

REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

July 19, 1993

7:30 P.M.

Library Conference Room

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director  
Recommendation: Adopt by Motion

*add 32 A - Assoc meet.  
w/ab/Scholar*

3. Minutes of the June 21, 1993, Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*Scholar/Meet*

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

*Frank Calabrese  
Business ems to Placentia.*

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

*Praxis*

7. Library Foundation Report

Presentation: Library Board Secretary

*Like said no to all.  
Daniel H. King re talk with*

**CLAIMS** (Items 8 - 10)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 8 - 10 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.

*Slide / Card*

- 8. Nonstandard Claims in excess of \$300. (Approve)  
Nonstandard Claim in the amount of \$62,437.00 forwarded to the Orange County Auditor on July 12, 1993, with three Trustee signatures for payments of retirement incentives and final paychecks for Addotta, Daniels, Garcia, and Jackson.
- 9. Claims forwarded by the Library Director. (Approve)  
Claims forwarded by the Library Director On June 30 and July 8, for a total of \$5,819.61.
- 10. Current Claims and Payroll. (Approve)

Current Claims of \$13,761.63. Payrolls 3042, 3043, and 3044, for a cumulative payroll total of \$69,390.00. Combined total of Current Claims and Payroll of \$83,151.63.

**FINANCIAL REPORT** (Items 11 - 14)

*[Handwritten signature]*

Presentation: Library Director  
Recommendation: Approve by Motion

Items 11 - 14 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.

- 11. Financial Report for June, 1993. (Receive & File)
- 12. Office General Ledger & Check Registers for June, 1993. (Receive & File)
- 13. Overdue Collection Report for June, 1993. (Receive & File)
- 14. Vending Machine Report for June, 1993. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 15 - 25)**

Presentation: Library Director  
Recommendation: Approve by Motion

*15-23  
won't talk*

Items 15 - 25 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.

15. Report from Trustees Shkoler and West on their meeting with Dennis Moss of Blanning and Baker on July 7, 1993, as approved by the Board at its June 21, 1993, Regular Meeting. (Receive & File)

16. Statement from Trustee Stark regarding her concerns about the retirement incentive program approved by the Board at its June 21, 1993, Regular Meeting. (Receive & File)

17. Circulation Report for June, 1993. (Receive & File) *< had a class knit group / other family / returned >*

18. Volunteer Report for June, 1993. (Receive & File)

19. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)

20. Building Maintenance Report for June, 1993. (Receive & File)

21. Personnel Report for June, 1993. (Receive, File, and Ratify Appointments)

22. Travel Authorization. (Approve)

23. Electronic Notification System for notifying patrons of reserves and overdues. (Receive & File)

24. Interior Maintenance Services Contract for 1993-1994. (Approve & Authorize Signature of the Contract by the Library Director) *Board + City of Placentia / give best of we*

25. Computer Equipment Maintenance Contract for 1993-1994. (Approve & Authorize Signature of the Contract by the Library Director)

**CONTINUING BUSINESS**

26. FY1993-1994 Budget

Presentation: Library Director  
Recommendation: Review Legislative Alerts for 1993-1994 State Budget; Response to Retirement Incentive Program; Gann Limit for Fiscal Year 1993-1994; Adoption of Organization Chart for Fiscal Year 1993-1994; Adoption of Amendment to Memorandum of Understanding for 1993-1994; July 21 Meeting with Independent Special Library Districts and California Advocates Representative Mile Belote; and Determine Direction for July/August Activities.

27. Purchase of vending system for printers attached to databases on reference computers.

Presentation: Library Director  
Recommendation: Approve Purchase and Authorize Solicitation of Bids.

28. Placentia Library District's 75th Anniversary Celebration

Presentation: Principal Librarian  
Recommendation: Review proposals from the Program Committee and select activities.

**NEW BUSINESS**

29. Retirement event for Assistant Library Director Sal Addotta.

Presentation: Library Director  
Recommendation: Select Date and Set Price

30. Dental renewal for 1993-1994

Presentation: Library Director  
Recommendation: Select Plan for 1993-1994.

31. Date for August Board Meeting.

Presentation: Library Director  
Recommendation: Select Tuesday, August 17 or Monday, August 23.

- 32. Appointment of District's representative to the Special Districts Worker's Compensation Authority (SDWCA) Board of Directors.

Presentation: Library Director  
 Recommendation: Appoint Sal Addotta as District's Representative to SDWCA

*32a - ISDEC County Meet*

**STAFF REPORTS**

- 33. Program Report for the Month of June, 1993. (Program Committee)
- 34. Placentia Library Literacy Services Report. (Daniels)
- 35. Children's Services Report. (Schneider)
- 36. Publicity Materials produced for the month of June, 1993. (Byrne)
- 37. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)
- 38. Family Literacy Project Report. (Joseph)

**ADJOURNMENT**

- 39. Agenda Preparation for August, 1993, Regular Meeting.
- 40. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 19, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, July 14, 1993.

*Charlene Dumitru*

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jul 21 (Wed)	Independent Special Library Districts meeting with California Advocates, Buena Park Library, 10:00 A.M.
Aug	Board of Trustees Meeting, 7:30 P.M.
Sep 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Shkoler)
Sep 9 (Thur)	LVA Annual Meeting and Recognition Ceremony
Sep 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 5 (Tues)	Friends Board Meeting, 7:00 P.M. (Dinsmore)
Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 2 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 12 (Fri)	Camp Library
Dec 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 21, 1993

**CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 21, 1993, at 7:33 P.M. by President Peggy Dinsmore.

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

**Members Absent:** Secretary Sandra Stark

**Others Present:** Assistant Library Director Sal Addotta; Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Staff Members Cindy McClain and Peggy Burkich.

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**ADOPTION OF AGENDA** It was moved by Trustee Shkoler, seconded by Trustee West to adopt the Agenda as presented.

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

**MINUTES** It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of April 19, 1993 as presented.

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

It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of May 17, 1993 as presented.

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

It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of June 10, 1993 as presented.

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

**ORAL  
COMMUNICATIONS**

A letter received from Library Patron Susan Grange regarding cutbacks of Library Services was read by Library Director Minter.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that she had contacted Senator Frank Hill's office concerning State Budget issues. Senator Hill is opposed to extending the sales tax.

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President Dinsmore also reported that the final meeting for the Library's California Council of Humanities Community Grant held on Thursday, June 17, 1993, was very successful. She thinks that those involved will remain active in bettering the community.

Secretary Sandra Stark arrived at 7:45 P.M.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported that the Families for Literacy Picnic on June 18, 1993 was very well attended. Bob Tunstall, Administrative Aide from Supervisor Bill Steiner's office, was present at the picnic and informed her that Supervisor Steiner is very concerned about public libraries.

**FRIENDS OF THE  
LIBRARY REPORT**

Secretary Stark reported that the Friends of the Library had been contacted with a request to donate money to a child abuse center. The Friends have elected to donate books instead which could then be sold by the Center to raise funds.

Secretary Stark also reported that the Friends are considering hiring people to



assist with the next book sale, particularly moving and arranging the books, as they do not have enough support from within their membership.

Members of the Friends are visiting Rio Vista School to tell students about the Library's Summer Reading Programs.

The Friends were pleased to be invited to the Staff Appreciation Dinner and agreed to pay half of the cost of the event.

Library Director Minter discussed the concept of requesting donations from the public to be administered through the Friends of the Library for the purpose of purchasing books in specified categories.

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It was moved by Trustee Shkoler, seconded by Trustee Evans to endorse the concept of requesting donations from the public for presentation to the Friends of the Library.

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

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee West to approved Agenda Items 8 through 10: Nonstandard Claims; Claims forwarded by Library Director; and Current Claims and Payrolls in the amount of \$116,716.70.

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

**FINANCIAL  
REPORT**

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 11 through 14: Financial Report for May, 1993; Office General Ledger and Check Registers for May, 1993; Overdue Collection Report for May, 1993; and Vending Machine Report for May, 1993 and to authorize the transfer of \$1,200 from the County Exempt Fund to repay the remaining balance due on the vending machine.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee West, seconded by Secretary Stark to receive and file Agenda Items 15 through 20: Circulation Report for May, 1993; Volunteer Report for May, 1993; Building Maintenance Report for May, 1993; Personnel Report for May, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; and Response from the State Library delaying action on the District's LSCA Title II Grant Application for building remodeling funds.

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

**BUDGET  
FY1993-94**

It was moved by Trustee West, seconded by Trustee Evans to offer a retirement incentive program to staff whose age and years of service total 65 as presented by the Library Director in Agenda Item 21, paragraph 5.

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

It was requested by Secretary Stark that the minutes reflect that the retirement option was approved after discussion as to possible alternative uses of the monies required to fund the retirement option.

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file the Revenue Estimates for FY1993-1994 as presented by the Library Director in Agenda Item 21, paragraph 1.

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

It was moved by Trustee West, seconded by Trustee Evans to adopt Preliminary Budget for FY1993-1994 as presented by the Library Director in Agenda Item 21, paragraph 2, subject to revision after the State Budget is adopted.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve in concept only the purchase of vending equipment for 3 printers, a vending card dispenser and base as presented by the Library Director in Agenda Item 21, paragraph 3, with specifications regarding implementation and costs to be presented to the Board at a later time.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 93-3 by Title only.

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

It was moved by Trustee Shkoler, seconded by Trustee West to adopt Resolution 93-3: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to establish its Fines and Fees Schedule for FY1993-1994.

Motion was approved by roll call vote:

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

The Regular Meeting of the Board of Trustees recessed for a break at 9:42 P.M. and reconvened at 9:52 P.M.

**COLLECTIVE  
BARGAINING  
AGREEMENT  
AMENDMENT**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Amendment to Memorandum of Understanding between Placentia Library District Chapter of the Orange County Employees Association, and to authorize the Library Director to present the Amendment to the OCEA and to sign the Amendment of behalf of the Library Board of Trustees as presented by the Library Director in Agenda Item 22.

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

**LIBRARY'S 75th ANNIVERSARY** It was moved by Trustee Evans, seconded by Trustee West to authorize the Planning Committee to proceed with plans for the celebration of the Library's 75th Anniversary as outlined by the Planning Committee in Agenda Item 23.

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

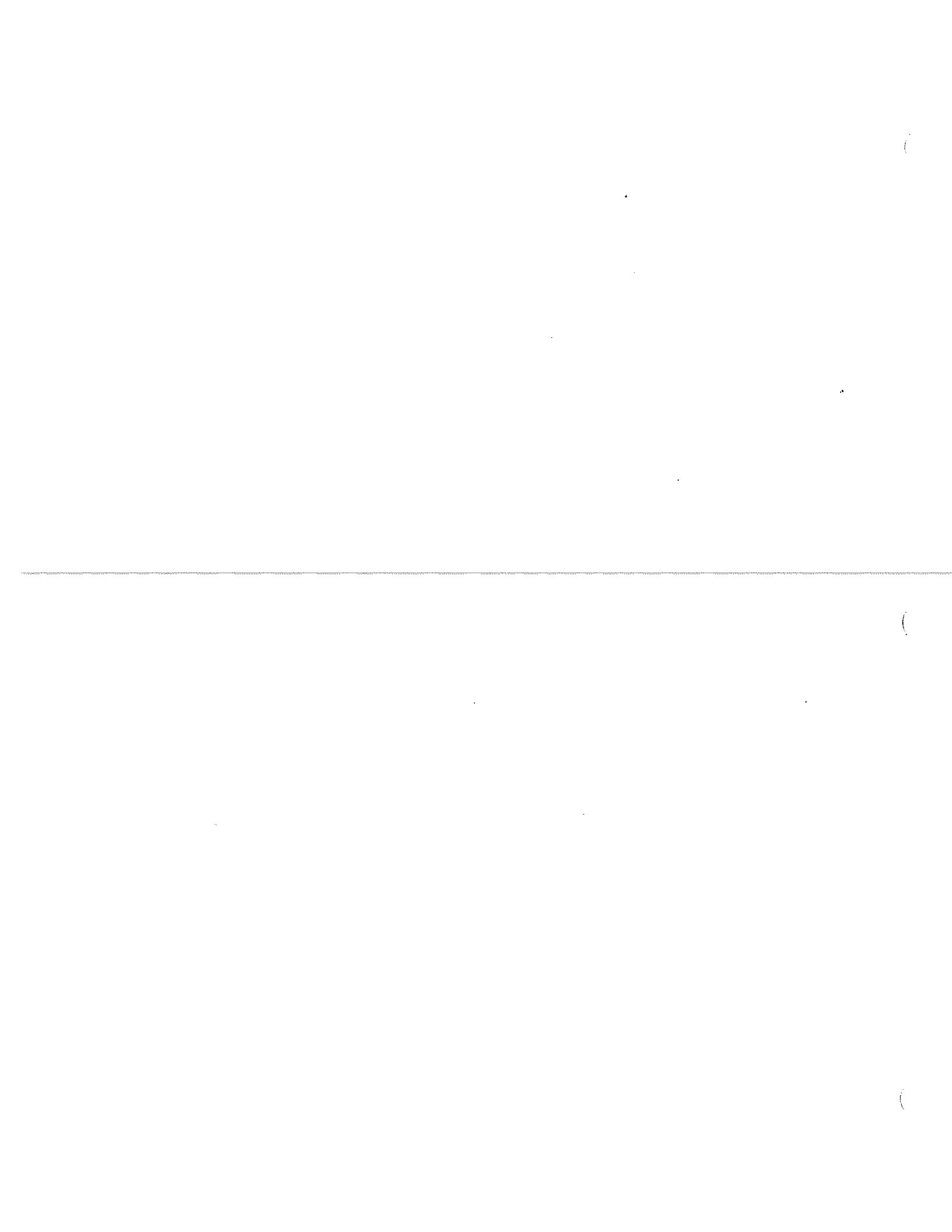
**SELECTION OF COUNSEL TO REPRESENT DISTRICT IN PERSONNEL MATTERS** It was the consensus of the Board that it had previously approved the selection of counsel by their vote at the Special Meeting of June 10, 1993, to appoint the firm of Blanning and Baker to represent the District in personnel matters in regard to staff reductions.

**STAFF REPORTS** It was moved by Secretary Stark, seconded by Trustee Evans to receive and file Agenda Items 25 through 29: Program Report for the Month of May, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials produced for the month of May, 1993; Americans with Disabilities Act Compliance Report.

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

**AGENDA PREPARATION** A preliminary Library Foundation Report is to be included in the Agenda for the Regular Meeting of July 19, 1993.

**ADJOURNMENT** The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 10:32 P.M.



TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, <sup>LLP</sup> Literacy Coordinator

DATE: July 13, 1993

SUBJECT: Literacy Volunteers of America Board Report

The LVA-Placentia Board of Directors met on June 17. The following items were discussed:

- \* Voted to move LVA - Placentia checking account to Landmark Bank
- \* Discussed size and structure of LVA - Placentia Board and potential nominees for 1993-94 Board of Directors
- \* Voted to participate in following events during next year:
  - Annual meeting and recognition ceremony (September)
  - ~~Heritage Days (October)~~
  - Holiday mail solicitation (November)
  - Holiday social (December)
  - Bowl-a-thon (February)
  - Street Faire (June)
- \* Decided to write solicitation letter to service clubs
- \* Voted to establish a perpetual Don A. Schweitzer Award of Excellence with a plaque, to be awarded at the annual recognition event in September to a learner or volunteer chosen by LVA - Placentia. The recipient will receive a certificate.
- \* Decided to participate in LVA's ornament fundraiser and publicize it in the Placentia Quarterly.

Minutes of the March and May meetings are attached.

The next LVA-Placentia Board meeting is scheduled for Tuesday, July 27, at 6:00 PM.

A special meeting of LVA affiliates will be held at the Newport Beach Public Library on Saturday, July 24, at 10:00 AM.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

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

The following directors were present:

Lotte Gopalakrishnan  
Leslie Moreau

The following directors were absent:

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

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

2. PRIOR MEETING MINUTES. The minutes of the February 23, 1993 meeting were circulated prior to the meeting for review by the Directors. Approval of the minutes was tabled until the next meeting.

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

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

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



March 23, 1993

2

A. Program Statistics.

B. Activities.

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

C. Network Activity.

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

D. Upcoming Activities.

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

5. REPRESENTATIVE REPORTS.

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

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

6. COMMITTEE REPORTS.

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

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

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

March 23, 1993

3

C. Finance Committee.

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

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

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

E. Public Relations.

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

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

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

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

7. OTHER BUSINESS.

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

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

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

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

March 23, 1993

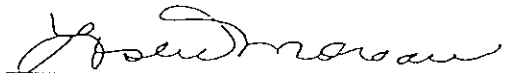
Agenda Item 6  
Attachment A  
Page 4

4

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

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

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



Leslie Moreau, Secretary

MINUTES

MEETING OF BOARD OF DIRECTORS  
OF  
LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A special meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:00 p.m. on Monday, May 10, 1993, in the Placentia Library Conference Room.

The following directors were present:

Peggy Dinsmore  
Lotte Gopalakrishnan  
Valarie Harris  
Leslie Moreau

The following directors were absent:

Joanne Maguire (unexcused)  
Maria Moreno (unexcused)  
Jess Ramirez (excused)

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Melanie Daniels, Literacy Coordinator; Suad Ammar, Principal Librarian; Elizabeth Minter, Library Director; and Gwen Joseph, Families for Literacy Program Administrator, were also present.

It was noted that, in accordance with Bylaw Article V, Section 3, a vacancy on this board exists due to Maria Moreno's three unexcused absences. In recent months, Maria has been quite busy with her duties as Mayor of Placentia. Maria's efforts for literacy and for LVA-Placentia are gratefully acknowledged and would again be most welcome when her schedule permits.

2. PRIOR MEETING MINUTES. Because of scheduling conflicts, the April meeting was canceled. Because of the special nature of this May 10 meeting, approval of the minutes of the March 23, 1993 meeting were tabled until the next meeting.

3. TREASURER'S REPORT. The Treasurer will report on activity since March 23, 1993 at the next regular meeting of this board.

4. CHAMBER OF COMMERCE BREAKFAST PRESENTATION. Melanie, Suad and Elizabeth reported on the Chamber's positive response to Joanne Maguire's and Esther Guzman's presentation on April 29.

May 10, 1993

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5. 50/50 MANAGEMENT TRAINING. LVA-National conducted a two-day training session in Santa Ana on April 24 and 25, 1993. Leslie Moreau and Melanie Daniels attended.

6. PLACENTIA LIBRARY LITERACY SERVICES PROGRAM. All those present at the meeting participated in a lively discussion on redefining the vision for the literacy program. Four goals seen as most important are:

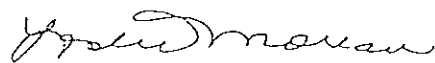
- A. Serving more learners and tutors.
- B. Clarifying the roles of LVA-Placentia volunteers and Placentia Library paid staff members.
- C. Expanding funding sources.
- D. Increasing cooperation and interaction with the community.

The respective roles of LVA-Placentia and Placentia Library District in meeting the goals of the literacy program were discussed.

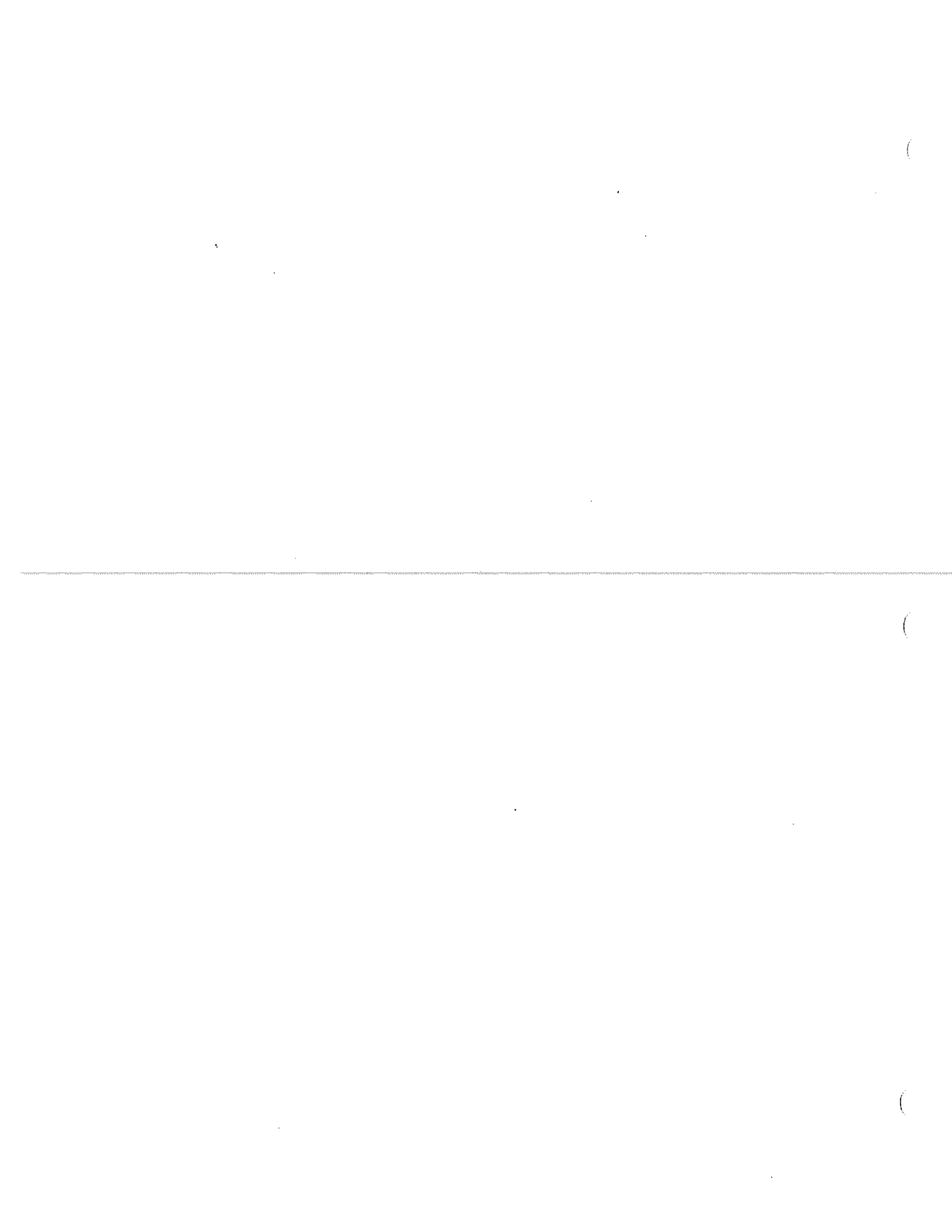
Preliminary budget information for Placentia Library District and PLLS will be available at the June meeting for a discussion of the most efficient uses of PLD, PLLS and LVA resources.

7. LVA STATE OFFICE CLOSURE. Because of continuing financial limitations, LVA-California closed its office in April. LVA National has contracted with Brenda Gray and Evelyn Renner to provide interim field services for affiliates in Northern and Southern California, respectively. On May 7, 1993, Jinx Crouch, President - LVA National, met with Orange County affiliate representatives to strengthen the direct national-local affiliate relationship. Melanie Daniels, Suad Ammar and Leslie Moreau represented LVA-Placentia.

8. ADJOURNMENT. Due to the late hour, the meeting was adjourned at 9:30 p.m.



Leslie Moreau, Secretary



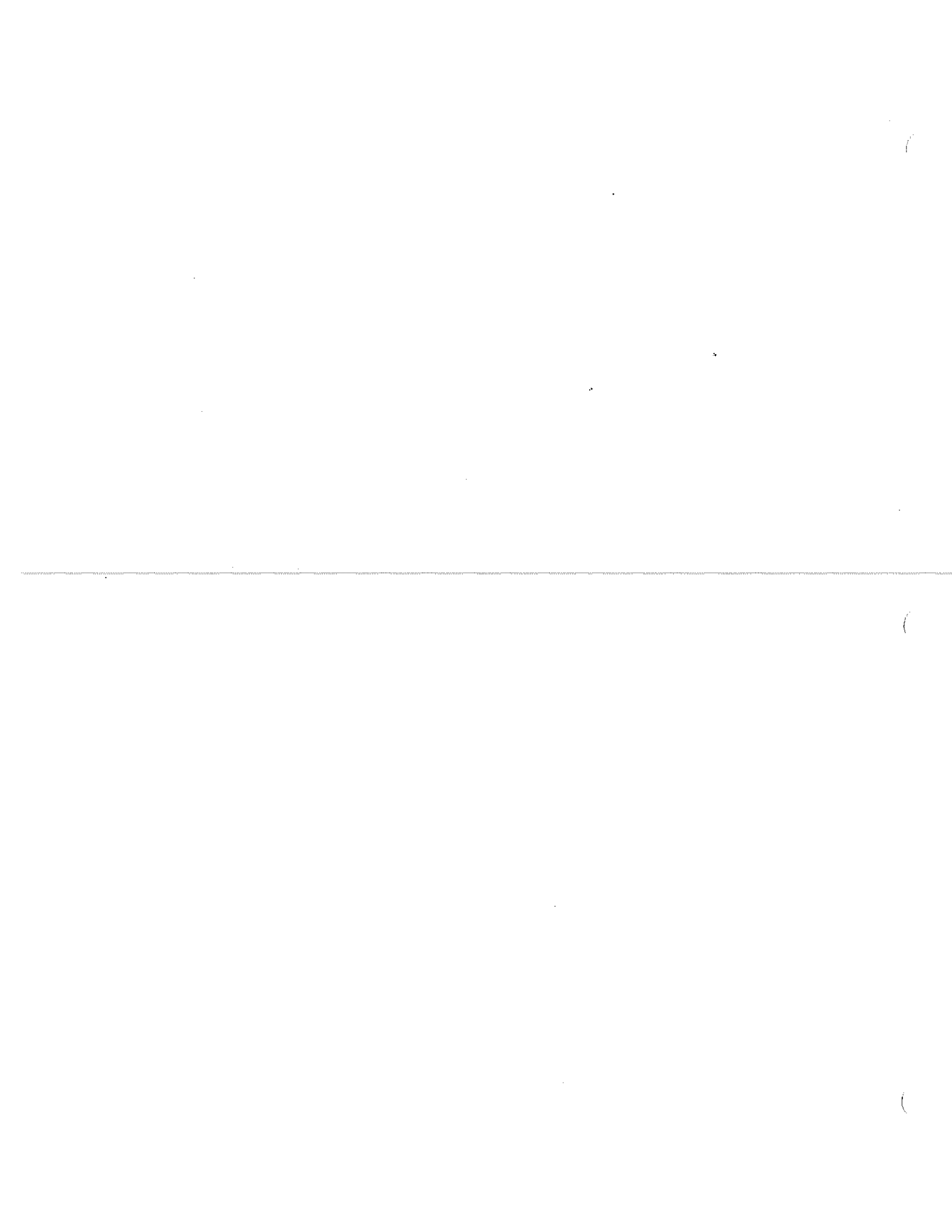
TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: July 19, 1993  
SUBJECT: Library Foundation Report

The Steering Committee for the formation of the Placentia Library Foundation met on June 30 and July 14, 1993.

The Committee is reviewing the organizational materials from the Newport Beach Library Foundation, recruiting an attorney and accountant to handle the organizational procedures, and preparing to visit with representatives of the Newport Beach Library Foundation.

The next meeting is scheduled for Thursday, August 26 at 11:30 A.M. in the Library Conference Room.

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PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims in Excess of \$300.00  
July 19, 1993

DATE	AMOUNT
Jul 12, 1993	<u>\$62,437.00</u>
TOTAL	\$62,437.00

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

DATE: Jul 12, 1993  
Claim No. 3037

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jul 12, 1993	Addotta Daniels Garcia M. Jackson	58,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	4,437.00		020-000	
				62,437.00	TOTAL	

PLEASE WIRE ON FRIDAY, JULY 16, 1993.

The claims listed above (totaling \$62,437.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
July 19, 1993

DATE		AMOUNT
Jun 30, 1993	1	\$4,521.98
Jul 08, 1993	2	<u>\$1,297.63</u>
TOTAL		<u>\$5,819.61</u>

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

DATE: Jun 30, 1993  
Report No. 3035

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jun 21, 1993	July		3,796.55	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Jun 22, 1993	July		454.12	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jun 17, 1993	528-1906	190.46			
	Jun 19, 1993	996-2865	18.30			
	Jun 17, 1993	528-8236	21.95	230.71	070-000	
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Jun 21, 1993	July		24.95	180-000	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Jun 17, 1993	400261984		15.65	180-000	

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$4,521.98 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

DATE: Jul 08, 1993  
Report No. 3036

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
S&M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	Jul 01, 1993	7179		1,091.52	140-000	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Jun 30, 1993	400262089		43.15	180-009	
Southern California Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	Jun 28, 1993	May 21, 1993- Jun 22, 1993		162.96	280-000	

The claims listed above (totaling \$1,297.63 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll Dated July 19, 1993.  
 July 19, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$359.64</u>
Subtotal for Immediately		<u>\$359.64</u>
Regular	1	\$8,372.61
	2	\$1,171.52
	3	<u>\$3,857.86</u>
Subtotal for Payments		\$13,761.63
Payroll	3042	\$23,130.00
	3043	\$23,130.00
	3044	<u>\$23,130.00</u>
Subtotal for Payroll		<u>\$69,390.00</u>
TOTAL		<u>\$83,151.63</u>

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

DATE: Jul 19, 1993  
Report No. 3038

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jul 04, 1993	524-8408		63.67	070-008	
CARE RESOURCES 9550 Warner Ave. Ste. #206 Fountain Valley, CA 92708	Jul 14, 1993	August		35.00	190-000	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jul 09, 1993	May 14, 1993- Jun 15, 1993		260.97	280-000	

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$359.64 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



DATE: Jul 19, 1993  
Report No. 3039

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jun 30, 1993	A15140		423.82	070-005	
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, CA 92705	Jul 07, 1993	94786		129.15	130-008	
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Jul 29, 1993	33623		117.42	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jun 21, 1993	23023		2,043.66 4,707.57 6,751.23	140-000 280-000 Total	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	May 28, 1993	3340156		91.76	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jun 30, 1993	June		30.71	190-000	
GOLDEN WEST PUBLISHING P.O. Box 11969 Santa Ana, CA 92711-1969	Jun 05, 1993 Jul 10, 1993	23 192 23-268	15.75 55.13	70.88	200-000	
REED REFERENCE P.O. Box 7247-8077 Philadelphia, PA 19170-8077	Jun 18, 1993	9226562704		695.50	240-001	
STATE OF CALIFORNIA DEPARTMENT OF EDUCATION P.O. Box 271 Sacramento, CA 95812-0271	Jun 10, 1993	P-58033		17.24	240-001	
CRC PRESS, INC. P.O. Box 6123 Ft. Lauderdale, FL 33310	May 18, 1993	71131-609		44.90	240-001	

The claims listed above (totaling \$8,372.61 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
Thorndike Press & G.K. Hall	May 14, 1993	J193409	101.63			
P.O. Box 7777 W8775	May 14, 1993	J193410	101.63			
Philadelphia, PA 19175	May 14, 1993	J193411	164.47	367.73	240-001	
BAKER & TAYLOR	Jun 08, 1993	F08 7638	320.79			
P.O. Box 7247-8049	Jun 15, 1993	F15 7948	483.00	803.79	240-001	
Philadelphia, PA 19170-8049						
INGRAM	Jun 10, 1993	25660272	93.96			
P.O. Box 845361	Jun 11, 1993	25672897	4.96			
Dallas, TX 75284-5361	Jun 11, 1993	25672900	13.63			
	Jun 11, 1993	25672898	14.00			
	Jun 11, 1993	25672899	2.73			
	Jun 15, 1993	25697470	16.13			
	Jun 15, 1993	25697471	28.37			
	Jun 16, 1993	25700301	29.92			
	Jun 16, 1993	25700302	15.20			
	Jun 17, 1993	25719095	12.41			
	Jun 17, 1993	25719096	70.10			
	Jun 17, 1993	25719097	13.82			
	Jun 17, 1993	25719098	198.24			
	Jun 21, 1993	25731577	31.44			
	Jun 21, 1993	25731578	4.71			
	Jun 23, 1993	25754342	26.28			
	Jun 23, 1993	25754343	4.64			
	Jun 23, 1993	25754344	25.64			
	Jun 23, 1993	25754345	39.33			
	Jun 24, 1993	25765868	47.54			
	Jun 25, 1993	25774790	16.91			
	Jun 25, 1993	25774791	15.08			
	Jun 29, 1993	25800741	13.81			
	Jun 29, 1993	25800742	16.10			
	Jun 29, 1993	25800743	31.70			
	Jun 29, 1993	25800744	12.33			
	Jun 30, 1993	25805668	2.49			
	Jun 30, 1993	25805669	23.94			
	Jun 30, 1993	25805670	14.69			
	Jun 30, 1993	25806886	454.87			
	Jun 30, 1993	25806887	44.78			
	Jun 30, 1993	25806888	59.63			
	Jun 30, 1993	25806889	151.22			
	continued on clm#3041...					

The claims listed above (totaling \$1,171.52 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath of affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Jul 19, 1993  
Report No. 3041

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
(Ingram continued from clm 3040)	Jul 01, 1993	25816191	31.65			
	Jul 02, 1993	25828224	28.02			
	Jul 02, 1993	25828225	1.70			
	Jul 02, 1993	25828226	28.02			
	Jul 07, 1993	25848888	14.47	1,654.46	240-001	
MOODY'S INVESTORS SERVICE P.O. Box 12086 Newark, NJ 07101	Jul 19, 1993	39031935		2,028.67	240-004	
ORANGE COUNTY REGISTER P.O. Box 11942 Santa Ana, CA 92711	Jun 15, 1993	Jun 01, 1993- Jun 01, 1994		116.37	240-004	
BOOKS ON TAPE P.O. Box 7900 Newport Beach, CA 92658	Jul 12, 1993	1476280M		16.16	240-005	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Jun 04, 1993	101074		5.95	240-005	
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jun 30, 1993	travel reimb.		22.00	270-000	
MELANIE DANIELS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 26, 1993	workplace literacy providers of O.C.		6.25	270-008	
GWEN JOSEPH c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jun 21, 1993	Cal. State Library Polaroid camera workshop		8.00	270-009	

The claims listed above (totaling \$3,857.86 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Jul 19, 1993  
 Claim No. 3042

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jul 19, 1993	Pay # 28 Jul 23, 1993- Aug 05, 1993	21,700.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,430.00		020-000	
				23,130.00	TOTAL	

PLEASE WIRE ON THURSDAY, AUGUST 5, 1993!

The claims listed above (totaling \$23,130.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

DATE: Jul 19, 1993  
Claim No. 3043

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jul 19, 1993	Pay # 29 Aug 06, 1993- Aug 19, 1993	21,700.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,430.00		020-000	
				23,130.00	TOTAL	

PLEASE WIRE ON THURSDAY, AUGUST 19, 1993!

The claims listed above (totaling \$23,130.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

DATE: Jul 19, 1993  
Claim No. 3044

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jul 19, 1993	Pay # 30 Aug 20, 1993- Sep 02, 1993	21,700.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,430.00		020-000	
				23,130.00	TOTAL	

PLEASE WIRE ON THURSDAY, SEPTEMBER 2, 1993!

The claims listed above (totaling \$23,130.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

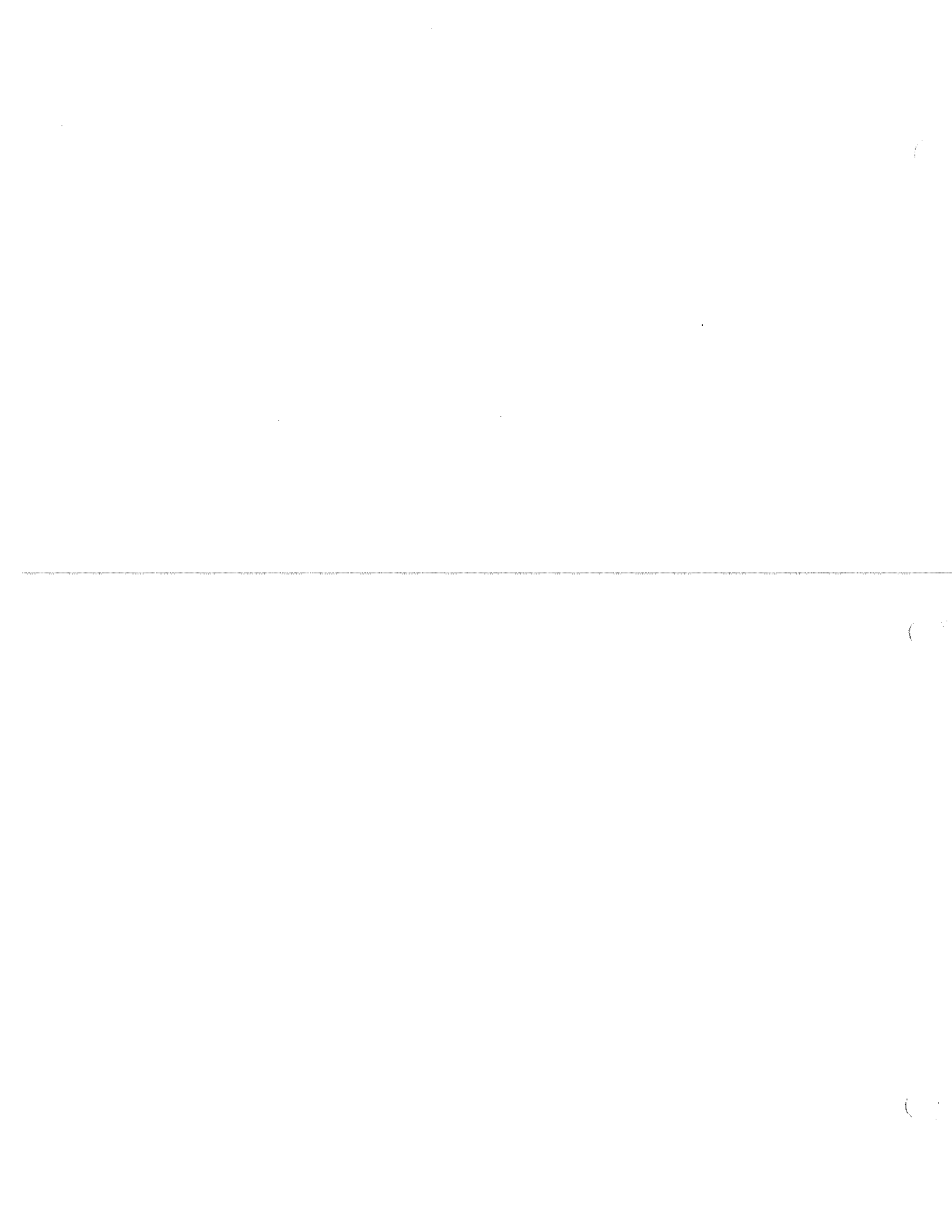
Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

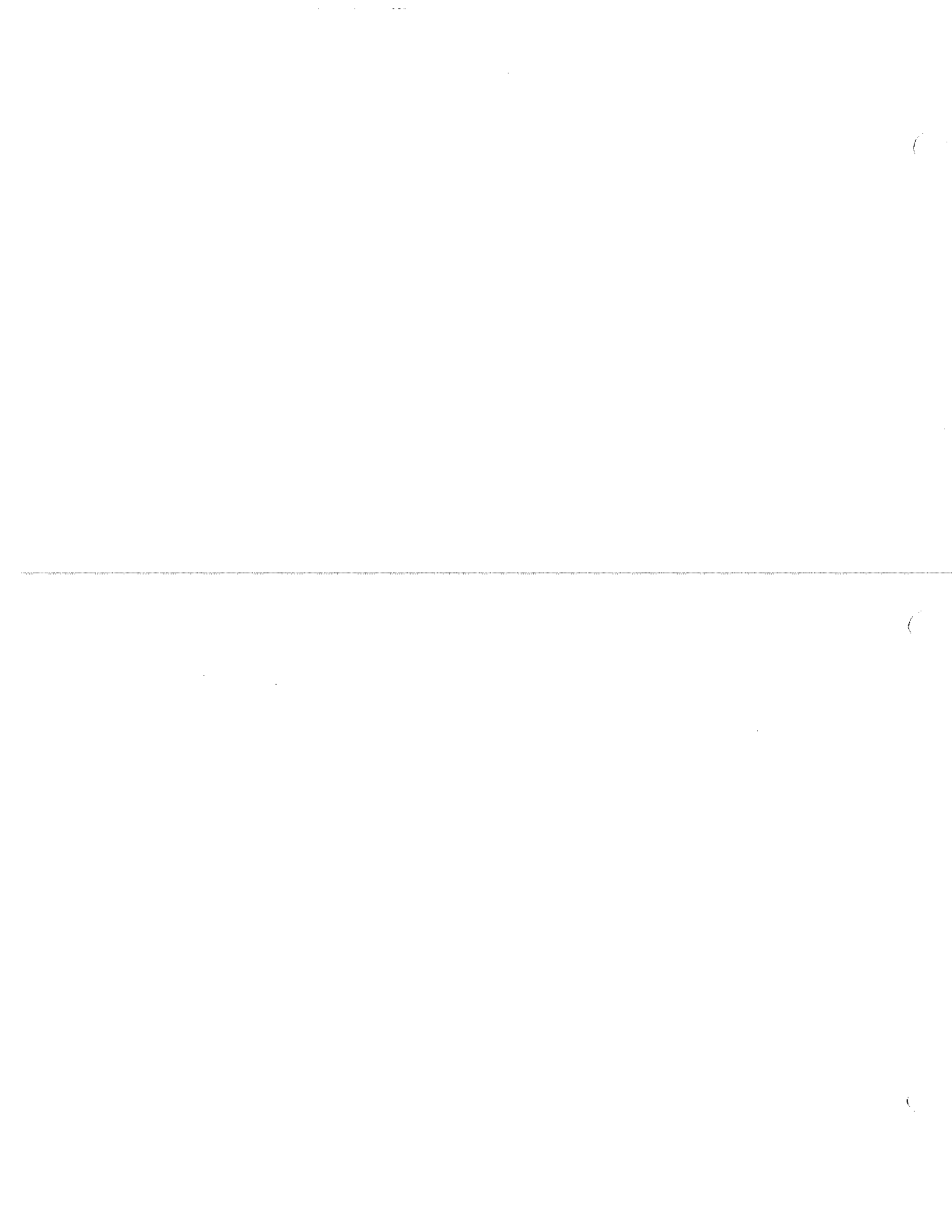
PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 19, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUNE 1993	FY1991-92 JUNE 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	752,402.94	700,238.65	51,700.00	48,665.00	102.33%
020-000	Retirement	107,075.00	101,063.84	87,508.99	3,720.00	3,645.00	94.39%
	Health Insurance/Care America	36,200.00	38,381.19	28,893.60	2,966.79	3,056.54	107.68%
	Long Term Disability	0.00	2,485.32	0.00	786.21	0.00	
	Vision Service Plan	2,250.00	2,013.44	2,063.76	155.44	155.44	89.49%
	Dental	6,600.00	5,702.00	6,345.14	454.12	1,715.16	86.39%
030-000	Total Employee Insurance	45,050.00	49,181.95	37,302.50	4,362.56	4,927.14	109.17%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,717.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	6,098.85	7,602.28	1,384.00	1,549.31	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	911,327.34	834,369.42	61,116.56	58,776.45	101.61%
070-000	Communications	6,200.00	3,554.15	4,968.14	247.90	314.21	57.33%
070-005	Communications - Computer	0.00	43,737.89	837.04	1,204.20	0.00	
070-008	Communications - Literacy	1,200.00	896.35	1,180.17	75.81	61.69	74.70%
	Total Communications	7,400.00	48,168.39	6,985.35	1,527.91	375.90	651.19%
090-000	Food	200.00	0.00	88.83	0.00	88.83	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	88.83	0.00	88.83	16.13%
100-000	Household Expense	4,500.00	3,596.68	4,479.02	0.00	65.28	79.83%
110-000	Insurance	16,500.00	14,649.00	14,716.87	0.00	0.00	88.73%
130-000	Maintenance of Equipment	7,500.00	4,453.27	7,575.16	0.00	0.00	59.38%
	HVAC	6,000.00	13,623.83	10,798.53	234.84	745.30	170.30%
	Carpet Cleaning	5,950.00	2,894.55	2,838.35	0.00	0.00	48.65%
	Groundskeeping, City of Placentia	23,000.00	23,537.42	30,390.96	1,665.75	2,749.92	102.34%
	Plumbing	750.00	523.71	0.00	0.00	0.00	69.83%
	Electrical	2,250.00	982.57	2,578.08	0.00	121.50	43.67%
	Cleaning Service	14,000.00	13,060.20	12,052.20	1,220.52	1,091.52	93.29%
	Locksmith	500.00	87.45	587.34	0.00	0.00	17.49%
	Other	500.00	1,141.36	898.73	215.00	0.00	228.27%
140-000	Total Maintenance of Building & Grounds	54,950.00	55,851.09	60,144.19	3,336.11	4,708.24	101.64%
160-000	Memberships	3,500.00	3,325.25	3,452.19	0.00	0.00	95.01%
170-000	Miscellaneous Expense	0.00	0.00	349.86	0.00	0.00	





OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUNE 1993	FY1991-92 JUNE 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	9,042.32	7,416.83	16.45	328.59	226.06%
	Printing	11,000.00	4,172.71	3,383.84	37.18	277.08	37.93%
	EZ Copy - copy cards for sale to patrons	1,750.00	1,571.32	1,698.50	53.64	0.00	89.79%
	Publications	650.00	1,965.00	613.82	0.00	0.00	305.38%
	Paper	300.00	1,143.69	206.98	83.30	23.17	381.23%
	Drinking Water Service	350.00	299.40	229.55	24.95	29.95	85.54%
	Other Office Supplies	8,000.00	10,585.64	6,953.95	463.95	829.79	132.32%
	Total Office Supply Expense	26,050.00	28,800.08	20,503.47	684.47	1,490.58	110.56%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	616.54	2,081.12	0.00	96.61	30.83%
	Publications	200.00	0.00	218.51	0.00	38.64	0.00%
	Paper	100.00	86.93	0.00	57.79	0.00	86.93%
	Other Office Supplies	500.00	1,953.93	545.64	219.62	49.62	390.79%
	Total Literacy Office supply expense	2,800.00	2,657.40	2,845.27	277.41	174.87	94.91%
180-009	Family Literacy Supply Expense	500.00	4,832.97	736.14	561.54	274.27	966.59%
	Total Office Expense	29,350.00	36,290.45	24,542.09	1,523.42	1,939.72	123.63%
183-000	Postage Expense	1,500.00	1,970.50	1,354.09	425.09	88.22	131.37%
183-003	Postage Expense - Literacy	500.00	894.17	413.97	166.00	90.22	178.83%
183-009	Postage Expense - Family Literacy	0.00	29.00	0.00	0.00	0.00	
	Total Postage Expense	2,000.00	2,893.67	1,768.06	591.09	178.44	144.68%
	Care Resources (Employee Assistance)	650.00	693.00	761.25	84.00	50.75	106.62%
	Pension Contribution & Operating Expenses	4,000.00	5,029.59	3,638.85	705.69	0.00	125.74%
	Anaheim Library	30,000.00	4,965.98	40,963.34	0.00	15,132.67	16.62%
	Clipping Service	400.00	368.52	399.23	0.00	30.71	92.13%
	Tax Collection Services & Fees by Orange County	600.00	545.51	735.53	302.56	281.07	90.92%
	Advertising	750.00	552.50	0.00	97.50	0.00	73.67%
	Medical Exams	750.00	324.00	769.50	0.00	121.50	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	3,420.25	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	8,101.87	8,344.76	3,614.72	3,433.50	1620.37%
	Total Specialized Services	60,400.00	25,918.25	64,407.71	4,804.47	19,050.20	42.91%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	1,077.40	2,069.14	108.90	0.00	47.89%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	2,467.26	0.00	315.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	2,401.91	13,553.04	38.52	40.79	16.01%
	Total Specialized Services	79,150.00	30,209.56	82,497.15	4,951.89	19,405.99	38.17%



OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUNE 1993	FY1991-92 JUNE 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	82.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	71,800.00	0.00	0.00	
230-000	Small Tools/Instruments		497.32	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	745.48	0.00	399.80	4.98%
240-001	Special Department Expense - Books	85,747.00	109,878.89	115,541.59	16,588.40	2,735.61	128.14%
240-002	Special Department Expense - Video	10,000.00	957.38	5,115.55	0.00	187.98	9.57%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	39,890.38	4,159.91	13,620.47	261.02	145.06%
240-005	Special Department Expense - Audio	5,000.00	4,027.63	7,461.82	29.15	115.68	80.55%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.86	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	1,439.19	590.51	282.06	244.34	411.20%
	Total Special Department Expense	128,897.00	156,327.17	141,853.36	30,520.08	3,944.43	121.28%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	6,292.83	10,447.26	1,707.62	523.87	125.86%
270-008	Transportation/Travel - Meetings - Literacy	500.00	728.00	293.30	14.00	57.30	145.60%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	941.50	64.44	298.00	54.49	941.50%
	Total Transportation/Travel - Meetings	5,600.00	7,962.33	10,805.00	2,019.62	635.66	142.18%
280-000	Electricity	63,000.00	56,813.70	59,381.46	4,325.98	4,817.50	90.18%
	Gas	6,250.00	2,917.30	6,059.32	364.30	405.89	46.68%
	Water	1,750.00	1,888.97	1,359.30	163.78	72.77	107.94%
	Total Utilities	71,000.00	61,619.97	66,790.08	4,854.06	5,296.16	86.79%
	TOTAL SUPPLIES & SERVICES	411,047.00	426,417.49	498,579.48	49,324.18	36,638.65	103.74%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.00	1,262.82	0.00	0.00	40.67%
400-000	Equipment	0.00	711.12	19,583.43	711.12	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	2,245.40	0.00	591.54	0.00%
	Total Equipment	1,000.00	711.12	22,301.79	711.12	591.54	71.11%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	711.12	22,409.52	711.12	591.54	71.11%
	TOTAL EXPENSES	1,310,422.00	1,339,065.99	1,356,621.24	111,151.86	96,006.64	102.19%
	Total 007 - Grandparents & Books	0.00	0.00	4,916.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	6,372.12	7,274.81	642.12	384.08	87.89%
	Total 009 - Family Literacy	2,450.00	8,057.92	3,858.35	1,141.60	888.10	378.89%

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Placentia Library District  
Balance Sheet

June 30, 1993

Assets

General Fund	5,547.47	
Literacy Fund	7,850.78	
County Exempt	8,665.49	
Payroll Account	6,846.79	
Savings (P/R Support)	6,743.52	
Savings (P/R Fees)	(83.17)	
Certificates of Deposit	20,004.57	
Petty Cash/Change	0.00	
	-----	
Total Assets		55,575.45
		=====

Liabilities

Manual Payroll Checks	2,925.60	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	(55.50)	
Insurance Payable	(398.04)	
Credit Union Payable	(814.21)	
Union Dues Payable	549.10	
Other Employee Deductions	523.91	
	-----	
Total Liabilities		2,538.94

Capital

Fund Balance	53,036.51	
	-----	
Total Capital		53,036.51
		-----
Total Liabilities and Capital		55,575.45
		=====

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

June, 1993

Prepared 7/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,720.15
Checks Out	3633	55.62		
	3634	17.06		
	3635	100.00		
TOTALS		172.68	0.00	

CHECKBOOK BAL

5,547.47

*EO Hunt*  
*7/12/93*

General Fund

06/30/93

Page 1

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

Part 1 of 1 Parts

	Total	06/30/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	21.60	21.60
Cash Register-Fines	2,999.24	2,999.24
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	124.21	124.21
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	176.35	176.35
Cash Register-Computer Rental	146.00	146.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,092.61	2,092.61
<del>State Library Grants</del>	<del>0.00</del>	<del>0.00</del>
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,301.15	1,301.15
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6,861.16	6,861.16
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	6,861.16	6,861.16
<b>Expenses</b>		
Transfers to County	27,160.19	27,160.19
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	520.64	520.64
Postage (183)	45.62	45.62
Prof. & Spec. Services (190)	100.00	100.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	89.00	89.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	27,915.45	27,915.45
	-----	-----
Operating Income (Loss)	(21,054.29)	(21,054.29)

General Fund

06/30/93

Page 2

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

Part 1 of 1 Parts

	Total	06/30/93
Other Income		
Other Expenses		
Net Income (Loss)	----- (21,054.29) =====	----- (21,054.29) =====



## General Fund

06/30/93

Page 1

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

	06/30/93
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	138.95
Cash Register-Fines	30,516.30
Cash Register-Damaged Items	84.31
Cash Register-Lost Items	401.79
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	356.00
Cash Register-Reserves	1,734.36
Cash Register-Computer Rental	1,454.75
Typewriter Income	192.94
Telephone Income	870.08
Copy Machine Income	1,006.19
State Library Reimbursements	57,130.78
State Library Grants	37,528.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	14,388.90
Interest Income	10.35
Miscellaneous Income	0.00
	-----
Total Income	160,627.45
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	160,627.45
<b>Expenses</b>	
Transfers to County	142,960.70
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	40.00
Memberships (160)	156.49
Office Expense (180)	3,095.68
Postage (183)	2,954.88
Prof. & Spec. Services (190)	606.80
Special Departmental Expense (240)	1,354.54
Transportation & Travel (270)	3,685.73
Equipment (400)	0.00
Taxes and Fees (370)	598.00
	-----
Total Expenses	155,900.74
	-----
Operating Income (Loss)	4,726.71

06/30/93

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

06/30/93

Other Income

Other Expenses

Net Income (Loss)

-----  
4,726.71  
=====

General Fund

06/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 93 Period 12  
 General Fund

Page 1

Check	Date	Payee	Amount
3629	06/30/93	VOID void	0.00
3630	06/30/93	Lisa Culver 0-5114-01 Office Expense (180)	503.58 503.58
3631	06/10/93	O.C. Auditor 0-5102-01 Transfers to County	27,160.19 27,160.19
3632	06/17/93	Fred Pryor Seminars 0-5122-01 Transportation & Travel (270)	99.00 99.00
3633	06/17/93	Cindy McClain 0-5122-01 Transportation & Travel (270) 0-5116-01 Postage (183)	55.62 10.00 45.62
3634	06/21/93	E. D. Minter 0-5114-01 Office Expense (180)	17.06 17.06
3635	06/30/93	Woodman Life 0-5118-01 Prof. & Spec. Services (190)	100.00 100.00
Checkbook 1 Total			27,935.45

General Fund

06/30/93

Placentia Library District

Page 2

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 12 through Fiscal Year 93, Period 12

Account Name	Total
0-5102-01 Transfers to County	27,160.19
0-5114-01 Office Expense (180)	520.64
0-5116-01 Postage (183)	45.62
0-5118-01 Prof. & Spec. Services (190)	100.00
0-5122-01 Transportation & Travel (270)	109.00
	27,935.45

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

June, 1993

Prepared 6/8/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,850.78
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,850.78

*Edmund*  
7-8-93

Literacy Fund

06/30/93

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

Page 1  
 Part 1 of 1 Parts

	Total	06/30/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Books/Materials Income	4.00	4.00
Interest Income	8.00	8.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	72.00	72.00
Cost of Sales	-----	-----
Gross Profit (Loss)	72.00	72.00
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	72.00	72.00
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	72.00	72.00
	=====	=====

06/30/93

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

	06/30/93
Income	
Gifts Income	852.00
Tutor Training Income	970.00
Workshops Income	40.00
Books/Materials Income	70.40
Interest Income	135.44
Miscellaneous Income	0.00
	-----
Total Income	2,067.84
Cost of Sales	-----
Gross Profit (Loss)	2,067.84
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	(156.86)
Tutor Training Materials	485.50
	-----
Total Expenses	747.64
	-----
Operating Income (Loss)	1,320.20
Other Income	
Other Expenses	-----
Net Income (Loss)	1,320.20
	=====

Literacy Fund

06/30/93

Placentia Library District

Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 12 through Fiscal Year 93, Period 12

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

June, 1993

Prepared 7/8/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,000.66
Checks Out	798	13.44		
	809	502.91		
	810	150.00		
	811	350.00		
	812	125.00		
	813	193.82		
TOTALS		1,335.17	0.00	
CHECKBOOK BAL				8,665.49

*Sanwa*  
*7-8-93*

## County Exempt Fund

06/30/93

Page 1

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

Part 1 of 1 Parts

	Total	06/30/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	184.00	184.00
Meeting Room Income	285.00	285.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	484.80	484.80
Friends Contributions	0.00	0.00
Gifts Income	200.00	200.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	510.11	510.11
Interest Income	13.02	13.02
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>1,749.43</b>	<b>1,749.43</b>
<b>Cost of Sales</b>		
	-----	-----
<b>Gross Profit (Loss)</b>	<b>1,749.43</b>	<b>1,749.43</b>
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	1,700.00	1,700.00
Vending Machine Supplies	865.24	865.24
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	1,577.02	1,577.02
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	(32.29)	(32.29)
Friend's-Other Activities	0.00	0.00
Library Board Expenses	269.14	269.14
Gulf Arab Grant	0.00	0.00
Community Grant Expense	97.05	97.05
Miscellaneous	30.34	30.34
Lobbyist Expense	2,000.00	2,000.00
	-----	-----
<b>Total Expenses</b>	<b>6,506.50</b>	<b>6,506.50</b>
	-----	-----
<b>Operating Income (Loss)</b>	<b>(4,757.07)</b>	<b>(4,757.07)</b>
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----

County Exempt Fund

06/30/93

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)	Total (4,757.07) =====	06/30/93 (4,757.07) =====
-------------------	------------------------------	---------------------------------

06/30/93

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

	06/30/93
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	759.00
Microfilm/Microfich Income	386.50
Meeting Room Income	3,491.20
Test Proctoring Income	80.00
Vending Machine Income	7,698.48
Friends Contributions	3,000.00
Gifts Income	1,966.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	3,194.28
Interest Income	119.56
Miscellaneous Income	74.40
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00
	-----
<b>Total Income</b>	<b>24,586.50</b>
<b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>24,586.50</b>
<b>Expenses</b>	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	5,100.00
Vending Machine Supplies	4,427.18
Vending Machine Repairs	416.34
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	2,313.66
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	1,074.94
Friend's-Other Activities	280.20
Library Board Expenses	1,065.02
Gulf Arab Grant	483.36
Community Grant Expense	942.40
Miscellaneous	150.34
Lobbyist Expense	6,259.04
	-----
<b>Total Expenses</b>	<b>23,035.52</b>
	-----
<b>Operating Income (Loss)</b>	<b>1,550.98</b>
<b>Other Income</b>	
<b>Other Expenses</b>	
	-----

County Exempt Fund

06/30/93

Page 2

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

Net Income (Loss)

06/30/93  
1,550.98  
=====

County Exempt Fund

06/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 93 Period 12  
 County Exempt

Page 1

Check	Date	Payee	Amount
794	06/30/93	California Advocates 0-5323-03 Lobbyist Expense	2,000.00 2,000.00
795	06/10/93	Pound Photo 0-5318-03 Library Board Expenses	75.32 75.32
796	06/10/93	Smile Makers 0-5308-03 Children's Summer Reading Progra	497.30 497.30
797	06/10/93	Am. Library Assoc. 0-5322-03 Miscellaneous	30.34 30.34
798	06/10/93	E. D. Minter (petty 0-5314-03 Friend's-Director's Fund	13.44 13.44
799	06/21/93	Judy Sofa 0-5308-03 Children's Summer Reading Progra	150.00 150.00
800	06/21/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	362.33 362.33
801	06/21/93	Kinkos 0-5308-03 Children's Summer Reading Progra	47.41 47.41
802	06/21/93	City of Placentia 0-5308-03 Children's Summer Reading Progra	28.80 28.80
803	06/21/93	La Salle Paper 0-5308-03 Children's Summer Reading Progra	110.15 110.15
804	06/21/93	Scholastic Book Fair 0-5308-03 Children's Summer Reading Progra	118.36 118.36
805	06/21/93	VOID void	0.00
806	06/21/93	Chaps 0-5321-03 Community Grant Expense	97.05 97.05
807	06/21/93	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	500.00 500.00
808	06/21/93	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	1,200.00 1,200.00
809	06/21/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	502.91 502.91

06/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 93 Period 12  
County Exempt

Page 2

Check	Date	Payee	Amount
810	06/21/93	Jack Gonsalves	150.00
	0-5308-03	Children's Summer Reading Progra	150.00
811	06/21/93	O.C. Performing Arts	350.00
	0-5308-03	Children's Summer Reading Progra	350.00
812	06/21/93	Barbara Pearl	125.00
	0-5308-03	Children's Summer Reading Progra	125.00
813	06/21/93	Saundra Stark	193.82
	0-5318-03	Library Board Expenses	193.82
Checkbook 3 Total			6,552.23

06/30/93

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

Page 3

For Fiscal Year 93, Period 12 through Fiscal Year 93, Period 12

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	1,700.00
0-5304-03 Vending Machine Supplies	865.24
0-5308-03 Children's Summer Reading Program	1,577.02
0-5314-03 Friend's-Director's Fund	13.44
0-5318-03 Library Board Expenses	269.14
0-5321-03 Community Grant Expense	97.05
0-5322-03 Miscellaneous	30.34
0-5323-03 Lobbyist Expense	2,000.00
	-----
	6,552.23
	=====



Payroll Fund

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

June, 1993

Prepared 7/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,846.79
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,846.79

*C. J. ...  
7-14-93*

Payroll Fund

06/30/93

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

Page 1  
Part 1 of 1 Parts

	Total	06/30/93
Income		
Transfers from County	55,420.00	55,420.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	55,420.00	55,420.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	55,420.00	55,420.00
Expenses		
Salaries	75,496.03	75,496.03
Employee Benefits	0.00	0.00
Employer Payroll Taxes	5,645.69	5,645.69
Payroll Processing Fees	375.41	375.41
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	81,517.13	81,517.13
Operating Income (Loss)	(26,097.13)	(26,097.13)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(26,097.13)	(26,097.13)
	=====	=====

06/30/93

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

	06/30/93
Income	
Transfers from County	810,862.38
Interest Income-CD's	805.20
Interest Income-Savings	490.47
Miscellaneous Income	0.00
	-----
Total Income	812,158.05
Cost of Sales	-----
Gross Profit (Loss)	812,158.05
Expenses	
Salaries	751,051.92
Employee Benefits	(531.32)
Employer Payroll Taxes	55,300.38
Payroll Processing Fees	4,373.95
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00
	-----
Total Expenses	810,233.91
	-----
Operating Income (Loss)	1,924.14
Other Income	
Other Expenses	-----
Net Income (Loss)	1,924.14
	=====

Payroll Fund

06/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 93 Period 12  
Payroll Account

Page 1

Check	Date	Payee	Amount
563	05/27/93	Karen Cushing	772.01
		0-5402-04 Salaries	772.01
564	06/10/93	Arwa El Turk	106.43
		0-5402-04 Salaries	106.43
		Checkbook 4 Total	878.44

Payroll Fund

06/30/93

Placentia Library District

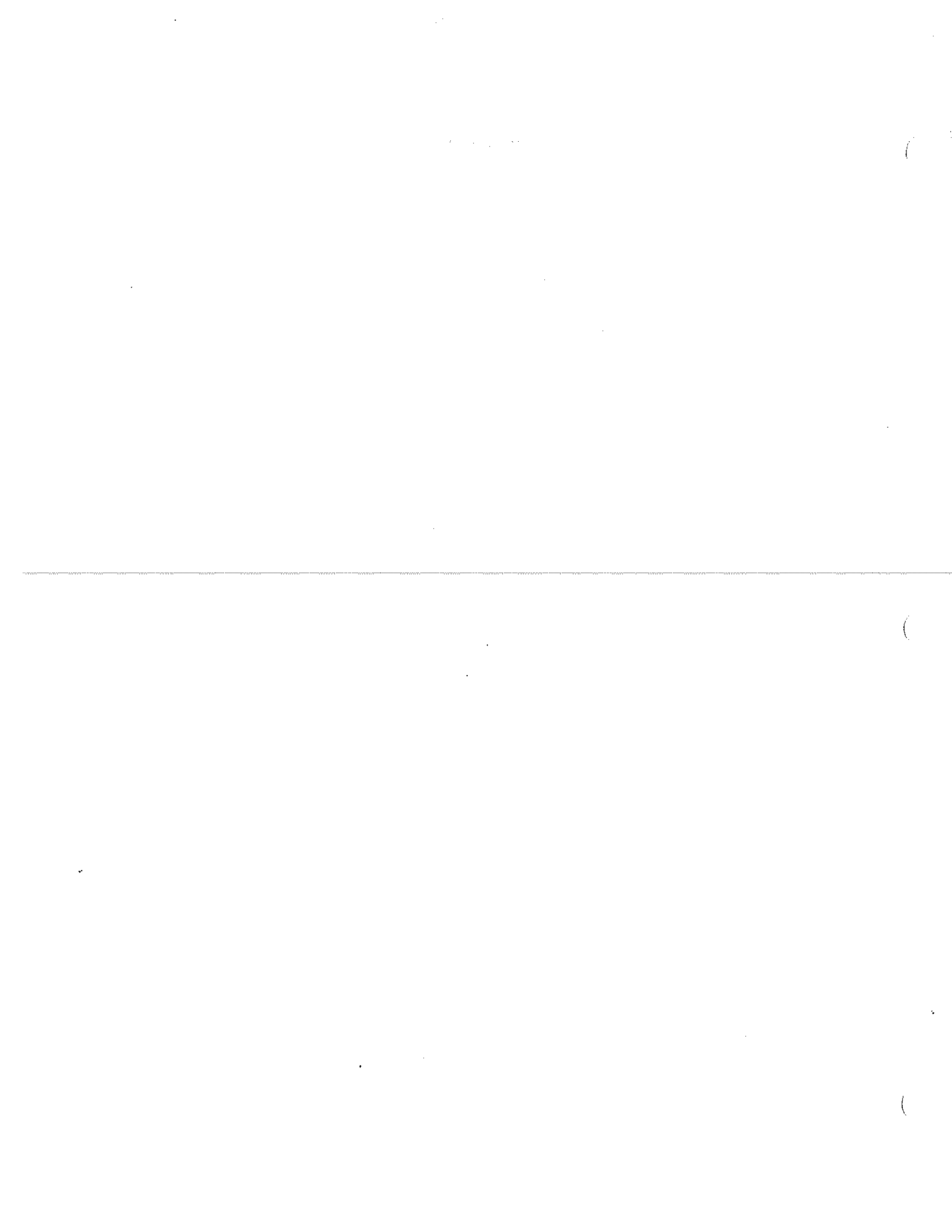
Page 2

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 12 through Fiscal Year 93, Period 12

Account Name	Total
0-5402-04 Salaries	878.44
	878.44

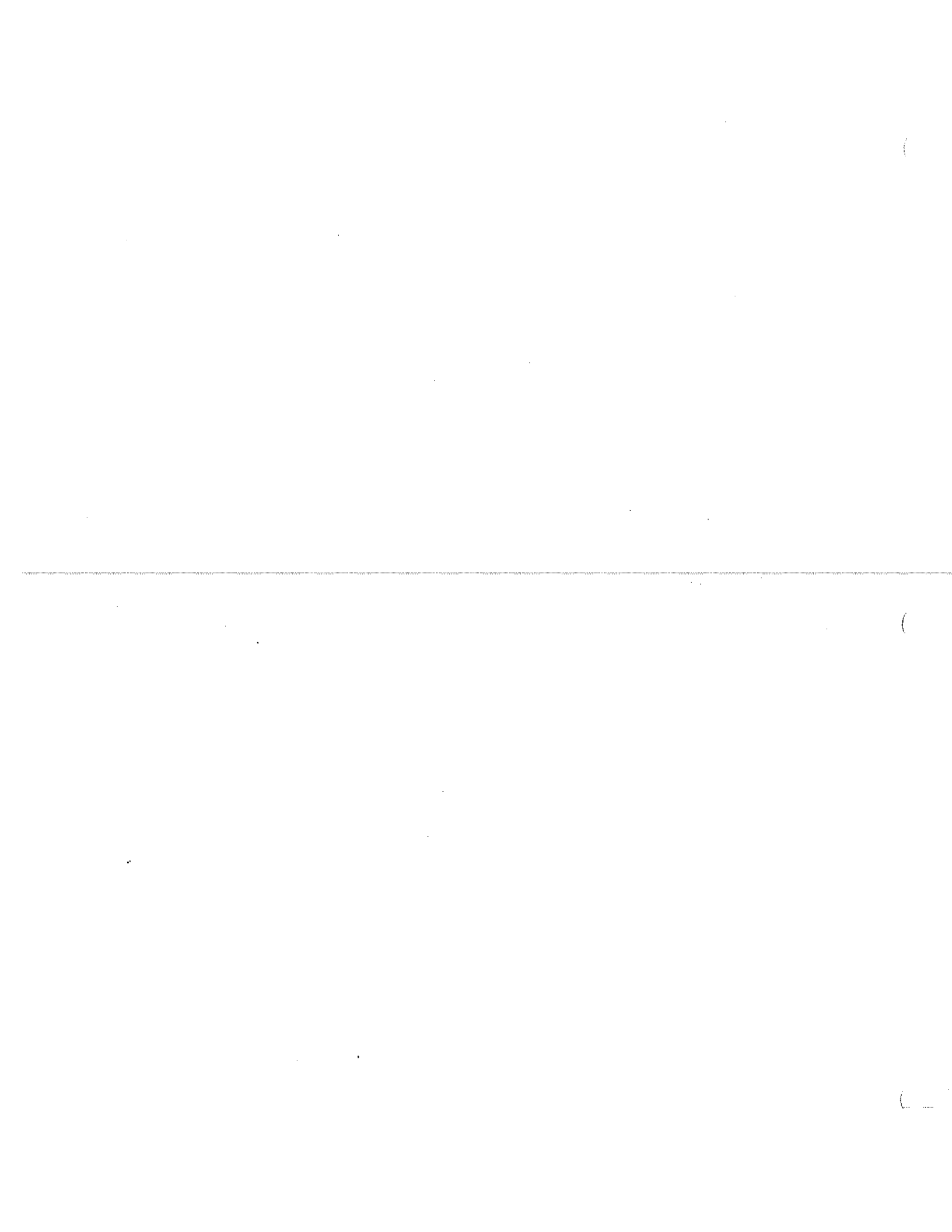


TO: Library Board of Trustees  
FROM: Charlene Dumitru, Administrative Assistant  
DATE: July 19, 1993  
SUBJECT: JUNE, 1993, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR JUNE, 1993\*\*

\*\*We have not yet received the delinquent patron reports from Anaheim Central Library, although overdue notices are now being generated by the Dynix computer system. Within two months we should be receiving regular reports and be able to continue with collection activities.

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TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: July 19, 1993  
 SUBJECT: JUNE, 1993, VENDING MACHINE REPORT

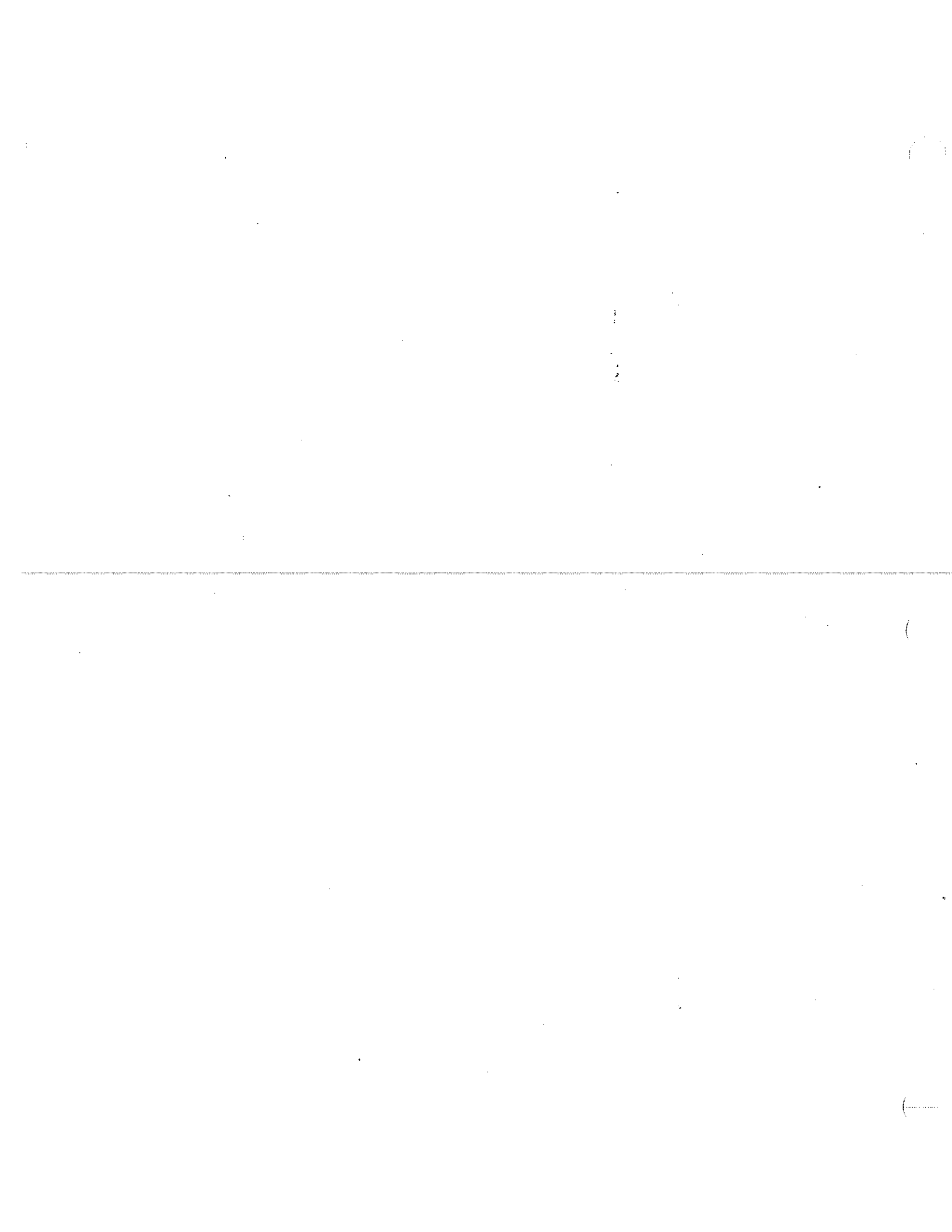
SUMMARY OF ACCOUNTS JUNE 1-30, 1993

Beginning Balance 06/01/93		\$ 901.91
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 484.80	
Total Materials & Supplies		\$ 865.24
Total Repairs		0.00
Vend Machine Loan Payback	<u>          </u>	<u>1700.00</u>
	\$ 484.80	\$ 2,565.24
Ending Balance 06/30/93		<u>(\$1,178.53)</u>



SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 05/31/93	1,700.00
April Payment	<u>1,700.00</u>
May Balance 06/30/93	<u>\$ 0.00</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees

FROM: Al Shkoler, Library Trustee   
Fred D. West, Library Trustee 

DATE: July 19, 1993

SUBJECT: Report on meeting on July 7, 1993, with Dennis Moss, Attorney-at-Law,  
Blanning and Baker.

Subsequent to direction given to us at the Library Board Meeting on June 21, 1993, we met with Dennis Moss, Attorney-at-Law with Blanning and Baker, on July 7, 1993, to discuss the need for a Closed Session of the Library Board of Trustees to discuss issues relating to the District's layoff procedures.

~~At the end of the meeting it was the consensus of all of us that there is no need to request a Closed Session at this time. We further agreed that a written opinion will not be requested from Mr. Moss regarding this issue.~~

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Agenda Item 16

Page 1

To: Board of Directors, Placentia Library District  
From: Saundra Stark, Trustee  
Re: Minority Report  
Approval of Retirement Incentive  
Action: Read into the permanent record  
Receive and file

At the July 1993 meeting of the Board of Directors of the Placentia Library District, the issue of offering a retirement incentive was discussed and approved by a vote of four to one. As the one dissenting voter, I wish to place into permanent record the several reasons behind my vote.

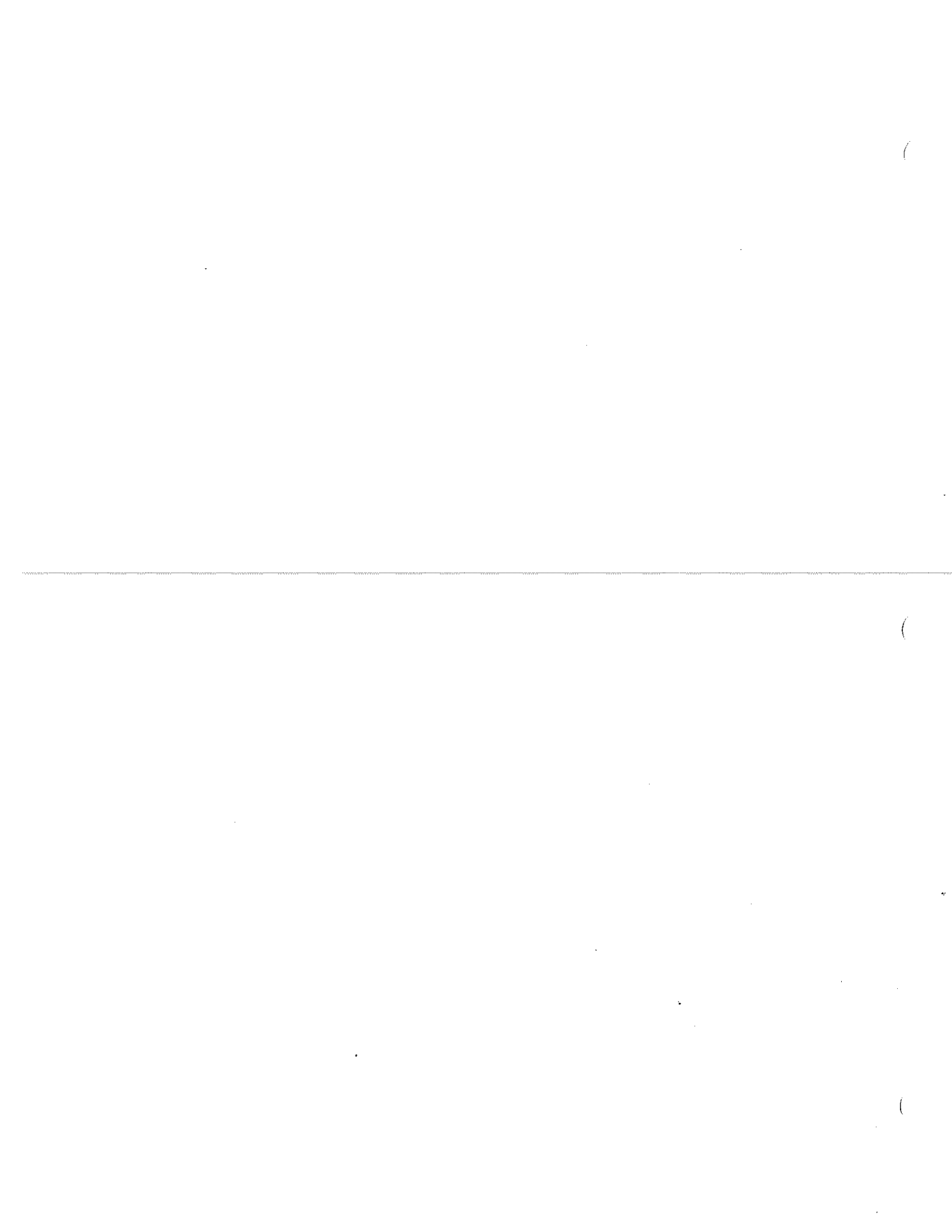
The initial retirement incentive program occurred in 1992 with the stipulation that it was to be a one time offering. The presentation was specific and acceptance was predicated on this premise. In fact the Board voted for the program with the understanding that this was a limited offer. When the additional offering was approved in 1993, this violated the intent of the initial consensus.

The initial retirement incentive program was funded by a one time transfer of funds from our reserves. The Board was told that this action was necessary to pay for the incentives, but this transfer would never again be requested, that the reserves would remain intact for their original purposes. When the issue of retirement incentive was placed on the agenda and the only way to fund this program was through the reserves, it should never have been put up for discussion since the 1992 vote stipulated that no reserve funds would be used in the future for this type of program.

Due to anticipated budgetary shortfalls, the Board of Trustees, in a vote of three to two, previously had voted to remove four positions from the organization. This action forced the employees holding those positions to either leave employment or choose another position within the organization. Though two of the Trustees felt that closure of positions was premature, the majority vote implemented this action and employees were thusly informed. To offer a retirement incentive to employees who no longer have a position is incongruous. There is no reason to have such a program because the number of employees was lessened based on the previous vote. The elimination of positions provided for the reduction in number of staff members. A retirement incentive program, therefore, was redundant! The goal of staff reduction had already been accomplished.

The Board of Trustees has a fiduciary responsibility to hold the taxpayers moneys in careful trust, to expend those funds for the benefit of the taxpayer and for the purpose of the taxation. When the retirement program was approved, it could only benefit one or perhaps two employees whose positions were terminated. However it was harmful to the multitude of citizens who pay for and use our library.

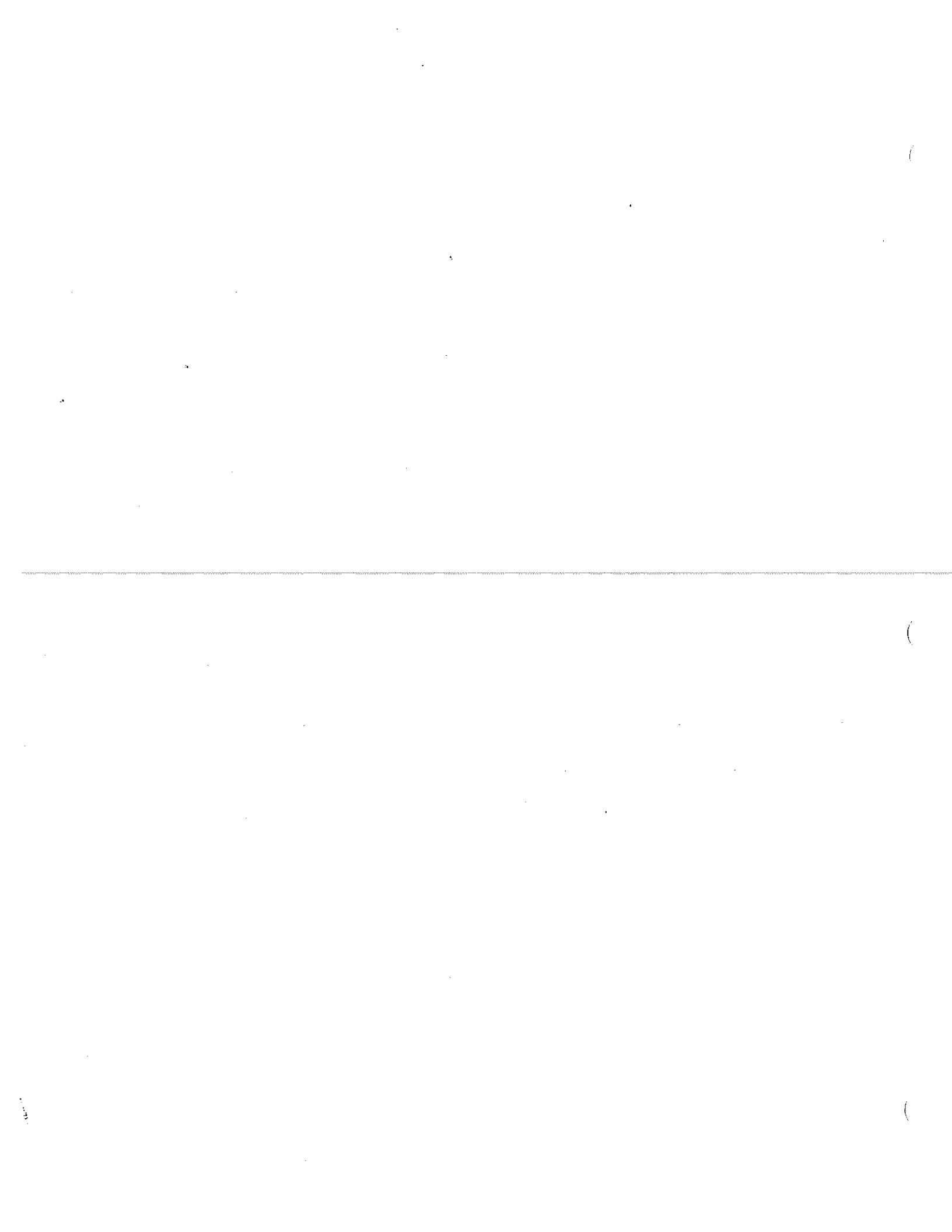
Tens of thousands of dollars were expended on behalf of one person, not in a retirement incentive program, but rather in an appeasement action. If the Board of Trustees had acted in a fiscally responsible manner, those moneys would have either been retained in the reserve accounts for protection against further budgetary reductions or could have been used to reinstate those library services which have currently been cut. The approval vote was one of the heart, commendable in either private sector or financially flush times. It was not appropriate with the current status of public funding.



PLACENTIA LIBRARY DISTRICT  
CIRCULATION REPORT  
(Prepared from the Anaheim Public Library Report)  
July 19, 1993

CATEGORY	FY1992-93 JUN 1993	FY1991-92 JUN 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	10,960	14,630	130,509	159,653	-18.25%
Adult Paperbacks	1,807	2,789	19,158	31,963	-40.06%
Juvenile Books	9,838	12,612	109,963	128,558	-14.46%
Juvenile Paperbacks	2,674	2,405	21,738	22,944	-5.26%
TOTAL BOOKS	25,279	32,436	281,368	343,118	-18.00%
PERIODICALS	757	823	7,737	8,708	-11.15%
Pamphlets/Govt. Documents	58	138	1,045	1,463	-28.57%
Pictures	3	0	40	0	N/A
TOTAL EPHEMERAL	61	138	1,085	1,463	-25.84%
Total Adult Print	13,585	18,380	158,489	201,787	-21.46%
Total Juvenile Print	12,512	15,017	131,701	151,502	-13.07%
TOTAL PRINT	26,097	33,397	290,190	353,289	-17.86%
Video	2,617	2,183	29,622	15,366	92.78%
Audio	1,586	1,019	14,981	18,512	-19.07%
TOTAL AUDIO-VISUAL	4,203	3,202	44,603	33,878	31.66%
EQUIPMENT	10	12	60	102	-41.18%
UNASSIGNED	0	0	158	0	N/A
TOTAL CIRCULATION	30,310	36,611	335,011	387,269	-13.49%

June 1992 and FY 1991-92 YTD figures are estimates based on (1) actual circulation for June 1991; (2) actual circulation and circulation growth rate for July 1991-March 1992; (3) patron count for June 1991 and 1992; and (4) Yorba Linda Library being open June 1992.





## PLACENTIA LIBRARY DISTRICT

## INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: July 5, 1993

SUBJECT: Monthly Volunteer Report

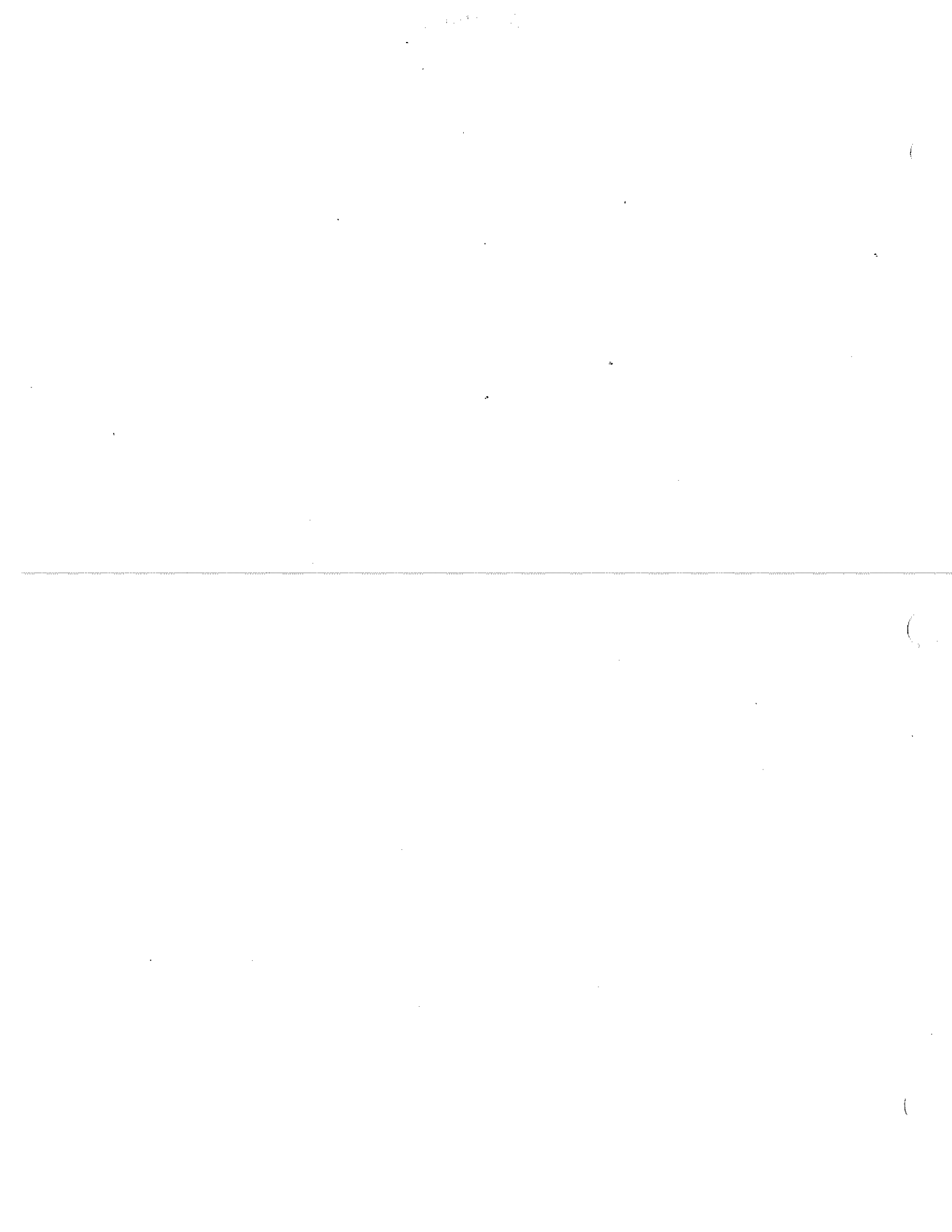
## CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JUNE	TOTAL
Caulford, Jeff	50.75	125.75
Covell, Fredi	6.00	72.25
Deputy, Paul	26.75	4343.50
Goldbaum, Mae	12.25	352.25
Grandparents & Books	4.50	116.75
JTPA Students	0.00	674.00
Kremling, Karen	30.00	48.25
ROP Students	41.50	2522.75
TEMPORARY VOLUNTEERS		
Lam, Ngoc Diep	4.00	4.00
Quach, Karina	10.25	10.25
Summer Teens	82.75	82.75
TOTAL	268.75	
LVA VOLUNTEERS		
Literacy Volunteers	680.00	
COMBINED TOTAL 948.75		

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

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

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the literacy campaign.



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993								0.00
TOTAL		50,461.65	10,686.28	9,124.91	1,967.39	0.00	3,614.72	75,854.95
AVG		4,587.42	971.48	829.54	178.85			6,895.90

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

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

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993				0.00	0.00
TOTAL	13,958.81	3,893.00	353.96	18,205.77	9,102.89
AVG	1,268.98	353.91	32.18	1,655.07	827.54

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

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993						0.00
TOTAL	2,491.79	2,442.06	526.86	283.44	8,258.66	14,002.81
AVG	226.53	222.01	47.90	25.77	750.79	1,272.98

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

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT 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

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		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						0.00
TOTAL	80.00	96.00	22.00	12.00	378.00	588.00
AVG	7.27	8.73	2.00	1.09	34.36	65.33

TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: July 19, 1993  
SUBJECT: **Building Maintenance Report for June, 1993**

1. **COMPACT DISC BROWSER**

The Compact Disc Browser at the Circulation Desk, installed last month, has been a great success - circulation for June was more than double the monthly average for the previous eleven months.

2. **MEETING ROOM/CARPET SQUARES**

Circulation Supervisor Burkich begun to exchange/replace some the most soiled carpet squares.

3. **INTERIOR MAINTENANCE/COMPUTER EQUIPMENT MAINTENANCE**

Bids are presented at this meeting for the purpose of choosing vendors for our interior maintenance and computer equipment maintenance. It has been six years since we have changed our interior maintenance vendor. Two different vendors were handling computer equipment maintenance - we are combining the office automation project equipment with previously owned items into one package for servicing.

4. **HVAC**

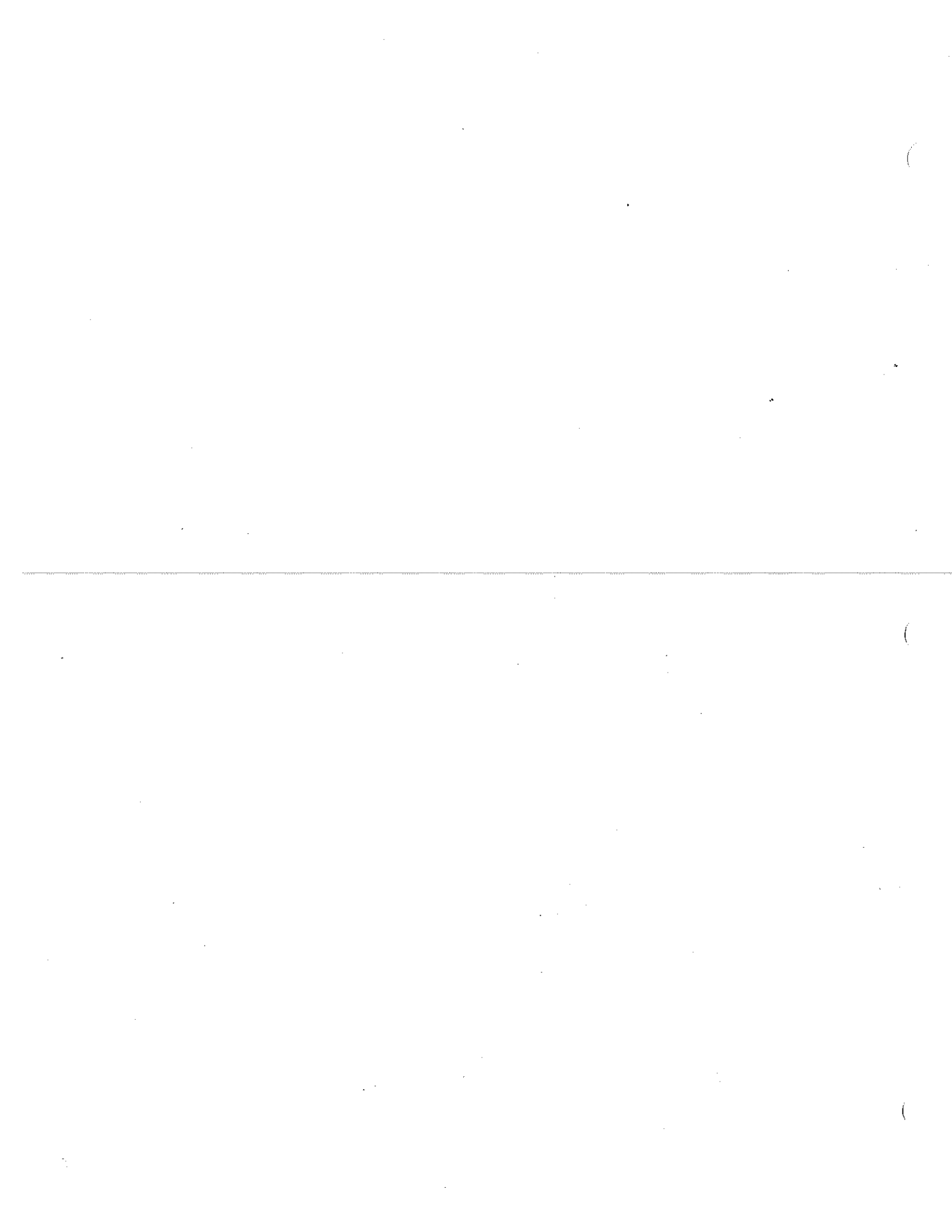
The clock controllers were reset to shut off the HVAC system Thursday evenings and Fridays to coincide with the new Library hours.

5. **ROOF/DRAIN INSPECTION**

The roof and drains were inspected and required only minor cleaning and are prepared for the rainy season.

6. **SMOKE DETECTION SYSTEM INSPECTION**

D&S Systems Inc., of La Habra performed a routine semi-annual inspection of the Library's smoke detection/alarm system. All 26 detectors and two manual fire alarm station were checked and operating normally.





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: July 19, 1993  
SUBJECT: Personnel Report for July, 1993.

RESIGNATIONS:

Cathy Romain, Substitute Page (Circulation), effective July 19, 1993.

APPOINTMENTS:

None

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TERMINATIONS DUE TO LAYOFF:

Melanie Daniels, Librarian II/Literacy Coordinator (Literacy), effective July 22, 1993.

Lusi Garcia, Clerk I (Literacy), effective July 22, 1993.

RETIREMENTS:

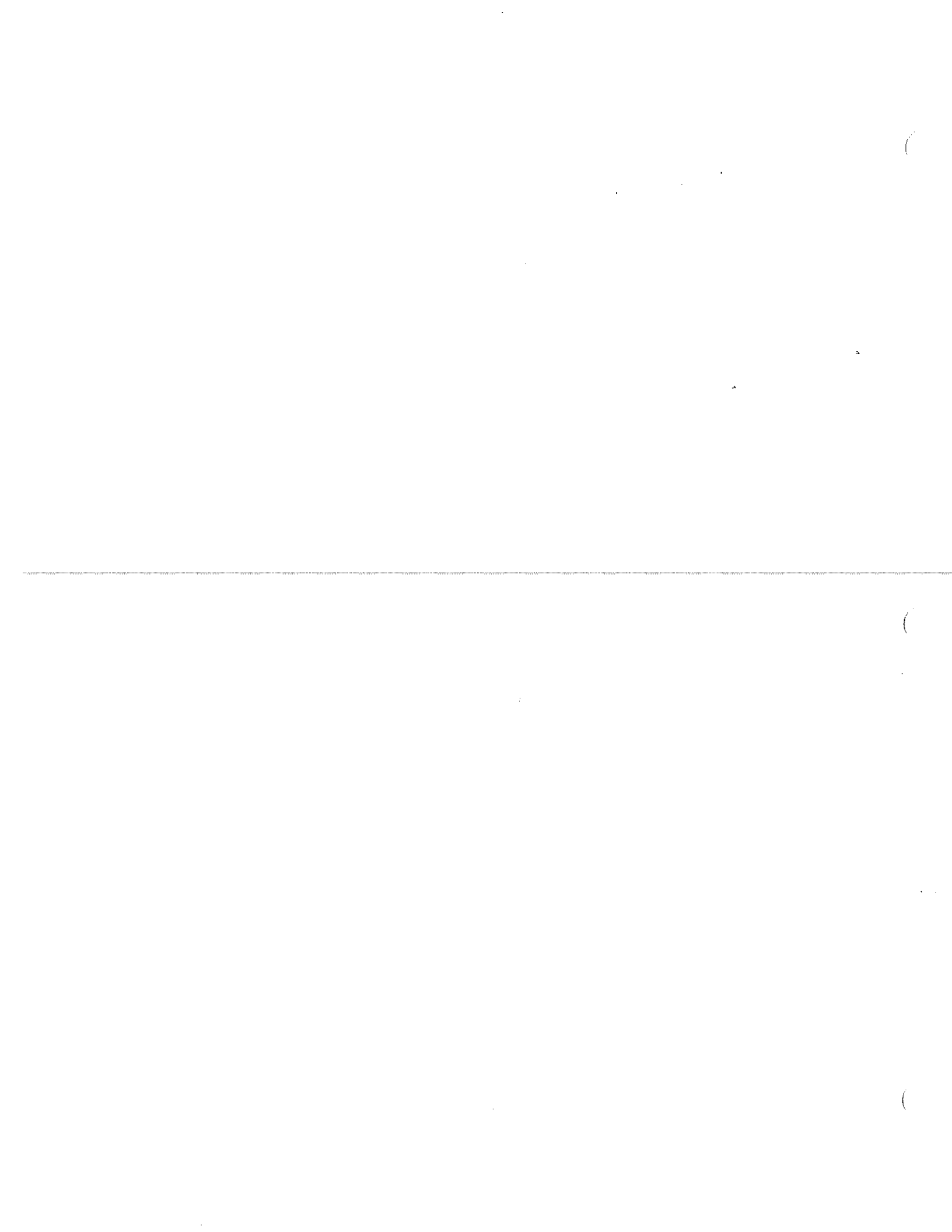
Sal Addotta, Assistant Library Director, effective July 22, 1993

Mary Ellen Jackson, Library Aide, part-time (Circulation), effective July 22, 1993.

OPEN POSITIONS:

Library Aide, part-time (Circulation)

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: July 21, 1993  
SUBJECT: **Travel Authorization**

**BACKGROUND:**

1. Workshop on Dealing with the California Fiscal Crisis: A Conference for California Cities and Special Districts; August 18, 1993, Lakewood, Minter.
2. Workshop on How To Survive the Revenue Cuts of the Nineties: Developing a Successful Fund Raising Program. Presented by the organizers of the Monterey County Free Library Foundation, September 30, 1993, Buena Park, Stark, West and Minter.

**RECOMMENDATION:**

Approve travel expenses as follows:

1. California Fiscal Crisis Workshop, Minter; approve \$ 45.00
2. Surviving Revenue Cuts, Stark, West & Minter, approve \$ 335.00

# Marketing Communications

James K. Bower  
President

June 30, 1993

Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92670-6198  
Attention: Elizabeth Minter

Dear Ms. Minter:

In 1990, as Director of the Monterey County Free Libraries, we began building a successful fund-raising foundation. Along the way we have learned a great deal about how to find and energize a strong fund-raising group, and I personally learned to overcome actual and attitudinal barriers about asking for help and money.

During these years I have worked closely with Jim Bower who came to the foundation with over twenty years of volunteer fund-raising experience while employed in private industry. Currently he serves as the foundation's part-time executive director.

Jim and I have formed a partnership to share insights from our library fund-raising experiences. We will be offering two identical seminars to provide practical ways you may strengthen or form a foundation, and develop concrete, fund-raising plans for the coming year. On **September 29**, we will be at the Embassy Suite Hotel in Arcadia; on **September 30**, the seminar will be held at the Courtyard Marriott Hotel in Buena Park. Both locations will be limited to 40 participants.

To maximize the effectiveness of the seminar, we encourage you to invite "Friends," Members, Trustees, and Community Leaders to join you. To give you adequate time to discuss this seminar with them, either Jim or I will call you during the week of July 12 to answer your questions. In the meantime, do not hesitate to call Jim at 408-842-6804.

We look forward to talking with you.

Sincerely,



Dallas Y. Shaffer

Enclosure

1540 Welburn Avenue  
Gilroy  
California 95020  
(408) 842-6804

HOW TO SURVIVE THE REVENUE CUTS OF THE NINETIES:

DEVELOPING A SUCCESSFUL FUND RAISING PROGRAM

- Purpose: To develop preliminary fund raising plans tailored to each Library's needs.
- Audience: Library directors, senior library professionals, Trustees, community leaders, and present and past Friends Leaders. For optimal results, we encourage teams of three or four from each community. Attendance will be limited to 40.
- Presenters: Jim Bower, President, Marketing Communications  
Dallas Shaffer, Director, Monterey County Free Libraries
- Dates: Sept. 29, 9am - 3pm, Embassy Suite Hotel, Arcadia (north L.A.)  
Sept. 30, 9am - 3pm, Courtyard Marriott, Buena Park (Orange)
- Lunch: Complimentary lunch provided
- Fees: \$145 for the first person per library system  
\$ 95 for additional persons from the same library system
- 

SEMINAR AGENDA

- I. INTRODUCTION - Discussion of individual Library teams' needs & expectations
- II THE BENEFITS OF FUND RAISING - Financial & Political
- III. ELEMENTS OF A SUCCESSFUL FUND RAISING ORGANIZATION
- IV. BARRIERS AND FEARS - Identifying & Overcoming them
- LUNCH
- V. SUGGESTED TIPS & POTENTIAL PITFALLS - Our experiences
- VI. DEVELOPING YOUR PRELIMINARY PLAN -  
Assessing Your Fund Raising Resources
- VII. RECRUITING KEY COMMUNITY LEADERS - THE key "Ask"
- VIII. BUILDING A REALISTIC BUDGET & TIMETABLE
- IX. YOUR NEXT STEPS

HOW TO SURVIVE THE REVENUE CUTS OF THE NINETIES:  
DEVELOPING A SUCCESSFUL FUND RAISING PROGRAM

Identical seminars will be held:

Wednesday, September 29      Embassy Suite Hotel\*\*  
9:00am - 3:00pm\*              211 E. Huntington Dr.  
Arcadia  
818-445-8525, directions

Thursday, September 30      Courtyard Marriott\*\*  
9:00am - 3:00pm\*              7621 Beach Blvd.  
Buena Park  
714-670-6600, directions

\* complimentary lunch is provided  
\*\*special discounted room rates are available

Attendance is limited to 40 people and registration is on a first come basis. To reserve space, please complete the registration form at the bottom of this sheet with your payment and mail to:

Marketing Communications  
1540 Welburn Ave., Gilroy, CA 95020

Confirmation will be mailed upon request.

Or you may FAX (408-842-9788) the registration form now and process your payment so we receive it by September 20.

Refunds will be made until September 20, less a \$25 service fee.

S e m i n a r   R e g i s t r a t i o n

HOW TO SURVIVE THE REVENUE CUTS OF THE NINETIES:  
DEVELOPING A SUCCESSFUL FUND RAISING PROGRAM

Sept. 29, 1993      9am-3pm      Embassy Suite, Arcadia

Sept. 30, 1993      9am-3pm      Courtyard, Buena Park

Fees: First person: \$145              (\$195 after Sept. 20)  
Additional persons: \$95              (\$145 after Sept. 20)

Library \_\_\_\_\_

Contact person & telephone number \_\_\_\_\_

Names & responsibilities of participants (if known), over:

Number of participants \_\_\_\_\_ Fee enclosed \$ \_\_\_\_\_

Mail to: Marketing Communications  
1540 Welburn Avenue  
Gilroy, CA. 95020

Fax 408-842-9788

TO: Library Board of Trustees

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

DATE: July 19, 1993

SUBJECT: Electronic Notification System for Notifying Patrons of Reserves and Overdues.

Anaheim Library Director William Griffith recently announced that they are adding the Electronic Notification System (ENS) program to Dynix, the on-line library system used by our consortium.

ENS will be used for notifying patron that reserves are available and that items are overdue. The consortium anticipates a significant savings in postage costs as well as faster turn around of both reserves and overdues.

Background information provided by Dynix is Attachment A.

Installation is expected in August or September.



# Electronic Notification System (ENS)

Used to contact library users over the phone, this innovative product provides faster patron notification while reducing operational costs. ENS delivers high-quality voice messages using a personal computer integrated with the Dynix software. It actually calls people to remind them that it's time to return overdue items, or that a book they've requested is now available. ENS can be set up to supplement or replace entirely mail notification for overdues and/or holds. Here's an area where libraries can pay for the new service from substantial savings in postage, supplies, and handling.

*"With increased circulation and reduced funding, Dynix's Electronic Notification System is a must for maintaining quality reserve and overdue notification services at minimum cost to the Dauphin County Library System."*

Karen Commings, Automation Services Coordinator  
Dauphin County Library System  
Harrisburg, Pennsylvania



**How ENS Works:**

- ENS stores notification messages in human voice on its hard disk.
- Dynix software loads a list of patrons to call and the message type to the ENS system.
- ENS proceeds with the notification process unattended. Ens makes the calls, delivers the message in your voice, updates the patron's file with successes and failures, and repeats the process automatically when calls aren't completed.
- Dynix software generates both detailed and summary reports of ENS activity.

**PC-Based Package:**

- Single and multi-line systems
- Flexible timing parameters
- Multiple outgoing messages
- Analysis and status reports
- Auto dialing and message delivery
- User-friendly operation
- High-quality recording
- Complete documentation

**Money-Saving Benefits:**

- Greatly reduces postage and handling costs
- Reduces mass mailing preparation
- Saves staff time
- Eliminates manual notification
- Minimizes paper stock (forms and envelopes)

**Additional Benefits:**

- Improves patron service
- Shortens pickup cycle for holds
- Reduces overdue materials

*"Obtaining a book that is not on the shelf at the Public Library of Charlotte and Mecklenburg County became easier and less expensive. The computer system that makes it possible is being lauded as the new state-of-the-art.*

*Each month, the library has been sending out up to 20,000 mailed notices to patrons waiting for titles on Reserve. Each day, up to 95 percent of all patrons are successfully contacted with the library's new electronic notification system. The library projects an annual savings in postage alone of \$50,000."*

Matt Bly, Computer Operations Manager

Mr. Bly was selected by the North Carolina Association of County Commissioners as one of ten 1992 Employee Productivity Award Winners for implementing ENS.

(QUOTATION USED WITH PERMISSION OF THE PUBLIC LIBRARY OF CHARLOTTE AND MECKLENBURG COUNTY)

***Call Dynix today for more information***

**Dynix**  
1988-1998  
AN AMERITECH COMPANY

*Continuing our ten-year commitment to libraries*

# “OOPS!”

## Library Calling

1993 CODI Conference Presentation  
on the Dynix Electronic Notification System

By Karen Commings  
Automation Technical Services Coordinator  
Dauphin County Library System  
Harrisburg, Pennsylvania

**I**n 1992, more and more patrons came through the doors of Dauphin County Library System requesting services. Two branches were expanded in the previous year. Patrons placed more holds on popular materials, while our ability to buy additional copies diminished. Some patrons kept popular materials longer than the designated loan period, reducing our ability to satisfy demands even further. This increase in our public's expectations, coupled with reduced funding, placed added stress on our materials budget. We realized that we had to reduce postage and mailing costs, reduce staff time associated with phoning hold notifications, and speed returns of overdue materials.

To accomplish these goals, DCLS elected to install the Dynix Electronic Notification System (ENS) designed by Intercomp Corporation. ENS is a PC software package that automatically calls library patrons who have overdue materials or items on hold. It retrieves data from the Dynix host computer, downloads it to the PC, dials each phone number, and delivers a pre-recorded voice message to the patron. At the end of the calling day ENS generates a printed list of all calls attempted, whether successful or not.

### *How does ENS work?*

Dauphin County Library System uses ENS to call overdue and holds. Call frequency is determined by the library. DCLS calls on the fourth day an item is overdue. DCLS calls holds on the second and fourth day of the seven days an item remains on the hold shelf. Our message says that the patron has three days to pick up the item on hold. Some libraries (Somerset County Library System, Bridgewater, NJ and Charlotte-Mecklenburg County Public Library, Charlotte, NC) use ENS to call holds only. Both libraries hold items for ten days, calling for up to eight consecutive days.

ENS offers considerable flexibility. Each library determines what time ENS begins calling and what time it stops. You can start in the morning or wait until afternoon. In the meantime, the ENS computer is available for other PC applications or as a normal Dynix workstation.

At Dauphin County Library System, ENS finishes its first cycle in about two-and-a-half hours. It successfully completes 75 percent of its calls in that time. The evening cycle begins at 5 p.m. and ends about an hour-and-a-half later. In addition to the capability of determining start and stop times for ENS, you can also specify any day of the year as a holiday when ENS will not call borrowers.

*Does ENS replace printed notices entirely?*

You may use ENS to replace printed mailers entirely, or use a combination of telephone overdue notification and printed mailers. At DCLS, borrowers who don't return overdue items within seven days after their first call receive a printed mailer. Nicholson Memorial Library System (Garland, TX) also follows the ENS first notice with a mailer notice.

*How much money does ENS save?*

DCLS estimates a 25 percent savings over previous costs for postage and mailers. Because circulation has risen dramatically at the same time, it's difficult to estimate the real savings. For holds, we avoided adding one FTE to handle the increased telephoning for holds notification. Charlotte-Mecklenburg Library estimates savings of \$70,000 per year. Somerset County Library reports savings on postage and mailer costs for 50,000 items from July through December, 1992.

*Are there other benefits?*

Besides saving money and staff time, holds placed and filled also increased. The number of first-notice overdue items has dropped by 30 percent. Because we phone patrons sooner than we had been sending printed overdue mailers, our overdue materials are returned sooner. We also seem to receive fewer complaints about fines building up before patrons receive notification. This is especially important for high-fine items such as videos and films.

*Does fine money drop with ENS?*

Fine money dropped somewhat, but when compared to cost savings, cost avoidance, and patron satisfaction, we come out ahead.

*How many calls does ENS make in a day?*

There are two versions of ENS. The single-line version makes up to 600 calls per day. The multi-line version makes up to 2,000 calls per day. DCLS average 225 calls per day.

*What do the messages say?*

Each library programs its own messages. At DCLS we use a generic overdue message for all nine branches because patrons will know by the book stamp from which branch they borrowed the material.

☞ OVERDUE MESSAGE: "Hello, this is the Dauphin County Library System calling to remind you that you have overdue library materials. Please return them to avoid additional fines. If you have any questions, call one of our nine branches. Stay on the line if you would like this message repeated. Thank you.....(pause)....(message repeats)"

☞ HOLDS MESSAGE: "Hello, this is the East Shore Area Library. The material you requested is now available, and we will hold it for you for three days. If you no longer want the items, please call us. Stay on the line if you would like this message repeated. Thank you.....(pause)....(message repeats)."

*Does ENS work with answering machines?*

ENS waits for silence to begin its message. If messages are repeated twice, most answering machines pick up the second message. One thing to keep in mind is that ENS calls phone numbers, not people. If individual family members borrow books from the library at the same time and all the books become overdue, ENS calls each family member separately to leave a message. As a result, a family of borrowers may get several ENS messages on one answering machine on the same day.

*How do you promote ENS?*

To minimize backlash from the public about computer calls, DCLS promoted the service by emphasizing its benefits to patrons. We named the service "OOPS!"—Online Overdue Phone Service. Not only does OOPS! save patrons money in overdue fines, it saves taxpayers money in postage and mailers. We advertised its benefits with posters and flyers and issued press releases to local newspapers and TV stations. During the first three months borrowers received a bookmark describing the service.

*What was the public's reaction?*

We received roughly 100 complaints—representing 0.4 percent of total calls—during the first three months when ENS called approximately 25,000 borrowers. Staff seemed to react more negatively at first than the public did, probably because they felt unprepared to handle complaints. Patron complaints ranged from those about the impersonality of computer calls to those about notification for non-existent holds or overdues. Two technology limitations were also noted. If ENS never "hears" silence after a recipient answers, it never begins its message. And, as noted above, multiple ENS calls to family members can fill up an answering machine.

In contrast to the complaints listed above, DCLS received many compliments about the new service too.

**SUMMARY**

DCLS is pleased with its successful implementation of ENS. It has saved us money and eliminated additional staffing needs, while providing enhanced services to our patrons. For libraries who want to keep overdue and hold notification costs in check—and maintain a high level of service—ENS is a must! ▼



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: July 19, 1993  
SUBJECT: Interior Maintenance Services Contract for 1993-94

**BACKGROUND:**

The Library has had the same interior maintenance vendor since 1987. Although the monthly cleaning charge has increased only \$100 in that time, and the service has been adequate, it was decided that we should go out to bid.

Bid documents were mailed to all janitorial services vendors listed in the Orange County yellow pages with addresses in Placentia, Fullerton, Brea, and Yorba Linda. The Placentia Chamber of Commerce also supplied a name not listed in the telephone book.

~~The Library is now open only 6 days a week. We have not reduced the amount of cleaning in response. Bidders were asked to quote 6 days a week service and 5 days a week service to give the District an option for savings.~~

Nine bids were received as outlined below. All bids were monthly. They were opened Monday, July 12, 1993.

S & M Office Cleaning is our current vendor and offers a 4% discount for prompt payment as indicated by the amounts in parentheses. These prices are their current charges.

The owner of Hector Vargas Cleaning has been providing the service for us as an employee of S & M, and has submitted his own bid.

**RECOMMENDATION:**

1. Award the contract in the amount of \$950.00 a month for 6 days a week service to Hector Vargas Cleaning Service, 318 Capistrano Street, Placentia.
2. Authorize signature of the contract by the Library Director.

**BID SUMMARY**

COMPANY	6 days a week service	5 days a week service
Hector Vargas Cleaning. Placentia	\$950	\$900
S & M Office Cleaning Santa Ana	\$1,137 (\$1,091.52)	\$1,098 (\$1,054.08)
Foxx Maintenance Fullerton	\$1,350	\$1,095
Eagle Maintenance Placentia	\$1,500	\$1,395
Crystal Kleen Building La Habra	\$2,025	\$1,700
Unlimited Services Torrance	\$2,225	\$2,100
Inside Edge Fullerton	\$4,480	\$4,000
Placentia Maintenance Placentia	no bid	\$1,960
Janitorial Academy Fullerton	no bid	no bid

June 24, 1993

1~  
2~  
3~

TO WHOM IT MAY CONCERN:

The Placentia Library District is inviting bids on interior maintenance of the Library facility.

Services need to be performed outside normal Library hours.  
(Specifications are attached.)

A certificate of bond is required.

All chemicals and equipment to perform this service will be supplied by vendor.

Please base quote on six (6) days a week service and five (5) days a week service

Bids are due by 5 P.M., Saturday, July 10, 1993.

Sincerely,

Sal Addotta  
Assistant Library Director

**PLACENTIA LIBRARY DISTRICT  
SERVICES REQUIRED**

**DAILY:**

1. Restrooms  
Sinks, toilets, urinals, counters, and mirrors will be cleaned and disinfected. Restroom floors will be swept and damp mopped each visit.
2. Counters  
All counters will be sponge cleaned each visit.
3. Tile Floors  
All office tile floors will be swept and damp mopped each visit.
4. Vacuum Carpet  
Vacuuming service is to be done each visit.
5. Trash Removal  
All trash in waste baskets will be removed from the office area to provided receptacles each visit. Receptacles will be placed at curb for pickup.
6. Front Door  
The glass on the front door will be cleaned each visit.
7. Secure Premises  
Upon exiting the premises, all lights will be turned off, entry locked and alarm set.

**WEEKLY:**

1. Dusting  
All office areas will be dusted weekly. These areas include desks, filing cabinets, pictures, window ledges, legs of chairs, and miscellaneous furniture. Cobwebs will be removed.
2. Wall and Carpet Spotting  
Walls and carpet will be spot cleaned weekly.
3. Telephones  
Telephones will be disinfected weekly.
4. Desks  
Included as part of the dusting service.



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: July 19, 1993  
SUBJECT: **Computer Equipment Maintenance Contract for 1993-94**

**BACKGROUND:**

The Library has had two different companies providing maintenance to various pieces of computer equipment.

It was decided to combine all computer equipment (excluding the terminals associated with the Dynix integrated catalog/circulation system) in one contract to increase efficiency and ease of monitoring.

Bid documents were mailed to all computer service & repair vendors listed in the Orange County business to business yellow pages with addresses in Placentia, Fullerton, Brea, and Yorba Linda.

Five bids were received as outlined below. They were opened Monday, July 12, 1993.

B & C Computer Engineering has been servicing our office automation project equipment. Westek Computer Services has been servicing our other computer equipment.

All lower bids were analyzed for errors and were reviewed with the vendors. The highest bid had no detail and could not be analyzed.

**RECOMMENDATION:**

1. Award the contract in the amount of \$3,065.65 to Automated Office Products, 573 Mercury Lane, Suite A, Brea.
2. Authorize signature of the contract by the Library Director.

**BID SUMMARY**

*subject to receipt & replacement photo.*

COMPANY	AMOUNT
Automated Office Products Brea	\$3,227.00 \$3,065.65 for payment in advance (5% discount)
Century Computer Corporation Brea	\$3,595.00 for payment by month \$3,415.25 for payment by quarter (5% discount) \$3,235.50 for payment annually (10% discount)
Westek Computer Services Fullerton, Cathedral City	\$4,967.55
Varitek Orange, Brea, San Diego	\$6,865.00
B&C Computer Engineering Placentia	\$13,200.00

June 29, 1993

1~  
2~  
3~

TO WHOM IT MAY CONCERN:

The Placentia Library District is inviting bids for on-site maintenance of various library PCs and related equipment. (List attached.)

The successful bid will include:

- \* unlimited service calls during regular business hours (M-F, 8 A.M.-5 P.M.)
- \* all parts, labor, and travel time
- \* scheduled preventive maintenance

Bids are due by 5 P.M., Monday, July 12, 1993.

Sincerely,

Sal Addotta  
Assistant Library Director

PLACENTIA LIBRARY DISTRICT  
COMPUTER EQUIPMENT

- 3 - 386DX/40 MHz, 128K cache, 4MB Ram, 5.25 FD, 3.5 FD, 100MB HD
- 1 - 486DX/33 MHz, 286K cache, 8MB Ram, 5.25 FD, 3.5 FD, 200MB HD
- 3 - 14" VGA color monitors
- 1 - 19" SVGA color monitor
- 3 - DeskJet 500 printers
- 1 - LaserJet III with 4MB upgrade
- 1 - ScanJet Plus with PC interface kit
- 4 - Mouse, serial

- 1 - 386DX/33 MHz, 128k cache, 4MB Ram, 5.25 FD, 3.5 FD, 130 MB HD
- 1 - 14" VGA color monitor
- 1 - DeskJet 500 printer
- 1 - Mouse, serial

- 2 - 286 40 MB HD CD-ROM units
- 2 - Imtec 1452C color monitors
- 1 - Star NX-1000 printer
- 1 - Star NX-1000 II printer

- 
- 1 - ARC(Concord) Turbo XT compatible, 640K Ram, 360K FD, 10 MB HD, modem
  - 1 - 14" mono display monitor
  - 1 - Panasonic KX-P1091 printer

- 1 - AST 286, 640K Ram, 5.25 FD, 40 MB HD
- 1 - 14" color monitor
- 1 - LaserJet II

- 1 - Dell 286, 640K Ram, 5.25 FD, 40 MB HD
- 1 - 14" VGA color monitor
- 1 - Star NX-1000 printer

- 2 - Concord 286, 640K Ram, 5.25 FD, 40 MB HD
- 2 - 14" VGA color monitors
- 1 - Epson LX-810 printer

- 1 - CompuAdd 386, 1MB Ram, 5.25 FD, 40 MB HD
- 1 - 14" VGA color monitor
- 1 - Epson LX-810 printer
- 1 - Pioneer DRM-600 CD-ROM Changer

TO: Library Board of Trustees

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

DATE: July 19, 1993

SUBJECT: FY1993-1994 Budget

**BACKGROUND:**

Legislative Alerts

The FY1993-1994 State Budget as enacted provides for elimination of the Special District Augmentation Fund. Since Placentia Library District has not been receiving a SDAF allocation from the Orange County Supervisors for the past four years the largest impact of the State's actions will be felt by the County. However, wording in the Budget Bill is somewhat vague and contradictory and no one is willing to interpret its impact. A copy of the analysis from Blanning and Baker is Attachment A.

The biggest question we have after reading the actual Budget legislation is the impact of the elimination of SDAF on the allocation of the "growth" since the "growth" was frozen in 1984. At this time there is no way to predict the final outcome except to say that there does not seem to be any provision for reduction in property taxes for the independent special districts other than through the elimination of the SDAF.

The County will not be receiving implementation instructions from the State until August 15 and the County does not have to forward final estimates to the independent special districts until September 15.

California Library Association is still working very hard on the passage of SB566. It is now in the Assembly Local Government Committee.

The most important legislation affecting independent special districts at this time is AB1335 which concerns the process of consolidations through the LAFCO's. This legislation is being followed closely by California Advocates.

Senator Bergeson has introduced an amendment to SB745 which provides \$500,000 in matching funds for independent special district libraries for new revenues, other than property tax, raised in 1993-1994. The intent is to offset some of the losses from the elimination of the SDAF. A copy of this amendment is Attachment B.

FY1993-1994 Budget, July 19, 1993, Page 2.

#### Retirement Incentive Program

At its meeting on June 21, 1993, the Library Board voted to offer a retirement incentive program for a period ending July 12, 1993.

Assistant Library Director Sal Addotta has accepted the program with a retirement date of July 22, 1993.

#### Gann Limit for Fiscal Year 1993-1994

Each year the District is required to identify and adopt by resolution its Gann Limitation for expenditures.

The explanation of the calculation and Resolution 93-4 are Attachment C.

#### Adoption of Organization Chart for Fiscal Year 1993-1994

At its Special Meeting of June 10, 1993, the Library Board requested that its actions to reduce staff positions be reviewed and ratified at its July Regular Meeting.

The Placentia Library District Organization Chart for Fiscal Year 1993-1994 is Attachment D.

#### Adoption of Amendment to Memorandum of Understanding for 1993-1994

At its meeting on June 21, 1993, the Library Board approved amendments to the Memorandum of Understanding with the Orange County Employees Association and authorized the Library Director to sign the documents. The Documents have been signed and the Board now needs to adopt a Resolution finalizing the amendments presented in Attachment E.

#### July 21 Meeting with Independent Special Library Districts and California Advocates Representative Mile Belote

A meeting of library directors and trustees of the independent special library districts participating in the contract with California Advocates will meet with Mike Belote on Wednesday, July 21, 1993, at 10:00 A.M. in the Board Room of the Buena Park Library District. The purpose of this meeting is to review and evaluate the accomplishments thus far and to plan strategy for the rest of this legislative session and next year.

#### Determine Direction for July/August Activities.

Attachment F is a recent article from *Library Journal* exploring the issue of fees for public

library services.

Trustee Stark has requested that the Board schedule a discussion on the use of District funds for staff versus materials. Specifically, should the District consider having no book budget for a year in order to remain open longer hours. She suggested a straw poll of the Library's users to get public feedback on this issue.

RECOMMENDATIONS:

1. Motion to read Resolution 93-4 by title only. *Went / Stark*
2. Motion to adopt Resolution 93-4. *Went / Stark*
3. Motion to ratify actions taken at the Special Meeting of June 10, 1993, reducing staff positions; and to adopt the Placentia Library District Organization Chart for Fiscal Year 1993-1994. *Stark / Went*
4. Motion to read Resolution 93-5 by title only.
5. Motion to adopt Resolution 93-5.

**California Special Districts Financial Information Service**

**CURRENT**

THE STATE BUDGET DUST IS SETTLING...

But They Could Turn Their Horses and Head Back This Way

The State Budget that wouldn't be passed in June was passed in June and sent to the Governor's desk, including the \$2.6 billion local agency property tax shift which was supposed to be dead and the extension of the half-cent sales tax which the Governor supposedly would never agree to, but did (along with a November election on that issue). As this is written, the "trailer bills" -- legislation needed to implement statutory provisions on which the Budget bill is based -- are still being debated in the Legislature, so there is plenty of time and room left for legislative mood swings.

For Special Districts, the good news is that the billion-dollar "superpot" didn't happen. The bad news is that Special Districts will suffer a \$244 million "hit" as their share of the \$2.6 billion property tax diversion to schools.

How will this work? The Special District Augmentation Fund (SDAF), created by AB 8 in 1979, will be eliminated. While Special Districts will continue to receive property tax, it is not clear to what extent previous "growth" in revenue resulting from increased assessed values will be affected.

As for the property tax revenue, local Hospital Districts, Transit Districts, Districts that perform fire protection activity, and Water Agencies that do not sell water at retail will not be affected. The analysis of AB 1135, which provides for the property tax shift, also states that "Districts not receiving AB 8 funds from the Special District Augmentation Fund" will be exempted. It further states that Districts "mostly affected" by the measure "include library, park and recreation, sanitary and mosquito abatement districts." Does this mean that such Districts which do not receive SDAF funds will continue to receive their property tax plus growth, or will they be "affected"? At this writing, the answer to that question is not clear.

Based on the Berra Rule -- it's not over until it's over -- further changes are still possible. There may also be dark clouds on the horizon. According to a CSDA Legislative Alert, on the day after SB 1135 was approved, Senator Bergeson amended SB 1234 which would sequester property tax revenue, starting next July, while a joint Legislative Committee on Realignment studies the economic inefficiency and lack of political responsiveness of current governmental structures.



Display 1993-1994 Bill Text - INFORMATION  
BILL NUMBER: SB 745

PAGE 1

BILL TEXT

AMENDED IN SENATE JULY 1, 1993  
AMENDED IN SENATE MAY 24, 1993

INTRODUCED BY Senator Bergesen the Committee on Budget and Fiscal Review

MARCH 3, 1993

An act to amend Sections 65502 and 65503 of the Government Code, relating to housing. An act to add Chapter 12 (commencing with Section 20020) to Part 11 of the Education Code, relating to libraries, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 745, as amended, Bergesen Committee on Budget and Fiscal Review. Housing Local Library Assistance Program.

Existing law provides for the formation of library districts. Existing law also provides for the formation of certain special assessment districts.

This bill would establish the Local Library Assistance Program for the purpose of providing grants and matching funds to any independent special district that has received new funds from public or private sources, as specified, for the purpose of funding library services. Those grants and matching funds would be expended by those districts for any services and facilities provided in connection with a library open to the public, including, among other things, acquiring books, magazines, newspapers, audiovisual materials, electronic media, and other informational materials. The State Librarian would administer the program.

The bill would authorize an independent special district to apply to the State Librarian for those grants and matching funds. The bill would also require the State Librarian to provide matching funds to any of those districts. The bill would require the State Librarian to adopt rules, regulations, and policies for the implementation of those provisions, including the award of those grants and provision of those matching funds. Independent special districts would be prohibited from using those funds for administrative costs, as specified.

This bill would appropriate \$500,000 to the State Librarian for the purpose of providing those grants and matching funds to independent special districts.

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BILL NUMBER: SB 745

BILL TEXT

This bill would declare that it is to take effect immediately as an urgency statute.

Existing law requires each city, county, and city and county to prepare and adopt a general plan for its jurisdiction which includes certain mandatory elements, including a housing element. Existing law requires the element to contain an assessment of housing needs and an inventory of resources and constraints relevant to the meeting of specified housing needs.

Existing law requires this assessment and inventory to include an analysis of population and employment trends, documentation of projections, quantification of the locality's existing and projected housing needs for all income levels, an analysis and documentation of household characteristics, an analysis of any special housing needs, and an analysis of existing assisted housing developments that are eligible to change from low-income housing uses during the next 10 years, as specified.

This bill would authorize each city, county, and city and county to substitute for the components summarized above a Comprehensive Housing Affordability Strategy that meets prescribed requirements.

Existing law requires each local government to review its housing element as frequently as appropriate and revise it as appropriate but not less than every five years to reflect the results of the review.

This bill would authorize a local government, that, upon completion of this review, determines that its quantified objectives established within the housing element have been satisfied for the period of the review, to extend the deadline for revision of its housing element for the amount of time covered by the review, not to exceed four years.

The bill would state the intent of the Legislature that each locality continue to base its quantified objectives on its respective share of regional housing needs, as specified.

Vote: majority 2/3. Appropriation: no yes. Fiscal committee: no yes. State-mandated local program: no.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 65523 of the Government Code

SECTION 1. Chapter 12 (commencing with Section 20020) is added

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BILL NUMBER: SB 745

BILL TEXT

to Part 11 of the Education Code, to read:

CHAPTER 12. LOCAL LIBRARY ASSISTANCE PROGRAM

20020. The Local Library Assistance Program is hereby established for the purpose of providing grants or matching funds to any independent special district as defined in Section 20022. These grants and funds shall be used for any services or facilities provided by that district in connection with a library open to the public, including, but not limited to, all of the following:

(a) Acquiring, constructing, equipping, furnishing, staffing, operating, and maintaining real property, buildings, equipment, vehicles, and other facilities for the conduct of public library programs.

(b) Providing collection development and maintenance, lending services, information services, and reference.

(c) Acquiring books, magazines, newspapers, audiovisual materials, electronic media, and other informational materials.

(d) Providing access to all available lending materials through direct loan, interlibrary loan, literacy programs, electronic access, and other special service programs.

(e) Providing information, recreation, and lifelong learning opportunities to all persons.

20021. This chapter shall be administered by the State Librarian, who shall adopt rules, regulations, and policies for the administration of this chapter.

20022. For the purposes of this chapter, "independent special district" means a special district that has received new funds from public or private sources after June 30, 1993, for the purpose of funding library services or facilities as described in Section 20020, that is not governed by the board of supervisors of a city council, and that administers and operates a library open to the public. For the purposes of this chapter "new funds from public or private sources" does not include increases subsequent to June 30, 1993, in any fees or fines that were imposed by the district on or before June 30, 1993.

20023. An independent special district may apply to the State Librarian for a grant pursuant to this chapter. The State Librarian may award grants consistent with the rules, regulations, and policies adopted pursuant to Section 20021. Grants shall only be awarded to applicants requesting the grants for the purposes authorized by Section 20020.

20024. An independent special district may apply to the State Librarian for matching funds, and the State Librarian shall provide matching funds to each of those applicants. Those matching funds shall be allocated to the districts in a manner consistent with the rules, regulations, and policies adopted pursuant to Section 20021.

20025. No grants awarded pursuant to Section 20023 or matching funds provided pursuant to Section 20024 shall be used by an

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BILL NUMBER: SB 745

## BILL TEXT

independent special district for administrative costs, including, but not limited to, administrative costs incurred for any of the following purposes:

- (a) Preparing the grant application.
- (b) Procuring local matching funds.
- (c) Conducting an election to obtain voter approval of a capital project.
- (d) Plan checking or code compliance inspections.

SEC. 2. The sum of five hundred thousand dollars (\$500,000) is hereby appropriated from the General Fund to the State Librarian for the purpose of providing grants and matching funds to independent special districts pursuant to Chapter 12 (commencing with Section 20020) of Part 11 of the Education Code.

SEC. 3. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

A shortage of funds threatens vital library and related services throughout the state. In order to provide funds necessary to fund the expenses and operations of the public library services and facilities of independent special districts, as defined in Section 20022 of the Education Code, it is necessary that this act take effect immediately.

All matter omitted in this version  
of the bill appears in the bill as  
amended in the Senate,  
May 24, 1993 (JR 11)

Agenda Item 26

TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director  
DATE: July 14, 1993  
SUBJECT: Establishment of Appropriations Limitation for FBU 5071 for FY 1993-94

**BACKGROUND:**

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for next fiscal year.

With price and population data provided by the California Department of Finance, we calculate a growth factor for our District. This growth factor, when applied to our 1992-93 limit, produces our 1993-94 limit.

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The Placentia Library District **growth factor** for 1993-94 is 5.88%.

To arrive at this figure, we take the **price factor** (the percentage change in California per capita personal income over prior year, expressed as a ratio):  $2.72\% = 1.0272$ , and multiply it by the **population change factor** (the weighted average of the percentage population change of the City of Placentia and the unincorporated area within Placentia Library boundaries, pursuant to Government Code Section 7901 and Revenue and Taxation Code Section 2228):  $3.08\% = 1.0308$  ( $1.0272 \times 1.0308 = \underline{1.0588}$  or 5.88%).

The Library's FY 1992-93 Gann Limit is \$1,412,472. Multiplying this amount by our 1993-94 growth factor of 1.0588 yields the FY 1993-94 limit of **\$1,495,525**: ( $\$1,412,472 \times \underline{1.0588}$ ).

**RECOMMENDATIONS:**

1. Read Resolution 93-4 by Title only.
2. Review and Adopt Resolution 93-4 by Roll Call Vote.

RESOLUTION NO. 93-4

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1993-1994

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 1993-1994.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit shall be \$1,495,525 for fiscal year 1993-1994.

AYES: TRUSTEES:  
NOES: TRUSTEES: None  
ABSENT: TRUSTEES: Stark  
ABSTAIN: TRUSTEES: None

STATE OF CALIFORNIA )  
 ) s.  
COUNTY OF ORANGE )

I, Sandra Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and foregoing was duly and regularly adopted at a Regular Meeting held on the 19th day of July, 1993.

IN WITNESS WHEREOF, I have herunto set my hand and seal this 28th day of July, 1993.

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

## AGREEMENT

The Placentia Library District (hereinafter "District") and the Placentia Library District Chapter of the Orange County Employees Association (hereinafter "Association") agree that any layoffs or demotions resulting from layoff by the District during calendar year 1993 shall be conducted in conformance with the provisions listed below. The parties agree that these provisions are nonprecedential, shall apply only to calendar year 1993, and shall not be binding nor have any effect on any future layoffs, reductions in force, or related actions.

1. The District retains the right, at its discretion, to determine the need for any reduction in force or layoff. The District shall determine the timing, designation of affected ~~positions and classifications, reorganization, modifications to library hours and~~ employee work hours and schedules, and all other activities related to the implementation of a reduction in force.
2. Layoffs and demotions shall be in inverse order of seniority, based on the total hours or work scheduled and performed by each employee (not including overtime). "Hours of work" refers to paid employment in District service, not hours in a position or classification.
3. An employee scheduled for layoff may demote to a lower-paid classification for which the employee is qualified if the employee has more seniority than any employee in that lower classification. Whether an employee is "qualified" shall be determined at the sole discretion of the Board of Trustees whose decision shall be final and binding.

4. If the elimination of a full-time position would result in the layoff or demotion of an employee who had more seniority than a regular part-time employee and/or an extra help part-time employee in the same classification, the full-time employee shall have the option of taking the part-time position of the less senior employee in the same classification (resulting in layoff or demotion of that employee), or demotion to a lower classification.
5. Employees to be laid off shall be provided with thirty days written notice. The notice shall describe their demotional options, if any. An employee with a demotional option shall be given five working days to respond in writing regarding the employee's decision on that option. Otherwise, the employee shall be laid off as scheduled.
6. The name of each employee who is laid off or demoted shall be placed on a Reemployment List for the classification from which layoff or demotion occurred. The Reemployment List shall be in effect for two years from the date of layoff. During that two year period, if the District elects to fill a vacancy or a new position in that classification, employees on the Reemployment List shall be offered the position in order of seniority.
7. Employees who are laid off shall receive a lump sum payment for accrued vacation and for accrued sick leave, if eligible, based on the "Sick Leave Payoff" provision on the District's Employee Manual dated June 15, 1992. This shall not apply to employees who elect demotion in lieu of layoff.



8. The salary for a demoted employee shall be the employee's salary before demotion or the top salary step of the class to which the employee demotes, whichever is lower.

This Agreement is executed this 30<sup>th</sup> day of June, 1993 by the following authorized representatives of the parties.

Placentia Library District

Elizabeth J. M... ..  
Library Director

Placentia Library District  
Chapter of the Orange County  
Employees Association

Richard C. ... ..  
OCEA Representative

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Association Chapter Representative

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING THE AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AND THE PLACENTIA LIBRARY DISTRICT EMPLOYEES ASSOCIATION, A CHAPTER OF THE ORANGE COUNTY EMPLOYEES ASSOCIATION

WHEREAS, the employees of the Placentia Library District of Orange County are represented by the Orange County Employees Association; and

WHEREAS, the representatives of the Orange County Employees Association and the Library Director representing the Board of Trustees of the Placentia Library District of Orange County have met and conferred; and

WHEREAS, The Amendments to the Memorandum of Understanding dated June 25, 1992, signed by both representatives on June 30, 1993, depicts the agreement resulting from the negotiations.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees accepts the Amendments to the Memorandum of Understanding dated June 30, 1993, and implements such on July 1, 1993.

AYES: TRUSTEES:  
NOES: TRUSTEES None  
ABSTAIN: TRUSTEES: None  
ABSENT: TRUSTEES:

State of California )  
 ) ss.  
County of Orange )

I, Saundra Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and foregoing was duly and regularly adopted at a Regular Meeting held on the 19th day of July, 1993.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 28th day of July, 1993.

\_\_\_\_\_  
Saundra Stark, Secretary  
Board of Trustees  
Placentia Library Distict of Orange County,

*From video to research to reserves—and more—charging for services is a complex issue and definitely not a quick fix for library finances*

# FEE-BASED SERVICES:

By Wendy Smith

**F**EE VS. FREE has been a hot topic within the library community for decades. The ideological question of whether it is a betrayal of their public trust or a practical necessity for libraries to charge for certain services will continue to be debated with passion on both sides.

The majority of libraries still provide the majority of their services for free. Two-thirds of the 49 respondents to the Urban Libraries Council's March 1993 survey said they were under no pressure to establish new fees. Those were big-city institutions, more likely than their suburban and rural counterparts to be facing severe budget cuts. It is likely that in the nation as a whole, fee-based services in libraries are even rarer than in the libraries surveyed.

## The pressure for fees

The minority of libraries in which fees have been imposed are responding to difficulties faced by almost all libraries. State and local funding has decreased. There is a desire to offer additional services (like lending videotapes) that users demand but budget authorities are often unwilling to fund. There is increased demand for such formerly "marginal" services as interlibrary loan (ILL) and online searching. Libraries need some mechanism to ration "special services" so that demand for them does not eat up the staff time needed for "basic" functions and "primary" clientele.

To serve nonprimary clientele, some libraries have set up separate, fee-based services that provide customized research and document delivery. The establishment of such services at the Library of Congress is a principal element in the controversial proposal from Librarian of Congress James Billington currently before Congress. It is vigorously opposed by the American Library Association (ALA). Among the policies of ALA is one that "asserts that the charging of fees and levies for information services, including those services using the latest information technology, is discriminatory in publicly supported institutions."

Despite the widely publicized shuttering of the FIRST service at the Arizona State University Library, the number of these services continues to rise. The current *Directory of*

# ARE THEY WORTH IT?

*Fee Based Information Services in Libraries* from the Fee-Based Information Services Center in Academic Libraries (FISCAL) lists more than 200, twice the total in 1988.

In short, library fees in one form or another are not going away anytime soon. What follows is neither an endorsement nor a condemnation of fee-based services in libraries. It is merely an inquiry among those who have tried fees or are being forced to use them. It is an attempt to see what fee-based services can and cannot do to assist librarians in solving certain common problems.

## The sexy stars of fees

Special divisions like FYI at the County of Los Angeles Public Library (CoLAPL) and George Washington University's Gelman Library Information Service (GLIS) are the sexy stars of the fee-based services world. They have their own association, FISCAL—no one has yet suggested an organization for public libraries that rent videos—and they don't have patrons complaining about paying for services that used to be free. Instead, they boast a satisfied clientele composed primarily of businesspeople who say they don't have the time to do their own research. These clients are willing to pay hourly rates that start at \$20 and climb toward \$100. For that price, for example, someone else will figure out what the usage of cutsheet paper will be over the next 15 years, write a report about it, and FAX the relevant articles to the client within 48 hours.

"Because we are centrally located in downtown D.C.," explained Lee Anne George, head of GLIS, "we get over 300 library users a day who are not affiliated with the university. In the past they had put a pretty high demand on the reference and information desks, for whom they were very low-priority clients. We wanted to redirect them to a service that would give them the kind of attention and turnaround time they told us they needed and were willing to pay for." Steve Coffman, director of FYI, added a public library perspective: "The county wanted to find a way to address the needs of the business and professional community, whose particular demands could not be met by existing library services."

## For PR as much as profit

Public relations is at least as strong a factor in the decision to establish a fee-based service as any desire for profits. "We act as a bridge between academia and the

business world," said Mary Grant, managing director of the Long Island University Center for Business Research, "so that the university isn't just going out and fundraising but can point to this as one of the services that are offered to the community." A customized research and document delivery division can help an academic library attract potential donors, or provide a way of showing taxpaying businesses that the public library works for them, too.

Not all businesspeople are thrilled with fee-based services. FIRST was sued by a commercial document delivery supplier, which claimed it constituted unfair competition from a tax-subsidized entity. The service won the suit but was forced to discontinue its advertising in the Yellow Pages, which, believes Director Helen Josephine, contributed to the decline in clients that led Arizona State University to shut it down. Similar complaints, although no lawsuits, have been lodged against the Milwaukee Public Library Inquire division.

In their own defense, libraries have taken the "some of my best clients are information brokers" approach, pointing out that commercial vendors are heavy users of their services. They add that, since the material clients need is inevitably located in a library, library staff are going to be

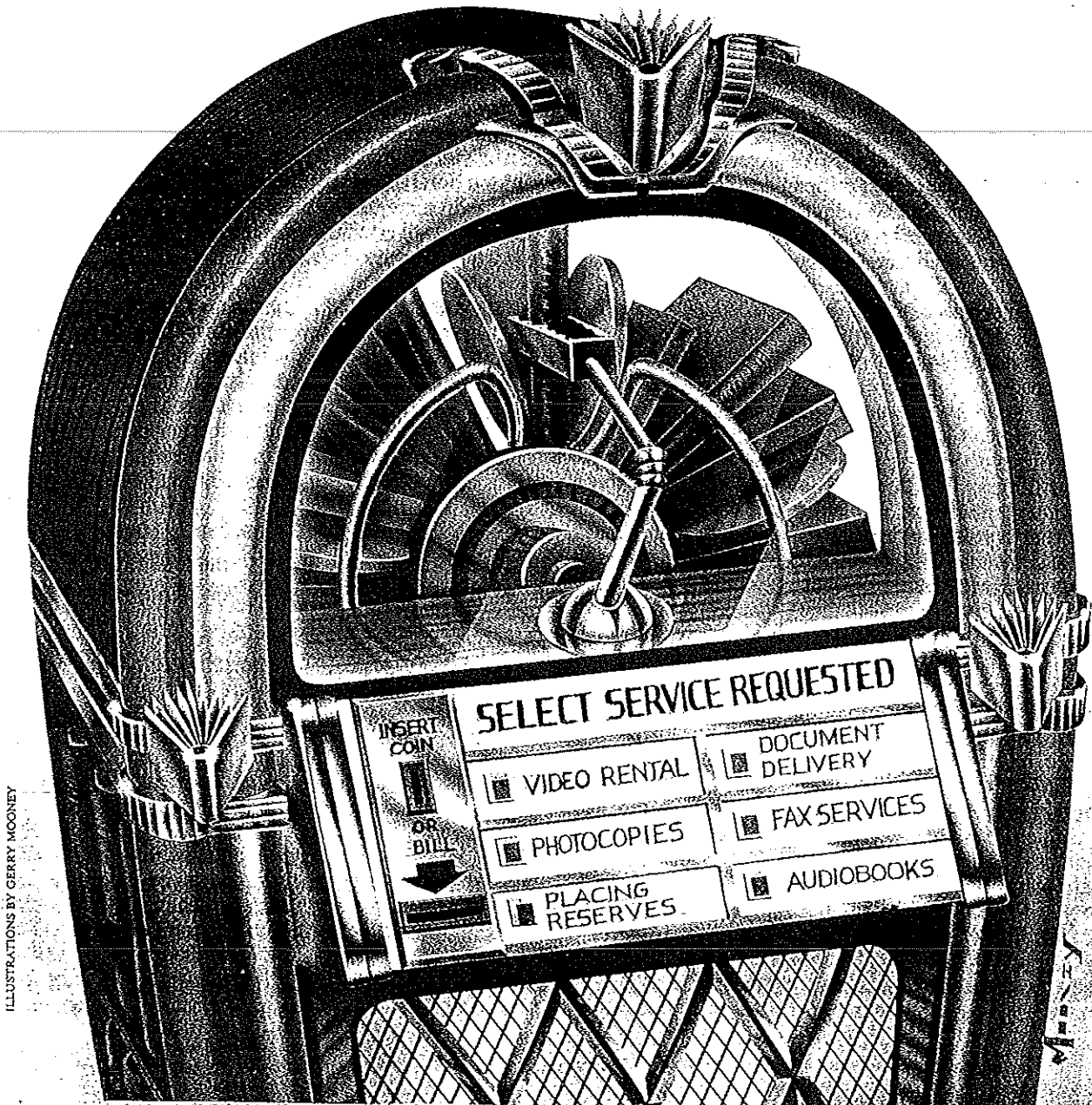
involved in the process—so why shouldn't they reap the benefits? "If it offends you that your tax dollars are already going to librarians," said Mary Suess, director of Inquire, "then don't hire me; hire a small business person."

#### Taxes and overhead

Where those tax dollars are going is a concern of public library fee-based services, most of which were launched with development money that came out of the general library budget. Directors of these services point out that once they are up and running, they not only recover their direct costs but in many cases help with the parent library's overhead.

CoLAPL's FYI budget, said Steve Coffman, calculates the amount required to cover all expenses plus its staff's salaries and benefits, then adds 65 percent of that amount as a contribution to the overhead of CoLAPL, another 15 percent to the county itself. In other words, the service must generate a sum equal to about 180 percent of its direct costs to be considered "in cost recovery."

Although universities do not always charge overhead expenses to their fee-based services, Arizona State did, a hefty 31 percent. Some observers feel the charge was much



ILLUSTRATIONS BY GERRY MOONEY



**We will get something to you in due course, but if you want special treatment, you pay for it.**

—Charles Robinson, Director,  
Baltimore County Public Library

greater than the actual cost of university resources used by FIRST. The impact of the charge on the budget had a lot to do with the decision to close FIRST. The service was not considered to be recovering its cost—a goal of most fee-based services.

What? Fee-based services are not cash cows that bring floods of additional revenue to money-starved public libraries? “When we did the first FISCAL survey in 1989,” commented Coffman, “the overwhelming consensus was: Don’t plan to get rich.” Susan DiMattia, editor of *Library Hotline* and *Corporate Library Update* and a frequent reporter on fee-related issues, added, “Libraries are beginning to admit that you can’t make money on fees—if you go into this thinking it’s going to add to your bottom line, forget it.”

Although fee-based services have grabbed a lot of the profession’s attention, they are very small potatoes in the larger scheme of total circulation and revenues. The average service works with 100 to 125 clients each month and delivers around 1000 documents. FYI grossed \$150,000 in 1991—not bad, but not much compared to the \$1 million the Baltimore County Public Library (BCPL) collects annually from rental fees on its video collection.

“In fact,” stated Ginnie Cooper, director of Oregon’s Multnomah County Library, “my predecessor looked into [establishing a fee-based division] and decided it was a very valuable service but doubted the revenue would be worth the staff time it would take away from other services we are not providing.”

#### Convenience: free or for a fee?

Most fee-based services have their own staff, equipment, and offices. They inevitably make demands on the parent library’s resources. Whether or not the income they generate compensates for this is a decision each individual library must make.

Librarians who manage fee-based services are sensitive about the charge that they distract a library, whether public or academic, from its central mission of free service to users within its jurisdiction. They feel that they relieve overburdened ILL departments and reference desks by siphoning off patrons who are not primary clients. They bristle at the charge that they are creating a favored class of users who have better access to library materials. “We don’t have any secret files,” said Suss. “People have the choice of coming in and doing their own research; this is strictly optional.” In her view, clients pay for convenience.

That is the idea behind a good many fees now imposed by local public libraries. The practice of charging for reserving books, for example, is defended by BCPL Director Charles Robinson as assisting patrons who “have more money than time. We will get something to you in due course, but if you want special treatment, you pay for it.” Doesn’t this penalize non-fee-paying customers, who might have to wait

longer for a popular book because all copies are tied up by reserves? “You could run things that way, but you shouldn’t,” he replied. “It should be like having a pay duplicate collection; the fees pay for the extra books you buy.”

Michael Golrick, director of the Wilton Public Library, Connecticut, frankly admits that one of the purposes of reserve charges is to ration demand: “We tried not charging for a time; volume went up tremendously, and a lot of people didn’t pick up the books when they came in. One of the things it does in a practical, day-to-day way is to make sure somebody really wants what they’re asking for.” Neighboring Connecticut public libraries, like those in Darien, reserve books without charging fees. The Connecticut state attorney general, however, recently ruled that reserve charges were illegal because they impeded access to books.

Still, payment for convenience is the kind of fee with which some public librarians feel relatively comfortable. One of the most frequently floated proposals for new fee-based services is “books-by-mail for yuppie parents,” to use one librarian’s rather cynical description of a plan that would offer monthly packages of books, custom-selected by age and interest, which could later be mailed back by those too busy to actually visit their local library. There are many libraries, of course, that provide books-by-mail free of charge.

Other fees are justified by those who impose them on the grounds they allow the library to offer items that would otherwise be unavailable. Robinson couldn’t convince budget authorities to fund video acquisitions for BCPL, so he borrowed money from the book budget to launch the video collection, revenue from which now covers the cost of all new video purchases and contributes \$350,000 a year toward the library’s overhead. Golrick, whose video collection brings in more money than it pays out in acquisitions, is working toward establishing an endowment so that video borrowing will eventually be free.

#### Unpopular videos are free

At the moment, however, video rentals are a major source of income for many libraries, neck-in-neck with reserve charges and surpassed only by photocopying and overdue fines. The latter two are not considered fees by many librarians, since they put no barrier between users and the material they want. Most libraries that charge for videos distinguish between “entertainment” tapes, loaned



**I’ve heard one commissioner say it’s important for us to charge for phone reference so people learn that their tax dollars alone can’t buy everything!**

—Ginnie Cooper, Director,  
Multnomah County Library

for an average of \$1 a day, and “educational” ones, mostly children’s videos, which are generally free. It’s akin to telling library patrons they can take out unpopular books for free but have to pay for best sellers (which in a sense is what a rental collection does). This dubious distinction works for some local authorities because they don’t see videos as part of the library’s “real” job. “It’s been very interesting for me,” said Cooper, “to find out how very many people there

are who truly believe that the library's role should only be to distribute what's printed on paper; they think we ought not to have videos, or music, or books on cassette because it's not part of our mission as they see it."

### Online: so easy to charge

This may explain why so many libraries charge for online searching. The Connecticut attorney general banned reserve charges but ruled that online fees were acceptable, explained Dennis Lorenz, director of the West Hartford Public Library, "on the theory that it wasn't depriving people of their rightful access to libraries because it was access to material beyond our walls." More than 60 percent of ULC libraries surveyed agreed. Of them, 40 percent charged for all online searches, while the remaining 60 percent imposed fees after allowing free searches for a set amount of time. These percentages may not be representative of all U.S. public libraries, but given the dearth of statistical material in this area, the ULC numbers are at least suggestive.

With increasing amounts of information available only online, however, many librarians wonder how much longer they can classify these searches as an "extra" service. One of the reasons online fees were so quickly adopted by so many libraries is because they were easy to meter and difficult to accurately predict in a budget. Sure, it costs the library money to do them, but it's often faster and cheaper to find an answer online than to locate it in print. That fact has led some libraries to the Orwellian position of charging for an online search if the patron requests it but providing it free if the librarian decides it's the best way to find the information.

Online charges would probably raise more controversy if they did not constitute such a small portion of the average library's business. West Hartford collects around \$5000 a year from online searches, Lorenz estimates. That works out to approximately 20 patrons a month—hardly a staggering number for a major urban library. With commercial vendors responding to library complaints by establishing subscription options that enable budget staff to project more confidently annual online costs, fees could become less common in the future.

### Access is expected

Despite what the Connecticut attorney general thinks, online capabilities and CD-ROM databases have led library patrons to expect access to information beyond their local branch's walls. This new attitude has badly strained the ILL system, already overtaxed by budget cuts and the soaring costs of serials, which have prompted many libraries to substitute access for ownership even of publications they acknowledge are crucial to their clientele. As more libraries compensate for increased demand by imposing fees for ILLs, many borrowing libraries have responded by passing along charges to their patrons.

"Interlibrary loan has traditionally been seen as a marginal service, therefore why not pass its costs along to the patron?" commented Mary Jackson, head of the ILL department at the University of Pennsylvania. She is encouraged to see libraries that have begun moving money from acquisitions to access to pay for ILL. "ILL services should be funded in proportion to ILL volume as compared to circulation. There should be some way of figuring out how much money ILL departments should be spending to obtain materials."

Like online searching, ILL is an area in which fees may be eliminated as budgets are adjusted to reflect current

realities. Then again, maybe not. ILL, like reserves, is one of the prime areas in which fees are unabashedly used as a mechanism to ration or control demand. The installation of coin-operated printers on CD-ROM readers to discourage users from printing out every citation they find is a third example of rationing demand. Proponents of completely free libraries have often argued that fees are likely to reduce demand. What they may not realize is that for many politicians and public administrators bred during the administrations of Ronald Reagan and George Bush, this is precisely the point. Cooper, who is being pressured by the Multnomah County Board of Commissioners to set up a 900 number for telephone reference provided free of

One of the things  
reserve charges do in a  
practical, day-to-day way  
is make sure somebody  
really wants what they're  
asking for.

—Michael Golrick, Director,  
Wilton Public Library



charge for 20 years, commented, "I've actually heard one of the commissioners say that it's important for us to do this whether it earns money or not, because people need to learn that their tax dollars alone can't buy everything."

Similarly, when the Prince George's County Memorial Library in Hyattsville, Maryland saw video circulation decline dramatically after it doubled borrowing charges from \$1 to \$2 per day, the response was essentially a shrug of the shoulders. "Our usage did drop," said Associate Director Mickey Freney, "but we need the revenue." The argument that revenues from fee services simply encourage government funding cuts, while it may be true, ignores the fact that authorities don't necessarily regard this as regrettable. Many who pay the fees feel differently.

"There is increasing pressure for all public agencies to recover some of their costs through user fees," said Joey Rodger, president of the Urban Libraries Council. One-third of the libraries surveyed by the ULC reported that local decision-makers wanted them to impose fees for some services. However, another third reported that state legislation prohibited charging for basic services, which puts libraries in the sticky position of having to decide what constitutes "basic" as opposed to "extra." The rulings handed down by state attorneys general's offices and government funding agencies, to which libraries often turn for guidance, will play a role in determining whether the imposition of fees for online searches and ILLs—to name two of the thorniest areas—will continue to grow or will be eliminated, if those functions are defined as central to a library's mission.

Are fee-based services working in libraries? It's difficult to answer yes or no definitively. Either response requires analysis of budgets in which costs are calculated in often byzantine ways and consideration of many highly hypothetical questions, such as whether funding cuts are made because of revenues from fees or would have happened anyway.

It is clear that fees are not a quick fix for a library's financial problems. It is also clear that they confront librarians who charge them with complex ethical and practical issues.

TO: Library Board of Trustees

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

DATE: July 19, 1993

SUBJECT: **Purchase of Vending System for Printers Attached to Databases on Reference Computers.**

**BACKGROUND:**

At its meeting on June 21, 1993, received a recommendation from the Library Director that it approve purchase of vending equipment for 3 printers, a vending card dispenser and base, and 200 vending cards at a cost not to exceed \$9,280 to be paid from Fund 5021 with the proceeds from the vending system to be used to replace the funds in Fund 5021 until it is repaid in full.

The Board approved this recommendation in concept and asked the Library Director to work with Trustee Shkoler in investigating other configurations for this project that would allow the use of one quiet, high speed printer to serve all three computers.

Trustee Shkoler and I met and reviewed the technical specifications for the equipment and talked with the sales representative.

It is our conclusion that the following configuration would be optimal for the Library's use:

VendaCoder/Dispenser . . . 940271-002 . . . . .	\$ 3,995.00	
Dispenser Pedestal Base . . . . .	130.00	
Debit/Credit Terminal . . . 5812 . . . . .	1,295.00	+ }
Program Card Set for Terminal . . . . .	35.00	
500 Cards . . . . .	300.00	
Parallel Pac System . . . . .	250.00	
Machine Harness . . . . .	39.50	
Printer, Cables & Control Switch Box . . . . .	2,000.00	
Table . . . . .	300.00	
<u>Shipping</u> . . . . .	<u>300.00</u>	
<b>TOTAL</b> . . . . .	<b><u>\$ 8,344.50</u></b>	

*Called  
Ref desk  
3  
Miss  
Shk  
H*

*disk for to  
each computer*

*New software  
OCS located to machine -  
hardware not each computer to  
come part  
shown by time, copy to desk or page.  
unit for each terminal  
\$ 1,295 + 250 OCS  
New sales rep.  
Jennifer*

Purchase of Vending System for Reference Computers, June 19, 1993, Page 2.

**RECOMMENDATION:**

Approve purchase of vending equipment for 1 high speed laser printer serving 3 computers, a vending card dispenser and base, 500 vending cards, and a high speed laser printer with switch control box and cables at a cost not to exceed \$8,350 to be paid from Fund 5021 with the proceeds from the vending system to be used to replace the funds in Fund 5021 until it is repaid in full.



TO: Elizabeth Minter, Library Director  
FROM: Suad S. Ammar, Principal Librarian <sup>SA</sup>  
DATE: July 14, 1993  
SUBJECT: Placentia Library District's 75th Anniversary Celebration.

**Background:**

**Anniversary cake and candles:** The Program Committee discussed various ideas relating to the Anniversary Cake project. They suggested the following:

a- Have a one tier cake with 75 candles priced at \$75.00 each. The person who buys the candle will have his/her name written on their candle. The cake and the candles will be on display on a bulletin board. ~~SA~~

*Bi. 1/2* } b- Have a three tier ( three dimensional?) cake with color coded candles priced at \$75.00, \$250.00, and \$500.00 each. distributed in groups of five \$500.00 candles, twenty \$250.00 candles and fifty \$75.00 candles. 11, 25<sup>0</sup>

**Photography contest:** It was suggested that the contest will be open to children as well as adults. The categories will be:

- a- Children 5th-8th grades.
- b- Young Adults 9th-12th grades.
- c- Adults.

Local college and high school art teachers will be asked to help in setting the criteria and rules for the contest, and in judging the entries.

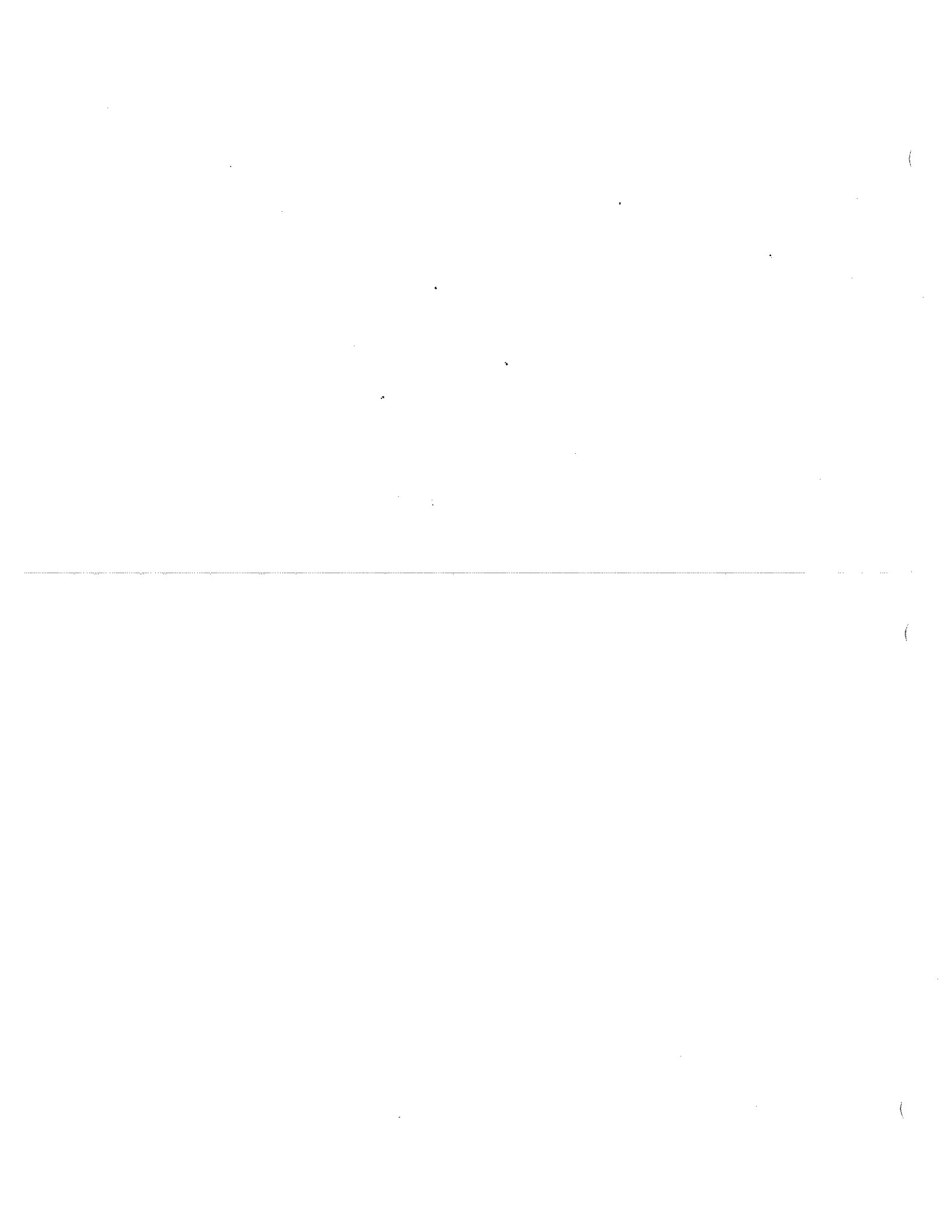
**Heritage Day participation:** staff members dressed as book characters will walk in the parade. This will be the kick off event of the year long celebrations.

**Mural of Library programs:** Photographs, programs and proclamations of Library events that happened over the years will be collected and displayed as a mural in a prominent place in the Library.

**75th Birthday sharing:** All Placentia residents celebrating their 75th birthday during 1994 will be invited to participate in the various Anniversary activities and have their pictures taken individually and collectively.

**Recommendation:**

Review and adopt proposals for the Anniversary Cake Project and other 75th Anniversary activities.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: July 19, 1993  
SUBJECT: Retirement Event for Assistant Library Director Sal Addotta.

**BACKGROUND:**

Assistant Library Director Sal Addotta will be retiring on July 22, 1993, having completed eighteen and one-half years of service with Placentia Library District.

I asked Sal to suggest a time and venue for his retirement party that would be convenient for him and his family. He said that a Thursday evening would be fine and we agreed that an Italian restaurant would be appropriate.

I have asked Mary Byrne to check out the restaurant options and prepare the invitations and mailing list. Further information will be available at the Board Meeting.

**RECOMMENDATION:**

1. *Sal Addotta* Set the date, time and price for the retirement party. *Aug 12, 6<sup>30</sup>, \$25<sup>00</sup>*
2. Set a budget for the Board's participation and presentation. *\$95<sup>00</sup>*

*\$50 for presentation*

*Sal Addotta - Aug 12  
- Aug 17*



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: July 19, 1993  
SUBJECT: **Dental Renewal for 1993-1994**

**BACKGROUND:**

In July, 1992, the Library Board selected Principal Mutual Life Insurance Company as its vendor for dental insurance.

In June the District was notified that Principal will be increasing its rates for 1993-1994 by 24.2%. The notice is Attachment A.

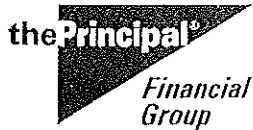
Subsequently I asked Anderson and Anderson, the District's health insurance broker, to investigate alternative plans available. Attachment B contains an analysis of dental options provided by Anderson and Anderson.

If the same coverage is used then the least expensive option is Standard ST Indemnity (Option 2).

If reduced coverage, affecting only the use of non-preferred providers, is selected then Principal's Option 1 is the least expensive.

**RECOMMENDATION:**

To select either Standard ST Indemnity (Option 2) or Principal (Option 1) as the dental carrier for 1993-1994.



Principal Mutual Life  
Insurance Company  
Des Moines, Iowa 50392-0001

Agenda Item 30  
Attachment A  
Page 1

June 24, 1993

PLACENTIA LIBRARY  
DISTRICT  
ATTN CHARLENE DUMITRU  
411 E CHAPMAN  
PLACENTIA CA 92670

Re Group Policies No. N70772

Thank you for the opportunity to serve you this year.

As you know, the end of your policy year initiates a review of your group insurance program. At this time, we make sure your plan complies with current law and current rates cover your program's cost.

This year, our review indicates it will be necessary to make some changes effective August 1, 1993.

We use similar factors to determine appropriate rates for your Dental plan. In addition to your group's census, we consider:

- \* Trends in the health services industry - recently factors like inflation, increased hospital usage, and greater demand for better medical resources have forced costs up.
- \* Your claim experience - we recognize differences in claim experience of employer groups. Groups with good experience pay somewhat lower rates. Conversely, groups with less favorable experience pay somewhat higher rates.

Our study shows your rates will no longer cover your claim and administrative costs. Therefore, your rates for next year do reflect an increase.

If you have questions, feel free to contact your agent or our Orange Group and Pension office.

In the meantime, we hope you continue to look to us to provide a high standard of service and look forward to working with you again in the coming year.

Sincerely

A handwritten signature in cursive script that reads "Christopher Z. Morton".

CHRIS MORTON  
Group Underwriting C

Enclosure

CC: AGENT - ANDERSON AND ANDERSON/BE



Principal Mutual Life  
Insurance Company  
Des Moines, Iowa 50392-0001

Agenda Item 30  
Attachment A  
Page 2

Policyholder Name PLACENTIA LIBRARY

Reference No. N70772

	<u>Current Rate</u>	<u>Rate Effective 08-01-93</u>
Dental		
Member Only	21.92	27.22
Extra for Spouse	21.92	27.22
Extra for Spouse & Children	37.64	46.75
Extra for Children	15.72	19.52



Attachment to Your Renewal Letter

PLACENTIA LIBRARY

Account No. N70772

California legislation requires we provide you with the percent or dollar amount of change for the medical benefits. The percentage difference between your current and renewal rates shown in the attached letter are:

<i>Dental</i>	<i>24.2 %</i>
<i>Package Increase</i>	<i>24.2 %</i>



# Placentia Library

## Dental Options Analysis

*Renewal notes*  
 ↓  
 SUB-D

	Current		Renewal		Option 1	
	Principal	Principal	Principal	Principal	Principal	Principal
Combined Rate Summary	PPO: \$25 Ded, \$1,500 Max PPO: No Ded Prev, 100/80/50% N-PPO: \$50 Ded, \$1,500 Max N-PPO: 80/80/50%	PPO: \$25 Ded, \$1,500 Max PPO: No Ded Prev, 100/80/50% N-PPO: \$50 Ded, \$1,500 Max N-PPO: 80/80/50%	PPO: \$50 Ded, \$1,500 Max PPO: No Ded Prev, 100/80/50% N-PPO: \$100 Ded, \$1,500 Max N-PPO: 80/80/50%	PPO: \$50 Ded, \$1,500 Max PPO: No Ded Prev, 100/80/50% N-PPO: \$100 Ded, \$1,500 Max N-PPO: 80/80/50%		
Employee Only	\$21.92	\$27.22	\$20.82	\$20.82		
Employee + Spouse	\$43.84	\$54.44	\$41.64	\$41.64		
Employee + Child(ren)	\$37.64	\$46.74	\$35.49	\$35.49		
Employee + Family	\$59.56	\$73.97	\$56.31	\$56.31		
Monthly Premium	\$454.12	\$563.93	\$431.07	\$431.07		
Annual Premium	\$5,449.44	\$6,767.16	\$5,172.84	\$5,172.84		

	Option 2		Option 3		Option 4		Option 5	
	Standard	ST Indemnity	Standard	ST Indemnity	Forfeis	Indemnity	Forfeis	Indemnity
Combined Rate Summary	\$50 Ded, \$1,000 Max 100/80/50% Ded Applies to Prev	\$50 Ded, \$1,500 Max 100/80/50% Ded Applies to Prev	\$50 Ded, \$1,500 Max 100/80/50% Ded Applies to Prev	\$50 Ded, \$1,000 Max 100/80/50% Ded Waived for Prev	\$50 Ded, \$1,000 Max 100/80/50% Ded Waived for Prev	\$50 Ded, \$1,500 Max 100/80/50% Ded Waived for Prev	\$50 Ded, \$1,500 Max 100/80/50% Ded Waived for Prev	\$50 Ded, \$1,500 Max 100/80/50% Ded Waived for Prev
Employee Only	\$25.18	\$27.45	\$27.45	\$25.13	\$25.13	\$27.14	\$27.14	
Employee + Spouse	\$60.31	\$65.74	\$65.74	\$51.48	\$51.48	\$55.60	\$55.60	
Employee + Child(ren)	\$60.31	\$65.74	\$65.74	\$52.55	\$52.55	\$56.76	\$56.76	
Employee + Family	\$60.31	\$65.74	\$65.74	\$78.90	\$78.90	\$85.22	\$85.22	
Monthly Premium	\$533.45	\$581.52	\$581.52	\$533.68	\$533.68	\$576.38	\$576.38	
Annual Premium	\$6,401.40	\$6,978.24	\$6,978.24	\$6,404.16	\$6,404.16	\$6,916.56	\$6,916.56	

Rates pending formal proposal from Standard



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director <sup>EDM</sup>  
DATE: July 19, 1993  
SUBJECT: **Establish Date for August Board Meeting**

**BACKGROUND:**

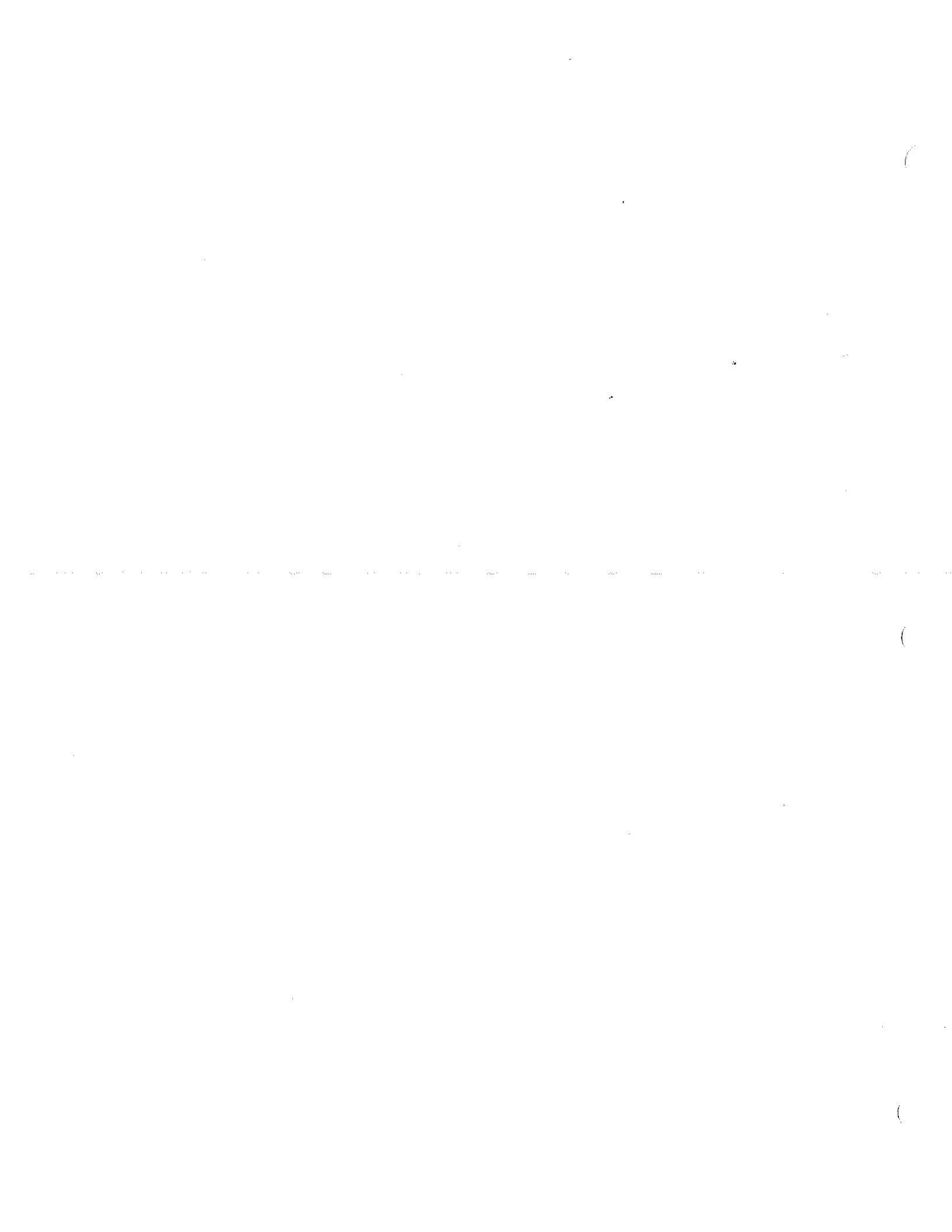
The August Board Meeting is scheduled for Monday, August 16, 1993. The Library Director will be en route back from a family function in Pennsylvania at the time of the meeting.

The Board needs to select an alternate date for its Regular August Meeting. Tuesday, August 17 and Monday, August 23 are possibilities.

**RECOMMENDATION:**

That the Board select a date for its Regular August Meeting.

*Tue Aug 17<sup>th</sup>*  
*Monday / alt*



TO: Library Board of Trustees

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

DATE: July 19, 1993

SUBJECT: **Appointment of District's representative to the Special Districts Worker's Compensation Authority (SDWCA) Board of Directors.**

**BACKGROUND:**

Placentia Library District is a member of the Special Districts Workers Compensation Authority (SDWCA) and has been elected by the Authority to appoint a representative to the Authority's Board of Directors.

The District may appoint as its representative a trustee, an employee, a paid consultant, or an unpaid consultant.

Assistant Library Director Sal Addotta has been the District's representative to SDWCA for several years now. He previously served as its Secretary and is currently its Vice President.

Sal has submitted a letter requesting that he be appointed as the District's representative to SDWCA as an unpaid consultant to serve out the remainder of the District's term. The Letter is Attachment A.

SDWCA pays all costs of attendance at its Board meetings and at the CSDA Annual Conference.

**RECOMMENDATION:**

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

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

July 12, 1993

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

Dear Ms. Minter:

As we have previously discussed, with my retirement there will be a vacancy on the Special Districts Workers Compensation Authority (SDWCA) Board of Directors. I currently fill the position of Vice President, having previously served as Secretary.

The SDWCA bylaws allow the elected District to appoint, as their representative, a trustee, an employee, a paid consultant, or an unpaid consultant. I am offering my services as an unpaid consultant to the Placentia Library District to serve out the remainder of the District's term.

I have enjoyed being a board member of SDWCA, and am willing to continue in that role if the Library Board concurs.

Sincerely,

*Sal Addotta*

Sal Addotta,  
Assistant Library Director

TO: Elizabeth Minter, Library Director  
FROM: Suad S. Ammar, Principal Librarian ~~BA~~  
DATE: July 13, 1993  
SUBJECT: Program Committee Report for the month of June.

**Community Grant Project:** "Placentia Pride: a Sense of Community," the booklet that contains the Project participants' profiles, ideas, and reflections was ready on schedule and was distributed to all the members, it was received with great enthusiasm.

Julie Schweitzer, the widow of late Dr. Don Schweitzer had been invited to the July 8th meeting, and was presented with a copy of the booklet that was dedicated to her late husband's memory. Mrs. Schweitzer was very touched and appreciative.

The group voted unanimously to have "Placentia Pride Council" as their official name, and they agreed to ask the Placentia City Council to proclaim October as "Placentia Pride Month".

The Group also talked about inviting speakers that may address issues and subjects that are of interest to the community such as legislative issues, taxation, graffiti etc...the members will then share the information with their organizations and the community at large.

Many other ideas were discussed, all centering around networking, visibility, and active involvement in community events,

**Literacy Services' Annual Recognition event:** The Placentia Library Literacy Services, and the Literacy Volunteers of America-Placentia will co-sponsor the annual recognition event on September 9, 1993.

Outstanding students, tutors and volunteers will be recognized for their achievements during the year, as will the winners in the writing contest and community supporters and sponsors.

The theme for this year's contest will be "A literate Community is a Proud Community." This theme was chosen with the "Placentia Pride" in mind. Members of the Placentia Pride Council will be asked to participate as contest judges and essay readers.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JUNE 93	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Community Grant	2	36
Class visits to Library	2	3
<i>CHILDREN'S SERVICES</i>		
Group Visits to Library	3	421
Grandparents and Books (Included in School Visits)		
Staff visits to schools 5-12	159	4935
PreSchool Story Hours 3-6	4	120
Way Out Wednesdays Specials 5-12	3	421
Visits by Classrooms	16	457
<i>LITERACY SERVICES</i>		
Tutor Training Followup	1	12
Tutoe\Student Support Group	1	17
FFL Graduation	1	45
FFL Picnic	11	100
Testers' Training	2	4



TO: Elizabeth Minter, Library Director  
FROM: Melanie Daniels<sup>up</sup>, Literacy Coordinator  
DATE: July 13, 1993  
SUBJECT: Placentia Library Literacy Services Report

PROGRAM STATISTICS

Active tutors: 74  
Active students: 93  
Inactive tutors: 39  
Tutors available to be matched: 12  
Students waiting to be matched: 53  
Percentage of tutors reporting (June hours): 97%  
Adjusted percentage of tutors reporting (May hours): 100%  
Tutoring hours reported: 511  
Other volunteer hours reported: 207.5  
Total reported volunteer hours (May): 718.5

Non-reporting tutors as of July 13: Irene Kuc (in the process of moving; new number unavailable) and Mary Mullins (no response to calls). Followup letters will be mailed to the above tutors.

ACTIVITIES/PROGRAMS

Tutor and Student Support Group - The group met on June 21; a total of 17 tutors and students attended. Apprentice tutor trainer Nancy Coffee gave a presentation on time management.

Tutor Training Followup - Graduates of the May workshop met on June 12 to report on their progress and receive certificates.

Tester's Training - A total of 4 new testers were trained in student assessment procedures on June 10 and June 22.

Literacy Bulletin Board - The June bulletin board recruits volunteers through the theme "Make Waves, Become a Literacy Volunteer."

Literacy videos - Literacy videos were made available for viewing by blood donors during the blood drive conducted on June 17. One of the donors registered for the July tutor workshop before leaving the Library.

FAMILIES FOR LITERACY

The Literacy Coordinator continued weekly site visits to the HeadStart facility on Wednesday mornings to monitor FFL program operations until classes ended on June 10. The FFL graduation

ceremony was held on June 3; approximately 45 students, tutors, family members and friends were in attendance. The FFL picnic on June 18 was enjoyed by more than 100 students and guests.

#### VOLUNTEER STAFF

Paul Hebert joined PLLS as an office volunteer on June 14; he was referred by the Volunteer Center and will remain until early August. Ven Nguyen returned to PLLS on June 23 for her third summer as a JTPA/Jobs Plus participant. PLLS was accepted as a job site for the Volunteer Center's S.T.E.P. Program (Senior Training & Employment Program). The program provides subsidized employment to eligible seniors and places them with community service organizations 20 hours weekly for two years. Senior Assistant Teri Larkin will begin working with PLLS in July.

#### NETWORK ACTIVITY

The Literacy Coordinator represented the Library at the F.A.N. (Family Assistance Network) luncheon on June 2. F.A.N. is the new name for the Healthy Start collaborative administered by the Placentia-Yorba Linda Unified School District.

The Literacy Coordinator attended the Placentia Community Network (formerly Placentia Community Service Organization Network) meeting on June 17. The network plans to: participate in the Festival of Arts and Culture Street Fair in August; conduct its second volunteer fair (co-sponsored by the Placentia Library District) on September 19; and prepare a master calendar of member agency events.

The incoming Literacy Coordinator, Cindy McClain, attended the Business Connections workshop presented to Southern California Library Literacy Network members on June 28.

#### UPCOMING ACTIVITIES

The July tutor training workshop began July 12 and will conclude July 29; the class meets on Monday and Thursday evenings.

In lieu of its July meeting, the PLLS Student and Tutor Support Group will have a potluck picnic on Sunday, July 18 at Tri-City Park from 11:00 AM to 3:00 PM.

The Southern California Library Literacy Network will meet in Santa Fe Springs on July 19.

The Placentia Library will host the quarterly meeting of the Orange County Literacy Network on Friday, August 6 at 9:00 AM.

TO: Elizabeth Minter  
FROM: Kay Schneider *KS*  
DATE: July 12, 1993  
SUBJECT: Children's Services Report

**Summer Reading Program** Children from pre-school age through the eighth grade are participating in this summer's reading program, *Top Hat and Tales: Putting on the Book!* It has taken the help and cooperation of all departments to make this a great summer! To promote this annual program, visits were made to 159 classrooms in local elementary schools. Staff members Jeannine Walters, Mary Byrne, Sal Addotta, Gwen Joseph and Kay Schneider and volunteers Marge Dailey and Dixie Shaw informed approximately 5000 students about our program, how it works, passed out flyers and encouraged the children to come to the Placentia Library this summer. Promotion also included the Orange County Register, the Placentia News-Times, the cable station and the Placentia Quarterly. This is the fourth week of the program and there are already over 1000 children enrolled. Total enrollment last year was 1164. I have been pleased to notice that we seem to be reaching more of the Hispanic community this year. The flyers we passed out in the schools were also printed in Spanish and I assume that this helped the children and their parents to understand the program and how it works.

**Way Out Wednesdays** These special events, in support of the Summer Reading program, have been lots of fun. So far, there have been 4 shows in three weeks and each week we have passed out all of the available free tickets before the day of the event. The events have included *From Books to Broadway* (stories, songs and pantomime), *Top Hat & Tales Magic* with magician Jack Gonsalves and the *Magic of Origami*. These events were attended by 541 children. All of these programs are sponsored by the Friends of the Placentia Library, except this Wednesday (a Disney movie) and that is being paid for by Lasley Insurance Services. These are very popular with both children and their parents.

**Summer Story Hours** Story hours for children ages 3 - 6 are being presented twice each week. Once on Monday afternoons and again on Tuesday mornings. These have been doing very well with an average attendance of 30 per session. Many, many picture books are checked out during these times and most of the children are also participating in the Read To Me segment of the summer reading program.

**Placentia Day Camp** The Placentia Day Camp has always made weekly visits to the Library during the summer. In the past they have been a little bored and disorderly, so this year Jeannine Walters

coordinated their weekly visits with the City so that there would be a "Grandparents and Books" volunteer to read them stories. This has been working very well! The children and the volunteers seem to enjoy their visits. Three groups of about 20-25 children each now visit on Monday mornings for the stories, book selection and check out.

**Summer School Visits** Tynes summer school has been making visits to the Library very much a part of their program this year. They have 22 visits scheduled to the Children's Department during the month of July. These teachers ask for tours, stories or come just for book selection and check out. Many of the teachers have been picking up Library card applications prior to their first visits so that their students are able to check out books. Also, many of the children have signed up for the summer reading program during their classroom visits. In addition to the scheduled visits, Tynes classrooms often just come in for books. We do encourage them to schedule their visits so that Peggy Burkich can make the scheduling adjustments needed for large group check out at the circulation desk. I have also made one classroom visit to Wagner summer school and they are bringing one class to the Library. Tynes has a great advantage because they are able to walk here for their visits.

**Bulletin Board, Room Decorations and Promotional Materials** Elizabeth and Dianne Jackson designed the great looking flyers and promotional materials for the summer and Jerry Conn did an excellent job of creating the summer reading program bulletin board and room decorations. There have been many very positive comments about them. Lucy Garcia, of the Literacy Department, did a fine job of Spanish translation for the flyers. The theme of this year's program was developed by the Children's Board of the Santiago Library System and the graphics were developed under their guidance by a professional artist. The theme for 1994 will be *Reading Roundup* and the artwork is being completed this summer and should be available by January of 1994 at the latest. Jerry is already planning next summer's bulletin board.

**Volunteers** Fourteen volunteers including High School and College students are volunteering each week in the Children's department to take care of the summer reading program registration and taking care of the BOX OFFICE (the store where the children get their prizes). They also help keep the department straightened and do assorted jobs that make the summer run more smoothly. It would be almost impossible for the staff to handle the program without their help. Dianne Jackson has done an excellent job of screening and scheduling these volunteers.

TO: Library Board of Trustees  
FROM: Mary Byrne  
DATE: June 13, 1993  
SUBJECT: Publicity materials produced for June 1993

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Information added this month to Channel 69, our Placentia Library cable station, includes the July quotes, dates and birthdays, and the summer reading schedule.

Publicity materials attached are: news articles on the city crime rates; the Library's Blood Drive; the Braille Institute's Talking Books available now at Placentia Library; the City Budget; a city by city look at Utility taxes; Library's new hours; ~~Citizens Lose On Utility Tax.~~

Also attached is a copy of the Library's section of the Placentia Quarterly Newsletter (Fall edition).

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

JUL 08 1993

**PLACENTIA 332**

Luci Grismer, the city's unofficial watchdog, has formed a committee to fight the city's proposal to raise the utility tax to 5 percent from 3 percent. Citizens Lose On Utility Tax, or CLOUT, had its first meeting Thursday on how to fight the increase and repeal the tax. "We are going to take things back into our own hands because it's clear we aren't getting anywhere with the current City Council," said Luci Grismer, a founder of the group.

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Los Angeles Times OC Edition  
Daily

JUL 8 1993

**PLACENTIA 337**

\* Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1905). Open 10 a.m. to 8:45 p.m. Monday through Thursday; 10 a.m. to 5:45 p.m. Friday and Saturday; 1 to 4:45 Sunday.

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

The Register  
Daily

JUN 17 1993

# UPS & DOWNS OF CRIME

**STATISTICS:** Although some of O.C.'s smaller cities are experiencing increases in crime rates, they're still safer than the county overall, FBI figures for 1992 indicate.

332

By JEFFREY BRODY  
The Orange County Register

**R**esidents of Brea and Yorba Linda may be puzzled by the state's most recent crime statistics.

Depending on how you look at figures for 1992, the cities, both patrolled by the Brea Police Department, are either havens of safety or are experiencing a

crime wave. Of the cities with populations of less than 100,000 in Orange County, Brea last year had one of the highest crime rates per 10,000 residents. Yorba Linda had next to the lowest.

But according to an FBI index of serious offenses, crime jumped 23 percent in Yorba Linda and went down 0.1 percent in Brea.

"Brea has more crime," said Nancy Harrigan, crime prevention

specialist with the Brea police. "We have a regional mall in Brea, and malls certainly breed crime. The crime statistics in Brea are higher than Yorba Linda because of that."

Burglary, larceny theft and motor-vehicle theft were the most numerous crimes in those cities, as in other Orange County cities.

Harrigan said crime jumped in Yorba Linda because more people have moved there.

"It's one of the few cities in the county experiencing growth," she said. "When you get growth, you get crime."

But Brea and Yorba Linda are safe compared with some larger cities, Harrigan said.

The smaller cities had about 43 percent of the county's 2.4 million people, but only about 20 percent of its homicides in 1992, according to the report.

Please see CRIME Page 2.

# CRIME: O.C.'s small cities still safe havens, 1992 rates show

**CRIME IN ORANGE COUNTY'S SMALLER CITIES**  
The FBI Crime Index includes willful homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny theft and arson. Cities listed were below 100,000 in population in 1992.

City	FBI Crime Index offenses	Percent change 1991-92*	Indexed crime per 10,000 people
Buena Park	4,000	18	566
Costa Mesa	7,394	18	751
Newport Beach	3,916	10	576
Stanton	2,586	19	375
Mission Viejo	2,221	29	295
San Clemente	1,265	56	293
La Palma	698	5	247
La Habra	2,473	2	473
Placentia	1,574	2	377
Cypress	2,269	13	514
Brea	2,122	10	353
Fountain Valley	3,136	2	583
San Juan Capistrano	1,285	2	169
Westminster	5,892	2	772
Fustin	3,427	14	631
Seal Beach	842	4	311
Laguna Beach	1,391	7	558
Dana Point	1,566	2	272
Los Alamitos	711	14	553
Villa Park	1,173	17	274
Laguna Niguel	1,359	22	271
Yorba Linda	1,581	23	287
Laguna Hills	1,827	NA	746
Lake Forest	1,034	NA	320

\*Numbers rounded to the nearest whole number.  
Sources: California Justice and Finance departments.

Overall crime in the county declined 3 percent, according to the statistics. In eight categories of major crime, only homicides and auto thefts rose in Orange County. The county had 173 homicides and 21,124 auto thefts last year, compared with 155 homicides and 20,994 auto thefts the year before.

The number of reported crimes increased in Dana Point, Fountain Valley, Laguna Beach, Laguna Hills, Lake Forest, Los Alamitos, San Juan Capistrano, Seal Beach, Villa Park, Yorba Linda, Laguna Niguel, Tustin and Westminster.

The number decreased in Buena Park, Brea, Costa Mesa, Cypress, La Habra, La Palma, Mission Viejo, Newport Beach, Placentia, San Clemente and Stanton.

Among large cities whose figures were released earlier this year, the number of reported crimes also decreased in Santa Ana, Garden Grove, Anaheim and Orange. Reported crimes increased in Fullerton, Irvine and Huntington Beach.

Yet Irvine had the 11th lowest

crime rate in the nation, and Huntington Beach had the 15th lowest crime rate in the nation for cities with populations over 100,000.

Statistics on no statistics, Seal Beach Lt. David Van Holt said his city remains a calm, safe area.

"This isn't a high-crime town," Van Holt said.

The statistics showed Seal Beach had one homicide, six rapes, 27 robberies, 13 aggravated assaults, 201 burglaries, 100 auto thefts, 482 larceny thefts and four arsons.

In Los Alamitos, Detective Vic Cantu said auto theft accounted for much of the 14 percent increase in FBI-index crimes.

The city went from 65 auto thefts to 90 during the past year.

Laguna Beach Police Chief Neil J. Purcell said burglaries dropped from 610 in 1980 to 429 in 1992.

The city had a 7 percent increase in overall crime, but violent crime is low, Purcell said. Laguna Beach had one homicide, 10 rapes and 16 robberies.

Register news researcher Penny Love contributed to this report.



**pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily JUN 17 1993

**PLACENTIA 332**

A Red Cross community blood drive will be conducted today from 8:15 a.m. to 1 p.m. at Placentia Library, 411 E. Chapman Ave. Call (714) 993-8141.

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

JUN 15 1993

**PLACENTIA 332**

Parents of Valencia High School seniors are going to send the graduates out in grand style. They have been working for months building props to convert the gym into a theme park for grad night. Graduates won't be able to see what the parents have done until the doors open for the all-night party at 9 p.m. Friday. But parents can get a sneak peak at 7:30 p.m. Thursday.

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUN 10 1993

**Library District helps the visually impaired**

33-2 Placentia Library District is now offering Descriptive Video Service home videos to patrons who are blind or visually impaired.

The videos describes visual elements of a movie, the action, characters, locations, costumes and sets, without interfering with the movie's dialogue or sound effects.

A regular VHS videocassette recorder and a television, (with no special feature or device), is all that is needed.

Titles available include: "Ghost," "Dick Tracy," "Dumbo," "Star Trek V," "Honey, I Shrunk the Kids," "Top Gun," "Pretty Woman" and "True Grit."

For information, call 528-1906 or 1-800-636-3099.

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Los Angeles Times OC Edition  
Daily JUN 17 1993

**PLACENTIA**

**City Budget Relies on Utility Tax Hike**

332 The City Council has approved a tentative 1993-94 budget that relies on as-yet-to-be-approved 2% increase the utility users tax.

The increase is needed to help balance the \$22.6-million budget, city officials said. The city expects the state to withhold \$715,000 in property taxes and another \$300,000 in redevelopment agency revenue. However, the increase in utility tax will not be voted on until after two public hearings later this summer.

Spending under the proposed budget would increase by \$2.8 million, or 14% compared to the current budget. To fund part of that increase, the city is proposing to raise the tax that residents pay on natural gas, electricity, telephone service and cable television to 5%.

The increase, which would cost homeowners about \$2 to \$3.50 per month, would raise about \$866,000, for a total of \$2.1 million in utility tax revenue.

The spending plan offers no increase in salaries or benefits. It also calls for the elimination of one police officer position, an assistant city administrator, a planner, a building inspector, a maintenance technician and a typist clerk.

The council set two public hearings for the proposed tax increase. Hearings will be at 7:30 p.m. in council chambers on July 6 and Aug. 3.

-DANIELLE A. FOUQUET

# Fullerton approves 2 percent utility tax

**332**  
**OPINIONS:** Opponents of the plan serve recall notices on two council members, saying they wouldn't put the levy up for a public vote.

by JACKIE BROWN  
 North County News  
 and ANDREW HORAN  
 The Orange County Register

Fullerton became the latest Orange County city to impose a tax on using toilets, telephones and cable television — but at a price.

Residents opposed to the 2 percent utility tax served recall notices on two City Council members who voted to approve the levy, even though members agreed to reduce the tax from the 3 percent approved last month. More than 400 residents and businesspeople jammed the theater at Fullerton College for 5 hours Tuesday during the second public hearing to protest the two-year utility tax.

"The majority of the council does not want to hear the public," former Fullerton Chamber of Commerce President Tom O'Neill said.

The council approved the tax on a 3-2 vote but lowered the rate to 2 percent for the first year. Councilman Chris Norby and Councilwoman Julie Sa dissent. The average household would pay an additional \$6 to \$7 a month with a 3 percent tax, and about \$4.40 with a 2 percent tax.

Notices of intent to recall were served on Councilmen A.B. "Buck" Catlin and Don Bankhead. Opponents said they were targeted for a variety of reasons, one of which was that they allegedly failed to put the utility tax to a public vote.

Mayor Molly McClanahan also voted for the tax but escaped the recall because opponents said they could discuss the issue with her.

The city cut its budget by \$3.2 million last year and \$2.2 million this year, which, with the utility tax revenue, will balance the budget.

## CITY-BY-CITY LOOK AT UTILITY TAXES

Fullerton joins 11 other Orange County cities that have or are considering taxes on gas, water, electricity, telephone, sewer and cable-TV use.

City	Tax %	Revenue/yr	Enacted	Notes
Anaheim	2	\$9 million	1991	Expires Sept. 30
Buena Park	3	n/a	1983	Gas, electricity only
Irvine	1.5	\$2.65 million		Only business, industry pay: \$5,000 ca
Laguna Beach	up to 5 <sup>1</sup>	\$200,000 for every 1%		Proposal rejected 6/93; \$300,000 cut from budget instead
La Habra	6	\$3 million	1993	Took effect in May
La Palma	5 <sup>2</sup>	\$850,000		Council to vote 9/17
Los Alamitos	6	\$1.5 million	1991	Electricity, phone, gas
Orange	4.5 <sup>1</sup>	n/a		Rejected 6/93; 21 laid off instead
Piacentia	5 <sup>2</sup>	\$866,000 extra	1971	Council votes 8/6 on increase from 3 <sup>9</sup>
Seal Beach	11	\$1.3 million extra		Raised from 5%, 5/93
Santa Ana	5	n/a	n/a	Cable TV exempt
Stanton	6	\$1 million	6/93	Water, gas, phone, electricity
Westminster	5	n/a	n/a	

n/a - Not available. 1. Proposals rejected this year. San Clemente discussed but did not consider a tax this year. Proposed new or increased taxes.

Sources: The Orange County Register and North County News

Agenda Attachment  
 Item 36

# PLACENTIA LIBRARY DISTRICT NEWSLETTER

## PROGRAMS FOR CHILDREN

### Preschool Story Hours for Ages 3-6

Beginning October 4, 1993

Registration is required for the Monday and Tuesday sessions. Saturday sessions are open on a first come, first served basis with priority given to children ages 3 to 6.

Mondays ..... 1:00 - 1:45 PM  
Tuesdays ..... 10:30 - 11:15 AM  
Saturdays ..... 10:30 - 11:15 AM

### Around the World Story Hours

October 4 ..... Around the World  
October 11 ..... Polar Bears and Penguins  
October 18 ..... Koalas and Kangaroos  
October 25 ..... Halloween  
November 1 ..... Swamp Stomp  
November 8 ..... Day in the Desert  
November 15 ..... Jungle Fever  
November 22 ..... Thanksgiving  
November 29 ..... Under the Sea  
December 6 ..... Holiday Stories

### After School Specials for Ages 7-12

Register by October 26 for stories, crafts and games  
Wednesday from 3:30 to 4:30 PM  
beginning October 27 and ending December 1, 1993.

### 7th Annual Camp Library

In observance of Children's book week, a National Celebration to encourage Children's enjoyment of reading, the Placentia Library Children's Department will host the Seventh Annual Camp Library.

Children, ages four to twelve accompanied by a parent, will spend a whole night in the Library on November 12, 1993 from 7:30 P.M. - 7:30 A.M.

The event will begin with dances performed and taught by the "Raquettes". Children and adults will join in the fun of learning new steps. Games, a scavenger hunt, crafts, movies and lots of food and fun will be enjoyed by the families all evening. Campside songs and stories will round out this annual family event.

Bring your sleeping bag, pillow and favorite Teddy Bear and come prepared to have a great night in the Library. Registration begins on October 25 and is limited to the first 50 children at a cost of \$3.00 per person. Continental breakfast is included!

*Camp Library is sponsored by the  
Friends of the Placentia Library.*

## HOCUS POCUS MAGIC WORKSHOP

*Learn how to perform magic tricks at the Library this fall!*



Children interested in learning the mystery of magic are invited to a workshop Saturday, October 30, 1993 from 1:30 - 3:30 P.M. in the meeting room of the Placentia Library.

During this very special workshop children will receive step by step instruction on how to perform magic tricks with coins, ropes, cards and other household items from professional magician, Don Lachman.

Registration will begin on October 1 and space is limited. Children must be between ages 5 - 12. Parents are welcome to attend.

There is a \$4.00 charge for materials. Each student will receive a magic kit with 6 tricks.

For more information call the Children's Department at the Placentia Library (714) 528-1906.

## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue  
(Located at the corner of Chapman & Kraemer)  
Placentia, CA 92670

Reference Services, Reserves & Telephone  
Renewals  
(714) 528-1906

### HOURS

Monday - Wednesday ... 9:00 A.M. - 8:45 P.M.  
Thursday ..... 9:00 A.M. - 5:45 P.M.  
Friday ..... CLOSED  
Saturday ..... 9:00 A.M. - 5:45 P.M.  
Sunday ..... 1:00 P.M. - 4:45 P.M.

24-hour curbside book return is available for books only. Videos, compact discs & other items may be deposited in the 24-hour book return by the main entrance.

### HOLIDAY CLOSINGS

September 5 ..... Sunday  
September 6 ..... Monday  
November 11 ..... Thursday  
November 25 ..... Thursday



## LITERACY TUTOR TRAINING

Placentia Library Literacy Services will offer two tutor training classes this fall.

An evening class will meet on six Mondays and Thursdays from 6:00 to 9:00 P.M. starting September 20. A Saturday class will meet from 9:00 A.M. to 4:00 P.M., with a one hour lunch break, for three weeks starting October 9. Both classes will be held at the Placentia Library.

Graduates of the 18 hour workshop are certified as tutors by Literacy Volunteers of America, a national organization.

The training is provided without charge to volunteers making a minimum commitment of six months to Placentia Library Literacy Services. Registration for tutors volunteering with other programs is \$30.

Volunteer tutors are matched with adult learners seeking to improve their basic reading, writing or conversational English skills. Tutors and students meet 2 hours weekly; time and location are flexible.

To enroll in a class or for more information about the program, call the Placentia Library Literacy Office at 524-8408.



## LITERACY STARS TO BE HONORED

Outstanding adult learners, volunteer tutors and community supporters of Placentia Library Literacy Services will be recognized at a special ceremony on Thursday, September 9, 1993 in the Library's Meeting Room at 7:00 P.M. Literacy Volunteers of America - Placentia will conduct its annual meeting as part of the celebration. The public is invited to attend.

**Share the joy  
of reading  
with a child...  
and give the gift of  
literacy to an adult.**



joan walsh anglund

For 35 years, acclaimed artist/author Joan Walsh Anglund has charmed readers of all ages with her delightful books for children.

Now, Literacy Volunteers of America, in cooperation with the Charleston Mint, has created a fine art ornament featuring Ms. Anglund's work. Each piece is 24 karat gold on fine jeweler's brass, detailed with a baked enamel finish, and is 3x3 inches.

Each purchase will help support Literacy Volunteers of America in teaching adults to read.

To order, send \$15.00 plus \$1.50 for shipping & handling to:



LVA - Placentia  
411 E. Chapman Ave.  
Placentia, CA 92670

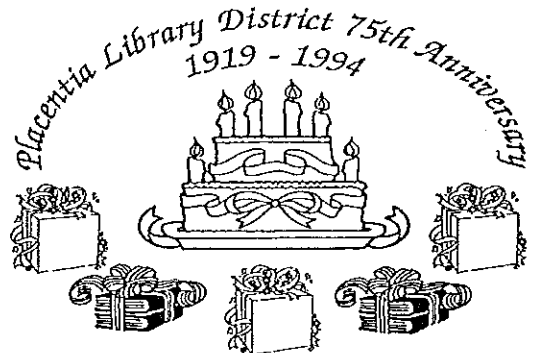
## 75TH ANNIVERSARY KICKOFF !!

Placentia Library District will be celebrating its 75th Anniversary from October 1993 through October 1994.

75 years of Placentia Library programs will be the subject of a mural in 1994. If you have any photographs of past Library events that you would like included please contact Mary Byrne at the Library as soon as possible.

An Anniversary cake will be displayed throughout the year with candles to be purchased to fund a special Anniversary purchase of books and other materials for the Library.

Other Anniversary events will include a photography contest entitled "A Day in the Life of Placentia" and pictures of all Placentians celebrating their 75th birthday in 1994. For further details of events or the purchase of candles, please contact Mary Byrne (714) 528-1906.



## FRIENDS OF THE LIBRARY ADOPT- A-BOOK PROGRAM

The Friends of the Placentia Library invite Library supporters to contribute to the District's book budget for 1993-94. These funds will be used to offset District revenues lost through the 1993-94 State Budget.

All donations will be used to purchase Library materials. Patrons may designate a subject category for their purchase. Recognition bookplates will be affixed to each purchased item.

A Placentia Preferred Patron card will be offered to any donor of \$50.00 or more. The identification card entitles the donor to 12 months of free fines and reserves from the date of the donation.

A \$100.00 donation will entitle the donor to receive Preferred Patron card valid for all family members living at the same address, for free fines and reserves, for 12 months from the date of the donation.

Contributions should be made payable to "Friends of the Placentia Library". All contributions to the Friends of the Library are tax deductible.

TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*  
 Suad Ammar, Principal Librarian *SA*

DATE: July 19, 1993

SUBJECT: Americans With Disabilities Act Compliance Report Update

**BACKGROUND:**

As was mentioned last month, because of a delay at the State Library, decisions on applications for LSCA Title II funds for disabled access remodeling projects have been delayed until August 13.

No changes related to ADA have occurred during the last month.

**RECOMMENDATION:**

Receive and file.

**ADA SELF-EVALUATION**

Area Surveyed	Status	Proposed Action	Target Completion Date
Parking	accessible	none	N/A
Entrance	fully accessible	automatic doors installed Feb. 1991	completed
Entryway footing	tiles partially accessible	replace as part of remodeling project	FY93-94
Restrooms	legal, but largely in- accessible	redesign as part of remodeling project	FY93-94
Drinking fountains	marginally accessible; too high; activator stiff	redesign as part of remodeling project	FY93-94
Public telephones	legal and fully accessible	telephone booth added at lower ADA height	completed
Signage	procedures written for helping disabled	signs produced and posted	completed
Access to staff and collections	counters at Ref/Circ desks are too high for persons in wheelchairs;	clipboards provided with pens and pencils at Ref/Circ desks	completed
Access to staff and collections	same as above	<u>permanent solution</u> is to lower counters at Ref/Circ	FY93-94
Telephone access for deaf users	no access	install TDD equipment	FY93-94

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TO: Elizabeth Minter, Library Director  
FROM: <sup>YG</sup>Gwen Joseph, Family Literacy Coordinator  
DATE: June 29, 1993  
SUBJECT: Family Literacy Project

Attached is a copy of the Family Literacy Program End of the Year report. It summarizes the program as it existed this year. The tutor/student evaluations and family activity evaluations were all positive and a calling list for the program for next year, should it be refunded, has been established.

The Placentia Yorba Linda Unified School District is taking over literacy classes for the summer. A special summer class is being offered for Families' students including childcare (funded by ROP), transportation (funded by the school district) and a credentialed ESL teacher who has worked with the Family Literacy Coordinator to incorporating children's literature and family reading into the lesson plans. Ron Cozort from the school district office will be supervising the summer school program and the school district is providing all insurance and liability coverage. Five of the Family Literacy tutors will be working as volunteers assisting the teacher as they are available during the summer.

Lynette Rodriguez, Rocio Vitco, and Ron Cozort from the Placentia Yorba Linda Unified School District have been a terrific support to the program. The City has been extremely cooperative in providing and improving the facilities. Scholastic Book Fairs, Inc. were an invaluable support contributing more than 1000 children's books and related material.

CALIFORNIA STATE LIBRARY      Agenda Item 38  
Attachment A  
1992-93 FAMILIES FOR LITERACY PROGRAM      Page 1

Final Report  
May 26, 1993

NAME OF LIBRARY      Placentia Library District

PERSON COMPILING REPORT      *Gwendolyn Joseph*, Family Literacy Coordinator  
Signature Title

PHONE NUMBER      (714) 524-8408

A. Program Participants and Partners

1. Number eligible Families participating through 6/30/93 60 (families can participate in a number of different ways; not all must attend special programs in order to be considered participants) This is your total count for the entire fiscal year.

2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
57	3	64	52	6	18

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic		13	31	12	1	1			58
Native American									
Pacific Islander									
White		1	1						2
TOTAL		14	32	12	1	1			60



Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black					
Hispanic	62	51	6	18	137
Native American					
Pacific Islander					
White	2	1			
TOTAL	64	52	6	18	140

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	62	51	6	18	137
Portugese					
Vietnamese					
English					
Hmong					
Pacific Island Languages					
Other	2	1			3
TOTAL	64	52	6	18	140

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role they have played in your success. (Example: Pittsburg HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

<u>Community Partner</u>	<u>Role</u>
Placentia HeadStart	Provided: Referrals, 3 days a week of community liaison time.  Consumables, ie. papers pens pencils binders dictionaries (Spanish/ English)  Emergency photocopying facilities
City of Placentia	Room facilities Donations of awards Participation by officers in Placentia Police Department Tours, Neighborhood Watch, DARE, gar s.
Placentia Yorba Linda Unified School District	2 days/wk of childcare costs 3 days/wk of transportation costs to Literacy Classes  discounted supplies referrals clothes and toys for families
Scholastic Book Fairs, Inc.	Donations of:  1000 Children's books marking pens posters 1 Families program with give aways
Jobs Plus, JTPA agency City of La Habra	Part time clerical staff

B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 12 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

- 1) Please explain your procedures for giving books away to children. Do you give to all children in family or only pre-schoolers? Attach a list of children's books purchased for this purpose.

The donation of 1000 children's books by Scholastic Books, Inc. enabled us to give away books to all pre-schoolers 2 or 3 times each month. Part of that donation included enough books for older children that they received books on special occasions (holidays, their birthday, and end of the year).

Titles

Good Night Moon	Corduroy
Whose Rat Are You?	Sword and the Stone
Bears, Bears Here and There	Pigs in Hiding
The Carrot Seed	Itchy, Itchy Chicken Box
School Bus	Boats, Boats, Boats
Clifford, The Big Red Dog	Milk and Cookies
Clifford's Family	
Wheel Away	
"Buzz," Says The Bee	
Ten, Nine, Eight	
Freddie's Spaghetti	
More Spaghetti I Say	

- 1a. Number of books per child goal 15. (Adjusted to October 26 program opening)
- 1b. Average number of books per child actually distributed 18.
- 1c. Total number of books distributed as of 6/30/93 1,412.
- 1d. Number of books received by children under 5 1,152.
- 1e. Number of books received by children over 5 260.

2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family storytimes.)

Meetings were held three times a week for each group of learners- ( 4 days of English tutoring and one day of family activities which were designed to reinforce the literacy skills being introduced, and to model positive reading experiences. Trained volunteer tutors from the Placentia Library Literacy Services worked with parents in small structured groups. Tutoring materials included English language texts, children's books, and tutor made ideas. The parents were homogeneously grouped to best meet the language needs.

Family activities varied but included: speakers for parents from local agencies, ie. Police Department, Planned Parenthood, Hospitals, Drug and Alcohol Abuse, Child Welfare.

Field trips

Family presentations/parties  
ie, "Clifford and the importance of books" by Scholastic Books, Christmas party, picnic, T-Ball, "graduation."

(See back)

- 
- 2a. Total Number of Meetings Held as of 6/30/93 27
- 2b. Total Number of Attendees as of 6/30/93 205
- 2c. Total Number of Different Families attending programs in public library settings as of 6/30/92 60
- 2d. Total Number of Different, Eligible Families attending programs in public library settings as of 6/30/92 60
- 2f. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

Our regular meeting facility for HeadStart and Healthy Start is located next to HeadStart, 1.8 miles from the library. Once a month the family activity is a visit to the library. The children attend a story time with the Children's Librarian, while the adults are introduced to different areas of the library by the library staff.

Few of these participants have their own mode of transportation and public transportation costs prohibit library visits more often than once a month.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

Field trips to Scholastic Book Fairs, Inc. allowed us to focus on how to select appropriate books for young children. This included age appropriate material and book construction, as well as, observation and listening skills to become more aware of individual children's interests and abilities.

Field trips to two different kinds of museums, and a Nature Study area allowed formal introduction to using books and the library for gathering information and expanding interest to related fields.

#1 Continued...

All family activity days always included a family storytime and follow up activities that could be completed with the parent at home.

Tutors in the one to one PLLS program matched with eligible families receive monthly folders for their students that include a children's book, a craft activity, a development activity, a language experience activity, a bibliography of similar books and an evaluation form. These folders are to be used with the learner until mastery and then the learner shares them with the family. A certificate of mastery is given by the tutor at completion of each folder.

- 4) Please describe how tutors/teachers are incorporating family literacy activities and language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

Our first goal was to focus on oral language development and to establish family reading patterns. From this grew language experience activities and developing story extension ideas. All books used in the program were mastered by the adults prior to introducing them to the children. Learning necessary vocabulary, and developing the adults reading pattern for the story became a part of their lesson.

A segment of the required 18 hour tutor training is devoted to our Family Literacy Program. An additional three hours of training is given tutors involved in the off-site program. Regular communication is maintained with the tutors regarding the planned family activities. Tutors are encouraged to participate in all activities to increase their learning through the group presentations and supervision by the Family Literacy Coordinator.

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Yes. We focused on book selection prior to our visit to Scholastic Book Fairs, Inc. We utilized an information booklet, published by Reading Is Fundamental, entitled "Choosing Good Books For Your Children- Infancy to age 12." Each parent was given a copy which we discussed together. We also discussed listening and observation skills to help parents focus on each of their children as individuals- discovering interests and abilities.

At our monthly library visits parents were encouraged to select library books with their children for use at home. These book selections were monitored by the FFL Coordinator, the Children's Librarian, her assistant and FFL tutor volunteers.

- 6) Do you provide any other FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

By running part of the program at HeadStart, which is centrally located to the community, the program was naturally enhanced.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services?

Through the monthly visits to the library, the parents were introduced to each section of the library by the appropriate staff. Parents received library cards and were given time, while their children were in story time, to locate books and materials with assistance as needed from library staff. Parents were taught how to use the computer catalogue system and learned who and where to go for assistance.

A lending library of parenting materials, children's books, and books on tape were available to parents involved in the off-site program.

- 8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Free transportation to any of our programs not located at the site was provided for the families. Free childcare was available to off-site families during literacy classes.

Certificates, and donated or discounted admissions to local attractions and community functions were used as incentives and rewards to all legible participants.

- 9) How do you recruitment your families? Is that effective? Any particularly effective retention strategies?

Off-Site Program: A phone tree was established at the close of the program in June 1992 to communicate about the program if and when it was re-opened. That phone tree to old students was put to work the end of October 1992. Flyers were also sent home with all new HeadStart families. All these classes were at facility capacity by our third meeting. A waiting list was maintained throughout the year.

PLLS Program: Information was distributed to tutors through the newsletter, tutor student support group meetings, and tutor training sessions.

- 10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

<u>FFL Position</u>	<u>Hours per week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
Coordinator	18		
Child care (3 people)	9	+	4 hours from Healthy Start
Community Liaison	6	+	9 hours from HeadStart
Group Leader	6		

Time percentages from the CLC, Children's Librarian, and other library staff were paid for by the library.

The combined funding of FFL, HeadStart, Healthy Start and the library was adequate.

- 11) How do you determine or measure success in your FFL program?  
How do you track the progress of your adults and children as they move through their FFL involvement?

Regular tutor meetings plus on-going portfolio assesment of all students allowed us to monitor progress and assess needs.

Offsite Program: A waiting list for the program was started at the third meeting. Even with a 30% population shift ( mostly migrant workers) the waiting list had 54 names at the end of the year. The demand, we hope, indicates success.

PLLS Program: Evaluation forms completed by tutors and learners, once a folder is mastered, are received regularly.

Both Programs: Prior to each break (Christmas, Easter, Summer)

OVER

C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original Plan of Service proposal. Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

The monthly library visits and the times families spent with library staff developed confidence, interest, and understanding among both the participants and the library staff.

- 2) An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Discribe your relationship with Children's Services in your library and how you have worked together in FFL.

Our Children's Services Librarian has been an outstanding and consisten resource. She has provided and suggested book lists and activities and related materials. She has visited, and assisted, on family activity day and, of course, provided outstanding story times at the library. Her warmth and interest in these families is a motivation to them to make their way to the library and become regular patrons.



#11. Cont...

a short written and more involved verbal assessment of the family activity time was conducted.

3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

a) Tracking immigrarnt families- These families tend to leave quickly not uncommonly without notice. They also return to the area when work moves back to our area. We have tried working with HeadStart and the Placentia Yorba Linda Unified School District but still find the problem very frustrating.

b) Communication- With an FFL "staff" of 6 (including child care), two different sets of tutors, four agencies (the Library, HeadStart, PYLUSD, and the City of Placentia) and library staff, it has been difficult to be sure all are well informed. Monthly meetings with all agencies and off-site tutors, weekly "staff" meetings and lots of written communication has helped considerably.

c) Facilities- While well located for off-site families, the rooms (OVER)

4) If you knew at the outset of this year what you know now, what, if any, changes would you make?

a) Try to develop alternative facilities off-site.

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5) For those of you who attended the Family Literacy Conference (March 92), what changes have you made this year based on your team's experiences there?

a) Continued to improve the portfolio assesment program.

b) Increased the involvement of local agencies and businesses.

c) Increased the involvement of the Families program in the PLLS (PLacentia Library Literacy Services) program.

#3. (C) cont...

available at HeadStart are poorly designed for small group learning. Capacity must be limited in the program because of the poor acoustics and physical space.

- 6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

The Placentia Library is totally committed to the Family Literacy program. As long as the library maintains funds to stay open, the PLLS part of the Families program will be maintained, although at a modified level. The off-site program would be difficult, if not impossible to maintain with the current funding constraints of our library without outside assistance. Childcare and transportation costs are a major expenditure.

A roster of free speakers for adult programs, and continued interest in book donations by Scholastic Book Fairs, Inc., plus the outstanding staff talents within our library would allow continuation of a solid Families program to families able to participate at the library.

- 7) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Gary as he gives presentations about our FFL programs and uses these anecdotal stories as illustrations of our impact on individual families.)*

No anecdotes come to mind but both HeadStart and Healthy Start have noted a significant increase in parent involvement by Families participants. This includes volunteer hours spent at school but also questions asked about school procedures and what more can be done to help their children at home.

Category	Budget		Expended as of June 30, 1993	
	CLSA	OTHER	CLSA	OTHER
1. Personnel	15,900	10,005	17,740	10,905
2. Library Materials		1,825		0
3. Operative Total	7,250		5,410	0
3a. Contract Services	200	0	0	0
3b. Travel	500	25	275	0
3c. Office Supplies	200	125	50	150
3d. Printing	750	220	340	45
3e. Instructional Resource	500	300	460	0
3f. Children's Book Resource	3,200	0	1,730	0
3g. Other**	1,900	0	2,555	0
4. Equipment	0	0	0	0
5. Indirect	1,850	0	1,850	0
TOTAL	25,000	12,500	25,000	11,100

NAME OF LIBRARY Placentia Library District

Signature of Representative of Fiscal Agent  
or of Library Receiving Funds

Director  
Title

\*\*Please attach separate explanation sheet for expenses over \$300 for any single item/purpose.

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