

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

July 16, 1996

7:30 P.M.

Library Conference Room

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

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

1. Roll Call. Administrative Assistant
2. Adoption of Agenda. *Mark / Ram*

Start 7:30

all but Peggy.

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

3. Minutes of the June 18, 1996 Regular Meeting.

Robert Evans.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications.

*→ Jodi Jucker
→ Hebert Robinson*

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).

Out Ackerman -

4/5. 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

5/6. Placentia Library Foundation Board Report.

Presentation: Foundation Board President

*July 22nd - planned
giving workshops
Aug 9*

CLAIMS (Items 7 - 9)

Presentation: Library Director
Recommendation: Approve by Motion

Shelby Roy.

Items 7 - 9 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.

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

Nonstandard Claims in the amount of \$0.00

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

Claims forwarded by Library Director in the amount of \$8,825.39

9. Current Claims and Payroll. (Approve)

Current Claims of \$24,732.92; Payrolls 3425, and 3426, for a cumulative payroll total of \$45,120.00. Combined total of Current Claims and Payrolls of \$69,852.92.

FINANCIAL REPORTS (Items 10 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 15 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.

10. Financial Reports for June, 1996. (Receive & File)

11. Office General Ledger & Check Registers for June 1996. (Receive & File)

12. Acquisitions Report for June 1996. (Receive & File)

13. Overdue Collection Report for June 1996. (Receive & File)
14. Debit Card System Reimbursement Report for June 1996. (Receive & File)
15. Gifts Report for June 1996. (Receive & File)

GENERAL CONSENT CALENDAR (Items 16 - 21)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 - 21 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.

16. Building Maintenance Report for June 1996. (Receive & File)
17. Personnel Report for June 1996. (Receive, File, and Ratify Appointments)
18. Volunteer Report for June 1996. (Receive & File)
19. Circulation Report for June 1996. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Receipt of letter from Orange County Investment Pool Attorney Patrick Shea reporting the amount that the District is scheduled to receive in the upcoming "Distribution of Withheld Proceeds" through the Orange County Bankruptcy settlement agreement. (Receive & File)

CONTINUING BUSINESS

- ~~22.~~ Legislative and State Budget Activities

Presentation: Library Director
Recommendation: Report on California Special Districts Association Legislative Committee meeting on June 14, 1996.

- ~~23.~~ Fiscal Year 1996-1997 Budget.

Presentation: Library Director
Recommendation: Adopt Budget for Fiscal Year 1996-1997 by Resolution 96-4.

NEW BUSINESS

24. Travel Authorizations for Fiscal Year 1996-1997.

Presentation: Library Director
Recommendation: Approve Travel Authorizations for Fiscal Year 1996-1997.

- ~~25.~~ Adopt District Holiday and Library Closing Schedule for Calendar Years 1997 and 1998.

Presentation: Library Director
Recommendation: Adopt by Resolution 96-5.

26. Set a Parcel Tax for the Library District as an Issue for a Public Hearing and Select a Date for the Hearing.

Presentation: Library Director
Recommendation: Set for public hearing a parcel tax proposal to be included on the ballot at the November General Election, at a rate of \$30 for single family residences, \$24 for multiple family units, \$70 per parcel for commercial parcels of less than 10,000 square feet, and \$100 per parcel for commercial parcels with 10,000 or more square feet. .

STAFF REPORTS (Items 31 - 39)

27. Program Report for the Month of June 1996. (Program Committee)
28. Children's Services Report for the Month of June 1996. (Willauer)
29. Publicity Materials produced for the Month of June 1996. (Willauer)
30. Placentia Library Literacy Services Report for the Month of June 1996. (Matas)
31. Families for Literacy Project Report for the Month of June 1996. (Walters)
32. Safety Committee Minutes for June 1996. (Conn)
33. Placentia Pride Committee Report for June 1996. (Ammar)

ADJOURNMENT

34. Agenda Preparation for the August 20, 1996, Regular Meeting.
39. Review of Action Items.

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

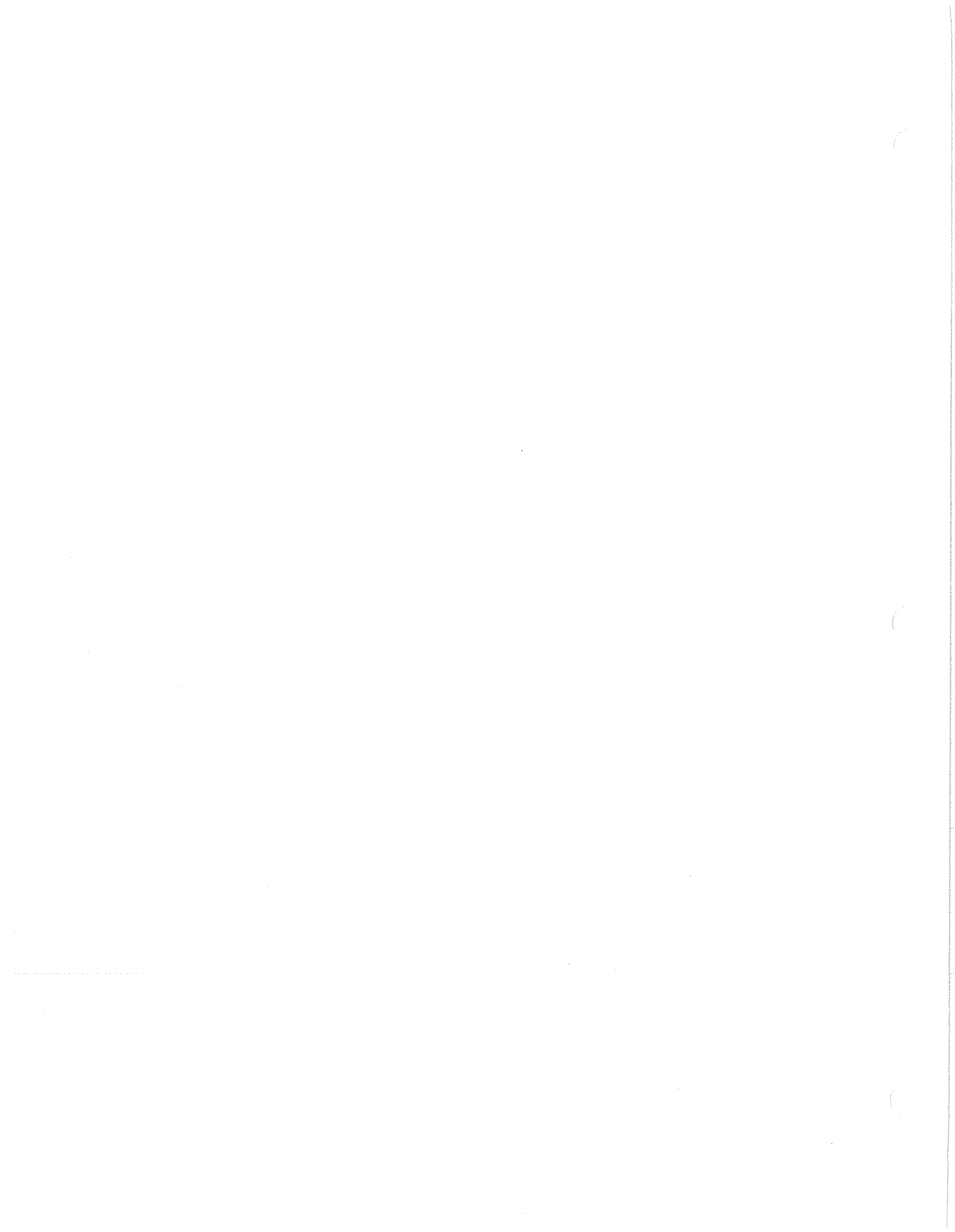
40. Adjourn

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

I, Elizabeth Minter, Library Director for the Placentia Library District, hereby certify that the Revised Agenda for the July 16, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, July 13, 1996.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jul 22 (Mon)	Foundation Planned Giving Workshop, 7:00 P.M. (All Trustees)
Aug 9 (Fri)	Foundation Reception for 1995-1996 Donors, Evening. (All Trustees)
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 5 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 13-16	LITA/LAMA National Conference, Pittsburgh, PA
Oct 15 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 31 & Nov 2-3	Friends Semi-Annual Book Sale
Nov 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 7 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Nov 19 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 17 (Tues)	Library Board Meeting, 7:30 P.M.
1997	
Jan 9 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Feb 14-20	American Library Association Midwinter Meeting, Washington, D.C.
May 31-Jun 3	American Booksellers Association, Chicago
Jun 26-Jul 3	American Library Association Annual Conference, San Francisco
1998	
Jan 9-15	American Library Association Midwinter Meeting, New Orleans
Jun 25 - Jul 2	American Library Association Annual Conference, Washington, D.C.



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 18, 1996

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 18, 1996 at 7:32 P.M. by President Margaret Dinsmore.

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

Members Absent: None

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

ADOPTION OF AGENDA President Dinsmore requested that the Agenda be amended to moved Agenda Item 25, Performance Evaluation of Library Director, to the last item of the Agenda.

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt the Agenda as amended.

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

MINUTES It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of May 21, 1996 as presented.

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

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

BOARD PRESIDENT'S REPORT Trustee Shkoler reported that he attended the Local Agencies Formation Commission (LAFCO) Selection Committee meeting on May 30, 1996 in place of President Dinsmore and voted on behalf of the District. Library Director Minter was elected to the Advisory Committee and Yorba Linda Water District Director Sterling Fox was elected president of Independent Districts of Orange County (ISDOC). He reported that there were many interesting presentations at the meeting including one by Library Director Minter.

FRIENDS OF THE LIBRARY REPORT Library Director Minter reported that the Friends last meeting of the fiscal year was held on June 3, 1996. She reported that plans are underway for the 1997 Author's Luncheon. Vick Knight has consented to be the guest author and Robyn Tunstall will be Maître d'Hôtel.

The Friends Board met for dinner at Library Director Minter's house on June 10, 1996 to discuss the future of the semi-annual booksales and other fund raising projects. She reported that the Friends agreed to pay 50% of the cost of the Staff Appreciation Dinner, not to exceed \$350.00.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$11,731.64; Current Claims and Payroll in the amount of \$78,098.87.

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

FINANCIAL REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file Agenda Items 10 through 16: Financial Reports for May, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for May, 1996; Office General Ledger & Check Registers for May, 1996; Acquisitions Report for May, 1996; Overdue Collection Report for May, 1996; Debit Card System Reimbursement Report for May, 1996; and Gifts Report for May, 1996.

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

GENERAL CONSENT CALENDAR

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive Agenda Items 17-23: Building Maintenance Report for May, 1996 (Receive & File); Personnel Report for May, 1996 (Receive, File and Ratify Appointments); Volunteer Report for May, 1996 (Receive & File); Circulation Report for May, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997 (Receive & File); Receipt of letter from Orange County Investment Pool Attorney Patrick Shea confirming the Court's approval of the second Orange County Bankruptcy's Debtor's Plan of Adjustment (Receive & File).

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

LEGISLATIVE CONCERNS

Library Director Minter reported that the California Special District Association (CSDA) Legislative Committee met in Sacramento on July 14, 1996. The session was conducted by CSDA Lobbyist Ralph Heim. She reviewed various pending legislative issues and referred to the materials in the Board Packet.

A meeting has been scheduled with Assemblyman Ackerman July 11, 1996 at 2:30 P.M. in his office to discuss legislative concerns. President Dinsmore and Secretary Stark will attend.

It was moved by Trustee Masters, seconded by Trustee Evans to authorize the Library Director to contact the North Orange County League of Women Voters and offer to provide the use of the Meeting Room for a community forum on the Jarvis III initiative.

GANN LIMITATION

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 96-1, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1996-1997, by title only.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to adopt Resolution 96-1. Motion was approved by roll call vote.

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

The Board of Trustees recessed for a break at 8:20 P.M. and reconvened at 8:26 P.M.

FY1996-1997 BUDGET

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file the Revenue Estimates for FY 1996-1997 and to adopt the Organization Chart for FY 1996-1997.

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

**FY1996-1997
SALARY SCHEDULE**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 96-2, A Resolution of the Board of Trustees of the Placentia Library District of Orange County establishing the salaries for employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to adopt Resolution 96-2. Motion was approved by roll call vote.

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

**ESTABLISH FINES
AND FEES
SCHEDULE FOR
FISCAL YEAR 1996-
1997**

It was moved by Trustee Shkoler, seconded by President Dinsmore to read Resolution 96-3, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Fines and Fees Schedule for FY1996-1997, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt Resolution 96-3. Motion was approved by roll call vote.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to ratify travel for Library Director Minter to attend the 1996 Western Regional Planned Giving Conference in Costa Mesa, May 29-31, at a cost of \$225.00 to be paid from the District's Staff Development Account with the Santiago Library System.

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

**AUDIT SERVICES
FOR FY1996-1997**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1995-1996 at an amount not to exceed \$3,050 without disclosure to the Library Director and presentation to her of a new few estimate before incurring additional costs, and authorize signature by the Library Director.

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

STAFF REPORTS

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 31 through 37: Program Report for Month of May, 1996; Children's Services Report for Month of May, 1996; Publicity Materials produced for the Month of May, 1996; Placentia Library Literacy Services Report for Month of May, 1996; Families for Literacy Project Report for Month of May, 1996; Safety Committee Minutes for May, 1995; and Placentia Pride Committee Report for May, 1996.

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

Principal Librarian Ammar and Administrative Assistant Dumitru departed at 9:35 P.M.

**PERFORMANCE OF
LIBRARY
DIRECTOR**

The Board reviewed the composite evaluations prepared by President Dinsmore and the comments submitted by the Library Director.

It was moved by Trustee Shkoler, seconded by Secretary Stark to commend the Library Director for her job well done, subject to further action at a future date.

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

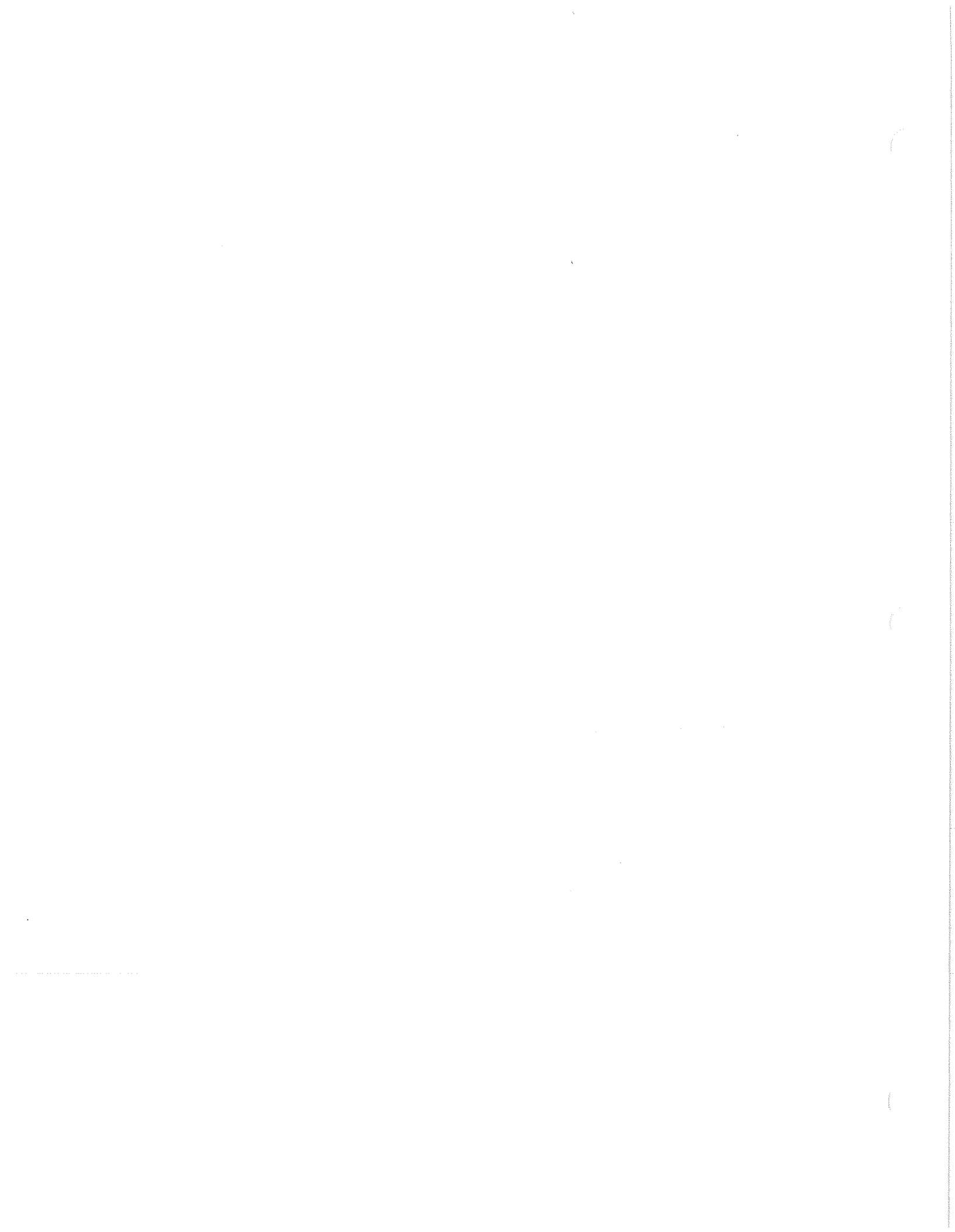
**AGENDA
PREPARATION**

Budget Preparation

ADJOURNMENT

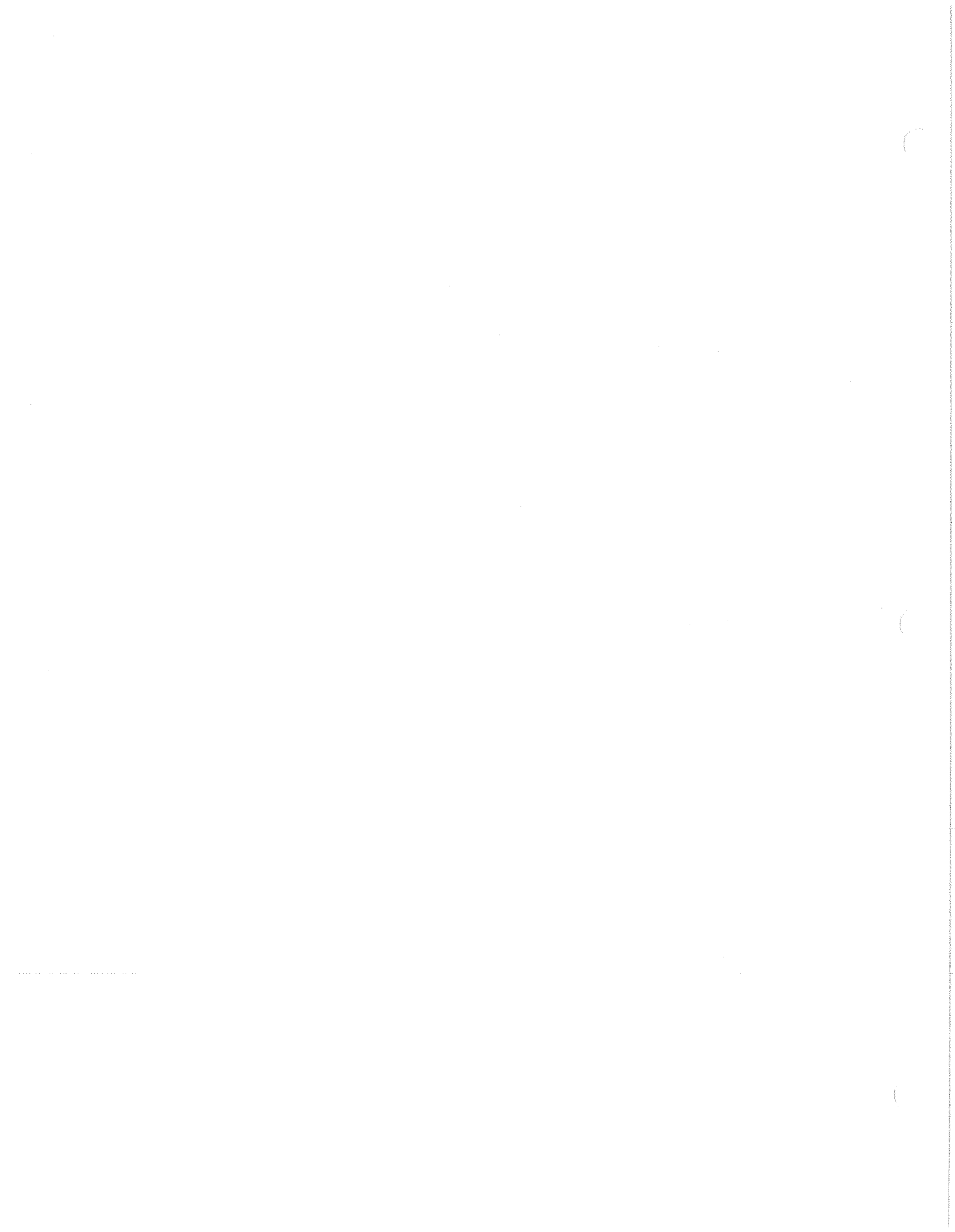
The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 10:10 P.M.

Sandra M. Stark, Secretary



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
July 16, 1996

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	<u>\$0.00</u>



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
July 16, 1996

DATE	REPORT NO.	AMOUNT
06/26/96	3418	\$1,511.64
07/08/96	3419	2,724.75
07/08/96	3420	4,589.00
	TOTAL	<u>\$8,825.39</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/96
REPORT NO 3418

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03660 Elizabeth Minter (petty cash) 411 E. Chapman Ave Placentia, CA 92670	June 25, 1996		2700	01		24.73		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	June 13, 1996 25837425		2400	01		49.07		
N06686 Office Depot P.O. Box 660337 Dept. 80 Dallas, TX 75266-0337	June 15, 1996		1800	00		324.20		
N06738 Suad Ammar 411 E. Chapman Ave. Placentia, CA 92670	May/June, 1996		2700	01		38.75		
N10222 Literacy Volunteers of America 5795 Widewaters Parkway Syracuse, NY 13214-1846	June 12, 1996		1800	08		1,037.64		
California Public Sector 9261 Folsom Blvd. STE 203 Sacramento, CA 95826	June 6, 1996		2400	01		19.00		
American Agencies 730 N. Euclid #302 Anaheim, CA 92801	May, 1996		1900	01		18.25		

The claims listed above (totaling \$ 1,511.64) 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 07/08/96
REPORT NO 3419

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	
N01074 Southern California gas Company P.O. Box C Monterey Park, CA 91756	June 28, 1996		2800	00		36.15		
N01879 Pound Photographs 119 N. Bradford Placentia, CA 92870	June 26, 1996 3737		1900	00		61.31		
N01936 OmniGrafix Printing 1744 West Katella Ave., STE 9 Orange, CA 92667	July 3, 1996 31703		1800	00		86.70		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	July 1, 1996		0300	00		99.50		
N03645 Care America 6300 Canoga Ave. Woodland Hills, CA 91367-2555	July, 1996		0300	00		2,129.33		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	June 25, 1996		1800	00		24.95		
N03659-C Southern California Water 130 N. Bradford Avenue Placentia, CA 92870	July 1, 1996		2800	00		274.31		
N03742-A MobileComm 101 South First Street, STE 300 Birbaml. Ca 91502	July 4, 1996		0700	01		12.50		

The claims listed above (totaling \$ 2,724.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,724.75

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/08/96
REPORT NO 3420

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	Only
							Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	June 17, 1996 528-1906		0700	00		127.54		
	June 9, 1996 996-4983		0700	01		108.32		
	June 17, 1996 528-8236		0700	01		19.03		
	June 19, 1996 996-2865		0700	01		24.55		
	June 17, 1996 528-6022		0700	07		<u>22.23</u> 301.67		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	July, 1996		0300	00		373.38		
N06785 Hector Vargas Cleaning 318 Capistrano Street Placentia, CA 92870	July 6, 1996 1496		1400	00		950.00		
N06965 Paychex 200 E. Sandpointe, STE 100 P.O. Box 25159 Santa Ana, CA 92799	June 27, 1996 19960627		1900	00		205.50		
N09163 Manwill Plumbing Co. 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	June 16, 1996 22997		1400	00		158.45		
N13176 Advanced Inter Systems 1190 N. Tustin Anaheim, CA 92807	June 19, 1996 37651		1300	02		2,600.00		

The claims listed above (totaling \$ 4,589.00) 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
 Current Claims and Payroll
 July 16, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3421	5,583.00
	3422	2,823.66
Subtotal for Immediately		8,406.66
Regular	3423	15,000.36
	3424	1,325.90
Subtotal for Regular		16,326.26
TOTAL CURRENT CLAIMS		24,732.92
Payroll	3425	22,560.00
	3426	22,560.00
Subtotal for Payroll		45,120.00
TOTAL		69,852.92

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/16/96
REPORT NO 3421

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
N00692-A Special District Rish Management Auth. 2400 Venture Oaks Way, STE 460 Sacramento, CA 95833-3291 payment of 1/2 invoice amount of \$11,166 approved by Jim Towns, General Manager	May 30, 1996		1100	00		5,583.00		

Please Pay Immediately

The claims listed above (totaling \$ 5,583.00) 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 07/16/96
REPORT NO 3422

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	Only
							Number	SC
N01936 OmniGrafix Printing 1744 West Katella Ave., STE 9 Orange, CA 92667	July 10, 1996 31718		1800	00		301.77		
			1800	08		129.30		
						431.07		
N03655-B Spicers Paper, Inc. 1298 Bluegum Street Anaheim, CA 92805	July 11, 1996 40813		1800	00		13.32		
N03645 CareAmerica 6300 Conoga Ave. Woodland Hills, CA 91367-2555	August, 1996		0300	00		2,129.33		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	July 4, 1996 524-8408		0700	08		35.52		
N13176 Advanced Inter Systems 1190 N. Tustin Anaheim, CA 92807	July 8, 1996 37776		4000	00		214.42		

Please Pay Immediately

The claims listed above (totaling \$ 2,823.66) 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/ Rev	Rept Cat	AMOUNT	Doc	Only
			BS Acct				Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	July 9, 1996	53728	2800	00		3,119.29		
			1400	00		1,783.02		
	July 10 1996	53729	2800	00		2,652.71		
			1400	00		1,584.22		
	July 9, 1996	53727	1800	00		2,283.00		
	1800		00	<u>2,283.00</u>				
					13,705.24			
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA92807-1640	July 2, 1996	40227	1400	00	742.18			
	June 25, 1996	6761	1400	00	<u>117.42</u>	859.60		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	June, 1996		1900	00	32.71			
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	July, 1996		0300	00	222.81			
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	July, 1996		1900	00	35.00			
N06568 Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92670	1996-1997 Dues		1600	08	95.00			
N03735 ISDOC c/o Joan C. Finnegan 258 Sherwood St. Costa Mesa, CA 92627	1996-1997 Dues		1600	00	50.00			

The claims listed above (totaling \$ 15,000.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/16/96
REPORT NO 3424

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
N03755 Golden West Publishing, Inc. P.O. Box 11969 Santa Ana, CA 92711	June 29, 1996		2000	00		84.38		
N03833-A Brodart Automation P.O. Box 3488 Williamsport, PA 17705	June 27, 1996 A23078		0700	05		423.82		
N03858 American Agencies 730 N. Euclid #302 Anaheim, CA 92801	June 28, 1996		1900	00		46.00		
N05030D A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	June 16, 1996 528-1906		0700	00		8.18		
	June 16, 1996 528-8236		0700	01		35.12		
	June 16, 1996 996-2865		0700	01		5.00		
						48.30		
N09167-A CCH Inc. P.O. Box 4307 Coral Stream, IL 60197-4307	June 6, 1996 1219707		2400	04		349.00		
Orange County Register P.O. Box 11626 Santa Ana, CA 92711	June 30, 1996		2000	00		374.40		

The claims listed above (totaling \$ 1,325.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,325.90

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 16, 1996
REPORT NO 3425

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	July 16, 1996 Pay # 16		0100	00		20,957.00		
	July 19, 1996 Aug. 1, 1996							
	FICA		0200	00		<u>1,603.00</u> 22,560.00		
PLEASE WIRE ON THURSDAY, August 1, 1996								

The claims listed above (totaling \$ 22,560.00) 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 _____

Page Total

22,560.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 16, 1996
REPORT NO 3426

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	Only
			BS Acct				Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	July 16, 1996 Pay # 17 Aug. 2, 1996		0100	00		20,957.00		
	Aug. 15, 1996 FICA		0200	00		1,603.00 22,560.00		
PLEASE WIRE ON THURSDAY, August 15, 1996								

The claims listed above (totaling \$ 22,560.00) 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 _____

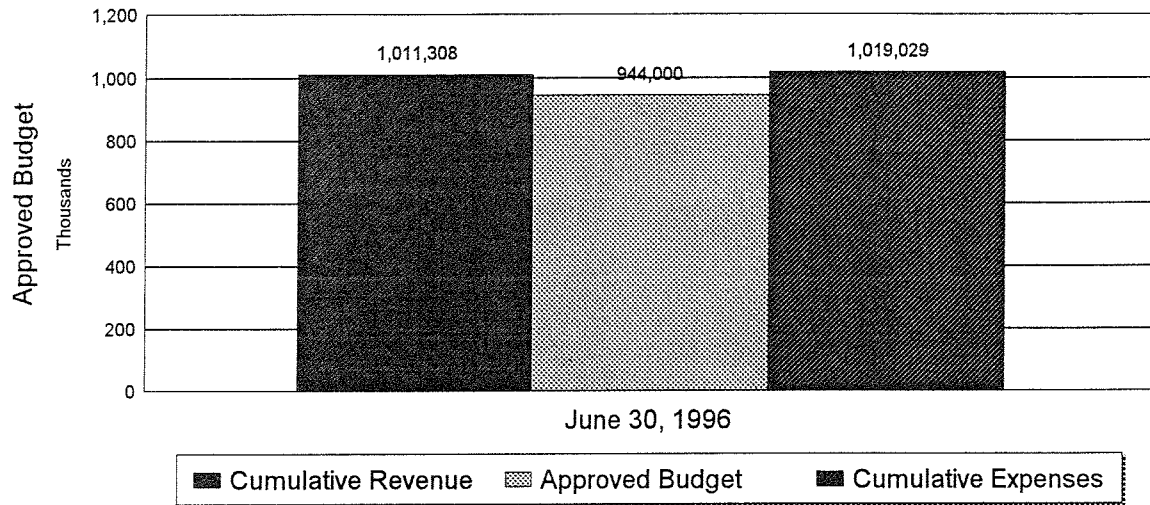
Page Total

22,560.00



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
July 16, 1996

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 JUN 1996	FY 1994-95 JUN 1995	FY 94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	643,683.98	644,816.41	0.00	0.00	91.95%
6210-01	Public Utility	25,000.00	24,897.73	25,127.53	0.00	0.00	99.59%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	725,000.00	668,581.71	669,943.94	0.00	0.00	92.22%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	47,310.56	47,239.41	1,861.88	2,911.59	94.62%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(723.11)	0.00	(453.85)	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,532.49	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY 1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	4,070.72	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	26,545.43	6,809.38	0.00	(453.85)	50.09%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	1,220.98	460.95	1,220.98	82.58	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	8,500.00	10,285.10	8,133.89	537.27	0.00	121.00%
6280-01	Final supplemental for prior years	0.00	396.78	108.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	8,500.00	10,681.88	8,242.11	537.27	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	2,312.00	0.00	0.00	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88	0.00	0.00	0.00	
	TOTAL TAXES	839,500.00	755,169.67	735,007.79	3,620.13	2,540.32	89.95%
6610-00	Interest	25,000.00	19,500.81	13,040.74	2,750.24	0.00	78.00%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	19,500.81	13,040.74	2,750.24	0.00	78.00%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	17,058.72	12,454.23	3,969.19	0.00	110.06%
6970-00	State - LI. & Direct Loan Reimbursement	19,000.00	20,683.08	22,422.75	0.00	14,378.82	108.86%
6970-01	State - CA Foundation Funds	16,000.00	16,003.00	16,036.00	17.00	16,036.00	100.02%
6970-02	State - CA Literacy Campaign	10,000.00	8,391.00	9,185.00	0.00	9,185.00	83.91%
6970-03	State - Family Literacy	20,000.00	20,193.55	23,174.00	0.00	11,674.00	100.97%
6970-04	State - Dept of Education 321 Grant	10,000.00	1,381.00	3,294.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport.	0.00	151.81	0.62	0.00	0.62	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	66,803.44	74,112.37	17.00	51,274.44	89.07%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	5,324.32	0.00	5,324.32	
7670-00	LOCAL REVENUE	34,000.00	32,775.39	32,230.72	3,390.53	21,710.44	96.40%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(749.63)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	120,000.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	1,011,308.03	871,440.54	13,747.09	80,849.52	101.74%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JUN 1996	FY1994-95 JUN 1995	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	500,513.55	518,987.81	0.00	54,585.81	97.60%
0200	Retirement	72,746.00	70,239.67	73,368.39	0.00	4,175.81	96.55%
	Health Insurance/Care America	21,688.00	16,445.45	19,117.42	(798.96)	3,719.98	75.83%
	Long Term Disability	2,462.00	2,596.21	2,492.04	445.62	207.67	105.45%
	Vision Service Plan	1,934.00	1,299.83	1,263.69	99.50	115.10	67.21%
	Dental	4,295.00	4,725.54	4,219.10	318.94	381.08	110.02%
0300	Total Employee Insurance	30,379.00	25,067.03	27,092.25	65.10	4,423.83	82.51%
0310	Unemployment Insurance	1,000.00	0.00	415.46	0.00	91.00	0.00%
0350	Workers Compensation - General	3,800.00	5,870.00	3,864.00	1,291.00	966.00	154.47%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	601,690.25	623,727.91	1,456.10	64,242.45	96.93%
0700-00	Communications - Telephone	3,000.00	1,565.58	1,928.80	151.71	281.81	52.19%
0700-01	Communications - Modem/Fax	1,800.00	3,881.88	2,713.84	448.60	381.62	
0700-02	Communications - Internet/Database	500.00	437.14	483.46	0.00	56.62	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	4,634.69	5,320.19	423.82	847.64	
0700-07	Communications - 321 Grant	135.00	170.37	134.20	22.45	31.76	
0700-08	Communications - Adult Literacy	575.00	298.54	553.09	0.00	63.81	51.92%
	Total Communications	11,510.00	10,988.20	11,133.58	1,046.58	1,663.26	95.47%
0900-00	Food - General Fund	100.00	85.98	205.98	7.50	58.65	85.98%
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	43.74	30.43	43.74	0.00	
0900-09	Food - Family Literacy	50.00	178.43	35.74	49.14	13.38	
	Total Food	250.00	308.15	272.15	100.38	72.03	123.26%
1000-00	Household Expense	3,500.00	4,164.33	3,177.16	899.39	0.00	118.98%
1100-00	Insurance	15,500.00	2,692.13	15,223.66	0.00	0.00	17.37%
1300-00	Maintenance of Equipment - General Fund	8,000.00	8,574.33	5,377.32	569.73	82.63	107.18%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	517.16	969.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	9,000.00	9,091.49	6,346.32	569.73	82.63	107.18%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JUN 1996	FY1994-95 JUN 1995	FY94 YTD % OF BUD
	HVAC	3,600.00	7,734.32	2,390.82	2,103.56	234.84	214.84%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	24,000.00	18,626.60	21,979.52	3,397.15	4,714.49	77.61%
	Plumbing	750.00	110.00	765.56	0.00	0.00	14.67%
	Electrical	3,740.00	3,372.00	3,601.71	448.00	0.00	90.16%
	Cleaning Service	11,700.00	11,400.00	11,400.00	950.00	0.00	97.44%
	Locksmith	200.00	1,262.10	55.19	64.90	0.00	631.05%
	Other	500.00	7,461.59	3,639.32	324.30	0.00	1492.32%
1400-00	Total Maintenance of Building & Grounds	45,990.00	49,966.61	44,632.12	7,287.91	5,899.33	108.65%
1600-00	Memberships - General Fund	2,400.00	2,285.65	2,154.65	265.00	64.65	95.24%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	238.00	133.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	2,658.65	2,289.65	265.00	64.65	104.26%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	702.50	0.00	702.50	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	28.03	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	(702.50)	730.53	0.00	702.50	
1800-00	Library Supplies	6,000.00	9,103.81	5,618.20	1,886.03	1,740.77	151.73%
	Printing	9,000.00	3,816.95	8,610.34	1,746.97	1,643.38	42.41%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	1,119.48	850.05	226.50	217.88	111.95%
	Paper	900.00	707.81	885.95	156.74	112.18	78.65%
	Drinking Water Service	300.00	299.40	299.40	24.95	0.00	99.80%
	Other Office Supplies	5,500.00	5,195.08	6,462.27	1,027.76	1,460.27	94.46%
1800-00	Total Office Supply Expense - General Fund	22,700.00	20,242.53	22,726.21	5,068.95	5,199.43	89.17%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	3,000.00	1,045.62	2,938.36	0.00	496.25	34.85%
	Publications	2,100.00	3,660.39	2,062.86	1,037.64	480.00	
	Paper	50.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	350.00	1,620.47	328.25	0.00	154.77	462.99%
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	6,326.48	5,329.47	1,037.64	1,131.02	115.03%
1800-09	Family Literacy Supply Expense	6,000.00	3,341.22	6,014.75	1,092.40	3,960.12	55.69%
	Total Office Expense	34,200.00	29,910.23	34,070.43	7,198.99	10,290.57	87.46%

07/13/96

Expenditure Report

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report
July 16, 1996)

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 JUN 1996	FY 1994-95 JUN 1995	FY 94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	948.22	1,450.99	535.45	215.87	52.68%
1803-04	Postage Expense - LSCA II Grant	100.00	0.00	19.95	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	300.00	115.20	182.42	83.20	32.00	38.40%
1803-09	Postage Expense - Family Literacy	150.00	0.00	114.84	0.00	0.00	
	Total Postage Expense	2,350.00	1,063.42	1,768.20	618.65	247.87	45.25%
	Care Resources (Employee Assistance)	650.00	385.00	280.00	35.00	35.00	59.23%
	Pension Contribution & Operating Expenses	5,800.00	4,797.61	5,640.50	0.00	0.00	82.72%
	Anaheim Library Automated System	40,000.00	37,377.87	37,960.12	0.00	0.00	93.44%
	Clipping Service	400.00	392.52	392.52	65.42	32.71	98.13%
	Tax Collection Services & Fees by Orange County	175.00	402.58	138.85	86.07	0.00	250.05%
	Advertising	200.00	270.82	72.97	155.62	25.00	135.41%
	Medical Exams	750.00	252.50	760.00	0.00	0.00	33.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	3,700.00	0.00	0.00	0.00%
	Audit	3,750.00	2,950.00	3,530.00	0.00	275.00	78.67%
	Payroll Preparation	2,500.00	2,370.03	2,441.95	171.00	202.30	94.80%
	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	
	Other (including OCIP Settlement Allocations)	3,000.00	2,643.91	2,693.76	100.00	657.15	88.13%
	Total Specialized Services - General Fund	60,925.00	51,842.84	57,610.67	613.11	1,227.16	85.09%
1900-00	Specialized Services - LSCA II Grant	0.00	1,307.39	11,243.26	18.25	668.55	
1900-07	Specialized Services - 321 Grant	0.00	250.00	0.00	250.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	1,305.31	2,653.08	517.20	663.07	47.47%
1900-09	Specialized Services - Family Literacy	5,500.00	5,714.25	5,505.00	5,096.00	5,400.00	103.90%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	1,823.82	1,813.96	7.70	7.49	91.19%
	Total Specialized Services	71,175.00	62,443.61	78,825.97	6,502.26	7,966.27	87.73%
2000-00	Legal Notices - General Fund	500.00	112.50	141.75	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	141.75	0.00	0.00	9.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	35,900.00	0.00	0.00	100.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 16, 1996

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 JUN 1996	FY 1994-95 JUN 1995	FY 94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,817.81	414.19	0.00	323.52	2817.81%
2400-01	Special Department Expense- Books	25,056.00	17,151.49	50,853.68	5,037.25	9,979.13	68.45%
2400-02	Special Department Expense - Video	2,000.00	243.00	274.5	0.00	27.45	12.15%
2400-03	Special Department Expense - Electronic	25,000.00	46,181.66	4,431.22	23,705.01	(1,191.16)	99.33%
2400-04	Special Department Expense - Periodicals	5,000.00	4,966.48	9,414.09	242.00	152.99	16.80%
2400-05	Special Department Expense - Audio	3,000.00	503.90	0.00	0.00	0.00	
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	637.76	1,381.15	637.76	0.00	
2400-09	Special Department Expense - Family Literacy	500.00	0.00	3,228.99	0.00	2,513.40	0.00%
	Total Special Department Expense	61,156.00	72,502.10	69,966.11	29,622.02	11,805.33	118.55%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	1,693.33	6,590.33	409.38	93.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	2,362.54	1,867.75	690.75	691.68	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	886.78	61.48	683.24	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	727.52	699.00	452.52	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	2,421.02	2,631.92	770.51	839.56	24.14%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	120.72	137.00	0.00	0.00	48.52%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	81.04	91.65	52.85	26.65	123.81%
	Total Transportation/Travel - Meetings	6,700.00	8,294.95	12,079.13	3,059.25	1,650.89	
	Electricity	58,000.00	47,635.00	48,474.74	7,387.48	7,340.70	82.13%
	Gas	3,075.00	3,066.02	2,938.78	43.22	342.86	99.71%
	Water	1,925.00	1,913.25	1,803.99	294.47	129.26	99.39%
	Total Utilities	63,000.00	52,614.27	53,217.51	7,725.17	7,812.82	83.51%
	TOTAL SUPPLIES & SERVICES	364,031.00	342,008.14	369,774.27	64,895.33	48,258.15	93.95%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	1,154.00	1,284.00	0.00	0.00	96.17%
4000-00	Equipment - General Fund	8,000.00	4,722.66	4,725.29	3,994.85	545.45	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,150.05	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	8,000.00	4,722.66	6,875.34	3,994.85	545.45	59.03%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	4,722.66	6,875.34	3,994.85	545.45	59.03%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	70,000.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	(545.75)	34,733.31	0.00	34,733.31	0.00
	TOTAL EXPENSES	994,000.00	1,019,029.30	1,036,394.83	70,346.28	147,779.36	
	EXPENSES WITHOUT FUND TRANSFER	994,000.00	949,029.30	1,036,394.83	70,346.28	147,779.36	95.48%
		071396					



Placentia Library District
Balance Sheet

June 30, 1996

Assets		
General Fund - Checking	3,775.66	
Literacy Fund-Checking	3,629.30	
County Exempt-Checking	3,777.15	
Payroll Account	14,193.81	
Savings (P/R Support)	5,200.41	
Savings (P/R Fees)	2,206.68	
Certificates of Deposit	25,000.00	
General Fund - Savings	2,670.72	
Literacy Fund - Savings	4,198.14	
County Exempt - Savings	9,570.65	
Total Assets		74,222.52
		=====
Liabilities		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	(375.72)	
Deferred Comp Payable	842.45	
Insurance Payable	(406.79)	
Credit Union Payable	(364.22)	
Union Dues Payable	81.12	
Other Employee Deductions	656.41	
Total Liabilities		433.25
Capital		
Fund Balance	73,789.27	
Total Capital		73,789.27

Total Liabilities and Capital		74,222.52
		=====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,444.68
Checks Out	1020	1,773.96		
TOTALS		1,773.96	0.00	

CHECKBOOK BAL

2,670.72

ESM
7/11/96

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

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,810.66
Checks Out	4269	10.00		
	4272	25.00		
TOTALS		35.00	0.00	

CHECKBOOK BAL

3,775.66

ESM
7/11/96

06/30/96

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	Total	06/30/96
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	13.40	13.40
Cash Register-Fines	2,009.44	2,009.44
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	92.62	92.62
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	105.10	105.10
Cash Register-Computer Rental	13.00	13.00
Typewriter Income	0.00	0.00
Telephone Income	44.97	44.97
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.67	8.67
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	2,287.20	2,287.20
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,287.20	2,287.20
Expenses		
Transfers to County	3,407.53	3,407.53
Employee Insurance (030)	0.00	0.00
Food (0900)	(122.62)	(122.62)
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	60.03	60.03
Postage (183)	149.00	149.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	30.00	30.00
Transportation & Travel (270)	(10.00)	(10.00)
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

6/30/96

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 2
Part 1 of 1 Parts

	Total	06/30/96
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	3,513.94	3,513.94
	-----	-----
Operating Income (Loss)	(1,226.74)	(1,226.74)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,226.74)	(1,226.74)
	=====	=====

06/30/96

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	06/30/96
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	337.95
Cash Register-Fines	25,418.94
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,950.36
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	210.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,435.59
Cash Register-Computer Rental	425.37
Typewriter Income	94.42
Telephone Income	158.87
Copy Machine Income	0.00
State Library Reimbursements	17,581.97
State Library Grants	28,584.55
State of California Foundation Funds	16,003.00
Other Grants	1,381.00
County Reimbursements	12,614.63
Interest Income - checking	5.20
Interest Income - savings	137.78
Miscellaneous Income	5,150.13

Total Income	111,489.76
Cost of Sales	

Gross Profit (Loss)	111,489.76
Expenses	
Transfers to County	108,068.98
Employee Insurance (030)	87.90
Food (0900)	314.39
Household Expenses (100)	12.19
Insurance (1100)	(6,877.04)
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Communications (070)	36.84
Memberships (160)	1,141.00
Office Expense (180)	3,545.86
Postage (183)	1,035.52
Prof. & Spec. Services (190)	380.00
Special Departmental Expense (240)	(697.79)
Transportation & Travel (270)	5,511.37
Utilities (280)	(217.76)
Equipment (400)	0.00

06/30/96

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

Page 2
Part 1 of 1 Parts

	06/30/96
Taxes and Fees (370)	981.51
Funds in Transit	0.00

Total Expenses	113,502.97

Operating Income (Loss)	(2,013.21)
Other Income	
Other Expenses	

Net Income (Loss)	(2,013.21)
	=====

06/30/96

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 96 Period 12
General Fund - Savings

Page

Check	Date	Payee	Amount
1019	06/18/96	O.C. Auditor	1,633.57
		0-5102-01 Transfers to County	1,633.57
1020	06/25/96	O.C. auditor	1,773.96
		0-5102-01 Transfers to County	1,773.96
		Checkbook 5 Total	3,407.53

30/96

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

For Fiscal Year 96, Period 12 through Fiscal Year 96, Period 12

Account Name

Total

0-5102-01 Transfers to County

3,407.53

3,407.53
=====

06/30/96

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 12
General Account

Page

Check	Date	Payee	Amount
4267	06/04/96	Orange Co. RSVP 0-5120-01 Special Departmental Expense (24	30.00
4268	06/04/96	The Foundation Cente 0-5114-01 Office Expense (180)	79.50
4269	06/05/96	ALA 0-5114-01 Office Expense (180)	10.00
4270	06/05/96	VOID void	0.00
4271	06/11/96	Lucky's 0-5105-01 Food (0900)	11.98
4272	06/11/96	ASQC 0-5122-01 Transportation & Travel (270)	25.00
4273	06/11/96	Municipal Mgt 0-5122-01 Transportation & Travel (270)	30.00
4274	06/17/96	U.S. Postmaster 0-5116-01 Postage (183)	149.00
4275	06/15/96	Elizabeth Minter 0-5105-01 Food (0900) 0-5114-01 Office Expense (180)	32.22 10.49 21.73
Checkbook 1 Total			367.70

06/30/96

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

Page 2

For Fiscal Year 96, Period 12 through Fiscal Year 96, Period 12

Account Name	Total
0-5105-01 Food (0900)	22.47
0-5114-01 Office Expense (180)	111.23
0-5116-01 Postage (183)	149.00
0-5120-01 Special Departmental Expense (240)	30.00
0-5122-01 Transportation & Travel (270)	55.00

	367.70
	=====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0935-19338
Literacy Fund Petty Cash Savings Account

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,198.14
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,198.14

Correct
7/11/96

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Fund Petty Cash Checking Account

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,629.30
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,629.30

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7/11/96

06/30/96

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	Total	06/30/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	2.98	2.98
Interest Income - savings	7.64	7.64
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	105.00	105.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	500.00	500.00
	-----	-----
Total Income	645.62	645.62
Cost of Sales		
	-----	-----
Gross Profit (Loss)	645.62	645.62
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	645.62	645.62
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	645.62	645.62
	=====	=====

6/30/96
Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

	06/30/96
Income	
Gifts Income	0.00
Tutor Training Income	340.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	34.67
Interest Income - savings	84.87
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	356.00
Citizenship Tests (CASAS)	149.00
Donations to Literacy	550.00

Total Income	1,514.54
Cost of Sales	

Gross Profit (Loss)	1,514.54
Expenses	
Refunds (not in use)	0.00
Travel Expense	120.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30

Total Expenses	140.30

Operating Income (Loss)	1,374.24
Other Income	
Other Expenses	

Net Income (Loss)	1,374.24
	=====

06/30/96

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

Page 1

For Fiscal Year 96, Period 12 through Fiscal Year 96, Period 12

Account Name

Total

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

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0933-19339
County Exempt Fund Petty Cash Savings Account

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,570.65
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,570.65

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7/11/96

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

June 1996

Prepared 7/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,199.47
Checks Out	1011	363.25		
	1012	59.07		
	TOTALS	422.32	0.00	
CHECKBOOK BAL				3,777.15

ESM
7/11/96

06/30/96

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	Total	06/30/96
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	150.00	150.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	557.75	557.75
Friends Contributions	0.00	0.00
Friends - Summer Reading	1,000.00	1,000.00
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 - checking	3.71	3.71
Interest Income - savings	21.29	21.29
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,772.75	1,772.75
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,772.75	1,772.75
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	699.76	699.76
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	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
Meeting Room Upkeep Expenses	55.00	55.00
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
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	2,025.00	2,025.00

06/30/96

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 2
Part 1 of 1 Parts

	Total	06/30/96
Copier Lease Payments	0.00	0.00
	-----	-----
Total Expenses	2,779.76	2,779.76
	-----	-----
Operating Income (Loss)	(1,007.01)	(1,007.01)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,007.01)	(1,007.01)
	=====	=====

'30/96

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	06/30/96
Income	
Cash Register-Copy Cards-Exempt Fund	276.50
Microfilm/Microfich Income	0.00
Meeting Room Income	2,915.00
Test Proctoring Income	500.00
Vending Machine Income	57.00
Debit Card Income	5,594.45
Friends Contributions	0.00
Friends - Summer Reading	2,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	38.22
Interest Income - savings	226.44
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	11,607.61
Cost of Sales	

Gross Profit (Loss)	11,607.61
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	40.29
Children's Summer Reading Program	2,829.11
Children's Camp Library	461.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	3,303.48
Friend's-Director's Fund	240.87
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	660.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00
Debit Card System Repairs	79.28
Debit Cards	586.08
Copier Maintenance Contract	2,025.00

06/30/96

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

Page 2
Part 1 of 1 Parts

	06/30/96
Copier Lease Payments	0.00

Total Expenses	10,600.50

Operating Income (Loss)	1,007.11
Other Income	
Other Expenses	

Net Income (Loss)	1,007.11
	=====

06/30/96

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 96 Period 12
County Exempt

Page 1

Check	Date	Payee	Amount
1008	06/03/96	Scholastic Book Fair 0-5308-03 Children's Summer Reading Progra	96.16
1009	06/03/96	Spicers paper 0-5308-03 Children's Summer Reading Progra	29.55
1010	06/14/96	Kidstamps 0-5308-03 Children's Summer Reading Progra	34.50
1011	06/14/96	Smilemakers 0-5308-03 Children's Summer Reading Progra	363.25
1012	06/14/96	Omnigrafix 0-5308-03 Children's Summer Reading Progra	59.07
1013	06/14/96	Emils Cleaning 0-5319-03 Meeting Room Upkeep Expenses	55.00
1014	06/17/96	Storytellers & Truba 0-5308-03 Children's Summer Reading Progra	100.00
1015	06/25/96	Target 0-5308-03 Children's Summer Reading Progra	17.23
Checkbook 3 Total			754.76

06/30/96

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

Page 2

For Fiscal Year 96, Period 12 through Fiscal Year 96, Period 12

Account Name	Total
0-5308-03 Children's Summer Reading Program	699.76
0-5319-03 Meeting Room Upkeep Expenses	55.00

	754.76
	=====

'30/96

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 96 Period 12
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1010	06/17/96	IKON Office Solution 0-5327-03 Copier Maintenance Contract	2,025.00
			<u>2,025.00</u>
		Checkbook 7 Total	2,025.00

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

Prepared July 09, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				18,507.21
	2336	8.77		
	2375	72.07		
	2393	38.38		
	2394	87.73		
	2407	122.61		
	2413	239.73		
	2414	1,109.06		
	2415	207.98		
	2416	287.39		
	2422	127.00		
	2425	240.55		
	2426	514.80		
	2427	103.14		
	2429	38.38		
	2430	14.54		
	2431	55.41		
	2440	28.86		
	2441	411.00		
	2442	606.00		
	TOTALS	4,313.40	0.00	
Checkbook balance				14,193.81

Admission
7-9-96

06/30/96

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	Total	06/30/96
Income		
Transfers from County	35,535.00	35,535.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	11.10	11.10
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	35,546.10	35,546.10
Cost of Sales	-----	-----
Gross Profit (Loss)	35,546.10	35,546.10
Expenses		
Salaries	39,919.89	39,919.89
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,013.04	3,013.04
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,932.93	42,932.93
Operating Income (Loss)	(7,386.83)	(7,386.83)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(7,386.83)	(7,386.83)
	=====	=====

06/30/96

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1996

Page 1
Part 1 of 1 Parts

	06/30/96
Income	
Transfers from County	560,004.12
Interest Income-CD's	1,543.70
Interest-Savings-Landmark	60.46
Interest-Savings-B of A	44.32
Miscellaneous Income	0.00

Total Income	561,652.60
Cost of Sales	-----
Gross Profit (Loss)	561,652.60
Expenses	
Salaries	516,086.02
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	37,840.43
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	553,926.45

Operating Income (Loss)	7,726.15
Other Income	
Other Expenses	-----
Net Income (Loss)	7,726.15
	=====

06/30/96

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 96 Period 12
Payroll Account

Page 1

Check	Date	Payee	Amount
613	06/30/96	Cheryl Willauer	568.88
		0-2010-00 Manual Payroll Checks	568.88
		Checkbook 4 Total	568.88



TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *13*
 DATE: July 16, 1996
 SUBJECT: ACS: Overdue Collection Report for Month of June

The report received from ACS Collection Agency on July 9, 1996 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October	38	68	10	636.91	20
November	22	79	23	850.39	14
December	16	66	13	450.32	17
January	22	59	17	969.02	28
February	17	49	16	515.99	19
March	4	36	23	1,888.93	8
April	34	48	9	451.58	18
May	17	41	15	721.29	12
June	22	57	6	350.5	5
TOTAL YTD	268	716	176	8,934.87	185

ADVANCED COLLECTION SYSTEMS, INC

Agenda Item 13

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2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Jul 1986

FLACENTIA PUBLIC LIBRARY
411 E CHAPMAN
411 E CHAPMAN AVE
FLACENTIA, CA 92670
ATTN: PEGGY BURKICH

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

PLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext 208

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	22	2,434.26	120	10,296.35	1360	94,537.15
LESS: Mail Return*, Dispute, Bankrpt	2	131.43	21	1,710.35	268	19,591.69
NET ASSIGNMENTS	20	2,302.83	99	8,586.00	1092	74,945.46
COLLECTED						
Paid in Full	3	241.80	27	1,762.61	313	16,388.23
Settled in Full	0	0.00	8	838.81	91	5,612.56
Partial Payment	3	108.70	48	2,105.79	257	11,014.67
Resolved	0	0.00	3	190.10	33	1,454.05
TOTAL RECOVERED	6	350.50	86	4,897.31	694	34,469.51

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	256	55	301	213	535
	\$16,550	\$3,761	\$20,305	\$15,081	\$38,376

* Percentage of Mail Returns - 19.6 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	581797	03/18/96	05/23/96	33.00	A,PP	2
	26018053324598		AMT: 91.95			
	575462	01/30/96	04/03/96	34.45	SU	1
	26018053289924		AMT: 34.45			
	580282	02/10/96	04/23/96	80.75	A	4
	26018053309656		AMT: 80.75			
	581564	02/21/96	05/21/96	52.15	A	2
	26018053314680		AMT: 52.15			
	581565	03/04/96	05/21/96	67.73	A	2
	26018053316263		AMT: 67.73			
	581566	03/04/96	05/21/96	72.75	A	2
	26018053316867		AMT: 72.75			
	582785	03/26/96	06/21/96	89.94	A	1
	26053071167349		AMT: 89.94			
	575463	01/08/96	04/03/96	34.95	A	5
	26018053309987		AMT: 34.95			
	581572	02/29/96	05/21/96	59.15	A	2
	26018053307817		AMT: 59.15			
	581796	03/09/96	05/23/96	24.40	A,PP	2
	26018052722644		AMT: 47.50			
	581798	03/21/96	05/23/96	63.70	A,PP	2
	26018053323962		AMT: 66.01			
	581803	03/21/96	05/23/96	66.01	A	2
	26018053323962		AMT: 66.01			
	574602	01/08/96	03/26/96	78.70	CC	5
	26018053264976		AMT: 110.95			
	582776	03/27/96	06/21/96	323.51	A	1
	26053071072135		AMT: 323.51			
	575452	01/17/96	04/03/96	42.11	A	5
	26018053294783		AMT: 42.11			
	574603	01/10/96	03/26/96	99.92	CC	5
	26018053251304		AMT: 99.92			
	581795	03/19/96	05/23/96	92.61	A	2
	26018053327104		AMT: 92.61			
	580286	01/16/96	04/23/96	36.00	A	4
	26018052441278		AMT: 36.00			
	581568	05/17/93	05/21/96	97.91	A	2
	26018053100022		AMT: 97.91			
	581569	02/27/96	05/21/96	86.75	A	2
	26018053307816		AMT: 86.75			

583098	03/25/96	06/27/96	57.75	A	1
260180533		AMT: 57.75			
583102	03/28/96	06/27/96	70.00	A	1
26018005284955		AMT: 70.00			
580288	01/31/96	04/23/96	74.88	MR	3
26018053304723		AMT: 74.88			
582780	09/10/95	06/21/96	116.66	A	1
26018005270780		AMT: 116.66			
582777	03/27/96	06/21/96	452.40	A	1
26018053285864		AMT: 452.40			
581802	03/24/96	05/23/96	69.68	A	2
26018005445695		AMT: 69.68			
575465	12/28/95	04/03/96	85.85	A	5
26018053324176		AMT: 85.85			
583063	02/25/96	06/27/96	104.22	A	1
26018053273985		AMT: 104.22			
583105	02/25/96	06/27/96	104.22	A	1
26018053273985		AMT: 104.22			
581799	11/21/92	05/23/96	46.95	A	2
26018053300382		AMT: 46.95			
575467	12/26/95	04/04/96	60.70	A	5
26018053289766		AMT: 60.70			
580287	02/14/96	04/23/96	40.00	A,PF	4
26018053314045		AMT: 72.95			
580289	02/13/96	04/23/96	0.00	PF	4
26018002513703		AMT: 131.80			
575468	02/05/96	04/04/96	46.90	SU	1
26018053311173		AMT: 46.90			
580290	02/12/96	04/23/96	104.15	A	4
26018053250918		AMT: 104.15			
583101	03/06/96	06/27/96	48.04	A	1
26053070904882		AMT: 48.04			
580291	02/01/96	04/23/96	69.00	A	4
26018005235692		AMT: 69.00			
582779	04/01/96	06/21/96	134.80	A	1
26018053331452		AMT: 134.80			
583065	03/04/96	06/27/96	60.95	A	1
26018053259943		AMT: 60.95			
582778	05/24/95	06/21/96	158.22	A	1
26018002595452		AMT: 158.22			
575470	12/27/95	04/04/96	108.50	A	5
26018052580612		AMT: 108.50			
583100	02/26/96	06/27/96	65.80	A	1
26018052710391		AMT: 65.80			
583062	04/30/96	06/27/96	54.10	A	1
26053071076193		AMT: 54.10			
583099	03/20/96	06/27/96	54.55	A	1
26018005296066		AMT: 54.55			
580292	02/01/96	04/23/96	63.90	A	4
26018053174282		AMT: 63.90			
583104	01/22/96	06/27/96	60.94	A	1
26053071084460		AMT: 60.94			
583097	03/04/96	06/27/96	65.60	A	1
26018053245512		AMT: 65.60			
580294	02/15/96	04/23/96	116.80	A	4
26018053217156		AMT: 116.80			

575471	01/30/96	04/04/96	56.55	MR	5
2E018053257145		AMT: 56.55			
583103	03/19/96	06/27/96	59.80	A	1
2E018053068153		AMT: 59.80			
575457	01/22/96	04/03/96	80.00	A	5
2E018053258192		AMT: 80.00			
574601	12/26/95	03/26/96	54.45	CC	5
2E018053308435		AMT: 54.45			
575458	01/17/96	04/03/96	47.90	A	5
2E018053311124		AMT: 47.90			
583064	01/22/96	06/27/96	55.40	A	1
2E018053257178		AMT: 55.40			
582782	03/18/96	06/21/96	66.23	A	1
2E018053315719		AMT: 66.23			
581571	03/13/96	05/21/96	129.90	A	2
2E018053327716		AMT: 129.90			
580296	02/14/96	04/23/96	49.00	A,PP	4
2E018053314052		AMT: 49.00			
575472	01/30/96	04/04/96	55.90	A	5
2E018053310324		AMT: 55.90			
581801	03/24/96	05/23/96	75.85	A	2
2E01805330579		AMT: 75.85			
582783	01/02/96	06/21/96	98.85	A	1
2E01805258484E		AMT: 98.85			
580297	01/11/96	04/23/96	52.00	A	4
2E018053271260		AMT: 52.00			
582781	03/16/96	06/21/96	122.28	A	1
2E018053329290		AMT: 122.28			
575461	01/07/95	04/03/96	35.00	A,PP	5
2E018005145164		AMT: 35.00			

TOTAL STILL ON SYSTEM :

5,081.16



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: July 16, 1996
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JUNE, 1996**

SUMMARY OF PRINTER/COPIER ACCOUNTS JUNE 1-30, 1996

Beginning Balance 05/01/96			\$ 1,885.79
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$557.75		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment		2,025.00	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>\$ 557.75</u>	<u>2,025.00</u>	
Ending Balance 05/30/96			<u>\$ 418.54</u>
July Payment			\$0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 05/30/96	16,559.50
Loan Repayment through 05/30/96	(4,865.48)
June Purchases	0.00
June Payment	<u>0.00</u>
Balance 06/30/96	<u>\$ 11,694.02</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: July 16, 1996
SUBJECT: Gift Fund Report


The following cash gifts to Placentia Library District were received through July 11, 1996

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mr. & Mrs. Warren A. Wulff	\$ 20.00
Donations Box at Circulation Desk	24.12
Total Donations to Adopt-a-Book	\$ 44.12
Donations to Placentia Library Foundation Endowment Fund:	\$0.00

TOTAL CASH DONATIONS \$ 44.12
through July 11, 1996

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant 

DATE: July 16, 1996

SUBJECT: **BUILDING MAINTENANCE REPORT FOR JUNE, 1996**

1. **Air Conditioning** -Receiver controller and temperature transmitter replaced to correct cooling problem. Regular monthly maintenance was performed.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Plumbing**- Drinking fountain near front entrance and hot water faucet in women's restroom repaired.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *ELM*
DATE: July 16, 1996
SUBJECT: **PERSONNEL REPORT FOR JUNE, 1996**

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:


Cyrise M. Smith, Librarian I (Childrens), effective July 8, 1996

OPEN POSITIONS:

.25 FTE (10 hours) Clerk II, Volunteer Coordinator
.25 FTE (10 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: July 16, 1993
 SUBJECT: VOLUNTEER REPORT FOR THE MONTH OF JUNE 1996

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 June	FY 95-96 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	4.00	54.00	9/95	58.00
Austin, Jane	0.00	11.50	12/95	11.50
Cain, Ruth	0.00	2.00	10/95	2.00
Cheek, Lola	11.25	28.75	4/96	28.75
Contampasis, Jeff	0.00	2.00	11/95	2.00
Covington, Darlene	7.50	182.25	3/95	251.25
Dailey, Marjorie	3.00	80.00	10/95	80.00
Deloff, Christine	0.00	5.25	3/95	5.25
Deputy, Paul	20.75	489.50	7/82	5,892.25
Dinsmore, Peggy	6.00	7.00		7.00
Farkas, Ted	0.00	2.00		2.00
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	17.50	290.25	10/93	771.25
Godwin, Nita	4.00	35.00	2/96	36.25
Goldbaum, Mae	9.50	81.50	7/88	373.50
Hemmerling, Barbara	10.75	51.00	10/95	51.00
Himes, Camille	0.00	2.00	4/96	2.00
Hiranuma, Michael	8.00	30.75	4/96	30.75
Horrocks, Marjorie	2.00	39.50	10/95	39.50
Irot, Pat	10.50	179.00	2/96	179.00
Jackson, Lu	0.00	5.75	3/96	5.75
Johnson, Beverly	0.00	3.50	10/95	3.50
Joseph, Courtney	0.00	36.50		128.25
Klendshoj, Ole	2.00	26.50	2/96	32.00
Langmore, Elizabeth	0.00	1.50	3/96	1.50
Lough, Janet	9.50	32.00	3/96	32.00
Livezey, Jane	4.00	43.00	10/95	43.00
Lord, Audrey	0.00	43.50	12/95	43.50
Marquardt, Melvin	0.00	0.00	9/95	7.50
Mignot, Shirley	6.00	80.50	9/95	80.50
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	14.00	147.00	10/95	147.00
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	4.00	41.50	9/95	41.50
Olson, Jean	4.00	34.00	9/95	34.00
Pine, Pat	0.00	4.00	4/96	4.00
Redinbo, Sandy	0.00	2.50	10/94	58.00
Reynolds, Penny	4.00	117.75	9/95	117.75
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Rome, Martha	14.00	37.25	2/96	37.25
Rucker, Kathleen	0.00	27.50		27.50
Rucker, Ashley	0.00	26.50		26.50
Ryan, Kristen	0.00	3.00	11/95	3.00

Schlichter, Allan	8.00	91.00	10/93	286.25
Shaw, Dixie	2.00	31.50	5/94	68.00
Shkoler, Al	0.00	0.00		53.50
Silverman, Pauline	0.00	7.50	3/96	7.50
Stark, Sandra	35.00	28.00		32.00
Stoller, Frances	3.00	61.00	9/95	61.00
Tapia, Gerald	0.00	20.25	6/95	22.75
Walker, Jim	0.00	6.75	2/96	9.75
Walker, Virginia	0.00	39.50	2/96	42.25
Westberg, Carl	6.00	130.50	9/93	373.25
Wymer, Betty	0.00	48.75	1/96	48.75
J.T.P.A.	0.00	0.00		
S.T.E.P.	79.00	738.00		
G.A.I.N.	81.00	183.50	5/96	183.50
TOTAL	294.00	3,473.25		9,985.75

J.T.P.A. / Job Training Partnership Act.
S.T.E.P. / Senior Training & Employment Program
G.A.I.N./Greater Avenues for Independence

TEMPORARY VOLUNTEERS

	FY95-96 JUNE	FY95-96 YTD		FY95-96 JUNE	FY95-96 YTD
Ashbough, Amanda	0.00	15.50	Kang, Jin	0.00	27.75
Badi, Kevin	11.00	40.00	Knupel, Brad	0.00	9.25
Bhavin, Petel	8.00	25.00	Knutson, Andrea	0.00	5.25
Bone, Shawnda	10.00	68.75	Kwok, Shirley	0.00	9.00
Burke, Marsha	0.00	1.75	Lee, Peter	0.00	27.5
Cabral, Philip	0.00	43.00	Lin, Sherry	2.00	2.00
Capris, Marcelle	0.00	1.50	Mazen, Asad	1.00	1.00
Chang, Michael	0.00	13.00	Meiners, Christie	0.00	23.00
Chao, Christine	0.00	9.50	Meshreky, Mary	0.00	11.50
Chao, Hanna	0.00	64.00	Molina, Inio	0.00	9.25
Chao, Sunny	0.00	15.00	Nunn, Dennis	0.00	55.75
Chavez, Alfredo	0.00	9.25	Pirayev, Odette	0.00	38.50
Cherry, Jason	2.00	2.00	Rahman, Shayam	0.00	13.75
Chiu, Robert	0.00	143.50	Rendon, Jorge	16.50	30.25
Deeble, Blake	0.00	50.00	Shah, Ami	4.00	4.00
Delgado, Suzanne	4.00	4.00	Lorman, Lauri	7.50	25.00
Ekelund, Lindsey	0.00	34.50	Shatal, Dalal	0.00	3.00
Gonzalez, Auturo	0.00	15.00	Tanaka, Emi	5.50	5.50
Guadarramo, Cesar	0.00	26.75	Tao, Amy	2.50	2.50
Gunewardane, Sharlini	0.00	42.50	Tao, Jenny	2.50	2.50
Harikumar, Sieu	3.00	3.00	Taylor, Daniel	0.00	3.00
Harnett, Tom	10.00	84.00	Taylor, Rosemary	0.00	3.00
Henao, Maurice	7.25	7.25	Theodros, Rachel	0.00	9.50
Hiranuma, Michelle	2.00	24.25	Uh, Soo	8.25	8.25
Huang, Jack	0.00	28.00	Valdivia, Jason	0.00	23.25
Jivan, Neetal	0.00	3.00	Vo, Tai	0.00	26.00
Johnson, Jimmy	0.00	23.25	Vetter, Dianna	0.00	3.00
Juliani, Jan	0.00	28.50	Wang, Suching	0.00	8.75
Kamachi, Jennifer	0.00	2.00	Warren, Mary	3.25	3.25
Kan, Jack	0.00	7.00	Yada, Julie	10.00	58.75
Kim, Janet	6.00	6.00	Yang, Denny	0.00	87.25
			Yee, Thomas	3.00	3.00
			Yick, Leo	6.00	6.00
			Yu, Liang	8.00	20.00
TOTAL	63.25	840.75		80.00	569.25

LVA VOLUNTEERS

Literacy Volunteer Hours	270.00
TOTAL VOLUNTEER HOURS	437.25

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY95/96	FY95/96	FY95/96	FY95/96
January	362.75	361.25	523.00	469.00
February	511.50	339.25	509.00	601.50
March	437.50	410.50	509.00	476.00
April	554.25	702.25	467.00	455.00
May	406.25	473.00	546.50	445.00
June	386.75	437.25	297.00	270.00
July	433.00		423.00	
August	573.00		333.50	
September	354.25		377.50	
October	432.25		580.00	
November	418.00		449.50	
December	301.00			

31,743
840



Placentia Library District
Circulation Report
JULY 16, 1996

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 JUNE 96	FY94-95 JUNE 95
1st Time Checkouts	210,706	213,296	-1.21%	20,416	17,564
Phone Renewals	13,213	14,277	-7.45%	908	1,008
In-Building Renewals	25,984	27,629	-5.95%	1,288	1,866
Total Renewals	39,197	41,906	-6.46%	2,196	2,874
TOTAL CHECKOUTS	249,903	255,202	-2.08%	22,612	20,438
On-Time Checkins	205,037	203,766	0.62%	18,963	17,274
Late Checkins	41,127	42,772	-3.85%	3,455	3,827
TOTAL CHECKINS	246,164	246,538	-0.15%	22,418	21,101
Hold Placed	4,909	5,004	-1.90%	451	436
Hold Cancelled	804	896	-10.27%	50	83
Hold Filled	4,214	4,180	0.81%	0	332
Hold Expired	28	84	-66.67%	3	3
Overdue Items	13,455	14,082	-4.45%	964	1,179
Overdue Notices	5,963	6,370	-6.39%	463	534
Billing Notices	7,094	7,597	-6.62%	614	723
Patrons Registered	4,570	4,314	5.93%	385	379
Titles Added	9,092	7,590		696	1,198
Volumes Added	15,192	11,707		1,151	1,954
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	118,603	122,534	-3.21%	9,368	9,758
Juvenile Print	104,934	103,471	1.41%	10,917	8,229
Total Print	223,537	226,005	-1.09%	20,285	17,987
Audio	10,083	11,574	-12.88%	796	900
Visual	16,016	20,034	-20.06%	1,456	1,521
Equipment	0	0	0.00%	0	0
Total Audio Visual	26,099	31,608	-17.43%	2,252	2,421
TOTAL CIRCULATION	249,903	255,202	-2.08%	22,612	20,438
Placentia Circulation	148,638	137,230	8.31%	13,928	11,646
% Placentia Circulation	59.54%	57.79%	3.03%	61.80%	57.07%
Anaheim/Yorba Linda Circulation	50,680	49,058	3.31%	3,999	4,356
% Anaheim/Yorba Linda Circulation	20.30%	20.37%	-0.34%	17.74%	21.34%
TYPES OF BORROWERS					
Adult	173,631	176,178	-1.45%	14,659	14,867
Young Adult	3,674	2,169	69.39%	378	304
Juvenile	56,406	50,354	12.02%	5,829	3,959
New Borrower	16,869	9,712	73.69%	1,746	1,308
Non Resident	0	0	0.00%	0	0
Other	28	74	-62.16%	0	0
TOTAL BORROWERS	250,608	237,179	5.66%	22,612	20,438
ATTENDANCE	369,895	416,734	-11.24%	33,567	32,838
Adult Reference - In Building	19,212	24,722	-22.29%	1,288	1,620
Adult Reference - Telephone	5,646	4,384	28.79%	256	356
Children's Reference - In Building	10,440	13,202	-20.92%	872	824
Children's Reference - Telephone	704	764	N.A.	107	145
Total Adult Reference	24,858	29,106	-14.59%	1,544	1,976
Total Children's Reference	11,144	13,966	-20.21%	979	969
Total In Building Reference	29,652	37,924	-21.81%	2,160	2,444
Total Telephone Reference	6,350	5,148	23.35%	363	501
TOTAL REFERENCE	36,002	43,072	-16.41%	2,523	2,945

New Borrower line indicates 73.69% increase because items were done in batch process



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995	Jul 26, 1995	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,564.68	9,073.02	2,146.99	0.00	1,732.03	73,382.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	Oct 5, 1995	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	Nov 9, 1995	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995	Dec 8, 1995	3,678.53	718.12	835.38			255.66	5,487.69
Dec 1995	Jan 26, 1996	3,594.00	852.78	835.38	107.50			5,389.66
Jan 1996	Feb 7, 1996	3,259.95	753.70	835.38	128.50			4,977.53
Feb 1996	Mar 21, 1996	3,739.72	765.96	835.38	289.69			5,630.75
Mar 1996	May 6, 1996	3,548.04	751.47	835.38	107.50			5,242.39
Apr 1996	Jun 11, 1996	3,839.44	759.92	835.38	107.50		1,660.73	7,202.97
May 1996	Jul 9, 1996	3,119.00	840.14	835.38	107.50			4,902.02
Jun 1996	Jul 10, 1996	2,652.71	641.34	835.38	107.50			4,236.93
TOTAL		48,074.82	8,765.24	10,024.56	1,643.54	0.00	1,916.39	70,424.55
AVG		4,006.24	730.44	835.38	136.96			5,868.71

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.05
AVG	1,254.71	326.42	37.05	1,618.17	809.09

TOTAL DOLLARS SPENT

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,259.16	189.00	17.41	1,465.57	732.79
Apr 1995	1,213.32	204.00	23.88	1,441.20	720.60
May 1995	1,213.32	204.00	46.40	1,463.72	731.86
Jun 1995	1,213.32	204.00	4.48	1,421.80	710.90
TOTAL	15,211.14	2,724.00	256.72	18,191.86	9,095.93
AVG	1,267.60	227.00	21.39	1,515.99	757.99

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996	1,283.50	204.00	19.90	1,507.40	753.70
Feb 1996	1,283.50	204.00	44.41	1,531.91	765.96
Mar 1996	1,283.50	204.00	15.43	1,502.93	751.47
Apr 1996	1,283.50	204.00	32.34	1,519.84	759.92
May 1996	1,348.84	279.00	52.44	1,680.28	840.14
Jun 1996	1,089.28	174.00	19.41	1,282.69	641.35
TOTAL	14,586.02	2,592.00	352.40	17,530.42	8,765.21
AVG	1,215.50	216.00	29.37	1,460.87	730.43

LAW OFFICES OF
PILLSBURY MADISON & SUTRO LLP

LOS ANGELES
NEW YORK
SACRAMENTO
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MENLO PARK
ORANGE COUNTY
SAN DIEGO
SAN JOSE
HONG KONG

WRITER'S OFFICE AND
DIRECT DIAL NUMBER
(619) 544-3177

June 28, 1996

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange - Distribution of Withheld
Proceeds

Dear Pool Participants:

Due to an overwhelming response by Pool Participants requesting a copy of the spreadsheet identifying the amounts of Withheld Proceeds distributed, enclosed is the schedule for your convenience.

If you have any additional questions, please do not hesitate to contact me at the above number.

Very Sincerely,


Patrick C. Shea

PCS:jrs
Enclosure

cc: Official Investment Pool
Participants Committee and Counsel
(w/ enc.)

County of Orange Final Disbursement of Withheld Proceeds and Rollforward of CSA Withheld Proceeds

Printed: 6/26/96

	Current Disbursement of Withheld Proceeds			Previous Disbursements of Withheld Proceeds Principal			Total Withheld Proceeds Principal per F=A+D+E
	1 Principal A	2 Interest B	3 Total C=A+B	4 May 19, 1995 D	5 May 29, 1996 E	6 Total F=A+D+E	
O.C. MARINE INSTITUTE	\$17.98	\$2.07	\$20.05	\$5.53	\$9.65	\$33.16	
OPTIMA OF ORANGE COUNTY	\$8,862.85	\$1,019.81	\$9,882.66	\$2,727.79	\$4,760.41	\$16,351.05	
ORANGE COUNTY CEMETERY DISTRICT	\$56,262.93	\$6,473.95	\$62,736.88	\$17,316.51	\$30,219.93	\$103,799.37	
ORANGE COUNTY EMPLOYEE RETIREMENT SYSTEM	\$1,162,330.26	\$133,744.56	\$1,296,074.82	\$357,740.11	\$624,310.56	\$2,144,380.92	
→ PLACENTIA LIBRARY DIST	\$5,164.61	\$594.27	\$5,758.88	\$1,589.56	\$2,774.01	\$9,528.18	
ROSSMOOR COMMUNITY SERVICE	\$6,411.38	\$737.73	\$7,149.11	\$1,973.28	\$3,443.68	\$11,828.34	
SANTA ANA RIVER FLOOD PROTECTION AGENCY	\$663.00	\$76.29	\$739.29	\$204.06	\$356.11	\$1,223.17	
SANTAGO LIBRARY SYSTEM	\$15.98	\$1.84	\$17.82	\$4.92	\$8.59	\$29.49	
SDA INVESTMENTS	\$10,734.91	\$1,235.22	\$11,970.13	\$3,303.97	\$5,765.93	\$19,804.81	
SILVERADO-MODESKA RECREATION AND PARK DIST	\$2,108.84	\$242.66	\$2,351.50	\$649.06	\$1,132.70	\$3,890.60	
SOUTHEAST REGIONAL RECLAMATION AUTHORITY	\$65,716.34	\$7,561.71	\$73,278.05	\$20,226.07	\$35,297.55	\$121,239.96	
SOUTHERN CALIFORNIA COASTAL WATER RESEARCH	\$8,070.24	\$928.61	\$8,998.85	\$2,483.85	\$4,334.69	\$14,888.78	
SURFSIDE COLONY STORM WATER PROTECTION	\$2,108.07	\$242.57	\$2,350.64	\$648.82	\$1,132.29	\$3,889.18	
THREE ARCH BAY COMMUNITY SERVICE DIST	\$1,062.36	\$122.24	\$1,184.60	\$326.97	\$570.62	\$1,959.95	
VECTOR CONTROL DISTRICT	\$19,463.34	\$2,239.57	\$21,702.91	\$5,990.40	\$10,454.15	\$35,907.89	
VOLUNTEER CENTER OF O.C. WEST	\$332.47	\$38.26	\$370.73	\$102.33	\$178.58	\$613.38	
Total for OTHERS	\$1,587,241.79	\$182,637.40	\$1,769,879.19	\$488,518.69	\$852,538.94	\$2,928,299.43	
SANITATION							
CAPISTRANO BEACH SANITARY DISTRICT	\$15,810.69	\$1,819.27	\$17,629.96	\$4,866.19	\$8,492.23	\$29,169.11	
COSTA MESA SANITATION DISTRICT	\$25,671.45	\$2,953.91	\$28,625.36	\$7,901.12	\$13,788.65	\$47,361.22	
DANA POINT SANITARY DISTRICT	\$0.28	\$0.03	\$0.31	\$0.09	\$0.15	\$0.52	
GARDEN GROVE SANITARY DISTRICT	\$48,318.75	\$5,559.84	\$53,878.59	\$14,871.47	\$25,952.96	\$89,143.18	

PRIVILEGED AND CONFIDENTIAL - SUBJECT TO
SUBSTANTIAL MODIFICATION

Prepared and Delivered in Settlement Discussions and Understandings
Pursuant to Fed. R. Evid. 408

The Withheld Proceeds Support All-Final-Grouped

Page 6 of 12

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 16, 1996
SUBJECT: **Legislative and State Budget Activities**

BACKGROUND:

No information has yet been received on whether the Governor has signed the augmentation to the Public Library Fund.

The State Budget as adopted by the Legislature and sent to the Governor contains no shifts of property tax allocations that will affect the independent special districts.

The status of various bills of interest to the Library community at large has not been recently reported.

We anticipate that there will be no further legislative activity on the Constitutional Revision recommendations until after the midsummer recess in August.

President Dinsmore, Secretary Stark and I are scheduled to meet at with Assemblyman Ackerman several hours before the Board Meeting.

RECOMMENDATION

No action is recommended at this time.

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 July 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JUN 1996	FY1994-95 JUN 1995	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,817.81	414.19	0.00	323.52	2817.81%
2400-01	Special Department Expense- Books	25,056.00	17,151.49	50,853.68	5,033.25	9,979.13	68.45%
2400-02	Special Department Expense - Video	2,000.00	243.00	27.45	0.00	27.45	12.15%
2400-03	Special Department Expense - Electronic	25,000.00	46,181.66	4,431.22	23,705.01	(1,191.16)	99.33%
2400-04	Special Department Expense - Periodicals	5,000.00	4,966.48	9,414.09	2,42.00	152.99	16.80%
2400-05	Special Department Expense - Audio	3,000.00	503.99	0.00	0.00	0.00	
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	637.76	1,381.15	637.76	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	3,228.99	0.00	2,513.40	118.55%
	Total Special Department Expense	61,156.00	72,502.10	69,966.11	29,622.02	11,805.33	
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	1,695.33	6,590.33	409.38	93.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	2,362.54	1,867.75	690.75	691.68	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	886.78	61.48	683.24	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	727.52	699.60	452.52	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	2,421.02	2,691.92	770.51	839.56	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	120.72	137.00	0.00	0.00	
2700-09	Total Transportation/Travel - Meetings - Family Literacy	200.00	81.04	91.65	52.85	26.65	24.14%
	Total Transportation/Travel - Meetings	6,700.00	8,294.95	12,079.13	3,059.25	1,650.89	123.81%
2800-00	Electricity	58,000.00	47,635.00	48,474.74	7,387.48	7,340.70	82.13%
	Gas	3,075.00	3,066.02	2,938.78	43.22	342.86	99.71%
	Water	1,925.00	1,913.25	1,803.99	294.47	129.26	99.39%
	Total Utilities	63,000.00	52,614.27	53,217.51	7,725.17	7,812.82	83.51%
	TOTAL SUPPLIES & SERVICES	364,031.00	342,068.14	369,774.27	64,895.33	48,238.15	93.95%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	1,154.00	1,284.00	0.00	0.00	96.17%
4000-00	Equipment - General Fund	8,000.00	4,722.66	4,725.29	3,994.85	545.45	
4000-07	Equipment - 321 Grant	0.00	0.00	44.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	6.00	0.00	2,150.05	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	8,000.00	4,722.66	6,875.34	3,994.85	545.45	59.03%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	4,722.66	6,875.34	3,994.85	545.45	59.03%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	70,000.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	(545.75)	34,733.31	0.00	34,733.31	0.00
	TOTAL EXPENSES	994,000.00	1,019,029.30	1,036,394.83	70,346.28	147,779.36	
	EXPENSES WITH/OUT FUND TRANSFER	994,000.00	949,029.30	1,036,394.83	70,346.28	147,779.36	95.48%

Agenda Item 22
Attachment A

CALIFORNIA STATE LIBRARY

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



TELEPHONE: (916) 445-2585

July 15, 1996

We have just received word from the Department of Finance that the Governor has signed the 1996/97 state budget with the following results:

PLF augmentation decreased by \$5,000,000 to \$7,000,000 for a total of about \$15,000,000 in PLF for 1996/97.

All other library-related items, including the literacy augmentation, approved as submitted by the Legislature.

More later, as we know more.

Liz Gibson, LDS

Post-it® Fax Note	7671	Date	7/15/96	# of pages	1
To	MCLS/SLS/	From	MCLS HQ		
Gen/Dept.	Assoc. Member	Co.			
Address	Director's	Phone #	918/603-8244		
Fax #		Fax #	918/603-8037		

07/15/96 17:05:48
JUL-15-96 MON 14:04

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818 683 8897 Santiago

Page 881
P. 01**MICHAEL F. DILLON
& ASSOCIATES INC.**PARK EXECUTIVE BUILDING - 925 L STREET - SUITE 1400
SACRAMENTO, CA 95814 - (916) 448-2196 - FAX (916) 448-4808

July 15, 1996

Agenda Items22
Attachment A
Page 2

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR CUTS PLF AUGMENTATION IN THE BUDGET

This morning, at a press conference in Southern California, Governor Pete Wilson announced that he had signed the 1996-97 California State Budget. Copies of the Governor's actions were released shortly before noon, and included his decision to reduce the Public Library Foundation Program (PLF) augmentation, submitted to him in the Budget package, by \$5 million. You may recall that the current level of funding of the PLF stands at \$8,870,000, and through intensive lobbying efforts in the Budget negotiations, we were able to increase the augmentation for the PLF to \$20,870,000 (\$12 million increase). The Governor's message regarding the reduction is as follows:


"Item 6120-221-0001 - For local assistance, California State Library. I reduce this item from \$20,870,000 to \$15,870,000.

I am reducing the \$12,000,000 legislative augmentation for the Public Library Foundation Program by \$5 million. This will provide a \$7 million increase for important public library services while maintaining a prudent General Fund reserve."

II. ASSEMBLY ADJOURNS, SENATE STILL AROUND

After having passed a Budget and over two dozen trailer bills on July 8, and completing some pending work in the House, the Assembly adjourned for their summer recess last Friday. The Senate, however, is in the midst of some minor in-fighting regarding "three-strikes" legislation. The bill, which is authored by Senate Republican Minority Leader, Rob Hurtt was substantially amended in the Assembly and now Hurtt is seeking to move the measure in order to use floor votes as campaign fodder for November. Senate President Pro Tem Bill Lockyer told Hurtt that he would allow the bill to be heard, only if the Senate extended their session an additional week. Exasperation over the extension has prompted several Senate members to pledge that they will begin their vacation this week and not return for the Senate gamesmanship.

Post-it* Fax Note	7671	Date	7/15/96	# of pages	1
To	MCLS/SLS DIRECTORS	From	MCLS HQ		
Code/Dept.	Ron Hayden Huntington Beach PL	Co.			
Request	Rob Richard Senate Ans PL	Phone #	918/683-8244		
Fax #	Sue Curzon, CSUN	Fax #	918/683-8097		

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: July 16, 1996
SUBJECT: **FY1996-1997 Budget**

BACKGROUND:

The Orange County budget forms have been prepared based upon the budget estimates presented at the June 18, 1996, Board Meeting.

Attachment A is a combined budget spreadsheet which shows the amounts used to prepare the County forms. Please that the amounts in the "Provision for Contingencies" row at the bottom of the expenditures section are the funds that used to be in the "Reserve" accounts. They have been moved to "Contingency" so that they may count in the calculations to keep the District eligible to receive the Public Library Fund grants from the State of California.

The carryover funds from FY1995-1996 are \$30,000 less than I had anticipated. The irregularities in the Orange County Auditor's Expenditure Reports for the District for May and June for the salary and pension line items may have an additional impact on the cash balance.

Attachment B is the Fund 707 Revenue Budget.

Attachment C is the Fund 707 Expenditures Budget.

Attachment D is Resolution 96-4.

RECOMMENDATIONS:

1. Read Resolution 96-4 by title only.
2. Adopt Resolution 96-4.



Placentia Library District
Fiscal Year 1995-1996 Combined Budget Estimate
July 16, 1996

Category	Fund 702 Maj Equip	Fund 703 Automation	Fund 706 Bond Redemp	Fund 707 General	Fund 708 Sick Lv	TOTAL ALL FUNDS
Cash balance 7/1/96	68,376	2,688	141,790	187,126	6,492	406,472
Anticipated Revenues						
General Fund & Interest	4,103	161	8,507	1,003,500	390	1,016,661
Photocopier Revenues (equipment payback)		0			0	0
Printer Revenues (equipment payback)	4,000	0			0	4,000
Cash Balance plus Revenues	76,479	2,849	150,297	1,190,626	6,882	1,427,133
Proposed Expenditures						
General Fund Budget	300	150	400	1,003,500	25	1,004,375
Bond Payment	0	0	35,900		0	35,900
Equipment	5,000	0			0	5,000
Provision for Contingencies (Reserves)	71,179	2,699	113,997	187,126	6,857	381,858
TOTAL EXPENDITURES	76,479	2,849	150,297	1,190,626	6,882	1,427,133

Placencia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 1996-1997
June 18, 1996

Object Code FY1996-1997	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Actual	FY1994-1995 Actual	FY1995-1996 Budgeted	FY1996-1997 Proposed
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	700,000	706,000 ✓
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	53,000	53,000 ✓
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	753,000	759,000
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	25,000	25,000 ✓
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	50,000	50,000
6240	Prior Unsecured	978	1,258	435	815	461	500	500
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	50,500	50,500
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	15,500	15,500
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	844,000	850,000
6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	8,500	10,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	2,500	2,000
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	25,000	15,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	36,000	27,000
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	880,000	877,000
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	75,000	70,500
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	5,000	20,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS	18,899		100,000	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	34,000	36,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	871,441	994,000	1,003,500

51650 ✓

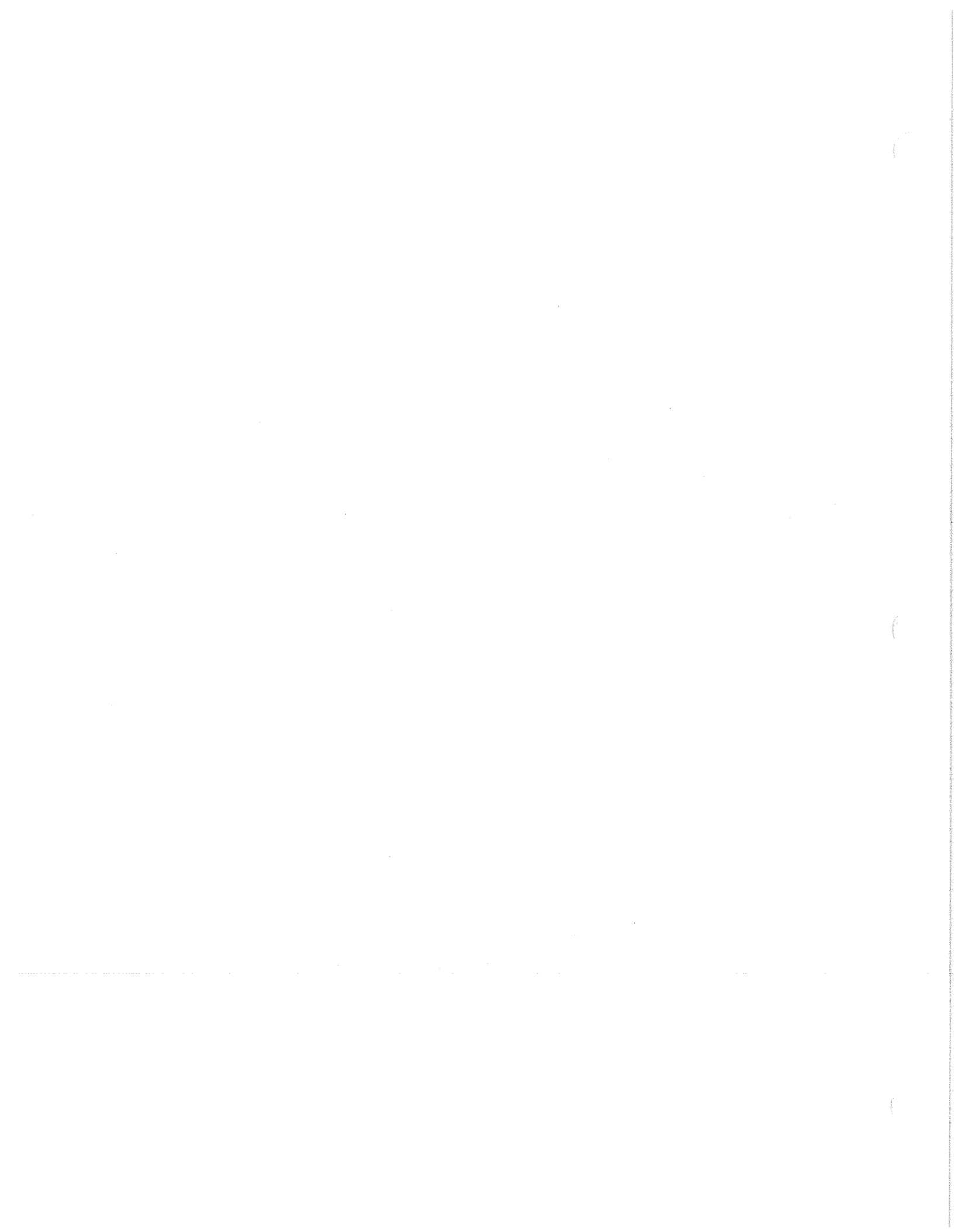
PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	512,844	544,905
0200	Retirement (Social Security & Pension Contribution)	86,162.84	87,508.99	101,063.84	90,067.88	73,368.39	72,745	76,084
	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	21,688	23,825
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,462	2,149
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,934	1,067
	Dental			5,702.00	5,912.24	4,219.10	4,295	4,475
0300	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	30,380	31,516
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	1,000	500
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	3,800	6,500
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	620,769	659,505
0700-00	Communications - Telephone			3,554.15	4,121.95	1,928.80	3,000	2,500
0700-01	Communications - Modem/Fax	5,841.73	0.00		0.00	2,713.84	1,800	3,600
0700-02	Communications - Internet/Database			6,092.77	4,869.85	483.46	500	500
0700-05	Communications - Brodart Cataloging Access					5,320.19	5,500	5,160
0700-07	Communications - 321 Grant					134.20	135	150
0700-08	Communications - Adult Literacy	5,841.73	0.00	896.35	485.82	553.09	575	250
	Total Communications			10,543.27	9,477.62	11,133.58	11,510	12,160
0900-00	Food - General Fund			0.00	1.99	205.98	100	100
0900-07	Food - 321 Grant	0.00	88.83		0.00	0.00	50	50
0900-08	Food - Adult Literacy				0.00	30.43	50	50
0900-09	Food - Family Literacy			32.26	315.85	35.74	50	0
	Total Food	0.00	88.83	32.26	317.84	272.15	250	200
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	3,500	3,500
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	15,500	12,225
1300-00	Maintenance of Equipment - General Fund			4,453.27	6,793.53	5,377.32	8,000	25,100
1300-07	Maintenance of Equipment - 321 Grant	3,003.13	7,575.16		0.00	0.00	0	0
1300-08	Maintenance of Equipment - Adult Literacy				0.00	969.00	1,000	1,000
1300-09	Maintenance of Equipment - Family Literacy				0.00	0.00	0	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,000	26,100



PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
1400-00	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	45,990	45,640
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,400	2,400
1600-07	Memberships - 321 Grant				0.00	0.00	0	0
1600-08	Memberships - Adult Literacy				0.00	135.00	150	150
1600-09	Memberships - Family Literacy				0.00	0.00	0	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,550	2,550
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	0	0
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0	0
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	0	0
	Library Supplies							
	Printing							
	EZ Copy - copy cards for sale to patrons							
	Publications							
	Paper							
	Drinking Water Service							
	Other Office Supplies							
1800-00	Total Office Supply Expense - General Fund	28,800.08		28,800.08	20,102.29	22,726.21	22,700	22,249
1800-07	Literacy Dept Educ 321 Grant Supply Expense			0.00	729.13	0.00	0	0
	Printing							
	Publications							
	Paper							
	Other Office Supplies							
1800-08	Total Adult Literacy Office Supply Expense	2,657.40		2,657.40	3,929.04	5,329.47	5,500	7,300
1800-09	Family Literacy Supply Expense			4,832.97	2,154.59	6,014.75	6,000	0
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	34,200	29,549



PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
1803-00	Postage Expense - General Fund	2,375.04	0.00	1,970.50	(19,13)	1,450.99	1,800	1,500
1803-01	Postage Expense - LSCA II Grant			894.17	0.00	19.95	100	0
1803-08	Postage Expense - Adult Literacy			29.00	477.79	182.42	300	400
1803-09	Postage Expense - Family Literacy			2,893.67	1,127.55	114.84	150	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	2,350	1,900
	Care Resources (Employee Assistance)			693.00	455.00	280.00	650	650
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	5,800	5,800
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	40,000	39,000
	Clipping Service			368.52	390.52	392.52	400	400
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	175	450
	Advertising			552.50	97.50	72.97	200	200
	Medical Exams			324.00	552.00	760.00	750	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	3,700	3,700
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	3,750	3,750
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,500	2,500
	Election Expenses			0.00	0.00	0.00	0	13,000
	Staff Training in Library			0.00	0.00	0.00	0	0
	Other			8,101.87	10,835.99	2,693.76	3,000	0
1900-00	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	60,925	69,950
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	0	0
1900-07	Specialized Services - 321 Grant			0.00	0.00	0.00	0	0
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	2,750	2,750
1900-09	Specialized Services - Family Literacy	0.00	2,467.26	812.00	(25.00)	5,505.00	5,500	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	2,000	2,200
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	71,175	74,900
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	500	500
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	750	0
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	1,250	500
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900	7,900
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0	0



PLACENTIA LIBRARY DISTRICT
 PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
 June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	100	100
2400-01	Special Department Expense - Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	25,056	18,446
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	2,000	1,000
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	25,000	10,000
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	5,000	26,000
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	3,000	2,400
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	118.80	2,252.85	1,381.15	500	500
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	1,439.19	925.19	3,228.99	500	0
	Total Special Department Expense		156,327.17	36,892.83		69,966.11	61,156	58,446
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	0	0
2700-01	Transportation/Travel - Meetings, Staff Local				0.00	1,867.75	2,000	1,500
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	61.48	750	750
2700-03	Transportation/Travel - Meetings, Board Local				0.00	699.00	500	500
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	0.00	0	0
2700-07	Transportation/Travel - Meetings, 321 Grant			728.00	0.00	2,631.92	2,750	2,750
2700-08	Transportation/Travel - Meetings - Adult Literacy	0.00		941.50	1,408.01	137.00	500	500
2700-09	Transportation/Travel - Meetings - Family Literacy			7,962.33	1,141.37	91.65	200	0
	Total Transportation/Travel - Meetings	8,427.00	10,805.00		7,904.49	12,079.13	6,700	6,000
280-000	Electricity			56,813.70	57,098.74	48,474.74	58,000	51,000
	Gas			2,917.30	2,033.77	2,938.78	3,075	3,300
	Water			1,888.97	1,683.49	1,803.99	1,925	1,925
	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	63,000	56,225
370-000	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	364,031	337,795
	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,200	1,200
400-000	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	8,000	5,000
400-007	Equipment - 321 Grant				0.00	0.00	0	0
400-008	Equipment - CLC Grant			0.00	2,202.42	2,150.05	0	0
400-009	Equipment - FFL Grant				0.00	0.00	0	0
400-111	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	8,000	5,000
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	8,000	5,000
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	0	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	994,000	1,003,500

RESOLUTION 96-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1996-1997 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1996-1997 were reviewed at the Regular Meeting of the Board of Trustees on June 18, 1996; and

WHEREAS, the tax rates levied are in accordance with Sections 93 and 97.65 of the Revenue and Taxation Code; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1996-1997, and implements such on July 1, 1996 as follows:
FUND Budget Unit 702 for \$76,479, FUND Budget Unit 703 for \$2,849, FUND Budget Unit 706 for \$150,297, FUND Budget Unit 707 for \$1,190,626, and FUND Budget Unit 708 for \$6,882.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

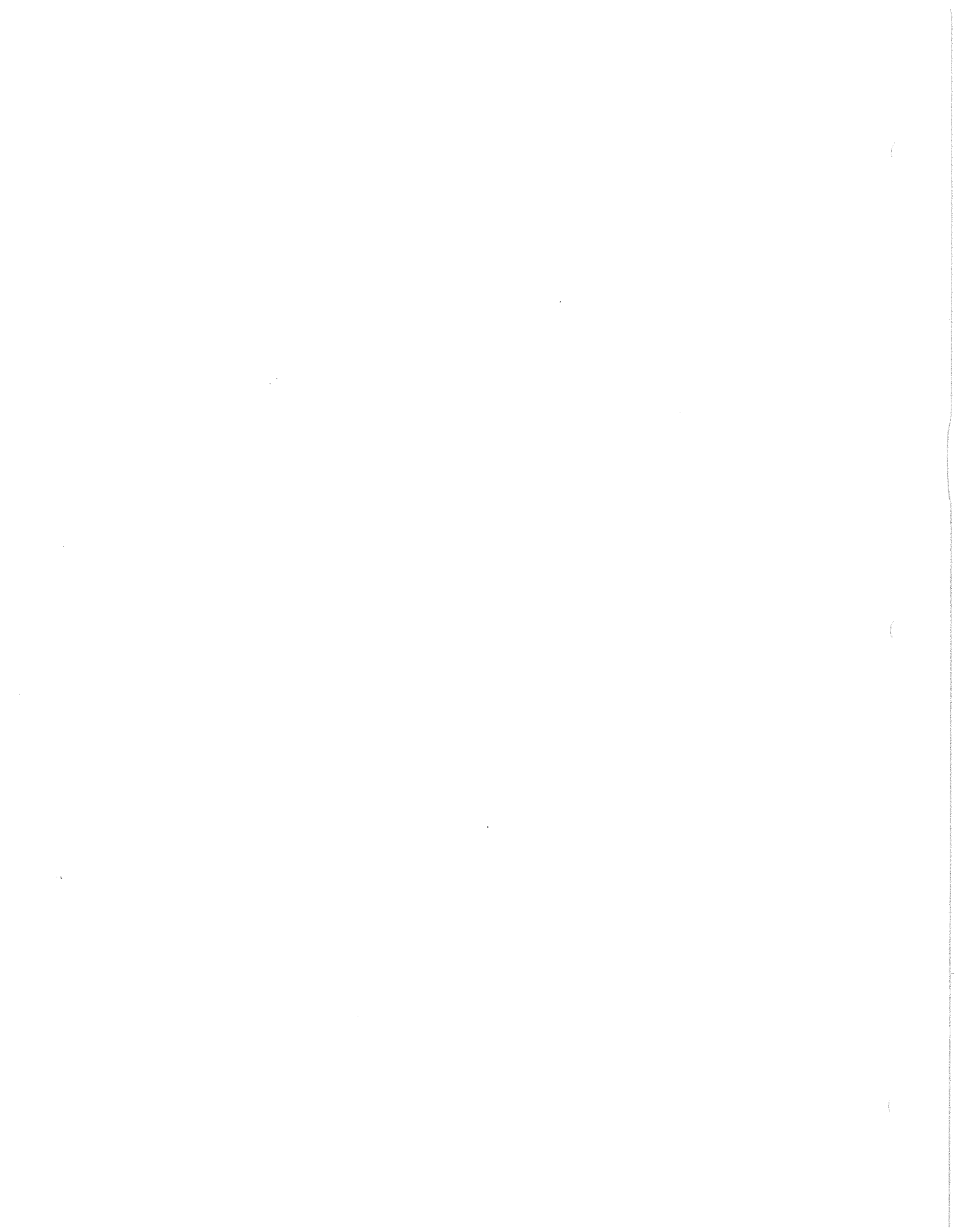
ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)


I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of July, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of July, 1996.

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



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: July 16, 1996

SUBJECT: District Holiday and Library Closure Schedule for Calendar Years 1997 and 1998

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Memorandum of Understanding with the Orange County Employees Association.

Past practice is that the Library is closed on the Sunday preceding Monday holidays.

The Holiday and Library Closure Schedule is Attachment A.

Resolution 96-5 establishing the Placentia Library District Holiday Schedule for 1997 and 1998 is Attachment B.

RECOMMENDATION:

1. Read Resolution 96-5 by Title only.
2. Adopt Resolution 96-5.

Placentia Library District
Holiday and Library Closure Schedule for 199~~6~~⁷ and 1997⁸

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

1997

New Year's Day	Wednesday	January 1
Day before Monday Holiday	Sunday	February 16
President's Day	Monday	February 17
Easter	Sunday	March 30
Day before Monday Holiday	Sunday	May 27
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Day after Thanksgiving	Friday	November 28
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

1998

New Year's Day	Thursday	January 1
Day before Monday Holiday	Sunday	February 15
President's Day	Monday	February 16
Easter	Sunday	April 12
Day before Monday Holiday	Sunday	May 24
Memorial Day	Monday	May 25
Independence Day	Saturday	July 4
Sunday of a Holiday Weekend	Sunday	July 5
Day before Monday Holiday	Sunday	September 1
Labor Day	Monday	September 7
Veteran's Day	Wednesday	November 11
Thanksgiving Day	Thursday	November 26
Day after Thanksgiving	Friday	November 27
Christmas Eve Day	Thursday	December 24
Christmas Day	Friday	December 25
New Year's Eve Day	Thursday	December 31

RESOLUTION NO. 96-5

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE DISTRICT HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 1997 AND 1998

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1997 and 1998 dated July 16, 1996.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of July, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of July, 1996.

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

Placentia Library District
Property Tax Revenues

Obj Code	Description	FY1990-1991	FY 1991-1992	FY 1992-1993	FY1993-1994	FY 1994-1995	FY1995-1996
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545
6240	Prior Unsecured	978	1,258	435	815	461	1,221
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059
	→ TOTAL TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229
							-25.6%
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0
	TOTAL TAX REVENUE ALLOCATED	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229
							-46.4%
	Placentia Valuation	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%



Placentia Library District
Proposed Budget for Parcel Tax Proceeds
July 16, 1996

Summary of Proposed Budget

Personnel	\$250,007
Bond Payment	35,900
Book Processing & Program Supplies	8,000
Utilities	10,000
Books/Library Materials	153,000
Public Chairs/Furnishings Replacement	15,000
	<u>\$456,907</u>

Summary of Proposed Library Program Changes

	<u>Current</u>	<u>Proposed</u>
Books/Library Materials	\$58,446	\$211,446
Children's Programs Per Week	3	7
Hours of Operation	44	70
Number of Days Open	6	7
Number of Mornings Open	2	6
Number of Evenings Open	3	4
Staff in Full Time Equivalents	15.95	23.45

Parcel Tax Salary Calculations

NAME	POSITION	FTE	HRS/ PERIOD	RATE PER/HR	TOTAL SALARY 26 PER	SS/IMED	MEDICAL	DENTAL	VISION	TOTAL COMP
ADMINISTRATION										
	Clerk II, Bookkeeper	0.500	40.0	12.60	13,104.00	1,002.46	900.00	163.32	39.60	15,209.38
	Delete, Clerk 1	(0.250)	20.0	11.14	(5,792.80)	(443.15)	450.00	81.66	19.80	(5,684.49)
	Clerk II, Volunteer Coordinator	0.750	60.0	12.60	19,656.00	1,503.68	1,350.00	244.98	59.40	22,814.06
REFERENCE										
	Librarian, Reference Desk	0.500	40.0	17.71	18,418.40	1,409.01	900.00	163.32	39.60	20,930.33
	Librarian, Reference Desk	0.500	40.0	17.71	18,418.40	1,409.01	900.00	163.32	39.60	20,930.33
	Librarian, Reference Desk	0.500	40.0	17.71	18,418.40	1,409.01	900.00	163.32	39.60	20,930.33
CHILDRENS										
	Librarian, Children's Desk	0.500	40.0	17.71	18,418.40	1,409.01	900.00	163.32	39.60	20,930.33
	Library Assistant, Children's Desk	0.500	40.0	14.96	15,558.40	1,190.22	900.00	163.32	39.60	17,851.54
	Library Assistant, Children's Desk	0.500	40.0	14.96	15,558.40	1,190.22	900.00	163.32	39.60	17,851.54
	Library Assistant, Children's Desk	0.250	20.0	14.96	7,779.20	595.11	NA	NA	NA	8,374.31
	Library Assistant, Storyteller	1.000	80.0	14.96	31,116.80	2,380.44	1,800.00	326.64	79.20	35,703.08
SUBSTITUTE LIBRARIAN										
	Librarian/Library Assistant	NA	200/yr	17.71	3,542.00	270.96	NA	NA	NA	3,812.96
LITERACY										
	Library Clerk	0.500	40.0	11.14	11,585.60	886.30	900.00	163.32	39.60	13,574.82
CIRCULATION										
	Library Clerk II	0.500	40.0	12.60	13,104.00	1,002.46	900.00	163.32	39.60	15,209.38
	Library Clerk	0.500	40.0	11.14	11,585.60	886.30	900.00	163.32	39.60	13,574.82
	Library Clerk	0.250	20.0	11.14	5,792.80	443.15	NA	NA	NA	6,235.95
TECHNICAL SERVICES										
	Library Aide	0.50	40.0	7.33	7,623.20	583.17	900.00	163.32	39.60	9,309.29
SUBSTITUTE CLERK										
	Clerk I, Circulation (delete)	NA	600/yr	11.14	(7,014.00)	(536.57)	NA	NA	NA	(7,550.57)
TOTAL										
		7.500			216,872.800	16,590.769	13,500.000	2,449.800	594.000	250,007.369
										1,250.04
										LT Disab

Parcel Tax Staff Calculations

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Hrs/day	12	12	12	12	9	9	4	
Days/yr	52	52	52	52	52	52	52	
Days Closed/Holidays	3	2	2	1	1		4	
# days open	49	50	50	51	51	52	48	
#hrs open	588	600	600	612	459	468	192	3,519
Ref Hours/Day	18	18	18	18	13	14	8	
Child Hours/Day	16	16	16	16	13	14	4	
Circ Hours/Day	18	18	18	18	13	14	8	
Lit Hours/Day	8	8	8	8	4	8	4	48
Ref Hours/Yr	882	900	900	918	663	728	384	5,375
Child Hours/Yr	784	800	800	816	663	728	192	4,783
Circ Hours/Yr	882	900	900	918	663	728	384	5,375
Lit Hours/Yr	392	400	400	408	204	416	192	2,412

FTE Hrs.
Hrs/Yr Holiday Vac Sick CE Available
2,080 88 160 80 80 1,672

Reference	Hrs/Yr Desk	Childrens	Hrs/Yr Desk	Circulation	Hrs/Yr Desk	Literacy	Hrs/Yr Desk
Suad	418	Cyrise	836	Burkich	418	Walters	836
Cindy	836	Cheryl	836	Wnek	1,254	Matas	418
Julie	418			Conn	1,254	Wnek	418
Katie	418			Vacant	418		
Mary Ellen	418						
Needed/Yr	5,375		4,783		5,375		2,412
Tot/yr current	2,508		1,672		3,344		1,672
Addtl needed	2,867		3,111		2,031		740
3 @ 1/2	2,508	3 @ 1/2	2,508	2 @ 1/2	1,672	1 @ 1/2	836
		1 @ 1/4	418	1 @ 1/4	418		
Sub total	5,016	Sub @4hr/wk	4,598		5,434		2,508
Sub @ 7hr/wk	364		208		0		0
Total Additional	2,872		3,134		2,090		836
Total Avail	5,380		4,806		5,434		2,508



RESOLUTION 96-6

A RESOLUTION OF THE BOARD OF TRUSTEES OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY, SUBMITTING TO THE COUNTY OF ORANGE A LIBRARY PER PARCEL BALLOT ISSUE FOR THE PLACENTIA LIBRARY DISTRICT, TO BE PRESENTED TO THE ELIGIBLE VOTERS OF THE DISTRICT IN THE NOVEMBER 1996 GENERAL ELECTION.

WHEREAS, Placentia Library District of Orange County is an independent special library district established in 1917 under the provisions of Chapter 9 of the California Education Code; and

WHEREAS, Section 4 of Article XIII A of the California Constitution, and Sections 50075 et. seq. of the California Government Code, authorize a library district, following notice and public hearing, to propose the adoption of a per parcel tax for the specified purposes upon approval of two-thirds of the electorate voting on the measure; and

WHEREAS, during the 1993-1994, 1994-1995, and 1995-1996 fiscal years Placentia Library District of Orange County had to use reserve funds to maintain a level of library service that had been significantly reduced from previous fiscal years; and

WHEREAS, the Board of Trustees of Placentia Library District of Orange County believes that such a per parcel tax is necessary at this time to restore and thereafter maintain basic levels of library services for the library users of this District;

THEREFORE BE IT RESOLVED, [Adoption], that the Board of Trustees of Placentia Library District of Orange County, pursuant to its right and authority, does order submitted to the voters at the General Election to be held on November 5, 1996, the following question:

Shall the Placentia Library District be authorized to levy a special per parcel tax annually for five years to replace library funding lost due to the reallocation of local property tax by the State of California and the elimination of the Special District Augmentation Fund.	Yes	
	No	

and;

BE IT FURTHER RESOLVED, [Amount], that the per parcel tax shall be the amount of ^{29.00}~~30.00~~ per single family residence parcel; \$24.00 per apartment unit; \$70.00 per commercial parcel of less than 10,000 square feet; and \$100.00 per commercial parcel of 10,000 square feet or more; and

BE IT FURTHER RESOLVED, [Term], that the per parcel tax authorized by this Resolution shall not be collected for more than five (5) full fiscal years without additional authorization from the voters of the District; and

BE IT FURTHER RESOLVED, [Parcel Definition], that the term "parcel" means any taxable parcel of real estate property, located wholly or partially within the District; and

BE IT FURTHER RESOLVED, [Exemptions], that an exemption be established for single family residence parcels where the owner or owners have a yearly income of \$15,000 or less, as substantiated by the most recent Federal Income Tax Return form filed with the Internal Revenue Service, and submitted to the Board of

Placentia Library District of Orange County, Resolution 96-6, July 16, 1996, Page 2.

Trustees of Placentia Library District along with a letter requesting the said exemption; and

BE IT FURTHER RESOLVED, [Collection], that the per parcel tax shall be collected by the Orange County Tax Collector at the same time as and along with the general ad valorem taxes collected by the Orange County Tax Collector, beginning with the July 1, 1997 to June 30, 1998 fiscal year, in conformance with the Orange County Tax Collector's procedures and time line; and

BE IT FURTHER RESOLVED, [Condensed Ballot Measure], that the Board of Trustees of Placentia Library District of Orange County requests that the Orange County Registrar/Recorder include this measure on the November 5, 1997 General Election, submitting to the eligible voters of this District the following condensed version of the ballot measure for the voting machine and sample ballot:

Measure A

(Per Parcel Tax for Placentia Library District)

Shall the Placentia Library District be authorized to levy a special per parcel tax annually for five years to replace library funding lost due to the reallocation of local property tax by the State of California and the elimination of the Special District Augmentation Fund.

and;

BE IT FURTHER RESOLVED, [Election/Consolidated Election], that this measure shall be submitted to the eligible voters of Placentia Library District at the General Election to be held on Tuesday, November 5, 1996, and shall take effect beginning with the July 1, 1997 to June 30, 1998 fiscal year, upon its confirmation by two-thirds (2/3) of such voters voting upon the measure at such election; and

BE IT FURTHER RESOLVED, [Election Duties], that the Board of Trustees of Placentia Library District requests that the Orange County Registrar/Recorder carry out all necessary duties in connection with the consolidated election, including printing and mailing sample ballots, arguments and applications for absentee ballots, providing adequate polling places, canvassing returns and certifying the results to the Board and all other election duties prescribed by law; and

BE IT FURTHER RESOLVED, [Publishing Notices], that the Secretary of the Board of Trustees of Placentia Library District of Orange County is ordered and directed to cause notices of holding of such per parcel election to be given by publishing a copy of this Resolution in a local newspaper of general circulation within the District, once a week for two (2) successive weeks, the first publication to be made not less than fifteen (15) days before the date of such per parcel election; and

BE IT FURTHER RESOLVED, [Posting Notices], that the Secretary of the Board of Trustees of Placentia Library District of Orange County is further ordered and directed to cause further notices of the holding of such per parcel election to be given by posting a copy of the Resolution on or near the door of the District's office and in three (3) public places within the District for at least two (2) weeks before the time fixed for such per parcel election; and

Placentia Library District of Orange County, Resolution 96-6, July 16, 1996, Page 3.

BE IT FURTHER RESOLVED, [Headings], that the headings at the beginning of each paragraph of this Resolution are solely for convenience and are not a part of this Resolution; and

BE IT FURTHER RESOLVED, [Severability], that if any portion of this Resolution is for any reason to be invalid, such holding shall not affect the validity of the remaining portions of this Resolution, and that the Board of Trustees of Placentia Library District of Orange County declares that it would have adopted this Resolution irrespective of the fact that any portion may be held to be invalid.

PASSED AND ADOPTED by the Board of Trustees of Placentia Library District of Orange County, State of California, this sixteenth day of July, 1996 by the following vote:

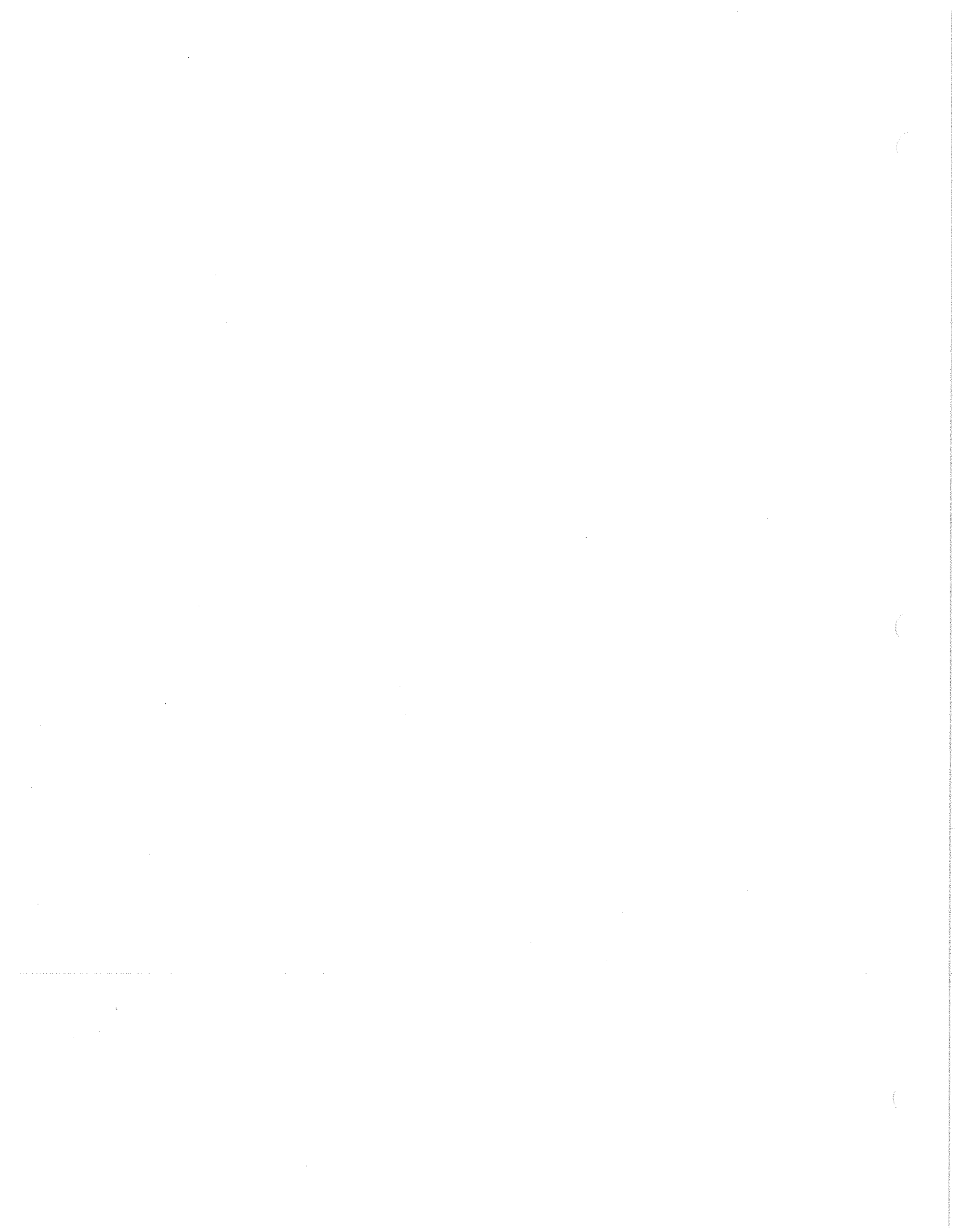
AYES: TRUSTEES:
NOES: TRUSTEES:
ABSTAIN: TRUSTEES:
ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of July, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of July, 1996.

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



TO: Elizabeth Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *cd*
DATE: July 15, 1996
SUBJECT: Parcel Tax

Election documentation regarding the proposed parcel tax must be delivered to Orange County on or before August 9, 1996. Prior to this date a Public Hearing must be held to address this issue and a public notice of the hearing must be published in a newspaper on two occasions, five days apart.

Given these parameters, the earliest dates following the Board Meeting on which the public notice could be published are July 19 and July 24. Between July 24 and August 9, the following dates are available on which the Public Hearing could be held in the Library Meeting Room:

- | | | |
|-------------------------|--------------------------------|----------|
| Saturday, July 27 | Saturday, August 31 | } send ? |
| Sunday, July 28 | Sunday, August 4 | |
| Monday, July 29 | Monday, August 5 | |
| <u>Tuesday, July 30</u> | Thursday, August 8 | |
| Friday, August 2 | | |
- See Aug 4 - 1:30 pm*



July 15, 1996

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

Subject: Establishment of a Library Services Special Tax

Dear Ms. Minter:

As a follow up to our telephone conversation on Friday last week, the following is the Scope of Services which we provided to the City of South Pasadena when they adopted their library tax. Please note, that a detailed (i.e. parcel specific) database is not needed until after the election, although you will need to be able to tell property owners what the tax could be on their parcels based upon the tax formula. In developing the tax formula our experience has shown that it must be simple so that all property owners can understand it and it must be viewed as fair.

As you know, Berryman & Henigar has extensive experience forming numerous assessment and special tax districts for local agencies. We have recently assisted the City of South Pasadena with the establishment of their Special Tax for library services, El Dorado County with the establishment of a Library Services Assessment and also the County of Los Angeles Public Library with their Mello-Roos Special Tax for library services. In addition, Berryman & Henigar has extensive experience in providing a broad range of financial consulting services to over 150 Cities, Counties, Special Districts and other public agencies throughout California.

Shown below is the Scope of Work which we provided for the City of South Pasadena which I thought might be of interest to you.

SAMPLE SCOPE OF WORK

The following is the Scope of Work for establishment of the City of South Pasadena Library Services Special Tax.

PHASE I - Prepare Rate and Method for the Special Tax

The rate and method will include working with the County Assessor's information to develop a preliminary database for the special tax and then compiling a report which will provide the City with information for the establishment of the City of South Pasadena Library Services Special Tax. Specifically, establishing a special tax database, identification of the benefits and costs associated with library services, recommendations for a special tax formula, estimation of the revenue potential which would be generated by the Library Services Special Tax, and preparation of the rate and method required for resolution.

M:\SMRKTNG\PLACENTILIBRARY.TAX

Ms. Elizabeth Minter
Placentia Library District
July 15, 1996
Page 2

- 1.1 Collect available data elements such as any additional land use information or Assessor's parcel maps, proposed budgets for Library Services and other available data which is pertinent to the project. Confer with City staff to obtain additional available data required and to receive input concerning the process. Includes one (1) meeting.
- 1.2 Identify distribution of parcels by land use type and prepare preliminary special tax formula alternatives. Includes one (1) meeting.
- 1.3 Prepare draft Report showing recommended formula and estimated special tax amounts. Make recommendation of formula to be used. Submit five (5) copies to City staff for review and comment before proceeding with final report. Includes one (1) staff meeting and one (1) City Council Workshop.
- 1.4 Receive City staff and City Council comments and modify draft report. Prepare Report and provide ten (10) copies to City with two (2) bound copies of the special tax roll. Includes one (1) meeting.
- 1.5 Attend City Council meetings as required for consideration of the Special Tax and the resolution for placing it on the ballot.

Upon establishment of the special tax by the City, and successful election, proceed to Phase II.

PHASE II - Auditor's Report

- 2.1 After establishment of the special tax, prepare computer tape of special tax roll, which would be based on the latest equalized County Assessor's Roll and on tax rates as approved.
- 2.2 Submit Special Tax Roll to the County Auditor/Controller in electronic format and make adjustments or corrections as required.
- 2.3 After acceptance of the Special Tax Roll for inclusion on the ensuing years tax roll, provide the City with one (1) bound copy of the Final Special Tax Roll as accepted by the County Auditor/Controller.

Ms. Elizabeth Minter
City of Placentia
July 15, 1996
Page 3

SCHEDULE

In order to have the special tax on the November 5, 1996 ballot, the District would need to adopt a Resolution to place the Special Tax on the ballot prior to August 6th. You would then have several weeks to have the arguments developed both for and against the measure. As we discussed, the parcel specific data would not need to be developed until June or July of next year to submit to the Auditor for collection of the special tax on the County property tax roll.

I hope this information is helpful to you. Berryman & Henigar would welcome the opportunity to assist the District in your endeavors. Specifically we could assist in the review of your tax formula to ensure that it will be cost-effective to administer, review projected revenue levels and prepare the special tax roll next year for filing with the County Auditor.

Please feel free to call me if there is any additional information I can provide or should you have any questions.

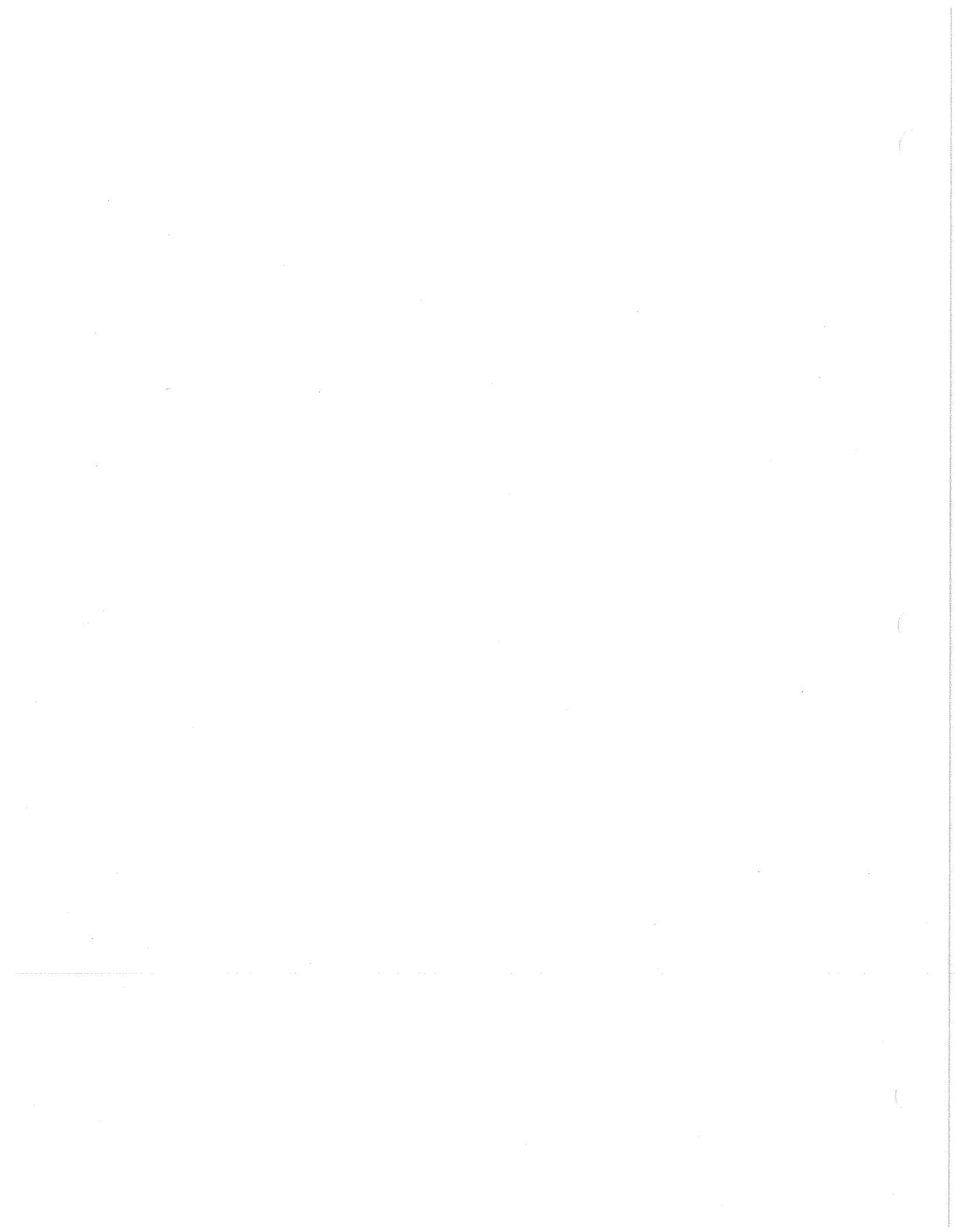
Sincerely,

BERRYMAN & HENIGAR



K. Dennis Klingelhofer, P.E.
Senior Vice President
Management & Finance

KDK/cvm



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 16, 1996
SUBJECT: **Travel Authorizations for Fiscal Year 1996-1997**

BACKGROUND:

There are no out of town travel requests for this report period.

Throughout the year staff and trustees attend a variety of local meetings and events in Southern California that do not require overnight travel. Blanket travel authorization for Fiscal Year 1996-1997 is requested for the following:

Santiago Library System and Metropolitan Cooperative Library System Council Meetings, Committee Meetings, and Workshops for staff and trustees.

State Library meetings and workshops that do not involve overnight travel for staff and trustees.

Chamber of Commerce mixers and monthly breakfast meetings and committee meetings for staff and trustees.

National Society of Fund Raising Executives monthly workshops and luncheon meetings for staff and trustees.

National Planned Giving Round Table and Planned Giving Round Table of Orange County workshops and luncheon meetings for staff and trustees.

California Library Association and/or California Association of Library Trustees and Commissioners meetings and workshops for staff and trustees.

Independent Special Districts of Orange County board and membership meetings (including dinner meetings) for staff and trustees.

Southern California Library Literacy Network and Orange County Literacy Network meetings and activities for staff and trustees.

Orange County Ventura Users Group meetings and workshops for staff.

Meetings with Anaheim and Yorba Linda Public Library staff.

Travel Authorizations for Fiscal Year 1996-1997, July 16, 1996, Page 2.

Meetings with California Advocates Representatives, Buena Park Library staff, and Palos Verdes Library District staff for staff and trustees.


Public Library Executives and Assistants of Southern California (PLEASC) meetings for staff.

Courses in the Fund Raising Certificate Program at the University of California, Irvine, and computer courses in the Extension Program at Cal State Fullerton or other local institutions selected by the Library Director for staff and trustees.

Additional approval is requested for meetings with the District's California Advocates Representatives and legislators in Sacramento, including travel and meal expenses. These meetings are occasionally scheduled with minimal prior notice. This authorization is for staff and trustees.

RECOMMENDATION

Approve.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: July 16, 1996
SUBJECT: Parcel Tax

BACKGROUND:

Introduction

Review of the revenue sources for the Fiscal Year 1996-1997 budget clearly shows that the property tax, which accounts for approximately 85% of the District's budget, is not going to be growing significantly in the next several years.

At this point in time the Library Board is encouraged to consider whether now is the appropriate time to give the residents of the District an opportunity to increase the number of hours of public service, the number of children's programs, and the number of books that the Library can purchase in a year.

A parcel tax vote establishes a fixed rate for 5 years. At the end of 5 years another election must be held

A parcel tax requires a 2/3 majority to pass.

After the measure has been approved by the voters it will cost the District, in addition to the ballot costs, approximately \$30,000 to have an engineering firm conduct a detailed analysis of the yield of the parcel tax. This information must be calculated by the District and certified to the County.

Deadlines

The legal deadline for an elected body to notify the County that it wishes to place a measure on the November ballot is August 9. An earlier filing is desirable.

The Board must conduct a public hearing on the issue prior to final adoption of the resolution to place the item on the ballot. This can be done at the same meeting as the public hearing.

At the time of the public hearing the Board may reduce the amount of all or any part of the tax without re-noticing and conducting another hearing, but it may not raise the amount of any part.

Two notices of the public hearing must be published, at least 5 days apart.

Background Material

Attachment A is a current analysis provided by the City of Placentia Planning Department of the number of units and square feet in 17 different land use categories.

Parcel Tax, July 16, 1996, Page 2.

Attachment B is a summary of the Altadena Library District parcel tax experience.

Attachment C a summary of the South Pasadena City Library parcel tax experience.

Additional background data and budget information will be presented at the Meeting.

Initial Calculations

Type of Parcel	# in Placentia	Proposed Tax	Yield	Adjusted Yield
Agricultural Residence	28	\$ 30	\$ 840	\$ 823
Single Family	8,164	\$ 30	\$244,920	\$240,022
Multi-Family	9,511	\$ 24	\$228,264	\$228,264
Commercial under 10,000 sq. ft.	?	\$ 70	?	?
Commercial over 10,000 sq. ft.	?	\$100	?	?
TOTAL			\$474,024	\$469,109

Before the Public Hearing

Conduct a survey of Library users soliciting opinions about the proposed tax and the rate.

Conduct a series of focus groups of community leaders.

Identify individuals willing to work with an election committee for this issue.

RECOMMENDATIONS:

1. Set for public hearing a parcel tax proposal to be included on the ballot at the November General Election, at a rate of \$30 for single family residences, \$24 for multiple family units, \$70 per parcel for commercial parcels of less than 10,000 square feet, and \$100 per parcel for commercial parcels with 10,000 or more square feet.
2. Select a date for the public hearing.

Table 1
ZONING CATEGORIES

<u>MODEL LAND USE CATEGORY</u>	<u>ZONING CODE</u>	<u>ZONING LAND USE TYPE</u>
1. Res Agricultural	R-A	Residential agriculture
2. Low Density Res	R-1 PUD1 RPC	Single family Planned unit development Residential planned community
3. Low-Medium Density Res	R-2 PUD2	Low-medium density Planned unit development
4. Medium Density Res	R-G	Medium density
5. High Density Res	R-3 PUD3	High density Planned unit development
6. Mobile Home	MHP	Mobile home park
7. Public Elem/Jr. High	--	
8. Public High School	--	
9. Commercial Office	C-O	Commercial office
10. Neighborhood Commercial	C-1	Neighborhood commercial
11. Community Commercial	C-2 T-C SF-C	Community commercial Town Center Santa Fe commercial
12. Commercial Manufacturing	C-M	Commercial manufacturing
13. Manufacturing	M PMD	Manufacturing Planned manufacturing
14. Hospital	--	
15. Hotel (Business)	--	
16. City Park	--	
17. Golf Course	--	
18. Vacant	--	

2020 (PRIMARY AREA) LAND USE AND TRIP GENERATION SUMMARY

Land Use Type	Units	-- AM Peak Hour --			-- PM Peak Hour --			ADT
		In	Out	Total	In	Out	Total	
1. Resid. Agricultural	28.00 DU	6	20	26	24	11	35	336
2. Low Density Residential	8164.00 DU	1552	4489	6041	5391	2859	8250	77965
3. Low-Medium Density Res.	1507.00 DU	256	783	1039	904	481	1385	13229
4. Medium Density Resid.	3868.00 DU	580	1895	2475	2088	1083	3171	30983
5. High Density Residential	4136.00 DU	371	1736	2107	1776	826	2602	26763
6. Mobile Home	414.00 DU	33	132	165	145	87	232	1991
7. Public Elemen./Jr. High	7174.00 STU	1291	861	2152	0	73	73	7821
8. Public High School	3622.00 STU	1014	471	1485	73	218	291	4999
9. Commercial Office	617.15 TSF	1049	130	1179	197	952	1149	8660
10. Neighborhood Commercial	840.10 TSF	999	588	1587	3153	3153	6306	68132
11. Community Commercial	776.40 TSF	552	325	877	1841	1841	3682	39209
12. Commercial Manufacturing	683.67 TSF	520	110	630	82	588	670	4765
13. Manufacturing	4802.96 TSF	3507	240	3747	1920	1681	3601	18491
14. Hospital	127.70 TSF	105	43	148	41	93	134	2143
15. Hotel (Business)	247.00 ROOM	84	59	143	91	62	153	1796
16. City Park	279.00 AC	0	0	0	0	0	0	622
17. Golf Course	150.00 AC	33	8	41	12	47	59	1250
TOTAL		11952	11890	23842	17738	14055	31793	309155

Agenda Item 26
Attachment B

SAVE OUR ALTADENA LIBRARY COMMITTEE SET UP

In June of 1993 the California Legislature passed its balanced budget. In the process money was taken away from cities, but more dramatically the counties and special districts. The Altadena Library is a special district and was hit especially hard.

Library revenues went from \$1,400,000 in 1991-92 to \$1,200,00 in 1992-93 and will plummet to \$882,000 this fiscal year, a 37% revenue loss.

In order to reduce expenses, the Altadena Library Board of Trustees voted to close Tuesday evenings and Sundays and not to replace three retiring staff members, reduce some part-time hours and lay-off a part-time employee. The Trustees adopted a budget of \$1,103,258 for the 1993-94 fiscal year.

Even with these cuts, the Trustees had to take \$221,000 out of the reserves to continue to operate at a reduced service level. Since the reserves will be dramatically reduced, something must take place to replace lost library revenue in order to operate at a good service level for the future.

The Trustees voted to go with a per parcel election on the June Primary Ballot. This election will be much like the one passed by the voters of Pasadena in June of 1993 in which 80% of the voters voted to pay \$20.00 per parcel for single family parcels.

The Trustees feel that the voters of Altadena are willing to save the library services as the voters of Pasadena did with a \$29.00 per single family parcel.

A Save Our Altadena Library Campaign Committee has been set up. The Vice-President of the Friends, Reynolds Cafferata, has agreed to head up the committee with Cynthia Null co-chairing the committee. Cynthia is a former president of the Friends of the Altadena Library and is now on the Trustee Board.

It will take a 56 2/3 vote for the election to pass.

William J. Tema, District Librarian

February 25, 1994

CORRECTED

To: Adolfo
From: Richard Robison

Subj: Tax Revenue Questions

I talked to Mark Salidino of Los Angeles County Counsel. His number is (213) 974-0689 and is knowledgeable on the legal aspects of your questions.

The manner in which the general 1% of the property tax revenues are distributed to government agencies was established with the passage of Prop 13. It is included in Sections 95 to 100 of the Revenue & Taxation Code. Last year, the legislature amended those sections in order to shift money from local governments to the schools. The State Legislature has that authority. Los Angeles County Auditor-Controller allocates the property tax revenues based on State Law.

The per parcel revenues, however, are safe from being appropriated by another government agency based on the theory of contract law. The use of the per parcel tax revenue is specifically for library service and any other use would violate the contract with the voters. Any change in the use of the funds would require an election. Although not spelled out in statute, Mr. Salidino feels strongly that a per parcel assessment represents a contract with the voters and that it would be illegal to use the money for any purpose other than library service.

I hope this helps. I'll be around until 3:15 p.m. if you want to talk.

BALLOT WORDING FOR THE LIBRARY PER PARCEL ELECTION

Shall the Altadena Library District be authorized to levy a special per parcel tax annually for five years to replace library funding lost due to the elimination of the Special District Augmentation Fund.

Yes

No

Approved by the Board of Trustees 2/28/94

ARGUMENTS IN FAVOR OF PROPOSITION

THIS MEASURE IS ABSOLUTELY NECESSARY TO SAVE ALTADENA'S GREATEST TREASURE, OUR PUBLIC LIBRARY: The state caused this crisis by taking away 40% of Library income. To keep the doors open, Trustees laid off employees, cut hours and used the reserves. Now all reserves are gone. On July 1st, disaster strikes.

LIBRARY SERVICES HAVE BEEN DEVASTATED -- WITH WORSE TO COME:

- Main Library already closed Sundays and most evenings; on July 1st we lose Wednesdays and Fridays, too.
- Branch library now closed weekends; soon it will be open only two afternoons.
- Book budget cut in half.
- Vital services slashed -- reference, children's hours, literacy.

CLOSING LIBRARIES HURTS CHILDREN MOST: Many schools have no libraries left. Closing public libraries means many children will never be exposed to books and learning. Others will have no safe, quiet place to study.

THIS MEASURE RESTORES LOST SERVICES, PREVENTS FURTHER CUTS, AND PROTECTS THE LIBRARY FROM POLITICS: Every penny raised goes straight to the Altadena Library. Instead of more cuts, evening hours will double and the library will reopen on Sundays.

EIGHT CENTS A DAY IS A SMALL PRICE TO SAVE OUR LIBRARY: This tax exempts the poor. Most people chip in eight cents a day; businesses and landlords pay a little extra. After five years, voters decide whether to keep the tax. What could be fairer?

Altadena has built and cherished a library of rare quality. We must not let it be destroyed. THE ALTADENA CONGREGATIONS SERVING TOGETHER, ALTADENA NAACP, LEAGUE OF WOMEN VOTERS, FRIENDS OF THE ALTADENA LIBRARY and dozens of other organizations urge you to PLEASE SAVE OUR LIBRARY! VOTE YES ON JUNE 7TH.

HOWARD MILLER
Chairman, Altadena Library Board

REV. GEORGE VAN ALSTINE
School Board President, Pasadena Unified School District

ELBIE J. HICKAMBOTTOM
Former School Board President

GREG NORDEN
Chairman, Altadena Town Council

STEVE DURHAM
President, Altadena Chamber of Commerce

ALTADENA LIBRARY DISTRICT
PARCEL AMOUNTS SET FOR MAJOR GROUPS OF PARCELS IN ALTADENA
AND THE FORECAST OF REVENUE GENERATED FROM THESE PARCELS

The Board of Trustees of the Altadena Library District has determined that there is a need for a per parcel election in June 1994. The revenue shortfall for library services in Altadena is \$430,000.

In order to raise money to offset the shortfall, revenue from a per parcel election for library services has been established in three main categories of parcels. These are single family residences, apartment units, and commercial. The commercial parcels have also been divided into two main groups.

An exemption has been established for single family residence parcels. The owner or owners with yearly income of \$15,000 or less (as substantiated by the most recent Federal Income Tax Return filed with the U.S. Government) are exempted, provided an exemption form is filed with the Altadena Board of Trustees. It is estimated that the revenue from single family residence parcels will be reduced by 2% due to the exemptions.

There are 12,639 single family residence parcels in Altadena. The Trustees have set the figure of \$29.00 per parcel for this category, and the revenue generated is \$366,531 before the 2% (\$7,331) reduction. When the \$7,331 is taken from the \$366,531, the revenue generated from parcels of single family residences is \$359,200. Included in this group are recreational camps and churches.

The second type of parcels set by the Altadena Board of Trustees is apartment units. There are 2,832 units in Altadena. \$20.00 per unit has been established for this category and the revenue generated is \$56,640. A mobile home park and two rooming houses are included in this group.

The last major group of parcels is commercial. This category has been divided into two groups: those with less than 10,000 square feet and those with 10,000 square feet or more.

\$59.00 per parcel has been established for those commercial parcels of less than 10,000 square feet. Since there are 301 of these parcels, the revenue comes to \$17,759.

\$79.00 is the amount for commercial parcels with 10,000 or more square feet. There are 65 parcels in this category which also includes private schools, hospitals, mortuaries, retirement homes and industrial parcels. These 65 parcels will generate \$5,135.

The total amount of money generated from all of the parcels in Altadena less the 2% exemption from the single family residences is \$438,734. An overall 2% has been established for non-payment of taxes, which is \$8,775. Subtract that figure from \$438,734 and the total amount of revenue generated from the per parcel election is \$429,959.

William Tema
District Librarian
January 10, 1994

Adopted by Trustees
January 24, 1994

QUESTIONS PEOPLE MAY ASK ABOUT THE PER PARCEL LIBRARY ELECTIONS

1. Why do you need the extra money that you will receive in the per capita election?

In the last two years the State has taken about \$750,000 from the Library District.

2. How much will the per parcel tax cost me for a year if I live in a family home? \$29.00

How much for a month? \$ 2.42

How much for a day? \$.08

**If owner's income is \$15,000 or less, there will be a hardship exemption.

3. Can the Los Angeles County or the State take this per parcel money from the Altadena Library District?

No, it is designated only for library services for the Altadena Library District.

4. Will houses with larger square footage have larger per parcel tax bills?

No. Proposition 13 prevents an ad valorem tax (one based on value).

5. Can the District have a higher per parcel cost for commercial properties?

Yes -- Under 10,000 sq. ft. of parcel land \$59.00.

Over 10,000 sq. ft. of parcel land \$79.00.

6. Is the Library District using any money from its budget to run the Save Our Altadena Library Campaign?

No. The Save Our Altadena Library Committee is raising money for the campaign. The Friends of the Altadena Library gave some money for the campaign.

7. If the election does not pass, what kind of library service reduction will patrons see?

A. The Main Library will close Wednesdays, Fridays and Sundays.

- B. Many library programs would be eliminated in the library.
- C. Library materials budget will be cut by more than half.
- D. Branch Library will close three days a week.
- E. There will be considerably less literacy tutoring taking place.
- F. Staff hours will be cut drastically.

8. If the election passes, what type of library services will be enhanced?

- A. The library will be open two nights and Sunday afternoons.
- B. The library materials budget will go back to approximately the 1991-1992 budget figure.

9. Will the library replace all of the staff hours it lost in 1993-1994?

No. The library is not replacing three full time employees who retired.

10. If the per parcel passes, how long will I have to pay?

5 years.

11. Will the amount I pay per parcel remain the same for the five year period?

Yes.

12. Is the library asking for more money than it actually needs?

No, the Trustees feel that only the amount of money that was lost should be replaced. This is the reason that the Trustees tried to keep the per parcel amount to under \$30.00 for single family residences. The library is not replacing three employees who retired in 1993.

13. How much money did the Altadena Library lose to the State per year? Nearly \$430,000.

How much will come from the per parcel elections? \$430,000.

14. Is your library a part of the Los Angeles County Library System or the Pasadena Library System?

No, we are an independent Special Library District set up to give quality library service to the people of Altadena.

15. What percentage of the vote will it take to pass the election?

66 2/3%.

16. Why do you need the two-thirds vote?

When Proposition 13 passed, the law stated that any increase in taxes must be passed by 66 2/3% yes vote for a tax measure.

17. Is this per parcel election much like the ballot measure passed by the voters of Pasadena for their library?

Yes. 80% of the Pasadena voters voted for the measure.

Introduction

The Save Our Altadena Library campaign was begun as a grass-roots response to a "direct hit" from the California Legislature balanced budget that effectively curtailed funding for special district budgets--including the Altadena Library. The library Trustees took emergency measures to reduce expenses, yet could not stem the loss of funding which placed the library in jeopardy of reducing its operations from seven days a week to only four days. Additionally, the Bob Lucas Memorial Library and Literacy Center was threatened with being open only two afternoons a week, which would have meant a great loss to the community. No new books would be purchased for the main library due to the cutbacks. These concerns quickly set the stage for community action, in the form of a ballot proposition, led by dedicated and concerned volunteers.

The inspiration for this effort, which culminated in a landslide electoral victory that designated the necessary funds to maintain this vital community center, was the successful neighboring Pasadena Library campaign a year earlier. The "troops" for the Altadena effort were spearheaded by the Friends of the Altadena Library and a cadre of concerned citizens who mobilized to place a proposition measure on the June ballot that would ask Altadena residents to pay \$29 per single family parcel (roughly .08 cents per day). The challenge ahead was to share the concern for the library with the citizens of Altadena in order to achieve the required 66 2/3% majority vote. The story of this valiant effort is described in the following pages.

Agenda Item 26
Attachment C

SOUTH PASADENA PUBLIC LIBRARY

Library Parcel Tax (Proposition L) Campaign

aka: "Protect Our Library" Campaign

Timeline & Expenses

Note: The South Pasadena Public Library had not experienced any cutbacks at the time the parcel tax was proposed. Full library services were offered 7 days/week. If the library parcel tax did not pass, approximately \$230,000 would have been cut from a \$973,000 budget.

- 10/20/93 City Manager sends memo to City Council regarding budget deficit. Outlines 5 options to resolve: increase utility tax; create a Public Works Assessment District; create a Fire Suppression District; reduce budget; submit a library parcel tax for voter approval.
- 11/09/93 City Manager meets with Library Board of Trustees to discuss a library parcel tax. Board agrees to send a letter to City Council expressing its concern about possible library cutbacks and request the Council explore the possibility of a library parcel tax.
- 11/15/93 Letter sent to City Council.
- 12/01/93 City Council approves a request from City Manager to study the feasibility of a library parcel tax.
- 12/07/93 City Manager and City Librarian work on makeup of LPT (Library Parcel Tax) Committee. Nucleus drawn from a fundraising committee already in existence. Fundraising Committee (for library expansion) dissolved.
- 12/15/93 City Manager sends memo to City Council regarding the preparation of a LPT report. City Manager had contacted BSI Consultants for advice on schedule, scope, rate and method of apportionment, costs, etc. City council approves.
- 12/20/93 BSI Consultants meet with LPT Committee to review course of action.
- 12/30/93 Library Survey form sent to each postal customer in South Pasadena. One question asks if the recipient would support a LPT and lists several amounts from which they could choose a maximum monthly amount.
- 02/02/94 City Council reviews the LPT Committee's report at workshop. At conclusion City Council approves the "Report of the Rate and Method of Apportionment, Library Services Special Tax" prepared by BSI Consultants, Inc.
- 02/11/94 City Attorney provides a resolution to City Council which incorporates a proposed ordinance for the library tax.
- 02/28/94 City Librarian & "Protect Our Library" Committee members attend a 3-hour workshop conducted by the Pasadena Public Library entitled "How We Did it: The Pasadena Public Library Tax Measure."
- 02/28/94 City Council approves: 1) a revised resolution to propose enactment of the library parcel tax; 2) a resolution to call for Special Municipal Election to place the city ballot measure before the voters of the city; 3) a resolution to consolidate the City measure with the County ballot; 4) a resolution to prepare the ballot argument by the Mayor for the June 7, 1994 Special Municipal Election and to direct the City Attorney to prepare an impartial analysis; and 5) resolution regarding the printing of

- rebuttal arguments in the Voter Pamphlet.
- 03/03/94 Letter sent to County Registrar-Recorder's Office from City Clerk requesting consolidation of a Special Municipal Election to be held on June 7, 1994 in conjunction with the Statewide Primary Election. Also requests that the City Measure be designated Proposition "L."
- 03/09/94 Structure of "Protect Our Library" Committee determined: Under Chair: 3 Vice-Chairs: Finance & Fundraising; Promotion & Publicity; Precinct Work
- 03/16/94 "Protect Our Library" Committee meeting. Janvier Wetzel appointed Chair. Goals and needs discussed. Starting Monday, March 21 - weekly meetings lasting no longer than 1-1/2 hrs. Campaign slogan determined. Review ballot argument draft in favor of Library Parcel Tax.
- 03/17/94 City Clerk notifies Committee of filing requirements and schedule: Form 410 - Statement of Organization; Form 419 - Ballot Measure Committee Campaign Disclosure Statement.
- 03/21/94 Committee meeting: Discussion of Friends legal involvement, tentative plans for fundraising. (Friends, due to By-Laws, are unable to contribute or support as a group.)
- 03/28/94 Committee meeting: Discussion of campaign time-line, financial set-up; working for "rebuttal on ballot"
- 03/31/94 Major article appears in LAT - San Gabriel section-on the financial woes of all libraries in the valley and the efforts of Altadena and South Pasadena to pass a LPT.
- 04/04/94 Committee meeting: Income to date: \$1,050. Receive bulk rate permit. Discuss promotional efforts: letters to the editor, appeal to local organizations; finalization of fact sheet and flyer, speakers list, cable TV; coordination with schools; campaign buttons; lawn signs; precinct campaigning.
- 04/12/94 City Council election. Library activist candidate, Dorothy Cohen, elected with most votes.
- 04/18/94 Committee Meeting: Approve fact sheet, promotional campaign, and fundraising efforts. Plan rally for late May.
- 04/20/94 Letter to community organizations requesting support
- 04/20/94 Fact sheet distributed at High School Open House - outside of school property.
- 04/24/94 South Pasadena Taxpayers Association sends letter to "Protect Our Library Committee" formally expressing their opposition and pointing out the difficulties of getting 66-2/3% approval.
- 04/28/94 Campaign "Kickoff" - Public forum in City Council chambers. Carol Ann Tassios the speaker. Videotaped for showing 3 times during campaign.
- 04/28/94 Fact sheet distributed at Middle School Open House - outside of school property.
- 04/30/94 Fact sheet distributed at Marengo Elementary School Carnival.
- 05/02/94 Committee meeting: approve the purchase of the precinct voting list (\$275); approve ordering yard signs; plan telephone campaign; approve the printing of Absentee Ballot Applications. (Applications may be returned to Committee, but must be delivered to the County no later than 36 hrs. after receipt. Effective for targeting with mailers, calls, etc.) \$4,950 received in donations.

05/25/94 Ad in local paper (1/8 pg.) thanks community for attending rally and the importance of voting "yes."

05/26/94 Phonebank

05/28/94 100 additional lawn signs "planted"

05/28/94 Precinct walks

05/29/94 Precinct walks

05/31/94 Committee meeting: determine that phonebanks, rather than door-to-door precinct walking, is more efficient.

05/31/94 Phonebank

05/31/94 4,000 mailers, containing fact sheet, photo of children in library and a partial list of endorsements sent first class to those expected to vote "Yes."

06/01/94 Phonebank

06/01/94 Full page ad in local paper with 1,000 listed supporters

06/02/94 Chinese language news conference

06/02/94 Phonebank

06/04/94 Precinct walks

06/05/94 Precinct walks

06/05/94 2,000 door hangers are labeled, addressed and separated by precinct by 21 volunteers.

06/06/94 Chinese radio interview - KAZN

06/06/94 36 volunteers hang doorhangers on the doors of prospective "yes" voters to remind them where their polling place is located.

06/07/94 ELECTION DAY! Polling activities: At 6:30 p.m. volunteers call absent pro-prop L voters as a reminder to vote and offer to give ride if needed. 48 volunteers.

06/08/94 Final vote not determined until after 2:00 a.m.

Yes	= 3,653 votes	68.73%
No	= 1,662 votes	31.26%

06/13/94 Committee meeting: Wrap-up; discuss other successful campaigns in state; special kudos to those who worked above and beyond. Letters of appreciation sent to newspapers for their support. Ordered library banner to stretch out in front of library to thank community. Leftover campaign funds of \$1,270 donated to the library.

06/16/94 City Attorney outlines the final steps to enact and implement the ordinance: 1) Canvass of votes by county to certify - then vote is declared by City Council; 2) Ordinance becomes effective 20 days after City Council vote; 3) Direct BSI Consultants to prepare the calculation and information for County Assessor. 4) City must budget and appropriate required amount 5) City Council sets the

levy of the special tax for FY 94-95; 6) City Council requests BSI to forward required information to the County Assessor for collection of the tax with the regular property taxes.

Notes: Thank you notes sent to all donors; certificates and personal notes from librarian sent to all 154 volunteers who participate in the campaign.

Library sidewalk card table promotion each Sunday during campaign: registered voters, gained volunteers and contributions, provided information.

Fact sheets were distributed at churches every Sunday during May.

City Librarian made several presentations to local service organizations and library groups.

Librarian sent press releases to professional journals, state library and CLA following election.

Library appeared in a brief spot on CNN entitled "Library Love" after election.

FUNDING:	Donations	\$15,550.00
	Expenses	<u>14,279.08</u>
	Remaining	1,270.92

Expenses:	Ads	\$2,902.75
	Banner	281.45
	Lawn Signs	2,103.66
	Misc.	69.56
	Office	15.00
	Postage	1,259.05
	Printing	7,479.82
	Rally	169.79

City paid for ballot measure listing	20,000.00
& BSI Consultants	12,000.00

TOTAL COST \$46,279.08

Amount of anticipated parcel tax: \$220,000.00
 total for 5 years:
 \$1,100,000.00



CITY OF SOUTH PASADENA

INTER - OFFICE MEMORANDUM

CONFIDENTIAL

TO: Mayor and Council
 FROM: Kenneth C. Farfsing, City Manager
 DATE: October 20, 1993
 RE: FY 93-94 BUDGET/PERSONNEL ISSUES

I have given some concentrated thought to the budget dilemma that the City is currently facing. Since this involves personnel matters, this paper is confidential. We are estimating that our deficit will be \$745,000 beginning the new budget year. It is based on the following:

- The Council adopted a deficit of \$178,634 in the current budget. Chuck is estimating police contract costs of \$60,000. We should have a structural deficit of \$238,634 in June. This assumes that the 1/2 cent sales tax issue for public safety will pass. If it does not pass, we can add \$162,000 to our structural deficit, which is the annual estimated amount of the potential tax.
- We have lost \$860,000 in property taxes to the State during the last two years due to AB-8. The State adopted a per capita cap of \$19.30 on property tax reductions. We have remaining \$360,000 in AB-8 funds. This last year we received a "one-time" mini-bailout of \$146,000. We will not be eligible for this amount next year.

178,634
 60,000
 238,634
 146,000
 384,634

So, the following results in the \$745,000 estimated deficit:

Loss of property taxes	\$360,000
Structural deficit	\$238,634
Loss of one time funds	\$162,000 146,000
Total	\$744,634

actually about a \$700,000 deficit.



Mayor and Council
 Re: FY 93-94 Budget/Personnel Issues
 October 20, 1993

Page 2

This paper will discuss several options. The following facts are known at this time:

- Three Council seats will be up for election on April 5th. Existing Councilmembers and declared candidates need to be apprised of the budget situation as soon as possible. Staff will be preparing the budget during the election, with Council workshops in May. *Wendell*
- The Library Assessment District is not an option based on the Governor's veto of the proposed law. I have attached a copy of the bill and his veto language. *Handwritten*
- The community was not supportive of cut backs in the public safety services. The remaining "non-public" safety departments are at minimum staffing levels. Cutting may eliminate entire divisions and services.
- If the State sticks with the \$19.30 cap, they will actually begin taking away "our" property taxes. This is a similar position that many communities found themselves in this year. The one-time bailout of \$146,000 kept this from happening this year. We need to work with Bill Hoge and Newt Russell on this now.

I. ANALYSIS

We have five options or combinations of options:

1. Library Parcel Tax
2. Increase Utility Tax
3. Public Works Assessment District
4. Fire Suppression District
5. Budget Reductions

Option One - Library Parcel Tax

This option would subject a new parcel tax to a 2/3 voter approval. The election could be held on either April 5th or in June. Arguments for the tax include - the public views the Library as a special service to this community and that it requires special funding to stay open; Pasadena has a very good track record with their

Mayor and Council
Re: FY 93-94 Budget/Personnel Issues
October 20, 1993

Page 3

recent Library Parcel Tax; the Library appeals to all interest groups in our community; there will be much publicity when the County begins to shut down adjacent Libraries; the Library has a visible and active support group, including the City Librarian; the people will be given a vote, taking away a major point of the opposition; Council can build into the parcel tax exemptions, very similar to the Landscape and Lighting District; a methodology would be easy to develop based on the assessment district work.

Do we want to go for full assessment? Pasadena revision 45? 45?

Arguments against include the fact that very few ^(2/3) parcel taxes have been passed in California since 1978; people are tired of taxes and assessments and there are too many on the tax bill now; the Friends are starting a very aggressive campaign to raise private donations for the Library and the parcel tax would conflict with this; we would have to identify cuts in the Library if the tax did not pass and can we implement the cuts; it will take much Council, staff and volunteer time to get the "word" out.

Option Two - Increase Utility Tax

Some communities are now paying more than 5% on utility bills. The Council has preserved the option to adjust the utility tax each year with the budget. Arguments for include that it is more flexible than other revenue measures and can be adjusted based on what the State will take.

1/2 = 240,000

Arguments against include raising the existing tax above 5% will put South Pasadena higher than many surrounding communities. The raising of the tax will bring out the same arguments for holding an election; raising it could jeopardize the existing tax by calling for repeal; a recent Council recall in Covina was centered around utility tax and is seen as a major victory by "anti-tax" crusaders.

Option Three - 1982 Street Act

✓ There exists a little-used assessment district, 1982 Street Act. It has a 25% protest level. It can be used to fund street sweeping and street maintenance. It is estimated to generate approximately \$410,000 annually.

**SOUTH PASADENA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
NOVEMBER 9, 1993**

CONVENE: The regular meeting of the Board of Trustees of the South Pasadena Public Library was called to order on Tuesday, November 9, 1993, at 4:03 p.m. by President, Jane Cavenagh.

ATTENDANCE:	<u>Trustees Present</u> Jane Cavenagh Janet Tranquada Virginia Webb Genevieve Wong	<u>Also Present</u> Ken Farfsing Dorothy Cohen Sally Swan Yolanda Valdez Yvonne Voisin Jim Woollacott
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Excused absences for City Librarian, Mary Lou Wigley and Board of Trustee's member, Margaret Wallace

INTRODUCTION: President, Jane Cavenagh, welcomed Janet Tranquada, the newly appointed member to the Board of Trustees.

MINUTES: The minutes of October 12, 1993 were approved with corrections noted. (MSC: G. Wong/V. Webb)

REPORTS:

City Manager Ken Farfsing presented options related to the Friend's Fundraiser and status of next year's City budget.

Board President
Introduction of
Literacy
Coordinator President, Jane Cavenagh introduced Literacy Coordinator, Dena Spanos-Hawkey.

Downtown
Revitalization
Task Force Virginia Webb reported that the General Plan Committee has received the Draft *General Plan*. Next meeting of the Task Force is scheduled tomorrow, November 10, 1993.

Friends Dorothy Cohen reported on the progress of Friends' Centennial Campaign progress.

Friend's Holiday Program

Dorothy Cohen announced the Friend's of the South Pasadena Public Library Holiday Program scheduled for Sunday, December 5, 1993 at 3:00 p.m. in the Community Room. Pasadena City College Choir will perform holiday music.

**City Council
Liaison**

Welcome

On behalf of the South Pasadena City Council, Jim Woollacott welcomed Janet Tranquada to the Board of Trustees.

Adopt-a-Park

Jim Woollacott announced a plan of Adopt-a-Park to further upkeep of Garfield Park.

**Senior Citizen
Commission**

Janet Tranquada, at the request of Board President Jane Cavenagh, accepted the position of liaison between the Board of Trustees and the Senior Citizen Commission.

**Systems Advisory
Board**

Yvonne Voisin reported on the Systems Advisory Board meeting held Saturday, October 23, 1993 at the Los Angeles Public Library. After the meeting a tour of the newly opened library was provided to those in attendance.

City Librarian

(Report given by Board President, Jane Cavenagh with the assistance of Department Secretary, Yolanda Valdez.)

Statistics

The following reports provided in the packets were reviewed: October Statistics, Library Materials Budget, Rental Collection for 1993 and the Grandparents and Books Volunteer List.

Personnel

This report was presented by the Department Secretary. Copies of the Library Organizational Chart were distributed.

Literacy Update

Literacy Coordinator, Dena Spanos-Hawkey, reported on the current status of the Literacy Program. Advertisement and search for Literacy Assistant and Publicist in progress. Second tutor training session scheduled for November 13, 1993 in Monterey Park.

UNFINISHED BUSINESS:

- Tour of LAPL** Tentative dates to tour the Los Angeles Public Library to be somewhere within the first two weeks in December.
- Certificates of Appreciation** Roby Laurence, Graphics Clerk, is presently working on the seal design for the Certificates of Appreciation.
- Trustee's Brunch** Caterer, Mark Duxbury, presented his estimate for the Volunteer Brunch. Genevieve Wong will review the proposal and report to the Board of Trustees.

NEW BUSINESS:

- Elevator Graffiti & Remedies** Sample provided by Mark from L.A. Metal Inc. for a remedy to the library's graffiti problem in the elevator. Brief discussion followed and decision to be made at next meeting.
- City Report** The consensus of the members of the Board of Trustees was to support the concept of the City Manager's presentation.

RATIFICATION OF DEMANDS:

Ratification of Demands approved as written: (MSC: V. Webb/J. Tranquada)

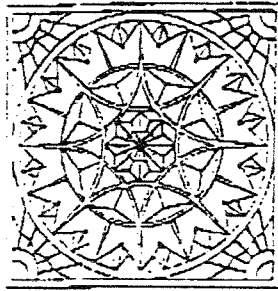
ADJOURNMENT:

The meeting was adjourned at 6:20 p.m. (MSC: G. Wong/J. Tranquada)

Minutes approved X as written.
 _____ as corrected.

Genevieve Wong
Secretary

Joe J. Cavenagh
President



COPY

The South Pasadena Public Library

Mary Lou Wigley
City Librarian
November 15, 1993

Mayor James C. Hodge, Jr.
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Dear Mayor Hodge:

At its November 9 meeting, the Library Board of Trustees reviewed the budget dilemma that the City is currently facing and the predictable deficit for the next fiscal year.

So great is the Board's concern regarding these shortages, and the resultant threat of serious impairment of library services to the South Pasadena community, that we respectfully request a study to be made at this time to explore the feasibility of offering to the voters next Spring the opportunity to support a Library Parcel Tax for the purpose of maintaining our current hours, days open and full staff.

The City of Pasadena was highly successful in passing a Library Parcel Tax this past June. It is our understanding that other nearby cities are contemplating similar actions through 1994 elections.

We urge your immediate consideration of this recommendation to alleviate what portends to be a devastating reduction in library services in the next several years.

Sincerely yours,

Jane T. Cavenagh, President
Board of Trustees

cc: Mr. Kenneth C. Farfsing, City Manager
Members, South Pasadena City Council
Dorothy Cohen, Friend's President
Mary Lou Wigley, City Librarian

1100 Oxley Street, South Pasadena, California 91030 • (818) 441-7833



CITY OF SOUTH PASADENA

AGENDA MEMORANDUM

TO: Mayor and Council
 FROM: Kenneth C. Farfsing, City Manager *KCF*
 DATE: December 1, 1993
 RE: LIBRARY PARCEL TAX

REQUEST/RECOMMENDATION: The City Council has received a request from the South Pasadena Library Board of Trustees to study the feasibility of a Library Parcel Tax. The Council should review and direct staff accordingly.

BACKGROUND: Council will need to employ a consultant engineer to assemble a feasibility report in order to consider a Library Parcel Tax. Staff suggests contacting BSI Engineers since they recently completed the assessment rolls for the Landscape and Lighting Assessment District.

The information on our tax parcels is readily available to BSI and should result in cost savings. BSI can prepare a list of actions necessary to schedule the parcel tax for an election. The earliest feasible election would be the June 7, 1994 State primary election. Staff can return with this information at the meeting of December 15, 1993.

KCF:smh

Library.Disc#2

Attachment: Letter from Board of Trustees

AGENDA ITEM 12

96%



Printed on Recycled Paper

P. 13

Placentia Library District
Property Tax Revenues

Obj Code	Description	FY 1990-1991	FY 1991-1992	FY 1992-1993	FY 1993-1994	FY 1994-1995	FY 1995-1996
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545
6240	Prior Unsecured	978	1,258	435	815	461	1,221
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430
6540	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059
	→ TOTAL TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0
	TOTAL TAX REVENUE ALLOCATED	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229
	Placentia Valuation	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%
							-25.6%
							-46.4%

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF PHYSICS

Placentia Library District
Property Tax Revenues

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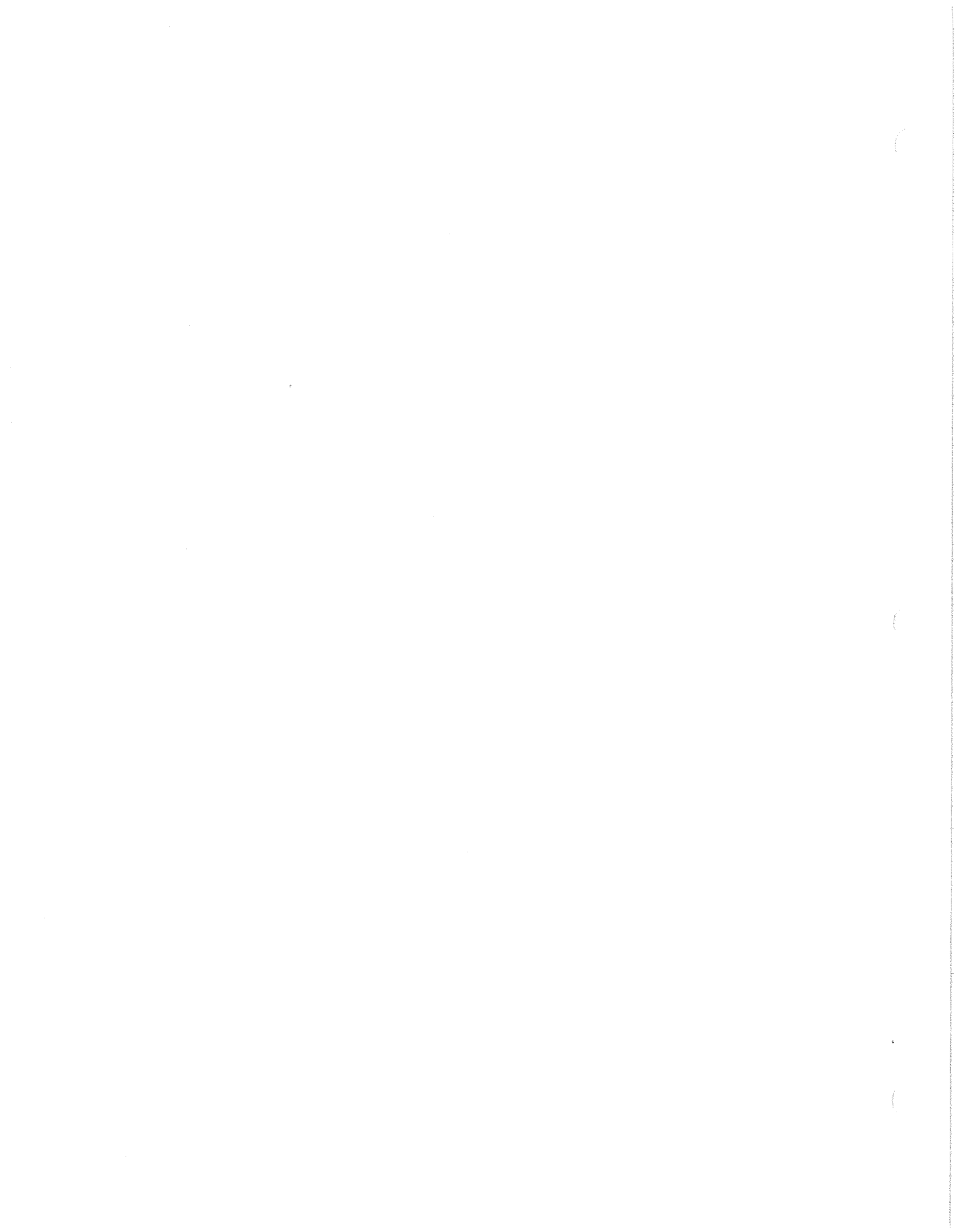
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TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Safety Committee Member
DATE: July 11, 1996
SUBJECT: Safety Committee Meeting Minutes

Due to the small size of the Safety Committee, committee members' desk schedules, and vacation schedules, the Safety Committee was unable to meet this month. Therefore, there are no Committee Meeting minutes for the Library Board of Trustees June meeting.



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: July 16, 1996
SUBJECT: **Placentia Pride Council Report for the Month of June 1996.**

Peggy Dinsmore, Dixie Shaw, Pat Irot and Suad Ammar were the only four members of the Council attending the monthly meeting on Thursday, June 6, 1996. Pat Irot presided over the meeting. It was decided that the August seminar on "Immunization" will be presented, as scheduled, in Spanish by Dr. Cara Ruiz at the Whitten Center. Dr. McNabb will present a seminar on "Sleeping Disorders" on September 15, 1996 in the Library Multipurpose Room..

Suad Ammar prepared the masters for the flyers, Marv Reid will take care of reproducing and distributing them in enough time to encourage good attendance.

The important unanimous decision of the group was to postpone the dissolution of the Pride Council until such time as Dr. Sue Parman can meet with the Council in the hope that she will help explore meaningful activities which enhance this community's pride. Dr. Parman is expected back from her sabbatical in September.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: July 16, 1996
SUBJECT: **Families For Literacy Report for the month of June**

Program statistics.

Attendance

June 5	10 Adults	13 Children	23 Total
June 12	9 Adults	12 Children	21 Total

Books Distributed

June 5 105 books

Programs. On June 5, Pizza Hut's Read*Write*Now reading packets were passed out to all participants. These packets are used as incentives to encourage summer time reading, similar to the Library's Summer Reading Program. By reading a certain number of hours during two months, participants can earn free personal pan pizzas. FFL families were encouraged to participate in this program as well as the Library's Summer Reading Program.

The last FFL program was held on June 12. Parents were taught to play some children's games , and in turn, taught the games to their children. The program ended with a potluck with food provided by each of the participants. Certificates signed by Board President Dinsmore and FFL Coordinator Walters were passed out and photos taken.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: July 16, 1996
 SUBJECT: Program Committee Report for the Month of June 1996.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JUNE 96	
	#	#
<i>ADULT SERVICES</i>		
Placentia Pride	NA	NA
<i>CHILDREN'S SERVICES</i>		
School Visits	111 Classrooms	3,885
Saturday Kick-off for Summer Reading Program (SRP)	1	161
Class Visits	2	68
Way Out Wednesday for SRP	2	330
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	16
Learning Disabilities Workshop	1	4
Tutor Training Workshop	1	14
Families For Literacy	2	44

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant in Children's
DATE: July 16, 1996
SUBJECT: **June Activities in the Children's Department**

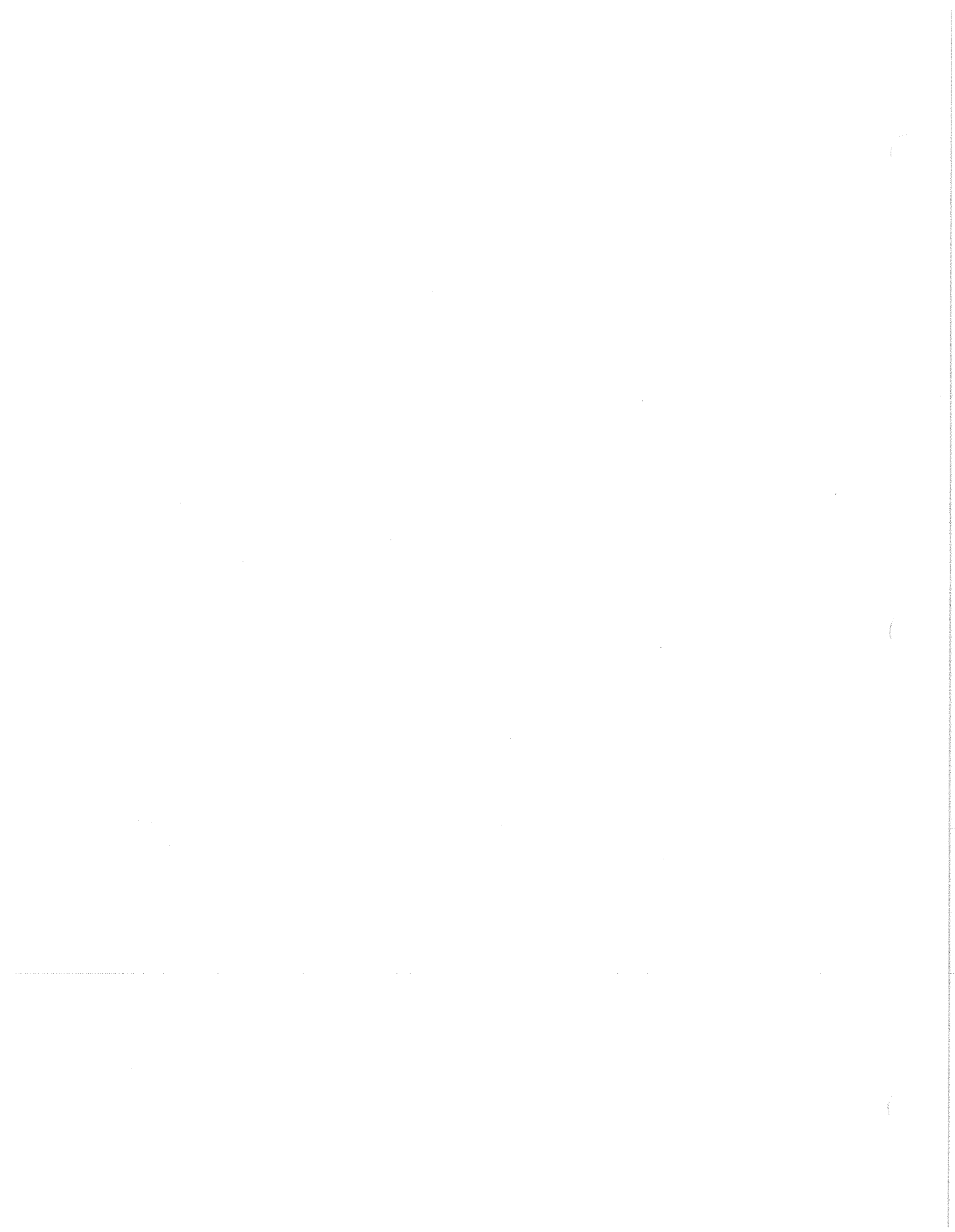
Class Visits - Two classes visited the Library with a total of 68 children. They were given a tour and stories.

School Visits - The school offices were contacted and days and times were scheduled to visit as many children in their classrooms as possible. Staff and volunteers were then recruited to visit the schools. Seven schools were visited in June with a total of 132 classrooms visited and 4,021 children told about the Summer Reading Program at the Library. My special thanks to volunteers Peggy Dinsmore, Nancy Kennedy & Dixie Shaw who visited five different schools this month. Also thanks to Jerry Conn, Esther Guzman, Suad Ammar, and Cyrise Smith, staff members that also went out to do the class visits.

Summer Reading Program - Children began signing up for Camp Read S'More on June 10 and by closing on June 30 we had a total 859 children registered.

Summer Reading Kick-off Program - Saturday, June 15 Oak Canyon Nature Center visited the Library with a opossum, snake, lizard, and other animals found in the wild in Southern California. A total of 151 children and their parents enjoyed this Saturday event.

Summer Reading Way Out Wednesday Programs - Wednesday, June 19 Abbit the Average regaled the 175 children with feats of magic and comedy. A great success. Wednesday, June 26 Camp Sing-a-long was held with K.C. & Company leading the festivities. All 155 attending received song sheets and joined in the fun. Thanks to the Friends of Placentia Library for the sponsorship of the programs.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, ^{ew}Library Assistant
DATE: June 16, 1996
SUBJECT: **Publicity materials produced for June 1996**

Information on the Placentia Library cable channel #53:

1. Sign up now for Camp Read S'More Summer Reading Program.
2. Placentia Library Trustees.
3. Summer session of Story Time for Children.
4. Community Network to meet.
5. Literacy asking for volunteers to take the tutor training program.
6. June quotes.
7. Library Hours.
8. Volunteers needed for the Library.
9. Art work by William Galvez on display
10. Citizenship test given once a month, contact the Literacy Office.
11. Special kickoff program for Camp Read S'More to be held Saturday June 15.

Newspaper articles published:

1. Citizenship exams administered monthly.
2. Placentia Library hours.
3. Pat Irot, pillar of the community.
4. Registration for Camp Read S'More begins Monday at the Library.
5. Garden Grove mayor explains about the three branch libraries in his community.
6. Understanding living trusts.
7. Artist William Galvez paintings on display at the Library.
8. Library address and hours.
9. City sponsors annual blood drive June 13 in the Library community room.
10. Library offers program for summer reading fun.
11. Library seeks patrons to adopt magazines.
12. Placentia Library District fines and fees schedule.
13. Irvine considers checking out.
14. Smoking ban at libraries rejected (Anaheim).
15. Helpers keep libraries afloat.
16. Cities OK moves to reduce services offered by libraries.

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

Placentia News
Weekly JUN - 6 1996

**Citizenship exams
administered monthly**

³³²
Citizenship applicants can take a citizenship test given at the Placentia Library Literacy Services, 411 E. Chapman Ave. Cost is \$24 with preregistration, \$28 for late and walk-in registration.

Eligibility includes application for citizenship in the next year, study of U.S. history and government, and present intermediate or advanced level of English (test is only given in English). Tests are given monthly.

For information, call Katie Matas, 524-8408.

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Los Angeles Times
OC Edition
Daily JUN 2 3 1996

³³² Placentia Library (411 E. Chapman Ave., [714] 528-1906). Mon.-Wed., noon-8 p.m.; Thur. and Sat., 10 a.m.-6 p.m.; Sun., 1-5 p.m. Free. Paintings by William Galvaz. Ends June 30.

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Placentia News
Weekly JUN 2 6 1996

³³² **HELPING OUT:** Pat Irot another pillar of the community (maybe a graceful Corinthian column might be a better description) asks if we have ever heard of "Warm Up America?" Sponsored by craft shops throughout the U.S., crocheters and knitters use up their odds and ends of yarn to make squares of afghans. When afghans are completed, they are donated to the homeless and homeless shelters. She said some of Placentia's Library staff and volunteers, working together, have completed two afghans. Isn't this a great idea! Call your local craft shop for information on how you can participate

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Los Angeles Times
OC Edition
Daily JUN - 6 1996

MONDAY ³³²

■ **Camp Read S'More** (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). Registration for the library's summer reading program, for preschool through eighth-grade children, begins Mon. Starting June 16, youngsters can earn prizes for reading books and visiting the library once a week. Upon completion of 12 books and four trips to the library, participants receive a certificate and a voucher for a free dinner. In addition, participants will be able to attend the library's Way Out Wednesdays series of storytelling, movies, animal encounters, magic shows and crafts. **FREE**

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The Register
Daily

³³²
O.C.'s library system

The story "Irvine considers checking out" [news, June 4] identified Garden Grove as one of the 13 cities in the county that receives more in library services than is contributed by residents in the form of taxes, fines, and fees. While this statement is accurate as far as it goes, it is misleading.

Garden Grove has three libraries — two small branch libraries and the Garden Grove Regional Library. The costs for all three were included in the figure cited in the article. The costs of the regional library, however, should be spread across the entire area it is intended to serve, including cities in the northern and western portions of the county that are part of the Orange County public library system. The three libraries are great assets to the entire county and need to be accounted for separately in any discussion of the relative contributions and costs for library services in various cities.

The Orange County public library system, as it exists today, provides efficient, cost-effective services to the people of Orange County in a way that cannot be matched by any city that might break off and run its own libraries. The Orange County public library system needs to be maintained, as much as possible, as a single, unitary system.

Bruce A. Broadwater
Garden Grove

Mr. Broadwater is mayor of Garden Grove.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

JUN 7 1996

Understanding Living Trusts, 7 p.m.,
Placentia Library, 411 E. Chapman, Placentia. Free. Reservations. 541-9569.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily

JUN 13 1996

SUNDAY 332

■ **Camp Road S'More** (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). The library's summer reading program, for preschool through eighth-grade children, begins Sun. Youngsters earn prizes for reading books and visiting the library once a week. Upon completion of 12 books and four trips to the library, participants receive a certificate and a voucher for a free dinner. In addition, participants will be able to attend the library's Way Out Wednesdays series of storytelling, movies, animal encounters, magic shows and crafts. **FREE**

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

JUN - 5 1996

■ **EXCELLENT ARTISTE:** June is the month to see the magnificent artistic work of local resident William Galvez. Don't need to travel miles up to smoggy, congested L.A., his works are on display at our Placentia Library. Mr. Galvez's works have been exhibited across the United States and in South America. His prized work is colorful, thoughtful and beautiful. It's a not to be missed stop for you this month.

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly MAY 30 1996

Citizenship exams administered monthly

332

Citizenship applicants can take a citizenship test given at the Placentia Library Literacy Services, 411 E. Chapman Ave. Cost is \$24 with preregistration, \$28 for late and walk-in registration. Eligibility includes application for citizenship in the next year, study of U.S. history and government, and present intermediate or advanced level of English (test is only given in English). Tests are given monthly. For information, call Katie Matas, 524-8408.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily

JUN 19 1996

■ **Placentia Library** (411 E. Chapman Ave., [714] 528-1906). Mon.-Wed., noon-8 p.m.; Thur. and Sat., 10 a.m.-6 p.m.; Sun., 1-5 p.m. Paintings by William Galvez. Ends June 30. **FREE**

pacific clippings

post office box 11789
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Los Angeles Times
OC Edition
Daily

JUN 27 1996

■ **Placentia Library** (411 E. Chapman Ave., [714] 528-1906). Mon.-Wed., noon-8 p.m.; Thur. and Sat., 10 a.m.-6 p.m.; Sun., 1-5 p.m. Paintings by William Galvez. **CLOSING SUNDAY. FREE**

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Placentia News
Weekly JUN 13 1996

Agenda Item 29
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Placentia News
Weekly JUN 13 1996

City sponsors annual blood drive June 13

Did you know that you can save a life by donating as little as a quarter of a pint of blood?

It costs very little to give blood: people who have say it doesn't hurt much and takes about an hour of your time.

From 7:45 a.m. to 1 p.m. today, the city of Placentia will host its annual blood drive in the multi-purpose room at the library, 411 E. Chapman Ave. Co-sponsored by the American Red Cross, the blood drive is an opportunity for Placentia residents, family and friends to save lives, one at a

time.

Several years ago a blood drive held at the Civic Center helped save the lives of two city employees who underwent major surgery. Since then, a blood drive sponsored by the American Red Cross, the Placentia Library, Rotary Club and the Chamber of Commerce has been held annually in the city of Placentia.

For information about participating, call Marla Anderson or Barbara Sineri at 993-8141.

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Los Angeles Times
OC Edition JUN 17 1996
Daily

Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 7 p.m.
Admission: Free
Information/Reservations: (714) 541-9569

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Placentia News
Weekly JUN 13 1996

Local artist displays his work at library

The library is displaying the Trompe l'oeil artwork of resident painter William Galvaz through June 30, at 411 E. Chapman Ave.

The classically trained painter favors a Renaissance style.

His work is on free display for community enrichment. The library is open Monday, Tuesday and Wednesday from noon to 8 p.m., Thursday and Saturday from 10 a.m. to 6 p.m., and Sunday from 1 to 5 p.m.

For information, call 528-1906.

Library offers program for summer reading fun

Summer fun and the end of the school year don't have to mean that learning ends, too. The "Trading Post" at Camp Read S'More, the Placentia Library's summer reading program, opens for business June 16 with a kick-off celebration at 1 p.m. June 15. Children in pre-school through eighth grade can earn prizes for reading books and visiting the library each week.

A reading certificate will be awarded to children who read at least 12 books and visit the library during four different weeks of the summer vacation. Children who earn a certificate also will receive a free meal at the Whole Enchilada restaurant, and if they read more books they may be eligible for more prizes.

During the kick-off celebration, handlers from the Oak Canyon Nature Center will bring live

animals to the library and give a presentation on animals native to Southern California. The program is geared for the whole family and provides an opportunity for parents to sign up their children for Camp Read S'More.

Children who register for the reading program are eligible to attend the library's Way Out Wednesday programs, featuring professional storytelling, matinee movies and popcorn, live animals, Magician Abbit the Average and crafts.

Children aged 8 to 13 also may participate in a bus trip to the El Dorado Nature Center in Long Beach from 9 a.m. to 2 p.m. July 24. The fee is \$6 each.

The library is at 411 E. Chapman Ave. For information on the library's services to children, including the summer reading program, call 528-1906 ext. 212.

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Los Angeles Times
OC Edition
Daily JUN 30 1996

ART

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CLOSING TODAY

Peter Mark Richman: A Life in Art (Henley Galleria, Chapman University, 333 N. Glassell St., Orange, [714] 997-6729). 8 a.m.-11 p.m. Free. Paintings, drawings and sketch books from the actor-artist.

California: Land of Beauty (Mission San Juan Capistrano, 31522 Camino Capistrano, San Juan Capistrano, [714] 248-2047). 8:30 a.m.-5 p.m. \$4-\$5. Impressionist landscapes of California scenery, 1890-1940.

Birgitta Kappel: Journey Down the Coast (Newport Beach Central Library, 1000 Avocado Ave., [714] 717-3801). Noon-5 p.m. Free. Watercolor landscapes.

William Galvaz: paintings (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). 1-5 p.m. Free.

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The Register
Daily

JUN 29 1996

PLACENTIA 332

There's still time for children to sign up for Camp Read S'More through the Placentia Library, 411 E. Chapman Ave. Children in preschool through eighth grade who read at least a dozen books and visit the library at least four times over the summer will receive a certificate and a free meal from the Whole Enchilada Restaurant in Placentia. Children who attend Camp Read S'More may also register for Way Out Wednesdays, featuring storytelling, matinee movies, live animals, crafts and entertainment. For more information, call (714) 528-1906, Ext. 212.
- ShariIvn Miller/(714) 704-3704

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Placentia News
Weekly

JUN 27 1996

Local artist displays his work at library

The library is displaying the Trompe l'oeil artwork of resident painter William Galvaz through Sunday at 411 E. Chapman Ave. The classically trained painter favors a Renaissance style.

His work is on free display for community enrichment. The library is open Monday, Tuesday and Wednesday from noon to 8 p.m., Thursday and Saturday from 10 a.m. to 6 p.m., and Sunday from 1 to 5 p.m.
For information, call 528-1906

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Placentia News
Weekly MAY 30 1996

Library seeks patrons to adopt magazines

Due to budget cuts, the Placentia Library will be dropping magazine subscriptions on more than 30 titles, effective this month.

A magazine-adoption program is offered to patrons who would like to have specific hard-copy magazines remain in the library's collection. If you would like to adopt a magazine, talk with library staff at the circulation desk or call head librarian Suad Ammar at 528-1906.

PUBLIC NOTICE

Placentia Library District of Orange County Board of Trustees has adopted the Placentia Library District Fines and Fees Schedule for Fiscal Year 1996-1997 dated June 19, 1995, and implements such on July 1, 1996. The schedule is as follows:

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE
*Adopted by the Library Board of Trustees June 21, 1995
Revised June 19, 1996*

FINES	PER DAY
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Discs	\$.20
Videos and CD-ROMs	2.00
There is a two day grace period on fines for all items except videos and CD-ROMs. At the end of the grace period items are calculated from the date that the item is due, not from the end of the grace period.	
MAXIMUM FINE PER ITEM	MAXIMUM
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$ 10.00
RESERVES & SHELF CHECKS	PER ITEM
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00
LOST MATERIALS	DETAILS
Adult Books	Item Cost + \$ 5.00
Children's Books	Item Cost + \$ 5.00
Magazines	Item Cost + \$ 2.00
Records/Cassettes	Item Cost + \$ 5.00
Pamphlets	Item Cost + \$ 2.00
Videos	Item Cost + \$ 5.00
Compact Discs	Item Cost + \$ 5.00
CD-ROMs	Item Cost + \$15.00
Books on Tape	Item Cost + \$ 5.00
Paperback - Adult	Item Cost + \$ 5.00
Paperback - Children's	Item Cost + \$ 5.00
Paperback - Foreign Language	Item Cost + \$ 5.00
*Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.	
SPECIAL SERVICES	PER ITEM
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page	.10
Photocopy, black ink, per page	.15
Printing & Photocopy, color, per page	1.00
MULTI-PURPOSE ROOM	PER DAY
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee	15.00
Clean-up fee	15.00
HVAC fee for days the Library is closed	125.00
SURCHARGES	
Returned check, up to 30 days	\$ 18.00
Returned check, 30th day and over; the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES
Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.
Adopted by the Library Board of Trustees, January 11, 1993.

Publish: Placentia News Times
June 27, 1996

#92-18

NEWS FOCUS

IRVINE CONSIDERS CHECKING OUT

CITIES: The city votes next month on three ways its library could strike out on its own.

332

By **NANCY LUNA**
The Orange County Register
From Irvine

When it comes to staying with the Orange County Library System, officials here say their future is an open book.

Irvine's two branches are among 27 in the county system struggling to avoid cuts in service next year. And Irvine, which contributes more money than the cost to run its libraries, is looking for a way out.

City officials have put the county on notice, saying it intends to withdraw from the system by July 1, 1997. Next month, the City Council will vote on three proposals: operating the city's own library system, creat-

ing a joint-powers authority with other south-county cities, or forming a partnership with the school district and Irvine Valley College.

"I don't want Irvine to be a second-class city when it comes to libraries," said Councilwoman Paula Werner, who wants the city to detach from the system.

Staying with the financially strapped county could be a fourth option if a \$10,000 study conducted by a Rancho Mirage library consultant proves the other choices too costly, City Manager Paul Brady said.

In April, a county study revealed that Irvine was the largest contributor to the library system at \$2.8 million annually. The cost to run the city's two libraries is \$2.3 million.

Please see **LIBRARY** Page 2

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The Register
Daily

JUN 19 1996

Smoking ban at libraries rejected

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CITIES: Anaheim votes to allow signs asking patrons not to light up in front of the buildings.

By **MARLA JO FISHER**
The Orange County Register

ANAHEIM — Library officials can post signs asking smokers to clear out from in front of the city's libraries, but they can't make that an order, the City

Council decided Tuesday.

The council voted unanimously against a proposed ordinance that would have made it illegal to smoke outdoors at the Central and Anaheim Hills libraries, when those areas are posted "no smoking."

Council members said they wanted to try a less coercive tactic before passing a law banning lighting up.

The proposed ban would have been a "step in the direction against personal responsibility and rights," Councilman Bob Zemel said.

Councilman Tom Tait agreed, saying he has "no problem controlling smoking inside a building, but outside it seems like an unwarranted interference."

The proposed ordinance came at the request of volunteer library board members, who were seeking to control loitering and

littering at the front doors of the two library branches.

People using the branches complained about clouds of smoke, and also about people loitering in the entrances, said Chris Jarvi, who oversees the city's library system.

"We're just trying to ensure they don't smoke right outside the door," Jarvi said. The ordinance was written so that librarians could post signs banning smoking anywhere on the library property, but smoking would be outlawed only where the signs

were posted.

Other council members were less adamantly against the ban, saying only that they wanted smokers to have a designated area on the property where they could light up — away from the entrances.

LIBRARY: Irvine considers ways to leave county system

FROM 1

City officials say Irvine taxpayers should get more bang for their buck.

"The level of service is miserable," Werner said. "If you go to the library and want to check out a best seller, good luck."

The county study also revealed that some cities were receiving more services while contributing less money. Garden Grove contributes \$741,000 to the system, but its library operation costs about \$1.8 million.

"I don't think it's our responsibility to carry the weight of other cities," Werner said.

The report prompted Irvine to hire Tom Johnson, library director for Rancho Mirage, to study options. Johnson will give a cost estimate for each option July 9. The council will choose July 23.

One choice, a city-run library system, seems unlikely because it may not be cost-effective, officials say.

"We find frequently that communities take a hard look at the cost of operating, and they find out they are getting a real good deal," said Richard Hall, a facilities manager for the California Library Development Services Bureau.

State library officials also say bailing out of county systems doesn't benefit residents who rely on regional libraries.

The county's 27 branches and city-run libraries in Anaheim, Buena Park, Fullerton, Newport Beach, Orange, Placentia and Yorba Linda are part of the Santiago system, one of 15 regional agencies in the state.

Library users in that system have free access to book loans and are exempt from nonresident library-card fees, said Richard Terry, coordinator of the state's Library Services Act.

If Irvine becomes a hybrid system with a college, then city officials could charge fees to nonresidents, Terry said.

A multiagency partnership with Irvine Unified School District and Irvine Valley College has officials intrigued.

The deal would call for using the college's state-of-the-art, \$10 million media center — to open next year — as a public and campus library. Palm Desert is the only city in the state with a similar setup.

sert in Palm Desert opened its multiagency library — a partnership among the college, Palm Desert and Riverside city and county.

Judith Auth, library director for Riverside city and county, said one glitch she's discovered is overlapping resources. The campus library offers the same materials as the public library, causing duplication, she said.

State officials say other problems with a joint venture such as Palm Desert's is public libraries aren't usually stocked with college library textbooks.

Irvine officials say they will work through any problems if it proves a school partnership is the best option.

"There's going to be some major challenges," said Don Rickner, Irvine Valley College dean of community relations. "I don't think the problems are insurmountable."

Irvine also is looking at forming a south-county regional library system. Laguna Hills and Laguna Niguel officials said they might be interested in a joint-powers agreement, but no deals have been made.

Resident Gordon Pattison, 72, said he's worried about separating from the county. "You can't save money by splitting it up," said the lifetime member of Friends of Heritage Park Regional Library in Irvine.

Regardless of which option Irvine chooses July 23, the road to withdrawal is not easy.

State law says the county is not obligated to return any library taxes or assets simply because a city detaches from the system.

Irvine wants the county to transfer its annual \$2.8 million in library taxes and must negotiate for the county-owned University Park Library.

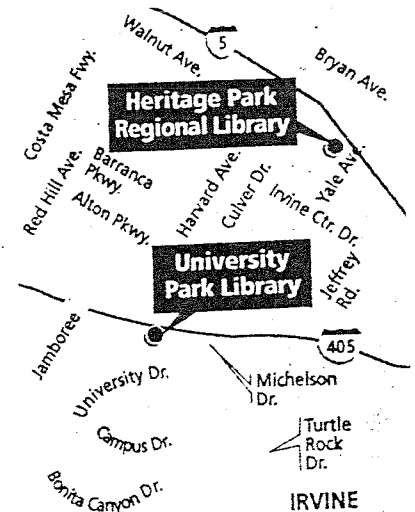
"The county is not obligated to give anything," county librarian John Adams said.

Mission Viejo, which takes over its library services July 1, negotiated its \$1 million in taxes because the city agreed to build a \$9 million branch open to all county residents free from paying library-card fees.

In an April memo sent to supervisors, Adams said that if donor cities such as Mission Viejo, Irvine, Laguna Niguel and Costa

LIBRARY TAKEOVER

Irvine officials have put the county on notice with their plans to withdraw from the county system by July 1, 1997. Irvine has hired a consultant to study how it can best operate its two libraries.



libraries might have to close two days a week. The four cities contribute \$5.8 million annually.

"Hours would have to be reduced, and libraries would have to close," Adams wrote in the memo.

Laguna Niguel has not taken any action to withdraw. But City Manager Tim Casey said a sub-region of south-county libraries looks attractive.

"If you blew up the (county) system, there's no doubt you will find partnerships," Casey said. A Costa Mesa task force will report in two months to the City Council on the possibility of withdrawing from the county system, said Mayor Joe Erickson.

"We are in the same boat as Irvine," Erickson said. "We don't feel it's fair for cities like Costa Mesa and Irvine to subsidize other cities."

Adams said it's unclear if the county would transfer any taxes to Irvine.

But there's one hope for Irvine: a proposal by Supervisor Marian Bergeson to piggyback on a state bill to allow cities in the Los Angeles County Free Library System to withdraw with its taxes and assets intact.

"If we can't stay in the library business, then cities should have that option of setting up their own systems," Bergeson said.

If Bergeson's proposal wins support at Friday's board meeting, the supervisors will lobby for an amendment adding Orange County to the bill, introduced by state Sen. Richard Montoya, R-Arcadia.

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The Westminster Progress
Weekly JUN 27 1996

Helpers keep libraries afloat

³³²
The county library system has been reeling from back-to-back grand-scale budget debacles.

First, the state reduced funding. Then, the county declared bankruptcy. Now, the word "shhh" is rarely heard in libraries because of a death of librarians.

"There has been a tremendous upheaval in our library system in the last three years, and it is continuing," said Mavis Crick, volunteer coordinator for the Westminster Branch Library. "Unfortunately, it appears it's just not going to get better for awhile. The first of July, we have another budget reduction."

Several libraries are surviving with a skeleton crew and reduced hours of operation. Personalized reference services will undoubtedly suffer. Luckily, most adults have some familiarity with libraries to make do on their own.

"But children that come into the library can just be lost when it comes to finding what they need," Crick said. "Children are very capable of using computers, but to really use them effectively, they need that person there to teach them and train them to find information.

"Can you imagine coming into a library and not finding anything? What a discouraging thing that has to be for a child."

According to Crick, many students turn to public libraries because school libraries in California are rated the worst in the nation.

The Westminster Branch, one of the largest libraries in the system, has been actively seeking volunteers for sometime now.

"We have a turn-over of volunteers constantly," Crick said. "It's an ongoing process of recruiting, training and trying to match volunteers with jobs that need to be done.

"It's tailored to them and we want to keep them interested. We vary their tasks if possible so that they are going to want to come to the library."

One retired Spanish teacher has adopted the Spanish collection as her own and relabels and organizes the books there. Another retiree, with a penchant for hands-on projects, acts as a troubleshooter for video and audio tapes that patrons say don't work. Students as young as 13 have been regular volunteers, Crick said.

"We try to train all of our volunteers in the use of our public-access computer, knowing that the time is coming when we are going to have to use them on the floor to help patrons with the computer, because we won't have

the staff to be able to get out there and do it," Crick said.

Karen Bean, a volunteer at the library for almost a year, became involved because her granddaughter started attending a story-telling program there.

"If children are comfortable here, they are going to use it," Bean said. "If they walk in here and it overwhelms them, then they are only going to come here when the teacher says they have to.

"I've enjoyed the fact that now some of the kids recognize me. They will come to me and say, 'Can you help me find the dinosaurs?' I show them how to find dinosaurs on the computer and then how to find them on the shelves. That's very satisfying."

She said she did volunteer work in the past and that her one night a week at the library is the easiest volunteer work she has ever done. Helping children is just one of the rewards.

"If you're sitting around stewing in a problem, then you're just going to get lower and lower," Bean said. "But if you realize this is only a little piece of your life, and if you can go out and make the world a better place in some minor way, that's going to improve your attitude."

"I guess you just reach a certain point in life when you realize you need to give something or should give something back to your community or to society," Crick said.

Cities OK moves to reduce services offered by libraries

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GOVERNMENT: The plan is meant as a financial reality check.

By ANN PEPPER
The Orange County Register

COSTA MESA — Leaders from cities countywide voted Thursday to accept a series of recommendations that — if accepted by the Orange County Board of Supervisors — will by January

force further cuts in the hours, services and materials offered at Orange County Public Library branches.

Branch closures also may be required.

The voice vote taken at the county League of Cities meeting aimed at delivering a financial reality check to library users and to begin rebuilding a system foundering in a 3-year-old funding crisis.

"We're asking to balance the

library budget by January 1997 ... we're talking about some pretty heavy cuts," said Brea City Manager Frank Benest, a task-force member.

The vote sets in motion an effort that could by January:

► Take primary control of the library away from county government and deliver it to cities that host branch libraries.

► Attempt to share library funding more equitably among branch-host cities.

► Stop the use of at least half the remaining \$3.5 million in system reserves, a move that would mean cutting the library budget to a skeletal \$17 million.

The recommendations were made by a task force of city managers charged with finding ways to provide library services despite a budget that has plummeted from \$27 million in 1993 to projected \$17 million by January 1997.

Key recommendations that weren't voted on called for keeping the countywide library system intact and establishing a cities-based Library Advisory Board to govern the system.

Those votes were postponed pending a study being conducted by Irvine that's scheduled to be completed June 30.

Irvine, which has said it wants to withdraw from the system, asked league members to postpone the vote on the task-force recommendations for up to 60 days while it reviews the study.

"We want time to examine alternatives that may not have been considered by the county," said Irvine Councilman Greg Smith. "The task force is recommending no one be allowed to withdraw from the system and that may not best serve our city."

Laguna Niguel Mayor Randy Bressette also wants time for a closer look at breaking the system into regions.

A single system could pit cities with disparate needs against each other in competition for the library's scarce resources, Bressette said. He argues for breaking the system into three regions of cities with compatible interests.

The league's vote to ask the supervisors to quit using reserves to bolster the budget will give library users a real look at what their library will offer at current funding levels, said Laguna Niguel City Manager Tim Casey, a task-force leader.

"Each city is going to have to decide whether library services are a high-enough priority to enhance them out of its own revenues," Casey said.

The recommendations now go to county supervisors.

LIBRARY TASK FORCE RECOMMENDATIONS

Local representatives of the League of California Cities agreed to these recommendations of the Orange County Public Library Task Force:

► Ask the county Board of Supervisors to release the library system from county administrative overhead costs.

► Defer changes in how the library is governed until after the resolution of basic issues involving budgeting and how branches will share the money.

► Ask the supervisors and county librarian to balance library budget using only revenue as soon as possible, definitely by January.

► Direct the task force to work with county staff and one elected representative from each city to address — by January — whether to adopt these key points:

— Give priority to funding the library's collections budgets, central support services and three regional branches.

— Divide remaining resources among branches using a formula based on population and/or circulation — as well as the amount of tax revenue a branch's host city contributes.

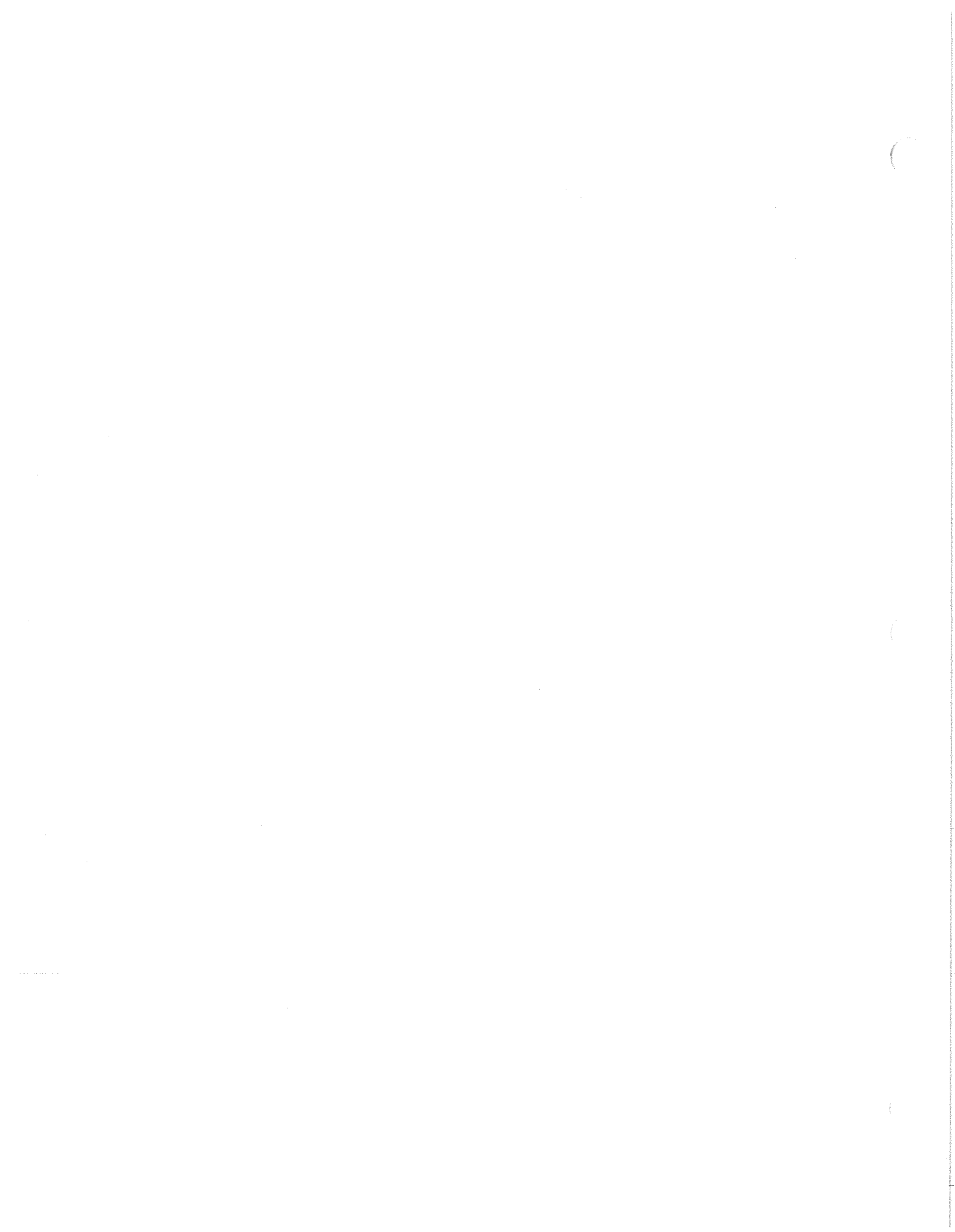
— Consult with branch-host cities on the days, hours and services each prefers to fund with its share of library revenue.

— Give each city the opportunity to pay for enhanced library services out of its own funds.

— Allow Laguna Hills, which has no branch library but pays taxes into the system, to direct how its share of funds are distributed.

— Develop a policy on how a branch-host city may withdraw from the library system.

— Form, in January, a Library Advisory Board to govern the system, contingent upon the supervisors' implementation of these recommendations.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: July 16, 1996
SUBJECT: **Placentia Library Literacy Services Report for the month of June**

Program Statistics

Active tutors: 55
Active students: 75
Students waiting to be matched: 37
Percentage of tutors reporting (June hours): 75%
Tutoring hours reported: 174.5
Other volunteer hours reported: 95.5
Total volunteer hours: 270

Citizenship Exam. The citizenship exam was administered Saturday, June 22, 1996. Sixteen people took the exam. The next exam is scheduled for Saturday, July 20, 1996. The citizenship exam has been offered at the Library for one year. To date, 93 people have taken the exam, and they represented 25 different countries. The native countries of the examinees included Afghanistan, Australia, Cambodia, Canada, China, Colombia, Costa Rica, Egypt, El Salvador, Fiji, Germany, Great Britain, Guatemala, India, Indonesia, Iran, Ireland, Korea, Lebanon, Mexico, Peru, Philippines, Romania, Russia, and Taiwan.

Tutor Training. The first session of a 15-hour tutor training workshop was held June 25, 1996. Fourteen people attended the first session.

Learning Disabilities Workshop. A 2-hour workshop was held Sunday, June 9, 1996 to provide tutors with information about various learning disabilities and ideas for helping students who may have learning disabilities.

CASAS

Basic Citizenship Skills Examination

URGENT

July 15, 1996

TO: CASAS Citizenship Test Centers
FROM: Linda Taylor and Martha Gustafson, CASAS Citizenship Project
RE: Media Inquiries Following "20/20" Citizenship Story

In response to the segment on U.S. citizenship testing which aired nationwide Friday night on ABC-TV's "20/20," you may receive inquiries or requests for interviews from the local media. In addition to the correspondence we forwarded to you last week regarding procedures for handling the press, we have prepared some statements and a fact sheet on CASAS citizenship testing to help you respond thoroughly and accurately to inquiries about our testing procedures.

Please call on us for answers to questions or guidance in handling local media reaction to this story. Alternatively, you may refer the media to us for additional information or comment. The number is (800) 255-1036; ask for Linda at ext. 333 or Martha at ext. 317. We'd also appreciate receiving any articles or notice of broadcast stories you may see in your local media on this subject.

We are confident that the CASAS citizenship testing, faithfully implemented, is above reproach and we look forward to this opportunity to demonstrate a fair and ethical standard for citizenship. We steadfastly believe in the integrity of our centers and stand ready to assist you during this period of public scrutiny!

8910 Clairemont Mesa Boulevard • San Diego • CA 92123-1104 • (800) 929-3743
Foundation for Educational Achievement



Basic Citizenship Skills Examination

CASAS Basic Citizenship Skills Examination Media Messages

In a media interview, concentrate on the points you want to make, even when responding to questions. Always try to guide responses to the main elements of your message. At the start of the interview, take control. Instead of immediately answering the first question, tell the reporter you'd like to begin with a quick overview. Do this by giving brief background information, expressing concern and offering a solution.

Situation

An ABC "20/20" investigation recently reported the unscrupulous practices of the nation's largest for-profit citizenship testing company, uncovering improprieties that are being investigated by the Immigration and Naturalization Service. The allegations relate to improper test monitoring, failure to adhere to INS regulations and passing unqualified applicants.

Concern

We are concerned that by highlighting the misconduct of one for-profit citizenship testing company, people will associate such practices with all citizenship test centers. We want people to understand that most citizenship testing organizations are closely managed non-profit entities that uphold the highest standard of integrity. CASAS, the testing organization we are affiliated with, is a non-profit agency that approves only public non-profit test sites.

Solution

The best solution to preventing these kinds of practices is to require that all test organizations and centers be either public or non-profit and to call for more stringent monitoring by the INS. As a CASAS-approved test center, we have comprehensive guidelines for citizenship instruction and testing, with a system of checks and balances that would make the kinds of practices ABC describes virtually impossible here.

CASAS closely monitors all its test centers, and as such, we are subject to a thorough application and review process, including scheduled and unscheduled site visits. We also have additional oversight by our agency. CASAS does not approve for-profit test centers with no proven track record in education and testing such as those depicted on "20/20." We are confident that if all centers were required to follow the same regulations that we do, citizenship test centers would uphold the same fair and inviolate standard nationwide.

* * *



Basic Citizenship Skills Examination

CASAS Basic Citizenship Skills Examination Background

History:

CASAS has a 15-year history of providing testing for English as a Second Language (ESL) students. Since 1987, when the Immigration Reform and Control Act was passed, CASAS has worked closely with the Immigration and Naturalization Service (INS). During the amnesty period in California, more than 600,000 CASAS language tests were administered by agencies under contract with the California Department of Education. Due to an extensive backlog of citizenship applications and in order to develop a more standardized approach, INS decided in 1991 to contract out citizenship testing. In October 1992, CASAS was the second organization authorized to administer citizenship assessment for the INS. Today, there are six approved testing organizations nationwide.

Test Sites:

CASAS currently has 200 approved citizenship test sites in 21 states. The tests are administered only through public and non-profit adult education programs, community colleges and community based organizations with documented experience in immigrant education.

Test Site Approval:

To become an approved CASAS test center, CASAS requires an extensive application and training process. All approved centers must be at least three years old, demonstrate sound financial and administrative management and have qualified staff with experience in test administration.

Organizations also must demonstrate that they:

- offer free government-funded classes or charge a reasonable fee for test preparation;
- appoint a CASAS Test Center Coordinator to oversee the program;
- employ proctors who are not citizenship instructors;
- have an implementation plan, and
- clearly understand test registration, administration, security, unofficial scoring, and other procedures through CASAS training and technical assistance.

CASAS Background/2

Test Cost:

CASAS fees to citizenship applicants are among the nation's lowest: regular fees are \$24 for pre-registrants and \$28 for walk-in registrants. Applicants who fail receive a voucher and study materials for a no-cost re-examination within one year. Centers receive a stipend for each applicant to cover proctor fees, clerical assistance for registration, duplication of materials and other related costs.

Test Content:

The CASAS citizenship test contains 20 multiple choice questions and a writing section with two dictated English sentences related to U.S. history and government. The test questions are taken from a question bank approved by the INS. Any immigrant who is eligible to apply for citizenship may take the CASAS citizenship in lieu of an oral examination with an INS officer. Those who pass are still required to meet with an INS officer who reviews the application for citizenship and confirms the applicant's ability to speak and understand English.

Test Security:

While applicants receive unofficial results on the day of the test, CASAS headquarters staff in San Diego conduct official test scoring and distribute official results within three weeks of the test date. CASAS also requires secure storage procedures for testing materials and adherence to test administration regulations. Test centers are required to monitor and report test administration irregularities. Testing rules include: one proctor for each 20 examinees, no talking, students must be seated at least three to five feet apart and parties caught sharing answers will both be failed and asked to leave. Any test center that is found to be in violation of established procedures will be discontinued as an official CASAS Citizenship Test Center.

Center Support:

CASAS provides extensive support, including: two toll-free numbers for agency and examinee support; customized materials for newly approved agencies; a test center newsletter with program and policy updates, and twice-yearly updates of a Bibliography of Citizenship Materials. CASAS also closely monitors test centers through site visits, training, technical assistance, oversight reviews and conferences.

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