2,400	225.00	50.00	225.00	50.00	9.38%
1600-07	Memberships - 321 Grant	200	0.00	75.00	0.00	75.00	63.33%
1600-08	Memberships - Adult Literacy	150	95.00	95.00	95.00	95.00	63.33%
1600-09	Memberships - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	2,750	320.00	220.00	320.00	220.00	11.64%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD % REV BUD
	Library Supplies	4,500	140.07	0.00	140.07	0.00	3.11%
	Printing	7,000	1,384.95	2,408.20	1,384.95	2,321.50	19.79%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	39.19	0.00	0.00	0.00	3.92%
	Paper	600	196.35	110.88	117.09	110.88	32.73%
	Drinking Water Service	300	49.90	49.90	24.95	24.95	16.63%
	Other Office Supplies	3,500	69.88	804.18	55.23	804.18	2.00%
1800-00	Total Office Supply Expense - General Fund	16,900	1,880.34	3,373.16	1,722.29	3,261.51	11.13%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	3,000	32.06	584.22	32.06	584.22	1.07%
	Publications	2,750	0.00	0.00	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
1800-08	Total Adult Literacy Office Supply Expense	7,300	233.33	584.22	32.06	584.22	3.20%
1800-09	Family Literacy Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	24,200	2,113.67	3,957.38	1,754.35	3,845.73	8.73%
1803-00	Postage Expense - General Fund	750	0.00	82.00	0.00	82.00	0.00%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	0.00	64.00	0.00	64.00	0.00%
1803-09	Postage Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	1,150	0.00	146.00	0.00	146.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	35.00	70.00	35.00	70.00	8.33%
	Pension Contribution & Operating Expenses	5,000	1,021.36	835.80	1,021.36	835.80	20.43%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	32.71	65.42	0.00	65.42	7.79%
	Tax Collection Services & Fees by Orange County	450	67.63	60.45	20.12	0.00	15.03%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	0.00	52.50	0.00	52.50	0.00%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	0.00	350.00	0.00	350.00	0.00%
	Payroll Preparation	2,300	470.44	381.00	274.19	175.50	20.45%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	1,712.00	107.31	0.00	46.00	
1900-00	Total Specialized Services - General Fund	55,540	4,309.14	1,922.48	1,350.67	1,595.22	7.76%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - Family Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	0.00	14.97	0.00	0.12	0.00%
	Total Specialized Services	60,565	4,880.14	1,937.45	1,350.67	1,595.34	8.06%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	842.78	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	842.78	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

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

September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD %REV BUD
2200-00	Semi-Annual Bond Payment	66,090	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	950.67	563.37	0.00	563.37	9.51%
2400-02	Special Department Expense - Video	500	450.00	0.00	450.00	0.00	90.00%
2400-03	Special Department Expense - Electronic	10,000	10,352.21	0.00	1,145.21	0.00	103.52%
2400-04	Special Department Expense - Periodicals	26,000	0.00	349.00	0.00	349.00	0.00%
2400-05	Special Department Expense - Audio	1,000	118.05	0.00	0.00	0.00	11.81%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	11,870.93	912.37	1,595.21	912.37	24.73%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	0.00	293.00	0.00	293.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	46.31	0.00	46.31	0.00	2.32%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	0.00	0.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	0.00	41.00	0.00	41.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,750	46.31	334.00	46.31	334.00	0.69%

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

September 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 AUG 1997	FY1996-97 AUG 1996	FY97 YTD % REV BUD
2800-00	Electricity	43,500	3,723.76	5,772.00	0.00	5,772.00	8.56%
	Gas	3,500	65.64	55.80	43.77	19.65	1.88%
	Water	3,000	655.19	662.44	329.26	388.13	21.84%
	Total Utilities	50,000	4,444.59	6,490.24	373.03	6,179.78	8.89%
	TOTAL SUPPLIES & SERVICES	349,967	38,967.59	32,658.51	8,773.86	27,871.67	11.13%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	214.42	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - Family Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	214.42	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	214.42	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRIC	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	940,230	143,109.84	173,098.46	53,394.25	121,042.05	15.22%



Placentia Library District
Balance Sheet

August 31, 1997

Assets		
General Fund - Checking	5,768.25	
Literacy Fund-Checking	0.00	
County Exempt-Checking	3,922.62	
Payroll Account	33,618.60	
Savings (P/R Support)	4,113.93✓	
Savings (P/R Fees)	2,251.79	
Certificates of Deposit	<u>27,500.00</u> ✓	
General Fund - Savings	2,703.41	
Literacy Fund - Savings	4,501.83	
County Exempt - Savings	6,009.64	
Total Assets		<u>90,390.07</u> =====
Liabilities		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	(411.76)	
Deferred Comp Payable	842.45	
Insurance Payable	(430.77)	
Credit Union Payable	(364.22)	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		402.39
Capital		
Fund Balance	89,987.68	
Total Capital		<u>89,987.68</u> -----
Total Liabilities and Capital		<u>90,390.07</u> =====

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

August 1997

Prepared 9/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,947.62
Checks Out	1035	11,244.21		
TOTALS		11,244.21	0.00	
CHECKBOOK BAL				2,703.41

Ernie
9/10/97

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

August 1997

Prepared 9/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,914.25
Checks Out	4395	146.00		
TOTALS		146.00	0.00	

CHECKBOOK BAL

5,768.25

EW
9/10/97

08/31/97

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

Page 1
Part 1 of 1 Parts

	Total	08/31/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	1,291.35	1,291.35
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	42.45	42.45
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	88.00	88.00
Cash Register-Computer Rental	0.90	0.90
Typewriter Income	15.10	15.10
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	8,861.00	8,861.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	441.49	441.49
Interest Income - checking	0.00	0.00
Interest Income - savings	8.36	8.36
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	10,748.65	10,748.65
Cost of Sales		
	-----	-----
Gross Profit (Loss)	10,748.65	10,748.65
Expenses		
Transfers to County	11,244.21	11,244.21
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	28.61	28.61
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)	171.26	171.26
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	(100.00)	(100.00)
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	653.56	653.56
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

8/31/97

Page 2
Part 1 of 1 Parts

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

	Total	08/31/97
Taxes and Fees (370)	17.50	17.50
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	12,015.14	12,015.14
	-----	-----
Operating Income (Loss)	(1,266.49)	(1,266.49)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,266.49)	(1,266.49)
	=====	=====

08/31/97

Page 1

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

Part 1 of 1 Parts

	08/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	29.00
Cash Register-Fines	2,874.00
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	225.91
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	192.00
Cash Register-Computer Rental	0.90
Typewriter Income	15.10
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	8,861.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	441.49
Interest Income - checking	0.00
Interest Income - savings	15.39
Miscellaneous Income	0.00

Total Income	12,654.79
Cost of Sales	

Gross Profit (Loss)	12,654.79
Expenses	
Transfers to County	12,143.91
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	405.98
Postage (183)	149.00
Prof. & Spec. Services (190)	(100.00)
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	925.44
Utilities (280)	0.00
Equipment (400)	0.00

08/31/97

Page 2

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

Part 1 of 1 Parts

	08/31/97
Taxes and Fees (370)	21.00
Funds in Transit	0.00

Total Expenses	13,573.94

Operating Income (Loss)	(919.15)
Other Income	
Other Expenses	

Net Income (Loss)	(919.15)
	=====

08/31/97

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 98 Period 2
General Account

Page

Check	Date	Payee	Amount
4390	08/01/97	Foundation Center 0-5114-01 Office Expense (180)	99.50
4391	08/01/97	Home Depot 0-5106-01 Household Expenses (100)	28.61
4392	08/04/97	Natl Ctr Non-Profit 0-5122-01 Transportation & Travel (270)	111.68
4393	08/06/97	Smart & Final 0-5114-01 Office Expense (180)	71.76
4394	08/06/97	Natl Soc Fund Raisin 0-5122-01 Transportation & Travel (270)	285.00
4395	08/06/97	Time to Travel 0-5122-01 Transportation & Travel (270)	146.00
4396	08/06/97	VOID void	0.00
4397	08/12/97	Hyatt Regency 0-5122-01 Transportation & Travel (270)	110.88
Checkbook 1 Total			853.43

08/31/97

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 98 Period 2
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1035	08/26/97	O.C. Auditor	11,244.21
		0-5102-01 Transfers to County	11,244.21
		Checkbook 5 Total	11,244.21

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

August 1997

Prepared 9/10/97

DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance			4,501.83
Checks Out			
TOTALS	0.00	0.00	
CHECKBOOK BAL			4,501.83

Ed Miller
9/10/97

08/31/97

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

Page 1
Part 1 of 1 Parts

	Total	08/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.54	8.54
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	210.00	210.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	218.54	218.54
Cost of Sales		
	-----	-----
Gross Profit (Loss)	218.54	218.54
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	218.54	218.54
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	218.54	218.54
	=====	=====

08/31/97

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

Page 1
Part 1 of 1 Parts

	08/31/97
Income	
Gifts Income	0.00
Tutor Training Income	60.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	23.07
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	210.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00

Total Income	313.07
Cost of Sales	

Gross Profit (Loss)	313.07
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00

Total Expenses	6,200.00

Operating Income (Loss)	(5,886.93)
Other Income	
Other Expenses	

Net Income (Loss)	(5,886.93)
	=====

08/31/97

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

Page 1

For Fiscal Year 98, Period 2 through Fiscal Year 98, Period 2

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

August 1997

Prepared 9/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,915.28
Checks Out	1031	446.34		
	1032	459.30		
TOTALS		905.64	0.00	
CHECKBOOK BAL				6,009.64

EW
9/10/97

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

August 1997

Prepared 9/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,175.19
Checks Out	1107	252.57		
TOTALS		252.57	0.00	
CHECKBOOK BAL				3,922.62

EW
9/10/97

08/31/97

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

Page 1
Part 1 of 1 Parts

	Total	08/31/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	600.00	600.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	398.45	398.45
Friends Contributions	275.45	275.45
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	3.93	3.93
Interest Income - savings	13.00	13.00
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	1,290.83	1,290.83
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,290.83	1,290.83
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	13.00	13.00
Children's Summer Reading Program	137.56	137.56
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	630.00	630.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	170.78	170.78
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	312.57	312.57
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

08/31/97

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

Page 2
Part 1 of 1 Parts

	Total	08/31/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	688.95	688.95
Copier Lease Payments	892.68	892.68
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,845.54	2,845.54
	-----	-----
Operating Income (Loss)	(1,554.71)	(1,554.71)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,554.71)	(1,554.71)
	=====	=====

08/31/97

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

Page 1
Part 1 of 1 Parts

	08/31/97
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	790.00
Test Proctoring Income	20.00
Vending Machine Income	0.00
Debit Card Income	800.05
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	8.94
Interest Income - savings	28.42
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	6,200.00

Total Income	8,122.86
Cost of Sales	

Gross Profit (Loss)	8,122.86
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	23.00
Children's Summer Reading Program	547.56
Children's Camp Library	75.00
Children's Storytime (Friends)	630.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	170.78
Friend's-Other Activities	0.00
Library Board Expenses	550.90
Meeting Room Upkeep Expenses	312.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00

08/31/97

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

Page 2
Part 1 of 1 Parts

	08/31/97
Lobbyist Expense	0.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,158.10
Copier Lease Payments	7,141.64
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	10,609.55

Operating Income (Loss)	(2,486.69)
Other Income	
Other Expenses	

Net Income (Loss)	(2,486.69)
	=====

08/31/97

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 98 Period 2
County Exempt

Page

Check	Date	Payee	Amount
1101	08/05/97	JanWay Company 0-5314-03 Friend's-Director's Fund	170.78
1102	08/05/97	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	60.00
1103	08/05/97	Ingram Lib. Svcs. 0-5308-03 Children's Summer Reading Progra	12.56
1104	08/06/97	Ruben Gerard 0-5308-03 Children's Summer Reading Progra	125.00
1105	08/07/97	Donna Bass 0-5311-03 Children's Storytime (Friends)	360.00
1106	08/26/97	Donna Bass 0-5311-03 Children's Storytime (Friends)	270.00
1107	08/26/97	Pringles Draperies 0-5319-03 Meeting Room Upkeep Expenses	252.57
Checkbook 3 Total			1,250.91

08/31/97

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 98 Period 2
County Exempt - Savings

Page 1

Check	Date	Payee		Amount
1029	08/05/97	Sharp Elect 0-5328-03 Copier Lease Payments	446.34	446.34
1030	08/05/97	IKON Office 0-5327-03 Copier Maintenance Contract	229.65	229.65
1031	08/26/97	Sharp Elect. 0-5328-03 Copier Lease Payments	446.34	446.34
1032	08/26/97	IKON 0-5327-03 Copier Maintenance Contract	459.30	459.30
Checkbook 7 Total				1,581.63

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

Prepared September 12, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				35,098.67
	3289	1200.99		
	3305	279.08		
	TOTALS	1,480.07	0.00	
Checkbook balance				33,618.60

08/31/97

Page 1
Part 1 of 1 Parts

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

	Total	08/31/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,852.00	39,852.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	39,852.00	39,852.00
Expenses		
Salaries	36,400.50	36,400.50
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,705.59	2,705.59
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	39,106.09	39,106.09
	-----	-----
Operating Income (Loss)	745.91	745.91
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	745.91	745.91
	=====	=====

08/31/97

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

Page 1
Part 1 of 1 Parts

	08/31/97
Income	
Transfers from County	99,630.00
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	99,630.00
Cost of Sales	-----
Gross Profit (Loss)	99,630.00
Expenses	
Salaries	71,324.02
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	5,336.46
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	76,660.48

Operating Income (Loss)	22,969.52
Other Income	
Other Expenses	-----
Net Income (Loss)	22,969.52
	=====

08/31/97

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 98 Period 2
Payroll Account

Page 1

Check	Date	Payee	Amount
617	08/14/97	Jin Kang	146.02
		0-2010-00 Manual Payroll Checks	146.02
		Checkbook 4 Total	146.02



ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF AUGUST
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	12.48	1	1	1,085.47	61	61	1,097.95	62	62	1,325.00	124	124	2,590.11	186	186
Adult Circulating Non-Fiction	20.05	1	1	1,675.09	83	82	1,695.14	84	83	1,729.99	129	117	2,963.67	213	200
Adult Reference	1,882.81	35	2	0.00	0	0	1,882.81	35	2	0.00	0	0	1,143.21	35	2
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	1,133.69	1	1	0.00	0	0	1,133.69	1	1	0.00	0	0	1.00	1	1
Total Adult Non-Fiction	3,036.55	37	4	1,675.09	83	82	4,711.64	120	86	1,729.99	129	117	4,107.88	249	203
TOTAL ADULT PRINT MATERIALS	3,049.03	38	38	2,760.56	144	143	5,809.59	182	148	3,254.99	253	241	6,697.99	435	389
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	30.00	30	26	26.00	30	26
Adult Audio Books	450.00	28	28	0.00	0	0	450.00	28	28	0.00	0	0	450.00	28	28
Total Adult Audio	450.00	28	28	0.00	0	0	450.00	28	28	30.00	30	26	476.00	58	54
Adult Video Educational	119.85	3	3	0.00	0	0	119.85	3	3	208.00	18	18	327.85	21	21
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	770.00	52	49	769.00	52	49
Total Adult Video	119.85	3	3	0.00	0	0	119.85	3	3	978.00	70	67	1,096.85	73	70
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	569.85	31	31	0.00	0	0	569.85	31	31	1,008.00	100	93	1,572.85	131	124
TOTAL ADULT MATERIALS	3,618.88	69	69	2,760.56	144	143	6,379.44	213	179	4,262.99	353	334	8,270.84	566	513
Juvenile Fiction	0.00	0	0	12.04	1	1	12.04	1	1	48.00	24	22	47.00	25	23
Juvenile Circulating Non-Fiction	0.00	0	0	1,192.76	76	72	1,192.76	76	72	115.70	23	22	1,093.54	99	94
Juvenile Reference	52.09	1	1	172.81	4	4	224.90	5	5	0.00	0	0	224.90	5	5
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	52.09	1	1	1,365.57	80	76	1,417.66	81	77	115.70	23	22	1,318.44	104	99
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1	1,377.61	81	77	1,429.70	82	78	163.70	47	44	1,365.44	129	122
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
TOTAL JUVENILE MATERIALS	52.09	1	1	1,377.61	81	77	1,429.70	82	78	298.70	56	53	1,500.44	138	131
Total Fiction	12.48	1	1	1,097.51	62	62	1,109.99	63	63	1,573.00	148	146	2,637.11	211	209
Total Non-Fiction	3,088.64	38	5	3,040.66	163	158	6,129.30	201	163	1,845.69	152	139	5,426.32	353	302
Total Audio	450.00	28	28	0.00	0	0	450.00	28	28	30.00	30	26	476.00	58	54
Total Video	119.85	3	3	0.00	0	0	119.85	3	3	1,113.00	79	76	1,231.85	82	79
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	3,670.97	70	37	4,138.17	225	220	7,809.14	295	257	4,561.69	409	387	9,771.28	704	644

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Titles	Amount	Volumes
Adult Fiction	0.00	0	34.84	2	34.84	2	645.65	37	680.49	39
Adult Circulating Non-Fiction	0.00	0	483.46	26	483.46	26	698.65	40	1,182.11	66
Adult Reference	740.60	30	0.00	0	740.60	30	0.00	0	740.60	30
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	1,133.69	1	0.00	0	1,133.69	1	0.00	0	1,133.69	1
Total Adult Non-Fiction	1,874.29	31	483.46	26	2,357.75	57	698.65	40	3,056.40	97
TOTAL ADULT PRINT MATERIALS	1,874.29	31	518.30	28	2,392.59	59	1,344.30	77	3,736.89	59
Adult Audio/Music	0.00	0	0.00	0	0.00	0	530.00	30	530.00	30
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	530.00	30	530.00	30
Adult Video Educational	0.00	0	0.00	0	0.00	0	160.00	8	160.00	8
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	285.00	15	285.00	15
Total Adult Video	0.00	0	0.00	0	0.00	0	445.00	23	445.00	23
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	975.00	53	975.00	53
TOTAL ADULT MATERIALS	1,874.29	31	518.30	28	2,392.59	59	2,319.30	130	4,711.89	112
Juvenile Fiction	0.00	0	12.04	1	12.04	1	192.80	22	204.84	23
Juvenile Circulating Non-Fiction	0.00	0	227.92	14	227.92	14	96.25	11	324.17	25
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	227.92	14	227.92	14	96.25	11	324.17	25
TOTAL JUVENILE PRINT MATERIALS	0.00	0	239.96	15	239.96	15	289.05	33	529.01	48
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	0.00	0	239.96	15	239.96	15	289.05	33	529.01	48
Total Fiction	0.00	0	46.88	3	46.88	3	838.45	59	885.33	62
Total Non-Fiction	1,874.29	31	711.38	40	2,585.67	71	794.90	51	3,380.57	122
Total Audio	0.00	0	0.00	0	0.00	0	530.00	30	530.00	30
Total Video	0.00	0	0.00	0	0.00	0	445.00	23	445.00	23
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	1,874.29	31	758.26	43	2,632.55	74	2,608.35	163	5,240.90	237

OUTSTANDING ORDERS AS OF AUGUST 31, 1997

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	\$306.19		\$930.30	\$1,236.49

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: September 16, 1997
 SUBJECT: ACS: Overdue Collection Report for Month of July

The report received from ACS Collection Agency on August 18, 1997 is Attachment A

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1997-98					
July	24	23	7	1,880.00	34
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	24	23	7	1,880.00	34

ADVANCED COLLECTION SERVICES

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
12 Aug 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	24	3,153.34	66	7,061.17	1524	109,816.76
LESS: Mail Returns*, Dispute, Bankrpt	0	0.00	0	0.00	109	56,382.27
NET ASSIGNMENTS	24	3,153.34	66	7,061.17	1415	53,434.49
COLLECTED						
Paid In Full	7	6,621.59	8	6,820.86	96	40,192.08
Settled in Full	0	0.00	0	0.00	11	10,216.45
Partial Payment	0	0.00	1	100.00	30	9,914.37
Resolved	0	0.00	1	167.30	34	18,066.16
TOTAL RECOVERED	7	6,621.59	10	7,088.16	171	78,389.06

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	7	29	23	52	381
\$ ASSIGNED	\$1,880	\$26,945	\$7,164	\$24,465	\$186,175

* Percentage of Mail Returns - 43.6 %
* Age of accounts when started

STATUS CODE LEGEND

A - 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 #
		11/07/96	01/24/97 AMT: 97.74	97.74	CC	0
		04/29/97	01/24/97 AMT: 129.78	53.40	CC	0
		04/17/97	02/20/97 AMT: 90.07	0.00	PIF	4
		02/02/97	07/21/97 AMT: 147.90	147.90	MR	1
		12/11/96	05/14/97 AMT: 91.95	91.95	CC	0
		04/29/97	02/20/97 AMT: 112.05	63.80	CC	0
		03/05/97	07/21/97 AMT: 133.75	133.75	ACT	1
		05/31/97	02/20/97 AMT: 55.90	0.00	CC	5
		02/04/97	05/14/97 AMT: 95.79	95.79	CC	5
		11/20/96	05/14/97 AMT: 56.45	56.45	CC	5
		02/18/97	07/21/97 AMT: 291.82	291.82	ACT	1
		04/15/97	07/21/97 AMT: 104.10	104.10	ACT	1
		11/19/96	02/20/97 AMT: 60.79	60.79	CC	0
		07/13/97	05/14/97 AMT: 121.54	0.00	PIF	5
		03/27/97	07/21/97 AMT: 165.90	165.90	ACT	1

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE	#
		11/05/96	02/20/97 AMT: 61.99	61.99	CC	0
		05/18/97	07/21/97 AMT: 112.65	112.65	MR	1
		01/30/97	05/14/97 AMT: 108.44	108.44	CC	0
		03/04/97	07/21/97 AMT: 89.84	89.84	ACT	1
		04/17/97	02/20/97 AMT: 56.16	45.00	CC	0
		08/06/97	07/21/97 AMT: 257.08	135.00	PP	1
		04/29/97	01/24/97 AMT: 105.40	0.00	PIF	5
		06/24/97	05/14/97 AMT: 120.95	35.00	CC	0
		12/09/96	05/14/97 AMT: 76.75	76.75	CC	5
		01/27/97	07/21/97 AMT: 77.40	77.40	ACT	1
		04/29/97	07/21/97 AMT: 110.70	110.70	ACT	1
		05/15/97	07/21/97 AMT: 74.43	74.43	ACT	1
		02/04/97	05/14/97 AMT: 101.69	101.69	CC	5
		05/30/97	05/14/97 AMT: 55.70	21.50	CC	5
		04/20/97	07/21/97 AMT: 195.90	195.90	ACT	1
		06/23/97	05/14/97 AMT: 90.25	0.00	PIF	4
		09/22/96	05/14/97 AMT: 66.67	66.67	CC	0
		03/17/97	07/21/97 AMT: 111.93	111.93	ACT	1

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
		12/10/96	05/14/97 AMT: 85.94	85.94	CC	5
		03/16/97	02/20/97 AMT: 55.00	0.00	PIF	1
		02/02/97	07/21/97 AMT: 82.29	82.29	ACT	1
		11/04/96	01/24/97 AMT: 109.75	109.75	CC	0
		10/22/96	01/24/97 AMT: 67.45	67.45	CC	0
		04/23/97	07/21/97 AMT: 146.17	146.17	ACT	1
		11/18/96	02/20/97 AMT: 93.85	93.85	CC	0
		05/19/97	07/21/97 AMT: 281.53	281.53	ACT	1
		08/06/97	07/21/97 AMT: 66.90	39.60	CC	1
		06/30/97	05/14/97 AMT: 86.95	0.00	PIF	5
		08/06/97	07/21/97 AMT: 87.90	55.00	PP	1
		11/02/96	01/24/97 AMT: 90.95	90.95	CC	0
		03/25/97	07/21/97 AMT: 129.54	129.54	ACT	1
		05/31/97	01/24/97 AMT: 126.90	50.00	CC	0
		02/05/97	07/21/97 AMT: 111.90	111.90	MR	1
		11/07/96	01/24/97 AMT: 113.76	113.76	CC	0
		01/05/97	05/14/97 AMT: 86.10	86.10	CC	4
		01/09/97	05/14/97 AMT: 90.65	90.65	CC	5

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
		08/06/97	07/21/97 AMT: 71.13	67.58	PP	1
		05/15/97	07/21/97 AMT: 79.78	79.78	ACT	1
		12/10/96	05/14/97 AMT: 72.90	72.90	CC	5
		05/12/97	07/21/97 AMT: 102.81	102.81	ACT	1
		04/29/97	01/24/97 AMT: 79.85	0.00	PIF	5
		11/21/96	02/20/97 AMT: 101.90	101.90	CC	0
		04/22/97	01/24/97 AMT: 191.90	0.00	PIF	5
		10/30/96	05/14/97 AMT: 105.25	105.25	CC	5
		12/08/96	05/14/97 AMT: 83.30	83.30	CC	5
		10/31/96	02/20/97 AMT: 73.23	73.23	CC	0
		03/13/97	01/24/97 AMT: 69.95	0.00	PIF	2
		03/01/97	05/14/97 AMT: 94.26	94.26	CC	5
		11/07/96	01/24/97 AMT: 149.28	149.28	CC	0
		01/23/97	05/14/97 AMT: 122.65	122.65	CC	5
		04/14/97	07/21/97 AMT: 119.99	119.99	ACT	1
TOTAL STILL ON SYSTEM :				5,595.69		

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

SUMMARY OF PRINTER/COPIER ACCOUNTS AUGUST, 1997

Beginning Balance 08/01/97			\$ 342.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in August	398.45		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments		892.68	
Total Copier Maintenance Payment in August		688.95	
Debit Card System Loan Payback		<u>00.00</u>	
	<u>\$ 398.45</u>	<u>1,581.63</u>	
Ending Balance 8/31/97			<u>(\$ 841.18)</u>
September payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

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

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EMW*
 DATE: September 16, 1997
 SUBJECT: Gift Report

The following gifts were received August 14, 1997 through August 31, 1997

<u>Name</u>	
Marla and Bruce Anderson	Dennis Ferris
Raymond and Donna Bass	Shirley Fishel
Dave and Zoe Berry	Rosemary and Steven Harsey
Jackie, Scott and Emily Bishop	John Hassell
Doyle Bouse	Robin J. Masters
Karen Cain in honor of Ruth Cain	Doris McCann in memory of John McCann
Lee and Mary Castner	Michael and Carole Maertzweiler
Sam Cunningham	Jo Ann Nelson
Robert and Sue D'Amato	Allan and Sandra Stark
Viola Dent	Ernest and Jan Wagner
Bess Farkas	
Donation box at Circulation Desk	37.10
Total Donations to Adopt-A-Book Fund	\$1,062.10
Total Donations to Foundation Endowment Fund	\$ 225.00
TOTAL CASH DONATIONS	<u>\$ 1,287.10</u>
through August 31, 1997	

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: September 16, 1997

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH OF AUGUST

1. **Air Conditioning** - Regular inspection, repair to two condensers, freon leak detected and repaired.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: September 16, 1997
SUBJECT: **PERSONNEL REPORT FOR AUGUST, 1997**

RESIGNATIONS:

Zora Vartanian, part-time page (Circulation), effective September 8, 1997

TERMINATIONS:

None

APPOINTMENTS:

Michelle Barrett, part-time page (Circulation), effective September 9, 1997

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 August	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	11.50	24.50	9/95	177.75
Covington, Darlene	4.50	15.75	3/95	326.75
Cummings, Dottie	5.50	11.50	1/97	56.00
Deputy, Paul	12.50	37.00	7/82	6,240.50
Fioroni, Pete	8.00	16.00	3/97	31.75
Fioroni, Ruth	8.00	16.00	3/97	31.75
Fitzgerald, Joan	19.75	43.75	10/93	1,065.50
Godwin, Nita	2.25	11.25	2/96	107.00
Grismer, Luci	11.00	31.00	12/93	137.25
Hemmerling, Barbara	8.50	12.50	10/95	185.00
Horrocks, Marjorie	4.00	6.00	10/95	120.00
Irot, Pat	18.00	77.00	2/96	616.00
Livesey, Jane	4.00	19.25	4/96	132.00
Malik, Shamim	37.50	98.50	5/97	178.50
Mignot, Shirley	2.00	13.00	9/95	177.00
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	4.50	20.50	10/95	313.50
Olson, Bob	4.25	8.50	9/95	109.75
Olson, Jeanne	2.00	6.00	9/95	92.75
Schlichter, Allan	8.00	12.25	10/93	386.75
Shaw, Dixie	1.50	3.75	5/94	103.00
Stark, Allan	2.50	5.00	4/97	10.50
Stark, Sandra	2.50	5.00		70.00
Wymer, Betty	13.50	31.00	1/96	218.25
T.P.A. / Job Training Partnership Act	112.50	189.50		418.50
J.T.E.P. / Senior Training & Employment Program	160.00	251.50		2,221.75
TOTAL	468.25	970.00		13,805.25

TEMPORARAY VOLUNTEERS

	FY97/98	
	August	YTD
Arain, Nazlee	10.00	10.00
Bengstern, Bob	5.00	5.00
Bickford, Lance	0.00	2.50
Burns, John	2.50	2.50
Chang, Albert	16.00	24.00
Chib, Sheetal	28.00	28.00
Chou, Katherine	7.00	45.75
Cipres, Marcella	0.00	2.00
El Mohawar, Samah	3.00	12.00
Fahim, Fady	66.50	66.50
Fahim, Runia	30.00	80.50
Giorgi, Charlie	5.50	9.50
Guzman, Jessica	5.50	5.50
Hayashi, Colleen	0.00	2.50
Hayashi, Kristen	0.00	2.50
Issacs, Ryan	0.00	10.00
Jaques, Lura	0.00	11.00
Kai, Jarhou	47.00	47.00
Konman, Laurie	2.50	4.50
LaBonte, Ryan	10.25	10.25
Lichtenstein, George	1.00	1.00
Lim, Michael	0.00	7.00
Lin, Jeff	0.00	27.00
Lin, Sherry	6.00	14.00
Lin, Steven	9.00	17.00
Lopez, Armando	3.00	30.00
Lui, Wen-Tsu	1.00	28.75
Minh, David	3.00	15.00
Mohan, Kavita	6.00	25.25
Nguyen, Hien	0.00	0.00
Patel, Ashish	23.00	77.50
Patel, Mayur	21.00	21.00
Shah, Niketa	0.00	2.00
Stewart, Morgan	30.00	30.00
Tolu, Sonuyi	15.75	35.25
Um, Tricia	12.00	28.00
Yada, Julie	7.50	12.00
Yu, Liang	6.00	16.00
Yu, Stacy	13.00	13.00
TOTAL	396.00	792.75

LVA VOLUNTEERS

Literacy Volunteer Hours	405.00
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TOTAL VOLUNTEER HOURS

1269.25

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

	Regular/Temp.Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75		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
SEPTEMBER 16, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 AUG 97	FY96-97 AUG 96
1st Time Checkouts	33,475	42,750	-21.70%	13,866	16,603
Phone Renewals	1,977	1,998	-1.05%	924	971
In-Building Renewals	2,445	3,568	-31.47%	1,094	1,593
Total Renewals	4,422	5,566	-20.55%	2,018	2,564
TOTAL CHECKOUTS	38,118	42,750	-10.84%	15,884	19,167
On-Time Checkins	3,421	39,759	-91.40%	15,023	17,833
Late Checkins	5,093	6,175	-17.52%	2,414	3,156
TOTAL CHECKINS	39,334	45,934	-14.37%	17,437	20,989
Hold Placed	745	861	-13.47%	344	427
Hold Cancelled	133	140	-5.00%	61	58
Hold Filled	663	778	-14.78%	356	412
Hold Expired	3	5	-40.00%	1	3
Overdue Items	1,620	1,741	-6.95%	679	807
Overdue Notices	673	762	-11.68%	288	348
Billing Notices	933	1,064	-12.31%	407	509
Patrons Registered	473	518	-8.69%	205	266
Titles Added	1,350	1,290	4.65%	429	690
Volumes Added	1,968	2,210	-10.95%	692	1,088
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	14,308	19,590	-26.96%	6,413	10,034
Juvenile Print	20,514	19,716	4.05%	8,216	8,016
Total Print	34,822	39,306	-11.41%	14,629	18,050
Audio	1,159	1,574	-26.37%	529	747
Visual	2,137	1,800	18.72%	948	366
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,296	3,374	-2.31%	1,477	113
TOTAL CIRCULATION	38,118	42,750	-10.84%	16,106	19,167
Placentia Circulation	26,320	26,576	-0.96%	11,118	11,625
% Placentia Circulation	69.05%	62.27%	10.89%	69.03%	60.66%
Anaheim/Yorba Linda Circulation	5,746	7,836	-26.67%	2,448	3,748
% Anaheim/Yorba Linda Circulation	15.07%	18.36%	-17.92%	15.20%	19.56%
TYPES OF BORROWERS					
Adult	23,071	27,927	-17.39%	10,138	13,015
Young Adult	487	529	-7.94%	201	205
Juvenile	12,347	11,434	7.98%	4,833	4,789
New Borrower	2,208	2,825	-21.84%	928	1,152
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL BORROWERS	38,113	42,750	-10.85%	16,100	19,161
ATTENDANCE	54,935	62,788	-12.51%	23,880	30,382
Adult Reference - In Building	2,039	2,333	-12.60%	860	1,341
Adult Reference - Telephone	511	451	13.30%	235	227
Children's Reference - In Building	2,186	894	144.52%	1,081	344
Children's Reference - Telephone	50	108	-53.70%	26	39
Total Adult Reference	2,550	2,784	-8.41%	1,095	1,568
Total Children's Reference	2,236	1,002	123.15%	1,107	383
Total In Building Reference	4,225	3,227	30.93%	1,941	1,685
Total Telephone Reference	561	559	0.36%	261	266
TOTAL REFERENCE	4,786	3,786	26.41%	2,202	1,951



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97								0.00
Sep-97								0.00
Oct-97								0.00
Nov-97								0.00
Dec-97								0.00
Jan-98								0.00
Feb-98								0.00
Mar-98								0.00
Apr-98								0.00
May-98								0.00
Jun-98								0.00
TOTAL		4,771.45	854.45	640.71	0.00	0.00	0.00	6,266.61
AVG		4,771.45	854.45	640.71	0.00			6,266.61

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97				0.00	0.00
Sep-97				0.00	0.00
Oct-97				0.00	0.00
Nov-97				0.00	0.00
Dec-97				0.00	0.00
Jan-98				0.00	0.00
Feb-98				0.00	0.00
Mar-98				0.00	0.00
Apr-98				0.00	0.00
May-98				0.00	0.00
Jun-98				0.00	0.00
TOTAL	1,090.00	174.00	17.41	1,281.41	640.71
AVG	1,090.00	174.00	17.41	1,281.41	640.71

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97						0.00
Sep-97						0.00
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	262.08	216.00	51.04	0.00	560.88	1,090.00
AVG	262.08	216.00	51.04	0.00	560.88	1,090.00

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97						0.00
Sep-97						0.00
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	8.00	8.00	2.00	0.00	24.00	42.00
AVG	8.00	8.00	2.00	0.00	24.00	42.00

09/04/97 18:07:45

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Page 001

SEP-04-97 THU 15:48

P. 01

Agenda Item 24

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1997 LEGISLATION

BILL# / AUTHOR	DESCRIPTION	STATUS
<u>AB 1-AGUIAR</u> Support	Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.	Assembly Local Government; held in committee.
<u>AB 95-SWEENEY/AGUIAR</u> Support	Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF.	Senate Appropriations Held on the Suspense File indefinitely
<u>AB 132-CAMPBELL</u> Disapprove	As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.	Chapter 86 Statutes of 1997
<u>AB 206-HERTZBERG</u> Watch	Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints, of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" must provide Internet service to patrons and, would advertise they provide this service.	Assembly Floor
<u>AB 345-GRANLUND</u> Support	Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.	Chapter 167 Statutes of 1997
<u>AB 403-DUCHENY</u> Support	Creates the Literacy for Public Safety Program: a library services program to increase the English language	Assembly Appropriations Held on the

Post-It Fax Note	7671	Date	9/1/97	No of pages	4
To	MCLS/SLA/Associats	From	MCLS/SLA HQ		
Co/Dept.	Member Directors	Co.			
Phone #	Sue Curran, CSUN	Phone #	818/683-8244		
Fax #	(Eugenie Wony, Orange, CA)	Fax #	818/683-8097		

89/04/97 18:00:15

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Page 002

Agenda Item 24
P. 02 page 2

SEP-04-97 THU 15:49

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

Suspense file indefinitely.

AB 498-WILDMAN
Drop as Amended

Joint Use Library Project. As recently amended, no longer pertains to libraries.

Senate Appropriations

AB 735-ORTIZ
Support

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

Assembly Floor

AB 862-DUCHENY
Support

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

Senate Appropriations Held on the Suspense file indefinitely.

AB 927-THOMPSON
Disapprove

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

Chapter 248 Statutes of 1997

AB 1503-PERATA
Support

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

Assembly Education Held in Committee.

AB 1589-PRINGLE/ LOCKYER
Refer to Legislative Committee

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

Chapter 290 Statutes of 1997

AB 1608-PRINGLE
Support

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

Assembly Appropriations Held on the Suspense File

89/84/97 18:00:45

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SEP-04-97 THU 15:49

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 95, but as a constitutional amendment, could be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

indefinitely.

Senate Local Government.
Failed Passage.
Reconsideration Granted.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters.

Senate Local Government

SB 154-THOMPSON
Sponsor/Support

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

Chapter 88 Statutes of 1997

SB 356-RAINEY
Support

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

Senate Appropriations Held on the Suspense File indefinitely

SB 375-SHER
Support

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

Governor Vetoed

SB 409-ALPERT & SWEENEY
CLA Sponsored

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

Senate Appropriations Held on the Suspense File Indefinitely.

89/84/97 18:09:12

→ 818 683 8097 Metro

Agenda Item 24
Page 004

SEP-04-97 THU 15:50

P. 04

SB 431-LEE
Refer to Legislative
Committee

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

Passed Assembly
to Senate

SB 605-MADDY
Approve

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

Assembly
Floor

SB 877-VASCONCELLOS
Support

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

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

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

Assembly
Floor

SB 1100-SOLIS
Support

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

Senate Floor
for concurrence
in amendments.

SB 1285-JOHNSTON
Watch/Close

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

Senate
Appropriations
Held on the
Suspense File
indefinitely.


SB 1300-CALDERON
Support

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

Senate
Appropriations
Committee
Held on the
Suspense File
indefinitely.

9/4/97

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: September 16, 1997

BACKGROUND:

There has been no activity on the Strategic Plan since the August 26, 1997 Board Meeting.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Fiscal Year 1997-1998 Budget Spreadsheets omitted from the August Board Packet
DATE: September 16, 1997

BACKGROUND

Attachment A is the budget detail analysis that was omitted from the August Board Packet.

RECOMMENDATION

Receive & File

Placentia Library District											
Revenue Budget for Fund 707 for Fiscal Year 1997-1998											
August 19, 1997											
Object Code	Category	FY1990-1991	FY1991-1992	FY1992-1993	FY1993-1994	FY1994-1995	FY1995-1996	FY1996-1997	FY1997-1998		
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate		
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	705,381		
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	28,818	30,167		
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	702,669	735,548		
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	22,568	23,624		
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	47,500		
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,500		
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	37,115	49,000		
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,593		
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	760,717	777,249	823,765		
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	448	400		
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	9,668	11,500		
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	1,066	1,065		
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	18,502	11,000		
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	29,684	23,965		
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	806,933	847,730		
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	53,648	65,000		
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	0	0		
7615	TRANSFER FROM OTHER LIBRARY FUNDS		0	0	0	0	0	0	0		
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	25,754	27,500		
7680	6 MO EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	7	0		
	TOTAL REVENUE	1,243,597	1,290,972	1,206,705	1,016,782	871,441	891,308	886,342	940,230		

PLACENTIA LIBRARY DISTRICT										
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998										
August 19, 1997										
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED	
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	482,527	481,259	
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	67,886	70,591	
	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	16,445.45	22,398	21,324	
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,596.21	2,094	2,072	
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,299.83	1,188	937	
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,163	3,715	
0300	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	29,843	28,049	
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	0	0	
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	7,125	6,000	
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	587,381	585,899	
0700-00	Communications - Telephone	5,841.73	0.00	3,554.15	4,121.95	1,928.80	1,565.58	1,708	2,000	
0700-01	Communications - Modem/Fax				0.00	2,713.84	3,881.88	5,276	900	
0700-02	Communications - Internet/Database				0.00	483.46	437.14	85	3,500	
0700-05	Communications - Brodart Cataloging Access			6,092.77	4,869.85	5,320.19	4,634.69	5,086	5,160	
0700-07	Communications - 321 Grant					134.20	170.37	523	150	
0700-08	Communications - Adult Literacy			896.35	485.82	553.09	298.54	179	250	
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	10,988.20	12,856	11,960	
0900-00	Food - General Fund	0.00	88.83	0.00	1.99	205.98	85.98	0	0	
0900-07	Food - 321 Grant				0.00	0.00	0.00	0	50	
0900-08	Food - Adult Literacy				0.00	30.43	43.74	7	50	
090-009	Food - Family Literacy			32.26	315.85	35.74	178.43	0	0	
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	7	100	
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	4,164.33	2,152	3,500	
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	11,323	10,552	

PLACENTIA LIBRARY DISTRICT										
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998										
August 19, 1997										
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED	
1300-00	Maintenance of Equipment - General Fund	3,003.13	7,575.16	4,453.27	6,793.53	5,377.32	8,574.33	29,099	20,000	
1300-07	Maintenance of Equipment - 321 Grant				0.00	0.00	0.00	0	0	
1300-08	Maintenance of Equipment - Adult Literacy				0.00	969.00	517.16	45	1,000	
1300-09	Maintenance of Equipment - Family Literacy				0.00	0.00	0.00	0	0	
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	29,144	21,000	
	HVAC			13,623.83	4,141.52	2,390.82	7,734.32	5,560	6,000	
	Carpet Cleaning			2,894.55	3,176.25	800.00	0.00	550	500	
	Groundskeeping, City of Placentia			23,537.42	27,101.43	21,979.52	18,626.60	20,188	18,750	
	Plumbing			523.71	1,146.60	765.56	110.00	1,111	1,200	
	Electrical			982.57	1,174.22	3,601.71	3,372.00	2,621	3,000	
	Cleaning Service			13,060.20	11,683.04	11,400.00	11,400.00	11,400	11,700	
	Locksmith			87.45	827.12	55.19	1,262.10	245	200	
	Other			1,141.36	(575.62)	3,639.32	7,461.59	1,647	1,500	
	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,324	42,850	
1400-00										
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,358	2,400	
1600-07	Memberships - 321 Grant				0.00	0.00	135.00	295	200	
1600-08	Memberships - Adult Literacy				0.00	135.00	238.00	95	150	
1600-09	Memberships - Family Literacy				0.00	0.00	0.00	0	0	
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,748	2,750	
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0	0	
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0.00	20	0	
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0.00	0	0	
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0.00	0	0	
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	20	0	

PLACENTIA LIBRARY DISTRICT										
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998										
August 19, 1997										
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED	
	Library Supplies			9,042.32	5,251.95	5,618.20	9,103.81	3,673	4,500	
	Printing			4,172.71	8,983.64	8,610.34	3,816.95	8,642	7,000	
	EZ Copy - copy cards for sale to patrons			1,571.32	0.00	0.00	0.00	0	0	
	Publications			1,985.00	312.00	850.05	1,119.48	2,743	1,000	
	Paper			1,143.69	672.00	885.95	707.81	1,126	600	
	Drinking Water Service			299.40	274.45	299.40	299.40	274	300	
	Other Office Supplies			10,585.64	4,608.25	6,462.27	5,195.08	5,896	3,500	
1800-00	Total Office Supply Expense - General Fund			28,800.08	20,102.29	22,726.21	20,242.53	22,354	16,900	
1800-07	Literacy Dept Educ 321 Grant Supply Expense			0.00	729.13	0.00	0.00	636	0	
	Printing			616.54	3,343.24	2,938.36	1,045.62	1,796	3,000	
	Publications			0.00	0.00	2,062.86	3,660.39	2,532	2,750	
	Paper			86.93	12.31	0.00	0.00	0	50	
	Other Office Supplies			1,953.93	573.49	328.25	1,620.47	1,686	1,500	
1800-08	Total Adult Literacy Office Supply Expense			2,657.40	3,929.04	5,329.47	6,326.48	6,014	7,300	
1800-09	Family Literacy Supply Expense			4,832.97	2,154.59	6,014.75	3,341.22	0	0	
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	29,910.23	29,004	24,200	
1803-00	Postage Expense - General Fund			1,970.50	(19.13)	1,450.99	948.22	692	750	
1803-01	Postage Expense - LSCA II Grant				0.00	19.95	0.00	0	0	
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	115.20	224	400	
1803-09	Postage Expense - Family Literacy			29.00	477.79	114.84	0.00	0	0	
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	1,063.42	916	1,150	

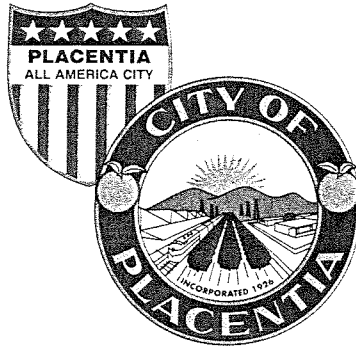
PLACENTIA LIBRARY DISTRICT EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998 August 19, 1997									
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED
	Care Resources (Employee Assistance)			693.00	455.00	280.00	385.00	350	420
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	4,691	5,000
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	37,377.87	38,782	39,000
	Clipping Service			368.52	390.52	392.52	392.52	393	420
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	402.58	426	450
	Advertising			552.50	97.50	72.97	270.82	0	0
	Medical Exams			324.00	552.00	760.00	252.50	392	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	0.00	119	3,700
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	2,950.00	4,130	3,750
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,370.03	1,894	2,300
	Election Expenses			0.00	0.00	0.00	0.00	8,450	0
	Staff Training in Library			0.00	0.00	0.00	0.00	0	0
	Other			8,101.87	10,835.99	2,693.76	2,643.91	1,096	0
1900-00	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	51,842.84	60,723	55,540
1900-01	Specialized Services - I-SCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0	0
1900-07	Specialized Services - 321 Grant				0.00	0.00	250.00	1,625	1,625
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	1,305.31	1,334	1,500
1900-09	Specialized Services - Family Literacy	0.00	2,467.26	812.00	(25.00)	5,505.00	5,714.25	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	1,878	1,900
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	65,560	60,565
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	1,065	500
2000-01	Legal Notices - I-SCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	1,065	500
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	225.00	2,130	1,000
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0	0

PLACENTIA LIBRARY DISTRICT										
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998										
August 19, 1997										
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED	FY99 PROPOSED
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	1,543	66,090	
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0	0	
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	2,817.81	644	0	
2400-01	Special Department Expense- Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	10,246	10,000	
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	0	500	
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	46,181.66	35,442	10,000	
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	5,231	26,000	
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	503.90	0	1,000	
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0	0	
2400-08	Special Department Expense - Family Literacy	0.00	590.51	118.80	2,252.85	1,381.15	637.76	1,981	500	
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,545	48,000	
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,693.33	1,304	1,000	
2700-01	Transportation/Travel - Meetings, Staff Local				0.00	1,867.75	2,362.54	3,370	2,000	
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	61.48	886.78	836	750	
2700-03	Transportation/Travel - Meetings, Board Local				0.00	699.00	727.52	1,020	1,000	
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	0.00	0.00	0	0	
2700-07	Transportation/Travel - Meetings, 321 Grant				0.00	2,631.92	2,421.02	260	1,500	
2700-08	Transportation/Travel - Meetings - Adult Literacy			728.00	1,408.01	137.00	120.72	25	500	
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	10,805.00	941.50	1,141.37	91.65	81.04	10	0	
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,824	6,750	

PLACENTIA LIBRARY DISTRICT										
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998										
August 19, 1997										
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 PROPOSED	
	Electricity			56,813.70	57,098.74	48,474.74	47,635.00	42,251	43,500	
	Gas			2,917.30	2,033.77	2,938.78	3,066.02	6,103	3,500	
	Water			1,888.97	1,683.49	1,803.99	1,913.25	2,956	3,000	
2800-00	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	51,309	50,000	
	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	311,340	349,967	
3700-00	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,154.00	778	864	
4000-00	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	4,722.66	2,625	2,500	
4000-07	Equipment - 321 Grant				0.00	0.00	0.00	0	0	
4000-08	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	2,150.05	0.00	877	1,000	
4000-09	Equipment - FFL Grant				0.00	0.00	0.00	0	0	
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0	0	
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	3,502	3,500	
4200-00	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0.00	0	0	
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	3,502	3,500	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00	0	0	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(545.75)	0	0	
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	903,002	940,230	

Mayor
NORMAN Z. ECKENRODE

City Administrator
ROBERT D'AMATO



Councilmembers
CAROL DOWNEY
MICHAEL L. MAERTZWEILER
MARIA MORENO
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

(714) 993-8237

TO: Members of the Placentia Civic Center Authority

The regular meeting of the Placentia Civic Center Authority will be held on:

**Monday, October 6, 1997 at 7:30 P.M.
Placentia City Hall
Administrative Conference Room**

Copies to:

- Peggy Dinsmore, President**
- Carol Downey, Member**
- Constance Underhill, Member**
- Lee Castner, Member**
- Ray Evans, Member**

- Howard L. Longballa, Secretary**

- Carolyn Davis, Placentia City Treasurer**
- Robert D'Amato, City Administrator**
- ✓ Elizabeth D. Minter, Director, Placentia Library District**

PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92670

ANNUAL MEETING AGENDA

October 6, 1997 - 7:30 P.M.
Administrative Conference Room

- CALL TO ORDER:** President Dinsmore.
- ROLL CALL:** President Dinsmore.
- ORAL COMMUNICATIONS:** At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.
- MINUTES OF PREVIOUS MEETING:** Minutes of the regular meeting of October 7, 1996.
- OATH OF OFFICE:** Secretary Longballa to administer oath of office to City appointee Constance Underhill.
- ELECTION OF OFFICERS:** President Dinsmore.
- FINANCIAL REPORT:** For the period ending June 30, 1997.
- COMMISSION ANNOUNCEMENTS:**
- NEW BUSINESS:**
- ADJOURNMENT:**

I, Howard L. Longballa, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the October 6, 1997 regular meeting of the Placentia Civic Center Authority was posted on October 3, 1997.



Howard L. Longballa
Secretary

REVISED 10/17/96

Attachment B

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 7, 1996 - 7:30 p.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 7:30 p.m.

ROLL CALL:

Commissioners Present:	Peggy Dinsmore Lee Castner John O. Tynes Carol Downey
Absent:	Ray Evans
Others Present:	Howard L. Longballa, Secretary Carolyn Davis, City Treasurer

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 2, 1995 meeting were approved.

ELECTION OF OFFICERS:

Commissioner Peggy Dinsmore was elected to serve as President and Howard Longballa was reelected to the position of Secretary.

OATH OF OFFICE:

City-appointee Lee Castner was sworn in by Secretary Longballa.

FINANCIAL REPORT:


The Civic Center Authority received an unqualified "clean" opinion from the outside certified public accountant firm of Diehl, Evans & Company. The history and purpose of the Authority were discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

NEW BUSINESS:


Commissioner Tynes requested that City maintenance personnel clean algae off the large fountain located between Library and City Hall.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:50 p.m. until the next meeting to be held the first Monday in October 1997 at 7:30 p.m.


Howard L. Longballa, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Fiscal Year 1996-1997 Audit of Financial Transactions Management Letter and
Fiscal Year 1996-1997 Audit of Financial Transactions for Placentia Library
District as prepared by Munson, Cronick & Associates
DATE: September 16, 1997

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1996-1997 and have distributed copies to each Trustee through the mail.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 1996-1997 as prepared by Munson, Cronick & Associates

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Review of Library Revenue Issues
DATE: September 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 property tax estimates received from the Orange County Auditor were slightly higher than the amount budgeted (less than \$10,000 difference).

2. State Funds

No activity during this report period.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services.

RECOMMENDATION:

Discuss and give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: LIBRARY BOARD OF TRUSTEES
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Travel Authorizations For California Library Association Preconference Institute On "Strategies For A Successful Ballot Measure", And The California Library Association Annual Conference
DATE: September 16, 1997

BACKGROUND:

- ① Approve travel for Library Board President Dinsmore to attend the California Association of Library Trustees and Commissioners Board of Directors Meeting on Friday, November 14, and the California Library Association Annual Conference from Saturday, November 15 through Monday, November 17, 1997. Both of these events are being held in Pasadena. Because there are both late night and early morning sessions Mrs. Dinsmore should attend it is recommended that she stay at the Conference hotel.

Cost Estimate Summary

Lodging	\$350.00
Mileage/Parking	30.00
Meals	125.00
Registration	30.00
Total	<u>\$535.00</u>

- ② A workshop entitled "Strategies for a Successful Ballot Measure" is being presented as a preconference institute. The information is Attachment A. The cost of the preconference is \$165
- ③ Approve registration for Julie Shook to attend the Windows NT Specialist course at California State University Long Beach at a cost of \$1,795 plus mileage and meals. The classes meet all day for 6 sessions. This is the last course in the networking training program that Julie is taking in an attempt to reduce the frequency and number of service and consulting calls for our local area network vendor. The service call rate for our network vendor is \$115 per hour.

RECOMMENDATION:

1. Approve travel authorization for Dinsmore to attend the California Association of Library Trustees and Commissioners Board of Directors Meeting on Friday, November 14, and the California Library Association Annual Conference from Saturday, November 15 through Monday, November 17, 1997 in Pasadena, at a cost not to exceed \$535.00, to be paid from the 321 Grant.

Jan / Roy

Paul Key

2. Determine whether anyone will attend the preconference institute and authorize payment of registration, mileage, meal and parking expenses to be paid from the Santiago Library System training account.

3. Approve registration for Julie Shook to attend the Windows NT Specialist course at California State University Long Beach at a cost of \$1,795 plus mileage and meals with \$1,000 being paid from the Internet account at Santiago Library System and the balance paid from the General Fund.

remaining balance at 55 -

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California Library Association Preconference Institute



STRATEGIES FOR A SUCCESSFUL BALLOT MEASURE

November 14, Pasadena Convention Center

8:30 am Registration 9:00 am-5:00 pm Program

For library trustees, staff, Friends and local government officials who want to learn how to develop a "grass roots volunteer campaign."

San Diego

Dynamic speaker and President of Citizen Action Campaigns, MURRAY FISHEL will spend a day with you sharing information, strategies, common sense ideas and his insights on:

- ✓ Building the volunteer organization
- ✓ Creating the elements of a good message
- ✓ Calculating the bases as well as persuadability for electoral targeting
- ✓ Strategizing the conventional vs unconventional
- ✓ Planning, researching and overcoming obstacles for successful fundraising

For registration forms contact: California Library Association
717 K Street, Suite 300
Sacramento, CA 95814-3477
Phone: (916) 447-8541
Fax: (916) 447-8394
E-mail: info@cla-net.org

CLA conference registration is not required for institute registration.



INCLUDES ENTERPRISE SERVER

Windows NT Specialist

C E R T I F I C A T E P R O G R A M

<p>Windows NT Specialist Date: Sundays, September 28-November 9 (no class meeting October 12) 9 am-4 pm Fee: \$1795 Sequence Number-3278 (Not for university credit)(MS)</p> <p>NOTE: For details, visit http://www.hiteksolution.com/hiteksolution/ or call the 24-hour course information hotline at (714) 474-9360.</p>	<p>Windows NT Workstation Module Date: Sundays, September 28, October 5 and 19</p> <p>Windows NT Server and Enterprise Server Date: Sundays, October 26, November 2 and 9</p>
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MICROSOFT MCP/MCSE TRAINING

Microsoft
Authorized Academic
Training Program

Microsoft Networks Specialist

C E R T I F I C A T E P R O G R A M

<p>Microsoft Networks Specialist Date: Sundays, September 14-February 1 9 am-4 pm Fee: \$4995 (includes all six modules) Sequence Number-3282 (Not for university credit)(MS)</p> <p>NOTE: For details, visit http://www.hiteksolution.com/hiteksolution/ or call the 24-hour course information hotline at (714) 474-9360. For location and other matrix information, see page 46.</p> <p>We teach the latest software versions as well as those with a large installation base</p> <p>SAVE \$480 WHEN YOU ENROLL IN THE ENTIRE CERTIFICATE</p>	<p>Networking Essentials Date: Sundays, September 14 and 21 Fee: \$595 Sequence Number-3277</p> <p>Windows NT Workstation, Server, and Enterprise Server Date: Sundays, September 28-November 9 Fee: \$1795 Sequence Number-3278</p> <p>Windows 95 Technical Support Date: Sundays, November 16, 23, December 7 and 14 Fee: \$1095 Sequence Number-3279</p> <p>Implementing MS-TCP/IP Date: Sundays, December 21, January 4 and 11 Fee: \$995 Sequence Number-3280</p> <p>Implementing MS Exchange Server Date: Sundays, January 18, 25 and February 1 Fee: \$995 Sequence Number-3281</p>
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eh*
SUBJECT: Meeting Room Policy Variance Request

DATE: September 15, 1997

BACKGROUND:

Peggy Dinsmore has submitted a request to hold a private open house and reception at the Library on the afternoon of Saturday, December 27. The request is Attachment A.

She would also like permission to serve wine.

Guests will be asked to contribute to Placentia Library Foundation in lieu of presents.

Special event requests outside the purview of the Meeting Room Policy require Board approval.

The Special District Risk Management Authority (SDRMA) recommends that the District require a certificate of insurance from anyone holding a private special event on District property. The certificate should state that the insurance covers Placentia Library District as an additional insured, with limits of no less than \$300,000/\$500,000. Acknowledgement that wine will be served should also be included in the certificate of insurance.

If the Dinsmores are unable to provide certification through their homeowners policy there is an insurance broker available through SDRMA that writes such coverage.

RECOMMENDATION:

Approve request with requirement that a certificate of insurance be provided that names Placentia Library District as an additional insured, with limits of no less than \$300,000/\$500,000, and that the certificate stipulate that wine will be served at the event.

Margaret V. Dinsmore
2108 N. Rosemont St.
Placentia, CA 92670
September 12, 1997

Dear Elizabeth

The Dinsmore family would like to hold an open house and reception at the Library Saturday afternoon, December 27, 1997. We wish you would grant us permission to serve wine (only). We are secretly honoring Jim and are requesting that in lieu of gifts that donations be made to the Library Foundation.

Thank you, Elizabeth
Peggy

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eh*
SUBJECT: Library Closing Schedule And Hours For The 1997 December Holidays
DATE: September 15, 1997

BACKGROUND:

The current District schedule for Library hours during the December Holidays is:

Wed Dec 24 Library Closed – Staff Holiday
Thu Dec 25 Library Closed – Staff Holiday
Fri Dec 26 Library Closed for Regular Schedule
Sat Dec 27 Library Closed for Regular Schedule
{ Sun Dec 28 Library Open 4 Hours
Mon Dec 29 Library Open 9 Hours
Tue Dec 30 Library Open 9 Hours
Wed Dec 31 Library Closed – Staff Holiday
Thu Jan 1 Library Closed – Staff Holiday
Fri Jan 2 Library Closed for Regular Schedule
Sat Jan 3 Library Closed for Regular Schedule
Sun Jan 4 Library Open 4 Hours

The Library Director is recommending that the Library be closed from Wednesday, December 24 through Saturday, January 3. It would reopen with its regular schedule on Sunday, January 4. Only 22 hours of public service are affected by this recommendation.

Staff will have the option of using vacation time during this period or of taking leave without pay. Since all full time staff have adequate vacation accrued to take the vacation the staff savings here will be from the part time and substitutes.

Additional savings will also accrue from utilities and communications. The cleaning contractor could use this time to do some special projects.

The Fullerton Library has been closing for a week at the end of December for several years. Placentia Library closed for 2 weeks last year and there were very few complaints. Yorba Linda and Anaheim Libraries will be open for their regular schedules.

Robert / [unclear]

RECOMMENDATION:

Close the Library from Wednesday, December 24, 1997 through Saturday, January 3, 1998 and permit staff to take these hours as vacation time.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: September 16, 1997
 SUBJECT: Program Committee Report for the Month of August 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	AUGUST 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Supplemental Tutor Workshop	1	7
<i>CHILDREN'S SERVICES</i>		
Story times	6	130
Way-Out-Wednesdays	2	104
Missus Spintales Storytelling Special Program	1	11

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian

Date: September 16, 1997

Subject: August Activities in the Children's Department

Programming- Storytimes continued through the month of August. There were 6 performances for children ages 3 – 6. 121 children and 9 adults attended the storytimes.

Way Out Wednesdays- In the month of August there were two programs in this Wednesday afternoon series for children ages 4 – 12 years. 87 children and 17 adults attended these programs. Ruben Gerard and his mime tales were a big hit.

Special Programs- Missus Spintales (Donna Bass) did a special performance one Sunday afternoon for the entire family. 11 children attended the storytelling performance.

Summer Reading Program- August 21st saw the closing of this year's Summer Reading Program. By the end of the program we had registered approximately 880 children. 151 children finished all eight weeks of the program and received their certificates of achievement, their meal coupons from the Whole Enchilada Restaurant, and have been entered in the grand prize drawing. Approximately 4510 books were read in the month of August. Approximately 12345 books were read during the entire program.

Teen Volunteers- Teen volunteers have been very important in keeping the Summer Reading Program running smoothly. They have been responsible for signing children up for the program, stamping the children's logs and handing out prize markers and prizes, and have been working on cleaning and relabeling all the children's picture books. Teen volunteers have also put up several new bulletin boards in the children's department. Teen volunteers contributed 297 hours to the Summer Reading Program in the month of August.

TO: Elizabeth Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant
DATE: September 16, 1997
SUBJECT: **Publicity Materials Produced for August 1997**

The report for publicity materials is not available at the time of the Board Meeting as Library Assistant Cheryl Willauer who prepares the report is on vacation. The August report will be included in the November Board Meeting.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator
DATE: September 16, 1997
SUBJECT: **Placentia Library Literacy Services Report for the month of August**

Program Statistics

Active tutors: 69
Active students: 76
Students waiting to be matched: 21
Percentage of tutors reporting (August hours): 88%
Tutoring hours reported: 296
Other volunteer hours reported: 109
Total volunteer hours: 405

Learning Disabilities Workshop. A 2-hour workshop was held Tuesday, August 5, 1997 to provide tutors with information about various learning disabilities and ideas for helping students who may have learning disabilities.

Summer intern. Ingrid Andersen, a student at Connecticut College, spent 16 hours per week this summer as an intern in the literacy program. Ms. Andersen participated in a variety of activities including, tutoring, matching students with tutors, providing information on the literacy program and passing out fans at the Taste of Placentia event, helping with the evaluation of the literacy materials collection, and working with the student/tutor computer.

Agenda Item

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator
DATE: September 16, 1997
SUBJECT: Safety Committee report for August

There was no safety committee meeting in August. The next meeting is scheduled for Wednesday, September 24, 1997 at 3:15 P.M.

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PLACENTIA LIBRARY FOUNDATION
MEETING AGENDA
September 11, 1997

Call to Order

Roll Call

Agenda *Review & Adopt*

✓ Minutes *Stat (MA)* Regular Meeting of May 22, 1997 *Review & Adopt*

✓ Financial Report May – August, 1997 *Receive & File*
Annual Foundation Report, Form 990, by McHenry *Receive & File*

✓ Payment of Bills May – September 11, 1997 *Ratify Payment and Receive & File List*

Committee Reports

✓ Investment Presentation of Proposed Investment Policy *Adopt*
Status report by Penry
Ratification of Vanguard Transfers for Endowment Fund *Approve*

✓ Board Development Set date for October meeting.

✓ Major Gifts Report on Committee Meetings by Stark
Report on solicitations by Stark

Annual Campaign Report on Annual Giving Campaign by Minter
Follow-up calls to previous annual giving donors by Stark
Board contributions to General Fund by Stark
Report on Library Cardholder Campaign by Minter

from Report

Planned Giving Report on gift received, by Hiskey <

Grants Status report by Stark

Donor Recognition Plans for 1997 Donor Event by Irot

Newsletter Request from Minter for \$150 per issue for writer/editor. *Approve*

Special Projects Status Report on Placentia History Room project (afghan sales) with the City of Placentia Historical Committee, by Irot

Agenda Preparation

Adjournment

*Cover the unit with parameters established in the War project
Committee -
Guidelines for the 9. targets for how we want to have our
funds allocated. develop Mission Statement for president*

