

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

May 16, 1994

7:30 P.M.

Library Conference Room

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

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

7:32.

1. Roll Call. Administrative Assistant
2. Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion

34 } del the 22
25 }
25a } none to begin.

3. Minutes of the April 18, 1994, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Shelton / West

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.

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

Concern about 30.00

5. Board President's Report.

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

Presentation: Library Board President

*Sanator Linn agent board meet.
base of sample report*

6. Friends of the Library Board of Directors Report.

(lost Pat Bacon, + Barbara White; Anubisi)

Presentation: Library Director

7. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

Recommendation: Approve Request to Use the District's 75th Anniversary Cake as an Inaugural Fundraiser.

Shobha/Esom

8. Placentia History Room Committee Report.

Presentation: Library Director

9. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

CLAIMS (Items 10 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 12 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.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$4,792.62.

12. Current Claims and Payroll. (Approve)

Current Claims of \$23,326.29; Payrolls 3142, and 3143, for a cumulative payroll total of \$43,060.00 Combined total of Current Claims and Payroll of \$66,386.29.

FINANCIAL REPORT (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 17 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.

13. Financial Reports for April, 1994. (Receive & File)
14. Office General Ledger & Check Registers for April, 1994. (Receive & File)
15. Overdue Collection Report for April, 1994. (Receive & File)
16. Vending Machine Report for April, 1994. (Receive & File)
17. Gifts Report for April, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 23 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.

way
ben

- 18. Building Maintenance Report for April, 1994. (Receive & File)
- 19. Personnel Report for April, 1994. (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for April, 1994. (Receive & File)
- 21. Circulation Report for April, 1994. (Receive & File)
- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 23. Travel Authorizations. (Approve)

CONTINUING BUSINESS

- 24. Review of Public Officials Liability Insurance Coverage for 1994-1995.

no show

Presentation: Library Director
Recommendation: The District's Agent of Record will be present to answer questions about the scope of coverage and limitations for this policy.

- 25. Presentation of the Preliminary Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

De

Presentation: Library Director
Recommendation: The Project Manager for the Study will present the preliminary findings of the Report for Board review and discussion.

- 25a. Request for Reconsideration of the Board's Action to Deny a Request for Dispensation from Payment of Meeting Room Rental Fees for Monthly Meetings by the Placentia Chapter of the American Association of Retired Persons.

Amend policy to include in - kind services for use of ^{the} Meeting Room.

Presentation: Dixie Shaw
 Recommendation: Determine Response to Request for Reconsideration.

- 26. FY1994-1995 Budget.

*{ -> All programs are open to the public
 -> defining in-kind services non-profit secondary; second year; 101 Street; Exam; School*

Presentation: Library Director
 Recommendation: Review legislative activities; and review revenue estimates and adopt budget guidelines for Fiscal Year 1994-1995.

*SB 1666
SB 1448*

- 27. Program Plans for 75th Anniversary Celebration

Benefit amount set -

Conceded since not - all County

Presentation: Principal Librarian
 Recommendation: Set date for Anniversary Celebration; approve rules for photography contest; and review plans for Anniversary activities.

*Oct 16
Shaw/WJL*

NEW BUSINESS

- 28. Maintenance of Tape Recordings of Library Board Meetings.

Presentation: Library Director
 Recommendation: Determine and Adopt Policy

- 29. Proposal to Sponsor a Boy Scout Library Explorer's Post.

Presentation: Library Director
 Recommendation: Adopt proposal and determine method of funding.

- 30. Staff Appreciation Dinner.

Presentation: Library Director
 Recommendation: Set date and determine level of funding.

- 31. Adoption of Gann Limitation for Fiscal Year 1994-1995.

Presentation: Library Director
 Recommendation: Adopt by Resolution.

STAFF REPORTS

- 32. Program Report for the Month of April, 1994. (Program Committee)
- 33. Children's Services Report for the Month of April, 1994. (Schneider)
- 34. Acquisitions Report for April, 1994. (Shook)
- 35. Publicity Materials produced for the Month of April, 1994. (Willauer)
- 36. Placentia Library Literacy Services Report for the Month of April, 1994. (Matas and Byrne)
- 37. Families for Literacy Project Report for the Month of April, 1994. (Walters)
- 38. Placentia Pride Committee Report for April, 1994. (Ammar)

Walt
Shook

ADJOURNMENT

- 39. Agenda Preparation for June 20, 1994, Regular Meeting.
- 40. Review of Action Items.

~~Agenda Preparation for June 20, 1994, Regular Meeting.~~
→ election costs policy

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

- 41. Adjourn

~~Agenda Preparation for June 20, 1994, Regular Meeting.~~
Ask Kay about Grandparents and Books

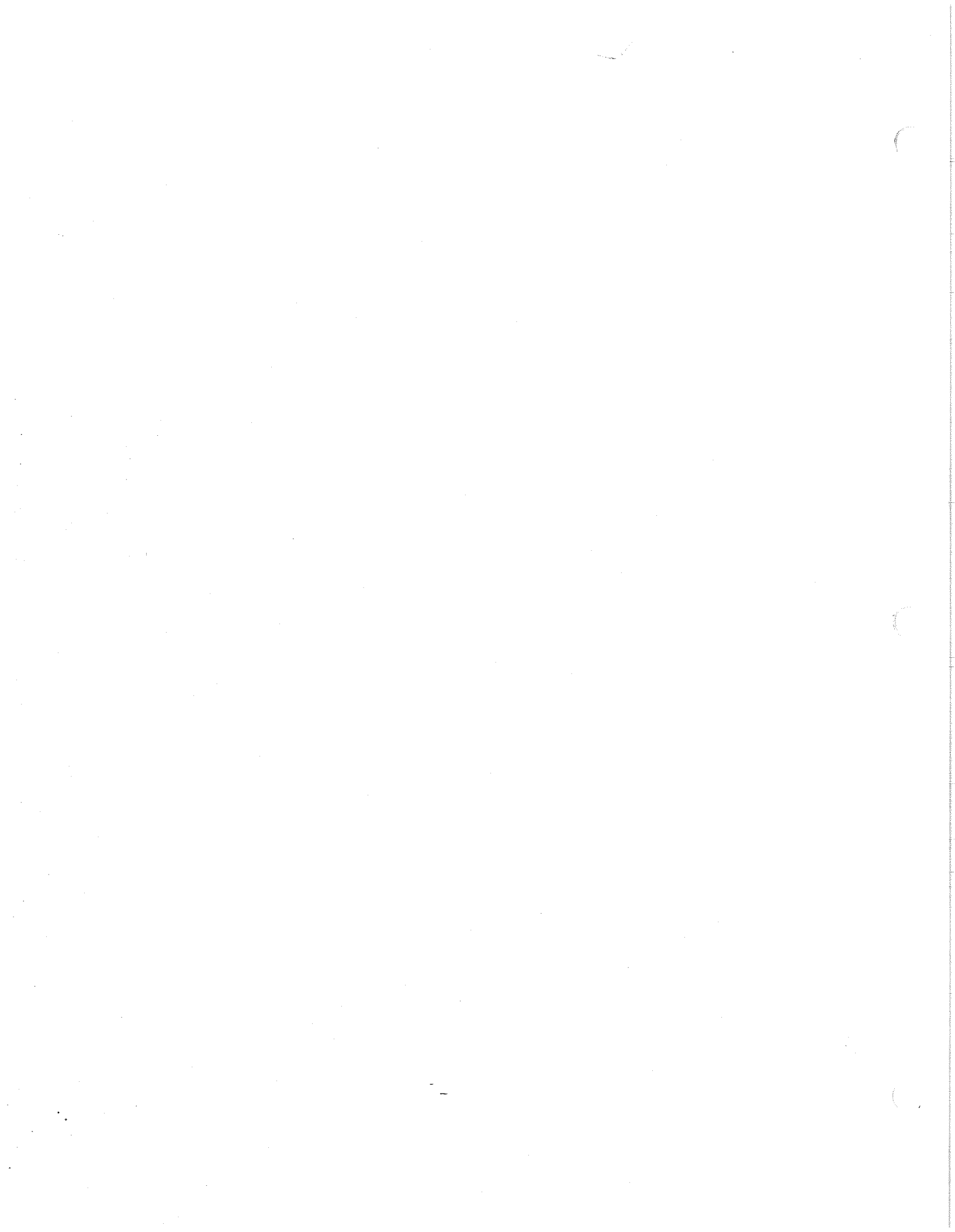
*****CERTIFICATION OF POSTING*****

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the May 16, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, May 11, 1994.

Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 27 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 29 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Sep 19 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 29 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Oct 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Oct 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 18, 1994

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 18, 1994 at 7:32 P.M. by President Margaret Dinsmore.

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

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru; and Principal Librarian Suad Ammar.

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

AYES: Dinsmore, Stark, Evans, Shkoler, West

NOES: None

ABSTAIN: None

MINUTES Direction was given to correct the Minutes of March 21, 1994, page 2, Foundation Report from Thursday, April 7 to Wednesday, April 6, 1994; to delete the word "to" and insert the word "that" on page 5 in the motion to go into closed session.

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of March 21, 1994 as corrected.

AYES: Stark, Evans, Shkoler, West

NOES: None

ABSTAIN: Dinsmore

Direction was given to correct the Minutes of March 27, 1994, page 1, Adoption of Agenda by replacing the word "abstain" with "absent" in the vote for that item and to indicate that Trustee Shkoler abstained from voting on the purchase of vending system for printers.

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Minutes of the Special Meeting of March 27, 1994.

AYES: Dinsmore, Shkoler, West

NOES: None

ABSTAIN: Stark, Evans

**ORAL
COMMUNICATIONS**

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

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reviewed the Friends of the Library Report included in the Board Agenda Packet of April 18, 1994.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Trustee West reported that the Placentia Library Foundation Organizing Committee met on Wednesday, April 6, 1994. The Committee is preparing the Foundation's Mission Statement, Budget, Articles of Incorporation and By-laws.

Secretary Stark reported that several fund-raising possibilities had been discussed and were under consideration.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$15,300.93; and Current Claims and Payroll in the amount of \$99,544.17.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Agenda Items 11 through 15: Financial Reports for March, 1994; Office General Ledger and Check Registers for March, 1994; Overdue Collection Report for March, 1994; Vending Machine Report for March, 1994; and Gifts Report for March, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Secretary Stark, seconded by Trustee West to approve Agenda Items 16 through 20: Building Maintenance Report for March, 1994; Personnel Report for March, 1994; Volunteer Report for the Month of March, 1994; Circulation Report for March, 1994; and Review of Shared Maintenance costs with the City of Placentia under the Joint Powers Authority.

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

It was moved by Secretary Stark, seconded by Trustee West to approve attendance of President Dinsmore at CLA/CALTAC Legislative Day and CALTAC Board meeting at a cost not to exceed \$375.00; to approve attendance of Literacy Coordinator Katie Matas at SCLLN 1994 Conference/Planning Retreat at a cost not to exceed \$200.00 to be paid from the Literacy Grant; and to approve registrations at American Booksellers Association Exhibits for five staff members and one trustee.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve submission of the Application for Fiscal Year 1994-1994 Families for Literacy Grant to the State Library of California and to receive and file the application.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve the purchase of an IBM compatible 486 computer for use by the literacy staff. Funds not to exceed \$1400.00 are to be paid from the Placentia Library Literacy Services account.

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

The Board recessed for a break at 8:28 P.M. and reconvened at 8:34 P.M.

**FY1994-1995
BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee Stark to receive and file the Report for Agenda Item 24, FY1994-1995 Budget, included in the Board Agenda Packet of April 18, 1994.

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

**REVIEW CHANGES
IN BROWN ACT**

The Board reviewed Agenda Item 25, Review of Changes in Brown Act. No action was taken.

**REPORT ON THE
PROGRESS OF THE
STUDY OF
ALTERNATIVES
FOR DELIVERY OF
PUBLIC LIBRARY
SERVICES TO THE
CONSTITUENTS OF
THE PLACENTIA
LIBRARY DISTRICT**

The Board reviewed Agenda Item 26, Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. No action was taken.

**ESTABLISHMENT
OF OPERATING
POLICY FOR THE
COIN-OPERATED
COMPUTER
PRINTERS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt the Operating Policy for the Coin-Operated Computer Printers as presented in the Board Agenda Packet of April 18, 1994.

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

**PROFESSIONAL
LIABILITY
INSURANCE
RENEWAL FOR
1994-1995**

It was moved by Secretary Stark, seconded by Trustee West to approve transfer of directors and officers liability insurance coverage to Federal Insurance Company through Shipkey Insurance Agency at a rate of \$3,375 for May 1, 1994 through April 30, 1995 and to approve payment of Claim 3126 in the amount of \$3,374.

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

**AARP REQUEST
FOR USE OF
MEETING ROOM
FOR MONTHLY
MEETINGS AT NO
CHARGE**

It was moved by Trustee Shkoler, seconded by Trustee West to decline the request from the Placentia Chapter of the American Association of Retired Persons (AARP) for an exemption from paying the Meeting Room rental fee for its monthly meetings. The Board requested that the minutes

reflect that under current economic conditions the fee policy for use of the Meeting Room should remain in effect.

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

**PROGRAM PLANS
FOR 75th
ANNIVERSARY
CELEBRATION**

Without formal motion, the Board endorsed staff recommendation of program plans for the 75th Anniversary celebration and suggested that the Anniversary Program be scheduled for Sunday, October 16, 1994.

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 31 through 37: Program Report for the Month of March, 1994; Children's Services Report for the Month of March, 1994; Acquisitions Report for March, 1994; Publicity Materials produced for the Month of March, 1994; Placentia Library Literacy Services Report for the Month of March, 1994; Families for Literacy Project Report for the Month of March, 1994; and Placentia Pride Committee Report for March, 1994.

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

**AGENDA
PREPARATION**

The following items were identified for inclusion on the May 16, 1994, Regular Board Meeting Agenda:

1. Staff Recognition Dinner,
2. Policy for maintenance of tape recordings of Library Board Meetings,
3. Placentia Library Foundation request to use the 75th Anniversary Cake as its Inaugural fundraiser,
4. Placentia History Room update.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:50 P.M.

Sandra M. Stark, Secretary





DIRECTORS
James Wahner
James Ferryman
Nate Reade
Arthur Perry
Mike Scheafer

April 22, 1994

The Honorable Board of Directors
Placentia Library District
411 E. Chapman Avenue
Placentia, Ca 92670

Dear Board Members:

I would like to thank you for supporting my election to the Orange County Local Agency Formation Commission (LAFCO). Special district representation on Orange County LAFCO is an important accomplishment that will shape the future of special districts and the services they provide.

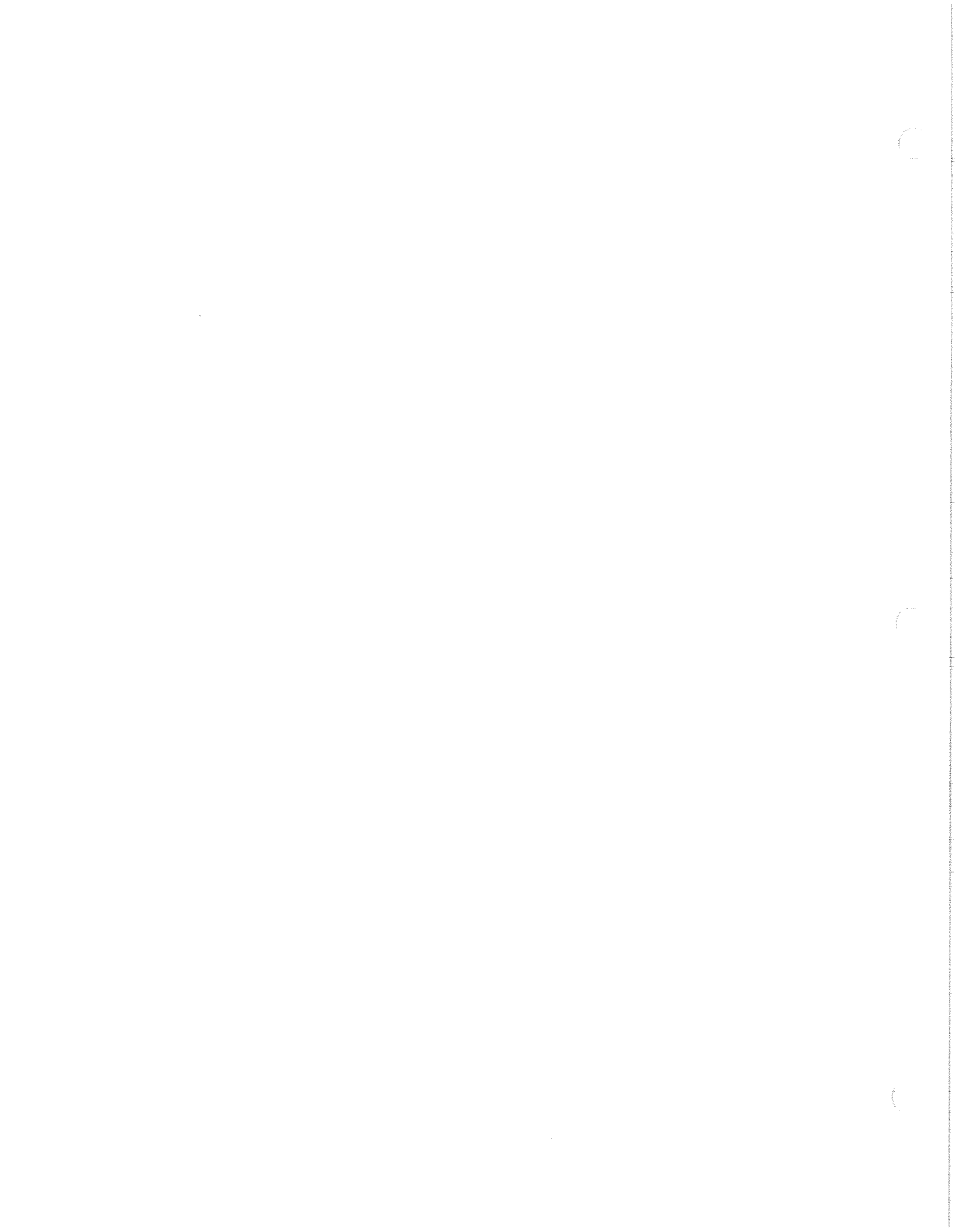
I look forward to meeting you and members of your board and will strive to represent each of the special districts in issues coming before LAFCO. During the next two months, I will be calling you to introduce myself and to hear the concerns of you and your board.

Please call me anytime at (714) 540-1909.

Sincerely,

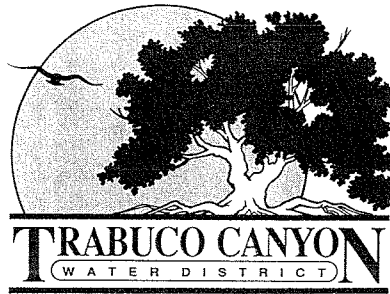
JAMES A. WAHNER
President

JAW:jl(1-76)



STAFF MEMBERS

J. Fred Sims, General Manager
Bowie, Arneson, Kadi, Wiles
and Giannone, Legal Counsel
NBS/Lowry Inc.
District Engineer
Hershal Skidmore, Treasurer



BOARD OF DIRECTORS

Charles R. Wall, President
Christopher J. Leanders,
Vice President
Gunther M. Bauer, Director
Ted N. Storm, Director
Matthew P. Disston, Director

March 24, 1994

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

Dear Special District Representative:

I wish to thank you for your support in my election to the Orange County Local Agency Formation Commission.

During my tenure I intend to make myself available to discuss the issues and look forward to meeting my fellow board members of Orange County. It will be my goal to maintain a steady course by being decisive and frank in my deliberations.

Again, I was honored by your vote and well wishes and trust you will be successful in your position of public service.

Best regards,

A handwritten signature in black ink, appearing to read "Charles R. Wall", written in a cursive style.

Charles R. Wall
President

CRW:ses



TO: Library Board of Trustees

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

DATE: May 16, 1994

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, May 2, 1994. Library Director Elizabeth Minter and Trustee Fred West attended the Meeting.

President Irot reported on the activities of the Placentia Library Foundation Organizing Committee. Several of the Board members had questions about the relationship between the Friends and the Foundation.

President Irot reported on the activities of the Library's 75th Anniversary Program Committee. She said that the Friends could be expected to be asked to sponsor several of the events including an opening ceremony for the Placentia History Room.

The Board voted to fund the Summer Reading Program at an amount not to exceed \$2,000. This is in addition to the \$1,000 it allocated to the purchase of paperback books for the Children's Department to support the Summer Reading Program.

The Board voted to co-sponsor the Staff Appreciation Dinner with the Library Board of Trustees. They are willing to pay 50% of the costs up to a maximum of \$350.00.

The next Super Booksale will be May 12, 14 and 15. President Irot reviewed the schedule for workers.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 16, 1994
SUBJECT: Placentia Library Foundation Report

BACKGROUND:

The Organizing Committee of the Placentia Library Foundation met on Wednesday , May 11, 1994.

At several of its meetings the Committee has discussed its inaugural fundraiser.

The Library Board has already approved the use of a 75th Anniversary Cake, with candles valued at \$75, \$250 and \$500, as a part of the Anniversary celebration. The cake has been assembled and is on display in the foyer of the Library.

RECOMMENDATION:

That the Placentia Library Foundation be authorized to sell the candles for the 75th Anniversary Cake with the proceeds to be used to begin the Foundation's endowment fund for the Library's collection.

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Reference Librarian ↵
DATE: May 11, 1994
SUBJECT: Placentia Local History Study Committee Report

Librarian Julie Shook has been named as the new liaison between the Library and the Historical Committee.

The Committee is meeting with Al Shkoler to discuss setting up a computer index/database of the non-book items in the Placentia History Room. There has been some discussion of the need for a dedicated computer for this purpose.

Pat Irot is organizing the papers of Gil Kraemer.

The Committee is planning on holding a Open House for the Placentia History Room in conjunction with the Library's 75th Anniversary. It hopes to attract other historical contributions.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KUM*

DATE: May 16, 1994

SUBJECT: **Literacy Volunteers of America Board Report for the month of April**

The Board of Directors of Literacy Volunteers of America-Placentia met on April 25, 1994. Katie Matas and Suad Ammar attended. Due to numerous vacancies, it was necessary to elect new officers. After much discussion, the offices were filled as follows: President, Dale Goodman, Vice Presidents, Juliet Zaide and Laura Curran, and Treasurer, Bob Tunstall. The position of secretary was left vacant at this time.

Literacy Coordinator Matas raised the idea of trying to arrange for the group Cartoonists Across America to come to the annual recognition event in the Fall. Wally Famous Amos inspired Phil Yeh to create Cartoonist Across America in 1985, to use humor and cartoons to promote literacy, creativity and other positive issues. All members present, endorsed the idea of asking them to come and participate in the recognition event.

Library/Legislative Liaison Dinsmore brought the Board up to date on current State and Federal legislative and budgetary concerns.

The possibility of working with California State University Fullerton's marketing department on an internship focusing on a fundraising project was discussed. Mrs. Zaide will look into this before the next board meeting.

The next meeting is scheduled for June 27, 1994 at 6:30PM.
^



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 16, 1994

DATE	REPORT NO.	AMOUNT
April 21, 1994	3134	\$4,792.62

TOTAL \$4,792.62

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Mar 16 - Apr 14		2800	00		170.67		
N03645 CareAmerica 20500 Nordhoff St. Chatsworth, CA 91311-6104	May 1994		0300	00		3,633.55		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	April 7, 1994 251-5377 April 7, 1994 251-5376		0700	00		86.39 86.39 172.78		
N06555 Principal Financial Group P.O. Box 10328 Des Moines, IA 50306	April, 1994		0300	00		482.27		
N06570 Chaps Reproductions 1664 Sierra Madre Circle Placentia, CA 92670	April 17, 1993 6475 April 6, 1994 8522		1800	00		99.85 152.83 252.68		
Manwill Plumbing Co. 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	April 17, 1994		1400	00		80.67		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 4,792.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 16, 1994

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3135	328.78
	3136	<u>1,054.24</u>
Subtotal for Immediately		1,383.02
Regular	3137	12,041.95
	3138	1,366.25
	3139	2,982.57
	3140	4,130.08
	3141	<u>1,422.42</u>
Subtotal for Regular		21,943.27
TOTAL CURRENT CLAIMS		23,326.29
Payroll	3142	21,530.00
	3143	<u>21,530.00</u>
Subtotal for Payroll		43,060.00
	TOTAL	<u>66,386.29</u>

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE May 16, 1994
 REPORT NO 3135

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	Apr. 21, 1994		0300	00		99.13		
N03648 Cascade Drinking Water 1080 S. Cypress, Unit D La Habra, CA 90631	Apr. 29, 1994		1800	00		24.95		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	Apr. 12, 1994		1800	00		6.44		
	004002065107							
	Mar 29, 1994					15.07		
	004002064900							
	May 11, 1994					3.23		
	004002065478							
	Apr 20, 1994					16.97		
	004002065226							
N03655 LaSalle Paper Company 1298 N. Bluegum St. Anaheim, CA 92805	Apr. 19, 1994					19.40		
	004002065200							
	May 9, 1994		1800	08		4.31		
	004002065456							
N03649 Southern California Water Co. 130 N. Bradford Placentia, CA 92670	May 2, 1994		1800	09		1.51		
	004002065384					66.93		
	May 10, 1994		1800	09		9.04		
	192225							
	April 28, 1994		2800	00		128.73		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 328.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE May 16, 1994
 REPORT NO 3136

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	May 12, 1994		0700	00		47.59		
	996-2865							
	Apr 17, 1994					152.28		
	528-1906							
	Apr 17, 1994					24.39		
	528-8236							
	May 4, 1994		0700	08		23.74		
	524-8408					248.00		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	May 1994		0300	00		482.27		
N06965 Paychex 200 Sandpointe Santa Ana, CA 92702	Apr 28, 1994		1900	00		84.97		
	19940428							
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	April 1994		0300	00		204.00		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountian Valley, CA 92708	June, 1994		1900	00		35.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,054.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE May 16, 1994
REPORT NO 3137

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N00037 BSI Consultants 16880 W. Bernardo Dr., STE 100 San Diego, CA 92127-1616	Apr. 15, 1994		1900	00		4,348.21		
N00642 Employment Development Dept. P.O. Box 826880 MIC 19 Sacramento, CA 94280-0001	May 5, 1994		0310	00		1,407.00		
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	Apr 21, 994 52422		1800	00		1488.75		
			1800	08		496.25		
						1985.00		
N03644 Charlene Dumitru c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	April 1994		2700	00		14.00		
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	Apr. 14, 1994		4000	00		718.23		
	Apr. 14, 1994	491	4000	00		1,484.79		
		492	4000	08		742.40		
						2,945.42		
N03660 Elizabeth D. Minter c/o Placentia Library Dist. 411 E. Chapman Avenue Placentia, CA 92670	April 1994		1800	00		90.75		
			1800	09		120.25		
			1803	00		132.73		
			1803	08		26.10		
			2400	09		120.70		
			2700	00		674.79		
			2700	07		98.00		
			2800	08		46.00		
		2700	08		33.00			
						1,342.32		

The claims listed above (totaling \$ 12,041.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE April 26, 1994
 REPORT NO 3138

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Apr. 26, 1994 35647		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	April 1994		1900	00		32.71		
N03833 BRODART CO. P.O. Box 3488 Williamsport, PA 17701	Apr. 28, 1994 U344637 Apr. 26, 1994 U340263 Apr 26, 1994 U340264 Apr 26, 1994 U340265 Apr 14, 1994 U321761 Apr 14, 1994 U321762 Apr 11, 1994 U315830 Apr 11, 1994 U315831		2400	01		32.11 16.50 17.36 14.06 19.09 22.00 79.28 514.94 715.34		
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901	Apr. 13, 1994 0083924		2400	04		35.56		
N06566 Regency Lighting 16665 Arminta St. Van Nuys, CA 91406	Apr.27, 1994 18397B		1400	00		465.22		

The claims listed above (totaling \$ 1,366.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc	SC
			BS Acct	Rev			Number	
N06671 MD Industrial P.O. Box 66012 Anaheim, CA 92816-0612	May 5, 1994		1900	00		47.50		
N06735 Dun & Bradstreet Info. Svcs. Business Reference Svcs P.O. Box 71711 chicago, IL 60694-1711	May 1, 1994 5066167-4		2400	01		1388.12		
N06738 Suad Ammar c/o Placentia Library Dist. 411 E. Chapman Placentia, CA 92670	April 1994		2700	00		32.00		
	May 1994		2700	00		29.50		
						61.50		
N06785 Hector Vargas Cleaning Service 318 Capistrato St. Placentia, CA 92670	May 5, 1994		1400	00		950.00		
N06786 Katherine Matas c/o Placentia Library Dist. 411 E. Chapman Placentia, CA 92670	Jan 1994		2700	08		25.00		
N09141 Dick's Lock & Safe 602 W. Chapman #F Placentia, CA 92670	Mar 23, 1994 72276		1400	00		116.35		
	May 4, 1994 72521					394.10		
						510.45		

The claims listed above (totaling \$ 2,982.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06638 Certified Termite and Pest Control P.O. Box 31 Atwood, CA 92601	April 7, 1994 105325		1400	00		175.00		
VSE Electrical Contractors 440 Crowther Avenue Placentia, CA 92670	April 25, 1994 9770		1400	00		159.00		
Intex Services, Inc. 3376 Motor Avenue Los Angeles, CA 90034	April 28, 1994 2006464		1400	00		3,176.25		
Margaret V. Dinsmore 2108 N. Rosemont Placentia, CA 92670	May 12, 1994		2700	00		68.01		
ASQC - Membership Renewal P.O. Box 3033 Milwaukee, WI 53201-3033	Jul 1994-1995		1600	00		40.50		
BRODART CO. 1609 Memorial Avenue Williamsport, PA 17705	Apr 22, 1994		1800	00		330.32		
Orange County Fire Dept. P.O. Box 1828 Orange, CA 92668-0828	Apr 19, 1994 93-94-6811		1900	00		181.00		

The claims listed above (totaling \$ 4,130.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE May 16, 1994
 REPORT NO 3141

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
Information Plus 2812 Exchange St. Wylie, TX 75098-9990	May 2, 1994 9418643-IN		2400	01		130.95		
The H. W. Wilson Co. 950 University Ave. Bronx, New York 10452	April 25, 1994 95628460		2400	01		390.06		
Cheryl Willauer c/o Placentia Library Dist. 411 E. Chapman Avenue Placentia, CA 92670	April 1994		2700	00		6.25		
Global Computer Supplies P.O. Box 5465 Carson, CA 90749-5465	April 21, 1994 14053183		4000	00		895.16		

The claims listed above (totaling \$ 1,422.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE April 18, 1994
 REPORT NO 3142

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	May 16, 1994 Pay # 12		0100-	00		20,000.00		
	May 27, 1994 June 9, 1994							
	FICA		0200-	00		<u>1,530.00</u>		
			TOTAL			21,530.00		
PLEASE WIRE ON THURSDAY, JUNE 9, 1994!								

The claims listed above (totaling \$ 21,530.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE April 18, 1994
 REPORT NO 3143

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	May 16, 1994 Pay # 13		0100-	00		20,000.00		
	June 10, 1994 June 23, 1994							
	FICA		0200-	00		<u>1,530.00</u>		
			TOTAL			21,530.00		
PLEASE WIRE ON THURSDAY, JUNE 23, 1994!								

The claims listed above (totaling \$ 21,530.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District

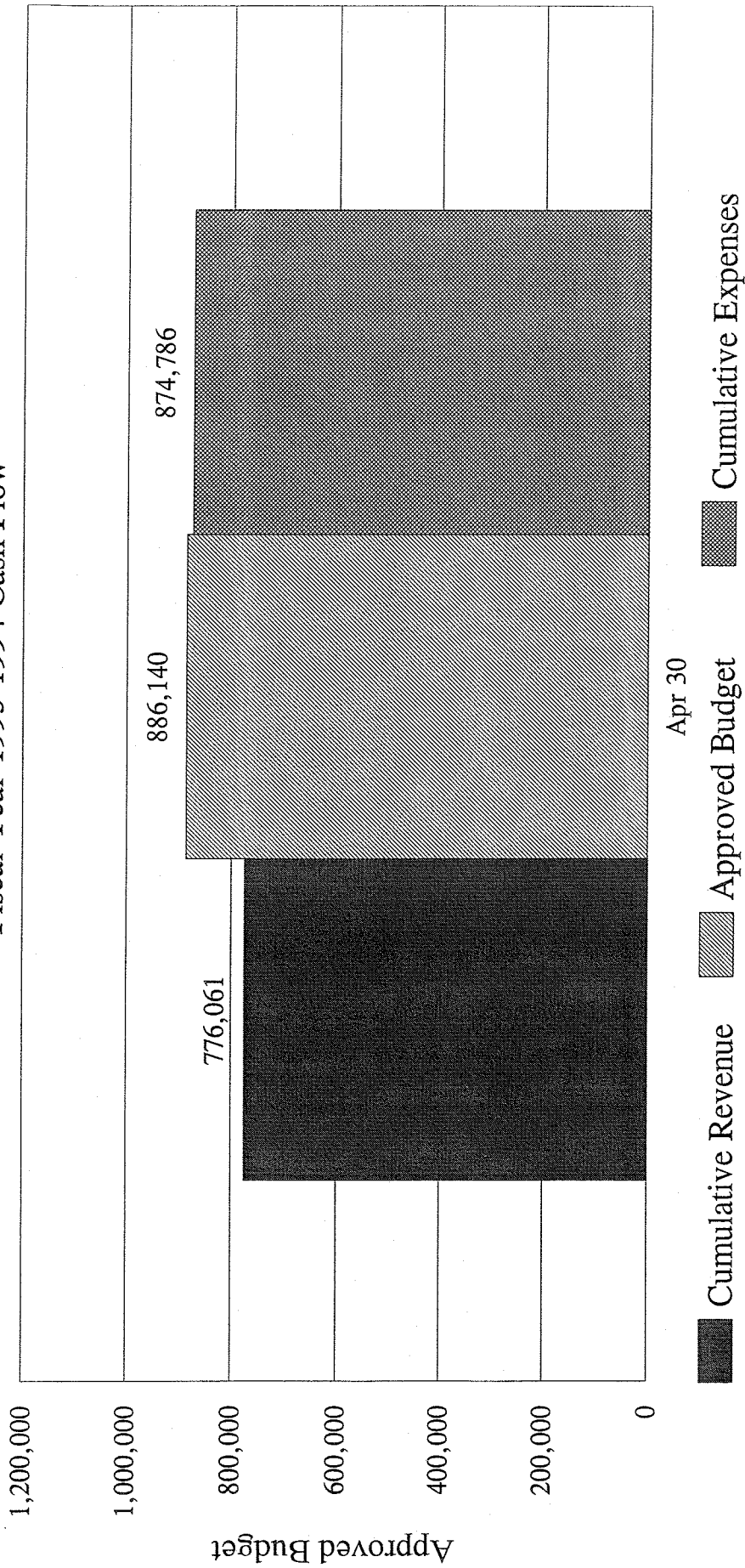
**Fund Balance Report
Fiscal Year 1993-1994**

May 16, 1994

	Fund 702 Mai Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	TOTAL	EXCL GEN FUND	TOTAL
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11		469,626.88	
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18		469,626.88	
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95		469,626.88	
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57		442,902.54	
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25		442,902.54	
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26		442,902.54	
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66		451,977.75	
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	825,518.69		451,977.75	
Feb 28, 1994	110,038.61	54,314.70	280,655.57	350,845.52	6,968.87	802,823.27		451,977.75	
Mar 31, 1994	103,467.41	55,358.06	286,038.97	283,848.26	7,102.72	735,815.42		451,967.16	
Apr 30, 1994	103,467.41	55,358.06	286,038.97	280,897.40	7,102.72	732,864.56		451,967.16	
May 31, 1994						0.00		0.00	
Jun 30, 1994						0.00		0.00	
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00		0.00	
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00		280,959.00	

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1993-1994 Cash Flow



Apr 30

Cumulative Revenue Approved Budget Cumulative Expenses

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 16, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 APR 1994	FY1992-93 APR 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	487,558.06	814,552.98	82,709.61	298,900.71	71.34%
621-001	Public Utility	24,198.00	12,279.13	14,049.42	0.00	298,900.71	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	499,837.19	828,602.40	82,709.61	298,900.71	70.64%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	46,171.24	55,909.30	0.00	0.00	118.38%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	31,995.35	0.00	27,283.39	
623-003	Tax deed land sales	0.00	2,330.35	69.17	0.00	69.17	
623-010		0.00	4,298.65	2,396.50	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	88,688.86	47,569.11	0.00	27,352.56	132.04%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	7,675.87	0.00	6,119.08	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	7,675.87	0.00	6,119.08	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,948.72	32,539.73	0.00	3,081.24	33.34%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	17,877.54	21,493.50	0.00	0.00	71.51%
661-623		0.00	0.00	66.33	0.00	66.33	
	TOTAL INTEREST	25,000.00	17,877.54	21,559.83	0.00	66.33	71.51%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	32,017.00	34,221.71	5,703.01	10,223.81	80.04%
697-001	State - CA Foundation Funds	13,000.00	15,625.00	14,636.00	15,625.00	0.00	120.19%
697-002	State - CA Literacy Campaign	10,000.00	11,158.00	12,500.00	0.00	0.00	111.58%
697-003	State - Family Literacy	22,000.00	23,000.00	12,500.00	0.00	0.00	104.55%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	81,800.00	73,857.71	21,328.01	10,223.81	96.24%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	28,553.85	24,091.91	5,255.43	3,899.84	81.58%
787-001	Outlawed warrant - 6 months	0.00	(7,001.81)	8,531.89	0.00	50.75	
787-003	Reissued Checks, Acct 767	0.00	(613.30)	0.00	(1,183.54)	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	20,938.74	32,623.80	4,071.89	3,950.59	59.82%
	5071 FUND TOTAL	1,063,371.00	776,060.98	1,214,327.22	108,109.51	349,694.32	72.98%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 16, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 APR 1994	FY1992-93 APR 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	474,886.10	657,702.94	38,200.00	76,479.15	85.98%
020-000	Retirement	90,844.00	83,947.88	94,223.84	2,930.00	5,160.00	92.41%
	Health Insurance/Care America	28,856.00	24,763.02	33,047.61	2,740.02	1,794.42	85.82%
	Long Term Disability	1,660.00	2,905.49	1,699.11	204.00	0.00	
	Vision Service Plan	3,869.00	1,482.92	1,694.80	191.03	163.20	89.33%
	Dental	34,385.00	4,815.75	4,881.44	482.27	454.12	124.47%
030-000	Total Employee Insurance		33,967.18	41,322.96	3,617.32	2,411.74	98.78%
031-000	Unemployment Insurance	24,000.00	4,160.31	2,579.76	0.00	0.00	0.00%
035-000	Workers Compensation - General	7,750.00	1,838.32	4,764.85	0.00	1,466.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	598,799.79	800,594.35	44,747.32	85,516.89	84.42%
070-000	Communications	3,500.00	3,117.06	3,068.94	428.12	233.14	89.06%
070-005	Communications - Computer	5,100.00	42,182.14	42,358.07	37,736.11	38,068.94	
070-008	Communications - Literacy	950.00	433.41	756.65	32.36	92.27	45.62%
	Total Communications	9,550.00	45,732.61	46,183.66	38,196.59	38,394.35	478.88%
090-000	Food	100.00	1.99	0.00	1.99	0.00	1.99%
090-009	Food - Family Literacy	0.00	124.45	32.26	0.00	0.00	
	Total Food	100.00	126.44	32.26	1.99	0.00	126.44%
100-000	Household Expense	4,500.00	2,706.99	2,847.39	916.50	0.00	60.16%
110-000	Insurance	16,000.00	18,374.25	0.00	3,375.00	0.00	114.84%
130-000	Maintenance of Equipment	7,500.00	6,793.53	4,224.76	312.55	99.08	90.58%
	HVAC	15,000.00	1,113.78	13,388.99	117.42	6,765.42	7.43%
	Carpet Cleaning	3,500.00	0.00	2,894.55	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	19,707.36	17,525.90	3,483.74	0.00	85.68%
	Plumbing	750.00	1,146.60	523.71	1,146.60	79.67	152.88%
	Electrical	1,500.00	1,015.22	673.57	0.00	170.10	67.68%
	Cleaning Service	11,700.00	9,783.04	11,839.68	950.00	1,091.52	83.62%
	Locksmith	300.00	369.52	87.45	253.17	0.00	123.17%
	Other	500.00	(832.54)	926.36	(1,143.54)	236.36	-166.51%
140-000	Total Maintenance of Building & Grounds	56,250.00	32,302.98	47,860.21	4,807.39	8,343.07	57.43%
160-000	Memberships	3,500.00	2,860.00	3,359.00	390.00	0.00	81.71%
170-000	Miscellaneous Expense	0.00	2,439.95	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 APR 1994	FY1992-93 APR 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	2,961.95	8,913.46	1,303.00	324.92	39.49%
	Printing	13,000.00	7,322.18	3,464.38	381.17	164.82	56.32%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	956.66	0.00	9.66	ERR
	Publications	1,000.00	180.00	1,985.00	0.00	0.00	18.00%
	Paper	1,200.00	672.00	1,009.23	0.00	135.18	56.00%
	Drinking Water Service	325.00	224.55	249.50	24.95	24.95	69.09%
	Other Office Supplies	6,000.00	3,911.58	7,357.15	570.18	312.67	65.19%
	Total Office Supply Expense	29,025.00	15,272.26	23,935.38	2,279.30	972.20	52.62%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,831.90	603.09	22.63	0.00	101.14%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	20.89	0.00	0.00	24.62%
	Other Office Supplies	1,800.00	422.03	1,509.05	245.60	9.69	23.45%
	Total Literacy Office supply expense	4,650.00	3,266.24	2,133.03	268.23	9.69	70.24%
180-009	Family Literacy Supply Expense	4,800.00	966.94	4,185.51	108.53	3.64	20.14%
	Total Office Expense	38,475.00	19,505.44	30,253.92	2,656.06	985.53	50.70%
183-000	Postage Expense	2,000.00	(16.93)	1,287.71	238.02	0.00	-0.85%
183-008	Postage Expense - Literacy	700.00	616.69	657.89	137.00	0.00	88.10%
183-009	Postage Expense - Family Literacy	0.00	29.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	824.76	1,974.60	375.02	0.00	30.55%
	Care Resources (Employee Assistance)	650.00	350.00	507.50	70.00	0.00	53.85%
	Pension Contribution & Operating Expenses	5,000.00	4,487.59	4,323.90	0.00	0.00	89.75%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	292.39	337.81	0.00	30.71	77.97%
	Tax Collection Services & Fees by Orange County	250.00	304.90	242.95	0.00	0.00	121.96%
	Advertising	400.00	97.50	347.50	0.00	0.00	24.38%
	Medical Exams	525.00	457.00	324.00	0.00	0.00	87.05%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	0.00	0.00	108.47%
	Payroll Preparation	3,625.00	4,556.75	2,367.28	306.30	0.00	125.70%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	4,690.56	4,127.15	1,014.90	415.00	166.35%
	Total Specialized Services	58,275.00	18,516.69	20,514.07	1,391.20	445.71	31.77%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	150.00	988.50	150.00	0.00	12.50%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,419.36	2,337.73	206.77	974.00	14.19%
	Total Specialized Services	70,675.00	20,086.05	24,632.30	1,747.97	1,419.71	28.42%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 APR 1994	FY1992-93 APR 1993	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	521.08	0.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	35,900.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	497.32			
240-000	Special Department Expense - Miscellaneous	100.00	27.21	14.95	27.21	0.00	27.21%
240-001	Special Department Expense - Books	17,516.00	17,632.27	88,711.72	1,330.76	11,659.26	100.66%
240-002	Special Department Expense - Video	500.00	0.00	957.33	0.00	747.59	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	9,570.09	26,269.91	1,454.99	0.00	119.63%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	3,998.48	0.00	556.00	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	1,229.70	118.80	0.00	0.00	
240-009	Special Department Expense - Family Literacy	1,500.00	17.20	1,066.50	17.20	383.95	1.15%
	Total Special Department Expense	34,229.00	29,656.48	121,137.69	2,830.16	13,346.80	86.64%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	4,537.06	4,585.21	424.00	86.48	151.24%
270-008	Transportation/Travel - Meetings - Literacy	850.00	921.64	714.00	39.50	0.00	108.43%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	1,098.37	554.50	113.00	20.25	146.45%
	Total Transportation/Travel - Meetings	4,600.00	6,557.07	5,853.71	576.50	106.73	142.55%
280-000	Electricity	63,000.00	45,011.57	45,172.07	3,715.12	0.00	71.45%
	Gas	3,850.00	1,879.99	2,242.05	170.67	372.13	48.83%
	Water	1,925.00	1,402.09	1,612.01	74.18	53.61	72.84%
	Total Utilities	68,775.00	48,293.65	49,026.13	3,959.97	425.74	70.22%
370-000	TOTAL SUPPLIES & SERVICES	353,454.00	272,271.08	338,404.03	60,145.70	63,121.01	77.03%
	Taxes, Assessments (Sales Tax)	625.00	688.32	610.04	0.00	0.00	110.13%
400-000	Equipment	0.00	3,026.76	0.00	3,026.76	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	0.00	3,026.76	0.00	3,026.76	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EQUIPMENT EXPENSE	0.00	3,026.76	0.00	3,026.76	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	874,785.95	1,139,608.42	107,919.78	148,637.90	82.27%

Placentia Library District
Balance Sheet

April 30, 1994

Assets

General Fund	2,020.84	
Literacy Fund	6,339.51	
County Exempt	13,501.55	
Payroll Account	25,926.21	
Savings (P/R Support)	2,779.70	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		75,664.11 =====

Liabilities

Manual Payroll Checks	1,235.13	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(775.73)	
Union Dues Payable	344.88	
Other Employee Deductions	656.41	
Total Liabilities		709.73

Capital

Fund Balance	74,954.38	
Total Capital		74,954.38 -----
Total Liabilities and Capital		75,664.11 =====

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

April, 1994

Prepared 5/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,443.84
Checks Out				
	3908	45.00		
	3913	240.00		
	3914	13.00		
	3919	125.00		
TOTALS		423.00	0.00	
CHECKBOOK BAL				2,020.84

E. M. Smith
5/9/94

04/30/94

Page 1
Part 1 of 1 Parts

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

	Total	04/30/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	4.00	4.00
Cash Register-Fines	2,400.05	2,400.05
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	101.40	101.40
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	137.75	137.75
Cash Register-Computer Rental	32.00	32.00
Typewriter Income	0.00	0.00
Telephone Income	29.51	29.51
Copy Machine Income	75.09	75.09
State Library Reimbursements	4,649.65	4,649.65
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,183.54	1,183.54
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	8,612.99	8,612.99
Cost of Sales		
	-----	-----
Gross Profit (Loss)	8,612.99	8,612.99
Expenses		
Transfers to County	26,800.66	26,800.66
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)	285.00	285.00
Office Expense (180)	77.56	77.56
Postage (183)	145.83	145.83
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	11.60	11.60
Transportation & Travel (270)	684.79	684.79
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	28,005.44	28,005.44
	-----	-----
Operating Income (Loss)	(19,392.45)	(19,392.45)

04/30/94

Page 2
Part 1 of 1 Parts

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

	Total	04/30/94
Other Income		
Other Expenses		
Net Income (Loss)	<u>(19,392.45)</u>	<u>(19,392.45)</u>

04/30/94

Page 1

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

	04/30/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	220.28
Cash Register-Fines	22,888.47
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,213.97
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,293.18
Cash Register-Computer Rental	846.00
Typewriter Income	73.79
Telephone Income	405.30
Copy Machine Income	263.90
State Library Reimbursements	30,880.35
State Library Grants	34,158.00
State of California Foundation Funds	15,625.00
Other Grants	0.00
County Reimbursements	13,078.77
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	120,947.01
Cost of Sales	

Gross Profit (Loss)	120,947.01
Expenses	
Transfers to County	114,205.29
Employee Insurance (030)	(1,442.16)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	330.00
Office Expense (180)	1,926.78
Postage (183)	800.63
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	874.22
Transportation & Travel (270)	5,327.18
Equipment (400)	149.83
Taxes and Fees (370)	664.00

Total Expenses	123,018.77

Operating Income (Loss)	(2,071.76)

04/30/94

Page 2

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

Part 1 of 1 Parts

04/30/94

Other Income

Other Expenses

Net Income (Loss)

(2,071.76)
=====

04/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 10
General Account

Page 1

Check	Date	Payee	Amount
3907	04/07/94	U.S. Postmaster 0-5116-01 Postage (183)	149.35
3908	04/11/94	CALTAC 0-5112-01 Memberships (160)	45.00
3909	04/18/94	Am. Red Cross 0-5122-01 Transportation & Travel (270)	99.00
3910	04/18/94	Am. Red Cross 0-5122-01 Transportation & Travel (270)	175.00
3911	04/18/94	O.C. Auditor 0-5102-01 Transfers to County	26,800.66
3912	04/19/94	E. D. Minter (petty 0-5114-01 Office Expense (180) 0-5116-01 Postage (183) 0-5120-01 Special Departmental Expense (24	98.64
3913	04/19/94	ABA Registration 0-5112-01 Memberships (160)	240.00
3914	04/19/94	CLA 0-5122-01 Transportation & Travel (270)	13.00
3915	04/20/94	Time to Travel 0-5122-01 Transportation & Travel (270)	113.71
3916	04/20/94	Hyatt-Sacramento 0-5122-01 Transportation & Travel (270)	117.08
3917	04/20/94	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	12.00
3918	04/20/94	VOID void	0.00
3919	04/26/94	City Sante Fe Spring 0-5122-01 Transportation & Travel (270)	125.00
3920	04/28/94	Placentia Chamber of 0-5122-01 Transportation & Travel (270)	30.00
Checkbook 1 Total			28,018.44

04/30/94

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

Page 2

For Fiscal Year 94, Period 10 through Fiscal Year 94, Period 10

Account Name	Total
0-5102-01 Transfers to County	26,800.66
0-5112-01 Memberships (160)	285.00
0-5114-01 Office Expense (180)	77.56
0-5116-01 Postage (183)	158.83
0-5120-01 Special Departmental Expense (240)	11.60
0-5122-01 Transportation & Travel (270)	684.79

	28,018.44
	=====

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

April, 1994

Prepared 5/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,842.62
Checks Out	1134	1,503.11		
TOTALS		1,503.11	0.00	
CHECKBOOK BAL				6,339.51

Ernie K
5/9/94

04/30/94

Page 1
Part 1 of 1 Parts

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

	Total	04/30/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.44	6.44
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6.44	6.44
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6.44	6.44
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	1,503.11	1,503.11
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	1,503.11	1,503.11
Operating Income (Loss)	(1,496.67)	(1,496.67)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,496.67)	(1,496.67)
	=====	=====

04/30/94

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

Page 1
Part 1 of 1 Parts

	04/30/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	68.84
Miscellaneous Income	0.00

Total Income	788.84
Cost of Sales	

Gross Profit (Loss)	788.84
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	1,503.11
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00

Total Expenses	2,300.11

Operating Income (Loss)	(1,511.27)
Other Income	
Other Expenses	

Net Income (Loss)	(1,511.27)
	=====

04/30/94

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 94 Period 10
Literacy Fund

Page 1

Check	Date	Payee	Amount
1134	04/27/94	PC Systems	1,503.11
		0-5205-02 Equipment Expense	1,503.11
		Checkbook 2 Total	<u>1,503.11</u>

04/30/94

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

Page 2

For Fiscal Year 94, Period 10 through Fiscal Year 94, Period 10

Account Name	Total
0-5205-02 Equipment Expense	1,503.11

	1,503.11
	=====

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

April, 1994

Prepared 5/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,242.79
Checks Out				
	840	32.25		
	863	708.99		
TOTALS		741.24	0.00	
CHECKBOOK BAL				13,501.55

Edmund
5/19/94

04/30/94

Page 1

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

Part 1 of 1 Parts

	Total	04/30/94
Income		
Cash Register-Copy Cards-Exempt Fun	75.00	75.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	270.00	270.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	590.80	590.80
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	11.47	11.47
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	947.27	947.27
Cost of Sales		
	-----	-----
Gross Profit (Loss)	947.27	947.27
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	529.14	529.14
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	529.14	529.14
	-----	-----
Operating Income (Loss)	418.13	418.13
Other Income		
Other Expenses	-----	-----

04/30/94

Page 2

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

Net Income (Loss)	Total	04/30/94
	418.13	418.13
	=====	=====

04/30/94

Page 1

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

Part 1 of 1 Parts

	04/30/94
Income	
Cash Register-Copy Cards-Exempt Fund	680.25
Microfilm/Microfich Income	0.00
Meeting Room Income	2,907.00
Test Proctoring Income	160.00
Vending Machine Income	5,510.85
Friends Contributions	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	97.72
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	17,148.69
Cost of Sales	

Gross Profit (Loss)	17,148.69
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	3,083.56
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	828.99
Friend's-Director's Fund	324.11
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73

Total Expenses	12,372.63

Operating Income (Loss)	4,776.06
Other Income	
Other Expenses	

04/30/94

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)

04/30/94
4,776.06
=====

04/30/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 10
County Exempt

Page 1

Check	Date	Payee	Amount
864	04/04/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	258.32
865	04/19/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	270.82
Checkbook 3 Total			529.14

04/30/94

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

Page 2

For Fiscal Year 94, Period 10 through Fiscal Year 94, Period 10

Account Name	Total
0-5304-03 Vending Machine Supplies	529.14

	529.14
	=====

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

April, 1994

Prepared May 10, 1994

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			27,249.14
Checks Out	270	83.11	
	310	37.40	
	317	1,051.73	
	320	70.65	
	348	38.48	
	588	41.56	
TOTALS		1,322.93	
Checkbook balance			25,926.21

Reconciled
5-10-94 *AD*

04/30/94

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

Page 1
Part 1 of 1 Parts

	Total	04/30/94
Income		
Transfers from County	41,130.00	41,130.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	41,130.00	41,130.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	41,130.00	41,130.00
Expenses		
Salaries	36,471.06	36,471.06
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,237.14	2,237.14
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	21.75	21.75
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	38,729.95	38,729.95
	-----	-----
Operating Income (Loss)	2,400.05	2,400.05
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	2,400.05	2,400.05
	=====	=====

04/30/94

Page 1

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

Part 1 of 1 Parts

	04/30/94
Income	
Transfers from County	510,476.00
Interest Income-CD's	1,007.23
Interest Income-Savings	21.84
Miscellaneous Income	0.00

Total Income	511,505.07
Cost of Sales	-----
Gross Profit (Loss)	511,505.07
Expenses	
Salaries	458,883.16
Employee Benefits	0.00
Employer Payroll Taxes	33,068.75
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	157.84
Miscellaneous - Unknown	0.00

Total Expenses	493,901.52

Operating Income (Loss)	17,603.55
Other Income	
Other Expenses	

Net Income (Loss)	17,603.55
	=====

04/30/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 10
Payroll Account

Page 1

Check	Date	Payee		Amount
580	04/10/94	Julianne George		259.57
		0-5402-04 Salaries	259.57	
581	04/20/94	Peggy Burkich		884.51
		0-5402-04 Salaries	884.51	
582	04/20/94	Cynthia McClain		969.06
		0-5402-04 Salaries	969.06	
583	04/20/94	Elizabeth Minter		1,854.34
		0-5402-04 Salaries	1,854.34	
584	04/20/94	A. Kay Schneider		704.34
		0-5402-04 Salaries	704.34	
585	04/20/94	Karen Turner		80.82
		0-5402-04 Salaries	80.82	
586	04/20/94	Cheryl Willauer		628.53
		0-5402-04 Salaries	628.53	
587	04/20/94	Estella Wnek		701.53
		0-5402-04 Salaries	701.53	
588	04/27/94	Lam Bui		41.56
		0-5402-04 Salaries	41.56	
			Checkbook 4 Total	6,124.26

04/30/94

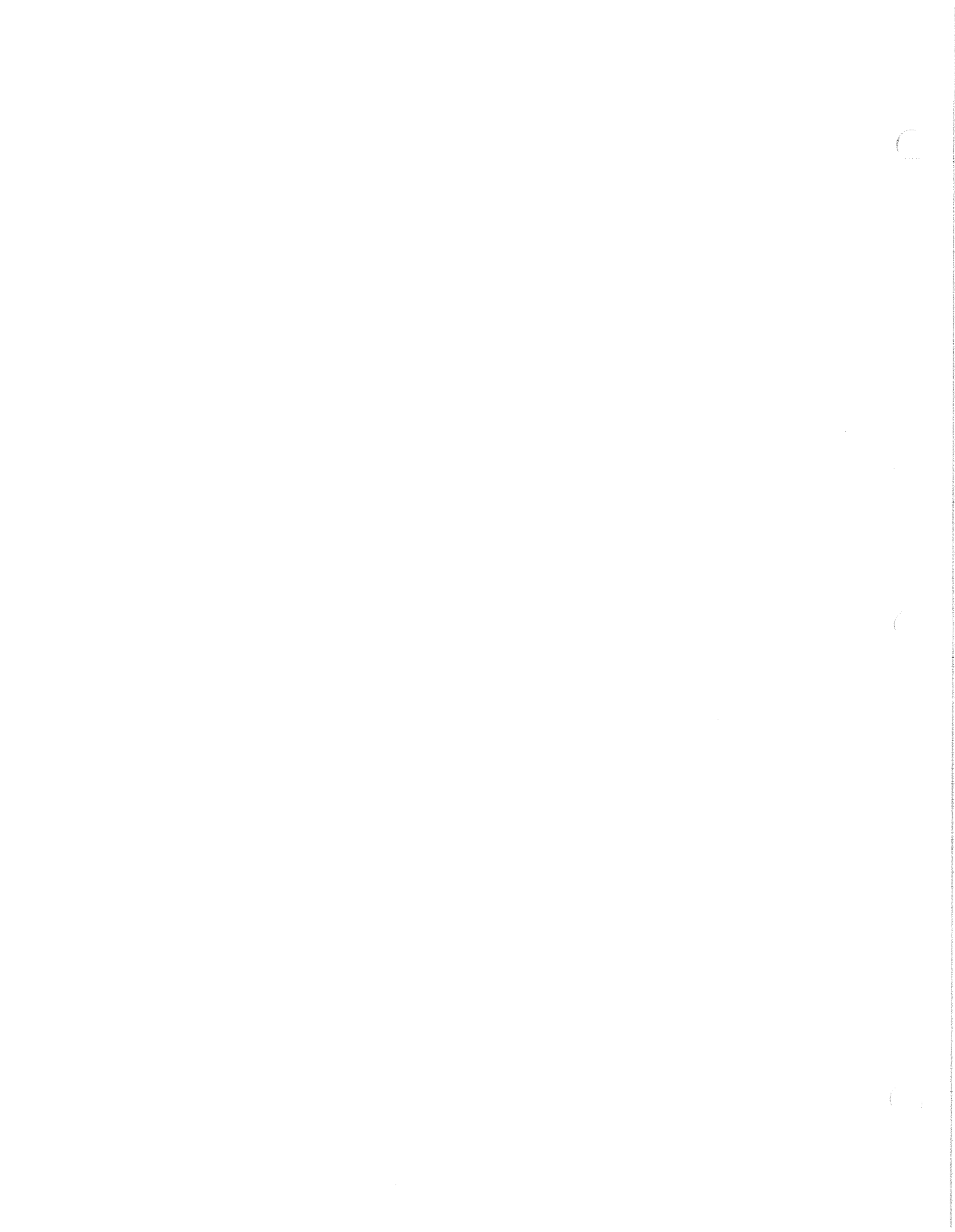
Placentia Library District
Cash Disbursements
S U M M A R Y

Page 2

For Fiscal Year 94, Period 10 through Fiscal Year 94, Period 10

Account Name	Total
0-5402-04 Salaries	6,124.26

	6,124.26
	=====



TO; Elizabeth Minter, Library Director
FROM: Peggy Burkich, Circulation Supervisor *fb*
DATE: May 10, 1994
SUBJECT: **ACS: Overdue Collection Report for the month of April.**

An updated report has been received from ACS Collection Agency on May 9, 1994.

A breakdown of the patrons listed was as follows:

- 1- 10 patrons "ACTIVE" (demands being sent)
- 2- None "MAIL RETURNED"
- 3- None "PAID IN FULL"
4. One patron "ACTION SUSPENDED"

The total amount recovered for the month of April was \$87.25



ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 MAY 1994

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: KAREN CUSHING

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

FLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	10	1,224.57	10	1,224.57	881	53,286.15
LESS: Mail Return*, Dispute, Bankrpt	0	0.00	4	623.84	166	10,589.50
NET ASSIGNMENTS	10	1,224.57	6	600.73	715	42,696.65
COLLECTED						
Paid in Full	0	0.00	2	146.95	246	11,541.15
Settled in Full	1	87.25	2	103.24	64	3,132.62
Partial Payment	0	0.00	1	32.95	129	6,780.37
Resolved	0	0.00	1	25.00	18	659.58
TOTAL RECOVERED	1	87.25	6	308.14	457	22,163.72

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	307
	\$15,870	\$3,130	\$6,814	\$7,865	\$19,182

* Percentage of Mail Returns - 18.8 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	536536		04/18/94	111.05	A	1
	26018052710276		AMT: 111.05			
	536539		04/18/94	61.95	A	1
	26018053193266		AMT: 61.95			
	536535		04/18/94	83.40	A	1
	26019004630448		AMT: 83.40			
	536534		04/18/94	83.75	A	1
	26018053199875		AMT: 83.75			
	536540		04/18/94	179.24	A	1
	26018053142685		AMT: 179.24			
	529134		12/21/93	25.00	SU,P	3
	4181		AMT: 57.95			
	536541		04/18/94	92.35	A	
	26018053123578		AMT: 92.35			
	536542		04/18/94	105.06	A	1
	26018053118529		AMT: 105.06			
	536538		04/18/94	111.14	A	1
	26019004250031		AMT: 111.14			
	536543		04/18/94	133.73	A	1
	26018053200988		AMT: 133.73			
	536537		04/18/94	262.90	A	1
	26018052495134		AMT: 262.90			
TOTAL STILL ON SYSTEM :				1,249.57		

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: May 16, 1994
SUBJECT: MAY, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS APRIL 1-30, 1994

Beginning Balance 04/01/94		\$1,574.87
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 590.80	
Total Materials & Supplies		529.14
Total Repairs	<hr/>	<hr/>
	\$ 590.80	\$529.14
Ending Balance 04/30/94		<u>\$ 1,638.53</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: May 16, 1994
SUBJECT: GIFT FUND REPORT FOR APRIL 1994

The following cash gifts to Placentia Library District were received in April 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
William and Joanne Gallagher	\$100.00
Jean Haney	100.00
Sandy Hillyer	50.00
Placentia Art Association	<u>100.00</u>
Total Adopt-a-Book for April	\$ 350.00


Donations through Anniversary Cake Candles:

Margaret Cooper	<u>\$ 75.00</u>
Total Anniversary Cake Candle for April	\$75.00

Prepared by: Charlene Dumitru



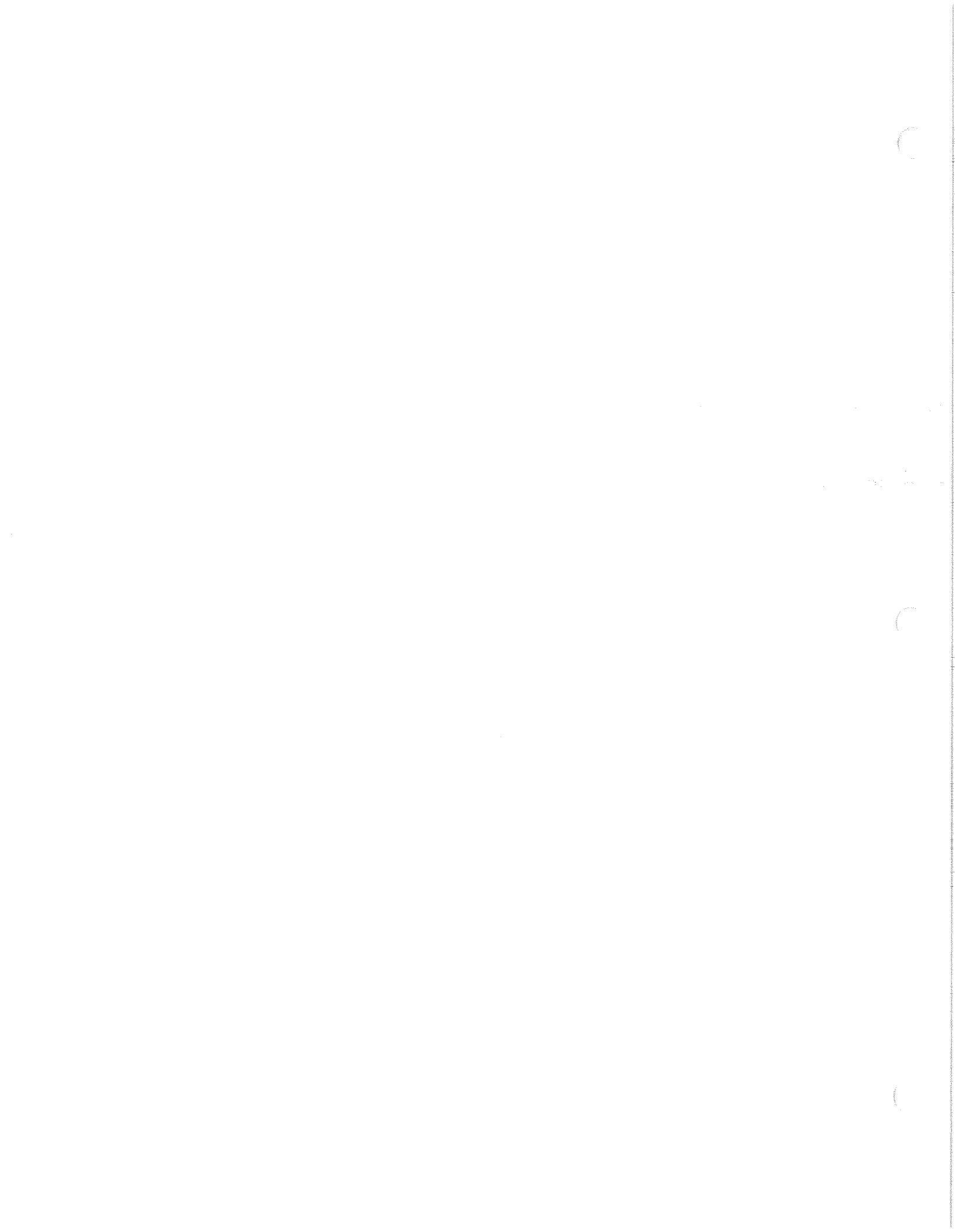
TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant 

DATE: May 16, 1994

SUBJECT: BUILDING MAINTENANCE REPORT FOR APRIL, 1994.

1. **Computers** - New 486 Computer was installed in Literacy Office.
2. **Security** - Locks have been installed on cabinets and cupboards requiring additional security.
3. **Air Conditioning** - Regular maintenance service was done in April.
4. **Coin-operated equipment** - Value card vending machine was installed for use with public access printers.
5. **Carpets** - Carpets were cleaned throughout entire building.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: May 16, 1994
SUBJECT: **PERSONNEL REPORT FOR APRIL, 1994**

RESIGNATIONS:

Lam Bui, part-time page (circulation), effective April 28, 1994.

APPOINTMENTS:

George Cervantes, part-time page (circulation), effective April 30, 1994.

OPEN POSITIONS:

Part-time (15 hours/week) Clerk I

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator
 DATE: May 9, 1994
 SUBJECT: Volunteer Report for the Month of April

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	MARCH	TOTAL
Brown, Jill	8.20	52.20
Cervantes, George	16.00	119.50
Cummings, Dottie	9.30	94.55
Deputy, Paul	45.20	5,18.35
Devlin, Tom	6.00	39.00
Farris, Jon	15.06	74.06
Fitzgerald, Joan	18.00	163.00
Garcia, Patty	16.00	23.25
Goldbaum, Mae	8.20	517.35
Grandparents & Books	.30	147.55
Gundelfinger, Jason	0	43.25
Hou, Howard	1.75	22.75
Irot, Pat	0	8.00
Jenkins, Christina	7.00	23.00
Jenkins, Heidi	8.00	16.00
Jertberg, Pat	0	2.00
Lew, David	1.00	31.75
Lord, Audrey	21.50	77.25
Markl, Theresa	3.05	18.55
Redinbo, Sandy	0	10.00
Reesman, Colleen	4.00	71.25
ROP Students	22.75	2,747.75
Ryan, Kristin	5.35	86.00
Schlichter, Allan	8.10	48.10
Shkoler, Al	3.00	16.75
Simmermacher, Margie	8.00	34.00
Smith, Cyrise	0	30.25
S.T.E.P	55.00	675.00
Trainor, Joe	6.30	86.20
Vaugman, Joseph	0	8.50
Westberg, Carl	14.40	89.05

TEMPORARY VOLUNTEERS

B, Marsha	4.00
Chavez, Alfredo	7.30
Cipres, Marcelle	9.30
Dowdee, Janel	3.00
Driskel, Valerie	7.30
Hillier, Dennis	6.00
Reesma, Colleen	3.35

LVA VOLUNTEERS

Literacy Volunteers	603.05
---------------------	--------

TOTAL 955.16

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

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

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

Placentia Library District
Circulation Report
May 16, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 APR 94	FY92-93 APR 93
1st Time Checkouts	192,241	239,343	-19.68%	18,673	25,248
Phone Renewals	14,871	17,407	-14.57%	1,400	1,912
In-Building Renewals	21,674	21,954	-1.28%	2,150	2,970
Total Renewals	36,545	39,361	-7.15%	3,550	4,882
TOTAL CHECKOUTS	228,786	278,704	-17.91%	22,223	30,130
On-Time Checkins	186,139	225,790	-17.56%	17,134	23,489
Late Checkins	38,487	57,166	-32.68%	3,969	5,875
TOTAL CHECKINS	224,626	282,956	-20.61%	21,103	29,364
Holds Placed	4,223	4,210	0.31%	481	594
Holds Cancelled	643	477	34.80%	67	92
Holds Filled	3,438	3,273	5.04%	389	354
Holds Expired	162	128		6	24
Overdue Items	13,531	9,511		1,513	2,193
Overdue Notices	6,007	4,298		649	933
Billing Notices	6,448	7,375	-12.57%	719	0
Patrons Registered	3,402	5,499	-38.13%	384	534
Titles Added	1,890	22		18	19
Volumes Added	18,021	14,276	26.23%	1,073	1,316
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	108,349	131,989	-17.91%	10,918	14,109
Juvenile Print	89,517	109,482	-18.24%	8,439	12,078
Total Print	197,866	241,471	-18.06%	19,357	26,187
Audio	13,091	12,157	7.68%	1,126	1,204
Visual	18,989	24,878	-23.67%	1,738	2,732
Equipment	6	43		1	7
Total Audio Visual	32,086	37,078	-13.46%	2,865	3,943
TOTAL CIRCULATION	229,952	278,549	-17.45%	22,222	30,130
Placentia Circulation	128,874	158,421	-18.65%	12,912	17,031
% Placentia Circulation	56.04%	56.87%		58.10%	1
Anaheim/Yorba Linda Circulation	51,682	65,258	-20.80%	4,572	7,332
% Anaheim/Yorba Linda Circulation	22.48%	23.43%		20.57%	0
TYPES OF BORROWERS					
Adult	178,774	162,430		17,467	22,638
Young Adult	1,476	429		219	86
Juvenile	46,187	42,561		4,162	6,549
New Borrower	3,112	12,322		371	856
Non Resident	0	3		0	0
Other	405	2		4	1
TOTAL BORROWERS	229,954	217,747		22,223	30,130
ATTENDANCE	387,439	475,995	-18.60%	41,758	55,606
Adult Reference - In Building	21,682			2,364	
Adult Reference - Telephone	4,586			383	
Children's Reference - In Building					
Children's Reference Telephone					
Total Adult Reference	26,268	0		2,747	0
Total Children's Reference	0	0		0	0
Total In Building Reference	21,682	0		2,364	0
Total Telephone Reference	4,586	0		383	0
TOTAL REFERENCE	26,268	0		2,747	0



TO: Library Board of Trustees

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

DATE: May 16, 1994

SUBJECT: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

At the time the Agenda Packet was prepared the District had not received its invoice from the City of Placentia for electricity and maintenance costs for the month of March.

If that statement arrives before the Board Meeting the analysis will be added to the Agenda Packet and the invoice will be processed for payment over the Library Director's signature and presented to the Board at its Regular Meeting in June.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: May 16, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

Independent Special Districts of Orange County, Quarterly Dinner Meeting, June 30, 1993, Country Side Inn, Costa Mesa, Trustees Dinsmore and Skholer and Library Director Minter, \$75.00 plus mileage.

Other Trustees are encouraged to participate in this meeting. The program topic will be LAFCO and a presentation on bond financing for special districts.

RECOMMENDATION

Ratify and approve as recommended.



TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Review of Public Officials Liability Insurance Coverage for 1994-1995

BACKGROUND:

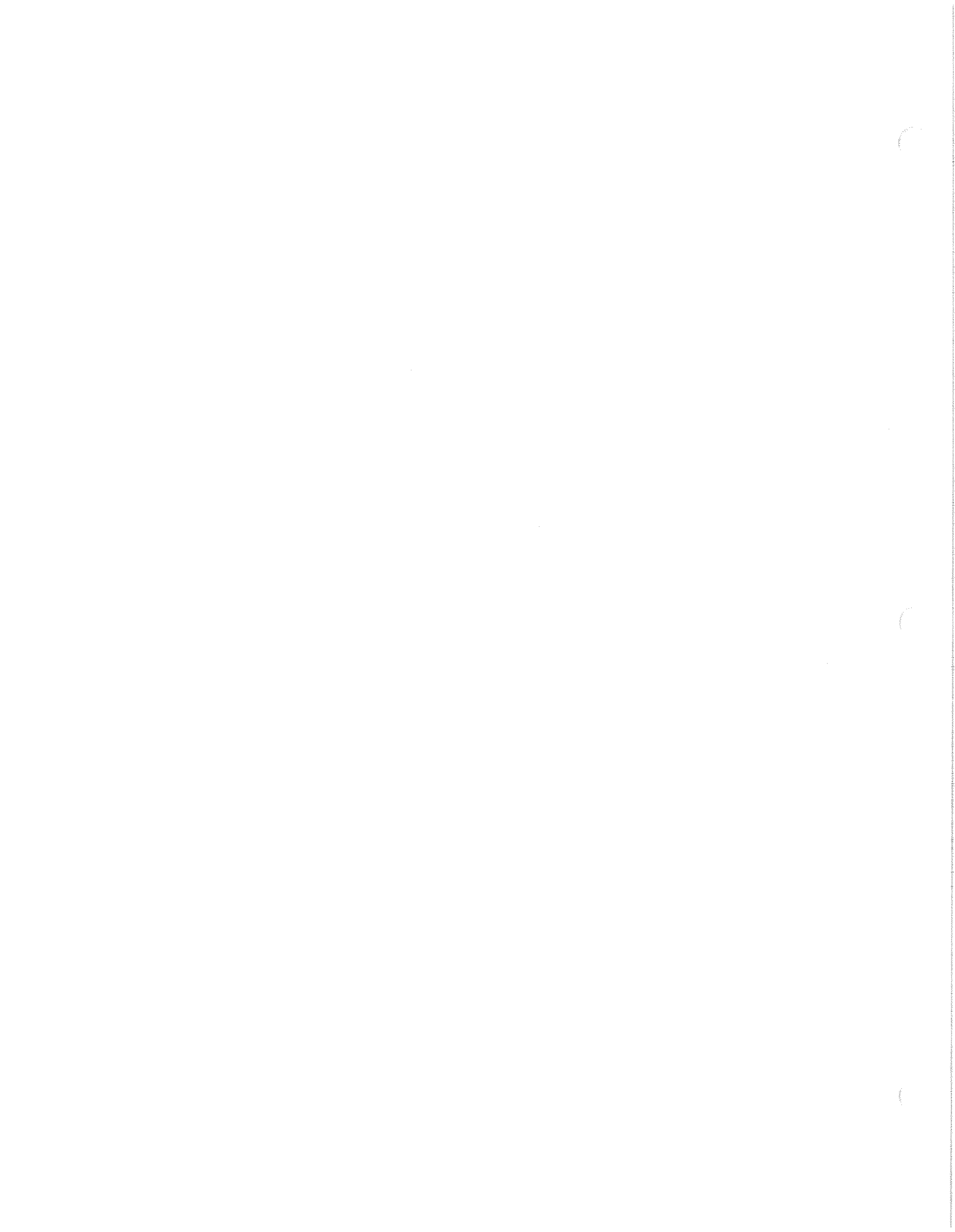
At its meeting on April 18, 1994, the Library Board approved a change in carrier for its public officials liability insurance.

The Board raised several questions about the scope of the coverage of both the new policy and the old policy.

Tom Shipkey, the District's Agent of Record, will be present to answer any questions that the Trustees may have about the scopes of coverage.

RECOMMENDATIONS:

No action recommended.



TO: Library Board of Trustees

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

DATE: May 16, 1994

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

BACKGROUND:

Working Draft number 94-03-28 of the Placentia Library District Consolidation Feasibility, Study prepared by BSI Consultants, Inc, of Santa Ana, will be presented to the Board by BSI Vice President K.Dennis Klingelhofer, P.E.

The Board will have an opportunity at the Meeting to review this draft of the Report in depth with Mr. Klingelhofer. The Report will be finalized by BSI staff after this Meeting and presented to the Library Board for acceptance at its June 20, 1994, Regular Meeting.

RECOMMENDATION:

Review the Report and make recommendations for changes.



WORKING DRAFT NO. 94-03-28

**FOR DISCUSSION PURPOSES ONLY
NOT FOR DISTRIBUTION**

**PLACENTIA LIBRARY DISTRICT
CONSOLIDATION FEASIBILITY STUDY**

**Prepared by:
BSI Consultants, Inc.
Santa Ana, CA**

May 1994

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SECTION II OVERVIEW OF CURRENT OPERATIONS	4
SECTION III REVIEW OF LAFCO REORGANIZATION PROCESS	14
SECTION IV COMPARISONS WITH OTHER AGENCIES	19
SECTION V OVERVIEW OF ALTERNATIVES	23
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APPENDIX A ORGANIZATION CHART - PLACENTIA LIBRARY DISTRICT	
APPENDIX B CITY OF PLACENTIA SALARY SUMMARY	

EXECUTIVE SUMMARY

92-93 and 93-94 -
\$0.417
\$ 769,000

The Placentia Library District is proud of the level of library services they have been able to provide to the Placentia community since the District was formed in 1919. The Placentia Library District has the oldest library literacy program in the County of Orange. However, in recent years the District has had to reduce hours and has taken other steps to reduce expenditures as a result of the State's actions to balance its FY 1992-93 budget. As a result of the State's action, the District has experienced a 10 percent loss of revenue which amounted to almost \$130,000 for FY 1992-93.

the level
of loss
is not
an
accurate
reflect.

While it is the District's desire to continue to maintain current library service levels for the community, additional revenues will be needed in the near future for the District to do so. Recognizing the long-term implications of this fiscal imbalance, the Library District commissioned a study to explore the feasibility of reorganization or consolidation alternatives for the Library District. The alternatives considered in the study are:

- Library District remains as an independent special district.
- Library District is merged with the City of Placentia.
- Library District becomes a subsidiary district of the City of Placentia.
- Library District is merged with the Orange County Public Library System.
- Library District ~~becomes~~ ^{develops} a public, non-profit foundation.

Through the use of comparative library services measures, the study documented that resources available to the Library District have been effectively managed, and that the District's management policies have resulted in the District's ability to deliver a high level of library services.

The study also identified the fact that revenues were already insufficient to fund expenditures for library services in FY 1992-93. This budget shortfall was offset by the reduction in reserve fund levels and the use of available fund balances. However, continued reliance on reserve funds to maintain the current level of service cannot be assured and will fully deplete the Library's reserves.

After reviewing the advantages and disadvantages of the five consolidation alternatives, the study concluded that further consideration of consolidating the Library District with the Orange County Public Library should be discontinued, as this alternative would not improve the Library District's short or long-term financial prospects.

The study also concluded that consolidation of the Library District with the City of Placentia would at best produce only minimal cost-savings, and would generate no new revenues, for the Library. The alternative of merging the Library District with the City would not resolve the District's funding crisis either. Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.

The creation of a non-profit foundation which could provide funding for specific programs or services, such as the purchase of books, may be one method by which the Library District could supplement its current revenue stream without the use of special taxes or assessments. However, there would be substantial cost associated with the establishment of an effective donor program.

Although there is a great deal of interest throughout the State in consolidation of the more than 4000 government units which currently exist, based upon the study's finding it is recommended that the Placentia Library District continue as an independent district. Should the distribution of property tax revenue or other revenues be changed by the State in the future, the District may want to review the study findings to determine if consolidation would have a net positive fiscal impact on the District as a result of those changes.

It is also recommended that the District's Board of Trustees begin to develop a strategy to close the revenue gap which currently exists. Alternatives available to the Board include seeking voter approval of a special tax for library services, private funding of library services, or a combination of these alternatives. While changes in how revenues are allocated by the State may resolve the problem in future years, the District should have a well formulated plan if this does not occur.

SECTION I - PURPOSE OF STUDY

In recent years, local government agencies in California have experienced reductions in local property tax, sales tax, and other operating revenues. At the same time, population increases have generated demands for higher levels of government services at the local level.

The recent slow down of Southern California's economy, coupled with the shifting of local property tax revenues to the State budget, have created a funding dilemma for most local agencies, including the Placentia Library District.

Recognizing the long-term implications of this continued fiscal stagnation, the Library District initiated the current study to explore the feasibility of reorganization or consolidation for Library District operations. The alternatives to be considered within the scope of this study are the following:

- Library District remains as an independent special district.
- Library District is merged with the City of Placentia.
- Library District becomes a subsidiary district of the City of Placentia.
- Library District is merged with the Orange County Public Library System.
- Library District becomes a public, non-profit foundation.

The Library District selected BSI Consultants, Inc. to assist the District in conducting the feasibility study, as an aid in decision making concerning potential organizational changes, designed to enable the District to respond to present and future fiscal and operating challenges. The study includes an analysis of current operating conditions for the District, reviews consolidation alternatives available to the District, and identifies alternative funding sources for library services.

SECTION II - OVERVIEW OF CURRENT OPERATIONS

A. INTRODUCTION

The Placentia Library District was organized under the California Education Code, Section 19600 - 19734. The District is governed by an independent, five-member Board of Trustees, elected at large, who serve without compensation from the District. The public library operated by the District provides equal access to library materials and services to all community residents. Basic library services are provided free of charge, and costs of selected peripheral programs are held to a minimum. Materials and services are prioritized based on the needs of the Placentia community.

B. REVIEW OF LIBRARY DISTRICT BOUNDARIES

The boundaries of the Placentia Library District are basically contiguous with the boundaries of the City of Placentia. However, there is a small island of land in the middle of the City that is not a part of the City but is a part of the Library District. While the reason that this area is not a part of the City is not known, the Library District does receive an increment of the property tax from this area to fund library services just as it does for other properties.

C. HISTORICAL SERVICE LEVELS OF THE LIBRARY DISTRICT

The Placentia Library District operates a main public library facility located on the Civic Center complex, adjacent to the Placentia City Hall. During the past several years as a result of a loss of revenue due to actions by the State, the Library District has been forced to significantly reduce the level of service it is able to provide to the community. In FY 1992-93, Library District expenditures totaled \$1,385,943 (all funds) to provide library services to 44,070 residents living within the District. This expenditure represented a per capita cost of \$30.48 per resident. In FY 1993-94, total budgeted expenditures have been reduced to \$1,101,106 which represents a per capita cost of \$24.22.

As a result of the loss in revenue and resultant reduction in expenditures, there has been a continuing downward trend in the weekly hours of operation, from 65 hours in FY 1991-92, to 56.5 in FY 1992-93 and 44 hours in FY 1993-94. Currently, the Placentia Library remains open six days each week.

Exhibit 1 summarizes several key library service level indicators for the past four years. The table indicates an initial upswing in library attendance, materials circulated, and reference transactions. During FY 1992-93, library attendance continued to rise as a result of the reduced operating hours by surrounding libraries. However, materials circulation and reference transactions declined. These declines were partially the result of the reduction in library hours and staff levels.

The table also shows expenditure trends for the three-year period, for both "Total Materials Expenditures" and "Total Operating Expenditures." In FY 1992-93, it was necessary to reduce Total Operating Expenditures as a direct result of the shift of local property tax revenues by the State. Total operating expenditures were further reduced for FY 1993-94 to match expected revenues.

**EXHIBIT 1
 PLACENTIA LIBRARY DISTRICT
 FOUR-YEAR OPERATING PROFILE**

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Est.
Staff (FTE)	22.75	23.50	21.00	14.75
Weekly Hours of Operation	65.0	65.0	56.5	44.0
Circulated Materials	296,787	387,269	335,011	
Library Attendance	237,918	295,090	302,392	
Reference Transactions	46,727	54,951	26,689	
Total Material Collection*	132,258	139,258	154,388	
Total Materials Expenditures	\$143,859	\$141,853	\$156,797	
Total Expenditures (Fund 707)	\$1,228,663	\$1,356,621	\$1,339,066	

Source: Annual Report

*Books, Audio Video

D. ORGANIZATION OF LIBRARY DISTRICT SERVICES

The Placentia Library District is professionally managed by an appointed Library Director. The Library Director reports directly to the Placentia Library District Board of Trustees. All operational and administrative service activities are organized into the following units:

- Administrative Services
- Adult Service
- Children Services
- Circulation Services
- Technical Services

A current organization chart is presented in Appendix "A".

In FY 1992-93, the Library District employed 21.06 Full-Time Equivalent (FTE) professional and support staff to serve the 44,070 residents living within the District. As a result of the revenue losses experienced by the Library District, there has been a reduction in the number of authorized Library District personnel to 14.75 FTE's for FY 1993-94 (adopted September 20, 1993). The reduction in staffing was accomplished by a combination of early retirements and layoffs. Although the library has been able to remain open six days a week, daily operating hours have been reduced as a result of the staff reductions.

E. CURRENT FINANCIAL CONDITIONS OF THE LIBRARY DISTRICT

This section reviews the current financial conditions of the Placentia Library District. A comparative analysis of alternatives involving organizational change for the future of the Library District necessarily begins with developing a clear understanding of its current situation. The information presented in this section will provide a set of "baseline" figures to assist decision-makers as they consider the advantages and disadvantages of District consolidation versus autonomy.

The Library District General Fund includes several sub-account groups, including

- 707 - Operating Fund
- 702 - Equipment and Structure Replacement
- 703 - Automation Replacement
- 706 - Bond Redemption Fund
- 708 - Unused Sick Leave Reserve

Fund 707 - Operating Fund is the primary source of funds for daily library operations including salaries and benefits for library staff, library and program operations, building operations, and the purchase of books and other materials. The other accounts are special purpose accounts and are not used to fund daily library operations. However, as a result of the loss of revenue experienced by the Library District, the Library District has had to reduce general reserve levels/fund balances in several of these accounts and transfer funds to 707 to be used for library operations. The largest transfer occurred last year (FY 1992-93) when \$100,000 was transferred from the general reserves of the Bond Redemption Fund (5061) to the Operating Fund (707) to be used for general library operations. It is anticipated that an additional \$65,000 will be needed again this year (FY 1993-94) to balance the Library District's operating fund budget.

Exhibit 2 presents a historical accounting of the Library District's revenue and expenditure flows (all funds) for the four-year period, FY 1990-91 through FY 1993-94. As shown, in FY 1990-91 the Library District received more in revenue than it expended in providing library services to the community. However, even with the reductions in service levels the past several years total expenditures have exceeded total revenue forcing the Library District to use a portion of its reserves/fund balance to make up the short-fall.

A more detailed analysis of the revenue and expenditure patterns within the Library District's general operating budget (Fund 707) is presented in Exhibits 3 and 4.

EXHIBIT 2
PLACENTIA LIBRARY DISTRICT
FOUR-YEAR REVENUE AND EXPENDITURE SUMMARY (ALL FUNDS)

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Total Revenue	\$1,357,552	\$1,423,673	\$1,266,944	\$1,069,295
Total Expenditure	\$1,241,774	\$1,409,079	\$1,385,943	\$1,101,106
Surplus (Shortage)	\$115,778	\$14,594	(\$118,499)	(\$31,811)

Source: Annual Report

F. REVIEW OF FUND 707 (OPERATING FUND)

Funding Sources (Fund 707)

The daily operations of the Placentia Library District are funded primarily from a portion of the basic secured and unsecured property taxes levied on properties and improvements within the Library District. The sources of funding for the District consist of the following elements:

- Property Taxes
- Revenue from other Agencies
- Other Revenues
- Fund Transfers

Since FY 1990-91, the State has shifted additional increments of property taxes away from local government agencies to fund deficits in the State budget. From FY 1990-91 to 1992-93, the Library District lost 8% in local property tax revenues. Using County projections for FY 1993-94, the total loss of property tax is \$265,289 from the prior year or almost 26%. As of January, 1994, the mid-year point for the State budget, the State reported a budget deficit exceeding \$5 billion. Therefore, there is a strong likelihood of additional revenue shifts from local government to the State, within the next several years.

In addition, the Library District had contributed approximately \$400,000 per year to the County Special District Augmentation Fund (SDAF) and received no portion of those funds back since 1989. Prior to its elimination, the allocation of SDAF was administered by the County Board of Supervisors, and as a result of the increasing revenue needs by the County's dependent special districts (Fire and Library) no portion of the SDAF was allocated to independent districts within the County.

As a result of this loss of revenue, the Library District has had to greatly reduce expenditures resulting in a reduction of services and has had to transfer funds from other sources to Fund 707 to cover the operating expenses of the Library District. In FY 1992-93, a total of \$100,000 was transferred into Fund 707. This was reduced to \$65,000 in FY 1993-94 as a result of further service level reductions by the Library District.

Exhibit 3 presents a summary of the revenues (arranged in the four revenue categories described above) received by the Library District during the four-year operating period, FY 1990-91 through FY 1993-94.

Since local property taxes are the Library District's primary funding source, the redirection of local property taxes to the State budget has significantly ~~effected~~^{affected} the Library's long-term revenue outlook. The multiple impacts of the economic recession and the real estate slowdown in Southern California have compounded revenue shortfalls for the Library District. However, because of the relatively high property values within the Library District, the Placentia Library District has fared better than many libraries throughout the State, especially those in communities with lower property values.

EXHIBIT 3
PLACENTIA LIBRARY DISTRICT
FOUR-YEAR REVENUE PROFILE

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Property Tax, Current Year	\$1,084,864	\$1,150,099	\$1,059,125	\$878,371
Other State Funds	144,764	123,758	105,612	85,000
Other Revenues	13,969	17,115	30,968	35,000
Fund Transfers	-	18,899	100,000	65,000
TOTAL	\$1,243,597	\$1,309,871	\$1,295,705	\$1,063,370

Source: Auditors' Report DRAFT

Funding Requirements (Fund 707)

Exhibit 4 presents a summary of Library District general operating expenditures during the four-year operating period, FY 1990-91 through FY 1993-94. The largest expenditure category of the budget is Salaries & Benefits, which will require 67 percent of the FY 1993-94 projected budget. Benefit costs are currently 24 percent of salaries.

The expenditure patterns in the other categories for the Library District have generally been consistent over time, and are representative of other local public library operations which emphasize library services. The major exception to this was that in FY 1990-91 and FY 1991-92, the Library District was able to make its annual bond payments to the Placentia Civic Center JPA from Fund 707. However in FY 1992-93 the entire payment had to come from Fund 5061 and it is expected that one-half of the payment this year and in future years will have to come from that fund also. There has also been a significant reduction in expenditures by the Library District for the purchase of books and other materials. For the three years prior to the current year, the Library District has spent an average of \$147,400 for the purchase of materials annually. The total budget for materials in the current budget for FY 1993-94 is only \$34,229. If this level of expenditure is not increased it will significantly impact the level of service which the Library District is able to provide.

As a result of the staffing reductions and reduced expenditures for circulation materials and other expenses, Library District expenditures will match expected revenues, including the fund transfer of \$65,000 and one-time (Teeter plan payment) for FY 1993-94.

EXHIBIT 4
PLACENTIA LIBRARY DISTRICT
OPERATING BUDGET COMPARISONS (FUND 707)

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Staff (FTE)	\$22.75	\$23.50	\$21.00	\$14.75
Salaries and Benefits	762,399	834,369	911,327	709,291 ^{1/}
Insurance	13,065	14,716	14,649	16,000
Maintenance	44,124	60,144	55,851	56,250
Utilities	59,583	66,780	61,619	68,775
Semi Annual Bond Payment	71,800	71,800	0	35,900
Special Department Expense	143,899	141,853	156,327	34,229
Office Expense	19,390	24,542	36,290	38,475
Specialized Services	78,060	82,497	67,854	70,675
Other Expenditures	36,342	51,166	35,148	33,775
TOTAL EXPENDITURES	\$1,228,662	\$1,347,867	\$1,339,065	\$1,063,370

Source: Auditors' Report DRAFT ^{1/}includes one time early retirement payouts

Exhibit 5 is a comparison of salaries for the Library District and other agencies with Orange and Los Angeles Counties. As shown, Library District salaries are generally in line with or slightly lower than those for comparable agencies. A copy of the current salary levels for the City of Placentia is included in the Appendix of this report.

EXHIBIT 5 1992-93
 SALARY COMPARISON FY 1991-92

Library	Library Director	Assistant Director	Chief of Division	Branch Librarian	Librarian	LTA	Clerk	Manager
Buena Park Library Dist	-6872	4062-4948	-	3173-3867	2478-3173	-	1551-1889	2736-3333
City of Yorba Linda	5838-7096	4243-5157	2972-3613	-	2584-3141	2257-2744	1683-2046	-
Altadena Library Dist	-4581	-	2883-3595	2883-3995	2486-3097	1844-2307	1718-2142	-4158
City of Arcadia	5196-6316	3706-4505	3296-4007	-	2935-3568	1981-2408	1854-2254	-
City of Glendora	4612-5606	-	2972-3613	-	2724-3312	2054-2497	1930-2346	2088-2538
City of Anaheim	6520-8965	-	4203-5779	3458-4754	2390-3051	2007-2441	1416-1808	4203-5779
Orange Co. Pub. Lib.	4671-10670	4384-6613	3820-5755	2967-3999	2532-3215	1806-2281	1661-2052	3461-5224
Placentia Library Dist	5644-5644	4286-4286	3648-3648	-	2287-2924	1933-2473	1439-2082	2662-3406

SECTION III - REVIEW OF LAFCO REORGANIZATION PROCESS

This section of the report looks at the legal steps or actions that would be required to change the current organizational or political structure of the Library District. In 1963, Local Agency Formation Commissions (LAFCO) were created by the passage of legislation to encourage orderly formation of local government agencies, to preserve agricultural and open space land, and to discourage urban sprawl. The Orange County LAFCO has jurisdiction over all changes in local government agencies within Orange County.

Any reorganization of the Library District must be approved by LAFCO pursuant to the Cortese-Knox Local Government Reorganization Act of 1985 (Government Code Sections 56100, et seq.). The following reviews the specific steps or actions that would be required under each reorganization alternative.

A. Merger of the District with the City

A merger means termination of the existence of a district of limited powers by the merger of such a district with a city. In a merger, the territory of a district must be included entirely within the boundaries of a city.

Proceedings for a merger could be initiated by petition or resolution. The petition would be signed by at least 10% of the registered voters within the Placentia Library District. Alternatively, a Resolution of Application could be adopted by the Placentia Library District Board of Trustees, or the Placentia City Council, or the Orange County Board of Supervisors.

After LAFCO receives the merger application, by petition or resolution, the LAFCO Board conducts a noticed public hearing to receive oral or written testimony, and adopts a resolution to approve, modify, or deny the proposal.

If the LAFCO Board approves the proposal, they may also adopt terms and conditions for the merger. LAFCO then sends the proposal to the Orange County Board of Supervisors for consideration. The Board may not add further modifications to the merger proposal.

The Board of Supervisors conducts a noticed public hearing, and adopts a resolution ordering the merger of the Library District with the City of Placentia, with or without an election. The Board may order the merger without an election provided that both the Placentia City Council and the Placentia Library District Board of Trustees have filed their own resolutions consenting to the merger with the Board of Supervisors at the time of the hearing.

If the Board of Supervisors calls for an election on the question of merger, the registered-voter election would be conducted within the territory of the District. After canvassing the election returns on the question of the merger, the Board of Supervisors would adopt a resolution confirming the order of merger if a majority of the votes cast were in favor of the merger.

B. Establishment of a Subsidiary District of the City

The Government Code requires that any proposal for a merger of a special district of limited powers with a city shall also consider the alternative proposal to establish a subsidiary district of the city. Conversely, any proposal to establish a subsidiary district of a city shall consider the alternative merger proposal.

A subsidiary district is a special district of limited powers for which the city council of a city is designated as, and is empowered to act as, ex officio the board of directors of the district.

The territorial requirements for establishing the Placentia Library District as a subsidiary district of the City of Placentia is that the portion of the District which is included within the boundaries of the City of Placentia shall:

1. Represent 70% or more of the land area within the Library District; and
2. Contain 70% or more of the number of registered voters who reside within the District.

As with mergers, proceedings for a subsidiary district proposal can be initiated by petition or resolution. The petition would be signed by at least 10% of the registered voters within the Placentia Library District. Alternatively, a Resolution of Application could be adopted by the Placentia Library District Board of Trustees, or the Placentia City Council, or the Orange County Board of Supervisors.

Within 10 days after receiving a proposal to form a subsidiary district, LAFCO would be required to notify the Placentia Library District of the proposal. Within 35 days after receiving the notice from LAFCO, the Placentia Library District Board of Trustees may take one of the following actions:

1. Adopt a resolution consenting to the subsidiary district proposal, with or without requesting additional terms and conditions; or
2. Adopt a resolution of intention to file an alternative proposal to the subsidiary district proposal.

If a district files a resolution of intention for an alternative proposal, then within 70 days the district shall prepare and submit to LAFCO a completed application for the alternative proposal.

After LAFCO receives the alternative proposal, LAFCO staff conducts an analysis of both the original and alternative proposals. The LAFCO Board conducts a public hearing to review the analysis, and receive oral or written testimony on the proposals. Within 35 days following the public hearing, the LAFCO Board adopts a resolution of determination, which takes one of the following actions:

1. Denies both the original and the alternative proposals; or
2. Approves both the original and the alternative proposals; or
3. Approves one proposal and denies the other.

If LAFCO approves both proposals, it shall adopt an order directing the Board of Supervisors to consider both proposals at a single public hearing, and take one of the following actions:

1. Deny both the original and the alternative proposals; or
2. Approve both the original and the alternative proposals; or
3. Approve one proposal and deny the other.

Next, the Board of Supervisors conducts a noticed public hearing, and adopts a resolution ordering the merger of the Library District with the City of Placentia, establishment of the Library District as a subsidiary district of the City, or both, with or without an election. The Board may order the merger or establishment of a subsidiary district without an election provided that both the Placentia City Council and the Placentia Library District Board of Trustees have filed their own resolutions consenting to the merger or subsidiary district with the Board of Supervisors at the time of the hearing.

If the Board of Supervisors calls for an election on the question of merger or establishment of a subsidiary district, the registered-voter election would be conducted within the territory of the Library District. After canvassing the election returns on the question of merger or establishment of a subsidiary district, the Board of Supervisors would adopt a resolution determining one of the following:

1. That the action was defeated; or
2. That either the order of a merger or the order of establishing a subsidiary district was confirmed by the voters.

C. Consolidation with the Orange County Library District

Consolidation means the uniting or joining of two or more districts into a single new successor district. The consolidating districts must have been formed under the same principal laws. Both the Placentia (1919) and Orange County (1922) Library Districts were formed under the California Education Code.

Proceedings for consolidation may be initiated by petition, or by Resolution of Application adopted by the Placentia Library District Board of Trustees. A petition for consolidation would require valid signatures of 5% or more of the registered voters within each of the Library Districts.

After LAFCO receives the consolidation proposal, by petition or resolution, LAFCO staff conducts an analysis of the proposal. The LAFCO Board conducts a hearing to review the analysis, receives oral or written testimony, and adopts a resolution approving or disapproving the consolidation proposal.

If a majority of the members of the Placentia Library District Board of Trustees and the Orange County Board of Supervisors (governing board of the Orange County Library District) adopt substantially similar resolutions of application, then LAFCO shall approve, or conditionally approve, the proposal.

If the LAFCO Board approves the consolidation proposal, then they adopt any terms and conditions of approval. If the LAFCO Board wholly disapproves the proposal, no new proposal involving the same or substantially the same territory shall be initiated for a period of one year after the date of LAFCO's decision, unless LAFCO waives this provision.

The Board of Supervisors then adopts a resolution making a finding regarding the value of written protests filed, and not withdrawn, and takes one of the following actions:

1. Terminate the proceedings if a majority protest exists;
2. Order the consolidation subject to confirmation by the voters; or
3. Order the consolidation without an election if the consolidation proceedings were initiated by majority resolutions of the Placentia Library District Board of Trustees and the Board of Supervisors, unless a petition, signed by 25% of the registered voters, is submitted requesting an election.

After the election is conducted, the Board of Supervisors takes one of the following actions:

1. Adopt a resolution confirming the order of consolidation if a majority of the votes cast within each District favored the consolidation proposal; or
2. Terminate proceedings if the votes cast in favor of consolidation were less than a majority in either one of the Districts.


SECTION IV - COMPARISONS WITH OTHER AGENCIES

As the independent policy-making body for the Placentia Library District, the Board of Trustees has the ability to set different levels of library service for the community, considering available funding and other factors. The Board of Trustees and the Library Director have consistently delivered a high level of quality library services to the Placentia community.

Therefore, a review of the feasibility of consolidating the Library District with another agency must consider the impacts of consolidation on the Library's level of service. One approach for this review, is to consider a comparative analysis of Library District activities with those of other local libraries. Certainly one measure of service is how many hours per week the library is open to serve the community. Exhibit 6 shows the hours of operation for several libraries in the area. As noted earlier, the Placentia Library District has had to significantly reduce its hours of operation over the last two years as a result of the loss of revenue due to the actions by the State. However, so have other libraries including the Orange County Library at its branch locations.

EXHIBIT 6 PLACENTIA LIBRARY DISTRICT COMPARISON OF HOURS OF OPERATION (FY 1993-94)

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Tot Hours Open/Week</u>
Placentia Main Library	12-8	12-8	12-8	10-6	C*1	10-6	1-5	44
Buena Park Main Library	9-9	9-9	9-9	9-9	9-6	9-6	C*1	66
Anaheim Central Library	9-9	9-9	9-9	9-9	9-9	9-6	C*1	69
Fullerton Central Library	10-9	10-9	10-9	10-9	10-6	9-5	C*1	59
Brea Branch Library	12-8	12-8	C*1	12-6	C*1	10-5	C*1	29


NOTES: *1. Library is closed.

Two other groups of service level measures, Per Capita and FTE measures, were also reviewed. Again these measures are helpful in evaluating the level of library services currently being provided and to project service levels if the Library District were to merge with another agency, especially the Orange County Public Library.

A. PER CAPITA PERFORMANCE MEASURES

Exhibit 7 below presents per capita service level and expenditure comparisons for the Placentia Library District, several city and independent district libraries, and the Orange County Public Library. As seen in the figure, the Placentia Library District has been able to provide a relatively high level of service in comparison to the other libraries when evaluated on the basis of per capita expenditures and holdings. Although per capita circulation is slightly lower than several of the other libraries it is thought to be the result of the reduction in library hours.

While how well services are provided are often evaluated on the basis of lowest per capita cost, this is not necessarily the case for library services. Since Library District revenues are primarily a function of the property tax base within the District, total expenditures per capita are influenced by the values of property within the community and the population served. Since most of the Library District's revenue comes from property taxes and is a fixed percentage of the total property tax collected the Library District can determine how funds are allocated, but there is very little it can do to increase revenues from property taxes. As a result, independent library districts in communities with a higher property tax base will receive a higher level of funding on a per capita basis than a similar library district in an area with lower property values.

As seen in Exhibit 7, the Total Expenditure per Capita for library services in the Placentia Library District is over 50 percent higher than the expenditure level by the Orange County Library system. Although statistics are not available for FY 1993-94 expenditures, levels for all library systems have been further reduced so that the Library District's current expenditure per capita (\$24.22) is still substantially greater than for most other agencies.

EXHIBIT 7
 PLACENTIA LIBRARY DISTRICT
 PER CAPITA SERVICE MEASURE COMPARISONS
 (FY 1992-93)

	Population	Circulation Per Capita	Holdings Per Capita	Materials Expended Per Capita	Total Expend*1. Per Capita
Placentia Library Dist	45,460	7.37% <i>mult</i>	3.16	\$3.56	\$30.48
Altadena Library Dist	47,850	4.57%	2.50	2.47	\$25.27
City of Glendora	49,100	7.34	1.56	3.88	\$21.52
City of Arcadia	49,200	9.19%	2.88	3.40	\$30.27
City of Yorba Linda	56,500	5.04	1.83	3.86	\$24.39
Buena Park Library Dist	71,700	7.59%	2.19	\$2.79	\$18.75
City of Fullerton	119,500	10.28%	2.04	\$2.64	\$21.99
City of Anaheim	285,500	4.55	1.47	\$2.14	\$20.16
Orange Co. Pub. Lib.	1,298,240	5.29	1.64	\$4.31	\$18.68

NOTE: *1. Does not include capital projects costs. Source: California Library Statistics 1993.

B. FTE PERFORMANCE MEASURES

Another measure to review library services is the ratio of Population Served per FTE Staff. Exhibit 8 below shows the comparison of the Placentia Library with other area libraries in serving patrons per FTE staff member. In FY 1992-93, the Placentia Library District served 2,093 residents per FTE. For the same fiscal year, the other libraries served between 1822 and 4026 residents per FTE. As a result of the staff reductions made for FY 1993-94 the ratio of population served per FTE has increased to 3135 residents per FTE. The Statewide average ratio for all local libraries serving communities of similar size was 2,673 for FY 1992-93.

EXHIBIT 8
 PLACENTIA LIBRARY DISTRICT
 FULL-TIME SERVICE MEASURES
 (FY 1992-93)

	Population	Total FTE	Pop Served Per FTE	Circulation Per FTE
Placentia Library Dist	45,460	21.06	2,159	15,907
Altadena Library Dist	47,850	22.40	2,136	9,770
City of Glendora	49,100	18.00	2,728	20,013
City of Arcadia	49,200	27.00	1,822	16,738
City of Yorba Linda	56,500	25.00	2,259	11,386
Buena Park Library Dist	71,700	23.50	3,051	23,300
City of Fullerton	119,500	55.50	2,153	22,134
City of Anaheim	285,500	99.85	2,859	13,009
Orange Co. Pub. Lib.	1,298,240	322.50	4,026	21,311

SECTION V - OVERVIEW OF ALTERNATIVES

Perhaps the most important question regarding the feasibility of reorganizing the Placentia Library District and consolidating with the City of Placentia, an adjacent Library District or the Orange County Library, involves the relative ability of consolidation alternatives to resolve the structural and cost conditions that currently affect the Library District.

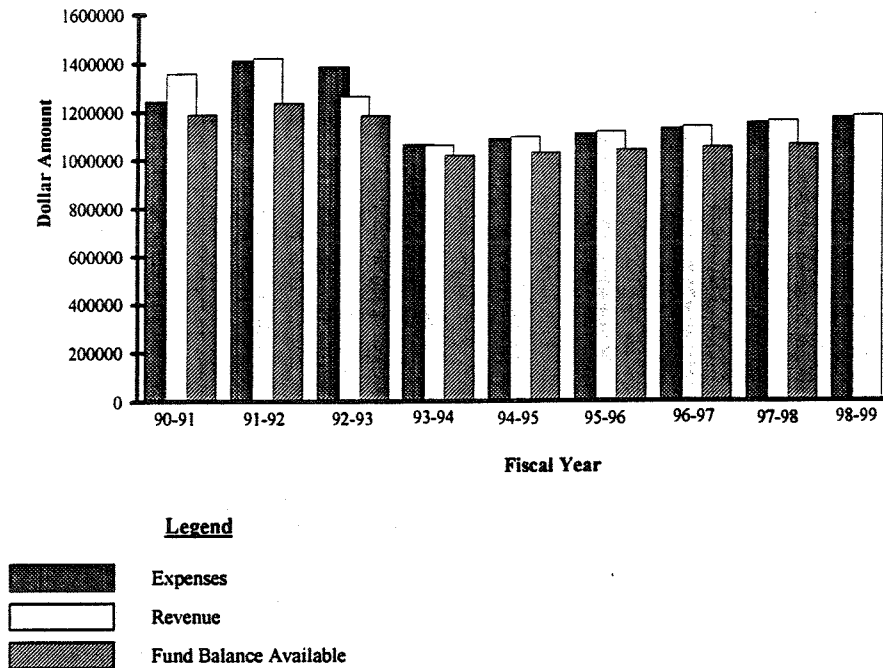
Merger or establishment of the Library District as a subsidiary district of the City would not necessarily improve the revenue and cost structure of the Library District. Also, consolidation alternatives would not significantly increase the powers that the Library District currently possesses to overcome structural cost increases and revenue shortfalls. In discussions with the City of Placentia, it was found that consolidation has not been seriously considered and is not seen as viable in the near future.

Likewise, there are several outstanding policy issues, including the transfer of assets and liabilities from the Library District to the City, placement of the Library within the City's organizational framework, and transfer of Library District employees, which could present substantial fiscal and administrative impacts on the City or the County Library.

A. FIVE-YEAR PROJECTION OF DISTRICT REVENUES & EXPENDITURES

Exhibit 9 presents a projection of Library District revenues and expenditures for the five-year period from FY 1994-95 through FY 1998-99. The assumptions underpinning the projections are described in Exhibit 9.

EXHIBIT 9
FIVE YEAR PROJECTION OF COST AND REVENUE



The significant trends shown by Exhibit 9 include the fact that current revenues are already insufficient to fund expenditures for the current level of library services in FY 1994-95. For the past several years, shortfalls have been funded by using general reserves/fund balances accumulated from prior years.

The trend of continued reliance on transferring funds from the other accounts to balance the Library's operating budget to maintain the current level of service may not be available in future years. Given the uncertainty of future revenue levels and the likelihood that the State may take additional funds from the Library District, the Library District may need to make further service level reductions to have a balanced budget.

B. ALTERNATIVES ANALYSIS

This section of the Consolidation Feasibility Study reviews the advantages and disadvantages of each of the five alternatives examined in this report. Specific emphasis is placed on the ability of each alternative to resolve the current physical issues facing the Library District.

1. LIBRARY DISTRICT REMAINS AN INDEPENDENT SPECIAL DISTRICT

- Significant changes in the projected revenue and expenditure trends depicted in Exhibit "9" are not expected to change without policy directives from the Board of Trustees.
- Without new revenues or further reduction in services, annual expenditures will continue to exceed annual revenues beginning in FY 1994-95. This shortfall could be offset on a short-term basis, by transferring funds which have been accumulated in the other accounts so long as funds are available.
- In the long-term, without additional revenue sources, the Library District will have to reduce expenditures to a level no greater than available revenues. This would result in further service level reductions. Since salaries and employee benefits represents the greatest percentage of the Library's operating budget, work hours per employee would be cut, and/or staffing levels would have to be further reduced, and/or across-the-board salary reductions would be necessary.
- On a positive note, since the Placentia Library District is an independent special district, the District's Board of Trustees possesses the direct authority to implement policy decisions to resolve the situation for the Library District. Whereas a City Council deals with a wide assortment of municipal services, an advantage of District's independent Board of Trustees is that the Board is better able to focus its collective activities only on matters relating to library services. As such, this alternative should be the most responsive approach to the situation for the community.

2. LIBRARY DISTRICT IS MERGED WITH THE CITY OF PLACENTIA

- Since the Library District and the City already jointly own and operate the Placentia Civic Center under a Joint Powers Agreement, there would be no cost savings associated with facility operations and maintenance.
- Would provide no new or additional revenues to the Library District. Current property tax revenues received by the Library District would go into the City's General Fund, and the City Council would determine the level of revenues to be allocated to library services.

- Unlikely that the City of Placentia would subsidize any Library revenue shortfalls by use of City General Fund revenues to maintain or increase library services.
- Since the "Library's" revenues would be co-mingled in the City General Fund, the City Council could legally transfer Library revenues for other City uses based upon priorities as established by the City Council or legislatively mandated programs.
- In making decisions to ask residents to increase revenues to provide library services, the City Council would have to balance such a proposal for the "Library Department" with the needs for additional revenues by other City departments, especially Police, Fire Protection, street maintenance, etc.
- No savings in personnel or benefits cost are anticipated as a result of a merger. Benefits currently are 25% of payroll for the Library District which is similar to the City's benefit cost for its general employees. A two-tier salary and benefit package system may be required for a period of time if the Library District were to merge with the City which would result in some short-term administrative costs. Sometime in the future, Library District employees would be treated as City employees, and not as a separate bargaining unit.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred which would result in some cost savings (\$8,000-12,000 every two years).
- As a City Department, there would not be a need to conduct a separate audit, rather this would be part of the City's Annual Audit which would result in an estimated savings of \$2,000-4,000 per year.
- The Placentia City Council would be the policy-making body for Library service level decisions, balanced against the service and funding level needs of all other City departments. The City Council could appoint a Library Services Advisory Board to help ensure community participation in Library issues, and to develop recommendations for the City Council to consider.

3. LIBRARY DISTRICT BECOMES A SUBSIDIARY DISTRICT OF THE CITY

- Same issues as discussed in No. 2 above, with the exception that if a Subsidiary District is established, the City would be required to establish a Special Library Fund so that the local property tax revenues that were being received by the Library District would be placed in the Special Fund and designated solely for Library use.

4. LIBRARY DISTRICT IS MERGED WITH THE COUNTY PUBLIC LIBRARY

- Since the per capita revenue received by the Library District (\$30.48/capita for FY 1992-93 and \$24.22 for FY 1993-94) is significantly greater than the per capita received by the Orange County Public Library (\$18.68/capita for FY 1992-93) there is little reason to join the County Library. The County Library's sources of revenue are no more secure than the Library Districts and to the extent that the County Library relies on or receives any funds from the SDAF they may be less secure than the Library District's funding sources.

Based upon a review of operating costs there is no reason to believe that current cost could be reduced or that merging with the County Library would improve services. Employee benefit costs for the Orange County Public Library are 28 percent versus 25 percent for the Library District.

- The transfer of Library District employees to County employment may pose some problems due to differences in Salary and Benefit packages. A two-tier salary and benefit package system may be required for a period of time. Library District employees would be treated as County employees, and not as a separate bargaining unit.
- District employees would be absorbed into the staffing patterns of the 27 branch County Public Library workforce, and may not be assigned to serve at the Placentia Library.
- The Placentia Library would be operated at a level of service determined by County standards. Based upon the current service levels being provided at branch libraries by the County Library further service level reduction might occur.

- The Placentia Library could be closed if service levels could be met by other existing County Branch Libraries.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred which would result in a cost savings but with no assurance that any cost savings would be used to increase library services in the community.
- The Orange County Board of Supervisors would be the policy-making body for determination of library service levels within the Placentia community which would substantially reduce the level of input from the community regarding library services.

5. ESTABLISHMENT OF A PUBLIC, NON-PROFIT FOUNDATION

- Will require a full-time professional fundraiser and the associated costs involved with fundraising. Since fundraising costs could easily be ⁴⁰⁻⁵⁰ (15-30) percent of revenue, especially in the early years, revenue levels would have to be increased substantially to maintain current service levels.
- Limited information on potential revenue sources and actual availability of fund.
- The Library District would be in competition with other existing and future foundations for fund that in recent years has been declining.
- Funding would not impact property owners within the Library District as a special tax or assessment would. Also, no voter or property owner approval is required.
- Funding could be ^{dedicated} ~~dedicated~~ to a specific purpose such as the purchase of books.

C. FINDINGS AND CONCLUSIONS

- Discontinue further consideration of consolidating the Library District with the Orange County Public Library. This alternative would not improve the Library District's short or long-term financial prospects, as both Libraries are experiencing continuing revenue shortfalls.
- Consolidation of the Library District with the City of Placentia is not expected to provide any cost-savings for the Library, and would generate no new revenues for the Library. The alternative of merger of the Library District with the City would not resolve the District's funding crisis. Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.
- Forming a public, non-profit foundation could provide the Library Districts with a funding source that could be dedicated to a specific use and which would not impact property owners.

SECTION VI - OVERVIEW OF ALTERNATIVE FUNDING SOURCES

The final section of this report looks at four alternative funding options which are potentially available to the Placentia Library District to provide additional revenues for library services. Each funding option is reviewed here.

A. PRIVATE FUND-RAISING

With revenue shortfalls placing budget-cutting pressures on library programs and service levels, some attention has been directed toward private fund-raising as an alternative revenue source for libraries.

1. Foundations

Preliminary research on this topic indicates that private, non-profit foundations established solely for local public libraries are not widespread. At the same time, numerous private foundations are listed in the "Guide to California Foundations, 1991-1993 Edition." The "Guide" contains the names of 45 foundations registered in Orange County.

One index in the "Guide" lists foundation names within broad grant categories. Grant funds may be available to the Library District from foundations found in the following categories:

- Arts, Culture & Humanities
- Children & Youth
- Education/Primary & Secondary
- Older Adults
- Recreation, Leisure & Athletics

However, there are often "substantial" staff costs associated with applying for grants with no assurance that the results will be successful. In addition, grant funds are generally limited to a specific use and therefore may not be used for general library services and operations.

While it is unlikely that sufficient revenues could be generated solely through a foundation to fund library services, the establishment of a non-profit foundation to fund specialized programs or to supplement existing revenue sources may be possible.

2. Friends of the Library

The most widely used form of organized library fund-raising is that which is accomplished by "Friends of the Library" groups. The "Friends of the Placentia Library" actively supports the Placentia Library through annual book sales, volunteer hours, sponsorship of Library programs, and presentation of cultural programs to the Placentia community. The Placentia Library "Friends" group is governed by a Board of Directors.

The techniques of fund-raising for libraries would be the same as those used by most non-profit organizations, including special event planning and coordination, direct mail programs, capital campaigns, donor recognition, corporate sponsorship, and planned giving.

The "Friends of the Placentia Library" is an example of an effective individual fund-raising campaign. However, the level of funds that are raised usually are limited to supplemental funds which augment regular library budgets. From a fiscal planning perspective, fund-raising contributions can provide "one-time" funds for projects of limited scope, but cannot be considered a stable source of revenue that can sustain library services in the long-term.

B. LIBRARY GRANTS

Various grant and reimbursement funding programs from State and Federal sources provide potential funding opportunities for local library services. Three such programs are administered by the California State Library (CSL).

1. Library Services & Construction Act (LSCA)

The LSCA is funded by the Federal government, and contains the following three grant categories:

- Title I - Public Library Services (One-time funding for demonstration projects.)
- Title II - Library Construction (Requires a local share commitment.)
- Title III - Interlibrary Cooperation & Resource Sharing (Research oriented; not for operations.)

The annual funding cycle for LSCA follows the Federal fiscal year. Concept proposals for grant requests are due to CSL in January of each year. In March, CSL issues advice letters to grant applicants. Completed applications are due to CSL in June. Projects receiving grant funds begin on September 1st of each year. The current funding cycle has received appropriations of approximately \$12 million for allocation to libraries, Statewide. The Library District has actively applied for grant funding in the past and continues to monitor the availability of grant funds.

2. California Library Services Act (CLSA)

The CLSA is funded each year through the State budget process. Currently (FY 1993-94), CLSA has received appropriations of approximately \$4 million for allocation to libraries, Statewide. The funds are available to local public libraries through the following two reimbursement programs:

- Library Literacy Programs Reimbursement
- Inter-Library Loan Programs Reimbursement

The Library District received \$102,540 in FY 1991-92, and \$90,976 in FY 1992-93 under this program. As a result of the State's continuing fiscal crisis, it is unlikely that additional revenues will be available in future years and current revenue levels may be decreased. In addition, as library hours and book expenditures are reduced to more closely match the levels of service being provided by surrounding libraries, there will be less use of the Placentia Library by patrons from outside the district which may reduce PLF revenues in future years.

3. Public Library Fund (PLF)

The PLF is a State-funded program. Approximately \$8.5 million was appropriated in FY 1993-94 for PLF allocations, Statewide. All public libraries are eligible to apply for funds through formula-based program. The Placentia Library District included PLF allocation in operating budgets equal to \$16,217 in FY 1991-92 and \$14,636 in FY 1992-93. The level of available PLF funding has declined since FY 1990-91, when the Library District received a PLF allocation of \$27,181.

C. LIBRARY SERVICES SPECIAL TAX

Another funding option for the Library District could be implementation of a District-wide Library Services Special Tax, under authority of Section 53717 of the California Government Code. This special tax would require the approval of a Library Service Special Tax ballot measure by two-thirds of all registered voters voting in a District-wide election. Several Libraries have adopted or are considering the adoption of a special tax such as this including the City of Pasadena which adopted a special tax last year. In addition, legislation has been introduced in the State which would allow libraries to form special assessment districts to fund library services with a majority approval of the voters. While this authority may be given to libraries in the future, it is doubtful that the legislation will be approved this year.

One area that the Library District should watch is if the Orange County Library decides to put a special tax measure on a future ballot for County library services, the District may want to pursue a similar measure. While passage of a special tax by the Orange County Library for library services would not result in any additional revenues for the Library District, it could "piggyback" on the County's public education and campaign programs increasing the likelihood for passage of a local special tax measure.

D. MELLO-ROOS COMMUNITY FACILITIES DISTRICTS

Under the Mello-Roos Act of 1982, the Library District could establish a Community Facilities District (CFD) to fund library services, as well as capital facilities costs. A two-thirds majority affirmative vote would be required to form the CFD, and authorize the levy of special taxes upon properties within the CFD. The Mello-Roos Act does not require that the special tax be apportioned to individual parcels on the basis of property benefit. The majority of Mello-Roos Districts have been formed in newly developing areas to finance the construction of public infrastructure in advance of private land use development.

APPENDIX A
ORGANIZATION CHART

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1993-1994

Adopted September 20 1993

Library Staff
(14.75 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

Administrative Services (1.25 FTE)

Administrative Assistant (1.00 FTE)
Dimitru
Willauer
Library Assistant (.25 FTE)

Adult Services (5.00 FTE)

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

Children's Services (2.25 FTE)

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

Circulation Services (4.75 FTE)

Library Assistant (1.00 FTE)
Burkitch
Library Clerk II (.25 FTE)
Byrne
Library Clerk I (2.00 FTE)
Walters (.25 FTE)
Wreck (.75 FTE)
Conn (.625 FTE)
George (.375 FTE)
Library Student Page (1.50 FTE)

Technical Services (.50 FTE)

Librarian (.50 FTE)
Shook

Reference Desk (2.25 FTE)

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

Literacy Services (1.50 FTE)

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

APPENDIX B

CITY OF PLACENTIA SALARY SUMMARY

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
LEGISLATIVE				
MAYOR	1	1		1,800
CITY COUNCIL	4	4		7,200
PLANNING COMMISSION	7	7		4,200
CULTURAL ARTS COMMISSION	7	7		2,150
RECREATION & PARKS COMMISSION	7	7		2,150
TRAFFIC SAFETY COMMISSION	7	7		2,150
TOTALS	33	33	19,650	19,650
CITY CLERK'S OFFICE				
CITY CLERK	1	1	1,800	1,800
CITY TREASURER'S OFFICE				
CITY TREASURER	1	1	600	600
CITY ADMINISTRATOR'S OFFICE				
CITY ADMINISTRATOR	1	1		89,200
ASSIST. CITY ADMINISTRATOR	1	0		0
PERSONNEL DIRECTOR	1	1		73,854
ADMINISTRATIVE AIDE	1	1		42,252
ADMINISTRATIVE SECRETARY	1	1		41,544
SECRETARY	1	1		34,638
TYPIST CLERK	1	1		26,754
ENVIRONMENTAL COORDINATOR	1	1		46,571
SUBTOTALS	8	7	442,205	354,813
PART-TIME EMPLOYEES				
TOTALS	8	7	442,205	354,813

CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
FINANCE				
DIRECTOR OF FINANCE	1	1		76,290
SENIOR ACCOUNTANT	1	1		54,645
SENIOR BUYER	1	0		0
ACCOUNTANT	0	1		40,281
JR. ACCOUNTANT	1	0		0
SECRETARY	1	1		37,112
ACCOUNT CLERK	3	3		87,749
REPROGRAPHICS TECHNICIAN	1	1		33,920
SUBTOTALS	9	8	330,234	329,997
PART-TIME EMPLOYEES				
TOTALS	9	8	7,035	0
<hr/>				
DEVELOPMENT SERVICES				
DIRECTOR OF DEVELOPMENT SERVICES	1	1		80,563
CHIEF BUILDING OFFICIAL	1	1		60,411
SENIOR PLANNER	1	0		0
ASSISTANT PLANNER *	1	1		45,184
JR. PLANNER	1	1		37,648
CODE REPRESENTATIVE	1	1		39,811
SENIOR BUILDING INSPECTOR	1	0		0
BUILDING INSPECTOR	1	1		42,994
SECRETARY	1	1		32,989
TYPIST-CLERK	1	1		24,827
TYPIST CLERK HCD **	1	1		26,754
SUBTOTALS	11	9	448,639	391,181
PART-TIME EMPLOYEES OVERTIME				
TOTALS	11	9	448,639	391,181

* CHARGED TO 20% SET-ASIDE FUND

** CHARGED TO HOUSING & COMMUNITY DEVELOPMENT FUND

CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
POLICE SERVICES				
CHIEF OF POLICE	1	1		84,402
CAPTAIN	2	2		163,908
LIEUTENANT	4	4		287,964
SERGEANT	8	8		497,042
MASTER POLICE OFFICER *	1	1		55,358
POLICE OFFICER **	36	35		1,736,339
POLICE SERVICES SUPERVISOR	1	1		47,944
DISPATCHER-CLERK	9	9		329,568
SECRETARY	1	1		30,312
STENOGRAPHER-CLERK	1	1		29,557
TYPIST-CLERK	1	1		26,754
COMMUNITY SERVICES OFFICER	2	2		66,433
POLICE PROPERTY TECHNICIAN	1	1		35,110
SUBTOTALS	68	67	3,306,852	3,390,691
RELIEF DISPATCHER-CLERKS			6,500	6,500
CROSSING GUARDS			53,700	53,700
POLICE CADETS			34,500	34,500
OVERTIME ***			232,500	224,000
TOTALS	68	67	3,634,052	3,709,391

* 1 MASTER POLICE OFFICER CHARGED TO ASSET SEIZURE FUND

** 5 OFFICERS CHARGED TO ASSET SEIZURE FUND

3 OFFICERS CHARGED TO REDEVELOPMENT AGENCY

*** \$4,000 OF OVERTIME CHARGED TO ASSET SEIZURE

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
PUBLIC WORKS				
DIRECTOR OF PUBLIC WORKS	1	1		69,250
MAINTENANCE SERVICES SUPERINTENDENT	1	1		59,086
ASSOCIATE CIVIL ENGINEER	1	1		61,421
MAINTENANCE SUPERVISOR	2	2		89,789
MECHANICAL EQUIPMENT SUPERVISOR	1	1		43,822
MAINTENANCE CREWLEADER	4	4		152,268
PUBLIC WORKS INSPECTOR	1	1		46,373
SENIOR ENGINEERING AIDE	1	1		39,064
MOTOR SWEEPER OPERATOR	1	1		34,819
TREE TRIMMER	2	2		73,876
BUILDING MAINTENANCE TECHNICIAN	2	1		39,770
MECHANIC	3	3		119,532
MAINTENANCE WORKER*	19	19		604,461
CUSTODIAN	1	1		26,096
SECRETARY	1	1		34,638
TYPIST-CLERK	1	1		25,480
SUBTOTALS	42	41	1,472,288	1,519,745
PART-TIME LABORERS OVERTIME			81,440	102,512
			17,084	15,874
TOTALS	42	41	1,570,812	1,638,131

*1 MAINTENANCE WORKER CHARGED TO REDEVELOPMENT AGENCY

CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
RECREATION & HUMAN SERVICES				
DIRECTOR OF RAHS	1	1		73,498
DIRECTOR OF HUMAN SERVICES	1	1		58,111
RECREATION SUPERINTENDENT	1	1		56,879
SOCIAL SERVICES REPRESENTATIVE	2	2		80,943
RECREATION SUPERVISOR	1	1		35,462
SECRETARY	1	1		36,406
TYPIST-CLERK	2	1		25,480
SUBTOTALS	9	8	364,369	366,779
PART-TIME RECREATION EMPLOYEES			122,924	124,160
PART-TIME OTHER EMPLOYEES			8,630	13,172
TOTALS	9	8	495,923	504,111
SUMMARY				
FULL-TIME PERSONNEL	147	140	\$ 6,364,587	\$ 6,353,206
ELECTED & APPOINTED PERSONNEL			\$ 22,050	\$ 22,050
PART-TIME PERSONNEL			\$ 314,729	\$ 334,544
OVERTIME			\$ 249,584	\$ 239,874
TOTALS	147	140	\$ 6,950,950	\$ 6,949,674



TO: Library Board of Trustees

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

DATE: May 16, 1994

SUBJECT: Request for Reconsideration of the Board's Action to Deny a Request for Dispensation from Payment of Meeting Room Rental Fees for Monthly Meetings by the Placentia Chapter of the American Association of Retired Persons

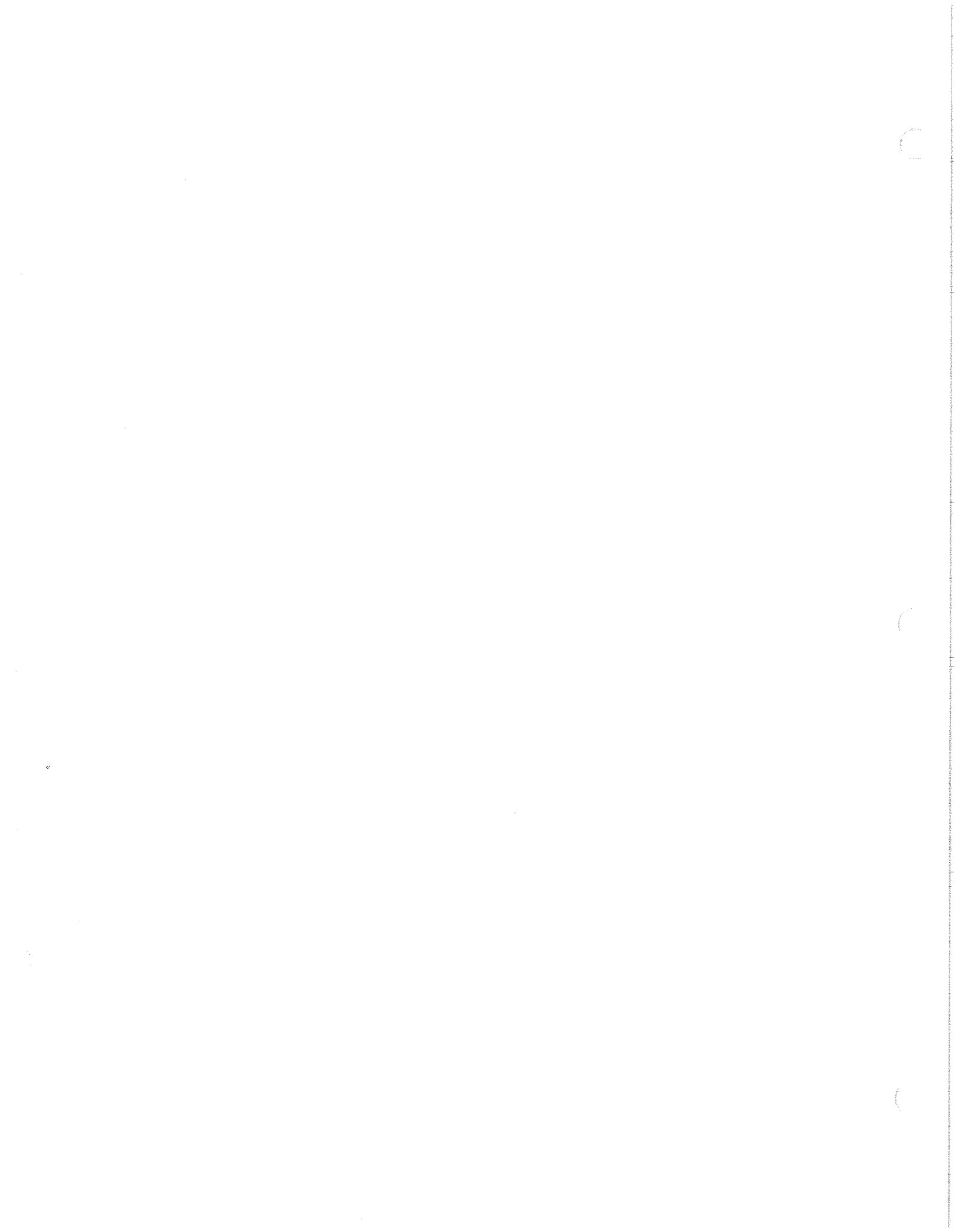
BACKGROUND:

Placentia Resident and Library Volunteer Dixie Shaw has requested that the Library Board reconsider its denial of a request from the Placentia Chapter of the American Association of Retired Persons for dispensation from the payment of Meeting Room fees for its monthly meetings.

Mrs. Shaw plans to be present to address the Board on this issue.

RECOMMENDATION:

Determine response to the request.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 16, 1994
SUBJECT: **FY1994-1995 Budget**

BACKGROUND:

Senate BH1 1666 (Mello)

At its meeting on March 21, 1994, the Library Board of Trustees voted to oppose SB 1666 (Mello) which would take property taxes from the enterprise special districts and put them in a fund administered by the boards of county supervisors to benefit the county district libraries.

The Senate Local Government Hearing scheduled for this bill for April 6, 1994, was rescheduled for April 20, 1994. At the Hearing on April 20, 1994, SB1666 was defeated by an 8 - 1 vote.

Revenue Estimates

Revenue estimates based upon a 2% increase in property tax revenues are Attachment A.

Recommended Budget Guidelines

The purpose of this process is to provide preliminary general guidance for the preparation of the District's Fiscal Year 1995-1995 Revenue and Expenditure Budget.

Using these guidelines Staff will prepare a Budget for Board review and adoption at its June 20, 1994, Regular Meeting.

1. Anticipate a 2% increase in property tax revenues.
2. Maintain current levels of hours of service.
3. Salary adjustment of 1.8% for all staff positions except Page Shelves. This is the percentage change in the Consumer Price Index for the year ending March, 1994, for Los Angeles-Anaheim-Riverside.
4. Salary scale step increases for staff scheduled to be eligible for them during the year. There are five employees eligible.
5. Add .50 FTE (20 hours per week) Page Shelves at a cost of \$5,598; and .35 FTE (14 hours per week) Clerk II for Administration (6 hours per week) and Technical Services (8 hours per week). at a cost of \$9,773; for a total additional staff cost of \$15,371.

FY1994-1995 Budget, May 16, 1994, Page 2.

6. Reinstate funding for staff development, particularly in the area of electronic reference and information services and collection development.
7. Maximize the funding for the library materials budget.
8. Continue implementation of electronic reference services throughout the Library.

RECOMMENDATION:

1. Determine future legislative actions.
2. Amend and adopt budget guidelines.
3. Staff Time to Foreword

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ⁵⁴
DATE: May 10, 1994
SUBJECT: Program Plans for 75th Anniversary Celebration

BACKGROUND:

Photography Contest: Flyers and posters outlining the contest rules, categories and dates have been sent to all photography teachers in the Placentia Yorba Linda Unified School District to be shared with their classes.

They were also sent to the Communications Department at the California State University at Fullerton, and all the photography shops in town.

They were shared with the members of the Placentia Chamber of Commerce at the Chamber Mixer and the monthly breakfast.

Members of the staff have shown interest in entering the contest.

The 75th Anniversary: The Anniversary committee members Ray Evans, Pat Irot, Marie Schmidt (from the Placentia Historical Commission), and Suad Ammar met twice in April to discuss the activities of the Anniversary Celebration. The following activities were discussed:

a- Huell Howser, photo journalist author and television producer, was approached to be the keynote speaker. His reply was hopeful but not final. We will get his final answer six weeks before the event.

b- A letter has been drafted to Virginia Carpenter inviting her to be an honored special guest. The Library Board and State officials will be asked to acknowledge her services to the Library and the community as an author, historian and former librarian.

c- Former Library employees, Trustees, Friends' Presidents and Volunteers will be asked to write their memories and reflections of their days at the Library, concluding with a special message to the legislators and the people of Placentia focusing on the Library's fiscal situation.

These responses will be compiled and made into a booklet, to be distributed (or sold?) to the attendees during the celebration. The letter has been drafted.

d- The City's showmobile has been reserved to be used for this event.

e- Larry De Graff Ph.d. History professor at California State University at Fullerton, and member of the Placentia Historical Commission, has asked his students for volunteers to research what has been written or recorded about Placentia. Chosen passages will be read by Drama students as part of the Celebration program.

f- Boy Scout and Girl Scout troops will be asked to help as needed.

g- Placentians celebrating their 75th birthday during the Anniversary year will be acknowledged.

h- Photography contest winner(s) will be acknowledged.

i- The tentative date that the Committee suggests is Sunday October 16. This way the we can take advantage of the Heritage Days activities to promote the Anniversary.

j- The suggested list of people to be invited included:

State, County and City elected officials, State Librarian, Placentia Yorba Linda Unified School District Superintendent, SLS and MCLS Library Directors, former employees, Friends , volunteers,

Placentia Chamber of Commerce personnel and members, representatives of local clubs, organizations and churches.

RECOMMENDATIONS:

1: Allow staff members and their families to enter the contest under a separate category, with the stipulation that they may not qualify for winning the trophy.

2: Review plans for the Anniversary activities and set the date for the Anniversary Celebration.



Placentia Library District
411 East Chapman Avenue
Placentia, California 92670

PLACENTIA LIBRARY DISTRICT
CELEBRATES 75 YEARS OF PUBLIC SERVICE WITH

"Picturing Placentia"

An Anniversary Photography Contest

JUDGING CATEGORIES

1. Black and White
2. Color
3. People
4. Places
5. Historical
6. Ages 12 and under
7. Ages 13 - 18
8. Ages 19 - 25
9. Ages 26 - and over



PRIZES

- Ribbons and certificates will be awarded to first, second and third place winners in all nine categories.
- Trophy will be awarded to BEST OF SHOW winner.
- Judging will be accomplished by professional photographers with long-term association with the City of Placentia.
- All photographs will be on public display June 4 through June 30 at the Placentia Library.



RULES

- Photographers must live or work in Placentia.
- Photographs must be related to the people and city of Placentia.
- Participants can submit up to three entries.
- Photographs **MUST BE** mounted on boards no larger than 11"x 14".
- Photo entries are due at the Placentia Library by Saturday, May 21.
- A public judging will be held in the meeting room on Saturday May 28 at 1:00 P.M.
- The photographic exhibition will begin on Saturday, June 4 with a reception at 3:00 P.M.

Although great care will be taken, neither the Placentia Library District nor it's employees will be responsible for damage or theft of any picture submitted to "Picturing Placentia". If you have any questions about "Picturing Placentia" please call the Placentia Library District at 528-1906.

Entry Form 1 Fill out completely and attach to back of entry	Entry Form 2 Fill out completely and attach to back of entry	Entry Form 3 Fill out completely and attach to back of entry
NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____
PHONE# _____ AGE _____	PHONE# _____ AGE _____	PHONE# _____ AGE _____
ENTRY TITLE _____	ENTRY TITLE _____	ENTRY TITLE _____
ENTRY CATEGORY (please circle) People Places Historical	ENTRY CATEGORY (please circle) People Places Historical	ENTRY CATEGORY (please circle) People Places Historical
SIGNATURE _____	SIGNATURE _____	SIGNATURE _____



Placentia Library District
Property Tax Revenue
May 16, 1994

Object Code FY1993-1994	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Budgeted	FY1993-1994 YTD Apr	FY1994-1995 Proposed
6210	Current Secured	823,832	892,734	824,818	683,430	487,558	700,000
6230	Prior Secured	24,856	37,363	47,569	67,166	88,689	24,000
	TOTAL SECURED	848,688	930,097	872,387	750,596	576,247	724,000
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,198	12,279	24,500
6220	Current Unsecured	64,438	72,956	56,872	39,002	46,171	50,000
6240	Prior Unsecured	978	1,258	435	0	0	0
	TOTAL UNSECURED	65,416	74,214	57,307	39,002	46,171	50,000
6690	HOMEOWNER	19,790	20,375	18,101	13,734	6,996	14,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	827,530	641,693	812,500
6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	0	2,158	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	23,841	7,949	25,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	2,000	3,664	3,750
6610	INTEREST	46,331	40,373	36,599	25,000	17,878	25,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	50,841	31,649	53,750
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	878,370	673,342	866,250
6970	STATE LIBRARY	144,764	123,758	105,612	85,000	81,800	85,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	65,000	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	35,000	28,554	36,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102		(7,615)	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,063,370	776,081	987,750 1,075,000

TO: Library Board of Trustees

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

DATE: May 16, 1994

SUBJECT: Maintenance of Tape Recordings of Library Board Meetings

BACKGROUND:

Section 54953.5 of the Brown Act as amended in 1994 provides that any tapes, film record of open meetings must be maintained for public inspection for at least 30 days. Any public inspection of a video or tape recording shall be provided without charge on a tape recorder may available by the local agency.

RECOMMENDATION:

That the Library Board adopt the following policy for Placentia Library District:

Pursuant to the provisions of Section 54953.5 of the Brown Act as amended in 1994, audio and/or video tapes of open meetings of the Placentia Library District Board of Trustees will be maintained in the District Administrative Office by the District Administrative Assistant for 12 calendar months following the month of the meeting.

Requests to listen to or view the tapes shall be made to the District's Administrative Assistant during regular District Administrative Office Hours.

Tapes will be played in the Library Conference Room under the supervision of the Administrative Assistant. There is no charge for listening to audio or video tapes in the Conference Room.

Copies of audio tapes will be available for purchase at a cost of \$5.00 per tape.
Copies of video tapes will be available for purchase at a cost of \$10.00 per tape.

Wong / Sum



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: May 16, 1994
SUBJECT: Proposal to Sponsor a Boy Scout Library Explorer's Post

BACKGROUND:

Library Director Elizabeth Minter and Circulation Supervisor Peggy Burkich met with Boy Scout Explorer Director, Lane Calvert on May 4 and May 11, 1994, with Library Assistant Cheryl Willauer also present at the second meeting, in order to discuss the possibility of a Boy Scout Explorer Post at the Library for 1994-1995. This is a career exploration program for the participant and the members would come from all over Orange County. The Library Committee would be responsible for organizing a monthly continuing education program for the Explorers. The Anaheim Public Library is the only other public library in Orange County that is planning to participate at this time.

The Library Committee will be:

Mary Byrne, Literacy and Chairperson - Adult Advisor
Cheryl Willauer, Public Information
Peggy Burkich, Circulation - Associate Advisor
Julie Shook, Technical Services
Kay Schneider, Children's Services
Suad Ammar, Adult Services - Chairperson, Post Committee

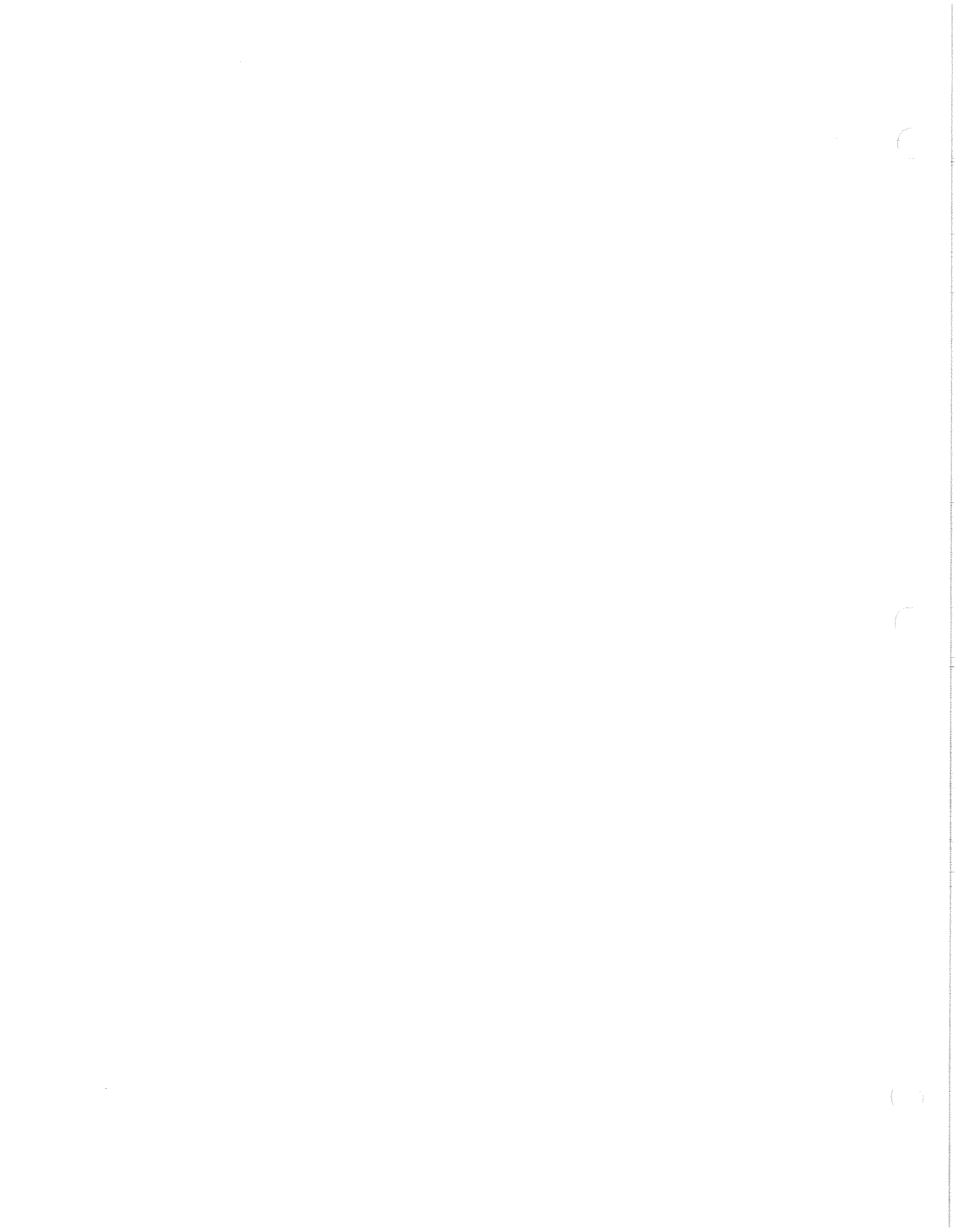
Cost to the Library will be \$7.85 per adult, and \$20.00 per organization plus mailing costs. Total cost would be approximately \$100.00.

Explorer's would assist in various library tasks on a volunteer basis of approximately 10 hours per month per Scout. Attachment A outlines representative volunteer duties to which the Explorers may be assigned.

RECOMMENDATION:

Authorize establishment of Explorer Post at the Placentia Library for 1994-1995 at a cost not to exceed \$100.00 with funds to be taken from the Friend's Directors Fund.

Prepared by: Peggy Burkich









PLACENTIA LIBRARY DISTRICT EXPLORER POST



Major areas for the Scouts to work

-  Reference - duties would include showing patrons locations of items, i.e. where videos, paperbacks, newspapers, etc. are located. Helping patrons with the various machines, i.e. microfilm reader/printer, SIRS, copy machine, etc. Keeping the reference material on the shelves and in the proper place.
-  Children's Department - duties would include shelving and shelf reading, helping with programs, i.e. crafts, story times, summer reading program. Helping patrons use the online computer catalog and the World Book on CD-Rom (when it arrives). Helping patrons find picture books.
Conroy det.
-  Circulation - duties would include working at the circulation desk answering the telephone, helping patrons fill out the application form for a library card, giving directions. Other duties will include checking in books and preparing books for reserves and interlibrary loans.
-  Technical Services - duties will include processing new and donated books for the Library shelves, i.e. putting covers on books, property stamping, putting special tags on the spines.
Maguire Christ one

For this program to be beneficial both to the Library and to the Scouts participating the Scouts will have to maintain a set schedule to be worked out between the Volunteer Coordinator and the Scouts. The Library will provide orientation and training for each area of the Library. All work in the different sections will be closely supervised by a Librarian. Scouts would work in one area for two months then be rotated into another area, to give them a complete experience in the Library environment.

Program Ideas

Several suggestions have been made for programs including discussions on censorship and the effects it has on everyone; the problems of librarians maintaining a quiet and safe environment for the patrons; why children programming is so important. The Library has several excellent videos that can be shown and discussed. To give a better insight into the work environment in the Library every department, including Administration will be responsible for one of the programs.

ADVISOR

RESPONSIBILITIES

- Be a positive influence on the lives of post members.
- Understand the purposes of the Boy Scouts of America and how to achieve them through Exploring.
- Train, coach, and inspire post officers toward successful leadership.
- Utilize the resources of associate Advisors, post committee, chartered organization, and parents to bring a varied program to the post.
- Guide the post toward developing a realistic post code and bylaws that they can live by through self-discipline.
- Conduct the annual officers' seminar.
- Keep informed by attending local Advisors' meetings and council program planning conferences.
- Ensure that all post activities and projects are conducted safely, have adult guidance, and serve the best interests of the chartered organization and the Boy Scouts of America.

ASSOCIATE ADVISOR— ADMINISTRATION

RESPONSIBILITIES

- Act as an administrative assistant to the Advisor.
- Assume the Advisor's duties when asked.
- Work closely with the post's elected vice-president for administration as follows:
Plan and carry out a regular plan to recruit new members for the post.
Plan and conduct recognition presentations to post members.
Conduct opening and closing ceremonies for post meetings and events.
Present recognition items to persons and organizations who provide program and support to the post.
Welcome new members to the post and assist with their orientation.

ASSOCIATE ADVISOR— PROGRAM

RESPONSIBILITIES

- Act as Advisor's program assistant.
- Work closely with the post's elected vice-president for program on the following items:
Maintain the post's activity files and program capability inventory for use in program planning.
Continually survey post members to evaluate program and secure ideas for future activities.
Keep the post's annual activity schedule (calendar) up-to-date.
Keep the post members informed on upcoming activities.
Seek ideas and program resources for future activities and projects.
Train and guide the appointed activity chairmen and committees.

SCOUTING COORDINATOR

RESPONSIBILITIES

- Help recruit the right leadership
- Encourage unit leaders and committee members to take training
- Promote well-planned unit programs
- Serve as liaison between your units and your organization
- Organize enough units
- Promote the recruiting of new members
- Assist with unit rechartering
- Suggest Good Turns to your organization
- Encourage unit committee meetings
- Develop organization leadership.
- Encourage active outdoor unit programs
- Bring district or division help and promote its use
- Use approved unit finance policies
- Encourage recognition of leaders
- Cultivate resources to support your organization's units
- Represent your organization on the local council

POST COMMITTEE MEMBER

RESPONSIBILITIES

- Help maintain the post's program capability inventory, continually seeking new adults to add their skills and contacts.
- Encourage and support efforts to recruit new members into the post.
- Seek and suggest opportunities for the post to be involved in activities and projects. Assist with post meetings and activities when asked.
- Assist in securing transportation, chaparrons, feeding, and housing for post trips. Help the post secure equipment and facilities as needed.
- Inform the parents of Explorers about the post, its chartered organization, and Exploring. Get them involved as program resources and encourage their support of the council's SME effort.
- Guide and support the posts' efforts to earn money for trips, projects, or equipment. Help them plan, budget, and properly account for all post funds.

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CHAIRMAN— POST COMMITTEE

RESPONSIBILITIES

- Conduct regular meetings of the post committee.
- Recruit and train committee members as needed, with the Scouting coordinator.
- Assign functions to each committee member and follow up on their progress.
- Guide the committee members in support of the Advisor and encourage them to be involved in the post program.
- Be responsible for the functions listed on the post committee member job card.
- Be responsible for recruiting Advisors and associate Advisors as needed.
- Keep the chartered organization aware of and involved with its Explorer post. Approve program plans and guide the annual rechartering process.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 16, 1994
SUBJECT: **1994 Staff Appreciation Dinner**

BACKGROUND:

The 1993 Staff Appreciation Dinner was held at the home of Board Secretary Sandra Stark.

The Library Director has asked Mrs. Stark if she is willing to host the event and she has said that she is as long as the staff, Trustees and Friends members agree.

The staff has indicated that they enjoy having the Dinner at Mrs. Stark's home.

The staff has requested that the Dinner be held on a Thursday evening instead of a Friday.

At its meeting on May 2, 1994, the Board of Directors of the Friends of the Library agreed to co-sponsor the Dinner with the Board of Trustees at a cost not to exceed \$350.00.

RECOMMENDATION:

July 14
Set date of Thursday June 9, 16 or ~~23~~, 1994, for the 18th Annual Staff Appreciation Dinner, at a cost not to exceed \$700.00, with 50% of the cost paid by the Friends of the Library and 50% paid by the Library Board from the County Exempt Fund. *- Wren + Sandra Stark*

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: May 16, 1994
 SUBJECT: **Establishment of Appropriations Limitation for FBU 707 for FY 1994-95**

BACKGROUND:

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

The growth factor for Placentia Library District is calculated using price and population data provided by the California Department of Finance. This growth factor, when applied to the District's 1993-94 limit, produces its 1994-95 limit.

Calculation of Placentia Library District's Appropriations Limit for 1994-1995:

Take the **price factor** (the percentage change in California per capita personal income over prior year, as provided by the California Department of Finance, expressed as a ratio): **.71% (.71+ 100)/100 = 1.0071;**

Multiply it by the **population change factor** for the City of Placentia as provided by the State Department of Finance, pursuant to Government Code Section 7901 and Revenue and Taxation Code Section 2228, expressed as a ratio: **2.29% (2.29+100)/100 = 1.0229;**

The Library's FY 1993-94 Gann Limit was **\$1,495,525.**

FY 1994-1995 Gann Limit Calculation:

Price Factor	1.0071
x <u>Population Change Factor</u>	<u>1.0229</u>
Growth Factor	1.0300
x <u>District's FY1993-1994 Gann Limit</u>	<u>1,495,525</u>
<u>District's FY 1994-1995 Gann Limit</u>	<u>1,540,634</u>

Establishment of Appropriations Limitation for FY 1994-95, May 16, 1994, Page 2.

RECOMMENDATIONS:

1. Read Resolution 94-4 by Title only.
2. Adopt Resolution 94 -4 by Roll Call Vote.

West / Shred

West / Shred

RESOLUTION NO. 94-4

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1994-1995

WHEREAS, the voters of California on November 6, 1979 added Article XIIB 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 1994-1995.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit shall be \$1,540,634 for fiscal year 1994-1995.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA)
) s.
COUNTY OF ORANGE)

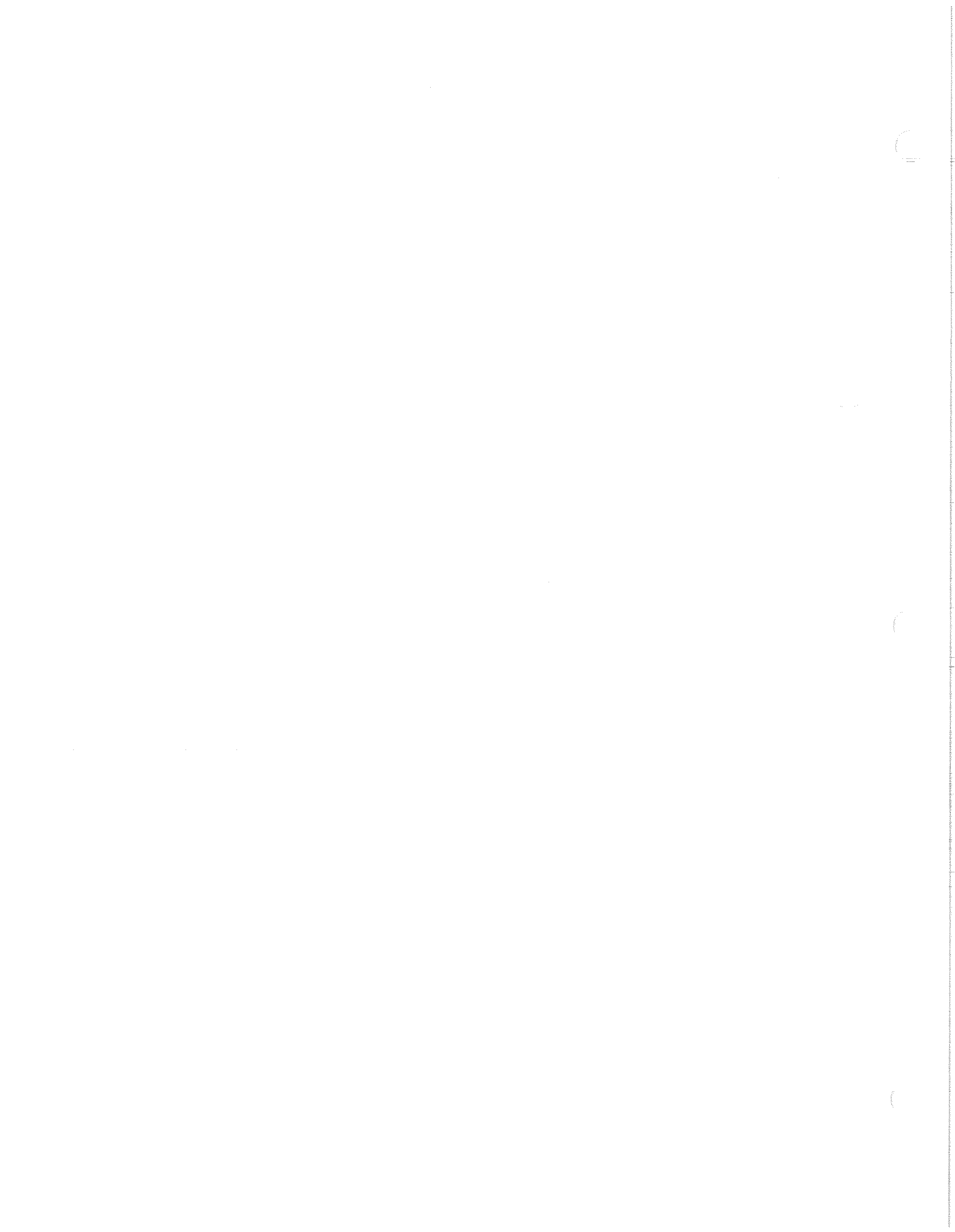
I, Sandra Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and foregoing was duly and regularly adopted at a Regular Meeting held on the 16th day of May, 1994.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 16th day of May, 1994.

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

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian SA
 DATE: May 10, 1994
 SUBJECT: Program Report for the Month of April, 1994

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	APRIL 94	
	# PROGRAMS	# ATTENDEES
<i>CHILDREN'S SERVICES</i>		
After School Specials	4	51
Grandparents & Books	1	7
Group Visits	5	123
Story Hours	4	83
<i>LITERACY SERVICES</i>		
Tutor Train. Workshop	1	14
Families For Literacy	4	120



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

Infant Immunization Week (April 24-30) & Toddler Immunization Month (May) - May is Toddler Immunization month and the State Library had requested that local libraries participate in reaching out to parents of infants. The goal is to promote awareness of the importance of infant immunization.

The Children's department has been displaying posters and distributing bookmarks in English and Spanish that have the location and times of special immunization clinics that are available in Placentia during the month of May.

We also included a small display of fiction and non-fiction books about babies, trips to the doctor, etc and these went out very quickly.

Library Card Promotion - Dr. Sharon McHolland, Ass't. School Superintendent, is taking the American Library Association's newsletter, Jumpstart, to the Principals meeting this month. They will be letting us know soon if they feel that it is appropriate for distribution in grades 1-3 this coming September for "Library Card Sign Up Month".

This newsletter was produced in partnership with the Prudential Insurance Co. and it's objective is to promote Library cards for children in these grades. Our school system has a policy of not allowing materials containing advertisements to be passed out in classrooms and this newsletter does contain several references to the Prudential Insurance Company. However, it also contains lots of great material about libraries and the importance of reading. They are taking a special look at this one.

Blast Off With Books! Solve a super secret space message in the Library. - This activity is designed to encourage children to use the computer catalog in a variety of ways and has been successful and alot of fun so far.

It is coming to an end this week and the names of 20 lucky winners will be drawn and notified that they have won a paperback book.

Parents have been very complimentary about this activity.

Reading Rodeo Summer Reading Program 1994 - The school system has approved our promotional flyers and they are now at the printers. School visits will begin the week before school is out and these flyers will be distributed to each child in the Elementary schools that contain a large number of Placentia residents. The programs for "Way Out Wednesdays" are planned and the Children's department staff is looking forward to a fun summer.


Jeannine Walters has worked for several weeks and has prepared a terrific bulletin board promoting the Reading Rodeo.

We are already getting many inquiries about our summer activities.

After School Specials - There were four *After School Specials* for children ages 7 - 12. They were attended by 51 children who created a variety of art projects, played games and enjoyed a variety of activities.

PreSchool Story Hours - Four *preschool story hours* for children ages 3-6 were held in April and were attended by 83 children. The children enjoyed a variety of stories and activities.

School Visits - There were 125 children who visited the Library with their classrooms for tours & book selection during the month of April.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: May 7, 1994
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$2,098.87	155
Gift Accounts*	\$1,683.85	85

Dollars Spent 4/1/94 to 4/30/94

Continuations	\$0.00
Fiction	0.00
Non-fiction	0.00
Juvenile	741.27
Audio	0.00
Gifts*	1,193.57
Total	\$1,934.84

Dollars Spent 7/1/93 to 4/30/94

Continuations	\$7,870.77
Fiction	1,287.02
Non-fiction	381.06
Juvenile	2,800.25
Audio	1,125.89
Gifts*	6,589.16
Total	\$20,054.15

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

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer
DATE: May 10, 1994
SUBJECT: Publicity materials produced for April 1994

Information added for this month on Channel 53 the Placentia Library cable channel included April quotes, Literacy tutor training, the Friends of the Library annual used book sale.

Newspaper articles include, from the Register, article on seeking 75 year olds for the Library Anniversary celebration, article on Senate OK's allowing tax to aid libraries. From the Placentia News Weekly, article on Library District seeks residents turning 75, and an article stating the Library Board Members economic reports. From the Fullerton News Tribune, one article on Heritage Oaks to hold book drive for the Placentia Library.

Include are copies of bookmarks prepared for the Infant and Toddler Immunization Month, "Picturing Placentia" Photography contest information sheet and entry forms, Reading Rodeo flyer in English and Spanish which will be handed out at all the schools this June. All of the above were designed on Ventura Publisher.

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

Placentia News
Weekly

APR 14 1994

Library District seeks residents turning 75

332
The Placentia Library District is searching for Placentia residents celebrating their 75th birthday this year to take part in its 75 years of

service to the community celebration.

Any library card holder whose 75th birthday falls between October 1993 and October 1994 is asked to contact the library. The library

Please see AROUND TOWN/13

AROUND TOWN

FROM 12

is also interested in gathering oral and written histories of local residents whose years parallel the library district existence.

For more information, call Suad Ammar, principal librarian, at 528-1906.

The Placentia Pride Council will meet at 7:0 p.m. April 21 in the conference room at the library. The public is invited.

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

The Register
Daily

APR 29 1994

Senate OKs allowing tax to aid libraries

332
Agreeing that public libraries are strapped for cash, the Senate voted again Thursday in Sacramento to allow local governments to tax property owners to pay for library sites and services.

The upper house, by a 27-11 vote, sent the Assembly a bill that would allow cities, counties, special districts or joint powers agencies to levy benefit assessments to finance libraries.

A proposed assessment could be blocked by a majority of voters or property owners who would pay more than half of an assessment.

Gov. Pete Wilson vetoed a similar bill last year.

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

Fullerton News Tribune
Weekly

APR 21 1994

Heritage Oaks to hold book drive

532
Heritage Oak Private Elementary School will hold a book drive for the Placentia Library April 25 through 29. Donations may be dropped off in the lobby of Heritage Oak, 1620 N. Placentia Ave., Fullerton.

For information, call 524-1350.

Officials file economic reports

By Joe Bel Bruno
North County News

Board members of the Placentia Yorba Linda Unified School District and the Placentia Library District reported receiving few gifts on statements of economic interests filed April 1.

None of the members that help control the city's library received any reportable gifts this year.

Just one school board trustee reported receiving a gift. That was Jerry Brakebill, who reported receiving Los Angeles Lakers tickets from a law firm that works with the district.

It is typical for both boards not to receive gifts, members said.

Library Board member Peggy Dinsmore said she wouldn't have minded gifts in the form of books. Budget cuts forced the library to deplete its book budget this year.

"We could always use books if anyone wants to give us that... we'll accept those," Dinsmore said. "But, this year, there really isn't much to talk about."

The annual statements are required by the state and list investments, sources of income, loans, gifts and other financial interests that might influence decisions of public officials.

The following list includes the statements filed by officials of the school district and library district.

LIBRARY DISTRICT

MARGARET V. DINSMORE
No reportable interests or gifts.

RAY C. EVANS

No reportable interests or gifts.

AL SHKOLER

Investments

► ALS Computer Services, sole proprietor: between \$10,000 and \$100,000

Interests in real property

► 1120 Cypress Point Drive, Placentia: more than \$100,000.

Income

► ALS Computer Services: more than \$10,000.

Business positions

► ALS Computer Services, owner.

SAUNDRA M. STARK

No reportable interests or gifts.

FRED D. WEST

Investments

► Bradford Square Limited Partnership No. 1: limited partnership in residential care facility for elderly: between \$10,000 and \$100,000.

► Bradford Square No. 2, general partnership interest in land development: \$10,000 and \$100,000.

► Westline Investments, Inc., credit/business consulting and advertising: between \$1,000 and \$10,000.

Interests in real property

► 503 W. Palm Drive, Placentia: between \$10,000 and \$100,000.

Interests in real property held by a business entity or trust

► Bradford Square Limited Partnership No. 1, limited partnership: 1180 N. Bradford Ave., Placentia.

Investments held by a business entity or trust

► Westline Investments, Inc.: Yellow Jacket Direct Mail Advertising.

Income

► Northwestern Mutual Life Insurance: commissions of more than \$10,000.

► Management Development Associates: spouse's income of more than \$10,000.

Income from loans

► Bradford Square Limited Partnership No. 1: unsecured promissory notes of between \$1,000 and \$10,000. Interest rate: 10 percent.

Business positions

► Westline Investments, Inc., credit/business consulting and advertising: president.

► Bradford Square Limited Partnership No. 1: limited partner.

► Bradford Square No. 2: general partner.

SCHOOL TRUSTEES

JERRY L. BRAKEBILL

Gifts

► Layne Melzer, law firm of Rutan & Tucker: Tickets to Los Angeles Lakers game, Dec. 12, 1993, \$100.

KARIN M. FREEMAN

Business positions

► Emulex, computer peripheral manufacturer: director, product management.

BILL KIELTY

Income

► The Bergland Company/Robert Scott Securities, Inc., investment sales: between \$1,000 and \$10,000.

► American Savings Bank, mortgage lending: between \$1,000 and \$10,000.

Commission income received by brokers, agents and salespersons

► American Dream Mortgage

JUDITH ANNE MINER

No reportable interests or gifts.

CRAIG T. OLSON

Investments

► Craig T. Olson, DDS, a professional corporation: more than \$100,000.

► Racquetball World Fullerton: between \$1,000 and \$10,000.

► A&P Ranch, a limited partnership in an almond and pistachio ranch: between \$1,000 and \$10,000.

Interests in real property held by a business entity or trust

► 1320 N. Kraemer Blvd., Placentia: between \$10,000 and \$100,000.

Investments held by a business entity or trust

Commonwealth Equity Trust, a real estate investment trust: between \$1,000 and \$10,000.

Income

► Craig T. Olson, DDS, a professional corporation: more than \$10,000.

► Carl Warren & Co.: between \$250 and \$1,000.

► Progressive Insurance Co.: between \$1,000 and \$10,000.

Business positions

Please see DISCLOSURES/16

DISCLOSURE

FROM 2

► Craig T. Olson, DDS, a professional corporation: dentist/president.

Incomes and loans to a business entity or trust

Craig T. Olson, DDS, a professional corporation:

- Southern California Bank
- Metropolitan Life Insurance Co.
- Delta Dental Plan of California
- The Prudential
- Aetna Life Insurance Co.
- Cigna Healthcare Benefits, Inc.

DISTRICT STAFF

JAMES O. FLEMING, superintendent.

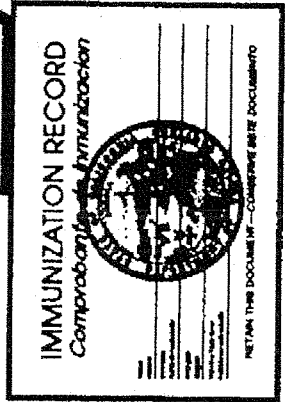
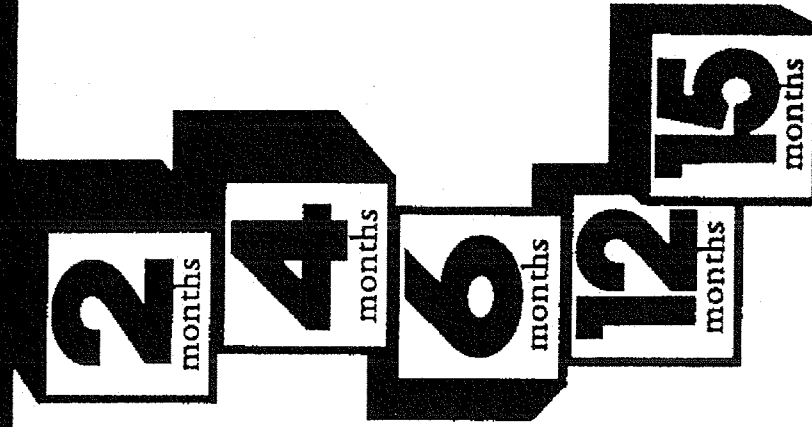
Investments
► Sears, common stock valued between \$1,000 and \$10,000.

Gifts
► Caldwell Flores Winter, Inc.: dinner, Superintendent Symposium, \$90.

JOHN KIM STALLINGS, assistant superintendent, administrative services

No reportable interests or gifts.

**On time.
Every time.**



**CALIFORNIA KIDS.
Love them. Immunize them.**

TOP MOM

Baby
shots
on time
every
time

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**A tiempo.
Cada vez.**

2
meses


4
meses

6
meses

12
meses

15
meses

IMMUNIZATION RECORD
Comprobando la inmunización



NET/ANTI-TB DOCUMENT - DOMESTIC SEPT DOCUMENT

NIÑOS DE CALIFORNIA
Amelos. Vacúnelos.

Los bebés necesitan las vacunas a los 2,4,6,12 y 15 meses para prevenir enfermedades tal como sarampion, tos ferina, y meningitis Hib.

Protege a su bebe de estas graves enfermedades. Vacune su bebe a tiempo, cada vez.

Para informarse de donde puede llevar a su bebe para recibir vacunas gratis o de precio bajo, llame al Departamento de Salud su condado.

1-800-564-8448

VACUNAS GRATIS

Lunes, 25 de Abril
9:00 A.M. - 12 Noon
Sierra Vista School
1811 N. Placencia Ave.

Lunes, 2 de Mayo
8:00 - 11:30 A.M.
Van Buren School
1245 N. Van Buren

Miercoles, 11 de Mayo
9:00 A.M. - 12 Noon
Topaz School
3232 Topaz Lane

Viernes, 13 de Mayo
8:30 A.M. - 3:00 P.M.
Ruby Drive School
601 Ruby Drive

NINOS DE CALIFORNIA.
Amelos. Vacunelos.

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Viernes, 13 de Mayo
8:30 A.M. - 3:00 P.M.
Ruby Drive School
601 Ruby Drive

NINOS DE CALIFORNIA.
Amelos. Vacunelos.

PLACENTIA LIBRARY DISTRICT
CELEBRATING 75 YEARS OF PUBLIC SERVICE

announces

Picturing Placentia

An Anniversary Photography Contest



Placentia Library District 411 E Chapman Ave.
corner of Chapman and Kraemer

JUDGING CATEGORIES

1. Black and White
2. Color
3. People
4. Places
5. Historical
6. Ages 12 and under
7. Ages 13 - 18
8. Ages 19 - 25
9. Ages 26 - and over

PRIZES



Ribbons and certificates will be awarded to first, second and third place winners in all nine categories.

Trophy will be awarded to BEST OF SHOW winner

Judging will be accomplished by professional photographers with long-term association with the City of Placentia.

RULES



Photographers must live or work in Placentia

Photographs must be related to the people and city of Placentia

Three entries per person

Photo entries are due at the Placentia Library by Friday, May 20.

A public judging will be held in the meeting room on Saturday May 28 at 1:00 P.M.

The photographic exhibition will begin on Saturday, June 4 with a reception at 3:00 P.M.

Your Pictures may be picked up starting Thursday, June 30



Although great care will be taken, the Placentia Library District and the employees will not be responsible for damage or theft of any picture submitted for the Photography competition.

Entry Form <small>Fill out completely and attach to back of entry</small>	Entry Form <small>Fill out completely and attach to back of entry</small>	Entry Form <small>Fill out completely and attach to back of entry</small>
NAME	NAME	NAME
ADDRESS	ADDRESS	ADDRESS
PHONE# AGE	PHONE# AGE	PHONE# AGE
ENTRY TITLE	ENTRY TITLE	ENTRY TITLE
ENTRY CATEGORY (please circle) People Places Historic	ENTRY CATEGORY (please circle) People Places Historic	ENTRY CATEGORY (please circle) People Places Historic
SIGNATURE	SIGNATURE	SIGNATURE

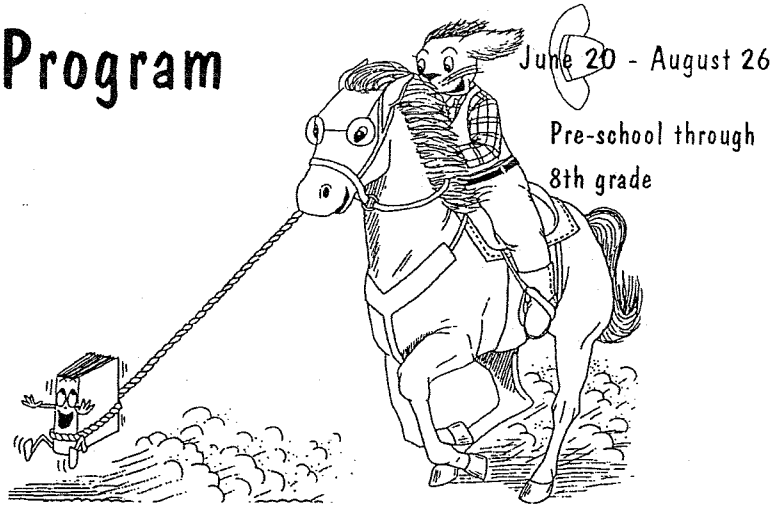
Placentia Library District
411 East Chapman Avenue Placentia, California 92670
(714) 528-1906

Presents

Reading Rodeo

1994 Summer Reading Program

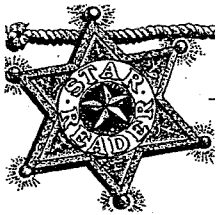
Come to the Library
and
Sign Up NOW!!



June 20 - August 26

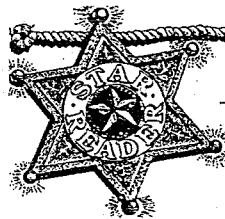
Pre-school through
8th grade

Read and earn "Gold Nuggets" to spend at the General Store for special prizes. Star Reader Certificates will be awarded to all children who complete the reading program and the first 500 children who complete will receive a coupon for a free meal at the Whole Enchilada Restaurant.



Way Out West Wednesdays

Free passes will be issued only to children registered in the reading program on a first come, first served basis on the Thursday before the event.



June 22nd Way Out In The Wild West
Stories, Songs and Pantomimes by
Ruben Gerard and Judy Sofer.
1:00 - 2:00 P.M. Ages 5 - 13.

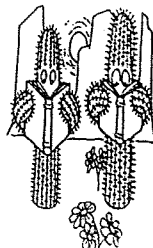
July 13th California!
The Golden State Children's Theatre Presents
a Western drama depicting life in early California.
1:00 - 2:00 P.M. Ages 5- 13.

June 29th Wild! Wild! West!
Jim Lewis of the South Coast Storytellers Guild
will share stories of the Old West.
1:00 - 2:00 P.M. Ages 5 - 13.

July 20th Crafts Roundup
Enjoy stories and crafts at one of the three sessions.
1:00, 2:00 and 3:00 P.M. Ages 7 -13.

July 6th Matinee Theater
Enjoy an Afternoon of Movies and Popcorn.
1:00 - 2:00 P.M. Ages 5 - 13.

July 27th A Bus Trip to the Gene Autry Museum!
A limit of 40 children will tour the famous museum.
A \$3.00 will be charged. Ages 8 -13.
Bus will leave 10:00 A.M. and return at 3:00 P.M.



El Distrito de la Biblioteca de Placentia
411 East Chapman Avenue Placentia, California 92670
(714) 528-1906

Presenta

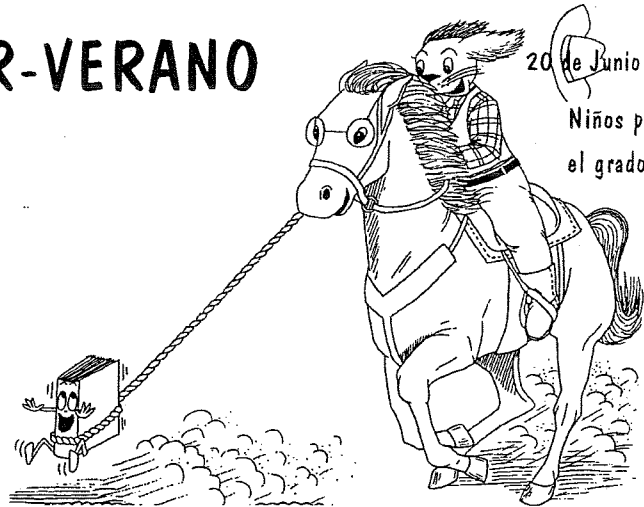
LEYENDO EN EL RODEO

1994 PROGRAMA DE LEER-VERANO

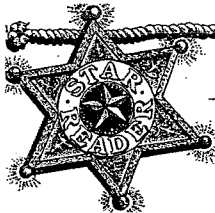
20 de Junio - 26 de Agosto

Niños pre-escolares a
el grado 8

Venga a la Biblioteca
y
Enscribase Hoy!!

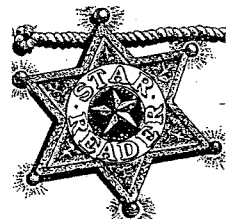


Lea y gane "Pepitas de Oro" que podra gastar en la tienda de la biblioteca a cambio de unos premios muy especiales. Certificados de Estrellas seran dados a los primeros 500 niños que completan el programa. Recibiran un cupon para una comida gratis en el restaurante Whole Enchilada.



MIERCOLES DEL OESTE

Pases gratis seran dados unicamente a los niños que esten registrados en el programa de leer. Los pases para cada evento, cuales son descritos abajo, se daran cada Jueves anterior el evento del proximo Miercoles.



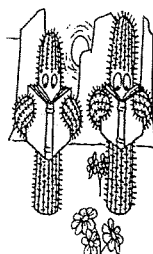
22 de Junio **Afuera En El Loco Oeste**
Cuentos, canciones, revista musical basada en cuentos de hadas por Ruben Gerard and Judy Sofer.
1:00 - 2:00 P.M. Edades 5 - 13.

13 de Julio **Californial**
El Teatro de Niños llamado el Estado de Oro presentara un drama del Oeste, describiendo la vida de antes en California 1:00 - 2:00 P.M. Edades 5- 13.

29 de Junio **El Loco, Loco Oeste!**
Jim Lewis, del la asociación benefica de niños de la Costa del Sur, comparitira cuentos del viejo Oeste. 1:00 - 2:00 P.M. Edades 5 - 13.

20 de Julio **Hora de Artesanias**
Disfrute de artesanias y cuentos, en una de tres sesiones.
1:00, 2:00 and 3:00 P.M. Edades 7 -13.

6 de Julio **Fucion de Tarde**
Disfrute en una tarde de peliculas y palomitas
1:00 - 2:00 P.M. Edades 5 - 13.



27 de Julio **Un viaje en el autobus a el Museo de Gene Autry**
Un limite de 40 niños iran al famoso museo.
Seran \$3.00 por cada persona. Edades 8 -13.
El autobus se ira a las 10:00 A.M. y regresara a las 3:00 P.M.

Babies need immunizations at 2,4,6,12, and 15 months to prevent diseases such as measles, pertussis (whooping cough) and Hib meningitis.

Protect your baby from these serious diseases. Immunize your baby on time, every time.

Call your county health department for more information, or to find out where to take your baby for free or low-cost immunizations at:

1-800-564-8448

FREE IMMUNIZATION CLINICS

Monday, April 25
9:00 A.M. - 12 Noon
Sierra Vista School
1811 N. Placentia Ave.

Monday, May 2
8:00 - 11:30 A.M.
Van Buren School
1245 N. Van Buren

Wednesday, May 11
9:00 A.M. - 12 Noon
Topaz School
3232 Topaz Lane

Friday, May 13
8:30 A.M. - 3:00 P.M.
Ruby Drive School
601 Ruby Drive

CALIFORNIA KIDS.

Love them. Immunize them

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TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: May 16, 1994
SUBJECT: **Placentia Library Literacy Services Report for the month of April**

Program Statistics

Active tutors: 61
Active students: 90
Students waiting to be matched: 35
Percentage of tutors reporting (Apr. hours): 80%
Tutoring hours reported: 338
Other volunteer hours reported: 265.5
Total volunteer hours: 603.5

Internship Day. Tuesday, April 5, 1994, California State University Fullerton Human Services Department held its 14th annual Internship Day. Internship day gives students an opportunity to meet and interact with agency representatives who provide field placements and internships to the Human Services Program. Fifty-five agencies were represented at the event. Literacy Coordinator Matas attended and represented Placentia Library Literacy Services.

Tutor Training Workshop Follow-up Meeting. Graduates of the January workshop met on April 5 to discuss their tutoring experiences and receive their certificates. Peggy Dinsmore attended the meeting and presented the certificates. Discussion was lively and many ideas were exchanged.

Tutor Training Workshop. April 16, 1994, literacy specialist, Jim Roberts conducted a one day tutor training workshop. Fourteen people participated. Ten of the participants were assigned students, 3 were already tutoring one or more students and one was Teri Larkin the S.T.E.P. volunteer in the Literacy office. All of the new tutors were eager to start tutoring and some showed interest in attending the longer tutor training workshop when it is offered. The experienced tutors indicated the workshop supplied them with new ideas they could put to use with their current students.

Networking. Literacy Coordinator Byrne attended the Placentia Chamber of Commerce Mixer and Breakfast and the Placentia Community Network meeting.

Upcoming events. Short speaking engagements have been scheduled for the May 1994 meetings of the Placentia Round Table and Placita Santa Fe Merchants. Also in May, PLLS will participate in the Placentia Open House and the Placentia Chamber of Commerce Business Expo.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: May 16, 1994
SUBJECT: **Families For Literacy Report for the month of April**

Program statistics.

Attendance

April 5	12 families	15 adults	13 children
April 12	15 families	19 adults	19 children
April 19	11 families	14 adults	14 children
April 26	11 families	14 adults	12 children

Books

Fifty-one books were given away this month.

Programs. Anita Duplessis from the Orange County Department of Health spoke at the April 26, 1994 program about the importance of immunizing children. Free immunization clinics are being held in the Placentia area during the month of May. Flyers and bookmarks with information about the clinics were distributed to the mothers. Sources of transportation to the clinics for the mothers will be investigated.

1994-1995 FFL Grant Application. The completed grant application was presented for approval and submission at the Regular Meeting of the Library Board of Trustees of April 18, 1994. The approved grant has been mailed to the State Library for consideration. If the application is successful, the grants will be awarded following the passage of the 1994-1995 State budget.



PLACENTIA LIBRARY DISTRICT
FAMILIES FOR LITERACY GRANT APPLICATION
FISCAL YEAR 1994-1995

I. RATIONALE AND INTEGRATION

Placentia Library has a long history of being committed to providing literacy services to the community. The Families For Literacy program is an extension of this commitment. The Library's primary goal is to provide service through the program to adult learners who are already enrolled in the Library's literacy program. As time and resources allow, services will be extended to other eligible residents who have not yet taken advantage of the library's program.

The Families program currently consists of two groups. One group consists of adult learners who meet individually or in small group settings with a tutor who has been trained and provided by the Library's literacy program. The second group consists of adult ESL students who are taught by a certified ESL teacher provided and paid for by the Placentia-Yorba Linda Unified School District's Adult Education department. Integration of these two groups has not always been possible in the past, due partly to cultural and linguistic differences. The majority of the adults taught by the ESL teacher are Hispanic and have English skills that range from high to very low. The adults studying with Placentia Library Literacy Services (PLLS) tutors have moderate to high English skills and tend to be White or Asian.

Different methods have been used in the past to meet the needs of each group. These methods will be continued and expanded.

Weekly programs at the library are planned for both groups. Response from the ESL students has been enthusiastic. On the other hand, participation by individual tutors and their students has been less than anticipated. Meetings will be held to discuss impediments to their participation and possible resolutions.

Training of the PLLS tutors is arranged by the Library's Literacy Campaign Coordinator. Introduction to and training for the Families program is included as part of the tutor training workshops. Folders containing a children's book, follow-up activities, and a suggested reading list are provided for the use of tutors with eligible students.

Regular meetings are held between the Families Coordinator and the ESL teacher to discuss continued incorporation of Families For Literacy goals into the ESL curriculum. Periodic meetings are held throughout the year to discuss course content, literature selection, and evaluation of current course progress. Childcare is provided while the ESL classes are in session. The ESL classroom and the childcare facility are adjacent to each other so that the FFL Coordinator can easily move between the two rooms to supervise both programs. A similar arrangement will be requested for next year.

So far, recruitment of students has not been a problem. The PLLS office often has a list of students waiting to be matched with tutors. Recruitment of students has been accomplished through flyers sent out by the Adult Education department to every residence in the district, and through flyers distributed to district elementary schools. The Library has also paid for advertising space in the City's quarterly newsletter which is distributed to all city residents. Recently, the Literacy office has been approached by a local Migrant Education program and a local homeless shelter who are seeking Literacy services for their clients.

Motivation strategies to be employed are:

- book distribution on a frequent and regular basis
- opportunities for participants to share their at-home experiences
- programs that reflect the needs and interests of the participants with opportunity for student involvement in planning and implementation
- and field trips

The implementation of these goals and strategies would not be possible without the assistance and cooperation of other library staff members. The recruitment of students and tutors, student assessment, and tutor training are all overseen and implemented by the Literacy Coordinators. The Literacy and FFL Coordinators meet regularly to ensure that the interaction between the two programs is running as smoothly as possible. In addition to recruiting students and tutors for both programs, the PLLS office staff frequently help the FFL Coordinator complete administrative tasks, make telephone calls, and prepare materials for the weekly programs.

The Children's Librarian contributes to the team effort by sharing her expertise in children's literature, pre-literate skills, and story-related activities. She is always willing to share books, materials, ideas, and advice. She participates in special programs, conducts some of the storytimes, and has substituted when the FFL Coordinator was out of town. She also encourages FFL participants to participate in the activities sponsored by the Children's Department.

The Library's Principal Librarian provides general oversight, supervision, budgetary advice, scheduling and personnel help, and provides opportunities for staff training and development. She also personally conducts a tour of the Reference department and explains its services to FFL participants during the tour of the library.

II. POPULATION TO BE SERVED

The City of Placentia has a population of approximately 42,000. This figure is based on information gathered during the 1990 census. The various ethnic groups comprising the population are White (65.2%); Hispanic (24.7%); Asian and Pacific Islander (7.9%); Black (1.7%); American Indian, Eskimo, and Aleutian (0.3%); and Other (0.2%).

The goal of the Library's adult literacy services program is to serve the needs of anyone in the Placentia-Yorba Linda area with basic literacy or ESL skills. Consistent with the overall population figures, most of the current students in the program are a member of one of the three largest ethnic groups in the city. Recent immigrants form an important subset in our Families program, and negotiations are currently underway to collaborate with a Migrant Education program and a homeless shelter.

There are currently nine families enrolled in the adult literacy program who meet with an individual tutor or in a small group setting who are eligible for the Families For Literacy program. There are thirty-four eligible families enrolled in the adult literacy program who meet with a teacher from the school district's Adult Education program. Twenty-one of these families currently participate in the Families program on a regular basis.

III. REQUIRED SERVICES

A. ACQUISITION OF BOOKS. Current plans are to distribute books at least twice a month to each eligible family in the program. Books will include both published books purchased for distribution, as well as home-made books assembled by the adults and children together. Books will be distributed at the weekly programs or given to the individual tutors to give to their students if the students are unable to attend the programs.

Because many of the participating adults in the Families program are ESL students, books written in the adults' and children's native language have been purchased. Many of these books are translations of books that were originally written in English. Books that have been originally written in a language other than English will be included in the coming year. These books tend to contain non-English cultural elements as a natural part of the story which helps both the adults and children to form a natural empathetic bond with the story's characters, and encourages the idea that reading is for everyone from all cultural backgrounds.

Contact is being maintained with Scholastic Book Fairs, Inc. which has generously donated hundreds of dollars worth of books to the program in the past. Catalogs of children's books published in both English and Spanish have been collected, and the actual ordering of titles will begin in August and continue throughout the year.

B. REGULAR MEETING OF PARENTS AND CHILDREN IN PUBLIC LIBRARY SETTINGS. Weekly meetings are currently being held at the library. These meetings consist of a storytime in which active participation of both adults and children is encouraged. The storytime is followed by an activity highlighting and expanding on some aspect of the stories shared.

The library program's schedule has been set to complement the ESL class schedule. The ESL classes are currently held from 9-11 A.M. on Mondays and Wednesdays and the library program is held from 9-11 A.M. on Tuesdays. The exact days and times for next year's program have yet to be set, and will be determined in conjunction with the Adult Education Department, the Library, and the results of a questionnaire to be administered to eligible families in June.

C. PROMOTION OF THE ENJOYMENT OF READING AND LITERATURE. During our weekly meetings, children's literature is presented in a variety of ways. Flannel board stories, puppetry, participatory stories that require a response from the listeners, and wordless books that allow the children to create their own storyline are some examples. Programs also include crafts and cooking that relate to some aspect of the stories that have been shared. Plans for the future include instructions and practice for making puppets at home.

The use of fingerplays and songs has been attempted and has been temporarily discontinued due to the difficulty of translating rhymes from one language to another. However, a recently-hired childcare worker from Ecuador is interested in teaching songs and fingerplays in Spanish, which should help us build a beginning collection that can be used in the future.

D. USE OF CHILDREN'S MATERIAL FOR ADULT LITERACY INSTRUCTION. Prepared packets for the use of PLLS tutors and their students are available in the PLLS office. Each packet contains a children's book that is to be read by the adult learner with the help of their tutor. When the book has been mastered, the student can take it home to share with his or her child or children.

The ESL teacher has been incorporating children's literature into the regular ESL curriculum. She initially tried to introduce a new story each week, but due to several holidays and the continual addition of new students, she has had to slow down the rate at which new material is introduced. Copies of stories to be read at the library storytime are distributed in advance so that the adult learners can gain additional familiarity with them.

The writing of stories is encouraged in both groups and copies of their work kept on file.

E. INSTRUCTION FOR PARENTS IN SELECTING BOOKS, LITERATURE APPRECIATION AND READ-ALOUD SKILLS. Several methods for instructing and encouraging the selection of quality children's literature are currently employed and will be continued and expanded.

The primary method is modeling during the weekly storytime. Only quality literature recommended by professionals in the field and through personal experience is selected to be shared during the story sessions. Time is set aside for the adults during the programs at the

beginning of the year to discuss different genres of children's literature and appropriate materials for different age and developmental levels. Discussions also include aspects of specific books that make the book appealing to children. Adults and children are then given time and encouraged to find books in the library that appeal to them.

Handouts and bookmarks are currently being developed that will list recommended titles that can be found in the library.

Something new that will be tried in the coming year is to have adults and children break up into small groups, and allow the adults to practice reading aloud to the children in their group.

F. SERVICES TO ENHANCE FULL FAMILY PARTICIPATION. By working with the mothers and pre-school aged children, it is hoped that the enjoyment and satisfaction derived from their experiences at the library will be shared and reproduced at home. Already fathers and older siblings are coming to the library both with and without the mothers and pre-schoolers.

To reinforce the program's commitment to the whole family, it will be important to plan events that can include all family members. A Christmas and End-of-year event held during the evening or on a week-end are possible solutions. These events would include at least a storytime, presentation by mothers and pre-schoolers, a tour of the library, and refreshments.

G. ASSISTANCE TO PARENTS IN USING ALL LIBRARY SERVICES. An important part of Placentia's Families program is a tour and orientation to the Library. Each week a different library department is highlighted and a staff member from that department explains its purpose and function. Adults are encouraged to apply for library cards, and the process of finding a book, checking it out, and returning it are explained. Areas of special interest, such as nutrition, parenting, and childcare are highlighted and adults are shown how to find the information in these sections that they want and need. Time is allocated each week for participants to browse and check-out library materials.

Participants are also informed and encouraged to attend the programs and activities sponsored by the library's Children's Department. Plans are currently being made to produce Spanish translations of all publicity materials for these programs.

H. OTHER SERVICES. Transportation and childcare are two additional services that are currently being offered. Three paid childcare workers and one volunteer interact with the children while the adults are in class. This allows the adults to fully concentrate on their lessons and allows the childcare workers to introduce new material and reinforce stories, songs, and games previously learned during the library programs.

Transportation is an essential ingredient in the success of our program. Placentia does not currently have any form of public transportation. Many of the participants do not have their own source of transportation and live too far from the library to walk. Without outside assistance in this area, many of our families would not be able to participate. Transportation is currently being funded by a local Healthy Start grant.

IV. STAFF RESOURCES.

The staff involved and the percentage of their time that is devoted to Families For Literacy is as follows:

Jeannine Walters, Families For Literacy Coordinator (18 hours per week)	100%
Katherine Matas and Mary Byrne, CLC Coordinators (6 hours per week)	20%
Suad Ammar, Principal Librarian (4 hours per week)	10%
Kay Schneider, Children's Librarian (2.4 hours per week)	8%
Elizabeth Minter, Library Director (2 hours per week)	5%
All other library staff (12 hours per week)	10%

V. EVALUATION COMPONENT.

Quantitative measures of evaluation to be used include:

- Attendance statistics of participation in Family program activities
- Use of prepared folder materials by individual tutors and their students

Qualitative measures of evaluation to be used include:

- Fall and Spring family reading surveys
- Portfolio of materials completed during the library programs, tutor sessions, and at home during the program year
- Tutor and Coordinator evaluation of behavioral and attitudinal changes

VI. PROSPECTS FOR CONTINUANCE IN THE FUTURE.

Placentia Library has made a commitment to continue to offer literacy programs as part of the regular on-going package of services. This commitment was made evident during this last year when budget cuts required lay-offs of library employees, including the Literacy and Families For Literacy Coordinators. Rather than discontinuing these programs, staff were transferred from other departments which were already facing staff shortages to fill the vacancies in these programs and were given training so the programs could continue as smoothly as possible.

The financial future of libraries in general continue to be uncertain, however. Benefits and partial salary for the Families Coordinator as well as some administrative costs in running the program are currently being underwritten by the library. Without outside funding, however, staff time, book distribution, weekly programs, and outreach to participants with special needs will need to be severely reduced.

VII. YEARS FUNDED AND LESSONS LEARNED.

1993-1994 is the third year that Placentia Library District has received grant funds to operate a Families For Literacy program.

A new collaborative effort between the Library and the local school district began during this last year. The Adult Education department agreed to provide an ESL teacher and help in recruiting students and the Library agreed to provide childcare during the ESL classes and a weekly Families program. Both the ESL classes and the Families programs were held at the Whitten Center, a site that had been used for a component of the FFL program previously.

Due to continued low attendance during the fall, several changes were made half-way through the year. The ESL classes were moved to another City-owned facility in a different part of Placentia, and the weekly Families program was moved to the Library. A new ESL teacher was hired and transportation to the ESL class site and the Library was provided.

Transportation is a critical factor in the success of our program. Transportation funds have been provided through a local Healthy Start grant, and similar funds will be available for our use next year. Having a reliable transportation source has allowed many of the families to participate on a regular basis, and will continue to be an area requiring program involvement.

The current ESL teacher has a background working with children and is very supportive of FFL methods and goals. Her cooperation is helping to ensure good participation from her students. As stated in the "Lessons learned" section of the application, cooperation on the part of the tutor or teacher is definitely necessary for the program to succeed.

Because FFL is no longer meeting at the same location as HeadStart, the relationship between the two programs has been temporarily suspended. Plans are being made to meet with the local HeadStart director to determine what type of relationship will exist in the future.

VIII. WHY ANOTHER YEAR

Due to staff changes as well as changes in methods of implementing the program, concentration this year has primarily been on maintaining and strengthening the existing program. Now that the program's foundation has been solidly re-established, renewed effort and time will be spent during the next year soliciting community funds and in-kind services, as well as seeking networking opportunities with other community organizations. Groundwork has already begun in these areas, but additional time is needed to develop existing possibilities and seek out new ones. Continued State funding during this next fiscal year will allow Placentia Library's existing Families program to continue while outside funding sources are being sought and developed.

Many of the families currently in the program have just started coming to the Library on their own. It takes time for new habits to develop, and continuing the program for another year will help to reinforce the participants own efforts. Discontinuing the program may cause the families to lose faith in the program and the Library.

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Fiscal Year 1993/94

Placentia Library District

Name of Library

E. M. ...
Library Director Signature

April 24, 1994
Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Gary E. Strong
1. Personnel	17,150	29,213	46,363	
2. Library Materials		1,500	1,500	
3. Operations	7,650	8,100	15,750	
3a. Contract Services	500		500	
3b. Travel	500		500	
3c. Office Supplies	350		350	
3d. Printing	900		900	
3e. Instructional Resources	900		900	
3f. Children's Book Resources	4,500	500	5,000	
3g. Other		7,600	7,600	
4. Equipment				
5. Indirect	116		116	
6. TOTAL	24,916	38,813	63,729	

BUDGET SPECIFICATIONS

ITEM 3G. Other - These monies will be used to provide transportation for program participants to and from the library.

TIME LINE

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JU
Reserve sites	x				x						
Advertise for tutors/students	x	x	x	x	x	x	x	x	x	x	
Plan/order materials	x	x	x	x	x	x	x	x	x	x	x
Set library visits and trips	x	x	x	x		x	x	x			
Meet with tutors	x	x	x	x	x	x	x	x	x	x	x
Meet with FFL, CLC, & Child. Lib.	x	x	x	x	x	x	x	x	x	x	x
Begin phone tree for returning students	x				x						
Conduct tutor training	x					x		x			

Est. & maintain child-care program	x	x	x	x	x	x	x	x	x	x	x
Monitor student portfolios		x	x	x	x	x	x	x	x	x	x
Conduct family activity survey	x	x				x					x
Present FFL to community		x	x	x		x	x	x	x	x	x
Canvas community for contributions	x	x	x	x	x	x	x	x	x	x	x
Christmas party					x						
Complete mid-year assessment						x					
End-of-year event											x
Student /tutor assessment					x						x

1993/94 CLAIM FORM
California Library Services Act
Families For Literacy (Educ. Code Sec. 18735)

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

Library Director (signature)

Elizabeth D. Minter

Typed Name of Signator

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 East Chapman Avenue, Placentia, California 92670

Date April 26, 1994

Amount Claimed:

CLSA Literacy \$ _____	State Library Fiscal Office Use Only
PCA #53249	Office Use Only

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By Elizabeth D. Minter
Official Representative of Fiscal Agent

Library Director
Title

Note: Warrant to be issued for payment to the library to be addressed to:

Elizabeth D. Minter
(Authorized agency to receive, disburse and account for CLSA funds)

411 East Chapman Avenue, Placentia, California 92670
(Address of above agency)

Approval by State

STATE LIBRARY FISCAL OFFICE
BY: _____
DATE: _____

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian SA
DATE: May 9, 1994
SUBJECT: Placentia Pride Committee Report for April, 1994

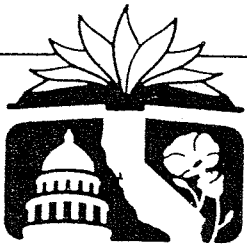
The Placentia Pride Council met on Thursday April 21, 1994. The Council discussed its Vision, Goals and Objectives, one of the Objectives was to "Preserve Placentia's historical and cultural heritage". It was suggested that the Library, the Placentia Historical Commission, and the Placentia Pride Council, co-sponsor a grant proposal to the California Council for the Humanities. Grant funds will be used to develop a series of professional audio and/or video interviews of older Placentia residents. The recordings will become a part of the Library collection and kept in the Placentia History Room.

Suad Ammar, member of the Legal Sub-committee, reported on the Community Law School program. The State and County Bar Associations offered advice and promised to help, once the Council decided to go ahead with the program.

The Sub-committee is soliciting the Council's input on the types of subjects that will be presented, the age groups to be targeted, the length of the sessions and the days, times and locations of these programs.

Pat Irot and Dixie Shaw submitted a letter to the Council suggesting the recognition of various local organizations on a monthly basis. Part of the recognition would be a display in the Library, and a brochure on the organization being recognized. Pat was asked to prepare a plan of action for the Council.

Next meeting is scheduled for May 19, 1994.



CALIFORNIA STATE LIBRARY NEWSLETTER

Gary E. Strong, State Librarian

ISSN 0276-6973

March - April 1994

No. 146

PACIFIC BELL TO LINK PUBLIC LIBRARIES TO THE INFORMATION SUPERHIGHWAY

At a press conference in Sacramento on February 14, Pacific Bell announced that the company is making a \$100 million investment in California public libraries and schools to start them rolling on the communications superhighway. Pacific Bell President Phil Quigley announced that the company will offer linkage for computer communications and videoconferencing -- the first lane of the superhighway -- to each of the nearly 7,400 public libraries, K-12 schools, and community colleges in Pacific Bell service territory by the end of 1996. Quigley also said he would lead businesses, regulators and legislators in an initiative to ensure that every library and classroom in California is wired and equipped for full-speed superhighway access by the year 2000.

"By offering a baseline capability to access information from anywhere in the world and engage in interactive distance learning, we will be providing students an on-ramp to the communications superhighway," said Quigley. "And by including libraries in our plans, we are ensuring that the on-ramp will be available to lifelong learners, as well as to young persons attending our schools."

- Pacific Bell will expand its partnership with the Detwiler Foundation and the California Community Colleges for placing donated computers in the schools.
- The company will field dedicated source teams which will work directly with libraries and schools to help librarians and teachers fully utilize the new telecommunications equipment and resources at their disposal. At the same time, the company will collaborate with universities and colleges to help increase the emphasis given to educational technology issues in the library sciences and teaching curricula.

Pacific Bell has set up a special hotline -- 1-800-901-2210 -- to answer questions from libraries, schools, and community colleges, and to handle inquiries from businesses interested in participating in the technology initiative.

CALIFORNIA LIBRARIES ON THE INFORMATION SUPERHIGHWAY

The revolution in digital electronics set the stage for the information superhighway, now an initiative near the top of the national agenda. As the National Research and Education Network (NREN) evolves, it is essential that libraries be active participants --- both for the resources that they can contribute and for the benefits that they can access for people. It is also important that libraries become involved now to assure that the superhighway will be constructed with the needs of people in the forefront and provision for libraries as a basic component.

Under the auspices of the California Library Networking Task Force, California has been defining its needs and priorities for telecommunications. A preliminary study conducted in 1992 identified the existing telecommunications networks, from the State Lottery and various library networks, to commercial vendors. The second study recommends how to implement the type of telecommunications system essential for library service delivery, piggybacking on existing systems and building incrementally to where California wants to be in order to provide information, voice, narrative, and graphic formats for the diverse population of the state.

Two recent developments move libraries further in those directions: the just-announced Pacific Bell investment in wiring public libraries and public schools over a three-year period (as outlined in the previous article), and the seven-month exploration of and planning for direct public access to the Internet in which 182 public libraries are participating.

INTERNET PUBLIC ACCESS PROGRAM

Approximately 200 public libraries applied for Internet workstations under an LSCA supported initiative, and 182 workstations will be installed throughout the state in March. A training series and partial support of telecommunications costs for successful applicants are part of this program, as libraries work with their communities to identify what is valuable to them on the Internet and to design local plans and policies for direct public access.

The State Librarian especially commended those public libraries that applied for this program, noting how difficult it was to be caught between the dilemma of the need to

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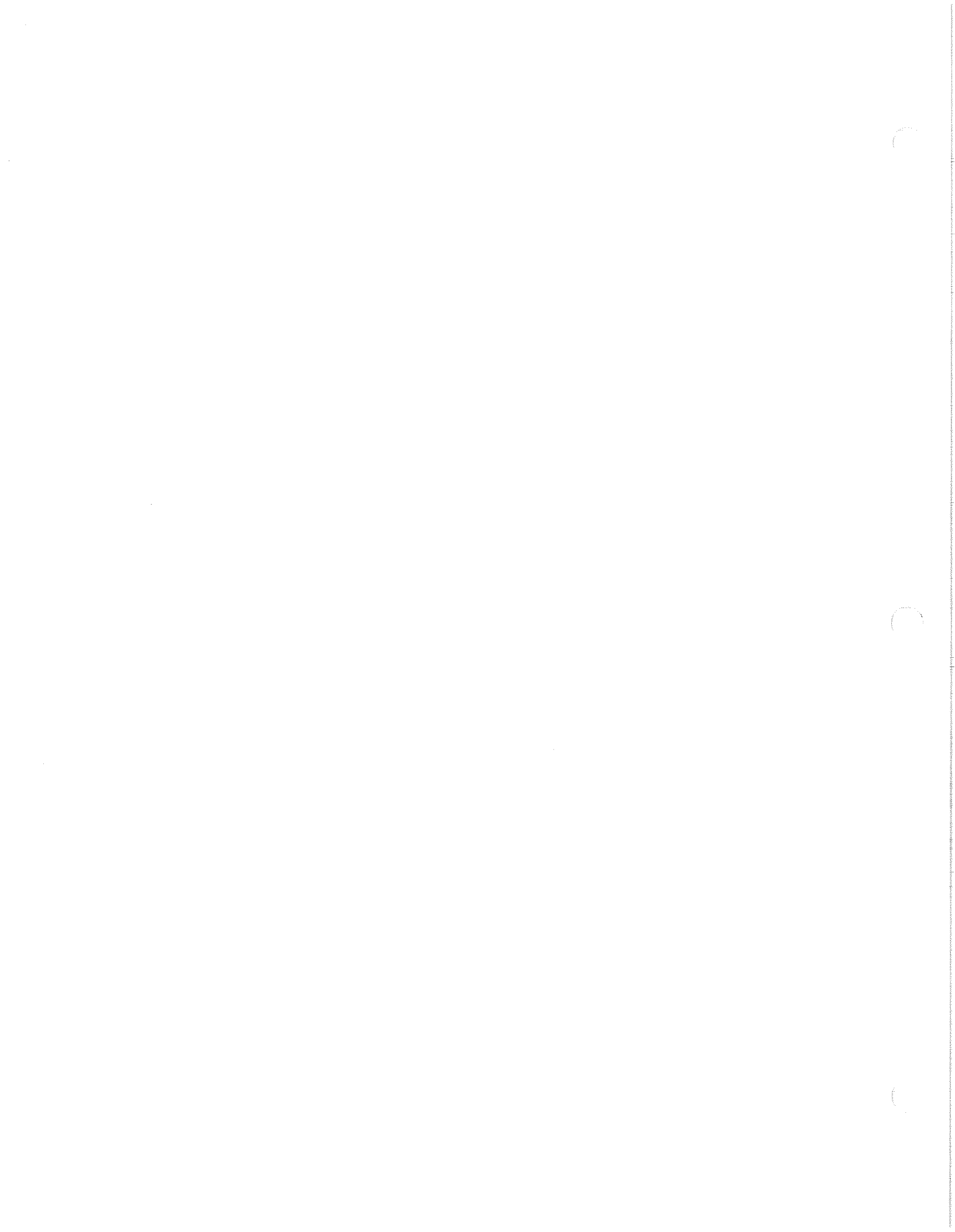
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WORKING DRAFT NO. 94-03-28

**FOR DISCUSSION PURPOSES ONLY
NOT FOR DISTRIBUTION**

**PLACENTIA LIBRARY DISTRICT
CONSOLIDATION FEASIBILITY STUDY**

**Prepared by:
BSI Consultants, Inc.
Santa Ana, CA**

May 1994

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EXECUTIVE SUMMARY

The Placentia Library District is proud of the level of library services they have been able to provide to the Placentia community since the District was formed in 1919. The Placentia Library District has the oldest library literacy program in the County of Orange. However, in recent years the District has had to reduce hours and has taken other steps to reduce expenditures as a result of the State's actions to balance its FY 1992-93 budget. As a result of the State's action, the District has experienced a 10 percent loss of revenue which amounted to almost \$130,000 for FY 1992-93.

While it is the District's desire to continue to maintain current library service levels for the community, additional revenues will be needed in the near future for the District to do so. Recognizing the long-term implications of this fiscal imbalance, the Library District commissioned a study to explore the feasibility of reorganization or consolidation alternatives for the Library District. The alternatives considered in the study are:

- Library District remains as an independent special district.
- Library District is merged with the City of Placentia.
- Library District becomes a subsidiary district of the City of Placentia.
- Library District is merged with the Orange County Public Library System.
- Library District becomes a public, non-profit foundation.

Through the use of comparative library services measures, the study documented that resources available to the Library District have been effectively managed, and that the District's management policies have resulted in the District's ability to deliver a high level of library services.

The study also identified the fact that revenues were already insufficient to fund expenditures for library services in FY 1992-93. This budget shortfall was offset by the reduction in reserve fund levels and the use of available fund balances. However, continued reliance on reserve funds to maintain the current level of service cannot be assured and will fully deplete the Library's reserves.

After reviewing the advantages and disadvantages of the five consolidation alternatives, the study concluded that further consideration of consolidating the Library District with the Orange County Public Library should be discontinued, as this alternative would not improve the Library District's short or long-term financial prospects.

The study also concluded that consolidation of the Library District with the City of Placentia would at best produce only minimal cost-savings, and would generate no new revenues, for the Library. The alternative of merging the Library District with the City would not resolve the District's funding crisis either. Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.

The creation of a non-profit foundation which could provide funding for specific programs or services, such as the purchase of books, may be one method by which the Library District could supplement its current revenue stream without the use of special taxes or assessments. However, there would be substantial cost associated with the establishment of an effective donor program.

Although there is a great deal of interest throughout the State in consolidation of the more than 4000 government units which currently exist, based upon the study's finding it is recommended that the Placentia Library District continue as an independent district. Should the distribution of property tax revenue or other revenues be changed by the State in the future, the District may want to review the study findings to determine if consolidation would have a net positive fiscal impact on the District as a result of those changes.

It is also recommended that the District's Board of Trustees begin to develop a strategy to close the revenue gap which currently exists. Alternatives available to the Board include seeking voter approval of a special tax for library services, private funding of library services, or a combination of these alternatives. While changes in how revenues are allocated by the State may resolve the problem in future years, the District should have a well formulated plan if this does not occur.

SECTION I - PURPOSE OF STUDY

In recent years, local government agencies in California have experienced reductions in local property tax, sales tax, and other operating revenues. At the same time, population increases have generated demands for higher levels of government services at the local level.

The recent slow down of Southern California's economy, coupled with the shifting of local property tax revenues to the State budget, have created a funding dilemma for most local agencies, including the Placentia Library District.

Recognizing the long-term implications of this continued fiscal stagnation, the Library District initiated the current study to explore the feasibility of reorganization or consolidation for Library District operations. The alternatives to be considered within the scope of this study are the following:

- Library District remains as an independent special district.
- Library District is merged with the City of Placentia.
- Library District becomes a subsidiary district of the City of Placentia.
- Library District is merged with the Orange County Public Library System.
- Library District becomes a public, non-profit foundation.

The Library District selected BSI Consultants, Inc. to assist the District in conducting the feasibility study, as an aid in decision making concerning potential organizational changes, designed to enable the District to respond to present and future fiscal and operating challenges. The study includes an analysis of current operating conditions for the District, reviews consolidation alternatives available to the District, and identifies alternative funding sources for library services.

SECTION II - OVERVIEW OF CURRENT OPERATIONS

A. INTRODUCTION

The Placentia Library District was organized under the California Education Code, Section 19600 - 19734. The District is governed by an independent, five-member Board of Trustees, elected at large, who serve without compensation from the District. The public library operated by the District provides equal access to library materials and services to all community residents. Basic library services are provided free of charge, and costs of selected peripheral programs are held to a minimum. Materials and services are prioritized based on the needs of the Placentia community.

B. REVIEW OF LIBRARY DISTRICT BOUNDARIES

The boundaries of the Placentia Library District are basically contiguous with the boundaries of the City of Placentia. However, there is a small island of land in the middle of the City that is not a part of the City but is a part of the Library District. While the reason that this area is not a part of the City is not known, the Library District does receive an increment of the property tax from this area to fund library services just as it does for other properties.

C. HISTORICAL SERVICE LEVELS OF THE LIBRARY DISTRICT

The Placentia Library District operates a main public library facility located on the Civic Center complex, adjacent to the Placentia City Hall. During the past several years as a result of a loss of revenue due to actions by the State, the Library District has been forced to significantly reduce the level of service it is able to provide to the community. In FY 1992-93, Library District expenditures totaled \$1,385,943 (all funds) to provide library services to 44,070 residents living within the District. This expenditure represented a per capita cost of \$30.48 per resident. In FY 1993-94, total budgeted expenditures have been reduced to \$1,101,106 which represents a per capita cost of \$24.22.

As a result of the loss in revenue and resultant reduction in expenditures, there has been a continuing downward trend in the weekly hours of operation, from 65 hours in FY 1991-92, to 56.5 in FY 1992-93 and 44 hours in FY 1993-94. Currently, the Placentia Library remains open six days each week.

Exhibit 1 summarizes several key library service level indicators for the past four years. The table indicates an initial upswing in library attendance, materials circulated, and reference transactions. During FY 1992-93, library attendance continued to rise as a result of the reduced operating hours by surrounding libraries. However, materials circulation and reference transactions declined. These declines were partially the result of the reduction in library hours and staff levels.

The table also shows expenditure trends for the three-year period, for both "Total Materials Expenditures" and "Total Operating Expenditures." In FY 1992-93, it was necessary to reduce Total Operating Expenditures as a direct result of the shift of local property tax revenues by the State. Total operating expenditures were further reduced for FY 1993-94 to match expected revenues.

**EXHIBIT 1
 PLACENTIA LIBRARY DISTRICT
 FOUR-YEAR OPERATING PROFILE**

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Est.
Staff (FTE)	22.75	23.50	21.00	14.75
Weekly Hours of Operation	65.0	65.0	56.5	44.0
Circulated Materials	296,787	387,269	335,011	
Library Attendance	237,918	295,090	302,392	
Reference Transactions	46,727	54,951	26,689	
Total Material Collection*	132,258	139,258	154,388	
Total Materials Expenditures	\$143,859	\$141,853	\$156,797	\$34,300
Total Expenditures (Fund 707)	\$1,228,663	\$1,356,621	\$1,339,066	\$1,063,370

Source: Annual Report

*Books, Audio Video

D. ORGANIZATION OF LIBRARY DISTRICT SERVICES

The Placentia Library District is professionally managed by an appointed Library Director. The Library Director reports directly to the Placentia Library District Board of Trustees. All operational and administrative service activities are organized into the following units:

- Administrative Services
- Adult Service
- Children Services
- Circulation Services
- Technical Services

A current organization chart is presented in Appendix "A".

In FY 1992-93, the Library District employed 21.06 Full-Time Equivalent (FTE) professional and support staff to serve the 44,070 residents living within the District. As a result of the revenue losses experienced by the Library District, there has been a reduction in the number of authorized Library District personnel to 14.75 FTE's for FY 1993-94 (adopted September 20, 1993). The reduction in staffing was accomplished by a combination of early retirements and layoffs. Although the library has been able to remain open six days a week, daily operating hours have been reduced as a result of the staff reductions.

E. CURRENT FINANCIAL CONDITIONS OF THE LIBRARY DISTRICT

This section reviews the current financial conditions of the Placentia Library District. A comparative analysis of alternatives involving organizational change for the future of the Library District necessarily begins with developing a clear understanding of its current situation. The information presented in this section will provide a set of "baseline" figures to assist decision-makers as they consider the advantages and disadvantages of District consolidation versus autonomy.

The Library District General Fund includes several sub-account groups, including

- 707 - Operating Fund
- 702 - Equipment and Structure Replacement
- 703 - Automation Replacement
- 706 - Bond Redemption Fund
- 708 - Unused Sick Leave Reserve

Fund 707 - Operating Fund is the primary source of funds for daily library operations including salaries and benefits for library staff, library and program operations, building operations, and the purchase of books and other materials. The other accounts are special purpose accounts and are not used to fund daily library operations. However, as a result of the loss of revenue experienced by the Library District, the Library District has had to reduce general reserve levels/fund balances in several of these accounts and transfer funds to 707 to be used for library operations. The largest transfer occurred last year (FY 1992-93) when \$100,000 was transferred from the general reserves of the Bond Redemption Fund (5061) to the Operating Fund (707) to be used for general library operations. It is anticipated that an additional \$65,000 will be needed again this year (FY 1993-94) to balance the Library District's operating fund budget.

Exhibit 2 presents a historical accounting of the Library District's revenue and expenditure flows (all funds) for the four-year period, FY 1990-91 through FY 1993-94. As shown, in FY 1990-91 the Library District received more in revenue than it expended in providing library services to the community. However, even with the reductions in service levels the past several years total expenditures have exceeded total revenue forcing the Library District to use a portion of its reserves/fund balance to make up the short-fall.

A more detailed analysis of the revenue and expenditure patterns within the Library District's general operating budget (Fund 707) is presented in Exhibits 3 and 4.

EXHIBIT 2
PLACENTIA LIBRARY DISTRICT
FOUR-YEAR REVENUE AND EXPENDITURE SUMMARY (ALL FUNDS)

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Total Revenue	\$1,357,552	\$1,423,673	\$1,266,944	\$1,069,295
Total Expenditure	\$1,241,774	\$1,409,079	\$1,385,943	\$1,101,106
Surplus (Shortage)	\$115,778	\$14,594	(\$118,499)	(\$31,811)

Source: Annual Report

F. REVIEW OF FUND 707 (OPERATING FUND)

Funding Sources (Fund 707)

The daily operations of the Placentia Library District are funded primarily from a portion of the basic secured and unsecured property taxes levied on properties and improvements within the Library District. The sources of funding for the District consist of the following elements:

- Property Taxes
- Revenue from other Agencies
- Other Revenues
- Fund Transfers

Since FY 1990-91, the State has shifted additional increments of property taxes away from local government agencies to fund deficits in the State budget. From FY 1990-91 to 1992-93, the Library District lost 8% in local property tax revenues. Using County projections for FY 1993-94, the total loss of property tax is \$265,289 from the prior year or almost 26%. As of January, 1994, the mid-year point for the State budget, the State reported a budget deficit exceeding \$5 billion. Therefore, there is a strong likelihood of additional revenue shifts from local government to the State, within the next several years.

In addition, the Library District had contributed approximately \$400,000 per year to the County Special District Augmentation Fund (SDAF) and received no portion of those funds back since 1989. Prior to its elimination, the allocation of SDAF was administered by the County Board of Supervisors, and as a result of the increasing revenue needs by the County's dependent special districts (Fire and Library) no portion of the SDAF was allocated to independent districts within the County.

As a result of this loss of revenue, the Library District has had to greatly reduce expenditures resulting in a reduction of services and has had to transfer funds from other sources to Fund 707 to cover the operating expenses of the Library District. In FY 1992-93, a total of \$100,000 was transferred into Fund 707. This was reduced to \$65,000 in FY 1993-94 as a result of further service level reductions by the Library District.

Exhibit 3 presents a summary of the revenues (arranged in the four revenue categories described above) received by the Library District during the four-year operating period, FY 1990-91 through FY 1993-94.

Since local property taxes are the Library District's primary funding source, the redirection of local property taxes to the State budget has significantly effected the Library's long-term revenue outlook. The multiple impacts of the economic recession and the real estate slowdown in Southern California have compounded revenue shortfalls for the Library District. However, because of the relatively high property values within the Library District, the Placentia Library District has fared better than many libraries throughout the State, especially those in communities with lower property values.

EXHIBIT 3
PLACENTIA LIBRARY DISTRICT
FOUR-YEAR REVENUE PROFILE

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Property Tax, Current Year	\$1,084,864	\$1,150,099	\$1,059,125	\$878,371
Other State Funds	144,764	123,758	105,612	85,000
Other Revenues	13,969	17,115	30,968	35,000
Fund Transfers	-	18,899	100,000	65,000
TOTAL	\$1,243,597	\$1,309,871	\$1,295,705	\$1,063,370

Source: Auditors' Report DRAFT

Funding Requirements (Fund 707)

Exhibit 4 presents a summary of Library District general operating expenditures during the four-year operating period, FY 1990-91 through FY 1993-94. The largest expenditure category of the budget is Salaries & Benefits, which will require 67 percent of the FY 1993-94 projected budget. Benefit costs are currently 24 percent of salaries.

The expenditure patterns in the other categories for the Library District have generally been consistent over time, and are representative of other local public library operations which emphasize library services. The major exception to this was that in FY 1990-91 and FY 1991-92, the Library District was able to make its annual bond payments to the Placentia Civic Center JPA from Fund 707. However in FY 1992-93 the entire payment had to come from Fund 5061 and it is expected that one-half of the payment this year and in future years will have to come from that fund also. There has also been a significant reduction in expenditures by the Library District for the purchase of books and other materials. For the three years prior to the current year, the Library District has spent an average of \$147,400 for the purchase of materials annually. The total budget for materials in the current budget for FY 1993-94 is only \$34,229. If this level of expenditure is not increased it will significantly impact the level of service which the Library District is able to provide.

As a result of the staffing reductions and reduced expenditures for circulation materials and other expenses, Library District expenditures will match expected revenues, including the fund transfer of \$65,000 and one-time (Teeter plan payment) for FY 1993-94.

EXHIBIT 4
PLACENTIA LIBRARY DISTRICT
OPERATING BUDGET COMPARISONS (FUND 707)

CATEGORY	FY 90-91 Actual	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Estimate
Staff (FTE)	\$22.75	\$23.50	\$21.00	\$14.75
Salaries and Benefits	762,399	834,369	911,327	709,291 ^{1/}
Insurance	13,065	14,716	14,649	16,000
Maintenance	44,124	60,144	55,851	56,250
Utilities	59,583	66,780	61,619	68,775
Semi Annual Bond Payment	71,800	71,800	0	35,900
Special Department Expense	143,899	141,853	156,327	34,229
Office Expense	19,390	24,542	36,290	38,475
Specialized Services	78,060	82,497	67,854	70,675
Other Expenditures	36,342	51,166	35,148	33,775
TOTAL EXPENDITURES	\$1,228,662	\$1,347,867	\$1,339,065	\$1,063,370

Source: Auditors' Report DRAFT ^{1/}includes one time early retirement payouts

Exhibit 5 is a comparison of salaries for the Library District and other agencies with Orange and Los Angeles Counties. As shown, Library District salaries are generally in line with or slightly lower than those for comparable agencies. A copy of the current salary levels for the City of Placentia is included in the Appendix of this report.

**EXHIBIT 5
 SALARY COMPARISON FY 1991-92**

Library	Library Director	Assistant Director	Chief of Division	Branch Librarian	Librarian	LTA	Clerk	Manager
Buena Park Library Dist	-6872	4062-4948	-	3173-3867	2478-3173	-	1551-1889	2736-3333
City of Yorba Linda	5838-7096	4243-5157	2972-3613	-	2584-3141	2257-2744	1683-2046	-
Altadena Library Dist	-4581	-	2883-3595	2883-3995	2486-3097	1844-2307	1718-2142	-4158
City of Arcadia	5196-6316	3706-4505	3296-4007	-	2935-3568	1981-2408	1854-2254	-
City of Glendora	4612-5606	-	2972-3613	-	2724-3312	2054-2497	1930-2346	2088-2538
City of Anaheim	6520-8965	-	4203-5779	3458-4754	2390-3051	2007-2441	1416-1808	4203-5779
Orange Co. Pub. Lib.	4671-10670	4384-6613	3820-5755	2967-3999	2532-3215	1806-2281	1661-2052	3461-5224
Placentia Library Dist	5644-5644	4286-4286	3648-3648	-	2287-2924	1933-2473	1439-2082	2662-3406

SECTION III - REVIEW OF LAFCO REORGANIZATION PROCESS

This section of the report looks at the legal steps or actions that would be required to change the current organizational or political structure of the Library District. In 1963, Local Agency Formation Commissions (LAFCO) were created by the passage of legislation to encourage orderly formation of local government agencies, to preserve agricultural and open space land, and to discourage urban sprawl. The Orange County LAFCO has jurisdiction over all changes in local government agencies within Orange County.

Any reorganization of the Library District must be approved by LAFCO pursuant to the Cortese-Knox Local Government Reorganization Act of 1985 (Government Code Sections 56100, et seq.). The following reviews the specific steps or actions that would be required under each reorganization alternative.

A. Merger of the District with the City

A merger means termination of the existence of a district of limited powers by the merger of such a district with a city. In a merger, the territory of a district must be included entirely within the boundaries of a city.

Proceedings for a merger could be initiated by petition or resolution. The petition would be signed by at least 10% of the registered voters within the Placentia Library District. Alternatively, a Resolution of Application could be adopted by the Placentia Library District Board of Trustees, or the Placentia City Council, or the Orange County Board of Supervisors.

After LAFCO receives the merger application, by petition or resolution, the LAFCO Board conducts a noticed public hearing to receive oral or written testimony, and adopts a resolution to approve, modify, or deny the proposal.

If the LAFCO Board approves the proposal, they may also adopt terms and conditions for the merger. LAFCO then sends the proposal to the Orange County Board of Supervisors for consideration. The Board may not add further modifications to the merger proposal.

The Board of Supervisors conducts a noticed public hearing, and adopts a resolution ordering the merger of the Library District with the City of Placentia, with or without an election. The Board may order the merger without an election provided that both the Placentia City Council and the Placentia Library District Board of Trustees have filed their own resolutions consenting to the merger with the Board of Supervisors at the time of the hearing.

If the Board of Supervisors calls for an election on the question of merger, the registered-voter election would be conducted within the territory of the District. After canvassing the election returns on the question of the merger, the Board of Supervisors would adopt a resolution confirming the order of merger if a majority of the votes cast were in favor of the merger.

B. Establishment of a Subsidiary District of the City

The Government Code requires that any proposal for a merger of a special district of limited powers with a city shall also consider the alternative proposal to establish a subsidiary district of the city. Conversely, any proposal to establish a subsidiary district of a city shall consider the alternative merger proposal.

A subsidiary district is a special district of limited powers for which the city council of a city is designated as, and is empowered to act as, ex officio the board of directors of the district.

The territorial requirements for establishing the Placentia Library District as a subsidiary district of the City of Placentia is that the portion of the District which is included within the boundaries of the City of Placentia shall:

1. Represent 70% or more of the land area within the Library District; and
2. Contain 70% or more of the number of registered voters who reside within the District.

As with mergers, proceedings for a subsidiary district proposal can be initiated by petition or resolution. The petition would be signed by at least 10% of the registered voters within the Placentia Library District. Alternatively, a Resolution of Application could be adopted by the Placentia Library District Board of Trustees, or the Placentia City Council, or the Orange County Board of Supervisors.

Within 10 days after receiving a proposal to form a subsidiary district, LAFCO would be required to notify the Placentia Library District of the proposal. Within 35 days after receiving the notice from LAFCO, the Placentia Library District Board of Trustees may take one of the following actions:

1. Adopt a resolution consenting to the subsidiary district proposal, with or without requesting additional terms and conditions; or
2. Adopt a resolution of intention to file an alternative proposal to the subsidiary district proposal.

If a district files a resolution of intention for an alternative proposal, then within 70 days the district shall prepare and submit to LAFCO a completed application for the alternative proposal.

After LAFCO receives the alternative proposal, LAFCO staff conducts an analysis of both the original and alternative proposals. The LAFCO Board conducts a public hearing to review the analysis, and receive oral or written testimony on the proposals. Within 35 days following the public hearing, the LAFCO Board adopts a resolution of determination, which takes one of the following actions:

1. Denies both the original and the alternative proposals; or
2. Approves both the original and the alternative proposals; or
3. Approves one proposal and denies the other.

If LAFCO approves both proposals, it shall adopt an order directing the Board of Supervisors to consider both proposals at a single public hearing, and take one of the following actions:

1. Deny both the original and the alternative proposals; or
2. Approve both the original and the alternative proposals; or
3. Approve one proposal and deny the other.

Next, the Board of Supervisors conducts a noticed public hearing, and adopts a resolution ordering the merger of the Library District with the City of Placentia, establishment of the Library District as a subsidiary district of the City, or both, with or without an election. The Board may order the merger or establishment of a subsidiary district without an election provided that both the Placentia City Council and the Placentia Library District Board of Trustees have filed their own resolutions consenting to the merger or subsidiary district with the Board of Supervisors at the time of the hearing.

If the Board of Supervisors calls for an election on the question of merger or establishment of a subsidiary district, the registered-voter election would be conducted within the territory of the Library District. After canvassing the election returns on the question of merger or establishment of a subsidiary district, the Board of Supervisors would adopt a resolution determining one of the following:

1. That the action was defeated; or
2. That either the order of a merger or the order of establishing a subsidiary district was confirmed by the voters.

C. Consolidation with the Orange County Library District

Consolidation means the uniting or joining of two or more districts into a single new successor district. The consolidating districts must have been formed under the same principal laws. Both the Placentia (1919) and Orange County (1922) Library Districts were formed under the California Education Code.

Proceedings for consolidation may be initiated by petition, or by Resolution of Application adopted by the Placentia Library District Board of Trustees. A petition for consolidation would require valid signatures of 5% or more of the registered voters within each of the Library Districts.

After LAFCO receives the consolidation proposal, by petition or resolution, LAFCO staff conducts an analysis of the proposal. The LAFCO Board conducts a hearing to review the analysis, receives oral or written testimony, and adopts a resolution approving or disapproving the consolidation proposal.

If a majority of the members of the Placentia Library District Board of Trustees and the Orange County Board of Supervisors (governing board of the Orange County Library District) adopt substantially similar resolutions of application, then LAFCO shall approve, or conditionally approve, the proposal.

If the LAFCO Board approves the consolidation proposal, then they adopt any terms and conditions of approval. If the LAFCO Board wholly disapproves the proposal, no new proposal involving the same or substantially the same territory shall be initiated for a period of one year after the date of LAFCO's decision, unless LAFCO waives this provision.

The Board of Supervisors then adopts a resolution making a finding regarding the value of written protests filed, and not withdrawn, and takes one of the following actions:

1. Terminate the proceedings if a majority protest exists;
2. Order the consolidation subject to confirmation by the voters; or
3. Order the consolidation without an election if the consolidation proceedings were initiated by majority resolutions of the Placentia Library District Board of Trustees and the Board of Supervisors, unless a petition, signed by 25% of the registered voters, is submitted requesting an election.

After the election is conducted, the Board of Supervisors takes one of the following actions:

1. Adopt a resolution confirming the order of consolidation if a majority of the votes cast within each District favored the consolidation proposal; or
2. Terminate proceedings if the votes cast in favor of consolidation were less than a majority in either one of the Districts.

SECTION IV - COMPARISONS WITH OTHER AGENCIES

As the independent policy-making body for the Placentia Library District, the Board of Trustees has the ability to set different levels of library service for the community, considering available funding and other factors. The Board of Trustees and the Library Director have consistently delivered a high level of quality library services to the Placentia community.

Therefore, a review of the feasibility of consolidating the Library District with another agency must consider the impacts of consolidation on the Library's level of service. One approach for this review, is to consider a comparative analysis of Library District activities with those of other local libraries. Certainly one measure of service is how many hours per week the library is open to serve the community. Exhibit 6 shows the hours of operation for several libraries in the area. As noted earlier, the Placentia Library District has had to significantly reduce its hours of operation over the last two years as a result of the loss of revenue due to the actions by the State. However, so have other libraries including the Orange County Library at its branch locations.

EXHIBIT 6
 PLACENTIA LIBRARY DISTRICT
 COMPARISON OF HOURS OF OPERATION
 (FY 1993-94)

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Tot Hours Open/Week</u>
Placentia Main Library	12-8	12-8	12-8	10-6	C*1	10-6	1-5	44
Buena Park Main Library	9-9	9-9	9-9	9-9	9-6	9-6	C*1	66
Anaheim Central Library	9-9	9-9	9-9	9-9	9-9	9-6	C*1	69
Fullerton Central Library	10-9	10-9	10-9	10-9	10-6	9-5	C*1	59
Brea Branch Library	12-8	12-8	C*1	12-6	C*1	10-5	C*1	29

NOTES: *1. Library is closed.

Two other groups of service level measures, Per Capita and FTE measures, were also reviewed. Again these measures are helpful in evaluating the level of library services currently being provided and to project service levels if the Library District were to merge with another agency, especially the Orange County Public Library.

A. PER CAPITA PERFORMANCE MEASURES

Exhibit 7 below presents per capita service level and expenditure comparisons for the Placentia Library District, several city and independent district libraries, and the Orange County Public Library. As seen in the figure, the Placentia Library District has been able to provide a relatively high level of service in comparison to the other libraries when evaluated on the basis of per capita expenditures and holdings. Although per capita circulation is slightly lower than several of the other libraries it is thought to be the result of the reduction in library hours.

While how well services are provided are often evaluated on the basis of lowest per capita cost, this is not necessarily the case for library services. Since Library District revenues are primarily a function of the property tax base within the District, total expenditures per capita are influenced by the values of property within the community and the population served. Since most of the Library District's revenue comes from property taxes and is a fixed percentage of the total property tax collected the Library District can determine how funds are allocated, but there is very little it can do to increase revenues from property taxes. As a result, independent library districts in communities with a higher property tax base will receive a higher level of funding on a per capita basis than a similar library district in an area with lower property values.

As seen in Exhibit 7, the Total Expenditure per Capita for library services in the Placentia Library District is over 50 percent higher than the expenditure level by the Orange County Library system. Although statistics are not available for FY 1993-94 expenditures, levels for all library systems have been further reduced so that the Library District's current expenditure per capita (\$24.22) is still substantially greater than for most other agencies.

EXHIBIT 7
 PLACENTIA LIBRARY DISTRICT
 PER CAPITA SERVICE MEASURE COMPARISONS
 (FY 1992-93)

	Population	Circulation Per Capita	Holdings Per Capita	Materials Expended Per Capita	Total Expend ^{*1} Per Capita
Placentia Library Dist	45,460	7.37	3.16	\$3.56	\$30.48
Altadena Library Dist	47,850	4.57	2.50	2.47	\$25.27
City of Glendora	49,100	7.34	1.56	3.88	\$21.52
City of Arcadia	49,200	9.19	2.88	3.40	\$30.27
City of Yorba Linda	56,500	5.04	1.83	3.86	\$24.39
Buena Park Library Dist	71,700	7.59	2.19	\$2.79	\$18.75
City of Fullerton	119,500	10.28	2.04	\$2.64	\$21.99
City of Anaheim	285,500	4.55	1.47	\$2.14	\$20.16
Orange Co. Pub. Lib.	1,298,240	5.29	1.64	\$4.31	\$18.68

NOTE: *1. Does not include capital projects costs. Source: California Library Statistics 1993.

B. FTE PERFORMANCE MEASURES

Another measure to review library services is the ratio of Population Served per FTE Staff. Exhibit 8 below shows the comparison of the Placentia Library with other area libraries in serving patrons per FTE staff member. In FY 1992-93, the Placentia Library District served 2,093 residents per FTE. For the same fiscal year, the other libraries served between 1822 and 4026 residents per FTE. As a result of the staff reductions made for FY 1993-94 the ratio of population served per FTE has increased to 3135 residents per FTE. The Statewide average ratio for all local libraries serving communities of similar size was 2,673 for FY 1992-93.

EXHIBIT 8
 PLACENTIA LIBRARY DISTRICT
 FULL-TIME SERVICE MEASURES
 (FY 1992-93)

	Population	Total FTE	Pop Served Per FTE	Circulation Per FTE
Placentia Library Dist	45,460	21.06	2,159	15,907
Altadena Library Dist	47,850	22.40	2,136	9,770
City of Glendora	49,100	18.00	2,728	20,013
City of Arcadia	49,200	27.00	1,822	16,738
City of Yorba Linda	56,500	25.00	2,259	11,386
Buena Park Library Dist	71,700	23.50	3,051	23,300
City of Fullerton	119,500	55.50	2,153	22,134
City of Anaheim	285,500	99.85	2,859	13,009
Orange Co. Pub. Lib.	1,298,240	322.50	4,026	21,311

SECTION V - OVERVIEW OF ALTERNATIVES

Perhaps the most important question regarding the feasibility of reorganizing the Placentia Library District and consolidating with the City of Placentia, an adjacent Library District or the Orange County Library, involves the relative ability of consolidation alternatives to resolve the structural and cost conditions that currently affect the Library District.

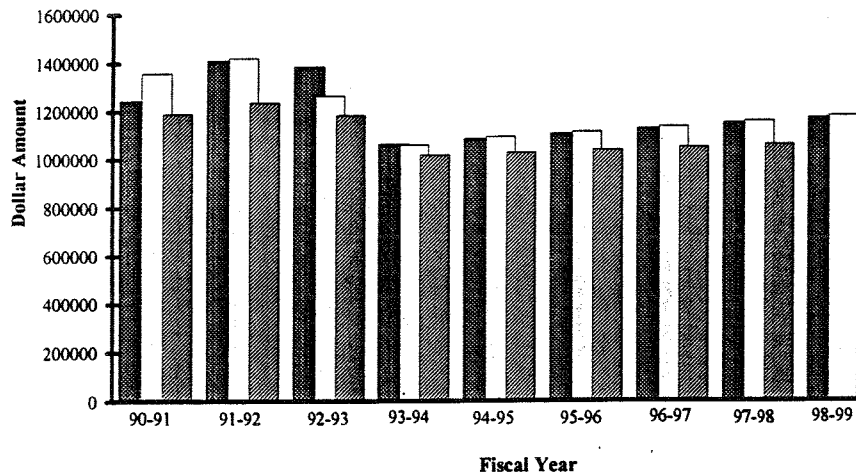
Merger or establishment of the Library District as a subsidiary district of the City would not necessarily improve the revenue and cost structure of the Library District. Also, consolidation alternatives would not significantly increase the powers that the Library District currently possesses to overcome structural cost increases and revenue shortfalls. In discussions with the City of Placentia, it was found that consolidation has not been seriously considered and is not seen as viable in the near future.

Likewise, there are several outstanding policy issues, including the transfer of assets and liabilities from the Library District to the City, placement of the Library within the City's organizational framework, and transfer of Library District employees, which could present substantial fiscal and administrative impacts on the City or the County Library.

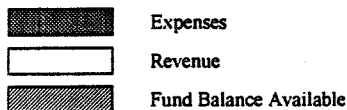
A. FIVE-YEAR PROJECTION OF DISTRICT REVENUES & EXPENDITURES

Exhibit 9 presents a projection of Library District revenues and expenditures for the five-year period from FY 1994-95 through FY 1998-99. The assumptions underpinning the projections are described in Exhibit 9.

EXHIBIT 9
FIVE YEAR PROJECTION OF COST AND REVENUE



Legend



The significant trends shown by Exhibit 9 include the fact that current revenues are already insufficient to fund expenditures for the current level of library services in FY 1994-95. For the past several years, shortfalls have been funded by using general reserves/fund balances accumulated from prior years.

The trend of continued reliance on transferring funds from the other accounts to balance the Library's operating budget to maintain the current level of service may not be available in future years. Given the uncertainty of future revenue levels and the likelihood that the State may take additional funds from the Library District, the Library District may need to make further service level reductions to have a balanced budget.

B. ALTERNATIVES ANALYSIS

This section of the Consolidation Feasibility Study reviews the advantages and disadvantages of each of the five alternatives examined in this report. Specific emphasis is placed on the ability of each alternative to resolve the current physical issues facing the Library District.

1. LIBRARY DISTRICT REMAINS AN INDEPENDENT SPECIAL DISTRICT

- Significant changes in the projected revenue and expenditure trends depicted in Exhibit "9" are not expected to change without policy directives from the Board of Trustees.
- Without new revenues or further reduction in services, annual expenditures will continue to exceed annual revenues beginning in FY 1994-95. This shortfall could be offset on a short-term basis, by transferring funds which have been accumulated in the other accounts so long as funds are available.
- In the long-term, without additional revenue sources, the Library District will have to reduce expenditures to a level no greater than available revenues. This would result in further service level reductions. Since salaries and employee benefits represents the greatest percentage of the Library's operating budget, work hours per employee would be cut, and/or staffing levels would have to be further reduced, and/or across-the-board salary reductions would be necessary.
- On a positive note, since the Placentia Library District is an independent special district, the District's Board of Trustees possesses the direct authority to implement policy decisions to resolve the situation for the Library District. Whereas a City Council deals with a wide assortment of municipal services, an advantage of District's independent Board of Trustees is that the Board is better able to focus its collective activities only on matters relating to library services. As such, this alternative should be the most responsive approach to the situation for the community.

2. LIBRARY DISTRICT IS MERGED WITH THE CITY OF PLACENTIA

- Since the Library District and the City already jointly own and operate the Placentia Civic Center under a Joint Powers Agreement, there would be no cost savings associated with facility operations and maintenance.
- Would provide no new or additional revenues to the Library District. Current property tax revenues received by the Library District would go into the City's General Fund, and the City Council would determine the level of revenues to be allocated to library services.

- Unlikely that the City of Placentia would subsidize any Library revenue shortfalls by use of City General Fund revenues to maintain or increase library services.
- Since the "Library's" revenues would be co-mingled in the City General Fund, the City Council could legally transfer Library revenues for other City uses based upon priorities as established by the City Council or legislatively mandated programs.
- In making decisions to ask residents to increase revenues to provide library services, the City Council would have to balance such a proposal for the "Library Department" with the needs for additional revenues by other City departments, especially Police, Fire Protection, street maintenance, etc.
- No savings in personnel or benefits cost are anticipated as a result of a merger. Benefits currently are 25% of payroll for the Library District which is similar to the City's benefit cost for its general employees. A two-tier salary and benefit package system may be required for a period of time if the Library District were to merge with the City which would result in some short-term administrative costs. Sometime in the future, Library District employees would be treated as City employees, and not as a separate bargaining unit.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred which would result in some cost savings (\$8,000-12,000 every two years).
- As a City Department, there would not be a need to conduct a separate audit, rather this would be part of the City's Annual Audit which would result in an estimated savings of \$2,000-4,000 per year.
- The Placentia City Council would be the policy-making body for Library service level decisions, balanced against the service and funding level needs of all other City departments. The City Council could appoint a Library Services Advisory Board to help ensure community participation in Library issues, and to develop recommendations for the City Council to consider.

3. LIBRARY DISTRICT BECOMES A SUBSIDIARY DISTRICT OF THE CITY

- Same issues as discussed in No. 2 above, with the exception that if a Subsidiary District is established, the City would be required to establish a Special Library Fund so that the local property tax revenues that were being received by the Library District would be placed in the Special Fund and designated solely for Library use.

4. LIBRARY DISTRICT IS MERGED WITH THE COUNTY PUBLIC LIBRARY

- Since the per capita revenue received by the Library District (\$30.48/capita for FY 1992-93 and \$24.22 for FY 1993-94) is significantly greater than the per capita received by the Orange County Public Library (\$18.68/capita for FY 1992-93) there is little reason to join the County Library. The County Library's sources of revenue are no more secure than the Library Districts and to the extent that the County Library relies on or receives any funds from the SDAF they may be less secure than the Library District's funding sources.

Based upon a review of operating costs there is no reason to believe that current cost could be reduced or that merging with the County Library would improve services. Employee benefit costs for the Orange County Public Library are 28 percent versus 25 percent for the Library District.

- The transfer of Library District employees to County employment may pose some problems due to differences in Salary and Benefit packages. A two-tier salary and benefit package system may be required for a period of time. Library District employees would be treated as County employees, and not as a separate bargaining unit.
- District employees would be absorbed into the staffing patterns of the 27 branch County Public Library workforce, and may not be assigned to serve at the Placentia Library.
- The Placentia Library would be operated at a level of service determined by County standards. Based upon the current service levels being provided at branch libraries by the County Library further service level reduction might occur.

- The Placentia Library could be closed if service levels could be met by other existing County Branch Libraries.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred which would result in a cost savings but with no assurance that any cost savings would be used to increase library services in the community.
- The Orange County Board of Supervisors would be the policy-making body for determination of library service levels within the Placentia community which would substantially reduce the level of input from the community regarding library services.

5. ESTABLISHMENT OF A PUBLIC, NON-PROFIT FOUNDATION

- Will require a full-time professional fundraiser and the associated costs involved with fundraising. Since fundraising costs could easily be 15-30 percent of revenue, especially in the early years, revenue levels would have to be increased substantially to maintain current service levels.
- Limited information on potential revenue sources and actual availability of fund.
- The Library District would be in competition with other existing and future foundations for fund that in recent years has been declining.
- Funding would not impact property owners within the Library District as a special tax or assessment would. Also, no voter or property owner approval is required.
- Funding could be dedicated to a specific purpose such as the purchase of books.

C. FINDINGS AND CONCLUSIONS

- Discontinue further consideration of consolidating the Library District with the Orange County Public Library. This alternative would not improve the Library District's short or long-term financial prospects, as both Libraries are experiencing continuing revenue shortfalls.
- Consolidation of the Library District with the City of Placentia is not expected to provide any cost-savings for the Library, and would generate no new revenues for the Library. The alternative of merger of the Library District with the City would not resolve the District's funding crisis. Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.
- Forming a public, non-profit foundation could provide the Library Districts with a funding source that could be dedicated to a specific use and which would not impact property owners.

SECTION VI - OVERVIEW OF ALTERNATIVE FUNDING SOURCES

The final section of this report looks at four alternative funding options which are potentially available to the Placentia Library District to provide additional revenues for library services. Each funding option is reviewed here.

A. PRIVATE FUND-RAISING

With revenue shortfalls placing budget-cutting pressures on library programs and service levels, some attention has been directed toward private fund-raising as an alternative revenue source for libraries.

1. Foundations

Preliminary research on this topic indicates that private, non-profit foundations established solely for local public libraries are not widespread. At the same time, numerous private foundations are listed in the "Guide to California Foundations, 1991-1993 Edition." The "Guide" contains the names of 45 foundations registered in Orange County.

One index in the "Guide" lists foundation names within broad grant categories. Grant funds may be available to the Library District from foundations found in the following categories:

- Arts, Culture & Humanities
- Children & Youth
- Education/Primary & Secondary
- Older Adults
- Recreation, Leisure & Athletics

However, there are often "substantial" staff costs associated with applying for grants with no assurance that the results will be successful. In addition, grant funds are generally limited to a specific use and therefore may not be used for general library services and operations.

While it is unlikely that sufficient revenues could be generated solely through a foundation to fund library services, the establishment of a non-profit foundation to fund specialized programs or to supplement existing revenue sources may be possible.

2. Friends of the Library

The most widely used form of organized library fund-raising is that which is accomplished by "Friends of the Library" groups. The "Friends of the Placentia Library" actively supports the Placentia Library through annual book sales, volunteer hours, sponsorship of Library programs, and presentation of cultural programs to the Placentia community. The Placentia Library "Friends" group is governed by a Board of Directors.

The techniques of fund-raising for libraries would be the same as those used by most non-profit organizations, including special event planning and coordination, direct mail programs, capital campaigns, donor recognition, corporate sponsorship, and planned giving.

The "Friends of the Placentia Library" is an example of an effective individual fund-raising campaign. However, the level of funds that are raised usually are limited to supplemental funds which augment regular library budgets. From a fiscal planning perspective, fund-raising contributions can provide "one-time" funds for projects of limited scope, but cannot be considered a stable source of revenue that can sustain library services in the long-term.

B. LIBRARY GRANTS

Various grant and reimbursement funding programs from State and Federal sources provide potential funding opportunities for local library services. Three such programs are administered by the California State Library (CSL).

1. Library Services & Construction Act (LSCA)

The LSCA is funded by the Federal government, and contains the following three grant categories:

- Title I - Public Library Services (One-time funding for demonstration projects.)
- Title II - Library Construction (Requires a local share commitment.)
- Title III - Interlibrary Cooperation & Resource Sharing (Research oriented; not for operations.)

The annual funding cycle for LSCA follows the Federal fiscal year. Concept proposals for grant requests are due to CSL in January of each year. In March, CSL issues advice letters to grant applicants. Completed applications are due to CSL in June. Projects receiving grant funds begin on September 1st of each year. The current funding cycle has received appropriations of approximately \$12 million for allocation to libraries, Statewide. The Library District has actively applied for grant funding in the past and continues to monitor the availability of grant funds.

2. California Library Services Act (CLSA)

The CLSA is funded each year through the State budget process. Currently (FY 1993-94), CLSA has received appropriations of approximately \$4 million for allocation to libraries, Statewide. The funds are available to local public libraries through the following two reimbursement programs:

- Library Literacy Programs Reimbursement
- Inter-Library Loan Programs Reimbursement

The Library District received \$102,540 in FY 1991-92, and \$90,976 in FY 1992-93 under this program. As a result of the State's continuing fiscal crisis, it is unlikely that additional revenues will be available in future years and current revenue levels may be decreased. In addition, as library hours and book expenditures are reduced to more closely match the levels of service being provided by surrounding libraries, there will be less use of the Placentia Library by patrons from outside the district which may reduce PLF revenues in future years.

3. Public Library Fund (PLF)

The PLF is a State-funded program. Approximately \$8.5 million was appropriated in FY 1993-94 for PLF allocations, Statewide. All public libraries are eligible to apply for funds through formula-based program. The Placentia Library District included PLF allocation in operating budgets equal to \$16,217 in FY 1991-92 and \$14,636 in FY 1992-93. The level of available PLF funding has declined since FY 1990-91, when the Library District received a PLF allocation of \$27,181.

C. LIBRARY SERVICES SPECIAL TAX

Another funding option for the Library District could be implementation of a District-wide Library Services Special Tax, under authority of Section 53717 of the California Government Code. This special tax would require the approval of a Library Service Special Tax ballot measure by two-thirds of all registered voters voting in a District-wide election. Several Libraries have adopted or are considering the adoption of a special tax such as this including the City of Pasadena which adopted a special tax last year. In addition, legislation has been introduced in the State which would allow libraries to form special assessment districts to fund library services with a majority approval of the voters. While this authority may be given to libraries in the future, it is doubtful that the legislation will be approved this year.

One area that the Library District should watch is if the Orange County Library decides to put a special tax measure on a future ballot for County library services, the District may want to pursue a similar measure. While passage of a special tax by the Orange County Library for library services would not result in any additional revenues for the Library District, it could "piggyback" on the County's public education and campaign programs increasing the likelihood for passage of a local special tax measure.

D. MELLO-ROOS COMMUNITY FACILITIES DISTRICTS

Under the Mello-Roos Act of 1982, the Library District could establish a Community Facilities District (CFD) to fund library services, as well as capital facilities costs. A two-thirds majority affirmative vote would be required to form the CFD, and authorize the levy of special taxes upon properties within the CFD. The Mello-Roos Act does not require that the special tax be apportioned to individual parcels on the basis of property benefit. The majority of Mello-Roos Districts have been formed in newly developing areas to finance the construction of public infrastructure in advance of private land use development.

APPENDIX A
ORGANIZATION CHART

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1993-1994

Adopted September 20 1993

Library Staff
(14.75 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

Administrative Services (1.25 FTE)

Administrative Assistant (1.00 FTE)
Dumilru
Library Assistant (.25 FTE)
Willauer

Adult Services (5.00 FTE)

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

Children's Services (2.25 FTE)

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

Circulation Services (4.75 FTE)

Library Assistant (1.00 FTE)
Burklich
Library Clerk II (.25 FTE)
Byrne
Library Clerk I (2.00 FTE)
Walters (.25 FTE)
Wnek (.75 FTE)
Conn (.625 FTE)
George (.375 FTE)
Library Student Page (1.50 FTE)

Technical Services (.50 FTE)

Librarian (.50 FTE)
Shook

Reference Desk (2.25 FTE)

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

Literacy Services (1.50 FTE)

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

APPENDIX B

CITY OF PLACENTIA SALARY SUMMARY

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
LEGISLATIVE				
MAYOR	1	1		1,800
CITY COUNCIL	4	4		7,200
PLANNING COMMISSION	7	7		4,200
CULTURAL ARTS COMMISSION	7	7		2,150
RECREATION & PARKS COMMISSION	7	7		2,150
TRAFFIC SAFETY COMMISSION	7	7		2,150
TOTALS	33	33	19,650	19,650
CITY CLERK'S OFFICE				
CITY CLERK	1	1	1,800	1,800
CITY TREASURER'S OFFICE				
CITY TREASURER	1	1	600	600
CITY ADMINISTRATOR'S OFFICE				
CITY ADMINISTRATOR	1	1		89,200
ASSIST. CITY ADMINISTRATOR	1	0		0
PERSONNEL DIRECTOR	1	1		73,854
ADMINISTRATIVE AIDE	1	1		42,252
ADMINISTRATIVE SECRETARY	1	1		41,544
SECRETARY	1	1		34,638
TYPIST CLERK	1	1		26,754
ENVIRONMENTAL COORDINATOR	1	1		46,571
SUBTOTALS	8	7	442,205	354,813
PART-TIME EMPLOYEES				
TOTALS	8	7	442,205	354,813

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
FINANCE				
DIRECTOR OF FINANCE	1	1		76,290
SENIOR ACCOUNTANT	1	1		54,845
SENIOR BUYER	1	0		0
ACCOUNTANT	0	1		40,281
JR. ACCOUNTANT	1	0		0
SECRETARY	1	1		37,112
ACCOUNT CLERK	3	3		87,749
REPROGRAPHICS TECHNICIAN	1	1		33,920
SUBTOTALS	9	8	330,234	329,997
PART-TIME EMPLOYEES			7,035	0
TOTALS	9	8	337,269	329,997

DEVELOPMENT SERVICES				
DIRECTOR OF DEVELOPMENT SERVICES	1	1		80,563
CHIEF BUILDING OFFICIAL	1	1		60,411
SENIOR PLANNER	1	0		0
ASSISTANT PLANNER *	1	1		45,184
JR. PLANNER	1	1		37,648
CODE REPRESENTATIVE	1	1		39,811
SENIOR BUILDING INSPECTOR	1	0		0
BUILDING INSPECTOR	1	1		42,994
SECRETARY	1	1		32,989
TYPIST-CLERK	1	1		24,827
TYPIST CLERK HCD **	1	1		26,754
SUBTOTALS	11	9	448,639	391,181
PART-TIME EMPLOYEES OVERTIME			0	0
TOTALS	11	9	448,639	391,181

* CHARGED TO 20% SET-ASIDE FUND

** CHARGED TO HOUSING & COMMUNITY DEVELOPMENT FUND

CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
POLICE SERVICES				
CHIEF OF POLICE	1	1		84,402
CAPTAIN	2	2		163,908
LIEUTENANT	4	4		287,964
SERGEANT	8	8		497,042
MASTER POLICE OFFICER *	1	1		55,358
POLICE OFFICER **	36	35		1,736,339
POLICE SERVICES SUPERVISOR	1	1		47,944
DISPATCHER-CLERK	9	9		329,568
SECRETARY	1	1		30,312
STENOGRAPHER-CLERK	1	1		29,557
TYPIST-CLERK	1	1		26,754
COMMUNITY SERVICES OFFICER	2	2		66,433
POLICE PROPERTY TECHNICIAN	1	1		35,110
SUBTOTALS	68	67	3,306,852	3,390,691
RELIEF DISPATCHER-CLERKS			6,500	6,500
CROSSING GUARDS			53,700	53,700
POLICE CADETS			34,500	34,500
OVERTIME ***			232,500	224,000
TOTALS	68	67	3,634,052	3,709,391

* 1 MASTER POLICE OFFICER CHARGED TO ASSET SEIZURE FUND

** 5 OFFICERS CHARGED TO ASSET SEIZURE FUND

3 OFFICERS CHARGED TO REDEVELOPMENT AGENCY

*** \$4,000 OF OVERTIME CHARGED TO ASSET SEIZURE

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
PUBLIC WORKS				
DIRECTOR OF PUBLIC WORKS	1	1		69,250
MAINTENANCE SERVICES SUPERINTENDENT	1	1		59,086
ASSOCIATE CIVIL ENGINEER	1	1		61,421
MAINTENANCE SUPERVISOR	2	2		89,789
MECHANICAL EQUIPMENT SUPERVISOR	1	1		43,822
MAINTENANCE CREWLEADER	4	4		152,268
PUBLIC WORKS INSPECTOR	1	1		46,373
SENIOR ENGINEERING AIDE	1	1		39,064
MOTOR SWEEPER OPERATOR	1	1		34,819
TREE TRIMMER	2	2		73,876
BUILDING MAINTENANCE TECHNICIAN	2	1		39,770
MECHANIC	3	3		119,532
MAINTENANCE WORKER*	19	19		604,461
CUSTODIAN	1	1		26,096
SECRETARY	1	1		34,638
TYPIST-CLERK	1	1		25,480
SUBTOTALS	42	41	1,472,288	1,519,745
PART-TIME LABORERS OVERTIME			81,440	102,512
			17,084	15,874
TOTALS	42	41	1,570,812	1,638,131

*1 MAINTENANCE WORKER CHARGED TO REDEVELOPMENT AGENCY

**CITY OF PLACENTIA
PERSONNEL & SALARIES
FISCAL YEAR 1993/94**

	PERSONNEL		SALARIES	
	ACTUAL 1992/93	APPROVED 1993/94	ESTIMATED 1992/93	APPROVED 1993/94
RECREATION & HUMAN SERVICES				
DIRECTOR OF RAHS	1	1		73,498
DIRECTOR OF HUMAN SERVICES	1	1		58,111
RECREATION SUPERINTENDENT	1	1		56,879
SOCIAL SERVICES REPRESENTATIVE	2	2		80,943
RECREATION SUPERVISOR	1	1		35,462
SECRETARY	1	1		36,406
TYPIST-CLERK	2	1		25,480
SUBTOTALS	9	8	364,369	366,779
PART-TIME RECREATION EMPLOYEES				
PART-TIME OTHER EMPLOYEES			122,924	124,160
			8,630	13,172
TOTALS	9	8	495,923	504,111
SUMMARY				
FULL-TIME PERSONNEL	147	140	\$ 6,364,587	\$ 6,353,206
ELECTED & APPOINTED PERSONNEL			\$ 22,050	\$ 22,050
PART-TIME PERSONNEL			\$ 314,729	\$ 334,544
OVERTIME			\$ 249,584	\$ 239,874
TOTALS	147	140	\$ 6,950,950	\$ 6,949,674

