

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

December 19, 1994

7:30 P.M.

Library Conference Room

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

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

1. Roll Call. Administrative Assistant ^{7:30}

2. Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion ^{Ray/Al}

3. Oath of Office for Trustees Evans, Masters, and Stark.

Presentation: Library Director ^{filed}

4. Election of Board Officers:

President _____
Secretary _____ <sup>Evans/Slack
Slack/Kelton
Slack/Masters</sup>

5. Minutes of the November 14, 1994, Regular Meeting.

Presentation: Library Director ^{Slack/Evan}
Recommendation: Approve by Motion

6. Oral Communications.

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

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

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

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

- 7. Board President's Report.

Placentia Public Legal Seminar Jan 13

Ann Patech will play at luncheon. Sell tickets for the luncheon.

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

Presentation: Library Board President

- 8. Friends of the Library Board of Directors Report.

Design Center for Pub Dist.

Presentation: Library Board President

- 9. Placentia Library Foundation Board of Directors Report

Presentation: Trustee Stark

- 10. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

SPECIAL REPORT

- 11. FY94-95 Budget

Presentation: Library Director

Recommendation: Ratify actions taken by Library Director and Adopt Resolution adjusting the General Fund Petty Cash Authorization.

Review of status of the Orange County Investment Pool Bankruptcy process and the information received from Orange County Offices and Officials.

Pursuant to California Government Code Section 54956.9 a closed session will be held to discuss whether the District, based on existing facts and circumstances, needs to initiate litigation as a result of the Orange County Investment Pool Bankruptcy filing.

Submittal / [unclear]

Book

CLAIMS (Items 12 -14) *see/above*

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 14 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.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$6,792.56.

14. Current Claims and Payroll. (Approve)

Current Claims of \$28,958.37; Payrolls 3226, and 3227, for a cumulative payroll total of \$38,069.36.
Combined total of Current Claims and Payroll of \$67,027.73.

FINANCIAL REPORT (Items 15 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 19 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.

15. Financial Reports for November, 1994. (Receive & File)

16. Office General Ledger & Check Registers for November, 1994. (Receive & File)

17. Overdue Collection Report for November, 1994. (Receive & File)

18. Debit Card System Reimbursement Report for November, 1994. (Receive & File)

19. Gifts Report for November, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 - 26)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 - 26 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.

20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Building Maintenance Report for November, 1994. (Receive & File)
22. Personnel Report for November, 1994. (Receive, File, and Ratify Appointments)
23. Volunteer Report for November, 1994. (Receive & File)
24. Circulation Report for November, 1994. (Receive & File)
25. Submission of Grant Application to the U.S. Department of Education for \$34,471 for a project entitled, "Literacy Works," a pilot literacy program that will prepare functionally illiterate adults to enter the workforce. (Receive, File, & Ratify Submission)
26. Review of Status of the LSCA Title II Handicapped Remodeling Project. (Receive & File)

CONTINUING BUSINESS

No items of continuing business.

NEW BUSINESS

27. Appointment of District representatives to affiliated organizations:

Placentia Library Foundation (2 appointments)
Civic Center Authority (2 appointments)
Santiago Library System Advisory Board (1 appointment)

Presentation: Board President
Recommendation: Make appointments

28. Selection of Payroll Vendor for 1995

Presentation: Library Director
Recommendation: Remain with Paychex with conversion to its automated payroll system for 1995

29. Authorization of Bank Account and Orange County Auditor Signature Cards.

Presentation: Library Director
Recommendation: Approve submission of signature cards

STAFF REPORTS

30. Acquisitions Report for November, 1994. (Shook)
31. Program Report for the Month of November, 1994. (Program Committee)

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32. Children's Services Report for the Month of November, 1994. (Schneider)
33. Publicity Materials produced for the Month of November, 1994. (Willauer)
34. Placentia Library Literacy Services Report for the Month of November, 1994. (Matas)
35. Families for Literacy Project Report for the Month of November, 1994. (Walters)
36. Placentia Pride Committee Report for November, 1994. (Ammar)

ADJOURNMENT

37. Agenda Preparation for the January 16, 1995, Regular Meeting.
38. Review of Action Items.

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

39. Adjourn

Channel 53 on County Broadcasting.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the December 19, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, December 14, 1994.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jan 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 3 (Tues)	Semi-annual campaign statement due for the period ending December 31, 1994.
Jan 5 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Jan 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 28 (Sat)	Friends Author's Luncheon, Alta Vista Country Club, NOON
→ Jan 30 (Mon)	LVA Board Meeting, 5:00 P.M. (Dinsmore) LVA Annual Literacy Reception, 6:00 P.M., Meeting Room (All Trustees)
Feb 3-9	American Library Association Midwinter Meeting, Philadelphia
Feb 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 21 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 20 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 23-25	Public Library Association Annual Seminars, Chicago.
Apr 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Apr 9-15	National Library Week: Libraries Change Lives.
Apr 17 (Mon)	Library Board Meeting, 7:30 P.M.
May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
May 4 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
May 15 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 17 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 14, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 14, 1994 at 7:31 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Trustee-elect 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
ABSENT:	None

MINUTES

It was moved by Secretary Stark, seconded by Trustee Shkoler that the Minutes of the Regular Meeting of the Board of Trustees of October 17, 1994, be approved as presented.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported on the California Library Association Annual Meeting held on November 12-15, 1994. She said that the meetings she attended were profitable and well-attended. She commented favorably on presentations by State Library Literacy Coordinator Al Bennett and State Librarian Kevin Starr.

Alan Hibbs, AIA, of Dan L. Rowland and Associates Architecture and Planning arrived at 7:55 P.M.

**FRIENDS OF THE
LIBRARY**

Library Director Minter discussed plans for the 1995 Author's Luncheon scheduled for January 28, 1994, at the Alta Vista Country Club. The Friends have requested all Trustees to serve as Celebrity Waiters at the Luncheon.

Library Director Minter also reported that a plaque commemorating the Friend's gift of new shelving for the Children's Department will be installed in the next few weeks.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore reported on the Literacy Volunteers of America Conference held in San Diego on November 4-5, 1994. President Dinsmore, Principal Librarian Suad Ammar, Literacy Coordinator Katie Matas and Families for Literacy Coordinator Jeannine Walters attended the event. President Dinsmore reported that excellent workshops were presented on Workplace Literacy and Fundraising.

**PLACENTIA
LIBRARY
FOUNDATION**

Trustee West reported that the Placentia Library Foundation passed a motion to request the Library District to lease the vending machine to the Foundation for \$1.00 per year effective November 1, 1994.

It was moved by Trustee Evans, seconded by Trustee Shkoler to lease the vending machine to the Placentia Library Foundation for the sum of \$1.00 per year with all proceeds from the machine to belong to the Foundation and all costs of upkeep of the equipment to be the responsibility of the Foundation.

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

**STATUS REPORT
FOR LIBRARY
SERVICES AND
CONSTRUCTION
ACT TITLE II
GRANT FOR THE
DISTRICT'S
DISABLED ACCESS
REMODELING
PROJECT**

For the convenience of Mr. Alan Hibbs, AIA, of Dan L. Rowland and Associates the Board agreed to consider Agenda Item 25, Status Report for Library Services and Construction Act Title II Grant for the District's Disabled Access Remodeling Project, at this time.

It was moved by Secretary Stark, seconded by Trustee Evans to select the following color scheme for the remodeling:

LOBBY:	
Field Paver Tile:	Dal Porcelana G-56 Rose Granite, Granular Series, Natural Finish
Border Paver Tile:	Dal Porcelana, S-18 Rose, Solid Series, Natural Finish

PUBLIC RESTROOMS:	
Field Floor Tile:	Dal Tile, DK 138A Gold Dust #2

Border Accent Floor

Tile: Dal Tile, DK-08 Corallin
Field Wall Tile: Dal Tile, Permatone 6565 Almond
Wainscot/Border Tile: Dal Tile, Permatone 6503 Ash Rose
Toilet Partitions: Wilsonart, D98-13 Wildrose.

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

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$3,992.57; and Current Claims and Payroll in the amount of \$73,386.68.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 11 through 15: Financial Reports for October, 1994; Office General Ledger & Check Registers for October, 1994; Overdue Collection Report for October, 1994; Debit Card System Reimbursement Report for October, 1994; and Gifts Report for October, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee West to receive, file and approve Agenda Items 16 through 23: Building Maintenance Report for October, 1994 (Receive & File); Personnel Report for October, 1994 (Receive, File and Ratify Appointments); Volunteer Report for October, 1994 (Receive & File); Circulation Report for October, 1994 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of Placentia Library Literacy Services' Report for the First Quarter of 1994-1995 to the State Library of California (Receive & File); and Submission of the District's Certification for the Public Library Fund Grant for 1994-1995 to the State Library of California (Receive & File).

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

**CORRECT BUDGET
RESOLUTION 94-6**

It was moved by Trustee West, seconded by Trustee Evans to read Resolution 94-6, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 1994-1995 Budgets for the Placentia Library District, as corrected November 14, 1994, by Title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 94-6 as corrected November 14, 1994.

Resolution was adopted by roll call vote:

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 26 through 32: Program Report for Month of October, 1994; Children's Services Report for Month of October, 1994; Acquisitions Report for Month of October, 1994; Publicity Materials produced for the Month of October, 1994; Placentia Library Literacy Services Report for Month of October, 1994; Families for Literacy Project Report for the Month of October, 1994; and Placentia Pride Committee Report for Month of October, 1994.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:07 P.M.

Sandra M. Stark, Secretary

TO: Library Board of Trustees

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

DATE: December 19, 1994

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, December 5, 1994. Library Director Elizabeth Minter and Trustees Sandra Stark and Peggy Dinsmore attended the Meeting.

President Irot presented an invitation from the producers of Leeza, a Los Angeles based talk show, for the Friends to sponsor members of the audience as a fundraiser. Treasurer Dailey agreed to request more information from the producers.

The Board discussed the plans for the 1995 Author's Luncheon scheduled for January 28, 1995, at Alta Vista Country Club. President Irot stressed the importance of everyone selling tickets even if they are not a "waiter" for a table.

Upon request from Placentia Library Foundation President Sandra Stark, the Board discussed the possibility of designating part of the proceeds from the Luncheon for the Foundation. The Board agreed to do so and will decide the amount after the Luncheon.

President Irot requested that the Board consider working in three committees: Membership; Booksales; and Budget. This is to be discussed at the January meeting.

The next meeting is scheduled for Monday, January 2, 1995. Trustee Ray Evans is scheduled to attend as the representative of the Library Board.

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

The Board of Directors of the Placentia Library Foundation has not met since the last report.

The Annual Meeting of the Placentia Library Foundation is scheduled for Thursday, January 5, 1995, at 11:30 A.M. in the Library Conference Room.

Currently staff is evaluating fundraising software packages that can be shared by the Foundation, the Friends, and Placentia Library Literacy Services. Staff has also acquired a printout of all current adult library cardholders to use for initial mailings. There are approximately 20,000 names on this list, all of whom must be manually entered into the new system.

Staff is also working on the possibility of a placement from the Asian Senior Center of a clerical worker to assist with the data entry. This person would be paid through a Federal jobs program and would not be on the District's payroll. The District already has 2 other volunteer "employees" on a similar program, one in the literacy office and one in technical processing.

Foundation President Saundra Stark is working with Principal Librarian Suad Ammar on a grant application for the Blue Cross/Shield Foundation.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KLM*

DATE: December 19, 1994

SUBJECT: **Literacy Volunteers of America Board Report**

The Board of Directors of Literacy Volunteers of America-Placentia met on December 5, 1994. Literacy Coordinators Matas and Walters attended the meeting.

The value of participating in the annual Heritage Days and Fiesta Days Festivals was discussed. It was decided that next year LVA would participate in the parades for both events. Information on the Literacy Program will be distributed at the Placentia Community Network booth during Heritage Days.

The annual holiday party will be held Monday, January 30, 1995 from 6-8 P.M. in the Library meeting room. A committee was formed to coordinate preparation of this event.

Juliet Zaidi has been in contact with Carolyn Johnson of California State University, Fullerton's Marketing Department to determine the steps necessary to obtain an intern to work on LVA projects. Board members Zaidi and Goodman and Literacy Coordinator Walters will serve as a committee to develop the necessary job description for the intern.

The need for more people to serve on the LVA board was discussed. It was suggested that new board members be assigned specific tasks to be in charge of, for example, Heritage Days Parade, Tutor Recognition, etc.

The next meeting is scheduled for January 30, 1995 from 5-6 P.M. to be followed by the Holiday Party.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edmy*
DATE: December 19, 1994
SUBJECT: **FY 1994-1995 Budget**

BACKGROUND:

Attachments A and B contain the only communications that the District has received from anyone about the current Orange County Investment Pool debacle. Interestingly enough both communications came from the Bankruptcy County proceedings and nothing has been received from any Orange County Office.

Due to the complexity of the issues I will make a presentation to the Board at its meeting rather than attempting to synthesize them to a written report.

On December 14, 1994, the Orange County Treasurer's Office requested a 30 - 60 - and 90 day projection of cash needs for the District. This document is near completion and will be included with the presentation to the Board at its meeting.

Staff Aide Barbara Brown of Supervisor Stanton's Office contacted us on Thursday, December 15 to say that the Supervisor has been designated as the "official liaison" for the special districts in this matter and that they will do anything they can to help us. I immediately talked with her about the communications blackout and she assured me that that issue is being addressed at this time.

On Friday, December 16, 1994, through a referral from Joan Finnegan of the Board of Directors of the Independent Special Districts of Orange County (ISDOC), I made contact with Andy Czorny, Orange County Water District, who is one of the Committee of Seven (of the largest fund holders) for the Bankruptcy County. He has assured me that he will add both of the library districts to his communications list and will include us in his briefings following each meeting of the Committee. All of these sessions are confidential since they involve ongoing litigation. I will be able to brief the Library Board in closed session as information develops.

RECOMMENDATION:

Ratify actions taken by Library Director and Adopt Resolution adjusting the General Fund Petty Cash Authorization.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: December 19, 1994
 SUBJECT: **FY 1994-1995 Budget**

BACKGROUND:

General Fund Summary

Fund Balance 7/1/94	\$ 368,800.00
Fund Revenues through 11/30/94	154,335.94
Fund Expenditures through 11/30.94	382,410.12
Fund Balance 11/30/94	140,726.62
Fund Expenses through 11/30/94	382,410.12
Fund Revenues through 11/30/94	<u>- 154,335.94</u>
Carryover Fund Balance Used to Cover Expenses	\$ 228,074.18
Fund Balance 7/1/94	\$ 368,800.00
Carryover Fund Balance Used to Cover Expenses	<u>- 228,074.18</u>
Fund Carryover Caught in OCIP Bankruptcy	\$ 140,726.62
30% of Fund Balance to be Available	\$ 42,217.98
Fund Revenues since 12/7/94	
Property Tax 2nd Apportionment	\$ 132,059.64
Homeowners 1st Apportionment	<u>2,197.81</u>
Total Revenues since 12/7/94	\$ 134,257.45

Combined Funds Summary

Balance 7/1/94, per OCA	\$ 826,708.13
Balance 12/6/94, per Bankruptcy Filing	\$ 560,750.10
Balance 11/30/94, per OCA	\$ 568,880.02
Difference 11/30 - 12/6	\$ 8,129.92

Difference is assumed to be claims paid from 12/1 through 12/6 but this has not been verified.

Comparative Revenues

	<u>FY 1993-1994</u>	<u>FY 1994-1995</u>	<u>Change</u>
Secured 1st Apportionment	\$ 61,927.49	\$ 63,565.69	+ 2.6 %
Secured 2nd Apportionment*	118,479.37	132,059.64	+ 11.5 %
Secured 3rd Apportionment	117,230.74		
Homeowners 1st Apportionment	2,098.93	2,197.81	+ 4.7 %

*In 1993 this was issued Dec 16, 5 working days after taxes were due.

In 1994 this was issued Dec 19, 6 working days after taxes were due, but many probably mailed on 12/10 rather than 12/12 so 1994 may have a higher % of the total than the 3rd Apportionment.

Miscellaneous Notes

In response to an inquiry from my office on Wednesday, December 7, the Orange County Auditor's Office told me that the payroll transfer would be made to Bank of America on schedule on Thursday, December 8. As a result the payroll processing authorization was released to PAYCHECKS which was scheduled to debit the electronic payroll transfers out of the payroll account on Monday. At 8:10 A.M. on Monday, December 12, I called Bank of America to verify the receipt of the funds from the Orange County Treasurer's Office. The electronic transfer had not been received. I called the OCA office and within 15 minutes had a call back from them saying that the funds were being transferred that morning. I immediately called Bank of America and by that time the funds had been received.

The Administrative Assistant verified this morning that the employee insurance payments were paid on schedule last week.

I have consulted with California Advocates Representative Mike Belote and asked him to be watchful of any movement in the Legislature concerning increasing administrative fees for the county collection of taxes or management of funds, and for any other legislation resulting from the Orange County Bankruptcy.

Today the District received a letter from Jim Evans, President of the Independent Special Districts of Orange County, inviting us to consider participating in a consortium being organized by the Yorba Linda Water District and the Municipal Water District of Orange County to jointly hire a bankruptcy attorney who will represent Independent Special Districts which are not being represented by the current United States Bankruptcy Court Trustees: Sanitation Districts; Transit Authority; Orange County Cities; Cities outside Orange County; Water Agencies; and School Districts.

Draft of a proposed public information flyer to be distributed at the Library's public service desks has been prepared for Board review.

RECOMMENDATION:

1. Read Resolution 94-10 by title only.

Adopt Resolution 94-10.

2. Ratify submission of the 30 - 60 - 90 Day Cash Flow Estimate to the Orange County Treasurer's Office.

3. Determine if District is going to participate in the consortium being organized by the Municipal Water Districts of Orange County and the Yorba Linda Water District. They propose to hire a bankruptcy attorney to represent Independent Special Districts which are not being represented on a "committee of seven" which has been appointed by the trustee.

4. Approve preparation and distribution of information flyer for the public service desks.

5. Ratify the Library Director's freeze of discretionary expenses until further review at the January Board Meeting.

Yes, Placentia Library District is directly affected by the Orange County Investment Pool debacle.

Like school districts, Independent Library Districts (like Placentia and Buena Park) , are governed by the State of California Education Code Section 19600, Chapter 9, which mandates that they deposit all funds with the County Treasurer's Office.

The Library Board of Trustees consists of 5 elected officials who approve all District expenditures, and then forward the approved Claims to the Orange County Auditor's Office for payment from the District's accounts.

At no time does the District handle or direct the investment of its own property tax revenues.

Property Tax accounts for 86% or \$947, 493 of the District's annual budget of \$1,097,993.

If Placentia Library District has access to all of its share of the Property Tax collected after the date of the Bankruptcy Declaration, December 6, 1994, it will have adequate funds to operate for the remainder of Fiscal Year 1994-1995 without having to draw from funds collected prior to the Bankruptcy Declaration, including its reserve accounts.

Current Impact:

Since December 6 only payroll and employee insurance invoices have been paid. All other funds have been frozen by the County.

The District has a freeze on all discretionary spending that will continue until its Property Tax funds are made available by the County.



100
100
100



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

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994						0.00	0.00
Jan 31, 1995						0.00	0.00
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00
Dec 6 @ 73%	75,006.74	41,919.49	190,247.26	102,730.43	5,378.49	415,282.41	312,551.98

district for or on account of which the bonds were issued, may petition the supervising board of supervisors to cause the unsold bonds to be withdrawn from the market and canceled.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19531. Notice of hearing on petition

Upon receiving the petition, signed by a majority of the members of the board of trustees, the supervising board of supervisors shall fix a time for hearing the petition, which shall be not more than 30 days thereafter, and shall cause a notice, stating the time and place of hearing, and the object of the petition in general terms, to be published as provided in this chapter.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19532. Hearing and order for cancellation

At the time and place designated in the notice for hearing the petition, or at any subsequent time to which the hearing is postponed, the supervising board of supervisors shall hear any reasons that are submitted for or against the granting of the petition, and if they deem it for the best interests of the library district named in the petition that the unsold bonds be canceled, they shall make and enter an order in the minutes of their proceedings that the unsold bonds be canceled. Thereupon the bonds, and the vote by which they were authorized to be issued, shall cease to be of any validity whatever.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

CHAPTER 9

Library Districts and Museums in Unincorporated Towns and Villages

[Title 1, General Education Code Provisions—Division 1, General Education Code Provisions—Part 11, Libraries—Chapter 9, Library Districts and Museums in Unincorporated Towns and Villages; Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. The heading of the chapter was amended Stats 1978 ch 988 § 1.]

Article

1. Formation. §§ 19600–19614
2. Powers. §§ 19640–19664
- 2.5. Museums. §§ 19670–19685
3. Claims. § 19690
4. Biennial Election of Trustees. §§ 19700–19702
5. Bonds. §§ 19720–19734

Cross References:

- County School Service Fund, provision of library services: § 1770.
- Conservation education library: § 8730.
- Federal programs for libraries: § 12130.

Collateral References:

- Cal Jur 3d Schools §§ 140 et seq.

Forms:

- Am Jur Legal Forms 2d, Schools § 55:62.

ARTICLE 1

Formation

[Title 1, General Education Code Provisions—Division 1, General Education Code Provisions—Part 11, Libraries—Chapter 9, Library Districts and Museums in Unincorporated Towns and Villages—Article 1, Formation; Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.]

- § 19600. Authority to establish, equip, and maintain library and museum
- § 19601. Petition and election for formation of a district
- § 19602. [Repealed]



§ 19600

GENERAL PROVISIONS

- § 19603. Transmittal of notification of election call; Action by local agency formation commission
- § 19604. Filing of arguments for and against district formation
- § 19605. Selection of arguments; Preferences, priorities
- §§ 19606, 19607. [Repealed]
- § 19608. Conduct of election
- § 19609. [Repealed]
- § 19610. Report of election results
- § 19611. Establishment of district; Appointment and qualification of board of library trustees
- § 19612. Filling of vacancies
- § 19613. Unfavorable vote
- § 19614. Entries in minutes of board of supervisors

Collateral References:

- Am Jur 2d (Rev) Special or Local Assessments §§ 123 et seq.
- Am Jur 2d Elections §§ 193 et seq., 291 et seq.; State and Local Taxation § 59.

§ 19600. Authority to establish, equip, and maintain library and museum

Any unincorporated town or village of this state may establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature, in accordance with this chapter. Any unincorporated town or village of this state may also establish, equip, and maintain a public museum in accordance with this chapter.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Amended Stats 1978 ch 988 § 2.

Amendments:

1978 Amendment: Added the second sentence.

Collateral References:

Cal Jur 3d Schools § 142.

NOTES OF DECISIONS

A library district is an educational district, and the statute does not deprive taxpayers of property without due process of law, because it provides for the inclusion of their property in the district without notice or opportunity to object to its inclusion. *Palos Verdes Library Dist. v McClellan* (1922) 97 CA 769, 276 P 600.

Libraries established pursuant to the provisions of "an act to allow unincorporated towns and villages to establish, equip and maintain public libraries . . . etc.," were entirely separate and distinct from the school libraries. *Redman v Weisenheimer* (1929) 102 CA 488, 283 P 363.

§ 19601. Petition and election for formation of a district

Upon the application, by petition, of 50 or more taxpayers and residents of any unincorporated town or village to the board of supervisors in the county in which the town or village is located, for the formation of a library district, and setting forth the boundaries of the proposed district, the board of supervisors shall, within 10 days after receiving the petition, by resolution, order that an election be held in the proposed district for the determination of the question and shall conduct the election.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Amended Stats 1987 ch 1452 § 128.

Amendments:

1987 Amendment: Deleted "appoint three qualified electors of the proposed district to" before "conduct the election" at the end of the section.

§ 19602. [Section repealed 1987.]

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Repealed Stats 1987 ch 1452 § 129. The repealed section related to election notice.

NOTES OF DECISIONS

Where pursuant to Stats 1909 ch 480 § 3 a notice of election was accordingly given by posting in three of the most public places in the district, but there being no newspaper published within the boundaries thereof, "no publication of said notice in any newspaper was given or made," that statute was not unconstitutional as depriving taxpayers within a proposed library district of property without due process of law, by including their property therein without notice, and without opportu-

nity to object to the intended boundaries. Palos Verdes Library Dist. v McClellan (1929) 97 CA 769, 276 P 600.

Where no paper was printed or published within the district, notice did not need to be published in a newspaper printed outside the district and circulated within the district. Palos Verdes Library Dist. v McClellan (1929) 97 CA 769, 276 P 600.

§ 19603. Transmittal of notification of election call; Action by local agency formation commission

Within five days after the district formation election has been called, the legislative body which has called the election shall transmit, by registered mail, a written notification of the election call to the executive officer of the local agency formation commission of the county or principal county in which the territory or major portion of the territory of the proposed district is located. Such written notice shall include the name and a description of the proposed district, and may be in the form of a certified copy of the resolution adopted by the legislative body calling the district formation election.

The executive officer, within five days after being notified that a district formation election has been called, shall submit to the commission, for its approval or modification, an impartial analysis of the proposed district formation.

The impartial analysis shall not exceed 500 words in length and shall include a specific description of the boundaries of the district proposed to be formed.

The local agency formation commission, within five days after the receipt of the executive officer's analysis, shall approve or modify the analysis and submit it to the officials in charge of conducting the district formation election.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19604. Filing of arguments for and against district formation

The board of supervisors or any member or members of the board authorized by the board, or any individual voter or bona fide association of citizens entitled to vote on the district formation proposition, or any combination of such voters and associations of citizens, may file a written argument for or a written argument against the proposed district formation.

Arguments shall not exceed 300 words in length and shall be filed with the officials in charge of conducting the election not less than 54 days prior to the date of the district formation election.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19605. Selection of arguments; Preferences, priorities

If more than one argument for or more than one argument against the proposed district formation is filed with the election officials within the time prescribed, such election officials shall select one of the arguments for printing and distribution to the voters.

In selecting the arguments, the election officials shall give preference and priority in the order named to the arguments of the following:

- (a) The board of supervisors or any member or members of the board authorized by the board.
- (b) Individual voters or bona fide associations of citizens or a combination of such voters and associations.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.



§ 19606. [Section repealed 1987.]

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Amended Stats 1977 ch 1205 § 20.5. Repealed Stats 1987 ch 1452 § 130. The repealed section related to ballot pamphlet.

§ 19607. [Section repealed 1987.]

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Repealed Stats 1987 ch 1452 § 131. The repealed section related to hours for polls to be open.

§ 19608. Conduct of election

The election shall be conducted in accordance with the general election laws of this state, where applicable, without reference to form of ballot or manner of voting, except that the ballots shall contain the words, "For library district," and the voter shall write or print after the words on his ballot the word "Yes," or the word "No."

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19609. [Section repealed 1987.]

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Repealed Stats 1987 ch 1452 § 132. The repealed section related to electors entitled to vote.

§ 19610. Report of election results

The election officers shall report the result of the election to the board of supervisors within five days after the election.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19611. Establishment of district; Appointment and qualification of board of library trustees

If a majority of the votes at the election is in favor of a library district, the board of supervisors shall by resolution, establish the library district, and shall appoint five trustees, who shall be qualified electors and residents within the limits of the district, to be known as a board of library trustees of the town or village for which they are appointed.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19612. Filling of vacancies

Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19613. Unfavorable vote

If a majority of the votes cast is against a library district, the board of supervisors shall, by order, so declare, and no other proceedings shall be taken in relation thereto until the expiration of one year from the date of presentation of the petition.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19614. Entries in minutes of board of supervisors

The fact of the presentation of the petition, and the order establishing the library district and making the appointment of the five library trustees, shall be entered in the minutes of the board of supervisors and shall be conclusive evidence of the due presentation of a proper petition, and that each of the petitioners was, at the time of signature and presentation of the petition, a taxpayer and resident of the proposed district, and of the fact and regularity of all prior proceedings of every kind and nature provided for by this article and of the existence and validity of the district.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

ARTICLE 2

Powers

[Title 1, General Education Code Provisions—Division 1, General Education Code Provisions—Part 11, Libraries—Chapter 9, Library Districts and Museums in Unincorporated Towns and Villages—Article 2, Powers; Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.]

- § 19640. Monthly meeting of board of library trustees
- § 19641. Special meetings
- § 19642. Quorum
- § 19643. Organization of board
- § 19644. Record of proceedings and filing of certificate of establishment
- § 19645. Rules, regulations, and bylaws
- § 19646. Administration of trusts; Receipts and disposal of property
- § 19647. Officers and employees
- § 19648. Purchase of personal property
- § 19649. Purchase of real property and erection or rental and equipment of buildings or rooms
- § 19650. State publications
- § 19651. Borrowing from, lending to, and exchanging with other libraries; Nonresident borrowing
- § 19652. Incidental powers of board
- § 19653. Annual report to State Librarian
- § 19654. Hours open to public
- § 19655. Annual estimate of costs
- § 19656. Board elections
- § 19657. Special tax levy
- § 19658. Library fund; Safety, preservation and application of fund not payable into treasury
- § 19659. Warrants
- § 19660. Nonpayment for want of funds
- § 19661. Library free to inhabitants; Violations of rules, regulations or bylaws
- § 19662. Contracts with other libraries
- § 19663. Title to property
- § 19664. Designation of district

§ 19640. Monthly meeting of board of library trustees

The board of library trustees shall meet at least once a month, at such time and place as it may fix by resolution.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

Collateral References:

Am Jur 2d Administrative Law §§ 196 et seq.

§ 19641. Special meetings

Special meetings may be called at any time by three trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19642. Quorum

Three members constitute a quorum for the transaction of business.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19643. Organization of board

At its first meeting held after the general district election the board shall organize by electing



one of its number president, and another one of its number secretary. They shall serve as such for one year or until their successors are elected and qualified.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19644. Record of proceedings and filing of certificate of establishment

The board shall cause a proper record of its proceedings to be kept, and at the first meeting of the board of trustees, it shall immediately cause to be made out and filed with the State Librarian a certificate showing that the library has been established, with the date thereof, the names of the trustees, and the officers of the board chosen for the current fiscal year.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Amended Stats 1987 ch 1452 § 133.

Amendments:

1987 Amendment: Substituted "State Librarian" for "Department of Education at Sacramento".

§ 19645. Rules, regulations, and bylaws

The board of library trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library under its management, and all property belonging to it.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19646. Administration of trusts; Receipts and disposal of property

The board of library trustees shall administer any trust declared or created for the library, and receive by gift, devise, or bequest, and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

19647. Officers and employees

The board of library trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the board.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19648. Purchase of personal property

The board of library trustees shall purchase necessary books, journals, publications, and other personal property.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19649. Purchase of real property and erection or rental and equipment of buildings or rooms

The board of library trustees shall also purchase such real property, and erect or rent and equip, such building or rooms, as in its judgment is necessary to properly carry out the provisions of this chapter.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19650. State publications

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise composed of by law.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19651. Borrowing from, lending to, and exchanging with other libraries; Nonresident borrowing

The board of library trustees shall borrow books from, lend books to, and exchange books with other libraries. It shall allow nonresidents to borrow books upon such conditions as it may prescribe.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19652. Incidental powers of board

The board of library trustees shall do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19653. Annual report to State Librarian

The board of library trustees shall file, through the librarian, on or before the last day in the month of August of each year, a report with the State Librarian at Sacramento giving the condition of the library and the number of volumes contained therein on the 30th day of June preceding. The report shall, in addition to other matters deemed expedient by the board of trustees or the librarian, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several district librarians instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19654. Hours open to public

The board of library trustees shall designate the hours during which the library is open for the use of the public. All public libraries established under this chapter shall be open for the use of the public during every day in the year except on such legal holidays as may be determined by the board of library trustees.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19655. Annual estimate of costs

In any library district formed under the provisions of this chapter, which maintains a public library, or which has petitioned for and been granted permission to establish, and intends to maintain a public library in accordance with this chapter, the board of library trustees shall furnish to the board of supervisors of the county in which the library district is situated, each and every year, on or before the first day of September, an estimate of the cost of any or all of the following:

- (a) Leasing temporary quarters.
- (b) Purchasing a suitable lot.
- (c) Procuring plans and specifications and erecting a suitable building.
- (d) Furnishing and equipping the building and fencing and ornamenting the grounds, for the accommodation of the public library.
- (e) Conducting and maintaining the library for the ensuing fiscal year.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19656. Board elections

The board of library trustees may, when in its judgment it is deemed advisable, and upon the petition of 50 or more taxpayers residing within the library district shall, call an election and submit to the electors of the library district the question of whether the bonds of the library district shall be issued and sold for any or all the purposes of this chapter.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.



§ 19657. Special tax levy

When the estimate has been submitted to the board of supervisors, the board of supervisors shall, at the time of levying county taxes, levy a special tax upon all of the taxable property within the limits of the library district, sufficient in amount to maintain the public library, or to purchase the site, erect and equip the building, improve the grounds or building, or for any or all of the purposes of this chapter. The taxes shall be computed, entered upon the tax roll, and collected in the same manner as other taxes are computed, entered, and collected.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19658. Library fund; Safety, preservation and application of fund not payable into treasury

The revenue derived from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19659. Warrants

Upon the receipt by the county auditor of an order of the library trustees of the district he shall issue his warrant upon the county treasurer for the amount stated in the order.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

Cross References:

- County auditor: Gov C §§ 26900 et seq.
- County treasurer: Gov C §§ 27000 et seq.
- County auditor's issuance of warrants: Gov C § 29742.
- County warrants: Gov C §§ 29800 et seq.

§ 19660. Nonpayment for want of funds

When any warrant is presented to the treasurer for payment and it is not paid for want of funds the treasurer shall endorse thereon "not paid for want of funds" with the date of presentation and sign his name thereto and from that time the warrant bears interest at the rate of 6 percent per annum until it is paid or until funds are available for its payment and the county treasurer gives notice to the warrant holder that funds are available for payment. The giving of the notice is deemed complete upon deposit thereof in the United States mail in a sealed envelope addressed to the warrant holder at his address given by him at the time of presentation of the warrant to the treasurer, with postage thereon fully prepaid and registered.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19661. Library free to inhabitants; Violations of rules, regulations or bylaws

Every library established under this chapter shall be forever free to the inhabitants and nonresident taxpayers of the library district, subject always to such rules, regulations, and bylaws as may be made by the board of library trustees. For any violation of the rules, regulations, or bylaws a person may be fined or excluded from the privileges of the library.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19662. Contracts with other libraries

Boards of library trustees and the boards of trustees of neighboring library districts, or the legislative bodies of neighboring municipalities, or boards of supervisors of the counties in which public libraries are situated, may contract to lend the books of the libraries to residents of the counties or neighboring municipalities, or library districts, upon a reasonable compensation to be paid by the counties, neighboring municipalities, or library districts.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19657
 § 19658
 § 19659
 § 19660
 § 19661
 § 19662
 § 19663
 § 19664
 § 19665
 § 19666
 § 19667
 § 19668
 § 19669
 § 19670
 § 19671
 § 19672
 § 19673
 § 19674
 § 19675
 § 19676
 § 19677
 § 19678
 § 19679
 § 19680

§ 19663. Title to property

The title to all property acquired for the purposes of the libraries, when not inconsistent with the terms of its acquisition, or not otherwise designated, vests in the district in which libraries are, or are to be situated.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

§ 19664. Designation of district

Every library district shall be designated by the name and style of _____ Library District, (using the name of the district), of _____ County, (using the name of the county in which the district is situated). In that name the trustees may sue and be sued, and may hold and convey property for the use and benefit of the district. A number shall not be used as a part of the designation of any library district.

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977.

ARTICLE 2.5.

Museums

[Title 1, General Education Code Provisions—Division 1, General Education Code Provisions—Part 11, Libraries—Chapter 9, Library Districts and Museums in Unincorporated Towns and Villages—Article 2.5, Museums; Article added Stats 1978 ch 988 § 3.]

- § 19670. Establishment of museum in library district
- § 19671. Meetings
- § 19672. Special meetings
- § 19673. Quorum
- § 19674. Election of president and secretary; Terms
- § 19675. Records of proceedings; Certificate; Contents
- § 19676. Rules and regulations
- § 19677. Administration by board of trust created for museum; Disposition of gift, devise, or bequest for benefit of museum
- § 19678. Board authorized to prescribe duties and powers of curator, secretary, and other museum employees; Appointment and compensation of employees
- § 19679. Board authorized to purchase personal property
- § 19680. Board authorized to purchase real property
- § 19681. Performance of necessary acts
- § 19682. Designation of museum hours
- § 19683. Board required to furnish board of supervisors annual estimate of specified costs
- § 19684. Vesting of title to property acquired for museum
- § 19685. Funding; Legislative intent

§ 19670. Establishment of museum in library district

The board of library trustees may vote to establish a public museum in the library district and to constitute the board of library trustees as the board of museum trustees for the purposes of managing such museum in accordance with the provisions of this chapter.

Added Stats 1978 ch 988 § 3.

§ 19671. Meetings

The board of museum trustees shall meet at least once a month, at such time and place as it may fix by resolution.

Added Stats 1978 ch 988 § 3.

§ 19672. Special meetings

Special meetings may be called at any time by three trustees, by written notices served upon each member at least 12 hours before the time specified for the meeting.

Added Stats 1978 ch 988 § 3.



PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

December 19, 1994

Barbara Brown, Administrative Aide
Supervisor Stanton's Office
P.O. Box 687
Santa Ana, CA 92702

FAX: 834-5754

Dear Ms. Brown:

This morning I received verification from Chris Smith at OCTA that our District's name and telephone information has been added to the OCTA communications list for the OCIP bankruptcy information. Thank you for your assistance with identifying this contact.

Placentia Library District has also been added to the list at the Orange County Water District through a contact on the Board of Directors of the Independent Special Districts of Orange County (ISDOC).

I want to take this opportunity to verify for you some of the background information that we discussed by telephone last week:

Like school districts, Independent Library Districts (like Placentia and Buena Park), are governed by the Education Code and thus are mandatory depositors with the County Treasurer's Office.

With the exception of several "county exempt" accounts, the Orange County Treasurer holds all of the funds for Placentia Library District -- operational and reserve.

The Library Board of Trustees consists of elected officials who approve all District expenditures, and then forward the approved Claims to the Orange County Auditor's Office which issues Orange County Checks with the funds drawn from the District's accounts.

Property Tax revenues collected on behalf of the District by the Orange County Tax Collector are held in trust at the County for use by the Library District as the Claims are approved by the Library Board of Trustees. At no time does the District handle its own property tax revenues.

If Placentia Library District has access to all of its share of the Property Tax collected after the date of the Bankruptcy Declaration, December 6, 1994, it will have adequate funds to operate for the remainder of Fiscal Year 1994-1995 without having to draw from funds collected prior to the Bankruptcy Declaration including its reserve accounts. Access to these funds will be needed in July, 1995, to cover operating expenses until the first Property Tax collections for Fiscal Year 1995-1996 in December, 1995.

Ms. Barbara Brown, Supervisor Stanton's Office, December 19, 1994, Page 2.

The Districts questions at this time are:

When are we going to know if we are going to have access to all of our share of the Property Tax collected after the date of the Bankruptcy Declaration, December 6, 1994?

How will we be notified? As we discussed by telephone the District has to date had no information of any kind from either the Orange County Treasurer's Office (except for a request for a 30 - 60 - 90 Day Cash Flow Estimate) or the Orange County Auditor's Office.

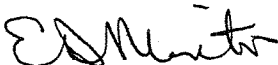
If the District is given access to its Property Tax funds will it have the authority to spend them or will the Orange County Auditor's Office be assuming any type of overrule/governance?

I have enclosed a copy of the District's 30 - 60 - 90 Day Cash Flow Estimate for your information. It is being forwarded to the Orange County Treasurer's Office today.

The Placentia Library District Board of Trustees will be having its first meeting since the Bankruptcy Declaration tonight at 7:30 P.M. Discussion of these issues are on its Agenda and we sometimes have media in attendance. Any information that you can provide to me today will be included in my report to the Board.

If you have any questions please give me a call at 528-1925. I appreciate all of you efforts on our behalf and am looking forward to hearing from you.

Sincerely,



Elizabeth D. Minter
Library Director

cc: Colleen McGregor, Buena Park Library District, FAX 826-5052
Robert Tunstall, Supervisor Steiner's Office, FAX 834-2045
Stan Oftelie, OCTA, FAX 560-5796
Andy Czorny, OCWD, FAX 378-3372
Placentia Library District Board of Trustees

RESOLUTION NO. 94-10

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO DECLARE A FINANCIAL EMERGENCY,
DISCONTINUE THE TRANSFER OF LOCAL REVENUES
TO THE ORANGE COUNTY TREASURER, AND
INCREASE THE GENERAL FUND PETTY CASH ACCOUNT TO \$10,000.00

WHEREAS, on December 6, 1994, the County of Orange declared bankruptcy;

WHEREAS, no communications have been received from either the Orange County Treasurer's Office, or the Orange County Auditor's Office concerning the availability of funds to cover current Placentia Library District expenses;

WHEREAS, Section 19658 of the Education Code of the State of California stipulates: "The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the [property] tax is collected, subject only to the order of the library trustees of the district";

THEREFORE, BE IT RESOLVED that a condition of financial emergency exists for the District;

BE IT FURTHER RESOLVED that no local revenues from the General Fund Account be transferred to the Orange County Treasurer until released by Resolution of the Library Board of Trustees when it has deemed the financial emergency to be resolved;

AND BE IT FURTHER RESOLVED that the Petty Cash Fund be increased from \$1,000 to \$10,000 for the duration of the condition of financial emergency and until readjusted by Resolution of the Library Board of Trustees.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of December, 1994.

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

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071
Prepared in response to the December 13, 1994, request of the Orange County Treasurer
December 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD THRU 11/30	DEC CLAIMS AT OCA THRU 12/31	ADDITIONAL	TOTAL 30 DAY	ESTIMATE 1/1-1/31	TOTAL 60 DAY	ESTIMATE 2/1-2/28	ESTIMATE TOTAL 90 DAY
0100	Salaries & Wages	499,767.00	228,100.00	41,800.00	0.00	41,800.00	35,364.00	77,164.00	35,364.00	112,528.00
0200	Retirement	76,894.00	17,449.65	3,197.70	0.00	3,197.70	36,371.22*	39,568.92	2,705.36	42,274.28
	Health Insurance/Care America	24,466.00	6,333.54	2,725.25	0.00	2,725.25	2,675.25	5,400.50	2,675.25	8,075.75
	Long Term Disability	2,730.00	1,038.35	0.00	207.67	207.67	207.67	415.34	207.67	623.01
	Vision Service Plan	1,615.00	664.99	0.00	0.00	0.00	186.21	186.21	186.21	372.42
	Dental	4,696.00	1,551.54	381.08	0.00	381.08	381.08	762.16	381.08	1,143.24
0300	Total Employee Insurance	33,507.00	9,588.42	3,106.33	207.67	3,314.00	3,450.21	6,764.21	3,450.21	10,214.42
0310	Unemployment Insurance	2,500.00	324.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0350	Workers Compensation - General	7,750.00	966.00	0.00	966.00	966.00	0.00	966.00	0.00	966.00
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	256,428.53	48,104.03	1,173.67	49,277.70	75,185.43	124,463.13	41,519.57	165,982.70
0700-00	Communications - Telephone	3,500.00	709.22	160.57	0.00	160.57	150.00	310.57	150.00	460.57
0700-01	Communications - Modem/Fax	0.00	563.16	578.73	34.51	613.24	125.00	736.24	125.00	863.24
0700-02	Communications - Internet/Database	0.00	341.87	0.00	54.18	54.18	70.00	124.18	70.00	194.18
0700-05	Communications - Computer	5,100.00	2,290.52	0.00	423.82	423.82	423.82	847.64	423.82	1,271.46
0700-08	Communications - Adult Literacy	950.00	123.99	200.29	3.54	203.83	150.00	353.83	150.00	503.83
	Total Communications	9,550.00	4,028.76	939.59	516.05	1,455.64	918.82	2,374.46	918.82	3,293.28
0900-00	Food - General Fund	100.00	19.80	0.00	127.93	127.93	0.00	127.93	0.00	127.93
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
090-009	Food - Family Literacy	0.00	6.99	0.00	0.00	0.00	25.00	15.00	15.00	30.00
	Total Food	100.00	57.22	0.00	127.93	127.93	25.00	152.93	15.00	167.93
1000-00	Household Expense	4,500.00	769.87	0.00	1,016.08	1,016.08	0.00	1,016.08	100.00	1,116.08
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,938.61	0.00	1,038.72	1,038.72	200.00	1,238.72	0.00	1,238.72
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Maintenance of Equipment	7,500.00	3,907.61	0.00	1,038.72	1,038.72	200.00	1,238.72	0.00	1,238.72

*Annual District contribution to its Pension Fund, traditionally paid in December.

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071
Prepared in response to the December 13, 1994, request of the Orange County Treasurer
December 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD THRU 11/30	DEC CLAIMS AT OCA	ADDITIONAL THRU 12/31	TOTAL 30 DAY	ESTIMATE 1/1-1/31	TOTAL 60 DAY	ESTIMATE 2/1-2/28	ESTIMATE TOTAL 90 DAY
1400-00	HVAC	3,600.00	587.10	0.00	117.42	117.42	117.42	234.84	117.42	352.26
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Groundskeeping, City of Placentia	22,000.00	7,093.88	0.00	1,699.23	1,699.23	1,500.00	3,199.23	1,500.00	4,699.23
	Plumbing	750.00	0.00	0.00	0.00	0.00	200.00	200.00	0.00	200.00
	Electrical	1,500.00	1,131.71	540.00	580.00	1,120.00	270.00	1,390.00	270.00	1,660.00
	Cleaning Service	11,700.00	4,750.00	0.00	950.00	950.00	950.00	1,900.00	950.00	2,850.00
	Locksmith	300.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	50.00
	Other	500.00	2,125.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Maintenance of Building & Grounds	43,850.00	16,488.17	540.00	3,346.65	3,886.65	3,087.42	6,974.07	2,837.42	9,811.49
1600-00	Memberships - General Fund	3,000.00	941.00	285.00	0.00	285.00	650.00	935.00	0.00	935.00
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Memberships	3,000.00	1,076.00	285.00	0.00	285.00	650.00	935.00	0.00	935.00
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1800-00	Library Supplies	6,500.00	1,583.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printing	9,000.00	3,441.66	28.47	1,491.09	1,519.56	200.00	1,719.56	200.00	1,919.56
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Publications	1,000.00	232.45	0.00	332.22	332.22	0.00	332.22	0.00	332.22
	Paper	900.00	440.85	0.00	0.00	0.00	50.00	50.00	50.00	100.00
	Drinking Water Service	325.00	124.75	24.95	0.00	24.95	24.95	49.90	24.95	74.85
	Other Office Supplies	5,500.00	3,233.82	250.76	404.31	655.07	150.00	805.07	150.00	955.07
	Total Office Supply Expense - General Fund	23,225.00	9,056.74	304.18	2,227.62	2,531.80	424.95	2,956.75	424.95	3,381.70
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printing	2,800.00	1,407.23	0.00	496.25	496.25	50.00	546.25	50.00	596.25
	Publications	0.00	1,523.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Paper	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Office Supplies	1,800.00	128.57	0.00	104.61	104.61	50.00	154.61	50.00	204.61
	Total Adult Literacy Office Supply Expense	4,650.00	3,058.96	0.00	600.86	600.86	100.00	700.86	100.00	800.86
1800-09	Family Literacy Supply Expense	4,800.00	1,519.09	0.00	231.06	231.06	0.00	231.06	0.00	231.06
	Total Office Expense	32,675.00	13,634.79	304.18	3,059.54	3,363.72	524.95	3,888.67	524.95	4,413.62

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071

Prepared in response to the December 13, 1994, request of the Orange County Treasurer
December 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD THRU 11/30	DEC CLAIMS AT OCA	ADDITIONAL THRU 12/31	TOTAL 30 DAY	ESTIMATE 1/1-1/31	TOTAL 60 DAY	ESTIMATE 2/1-2/28	ESTIMATE TOTAL 90 DAY
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	7.00	7.00	0.00	7.00	0.00	7.00
2400-01	Special Department Expense- Books	110,500.00	11,709.01	1,401.41	10,556.05	11,957.46	8,000.00	19,957.46	8,000.00	27,957.46
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-03	Special Department Expense - Electronic	0.00	7,316.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-04	Special Department Expense - Periodicals	15,500.00	8,583.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-05	Special Department Expense - Audio	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	215.34	215.34	0.00	215.34	0.00	215.34
2400-08	Special Department Expense - Adult Literacy	500.00	1,071.75	0.00	656.28	656.28	0.00	656.28	0.00	656.28
2400-09	Special Department Expense - Family Literacy	500.00	59.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Special Department Expense	151,100.00	28,739.37	1,401.41	11,434.67	12,836.08	8,000.00	20,836.08	8,000.00	28,836.08
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-00	Transportation/Travel - Meetings, Staff Out of Tow	7,500.00	2,015.66	0.00	0.00	0.00	0.00	0.00	250.00	250.00
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	726.04	0.00	53.15	53.15	30.00	83.15	30.00	113.15
2700-02	Transportation/Travel - Meetings, Board Out of Tc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,234.36	0.00	13.00	13.00	0.00	13.00	0.00	13.00
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	0.00	0.00	0.00	20.00	20.00	20.00	40.00
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Transportation/Travel - Meetings	9,100.00	4,746.06	0.00	66.15	66.15	50.00	116.15	650.00	766.15
	Electricity	58,000.00	22,662.18	0.00	4,312.18	4,312.18	5,000.00	9,312.18	5,000.00	14,312.18
	Gas	3,075.00	0.00	351.24	0.00	351.24	500.00	851.24	500.00	1,351.24
	Water	1,925.00	1,025.44	149.61	0.00	149.61	150.00	299.61	150.00	449.61
	Total Utilities	63,000.00	23,687.62	500.85	4,312.18	4,813.03	5,650.00	10,463.03	5,650.00	16,113.03
	TOTAL SUPPLIES & SERVICES	462,275.00	120,984.93	3,971.03	26,709.35	30,680.38	20,198.90	50,879.28	56,088.90	106,968.18
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-00	Equipment - General Fund	15,000.00	2,846.61	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
4000-07	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-08	Equipment - General Fund	0.00	2,150.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-09	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-11	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Equipment	15,000.00	4,996.66	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EQUIPMENT EXPENSE	15,000.00	4,996.66	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
	TOTAL EXPENSES	1,097,993.00	382,410.12	52,075.06	29,268.06	81,343.12	95,384.33	176,727.45	97,608.47	274,335.92

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD THRU 11/30	DEC CLAIMS AT OCA THRU 12/31	ADDITIONAL	TOTAL 30 DAY	ESTIMATE 1/1-1/31	TOTAL 60 DAY	ESTIMATE 2/1-2/28	ESTIMATE TOTAL 90 DAY
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0200	Retirement	76,894.00	17,449.65	3,197.70	0.00	3,197.70	36,371.22*	39,568.92	2,705.36	42,274.28
	Health Insurance/Care America	24,466.00	6,333.54	2,725.25	0.00	2,725.25	2,675.25	5,400.50	2,675.25	8,075.75
	Long Term Disability	2,730.00	1,036.35	0.00	207.67	207.67	207.67	415.34	207.67	623.01
	Vision Service Plan	1,615.00	664.99	0.00	0.00	0.00	186.21	186.21	186.21	372.42
	Dental	4,696.00	1,551.54	381.08	0.00	381.08	381.08	762.16	381.08	1,143.24
0300	Total Employee Insurance	33,507.00	9,588.42	3,106.33	207.67	3,314.00	3,450.21	6,764.21	3,450.21	10,214.42
0310	Unemployment Insurance	2,500.00	324.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0350	Workers Compensation - General	7,750.00	966.00	0.00	966.00	966.00	0.00	966.00	0.00	966.00
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	256,428.53	48,104.03	1,173.67	49,277.70	75,185.43	124,463.13	41,519.57	165,982.70
0700-00	Communications - Telephone	3,500.00	709.22	160.57	0.00	160.57	150.00	310.57	150.00	460.57
0700-01	Communications - Modem/Fax	0.00	563.16	578.73	34.51	613.24	125.00	738.24	125.00	863.24
0700-02	Communications - Internet/Database	0.00	341.87	0.00	54.18	54.18	70.00	124.18	70.00	194.18
0700-05	Communications - Computer	5,100.00	2,290.52	0.00	423.82	423.82	423.82	847.64	423.82	1,271.46
0700-08	Communications - Adult Literacy	950.00	123.99	200.29	3.54	203.83	150.00	353.83	150.00	503.83
	Total Communications	9,550.00	4,028.76	939.59	516.05	1,455.64	918.82	2,374.46	918.82	3,293.28
0900-00	Food - General Fund	100.00	19.80	0.00	127.93	127.93	0.00	127.93	0.00	127.93
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
090-009	Food - Family Literacy	0.00	6.99	0.00	0.00	0.00	25.00	15.00	15.00	30.00
	Total Food	100.00	57.22	0.00	127.93	127.93	25.00	152.93	15.00	167.93
1000-00	Household Expense	4,500.00	769.87	0.00	1,016.08	1,016.08	0.00	1,016.08	100.00	1,116.08
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,938.61	0.00	1,038.72	1,038.72	200.00	1,238.72	0.00	1,238.72
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Maintenance of Equipment	7,500.00	3,907.61	0.00	1,038.72	1,038.72	200.00	1,238.72	0.00	1,238.72

*Annual District contribution to its Pension Fund, traditionally paid in December.

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071

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1400-00	HVAC	3,600.00	587.10	0.00	117.42	117.42	117.42	234.84	117.42	352.26
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Groundskeeping, City of Placentia	22,000.00	7,093.88	0.00	1,699.23	1,699.23	1,500.00	3,199.23	1,500.00	4,699.23
	Plumbing	750.00	0.00	0.00	0.00	0.00	200.00	200.00	0.00	200.00
	Electrical	1,500.00	1,131.71	540.00	580.00	1,120.00	270.00	1,390.00	270.00	1,660.00
	Cleaning Service	11,700.00	4,750.00	0.00	950.00	950.00	950.00	1,900.00	950.00	2,850.00
	Locksmith	300.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	50.00
	Other	500.00	2,125.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Maintenance of Building & Grounds	43,850.00	16,488.17	540.00	3,346.65	3,886.65	3,087.42	6,974.07	2,837.42	9,811.49
1600-00	Memberships - General Fund	3,000.00	941.00	285.00	0.00	285.00	650.00	935.00	0.00	935.00
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Memberships	3,000.00	1,076.00	285.00	0.00	285.00	650.00	935.00	0.00	935.00
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1800-00	Library Supplies	6,500.00	1,583.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printing	9,000.00	3,441.66	28.47	1,491.09	1,519.56	200.00	1,719.56	200.00	1,919.56
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Publications	1,000.00	232.45	0.00	332.22	332.22	0.00	332.22	0.00	332.22
	Paper	900.00	440.85	0.00	0.00	0.00	50.00	50.00	50.00	100.00
	Drinking Water Service	325.00	124.75	24.95	0.00	24.95	24.95	49.90	24.95	74.85
	Other Office Supplies	5,500.00	3,233.82	250.76	404.31	655.07	150.00	805.07	150.00	955.07
	Total Office Supply Expense - General Fund	23,225.00	9,056.74	304.18	2,227.62	2,531.80	424.95	2,956.75	424.95	3,381.70
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printing	2,800.00	1,407.23	0.00	496.25	496.25	50.00	546.25	50.00	596.25
	Publications	0.00	1,523.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Paper	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Office Supplies	1,800.00	128.57	0.00	104.61	104.61	50.00	154.61	50.00	204.61
	Total Adult Literacy Office Supply Expense	4,650.00	3,058.96	0.00	600.86	600.86	100.00	700.86	100.00	800.86
1800-09	Family Literacy Supply Expense	4,800.00	1,519.09	0.00	231.06	231.06	0.00	231.06	0.00	231.06
	Total Office Expense	32,675.00	13,634.79	304.18	3,059.54	3,363.72	524.95	3,888.67	524.95	4,413.62

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071

Prepared in response to the December 13, 1994, request of the Orange County Treasurer
December 19, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD THRU 11/30	DEC CLAIMS AT OCA	ADDITIONAL THRU 12/31	TOTAL 30 DAY	ESTIMATE 1/1-1/31	TOTAL 60 DAY	ESTIMATE 2/1-2/28	ESTIMATE TOTAL 90 DAY
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	7.00	7.00	0.00	7.00	0.00	7.00
2400-01	Special Department Expense- Books	110,500.00	11,709.01	1,401.41	10,556.05	11,957.46	8,000.00	19,957.46	8,000.00	27,957.46
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-03	Special Department Expense - Electronic	0.00	7,316.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-04	Special Department Expense - Periodicals	15,500.00	8,583.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-05	Special Department Expense - Audio	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	215.34	215.34	0.00	215.34	0.00	215.34
2400-08	Special Department Expense - Adult Literacy	500.00	1,071.75	0.00	656.28	656.28	0.00	656.28	0.00	656.28
2400-09	Special Department Expense - Family Literacy	500.00	59.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Special Department Expense	151,100.00	28,739.37	1,401.41	11,434.67	12,836.08	8,000.00	20,836.08	8,000.00	28,836.08
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-00	Transportation/Travel - Meetings, Staff Out of Tow	7,500.00	2,015.66	0.00	0.00	0.00	0.00	0.00	250.00	250.00
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	726.04	0.00	53.15	53.15	30.00	83.15	30.00	113.15
2700-02	Transportation/Travel - Meetings, Board Out of Tc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,234.36	0.00	13.00	13.00	0.00	13.00	0.00	13.00
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	0.00	0.00	0.00	20.00	20.00	20.00	40.00
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Transportation/Travel - Meetings	9,100.00	4,746.06	0.00	66.15	66.15	50.00	116.15	650.00	766.15
	Electricity	58,000.00	22,662.18	0.00	4,312.18	4,312.18	5,000.00	9,312.18	5,000.00	14,312.18
	Gas	3,075.00	0.00	351.24	0.00	351.24	500.00	851.24	500.00	1,351.24
	Water	1,925.00	1,025.44	149.61	0.00	149.61	150.00	299.61	150.00	449.61
2800-00	Total Utilities	63,000.00	23,687.62	500.85	4,312.18	4,813.03	5,650.00	10,463.03	5,650.00	16,113.03
	TOTAL SUPPLIES & SERVICES	462,275.00	120,984.93	3,971.03	26,709.35	30,680.38	20,198.90	50,879.28	56,088.90	106,968.18
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-00	Equipment - General Fund	15,000.00	2,846.61	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
4000-07	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-08	Equipment - General Fund	0.00	2,150.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-09	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000-11	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Equipment	15,000.00	4,996.66	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EQUIPMENT EXPENSE	15,000.00	4,996.66	0.00	1,385.04	1,385.04	0.00	1,385.04	0.00	1,385.04
	TOTAL EXPENSES	1,097,993.00	382,410.12	52,075.06	29,268.06	81,343.12	95,384.33	176,727.45	97,608.47	274,335.92

Independent Special Districts of Orange County

December 17, 1994

To: All Member Districts
From: Jim Evans, President

Subject: Orange County Investor's Pool Bankruptcy

Joan Finnegan, Mark Sloate and I have been attending meetings on the above subject. On December 15th, we met with MWDOC and received information about a consortium being formed by Yorba Linda Water District and MWDOC. This consortium could include any other District who may be interested in joining to hire a bankruptcy attorney to represent Independent Special Districts which are not being represented on a "committee of seven" which has been appointed by the trustee. The "committee of seven" consists of one member each from O. C. Sanitation Districts, O. C. Transit Authority, O. C. Cities, O. C. Transportation Corridor, O. C. Water Agencies, O. C. School Districts and cities outside Orange County

On December 16th we met along with other special districts with three members of the "committee of seven" at the Irvine City Hall. The three members presented an update on the status of the bankruptcy and suggested that we join them in their efforts to have a prompt closing of the bankruptcy with a minimum loss to the Districts. They requested your names and addresses which were furnished to them. You should be notified about future meetings as it becomes available. If you do not receive information in the very near future contact Mr. Blake Anderson at Orange County Sanitation District who is representing the Sanitation Districts on the "Committee of Seven". The telephone number is (714) 962-2411 or fax at (714) 962-0356.

You may need to meet with your attorney to make a decision as to whether you want to join either or both groups.

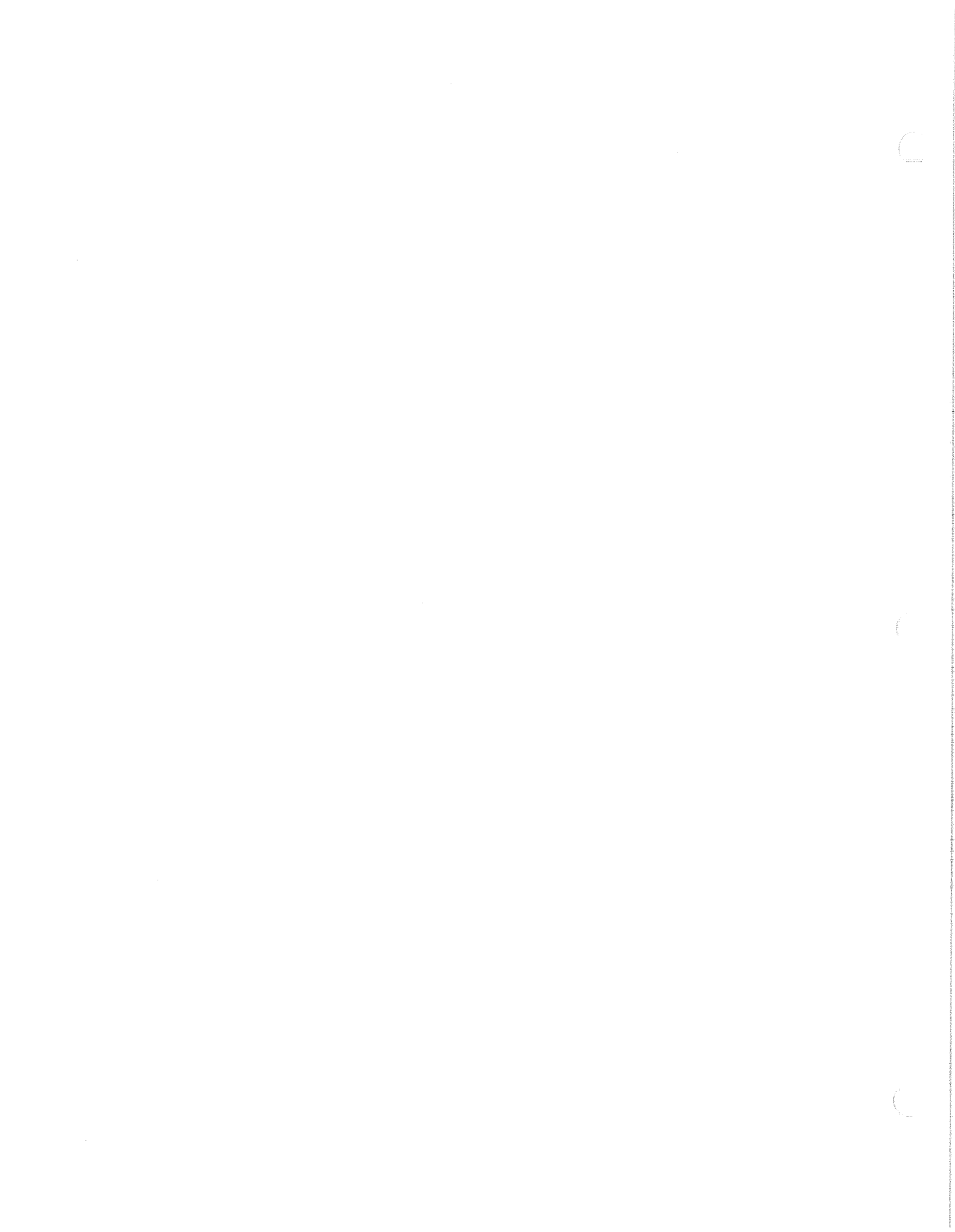
We look forward to seeing you at the ISDOC meeting on December 21, 1994 at MWDOC at 5:30 PM.

ISDOC would also like an update of your Board membership, District addresses and telephone and Fax numbers. To facilitate your update, you can look in your present ISDOC directory.

Happy Holidays



Jim Evans



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2 LEE R. BOGDANOFF, (State Bar No. 119542), Members of
3 STUTMAN, TREISTER & GLATT
4 PROFESSIONAL CORPORATION
5 3699 Wilshire Boulevard, Suite 900
6 Los Angeles, California 90010
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8 Special Reorganization Counsel for Debtor

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10 JOHN L. AMSDEN (State Bar No. 137168)
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13 Los Angeles, California 90071
14 Telephone: (213) 892-1800

15 Counsel for Debtor

16 TERRY A. ANDRUS (State Bar No. 56457),
17 County Counsel
18 LAWRENCE M. WATSON (State Bar No. 36222),
19 Assistant County Counsel
20 10 Civic Center Plaza
21 P.O. Box 1379
22 Santa Ana, California 92702
23 Telephone: (714) 834-3316

24 UNITED STATES BANKRUPTCY COURT

25 CENTRAL DISTRICT OF CALIFORNIA

26 In re) Case No. SA 94-22273-JR
27)
28) Chapter 9
29)
30 ORANGE COUNTY INVESTMENT)
31 POOLS, an instrumentality) EX PARTE MOTION OF ORANGE COUNTY
32 of the County of Orange,) INVESTMENT POOLS PURSUANT TO LOCAL
33) BANKRUPTCY RULE 113(1) FOR ORDER
34) AUTHORIZING DISPOSITION OF SECURITIES
35 Debtor.) IN COUNTY INVESTMENT POOL; DECLARA-
36) TION OF WILLIAM D. RIFKIN IN SUPPORT
37) THEREOF
38)
39) Date: December 13, 1994
40) Time: 3:30 p.m.
41) Place: Courtroom 606
42) 34 Civic Center Plaza
43) Santa Ana, CA 92701

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45 ///

1 TO THE JOHN E. RYAN, UNITED STATES BANKRUPTCY JUDGE, AND ALL
2 PARTICIPANTS IN THE ORANGE COUNTY INVESTMENT POOLS:

3 PLEASE TAKE NOTICE that on December 13, 1994 at 3:30
4 p.m. at the above-entitled court located at 34 Civic Center Plaza,
5 Santa Ana, California 92701, Debtor Orange County Investment Pools
6 ("OCIP") will move and hereby does move for an order authorizing
7 OCIP to dispose of the securities held in the Orange County
8 Investment Pool.

9 Orange County Investment Pools, an instrumentality of
10 Orange County and chapter 9 debtor ("OCIP"), files this Ex Parte
11 Motion pursuant to Local Bankruptcy Rule 113(1) for an order for
12 immediate approval of the disposition of securities held in the
13 Orange County Investment Pool ("Fund"). OCIP files this Ex Parte
14 Motion pursuant to Rule 113(1) because OCIP and entities asserting
15 an interest in the Fund would suffer immediate and irreparable
16 harm if the relief requested by this Motion is not granted immedi-
17 ately. Pursuant to Rule 113(1), OCIP has provided notice of this
18 Motion by overnight delivery to the Office of the United States
19 Trustee and all governmental units and entities asserting an
20 interest in the Fund.

21 In support of this Ex Parte Motion, OCIP represents as
22 follows:

23 1. OCIP and the County of Orange filed chapter 9 peti-
24 tions on December 6, 1994.

25 2. OCIP maintains the Fund, which was used as a depos-
26 itory and source for revenues for the County of Orange and over
27 180 municipalities, transportation authorities, retirement funds,
28 school districts and other governmental units. Over 180 govern-

1 mental units, including the County of Orange, assert entitlement
2 to a portion of the Fund based upon prepetition investments in the
3 Fund.

4 3. Just last week OCIP engaged the financial advisor
5 firm of Salomon Brothers, Inc. ("Salomon") to render financial
6 advisory and investment banking services to the Orange County
7 Investment Pool and to the Board of Supervisors for the County of
8 Orange in connection with the financial reorganization efforts of
9 OCIP and the Board.

10 4. Salomon immediately began to analyze the Orange
11 County Investment Fund (the "Fund"), the securities held by the
12 Fund itself and the securities held as collateral by the Fund's
13 various securities dealers. Salomon quickly determined that the
14 Fund presently consists of securities with approximately \$9
15 billion in par value, that securities held by the Fund are also
16 subject to certain Repurchase Agreements equal to approximately
17 \$2.5 billion, that the Fund's securities consist primarily of a
18 combination of agency securities, corporate securities and certi-
19 ficates of deposit, and that these securities include financial
20 instruments known as Structured Notes which are extremely sensi-
21 tive to interest rate fluctuations.

22 5. Within the next few days, certain scheduled events
23 may affect interest rates to the irreparable detriment of OCIP.
24 These events include announcements concerning the producer price
25 index and retail sales on December 13, 1994, announcements
26 concerning the consumer price index, industrial production,
27 capacity utilization and auctions of two-year and five-year U.S.
28 Treasury notes on Wednesday, December 14, 1994. On Tuesday,

1 December 20, 1994, the U.S. Treasury will auction two-year
2 government notes, and the Federal Open Market Committee ("FOMC"),
3 will meet. On Wednesday, December 21, 1994, the U.S. Treasury
4 will auction five-year U.S. Treasury notes. In addition to these
5 scheduled events, other unknown and unschedulable events
6 undoubtedly will occur that potentially may affect interest rates
7 even further.

8 6. The Fund is extremely susceptible to interest rate
9 changes. Due to the structure of the type of securities held by
10 the Fund and the use of the repurchase agreements, a relatively
11 small move in interest rates will correspond to large moves in
12 value. Based on Salomon's calculations, for every one percent
13 increase in interest rates, the value of the Orange County Fund
14 will decrease \$300 million.

15 7. Salomon was also engaged to make recommendations
16 concerning the valuation of the Fund, any potential restructuring
17 of the Fund, and any auction or sale of any assets of the Fund.
18 Salomon believes that the Fund must maintain a level of liquidity
19 to satisfy ongoing cash needs. Based on my experience and our
20 analysis of the Fund, it is my opinion that the Fund is too vola-
21 tile and susceptible to moves in interest rates, and that the Fund
22 has insufficient liquidity to meet ongoing cash needs of the Fund
23 and its participants.

24 8. To decrease the volatility of the Fund, to increase
25 the liquidity of the Fund, and to obtain the best value for the
26 Fund, Salomon recommends based on its experience and analyses of
27 the Fund that it be allowed to pursue one or more of the following
28 ///

1 alternatives in its efforts to manage and dispose of the assets
2 held by the Fund. These alternatives include:

3 a. The sale of all or substantially all of the
4 securities in the Fund to one or more bidders within 180
5 days;

6 b. The restructuring of the form of the securi-
7 ties with agencies such as the Federal National Mortgage
8 Association, the Student Loan Marketing Association, and
9 other federal agencies;

10 c. The sale of all or substantially all of the
11 securities in the Fund by class and/or type of securities
12 within 180 days; and

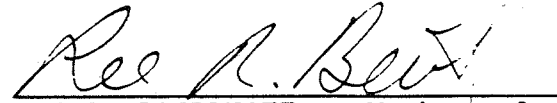
13 d. To take actions such as the purchase of
14 financial instruments to lock-in the current value of the
15 Fund and/or to prevent further loss of value to the Fund by
16 any further increase in interest rates.

17 9. Bankruptcy Code section 904 provides that the Court
18 may not issue any order or decree in this chapter 9 case concern-
19 ing any property or revenues of OCIP, except upon OCIP's consent
20 or pursuant to a plan for the adjustment of OCIP's debts. As
21 noted above, the Fund constitutes the sole tangible asset of OCIP.
22 11 U.S.C. § 904. It is critically important to OCIP and all cred-
23 itors that the securities in the Fund be liquidated for the high-
24 est and best value. In light of the importance of this matter,
25 OCIP has determined that it is appropriate to submit this matter
26 to the Court. For the reasons set forth above, however, it is
27 equally important that OCIP receive immediate approval of the
28 disposition of the securities in the Funds. Accordingly, if OCIP

1 is unable to obtain entry of an order of the Court authorizing the
2 sale of subject securities pursuant to this Ex Parte Motion, OCIP
3 reserves its right to withdraw its consent to the submission of
4 this matter to the Court, pursuant to Bankruptcy Code section
5 904(2).

6 **WHEREFORE**, OCIP respectfully requests that the Court
7 immediately enter its order authorizing OCIP's immediate sale of
8 the securities in the Fund in accordance with this Ex Parte
9 Motion.

10
11 DATED: December 12, 1994



LEE R. BOGDANOFF, a Member of
STUTMAN, TREISTER & GLATT
PROFESSIONAL CORPORATION
Special Reorganization Counsel
for Debtor

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1 MEMORANDUM OF POINTS AND AUTHORITIES

2
3 I.

4 STATEMENT OF FACTS

5 The facts and circumstances in support of this Ex Parte
6 Motion are fully set forth in the accompanying Notice and the Dec-
7 laration of William D. Rifkin and, in the interests of brevity,
8 are not repeated here.

9
10 II.

11 ARGUMENT

12 A. Generally.

13 Chapter 9 of the Bankruptcy Code establishes a compre-
14 hensive framework for the financial rehabilitation of municipali-
15 ties. See generally 4 Collier on Bankruptcy, ¶ 900.01, at 900-13
16 (15th ed. 1993) ("Thus, the purpose of municipal bankruptcy legis-
17 lation must be directed toward a reorganization of its financial
18 affairs, or, as the statutory title states 'adjustment of its
19 debts.'"). Although chapter 9 incorporates certain other sections
20 of the Bankruptcy Code, other provisions are not incorporated.
21 See 11 U.S.C. § 901(a). For example, Bankruptcy Code section 363,
22 11 U.S.C. § 363, governing a debtor's use or disposition of prop-
23 erty is not incorporated into chapter 9. Moreover, by its terms,
24 chapter 9 limits a bankruptcy court's power to exercise jurisdic-
25 tion over a chapter 9 debtor. Specifically, Bankruptcy Code sec-
26 tion 904 provides:

27 ///

28 ///

1 **Limitation on Jurisdiction and Powers of Court.**
2 Notwithstanding any power of the court, unless
3 the debtor consents or the plan so provides,
4 the court may not, by any stay, order or
5 decree, in the case or otherwise, interfere
6 with —

7 (1) any of the political or
8 governmental powers of the debtor;

9 (2) any of the property or revenues
10 of the debtor; or

11 (3) the debtor's use or enjoyment of
12 any income-producing property.

13 11 U.S.C. § 904. See e.g., Collier on Bankruptcy, supra, ¶ 904.02
14 at 904-4 (. . . [T]he prohibition of this section is absolute.
15 It applies 'notwithstanding any power of the court.'"). See e.g.,
16 Spellings v. Dewey, 122 F.2d 652 (8th Cir. 1941); Hollstein v.
17 Sanitary and Improvement Dist. (In re Sanitary and Improvement
18 Dist.), 96 B.R. 976, 972 (Bankr. D. Neb. 1989).

19 In the present case, in light of the importance of the
20 subject matter of this Ex Parte Motion, OCIP has conditionally
21 consented to the Court's prompt consideration of OCIP's proposed
22 disposition of the securities in the Fund. To the best of OCIP's
23 knowledge, no court has addressed the appropriate standard for
24 reviewing a municipality's decisions respecting the use or dispo-
25 sition of property. By analogy, however, courts applying Bank-
26 ruptcy Code section 363(b) have applied an "articulated business
27 judgment" standard. See, e.g., Institutional Creditors of Conti-
28 ental Airlines, Inc. v. Continental Airlines, Inc. (In re Conti-
 ental Airlines, Inc.), 780 F.2d 1223, 1226 (5th Cir. 1986);
 Walter v. Sunwest Bank (In re Walter), 83 B.R. 14, 19-20 (Bankr.
 9th Cir. 1988); In re Curlew Valley Associates, 14 B.R. 506, 513-
 14 (Bankr. D. Utah 1981).

1 In In re Walter, 83 B.R. at 14, the Bankruptcy Appellate
2 Panel for the Ninth Circuit summarized this standard as follows:

3 The Fifth Circuit Court of Appeals in In re
4 Continental Airlines, Inc., 780 F.2d 1223 (5th
5 Cir. 1986), articulates the criteria a bank-
6 ruptcy court is to consider in deciding whether
7 to approve or disapprove the use of estate
8 property under 11 U.S.C. § 363(b):

9 We also agree with the Second Circuit that
10 implicit in section 363(b) is the further
11 requirement of justifying the proposed
12 transaction. In re Lionel Corp., 722 F.2d
13 1063, 1071 (2d Cir. 1983). That is, for
14 the debtor in possession or trustee to
15 satisfy its fiduciary duty to the debtor,
16 creditors and equity holders, there must
17 be some articulated business justification
18 for using, selling, or leasing the prop-
19 erty outside of the ordinary course of
20 business . . . whether the proffered bus-
21 iness justification is sufficient depends
22 on the case.

23 Id. at 19-20 (emphasis added). See, e.g., In re Ionosphere Clubs,
24 Inc., 100 B.R. 670, 678 (Bankr. S.D. N.Y. 1989); In re Airlift
25 Int'l., Inc., 18 B.R. 787, 789 (Bankr. S.D. Fla. 1982) (noting
26 that Bankruptcy Code vests debtor or trustee with broad discretion
27 in making decisions regarding the use of property).

28 In the present case, regardless of the standard applied,
OCIP has provided ample justification in support of the requested
relief.

**B. OCIP Has Established That The Proposed
Disposition Is In The Best Interests Of
All Parties.**

The proposed disposition is essential. Upon the filing
of the chapter 9 petition, OCIP immediately engaged Salomon to
analyze the Fund and determine the strategy that would provide
liquidity, stabilize the Fund's value and provide maximum value to
the Fund. Salomon has determined that the orderly disposition

DECLARATION OF WILLIAM D. RIFKIN

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I, WILLIAM D. RIFKIN, the undersigned, declare as follows:

1. I have personal knowledge of the following facts, and, if called and sworn as a witness, I could and would competently testify thereto.

2. In 1975 I received a Bachelor of Arts degree in economics from Stanford University. In 1978, I received a master's degree in business administration from Harvard Business School. After graduation from Harvard, I joined Salomon Brothers, Inc. in 1978. Since 1988, I have been a Managing Director in the Investment Banking Division of Salomon. In that position, I have been intimately involved in raising capital and in advisory engagements. These engagements have included valuation of securities, strategies for maximization of value and management of risks including interest rate and liquidity risks.

3. Salomon was first contacted on Wednesday, December 7, 1994 with regard to this assignment for the Orange County Investment Pool ("OCIP") and has been engaged as of December 8, 1994 in this matter. Salomon was engaged to render financial advisory and investment banking services to the Orange County Investment Pool and to the Board of Supervisors for the County of Orange in connection with the financial reorganization efforts of OCIP and the Board. I am one of the professionals at Salomon who is primarily responsible for the services provided by Salomon to OCIP and the Fund.

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1 4. In connection with this engagement, Salomon first
2 began to analyze the Orange County Investment Fund (the "Fund"),
3 the securities held by the Fund itself and the securities held as
4 collateral by the Fund's various securities dealers. Upon our
5 review, we have determined that the Fund presently consists of
6 securities with approximately \$9 billion in par value. Securities
7 held by the Fund are also subject to certain reverse repurchase
8 agreements equal to approximately \$2.5 billion. The Fund's
9 securities consist primarily of a combination of agency securi-
10 ties, corporate securities and certificates of deposit. These
11 securities include financial instruments known as Structured Notes
12 which are extremely sensitive to interest rate fluctuations.

13 5. Within the next few days, certain scheduled events
14 may affect interest rates. These events include announcements
15 concerning the producer price index and retail sales on Decem-
16 ber 13, 1994, announcements concerning the consumer price index,
17 industrial production, capacity utilization and auctions of two-
18 year and five-year U.S. Treasury notes on Wednesday, December 14,
19 1994. On Tuesday, December 20, 1994, the U.S. Treasury will
20 auction two-year government notes, and the Federal Open Market
21 Committee ("FOMC") will meet. On Wednesday, December 21, 1994,
22 the U.S. Treasury will auction five-year U.S. Treasury notes. In
23 addition to these scheduled events, other unknown and unschedul-
24 able events undoubtedly will occur that potentially may affect
25 interest rates even further.

26 6. The Fund is extremely susceptible to interest rate
27 changes. Due to the structure of the type of securities held by
28 the Fund and the use of the reverse repurchase agreements, a

1 relatively small move in interest rates will correspond to large
2 moves in value. Based on our calculations, for every one percent
3 increase in interest rates, the value of the Orange County Fund
4 will decrease \$300 million.

5 7. Salomon was also engaged to make recommendations
6 concerning the valuation of the Fund, any potential restructuring
7 of the Fund, and any auction or sale of any assets of the Fund.
8 In connection with the management of the Fund, we have been in-
9 formed by OCIP that the Fund must maintain a level of liquidity to
10 satisfy ongoing cash needs. Based on my experience and our
11 analysis of the Fund, it is my opinion that the Fund is too vola-
12 tile and susceptible to moves in interest rates, and that the Fund
13 has insufficient liquidity to meet ongoing cash needs of the Fund
14 and its participants.

15 8. To decrease the volatility of the Fund, to increase
16 the liquidity of the Fund, and to obtain the best value for the
17 Fund, Salomon recommends based on its experience and analyses of
18 the Fund that it be allowed to pursue one or more of the following
19 alternatives in its efforts to manage and dispose of the assets
20 held by the Fund. These alternatives include:

21 a. The sale of all or substantially all of the
22 securities in the Fund to one or more bidders within 180
23 days;

24 b. The restructuring of the form of the securi-
25 ties with agencies such as the Federal National Mortgage
26 Association, the Student Loan Marketing Association, and
27 other federal agencies;

28 ///

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c. The sale of all or substantially all of the securities in the Fund by class and/or type of securities within 180 days; and

d. To take actions such as the purchase of financial instruments to lock-in the current value of the Fund and/or to prevent further loss of value to the Fund by any further increase in interest rates.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 12th day of December, 1994 at Santa Ana, California.


WILLIAM D. RIEKIN

DECLARATION OF SERVICE

I am over the age of eighteen years and not a party to the within action. I am employed in an office that employs a member of the bar of this Court, at whose direction the within service was made. My business address is Stutman, Treister & Glatt Professional Corporation, 3699 Wilshire Boulevard, Suite 900, Los Angeles, California 90010.

On December 12, 1994, I served the following pleading:

EX PARTE MOTION OF ORANGE COUNTY INVESTMENT POOLS PURSUANT TO LOCAL BANKRUPTCY RULE 113(1) FOR ORDER AUTHORIZING DISPOSITION OF SECURITIES IN COUNTY INVESTMENT POOL; DECLARATION OF WILLIAM D. RIFKIN IN SUPPORT THEREOF

on the interested parties in this action by placing true copies thereof, enclosed in sealed envelopes, addressed as follows:

PLEASE SEE ATTACHED SERVICE LIST

The above-described pleading was transmitted to the indicate parties by air courier service (Federal Express) for next business-day delivery.

I declare under penalty of perjury that the foregoing is true and correct.

EXECUTED on December 12, 1994, at Santa Ana, California.



BRINT P. BUTCHART, Declarant

SERVICE LIST

ORANGE COUNTY POOL PARTICIPANTS
 DECEMBER 1994

12/12/94

ENTITY NAME	CONTACT NAME:	ADDRESS:		PHONE:	FAX:
COUNTY OF ORANGE	ERNIE SCHNEIDER	CO ADMINISTRATIVE OFFICER		714-834-6200	714-834-3346
TRANSP. CORR. AGENCIES	WALTER KREUTZEN	201 E. SANDPOINTE, SUITE 200		714-436-9800	714-436-9848
OCERS	MARY JEAN HACKWOOD	2942 DAIMLER	SANTA ANA, CA	714-975-1962	714-975-8413
OCTA	JAMES KENAN	550 S. MAIN STREET.	ORANGE, CA	714-560-5693	714-560-5678
SCHOOL DISTRICTS:					
ANAHEIM ELEMENTARY	MELTON LOPEZ	890 S. OLIVE STREET	ANAHEIM, CA	714-535-6001x222	714-772-3941
BUENA PARK ELEMENTARY	JACK TOWNSEND	6885 ORANGETHORPE AVENUE	BUENA PARK, CA	714-522-8412x36	714-521-4475
CENTRALIA ELEMENTARY	JOHN CARLYLE	6625 LA PALMA AVENUE	BUENA PARK, CA	714-228-3100x3131	714-228-3111
CYPRESS ELEMENTARY	WILLIAM D. ELLER	9470 MOODY STREET	CYPRESS, CA	714-220-6900x6911	714-828-6652
COUNTAIN VALLEY ELEMENTARY	ROBERT SAMPICA	17210 OAK STREET	FOUNTAIN VALLEY, CA	714-843-3200x3255	714-841-0356
FULLERTON ELEMENTARY	DUNCAN JOHNSON	1401 W. VALENCIA DRIVE	FULLERTON, CA	714-447-7400x7410	714-447-7414
HUNTINGTON BEACH CITY/ELEM.	DUANE DISHNO	20451 CRAIMER LN.	HUNTINGTON BEACH, CA	714-964-8888x510	714-963-9565
LA HABRA ELEMENTARY	RICHARD HERMANN	500 N. WALNUT STREET	LA HABRA, CA	310-690-2305x2301	310-690-2305
OWELL JOINT ELEMENTARY	RONALD T. RANDOLPH	11019 VALLEY HOME AVENUE	WHITTIER, CA	310-870-0711	310-947-7874
MAGNOLIA	PAUL C. MERCIER	2705 W. ORANGE AVENUE	ANAHEIM, CA	714-761-5533	714-826-8563
OCEAN VIEW ELEMENTARY	JAMES R. TARWATER	17200 PINEHURST LANE	HUNTINGTON BEACH, CA	714-847-2551x1310	714-847-9854
AVANNA	THOMAS C. HALVORSEN	1330 S. KNOTT AVENUE	ANAHEIM, CA	714-236-3800	714-821-5073
WESTMINSTER	GAIL WICKSTROM	14121 CEDARWOOD AVENUE	WESTMINSTER, CA	714-894-7311	714-898-8981
ANAHEIM UNION HIGH	CYNTHIA F. GRENNAN	501 CRESCENT WAY	ANAHEIM, CA	714-999-3511x3501	714-520-5741
FULLERTON HIGH	KENNETH JONES	780 BEECHWOOD AVENUE	FULLERTON, CA	714-671-4331x4333	714-671-4036
HUNTINGTON BEACH HIGH	DAVID HAGEN	10251 YORKTOWN AVENUE	HUNTINGTON BEACH, CA	714-964-3339x4200	714-963-7560
REA-OLINDA	PEGGY LYNCH	NUMBER ONE CIVIC CENTER CIRCL	BREA, CA	714-990-7800x7824	714-529-2137
APISTRANO UNIFIED	DAVID DOOMEY	32972 CALLE PERFECTO	SAN JUAN CAPISTRANO, C	714-489-7264x7264	714-240-6241
ARDEN GROVE USD	RONALD N. WALTER	10331 STANFORD AVENUE	GARDEN GROVE, CA	714-663-6000x6111	714-663-6100
IRVINE USD	DEAN WALDFOGEL	5050 BARRANCA PARKWAY	IRVINE, CA	714-651-0444x200	714-552-8661
LAGUNA BEACH UNIFIED	PAUL M. POSSEMATO	550 BLUMONT	LAGUNA BECH, CA	714-497-7700x202	714-497-6021
LOS ALAMITOS UNIFIED	MICHAEL S. MILLER	10293 BLOOMFIELD ST.	LOS ALAMITOS, CA	310-430-1021x401	310-430-2623
NEWPORT-MESA UNIFIED	MAC BERND, Ed.D	1601 SIXTEENTH ST.	NEWPORT BEACH, CA	714-760-3200x3500	714-548-3605
RANGE UNIFIED	ROBERT L. FRENCH	1401 N. HANDY ST.	ORANGE, CA	714-997-6100x6221	714-532-6983
ACENTIA/YORBA LINDA UN	JAMES O. FLEMING	1301 E. ORANGETHORPE AVE.	PLACENTIA, CA	714-986-2550x421	714-524-3034
MIDDLEBACK VALLEY UNIFIED	PETER A. HARTMAN	25631 DISENO DRIVE	MISSION VIEJO, CA	714-586-1234x3200	714-951-0994
SANTA ANA UNIFIED	DON CHAMPLIN	1405 FRENCH STREET	SANTA ANA, CA	714-558-5501x5512	714-558-5802

UNIFIED	DAVID L. ANDREWS	300 SOUTH "C" STREET	TUSTIN, CA	92680	714-730-7305	714-730-7436
PAST COMM COLLEGE	WILLIAM M. VEGA	1370 ADAMS AVE.	COSTA MESA, CA	92626	714-732-5898x5813	714-432-5177
PISTRANO/LAGUNA BCH ROP	DAVID R. WHEELER	31522 EL CAMINO REAL	SAN JUAN CAPISTRANO, C	92675	714-796-3118	714-496-1850
ASTLINE REG OCC PROG	PAUL E. SNYDER	1001 PRESIDIO SQUARE	COSTA MESA, CA	92626	714-979-1955	714-557-6812
NTRAL OR CO REGION OCC PRO	DARRELL A. OPP	2333 N. BROADWAY #260	SANTA ANA, CA	92706	714-541-5537	714-541-5214
TRH OR CO REGION OCC PRO	THOMAS A. KURTZ	2360 WEST LA PALMA AVE	ANAHEIM, CA	92801	714-776-2170x210	714-535-0891
ORTH O.C. COMM. COLL.	TOM K. HARRIS	1000 NORTH LEMON STREET	FULLERTON, CA	92634	714-841-4030x20	714-379-3926
NCHO SANTIAGO	VIVIAN B. BLEVINS	1530 W. 17TH STREET	SANTA ANA, CA	92706	714-564-6000x645	714-564-6379
DDLEBACK COMM. COLLEGE	ROBERT A. LOMBARDI	28000 MARGUERITE PKWY	MISSION VIEJO, CA	92692	714-582-4500x4840	714-364-2726
RANGE COUNTY DEPT. OF ED.	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
ANDON CO SCHOOL DIST	RICHARD L. SUMMERS	101 S. FIRST STREET	SAN LUIS OBISPO, CA	93403	805-238-0286	805-238-0777
UNDATION TRFD (SADDLEBACK	ROBERT A. LOMBARDI	28000 MARGUERITE PKWY	MISSION VIEJO, CA	92692	714-582-4500x4840	714-364-2726
D #8 - IRVINE COMM FAC	DEAN WALDFOGEL	5050 BARRANCA PARKWAY	IRVINE, CA	92714	714-651-0444x200	714-552-8661
UNTY SCHOOL SERVICE	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
DESP JPA (OCEANVIEW)	JAMES R. TARWATER	17200 PINEHURST LANE	HUNTINGTON BEACH, CA	92647	714-847-2551x1310	714-847-9854
UBLIC EMPLOYEE'S RETIREMENT	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
EATER ANAHEIM SP ED GE	CYNTHIA F. GRENNAN	501 CRESCENT WAY	ANAHEIM, CA	92803	714-999-3511x3501	714-520-5741
SHOOLS COMM. REVOLVE	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
ACHER'S RET ANNUITY	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
APPORTIONED SCH MONIES	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
INS COMPRE. LIAB.	DON CHAMPLIN	1405 FRENCH STREET	SANTA ANA, CA	92701	714-558-5501x5512	714-558-5802
PO LAGUNA REG OFF PROG	DAVID WHEELER	31522 EL CAMINO REAL	SAN JUAN CAPISTRANO, C	92675	714-496-3118	714-496-1850
YROLL REVOLVE-WARR	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
YROLL REVOLVE-CHEC	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
ST O C SELF FUND WORK	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
JO C PROP/LIA JT PWRS	ROBERT L. FRENCH	1401 N. HANDY ST.	ORANGE, CA	92666	714-997-6100x6221	714-532-6983
C SCHOOL DIST	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
FRINGE BENEFITS	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
SHOOLS EXCESS LIAB FD	KAREN NIXON	1531 "I" STREET STE 300	SACRAMENTO, CA	95814	916-321-5300	916-321-5311
FA WIDE SCHOOL TAX	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
SCHOOL BLDG AID	JOHN NELSON	200 KALMUS DR.	COSTA MESA, CA	92628	714-966-4210	714-662-3570
IAL SCHOOLS.						
SANITATION DISTRICT	GARY STREED	10844 ELLIS AVE	FOUNTAIN VALLEY, CA	92728	714-962-2411 x2550	714-962-3954
ANAHEIM	CHARLENE JUNG	201 S. ANAHEIM BLVD.	ANAHEIM, CA	92886	714-254-5117	714-254-5232
ASCADERO	MURIEL KORBA	6500 PALMA AVENUE	ATASCADERO, CA	92805	805-461-5010	805-461-0606
FA	WILLIAM GALLARDO	ONE CIVIC CENTER CIRCLE	BREA, CA 92621	93422	714-671-4418	714-671-4484

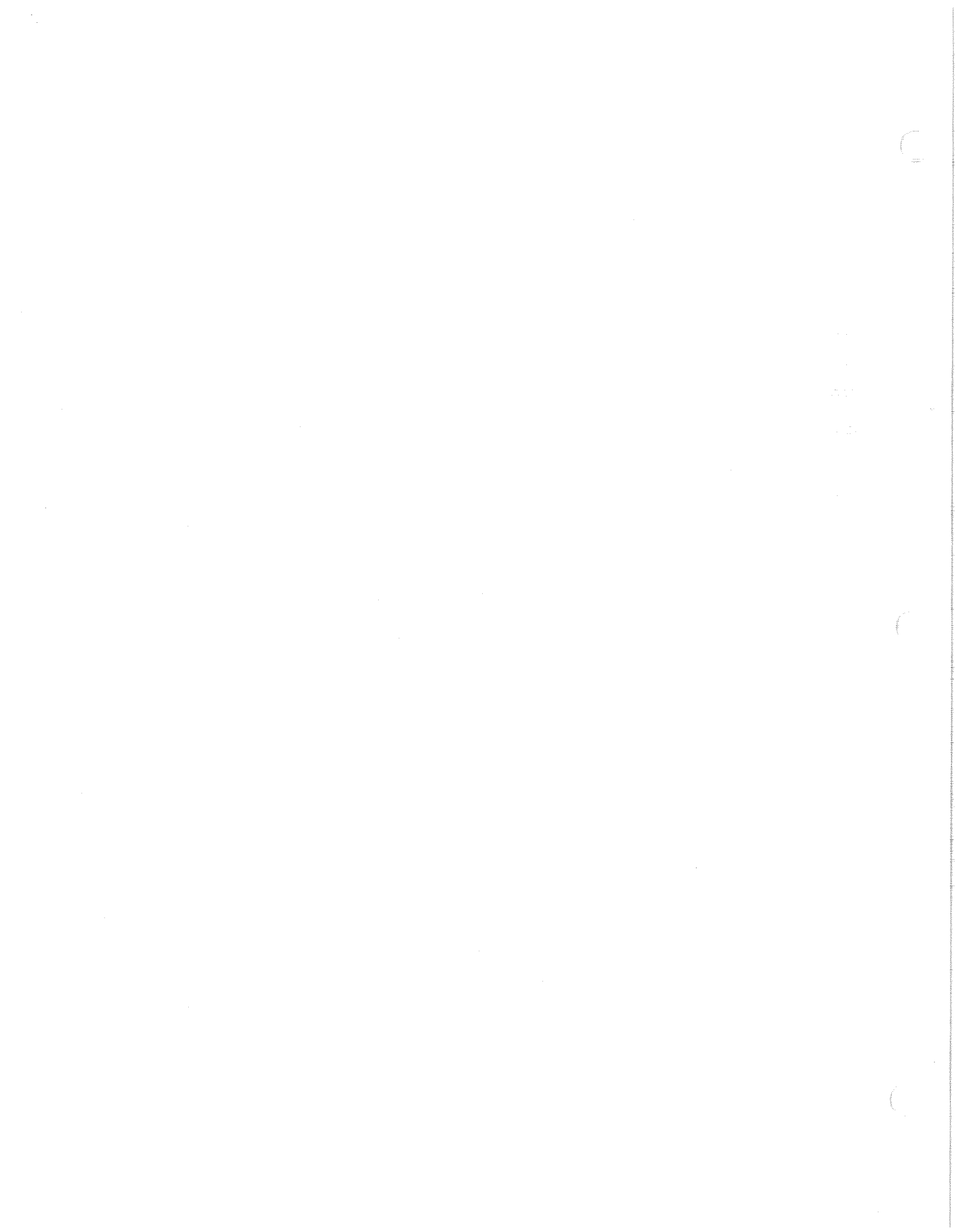
BUENA PARK	BUENA PARK, CA	90621	714-562-3711	714-562-3599
CLAREMONT	CLAREMONT, CA	91711	909-399-5454	909-399-5492
COSTA MESA	COSTA MESA, CA	92626	714-754-5327	714-754-5040
CYPRESS	CYPRESS, CA	90630	714-229-6713	714-229-0154
DANA POINT	DANA POINT, CA	92629	714-248-3540	714-248-9920
FOUNTAIN VALLEY	FOUNTAIN VALLEY, CA	92708	714-965-4400	714-965-4498
FULLERTON	FULLERTON, CA	82632	714-738-6570	714-738-6758
HUNTINGTON BEACH	HUNTINGTON BEACH, CA	92648	714-536-5200	714-374-1603
IRVINE	IRVINE, CA	92714	714-724-6027	714-724-6045
LA HABRA	LA HABRA, CA	90631	310-905-9700	310-905-9781
PALMA	LA PALMA, CA	90623	714-523-7700	714-523-2141
LAGUNA BEACH	LAGUNA BEACH, CA	92651	714-497-3311	714-497-0771
LAGUNA NIGUEL	LAGUNA NIGUEL, CA	92656	714-643-1610	714-362-4340
LAGUNA HILLS	LAGUNA HILLS, CA	92653	714-707-2600	714-707-2614
LAKE FOREST	LAKE FOREST, CA	92630	714-707-5583	714-707-5723
LOS ALAMITOS	LOS ALAMITOS, CA	90720	310-431-4538	310-493-1255
MADERA	MADERA, CA	93638	209-673-6051	209-673-5569
MILPITAS	MILPITAS, CA	95035	408-942-2336	408-942-3917
MISSION VIEJO	MISSION VIEJO, CA	92691	714-470-3000	714-470-9140
MONTEBELLO	MONTEBELLO, CA	90640	213-887-1200	213-887-1410
MOUNTAIN VIEW	MOUNTAIN VIEW	94039	415-903-6316	415-968-5472
NEWPORT BEACH	NEWPORT BEACH, CA	92663	714-644-3124	714-644-3339
ORANGE	ORANGE, CA	92666	714-744-2231	714-744-5515
PLACENTIA	PLACENTIA, CA	92670	714-993-8237	714-961-8283
SAN CLEMENTE	SAN CLEMENTE, CA	92672	714-361-8373	714-361-8285
SANTA ANA	SANTA ANA, CA	92702	714-647-5420	714-647-5089
SANTA BARBARA	SANTA BARBARA, CA	93102	805-564-5334	805-564-5556
SEAL BEACH	SEAL BEACH, CA	90740	310-431-2527	310-431-4067
STANTON	STANTON, CA	90680	714-379-9222	714-890-1443
TUSTIN	TUSTIN, CA	92680	714-544-8890	714-832-0825
VILLA PARK	VILLA PARK, CA	92667	714-998-1500	714-998-1508
WESTMINSTER	WESTMINSTER, CA	92683	714-898-3311	714-373-4684
YORBA LINDA	YORBA LINDA, CA	92686	714-961-7140	714-961-7101

IRVINE DISTRICTS:	IRVINE, CA	92716	714-453-5341	714-453-0128
ANGE CO WATER DIST	FOUNTAIN VALLEY, CA	92708	714-963-5661	714-378-3373

GREG BEAUBIEN	6650 BEACH BLVD.			
JOHN STARK	207 HARVARD AVENUE			
ALLAN ROEDER	77 FAIR DRIVE			
JUNE LAMBERT	5275 ORANGE AVENUE			
ANDREW GLASS	32282 GOLDEN LANTERN			
ELIZABETH FOX	10200 SLATER AVE			
MARLES DIAMOND	303 W. COMMONWEALTH			
DONALD WATSON	2000 MAIN STREET			
JEFF NIVEN	#1 CIVIC CENTER PLAZA			
SHERI PEASLEY	201 E. LA HABRA BLVD.			
PAMELA GIBSON	7822 WALKER STREET			
SUSAN MORSE	505 FOREST AVENUE			
TIMOTHY CASEY	27821 LA PAZ RD			
DONALD WHITE	25201 PASEO DEL ALICIA STE 150			
DAVID BASS	23778 MERCURY RD.			
RICHARD PATINO	3191 KATELLA AVENUE			
ANN WINDLE	28123 AVENUE 14			
GENE SCHWAB	455 E. CALAVERAS			
IRWIN BORNSTEIN	26522 LA ALAMEDA STE 190			
ABBY HOGUE	1600 WEST BEVERLY BLVD.			
PATTY KONG	500 CASTRO ST			
RICHARD KURTH	3300 NEWPORT BLVD.			
JEANNE AREHART	300 E. CHAPMAN AVENUE			
HOWARD LONGBALLA	401 E. CHAPMAN AVENUE			
JENNIFER STONE	100 AVENIDA PRESIDIO			
RON COLOMA	20 CIVIC CENTER PLAZA			
CINDY ODELL	CITY HALL, DE LA GUERRA PLAZA			
ELIZABETH STODDARD	211 EIGHTH STREET			
JOHN HARTMAN	7800 KATELLA AVENUE			
RONALD NAULT	300 CENTENNIAL WAY			
JEANNIE HUGHES	17855 SANTIAGO BLVD.			
JIM ANTONIONO	8200 WESTMINSTER BLVD.			
MARY KINNEY	4845 CASA LOMA AVE			

IRVINE DISTRICTS:	IRVINE, CA	92716	714-453-5341	714-453-0128
ANGE CO WATER DIST	FOUNTAIN VALLEY, CA	92708	714-963-5661	714-378-3373

LOULTON NIGUEL	DAVID HAWLEY	27500 LA PAZ ROAD	LAGUNA NIGUEL, CA	92656	714-831-2500	714-831-5851
ANTA MARGARITA WTR DIST	KENNETH WEEL	26111 ANTONIO	RNCHO SAN MARGARITA,	92688	714-459-6400	714-459-6462
ISO WATER MGMT AGENCY	LISA OHLUND	30290 RANCHO VIEJO	SAN JUAN CAPISTRANO, C	92675	714-586-4200	714-489-7724
CI CITIES WATER DIST	CRAG STRICKLAND	851 CALLE AGUA	SAN CLEMENTE, CA	92672	714-248-2097	714-496-7466
APISTRANO BEACH WATER	JUNE MANN	25751 VICTORIA BLVD.	CAPISTRANO BEACH, CA	92624	714-248-3940	714-496-4283
APISTRANO VALLEY WTR DIST	CONRAD DAVID	32450 PASEO ADELANTO	SAN JUAN CAPISTRANO, C	92675	714-493-1515	714-493-3955
ORBA LINDA WATER	BEVERLY MEZA	4622 PLUMOS DRIVE	YORBA LINDA, CA	92686	714-777-3018	714-777-8304
COAST WATER DIST	LINDA JONES	31592 WEST STREET	LAGUNA BEACH, CA	92677	714-449-4555	714-499-4256
UNICIPAL WTR DIST OF OC	JAN ALLNUT	10500 ELLIS AVENUE	FOUNTAIN VALLEY, CA	92728	714-963-3058	714-964-9389
CA GSTL WTR RESEARCH	CHRISTOPHER FRANCIS	7171 FENWICK LANE	WESTMINSTER, CA	92683	714-894-2222	714-894-9699
ASTAL MUN WTR DIST	MARY BARBAS	#3 MONARCH BAY PLAZA STE 205	DANA POINT, CA	92629	714-493-3411	714-493-0234
INTIAGO CO WTR DIST	CARL SCHOONOVER	3222 CAMINO CAPISTRANO	SAN JUAN CAPISTRANO, C	92675	714-831-8359	714-248-9903
S ALAMITOS CO WTR DIST	SANDRA MONTEZ	3231 KATELLA AVENUE	LOS ALAMITOS, CA	90720	310-431-2223	310-430-3691
TAL WATER DISTRICTS:						
RS - BANK OF CA	RAYMOND HAMMERAS	350 E. SEVENTEENTH ST STE 212	COSTA MESA, CA	92627	714-631-6369	714-631-2063
SSMOOR COMM SVC DIST	WILLIAM SHELDON	3232 HEDWING RD.	ROSSMOOR, CA	90720	310-430-3707	310-431-3710
TIMA OF ORANGE COUNTY	VICTOR GONZALEZ	401 CIVIC CTR DR W. STE 900	SANTA ANA, CA	92702	714-834-2975	714-834-5299
YAMA COMM SVC DIST	BOB RAWSON	P. O. BOX 368	NEW CUYAMA, CA	93254	805-766-2780	805-766-2632
REG. RECLAMATION AUTH.	LISA OHLUND	30290 RANCHO VIEJO	SAN JUAN CAPISTRANO, C	92675	714-586-4200	714-489-7724
IA INVESTMENTS	C. PAUL FRYDENDAL	2400 VENTURE OAKS WAY STE 460	SACRAMENTO, CA	95833	800-537-7790	916-641-2776
PISTRANO BCH SANITARY DIST	HENRY WEINROTH	25751 VICTORIA BLVD.	CAPISTRANO BCH, CA	92624	714-248-3940	714-496-4283
WAY CITY SANITARY	DONALD SNAVELY	14451 CEDARWOOD	WESTMINSTER, CA	92683	714-893-3553	714-891-8624
SET BEACH SANITARY	H. L. ANDERSON	16891 S. PACIFIC AVE.	SUNSET BEACH, CA	90742	310-592-1972	310-592-1972
LAGUNA SANITARY (SCWD)	LINDA JONES	31592 WEST STREET	LAGUNA BEACH, CA	92677	714-449-4555	714-499-4256
JA POINT SANITARY	SHERMAN SALONEN	34152 DEL OBISPO	DANA POINT, CA	92629	714-496-9322	714-496-0315
IDEN GROVE SANITARY DIST	RON GATES	11400 STANFORD #A	GARDEN GROVE, CA	92642	714-534-3943	714-530-1329
UNTEER CTR. OF O.C. WEST	DEBBIE ELLIS	16168 BEACH BLVD STE 121	HUNTINGTON BEACH, CA	92647	714-375-7755	714-375-7757
O BAY COMM. SVCS.	MICHAEL FARRIER	3500 BEACH ROAD	CAPISTRANO BEACH, CA	92624	714-496-6576	714-496-6576
A H O P E.	BARBARA OTT	#11 CIVIC CENTER	BREA, CA	92621	714-990-7543	714-529-2137
NA PARK LIBRARY	COLLEEN MCGREGOR	7150 LA PALMA	BUENA PARK, CA	92620	714-826-4100	714-826-5052
CENTIA LIBRARY	ELIZABETH MINTER	411 E. CHAPMAN	PLACENTIA, CA	92670	714-528-1925	714-528-8236
LIBRARY	MARYRUTH STORER	515 N. FLOWER	SANTA ANA, CA	92703	714-834-3002	714-834-4375



1 TO THE JOHN E. RYAN, UNITED STATES BANKRUPTCY JUDGE, AND ALL
2 PARTICIPANTS IN THE ORANGE COUNTY INVESTMENT POOLS:

3 PLEASE TAKE NOTICE that on December 19, 1994 at
4 1:30 p.m. at the above-entitled court located at 34 Civic Center
5 Plaza, Santa Ana, California 92701, Debtor Orange County
6 Investment Pools ("OCIP") and the Official Investment Pool
7 Participants Committee ("Committee") will move and hereby do move
8 for an order authorizing OCIP to make emergency distributions of
9 cash from the Orange County Investment Pool ("Pool") by certain
10 participants in the Pool and setting a further hearing to be held
11 on December 22, 1994, at 11:00 a.m., at the above Court, to
12 authorize further distributions from the Pool on an emergency
13 basis pursuant to the Agreement Regarding Disbursements of Funds
14 for Certain Emergency Purposes ("Emergency Disbursement Agreement"
15 or "Agreement").

16 OCIP and the Committee file this Joint Ex Parte Motion
17 pursuant to Local Bankruptcy Rule 113(1) for an order authorizing
18 OCIP to make emergency distributions of cash from the Pool and
19 setting a further hearing to approve additional distributions from
20 the Pool, because certain municipalities and governmental entities
21 asserting interests in the Pool ("Participants") would suffer
22 immediate and irreparable harm if the relief requested by this
23 Motion is not granted immediately. Pursuant to Rule 113(1), OCIP
24 has provided notice of this Motion by overnight delivery to the
25 Office of the United States Trustee, to all governmental units and
26 entities known to assert an interest in the Pool, to the 20
27 largest creditors as stated in the list of creditors filed

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1 pursuant to Bankruptcy Rule 1007(d), and all others on the Special
2 Notice list.

3 In support of this Joint Ex Parte Motion, OCIP
4 represents as follows:

5 1. OCIP and the County of Orange filed chapter 9 peti-
6 tions on December 6, 1994.

7 2. OCIP maintains the Pool, which was used as a depos-
8 itory and source for revenues for the County of Orange and for
9 over 180 municipalities, transportation authorities, retirement
10 funds, school districts and other governmental units
11 ("Participants"). The Participants relied on the Pool not only as
12 a source of needed income, but also as a source of cash to meet
13 ongoing cash requirements.

14 3. As has been publicly reported, the Pool has
15 sustained a loss of approximately \$2 billion. On December 6,
16 1994, these entities were hit doubly hard: not only did they
17 lose budgeted income but they also lost access, collectively, to
18 billions of dollars in cash intended to be used for ongoing
19 payroll, utilities and other necessary expenses. Exhibit "1" to
20 the Agreement sets forth the approximate account (or investment)
21 balance ("Balance") for each Participant in the Pool as of
22 December 6.

23 4. Prior to Wednesday, December 14, 1994, the
24 Participants met informally to determine the amount of cash
25 required to meet ongoing payroll and other necessary operating
26 expenses. On Wednesday, December 14, the Office of the United
27 States Trustee formed the Official Investment Participants
28 Committee ("Committee"). The Committee immediately began to

1 canvas its members to determine their immediate cash needs for
2 necessary operating expenses.

3 5. For several hours on Thursday, December 15, the
4 Committee met internally to determine the most pressing cash needs
5 of the Participants.

6 **Emergency Cash Needs Through December 23, 1994**

7 6. As a result of the ongoing effort to determine cash
8 requirements, certain of the Participants have identified their
9 most pressing requirements for necessary expenses through
10 December 23, 1994, for example:

11 a. The Orange County Sanitation District needs
12 \$900,000 to make a scheduled payroll;

13 b. The Orange County Water District needs
14 \$4,625,000 to pay for essential services and to purchase water
15 for, among other things, maintaining facilities to prevent the
16 invasion of sea water to a fresh water aquifer and for an
17 Arlington Desalter;

18 c. The Orange County Transportation Authority
19 requires \$3,000,000 to make a scheduled payroll;

20 d. The San Joaquin Hills Transportation Corridor
21 Agency needs \$20,559,856 to make payroll and payments on contract
22 agreements with expensive liquidated damages clauses;

23 e. The City of Anaheim needs \$8,500,000 to make
24 payroll and utilities payments;

25 f. The Orange County Department of Education,
26 Orange County Schools, Orange County Community Colleges, and
27 Regional Occupations Programs need \$115,000,000 to make payroll
28 payments; and

1 g. The South Coast Water District needs
2 \$2,100,000 to make a required bond payment due December 23, 1994.

3 7. The Participants, and the residents of the County
4 of Orange, will suffer immediate and irreparable harm if the order
5 authorizing emergency distributions from the Pool is not granted.
6 Accordingly, subject to the Court's entry of the requested order,
7 the Emergency Disbursement Agreement authorizes the distributions
8 set forth in Exhibit "2" hereto.

9 **The Emergency Disbursement Agreement**

10 8. In addition to authorizing the emergency
11 distributions specified above, this Motion also seeks the Court's
12 approval of further distributions to pay for such things as
13 Participants' teacher and other employee payroll, welfare
14 payments, necessary water purchases and other emergency needs.
15 Specifically, the Emergency Disbursement Agreement provides:

16 a. Distributions to Participants. Distributions
17 will be made to the Participants for the reasons stated in Exhibit
18 2 to the Emergency Disbursement Agreement. These reasons include
19 meeting ongoing payroll and necessary contractor payments as
20 specified above.

21 b. Cap Amount. No distribution at this time to
22 any Participant would exceed an amount equal to thirty percent
23 (30%) of the Balance of each Participant as set forth in Exhibit 1
24 to the Agreement (referred to as the "Cap Amount").

25 c. Credit for Distributions. Any distributions
26 to any Participant under the Emergency Disbursement Agreement will
27 be applied, credited and offset against any distributions such
28 Participant may hereafter be entitled to receive from the Pool.

1 Thus by way of example only: If a Participant has a petition date
2 Balance of \$100 in the Pool, such Participant receives a hardship
3 distribution of \$10 hereunder, and is ultimately determined to be
4 entitled to receive \$70 in respect of its petition date Balance,
5 the distribution/entitlement of \$70 shall be reduced by the \$10
6 hardship distribution amount. In addition, in determining the
7 amount of any remaining distributions such Participant may
8 hereafter be entitled to receive from the Pool, the fact that such
9 Participant receives a distribution from the Pool under the
10 Emergency Disbursement Agreement before certain other Participants
11 would be taken into account.

12 d. Reservation of Rights. Except as expressly
13 provided therein, nothing in the Emergency Disbursement Agreement
14 waives or prejudices any of the rights of the Committee or any
15 individual Participant with respect to any property, or proceeds
16 thereof, in the Pool or otherwise including the rights to seek
17 other recoveries from the Pool. Also, except as expressly
18 provided therein, nothing in the Emergency Disbursement Agreement
19 would waive or prejudice the right of the Investment Pools or the
20 County of Orange with respect to the property, or proceeds thereof
21 in the Pool, including any claim to ownership of the Pool or the
22 proceeds thereof or the right to seek recovery of the amount of
23 any distribution from any Participant receiving a distribution
24 under the Emergency Disbursement Agreement.

25 e. Emergency Order. Distributions as set forth
26 in Exhibit "2" to the Emergency Disbursement Agreement will be
27 made as promptly as possible upon entry of an order of the Court
28 pursuant to Local Rule 113(1).

1 f. Final Order. Upon entry of a further order of
2 the Court entered no later than December 22, 1994 ("Final Order"),
3 and conditioned upon the prior approval of the Committee, OCIP
4 would cause to be distributed from the Pool to each Participant
5 which is a governmental unit the lesser of (i) such governmental
6 unit's Cap Amount or (ii) the amount of funds the responsible
7 officials of such governmental unit determine, in good faith, as
8 reasonably necessary to meet such governmental unit's immediate
9 needs.

10 g. Allocations of Distributions from Pool. In
11 the event the cash in the Pool is inadequate to make all
12 distributions provided under this Agreement, Investment Pools and
13 the Committee will cooperate regarding prioritizing the needs for
14 such funds. The County estimates the Pool now maintains about
15 \$1 billion in cash.

16 9. In addition, the County of Orange intends to
17 withdraw approximately \$25.6 million from the Pool to meet
18 welfare, payroll and other necessary County obligations through
19 December 23, 1994. As of December 6, 1994, the date of the filing
20 of the petition in the case, the general fund of Orange County had
21 a Balance of approximately \$117 million in the Pool, which amount
22 does not take into account any of the general fund's share of any
23 losses. The County of Orange does not intend to withdraw more
24 than thirty percent (30%) of the County's Balance, which in the
25 aggregate exceeds \$2 billion.

26 10. Bankruptcy Code section 904 provides that the Court
27 may not issue any order or decree in this chapter 9 case concern-
28 ing any property or revenues of OCIP, except upon OCIP's consent

1 the court may not, by any stay, order or
2 decree, in the case or otherwise, interfere
with —

3 (1) any of the political or
4 governmental powers of the debtor;

5 (2) any of the property or revenues
6 of the debtor; or

7 (3) the debtor's use or enjoyment of
any income-producing property.

8 11 U.S.C. § 904. See e.g., Collier on Bankruptcy, supra, ¶ 904.02
9 at 904-4 (. . . [T]he prohibition of this section is absolute.
10 It applies 'notwithstanding any power of the court.'). See e.g.,
11 Spellings v. Dewey, 122 F.2d 652 (8th Cir. 1941); Hollstein v.
12 Sanitary and Improvement Dist. (In re Sanitary and Improvement
13 Dist.), 96 B.R. 976, 972 (Bankr. D. Neb. 1989).

14 In the present case, in light of the importance of the
15 subject matter of this Ex Parte Motion, OCIP has conditionally
16 consented to the Court's prompt consideration of OCIP's proposed
17 order allowing of emergency cash distributions from the Pool. To
18 the best of OCIP's knowledge, no court has addressed the
19 appropriate standard for reviewing a municipality's decisions
20 respecting the use or disposition of property. By analogy,
21 however, courts applying Bankruptcy Code section 363(b) have
22 applied an "articulated business judgment" standard. See, e.g.,
23 Institutional Creditors of Continental Airlines, Inc. v.
24 Continental Airlines, Inc. (In re Continental Airlines, Inc.), 780
25 F.2d 1223, 1226 (5th Cir. 1986); Walter v. Sunwest Bank (In re
26 Walter), 83 B.R. 14, 19-20 (Bankr. 9th Cir. 1988); In re Curlew
27 Valley Associates, 14 B.R. 506, 513-14 (Bankr. D. Utah 1981).

28 ///

1 In In re Walter, 83 B.R. at 14, the Bankruptcy Appellate
2 Panel for the Ninth Circuit summarized this standard as follows:

3 The Fifth Circuit Court of Appeals in In re
4 Continental Airlines, Inc., 780 F.2d 1223 (5th
5 Cir. 1986), articulates the criteria a bank-
6 ruptcy court is to consider in deciding whether
7 to approve or disapprove the use of estate
8 property under 11 U.S.C. § 363(b):

9 We also agree with the Second Circuit that
10 implicit in section 363(b) is the further
11 requirement of justifying the proposed
12 transaction. In re Lionel Corp., 722 F.2d
13 1063, 1071 (2d Cir. 1983). That is, for
14 the debtor in possession or trustee to
15 satisfy its fiduciary duty to the debtor,
16 creditors and equity holders, there must
17 be some articulated business justification
18 for using, selling, or leasing the prop-
19 erty outside of the ordinary course of
20 business . . . whether the proffered bus-
21 iness justification is sufficient depends
22 on the case.

23 Id. at 19-20 (emphasis added). See, e.g., In re Ionosphere Clubs,
24 Inc., 100 B.R. 670, 678 (Bankr. S.D. N.Y. 1989); In re Airlift
25 Int'l., Inc., 18 B.R. 787, 789 (Bankr. S.D. Fla. 1982) (noting
26 that Bankruptcy Code vests debtor or trustee with broad discretion
27 in making decisions regarding the use of property).

28 In the present case, regardless of the standard applied,
OCIP has provided ample justification in support of the requested
relief.

Each of the Participants relied on the Pool to provide needed
revenue and as a ready source of cash. When this crisis began,
the Participants found themselves not only without the revenue
they had expected to receive, but also without the critical access
to cash the Pool previously provided. The Schools alone had over
\$1 billion dollars invested in the Pool. The Pool is the only

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1 ready source of cash the Participants can access to meet their
2 essential cash needs.

3 In addition, the Emergency Disbursement Agreement similarly
4 will alleviate future cash flow emergencies. For emergency
5 purposes only under the Emergency Disbursement Agreement, a
6 Participant will be allowed to access only up to 30% of their
7 Balance in the Pool. The agreement and its limiting provisions
8 will prevent the immediate and irreparable harm faced by the
9 Participants but will preserve the Pool as much as possible given
10 the emergency cash needs of the Participants.

11 III.

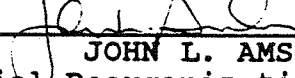
12 CONCLUSION

13 For the reasons and based upon the arguments and author-
14 ities set forth herein, the Court should grant this Joint Ex Parte
15 Motion authorizing the OCIP to make emergency cash distribution
16 to Participants in accordance with the Emergency Disbursement
17 Agreement and to set a further hearing on December 22, 1994 at
18 11:00 a.m. to authorize additional distributions from the Pool.

19
20 DATED: December 16, 1994

STUTMAN, TREISTER & GLATT

HOWREY & SIMON

21
22
23 By: 
24 JOHN L. AMSDEN
Special Reorganization Counsel
for Debtor

1 PILLSBURY MADISON & SUTRO
2 PATRICK C. SHEA #69391
3 101 W. Broadway, Suite 1800
San Diego, CA 92101
4 Telephone: (619) 234-5000

5 Attorneys for
6 OFFICIAL COMMITTEE OF POOL PARTICIPANTS

7
8 UNITED STATES BANKRUPTCY COURT
9 CENTRAL DISTRICT OF CALIFORNIA
10

11 In re
12 ORANGE COUNTY INVESTMENT POOLS, an
13 instrumentality of the County of
14 Orange,
15 Debtor.

Case No. SA 94-22273-JR

Chapter 9

16 JOINDER OF OFFICIAL
17 COMMITTEE OF POOL
18 PARTICIPANTS TO THE JOINT
19 EX PARTE MOTION OF ORANGE
20 COUNTY INVESTMENT POOLS
21 AND THE PROPOSED OFFICIAL
INVESTMENT POOLS
PARTICIPANTS COMMITTEE
PURSUANT TO LOCAL
BANKRUPTCY RULE 113(1) FOR
ORDER AUTHORIZING
EMERGENCY WITHDRAWAL OF
CASH FROM COUNTY
INVESTMENT POOL AND
SETTING FINAL HEARING TO
APPROVE AGREEMENT
AUTHORIZING FURTHER
EMERGENCY WITHDRAWAL OF
FUNDS

22
23 DATE: December 19, 1994
24 TIME: _____:____ p.m.
25 DEPT.: Courtroom 606
34 Civic Center Plaza
Santa Ana, CA 92701


26 The OFFICIAL COMMITTEE OF POOL PARTICIPANTS hereby
27 joins and supports the motion of the debtor for order
28

1 authorizing emergency withdrawal of cash from county
2 investment pool filed concurrently herewith.

3 Dated: December 16, 1994

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PILLSBURY MADISON & SUTRO
PATRICK C. SHEA
101 W. Broadway, Suite 1800
San Diego, CA 92101

By 
Patrick C. Shea
Attorneys for OFFICIAL
COMMITTEE OF POOL
PARTICIPANTS

[original to be filed with Court]

DECLARATION OF PAUL M. SACHS

I, Paul M. Sachs, the undersigned, declare as follows:

1. I have personal knowledge of the following facts, and, if called and sworn as a witness could and would competently testify thereto.

2. I am a partner with the firm of Arthur Andersen L.L.P. ("AA"). As of December 12, 1994, the County of Orange ("County") engaged AA to provide ongoing consulting and advisory services to the Treasurer-Tax Collector of the County of Orange. Immediately after being engaged by the County, AA began to assist the County in the analysis of the current cash position and schedule of disbursements to determine the County's cash flow requirements necessary to meet the County's ongoing essential operations. AA, with the assistance of the Treasurer's office and the Office of the Auditor-Controller, began to analyze the current cash flow position of the County's general fund, the expected cash requirements of the general fund and the expected receipts from all revenues to be credited to the general fund.

3. Based on our preliminary analyses, as of December 6, 1994, the date of the filing of the petition in the case, the general fund of Orange County had a Balance from the general ledger of approximately \$117 million in the Pool, out of the County's total Balance including all funds which exceed \$2 billion.

4. For the period from December 6, 1994 to December 14, 1994, the County, per the general ledger, has credited to the general fund net cash received from outside

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**AGREEMENT REGARDING DISBURSEMENT OF FUNDS
FOR CERTAIN EMERGENCY PURPOSES**

This "Agreement Regarding Disbursement of Funds for Certain
Emergency Purposes," ("Agreement") is made this ___ day of December, 1994 by and
between the Orange County Investment Pools ("Investment Pools") and the Official
Committee of Pool Participants ("Committee") appointed by the United States Trustee.

I.

RECITALS

WHEREAS, the County of Orange and the Orange County Investment
Pools have filed cases under chapter 9, title 11, United States Code on December 6,
1994;

WHEREAS, the County of Orange chapter 9 case carries the Case No.
SA 94-22272-JR and the Orange County Investment Pools case carries the Case No.
SA 94-22273-JR (hereinafter the County of Orange case shall be referred to as the
"County Case" and the Orange County Investment Pools case shall be referred to as
the "Investment Pools Case");

WHEREAS, prepetition, certain municipal and governmental agencies
("Participants") remitted substantial funds for placement in the Orange County
Investment Pools ("Pool");

WHEREAS, the approximate account balance ("Balance") for each
Participant in the Pool as of December 6, 1994 is set forth in Exhibit "1" hereto.

Exhibit "A"

WHEREAS, the chapter 9 case of Investment Pools threatens to cause immediate and irreparable harm to Participants if they are unable to obtain funds from the Pool for payroll, certain bond payments and unusual and/or extraordinary payments to their creditors and contractors on construction projects and similar items;

WHEREAS, the Committee asserts that the funds which Participants have deposited therein and proceeds thereof do not constitute the property of the Investment Pools but are instead the property of each of the individual Participants and that their assets in the Pool are the property of the Participants;

WHEREAS, the Committee has taken the position that the Participants are entitled to the immediate remittance of all funds and property held in trust for them in the Pool;

WHEREAS, Investment Pools desires to cooperate with the Participants, while reserving its rights;

WHEREAS, the parties to this Agreement wish to enter into an Agreement which will govern the making of interim payments from the pre-petition funds of the Pool for the purpose of making urgent payments to certain participants and to avoid immediate and irreparable harm.

**NOW, THEREFORE, THE PARTIES HEREIN HEREBY AGREE AS
FOLLOWS:**

II.

AGREEMENT

1. **Incorporation of Recitals**

The foregoing recitals are incorporated herein by this reference.

2. **Distributions to Participants**

Distributions shall be made to Participants in the amounts and for the purposes and reasons, without limitation, which are set forth in Exhibit "2" to this Agreement. Distributions shall be made on or before the dates specified in Exhibit "2".

3. **Cap Amount**

No distribution at this time to any Participant shall exceed an amount equal to thirty percent (30%) of the Balance for each Participant as set forth in Exhibit "1" hereto as a hardship participant advance (which limit is referred to as the "Cap Amount").

4. **Credit for Distributions**

Any distributions to any Participant under this Agreement shall be applied, credited and offset against any distributions such Participant may hereafter be entitled to receive from the Pool. Thus by way of example only: If a Participant has a petition date Balance of \$100 in the Pool, such Participant receives a hardship distribution of \$10 hereunder, and is ultimately determined to be entitled to receive \$70 in respect of its petition date Balance, the distribution/entitlement of \$70 shall be reduced by the \$10 hardship distribution amount. In addition, in determining the amount of any remaining distributions such Participant may hereafter be entitled to

receive from the Pool, the fact that such Participant receives a distribution from the Pool under this Agreement before certain other Participants shall be taken into account.

5. Reservation of Rights

Except as expressly provided herein, nothing contained herein waives or prejudices any of the rights of the Committee or any individual Participant with respect to any property, or proceeds thereof, in the Pool or otherwise including the rights to seek other recoveries from the Pool. Except as expressly provided herein, nothing contained herein shall waive or prejudice the right of the Investment Pools or the County of Orange with respect to the property, or proceeds thereof in the Pool, including any claim to ownership of the Pool or the proceeds thereof or the right to seek recovery of the amount of any distribution from any Participant receiving a distribution hereunder.

6. Headings and Severability

The headings on this Agreement are for purposes of definition only and do not constitute substantive language relative to this Agreement. Further, to the extent that any portion of this Agreement is determined to be invalid or unenforceable, the balance of the terms and conditions of this Agreement shall remain in full force and effect.

7. Emergency Order

Distributions as set forth in Exhibit "2" hereto shall be made as promptly as possible upon entry of an order ("Emergency Order") of the Court pursuant to

Local Rule 113(1).

8. Final Order

Upon entry of a further order of the Court entered no later than December 22, 1994 ("Final Order"), and conditioned upon the prior approval of the Committee, Investment Pools shall cause to be distributed from the Pool to each Participant which is a governmental unit the lesser of (i) such governmental unit's Cap Amount or (ii) the amount of funds the responsible officials of such governmental unit determine, in good faith, as reasonably necessary to meet such governmental unit's immediate needs.

9. Allocation of Distributions from Pool

In the event the cash in the Pool is inadequate to make all distributions provided under this Agreement, Investment Pools and the Committee shall cooperate regarding prioritizing the needs for such funds.

APPROVED:

OFFICIAL COMMITTEE OF POOL
PARTICIPANTS

By: Its Authorized Representative

ORANGE COUNTY INVESTMENT POOLS

By: Its Authorized Representative

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
	COUNTY FUNDS	2,692,428,198.97
	TRANSPORTATION CORRIDOR AGENCY	325,345,343.01
	ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM	134,642,672.45
	O.C. TRANSPORTATION AUTHORITY	1,133,262,294.10
	ANAHEIM ELEMENTARY	7,653,477.18
	ANAHEIM UNION HIGH	18,608,430.93
	BREA OLINDA USD	7,356,142.64
	BUENA PARK ELEMENTARY SD	4,210,544.12
	CAPISTRANO USD	72,909,054.28
	CENTRALIA ELEMENTARY SD	8,540,806.86
	COAST COMMUNITY COLLEGE DIST	22,111,382.13
	CYPRESS ELEMENTARY SD	6,681,938.31
	FOUNDATION TRUST FUND	1,321,071.41
	FOUNTAIN VALLEY SD	5,489,040.81
	FULLERTON ELEMENTARY SD	4,940,768.34
	FULLERTON UNION HIGH SCHOOL	25,599,946.63
	GARDEN GROVE USD	54,325,720.28
	HUNTINGTON BEACH ELEMENTARY SD	9,020,198.05
	HUNTINGTON BCH UNION HIGH SCHOOL DIST	19,854,923.82
	IRVINE USD	110,890,704.49
	LA HABRA ELEMENTARY SD	13,046,138.32
	LAGUNA BEACH USD	6,909,935.74
	LOS ALAMITOS USD	12,219,419.46
	LOWELL JOINT ELEMENTARY	224,115.13
	MAGNOLIA ELEMENTARY	5,800,352.00
	NEWPORT-MESA USD	81,998,868.58

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
	NORTH ORANGE COUNTY COMMUNITY COLLEGE DIST	85,763,081.80
	OCEAN VIEW ELEMENTARY	8,833,756.39
	O.C. DEPARTMENT OF EDUCATION	147,771,593.93
	ORANGE USD	19,294,323.42
	PLACENTIA-YORBA USD	84,033,983.34
	RANCHO SANTIAGO COMMUNITY COLLEGE DIST	16,409,186.22
	SADDLEBACK COMMUNITY COLLEGE DIST	22,779,324.36
	SADDLEBACK VALLEY USD	61,621,878.70
	SAN JOAQUIN ELEMENTARY	1,548.82
	SANTA ANA USD	49,267,924.40
	SAVANNA ELEMENTARY	3,504,114.00
	SHANDON USD	178,411.17
	SO.O.C.PROP/LIA JOINT POWERS	2,930,625.42
	TUSTIN USD	9,427,174.14
	TUSTIN HIGH SCHOOL	2,276.62
	WESTMINSTER ELEMENTARY	13,397,038.14
	IRVINE CHILD CARE PROJECT	311,362.82
	IRVINE CFD 85-1	698,798.93
	IRVINE CFD 86-1	6,406,747.64
	TUSTIN COMMUNITY FACILITIES DIST	2,831,371.78
	GREATER ANAHEIM SPECIAL EDUCATION	1,730,773.20
	NO.O.C.SELF-INS FUND L&P	3,883,398.14
	WEST O.C.SELF-FUND WORK	8,825,529.77
	NO OR CO SELF-FUND WORK	13,708,231.91
	COASTLINE REGIONAL OFFICE PROGRAM	1,556,675.00
	CAPO LAGUNA REGIONAL OFFICE PROGRAM	318,716.26

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
	NO O.C. REGIONAL COMMUNITY COLLEGE PROGRAM	1,985,518.51
	O.C. SANITATION DIST	447,552,428.43
	CITY OF ANAHEIM	169,568,734.31
	CITY OF ATASCADERO	5,082,641.04
	CITY OF BREA	9,066,199.37
	CITY OF BUENA PARK	28,953,542.12
	CAPISTRANO BEACH SANITARY	1,759,441.70
	CITY OF CLAREMONT	5,377,923.54
	CITY OF COSTA MESA	3,130,035.00
	CITY OF CYPRESS	5,847,611.30
	CITY OF DANA POINT	15,859,985.01
	CITY OF FOUNTAIN VALLEY	30,880,845.90
	CITY OF FULLERTON	22,795,560.63
	CITY OF HUNTINGTON BEACH	43,605,050.26
	CITY OF IRVINE	198,098,007.88
	CITY OF LA HABRA	8,170,628.52
	CITY OF LA PALMA	5,518,776.22
	CITY OF LAGUNA BEACH	7,651,675.87
	CITY LAGUNA NIGUEL	18,089,331.91
	CITY OF CITY LAGUNA HILLS	916,934.35
	CITY OF LAKE FOREST	9,585,291.82
	CITY OF LOS ALAMITOS	2,192,227.02
	CITY OF MILPITAS	5,000,000.00
	CITY OF MISSION VIEJO	18,657,039.12
	CITY OF MONTEBELLO	47,108,000.00
	CITY OF MOUNTAIN VIEW	39,783,094.99

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
	CITY OF NEWPORT BEACH	19,727,000.18
	CITY OF ORANGE	28,194,017.90
	CITY OF PLACENTIA	20,685,505.00
	CITY OF SAN CLEMENTE	35,834,956.04
	CITY OF SANTA ANA	150,759,256.39
	CITY OF SANTA BARBARA	37,513,261.88
	CITY OF SEAL BEACH	2,060,644.82
	CITY OF STANTON	3,000,000.00
	CITY OF TUSTIN	183,570.98
	CITY OF VILLA PARK	1,282,297.02
	CITY OF WESTMINSTER	99,858.90
	CITY OF YORBA LINDA	13,531,457.25
	IRVINE RANCH WATER DIST.	299,912,713.58
	ALISO WATER DIST.	13,150,774.79
	CAPISTRANO BEACH WATER DIST.	2,320,208.56
	COSTAL MUNICIPAL WATER DIST	732,734.65
	MOULTON NIGUEL WATER DIST.	38,675,917.61
	MUNICIPAL WATER	4,531,304.24
	O.C. WATER DIST.	116,518,944.24
	SANTA MARGARITA WATER DIST.	11,172,765.40
	SOUTH COAST WATER DIST.	8,833,778.94
	SOUTHERM CALIFORNIA COSTAL WATER RESEARCH	912,704.07
	TRI-CITIES WATER DIST.	2,428,952.41
	YORBA LINDA WATER DIST.	2,645,124.75
	CAPISTRANO VALLEY WATER DIST.	1,938,779.92
	SANTIAGO COUNTY WATER DIST.	2,162,666.23

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
	BANK OF CALIF/PARS	16,098,118.81
	CAPISTRANO BAY COMMUNITY SERVICE	183,498.02
	CUYAMA COMMUNITY SERVICE DIST.	1,186,153.65
	DANA POINT SANITARY DIST.	31.17
	MADERA COUNTY	5,496,289.08
	MIDWAY CITY SANITARY DIST	6,034,901.95
	EMERALD BAY COMMUNITY SERVICE	1,698,159.71
	ROSSMOOR COMMUNITY SERVICE	711,361.40
	SOUTH EAST REGIONAL RECLAMATION AUTHORITY	7,312,198.52
	SDIA INVESTMENTS	1,132,412.88
	SOUTH LAGUNA SANITARY DIST.	11,471.34
	SUNSET BEACH SAN DIST	786,348.52
	VOLUNTEER CENTER OF O.C. WEST	36,745.05
	PLACENTIA LIBRARY	560,750.10
	BUENA PARK LIBRARY	552,530.64
	EMERALD BAY SVC & MAINT.	40,404.41
	THREE ARCH BAY COMM SERV	112,672.64
	SURFSIDE COLONY STORM WATER	234,110.75
	SILVERADO MODJESKA R&PK	233,967.63
	VECTOR CONTROL DIST	2,160,383.72
	SANTA ANA GARDENS I&S	8,109.18
	O. C. CEMETARY-GENERAL	6,101,337.82
	GARDEN GROVE SANITARY DIST.	5,451,587.24
	LAW LIBRARY	7,774,527.42
	CAPISTRANO SAN BD '58	6,300.27
	LOS ALAMITOS COUNTY WATER DIST.	214,057.92

1RPT: FSUM
RUN: 12/14/94 15:52

ORANGE COUNTY TREASURER
SERIES 2 FUND SUMMARY
12/06/94

Agenda Item 11
Attachment B
Page 27

FUND NUMBER	FUND NAME	ENDING BALANCE 12/06/94
BREA H.O.P.E.		1,802,203.34
COSTA MESA SANITARY		<u>2,819,000.00</u>
GRAND TOTAL		<u><u>7,390,684,688.11</u></u>

Exhibit 2

1. Orange County Sanitation
 - A. Payroll - \$900,000

 2. Orange County Water District
 - A. Essential Services and
 - B. Water Purchases, including without limitation, maintenance of facilities to prevent the invasion of the sea water to fresh water aquafir and for one Arlington Desalter.
Total: \$4,625,000

 3. Orange County Transportation Authority
 - A. Payroll - \$3.0 million

 4. Transportation Corridor Agencies - (San Joaquin Hills Transportation Corridor Agency)
To: San Joaquin Hills Transportation Corridor Agency:
Payroll and Contractor Payments - \$20,559,856, as follows:
 - . On or before December 21, 1994: \$1,257,000.
 - . On or before December 22, 1994: \$17,414,096.

 5. City of Anaheim
 - A. Payroll, Power - \$8,500,000
 - B. Total: \$8,500,000

 6. Orange County Department of Education, Orange County Schools, Orange County Community Colleges, and Regional Occupational Programs
 - A. Payroll and payroll related benefits - \$115,000,000*

 7. South Coast Water District
 - A. 1991 Water Reclamation Note Due December 23, 1994 - \$2,100,000
Total: \$2,100,000
- * funded on or about January 2, 1995.

Exhibit "2"

DECLARATION OF SERVICE

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I am over the age of eighteen years and not a party to the within action. I am employed in an office that employs a member of the bar of this Court, at whose direction the within service was made. My business address is Stutman, Treister & Glatt Professional Corporation, 3699 Wilshire Boulevard, Suite 900, Los Angeles, California 90010.

On December 16, 1994, I served the following pleading:

JOINT EX PARTE MOTION OF ORANGE COUNTY INVESTMENT POOLS AND THE OFFICIAL INVESTMENT POOLS PARTICIPANTS COMMITTEE PURSUANT TO LOCAL BANKRUPTCY RULE 113(1) FOR ORDER AUTHORIZING EMERGENCY DISTRIBUTIONS OF CASH FROM COUNTY INVESTMENT POOL AND SETTING FINAL HEARING TO APPROVE AGREEMENT AUTHORIZING FURTHER EMERGENCY DISTRIBUTIONS OF FUNDS; DECLARATION OF PAUL M. SACHS IN SUPPORT THEREOF

on the interested parties in this action by Federal Express (or, alternatively, by Express Mail for those interested parties whose addresses are post office boxes) by placing true copies thereof, enclosed in sealed envelopes, addressed as follows:

REFER TO ATTACHED SERVICE RIDER

I declare under penalty of perjury that the foregoing is true and correct.

EXECUTED on December 16, 1994 at Los Angeles, California.

Elizabeth B. Morrin
ELIZABETH B. MORRIN, Declarant

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CO ADMINISTRATIVE OFFICER

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& ROTHMAN
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& BRIDGES
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Los Angeles, CA 90010

Office of the U.S. Trustee

Nancy Shapiro, Esq.
Office of the U.S. Trustee
600 W. Santa Ana Blvd, Ste. 601
Santa Ana, CA 92701

OCIP 20 Largest Creditors

O.C. Sanitation District
Attn: Steve Kozak
P.O. Box 8127
Fountain Valley, CA 90071

OCIP 20 Largest Creditors

City of Irvine
Attn: Jeff Niven
P.O. Box 19575
Irvine, CA 92713

OCIP 20 Largest Creditors

OCERS
Attn: Mary Jean Hackwood
42 Dalmier St.
Santa Ana, CA 92705

OCIP 20 Largest Creditors

North O.C. Community College
Attn: Tom K. Harris, Jr.
1000 N. Lamon Street
Fullerton, CA 92634

OCIP 20 Largest Creditors

Saddleback Valley Unified School Dist.
Attn: Peter A. Hartman, Ph.D.
25631 Diseno Drive
Mission Viejo, CA 92691

OCIP 20 Largest Creditors

O.C. Dept. of Education
Attn: John Nelson
200 Kalmus Drive
Costa Mesa, CA 92626

OCIP 20 Largest Creditors

City of Montebello
Attn: Abby Hogue
1600 W. Beverly Blvd.
Montebello, CA 90640

General Counsel for Orange Co.

J. Michael Hennigan, Esq.
Howrey & Simon
550 South Hope St., Suite 1400
Los Angeles, CA 90071

Office of the U.S. Trustee

221 N. Figueroa Street, Ste. 800
Los Angeles, CA 90012

OCIP 20 Largest Creditors

Transp. Corr. Agencies
Attn: Walter Kreutzen
P.O. Box 26670
Santa Ana, CA 92799-8870

OCIP 20 Largest Creditors

City of Anaheim
Attn: Charlene Jung
201 S. Anaheim Blvd., Ste. 901
Anaheim, CA 92805

OCIP 20 Largest Creditors

OCWD
Attn: Andrew Czorny
P.O. Box 8300
Fountain Valley, CA 92728-8300

OCIP 20 Largest Creditors

Newport-Mesa Unified School Dist.
Attn: Mac Bernd, Ed.D.
1601 Sbdsearth Street
Newport Beach, CA 92663

OCIP 20 Largest Creditors

Garden Grove Unified School Dist.
Attn: Ronald N. Walter, Ph.D.
10331 Stanford Avenue
Garden Grove, CA 92640

OCIP 20 Largest Creditors

Schools Excess Liability Fund
Attn: Karen Nixon
1531 "I" Street
Sacramento, CA 95814

County 20 Largest Creditors

COP 1986 Harbor Court/Office Rehab
Attn: Marie Tamura, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County Council

Terry C. Andrus, Esq.
Office of the County Council
10 Civic Center Plaza, P.O. Box 1379
Santa Ana, CA 92701

OCIP 20 Largest Creditors
OCTA

Attn: James Kenan
P.O. Box 14184
Orange, CA 92613

OCIP 20 Largest Creditors

Irvine Ranch Water District
Attn: Peer Swan
P.O. Box 6026
Irvine, CA 92716-6026

OCIP 20 Largest Creditors

City of Santa Ana
Attn: Rod Coloma
20 Civic Center Plaza
Santa Ana, CA 92701

OCIP 20 Largest Creditors

Irvine Unified School District
Attn: David E. Brown, Ph.D.
5050 Barranca Parkway
Irvine, CA 92714-4596

OCIP 20 Largest Creditors

Attn: James A. Fleming
Capistrano Unified School Dist.
32972 Calle Perfecto
San Juan Capistrano, CA 92675

OCIP 20 Largest Creditors

City of Huntington Beach
Attn: Don Watson
P.O. Box 711
Huntington Beach, CA 92648

OCIP 20 Largest Creditors

Moulton Niguel Water District
Attn: David Hawley
27500 La Paz Road
Laguna Niguel, CA 92656-3489

County 20 Largest Creditors

COP 1986 Telecommunications
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

COP 1991 Loma Ridge/Data Center
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

COP 1992 Juvenile Justice Center Ref.
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

Master Lease II
Attn: Cynthia Schroer
First Trust Center, 180 East Fifth St.
St. Paul, MN 55101

County 20 Largest Creditors

Santa Ana Heights 1993 Refunding
Attn: N. Stahl/D. Young, SEATTLE 1ST
NATL. BANK
1100 Second Avenue, 5th Floor
Seattle, WA 98101

County 20 Largest Creditors

AD 88-1 Irvine Coast
Attn: J. Salovitch Miller, STATE ST. BANK
P.O. Box 960
New York, NY 10268

County 20 Largest Creditors

Airport Terminal
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

SEC

Michael A. Berman, Esq., Bankr. Counsel
Securities & Exchange Commission
Office of the General Counsel
Washington, D.C. 20549

County 20 Largest Creditors

COP 1991 Civic Center Expansion
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

COP 1988 Solid Waste Management
Attn: Susan Vargas, FIRST TRUST CALIF.
101 California Street, Suite 1150
San Francisco, CA 94111

County 20 Largest Creditors

Master Lease III
Attn: Cynthia Schroer
First Trust Center, 180 East Fifth St.
St. Paul, MN 55101

County 20 Largest Creditors

CFD 87-1, 87-3, 87-4, 87-5, 87-8
Attn: T. Wall, FIRST TRUST OF CALIF.
333 South Grand Ave., Ste. 3030
Los Angeles, CA 90071

County 20 Largest Creditors

AD 94-1 Golden Lantern Reassmnt Dist.
Attn: M. Brockhaus, SEATTLE FIRST
NATL. BANK
1100 Second Avenue, 5th Fl.
Seattle, WA 98101

County 20 Largest Creditors

Airport Loading Bridges
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

State Attorney General

Irene K. Tamura, Dep. Atty. Gen.
Office of the Attorney General
1515 K Street, P.O. Box 944255
Sacramento, CA 95814

County 20 Largest Creditors

COP 1991 Civic Center Parking
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

Master Lease I
Attn: Cynthia Schroer
First Trust Center, 180 East Fifth St.
St. Paul, MN 55101

County 20 Largest Creditors

NDAPP 1992 A and B
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

County 20 Largest Creditors

CFD 88-1 Aliso Viejo
Attn: T. Wall, FIRST TRUST OF CALIF.
333 South Grand Ave., Ste. 3030
Los Angeles, CA 90071

County 20 Largest Creditors

Pension Obligation Bonds
Attn: Margaret Swindall, US TRUST
OF CALIF.
555 S. Flower Street, Ste. 2700
Los Angeles, CA 90071-2429

County 20 Largest Creditors

Airport Refunding
Attn: A. Soderholm, BANK OF AMERICA
333 S. Beaudry Ave., 25th Fl.
Los Angeles, CA 90017-3217

U.S. Attorney General

Attorney General's Office
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Washington, D.C. 20530

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Newport Beach, CA 92660-1846

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Torrance, CA 90503

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Los Angeles, CA 90040

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Los Angeles, CA 90071

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221 North Figueroa, Ste. 800
Los Angeles, CA 90012

Robert J. Moore
Murphy, Weir & Butler
2049 Century Park East, 21st Fl.
Los Angeles, CA 90067

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 19, 1994

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

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

DATE	REPORT NO.	AMOUNT
12/01/94	3217	\$3,203.83
12/07/94	3218	3,588.73
TOTAL		\$6,792.56

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/01/94
REPORT NO 3217

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Nov. 16, 1994		2800	00		351.24		
N01860 Reann Electric 379 E. 20th Street Costa Mesa, CA 92627	September, 1994 October, 1994		1400	00		270.00 270.00 540.00		
N03650 Kinko's A/R Program P.O. box 8033 Ventura, CA 93002-8033	Nov. 10, 1994 004002067805 Nov 16, 1994 004002067883 Nov 21, 1994 004002067928 Nov. 29, 1994 004002068021		1800	00		18.13 2.86 6.47 1.21 28.67		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Nov. 4, 1994 524-8408 Nov. 7, 1994 253-0470		0700	08 01		25.37 476.06 501.43		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA50306	December, 1994		0300	00		381.08		
N06735 Dun & Bradstreet P.O. Box 71711 Chicago, IL 60694-1711	Mar 1, 1994 Feb. 2, 1994		2400	01 01		487.73 913.68 1,401.41		

The claims listed above (totaling \$ 3,203.83) 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

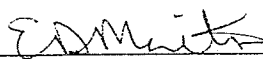
DATE 12/07/94
REPORT NO 3218

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	Dec, 1994			0300	00	2,725.25		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Nov. 24, 1994			1800	00	24.95		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Nov. 28, 1994			2800	00	149.61		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Nov. 18, 1994 251-5377			0700	01	42.85		
	Nov 19, 1994 996-2865			0700	01	40.01		
	Nov 17, 1994 528-8236			0700	01	19.81		
	Nov 17, 1994 528-1906			0700	00	160.57		
	Nov 17, 1994 528-6022			0700	08	<u>174.92</u>		
						438.16		
N06686 Office Depot P.O. Box 660337 Dept. 80 Dallas, TX 75266-0337	Nov 8, 1994			1800	00	250.76		

The claims listed above (totaling \$ 3,588.73) 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 19, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately		
Subtotal for Immediately		0.00
Regular	3219	10,451.93
	3220	1,477.16
	3221	1,824.03
	3222	1,677.54
	3223	4,135.36
	3224	6,823.76
	3225	2,568.59
Subtotal for Regular		28,958.37
TOTAL CURRENT CLAIMS		28,958.37
Payroll	3226	19,034.68
	3227	19,034.68
Subtotal for Payroll		38,069.36
TOTAL		67,027.73

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N01035 City of Placentia 401 E. Chapman Placentia	Nov. 16, 1994							
	52793		1400	00		1,591.73		
			2800	00		4,312.18		
	52794		1400	00		107.50		
	Dec. 15, 1994							
	52840		1800	00		1,488.75		
		1800	08		496.25			
		52841	1900	00		<u>303.25</u>		
						8,299.66		
N01860 Reaan Electric 379 E. 20th Street Costa Mesa, CA 92627	Nov., 1994		1400	00		270.00		
	Dec., 1994		1400	00		<u>310.00</u>		
						580.00		
N03650 Kinko's P.O. Box 8033 Ventura, CA 93002-8033	Dec 5, 1994		1800	00		2.34		
	004002068078							
N03651 Waxie P.O. Box 81006 San Diego, CA 92138-1006	Nov 17, 1994		1000	00		1,016.08		
	19322080							
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	Nov 15, 1994		1300	00		403.72		
	1959							
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Nov 29, 1994		1400	00		117.42		
	36981							
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Nov, 1994		1900	00		32.71		

The claims listed above (totaling \$ 10,451.93) 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 Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	Dec. 19, 1994				0900 00
			1600 00			40.00		
			1800 00			155.96		
			1800 08			44.91		
			1800 09			231.06		
			1803 00			150.31		
			1803 08			31.32		
			1900 00			100.00		
			2700 00			10.00		
			2700 07			13.00		
						904.49		
N03711 Global P.O. Box 5465 Carson, CA 90749-5465	Nov 21, 1994 14155640		1800 00			32.99		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Dec. 4, 1994 524-8408		0700 01			34.51		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Nov. 18, 1994 A18666		0700 05			423.82		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Oct. 31, 1994 501306		0700 02			11.35		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	November, 1994 December, 1994		1900 00			35.00		
			1900 00			35.00		
						70.00		

The claims listed above (totaling \$ 1,477.16) 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 Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06556 Continental Casualty Co. Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Dec., 1994		0300	00		207.67		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	Nov. 29, 1994 D141602		1800	00		152.62		
	Nov. 28, 1994 D140440		1800	00		<u>52.17</u> 204.79		
N06686 Office Depot P.O. Box 660337, Dept. 80 Dallas, TX 75266-0337	Nov. 15, 1994		1800	00		10.57		
N06697 Blanning & Baker Associates 505 N. Brand Blvd, STE 780 Glendale, CA 91203	1995		1800	00		180.00		
N06738 Suad Ammar 411 E. Chapman Avenue Placentia, CA 92670	November, 1994		2700	00		26.00		
N06785 Hector Vargas Cleaning Service 318 Capsitrano Street Placentia, CA 92670	Dec. 6, 1994		1400	00		950.00		
N06898 NSFRE 1101 King Street, STE 700 Alexandria, VA 22314-2967	Nov, 1994		1600	00		245.00		

The claims listed above (totaling \$ 1,824.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06896 Aspen Publishers, Inc. P.O. Box 64141 Baltimore, MD 21264-4141	Nov. 20, 1994		1800	00		134.22		
N06928 MCLS 2235 N. Lake Avenue, STE 106 Altadena, CA 91001	Nov. 28, 1994 2417		0700	02		42.83		
N06965 Paychex 200 E. Sandpoint, STE 100 Santa Ana, CA 92799	Dec. 1, 1994		1900	00		454.10		
N09110 Special Districts Workers Compension Authority 1030 - 15th St., STE 300 Sacramento, CA 95814	Nov. 17, 1994 Jan - Mar, 1995		0350	00		966.00		
N09114 Jeannine Walters 411 E. Chapman Ave. Placentia, CA 92670	Nov, 1994		2700 2700	01 00		3.30 13.85 17.15		
Literacy Volunteers of America 5795 Widewaters Parkway Syracuse, NY 13214-1846	Oct. 25, 1994 049678		1800	08		59.70		
CONNECT, Inc. File No., 12169 P.O. Box 60000 San Francisco, CA 94160-2169	Dec. 2, 1994		0700	07		3.54		

The claims listed above (totaling \$ 1,677.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,677.54

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
Philips Communications 5110 West Goldleaf Circle, STE 140 Los Angeles, CA 90056	Nov. 18, 1994 1193		2400	07		215.34		
University of Illinois Office of Accounts and Cashering 162 Henry Admin. Bldg. 506 Wright Street Urbana, IL 61801	Nov. 8, 1994 171896		2400	00		7.00		
Munson, Cronick & Associates 2501 E. Chapman Ave., STE 280 Fullerton, CA 92631	Oct. 31, 1994 770		1900	00		55.00		
Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373	Nov. 15, 1994		1800	00		18.00		
3M Customer Service Attn: Erin Merwin 908 N. Elm Hinsdale, IL 60521	Dec. 6, 1994		1300	00		635.00		
Digital Equipment Dept. 63208 Los Angeles, CA 90088	Dec 7, 1994		4000	00		1,385.04		
Salem Press, Inc. Accounting Office P.O. Box 50062 Pasadena, CA 91115-0062	Nov 23, 1994 208167-00		2400	01		145.46		
Scholastic Book Fairs 1210 North Gum Street Anaheim, CA 92806	Dec. 7, 1994 10525		2400	09		656.28		
William M. Indingaro 3527 Susan Street Riverside, CA 92504	Dec. 6, 1994 49860		2400	01		1,018.24		

The claims listed above (totaling \$ 4,135.36) 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 _____

Page Total

4,135.36

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Dec. 19, 1994
REPORT NO 3224

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc	SC
			BS Accf	Rev			Number	
N03657 Standard & Poor's P.O. Box 80-2542 Cicago, IL 60680-2542	Dec. 1, 1994		2400	01		1,740.16		
	6243775							
N03833 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Nov. 17, 1994		2400	01		137.89		
	L17 6045							
	Nov. 9, 1994		2400	01		489.52		
	L09 6049							
	Nov. 14, 1994		2400	01		789.68		
	L14 6049							
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	Nov. 3, 1994		2400	01		67.98		
	L03 6056							
	Nov. 28, 1994		2400	01		<u>991.85</u>		
	L28 6060					<u>2,476.92</u>		
	Nov. 4, 1994							
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	U608931		2400	01		36.05		
	U608932		2400	01		17.12		
	U608933		2400	01		47.60		
	U608934		2400	01		16.51		
	Nov 11, 1994							
	U620231		2400	01		34.18		
	U620232		2400	01		1,879.31		
	U620234		2400	01		408.03		
	U620235		2400	01		46.01		
	U620236		2400	01		37.28		
	U620237		2400	01		17.09		
	U620238		2400	01		34.25		
	U620239		2400	01		17.36		
	U620240		2400	01		<u>15.89</u>		
					<u>2,606.68</u>			

The claims listed above (totaling \$ 6,823.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,823.76

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Dec. 19, 1994
REPORT NO 3225

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 85284-5361	Nov. 11, 1994							
	20028745		2400	01		97.89		
	20028744		2400	01		16.12		
	Nov. 25, 1994							
	20166762		2400	01		140.11		
	Nov. 28, 1994							
	20176723		2400	01		21.34		
	20176724		2400	01		14.58		
	Nov. 29, 1994							
	20190202		2400	01		<u>80.63</u>		
						370.67		
N03845 Marshall Cavendish P.O. Box 587 North Bellmore, NY 11710	Dec. 1, 1994							
	AO 265352		2400	01		1,160.60		
	AO 265912		2400	01		95.56		
	AO 266844		2400	01		95.56		
	Nov 16, 1994							
	R 276144		2400	01		242.44		
	Nov 3, 1994							
R 273691		2400	01		<u>133.62</u>			
						1,727.78		
N06737 Facts On File P.O. Box 10731 Newark, NY 07193-0731	Jun 30, 1994							
	50324		2400	01		40.94		
N09111 Ebsco P.O. Box 92901 Los Angeles, CA 90009-2001	Nov 13, 1994		2400	04		3.00		
N09167 CCH Inc. 4025 W. Peterson Ave. Chicogo, IL 60646	Nov. 11, 1994		2400	01		426.20		
	69395630							

The claims listed above (totaling \$ 2,568.59) 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 _____

Page Total

2,568.59

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/94
REPORT NO 3226

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 PLEASE WIRE ON THURSDAY, JAN. 5, 1995	Dec. 19, 1994 Pay # 1		0100-	00		17,682.00		
	Dec. 23, 1994 Jan. 5, 1995							
	FICA		0200-	00		<u>1,352.67</u>		
			TOTAL			19,034.68		

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 19,034.67

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/94
REPORT NO 3227

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Dec. 19, 1994 Pay # 2		0100-	00		17,682.00		
	Jan. 6, 1995 Jan. 19, 1995							
	FICA		0200-	00		<u>1,352.67</u>		
			TOTAL			19,034.68		
PLEASE WIRE ON THURSDAY, JAN. 19, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

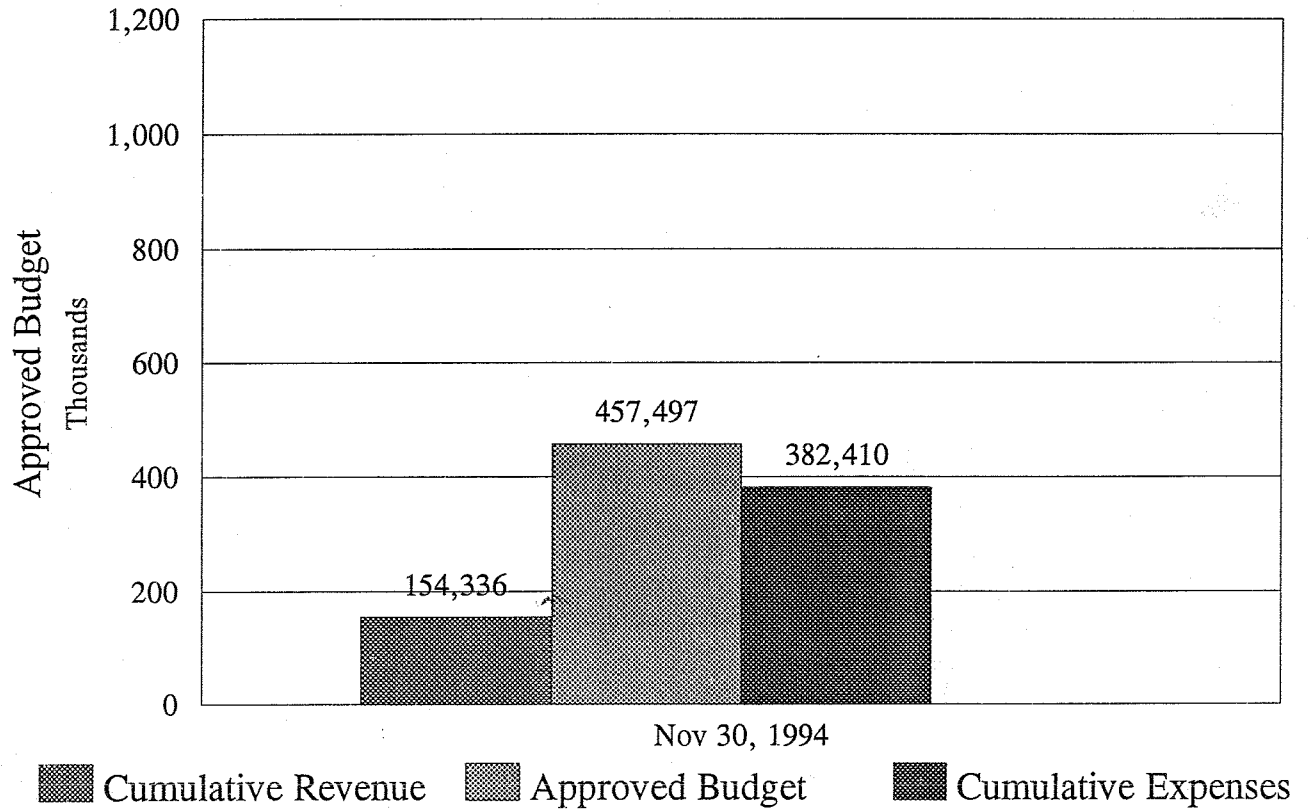
Page Total 19,034.67

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

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	<u>Maj Equip/Struc</u>	<u>Auto Replac</u>	<u>Bond Redempt</u>	<u>General Fund</u>	<u>Sick Lv Payoff</u>	<u>ALL FUNDS</u>	<u>EXCL GEN FUND</u>
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994						0.00	0.00
Jan 31, 1995						0.00	0.00
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



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

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 NOV 1994	FY1993-94 NOV 1993	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	63,565.69	61,927.49	63,565.69	61,927.49	9.08%
6210-01	Public Utility	24,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	63,565.69	61,927.49	63,565.69	61,927.49	8.77%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	39,701.89	43,073.55	0.00	0.00	79.40%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of Impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	16,037.36	0.00	0.00	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	4,354.64	0.00	0.00	6.36%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	5,333.70	0.00	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	1,687.58	3,644.24	0.00	0.00	45.00%
	TOTAL TAXES	860,750.00	114,235.27	132,174.39	63,565.69	61,927.49	13.27%
6610-00	Interest	25,000.00	6,722.46	8,533.94	0.00	0.00	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	8,533.94	0.00	0.00	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	8,043.93	10,396.65	6,755.16	0.00	20.11%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	11,500.00	0.00	0.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	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 GOVERNMENTAL	85,000.00	22,837.93	21,896.65	6,755.16	0.00	26.87%
7670-00	LOCAL REVENUE	36,500.00	10,540.28	8,926.73	3,536.37	0.00	28.88%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(8,377.24)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	154,335.94	163,154.47	73,857.22	61,927.49	14.06%

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

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 NOV 1994	FY1993-94 NOV 1993	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	228,100.00	272,086.10	41,900.00	34,000.00	45.64%
0200	Retirement	76,894.00	17,449.65	19,767.00	3,197.70	2,600.00	22.69%
	Health Insurance/Care America	24,466.00	6,333.54	14,747.24	2,040.19	4,791.68	25.89%
	Long Term Disability	2,730.00	1,038.35	421.18	415.34	195.83	
	Vision Service Plan	1,615.00	664.99	785.09	186.21	154.27	41.18%
	Dental	4,696.00	1,551.54	2,404.40	353.86	509.49	33.04%
0300	Total Employee Insurance	33,507.00	9,588.42	18,357.91	2,995.60	5,651.27	28.62%
0310	Unemployment Insurance	2,500.00	324.46	2,449.31	(1,089.57)	2,313.31	0.00%
0350	Workers Compensation - General	7,750.00	966.00	749.49	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	256,428.53	313,409.81	46,903.73	44,564.58	41.33%
0700-00	Communications - Telephone	3,500.00	709.22	1,594.93	187.27	360.61	20.26%
0700-01	Communications - Modem/Fax	0.00	563.16		210.08		
0700-02	Communications - Internet/Database	0.00	341.87		47.92		
0700-05	Communications - Computer	5,100.00	2,290.52	2,559.77	847.64	423.82	13.05%
0700-08	Communications - Adult Literacy	950.00	123.99	308.00	0.00	0.00	42.19%
	Total Communications	9,550.00	4,028.76	4,462.70	1,292.91	784.43	
0900-00	Food - General Fund	100.00	19.80	0.00	0.00	0.00	19.80%
0900-07	Food - 321 Grant	0.00	0.00		0.00		
0900-08	Food - Adult Literacy	0.00	30.43		0.00		
090-009	Food - Family Literacy	0.00	6.99	26.20	6.99	26.20	57.22%
	Total Food	100.00	57.22	26.20	6.99	26.20	17.11%
1000-00	Household Expense	4,500.00	769.87	1,790.49	78.98	912.97	0.00%
1100-00	Insurance	18,500.00	0.00	1,796.25	0.00	0.00	39.18%
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,938.61	4,379.47	265.11	880.48	
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00		0.00		
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00		0.00		
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00		0.00		
	Total Maintenance of Equipment	7,500.00	3,907.61	4,379.47	265.11	880.48	0.39

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

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 NOV 1994	FY1993-94 NOV 1993	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	587.10	526.68	234.84	0.00	16.31%
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	22.86%
	Groundskeeping, City of Placentia	22,000.00	7,093.88	7,457.13	1,695.54	0.00	32.24%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	1,131.71	519.86	0.00	0.00	75.45%
	Cleaning Service	11,700.00	4,750.00	5,033.04	950.00	2,850.00	40.60%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	2,125.48	311.00	136.00	136.00	425.10%
	Total Maintenance of Building & Grounds	43,850.00	16,488.17	13,847.71	3,016.38	2,986.00	37.60%
1600-00	Memberships - General Fund	3,000.00	941.00	795.00	891.00	660.00	31.37%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	1,076.00	795.00	891.00	660.00	35.87%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	
1800-00	Library Supplies	6,500.00	1,583.21	1,216.89	128.51	299.25	24.36%
	Printing	9,000.00	3,441.66	4,600.98	17.25	378.90	38.24%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	232.45	0.00	0.00	0.00	23.25%
	Paper	900.00	440.85	491.13	0.00	39.92	48.98%
	Drinking Water Service	325.00	124.75	124.75	24.95	24.95	38.38%
	Other Office Supplies	5,500.00	3,233.82	2,251.96	2,259.76	464.68	58.80%
	Total Office Supply Expense - General Fund	23,225.00	9,056.74	8,685.51	2,430.47	1,207.70	39.00%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	1,407.23	2,492.91	0.00	0.00	50.26%
	Publications	0.00	1,523.16	0.00	0.00	0.00	0.00%
	Paper	50.00	0.00	12.31	0.00	0.00	7.14%
	Other Office Supplies	1,800.00	128.57	140.93	0.00	64.64	65.78%
	Total Adult Literacy Office Supply Expense	4,650.00	3,058.96	2,646.15	0.00	64.64	
1800-09	Family Literacy Supply Expense	4,800.00	1,519.09	(137.86)	23.33	6.47	31.65%
	Total Office Expense	32,675.00	13,634.79	11,193.80	2,453.80	1,278.81	41.73%

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

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 NOV 1994	FY1993-94 NOV 1993	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	825.57	(231.40)	0.00	171.90	41.28%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00		
1803-08	Postage Expense - Adult Literacy	700.00	67.86	392.69	0.00	0.00	9.69%
1803-09	Postage Expense - Family Literacy	0.00	83.52	0.00	0.00	0.00	
	Total Postage Expense	2,700.00	996.90	161.29	0.00	171.90	36.92%
	Care Resources (Employee Assistance)	650.00	0.00	70.00	0.00	0.00	0.00%
	Pension Contribution & Operating Expenses	5,500.00	4,168.18	3,409.20	606.04	0.00	75.79%
	Anaheim Library Automated System	40,000.00	647.83	80.00	0.00	0.00	1.62%
	Clipping Service	375.00	163.55	161.55	65.42	32.71	43.61%
	Tax Collection Services & Fees by Orange County	250.00	138.85	186.99	0.00	0.00	55.54%
	Advertising	400.00	47.97	0.00	47.97	0.00	11.99%
	Medical Exams	525.00	285.00	376.00	47.50	121.50	54.29%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	2,950.00	2,950.00	0.00	0.00	92.19%
	Payroll Preparation	2,800.00	875.77	3,030.99	163.40	1,070.53	31.28%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00%
	Other	8,000.00	941.79	1,828.31	105.19	33.22	11.77%
1900-00	Total Specialized Services - General Fund	75,200.00	10,218.94	12,093.04	1,035.52	1,257.96	13.59%
1900-01	Specialized Services - LSCA II Grant	0.00	10,574.71	0.00	7,034.71	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,705.75		355.75		142.15%
1900-09	Specialized Services - Family Literacy	1,200.00	95.00	0.00	0.00	0.00	7.92%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	258.16	176.66	158.91	154.82	10.33%
	Total Specialized Services	80,100.00	22,852.56	12,269.70	8,584.89	1,412.78	28.53%
2000-00	Legal Notices - General Fund	700.00	0.00	70.88	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00		0.00		
	Total Legal Notices	700.00	0.00	70.88	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 NOV 1994	FY1993-94 NOV 1993	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense - Books	110,500.00	11,709.01	11,386.72	6,647.53	1,430.23	10.60%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	7,316.13	0.00	0.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	8,583.17	6,702.55	0.00	352.06	55.38%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	1,071.75	0.00	517.09	0.00	11.86%
2400-09	Special Department Expense - Family Literacy	500.00	59.31	0.00	59.31	0.00	19.02%
	Total Special Department Expense	151,100.00	28,739.37	19,269.28	7,223.93	1,782.29	
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	2,015.66	1,447.24	1,122.16	628.00	26.88%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	726.04	0.00	52.56	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	175.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,234.36	0.00	116.66	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	836.14	0.00	10.00	0.71%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	18.00	0.00	10.00	8.67%
	Total Transportation/Travel - Meetings	9,100.00	4,746.06	2,301.38	1,466.38	648.00	52.15%
	Electricity	56,000.00	22,662.18	21,904.86	5,588.85	0.00	39.07%
	Gas	3,075.00	0.00	283.07	0.00	0.00	0.00%
	Water	1,925.00	1,025.44	792.77	156.11	167.04	53.27%
2800-00	Total Utilities	63,000.00	23,687.62	22,980.70	5,744.96	167.04	37.60%
	TOTAL SUPPLIES & SERVICES	462,275.00	120,984.93	95,344.85	31,025.33	11,710.90	26.17%
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	24.32	0.00	0.00	0.00%
4000-00	Equipment - General Fund	15,000.00	2,846.61	0.00	1,715.23	0.00	
4000-07	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - General Fund	0.00	2,150.05	0.00	2,150.05	0.00	
4000-09	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	4,996.66	0.00	3,865.28	0.00	33.31%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	4,996.66	0.00	3,865.28	0.00	33.31%
	TOTAL EXPENSES	1,097,993.00	382,410.12	408,778.98	81,794.34	56,275.48	34.83%

Placentia Library District
Balance Sheet

November 30, 1994

Assets

General Fund	4,186.19	
Literacy Fund	7,519.39	
County Exempt	10,048.40	
Payroll Account	23,846.24	
Savings (P/R Support)	2,803.31	
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		75,315.55

Liabilities

Manual Payroll Checks	12,078.27	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,511.58

Capital

Fund Balance	62,803.97	
Total Capital		62,803.97
Total Liabilities and Capital		75,315.55

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

November, 1994

Prepared 12/8/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,226.19
Checks Out	4021	40.00		
TOTALS		40.00	0.00	
CHECKBOOK BAL				4,186.19

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Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1994

Part 1 of 1 Parts

	Total	11/30/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	6.15	6.15
Cash Register-Fines	2,115.80	2,115.80
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	178.02	178.02
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	51.00	51.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	149.75	149.75
Cash Register-Computer Rental	42.00	42.00
Typewriter Income	14.55	14.55
Telephone Income	31.35	31.35
Copy Machine Income	0.00	0.00
State Library Reimbursements	6,755.16	6,755.16
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	4,424.05	4,424.05
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	13,767.83	13,767.83
Cost of Sales		
	-----	-----
Gross Profit (Loss)	13,767.83	13,767.83
Expenses		
Transfers to County	11,471.10	11,471.10
Employee Insurance (030)	0.00	0.00
Food (0900)	6.99	6.99
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	40.00	40.00
Office Expense (180)	45.84	45.84
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	6.50	6.50
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	3.00	3.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	(1,089.57)	(1,089.57)
	-----	-----
Total Expenses	10,483.86	10,483.86
	-----	-----

11/30/94

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Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1994

Part 1 of 1 Parts

	Total	11/30/94
Operating Income (Loss)	3,283.97	3,283.97
Other Income		
Other Expenses		
Net Income (Loss)	<u>3,283.97</u>	<u>3,283.97</u>

1/30/94

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

	11/30/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	83.42
Cash Register-Fines	9,223.09
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	794.35
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	6.00
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	813.30
Cash Register-Computer Rental	408.00
Typewriter Income	40.50
Telephone Income	108.45
Copy Machine Income	461.74
State Library Reimbursements	8,043.93
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	10,916.39
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	45,854.17
Cost of Sales	

Gross Profit (Loss)	45,854.17
Expenses	
Transfers to County	35,939.47
Employee Insurance (030)	(269.34)
Food (0900)	125.48
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	40.00
Office Expense (180)	525.15
Postage (183)	875.48
Prof. & Spec. Services (190)	520.60
Special Departmental Expense (240)	(1,000.00)
Transportation & Travel (270)	4,146.78
Equipment (400)	0.00
Taxes and Fees (370)	(1,089.57)

Total Expenses	39,814.05

11/30/94

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

Operating Income (Loss)	11/30/94 6,040.12
Other Income	
Other Expenses	
Net Income (Loss)	----- 6,040.12 =====

1/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 5
General Account

Page 1

Check	Date	Payee	Amount
4017	11/04/93	Elizabeth Minter (pe	59.33
		0-5105-01 Food (0900)	6.99
		0-5114-01 Office Expense (180)	45.84
		0-5118-01 Prof. & Spec. Services (190)	6.50
4018	11/14/94	O.C. Auditor	11,471.10
		0-5102-01 Transfers to County	11,471.10
4019	11/14/94	Placentia Chamber/Co	3.00
		0-5122-01 Transportation & Travel (270)	3.00
4020	11/14/94	VOID void	0.00
4021	11/21/94	Ventura Group	40.00
		0-5112-01 Memberships (160)	40.00
Checkbook 1 Total			11,573.43

11/30/94

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

Page 2

For Fiscal Year 95, Period 5 through Fiscal Year 95, Period 5

Account Name	Total
0-5102-01 Transfers to County	11,471.10
0-5105-01 Food (0900)	6.99
0-5112-01 Memberships (160)	40.00
0-5114-01 Office Expense (180)	45.84
0-5118-01 Prof. & Spec. Services (190)	6.50
0-5122-01 Transportation & Travel (270)	3.00

	11,573.43
	=====

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

November 1994

Prepared 12/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,519.39
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,519.39

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12/12/94

11/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending November 30, 1994

	Total	11/30/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.17	6.17
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	36.17	36.17
Cost of Sales		
	-----	-----
Gross Profit (Loss)	36.17	36.17
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	36.17	36.17
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	36.17	36.17
	=====	=====

11/30/94

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

	11/30/94
Income	
Gifts Income	1,000.00
Tutor Training Income	60.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income	29.24
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	1,169.24
Cost of Sales	-----
Gross Profit (Loss)	1,169.24
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00

Total Expenses	0.00

Operating Income (Loss)	1,169.24
Other Income	
Other Expenses	-----
Net Income (Loss)	1,169.24
	=====

11/30/94

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

Page 1

For Fiscal Year 95, Period 5 through Fiscal Year 95, Period 5

Account Name

Total

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

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

November, 1994

Prepared 12/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,234.70
Checks Out				
	922	125.00		
	927	61.30		
TOTALS		186.30	0.00	
CHECKBOOK BAL				10,048.40

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12/12/94

11/30/94

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Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1994

Part 1 of 1 Parts

	Total	11/30/94
Income		
Cash Register-Copy Cards-Exempt Fun	45.00	45.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	200.00	200.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	232.45	232.45
Debit Card Income	109.00	109.00
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	10.74	10.74
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	657.19	657.19
Cost of Sales		
	-----	-----
Gross Profit (Loss)	657.19	657.19
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	333.69	333.69
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	222.63	222.63
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	350.00	350.00
Friend's-Director's Fund	962.35	962.35
Friend's-Other Activities	0.00	0.00
Library Board Expenses	409.84	409.84
Meeting Room Upkeep Expenses	65.00	65.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	2,722.38	2,722.38
	-----	-----
Total Expenses	5,065.89	5,065.89
	-----	-----
Operating Income (Loss)	(4,408.70)	(4,408.70)
Other Income		

11/30/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1994

	Total	11/30/94
Other Expenses	-----	-----
Net Income (Loss)	(4,408.70) =====	(4,408.70) =====

11/30/94

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Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

Part 1 of 1 Parts

	11/30/94
Income	
Cash Register-Copy Cards-Exempt Fund	142.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,605.00
Test Proctoring Income	180.00
Vending Machine Income	2,093.25
Debit Card Income	458.00
Friends Contributions	3,350.00
Gifts Income	225.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	3,689.56
Interest Income	49.89
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	11,792.70
Cost of Sales	

Gross Profit (Loss)	11,792.70
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	907.12
Children's Camp Library	222.63
Children's-Other	333.73
Debit Card - Repay Capital Equip.	350.00
Friend's-Director's Fund	1,030.22
Friend's-Other Activities	10.50
Library Board Expenses	1,671.94
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	5,456.16

Total Expenses	11,417.73

Operating Income (Loss)	374.97
Other Income	

11/30/94

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

11/30/94

Other Expenses

Net Income (Loss)

374.97
=====

11/30/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 5
County Exempt

Page 1

Check	Date	Payee	Amount
916	11/01/94	Smart & Final 0-5310-03 Children's Camp Library	65.84
917	11/01/94	Lake Center Cleaners 0-5318-03 Library Board Expenses	48.50
918	11/04/94	Automated Office 0-5314-03 Friend's-Director's Fund	962.35
919	11/04/94	HAZ Rentals 0-5318-03 Library Board Expenses	150.00
920	11/04/94	Ingram 0-5318-03 Library Board Expenses	150.04
921	11/14/94	California Advocates 0-5323-03 Lobbyist Expense	2,722.38
922	11/14/94	Wonders of Wildlife 0-5310-03 Children's Camp Library	125.00
923	11/14/94	O.C. Auditor 0-5313-03 Debit Card - Repay Capital Equip	350.00
924	11/14/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	333.69
925	11/14/94	Emil's Carpet Cleani 0-5319-03 Meeting Room Upkeep Expenses	65.00
926	11/16/94	Yum Yum Donuts 0-5310-03 Children's Camp Library	31.79
927	11/22/94	Pound Photos 0-5318-03 Library Board Expenses	61.30
Checkbook 3 Total			5,065.89

11/30/94

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

Page 2

For Fiscal Year 95, Period 5_ through Fiscal Year 95, Period 5

Account Name	Total
0-5304-03 Vending Machine Supplies	333.69
0-5310-03 Children's Camp Library	222.63
0-5313-03 Debit Card - Repay Capital Equip.	350.00
0-5314-03 Friend's-Director's Fund	962.35
0-5318-03 Library Board Expenses	409.84
0-5319-03 Meeting Room Upkeep Expenses	65.00
0-5323-03 Lobbyist Expense	2,722.38

	5,065.89
	=====

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

Prepared December 12, 1994

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			33,354.39
797	28.86		
825	38.32		
892	108.32		
924	132.59		
931	91.42		
932	25.55		
942	28.86		
983	118.17		
984	1,362.30		
986	144.62		
987	297.77		
989	460.77		
990	615.23		
991	315.49		
992	1,067.52		
993	220.04		
994	444.99		
995	179.50		
998	150.64		
999	139.99		
1000	195.47		
1001	41.56		
1003	915.48		
1004	151.34		
1005	66.50		
1008	400.23		
1011	44.34		
1012	772.39		
1013	411.00		
1014	335.03		
1015	28.86		
1016	175.00		
TOTALS	9,508.15		
Checkbook balance			23,846.24

1/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending November 30, 1994

	Total	11/30/94
Income		
Transfers from County	44,997.70	44,997.70
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,997.70	44,997.70
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,997.70	44,997.70
Expenses		
Salaries	59,835.91	59,835.91
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,214.02	4,214.02
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	227.18	227.18
	-----	-----
Total Expenses	64,277.11	64,277.11
	-----	-----
Operating Income (Loss)	(19,279.41)	(19,279.41)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(19,279.41)	(19,279.41)
	=====	=====

11/30/94

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1994

	11/30/94
Income	
Transfers from County	243,181.24
Interest Income-CD's	0.00
Interest Income-Savings	12.46
Miscellaneous Income	0.00

Total Income	243,193.70
Cost of Sales	

Gross Profit (Loss)	243,193.70
Expenses	
Salaries	216,046.32
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	15,787.10
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	227.18

Total Expenses	232,060.60

Operating Income (Loss)	11,133.10
Other Income	
Other Expenses	

Net Income (Loss)	11,133.10
	=====

1/30/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 95 Period 5
Payroll Account

Page 1

Check	Date	Payee	Amount
603	11/16/94	Dorothy Cummings 0-5402-04 Salaries	37.29
604	11/17/94	George Gonzales 0-5402-04 Salaries	144.62
Checkbook 4 Total			181.91

11/30/94

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

Page 2

For Fiscal Year 95, Period 5 - through Fiscal Year 95, Period 5

Account Name	Total
0-5402-04 Salaries	181.91
	181.91

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *FB*
 DATE: December 19, 1994
 SUBJECT: ACS: Overdue Collection Report for Month of November

The report received from ACS Collection Agency on December 4, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	60	153	19	1,737.22	42

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 03 Dec 1994

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	5	454.41	88	8,029.04	959	60,090.
LESS: Mail Return*, Dispute, Bankrpt	2	136.82	17	2,134.63	179	12,100.
NET ASSIGNMENTS	3	317.59	71	5,894.41	780	47,990.
COLLECTED						
Paid in Full	0	0.00	12	910.09	256	12,304.
Settled in Full	0	0.00	9	648.64	71	3,728.
Partial Payment	0	0.00	12	357.78	140	7,105.
Resolved	0	0.00	5	213.30	22	847.
TOTAL RECOVERED	0	0.00	38	2,129.81	489	23,985.

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	159	130	377
	\$15,870	\$3,130	\$7,210	\$8,140	\$25,316

* Percentage of Mail Returns - 18.7 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

TIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	543250		07/26/94	59.85	CC	5
	26018052441088		AMT: 59.85			
	547087	02/28/94	09/29/94	93.09	A	3
	26019004396750		AMT: 93.09			
	546605	12/09/93	10/06/94	77.23	A	3
	26018053095958		AMT: 77.23			
	546608	05/09/94	10/06/94	61.74	A	3
	26018053217255		AMT: 61.74			
	546614		10/06/94	83.45	A	3
	26019004941936		AMT: 83.45			
	548102	01/09/94	11/02/94	59.40	A	2
	26018052610583		AMT: 59.40			
	550157	06/18/92	12/01/94	101.32	A	1
	26018053046050		AMT: 101.32			
	546610	05/03/94	10/06/94	53.60	A	3
	26018053220226		AMT: 53.60			
	550158	03/12/93	12/01/94	48.17	A	1
	26019003273885		AMT: 48.17			
	543253		07/26/94	114.35	CC	5
	26018053199305		AMT: 114.35			
	545193	11/16/93	08/24/94	69.90	CC	5
	26053070930069		AMT: 69.90			
	547085	02/15/94	09/29/94	88.30	A	3
	26018053093052		AMT: 88.30			
	543251		07/26/94	57.00	CC	5
	26053070860589		AMT: 57.00			
	545195	05/14/94	08/24/94	55.80	CC	5
	26018053223329		AMT: 55.80			
	548103	05/01/94	11/02/94	55.90	A	2
	26018053220325		AMT: 55.90			
	543255		07/26/94	50.94	CC	5
	26019004383428		AMT: 50.94			
	548100	02/10/94	11/02/94	75.87	A	2
	26019004384012		AMT: 75.87			
	546612	05/02/94	10/06/94	90.06	A	3
	26018053220085		AMT: 90.06			
	550159	08/13/92	12/01/94	63.40	A	1
	26019004310819		AMT: 63.40			
	547082	02/08/94	09/29/94	84.09	MR	2
	26018053208379		AMT: 84.09			

543252		07/26/94	69.55	CC	5
26019003659083		AMT: 130.89			
548098	08/24/94	11/02/94	124.65	A	2
26018053182996		AMT: 124.65			
543260		07/26/94	25.00	CC	5
26019004071247		AMT: 92.17			
543256		07/26/94	140.00	CC	5
26019004066023		AMT: 140.00			
546607	03/21/94	10/06/94	66.05	A	3
26018053206639		AMT: 66.05			
548099	02/26/93	11/02/94	52.73	MR	1
26018053186179		AMT: 52.73			
547086	02/15/94	09/29/94	62.08	A	3
26018053209476		AMT: 62.08			
547083	01/31/94	09/29/94	108.35	A	3
26018052997758		AMT: 108.35			
540289		06/20/94	49.90	SU, P	5
26018052779438		AMT: 49.90			
543257		07/26/94	53.90	SU, P	3
26053070880058		AMT: 53.90			
543261		07/26/94	130.25	CC	5
26018053159283		AMT: 130.25			
550156	06/21/94	12/01/94	170.67	A	1
26018052571637		AMT: 170.67			
545196	04/25/94	08/24/94	41.90	CC	5
26018053213148		AMT: 41.90			
547084	02/09/94	09/29/94	160.76	A	3
26018053198265		AMT: 160.76			
543259		07/26/94	39.90	CC	5
26018053002715		AMT: 39.90			
548101	01/08/94	11/02/94	58.90	A	2
26018052701572		AMT: 58.90			
550155	05/17/94	12/01/94	70.85	A	1
26018053216091		AMT: 70.85			

TOTAL STILL ON SYSTEM :

2,868.90

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

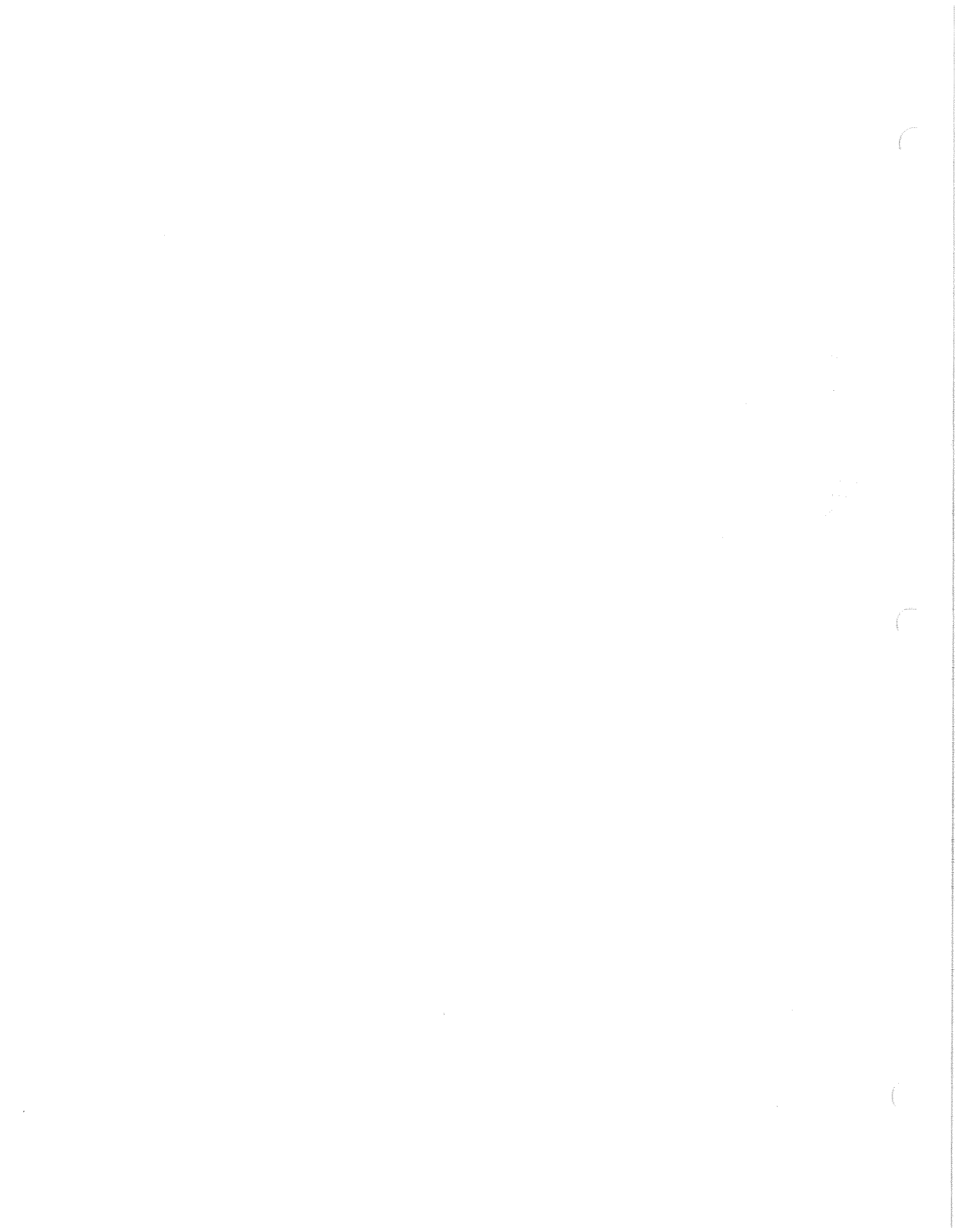
SUMMARY OF ACCOUNTS NOVEMBER 1-30, 1994

Beginning Balance 10/01/94			\$365.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 109.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>350.00</u>	
	<u>\$ 109.00</u>	<u>\$350.00</u>	
Ending Balance 11/30/94			<u>\$ 124.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 10/30/94	11,008.00
November Payment	<u>350.00</u>
November Balance 10/31/94	<u>\$ 10,658.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *wh*
 DATE: December 19, 1994
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through December 14, 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Wendy Ciulik	\$ 50.00
Jacob & Joan Hill	100.00
Robin J. Masters	50.00
Jean Pappas	50.00
Total of Adopt-a-Book Donations	\$ 250.00

Donations to Placentia Library Foundation

Jacob & Vera Paperman	\$100.00
Robin J. Masters	100.00
Florence E. Purdy	50.00
Total Foundation Donations:	\$ 250.00

**TOTAL DONATIONS
 THROUGH DECEMBER 15, 1994**

Prepared by: Charlene Dumitru

CITY OF PLACENTIA INVOICES

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

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

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

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994								0.00
Dec 1994								0.00
Jan 1995								0.00
Feb 1995								0.00
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		21,338.00	3,309.68	3,128.29	658.32	0.00	0.00	28,434.29
AVG		5,334.50	827.42	782.07	164.58			7,108.57

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TIME BY TYPE OF WORKER

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

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TIME BY TYPE OF WORKER

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

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TIME BY TYPE OF WORKER

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

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TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	28.00	42.00	8.00	0.00	138.00	216.00
AVG	7.00	10.50	2.00	0.00	34.50	54.00

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DOLLARS BY TYPE OF WORKER						
FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	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

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

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

DOLLARS BY TYPE OF WORKER						
FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	871.08	1,073.52	192.96	0.00	3,038.76	5,176.32
AVG	217.77	268.38	48.24	0.00	759.69	1,294.08

 TOTAL DOLLARS SPENT

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

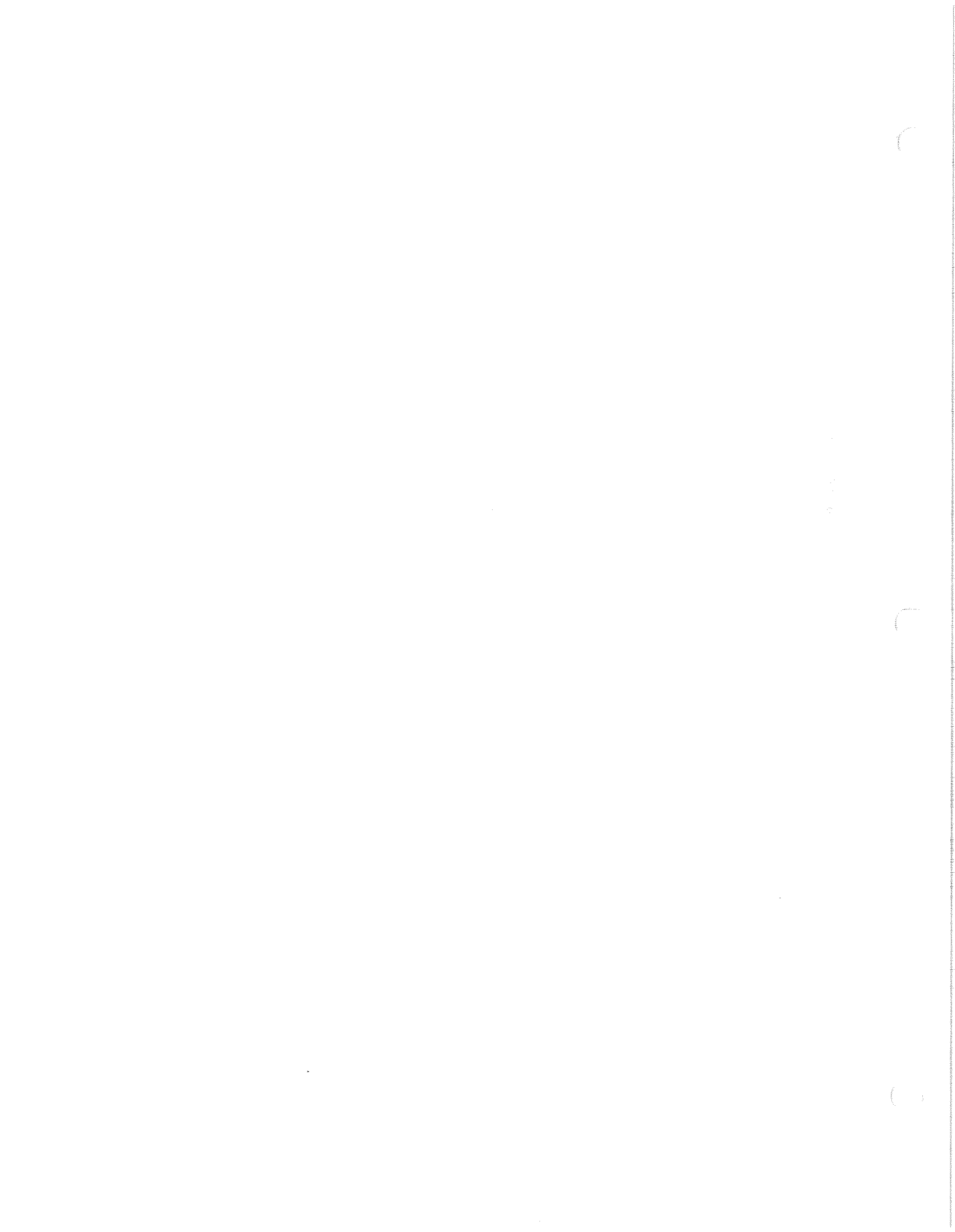
FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20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

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

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994				0.00	0.00
Dec 1994				0.00	0.00
Jan 1995				0.00	0.00
Feb 1995				0.00	0.00
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	5,176.32	972.00	108.25	6,256.57	3,128.29
AVG	1,294.08	243.00	27.06	1,564.14	782.07

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: December 19, 1994
SUBJECT: **BUILDING MAINTENANCE REPORT FOR NOVEMBER, 1994.**

1. **Air Conditioning** - Regular Air Conditioning Maintenance for month.
2. **Computers** - Repairs were done on backup systems for Director's office and Graphics Computer.
3. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.



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

RESIGNATIONS:

None

TERMINATIONS:

None

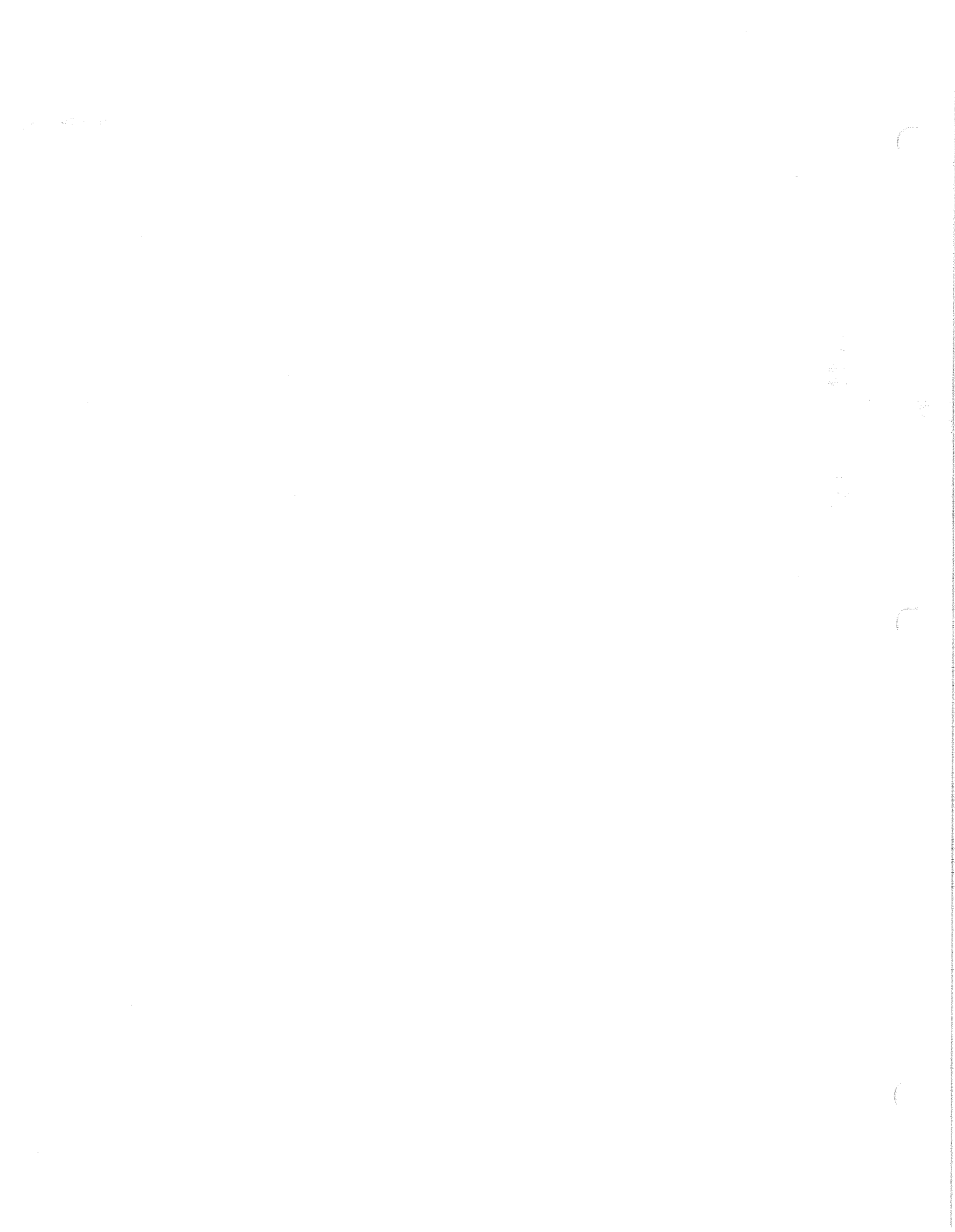
APPOINTMENTS:

None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (19 hours) Clerk I, Circulation
.50 FTE (20 hours) Library Aide, Technical Services

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator *GC*

DATE: December 7, 1994

SUBJECT: **Volunteer Report for the Month of November, 1994**

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 November	FY94 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	6.75	25.25		25.25
Deputy, Paul	40.00	178.75	7/82	5,013.30
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	27.00	103.50	10/93	270.75
Goldbaum, Mae	5.00	26.25	7/88	260.50
Hodson, Daulphine	4.25	8.25	10/94	8.25
Housewright, Linnea	2.00	16.00		41.00
Markl, Theresa	4.25	10.25	1/94	41.25
Nakamoto, Blanca	11.50	25.50	10/94	25.50
Nguyen, Dieu	0.00	52.75	8/94	52.75
Rane, Sarita	8.75	18.00	10/94	18.00
Redinbo, Sandy	10.25	15.00	10/94	15.00
Reesman, Colleen	0.00	6.50	10/93	81.50
Rucker, Alison	4.00	6.50	10/94	6.50
Rucker, Ashley	4.00	6.50	10/94	6.50
Rucker, Kathrine	4.00	10.00	10/94	10.00
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	3.00	18.00		18.00
Schlichter, Allan	8.00	38.00	10/93	136.10
Shaw, Dixie	2.00	7.00	5/94	12.25
Shkoler, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Sandra	0.00	2.75		2.75
Trainor, Joe	0.00	1.00	9/93	102.20
Westberg, Carl	7.25	63.25	9/93	203.70
TOTALS	152.00	700.25		6,739.10

Volunteer Report for the Month of November, 1994, Page 2.

TEMPORARY VOLUNTEERS

	FY94-95 November	FY94 YTD
Baker, David	29.75	60.00
Belwood, Kevin	0.00	114.75
Brown, Jill	10.75	37.00
Brown, Lizette	0.00	10.50
Burke, Marsha	5.00	34.50
Chang, Yoo-Shun	0.00	1.00
Chotalia, Ameer	0.00	2.25
Driskel, Valerie	5.00	32.00
House, Christine	0.00	6.50
Hovey, Michael	0.00	192.50
Jones, Chris	1.00	96.50
Li, Ho Man	0.00	16.00
Liao, James	2.25	2.25
Marshack, Marsha	2.50	27.00
O'Hara, Peggy	0.00	35.00
Rea, Tim	0.00	41.00
Roche, Gina	0.00	5.50
Rodriguez, Adriana	25.25	37.25
Sanford, Matt	0.00	4.00
Seto, Cheryl	0.00	13.50
Summerfield, Becky	0.00	13.25
Yu, James	0.00	2.25
TOTALS	81.50	784.50

LVA VOLUNTEERS

Literacy Volunteers	563.00
TOTAL	796.5

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

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

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	1993	1994	1993	1994
January	167.25	609.75	799.00	481.00
February	159.00	455.00	727.00	680.50
March	224.25	654.00	620.50	654.00
April	188.25	352.00	644.50	603.50
May	148.50	362.50	403.00	530.50
June	286.75	383.50	680.00	479.00
July	471.75	572.25	N/A	698.50
August	401.25	506.25	N/A	488.50
September	178.50	148.75	516.50	568.50
October	472.75	264.75	531.50	708.50
November	472.00	248.75	520.00	563.00
December	385.75		361.00	

Placentia Library District
Circulation Report
December 19, 1994

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 NOV 94	FY93-94 NOV 93
1st Time Checkouts	89,906	101,851	-11.73%	18,089	18,755
Phone Renewals	5,728	7,474	-23.36%	1,304	1,245
In-Building Renewals	10,884	10,453	4.12%	2,457	2,734
Total Renewals	16,612	17,927	-7.34%	3,761	3,979
TOTAL CHECKOUTS	106,518	119,778	-11.07%	21,850	22,734
On-Time Checkins	86,292	101,546	-15.02%	16,143	17,689
Late Checkins	16,169	18,641	-13.26%	4,100	3,929
TOTAL CHECKINS	102,461	120,187	-14.75%	20,243	21,618
Hold Placed	1,960	2,099	-6.62%	324	324
Hold Cancelled	378	330	14.55%	63	59
Hold Filled	1,739	1,693	2.72%	308	245
Hold Expired	56	99	-43.43%	11	21
Overdue Items	4,966	6,510	-23.72%	1,284	1,814
Overdue Notices	2,292	2,860	-19.86%	592	762
Billing Notices	2,904	2,837	2.36%	662	733
Patrons Registered	1,827	1,454	25.65%	403	375
Titles Added	155	1,842	-91.59%	852	0
Volumes Added	986	8,132	-87.88%	1,119	3,064
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	49,786	54,603	-8.82%	10,181	10,966
Juvenile Print	44,217	47,653	-7.21%	9,058	8,852
Total Print	94,003	102,256	-8.07%	19,239	19,818
Audio	5,180	6,976	-25.75%	951	1,244
Visual	9,750	10,540	-7.50%	1,660	1,672
Equipment	0	5		0	0
Total Audio Visual	14,930	17,521	-14.79%	2,611	2,916
TOTAL CIRCULATION	108,933	119,777	-9.05%	21,850	22,734
Placentia Circulation	63,933	67,267	-4.96%	12,508	12,459
% Placentia Circulation	58.69%	56.16%	4.50%	57.24%	54.80%
Anaheim/Yorba Linda Circulation	21,287	26,986	-21.12%	4,662	5,154
% Anaheim/Yorba Linda Circulation	19.54%	22.53%	-13.27%	21.34%	22.67%
TYPES OF BORROWERS					
Adult	81,514	92,320	-11.70%	15,918	17,957
Young Adult	743	658	12.92%	179	129
Juvenile	24,699	25,389	-2.72%	4,899	4,456
New Borrower	1,931	1,348	43.25%	854	191
Non Resident	0	0	0.00%	0	0
Other	46	61	-24.59%	0	1
TOTAL BORROWERS	108,933	119,776	-9.05%	21,850	22,734
ATTENDANCE					
Adult Reference - In Building	4,834	5,616	-13.92%	3,048	2,065
Adult Reference - Telephone	1,000	1,115	-10.31%	490	452
Children's Reference - In Building	3,791	1,563	142.55%	1,096	669
Children's Reference - Telephone	25	0	N.A.	81	0
Total Adult Reference	5,834	6,731	-13.33%	3,538	2,517
Total Children's Reference	3,816	1,563	144.15%	1,177	669
Total In Building Reference	8,625	7,179	20.14%	4,144	2,734
Total Telephone Reference	1,025	1,115	-8.07%	571	452
TOTAL REFERENCE	9,650	8,294	16.35%	4,715	3,186

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED November 30, 1994	Applicant Identifier Agenda Item 25
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application
 Construction
 Non-Construction

Preapplication
 Construction
 Non-Construction

5. APPLICANT INFORMATION

Legal Name Placentia Library District	Organizational Unit Placentia Library Literacy Services
Address (give city, county, state, and zip code) 411 E. Chapman Avenue Placentia, CA 92670 County of Orange	Name and telephone number of the person to be contacted on matters involving this application (give area code) Suad S. Ammar, Principal Librarian (714) 528-1925

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

9	5	-	3	1	9	7	7	9	2
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7. TYPE OF APPLICANT: (enter appropriate letter in box)

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify) <u>Independent Special District Library</u>

8. TYPE OF APPLICATION:

New Continuation Revision

If Revision, enter appropriate letter(s) in box(es).

A Increase Award B Decrease Award C Increase Duration
D Decrease Duration Other (specify):

9. NAME OF FEDERAL AGENCY:

U. S. Department of Education

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

8	4	-	1	6	7
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TITLE: LIBRARY LITERACY PROGRAM

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

"Literacy Works" a pilot literacy program that will prepare functionally illiterate adults to enter the workforce.

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):

Placentia, Yorba Linda, Orange County, CA

13. PROPOSED PROJECT:

Start Date 11/1/95	Ending Date 10/30/96
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14. CONGRESSIONAL DISTRICTS OF:

a Applicant 39	b Project 39
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15. ESTIMATED FUNDING:

a. Federal	\$ 34,471	.00
b. Applicant	\$.00
c. State	\$.00
d. Local	\$ 5,310	.00
e. Other	\$.00
f. Program Income	\$.00
g. TOTAL	\$ 39,781	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372

OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Elizabeth D. Minter	b. Title Library Director	c. Telephone number 714-528-1925
d. Signature of Authorized Representative <i>Elizabeth Minter</i>		e. Date Signed

Part 1

ABSTRACT

APPLICATION FOR LSCA VI

Applicant: Elizabeth D. Minter, Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670
(714) 528-1925

Project: Literacy Works!

Project Director: Suad S. Ammar, Principal Librarian
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670

Funding Level Requested: \$34,471

Project Period: October 1, 1995 - September 30, 1996

Proposed Project:

During the past eight years, the Placentia Library District has provided a literacy program which serves the cities of Placentia and Yorba Linda with a combined population of 99,636. In addition, the program has served adults from surrounding cities. Within its basic service area, the unemployment rate has risen 75.8% during the past five years. Addressing the fact that the lower the literacy skills, the less likely it is for an adult to find employment, the Placentia Library District will develop, promote and execute a pilot literacy program which will emphasize not only basic literacy skills but, in addition, employment acquisition skills. Using actual announcements, advertisements, applications and letters, the students will be able to improve their English language skills while applying their knowledge to participate more advantageously in the job market.

Application for LSCA VI 11995-1996 Placentia Library District.

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PART II

PROGRAM NARRATIVE

Statement of Need

Placentia Library District has been providing a literacy program to Placentia and its neighboring communities since 1988. In 1993, due to the budget adopted by the State of California, the Library lost 50.41% of its property tax revenue. Because the property tax is the District's only tax resource, accounting for more than 90% of its annual operating budget, this was a substantial loss of revenue. Services had to be drastically reduced. Nevertheless, acknowledging the importance of the Literacy Program, the Library administration reduced its program budget only 12.74%, in an effort to retain as much service as possible.

A foundation was started to support Library services and fundraising efforts have been made. Nevertheless, during the past eighteen months only \$15,399 has been realized. Information gleaned from the 1990 U.S. Census shows that one out of every twenty adults (5.4%) in Placentia Library District's basic service area, the cities of Placentia and Yorba Linda have had eight years, or less, of primary education. One out of every 12 adults has had one to four years of high school without receiving a diploma (8%). Although the remaining 86.6% have completed both primary and secondary education, we know that 16-20% may fall into the lowest literacy scale according to the Executive Summary of Adult Literacy in America: A First Look at the Results of Adult National Literacy Survey, 1993. If we use the minimum of 16%, this would be an additional 5.4% of the Placentia-Yorba

Application for LSCA VI 11995-1996 Placentia Library District.

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Linda population. A total of 18.8% of the adult population can be considered "at risk" and in need of literacy services.

During the past five years, 1989-1994, based on figures used by the California Employment Development Department, the unemployment rate in Orange County, of which Placentia and Yorba Linda are a part, has escalated 75.8% (2.9-5.1%).

In the Executive Summary from Adult Literacy in California: Results of the State Adult Literacy Survey, 1994, regarding performance on all three literacy scales, "...employed adults outperformed individuals who were unemployed," and "...individuals who performed in the higher levels had worked more weeks in the past year, on average, than individuals in the lower levels." These statements lead to the conclusion that there is a large number of the target group, adults with low level literacy skills, who remain jobless and need not only tutoring in basic English language skills, but tutoring in basic English language employment skills.

Although the average per capita income in Placentia and Yorba Linda is \$23,953, it is interesting to note that 28% of the population--almost one of every three people--holds one or more college degrees. Therefore, there is a strong possibility that this large percentage of college educated residents is able to find and retain work, as well as receive a high income. In turn, this income would raise the per capita income for all, including those in the remaining 72% who are functionally illiterate.

Coordination

Application for LSCA VI 11995-1996 Placentia Library District.

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The Placentia Library Literacy Services (PLLS) exchanges information and gives participatory support to organizations with similar goals at the local, county, and State levels.

Following are the major organizations with which PLLS works.

1. The Placentia-Yorba Linda Unified School District's Adult Basic Education

Department cooperates with the Library's literacy services by providing tutors and space for the Families for Literacy Program and ESL classes as well as promoting the Program in their quarterly catalog. The District is willing to extend its support to Literacy Works! by including it in their quarterly catalog and making available its computer laboratories for the trainees who wish to develop and/or improve their language and computer skills for employment purposes. It will also provide an instructor and a computer lab technician.

2. Participation with the Literacy Volunteers of America-Placentia Chapter, has provided PLLS with aid in recruitment of tutors and students, promotion of the program through their normal channels and securing a discount for tutorial materials from LVA National. LVA will continue to extend all of these support activities to Literacy Works!

3. The Placentia Chamber of Commerce maintains close relations with PLLS.

Through Library programs given for the Chamber, the members are aware of PLLS which, in turn, gives the Program exposure throughout the local business community and support for its educational activities. In addition, the Chamber is a vehicle for recruiting tutors and gaining sponsorship for various literacy activities. For this pilot literacy program, the Placentia Chamber of

Application for LSCA VI 11995-1996 Placentia Library District.

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Commerce has committed itself to promoting the project in its monthly newsletter, making promotional flyers available to the community. The Chamber will invite PLLS to introduce and publicize the program at the monthly mixers, and have it offer one or more programs during the monthly breakfasts.

4. The **Placentia Community Network** is an organization that is open to all agencies serving the City. It brings together groups and organizations serving the community whose purpose is sharing ideas, resources and contacts so that needs and services within the community will be more widely known and met. PLLS is a member of the network and, as such, is listed in their community directory and has received aid in distribution of flyers at community events. The Network helped PLLS coordinate and execute a Volunteer Faire to recruit volunteers, in particular, literacy tutors.
5. As a member of the **Southern California Library Literacy Network (SCLLN)**, PLLS works with an organization comprised of city, county and district literacy providers. SCLLN supports the exchange of information concerning the recruitment and training of tutors, improvements in local literacy programs, recruitment of students, sources of financial support, and many other necessary activities vital to the maintenance and growth of literacy programs. These activities will continue and will support the proposed Literacy Works!
6. The **Senior Community Services Employment Program**, a division of the Volunteer Center of Greater Orange County, is designed to provide, foster

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and promote useful part-time employment for persons with low income who are 55 years of age or older. The Volunteer Center maintains job descriptions of the various volunteer activities necessary to support PLLS, including that of volunteer tutor. In addition, the Center has provided a part time staff member to help offset the impact of budget reduction. For Literacy Works!, the Center will help PLLS acquire tutors from their enrollment base and will help to identify prospective students who are participating in their senior's program.

7. PLLS has strong support from the **Orange County Community College**. The Program is publicized in each of each of the College's quarterly catalogs which are sent to every household in North Orange County. Through this publicity, the Program has gained both tutors and students. In addition, the College provides and pays for the PLLS tutor trainer. Literacy Works! will be publicized in their catalog and the tutor trainer will incorporate job literacy into the training sessions given to new tutors and review sessions given to participating tutors.

8. From the **California State Library**, Division of Literacy Services, both PLLS and its adjunct Families for Literacy (FFL) receive continuous advice and information leading to improvements is the provision of literacy services. To the State Library, PLLS sends its Program statistics to be placed in reports used for analysis and to gain support for literacy activities throughout the State.

(c) Plan of Operation

Although the stigma of illiteracy has been reduced, to great degree it remains a force

Application for LSCA VI 11995-1996 Placentia Library District.

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in our culture. To quote the Executive Summary from Adult Literacy in America, "Across the literacy scales, 66 to 75 percent of the adults in the lowest level and 93 to 97 percent in the second lowest level described themselves as being able to read or write English 'well' or 'very well.'" It is felt that it will be an advantage to give adults another reason, a more culturally acceptable one, to receive job literacy tutoring while studying the basic English language skills. Therefore, while serving the local need for employment skills, Literacy Works! is designed to attract a larger number of functional illiterates than usually possible.

Initially, the Placentia Library District's Literacy Program will recruit tutors. This is to insure that tutors are trained and ready by inception date. Tutors will be recruited, initially, from two basic segments in the community, the business sector and the California State University, Fullerton (CSUF). The Human Services Department at CSUF has an internship program which requires that students work 8 hours per week in "Human Services Activities" for three semesters. Selection of the site for their internship must be made in May to become operative in September. PLLS is listed as an approved internship site. Interns have participated in the PLLS program on a regular basis for the last two years.

The local Chambers of Commerce, service clubs, and individual businesses, will host programs and disseminate flyers and promotional materials.

Recruitment of tutors will begin in April, 1995 with the design and production of flyers. Within the first week of May, the Human Services Department at CSUF, will be notified of the Program's need for additional interns for tutors and will receive flyers. In addition, notices will be placed in the monthly Chamber of Commerce newsletter, the City of Placentia Quarterly, and the North Orange County Community College catalog. Flyers will

Application for LSCA VI 11995-1996 Placentia Library District.

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be distributed to the Placentia-Yorba Linda District's Adult Basic Education program, local service clubs, the City of Placentia's Human Services Department, the Volunteer Center of Greater Orange County, and all North Orange County literacy providers. These recruitment practices will continue as long as the acquisition of tutors is necessary for the Program's success.

Information describing the Literacy Works! program and designed to entice students will be created during April, 1995. All master copies necessary for printing will be completed by April 30. Reproduction of these materials will be done during the month of July and will be ready for distribution by August. Dissemination of the information will begin on the date that PLLS is notified that this service can be offered. The announcements will continue to be distributed throughout the funding period. An emphasis will be placed upon reaching the "at risk" literacy population by placing announcements -- in addition to the usual outlets mentioned in the Coordination section of this proposal -- in the following areas: employment agencies, State employment offices, State welfare offices, and grocery stores. A minimum of 100,000 flyers will be produced and disseminated throughout the funding year. In addition, publicity will be placed on the local government television channel, and attempts will be made to obtain publicity spots on local radio.

There will be a minimum of two tutor training sessions preceding the inception of Literacy Works! In July and September, 1995, tutors will be given basic literacy tutor training with an emphasis on employment literacy.

For these sessions, special packets will be designed to be used by the tutors in addition to the usual workbooks and manuals. In April, the Assistant Literacy Coordinator

Application for LSCA VI 11995-1996 Placentia Library District.

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will begin curriculum development. During June and July, a collection of ten different job applications, employment agency application, varied classified job advertisements from the major newspapers (the "Orange County Register" and the "Los Angeles Times"), two sample query letters, two brief sample cover letters, brief sample paragraphs giving employment history, and job announcements from city, State, and federal agencies. These materials will be duplicated and made into "employment literacy packets." A list of employment abbreviations, with their meanings, used in advertisements and announcements will also be used as an instructional tool. The tutor trainer will use the designed packets to teach prospective tutors basic literacy tutoring skills as well as methods to teach literacy employment skills.

Upon requesting to participate in the program, students will be tested by the Literacy Coordinator using the Comprehensive Adult Student Assessment System (CASAS). In this way, their general literacy level can be determined and be placed within a study group that will be most advantageous for their progress.

Instructors and trained tutors will give a minimum of four Literacy Employment Training Sessions during the twelve months of the program. Each session will be held over a ten week period. A minimum of two classes will be offered during each session. Therefore, a minimum of 160 students per year can be served. Each week during the session, each small group will be given ninety minutes of tutoring with time at the end of each session to ask any questions. In addition, the Adult Basic Education Program in the Placentia-Yorba Linda Unified School District will open its computer center to Literacy Works students. There they will have an addition ninety minutes per week to practice their

Application for LSCA VI 11995-1996 Placentia Library District.

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literacy skills and enhance their progress by learning basic computer skills. For those students who are unable to participate in the computer center activities, Literacy Works will provide two computers in the Library for the same purpose.

The four instruction sessions, ten weeks each, will begin on October 1, January 21, April 14 and July 7. Each instruction session will be given to small groups of students (10-20,) by an instructor from the Adult Basic Education Division of the Placentia-Yorba Linda School District, and a PLLS trained tutor. Therefore, there will be an instructor/tutor present for every five to ten students. Students will receive the usual workbooks as well as a duplicate of the "employment literacy packet."

Two weeks before the completion of each session, the instructor will give each student a prepared packet of materials similar to that received at the inception of their session. It will contain one actual application, and a request that the student complete one paragraph explaining his job history. The following week, students will turn in their packets and the instructor will review them. Students will be able to make appointments to discuss with their instructor or tutor trainer, privately, their progress during the session. At this meeting the student's final employment packet will be discussed. If the student feels that his/her goal(s) have been reached and that he/she does not wish to continue he/she will notify the tutor or the Assistant Literacy Coordinator. Obviously, if the student feels that additional training is needed, he/she will be welcomed back into the program and reevaluated by using CASAS. Again, he/she will be placed according to his/her ability. If it is deemed advantageous, the student will be assigned to a single tutor to enhance progress. At this point, the instructor/tutor will give the learner an evaluation form to fill out. These evaluation forms

Application for LSCA VI 11995-1996 Placentia Library District.

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will be used as tools to measure the successes or shortcomes of the program.

To supplement the instruction, PLLS will develop a basic collection of high-interest, low-level reading books, workbooks and viodeocassettes that illuminate the basic skills needed for acquiring employment. A minimum of 130 items will be housed in the "Employment Literacy Collection." The selection of materials will begin in April, and ordering will begin in June, 1995.

Literacy Works has the following "intended outcomes:"

1. To recruit and train eight tutors by the end of the program to help insure continuance of the service.
2. To enroll a minimum of 120 students during the first year of the program.
3. To have tutors give a total of 240 hours of training during the first year of the Program.
4. 75% of the learners who attend the program will submit a completed "personal" literacy employment packet at the end of each session
5. To collect evaluation forms from a minimum of 75% of the students who have completed a session
6. To analyze the input of the students and create a report that can be used to improve future employment literacy programs.

At the present time, the Placentia District Library is undergoing major architectural modifications to comply with ADA requirements. These modifications will be completed before July, 1995. In addition, the Library complies with the American Library Association in its standards for equal access without regard to age, gender, national origin, color, race,

Application for LSCA VI 11995-1996 Placentia Library District.

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or disabeling condition.

Quality of Key Personnel

Suad Ammar, Principal Librarian and Project Director has worked at the Placentia Library District since 1973 in various capacities. She holds a Masters Degree in Library and Information Science. Ms. Ammar is the co-founder and past president of the Literacy Volunteers of America (LVA) Placentia Chapter, and a member of the Board of LVA-California. She helped in board organization and management, trained tutors, represented LVA-Placentia at local, regional, and national literacy conferences and meetings, and has been very active in the Literacy movement since it's early development. Presently Ms. Ammar is the Literacy Department supervisor where she oversees securing grant funding, public relations and special projects. Ms. Ammar will also act as the Project Director of the proposed grant.

Katie Matas, a certified Literacy Volunteers of America tutor, is the current senior Literacy coordinator. During the 1993/1994 year, seventy-nine Literacy tutors instructed one hundred fifteen adult learners for a total of over 3,000 hours. Ms. Matas has a Bachelor's degree and she worked at Placentia Library District as a Library Assistant in the Reference Department for fourteen years helping patrons locate information in all subject areas.

Ms. Matas is responsible for scheduling tutor training workshops, testing and matching adult learners with suitable tutors, managing the office, compiling statistics, and reporting to the Library Board, State Literacy office, and the California Department of Education. As Literacy coordinator, Ms. Matas also attends local Chamber of Commerce functions to promote awareness of the Literacy program in the business community. She

Application for LSCA VI 11995-1996 Placentia Library District.

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participates in the Placentia Community Network, a coalition of local volunteer organizations, and the Southern California Library Literacy Network.

Testing and placing students and the compilation of statistics for "Literacy Works" would be incorporated into Ms. Matas' current duties. Ms. Matas would also oversee the general operation of the program.

Jeannine Walters, a certified Literacy Volunteers of America tutor and formerly a Reference Assistant, is currently Assistant Literacy Coordinator. As such, Ms. Walters's managerial duties and responsibilities include, but are not limited to program promotion, curriculum planning and course development, collection development, budget expenditure planning and implementation, statistical compilation and analysis, and report preparation for the Library Board and the State Literacy office.

In addition, Ms. Walters assists with the student assessment, student-tutor matching, and participates in the quarterly tutor training workshops as a tutor trainer assistant. She maintains close networking relationships with the other literacy providers on the local, county, and state levels by attending meetings, workshops, and conferences.

As the coordinator of "Literacy Works", Ms. Walters will perform all of the above duties necessary to create and maintain a viable program.

Estella Wnek, is the Literacy Clerk who performs basic office duties. She assists in the monthly compilation of volunteer and learner hours, as well as the computer database maintenance. Ms. Wnek's duties for "Literacy Works" would be an extension of her current Literacy Clerk duties, including intake of students, preparation and reproduction of instructional materials, computer statistical recording, and assistance in student computer use.

Application for LSCA VI 11995-1996 Placentia Library District.

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PART III- BUDGET INFORMATION

The money requested for salary, wages and fringe benefits will be used to employ Jeannine Walters as coordinator of Literacy Works! and Estella Wnek as clerk for the project. Both positions would be funded for 15 hours per week to provide planning (including design of recruitment materials, curriculum development and production, materials selection and purchasing), and coordination (ie., assessment of learners, maintenance of statistics, recruitment material distribution, speaking engagements, coordinating and monitoring tutor participation, and monitoring learner progress) of the project. The Placentia-Yorba Linda Adult School will provide the salary, wages, and fringe benefits for an instructor and computer lab technician.

Supplies will include two IBM compatible computers with printers at a cost of \$3,000 each for use by the learners to practice the skills presented in class and for production of their portfolios. Other supplies that will be purchased will include workbooks for the 120 learners and software for the computers to support the skills covered in the class. The Library will provide the general office supplies.

Library materials will include a subject related collection of print and video materials (ie., materials dealing with successful job searching, successful cover letters, etc.). Materials will be accessible through the Library catalog, they will be processed and labeled as a special collection for easier access. Bibliographies will be compiled to further aid the learners in locating them. Other expenses will include the cost of printing recruitment flyers and tutor and learner handouts, fees for supplemental tutor training, and telephone expenses. The North Orange County Community College District pays the tutor trainer fees.

PART III - BUDGET INFORMATION

**LSCA VI - Library Literacy Program
CFDA No. 84.167A**

Check one: Applicant is a State library
 Applicant is a local public library

BUDGET BY CATEGORY

BUDGET CATEGORIES	LSCA TITLE VI	OTHER SOURCES
A. Salary and Wages	\$ 15,631	\$ 3,060
B. Fringe Benefits	\$ 1,640	\$ 250
C. Travel	\$ 200	\$
D. Equipment	\$	\$
E. Supplies	\$ 9,000	\$ 500
F. Contractual Services	\$	\$
G. Library Materials	\$ 3,500	\$
H. Other	\$ 4,500	\$ 1,310
I. Total Direct Charges (add lines A-H)	\$ 34,471	\$ 5,310
J. Indirect Charges (%)	\$	\$
K. TOTAL PROJECT COSTS (add lines I and J)	\$ 34,471	\$ 5,310

Application for LSCA VI 11995-1996 Placentia Library District.

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Evaluation Plan:

Evaluation of Literacy Works! will be accomplished in two ways, maintenance of a statistical count of the specific intended outcomes, listed above, and the evaluations given by the learners.

Specific outcomes, designed to be quantifiable, will tally number of hours provided of training provided to the students, number of students participating in the program, and number of students completing the program.

Student evaluation forms will be designed in a multiple choice format. They will be able to comment on the quality of the instruction, the learning environment, their progress and possible improvements to the program. There will be an overall rating of the session of instruction that they received, ranging from poor to excellent. Responses to individual questions will be tallied to understand where improvement is needed in the Program. The overall rating will be used as an evaluation tool.

Evaluation will be done at the end of each session to insure that future sessions will incorporate improvements.

Adequacy of Resources

The Placentia District Library has a meeting room which is used for literacy tutoring. It seats one hundred thirty-five and has cubicles for individual tutoring. In addition, it has twenty-five tables, six feet long, which will seat three students at each. The room contains a crystal projection system which is used for group videocassette viewing.

The current literacy collection contains approximately 1,000 volumes and is available for use by students and tutors.

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest; or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title-IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Elizabeth D. Minter</i> Elizabeth D. Minter		TITLE Library Director	
APPLICANT ORGANIZATION Placentia Library District		DATE SUBMITTED November 30, 1994	

Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

411 E. Chapman Avenue

Placentia, CA 92670

County of Orange

Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
Placentia Library District	"LITERACY WORKS"
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Elizabeth D. Minter, Library Director	
SIGNATURE	DATE
<i>Elizabeth D. Minter</i>	November 30, 1994

PROCEDURES FOR COMMENTS BY STATE LIBRARY ADMINISTRATIVE AGENCIESInstructions forLocal Public Library Applicants

Local public library applicants for the Library Literacy Program must give their State library administrative agency the opportunity to comment on their applications. *If an applicant fails to do so the application will not be considered for funding under the Library Literacy Program.* To comply with this provision, local public libraries must do the following:

1. Submit a copy of the application to the State library administrative agency at the same time as the application is submitted to the Application Control Center at the U. S. Department of Education.
2. Enclose with the application sent to the State library administrative agency a copy of the page entitled "Procedures for Comments by State Library Administrative Agencies -- Instructions for State Library Administrative Agencies" (see page H8).
3. Sign the certification below which confirms that the State library administrative agency has been provided a copy of the application.
4. ENCLOSE THIS CERTIFICATION WITH THE APPLICATION THAT IS SUBMITTED TO THE U. S. DEPARTMENT OF EDUCATION.

Certification:

A copy of the application was sent to the State library

administrative agency on November 30, 1994
(date)

Elizabeth D. Munter

Signature of Authorized Representative

Placentia Library District / CA

Name of local library / State



Placentia-Yorba Linda Unified School District

Adult Education

710 E. Golden Avenue - Placentia, CA 92670

(714) 996-6043

November 29, 1994

Title VI Grant Application
U.S. Department of Education
Application Control Center
CEDA 84.167A
400 Maryland Ave.
S. W. Washington, DC 20202-4725

Dear Sirs:

For the past two years the Placentia-Yorba Linda Adult School has had a cooperative arrangement with the Placentia Library District in providing a Family Literacy Program.

I understand that the Placentia Library District is now applying for a Title VI Grant in order to provide a program that focuses on improving literacy skills related directly to the requirements of employment. This program would develop specific skills including resume writing, completion of applications, using the want ads, etc. I am presenting this letter in support of the Title VI Grant submitted by the Placentia Library District. In cooperation and support of this grant the Placentia-Yorba Linda Adult School will assist by providing qualified staff and related facilities such as classrooms and computer labs if necessary. It is my feeling that this program not only supports the goals of our literacy efforts but is also consistent with the efforts to build adult basic skills in our adult education program.

Once again, please accept this letter as an indication of our full support for the Title VI Grant as submitted by the Placentia Library District.

Sincerely,


Ronald D. Cozort
Administrator

RDC:lm



Date: November 29, 1994

To: Suad Ammar, Principal Librarian,
Placentia Library District

From: Stephanie Benshoff, Project Director,
Title V, Senior Training & Employment Program

Subject: Letter of Support

The STEP program is designed to provide, foster and promote useful part-time community employment for persons with low income who are 55 years of age and older-- thus providing them with the general benefits resulting from subsidized part-time employment, promoting the up-grading of job seeking skills effecting the transition into unsubsidized employment.

My understanding of the Placentia Library Pilot Project is that it will concentrate on teaching adults employment literacy skills; how to read and understand a want ad, complete a job application, write a basic resume, and compose a cover letter. These are skills that every one of the 111 STEP enrollers needs to learn.

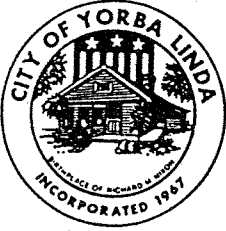
I am willing to assist the the Placentia Library District in their endeavor by :

Asking the Library Pilot Project to provide a 3 to 4 hour presentation to all STEP enrollers in 1995.

Distribute our clients information/flyers regarding Placentia Library Pilot Project.

Direct applicant referrals to the project.





CITY OF YORBA LINDA

18181 IMPERIAL HIGHWAY

CALIFORNIA 92686

YORBA LINDA PUBLIC LIBRARY

November 29, 1994

Mrs. Suad Ammar
Project Director
Placentia Library District
411 East Chapman
Placentia, CA.
92670

Dear Suad,

Thank you for offering me the opportunity to express the support of the Yorba Linda Public Library for both past and on-going literacy efforts by the Placentia Library District in the communities of Placentia and Yorba Linda.

The Literacy Volunteers of America, Placentia Chapter, provided needed tutoring and support to Yorba Linda residents from 1980 to 1988 when the Placentia Literacy Service took over provision of these services. The Yorba Linda Public Library has referred both individuals interested in tutor training and those desirous of learning to read to Placentia. This inter-library cooperation has resulted in tutors returning to the Yorba Linda Public Library and using its facilities to regularly provide one-on-one literacy tutoring.

Your future emphasis on tutoring individuals in preparation for employment is much needed in both communities. It is my hope that the Placentia Library District will be able to continue to offer its literacy service, especially tutor training.

Sincerely,

Diane Schwarzmenn
Assistant Director

Placentia Chamber of Commerce

November 29, 1994

TITLE VI Grant Application
U.S. Department of Education
Application Control Center
ATTN: CFDA 84.167A
400 Maryland Ave., S.W.
Washington, DC 20202-4725

To Whom it May Concern:

The purpose of this letter is to express the support of the Placentia Chamber of Commerce for the Placentia Library Literacy Program in their application for Title VI funds.

The Placentia Chamber of Commerce is an organization of local businesses. Its mission is to provide leadership for the advancement of economic vitality and quality of life for the total community. To this end we provide programs and services that expand and nurture investments, job opportunities, and economic activity in Placentia.

The pilot project that the Placentia Library is planning on implementing will certainly improve the chances of many of our residents to obtain employment. For the Placentia Labor Market Area our total employment is 22,200, (Manufacturing 3,676; Trade 6,092; Services 3,447.) Our largest employers: Placentia-Yorba Linda School District; 1918, Placentia Linda Hospital, 365, Best Foods Baking Group, 120 and Fairway Ford, 118.

The Chamber will support the Library by promoting the Project in the monthly newsletter, offer one or more programs during the monthly breakfast, make flyers available to the business community, and invite the Library to introduce the Project and distribute flyers at Mixers.

The Placentia's Literacy service program has touched and changed many lives in Placentia and the neighboring communities, for that the Chamber is very grateful and hopeful that this new Project will be given a chance to be implemented.

Sincerely,



Michael Youngsma, President



LITERACY VOLUNTEERS OF AMERICA PLACENTIA AFFILIATE

Placentia Library District • 411 E. Chapman Ave. • Placentia, CA 92670 • (714) 528-1906

November 29, 1994

TITLE VI Grant Application
U.S. Department of Education
Application Control Center
ATTN: CFDA 84.167 A
400 Maryland Ave. S.W.
Washington, DC 20202-4725

To whom it may concern:

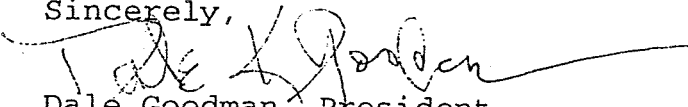
The Literacy Volunteers of America (LVA) - Placentia Affiliate was sponsored by the Placentia Library District in 1980 as a program that will train volunteer tutors to help community members in English conversational skills.

Since its inception in 1984, the Placentia Library Literacy Services has been able to benefit from the Affiliate's full support in recruiting students and volunteer tutors, publicizing the program's services throughout the community, helping with fundraising and providing discounted tutorial and instructional materials through Literacy Volunteers of America Inc.

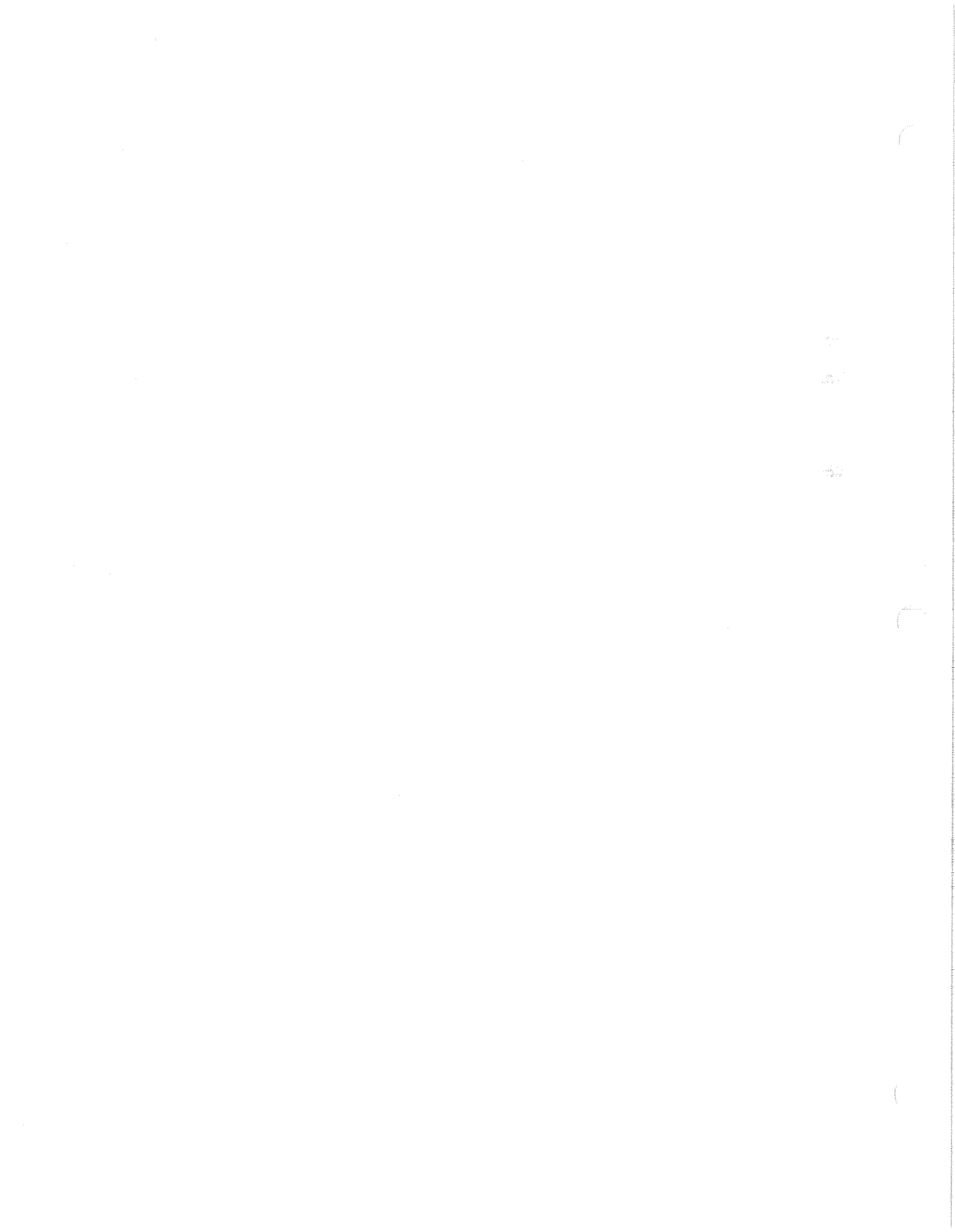
LVA-Placentia fully supports the Library's application for the TITLE VI grant to expand its services to adult illiterates who need help with improving their employment skills.

The Affiliate will continue to cooperate with the Library's literacy programs, and applauds it for the services it continues to offer the community despite the drastic budget cuts.

Sincerely,


Dale Goodman, President

Literacy Volunteers of America-Placentia Affiliate





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

December 8, 1994

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

Attention: Elizabeth D. Minter, Library Director

Subject: Disabled Access Remodeling Main Library
Status Report

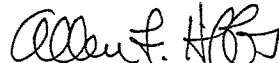
Dear Mrs. Minter:

1. Colors as selected at Board meeting of November 14, 1994 have been incorporated into the drawings.
2. Cy H. Silver (Facilities Planning Consultant, California State Library) is anticipating that his and Steve Haidet's (Division of the State Architect) review of plans and specifications will be completed by December 16, 1994.

After satisfying the requirements of their review, the Plans and Specifications will be permitted to go out to bid. The review comments will be sent directly the Placentia Library District.

Sincerely,

DAN L. ROWLAND AND ASSOCIATES, AIA, INC.


Allen L. Hibbs, AIA
Principal

AH/lh

a:wp/misc/stat3






PATRON RECORD

Enter PATRON ID : 8876

1 PATRON BARCODE 1/ 26018052724145
2 NAME (Last,First, RICH. LEONARD E
3 MAILING ADDRESS 1/ 380 WILCOX WAY
4 CITY/STATE PLACENTIA, CA
5 ZIP CODE 92670
6 TELEPHONE # 714-996-9056
7 ALT TELEPHONE # 1/
8 DRIVERS LIC/ID#
9 PARENTS' LIC. #
10 SOCIAL SECURITY#
* AGENCY P
12 PATRON LOAN TYPE ADULT
13 NOTE: 1 1/
14 NOTE: 2 1/
15 PERMANENT ADDRESS 1/
16 CITY/STAT
17 ZIPCODE

=== more data ===

#, File, Quit, Delete, Update(#), <Return> :

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: December 19, 1994
SUBJECT: Selection of Payroll Vendor 1995

BACKGROUND:

In January, 1994, the Library changed Payroll vendors from Bank of America to Paychex upon recommendation of the Library Accountants, Munson, Cronick & Associates as Paychex offered lower costs and other clients of Munson, Cronick & Associates had experienced good service from this company. However, over the past year the Library has experienced continuing problems with errors in payroll apparently due to date entry errors by Paychex, the Library payroll preparation vendor. In an attempt to correct this condition in the following year the Library has reviewed electronic systems of payroll data entry, so that all data will be entered into the payroll system from the Library Administrative Office, with the payroll vendor then preparing the checks, payroll journals, and all tax filing.

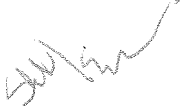
Demonstrations of electronic payroll systems have been made to the Library pay two payroll vendors, ADP and Paychex. Both systems are approximately equivalent in pricing and in either case the cost of payroll preparation will be slightly lower than the past year. Both companies have agreed to waive charges for initial setup, software and installation.

Although it appears that either system will help to solve the problems that have been experienced, the Paychex electronic system is much easier to learn and administer than is the ADP product. Also, the Paychex systems does not require any off-site training, whereas the ADP product requires two full days off-site training for any employee who will be using the product. An additional advantage of the Paychex system is that data transfer can be done at any time on any day of the week whereas ADP can only receive transmissions of data Monday through Friday between 8 and 5 P.M.

Despite the problems encountered previously with Paychex service, after consultation with accountants at Munson, Cronick & Associates it is believed that a change to their automated system will allieviate the problems and provide the Library with accurate payroll preparation services. The accountants have recommended that the Library remain with Paychex for the coming year and evaluate this new product. If difficulties continue with the Paychex service

RECOMMENDATION:

Remain with Paychex with conversion to its automated payroll system for 1995.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: December 19, 1994
SUBJECT: **Authorization of Bank Account and Orange County Auditor Signature Cards**

BACKGROUND:

As a result of the change in Board of Trustee membership new signature authorization cards need to be authorized for the following:

County of Orange Authorized Signature Form

Sanwa Bank

General Fund Checking Account	2657-00860
County Exempt Checking Account	2658-00932
Literacy Checking Account	0938-15439

Bank of America

Payroll Checking Account	07605-80156
Payroll Savings Account	07603-85748

Landmark Bank


Certificate of Deposit for Payroll	07-300593
Certificate of Deposit for Payroll	07-300619
Certificate of Deposit for Payroll	07-300627
Certificate of Deposit for Payroll	07-300635
Certificate of Deposit for Payroll	07-300601
Certificate of Deposit for Payroll	07-300585
Savings Account for CD Interest	07-001118

RECOMMENDATION:

That Board of Trustees Secretary Sandra M. Stark be authorized to certify new signature cards for all the above mentioned accounts for signators Margaret V. Dinsmore, Sandra M. Stark, Ray Evans, Robin J. Masters, and Al Shkoler; that Library Director Elizabeth D. Minter be included as a signator for all checking and savings accounts; and that all accounts require two signatures except for checking account checks for less than \$150.00 which require only one signature.

Sandra M. Stark



TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: December 19, 1994
 SUBJECT: Acquisitions Report

Dollars Spent 11/1/94 to 11/30/94

Adult Continuations Print	\$1,648.42
Adult Continuations Electronic	
Adult Fiction	1,418.36
Adult Non-Fiction	987.87
Adult Reference	
Adult Audio	
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	8.59
Juvenile Reference	
Juvenile Non-Fiction	1,961.77
Juvenile Audio	
Juvenile Video	
Gifts	301.32
Total	\$6,326.33

Dollars Spent 7/1/94 to 11/30/94

Adult Continuations Print	\$2,315.03
Adult Continuations Electronic	7,753.75
Adult Fiction	3,372.49
Adult Non-Fiction	1415.18
Adult Reference	
Adult Audio	
Adult Video	101.90
Juvenile Continuations Print	51.88
Juvenile Continuations Electronic	
Juvenile Fiction	683.91
Juvenile Reference	77.01
Juvenile Non-Fiction	2,734.12
Juvenile Audio	
Juvenile Video	
Gifts	2,101.25
Total	\$20,606.52

Acquisitions Report, December 19, 1994, Page 2.

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$1,831.93
Gift Accounts	61.25

Donated Items 7/1/94 to 12/10/94

Adult Books	240	\$4,399.25
Juvenile Books	10	91.65
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00

(These figures do not include paperbacks.)

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian ^{SA}
 DATE: December 11, 1994
 SUBJECT: Program Committee Report for the Month of November, 1994.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	NOVEMBER 94	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Placentia Pride	1	5
CHILDREN'S SERVICES		
After School Specials	5	88
Camp Library	1	85
El Dorado Play	1	90
Group Visits	8	175
Story Hours	7	101
LITERACY SERVICES		
Tutor Training	1	14
Families For Literacy	5	129



TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: December 12, 1994
SUBJECT: **November Activities in the Children's Department**

8th Annual Camp Library - Camp Library was great fun as usual this year! Eighty seven children and adults enjoyed a night filled with a variety of activities. Wildlife, Inc. began the evening with a live fox, ferret, lizard and boa. The children and adults enjoyed the presentation and they were then invited to interact with the animals. The rest of the evening was filled with making a craft (making turkeys from pine cone petals), readers theatre, a scavenger hunt, a book stacking contest, a visit from the El Dorado High School Drama class, lots of food and a movie. Juice, coffee, milk and donuts were served at 7 the next morning.

The Orange County News Network sent a reporter and a cameraman to be with us for about an hour this year. They filmed a variety of activities and interviewed several of the parents and children. The 45 second segment was shown that weekend.

Once again, the parents and children commented that they really enjoy this annual event and are looking forward to it again next year.

The El Dorado High School Drama Class presented several skits from picture books nominated for this years California Young Reader Medal. These skits were really excellent and were enjoyed by 90 parents and children. The High School presents a play annually free of charge and the Library provides the space, flyers, and the advertising. The drama teacher, Gai Jones, is especially nice to work with and she was also responsible for bringing this class to Camp Library for a performance at 10:45 P.M. in the evening.

After School Specials - The After School Specials for children ages 7 - 12 began in October and concluded on December 8. During these sessions the crafts have included masks and sand painting. Weekly activities have also included stories, games, readers theatre and sometimes a movie and refreshments. Five November sessions were attended by total of 88 children.

Story Hours - One hundred and one preschool children ages 3 - 6 attended 7 weekly sessions of story hours in November. They listened to stories, participated in songs and rhythm activities, made crafts and sometimes watched a short movie. These activities are always planned around a weekly theme.

Bulletin Boards and Displays - The snow flake covered bulletin board features "Seasons Readings" inviting children, parents and educators to choose books with a Christmas theme from the large book case displayed in front. These titles are in great demand and we try to make them as visible and available as possible. The supply is replenished each day as books are returned.

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer CW
DATE: December 13, 1994
SUBJECT: **Publicity materials produced for November 1994**

Information added for this month on Channel 53 the Placentia Library cable channel included November quotes, Literacy asking for volunteers to take the tutor training courses and help to change a life, the Friends of the Library huge used book sale coming up in November, Children's storyhour starting October 3rd, Afterschool Specials starting October 26, asking for volunteers to help check in Library materials, special holiday storyies told by Nancy Mcquillan on Monday, December 12, Thanksgiving holiday hours.

Newspaper articles include, articles on the 75th Anniversary celebration and The Placentia History Room, children's storyhour, Camp Library, Friends of the Library Booksale, the Orchid Species Society of Southern California meeting, Holiday storytelling by Nancy Mcquillan, Library hours, Divorce seminar sponsored by the Placentia Pride Committee, , storytelling workshop and "story swap, and April Ottavian's writing about the Author's Luncheon coming up in January.

GO AHEAD— IT'S ALOUD

AMV Young Readers Are Invited to Get an Earful From Storytellers During National Children's Book Week

By CORINNE FLOCKEN

Children and books are natural companions, but, as author James J. Trelease points out in his essay, "The Power of Books," the union is best served when a third party steps in.

"It is in [childhood] that our minds are most open and innocent, when we are ready and willing to believe that animals can talk, lost children can fly, houses can be made of gingerbread," writes Trelease, author of "The New Read-Aloud Handbook."

But, he continues, "books and people do not have Velcro sides there must be a bonding agent." And parents, grandparents, teachers and librarians are the most likely candidates for the job. Trelease cites several widely known authors whose love for books was influenced by their elders. Hans Christian Andersen's impoverished shoemaker father read to him from the "Arabian Nights," and acted out the stories in a homemade toy theater. Langston Hughes' Kansas grandmother raised him on a steady literary diet of the Bible and tales from the Brothers Grimm.

If you'd like to strengthen the bond between youngsters and books in your home, the 75th anniversary of National Children's Book Week is a good time to do it. The event, which begins Monday, is sponsored by the Children's Book Council Inc. in New York but will be marked locally by libraries, bookstores and others. Programs include professional storytellers spinning folk tales, preschoolers' story times and dramatic readings from "The Pagemaster," a fantasy by David Kirschner and Ernie Contreras, which inspired an upcoming Hollywood film.

All of the following programs are offered

free or for a small charge; times and dates are subject to change, so it's a good idea to call ahead. (By the way, many of these sites offer readings and story times on a regular basis.)

Reservations are not required, and laps, preferably those of the warm parent or grandparent variety, are encouraged.

Monday, Nov. 14

• 11 a.m.: Preschoolers' story hour at Barnes & Noble bookstore in Main-Place/Santa Ana, 2800 N. Main St., lower level.

• 3 p.m.: Edie's Marionettes perform at Stanton Library, 7850 Katella Ave.

• 3:30 p.m.: Storyteller Judith Helton performs as "Little House on the Prairie" author Laura Ingalls Wilder at Seal Beach Mary Wilson Library, 707 Electric Ave.

Tuesday, Nov. 15

• 10 a.m.: Readings from D. Gackenbach's "The Mighty Tree" and hands-on nature activities at the Fullerton Arboretum, 1900 Associated Road, for children ages 3 to 6 and parents. (Program repeats Nov. 17 at 2 p.m. and Nov. 19 at 10 a.m.)

• 10 and 11 a.m.: Preschoolers' story time at the Reading Rhinoceros, 24200 Alicia Parkway, No. 30, Mission Viejo.

• 3:30 p.m.: Author Dorothy Rhodes Freeman speaks at San Clemente Library, 242 Avenida Del Mar.

• 4 p.m.: Professional storyteller Poli Rizco spins tales at the Fullerton Public Library, 353 W. Commonwealth Ave.

Wednesday, Nov. 16

• 6:30 p.m.: Living history program about the Mayflower at Mission Viejo Library, 24851 Chrisanta Drive.

• 7 p.m.: Storyteller Michael McCarty presents a family program at Dana Niguel Library based on the theme "Read Across

Please see KIDS, Page 9



Nicholas Fowler, 2, gives his full attention to the story at hand.

KIDS

Continued from Page 8

America," 33841 Niguel Road, Dana Point.

• 7 p.m.: San Juan Capistrano Regional Library, 31495 El Camino Real, hosts a "Teddy Bear Bash."

• 7 p.m.: Stories and music by author Barney Saltzberg at La Habra Library, 221 E. La Habra Blvd.

• 7 p.m.: Story time with "Miss Linda and Froggie" at La Palma Library, 7842 Walker St.

Thursday, Nov. 17

• 3:30 p.m.: Linda Lubeck-Haylett presents a program of stories, puppetry and dance at San Juan Capistrano Regional Library, 31495 El Camino Real.

• 4 p.m.: Poli Rizco tells tales at Fullerton Library's Hunt branch, 201 S. Basque Ave.

• 7 p.m.: "Pajama Party" story hour at Barnes & Noble in Main-Place/Santa Ana, 2800 N. Main St.

Friday, Nov. 18

• 11 a.m.: Borders Books and Music, 25222 El Paseo in Mission Viejo, presents readings from "The Pagemaster."

• 1 p.m.: Local author John Reynolds, whose books include "Stone Fox" and "General Butterfingers," discusses his work and his childhood at A Whale of a Tale, 4187 Campus Drive, Irvine.

Saturday, Nov. 19

• 11 a.m. and 4 p.m.: Borders presents readings from "The Pagemaster" (see Nov. 18).

• 2 p.m.: Orange County Department of Education presents members of the South Coast Storytellers Guild performing readings from

"The Pagemaster" at the Broadway stores in Crystal Court (Costa Mesa), Huntington Center (Huntington Beach), Laguna Hills Mall and Brea Mall. All shows signed for the hearing impaired.

• 7 and 9 p.m.: Multicultural program by Dan Kwong at San Juan Capistrano Regional Library, 31495 El Camino Real.

• 7:30 p.m.: Reader's Theater presentation of Oscar Wilde's "The Importance of Being Earnest" at Dana Niguel Library, 33841 Niguel Road, Dana Point.

• 8 p.m.: South Coast Storytellers Guild marks the nationwide "Celebration!" event with an evening of storytelling for ages 10 to adult at Mission Viejo High School Theatre, 25025 Chrisanta Drive. New York's Diane Wolkstein is featured, along with 10 local professional tellers. \$15. (714) 496-1960.

Sunday, Nov. 20

• 11:30 a.m.: Readings from "The Pagemaster" at Borders (see Nov. 18).

• 1 p.m.: Family storytelling workshop and a "story swap" for all ages at the Placentia Library, 411 E. Chapman Ave.

• 2 p.m.: Storytelling at Westminster Branch Library, 8180 13th St.

• 3 p.m.: Connie Porter, author of the "Addy" books in the "American Girls Collection," reads from her works in a program at Children's Book Cottage, 30100 Town Center Drive, B-2, Laguna Niguel.

Corinne Flocken is a free-lance writer who regularly covers Kid Stuff for The Times Orange County Edition.

TROUBLE SHOOTER

History materials are desired by

332
Dear Trouble Shooter: Your column provided assistance to the Placentia Library History Room some time ago when a map storage case was located. We are so appreciative to you and to the donor.

We would like to let people know that most libraries seek contributions of family papers, letters, photographs, etc., that will assist others in understanding the history and growth of our communities. Perhaps these materials may seem of little value, but local libraries with history collections can make that determination.

In the Placentia Library History Room, we are starting a collection of local authors' works. We know that there are more authors in Placentia than those represented currently.

Thanks once more for helping

our hardworking volunteers

— P.I. Placentia
Submissions for the Placentia authors exhibit can be left at the library's circulation desk. The library is at 411 E. Chapman Ave. It's projects like these that help preserve the history of Orange County and bring us closer to our communities. If you have any photos, old newspapers or other memorabilia that might be of historical interest, call the central office of the Orange County Public Library at (714) 566-3000 to get in contact with your nearest branch or city-run library.

libraries

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Los Angeles Times
OC Edition
Daily

DEC 08 1986

■ Holiday storytelling (Placentia Library, 411 E. Chapman Ave., Placentia, [714] 528-1906). Storyteller Nancy McQuillan will tell Christmas and Hanukkah tales for all ages.
7 p.m. FREE

PEOPLE

PLACENTIA NEWS Nov 3, 1994

Event gives literacy a boost

332
Did you know that one out of five Americans cannot read a bedtime story to their children? Surprised? It was. Illiteracy is a problem that can be easily overcome, but each of us only has so many dollars and/or volunteer hours to contribute.

Coming up is a unique opportunity to help Placentia's library and its volunteer programs. For \$25 we can get lunch at Alta Vista Country Club, rub shoulders with Elizabeth George, the internationally known best-selling crime novelist and, yes, she will autograph her books: "A Great Deliverance," "Payment in Blood," "Well Schooled in Murder," "A Suitable Vengeance," "For the Sake of Elena," "Missing Joseph," and "Playing For the Ashes."

Event proceeds fund library programs and services, which include training literacy tutors. For reservations and information on the Jan. 28 event, call 528-1906.



APRIL OTTAVIAN

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Placentia News

Weekly NOV 17 1994

Calendar

TODAY

Children's hour: The Placentia Library will hold a children's hour at 10:30 a.m. For more information call 528-1906. The library is located at 411 E. Chapman Ave.

Community network: The Placentia Community Network will meet at the Civic Center meeting room at noon. The group is made up of volunteers and charity organizations from throughout the city. For more information call 993-8117.

School drama: El Dorado and Valencia high schools will stage productions tonight through Sunday. Valencia will present "Blithe Spirit" at 7:30 p.m. inside the school's auditorium. For more information call 996-4970. El Dorado presents "Miracle Worker" at 8 p.m. in-

side the school's auditorium. For more information call 993-5350.

FRIDAY

Camp library: Children are invited to camp out inside the Placentia Library for a night of arts, crafts, food and stories. The library is located at 411 E. Chapman Ave. For registration information call 528-1906.

MONDAY

Children's hour: The Placentia Library will hold a children's hour at 1:30 p.m. For more information call 528-1906. The library is located at 411 E. Chapman Ave.

Basketball alumni: The Valencia High School basketball program will sponsor a fundraising tournament that features the current team against alumni. The games begin at 5:30 p.m.,

with alumni playing the varsity team at 8:30 p.m. For more information call 996-4970.

Traffic commission: The Traffic and Safety Commission will meet at 7:30 p.m. inside the Community Meeting Room at City Hall, 401 E. Chapman Ave. For more information, call 993-8117.

TUESDAY

School Board: The Placentia Yorba Linda Unified School Board of Trustees meets at 7 p.m. in the Educational Services Building, 4999 Casa Loma Ave. For more information, call 996-2550.

Planning Commission: The Planning Commission meets at 7:30 p.m. in Council Chambers, 401 E. Chapman Ave. For more information, call 993-8117.

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Placentia News
Weekly

OCT 27 1994

Calendar

TODAY

Disabled meeting: The Advisory Forum on the Disabled will meet at 7:30 p.m. in the Community Meeting Room at City Hall, 401 E. Chapman Ave.

Pre-school hour: The Placentia Library will hold a story hour for pre-school students from 1:45 p.m. The library is located at 411 E. Chapman Ave. For more information call 528-1906.

SATURDAY

Compost class: Learn the art of composting and help save the environment. The city will sponsor class held at the Fullerton Arboretum, 1900 Associated Road. For more information call 993-8117.

MONDAY

Pre-school hour: The Placentia Library will hold a story hour for pre-school students from 1:45 p.m. The library is located at 411 E. Chapman Ave. For more information call 528-1906.

TUESDAY

Council meets: The City Council meets at 7:30 p.m. at City Hall, 401 E. Chapman Ave. For information on the meeting or items discussed call 993-8117.

School Board debate: Candidates for the Placentia Yorba Linda Unified School Board will debate issues at 7 p.m. at the Educational Services Center, 4999 Casa Loma Ave. For more information, call 996-2550.

WEDNESDAY

Salsa music: Salsa Band at Tlaquepaque Restaurant and Placentia Bakery, 4 to 9 p.m., 111 W. Santa Fe. Call 528-8515 for more information.

Grant meeting: Residents are invited to give the City Council input on how to spend federal grant block funds. The meeting will be held at 7 p.m. at the Edwin Powell building, 142 S. Bradford Ave. For more information call 993-8124.

After-school stories: The Placentia Library will hold a story hour for students ages 7-12 at 3:30 p.m. The library is located at 411 E. Chapman Ave.

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The Register
Daily

NOV 05 1994

PLACENTIA 332

You won't find recycled copies of bad paperback novels for sale today during a fund-raiser for the library. The Friends of the Library will hold a rare-books silent auction from 10 a.m. to 5 p.m. Included are Edgar Rice Burroughs books published from 1918-36. The library is located at 411 E. Chapman Ave. Call (714) 546-1906.

- Joe Bel Bruno
(714) 704-3704

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The Register
Daily NOV 25 1994

PLACENTIA 332

South Coast Storytellers Guild founder Nancy McQuillan will be the special guest of the library's story hour. McQuillan, a professional storyteller, will tell Christmas and Hanukkah stories at 7 p.m. Dec. 12. The program is free and audience members are invited to participate. The library is at 411 E. Chapman Ave. Call (714) 528-1906. Joe Bel Bruno (714) 704-3704

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Placentia News
Weekly NOV 17 1994

ROUND TOWN

Divorce issue explored free seminar Dec. 1

32
C. P. Woodhouse, an Anaheim Hills attorney, will present "Legal Issues of Divorce: How to Protect Yourself Legally and Financially at the Placentia Prudential's Law and You Seminars, 7:30 p.m. Dec. 1. Attention is free.

Legal issues such as custody, alimony and support orders, financial decision making and property division (what to do with the pension plan and debts), income tax consideration of dividing property, child and spousal support, and how to best use mediators, accountants, attorneys and legal services will be addressed by Woodhouse.

The session will be at the Placentia Library, 411 E. Chapman Ave. Civic Center Complex at Chapman and Kraemer. For more information, call (714) 528-

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Los Angeles Times
OC Edition
Daily NOV 19 1994

Orchid Species Society of Southern California
Second Sunday Monthly
at 2 p.m. Placentia Library, 411 E. Chapman Ave., Placentia

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly
NOV 17 1994

Library subscribes to want ad service

32
The Placentia Library now subscribes to a service that compiles the "help wanted" ads from 64 cities, publishes the ads on microfiche, and delivers the ads weekly to the library.

The ads are complete and unedited, providing full-time job opportunities for experienced or entry-level, white and blue collar positions. Cities include Atlanta, Georgia; San Francisco and San Diego; St. Louis, Missouri; Boston, Massachusetts, and Dallas and Houston, Texas, to name a few.

To view the microfiche, ask at the library's reference desk for Help Wanted USA. The library is at 411 E. Chapman Ave. Hours are noon to 8 p.m. Monday-Wednesday; 10 a.m. to 6 p.m. Thursday; Friday closed; 10 a.m. to 6 p.m. Saturday; and 1 to 5 p.m. Sunday.

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Fullerton Observer
Weekly NOV 01 1994

November 3, 5, 6 — Book Sale,
Friends of Placentia Library
Placentia Library Community Room,
411 E. Chapman, 871-4625.

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Los Angeles Times
OC Edition
Daily DEC 06 1994

MONDAY, DEC. 12
Holiday storytelling (Placentia Library, 411 E. Chapman Ave., Placentia, (714) 528-1906) Storyteller Nancy McQuillan will tell Christmas and Hanukkah tales for all ages. 7 p.m. FREE

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Los Angeles Times
OC Edition
Daily NOV 10 1994

PLACENTIA 332

Placentia Library (411 E. Chapman Ave., Placentia, (714) 528-1906). Open noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.

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The Register
Daily NOV 09 1994

PLACENTIA 332

The Placentia Library will conduct its eighth annual camp library from 7:30 p.m. Friday, Nov. 18 to 7:30 a.m. Saturday, Nov. 19. The overnight event, for parents and their children, includes a scavenger hunt, crafts, movies, skits, popcorn and pretzels. Doughnuts, coffee and juice will be served for breakfast. Admission is \$3 per person, space is limited to 50 children. Registration must be in person at the library, 411 E. Chapman Ave. Call 528-1906.

- Bruce Bailey/(714) 704-3788

Library party was booked

After all the politicians had their say and made presentations, in the end it was just us folks enjoying a beautiful and perfect Sunday afternoon celebrating the library's 75th anniversary.

The all-lined-up-in-a-row folding chairs were rearranged so that friends could sit together, many catching up on neighbor and family news. We were all given fans just in case the afternoon took on a hot spell, but the fans were more often than not used to wave to an acquaintance than for the purpose originally intended.

Residents celebrating their 75th birthdays got to sit in the row of honor — right up front. Viola De Soto, Mary Sue Robinson, Anne Cox, Russell Rohn, Grace Thengvall, Laurie Smith, Carol Smith, Dwight McCleary, Jan Canfield and Rev. Don Anderson were given a warm round of applause and a boutonniere or corsage. And, of course, they had to stand still for a minute so the grandchildren could take pictures.

Joseph and Voiza Arnold and Larry de Graaf read the long ago resident's written memories while those of us relaxing in the fall sun tried to imagine "what it was like then."

I think Huell Howser, the keynote speaker, found all of us and the celebration just as charming as could be. Observing him, his actions, and way of speaking made me think that he could have been anyone's son, nephew or grandson, coming home for a special day. He seemed right at home and at ease, genuinely enjoying the early Placentia stories.

Browsing through the Placentia History Room with a "I know a secret" grin, he kept asking everyone, "Have you seen the book 'Snakes of Hawaii'?" He was delighted to receive a gift of old packing house orange crate labels of Placentia and a special remembrance gift from Clairee Tynes in honor of her son Bill.

There was cake and punch for everyone and lots of chatting and visiting going on. Overheard a conversation about how the library started out with 160 books donated by the Women's Temperance League and the books were for boys only.

We've come a long way in many ways since that first meeting of the Library Board of Trustees meeting in October 1919. The library continues to be the civic building that is the cornerstone of the community and in a way is the heart of our town.



APRIL OTTAVIAN

Post Heritage Festival news: Rotarians and the Casino Night. Randy Crump deserves a big pat on the back for a very successful event. Maxine Brown won the top prize of a Las Vegas vacation and Liz Minter, library director, won a CD player. A lot of fun-loving people showed up to try their luck at the wheel of fortune. All proceeds went to the Rotary Scholarship Fund.

Who's new and who's not but it's good to have them aboard: Congratulations to Chris Villiard (new) and Jim Bardwell on their appointment to the Chamber of Commerce board of directors. Chris is manager of Melrose Escrow Inc. and told she is the chair of the newly reorganized chamber Ambassador Committee. Jim, owner of J.R. Associates Advertising, is back and the chair of the "Buy in Placentia" program.

What a good time they had at St. Joseph's during the International Dinner. It was an evening filled with fun, laughter, good food and an opportunity for the St. Joseph community to see old friends and meet new ones. Entertainment was by St. Joseph's school choir and the St. Joseph Filipino Association with two solos by Kristin Ruiz.

Special thanks go to Sherri Lelding and Kathy Hoover for delicious food that "never ran out;" Pat Callahan and Frank Acosta for bartending; and Pattie Reese for ticket sales. Mario's, the local pizzeria, donated pizzas for the munching.

The International Year of the Family will be celebrated in 1995 and St. Joseph's will have activities all year long in honor of the Feast of St. Francis. Father Fergus blessed resident's pets on Oct. 7.

"Welcome to Placentia" goes out to David Michael. He's busily setting up his new antique business when he gets a break from his regular 8-to-5 tax and financial consulting job.

Antiques: Don't know for sure, but I hear through the grapevine that a couple of ladies are looking to open an auction business in the business park located by the old Russells Steakhouse.

Taking a look after the dust has settled as it were: After surveying the contents of the Placentia History Room (dedicated at the library's 75th anniversary party), historical committee members discovered there were several books by authors who make their home in Placentia. You're a local writer, too? Would you donate a copy of your book(s) for display in this special room? Please call the library at 528-1906.

Placentia artist Ted Carrier will have his drawing of a 1926 Chevy Depot Hack on display at the Placentia Library.

Also on display is a collection of automotive books, scale model cars and other auto-related items.

The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

New at Bradford House: Alice Husovsky is the new vice president for education. Alice and her husband Joe, along with their three sons, have been Placentia residents for 18 years. She's planning to expand the Founder's Third Grade Tours along with tours for organizations such as Scouts.

"Our docents play an important role in helping our young people become aware of their local heritage."

Those interested in a tour, docent training, or membership in the Founders Society, call 993-2470.

Placentia People is written by resident April Ottavian. Comments, suggestions and information for the column are welcome. Please mail or deliver to 922 Diamond Road or call 579-7885.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: December 19, 1994
SUBJECT: **Placentia Library Literacy Services Report for the month of November**

Program Statistics

Active tutors: 59
Active students: 78
Students waiting to be matched: 19
Percentage of tutors reporting (November hours): 87%
Tutoring hours reported: 353
Other volunteer hours reported: 210
Total volunteer hours: 563

Tutor Training Workshop. A 15-hour tutor training workshop concluded Tuesday, November 1, 1994. Thirteen newly trained tutors were matched with waiting students. One individual was already tutoring in our program and attended for more training.

Literacy Volunteers of America (LVA) Conference. November 2-4, 1994, Literacy Coordinators Matas and Walters, Principal Librarian Ammar and Board President Dinsmore attended the annual LVA-National Conference held in San Diego. The workshops were well presented and covered a wide range of literacy issues.

Southern California Library Literacy Network (SCLLN). The general meeting of SCLLN was held November 22, 1994 at Los Angeles Public Library. Coordinator Matas and Board President Dinsmore attended. An in-service was presented by representatives from Education Developmental Laboratories, Inc. highlighting some of the materials they offer for working with adult new readers. There was also a tour of the Los Angeles Public Library including their new computer literacy center sponsored by the Los Angeles Times.

Networking. Literacy Coordinator Matas represented the Literacy Program at the Chamber Mixer and the Placentia Community Network.

TO: Elizabeth D. Minter, Library Director
 FROM: Jeannine Walters, Families For Literacy Coordinator
 DATE: December 19, 1994
 SUBJECT: Families For Literacy Report for the month of November

Program Statistics.

Attendance

November 2	12 adults	16 children	28 TOTAL
November 9	14 adults	16 children	30 TOTAL
November 16*	7 adults	8 children	15 TOTAL
November 23	12 adults	15 children	27 TOTAL
November 30	15 adults	14 children	29 TOTAL

*The decrease in attendance on November 16 was due to a "no-school" day at local elementary schools.

Books distributed

November 9	23 books
November 30	30 books

Current Program Status. During the month of November, instruction in library skills was continued. FFL participants were taught to use the computer catalogs in the Library. After an initial demonstration, adults were encouraged to practice using the catalogs to find the materials that they wanted on their own.

A new series was also started using a video tape entitled "Reading to your children". The video discusses six "secrets" that a parent can use to help make time spent reading with their children fun and instructive. The parents watched the video in both Spanish and English and discussed ways to implement these "secrets" at home.

A Thanksgiving party was held on November 23. Stories related to the Thanksgiving theme were told, an edible turkey craft was made, and refreshments were served.

Training. The Literacy Volunteers of America Conference was held in San Diego November 2 - 5. FFL Coordinator Walters attended, along with Principal Librarian Ammar, PLLS Coordinator Matas, and Placentia Library District Board President Dinsmore. The conference had a special Family Literacy track which consisted of workshops which focused on topics of specific interest to Family Literacy programs. The conference workshops were both informative and encouraging as new ideas were introduced and ideas that have already been included in the program reinforced.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: December 12, 1994
SUBJECT: **Placentia Pride Council Report for the Month of November, 1994.**

The meeting was held on Thursday November 17, 1994. Five members were in attendance.

Legal workshops: The family law workshop that was scheduled for Monday November 7th was cancelled because the local newspaper had printed the wrong date, it was rescheduled for December 1, 1994 at 7:30 P.M. in the Library meeting room. Attorney Violet Woodhouse will present "Issues of Divorce: How to Protect Yourself Legally and Financially."

It was decided that every member of the Council will chair a future seminar of the legal series, this person will have to select the date, the topic, reserve the room, choose and make arrangements with the speaker, secure publicity, and arrange for refreshments.

Peggy Dinsmore will chair the January 12, 1995 meeting. The subject will be "Consumer Rights: Small Claims."

The next Council meeting will be on Thursday January 19, 1995. There will be no meeting in December.

BOARD & ADMINISTRATOR

For Board Members

December 1994

Dear Government Board or Council Member,

Are you nagged by **doubts about the positive impact a long-range plan can have** on your government organization? If any of your board or council peers fall into the doubting Thomas/Tina category, try this strategy on for size...

Board President Steve Small sold his fellow board members on the value of planning by writing a **"single issue" long-range plan**—and then asking them to watch it bear fruit!

"When I joined the board, members weren't planning at all," he tells me. "To get them interested, I wanted members to see how a plan works. So the facilities committee, which I serve on, developed an improvement plan for our organization's buildings and grounds.

"The committee and the adminis-

trator wrote a formal plan, with a mission, goals and objectives," says Small (Dunlap, IL). "We proposed improvements and renovations, then reviewed revenues available for the changes. Next we prioritized activities to complete our goals and objectives. As work progressed, we made needed adjustments and reported results back to the full board.

"When members saw how smoothly the plan worked, they quickly began planning for the entire organization," he says. "And the upshot of the whole episode was that **we recently wrote a five-year plan!**

"Our facility plan convinced the board that planning is a necessity. With a long-range plan in place, we know where we're headed—which means that we'll be providing the best programs and services possible to those we serve."

Board or council members can help the administrator

Government board or council members shouldn't be at a loss when it

comes to **knowing how to help the administrator.** I talked to Board Member Mary W Hendrix recently and she offered this advice on what a board member can do for his or her administrator...

◆ **Realize that the administrator handles day-to-day operations.** "Board members often misuse their positions and tell the administrator how to do his or her job," says Hendrix (Commerce, TX). "If you want to help the administrator, however, you need to let him or her manage staff, spend within approved budget limits and make daily management decisions. After all, that's what you hired an administrator to do!"

Board members can help with public image

Board Member Cliff Meeks says board and council members should promote their organization's image. Here's how you can help boost your profile in the community...

- 1) **Toot your own horn.** "When something positive happens, let the community know about it," says Meeks (Glassboro, NJ). "We make ourselves available for public presentations. This lets us share the good things we do with the community."
- 2) **Get feedback from citizens.** "We invite the people who use our services to talk to the board and administrator," he adds. "This input helps us improve our services and create better relations with the best possible advocates we have!"

◆ **Help the administrator stay in touch with the community.** “Board members should listen carefully to the public,” she says. “When you hear comments about the organization, share them

with your administrator. By providing this information to him or her, you enable the administrator to respond to external needs—and you, the board and organization will benefit.”

Good News Reports start board meetings off right

Board and council meetings can wear on you—especially when you’re not in the mood to haggle over the budget or discuss controversial issues. **To stave off meeting blabs, start with something positive!**

Board Member Terry Gravenmier (St Louis, MO) tells me board meetings get off on the right foot thanks to “Good News Reports”—presentations that **highlight success** stories at every meeting.

“Focusing on the negatives in a meeting is disastrous if you and your fellow board members hope to accomplish anything,” he says. “This is why it’s so important to **set a positive tone** for a meeting right away.

“These reports are positive reinforcement that we’re doing something right—they create a **productive atmosphere,**” says Gravenmier. “When we hear good news, the board tackles the rest of the meeting agenda with enthusiasm. The Good News Reports make us want to take action to keep positive things happening all year long.”



**Board Member
Terry Gravenmier**

How to deal with board members who aren't team players

No matter how hard you, the board president and government administrator try to foster teamwork, some people just won't cooperate. Instead, they make excuses and **nitpick issues** just to be difficult. As a result, board business that should take 10 minutes drags on for hours!

An East Coast board member suggests three ways to deal with members who refuse to join the board team:

1) Limit board turnover. “If you can control it, don't allow too many veterans to leave the board at once,” says this board member. “This is usually managed through board or council member elections or appointments. When board members know one another, they work better together. When several new members join the board, dissension often follows.”

2) Help the board president run effective meetings. “Well-run meetings keep us on our feet and in the right decision-making mode.

“When someone bogs down a meeting with lots of trivial details, though, the rest of the board is certain to get sidetracked. If a meeting gets out of control, make eye contact with the board president or offer a suggestion when there's a lull in the conversation.”

3) Take immediate steps to stop divisiveness. “The board president and other officers must deal quickly with argumentative or otherwise divisive board members,” he adds. “If one member dominates meetings or manipulates decisions, board officers should have a side discussion with him or her to emphasize the importance of being a team player.”

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

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ALTA NEWSLETTER

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TRUSTEE PROFILE

Jimmy Carter "is a person who believes in the worth of libraries, librarians, and reading." This is the wording on the ALA Honorary Membership Resolution presented to one of the American Library Trustee Association's most outstanding and well-known members at the 1994 American Library Association annual meeting. This is also a statement lived out in the daily life and words of the former president.

Books and libraries have always been important to the Carter family. Growing up in the small farming town of Plains, Georgia, allowed the Carter children time to become regular visitors to both the public library and the library in the local public school, beginning for them a lifetime habit of using and promoting libraries. Young Jimmy never had to be asked what he wanted for Christmas or birthdays because friends and family always knew that he would reply, "Books."

Early in Carter's term as president, his daughter, Amy, was criticized for reading a book at the table of an official banquet. In defense of Amy, Carter said, "since I was a little boy my own family has had the habit of reading at the table. We have a lively conversation and read simultaneously and Amy is just carrying on one of the Carter family traditions."

In 1961, James Earl Carter, Jr., became a



James Earl Carter, Jr.

member of the Sumter County Library Board. This, along with his service on the local school board, is credited with being the starting point of his outstanding political career. Carter served in the Georgia Senate and as Georgia's 76th governor. He was elected the country's 39th president on November 2, 1976. Continuing his support for libraries, on May 4, 1977, President Carter signed an appropriations bill that set aside \$3.5 million to plan and conduct the first White House Conference on Library and Information Services.

Having served as president of the United States of America would likely be the most outstanding accomplishment of most politicians. However, in the words of Dr. James Laney, former Emory University president and current U.S. Ambassador

(Continued on page 2)

In this issue of the ALTA Newsletter

- **The Information Superhighway: Special Features** by Stephen B. Goddard, Trustee, p.4
Betty J. Turock, ALA President-elect, p. 11
- **Jeanne Hurley Simon's message from NCLIS**, p. 12
- **Clifford Dittrich on the First Amendment**, p. 10
- **Demographic survey of new ALTA members**, p.15
- **Regional Vice President's roundup**, pp. 6-9
- **New ALTA publications**, P. 5
- **ALTA membership application form**, p. 14

This past June, Carter visited North Korea, raising his profile to the highest point since he left the White House. His mediation led to the first direct talks between Washington and North Korea and helped avert an international crisis over that nation's nuclear program. Then, in September of this year, he negotiated a settlement with the Haitian junta to avert a forced takeover of that country by the United Nations. Jimmy Carter, one of this year's nominees for the Nobel Peace Prize (for at least the fifth time), mediates intractable civil wars, monitors elections in Nicaragua and Panama, helps to stamp out the Guinea worm in Africa, and in his spare time builds homes for the poor.

In 1982, Carter became University Distinguished Professor at Emory University, in Atlanta, Georgia, and, in partnership with the university, founded The Carter Center. Actively guided by President Carter, the Center addresses national and international issues of public policy. Carter Center fellows and associates join with President Carter in efforts to resolve conflict, promote democracy, protect human rights, and prevent the spread of disease and other afflictions. Through the Global 2000 program, President Carter advances health and agriculture in the developing world. The Carter-Menil Human Rights Foundation awards a prize for outstanding contributions to the advancement of human rights. In 1991, President Carter launched The Atlanta Project, a community-wide effort to attack the social problems associated with poverty. The Carter Center facilities include the Jimmy Carter Library and Museum, which are open to visitors.

published seven books: *Keeping Faith: Memoirs of a President*, 1982; *Negotiation: The Alternative to Hostility*, 1984; *The Blood of Abraham*, 1985; *Everything to Gain: Making the Most of the Rest of Your Life*, written with Rosalynn Carter, 1987; *An Outdoor Journal*, 1988; *Turning Point: A Candidate, a State, and a Nation Come of Age*, 1992; and *Talking Peace: A Vision for the Next Generation*, 1993. *Talking Peace* is Carter's first book for junior and senior high school students. It is also the first book for younger readers by a former U.S. president. In *Talking Peace* the reader is advised that "the library in your school or neighborhood is a good resource. Read as much as you can about what is going on around the globe. Watch the news and listen to the radio."

In comments to those attending the first White House Conference, Jimmy Carter said, "I hope if you don't do anything else at this Conference, that you will learn from one another how best to present the opportunities of library use and then take that message home and distribute it with the greatest degree of enthusiasm and commitment. When people are reminded, they will respond. I hope that you will broaden your own concept of what libraries can do as a result of this conference." These are the words of a man who still holds library card No. 5 from the public library of his youth and who belongs to the American Library Trustee Association.

--Virginia M. McCurdy
Second Vice President, ALTA

ALTA'S MENTORING PROGRAM

Would you like to find out more about ALA/ALTA?

Would you like to know more about trusteeship?

Join ALTA.

Sign up for the NEW mentoring program. ALTA will provide you with a guide through trusteeship, conferences, and programs.

See the membership application form on page 14 of this *ALTA Newsletter*.

SPECIAL EDITION

This special edition of the ALTA Newsletter has been prepared for the directors and trustees of our great public libraries and other interested individuals. It is being mailed to every public library in the United States. The ALTA Board respectfully requests the director of each public library to read it and then pass it on to his/her trustees. You may photocopy this issue for your trustees if that is more convenient.

The ALTA Newsletter is published 6 times annually by the American Library Trustee Association. Available with membership in ALA/ALTA. Address membership correspondence to Susan Roman, ALTA, 50 E. Huron Street.,

WELCOME NEW MEMBERS

Julie A. Anni
Shirley Backels
Charles Bibb
Beryl S. Brown
C. Ann Brugger
Kathleen R.
Campanella
Jimmy Carter
Carolyn W. Corson
Lauren Dillard
Dodge Center Public
Library
J. F. Donnelly
Lillian E. Edlmann
Robert R. Edminster
Robert Finch
Wilma J. Finney
Thomas D. Fischetti
Rhoda Friedland
Kim E. Geisler
Lawrence Giblin
Elisabeth T. B. Grenata
Maureen A. Guttman
Jackie R. Hesleph
Barbara Hickernell
Joann Howard
Jack J. Hsia
Paul Kaplan
Gemtron Kimsey
Sarah Koshofer
David Kotkin
Robert Lipp

Martin Ludwig
Jocelyn M. Lyons
Virginia H. Mathews
Eileen C. McKeegan
Jo-Ann E. Molnar
Patrice M. Molnar
Marva A. Newman
John T. Nicholas, Jr.
Raymond Peters
Todd Petit
Bethany Rathman
Pina Riccobono
David L. Richard
Gary A. Ross
Len Rothe
Susan P. Sadowski
Stephanie Sarnoff
Barbara Schech
Hennie R. Schneider
Willie D. Scott, Jr.
Pat Seipel
Terry Semonas
Joan C. Silverstein
Joginder Singh
Bernard R. Smith
Sara B. Smith
Ann K. Sponberg
Lenora P. Stork
Margaret Swiatkowski
Mary Ellen VanNederyn
Nora Verpoorten
Larry Williams

SELECTED MAJOR ACTIONS

ALTA Executive Committee and Board Miami Beach, FL, June 22-26, 1994

- Approved the ALTA Mission Statement.
- Supported the draft ALA policy and ALA's role in the development of the National Information Infrastructure (NII) and expressed hope that ALTA will be a participant in future meetings concerning NII.
- Approved the proposed FY95 Budget.
- Endorsed the Resolution on the Library Services and Construction Act (LSCA) Reauthorization.
- Combined the Corporate Funding and Financial Development Committees and approved a function statement for the new committee.



WELCOME NEW VICE PRESIDENTS

Four new regional vice presidents join us with this issue. They are Earl L. White of Maryland for Region III, J. A. Killian of North Carolina for Region IV, Dale Ross of Iowa for Region IX, and Helene B. Fairchild of Colorado for Region X. Congratulations to the new vice presidents.

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SPECIAL FEATURE

GETTING THERE: A SECOND CHANCE

by
Stephen B. Goddard

Few developments since Gutenberg invented the printing press have promised to affect libraries more than the development of the so-called data superhighways. And the forthcoming Congressional debate about public access to a virtually limitless pool of information has direct parallels to the development of the nation's railroads and superhighways.

In each case, the public interest lost out to economic interests. Will the result of America's flight into cyberspace be any different?

The skeletal data superhighway has been in place for years. Just as with an interstate highway, the hard part is getting on or off, for the links between the data highway and one's home or business will be crucial. Cable-TV operators and phone companies are converting many of their lines from coaxial cable and copper wiring, respectively, to fiberoptic cable, which vastly increases the amount of information that can pass along a given path.

In the 1970s, the National Science Foundation set up a communications system linking universities, government and research labs, and individual computer users. This system has come to be called Internet. Informally, Internet has burgeoned into 4,000 local computer networks with about 3 million users. What Vice President Albert Gore, Jr., and other proponents would do is to build on and off ramps to this megahighway of information, allowing access by all American homes and businesses, at least in theory.

Pressing on the heels of the data highway proponents are cellular phone companies and others who send information through the air, often via satellite, rather than over wires. May we look forward to data oceans as well as data superhighways?

Until recently, experts expected government to build the electronic superhighway network, at a cost of \$100 billion to \$400 billion. But so promising have American communications companies found the economic prospects that they are laying cable as feverishly as nineteenth century railroaders laid track. And even with a century of regulatory experience under its belt, the United States still faces a genuine threat of monopoly control in some segments of the industry. So more than a decade after Congress clipped road and rail regulators' wings, it is being asked to impose widespread controls over a new industry.

The century-long struggle between road and rail can guide the forthcoming public debate. When unregulated railroads gained monopolies in the early American West, their pricing philosophy ("charge what the traffic will bear") ruined hordes of farmers. Congress has a responsibility to protect potential victims of communications monopolies. Telephone and cable companies want government to let them merge in order to position themselves for the battles that lie ahead. It is vital that federal and state regulators withhold permission for such mergers until receiving explicit, written guarantees that the mergers serve the public interest.



Stephen B. Goddard

A key concern is that the system ensure access to such users as schools and public libraries, accurately called the "people's universities." If information will be to the twenty-first century what mobility is to the twentieth, the gap between rich and poor will surely widen, unless libraries--open to all--can access information made available to home computer users. Conversely, the United States also must guard against regulation so stringent that it stifles the competitive impulse, as railroads suffered early in this century.

The dizzying pace of the information revolution also calls to mind the late 1950s, when the rush to build the interstates overwhelmed those people calling for a moratorium on construction so America could plan how to integrate the superhighways into the nation's life. Failure to do so contributed to the decline of U.S. cities, and to air pollution, dependence on foreign oil, and lengthening traffic jams. Congress might have pleaded innocent by reason of inexperience then; it has no such excuse today.

If libraries fail to ensure that people without the luxury of home PCs can plug into the new stores of information, then we will have failed perhaps the biggest challenge of this century.

(Editor's note: Stephen B. Goddard, a Hartford, CT, attorney, has been a member of the Hartford Public Library Board and its president since 1991. The above article was adapted from his book, *Getting There*, published in May, 1994, by Basic Books.)

New Publications

AVOIDING LIABILITY RISK

by Renée Rubin

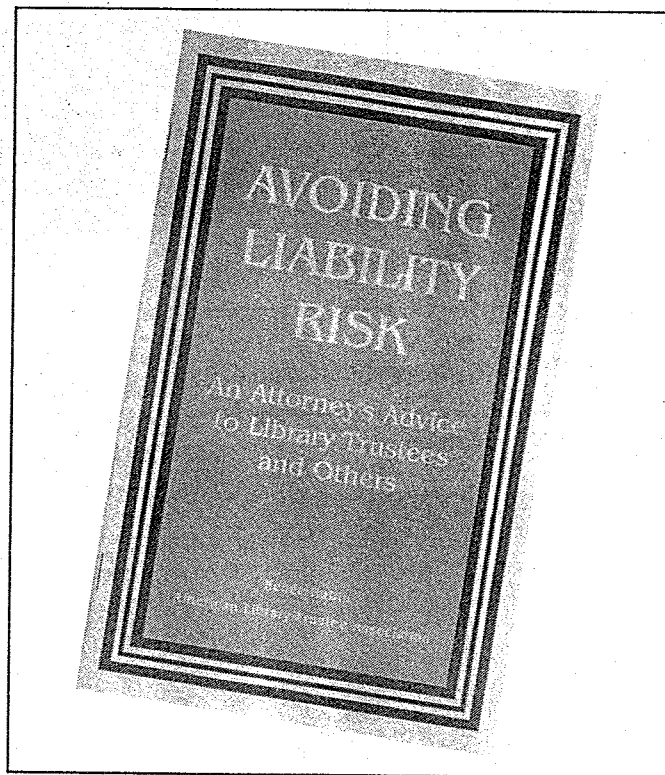
ALTA's *Avoiding Liability Risk*, by Renée Rubin, is a must-read booklet for every library trustee. Ms. Rubin provides a concise, yet thorough, discussion about what each individual library trustee should know to protect himself/herself, both as an individual trustee and library board as an entity, in our increasingly litigious society.

Among the topics covered are those appearing frequently in the news, such as discrimination and sexual harassment. Policies relating to these topics and others that should be adopted, in writing, by library entities are set forth reasonably and intelligently. The advice given is aimed at minimizing risks and avoiding legal entanglements. It should not be overlooked.

Ms. Rubin points out that although library boards may carry insurance, the best course is to take steps to avoid problems altogether. Litigation is costly, whether you finally prevail or not. In addition, insurance may not cover claims of malfeasance.

The bottom line is, "An ounce of prevention is worth a pound of cure." *Avoiding Liability Risk* aims at providing how to obtain the "ounce of prevention." It is much less expensive to be informed and prepared than it is to bear the burdens and costs related to a lawsuit.

I urge all trustees to read this informative booklet and to use its many suggestions as a basis for discussions at board meetings and for setting written policies.



Boards should continually review and update their policies to keep up with the times. Ms. Rubin succinctly targets the major areas for policy review and revision.

--Ira B. Harkavy
Trustee of the Brooklyn Public Library
Justice of the Supreme Court, New York State



Another new publication from ALTA is *Automating Your Library: A Planning Book* (1994). A note to this publication says that the current book is a "revision of an earlier document produced by the Library Development Bureau of New Jersey State Library to help librarians in New Jersey think through the long and challenging process of automating their library functions." The table of contents lists the following items: Should I automate my library? How do I plan for automation? What should I automate? How do I automate? Also, an appendix gives the components of an RFP (Request for Proposal). *Automating Your Library* is a field-tested document and should be helpful to the trustee embarking on automation.



(Editor's note: Attorney Renée Rubin's book *Avoiding Liability Risk* is available for \$9.00, and *Automating Your Library* is available for \$22.00, from the American Library Association, 50 East Huron Street, Chicago, IL 60611.)

NEWS OF THE REGIONS

by the
Regional
Vice Presidents



ALTA

REGION I: Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, Vermont



Jack Short

Plans continue for a New England Library Trustee Conference, probably in the spring of '95 or '96. The conference, limited to directors and trustees, will focus on how to stretch limited dollars while still giving effective library service to the community.

Working with library boards on a one-to-one basis continues to be part of the regional vice president's role. Many questions are resolved over the phone. Call (203) 677-7170.

Library directors and trustees can obtain a copy of the New England Library Trustee Newsletter from Box E, Avon, CT 06001; enclose a stamped, self-addressed envelope.

Also, Jack Short's book titled *Library Trustee Guidelines* is

available for \$25.00 plus \$3.50 for shipping and handling by writing to Jack Short, Box E, Avon, CT 06001.

REGION II: New Jersey, New York, Pennsylvania



Lucille Thomas

Lucille Thomas, a trustee of the Brooklyn Public Library, Brooklyn, NY, has been appointed to fill the unexpired term of Dr. Esther Lopato.

At the annual conference, Vice President Thomas and other representatives from the region identified the following tasks: improving communication, increasing membership in ALTA, and sharing ideas.

Strategies for implementing those tasks will be the focus of Region II activities. Region II conferees are encouraged to attend annual conference in Chicago, June 23-25.

REGION III: Delaware,
Maryland, West Virginia, Virginia,
and Washington, D.C.



Earle L. White

DELAWARE. The trustees of the Milford Public Library saw their work result in the opening of a new 12,000 square-foot library.

The friends of the South Coastal Library in Bethany Beach raised \$1.7 million and opened a new area library. New Castle County opened a new community library in Hockessin; friends contributed more than \$1.2 million.

Library automation and the statewide networking of libraries resulted in establishing integrated library systems for the public libraries of central Delaware and the Wilmington Institute Library. Trustees of the Wilmington Institute Library helped in this cooperative effort.

MARYLAND. The Maryland library community is working to develop access to the Internet for all libraries and citizens through a local telephone connection. *Sailor*, Maryland's on-line information network, has been public since July 27. Users are connected to an Internet "gopher" and thus to resources and information available. Trustees of Maryland's 24 public library systems were introduced to *Sailor* at their annual meeting on October 22.

REGION IV: Georgia, Kentucky, North Carolina, South Carolina, Tennessee



J. A. (Jake) Killian

NORTH CAROLINA. The trustees/friends committee of the public library section, North Carolina Library Association, surveyed public library trustees about their continuing education needs. Response shows interest in single-day events throughout the state. The committee will share the survey results with directors, trustees, and the state library.

The trustees and friends of the library section of the intellectual freedom committee of the Southeastern Library Association (SELA) co-sponsored a luncheon on October 28 at the 1994 SELA Conference. Gordon Conable spoke on "Libraries, Censorship, and the Public's Trust." Conable, director of the Monroe County (Michigan) Library System, is President of the Freedom to Read Foundation.

SOUTH CAROLINA. The South Carolina State Library and the South Carolina Department of Education are working on "Read across South Carolina" to celebrate Children's Book Week in November. Promotional materials for children and parents will be distributed to schools and public libraries.

There has been a flurry of construction in South Carolina in recent months. The first of 11 new libraries is now under con-

struction in Greer, SC. Other state projects include the new Charleston County Library headquarters and 10 branch libraries; 3 new libraries were dedicated in the last six months.

REGION V: Alabama, Florida, Louisiana, Mississippi



Ennis Pepin

ALABAMA. At the state conference in April, a joint program was sponsored by the trustee and public library divisions on how motivation and values develop and change policies.

FLORIDA. At the state conference in May, 2 programs, jointly sponsored by the friends and trustee caucus, explored methods of using friends' groups and schools, newsletters, a foundation, government agencies, and the local media to promote libraries.

LOUISIANA. The trustees and public library sections presented exciting programs on the implications of electronics in the future of libraries as well as the relationship between the director and trustees.

MISSISSIPPI. At the state conference in November, the trustees and public library division will sponsor joint programs on the roles and responsibilities of trustees, the establishment of a newsletter, and revision of the trustee manual.

REGION VI: Indiana, Michigan, Ohio



Floy W. Johnson

Membership, a high priority for 1994, has resulted in an increase in members in the region.

INDIANA. The Indiana Library Federation cites the following 1993-94 accomplishments:

- Won the John Cotton Dana Award for "Explore the Possibilities: Support Indiana Libraries" public awareness campaign.
- Received grant funding for a 1994 public awareness campaign, "Indiana Libraries Change Lives."
- Sponsored 8 district conferences and several special-interest unit conferences.
- Hosted an annual conference co-sponsored with the Association for Indiana Media Educators and the Indiana Health Science Librarians' Association.
- Helped persuade the Indiana General Assembly to establish a public library study committee to look into issues of governance, unserved areas, and taxing authority.

MICHIGAN. Michigan remains busy with legislative and funding issues and the functioning of the friends round table and the trustees. A task force met to discuss how Michigan could

continue to address the needs of these groups.

In January, 1994, a survey distributed to all public libraries asked staff workers what was needed in a state summer reading program.

OHIO. The Ohio Library Council has been lobbying both state and federal legislators. The OLC legislative day in Columbus was held on March 16, and the ALA legislative day was April 19, 1994.

OPLIN (Ohio Public Library Information Network) task force members have been working on a draft position paper and on a grant proposal to the U.S. Department of Commerce for planning funds.

REGION VII: Illinois, Minnesota, Wisconsin



Ruth M. Newell

ILLINOIS. At the annual Illinois conference the major concern was funding and how to find alternative resources. Foundations and how to set them up were discussed.

The annual Trustee Workshop in Bloomington in October sponsored a session-- "Problems Trustees Face and Their Roles in the Library."

WISCONSIN. Did you know that all trustees are appointed in the state of Wisconsin? The president

of the Wisconsin Trustee Association is developing a plan to include Wisconsin trustees as members of ALTA.

MINNESOTA. This year the MLTA president served on the Council of Library Study Task Force to find out how libraries of all types can work together. A copy of the final report will be sent to ALTA. This year's MLTA's fall workshop in October held 3 sessions on endowments, the role of the library board and its relationship to staff, and funding.

REGION VIII: Arkansas, New Mexico, Oklahoma, Texas



Gloria F. Aguilar

ARKANSAS. In October the Arkansas trustee division, with a grant and in cooperation with the Arkansas State Library, hosted a workshop conducted by Minnie-Lou Lynch on delivering education to library trustees.

OKLAHOMA. A state question on the ballot for the November general election gives voters in single counties with 150,000 people or more or persons served by a multi-county library system, including a county with a population of 150,000 or more, the ability to increase the tax levy to support their public library system. Currently, only counties with 100,000 or more people may establish a "single-county" library system.

TEXAS. Friends and trustee day will be held at the Texas Library Association Conference on April 5, 1995, in Dallas. Sandy Dolnick, Executive Director, FOLUSA (Friends of Libraries-USA), will be on the program.

In February, 1995, many friends and trustee members will participate in the Texas Library Association Legislative Day in Austin. Friends and trustees are kept informed through the Texas Library Advocate, a twice-yearly newsletter edited by Mary McAfee of Helotes, TX.

REGION IX: Iowa, Kansas, Missouri, Nebraska



Dale Ross

IOWA. The Iowa Library Trustee Association (ILTA) sponsored 5 workshops statewide at its spring meetings. Included was information on the trustee's role in censorship issues, budget strategies, hiring policies, and handling staff complaints about a library director. ILTA is also drafting a new library trustee manual for public libraries. Fall workshops covered separate library funding districts and special tax levies and featured a lecture by Illinois State Librarian Bridget Lamont.

MISSOURI. Goals for the Missouri Library Association's trustee and friends section are to: (1) get the attention of trustees, (2) involve trustees, (3) focus and train the trustees.

The fall program, "Trustee Roundup," focused on trustee responsibilities, trends and issues affecting trustees, and the public advocacy role of trustees. Sandy Taylor, Chair, MLA Trustees and Friends Council, spoke on "Brands Marking a Good Trustee." Special guests included Minnie-Lou Lynch and Virginia G. Young, both nationally known for their work with library trustees.

REGION X: Colorado, North Dakota, South Dakota, Utah, Wyoming



Helene B. Fairchild

COLORADO. The Colorado State Library and Adult Education Office (SLAEO) received a \$2.49 million grant from the U.S. Department of Education for public access to electronic information sources. The money will be used to develop and expand the Access Colorado Library and Information Network over the next 2 years.

The Yampa (CO) Public Library won a leadership initiative grant through the Colorado Council for Library Development (CCLD) from Library Resources and Construction Act funds. The library will get a makeover by the Library Development Unit of SLAEO; the project will serve as a model for other small (serving under 5,000 people) libraries in the state.

The basic structure of the

new Central Library of the Denver Public Library is complete. The first phase of the facility is slated to open in spring of 1995, and the final project should be complete by fall 1995. The Central Library will contain some 540,000 square feet, making it one of the nation's largest libraries. DPL contains the eighth largest public library collection in the U.S. (4.1 million items).

UTAH. The Utah Library Network is bringing Internet connections and shared on-line electronic information resources to public libraries across the state. Twenty-one of the state's 69 public library jurisdictions, including the largest systems along the Wasatch Front, are connected. Salt Lake County and Salt Lake City are building new library branches, and Orem is doubling the size of its building. Six public libraries in Cache County are trying to create a county library system.

WYOMING. A new public library trustees handbook, being developed at the Wyoming State Library for the 110 trustees of the 23 country libraries, includes information about board-director relationships, new state laws related to libraries, and advocacy strategies. Copies should be available before the end of the year. Jerry Krois, Deputy State Librarian, is the author.

REGION XI: Arizona, California, Hawaii, Nevada, Guam



Barbara S. Prentice

ARIZONA. Tucson recently held a successful city bond election; the library portion includes \$5 million for a new SE branch plus improvements to 2 branches. Trustees and friends were influential in promoting the election.

At a week-long celebration in Phoenix friends and trustees will encourage citizens to pledge additional monies to furnish and equip a new Central Library, scheduled to open in April.

The Arizona State Department of Library Archives and Public Records will sponsor a workshop for library supporters on December 3 to "promote new ways to reach decision makers with the library story to strengthen their support of libraries."

Currently, there are 3 ALTA past presidents living in Arizona--Joanne Wisener from Yuma, Norma Buzan from Arizona Sunsites, and myself.

The most recent NCLIS appointee, Joel Valdez, is Vice President at the University of Arizona. He also was City Manager for Tucson City for more than a decade.

CALIFORNIA. California libraries have suffered incredible damage from earthquakes, mudslides, and fires, coupled with budget crunches.

REGION XII: Alaska, Idaho, Montana, Oregon, Washington

(Editor's note: nothing received.)

Public libraries are the most efficient of public services--serving 66% of Americans with less than 1% of our tax dollars.

DOES YOUR LIBRARY HAVE CENSORSHIP DEFENSES?

by
Clifford Dittrich

Which of the following could be censorship issues or infringements on a person's First Amendment rights?

- A librarian at the circulation desk talks about a book checked out by a patron.
- The library mails a postcard informing a patron about an overdue book.
- The librarian asks an offensive patron to leave.
- A child is told he is not allowed to take out a book from the adult collection.
- The librarians order the books they think will best serve their public.
- Someone complains that tax money was used to purchase videos that will ruin the community.
- An ad hoc group that loudly demands the board reduce taxes and wants a committee formed to review which books will be ordered.
- The police want the names of people who have borrowed books about locks.

Actually, all could be First Amendment issues. Libraries have handled problems in a seemingly reasonable manner only to find themselves embroiled in

Library policies must not only be clearly stated but also be supported by comprehensive employee training.

complicated court cases. Have the trustees lost control of their library? No, they have not; but they must exercise control properly under the First Amendment.

"Congress shall make no law abridging the freedom of speech, or of the press; or of the right of the people peaceably to assemble." Because speech needs an audience, we have the right to assemble to hear someone exercise the right of free speech. We also have the right to hear someone deliver a speech indirectly--through writing, records, tapes, films, disks, or other electronic sources. Libraries are a source of the information necessary for people to write their speeches.

It is the responsibility of the library board to enact policies that reach all citizens while protecting the rights of the individual. Library policies should refer to



Clifford Dittrich

a mission statement or a statement of purpose and should follow the American Library Association's Freedom to Read Statement, the Library Bill of Rights, and the Freedom to View State-ment. Necessary individual policies include collection development, lending, exhibit space use, meeting room use, patron behavior, collection diversity, and confidentiality of patron records. Library policies must not only be clearly stated but also be supported by comprehensive employee training.

In the problem of removing the offensive patron, the policy should state that a patron may be removed because he or she is making it unreasonably difficult in a specific way for someone else to exercise his or her rights. The librarian should explain the rules and give the patron a chance to correct the behavior. If the action continues, then the library can have the patron removed for a period of time. The patron can be denied First Amendment rights only for a specific and reasonable period of time. An alternate method of delivery of service should be available. The library should help or counsel the individual or point out sources of help.

If the patron returns and continues the offensive behavior, then removal can be longer and firmer. At each step the library is trying to balance the rights of the individual with the rights of the other patrons and to help the individual exercise his or her rights in a way that does not interfere with the mission of the library.

When a problem situation develops, the board should quietly but firmly explain its policy position, express understanding and concern for the person's complaint, and promise to study the situation before the next meeting. The board should contact the American Library Association Intellectual Freedom Office, their state Intellectual Freedom Office, and their own attorney. Get the Intellectual Freedom Manual from the American Library Association; read it thoroughly; adopt the policies and enact the procedures.

(Editor's note: Clifford Dittrich is a member of ALIA and a library trustee in Centereach, Long Island, NY)

SPECIAL FEATURE EQUITY ON THE INFORMATION SUPERHIGHWAY

by
Betty J. Turock

Nothing currently happening in Washington will have more implications for the future of libraries and library service than the evolution of the National Information Infrastructure (NII). More familiarly known as the information superhighway, the NII was made possible by the convergence of computer technologies supporting television and telephones and the ability to transmit voice, video, and data over fiber-optic cables to any location equipped to receive them.

Vice President Al Gore, Jr., who nurtured the idea of an electronic information highway and worked hard for the passage of legislation to support it, sees the information highway as a tool for the people and for private enterprise. But so far corporate interests have dominated debates over the shape of the emerging NII. If libraries and their constituents are to benefit from the development of the superhighway, all library advocates will have to uphold the public interest and interject the concerns of the public sector into national policy. An information infrastructure already exists in the nation's libraries, many of which have suffered in more than a decade of austerity. Libraries will need rebuilding and new investments in appropriate technology for the public to have affordable access to the NII.

ALTA can play a major role in ensuring that libraries are in the center of the playing field, not watching from the sidelines, as one of the most momentous events in telecommunications history takes form.

In this telecommunications revolution, ALTA members can help me convince policymakers that libraries are the access ramps that will ensure equity on the electronic information superhighway. Our job is to cultivate champions in Congress, among the people, and within the ranks of librarians and all library workers. We need more investments in libraries from business, like the announcement from Pacific Bell of their \$100 million gift to public schools and libraries "to get them rolling on the communications superhighway." Trustees can become key players in obtaining these gifts.



Betty J. Turock

As President-elect for the American Library Association, I am enlisting ALA members in the creation of an action agenda that demonstrates a vital role for libraries in our country's future on the information superhighway. What role will you plan for ALTA?

(Editor's note: Betty J. Turock is the President-elect of the American Library Association. She is also Professor at the Rutgers School of Communication, Information and Library Studies, Chair of the Department of Library and Information Studies, and Director of its M.L.S. Program.)



The ALTA Executive Committee

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Wayne L. Coco, First Vice Pres./President-elect
Susan Roman, Executive Director
Terri C. Jacobs, Councilor (Absent)



U.S. PUBLIC LIBRARY TRUSTEES--A MESSAGE

by
Jeanne Hurley Simon

I believe that a vibrant and healthy democratic society cannot function without good libraries, competent librarians, capable library staff, and dedicated trustees. In providing the policies, direction, and governance for publicly supported libraries, you contribute to the social order of your communities. With the support and confidence of the public, library trustees serve the public good.

This service in today's world is not always accomplished easily. Today, libraries and library trustees face numerous challenges. In many communities, harsh economic conditions have reduced library funding at the same time that demands for services are increasing. In addition, trustees face pressure to increase purchases of costly resources and to acquire new computer networking technologies. Finally, just to develop an understanding of the changing economic, political, and technological influences on today's libraries requires a significant investment of time and attention for library trustees to discharge their duties in a responsible manner.

As a member of the NCLIS (National Commission on Libraries and Information Science), I can offer another view of these concerns. I am a lawyer, not a librarian. By law the Commission is composed primarily of nonlibrarians who have "special competence or interest in the needs of our society for library and information services."

I work with 14 NCLIS colleagues to implement the intent expressed by the 97 recommendations

approved by the 1991 WHCLIS (White House Conference on Libraries and Information Services) delegates for improving the nation's library and information services. Substantial progress has been made in the priority areas involving network technology and library services for children and youth.

Since last November, when President Clinton appointed 6 new NCLIS members, the Commission has been concentrating on orientation and planning activities. We have read, discussed, and learned about issues affecting the future of libraries and access to information. Some topics that have engaged our attention are

- the involvement of libraries with literacy and education reform efforts
- the role of libraries in the "information superhighway"
- the reauthorization of the Library Services and Construction Act
- policies related to the dissemination of federal information to the public
- the relationships and responsibilities of publicly supported information institutions and the private sector
- changing patterns in library economics and support
- the needs for graduated education and training in the library and information science fields.

The Commission has initiated planning on a limited number of issues that will occupy NCLIS over the next several years. The process for singling out a few areas for concentration is challenging for NCLIS, just as it is for a library trustee board. But we realize that our limited resources necessitate a carefully focused agenda.

The following areas have emerged from Commission deliberations as likely candidates for future NCLIS attention:

- work to define and justify specific federal support programs that libraries require in order to respond to changing economic conditions and to facilitate library involvement with information networks;
- work related to reauthorization of the Library Services and Construction Act in order to



Jeanne Hurley Simon and Vice President Al Gore, Jr.

establish a sound basis for this major federal program supporting libraries;

- work to identify the nation's changing information needs in light of the trend toward a multicultural society competing in a global market;
- preparing libraries to contribute to the educational reform effort in partnership with schools and communities in achieving the national education goals.

Library trustees will not be surprised by this list of issues and challenges that the National Commission will address in the next several years. At the local level, most public library boards have similar concerns. Whether it involves a decision on budget support for acquisition of an automated library system or the federal

role in connecting public libraries to the global computer network (Internet), commissioners and trustees share common concerns and values.

The Commission is also concerned with how we perform our mission and statutory functions effectively. Like library board trustees, NCLIS members care about fulfilling our duties and responsibilities. Like trustees, we are charged to balance the advice of experts in the library and information professions with our perspectives about the needs of the community. Ultimately, in a democracy, this balance between public administrative interests and the private citizen's need for library services justifies both the existence of the public library's board of trustees and the National Commission. Both present wonderful opportunities for public service and community investment.

(Editor's note: Jeanne Hurley Simon is Chairperson, National Commission on Libraries and Information Science.)

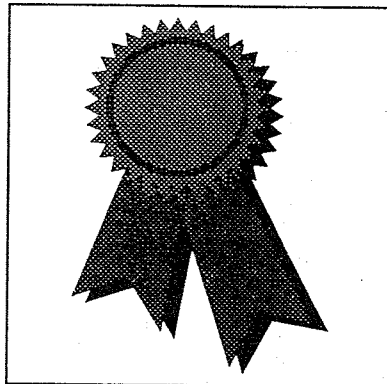


ALTA SEEKS NOMINATIONS/ APPLICATIONS FOR 1995 AWARDS

The American Library Trustee Association (ALTA), a division of the American Library Association (ALA), is seeking nominations and applications for several 1995 awards. The deadline is December 1, 1994.

The ALA Trustee Citation, established in 1941, is awarded to two public library trustees each year in recognition of distinguished service to library development that symbolizes and honors the best contributions and efforts of the estimated 60,000 U.S. citizens who serve on library boards.

The ALTA/Gale Outstanding Trustee Conference Grant, two awards of \$750 each, enables public library trustees who are currently in service on a library board to attend the ALA Annual Conference. The trustees must demonstrate qualitative interests and efforts in supportive service of a local public library and must not have attended a previous ALA Annual Conference.



The ALTA Literacy Award is given annually to a library trustee or an individual who in a volunteer capacity has made a significant contribution to addressing the illiteracy problem in the United States, particularly as it relates to the role of the public library.

The ALTA Major Benefactors Honor Award is presented to individuals, families, or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper, or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

Applications are available by sending a postcard to: ALTA, American Library Association, 50 E. Huron St., Chicago, IL 60611. Telephone: 800-545-2433, ext. 2153.

ALTA CENSUS REVISITED

In going over the ALTA membership printout, I discovered that our overall membership increased last year.

Celebrities who show a keen interest in public libraries include: **Jimmy Carter, Barbara Bush, Johnny Carson, Lawrence Clark Powell, Senator Claiborne Pell, Honorable William D. Ford, Honorable John Brademas, and Norman B. Mailer.** **Daniel Casey and Norman Kelinson,** members of the National Commission on Library and Information Science (NCLIS), are ALTA members.

Outside the United States, members include **Dr. Herman Liebaers,** President of the European Foundation for Library Cooperation, Brussels. Belgium and Canada check in with 7 members--trustees and librarians. **Nick Spillios,** past President of the Canadian Association of Library Trustees, is one of these. Offshore, we have 6 members of the Agana, Guam, Board of Trustees.

James R. Stern, Director of Trustees, Dorado Community Library, Dorado, Puerto Rico, and **Lorraine Galiber-Gundel,** St. Thomas, Virgin Islands, are members. Further afield is **Dr. Mohamed Makki Sibai,** Riyadh, Saudi Arabia.

Perhaps the most outstanding statistic is that the number of boards with 100 percent membership has grown, showing an increased awareness of the importance of community boards of trustees to the public library world--an awareness on the part of both library directors and trustees themselves.

This year across the country 83 library boards have 100 percent membership in ALTA. One board has 20 members. Least represented are two members from New Hampshire, one from Maine, one from Idaho, one from Wyoming, one from New Mexico, none from Vermont, none from Montana, none from North or South Dakota.

The frosting on the cake is to discover that **Betty J. Turock,** President-Elect of the American Library Association, is an ALTA member. We salute you, Betty, for your support. Betty is a former trustee.

ALTA is proud of its 1,600 members and looks forward to welcoming others. Join today!

--Aileen Shrader, ALTA Past President

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American Library Trustee Association Membership Application

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NEW MEMBER SURVEY

Interest has been expressed in knowing more about new members. Who are they by profession? Do they come from policy making or advisory boards? Do they serve on other boards?

The editor wrote to the latest 100-plus new members for information. Seventy-one returns were received. In general, ALTA members are highly educated and come from a wide range of professions.

HIGHLIGHTS

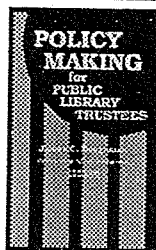
- Seventy percent are women.
- Nineteen percent represent minority groups.
- Ninety-one percent hold at least a baccalaureate degree; 45 percent hold master's degrees; and 11 percent hold a professional or doctoral degree.
- Seventy-one percent are between the ages of 40 and 50; 18 percent are 60 or older.
- Eighty percent represent policy boards; 11 percent are from multisystem boards.

- Twenty percent have fund raising responsibilities.
- Thirty-two percent represent boards with 7 voting members; 21 percent with 9 voting members. One new member reported serving on a board with 24 voting members.
- Twenty-seven percent serve on boards with term lengths of four years, with 23 percent having three-year terms.
- Seventy-seven percent are appointed by governmental authority; only 14 percent are elected in general popular elections.
- Sixty percent report that they expect to spend between 5 to 10 hours per month on board work.
- Sixty-six percent report being a trustee on another board.
- Ten percent are members of for-profit boards.
- Twenty-two percent come from the field of education; 19 percent from business; 19 percent are retired.

--Jim Baughman, Editor, ALTA Newsletter

Policy Making for Public Library Trustees

James C. Baughman



Offers a practical approach to the principles of trusteeship. Realistic and thorough...The book contains excellent discussions of the all-important distinction between trusteeship and management, about leadership, and about the purpose of library boards...This book is extremely readable...Policy Making for Public Library Trustees will stimulate thinking for trustees, directors, students, public officials, and others.
—Public Libraries

Dozens of difficult issues that library trustees are likely to be confronted with are addressed in this important work. Written to educate them about their legal duties and role in policy making, it covers issues from financial considerations to board membership and meetings to book selection.

1993 xxl, 144p. ISBN 1-56308-137-7 \$20.00

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Linda Homa, M.L.S.,
*is the Collection Development
 Services Librarian with Brodart Co.*

While weeding, I contemplated gardening advice and thought about library

Reflections on Weeding

Gardening Maxims for Collection Development

collections. Like gardens, collections can become overcrowded. Each can be overrun with materials that limit access, compete with desired materials for space and prohibit new growth. There are many reasons for this condition.

Frequently weeds can be mistaken for young vegetable sprouts. To the untrained eye these impostors seem authentic, but closer examination reveals their true nature. Books can be as deceiving as these imitator weeds. They assume the appearance of appropriate materials while offering false information. Dated dinosaur books describe Brontosaurus with no mention of Allosaurus. Atlases outline a divided Germany and a unified Soviet

Socialist Republic. Obsolete career books depict few, if any, women or minorities and describe workplaces without computers. Too often these attractive masqueraders remain on library shelves, misleading unsuspecting patrons, because "most" of their content is accurate.

Whether in a garden or a library, the challenge of weeding is finding the time. I don't know who originally coined the term weeding to refer to deselection of materials. Whoever it was, she must have been a gardener.

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