

REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

December 20, 1993  
7:30 P.M.  
Library Conference Room

1. Roll Call: Administrative Assistant

*Decision - also*

2. Adoption of Agenda.

*Start*

*W. M. - also*

*Shlma.*

*Em.*

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the November 8, 1993, Regular Meeting.

*Em. / Shlma.*

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications.

*7:35 - Oral Comm.*

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. Election of Officers.

*Shlma -*  
*Start* / ~~*Decision*~~

*Shlma -* } *Start*  
*Em.* }

6. Board President's Report.

Presentation: Library Board President

7. Friends of the Library Board of Directors Report.

Presentation: Library Director

8. Literacy Volunteers of America Board of Directors Report. *Christmas Party*

Presentation: Library Board President

9. Placentia Library Foundation Report.

*Part of the 12g - Jan (3/1)  
final checks & receipts.*

Presentation: Trustees Stark and West

10. Santiago Library System Advisory Board

Presentation: Library Director

**CLAIMS (Items 11 - 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 11 - 13 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.

*Sub 2*

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

Nonstandard Claim in the amount of \$2,415.00 for the State Library of California to reimburse unspent funds from the FY1992-1993 literacy matching funds grant.

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

Claims forwarded by the Library Director in the amount of \$2,453.78.

13. Current Claims and Payroll. (Approve)

Current Claims of \$ 78,198.02; Payrolls 3093, and 3094, for a cumulative payroll total of \$40,050.00. Combined total of Current Claims and Payroll of \$118,248.02.

**FINANCIAL REPORT (Items 14 - 18)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 14 - 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- Should  
rem.*
- 14. Financial Reports for October and November, 1993. (Receive & File)
  - 15. Office General Ledger & Check Registers for October and November, 1993. (Receive & File)
  - 16. Overdue Collection Report for November, 1993. (Receive & File)
  - 17. Vending Machine Report for November, 1993. (Receive & File)
  - 18. Gifts Report for November, 1993. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 - 29)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 19 - 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 19. Building Maintenance Report for November, 1993. (Receive & File)
- 20. Personnel Report for November, 1993. (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for the Month of November, 1993. (Receive & File)
- 22. Circulation Report for July through September, 1993. (Receive & File)
- 23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 24. Travel Authorizations. (Approve)

25. Certification to Receive Funds from the Public Library Fund, 1993-1994 and Request for a Waiver of the Maintenance of Effort Requirement, Submitted to the State Library of California on November 10, 1993. (Receive & File)
26. Corrected Budget Forms for Funds 702, 703, 706 as Submitted to the Orange County Auditor. (Receive & File)
27. Notification from the State Library of California that the Grant Application to Serve Immigrant Populations was not funded. (Receive & File)
28. Notification from the State Library of California that the Grant Application for California Literacy Campaign matching funds for FY1993-1994 in the amount of \$11,158.
29. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director  
Recommendation: Review and Approve

#### CONTINUING BUSINESS

#### NEW BUSINESS

30. Designation of the District's Delegate to the Selection Committee, and Adoption of Voting Instructions for the Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County.

Presentation: Library Board President  
Recommendation: Ratify Appointment of President Peggy Dinsmore as the voting delegate; select an alternate representative; and adopt voting instructions for the Delegate and Alternate.

31. Adoption of Salary Schedule for Collective Bargaining Unit Personnel and Exempt Personnel for FY1993-1994 To Be Effective January 1, 1994.

Presentation: Library Director  
Recommendation: Review and Adopt Resolution 93-7

*Stuck/Shub - need to read with*

*Stuck/Err -*

32. Selection of Vendor for Payroll Services for 1994.

Presentation: Library Director  
Recommendation: Designate Pay Chex as Vendor for Payroll Services for 1994.

33. Authorization of Increase in Student Assistant Hours for Shelving from 60 to 80 Hours Per Week.

Presentation: Library Director  
Recommendation: Authorize Increase in Hours

#### STAFF REPORTS

34. Program Report for the Month of November, 1993. (Program Committee)  
35. Children's Services Report for the Month of November, 1993. (Schneider)  
36. Acquisitions Report for November, 1993. (Shook)  
37. Publicity Materials produced for the Month of November, 1993. (Willauer)  
38. Placentia Library Literacy Services Report for the Month of November. (Matas and Byrne)  
39. Families for Literacy Project Report for the Month of November. (Walters)

#### ADJOURNMENT

40. Agenda Preparation for January 17, 1994, Regular Meeting.  
41. Adjourn

*Placentia*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the December 20, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, December 15, 1993.

*Charlene A. Dumitru*

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jan 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Quinn</i>
Jan 17 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 29 (Sat)	Friend's Author's Luncheon, 12:00 NOON
Feb 4-10	American Library Association Midwinter Meeting, Los Angeles
Feb 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Stark</i>
Feb 22 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 5 (Sat)	CALTAC Trustee Workshop, Los Angeles, 9:00 A.M. to 3:00 P.M.
Mar 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Even</i>
Mar 21 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 22-26	Public Library Association 5th National Conference, Atlanta
Mar 31 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Apr 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Stark</i>
Apr 18 (Mon)	Library Board Meeting, 7:30 P.M.
May 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Fred</i>
May 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Regan</i>
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Stark</i>
Sep 19 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 29 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Oct 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Even</i>
Oct 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. - <i>Stark</i>
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.

Placentia Library Regular Board Meeting, December 20, 1993, Page 7.

Dec 5 (Mon) Friends of the Library Board Meeting, 7:00 P.M. *est.*

Dec 19 (Mon) Library Board Meeting, 7:30 P.M. ~~also~~





**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 8, 1993**

**CALL TO ORDER**           The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 18, 1993 at 7:35 P.M. by President Dinsmore.

**ROLL CALL**               **Members Present:** President Peggy Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

**Members Absent:** None

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

**ADOPTION OF AGENDA**       It was moved by Secretary Stark, seconded by Trustee Evans to adopt the Agenda as presented.

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

**MINUTES**                 It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of August 9, 1993.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of October 18, 1993.

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

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore requested the Board's permission to continue on Caltac Board and the Board agreed. She reported that several business have requested donor cards to give to their customers and she has supplied the cards to those businesses.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that the Friends of the Library booksale was held on November 4, 6 and 7. She also reported that plans for the Author's Luncheon Fundraiser to be held January 29, 1994 were underway and letters have been sent to prominent Placentia residents requesting them to act as "Celebrity Waiters" for the luncheon. Tickets for the luncheon will be available in December.

**LITERACY  
VOLUNTEERS OF  
AMERICA**

President Dinsmore complimented the staff in the Library's Literacy Services Departments on maintaining good service during the transition in personnel. She mentioned that several tutors had left the program, but that efforts were underway to contact the tutors and reestablish them with students.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Secretary Stark reported that thirty-three "Men of Mystery" calendars had been sold at \$11.00 each. This money will be used for establishing the Foundation.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 9 through 11 Nonstandard Claims; Claims forwarded by Library Director; and Current Claims and Payroll in the amount of \$49,659.55.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 12 through 14: Overdue Collection Report for October, 1993; Vending Machine Report for October, 1993; and Gifts Report for July through October, 1993.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 15 through 20: Building Maintenance Report for October, 1993; Personnel Report for October, 1993; Volunteer Report for October, 1993; Minutes from Placentia Civic Center Authority Annual Meeting; Fiscal Year 1992-1993 Audit of Financial Transactions; and Annual Report of Financial Transactions of Special Districts, Fiscal Year 1992-1993.

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

**REVIEW OF  
PROPOSED  
CONTRACT FROM  
BSI CONSULTANTS**

The Board requested that the proposed contract from BSI Consultants be amended to include the County of Orange in those agencies to be consulted regarding consolidation.

It was moved by Trustee Shkoler, seconded by Trustee West to approve the contract as amended.

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 22 through 27: Program Report for the Month of October, 1993; Children's Services Report for the Month of October, 1993; Acquisitions Report for July through October, 1993; Publicity Materials produced for the Month of October, 1993; Placentia Library Literacy Services Report; and Family Literacy Project Report for month of October, 1993.

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

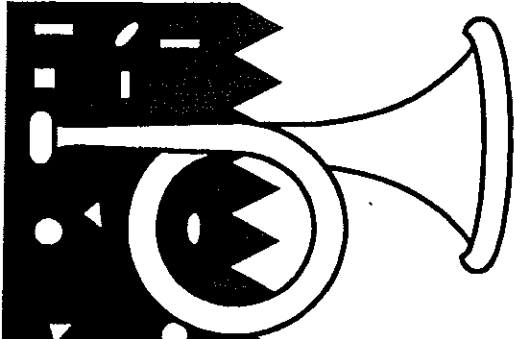
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees was adjourned at 8:20 P.M.

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Sandra M. Stark, Secretary





## ANNOUNCING

### 1994 WORKSHOPS IN LIBRARY LEADERSHIP

Saturday, February 26, 1994  
Benicia Public Library  
Benicia, California  
9:00 a.m. - 3:00 p.m.

Saturday, March 5, 1994  
Los Angeles Central Library  
Los Angeles, California  
9:00 a.m. - 3:00 p.m.

*Reserve the date of the workshop nearest you on your 1994 calendar now!  
Registration forms will be mailed in early January.*

# CALTAC

CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS

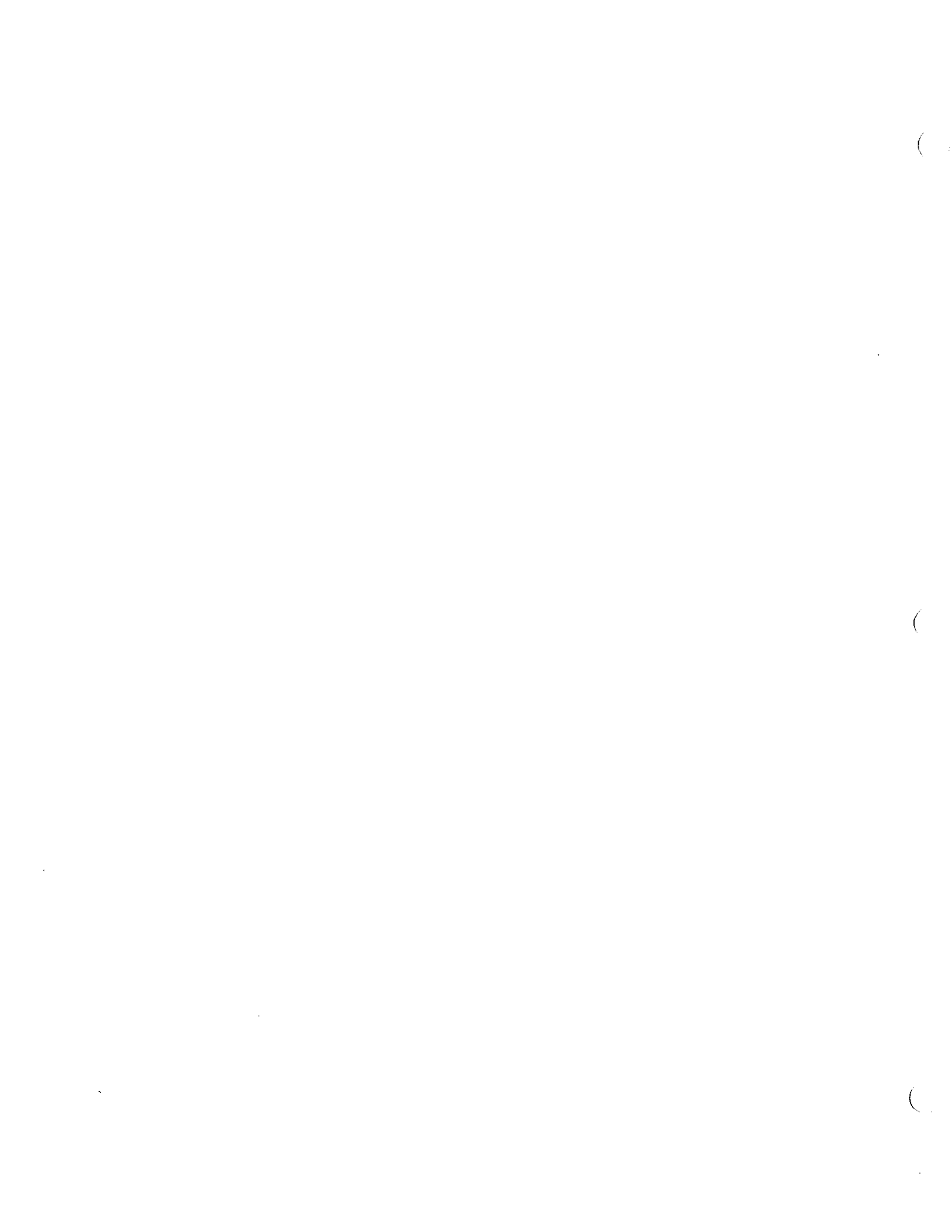
*You are invited to attend the Eleventh Annual Workshops in Library Leadership. Your participation assures you the opportunity to*

- ▶ **meet Gary Strong, California State Librarian**
- ▶ **get to know other trustees, commissioners, advisory board members, and library advocates**
- ▶ **hear first-rate speakers address the issues that you must face in your library**
- ▶ **work in small groups to develop ideas that are relevant to your library**

For more information, please call the Workshop Coordinators:

Barbie Whorton  
(714) 638-2573

Barbara Campbell  
(408) 377-6389





# CALIFORNIA STATE LIBRARY NEWS

No. 93-13

FOR IMMEDIATE RELEASE - November 12, 1993

## PUBLIC LIBRARIES CAN MAKE THE DIFFERENCE

### IN CALIFORNIA'S FUTURE

California public library services continue to deteriorate as local jurisdictions withdraw increasing amounts of funding from libraries to bolster police, fire, and other safety services. Facing escalating costs, a California population increase of 2%, library staff reductions of 11%, and a 25% reduction in book budgets, public libraries have reluctantly reduced public service hours by 14% and have had to close 25 public service facilities. The 25% book budget reduction translates into more than a million fewer new materials for library patrons in 1993/94. Summer reading programs for children are being reduced, after-school tutoring and work study eliminated in many areas, and Californians' access to library service without jurisdictional boundaries is threatened.

In a summary report issued on November 12, 1993, California State Librarian Gary E. Strong stated, "California's public library services are in danger of going the way of California's school library services, which are ranked 50th of the 50 states. And, unfortunately this comes at a time when California's youth are in critical need of the kind of positive alternative that libraries can provide them."

- more -

FOR FURTHER  
INFORMATION  
CONTACT:

Gary E. Strong, State Librarian  
(916) 654-0174

CALIFORNIA STATE LIBRARY  
P.O. BOX 942837  
SACRAMENTO, CA 94237-0001

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Mr. Strong continued, "Californians took a step toward protection of their public library services when they approved Proposition 172 on November 2nd. Without the funding that 172 will continue to provide for police and fire services, public libraries faced even deeper cuts this year, as funds must be transferred from libraries to fight the immediate crises of fires and crimes."

The report, *Summary of the Status of California Public Libraries 1993*, presents preliminary results of a recent survey of California's 169 public library jurisdictions, which provide service to Californians from 1267 facilities statewide. Among its findings, the report documents a \$47 million decrease in local support to public libraries in 1993/94, resulting in a \$15 million decrease in book budgets and more than a \$24 million decrease for the staff to provide library services. This year's \$15,727,021 decrease in library book budgets, added to the \$10 million reduction between 1991/92 and 1992/93 combine to a 35% reduction in just two years, in hard dollars, for purchasing library materials (books, magazines, reference data bases, audio materials, videotapes, newspapers, scientific journals, etc.).

Mr. Strong pointed out, "With the increases in the prices being charged for library materials, libraries will actually be able to acquire only about half the number of new materials for Californians that they could just two years ago, and this comes at a time when the numbers and formats of materials Californians need are dramatically increasing, not decreasing."

State Librarian Strong continued, "The 25 county libraries, which have a dedicated property tax income and serve about 40% of the state's population, were hardest hit this year, facing staffing reductions of 23%, local income reductions of 26%, and a materials budget reduction of 48% this year." Survey results indicate that many of these libraries had received



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large proportions of their budgets from Special District Augmentation Funds (SDAF) in the past, and the transfer of these funds to support local schools became a real problem for many of those library budgets. Principal among these is the massive County of Los Angeles public library which by itself serves 10% of the state's population and had received about 50% of its budget from SDAF. That library's patrons are faced with potential closure of half of their branches (43) by February 1994, and the library has been forced to eliminate the purchase of any new materials at all.

Mr. Strong pointed out that, while library funding is decreasing, Californians are making even heavier use of public library services. "In the last two years library attendance has increased from 85,743,615 to almost 90 million, reference questions from 38 million to 45 million, and while circulation of library materials has remained about the same, interlibrary loans have increased by 20%, from 822,592 to 970,929 annually. Clearly Californians want and need their public library services."

In conclusion Strong stated, "In the long run positive alternatives for our children and youth, such as parks and recreation and libraries are the most important opportunity we have for turning around the current escalation in crime and gang activities. We need to spend significant resources on our efforts to provide exciting and positive alternatives for our young people. As funding is withdrawn from these services, they can become less and less responsive to the interests and needs of our youth, and we lose a vital alternative as well as a positive learning experience.

"Californians need to ensure their local officials know how important their public library services are to them and to our future. Libraries can make a real difference to California's future, but only your support will make that difference happen. It's up to all of us. Our future can be full of more and more prisons, locked doors, and crime, or it can be full of libraries and parks and community swimming pools and positive economic growth. It depends on how we distribute our public funding now. I believe we must begin to take a longer view of our current problems and support more of these long range, positive solutions. Libraries really can make a difference."

- # # # -

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian ~~SA~~  
DATE: December 20, 1993 *ch*  
SUBJECT: **Friends of the Library Board of Directors' Report**

The Friends of the Library Board if Directors meeting was held on December 12, 1993. Suad Ammar, Principal Librarian represented the Library.

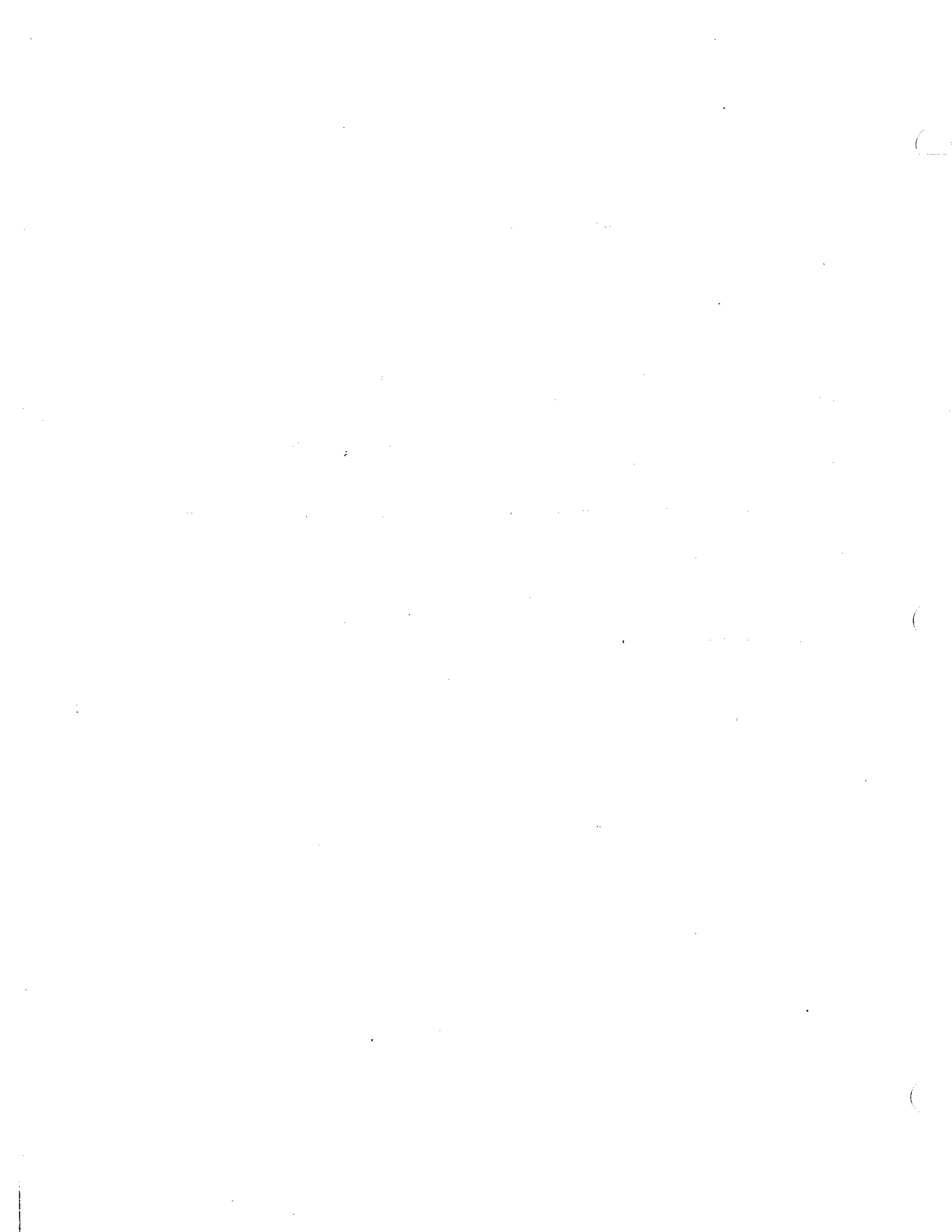
The Board discussed the last book sale and concluded that it was successful, especially the Sunday "buck-a-bag" idea that brought in close to two hundred dollars.

The Board approved the purchase of ten eight foot conference tables, and announced that the amount of \$3,000 is available to be spent on a "Wish List." They asked Suad to have the list ready for their next meeting.

As part of their membership drive, a mailing will be soon sent to the 132 members that are presently in their data base. Included will be a letter, one of the fundraiser luncheon flyers , and a book donation card.

Pat Irot, the Board President, reminded the members of the luncheon and encouraged them all to attend.

*Purchased 10 10' tables*



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator KUM  
DATE: December 13, 1993  
SUBJECT: Literacy Volunteers of America Board Report for the month of November.

The Board of Directors of Literacy Volunteers of America-Placentia met on November 23, 1993. Suad Ammar and I attended.

Jess Ramirez, LVA student Representative, reported that no one attended the November Student/Tutor Support Group meeting. It was suggested that more publicity might bring better attendance. The resumption of the Placentia Reads newsletter may provide the necessary publicity. Leslie Moreau is trying to organize the newsletter publication.

Peggy Dinsmore talked about a new Families for Literacy video that is scheduled for release after the first of the year. She heard about it at the California Library Association Conference and suggested that we may want to look into obtaining it.

The Holiday Social is scheduled for Monday December 13, 1993 at 6:00 pm in the meeting room. It will be pot luck, and tutors and their students have been invited. Leslie Moreau will contact the Literacy department regarding decorating.

The 50/50 Program Management Training Workshop is scheduled to begin Monday, January 17, 1994 at 6:00 pm and to run for four consecutive Monday evening. The workshop will be sponsored by Orange County Literacy Network and hosted by LVA-Placentia in Placentia Library District's meeting room Evelyn Renner will be the instructor.

The Board decided to skip the December and January meetings due to the holidays and the workshop.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: December 20, 1993  
SUBJECT: **Santiago Library System Advisory Board**

**BACKGROUND:**

The Santiago Library System Advisory Board meets quarterly. The District's delegate is Ted Farkas.

The District has requested a brief summary report of the SAB meetings from the SLS Secretary. SLS has responded that reports are not available and that by policy of the SAB the Minutes may not be distributed until after they have been approved by the SAB. Thus the information about any SAB meeting is not available to the District until three months after that meeting.

Minutes from the August 24, 1993, are attached.

**RECOMMENDATION:**

Receive and File.



# ANTIAGO LIBRARY SYSTEM

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

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

MINUTES  
SYSTEM ADVISORY BOARD MEETING  
ANAHEIM PUBLIC LIBRARY - EUCLID BRANCH  
1340 South Euclid Avenue, Anaheim, Ca. 92802  
Tuesday, August 24, 1993  
7:30 p.m.

SAB Members Present: Rilda Jamieson  
Ted Farkas  
Kathi Jo Brunning  
Anaheim Public Lib.  
Placentia Lib. Dist.  
Santa Ana Public Lib.

Council Members Present: CarolAnn Tassios  
Colleen McGregor  
Yorba Linda Public Lib.  
Buena Park Lib. Dist.

Staff: Linda Katsouleas  
Peg Fox  
Santiago Library System  
Santiago Library System

I. CALL TO ORDER

Rilda Jamieson, Vice-Chair, called the meeting to order at 7:40 p.m. in the Community Room, Euclid Branch of the Anaheim Public Lib.

II. INTRODUCTIONS

Those present introduced themselves.



III. APPROVAL OF MINUTES

The minutes of the May 25, 1993 meeting were not approved due to lack of a quorum.

IV. OLD BUSINESS:

A. SAB Chair's Report

Since the SAB Chair was not present, this report was omitted at this time.

B. System Chair's Report

C. Tassios reported on Council activities. She discussed Norm Reeder's report on MCLS, SLS and South State's efforts to find a cost-effective method to put serials information on OPACs. The group concluded no action was possible at this time. The SAB quorum was discussed and the Bylaws change reviewed.

C. System Director's Report

L. Katsouleas reported on her trip to Sacramento to meet with the State Librarian, Gary Strong relative to the status of Systems. A number of Councils (including SLS) voted to reexamine the expenditure of System monies.

G. Strong will meet with the System Directors and Chairs again on October 14. Legislation was discussed, particularly SB 566 and what is needed to pass it is presently written it would require a 51% voter approval.

C. McGregor commented that she is still looking for a SAB member in Buena Park. Some services in her library have been reduced, i.e. there is no renewal of books by phone (which has worked out well). A general discussion took place regarding changes in the libraries and library hours.

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V. NEW BUSINESS

A. Legislative Day

R. Jamieson then asked for comments on Legislative Day. T. Farkas stated that he couldn't ask his Library Director to make a special trip again to visit their Legislator. Placentia Library District has now reduced their library hours to 40 with closure at 8:00 p.m. They will be closed on Friday and Saturday. They are going to try to form a foundation to fund the library. The library would not be dependent upon public funds. Farkas further stated that at a public meeting people could not comprehend the fact that there is not money available for libraries.

B. Calendar of Meetings

A calendar of meetings was presented for SAB approval.

L. Katsouleas stated that most libraries are now closing at 8:00 p.m. It therefore means that the time of the SAB meetings needs to be changed, possibly from 6:30 p.m. to 8:00 p.m. This was agreed to by the the members present.

The meeting calendar will be approved at the next meeting.

C. CarolAnn Tassios - "Libraries: The Legacy we took for Granted"

CarolAnn Tassios then gave a presentation which she had recently presented to "Women for Orange County". Tassios explained the funding of libraries. She reviewed the types of public libraries in California, their funding sources and their budget levels. Tassios also explained the effects of Proposition 13 and the Gann Initiative on libraries and related these actions to current budget problems. She also discussed fund raising, the use of volunteers, fines and fees and other alternative sources of support for libraries.

VI. ROUND TABLE

Those present shared news from their libraries.

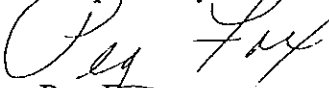
VII. DATE & LOCATION OF NEXT MEETING

THE NEXT SAB MEETING WILL BE HELD AT 6:30 p.m. TUESDAY,  
NOVEMBER 23, 1993 AT ORANGE PUBLIC LIBRARY, 101 N. CENTER  
ST., ORANGE.

VIII. ADJOURNMENT

There being no further business the meeting adjourned at  
9:00 p.m.

Respectfully submitted,



Peg Fox  
SLS Administrative Assistant



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 20, 1993

DATE	REPORT NUMBER	AMOUNT
Dec. 20, 1993	3085	<u>\$2,415.00</u>
	TOTAL	\$2,415.00

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE Dec 20, 1993  
 REPORT NO 3085

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
 HIS CHECK FROM FUND 707 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
California Library Services Board Library-Courts Building P.O. Box 942837 Sacramento, CA 94237-0001	Oct 12, 1993		1700	08		2,415.00		

The claims listed above (totaling \$2,415.00) 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 \_\_\_\_\_

PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
December 20, 1993

DATE	AMOUNT
Nov. 15, 1993 3083	\$1,657.65
Dec. 1, 1993 3084	<u>796.13</u>
TOTAL	<u>\$2,453.78</u>





LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov. 15, 1993  
REPORT NO 3083

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acc					
N03649 Staples, Inc. Dept 91 - 2504992996 P.O. Box 182378 Columbus, OH 43218-2378	October, 1993		1800	00		23.36		
			1800	08		64.64		
				TOTAL		88.00		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Oct 18, 1993 A15807		0700	05		423.82		
N06556 CNA Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	October, 1993		0300	00		195.83		
Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92680	Nov 9, 1993		1400	00		950.00		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$1,657.65) 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.

*ED Min...*

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT


DATE Dec. 1, 1993  
REPORT NO 3084

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707 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	
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	Sept. 15, 1993 0400262848		1800	00		43.64		
	Sept. 30, 1993 0400263014					62.10		
	Nov. 9, 1993 0400263384					60.35		
	Nov. 18, 1993 0400263484					<u>32.86</u>		
					Subtotal	198.95		
	Oct. 4, 1993 0400263048		1800	08		105.91		
	Nov. 9, 1993 0400263385					12.93		
	Nov. 23, 1993 0400263515					<u>9.81</u>		
					Subtotal	128.65		
					TOTAL	327.60		
N03659 Southern California Water Co. 130 N. Bradford Ave. Placentia, CA 92670	Nov. 14, 1993		2800	00		148.27		
N03752 Pacific Bell Payment Processing Center Van Nuys, CA 91388	Nov. 19, 1993 996-2865		0700	00		15.08		
	Nov. 17, 1993 528-1906					154.30		
	Nov. 17, 1993 528-8236					21.67		
	Nov. 4, 1993 524-8408					31.49		
	Nov. 7, 1993 251-5377					<u>88.00</u>		
					TOTAL	310.54		
N03847 OCLC, Inc. Dept 630 Box ONB Columbus, OH 43265	Oct. 31, 1993 330529		1900	00		9.72		

The claims listed above (totaling \$796.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 December 20, 1993

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3086	\$1,197.87
	3087	<u>818.10</u>
Subtotal for Immediately		\$2,015.97
Regular	3088	\$18,866.84
	3089	4,344.69
	3090	49,911.20
	3091	1,435.42
	3092	<u>1,623.90</u>
Subtotal for Regular		\$76,182.05
Payroll	3093	\$20,025.00
	3094	<u>20,025.00</u>
Subtotal for Payroll		\$40,050.00
Total		<u>\$118,248.02</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Dec 20, 1993  
REPORT NO 3086

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

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

APPROVED CLAIMS							A-G'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
No3645 Care America 20500 Nordhoff St. Chatsworth, CA 91311-6104	Nov 13, 1993 December		0300	00		455.61		
N03646 VISION SERVICE PLAN Attn: Scott L. Whitwell P.O. Box 45210 San Francisco, CA 94145-5210	Nov 23, 1993 December		0300	00		253.40		
N03648 CASCADE WATER 1080 So. Cypress Unit D La Habra, CA 90631	Nov 22, 1993 December		1800	00		24.95		
N03649 STAPLES INC. Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Nov 29, 1993 667928		1800	00		26.74		
N03655 LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Aug 18, 1993 37931 Aug 25, 1993 38293 Aug 25, 1993 38294 Sep 30, 1993 40101					43.61 26.17 9.81 <u>61.49</u> 141.08		
N03752 PACIFIC BELL Payment Center Van Nuys, CA 91388	Nov 07, 1993 251-5376 Dec 07, 1993 251-5376 Dec 07, 1993 251-5377					88.00 89.32 <u>89.32</u> 266.64		
PLEASE PAY IMMEDIATELY!	Dec 04, 1993 524-8408		0700 0700	05 08		<u>29.45</u> 296.09		
					Total	296.09		

The claims listed above (totaling \$1,197.87) 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 Dec 20, 1993  
 REPORT NO 3087

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
 HIS CHECK FROM FUND 707 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
N06555 PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Nov 22, 1993		0300	00		482.27		
	December							
N06556 CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Nov 29, 1993		0300	00		195.83		
	November							
N06557 CARE RESOURCES 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Dec 16, 1993					35.00		
	October							
	Dec 16, 1993					35.00		
	November							
	Dec 16, 1993					35.00		
	December							
	Dec 16, 1993					35.00		
	January		1900	00		140.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$818.10) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A-G'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
			N00642A Employment Development Dept. P.O. Box 826219 Sacramento, CA 94230-62190634 Attn: Cashier-RB	Nov 19, 1993 per end 6/30/93				0310
N01035 CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Dec 15, 1993 52185 Dec 15, 1993 52186		1400 2800 1900	00 00 00		5,506.07 12,378.00 <u>234.50</u> 18,118.57		
N03643 RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Nov 09, 1993 142611		1803	00		5.95		
N03644 CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Dec' 16, 1993 travel reimb.		2700	00		17.00		
N03652 E.H.L. INC. Automated Office Products 573 Mercury Ln., Ste. A Brea, CA 92621	Oct 29, 1993 2500		1800	00		561.10		
N03653 BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Nov 30, 1993 34354		1400	00		117.42		
N03656 PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Nov 30, 1993 November		1900	00		32.71		

The claims listed above (totaling \$18,866.84) 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 \_\_\_\_\_

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707 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
N03657 STANDARD & POOR'S CORP. P.O. Box 75045 Chicago, IL 60675-5045	Dec 01, 1993 6005115 Dec 01, 1993 6012403		2400	01		926.65 <u>1,680.89</u> 2,607.54		
N03658 GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, CT 06816	Oct 26, 1993 130811		2400	01		308.93		
N03833 BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Nov 24, 1993 A15985		0700	05		423.82		
N03836 CHILDREN'S PRESS P.O. Box 71049 Chicago, IL 60694-1049	Sep 16, 1993 506553		2400	01		112.29		
N03842 INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Nov 04, 1993 26810133		2400	01		9.18		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Nov 30, 1993 332227		1900	00		11.47		
N03851 Reed Reference Publishing P.O. Box 7247-8604 Philadelphia, PA 19170-8604	Nov 04, 1993 794097		2400	01		463.26		
N03924 COMMERCE CLEARING HOUSE P.O. Box 5490 Chicago, IL 60680-5490	Nov 16, 1993 5807522		2400	01		406.20		

The claims listed above (totaling \$4,344.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707 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	
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Nov 16, 1993 181005312001		0700	00		0.95		
N06566 REGENCY LIGHTING 16665 Arminta St. Van Nuys, CA 91406	Nov 17, 1993 165607		1400	00		236.36		
N06567 A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Dec 07, 1993 6213		1400	00		54.00		
FIRST AMERICAN TRUST 421 N. Main Street Santa Ana, CA 92702	Year ending June 1993		0200	00		48,591.89		
N06671 M D MEDICAL CLINICS P.O. Box 66012 Anaheim, CA 92816-0612	Nov 19, 1993 Cymber, Merid		1900	00		40.50		
N06738 Suad Ammar c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Nov 16, 1993 travel reimb. Dec 14, 1993 travel reimb.		2700	00		28.00 <u>9.50</u> 37.50		
N06785 HECTOR VARGAS CLEANING 318 Capistrano St. Placentia, CA 92670	Dec 07, 1993 December		1400	00		950.00		

The claims listed above (totaling \$49,911.20) 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 Dec 20, 1993  
REPORT NO 3091

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707 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
N06786 KATHERINE MATAS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Nov 15, 1993 SCLLN		2700	00		10.00		
MARGARET V. DINSMORE c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Nov 15, 1993 CLA conf.		2700	00		161.87		
Blanning & Baker Associates, Inc. 505 N. Brand Blvd., Ste. 780 Glendale, CA 91203	Dec 16, 1993 1994 12 issues		1800	00		180.00		
NEW READERS PRESS P.O. Box 888 Syracuse, NY 13210	Dec 02, 1993 587940		2400	08		82.42		
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, Ca 92705	Nov 15, 1993 102450		1300	00		53.85		
SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Aug 23, 1993 255889		2400	01		375.38		
ASQC P.O. Box 3066 Milwaukee, WI 53201-3006	Dec 16, 1993 1994 memb.		1600	00		81.00		
DATA RECALL, INC. 2175 Martin Ave. Santa Clara, Ca 95050	Dec 07, 1993 30668		1800	00		393.40		
YELLOW PAGES OF CALIFORNIA 256 S. Robertson Blvd., Ste. 42 Beverly Hills, CA 90211-2898	Nov 09, 1993 063092160165033		1900	00		97.50		

The claims listed above (totaling \$1,435.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707 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
ASPEN PUBLISHERS, INC. Panel Publishers P.O. Box 64141 Baltimore, MD 21264-4141	Nov 13, 1993 renewal		2400	04		113.13		
INFORMATION PLUS 2812 Exchange St. Wylie, TX 75098	Nov 01, 1993 9328655-IN		2400	01		95.77		
NSFRE P.O. Box 63 Tujunga, CA 91043-0063	Dec 16, 1993 1994 memb.		1600	00		200.00		
HANDS-ON ENGLISH P.O. Box 256 Crete, NE 68333	Nov 15, 1993 336		2400	08		22.00		
YELLOW CAB CO. 1619 E. Lincoln Ave. Anaheim, CA 92805	May 24, 1993 dial-a-ride		2700	09		868.00		
DUN & BRADSTREET Pension Services P.O. Box 34080 Los Angeles, CA 90034	Nov 19, 1993 65106 Oct 30, 1993 64891					225.00 <u>100.00</u> 325.00		

The claims listed above (totaling \$1,623.90) 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

DATE Dec 20, 1993  
 REPORT NO 3093

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

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

APPROVED CLAIMS							A C's: Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS 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	Dec 20, 1993 Pay #02 Jan 07, 1994- Jan 20, 1994		0100-	00		18,600.00		
	FICA		0200-	00		1,425.00		
				TOTAL			20,025.00	
PLEASE WIRE ON THURSDAY, JANUARY 20, 1994!								

The claims listed above (totaling \$ 20,025.00) 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 \_\_\_\_\_

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS 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	Dec 20, 1993 Pay #03 Jan 21, 1994- Feb 03, 1994		0100-	00		18,600.00		
	FICA		0200-	00		<u>1,425.00</u>		
				TOTAL			20,025.00	
PLEASE WIRE ON THURSDAY, FEBRUARY 03, 1994!								

The claims listed above (totaling \$ 20,025.00) 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 \_\_\_\_\_

PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 December 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 OCT 1993	FY1992-93 OCT 1992	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	43,073.55	0.00	0.00	0.00	6.30%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	43,073.55	0.00	0.00	0.00	6.09%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	0.00	53,045.46	0.00	53,045.46	0.00%
623-000	Prop. Taxes - Prior Secured	67,166.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	16,037.36	17,820.05	0.00	0.00	23.88%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	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		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	5,333.70	18,896.91	(2,999.86)	5,000.14	22.37%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	8,533.94	10,537.30	0.00	0.00	34.14%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	8,533.94	10,537.30	0.00	0.00	34.14%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	10,396.65	17,558.20	0.00	0.00	25.99%
697-001	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	21,896.65	17,558.20	0.00	0.00	25.76%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	100,000.00	
787-000	Other Revenue	35,000.00	8,926.73	9,230.80	0.00	2,529.52	25.50%
787-001	Outlawed warrant - 6 months	0.00	(8,377.24)	8.00	0.00	0.00	
787-003		0.00	0.00	0.00	0.00	0.00	
	TOTAL OTHER REVENUE	35,000.00	549.49	9,238.80	0.00	2,529.52	0.00%
	5071 FUND TOTAL	1,063,371.00	101,226.98	233,592.50	(2,999.86)	160,575.12	9.52%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 OCT 1993	FY1992-93 OCT 1992	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	238,086.10	255,620.00	34,000.00	84,000.00	43.11%
020-000	Retirement	90,844.00	17,167.00	65,000.47	2,600.00	6,435.00	18.90%
	Health Insurance/Care America	28,856.00	9,955.56	16,473.84	991.86	(937.08)	34.50%
	Long Term Disability		225.35	282.66	225.35	282.66	
	Vision Service Plan	1,660.00	630.82	652.80	93.59	170.96	38.00%
	Dental	3,869.00	1,894.91	1,893.68	509.49	454.12	48.98%
030-000	Total Employee Insurance	34,385.00	12,706.64	19,302.98	1,820.29	(29.34)	36.95%
031-000	Unemployment Insurance	24,000.00	136.00	2,165.81	136.00	1,849.12	0.00%
032-000	Workers Compensation - General	7,750.00	749.49	630.85	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	268,845.23	342,720.11	38,556.29	92,254.78	37.90%
070-000	Communications	3,500.00	1,234.32	1,542.13	551.13	303.41	35.27%
070-005	Communications - Computer	5,100.00	2,135.95	1,223.30	423.82	598.34	32.42%
070-008	Communications - Literacy	950.00	308.00	299.24	45.30	69.54	38.52%
	Total Communications	9,550.00	3,678.27	3,064.67	1,020.25	971.29	
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	0.00	32.26	0.00	0.00	0.00%
	Total Food	100.00	0.00	32.26	0.00	0.00	0.00%
100-000	Household Expense	4,500.00	877.52	1,136.17	0.00	0.00	19.50%
110-000	Insurance	16,000.00	1,796.25	0.00	1,796.25	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	3,498.99	2,433.46	0.00	655.00	46.65%
	HVAC	15,000.00	526.68	4,057.49	117.42	234.84	3.51%
	Carpet Cleaning	3,500.00	0.00	1,929.70	0.00	964.85	0.00%
	Groundskeeping, City of Placentia	23,000.00	7,457.13	5,511.49	1,705.87	0.00	32.42%
	Plumbing	750.00	0.00	51.50	0.00	0.00	0.00%
	Electrical	1,500.00	519.86	135.00	229.50	0.00	34.66%
	Cleaning Service	11,700.00	2,183.04	4,411.56	0.00	1,091.52	18.66%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	175.00	125.00	0.00	125.00	35.00%
140-000	Total Maintenance of Building & Grounds	56,250.00	10,861.71	16,221.74	2,052.79	2,416.21	19.31%
160-000	Memberships	3,500.00	135.00	85.00	0.00	0.00	3.86%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 OCT 1993	FY1992-93 OCT 1992	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	917.44	5,884.31	183.85	2,670.99	12.23%
	Printing	13,000.00	4,222.08	2,735.80	75.96	1,990.93	32.48%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	584.50	0.00	317.00	ERR
	Publications	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Paper	1,200.00	451.21	427.22	0.00	235.80	37.60%
	Drinking Water Service	325.00	99.80	99.80	24.95	24.95	30.71%
	Other Office Supplies	6,000.00	1,787.28	4,779.18	845.88	2,697.72	29.79%
	Total Office Supply Expense	29,025.00	7,477.81	14,490.91	630.64	7,937.39	25.76%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,492.91	440.83	0.00	27.66	89.03%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	16.76	0.00	0.00	24.62%
	Other Office Supplies	1,800.00	76.29	186.40	0.00	59.93	4.24%
	Total Literacy Office supply expense	4,650.00	2,581.51	643.99	0.00	87.59	55.52%
180-009	Family Literacy Supply Expense	4,800.00	(144.33)	2,489.52	67.88	104.51	-3.01%
	Total Office Expense	38,475.00	9,914.99	17,624.32	698.52	8,128.49	25.77%
183-000	Postage Expense	2,000.00	(403.30)	843.77	0.00	394.99	-20.17%
183-008	Postage Expense - Literacy	700.00	392.69	174.00	0.00	87.00	56.10%
183-009	Postage Expense - Family Literacy	0.00	0.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	(10.61)	1,046.77	0.00	481.99	-0.39%
	Care Resources (Employee Assistance)	650.00	70.00	253.75	0.00	101.50	10.77%
	Pension Contribution & Operating Expenses	5,000.00	3,409.20	1,137.12	754.75	570.24	68.18%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	128.84	122.84	32.71	30.71	34.36%
	Tax Collection Services & Fees by Orange County	250.00	186.99	146.66	0.00	0.00	74.80%
	Advertising	400.00	0.00	347.50	0.00	347.50	0.00%
	Medical Exams	525.00	254.50	162.00	214.00	0.00	48.48%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	2,950.00	2,950.00	0.00	1,950.00	100.00%
	Payroll Preparation	3,625.00	1,960.46	2,367.28	0.00	1,388.79	54.08%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training In Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	1,795.09	105.00	1,302.36	55.00	59.84%
	Total Specialized Services	58,275.00	10,835.08	12,578.13	2,303.82	4,441.74	18.59%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	848.50	0.00	728.50	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	21.84	148.28	0.00	192.61	0.22%
	Total Specialized Services	70,675.00	10,856.92	14,386.91	2,303.82	5,302.85	15.36%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 OCT 1993	FY1992-93 OCT 1992	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	70.88	500.83	0.00	0.00	10.13%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	9,956.49	61,103.85	2,028.72	5,402.38	56.84%
240-002	Special Department Expense - Video	500.00	0.00	189.75	0.00	189.75	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	6,350.49	15,713.85	257.46	76.92	79.38%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	1,971.24	0.00	634.95	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	0.00	118.80	0.00	118.80	0.00%
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	149.71	0.00	127.68	
	Total Special Department Expense	34,229.00	17,486.99	79,262.15	2,286.18	6,550.48	51.09%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	819.24	3,695.37	95.00	1,103.21	27.31%
270-008	Transportation/Travel - Literacy	850.00	826.14	364.00	0.00	0.00	97.19%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	8.00	420.00	0.00	0.00	1.07%
	Total Transportation/Travel - Meetings	4,600.00	1,653.38	4,469.37	95.00	1,103.21	35.94%
280-000	Electricity	63,000.00	21,904.86	17,332.03	5,715.29	0.00	34.77%
	Gas	3,850.00	283.07	999.96	0.00	0.00	7.35%
	Water	1,925.00	625.73	747.59	168.67	266.49	32.51%
	Total Utilities	68,775.00	22,813.66	19,079.58	5,883.96	266.49	33.17%
	TOTAL SUPPLIES & SERVICES	353,454.00	83,633.95	159,343.23	16,136.77	25,877.01	23.66%
370-000	Taxes, Assessments (Sales Tax)	625.00	24.32	12.04	24.32	12.04	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	352,503.50	502,075.38	54,717.38	118,143.83	33.15%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,108.34	2,438.53	45.30	1,091.43	49.20%
	Total 009 - Family Literacy	8,250.00	(136.33)	3,903.49	232.19	232.19	-1.65%



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 NOV 1993	FY1992-93 NOV 1992	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	105,001.04	45,389.42	61,927.49	45,389.42	15.36%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	105,001.04	45,389.42	61,927.49	45,389.42	14.84%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	0.00	53,045.46	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	67,166.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	16,037.36	17,820.05	0.00	0.00	23.88%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	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		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	5,333.70	19,603.75	0.00	706.84	22.37%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	8,533.94	10,537.30	0.00	0.00	34.14%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	8,533.94	10,537.30	0.00	0.00	34.14%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	10,396.65	17,558.20	0.00	0.00	25.99%
697-001	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	21,896.65	17,558.20	0.00	0.00	25.76%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	8,926.73	9,230.80	0.00	0.00	25.50%
787-001	Outlawed warrant - 6 months	0.00	(8,377.24)	8.00	0.00	0.00	
787-003		0.00	0.00	0.00	0.00	0.00	
	TOTAL OTHER REVENUE	35,000.00	549.49	9,238.80	0.00	0.00	0.00%
	5071 FUND TOTAL	1,063,371.00	163,154.47	279,688.76	61,927.49	46,096.26	15.34%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 NOV 1993	FY1992-93 NOV 1992	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	272,086.10	311,820.00	34,000.00	84,000.00	49.26%
020-000	Retirement	90,844.00	19,767.00	69,290.47	2,600.00	6,435.00	21.76%
	Health Insurance/Care America	28,856.00	14,747.24	18,666.66	4,791.68	(937.08)	51.11%
	Long Term Disability		421.18	282.66	195.83	282.66	
	Vision Service Plan	1,660.00	785.09	652.80	154.27	170.96	47.29%
	Dental	3,869.00	2,404.40	1,893.68	509.49	454.12	62.15%
030-000	Total Employee Insurance	34,385.00	18,357.91	21,495.80	5,651.27	(29.34)	53.39%
031-000	Unemployment Insurance	24,000.00	2,449.31	2,165.81	2,313.31	1,849.12	0.00%
032-000	Workers Compensation - General	7,750.00	749.49	630.85	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	313,409.81	405,202.93	44,564.58	92,254.78	44.19%
070-000	Communications	3,500.00	1,594.93	1,780.10	360.61	303.41	45.57%
070-005	Communications - Computer	5,100.00	2,559.77	1,223.30	423.82	598.34	32.42%
070-008	Communications - Literacy	950.00	308.00	299.24	0.00	69.54	46.73%
	Total Communications	9,550.00	4,462.70	3,302.64	784.43	971.29	
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	26.20	32.26	26.20	0.00	26.20%
	Total Food	100.00	26.20	32.26	26.20	0.00	
100-000	Household Expense	4,500.00	1,790.49	1,136.17	912.97	0.00	39.79%
110-000	Insurance	16,000.00	1,796.25	0.00	0.00	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	4,379.47	2,433.46	880.48	655.00	58.39%
	HVAC	15,000.00	526.68	4,057.49	0.00	284.84	3.51%
	Carpet Cleaning	3,500.00	0.00	1,929.70	0.00	964.85	0.00%
	Groundskeeping, City of Placentia	23,000.00	7,457.13	5,511.49	0.00	0.00	32.42%
	Plumbing	750.00	0.00	51.50	0.00	0.00	0.00%
	Electrical	1,500.00	519.86	135.00	0.00	0.00	34.66%
	Cleaning Service	11,700.00	5,033.04	4,411.56	2,850.00	1,091.52	43.02%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	311.00	125.00	136.00	125.00	62.20%
140-000	Total Maintenance of Building & Grounds	56,250.00	13,847.71	16,221.74	2,986.00	2,416.21	24.62%
160-000	Memberships	3,500.00	795.00	85.00	660.00	0.00	22.71%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 NOV 1993	FY1992-93 NOV 1992	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,216.69	5,894.31	299.25	2,670.99	16.22%
	Printing	13,000.00	4,600.98	2,755.60	378.90	1,990.93	35.39% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	564.50	0.00	317.00	ERR
	Publications	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Paper	1,200.00	491.13	427.22	39.92	235.80	40.93%
	Drinking Water Service	325.00	124.75	124.75	24.95	24.95	38.38%
	Other Office Supplies	6,000.00	2,251.96	4,901.60	464.68	2,697.72	37.53%
	Total Office Supply Expense	29,025.00	8,685.51	14,657.98	1,207.70	7,937.39	29.92%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,492.91	479.72	0.00	27.66	89.03% ERR
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	16.76	0.00	0.00	24.62% ERR
	Other Office Supplies	1,800.00	140.93	260.81	64.64	59.93	7.83% ERR
	Total Literacy Office supply expense	4,650.00	2,646.15	757.29	64.64	87.59	56.91% ERR
180-009	Family Literacy Supply Expense	4,800.00	(137.86)	2,489.52	6.47	104.51	-2.87%
	Total Office Expense	38,475.00	11,193.80	17,904.79	1,278.81	8,129.49	29.09%
183-000	Postage Expense	2,000.00	(231.40)	843.77	171.90	394.99	-11.57%
183-008	Postage Expense - Literacy	700.00	392.69	174.00	0.00	87.00	56.10%
183-009	Postage Expense - Family Literacy	0.00	0.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	161.29	1,046.77	171.90	481.99	5.97%
	Care Resources (Employee Assistance)	650.00	70.00	253.75	0.00	101.50	10.77%
	Pension Contribution & Operating Expenses	5,000.00	3,409.20	1,137.12	0.00	570.24	68.18%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	161.55	122.84	32.71	30.71	43.08%
	Tax Collection Services & Fees by Orange County	250.00	186.99	146.66	0.00	0.00	74.80%
	Advertising	400.00	0.00	347.50	0.00	347.50	0.00%
	Medical Exams	525.00	376.00	162.00	121.50	0.00	71.62%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	2,950.00	2,950.00	0.00	1,950.00	100.00%
	Payroll Preparation	3,625.00	3,030.99	2,367.28	1,070.53	1,386.79	83.61% ERR
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	1,828.31	105.00	33.22	55.00	60.94%
	Total Specialized Services	58,275.00	12,093.04	12,578.13	1,257.96	4,441.74	20.75%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	848.50	0.00	728.50	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	176.66	148.28	154.82	132.61	1.77%
	Total Specialized Services	70,675.00	12,269.70	14,386.91	1,412.78	5,302.85	17.36%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 NOV 1993	FY1992-93 NOV 1992	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	70.88	500.83	0.00	0.00	10.13%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	11,386.72	61,103.85	1,430.23	5,402.38	65.01%
240-002	Special Department Expense - Video	500.00	0.00	189.75	0.00	189.75	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	6,702.55	15,713.85	352.06	76.92	83.78%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	1,971.24	0.00	634.95	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	0.00	118.80	0.00	118.80	0.00%
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	149.71	0.00	127.66	
	Total Special Department Expense	34,229.00	19,269.28	79,262.15	1,782.29	6,550.48	56.30%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	1,447.24	3,909.25	628.00	1,103.21	48.24%
270-008	Transportation/Travel - Meetings - Literacy	850.00	836.14	354.00	10.00	0.00	98.37%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	18.00	420.00	10.00	0.00	2.40%
	Total Transportation/Travel - Meetings	4,600.00	2,301.38	4,683.25	648.00	1,103.21	50.03%
280-000	Electricity	63,000.00	21,904.86	17,332.03	0.00	0.00	34.77%
	Gas	3,850.00	283.07	999.96	0.00	0.00	7.35%
	Water	1,925.00	792.77	1,075.48	167.04	266.49	41.18%
	Total Utilities	68,775.00	22,980.70	19,407.47	167.04	266.49	33.41%
	TOTAL SUPPLIES & SERVICES	353,454.00	95,344.85	160,403.44	11,710.90	25,977.01	26.98%
370-000	Taxes, Assessments (Sales Tax)	625.00	24.32	12.04	0.00	12.04	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	ERR
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	408,778.98	565,618.41	56,275.48	118,143.83	38.44%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,182.98	2,433.03	74.64	1,091.43	50.10%
	Total 009 - Family Literacy	8,250.00	(93.66)	3,903.49	42.67	232.19	-1.14%

Placentia Library District  
Balance Sheet

November 30, 1993

Assets

General Fund	14,893.67	
Literacy Fund	8,090.02	
County Exempt	10,464.05	
Payroll Account	5,980.83	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	341.34	
Certificates of Deposit	25,000.00	
Total Assets		66,534.01 =====

Liabilities

Manual Payroll Checks	1,047.34	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	446.45	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	656.41	
Total Liabilities		745.08

Capital

Fund Balance	65,788.93	
Total Capital		65,788.93 -----
Total Liabilities and Capital		66,534.01 =====

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

October, 1993

Prepared 11/9/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,307.27
Checks Out	3679	75.00		
	3683	119.00		
	3688	291.94		
	3689	36.15		
TOTALS		522.09	0.00	
CHECKBOOK BAL				6,785.18

*Edmund*  
11/9/93

11/30/93

Placentia Library District  
 Income Statement For Department 01  
 Period Spread Sheet  
 1 Period(s) Ending October 31, 1993

	Total	10/31/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	63.40	63.40
Cash Register-Fines	1,936.18	1,936.18
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	82.20	82.20
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	129.15	129.15
Cash Register-Computer Rental	125.60	125.60
Typewriter Income	0.00	0.00
Telephone Income	37.66	37.66
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	2,369.28	2,369.28
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	4,743.47	4,743.47
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	4,743.47	4,743.47
<b>Expenses</b>		
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)	290.36	290.36
Postage (183)	(39.01)	(39.01)
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	15.62	15.62
Transportation & Travel (270)	158.00	158.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	424.97	424.97
	-----	-----
Operating Income (Loss)	4,318.50	4,318.50

11/30/93

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Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending October 31, 1993

	Total	10/31/93
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	4,318.50 =====	4,318.50 =====



11/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 94 Period 4  
 General Account

Page 1

Check	Date	Payee		Amount
3681	10/07/93	Victoria Weselich 0-5120-01 Special Departmental Expense (24	15.62	15.62
3682	10/07/93	VOID void		0.00
3683	10/19/93	Calif Library Assoc. 0-5122-01 Transportation & Travel (270)	119.00	119.00
3684	10/19/93	VOID void		0.00
3685	10/19/93	VOID void		0.00
3686	10/19/93	Placentia Chamber of 0-5122-01 Transportation & Travel (270)	9.00	9.00
3687	10/19/93	VOID void		0.00
3688	10/19/93	Office Depot 0-5114-01 Office Expense (180)	291.94	291.94
3689	10/26/93	Elizabeth Minter (pe 0-5116-01 Postage (183) 0-5114-01 Office Expense (180)	9.95 26.20	36.15
3690	10/27/93	Placentia Chamber of 0-5122-01 Transportation & Travel (270)	30.00	30.00
Checkbook 1 Total				501.71

11/30/93

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

Page 2

For Fiscal Year 94, Period 4 through Fiscal Year 94, Period 4

Account Name	Total
0-5114-01 Office Expense (180)	318.14
0-5116-01 Postage (183)	9.95
0-5120-01 Special Departmental Expense (240)	15.62
0-5122-01 Transportation & Travel (270)	158.00
	-----
	501.71
	=====

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

November, 1993

Prepared 12/9/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				22,265.90
Checks Out	3695	7,183.05		
	3698	138.00		
	3699	51.18		
TOTALS		7,372.23	0.00	
CHECKBOOK BAL				14,893.67

11/30/93

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, 1993

	11/30/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	90.38
Cash Register-Fines	11,092.38
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	656.56
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	662.68
Cash Register-Computer Rental	485.85
Typewriter Income	49.11
Telephone Income	251.56
Copy Machine Income	92.25
State Library Reimbursements	22,316.15
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	7,180.30
Interest Income	0.00
Miscellaneous Income	0.00
	-----
Total Income	54,377.22
Cost of Sales	-----
Gross Profit (Loss)	54,377.22
Expenses	
Transfers to County	38,784.37
Employee Insurance (030)	(360.54)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	45.00
Office Expense (180)	1,402.58
Postage (183)	296.36
Prof. & Spec. Services (190)	143.00
Special Departmental Expense (240)	15.62
Transportation & Travel (270)	2,858.39
Equipment (400)	0.00
Taxes and Fees (370)	0.00
	-----
Total Expenses	43,184.78
	-----
Operating Income (Loss)	11,192.44

11/30/93

Page 2

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

11/30/93

Other Income

Other Expenses

Net Income (Loss)

-----  
11,192.44  
=====

11/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 94 Period 5  
 General Account

Page 1

Check	Date	Payee	Amount
3691	11/30/93	Travelodge 0-5122-01 Transportation & Travel (270)	271.95
3692	11/02/93	Time to Travel 0-5122-01 Transportation & Travel (270)	254.00
3693	11/03/93	Office Depot 0-5114-01 Office Expense (180)	161.99
3694	11/05/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3695	11/08/93	O. C. Auditor 0-5102-01 Transfers to County	7,183.05
3696	11/16/93	Price Club 0-5112-01 Memberships (160)	45.00
3697	11/17/93	Placentia Chamber of 0-5122-01 Transportation & Travel (270)	9.00
3698	11/30/93	U.S. Postmaster 0-5116-01 Postage (183)	138.00
3699	11/30/93	Scholastic Book Fair 0-5114-01 Office Expense (180)	51.18
Checkbook 1 Total			8,259.17

11/30/93

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

Page 2

For Fiscal Year 94, Period 5 through Fiscal Year 94, Period 5

Account Name	Total
0-5102-01 Transfers to County	7,183.05
0-5112-01 Memberships (160)	45.00
0-5114-01 Office Expense (180)	213.17
0-5116-01 Postage (183)	283.00
0-5122-01 Transportation & Travel (270)	534.95
	-----
	8,259.17
	=====

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

October, 1993

Prepared 11/30/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,183.38
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				8,183.38

*EDM*  
*11/30/93*



11/30/93

Placentia Library District  
 Income Statement For Department 02  
 Period Spread Sheet  
 1 Period(s) Ending October 31, 1993

	Total	10/31/93
Income		
Gifts Income	200.00	200.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.93	6.93
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	206.93	206.93
Cost of Sales		
	-----	-----
Gross Profit (Loss)	206.93	206.93
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	206.93	206.93
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	206.93	206.93
	=====	=====

11/30/93

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending October 31, 1993

	10/31/93
Income	
Gifts Income	200.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	29.60
Miscellaneous Income	0.00
	-----
Total Income	332.60
Cost of Sales	
	-----
Gross Profit (Loss)	332.60
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
	-----
Total Expenses	0.00
	-----
Operating Income (Loss)	332.60
Other Income	
Other Expenses	
	-----
Net Income (Loss)	332.60
	=====

11/30/93

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

Page 1

For Fiscal Year 94, Period 4 through Fiscal Year 94, Period 4

Account Name

Total

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

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

November, 1993

Prepared 12/8/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,090.02
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				8,090.02

*EDM*  
*12/8/93*

11/30/93

Placentia Library District  
 Income Statement For Department 02  
 Period Spread Sheet  
 1 Period(s) Ending November 30, 1993

	Total	11/30/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.64	6.64
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6.64	6.64
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6.64	6.64
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	6.64	6.64
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	6.64	6.64
	=====	=====

11/30/93

Page 1

Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending November 30, 1993

	11/30/93
Income	
Gifts Income	200.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	36.24
Miscellaneous Income	0.00
	-----
Total Income	339.24
 Cost of Sales	 -----
Gross Profit (Loss)	339.24
 Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
	-----
Total Expenses	0.00
	-----
Operating Income (Loss)	339.24
 Other Income	
 Other Expenses	 -----
Net Income (Loss)	339.24 =====

11/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 2 Fiscal Year 94 Period 5  
Literacy Fund

Page 1

Check	Date	Payee	Amount
1130	11/01/93	LVA Placentia	100.00
		0-5210-02 Miscellaneous	100.00
		Checkbook 2 Total	100.00

11/30/93

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

Page 2

For Fiscal Year 94, Period 5 through Fiscal Year 94, Period 5

Account Name	Total
0-5210-02 Miscellaneous	100.00
	-----
	100.00
	=====



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

October, 1993

Prepared 11/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,684.73
Checks Out	836	37.63		
TOTALS		37.63	0.00	
CHECKBOOK BAL				11,647.10

*Edmund*  
11/10/93

11/30/93

Placentia Library District  
 Income Statement For Department 03  
 Period Spread Sheet  
 1 Period(s) Ending October 31, 1993

Page 1  
 Part 1 of 1 Parts

	Total	10/31/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	7.50	7.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	440.00	440.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	622.52	622.52
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	132.00	132.00
Lobbyist Income	1,559.40	1,559.40
Interest Income	8.92	8.92
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	2,810.34	2,810.34
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	2,810.34	2,810.34
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	593.78	593.78
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	(140.00)	(140.00)
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	23.04	23.04
Friend's-Other Activities	89.59	89.59
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	566.41	566.41
	-----	-----
Operating Income (Loss)	2,243.93	2,243.93
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----
Net Income (Loss)	2,243.93	2,243.93

11/30/93

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending October 31, 1993

	10/31/93
Income	
Cash Register-Copy Cards-Exempt Fund	172.50
Microfilm/Microfich Income	0.00
Meeting Room Income	1,502.00
Test Proctoring Income	60.00
Vending Machine Income	2,297.58
Friends Contributions	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	132.00
Lobbyist Income	4,588.32
Interest Income	37.12
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Total Income	10,484.10
Cost of Sales	
Gross Profit (Loss)	10,484.10
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,259.02
Vending Machine Repairs	59.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	4.00
Children's Camp Library	0.00
Children's-Other	0.00
Friend's-Director's Fund	23.04
Friend's-Other Activities	89.59
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	320.30
Miscellaneous	1,689.76
Lobbyist Expense	4,117.78
Total Expenses	7,562.49
Operating Income (Loss)	2,921.61
Other Income	
Other Expenses	
Net Income (Loss)	2,921.61

11/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 94 Period 4  
County Exempt

Page 1

Check	Date	Payee	Amount
832	10/08/93	VOID void	0.00
833	10/08/93	John Hale	75.00
		0-5316-03 Friend's-Other Activities	75.00
834	10/18/93	A & R Wholesale	593.78
		0-5304-03 Vending Machine Supplies	593.78
835	10/26/93	Elizabeth Minter (pe	37.63
		0-5316-03 Friend's-Other Activities	14.59
		0-5314-03 Friend's-Director's Fund	23.04
Checkbook 3 Total			706.41

11/30/93

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

Page 2

For Fiscal Year 94, Period 4 through Fiscal Year 94, Period 4

Account Name	Total
0-5304-03 Vending Machine Supplies	593.78
0-5314-03 Friend's-Director's Fund	23.04
0-5316-03 Friend's-Other Activities	89.59
	-----
	706.41
	=====

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

November, 1993

Prepared 12/9/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,243.09
Checks Out	839	327.95		
	840	32.25		
	845	351.34		
	846	1,200.00		
TOTALS		1,911.54	0.00	
CHECKBOOK BAL				10,331.55

*EW*  
*12/9/93*

11/30/93

Page 1  
 Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 03  
 Period Spread Sheet  
 1 Period(s) Ending November 30, 1993

Income	Total	11/30/93
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	200.00	200.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	449.25	449.25
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	132.00	132.00
Lobbyist Income	0.00	0.00
Interest Income	9.90	9.90
Miscellanous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
<b>Total Income</b>	<b>848.65</b>	<b>848.65</b>
<b>Cost of Sales</b>		
<b>Gross Profit (Loss)</b>	<b>848.65</b>	<b>848.65</b>
<b>Expenses</b>		
Copy Cards Purchase	1,200.00	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	351.34	351.34
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	199.54	199.54
Children's-Other	0.00	0.00
Friend's-Director's Fund	65.97	65.97
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	19.40	19.40
Miscellaneous	0.00	0.00
Lobbyist Expense	327.95	327.95
<b>Total Expenses</b>	<b>2,164.20</b>	<b>2,164.20</b>
<b>Operating Income (Loss)</b>	<b>(1,315.55)</b>	<b>(1,315.55)</b>
<b>Other Income</b>		
<b>Other Expenses</b>		
<b>Net Income (Loss)</b>	<b>(1,315.55)</b>	<b>(1,315.55)</b>

11/30/93

Page 1

Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending November 30, 1993

	11/30/93
Income	
Cash Register-Copy Cards-Exempt Fund	210.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,702.00
Test Proctoring Income	80.00
Vending Machine Income	2,746.83
Friends Contributions	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,588.32
Interest Income	47.02
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	11,332.75
Cost of Sales	-----
Gross Profit (Loss)	11,332.75
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,610.36
Vending Machine Repairs	59.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	0.00
Friend's-Director's Fund	89.01
Friend's-Other Activities	89.59
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73
	-----
Total Expenses	9,726.69
	-----
Operating Income (Loss)	1,606.06
Other Income	
Other Expenses	-----
Net Income (Loss)	1,606.06



11/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 94 Period 5  
 County Exempt

Page 1

Check	Date	Payee	Amount
836	11/30/93	VOID void	0.00
837	11/30/93	VOID void	0.00
838	11/30/93	HAZ Rentals	65.97
		0-5314-03 Friend's-Director's Fund	65.97
839	11/08/93	Calif. Advocates	327.95
		0-5323-03 Lobbyist Expense	327.95
840	11/10/93	Sysco Donuts	32.25
		0-5310-03 Children's Camp Library	32.25
841	11/10/93	McDonalds	18.00
		0-5310-03 Children's Camp Library	18.00
842	11/10/93	Ralphs	49.29
		0-5310-03 Children's Camp Library	49.29
3	11/10/93	Racquettes	100.00
		0-5310-03 Children's Camp Library	100.00
844	11/16/93	Kinko's	19.40
		0-5321-03 Community Grant Expense	19.40
845	11/22/93	A & R Wholesale	351.34
		0-5304-03 Vending Machine Supplies	351.34
846	11/22/93	EZ Copy	1,200.00
		0-5301-03 Copy Cards Purchase	1,200.00
Checkbook 3 Total			2,164.20

11/30/93

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

Page 2

For Fiscal Year 94, Period 5 through Fiscal Year 94, Period 5

Account Name	Total
0-5301-03 Copy Cards Purchase	1,200.00
0-5304-03 Vending Machine Supplies	351.34
0-5310-03 Children's Camp Library	199.54
0-5314-03 Friend's-Director's Fund	65.97
0-5321-03 Community Grant Expense	19.40
0-5323-03 Lobbyist Expense	327.95
	<hr/>
	2,164.20
	<hr/> <hr/>

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

October, 1993

Prepared 11/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				25,831.40
Checks Out	573	98.11		
TOTALS		98.11	0.00	
CHECKBOOK BAL				25,733.29

*Edmundo*  
*11/10/93*

12/02/93

Page 1

Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 04  
 Period Spread Sheet  
 1 Period(s) Ending October 31, 1993

	Total	10/31/93
Income		
Transfers from County	36,600.00	36,600.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	36,600.00	36,600.00
Cost of Sales	-----	-----
Gross Profit (Loss)	36,600.00	36,600.00
Expenses		
Salaries	34,703.76	34,703.76
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,567.73	2,567.73
Payroll Processing Fees	243.27	243.27
Bank Fees and Service Charges	2.08	2.08
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	37,516.84	37,516.84
Operating Income (Loss)	(916.84)	(916.84)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(916.84)	(916.84)
	=====	=====

12/02/93

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 04  
 YTD Actual Spread Sheet  
 1 Period(s) Ending October 31, 1993

	10/31/93
<b>Income</b>	
Transfers from County	255,267.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00
	-----
<b>Total Income</b>	<b>255,280.47</b>
 <b>Cost of Sales</b>	 -----
<b>Gross Profit (Loss)</b>	<b>255,280.47</b>
 <b>Expenses</b>	
Salaries	220,591.13
Employee Benefits	0.00
Employer Payroll Taxes	16,418.48
Payroll Processing Fees	1,180.18
Bank Fees and Service Charges	90.24
Miscellaneous - Unknown	0.00
	-----
<b>Total Expenses</b>	<b>238,280.03</b>
	-----
<b>Operating Income (Loss)</b>	<b>17,000.44</b>
 <b>Other Income</b>	
 <b>Other Expenses</b>	 -----
<b>Net Income (Loss)</b>	<b>17,000.44</b>
	=====

12/02/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 94 Period 4  
Payroll Account

Page 1

Check	Date	Payee	Amount
71	10/07/93	Jeannine Walters 0-5402-04 Salaries	209.28
72	10/27/93	Irene Meija 0-5402-04 Salaries	27.66
73	10/27/93	Rebecca Green 0-5402-04 Salaries	98.11
Checkbook 4 Total			335.05

12/02/93

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

Page 2

For Fiscal Year 94, Period 4 through Fiscal Year 94, Period 4

Account Name	Total
0-5402-04 Salaries	335.05
	-----
	335.05
	=====

12/02/93

Page 1

Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 04  
 Period Spread Sheet  
 1 Period(s) Ending November 30, 1993

	Total	11/30/93
Income		
Transfers from County	36,600.00	36,600.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	36,600.00	36,600.00
Cost of Sales	-----	-----
Gross Profit (Loss)	36,600.00	36,600.00
Expenses		
Salaries	52,834.21	52,834.21
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,680.26	3,680.26
Payroll Processing Fees	366.55	366.55
Bank Fees and Service Charges	3.66	3.66
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	56,884.68	56,884.68
Operating Income (Loss)	(20,284.68)	(20,284.68)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(20,284.68)	(20,284.68)
	=====	=====



12/02/93

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending November 30, 1993

	11/30/93
Income	
Transfers from County	291,867.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00
	-----
Total Income	291,880.47
Cost of Sales	
	-----
Gross Profit (Loss)	291,880.47
Expenses	
Salaries	273,425.34
Employee Benefits	0.00
Employer Payroll Taxes	20,098.74
Payroll Processing Fees	1,546.73
Bank Fees and Service Charges	93.90
Miscellaneous - Unknown	0.00
	-----
Total Expenses	295,164.71
	-----
Operating Income (Loss)	(3,284.24)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(3,284.24)
	=====

12/02/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 94 Period 5  
Payroll Account

Page 1

Check	Date	Payee	Amount
574	11/08/93	Jeannine Walters 0-5402-04 Salaries	19.95
575	11/18/93	Jeannine Walters 0-5402-04 Salaries	19.95
Checkbook 4 Total			39.90

12/02/93

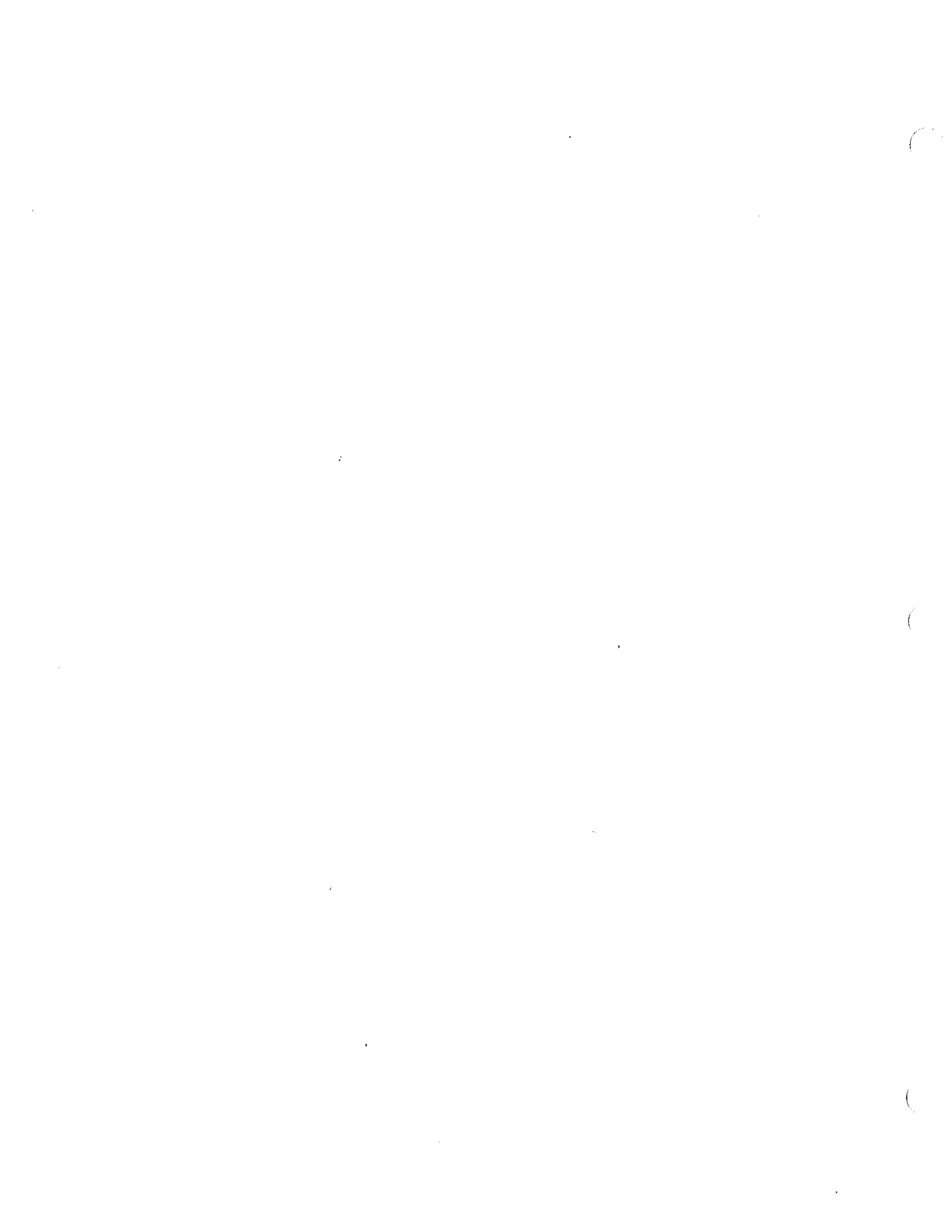
Placentia Library District

Cash Disbursements

S U M M A R Y

For Fiscal Year 94, Period 5 through Fiscal Year 94, Period 5

Account Name	Total
0-5402-04 Salaries	39.90
	39.90



TO: Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor *P.B.*  
DATE: December 20, 1993  
SUBJECT: **ACS: Overdue Collection Report for November**

The first list of 20 patrons owing the Library \$50.00 or more due to lost and/or stolen books was sent to ACS Collection Agency on December 16, 1993.

(-)

(-)

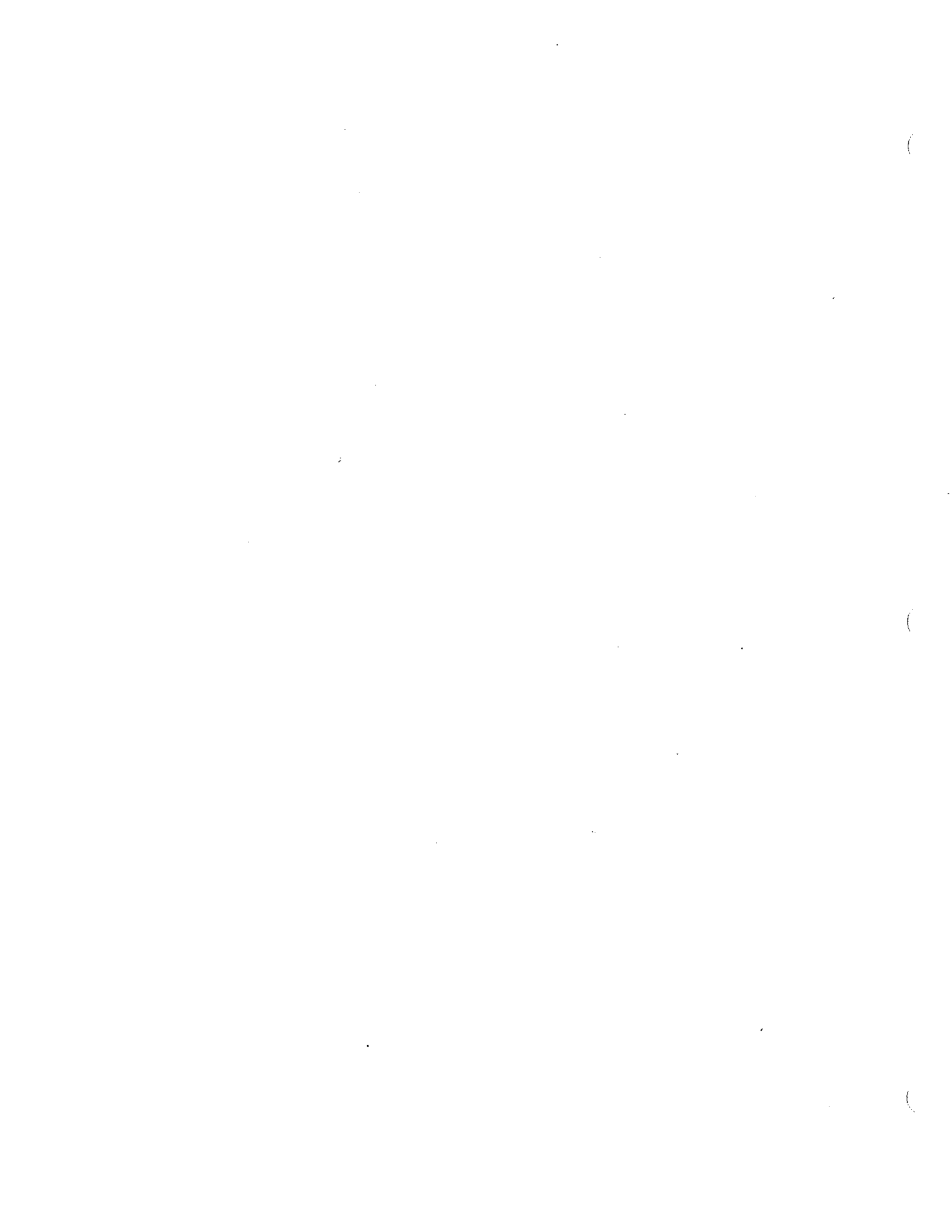
(-)

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *adm*  
DATE: December 20, 1993  
SUBJECT: NOVEMBER, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS NOVEMBER 1- 30, 1993

Beginning Balance 11/01/93			(\$198.79)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 449.25		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Vend Machine Loan Payback		<u>0.00</u>	
	\$ 449.25	\$ 0.00	
Ending Balance 11/30/93			<u>\$250.46</u>

Prepared by: Charlene Dumitru





**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** December 20, 1993  
**SUBJECT:** Gift Fund Report for November, 1993.

The following cash gifts to Placentia Library District were received in November, 1993.

<u>Name</u>	<u>Amount</u>
Friends of the Library Adopt-A-Book	\$ 445.00

Individual donors are as follows:

Jeannette Schwartzkopf	30
Jean Barrett	50
Ruth Shaw Radlauer	10
Pat Irot (mem. Violet Bryant)	75
Maggie Cooper	40
Elaine F. Van Fleet	15
Anonymous	5
Nancy Kennedy	50
Shirley Wulff	20
Harriett Fahy	100
Doris Crosier	50

Prepared by:

Charlene Dumitru

(...)

(...)

(...)

TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant *cd*  
DATE: December 20, 1993  
SUBJECT: Building Maintenance Report for November, 1993

1. **Copy Machines** - EZ Copy technicians and managers made several attempts to repair copier in house. The unit was taken to their facility for repair in mid-November and has been working properly since returned. EZ Copy has agreed to pay \$484.11 in charges incurred for printing due to malfunction of office copier.
2. **Air Conditioning** - Regular maintenance service was done in November and filters replaced. Thermostats have been set for heating.
3. **Vending Machine** - Accurate Vending repaired problem with soda vending mechanism which punctured cans and non-vending slot. Unit worked for a few days and then two more soda vending slots malfunctioned.
4. **Reader/Printer** - The Minolta Reader/Printer in Reference was repaired under warranty.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *edm*  
DATE: December 20, 1993  
SUBJECT: Personnel Report for November, 1993

RESIGNATIONS:

None

APPOINTMENTS:

Joy DiLoreto, Substitute Librarian (reference), effective December 4, 1993.

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
FROM: Mary Byrne, Volunteer Coordinator *MB*  
DATE: December 6, 1993  
SUBJECT: Volunteer Report for the month of November

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	NOVEMBER	TOTAL
Amirhoushmand, Pardis	4.00	4.00
Brown, Jill	12.00	17.00
Cummings, Dottie	18.00	39.00
Cymbor, Charles	5.00	37.25
Deputy, Paul	33.50	4,510.00
Devlin, Tom	8.25	13.25
Fitzgerald, Joan	30.00	49.00
Goldbaum, Mae	5.75	380.75
Grandparents & Books	4.50	134.75
Gundelfinger, Jason	16.75	35.75
Irwin, Natalie	2.50	2.50
Merid, Esseye	9.00	27.25
Negami, Kumi	7.50	11.75
Nguyen, Binn	4.25	4.25
Nguyen, Thuy Trang	8.00	8.00
Reesman, Colleen	13.00	30.00
ROP Students	20.00	2,637.50
Schlichter, Allan	6.00	6.00
Smith, Cyrise	16.75	16.75
S.T.E.P	80.00	320.00
Trainor, Joe	14.75	36.75
Westberg, Carl	13.75	18.25

TEMPORARY VOLUNTEERS

Avila, Sylvia	21.00
Hernandez, Ashley	1.75
Ingram, Megan	3.00
Newhouse, Nicole	22.50
Tranchida, Liz	3.50

LVA VOLUNTEERS

Literacy Volunteers 520.00

---

TOTAL 992.00

REGULAR VOLUNTEERS are committed to an on-going program each week.

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.



Placentia Library District  
Circulation Report  
October, 1993

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 OCT 93	FY92-93 OCT 92
1st Time Checkouts	83,096	95,910	-13.36%	17,280	28,093
Phone Renewals	6,229	6,516	-4.40%	1,409	2,389
In-Building Renewals	7,719	6,798	13.55%	2,052	2,282
Total Renewals	13,948	13,314	4.76%	3,461	4,671
<b>TOTAL CHECKOUTS</b>	<b>97,044</b>	<b>109,224</b>	<b>-11.15%</b>	<b>20,741</b>	<b>32,764</b>
On-Time Checkins	83,857	89,529	-6.34%	16,138	25,621
Late Checkins	14,712	23,286	-36.82%	3,380	5,854
<b>TOTAL CHECKINS</b>	<b>98,569</b>	<b>112,815</b>	<b>-12.63%</b>	<b>19,518</b>	<b>31,475</b>
Holdings Placed	1,775	1,663	6.73%	375	510
Holdings Cancelled	271	52	421.15%	53	19
Holdings Filled	1,448	1,551	-6.64%	304	331
Holdings Expired	78	0		44	0
Overdue Items	4,696	743		1,071	743
Overdue Notices	2,098	369		492	369
Billing Notices	2,104	2,037	3.29%	534	2,037
Patrons Registered	1,079	2,497	-56.79%	413	607
Titles Added	1,842	3		9	0
Volumes Added	5,068	8,006	-36.70%	2,378	1,572
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	43,637	51,710	-15.61%	9,759	15,605
Juvenile Print	38,801	43,348	+10.49%	8,151	13,550
Total Print	82,438	95,058	-13.28%	17,910	29,155
Audio	5,732	4,754	20.57%	1,211	1,277
Visual	8,868	9,290	-4.54%	1,620	2,307
Equipment	5	0		0	0
Total Audio Visual	14,605	14,044	3.99%	2,831	3,584
<b>TOTAL CIRCULATION</b>	<b>97,043</b>	<b>109,102</b>	<b>-11.05%</b>	<b>20,741</b>	<b>32,739</b>
Placentia Circulation	54,808	63,362	-13.50%	11,710	18,688
% Placentia Circulation	56.48%	58.08%	-2.75%	56.46%	57.08%
Anaheim/Yorba Linda Circulation	21,832	24,889	-12.28%	4,502	7,437
% Anaheim/Yorba Linda Circulation	22.50%	22.81%	-1.38%	21.71%	22.72%
<b>TYPES OF BORROWERS</b>					
Adult	74,363	33,819		16,275	24,703
Young Adult	529	96		128	21
Juvenile	20,933	8,720		4,061	6,550
New Borrower	1,157	5,652		275	1,487
Non Resident	0	3		0	0
Other	60	0		2	0
<b>TOTAL BORROWERS</b>	<b>97,042</b>	<b>48,290</b>		<b>20,741</b>	<b>32,761</b>

Placentia Library District  
Circulation Report  
November, 1993

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 NOV 93	FY92-93 NOV 92
1st Time Checkouts	101,851	118,189	-13.82%	18,755	22,279
Phone Renewals	7,474	8,035	-6.98%	1,245	1,519
In-Building Renewals	10,453	9,186	13.79%	2,734	2,388
Total Renewals	17,927	17,221	4.10%	3,979	3,907
TOTAL CHECKOUTS	119,778	135,410	-11.54%	22,734	26,186
On-Time Checkins	101,546	113,266	-10.35%	17,689	23,737
Late Checkins	18,641	29,035	-35.80%	3,929	5,749
TOTAL CHECKINS	120,187	142,301	-15.54%	21,618	29,486
Holds Placed	2,099	1,961	7.04%	324	298
Holds Cancelled	330	55	500.00%	59	3
Holds Filled	1,693	1,777	-4.73%	245	226
Holds Expired	99	0		21	0
Overdue Items	6,510	743		1,814	0
Overdue Notices	2,860	369		962	0
Billing Notices	2,837	2,037	39.27%	733	0
Patrons Registered	1,454	2,868	-49.30%	375	371
Titles Added	1,842	3		0	0
Volumes Added	8,132	8,864	-8.26%	3,064	858
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	54,603	64,143	-14.87%	10,966	12,433
Juvenile Print	47,653	53,764	-11.37%	8,852	10,416
Total Print	102,256	117,907	-13.27%	19,818	22,849
Audio	6,976	5,958	17.09%	1,244	1,204
Visual	10,540	11,419	-7.70%	1,672	2,129
Equipment	5	0		0	0
Total Audio Visual	17,521	17,377	0.83%	2,916	3,333
TOTAL CIRCULATION	119,777	135,284	-11.46%	22,734	26,182
Placentia Circulation	67,267	78,220	-14.00%	12,459	14,858
% Placentia Circulation	56.16%	57.82%	-2.87%	54.80%	56.75%
Anaheim/Yorba Linda Circulation	26,986	30,842	-12.50%	5,154	5,953
% Anaheim/Yorba Linda Circulation	22.53%	22.80%	-1.17%	22.67%	22.74%
TYPES OF BORROWERS					
Adult	92,320	53,416		17,957	19,597
Young Adult	658	124		129	28
Juvenile	25,389	13,981		4,456	5,261
New Borrower	1,348	6,952		191	1,300
Non Resident	0	3		0	0
Other	61	0		1	0
TOTAL BORROWERS	119,776	74,476		22,734	26,186

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	1,429.86				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	11,408.94	76.00	1,694.10	1,208.09	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	6,088.00	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	1,658.99				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	118.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.84	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	2,985.93	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	989.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
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

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29				6,838.75
Oct 1993	Dec 15, 1993	3,885.60	971.48	619.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50			234.50	5,803.00
Dec 1993								0.00
Jan 1994								0.00
Feb 1994								0.00
Mar 1994								0.00
Apr 1994								0.00
May 1994								0.00
Jun 1994								0.00
TOTAL		23,623.22	4,857.40	4,053.95	0.00	1,796.25	234.50	34,565.32
AVG		4,724.64	971.48	810.79	0.00	0.00	0.00	6,913.06

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	1,458.88	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993				0.00	0.00
Jan 1994				0.00	0.00
Feb 1994				0.00	0.00
Mar 1994				0.00	0.00
Apr 1994				0.00	0.00
May 1994				0.00	0.00
Jun 1994				0.00	0.00
TOTAL	6,255.20	1,668.00	184.68	8,107.88	4,053.94
AVG	1,251.04	333.60	36.94	1,621.58	810.79

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	917.62				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	886.82				7,076.60
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,288.66	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	3,740.68	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,099.71	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	6,608.84	914.76	809.68				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		53,101.83	10,077.12	11,408.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	850.58	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	1,614.64				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				8,099.06
Oct 1991	Jan 16 1992	4,668.60	971.48	1,069.79				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	2,055.64				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	1,658.99				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	588.63				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	381.60			8,229.21
TOTAL		58,285.45	12,736.13	14,006.68	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	7,215.60

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	6,212.41	971.48	737.51				7,991.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	936.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	761.06	660.13			8,568.87
Oct 1992	Nov 24, 1992	4,092.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.78	971.48	857.68				6,161.92
Dec 1992	Feb 24, 1993	2,966.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,863.66	971.48	768.77	173.14			4,887.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.06	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,760.10	971.48	785.83	337.01			5,894.42
Apr 1993	Jun 10, 1993	4,326.93	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.19				6,751.23
Jun 1993	Jul 28, 1993	5,952.07	971.48	1,038.71				7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,987.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.60	163.96			6,994.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,903.68	971.48	1,063.29				6,939.75
Oct 1993	Dec 15, 1993	3,885.60	971.48	610.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.60			234.50	5,813.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	882.15	335.31			5,953.24
Jan 1994								0.00
Feb 1994								0.00
Mar 1994								0.00
Apr 1994								0.00
May 1994								0.00
Jun 1994								0.00
TOTAL		27,287.52	5,828.68	5,036.10	335.31	1,796.25	234.50	40,518.58
AVG		4,547.92	971.48	839.35	55.89			6,763.09



FY1990-1991	TOTAL DOLLARS SPENT			TOTAL50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	328.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	558.00	8.84	2,859.92	1,429.96
Nov 1990	758.09	292.00	8.84	1,058.63	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.28	1,871.88	935.93
Feb 1991	1,409.03	684.00	48.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.28	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	17,282.78	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			TOTAL50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.83	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	1,847.90	471.00	60.88	2,179.58	1,089.79
Nov 1991	1,889.80	428.00	34.82	2,152.62	1,078.31
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	2,848.88	584.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	380.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	588.63
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			TOTAL50% 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	32.94	1,528.12	764.06
Oct 1992	1,092.80	258.00	42.37	1,393.27	698.64
Nov 1992	1,403.88	505.00	8.48	1,916.36	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	1,453.68	462.00	17.41	1,933.09	969.05
Mar 1993	1,213.32	328.00	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	1,038.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	TOTAL DOLLARS SPENT			TOTAL50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994				0.00	0.00
Feb 1994				0.00	0.00
Mar 1994				0.00	0.00
Apr 1994				0.00	0.00
May 1994				0.00	0.00
Jun 1994				0.00	0.00
TOTAL	7,721.31	2,108.00	242.88	10,072.19	5,036.10
AVG	1,286.89	351.33	40.48	1,678.70	839.35





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	44.38	87.92	1,191.60	2,295.03
Nov 1990	82.83	231.70	44.38	0.00	397.20	756.09
Dec 1990	165.66	165.36	44.38	0.00	794.40	1,169.78
Jan 1991	220.68	463.40	44.38	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.38	173.44	794.40	1,469.03
Mar 1991	220.68	231.70	44.38	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.38	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.38	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.38	175.84	794.40	1,622.40
TOTAL	2,470.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.46	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	44.38	234.00	893.70	2,143.26
Oct 1991	250.84	398.56	47.02	92.88	658.60	1,647.60
Nov 1991	313.30	286.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.69
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	2,646.68
Mar 1992	187.98	199.28	47.02	108.00	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	558.28	1,949.00	11,049.04	21,743.64
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	1,160.60
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	188.66	153.38	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	100.56	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	2,740.87	2,697.66	575.10	474.00	9,139.46	15,626.69
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	100.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.62
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	1,553.75	1,533.60	289.44	381.12	3,963.40	7,721.31
AVG	258.96	255.60	48.24	63.52	660.57	1,286.69



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	8.00	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	617.00
AVG	7.58	13.50	2.00	1.67	43.33	63.08

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	80.00	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	58.00	109.00
Mar 1992	8.00	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	60.00	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	BLDG MAINT 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		38.00	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	68.00	100.00	24.00	20.00	418.00	658.00
AVG	7.33	8.33	2.00	1.67	34.83	54.67

FY1993-1994	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	50.00	60.00	12.00	16.00	180.00	318.00
AVG	8.33	10.00	2.00	2.67	30.00	53.00



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

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	1,242.64	1,278.00	241.20	190.56	3,302.80	6,255.20
AVG	248.53	255.60	48.24	38.11	660.56	1,251.04

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

TIME BY TYPE OF WORKER						
FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	75.00
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

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

TIME BY TYPE OF WORKER						
FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	40.00	50.00	10.00	8.00	150.00	258.00
AVG	8.00	10.00	2.00	1.60	30.00	51.60

TO: Library Board of Trustees

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

DATE: December 20, 1993

SUBJECT: **Travel Authorizations**

**BACKGROUND:**

No travel requests have been received during this report period.





TO: Library Board of Trustees

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

DATE: December 20, 1993

**SUBJECT: Certification to Receive Funds from the Public Library Fund, 1993-1994 and Request for a Waiver of the Maintenance of Effort Requirement, Submitted to the State Library of California on November 10, 1993.**

**BACKGROUND:**

Each year the District is required to certify to the State Library of California certain library appropriation information in order to establish eligibility to receive funds from the Public Library Fund.

One of the requirements for eligibility is a maintenance of effort requirement -- the jurisdiction may not spend any less for library services than it had the previous year.

Chapter 55 of the Statutes of 1993 authorized an 80% maintenance of effort for Fiscal Year 1993-1994. Since Placentia Library District does not meet this requirement it has filed a request for a waiver of the maintenance of effort requirement with the State Librarian of California.

Copies of the certification and request for waiver are attached.

**RECOMMENDATION:**

Receive and File.

# CALIFORNIA STATE LIBRARY

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



TELEPHONE: (916) 445-2585

## MEMORANDUM

TO: Fiscal Officers of Public Library Jurisdictions  
Information copies to Public Library Directors  
Information copies to System Coordinators  
Information copy to State Controller

FROM: Gary E. Strong, California State Librarian *Gay E Strong*

DATE: November 2, 1993

SUBJECT: CERTIFICATION TO RECEIVE FUNDS FROM THE PUBLIC LIBRARY FUND,  
1993-94. (EDUCATION CODE SECTIONS 18010-18031)

California law requires fiscal officers to report certain library appropriation information as set forth in the enclosed certification form. This information is required to establish libraries' eligibility to receive funds under this law. Please note the "definitions" quoted from the law on the reverse side of this form.

Note that "appropriation" not "expenditure", is called for in the law. The final date for this certification is December 1, 1993. Only library jurisdictions certifying a figure by December 1 will be eligible to participate in Public Library Fund allocations this year. Chapter 55 of the Statutes of 1993 authorized an 80% maintenance of effort for this (1993-94) year.

Also note a second form to be used by libraries that wish to request a waiver of the maintenance of effort requirement. I would suggest that fiscal officers and library directors work together in completing this form.

Also enclosed in this mailing is a list showing..."the population served by each public library of the state...", as certified by me, according to the requirement in Education Code Section 18021.

If you have questions about this certification procedure, please call Yolanda Cuesta at (916) 322-0372.

Enclosures

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND  
California State Education Code Part II  
Chapter 1.5, Section 18010 et seq.  
Fiscal Year 1993-94

FILING DATE: December 1, 1993

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 55, Statutes of 1993, item 6120-221-001, Provision 2, "Notwithstanding any other provision of law, for the 1993-94 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education Code shall be December 1, 1993."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Special District Augmentation Funds, for counties and districts
  - Homeowner and business inventory exemption reimbursements from the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay
  - Amount for facility maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
  - California Library Services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Construction Act (LSCA) funds
  - Appropriation or allocation for major capital improvements (see definition over)
6. Certification. Complete both entries.

	FY 1992-93	FY 1993-94
a. Local revenue appropriated (see para. 4 above)	\$1,254,950	\$913,370

(An 80% maintenance of effort has been authorized for the current year only, 1993-94)

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that data for the report are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1993-94.

Signature of Fiscal Officer Elizabeth D. Minter Date November 10, 1993

Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925

Address 411 E. Chapman Avenue, Placentia, CA 92670

PUBLIC LIBRARY FUND, California State Library, Fiscal Office,  
P. O. Box 942837, Sacramento, CA 94237-0001. (Address: 914 Capitol Mall, 95814)

PUBLIC LIBRARY FINANCE  
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND  
California State Education Code Part II  
Chapter 1.5, Section 18010 et seq.  
Fiscal Year 1993-94

REQUEST FOR WAIVER OF EDUCATION CODE SECTION 18025(d)

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 55, Statutes of 1993, item 6120-221-001, Provision 2, "Notwithstanding any other provision of law, for the 1993-94 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education Code shall be December 1, 1993."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Special District Augmentation Funds, for counties and districts
  - Homeowner and business inventory exemption reimbursements from the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay
  - Amount for facility maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
  - California Library Services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Construction Act (LSCA) funds
  - Appropriation or allocation for major capital improvements (see definition over)
6. Waiver Request. I hereby request a waiver for the 1993-94 fiscal year of the requirements of Education Code Section 18025(d) under the provisions of Education Code Section 18025(c), and attach to this request documentation, certified by the duly authorized officer of this jurisdiction, demonstrating the conditions that necessitate this request.

Signature of Library Director

Elizabeth D. Minter

Date: Nov. 10, 1993 Print Name Elizabeth D. Minter

Telephone No. (714) 528-1923 Address 411 E. Chapman Avenue, Placentia, CA 92670

PUBLIC LIBRARY FINANCE  
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

DOCUMENTATION OF WAIVER REQUEST

Education Code Section 18025(e):

(1) Notwithstanding subdivision (d), or any other provision of law, in the 1993-94 fiscal year, any city, county, district, or city and county, that reduces local revenues appropriated for the public library for the 1993-94 fiscal year shall continue to receive state funds appropriated under this chapter for the 1993-94 fiscal year only, provided that the amount of the reduction to the appropriation to that public library for the 1993-94 fiscal year is no more than 20 percent of the 1992-93 fiscal year appropriation made to that public library as certified by the fiscal officer of the public library and transmitted to the State Librarian pursuant to Section 18023.

(2) Commencing with the 1993-94 fiscal year, and each fiscal year thereafter, any city, county, district, or city and county may request from the State Librarian a waiver of the requirements of subdivision (d) or of paragraph (1) by demonstrating that the percentage of the reduction in local revenues appropriated for the public library is no greater than the percentage of the reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of changes made to Chapter 6 (commencing with Section 95) of Part 0.5 of the Revenue and Taxation Code by statutes enacted during or after the 1991-92 Regular Session having the effect of shifting property tax revenues from cities, counties, special districts, and redevelopment agencies to school districts and community colleges. Requests for the waiver and the substantiating documentation shall be submitted to the State Librarian along with the annual report of appropriation required by Section 18023 or any other report of appropriations applying to public libraries required by any other provision of law.

I submit the following in demonstration of this request for waiver of Education Code Section 18025(d): [Use as much space as necessary.]

Certified copy of Fiscal Year 1993-1994 Budget Resolution by the Library Board of Trustees which includes the revenue and expenditure forms submitted to the Orange County Auditor which show that 100% of the property tax estimate has been appropriated for public library services.

Certification: I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that the data herein are all true, correct, and in accordance with law and that payment has not previously been received for fiscal year 1993-94.

Signature of Fiscal Officer Elizabeth D. Minter Date November 10, 1993

Print Name and Title Elizabeth D. Minter, Library Telephone No. (714) 528-1925  
Director

Address Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92670

Mail to: Public Library Fund, California State Library, P. O. Box 942837, Sacramento, CA





TO: Library Board of Trustees

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

DATE: December 20, 1993

**SUBJECT: Corrected Budget Forms for Funds 702, 703, 706 as Submitted to the Orange County Auditor**

**BACKGROUND:**

At its meeting on September 20, 1993, the Library Board adopted Resolution 93-6, the Fiscal Year 1993-1994 Budgets for the Placentia Library District.

After that meeting copies of the forms, as submitted to the Orange County Auditor, were distributed to the Board Members.

The forms for Funds 702 (Equipment and Structural Repair), 703 (Automation Replacement), and 706 (Interest and Sinking for Bond Retirement) had errors in the amounts of the actual revenues and actual expenditures from Fiscal Year 1992-1993.

Copies of the corrected forms are attached. Since these corrections do not impact any budgeted appropriation amounts for Fiscal Year 1993-1994 there is no need to take any action on the corrections.

**RECOMMENDATION:**

Receive and File.

Placentia Library - Equip + Street Repair DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/92 (from last year's schedule, Line 4)	<u>107,641</u>	6/2 6-30-92
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1992/93	<u>14,284</u>	(corrected)
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1992/93	<u>( 16,068 )</u>	(corrected)
4	Fund Balance - 6/30/93	<u>105,857</u>	(corrected)
5	Less: Total Reserves @ 6/30/93 (Col. 1. Schedule of Reserve Requirements)		
6	General Reserves <u>47,000</u>		
7	Other Reserves <u>-0-</u> Total Reserves	<u>( 47,000 )</u>	
8	Subtotal (Lines 4 through 7)	<u>58,857</u>	(corrected)
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>-0-</u>	
10	Total Fund Balance Available 7/1/93. Post this number to Schedule 16, Column 4	<u>58,857</u>	(corrected)

Prepared By:

For the District Elizabeth D. Minder Phone No. (714) 528-1925

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

Corrected  
Nov, 1993

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1993-94

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		DELINQUENCY		UNSECURED		UNSECURED		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL		
702 / 5021 Interest and Sinking Equip + Structural Repairs									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	(2)	(3)	(4)	(5)	(6)				
Fund Balance Available	24,348	60,641	58,857		Other Than District General Fund				
6610 Interest	8,358	9,184	2,250						
TOTAL MEANS OF FINANCING	3,016	5,100	-0-						
Total Means of Financing	35,722	74,925	61,107						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)	(8)	(9)	(10)	(11)	(12)				
SERVICES AND SUPPLIES									
1900 Professional and Specialized Services	97	5,611	20						
TOTAL SERVICES AND SUPPLIES	97	5,611	20						
5200 Provision for Contingencies	-0-	10,457	-0-						
Provision for Reserves	7,985	-0-	-0-						
TOTAL FINANCING REQUIREMENTS	7,985	10,457	-0-						
5000 Prov Conting	-0-	-0-	-0-						
Total Financing	8,083	16,268	61,107						
702 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BEARS <del>REPAIRS</del> Equip + Structural Repair Cor actual Nov. 1993									

Placentia Library - Auto Replace

DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/92 (from last year's schedule, Line 4)	<u>52,051</u> 6/L 6-30-92
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1992/93	<u>5,093</u> (corrected)
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1992/93	<u>( 4,877 )</u> (corrected)
4	Fund Balance - 6/30/93	<u>52,267</u> (corrected)
5	Less: Total Reserves @ 6/30/93 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves <u>29,860</u>	
7	Other Reserves <u>-0-</u> Total Reserves	<u>( 29,860 )</u>
8	Subtotal (Lines 4 through 7)	<u>22,407</u> (corrected)
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>-0-</u>
10	Total Fund Balance Available 7/1/93. Post this number to Schedule 16, Column 4	<u>22,407</u> (corrected)

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

Corrected Nov, 1993

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1993-94

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		DELINQUENCY		UNSECURED		TOTAL		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL		
703 / 503 Auto Replace									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 1991-92 (2)	Actual 1992-93 (3)	Recommended 1993-94 (4)	Approved 1993-94 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	2,378	22,121	22,407 *						
6610 Interest	6,358	5,093 *	1,100						
TOTAL MEANS OF FINANCING	8,736	27,214 *	23,507 *						* Corrected Items
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 1991-92 (8)	Actual 1992-93 (9)	Recommended 1993-94 (10)	Approved 1993-94 (11)	Fund Identification Other Than District General Fund (12)				
SUMMARY OF FINANCING REQUIREMENTS									
1800 Office Expense	-0-	36 *	-0-						
SERVICES & SUPPLIES	26,545	2,890 *	10						
1900 Professional & Specialized Services	26,545	2,826	10						
4000 TOTAL SERVICES & SUPPLIES	-0-	1,951 *	-0-						
5000 Fixed Assets Equipment	-0-	-0-	23,497 *						
5200 Provisions for Contingencies	-0-	-0-	-0-						
Provisions for Reserves	-0-	-0-	-0-						
TOTAL FINANCING REQUIREMENTS	26,545	4,877 *	23,507 *						703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND Costs needed Nov, 1993

Placentia Library I+S

DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/92 (from last year's schedule, Line 4)	<u>442,425</u> * 6/30/92
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1992/93	<u>34,483</u> (corrected)
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1992/93	<u>(172,109)</u>
4	Fund Balance - 6/30/93	<u>304,799</u> (corrected)
5	Less: Total Reserves @ 6/30/93 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves <u>395,625</u>	
7	Other Reserves <u>-0-</u> Total Reserves	<u>(395,625)</u>
8	Subtotal (Lines 4 through 7)	<u>(90,826)</u> (corrected)
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>191,526</u> (corrected)
10	Total Fund Balance Available 7/1/93. Post this number to Schedule 16, Column 4	<u>100,700</u> (corrected)

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

706 / 5061

COUNTY OF ORANGE  
DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 1993-94

Pleasanton Library I + S

	<u>1</u> 1992-93 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserves For 1993-94
General Reserves (Object 9850/985)	395,625	191,526 (Corrected)	-0-	204,099 (Corrected)
Imprest Cash (9920/981-802)	-0-	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	395,625	191,526 (Corrected)	-0-	204,099 (Corrected)

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1993-94 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: \_\_\_\_\_

For the District: Elizabeth D. Murray Phone No. (714) 528-1925

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1993-94.

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		DELINQUENCY		UNSECURED		TOTAL			TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
706 / 5061 Interest + Sinking										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)	Actual 1991-92 (2)	Actual 1992-93 (3)	Recommended 1993-94 (4)	Approved 1993-94 (5)						
Fund Balance Available	30,128	65,532 *	128,799 *							
6610 Interest	35,823	34,483 *	2,000							
7670 Other Revenue	-0-	-0-	-0-							
TOTAL MEANS OF FINANCING	65,951	100,015 *	130,799 *							
SUMMARY OF FINANCING REQUIREMENTS										
(7)	Actual 1991-92 (8)	Actual 1992-93 (9)	Recommended 1993-94 (10)	Approved 1993-94 (11)	Fund Identification Other Than District General Fund (12)					
SERVICES AND SUPPLIES					706 PLACENTIA LIBRARY					
1900 Professional & Specialized Services	419	309	250		DISTRICT - INTEREST &					
TOTAL SERVICES & SUPPLIES	419	309	250		SINKING - STRUCTURAL					
<del>4000 Equipment</del>	-0-	71,800	35,900		REPAIR FUND					
<del>4200 Structures &amp; Improvements</del>	-0-	100,000	65,000		Corrected					
<del>4300 Contingencies</del>	-0-	18,732 *	-0-		Nov, 1993					
5200 Provision for Contingencies	-0-	-0-	1,550							
TOTAL FINANCING REQUIREMENTS	419	190,532 *	102,450							
		190,841 *	102,700							



TO: Library Board of Trustees

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

DATE: December 20, 1993

**SUBJECT: Notification from the State Library of California that the Grant Application to Serve Immigrant Populations was not funded**

**BACKGROUND:**

At its meeting on September 20, 1993, the Library Board approved the submission of a grant application to the State Library of California for \$5,000 to purchase materials to serve an immigrant population.

The District was notified in a letter from California State Librarian Gary Strong, dated November 5, 1993, that funding for the application was not approved.

**RECOMMENDATION:**

Receive and File.

# CALIFORNIA STATE LIBRARY

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



November 5, 1993

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

Dear Ms. Minter:

I regret that I am unable to fund your application for the Main outlet under the Grants to Serve Immigrant Populations grant program.

Each application was ranked in terms of the program criteria: community need and characteristics, library environment, library community work, library programs, collections, support, and application quality.

Although we will not be funding your application, I do want to express my appreciation for your interest in this grant program and for your support of library services to immigrant populations.

Sincerely,

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

Gary E. Strong  
California State Librarian

cc: Barbara Will  
Gail McGovern

TO: Library Board of Trustees

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

DATE: December 20, 1993

**SUBJECT: Notification from the State Library of California that the Grant Application for California Literacy Campaign matching funds for Fy1993-1994 in the amount of \$11,158**

**BACKGROUND:**

The District has been notified by State Librarian Gary Strong that it will be receiving \$11,158 in matching funds for its adult literacy program based upon the District's certification of \$50,285 in local public and private funds. A copy of the notification is Attachment A.

**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

Placentia Library District  
Elizabeth Minter, Director  
411 East Chapman Avenue  
Placentia, CA 92670-6198

November 24, 1993

Dear Ms. Minter:

I am pleased to inform you that the Placentia Library District Literacy Service has been awarded \$11,158 under the provisions of Section 18733.2 (b)(6), based on your certification of \$50,285 in local public and private funds budgeted for expenditure in the 1993/94 fiscal year to support your literacy program. The enclosed signed budget page (CLSA Form-46) specifies the amounts approved for each budget category to support the Plan of Service you have submitted. I enclose a master (for duplicating) of the Budget Change Request Form (CLSA Form-53) to be used if changes in the approved budget should become necessary. An instruction sheet is also enclosed.

I have initiated the State payment process. You should expect to receive a check for the above amount in less than six weeks. Please remember that these funds are for the current fiscal year and must be expended or encumbered by June 30, 1994.

I also enclose a spreadsheet summarizing the sources of local public and private funds each library raised as the basis for these matching grants. I hope it will be useful to you as you begin the budgeting process for 1994/95. The ratio of State to locally raised funds has improved slightly because more libraries are transitioning to less State support. We are still, however, far from the full dollar for dollar match authorized by the California Library Literacy Services Act.

It is gratifying to see so many libraries continuing to offer this important service during the current California fiscal crisis! In hard financial times, literacy development becomes even more important to those whose opportunities are limited by their inability to read and write.

I look forward to your quarterly reports. You should now be using the new CALPEP for Semi-annual learner progress assessment. You will hear more before May of 1994 about where and how to send CALPEP reports.

Please contact Al Bennett at 916-322-0377 if you have questions.

Sincerely,

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

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

cc: Katherine Matas, Literacy Coordinator

Enc.

ABB:Match34.match#1/sw

TO: Library Board of Trustees

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

DATE: December 20, 1993

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

**BACKGROUND:**

At its meeting on November 8, 1993, the Library Board approved a proposed contract with BSI Consultants, Inc. for a Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

A copy of the Authorization to Proceed with the Study is Attachment A.

A copy of the contract dated November 10, 1993, is Attachment B.

On December 2, 1993, I submitted to BSI copies of a number of District documents that they will review as part of their report.

I met with representatives of BSI on December 7, 1993, and we reviewed the outline of the Study. At that time they estimated that the Study will be completed in late February or early March, 1994.

Preliminary findings will be reviewed by Library Staff and the Board prior to the preparation of the final report.

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92570

(714) 528-1906

November 17, 1993

Jeffrey M. Cooper, P.E.  
Senior Vice President  
Management and Finance  
BSI Consultants, Inc.  
16880 West Bernardo Drive, Suite 100  
San Diego, CA 92127-1616

**Subject: Authorization to Proceed with Study of Alternative Organizational and Financing Structures for Placentia Library District**

Dear Mr. Cooper:

At its meeting on November 8, 1993, the Board of Trustees of the Placentia Library District reviewed your letter of November 3, 1993, which outlines the terms of BSI's proposal to provide professional services to study alternative organizational and financing structures for the Placentia Library District.

The Board approved the content of the proposal and recommended several adjustments which have been incorporated in your letter of November 10, 1993.

In accordance with the action taken by the Board of Directors at its meeting on November 8, 1993, Placentia Library District hereby authorizes BSI Consultants to proceed with the Study of Alternative Organizational and Financing Structures for Placentia Library District as outlined in your letter of November 10, 1993.

We are looking forward to working with you on this project.

Yours truly,

Handwritten signature of Elizabeth D. Minter.

Elizabeth D. Minter  
Library Director



BSI Consultants, Inc.

November 10, 1993

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

**Subject: Proposal to Provide Professional Services to Study  
Alternative Organizational and Financing Structures for  
the Placentia Library District**

Dear Ms. Minter:

Thank you for the opportunity to submit this proposal to the Placentia Library District to complete an analysis of alternative organizational and financing structures. The Scope of Services which we have developed is based upon our recent meeting and our understanding of the issues to be examined as discussed at the Board of Director's meeting on October 18, 1993. The alternatives to be reviewed as part of this study will include:

- maintain present form of governance;
- consolidation with the City of Placentia;
- formation of a subsidiary district with the City;
- consolidation with the County of Orange; and
- public, non-profit foundation.

The study to be prepared will be a decision making-tool for the Library District and the City and County to identify and evaluate the fiscal impact of the consolidation of the Library District with either the City of Placentia or the County of Orange.

Given the nature of this engagement, we believe that this project will require a cooperative effort between staff of the Placentia Library District, the City of Placentia, the County of Orange and BSI. The specific services which BSI would complete as part of this study are outlined below.

### **Scope of Services**

1. Prior to the start of work, meet with Library staff to review project objectives, project timeline and project deliverables. Gather available information including budget documents, organization charts, job descriptions, policy and procedures and any other available information.

Ms. Elizabeth D. Minter  
Placentia Library District  
November 10, 1993  
Page Two

2. Review LAFCO requirements for consolidation of the Library District with the City of Placentia or the County of Orange, and for formation of a subsidiary district. Meet with LAFCO staff and identify specific actions which must be taken by either the Library District or the City and the timeline of events for each alternative reviewed. Document actions and timelines for each alternative.
3. Review the Library District's current boundaries and identify impact of each alternative change in organization on parcels currently in the Library District (i.e., detachment of certain parcels that are outside of Placentia City limits).
4. Prepare a financial summary listing all assets and liabilities of the Library District. Working with Library District staff, prepare a 3-year historical summary of revenues and expenditures for the Library District. Based upon this information, prepare a 5-year projection of costs, including one-time (transition) costs, operating cost, capital costs and future capital replacement reserves working with the City's Finance Director.
5. Project property tax and other revenues which would be transferred to the City or subsidiary district, including any limitations on use of those funds, for a 5-year period based upon discussions with LAFCO staff. Review projected revenue exchange with City staff.
6. Identify and analyze opportunities for the consolidation of activities such as building maintenance, administrative support, legal services, risk management, and other activities which would result in costs savings if the Library District's operations were to be consolidated with the City.
7. Analyze the financial impact on the City of hiring current employees of the Library District. This would include reviewing current salaries and benefits for library staff in relationship to the City's compensation schedules. Other factors such as seniority rights, vacation and sick leave rights and credits, pension rights and other employee benefits would also be evaluated. Identify issues and estimated cost for effecting the transfer of library employees to the City working with the City's Director of Administrative Services.
8. Identify and analyze alternative revenue sources for funding library services if current revenues or revenue to be transferred to the City would be inadequate to maintain the present level of library services. This will include a review of funding from a public, non-profit foundation.



Ms. Elizabeth D. Minter  
Placentia Library District  
November 10, 1993  
Page Three

9. Based upon the information developed, prepare a Comprehensive Fiscal Analysis for the existing organization structure, consolidation of the Library District with the City of Placentia or the County of Orange, or the formation of a subsidiary district or a public, non-profit foundation structure. Meet with Library District and City staff to review draft report and based upon comments received, finalize report for submittal to the Library Board of Directors.

### **Project Team**

BSI's Project Team members for this project will include **Mr. Jeffrey M. Cooper, P.E.** who will be Principal-in-Charge for this project, and will assist the Project Manager and the agencies to ensure that all project objectives are met. **Mr. K. Dennis Klingelhofer, P.E.** will be BSI's Project Manager and will direct and coordinate all aspects of the project. He will be responsible for working closely with both Library District and City staff during all phases of the project. **Mr. Stephen V. Kozak, Jr.** will assist the project team in identifying LAFCO requirements and in the completion of the fiscal analysis for each alternative identified. Each team member is committed to the successful completion of this study and to working closely with staff members during each phase of work.

### **Agency Responsibilities**

The Library District shall designate a staff member to manage and coordinate project activities with. BSI will coordinate the gathering of information through the project leader. The project leader will assist in the scheduling of meetings with agency staff, including outside consultants such as legal and personnel specialist, and will assist BSI in gathering the information needed for this analysis. Appropriate staff will assist BSI in the identification of the assets and liabilities of the Library District and in analyzing the fiscal impact of consolidation with the City. The Library District will be responsible for the preparation of any resolutions to be considered by the Board of Directors.

### **Implementation Services**

Once the preferred alternative has been identified, BSI can assist the Library District and City staff in preparing any required documentation for the consolidation of the Library District with the City of Placentia, coordinating with LAFCO or other agencies as required, and determining requirements to establish a private library foundation.

Ms. Elizabeth D. Minter  
Placentia Library District  
November 10, 1993  
Page Four

### Terms

BSI will complete the tasks described under Scope of Services on a time and materials basis per the attached hourly rate schedule. Reimbursable expenses will be invoiced as costs are incurred. Our estimated fee for the completion of this work including reimbursable expenses will not exceed seven thousand five hundred dollars (\$7,500.00). Additional services including implementation services, if requested and authorized by the Library District or City, will be provided on a time and material basis as authorized.

### Summary

BSI appreciates the opportunity of submitting our proposal to you for this project. We are confident that we can complete this assignment based upon the experience and knowledge of our proposed Project Team members. Prior to the start of work, we will prepare a detailed schedule for your review. However, we would expect that all work can be completed within a 60-day period. Should you require any additional information from us please let us know. We are ready to begin work upon receipt of your authorization to proceed.

Sincerely,

BSI CONSULTANTS, INC.



Jeffrey M. Cooper, P.E.  
Senior Vice President  
Management and Finance

SVK:bmcc  
proposals\placentia\libdist.kdk

TO: Library Board of Trustees

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

DATE: December 20, 1993

SUBJECT: **Designation of the District's Delegate to the Selection Committee, and Adoption of Voting Instructions for the Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County**

**BACKGROUND:**

As a result of legislation passed this year by the California Legislature, each county's Local Agency Formation Commission (LAFCO) is now required to include Independent Special District representatives on its Board.

In order for this seating to take place representatives of a majority of the independent special districts in each county must form a Special District Selection Committee which in turn will select the representatives of the independent special districts to the Commission.

The law says that the voting delegate to the Selection Committee is the President of each independent special district board or directors or his/her appointed delegate, who must also be an elected director. There is one vote on the Committee for each participating district.

Board President Peggy Dinsmore and Trustee Al Shkoler have been attending the quarterly meetings of the Independent Special Districts of Orange County, and Dinsmore also attended the organizational meeting of the Independent Special District Selection Committee of Orange County where she was elected its Vice-Chairman.

The Board should take this opportunity to ratify the appointment of President Dinsmore as its delegate and Trustee Shkoler as its alternate to the Independent Special District Selection Committee of Orange County, and also to the Independent Special District of Orange County Advisory Committee, which will be meeting on an as needed basis to advise the Independent Special District Delegates to LAFCO on concerns of the districts.

The Board may also advise its representatives on the election of the two Independent Special District representatives and one alternate to LAFCO.

**RECOMMENDATION:**

Ratify appointments and give direction for election of delegates.

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF ORANGE COUNTY, CALIFORNIA

December 1, 1993

On motion of Commissioner Boran, duly seconded and carried, the following resolution was adopted:

WHEREAS, a resolution initiating the seating of special district representatives on LAFCO was adopted by LAFCO on November 3, 1993; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56332 called a meeting of the independent special district selection committee, held on November 18, 1993, and at which time the committee approved the LAFCO resolution initiating proceedings; and

WHEREAS, LAFCO proposes to immediately refer the proposal to a special district advisory committee; and

NOW, THEREFORE, BE IT RESOLVED that this Commission hereby direct the Executive Officer to immediately refer notice to the special district advisory committee, which shall not exceed one member from each affected district, of the Commission's intent to seat special district representatives.

AYES: COMMISSIONERS DAVID BORAN, EVELYN HART, WILLIAM G. STEINER  
and JAMES H. FLORA

NOES: COMMISSIONERS NONE

ABSENT: COMMISSIONERS HARRIETT WIEDER

STATE OF CALIFORNIA )

ss

COUNTY OF ORANGE )

I, JAMES J. COLANGELO, Executive Officer, of the Local Agency Formation Commission of Orange County, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by said Commission at a regular meeting thereof, held on the 1st day of December, 1993.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of December, 1993.

JAMES J. COLANGELO  
Executive Officer of the  
Local Agency Formation Commission  
of Orange County, California

By Marion Jasienicki  
Secretary



## IRVINE RANCH WATER DISTRICT

15600 Sand Canyon Ave. • P.O. Box 57000 • Irvine, CA 92619-7000 • (714) 453-5300

December 10, 1993

Board of Directors  
Placentia Library District  
411 E. Chapman Avenue  
Placentia CA 92670

Subject: APPOINTMENT OF SPECIAL DISTRICT'S REPRESENTATIVE  
TO LOCAL AGENCY FORMATION COMMISSION

This letter will serve to introduce to you a member of the Board of Directors of the Irvine Ranch Water District (IRWD), John B. Withers, who is interested in serving as a special district representative on LAFCO. John's appointment to the Commission is supported by the District's Board which feels he is eminently qualified for service on the Commission.

John was first appointed to the IRWD Board in December of 1989 and most recently was elected to a four year term ending in November of 1996. Since 1989 he has been a member of the District's Water Resources Policy and Intergovernmental Relations Committee, the Real Estate Investment Committee, the ad hoc committee overseeing the design and construction of a new operations center, and was appointed by the Board as the District's representative on the LAFCO Selection and Advisory Committees. John has been appointed by Governor Wilson as a member of the Santa Ana Regional Water Quality Control Board.

John's IRWD service has given him a good understanding of the issues related to special districts and his professional background, which is in land use planning, gives him a technical understanding of LAFCO matters. John enjoys a good working relationship with several of the seated LAFCO members which will enable him to be an effective participant. His employer, Psomas & Associates, values his public participation and supports his appointment. He has the time to commit to a thorough and professional job for special districts county-wide.

I hope you will join with IRWD in supporting John Withers's appointment to the Local Agency Formation Commission.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Peer A. Swan".

Peer A. Swan  
President



TO: Library Board of Trustees

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

DATE: December 20, 1993

SUBJECT: Adoption of Salary Schedule for Collective Bargaining Unit Personnel and Exempt Personnel for FY1993-1994 To Be Effective January 1, 1994

**BACKGROUND:**

In accordance with Article I, Salaries, Second Year Effective July 1, 1993, of the Memorandum of Understanding between Placentia Library District and the Placentia Library District Chapter of the Orange County Employees Association, as adopted July 13, 1992, and amended July 19, 1993, the employees represented by OCEA are eligible for a 3% salary adjustment effective January 1, 1994. This adjustment was due on July 1, 1993, but was delayed by OCEA in order to help the District manage its budget adjustments caused by the loss of the District's property tax revenue.

This salary adjustment was included the District's FY1993-1994 Budget as adopted September 20, 1993.

The salary schedules presented as Attachments A (Bargaining Unit Employees) and B (Exempt Employees) include a 3% salary adjustment for all staff except the Library Director and the Student Assistants. However, the Student Assistant salary range has been expended from 2 to 3 steps with the new third step allowing for a higher rate for those who have completed 1 year of service.

**RECOMMENDATION:**

1. To read Resolution 93-7 by title only.
2. To adopt Resolution 93-7.

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

Classification	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	8.55	8.78	8.98	9.21	9.45	9.67	10.17	10.41	10.94	
	PP	684.31	702.34	718.65	755.58	755.58	773.60	813.10	832.85	874.92	
	AN	17,792.08	18,260.87	18,685.02	19,153.83	19,644.95	20,113.75	20,627.20	21,140.65	21,654.09	22,747.96
	MO	1,482.67	1,521.74	1,557.08	1,596.15	1,637.08	1,676.14	1,718.94	1,761.72	1,804.51	1,895.66
CLERK II	HR	9.67	9.92	10.17	10.41	10.67	10.94	11.22	11.49	11.78	
	PP	773.60	793.36	813.10	832.85	853.46	874.92	897.24	919.57	942.75	989.97
	AN	20,113.75	20,627.20	21,140.65	21,654.09	22,189.87	22,747.96	23,328.38	23,908.80	24,511.54	25,739.35
	MO	1,676.14	1,718.94	1,761.72	1,804.51	1,849.15	1,895.66	1,944.03	1,992.40	2,042.62	2,144.94
LIBRARY ASS'T	HR	11.48	11.77	12.06	12.36	12.68	13.33	13.65	14.00	14.67	
	PP	918.71	941.89	965.08	989.12	1,037.20	1,066.28	1,093.22	1,119.62	1,175.44	
	AN	23,886.47	24,489.22	25,091.96	25,717.03	26,967.16	27,726.17	28,395.24	29,110.24	30,561.29	
	MO	1,990.55	2,040.77	2,091.00	2,143.09	2,247.26	2,310.52	2,366.32	2,425.86	2,546.77	
LIBRARIAN I	HR	13.59	13.92	14.28	14.63	14.99	15.37	16.14	16.55	17.38	
	PP	1,087.00	1,113.62	1,141.95	1,170.29	1,198.62	1,229.53	1,260.43	1,291.34	1,323.87	1,390.09
	AN	28,261.94	28,975.45	29,690.67	30,427.46	31,164.04	31,967.60	31,967.70	33,575.00	34,423.31	36,142.25
	MO	2,355.16	2,412.83	2,474.21	2,535.61	2,597.00	2,663.97	2,663.97	2,689.52	2,868.61	3,011.85
LIBRARIAN II	HR	15.82	16.21	16.61	17.05	17.46	17.90	18.34	18.81	19.26	
	PP	1,265.59	1,297.36	1,329.12	1,363.47	1,396.96	1,432.15	1,467.36	1,541.20	1,541.20	1,619.34
	AN	32,905.30	33,731.27	34,557.25	35,450.21	36,320.73	37,236.11	38,151.39	40,071.23	40,071.23	42,102.70
	MO	2,742.11	2,811.62	2,879.77	2,954.18	3,026.74	3,103.01	3,179.29	3,339.27	3,339.27	3,508.56

Signature: \_\_\_\_\_

Margaret V. Dinsmore, President

Date: December 20, 1993

Signature: \_\_\_\_\_

Sandra M. Stark, Secretary

Date: December 20, 1993



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

	1	2	3	4	5	6	7	8	9	10
ADMIN. ASST.	HR 13.12	13.45	13.79	14.13	14.49	14.85	15.22	15.60	16.00	16.80
	PP 1,050.07	1,075.84	1,103.32	1,130.79	1,159.12	1,188.31	1,217.50	1,248.41	1,279.32	1,343.72
	AN 27,302.01	27,971.73	28,686.10	29,400.45	30,137.14	30,896.15	31,655.15	32,458.81	33,262.47	34,936.76
	MO 2,361.03	2,330.98	2,390.51	2,450.04	2,511.43	2,574.68	2,637.93	2,704.90	2,771.87	2,911.40
PRINCIPAL LIBRARIAN	HR 21.68									
	PP 1,734.39									
	AN 45,094.09									
	MO 3,757.85									
LIBRARY DIRECTOR	HR 32.56									
	PP 2,605.00									
	AN 67,730.00									
	MO 5,644.17									
PAGES (under age 18)	Starting Wage 4.50	6 Month 4.75	1 Year 5.00							
LIBRARY AIDE	Starting Wage 5.63	6 Month 6.17								

Signature: \_\_\_\_\_ Date: December 20, 1993

Signature: \_\_\_\_\_ Date: December 20, 1993

*2-38-94 79 between step 6 & 7 and Principal below.*

RESOLUTION 93-7

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Fiscal Year 1992-1993 dated December 20, 1993, and implements such on January 1, 1994.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California )  
 )  
County of Orange )

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of December 1993.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of December, 1993.

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

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 20, 1993  
SUBJECT: Selection of Vendor for Payroll Services for 1994

**BACKGROUND:**

Administrative Assistant Charlene Dumitru has been investigating alternatives for reducing payroll preparation costs.

Our first step was to consult with the District's CPA Firm, Anderson, Lynn, Besich, Munson & Cronick. It was their recommendation that the District not consider preparing its own payroll because of the requirements for tax filing and reporting.

The accounts did agree, however, that cost savings would be possible by using a different payroll processing firm. The recommended that we talk with a representative from Pay Chex.

The Administrative Assistant's analysis of the advantages of transferring the District's payroll services to Pay Chex is Attachment A.

**RECOMMENDATION:**

Approve transfer of payroll processing services to Pay Chex effective January 1, 1994, and authorize the Library Director to sign the contract for services.

**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Charlene Dumitru, Administrative Assistant  
**DATE:** December 20, 1993  
**SUBJECT:** Selection of Vendor for Payroll Services for 1994

**BACKGROUND:**

Since March of 1991 Payroll Plus Service offered by Bank of America has been responsible for Library payroll services including the preparation and filing of payroll tax returns. Bank of America is attempting to phase out the Payroll Plus Service and encouraging existing customers to use the services of Advanced Data Payroll (ADP) with whom Bank of America has recently merged for payroll processing services.

ADP does not offer any cost savings and conversion to this system would require several days of off-site staff training. Recently Payroll Plus has changed their tax reporting procedure providing the Library with only a summary of tax returns filed and payments made instead of copies of the actual tax returns.

Nancy Cronick of the accounting firm of Anderson, Lynn, Bezich, Munson & Cronick, the Library accountants, suggested the payroll processing services offered by PayChex, Inc. as an alternative as many of their other accounts have been satisfied with this service.

After consultation with the representative of PayChex, Inc. it appears that all services currently provided by Payroll Plus can be provided by PayChex at a cost savings of approximately \$900.00 annually. PayChex system is simple to learn and does not require any off-site training. Payroll will take less time to prepare and checks will be delivered to the Library by the PayChex messenger, eliminating the need to pick them up at the bank. All reports and tax returns required will be done by PayChex and they will provide the Library with copies of the actual returns.

**RECOMMENDATION:**

Designate PayChex as vendor for payroll services for 1994.

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 20, 1993  
SUBJECT: Authorization of Increase in Student Assistant Hours for Shelving from 60 to 80 Hours Per Week

**BACKGROUND:**

Circulation Supervisor Peggy Burkich has recommended an increase in Student Assistant hours from 60 to 80 hours per week. Student Assistants are responsible for checking in and shelving returned materials and retrieving magazines for the Reference Desk. Her request is Attachment A.

The cost of this change for the last 28 weeks of Fiscal Year 1993-1994 will not exceed \$2,864. The cost of salaries will be \$2,660 and the cost of benefits will be \$204.

The Circulation staff has made a great effort to keep up with the shelving with 60 hours per week of Student Assistant time, but the workload is greater than they can process. The additional hours for shelving are needed in order to get a faster turn around time for items being returned from circulation.

**RECOMMENDATION:**

Approve an increase of 20 hours per week for Student Assistants.

*Shelby / E...*

TO; Elizabeth Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *PJB*

DATE: December 20, 1993


SUBJECT: **Authorization of Increase in Student Assistant Hours for Shelving, from 60 to 80 Hours per Week**

Since the decrease of Student Assistant's hours from 100 to 60 last September, it had become increasingly hard to maintain an acceptable level of service. Library materials are not being shelved in a timely and accurate manner. It is taking these materials an average of a week from the time they are checked-in to the time they get to the shelves,

More books end up on the Sorting shelves than on the regular shelves after evening clean-up, because the Student Assistants hardly have enough time to retrieve magazines, shelve returned books, and re-shelve in-house used materials

Shelf-reading is being put off or done by volunteers, whenever possible, this compounds the problem and adds to the inefficiency of the service to the patrons

80 hours a week is the minimum number of hours needed in order for the of Student Assistants to deliver an adequate level of service.

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: December 13, 1993  
SUBJECT: Program Committee Report for the Month of November

**Placentia Pride Council:** The Council met on November 18, with twelve members in attendance. Mr. Marv Reid presented a document from the Council's Organization Sub Committee (Dale Goodman, Marv Reid, Juliette Zaidi, and Dr. Susan Parman) that outlined the Council's Statement of Purpose, along with a suggested outline on how the Council will be organized. The document was discussed, it was agreed that it was a workable document, and that it will be further discussed during the January meeting. Elections of officers will take place during that meeting if the document is adopted. The next meeting is scheduled for Thursday January 1, 1994 at 7:00 P.M. in the Library's Meeting Room.

Mr. Reid promised to send reminder letters to all the members as well as all Placentia Clubs and Organizations' Presidents inviting them to attend the January meeting.

Suad Ammar distributed the "How to Organize and Operate a Local Humanities Council Manual" to the Committee members who had volunteered to study this Manual and report their thoughts to the Council at a later meeting.

**Anniversary Celebrations:** The Anniversary cake is ready and will be on display immediately after the Holidays.

Dr. Paul Lester, Program Chair of the Visual Communication Division at California State University at Fullerton, confirmed his commitment to help with the photography contest next April, with a nice letter. Preparations for the contest will start in March.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	NOVEMBER 93	
	# PROGRAMS	# ATTENDEES
<b>ADULT SERVICES</b>	1	12
<b>CHILDREN'S SERVICES</b>		
Pre school Story Hour	5	78
Grandparents and Books	9	32
Camp Library	1	91
Afterschool crafts	4	67
Special Programs	2	119
<b>LITERACY SERVICES</b>		
Tutor Training	NA	NA
Tutor Train. Followup	NA	NA
Student Support Group	NA	NA



TO: Elizabeth Minter  
FROM: Kay Schneider *KS*  
DATE: December 7, 1993  
SUBJECT: Activities in the Children's Department

The past few weeks have been very busy and productive in the Children's department.

**Camp Library** - This year's Camp Library seemed to be the most successful so far. It was attended by 90 children and parents who all enjoyed watching and learning to dance (from the Racquettes), making turkeys from seeds & beans, racing around the Library full blast during the very competitive Library Scavenger Hunt, playing games, presenting Reader's Theatre, watching a movie and eating cake, pretzels & popcorn. The activities lasted until about midnight and everyone was more than ready to snuggle down into their sleeping bags for a few hours of sleep. It was great fun and good to see so many of our "regular" library families here enjoying this annual event. They left the next morning asking what we were going to be doing at next year's overnighiter!

Our thanks to Elizabeth Minter who paid for the RACQUETTES performance. With that large donation and the money from \$3.00 per person fees, we were able to provide this MAJOR activity without using more of the money provided to the Children's department by the *Friends*.

The El Dorado High School Drama Class presented 2 sessions of the children's play *Stuart Little* here in the Library on November 30. This has also become an annual event and is always very well done and well attended. The High School presents the play free of charge and the Library provides the space, flyers, and the advertising. This year's play was especially good and the two sessions were attended by a total of 119 parents and children. The drama teacher, Gai Jones, has promised to provide some entertainment for Camp Library next year.

**Family Holiday Stories** - This is the second year for this December storytelling evening event and it is a great family directed program! This year 52 adults and children enjoyed listening to professional storyteller Debbie Weller (with guitar in hand) tell and sing Christmas and Hanukkah stories. The children sat on the floor in front of the adults and seemed entranced by the stories. The audience also joined in singing Christmas songs and learning a Hanukkah song. The stories were followed by punch and cookies and it was a fun evening for everyone! The program was paid for by the generous contributions of the *Friends of the Placentia Library*.

**After School Specials** - The After School Specials for children ages 7 - 12 began in October and will be concluding on December 8. During these weekly sessions the crafts have included making "The Ugly Prince and the Handsome Frog", a cinnamon covered pine cone turkey with cornhusk feathers and a wall hanging. They will be making Christmas tree decorations for the last session and the children will then decorate the Christmas tree in the Children's department. Weekly activities have also included stories, games and sometimes a movie and refreshments. Four November sessions were attended by total of 67 children.

**Story Hours & Grandparents and Books** - Only one preschool story hour (for ages 3-6) remains scheduled and this is scheduled on Monday afternoons. This, of course, eliminates the possibility for afternoon Kindergartners to attend and I have had a few complaints. However, the Grandparents and Books program is still in place on Tuesday afternoons after school and this does give them a viable option. There were 5 sessions of story hours in November attended by 78 children. Thirty two children listened to stories read by our GAB volunteers.

**Bulletin Boards and Displays** - The entire Children's staff have been working to keep the department looking attractive and enticing during the Holidays. Children entering the area stop, look around and enjoy these especially inviting surroundings. After Halloween the pumpkins were quickly recycled for a for a Thanksgiving display and a large Thanksgiving bulletin board was featured, as well as posters, turkeys and pilgrims. Christmas quickly replaced them as a large, colorful Happy Holidays bulletin board covered with snowflakes is now in place. The Christmas tree, stuffed animals, a musical doll and lighted garland all add to the welcoming atmosphere.

Holiday books are also pulled from the shelves and placed prominently on display where children, parents and educators may quickly locate them. The supply is replenished each day as books are returned.

TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Reference Librarian  
DATE: December 15, 1993  
SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$518.08	36
Gift Accounts	\$713.19	49
Totals	\$1231.27	85

Dollars Spent 7/1/93 to 11/30/93

Continuations	\$5650.31
Fiction	\$1287.02
Non-fiction	\$294.25
Juvenil	\$1340.65
Audio	\$1074.60
Gifts	\$41.50
Total	\$9688.33



TO: Library Board of Trustees  
FROM: Mary Byrne *MB*  
DATE: December 13, 1993  
SUBJECT: Publicity materials produced for November 1993

Information added this month to Channel 20, our Placentia Library cable station, includes the November quotes, the holiday hours, the upcoming production of "Stuart Little" being held for children; Literacy tutor training; Storyteller's Guild; and the on-going book sale in the library foyer.

Publicity materials attached are: Sample flyers of the Friends' Used Book Sale, the "Stuart Little" play and the Evening of Holiday Stories by the Storyteller's Guild sponsored by the Children's Department and the Friends' Author Luncheon. Press Releases on "Stuart Little", the Storyteller's Guild, the display of Polish artist Arthur Szyk on display at the library and the up-coming author's luncheon featuring Ciji Ware.

Newspaper articles on the Hocus Pocus Magic Workshop, The Used Book Sale, the Placentia Community Network, Placentia Library Literacy Services needs volunteers, the Evening of Holiday Stories, and Peggy Dinsmore's nomination the Chamber of Commerce's Citizen of the Year Award.

The Placentia Community Network will be meeting monthly to keep our community informed of the various activities in Placentia and to encourage volunteers and participation in local events. I will be representing both the Library and the Literacy office each month. There are alot of dynamic people involved in this Network and I believe the PR potential is great.

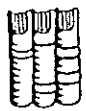
# The Friends of Placentia Library

# USED BOOK SALE

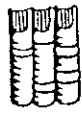
Nov. 4th  
4 P.M. - 7 P.M.  
Members Only

Nov. 6th  
10 A.M. - 5 P.M.  
Open to Public

Nov. 7th  
1 P.M. - 3 P.M.  
Buck-A-Bag



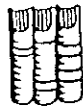
Religion



Reference



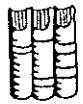
Computer



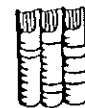
Fiction



Art



Travel



History



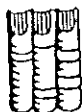
Cookbooks



Philosophy



Holiday Ideas



Children's



The El Dorado High School  
Drama Class will present the play

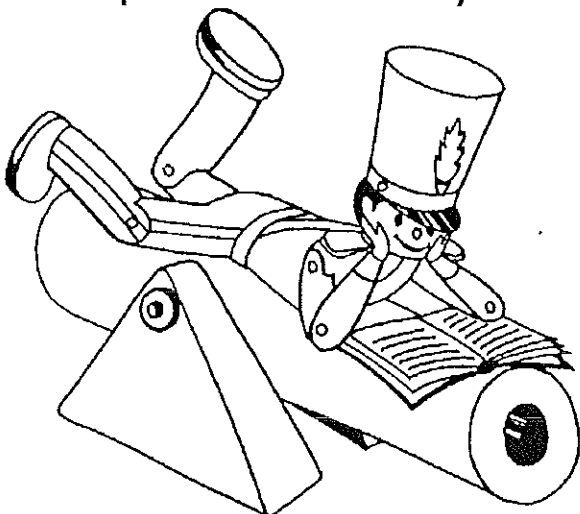
# STUART LITTLE

November 30, 1993 7:00 P.M. & 8:00 P.M.  
in the meeting room of the Placentia Library.

Admission Free! Everyone Welcome!

# AN EVENING OF HOLIDAY STORIES!

Come listen to Christmas  
and Hanukkah stories  
presented by the South Coast Storytellers Guild.



Monday, December 6, 1993  
7:00 P.M. - 8:00 P.M.  
Placentia Library Meeting Room

Admission Free! Everyone Welcome!  
Space is Limited.

Sponsored by the Friends of the Placentia Library.

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Elizabeth Minter  
(714) 528-1906

FOR IMMEDIATE RELEASE

Now on display at the Placentia Library: the work of Polish artist Arthur Szyk who is world renown as one of the foremost manuscript illuminators of modern times. Szyk's paintings have been exhibited in this country at the Library of Congress and the White House.

This exhibit is on loan from Mr. George Gooche and Historic Art, Inc. until December 31, 1993.

###



# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Elizabeth Minter  
(714) 528-1906

FOR IMMEDIATE RELEASE

The Friends of the Placentia Library are presenting an Author's Luncheon Saturday, January 29, 1994 at 12:00 NOON at the Placentia Round Table, 901 North Bradford.

Ciji Ware, KABC Talk Radio Commentator/Essayist and Historical Novelist will be featured with Placentia Celebrity Waiters and Special Entertainment. Ms. Ware's books will be available for purchase and autographing.

Tickets, available at the Placentia Library, are \$20.00 per person; proceeds will benefit the Library's Book Budget.

###

# PLACENTIA NEWS-TIMES

NORTH COUNTY NEWS



1771 South Lewis Street • Anaheim, California 92805 Fax: 704-3714

We want your news! Here's a handy form to help you submit news to the Placentia News-Times. We suggest you make copies of it to assist you when submitting press releases. It contains information about each element of the news important to your story. The deadline for the Placentia News-Times is 5 p.m. Thursday — two weeks prior to the News-Times' Thursday publication date. If you have questions or need help with your press releases, please call us:

Jerry Fingal, city editor 704-3705  
Joe Bel Bruno, reporter 704-3704  
Jannlee Watson, executive editor 704-3789

**WHO?** (Name of person, club, organization) EL DORADO HIGH SCHOOL  
DRAMA DEPARTMENT IN CONJUNCTION WITH THE  
PLACENTIA LIBRARY CHILDREN'S DEPARTMENT

**WHAT?** (Name of event) PRESENT THE PLAY "STUART LITTLE"  
BASED ON E.B. WHITES CLASSIC STORY.

**WHEN?** (Time and date) TUESDAY NOVEMBER 30  
7:00 PM AND 8:00 PM

**WHERE?** (Location and address of event) PLACENTIA LIBRARY  
411 E. CHAPMAN AVE IN THE MEETING ROOM

**WHY?** (Is it a fund-raiser, celebration, meeting?) FUN EVENT FOR CHILDREN  
AND ADULTS TO ENJOY

**OTHER INFO?** (Tickets needed? Cost? Where to get them?  
Where to call for reservations? Where to call for information? Who's the chairman? Who's the committee?)  
ADMISSION IS FREE  
100 TICKETS FOR EACH PERFORMANCE WILL BE  
GIVEN OUT STARTING AT 6:30 ON  
NOVEMBER 30TH CALL THE CHILDRENS  
DEPARTMENT FOR MORE INFORMATION 528 1906  
KAY SCHNEIDER IS THE CHILDRENS LIBRARIAN

# PLACENTIA NEWS-TIMES

ORTH COUNTY NEWS



1771 South Lewis Street • Anaheim, California 92805 Fax: 704-3714

We want your news! Here's a handy form to help you submit news to the Placentia News-Times. We suggest you make copies of it to assist you when submitting press releases. It contains information about each element of the news important to your story. The deadline for the Placentia News-Times is 5 p.m. Thursday — two weeks prior to the News-Times' Thursday publication date. If you have questions or need help with your press releases, please call us:

Jerry Fingal, city editor 704-3705

Joe Bel Bruno, reporter 704-3704

Jannlee Watson, executive editor 704-3789

## WHO?

(Name of person, club, organization)

South Coast

STORYTELLERS GUILD IN CONJUNCTION WITH THE  
PLACENTIA LIBRARY CHILDREN'S DEPARTMENT

## WHAT?

(Name of event)

Will present Christmas & HANUKKAH  
STORIES

## WHEN?

(Time and date)

MONDAY DECEMBER 6 FROM 7-8 PM  
IN THE PLACENTIA LIBRARY MEETING ROOM 411 E. CHAPMAN AVE

## WHERE?

(Location and address of event)

PLACENTIA LIBRARY MEETING  
ROOM 411 E. CHAPMAN AVE PLACENTIA

## WHY?

(Is it a fund-raiser, celebration, meeting?)

AN EVENING FOR  
CHILDREN AND PARENTS TO ENJOY HOLIDAY STORIES

## OTHER INFO?

(Tickets needed? Cost? Where to get them?  
Where to call for reservations? Where to call for  
information? Who's the chairman? Who's the committee?)

Admission is free

Refreshments will be served. This program  
is sponsored by the Friends of the Placentia  
Library. Come early. Space is limited.  
Call the Children's Department at Placentia  
Library 528-1906 for more information.

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Kay Schneider  
(714) 528-1906

FOR IMMEDIATE RELEASE

On Tuesday, November 30, the El Dorado Drama Class will present a play adapted from E. B. White's classic story *Stuart Little* for the young and young at heart in the Placentia Library meeting room, 411 E. Chapman Ave in Placentia. There will be two performances, at 7:00 p.m. and at 8:00 P.M.

Thirty talented students will create the world of Stuart Little; a debonair little mouse who sets out into the world to seek his dearest friend, a little bird who stayed a few days in his family garden.

Everyone is welcome. Admission is free. Come early - space is limited at both performances.

#####

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Kay Schneider  
(714) 528-1906

FOR IMMEDIATE RELEASE

## AN EVENING OF HOLIDAY STORIES

The South Coast Storytellers Guild will present Christmas and Hanukkah Stories in the Meeting Room of the Placentia Library at 411 E. Chapman Ave, in Placentia, on Monday, December 6, from 7:00 - 8:00 P.M.

Children and parents are invited to come, listen and enjoy the holiday stories told by professional storytellers. Punch and cookies will be served after the stories. Admission is free, come early - space is limited. Everyone is welcome. This program is sponsored by the Friends of the Placentia Library.

#####

Friends of the Placentia Library  
**AUTHOR'S LUNCHEON**

To Benefit the Library's Book Budget

**Featuring**  
Historical Novelist  
*Island of the Swans*  
*Wicked Company*

&  
KABC Radio & TV  
Commentator and Essayist

**Ciji Ware**



Saturday, January 29, 1994  
12:00 NOON

Placentia Celebrity Waiters  
& Special Entertainment

Placentia Round Table  
901 North Bradford

\$20.00 per person  
Tickets Available at the  
Library Circulation Desk

*Ms Ware's appearance sponsored by*  
*Cen Fed Bank*  
*Fidelity Federal Bank*  
*Fullerton Savings & Loan*  
*Landmark Bank*

**Friends of the Placentia Library**  
**AUTHOR'S LUNCHEON**

To Benefit the Library's Book Budget



Featuring  
**Ciji Ware**

Historical Novelist  
*Island of the Swans*  
*Wicked Company*

KABC Talk Radio  
Commentator/Essayist  
(Ken and Barkley Company)

Local Emmy Winner  
Dupont Award Recipient  
Silver Gavel Award  
(American Bar Association)

**Saturday, January 29, 1994**  
**12:00 NOON**

**Placentia Celebrity Waiters & Special Entertainment**

**Placentia Round Table**  
**901 North Bradford**

**\$20.00 per person**

**Tickets Available at the Library Circulation Desk**

**Copies of Ms Ware's books will be available  
for purchase and autographing.**

*Ms Ware's appearance sponsored by  
Cen Fed Bank, Fidelity Federal Bank, Fullerton Savings & Loan, and Landmark Bank*

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

NOV 04 1993

**PLACENTIA 332**

To many Valencia High School students, the foreign-language building on campus is nothing more than a collection of classrooms with blackboards. Members of the Placentia Historical Committee will fill students in on a little of the past dur-

ing Friday's homecoming game. They will present plaques to honor three buildings considered historical landmarks. The building where students are taught German and Spanish was built in 1912 and used to teach children of early Placentia settlers as part of the old Bradford School.

- Joe Bel Bruno/(714) 704-3704

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Los Angeles Times OC Edition  
Daily OCT 30

A "Hocus Pocus" magic workshop for ages 5 to 12, is from 1:30 to 3:30 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. \$4. (714) 528-1906.

**pacific clippings**

post office box 11789  
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Los Angeles Times OC Edition  
Daily

NOV 04 1993

**Used Books** A sale will be held from 10 a.m. to 5 p.m. Saturday at the Placentia Public Library, 411 E. Chapman Ave. A clearance will be held from 1 to 3 p.m. Sunday. A sale will be held today through Saturday at the Santa Ana Public Library, 26 Civic Center Drive. A sale will be held today through Sunday at the Newport Center Library, 856 San Clemente Drive.

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Fullerton Observer  
Weekly NOV 1 1993

• November 6, 7 — Used Books Sale by Friends of Placentia Library, 10 a.m. to 5 p.m. on the 6th. Clearance 1-3 p.m. on the 7th. Placentia Library, 411 E. Chapman Ave., Placentia, 528-1906.



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Placentia News  
Weekly NOV 04 1993

**COMMUNITY**

## Network helps people in need

332  
Non-profit groups  
are able to share  
helpful information

By Julie Ball  
North County News

When Betty Escobosa first called on non-profit groups in Placentia to help with an annual Christmas food drive, she only expected a few helping hands to assist Placentia Human Services.

But the response was so great that what started out in 1991 as 10 separate organizations coming together to help out those in need of money for food and Christmas toys, has turned into a permanent, year-round network.

Existing as a non-profit organization, the Placentia Community Network aims to serve those in need of various services, while maximizing the resources available in the community.

The network accomplishes this goal by members, acting as representatives for involved agencies, exchanging ideas and information with fellow members, said Escobosa, Placentia Human Services director.

"The network allows for various non-profit agencies to share information (regarding agency projects), while providing the opportunity to help out in mutual projects," Escobosa said. "We can see

who's doing what and how we can assist."

Escobosa also said, because agency representatives explain their individual agency projects to other members of the network, duplicate events can be avoided.

Approximately half of Placentia's 50 non-profit organizations have been involved in the network at some time.

The agencies involved include the American Business Women's Association, Friends in Service to Humanity, Placentia Round Table and Redeemer Lutheran Church.

Every third Thursday of the month, members of the network, or anyone else interested, come together to discuss what their groups need and how members can help.

Because nearly all agencies involved are non-profit, volunteers are always needed.

Sometimes, said Chairwoman Lois Monroe, other members are able to help with an agency's upcoming event. However, Monroe said they are not expected to.

"It's a place where representatives from various agencies can share their ideas," Monroe said. "And if another group can help out — great. You never know when someone is going to be able to help."

"But these people are busy enough (with their own agencies), and no one is expecting them to take on something else."

Monroe cited several times when members have offered help to each other's agencies. One of those

times involved the group Meals on Wheels, which was selling cheesecakes to buy food for its clients during the holiday season.

"Many of the members helped out by offering to help sell them," said Monroe, who took orders for cheesecakes from members of the Placentia Parent Teacher Association, of which Monroe serves as representative in the network.

Occasionally, a member agency has the opportunity to help other agencies on a financial level.

Monroe said a Sons of Norway representative recently announced his group had some extra money from fund-raisers.

"We all jumped on his suggestions to write in letter of requests," Monroe said. "Eventually, after becoming inundated with requests, he had to ask us to please stop sending letters."

Besides the possibility of receiving additional manpower and financial support, the network also helps the non-profit agencies become known to the community.

Monroe said representatives often direct clients to a fellow network member, such as a church representative recommending the Placentia Library Literary Services.

"Just getting the word out about the various non-profits is a benefit," Monroe said. "It's a good idea that the community knows there is a group like this."

Please see NETWORK/11

## NETWORK: Helps needy

FROM 4

The network also holds an annual Volunteer Fair.

This year, the fair was held at the Placentia Library and was "pretty well attended," Monroe said.

Each of the network's agencies set up booths and answered questions.

"People were able to walk around and become familiar with the groups," Monroe said. "And, if there was something that caught their eye, they had the opportunity to sign up and lend a hand."

Next year, so that the fair will be even more widely attended, Monroe said she hopes the network will be able to hold the volunteer fair during city's Heritage Days celebration.

Escobosa said the most valuable aspect of the network is its ability to help the community.

"Each one of the agencies helps a portion of the community," Escobosa said. "Together, we can help the entire community become a better place in which to live in."

The network's next meeting is Nov. 18 at 9 a.m., at the Placentia Civic Center.

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

The Register  
Daily

NOV 06 1993

### PLACENTIA 382

A sign advertising long-defunct Haiber's Pharmacy that was undercovered by construction crews has been saved for posterity. Workers tore down a building in the 100 block of Santa Fe Avenue on Oct. 21 and uncovered the sign on a wall once

blocked by the structure.

The sign — not seen for more than 60 years — was painted on the wall and advertised Haiber's Pharmacy, which occupied a site across the street for 35 years beginning in 1919. Local history buff Cecil Ro-

spaw — one of the first to recognize the sign's significance — worked with city planner Ray Pasqua to save it.

— Joe Bel Bruno/(714) 704-3704

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Los Angeles Times OC Edition  
Daily  
NOV 29 1993

## Literacy Groups Seek Volunteer Tutors

For the illiterate, every sign is a barrier and every book a mystery. But whether they are among the millions of English-speaking Americans who never learned to read and write or a non-English speaker hoping to decipher a new language, there is help available.

Throughout Orange County, literacy programs run by libraries or community groups offer free lessons in one-on-one and classroom settings. But, members of some of those organizations say, the key to their providing cost-free education is volunteer tutors.

"We couldn't do our work without volunteers; it's as simple as that," said Eunice Jones, an organizer of the Central Orange County Literacy Council, which last year taught more than 2,000 students. "We depend on them completely."

Officials estimate that 700,000 adults in Orange County are functionally illiterate or only possess limited reading and writing skills. A U.S. Department of Education study released in September shows that nearly half of all American adults have minimal language and math skills.

Some Orange County literacy programs seeking volunteers:

- The Literacy Volunteers of America have six Orange County Chapters: Anaheim at (714) 821-0551; Buena Park at (714) 826-4100; Fullerton at (714) 738-3114; Huntington Beach at (714) 375-5102; Newport-Mesa at (714) 644-3174 and Placentia at (714) 524-8408.

- The Newport Beach Public Library Literacy Program specializes in one-on-one teaching, with about half of its 100 pupils attempting to learn English as a second language. The program also occasionally offers a few classroom courses for more advanced subjects, such as creative writing. Call (714) 644-3174.

- The Orange County Public Library READ/Orange County program offers orientations for interested volunteers at rotating sites countywide and at different times, followed by 15 hours of training and some follow-up sessions. Program officials, who expect this year's student total to reach 250, encourage ethnic minority citizens to volunteer to assist the program in reflecting its diverse clientele. Call (714) 566-3070.

- The Orange County Laubach Literacy Councils use the Laubach learning technique and teaching materials in a one-on-one tutoring system. The main number is (714) 999-6717; while the South County chapter can be reached at (714) 493-3800 and the Central Orange County branch at (714) 548-3120. The councils combine to form one of Orange County's largest literacy tutoring efforts, teaching thousands of Orange County residents how to read and speak English.

- The Placentia Public Library Literacy Services have one-on-one and small group classes for basic reading skills and English as a second language for about 50 students. Volunteers are needed to assist another 50 students now on a waiting list, a group official said. Call (714) 524-8408.

—GEOFF BOUCHER

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Los Angeles Times  
OC Edition  
Daily DEC 2 1993

■ A program of Christmas and Hanukkah stories sponsored by the South Coast Storytellers Guild, will be offered Monday, Dec. 6, at 7 p.m. at the Placentia Library, 4111 E. Chapman Ave., Placentia. (714) 528-1906. FREE

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

DEC 01 1993

**PLACENTIA**

One of four longtime residents will be selected Friday as Citizen of the Year. The award will be given by the chamber of commerce at a 7:30 a.m. breakfast ceremony at Alta Vista Country Club. The nominees include: Boys Club Director Al Rizzo, Placentia Library District trustee Margaret "Peggy" Dinsmore, Neighborhood Watch volunteer Peggie Yamaguchi and Miss Placentia pageant organizer Jeri Wilson.

— Joe Bel Bruno/(714) 704-3704

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KLM*  
DATE: December 8, 1993  
SUBJECT: Placentia Library Literacy Services Report for the month of November

**Program Statistics**

Active tutors: 51  
Active students: 75  
Temporarily inactive tutors: 12  
Students waiting to be matched : 46  
Percentage of tutors reporting (Nov. hours): 86%  
Tutoring hours reported: 286  
Other volunteer hours reported: 234  
Total volunteer hours (Nov.): 520

**Southern California Library Literacy Network (SCLLN).** Monday, November 15, 1993, Katie attended the SCLLN meeting in Santa Fe Springs. SCLLN is looking into the possibility of hiring someone to coordinate SCLLN activities, provide support to literacy programs, investigate grants, coordinate fundraising, etc. Carole Talan from the State Library attended to meeting. She discussed the upcoming California Literacy Campaign (CLC) conference to be held in March in San Francisco. Placentia Library is eligible to send 5 representatives (Katie, Mary, Jeannine, Elizabeth, and 1 student), and their expenses will be covered by CLC. Carole also announced that there will be a CLC coordinator training workshop in January. Michal Heller from Newport Beach Library presented an in service on tutor training. She was enthusiastic and offered several helpful ideas to keep in mind while training volunteer tutors.

**Networking.** Katie attended the November 17, 1993 Chamber Mixer hosted by Bear Roots Florist and Crafters Cottage. There was no Chamber Breakfast in November because of the Special Citizen of the Year Breakfast to be held December 3, 1993.

On November 9, 1993, I mailed letters to 49 people who were listed as active tutors on a mailing list, but who had not been reporting tutoring hours. I used the letter to introduce myself and ask 4 questions.

1. Are you currently tutoring?
2. What is/are your student(s) name(s)?
3. If you do not currently have a student, do you want one?
4. Is there anything the literacy staff can do to help you?

The results are as follows:

Not tutoring and not interested in getting another student. 32

1. Barnes, Dick
2. Bates, Kathy
3. Baughman, Vickie
4. Beeuwsaert, Cathy
5. Boone, Harriet
6. Borchmann, Ken
7. Cain, Janet
8. Carleone, Shirley
9. Carter, Marilyn
10. Caverly, Margaret
11. Dreisen, Philip
12. Field, Sandra
13. Gilbert, Shirley
14. Goff, April
15. Hopkins, John
16. Hostbjor, Kathleen
17. Kott, Robin
18. Kuc, Irene
19. Largmore, Elizabeth
20. McBride, GeriAnne
21. Mizumoto, Gary
22. Morlang, Linda
23. Novak, Laureen
24. Robinson, George
25. Rodriguez, Dorena
26. Santos, Sheila
27. Strub, John
28. Sweeney, Shirley
29. Treese, Barbara
30. Tyson, Miriam
31. Wilson, Audrey
32. Wright, Theresa

Not tutoring now but would like a new student either now or in January or February. 9

1. Alt, Grace
2. Bednar, Nancy
3. Chan, Linda
4. Keller, Barbara
5. Mehta, Tina
6. Olivier, Carol
7. Wells, Mary
8. Wilson, Wendy
9. Wong, Hon

Actively tutoring. 6

1. Brock, Shirley
2. Davis, Gary
3. Levy, Marjorie
4. Mitchell, Yvonne
5. O'Neil, Jackie
6. Won, Selene

No response, still trying to contact. 2

1. Hickman, Rancy
2. Lasker, Marilyn

Taking into account the information gained from this letter and the names of tutors who have been reporting hours, I have identified 51 active tutors and 12 tutors who are not currently tutoring but who have indicated a desire to begin tutoring with new students between now and the end of February.





TO: Elizabeth D. Minter, Library Director  
 FROM: Jeannine Walters, Families For Literacy Coordinator *JW*  
 DATE: December 14, 1993  
 SUBJECT: Families For Literacy - Report for the month of November

On November 10, Suad Ammar, Katie Matas, and I met with Carole Talan, the Family Literacy Specialist at the California State Library in Sacramento, to discuss the current status of the Placentia Library Literacy Services program and the Families For Literacy program. She was very encouraging and recommended that I visit other libraries with Families programs to find out what has and hasn't worked for them.

We had two special programs this month. On November 23, we had a Thanksgiving program. We shared books with a Thanksgiving theme with the children, then had the mothers help them make paperbag turkeys and cornbread. November 30 we went to Scholastic Book Fairs, Inc. and purchased books. I had made arrangements with staff ahead of time and they had set aside slightly damaged Spanish books which we were able to purchase for \$.50 a piece. The mothers were also able to select books from other areas of the warehouse, all at a discounted price. I had let the mothers know ahead of time that the grant would pay for a certain amount of their purchases. They all used the amount given them, and a few bought more books with their own money. Each family was also given a large, beautifully illustrated Christmas book and two pre-school level books free of charge. Several books were also donated to the Families program which I plan to use in the programs after the holidays.

Attendance has improved slightly over the last month, but still is not as great as I would like. I have scheduled a meeting next month to discuss options for increasing attendance.

ATTENDANCE STATISTICS

November 2	6 families	5 adults	8 children
November 9	4 families	4 adults	5 children
November 16	2 families	1 adult	2 children
November 23	10 families	10 adults	13 children
November 30	5 families	5 adults	5 children

BOOKS GIVEN AWAY

Two books were given away on November 16.

(—)

(—)

(—)

# BOARD & ADMINISTRATOR

For Board Members

November 1993

Dear Government Board or Council Member,

When I talk to board members who are struggling with board service, the first thing I ask is, **"Can you recite your organization's mission statement?"** The results of this informal poll are astonishing: Nine out of 10 board members don't know their mission by heart.

My point? **You can't focus your decisions on a mission statement you don't know!** That's why a Georgia board

member uses an ingenious idea to keep her organization's mission at the forefront of every decision. **She attaches it to the back of her nameplate (see graphic) in the board room.** Read how she came up with the idea...

"A few months ago, we were face to face with an issue, and no one knew how, or even if, it fit in with our mission," she tells me. "To focus the discussion, **our administrator read our mission out loud**--ending any confusion in board members' minds. Then it hit me: Let's print our mission statement on the back of our nameplates so it will always be visible!

"The administrator typeset our mission statement to fit on the back of each board member's nameplate," she says. **"Now, before every vote, we ask, 'How does the decision fit in with our mission?'** If there is no connection, the discussion turns to whether we should even be pursuing the idea."

## Nameplates with a mission!

**Jane Smith**

(front)

It is the responsibility of this board and government organization to determine the need for services, plan adequate programming and monitor services which are established.

(back)

## Head off board room conflicts for better decision-making

Council Member Allan Kirwan believes that **public service means exactly what it says**--serving the public. That's why, when council members grind personal axes in the board room, he wants to hide out of sheer embarrassment.

"Some council members don't realize that they were elected to serve the community, not promote their pet projects," says Kirwan (Avondale Estates, GA). **"Board members with hidden agendas are destructive.** They create undue

conflict on the board team."

Kirwan says if a disagreement reaches council chambers, it's almost always too late for members to compromise. He offers these suggestions to avoid conflict...

**1) Encourage council members to agree on priorities during a long-range planning session.** "If we agree on the direction the city should go in, the decision-making process will run smoothly. So during our annual retreat, we identify

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and then prioritize the issues that we need to work on. This forces us to realize that there are four or five specific areas that we must reach some kind of agreement on in the upcoming year."

**2) Remind board members that they have an obligation to support the**

**majority decision.** "This is the bottom line of decision-making," says Kirwan. "When board members can't put their differences behind them, conflict is inevitable. Burying the hatchet, however, means that meetings will be productive and that you'll actually accomplish a thing or two."

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## **Board president's advice: Act fast with problem board members**

The responsibility for **managing board/council problems** just comes with the turf when you're a board president. But here's a piece of advice to make this chore a little easier on yourself...

"When a board member disrupts meetings, interferes with management or otherwise causes headaches, don't waste a minute to diplomatically tell him or her to back off," says Board President Jim Schoenrock (Yakima, WA). **"The longer you let a problem go, the harder it is to address and solve."**

Whenever board members need to be reminded of their roles, Schoenrock tells me that he meets privately with them. "We meet at a location where they feel comfort-

able--like their homes or offices," he says. "I hear the board member out, uncover the problem and then try to find a solution.

**"Talking to members individually lets me resolve the situation** without embarrassing anyone in the board room.

"If the problem is between a board member and our administrator, I act as a go-between," says Schoenrock. "Often, it's just a case of their not understanding each other.

**"As president, I support the administrator** while listening to the board member's point of view. Then I summarize my perception of what's going on between the two. Once the problem is clarified it usually puts out the fire."

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## **A board member asks: "What if I get sued?"**

Board Member Question: "I've heard about lawsuits against government entities. But what scares me are **lawsuits brought against the board.** In many of these cases, members were held liable for decisions they made in the board room. What protection do we have if we're sued?"

My Answer: **Errors and Omissions or Directors and Officers insurance will do the trick**--and no organization should be without it!

Just as importantly, though, you and your administrator need to review your D&O policy at least once every three years to make sure it...

**1) Pays legal fees up front.** In

the event of a lawsuit, you don't want to fork over your cash for attorney fees--only to wait months to be reimbursed by an insurance company.

**2) Meets the special needs of your board and organization.** For example, if the organization puts out a newsletter, the policy should cover libel suits.

**3) Covers employment-related issues.** Some policies exclude personnel issues--but national statistics show that these cases account for 70% to 90% of lawsuits!

If you have any questions about your liability as a board member, talk to your administrator. He or she should be able to give you the information you need.

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

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# BOARD & ADMINISTRATOR

For Board Members

December 1993

Dear Government Board or Council Member,

Most government board or council presidents would agree that an important part of their job is *helping their administrator keep everyone on the board informed.*

Board President Lynn Daucher bends over backward to work with her administrator so that board members know what's going on between meetings. Why not try some of her strategies...

**1) Contact board members who miss meetings.** "If a member can't make a meeting, I call him or her the next day and discuss the action that took place," says Daucher (Brea, CA). "There's nothing worse than a board member who feels left out. And all it takes is a phone call to remedy the situation."

**2) Discuss complex issues with board members before meetings.** "When tough issues are on the agenda, members often fail to ask for details and clarifications beforehand. As a result, the administrator and I have to explain the issue at the meeting--which takes time.

"To avoid this, I call each member to discuss these issues before the meeting. I address concerns and answer questions on the phone. Then valuable meeting time isn't spent going over every detail."

**3) Keep board members informed via memos.** "My administrator gives board members a weekly wrap-up of happenings at our organization. But in addition to his information, I send memos to keep the board briefed on issues like citizen meetings," says Daucher. "My memos enable them to keep up on things happening outside the board room.

"If I meet with a state official, or a board member does something positive, I'll include it in a memo as well. In addition, committee chairpersons inform me about their meetings--so I can update the rest of the board about committee activities as well."

If you decide to supplement information the board or council gets from the administrator, be sure to work closely with him or her. Your administrator can offer valuable insights and make sure you don't leave anything out.

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## Board or council members can help with public image

Board Member Cliff Meeks tells me board or council members should play an important role in promoting their government organization's image. Here are two ways they can boost the profile of the government body in the community...

◆ **Blow your own horn.** "Whenever something positive happens with a

program or service, we let the community know about it," says Meeks (Glassboro, NJ). "Board members are available for public presentations. This lets us share the good things we're doing with the entire community."

◆ **Get feedback from those you serve.** "We invite those we serve to share

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comments with the board and administrator. Their input helps us improve our programs and services, plus it creates better

relations with the best possible advocates we have--the people who use and support our services!"

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## ***It takes an effort to be a responsible government board***

Government organizations are like great oak trees: They often start decaying from the top down! In other words, ***when the board ceases to function effectively, the rest of the organization follows!***

Board Member Gerald J Berres tells me there are many ways to build a responsible board--one that guarantees that the organization will keep serving the community. Here are three specific steps he says are vital in the process:

***1) Educate board members so they are qualified to make decisions.*** "Decision-making is important business," says Berres (Beloit, WI). "Board members must be knowledgeable about the programs and services their decisions affect. That's why ongoing board education and training are essential for sound decision-making in the board room."

***2) Take board meetings seriously.*** "Board members who take the cavalier attitude that board meetings are monthly social events do their organization a big disservice," he says. "We want members to conduct themselves with a sense of purpose--just like they would at any other business meeting. After all, we're here to accomplish a mission. To get there, we can't waste meeting time with frivolous socializing."

***3) Give the administrator the necessary resources to run the organization.*** "If the board expects the administrator to get the job done, it should give him or her the materials to do it," Berres says. "For example, if the administrator requests money in the budget for accounting software, board members should approve it."

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## ***Educate new board/council members about their proper role***

Board President Harley Meister makes no bones about it: ***Newly elected board members will be educated on two specific points about board service!***

"It's important for them to know from Day One what they can and can't do on the board," he says.

"To spell out their responsibilities, the administrator and I thoroughly review two points during new board member orientation: ***The administrator runs the day-to-day management of the organization, and board members make policy.***

"Board candidates are often backed

by pressure groups," says Meister (Bremen, IN). "When these individuals are elected, they tend to bring a ***crusader mentality*** to the board--and attempt to right every perceived 'wrong' that exists in the organization.

"That's why it's so important for us to make sure new board members thoroughly understand their proper role," he adds.

"After our explanation, no board member thinks he or she can fire an employee--or meddle in other areas of management.

***"Policy-making is the board's focus.*** The best way to concentrate on policy is to let the administrator do the job he or she was hired to do!"

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

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