

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

August 9, 1993
7:30 P.M.
Library Meeting Room

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

Stark/Evans

3. Minutes of the July 19, 1993, Regular Meeting and July 31, 1993, Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Woot/Sell

Woot/Sell

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

*→ May Tanaka;
→ Lily Computers →*

Retirement event for Assistant Library Director Sal Addotta.

CLAIMS (Items 6 - 8)

Presentation: Library Director
Recommendation: Approve by Motion

Went / C. K. K. K.

Items 6 - 8 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Non-Standard Claims for this report period.

- 7. Claims forwarded by the Library Director. (Approve)

There were no Claims forwarded by the Library Director this report period.

- 8. Current Claims and Payroll. (Approve)

Current Claims of \$29,962.25. Payrolls 3052, and 3053, for a cumulative payroll total of \$32,400.00. Combined total of Current Claims and Payroll of \$62,362.25.

GENERAL CONSENT CALENDAR (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

Sh. K. K. / went.

- 9. Vending Machine Report for July, 1993. (Receive & File)
- 10. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 11. Personnel Report for July, 1993. (Receive, File, and Ratify Appointments)
- 12. Travel Authorizations. (Approve)

AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
August 31, 1993

1. Roll Call
2. Adoption of Agenda
3. Oral Communications

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

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

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

CLAIMS (Items 4-6)

Presentation: Library Director
Recommendation: Approve by Motion

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

There are no Non-Standard Claims for this report period.

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

Claims forwarded by the Library Director in the Amount of \$ 1,221.30.

6. Current Claims and Payroll. (Approve)

Current Claims of \$ 41,434.46. Payroll of \$ 0.00. Combined total of Current claims and Payroll of \$ 41,434.46.

CONTINUING BUSINESS

7. FY 1993-1994 Budget

Presentation:	Library Director
Recommendation:	Determine Hours of Operation; Restore Staff Positions as follows:

.50 FTE Clerk I
.75 FTE Library Assistant

8. Agenda Preparation for September 20, 1993, Regular Meeting.

9. Adjourn.

*****CERTIFICATE OF POSTING*****

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for August 31, 1993, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, August 24, 1993.

Charlene D. Dumitru



CONTINUING BUSINESS

- 13. FY1993-1994 Budget

Presentation: Library Director
Recommendation: Staff presentation on days of service, hours of service and levels of service; public hearing; establish Library service schedule and levels to be effective September 3, 1993; and determine direction for August/September Activities.

STAFF REPORTS

- 14. Program Report for the Month of July, 1993. (Program Committee)
- 15. Children's Services Report for the Month of July, 1993. (Schneider)
- 16. Publicity Materials produced for the Month of June, 1993. (Byrne)

ADJOURNMENT

- 17. Agenda Preparation for August, 1993, Regular Meeting. } *Facilitate.*
- 18. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the August 9, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 5, 1993.

Charlene A. Dumitru

purpose of this hearing is to receive public testimony on which hours of public service should be maintained; which days of the week for public service should be kept; the level of service to be offered when the Library is open; and the possible use of mandatory or voluntary fees for basic services.

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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 19, 1993

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 19, 1993, at 7:37 P.M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore; Trustees Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: Secretary Sandra Stark; and Trustee Ray Evans.

Others Present: Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru; and Placentia Resident Frank Callaghan.

ADOPTION OF AGENDA Library Director Minter requested that the Agenda be modified for the addition of Agenda Item 32a, Travel Authorizations as the information regarding the Meeting of the Independent Special Districts of Orange County was received after the preparation of the Agenda.

It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Agenda as modified.

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

MINUTES It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of June 21, 1993 as presented.

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

ORAL
COMMUNICATIONS

Placentia Resident Frank Callaghan addressed the Board regarding his concerns about the effect of budget cuts on Library services. He presented an option for fund raising that may be possible through an agreement with The Placentia Auto Spa.

BOARD
PRESIDENT'S
REPORT

President Dinsmore waived the President's report in the interest of time.

LITERACY
VOLUNTEERS OF
AMERICA REPORT

President Dinsmore reported that the picnic sponsored by LVA Placentia at Tri-City Park on July 18, 1993 was successful. Attendance by the community was good and Mayor Maria Moreno also was present at the picnic.

FOUNDATION
REPORT

Library Director Minter reported that she had discussed the Foundation with Dixie Shaw. Ms. Shaw will not be able to be a member of the Foundation at this time due to other commitments. The Library Director recommended soliciting the support of an attorney to help with the establishment of the Foundation. Attorney David Hiskey was discussed as a possibility.

FINANCIAL
CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$62,437.00; Claims forwarded by the Library Director in the amount of \$5,819.61; and Current Claims and Payroll in the amount of \$83,151.63 as presented.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 15 through 23: Report from Trustees Shkoler and West on their meeting with Dennis Moss of Blanning and Baker of July 7, 1993; Statement from Trustee Stark regarding her concerns about the retirement incentive program approved by the Board at its June 21, 1993 Regular Meeting; Circulation Report for June, 1993; Volunteer Report for June, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Building Maintenance Report for June, 1993; Personnel Report for June, 1993; Travel Authorizations; and Electronic Notification System for Reserves and Overdues Report.

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

**INTERIOR
MAINTENANCE
SERVICES
CONTRACT FOR
1993-94**

It was moved by Trustee West, seconded by Trustee Shkoler to award the contract in the amount of \$950.00 a month for 5 days a week service to Hector Vargas Cleaning Service, 318 Capistrano Street, Placentia, providing they submit proof of bond and certificate of insurance, and to authorize signature of the Contract by the Library Director.

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

**COMPUTER
EQUIPMENT
MAINTENANCE
CONTRACT FOR
1993-94**

It was moved by Trustee Shkoler, seconded by Trustee West to award the contract in the amount of \$3,065.65 to Automated Office Products, 573 Mercury Lane, Suite A, Brea and to authorize signature of the contract by the Library Director.

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

The Board recessed for a break at 8:22 P.M.
and reconvened at 8:35 P.M.

**FY1993-1994
BUDGET**

It was moved by Trustee West, seconded by
Trustee Shkoler to read Resolution 93-4 by
title only.

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

It was moved by Trustee West, seconded by
Trustee Shkoler to adopt Resolution 93-4:
A Resolution of the Board of Trustees of the
Placentia Library District of Orange County
to establish the appropriations limitation
for the Fiscal Year 1993-1994. The motion
was approved by roll call vote:

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

It was moved by Trustee Shkoler, seconded by
Trustee West to ratify actions taken at the
Special Meeting of June 10, 1993, reducing
staff positions; and to adopt the Placentia
Library District Organization Chart for
Fiscal Year 1993-1994.

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

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 93-5 by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 93-5: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Amendments to the Memorandum of Understanding between the Placentia Library District of Orange County and the Placentia Library District Employees Association, a Chapter of the Orange County Employees Association. The motion was approved by roll call vote:

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

**PURCHASE OF
VENDING SYSTEM
FOR PRINTERS
ATTACHED TO
DATABASES ON
REFERENCE
COMPUTERS**

It was moved by Trustee West, seconded by Trustee Shkoler to approve purchase of vending equipment for one high speed laser printer serving three computers, a vending card dispenser and base, 500 vending cards, and a high speed laser printer with switch control box and cables at a cost not to exceed \$8,350 to be paid from Fund 5021 with the proceeds from the vending system to be used to replace the funds in Fund 5021 until it is repaid in full.

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

PLACENTIA
LIBRARY
DISTRICT'S
75TH
ANNIVERSARY
CELEBRATION

The Board directed that the donation candles be priced at \$75.00, \$250.00, and \$500.00 without specifying the quantity of candles to be sold at each level.

It was moved by Trustee Shkoler, seconded by Trustee West to adopt the program committee proposal for the 75th Anniversary Celebration as modified.

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

RETIREMENT
EVENT FOR SAL
ADDOTTA

It was moved by Trustee Shkoler, seconded by Trustee West that the retirement party for Assistant Library Director Sal Addotta would be held on August 12, 1993 at 6:30 P.M. at Il Ghiotto Restaurant, Fullerton.

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

It was moved by Trustee Shkoler, seconded by Trustee West that a budget of \$75.00 be set for the purchase of a gift for Sal Addotta from the Library Board of Trustees.

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

DENTAL RENEWAL
FOR 1993-1994

It was moved by Trustee Shkoler, seconded by President Dinsmore to select Principal, Option 1 as the dental insurance plan for FY1993-1994.

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

DATE FOR
AUGUST BOARD
MEETING

It was moved by President Dinsmore, seconded by Trustee West to select Tuesday, August 17, 1993 as the date for the August Regular Meeting of the Board of Trustees.

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

APPOINTMENT OF
DISTRICT'S
REPRESENTATIVE
TO THE SPECIAL
DISTRICTS
WORKER'S
COMPENSATION
AUTHORITY
BOARD OF
DIRECTORS

It was moved by Trustee West, seconded by Trustee Shkoler to appoint Sal Addotta as the District's representative to the Special Districts Workers Compensation Authority Board of Directors as an unpaid consultant of the District effective July 23, 1993, on condition that he file with the District Office a written report of each meeting attended and a copy of the minutes and all other documents distributed for each meeting.

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

TRAVEL
AUTHORIZATIONS

It was moved by Trustee West, seconded by Trustee Shkoler to approve travel authorizations for Library Director Minter and Trustee Shkoler to attend the Independent Special Districts Meeting and Dinner on July 29, 1993 at a cost of \$25.00 per person.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 33 through 38: Program Report for June 1993; Placentia Library Literacy Services Report; Children's Services Report; Publicity Materials produced for the month of June, 1993; Americans With Disabilities Act Compliance Report; Family Literacy Project Report.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:34 P.M.

Margaret V. Dinsmore, President

**FY1993-94
BUDGET**

It was moved by Trustee West, seconded by Trustee Shkoler to authorize the issuance of layoff notices to reduce the staff as follows:

Library Assistant	2.03 FTE
Library Clerk II	.63 FTE
Library Clerk I	1.80 FTE
Library Aide	.60 FTE
Page	1.00 FTE

and to set for public hearing on Monday, August 9, 1993, at 7:45 P.M. the issue of Library days of operation and hours of public service and hours of telephone service; and to change the date of the Regular Meeting of the Board of Trustees from August 17, 1993 to August 9, 1993.

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

ADJOURNMENT

The Special Meeting of the Board of Trustees was adjourned at 4:22 P.M.

Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated August 9, 1993.
 August 09, 1993

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	1	\$6,051.87
	2	<u>\$429.92</u>
Subtotal for Immediately		\$6,481.79
Regular	1	\$16,524.70
	2	\$2,491.96
	3	\$689.14
	4	\$2,874.90
	5	<u>\$899.76</u>
Subtotal for Payments		\$29,962.25
Payroll	3052	\$16,200.00
	3053	<u>\$16,200.00</u>
Subtotal for Payroll		\$32,400.00
	Total	<u>\$62,362.25</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993
REPORT NO 3045

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jul 22, 1993 August		0300-	00		3,796.55		
VISION SERVICE PLAN - (CA) ATTN: Scott L. Whitwell P.O. Box 45210 San Francisco, CA 94145-5210	Jun 26, 1993 July		0300-	00		323.45		
	Jul 22, 1993 August		0300-	00		352.26 675.71		
	Jul 07, 1993 251-5376 Jul 07, 1993 251-5377		0700-	05		87.72 87.72 175.44		
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jul 17, 1993 528-8236					23.13		
	Jul 17, 1993 528-1906					214.24		
	Jul 19, 1993 996-2865		0700-	00		34.07 271.44		
			Total			446.88		
S & M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	Jul 30, 1993 7222		1400-	00		1,091.52		
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Jul 20, 1993 August		1800-	00		24.95		
STAPLES INC. Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Jul 14, 1993 014167		1800-	00		6.56		
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Jul 14, 1993 400262222		1800-	00		9.70		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 6,051.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993

REPORT NO 3046

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A. C.'s Use Only	
							Doc Number	SC
SOUTHERN CALIFORNIA GAS CO P.O. Box C Monterey Park, CA 91756	Jul 20, 1993 Jun 15, 1993- Jul 15, 1993		2800-	00		282.46		
SOUTHERN CALIFORNIA WATER P.O. Box 9016 San Dimas, CA 91773-9016	Jul 28, 1993 Jun 22, 1993- Jul 22, 1993		2800-	00		147.46		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 429.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
WAXIE SANITARY SUPPLY P.O. Box 81006 San Diego, CA 92138-1006	Jul 15, 1993 14829758		1000-	00		877.52		
AUTOMATED OFFICE PRODUCTS 573 Mercury Ln., Ste. A Brea, CA 92621	Jul 26, 1993 1724		1300-	00		3,227.00		
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Aug 03, 1993 34049		1400-	00		117.42		
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jul 28, 1993 23037		1400-	00		2,008.19		
	Jul 28, 1993 23036		2800-	00		5,952.07		
	Jul 28, 1993 23036		1800-	00		1,985.00		
	Jul 28, 1993 23030		1800-	08		1,985.00		
				1800-	08		11.66	
			1800-08 subtotal			<u>1,996.66</u>		
			Total			11,941.92		
THE LIBRARY STORE INC. P.O. Box 964 Tremont, IL 61568	Jul 22, 1993 184326		1800-	00		167.40		
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Jul 23, 1993 376091		1800-	00		138.68		
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Jul 21, 1993 36540		1800-	00		14.70		
	Jul 21, 1993 36539		1800-	08		<u>7.35</u>		
			Total			22.05		
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jul 30, 1993 July		1900-	00		32.71		

The claims listed above (totaling \$ 16,524.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Jun 11, 1993 0493002					78.68		
	Jun 25, 1993 561002					135.00		
	Jun 18, 1993 538001					364.58		
	Jul 16, 1993 715001					49.05		
	Jul 16, 1993 709001		2400-	01		<u>134.82</u> 762.13		
	Jul 01, 1993 5897174		2400-	01		619.56		
STANDARD & POOR'S CORP. P.O. Box 75045 Chicago, Il 60675-5045	Jun 16, 1993 J284160					100.82		
	Jun 17, 1993 J288061					167.70		
	Jul 12, 1993 J351756					104.06		
	Jul 28, 1993 J402702		2400-	01		<u>25.86</u> 398.44		
GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, CT 06816	Jun 29, 1993 112057		2400-	01		318.28		
	Jun 29, 1993 F29 8610					214.24		
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Jul 06, 1993 G06 7649					35.77		
	Jul 13, 1993 G13 8574					57.38		
	Jul 20, 1993 G20 7424		2400-	01		<u>86.16</u> 393.55		

The claims listed above (totaling \$ 2,491.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993
REPORT NO 3049

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jul 08, 1993 25858450					15.03		
	Jul 08, 1993 25858449					28.58		
	Jul 09, 1993 25873164					30.18		
	Jul 09, 1993 25873165					15.08		
	Jul 09, 1993 25873162					33.34		
	Jul 09, 1993 25873163					2.62		
	Jul 14, 1993 25901006					9.32		
	Jul 19, 1993 25934909					2.32		
	Jul 19, 1993 25934908					12.24		
	Jul 19, 1993 25934910					12.23		
	Jul 19, 1993 25934911					54.99		
	Jul 19, 1993 25934912					27.95		
	Jul 22, 1993 25966890					33.77		
	Jul 23, 1993 25976436					14.45		
	Jul 23, 1993 25976435					14.45		
	Jul 27, 1993 25999411					25.77		
	Jul 28, 1993 26011423					65.72		
	Jul 28, 1993 26011424					18.02		
	Jul 30, 1993 26028711			2400-	01	<u>273.08</u> 689.14		

The claims listed above (totaling \$ 689.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993
REPORT NO 3050

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
NEWSBANK 58 Pine St. New Canaan, CT 06840	Jul 14, 1993 78545		2400-	04		1,700.00		
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Jul 07, 1993 88250					1,074.60		
	Jul 14, 1993 111448		2400-	05		<u>83.30</u> 1,157.90		
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jul 30, 1993 travel reimb.		2700-	00		17.00		

The claims listed above (totaling \$ 2,874.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Aug 09, 1993 petty cash		1800-	00		338.78		
			1800-	08		76.29		
			1803	00		276.69		
			1803	08		58.00		
			1900-	00		100.00		
			2700-	00		50.00		
			TOTAL				899.76	

The claims listed above (totaling \$ 899.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 8
Page 9
DATE Aug 09, 1993
REPORT NO 3052

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Aug 09, 1993 Pay #31		0100-	00		15,000.00		
	Sep 03, 1993- Sep 16, 1993							
	FICA		0200-	00		<u>1,200.00</u>		
			TOTAL			16,200.00		

PLEASE WIRE ON THURSDAY, SEPTEMBER 16, 1993!

The claims listed above (totaling \$ 16,200.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993
REPORT NO 3053

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Aug 09, 1993 Pay #32 Sep 17, 1993- Sep 30, 1993		0100-	00		15,000.00		
	FICA		0200-	00		<u>1,200.00</u>		
				TOTAL			16,200.00	
PLEASE WIRE ON THURSDAY, SEPTEMBER 30, 1993!								

The claims listed above (totaling \$ 16,200.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

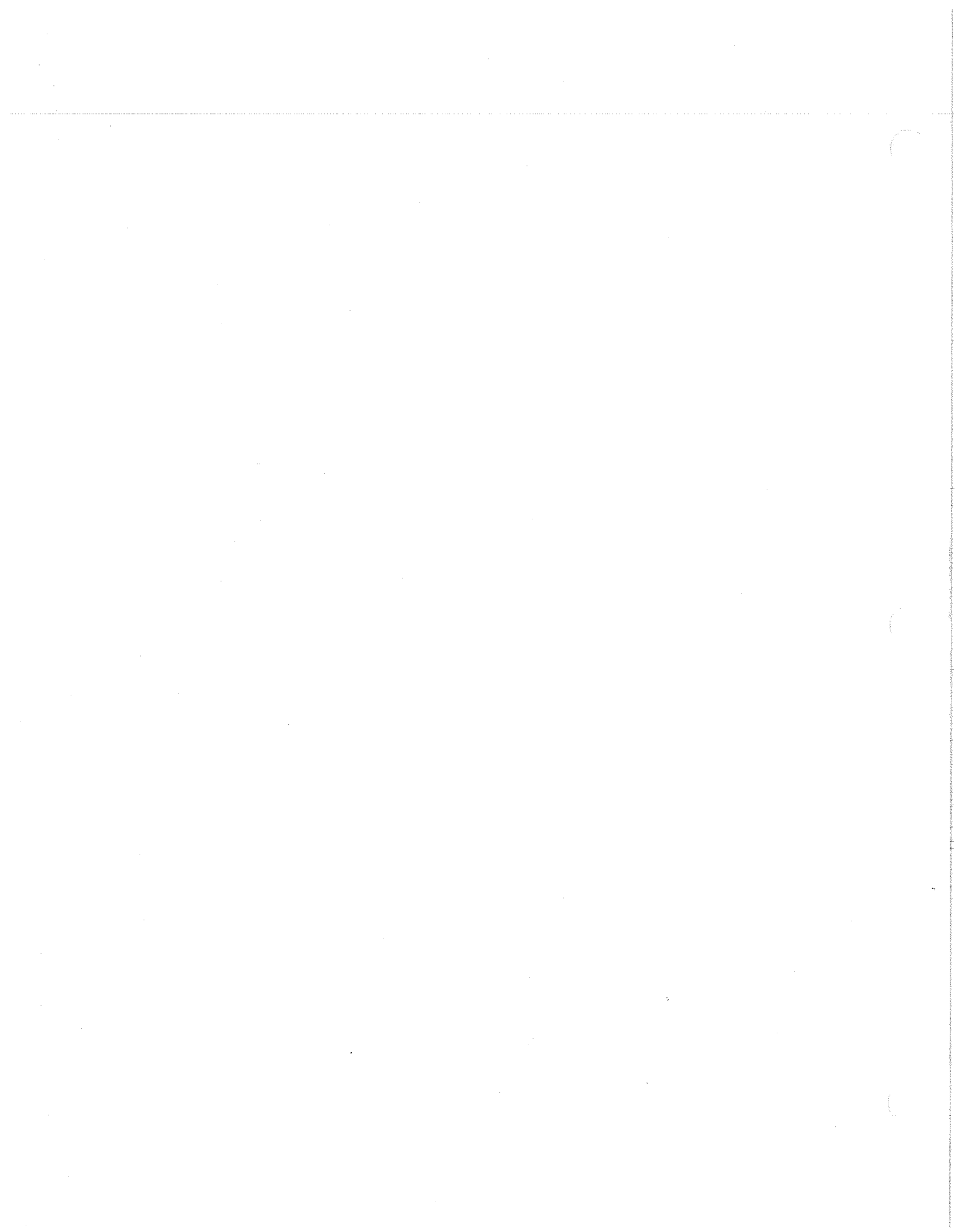
ATTESTED AND/OR COUNTERSIGNED BY _____

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: August 9, 1993
 SUBJECT: JULY, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JULY 1-31, 1993

Beginning Balance 06/01/93			(\$1,178.53)
	<u>Income</u>		<u>Expend.</u>
Total Deposits	\$ 776.11		
Total Materials & Supplies		\$ 0.00	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 776.11	\$ 0.00	
Ending Balance 07/31/93			<u>(\$402.42)</u>

Prepared by: Charlene Dumitru



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	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
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	11,406.94	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 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
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	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

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

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	326.00	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	756.09	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	1,522.40	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	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

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

743.27

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	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	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	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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

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

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	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

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: August 9, 1993
SUBJECT: Personnel Report for July, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

None

TERMINATIONS DUE TO LAYOFF:

None

RETIREMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: August 9, 1993
SUBJECT: **Travel Authorizations**

BACKGROUND:

As a result of the realignment of duty assignments several staff members need specialized computer software training as follows:

Library Assistant Cheryl Willauer will be assuming the duties of public information coordinator for all Library activities including literacy. She needs training in both Wordperfect and Ventura, both to be funded through the Literacy Grant from the State Library, General Fund sub account 008.

Librarian II Cindy McClain has assumed the duties of Literacy Coordinator. She needs training in Wordperfect to be funded through the Literacy Grant from the State Library, General Fund sub account 008.

Library Assistant Peggy Burkich will be assuming the responsibilities of analyzing the circulation statistics and preparing the circulation and acquisitions reports. She needs training in LOTUS 123 to be funded through the General Fund.

RECOMMENDATION

Approve training expenses for staff :

Library Assistant Cheryl Willauer: Wordperfect, CSUF Computer Learning Center, \$120; and Ventura, Rancho Santiago College, \$168.00, both paid from the State Literacy Grant.

Librarian II Cindy McClain Wordperfect, CSUF Class, \$160.00 to be paid from the State Literacy Grant.

Library Assistant Peggy Burkich, LOTUS 123, CSUF Class, \$160.00. to be paid from the General Fund.

8) Betty Mead - publicity / fund raising (more fun than taxes)

9) Ted Farkas -

* Sat / Sun / Evening - adults

* aft + evening - students

* No child or person in need denied access.

* Children's + references most important to mention.

10) Leslie Moresco, LVA Placerville President. -
Should we vote to have SB566 / →

11) Marlene Montooth, Placerville (Police Dept)

12) Howard Goylan → SB566 ok if he knows where it is going.

13) Heidi Jonckheere - Placerville - tutor at risk students

14) Dixie Shao - Placerville - plastic box for donations /
Volunteer fair.

14) Marin Moreno - Placerville - concerned resident - (not as Mayor) -
disappointed that there aren't more people here, literacy program
funding through United Way; FFL not act; Foundation; use "School
Bulletin"

*** 15) Mary Tanaka - setting up a foundation.

16) Susan Stein - placerville - even non-users need
to be informed.

17) Ted Farkas - letter writing - need for entitlement process
for libraries - money just isn't there.

18) Edie O'Dell / *6.00 voluntary charge for water bill

19) Carl Westwood - Qualified Foundation for donations -
let the U.S. government pay for it.

20) Dean Cassidy - didn't know how many services would
be affected / donation needed for staffing

21) Level of service

Fund : Foundation \$20 million

Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

August 2, 1993

Dear Library User

Last week Placentia Library District was notified that it will be losing 50.41% of its property tax as a result of the State Budget adopted in June.

The State has permanently transferred these funds to other State activities. This action returns the Library back to its property tax level immediately after the passage of Proposition 13 in 1978.

The amount of this reduction is approximately \$770,000. Since during the past four years the Orange County Supervisors have been diverting \$401,000 of the District's funds to other County activities the actual dollar loss to Placentia Library District for this year's Library Budget will be approximately \$369,000.

Earlier this week the Library Board of Trustees had the sad duty of notifying staff that an additional 6 positions will be eliminated in early September. This makes a total of 14 positions eliminated since January, 1993. Only 13 positions remain.

The Library's budget for books, magazines and research materials has been reduced from \$150,000 to \$35,000. All of the remaining funds are needed for continuing reference subscriptions. Thus the effect is that there are no operating budget dollars for new books.

The Library Board has scheduled a public hearing for Monday, August 9, 1993, at 7:45 P.M. in the Library Meeting Room. The purpose of this hearing is to receive public testimony on which hours of public service should be maintained; which days of the week for public service should be kept; the level of services to be offered when the Library is open to the public; and the possible use of mandatory or voluntary fees for basic services. Please plan to attend or send us a note with your preferences.

A survey is being conducted in the Library this week in order to measure general public opinion on the hours and days for public services. Please take a moment to complete your copy and return it to the Circulation Desk before 5:00 P.M. on Monday, August 9th.

At its June Meeting the Library Board approved a public campaign for contributions to the book and magazine budget. This campaign will be initiated at the end of August and managed by the Friends of the Library. I hope that you will be willing to sponsor several titles for the Library's 1993-1994 book and magazine collections.

The California Assembly is still considering passage of Senate Bill 566 which creates the authority for the establishment of benefit assessment districts for public library services. This bill would give the residents of Placentia Library District the opportunity to elect to add a per household assessment for public library services. This is money that could not be diverted by the State to other activities. SB566 is due for a vote the week of August 15th. Thus far Assemblyman Ross Johnson and the other members of the Orange County Assembly delegation have not been willing to support this Bill. If you support its passage please let Assemblyman Johnson's Office know right away.

We deeply appreciate your support and concern during these troubling times for public library services. Please give me a call at 714-528-7618 if I may answer any questions for you.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Dinsmore". The signature is written in black ink and is positioned below the word "Sincerely,".

Peggy Dinsmore, President
Board of Trustees
Placentia Library District

TO: Library Board of Trustees

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

DATE: August 9, 1993

SUBJECT: **FY1993-1994 Budget**

Cur 

BACKGROUND:

Based upon the FY1992-1993 property tax revenue projections provided informally by Neal Gruber of the Orange County Auditor's Office based upon his interpretation of the provisions of the State Budget, Placentia Library District has approved a personnel complement of 13.25 full time equivalents.

This represents a reduction of 6.06 full time equivalent positions from the number estimated for the 1993-1994 budget.

- ✓ Included in the 13.25 full time equivalents are several positions that do not work at the public service desks:

Administrative Staff	2.25
Literacy Staff	1.50
Technical Services Staff	.50
Library Aides/Shelvers	<u>2.50</u>
TOTAL	6.75

- ✓ This leaves ~~6.50~~⁷⁵ full time equivalent staff to work at the public service desks when the Library is open. Since these staff are also responsible for operational routines that cannot be completed when they are on public service desks 10% to 15% of each work week needs to be reserved for other activities.

- ✓ Thus the service recommendation for this staffing level is for a 5-day per week single shift schedule so that everyone works the same shift and has the same days off.

There are no easy recommendations, no easy solutions to the determination of which days and hours of service to preserve and which to eliminate.

- ✓ During the past week a survey has been conducted in the Library and during the staff presentation at the Board meeting I will present the results to you. However, my reading of the first 120 responses is that there is no clear advice to be found. Library users feel strongly

*Foundation Board -
main meeting
main Tuesday
Juliet Park
Dean Cassidy*

FY1993-1994 Budget, August 9, 1993, Page 2.

*Foundation
Book Drive
Legislation Drive
Letter writing campaign*

about each and every day of the week, both in saving and in closing.

- ✓ The challenge to the Library Board is to strike a balance the best meeting the needs of the various categories of Library users: students; adults; families; senior citizens; preschoolers; business people; unemployed job hunters; etc..

It is my recommendation that the Library offer full, although certainly reduced in quantity, full reference, children's and circulation services during all the hours that the library is open to the public. The Library closed 2 of its public services desks in 1992-1993: audio visual and check-in. The staff savings from these actions were incorporated into the 1992-1993 budget.


The Library can expand its use of volunteers to assist the staff on duty, especially during peak service hours. However, the public safety and liability issues for the Board make it important to have adequate responsible staff on duty at all times when the Library is open for public service.

Since staff reductions will begin to be implemented September 3, 1993, it is important that the hours of service be established at this meeting so that notice can be given to the public and posters made for all of the classrooms for the beginning of the school year.

RECOMMENDATION:

1. Motion to open a Public Hearing on days of service, hours of service and levels of service. *Schedule Error: Vote.*
2. Motion to close the Public Hearing.
3. Motion to adopt a specific schedule.

- 1) → Keeping services up; cut legislator salary; time to increase; prepare letters to sign; not charging fees; priorities for State / Federal spending. Ramon Olayo
- 2) Carl Westberg, Placencia *How many hours.*
- 3) Dean Cassidy, Placencia - SB566 - John Lewis letter
- 4) Howard Gayman - Placencia - daughter and bill; take money from the City.
- 5) Edie O'Neil, Santa Ana, nothing is for free, astronomy club; hate taxes; pipes must be paid; encourage people to be positive;
- 6) April Otterman: "Mark a Brain Room" / People need to know what to do to keep.
- 7) Susan Deane - Sunday valuable + activities / many plans. closed on Friday - prepare staggered. Write workshops.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: August 9, 1993
SUBJECT: **Conducting a Public Hearing**

The purpose of a public hearing is to receive oral communications on the issues identified for the hearing.

Tonight's hearing has been set to receive testimony on:

1. Which hours of public service should be maintained.
2. Which days of the week for public service should be kept.
3. The level of services to be offered when the Library is open to the public.
4. The possible use of mandatory or voluntary fees for basic services.

The normal public hearing process is:

1. Have a motion to open a public hearing to receive testimony on specific issues.
2. During the public hearing it is not necessary for the Trustees to enter into dialogue or debate with presenters.

*Staff can be asked to respond to requests for factual information. Otherwise, in the best interest of the most efficient use of time, it is a good idea to hold Trustee comments/responses until the public hearing has been closed and the discussion returned to the Board.
3. After the last person has been heard there should be a motion to close the public hearing.

Once the public hearing has been closed each trustee should present his/her comments and/or responses.

The public should not participate during the Board's time for discussion.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: August 9, 1993
 SUBJECT: **Survey Results for Placentia Residents**

Placentia Only Sample: 198 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	97	49%
Sunday afternoon	87	44%
Saturday morning	71	36%
Monday evening	50	25%
Wednesday evening	37	19%
Thursday evening	37	19%
Friday afternoon	33	17%
Monday afternoon	21	11%
Tuesday afternoon	19	10%
Wednesday afternoon	19	10%
Tuesday evening	18	9%
Thursday afternoon	16	8%
Friday morning	11	6%
Monday morning	9	5%
Wednesday morning	9	5%
Tuesday morning	6	3%
Thursday morning	4	2%

2. Which 3 days of the week are the most important for the Library to be kept open?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	122	61%
Sunday	94	48%
Monday	92	47%
Wednesday	80	40%
Thursday	71	36%
Friday	59	30%
Tuesday	50	25%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	82	41%
Friday	77	39%
Monday	61	31%
Tuesday	56	28%
Thursday	42	21%
Wednesday	27	14%
Saturday	21	11%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	33	17%
Payment should be voluntary	60	30%
No payment	99	50%

5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	7	4%
\$.25 per item borrowed	30	15%
\$10 per card per year	75	38%
No charges for basic services	89	45%

6. Resident of

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Placentia	198	73%
Yorba Linda	13	5%
Anaheim	12	4%
Fullerton	26	10%
Brea	4	2%
Other	20	7%

7. Student

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	29	15%
Part time	10	5%

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	3%
12 - 20 years	22	11%
21 - 64 years	147	74%
Over 64 years	20	10%

9. Frequency of Library Use

<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	65	33%
Weekly	74	37%
Monthly	40	20%
Less than monthly	13	7%

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: August 9, 1993
 SUBJECT: **Survey Results for Total Sample**

Total Sample: 273 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	137	48%
Sunday afternoon	120	42%
Saturday morning	94	33%
Monday evening	60	21%
Wednesday evening	52	18%
Thursday evening	46	16%
Friday afternoon	44	15%
Monday afternoon	28	10%
Tuesday evening	26	9%
Wednesday afternoon	25	9%
Tuesday afternoon	22	8%
Thursday afternoon	20	7%
Monday morning	15	5%
Wednesday morning	14	5%
Friday morning	11	4%
Tuesday morning	10	4%
Thursday morning	8	3%

2. Which 3 days of the week are the most important for the Library to be kept open?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	170	59%
Sunday	127	44%
Monday	119	42%
Wednesday	103	36%
Thursday	92	32%
Friday	78	27%
Tuesday	65	23%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	108	38%
Friday	96	34%
Monday	84	29%
Tuesday	75	26%
Thursday	60	21%
Wednesday	34	12%
Saturday	27	9%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	46	16%
Payment should be voluntary	79	28%
No payment	126	44%

5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	9	3%
\$.25 per item borrowed	40	14%
\$10 per card per year	100	35%
No charges for basic services	116	41%

7. Student

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	37	13%
Part time	17	6%

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	2%
12 - 20 years	26	9%
21 - 64 years	195	68%
Over 64 years	28	10%

9. Frequency of Library Use

<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	76	27%
Weekly	107	37%
Monthly	53	19%
Less than monthly	17	6%

TO: Elizabeth Minter, Library Director

FROM: Suad S. Ammar, Principal Librarian
Kay Schneider, Children's Librarian
Peggy Burkich, Circulation Supervisor.

DATE: August 3, 1993

SUBJECT: **Staff Recommendations for Hours and Days of Service.**

The Adult Services Manager, Principal Librarian Suad Ammar, Children's Services Manager, Librarian II Kay Schneider, and Circulation Supervisor, Library Assistant Peggy Burkich have discussed the hours of service and staffing levels issues with their staff members, and the following are their recommendations:

First Recommendation - 36 hours (Attachment A)

Sunday	1:00 P.M. - 5:00 P.M.
Monday	12:00 P.M. - 8:00 P.M.
Tuesday	12:00 P.M. - 8:00 P.M.
Wednesday	12:00 P.M. - 8:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.

Schedule/Evening
 No - schedule
 Yes -

Friday } closed
Saturday }

Since school classes can schedule public library visits only in the mornings this schedule allows time for class visits only on Thursdays.

Alternative Recommendation - 36 hours (Attachment B)

Sunday	1:00 P.M. - 5:00 P.M.
Monday	12:00 P.M. - 8:00 P.M.
Tuesday	12:00 P.M. - 8:00 P.M.
Wednesday	10:00 P.M. - 6:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.

This schedule allows time for class visits on Wednesdays and Thursdays.

CONTINUING SUNDAY HOURS, 1:00 A.M. - 5:00 P.M.

Arguments in Support

1. Placentia Library is the only public library that is open on Sundays in North Orange County. Newport Beach Public Library is the closest public library that is open on Sundays. If the Placentia Library closes on Sundays its users will

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 2.

have no access to any public library services in the immediate area.

2. The Library's statistics show that the Adult Reference Staff answers twice as many questions per hour (20) on Sundays than any other day of the week (10), especially during the school year. This indicates that Sundays have been a convenient time for patrons of all ages to use the Library. The summary of the Reference Questions Answered by the Adult Services Department by Day of the Week is Attachment C.
3. Because the Placentia Library is the only public library open on Sundays in North Orange County, it has become heavily used by patrons from other public library jurisdictions. In 1992-1993 this has generated over \$50,000 in Direct Loan Service payments from the State Library. This income will be reduced if Sunday hours are eliminated.

Arguments Against

1. If the Library is closed on the weekends more staff time could be spent serving school children during the week.

CLOSING ON SATURDAYS

Arguments in Support

1. All public libraries in North Orange County are open on Saturdays. Though it is an inconvenience to our patrons not to be able to come to Placentia Library, they will have access to other public libraries in the immediate area.
2. Library statistics show that staff answers just as many questions per hour on Saturday as they do on the other weekdays, not more. Closing on Friday and Saturday will not inconvenience the school children since these are not school preparation nights. In contrast, closing Sundays and Mondays, will have a greater impact on school preparation.

Arguments Against

1. Saturdays are popular days to many family for Library visits.

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 3.

CLOSING AT 8:00 P.M. INSTEAD OF 9:00 P.M.

Arguments in Support

1. Usage of the Library drops off drastically between 8:00 and 9:00 P.M.. Most of the traffic between 8:00 and 9:00 P.M. is from older students who have already selected their materials and are only using the tables for study.
2. Being open until 8:00 P.M. instead of 9:00 P.M. on Mondays, Tuesdays and Wednesdays allows for opening at NOON rather than 1:00 P.M. which maintains service for the lunch time users.

STAYING OPEN AT LEAST 1 MORNING A WEEK

Arguments in Support

1. Mornings are the times when the vast majority of school visits are scheduled. If the Library wishes to continue serving the schools the it must stay open at least one weekday morning.
2. A morning preschool program can be scheduled.
3. Many of the business and retired people use the Library during morning hours. They reflect a different population than the afternoon and evening patrons.
4. Patrons often arrive early in the morning to use the classified sections of the newspapers

Arguments Against

1. One morning may not be enough for schools, retirees and business people who are the largest morning users. It might be better to stay open both Wednesday and Thursday mornings. This creates a better balance to serve all members of the community equally.

STAYING OPEN 4 AFTERNOONS PER WEEK

Arguments in Support

1. The highest "in person" reference questions at both reference desks occur between 2:00 P.M.- 6:00 P.M. This is a significant increase over other time periods.

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 4.

2. It is important that students have access to the materials they need for successful completion of their school work. Most elementary and junior high age students use the Library between 3:00 P.M. and 6:00 P.M.
3. Eliminating telephone reference between 12 NOON and 6:00 P.M. will allow staff to concentrate on serving the patrons in the Library when there is inadequate staff on duty to handle both telephone and in-person transactions.

WHY THE LIBRARY NEEDS 2 REFERENCE, 1 CHILDREN'S, AND 2 CIRCULATION STAFF ON DUTY FOR EACH 4 HOUR PUBLIC SERVICE PERIOD

Public Safety

The Library is frequently filled to capacity with students after school and in the evening. If there is only one person trying to help patrons, there is very little time to maintain order. Discipline and vandalism are constant problems and one person cannot act as reference librarian and room monitor simultaneously.

Adult Reference Desk

Students doing their homework often need help in determining what they need for completing their assignments, in locating the materials needed, and in locating the various types of materials available. They need help with the magazine indexes, the online catalog, and the rest of the equipment. At the same time the general public have comparable needs with the addition of the legal and business resources.

In order to give minimum service during after school hours, evenings and weekends, it is essential to have two staff members on duty at the Adult Reference Desk in order to handle the established volume of traffic and still have time to maintain an appropriate decorum in the area.

One person alone can not do constant reference work for four hours without relief and maintain adequate accuracy and the necessary energy for interaction with the public.

Locating Material at the Children's Reference Desk

Most children and many parents are unable to determine and locate the materials they need without assistance. As they come into the Library looking for materials to complete their school work, they come to the Children's Reference Desk seeking help. In most instances the child will need someone to actually take them to the shelves and locate the books they need. Also, many times they do not even

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 5.

know how to use an index to look subjects up within a book and must be shown how to use the reference materials. It is very important that the Children's department not be a self-service department. If this were to happen, most children would never get the books they need and would go away frustrated without returning. After school and during school visits it takes two people to answer all the questions. It is very important to have one person helping in the stacks while another person is available at the desk to provide assistance.

Latchkey children have become an added responsibility to Children's Librarians. They require special time and attention.

Children's Programming

Story Hours have long been an integral and very popular part of service to children in the Placentia Library. If we are to continue with at least a morning and an afternoon story time, then someone has to prepare and present them. This takes time away from the children's reference desk and another staff person must be there to help.

Circulation Desk

Long lines are the norm for the check out desk. If there were only one person working that desk during peak service hours, the wait in line would frequently be more than 15 minutes, especially as the circulation clerk needs to stop to complete registrations for new borrowers and resolve payment disputes.

The circulation clerk is checking out books, checking in overdue materials, taking in fine monies, renewing books (for both in person and on the telephone), pulling reserves, entering telephone reserves, selling money cards for printing, supervising the typing room and issuing new Library cards. It is not possible for one person to be able to do this task alone when the Library is busy. Indeed, it is difficult for 2 people to keep up at busy times.

The circulation clerk interacts with people who may not be happy about fines and often deals with disgruntled patrons both in person and on the phone. It is very difficult to deal with these types of situations when there is a long line waiting for service.

First Recommendation - 36 Hours, 5 Days

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8

First Recommendation

Sunday 1:00 P.M. - 5:00 P.M.
 Monday 12:00 P.M. - 8:00 P.M.
 Tuesday 12:00 P.M. - 8:00 P.M.
 Wednesday 12:00 P.M. - 8:00 P.M.
 Thursday 10:00 A.M. - 6:00 P.M.
 Friday CLOSED
 Saturday CLOSED

Alternative Recommendation - 36 Hours, 5 Days

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8

Alternative Recommendation

Sunday 1:00 P.M.- 5:00 P.M.
 Monday 12:00 P.M.- 8:00 P.M.
 Tuesday 12:00 P.M.- 8:00 P.M.
 Wednesday 10:00 A.M.- 6:00 P.M.
 Thursday 10:00 A.M.- 6:00 P.M.
 Friday CLOSED
 Saturday CLOSED



Placentia Library District
 Reference Questions Answered by the Adult Services Department by Day of the Week
 January-June, 1993

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January							12
	9	9	15	5	4	5	8
	43	14	7	7	6	5	5
	19	8	8	10	8	8	12
	9	10	9	5	4	5	10
February		7	8	5	8	6	7
	28	8	7	7	8	5	7
	closed	closed	13	9	10	10	23
	41	9	8	11	10	2	14
	9						
March		9	10	7	15	5	14
	31	10	10	11	12	12	11
	14	5	7	9	4	3	4
	11	7	11	9	6	6	6
	22	12	9	9			
April					10	4	9
	11	7	12	9	8	5	4
	Closed	16	7	6	11	7	5
	48	19	8	11	7	7	11
	14	8	7	4	11	7	
May							16
	11	6	6	9	10	4	11
	18	14	8	12	12	9	12
	20	15	12	13	12	11	15
	33	14	14	14	10	7	13
June			15	12	9	closed	12
	20	11	15	9	8	closed	9
	11	12	8	12	8	closed	9
	8	11	7	11	9	closed	10
	6	9	6	9			
TOTAL	20	10	10	9	9	6	10

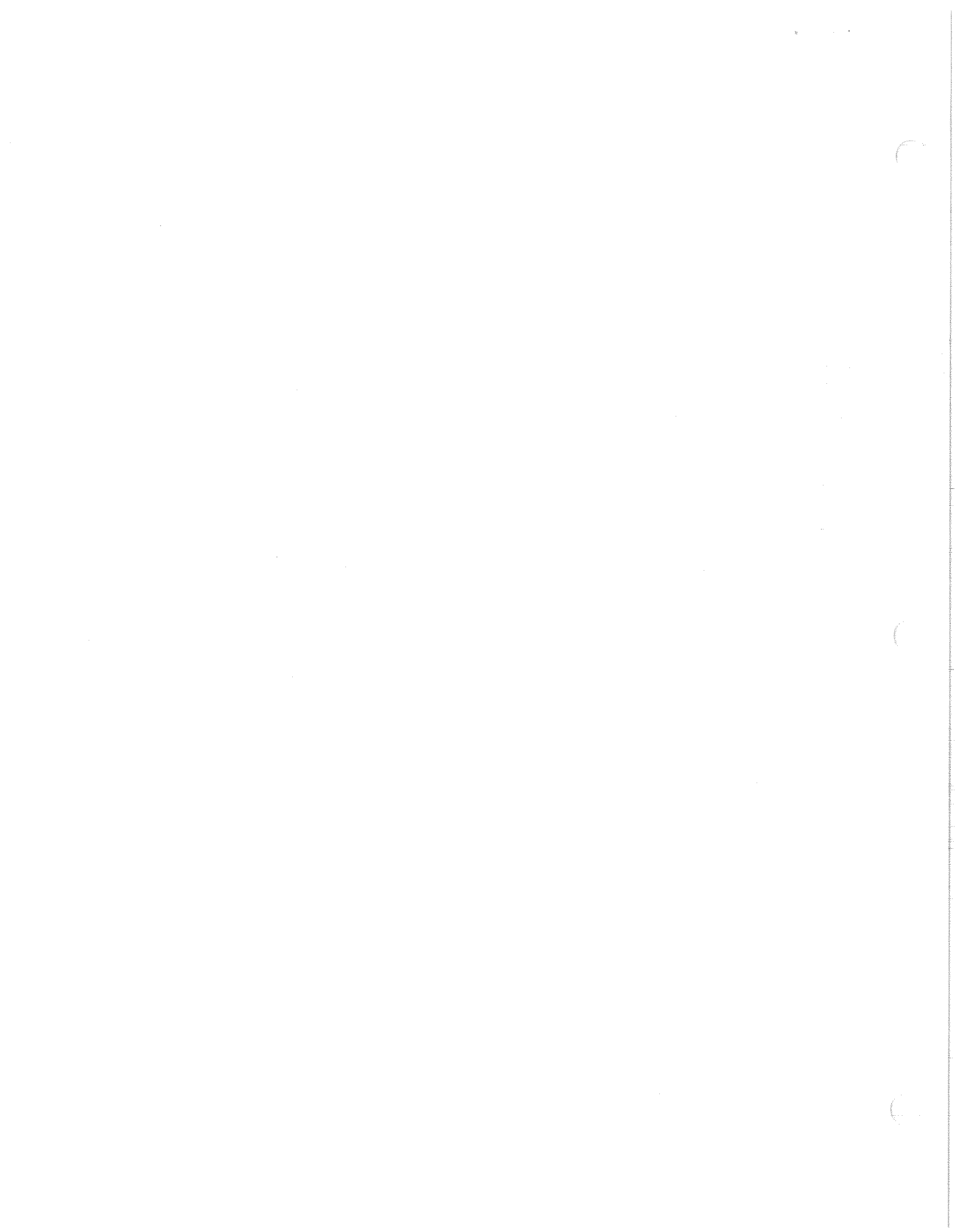


TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: August 9, 1993
 SUBJECT: **Survey Results for Total Sample**

Total Sample: 273 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	137	48%
Sunday afternoon	120	42%
Saturday morning	94	33%
Monday evening	60	21%
Wednesday evening	52	18%
Thursday evening	46	16%
Friday afternoon	44	15%
Monday afternoon	28	10%
Tuesday evening	26	9%
Wednesday afternoon	25	9%
Tuesday afternoon	22	8%
Thursday afternoon	20	7%
Monday morning	15	5%
Wednesday morning	14	5%
Friday morning	11	4%
Tuesday morning	10	4%
Thursday morning	8	3%



2. Which 3 days of the week are the most important for the Library to be kept open?

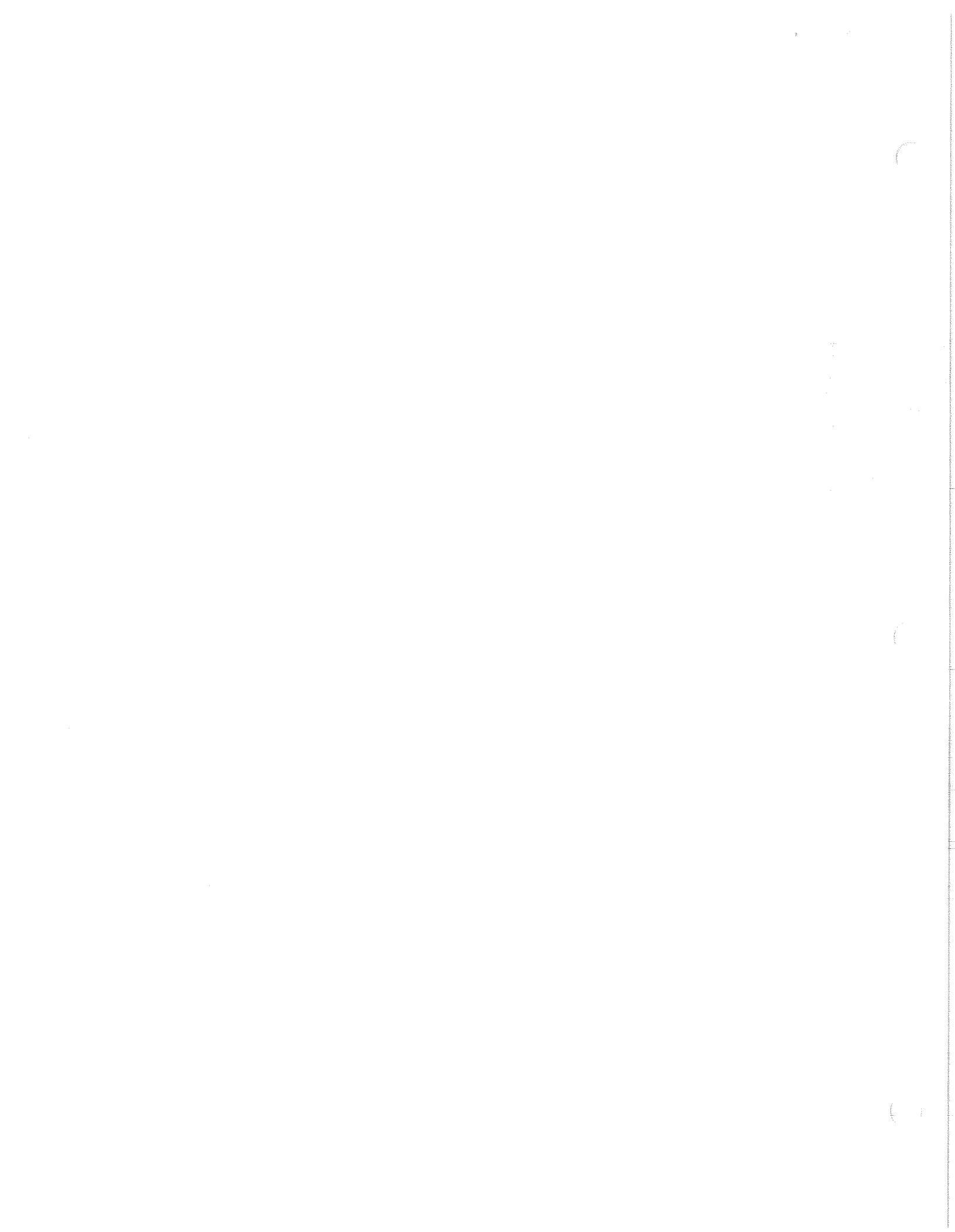
<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	170	59%
Sunday	127	44%
Monday	119	42%
Wednesday	103	36%
Thursday	92	32%
Friday	78	27%
Tuesday	65	23%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	108	38%
Friday	96	34%
Monday	84	29%
Tuesday	75	26%
Thursday	60	21%
Wednesday	34	12%
Saturday	27	9%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	46	16%
Payment should be voluntary	79	28%
No payment	126	44%



5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	9	3%
\$.25 per item borrowed	40	14%
\$10 per card per year	100	35%
No charges for basic services	116	41%

7. Student

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	37	13%
Part time	17	6%

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	2%
12 - 20 years	26	9%
21 - 64 years	195	68%
Over 64 years	28	10%

9. Frequency of Library Use

<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	76	27%
Weekly	107	37%
Monthly	53	19%
Less than monthly	17	6%

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: August 9, 1993
 SUBJECT: **Survey Results for Total Sample**

Total Sample: 273 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	137	48%
Sunday afternoon	120	42%
Saturday morning	94	33%
Monday evening	60	21%
Wednesday evening	52	18%
Thursday evening	46	16%
Friday afternoon	44	15%
Monday afternoon	28	10%
Tuesday evening	26	9%
Wednesday afternoon	25	9%
Tuesday afternoon	22	8%
Thursday afternoon	20	7%
Monday morning	15	5%
Wednesday morning	14	5%
Friday morning	11	4%
Tuesday morning	10	4%
Thursday morning	8	3%

2. Which 3 days of the week are the most important for the Library to be kept open?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	170	59%
Sunday	127	44%
Monday	119	42%
Wednesday	103	36%
Thursday	92	32%
Friday	78	27%
Tuesday	65	23%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	108	38%
Friday	96	34%
Monday	84	29%
Tuesday	75	26%
Thursday	60	21%
Wednesday	34	12%
Saturday	27	9%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	46	16%
Payment should be voluntary	79	28%
No payment	126	44%

Survey Results for Total Sample, August 9, 1993, Page 3.

5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	9	3%
\$.25 per item borrowed	40	14%
\$10 per card per year	100	35%
No charges for basic services	116	41%

7. Student

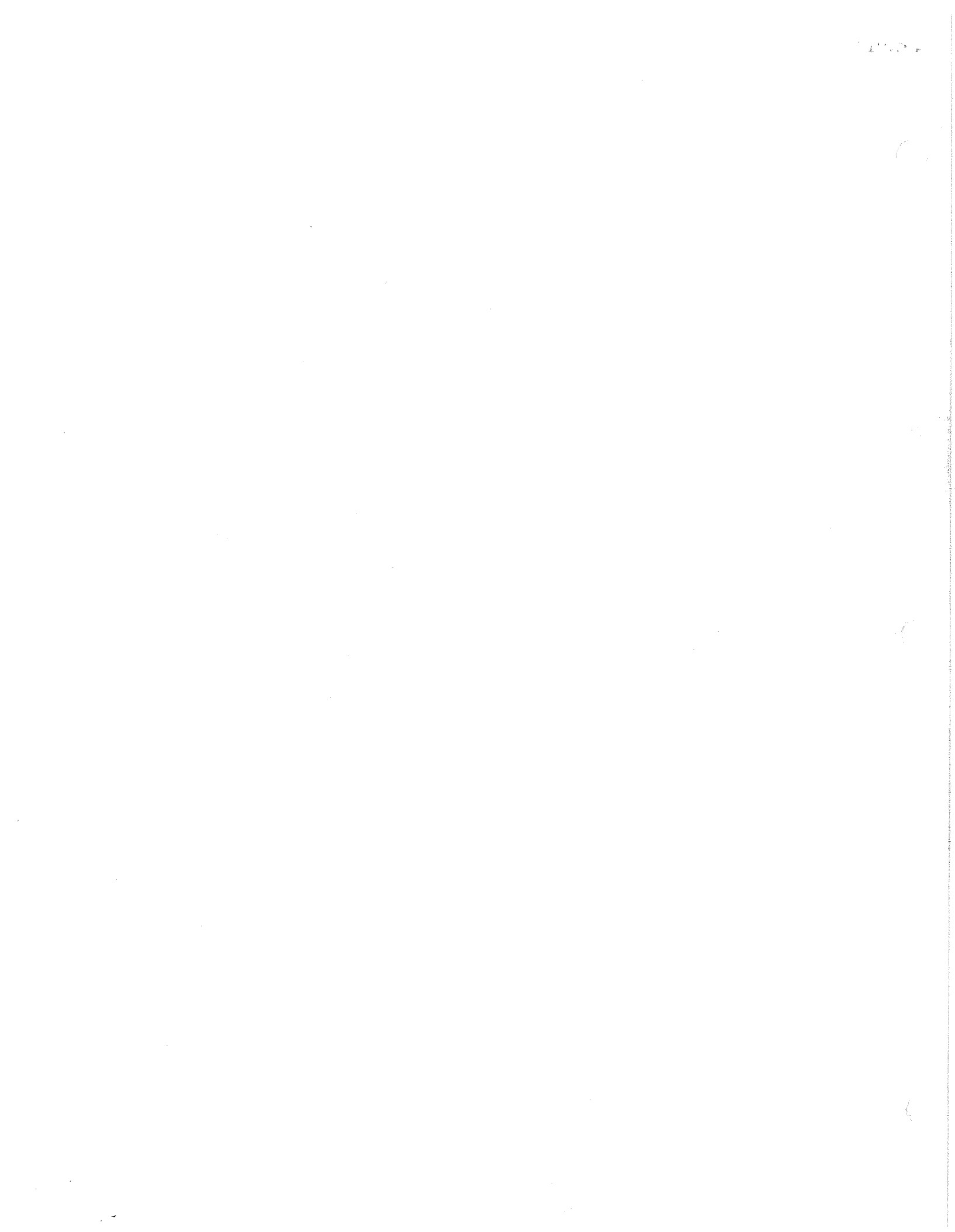
<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	37	13%
Part time	17	6%

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	2%
12 - 20 years	26	9%
21 - 64 years	195	68%
Over 64 years	28	10%

9. Frequency of Library Use

<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	76	27%
Weekly	107	37%
Monthly	53	19%
Less than monthly	17	6%



VOLUNTEER HELP

Volunteers can help in the Library by performing various tasks. Their background training, experience, and expertise determine the nature of these tasks.

I - VOLUNTEER HELP AT THE PUBLIC SERVICE DESKS.

1. As "Reference Support" volunteers can be trained to:
 - a - help patrons with the use of the catalog.
 - b - help patrons use the magazine & newspaper indexes.
 - c - help patrons use the microform reader/printer.
 - d - locating materials on the shelves.
 - e - giving library tours to students and other groups.
2. As "Circulation Support" they can be trained to:
 - a - process card applications
 - b - Help patrons with the copiers
 - c - Register typewriter users.
 - d - register computer users.
 - e - Sensitize and check-in materials
3. As "Children's Desk Support" they can be trained to:
 - a - Help parents and children with the use of the catalog.
 - b - Help parents and children in locating books on the shelves.
 - c - Help with preparation of flannel boards, crafts, nametags and other materials for children's programs
 - d - Assist children with their book logs during the Summer Reading Program.
 - e - Assist in shelving Picture Books and Easy Readers.
 - f - Help in keeping the Room and shelves straightened during after school hours.
 - g - Assist in planning and preparation of bulletin board.
 - h - Read aloud to children as part of the "Grandparents and Books" program.
 - i - Teen volunteers can help children understand and complete their homework.
4. As "Literacy Support" they can be trained to:
 - a - Perform various office duties in addition to being tutors, e.g. student testers, telephone callers etc....

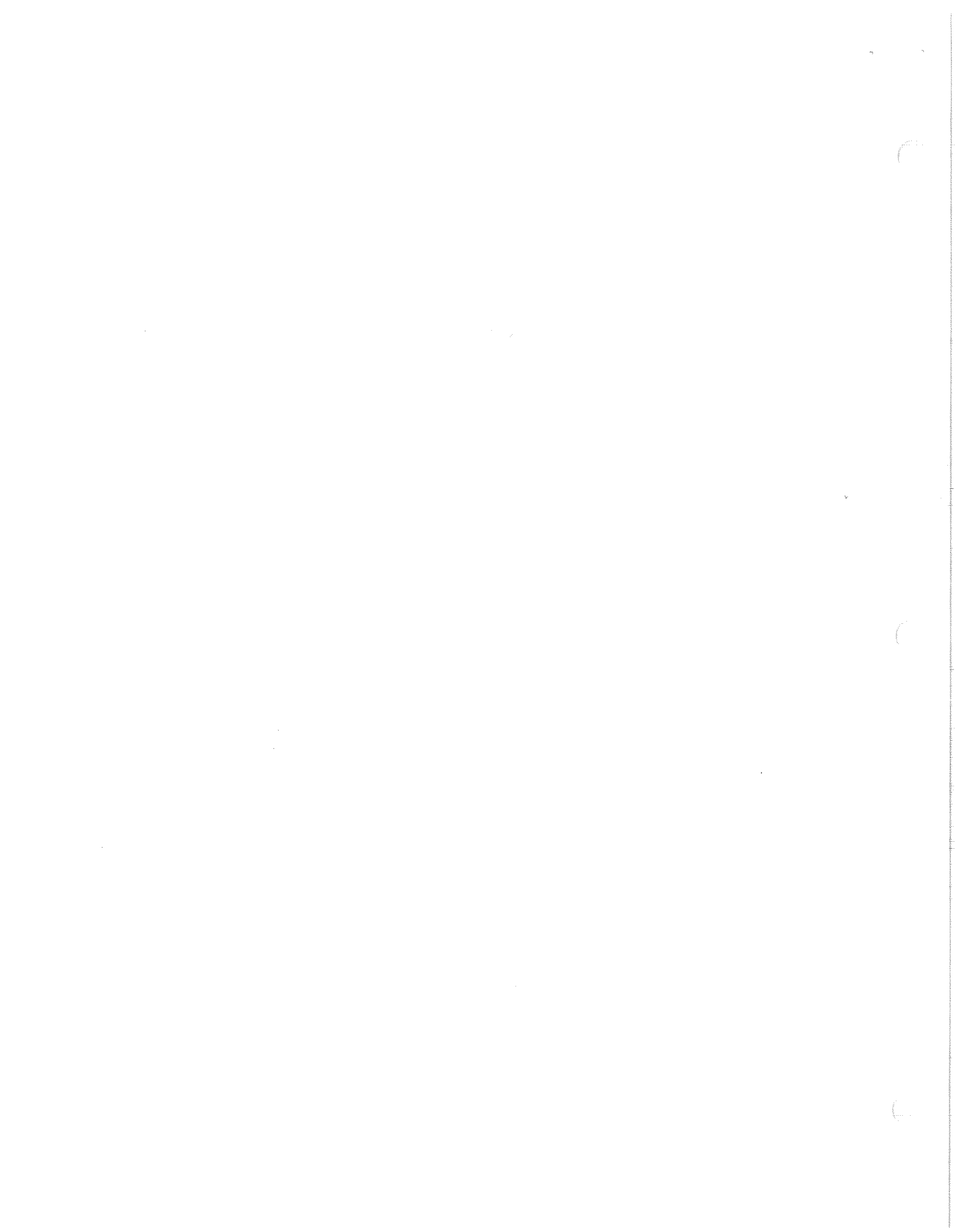


II - VOLUNTEER HELP IN TECHNICAL SERVICES

Volunteers can be trained to help in:

1. Shelf reading:
 - a - Video browsers
 - b - Video cassettes
 - c - Phono records
 - d - Audio cassettes
 - e - Adult paperbacks
 - f - Adult classics
 - g - Regular collection

2. Processing:
 - a - discarded materials
 - b - Video cassettes (new)
 - c - Audio cassettes (new)
 - d - paperbacks
 - e - Magazines
 - f - Telephone books.



TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: August 3, 1993
SUBJECT: Children's Services Report

Summer Reading Program This summer's program is moving along very smoothly. There are 1,112 presently enrolled and 147 children have already completed and have received a certificate of recognition from the Library and a free meal from the Whole Enchilada restaurant. Children who continue their reading after completion of the program are eligible to participate in weekly drawings for prizes donated by local businesses. We have had many positive comments from parents stating that the prizes and programs the Library has provided have really been great incentives for their children to keep reading this summer.

Way Out Wednesdays Special programs in July included *Paper Magic: The World of Origami*, the Disney movie, *Festival of Folk Heroes*, *The Magic of Stories* with storyteller Jim Lewis, and a visit from an *Orange County Park Ranger*. These programs were enjoyed by 423 children. The Friends of the Library sponsored all but one of these events. Lasley Insurance Services sponsored the Disney movie with a \$60.00 donation that paid for the rental of the movie. The Wednesday programs have been very well received and we have all had a very good time. The Storyteller, Jim Lewis, did an especially good job. The only complaints we have had is that we run out of free passes each week and not everyone gets a chance to attend.

Summer Story Hours These twice weekly programs for children ages 3 - 6 continue to be a very visible and popular part of our service to children. Stories, songs, special activities and movies are part of the fun each week. We average about 30 children per session, although attendance usually declines a little in August as families are on holiday.

Group Visits Tynes summer school, one class from Wagner summer school and the Placentia Day Camp continued making visits to the children's department during the month of July. There were 31 group visits for a total of 821 children. These groups came for a variety of services including stories, tours, participation in the reading program, and book selection and check out. Many of the children in summer school had not previously been to the Library. Hopefully, their exposure this summer will encourage them to become regular users. Many of them also stopped by the Library as they were walking home after school to look for books and videos and to read magazines.

Volunteers Our young volunteers are continuing to do an excellent job for us this summer. The task of operating the Summer Reading Program would be overwhelming without them. I am going to ask them all if they could donate just a few hours a week to the Library after school reopens. They have all learned valuable skills and provide another pair of hands when needed.

Donations - Ron Joseph, the Children's Press representative lives in Placentia and we have long purchased many books from him for the children's department. He repaid us this month with the donation of 181 children's and young adult non-fiction books. These had been his samples of materials available for purchase and were all excellent titles and in great shape. This is especially important to us this year with almost no book budget.

TO: Library Board of Trustees
FROM: Mary Byrne
DATE: August 4, 1993
SUBJECT: Publicity materials produced for July 1993

Information added this month to Channel 69, our Placentia Library cable station, includes the August quotes, dates and birthdays, and the information on the 50.41% loss in revenue and invitations to the Public Hearing.

Publicity materials attached are: news articles on the Library's reduced hours; the Summer Reading Program; the schools vs. the libraries; Sal Addotta's retirement; three seminars held at the Library;; the Library's new hours; Placentia demographics; a listing of Library Hours for all Orange County Libraries.

Also attached is a copy of the Press Release regarding the 50.41% revenue loss.

post o box 11789
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Placentia News
Weekly

JUL 2 2 1993

CUTBACKS

Library reduces hours to meet budget

332
Move angers some residents, while frustrating others

By Joe Bel Bruno
North County News

David Dold trotted up to the sliding glass doors at the Placentia Library as he prepared to pick up a few books for his school's read-a-thon.

With his mother trying to catch up to the eager 7-year-old, Dold stopped short at the front door.

The automatic door wasn't sliding open, no matter how many times he stepped on the mat that triggers it.

A sign in the window explained why the library wasn't open on Friday.

Budget cuts.

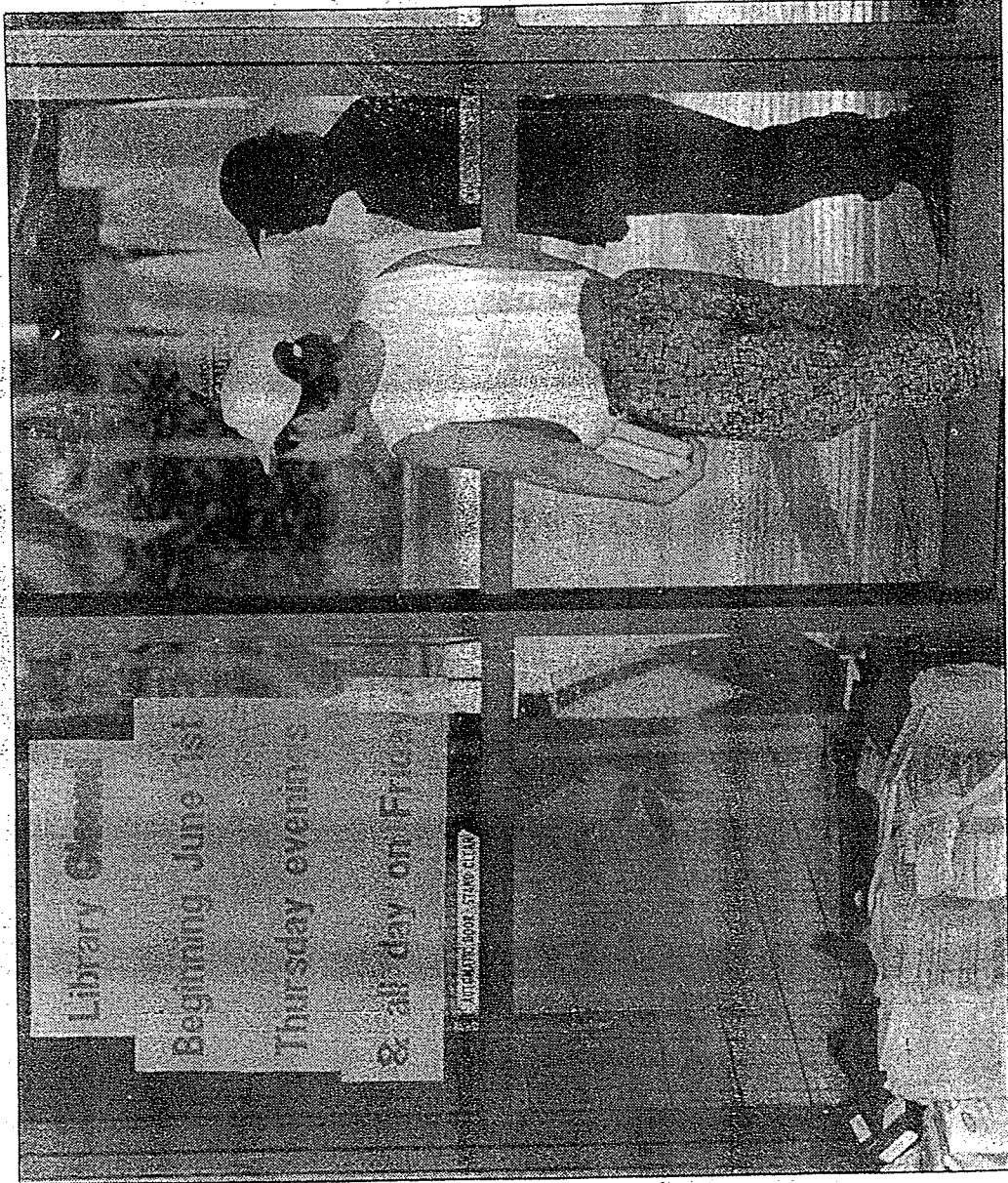
"I wanted books for my reading," Dold said, holding up a pledge sheet to raise money based on the number of book he reads. "Now I have to go home to play with my friends."

Faced with budget cuts, the library reduced hours during the week and doesn't open on Fridays.

The move comes in response to the loss of property tax revenue to the state, which siphoned off 11 percent of the library's budget or \$128,000.

Library Director Elizabeth Minter acknowledges the move is drastic, but said it's the only thing that

base see LIBRARY/9



M. Loren Hernandez/North County News
Leo Narciso reads the closed sign, under which people have left their book returns, Friday at the Placentia Library. The library is closing Fridays because of budget cuts.

LIBRARY: Reduced hours are now in effect

FROM 3

could be done without cutting into valuable services.

"This is devastating that we can't provide the kind of service to Placentia that we have in the past," Minter said. "This sends a clear message to the community."

It sent more than a clear message to residents who showed up on Friday to find the library dark. Many said they were pressed for time and had planned on using the library all week.

Others were frustrated.

"I've been coming here for years

June An, 16, and Paul Kim, 18, planned on going to the library all week to get work done for school.

Both said they would head to the Yorba Linda Public Library just miles away.

Kim explained the library being closed on Friday not only affects the public's ability to check out

books, but hurts students who use the building to study.

"I think this is so unfair because a lot of kids use the library as a place you can come and study... get away from the distractions of home," Kim said. "It's cutting our education."

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Placentia News

Weekly JUL 15 1993

COMMUNITY

Library offers reading program during summer

332
A summer reading program, offering pre-schoolers through eighth graders opportunities to earn prizes by reading books

throughout the summer, has begun at Placentia Library.

A certificate and special prize will be awarded to students who complete 25 books in five weeks of reading. The first 500 students who reach the 25-book goal will receive a coupon for a free meal to The Whole Enchilada Restaurant.

Each Wednesday, the children's department will present a "Top Hat and Tales" show. Included will be a magic show, origami story-

telling and lessons, a musical puppet performance from the Orange County Performing Arts Center and crafts. The events are free but tickets are limited. Tickets are available at the library on the

Thursday before each event.

Children of all ages are invited to come and listen to "grandparent" volunteers read their favorite stories every Monday from 10:30 a.m.

to noon. Registration is under way for the "Under the Big Top" stories and activities for children ages 3 to 6. The summer story hours are 1 to 1:45 p.m. Mondays or 10:30 to 11:15 a.m. Tuesdays.

ific clippings
post office box 11789
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Los Angeles Times OC Edition
Daily

JUL 25 1983

Pitting Libraries Against Schools Is Not Education

Libraries

Continued from M3
experience is formative, even decisive, in child development.

Storytimes in Alameda County are culturally diverse. In my twilight storytime series in Albany, when "stars begin to peep," I see Asian, Latino, Anglo, Jewish and African-American kids laughing, singing and clapping together. All my kids love to hear about Tikki Tikki Tembo from China, Fin McCool from Iceland, Abiyoyo from South Africa and Coyote from Native American lore. I often conclude my storytime with a song from Raffi: "One world home for every one."

In a world fractured by adult cynicism and racial fear, we should think twice before we deviate small examples of racial harmony and hope at the library.

This month, along with clerks, pages, drivers, other librarians and managers, I received my layoff letter. My storytime series is closed until further notice. □

PERSONAL PERSPECTIVE

BY PAUL ROCKWELL

LIBRARIES function—*for the worse.* I am a librarian at the Albany Library, a branch of the Alameda County Library system in the East Bay. Like our bookmobile, toddler lap-sit programs, storytimes, science shows and "booklegger" outreach to schools, the summer reading game is one of many successful library services that is being sacrificed so Sacramento can get its share of local property taxes.

Our county's library annual budget is dropping from \$17 million to \$9.5 million. Our book/video/periodical budget is

Paul Rockwell is a children's librarian in Alameda County.

already 50% less than it was a year ago. The new bookmobile, a library on wheels reaching adults and children in distant neighborhoods, has been grounded. Many other California libraries, even those in newly constructed buildings, are being closed or reduced to part-time hours.

Not that long ago, we heard a lot about the crisis in public education. In his official budget summary, Gov. Pete Wilson aimed "to establish K-12 education as the state's first priority." But the budget he helped to broker pits public schools against public libraries. How is closing public libraries educational? I don't pretend to understand all the details of finance. But the new budget is anti-education because it destroys the social harmony in which education thrives and savages the profound role public libraries play in educating children.

Our preschool storytimes, for example, provide small children with their first public learning experience. They prepare kids for the traumatic moment—the first day of school. Child psychologists are unanimous in their view that pre-school

Please see **LIBRARIES, M6**

End of a chapter

Agenda Item 16
Attachment D

Book is closed on Sal Addotta's day as assistant library director

By Barbara Giasone
North County News

Today, Placentia Assistant Library Director Sal Addotta's job was shelved.

With the same analytical skills he contributed to the system for 18½ years, Addotta can pinpoint the precise time he checked into the position — at 9 a.m. on Friday, Jan. 17, 1975.

He estimates there were 53,000 volumes in 1975, and a little more than 113,000 this year.

And he can still stump patrons with enough sports trivia to fill volumes.

But what Addotta didn't figure on until the June library budget meetings were mandatory cuts that eliminated four positions and reduced funding by a proposed \$225,000.

"I didn't sense this was coming the day it was voted," said Addotta, working up to the last minute in his small office.

He stopped to answer a call from a bidder offering to update the computer maintenance program, and to sign a progress report for a student intern.

"Not being employed here doesn't mean I won't be a part of the library," said Addotta in his familiar soft voice.

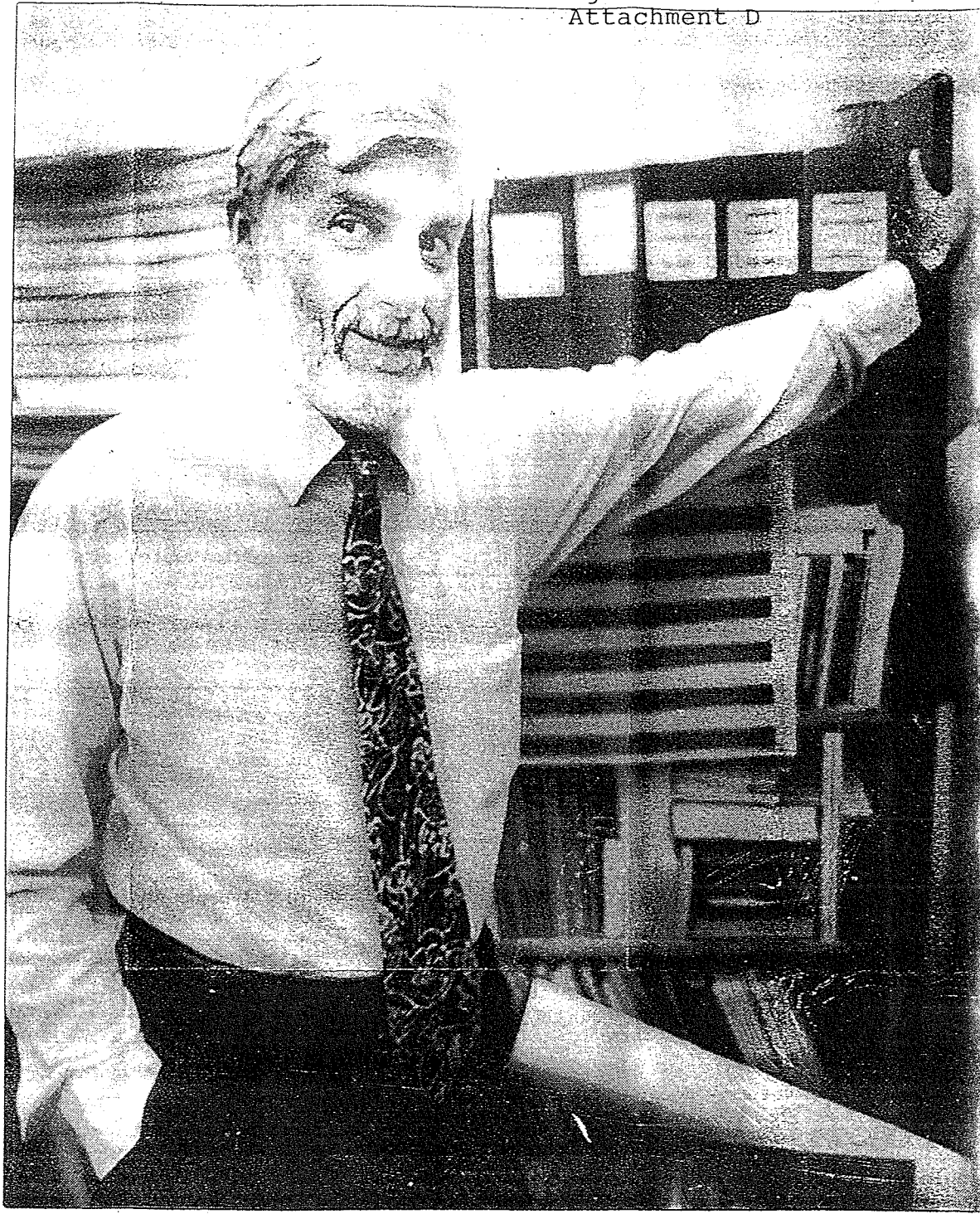
With less than a month to ponder his future, he's contemplated upgrading his marketing skills, starting a research service, generating information for outside companies or starting a mail order firm.

"My time is up here, and I'm accepting of that," he said. "But at the same time it's scary and exciting. I know there's something out there and I know God will provide. But I also know you have to open your own doors to walk through and be flexible."

Addotta's wife, Terry, who has been a part-time teacher for six years at Whittier Christian Junior High School, is also trying to find a job. Due to her husband's job situation, she has been forced to look for full-time work.

"As a '90s husband, I can no longer be autocratic," Addotta mused.

Placentia's principal librarian,



Stan Bird/North County News
Assistant Library Director Sal Addotta, a budget-cut statistic after 18 years of service with Placentia Library, gets ready to pack up his materials and plan a new career. Four positions were eliminated, according to Library Director Elizabeth Minter.

working with the Americans With Disabilities Act that makes libraries more accessible.

"He will definitely be missed," Ammar added.

Library Director Elizabeth Minter views Addotta's retirement as a personal loss at the reference desk. "He has always had a strong general knowledge of the library and administrative skills."

Raised in Queens, N.Y., Ad-

could take home books without paying," said Addotta, stretched back in his office chair. "I loved libraries; you were always welcome as a kid."

Military service, which included a Navy search for A-bombs lost off the coast of Spain, interrupted his career plans in the mid-'60s.

But when Addotta was discharged, he found immediate employment as a page at the

"I was studying electronics at the time," Addotta remembered. "Her comment opened up a dream I really didn't know I had."

He earned a master's degree in library science and worked as a freelance bibliographer for a professor at the American Association of Informational Science.

"After Terry and I were married, we found our roots eroding on the East Coast while jobs were

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Placentia News
Weekly

JUL 22 1993

AROUND TOWN

**Seminars for seniors
scheduled at library**

3/2
A free seminar, "Make Your Golden Years Golden" and "What Other Living Trust Seminars Haven't Told You," will be presented by Guy W. Churchouse at 11 a.m. to 2 p.m. Saturday, July 31 at the Placentia Public Library, 411 E. Chapman Ave.

Churchouse, a member of the National Academy of Elder Law Attorneys, will discuss "How to Avoid Probate," and "How to Reduce and Eliminate Taxes," and other topics.

For information, call 1-800-698-6759.

**ADDOTTA:
Closes book
on career**

FROM 12

daughters, Alice and Lisa, took up residence in Fullerton in 1974.

Within six months, Addotta was hired at the Placentia Library where supervisors quickly recognized his operational skills.

Through the years, he has helped change the audio-visual room into a literacy center, overseen an increase in the purchase of video cassettes and CDs and developed more programs for children.

"We eliminated video rental fees to increase access," Addotta added. "But we didn't censor the videos; it's up to the parents to control what their children are watching."

Scanning an office filled with memories, Addotta, 54, conceded he will miss the patrons and being part of change.

"I'll miss every bit of this place because this is home. But as in anything else, you have to wean yourself away from the situation. I probably never would have left this job. My goal was to retire at 60."

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Los Angeles Times OC Edition
Daily

JUL 26 1993

■ Make Your Golden Years Golden
Sponsor/Group: Attorney Guy W. Churchouse
Where: Placentia Public Library, 411 E. Chapman Ave.
Time: 7:15 p.m.
Admission: Free
Information/Reservations: (800) 698-6759

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Los Angeles Times OC Edition
Daily

JUL 22 1993

LIBRARIES

PLACENTIA

- **Placentia Library** (411 E. Chapman Ave., Placentia; [714] 528-1906). Open 10 a.m. to 8:45 p.m. Monday through Thursday; 10 a.m. to 5:45 p.m. Friday and Saturday; 1 to 4:45 Sunday.

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Los Angeles Times OC Edition
Daily

JUL 22 1993

Health Care & Living Trust Seminar. Guy W. Churchouse, attorney who specializes in elder law, 7:15 p.m.; Placentia Library, 411 E. Chapman Ave.; Placentia. Topics include Medicare and Medicaid, avoiding probate and reducing taxes. Free. Information: (800) 698-6759.

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O.C. Business Journal
Monthly

JUL 19 1993

Placentia

City Hall contact number: 993-8124332

Population: 43,096.

Location: Bordered by the cities of Brea, Yorba Linda, Anaheim and Fullerton. Size — 6.67 square miles.

Demographics: 76% white, 2% black, 8% Asian, 14% other; Hispanics comprise 24% of total population; averages 3.14 people per household (2.91 countywide); 25.7% under age 18; 35% single; median income \$50,945; 13,944 housing units with 2.4% vacancy; median home value \$252,800; median rent \$799 (1992 figures).

Economic development: Personalized assistance through the entitlement process. Individual project manager assigned at initial contact; manager guides project from preliminary review to final construction and occupancy. Includes liaison with the business community and outside permitting agencies. Commercial rehabilitation loans available in selected area. Redevelopment project area encompassing commercial and industrial land exclusively.

Taxable sales: \$240.1 million in 1991; \$182.2 million through three quarters of 1992.

Business licenses: About 3,800.

Major employers (non-government): A-1 Car-bide Corp., Knott's Berry Farm Foods, L.W. LeForte Co., Hartwell Corp., Best Foods Baking Group.

Utilities: Telephone — Pacific Bell, (800) 491-2355. Electricity — Southern California Edison, 835-5200. Gas — Southern California Gas Co., 634-0251. Water — Southern California Water Co. 528-1462; Yorba Linda Water District, 777-3018. Trash — Placentia Disposal Co., 630-8610.

Business fees: Business license fee for wholesale retail and services is a flat \$33 the first year; in following years it is based on gross receipts.

Major business areas: Town Centers I, II, III, IV at intersection of Kraemer and Yorba Linda; Imperial Plaza at Imperial and Rose; new 15-acre shopping center proposed for Alta Vista and Rose; industrial parks along Richfield and Miraloma. The Placita Santa Fe at Bradford and Chapman Avenues features a refurbished old

LIBRARY HOURS:

Libraries will have to cut hours and/or personnel to live within new budget restrictions, and some children's programs. Here is a list of current library hours and some special se

COUNTY LIBRARY BRANCHES

► BREA

Brea Branch: One Civic Center Circle: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► COSTA MESA

Costa Mesa Branch: 1855 Park Ave: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

Costa Mesa/Mesa Verde Branch: 2969 E. Mesa Verde Dr.: Mon.-Tue., noon-8 p.m.; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

► CYPRESS

Cypress Branch: 5331 Orange Ave.: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► DANA POINT

Dana Niguel Branch: 33841 Niguel Road: Mon., noon-6 p.m.; Tue., noon-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

► FOUNTAIN VALLEY

Fountain Valley Branch: 17635 Los Alamos St.: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► GARDEN GROVE

Garden Grove/Chapman Branch: 9182 Chapman Ave.: Mon., closed; Tue., noon-8 p.m.; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

Garden Grove Regional Branch: 11200 Stanford Ave.: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

Garden Grove/West Garden Grove Regional Branch: 11962 Bailey St.: Mon., noon-6 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

Special services: Chapman Branch has centralized sheet music collection.

► IRVINE

Heritage Park Regional Branch: 14361 Yale Ave.: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

University Park Branch: 4512 Sandburg Way: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

Special services: Heritage Park branch has county's most extensive business collection.

► LA HABRA

La Habra Branch: 221 E. La Habra Blvd.: Mon., noon-8 p.m.; Tue., noon-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► LA PALMA

La Palma Branch: 7842 Walker St.: Mon., closed; Tue., noon-6 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

► LAGUNA BEACH

Laguna Beach Branch: 363 Glenneyre St.: Mon., closed; Tue.-Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► LAGUNA NIGUEL

Crown Valley Branch: 30341 Crown Valley Parkway: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat. 10 a.m.-5 p.m.

► LAKE FOREST

El Toro Branch: 24672 Raymond Way: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► MISSION VIEJO

Mission Viejo Branch: 24851 Chrisanta Drive: Mon., noon-8 p.m.; Tue., 10 a.m.-6

p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► SAN CLEMENTE

San Clemente Branch: 242 Avenida del Mar: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► SAN JUAN CAPISTRANO

San Juan Capistrano Branch: 31495 El Camino Real: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► SANTA ANA

County Archives: 211 W. Santa Ana Blvd., Suite 108: Mon.-Fri., 9 a.m.-noon and 1-4 p.m.

► SEAL BEACH

Leisure World Branch: 2300 Beverly Manor Road: Mon., closed; Tue.-Thu., 10 a.m.-4 p.m.; Fri.-Sat., closed.

Los Alamitos/Rossmoor Branch: 12700 Montecito Road, Mon.-Tue., noon-8 p.m.; Wed., noon-6 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► SILVERADO

Silverado Branch: 28192 Silverado Canyon Road: Mon., closed; Tue.-Wed., 2-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► STANTON

Stanton Branch: 7850 Katella Ave.: Mon., noon-8 p.m.; Tue., closed; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

► TUSTIN

Tustin Branch: 345 E. Main St.: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat. 10 a.m.-5 p.m.

Special services: Tustin Branch has a black history collection.

► VILLA PARK

Villa Park Branch: 17865 Santiago Blvd.: Mon., 1-8 p.m.; Tue., closed; Wed., 1-8 p.m.; Thu., 1-5 p.m.; Fri.-Sat., closed.

► WESTMINSTER

Westminster Branch: 8180 13th St.: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

COUNTY LIBRARY BUDGET AT A GLANCE

The Orange County Public Library system faces a \$6.5 million cut — 24 percent of its current budget — because of the Legislature's decision to shift more property taxes to schools. County Librarian John M. Adams said the majority of the cut will fall in two accounts that make up almost three-quarters of the budget: salaries, and new books, periodicals and other library materials. "Unfortunately, that is the guts of our operation and that is where they are hitting us," Adams said. Here is a breakdown of how the 27 county libraries spent the money they received in the 92-93 budget year:

- Salaries and benefits: \$12,693,108
- Books and library materials: \$6,029,172
- Other services and supplies: \$8,210,494
- Furnishings and equipment: \$161,370
- Total: \$27,094,144

Source: Orange County Public Library Division, General Services Agency

CITY

► ANAHEIM

Library: 9 a.m.-5 p.m.

► BREA

Library: 9 a.m.-5 p.m.

► COSTA MESA

Library: 9 a.m.-5 p.m.

► DANA POINT

Library: 9 a.m.-5 p.m.

► FOUNTAIN VALLEY

Library: 9 a.m.-5 p.m.

► GARDEN GROVE

Library: 9 a.m.-5 p.m.

► IRVINE

Library: 9 a.m.-5 p.m.

► LA HABRA

Library: 9 a.m.-5 p.m.

► LA PALMA

Library: 9 a.m.-5 p.m.

► LAGUNA BEACH

Library: 9 a.m.-5 p.m.

► LAGUNA NIGUEL

Library: 9 a.m.-5 p.m.

► LAKE FOREST

Library: 9 a.m.-5 p.m.

hours and/or personnel to live within new budget restrictions. Most will offer a reduced selection of books, magazines, videos and programs. Here is a list of current library hours and some special services still available. If day isn't listed, library is closed.

CITY LIBRARIES

p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **SAN CLEMENTE**

San Clemente Branch: 242 Avenida del Mar: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **SAN JUAN CAPISTRANO**

San Juan Capistrano Branch: 31495 El Camino Real: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **SANTA ANA**

County Archives: 211 W. Santa Ana Blvd., Suite 108: Mon.-Fri., 9 a.m.-noon and 1-4 p.m.

▶ **SEAL BEACH**

Leisure World Branch: 2300 Beverly Manor Road: Mon., closed; Tue.-Thu., 10 a.m.-4 p.m.; Fri.-Sat., closed.

Los Alamitos/Rossmoor Branch: 12700 Montecito Road, Mon.-Tue., noon-8 p.m.; Wed., noon-6 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **SILVERADO**

Silverado Branch: 28192 Silverado Canyon Road: Mon., closed; Tue.-Wed., 2-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **STANTON**

Stanton Branch: 7850 Katella Ave.: Mon., noon-8 p.m.; Tue., closed; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

▶ **TUSTIN**

Tustin Branch: 345 E. Main St.: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

Special services: Tustin Branch has a black history collection.

▶ **VILLA PARK**

Villa Park Branch: 17865 Santiago Blvd.: Mon., 1-8 p.m.; Tue., closed; Wed., 1-8 p.m.; Thu., 1-5 p.m.; Fri.-Sat., closed.

▶ **WESTMINSTER**

Westminster Branch: 8180 13th St.: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

▶ **ANAHEIM**

Main library: 500 W. Broadway: Mon.-Fri., 9 a.m.-9 p.m.; Sat., 9 a.m.-6 p.m.

Haskett Reading Center: 2650 W. Broadway: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Euclid Branch: 1340 S. Euclid St.: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Sunkist Branch: 901 S. Sunkist St.: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Canyon Hills Branch: 400 Scout Trail: Tue.-Fri., 10 a.m.-9 p.m.; Sat., 9 a.m.-6 p.m.

Special services: Bookmobile. Offers Help Wanted USA — help-wanted ads on microfiche from 60 major Sunday newspapers across country. Special collection on employment. Section for new immigrants to help them learn English, and U.S. law and customs. Large print collection.

▶ **BUENA PARK**

Main library: 7150 La Palma Ave.: Mon.-Thu., 9 a.m.-9 p.m.; Fri.-Sat., 9 a.m.-6 p.m.

Special services: Large adult literacy program run by volunteers. Large collection of books on tape.

▶ **FULLERTON**

Main library: 353 W. Commonwealth Ave.: Mon.-Thu., 10 a.m.-9 p.m.; Fri.-Sat., 10 a.m.-6 p.m.

Hunt Branch: 201 S. Basque Ave.: Mon.-Wed., 10 a.m.-8 p.m.; Thu., 10 a.m.-6 p.m.

Special services: Special collections in Spanish, Korean, Vietnamese, Chinese. Bookmobile. Home-bound delivery service run by volunteers. Adult literacy program.

▶ **HUNTINGTON BEACH**

Main library: 7111 Talbert Ave.: Mon., noon-8 p.m.; Tues.-Thu., 9 a.m.-8 p.m.; Fri.-Sat., 9 a.m.-5 p.m.

Main Street Library: 525 Main St.: Mon.-Thu., 10a.m.-7p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Graham Branch: 15882 Graham St. Mon.-Thu., noon-9 p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Library Annex: 9281 Banning Ave.: Mon.-Thu., noon-9 p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Special services: Large multimedia collection. History, travel videos. Large, eclectic collection of music on compact disc. Houses Orange County Genealogical Society collection, one of three largest genealogical collections in Southern California. Significant collection on business, international business.

▶ **NEWPORT BEACH**

Main library: Newport Center, 856 San Clemente Drive: Mon.-Thu., 9a.m.-9p.m.; Fri., Sat. 9 a.m.-6p.m.; Sun. noon-5p.m.

Mariners Branch: 2005 Dover Dr.: Mon., Wed., noon-9 p.m.; Tues., Thu.-Sat., 9 a.m.-6 p.m.

Balboa Branch: 100 E. Balboa Blvd: Mon., Wed., noon-9 p.m.; Tues., Thu.-Sat., 9 a.m.-6 p.m.

Corona del Mar Branch: 420 Marigold Ave.: Mon., Wed., noon-9 p.m.; Tues., Thu.-9 a.m.-6 p.m.

▶ **ORANGE**

Main library: 101 N. Center St.: Mon. and Wed., 10 a.m.-9 p.m.; Tues., noon-9 p.m.; Thu. and Sat., 10 a.m.-6 p.m.

Santiago Hills Branch: Closed.

Taft Branch: 740 E. Taft Ave.: Mon.-Tues., noon-9 p.m.; Wed., 1 p.m.-6 p.m.; Sat., 1 p.m.-5 p.m.

El Modena Branch: 380 S. Hewes St.: Mon. and Tues., noon-9 p.m.; Wed., 1 p.m.-6 p.m.; Sat., 1 p.m.-5 p.m.

Special services: Volunteer-run book-delivery service for home-bound. The Friendly Stop, satellite library geared toward Hispanic youth offering tutors and bilingual assistance in variety of subjects. Programs aimed at keeping students in school.

▶ **PLACENTIA**

Main library: 411 E. Chapman Ave.: Mon.-Wed., 9 a.m.-8:45 p.m.; Thu. and Sat., 9 a.m.-5:45 p.m.; Sun., 1 p.m.-4:45 p.m.

Special services: Outlet for Braille Institute carrying all Braille books on tape.

▶ **SANTA ANA**

Main library: 26 Civic Center Plaza: Mon.-Wed., 10 a.m.-8 p.m.; Thu.-Sat., 10 a.m.-6 p.m.

Newhope Branch: 122 N. Newhope St.: Mon.-Thu., 10 a.m.-8 p.m.; Fri.-Sat., 10 a.m.-5 p.m.

McFadden Branch: 2627 W. McFadden Ave.: Mon. and Wed., 1-8 p.m.; Tues., 10 a.m.-8 p.m.; Fri. 1-6 p.m.; Sat., 10 a.m.-5 p.m.

Special services: Santa Ana History Room in main branch.

▶ **YORBA LINDA**

Main library: 18181 Imperial Highway: Mon.-Thu., 9 a.m.-9 p.m.; Fri.-Sat., 9 a.m.-5 p.m.

PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, California 92670

FOR MORE INFORMATION CALL: Elizabeth Minter
Library Director
(714) 528 1925

FOR IMMEDIATE RELEASE

Last week Placentia Library District was notified that it will be losing 50.41% of its property tax revenue as a result of the State Budget adopted in June.

The State has permanently transferred these funds to other State activities. This action returns the Library back to its property tax level immediately after the passage of Proposition 13 in 1978.

The amount of this reduction is approximately \$770,000. Since during the past four years the Orange County Supervisors have been diverting \$401,000 of the District's funds to other County activities, the actual dollar loss to Placentia Library District for this year's Library Budget will be approximately \$369,000.

The Library Board has scheduled a public hearing for Monday, August 9, 1993, at 7:45 P.M. in the Library Meeting Room. The

(More)

AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
June 10, 1993

1. Roll Call
2. Adoption of Agenda
3. Oral Communications

(Strick / Stehler)

*Super Show
Revenue Enhancement
→ Change of the
subject
Director may be
but apply to
auto console, etc.
Chairman remain
Trust. & other
fundate
article.*

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

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

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

CLAIMS (Items 4-6)

Presentation: Library Director
Recommendation: Approve by Motion

Items 4-6 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There were no Nonstandard Claims for this report period.

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

There were no Claims forwarded by the Library Director for this report period.

6. Current Claims and Payroll. (Approve)

Current Claims of \$ 11,556.06. There are no Claims for Payroll for this period. Combined total of Current Claims and Payroll of \$ 11,556.06. *(Strick / Stehler)*

887,375
790,492

CONTINUING BUSINESS

pers reduce } \$ ~~96,883~~
but you - \$ 96,883

7. FY 1992-1993 Budget

Presentation: Library Director
Recommendation: Review Legislative Alerts for 1993-1994 State Budget; Review Preliminary Budget for FY1993-1994; Authorize Layoff Notices for FY1993-1994; and Authorize Use of Services of Bruce Blanning, Blanning and Baker Associates, for Management of Implementation of Layoff Procedures.

~~Shkoler / Evans~~

Done

8. Adjourn.

- * decision is premature
- * people who are valuable assets do not warrant this action; wants to avoid personnel cut at this time.
- *

*****CERTIFICATE OF POSTING*****

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for June 10, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, June 2, 1993.

Ray - staff needs to know what's next:
Saunders - wants to wait until we know actual dollars -
Shkoler - get on with it

West - really for wrongful termination suit.
Be ceaseter will stop.
Direct mail per - has friend who will do it.

Charlene Dumitru

(call "fin. per cards" - 50/yr.)

→ Include Rev. enhancements for Budget presentation.

Peter Kolouch: video

- 1) Charge for ~~CD's~~ + CD's
- 2) eliminate future purchase of ~~foreign language~~ books
- 3) eliminate free Tutor in English (ESL)
- 4) double charge for meeting room rental.
- 5) further cuts of bills - use donations to achieve reduction in staff cuts.
- 7) telephone service cuts -

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1992

11/30/92

	11/30/92
Income	
Gifts Income	0.00
Tutor Training Income	760.00
Workshops Income	40.00
Books/Materials Income	12.00
Interest Income	70.48
Miscellaneous Income	0.00

Total Income	882.48
Cost of Sales	-----
Gross Profit (Loss)	882.48
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	69.70

Total Expenses	488.70

Operating Income (Loss)	393.78
Other Income	
Other Expenses	-----
Net Income (Loss)	393.78
	=====

11/30/92

Placentia Library District
Cash Disbursements
SUMMARY

Page 1

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

Account Name

Total

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

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

November, 1992

Prepared 12/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				17,616.57
Checks Out				
	3496	4.50		
	3505	70.00		
	3522	50.00		
	3524	145.20		
TOTALS		269.70	0.00	

CHECKBOOK BAL

17,346.87

*2000
12/10/92 ✓*

11/30/92

Page 1

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending November 30, 1992

Part 1 of 1 Parts

	Total	11/30/92
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	3.50	3.50
Cash Register-Fines	2,040.19	2,040.19
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	(52.46)	(52.46)
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	129.63	129.63
Cash Register-Computer Rental	194.50	194.50
Typewriter Income	80.75	80.75
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	12,500.00	12,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	648.22	648.22
Interest Income	10.35	10.35
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,554.68	15,554.68
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,554.68	15,554.68
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	387.97	387.97
Postage (183)	363.20	363.20
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	9.20	9.20
Transportation & Travel (270)	50.00	50.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	810.37	810.37
	-----	-----
Operating Income (Loss)	14,744.31	14,744.31

11/30/92

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1992

	Total	11/30/92
Other Income		
Other Expenses		
Net Income (Loss)	<u>14,744.31</u>	<u>14,744.31</u>

11/30/92

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1992

	11/30/92
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	27.10
Cash Register-Fines	10,392.69
Cash Register-Damaged Items	22.95
Cash Register-Lost Items	(17.27)
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	759.03
Cash Register-Computer Rental	746.00
Typewriter Income	135.41
Telephone Income	307.04
Copy Machine Income	610.76
State Library Reimbursements	17,558.20
State Library Grants	12,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	7,066.89
Interest Income	10.35
Miscellaneous Income	0.00

Total Income	50,296.90
Cost of Sales	-----
Gross Profit (Loss)	50,296.90
Expenses	
Transfers to County	28,969.02
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	36.24
Office Expense (180)	750.19
Postage (183)	1,439.56
Prof. & Spec. Services (190)	105.00
Special Departmental Expense (240)	494.20
Transportation & Travel (270)	1,692.15
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	33,934.28

Operating Income (Loss)	16,362.62

11/30/92

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1992

Part 1 of 1 Parts

11/30/92

Other Income

Other Expenses

Net Income (Loss)

16,362.62
=====

11/30/92

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 93 Period 5
 General Fund

Page 1

Check	Date	Payee	Amount
3515	11/02/92	Monterey Glass 0-5114-01 Office Expense (180)	25.98
3516	11/03/92	U.S. Postmaster 0-5116-01 Postage (183)	143.00
3517	11/03/92	Jeannine Walters 0-5114-01 Office Expense (180)	112.44
3518	11/04/92	Jeannine Walters 0-1010-00 General Fund	83.55
3519	11/05/92	Jeannine Walters 0-1010-00 General Fund	81.29
3520	11/05/92	VOID Void	0.00
3521	11/05/92	ED Minter (Office Pe 0-5114-01 Office Expense (180)	84.71
3522	11/18/92	Diehl Evans & Co. 0-5122-01 Transportation & Travel (270)	50.00
3523	11/18/92	U.S. Postmaster 0-5116-01 Postage (183)	75.00
3524	11/18/92	U.S. Postmaster 0-5116-01 Postage (183)	145.20
3525	11/18/92	Margaret Dinsmore 0-5120-01 Special Departmental Expense (24	9.20
3526	11/25/92	Hsi-Huang Yen 0-4106-01 Cash Register-Lost Items	52.46
Checkbook 1 Total			862.83

12/30/92

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

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

Account Name	Total
0-1010-00 General Fund	164.84
0-4106-01 Cash Register-Lost Items	52.46
0-5114-01 Office Expense (180)	223.13
0-5116-01 Postage (183)	363.20
0-5120-01 Special Departmental Expense (240)	9.20
0-5122-01 Transportation & Travel (270)	50.00

	862.83
	=====



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

November, 1992

Prepared 12/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,156.11
Checks Out				
	728	65.00		
	732	436.48		
TOTALS		501.48	0.00	
CHECKBOOK BAL				8,654.63

20 minutes
12/10/92

11/30/92

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1992

Page 1
Part 1 of 1 Parts

	Total	11/30/92
Income		
Cash Register-Copy Cards-Exempt Fun	75.00	75.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	445.00	445.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	592.15	592.15
Friends Contributions	0.00	0.00
Gifts Income	1,400.00	1,400.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
	-----	-----
Total Income	2,512.15	2,512.15
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,512.15	2,512.15
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	700.00	700.00
Vending Machine Supplies	436.48	436.48
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	172.18	172.18
Children's-Other	39.90	39.90
Friend's-Director's Fund	12.22	12.22
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	43.56	43.56
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	1,404.34	1,404.34
	-----	-----
Operating Income (Loss)	1,107.81	1,107.81
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,107.81	1,107.81
	=====	=====

Placentia Library District

11/30/92

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1992

	11/30/92
Income	
Cash Register-Copy Cards-Exempt Fund	408.50
Microfilm/Microfich Income	202.50
Meeting Room Income	1,826.00
Test Proctoring Income	60.00
Vending Machine Income	3,524.42
Friends Contributions	0.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Interest Income	15.98
Miscellaneous Income	30.60
Gulf Arab Grant Income	0.00

Total Income	7,734.00
Cost of Sales	-----
Gross Profit (Loss)	7,734.00
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	1,900.00
Vending Machine Supplies	2,154.33
Vending Machine Repairs	0.00
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	39.90
Friend's-Director's Fund	394.97
Friend's-Other Activities	140.08
Library Board Expenses	100.00
Gulf Arab Grant	483.36
Miscellaneous	0.00

Total Expenses	6,085.44

Operating Income (Loss)	1,648.56
Other Income	
Other Expenses	

Net Income (Loss)	1,648.56
	=====

11/30/92

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 93 Period 5
 County Exempt

Page 1

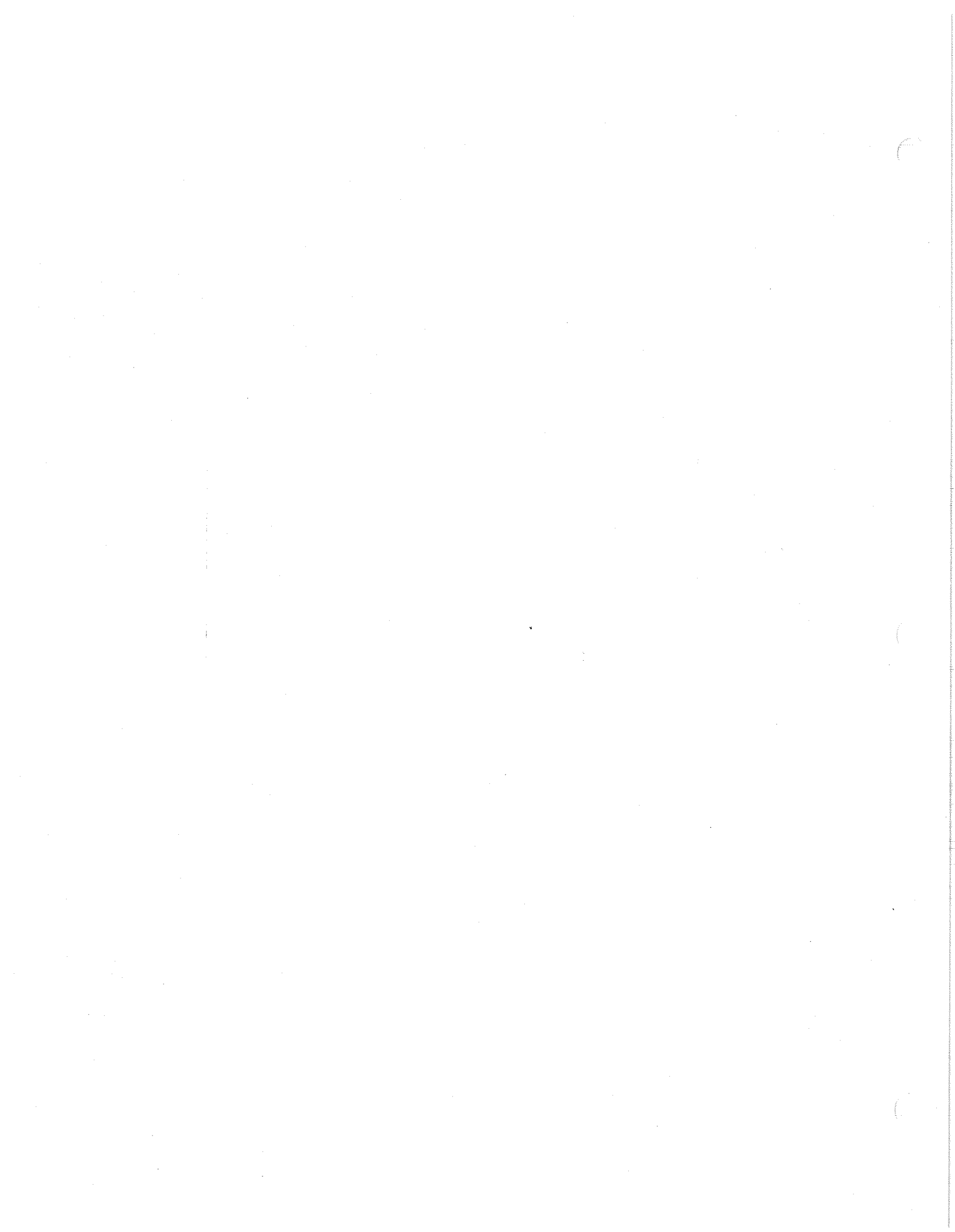
Check	Date	Payee	Amount
724	11/30/92	Jeannine Walters 0-5312-03 Children's-Other	39.90
725	11/05/92	Suad Ammar 0-5320-03 Gulf Arab Grant	43.56
726	11/12/92	Smart & Final 0-5310-03 Children's Camp Library	32.71
727	11/12/92	Tall Mouse 0-5310-03 Children's Camp Library	36.97
728	11/12/92	City of Anaheim 0-5310-03 Children's Camp Library	65.00
729	11/16/92	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	700.00
730	11/18/92	Donut Star 0-5310-03 Children's Camp Library	37.50
731	11/18/92	Elizabeth Minter (of 0-5314-03 Friend's-Director's Fund	12.22
732	11/30/92	A & R Wholesale 0-5304-03 Vending Machine Supplies	436.48
Checkbook 3 Total			1,404.34

12/30/92

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

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	700.00
0-5304-03 Vending Machine Supplies	436.48
0-5310-03 Children's Camp Library	172.18
0-5312-03 Children's-Other	39.90
0-5314-03 Friend's-Director's Fund	12.22
0-5320-03 Gulf Arab Grant	43.56
	<hr/>
	1,404.34
	<hr/> <hr/>



TO: Library Board of Trustees

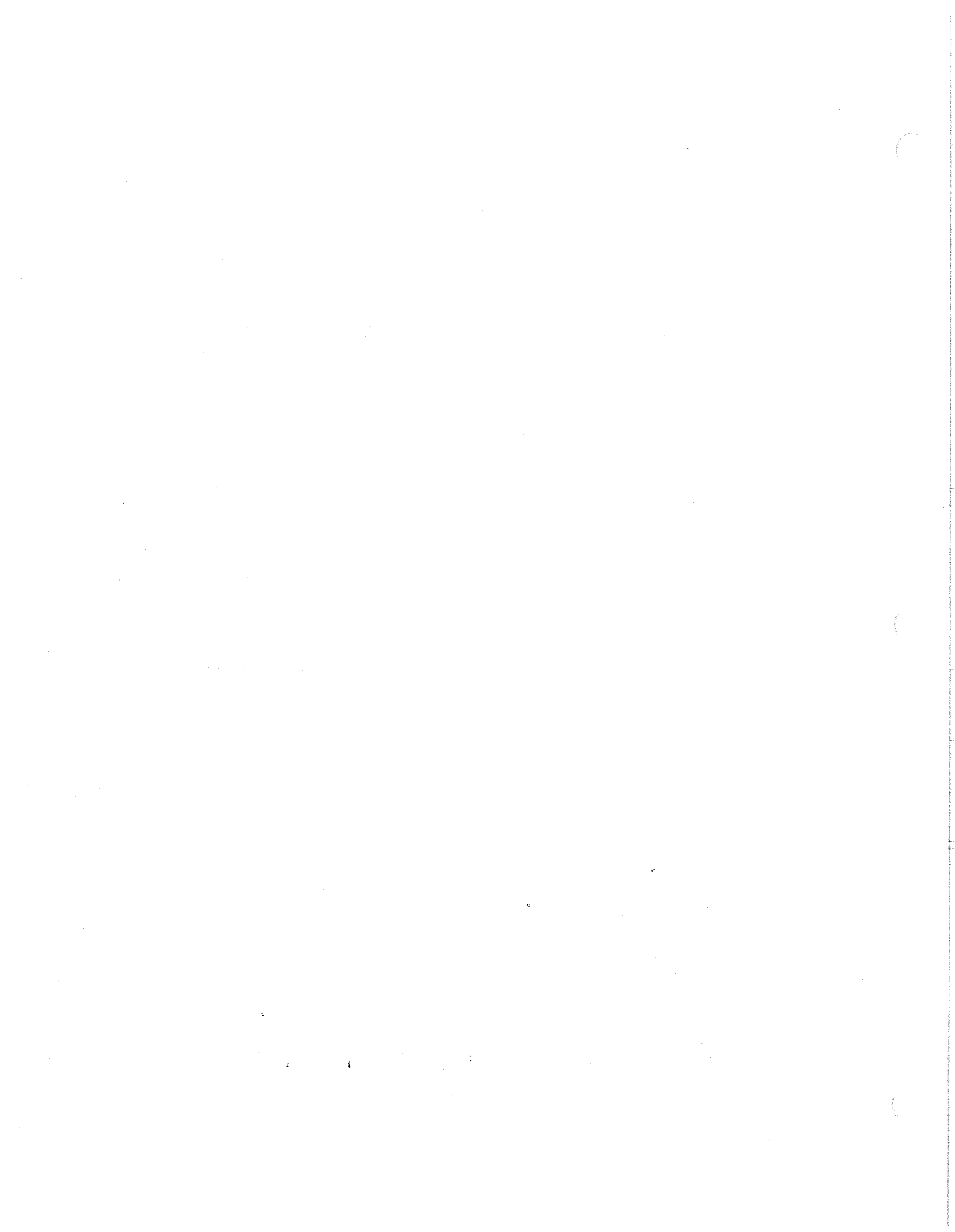
FROM: Karen Cushing, Library Assistant *KC*

DATE: December 1, 1992

SUBJECT: NOVEMBER, 1992, OVERDUE COLLECTION REPORT
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR NOVEMBER 1992**

**Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: December 21, 1992
 SUBJECT: **NOVEMBER, 1992, VENDING MACHINE REPORT**

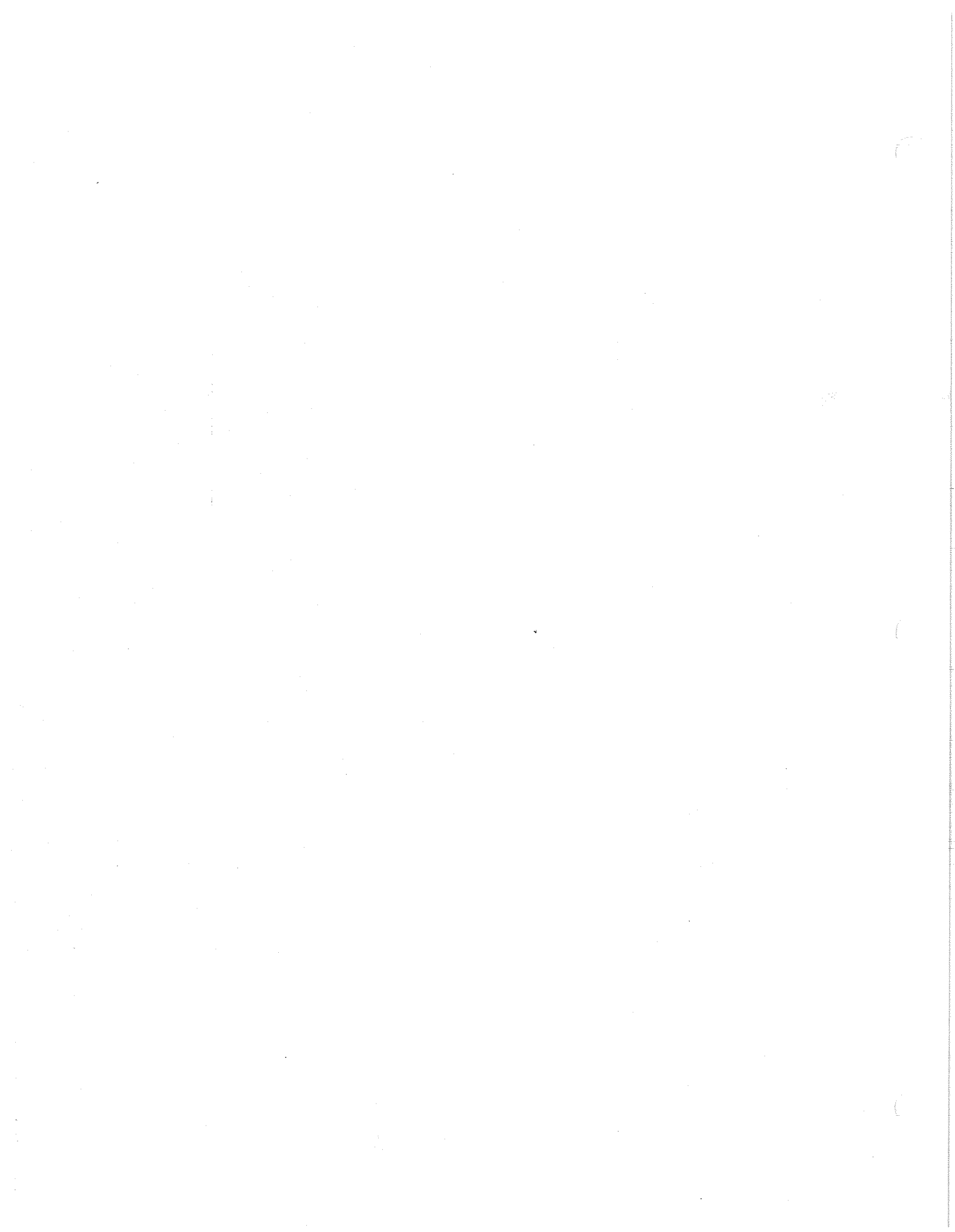
SUMMARY OF ACCOUNTS NOVEMBER 1-30, 1992

Beginning Balance 11/01/92			\$1123.74
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 591.60		
Total Materials & Supplies		\$ 436.48	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>700.00</u>	
	\$ 591.60	\$ 1136.48	
Ending Balance 11/30/92			<u>\$ 578.86</u>
Check to be issued 12/21/92			\$ 200.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 09/30/92	3,700.00
November Payment	<u>700.00</u>
November Balance 11/30/92	<u>\$3,000.00</u>

Prepared by: Charlene Dumitru



Agenda Item 17

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: December 21, 1992
SUBJECT: Gift Fund Report for November, 1992

The following cash gifts to Placentia Library District were received in October, 1992:

<u>Name</u>	<u>Amount</u>
The Honorable Hassan Nazer Consul General of Saudi Arabia to Los Angeles	\$1,400.00

Prepared by: Charlene Dumitru

: Elizabeth Minter, Library Director
FROM: Suad s. Ammar, Principal Librarian
DATE: December 14, 1992
Subject: Explanation of \$1,400.00 check from the Saudi Consulate

The honorable Hassan Nazer, Consul General of Saudi Arabia to Los Angeles, has been very supportive of the Gulf Arab States project since its inception, he has been also very impressed by its success.

On September 21st. I visited Mr. Nazer to return his personal sword and the other items that he had loaned us to use in the display. We discussed the project and I shared the project's success and the audiences' positive reaction to it.

Mr. Nazer admired our work and was very appreciative of the Library's efforts to promote cultural awareness. He was extremely impressed by the computer program and the quality and quantity of the hand-outs that were distributed, and offered to contribute an amount of money toward this project.

The \$1,400.00 will be used to purchase Arabic materials to upgrade the Library's existing collection.

PLACENTIA LIBRARY DISTRICT
 INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: December 1, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	NOVEMBER	TOTAL
Blan, Henry	2.50	28.75
Covell, Fredi	6.00	6.00
Deputy, Paul	37.00	4113.00
George Key School	0.00	724.25
Goldbaum, Mae	1.75	309.00
Grandparents & Books	4.50	82.25
Ismailjee, Salehah	1.00	91.25
JTPA Students	35.00	458.50
Johnson, David	2.00	2.00
Nguyen, Nina	7.50	10.50
ROP Students	71.50	2070.25
Vesely, Pat	9.00	254.50

TEMPORARY VOLUNTEERS

TOTAL 177.75

LVA VOLUNTEERS

Literacy Volunteers 358.00

COMBINED TOTAL 535.75

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



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: December 11, 1992
SUBJECT: Building Maintenance Report for November, 1992

1. HVAC

On Sunday, November 29th, the air handler motor of the main HVAC unit burned out. Staff on the scene took care of the situation well. Upon smelling a slight smoky odor, the air-conditioning room was checked. It was obvious immediately that the smoke was coming from one of the two units. The units were shut down, which immediately lessened the smoke. A call was placed to our HVAC contractor. They arrived the next day. The motor was replaced on Tuesday, with the system operating normally.

2. PUBLIC TELEPHONES

Our telephone booth in the public area has been modified to accommodate a second unit at the lower ADA height (which is 48" from the top of the coin slot to the floor). The second unit has been installed by the telephone company and everything looks fine. Dale Goodman of the City of Placentia Advisory Committee on the Disabled has seen what has been done, and is pleased.

3. AUDIO-VISUAL SHELVING

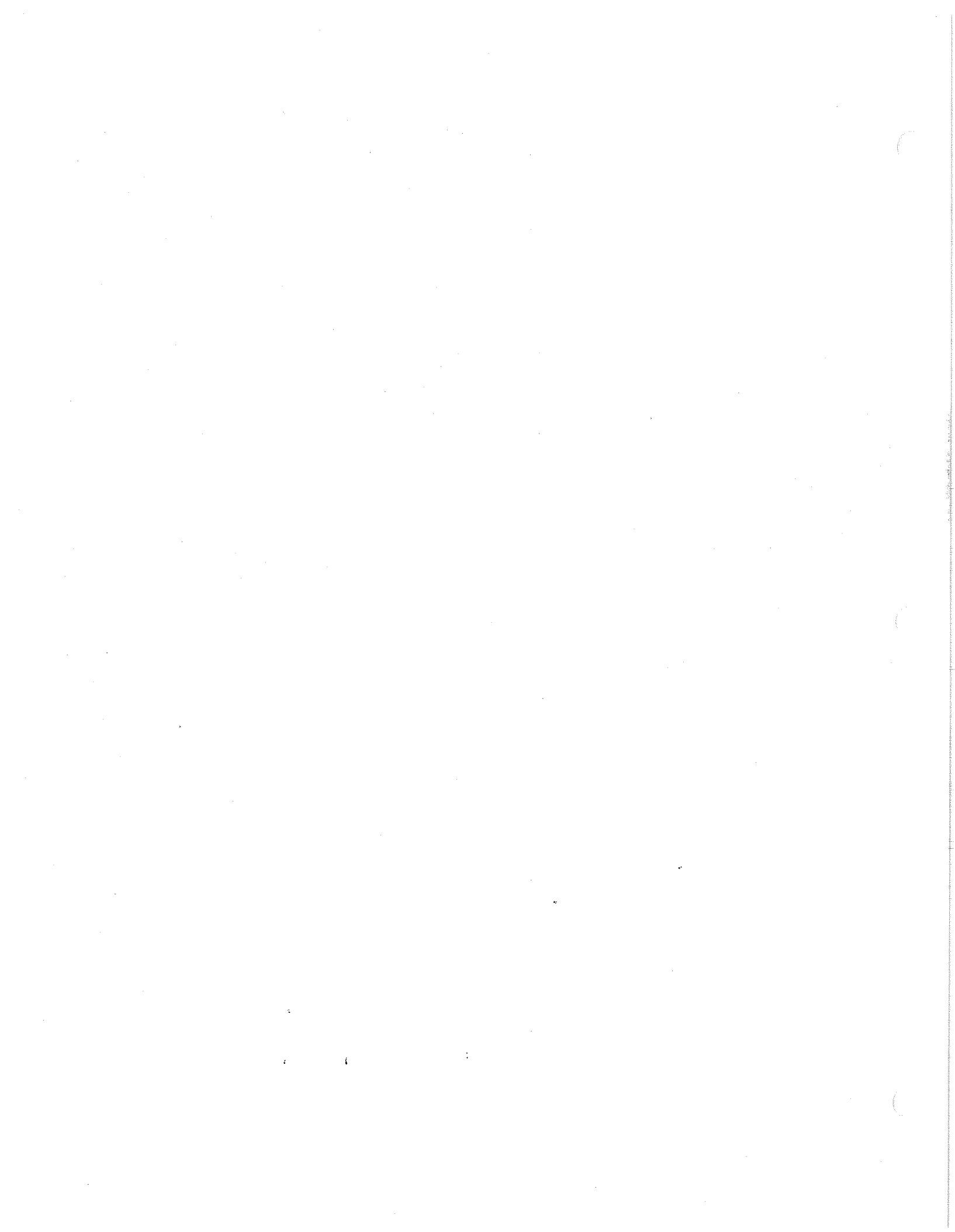
The end panels for the video and CD shelving in the southeast corner of the building arrived, and has been installed.

4. LOBBY

The Friends book sale area has received two upgrades. The repaired table top (the 4th blue-topped unit) has arrived and is gracing the Friends book sale area. Also, the backstops (which prevent books from falling behind the shelves) for the single-faced shelving have been installed.

5. LIGHTING IMPROVEMENT IN LIBRARY

The plastic lenses (light covers) have not been cleaned on a regular basis for several years. In order to increase lighting levels for patrons and staff, our cleaning service, S&M Maintenance, has agreed to dust-clean each of the estimated 1,550 plastic panels throughout the building. A small test area has been done and there definitely is more available light. This may be done on an annual basis.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: December 21, 1992
SUBJECT: Personnel Report for November, 1992

RESIGNATIONS:

Elizabeth Tranchida, Part-time Clerk I (Childrens), effective December 2, 1992.

APPOINTMENTS:

None

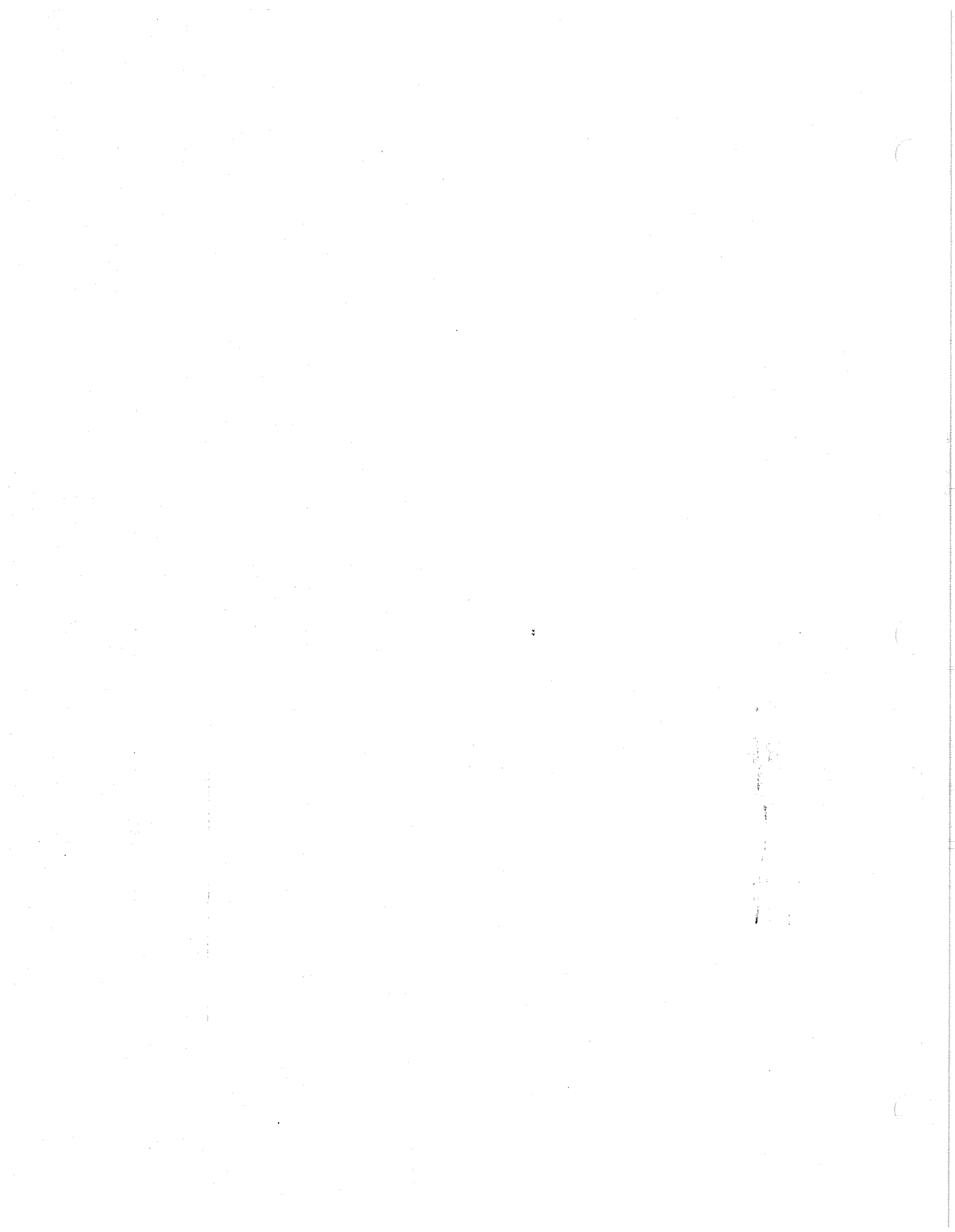
TERMINATIONS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: December 21, 1992
SUBJECT: **Travel Authorization**

BACKGROUND:

1. Workshop on Electronic Networks and Libraries, California State University, Los Angeles, January 14, 1992. Three staff members. Registration is \$20.00 per person plus mileage, parking and lunch. Total cost estimated at \$150.00.

RECOMMENDATION:

Approve travel expenses as follows:

1. Electronic Networks Workshop, 3 staff; approve \$ 150.00

SOUTH STATE COOPERATIVE LIBRARY SYSTEM
PRESENTS:
**STEERING THE WHIZZING DIGIT:
ELECTRONIC NETWORKS AND LIBRARIES**

California State University, Los Angeles
Los Angeles Room
January 14, 1993
9:00 A.M. to 3:30 P.M.

featuring

Steve Cisler
Apple Computer Library of Tomorrow

Dennis Shelley
*Telecommunications Planning and Program Management
County of Los Angeles*

and

Sharon Vaughn
California Library Authority for Systems and Services (CLASS)

Electronic networks are the cornerstone of California's emerging information environment. A single high capacity digital network of networks bridging the separate domains of computing, telephony, broadcasting, motion pictures and publishing will revolutionize end user demand. What are we, as librarians, doing about this opportunity?

Steve Cisler, Senior Scientist, Apple Library of Tomorrow, will help us imagine social and organizational consequences. Dennis Shelley, Manager of the Telecommunications Planning Division of the County of Angeles, will explain the telecommunications hardware and machine connections underpinning such linkages. Sharon Vaughn, Customer Services Manager for the California Library Authority for Systems and Services, will present an overview and tour of the INTERNET.

The workshop is for staff at all levels of the organization. Hospitality begins at 8:30 A.M. Cost is \$5.00 for member library staff; \$20.00 for others. Ten scholarships are available for school librarians to attend at the member rate (call before sending payment). Cost includes program, parking and hospitality. No host lunch facilities available nearby. For more information, contact the South State Offices at the Huntington Park Library, 6518 Miles Avenue, Huntington Park, California. Phone (213) 583-1292.

Yes! I intend to come. Please reserve space for me.

Name _____
Library _____
Address/City/State/Zip Code _____
Job Title/Phone Number _____

Please enclose check or purchase order payable to the South State Cooperative Library System. Send form to: South State Cooperative Library System, 6518 Miles Ave., Huntington Park, Ca., 90255. You will receive confirmation of your registration, along with directions to California State University, Los Angeles.

TO: Library Board of Trustees

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

DATE: December 21, 1992

SUBJECT: Amended Fiscal Years 1990-1991 and 1991-1992 Gann Limitation
Section of the Audit of Financial Transactions

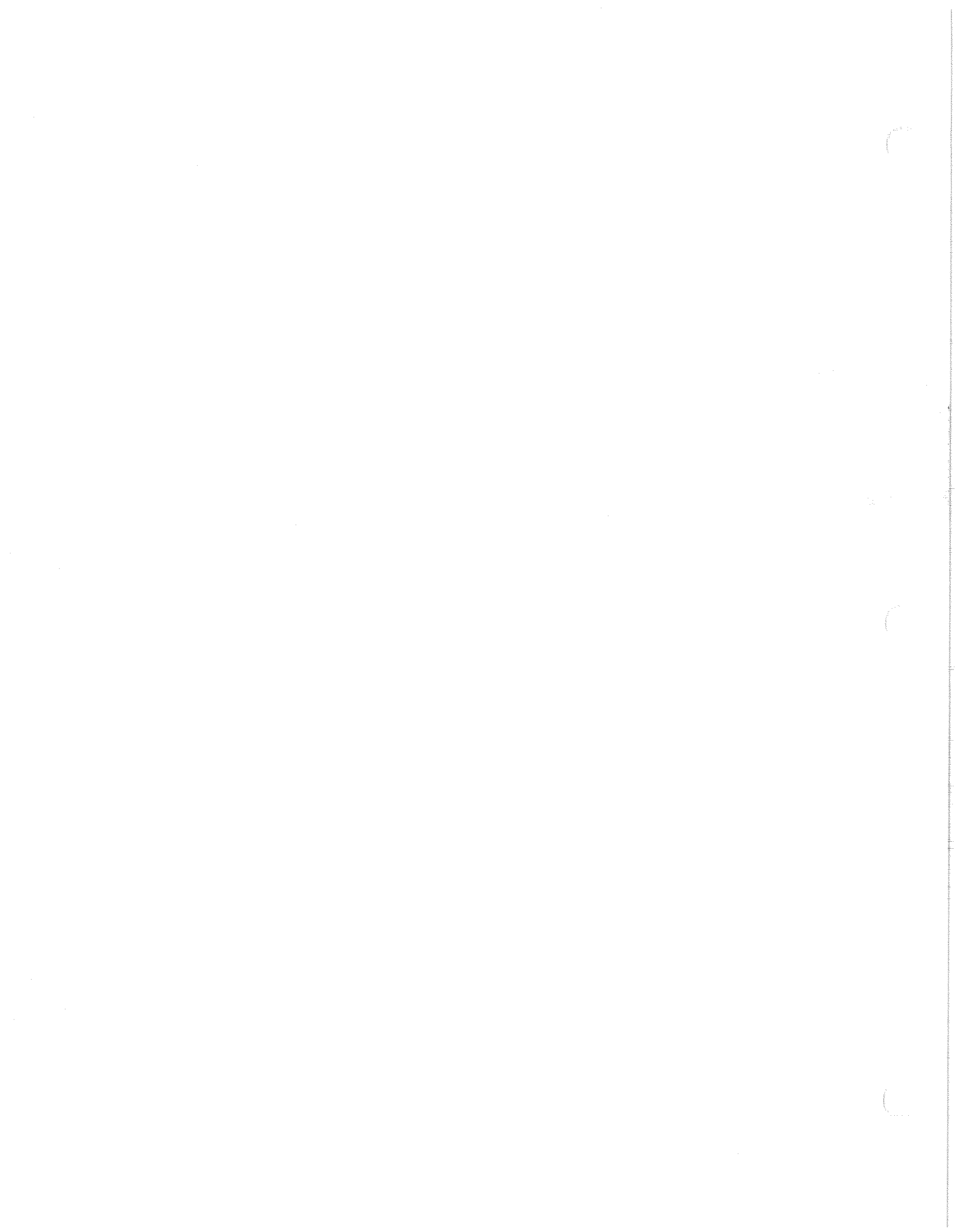
BACKGROUND:

Anderson, Lynn, Besich, Munson & Cronick have submitted corrections of the Gann Limitation Schedules, part of the Audits of Financial Transactions for Fiscal Years 1990-1991 and 1991-1992, to the State of California.

The corrected report for Fiscal Year 1990-1991 is Attachment A and the corrected report for Fiscal Year 1991-1992 is Attachment B.

RECOMMENDATION:

Receive and file.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edg*
DATE: December 21, 1992
SUBJECT: FY1992-1993 Budget

BACKGROUND:

Retirement Incentive Program

Three staff members have accepted the Retirement Incentive Program approved by the Board at its September 21, 1992, Meeting.. The effective date of the retirements will be January 8, 1993.

The staff members participating are Ruth Cartwright, Rea McDonald, and Barbara Pomykata.

An estimate of the cost of the program is Attachment A.

Legal Review

At its Special Meeting on November 30, 1992, the Board voted to file an Amicus Brief in support of the lawsuit to be filed by Calleguas Municipal Water District, Ventura County, challenging the constitutionality of the property tax shift legislation passed earlier this year.

An update on the status of the Calleguas lawsuit is Attachment B.

The California Special Districts Association response is Attachment C.

I consulted with several attorneys about the feasibility of the District filing its own lawsuit in Orange County and each one said that the costs would be over \$50,000.

I asked a local attorney, Keith deBrucky, to make a formal analysis of the situation. His response is Attachment D.

I subsequently asked Mr. deBrucky to prepare the letter of support requested by Russ Behrens, Esq., McCormick, Kidman & Behrens, to be submitted the Supreme Court of California in support of the lawsuit filed by Calleguas Municipal Water District. The letter was mailed on December 18, 1992. A copy of the letter is Attachment E.

At this time I do not know if any of the other library districts have submitted or plan to

just not to proceed
deferred
certified →
150

submit a letter of support.

Library Board President Peggy Dinsmore has been in touch with trustees at the other independent library districts and will have information to report at the Board meeting.

Blanning & Baker Projections

A copy of the November, 1992, State Budget Outlook prepared by Blanning & Baker Associates and received with the California Special Districts Financial Information Service is Attachment F. The projections are very grim!

Legislative Visits

The meeting with Senator John Lewis has not yet been scheduled.

Public Information Program

A copy of the proposed brochure for distribution to the public and publication in the Placentia News Times is Attachment G.

*plus on his budget
enclosed - limit to
for in on a
and use of
\$4,500 - 3,000
and*

RECOMMENDATIONS:

1. Approve expenditures for the retirement incentive program as follows:
 - H. Ruth Cartwright: \$11,023.25
 - Rea McDonald \$24,191.27
 - Barbara Pomykata \$25,482.73
2. Approve Claim # 2070 for \$60,697.25 which includes \$56,383.88 for Salaries and \$4,313.37 for FICA.
3. Ratify submission of letter of support for the lawsuit filed by Calleguas Municipal Water District.
4. Give instruction on proceeding with the brochure and publication of information in the Placentia News Times.

5. Approval expended of sept 150^{mm} for Co. Empty fund
to gift to retiree employee -

*→ Rallye
Pete Walker
- Put away
5/10,000*


*Nancy Mabe
Bill Blanner
Pete Vardi*

Shub/Strub

Centred

Shub/Emor

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: December 21, 1992

SUBJECT: Notification from the California Library Services Board of funding approval of \$25,000 for the Family Literacy Program

BACKGROUND:

The California Library Services Board has approved second year funding for the District's Family Literacy Program in the amount of \$25,000.

A copy of the notification is Attachment A.

Programs and activities for the second year began in September, 1992, after the Library received unofficial notification of the funding.

RECOMMENDATION:

Receive and file.



California Library Services Board

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

(916) 322-8476
ATSS 492-8476

November 24, 1992

Elizabeth Minter, Library Director
Placentia Library District
411 E. Chapman Ave
Placentia CA 92670-6198

Dear Ms. Minter:

I am pleased to announce that the application of **Placentia Library District** for funding a Families For Literacy (FFL) program has been approved in the amount of **\$ 25,000**. The grant is effective immediately and you are encouraged to begin as soon as possible.

Funds will be sent to you in two checks. The first should arrive within six to eight weeks, and the second in February 1993. Reporting procedures will be mailed to you later. I enclose the approved FFL Budget page that supports your library's Families for Literacy proposal. Also enclosed is a **master (for duplicating)** of the **Budget Change Request** form to be used if changes in the approved FFL budget should become necessary.

It is expected that you will continue to participate fully in the California Literacy Campaign.

Our Family Literacy Specialist, Dr. Carole Talan, will be working with you on this grant. You may contact her at (916) 322-0362.

I look forward to your continued development of creative activity that would help define new ways to break the cycle of illiteracy.

Sincerely,

A handwritten signature in cursive script that reads "Gary E. Strong".

Gary E. Strong, Chief Executive Officer
California Library Services Board

Enclosures

INSTRUCTIONS FOR
BUDGET CHANGE REQUESTS

Use the enclosed BCR Form (CLSA Form 66) as a MASTER duplication only. Enter your information on a photocopy; mail a copy with original signature to the State Library Fiscal Office; keeping a copy for your records.

REQUIREMENT If you need to:

- 1) Move funds previously approved from one CLSA budget category to another, or
- 2) Under certain circumstances (defined below), move funds from one line item to another within the *OPERATIONS* category, you must receive written approval from the California State Library.

The CLSA budget categories are as follows:

- * Personnel
- * Operations
- * Equipment
- * Library Materials
- * Indirect

State Library approval is also required for changes between line items within the Operations category, when the change reflects a *major* shift in the direction of the literacy service program. Routine line item adjustments do not require State Library approval.

EXCEPTIONS The exceptions to this requirement are the following types of changes:

- * Routine adjustments within a CLSA budget category, and
- * Shifting non-CLSA funds

STEPS

- 1) Discuss your intent with the Literacy Specialist:
Carole Talan, Family Literacy Specialist (916)322-0362
- 2) Complete a BCR (CLSA Form 66).
 - a. Enter the "Approved CLSA Budget" column using the budget page (CLSA Form 62) or the most recently approved BCR (CLSA Form 53).
 - b. Enter the requested change amount(s) in the "Budget Change Request" column. Indicate an increase with a plus "+" and a decrease with a minus "-" in front of the figure(s). Increases in one category must be offset by decreases in others, so that the total in this column equals zero.
 - c. Enter the "Proposed CLSA Budget" column, reflecting the new budget amounts requested.
- 3) State the reason(s) for the change(s) in the "Justification for Budget Change Request" section, briefly but clearly.
- 4) Sign and date the form.
- 5) Send to:

California State Library
Fiscal Office, Room 215, Family Literacy
P.O. Box 942837
Sacramento, CA 94237-0001

**BUDGET CHANGE REQUEST (BCR)
CLSA/FAMILIES FOR LITERACY FUNDS (FY 92/93)**

INSTRUCTIONS:

1. See the REVERSE SIDE of THIS FORM for details.

Name of Library

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel				
2. Library Materials				
3. Operations Total (a-g)				
a. contract services				
b. travel				
c. office supplies				
d. printing				
e. instructional resources				
f. children's books				
g. other				
4. Equipment				
5. Indirect				
6. TOTAL		-0-		

BCR_66.FFL (Rev. 7/91)

STATE LIBRARY USE ONLY	
Fiscal Agent/Library Rep. Signature	Date
CSL Consultant approval/signature	Date
CSL Fiscal Office approval/signature	Date

Cor Person Phone #

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Fiscal Year 1992/93

Placentia Library District

Name of Library

E. D. Miller

May 6, 1992

Library Director Signature

Date

CALIFORNIA STATE LIBRARY
 FISCAL OFFICE
 92 MAY 18 AM 10:5

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA) <i>Gary E. Strong</i> Gary E. Strong
1. Personnel	13,082.40	11,500.	24,582.40	15,900
2. Library Materials		2,100	2,100	
3. Operations	13,510.	770	14,280.	7,250
3a. Contract Services	5,960	0	5,960.	200
3b. Travel	750	125	875	500
3c. Office Supplies	200	125	325	200
3d. Printing	1,000	220	1,220	750
3e. Instructional Resources	500	300	800	500
3f. Children's Book Resources	3,200	0	3,200	3,200
3g. Other	1,900	0	1,900	1,900
4. Equipment		0	0	
5. Indirect	2,127	0	2,127	1,850
6. TOTAL	28,719.40	14,370.00	43,089.40	25,000



~~Asst Dir.~~
Asst Dir.

1310422

1164,894

145,528

\$470,150

~~\$470,150~~

47,728

11869

63,693

123,290

10,274

How much are we chasing?

→ negative think but it may be ~~realistic~~ realistic

→ need thinking that gives us hope

→ we may get us an exemption

Mary Byrne →

Roll call

Dennis - yes

Evan - yes

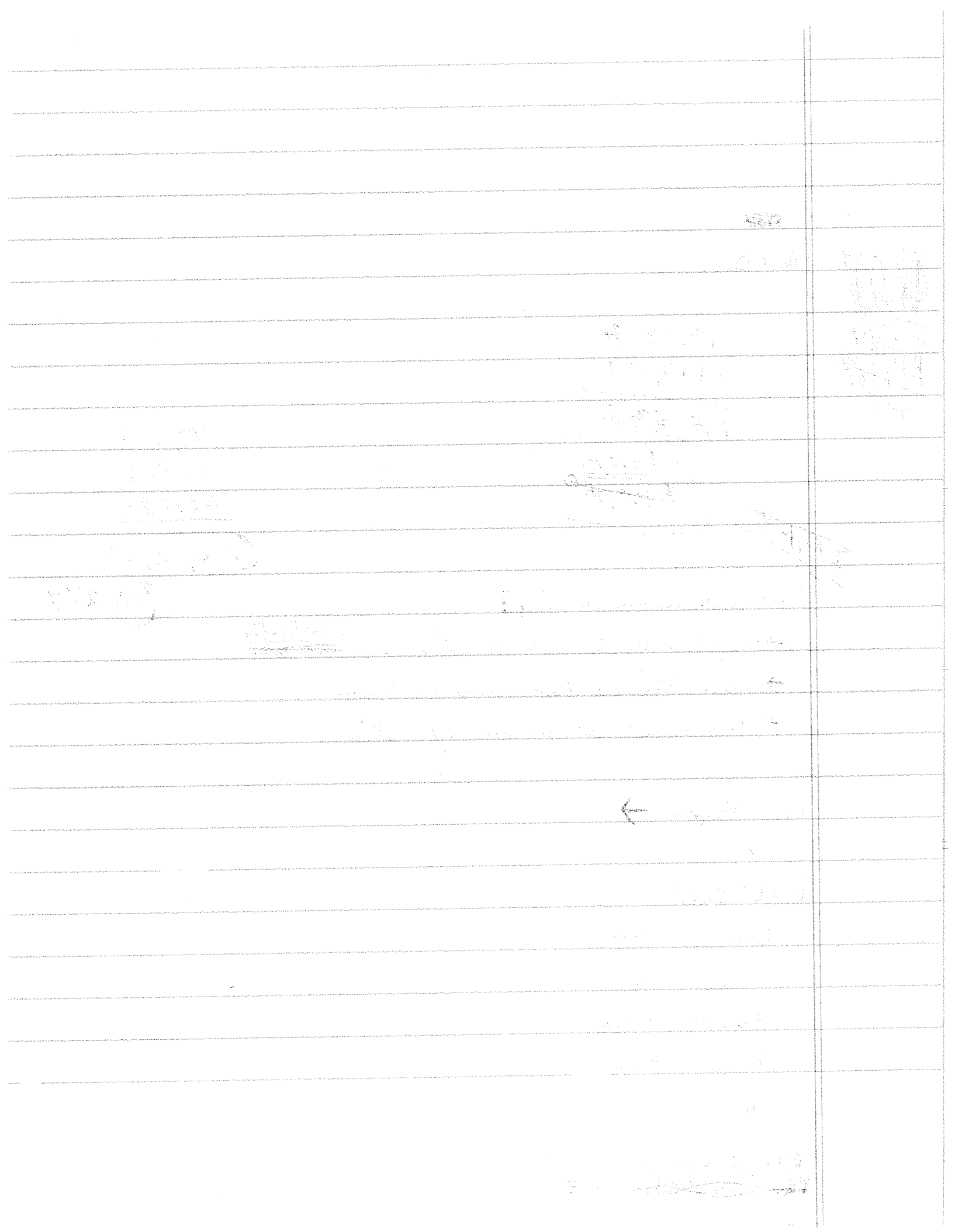
Stuart - no

Drew - yes

Walt - no

Blomquist & Baker

~~Blomquist & Baker~~ →



Stent -
Meet before

→ Blumig + Bekie
Wast - total
Wast.

Agenda - sky -
Foundations →

Sol - will issuing interest meant to
~~be~~ brought up.

Staff
~~Staff~~ appreciation dinner → June 24th

1. 1000

2. 1000

3. 1000

4. 1000

5. 1000

6. 1000

7. 1000

8. 1000

9. 1000



CALIFORNIA ADVOCATES, INC.

Park Executive Bldg., 925 L Street, Suite 350, Sacramento, CA 95814 (916) 441-5050

June 10, 1993

MEMORANDUM

TO: Library Coalition

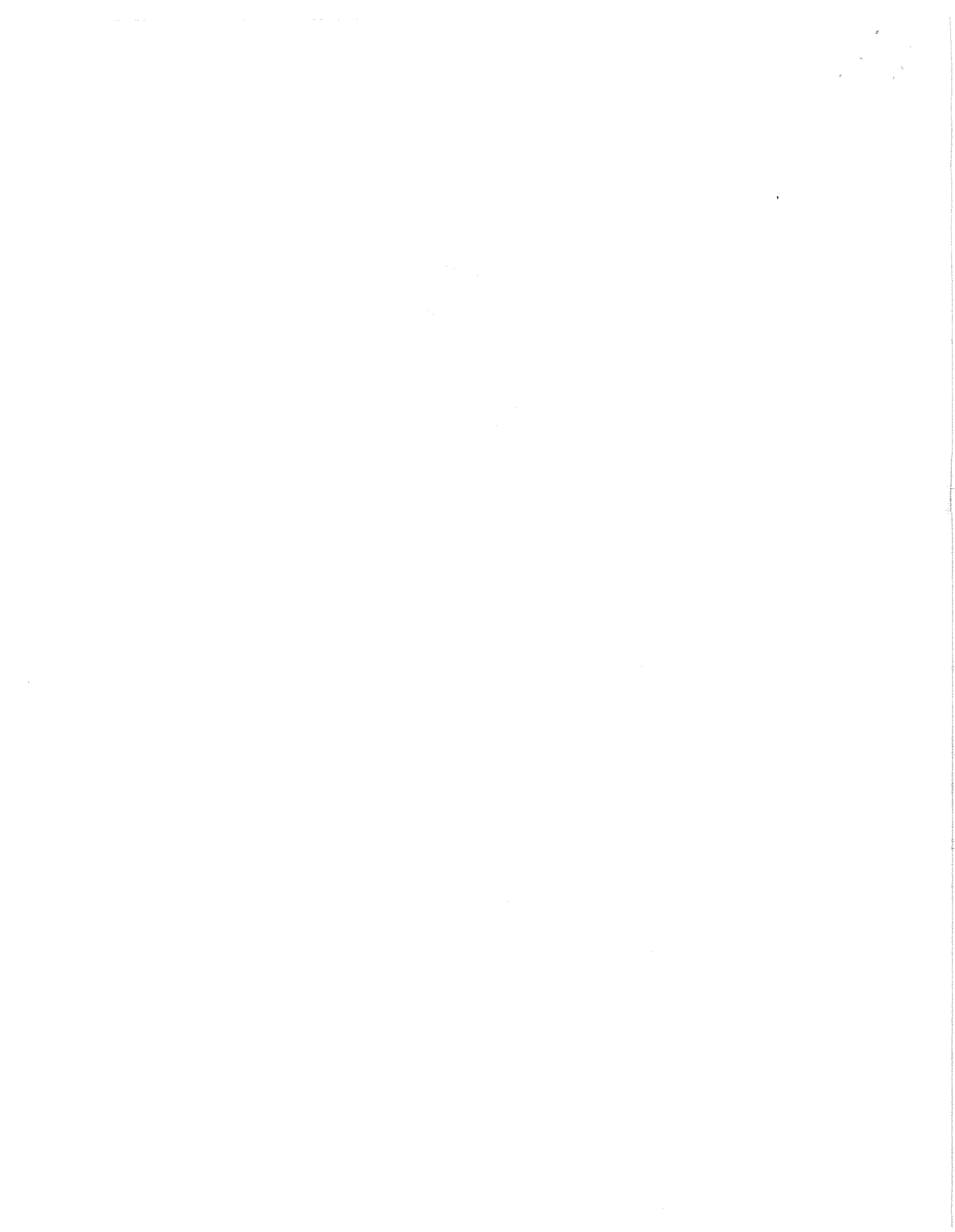
FROM: Mike Belote - California Advocates, Inc.

SUBJECT: Budget Conference Committee Status

As expected, local government working group chairman Mike Gotch made a report to the Budget Conference Committee early yesterday evening. Gotch made the following points:

- o the working group is struggling and finding consensus difficult, and needs until noon Friday to complete its work;
- o the group is unanimous that a property tax shift of \$2.6 billion is too high, and that a more appropriate figure is \$1.3 billion or less;
- o the budget package should contain at least \$200 million of "mandate relief";
- o the Legislature should enact automatic "triggers" to reduce spending if the economy does not improve;
- o the sales tax should be extended for at least six months and possibly longer;
- o "loophole" closures should be considered;
- o the budget should seek to minimize impact on fire protection and law enforcement;
- o the budget should not sacrifice long term financial stability for local governments, and should protect the property tax base;
- o the Legislature should seek the full adoption of the Legislative Analyst's recommendations over time.

Gotch's comments raise a whole host of questions. For example, John Vasconcellos asked whether the contemplated \$1.3 billion cut is inclusive or exclusive of the sales tax extension. After all, six months of extended sales tax is estimated to produce \$1.4 billion, which would mean that local government was suffering no cut at all. Gotch refused



to answer even this most basic question, indicating that the working group was struggling with that and other issues. Similarly, it was unclear what he meant by "full implementation of LAO recommendations." That comment could simply mean that the Legislature should continue to proceed with his AB 1335, permitting LAFCOs to initiate consolidation proceedings. Third, it is unclear what he means by loophole closure: he may be referring to proposals to reduce the entertainment tax deduction to 50%.

Several general comments may be in order. The first is that the conference committee appears to be experiencing growing frustration, and the possibility exists that the rather productive and even cordial atmosphere may change in the next few days. It is even possible, although probably unlikely, that the resolve to complete the budget process by June 15 could unravel when the "mega-issues" are considered. Second, it is clear that no \$2.6 billion property tax shift will occur. All the major players, from Willie Brown to Jim Brulte to Ken Maddy to Mike Gotch and others agree that some lesser amount must be chosen. Third, it is clear that John Vasconcellos will insist on some cuts to local government, as he believes that the majority of the pain in this year's budget thus far has been allocated to the state. Fourth, it appears that support for the superpot concept is dwindling as the debate continues. Fifth, it looks like enterprise districts will be a major victim of the shift, as there is some perception that these districts were treated less harshly last year.

Very tough times still lie ahead, especially as the Republicans in the Senate and Assembly make themselves heard. Tim Leslie warned the conference committee recently that no revenue enhancements would be considered by his caucus unless they were accompanied by reforms in the welfare system and mandate relief. The Assembly Republican Caucus allegedly will accept no revenue enhancements at all.

In the face of all this uncertainty, the conference committee will reconvene today at 2:00 p.m., apparently to continue working on open line items in the budget. The local government piece will not be considered until at least mid-day tomorrow.

MB/el



legislative alert

CALIFORNIA
SPECIAL
DISTRICTS
ASSOCIATION

CONFERENCE COMMITTEE TO CONSIDER LOCAL GOVERNMENT BUDGET FRIDAY

On Tuesday, June 8, the Joint Senate/Assembly Local Government Budget Working Group held a hearing to hear from law enforcement, builders and realtors about the effects of the proposed property tax shift. During the hearing, Victor Potthorff of the California State Association of Counties said that the counties are not interested in superpot, and that it simply won't work.

The joint working group, chaired by Assemblymember Mike Gotch and Senator Charles Calderon, had been requested by the Senate/Assembly budget conference committee to come back to them with a local government piece for the state budget by Wednesday, June 9. Members on the local government working group include: Assemblymembers Gotch, Harvey, Valerie Brown, Aguiar, Isenberg, Goldsmith; and Senators Leslic, Bergeson, Calderon, and Russell.

Yesterday, Calderon and Gotch came to the conference committee and requested more time. They intend to present a local government piece of the budget to the conference committee by noon Friday. Gotch said the local government working group had come to the conclusion that a \$2.6 billion shift would be "undefensible," and that the plan they will present will have a ceiling of \$1.3 billion. It is unclear whether this would also include the shift of an additional \$1.3 billion the following year.

Other suggestions the local government group is considering making are: extension of the 1/2 cent sales tax beyond what the Governor has committed to, mandate relief to the tune of about \$200 million, and some form of tax loophole closure. Gotch also referred to the working group's support of the Legislative Analyst's recommendations, and their interest in beginning to move toward that end beginning with the outcome of this year's budget debate.

Now is the time for a full-court press. Please continue to contact your local news media and legislators, and fax copies to CSDA. Thanks to your efforts, we are receiving follow-up telephone calls from reporters, and news coverage. The situation is changing rapidly, and the local government portion of the budget is fluid. Your efforts make a difference!

For up to date information on the budget debate, please call the CSDA Legislative Hotline at (800) 292-CSDA.

FIELD POLL RESULTS

Two-thirds of Californians oppose the Governor's plan to shift property taxes from localities to the state. This information was released on Monday in a joint press conference with CSDA, ACWA, the League of Cities and the California State Association of Counties.

86/ 3/93 16:45:42

->

2332 Santiago

Page 2

JUN- 9-93 WED 14:34 MICHAEL DILLON & ASSOC.

P. 02

Governor's local government property tax shift. Members of the Working Group included Assemblyman Mike Gotch, Chair, and Assemblymembers Jan Goldsmith, Fred Aguiar, Valerie Brown, Philip Isenberg, and Trice Harvey. Senators included Co-Chair Chuck Calderon, Marian Bergeson, Newton Russell, Mike Thompson, Cathie Wright, and Lucy Killea. The committee hearing was unusual in that it did not involve the normal staff members from the Local Government Committees. Instead the Office of Majority Services set up the hearing. Additionally, the usual organizations representing cities, counties, and special districts were not invited to participate directly. Instead, selected witnesses representing public safety, a representative of a small county, and representatives of the Association of Realtors and California Building Industry Association were scheduled witnesses.

In his opening statement, Chairman Mike Gotch stated that the Working Group wanted to "seek a spark of information for solution and not just hear an inventory of disasters." No miracle solutions emerged from the testimony. Most of those who testified encouraged extension the sales tax. The Los Angeles County Under-Sheriff, went so far as to recommend rejection of the property tax shift and extending the sales tax for law enforcement only. The Working Group continues to meet behind closed doors and had been expected to make recommendations to the Budget Conference Committee this afternoon. However, we have just received word that the Working Group would like to postpone their recommendations until Friday. The Budget Conference Committee had hoped to wrap up its actions by Friday and this request could delay that effort.

IV. "SUPER POT" ETC.

As reported to you previously the Governor's budget proposes a \$2.6 billion shift of property taxes from cities, counties, and special districts to schools. The Assembly also proposes a \$2.6 billion shift, but over two years. The Senate proposes a \$1.3 billion shift. In addition, the Governor's budget proposes to give all of the special district augmentation fund monies to the counties to offset their lost property tax. The SDAF represents about \$400 million in round numbers. The Governor's budget would also give counties the remainder of special district property taxes in the amount of approximately \$1 billion. Ostensibly the counties would give this money back to special districts. However, there is no requirement that they do so. This approach is slightly different than last year's "super pot" which at least required that the special district taxes be given back to special districts. CLA is actively opposing the "super pot" approach as it would negatively impact most county special district libraries and independent special district libraries. There seems to be growing resistance to this concept. Additionally, there is increased resistance to the entire \$2.6 billion property tax shift. At this point \$1.3 billion is a more realistic number. Whether or not this number can be reduced further depends on the



11/11/11

11/11/11

VILLAGES TO ESTABLISH, EQUIP AND MAINTAIN PUBLIC LIBRARIES: TO PROVIDE FOR THE FORMATION, GOVERNMENT, AND OPERATION OF LIBRARY DISTRICTS; THE ACQUISITION OF PROPERTY THEREBY; THE CALLING AND HOLDING OF ELECTIONS IN SUCH DISTRICTS; THE ASSESSMENT, COLLECTION, CUSTODY AND DISBURSEMENT OF TAXES THEREIN; AND TO CREATE BOARDS OF LIBRARY TRUSTEES," approved March 12, 1909, said formation authorized and effected September 2, 1919 by the Board of Supervisors of Orange County, California. As an independent special district, we are eligible for the so-called "AB 8 Bail-Out", funds available under Revenue and Taxation Code Sections 93 and 95 et seq." However, to date, we have not received any special district augmentation funds nor do we expect to receive any.

Under the provisions of Senate Bills 844 and 617, the Placentia Library District expects to lose approximately \$127,000.00 in revenue. We have no other means of raising these revenues. Under the provisions of the Education Code, libraries are not allowed to charge fees for library services or usage. Proposition 13 took away the Placentia Library District's authority to tax. In exchange, we were provided with the same ratio of property tax on a prorata share as we had received prior to Proposition 13. The loss of \$127,000.00 is based on a total revenue calculation that includes state and federal grants as well as property tax revenues. The loss of revenues under Senate Bills 844 and 617 will have an immediate and significant impact on our ability to successfully continue providing the library services to which it is committed.

In our opinion, the shift of property tax revenues by the State Legislature is unconstitutional for the reasons that are well delineated in the Petition. If this Court is unwilling to hear this Petition, irreparable harm will occur to the special districts and the individual taxpayers (whose tax money which was specifically designated to this special district is being diverted by the state for its own discretionary use).

Finally, this issue is of immediate concern to all affected special districts statewide because it is anticipated that all counties will be distributing their property tax funds according

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906



Attachment B

December 3, 1992

Chief Justice and Associate Justices
of the Supreme Court of California
3580 Wilshire Blvd., Room 213
Los Angeles, California 90013

Re: Ventura County Taxpayers Assn., et al., vs.
Norman R. Hawkes, et al., Civil No. S-030172

To The Honorable Court:

We are writing this letter with regard to the ORIGINAL

PETITION FOR WRIT OF MANDATE AND COMPLAINT FOR DECLARATORY

RELIEF, in the referenced case which we understand was filed in

this Court on December 10, 1992. The Petition challenges the

constitutionality of Senate Bills 844 and 617 which were both

enacted in September 1992 by the California Legislature. Please

be advised that the Placentia Library District of Orange

County supports the Petition.

Senate Bills 844 and 617 relate to the shifting of certain

property tax revenues from special districts statewide to school

districts. More specifically, and as it relates to this special

district, the measures mandate a shift to school districts of up

to 35% of property tax revenues (not to exceed 10% of total

revenues from all sources) which otherwise are provided to this

special district in accordance with higher legislation. The

legislative intent of this measure is to reduce the amount of

state constitutional funding otherwise required to be provided to

the school districts and transferring that amount to the state's

general fund.

The Placentia Library District of Orange County is an

independent special district formed in accordance with the

provisions of an act of the Legislature of the State of

California entitled "AN ACT TO ALLOW UNINCORPORATED TOWNS AND

Notwithstanding the above, I believe it would be useful to reevaluate the value of an amicus curiae brief until the last possible moment. The reason for this, is that it may be a better use of our limited funds to either obtain some lobby assistance for use in continuing library services.

The legislated tax shift is a particularly sensitive issue given the state of the California economy. From a legal standpoint, I believe that the petition is well-founded. However, from a political standpoint, we currently have a state that is running a huge deficit, and there is little hope that that deficit will be improved during the course of the next year. Hence, if the Supreme Court is unwilling to face this issue and sends the petition down to the Superior Court, it is unlikely that the courts will subsequently overturn the legislation. The reason for this, is that the funds that will have been shifted will no longer be available and there will be no funds from any other sources.

Finally, I remind you of our conversation of last week wherein I indicated that it is my belief that the initial cost estimates provided by the Behrens firm are extremely conservative. These amounts would only be possible if there were a multitude of filings statewide by special interest districts wherein the Behrens firm acted as counsel and were able to distribute the total cost among all of these different lawsuits. It does not appear that this in fact will take place. Hence, I believe that costs will be more in line with the above.

Should you have any questions concerning this matter, please do not hesitate to contact me. If you decide to file a letter supporting the assumption of jurisdiction by the Supreme Court, I will be able to draft this for you, or as a cost saving measure, I would be willing to review any letter which is drafted by the District.

Very truly yours,

G. Keith deBruckey

G. Keith deBruckey

GKD:ntf

What does all this mean to the Placentia Library District and what, if anything, should the Placentia Library District do to protect its interests with respect to the potential loss of funds due to the tax shift legislation?

First, if money were not an issue, I would whole-heartedly recommend that we file a "me too" type of action with the Supreme Court. In reality, this action would be consolidated with the "Behrens action" and, if the Supreme Court decided to exercise its original jurisdiction and hear the matter, would be heard together. The cost of preparing the petition, even considering that a lot of the work has already been done by the Behrens firm and they are willing to share that with us, would cost several thousand dollars. Additional discovery, preparation for and attendance at all hearings, response to any motions and preparation of our own to counteract any legal actions by the defendants, would cost many more thousands of dollars. You should be prepared to spend a minimum of \$50,000.00 to bring this action through the Supreme Court, assuming that the Supreme Court does not refuse to hear the matter and send it down to the Superior Court which would require a hearing at the trial court level and then appeal to the Appellate Court before ever reaching the Supreme Court. If the matter has to be fought first in the Superior Court, then the cost will probably double. These, I believe, are realistic dollar amounts taking into consideration that we would receive some assistance from the suit filed by the Behrens firm.

Given the high cost of such a lawsuit, I recommend against this course of action. In particular, such a "me too" lawsuit would likely be consolidated with the suit filed by the Behrens law firm, and the result is likely going to be exactly the same for our particular situation as for them. If the suit filed by the Behrens firm is successful, then we will also be given relief from Senate Bills 844 and 617. Hence, we should use our limited resources to assist the Behrens firm in their efforts to bring this matter directly before the Supreme Court. Therefore, I would strongly recommend that a letter be drafted and provided to the Supreme Court requesting that they assume jurisdiction of the petition. This action was requested by Behrens' firm in their letter of December 11, 1992.

Thereafter, if the Supreme Court does assume jurisdiction, then I would recommend that we consider filing an amicus curiae brief in support of the Behrens petition. Such a brief can be as long or as detailed as desired, but I believe it could be effectively done, together with a general monitoring of the lawsuit for a cost of approximately \$5,000.00.

G. Keith deBrucky

LAW OFFICES OF
ATTORNEY AT LAW
G. KEITH DEBRUCKY
JANE E. KRUGIER
101 SOUTH KRAEMER BOULEVARD
SUITE 202
PLACENTIA, CALIFORNIA 92670
(714) 993-3387 • FAX (714) 993-7067

December 15, 1992

Placentia Library District
Attn: Elizabeth Minter
411 East Chapman Avenue
Placentia, CA 92670

Hand Delivered

Re: Legal Challenge to 1992 Property Tax Shift

Dear Ms. Minter:

At your request, I have reviewed certain documentation provided by the law firm of McCormick, Kidman, Behrens & Holzwarth relating to a legal challenge to the so-called 1992 property tax shift. Additionally, I have spoken at some length with Russ Behrens and yourself. I have also reviewed the original petition for Immediate Stay and for Writ of Mandate; Complaint for Declaratory Relief; and Memorandum of Points and Authorities in Support thereof which last week was filed with the Supreme Court of the State of California. Finally, this letter is prepared for the purpose of providing same to the Board of Directors of the Placentia Library District to assist them in deciding the best course of action for the Placentia Library District with regard to the tax shift legislation.

The action brought by the Behrens law firm is for the purpose of having the California Supreme Court review the constitutionality of Senate Bills 844 and 617 which shift special district's property tax revenues to school districts, thereby reducing the amount of funds that the state must pay to the schools in order to meet its constitutionally mandated funding levels.

The lawsuit has its basis in constitutional law. The legislation, as applied, arguably violates three broad constitutional principles. First, the right of equal protection which requires both the federal and state government to tax its citizens uniformly. Second, under California law, and particularly Propositions 13 and 98 and the enabling legislation thereto, the state has a property tax structure that is being circumvented and undermined by Senate Bills 844 and 617. Third, the action argues that the tax shift would be a gift of public funds to another public entity in violation of the California Constitution.



California
Special Districts
Association

915 L Street
Suite 1000
Sacramento, CA
95814
916.442.7887

LEGISLATIVE ALERT

December 17, 1992

SUIT FILED TO CHALLENGE PROPERTY TAX SHIFT

As you may have heard, a suit has been filed on behalf of a number of districts in Ventura County challenging the constitutionality of the property tax shift legislation passed earlier this year. The lead agencies filing the suit are the Calleguas Municipal Water District, the Ventura County Taxpayers Association and a number of other Ventura County special districts.

The petition to the State Supreme Court was filed on December 10, 1992. The first task is to have the State Supreme Court take jurisdiction on the case, rather than sending it to a lower court first. It is in the special districts' interest to have this case decided as quickly as possible. The primary arguments cited by the districts in challenging SB 844 and SB 617 are:

- The legislation violates Article 13, Section 24 of the State Constitution which prohibits the Legislature from imposing taxes for local purposes;
- The legislation violates the provision of Article 13A, Section 4 of the State Constitution in that it constitutes a special tax without a two thirds vote of the people;
- The legislation violates Article 13B, Section 6 of the State Constitution in that it imposes a state mandated cost on local government without provision for state subventions to reimburse those agencies;
- The legislation violates the purpose and intent of Proposition 13 of providing effective tax relief and certainty in taxation, and thus constitutes a fraud and subterfuge on the taxpayers;
- The legislation violates Article 16, Section 6 of the California Constitution which expressly prohibits the Legislature from making or authorizing any gift of public funds to a private party or to another public entity, and prohibits the transfer of public funds collected for one local government entity to another governmental entity for a purpose unrelated to the transferring entity.

The California Special Districts Association has been asked to request the Supreme Court to take jurisdiction on the case immediately. CSDA is considering making such a request and will probably do so this week. CSDA will not be taking a position on the merits of the suit itself since this is a function which should be left up to local districts.

Questions about the suit may be directed to the Law Firm functioning on behalf of these districts, McCormick, Kidman, Behrens & Holzwarth. The lead attorney is Arthur Kidman at (714) 755-3100.

Attached is the cover sheet of the complaint which lists all of the parties involved.

Executive Director
David Nagler

Deputy Director
Catherine Smith

Special Events Director
Karen Roberts

Legislative Advocate
Ralph Horn 916.442.4504

06/09/93 16:44:53

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2332 Santiago

Page 1

JL - 9-93 WED 14:34 MICHAEL DILLON & ASSOC.

P. 01

June 9, 1993

TO: ALL COOPERATIVE LIBRARY SYSTEMS FOR FORWARDING TO
MEMBER LIBRARIES AND CLA LEGISLATIVE CONTACTS

FROM: Mike Dillon, Lobbyist
California Library Association

RE: Legislative Update

I. SB 566 PASSES SENATE

Just before noon the Senate passed SB 566-Roberti, the benefit assessment legislation co-sponsored by CLA and the County of Los Angeles. The vote was 27 ayes to 9 noes. The twenty-seven votes were cast by all the Democrats except Senators Wadie Deddeh and Nicholas Petris, who were not on the floor at the time of the vote, and five Republicans. The Republicans voting yes were Senators Marian Bergeson, Robert Beverly, Bill Craven, Republican Leader Ken Maddy, and Becky Morgan. Nine Republican Senators voted no. They were Senators Frank Hill, Rob Hurtt, Bill Leonard, Tim Leslie, John Lewis, Don Rogers, Cathie Wright, and Phil Wyman. Republican Senator David Kelley did not vote.

Senator Roberti, in presenting the measure on the floor, stated, "The future of all public libraries in California is jeopardized by our budget reductions and revenue shortages at all levels of government. Libraries have very limited authority to raise additional revenue and there should be some degree of local control and viable local options to preserve library services." Senator Michael Thompson also rose to support the measure, saying that "we need to ensure libraries are not only open but up to date. In recessionary times businesses and people looking for work rely more on libraries. This measure is the ultimate in local control." Republican Senator Hurtt of Orange County was the only senator speaking in opposition to SB 566.

II. THINGS MOVING FAST

The Budget Conference Committee is still hoping to wrap up activities this week. The leadership of both houses is expecting to bring the budget bill up on the floor for vote next Tuesday. Added urgency is given to the discussions because of the need to enact any budget related legislation to extend the sales tax by June 20. This date is important in order to have retailer requirements in place by the effective date of July 1. Still to be resolved are the major issues relating to education and local government, including the property tax shift and extension of the sales tax.

III. LOCAL GOVERNMENT WORKING GROUP

... assembly/Senate Local Government Working



TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, ^{cup}Literacy Coordinator

DATE: April 7, 1993

SUBJECT: Literacy Volunteers of America Board Report

The minutes of the March 23, 1993 meeting of the LVA-Placentia Board of Directors are attached.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:15 p.m. on Tuesday, March 23, 1993, in the Placentia Library Conference Room.

The following directors were present:

Lotte Gopalakrishnan
Leslie Moreau

The following directors were absent:

Peggy Dinsmore (excused)
Valarie Harris (unexcused)
Joanne Maguire (excused)
Maria Moreno (unexcused)
Jess Ramirez (excused)

Melanie Daniels, Literacy Coordinator, Elizabeth Minter, Library Director, and Juliet Zaide, a potential volunteer, were also present. Because there was no quorum, the meeting was informational.

2. PRIOR MEETING MINUTES. The minutes of the January 12, 1993 meeting were circulated prior to the meeting for review by the Directors. Approval of the minutes was tabled until the next meeting.

3. TREASURER'S REPORT. The Treasurer's report for the period February 24 through March 23, 1993, showing \$957.68 in the general fund and \$3,157.68 in total funds, is included with these minutes as Exhibit 1.

Lotte Gopalakrishnan reported results from the holiday solicitation: \$205 in income, \$87 in expenses, for a net \$118. Lotte also noted \$175 income from the gift cards. After the expense of \$32.50 for the 35 cards sold, net income is \$142.50. Leslie Moreau noted that Valarie Harris sent a thank you letter to Rockwell International for their \$1,000 contribution.

4. COORDINATOR'S REPORT. Melanie Daniels' report is included with these minutes as Exhibit 2. Melanie reviewed with the directors the following:

March 23, 1993

A. Program Statistics.

B. Activities.

- 1) Tutor and Student Support Groups.
- 2) Tutor training workshops.
- 3) Literacy Bulletin Board.
- 4) Newsletter.

C. Network Activity.

- 1) Volunteer Fair.
- 2) OCLN-WPLPOC.

D. Upcoming Activities.

- 1) Student/Tutor Support Group meeting.
- 2) Library's writing contest.
- 3) Chamber of Commerce mixer.

5. REPRESENTATIVE REPORTS.

A. PLD/Legislative Informant. In Peggy Dinsmore's absence, Elizabeth Minter discussed Placentia Library District's lobbying efforts.

B. City Representatives. Elizabeth Minter also confirmed Melanie's and Joanne's information that Brea is now serviced by Orange County Library's literacy program (Read Orange County). LVA-Placentia will continue to service Yorba Linda.

6. COMMITTEE REPORTS.

A. Nominating Committee. Juliet Zaide accepted our invitation to visit our meeting, is present, and will consider further participation with our group.

B. Executive Committee. The directors reviewed the latest copy of the Master Calendar mailed with the letter of call to this meeting.

Leslie Moreau distributed copies of the "wish list" as revised at the February meeting. Elizabeth Minter requested an additional revision. After so doing, Leslie will provide copies of the "wish list" for distribution at the Chamber Mixer and Breakfast meetings, tutor workshops, and other publicity opportunities. Reference Exhibits 3 and 4.

March 23, 1993

C. Finance Committee.

1) Bowl-A-Thon. Melanié Daniels reported gross income to date of \$2,311.36. Of this amount, LVA-Placentia will net 70%, or \$1,617.95. LVA-California's 30% amounts to \$693.41.

2) Placentia Street Fair. Discussion on this project was tabled until we receive the information packet from the City in late April.

D. Program Committee. Reference the Coordinator's Report for program activities.

E. Public Relations.

1) Volunteer Fair. Leslie Moreau and Valarie Harris represented LVA-Placentia at this event. They and Melanie Daniels will follow up on the several leads generated.

2) Speakers Bureau. Leslie Moreau, Valarie Harris, and Joanne Maguire met February 27 to discuss the LVA presentation by Joanne and Esther Guzman at the April 29 Chamber breakfast meeting.

Leslie distributed copies of the promotional article submitted March 1 for the Chamber newsletter. Reference Exhibit 5. Melanie will be meeting with Esther next week to prepare further.

3) Media Release. Leslie also distributed a similar promotional article that has been updated to (a) delete references to serving Brea and (b) show current program statistics. Reference Exhibit 6.

7. OTHER BUSINESS.

A. Melanie and Leslie will represent LVA-Placentia at the LVA-California-sponsored 50/50 Management Training seminar April 24 and 25.

B. Melanie discussed correspondence from LVA-National regarding Laubach Council recruiting and from LVA-California regarding staffing. Reference Exhibits 7, 8 and 9.

C. Melanie distributed copies of the Cal Lit State Conference announcement. Reference Exhibit 10.

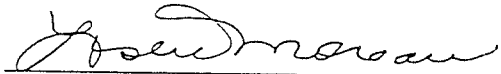
D. Elizabeth suggested LVA representation at the May 10 Family Literacy Program graduation and the June 17 blood drive.

March 23, 1993

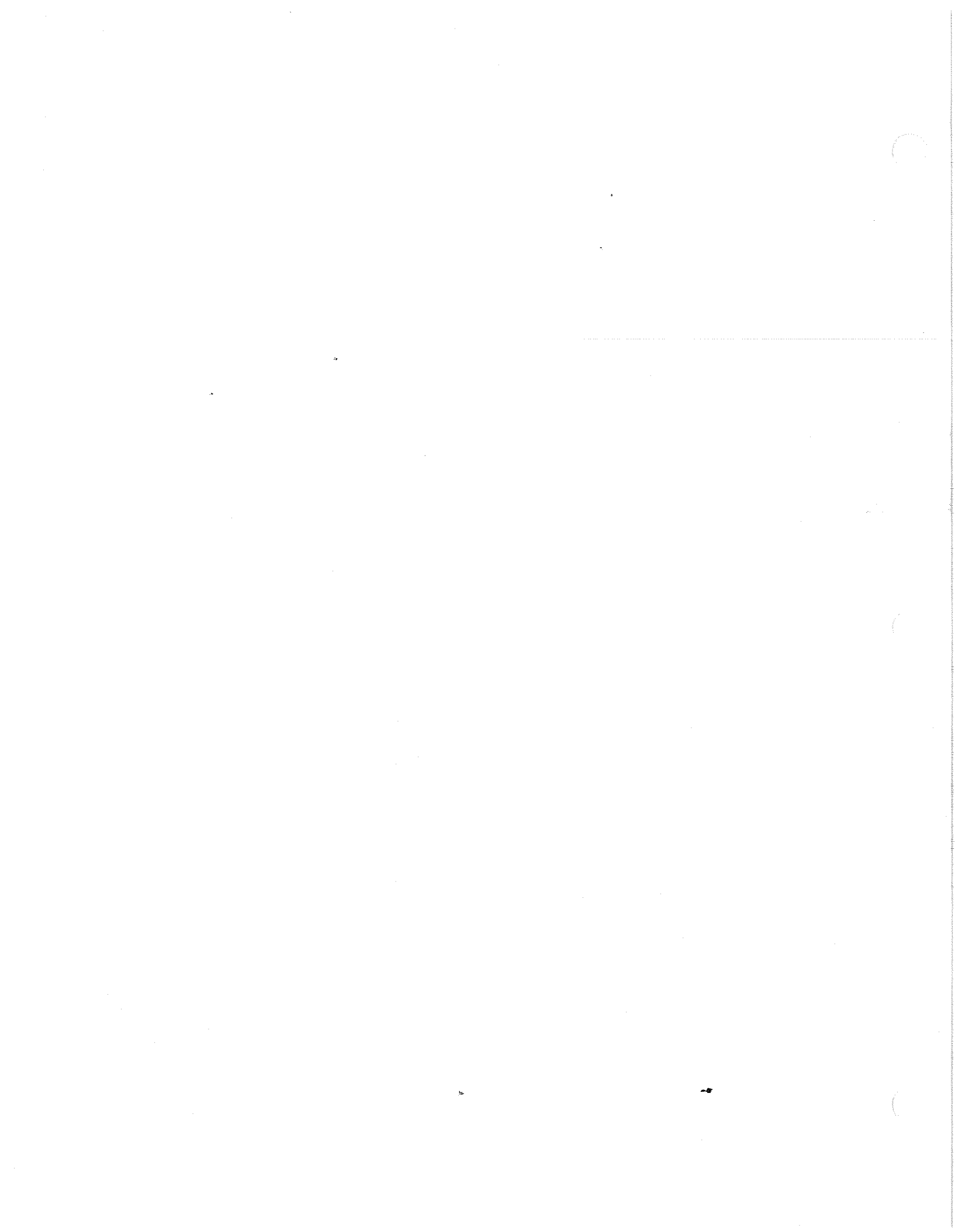
E. Melanie provided names and phone numbers for two new tutors who volunteered for other activities: Dorena Rodriguez (714-961-8780) will help with fund raising and public relations; Patricia Davis (714-528-5448) will help with hospitality and thank you notes.

8. NEXT MEETING. Since the coordinator and several of the board members will be unavailable at various times during April, the next meeting of the Board of Directors will be the regularly scheduled Tuesday, May 25, 1993.

9. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:30 p.m.



Leslie Moreau, Secretary



Post-It™ brand fax transmittal memo 7671		g. of pages > 4
To Elizabeth M.	From Peg Fox	
Co. PLD	Co. SAA	
Dept.	Phone #	
Fax #	Fax # 566-3049	

Agenda Item 8

Page 1

DRAFT

MINUTES
 SYSTEM ADVISORY BOARD MEETING
 PLACENTIA LIBRARY DISTRICT
 411 East Chapman, Placentia, Ca. 91670
 Tuesday, February 16, 1993
 7:30 p.m.

SAB Members Present:	Gigi Genereux, Chair Rilda Jamieson Meredith Martini Ted Farkas Kathi Jo Brunning Chitra Krishnaswamy	Fullerton Public Lib. Anaheim Public Lib. Orange Public Lib. Placentia Lib. Dist. Santa Ana Public Lib. Yorba Linda Public Lib.
Council Members Present:	CarolAnn Tassios	Yorba Linda Public Lib. Dist.
Staff:	Linda Katsouleas Peg Fox	Santiago Library System Santiago Library System

I. CALL TO ORDER

Gigi Genereux, Chair, called the meeting to order at 7:40 p.m. in the Community Room of the Placentia Library District.

II. INTRODUCTIONS

Those present introduced themselves and welcomed the newly appointed representative from the City of Santa Ana, Kathi Jo Brunning.

III. APPROVAL OF MINUTES

MOTION: It was M/S/C (T. Farkas, C. Krishnaswamy) unanimously to approve the minutes of the meeting of October 20, 1992.

-2-

IV. OLD BUSINESS:

A. SAB Chair's Report

G. Genereux read the letter and presented the plaque from the California Library Services Board. The plaque reads as follows: "The California Library Services Board presents the Outstanding System Advisory Board Award for 1992 to the Santiago Library System Advisory Board in recognition of its valuable S.L.S. Resources Directory to be used by librarians throughout Orange County and for its coordination of, and support for, citizens' interaction with their Orange County Legislative Representatives."

M. Martini stated that he had read the Award letter at an Orange City Council meeting. It was then decided to display the plaque, a few weeks at a time, in the various SLS libraries.

It was noted that a CALTAC workshop "Communicating with your Representatives" is planned for February 27 from 9 am to 3 pm at Yorba Linda Public Lib. SAB members were urged to attend this workshop, as it correlates with the Plan of Service for this year. Those planning to attend are: C. Krishnaswamy, G. Genereux and L. Katsouleas.

B. Status Report on System Administration

L. Katsouleas gave a status report on System Administration, explaining that the Council is examining the System's future. The SLS Council has agreed not to disband or dissolve. They will continue at about the same level of service as presently exists. Proposals will be submitted by MCLS and OCPL for System Administration and Fiscal Agent. More information will be available on State funding after the CLSB meeting.

The SLS Resource Directory is in the process of being updated and will be completed very shortly. The Summer Reading Program is progressing very well. There is a "Programming on a Shoestring", Children's Services workshop on March 11 and a Reference Committee workshop "The Global Mini-Mart" planned for May 6.

Katsouleas further reported that the State Library and CLA are considering proposing some very innovative legislation (Roberti), based on a Benefit Assessment District. Library support will be removed from the

-3-

general fund of cities and counties. This proposal is still in the draft stage and has not been introduced to the Legislature as yet.

MCLS is concerned about "building bridges" between Systems. The statewide network is looking at the possibility of Orange, Los Angeles, San Luis Obispo and Santa Barbara counties as one area.

Katsouleas then discussed Internet and the fact that MCLS introduced it in Los Angeles and in Orange County. Librarians are not required to participate in it, however most do.

C. Library Promotion Project

G. Genereux explained the SAB project for this year is the preparation of packets, with articles of current activities from all SLS libraries which will be distributed by the library representatives when they make their annual legislative visits either in Sacramento or in the local legislative offices. SLS will purchase the packets, which will display the SLS logo, photocopy if necessary and then the packets will be assembled by SAB members and sent to the SLS office for distribution to member libraries. The visit dates will be arranged by the individual Library Directors.

V. NEW BUSINESS

A. Selection of Nominating Committee

Members discussed the formation of a Nominating Committee. M. Martini made a motion that the committee of the whole report their slate of officers at the May meeting. Members voted unanimously to do so.

B. Discussion of Plan of Service for FY 1993-94

G. Genereux asked for some ideas for the coming fiscal year. M. Martini suggested the possibility of polling the reference librarians to see if the Resource Directory information is being utilized. Genereux suggested continuing the SAB contact with their Legislators. T. Farkas suggested following up news releases through local newspapers to readily notify the public of library-related events. The Orange County News Network was suggested as a means of communication. The Chair then suggested thinking about the various activities suggested and then contacting Genereux with additional input prior to the May meeting.

VI. ROUND TABLE

Those present shared news from their libraries. C. Tassios, Library Director from Yorba Linda Public Library noted that this would be the last meeting for Chitra Krishnaswamy who has been transferred by her employer. Chitra was appointed to the SAB in 1986 and has been an active, loyal participant. She will be missed by the Yorba Linda Public Library community, by SLS and the SAB members.

VII. DATE & LOCATION OF NEXT MEETING

The next SAB meeting will be held at 7:30 p.m. Tuesday, May 25, 1993 at Fullerton Public Library.

VIII. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Peg Fox

SLS Administrative Assistant

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 17, 1993

DATE		AMOUNT
Apr 29, 1993	1	\$5,406.09
May 08, 1993	2	<u>\$1,893.90</u>
TOTAL		<u>\$7,299.99</u>

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Apr 21, 1993	May		3,796.55	030-000	
PACIFIC BELL	Apr 17, 1993	528-8236	22.20			
Payment Center	Apr 17, 1993	528-1906	193.52	215.72	070-000	
Van Nuys, CA 91388	Apr 07, 1993	251-5376	87.81			
	Apr 07, 1993	251-5377	87.81	175.62	070-005	
				391.34	Total	
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Apr 23, 1993	May		24.95	180-000	
KINKO'S	Dec 20, 1992	400260191	53.79			
P.O. Box 8033	Apr 16, 1993	400261318	43.83			
Ventura, CA 93002-8033	Apr 17, 1993	400261320	1.94			
	Apr 19, 1993	400261334	254.56			
	Apr 19, 1993	400261335	10.34			
	Apr 21, 1993	400261357	4.31	368.77	180-000	
	Apr 19, 1993	400261336		13.45	180-008	
	Feb 26, 1993	400260833	14.55			
	Apr 15, 1993	400261298	11.64			
	Apr 19, 1993	400261329	2.22			
	Apr 23, 1993	400261387	10.17	38.58	180-009	
				420.80	Total	
Law Offices of G. Keith DeBrucky 101 S. Kraemer Blvd., Ste. 202 Placentia, CA 92670	Feb 25, 1993	Feb 09, 1993	40.00			
	Apr 26, 1993	April	320.00	360.00	190-000	
CARE RESOURCES 9550 Warner Ave. Ste. 206 Fountain Valley, CA 92708	Apr 22, 1993	April	50.75			
	Apr 22, 1993	May	50.75	101.50	190-000	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Apr 19, 1993	Mar 17, 1993- Apr 15, 1993		310.95	280-000	

The claims listed above (totaling \$5,406.09) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Ed Minter

Approved By

Countersigned By

Attested and/or Countersigned By

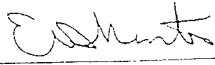
CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Apr 22, 1993	May		366.44	030-000	
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Apr 24, 1993	May		163.20	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Apr 19, 1993	996-2865		21.59	070-000	
S & M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	May 03, 1993	7096		1,091.52	180-000	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	May 05, 1993	400261519		7.11	180-009	
SCOTT FORESMAN 1900 E. Lake Avenue Glenview, IL 60025-9969	Oct 21, 1992	01-69884447	17.31			
	Oct 20, 1993	01-69884439	73.32	90.63	240-009	
	Oct 20, 1993	07-69884439		40.23	180-009	
				130.86	Total	
Southern California Water Co. 130 N. Bradford Ave. Placentia, CA 92670	Apr 29, 1993	Mar 24, 1993- Apr 22, 1993		113.18	280-000	

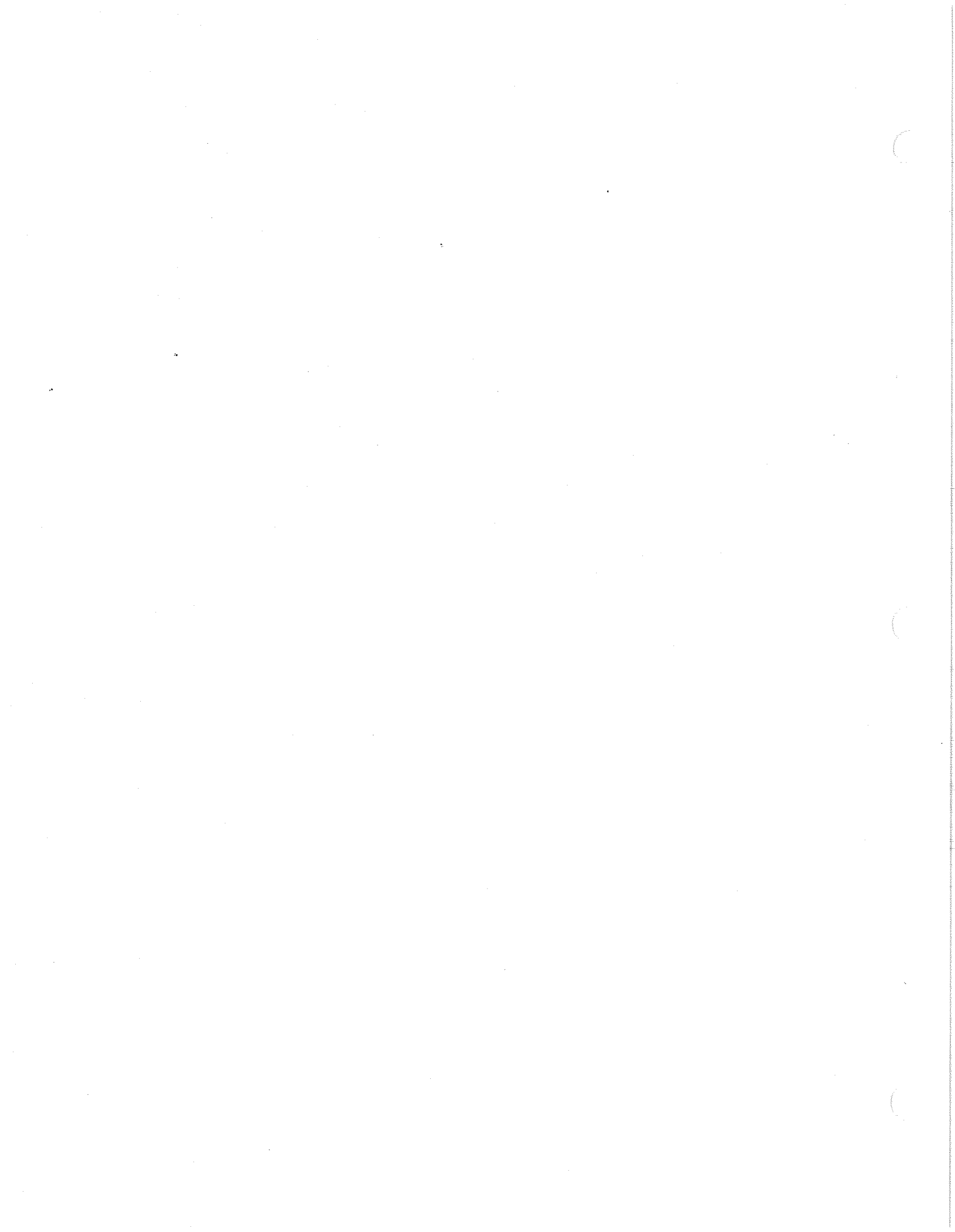
The claims listed above (totaling \$1,893.90) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.



Approved By

Countersigned By

Attested and/or Countersigned By



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated May 17, 1993.
 May 17, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$73.59</u>
Subtotal for Immediately		\$73.59
Regular	1	\$13,339.53
	2	\$2,199.63
	3	\$3,907.83
	4	\$2,219.86
	5	<u>\$1,301.15</u>
Subtotal for Payments		\$23,041.59
Payroll	3023	\$18,900.00
	3024	<u>\$28,200.00</u>
Subtotal for Payroll		\$47,100.00
	TOTAL	<u>\$70,141.59</u>

DATE: May 17, 1993
Report No. 3017

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	May 04, 1993	524-8408		63.89	070-008	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	May 12, 1993	0400261583		9.70	180-000	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$73.59) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Apr 16, 1993	14064398		749.29	100-000	
WESTEK COMPUTER 1001 S. Placentia Ave. Fullerton, CA 92631	Apr 15, 1993	10698-IN		141.00	130-000	
MINO-MICROGRAPHICS P.O. Box 5471 El Paso, TX 79954-5471	Apr 19, 1993	14968 000 SM		87.51	130-000	
A. R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Apr 20, 1993	6210		309.00	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Apr 21, 1993	22970		4,345.77	140-000	
				7,315.65	280-000	
	Apr 22, 1993	22986		91.80	180-000	
				11,753.22	Total	
DEMCO P.O. Box 7488 Madison, WI 53707	Mar 05, 1993	D558316		47.41	180-000	
DELL MARKETING L.P. P.O. Box 4655 Carol Stream, IL 60197-4655	Apr 08, 1993	23795016		187.10	180-000	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	May 12, 1993	338711		5.15	180-000	
THE LIBRARY STORE P.O. Box 964 Tremont, IL 61568	Apr 30, 1993	176054		59.85	180-000	

The claims listed above (totaling \$13,339.53) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
GRAY SUPPLY CO. 4415 Indianapolis Blvd. East Chicago, IN 46312-2696	Apr 28, 1993	4310680		33.76	180-000	
E Z COPY 275 N. El Cielo Rd., Ste. C-3 Palm Springs, CA 92262	May 06, 1993	33670	545.00			
	May 10, 1993	530013	16.02	561.02	180-000	
GLOBAL P.O. Box 5465 Carson, CA 90749-5465	Apr 30, 1993	13050515		20.10	180-000	
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Apr 28, 1993	32074		46.16	180-000	
	Apr 28, 1993	32073		8.25	180-008	
				54.41	Total	
CHAPS 1664 Sierra Madre Circle Placentia, CA 92670	Apr 21, 1993	6381		103.98	180-000	
B & C COMPUTER 1005 S. Ortega Way Placentia, CA 92670	Apr 29, 1993	930303	344.80			
	Apr 29, 1993	930302	608.79	953.59	180-000	
C.L.A.S.S. 1415 Koll Circle, Ste. 101 San Jose, CA 95112-4698	Apr 16, 1993	42990		159.47	180-000	
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., Ste. K Placentia, CA 92670	May 03, 1993	18519		96.90	180-000	
READER'S DIGEST Educational Services Pleasantville, NY 10570-7000	Apr 26, 1993	per beg. Jul, 1993		108.90	180-008	
<i>review?</i> → YELLOW PAGES National Edition 3323 Watt Avd., #223 Sacramento, CA 95821-3609	Apr 09, 1993	1714390		107.50	190-000	

The claims listed above (totaling \$2,199.63) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Apr 30, 1993	April		30.71	190-000	
PSI RESEARCH 300 N. Valley Dr. Grants Pass, OR 97526	Mar 29, 1993	210861		45.97	240-001	
CHILDREN'S PRESS P.O. Box 71049 Chicago, IL 60694-1049	Apr 16, 1993	456865	80.92	168.53	240-001	
	Apr 19, 1993	459152	87.61			
MARSHALL CAVENDISH P.O. Box 487 North Bellmore, NY 11710	Apr 15, 1993	R 227995		133.62	240-001	
REED REFERENCE P.O. Box 7247-8077 Philadelphia, PA 19170-8077	Apr 09, 1993	9309930030		1,004.06	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Apr 08, 1993	25201891	350.11	1,321.04	240-001	
	Apr 15, 1993	25256245	14.48			
	Apr 15, 1993	25256246	41.39			
	Apr 21, 1993	25290950	14.67			
	Apr 21, 1993	25288588	13.85			
	Apr 21, 1993	25288589	233.25			
	Apr 22, 1993	25302728	31.02			
Apr 30, 1993	25367368	622.27				
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Apr 06, 1993	D06 8658	375.11	656.01	240-001	
	Apr 13, 1993	D13 7896	108.56			
	Apr 20, 1993	D20 7930	26.89			
	Apr 27, 1993	D27 7837	145.45			
BAKER & TAYLOR Dept. 4160 Los Angeles, CA 90096-4160	Apr 20, 1993	D20965700R		325.48	240-001	
BOUND TO STAY BOUND P.O. Box 500806 St. Louis, Missouri 63150-0806	Apr 28, 1993	604637		222.41	240-001	

The claims listed above (totaling \$3,907.83) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	May 01, 1993	5066167-93		1,361.18	240-001	
THE H. W. WILSON CO. 950 University Ave. Bronx, NY 10452	Apr 14, 1993	94333742		617.50	240-004	
CHIVERS Box 1450 Hampton, NH 03842-0015	Apr 06, 1993	85642		25.00	240-005	
ELIZABETH D. MINTER 539 Gardenia Ave. Placentia, CA 92670	May 05, 1993	CLA Leg. Days		138.85	270-000	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 05, 1993	travel reimb.		15.33	270-000	
GIRARD CONN c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 04, 1993	travel reimb.		10.00	270-000	
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 30, 1993	travel reimb.		14.00	270-000	
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 03, 1993	chmb. breakf.	14.00			
	May 04, 1993	travel reimb.	18.00	32.00	270-000	
MELANIE DANIELS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 30, 1993	travel reimb.		6.00	270-008	

The claims listed above (totaling \$2,219.86) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 17, 1993	petty cash	56.11		180-000	
			29.89		180-008	
			22.71		180-009	
			116.00		183-000	
			29.00		183-008	
			973.19		270-000	
			74.25		270-009	
				1,301.15	Total	

The claims listed above (totaling \$1,301.15) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	May 17, 1993	Pay # 24	17,500.00		010-000	
		May 14, 1993-				
		May 27, 1993				
Account # 07605-80156 Route # 121000358		FICA	1,400.00		020-000	
				18,900.00	TOTAL	

PLEASE WIRE ON THURSDAY, May 27, 1993!!

The claims listed above (totaling \$18,900.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	May 17, 1993	Pay # 25	26,200.00		010-000	
		May 28, 1993- June 10, 1993				
Account # 07605-80156 Route # 121000358		FICA	2,000.00		020-000	
				28,200.00	TOTAL	

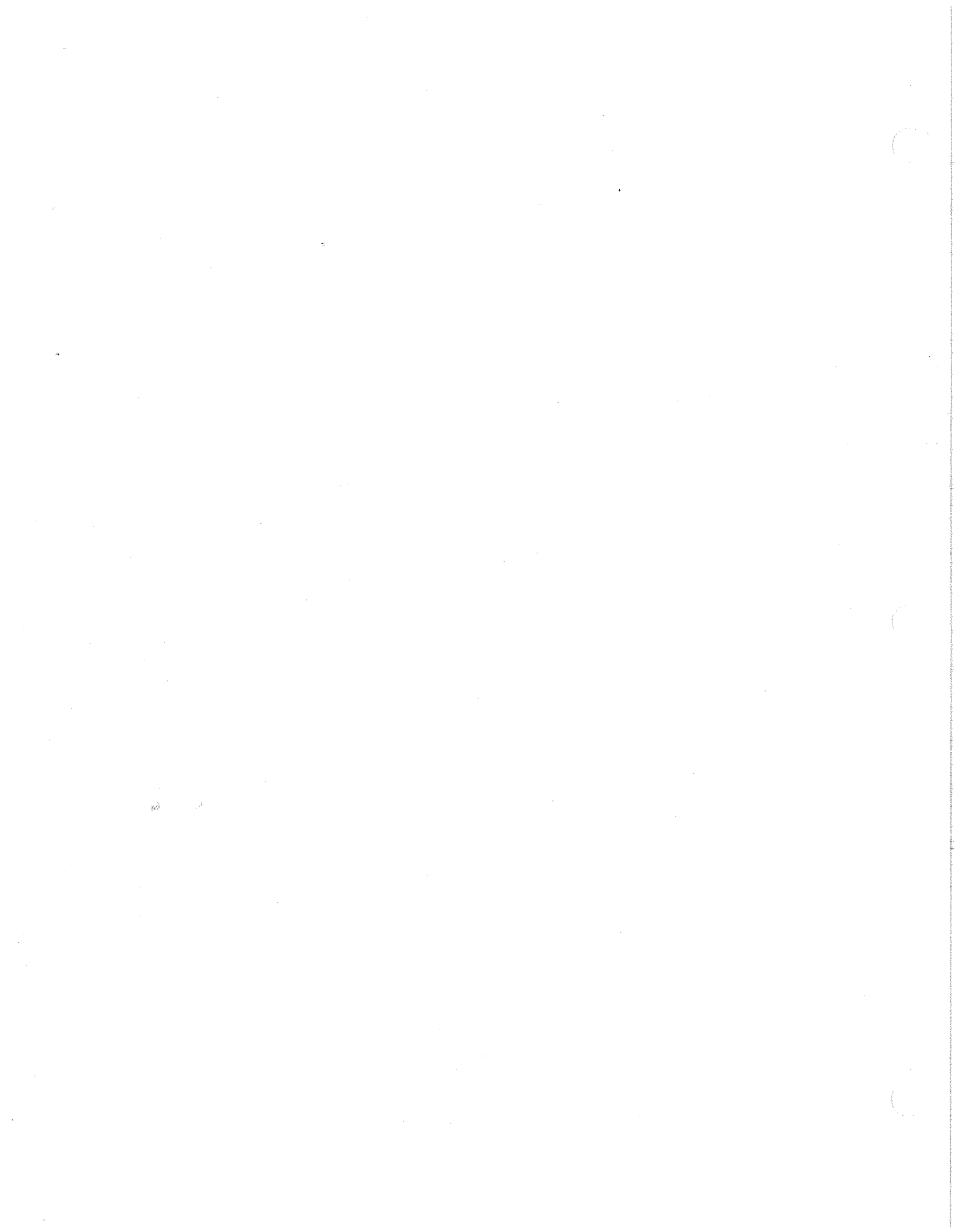
PLEASE WIRE ON THURSDAY, June 10, 1993!!

The claims listed above (totaling \$28,200.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

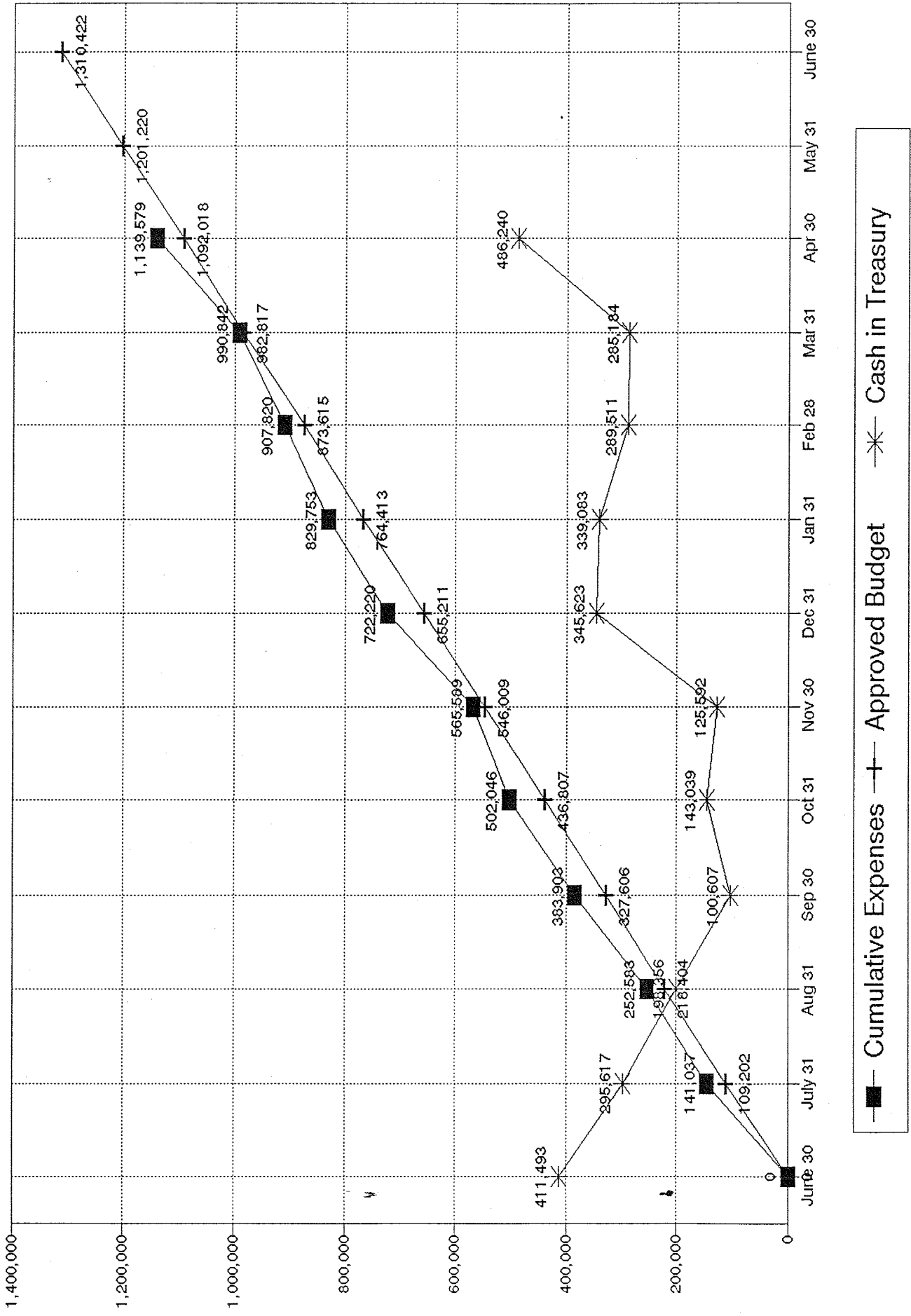
Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____



PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



Cumulative Expenses
 Approved Budget
 Cash in Treasury

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 17, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	814,552.98	845,166.57	298,900.71	290,276.23	84.51%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	13,804.65	0.00	0.00	48.45%
		992,800.00	828,602.40	858,971.22	298,900.71	290,276.23	83.46%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	55,909.30	71,179.72	0.00	0.00	71.68%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	31,995.35	25,145.83	27,283.39	21,912.73	118.50%
623-003	Tax deed land sales	0.00	69.17	0.00	69.17	0.00	
623-010		500.00	2,396.50	484.67	0.00	0.00	479.30%
623-011		1,500.00	0.00	1,462.70	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	47,569.11	37,363.17	27,352.56	21,912.73	118.92%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		6,500.00	7,675.87	6,018.86	6,119.08	4,867.51	118.09%
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	7,675.87	6,018.86	6,119.08	4,867.51	118.09%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	32,539.73	40,760.86	3,081.24	2,003.14	65.08%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	21,493.50	23,077.31	0.00	0.00	71.65%
661-623		250.00	66.33	232.72	66.33	232.72	26.53%
	TOTAL INTEREST	30,250.00	21,559.83	23,310.03	66.33	232.72	71.27%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	0.00	0.00	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	34,221.71	18,514.17	10,223.81	1,834.36	171.11%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	51,348.00	0.00	0.00	125.00%
697-003	State - Family Literacy	9,255.00	12,500.00	9,255.00	0.00	0.00	135.06%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	73,857.71	100,334.17	10,223.81	1,834.36	133.14%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	24,091.91	(412.10)	3,899.84	0.00	80.31%
787-001	Outlawed warrant - 6 months	0.00	8,531.89	0.00	50.75	(182.25)	
787-003		0.00	0.00	13,935.20	0.00	3,679.52	
	TOTAL OTHER REVENUE	30,000.00	32,623.80	13,523.10	3,950.59	3,497.27	108.75%
	5071 FUND TOTAL	1,310,422.00	1,214,327.22	1,165,352.06	349,694.32	324,623.96	92.67%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 17, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	657,702.94	571,188.65	76,479.15	53,600.00	89.45%
020-000	Retirement	107,075.00	94,223.84	77,868.99	5,160.00	4,000.00	88.00%
	Health Insurance/Care America	36,200.00	33,047.61	19,355.20	1,794.42	(802.16)	91.29%
	Long Term Disability	0.00	1,699.11	0.00	0.00	0.00	
	Vision Service Plan	2,250.00	1,694.80	1,579.92	163.20	0.00	75.32%
	Dental	6,800.00	4,881.44	4,629.98	454.12	462.04	73.98%
030-000	Total Employee Insurance	45,050.00	41,322.96	25,565.10	2,411.74	(348.12)	91.73%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,717.00	0.00	312.00	0.00%
032-000	Workers Compensation - General	7,750.00	4,764.85	5,419.16	1,466.00	673.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	800,594.35	681,748.90	85,516.89	58,244.88	89.26%
070-000	Communications	6,200.00	3,068.94	4,503.93	233.14	419.67	49.50%
070-005	Communications - Computer	0.00	42,358.07	0.00	38,068.94	0.00	
070-008	Communications - Literacy	1,200.00	756.65	1,019.35	92.27	113.66	63.05%
	Total Communications	7,400.00	46,183.66	5,523.28	38,394.35	533.33	624.10%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	2,847.39	3,925.49	0.00	0.00	63.28%
110-000	Insurance	16,500.00	0.00	(25.13)	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	4,224.76	7,575.16	99.08	197.00	56.33%
	HVAC	8,000.00	13,388.99	9,256.22	6,765.42	234.84	167.36%
	Carpet Cleaning	5,850.00	2,894.55	2,836.35	0.00	964.85	48.65%
	Groundskeeping, City of Placentia	23,000.00	17,525.90	25,982.08	0.00	2,628.47	76.20%
	Plumbing	750.00	523.71	0.00	79.67	0.00	69.83%
	Electrical	2,250.00	673.57	2,456.58	170.10	534.75	29.94%
	Cleaning Service	14,000.00	11,839.68	8,777.64	1,091.52	0.00	84.57%
	Locksmith	500.00	87.45	501.93	0.00	49.50	17.49%
	Other	500.00	926.36	721.31	236.36	(176.00)	185.27%
140-000	Total Maintenance of Building & Grounds	54,950.00	47,860.21	50,538.11	8,343.07	4,236.41	87.10%
160-000	Memberships	3,500.00	3,359.00	3,083.19	0.00	15.00	95.97%
170-000	Miscellaneous Expense	0.00	0.00	349.86	0.00	278.11	

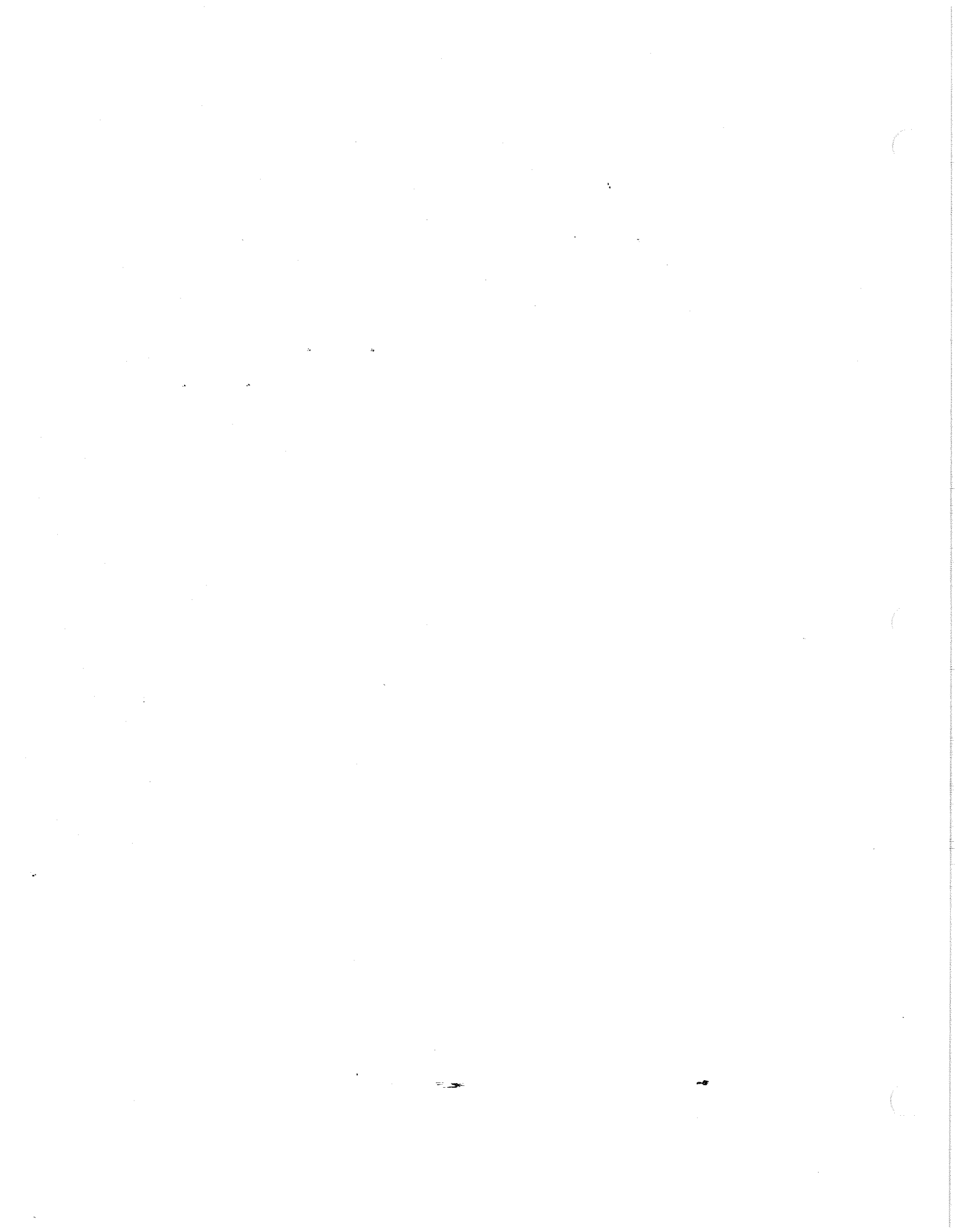
(37,676.12)

423.12 (no)

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	8,913.46	7,088.24	324.92	3,017.49	222.84%
	Printing	11,000.00	3,464.38	2,118.97	164.82	364.63	31.49%
	EZ Copy - copy cards for sale to patrons	1,750.00	956.66	1,698.50	9.66	0.00	54.67%
	Publications	650.00	1,985.00	0.00	0.00	0.00	305.38%
	Paper	300.00	1,009.23	128.06	135.18	48.06	336.41%
	Drinking Water Service	350.00	249.50	149.70	24.95	0.00	71.29%
	Other Office Supplies	8,000.00	7,357.15	4,954.35	312.67	640.47	91.96%
	Total Office Supply Expense	26,050.00	23,935.38	16,137.82	972.20	4,070.65	91.88%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	603.09	1,679.83	0.00	270.88	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	0.00	0.00	20.89%
	Other Office Supplies	500.00	1,509.05	255.84	9.69	2.14	301.81%
	Total Literacy Office supply expense	2,800.00	2,133.03	2,030.21	9.69	273.02	76.18%
180-009	Family Literacy Supply Expense	500.00	4,185.51	461.87	3.64	6.00	837.10%
	Total Office Expense	29,350.00	30,253.92	19,087.11	985.53	4,349.67	103.08%
183-000	Postage Expense	1,500.00	1,287.71	1,167.18	0.00	173.47	85.85%
183-008	Postage Expense - Literacy	500.00	657.89	265.75	0.00	62.75	131.58%
	Total Postage Expense	2,000.00	1,945.60	1,432.93	0.00	236.22	97.28%
	Care Resources (Employee Assistance)	650.00	507.50	558.25	0.00	0.00	78.08%
	Pension Contribution & Operating Expenses	4,000.00	4,323.90	3,091.33	0.00	0.00	108.10%
	Anaheim Library	30,000.00	4,985.98	24,756.67	0.00	1,148.00	16.62%
	Clipping Service	400.00	337.81	337.81	30.71	30.71	84.45%
	Tax Collection Services & Fees by Orange County	600.00	242.95	454.46	0.00	0.00	40.49%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	324.00	648.00	0.00	202.50	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	2,336.39	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	4,127.15	2,363.89	415.00	178.88	825.43%
	Total Specialized Services	60,400.00	20,514.07	39,941.80	445.71	1,560.09	33.96%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	968.50	2,069.14	0.00	0.00	43.04%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	1,837.26	0.00	315.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	2,337.73	1,382.79	974.00	66.95	15.58%
	Total Specialized Services	79,150.00	24,632.30	45,230.99	1,419.71	1,942.04	31.12%

+ 37,645.12

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	82.00	0.00	82.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	71,800.00	0.00	0.00	
230-000	Small Tools/Instruments		497.32	0.00		0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	171.68	0.00	34.86	4.98%
240-001	Special Department Expense- Books	85,747.00	88,711.72	98,136.61	11,659.26	8,177.69	103.46%
240-002	Special Department Expense - Video	10,000.00	957.33	4,746.42	747.59	137.24	9.57%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	26,269.91	2,801.39	0.00	318.85	95.53%
240-005	Special Department Expense - Audio	5,000.00	3,998.48	6,852.18	556.00	1,767.49	79.97%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	1,066.50	287.91	383.95	0.00	304.71%
	Total Special Department Expense	128,897.00	121,137.69	121,234.69	13,346.80	10,436.13	93.98%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,585.21	9,274.68	86.48	471.01	91.70%
270-008	Transportation/Travel - Meetings - Literacy	500.00	714.00	236.00	0.00	0.00	142.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	554.50	9.95	20.25	0.00	554.50%
	Total Transportation/Travel - Meetings	5,600.00	5,853.71	9,520.63	106.73	471.01	104.53%
	Electricity	63,000.00	45,172.07	50,475.52	0.00	4,144.69	71.70%
	Gas	6,250.00	2,242.05	4,974.25	372.13	941.74	35.87%
	Water	1,750.00	1,612.01	1,050.40	53.61	0.00	92.11%
	Total Utilities	71,000.00	49,026.13	56,500.17	425.74	5,086.43	69.05%
	TOTAL SUPPLIES & SERVICES	411,047.00	338,375.03	396,518.75	63,121.01	27,863.35	82.32%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,173.00	0.00	0.00	40.67%
400-000	Equipment	0.00	0.00	19,583.43	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	1,653.86	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	21,710.25	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	21,817.98	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	1,139,579.42	1,101,258.63	148,637.90	86,108.23	86.96%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	5,348.87	6,093.41	101.96	449.43	73.78%
	Total 009 - Family Literacy	2,450.00	6,650.77	2,596.99	407.84	321.00	271.46%



04/30/93

Page 1

Placentia Library District Part 1 of 1 Parts
 Balance Sheet
 YTD Actual Spread Sheet
 1 Period(s) Ending April 30, '1993

04/30/93

Assets

General Fund	12,853.35
Literacy Fund	7,368.39
County Exempt	11,648.14
Payroll Account	41,065.00
Savings (P/R Support)	6,743.52
Savings (P/R Fees)	551.28
Certificates of Deposit	20,004.57
Petty Cash/Change	0.00

Total Assets	100,234.25
	=====

Liabilities

Manual Payroll Checks	1,984.93
Payroll Taxes Payable	(191.92)
Deferred Comp Payable	483.54
Insurance Payable	(937.08)
Credit Union Payable	(814.21)
Union Dues Payable	501.00
Other Employee Deductions	523.91

Total Liabilities	1,550.17

Capital

Fund Balance	98,684.08

Total Capital	98,684.08

Total Liabilities and Capital	100,234.25
	=====

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,034.20
Checks Out	3496	4.50		
	3594	165.41		
	3599	55.19		
	3600	75.00		
	3601	47.00		
	3604	227.00		
	3605	519.00		
	3606	50.00		
	3607	22.71		
	3611	15.04		
TOTALS		1,180.85	0.00	
CHECKBOOK BAL				12,853.35

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 5/10/93

04/30/93

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending April 30, '1993

Page 1
Part 1 of 1 Parts

	Total	04/30/93
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	18.70	18.70
Cash Register-Fines	3,304.65	3,304.65
Cash Register-Damaged Items	1.50	1.50
Cash Register-Lost Items	48.40	48.40
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	356.00	356.00
Cash Register-Reserves	129.00	129.00
Cash Register-Computer Rental	139.00	139.00
Typewriter Income	0.00	0.00
Telephone Income	144.15	144.15
Copy Machine Income	0.00	0.00
State Library Reimbursements	9,360.94	9,360.94
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,665.45	1,665.45
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,167.79	15,167.79
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,167.79	15,167.79
Expenses		
Transfers to County	14,675.82	14,675.82
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	(33.75)	(33.75)
Office Expense (180)	392.50	392.50
Postage (183)	343.70	343.70
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	701.65	701.65
Transportation & Travel (270)	1,030.19	1,030.19
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	17,110.11	17,110.11
	-----	-----
Operating Income (Loss)	(1,942.32)	(1,942.32)

04/30/93

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending April 30, '1993

	Total	04/30/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(1,942.32)</u>	<u>(1,942.32)</u>

04/30/93

Page 1

Placentia Library District
 Income Statement For Department 01
 YTD Actual Spread Sheet
 1 Period(s) Ending April 30, 1993

Part 1 of 1 Parts

04/30/93

Income

Cash Register-Audio Visual	0.00
Cash Register-Misc.	104.85
Cash Register-Fines	23,762.98
Cash Register-Damaged Items	84.31
Cash Register-Lost Items	81.08
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	356.00
Cash Register-Reserves	1,426.26
Cash Register-Computer Rental	1,214.00
Typewriter Income	165.51
Telephone Income	734.01
Copy Machine Income	762.86
State Library Reimbursements	43,582.65
State Library Grants	25,000.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	13,087.75
Interest Income	10.35
Miscellaneous Income	0.00

Total Income	125,186.36
--------------	------------

Cost of Sales

Gross Profit (Loss)	125,186.36
---------------------	------------

Expenses

Transfers to County	102,250.42
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	156.49
Office Expense (180)	2,230.49
Postage (183)	2,518.74
Prof. & Spec. Services (190)	506.80
Special Departmental Expense (240)	1,359.04
Transportation & Travel (270)	3,073.59
Equipment (400)	0.00
Taxes and Fees (370)	598.00

Total Expenses	113,141.49
----------------	------------

Operating Income (Loss)	12,044.87
-------------------------	-----------

04/30/93

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending April 30, .1993

Page 2
Part 1 of 1 Parts

04/30/93

Other Income

Other Expenses

Net Income (Loss)

12,044.87
=====

04/30/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 93 Period 10
General Fund

Page 1

Check	Date	Payee	Amount
3585	04/30/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3586	04/06/93	U.S. Postmaster 0-5116-01 Postage (183)	32.70
3587	04/06/93	VOID VOID	0.00
3588	04/07/93	Office Depot 0-5114-01 Office Expense (180)	14.67
3589	04/07/93	Tall Mouse 0-5114-01 Office Expense (180)	16.50
3590	04/07/93	Aaron Brothers 0-5114-01 Office Expense (180)	64.52
3591	04/08/93	Childrens Museum 0-5122-01 Transportation & Travel (270)	57.00
3592	04/08/93	O.C. Auditor 0-5102-01 Transfers to County	14,675.82
3593	04/08/93	The Book Place 0-5120-01 Special Departmental Expense (24	701.65
3594	04/12/93	Jeannine Walters 0-5114-01 Office Expense (180)	165.41
3595	04/14/93	Aaron Brothers 0-5114-01 Office Expense (180)	4.40
3596	04/19/93	E. D. Minter (petty 0-5116-01 Postage (183) 0-5114-01 Office Expense (180)	63.77
3597	04/21/93	Tall Mouse 0-5114-01 Office Expense (180)	9.69
3598	04/21/93	VOID void	0.00
3599	04/21/93	Clarion Sacramento 0-5122-01 Transportation & Travel (270)	55.19
3600	04/22/93	ISDOC Dinner 0-5122-01 Transportation & Travel (270)	75.00

04/30/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 93 Period 10
General Fund

Page 2

Check	Date	Payee	Amount
3601	04/22/93	CLA - Registration 0-5122-01 Transportation & Travel (270)	47.00
3602	04/22/93	U. S. Postoffice 0-5116-01 Postage (183)	145.00
3603	04/27/93	VOID Void	0.00
3604	04/27/93	Time for Travel 0-5122-01 Transportation & Travel (270)	227.00
3605	04/27/93	Time for Travel 0-5122-01 Transportation & Travel (270)	519.00
3606	04/27/93	O.C. Am. Soc. for Lo 0-5122-01 Transportation & Travel (270)	50.00
3607	04/27/93	Smart & Final 0-5114-01 Office Expense (180)	22.71
3608	04/27/93	Office Depot 0-5114-01 Office Expense (180)	14.85
3609	04/27/93	Office Depot 0-5114-01 Office Expense (180)	26.69
3610	04/27/93	VOID VOID	0.00
3611	04/27/93	CM School Supply 0-5114-01 Office Expense (180)	15.04
Checkbook 1 Total			17,148.61

04/30/93

Placentia Library District

Page 3

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5102-01 Transfers to County	14,675.82
0-5114-01 Office Expense (180)	389.25
0-5116-01 Postage (183)	351.70
0-5120-01 Special Departmental Expense (240)	701.65
0-5122-01 Transportation & Travel (270)	1,030.19

	17,148.61
	=====

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

April, 1993

Prepared 5/7/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,224.89
Checks Out				
	1123	371.00		
	1128	485.50		
TOTALS		856.50	0.00	
CHECKBOOK BAL				7,368.39

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 5-7-93

04/30/93

Placentia Library District
 Income Statement For Department 02
 Period Spread Sheet
 1 Period(s) Ending April 30, 1993

Page 1
 Part 1 of 1 Parts

	Total	04/30/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	120.00	120.00
Workshops Income	0.00	0.00
Books/Materials Income	0.00	0.00
Interest Income	9.96	9.96
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	129.96	129.96
Cost of Sales		
	-----	-----
Gross Profit (Loss)	129.96	129.96
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	485.50	485.50
	-----	-----
Total Expenses	485.50	485.50
	-----	-----
Operating Income (Loss)	(355.54)	(355.54)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(355.54)	(355.54)
	=====	=====

04/30/93

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending April 30, 1993

Page 1
Part 1 of 1 Parts

	04/30/93
Income	
Gifts Income	852.00
Tutor Training Income	910.00
Workshops Income	40.00
Books/Materials Income	35.40
Interest Income	119.05
Miscellaneous Income	0.00

Total Income	1,956.45
 Cost of Sales	

Gross Profit (Loss)	1,956.45
 Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	214.14
Tutor Training Materials	485.50

Total Expenses	1,118.64

Operating Income (Loss)	837.81
 Other Income	
 Other Expenses	

Net Income (Loss)	837.81
	=====

04/30/93

Placentia Library District
 Cash Disbursements
 Checkbook 2 Fiscal Year 93 Period 10
 Literacy Fund

Page 1

Check	Date	Payee	Amount
1129	04/30/93	LVA	485.50
		0-5212-02 Tutor Training Materials	485.50
		Checkbook 2 Total	485.50

04/30/93

Placentia Library District
Cash Disbursements

Page 2

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5212-02 Tutor Training Materials	485.50
	485.50

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,808.98
Checks Out	767	45.00		
	780	2,040.43		
	781	33.99		
	782	23.82		
	783	17.60		
TOTALS		2,160.84	0.00	
CHECKBOOK BAL				11,648.14

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04/30/93

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending April 30, 1993

Page 1
Part 1 of 1 Parts

	Total	04/30/93
Income		
Cash Register-Copy Cards-Exempt Fun	7.50	7.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	140.00	140.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	758.98	758.98
Friends Contributions	1,000.00	1,000.00
Gifts Income	100.00	100.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,109.30	1,109.30
Interest Income	16.90	16.90
Miscellaneous Income	23.80	23.80
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	3,156.48	3,156.48
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,156.48	3,156.48
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	200.00	200.00
Vending Machine Supplies	299.77	299.77
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	415.94	415.94
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	825.00	825.00
Miscellaneous	120.00	120.00
Lobbyist Expense	2,040.43	2,040.43
	-----	-----
Total Expenses	3,901.14	3,901.14
	-----	-----
Operating Income (Loss)	(744.66)	(744.66)
Other Income		
Other Expenses		
	-----	-----

04/30/93

Page 2

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending April 30, 1993

Part 1 of 1 Parts

Net Income (Loss)	Total (744.66) =====	04/30/93 (744.66) =====
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04/30/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending April 30, .1993

	04/30/93
Income	
Cash Register-Copy Cards-Exempt Fund	651.00
Microfilm/Microfich Income	202.50
Meeting Room Income	2,996.20
Test Proctoring Income	60.00
Vending Machine Income	6,450.58
Friends Contributions	3,000.00
Gifts Income	1,766.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	1,109.30
Interest Income	91.74
Miscellaneous Income	74.40
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00

Total Income	20,218.80
Cost of Sales	

Gross Profit (Loss)	20,218.80
Expenses	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	3,000.00
Vending Machine Supplies	3,293.13
Vending Machine Repairs	368.84
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	1,027.35
Friend's-Other Activities	280.20
Library Board Expenses	795.88
Gulf Arab Grant	483.36
Community Grant Expense	833.71
Miscellaneous	120.00
Lobbyist Expense	4,259.04

Total Expenses	15,685.17

Operating Income (Loss)	4,533.63
Other Income	
Other Expenses	

04/30/93

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending April 30, 1993

Net Income (Loss)

04/30/93
4,533.63
=====

04/30/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 93 Period 10
County Exempt

Page 1

Check	Date	Payee	Amount
764	04/07/93	Strouds 0-5314-03 Friend's-Director's Fund	45.22
765	04/07/93	Scholastic Book Fair 0-5314-03 Friend's-Director's Fund	26.40
766	04/19/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	299.77
767	04/19/93	Rosemary Pfortmiller 0-5322-03 Miscellaneous	45.00
768	04/19/93	Jess Ramirez 0-5322-03 Miscellaneous	45.00
769	04/19/93	Stephanie Chao 0-5322-03 Miscellaneous	30.00
770	04/19/93	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
771	04/21/93	Ralphs 0-5314-03 Friend's-Director's Fund	13.15
772	04/21/93	VOID VOID	0.00
773	04/21/93	Price Club 0-5314-03 Friend's-Director's Fund	12.54
774	04/21/93	Super Crown 0-5314-03 Friend's-Director's Fund	53.95
775	04/21/93	Courtest 1 Hr Cleane 0-5314-03 Friend's-Director's Fund	9.00
776	04/15/93	Susan Parman 0-5321-03 Community Grant Expense	825.00
777	04/21/93	Strouds 0-5314-03 Friend's-Director's Fund	6.47
778	04/21/93	Elizabeth Minter 0-5314-03 Friend's-Director's Fund	173.80
779	04/21/93	VOID VOID	0.00

04/30/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 93 Period 10
County Exempt

Page 2

Check	Date	Payee	Amount
780	04/27/93	California Advocates 0-5323-03 Lobbyist Expense	2,040.43 2,040.43
781	04/27/93	Veronica Barba 0-5314-03 Friend's-Director's Fund	33.99 33.99
782	04/27/93	Smart & Final 0-5314-03 Friend's-Director's Fund	23.82 23.82
783	04/27/93	Courtest 1 hour Clea 0-5314-03 Friend's-Director's Fund	17.60 17.60
Checkbook 3 Total			3,901.14

04/30/93

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

Page 3

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
0-5304-03 Vending Machine Supplies	299.77
0-5314-03 Friend's-Director's Fund	415.94
0-5321-03 Community Grant Expense	825.00
0-5322-03 Miscellaneous	120.00
0-5323-03 Lobbyist Expense	2,040.43

	3,901.14
	=====

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				41,127.23
Checks Out	562	62.23		
TOTALS		62.23	0.00	
CHECKBOOK BAL				41,065.00

EW
5/10/93

04/30/93

Placentia Library District
 Income Statement For Department 04
 Period Spread Sheet
 1 Period(s) Ending April 30, 1993

Page 1
 Part 1 of 1 Parts

	Total	04/30/93
Income		
Transfers from County	81,660.00	81,660.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	81,660.00	81,660.00
Cost of Sales	-----	-----
Gross Profit (Loss)	81,660.00	81,660.00
Expenses		
Salaries	52,993.31	52,993.31
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,985.72	3,985.72
Payroll Processing Fees	264.02	264.02
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,243.05	57,243.05
Operating Income (Loss)	24,416.95	24,416.95
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	24,416.95	24,416.95
	=====	=====

04/30/93

Placentia Library District
 Income Statement For Department 04
 YTD Actual Spread Sheet
 1 Period(s) Ending April 30, 1993

Page 1
 Part 1 of 1 Parts

	04/30/93
Income	
Transfers from County	709,322.38
Interest Income-CD's	805.20
Interest Income-Savings	490.47
Miscellaneous Income	0.00

Total Income	710,618.05
Cost of Sales	-----
Gross Profit (Loss)	710,618.05
Expenses	
Salaries	623,854.63
Employee Benefits	(531.32)
Employer Payroll Taxes	45,762.97
Payroll Processing Fees	3,739.50
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00

Total Expenses	672,864.76

Operating Income (Loss)	37,753.29
Other Income	
Other Expenses	-----
Net Income (Loss)	37,753.29
	=====

04/30/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 93 Period 10
Payroll Account

Page 1

Check	Date	Payee	Amount
560	04/12/93	Peggy Burkich	858.06
		0-5402-04 Salaries	858.06
561	04/12/93	Cynthia McClain	1,898.48
		0-5402-04 Salaries	1,898.48
562	04/30/93	Maria Cedillo	62.23
		0-5402-04 Salaries	62.23
		Checkbook 4 Total	2,818.77

04/30/93

Placentia Library District

Page 2

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

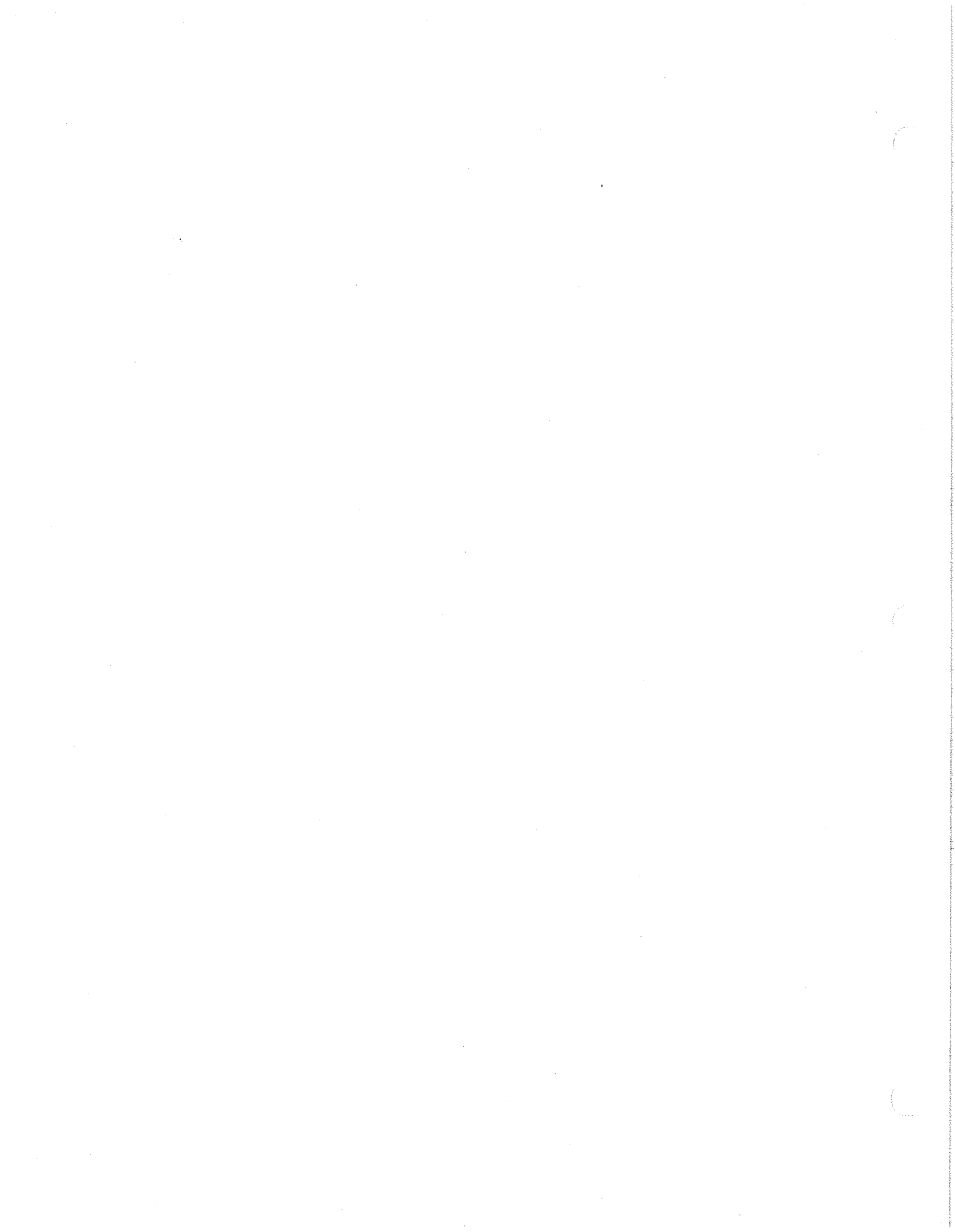
Account Name

Total

0-5402-04 Salaries

2,818.77

2,818.77



TO: Library Board of Trustees

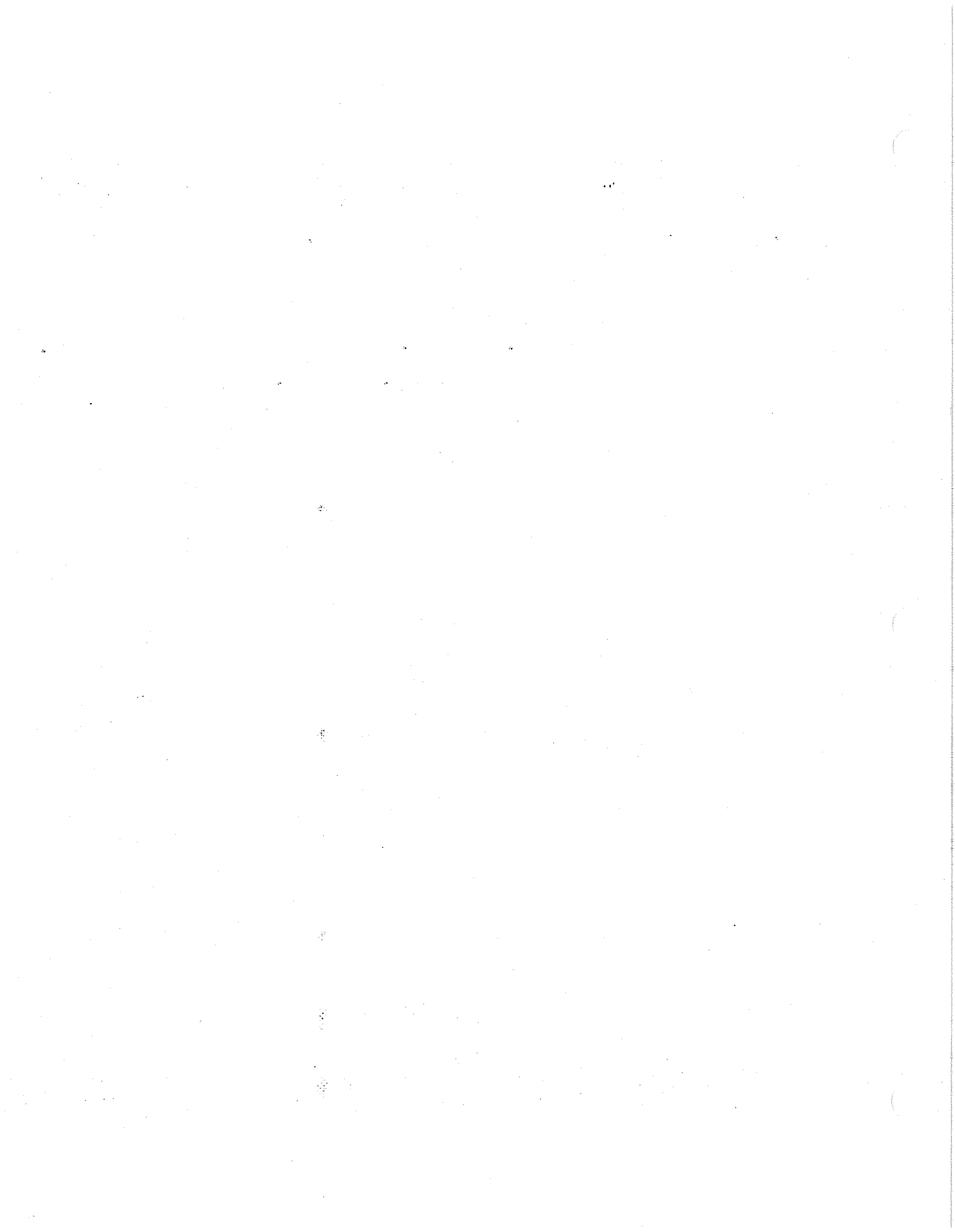
FROM: Karen Cushing, Library Assistant KC

DATE: May 11, 1993

SUBJECT: APRIL, 1993, OVERDUE COLLECTION REPORT
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR APRIL 1993**

**Since the installation of the new Dynix computer system in June 1992, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: May 17, 1993
 SUBJECT: **APRIL, 1993, VENDING MACHINE REPORT**

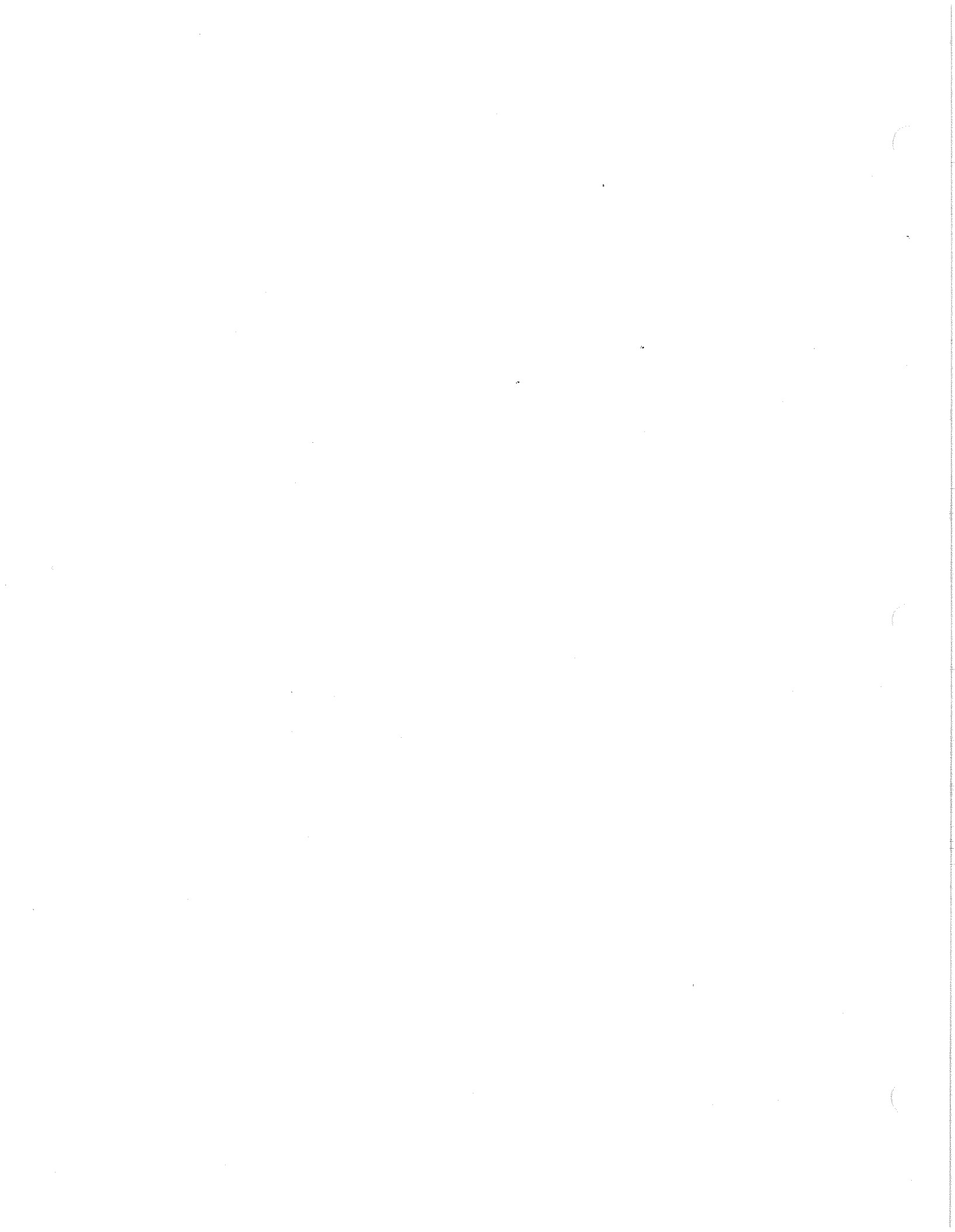
SUMMARY OF ACCOUNTS APRIL 1-30, 1993

Beginning Balance 04/01/93			\$ 623.17
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 758.98		
Total Materials & Supplies		\$ 299.77	
Total Repairs		0.00	
Vend Machine Loan Payback		<u>200.00</u>	
	<u>\$ 731.72</u>	<u>\$ 499.77</u>	
Ending Balance 03/31/93			<u>\$ 855.12</u>
Check to be issued 05/11/93			\$ 400.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 03/31/93	2,300.00
April Payment	<u>200.00</u>
April Balance 04/30/93	<u>\$2,100.00</u>

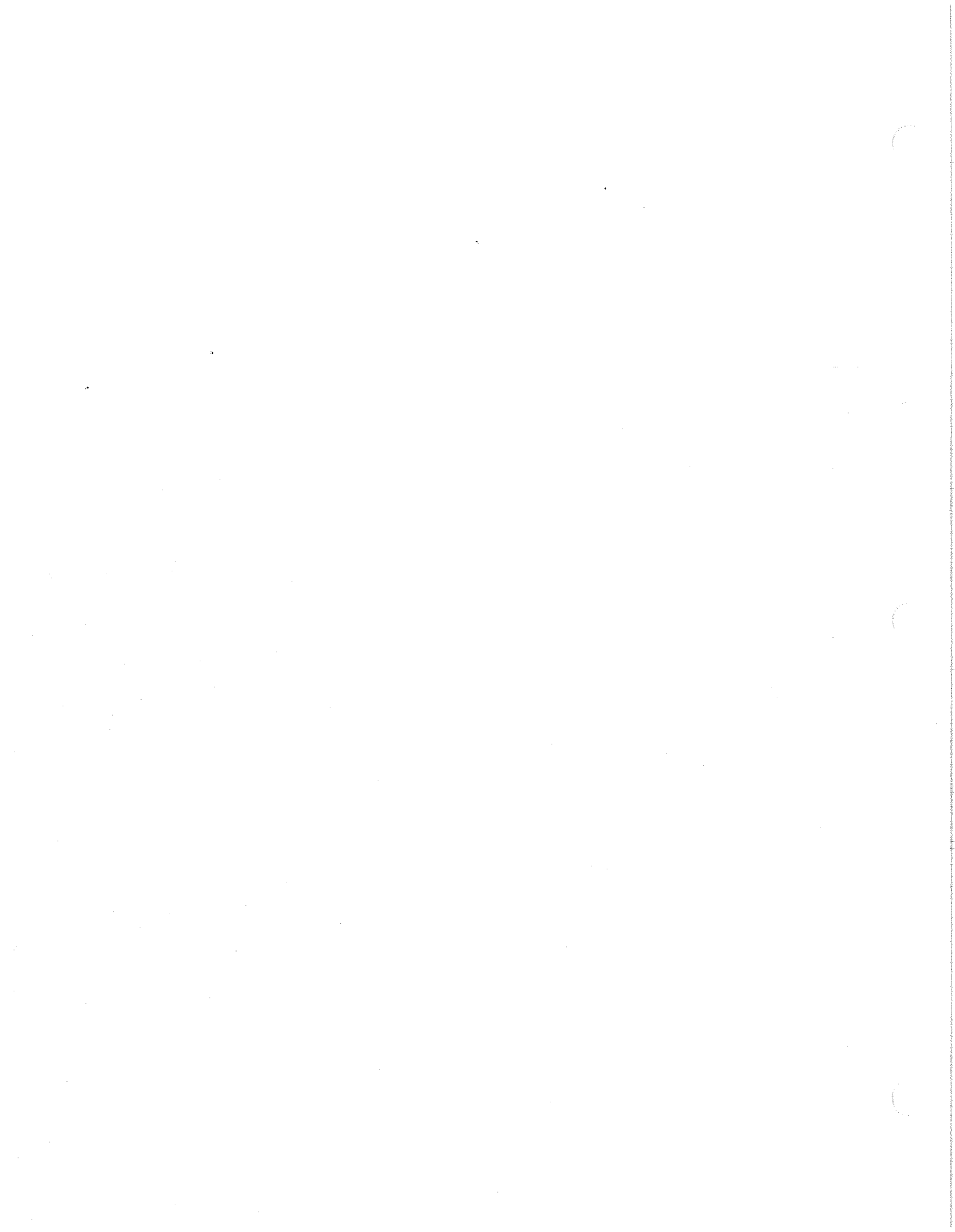
Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT
 CIRCULATION REPORT
 (Prepared from the Anaheim Public Library Report)
 May 17, 1993

CATEGORY	FY1992-93 APR 1993	FY1991-92 APR 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	11,762	19,332	108,181	126,736	-14.64%
Adult Paperbacks	1,392	3,682	15,799	25,691	-38.50%
Juvenile Books	10,471	16,666	91,016	100,181	-9.15%
Juvenile Paperbacks	1,607	3,174	17,614	17,537	0.44%
TOTAL BOOKS	25,232	42,854	232,610	270,145	-13.89%
PERIODICALS	825	1,088	6,222	6,856	-9.25%
Pamphlets/Govt. Documents	92	183	869	1,152	-24.57%
Pictures	17	0	37	0	N/A
TOTAL EPHEMERAL	109	183	906	1,152	-21.35%
Total Adult Print	14,088	24,285	131,108	160,435	-18.28%
Total Juvenile Print	12,078	19,840	108,630	117,718	-7.72%
TOTAL PRINT	26,166	44,125	239,738	278,153	-13.81%
Video	2,732	2,884	24,791	10,454	137.14%
Audio	1,225	1,346	12,139	16,220	-25.16%
TOTAL AUDIO-VISUAL	3,957	4,230	36,930	26,674	38.45%
EQUIPMENT	14	16	43	75	-42.67%
UNASSIGNED	0	0	155	0	N/A
TOTAL CIRCULATION	30,137	48,371	276,866	304,902	-9.20%

April 1992 and FY 1991-92 YTD figures are estimates based on (1) actual circulation for April 1991; (2) actual circulation and circulation growth rate for July 1991-March 1992; (3) patron count for April 1991 and 1992; and (4) Yorba Linda Library being closed April 1992.



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: May 4, 1993

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	APRIL	TOTAL
Caulford, Jeff	34.00	34.00
Covell, Fredi	9.50	49.75
Deputy, Paul	28.50	4285.75
Gleason, Gary	2.00	2.00
Goldbaum, Mae	9.25	333.00
Grandparents & Books	3.50	108.25
Ismailjee, Salehah	0.00	96.50
JTPA Students	28.00	674.00
Kremling, Karen	3.00	13.25
ROP Students	70.50	2427.25
Vesely, Pat	0.00	277.75

TEMPORARY VOLUNTEERS

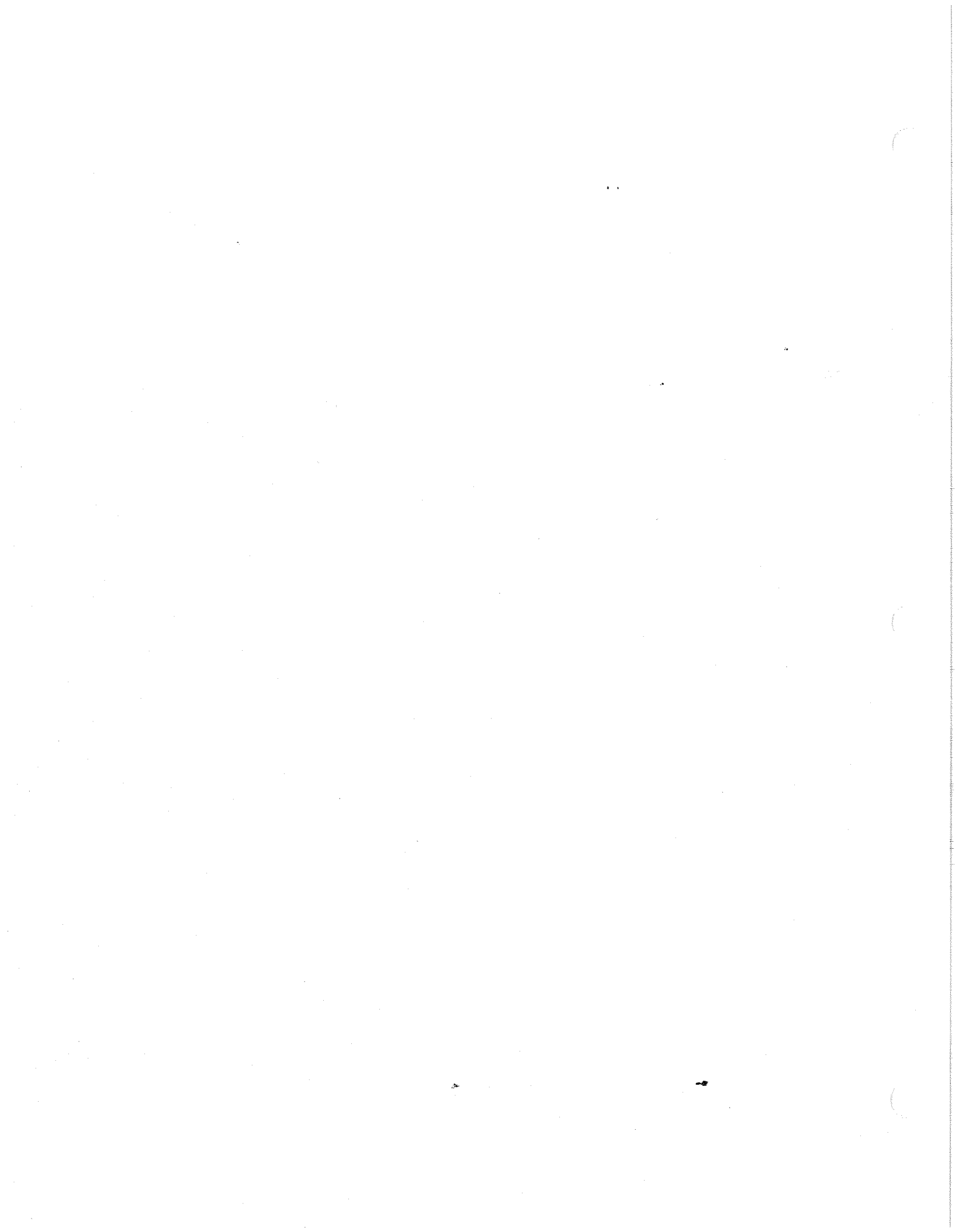
TOTAL 188.25

LVA VOLUNTEERS

Literacy Volunteers 644.50

COMBINED TOTAL 832.75

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



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: May 17, 1993
SUBJECT: **Building Maintenance Report for April, 1993**

1. **AUDIO-VISUAL AREA**

Following a survey taken over several weeks, which determined that there was very little patron demand for listening to music in the library, the listening posts were removed. Metal plates were installed over the open ends of the posts, flush with the floor.

2. **MISCELLANEOUS**

A plumber was called to clear a blockage in the garbage disposal in the staff lounge.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: May 17, 1993
SUBJECT: Personnel Report for April, 1993.

RESIGNATIONS:

Karen Cushing, Library Assistant (Circulation/Administration) effective May 27, 1993

APPOINTMENTS:

None

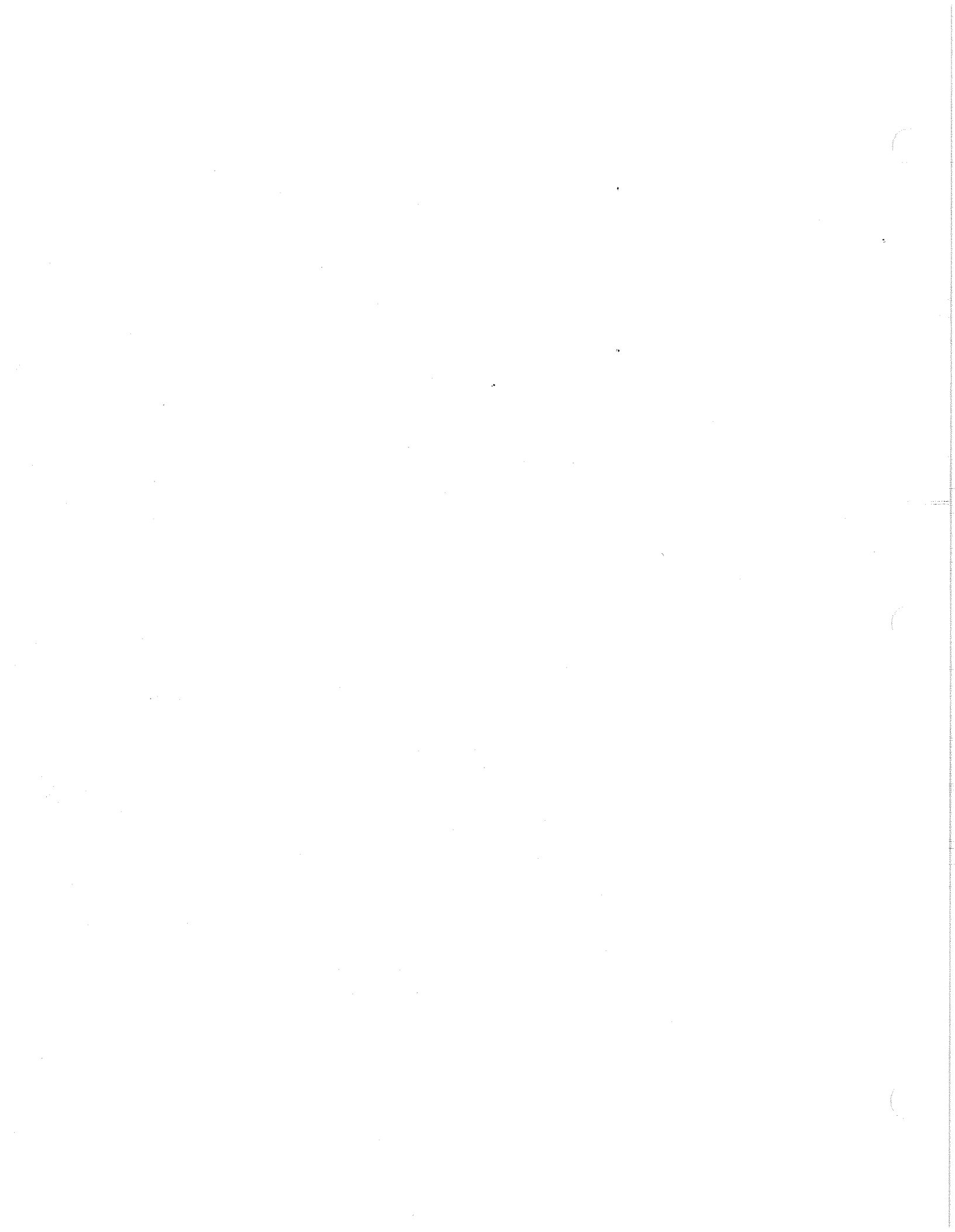
TERMINATIONS:

Maria Cedillo, Library Aide (Families for Literacy) effective 04/30/93.

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

Prepared by: Charlene Dumitru



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	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
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	11,406.94	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 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
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	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993								0.00
May 1993								0.00
Jun 1993								0.00
TOTAL		41,428.10	8,743.32	7,358.46	1,967.39	0.00	0.00	59,497.27
AVG		4,603.12	971.48	817.61	218.60	0.00	0.00	6,610.81

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

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	326.00	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	756.09	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	1,522.40	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	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	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	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993				0.00	0.00
May 1993				0.00	0.00
Jun 1993				0.00	0.00
TOTAL	11,154.58	3,258.00	260.30	14,672.88	7,336.44
AVG	1,239.40	362.00	28.92	1,630.32	815.16

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	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	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	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	1,931.80	1,879.74	430.38	283.44	6,673.22	11,198.58
AVG	214.64	208.86	47.82	31.49	741.47	1,244.29

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	12.00	34.00
Aug 1990	8.00	12.00	2.00	0.00	12.00	34.00
Sep 1990	8.00	12.00	2.00	0.00	12.00	34.00
Oct 1990	10.00	15.00	2.00	2.00	15.00	44.00
Nov 1990	3.00	10.00	2.00	0.00	10.00	25.00
Dec 1990	6.00	8.00	2.00	0.00	10.00	26.00
Jan 1991	8.00	10.00	2.00	0.00	12.00	32.00
Feb 1991	6.00	10.00	2.00	4.00	10.00	32.00
Mar 1991	8.00	10.00	2.00	0.00	10.00	30.00
Apr 1991	8.00	8.00	2.00	0.00	10.00	28.00
May 1991	8.00	10.00	2.00	0.00	10.00	30.00
Jun 1991	10.00	10.00	2.00	4.00	10.00	36.00
TOTAL	91.00	127.00	24.00	10.00	133.00	385.00
AVG	7.58	10.58	2.00	0.83	11.08	32.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	15.00	44.00
Aug 1991	10.00	30.00	2.00	24.00	10.00	76.00
Sep 1991	10.00	15.00	2.00	10.00	15.00	52.00
Oct 1991	8.00	8.00	2.00	2.00	10.00	30.00
Nov 1991	10.00	12.00	2.00	0.00	12.00	15.00
Dec 1991	15.00	20.00	2.00	8.00	15.00	60.00
Jan 1992	10.00	12.00	2.00	0.00	12.00	36.00
Feb 1992	10.00	14.00	2.00	16.00	14.00	56.00
Mar 1992	6.00	8.00	2.00	4.00	10.00	30.00
Apr 1992	3.00	4.00	2.00	6.00	8.00	23.00
May 1992	4.00	4.00	2.00	0.00	10.00	20.00
Jun 1992	4.00	5.00	2.00	0.00	12.00	23.00
TOTAL	102.00	147.00	24.00	70.00	143.00	465.00
AVG	8.50	12.25	2.00	5.83	11.92	38.75

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	10.00	22.00
Aug 1992	6.00	6.00	2.00	0.00	12.00	26.00
Sep 1992	4.00	6.00	2.00	2.00	10.00	24.00
Oct 1992	6.00	6.00	2.00		8.00	22.00
Nov 1992	8.00	10.00	2.00	4.00	10.00	34.00
Dec 1992	8.00	8.00	2.00		10.00	28.00
Jan 1993	8.00	10.00	2.00		10.00	30.00
Feb 1993	10.00	12.00	2.00		12.00	36.00
Mar 1993	8.00	10.00	2.00		10.00	30.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	62.00	74.00	18.00	6.00	92.00	252.00
AVG	6.89	8.22	2.00	0.67	10.22	28.00

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 17, 1993
SUBJECT: **FY1993-1994 Budget**

BACKGROUND:

Legislative Alerts

Legislative alerts received from the CSDA lobbyist are Attachment A.

A report from the California Library Association lobbyist is Attachment B.

A report from the Independent Special Library District's lobbyist is Attachment C. Updated information from California Advocates should be available at the Board Meeting.

Preliminary Budget for Fy1992-1993

A list of Budget Assumptions, an estimate of property tax revenues, and a general budget plan will be presented at the Meeting.

The Budget Plan will include elimination of services completely on Fridays, and from 6:00 - 9:00 P.M. on Thursdays, and a reduction in staff of 4.38 full time equivalent positions with a financial impact of \$127,808. It is recommended that these changes be implemented July 1, 1993, with notice to staff being given no later than May 25, 1993.

FY1993-1994 Budget Salary Comparisons is Attachment D.

The positions recommended for elimination are:

- 1.13 Library Clerk (.63 is already vacant; 50 to be by layoff)
- 1.00 Library Assistant (1.00 will be vacant on May 27)
- 1.25 Librarian II (1.00 Reference to be by layoff; .25 Children's to be by reduction in hours)
- 1.00 Assistant Director (1.00 to be by layoff)

If the State budget is adopted as it is being discussed in the Assembly then another round of layoffs and reduction in hours will need to be implemented. The next round of cuts will leave only 40 - 44 hours of public service per week.

It is recommended that the services of Bruce Blanning, Blanning and Baker, be used to implement the reduction in force in order to assure impartial application of the District's seniority rules for layoffs.

The District's department heads and the Orange County Employee's Association have been notified of the Library Director's recommendations so that they may be prepared to address the necessary issues.

A letter from Ann M. Robinson containing suggestions for obtaining materials for the Library is Attachment E.

RECOMMENDATIONS:

①

1. Establish the hours of service for ~~1993-1994~~ as follows:

June 1, 1993,

Sundays	1:00 P.M. - 4:45 P.M.
Mondays - Wednesdays	9:00 A.M. - 8:45 P.M.
Thursdays & Saturdays	9:00 A.M. - 5:45 P.M.
Fridays	CLOSED

June 1, 1993

2. Authorize the Library Director to proceed with reduction in staff as follows:

1.13 Library Clerk	.63	} vacant. effects of 1/8/93
1.00 Library Assistant	1.00	
1.25 Librarian II		
1.00 Assistant Director		

Refer item 2 up to a map of 90 days.

Shaker -
SPTO depend,
- Clark

3. Request that the bargaining unit reopen its contract to negotiate elimination of the estimated 3% COLA for FY1993-1994, Shaker/ Evans

3 - yes
2 - No - strike, wait.

4. Authorize the use of the services of Bruce Blanning, Blanning and Baker, at a rate of \$85.00 per hour plus actual out of pocket expenses, not to exceed a total of \$3,500, for the implementation of layoff procedures in compliance with the District's Personnel Handbook and collective bargaining agreement.

Open contract to
Eden

Req. More and/or reduces hour / reduction of pay. / relief of benefit
FY 1993-94. Strike / no secured.

reopen by negotiat - another will to talk =>
af - yes
- West approval
Strike - abolition

ANALYSIS OF RETIREMENT INC
July 1993
16 yrs service

1	Sick Hrs. 12/31/92	1,608.40
2	Sick Hrs. Eligible	800.00
3	% Regular	0.500
4	Cost Reg Sick	9,892.00
5	10% Sick Bonus	1,978.40
6	TOTAL SICK	11,870.40
7	Vac Hrs 12/31/92	294.78
8	TOTAL VAC	7,289.91
9	# Yrs Service	18.00
10	1 WK/YR BONUS	17,805.60
11	FY93 Salary	51,438.00
12	FY93 Pens Contr	3,600.66
13	5 x FY93 PENSION	18,003.30
14	Total Payout	54,969.21



ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997	
	16 yrs service	18 yrs service	20 yrs service	
1 Sick Hrs. 6/30/93	1,642.90			
2 Sick Hrs. Eligible	800.00	800.00	800.00	
3 % Regular	0.500	0.500	0.500	
4 Cost Reg Sick	9,892.00	9,892.00	9,892.00	
5 10% Sick Bonus	1,978.40	0.00	0.00	
6 TOTAL SICK	11,870.40	9,892.00	9,892.00	
7 Vac Hrs 12/31/92	182.82	240.00	240.00	
8 TOTAL VAC	4,521.14	5,935.20	5,935.20	
9 # Yrs Service	18.00	0.00	0.00	
10 1 WK/YR BONUS	17,805.60	0.00	0.00	
11 FY93 Salary	51,438.00	0.00	0.00	4,286.50
12 FY93 Pens Contr	3,600.66	0.00	0.00	8,573.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00	60,773.44
14 Total Payout	52,200.44	15,827.20	15,827.20	



ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997	
	16 yrs service	18 yrs service	20 yrs service	
1 Sick Hrs. 6/30/93	1,642.90			
2 Sick Hrs. Eligible	1,642.90	800.00	800.00	
3 % Regular	0.500	0.500	0.500	
4 Cost Reg Sick	20,314.46	9,892.00	9,892.00	
5 10% Sick Bonus	1,978.40	0.00	0.00	
6 TOTAL SICK	22,292.86	9,892.00	9,892.00	
7 Vac Hrs 12/31/92	182.82	240.00	240.00	
8 TOTAL VAC	4,521.14	5,935.20	5,935.20	
9 # Yrs Service	18.00	0.00	0.00	
10 1 WK/YR BONUS	17,805.60	0.00	0.00	
11 FY93 Salary	51,438.00	0.00	0.00	4,286.50
12 FY93 Pens Contr	3,600.66	0.00	0.00	8,573.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00	71,195.90
14 Total Payout	62,622.90	15,827.20	15,827.20	

ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997	
	16 yrs service	18 yrs service	20 yrs service	
1 Sick Hrs. 6/30/93	1,642.90			
2 Sick Hrs. Eligible	800.00	800.00	800.00	
3 % Regular	0.500	0.500	0.500	
4 Cost Reg Sick	9,892.00	9,892.00	9,892.00	
5 10% Sick Bonus	1,978.40	0.00	0.00	
6 TOTAL SICK	11,870.40	9,892.00	9,892.00	
7 Vac Hrs 12/31/92	182.82	240.00	240.00	
8 TOTAL VAC	4,521.14	5,935.20	5,935.20	
9 # Yrs Service	18.00	0.00	0.00	
10 1 WK/YR BONUS	17,805.60	0.00	0.00	
11 FY93 Salary	51,438.00	0.00	0.00	4,286.50
12 FY93 Pens Contr	3,600.66	0.00	0.00	8,573.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00	60,773.44
14 Total Payout	52,200.44	15,827.20	15,827.20	



ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997
	16 yrs service	18 yrs service	20 yrs service
1 Sick Hrs. 12/31/92	1,608.40	1034.9078	
2 Sick Hrs. Eligible	800.00	800.00	800.00
3 % Regular	0.500	0.500	0.500
4 Cost Reg Sick	9,892.00	9,892.00	9,892.00
5 10% Sick Bonus	1,978.40	0.00	0.00
6 TOTAL SICK	11,870.40	9,892.00	9,892.00
7 Vac Hrs 12/31/92	294.78	240.00	240.00
8 TOTAL VAC	7,289.91	5,935.20	5,935.20
9 # Yrs Service	18.00	0.00	0.00
10 1 WK/YR BONUS	17,805.60	0.00	0.00
11 FY93 Salary	51,438.00	0.00	0.00
12 FY93 Pens Contr	3,600.66	0.00	0.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00
14 Total Payout	54,969.21	15,827.20	15,827.20

4,286.50
8,573.00
63,542.21

- 2 month pay
Total payout
for 2 month
pay.



ESTIMATE OF RETIREMENT INCENTIVE BENEFIT FOR PARTICIPANTS

Date of Hire	CARTWRIGHT 07/17/80 12 yrs service	MCDONALD 03/31/69 23 yrs service	POMYKATA 07/06/76 16 yrs service	TOTAL
1 Sick Hrs. 12/31/92	556.54	71.10	927.05	
2 Sick Hrs. Eligible	556.54	71.10	800.00	
3 % Regular	0.250	0.500	0.375	
4 Cost Reg Sick	1,477.61	426.96	3,603.00	
5 10% Sick Bonus	591.05	85.39	960.80	
6 TOTAL SICK	2,068.66	512.35	4,563.80	7,144.81
7 Vac Hrs 12/31/92	156.36	180.46	223.01	
8 TOTAL VAC	1,660.54	2,167.32	2,678.35	6,506.22
9 # Yrs Service	12.00	23.00	16.00	
10 1 WK/YR BONUS	2,587.03	11,049.20	7,686.40	21,322.63
11 FY93 Salary	11,210.47	24,980.80	24,980.80	
12 FY93 Pension Cont	784.73	1,748.66	1,748.66	
13 5 x FY93 Pension	3,923.67	8,743.28	8,743.28	
14 Total Payout	10,239.90	22,472.15	23,671.83	56,383.88
15 Payroll Taxes	783.35	1,719.12	1,810.90	4,313.37
16 Total Expense	11,023.25	24,191.27	25,482.73	60,697.25

Dec 21, 1992

Deborah Gray
 25%
 and 77,500

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Attachment A
Page 2

DATE: Dec 21, 1992
Claim No. 2070

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Dec 21, 1992	Cartwright McDonald Pomykata	56,383.88		010-000	
Account # 07605-80156 Route # 121000358		FICA	4,313.37	60,697.25	020-000 TOTAL	

PLEASE WIRE ON WEDNESDAY, DECEMBER 30, 1992!!!

The claims listed above (totaling \$60,697.25) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

McCORMICK, KIDMAN, BEHRENS & HOLZWARTH

LAWYERS

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

3100 BRISTOL STREET

SUITE 290

COSTA MESA, CALIFORNIA 92626-3038

TELEPHONE (714) 755-3100

FAX (714) 755-3110

H. L. (MIKE) MCCORMICK*
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RUSSELL G. BEHRENS*
WILLIAM C. HOLZWARTH*
SUZANNE M. TAGUE*
MICHAEL D. MICHAELS*
JANET R. MORNINGSTAR*
SHEILA PATTERSON
DOUGLAS J. EVERTZ
JOHN P. CARPENTER

*A PROFESSIONAL CORPORATION

December 11, 1992

#13401-001

Re: Tax Shift Litigation

Enclosed is a copy of the original petition filed on December 10, 1992 in the California Supreme Court on behalf of Calleguas Municipal Water District, and a number of other Ventura County public agencies, the Ventura County Taxpayers Association and individual taxpayers. In the petition, the Supreme Court was requested to assume original jurisdiction; to declare the recent tax shift legislation (SB 844 and SB 617) unconstitutional, and to issue a writ of mandate directing the County Auditor of Ventura County to refrain from applying the tax shift legislation in allocating the property tax revenues currently being received. As you know, an original petition for mandamus in the Supreme Court is an extraordinary remedy. The Supreme Court rarely consents to exercise its original jurisdiction, doing so only in cases involving issues of great public importance and where there is an extremely urgent need to obtaining a prompt and final resolution. We believe the challenge to the tax shift legislation is just such a case.

You have previously expressed an interest in assisting to obtain an early resolution of this important case. We now would like to request your assistance in persuading the Supreme Court to take original jurisdiction rather than remanding the matter to a lower court which will result in costly delays.

There are a number of cases cited in the petition which support the position that the Supreme Court should assume original jurisdiction under Article 6, §10 of the California Constitution in this case (Amador Valley Joint Union High Sch. Dist. v. St. Bd. of Equalization, (1978) 22 Cal. 3d 208; California Housing Finance Agency v. S. Michael Elliot, (1976) 17 Cal. 3d 575; and St. Bd. of Equalization v. Watson, (1968) 68 Cal. 2d 307). It will be of great assistance to have interested persons, public agencies and organizations request the Supreme Court to take original jurisdiction and include a description of their own concerns and circumstances which make this issue one of State-wide importance and urgency. Such requests may be made by letter or by a more formal request accompanied by points and authorities supporting the Supreme Court's assumption of original jurisdiction. At this

McCORMICK, KIDMAN, BEHRENS & HOLZWARTH

LAWYERS

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

point, it is not appropriate to submit arguments on the merits of the tax shift legislation, but merely to request the Court to accept jurisdiction. If the Supreme Court agrees to review the case, it may then be appropriate for non-parties to seek leave of the Court to submit briefs on the issues as amicus curiae (friends of the court).

If you wish to submit a request to the Supreme Court urging the Court to assume jurisdiction in either letter form or in pleading form, you should do so before December 18, 1992. The request should incorporate the following elements:

1. Identify the Original Petition for Writ of Mandate, the title of the action and the case number: Civil No. S-030172. (A copy of the title page is enclosed.)
2. Identify the party making the request, including the type of affected public agency, the citation of the agency's enabling statute (if known), and the amount of money that the tax shift will take from the agency.
3. Request that the Court assume jurisdiction.
4. Cite any facts and circumstances that affect you, your organization or your agency, demonstrating the State-wide public importance and extreme urgency of a resolution of the constitutional issues, including the irreparable harm which will be suffered by affected agencies and taxpayers if the tax shift legislation is not invalidated.

We believe that requests from a variety of entities, associations and individuals from all areas of the State will assist in persuading the Supreme Court to assume jurisdiction. If you have any questions regarding the procedure, please give Russ or me a call. Tom Anderle, general counsel for the agency, will also be happy to assist you. He can be reached at (805) 963-3826. Your participation in encouraging the Supreme Court to agree to review this issue is greatly appreciated.

Very truly yours,

MCCORMICK, KIDMAN, BEHRENS
& HOLZWARTH

Arthur S. Kidman

CIVIL NO. S030172

IMMEDIATE STAY REQUESTED

IN THE SUPREME COURT OF THE STATE OF CALIFORNIA

VENTURA COUNTY TAXPAYERS ASSOCIATION, a nonprofit corporation, DONALD R. KENDALL, PATRICK H. MILLER, HERBERT J. ROBINGS, individual taxpayers, CALLEGUAS MUNICIPAL WATER DISTRICT, a municipal water district, CAMROSA WATER DISTRICT, a county water district, CASITAS MUNICIPAL WATER DISTRICT, a municipal water district, CONEJO RECREATION AND PARK DISTRICT, a recreation and park district, OJAI VALLEY SANITARY DISTRICT, a sanitary district, RANCHO SIMI RECREATION AND PARK DISTRICT, a recreation and park district, UNITED WATER CONSERVATION DISTRICT, a water conservation district, VENTURA PORT DISTRICT, a port district, and VENTURA REGIONAL SANITATION DISTRICT, a county sanitation district,

Petitioners/Plaintiffs,

vs.

NORMAN R. HAWKES, Ventura County Auditor-Controller, and DOES 1 through 20, inclusive,

Respondents/Defendants

GRAY DAVIS, Controller of the State of California; KATHLEEN BROWN, Treasurer of the State of California; THOMAS HAYES, Director of the Department of Finance of the State of California, PETE WILSON, Governor of the State of California; STATE OF CALIFORNIA, and DOES 21 through 40, inclusive,

Real Parties-in-Interest

ORIGINAL PETITION FOR IMMEDIATE STAY AND FOR WRIT OF MANDATE;
COMPLAINT FOR DECLARATORY RELIEF;
MEMORANDUM OF POINTS AND AUTHORITIES IN SUPPORT THEREOF

MCCORMICK, KIDMAN, BEHRENS & HOLZWARTH
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Jim Botz

Sonoma County Water Dist. (fax 707-544-6123)
575 Administration Drive
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Edwin Freston
Joseph Pannone
Kane, Ballmer & Berkman
420 Popular Center
354 South Spring Street
Los Angeles, CA 90013

213-625-0931

William D. Ross
Ross & Scott
520 South Grand Avenue, Suite 300
Los Angeles, CA 90071

213-892-1519



TO: Library Board of Trustees

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

SUBJECT: Cash Balances in Funds other than General Fund

DATE: June 10, 1993

Fund balances as of April 30, 1993:

Fund 5021 - Building & Major Equipment \$ 107,188

Fund 5031 - Automatic Replacement 51,230

Fund 5061 - Bond Redemption 298,459

Fund 5072 - Sick Leave Payoff 6,577

TOTAL \$ 463,454

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Meeting with Orange County Employee's Association of May 19, 1993

DATE: June 10, 1993

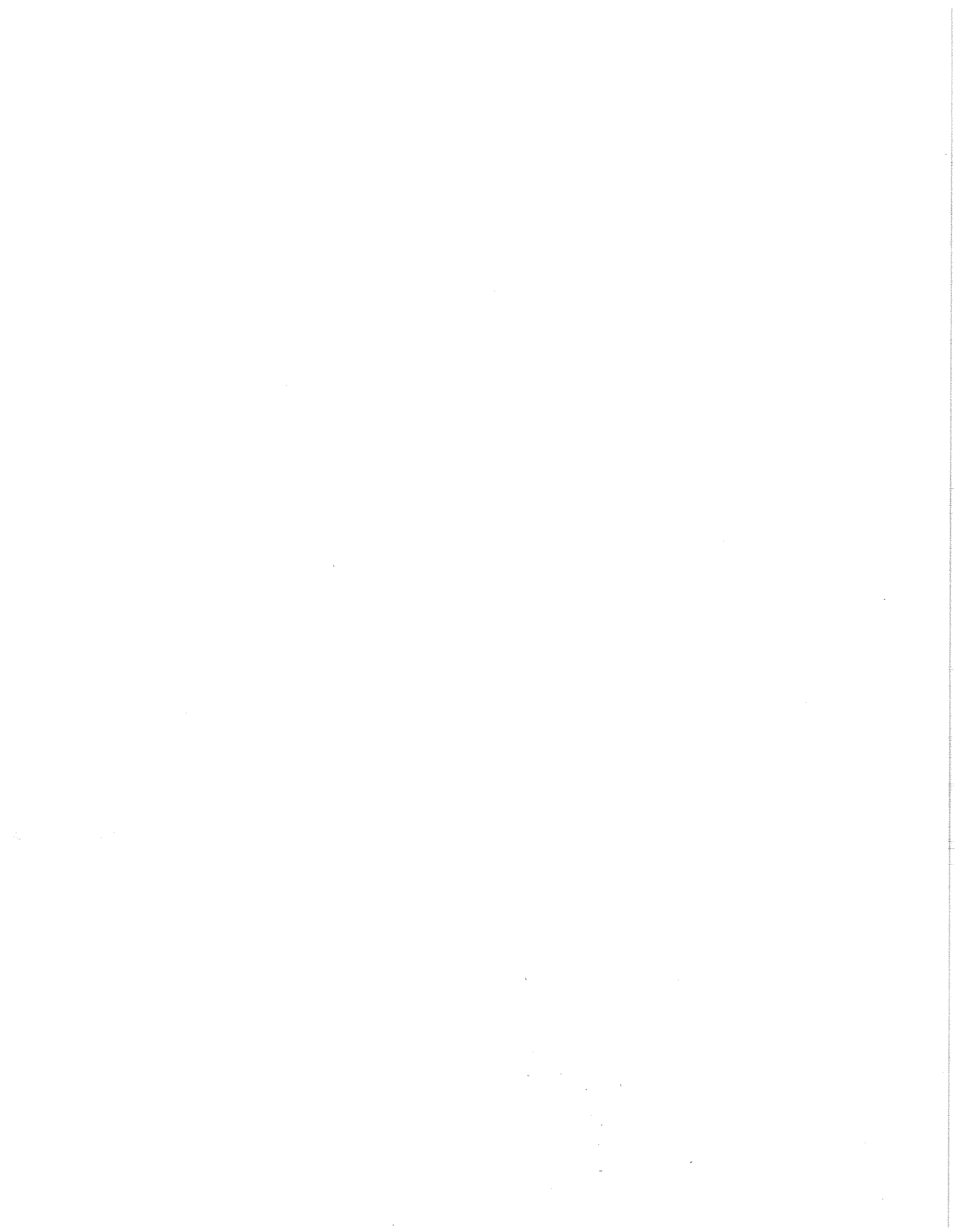
BACKGROUND

At the direction of the Library Board of Trustees, I met with the designated representative of the Orange County Employee's Association on May 19, 1993 to present the Board's request to reopen the MOU to discuss a variety of issues.

OCEA is unwilling to discuss any issues at this time except a six-month delay of the implementation of the 3% COLA for 1993-94. They are willing to consider an additional extension later in the year if the financial condition of the Library District indicates a continuing need.

RECOMMENDATIONS

Accept the OCEA offer of an extension of the implementation of the 1993-94 COLA until January 1, 1994, and authorize the Library Director to sign the agreement on behalf of the Library Board of Trustees.



Placencia Library District
 FY1993-1994 Budget Salary Comparisons
 May 1993

Object Code	Category	FY1992-1993 Budgeted	FY1992-1993 No Eliminations 3% COLA Only	FY1992-1993 No Eliminations 3% COLA	OCEA Only	OCEA Only	Vacants Elim. 3% COLA	Vacants Elim 0% COLA	0% COLA 3%/6 Mo COLA Thur 6-9 PM All Fridays 1.13 Lib Clerk 1.13 Lib Clerk 1.0 Lib Asst 1.0 Lib Asst 1.25 Libn II 1.25 Libn II 1.00 Asst Dir
010-000	Salaries & Wages	735,250	646,135	678,896	664,588	643,017	629,754	526,486	532,340
020-000	FICA & Medicare Pension Plan Total Retirement	56,246 50,829 107,075	49,428 51,850 103,786	50,841 51,850 102,691	49,191 51,850 101,041	48,176 51,850 100,026	40,276 51,850 92,126	40,724 51,850 92,574	40,724 51,850 92,574
030-000	Health Insurance Dental Insurance Vision Insurance Total Insurance	36,200 6,600 2,250 45,050	36,200 5,836 2,064 44,100	47,628 7,259 2,753 57,640	44,219 6,755 2,574 53,548	44,219 6,755 2,574 53,548	36,803 5,521 2,131 44,455	36,803 5,521 2,131 44,455	36,803 5,521 2,131 44,455
	TOTAL	887,375	790,492	840,322	824,919	797,606	783,328	663,067	669,369
	Target Savings	665,492	125,000	(49,830)	(34,427)	(7,114)	7,164	127,425	121,123

The total salary expense change from FY93 Budgeted (\$887,375) to FY94 Recommended (\$669,369) is 25%.

The FTE change from FY93 Budgeted (27.42) to FY94 Recommended (19.54) is 29%.

