

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

September 19, 1994

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.

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the August 15, 1994, Regular Meeting. West / Evans

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's Report.

*Saturday visited with Ed Lopez (call Linda)
Fred, Katie + Peggy attended Admin. Presentation.
Fred + Peggy to SCUN in Santa Fe Springs*

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Board President

7. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

8. Placentia Library Foundation Board of Directors Report.

Presentation: Trustees Stark and West

9. Santiago Library System Advisory Board Report.

Presentation: Library Director

CLAIMS (Items 10 -12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 12 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

Fred + Peggy

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$9,070.16

12. Current Claims and Payroll. (Approve)

Current Claims of \$59,701.16; Payrolls 3190, and 3191, for a cumulative payroll total of \$44,997.70
Combined total of Current Claims and Payroll of \$104,698.86.

FINANCIAL REPORT (Items 13 - 17)

Final / Spanish

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 13. Financial Reports for July and August, 1994. (Receive & File)
- 14. Office General Ledger & Check Registers for August, 1994. (Receive & File)
- 15. Overdue Collection Report for August, 1994. (Receive & File)
- 16. Debit Card System Reimbursement Report for August, 1994. (Receive & File)
- 17. Gifts Report for August, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 28)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 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.

- 18. Building Maintenance Report for August, 1994. (Receive & File)
- 19. Personnel Report for August, 1994. (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for August, 1994. (Receive & File)
- 21. Circulation Report for August, 1994. (Receive & File)
- 22. Board Election Report. (Receive & File)
- 23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 24. Annual Report to the State Library of California. (Receive & File) *Spanish . . .*
- 25. Application for Legal Resources Grant (Receive & File, and Approve Application) *why didn't not include mkt*
- 26. CLC Matching Grant Certification (Receive & File, and Approve Application)
- 27. Fiscal Year 1993-1994 Audit of Financial Transactions. (Receive & File)
- 28. Status Report on the Disabled Access Remodeling Project. (Receive & File)

Final / RO

CONTINUING BUSINESS

29. Review of Plans for 75th Anniversary and Heritage Days Parade.

Presentation: Library Director
Recommendation: Establish Honorarium Budget for Speakers

30. Review of Meeting Room Rental Charges.

Presentation: Library Director
Recommendation: Revise Meeting Room Policy to Establish Rental Fees by Time Periods Instead of Per Day

NEW BUSINESS

31. Review of Pension Plan and Authorization of Amendment to the Plan by Resolution 94-8.

Representatives from Dun & Bradstreet Pension Services, the Plan's administrator, and First American Trust Company, the Plan's Trustee, will be present to answer questions from the Board.

Presentation: Library Director
Recommendation: Approve Matierial Modification fo the Summary Plan Description as submitted by Dun and Bradstreet Pension Services August 9, 1994, by adopting Resolution 94-8.

32. Reference Evaluation Project Report

Presentation: Librarian Julie Shook

33. Travel Authorizations

Presentation: Library Director
Recommendation: Approve as Recommended

34. Review and Adoption of the Placentia Library District Conflict of Interest Policy by Resoution 94-9.

Presentation: Library Director
Recommendation: Review Policy and adopt Resolution 94-9.

STAFF REPORTS

35. Program Report for the Month of August, 1994. (Program Committee)
36. Children's Services Report for the Month of August, 1994. (Schneider)
37. Acquisitions Report for August, 1994. (Shook)
38. Publicity Materials produced for the Month of August, 1994. (Willauer)
39. Placentia Library Literacy Services Report for the Month of August, 1994. (Matas)

Handwritten notes:
Went - 2
Staff - 2
Ment - 2

Handwritten note:
Fred / Ray

40. Families for Literacy Project Report for the Month of August, 1994. (Walters)
41. Placentia Pride Committee Report for August, 1994. (Ammar)

ADJOURNMENT

42. Agenda Preparation for the October 17, 1994, Regular Meeting.
43. Review of Action Items.

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

44. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the September 19, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, September 14, 1994.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

- | | |
|---------------|--------------------------------------------------------------------------------------|
| Sep 26 (Mon) | Literacy Tutor Recognition Ceremony, 7:00 P.M. |
| Sep 29 (Thur) | Independent Special Districts of Orange County Quarterly Meeting |
| Oct 3 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (Evans) |
| Oct 5 (Wed) | First pre-election campaign statements due, covering the period ending September 30. |
| Oct 8 (Sat) | Heritage Day Parade, morning (All Trustees) |
| Oct 10 (Mon) | Last Day to register to vote for the General Election. |
| Oct 16 (Sun) | 75th Anniversary Festivities at the Library, afternoon. |
| Oct 17 (Mon) | Library Board Meeting, 7:30 P.M. |
| Oct 27 (Thur) | Second pre-election campaign statement due, covering the period ending October. |
| Nov 3-6 | Friends Semi-Annual Booksale |
| Nov 7 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (Shkoler) |
| Nov 10 (Thur) | System Advisory Boards Banquet, Anaheim (All Trustees) |
| Nov 18 (Fri) | Camp Library, overnight |
| Nov 14 (Mon) | Library Board Meeting, 7:30 P.M. (RESCHEDULED DATE) |
| Dec 2 (Fri) | Elected Trustees take Office at NOON, after taking the official oath of office. |
| Dec 5 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (West) |
| Dec 19 (Mon) | Library Board Meeting, 7:30 P.M. |
| Jan 3 | Semi-annual campaign statement due for the period ending December 31, 1994. |

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 15, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 15, 1994 at 7:30 P.M. by Secretary Sandra Stark.

ROLL CALL

Members Present: Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler, and Fred West; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Placentia resident Robin Masters.

**ADOPTION OF
AGENDA**

Library Director Minter requested that the Agenda be amended to delete Agenda Item 10: Financial Reports for July, 1994, as the final reports from the Orange County Auditor had not yet been received.

It was moved by Trustee Shkoler, seconded by Trustee West to adopt the Agenda as amended to delete Agenda Item 10.

AYES:	Stark, Evans, Shkoler, West
NOES:	None
ABSTAIN:	None
ABSENT:	Dinsmore

President Margaret Dinsmore arrived at 7:35 P.M.

MINUTES

It was moved by Secretary Stark, seconded by Trustee West to correct the Minutes of the Regular Meeting of the Board of Trustees of June 20, 1994, by amending the record of the vote for District Action Accepting LSCA Title II Funding for the Placentia Main Library Disabled Access Remodeling Project to indicate AYES from Dinsmore, Shkoler, and West; and NOES from Evans and Stark.

AYES:	Dinsmore, Stark, Evans, Shkoler, West
NOES:	None
ABSTAIN:	None
ABSENT:	None

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of the Board of Trustees of July 18, 1994 as submitted.

AYES:	Dinsmore, Stark, Evans, Shkoler, West
NOES:	None
ABSTAIN:	None
ABSENT:	None

**ORAL
COMMUNICATIONS**

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

**PRESENTATION OF
GIFT TO THE
LIBRARY**

Girl Scout Troop 711, under the leadership of Barbara Slater and Linda Cansdale presented the Library with a gift of \$80.00 derived from cookie sales for the purchase of new children's books for the Library.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore directed the Board to the article by Ralph Heim contained in the Board packet.

CLAIMS

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve Agenda Items 7 through 9: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$9,070.16; and Current Claims and Payroll in the amount of \$86,532.97.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 11 through 14: Office General Ledger and Check Registers for July 1994; Overdue Collection Report for July, 1994; Debit Card System Reimbursement report for July, 1994; and Gifts Report for July, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee West to receive, file and approve Agenda Items 15 through 26: Building Maintenance Report for July, 1994 (Receive & File); Personnel Report for July, 1994 (Receive, File & Ratify Appointments); Volunteer Report for July, 1994 (Receive & File); Circulation Report for July, 1994 (Receive & File); Travel Authorizations (Approve); Award Carpet Maintenance Contract for Fiscal Year 1994-1995 (Approve and authorize signature of the contract by the Library Director); Report on Election of Staff Pension Fund Committee Representatives (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1993-1994 (Receive & File); Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1993-1994 (Receive & File); Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1993-1994 (Receive & File); Request from the Placentia Price Committee to use the District's address for the Committee's address for its Articles of Incorporation (Approve).

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

**ACCEPTANCE OF
THE FINAL
REPORT ON THE
STUDY OF
ALTERNATIVES
FOR DELIVERY OF
PUBLIC LIBRARY
SERVICES TO THE
CONSTITUENTS OF
THE PLACENTIA
LIBRARY DISTRICT**

It was moved by Trustee West, seconded by Trustee Evans to accept the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District and to authorize final payment to BSI Consultants, Inc.

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

**APPROVAL OF
CONTRACT WITH
DAN L ROWLAND
AND ASSOCIATES,
AIA, INC.,
ARCHITECTURE
AND PLANNING,
FOR A FIXED FEE
AMOUNT OF
\$13,61700**

It was moved by Trustee Shkoler, seconded by Trustee Evans to modify the contract with Dan L Rowland and Associates in section 11.5.2 to read "amounts unpaid sixty (60) days after the invoice date shall bear interest.." and to approve the contract as modified for a fixed fee amount of \$13,617, with the exclusions as noted on page 8 of the contract, for the LSCA Title II Handicapped Remodeling Project, and authorize the Library Director to sign the Contract on behalf of Placentia Library District.

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

**REVISION OF
MEETING ROOM
POLICY**

It was moved by Secretary Stark, seconded by Trustee Shkoler to add two large floor fans to the equipment available in the Meeting Room and to amend Meeting Room Policies and Regulations to include a \$125 per day surcharge for non-exempt renters of the Meeting Room, for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off. This surcharge is to be in addition to the regular rental fee. Groups wishing to rent the Meeting Room without using the HVAC system will not have to pay the surcharge.

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

It was moved by Secretary Stark, seconded by Trustee Evans to amend the above motion to include an effective date of October 1, 1994.

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

**ESTABLISH DATE
FOR NOVEMBER
BOARD MEETING**

It was moved by Trustee Shkoler, seconded by Secretary Stark to establish November 14, 1994 as the date for the Regular Meeting of the Board of Trustees for the month of November, 1994.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 31 through 37: Program Report for the Month of July, 1994; Children's Services Report for the Month of July, 1994; Acquisitions Report for July, 1994; Publicity Materials produced for the Month of June 1994; Placentia Library Literacy Services Report for the Month of July, 1994; Families for Literacy Project Report for the Month of July, 1994; and Placentia Pride Committee Report for the Month of July, 1994.

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

**AGENDA
PREPARATION FOR
THE SEPTEMBER
19, 1994 REGULAR
MEETING**

Consider amending Meeting Room Policy to charge rental fee by time periods.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:35 P.M.

Sandra M. Stark, Secretary

88/38/94 18:29:48

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818 798 1949 Metro

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AUG-30-94 TUE 16:26

MICHAEL DILLON & ASSOC

FAX NO. 818-448-4808

P. 01

Agenda Item 5

August 30, 1994

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

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

RE: LEGISLATIVE UPDATE

I. GOVERNOR APPOINTS STATE LIBRARIAN

Today, Governor Pete Wilson announced the appointment of Dr. Kevin Starr, the former City Librarian of San Francisco, as the seventh State Librarian of California. This appointment will require Senate confirmation. The following are excerpts from the press release issued by the Governor's Office this afternoon:

"Starr, 53, of San Francisco, is currently Professor of Urban and Regional Planning at the University of Southern California in Los Angeles and a contributing editor to the Los Angeles Times. A graduate of the University of San Francisco, Starr holds an MA and Ph.D. from Harvard University in English and American Literature and the Master of Library Science degree from the University of California, Berkeley.

'Dr. Starr has a statewide and national reputation as an expert on California. He attracted my attention for the state librarianship because of his multiple skills. Over the years, Dr. Starr has distinguished himself as a public librarian, a historian, a journalist, and a communications consultant. The State Library will require each of these skills in the years to come,' said Wilson.

Starr succeeds State Librarian Gary Strong, 50, who has accepted the directorship of the Queens Borough Public Library system in New York. 'Gary Strong over the past fourteen years, has set the highest possible standards for the State Library. I expect Kevin Starr to carry on in the same tradition.' [said Wilson]

'I am challenged and exhilarated by the confidence Governor Wilson has shown in making this appointment,' Starr said. 'Never have the libraries of California faced a greater challenge than the present. We have the Information Highway, to be sure, but we also have millions of Californians who must be assisted and encouraged in their literacy. As State Librarian, I pledge myself to serving the people of California and their representatives.'

II. GOVERNOR SIGNS SB 1648-DILLS

The Governor today signed CLA's sponsored SB 1648 by Senator Dills (D-Gardena). The measure provides for 1994-95 and in subsequent fiscal years, that county free libraries, or libraries that are established as independent special districts would be exempt from any future property tax shifts to schools. The bill is Chapter 344, Statutes of 1994. Thank you for all of your letters of support to the Governor.

Post-It™ brand fax transmittal memo 7671 # of pages **2**

To <i>MCLS/SLS Directors</i>	From <i>MCLS HQ</i>
Co.	Co.
Dept.	Phone # <i>818/798-1146</i>
Fax #	Fax # <i>818/798-1949</i>

California Special Districts Financial Information Service

CURRENT

GANN'S GROUP TAKES AIM AT SPECIAL DISTRICTS

Several organizations in California survive (and even thrive) by drafting proposed ballot measures and soliciting contributions to wage initiative campaigns. Thus, to stay in business, they frequently have to create or identify issues. One of these groups is People's Advocates, Inc., founded by the late Paul Gann. As you might expect, they focus on measures concerned with government and taxes.

Their latest proposal (and fundraising effort) is a direct attack on Special Districts. In a recent mass mailer, they attacked Special Districts by claiming they are "not accountable to the voters" and seek to cut off their funding.

To whip people into a frenzy, the arguments in the letter are fantasies. They claim "in 1978 there were hardly any Special Districts. But today there are over 5,000 Special Districts in California." They "have been given the power to tax your property" through "fees" or "assessments". Thus, they have "gone around Proposition 13."

Special District fees have "skyrocketed. In 1978, special districts collected \$1.39 billion in fees or \$243" per household. By 1991, that "skyrocketed to \$7.45 billion and nearly \$1000 per household." Special Districts have been given the power to issue bonds, to a current debt of \$35 billion with annual payments of "a whopping \$1.6 BILLION!!"

It used to be, the letter says, that property taxes paid for services "but now, with special district fees, you get to pay TWICE! Once for legitimate services, and second for the politician's own pet pork projects."

The proposed initiative, which was not included in the mailer, essentially would redefine "tax, fee and assessment", requiring a two-thirds vote "for all revenues". Thus, "special districts will no longer be able to attach fees to our property or issue any kind of bond without our vote."

The mailer included an "enrollment card" which gave the recipients the opportunity to join the "team" by making contributions of \$25 or more or, for those "on a fixed/low income", only \$5.

- SACRAMENTO OFFICE
STATE CAPITOL
SACRAMENTO, CALIFORNIA 95814
(916) 445-8077
- DISTRICT OFFICE
455 GOLDEN GATE AVENUE
ROOM 2220
SAN FRANCISCO, CALIFORNIA 94102
(415) 557-0784
- DISTRICT OFFICE
300 SOUTH SPRING STREET
SUITE 16505
LOS ANGELES, CALIFORNIA 90013
(213) 620-4356

Assembly California Legislature

WILLIE LEWIS BROWN, JR.
ASSEMBLYMAN, THIRTEENTH DISTRICT
SPEAKER OF THE ASSEMBLY

September 1, 1994

Margaret V. Dinsmore, President
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92607

Dear Ms. Dinsmore:

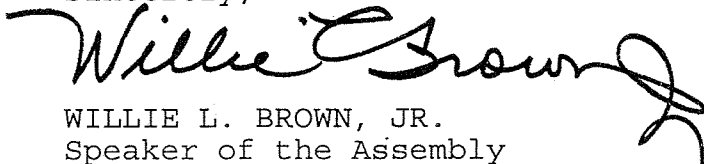
Thank you for expressing your support for SB 174 authored by Senator Milton Marks, D-District 3 and AB 61 authored by Assemblymember Dede Alpert, D-District 78. As you are aware, these virtually identical bills would have enacted the Public Learning and Literacy Expansion Act of 1994.

There continues to be much rhetoric about the current state of libraries in California. However, the construction and renovation of libraries is still a critically neglected component when addressing infrastructure needs. SB 174 would have authorized an additional insurance of \$150 million in state general obligation bonds for library construction and renovation under the Public Library Learning and Literacy Expansion Act of 1994.

This bill was substantially similar to AB 61 which would have authorized the issuance of \$100 million in general obligation bonds for the same purpose mentioned above. Unfortunately, AB 61 failed passage in committee, and SB 174 failed passage on the Assembly Floor.

Again, thank you for your support.

Sincerely,


WILLIE L. BROWN, JR.
Speaker of the Assembly

WLB:aee

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 19, 1994
SUBJECT: **Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Tuesday, September 7, 1994. Library Director Elizabeth Minter and Trustee Peggy Dinsmore attended the Meeting.

The Board spent most of its meeting discussing the schedules and volunteer needs for the Library's 75th Anniversary Celebration on October 16, 1995.

The next Super Booksale will be November 3, 5 and 6. The Library has prepared bookmarks and will prepare the flyers in the next week or two.

The next meeting is scheduled for Monday, October 3, 1994. Trustee Evans is scheduled to attend to represent the Library Board.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: September 19, 1994
SUBJECT: **Literacy Volunteers of America Board Report for the month of August**

The Board of Directors of Literacy Volunteers of America-Placentia met on August 29, 1994. Katie Matas, Jeannine Walters, and Suad Ammar attended.

The upcoming tutor/student recognition program was discussed. The board voted to allocate \$75.00 to pay for refreshments. It was suggested that next year the annual Literacy picnic and recognition event be combined and held at Kraemer Park. There was unanimous approval for this idea.

Participation in the annual Heritage Days Festival was discussed. Several of the Board members were not sure if they would be able to attend.

The national conference for Literacy Volunteers of America will be held in San Diego, California November 2 - 5, 1994. Board members were encouraged to attend part or all of the conference.

Literacy Coordinator Matas presented a wish list of responsibilities an "ideal board" would assume as requested at the June meeting. The Board agreed to review the list and discuss it further at their next meeting.

The next meeting is scheduled for September 26, 1994 at 6:30 P.M.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: September 19, 1994
SUBJECT: Placentia Library Foundation Report

BACKGROUND:

The Organizing Committee of the Placentia Library Foundation met on August 28 and September 8, 1994.

Charles A. Munson, C.P.A., Senior Partner in Munson, Cronick & Associates, was welcomed on August 28th as a new member of the Foundation Board of Directors.

The Board completed work on the Articles of Incorporation (Attachment A) and By-Laws Attachment B). Both were signed on September 8, 1994 and are ready for filing with the California Secretary of State.

The Board approved the Foundation investment and operating policies outlined in the letter (Attachment C) that the Library Director was preparing to send to contributors to the 1993-1994 Adopt-A-Book Program. The letters were mailed on September 8, 1994.

The Board also approved the content of an introductory brochure (Attachment D) which is to be ready for distribution at the Library's 75th Anniversary Celebration on October 16, 1995.

Articles of Incorporation
of
Placentia Library Foundation
A California Nonprofit Public Benefit Corporation

I

The name of this Corporation is Placentia Library Foundation.

II

- A) This Corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. it is organized under the Nonprofit Public Benefit Corporation Law of the State of California for charitable purposes.
- B) The specific purposes of this Corporation is to assist the Placentia Library District in providing free access to information, educational and recreational materials, and lifelong learning opportunities to the diverse communities it serves.

To this purpose, the Corporation's operations may include, but not be limited to:

- 1) acquisition of materials, equipment, or systems determined by the District Library Director to be beneficial in carrying out the mission of the Placentia Library District
 - 2) facilitation of educational and promotional activities developed by the Placentia Library District's staff and administration
 - 3) supporting special projects at the request of the District Library Director
- C) The general purposes and powers of the Corporation are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of the State of California, including the power to contract, rent, purchase or sell personal or real property; provided, however, that this Corporation shall not, except to an insubstantial degree, engage in activities or exercise any powers that are not in furtherance of the primary purposes of the Corporation.

III

The name and address in the State of California of this Corporation's initial agent for service purposes is:

Sandra M. Stark
Placentia Library District
411 East Chapman
Placentia, California 92670

Placentia Library Foundation Articles of Incorporation

IV

- A) This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- B) Notwithstanding any other provision of the Articles, the Corporation shall not carry on any other activities not permitted to be carried on 1) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; or 2) by a corporation contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code.
- C) No substantial part of the activities of this Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

V

The names and addresses of the persons appointed to act as the initial Directors of this Corporation are:

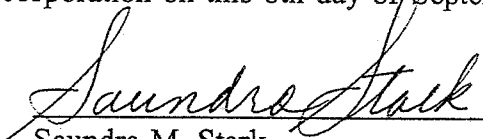
Saundra M. Stark, 325 Willamette, Placentia, CA 92670
Fred D. West, 528 Kevin Way, Placentia, CA 92670
Anna C. (Pat) Irot, 1361 Roxborough, Placentia, CA 92670
David D. Hiskey, Esq., 414 North Placentia Avenue, Placentia, CA 92670
Charles A. Munson, C.P.A., 2501 East Chapman Avenue, Fullerton, CA 92603

VI

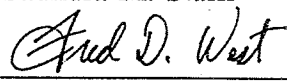
- A) The property of this Corporation is irrevocably dedicated to charitable purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
- B) In the event of the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to Placentia Library District or its legal successor, or to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes in support of public library services and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Placentia Library Foundation Articles of Incorporation

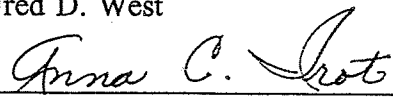
IN WITNESS WHEREOF, the undersigned, constituting the incorporators of this Corporation, have executed these Articles of Incorporation on this 8th day of September, 1994.



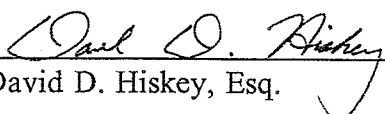
Sandra M. Stark



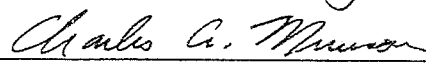
Fred D. West



Anna C. Irot



David D. Hiskey, Esq.



Charles A. Munson, C.P.A.

BYLAWS
of the
PLACENTIA LIBRARY FOUNDATION
a California Nonprofit Public Benefit Corporation

ARTICLE 1. OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the Corporation for the transaction of its business is located in Orange County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the Corporation's principal office can be changed only by amendment of the Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

Dated: September 8, 1994

ARTICLE 2. MEMBERS

SECTION 1. DETERMINATION OF MEMBERS

The Corporation shall have no members.

The persons constituting the Corporation's Board of Directors, hereinafter referred to as the Board, shall exercise all rights to vote as members pursuant to the Corporation Code of the State of California.

SECTION 2. BOARD DESIGNATED SUPPORTING MEMBERS

The Board may establish, from time to time, an honorary membership program for the purposes of promotion and development of a support group. This group, designated as "Supporting Members", shall not be developed to allow it to have an influence in policy decision-making.

ARTICLE 3. DIRECTORS

SECTION 1. NUMBER

The Corporation shall have five to twenty Directors who collectively shall be known as the Board of Directors. These numbers may be changed by amendment of the Bylaws, or by repeal of this Bylaw and adoption of a new Bylaw, as provided in these Bylaws.

The Placentia Library Director shall serve as an ex-officio member of the Board, without vote, and as the authorized representative of the Board.

Placentia Library Foundation Bylaws

SECTION 2. SELECTION OF DIRECTORS AND TERMS OF OFFICE

Two of the Directors shall be appointed by the Board of Trustees of the Placentia Library District from its membership. One of the Directors shall be appointed by the Board of Directors of the Friends of the Placentia Library from its membership. The remaining Directors shall be selected at the annual meeting of the Board. The remaining Directors shall be selected by plurality vote of the Directors in office immediately prior to the annual meeting.

Each Director shall hold office for a term of two years, or as provided in these Bylaws for an unexpired term.

Elections shall be held annually such that one-half (1/2) of the Directors (or as near as possible) will be elected each year. In order to establish such rotation, the initial election of the Board will be such that one-half (1/2) of the Board seats will be elected for a period of one year.

SECTION 3. POWERS

Subject to the provisions of the California Nonprofit Public Corporation Law, any limitations in the Articles of Incorporation, and other sections of these Bylaws, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by, or under the authority of, the Board.

SECTION 4. VACANCIES

Vacancies of the Board shall exist (1) on the death, resignation or removal of any Director; and (2) during any period in which the number of authorized Directors exceeds the number of Directors in office.

The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of the court, or convicted of a felony, or if within ninety (90) days after notice of election, does not accept the office either in writing or by attending a meeting of the Board.

Any Director may resign effective upon giving written notice to the President of the Board, unless the notice specifies a later time for effectiveness of such resignation. No Director may resign if the Corporation would then be left without a duly elected Director or Directors in charge of its affairs, except upon notice to the Attorney General.

Vacancies shall be filled by a majority vote of the remaining Directors.

A person elected to fill a vacancy as provided in this section shall hold office until the end of that vacancy's regular term or until his or her death, resignation or removal from office.

Placentia Library Foundation Bylaws

SECTION 5. COMPENSATION

Directors shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses, as may be fixed or determined by the Board, incurred in the performance of their duties.

SECTION 6. PLACE OF MEETINGS

Meetings shall be held at the principal office of the Corporation unless otherwise provided by the Board. Any meeting, regular or special, may be held by conference telephone or similar communications equipment, as long as all Directors participating in such meeting can hear one another.

SECTION 7. REGULAR AND ANNUAL MEETINGS

Regular Board meetings shall be held at least four (4) times in a calendar year. The date and time of each successive regular meeting shall be determined by majority vote held during the previous regular meeting.

The annual meeting of the Board shall be held in January.

SECTION 8. SPECIAL MEETINGS

Special meetings of the Board may be called by the President, or by any two Directors.

SECTION 9. RESTRICTION REGARDING INTERESTED DIRECTORS

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. For purposes of this Section, "interested persons" means either (1) any person currently being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as Director, or (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

SECTION 10. NOTICE OF MEETINGS

Regular meetings of the Board shall be held upon ten (10) days notice by first class mail. Special meeting of the Board shall be held upon four (4) days notice by first class mail, or twenty-four (24) hour notice delivered by person or by telecommunication device directly to each member or to a recipient whom the person giving notice has reason to believe will properly communicate it in a timely manner to the member being notified. Notice shall be given of any adjourned regular or special meeting to Directors absent at the adjournment of the original meeting.

Placentia Library Foundation Bylaws

SECTION 11. CONTENTS OF NOTICE

Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting. The purpose of any Board meeting need not be specified in the notice.

SECTION 12. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the Board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each Director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals, shall be filed with the Corporate records or made a part of the minutes of the meeting.

SECTION 13. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the Board.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of the Corporation, or by law, no business shall be considered by the Board at any meeting at which a quorum, as hereinabove defined, is not present, and the only motion which the Chair shall entertain at such a meeting is a motion to adjourn. However, a majority of the Directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board.

The Directors present at a duly called and held meeting at which a quorum is initially present may continue to conduct business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting but any action must be approved pursuant to Section 14 below.

SECTION 14. ACTION BY WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the Board under any provision or law may be taken without a meeting, if a two-third (2/3) majority of all members of the Board shall consent in writing to such action. Such written consent shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the majority vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by a two-third (2/3) majority written consent of the Board without a meeting and the Bylaws of this Corporation authorize the Directors to so act, and such statement shall be prima facie evidence of such authority.

SECTION 15. CONDUCT OF MEETINGS

Meetings of the Board shall be presided over by the President or, in his or her absence, by a duly elected Officer, or by a Director chosen by a majority of the Directors present at the meeting. The Secretary shall act as secretary of all meetings of the Board provided that in his or her absence, the presiding Officer shall appoint another person to act as secretary of the meeting.

Placentia Library Foundation Bylaws

Meetings shall be governed by *Sturgis Standard Code of Parliamentary Procedure*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the Bylaws, with the Articles of Incorporation of this Corporation, or with the law.

SECTION 16. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

SECTION 17. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS EMPLOYEES AND OTHER AGENTS

To the extent that a person, who is, or was, a director, officer, employee or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the Corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such a person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this Corporation but only to the extent allowed by, and in accordance with the requirement of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.

SECTION 18. INSURANCE FOR CORPORATE AGENTS

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a Director, officer, employee or other agent of the Corporation) against any liability other than for violating provisions of law relating to self-dealing, as per Section 5233 of the California Nonprofit Public Benefit Corporation Law, asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 4. OFFICERS

SECTION 1. DESIGNATION

The officers of the Corporation shall be a President, a Secretary, a Treasurer and any other officers with such titles and duties as shall be determined by the Board. Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer shall serve as the President.

Placentia Library Foundation Bylaws

SECTION 2. ELECTION AND TERM OF OFFICE

Only directors may serve as officers of this corporation. Officers shall be elected by the Board at the annual meeting. Each officer shall hold office until the next annual meeting unless removed or otherwise disqualified to serve, or until a successor shall be elected, whichever occurs first.

SECTION 3. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by majority vote of the Board, at any time. Any officer may resign at any time on written notice to the Board, effective on the date of receipt of such notice or any later date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

SECTION 4. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board. In the event of a vacancy in any office other than that of the President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

SECTION 5. DUTIES OF THE PRESIDENT

The President shall be the chief executive officer of the Corporation and shall, subject to the control of the Board, supervise and control the affairs of the Corporation. He or she shall perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be prescribed from time to time by the Board. He or she shall preside at all meetings of the Board unless as otherwise specified in these Bylaws. Except as otherwise specified by law, the Articles of Incorporation of this Corporation, or by these Bylaws, the President shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may, from time to time, be authorized by the Board.

SECTION 6. DUTIES OF THE SECRETARY

The Secretary shall certify and keep, or cause to be kept, at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meeting of the Board. He or she shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. In general, the Secretary shall perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, by these Bylaws, or as may be prescribed, assigned or required from time to time by the Board.

SECTION 7. DUTIES OF THE TREASURER

The Treasurer of the Corporation shall be the chief financial officer and shall keep and maintain, or cause to be kept and maintained, in written form, adequate and correct books and records of the

Placentia Library Foundation Bylaws

account of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and records of account shall at all times be open to inspection by any Director of the corporation. The Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the Corporation with such depositories as may be designated by the Board, and shall render to the President and the Directors, on request, an account of all transactions as Treasurer and of the financial condition of the Corporation. In general, the Treasurer shall perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be prescribed, assigned or required from time to time by the Board.

ARTICLE 5. COMMITTEES

SECTION 1. TYPES OF COMMITTEES

The Corporation shall have such committees as may from time to time be designated by resolution of the Board. Committees may be, but are not limited to, an Executive Committee, Nominating Committee, Investment Committee, Development Committee, standing committees and ad hoc committees. These committees, with the exception of the Executive Committee, may consist of persons who are not also members of the Board. The committees shall act in an advisory capacity only to the Board and shall be clearly titled as "advisory" committees.

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board or by the committee.

The time for special meetings of committees may also be fixed by the Board. The Board may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of the Bylaws.

ARTICLE 6. CORPORATE FUNDS AND HOLDINGS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board, except as otherwise provided in these Bylaws, by resolution, may authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Placentia Library Foundation Bylaws

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Corporation shall be signed by any two members of the Board, at least one of whom is an officer.

SECTION 3. DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select. Funds may be specified as general, endowment or special funds.

SECTION 4. GIFTS

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the charitable or public purpose of this corporation.

ARTICLE 7. CORPORATE RECORDS, REPORTS AND SEAL

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office in the State of California minutes of all meetings of Directors and committees indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof. The Corporation shall keep at its principal office adequate and correct books and records of accounts, properties and transactions. A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date shall be kept at the principal office of the Corporation in the State of California.

SECTION 2. CORPORATE SEAL

The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to Corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Corporation.

SECTION 4. ANNUAL REPORT

The Board shall cause an annual report to be furnished not later than one hundred twenty (120) days after the close of the Corporation's fiscal year to all Directors of the Corporation in writing, which report shall contain information as to the assets and liabilities, and revenue and expenses. The annual

Placentia Library Foundation Bylaws

report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of the Treasurer of the Corporation that such reports were prepared without audit from the books and records of the Corporation.

SECTION 5. ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS

This Corporation shall mail or deliver to all directors within one hundred twenty (120) days after the close of its fiscal year a statement which briefly describes the amount and circumstances of any indemnification or transaction in which the Corporation, any director, or officer of the Corporation, had a direct or indirect material financial interest.

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the Corporation, the nature of such person's interest in the transaction and, where practical, the amount of such interest; provided, that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

ARTICLE 8. FISCAL YEAR

SECTION 1. FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE 9. AMENDMENT OF BYLAWS

SECTION 1. AMENDMENTS

These Bylaws may be amended by the Board through either a three-fourth (3/4) majority vote at a duly constituted meeting or a written consent of a three-fourth (3/4) majority of the Directors, provided any such amendments, alterations, additions or deletions are within the guidelines specified in the Corporation Code of the State of California.

ARTICLE 10. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

SECTION 1. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No member, Director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the Corporation in effecting any of its public or charitable purpose, provided that such compensation is otherwise permitted by these

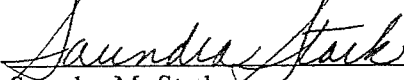
Placentia Library Foundation Bylaws

Bylaws and is fixed by resolution of the Board; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation. All members, if any, of the Corporation shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board, shall be distributed as required by the Articles of Incorporation of this Corporation and not otherwise.

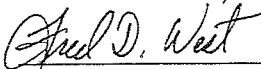
WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial Directors in the Articles of Incorporation of the Placentia Library Foundation, a California nonprofit corporation, and, pursuant to the authority granted to the Directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of ten (10) pages, as the Bylaws of this Corporation.


Dated: September 8, 1994



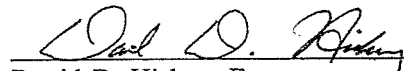
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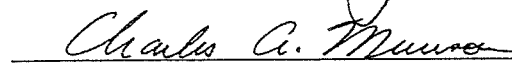
Fred D. West



Anna C. Irot



David D. Hiskey, Esq.



Charles A. Munson, C.P.A.

CERTIFICATE

I certify that I am the duly elected and acting Secretary of Placentia Library Foundation, a California nonprofit public benefit corporation, that the above bylaws, consisting of ten (10) pages, are the bylaws of this corporation as adopted by the board of directors on September 8, 1994, and that they have not been amended or modified since that date.

Executed on September 8, 1994, at Placentia, California.



Secretary

September 12, 1994

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Dear 7~:

As you know 1993-1994 was a very difficult year for Placentia Library District. As a result of the Budget adopted by the State of California the District lost 50.41% of its property tax. This is the Library's only tax resource (it does not receive a share of the income tax or sales tax) and accounts for more than 90% of its annual operating budget. These property tax funds have been permanently transferred to other State functions and will never be returned to the Library District.

The result of this loss of revenue was the reduction of the Library's staff from 23.5 full time equivalents, keeping the Library open seven days per week with 65 hours of public service, to 14.75 full time equivalents, keeping the Library open six days per week with 44 hours of public service.

The reduction in hours has impacted every element of the community we serve: the loss of morning hours has virtually eliminated visits by school groups and created access problems for older users; closing an hour earlier in the evening has created access problems for students and working adults. The Library Board and Staff continue to be concerned about these issues and are looking for alternative sources of funding to enable longer hours of public service.

The second major impact of the loss of property tax revenue last year was the reduction of the book budget from \$156,797 to \$36,893. Since the high cost of layoffs and early retirements were met out of last year's budget, the book budget has been restored this year to \$150,000. While this is still considerably short of where the Library needs to be in order to keep abreast of the technological changes in the delivery of information and reference resources, it is a workable budget which will enable the Library to get back into the mainstream of public library services.

The one bright spot in last year's debacle was the generous contributions that you and other members of the community made to the Friends of the Library Adopt-A-Book Program. You really came through for your friends and neighbors when the Library needed your help. During the year you and the other Library supporters contributed \$13,738.74. Each and every dollar was used to purchase books for the Library.

I would like to take this opportunity to thank you again for your support and generous contribution!

This year, as the Library celebrates its 75th Anniversary, a group of concerned Library supporters has explored ways to make the Library less vulnerable to the whims of the State Budget process. One of the solutions they identified is the establishment of a Placentia Library Foundation which will operate as a private, non-profit corporation. The Placentia Library Foundation will create and manage endowment funds, the interest from which will be used to support specific Library programs, such as the book budget. Contributions to the Foundation, like those to the Friends, will be tax deductible.

While an endowment fund is not a short term fix for the Library's current financial shortfalls, it is our best insurance for the future. For every \$250 contributed and invested, enough interest will be generated each year to purchase a book for the Library. While major gifts, deferred gifts and bequests will all be part of the endowment building process, the heart of the fund will be built one book at a time from our regular supporters. Every gift, large and small, will be important to the success of the Endowment, and the long term stability of the Library's book collection.

Each year 85% of the Endowment's investment revenue will be allocated for book grants for the Library, and the remaining 15% will be reinvested in the Endowment to provide for growth of the Fund and to keep abreast with inflating costs in the publishing industry. The Foundation Board of Directors will be responsible for directing the investment of the Endowment and making Grants to the Library Board of Trustees for the purchase of books and reference materials.

We'll be sending you additional information about the Foundation as we complete our organizational process. Like the Adopt-A-Book Donors, Foundation Donors will be eligible for the same Library benefits:

A donation of \$50 or more will entitle the donor to receive an identification card valid for one Library account for free fines and reserves for a 12 month period from the date of the donation.

A donation of \$100 or more will entitle the donor to receive an identification card valid for the Library accounts of all family members living at the same address for free fines and reserves for a 12 month period from the date of the donation.

Both of the contribution programs will be in operation. Contributions for the Endowment will be made to the Placentia Library Foundation. Contributions for the current-year Adopt-A-Book Program will be made to the Friends of the Library. We hope that you will support one or both of these programs during the year.

Soon you will be receiving an invitation to the Library's 75th Anniversary Celebration to be held in the Civic Center Plaza on Sunday, October 16, 1994, at 2:00 P.M.. KCET producer and personality Huell Howser will be the featured speaker. I hope that you will be able to join us for this exciting event.

Your continuing support of Placentia Library District and its programs and services is deeply appreciated!

Sincerely,

Elizabeth D. Minter
Library Director

Why was the Placentia Library Foundation established?

As a result of the 1993-1994 Budget adopted by the State of California, Placentia Library District lost 50.41% of its property tax. Since the property tax is the District's only tax resource, accounting for more than 90% of its annual operating budget, this was a substantial loss of revenue. These property tax funds have been permanently transferred to other State functions and will never be returned to the Library District.

Placentia Library Foundation has been established to provide a safe vehicle for individuals wishing to support the programs of the Placentia Library through financial contributions. Gifts to the Placentia Library Foundation are tax deductible but will not be accessible to the State of California, or any other governmental entity, except as granted by the Board of Directors of the Placentia Library Foundation.

Who operates the Placentia Library Foundation?

The Placentia Library Foundation Board of Directors consists of between five and twenty supporters of the Placentia Library. They are responsible for developing and managing the resources of the Foundation by conducting an annual giving program, special events, and by coordinating the receipt of deferred gifts and bequests. Members of the Board also direct the investment of the Foundation's resources to ensure the maximum return possible.

Two of the Foundation Board members are appointed by the Placentia Library District Board of Trustees, one is appointed by the Board of Directors of the Friends of the Placentia Library, and the remaining members are selected by the Foundation Board.

What guarantees do I have that my contributions to the Placentia Library Foundation will be used for the purposes I intended?

Contributors will have the option of designating a specific purchase area for their gifts. Purchasing categories will include but not be limited to: Adult Fiction, Adult Non-Fiction, Children's Fiction, Children's Non-Fiction, Preschool Materials, Reference Materials, Periodicals, Electronic Information Services, Audio Books, Videos, or

other categories agreeable to the Foundation Board of Directors and the Library Board of Trustees.

The Foundation Board of Directors and the Library Board of Trustees reserve the right to refuse acceptance of any gift that they feel is incompatible with the purpose of the Library.

How will my contribution to the Placentia Library Foundation be recognized?

The names of all donors to the inaugural campaign from October 16, 1994, through December 31, 1995, will have their names entered on a poster to be framed and permanently installed in the Library.

The names of all donors contributing \$500 or more will be attached to a plaque that will be permanently installed in the Library.

How soon will the Library benefit from my contribution to the Placentia Library Foundation?

Contributions will be invested as soon as they are received. Interest will be granted to the Library beginning the January after the first twelve full months since the date of the contribution, and every January thereafter.

What kind of contributions can I make to the Placentia Library Foundation?

Cash contributions to the annual fund drive.

Memorial contributions for family members and friends.

Attendance at special events sponsored by the Friends of the Library or the Foundation.

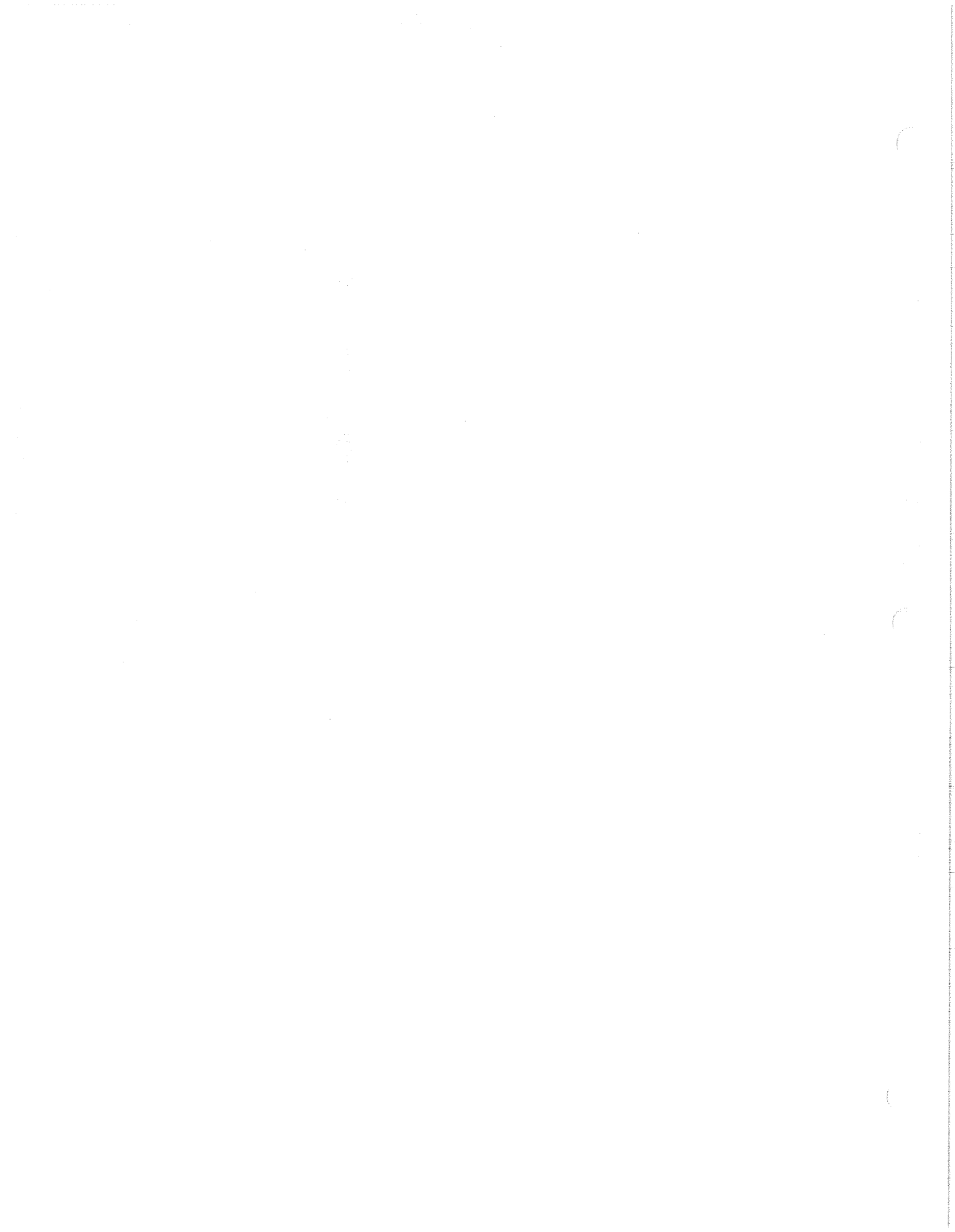
Bequests from your estate specified in your will.

Current or deferred gifts of cash, insurance, securities, real estate or other items of value.

How will I benefit from my contributions to the Placentia Library Foundation?

Contributions to the Placentia Library Foundation are tax deductible.

Deferred gifts have many special advantages to the donor. Several members of the Foundation Board of Directors are available to explain this program to you by personal appointment.





SANTIAGO LIBRARY SYSTEM

C/O FULLERTON PUBLIC LIBRARY
353 W. COMMONWEALTH AVE.
FULLERTON, CA 92632

714/526-7376 PHONE
714/526-7389 FAX

MINUTES
SYSTEM ADVISORY BOARD MEETING
BUENA PARK LIBRARY DISTRICT BOARD ROOM
7150 LaPalma Avenue, Buena Park
Tuesday, May 24, 1994
6:30 p.m.

SAB Members Present:	Rilda Jamieson Marty Martini Dora Rodriguez Ted Farkas Kathi Jo Brunning	Anaheim Pub. Lib. Orange Pub. Lib. Orange County P.L. Placentia Lib. Dist. Santa Ana Pub. Lib.
Council Members Present:	CarolAnn Tassios Colleen McGregor	Yorba Linda Public Lib. Buena Park Library Dist.
Staff:	Linda Katsouleas Peg Fox	Santiago Library System Santiago Library System

I. CALL TO ORDER

CarolAnn Tassios, System Chair, in the absence of the SAB Chair, called the meeting to order at 6:45 p.m.

II. INTRODUCTIONS

Those present introduced themselves.

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III. APPROVAL OF MINUTES

ACTION: It was M/S/C (R. Jamieson/D. Rodriguez) unanimously to approve the minutes of February 22, 1994.

IV. OLD BUSINESS:

A. Election of Officers

The Nominating Committee submitted the names of Meredith Martini, Chair and Dora Rodriguez, Vice-Chair.

ACTION: It was M/S/C (T. Farkas, R. Jamieson) unanimously to accept the slate as submitted.

B. Legislative Day Report

L. Katsouleas reported on Legislative Day in Sacramento. AB 1448 will probably get through the Legislature, but may not be signed by the Governor. Linda K. then distributed literature from David Flint, discussing the bill and the impact on funding libraries. C. Tassios reported that two of her library commissioners went to Sacramento and discussed with her the use of benefit assessment funding for libraries.

C. Chair Elect's Report: Discussion of plans for FY 1994-95

M. Martini reported that he had had lunch with C. Tassios and L. Katsouleas. He stated that G. Genereux had set high standards in the past, which he plans to maintain. In assessing some of the suggestions mentioned for this coming year, revamping the SAB By-laws was a priority; as well as attempting to have representation from all SLS libraries. R. Jamieson volunteered to Chair the By-laws Committee.

D. CLSB Award Meeting - November 10, 1994

L. Katsouleas reported that Senator Marian Bergeson may possibly be the Speaker. It will be held at the Hyatt Regency Alicante Hotel in Anaheim. Hopefully, there will also be entertainment. C. McGregor suggested inviting Trustees, Board and Friends as a welcome for the Senator.

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E. Changes in CLSA Systems update

L. Katsouleas distributed information regarding the Systems and the areas they cover. She also reported on a flow-chart outlining the structure of the State Library and Systems.

V. NEW BUSINESS:

A. Plan of Service

M. Martini opened the discussion and asked for L. Katsouleas' input.

One of the SAB projects for FY 1994/95 is the completion of a survey of Specialized Resources For Underserved Populations in SLS Libraries. C. Tassios and L. Katsouleas will create appropriate forms which will be submitted to the Council for approval and to the SAB at their August meeting. The SAB would then collect this data, i.e., unique things in a particular library, and submit this information to SLS who will then finish the report.

ACTION: It was M/S/C (R. Jamieson, K.J. Brunning) unanimously to proceed with the FY 1994/95 Plan of Service as presented.

B. Next year's meeting dates

A general discussion took place regarding next year's meeting dates and it was decided to determine those dates meeting-by-meeting with the next meeting to be held in August.

VI. REPORTS:

A. SAB Chair's Report - G. Genereux

A letter from Gigi Genereux was read on her behalf thanking the SAB for their help during her chairmanship. The SAB members, the Directors present and the SLS staff congratulated her on a job well done.

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B. System Chair's Report - CarolAnn Tassios

C. Tassios reported that she attended the latest Networking Meeting. The State Library will be applying for Federal funds to support their work in the telecommunications area. She stated that all libraries must provide equal access and equal referral.

C. System Director's Report - L. Katsouleas

L. Katsouleas reported that there will be no budget changes from last year. In late August or early September SLS will be offering workshops on customer service and relations. The member libraries will also be receiving a one year's subscription to the L.A. Times on CD ROM.

VII. ROUND TABLE

Those present shared news from their libraries.

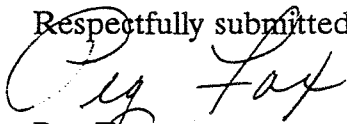
VIII. DATE AND LOCATION OF NEXT REGULAR MEETING

The next meeting of the SAB will be held on August 23, 1994 at 6:30 p.m., Orange Public Library, Community Room, 101 N. Center St., Orange.

IX. ADJOURNMENT

There being no further business the meeting adjourned at 8:15 p.m.

Respectfully submitted,



Peg Fox
SLS Administrative Assistant

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 19, 1994

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
September 19, 1994

DATE	REPORT NO.	AMOUNT
08/25/94	3180	\$603.45
08/25/94	3181	2,272.72
09/08/94	3182	2,061.24
	TOTAL	\$4,937.41

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

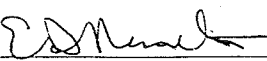
DATE August 25, 1994
REPORT NO 3180

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
			BS Accf				Doc Number	SC
N00037 BSI Consultants, Inc. 16880 W. Bernardo Drive, STE 100 San Diego, CA 92127-1616	August 11, 1994		1900	00		578.50		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	August 23, 1994		1800	00		24.95		

The claims listed above (totaling \$ 603.45) 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 August 25, 1994
REPORT NO 3181

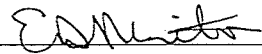
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03645 Careamerica 6300 Canoga Avenue Woodland Hills, CA 91367	Sept. 1994		0300	00		1,766.95		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept. 8, 1994 528-1906		0700	00		290.37		
	August 17, 1994 528-8236		0700	01		43.98		
	Aug 7, 1994 251-5377		0700	05		85.71		
	Aug 7, 1994 251-5376		0700	05		85.71		
						505.77		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 2,272.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,272.72

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/08/94
REPORT NO 3182

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SC
N03646 Vision Service Plan Attn: Stefanie Gunnels PO Box 45210 San Francisco, CA 94145-5210	Aug 24, 1994		0300	00		135.89		
N03650 Kinko's National A/R PO Box 8033 Ventura, CA 93002-8033	Sept. 6, 1994 004002066869		1800	00		32.33		
	August 11, 1994 004002066597		1800	00		<u>36.42</u> 68.75		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept 9, 1994 996-2865		0700	01		19.99		
N03659 Southern Calif. Water 130 N. Bradford Placentia, CA 92670	Aug 26, 1994		2800	00		179.34		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	August 16, 1994		0700	00		11.71		
N06555 Principal Mutual PO. Box 10328 Des Moines, IA 50306	Sept., 1994		0300	00		408.30		
N06785 Hector Vargas Cleaning Services 318 Capistrano St Placentia, CA 92670	Sept. 6, 1994		1400	00		950.00		
Chaps Reproductions 1664 Sierra Madre Circle Placentia, CA 92670	Sept. 1, 1994		1800	00		287.26		

The claims listed above (totaling \$ 2,061.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 September 19, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3184	415.13
Subtotal for Immediately		415.13
Regular	3183	8,379.92
	3185	35,900.00
	3186	11,722.03
	3187	1,286.53
	3188	1,997.55
	3189	6,762.38
Subtotal for Regular		59,286.03
TOTAL CURRENT CLAIMS		59,701.16
Payroll	3190	22,498.85
	3191	22,498.85
Subtotal for Payroll		44,997.70
TOTAL		104,698.86

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/94
REPORT NO 3183

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03836 Childrens Press 5440 N Cumberland Avenue Chicago, IL 60656	Oct 22, 1994		2400	01		83.67		
N03842 Ingram Library Services P.O Box 845361 Dallas, TX 845361	Aug 18, 1994 29220893		2400	01		105.62		
	Aug 18, 1994 29220892					17.61		
	Aug 18, 1994 29220891					33.67		
	March 25, 1993 25098133					47.88		
	April 30, 1993 25368465					<u>22.51</u> 227.29		
N09111 Ebsco PO Box 92901 Los Angeles, CA 90009-2901	Sept. 8, 1994					8,068.96		

The claims listed above (totaling \$ 8,379.92) 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 09/19/94
REPORT NO 3184

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03825 STAPLES CREDIT PLAN Dept 91 - 2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Sept. 1, 1994		1800	00		53.82		
	Sept 13, 1994		1800	00		27.30		
	Sept. 1, 1994		1800	09		59.99		
						141.11		
N03650 Kinkos National A/R P.O. Box 8033 Ventura, CA 93002-8033	Sept. 15, 1994		1800	00		11.31		
	004002066996							
N03655 LaSalle Paper 1298 Bluegum Street Anaheim, CA 92805	Aug 30, 1994		1800	00		31.36		
	237117							
	Aug 16, 1994		1800	00		90.19		
	228895							
	Aug 23, 1994		1800	00		79.58		
232506								
August 30, 1994		1800	00		30.08			
237122					231.21			
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept. 28, 1994		0700	08		31.50		

PLEASE PAY IMMEDIATELY !

The claims listed above (totaling \$ 415.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/94
REPORT NO 3185

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 706

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
First Interstate Bank of California ABA# 1200-0021-8 AMTS# 250 098989 ACCT # (342) 6500968-007 ISSUE: Placentia Civic Ctr. -B ATTN: Teresa Fructuoso	Aug 31, 1994		2200	00		35,900.00		

**THIS IS URGENT
PLEASE WIRE NO LATER THAN
SEPTEMBER 26, 1994**

The claims listed above (totaling \$ 35,900.00) 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

35,900.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/94
REPORT NO 3186

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Aug. 25, 1994		1800	00		1,488.75		
	52583		1800	08		496.25		
	Aug. 25, 1994		1400	00		443.32		
	52584		1400	00		1,646.30		
	Aug. 29, 1994		2800	00		5,482.30		
	52573					9556.92		
N03644 Charlene Dumitru 411 E. Chapman Ave. Placentia, CA 92670	August 1994		2700	01		14.00		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Sept. 6, 1994		1400	00		117.42		
	36512		1400	00		117.42		
	Aug. 9, 1994					234.84		
	36262							
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	August, 1994		1900	00		32.71		
N03660A Elizabeth D. Minter Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Aug 1 - Sept 14, 1994		0900	00		19.80		
			1800	00		129.04		
			1800	09		8.52		
			1803	00		756.06		
			1803	08		31.32		
			1900	00		100.00		
			2700	01		125.00		
			2700	03		290.00		
					1,459.74			
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	Aug 23, 1994		0700	05		423.82		
	A18100							

The claims listed above (totaling \$ 11,722.03) 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

11,722.03

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/94
REPORT NO 3187

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	July 31, 1994		1900	00		44.39		
			0700	02		259.00		
	Aug 31, 1994		1900	00		7.25		
			0700	02		9.00		
						319.64		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Sept, 1994		0300	00		207.67		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	September 1994		0300	00		35.00		
N06566 Regency Lighting 16665 Arminta St. Van Nuys, CA 91406	Aug 31, 1994		1400	00		235.71		
N06569 DEMCO P.O. Box 7488 Madison, WI 53707-7488	Aug 10, 1994		1800	00		150.82		
	Aug 19, 1994		1800	00		243.96		
			1800	00		13.73		
						408.51		
N06572 SPS Data Communications 419 S. Rennell Ave. San Dimas, CA 91773	Aug 26, 1994		1900	00		80.00		

The claims listed above (totaling \$ 1,286.53) 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 09/19/94
REPORT NO 3188

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	April 7, 1994		1900	00		700.00		
N06738 Suad Ammar 411 E. Chapman Placentia, CA 92670	Aug 1994		2700	01		20.50		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	Sept. 19, 1994 August 1994		1803 2700	09 01		83.52 6.00 89.52		
N09110 Special Dist. Workers Comp Auth. 1030 - 15th St., STE 300 Sacramento, CA 95814	2nd Qtr 1994-95		0350	00		966.00		
N09114 Jeannine Walters 411 E. Chapman Placentia, CA 92670	June, 1994 August, 1994		2700 2700	01 01		14.03 7.50 21.53		
N09220 James A. Roberts 3474 Whistler Avenue El Monte, CA 91732	Aug. 20, 1994		1900	08		200.00		

The claims listed above (totaling \$ 1,997.55) 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

1,997.55

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/94
REPORT NO 3189

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Capitol Weekly Corporation 3680 Industrial Blvd, STE 300-H Westr Sacramento, CA 95691	Aug. 22, 1994		1800	00		99.00		
Cindy McClain 411 E. Chapman Placentia, CA 92670	August, 1994		2700	01		12.50		
Munson, Cronick & Assoc. 2501 E. Chapman Ave., STE 280 Fullerton, CA 92631	Jul 31, 1994		1900	00		2,950.00		
Metro Floor Covering 1580 E. Edinger, Unit J Santa Ana, CA 92705	July 7, 1994 TE64422-OC		1400	00		1,499.88		
Dun & Bradstreet Pension Svcs Department 4003 Los Angeles, CAA 90096-4003	Aug 31, 1994		1900	00		2,145.00		
SmileMakers P.O. Box 2543 Spartanburg, SC 29304-9825	Sept. 2, 1994 25754		1800	00		56.00		

The claims listed above (totaling \$ 6,762.38) 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 08/15/94
REPORT NO 3190

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sept 19, 1994 Pay # 21 Sept. 30, 1994 Oct. 13, 1994		0100-	00		20,900.00		
	FICA		0200-	00		<u>1,598.85</u>		
				TOTAL		22,498.85		
PLEASE WIRE ON THURSDAY, OCT. 13, 1994!								

The claims listed above (totaling \$ 22,498.85) 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

22,498.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/94
REPORT NO 3191

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sept 19, 1994 Pay # 22 Oct. 14, 1994 Oct. 27, 1994		0100-	00		20,900.00		
	FICA		0200-	00		<u>1,598.85</u>		
				TOTAL		22,498.85		
PLEASE WIRE ON THURSDAY, OCT. 27, 1994!								

The claims listed above (totaling \$ 22,498.85) 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 _____

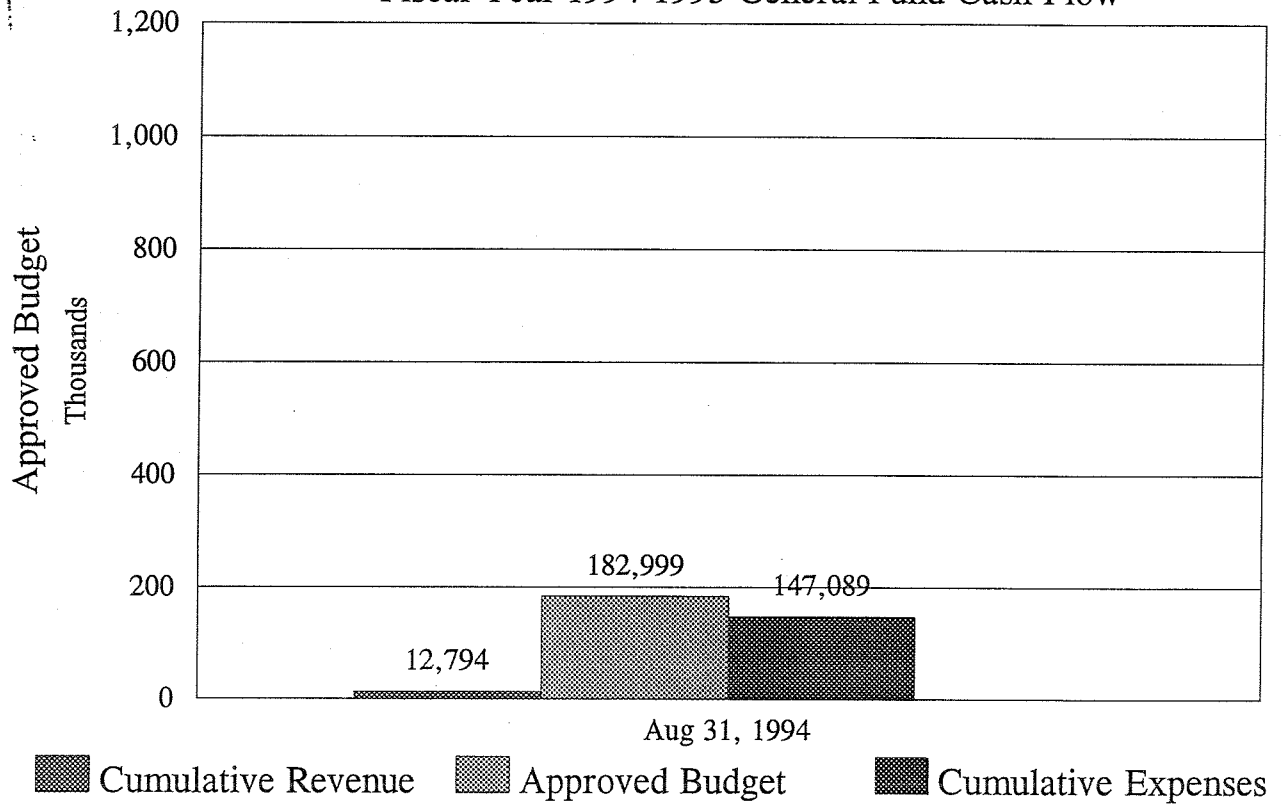
ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,498.85

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



Placentia Library District
Fund Balance Report
Fiscal Year 1994-1995
September 19, 1994

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994						0.00	0.00
Oct 31, 1994						0.00	0.00
Nov 30, 1994						0.00	0.00
Dec 31, 1994						0.00	0.00
Jan 31, 1995						0.00	0.00
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
September 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 AUG 1994	FY1993-94 AUG 1993	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	24,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	16,037.36	0.00	0.00	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,180.98	5,072.72	1,180.15	5,066.24	3.94%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	1,289.20	6,051.78	1,180.15	5,066.24	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	1,687.58	3,644.24	0.00	0.00	45.00%
	TOTAL TAXES	860,750.00	10,240.01	27,891.43	1,180.15	5,066.24	1.19%
6610-00	Interest	25,000.00	0.00	0.00	0.00	0.00	0.00%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	0.00%
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL INTEREST	25,000.00	0.00	0.00	0.00	0.00	0.00%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	0.00	2,092.61	0.00	2,092.61	0.00%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Dept of Education 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	0.00	2,092.61	0.00	2,092.61	0.00%
7670-00	LOCAL REVENUE	36,500.00	2,553.97	6,236.77	2,553.97	6,236.77	7.00%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(8,473.14)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	12,793.98	27,747.67	3,734.12	13,395.62	1.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 AUG 1994	FY1993-94 AUG 1993	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	102,700.00	152,386.10	62,700.00	43,386.10	20.55%
0200	Retirement	76,894.00	7,856.55	10,737.00	4,796.55	2,860.00	10.22%
	Health Insurance/Care America	24,466.00	278.08	6,375.46	1,086.89	3,381.67	1.14%
	Long Term Disability	2,730.00	415.34	0.00	207.67	0.00	
	Vision Service Plan	1,615.00	135.89	352.98	135.89	352.98	8.41%
	Dental	4,686.00	408.30	454.12	408.30	0.00	8.69%
0300	Total Employee Insurance	33,507.00	1,237.61	7,182.56	1,848.75	3,734.65	3.69%
0310	Unemployment Insurance	2,500.00	1,414.03	0.00	0.00	0.00	0.00%
0350	Workers Compensation - General	7,750.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	113,208.19	170,305.66	69,345.30	49,980.75	18.25%
0700-00	Communications - Telephone	3,500.00	498.64	502.15	498.64	271.44	14.25%
0700-01	Communications - Modem/Fax	0.00	43.98	0.00	43.98	0.00	
0700-02	Communications - Internet/Database	0.00	25.95	0.00	0.00	0.00	
0700-05	Communications - Computer	5,100.00	1,019.06	599.26	595.24	175.44	
0700-08	Communications - Adult Literacy	950.00	26.72	63.67	26.72	0.00	2.81%
	Total Communications	9,550.00	1,614.35	1,165.08	1,164.58	446.88	16.90%
0900-00	Food - General Fund	100.00	0.00	0.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	30.43	0.00	30.43	0.00	
090-009	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Food	100.00	30.43	0.00	30.43	0.00	30.43%
1000-00	Household Expense	4,500.00	690.89	877.52	690.89	877.52	15.35%
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,498.50	3,356.15	2,498.50	3,227.00	33.31%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	969.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	3,467.50	3,356.15	3,467.50	3,227.00	0.33

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 AUG 1994	FY1993-94 AUG 1993	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	117.42	234.84	0.00	117.42	3.26%
	Carpet Cleaning	3,500.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	22,000.00	1,696.82	4,051.85	1,696.82	2,008.19	7.71%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	626.00	0.00	40.00	0.00	41.73%
	Cleaning Service	11,700.00	1,900.00	2,183.04	950.00	1,091.52	16.24%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	175.00	0.00	0.00	0.00	35.00%
	Total Maintenance of Building & Grounds	43,850.00	4,515.24	6,469.73	2,686.82	3,217.13	10.30%
1600-00	Memberships - General Fund	3,000.00	50.00	0.00	50.00	0.00	1.67%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	135.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	185.00	0.00	185.00	0.00	6.17%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	ERR
	Library Supplies	6,500.00	663.20	306.08	0.00	306.08	10.20%
	Printing	9,000.00	112.63	2,010.35	71.78	1,994.70	1.25%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	ERR
	Publications	1,000.00	97.45	0.00	0.00	0.00	9.75%
	Paper	900.00	0.00	14.70	0.00	14.70	0.00%
	Drinking Water Service	325.00	49.90	49.90	24.95	24.95	15.35%
	Other Office Supplies	5,500.00	266.45	437.10	68.07	345.34	4.84%
	Total Office Supply Expense - General Fund	23,225.00	1,189.63	2,818.13	164.80	2,685.77	5.12%
1800-00	Literacy Dept Educ 321 Grant	0.00	0.00	0.00	0.00	0.00	
1800-07	Printing	2,800.00	9.70	1,996.66	9.70	1,996.66	0.35%
	Publications	0.00	1,523.16	0.00	0.00	0.00	
	Paper	50.00	0.00	7.35	0.00	7.35	0.00%
	Other Office Supplies	1,800.00	0.00	76.29	0.00	76.29	0.00%
	Total Adult Literacy Office Supply Expense	4,650.00	1,532.86	2,080.30	9.70	2,080.30	32.96%
1800-08	Family Literacy Supply Expense	4,800.00	1,389.72	43.15	397.04	0.00	28.95%
1800-09	Total Office Expense	32,675.00	4,112.21	4,941.58	571.54	4,766.07	12.59%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 AUG 1994	FY1993-94 AUG 1993	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	127.86	0.00	127.86	0.00	6.39%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95	0.00	19.95	0.00	
1803-08	Postage Expense - Adult Literacy	700.00	36.54	334.69	36.54	334.69	5.22%
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	2,700.00	184.35	334.69	184.35	334.69	6.83%
	Care Resources (Employee Assistance)	650.00	0.00	35.00	0.00	0.00	0.00%
	Pension Contribution & Operating Expenses	5,500.00	717.14	0.00	717.14	0.00	13.04%
	Anaheim Library Automated System	40,000.00	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	375.00	65.42	63.42	32.71	32.71	17.45%
	Tax Collection Services & Fees by Orange County	250.00	78.75	23.66	0.00	0.00	31.50%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	190.00	0.00	142.50	0.00	36.19%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	2,800.00	319.47	1,960.46	319.47	1,960.46	11.41%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	8,000.00	6.46	100.00	0.00	100.00	0.08%
1900-00	Total Specialized Services - General Fund	75,200.00	1,377.24	2,182.54	1,211.82	2,093.17	1.83%
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	900.00	0.00	0.00	0.00	75.00%
1900-09	Specialized Services - Family Literacy	1,200.00	0.00	0.00	0.00	0.00	0.00%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	0.00	21.84	0.00	0.00	0.00%
	Total Specialized Services	80,100.00	2,277.24	2,204.38	1,211.82	2,093.17	2.84%
2000-00	Legal Notices - General Fund	700.00	0.00	70.88	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	700.00	0.00	70.88	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 AUG 1994	FY1993-94 AUG 1993	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense- Books	110,500.00	3,389.30	6,519.72	1,484.31	2,936.10	3.07%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	4,060.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	0.00	3,845.04	0.00	1,700.00	0.00%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	1,157.90	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	554.66	0.00	554.66	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	151,100.00	9,566.34	11,544.77	6,098.97	5,794.00	6.33%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	121.00	70.62	121.00	48.62	1.61%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	0.00	0.00	0.00	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	850.00	6.00	6.25	6.00	0.00	0.71%
2700-08	Transportation/Travel - Meetings - Adult Literacy	750.00	20.00	8.00	20.00	0.00	2.67%
2700-09	Transportation/Travel - Meetings - Family Literacy	9,100.00	147.00	84.87	147.00	48.62	1.62%
	Total Transportation/Travel - Meetings	58,000.00	5,636.36	10,659.64	5,636.36	5,952.07	9.72%
	Electricity	3,075.00	0.00	282.46	0.00	21.49	0.00%
	Gas	1,925.00	322.06	310.42	161.69	147.46	16.73%
	Water	63,000.00	5,958.42	11,252.52	5,798.05	6,121.02	9.46%
	Total Utilities	462,275.00	32,748.97	42,302.17	22,236.95	26,926.10	7.08%
280-000	TOTAL SUPPLIES & SERVICES	300.00	0.00	0.00	0.00	0.00	0.00%
370-000	Taxes, Assessments (Sales Tax)	15,000.00	1,131.38	0.00	0.00	0.00	
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-007	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - CLC Grant	0.00	0.00	0.00	0.00	0.00	
400-009	Equipment - FFL Grant	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	15,000.00	1,131.38	0.00	0.00	0.00	7.54%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	1,131.38	0.00	0.00	0.00	7.54%
	TOTAL EXPENSES	1,097,993.00	147,088.54	212,607.83	91,582.25	76,906.85	13.40%

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
August 18, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUL 1994	FY1993-94 JUL 1993	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	24,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	(269.26)	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	7,532.49	9,463.11	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	6,574.25	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	16,037.36	7,263.23	16,037.36	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	2,158.05	
6280-00	Property taxes current supplemental	30,000.00	0.83	6.48	0.83	6.48	0.00%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	108.22	979.06	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	109.05	985.54	109.05	985.54	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	1,687.58	3,644.24	1,687.58	3,644.24	45.00%
	TOTAL TAXES	860,750.00	9,059.86	22,825.19	9,059.86	22,825.19	1.05%
6610-00	Interest	25,000.00	0.00	0.00	0.00	0.00	0.00%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	0.00%
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL INTEREST	25,000.00	0.00	0.00	0.00	0.00	0.00%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Dept of Education 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	0.00	0.00	0.00	0.00	0.00%
7670-00	LOCAL REVENUE	36,500.00	0.00	0.00	0.00	0.00	0.00%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(8,473.14)	0.00	(8,473.14)	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	9,059.86	14,352.05	9,059.86	14,352.05	0.83%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUL 1994	FY1993-94 JUL 1993	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	40,000.00	109,000.00	40,000.00	109,000.00	8.00%
0200	Retirement	76,894.00	3,060.00	7,877.00	3,060.00	7,877.00	3.98%
	Health Insurance/Care America	24,466.00	(818.81)	2,993.79	(818.81)	2,993.79	-3.35%
	Long Term Disability	2,730.00	207.67	0.00	207.67	0.00	0.00%
	Vision Service Plan	1,615.00	0.00	0.00	0.00	0.00	0.00%
	Dental	4,696.00	0.00	454.12	0.00	454.12	0.00%
0300	Total Employee Insurance	33,507.00	(611.14)	3,447.91	(611.14)	3,447.91	-1.82%
0310	Unemployment Insurance	2,500.00	1,414.03	0.00	1,414.03	0.00	0.00%
0350	Workers Compensation - General	7,750.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	43,862.89	120,324.91	43,862.89	120,324.91	7.07%
0700-00	Communications - Telephone	3,500.00	0.00	230.71	0.00	230.71	0.00%
0700-01	Communications - Modem/Fax	0.00	0.00	0.00	0.00	0.00	0.00%
0700-02	Communications - Internet/Database	0.00	25.95	0.00	25.95	0.00	0.00%
0700-05	Communications - Computer	5,100.00	423.82	423.82	423.82	423.82	0.00%
0700-08	Communications - Adult Literacy	950.00	0.00	63.67	0.00	63.67	0.00%
	Total Communications	9,550.00	449.77	718.20	449.77	718.20	4.71%
0900-00	Food - General Fund	100.00	0.00	0.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Food	100.00	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	4,500.00	0.00	0.00	0.00	0.00	0.00%
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	0.00	129.15	0.00	129.15	0.00%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	7,500.00	0.00	129.15	0.00	129.15	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUL 1994	FY1993-94 JUL 1993	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	117.42	117.42	117.42	117.42	3.26%
	Carpet Cleaning	3,500.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping - City of Placentia	22,000.00	0.00	2,043.66	0.00	2,043.66	0.00%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	586.00	0.00	586.00	0.00	39.07%
	Cleaning Service	11,700.00	950.00	1,091.52	950.00	1,091.52	8.12%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	175.00	0.00	175.00	0.00	35.00%
	Total Maintenance of Building & Grounds	43,850.00	1,828.42	3,252.60	1,828.42	3,252.60	4.17%
1600-00	Memberships - General Fund	3,000.00	0.00	0.00	0.00	0.00	0.00%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	0.00	0.00	0.00	0.00	0.00%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	ERR
1800-00	Library Supplies	6,500.00	663.20	0.00	663.20	0.00	10.20%
	Printing	9,000.00	40.85	15.65	40.85	15.65	0.45%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	ERR
	Publications	1,000.00	97.45	0.00	97.45	0.00	9.75%
	Paper	900.00	0.00	0.00	0.00	0.00	0.00%
	Drinking Water Service	325.00	24.95	24.95	24.95	24.95	7.68%
	Other Office Supplies	5,500.00	198.38	91.76	198.38	91.76	3.61%
	Total Office Supply Expense - General Fund	23,225.00	1,024.83	132.36	1,024.83	132.36	4.41%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	0.00	0.00	0.00	0.00	0.00%
	Publications	0.00	1,523.16	0.00	1,523.16	0.00	
	Paper	50.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,800.00	0.00	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	4,650.00	1,523.16	0.00	1,523.16	0.00	32.76%
1800-09	Family Literacy Supply Expense	4,800.00	992.68	43.15	992.68	43.15	20.68%
	Total Office Expense	32,675.00	3,540.67	175.51	3,540.67	175.51	10.84%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUL 1994	FY1993-94 JUL 1993	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	0.00	0.00	0.00	0.00	0.00%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
1803-08	Postage Expense - Adult Literacy	700.00	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Postage Expense	2,700.00	0.00	0.00	0.00	0.00	0.00%
	Care Resources (Employee Assistance)	650.00	0.00	35.00	0.00	35.00	0.00%
	Pension Contribution & Operating Expenses	5,500.00	0.00	0.00	0.00	0.00	0.00%
	Anaheim Library Automated System	40,000.00	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	375.00	32.71	30.71	32.71	30.71	8.72%
	Tax Collection Services & Fees by Orange County	250.00	78.75	23.66	78.75	23.66	31.50%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	47.50	0.00	47.50	0.00	9.05%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	2,800.00	0.00	0.00	0.00	0.00	0.00%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	8,000.00	6.46	0.00	6.46	0.00	0.08%
1900-00	Total Specialized Services - General Fund	75,200.00	165.42	89.37	165.42	89.37	0.22%
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	0.00	8,473.14	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00		
1900-08	Specialized Services - Adult Literacy	1,200.00	900.00	0.00	900.00	0.00	75.00%
1900-09	Specialized Services - Family Literacy	1,200.00	0.00	0.00	0.00	0.00	0.00%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	0.00	21.84	0.00	21.84	0.00%
	Total Specialized Services	80,100.00	1,065.42	111.21	1,065.42	111.21	1.33%
2000-00	Legal Notices - General Fund	700.00	0.00	70.88	0.00	70.88	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	700.00	0.00	70.88	0.00	70.88	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUL 1994	FY1993-94 JUL 1993	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense- Books	110,500.00	1,904.99	3,583.62	1,904.99	3,583.62	1.72%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	1,562.38	0.00	1,562.38	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	0.00	2,145.04	0.00	2,145.04	0.00%
2400-05	Special Department Expense - Audio	13,000.00	0.00	22.11	0.00	22.11	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	151,100.00	3,467.37	5,750.77	3,467.37	5,750.77	2.29%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	0.00	22.00	0.00	22.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	0.00	0.00	0.00	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	0.00	6.25	0.00	6.25	0.00%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	0.00	8.00	0.00	8.00	0.00%
	Total Transportation/Travel - Meetings	9,100.00	0.00	36.25	0.00	36.25	0.00%
	Electricity	58,000.00	0.00	4,707.57	0.00	4,707.57	0.00%
	Gas	3,075.00	0.00	260.97	0.00	260.97	0.00%
	Water	1,925.00	160.37	162.96	160.37	162.96	8.33%
280-000	Total Utilities	63,000.00	160.37	5,131.50	160.37	5,131.50	0.25%
	TOTAL SUPPLIES & SERVICES	462,275.00	10,512.02	15,376.07	10,512.02	15,376.07	2.27%
370-000	Taxes, Assessments (Sales Tax)	300.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	15,000.00	-1,131.38	0.00	1,131.38	0.00	
400-007	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - CLC Grant	0.00	0.00	0.00	0.00	0.00	
400-009	Equipment - PFL Grant	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	15,000.00	1,131.38	0.00	1,131.38	0.00	7.54%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	1,131.38	0.00	1,131.38	0.00	7.54%
	TOTAL EXPENSES	1,097,993.00	55,506.29	135,700.98	55,506.29	135,700.98	5.06%

Placentia Library District
Balance Sheet

August 31, 1994

Assets

General Fund	6,810.34	
Literacy Fund	6,390.98	
County Exempt	9,062.75	
Payroll Account	14,534.32	
Savings (P/R Support)	2,790.85	
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		66,501.26

Liabilities

Manual Payroll Checks	11,282.07	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	436.45	
Insurance Payable	(116.38)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		11,609.99

Capital

Fund Balance	54,891.27	
Total Capital		54,891.27
Total Liabilities and Capital		66,501.26

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

August, 1994

Prepared 9/14/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,289.38
Checks Out				
	3976	64.04		
	3978	415.00		
TOTALS		479.04	0.00	
CHECKBOOK BAL				6,810.34

EDM
9/14/94

8/31/94

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	20.02	20.02
Cash Register-Fines	1,531.79	1,531.79
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	217.30	217.30
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	172.75	172.75
Cash Register-Computer Rental	83.00	83.00
Typewriter Income	25.95	25.95
Telephone Income	0.00	0.00
Copy Machine Income	40.85	40.85
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	3,294.00	3,294.00
County Reimbursements	2,664.19	2,664.19
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	<hr/>	<hr/>
Total Income	8,049.85	8,049.85
Cost of Sales		
	<hr/>	<hr/>
Gross Profit (Loss)	8,049.85	8,049.85
Expenses		
Transfers to County	3,553.97	3,553.97
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	67.29	67.29
Postage (183)	551.92	551.92
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	415.00	415.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	<hr/>	<hr/>
Total Expenses	4,588.18	4,588.18

08/31/94

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
Operating Income (Loss)	3,461.67	3,461.67
Other Income		
Other Expenses		
Net Income (Loss)	<u>3,461.67</u>	<u>3,461.67</u>

8/31/94

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

	08/31/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	54.22
Cash Register-Fines	3,209.62
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	249.50
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	6.00
Cash Register-Childrens	41.00
Cash Register-Publications	0.00
Cash Register-Reserves	333.10
Cash Register-Computer Rental	130.50
Typewriter Income	25.95
Telephone Income	0.00
Copy Machine Income	151.79
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	5,032.60
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	12,528.28
Cost of Sales	

Gross Profit (Loss)	12,528.28
Expenses	
Transfers to County	3,553.97
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	97.72
Postage (183)	716.32
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	(1,000.00)
Transportation & Travel (270)	496.00
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	3,864.01

08/31/94

Page 2

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

Part 1 of 1 Parts

Operating Income (Loss)	08/31/94 8,664.27
Other Income	
Other Expenses	
Net Income (Loss)	----- 8,664.27 =====

8/31/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 2
General Account

Page 1

Check	Date	Payee		Amount
3971	08/01/94	VOID void		0.00
3972	08/01/94	U.S. Postmaster 0-5116-01 Postage (183)	146.16	146.16
3973	08/11/94	O.C. Auditor 0-5102-01 Transfers to County	3,553.97	3,553.97
3974	08/11/94	VOID void		0.00
3975	08/15/94	CSI/Reeves 0-5116-01 Postage (183)	67.91	67.91
3976	08/25/94	Tall Mouse 0-5114-01 Office Expense (180)	64.04	64.04
3977	08/25/94	U.S. Postmaster 0-5116-01 Postage (183)	409.20	409.20
3978	08/30/94	NSFRE 0-5122-01 Transportation & Travel (270)	415.00	415.00

Checkbook 1 Total				4,656.28

08/31/94

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

Page 2

For Fiscal Year 95, Period 2 through Fiscal Year 95, Period 2

Account Name	Total
0-5102-01 Transfers to County	3,553.97
0-5114-01 Office Expense (180)	64.04
0-5116-01 Postage (183)	623.27
0-5122-01 Transportation & Travel (270)	415.00

	4,656.28
	=====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Account

August, 1994

Prepared 9/14/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,390.98
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,390.98

EW Martin
9/14/94

08/31/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
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	5.43	5.43
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5.43	5.43
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5.43	5.43
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
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	5.43	5.43
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	5.43	5.43
	=====	=====

8/31/94

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

Part 1 of 1 Parts

	08/31/94
Income	
Gifts Income	0.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income	10.83
Miscellaneous Income	0.00

Total Income	40.83
Cost of Sales	-----
Gross Profit (Loss)	40.83
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

Total Expenses	0.00
Operating Income (Loss)	40.83
Other Income	
Other Expenses	-----
Net Income (Loss)	40.83
	=====

08/31/94

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 95 Period 2
Literacy Fund

Page 1

Check	Date	Payee	Amount
1135	08/31/94	VOID void	0.00
Checkbook 2 Total			0.00

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

August, 1994

Prepared 9/14/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,338.98
Checks Out	904	276.23		
TOTALS		276.23	0.00	
CHECKBOOK BAL				9,062.75

Edmunds
9/14/94

08/31/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
Income		
Cash Register-Copy Cards-Exempt Fun	30.00	30.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	560.00	560.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	435.05	435.05
Debit Card Income	79.00	79.00
Friends Contributions	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	8.95	8.95
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,153.00	1,153.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,153.00	1,153.00
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	341.46	341.46
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	442.01	442.01
Children's Camp Library	0.00	0.00
Children's-Other	333.73	333.73
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	737.46	737.46
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	1,854.66	1,854.66
	-----	-----
Operating Income (Loss)	(701.66)	(701.66)
Other Income		
Other Expenses		

08/31/94

Page 2

Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
Net Income (Loss)	----- (701.66) =====	----- (701.66) =====

08/31/94

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

	08/31/94
Income	
Cash Register-Copy Cards-Exempt Fund	52.50
Microfilm/Microfich Income	0.00
Meeting Room Income	720.00
Test Proctoring Income	80.00
Vending Machine Income	763.60
Debit Card Income	140.00
Friends Contributions	0.00
Gifts Income	200.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income	18.66
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	1,974.76
Cost of Sales	

Gross Profit (Loss)	1,974.76
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	657.13
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	857.12
Children's Camp Library	0.00
Children's-Other	333.73
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	737.46
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00

Total Expenses	2,585.44

Operating Income (Loss)	(610.68)
Other Income	
Other Expenses	

08/31/94

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

Page 2
Part 1 of 1 Parts

Net Income (Loss)

08/31/94

(610.68)
=====

08/31/94

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 95 Period 2
 County Exempt

Page 1

Check	Date	Payee	Amount
896	08/01/94	VOID void	0.00
897	08/01/94	Saundra Stark 0-5318-03 Library Board Expenses	587.46
898	08/01/94	Vern Krueger 0-5318-03 Library Board Expenses	150.00
899	08/06/94	Automated Office 0-5312-03 Children's-Other	333.73
900	08/06/94	Orange Blossom Lines 0-5308-03 Children's Summer Reading Progra	275.00
901	08/08/94	transfer to General 0-4402-04 Transfers from County	2,368.41
902	08/11/94	Tall Mouse 0-5308-03 Children's Summer Reading Progra	21.21
903	08/15/94	Smilemakers 0-5308-03 Children's Summer Reading Progra	145.80
904	08/25/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	276.23
905	08/26/94	Smart & Final 0-5304-03 Vending Machine Supplies	65.23
Checkbook 3 Total			4,223.07

02/31/94

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

Page 2

For Fiscal Year 95, Period 2 through Fiscal Year 95, Period 2

Account Name	Total
0-4402-04 Transfers from County	2,368.41
0-5304-03 Vending Machine Supplies	341.46
0-5308-03 Children's Summer Reading Program	442.01
0-5312-03 Children's-Other	333.73
0-5318-03 Library Board Expenses	737.46
	<u>4,223.07</u>

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

August 1994

Prepared September 9, 1994

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				14,964.24
	623	20.77		
	654	116.36		
	658	51.09		
	677	96.48		
	686	116.36		
	693	28.86		
	TOTALS	429.92		
Checkbook balance				14,534.32

08/31/94

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending August 31, 1994

	Total	08/31/94
Income		
Transfers from County	44,997.70	44,997.70
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,997.70	44,997.70
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,997.70	44,997.70
Expenses		
Salaries	39,219.51	39,219.51
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,850.60	2,850.60
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,070.11	42,070.11
	-----	-----
Operating Income (Loss)	2,927.59	2,927.59
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	2,927.59	2,927.59
	=====	=====

08/31/94

Page 1

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1994

Part 1 of 1 Parts

	08/31/94
Income	
Transfers from County	88,057.70
Interest Income-CD's	0.00
Interest Income-Savings	0.00
Miscellaneous Income	0.00

Total Income	88,057.70
Cost of Sales	-----
Gross Profit (Loss)	88,057.70
Expenses	
Salaries	77,282.12
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	5,696.86
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	82,978.98

Operating Income (Loss)	5,078.72
Other Income	
Other Expenses	

Net Income (Loss)	5,078.72
	=====

8/31/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 95 Period 2
Payroll Account

Page 1

Check	Date	Payee	Amount
597	08/04/94	Mary E Byrne 0-5402-04 Salaries	466.08
598	08/04/94	Mary E. Byrne 0-5402-04 Salaries	821.17
Checkbook 4 Total			1,287.25

08/31/94

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

Page 2

For Fiscal Year 95, Period 2 through Fiscal Year 95, Period 2

Account Name	Total
0-5402-04 Salaries	1,287.25

	1,287.25
	=====

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *DB*
 DATE: September 19, 1994
 SUBJECT: ACS: Overdue Collection Report for the Month of August

The report received from ACS Collection Agency on September 2, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.8	6
August	6	29	10	420.17	2
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	31	64	13	639.97	8

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 31 Aug 1994

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

Your consultant is:
WELDON AND ASSOCIATES
(714) 733-3558 Ext

PLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
ROSS ASSIGNMENTS	18	1,328.08	65	6,118.38	936	58,179.96
ESS: Mail Return*, Dispute, Bankrpt	3	494.51	12	1,720.29	174	11,685.95
ET ASSIGNMENTS	15	833.57	53	4,398.09	762	46,494.03
COLLECTED						
aid in Full	2	155.59	5	411.99	249	11,806.19
ettled in Full	2	115.97	6	400.61	68	3,479.99
artial Payment	4	88.61	6	159.96	134	6,907.38
esolved	2	60.00	3	85.00	20	719.58
TOTAL RECOVERED	10	420.17	20	1,057.56	471	22,913.14

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	158	130	355
	\$15,870	\$3,130	\$7,086	\$8,140	\$23,530

* Percentage of Mail Returns - 18.6 %

STATUS CODE LEGEND

- active (demands being sent)
 - paid in full (MATS and/or CASH)
 - settled in full (MATS and/or CASH)
 - cycle completed
 - partial payment (MATS and/or CASH)
 - account thanked
- ST - action stopped
 - SU - action suspended (60 day limit)
 - N - new account
 - D - disputed
 - MR - mail returned
 - BK - bankruptcy

ACCOUNT INVENTORY AND STATUS

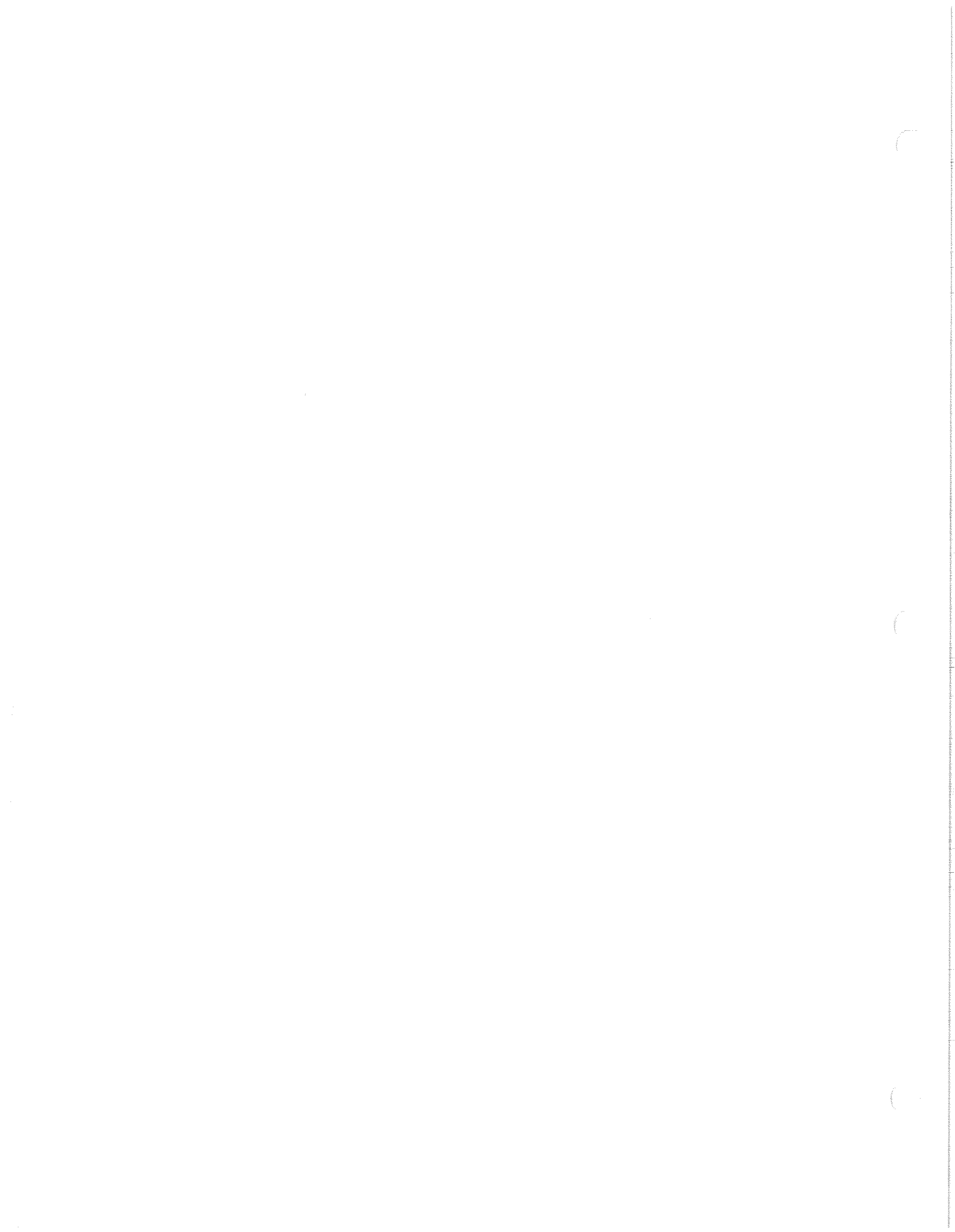
CLIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	543250		07/26/94	59.85	A	1
	26018052441088		AMT: 59.85			
	542323		07/20/94	78.63	A	2
	26018053212033		AMT: 78.63			
	542295	05/09/94	07/20/94	45.00	A,PP	2
	26018052604297		AMT: 73.85			
	542122		07/14/94	76.53	A	2
	26019004469359		AMT: 76.53			
	543253		07/26/94	114.35	A	1
	26018053199305		AMT: 114.35			
	540294		06/20/94	67.04	A	4
	26018053212702		AMT: 67.04			
	545193	11/16/93	08/24/94	69.90	A	1
	26053070930069		AMT: 69.90			
	542126		07/14/94	213.31	MR	1
	26019004035796		AMT: 213.31			
	543251		07/26/94	57.00	A	1
	26053070860589		AMT: 57.00			
	542331		07/20/94	42.20	A	2
	26019003971504		AMT: 42.20			
	540292		06/20/94	253.31	A	4
	26018053163459		AMT: 253.31			
	545195	05/14/94	08/24/94	55.80	A	1
	26018053223329		AMT: 55.80			
	542298	04/30/94	07/20/94	0.00	PF	1
	26018053115459		AMT: 95.69			
	545192	05/14/94	08/24/94	79.95	A	1
	26018053223410		AMT: 79.95			
	542324		07/20/94	49.50	A	2
	26018053209302		AMT: 49.50			
	542326		07/20/94	69.85	A	2
	26018053120020		AMT: 69.85			
	542121		07/14/94	36.00	A,PP	2
	26018053024446		AMT: 65.00			
	542294	05/12/94	07/20/94	102.09	A	2
	26018053220556		AMT: 102.09			
	542299	04/27/94	07/20/94	81.95	A	2
	26019004396289		AMT: 81.95			
	543255		07/26/94	50.94	A	1
	26019004383428		AMT: 50.94			

542127		07/14/94	157.00	A	2
26018053095040		AMT: 157.00			
542297	03/30/94	07/20/94	56.06	A	2
26018053215358		AMT: 56.06			
543254		07/26/94	25.00	SU, P	1
26018053102754		AMT: 55.76			
542330		07/20/94	0.00	SF	1
26018053119600		AMT: 60.18			
542120		07/14/94	92.45	A	2
26053070644033		AMT: 92.45			
542118		07/14/94	119.89	A	2
26018053209815		AMT: 119.89			
543252		07/26/94	130.89	A	1
26019003659083		AMT: 130.89			
540293		06/20/94	187.20	MR	2
26053070763536		AMT: 187.20			
543260		07/26/94	92.17	A	1
26019004071247		AMT: 92.17			
542328		07/20/94	63.40	A	2
26018053213965		AMT: 63.40			
543256		07/26/94	140.00	A	1
26019004066023		AMT: 140.00			
540287		06/20/94	140.00	A	4
26019004066023		AMT: 140.00			
542329		07/20/94	140.00	A	2
26019004066023		AMT: 140.00			
542332		07/20/94	43.90	A	2
26018053202570		AMT: 43.90			
540289		06/20/94	49.90	A	4
26018052779438		AMT: 49.90			
543257		07/26/94	53.90	A	1
26053070880058		AMT: 53.90			
542119		07/14/94	123.22	A	2
26018053213270		AMT: 123.22			
543261		07/26/94	130.25	A	1
26018053159283		AMT: 130.25			
540290		06/20/94	65.10	A	4
26018053205904		AMT: 65.10			
542124		07/14/94	74.78	A	2
26019003675717		AMT: 74.78			
542325		07/20/94	51.00	A	2
26018053184018		AMT: 51.00			
540295		06/20/94	0.00	SF	2
26053070205660		AMT: 55.79			
540286		06/20/94	88.65	A	4
26018053052645		AMT: 88.65			
542327		07/20/94	83.65	A	2
26018053052645		AMT: 83.65			
545196	04/25/94	08/24/94	41.90	A	1
26018053213148		AMT: 41.90			
542296	03/15/94	07/20/94	136.10	A	2
26018053173169		AMT: 136.10			
542125		07/14/94	176.76	A	2
26019004201448		AMT: 176.76			
543258		07/26/94	35.00	SU, P	1
26018053098176		AMT: 35.00			

543259		07/26/94	39.90	A	1
26018053002715		AMT: 39.90			
545194	12/15/93	08/24/94	63.85	A	1
26019004631495		AMT: 63.85			
540291		06/20/94	94.00	MR	2
26019004932893		AMT: 94.00			
545191	05/14/94	08/24/94	56.67	A	1
26018052521798		AMT: 56.67			
542123		07/14/94	0.00	PF	1
26019003045549		AMT: 59.90			

TOTAL STILL ON SYSTEM :

4,355.79



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *J*
 DATE: September 19, 1994
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR AUGUST, 1994**

SUMMARY OF ACCOUNTS AUGUST 1-31, 1994

Beginning Balance 08/01/94			\$61.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 95.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>\$ 95.00</u>	<u>\$ 0.00</u>	
Ending Balance 08/31/94			<u>\$ 156.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 07/31/94	11,008.00
August Payment	<u>0.00</u>
August Balance 07/31/94	<u>\$ 11,008.20</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: September 19, 1994
 SUBJECT: Gift Fund Report for August, 1994

The following cash gifts to Placentia Library District were received in August, 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Girl Scout Troop 711	\$ 80.00
Ruth Cain	30.00
Kristin A. Ryan	50.00
Total of Adopt-a-Book Donations	\$ 220.00

Donations in memory of Robert A. Bartlett:


John Bartlett	\$ 50.00
Beth & Michael A. Bartlett	200.00
Walter & Marilyn Bartlett	250.00
Mary A. Faught	50.00
Erwind & Jean Hagen	25.00
Total Memorial Donations:	\$ 575.00

Donations to Placentia Library Literacy Services:

Placentia Rotary Club	\$1,000.00
Total Literacy Donations	\$1,000.00

**TOTAL DONATIONS
 FOR AUGUST** **\$1,795.00**

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: September 19, 1994
SUBJECT: BUILDING MAINTENANCE REPORT FOR AUGUST, 1994.

1. **Air Conditioning** - Regular Air Conditioning Maintenance for month.
2. **Computers** - Upgrades of larger disk size and memory capacity were made to computers in Library Director's office, Administrative Assistant's office, and Administration front office
3. **Doors** - Overhead partition on door to Meeting Room repaired.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: September 19, 1994
SUBJECT: PERSONNEL REPORT FOR AUGUST, 1994

RESIGNATIONS:

None

TERMINATIONS:

None

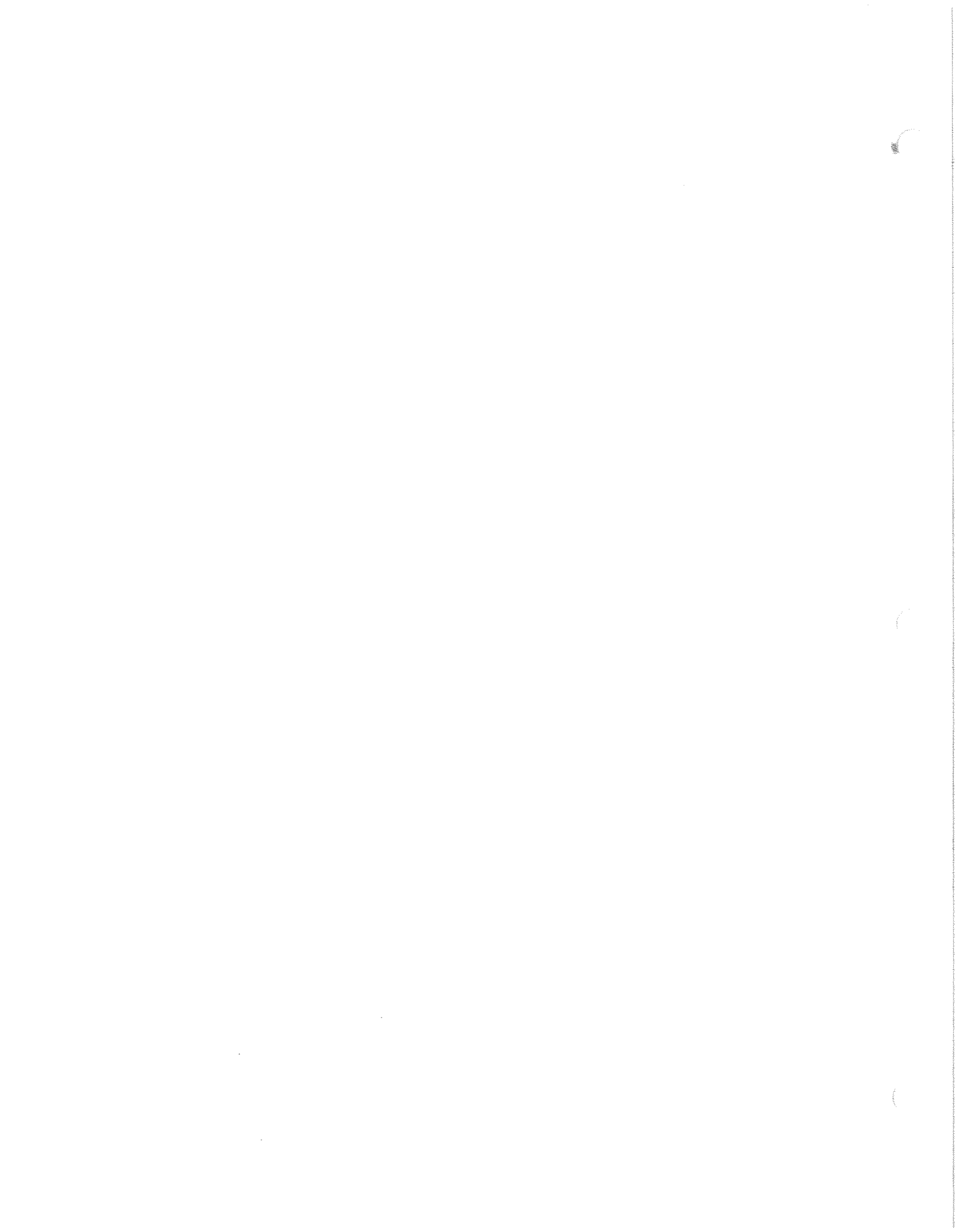
APPOINTMENTS:

Gloria Clark, provisional .225 FTE (9 hours) Clerk II, Volunteer Coordinator, effective August 22, 1994.

OPEN POSITIONS:

.475 FTE (19 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator *GC*
 DATE: September 19, 1994
 SUBJECT: Volunteer Report for the Month of August

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

FY Year Entered

REGULAR VOLUNTEERS	FY 94-95 August	FY 94 YTD
Bohlman, Mary	.00	6.50
Brown, Jill	.00	9.50
Cain, Karen	.00	24.00
Cervantez, George	1.75	1.75
Deputy, Paul	42.25	77.75
Farris, Jon	.00	3.00
Fitzgerald, Joan	30.25	51.00
Goldbaum, Mae	5.50	14.50
Grandparents & Books	3.00	6.00
Housewright, Linnea	4.00	8.00
Markl, Theresa	2.00	4.00
Nguyen, Dieu	36.00	36.00
Reesman, Colleen	3.00	5.00
Ryan, Kristin	.00	2.00
Schlichter, Allan	10.00	14.00
Shaw, Dixie	3.00	3.50
Shkoler, Al	8.00	21.00
Simmermacher, Margie	.00	4.75
Stark, Sandra	.00	2.75
S.T.E.P.	95.00	135.00
Summer Teens	79.00	79.00
Trainor, Joe	1.00	1.00
Westberg, Carl	13.00	25.75

TEMPORARY VOLUNTEERS

Bellwood, Kevin	92.75	114.75
Brown, Lizette	1.50	10.50
Hovey, Michael	100.00	186.50
Jones, Chris	52.50	85.50
Li, Ho Man	.00	16.00
O'Hara, Peggy	.00	35.00
Rea, Tim	.00	41.00
Roche, Gina	.00	5.50
Sanford, Matt	1.00	4.00
Seto, Cheryl	1.50	13.50
Summerfield, Becky	.00	13.25

LVA VOLUNTEERS

Literacy Volunteers	<u>488.50</u>
TOTAL	994.50

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	
	<u>1993</u>	<u>1994</u>	<u>1993</u>	<u>1994</u>
January	167.25	609.75	799.00	481.00
February	159.00	455.00	727.00	680.50
March	224.25	654.00	620.50	654.00
April	188.25	352.00	644.50	603.50
May	148.50	362.50	403.00	530.50
June	286.75	383.50	680.00	479.00
July	471.75	572.25	N/A	698.50
August	401.25	506.25	50	N/A
September	178.50		516.50	
October	472.75		531.50	
November	472.00		520.00	
December	385.75		361.00	

Placentia Library District
Circulation Report
September 19, 1994

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 AUG 94	FY93-94 AUG 93
1st Time Checkouts	36,969	48,600	-23.93%	16,433	22,180
Phone Renewals	2,317	3,420	-32.25%	1,102	1,952
In-Building Renewals	3,900	3,964	-1.61%	1,988	1,837
Total Renewals	6,217	7,384	-15.80%	3,090	3,789
TOTAL CHECKOUTS	43,186	55,984	-22.86%	19,523	25,969
On-Time Checkins	38,525	51,395	-25.04%	18,172	23,863
Late Checkins	5,980	7,984	-25.10%	3,053	3,991
TOTAL CHECKINS	44,505	59,379	-25.05%	21,225	27,854
Holds Placed	756	1,013	-25.37%	310	500
Holds Cancelled	163	158	3.16%	81	95
Holds Filled	743	821	-9.50%	307	380
Holds Expired	22	21	0.00%	7	15
Overdue Items	1,811	2,305	0.00%	941	1,154
Overdue Notices	840	1,059	0.00%	452	546
Billing Notices	1,229	944	0.00%	636	713
Patrons Registered	631	270	133.70%	286	314
Titles Added	N/A	1,833	-100.00%	23	1
Volumes Added	N/A	1,724	-100.00%	14	1,544
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	20,037	23,945	-16.32%	7,980	11,797
Juvenile Print	19,109	23,358	-18.19%	8,832	10,178
Total Print	39,146	47,303	-17.24%	16,812	21,975
Audio	2,119	3,198	-33.74%	1,006	1,636
Visual	4,336	5,478	-20.85%	2,265	2,356
Equipment	0	4	0.00%	0	1
Total Audio Visual	6,455	8,680	-25.63%	3,271	3,993
TOTAL CIRCULATION	45,601	55,983	-18.54%	20,083	25,968
Placentia Circulation	28,121	31,982	-12.07%	13,440	14,713
% Placentia Circulation	61.67%	57.13%	7.95%	66.92%	56.66%
Anaheim/Yorba Linda Circulation	8,230	12,854	-35.97%	3,933	5,994
% Anaheim/Yorba Linda Circulation	18.05%	22.96%	-21.40%	19.58%	23.08%
TYPES OF BORROWERS					
Adult	58,088	41,613	39.59%	16,687	19,962
Young Adult	401	313	28.12%	152	212
Juvenile	16,872	13,394	25.97%	4,808	5,509
New Borrower	882	608	45.07%	280	231
Non Resident	0	0	0.00%	0	0
Other	58	55	5.45%	11	55
TOTAL BORROWERS	76,301	55,983	36.29%	21,938	25,969
ATTENDANCE	N/A	N/A	N/A	N/A	N/A
Adult Reference - In Building	3,267	3,182	2.67%	1,803	1,578
Adult Reference - Telephone	633	1,079	-41.33%	402	566
Children's Reference - In Building	2,848	963	195.74%	2,848	473
Children's Reference - Telephone	0	0	0.00%	0	0
Total Adult Reference	3,900	4,261	-8.47%	2,205	2,144
Total Children's Reference	2,848	963	195.74%	2,848	473
Total In Building Reference	6,115	4,145	47.53%	4,651	2,051
Total Telephone Reference	633	1,079	-41.33%	402	566
TOTAL REFERENCE	6,748	5,224	29.17%	5,053	2,617

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: September 19, 1994
SUBJECT: Election process for Library Trustees in 1994

BACKGROUND:

In a letter dated September, 1994, the Orange County Elections Office reported to me that three candidates have filed for the three Library Trustees positions available on the November 8, 1994, General Election ballot. The letter is Attachment A.

The candidates are:

Full term: Sandra M. Stark (incumbent), 325 East Willamette Ave
Ray Evans (incumbent), 1003 Azalea Avenue

Unexpired Term: Robin J. Masters, 212 South Kraemer Blvd - #2710

According to the California Code these candidates will take the oath of office at NOON on December 2, 1994.

Mr. Masters been provided with an Agenda for the Board meeting on September 19, 1994.

Because these candidates will be appointed by the Orange County Board of Supervisors, and the names will not appear on the General Election ballot, the District will not have to expend the \$13,000 budgeted for election expenses.

RECOMMENDATION:

Receive and file.



R. A. SCOTT
Director, General Services Agency

REGISTRATION & ELECTIONS DIVISION

DONALD TANNEY
REGISTRAR OF VOTERS
1300 S. Grand Avenue
Santa Ana, CA 92705
(714) 567-7600
TDD (714) 567-7608

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

September 7, 1994

Elizabeth D. Minter
Director
Placentia Library District
411 East Chapman Avenue
Placentia, California 92670

Dear Ms. Minter:

At the close of the nomination period, August 17, 1994, there were an insufficient number of candidates for the Placentia Library District to hold an election.

The Registrar of Voters office will, therefore, pursuant to California Election Section 23520, notify the Orange County Board of Supervisors that an election will not be held in your district. A request will be submitted to the Board of Supervisors to appoint the following person(s) in lieu of election.

Full Term Saundra M. Stark
325 E. Willamette Ave
Placentia, CA 92670

Ray Evans
1003 Azalea Ave.
Placentia, CA 92670

Unexpired Term Robin J. Masters
212 S. Kraemer Blvd.-2710
Placentia, CA 92670

A copy of the Board of Supervisors' resolution appointing Directors to your Board will be forwarded to you.

Very truly yours,

Beverly Warner
Election Section Supervisor

BW

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep =C-1	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63				5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29				6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50			234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48					4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54				5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994								0.00
Sep 1994								0.00
Oct 1994								0.00
Nov 1994								0.00
Dec 1994								0.00
Jan 1995								0.00
Feb 1995								0.00
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
AVG		5,482.30	609.68	1,036.62	443.32			630.99

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	326.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994				0.00	0.00
Sep 1994				0.00	0.00
Oct 1994				0.00	0.00
Nov 1994				0.00	0.00
Dec 1994				0.00	0.00
Jan 1995				0.00	0.00
Feb 1995				0.00	0.00
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	1,660.80	360.00	52.44	2,073.24	1,036.62
AVG	1,660.80	360.00	52.44	2,073.24	1,036.62

DOLLARS BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	496.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,056.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994						0.00
Sep 1994						0.00
Oct 1994						0.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	248.88	306.72	48.24	0.00	1,056.96	1,660.80
AVG	248.88	306.72	48.24	0.00	1,056.96	1,660.80

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TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

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TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

=====

=====

TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

=====

=====

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994						0.00
Sep 1994						0.00
Oct 1994						0.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	8.00	12.00	2.00	0.00	48.00	70.00
AVG	8.00	12.00	2.00	0.00	48.00	70.00

=====

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *edm*

DATE: September 19, 1994

SUBJECT: Annual Report to the State Library of California for 1993-1994

BACKGROUND:

Attached is a copy of the Library's annual report for the State Library of California for 1993-1994.

Filing this report is required in order to remain eligible for State and Federal funds.

RECOMMENDATION:

Receive and file.

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 1994

Outlets Survey Due August 31, 1994 Mail to:	Library Development Services P. O. Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752	Placentia Dist. M692 CA0096.001
-------------------------------------------------------	------------------------------------------------------------------------------------------------------------	---------------------------------------

1. Outlet:	<i>Placentia Library</i>		
2. Director:	<i>Elizabeth D. Minter</i>		
3. Title:	<i>Library Director</i>		
4. Street Address:	5. Mail Address:		
<i>411 E. Chapman Ave.</i>			
6. City: <i>Placentia</i>	7. Mail City:		
8. County: <i>Orange County</i>	9. Zip: <i>92670-6198</i>		10. Mail Zip:
11. Public Phone: <i>(714) 528-1906</i>	Ext:	12. FAX Phone: <i>(714) 528-8236</i>	

13. This Facility is Owned by: (Check one)			
City _____	County _____	Special District <u> x </u>	Public School _____
Other Public Agency _____		Private Agency/Person/etc. _____	

14. Is this Facility in need of: (Y = Yes; N = No)	
Remodeling <u> yes </u> ?	compliance with ADA requirements
Expansion _____ ?	
Replacement _____ ?	

PLEASE DO NOT
FOLD OR STAPLE

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA PUBLIC LIBRARY REPORT 1994

REPORT YEAR equals Fiscal Year 1993-94 ending June 30, 1994	Library Development Services P.O. Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752	Due August 31, 1994 M692 DCR_BASE Placentia Dist Code: P Table: 5
----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

Type or Handwrite Changes on this page.

This page will NOT be OCR Scanned.

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	<i>Director</i>
3. Street Address. <i>411 E. Chapman Ave. Placentia CA 92670-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave. Placentia CA 92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. FAX Phone. <i>(714) 528-8236</i>	8. INTERNET ID.
9. TDD for Deaf.	10. Size Sq. Miles. <i>7.10</i>
11. House Dist. <i>39</i>	12. State Senate. <i>31</i>
13. Assembly. <i>64</i>	14. CLSA System. <i>Santiago</i>
15. Affiliations. <i>CLA, ALA, LVA, CSDA, CLC, ISDOC, OCLA, PLEASC</i>	
16. ILL Period: # Weeks. <i>3</i>	17. Photocopy free up to 10 pages? NO <input checked="" type="checkbox"/>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. \$ <i>0.15</i>	
19. Schedule of Main Library Service Hours. <i>M-W 9-9, Th 9-6, S 10-6, Sun 1-5. M-W 12-8, Th 10-6, S 10-6, Sun 1-5 (closed Friday)</i>	

I have reviewed the data entered and affirm this is a complete and correct annual report for my library to the California State Librarian, as required by the State Education Code.

Signature of Library Director. _____

E. D. Minter

Date. _____

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1992-93

Type Response for
1993/94 in box below.

POPULATION and OUTLETS

- 201. Pop. Children Age 0-5
- 202. Pop. 0-5 as Percent of Total Pop.
- 203. Pop. Children Age 6-14
- 204. Pop. 6-14 as Percent of Total Pop.
- 205. Registered Borrowers as of June 30.
- 206. Children Borrowers Age 0-14
- 207. Main Library.
(if open for public service)
- 208. Branches.
(at least 1400 sq.ft. 7000 vols)
- 209. Stations.
- 210. Bookmobiles. Vehicle count.
- 211. Other Outlets, Deposits.
- 212. Hours per week Main Library is open.

100.	692
201.	3,828
202.	8.42
203.	5,655
204.	12.44
205.	45,460
206.	
207.	1
208.	0
209.	0
210.	0
211.	0
212.	56.50

100.	692
201.	4,178
202.	8.42
203.	6,174
204.	12.44
205.	49,625
206.	
207.	1
208.	0
209.	0
210.	0
211.	0
212.	44

LIBRARY STAFF

- 251. Total count of persons employed.
full and part time. (PERSONS NOT FTE)
- 252. ALA Librarians. (Full Time Equivalent)
who have accredited ALA Masters.
- 253. FTE Total Librarians
(ALA or other.)
- 254. FTE Special Professionals
- 255. FTE Lib. Tech. Assistants.
- 256. FTE other.
- 257. FTE Volunteers,
Average per week

251.	34
252.	4.00
253.	6.00
254.	2.45
255.	4.57
256.	8.04
257.	3.18

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1992-93

Type Response for
1993/94 in box below.

INCOME

Report whole dollars only, omit cents.
Enter funds for operating expenses,
and for capital outlay.

- 301. Local Government:
taxes and allocations. (includes \$'s from 305. & 307.)
- 302. State funds:
CLSA and PLF.
- 303. Federal funds:
LSCA or other.
- 304. Other Income.
(includes \$'s detailed in 306, below.)
- 305. Special District Augmentation
funds for counties and districts.
- 306. Gifts, Fines, Fees
and local fund raising.
- 307. Contract Payments.
from another jurisdiction.
- 308. Capital Outlay.

100.	692	
301.	1,022,526	
302.	105,612	
303.	0	
304.	118,228	
305.	0	
306.	56,071	
307.	0	
308.		

100.	692	
301.	937,022	
302.	86,937	
303.	-0-	
304.	49,480	
305.	-0-	
306.	56,915	
307.	-0-	
308.	-0-	

Type or Handwrite nature of Contracts
in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1992-93

Type Rspnse for
1993/94 in box below.

STANDARD OPERATING EXPENDITURES
Local, State and Federal funds.

	100. 692	100. 692
401. Salaries.	401. 752,403	401. 554,886
402. Benefits. If paid by Library.	402. 153,924	402. 138,105
403. Print Materials.	403. 111,922	403. 26,442
404. Current Serial Subscriptions.	404. 36,390	404. 5,606
405. Microforms.	405. 3,500	405. 3,938
406. Audiovisual materials.	406. 4,985	406. 1,180
407. Other materials.	407. 0	407. -0-
408. All other Operating Expenditures.	408. 369,626	408. 375,182
409. Capital outlay. Include sites, buildings, vehicles, original equipment.	409. 13,120	409. -0-

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
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Response for
FY 1992-93

Type Response for
1993/94 in box below.

EXPENDITURES (Included on page 4)

- 501. Postage and Delivery.
- 502. Telephone and Other
Telecommunications.
- 503. Contracted Computer Services.
- 504. Online Database Searching.
- 505. Preservation.
- 506. Expenditure for Children's
Materials.
- 507. Adult Literacy Program.
- 508. Transfer to City/County divisions
for services: maint, accounting, etc.
- 509. Payments for Contract Service
to another jurisdiction.
- 510. Estimate of Services & Supplies
benefiting the library that were
paid for by other City/County
Division for report year.

100. 692

100. 692

501. 2,894
502. 10,543
503. 1,500
504. 0
505. 0
506. 30,000
507. 56,836
508. 12,373
509. 42,631
510. 0

501. 1,128
502. 9,478
503. 3,500
504. -0-
505. -0-
506. 6,619
507. 73,053
508. 10,487
509. 37,392
510. -0-

PUBLIC LIBRARY FUND

- 511. Amount of PLF funds included in
Total Operating Expenditure.
- 512. PLF expended for Library Materials.
- 513. PLF expended for Personnel.
- 514. Hours of service provided by
PLF-paid Personnel.
- 515. PLF expended on General Operating
budget.
- 516. PLF expended on Special Projects.
- 517. PLF difference from Allocation.

511. 14,636
512. 14,636
513. 0
514. 0.00
515. 0
516. 0
517. 0

511. 15,625
512. 15,625
513. -0-
514. -0-
515. -0-
516. -0-
517. -0-

Explain difference in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
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Response for
FY 1992-93

Type Response for
1993/94 in box below.

COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

- 601. Books Added Cataloged.
- 602. Books Adult/YA Added Cataloged.
- 603. Books Added Uncataloged.
- 604. Children's Books.
Added, Cataloged.
- 605. Children's Books.
Added, Uncataloged.
- 606. Books Total Held as of June 30.
- 607. Books Children Held as of June 30.
- 608. Books Adult/YA Held as of June 30.
- 609. Leased Books.
Inventory on hand.
- 610. Government Documents
in separate collections.
- 611. Microfilm (reels).
- 612. Microforms (not microfilm).
- 613. Children's Audio Materials
held as of June 30.
- 614. Total Audio Materials.
- 615. Films.
- 616. Children's Video Materials
held as of June 30.
- 617. Total Video Materials.
- 618. Number of Current Periodical
and Serial Subscriptions.
- 619. Book Titles Added (Cataloged)
- 620. CD-ROMS Data disks only,
not Audio/Video or public catalog.
- 621. Serial Volumes (OPTIONAL for 1993/94)
held as of June 30.

	100. 692		100. 692
	100. 692		100. 692
601.	5,980	601.	3,982
602.	4,152	602.	2,697
603.	2,276	603.	8,477
604.	1,828	604.	1,285
605.	387	605.	3,068
606.	143,746	606.	153,681
607.	38,725	607.	41,245
608.	96,765	608.	104,672
609.	0	609.	-0-
610.	88	610.	96
611.	1,199	611.	1,224
612.	4,820	612.	3,875
613.	0	613.	-0-
614.	8,889	614.	8,877
615.	0	615.	-0-
616.	217	616.	242
617.	1,753	617.	1,794
618.	244	618.	242
619.	5,357	619.	2,714
620.	1	620.	10
621.		621.	--

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Avoid other marks/comments on page.

Response for
FY 1992-93

Type Response for
1993/94 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692	
701.	0
702.	0
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	63
712.	2
751.	0
752.	0
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	732
762.	1,502

100. 692	
701.	
702.	
703.	
704.	
705.	
706.	
707.	
708.	
709.	
710.	
711.	26
712.	1
751.	
752.	
753.	
754.	
755.	
756.	
757.	
758.	
759.	
760.	
761.	736
762.	1,449

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

Print Materials ADDED in other languages. Specify in this space. Note, these will be maintained manually, not in statistics data base files.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

LIBRARY SERVICES, ANNUAL.

801. Total Public Service Hours.

802. Attendance in Library.

803. Reference Questions.
Omit Directional.

804. Online Database Searches.

805. Circulation of Children's Materials.

806. Circulation Non-English.

807. Circulation Non-Book.

808. Total Circulation.

809. Children's Circ as Percent of
Total Circulation.

810. In-Library use of Materials.

811. ILL loans to others.

812. ILL loans received.

813. Pre-School Programs. Number.

814. Pre-School Programs. Attendance.

815. School Age Programs. Number.

816. School Age Programs. Attendance.

817. Adult Programs. Number.

818. Adult Programs. Attendance.

819. Total Programs. Number.

820. Total Programs. Attendance.

Response for
FY 1992-93

Type Response for
1993/94 in box below.

	Response for FY 1992-93	Type Response for 1993/94 in box below.
100. 692		100. 692
801.	3,711	801. 2,208
802.	302,392	802. 387,439
803.	26,689	803. 36,561
804.	0	804. -0-
805.	131,701	805. 107,364
806.	11,725	806. 4,365
807.	44,663	807. 38,022
808.	335,011	808. 275,430
809.	39.30	809. 38.98
810.	67,002	810. 54,941
811.	3,803	811. 2,812
812.	3,638	812. 3,298
813.	99	813. 92
814.	2,201	814. 1,116
815.	491	815. 220
816.	12,017	816. 7,331
817.	96	817. 69
818.	1,070	818. 1,091
819.	686	819. 381
820.	15,288	820. 9,538

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Type Response for
FY 1993/94 in box below.

Special Report, 1993/94

FACILITIES PLANNING

****PLEASE FORWARD, WITH THIS ANNUAL REPORT FORM, A COPY OF YOUR****
**** MOST CURRENT FACILITIES MASTER PLAN. ****

Status of Jurisdiction-wide Library Facilities Master Plan

835. Year Plan was completed, or of most recent update of Plan.	835. 0
836. Plan not completed, but in-Progress (1 = Yes; 0 = Not Applicable).	836. 0
837. If in-Progress, Year in which completion is expected.	837. 0
838. No Plan yet developed, but plan to begin development soon. (1 = Yes; 0 = No)	838. 0
839. If answer to #838 is Yes, provide Year in which you hope to complete your plan.	839. 0
840. No Facilities Master Plan is Needed at this time for this library. (1 = Yes, no master plan is needed; otherwise, leave blank)	840. 1

Provide, below, a list of Major Library Construction Projects that are currently Needed, whether you have a master plan or not. (Indicate Square footage in response box at right-->)

Name of Project	New/Exp/Rmdl	
841.	841.	841.
842.	842.	842.
843.	843.	843.
844.	844.	844.
845.	845.	845.
846.	846.	846.
847.	847.	847.
848.	848.	848.
849.	849.	849.
850.	850.	850.

^^^Name of Project^^^

^^New/Exp/Rmdl^^

^^^Square Footage^^^

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1992-93

Type Response for
1993/94 in box below.

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

901. Director (monthly rate)	Begin
902. Director (monthly rate)	Final
903. Assistant Dir.	Begin
904. Assistant Dir.	Final
905. Chief Lib. Div.	Begin
906. Chief Lib. Div.	Final
907. Branch Libn.	Begin
908. Branch Libn.	Final
909. Librarian	Begin
910. Librarian	Final
911. Lib. Tech. Asst.	Begin
912. Lib. Tech. Asst.	Final
913. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin
914. Clerk Non-Pro. (Beginning)	Final
915. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin
916. Mgr. of Spec. Service. (non-MLS)	Final

100. 692
901. 5,644
902. 5,644
903. 4,286
904. 4,286
905. 3,648
906. 3,648
907.
908.
909. 2,287
910. 2,924
911. 1,933
912. 2,473
913. 1,439
914. 2,082
915. 2,662
916. 3,406

100. 692
901. 5,900
902. 5,900
903.
904.
905. 3,758
906. 4,807
907.
908.
909. 2,355
910. 3,012
911. 1,990
912. 2,547
913. 1,483
914. 1,896
915. 2,361
916. 2,911

NEW LIBRARY OUTLET 1993/94

Duplicate this form for each new Outlet

M692 Placentia Dist

Outlet :
Director :
Title :
Street :
city :
County : Orange County
State :
ZIP 5+4 :
Telephone :

Facility Owned by (Check one): City:____ County:____ Special Dist:____
Public School:____ Other Pub. Agency:____ Private Concern:____

DATA ELEMENT	LIBRARY RESPONSE
Population served By Outlet.	
Total Outlet Staff, in FTE.	
Hours Open Weekly.	
Hours Open Annually.	
Total Number of Volumes Held by Outlet.	
Total Annual Circulation by Outlet.	
Total Outlet Operating Expenditure.	
Year in which Outlet was Originally Built.	
Year in which Outlet was Remodeled.	
Size of Outlet, in square feet.	
Number of Reader Seats in Outlet.	
MSA (Metropolitan Statistical Area) Status.	
Type of Outlet (BR; ST; CE).	
Adequacy of Facility (Scale of 1 to 10).	

CALIFORNIA LIBRARY OUTLETS SURVEY 1994

M692

Placentia Dist.

Outlet Name: Placentia Library

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY.
WHERE THE DATA ON FILE IS CORRECT,
YOU MAY LEAVE THE UPDATE/
CORRECTIONS COLUMN BLANK.

- 285. Population Served By Outlet.
- 286. Total Outlet Staff, in FTE.
- 287. Hours Open, Weekly.
- 288. Hours Open, Annually.
- 289. Total Number of Volumes Held by Outlet.
- 290. Total Annual Circulation by Outlet.
- 291. Total Outlet Operating Expenditure.
- 292. Year in which Outlet was Originally Built.
- 293. Year in which Outlet was Remodeled.
- 294. Size of Outlet, in sq. ft.
- 295. Number of Reader Seats in Outlet.
- 296. MSA (Metropolitan Statistical Area) Status.
0 = Not in an MSA.
1 = Within city limits of the central
city of an MSA.
2 = In an MSA but not within
the central city limits.
(If status is unknown, contact your
planning department.)
- 297. Type of Outlet.
BR = Branch.
ST = Station.
CE = Central library.
- 298. Degree of Adequacy of this Facility.
(On a scale from 1 = Poor to 10 = Excellent)

	Data Currently On File	Update/Corrections For 1993/94
	100. 692	100. 692
	120. 0096.001	120. 0096.001
	285. 44,070	285.
	286. 22.50	286. 14.75
	287. 64	287. 44
	288. 3,199	288. 2,208
	289. 127,571	289. 153,681
	290. 350,000	290. 275,430
	291.	291. 1,105,339
	292. 1974	292.
	293.	293.
	294. 28,800	294.
	295. 175	295.
	296. 2	296.
	297. CE	297.
	298.	298.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: September 13, 1994
SUBJECT: **Application for Legal Resources Grant .**

The Legal Resource Centers Grant is a collaborative effort between the California State Library and the State Bar Association. The State Library invited Public libraries in California to apply for funds to establish Legal Resource Centers that will assist adult immigrants, through the creation of local coalitions of providers of legal, social and library services. Libraries applying for the grant will have to form partnerships with at least four agencies including the County Law Library, a local bar association, a legal aid organization, and a social services agency which focuses on the immigrant population.

Fifty successful applicants will receive \$2,000 to purchase legal materials that will help adult immigrants understand their legal rights and responsibilities. In addition to the grant funds, each of these sites will receive promotional materials valued at \$1,000.

Five partners supported our application and promised to help with developing the special collection, finding speakers and displaying promotional materials for workshops, being on advisory boards if needed, and in promoting the program to their clients when applicable.

Researching the grant and securing the coalitions allowed us to network and make contact with various local agencies that can support and help the library in serving the immigrant population as well as the rest of the Placentia community.

Successful libraries will be notified by the State Library sometime in September 1994.

California State Library
Library Services and Construction Act (LSCA)

Legal Resource Center Program 1994/5
a component of the Partnerships For Change Program

1. Application jurisdiction Placentia Library District
2. Library site Placentia Public Library 411 East Chapman Avenue, Placentia, CA 92670
3. District: Assembly 72 State Senate 33 House 39
4. Population of library service area 43,296

5 - Characteristics of Library Service Area:

The City of Placentia is a middle class residential community, and like the rest of Orange County it has been experiencing a steady growth in population along with a continuing change in its demographic diversity.

The ethnic make-up of Placentia's population is

White	65.2%
Hispanic	24.7%
Asian and Pacific Islander	7.9%
Black	1.7%
Eskimos and Aleut	.39%
Other	.11%

During the last decade, Placentia's total population has grown from 37,319 in 1984, to 43,296 in 1993. During the same period, the Hispanic population has grown from 7,121 (20.3%) to 10,174 (24.7%) a 4.4% change.

The Hispanic community in Placentia has its own ethnic diversity, whereas Spanish is the common language, Placentia Hispanics are made up of:

Mexicans	8,677
Puerto Ricans	120
Cubans	89
Other Hispanic	1,268

29.11% of the Spanish speaking population have limited English speaking ability.¹

The median income for the general population in Placentia is \$50,945.

The Hispanic population median income is \$38,100.

The unemployment rate in Placentia is 5.2%

The median age of the general population is 30 years and that of the Hispanic community is 24.4.

¹California Department of Finance demographic reports.

6 - Characteristics of Library Site:

Placentia Library is a one story 28,000 square foot building, that is pleasant, non-intimidating and very accessible. It is centrally located in the 7 square mile city, within the Placentia Civic Center complex. This year the Library celebrates seventy five years of dedicated service to Placentia and its neighboring communities of Brea, Fullerton, Yorba Linda and Anaheim.

In fiscal year 1993-1994 Placentia Library District lost 50.41% of its property tax as a result of the State Budget adopted in June 1993. The book budget was reduced from \$140,000 to \$34,000, hardly enough funds to support the continuing Reference subscriptions. The Friends of the Library launched a book adoption campaign that allowed for the purchase of materials that were highly in demand. Clearly no funds were available for special collections or foreign language materials.

Even though the 1994-1995 overall budget is \$1,097,993 which is a slight improvement over the 1993-1994 budget, the total materials budget for 1994-1995 is estimated at \$150,000, hardly adequate funds to repair the damage of the previous year, and continue to develop a well balanced collection to serve the community.

No funds were allocated this year for special or foreign language collections. This is what will make this grant a very welcome , and well-needed fund to be used for strengthening the existing 736 Spanish book collection.

Placentia Library is the only public library open on Sundays in North Orange County, it is open a total of 44 hours a week with a limited staff of 16.10 FTE, two of which are fluent in Spanish.

In addition to the Spanish books, The Library holds a Vietnamese book collection, and a modest Arabic book collection (the Library's foreign language specialty for the Santiago Library System)

The adult foreign language books are shelved in a special area, with signs pointing to their location. A sign in Spanish is placed over the Spanish book collection. The children's Spanish books and videos are shelved in the Children's Department

7 - Environment of Library Site: (Pictures enclosed)

Books purchased through this grant will be kept in the Foreign Language section, close to the Reference Department where patrons browsing the collection or needing it, can be easily spotted and helped.

In addition to the Families for Literacy, and the ESL tutoring programs, the Library has offered special programs in Spanish during National Library Week. Officers Corinne Loomis from the Placentia Police Department, and Jose Vargas from the Santa Ana Police Department, presented programs about consumer protection, drug abuse and crimes of fraud against Hispanics. Press releases were circulated to local Spanish newspapers, bi-lingual flyers were distributed, and transportation to and from the Library was made available. There are continuing efforts on the part of the Library to offer programs that will bring the Hispanic population into the Library and/or take those programs to them.

8 - Coalition Members

The following is the list of individuals and organizations that were perceived to be most beneficial to our program, either for referral and networking, or for building coalitions for future collaboration on workshops and seminars. The program's goals and objectives were explained, and appendices D and E were shared and discussed. Everyone was appreciative of the Library's attempt at developing a well needed program, and demonstrated willingness to cooperate when needed.

- American Civil Liberties Union.
- Anti Defamation League.
- Better Business Bureau.
- Carol Tennenbaum, Attorney-at-Law, Placentia City Attorney.
- Keith de Brucky, Attorney-at-Law, de Brucky Watson & Ktygier (local law firm)
- North Orange County Business and Professional Women's Organization.
- Placentia Community Network.
- Placentia Pride Council

The Placentia Pride Council is especially supportive of the program, and will work very closely with the Library to plan, promote and co-sponsor the seminars. This program fulfills one of the Council's goals which is promoting cultural awareness and helping the various community ethnic groups assimilate and function like the rest of the community.

The four partners were equally supportive and willing to help either in collection development, referrals, serving on an advisory committee, or provide speakers for workshops and seminars.

Mr. Ricardo Mojarro, Program Specialist of the Migrant Education program, with whom the Library's Families for Literacy co-ordinator works very closely, commented on the Program by saying " This Program will be a God send to us, we are as eager as you are to see it happen."

Dr. Rubin Smith, President of the Hispanic Bar Association, said that Mr. Richard Aguire, one of the Association's members, who is a Placentia resident, is negotiating a similar program with the Placentia Police Department. He added that if the Library receives the grant, the two agencies will stand a better chance at offering the adult immigrants in the community the services they need and deserve.

Placentia Library District is committed to this program, and with the cooperation of the Pride Council, it will strive to continue providing the service even after the Program is over, because the Library's materials and services are prioritized according to the needs of the Placentia community. It is our belief that the Legal Resource Center Program will provide the Placentia community with a well needed service.

9- Partnership Forms are Attached:

10 - Program Backup Information:

Suad Ammar, Principal Librarian, Julie Shook, Reference and Young Adults Librarian, Betty Escobosa, Director of Placentia Human Services Department, and Maryruth Storer, Director of the Orange County Law Library, will participate in selecting the materials and choosing the appropriate Spanish book dealers that provide suitable library materials at discount prices. Cataloging and technical processing will be done, like

Legal Resource Center Program 1994/5
Placentia Library District Application

all other Library materials, by Brodart Technical Services Inc. using the Dewey Decimal Classification System, and making the collection accessible through the Library's on-line catalog and automated circulation system, which Placentia shares with the Anaheim and Yorba Linda Public Libraries, this arrangement provides patrons with instant knowledge of holdings and materials' status at all three sites.

Reference services are available during all library hours, in person and by telephone, and whenever translation is needed a bilingual staff member is called for help.

The Reference Department is staffed with highly qualified professional librarians, their years of experience with the Library and its community range between five and twenty years.

The program will be advertized through the Library's connection with the Human Services Department, the Migrant Education Program, both Library Literacy programs, , and the rest of the community organizations. Posters, flyers, press releases, cable messages, the Placentia Quarterly which is the City's newsletter that reaches every resident in Placentia, and announcements at churches and in schools. These will be the vehicles that will carry the message to the target population. Most of the partners and coalition members have also agreed to refer their clients to the program.

The Library has been considering establishing a Community Law School program with the cooperation of the Placentia Pride Council. When the Legal Resource Center Program was offered by the State Library, applying for the grant seemed to be the most logical thing to do.

The grant application provided most of the information that was needed for networking and referral, and it would be very helpful to have the collection (provided by the grant) to support the planned workshops and seminars. A variety of law-related programs have been discussed with the Pride Council. The following is a list of suggested topics to be considered:

- Immigration laws and immigrants rights.
- Landlord-tenant rights.
- Constitutional rights.
- Consumer rights.
- Employment law.
- Discrimination.
- Youth and the law.
- Bankruptcy.
- Small claims court.

11 - Services and Programs Currently Provided:

1- Placentia Library Literacy Services (PLLS)

Aware of the community's needs, and dedicated to meeting them, Placentia Library was the first public library in Orange County to sponsor a Literacy Volunteers of America (LVA) chapter back in 1980. The program provides tutor training and support to volunteers who offered One-on-one tutoring to non-English speaking students.

In addition, the Placentia Library Literacy Services (PLLS) provides one-on-one tutoring in English as a Second Language (ESL) to non-English speaking members of the community, the

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majority of which are Hispanics. The tutoring sessions frequently lend themselves to more than reading and conversation periods, legal questions are often asked of the tutors who are perceived by the students as the authorities in all fields. the tutors wisely refer these questions to the Reference librarians.

2- Families For Literacy (FFL)

The Families For Literacy (FFL) program, which was first funded in the fall of 1991, is another Library administered program that offers help to families with children under school age. 96% of these families are of Hispanic origin. The FFL staff work very closely with the Head Start program, the PLLS program, and with the Placentia-Yorba Linda Unified School District Immigrant Education Program.

Parents are tutored in small groups, with a focus on family and parenting issues, and developing literacy skills. They are trained to help their children with homework, select books for the family to read together. One of the three weekly programs takes place in the Library, where parents are shown how to use the library as a resource center and come to the staff for help. They are encouraged to feel very much at home in an environment that has so far been alien and intimidating to most of them.

3- Placentia Pride Council

In February of 1993, the Library applied for, and was awarded a grant from the California Council for the Humanities to establish a community group that will engage in reading discussion sessions about communities, Utopia, cultural diversity, multi-culturalism, and the American dream. The "Placentia Pride council" is the product of this grant. The Council is a group of Placentia residents, community leaders, representatives of minority groups, and community clubs and organizations that serves as think tank and discussion group, for promoting awareness of the responsibilities and opportunities of community in Placentia, and for proposing projects that promote pride in community.

- 4 - The Library is an active member of the "Placentia Community Network". which is a communication group open to all agencies, groups and organizations serving Placentia. Agency representatives are able to share and disseminate information about their groups' needs and activities. This communication allows involved agencies to better serve their members, their clients and maximize the resources available within the community.

6- Heritage Days Parade.

Placentia celebrates its heritage during the second weekend of every October. Library Board members, administrators and staff, take part annually with the Heritage Days Parade and all the activities that bring the community together.

- 7- The Library is an active member of the Placentia Chamber of Commerce, Literacy and Reference staff attend the Chamber functions. In return, Chamber members are always willing to support and sponsor Library functions and programs.

The Placentia Library is an integral part of the community, the whole community, and most importantly, it is seen by the Community as such.

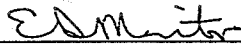
Legal Resource Center Program 1994/5
Placentia Library District Application

12. Library representative who will attend October workshop.

Name Suad S. Ammar
 Title Principal Librarian
 Library Placentia Library District
 Mailing Address 411 East Chapman Avenue
 City Placentia Zip 92670
 Phone (714) 528-1925
 Fax (714) 528-8236

13. On behalf of (Library Jurisdiction) Placentia Library District
 (must be the signature of the library director of the library jurisdiction)
 for the (library) Placentia Public Library

I agree to the conditions of this program.

Signed 
 Title Library Director
 Library Placentia Library District
 Mailing Address 411 East Chapman Avenue
 City Placentia Zip 92670
 Phone(714) 528-1925
 Fax (714) 528-8236

Send one original and six copies of this application form
 (Fax copies are NOT acceptable)
 by 2:00 p.m. on August 19, 1994 to:

Gail McGovern
 Legal Resource Centers
 California State Library
 P.O.Box 942837
 Sacramento, CA 94237-0001

California State Library
Library Services and Construction Act (LSCA)

Legal Resource Center Program 1994/95
a component of the Partnerships For Change Program

Appendix B: Partnership Form

Photocopy this form to submit a separate form for each coalition partner. A minimum of four must be submitted for: representatives from the county law library, a local bar association, a legal aid organization and a social services agency which focuses on immigrant populations.

I, MARYRUTH STORER as a representative of ORANGE COUNTY LAW LIBRARY have read the announcement about the Legal Resource Center Program sent from the California State Librarian, the Legal Resource Center Survey Summary, and the article entitled "~~Building Coalitions~~" by ~~Dr. Arthur Cross-Schaefer~~. I have completed the Legal Needs Assessment Survey, and understand the goals of the program.

Name: MARYRUTH STORER
Agency: ORANGE COUNTY LAW LIBRARY
Title: DIRECTOR
Address: 515 N. FLOWER STREET
Santa Ana, CA 92703
Telephone: 714-834-3397
Fax: 714-834-4375

The ways in which my organization will collaborate with the Placentia Library are:

1. review LRC collection
2. refer patrons to LRC
3. distribute flyers re LRC

The specific resources my organization will contribute to this program are: (e.g. volunteer attorneys, supplemental legal texts, etc.)

1. reference librarian time in answering reference questions
2. librarian time in reviewing LRC collection
- 3.

Appendix C

Legal Needs Assessment Survey Form

This format **MUST** be used by all applicants to survey agencies which provide legal and/or other assistance to new populations, e.g. Catholic Charities, Central American Refugee Center, Asian/Pacific American Legal Center, Cuban-American Bar Association. It is acceptable to retype this form on a computer.

TO: MARYRUTH STORER, ORANGE COUNTY LAW LIBRARY

FROM:

DATE:

SUBJECT: Legal Needs Assessment Survey

Your input is needed to help Placentia Library establish a legal resource-center. The center will provide information, resources and seminars about the basic legal rights and responsibilities of California residents, especially recent immigrants.

Please take a few minutes to share your opinions and experience about the information that legal resource centers should offer, appropriate legal reference materials, and effective methods of outreach to immigrants with legal information needs.

The deadline for your response is July 13, 1994.

If you have questions regarding the survey, call Suad Ammar at (714) 528-1906.

Based on your experience:

1. What are your ^{patrons} clients' three most pressing legal needs?
Information on state and federal laws in areas affecting them individually
2. How might a public library help meet those needs?
provide information on major legal areas, e.g., family law, immigration, etc.
3. What kinds of legal information and resources should a public library offer?
seminars, print material, videos
4. How could a legal resource center at the public library help your ^{patrons} clients or community?
by providing information and assisting patrons in using that information
5. What language issues affect the delivery of legal information to people with limited English speaking ability?
complex legal issues can be difficult to convey
6. What methods should a library use to build awareness about legal resource centers and their services?
newspaper articles, public service announcements, distributing flyers and brochures

7. How do your ^{patrons} clients perceive public libraries?
as a place to locate information

8. Where do your ^{patrons} clients go for basic, consumer-oriented information about the law?
public libraries, county law library

9. What additional resources can you suggest for our legal resource center?

a. Other referrals (community representatives, professionals or agencies)

b. Sources of free legal materials and information. *Small Claims Advisor at Municipal Court*

c. Sources of self-help materials.

10. Would you be willing to act as (check all that apply):

an advisor to review materials and give input

a member of a legal resource network

a speaker or resource person

11. Is there another person you recommend we survey?

Name:

Agency:

Title:

Address:

Telephone:

Fax:

12. Information about the person who filled out this form:

Name: *MARYRUTH STORER*

Agency: *ORANGE COUNTY LAW LIBRARY*

Title: *DIRECTOR*

Address: *515 N. FLOWER*

Santa Ana, CA 92703

Telephone: *714-834-3397*

Fax: *714-834-4375*

Thank you for your time and interest.

Return this survey no later than July 13, 1994

to: Suad Ammar
Placentia Library Dist
411 E. Chapman Ave.
Placentia, CA 92670

California State Library
Library Services and Construction Act (LSCA)

Legal Resource Center Program 1994/95
a component of the Partnerships For Change Program

Appendix B: Partnership Form

Photocopy this form to submit a separate form for each coalition partner. A minimum of four must be submitted for: representatives from the county law library, a local bar association, a legal aid organization and a social services agency which focuses on immigrant populations.

I, Betty Escobosa as a representative of Placentia Human Services, have read the announcement about the Legal Resource Center Program sent from the California State Librarian, the Legal Resource Center Survey Summary, and the article entitled "Building Coalitions" by Dr. Arthur Gross Schaefer. I have completed the Legal Needs Assessment Survey, and understand the goals of the program.

Name: Betty Escobosa
Agency: Placentia Human Services
Title: Director
Address: 401 E. Chapman Ave., Placentia, CA 92670

Telephone: (714) 630-3871
Fax: 961-0283

The ways in which my organization will collaborate with the Placentia Library Library are:

1. We can pass on information to those come into our office for assistance with legal information, e. g. a resource center.
2. Attend informational meetings sponsored by the Library, (time permitting)
3. Try to facilitate meeting places if needed.

The specific resources my organization will contribute to this program are: (e.g. volunteer attorneys, supplemental legal texts, etc.)

- 1.
- 2.
- 3.

Appendix C

Legal Needs Assessment Survey Form

This format MUST be used by all applicants to survey agencies which provide legal and/or other assistance to new populations, e.g. Catholic Charities, Central American Refugee Center, Asian/Pacific American Legal Center, Cuban-American Bar Association. It is acceptable to retype this form on a computer.

TO: Betty Escobosa, Director
FROM: Suad Ammar
DATE: June 8, 1994
SUBJECT: Legal Needs Assessment Survey

Your input is needed to help Placentia Library establish a legal resource-center. The center will provide information, resources and seminars about the basic legal rights and responsibilities of California residents, especially recent immigrants.

Please take a few minutes to share your opinions and experience about the information that legal resource centers should offer, appropriate legal reference materials, and effective methods of outreach to immigrants with legal information needs.

The deadline for your response is July 13, 1994.

If you have questions regarding the survey, call Suad Ammar at (714) 528-1906.

Based on your experience:

1. What are your clients' three most pressing legal needs?
Landlord/Tenant ; Immigration; Labor relations (recourse re:nonpayment of wages other than Labor Commission)
2. How might a public library help meet those needs?
It would help the agencies helping individuals with the above problems if there were updated info. on Landlord tenant problems, current Immigration requirements.
3. What kinds of legal information and resources should a public library offer?
Legal dictionaries in languages other than English.
4. How could a legal resource center at the public library help your clients or community?
Possibly people would know how they can best comply and work with the law.
5. What language issues affect the delivery of legal information to people with limited English speaking ability? There are terms in other languages that may not have an english equivalent.
6. What methods should a library use to build awareness about legal resource centers and their services? Make the information available to service providers.

7. How do your clients perceive public libraries?
There are some among our clients who don't visit the library because of the language barrier, transportation especially at night, or because they don't read sufficiently well.
8. Where do your clients go for basic, consumer-oriented information about the law?
Placentia Human Services. The office makes it a point to make referrals to the Legal Aid Society and looks for any other providers that can help with particular problems.
9. What additional resources can you suggest for our legal resource center?
- a. Other referrals (community representatives, professionals or agencies)
 - b. Sources of free legal materials and information.
 - c. Sources of self-help materials.
10. Would you be willing to act as (check all that apply):
- an advisor to review materials and give input
 - a member of a legal resource network
 - a speaker or resource person

11. Is there another person you recommend we survey?

Name:
Agency:
Title:
Address:

Telephone:
Fax:

12. Information about the person who filled out this form:

Name: Betty Escobosa
Agency: City Of Placentia Human Services
Title: Director
Address: 401 E. Chapman Ave., Placentia, CA 92670
Telephone: (714) 630-3871
Fax: (714) 961-0283

Thank you for your time and interest.

Return this survey no later than July 13, 1994

to: Suad Ammar
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

California State Library
Library Services and Construction Act (LSCA)

Legal Resource Center Program 1994/95
a component of the Partnerships for Change Program

Appendix B: Partnership Form

I, Ruben A. Smith as a representative of the Hispanic Bar Association have read the announcement about the Legal Resource Center Program sent from the California State Librarian, the Legal Resource Center Survey Summary, and the article entitled "Building Coalitions" by Dr. Arthur Gross Schaefer. I have completed the Legal Needs Assessment Survey, and understand the goals of the program.

Name: Ruben A. Smith
Agency: Hispanic Bar Association of Orange County
Title: President
Address: 4695 MacArthur Court
Suite 800
Newport Beach, California 92660
Telephone: (714) 955-1433
Fax: (714) 955-1704

The ways in which my organization will collaborate with the Placentia Library are:

1. Recruit volunteer Spanish speaking attorneys to hold question and answer sessions at the library.
2. Recruit Spanish speaking attorneys to provide pro bono legal services
3. Provide Spanish speaking attorney referral service to those who request assistance.

The specific resources my organization will contribute to this program are: (e.g. volunteer attorneys, supplemental legal texts, etc.)

1. Recruit volunteer Spanish speaking attorneys to assist with the program.
2. Develop and implement educational seminars and materials.
3. Help promote the Legal Resource Center Program in the legal community.

Appendix C

Legal Needs Assessment Survey Form

This format MUST be used by all applicants to survey agencies which provide legal and/or other assistance to new populations, e.g. Catholic Charities, Central American Refugee Center, Asian/Pacific American Legal Center, Cuban-American Bar Association. It is acceptable to retype this form on a computer.

TO: Ruben A. Smith, President, Hispanic Bar Association
FROM: Suad Ammar, Principal Librarian
DATE: August 15, 1994
SUBJECT: Legal Needs Assessment Survey

Your input is needed to help the Placentia Library establish a legal resource center. The center will provide information, resources and seminars about the basic legal rights and responsibilities of California residents, especially recent immigrants.

Please take a few minutes to share your opinions and experience about the information that legal resource centers should offer, appropriate legal reference materials, and effective methods of outreach to immigrants with legal information needs.

The deadline for your response is _____.

If you have questions regarding the survey, call _____.

Based on your experience:

1. What are your clients' three most pressing legal needs?

Obtaining information that is easy to read and understand; in the areas of (i) Employment law, (ii) Landlord/Tenant issues and Immigration and Citizenship information.

2. How might a public library help meet those needs?

(i) provide bilingual materials in the areas most requested by the public, (ii) provide a legal services referral system, and (iii) conduct seminars or question and answer meetings on regular basis on different areas of the law.

3. What kinds of legal resource center at the public library help your clients or community?

(i) provide easy to read information in both Spanish and English in the areas of (1) employment rights, (2) immigration laws, and (3) Landlord/Tenant laws.

4. How could a legal resource center at the public library help your clients or community?

Provide written materials and programs on legal systems different areas of the law and referral service.

5. What language issues affect the delivery of legal information to people with limited English speaking ability?

Some persons cannot read very well, therefore, emphasis should be given to live programs and video programs in the languages of the clients.

6. What methods should a library use to build awareness about legal resource centers and their services?

Provide programs in conjunction with local schools, churches and other community groups.

7. How do your clients perceive public libraries?

Some don't or can't read English or can't read at all. Therefore, more live and video programs are needed to change stereotype that libraries only provide books.

8. Where do your clients go for basic, consumer-oriented information about the law?

Friends, community organizations and police departments.

9. What additional resources can you suggest for our legal resource center?

Create partnership with schools, chambers and other community groups and provide more audio and video resources.

- a. Other referrals (community representatives, professionals or agencies).

local police department, schools and chambers.

- b. Sources of free legal materials and information.

Orange County Bar Association, California State Bar and American Bar Association.

- c. Sources of self-help materials.

County law library.

10. Would you be willing to act as (check all that apply):

- an advisor to review materials and give input
- a member of a legal resource network
- a speaker or resource person

11. Is there another person you recommend we survey?

Name: Arturo Nakazato, Esq.
Agency: Kircher & Nakazato
Title: Partner
Address: 23 Corporate Plaza
Suite 148
Newport Beach, California 92660

Telephone: (714) 720-9753
Fax: (714) 720-8752

12. Information about the person who filled out this form:

Name: Ruben A. Smith
Agency: Hispanic Bar Association of Orange County
Title: President
Address: 4695 MacArthur Court
Suite 800
Newport Beach, California 92660
Telephone: (714) 955-1433
Fax: (714) 955-1704

California State Library
Library Services and Construction Act (LSCA)

Legal Resource Center Program 1994/95
a component of the Partnerships For Change Program

Appendix B: Partnership Form

Photocopy this form to submit a separate form for each coalition partner. A minimum of four must be submitted for: representatives from the county law library, a local bar association, a legal aid organization and a social services agency which focuses on immigrant populations.

I, Ricardo Mojarro as a representative of Migrant Education, have read the announcement about the Legal Resource Center Program sent from the California State Librarian, the Legal Resource Center Survey Summary, and the article entitled "Building Coalitions" by Dr. Arthur Gross Schaefer. I have completed the Legal Needs Assessment Survey, and understand the goals of the program.

Name: Ricardo Mojarro
Agency: Migrant Education
Title: Program Specialist
Address: 645 N. Angelina Dr. Placentia, CA 92670

Telephone: (714) 579 1389
Fax: (714) 579 7806

The ways in which my organization will collaborate with the Placentia Library are:

1. Distribute flyers, cosponsor educational activities and participate as instructors in educational activities.
2. Invite LRC representatives as speakers.
3. Help LRC connect with other community groups.

The specific resources my organization will contribute to this program are: (e.g. volunteer attorneys, supplemental legal texts, etc.)

1. Volunteer personnel to assist in distribution of written materials.
2. Provide a large audience that will use materials and information provided by LRC.
3. Help promote and cosponsor educational activities.

Appendix C

Legal Needs Assessment Survey Form

This format MUST be used by all applicants to survey agencies which provide legal and/or other assistance to new populations, e.g. Catholic Charities, Central American Refugee Center, Asian/Pacific American Legal Center, Cuban-American Bar Association. It is acceptable to retype this form on a computer.

TO: Mr. Ricardo Mojarro
FROM: Suad Ammar
DATE: June 8, 1994
SUBJECT: Legal Needs Assessment Survey

Your input is needed to help Placentia Library establish a legal resource center. The center will provide information, resources and seminars about the basic legal rights and responsibilities of California residents, especially recent immigrants.

Please take a few minutes to share your opinions and experience about the information that legal resource centers should offer, appropriate legal reference materials, and effective methods of outreach to immigrants with legal information needs.

The deadline for your response is July 13, 1994.

If you have questions regarding the survey, call Suad Ammar at (714) 528-1906

Based on your experience:

1. What are your clients' three most pressing legal needs?
Legal rights for immigrants, procedures for immigration, and community resources.
2. How might a public library help meet those needs?
Provide current information and referrals.
3. What kinds of legal information and resources should a public library offer?
Literature in primary language.
4. How could a legal resource center at the public library help your clients or community?
Provide current and pertinent information.
5. What language issues affect the delivery of legal information to people with limited English speaking ability?
SPANISH written materials are a "MUST".
6. What methods should a library use to build awareness about legal resource centers and their services?
Provide flyers at community centers, schools, social service offices, and local merchants. Provide lectures and information meetings.

7. How do your clients perceive public libraries?
Resources are extremely limited.
8. Where do your clients go for basic, consumer-oriented information about the law?
Community agencies and public schools.
9. What additional resources can you suggest for our legal resource center?
- a. Other referrals (community representatives, professionals or agencies)
 - b. Sources of free legal materials and information.
 - c. Sources of self-help materials.
10. Would you be willing to act as (check all that apply):
- an advisor to review materials and give input
 - a member of a legal resource network
 - a speaker or resource person

11. Is there another person you recommend we survey?

Name:
Agency:
Title:
Address:

Telephone:
Fax:

12. Information about the person who filled out this form:

Name:
Agency:
Title:
Address:

Telephone:
Fax:

Thank you for your time and interest.

Return this survey no later than July 13, 1994 to: Suad Ammar
Placentia Library
District
411 E. Chapman Ave.
Placentia, CA 92670
page 2

California State Library
Library Services and Construction Act (LSCA)

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Appendix B: Partnership Form

Photocopy this form to submit a separate form for each coalition partner. A minimum of four must be submitted for: representatives from the county law library, a local bar association, a legal aid organization and a social services agency which focuses on immigrant populations.

I, Kim Craft as a representative of Western State University College of Law have read the announcement about the Legal Resource Center Program sent from the California State Librarian, the Legal Resource Center Survey Summary, and the article entitled "Building Coalitions" by Dr. Arthur Gross Schaefer. I have completed the Legal Needs Assessment Survey, and understand the goals of the program.

Name: Kim Craft
Agency: Western State University College of Law
Title: Public Relations Consultant
Address: 16485 Laguna Canyon Road, Irvine, CA 92718

Telephone: (714) 459-9146
Fax: (714) 459-1422

The ways in which my organization will collaborate with the Placentia Library are:

1. Provide professors to instruct a seminar or two
2. Assist with legal advice if necessary
3. Provide handouts for some seminars (when possible)

The specific resources my organization will contribute to this program are: (e.g. volunteer attorneys, supplemental legal texts, etc.)

1. volunteer professors
- 2.
- 3.

Appendix C

Legal Needs Assessment Survey Form

This format MUST be used by all applicants to survey agencies which provide legal and/or other assistance to new populations, e.g. Catholic Charities, Central American Refugee Center, Asian/Pacific American Legal Center, Cuban-American Bar Association. It is acceptable to retype this form on a computer.

TO:
FROM:
DATE:
SUBJECT: Legal Needs Assessment Survey

Your input is needed to help Placentia Library establish a legal resource center. The center will provide information, resources and seminars about the basic legal rights and responsibilities of California residents, especially recent immigrants.

Please take a few minutes to share your opinions and experience about the information that legal resource centers should offer, appropriate legal reference materials, and effective methods of outreach to immigrants with legal information needs.

The deadline for your response is July 13, 1994.

If you have questions regarding the survey, call Suad Ammar at (714) 528-1906

Based on your experience:

1. What are your clients' three most pressing legal needs? (In relation to our Legal Clinic Family Law issues, Divorce, Guardianship, Adoption Wills)
2. How might a public library help meet those needs?
By providing informational seminars
3. What kinds of legal information and resources should a public library offer?
General legal info. suggestions where to go for follow-up info.
4. How could a legal resource center at the public library help your clients or community?
By providing knowledgeable speakers & literature
5. What language issues affect the delivery of legal information to people with limited English speaking ability?
?
6. What methods should a library use to build awareness about legal resource centers and their services?
Sending out news releases about event, calendar announcements, PSA's, flyers, etc.

7. How do your clients perceive public libraries?

?

8. Where do your clients go for basic, consumer-oriented information about the law?

Legal Clinics. Legal Service Org.

9. What additional resources can you suggest for our legal resource center?

a. Other referrals (community representatives, professionals or agencies)

b. Sources of free legal materials and information.

c. Sources of self-help materials.

10. Would you be willing to act as (check all that apply):

an advisor to review materials and give input

a member of a legal resource network

a speaker or resource person (not me, but a professor from our school)

11. Is there another person you recommend we survey?

Name:

Agency:

Title: No

Address:

Telephone:

Fax:

12. Information about the person who filled out this form:

Name:

Agency:

Title: same as on other document

Address:

Telephone:

Fax:

Thank you for your time and interest.

Return this survey no later than July 13, 1994 to: Suad Ammar
Placentia Library Distr
411 E. Chapman Ave.
Placentia, CA 92670

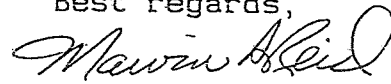
Placentia Pride Council

Placentia, Ca 92670

The Placentia Pride Council is proud to work with the Placentia Library establishing a Legal Resource Center and in putting on a series of legal seminars for the residents of Placentia. Placentia has always had a fairly large Mexican-American population (24%) and we have had a growth in Chinese and Viet Namesse speaking residents. The series is intended to help make residents aware of their legal rights and to educate them on the legal resources available in the community. Most of the seminars will be conducted in the Placentia Library, but some, such as on Immigration Law and Family Law, will be in Spanish and will be in the community center in the barrio area. We plan to have a series of twelve seminars over a one year period.


We feel the Legal Resource Center is a critical need for Placentia, and strongly urge your support in awarding the Grant for the program.

Best regards,



Marvin A. Reid
Chairman

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: September 19, 1994

SUBJECT: Certification to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995

BACKGROUND:

Attached is a copy of the District's Certification to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995.

Filing this certification is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

RECOMMENDATION:

Receive and file.

Statement Of Intent, CLSA Matching Funds For Literacy

Fiscal Year 1994-95

CALIFORNIA LIBRARY LITERACY SERVICE

Please use this form to indicate your intent to request or not to seek continued California Library Services Act (CLSA) literacy funding for the 1994-95 fiscal year by completing and signing one of the following options. Return this form in **ORIGINAL plus TWO COPIES** postmarked by **September 30, 1994**, to:

California State Library
Fiscal Office, Literacy
PO Box 942837
Sacramento CA 94237-0001

If you intend to request funds for this fiscal year, please use this check list to assure that you have included the necessary additional completed forms:

- Funding Certification Worksheet (CLSA-67)
 Certification of Eligibility and Funding (CLSA-68)

I intend to request State funds available under the provisions of Section 18733.2 (b) (6) of the Education Code for the 1994-95 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.



Library Director Signature

September 14, 1994

Date

Elizabeth D. Minter

Library Director Printed Name

Placentia Library District

Library Name

--OR--

My library will not apply for CLSA literacy funds for the 1994-95 fiscal year.

Library Director Signature

Date

Library Director Printed Name

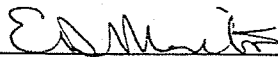
Library Name

Certification of Eligibility and Funding

Fiscal Year 1994-95

CALIFORNIA LIBRARY LITERACY SERVICE

I certify that the public library of which I am director intends to carry out the purposes of the California Library Literacy Services Act (Section 18733 of the Education Code) in Fiscal Year 1994-95.


Library Director Signature

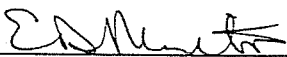
Placentia Library District
Library Name

Elizabeth D. Minter
Library Director Name (printed)

September 14, 1994
Date

I certify that the public library of which I am an authorized fiscal representative has budgeted the following funds (total, from private and public sources) available to carry out the purposes of the California Library Literacy Services Act (Section 18733 of the Education Code) in Fiscal Year 1994-95. (Note: This amount should be the same as the "Grand total", bottom line of CLSA-67, "Worksheet".)

\$ 45,627.
Amount


Authorized Signature, Fiscal Rep.

September 14, 1994
Date

Library Director
Title

Elizabeth D. Minter
Name (printed)

Funding Certification Worksheet

Fiscal Year 1994-95

Agenda Item 26

Attachment A

Page 3

CALIFORNIA LIBRARY LITERACY SERVICE

List below eligible private and public funds budgeted for the purposes of the California Library Literacy Service in Fiscal Year 1994-95 (attach additional pages if necessary):

Note: be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Service Act (eg., portions of LSCA and other grants to be used for ESL, in-school-youth, etc.) and funds that will not be expended during this fiscal year (eg., portions of LSCA and other funds on a different fiscal year to be used after June 30, 1995.) In-kind contributions (eg., payments to VISTA Volunteers by ACTION) cannot be used for matching.

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	
	<u>Private</u> \$	<u>Public</u> \$
Placentia Library District General Fund		\$ 41,127
Placentia Library Literacy Services Fund		1,000
California Department of Education Grant		3,500

Total _____ \$ 45,627

Grand total (sum of Private and Public) \$ 45,627

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 19, 1994
SUBJECT: **Fiscal Year 1993-1994 Audit of Financial Transactions**

BACKGROUND:

Anderson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1993-1994 and have distributed copies to each Trustee through the mail.

RECOMMENDATION:

Receive and file.



PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 1994

PLACENTIA LIBRARY DISTRICT

CONTENTS

	<u>Page</u>
Independent Auditor's Report	1
Combined Balance Sheet, All Fund Types And Account Groups	2
Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
Notes To Financial Statements	4

Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 1994, and the related statement of revenue, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards and the State Controller's minimum audit requirement for California Special Districts. Those standards require that we plan and perform the government audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 1994, and the revenue and expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
August 19, 1994

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 1994

<u>Assets</u>	Government	<u>Account Groups</u>		Total
	<u>Fund</u> <u>General</u>	<u>Fixed Assets</u>	<u>Long-Term Debt</u>	(Memorandum Only)
Current assets:				
Cash	\$ 882,080			\$ 882,080
Taxes receivable	44,401			44,401
Accrued interest receivable	15,258			15,258
Prepaid expenses	20,132			20,132
Investments	<u>121,655</u>			<u>121,655</u>
Total current assets	1,083,526			1,083,526
Amount to be provided for retirement of general long-term debt			\$ 605,000	605,000
Property, plant and equipment		<u>\$1,906,301</u>		<u>1,906,301</u>
Total assets	<u>\$1,083,526</u>	<u>\$1,906,301</u>	<u>\$ 605,000</u>	<u>\$3,594,827</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 10,951			\$ 10,951
Wages and taxes payable	9,591			9,591
Accrued interest	8,546			8,546
Accrued sickleave and vacation	<u>60,828</u>			<u>60,828</u>
Total current liabilities	89,916			89,916
Long-term lease payable			<u>\$ 605,000</u>	<u>605,000</u>
Total liabilities	<u>89,916</u>		<u>605,000</u>	<u>694,916</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	20,132			20,132
Unreserved:				
Designated	310,662			310,662
Undesignated	662,816			662,816
Investment in general fixed assets		<u>\$1,906,301</u>		<u>1,906,301</u>
Total fund equity	<u>993,610</u>	<u>1,906,301</u>		<u>2,899,911</u>
Total liabilities and fund equity	<u>\$1,083,526</u>	<u>\$1,906,301</u>	<u>\$ 605,000</u>	<u>\$3,594,827</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 1994

	General Fund		Variance Favorable (Unfavorable)	Plant Funds
	Budget	Actual		
Revenues:				
Property taxes, current year	\$ 770,471	\$ 707,976	\$ (62,495)	
Property taxes, prior year	69,166	95,307	26,141	
Homeowners property tax relief	13,733	13,993	260	
Other state funds	85,000	86,938	1,938	
Interest income	30,925	73,331	42,406	
Other county revenue	100,000	40,390	(59,610)	
Other revenue	-	23,563	23,563	
Total revenues	1,069,295	1,041,498	(27,797)	
Expenditures:				
Salaries and employee benefits	709,291	672,982	36,309	
Insurance	16,000	16,647	(647)	
Maintenance	63,750	51,474	12,276	
Utilities	68,775	49,712	19,063	
Interest expense	-	34,665	(34,665)	
Special department expense	34,229	50,302	(16,073)	
Office expense	41,175	26,519	14,656	
Specialized services	70,961	65,888	5,073	
Other county expenditures	181,984	26,795	155,189	
Other expenditures	-	20,447	(20,447)	
Total expenditures	1,186,165	1,015,431	170,734	
Excess (deficit) of operating revenues over expenditures	(116,870)	26,067	142,937	
Additions to property, plant and equipment	-	(17,446)	(17,446)	\$ 17,446
Lease payments (principal portion)	(71,800)	(35,000)	36,800	
(Deficit) of revenue over expenditures	\$ (188,670)	(26,379)	\$ 162,291	17,446
Fund balance, beginning		1,019,989		1,888,855
Fund balance ending		\$ 993,610		\$1,906,301

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements

June 30, 1994

1. Summary Of Significant Accounting Policies

Fund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

General Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

General Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1994

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriations Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Directors, then the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Directors of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 1994, was \$291,157. Interest earned on these funds for the year ended June 30, 1994 was \$22,453. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1994

2. Cash

Cash reported in the accompanying combined balance sheet is composed of the following:

Cash, including interest	\$ 29,372
Fiscal agents	827,708
Certificates of deposit	<u>25,000</u>
	<u>\$ 882,080</u>

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 1994, there was a balance of \$7,369 including accrued interest which is included in the amount in fiscal agents.

3. Investments

The Board of Directors has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lessor amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The balance in the investments account was \$118,184 at June 30, 1994.

4. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 1994, property, plant and equipment are comprised of:

Building and improvements	\$1,383,219
Furniture and equipment	441,584
Land	<u>81,498</u>
	<u>\$1,906,301</u>

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1994

5. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay all property taxes, insurance, assessments and maintenance of the facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
1995	\$ 72,535
1996	70,335
1997	72,895
1998	70,375
1999	72,645
2000 - 2004	<u>449,197</u>
	807,982
Interest expense	<u>(202,982)</u>
Net long-term lease payable	<u>\$ 605,000</u>

6. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$48,592 for the year ended June 30, 1994.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1994

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District was formed in May 1972, for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Percentages were prorated for financial purposes based on the following:

- 50% - Landscape and outside maintenance
- 50% - Utilities
- 25% - Bond clipping by the Board of Directors for lease payments



Dan L. Rowland and Associates, AIA, Inc.
Architecture and Planning

September 14, 1994

9235-1

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670-6198

Attention: Elizabeth D. Minter
Library Director

Subject: Disabled Access Remodeling Main Library
Status Report

Dear Ms. Minter:

The following items of work have been completed to date:

1. As-built conditions verified and shown on plans;
2. Site plan converted to CADD and shown on cover sheet (75% complete);
3. Overall floor plan with demolition notes (65% complete);
4. New floor plan with proposed modifications (65% complete);
5. Toilet Room plans existing and proposed (65% complete);
6. Door schedule/finish schedule sheet (30% complete).

A Progress set will be delivered for review on September 19, 1994, as well as a progress billing for 25% of completed work.

Sincerely,

DAN L. ROWLAND AND ASSOCIATES, AIA, INC.

Allen L. Hibbs, AIA
Principal

ALH/pd

a:wp/contcor/92351



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: September 14, 1994

SUBJECT: 75th Anniversary Plans

Anniversary Celebration Plans: The "Memory Book" is in the last stages of layout, editing and proof reading. The book will be professionally printed, however, collating and binding will be done by the Planning Committee and other volunteers.

Refreshments and party paper goods, are being donated by local food markets. The local Boy Scout troops have been approached to secure four boy scouts to present the colors and lead in the Pledge of Allegiance.

Mr. Bob D'Amato, Placentia City Administrator agreed to have two lead maintenance workers and two recreation workers to set up and take down the showmobile, the sound system, and the chairs at no cost to the Library.

Manuel Ortega, Placentia Chief of Police, was also very cooperative in trying to help with making special parking arrangements to avoid traffic congestion, and to assign ten parking spots for the dignitaries.

Mr. David Musgrove, former Placentia Chamber of Commerce President, accepted our invitation to be the Master of Ceremonies.

Dr. Larry Degraaf, Dr. Joseph Arnold and Suad Ammar will meet on Tuesday, September 13, to go over the excerpts of Placentia history that will be read at the Celebration by Dr. Arnold and another female reader, and narrated by Dr. Degraaf.

A flyer to promote the "Happy Anniversary salute" contest is now ready to be sent to the Heritage Days Committee to be included in the packet that they mail out to the registered entrants. It will also be posted in the Placentia Recreation Department, the Chamber office and other various locations where parade entrants are most likely to see it. The Placentia Chamber of Commerce agreed to donate the trophy and present it during the Celebration.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: September 19, 1994
SUBJECT: **Revise Meeting Room Policy to Establish Rental Fees by Time Periods Instead of Per Day**

BACKGROUND:

The Placentia Library District's Meeting Room Policies and Regulations as approved November 12, 1990, and revised January 21, 1993, and August 14, 1994, (Attachment A), provide for a fee of \$30.00 for each meeting or event held in the Meeting Room and Conference Room. This fee is charged on a per day basis.

At its meeting on August 14, 1994, the Library Board requested an opportunity to consider changing the fee basis from per day to per time period.

RECOMMENDATION:

That the Board determine the fee basis for the Meeting Room and Conference Room.

#30 -

*West / Roy
Min chg - 4 hrs
In rate \$ 10⁰⁰*

*Sanford / Roy
miled
mend + Nov 1*

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT Agenda Item 30
Attachment A
MEETING ROOM POLICIES AND REGULATIONS

Approved: November 1, 1990
Revised: January 21, 1993
Revised: August 15, 1994

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. Effective May 1, 1993, a fee of \$30.00 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc. Effective October 1, 1994, an additional surcharge of \$125.00 per day will be required of non-exempt renters of the Meeting Room for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off. This surcharge is in addition to the regular rental fee. Groups wishing to use the Meeting Room without using the HVAC system will not have to pay the surcharge.
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advance notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for Library functions.
7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after the meeting. If the Library staff has to set up chairs or return them, an additional fee of \$10.00 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to Library and facilities. The person signing the application form must

be at least 18 years old.

9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
12. Meal may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posting kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
14. Alcoholic beverages are prohibited.
15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.
18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or benefit, except in instances where the objectives of such event is related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.
20. Evening meeting held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: when use as one room the maximum capacity will be limited to 139

standing or 100 seated persons. When the room is divided, each side will be limited to 50 persons.

23. Effective May 1, 1993, the charge for use of the Meeting and Conference Rooms by the same group at the same time will be \$30.00 for each room used.
24. It is required when a group needs a key for use of the Meeting Room, that applicant is to sign the necessary form.
25. Organizations requiring the presence of a Page will incur the cost of the Page's wages.

The following equipment is available to the Meeting Room:

1. 74 Chairs
2. 12 Tables
3. 1 Lectern
4. 2 Wall Screens
5. 1 Pointer
6. Piano
7. Television Set with VCR
8. 2 Flags (American and State Flag)
9. 1 Blackboard
10. 2 Floor Fans

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: September 19, 1994
SUBJECT: **Review of Pension Plan and Authorization of Amendment to the Plan**

BACKGROUND:

On August 17, 1994, President Dinsmore, Trustee West, and Staff Pension Fund Committee Member Katie Matas attended a Pension Fund Fiduciary Workshop conducted by Dean Witter Investment Consulting Services and Trust Company of the West. A copy of the materials from the Workshop is Attachment A.

Mia A. Berroya, Senior Administrative Consultant for Dunn and Bradstreet (formerly referred to as National Associates), the District's Pension Plan Administrator, and Jo Ann T. Jordan, Assistant Vice President of First American Trust, the District's Pension Plan Trustee and Investment Agency, will be present at the meeting to answer any questions the Board may have about the operation and management of the District's Pension Plan.

A copy of the District's Pension Plan Committee Policy is Attachment B.

A copy of the most recent investment report from First American Trust, as presented to Plan Members (Library Staff) by First American Trust representatives on August 16, 1994, is Attachment C.

In a letter dated August 9, 1994, Attachment D, Dun and Bradstreet notified the District that an Amendment to the Plan needs to be approved by Resolution of the Library Board of Trustees. A summary of the content of the modification to the plan is page 2 of Attachment D. The text of the Amendment to the Plan is page 3 of Attachment D. Resolution 94-8, adopting the amendment, is page 4 of Attachment D.

RECOMMENDATION:

1. Motion to read Resolution 94-8 by title only.
2. Motion to adopt Resolution 94-8.

WORKSHOP

(800) 927-1269

GEORGE J. STRNAD II
Associate Vice President, Investments
LAWRENCE D. LEE
Associate Vice President, Investments
KEN CAMARELLA
First Vice President, Investments

DEAN WITTER REYNOLDS INC.
15111 E. Whittier Blvd., Whittier, CA 90603
(310) 907-1269

FIDUCIARY RESPONSIBILITIES AND PENSION PLAN MANAGEMENT

Presented by

TRUST COMPANY OF THE WEST

**Robert S. Sant
Senior Vice President**

WHAT IS THE EMPLOYMENT RETIREMENT INCOME SECURITY ACT OF 1974 (ERISA)?

- ◆ Defines "fiduciary."
- ◆ Describes "procedural prudence" (i.e., the appropriate activities for persons responsible for the retirement assets of others).
- ◆ Sets broad body of law governing fiduciary conduct.

WHAT ARE THE BENEFITS OF UNDERSTANDING FIDUCIARY PROCEDURAL PRUDENCE?

- ◆ Understanding fiduciary responsibilities
- ◆ Avoiding fiduciary liabilities
- ◆ Increasing investment success

WHY WAS ERISA ENACTED?

- ◆ To protect the retirement plan assets of participants
- ◆ To protect the participant — not the plan sponsor

WHAT GOVERNMENTAL AGENCIES OVERSEE RETIREMENT PLAN COMPLIANCE?

- ◆ The Department of Labor (DOL)
- ◆ The Internal Revenue Service (IRS)
- ◆ The Pension Benefit Guaranty Corporation (PBGC)

WHAT ENFORCEMENT ACTION CAN BE BROUGHT AGAINST FIDUCIARIES FOR ERISA VIOLATIONS?

- ◆ Recoupment of investment losses
- ◆ Disgorgement of profits
- ◆ Payment of opportunity costs
- ◆ Payment of penalty assessments
- ◆ Removal of a fiduciary and appointment of a receiver
- ◆ Disqualification of tax-deferred status

ARE YOU A PLAN FIDUCIARY?

Yes, if you:

- ◆ Exercise discretionary authority or control over plan management.
- ◆ Exercise authority or control over management or disposition of plan assets.
- ◆ Render investment advice for fee or other compensation for plan funds.
- ◆ Have discretionary authority or responsibility in plan administration.

WHAT ARE THE PRUDENT PROCEDURES OUTLINED BY ERISA?

- ◆ Written investment policy statement
- ◆ Diversified plan assets - *less than 10% in real estate*
- ◆ "Prudent expert" investment decisions
- ◆ Investment performance monitoring
- ◆ Controlled investment expenses
- ◆ Avoidance of prohibited transactions

WHAT ARE THE KEY POINTS?

- ◆ Emphasis of procedural prudence over actual portfolio performance.
- ◆ It's not whether you win or lose, it's how you play the game.
- ◆ Poor performance is OK if fiduciary duties are fulfilled.
- ◆ Liabilities are assessed because of deficient documentation regarding rationale behind investment decisions.

WHAT IS AN INVESTMENT POLICY STATEMENT?

- ◆ Written statement portfolio of the goals for the portfolio.
- ◆ Rules to be followed by the money manager(s) to achieve those goals.

WHAT IS CONTAINED IN AN INVESTMENT POLICY STATEMENT?

- ◆ Description of plan.
- ◆ Value of assets and projected contribution and withdrawals.
- ◆ Accrued and projected liabilities of the plan.
- ◆ Stability of earnings and ability of sponsor to sustain contributions.
- ◆ Investment objections and overall return expectation.
- ◆ Appropriate asset classes.
- ◆ Plan's tolerance for risk and volatility of returns.
- ◆ Percentage mix of asset classes to meet objectives without exceeding risk tolerances.
- ◆ Investment guidelines and process for selecting money manager(s).
- ◆ Portfolio performance monitoring and how money managers will be supervised (appropriate benchmarks).
- ◆ Procedure for reviewing performance and amending policy objectives.

**CAN I SHARE FIDUCIARY RESPONSIBILITY
WITH SOMEONE ELSE?**

Safe Harbor Rule: If an investment manager or managers have been appointed . . .

- ◆ No trustee is liable for acts or commissions of manager(s).
- ◆ Have any obligation to manage any asset of plan subject to management of investment manager.

**WHAT ARE THE "SAFE HARBOR RULE"
CRITERIA WHICH MUST BE MET?**

- ◆ Must be a bank, insurance company or registered investment advisor.
- ◆ Must be "prudently" selected.
- ◆ Must be given power to manage, acquire and dispose of plan assets.
- ◆ Manager must acknowledge this responsibility in writing.
- ◆ Activities and performance must be carefully monitored.

HOW DO I PRUDENTLY SELECT INVESTMENT MANAGERS?

- ◆ Performance number
- ◆ Performance relative to assumed risk.
- ◆ Manager's adherence to stated style or strategy
- ◆ Performance among peers
- ◆ Performance in both rising and falling markets
- ◆ Subjective qualities


EQUITY STYLES

VALUE
P/E Bottom 40% of Equity Universe


--- P/E

↗

CONCENTRATOR
Low Diversification



STYLE ROTATION
Relation Between Styles



YIELD
Dividend Yield Top 15% of Universe

\$ ---

GROWTH
P/E Top 40% of Equity Universe


↗ P/E

OTHER
Lacks Consistent P/E Bias or Other Distinguishing Characteristics


?

STRATEGIES (Subsectors of Styles)

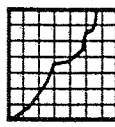
TOP DOWN
Macro Examination Leading to Specific Security Selection




SMALL CAP
Low Capitalization Stocks




CONTRARIAN
Securities Out-of-Favor With the Market




BOTTOM UP
Security Selection Made Against Backdrop of Macro Examination



GLOBAL
Securities From Domestic & International Securities



TACTICAL ALLOCATORS
Move to Cash When Indicators Unfavorable for Equity Exposure



HOW DO I PRUDENTLY SUPERVISE AN INVESTMENT MANAGER?

Analysis should determine:

- ◆ Whether plan achieved expected return and investment objective.
- ◆ Whether manager is abiding by plan investment policy statement.
- ◆ What contributed to total return of portfolio.
- ◆ Whether manager should be terminated.

WHAT ARE PROHIBITED INVESTMENT TRANSACTIONS?

Nearly all revolve around two themes:

- ◆ Fiduciary cannot derive current benefit from use of retirement assets.
- ◆ Assets must be managed for exclusive benefit of plan participants.

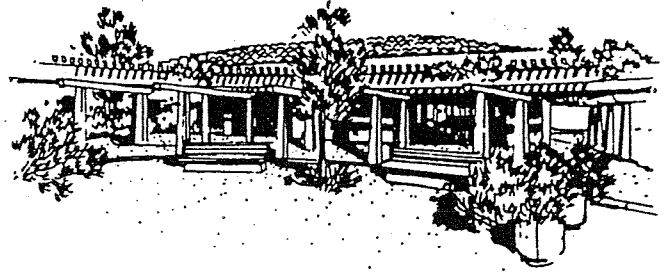
WHAT RECORDS SHOULD BE MAINTAINED?

- ◆ Written investment policy statement.
- ◆ Journals, ledgers, account statements supporting all plan assets / investments.
- ◆ Analysis and reports from investment managers, consultants and performance measurement data.
- ◆ Certificates, documents, confirms depicting evidence of ownership.
- ◆ Form ADV for each money manager.
- ◆ Proof of ERISA bonding requirement.
- ◆ Detailed report of investment transaction turnover, costs, fees and expenses.

WHAT IS THE ROLE OF AN INVESTMENT PENSION CONSULTANT?

- ◆ Develop investment policies
- ◆ Screen potential money managers
- ◆ Provide performance monitoring reports

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

PENSION PLAN COMMITTEE POLICY

The Placentia Library District Pension Fund is governed by the Adoption Agreement for the Dunn & Bradstreet Retirement Plan Services Standardized Money Purchase Plan and Trust as adopted by the Library Board of Trustees at its Regular Meeting on June 19, 1991.

The Library Board of Trustees is empowered to appoint and remove the Pension Fund's Trustee and Administrator to ensure that the Pension Fund is being operated for the exclusive benefit of the Participants and their Beneficiaries in accordance with the terms of the Pension Fund, the Code and the Act.

The Library Board of Trustees hereby establishes a Pension Plan Committee consisting of the Library Director and two (2) other members of the Pension Fund to serve as the Pension Fund Administrator.

The two (2) members of the Pension Plan Committee are to be elected by and from the Pension Fund Membership for two year terms, one term beginning July 1 of odd numbered years, and the other term beginning July 1 of even numbered years. The election each year is to take place at an Annual Meeting of the Members of the Pension Fund to be held the first Tuesday of June at 2:00 P.M. in the Library Conference Room.

The responsibilities of the Pension Plan Committee are as follows:

1. To select an Investment Manager to consult with and/or manage all or a designated portion of the assets of the Pension Fund.
2. Members elected to serve on the Pension Plan Committee must submit to the Library Board of Trustees a written acceptance of the position. If a member needs to resign a written resignation must be submitted to the Pension Plan Committee.
3. If an elected Pension Plan Committee Member resigns an election shall be held within 14 days to fill the unexpired term.

Page 2

4. If the Library Director is unable to serve on the Pension Plan Committee the Library Board of Trustees will at its next Regular Meeting appoint a temporary representative from the Library's Management Staff.
5. The Library Director or other Library Board appointee shall serve as Chairperson of the Pension Plan Committee.
6. The Pension Plan Committee will select a secretary to keep minutes of action taken at each Pension Plan Committee Meeting.
7. The Pension Plan Committee is charged with the duties of the general administration of the Pension Fund, including but not limited to the following:
 - a. the discretion to determine all questions relating to the eligibility of Employees to participate or remain a Participant hereunder and to receive benefits under the Pension Fund;
 - b. to direct the Trustee to compute and certify the amount and the kind of benefits to which any participant shall be entitled hereunder;
 - c. to authorize and direct the Trustee to implement all nondiscretionary or otherwise directed disbursements from the Pension Trust Fund;
 - d. to maintain all necessary records for the administration of the Pension Fund;
 - e. to interpret the provisions of the Pension Fund and to make and publish such rules for regulation of the Pension Fund as are consistent with the terms hereof;
 - f. to direct the Trustee to compute and certify to the Pension Plan Committee and the Employer, from time to time, the sums of money necessary or desirable to be contributed to the Pension Trust Fund;
 - g. to consult with the Trustee and notify the employer regarding the short and long-term liquidity needs of the Pension Fund in order that the Trustee can implement any investment in a manner designed to accomplish specific objectives;

Page 3

- i. to prepare and distribute to Employees a procedure for notifying Participants and Beneficiaries of their rights to elect Joint and Survivor annuities and Pre-Retirement Survivor Annuities if required by the Code and Regulations thereunder;
- j. to assist any Participant regarding his rights, benefits, or elections available under the Pension Fund.

The Pension Plan Committee shall keep a record of all actions taken and shall keep all books of account, records, and other data that may be necessary for proper administration of the Pension Fund and shall be responsible for supplying all information and reports to the Internal Revenue Service, Department of Labor, Participants, Beneficiaries and others as required by law.

The Pension Plan Committee, or the Trustee with the consent of the Pension Plan Committee, may appoint counsel, specialists, advisers, and other persons as the Pension Plan Committee or the Trustee deems necessary or desirable in connection with the administration of this Pension Fund.

All expenses of administration may be paid out of the Trust Fund unless paid by the Employer. Such expenses shall include any expenses incident to the functioning of the Pension Plan Committee, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Pension Fund.

Except where there has been an allocation and delegation of administrative authority pursuant to Section 2.5 of the Pension Fund Document, the Pension Plan Committee shall act by a majority of its number, but may authorize one or more of them to sign all papers on its behalf.

Adopted by the Library Board of Trustees, October 14, 1991.



Placentia Library District

Fund ID:	60-1076-00	Investment Officer:	Deborah Castellani
Report Period:	12/31/91 to 06/30/94	Admin. Officer:	Jo Ann T. Jordan
Ending Mkt Value:	\$353,570	Investment Objective:	Balanced

Portfolio Summary - Comparative Returns and Composition

	Latest Quarter	Year to Date	Latest Calendar Year	Since Inception
Total Fund				
Return on Funds	0.44	-0.82	11.90	6.22
Dollar Gain/(Loss)	\$-2,256	\$-9,769	\$26,111	\$31,714
Comparative Rates of Return				
Dow Jones 30 Ind	0.38	-2.11	17.02	8.63
S&P 500 Compos	0.37	-3.40	10.05	5.52
SB T-Bill 3Mos	0.97	1.76	3.07	3.38
LB Muni (10 Yrs)	1.47	-3.91	12.72	6.83
LB Gvt Intm	-0.56	-2.40	8.18	4.97
Consumer Prices	0.54	1.51	2.75	2.87
Portfolio Composite Proforma	0.09	-1.85	5.69	N/A
Portfolio Composition				
Average Equity	30.11	31.15	32.77	N/A
Average Fixed Income	45.95	47.69	49.16	N/A
Average Municipals	0.00	0.00	0.00	N/A
Average Cash/Other	23.94	21.16	18.08	N/A

Fund data is on a settlement date basis and income is included in the fund returns on a cash basis

08/16/94

Fund returns are net of management fees

Returns for longer than one year are annualized

All returns include reinvestment of income

This performance presentation conforms to the Standards set by the AIMR (Standards dated December, 1991).

These statistics have not been independently audited, therefore, no representations are made as to their accuracy and no guarantees or assurances are intended that we can equal this performance in the future.

Return on Funds is the time-weighted return on all actively managed assets held by First American Trust including income received from those assets.

The Portfolio Composite Proforma results were calculated using the Portfolio Percentages and selected Comparative Rates for the period shown.

Yields on municipal bonds have not been adjusted for any tax effects due to the differing tax brackets of our clients.

Income on assets is accounted for on a cash basis, not an accrual basis.

Assets not actively managed are excluded from these performance results. These include: Liabilities, Real Estate, Mortgage Notes, Promissory Notes, Vested Interest Notes, Rights to Receive, Insurance Policies, Annuities, Unpriced Limited Partnerships, Mineral Interests, and Trustors/Beneficiary's Home.

Contributions include new monies deposited to the account from clients and/or income generated from assets not actively managed as previously described.

Disbursements include money paid to beneficiaries or on behalf of beneficiaries to third parties.



First American Trust Company

HOME OFFICE: 421 NORTH MAIN STREET
SANTA ANA, CA 92701 • (714) 558-3211

LAGUNA HILLS OFFICE: 24431 CALLE DE LA LOUISA
LAGUNA HILLS, CA 92653 • (714) 770-7386

NEWPORT OFFICE: 2161 SAN JOAQUIN HILLS RD.
NEWPORT BEACH, CA 92660 • (714) 640-2722

FIRST AMERICAN TRUST CO, TRUSTEE
PLACENTIA LIBRARY DISTRICT
MONEY PURCHASE PENSION PLAN

ASSET STATEMENT AS OF AUGUST 15, 1994
PAGE 1

ACCOUNT 60-1076-00

UNITS/ DESCRIPTION	RATING	MARKET VALUE	% ACCT	BOOK VALUE/ UNREALIZED G/L	EST ANNUAL INCOME	YIELD AT MARKET
-- CASH & CASH EQUIVALENTS --						
-- MASTER NOTES & MONEY MKT FUNDS --						
90,229.220	23380930	90,229.22	25.07	90,229.22	3,855.69	4.27
FIDELITY US TREAS INCOME PORTFOLIO						
-- DOMESTIC FIXED INCOME ASSETS --						
-- MUTUAL FUNDS --						
9,065.177	45775687	88,385.48	24.56	90,136.92	4,024.94	4.55
INSTITUTIONAL FIDUCIARY TRUST						
FRANKLIN ADJ. RATE SECURITIES FUND						
2,591.047	31617M10	24,381.75	6.78	25,157.62	1,425.18	5.85
FIDELITY SHORT INTERMEDIATE						
GOVERNMENT PORTFOLIO						
4,628.711	31580910	48,508.89	13.48	49,054.19	3,324.66	6.85
FIDELITY ADVISOR LIMITED TERM BOND						
PORTFOLIO						
TOTAL MUTUAL FUNDS		161,276.12	44.82	164,348.73	8,774.78	5.44
				3,072.61-		



First American Trust Company

SANTA ANA, CA 92701 • (714) 558-3411

NEWPORT OFFICE: 2161 SAN JOAQUIN HILLS RD. LAGUNA HILLS OFFICE: 24431 CALLE DE LA LOUISA
NEWPORT BEACH, CA 92660 • (714) 640-2722 LAGUNA HILLS, CA 92653 • (714) 770-7386

ASSET STATEMENT AS OF AUGUST 15, 1994

ACCOUNT 60-1076-00
FIRST AMERICAN TRUST CO, TRUSTEE
PLACENTIA LIBRARY DISTRICT
MONEY PURCHASE PENSION PLAN

PAGE 2

UNITS/ DESCRIPTION	RATING	MARKET VALUE	% ACCT	BOOK VALUE/ UNREALIZED G/L	EST ANNUAL INCOME	YIELD AT MARKET
-- DOMESTIC COMMON STOCK ASSETS --						
-- MUTUAL FUNDS --						
1,629.964	31580810	26,209.82	7.28	19,191.16	982.87	3.75
FIDELITY ADVISOR EQUITY PORTFOLIO						
INCOME						
1,845.816	31638930	46,957.56	13.05	39,841.77	221.50	.47
FIDELITY BLUE CHIP GROWTH FUND						
2,102.796	35349640	18,041.99	5.01	20,206.04	1,156.54	6.41
FRANKLIN UTILITIES FUND						
		91,209.37	25.35	79,238.97	2,360.91	2.59
TOTAL MUTUAL FUNDS						
-- INTERNATIONAL STOCK ASSETS --						
-- MUTUAL FUNDS --						
506.012	89836720	17,128.51	4.76	13,059.57	303.61	1.77
VANGUARD/TRUSTEES' EQUITY FUND						
INTERNATIONAL PORTFOLIO						



First American Trust Company

SANTA ANA, CA 92701 • (714) 538-3211

NEWPORT OFFICE: 2161 SAN JOAQUIN HILLS RD.
NEWPORT BEACH, CA 92660 • (714) 640-2722


LAGUNA HILLS OFFICE: 24431 CALLE DE LA LOUISA
LAGUNA HILLS, CA 92653 • (714) 770-7386

ASSET STATEMENT AS OF AUGUST 15, 1994
PAGE 3

ACCOUNT 60-1076-00
FIRST AMERICAN TRUST CO, TRUSTEE
PLACENTIA LIBRARY DISTRICT
MONEY PURCHASE PENSION PLAN

UNITS/ DESCRIPTION	RATING	MARKET VALUE	% ACCT	BOOK VALUE/ UNREALIZED G/L	EST ANNUAL INCOME	YIELD AT MARKET
TOTAL ASSETS		359,843.22	100.00	346,876.49 12,966.73	15,292.99	4.25
INCOME CASH						
PRINCIPAL CASH						
GRAND TOTAL ASSETS		359,843.22	100.00	346,876.49 12,966.73	15,292.99	4.25

Dun & Bradstreet Pension Services

 a company of
The Dun & Bradstreet Corporation

450 Newport Center Drive, Suite 400, Newport Beach, CA 92660
714-721-7900
Fax: 714-721-7888

August 9, 1994

PERSONAL

Ms. Elizabeth Minter
Placentia Library District Of Orange County
411 East Chapman Avenue
Placentia, CA 92670

Dear Ms. Minter:

**RE: PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN**

Enclosed are the following:

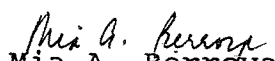
1. Three (3) copies of an Amendment to the referenced Plan.
2. Three (3) copies of a Resolution of the Board of Directors.
3. Summary of Material Modifications Form.

Please take the following action:

1. Please have all copies of the Amendment and Resolution signed by the appropriate officer of the Corporation and return two (2) copies of each to my attention. The remaining documents are for your records.
2. Attach the Summary of Material Modifications Form to the Summary Plan Description in your Management Binder. Please distribute to all plan participants as soon as possible.

If you have any questions regarding the above, please do not hesitate to call.

Sincerely,


Mia A. Berroya
Senior Administrative Consultant

Enclosures

*

SUMMARY
OF
MATERIAL MODIFICATION
TO
YOUR SUMMARY PLAN DESCRIPTION

To all Participants, Beneficiaries* and Alternate Payees under the Placentia Library District of Orange County Money Purchase Pension Plan (the "Plan").

This notice, called a "Summary of Material Modification," advises you of the changes in the information presented in your Summary Plan Description (sometimes called an "SPD" or a "descriptive booklet") with respect to the Plan. Please keep this notice with your Summary Plan Description and note the changes.

The changes described in this notice, effective as of July 1, 1989, is as follows:

You will enter the Plan on the last day of the Plan Year coinciding with, or following the date on which you met the eligibility requirements of the Plan. However, once you have met the eligibility requirements, you will enter the Plan no later than the first day of the Plan Year which commences on or after the date you met the eligibility requirements, or within 6 months after the date you met the eligibility requirements, if earlier, provided you are still employed on that date.

Even though there has been an amendment to the Plan, your account balance will not be less than that calculated on the day the change is effective.

* Beneficiaries mean any person designated by a Participant who is or may become entitled to a benefit under this Plan; including, but not limited to, alternative payees under a qualified domestic relations order.

**AMENDMENT
TO THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN**

Pursuant to action of the Board of Directors of Placentia Library District of Orange County ("Employer") taken on _____, 19____, it is hereby agreed that, due to a clerical error in the preparation of the document adopted July 1, 1989, the Placentia Library District of Orange County Money Purchase Pension Plan Adoption Agreement shall be amended to conform to the original plan specifications as follows:

Item D4(f) shall be amended to read:

"f. (X) Other: the last day of the Plan Year coinciding with, or following the date on which he met the requirements,

provided that an Employee who has satisfied the maximum age and service requirements that are permissible in Section D4 above and who is otherwise entitled to participate, shall commence participation no later than the earlier of (a) 6 months after such requirements are satisfied; or (b) the first day of the first Plan Year after such requirements are satisfied, unless the Employee separates from service before such participation date."

The effective date of this Amendment shall be July 1, 1989.

X DATED this _____ day of _____, 19_____.

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

X By: _____

X Title: _____

RESOLUTION 94-8

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT AN AMENDMENT TO THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN

I, Sandra M Stark, do hereby certify that I am the duly elected and acting Secretary of the Board of Trustees of Placentia Library District of Orange County; that the following is a true and correct copy of action of the Board of Trustees taken at the Regular Meeting held on the 19th day of September, 1994, at which meeting a legal quorum of Trustees were then and there present and voting; said Resolution pertaining to the amendment of the Placentia Library District of Orange County Money Purchase Pension Plan ("Plan") Adoption Agreement; that said Resolution is in full force and effect and has not been amended as of the date of this Certificate, to wit:

RESOLVED, that due to a clerical error in the preparation of the document adopted April 20, 1991, the Amendment effective July 1, 1989 to the Plan be, and the same hereby is, adopted in the form attached hereto to correspond to the original plan specifications;

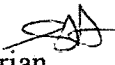
FURTHER RESOLVED, that the proper officers of the Placentia Library District be, and they hereby are, authorized and directed to execute all forms and documents (including the amendment instrument attached hereto) and to perform such other acts as they, in their discretion, deem necessary or desirable to effectuate the intent of the foregoing resolutions, and to secure approval from the proper government agency, if necessary, to the effect that the Plan, as so amended, continues to satisfy the requirements of Section 401(a) of the Internal Revenue Code of 1985, as amended.

WHEREOF, I have hereunto set my hand this 19th day of September, 1994.

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

Sandra M. Stark, Secretary
Board of Trustees

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: September 14, 1994

SUBJECT: **Reference Evaluation Project**

The Placentia Library Reference Department participated in a State Reference Evaluation Project directed by the State Library, and conducted by Dr. Thomas Childers from the College of Information Science at Drexel University, Philadelphia.

The survey was conducted during May and June, 1994.

The survey was designed so that a set of two numbered questionnaires will be filled out after each Reference transaction by the patron and the Reference staff member, each filling out their part of the questionnaire.

Ninety seven sets of forms were sent at the end of the assigned period.

On August 12, 1994 Julie Shook and Suad Ammar attended a workshop conducted by Dr. Childers. A sixty-six page "Library Profile" was distributed and the data explained.

Placentia Library fared very highly in a lot of segments. When compared to libraries its size, or all libraries, there were still some outstanding results.

Some areas were not as positive. The overwhelming use of "Print" resource materials as opposed to "Online" searching ranked Placentia in a much higher percentage than the rest of the libraries.

These are two examples of the positive and the negative results of the survey, but Julie Shook's oral report will discuss in more detail the various aspects of this study.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: September 19, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

A financial summary of the travel expense authorizations is Attachment A.

7:30 AM

1. National Society of Fund Raising Executives (NSFRE), Los Angeles Chapter, Annual Fund Raising Day in L.A., Monday, September 26, 1994, Los Angeles Convention Center.

Summary of costs for NSFRE is Attachment B.

These registrations were paid on August 30, 1994, to take advantage of the early registration rate.

2. Independent Special Districts of Orange County (ISDOC), quarterly membership meeting. California Senator Marian Bergeson will be the Speaker. Thursday, October 20, 1994.

\$25.00 per person for ² trustee and Minter. Total cost ~~\$50.00~~ ^{75.00}.

3. On-Line/CD-ROM Conference, San Francisco, October 24-26, 1994.

Summary of costs for On-Line/CD-ROM Conference is Attachment C.

4. Literacy Volunteers of America National Conference (LVA), November 2-5, 1994, San Diego.

Summary of costs for LVA Conference is Attachment D.

5. California Library Services Board System Advisory Board Annual Awards Banquet, Hyatt Alicante Hotel, Garden Grove, Thursday, November 10, 1994. Santiago Library System, our local System, is the host for this event.

\$35.00 per person for 5 trustees and Minter.

6. California Library Association Annual Conference (CLA), November 12-15, 1994, Anaheim.

Summary of costs for CLA Conference is Attachment E.

Travel Authorizations, September 19, 1994, Page 2.

RECOMMENDATION

Approve travel expenses in the amount of \$5,500.82 as follows:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. National Society of Fund Raising Executives (NSFRE),
Los Angeles Chapter, Annual Fund Raising Day in L.A.,
Monday, September 26, 1994, Los Angeles Convention Center,
Stark, West, and Minter. | \$ 445.50 |
| 2. Independent Special Districts of Orange County (ISDOC), quarterly
membership meeting. California Senator Marian Bergeson will
be the Speaker. Thursday, October 20, 1994. One Trustee and
Minter. | 75.00
50.00 |
| 3. On-Line/CD-ROM Conference, San Francisco, October 24-26, 1994
Minter and Shook. | 1,793.68 |
| 4. Literacy Volunteers of America National Conference (LVA),
November 2-5, 1994, San Diego. Dinsmore, Ammar, Matas,
and Walters. | 1,434.64 |
| 5. California Library Services Board System Advisory Board
Annual Awards Banquet, Hyatt Alicante Hotel, Garden Grove,
Thursday, November 10, 1994. All trustees and Minter. | 210.00 |
| 6. California Library Association Annual Conference (CLA),
November 12-15, 1994, Anaheim. Dinsmore, Shkoler, Minter,
Ammar, Schneider, McClain, Shook, Burkich, and Willauer. | 1,467.00 |

was/peg.

*Burkich
Shook
Peggy
7/29/95
AL*

Summary of Travel Expense Authorization Requests
September 19, 1994

	NSFRE Sep 26	ISDOC Oct 20	On-Line Oct 24-26	LVA Nov 2-5	CLSB/SAB Nov 10	CLA Nov 12-15	TOTAL	FY94-95 Budget
2700-00 Transportation/Travel - Meetings, Staff Out of Town			1,793.68				1,793.68	7,500.00
2700-01 Transportation/Travel - Meetings, Staff Local	125.00	25.00			35.00	1,072.00	1,257.00	0.00
2700-02 Transportation/Travel - Meetings, Board Out of Town							0.00	0.00
2700-03 Transportation/Travel - Meetings, Board Local	320.50	25.00			175.00	395.00	915.50	0.00
2700-04 Transportation/Travel - Meetings, LSCA II Grant				1,434.64			1,434.64	0.00
2700-07 Transportation/Travel - Meetings, 321 Grant							0.00	0.00
2700-08 Transportation/Travel - Meetings - Adult Literacy							0.00	850.00
2700-09 Transportation/Travel - Meetings - Family Literacy							0.00	750.00
Total Transportation/Travel - Meetings	445.50	50.00	1,793.68	1,434.64	210.00	1,467.00	5,400.82	9,100.00

Travel Authorization
National Society of Fund Raising Executives, Los Angeles Chapter
Annual Fund Raising Workshop
September 26, 1994
Los Angeles, CA

	Stark	West	Minter	TOTAL
Registration	145.00	145.00	125.00	415.00
Conference Meals	0.00	0.00	0.00	0.00
Travel	22.50	0.00	0.00	22.50
Local Travel/Parking	8.00	0.00	0.00	8.00
Hotel	0.00	0.00	0.00	0.00
Per Diem Expenses	0.00	0.00	0.00	0.00
TOTAL	<u>175.50</u>	<u>145.00</u>	<u>125.00</u>	<u>445.50</u>

Fund	2700-03 Board/Loc	2700-03 Board/Loc	2700-01 Staff/Loc
------	----------------------	----------------------	----------------------

Fund	2700-03 Board/Loc	320.50
	2700-01 Staff/Loc	125.00
	TOTAL	<u>445.50</u>

Travel Authorization
On-Line/CD-ROM Conference
October 24-26, 1994
San Francisco, CA

	<u>Minter</u>	<u>Shook</u>	<u>TOTAL</u>
Registration	195.00	195.00	390.00
Conference Meals	0.00	0.00	0.00
Travel	178.00	178.00	356.00
Local Travel	50.00	50.00	100.00
Hotel	273.84	273.84	547.68
Per Diem Expenses	200.00	200.00	400.00
TOTAL	<u>896.84</u>	<u>896.84</u>	<u>1,793.68</u>
Fund	2700-00	2700-00	
	Staff/Out	Staff/Out	

Travel Authorization
Literacy Volunteers of America National Conference
November 2-5, 1994
San Diego, CA

	<u>Dinsmore</u>	<u>Ammar</u>	<u>Matas</u>	<u>Walters</u>	<u>TOTAL</u>
Registration	80.00	80.00	80.00	80.00	320.00
Conference Meals	64.00	64.00	64.00	64.00	256.00
Travel	0.00	87.50	87.50	0.00	175.00
Local Travel	0.00	0.00	0.00	0.00	0.00
Hotel	110.91	110.91	110.91	110.91	443.64
Per Diem Expenses	60.00	60.00	60.00	60.00	240.00
TOTAL	314.91	402.41	402.41	314.91	1,434.64
Fund	2700-07	2700-07	2700-07	2700-07	
	321 Grant	321 Grant	321 Grant	321 Grant	

Travel Authorization
California Library Association Conference
November 12-15, 1994
Anaheim, CA

	Dinsmore	Shkoler	Minter	Ammar	Schneider	McClain	Shook	Burklich	Willauer	TOTAL
Registration	68.00	68.00	121.00	121.00	121.00	65.00	68.00	65.00	65.00	762.00
State Library Breakfast	12.00	12.00	12.00							36.00
CAL/TAC Luncheon	22.00	22.00	22.00							66.00
Young Reader Luncheon					22.00					22.00
Beatty Breakfast					17.00					17.00
Coulter Luncheon	22.00	22.00	22.00							66.00
Friends Luncheon	22.00		22.00							44.00
Conference Meals	78.00	56.00	78.00	0.00	39.00	0.00	0.00	0.00	0.00	251.00
Local Travel/Parking	24.00	16.00	24.00	16.00	24.00	8.00	16.00	8.00	8.00	144.00
Per Diem Expenses	50.00	35.00	0.00	50.00	50.00	25.00	50.00	25.00	25.00	310.00
TOTAL	220.00	175.00	223.00	187.00	234.00	98.00	134.00	98.00	98.00	1,467.00

Fund	2700-03	2700-01	2700-01	2700-01	2700-01	2700-01	2700-01	2700-01	2700-01
Board/Loc	Board/Loc	Staff/Loc	Staff/Loc	Staff/Loc	Staff/Loc	Staff/Loc	Staff/Loc	Staff/Loc	Staff/Loc

Fund	2700-03	395.00
Board/Loc		
2700-01	1,072.00	
Staff/Loc		
TOTAL	1,467.00	



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 19, 1994
SUBJECT: Review and Adoption of the Placentia Library District Conflict of Interest Policy

BACKGROUND:

The California Political Reform Act requires every local government agency to review, and amend if needed, its conflict of interest code every two years.

Placentia Library District reviewed and amended its Code on August 17, 1992. (Attachment A)

The only change recommended is the deletion of the Assistant Library Director from the list of Designated Positions in the Appendix.

Resolution 94-9 is Attachment B.

RECOMMENDATION:

1. Motion to read Resolution 94-9 by title only. *Frank/Roy*

2. Motion to adopt Resolution 94-9. *Frank/Roy*

PLACENTIA LIBRARY DISTRICT
CONFLICT OF INTEREST CODE

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial

statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign 30 Days After Appointment.

Persons who resign within 30 days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

(6) Section 6. Contents of a Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statements shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statements, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management;

or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$250 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(8.3) Section 8.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(8.5) Section 8.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(9) Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(10) Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code section 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

1. Designated employees who are required to file statements of economic interest under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

2. See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4. Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5. A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

APPENDIX

Designated Positions

Library Trustee
Library Director
Principal Librarian

Disclosure Categories

The above designated positions must disclose all investments, interest in real property, income, and business positions.

RESOLUTION NO. 94-9

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AMEND THE CURRENT PLACENTIA LIBRARY DISTRICT
CONFLICT OF INTEREST CODE IN ACCORDANCE WITH
THE FAIR POLITICAL PRACTICES COMMISSION MODEL

WHEREAS, The State of California Government Code 87306.5, the Political Reform Act of 1974, requires each governmental agency of the State of California to review its Conflict of Interest Code during even numbered years; and

WHEREAS, the District's present Conflict of Interest Code was adopted in 1976; and

WHEREAS, the District is required to review its Conflict of Interest Code in 1994 and report changes to the Clerk of the Orange County Board of Supervisors; and

WHEREAS, the use of the California Fair Political Practices Commission Model Conflict of Interest Code, as amended from time to time by the California Fair Political Practices Commission,, will ensure that the District's Code is kept up to date with changing State of California requirements; therefore,

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the California Fair Political Practices Commission Model Conflict of Interest Code, as amended from time to time by the California Fair Political Practices Commission, as the District's Conflict of Interest Code dated September 19, 1994, along with the Appendix stipulating the District's "Designated Positions" and "Disclosure Categories".

AYES: TRUSTEES: *Stark, Ari, West, ...*

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

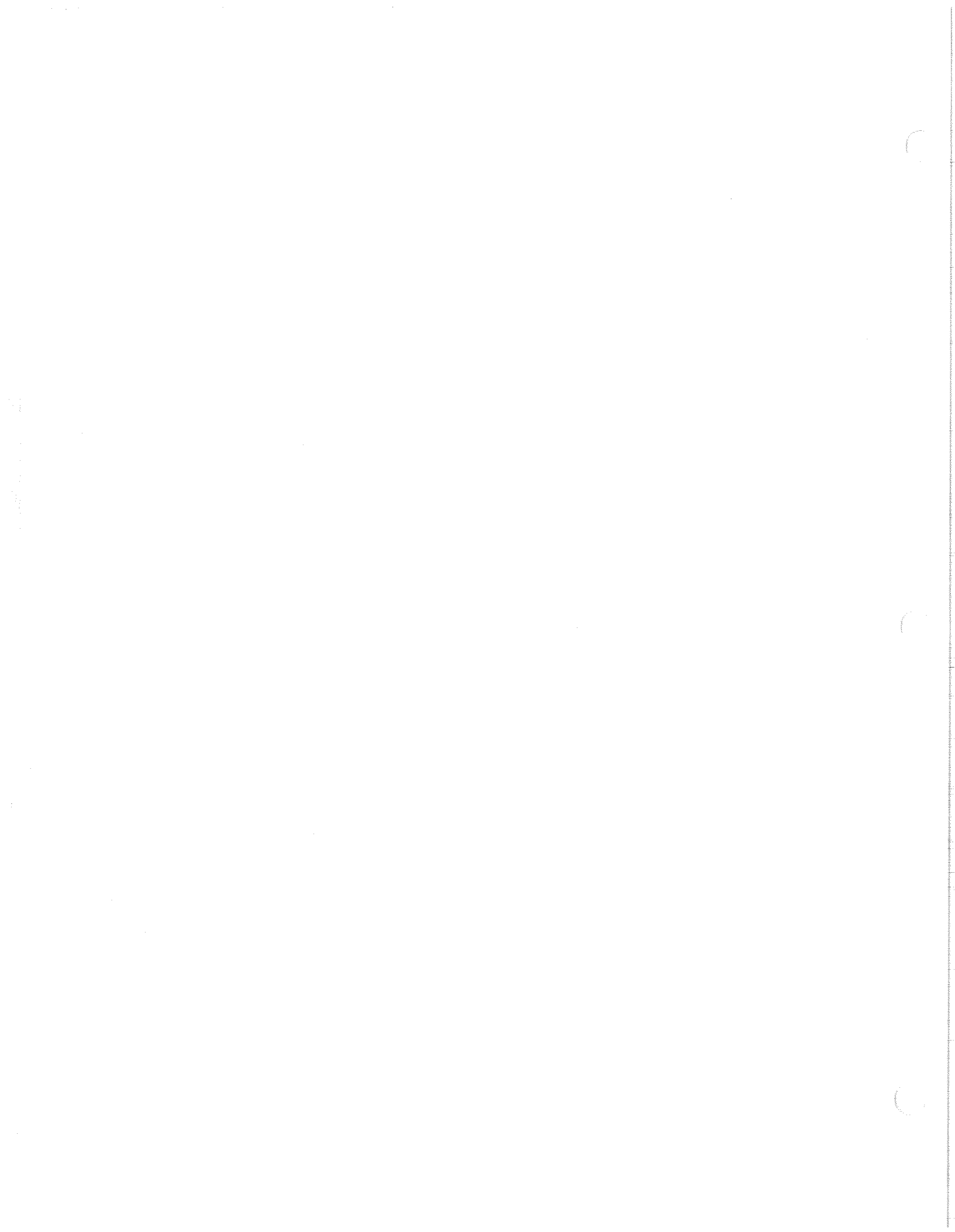
ABSENT: TRUSTEES:

State of California)
) ss
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteenth day of September, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of September, 1994.

Sandra M. Stark, Secretary
Board of Trustees
Placentia Library District of Orange County



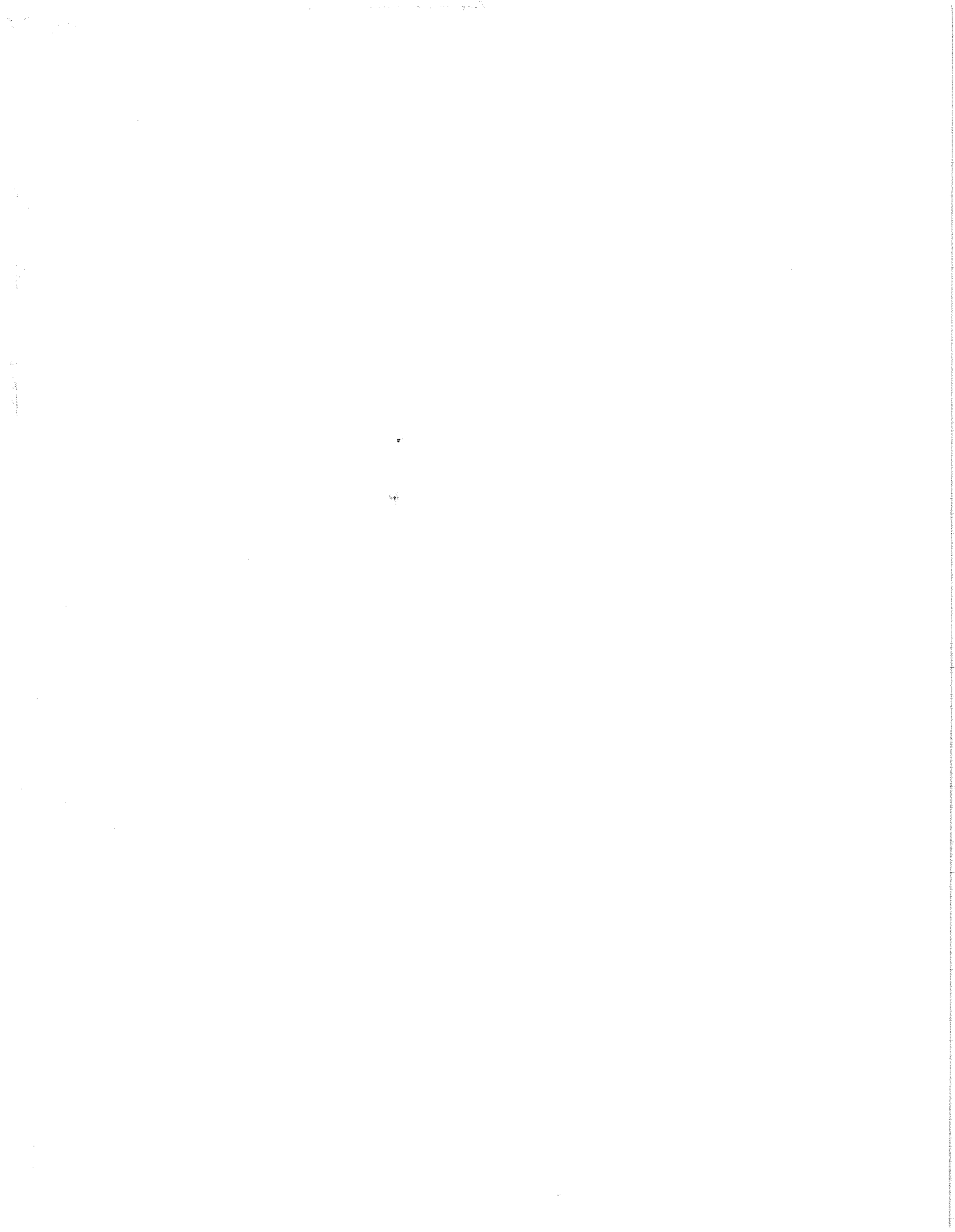
STATISTICAL PROFILE: PLACENTIA LIBRARY DISTRICT
 PROFILE 7: STAFFER EVALUATION OF SEARCH OUTCOME (SESO).

SRC_FORM SOURCE FORMAT
 BY LIBGROUP COMPARING SYSTEM, SIZE, ALL LIBRARIES

SRC_FORM	COUNT COL PCT	LIBGROUP <i>Placentia</i>		SIMILAR SIZE	ALL LIBS.	ROW TOTAL
		IYOUR IOUTLET IGROUP1	LIBRARY SYSTEM IGROUP2			
Q5B_1	I 68	I 68	I 893	I 3634	I 4663	
PRINT	I 63.6	I 63.6	I 54.8	I 56.8	I 56.6	
Q5B_2	I 11	I 11	I 606	I 2187	I 2815	
ONLINE	I 10.3	I 10.3	I 37.2	I 34.2	I 34.1	
Q5B_3	I 25	I 25	I 68	I 312	I 430	
CD-ROM	I 23.4	I 23.4	I 4.2	I 4.9	I 5.2	
Q5B_4	I 0	I 0	I 0	I 1	I 1	
INTERNET	I .0	I .0	I .0	I .0	I .0	
Q5B_5	I 1	I 1	I 17	I 80	I 99	
MICROFORM	I .9	I .9	I 1.0	I 1.2	I 1.2	
Q5B_6	I 2	I 2	I 13	I 67	I 84	
AV	I 1.9	I 1.9	I .8	I 1.0	I 1.0	
Q5B_7	I 0	I 0	I 33	I 120	I 153	
OTHER	I .0	I .0	I 2.0	I 1.9	I 1.9	
COLUMN TOTAL	107	107	1630	6401	8245	
	1.3	1.3	19.8	77.6	100.0	

PERCENTS AND TOTALS BASED ON RESPONSES

4,852 VALID CASES; 635 MISSING CASES



Please do not write on or fold the form!

The library is doing a survey of reference use. Would you help by marking this brief checklist?
Thanks very much!

(Please put this form *unfolded* in the survey box before you leave the library.)



FILL IN BUBBLE LIKE THIS →

1994 - C 895 00-5 4 3 2 1

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Scanttron asks that you
 please RECYCLE this product.

FORM NO. F-8589-TC

SCANTRON®

OCCUPATION (Mark one)

Homemaker

Skilled labor/trades /services

Secretarial/clerical /office

Sales/marketing

Professional/technical /management

Student

Unemployed at present

Retired

AGE (Mark one)

Under 14

14-24

25-44

45-64

65+

SEX (Mark one)

Male Female

SOURCE OF QUESTION (Mark one)

Work or business

School or College

Recreation or hobby

Everyday needs

Community activity

Consumer interest

General interest or other

1. Did you locate what you asked about at the reference desk? (Mark only one)

Yes, just what I wanted or needed

Yes, with limitations

Yes, not what I asked for, but other info. or materials that will be helpful

Yes, but not really what I wanted

Only partly

No

2. If yes, how did you find the information or materials?

Librarian found or helped find

Followed suggestions and found on my own

Didn't follow suggestions but found on my own

3. Were you satisfied with the information or materials found or suggested?

Yes

Partly

No

4. If partly or not satisfied, why? MARK ALL THAT APPLY.

Found nothing

Too much

Want different viewpoint

Not enough

Need more in-depth

Couldn't find information in source

Need more simple

Not relevant enough

Not sure if information given me is correct

5. How important was it to you to find what you asked about?

Very Important

Important

Moderately Important

Somewhat Important

Not Important

6. Did the librarian give you information in the language you needed (Spanish, sign language, other)?

Yes

Partly

No

7. Did the librarian understand what you wanted?

100

8. Did you get enough help and explanation?

99

1

0

9. Was the explanation clear?

100

10. Did the librarian appear knowledgeable about your question?

99

2

0

11. Was the service you received courteous and considerate?

100

12. Did the librarian give you enough time?

13. Did you learn something about reference sources or use of the library as a result of consulting the reference librarian?

14. Did the librarian suggest that you contact another library or organization?

Yes

No

Not Applicable

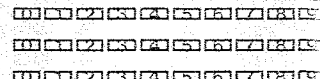
15. Did the librarian offer to contact another library or organization for you?

16. Did the librarian offer to request a book, article, etc., for you from elsewhere?



MAKE NO MARKS IN THIS AREA

FOR OFFICE USE ONLY



10-10-52

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JOT DOWN QUESTION

1. TYPE OF QUESTION Select only one category in A-D below that best fits type of answer wanted.

- Librarian or position of librarian
- Para prof'l, technician, clerk
- Other staff

1A PARTICULAR TEXT(S) OR AUTHOR(S) WANTED

- 1. Is a particular book, serial, etc. in collections of this lib/system?
- 2. Is a particular book, serial, etc. in collections outside this lib/system?
- 3. Smaller item in larger publication (Particular articles, speech, quote, poem, law, etc.)
- 4. Anything (or certain type of thing) by a particular author

- Full-time
- Part-time
- Volunteer

1B SHORT ANSWER WANTED AND IS APPROPRIATE What, when, where, who, which, yes or no, etc. Answer of a few words. Includes verification and meaning citations, bibliographical form, recommendations, etc.

1C GENERAL EXPL. OF CATALOG, LIBR., OR PRINT OR CMPTR REF. SOURCE WANTED (rather than short answer)

1D TYPE MATERIALS OR LONGER DESCRIPTIVE ANSWER WANTED (OR APPROPRIATE)
(Answer usually in the form of printed materials)

- 1. SUBJECT (Mark one)**
- a. Single subject(s)
 - b. Relate 2 subjects or concepts
- 2. FEATURES (Mark all that apply)**
- a. Something, anything, everything
 - b. Must be certain time period, currentness, place, country, language, etc.
 - c. Must be certain type of source or format (map, pict., encyc., essay, etc.)
 - d. Must be certain grade or reading level, etc.
 - e. Focus on aspect (biog., hist., statistics)
 - f. Factual info. in general, or source containing it (names, addr., definitions, stats, rankings, etc.)
 - g. Criticism, reviews, interpretation, etc.
 - h. Analysis, trends, pro/con, how-to-do-it, how-it works, etc.
 - i. Requests that you compile list of refs. on a subject

2A RESULTS (Mark one)

- 1. Found
- 2. Partly found
- 3. Not found
- 4. Don't know

2B RESPONSE (Mark one)

- 1. Directed and suggested only
- 2. Helped with or made search
- 3. Deferred or delayed answering
- 4. Only referred user or question

2C IF REFERRED (Mark one or more)

- 1. Referred within lib/sys
- 2. Suggested another library or source patron to contact
- 3. Referred question to somewhere else

2D TIME (Mark one)

- 1. 0-3 minutes (i.e. under 3 min.)
- 2. 3-5 minutes
- 3. 5-15 minutes
- 4. Over 15 minutes

3. SPECIAL FACTORS. DO NOT OMIT. MARK ALL THAT APPLY.

QUESTION AND PATRON

- 1. Missing information or misinformation
- 2. Involves foreign country or language
- 3. Concerning govt. docs.
- 4. Very current info or citation required
- 5. Wants number of things
- 6. Difficult citation
- 7. Patron in hurry
- 8. Communic. difficult or confused question
- 9A. Needs extra help 9B. Returns freq.

CONDITIONS

- 10. Difficult to think of source
- 11. Difficult to find subject headings
- 12. Books off shelf
- 13. Source difficult to consult
- 14A. Busy 14B. Very busy
- 15. Cataloging or tech. problem
- 16. Collection weak in that area or out-of-date
- 17. Need materials from another area/location

4. LIB. INSTRUCT. MARK ALL THAT APPLY

- 1. Expl. sources, citations, search strat.
- 2. Expl. cat., computer, holdings, locations

6. QUESTION DIFFICULTY (as perceived)

- Easy
- Medium
- Hard

7. ASPECT (only if applicable)

- Stat.
- Biog.
- Hist.

8. SUBJECT

1st		2nd (if applic)	
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0
<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5
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<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9

5. NUMBER OF SOURCES USED, RECOMMENDED, INTERPRETED

	1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. Type ← Mark all that apply →

- 1. Index to periodicals or books
- 2. Reference book or database
- 3. Library catalog
- 4. In-house produced tools
- 5. Pams. VF, coll. cats., phone bks
- 6. Circ bks, period., newspapers
- 7. Your own knowledge
- 8. Consult someone else
- 9. Referred ques. or user
- 10. ILL (outside lib/sys)
- 11. In-lib/sys reserve

B. Format

- 1. Print
- 2. Online
- 3. CD-ROM
- 4. Intern.
- 5. Micro
- 6. AV
- 7. Other

Subject No. 2: 0

EXAMPLE 1 1

2 2

Subject No. 20: 1

2

MAKE NO MARKS IN THIS AREA

FOR OFFICE USE ONLY



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: September 13, 1994
SUBJECT: Program Committee Report for the Month of August 1994.

Heritage Days Parade: The Library will participate in the Parade as usual. Since last year's entry "Libraries Bring Books to Life" was so successful, a letter was sent to the Disneyland Charitable Requests Department, asking for four characters or costumes that can be used for the same entry this year, using, of course, different character. However, if the request is denied, last year's characters will be used again.

Marketing Our Library: The Program Committee met to discuss the various ways or means that could be used to "market" the Library and increase circulation.

Immediate action ideas included:

Posting the Bestseller list to indicate availability, and provide a guide to new and popular books.

Creating bookmarks as an additional means of promoting Bestsellers, also to insure their availability at the Library, and to encourage reserving the titles that are not readily available.

Some long range planning ideas included:

Better signage to improve accessibility of different collections and services.

Assigning special "Baby Card" to newborns and making them available at the local hospital to be included in the packets that new mothers received. This is a way of encouraging new mothers to come to the Library.

Shifting certain collections, like the adult paperback fiction collection, to a more visible location during the "remodeling," by moving the special shelves to the front. This is a very popular collection and it should be made more visible

Program Committee Report for August 1994, Page 2.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: September 13, 1994
SUBJECT: Program Committee Report for the Month of August 1994

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	AUGUST 94	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Placentia Pride	1	9
CHILDREN'S SERVICES		
GAB Storytimes	6	11
Way Out West Wednesday	1	60
LITERACY SERVICES		
Special Tutor Training	1	3

TO: Elizabeth D. Minter, Library Director
FROM: Kay Schneider, Children's Librarian *ckw*
DATE: September 13, 1994
SUBJECT: Children's Services Report for August, 1994

Reading Rodeo 1994 Summer Reading Program - The summer reading program went very well this year and both the children and their parents have been very complimentary and supportive.

The total enrollment for the summer was less than last summer, but we had more children who actually completed the program. There were 924 children enrolled in the 1994 program which represents a 7% overall decrease in participation from 1993. The fact that there was no summer school held at Tynes Elementary probably contributed somewhat to the decreased enrollment.

It had been a goal for this year to adjust the program so that more children would be encouraged to finish the program and were pleased that the completion percentage increased by 12%. Each child who read a minimum of 15 books and made at least 5 trips to the Library received a Star Reader certificate and a free meal from the Whole Enchilada. The children read a total of 10,072 books this summer.

Please refer to the statistics chart on the following page for the total statistics for 1992, 1993 and 1994.

The Placentia schools will receive a letter telling them how many children in their schools participated in the reading program and a list of the children who completed will also be sent. Many of the schools announce the names of these students at a school assembly. A press release including all the names of the children who earned their certificates and the names of the many areas businesses who donated prizes has been sent to the Placentia News-Times.

Phil Yeh - Phil Yeh, noted children's author and cartoonist, will be presenting a workshop for children on September 26th from 4:00 P.M. - 5:00 P.M. This cartooning and writing workshop will be for children ages 5 - 13 and parents will also be welcome. Mr. Yeh's books will be available for purchase and autographing after the program. He will be presenting the program for the Literacy Department later that evening and it seemed a good opportunity to have him speak for the children.

Library Card Month - Each child in Placentia Elementary schools will receive a flyer and a bookmark inviting them to come to the Library and get a Library card. If the child has never had a card before they will get a "Kids are Special People" pencil and be eligible to enter a drawing for paperback books. A very large and bright bulletin board also announces Library Card sign up month! This special promotion will continue until the end of October.

Book Display - A large selection of regular fiction and picture books about school is being displayed in the Children's department and will remain until the end of September. Many children and parents stop at this display and choose titles for check out.

STATISTICS FOR SUMMER READING PROGRAM

1992 1993 1994

	1992 Incredible Journeys	1993 Top Hat and Tales	1994 Reading Rodeo
Number Enrolled	1,118	1,131	924
Number Finishing	303	298	338
Percentage Finishing	27%	26%	37%
Number of Wednesday programs	9	12	10
# attending Wednesday Programs	991	623	722
Number of Pre-school Story hour	24	12	4
Number Attending Story hour	571	271	105

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian *JS*
 DATE: September 8, 1994
 SUBJECT: Acquisitions Report

Dollars Spent 8/1/94 to 8/31/94

Adult Continuations Print	
Adult Continuations Electronic	
Adult Fiction	\$317.69
Adult Non-Fiction	16.11
Adult Reference	
Adult Audio	37.71
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	
Juvenile Audio	
Juvenile Video	
Total	371.51

Dollars Spent 7/1/94 to 8/31/94

Adult Continuations Print	\$641.12
Adult Continuations Electronic	7,753.75
Adult Fiction	317.69
Adult Non-Fiction	16.11
Adult Reference	
Adult Audio	37.71
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	615.77
Juvenile Reference	83.01
Juvenile Non-Fiction	618.45
Juvenile Audio	
Juvenile Video	
Total	\$10,514.59

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$164.94
Gift Accounts	554.43
Juv. Reference*	1160.60
Juv. Non-Fiction*	1970.80

*To be invoiced 12/1/94

Donated Items 7/1/94 to 9/8/94

Adult Books	135	\$2,259.75
Juvenile Books	9	83.65
Adult Videos	120	2,790.00
Juvenile Videos	30	535.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer *W*
DATE: September 12, 1994
SUBJECT: **Publicity materials produced for August 1994**

Information added for this month on Channel 53 the Placentia Library cable channel included August quotes, Literacy tutor training, the Friends of the Library huge used book sale coming up in November, Children's storyhour starting in October, Afterschool Specials starting in October, the Anniversary Celebration October 16 with special note of Virginia Carpenter being the guest of honor and Heull Howser being the keynote speaker.

Newspaper articles include, articles on Orange County Library System and their plan to tax their users to keep the Libraries open, articles on the public's reaction to this plan. Other articles include Grandparents read, Orchid Society will meet, Storytellers Thomas Hurner and Ken Frawley will present stories, Seminar on living trusts will be presented, Drawings on display - at the Placentia Library District.

The press release covering the Junior Girl Scout Troop giving the \$80.00 check was mailed in with the photograph taken that night. A copy of the press release is attached.

Library panel recommends tax

GOVERNMENT: A new countywide levy is the only practical way to restore previous funding levels, the task force says.

CHRIS KNAP
Orange County Register

A countywide library tax is the only solution likely to raise enough cash to bail the Orange

County Public Library system out of an unprecedented financial crisis, a task force has concluded.

In a confidential draft of a report that will go to the county

supervisors later this month, the Public Library Task Force recommends that the county tap private donors and city councils for library contributions and increase fees for library services where possible.

But those methods are projected to raise only 10 percent of the \$10 million shortfall the libraries will face in 1995.

The task force concludes that

voters should be asked, as soon as April, to approve a tax that would raise at least \$8.85 million per year. The alternative, the report says, is to close many of the county's 27 branch libraries.

"The ultimate reality of

Please see **LIBRARIES** Page 2

► **O.C. POLL:** Do you support a library tax? **Metro**, Page 3

FROM

Orange County Public Library's situation is that there is simply no other option which can realistically be expected to provide the balance of resources necessary to restore the level of service," the report says.

The task force consisted of private citizens, businesspeople, city and county administrators and library officials.

Board of Supervisors Chairman Thomas F. Riley, who created the task force and has championed its effort, said he won't feel comfortable discussing a library-funding tax until he has studied the report.

But Riley said he repeatedly has been surprised by the response he has received from Orange County residents concerned about cutbacks in service caused by the funding problems.

"Certainly libraries are the top priority on my list, and I'm sure that is so with others," Riley said Monday.

Orange County's public libraries lost nearly \$6 million, or more than one-fourth of their funding, when the state Legislature in 1993 shifted millions of dollars worth of property-tax revenue to local public-school systems.

The Board of Supervisors propped up the library's 1994 budget with about \$2 million in surplus cash. But County Librarian John Adams was still forced to cut the budget for new books and periodicals by \$4.5 million, cut 70 full-time librarians and reduce hours by 40 percent.

According to the task-force report, the libraries will need \$27 million next year to operate the 27 existing branches, plus \$4 million for new materials. Revenue is projected to be \$10 million less than that.

"This gap between what is available and what is required for an adequate level of service either must be closed or major cutbacks in the quality and availability of public library services will be unavoidable," the report says.

"The implications of such cutbacks are deemed by the task force to be highly undesirable. Closing libraries will make ac-

"It will clearly be crucial for additional public funding to be secured to provide a stable, predictable revenue stream which will allow for the restoration (of service)."

PUBLIC LIBRARY TASK FORCE REPORT

cess to library services far more inconvenient for library users; in the cases of children and some senior citizens it will make access to a library virtually impossible."

The task force expects the county to generate \$650,000 a year with new user fees, which could include such things as rental fees for bestsellers and a toll phone number for access to the library's computer database.

The report suggests that the library should immediately undertake fund-raising activities, such as a "library Gold Card" project that would allow individuals to make a voluntary \$25-a-year contribution to their libraries. By law, public libraries can't sell library cards.

Fund raising from private-sector donors should bring in \$400,000. And cities that want to pay extra to fund special services at their branches should add \$100,000.

But these sources of new revenue add up to little more than \$1 million per year.

"It will clearly be crucial for additional public funding to be secured to provide a stable, predictable revenue stream which will allow for the restoration (of service)," the members concluded.

The report says the county could levy the tax by creating a countywide taxing district, similar to the way parks and fire sta-

tions are often funded, or assess fees on each real estate parcel. The details of the tax levy and the amount each resident or homeowner would pay, are not discussed in the draft report.

The report notes that five California communities asked their citizens to fund library services in referendums in June. All of the library-funding measures passed overwhelmingly, with Albany polling a 76 percent yes vote and Altadena an 85.3 percent yes vote.

A survey by the California Library Association found that 59 percent of the state's population believes that government spends too little on libraries, and 73 percent were willing to pay additional taxes to fund libraries.

The task-force members included the county superintendent of schools, city managers from Brea, Mission Viejo and Laguna Niguel, and citizen volunteers who head Friends of the Library groups in Stanton, Irvine and countywide.

"I was very pleased with the people on the task force. They really gave it their all," said Martha Lydick, president of the countywide Friends of the Library Foundation.

"We all tackled this as a very important issue."

Santa Ana, California

The Register

Daily

AUG 09 1994

LENDING A HAND TO THE LIBRARY

Here's how the Orange County Public Library Task Force has proposed meeting a \$10 million shortfall the libraries will face in 1995.

Strategy	Project revenue
Fund raising: Grants and partnerships with individuals and companies	\$00,000
User fees: New fees such as rental on bestsellers; toll access to computer phone lines	\$650,000
Contract services: Some cities would likely be willing to pay more so their local libraries could offer special services	\$100,000
Voter authorized revenue: Tax	\$8.85 million
Total	\$10 million

Source: Report of the Orange County Public Library Task Force

Agenda Item 38
Page 2

Public clippings
post office box 11789
santa ana, calif. 92711

Los Angeles Times OC Edition
Daily

AUG 12 1994

New Tax to Save Libraries Recommended

332
By LESLIE BERKMAN
TIMES STAFF WRITER

SANTA ANA—To avoid closing county libraries, a task force is proposing a new tax to solve the library system's worsening budget crisis.

"The need is crucial for doing something to finance the libraries adequately so they can stay open. The literary life of a community is at stake," said John F. Dean, county superintendent of schools and a member of the panel that suggested the library tax.

The library task force estimated that the new tax would raise \$10 million in the next budget year, but the report did not specify how much that would add to the average homeowner's annual property tax bill.

The task force this week proposed a ballot initiative that would ask county residents to vote to establish a special district, a benefit assessment or parcel tax earmarked for libraries.

Proponents of the tax believe Orange County residents would support it. They note that other California cities, including San Francisco, South Pasadena, Oakland and San Francisco, have bit the bullet and voted for such taxes.

The first general election in which such a library tax initiative could be considered would be in April, 1996, although a special election could be called earlier.

"There has been more support expressed for libraries than anything else except maybe public protection," said Ernie Schneider, county administrative officer and chairman of the library task force. "When we cut back on hours and book purchases, the supervisors get calls."

But some city officials expressed

Library Funding

Facing an anticipated \$10-million shortfall next year, Orange County libraries are searching for ways to generate more revenue. Some possibilities, recommended by a county task force:

- **Increase fees and charges** such as those for overdue books and replacing library cards.
- **Introduce fee-based services**, renting best sellers, research and printing services.
- **Become more aggressive** in raising funds from individuals and businesses.
- **Establish partnerships** with private businesses to include sale of retail products in gift shops.
- **Contract with schools** to provide students with library services.
- **Add new revenue** from a community service district, benefit assessment or parcel tax. A new tax, if approved by voters, would be reflected on property tax bills.

Source: Orange County Public Library Task Force

Los Angeles Times
reservations Thursday about whether the proposed bailout of county libraries would hurt city-owned libraries or put additional financial pressure on cities.

Orange County residents will not easily accept a new tax, said Paul O. Brady Jr., city manager in Irvine and president of the Orange County City Managers Assn. He noted that it was only a few years ago

that county voters agreed to a new highway improvement tax.

The library task force report, which was received this week by the County Board of Supervisors, is a draft and may be altered before it goes to the board for final approval.

The draft report proposes numerous potential fund-raising measures, such as increasing library late fines and charges for replacing lost library cards. But the task force concluded that a new tax, which it describes as "clearly an unpalatable option," is the only way to avoid further reduction in library services.

"The bottom line is we are short \$8 million to \$10 million," Schneider said. And only about \$1 million of that shortfall can be met by non-tax methods, he added.

The county libraries, the report noted, are suffering from state legislation that in 1993 shifted a significant amount of property tax revenue from the county to the state.

In reaction, operating days and hours at county libraries were reduced by 40%, the purchase of new books and other materials was sharply cut back, staffing was cut and maintenance was postponed.

Even to operate at this diminished level, the task force report said, the county had to dip into reserves.

But those reserves will run out next year when even more drastic measures would be necessary to balance the budget without another revenue source, the task force said.

To offset the shortfall, Bert Scott, director of the county General Services Agency and co-chairman of the task force, estimated that 6 to 10 of the county's 27 libraries would have to close.

Dolores Madrigal, manager of

the county's branch library in Laguna Beach, said, "If the libraries could depend on a consistent source of revenue we could go on with our business of serving the public."

Costa Mesa Mayor Sandra Genis said she believes the county is obligated to provide library services with the share of property tax revenue it already claims for that purpose.

"It seems unfair that they would continue to take the same property tax split but cease to provide the service," she said.

Genis said that if a separate library revenue source is established, she would like to study the feasibility of empowering some authority other than the county to administer the funds and operate the libraries.

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MANY FIND FEE NOT SO TAXING



MICHAEL GOULDING/The Orange County Register

Sam Clemens of Fountain Valley spends time reading the newspaper at the Fountain Valley library Tuesday. Fifty-three of 75 people

interviewed around the county Tuesday said they would be willing to pay a \$10 annual tax to keep libraries open. **Story on Page 2**

O.C. libraries get plan in motion

GOVERNMENT: Officials say swift action is vital, and the best way to halt further cuts might be to establish a tax district.

By **CHRIS KNAP**
The Orange County Register

John Adams faces a \$10 million shortfall that has forced him to put 24 of Orange County's public libraries on a four-day-a-week schedule. If new funding can't be found, many will have to be

closed.

But Adams, Orange County's chief librarian, can sometimes chase away the budget blues by looking north to Los Angeles County, where the shortfall is \$30 million and where 43 county libraries are operating only two days a week and 10 have been closed.

Los Angeles County Librarian Sandra Reuben is working frantically to win approval from 52 cities and the Board of Supervisors for a special assessment district that will raise \$28.5 million a year.

Without at least \$7.5 million,

more of the county's 87 libraries will close.

"It's disasterville up there," Adams said Tuesday. "They've run out of time. I think that gives a little perspective to our situation."

In contrast to what Reuben describes as a "52-ring circus," Orange County's funding difficulties seem less of a crisis.

Yet officials in both counties said Orange County's 27-library system might find itself in similar straits if officials don't act promptly on a series of recommendations put together in the past few months by the Orange

County Public Library Task Force.

Chief among those: a system-wide tax assessment that would raise \$8.85 million a year. The taxing district would encompass unincorporated areas and the 2 cities served by county libraries.

The draft report, obtained by The Orange County Register on Monday, does not say how much an individual household would be expected to pay.

But dividing the \$8.85 million that Adams hopes to raise by the 483,000 households in the Orange

Please see **LIBRARIES** Page 2

LIBRARIES:

FROM 1
County system's service area results in an annual tax of about \$18.32 per household, about \$10 less than the \$28.50 per single-family household that Los Angeles County's Reuben is trying to sell.

If commercial property is included, as is happening in Los Angeles County, the Orange County library tax would be considerably less.

In an interview Tuesday, Reuben said the \$28.50 per household levy is turning out to be a relatively easy sell, once people understand what it means.

Los Angeles County's libraries relied on additional funds from Sacramento for more than half of their \$60 million budget in 1993. In contrast, Sacramento's supplement to Orange County was a little more than one-fourth the library budget. When the 1993 Legislature shifted that money to schools, Orange County was hurt; Los Angeles County was crippled.

"I'm not proud of this and I want to correct it as soon as possible," Reuben said. "It's absolutely astounding to me that a state like California would let its libraries, the holder of all this wisdom and knowledge, just founder like this."

Orange County was able to help Adams construct a two-year budget that will carry the libraries through — albeit with reduced services — until July 1995.

Reuben, even with layoffs of 300 employees and a 60 percent reduction in service hours, still is \$7.5 million short of the money needed to keep the remaining libraries open this year.

Now Reuben and her assistants are visiting councils in 52 cities, lobbying council members to vote to join the assessment district.

Orange County officials say they expect the public to be supportive of the tax proposal.

"According to the public's perception, the libraries are one of the most important responsibilities that we have," Orange County Board of Supervisors Chairman Thomas F. Riley said Tuesday. "We're going to have to make (library funding) work."

A book lover reflects on libraries, life

³³²
I probably drop by the library once or twice a week," my father-in-law said.

This made my mother-in-law chuckle into the phone. "Oh, more than that!" she said. "One day you were jittery and I said, 'Oh, you missed your library fix for the day.' You're addicted."

He couldn't argue. Bill, my 70-year-old father-in-law, may well be the world's most hardcore library junkie.

And that's why I called him this week in a panic. Orange County's libraries are in more trouble than ever, I said.

They're talking about a new tax to keep them open part time.

Three thousand miles away in upstate New York, I heard Bill sigh. (Annie, my mother-in-law — no stranger to libraries herself at 68 — did the same.)

"I wouldn't have known half of what I know about life and everything if it hadn't been for library books," Bill said.

He told me about growing up during the Depression. His parents could buy him only two or three books a year, so he wore a bicycle groove between home and library.

Bill's voice picked up speed. "Do you know what an SE-5 or a Fokker D-7 or D-8 is? Well, I do because I spent hours and hours reading about World War I flying." He began telling me about pusher props, propellers and such, until Anne gently suggested that perhaps I didn't need so much detail.

"I've got a raft of information stored in my wooden head," Bill said half-sheepishly.

More like a three-masted ship of information. Bring up any subject from comets to the Civil War and chances are he has something interesting to say.

No wonder. As a young Army major and a father teaching high school English, Bill kept giving his library cards a workout. He read books on science, history, sports, building, finance, parenting, you name it. Not by coincidence, he built much of his own house, became a whiz at investing and helped raise three children who love to read.

Some books have stuck with him. "A Midnight Clear," for instance — a novel that depicts German soldiers in World War II as weary and human. "When I was in the war, I cultivated an artificial hatred of Germans, period," Bill said. "It was the only thing that let me go into war every day and try to kill people. ... It's the kind of book that makes you think, makes you reassess your position."

I thought about how, over the years, Bill must have reassessed his position many times. How he helped Asian refugees settle into his community. How he was graciously tolerant when my husband and I got married by a non-Catholic, female priest. How, in his 60s, he suddenly took up tap-dancing.

Reading, Bill said, "makes you a person who doesn't just discard things, saying, 'Oh, that's crazy.'"

Since he retired, his library habit has grown. He's up to a dozen borrowed books a month. He volunteers at his local branch — reshelving books, entering computer data, doing odd jobs — and believes he and other volunteers have enabled the place to expand its hours.

Hating to mention it, I asked Bill what he would do without libraries — considering that he couldn't afford to buy a fraction of the books he reads.

"Honestly," Bill said, his voice growing slow and anxious, "I would feel deprived — deprived of reading in general. Reading is, for me, like ..."

Anne jumped in to finish his thought. "Breathing," she said.

You can reach Melissa Balmain at (714) 953-2295.

Many would pay tax to keep library

OPEN

FREE: Residents view the system as important, even if they visit the branches.

PEPPER
Orange County Register

Beery, youngsters in tow, explaining a proposed library to a friend Tuesday as they set up for Bubblemania at Fountain Valley branch library.

Bubblemania, a foamy good-time show, was one of the highlights for children at the event this summer — and one of the reasons Beery said she is

willing to pay a tax to keep her branch open.

But as fabulous as the kid-sized bubbles were for the youngsters, a library is much more, Beery said.

"I want my daughter to grow up with books around her," she said. "If I have to pay a tax or make donations to keep our library open, I'll do whatever it takes."

Fifty-three of 75 residents interviewed Tuesday at the Fountain Valley branch library, Brea Mall and Laguna's Main Beach said they are willing to pay a \$10-a-year tax to keep the county library system afloat. Even those who rarely set foot in libraries

said they see them as important spots on the cultural landscape.

A task force says \$8.85 million in taxes must be raised to keep the county's 27 branches open. That works out to about \$18.32 per household if divided among the 483,000 households in the system's service area, or \$10 per family per year if divided among all the county's 875,072 households.

And even people who wouldn't know the Dewey decimal system from one of Donald Duck's nephews would rather pay than lose their local library.

Sixteen of the 24 people interviewed at Main Beach visit the library once a month or less.

Still, 15 said they were willing to fork over a \$10 tax.

But some want more for their money.

"I wouldn't pay \$10 to keep the current level of operation," Mike Jacobs said. "I would pay to have the library go back to its original hours. They've cut back so much. I miss the way it was."

Nearly everyone questioned complained about the library's curtailed hours. Still, many described their libraries in near-reverent terms: wonderful, perfect, quiet, helpful, educational, friendly, relaxing.

But others said their branches were merely adequate, fair or functional.

BACKGROUND

The Orange County Public Library serves about 1.3 million residents — half the county's population — in 22 cities and the county's unincorporated areas. Nine cities maintain their own libraries.

About 750,000 people hold county library cards and use them to check out 6 million books, magazines, tapes and other materials each year. Here's the breakdown:

- Books: 83%
- Videotapes: 8%
- Magazines: 6%
- Compact discs: 2%
- Audio cassettes: 1%

► About 40 percent of the books checked out are children's books. Twenty-five percent of the books adults take home are business-related, 30 percent are fiction, and 45 percent are nonfiction books on subjects other than business.

► The hottest books at the Fountain Valley branch: "The Chamber" by John Grisham for adults; "The Goosebump Series" by R.L. Stein for children.

Source: Orange County Public Library

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The Register Daily AUG 7 0 1994

Sixteen of the people interviewed at the beach said the library has become obsolete in the information age.

At the Brea Mall, teens were seen browsing in small groups outnumbered adults.

Sixteen of 21 people interviewed said they'd be willing to pay

"When we were growing up in Oklahoma, the library was the center of cultural enrichment," said Margery Enix, a music professor at Chapman University in Orange. "It was very important to us. I think the young people should have the same opportunity as we did."

Register interns Jennifer Leuer and Quen Do contributed to this report.

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The Register
Daily

AUG 19 1994

Libraries are necessary

Probably the most important services, libraries, are deliberately short-changed. It's only \$10 million, so let's have a small tax increase to raise the necessary money.

No! Let the government cut one quarter of 1 percent from every program, one penny out of every \$4 spent, and almost \$20 million could be found to properly fund our libraries. Libraries should always be recognized as a need equal to schools, fire, and police services in all budgets.

Stanley Levy
Rancho Santa Margarita

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Los Angeles Times OC Edition
Daily

AUG 13 1994

Orchid Species Society of Southern California: Second Sunday. Monthly at 2 p.m., Placentia Library, 411 E. Chapman Ave. Placentia.

Begonia Society of Orange County: Second Thursday. Monthly at 7:30 p.m. at 2310 E. Lincoln Ave., Anaheim. (714) 525-7061.

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The Register
Daily

AUG 17 1994

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Los Angeles Times OC Edition
Daily

AUG 25 1994

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Placentia News
Weekly

AUG 25 1994

Funding the libraries

The article, "Many would pay to keep library open" [Metro, Aug. 10], is a trashy trial balloon trying to soften up the people for another increase in taxes. To those willing to pay \$10 per year, I say, "Send it to city hall." They will take all you've got and ask for more.

I suggest another survey be taken: Accost customers at various grocery stores, showing them a list of the gross salaries plus benefits of all the top 20 employees at city hall. Then ask them if they want to pay \$10 more in taxes. If the answer is yes, ask them for a check on the spot. That is called putting your money where your mouth is.

Charles Ford
Fullerton

Orange County libraries must be saved. If that means a small tax, so be it. People in this county spend thousands of dollars on rock concerts and ball games. I cannot believe a few dollars a month will matter to them.

As a child I remember the horror of the book burnings in Nazi Germany. Closing libraries is tantamount to burning books. Either way they are withheld from the people.

When the books disappear, culture will die, make no mistake.

Helen Baznik
Tustin

Calendar

TODAY

Grandparents read: The Placentia Library will sponsor a program in which local retired persons will read to children. The program will begin at noon in the children's department, 411 E. Chapman Ave.

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The Register
Daily

AUG 30 1994

Charge for libraries

Regarding the libraries' financial problems, why not have the people who use it pay part of the expense? Charge an entry fee to each library. Charge an initial membership fee. Charge a rental amount on each book taken out.

Even if the charges are minimal, the revenue would add up over time.

Leo J. Woodbridge
Hemet

PLACENTIA
Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open noon to 8 p.m. Monday through Wednesday, 10 a.m. to 6 p.m. Thursday and Saturday, 1 to 5 p.m. Sunday.

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Placentia News Weekly AUG 18 1994

AROUND TOWN

Seminar on living trusts scheduled

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A free seminar "Understanding Living Trusts," will be presented by Scott A. Bourdelais, attorney at law, and co-presented with Lee Kearney, a financial planner at 7 p.m. Sept 6 and 8.

The seminar will be presented at Placentia Library, 411 E. Chapman, corner of Chapman and Kraemer avenues. For more information, call 541-9569.

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Los Angeles Times OC Edition Daily

AUG 04 1994

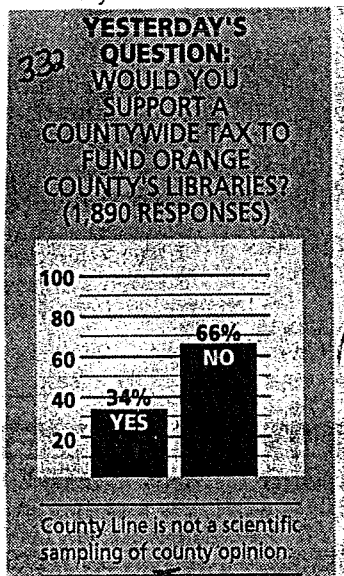
WHAT GOES ON

Today

Thomas Hurner and Ken Frawley present "The American Cowboy," songs and stories of the American West, at 1 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. Free. (714) 974-8299.

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The Register Daily AUG 10 1994



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Placentia News Weekly AUG 4 - 1994

'26 Chevy Depot Hack drawing on display

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Placentia artist Ted Carrier will have his drawing of a 1926 Chevy Depot Hack on display at the Placentia Library.

Also on display is a collection of automotive books, scale model cars and other auto-related items.

The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

PLACENTIA NEWS-TIMES

NORTH COUNTY NEWS

THE ORANGE COUNTY
Register

1771 South Lewis Street • Anaheim, California 92805 Fax: 704-3714

We want your news! Here's a handy form to help you submit news to the Placentia News-Times. We suggest you make copies of it to assist you when submitting press releases. It contains information about each element of the news important to your story. The deadline for the Placentia News-Times is 5 p.m. Thursday — two weeks prior to the News-Times' Thursday publication date. If you have questions or need help with your press releases, please call us:

Jerry Fingal, city editor 704-3705

Joe Bel Bruno, reporter 704-3704

Jannlee Watson, executive editor 704-3789

Agenda Item 38
Page 9

WHO?

(Name of person, club, organization)

JUNIOR GIRL SCOUT TROOP
#711 The Lucky LEOPARDS & The PLACENTIA LIBRARY

WHAT?

(Name of event)

The GIRLS presented A check
for \$80⁰⁰ to the LIBRARY. The MONEY WAS RAISED
through the troop's COOKIE SALES.

WHEN?

(Time and date)

MONDAY AUGUST 15 AT THE REGULAR
BOARD OF TRUSTEE MEETING

WHERE?

(Location and address of event)

AT THE LIBRARY

WHY?

(Is it a fund-raiser, celebration, meeting?)

The GIRLS DECIDED TO
GIVE THE MONEY TO BUY BOOKS, THEY HAD HEARD OF
THE BUDGET PROBLEMS THAT THE LIBRARY WAS EXPERIENCING

OTHER INFO?

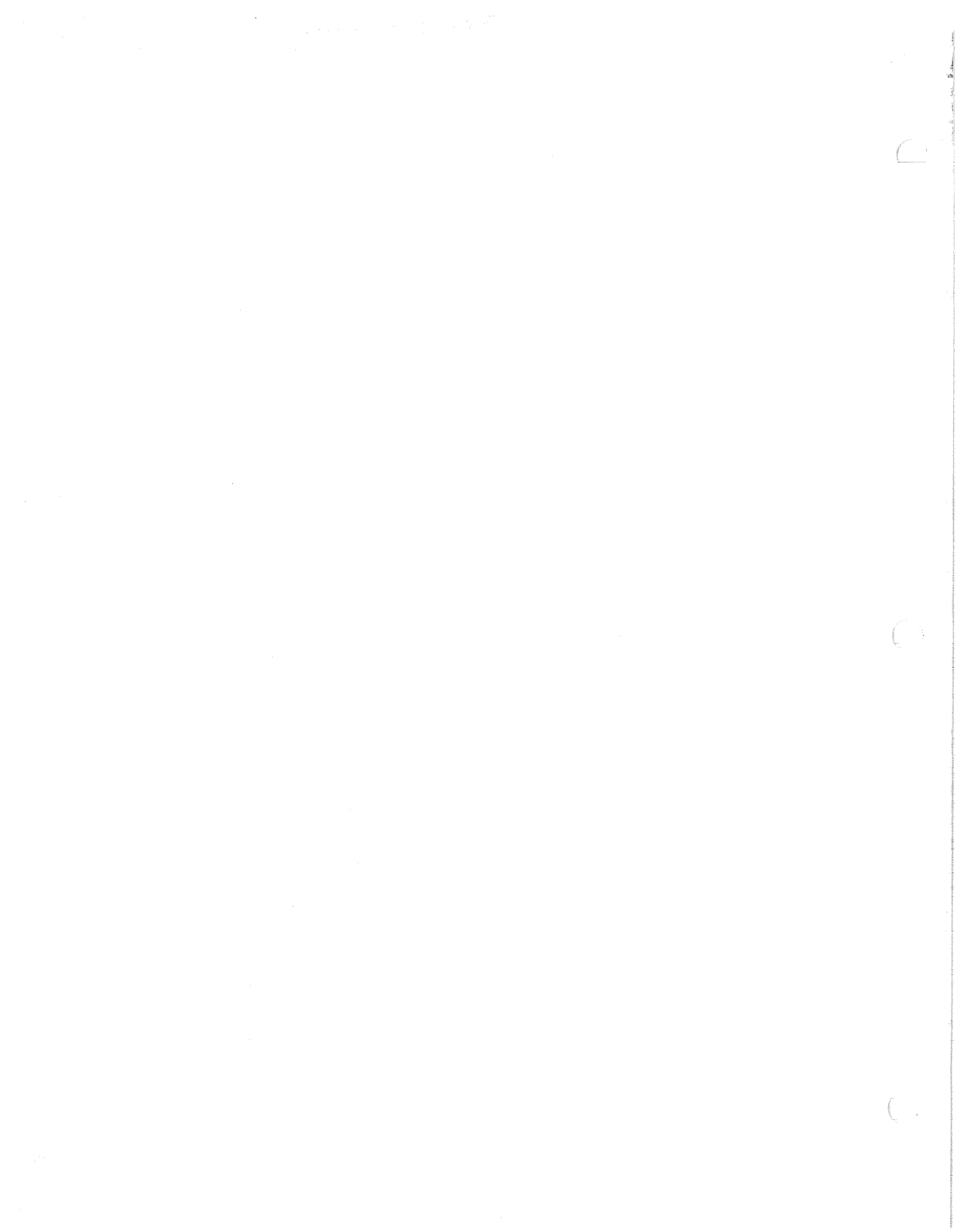
(Tickets needed? Cost? Where to get them?

Where to call for reservations? Where to call for
information? Who's the chairman? Who's the committee?)

Presenting the check

WAS GIRL SCOUTS RACHAEL CANSDALE, STEPHANIE O'BRIEN, GOSS,
NEENA SETHI, MAGGIE SLATER & BRITTANY WILLIAMS

CO LEADERS BARBARA SLATER & LINDA CANSDALE WERE ALSO PRESENT.
ACCEPTING THE CHECK WAS PRESIDENT PEGGY DINSMORE,
OTHER TRUSTEES PRESENT WERE SAUNDERS STARK, SECRETARY,
RAY EVANS, FRED WEST & AL SHKOLER.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: September 19, 1994
SUBJECT: Placentia Library Literacy Services Report for the month of August

Program Statistics

Active tutors: 62
Active students: 85
Students waiting to be matched: 24
Percentage of tutors reporting (August hours): 83 %
Tutoring hours reported: 321.5
Other volunteer hours reported: 167
Total volunteer hours: 488.5

Internship Orientation. August 18, 1994, California State University, Fullerton Human Services Department held its first orientation for supervisors of interns. Dr. Lenore Parker, the Fieldwork Coordinator, presented the orientation which included information on required paperwork, supervision, and expectations of interns and supervisors. Literacy Coordinator Matas attended.

Tutor Training. Saturday, August 20, 1994 the second one-day tutor training class was held. The class was taught by James Roberts. The attendance was lower than expected. Perhaps next time, an extra reminder to those signed-up is in order.

Rotary Club Donation. August 31, 1994, Literacy Coordinator Matas attended a Rotary Club of Placentia breakfast and was presented with a check from the Rotary Club for \$1,000. The money will be used to purchase copies of the book used in the tutor training workshops and given to each tutor for use in their tutoring sessions.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: September 19, 1994
SUBJECT: Families For Literacy Report for the month of August

Current Program Status. On August 1, the California Library Services Board sent a letter announcing that Placentia Library District's grant application for the 1994 - 1995 Families For Literacy program had been approved in the amount of \$23,000.00. Following receipt of this letter, final arrangements for the program were enacted. One of the child care workers employed last year has been rehired. Applicants for the other positions are being sought. Participant application forms have been updated and an inventory of FFL materials currently in the office was made.

Elizabeth Minter; Suad Ammar; Ron Cozort, Administrator of the Placentia -Yorba Linda Adult School; and myself met on August 17 to review the days and times of the program. A flyer prepared by Adult Education which contains information about the FFL program was mailed following this meeting.

Ron Cozort has also made arrangements with the City of Placentia for use of the Backs Building for the ESL class portion of the program and is investigating transportation funding sources.

Intern. Julie Drago, a student from Cal State Fullerton will be working with the program during the Fall semester. I have met with her several times, and she has begun work on an informational flyer for future distribution.

Networking. I attended the Community Network Meeting on August 18 at 9:00 A.M. held at City Hall. Several of members were not aware of the Families For Literacy or the Adult Literacy programs. I was able to briefly explain the purpose of these programs and will be sending additional written materials for distribution at the next meeting.

Training. I attended a 4 hour training session on administering CASAS evaluation tests in Baldwin Park on August 31. These tests are part of the 321 funding that has been granted to Placentia Library Literacy Services.

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TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian SA
DATE: September 13, 1994
SUBJECT: **Placentia Pride Council Report for the Month of August 1994.**

The meeting was held on Thursday August 18, 1994. Eight members and one guest were in attendance.

Incorporation: Marv Reid, the Pride Chairman, reported that since the Council received permission to use the Library's address, he will proceed with filing the required documents for incorporation. It was moved and seconded that the Library will be the recipient of any funds remaining if the Council should dissolve.

Legal workshops: Suad reported that the Legal Resource Grant was filed. The Program Committee consisting of Gloria Shkoler, Adrienne Edmondson, Susan Parman, Marv Reid and Suad Ammar will start thinking of seminar topics and dates, locating and contacting speakers, and getting out publicity.

Oral History: This project is presently on hold. The planning grant will be presented to the California Council for the Humanities in January, 1995. The main grant application will be sent in April 1995.

Organization of the Month: Pat Irot discussed the idea of recognizing a local organization each month. The idea was approved. Pat will put together a procedure for selection and recognition, and Marv will contact the City for approval to present the "Organization of the Month" with a certificate at the City Council Meeting of that month.

