

Placentia Library District
Circulation Report
June 20, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 MAY 94	FY92-93 MAY 93
1st Time Checkouts	211,499	262,374	-19.39%	19,258	22,139
Phone Renewals	16,595	19,077	-13.01%	1,724	1,670
In-Building Renewals	24,076	25,088	-4.03%	2,402	3,134
Total Renewals	40,671	44,165	-7.91%	4,126	4,804
TOTAL CHECKOUTS	252,170	306,539	-17.74%	23,384	26,943
On-Time Checkins	205,832	249,407	-17.47%	19,693	23,617
Late Checkins	43,328	62,677	-30.87%	4,841	5,511
TOTAL CHECKINS	249,160	312,084	-20.16%	24,534	29,128
Holdings Placed	4,707	4,698	0.19%	484	488
Holdings Cancelled	724	557	29.98%	81	80
Holdings Filled	3,817	3,683	3.64%	379	410
Holdings Expired	178	148		16	20
Overdue Items	15,512	11,075		1,981	1,564
Overdue Notices	6,854	4,993		847	695
Billing Notices	7,364	7,375	-0.15%	916	0
Patrons Registered	3,766	5,951	-36.72%	364	452
Titles Added	N.A.	N.A.		883	N.A.
Volumes Added	N.A.	N.A.		1,325	N.A.
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	119,941	145,785	-17.73%	11,592	13,796
Juvenile Print	98,469	120,041	-17.97%	8,952	10,559
Total Print	218,410	265,826	-17.84%	20,544	24,355
Audio	14,311	13,413	6.69%	1,220	1,256
Visual	20,609	27,092	-23.93%	1,620	2,214
Equipment	6	50		0	7
Total Audio Visual	34,926	40,555	-13.88%	2,840	3,477
TOTAL CIRCULATION	253,336	306,381	-17.31%	23,384	27,832
Placentia Circulation	142,040	173,707	-18.23%	13,166	15,286
% Placentia Circulation	56.07%	56.70%		56.30%	54.92%
Anaheim/Yorba Linda Circulation	56,828	72,106	-21.19%	5,146	6,848
% Anaheim/Yorba Linda Circulation	22.43%	23.53%		22.01%	24.60%
TYPES OF BORROWERS					
Adult	197,435	183,992		18,661	21,562
Young Adult	1,665	536		189	107
Juvenile	50,456	47,951		4,269	5,390
New Borrower	3,369	13,095		257	773
Non Resident	0	3		0	0
Other	413	2		8	0
TOTAL BORROWERS	253,338	245,579		23,384	27,832
ATTENDANCE	387,439	475,995	-18.60%	41,758	55,606
Adult Reference - In Building	23,817	N.A.		2,135	N.A.
Adult Reference - Telephone	5,005	N.A.		419	N.A.
Children's Reference - In Building	7,739	N.A.		921	N.A.
Children's Reference Telephone	N.A.	N.A.		N.A.	N.A.
Total Adult Reference	28,822	N.A.		2,554	N.A.
Total Children's Reference	7,739	N.A.		921	N.A.
Total In Building Reference	31,556	N.A.		3,056	N.A.
Total Telephone Reference	5,005	N.A.		419	N.A.
TOTAL REFERENCE	36,561	N.A.		3,475	N.A.



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	868.82				7,076.00
Sep 1990	Nov 8, 1990	6,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,813.28
	Jan 16, 1991						108.43	108.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,408.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR 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 28, 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	1,659.99				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	14,806.88	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	118.60			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	4,232.78	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	788.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	989.05	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	9,608.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				7,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,980.26
TOTAL		56,413.72	11,857.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	183.95			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	819.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.62	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		1,805.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994								0.00
TOTAL		46,439.10	10,686.28	8,983.73	3,379.57	1,796.25	1,840.00	73,124.93
AVG		4,221.74	971.48	816.70	307.23			6,647.72

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	328.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	758.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,622.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,866.06	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	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,416.02	411.00	46.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	268.00	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	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
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				0.00	0.00
TOTAL	13,843.18	3,710.00	414.24	17,967.42	8,983.71
AVG	1,258.47	337.27	37.66	1,633.40	816.70

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	661.60	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	498.20	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

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	1,182.20
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	308.72	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

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	190.66	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	190.66	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	1,182.20
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						0.00
TOTAL	2,860.38	2,709.36	530.64	476.40	7,266.40	13,843.18
AVG	260.03	246.31	48.24	43.31	660.58	1,258.47

TIME BY TYPE OF WORKER						
FY1990-1991	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1990	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1990	8.00	12.00	2.00	0.00	48.00	70.00
Sep 1990	8.00	12.00	2.00	0.00	48.00	70.00
Oct 1990	10.00	30.00	2.00	4.00	60.00	106.00
Nov 1990	3.00	10.00	2.00	0.00	20.00	35.00
Dec 1990	6.00	8.00	2.00	0.00	40.00	56.00
Jan 1991	8.00	20.00	2.00	0.00	36.00	66.00
Feb 1991	6.00	10.00	2.00	8.00	40.00	66.00
Mar 1991	8.00	10.00	2.00	0.00	40.00	60.00
Apr 1991	8.00	8.00	2.00	0.00	40.00	58.00
May 1991	8.00	20.00	2.00	0.00	60.00	90.00
Jun 1991	10.00	10.00	2.00	8.00	40.00	70.00
TOTAL	91.00	162.00	24.00	20.00	520.00	817.00
AVG	7.58	13.50	2.00	1.67	43.33	68.08

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	18.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	16.00	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

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	62.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994						0.00
TOTAL	92.00	106.00	28.00	20.00	330.00	576.00
AVG	8.36	9.64	2.55	1.82	30.00	52.36

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: June 20, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

Trustee Shkoler will be conducting his last meeting as president of the Placentia Chamber of Commerce on Thursday, June 23, 1994. He has served as the Chamber president for the past 18 months. The breakfast and program will begin at 7:14 A.M. The time was verified with Trustee Shkoler and does not include a typographical error!

The speaker will be Placentia City Manager Bob D'Amato who will be forecasting Placentia 2000.

All Trustees are encouraged to attend this meeting. Reservations made through the Library Office by 5:00 P.M. on Wednesday, June 22 will be paid by Library check. If reservations are not made Trustees are welcome to attend without a reservation by paying at the door and filing a reimbursement claim in July.

RECOMMENDATION

Approve Trustee and Staff participation.

*Fred
Elizabeth*

Placentia's

June, 1994

Business Link

Volume 23, Number 6

201-C E. Yorba Linda Blvd.

Placentia, CA 92670

(714) 528-1873

A publication of the Placentia Chamber of Commerce

PLACENTIA 2000

Robert (Bob) D'Amato has a unique perspective on our fair city. As a resident since 1972, he and his wife Sue, raised their son, Bobby and saw him through our school system. As a city employee for the last sixteen years he has seen the city grow and change. As the City Manager, for the last six years, he is an important element in shaping and guiding the Placentia of today and tomorrow.

On June 23, 1994, at Alta Vista Country Club, 7:14 A.M.,

Bob will look ahead to Placentia 2000. What will it be like when we have no vacant land for development? What can we expect in the way of city services? What kind of shape will our infrastructure be in for the next century?

Bob will also tell us about what is happening now and what to expect in the coming year.

Mark your calendars now for this very special program.

For further information call the chamber office at (714) 528-1873.



THANK YOU TO ALL OF OUR BUSINESSES WHO PARTICIPATED IN OUR BUSINESS EXPO

First Interstate Bank
ABWA Placentia
Affordable Secretary
Assoc. Occupational
Therapists Rehab. Ctr.
Bear Root Florist
Beckman Employees
Union
Bed Brokers
Century 21 Superstars
City of Placentia & Po-
lice Dept.
CTS Appliance
EDD, Rudy & Rosa
Hernandez
KFC Partners
Fine Art

Foto Hall
L.A. Cellular

Landmark Bank

Longs Drug Stores
M'Garvey & Clark
Nadine's Florist
Noon NOC
Exchange Club
NOC News
Office Depot
Placentia Library
Pound Photo
Uniglobe Travel
Whittier Lincoln
Mercury
Yours Truly



Vicky Ritchie, Bear Roots Florist, showing off her floral arrangements at the Business Expo.

TO: Library Board of Trustees

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

DATE: June 20, 1994

SUBJECT: **Installation of Debit Card Printer System for Public Access Electronic Information Services**

All of the system components at the Reference Desk have been installed and are currently being tested. The Children's Department system is awaiting delivery and installation of equipment for a computer memory upgrade.

Several unanticipated problems were encountered during the installation. The most important and costly was the need to install dedicated power circuits to the Reference Desk outlets. I had assumed that this work was done prior to the installation of the computers at that location but it had not.

The systems in both departments should be operational for public use, and revenue-generation, by the end of June.

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TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: June 20, 1994

SUBJECT: Receipt from the Orange County Auditor of \$11,971 for Reimbursement of Property Tax Shift for FY1992-1993 of One Time Revenues as Authorized under AB 2371

At the February 22, 1994, Board Meeting I reported that in December, 1993, pursuant to AB 2371, the District filed a claim with the Orange County Auditor's Office for an adjustments to the amount of property taxes shifted from Placentia Library District to the Educational Augmentation Fund of Orange County. (Attachment A)

On February 10, 1994, the Orange County Auditor's Office requested that several changes be made and a letter with my signature be submitted. The letter was prepared and mailed on February 17, 1994.

The District has been notified by the Orange County Auditor that it's account has been credited with \$11,971 as a result of processing of this claim.

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TO: Library Board of Trustees

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

DATE: February 22, 1994

SUBJECT: Submission to the Orange County Auditor of Claim for Reimbursement of Property Tax Shift for One Time Revenues as Authorized under AB 2371

The Orange County Auditor's Office is in the process of making some adjustments to the amount of property taxes shifted from special district to the Educational Augmentation Fund. Pursuant to AB 2371 the Auditor's Office requested from Placentia Library District in December, 1993, a statement of funds we believe to be exempt from the shift.

At the request of the Library Director, Charles A. Munson, CPA, of Anderson, Lynn Bezich, Munson & Cronick prepared a statement based upon the District's financial reports. Everything was submitted to the Orange County Auditor's Office by the deadline.

On February 10, 1994, the Orange County Auditor's Office requested that several changes be made and a letter with my signature be submitted. The letter was prepared and mailed on February 17, 1994.

While further changes may still be made the District stands to gain 10% of the funds reported, \$176,737 or \$17,674. Mr. McConnell, Chief, Accounting Operations, Orange County Auditor's Office, stated that they hoped to get these amounts finalized and the funds transferred by the end of the current fiscal year.

the subject of the present report is the question of the possibility of a general theory of the structure of the universe.

The first part of the report is devoted to a discussion of the various theories which have been proposed for the structure of the universe. It is shown that the most serious difficulties are those which arise from the fact that the universe is not homogeneous and isotropic.

The second part of the report is devoted to a discussion of the various theories which have been proposed for the structure of the universe. It is shown that the most serious difficulties are those which arise from the fact that the universe is not homogeneous and isotropic.

The third part of the report is devoted to a discussion of the various theories which have been proposed for the structure of the universe. It is shown that the most serious difficulties are those which arise from the fact that the universe is not homogeneous and isotropic.

The fourth part of the report is devoted to a discussion of the various theories which have been proposed for the structure of the universe. It is shown that the most serious difficulties are those which arise from the fact that the universe is not homogeneous and isotropic.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: June 20, 1994
SUBJECT: 1994 Staff Appreciation Dinner

The date of the Staff Appreciation Dinner has been changed from Thursday, July 14, to Thursday, July 21 in order to accommodate a schedule conflict for our hostess.

The invitations have been prepared and distributed.

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TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *Ed Mint*

DATE: June 20, 1994

SUBJECT: Public Officials Liability Insurance Coverage for 1994-1995

At its meeting on April 18, 1994, the Library Board voted to change its carrier for public officials liability insurance.

At that time several questions were raised concerning the scope of the coverage during the transition from one carrier to the other.

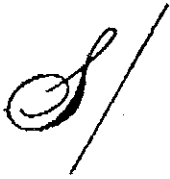
The District's Agent of Record, Thomas F. Shipkey of Shipkey Insurance Agency, discussed several of the concerns with Secretary Stark on April 19, 1994, and submitted the letter identified as Attachment A and a follow-up explanation identified as Attachment B.

If the Board has any further questions about this policy Mr. Shipkey will attend a future Board Meeting to talk with the Trustees.

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SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681
(714) 731-3801 • FAX (714) 730-4876

Agenda Item 27
Attachment A

April 20, 1994

Elizabeth Minter, Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

FAX

Re: Directors and Officers Liability

Dear Elizabeth:

This letter is to clarify the insuring clause of the policy as respects the "claims made" form. It covers any claim first made during the policy period for a wrongful act committed by the insured before or during the policy period.

Therefore, the new policy would cover a wrongful act committed before the effective date of the new policy. However, the insurer does not intend to cover a claim for which you had knowledge but had not yet been filed. That is why there is a question on the application which pertains to that situation.

My April 13, 1994 letter stated in fourth paragraph that the new policy would not cover wrongful acts committed prior to the effective date. I had a discussion with Sandra Stark and she was correct about this point so I wanted to advise you of this distinction.

Please call if you have any questions.

Sincerely,

Thomas F. Shipkey
President

TFS/rek

14751 PLAZA DRIVE, SUITE K
P.O. BOX 686
TUSTIN, CALIFORNIA 92681
(714) 731-6801 FAX (714) 730-4876Agenda Item 27
Attachment B

FAX COVER LETTER

TO: Placentia Library District DATE: 5/17/94

ATTENTION: Elizabeth Minter

from: Tom Shipkey # Pages 2

RE: Directors and Officers Liability

Per our conversation, I'm faxing a copy of my April 20th letter to you.

On April 19th I discussed this subject with Sandra Stark. She was satisfied with her understanding that the policy would cover "wrongful acts" which occurred prior to the inception of the new policy as long as the Board had no knowledge of a "claim." A claim is defined as a written demand or legal proceeding. Therefore, with that exception, you do have coverage for wrongful acts committed before or during the policy period.

I will be happy to attend your June 20th meeting if you feel it is still necessary.

TO: Library Board of Trustees

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

DATE: June 20, 1994

SUBJECT: Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

BACKGROUND:

At its meeting on May 17, 1994, the Board heard a presentation of a draft of the Study from BSI Vice President Dennis Klingelhofer.

Board members were asked to submit their comments and/or suggestions to the Library Director by May 26. No comments were received.

The Library Director has not been in touch with Mr. Klingelhofer since here return from vacation on June 8, 1994.

The final report should be presented to the Board at its Regular Meeting on July 18, 1994.

Any suggestions for changes should be forwarded to the Library Director by Thursday, June 23, 1994.

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TO; Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: June 15, 1994
SUBJECT: **Submission of grant Application to the National Library of Medicine, U.S. Department of Health & Human Services, for an AIDS Information Outreach Project.**

BACKGROUND:

The National Library of Medicine is soliciting quotations from organizations and libraries to design and conduct projects that will improve access to HIV/AIDS-related information by patients, the affected community, and their care givers.

If awarded, the funds will allow the Library to establish and conduct a project that relates to an extremely important cause.

It will give the Library high visibility on the local and possibly regional levels as a specialized center for HIV/AIDS related information.

The grant funds will allow for hiring temporary personnel on various levels, to provide training and help with information dissemination and delivery. This guarantees that the existing staff will not be burdened with much added responsibilities.

RECOMMENDATION:

Approve Submission of Application

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 20, 1994
SUBJECT: **FY1994-1995 Budget**

BACKGROUND:

Legislative Activities

During the past month there has been no significant activity affecting Placentia Library District in the Legislature.

Attachment A contains several articles from the Los Angeles Times discussing the upcoming cash flow problem for the State. While this has the potential for impacting the District, our Representative at California Advocates continues to report that the prevalent attitude among legislators is that the independent special library districts have already taken more than their share of the cutbacks and that other agencies need to be addressed at this time. This issue is being watched very closely by both California Advocates and District staff.

Proposed Revenue Budget for Fund 707 for FY1994-1995

Attachment B contains the revenue estimates for FY1994-1995. These estimates reflect a growth of \$34,623 or 3% over the budgeted estimate for FY 1993-1994. The City of Placentia Finance Department is estimating a property tax growth of 4% for FY 1994-1995.

In FY 1993-1994 the District Budget contained a provision for transferring \$65,000 from a non-operating fund to the operating fund if adequate cash revenues had not been received. It is clear at this point that this transfer will not have to be made in FY 1993-1994. The Proposed FY 1994-1995 Revenue Budget for Fund 707 includes \$76,743 as a transfer from a non-operating fund. Again, as was done in FY 1993-1994, it is the clearly stated intention of staff to replace this amount during the year with other cash revenues, or with savings in the expenditures budget. Attachment C outlines the activity in the non-operating funds for the past three years.

Proposed Expenditures Budget for Fund 707 for FY1994-1995

Attachment D contains the Proposed Expenditures Budget for Fund 707 for FY1994-1995.

The Salaries and Employee Benefits section contains a salary adjustment of 1.8% for all staff positions except page shelvers. This is the percentage change required for staff represented by the Memorandum of Understanding as the percentage change in the Consumer Price Index for the year ending March, 1994, for the Los Angeles-Anaheim-Riverside areas. This section also includes salary

FY1994-1995 Budget, June 20, 1994, Page 2.

scale step increases for the five staff members scheduled to be eligible for them during the year. There is also an addition of .50 FTE (20 hours per week) Page Shelves and .35 FTE (14 hours per week) of Library Clerk II. Attachment E contains the salary budget. Attachment F contains the Organization Chart for FY 1994-1995 and the Personnel Allocation by Activity for FY 1994-1995.

In Maintenance of Building and Grounds the HVAC budget has been reduced to reflect only the monthly maintenance and routine additional charges. Major equipment malfunctions will need to be addressed as they arise and possibly funded from a non-operating account.

Memberships are reduced to reflect the elimination in FY 1994-1995 of the institutional membership in the American Library Association since it will no longer be required for the public officials liability insurance coverage.

Printing costs have been reduced because the City is current with its billings for production of the *Placentia Quarterly*.

Election expenses are included at a rate of \$13,000 but will not be needed if the vacancies have only one candidate apiece.

Tax Collection Services & Fees by Orange County have been reduced because the County has begun to take a large part of the fee out of the revenue before it is allocated rather than sending an invoice.

Semi-Annual Bond Payment is again split with one payment coming out of the operating budget and the other from the bond redemption fund.

The book budget contains the largest change. \$150,000 is budgeted for operating fund purchases of books, audio-visual, and periodical materials. Attachment G contains a general breakdown of the distribution of the library materials budget.

Transportation/Travel contains \$5,000 for staff travel and expenses, and \$2,500 for trustee travel and expenses. This will allow some funds for attendance at State and/or National events.

Equipment contains \$6,500 to replace the microfilm/fiche reader/printer and the balance for equipment and furniture in support of the electronic publications being purchased through the library materials budget. The microfilm/fiche reader printer that is currently being used will no longer make copies and repair parts are not available. The old machine will be kept as a reader only. The new machine will be purchased immediately.

Resolution 94-5 establishing the salary schedules for FY 1994 1995 is Attachment H.

Resolution 94-6 for the FY1994-1995 budget will be distributed at the Meeting.

FY1994-1995 Budget, June 20, 1994, Page 3.

RECOMMENDATIONS:

1. Receive and file the Revenue Estimates for FY199~~8~~⁴-199~~8~~⁵.
2. Adopt the Organization Chart for FY 1994-1995. - dump
3. Read Resolution 94-5 by title only. *wnt / Shubert*
4. Adopt Resolution 94-5. _____ *wl*
5. Read Resolution 94-6 by title only.
6. Adopt Resolution 94-6.

wnt / Shubert

Shubert

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Wilson Budget Has \$2.7-Billion Error

■ **Finance:** Controller says state may not be able to show it will have the money to redeem bonds the governor wants to sell.

By DANIEL M. WEINTRAUB
TIMES STAFF WRITER

SACRAMENTO—A \$2.7-billion accounting error made by Gov. Pete Wilson's staff threatens to undermine the governor's newly released proposed budget for the fiscal year that begins July 1.

Wilson aides conceded Tuesday that the error was made but insisted it will not force changes in his proposal.

"We caught it and corrected it," said H.D. Palmer, a spokesman for the Department of Finance. "The bottom line is that this correction does not have an impact on the budget plan."

But state Controller Gray Davis—who must sign off on \$5 billion in borrowing Wilson has proposed—disagrees. Davis said it appears that the state, under Wilson's proposal, will not be able to show that it will have sufficient money on hand to repay that debt on schedule in the spring of 1996.

"We are asking people to loan the state of California \$5 billion," Davis said in an interview. "They want to know how they are going to get their money back. I am not going to sell them a bill of goods."

The error has implications beyond the state budget battle. Wilson, a Republican, is running for reelection

Please see **ERROR, A20**

A20 WEDNESDAY, JUNE 15, 1994/R

LOS ANGELES TIMES

ERROR

Continued from **A3**
against Democrat Kathleen Brown, who as state treasurer is well positioned to exploit any blemish on Wilson's fiscal record. Brown had no comment on the matter Tuesday.

The accounting error does not mean that the state's budget shortfall—which Wilson has estimated at \$4 billion—is any larger. But it does cast great doubt on the state's ability to pay its bills under the plan Wilson has proposed.

The mistake occurred in the Administration's estimate of the state's cash flow—a chart that shows how much the government will take in from taxes and pay out in expenditures each month between now and the end of the 1995-96 fiscal year.

There actually were three errors, Palmer said. The biggest occurred when an unidentified analyst calculated expenses for the state Medi-Cal program, which

provides health care to the poor. The analyst was supposed to enter \$333 million as an estimate of the savings from cuts Wilson has proposed. But he entered the number as \$3.33 billion instead.

Two other smaller errors—one in the state's favor and one not—left the final number off by \$2.7 billion.

So instead of the state having \$3.2 billion in cash on hand as of June 30, 1996, as Wilson said this week, the new estimate shows there will be \$449 million. Even that assumes the state will receive an unprecedented infusion of federal funds for immigration costs in the 1995-96 fiscal year—a hope Wilson has abandoned for the short term but still is counting on for a year from now.

If that money does not come through, the state would be deep in the hole.

The state borrows money by issuing interest-paying notes that are purchased by Wall Street investors. In order to market those bonds on Wall Street, the state

must show that it will have enough money on hand to redeem the notes when they come due.

Wall Street analysts already have said they do not consider the hoped-for federal funds to be sufficient because there is no guarantee that Congress will approve the money.

Anticipating such a challenge, Wilson's finance director, Russell Gould, said the state would have \$3 billion in various internal funds from which it could borrow. If the federal money came up short, he said, the state, in effect, would borrow from itself to pay back the investors.

Now that cushion is gone. Palmer said that instead the state will tell Wall Street it will make additional budget cuts to free up cash to replace the federal money if need be. But Davis, the state's chief fiscal officer, said that is not good enough.

"It's like when you go to borrow some money to buy a house and the bank says it wants you to put up a \$10,000 down payment," Davis said. "You can't say here's \$3,000, I'll give you the rest later, now give me the loan. It doesn't work that way."

Revise 'Cut-and-Paste' Budget or Face IOUs, Controller Warns

■ **Finances:** Davis says he will not approve borrowing the \$5 billion needed to keep the state running unless Wilson addresses cash flow problem. Scrip could be issued in July.

BY DANIEL M. WEINTRAUB
TIMES STAFF WRITER

SACRAMENTO—Raising the specter of issuing IOUs once again, state Controller Gray Davis said Wednesday that Gov. Pete Wilson's proposed budget "does not fly" because the state cannot show that it will have sufficient cash to repay the loans on which Wilson's plan depends.

A \$2.7-billion accounting error led the Republican governor to overestimate the state's cash reserves, and now Wilson has nothing to back up his two-year borrowing plan but a fragile hope for a huge infusion of

federal funds the year after next, Davis said.

"We have cried wolf before," said Davis, the state's chief fiscal officer. "Believe me, this time the wolf is at the door. The wolf is here."

Wilson is required to have Davis' approval to go to Wall Street for \$5 billion in cash that the state needs to borrow in late July to pay employees, aid the schools and keep prisons and parks running.

But without major changes in Wilson's plan, Davis said, he will not grant that approval.

"The governor's budget plan does not fly," Davis said. "It is a cut-and-paste job that does not sell on Wall Street."

Davis said he will begin issuing IOUs, officially known as registered warrants, in early July if a credible spending plan is not in place by then. The fiscal year ends June 30.

The scrip would go to private companies owed money by the state, Medi-Cal doctors who care for the poor, and others. The courts have ruled that the state cannot pay its employees with IOUs, so Davis said he will husband what little cash is in the government's

accounts to meet the payroll.

Wilson, in a statement released by his office, did not respond directly to Davis' criticism but said he will work with the controller and Legislature to "provide the necessary assurance to the financial markets that California remains a solid investment."

The state for years has been wrestling with parallel but distinct fiscal problems, one in its budget and the other in its cash flow.

It is possible for the state to run up a deficit in its general fund without going broke, and the state has been doing so for several years now. When this happens, the government can pay its bills by borrowing from various independent, internal funds.

This practice is analogous to a family that spends more than it takes in but manages to stay afloat by borrowing from the children's college fund. After too much deficit spending, however, the college fund runs dry, and the family is broke. That is where the state is headed today.

Wilson's answer to the problem is akin to telling the

Please see **BUDGET, A23**

BUDGET

Continued from A3

state's creditors that he will pay them back with money he is hoping to squeeze out of a rich but frugal uncle—the federal government.

Wilson has conceded that the federal money, which he wants as reimbursement for the cost of serving illegal immigrants, will not arrive this year, but he is still counting on it for the fiscal year that begins July 1, 1995. Davis said it is not prudent for the state to rely on more than \$600 million of the \$2.8 billion that Wilson is hoping to wrest from Washington.

Under the scenario put forward by Davis, the state would run out of cash well before April, 1996, when the borrowing Wilson is proposing comes due.

Davis suggested that the governor and lawmakers adopt a series of triggers that would automatically enact tax increases or spending reductions if the federal funds Wilson is hoping for do not materialize.

"This is gut-check time," Davis said. "We need a clear expression of gubernatorial and legislative will."

The budget situation in this election year is intertwined with campaign politics perhaps more than ever before.

Wilson is running for reelection against Treasurer Kathleen Brown and has no desire to see a repeat of the 1992 debacle in which the state went 64 days into the fiscal year without a budget while paying its bills with IOUs. It also sent his public approval rating plummeting.

He was at war with the Democrats in the Legislature that year, but many lawmakers and Wilson have since concluded that a late budget only gets the public mad at all incumbents, no matter who is at fault.

As a result, Democrats appear ready to work with Wilson to enact a budget quickly, perhaps as soon as next week, if he is willing to compromise on the harshest of the health and welfare cuts.

"I don't sense there is anyone of any political stripe who wants to go through a drawn-out and nasty budget fight," said H.D. Palmer, the state Finance Department's spokesman. "People want to take the steps to get this done and done right."

LA 6/16/94

Placentia Library District

Summary of Non-Operating Funds
June 20, 1994

REVENUES	FY 1991-1992	FY 1992-1993	Through May FY 1993-1994	3 YR TOTAL
702 - Major Equipment	11,375	14,284	6,349	32,009
703 - Automation	6,358	5,093	3,118	14,569
706 - Bond Redemption	35,823	34,483	17,285	87,591
708 - Sick Leave Payoff	821	553	400	1,774
TOTAL Non-Operating	54,376	54,414	27,153	135,943

EXPENDITURES	FY 1991-1992	FY 1992-1993	Through May FY 1993-1994	3 YR TOTAL
702 - Major Equipment	8,082	16,068	8,739	32,889
703 - Automation	26,545	4,877	26	31,448
706 - Bond Redemption	419	172,109	36,044	208,573
708 - Sick Leave Payoff	12,509	5	3	12,517
TOTAL Non-Operating	47,556	193,060	44,812	285,428

ENDING FUND BALANCE	FY 1991-1992	FY 1992-1993	Through May FY 1993-1994
702 - Major Equipment	107,641	105,857	103,467
703 - Automation	52,051	52,266	55,358
706 - Bond Redemption	442,424	304,798	286,039
708 - Sick Leave Payoff	6,158	6,706	7,103
TOTAL Non-Operating	608,273	469,627	451,967

Additional FY1993-1994 Interest Revenues will be posted in June, 1994.

PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1994-1995
June 20, 1994

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ADOPTED	FY94 YTD MAY	FY94 PROPOSED
010-000	Salaries & Wages	624,948.00	700,238.65	752,402.94	552,312	514,866.10	499,767
020-000	Retirement	86,162.64	87,508.99	101,063.84	90,844	87,007.88	76,894
	Health Insurance/Care America			38,981.19	28,856	23,908.21	24,466
	Long Term Disability/CNA			2,485.32		3,109.49	2,730.00
	Vision Service Plan			2,013.44	1,660	1,582.05	1,615
	Dental/Principal			5,702.00	3,869	5,298.02	4,696
030-000	Total Employee Insurance	40,194.04	37,302.50	49,181.95	34,385	33,897.77	33,507
031-000	Unemployment Insurance	2,115.00	1,717.00	2,579.76	24,000	4,160.31	2,500
035-000	Workers Compensation - General	8,979.77	7,602.28	6,098.85	7,750	1,838.32	7,750
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	709,291	641,790.38	620,418
070-000	Communications	5,841.73	0.00	3,554.15	3,500	3,341.32	3,500
070-005	Communications - Computer			6,092.77	5,100	4,869.85	5,100
070-008	Communications - Literacy		0.00	896.35	950	457.15	950
	Total Communications	5,841.73	0.00	10,543.27	9,550	8,668.32	9,550
090-000	Food	0.00	88.83	0.00	100	1.99	100
090-009	Food Family Literacy			32.26		124.45	
	Total Food	0.00	88.83	32.26	100	126.44	100
100-000	Household Expense	3,311.71	4,479.02	3,596.68	4,500	2,708.99	4,500
110-000	Insurance	13,065.63	14,716.87	14,649.00	16,000	18,374.25	18,500
130-000	Maintenance of Equipment	3,003.13	7,575.16	4,453.27	7,500	6,793.53	7,500
	HVAC			13,623.83	15,000	1,231.20	3,600
	Carpet Cleaning			2,894.55	3,500	0.00	3,500
	Groundskeeping, City of Placentia			23,537.42	23,000	19,707.36	22,000
	Plumbing			523.71	750	1,148.60	750
	Electrical			982.57	1,500	1,480.44	1,500
	Cleaning Service			13,060.20	11,700	10,733.04	11,700
	Locksmith			87.45	300	763.62	300
	Other	44,124.45		1,141.36	500	(750.62)	500
140-000	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	56,250	34,311.64	43,850
160-000	Memberships	2,199.00	3,452.19	3,325.25	3,500	2,860.00	3,000
170-000	Miscellaneous Expense	0.00	349.86	0.00	0	2,439.95	0

PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1994-1995
June 20, 1994

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED	FY1993-94 YTD MAY	FY95 PROPOSED
	Library Supplies			9,042.32	7,500	2,961.95	6,500
	Printing			4,172.71	13,000	7,383.29	9,000
	EZ Copy - copy cards for sale to patrons			1,571.32	0	0.00	0
	Publications			1,985.00	1,000	180.00	1,000
	Paper			1,143.69	1,200	672.00	900
	Drinking Water Service			299.40	325	249.50	325
	Other Office Supplies			10,685.64	6,000	3,911.58	5,500
180-000	Total Office Supply Expense			28,800.08	29,025	15,358.32	23,225
180-007	Grandparents & Books Supply Expense			0.00	0	0.00	0
	Printing			616.54	2,800	2,836.21	2,800
	Publications			0.00	0	0.00	0
	Paper			86.93	50	12.31	50
	Other Office Supplies			1,953.93	1,800	422.03	1,800
180-008	Total Literacy Office supply expense			2,657.40	4,650	3,270.55	4,650
180-009	Family Literacy Supply Expense			4,832.97	4,800	977.49	4,800
	Total Office Expense	19,390.29	24,542.09	36,290.45	38,475	19,606.36	32,675
183-000	Postage Expense			1,970.50	2,000	(16.93)	2,000
183-008	Postage Expense - Literacy			894.17	700	616.69	700
183-009	Postage Expense-Family Literacy			29.00		225.00	
	Total Postage Expense	2,375.04	0.00	2,893.67	2,700	824.76	2,700
	Care Resources (Employee Assistance)			693.00	650	385.00	650
	Pension Contribution & Operating Expenses			5,029.59	5,000	4,487.59	5,500
	Anaheim Library			42,631.10	40,000	37,392.29	40,000
	Clipping Service			368.52	375	325.10	375
	Tax Collection Services & Fees by Orange County			545.51	250	304.90	250
	Advertising			552.50	400	97.50	400
	Medical Exams			324.00	525	504.50	525
	Collection Services			0.00	1,500	0.00	500
	Audit			2,950.00	2,950	3,200.00	3,200
	Payroll Preparation			2,367.28	3,625	4,641.72	2,800
	Election Expenses			0.00	0	0.00	13,000
	Staff Training in Library			0.00	0	0.00	0
	Other			8,101.87	3,000	4,690.56	8,000
190-000	Total Specialized Services	61,688.26	64,407.71	63,563.37	58,275	56,029.16	75,200
190-001	Specialized Services - City of Anaheim	10,278.00	0.00	0.00	0	0.00	0
190-008	Specialized Services - Literacy	6,093.95	2,069.14	1,077.40	1,200	150.00	1,200
190-009	Specialized Services - Family Literacy	0.00	2,467.26	812.00	1,200	0.00	1,200
190-018	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	10,000	1,829.80	2,500
	Total Specialized Services	78,060.21	82,497.15	67,854.68	70,675	58,008.96	80,100

PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1994-1995
June 20, 1994

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED	FY1993-94 YTD MAY	FY95 PROPOSED
200-000	Legal Notices	0.00	600.27	521.08	700	110.88	700
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	0	0.00	0
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900	35,900.00	35,900
230-000	Small Tools/Instruments			497.32		0.00	
240-000	Special Department Expense - Miscellaneous	0.00	745.48	14.95	100	27.21	100
240-001	Special Department Expense- Books	122,463.09	115,541.59	109,878.89	17,516	19,735.73	110,500
240-002	Special Department Expense - Video	5,790.92	5,115.55	957.33	500	0.00	11,000
240-003	Special Department Expense - City of Anaheim	0.00	3,776.83	0.00	4,113	0.00	0
240-004	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	8,000	9,605.65	15,500
240-005	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	2,500	1,180.01	13,000
240-007	Special Department Expense - Grandparents & Bks	0.00	4,461.67	0.00	0	0.00	0
240-008	Special Department Expense - Literacy			118.80		1,229.70	500.00
240-009	Special Department Expense - Family Literacy	0.00	590.51	1,439.19	1,500	17.20	500
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	34,229	31,795.50	151,100
260-000	Transportation/Travel - General	0.00	60.00	0.00	0	0.00	0
270-000	Transportation/Travel - Meetings			6,292.83	3,000	4,569.06	7,500
270-008	Transportation/Travel - Meetings - Literacy			728.00	850	946.64	850
270-009	Transportation/Travel - Meetings - Family Literacy	0.00		941.50	750	1,098.37	750
	Total Transportation/Travel - Meetings	8,427.08	10,805.00	7,962.33	4,600	6,614.07	9,100
	Electricity			56,813.70	63,000	45,011.57	58,000
	Gas			2,917.30	3,850	1,879.99	3,075
	Water			1,888.97	1,925	1,530.82	1,925
280-000	Total Utilities	59,583.61	66,780.08	61,619.97	68,775	48,422.38	63,000
	TOTAL SUPPLIES & SERVICES	455,081.26	489,826.07	426,417.49	353,454	277,564.03	462,275
370-000	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	625	688.32	300
400-000	Equipment	0.00	19,583.43	711.12	0	3,026.76	15,000
400-008	Equipment - Literacy	0.00	472.96	0.00	0	0.00	0
400-111	Equipment	11,181.79	2,245.40	0.00	0	0.00	0
	Total Equipment	11,181.79	22,301.79	711.12	0	3,026.76	15,000
420-000	Structures/Improvements	0.00	107.73	0.00	0	0.00	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	0	3,026.76	15,000
	TOTAL EXPENSES	1,228,662.50	1,347,867.83	1,339,065.99	1,063,370	923,069.49	1,097,993

Pileolata Library District FY 1994-1995 Budget Salary Worksheet April 6, 1994 Projection for FY 1994-1995																	
NUMBER	NAME	POSITION	HIRE DATE	STEP	INC. DATE	FTE	FY94 PERMR RATE	FY95 RATE CHANGE	FY95 PERMR RATE	# OF PERIODS	AMOUNT PERIOD	TOTAL SALARY 20 PERIODS	7.65% MEDICAL SS(MED)RATE/MONTH	MEDICAL	27.22 DENTAL	9.19 VISION	COMPENSATION
159	WINTER, E	Library Director	01/01/94	NA	01/01/94	1.00	34.85	1.5%	34.85	18.00	52,672.13	73,047.93	285.54	3,550.09	653.28	249.45	83,056.94
160	AMMAR, S	Principal Librarian	02/21/79	6	01/01/94	1.00	23.83	1.5%	24.36	13.50	26,309.80	51,886.38	211.45	2,537.40	326.64	110.28	58,632.16
171	DUMITRU, C	Administrative Assistant	03/23/92	9	06/23/96	1.00	16.00	1.5%	16.28	26.00	33,878.04	33,878.04	2,591.75	171.03	2,662.36	328.64	35,960.07
183	MCCAIN, C	Librarian II, Adult	10/24/74	9	07/01/97	1.00	19.28	1.8%	19.81	26.00	40,781.89	40,781.89	3,119.81	171.03	2,662.36	328.64	44,300.98
192	SCHNEIDER, K	Librarian II, Children's	08/24/90	7	07/01/95	0.75	17.46	1.8%	17.77	0.00	28,114.27	28,114.27	2,227.24	171.03	384.82	244.88	32,054.02
193	SHOOK, J	Librarian, Adult	04/16/88	9	02/08/98	1.00	16.55	1.8%	16.85	26.00	35,043.63	35,043.63	2,680.84	138.12	1,657.44	328.64	39,819.53
	SUBSTITUTE LIBRARIAN/Librarian Assistant					0.00	15.76	1.8%	16.04	400.00	6,417.47	6,417.47	480.84				6,908.41
196	WILLAUER, C	Library Assistant, Children's/Adult	09/13/76	10	NA	1.00	14.67	1.3%	14.93	26.00	31,062.84	31,062.84	2,378.31	171.03	2,052.38	328.64	35,928.43
198	BURKICH, P	Library Assistant, Circulation	09/25/78	10	NA	1.00	14.67	1.3%	14.93	26.00	31,062.84	31,062.84	2,378.31	171.03	2,052.38	328.64	35,928.43
202	MAYAS, K	Library Assistant, Literacy	02/11/78	10	NA	0.50	14.67	1.3%	14.93	26.00	15,531.42	15,531.42	1,195.15	138.12	828.72	163.92	17,768.76
207	BYRNE, M	Library Assistant, Literacy/Adult Clerk II, Adult	09/03/88 01/01/94	9 10	02/08/98 07/01/95	0.50 0.50	13.59 12.37	1.3% 1.3%	13.83 12.59	26.00 26.00	14,388.00 10,098.37	14,388.00 13,096.37	1,100.68 1,001.87	138.12 138.12	828.72 828.72	163.92 163.92	16,535.87 15,145.42
209	WALTERS, J	Library Assistant/Family Literacy	08/28/87	3	07/22/94	0.50	12.05	1.5%	12.28	1.50	738.82	738.82					
				5	07/22/95	0.50	12.28	5.0%	12.89	24.50	12,633.12	13,383.74	1,022.76	138.12	828.72	163.92	15,439.71
				10	NA	0.50	10.84	1.3%	11.14	26.00	11,582.40	11,582.40	885.05	138.12	828.72	163.92	13,579.63
				10	NA	0.50	10.84	1.3%	11.14	26.00	11,582.40	11,582.40	885.05	138.12	828.72	163.92	13,579.63
208	WNEK, E	Clerk I, Circulation/Literacy	10/08/92	10	NA	1.00	10.94	1.3%	11.14	26.00	23,164.79	23,164.79	1,772.11	138.12	1,657.44	328.64	27,057.28
209	SOHN, G	Clerk I, Circulation	02/21/87	9 10	07/20/94 NA	0.825 0.175	10.41 10.60	1.3% 5.0%	10.60 11.14	1.50 24.50	794.80 13,642.73	794.80 13,642.73					
216	VACANT	Clerk I, Circulation	NA	10	NA	0.375	10.94	1.3%	11.14	26.00	8,888.80	8,888.80	684.54				9,351.34
	SUBSTITUTE CLERK			10		0.00	10.94	1.3%	11.14	300.00	3,341.08	3,341.08	255.59				3,596.67
260	GUZMAN, E	Library Aide, Childrens	08/24/91			0.50	6.17	1.3%	6.28	26.00	6,532.30	6,532.30	499.72	211.45	317.16	163.92	7,567.66
219	HYMAN, C	Library Aide, Circulation/Adult	09/22/86			0.50	6.17	1.3%	6.28	26.00	6,532.30	6,532.30	499.72	211.45	317.16	163.92	7,567.66
	PAGE	Page Shelves		2.00		2.00	5.00		5.00	26.00	20,800.00	20,800.00	1,581.20				22,381.20
	Subtotal	FY 1993-1994 Staffing Level		15.25		15.25					483,781.04	483,781.04	37,007.72	24,148.09	4,532.13	1,559.06	511,008.96
	FY 1994-1995 Additions																
	LAYOFF RECALL	Clerk II, Administration/Circulation	10/04/87	9	05/03/97	0.35	11.76	1.3%	11.99	26.00	8,730.21	8,730.21	667.98	211.45	222.02	114.32	9,735.01
	PAGE	Page Shelves		0.50		0.50	5.00		5.00	26.00	5,200.00	5,200.00	397.90				5,597.90
	Subtotal	FY 1994-1995 Additions		0.85		0.85					13,930.21	13,930.21	1,065.88	222.02	114.32	38.60	15,370.81
	TOTAL	FY 1994-1995		16.10		16.10					497,891.25	497,891.25	38,073.39	24,371.00	4,846.45	1,597.65	586,379.78

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1994-1995

Adopted XXXXX, xx 1994

Library Staff
(16.10 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

Administrative Services (1.40 FTE)

Administrative Assistant (1.00 FTE)
Dunntru
Library Assistant (.25 FTE)
Willauer
Library Clerk II (.15 FTE)
Vacant

Adult Services (5.00 FTE)

Principal Librarian (.50 FTE)
Annmar
Library Clerk II (.25 FTE)
Byrne
Library Aide (.50 FTE)
Hyman

Children's Services (2.25 FTE)

Librarian II (.75 FTE)
Schneider
Library Assistant (.75 FTE)
Willauer
Library Clerk I (.25 FTE)
Walters
Library Aide (.50 FTE)
Guzman

Circulation Services (5.75 FTE)

Library Assistant (1.00 FTE)
Burklich
Library Clerk II (.25 FTE)
Byrne
Library Clerk I (2.00 FTE)
Walters
Wnek (.75 FTE) 77%
Conn (.675 FTE)
Vacant (.325 FTE)
Library Student Page (2.50 FTE)

Technical Services (.70 FTE)

Librarian (.50 FTE)
Shook
Library Clerk II (.20 FTE)
Vacant

Reference Desk (2.25 FTE)

Principal Librarian (.50 FTE)
Annmar
Librarian II (1.00 FTE)
McClain
Librarian (.50 FTE)
Shook
Library Assistant (.25 FTE)
Byrne

Literacy Services (1.50 FTE)

Library Assistant/
Literacy Coordinator (.75 FTE)
Matas (.50 FTE)
Byrne (.25 FTE)
Library Assistant/
Family Literacy Coordinator (.50 FTE)
Walters
Library Clerk I (.25 FTE)
Wnek

2-25-95
2-26-95

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Placentia Library District

**Personnel Allocation by Activity for Fiscal Year 1994-1995
June 20, 1994**

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00						1.00
Principal Librarian		1.00					1.00
Administrative Assistant	1.00						1.00
Librarian II		1.00		0.75			1.75
Librarian		0.50				0.50	1.00
Library Assistant	0.25	0.25	1.25	0.75	1.00		3.50
Library Clerk II	0.15	0.25			0.25	0.20	0.85
Library Clerk I			0.25	0.25	2.00		2.50
Library Aide		0.50		0.50			1.00
Page					2.50		2.50
TOTAL	2.40	3.50	1.50	2.25	5.75	0.70	16.10

Placentia Library District
FY1994-1995 Library Materials Budget

	Adult	Children	Total
Fiction			
General	7,000	5,000	12,000
Mystery	4,000		4,000
Western	1,000		1,000
Science Fiction	2,000		2,000
Romance	1,000		1,000
Concept Books		1,500	1,500
Easy Reader		3,500	3,500
Picture Book		7,000	7,000
Young Adult	1,000		1,000
Total Fiction	16,000	17,000	33,000
Non Fiction			
General	15,000	9,000	24,000
Biography	2,000	1,500	3,500
Reference	5,000	2,500	7,500
Continuations			
Print	19,000	2,500	21,500
Electronic	15,000	2,000	17,000
Total Continuations	34,000	4,500	38,500
Total Non-Fiction	56,000	17,500	73,500
Paperbacks	2,000	2,000	4,000
Periodicals	14,000	1,500	15,500
Audio Visual			
Audio			
Books	10,000	1,000	11,000
Music	1,000	1,000	2,000
Total Audio	11,000	2,000	13,000
Video			
Educational	6,000	3,000	9,000
Entertainment	0	2,000	2,000
Total Video	6,000	5,000	11,000
Total Audio Visual	17,000	7,000	24,000
Total Materials Budget	105,000	45,000	150,000

RESOLUTION 94-5

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY
DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EMPLOYEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 1994-1995 dated June 20, 1994, and implements such on July 1, 1994.

AYES: TRUSTEES:

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 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of June, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of June, 1994.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1993-1994
effective July 1, 1994

Classification	1	2	3	4	5	6	7	8	9	10
CLERK I	HR	8.70	8.94	9.14	9.38	9.62	10.10	10.35	10.60	11.14
	PP	696.00	715.20	731.20	750.40	769.60	808.00	828.00	848.00	891.20
	AN	18,096.00	18,595.20	19,011.20	19,510.40	20,009.60	21,008.00	21,528.00	22,048.00	23,171.20
	MO	1,508.00	1,549.60	1,584.27	1,625.87	1,667.47	1,750.67	1,794.00	1,837.33	1,930.93
CLERK II	HR	9.84	10.10	10.35	10.60	10.86	11.42	11.70	11.99	12.59
	PP	787.20	808.00	828.00	848.00	868.80	913.60	936.00	959.20	1,007.20
	AN	20,467.20	21,008.00	21,528.00	22,048.00	22,588.80	23,753.60	24,336.00	24,939.20	26,187.20
	MO	1,705.60	1,750.67	1,794.00	1,837.33	1,882.40	1,979.47	2,028.00	2,078.27	2,182.27
LIBRARY ASS'T	HR	11.69	11.98	12.28	12.58	12.91	13.57	13.90	14.25	14.93
	PP	935.20	958.40	982.40	1,006.40	1,032.80	1,085.60	1,112.00	1,140.00	1,194.40
	AN	24,315.20	24,918.40	25,542.40	26,166.40	26,852.80	28,225.60	28,912.00	29,640.00	31,054.40
	MO	2,026.27	2,076.53	2,128.53	2,180.53	2,237.73	2,352.13	2,409.33	2,470.00	2,587.87
LIBRARIAN I	HR	13.83	14.17	14.54	14.89	15.26	16.04	16.43	16.85	17.69
	PP	1,106.40	1,133.60	1,163.20	1,191.20	1,220.80	1,283.20	1,314.40	1,348.00	1,415.20
	AN	28,766.40	29,473.60	30,243.20	30,971.20	31,740.80	33,363.20	34,174.40	35,048.00	36,795.20
	MO	2,397.20	2,456.13	2,520.27	2,580.93	2,645.07	2,780.27	2,847.87	2,920.67	3,066.27
LIBRARIAN II	HR	16.10	16.50	16.91	17.36	17.77	18.67	19.15	19.61	20.60
	PP	1,288.00	1,320.00	1,352.80	1,388.80	1,421.60	1,493.60	1,532.00	1,568.80	1,648.00
	AN	33,488.00	34,320.00	35,172.80	36,108.80	36,961.60	38,833.60	39,832.00	40,788.80	42,848.00
	MO	2,790.67	2,860.00	2,931.07	3,009.07	3,080.13	3,236.13	3,319.33	3,399.07	3,570.67

Signature: _____ Date: June 20, 1994

Margaret V. Dinsmore, President

Signature: _____ Date: June 20, 1994

Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1993-1994
effective July 1, 1994

	1	2	3	4	5	6	7	8	9	10
ADMIN.	HR	13.36	14.04	14.38	14.75	15.12	15.49	15.88	16.29	17.10
ASST.	PP	1,068.80	1,123.20	1,150.40	1,180.00	1,209.60	1,239.20	1,270.40	1,303.20	1,368.00
	AN	27,788.80	29,203.20	29,910.40	30,680.00	31,449.60	32,219.20	33,030.40	33,883.20	35,568.00
	MO	2,315.73	2,433.60	2,492.53	2,556.67	2,620.80	2,684.93	2,752.53	2,823.60	2,964.00
PRINCIPAL	HR	22.07	23.19	23.77	24.36	24.97	25.59	26.23	26.90	28.24
LIBRARIAN	PP	1,765.60	1,855.20	1,901.60	1,948.80	1,997.60	2,047.20	2,098.40	2,152.00	2,259.20
	AN	45,905.60	48,235.20	49,441.60	50,668.80	51,937.60	53,227.20	54,558.40	55,952.00	58,739.20
	MO	3,825.47	4,019.60	4,120.13	4,222.40	4,328.13	4,435.60	4,546.53	4,662.67	4,894.93
LIBRARY DIRECTOR	HR	34.65								
	PP	2,772.00								
	AN	72,072.00								
	MO	6,006.00								

	Starting Wage	6 Month	1 Year
PAGES	4.50	4.75	5.00
LIBRARY AIDE	5.73	6.28	

Signature: _____ Date: _____
Margaret V. Dinsmore, President

Signature: _____ Date: _____
Saundra M. Stark, Secretary

TO: Library Board of Trustees

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

DATE: June 20, 1994

SUBJECT: District Holiday and Library Closure Schedule for Calendar Years 1995 and 1996

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Memorandum of Understanding with the Orange County Employees' Association plus the addition of the Martin Luther King Holiday.

The Martin Luther King, Jr. holiday is recommended for addition at this time because it is widely recognized by government offices in Orange County and is a way of acknowledging respect and concern for the various minority populations in this area and the nation.

Presently staff receive 11 paid holidays plus a floating holiday for their birthday. The new schedule recommends 12 paid holidays plus a floating holiday for the birthday.

In addition to the paid holidays it has been District practice to close the Library on the day before Monday holidays. This has been done because attendance and usage tends to be very low on holiday weekends and so that staff may have the extended period to spend with their family and friends.

Resolution 94-7 establishing the Placentia Library District Holiday Schedule for 1995 and 1996 is Attachment B.

RECOMMENDATION:

1. Read Resolution 94-7 by Title only.
2. Adopt Resolution 94-7.

RESOLUTION NO. 94-7

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE DISTRICT HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 1995 AND 1996

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1995 and 1996 dated June 20, 1994.

AYES: TRUSTEES:

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 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of June, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of June, 1994.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

Placentia Library District Holiday and Library Closure Schedule for 1995 and 1996

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

1995

New Year's Day	Sunday	January 1	<i>delete:</i>
Day before Monday Holiday	Sunday	January 15	<i>delete/delete</i>
Martin Luther King, Jr. Day	Monday	January 16	
Day before Monday Holiday	Sunday	February 19	<i>unknown</i>
President's Day	Monday	February 20	<i>all but</i>
Easter	Sunday	April 16	<i>Page</i>
Day before Monday Holiday	Sunday	May 28	
Memorial Day	Monday	May 29	
Independence Day	Tuesday	July 4	
Day before Monday Holiday	Sunday	September 3	
Labor Day	Monday	September 4	
Veteran's Day	Saturday	November 11	
Thanksgiving Day	Thursday	November 23	
Day after Thanksgiving	Friday	November 24	
Christmas Eve Day	Sunday	December 24	
Christmas Day	Monday	December 25	
New Year's Eve Day	Sunday	December 31	

1996

New Year's Day	Monday	January 1
Day before Monday Holiday	Sunday	January 14
Martin Luther King, Jr. Day	Monday	January 15
Day before Monday Holiday	Sunday	February 18
President's Day	Monday	February 19
Easter	Sunday	April 7
Day before Monday Holiday	Sunday	May 26
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Day before Monday Holiday	Sunday	September 1
Labor Day	Monday	September 2
Day before Monday Holiday	Sunday	November 10
Veteran's Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day after Thanksgiving	Friday	November 29
Christmas Eve Day	Tuesday	December 24
Christmas Day	Wednesday	December 25
New Year's Eve Day	Tuesday	December 31

TO: Library Board of Trustees

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

DATE: June 20, 1994

SUBJECT: Acceptance of Library Services and Construction Act Title II Grant from the State Library of California in the amount of \$42,959 as a 30% match for Disabled Access Remodeling Project.

BACKGROUND:

In December, 1992, the Library Board authorized the submission of a Library Services and Construction Act (LSCA) Title II Grant Application to the State Library of California to assist with the cost of remodeling the Library to improve access for the disabled.

On August 13, 1993, the State Librarian notified Placentia Library District that its Application has been approved in the amount of \$42,959 *(✓)*

At its meeting on September 20, 1993, the Library Board of Trustees voted to not consider accepting the grant at that time because of the uncertain budget situation.

At this time the Board must make it's final determination about accepting this Grant. It is highly unlikely that there will be either Federal or State funds for projects like this in the future. The District is required by the Americans With Disabilities Act to make the facility fully accessible by January, 1995.

At this time there is \$103,467 in the major building and equipment repair fund.

Smaller parts of this project, such as the bathroom remodeling, can be done locally without accepting the grant.

If the grant is to be accepted the Board needs to pass a motion at this meeting.

RECOMMENDATION:

Reaffirm the decline of acceptance of the grant.

*Al Shady
Walt
Accept Grant
Grant authorized
Aye
No: Shady / B...
Shady / B...
Aye: Shady, Kay
No: Walt / Shady / B...*



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: June 20, 1994
SUBJECT: Election Guidelines

BACKGROUND:

The County of Orange Registration and Elections Division has issued its *Candidate's Handbook for School Districts and Special Districts, General Election, November 8, 1994*. Personal copies may be requested by calling 714-567-7600.

The "General Election Calendar" and "Special Qualifications for Holding Office and Voting Within Special Districts" for Independent Special Library Districts are included in Attachment A.

The positions in Placentia Library District that are up for election are two full terms for positions currently held by Evans and Stark, and an unexpired term for the position currently held by West.

Prior to July 6, 1994, the District is required to file with the Registration and Elections Division a "Transmittal of Election Information" form which identifies the number of positions up for election, the names of the incumbents, and whether the District will pay for Candidate's Statements of Qualifications.

Information about the content and cost of the Candidate's Statements is Attachment B. The cost of each 200 word statement is \$700 and the cost of each 400 statement is \$1,400. The District may elect to pay for the Candidate's Statements if it desires. The Board needs to determine the authorized length of Candidate's Statements (200 or 400 words), and whether the Board will or will not pay for the Candidate's Statements.

The proposed completed "Transmittal of Election Information" form is Attachment C.

RECOMMENDATIONS:

1. That the District authorizes the use of Candidate's Statements to contain no more than 200 words, and that the District will not pay ~~for~~ any Candidate's Statements of Qualification.
2. That the "Transmittal of Election Information" form be certified by the Secretary of the Library Board of Trustees and submitted to the County of Orange Registration and Elections Division.

SD Stark / EDM

GENERAL ELECTION CALENDAR - NOVEMBER 8, 1994

All section references are to the Elections Code unless stated otherwise.
GC references the California Government Code, Ed. Cd. references the
California Education Code.

- July 1**
(E-130) **CONSOLIDATION OF ELECTIONS - Schools - Notice** Last day for county superintendent of schools to notify governing boards in writing that consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area.
Ed. Cd. §5323, §5340
- July 6**
(E-125) **BOUNDARY MAP** Last day for secretary of district to file with the Registrar of Voters a map showing the boundaries of the district and the divisions, if any, and a statement indicating whether the directors will be elected at large or by division.
§23526
- July 6**
(E-125) **NOTICE OF ELECTIVE OFFICES** District Secretary's Transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain:
- (1) The elective offices of the district to be filled at the next general district election;
 - (2) Whether the district or the candidate is to pay for the publication of a candidate's statement of qualification pursuant to Election Code section 10012.
§23510.5
- July 8**
(E-123) **SPECIFICATIONS OF ELECTION ORDER** At least 123 days before the election, the governing board of the district shall, by resolution delivered to the county superintendent of schools and the Registrar of Voters, specify the following:
- (a) Date of the election
 - (b) Purpose of the election
Ed. Cd. §5320, §5322
- July 11**
(E-120) **DELIVER NOTICE OF ELECTION TO REGISTRAR OF VOTERS**
At least 120 days prior to the date of the election the county superintendent of schools shall deliver to the Registrar of Voters, copies of the order of election and the formal notice of election.
Ed. Cd. §5324, §5325, §5361
- July 11**
thru
August 10
(E-120-90) **NOTICE OF ELECTION** Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election and shall name the offices for which candidates may be nominated; the qualifications for each office; when and where filing petitions may be obtained; and that appointment to each elective office will be made as prescribed by Election Code section 23520 or Education Code section 5328 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Election Code section 23520 or Education Code section 5326.

*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.

GENERAL ELECTION CALENDAR - NOVEMBER 8, 1994

The Registrar of Voters shall deliver a copy of the published notice to each special district secretary, who shall post it. The notice shall include the qualifications required by the principal act for each office for which candidates may be nominated.

§23511, Ed. Cd. §5328.5, §5361, §5363

July 11
thru
August 10
(E-120-90)

GENERAL PRESS RELEASE Between these dates the Registrar of Voters shall publish a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information. §23511

July 18
thru
August 12
(E-113-88)

NOMINATION PERIOD Between these dates declaration of candidacy forms shall be available from the Registrar of Voters. There is no fee. The declaration of candidacy form must be filed in the office of the Registrar of Voters by August 12, 1994, 5:00 pm. The candidate's statement (of qualifications) (optional) must be filed at the same time as the declaration of candidacy is filed. §10012, §23512, Ed. Cd. §5012

July 18
thru
August 12
(E-113-88)

CANDIDATE'S STATEMENT (OF QUALIFICATIONS) Each candidate may prepare a candidate's statement (of qualifications) on a form provided by the Registrar of Voters. The statement may contain no more than 200 words unless the governing body of the district has authorized a 400 word statement. The statement must be filed at the same time the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the nomination period and until 5:00 pm of the next working day after the close of the nomination period.

If the nomination period is extended because an incumbent eligible for reelection failed to file declaration of candidacy, candidates filing during the extended filing period may file a candidate's statement. The next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed. §10012, §23521.5

The Registrar of Voters will estimate the total cost of printing and handling the candidate's statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid at the time the candidate's statement is filed. If there is an underpayment, the candidate may be required to pay the balance of the cost incurred. §10012

The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidates' statements will be available for public inspection at the Registrar of Voters office for 10 days prior to being submitted for printing. §10012.7, §10013.5

August 12
(E-88)

CONSOLIDATION OF ELECTIONS Resolution requesting consolidation with this election must be filed no later than 88 days prior to the election. §23302, Ed. Cd. §5342

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

GENERAL ELECTION CALENDAR - NOVEMBER 8, 1994

- October 10 thru November 1** **ABSENTEE VOTING** Absentee ballots available during this period. A written application is required and must contain printed name, residence address, signature of voter and where the ballot is to be mailed. §1002
(E-29-7)
- October 25** **DEADLINE FOR WRITE-IN CANDIDATES TO FILE** Last day to file as a write-in candidate for this election. §7301
(E-14)
- October 27** **SECOND PRE-ELECTION CAMPAIGN STATEMENT DUE** The last day to file campaign statements for candidates and committees covering the period ending October 22. GC §84200.5, §84200.7(b)
(E-12)
- November 2 thru November 8** **ABSENTEE BALLOTS - EXTENDED PERIOD** During this period absentee ballots are available when conditions prevent voting at polling place. Written application signed under penalty of perjury is required. §1017
(E-6-0)
- November 8** **ELECTION DAY** All polls will be open from 7:00 am to 8:00 pm. Ballots will be centrally counted at the Registrar of Voters office. §14206, §17050
(E-0)
- Nov. 10** **COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS** Votes will be canvassed by the Registrar of Voters. §17081, §23550
(E+2)
- Nov. 29** **CERTIFICATE OF ELECTION** The Registrar of Voters shall make and deliver to each person elected a certificate of election signed by the Registrar of Voters. §17112, §23555
(E+21)
- December 2** **DATE OF TAKING OFFICE** Elected school board members take office on the first Friday in December after the general election. Ed. Cd. §5017
(E+24)
- District officers, elected or appointed, take office at NOON on this day, AFTER taking the official oath and executing such bond as may be required by the principal act. §23556
- EXCEPTIONS:**
Elected directors of Municipal Water Districts take office at noon on January 2, 1995. GC §24200
- January 31** **SEMI-ANNUAL CAMPAIGN STATEMENT DUE** Last day to file semi-annual campaign statements for all candidates and committees making or receiving contributions or making expenditures during the period ending December 31, 1994. GC §84200
(E+84)

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

**SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED
NOVEMBER 8, 1994**

<u>COMMUNITY SERVICES DISTRICT</u>	<u>NUMBER TO BE ELECTED</u>
Capistrano Bay	3 Directors
Emerald Bay	3 Directors
Rossmoor	2 Directors
Surfside Colony	2 Directors
Three Arch Bay	2 Directors
<u>IRRIGATION DISTRICTS</u>	
Carpenter	1 Director each, Div. 3, 4
Serrano	1 Director each, Div. 1, 4
<u>PARK AND RECREATION DISTRICTS</u>	
Silverado-Modjeska	3 Directors
<u>SANITARY DISTRICT</u>	
Capistrano Beach	2 Directors Full Term, 1 Unexpired Term
Costa Mesa	3 Directors
Dana Point	3 Directors
Garden Grove	3 Directors
Midway City	3 Directors
Sunset Beach	2 Directors Full Term, 1 Unexpired Term 1 Assessor (2 year term)
<u>STORM WATER DISTRICTS</u>	
Surfside Colony	3 Trustees (2 year terms)
<u>CALIFORNIA WATER DISTRICTS</u>	
El Toro	2 Directors
Irvine Ranch	2 Directors
Los Alisos	3 Directors
Moulton Niguel	1 Director each, Div. 2, 3, 4
<u>COUNTY WATER DISTRICTS</u>	
Capistrano Beach	2 Directors
East Orange	3 Directors
Laguna Beach	3 Directors
Los Alamitos	2 Directors
Mesa Consolidated	1 Director each, Div. 4, 5
Santiago	2 Directors
South Coast	3 Directors
Trabuco Canyon	3 Directors
Yorba Linda	3 Directors
<u>INDEPENDENT WATER DISTRICT</u>	
Orange County	1 Director each, Div. 1, 5, 7
<u>MUNICIPAL WATER DISTRICTS</u>	
Coastal	1 Director each, Div. 3, 4
Municipal Water District of Orange County	1 Director each, Div. 1, 2, 5
Tri-Cities	1 Director each, Div. 3, 4, 5
<u>LIBRARY DISTRICTS</u>	
Buena Park	2 Trustees
Placentia	2 Trustees

SPECIAL QUALIFICATIONS FOR SCHOOL BOARD MEMBER

- (a) Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Ed. Cd. §35107

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate.

Ed. Cd. §5030

APPOINTMENT OF SCHOOL BOARD MEMBERS

If a school district or community college district election is not held because of a condition listed in section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election.

Ed. Cd. §5328

APPOINTMENT OF SPECIAL DISTRICT NOMINEES

If a district election is not held because of a condition listed in Elections Code 23520, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make such appointments. If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office.

§23520

SPECIAL QUALIFICATIONS FOR HOLDING OFFICE AND VOTING WITHIN SPECIAL DISTRICTS

COMMUNITY SERVICES DISTRICTS

- DIRECTOR - Shall be a "registered elector" (registered voter) residing within the district.
VOTER - Shall be a registered voter in the district. GC §61200, §61016

IRRIGATION DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §21100, §21551, Calif. Cons. Art. II.2

PARK AND RECREATION DISTRICTS

- DIRECTOR - Shall be a qualified registered voter in the district or a qualified voter of this state and an owner of real property within the district.
VOTER - Shall be a registered voter in the district.
Pub. Res. Cd. §5783.3, §5781.4

SANITARY DISTRICTS

- DIRECTOR - Shall be a resident elector (registered voter) in the district.
VOTER - Shall be a registered voter in the district. H & S Cd. §6464, §6561

STORM WATER DISTRICT

- TRUSTEE - Shall be a freeholder of the district and shall have resided in district one year preceding election; provided that when unincorporated territory is included with incorporated territory at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.
VOTER - Shall be a registered voter in the district.
West's Water Cd. App. §13-5; Deering's Uncd. Water Cd. §6176.5

CALIFORNIA WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §35177, §35178, §35188, §35189, §35190, §35212, §35213

COUNTY WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §30500, §30700, §30735

ORANGE COUNTY INDEPENDENT WATER DISTRICT

- DIRECTOR - Shall be a resident of district, owner of land in division
VOTER - Shall be a registered voter in the district or division, if any.
West's Water Cd. App. §40-11; Deering's Uncd. Water Cd. §5683.9, §5683.11

MUNICIPAL WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §71170, §71250, §71453, §71501, EC §100

LIBRARY DISTRICTS

- TRUSTEE - Shall be a registered voter in the district.
VOTER - Shall be a registered voter in the district. Ed. Cd. §19611, §19702

CANDIDATE'S STATEMENT (OF QUALIFICATIONS) (§10012)

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county or district, may prepare a candidate's statement on an appropriate form provided by the Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the Registrar of Voters when his/her nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the Registrar of Voters no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

NOTE: In the event that the nomination period is extended because an incumbent eligible to be elected did not file nomination papers, a candidate's statement may be withdrawn during the extended nomination period and until 5:00 p.m. of the next working day after the close of the extended nomination period. §23512

The Registrar of Voters will send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.

Pursuant to Elections Code section 10012.7, all candidates' statements shall remain confidential until the expiration of the filing deadline.

The Registrar of Voters will estimate the total cost of printing and handling the candidates' statements filed pursuant to this section, and will require each candidate having a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The Registrar of Voters will determine the cost for each candidate and will refund any excess amount paid within 30 days of the election. An invoice will be sent if any additional amount is required to be paid by the candidate. §10012

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order or certified check, or the statement will not be printed in the voter's pamphlet.

NOTE: Due to minority language provisions of the Federal Voting Rights Act, Orange County is now required to provide election materials in the Vietnamese and Spanish Languages in addition to English. The materials covered by this Act include Candidate Statements. Therefore, all estimated costs include translating and printing candidate statements into the Vietnamese and Spanish languages. These materials will be provided to voters who have requested Vietnamese or Spanish language election materials.

Some candidates may wish the minority language version of their statement printed in all sample ballots and provided to all voters of their district. This exceeds the federal requirement and does involve additional cost. An increased deposit will be required for

CANDIDATE'S STATEMENT (OF QUALIFICATIONS)
(§10012)
(Continued)

this service. If you are interested, please ask for the assistance of a supervisor at the front counter.

Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. Such decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the nomination papers.

Copies of all candidates' statements will be available for public inspection at the Registrar of Voters office 10 days prior to being submitted for printing, in conformance with Elections Code section 10013.5.

WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT (§47)

The following are the guidelines for computing the word count:

The title of the office, name, age and occupation lines, and the signature are not included in the word count - only the text is counted.

- Dictionary words one word
The words "a", "the", "and", "an" are counted as individual words.
- Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. one word
- Geographical names - County of Orange, San Juan Capistrano.one word
- Whole numbers - Digits (1 or 10 or 100, etc.) one word
Spelled out (one or ten or one hundred) one for each word
- Numeric combinations (1973, 18 1/2, 1971-73, 5%) one word
- Dates - all digits (4/8/86) one word
Words and digits (April 8, 1986) two words
- Monetary amounts (if the dollar sign is used with figures - \$1,000)one word
Spelled out (one thousand dollars)one for each word
- Regularly hyphenated words (if dictionary shows it in hyphenated form). . .one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed.

The submitted statement must be typed. No word will be printed in "ALL CAPS", bolded or underlined. Unless the format used exceeds the space allowed, any format the candidate submits is acceptable. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

The candidate must sign and date the statement before it is filed. All statements are confidential until the expiration of the filing deadline.

The candidate is required to pay the estimated cost of the statement and sign a deposit agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed deposit agreement will be given to the candidate.

The statement must be filed at the same time that the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period.

NOTE: If the nomination period is extended, because an incumbent, eligible to be elected, failed to file a declaration of candidacy, the next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed.

**DEPOSIT AMOUNT REQUIRED FOR SPECIAL DISTRICT
CANDIDATE'S STATEMENT (OF QUALIFICATIONS)**

<u>SPECIAL DISTRICT</u>	<u>200 WORD STATEMENT</u>
Capistrano Bay Community Services District	\$ 500.00
Emerald Bay Community Services District	\$ 500.00
Rossmoor Community Services District	\$ 600.00
Surfside Colony Community Services District	\$ 500.00
Three Arch Bay Community Services District	\$ 500.00
Carpenter Irrigation District, Div. 3	\$ 550.00
Div. 4	\$ 500.00
Serrano Irrigation District, Div. 1	\$ 500.00
Div. 4	\$ 550.00
Silverado-Modjeska Park and Recreation District	\$ 550.00
Capistrano Beach County Water District	\$ 550.00
Costa Mesa Sanitary District	\$ 950.00
Dana Point Sanitary District	\$ 600.00
Garden Grove Sanitary District	\$ 950.00
Midway City Sanitary District	\$ 900.00
Sunset Beach Sanitary District	\$ 500.00
Capistrano Beach Sanitary District	\$ 600.00
Coastal Municipal Water District, Div. 3, 4	\$ 700.00 ea
East Orange County Water District	\$ 850.00
El Toro Water District	\$ 800.00
Irvine Ranch Water District	\$1,150.00
Laguna Beach County Water District	\$ 650.00
Los Alamitos County Water District	\$ 650.00
Los Alisos Water District	\$ 700.00
Mesa Consolidated Water District, Div. 4, 5	\$ 600.00 ea
Moulton Niguel Water District, Div. 2, 3, 4	\$ 600.00 ea
Municipal Water District of Orange County, Div. 1	\$1,900.00
Div. 2	\$1,700.00
Div. 5	\$2,000.00
Orange County Water District, Div. 1	\$ 950.00
Div. 5	\$1,500.00
Div. 7	\$1,000.00
Santiago County Water District	\$ 550.00
South Coast Water District	\$ 500.00
Surfside Colony Storm Water District	\$ 500.00
Trabuco Canyon Water District	\$ 550.00
Tri-Cities Municipal Water District, Div. 3, 4	\$ 550.00 ea
Div. 5	\$ 600.00
Yorba Linda Water District	\$ 800.00
Buena Park Library District	\$ 750.00
Placentia Library District	\$ 700.00

The amounts listed above are for 200 word statements. In the event that a district authorizes a 400 word statement, the deposit amount will be increased accordingly.

Any candidate needing information applicable to indigents should check with the election clerk.



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: June 15, 1994
SUBJECT: **Program Committee Report for the Month of May, 1994**

Photo Contest: On Saturday May 16, 1994 Mr. John Walcek, Chairman of the Placentia Historical Committee and Mr. Cecil Rospaw, member of the Placentia Historical Committee judged the entries submitted by contest entrants. Sixteen entries were submitted by people who lived or worked in Placentia. The awards ceremony is scheduled for Saturday June 4, 1994.

Paul Lester Ph.D. Professor at California State University at Fullerton had helped coordinate this event. His students in the Photo Journalism class has submitted a collection of photographs. The subject is "Placentia." These photographs will be displayed in the main display case during July.

Anniversary Celebration Plans: The Anniversary celebration Committee members, Ray Evans, Pat Irot, Marie Schmidt (Placentia Historical Committee) and Suad Ammar have been meeting to work on the celebration program.

- A letter was sent to Mr. Huel Howser, television producer and show host, inviting him to be the keynote speaker at the Anniversary celebration.
- Letters were sent to former Library Employees, Board members, Friends Presidents and Volunteers. They were asked to submit their memoirs, reflections and the most important issues and events that happened during their employ or service at the Library. A special form was enclosed for this purpose.

Their responses will be compiled into a commemorative booklet to be distributed at the Library during and after the celebration.

- A letter was sent to Virginia Carpenter, former Library employee, author and local historian, inviting her to be a special guest at the celebration.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	MAY 1994	
	# PROGRAMS	# ATTENDEES
<i>CHILDREN'S SERVICES</i>		
Afterschool Specials	2	34
Grandparents and Books	1	2
Group Visits	7	162
Story Hour	2	34
<i>LITERACY SERVICES</i>		
Families For	5	121

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: June 10, 1994
SUBJECT: May Activities in the Children's Department

Reading Rodeo Summer Reading Program 1994 - Jeannine, Cheryl, Esther and I have just about completed the process of getting the department decorated for the summer activities. This is a very long and time consuming process, but I have always felt that the look of the department greatly enhances the overall effect of the Summer Reading Program. Jeannine Walters has planned and worked on the bulletin board for several months.

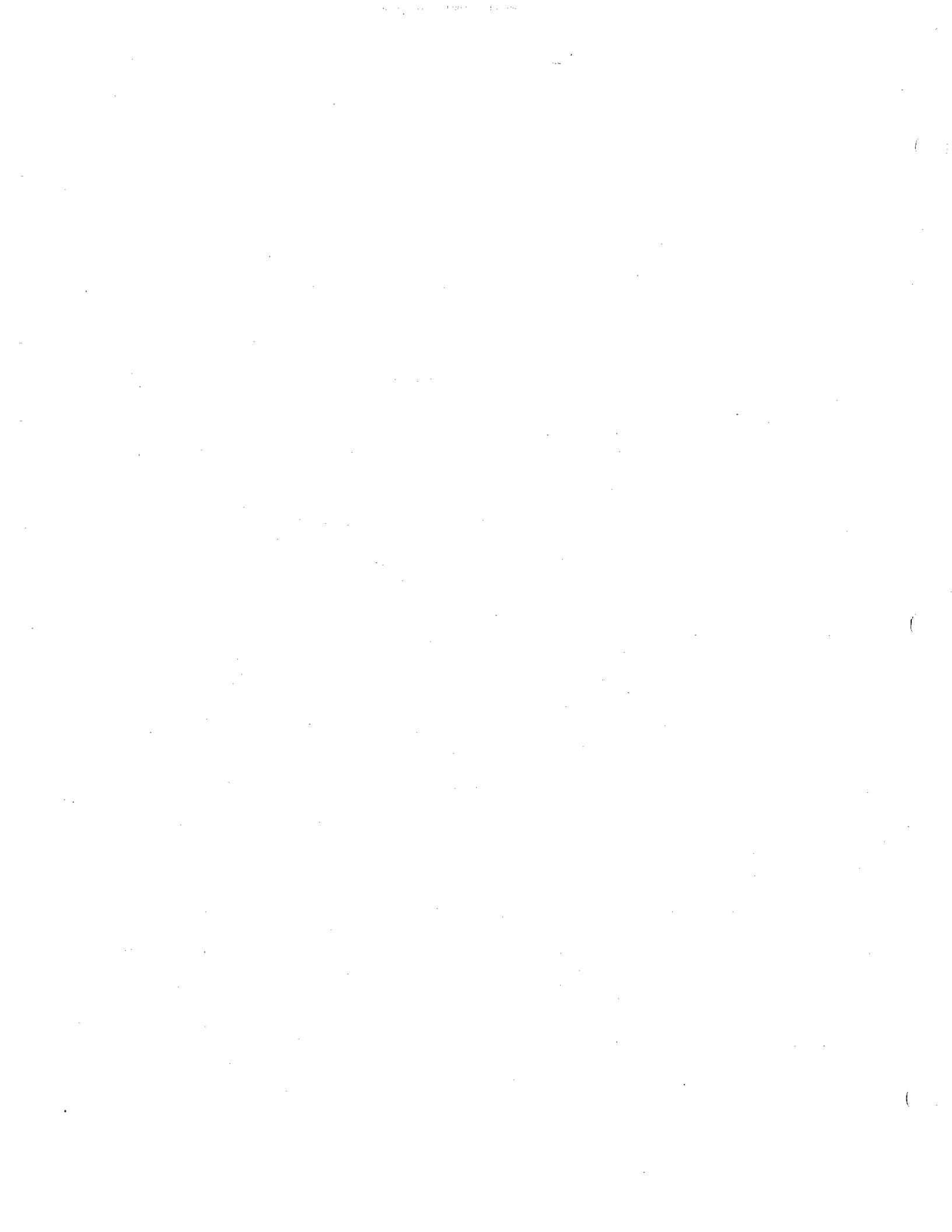
School visits promoting our activities are now in process and the children are coming in to register for Summer Reading Program. Most children and parents do not sign up until school is out due to the hectic end of school year activities.

The program is being advertised through school visits, flyers, posters, press releases, cable television, newsletters to the teachers and the Placentia Quarterly. We are looking forward to a summer of special programs, reading program activities and story hours.

We were able to elicit many special prizes for the children during the summer from several local business. The Whole Enchilada restaurant donated 500 childrens meals and Jack in the Box was very generous. Other donors were Polly's Pies, El Torito, Little Professor Bookstore, Fosters Old Fashion Freeze, Chuck E. Cheese, Togos Eatery, Baskin Robbins Ice Cream, Del Taco, In & Out Burger, IHOP, McDonalds & Carl's Jr.

After School Specials - There were two *After School Specials* for children ages 7 - 12 during May and they were attended by 34 children who created a variety of art projects, played games, and listened to stories. The last session of the summer was a party with donuts and soft drinks provided by the Children's Librarian.

PreSchool Story Hours - Two *preschool story hours* for children ages 3-6 were held in May and were attended by 49 children. The children enjoyed a variety of stories and activities.



School Visits - There were 100 children who visited the Library with their classrooms for tours & book selection during the month of May & 20 Brownies came for stories and a tour. Two classroom visits were made to Brookhaven for career days.

Grandparents & Books - The Grandparents and Books program attracted many wonderful volunteers who did a fine job under the guidance of Jeannine Walters. However, attendance by the children has continued to drop off. We have continued this program longer than Orange Public or Fullerton (who both began the same year that we did). Their programs were discontinued last year because of lack of attendance by children. We have advertised in every way that we could, but the children who come to the Library after school seem to be pretty well on task with their homework and parents of young children are usually at home by then. Dale Goodman, one of the volunteers, would like to see us try the program as an evening rather than after school activity starting in the Fall. I think it would be worth a try.

This summer, as we did last summer, we will have the GAB volunteers reading to children on Thursday mornings. This worked very well last year. The Parks and Recreation Day Camp came on Thursday mornings and were good listeners. Also that is a popular time for visits from Tynes summer school classes.

Paperback Books - We have purchased, cataloged and processed \$1,000.00 worth of new paperbacks for the summer. This money was donated by the Friends group. These new paperbacks are always an instant hit with the children as they come in to choose entertainment reading for the summer.

Kristin Ryan - Kristin has been finishing her Masters degree in Engineering during this past school year and has still had time to come into the Children's Department to volunteer every Monday. Each Monday she has worked diligently to enter the juvenile paperbacks into the system and she has completed at least 90% of all of them! This helps us in so many ways! Now we actually know what we own and can help children and parents locate the books they need. It also greatly reduces the wait in line at the circulation desk. This is a project that would not have been completed any time in the near future if it were not for the help of this great volunteer.



TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian
 DATE: June 11, 1994
 SUBJECT: Acquisitions Report *JS*

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$1,227.88	87
Gift Accounts*	\$5,233.67	294

Dollars Spent 5/1/94 to 5/31/94

Continuations	\$130.95
Fiction	0.00
Non-fiction	0.00
Juvenile	1,329.77
Audio	0.00
Gifts*	112.36
Total	\$1,573.08

Dollars Spent 7/1/93 to 5/31/94

Continuations	\$8,001.72
Fiction	1,287.02
Non-fiction	381.06
Juvenile	4,130.02
Audio	1,125.89
Gifts*	6,701.52
Total	\$21,627.23

*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer
DATE: June 14, 1994
SUBJECT: Publicity materials produced for May 1994

Information added this month to Channel 53, our Placentia Library cable station, includes the names of the Library Board, May quotes, Summer Reading Program, Literacy tutor training, the on-going book sale in the library foyer, and the annual booksale, children's storytime, asking for volunteers, "Picturing Placentia" Photography contest, and holiday hours.

Newspaper articles include the Library hours, the student art exhibit from Esperanza High School, the 75th Anniversary celebration, including the Photography contest, article on public libraries in Orange County, the Friends of the Library annual booksale, April Ottavian article on the Chamber Birthday party which mentions Elizabeth Minter "she's our Library Director" and an article on Library Gold Cards.

Copies are attached of the Information for Teachers Newsletter that went out to all the teachers in the Placentia/Yorba Linda School District.

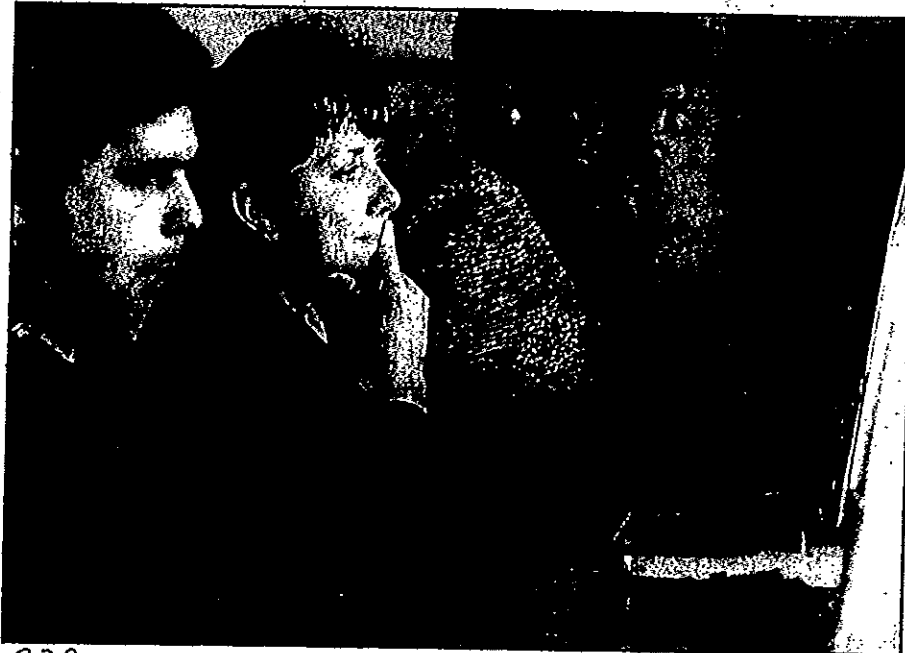
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MAY 28 1994

NEWS FOCUS



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MINDY SCHAUER/The Orange County Register

NEW SYSTEM IN THE WINGS: From left, Alec Orrock, Jan Tapley, Tangel Barnes and Teri Garza get computer training for librarians and clerks at Orange County Library headquarters in Santa Ana.

WHERE THE BOOKS ARE

► Cities with county library branches include: Brea, Costa Mesa, Cypress, Dana Point, Fountain Valley, Garden Grove, Irvine, La Habra, La Palma, Laguna Beach, Laguna Niguel, Lake Forest, Los Alamitos, Mission Viejo, San Clemente, San Juan Capistrano, Stanton, Seal Beach, Tustin, Villa Park and Westminster.

► Nine cities operate their own libraries: Anaheim, Buena Park, Fullerton, Huntington Beach, Newport Beach, Orange, Placentia, Santa Ana and Yorba Linda.

BOOK BROKERS

CULTURE: From library gold cards to fees for service, the Orange County Library Task Force is looking for ways to raise desperately needed cash.

By ANN PEPPER
The Orange County Register

Soon, your Orange County Library card could get you discounts at local shops, allow you to read 800 periodicals on your home computer and give you access to the world's premier collections.

But you might have to pay for your card.

These are among the ideas being checked out by the Orange County Library Task Force, 15 people appointed by the Board of Supervisors in March to come up

with new ways for the library to make money.

The pressure for fiscal creativity is on, because if nothing is done, some of the county system's 27 branches almost certainly will have to shut by July 1995, according to a recently released grand jury report.

Libraries all over the state are struggling. Locally, budget losses already have caused dramatic cuts in hours, staffing, book and magazine purchases and equipment maintenance. Without an infusion of cash, the only choice might be to let some branches die in order to maintain

basic services at the survivors.

"This is an extremely serious crisis," said county librarian John Adams, whose budget has shrunk from \$27 million in 1992-93 to a projected \$18 million for 1995-96. "People are watching what's happening with great concern."

But, he added, "It's a little early to surrender."

The task force must report to the Board of Supervisors by July. Here are some of the ideas under consideration, Adams said:

► **The gold card.** By law, public libraries can't sell library cards,

Please see **LIBRARIES** Page 4

LIBRARIES: Seeking ways to fund a cash-strapped system

FROM 1

and many in the library world oppose the idea on philosophical grounds. This idea would skirt those issues by giving special cards to people who make donations to the library. Local merchants would be asked to give discounts to gold-card holders as part of the program.

► **Fees and revenue.** The task force is considering increasing fines from the current 20 cents a day for overdue books. It also is looking for more aggressive ways of seeking grants, tapping corporate donors and raising cash.

► **Technology.** Adams said a new computer will come online by the end of the year, replacing the library's 12-year-old system. In addition to keeping track of the library's collection, it will let patrons know how many copies of a book are in the system and at which branches. It also will allow users to tap into the World Catalogue in Ohio, which lists the holdings of every major library in North America and will soon add libraries from Europe and the holdings of the British Museum.

By 1995, Adams said, patrons should be able to request almost any book found in the World Catalogue with their Orange County library-card number.

Phased in over time will be computer access to the full texts of articles from more than 800 periodicals.

The library eventually may offer downloading of information to home and office computer users via a 900 number — for a fee.

► **New legislation.** The task force is considering whether to ask supervisors to push for a state law to allow the sale of library cards.

The panel already has endorsed a bill sponsored by state Sen. Ralph Dills, D-Gardena, to prohibit any further property-tax shifts away from libraries. The measure has cleared the state Senate and is under consideration in the Assembly.

Legislators also are considering a bill by state Sen. David Roberi, D-Los Angeles, that would allow libraries to create special benefit-assessment districts by simple majority vote instead of the current two-thirds vote.

► **Marketing and joint ventures.** The library has done a poor job of making the public aware of services it provides, the grand jury said in its report, The Orange County Public Library System — a Future?

The task force has looked at new ventures with private companies, Adams said. They in-

clude ideas such as leasing space to private fax-machine services the public could use for a fee or contracting out library staff to do technical services, such as cataloging.

The problems here mirror a statewide predicament of increasing use and plummeting budgets. The California Library Association is forming a 28-member Task Force for Reinventing Public Libraries.

Among the hardest hit are county district libraries, such as those in Orange, Ventura and Los Angeles counties.

The state's 25 county libraries, which serve about 40 percent of California residents, had received large portions of their funding from special district augmentation funds. That source dried up this year when the money was moved from libraries to support local schools.

At the same time, statewide library attendance has increased over the past two years, from \$5.7 million to almost 90 million, said Liz Gibson, a consultant for the California State Library.

Budget-driven reductions have put California last among the 50 states in the number of hours libraries are open for public use, Gibson said. Florida was 49th.

In Orange County, branches

have been closed three days a week since July 1993 to meet budget shortfalls.

In general, cities and counties have cut funds to cultural entities to give larger shares to public safety, said Gary Strong, director of the California State Library.

"That is not to say that public safety isn't important," Strong said. "But we must have a balance between it and the public cultural good. The public has clearly said it wants libraries." A city-sponsored survey of Mission Viejo residents last year made it clear how they felt about library services, said City Councilwoman Sharon Cody.

"They ranked it as important as police, fire and schools," Cody said.

But they found their county library branch wanting.

This week, the City Council voted to try to leave the county system to set up its own library. The Board of Supervisors must agree.

"I don't say it's impossible for the county system (to thrive), but it boils down to people saying how willing they are to support new tax revenues and to work to make it what it should be," Cody said. "For us in Mission Viejo, this way was best."

Loitering at Library Can Mean Ticket to Enrichment

Mindful that the county's libraries are feeling the budget squeeze, I browsed one for three hours just to get that buzz from books.

Here's some stuff I know now that I didn't know before I went to the library:

- Ernest Lawrence Thayer, the author of "Casey at the Bat," never understood the poem's popularity. He refused to take any royalties from it, saying at one point: "All I ask is never to be reminded of it again." The poem, an American classic about the Mudville 9, was first published in 1888 in the San Francisco Examiner among a group of editorials.
- Before he invented the steamboat



DANA PARSONS

and made "Fulton's Folly" part of American lore, Robert Fulton tried to interest both France and Britain, which were warring with one another, in submarines. Napoleon considered but

eventually rejected Fulton's offer. The British weren't interested either.

- Umbrellas probably originated in Egypt. Their design may have been used to symbolize the heavenly status of the royalty who used them rather than to protect them from the elements.

- Most of the money that Albert Schweitzer used to set up his African hospital in 1913 came from royalties he received from a book he wrote on composer Johann Sebastian Bach.

- Stung by criticism that he had never personally arrested anyone, FBI Director J. Edgar Hoover took Alvin Karpis, Public Enemy No. 1, into custody in 1936. The arrest was made on Canal Street in

New Orleans, and Hoover allegedly said "Put the cuffs on him, boys." However, no one had remembered to bring any handcuffs, so Karpis' hands were tied behind his back with an agent's necktie.

- Herman Melville moved in 1850 to rural Massachusetts, where he began working on "Moby Dick." At the same time and living just six miles away, Nathaniel Hawthorne was writing "The House of the Seven Gables."

- In ancient times, pigeons were used to deliver messages about troop movements. Julius Caesar used them in many of his campaigns. Domesticated pigeons have been dated to at least 3000 BC.

Please see **PARSONS, B9**

PARSONS: Trolling for Trivia at the Library

Continued from B1

- Many Roman Catholics were among the throngs of Germans and Italians who emigrated to America in the 1800s. When they began building Catholic churches and convents, it frightened many Protestants, who believed the Pope was trying to expand the church's empire. Many wondered openly why Catholics were joining police departments and the military and storing weapons if they weren't planning a day of reckoning.
- Noah planted the first vineyard.
- After the notorious Billy the Kid was captured, a local reporter said to him, "You appear to take it easy." To which the Kid replied: "What's the use of looking on the gloomy side of everything? The laugh's on me this time."
- Fashion designer Oleg Cassini had to

dy that it would be OK for Jackie to wear a Cassini-designed evening dress that exposed one of her shoulders. Family patriarch Joseph Kennedy once told Cassini not to bother the President or First Lady with the bill for his services, saying "I'll take care of it." Cassini wrote that the elder Kennedy "asked me to be discreet about the cost of the operation, as it might be used politically against the President."

- Researchers aren't absolutely positive about the origin of Dalmatians. However, one authoritative expert on dogs says they came from Dalmatia, a region in the former Yugoslavia. Over the centuries, Dalmatians have served as sentinels, sheep dogs and bird dogs, as well as in packs for boar and deer hunting.
- Mongol armies, such as those under Genghis Khan, are characterized as wild

liked to operate in winter so they could use frozen marshes and ice-covered rivers for troop movement. One trick was to use local townspeople to test the strength of the ice, using such ploys as placing a herd of cattle across a frozen river from hungry citizens. Mongols also used smoke screens as a battlefield tactic.

- Leonardo da Vinci was more than a painter. He was among the first to draw the human skeletal structure and probably made the first accurate drawing of the skull, jaw and teeth. He also described how the upper and lower teeth work together.

Dana Parsons' column appears Wednesday, Friday and Sunday. Readers may reach Parsons by writing to him at The Times Orange County Edition, 1375 Sunflower

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Placentia News
Weekly

MAY 12 1994

COMMUNITY

Picture this: Library wants your photos of the city

332
By Joe Bel Bruno
North County News

The Placentia Library wants residents to "say cheese" during a contest to celebrate its 75th anniversary.

Residents are invited to participate in a citywide photo contest

called "Picturing Placentia." Anyone who lives or works in the city is eligible to enter up to three photographs. All must be taken in the city.

This is a good way for the library to capture the spirit of the city, said head librarian Suad Ammar.

"We want to show how truly

beautiful this town is," Ammar said. "This will give all residents a chance to do that with a camera."

Ribbons will be awarded for first-, second- and third-place winners in nine categories. Trophies will be awarded for best of show. All who participate will be given a certificate.

Entries are due at the Placentia Library by Saturday, May 21. They will be judged by the public a week later on May 28.

A reception will be held June 4, 3 p.m. to announce the winners.

Entry forms are available at the library, 410 E. Chapman Ave.

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Placentia News
Weekly

MAY 12 1994

NEWS BRIEFS

Students' artwork on display at library

332
Art students from Esperanza High School will have their artwork on display at the Placentia Library during May.

The students have created a wide variety of pictures, including oil pastels, ink drawings, charcoal drawings, acrylic painting, tempera, scratchboard and mixed media. The library is located at 410 E. Chapman Ave.

The student artists whose works are being exhibited include Monika Means, Serge Marcos, Steve Coskie, Amy Goldban, Halina Chyczewski, Jennifer Takasaki, Amy York, Carly Seibel, Jill Nuttall, Ken Lo, Eric Lindsey, Gloria Kim, William Chou and Lara Winter.

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The Register
Daily MAY 25 1994



332
Government offices
Federal, state and county offices and buildings, including courthouses and libraries, will be closed Monday. City offices and libraries will be closed Monday. Placentia Library will be closed Sunday and Monday.

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Los Angeles Times
OC Edition
Daily

MAY 23 1994

332
■ Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Artworks by students from Esperanza High School are on view through May 31. Hours: noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.

Los Angeles Times
OC Edition
Daily

MAY 12 1994

ORANGE COUNTY PERSPECTIVE

Libraries' Rising Woes

Public libraries are an important component of a free society. For those who cannot afford the cost of higher education, for example, they represent one of democracy's best outlets for becoming self-taught and improving one's lot in life.

But as this week's Orange County Grand Jury report confirmed, the county's library system is reeling, as others are, from budget cuts mandated by shifts in local property tax money to pay for California's public schools. The viability of the library system, according to the ominous words of the report, "is in the hands of the public."

The jury found that some of the county system's 27 branches are in danger of having to close next year because of the shortfalls. Library officials expect a budget next year that will be \$9 million less than what was allocated two years ago. Last year, more than \$6 million was cut from the library budget, necessitating substantial reductions in service hours and the elimination of 75 full-time positions.

All of this makes even more urgent the work of the 15-member library task force recently created by the Board of Supervisors to recommend new sources of revenue for the system. It seems inevitable that there will be some increased fees for such things as overdue books, and a new charge for placing personal book orders for publications not available in some local branches. The challenge will be to find those new sources of revenue that somehow still

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Los Angeles Times OC Edition
Daily

MAY 19 1994

Placentia Library (411 E. Chapman Ave., Placentia, (714) 528-1906). Artworks by students from Esperanza High School are on view through May 31. Hours: 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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Los Angeles Times
OC Edition

Daily

MAY 29 1994

Placentia Library (411 E. Chapman Ave., Placentia, (714) 528-1906). Artworks by students from Esperanza High School are on view through Tuesday. Hours: 1 to 5 p.m. today; noon to 8 p.m. Monday and Tuesday.

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Placentia News

Weekly

MAY 12 1994

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Our library is having a big 75th birthday party and an anniversary photography contest. Ribbons and certificates will be awarded to first-, second- and third-place winners in the categories of black-and-white, color, people, places, historical, ages 12 and under, 13-18, 19-25 and ages 26 and over. The deadline for photos is May 20. For more information, call 528-1906.

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post office box 11789
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The Register

Daily

MAY 30 1994

PLACENTIA

The Placentia Library District is celebrating its 75th anniversary this year and is looking for former employees or members of Friends of the Library to record their memories of the library. The first 10 letters received will be retyped and compiled into a souvenir booklet/program for the celebration, which will take place Oct. 16 at the City Hall Plaza. The memories should be written on a special form available from the library. Forms must be returned to the library by July 30.

- Joe Bel Bruno/(714) 704-3704

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Placentia News

Weekly

MAY 12 1994

TODAY

Book sale: The Placentia Library will hold a book sale from 4 to 7 p.m. exclusively for members of the Friends of the Library. For more information call the library, 528-1906. The library is located at 410 E. Chapman Ave.



APRIL OTTAVIAN

Chamber marks 70th year in style

332

Happy birthday ... Not looking any older and you're as active as ever! Probably most of us have heard those words before ... but in this case this "lady" really is as spry as ever. It's probably because "her family" keeps "her" busy. Her who? Placentia's Chamber of Commerce. "Her family" ... all local business owners and of course all of us (in a way) by "Shopping Placentia."

Birthday party? Sure enough! Chamber members and friends celebrated the chamber's 70th birthday in grand style at a party hosted by Placentia Linda Hospital. Darlene and Harold Shafer along with Ellie Rankin greeted chamber well-wishers while Michael Kelly, a hospital administrator started the party off with welcoming remarks. Al Shkoler, chamber prez, led the procession for the cake-cutting ceremony. Among the party-goers were David Bardos, Carol Petterson, Mary and Lee Castner, Fred and Elizabeth Minter, (she's our library director and tells us that the library is also celebrating its birthday ... No. 75), Mike Ortiz (he won the 50/50 drawing), Nina Friar and Linda Schindler. Spotted Dixie and Gordon Shaw, Mary Bette, and Charlotte Sotelo nibbling the most creative hors d'oeuvres we've seen in a long time ... Phil Davis won tickets to the California State University, Fullerton theater's production of "Macbeth," Marlene Montooth and Al and Gloria Shkoler won International House of Pancakes tickets ... just in time, too ... as the Shkolers were celebrating their 14th wedding anniversary. Bill and Patti Latta celebrated the chamber birthday and

APRIL: Chamber celebrates its 70th birthday

FROM 10

Ziegler, Jim and Peggy Dinsmore, Miss Placentia Monica Harsey, Mary Byrne, Doug Funderburk, Doyle Bouse and the Hodges (Jeri and G.R.) joined in singing a rousing "Happy Birthday." Ah, that's nice. Bob Dickenson took his daughter, Heather, to Laughlin to celebrate her 21st and I hear she got to experience the "thrill of victory" at the casino.

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Yorba Linda Star
Weekly

MAY 12 1994

SCHOOLS

**Students' artwork
on display at library**

332

Art students from Esperanza High School will have their artwork on display at the Placentia Library during May.

The students have created a wide variety of pictures, including oil pastels, ink drawings, charcoal drawings, acrylic painting, tempera, scratchboard and mixed media. The library is located at 410 E. Chapman Ave.

The student artists whose works are being exhibited include Monika Means, Serge Marcos, Steve Coskie, Amy Goldban, Halina Chyczowski, Jennifer Takasaki, Amy York, Carly Seibel, Jill Nuttall, Ken Lo, Eric Lindsey, Gloria Kim, William Chou and Lara Winter.

Placentia Library District Information for Teachers

Junior and Senior High School Edition



Placentia Library District ■ 411 East Chapman Avenue ■ Placentia CA 92670 ■ 714-528-1925

ASSIGNMENT ALERTS IMPROVE STUDENT SERVICES

ASSIGNMENT ALERT ALL-STARS

Thanks go to the Assignment Alert All-Stars of this school year, Ms. Shelton of Esperanza High School and Mr. Bell of Valencia High School. Both of these instructors took the time to notify the Library in advance of their class assignments. As a result, enough books were put on temporary reserve so that students were able to complete their assignments without running into the common obstacle of all the books being checked out.



Each school year, area students visit the Placentia Library looking for information they need to complete school assignments. The Placentia Library invites teachers to help in making this a productive and positive experience for their students.

The ASSIGNMENT ALERT is designed to notify the Library staff of upcoming assignments. By using the ASSIGNMENT ALERT, teachers and librarians together can make sure that students will find what they need when they come to the Library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all of the available

materials. If the Library knows in advance, the staff will place the requested materials on *RESERVE* so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select the materials they wish to be put on *RESERVE* for their classroom. If this is not convenient the Library reference staff will select the items based upon the information provided by the teacher.

Thank you for helping the Library provide quality services to the students in the community. Assignment alerts will be distributed next fall, if you need one now please call Suad Ammar at 528-1925. Thank you for your cooperation.

LIBRARY HOURS

Monday - Wednesday ...12:00 NOON- 8:00P.M.
Thursday & Saturday10:00 A.M.-6:00P.M.
FridayCLOSED
Sunday1:00 P.M.-5:00 P.M.

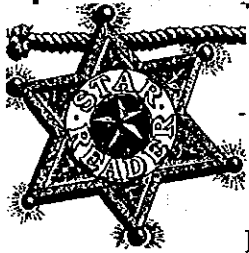
Information for Teachers, Junior and Senior High School Edition, is published in September, December, March and May by the staff of Placentia Library District, Julie Shook, M.L.S., Editor.

Placentia Library District
Information for Teachers
Preschool - Primary- Intermediate Edition



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READING RODEO

1994 Summer Reading Program at Placentia Library.

Encourage your students to become Star Readers!

This summer June 20 - August 26 the Children's Department will hold the annual Summer Reading Program. Children pre-school through the 8th grade are invited to participate in the Reading Rodeo Fun.

Once "buckaroos" and "wranglers" are registered they can start earning gold nuggets by reading and visiting the Library during the Summer program. The nuggets can then be redeemed at the General Store for special prizes.

Star Reader Certificates will be issued to all children who fulfill the reading and visiting requirements. The first 500 children who complete the program will also receive a coupon for a free meal at the Whole Enchilada Restaurant.

Activities in support of the Reading Rodeo Summer Program are scheduled for Wednesdays June 22 - July 27. Free passes will be issued only to children registered in the Reading Program on a first come, first served basis beginning on the Thursday before the event.



WAY OUT WEST WEDNESDAYS

June 22 WAY OUT IN THE WILD WEST
Pantomimes, songs and stories by
Rueben Gerard and Judy Sofer.
1:00 - 2:00 P.M.
Ages 5-13

July 13 WESTWARD HO! CALIFORNIA!
The Golden State Children's Theatre
presents a Western Drama depicting
life in early California. 1:00 - 2:00 P.M.
Ages 5-13

June 29 WILD WEST STORIES!
South Coast Storyteller's Guild
Presents stories of the Old West.
1:00 - 2:00 P.M. Ages 5-13

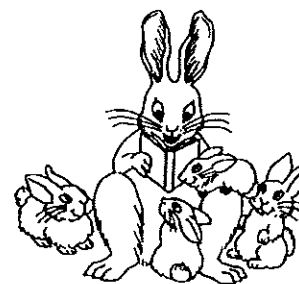
July 20 CRAFTS ROUNDUP
3 sessions at 1:00, 2:00 and 3:00 P.M.
Ages 7-13.

July 6 MATINEE THEATER
Enjoy an afternoon of movies and
popcorn. 1:00 - 2:00 P.M. Ages 5-13

July 27 BUSTRIPTO THE GENE AUTRY MUSEUM
Limited to 40 children ages 8-13.
A small fee will be charged.
Leave 10:00 A.M. Return 3:00 P.M.

SADDLE UP FOR FUN!

Pre-school story hour
Children ages 3-6
June 27 - July 25
Mondays
1:00 - 1:45 P.M.

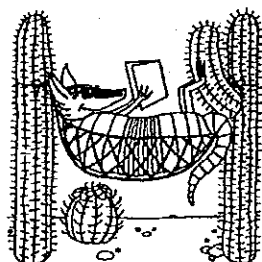


GRANDPARENTS AND BOOKS

The Children's Department is very pleased to announce that the GRANDPARENTS AND BOOKS program will be offered this summer. It is a state-funded program where older adult volunteers from the community are trained to read and tell stories to children in the library. These volunteers become the "Library Grandparents" to the many children who use the library.

This intergenerational program promotes the love of reading. Please encourage your students to attend this wonderful opportunity to listen to stories this summer.

Stories will be read by volunteer "Grandparents" to children of all ages on Thursdays in June, July and August at 10:30, & 11:30 11:00 A.M.,



ASSIGNMENT ALERT

As you think ahead to next fall please include the Library in your plans. The assignment alerts are very important

Every day children come into the Placentia Library to find books to help them complete homework assignments.

Sometimes they are disappointed because other students have already checked out all of the available materials.

Often even large subject sections can be completely depleted in a very short time.

You can help ensure access to these materials for all your students by notifying the Library prior to your assignments so books can be selected and held on reserve for your class.

Call the Children's Department at 528-1925, or mail us your materials requests.

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Kay Schneider, M.L.S., Editor.

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Sunday1:00 P.M.-5:00 P.M.

TO: Elizabeth Minter, Library Director
 FROM: Katie Matas, Literacy Coordinator
 DATE: June 20, 1994
 SUBJECT: **Placentia Library Literacy Services Report for the month of May**

Program Statistics

Active tutors: 57
 Active students: 90
 Students waiting to be matched: 32
 Percentage of tutors reporting (May hours): 84%
 Tutoring hours reported: 376
 Other volunteer hours reported: 154.5
 Total volunteer hours: 530.5

Placentia Round Table. Wednesday, May 4, 1994, Suad Ammar made a short presentation at the monthly meeting of the Placentia Round Table. Principal Librarian Ammar gave some background on the need for literacy instruction and how Placentia Library Literacy Services (PLLS) is addressing that need. The up-coming tutor training workshop was announced and anyone interested in participating was encouraged to register.

Workplace literacy. California State University Intern Linda Scott spoke to the members of the Placita Santa Fe Merchant Association at their May 10, 1994 meeting. The subject of Mrs. Scott's presentation was employee literacy and how PLLS could work with the merchants to help improve literacy skills among their employees. Mrs. Scott will contact the merchants on an individual basis to assess their needs. The merchants were also encouraged to contact the Literacy Office to discuss their questions or needs.

Southern California Library Literacy Network (SCLLN). May 22, 1994 - May 24, 1994, SCLLN conducted its yearly planning retreat/conference. Katie Matas attended as the representative for PLLS. Forty-two people attended the planning retreat representing 30 of the 41 member programs. Martha Lane, adult literacy consultant, was the facilitator. The main focus of the planning was what should SCLLN accomplish between now and May 1, 1995. Tasks were outlined and people signed up to work on those they felt they could help with. Work areas included internal and external communications, volunteer preparation, mentoring of new literacy coordinators, paid SCLLN staff, resources, political action, joint ventures, and funding/fundraising. New officers were elected and locations of 1994/95 meetings were selected.

Placentia Library Literacy Services Report, June 20, 1994, Page 2

Networking. Mary Byrne represented PLLS at the May 14, 1994 Placentia Open House and the Placentia Chamber of Commerce breakfast. Principal Librarian Ammar and Literacy Coordinators Byrne and Matas represented PLLS and Placentia Library District at the Placentia Chamber of Commerce Business Expo on May 18, 1994. Placentia Library Literacy Services was featured as business of the month in the June 1994 issue of the Placentia Chamber of Commerce newsletter. The article was a prize won by Mary Byrne at a Placentia Chamber breakfast. The article is attached to this report.

CONGRATULATIONS

Our 50/50 winner at the recent Business Expo was FKC Partners, Denise R. Sanchez. They are located at 151 N. Kraemer Blv'd Ste. 110, Placentia.

Grand Prize winner of the Microwave Oven donated by CTS Appliance, was Denis Murray from IHOP.

SPECIAL INVITATION

BACK DOOR GALLERY OPEN HOUSE PREMIERE, June 20, 2:00 - 5:00PM. Pound Photographs, 119 N. Bradford Ave.

Studio manager, John Walcek, with a little push from his special friend, Yoshiko Kato, transformed a boarded up side storage room at the studio into a gallery and gift shop.

"I've worked here for seventeen years, and never realized how beautiful this room is, with these pictures windows facing adjacent Kraemer Park. Maybe we can bring some of that outdoor park-beauty indoors, in the form of gallery art," says John.

"We'd like to showcase different local photographers and artists, giving them an outlet to display and sell their creations", adds Yoshiko, an interior decorator. Initially featured will be original oil paintings and ceramics by Yoshiko Kato, and gallery photo scenics by John Walcek. "So drop in and explore, it'll at least be an interesting cultural experience."

NEW CHAMBER MEMBERS

We wish to welcome the following new members to our Chamber:

OLD TOWN POSTAL SERVICE
Mike R. Serna
130 S. Bradford Ave.
Placentia CA 92670
Ph. 528-5776

**OUR BUSINESS OF THE MONTH-
Placentia Library Literacy Services**

Since 1984, in partnership with the California Literacy Campaign, Placentia Library Literacy Services (PLLS) has sought to work within the community to address the critical need for basic adult reading training. PLLS provides free and confidential basic literacy instruction to adults in the Placentia/Yorba Linda area. Students are both native English speakers needing help with basic reading and writing skills and speakers of other languages seeking to master spoken English. All instruction is centered on their goals and needs of the individual student. Students work individually and in small groups with volunteer tutors who complete a 15 hour Literacy Volunteers of America certified training course or the Literacy Services one day training/refreshers course.

Throughout the years, Literacy Services has consistently recognized our area's rich, cultural heritage and diversity by providing tutors for students who

represent a variety of countries, cultures and levels of education. Services continue to develop and expand with outreach into the business community to create programs that are "worker-friendly."

PLLS is seeking both volunteers who are interested in a positive, rewarding experience as tutors, and motivated students who can benefit from a personalized program to meet their educational needs. Tutor training and/or student sessions can be located at a variety of sites including the workplace. Tutor training or student sessions can be scheduled before or after the work day (or even during lunch!) Student sessions can be one-to-one or in small groups. Workplace literacy programs can be anything that dedicated and creative minds want them to be. The possibilities - and the benefits--for individuals, businesses and the community are endless.

DICK LEVITT
1150 W. Phillips St.
Ontario CA 91762

MEMBER RENEWALS

Thank you for your dedicated support and investment in our community!

MAY

ALS Computer Services	1990
Coldwell Banker	1988
Instrument Specialties	1989
J.B. Tool	1979
Dr. Craig T. Olson, DDS	1986
Placentia Linda Family Medical Ctr.	1988

HOSPICE VOLUNTEER TRAINING OFFERED

Hospice Care of California is offering a Hospice Volunteer Program. The class covers topics such as concepts of death and dying, communication listening skills, medical aspects of terminal illness and grief and bereavement. Class dates are June 4, June 11 and June 18, 9 A.M. to 2 P.M., at Rose Drive Friends Church, 4221 Rose Drive, Yorba Linda. Please call (714) 870-8599.



TO: Elizabeth D. Minter, Library Director
 FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
 DATE: June 20, 1994
 SUBJECT: Families For Literacy Report for the month of May

Program statistics.

Attendance

May 3	12 families	13 adults	13 children
May 10	9 families	10 adults	10 children
May 17	10 families	11 adults	14 children
May 24	8 families	9 adults	10 children
May 31	13 families	14 adults	17 children

Books

Sixty-nine books were given away this month.

Programs. Topics discussed this month included nutrition, the five senses, and birthdays. An unbirthday party was held on May 31 to celebrate all of the children's birthdays. A pinata was broken as part of the festivities, and special books were given as presents.

Transportation. Transportation to a free immunization clinic at Topaz Elementary School was arranged. Parents whose children needed immunizations were encouraged to go.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: June 15, 1994
SUBJECT: **Placentia Pride Council Report for the Month of May, 1994**

The Placentia Pride Council met on May 19, 1994.

Chairman Marv Reid reported that Placentia City Attorney Carol Tannenbaum has offered to be a consultant on the Council's incorporation as a non-profit organization.

Minor changes were made to the Council's Vision, Goals and Objectives as they were presented at the April meeting.

The application for the grant from the California Council for the Humanities was discussed. The Library, the Placentia Pride Council and the Placentia Historical Committee will apply jointly for this grant. The application however may be postponed till after the 75th Anniversary celebrations depending on the applications' deadlines.

It was suggested that the Pride Council be represented in the Placentia annual Heritage Days Parade.



BOARD & ADMINISTRATOR

For Board Members

June 1994

Dear Government Board or Council Member,

Here's a **pop quiz on board/council teamwork**. Pick the description below that **best** fits your board:

- A) Consensus is easily reached.
- B) Each item is discussed at length, sometimes resulting in loud disagreement.
- C) Several factions fight over every issue.

If you chose B or C, your board isn't

a team. In my experience, these two statements accurately describe how many boards act. For the best possible board team, you should strive for option A. Here's one good way to get there...

Board Member Peggy Schantz tells me that the **board team is only as strong as its committees**. "The path to an effective board team is for board members to study issues in committee and then make recommendations to the full board," she says. Schantz is right on the money. Committees let members work in small, less-structured groups that quickly bond and allow for speedy consensus on issues.

The committee structure fosters sound decision-making on the full board. When members work well together at the committee level, they're more likely to do the same at board meetings.

"Teamwork is essential," adds Schantz (Oldwick, NJ). "To develop it, put members on committees—then let them develop trust, confidence and respect in one another at that level. Once they work well together in committees, teamwork in the board room follows naturally!"

Get your board team to work better

To prevent problems that can undermine the effectiveness of your board team, the Board Doctor offers these suggestions:

1) Identify each board member's personality traits.

People with overbearing personalities may get in the way of effective teamwork. Consider the balance of personalities when newly elected members join the board and committees form.

2) **Make every effort to respect your board peers.** Displays of disrespect and rudeness in the board room can easily and permanently scar the board team.

3) **Realize that your view won't always prevail.** No matter how strongly you feel about an issue, if the majority opts for a different view, accept it and support it.

Advice for new board presidents: Manage those meetings!

Board President John Donohue says that many responsibilities go with the top board leadership position. But none is more important than **knowing the mechanics of the board meeting**.

Here are six board meeting tips he says presidents ought to keep in front of them at all times...

1) Prepare yourself for han-

dling complex issues. "The board president must understand every difficult issue the board faces," says Donohue. "By working closely with the administrator and doing a lot of advance preparation, I'm able to keep a firm hand on topics that by nature are pretty sticky."

2) **Create a comfortable board room setting.** "The right environment sets

the tone for effective meetings," adds Donohue. "So place a pad and sharp pencil at every chair, along with fresh copies of the agenda and minutes of the previous meeting. When members arrive and take their seats, they'll be ready to go. You might even want to arrange with your administrator to provide refreshments."

3) Don't drop any surprises on board members. "Handing a report to members at a meeting and asking them to read it and make an on-the-spot decision, is a no-no," he says. "Board members need time to digest information before they can form opinions. Hasty, ill-informed decisions never help any organization."

4) Involve as many members as possible. "Board members want to feel needed. That's why I invite as many as possible to give brief reports at meetings. This keeps them from just sitting there—watching the clock."

5) Focus board/council members on the agenda. "A big problem arises at board meetings when the socializing aspect of discussion gets out of hand. While important, once the meeting is underway, comments not related to the agenda should be minimized. We're busy people, and we want to accomplish our business without wasting time."

6) Talk privately with board members who have a meeting problem. "If I think board members are unusually quiet—or garrulous—I take note of this," says Donohue (Orinda, CA). "These individuals may feel alienated from the rest of the board or think their opinions are being ignored."

"After the meeting, I visit with them to draw their problems or concerns out on the table. Talking about them usually gets the members back on track for the next meeting."

Follow these tips to making the right decision

When it comes to a tax increase or change in programs or services members of the public rely on, you better be **99.9% certain** that the decision you're about to make is the right one!

City Council Member Brenda C Russell offers these two outstanding tips to help your government board or council peers make the right decision the first time...

◆ **Base your decision on the facts.** If you're contemplating a tax hike, don't base your vote on a hunch. "When the council faced raising taxes to pay for road improvements, members spent months reviewing the facts surrounding the issue," says Russell (Fairview, TN). "Our administrator even conducted a special study to determine the condition of roads, so we could map out those to receive top priority."

"The council approved the tax hike. Thanks to our research and the promise to

citizens to use new tax revenues for road improvement, voters supported us."

◆ **Take field trips to become an informed decision-maker.** "Don't be afraid to admit you need help," Russell adds. "When our city had to install a new sewer system, the administrator and council toured the facilities of several similar-sized communities."

"These field trips allowed us to see what other towns were doing—and what worked and what didn't. The council's final decision was based on these findings. Without the trips, we wouldn't have been able to choose a workable system that would last for years to come."

Sincerely, Chuck Elliot
The Board Doctor®
(and board member!)



Council Member
Brenda C Russell

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