

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

January 17, 1994
7:30 P.M.
Library Conference Room

1. Roll Call: Administrative Assistant
2. Adoption of Agenda.
Presentation: Library Director
Recommendation: Adopt by Motion
3. Minutes of the December 20, 1993, Regular Meeting.
Presentation: Library Director
Recommendation: Approve by Motion
4. Oral Communications.

7:30 pm
Scholar / Stok all present

Scholar / Evan

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.

6. Board President's Report.
Presentation: Library Board President

LAFCD
Tom Head Meet.

7. Friends of the Library Board of Directors Report.
Presentation: Library Director

1/18/94

8. Literacy Volunteers of America Board of Directors Report.
Presentation: Library Board President

LSEA
50/50 Literacy - both board members
Christine Park

9. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

*Consent with
Action
1/17/94*

CLAIMS (Items 11 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 13 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$4,239.75.

13. Current Claims and Payroll. (Approve)

Current Claims of \$11,106.03; Payrolls 3101, and 3102, for a cumulative payroll total of \$40,050.00 Combined total of Current Claims and Payroll of \$51,156.03.

FINANCIAL REPORT (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

14. Financial Reports for December, 1993. (Receive & File)

15. Office General Ledger & Check Registers for December, 1993. (Receive & File)

16. Overdue Collection Report for December, 1993. (Receive & File)

17. Vending Machine Report for December, 1993. (Receive & File)

9. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

CLAIMS (Items 11 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 13 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$4,239.75.

13. Current Claims and Payroll. (Approve)

Current Claims of \$10,166.03, Payrolls 3101, and 3102, for a cumulative payroll total of \$40,050.00 Combined total of Current Claims and Payroll of \$50,216.03.

FINANCIAL REPORT (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

14. Financial Reports for December, 1993. (Receive & File)

15. Office General Ledger & Check Registers for December, 1993. (Receive & File)

16. Overdue Collection Report for December, 1993. (Receive & File)

17. Vending Machine Report for December, 1993. (Receive & File)

18. Gifts Report for December, 1993. (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 24 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for December, 1993. (Receive & File)
20. Personnel Report for December, 1993. (Receive, File, and Ratify Appointments)
21. Volunteer Report for December, 1993. (Receive & File)
22. Circulation Report for December, 1993. (Receive & File)

23. Travel Authorizations. (Approve)

24. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. (Receive & File)

CONTINUING BUSINESS

NEW BUSINESS

25. Contract with California Advocates for 1994 Legislative Session.

Presentation: Library Director
Recommendation: Approve by Motion

STAFF REPORTS

26. Program Report for the Month of December, 1993. (Program Committee)
27. Children's Services Report for the Month of December, 1993. (Schneider)

Placentia Library Regular Board Meeting, January 17, 1994, Page 4.

- 28. Acquisitions Report for December, 1993. (Shook)
- 29. Publicity Materials produced for the Month of December, 1993. (Willauer)
- 30. Placentia Library Literacy Services Report for the Month of December. (Matas and Byrne)
- 31. Families for Literacy Project Report for the Month of December. (Walters)

ADJOURNMENT

- 32. Agenda Preparation for Tuesday, February 22, 1994, Regular Meeting.
- 33. Adjourn *Call not Attended*

Action Items
Samir F. Al
1) *Don't request for Promotion.*
2) *Challenge request by board member.*
3)

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 17, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, January 12, 1994.

Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

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



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 20, 1993**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 20, 1993 at 7:34 P.M. by Secretary Stark

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

Members Absent: President Margaret Dinsmore and Trustee Fred West.

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

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

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

President Dinsmore arrived at 7:38 P.M.

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of November 8, 1993.

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

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

ELECTION OF OFFICERS President Dinsmore requested Library Director Minter to conduct the election for President of the Board.

It was moved by Trustee Shkoler, seconded by Secretary Stark to nominate Margaret Dinsmore for President of the Board.

Minutes, Regular Meeting of December 20, 1993, Page 2

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

It was moved by Trustee Shkoler, Seconded by Trustee Evans to elect Margaret Dinsmore as President of the Board by unanimous ballot.

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

President Dinsmore conducted the election for Secretary to the Board.

It was moved by Trustee Shkoler, Seconded by Trustee Evans to nominate Sandra Stark for Secretary of the Board.

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

It was moved by Trustee Shkoler, Seconded by Trustee Evans to elect Sandra Stark as Secretary of the Board by unanimous ballot.

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore thanked the Board for their confidence in reelecting her. She also thanked the Board for all their dedication and hard work during the past year.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends have purchased ten folding tables to replace worn tables in the Meeting Room. Secretary Stark complimented Dixie Shaw on her work on the Community Bulletin Board.

Minutes, Regular Meeting of December 20, 1993, Page 3

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the Literacy Christmas Party on December 13, 1993, was very well planned and attended. President Dinsmore also complimented Katie Matas on her performance as Literacy Coordinator.

**FOUNDATION
REPORT**

Secretary Stark reported that she is working on By-laws and Articles of Incorporation for the Library Foundation.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 11 through 13: Nonstandard Claims in the amount of \$2,415.00; Claims forwarded by Library Director in the amount of \$2,453.78; and Current Claims and Payroll in the amount of \$118,248.02.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 14 through 18: Financial Reports for October and November, 1993; Office General Ledger and Check Registers for October and November, 1993; Overdue Collection Report for November, 1993; Vending Machine Report for November, 1993; and Gifts Report for November, 1993.

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

Minutes, Regular Meeting of December 20, 1993, Page 4

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approved Agenda Items 19 through 29: Building Maintenance Report for November, 1993; Personnel Report for November 1993; Volunteer Report for the Month of November, 1993; Circulation Report for November 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Travel Authorizations; Certification to Receive Funds from the Public Library Fund, 1993-1994; Corrected Budget Forms for Funds 702, 703, 706 as Submitted to the Orange County Auditor; Notification from the State Library of California that the Grant Application to Serve Immigrant Populations was not funded; Notification from the State Library of California that the Grant Application for California Literacy Campaign matching funds for FY1993-1994 was awarded in the amount of \$11,158; and Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

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

**DESIGNATION OF
THE DISTRICT'S
DELEGATE TO THE
SELECTION
COMMITTEE AND
ADOPTION OF
VOTING
INSTRUCTIONS
FOR THE SEATING
OF INDEPENDENT
SPECIAL DISTRICT
REPRESENTATIVES
ON THE LOCAL
AGENCY
FORMATION
COMMISSION OF
ORANGE COUNTY.**

It was moved by Secretary Stark, seconded by Trustee Evans to ratify appointment of President Dinsmore as the voting delegate and to select Trustee Shkoler as alternate representative to the Selection Committee for the Independent Special Districts of Orange County.

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

Minutes, Regular Meeting of December 20, 1993, Page 5

**ADOPTION OF
SALARY
SCHEDULE FOR
COLLECTING
BARGAINING UNIT
PERSONNEL AND
EXEMPT
PERSONNEL FOR
FY1993-1994**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 93-7 by title only.

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

It was moved by Secretary Stark, seconded by Trustee Evans to adopt Resolution 93-7 A Resolution of the Board of Trustees of the Placentia Library District of Orange County Establishing the Salaries for Employees of the Placentia Library District of Orange County.

Motion was approved by roll call vote:

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

**SELECTION OF
VENDOR FOR
PAYROLL
SERVICES
FOR 1994**

It was moved by Trustee Evans, Seconded by Trustee Shkoler to transfer payroll processing services to PayChex, effective January 1, 1994, and to authorize the Library Director to sign the contract for services.

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

**AUTHORIZATION
OF INCREASE IN
STUDENT
ASSISTANT HOURS
FOR SHELVING
FROM 60 TO 80
HOURS PER WEEK**

It was moved by Secretary Stark, seconded by Trustee Evans to approve an increase of 20 hours per week for Student Assistants.

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

Minutes, Regular Meeting of December 20, 1993, Page 6

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 34 through 39: Program Report for month of November, 1993; Children's Services Report for the Month of November, 1993; Acquisitions Report for November 1993; Publicity Materials produced for the Month of November 1993; Placentia Library Literacy Services Report for the Month of November, 1993; Families for Literacy Project Report for the Month of November, 1993.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees was adjourned at 8:45 P.M.

Saundra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 17, 1994

DATE	AMOUNT
Jan. 5, 1994	\$4,239.75
TOTAL	<u>\$4,239.75</u>

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Dec 21, 1993		2800	00		446.86		
N03645 CareAmerica 20500 Nordhoff Street Chatsworth, CA 91311-6104	Jan, 1994		0300	00		2,948.57		
N03648 Cascade Drinking Water 1080 S. Cypress, Unit D La Habra, CA 90631	01/03/94		1800	00		24.95		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	12/30/93 400263801		1800	00 09		4.13 <u>1.22</u> 5.35		
N03659 Southern California Water Co. 130 N. Bradford Avenue Placentia, CA 92670	12/29/93		2800	00		140.11		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	N03752 12/17/93 528-1906 12/19/93 996-2865 12/19/93 528-8236		0700	00		131.67 28.65 <u>31.32</u> 191.64		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	12/22/93					482.27		
PLEASE PAY IMMEDIATELY!								

The claims listed above (totaling \$ 4,239.75) 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

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 17, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3098	<u>\$1,414.89</u>
Subtotal for Immediately		\$1,414.89
Regular	3099	4,967.33
	3100	<u>3,783.81</u>
Subtotal for Regular		\$8,751.14
Payroll	3101	\$20,025.00
	3102	<u>20,025.00</u>
Subtotal for Payroll		\$40,050.00
	Total	<u>\$50,216.03</u>

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 17, 1994

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3098	<u>\$1,414.89</u>
Subtotal for Immediately		\$1,414.89
Regular	3097	\$940.00
	3099	4,967.33
	3100	<u>3,783.81</u>
Subtotal for Regular		\$9,691.14
Payroll	3101	\$20,025.00
	3102	<u>20,025.00</u>
Subtotal for Payroll		\$40,050.00
	Total	<u>\$51,156.03</u>

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
California Library Association 717 "K" Street, STE 300 Sacramento, CA 95814	Jan-Dec 1994 Association		1600	00		300.00		
	Dinsmore					35.00		
	Stark					35.00		
	Evans					35.00		
	Shkoler					35.00		
	West					35.00		
	Minter					125.00		
	Ammar					105.00		
	Schneider					65.00		
	McClain					85.00		
Shook					85.00			
						940.00		

Not Paid

The claims listed above (totaling \$ 940.00) 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 January 17, 1994
REPORT NO 3098

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	Jan 13, 1994 0400263931		1800	00		7.76		
	Jan 10, 1994 0400263877		1800	09		14.01		
	Jan 12, 1994 0400263910		1800	09		<u>136.72</u> 158.49		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Jan 4, 1994 524-8408		0700	00		23.43		
N03649 Staples Dept. 91 - 2504992996 P.O. Box 182378 Columbus, OH 43218-2378	December		1800	00		87.14		
CNA CNA Plaza Chicago, IL 60685	December 1993		0300	00		195.83		
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92670	January 7, 1994		1400	00		950.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,414.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Jan. 11, 1994		1800	00		1,985.00		
N03653 Bear State 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Jan 4, 1994 35186		1400	00		117.42		
N03660 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	December		1900	00		32.71		
N03657 Standard & Poor's Corporation P.O. Box 75045 Chicago, IL 60675-5045	6012403		2400	01		1,680.89		
? <i>Chapman</i> N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	Jan. 17, 1994 petty cash		0900	09		65.56		
			1800	00		132.61		
			1800	08		35.50		
			1800	09		14.38		
			1803	00		150.74		
			1803	08		<u>29.00</u>		
N03644 Charlene Dumitru c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	December, 1993		2700	00		427.79		
N03831 Bancroft-Whitney P.O. Box 7005 San Francisco, CA 94120-7005	Dec 31, 1993 253001		2400	00		134.15		
	Dec 31, 1993 295001					<u>575.87</u>		
						710.02		

The claims listed above (totaling \$ 4,967.33) 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 Jan. 17, 1994
REPORT NO 3100

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	Dec. 10, 1993 A16171		0700	05		423.82		
N03936 Mino/Dataplex P.O. Box 14975 Jackson, MS 39271-4975	Nov 30, 1993 3600755		1300	00		181.16		
N06670 Anderson, Lynn, Bezich, Munson & Cronick 1661 E. Chapman Avenue Fullerton, CA 92631-4097	Dec 31, 1993		1900	00		250.00		
N06671 MD Industrial P.O. Box 66012 Anaheim, CA 92816-0612	Jan 3, 1994					162.00		
D & S Systems 611-H South Palm St. La Habra, CA 90631	Dec 27, 1993		1300	00		678.00		
Facts on File, Inc 450 Park Ave. South New York, NY 10016-7382	Dec 31, 1993		2400	04		558.50		
Dun & Bradstreet Pension Svc P.O. Box 34080 Los Angeles, CA 90034	Dec 31, 1993		1900	00		75.00		
Manwill Plumbing 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	Inv. #18046		1400	00		111.33		
American Library Assoc. Membership Services 50 E. Huron St. Chicago, IL 60611	Organizational Dues		1600	00		820.00		
	Dinsmore					74.00		
	Minter					200.00		
	Ammar					145.00		
	Schneider					105.00		
						1,344.00		

The claims listed above (totaling \$ 3783.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Jan. 17, 1994 Pay #04 Feb 4, 1994- Feb 17, 1994		0100-	00		18,600.00		
	FICA		0200-	00		<u>1,425.00</u>		
				TOTAL			20,025.00	
PLEASE WIRE ON THURSDAY, FEBRUARY 17, 1994!								

The claims listed above (totaling \$ 20,025.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Jan 17, 1994
REPORT NO 3102

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

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

APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Jan. 17, 1994 Pay #05		0100-	00		18,600.00		
	Feb 18, 1994- Mar 3, 1994							
	FICA		0200-	00		<u>1,425.00</u>		
			TOTAL			20,025.00		

PLEASE WIRE ON THURSDAY, MARCH 3, 1994!

The claims listed above (totaling \$ 20,025.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____



PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 January 17, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 DEC 1993	FY1992-93 DEC 1992	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	340,711.15	408,504.74	235,710.11	363,115.32	49.85%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	340,711.15	408,504.74	235,710.11	363,115.32	48.15%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	0.00	53,045.46	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	67,166.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	16,037.36	17,820.05	0.00	0.00	23.88%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	5,333.70	23,669.72	0.00	4,065.97	22.37%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	13,712.20	17,302.91	5,178.26	6,765.61	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	5,178.26	6,765.61	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	2,098.93	2,715.15	2,098.93	2,715.15	15.28%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	24,408.76	17,558.20	14,012.11	0.00	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	35,908.76	17,558.20	14,012.11	0.00	42.25%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	16,075.68	9,230.80	7,148.95	0.00	45.93%
787-001	Outlawed warrant - 6 months	0.00	(8,377.24)	8.00	0.00	0.00	
787-003		0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	7,698.44	9,238.80	7,148.95	0.00	22.00%
	5071 FUND TOTAL	1,063,371.00	427,302.83	656,350.81	264,148.36	376,662.05	40.18%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 17, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 DEC 1993	FY1992-93 DEC 1992	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	307,086.10	198,086.10	35,000.00	112,383.88	55.60%
020-000	Retirement	90,844.00	22,447.00	14,570.00	2,680.00	8,603.37	24.71%
	Health Insurance/Care America	28,856.00	14,038.41	11,044.62	(708.83)	3,204.78	48.65%
	Long Term Disability		306.96	306.96	(114.22)	283.29	62.56%
	Vision Service Plan	1,660.00	1,038.49	1,038.49	253.40	357.44	74.61%
	Dental	3,869.00	2,886.67	2,432.55	482.27	908.24	53.14%
	Total Employee Insurance	34,385.00	18,270.53	14,822.62	(87.38)	4,753.75	
030-000	Unemployment Insurance	24,000.00	2,449.31	2,449.31	0.00	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	945.32	945.32	195.83	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	351,198.26	230,873.35	37,788.45	125,741.00	49.51%
070-000	Communications	3,500.00	1,905.47	1,674.76	310.54	268.71	54.44%
070-005	Communications - Computer	5,700.00	2,826.41	2,402.59	266.64	597.42	35.52%
070-008	Communications - Literacy	950.00	337.45	273.78	29.45	86.48	53.08%
	Total Communications	9,550.00	5,069.33	4,351.13	606.63	952.61	
080-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	26.20	32.26	0.00	0.00	26.20%
	Total Food	100.00	26.20	32.26	0.00	0.00	
100-000	Household Expense	4,500.00	1,790.49	1,790.49	0.00	905.91	39.79%
110-000	Insurance	16,000.00	1,796.25	1,796.25	0.00	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	4,379.47	4,250.32	0.00	114.00	58.39%
	HVAC	15,000.00	526.68	409.26	0.00	0.00	3.51%
	Carpet Cleaning	3,500.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	7,457.13	5,413.47	0.00	4,419.40	32.42%
	Plumbing	750.00	0.00	0.00	0.00	80.40	0.00%
	Electrical	1,500.00	519.86	519.86	0.00	170.25	34.66%
	Cleaning Service	11,700.00	5,033.04	3,941.52	0.00	2,183.04	43.02%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	311.00	311.00	0.00	0.00	62.20%
	Total Maintenance of Building & Grounds	56,250.00	13,847.71	10,595.11	0.00	6,853.09	24.62%
140-000	Memberships	3,500.00	795.00	795.00	0.00	803.00	22.71%
160-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 DEC 1993	FY1992-93 DEC 1992	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,216.69	1,216.69	0.00	135.73	16.22%
	Printing	13,000.00	4,799.93	4,784.28	198.95	112.92	36.92% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	0.00%
	Publications	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Paper	1,200.00	491.13	491.13	0.00	133.49	40.93%
	Drinking Water Service	325.00	149.70	124.75	24.95	24.95	46.06%
	Other Office Supplies	6,000.00	2,126.33	2,034.57	(125.63)	159.98	35.44%
	Total Office Supply Expense	29,025.00	8,783.78	8,651.42	98.27	567.07	30.26%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,621.56	2,621.56	128.65	123.37	93.63% ERR
	Publications	0.00	0.00	0.00	0.00	0.00	0.00%
	Paper	50.00	12.31	12.31	0.00	0.00	24.62%
	Other Office Supplies	1,800.00	140.93	140.93	0.00	0.00	7.83%
	Total Literacy Office supply expense	4,650.00	2,774.80	2,774.80	128.65	123.37	59.67%
180-009	Family Literacy Supply Expense	4,900.00	(137.86)	(181.01)	0.00	234.66	-2.87%
	Total Office Expense	38,475.00	11,420.72	11,245.21	226.92	925.10	29.68%
183-000	Postage Expense	2,000.00	(334.64)	(334.64)	(103.24)	4.85	-16.73%
183-008	Postage Expense - Literacy	700.00	392.69	392.69	0.00	145.00	56.10%
183-009	Postage Expense - Family Literacy	0.00	0.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	58.05	87.05	(103.24)	149.85	2.15%
	Care Resources (Employee Assistance)	650.00	210.00	175.00	140.00	101.50	32.31%
	Pension Contribution & Operating Expenses	5,000.00	3,409.20	3,409.20	0.00	1,340.00	68.18%
	Anaheim Library	40,000.00	80.00	80.00	0.00	0.00	0.20%
	Clipping Service	375.00	161.55	130.84	0.00	30.71	43.08%
	Tax Collection Services & Fees by Orange County	250.00	226.13	202.47	39.14	64.92	90.45%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	376.00	376.00	0.00	81.00	71.62%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	2,950.00	2,950.00	0.00	0.00	100.00%
	Payroll Preparation	3,625.00	3,030.99	3,030.99	0.00	0.00	83.61% ERR
	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	3,000.00	0.00	0.00	0.00	0.00	0.00%
	Other	3,000.00	1,838.03	1,838.03	9.72	0.00	61.27%
	Total Specialized Services	58,275.00	12,281.90	12,192.53	188.86	2,218.43	21.08%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	0.00	0.00	0.00	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	0.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	765.94	744.10	589.28	0.00	7.66%
	Total Specialized Services	70,675.00	13,047.84	12,936.63	778.14	2,218.43	18.46%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 DEC 1993	FY1992-93 DEC 1992	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	70.88	0.00	0.00	0.00	10.13%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
240-001	Special Department Expense - Books	17,516.00	11,386.72	7,803.10	0.00	4,310.44	65.01%
240-002	Special Department Expense - Video	500.00	0.00	0.00	0.00	0.00	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	6,702.55	4,557.51	0.00	0.00	83.78%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	1,157.90	0.00	0.00	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	1,500.00	0.00	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	34,229.00	19,269.28	13,518.51	0.00	384.78	0.00%
	Total Special Department Expense					4,695.22	56.30%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	1,716.24	1,694.24	269.00	446.47	57.21%
270-008	Transportation/Travel - Meetings - Literacy	850.00	836.14	829.89	0.00	0.00	98.37%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	18.00	10.00	0.00	0.00	2.40%
	Total Transportation/Travel - Meetings	4,600.00	2,570.38	2,534.13	269.00	446.47	55.88%
280-000	Electricity	63,000.00	21,904.86	17,197.29	0.00	12,695.42	34.77%
	Gas	3,850.00	283.07	22.10	0.00	0.00	7.35%
	Water	1,925.00	941.04	778.08	148.27	131.14	48.89%
	Total Utilities	68,775.00	23,128.97	17,997.47	148.27	12,826.56	33.63%
	TOTAL SUPPLIES & SERVICES	353,454.00	97,270.57	81,929.56	1,925.72	30,889.94	27.52%
370-000	Taxes, Assessments (Sales Tax)	625.00	24.32	24.32	0.00	0.00	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	0.00	0.00	0.00	0.00	0.00	
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,063,370.00	448,493.15	312,827.23	39,714.17	156,630.94	42.18%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,341.08	4,271.16	158.10	354.85	51.99%
	Total 009 - Family Literacy	8,250.00	(93.66)	(138.75)	0.00	619.44	-1.14%

Placentia Library District

Fund Balance Report
Fiscal Year 1993-1994
January 17, 1994

	702	703	706	707	708	TOTAL
	Mai Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	
Jun. 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66
Jan 31, 1994						0.00
Feb 28, 1994						0.00
Mar 31, 1994						0.00
Apr 30, 1994						0.00
May 31, 1994						0.00
Jun 30, 1994						0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00

Placentia Library District
Balance Sheet

December 31, 1993

Assets

General Fund	2,221.13	
Literacy Fund	7,656.90	
County Exempt	10,865.41	
Payroll Account	5,325.30	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		52,929.14

Liabilities

Manual Payroll Checks	1,218.51	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	656.41	
Total Liabilities		783.75

Capital

Fund Balance	52,145.39	
Total Capital		52,145.39
Total Liabilities and Capital		52,929.14

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

December, 1993

Prepared 1/11/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,221.13
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,221.13

correct
1/11/94

12/31/93

Page 1

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

Part 1 of 1 Parts

Income	Total	12/31/93
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	1,902.67	1,902.67
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	182.28	182.28
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	73.00	73.00
Cash Register-Computer Rental	63.50	63.50
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
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	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	2,221.45	2,221.45
 Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,221.45	2,221.45
 Expenses		
Transfers to County	15,278.62	15,278.62
Employee Insurance (030)	(540.81)	(540.81)
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	70.17	70.17
Postage (183)	62.68	62.68
Prof. & Spec. Services (190)	40.00	40.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	102.50	102.50
Equipment (400)	149.83	149.83
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	15,162.99	15,162.99
	-----	-----
Operating Income (Loss)	(12,941.54)	(12,941.54)

12/31/93

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1993

	Total	12/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(12,941.54)</u>	<u>(12,941.54)</u>

12/31/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1993

	12/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	90.38
Cash Register-Fines	12,995.05
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	838.84
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	735.68
Cash Register-Computer Rental	549.35
Typewriter Income	49.11
Telephone Income	251.56
Copy Machine Income	92.25
State Library Reimbursements	22,316.15
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	7,180.30
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	56,598.67
 Cost of Sales	

Gross Profit (Loss)	56,598.67
 Expenses	
Transfers to County	54,062.99
Employee Insurance (030)	(901.35)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	45.00
Office Expense (180)	1,472.75
Postage (183)	359.04
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	15.62
Transportation & Travel (270)	2,960.89
Equipment (400)	149.83
Taxes and Fees (370)	0.00

Total Expenses	58,347.77

Operating Income (Loss)	(1,749.10)

12/31/93

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1993

12/31/93

Other Income

Other Expenses

Net Income (Loss)

(1,749.10)
=====

12/31/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 6
General Account

Page 1

Check	Date	Payee	Amount
3700	12/01/93	Radio Shack 0-5124-01 Equipment (400)	149.83
3701	12/02/93	Plac. Chamber of Com 0-5122-01 Transportation & Travel (270)	87.50
3702	12/02/93	U.S. Postmaster 0-5116-01 Postage (183)	121.70
3703	12/03/93	ISDOC 0-5122-01 Transportation & Travel (270)	15.00
3704	12/03/93	Rotary 0-5118-01 Prof. & Spec. Services (190)	40.00
3705	12/07/93	O.C. Auditor 0-5102-01 Transfers to County	15,278.62
5	12/13/93	Jeannine Walters 0-5114-01 Office Expense (180)	78.71
3707	12/16/93	Elizabeth D. Minter 0-5114-01 Office Expense (180) 0-5116-01 Postage (183)	74.76 71.78 2.98
3708	12/28/93	Radio Shack 0-5114-01 Office Expense (180)	12.89
Checkbook 1 Total			15,859.01

12/31/93

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

Page 2

For Fiscal Year 94, Period 6 through Fiscal Year 94, Period 6

Account Name	Total
0-5102-01 Transfers to County	15,278.62
0-5114-01 Office Expense (180)	163.38
0-5116-01 Postage (183)	124.68
0-5118-01 Prof. & Spec. Services (190)	40.00
0-5122-01 Transportation & Travel (270)	102.50
0-5124-01 Equipment (400)	149.83

	15,859.01
	=====

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

December, 1993

Prepared 1/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,856.90
Checks Out	1133	200.00		
TOTALS		200.00	0.00	
CHECKBOOK BAL				7,656.90

E. Muntz
1/12/94

12/31/93

Page 1

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

Part 1 of 1 Parts

	Total	12/31/93
Income		
Gifts Income	257.00	257.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.88	6.88
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	263.88	263.88
Cost of Sales		
	-----	-----
Gross Profit (Loss)	263.88	263.88
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	227.00	227.00
Miscellaneous	270.00	270.00
Tutor Training Materials	200.00	200.00
	-----	-----
Total Expenses	697.00	697.00
	-----	-----
Operating Income (Loss)	(433.12)	(433.12)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(433.12)	(433.12)
	=====	=====

12/31/93

Page 1

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

	12/31/93
Income	
Gifts Income	457.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	43.12
Miscellaneous Income	0.00

Total Income	603.12
Cost of Sales	

Gross Profit (Loss)	603.12
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00

Total Expenses	797.00

Operating Income (Loss)	(193.88)
Other Income	
Other Expenses	

Net Income (Loss)	(193.88)
	=====

12/31/93

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 94 Period 6
Literacy Fund

Page 1

Check	Date	Payee	Amount
1131	11/27/93	Friends of the Libra 0-5210-02 Miscellaneous	270.00
1132	12/20/93	LVA Volunteers 0-5209-02 LVA Expenses	227.00
1133	12/20/93	Lietta Woods 0-5212-02 Tutor Training Materials	200.00
Checkbook 2 Total			697.00

12/31/93

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

Page 2

For Fiscal Year 94, Period 6 through Fiscal Year 94, Period 6

Account Name	Total
0-5209-02 LVA Expenses	227.00
0-5210-02 Miscellaneous	270.00
0-5212-02 Tutor Training Materials	200.00

	697.00
	=====

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

December, 1993

Prepared 1/11/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,897.66
Checks Out	840	32.25		
TOTALS		32.25	0.00	
CHECKBOOK BAL				10,865.41

*Exempt
1/11/94*

12/31/93

Page 1

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

Part 1 of 1 Parts

	Total	12/31/93
Income		
Cash Register-Copy Cards-Exempt Fun	170.75	170.75
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	407.90	407.90
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	10.15	10.15
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	828.80	828.80
Cost of Sales		
	-----	-----
Gross Profit (Loss)	828.80	828.80
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	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	90.00	90.00
Friend's-Director's Fund	204.94	204.94
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	294.94	294.94
	-----	-----
Operating Income (Loss)	533.86	533.86
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	533.86	533.86

12/31/93

Page 1

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

	12/31/93
Income	
Cash Register-Copy Cards-Exempt Fund	380.75
Microfilm/Microfich Income	0.00
Meeting Room Income	1,922.00
Test Proctoring Income	100.00
Vending Machine Income	3,154.73
Friends Contributions	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,588.32
Interest Income	57.17
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	12,161.55
 Cost of Sales	

Gross Profit (Loss)	12,161.55
 Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,610.36
Vending Machine Repairs	59.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	90.00
Friend's-Director's Fund	293.95
Friend's-Other Activities	89.59
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73

Total Expenses	10,021.63

Operating Income (Loss)	2,139.92
 Other Income	
 Other Expenses	

Net Income (Loss)	2,139.92

12/31/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 6
County Exempt

Page 1

Check	Date	Payee	Amount
847	12/03/93	Debbie Weller 0-5312-03 Children's-Other	90.00
848	12/07/93	Santas Forest 0-5314-03 Friend's-Director's Fund	92.73
849	12/07/93	Price Club 0-5314-03 Friend's-Director's Fund	41.99
850	12/07/93	Home Depot 0-5314-03 Friend's-Director's Fund	51.59
851	12/15/93	E. D. Minter (petty 0-5314-03 Friend's-Director's Fund	18.63
Checkbook 3 Total			294.94

12/31/93

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

Page 2

For Fiscal Year 94, Period 6 through Fiscal Year 94, Period 6

Account Name	Total
0-5312-03 Children's-Other	90.00
0-5314-03 Friend's-Director's Fund	204.94

	294.94
	=====

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

December, 1993

Prepared 1/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,325.30
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,325.30

ASMB
1/12/94

12/31/93

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

Page 1
Part 1 of 1 Parts

	Total	12/31/93
Income		
Transfers from County	37,949.00	37,949.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	37,949.00	37,949.00
Cost of Sales	-----	-----
Gross Profit (Loss)	37,949.00	37,949.00
Expenses		
Salaries	36,101.31	36,101.31
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,396.58	2,396.58
Payroll Processing Fees	245.04	245.04
Bank Fees and Service Charges	8.81	8.81
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	38,751.74	38,751.74
Operating Income (Loss)	(802.74)	(802.74)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(802.74)	(802.74)
	=====	=====

'31/93

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

	12/31/93
Income	
Transfers from County	329,816.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00
Total Income	<u>329,829.47</u>
Cost of Sales	
Gross Profit (Loss)	<u>329,829.47</u>
Expenses	
Salaries	309,526.65
Employee Benefits	0.00
Employer Payroll Taxes	22,495.32
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	102.71
Miscellaneous - Unknown	0.00
Total Expenses	<u>333,916.45</u>
Operating Income (Loss)	<u>(4,086.98)</u>
Other Income	
Other Expenses	
Net Income (Loss)	<u><u>(4,086.98)</u></u>

12/31/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 6
Payroll Account

Page 1

Check	Date	Payee	Amount
571	10/07/93	Jeannine Walters 0-5402-04 Salaries	209.28
572	10/27/93	Irene Meija 0-5402-04 Salaries	27.66
573	10/27/93	Rebecca Green 0-5402-04 Salaries	98.11
576	12/06/93	Estella Wnek 0-5402-04 Salaries	98.08
577	12/18/93	Joy DiLoreto 0-5402-04 Salaries	73.09
Checkbook 4 Total			506.22

12/31/93

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

Page 2

For Fiscal Year 94, Period 6 through Fiscal Year 94, Period 6

Account Name	Total
0-5402-04 Salaries	506.22

	506.22
	=====



TO: Elizabeth Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor

PBB

DATE: January 17, 1994

SUBJECT: **ACS: Overdue Collection Report for December**

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

The ACS Collection Agency sent notification to those 20 patrons. One patron returned lost books and paid the amount due. Two patrons have partial returns with no payment.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: January 17, 1994
 SUBJECT: **DECEMBER, 1993, VENDING MACHINE REPORT**

SUMMARY OF ACCOUNTS DECEMBER 1-31, 1993

Beginning Balance 12/01/93			\$250.46
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 526.15		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Vend Machine Loan Payback		<u>0.00</u>	
	<u>\$ 526.15</u>	<u>\$ 0.00</u>	
Ending Balance 12/31/93			<u>\$776.61</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: January 17, 1993
SUBJECT: Gift Fund Report for December, 1993

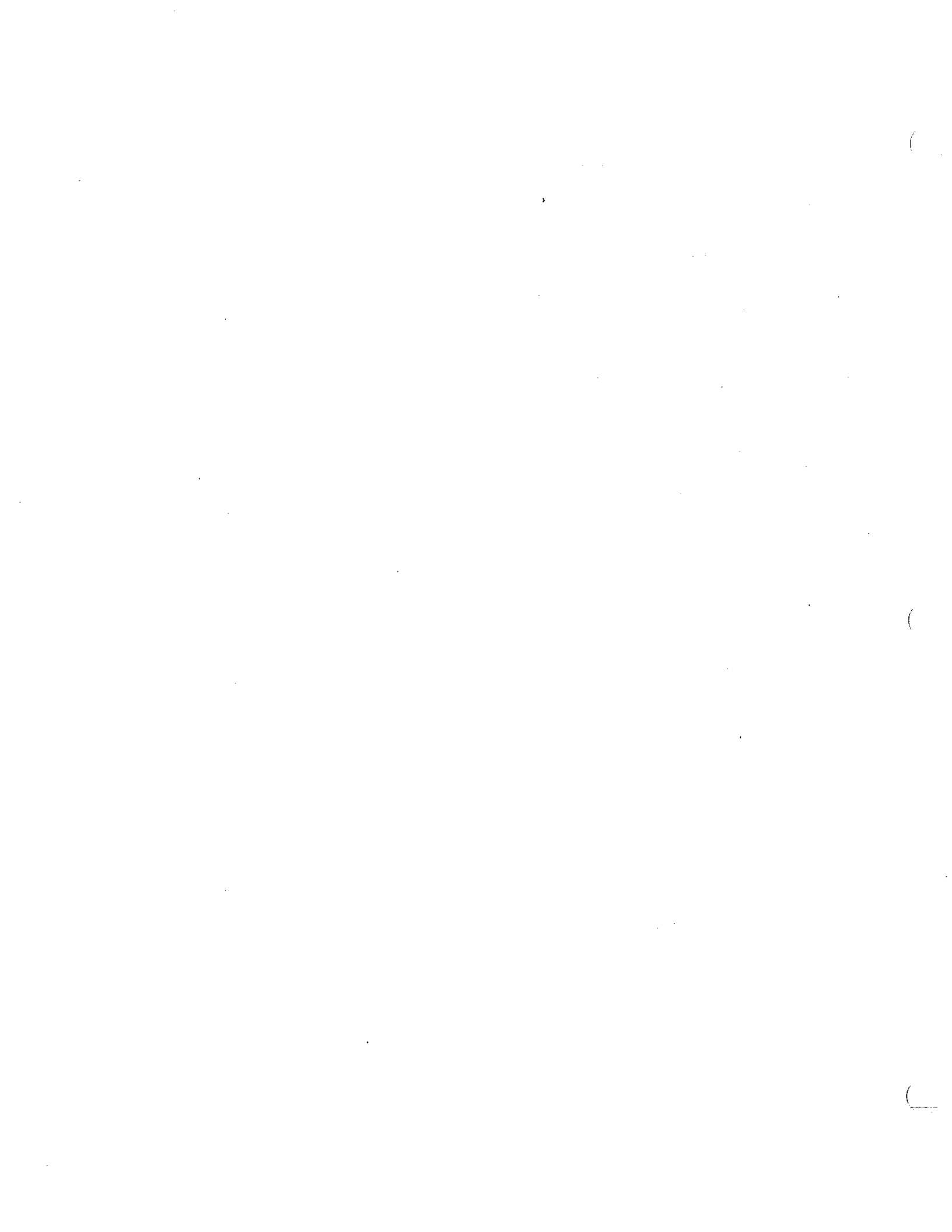
The following cash gifts to Placentia Library District were received in December, 1993.

<u>Name</u>	<u>Amount</u>
Margaret V. Dinsmore	\$ 200.00
Carmie Espinosa - for literacy	\$ 100.00
Friends of the Library Adopt-A-Book	\$ 228.00

Individual donors are as follows:

Susan Toman	\$25.00
Jacob Paperman	25.00
J. C. Wang	15.00
Patricia Jertberg	15.00
Ruth Cain	15.00
Haley Hernandez	18.00
Heather Hernandez	15.00
Renee Scott	100.00

Prepared by: Charlene Dumitru



TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant
DATE: January 17, 1994
SUBJECT: Building Maintenance Report for December, 1993

1. **Air Conditioning** - Regular maintenance service was done in December.
2. **Drain Pipes** - Request was made to the Maintenance Department of the City of Placentia to clean drain pipes of debris.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: January 17, 1994
SUBJECT: Personnel Report for December, 1994

RESIGNATIONS:

None

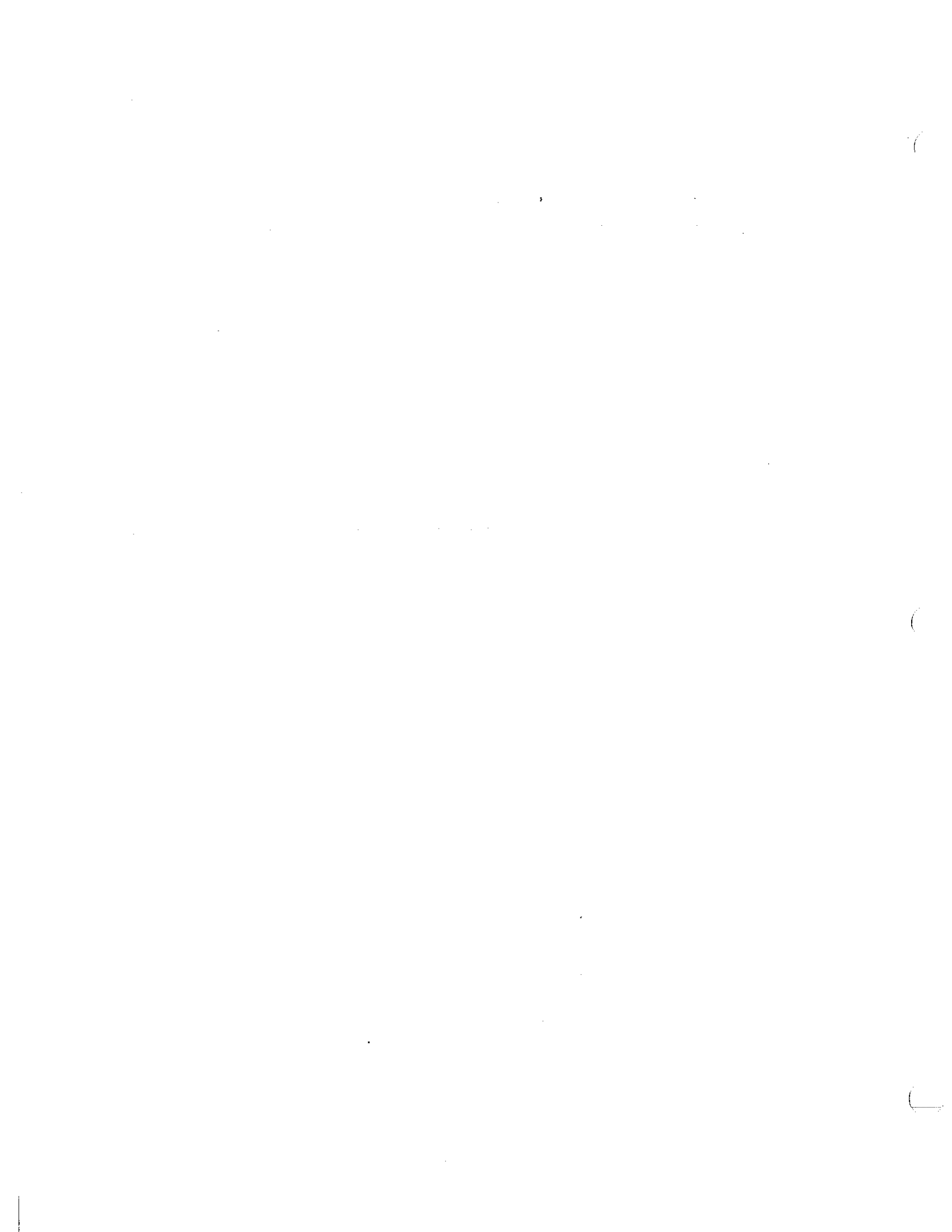
APPOINTMENTS:

Vincent Nguyen, Part-time Page, Circulation, effective January 2, 1994
Dianna Villanueva, Part-time Page, Circulation, effective January 2, 1994

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
FROM: Mary Byrne, Volunteer Coordinator
DATE: January 17, 1994
SUBJECT: Volunteer Report for the month of December *MEB*

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	DECEMBER	TOTAL
Brown, Jill	5.00	22.00
Cummings, Dottie	15.50	54.50
Deputy, Paul	47.50	4,557.50
Devlin, Tom	3.00	16.25
Epperson, Betty	5.00	5.00
Fitzgerald, Joan	24.00	73.00
Goldbaum, Mae	7.00	387.75
Grandparents & Books	4.00	138.75
Gundelfinger, Jason	16.75	35.75
Hou, Howard	11.50	11.50
Irwin, Natalie	19.00	21.50
Lew, David	9.50	9.50
Lord, Audrey	14.25	14.25
Reesman, Colleen	13.75	43.75
ROP Students	36.00	2,672.50
Schlichter, Allan	8.00	14.00
Smith, Cyrise	2.50	19.25
S.T.E.P	80.00	400.00
Siribaddana, Swarna	9.75	9.75
Trainor, Joe	6.75	43.50
Vaugman, Joseph	3.25	3.25
Westberg, Carl	17.50	35.75
TEMPORARY VOLUNTEERS		
Avila, Sylvia	3.00	
Hernandez, Ashley	18.25	
Newhouse, Nicole	5.00	

LVA VOLUNTEERS

Literacy Volunteers	361.00
<hr/>	
TOTAL	746.75

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

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

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

Placentia Library District
Circulation Report
December, 1993

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 DEC 93	FY92-93 DEC 92
1st Time Checkouts	115,412	136,172	-15.25%	13,561	17,983
Phone Renewals	8,511	10,156	-16.20%	1,037	2,121
In-Building Renewals	12,768	11,032	15.74%	2,315	1,846
Total Renewals	21,279	21,188	0.43%	3,352	3,967
TOTAL CHECKOUTS	136,691	157,360	-13.13%	16,913	21,950
On-Time Checkins	116,770	133,099	-12.27%	15,224	19,833
Late Checkins	22,987	35,282	-34.85%	4,346	6,247
TOTAL CHECKINS	139,757	168,381	-17.00%	19,570	26,080
Holds Placed	2,399	2,234	7.39%	300	273
Holds Cancelled	393	124	216.94%	63	69
Holds Filled	1,963	1,982	-0.96%	270	205
Holds Expired	110	21		11	21
Overdue Items	8,154	2,761		1,644	2,018
Overdue Notices	3,594	1,311		734	942
Billing Notices	3,580	4,776	-25.04%	743	2,739
Patrons Registered	1,696	3,290	-48.45%	242	422
Titles Added	1,844	3		2	0
Volumes Added	12,081	9,700	24.55%	3,949	836
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	63,483	75,375	-15.78%	8,880	11,232
Juvenile Print	53,151	60,893	-12.71%	5,498	7,129
Total Print	116,634	136,268	-14.41%	14,378	18,361
Audio	8,124	7,222	12.49%	1,148	1,264
Visual	11,927	13,729	-13.13%	1,387	2,310
Equipment	5	8		0	8
Total Audio Visual	20,056	20,959	-4.31%	2,535	3,582
TOTAL CIRCULATION	136,690	157,227	-13.06%	16,913	21,943
Placentia Circulation	76,374	90,362	-15.48%	9,107	12,142
% Placentia Circulation	55.87%	57.47%		53.85%	55.33%
Anaheim/Yorba Linda Circulation	30,893	35,989	-14.16%	3,907	5,147
% Anaheim/Yorba Linda Circulation	22.60%	22.89%		23.10%	23.46%
TYPES OF BORROWERS					
Adult	106,158	70,640		13,838	17,224
Young Adult	733	179		75	55
Juvenile	28,175	17,723		2,786	3,742
New Borrower	1,562	7,881		214	929
Non Resident	0	3		0	0
Other	61	0		0	0
TOTAL BORROWERS	136,689	96,426		16,913	21,950

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: January 17, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

1. California Special District Association presents a workshop entitled, "Practicalities of Running the District". Administrative Assistant Charlene Dumitru had never attended this workshop and would benefit from the information presented on the Brown Act, personnel administration, and records retention. It is being offered January 20-21 at the Disneyland with a registration fee of \$110 plus mileage, parking and lunch both days.

Estimated cost not to exceed \$150 to be paid from General Fund. Information is Attachment A.

2. The American Library Association Midwinter Meeting is being held at the Los Angeles Convention Center February 4 - 9. Approximately 800 exhibitors will participate in this event. Admission to the exhibits is free. I would like to have all the librarians and library assistants attend the exhibits at least once during the conference. Trustees are welcome to attend the exhibits as well. Costs will be mileage, parking and lunches.

Estimated cost not to exceed \$200, with the costs for Ammar, Matas, and Byrne to be paid from Literacy Grant Funds, the costs for Walters to be paid from Family Literacy Grant Funds, and the costs for the remaining staff and trustees to be paid from General Fund.

3. A one-day customer service workshop is being offered at several locations in this area by a professional staff training organization. While this training is not aimed specifically at librarians it covers topics that the public service staff address every day. This workshop will provide the staff with an opportunity to focus on the components of effective customer service procedures and behaviors. The cost per person will be \$89 plus lunch and mileage.

Estimated cost not to exceed \$1,200 with \$300 for Ammar, Matas and Byrne to be paid from Literacy Grant Funds, \$100 for Walters to be paid from Family Literacy

Grant Funds, and \$800 for Minter, Dumitru, McClain, Schneider, Shook, Burkich, Willauer and Wnek to be paid from General Fund. Information is Attachment B.

RECOMMENDATION

Approve travel expenses as follows:

Study/Grant

Book/3/2/94

1. CSDA's "Practicalities of ~~D~~unning the District"; Dumitru:

150
~~\$100.00~~

2. ALA Midwinter Meeting; Minter, Ammar, McClain, Schneider, Shook, Burkich, Matas, Byrne, Walters, Willauer, and Trustees:

\$200.00

3. Total Quality Customer Service Workshop; Minter, Ammar, McClain, Schneider, Shook, Burkich, Matas, Byrne, Willauer, Dumitru, Walters, and Wnek:

\$1,200.00

*Walt/Em
Minter
Shook
Dumitru*

*{ \$400 - Grant funds
\$800 - General funds*

CSDA TRAINING PROGRAM UPDATE

CSDA's annual offerings of the "Practicalities of Running the District: Managers and Board Members" will be held in early 1994. This very popular day and a half seminar on special district management will cover topics such as: the Brown Act, personnel, records retention, board/staff relations and more.

The dates for these seminars are:

✓ **January 20-21, 1994**

Disneyland Hotel

1150 West Cerritos Avenue

Anahelm

For hotel accommodations call: (714) 956-6400

February 24-25, 1994

Beverly Garland

1780 Tribute Road

Sacramento

For hotel accommodations call: (916) 929-7900/(800) 972-EXPO.

The cost for the day and a half workshop is \$110 for CSDA members and \$175 for non-members.

Registration materials will be in the mail soon. The seminar is valuable for both district staff and board members.

To reserve space by telephone call (916) 442-7887.

Upcoming Training Programs

On Friday, February 4, 1994 CSDA will offer a one-day workshop on customer service entitled, "They Closed the Complaint Department, Now What?". This new workshop is a nuts and bolts approach to customer service issues.

The workshop will be held at the Hyatt Regency in Sacramento. Watch your mail for registration information or call CSDA at (916) 442-7887.

CSDA will be publishing a training calendar for 1994 which will be mailed to all member districts. The calendar should arrive in mid-January. This calendar will allow you to plan your staff and board training/education program for 1994. If you don't receive one in the mail by late-January...please let us know!

HAPPY HOLIDAYS FROM THE CSDA BOARD AND STAFF!

WORKSHOP

OUTLINE

Here's a sample of the customer service skills you'll gain for **your investment of one day and \$99**

Building customer rapport and good will

- Which "people skills" make a difference for customer service and public contact pros
- How to make every customer feel important
- How to use words that trigger positive, good feelings
- What customers really want — the three ingredients for making customers happy
- How to determine if your company has "customer friendly" policies and procedures
- How to measure your customers' level of satisfaction with your service
- How to use a customer's name — and how to avoid overdoing it
- What words and actions signal a "ready to help" attitude that makes customers feel appreciated

Focusing on the moving customer

- Customers' needs are moving targets — learn how to stay responsive and competitive
- The dramatic positive effect of putting the customer first
- How to find out just who your customers are and exactly how to satisfy them
- How to accurately identify your "vital few" and "useful many" customers
- How to understand the difference between your customers' stated needs and what they really want
- How to collect the critical data that tells you the most about your customer

Handling problems and complaints

- How to spot opportunities for turning unhappy customers into lifetime customers
- Recognizing the root sources of most misunderstandings and customer conflicts
- How to explain company policy in a way that won't put customers on the defensive
- How to repair a damaged customer relationship
- The five principal reasons customers complain and how to handle each one
- How to say "no" when you have to without arousing resentment

How to communicate with customers

- What specific words and phrases make customers trust and like you
- How to avoid the words that trigger negative, unhappy reactions
- How to get the information you need from telephone callers without offending the caller
- How to avoid the nine most common listening mistakes people make on the telephone
- How to handle overly talkative customers without hurting their feelings
- How you say it is just as important as what you say — how to hear yourself as others hear you

Dealing with difficult customers

- How to handle unhappy, irrational and angry customers
- How to keep from being intimidated by overbearing customers
- What to do when you feel yourself becoming angry with a customer
- What to do when a customer questions your authority
- How to deal with the ultra-difficult "customer from hell"
- How to respond to personal verbal attacks

Projecting a professional image

- How to keep yourself energized, motivated and positive
- How to evaluate your telephone image — is it serving you?
- How to make an immediate good first impression
- How to sound polished, positive and professional on the telephone
- How to look good and sound wonderful even when you feel awful
- How to make your voice sound as friendly as a smile

How to be a customer service superstar

- How to be a catalyst for building teamwork, cooperation and support with your associate
- How to work well with the other departments in your company
- How to increase sales and profitability through good customer service
- What customer service people need most from their managers
- How to handle it when several customers want your attention at the same time
- How to wind up every customer transaction on a positive note

Program Hours: ()
9:00 a.m. – 4:00 p.m.

TO: Library Board of Trustees

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

DATE: January 17, 1994

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

BACKGROUND:

No status report has been received from BSI.

They are in the process of receiving information from both Orange County and the City of Placentia.

TO: Library Board of Trustees

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

DATE: January 17, 1994

SUBJECT: Contract with California Advocates for 1994 Legislative Session

BACKGROUND:

Last year Altadena, Buena Park and Palos Verdes Library Districts together hired California Advocates to represent them in the 1993 Legislative Session for budget-related issues.

Placentia agreed to serve as the coordinator for this project which included processing all communications, paying the bills and providing the accounting services.

For the 1994 Legislative Session the Altadena Library District is not interested in continuing with the group. Buena Park and Palos Verdes are both interested. Decisions by each Board will be made by the first week of February. If only two Districts continue with the contract the cost will be \$4,000 per District plus reimbursable expenses. If all three Districts continue the cost will be \$3,000 per District plus reimbursable expenses.

Information received thus far from both the California Special Districts Association and Mike Belote of California Advocates, indicates that the major concern this year will be the reorganization of local government and not the budget itself.

Page 2 of Attachment A reports that a lawsuit is being filed in Santa Cruz County as a result of the actions by the Board of Supervisors wherein they gave almost all of the special districts' property tax money to the county library (a dependent district). Attachment B contains more information about the Santa Cruz County Plan.

It goes without saying that if the Orange County Supervisors were given control over the distribution of all the property tax funds for all of the independent special districts in Orange County that we could expect the same type of distribution policies that we faced with the Special District Augmentation Fund.

As of last week the California Library Association's Legislative Committee was going to support the superpot concept because it has the potential to greatly benefit the county libraries throughout California, despite the fact that it would undoubtedly be the death knell for both independent special district libraries in Orange County.

Palos Verdes District Library Director Linda Elliott was scheduled to attend the CLA Legislative Committee Meeting on January 14 and I will try to talk with her on January 17 before our Board Meeting to find out what the Committee's position really is. If CLA is going to endorse the superpot concept I would recommend that the Board seriously consider its renewal of CLA membership for 1994, especially its institutional membership which is used to support the lobbying activities of CLA.

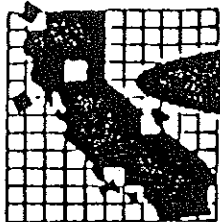
The bad news from the Governor's Office is the report of the Community and Economic Development Task Force and its recommendation to eliminate independent special districts. A copy of the letter from CSDA to the Director of Intergovernmental Affairs is Attachment C.

It appears as if the District will be receiving its consolidation study from BSI just as the Legislature is getting up steam this year. Mike Belote was very pleased to hear that both Placentia and Buena Park have initiated these studies and stated that they will undoubtedly be very helpful to him this year.

RECOMMENDATIONS:



1. Approve renewal of legislative services contract for 1994 Legislative Session with California Advocates, Inc. at a cost not to exceed \$4,000 plus reimbursable expenses; authorize the Library Director to sign the letter of agreement or contract on behalf of the District; and stipulate that all costs will be paid from and deposited to the County Exempt Account.
2. Approve renewal of California Library Association memberships for trustees, staff, and the library per claim 3097.
3. ~~Give direction for future legislative activities.~~



legislative alert

CALIFORNIA January 7, 1994

SPECIAL

DISTRICTS

ASSOCIATION

DISTRICTS UNTOUCHED IN GOVERNOR'S BUDGET

CSDA Legislative Advocate Ralph Heim has obtained early information via the Governor's Department of Finance that special districts will be left untouched by the Budget Proposal for 1994-95. The budget will be formally unveiled during a press conference this morning at 11:00am. CSDA staff will also be meeting with the Office of Planning and Research staff later in the day for another briefing on the budget. We will advise you immediately if there are other issues such as government restructuring which arise out of this meeting.

You deserve an enormous pat on the back for all of your hard-fought efforts over the last two years to fight the property tax shift.

However, there are still special district issues which will likely be raised from another perspective.

AB 2373

As you may recall, during the final week of the legislative session in 1993, Senator Leroy Greene (D-Sacramento) sought to soften the blow to the enterprise districts. He proposed to shift revenue from enterprise districts to non-enterprise districts. AB 2373 was amended to cap the non-enterprise special district property tax reduction to 25% of their AB 8 property tax revenue. Since this would result in a \$50 million gap in the school fund, AB 2373 would also shift 30% of enterprise district property tax revenue, estimated to be \$50 million, to schools.

These provisions were amended into the bill in the Senate Appropriations Committee. The following evening, which was also the last night of session, the Senate passed AB 2373 on a vote of 21 to 15. The bill was passed with little debate, and returned to the Assembly for concurrence. Since the bill had been substantially amended in the Senate, Speaker Brown referred the bill to the Assembly Local Government Committee for policy consideration. Since time would not be available for a hearing, the bill was held over until 1994.

Assemblyman Phil Isenberg (D-Sacramento), the original author of the bill, had indicated that he will not move the bill immediately, pending further examination by legislative staff and advocates, and the revelation of the Governor's Budget for fiscal year 1994-95.

Santa Cruz County

A Budget Conference Committee, Chaired by Assemblyman Isenberg, was formed to examine items to be contained in AB 1519, the technical clean-up bill to the budget. During the course of the debate, Senator Henry Mello (D-Santa Cruz) was pushing for an approach similar to that contained in AB 2373. After it became clear that he would be unsuccessful, Senator Mello argued for and had the bill amended to provide the Santa Cruz County Board of Supervisors one-time authority to reallocate property tax revenues amongst its dependent and independent special districts for the '93-'94 Fiscal Year. The County reallocated revenue from some of the independent enterprise districts to the county-dependent libraries, and the Scotts Valley Water District has filed suit against this transfer.

Senator Mello is expected to pursue a similar approach on a statewide basis in 1994. It is unclear at this point whether the contents of the Governor's Budget will affect whether or in what form Senator Mello pursues the enterprise/non-enterprise transfer.

CALIFORNIA ADVOCATES, INC.

Park Executive Bldg., 925 L Street, Suite 350, Sacramento, CA 95814 (916) 441-5050

January 11, 1994

MEMORANDUM

TO: Elizabeth Mintner, Placentia Library District
Colleen McGregor, Buena Park Library District

FROM: Mike Belote

SUBJECT: Santa Cruz County Plan

Attached is information relating to last year's "mini-superpot" concept included in Assembly Bill 1519. You will note in the material a strong bias against any receipt of property tax allocations by enterprise special districts, and in favor of allocations from a county controlled superpot to county library needs. This was reflected in the ultimate decision of the Santa Cruz County Board of Supervisors.

Senators Mello and Greene are considering extending last year's concept to all counties. Meetings have occurred, and the California Library Association seems to be supporting the concept. Independent library districts, on the other hand, may have a different perspective on a proposal which gives so much control to county boards.

Please call me at your earliest convenience so that we can discuss this further.

MB/el
Enc.



County of Santa Cruz

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

701 OCEAN STREET, SUITE 520
SANTA CRUZ, CA 95060

(408) 454-2100

TDD(408) 454-2924

FAX(408) 454-3420

December 14, 1993

Ms. Hellan Roth Dowden
Director of the Office of the Majority Whip
Senator Leroy Greene's Office
State Capitol
Sacramento, California 95814

Dear Ms. Dowden:

FINANCING SPECIAL DISTRICT SERVICES FOR 1994-95

Thank you for the opportunity to comment on the matters addressed in the December 6, 1993 memo of Senators Mello and Greene to Ralph Heim, Conni Barker and Michael Dillon regarding the matter of Special Districts. This letter:

- summarizes the statewide problem created for special districts as a result of the 1993-94 State Budget and the need for reform of the decision making process for allocating property taxes among special districts;
- reviews Santa Cruz County's experience with the Special Allocation Fund authorized for Santa Cruz County by AB 1519 as a result of tireless efforts of Senator Mello; and
- recommends that any statewide approach to the reallocation of the enterprise district property taxes rely primarily on the good judgement of locally elected members of County Boards of Supervisors and not on rules written into State law.

Local Boards of Supervisors are in the best position to know and understand unique local circumstances which should be considered in the allocation of property taxes among special districts.

Ms. Hellan Roth Dowden
December 14, 1993
Page 2

STATEWIDE PROBLEM

Last year as part of the State Budget compromise an important institution -- the Special District Augmentation Fund (SDAF) -- was abolished in order to raise an estimated \$244 million dollars for the State General Fund. The SDAF provided both a measure of local control in the funding of special districts and critical funding for priority special districts services since the State's implementation of Proposition 13. The elimination of the SDAF had unforeseen and devastating consequences for County Libraries across the State.

The problems created for County Libraries by the elimination of the SDAF were subsequently aggravated by the Governor's veto of SB 566 which would have provided County Libraries with an alternative source of funds through benefit assessments. In his veto message the Governor indicated that he:

- had sympathy for the plight of the Libraries; but
- did not believe the special assessment was appropriate for a function which provided important -- but general -- benefits to the community.

STATEWIDE SOLUTION

The continuing fiscal plight of California's Libraries and the Governor's concern that Libraries not be supported with fees or benefit assessments could be reconciled at no new State General Fund cost by reforming the tax allocation process and authorizing a Special Allocation Fund similar to the fund created for Santa Cruz County in AB 1519 as a result of Senator Mello's efforts. The authorization of such a fund in each County would:

- restore some measure of local flexibility and control over special district financing;
- provide potential funding for County Libraries which are teetering on the brink of financial disaster; and
- satisfy the Governor's concern that matters of general benefit not be financed with fees or assessments.

Ms. Hellan Roth Dowden
December 14, 1993
Page 3

Based on Santa Cruz County's 1993-94 experience with the distribution of property taxes previously allocated to enterprise special districts local Boards of Supervisors are capable of making informed decisions and distributing the tax dollars in such a manner as to:

- take into account unique local circumstances of enterprise districts;
- have little effect on water, sewer and port district services; and
- provide county wide equity in the financing of enterprise district services.

At this time the enterprise districts claim to a portion of the allocated taxes is purely historical and based on circumstances which existed fifteen years ago. Given the circumstances which exist in California today, allocating property taxes to enterprise special districts is a very inefficient use of the scarce property tax dollars available for important local government services.

In vetoing SB 566 the Governor stated that fees should not be used to finance services of general benefit. It follows that Property Tax dollars should not be used to provide the special benefit of subsidized water and sewer service charges for a limited number of enterprise special districts.

SANTA CRUZ COUNTY'S EXPERIENCE WITH ENTERPRISE DISTRICTS

In Santa Cruz County, the elimination of the Special District Augmentation Fund had a particularly severe effect on the County Library System, and as a result of the tireless efforts of Senator Mello, Assembly Bill 1519 authorized for 1993-94 only a "Special Allocation Fund" consisting of the allocated Property Tax Revenue of enterprise special districts. Pursuant to AB 1519 the Santa Cruz County Board of Supervisors was authorized to distribute the allocated taxes placed in the Special Allocation Fund to either the County Library Fund or the Enterprise Special Districts.

Immediately following the passage of AB 1519 the County Administrative Office began meeting with the Executive Director or Manager of each of the affected enterprise districts to determine the consequences of a loss of property tax support by

Ms. Hellan Roth Dowden
December 14, 1993
Page 4

their district. In late September 1993 the County Administrative Officer issued the attached report which recommended that the \$1,054,010 available in the Special Allocation Fund be distributed as follows:

1. \$125,936 to four of the ten Santa Cruz County enterprise districts based on the non enterprise activities of the districts and certain special problems which existed in the Lompico Water District as a result of a Compliance Order from the State Department of Health due to lack of supply and the Davenport Sanitation District as a result of a Cease and Desist Order issued by the California Regional Water Quality Control Board; and
2. \$928,074 to the County Library Fund.

The County's conclusion regarding the distribution of the Special Allocation Fund was that the public interest was best served by:

- ending the special benefit of a tax subsidy to some enterprise districts; and
- funding a service of general benefit, the County Library, with property taxes.

The County Administrative Office recommendations, which were adopted by the Board of Supervisors, were based on considerations of equity and the appropriate use of tax funds.

Equity and Appropriate Use of Tax Funds

With respect to the matter of equity, the County did not distribute funds from the Special Allocation Fund to any of the enterprise districts based on the assertion that the loss of property tax funds would result in an increase in water or sewer rates. Most of the residents of Santa Cruz County paid the full cost of water and sewer services and it was reasonable to have the customers of the few districts which received property taxes begin paying for the actual cost of services. Continuing a subsidy of sewer and water services for a few business and residential customers while the entire County suffered a massive reduction in library services simply did not make sense.

Ms. Hellan Roth Dowden
December 14, 1993
Page 5

After considering the County Administrative Officer's report the Board decided that all business and residences should pay for the cost of sewer and water services and allocated property taxes should be used to finance services which are not traditional fee or service charge based.

Debt Service Costs of Enterprise Districts

With respect to the matter of debt service, the County Administrative Office did not recommend an exemption for revenue bond obligations. Revenue bonds are secured by all the revenues of the district not just the allocated property taxes and are issued by enterprise districts which do receive allocated taxes. Debt service is simply one of the costs of doing business and is appropriately included in the costs of enterprise special districts which are supported by user fees.

With respect to the matter of the credit rating of enterprise special districts, it would seem unlikely the presence of "Allocated Taxes" would have a significant effect on a districts perceived credit worthiness. In this regard, the last two State Budgets have effectively demonstrated that the property tax in California is under the control of the State and the State may change the distribution of property tax revenues radically from year to year. As a result it would seem unlikely that the rating agencies would assign much importance to "Allocated Taxes" in rating the bonds of enterprise special districts.

CONCLUSION

In conclusion, there is a continuing financial crisis facing the County Libraries which service California and a legislative solution to this problem is needed. If statewide legislation is introduced based on an approach similar to that used in Santa Cruz in 1993-94 we would recommend that the Legislature not write into State law a complex set of rules which must be followed by each County.

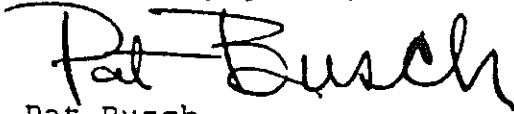
California needs to decentralize some of the financial decision making and place greater reliance on the good judgement of local Boards of Supervisors. The experience in Santa Cruz County demonstrates that this can work and work effectively.

Thank you again for providing Santa Cruz County with an opportunity to comment on this most important matter. If you

Ms. Hellan Roth Dowden
December 14, 1993
Page 6

have any questions on the material in this letter, please
contact me 408 454 3521.

Very truly yours,



Pat Busch
Assistant County Administrative Officer

Attachment

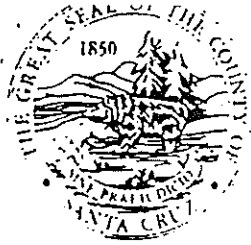
cc: Each Member of the Board of Supervisors
Senator Henry Mello
County Administrative Officer
Director of Libraries



Report on the Distribution of the Santa Cruz County Special Allocation Fund

October 1993

County Administrative Office



SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

701 OCEAN STREET, SUITE 520
SANTA CRUZ, CA 95060

(408) 454-2100

TDD(408) 454-2924

FAX(408) 454-3420

September 30, 1993

AGENDA: October 5, 1993

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

SPECIAL ALLOCATION FUND

Dear Members of the Board:

As a result of the efforts of Senator Henry J. Mello the California Legislature has provided your Board with a unique privilege -- local control over a small but important part of the property tax revenue raised in Santa Cruz County through the 1% tax levy established by Proposition 13.

Assembly Bill 1519 provides for a Special Allocation Fund controlled by the Board of Supervisors and consisting of local property tax revenue previously allocated to enterprise special districts by the operation of State law. The Board may distribute the fund to either the enterprise districts or the County Library Fund.

The topic of the attached report is the distribution of the Special Allocation Fund. Distribution of the fund involves the complex matter of California's property tax, Proposition 13 allocated taxes and local government finance as it is practiced in California today. Along with recommendations for the distribution of the Special Allocation Fund, the attached report attempts to provide the reader with important background information on these complex but important topics.

**BOARD OF SUPERVISORS
SPECIAL ALLOCATION FUND**

AGENDA: October 5, 1993

Page 2

The privilege of local control of a portion of the allocated taxes within the County carries with it the obligation of confronting an issue the California Legislature has been unable to effectively resolve over the last fifteen years. That issue is the continuing subsidization of a few enterprise special districts with allocated taxes.

In preparing this report on the Special Allocation Fund we have attempted to develop information and recommendations on the subject which allow your Board to exercise the local control provided to you in a reasoned and effective manner. To achieve this end, over the course of the past few weeks we have met with the Directors of each property tax enterprise district to discuss the Special Allocation Fund, the dependence of their district on the property tax and any special problems or circumstances within their district which warranted a distribution from the fund.

Conclusion

Certain districts provided convincing reasons for retaining all or part of the allocated taxes and we have included a distribution to those districts from the Special Allocation Fund in our recommendations totaling \$125,936. With respect to the rest of the fund, \$928,074, it is our conclusion that the public is best served by ending a tax subsidy to enterprise districts and funding the library system property tax loss with the Special Allocation Fund and we have recommended that it be used for that purpose. This recommendation is based on considerations of equity and the appropriate use of the tax funds.

With respect to the matter of equity, we have not recommended a distribution from the Special Allocation Fund based on the assertion the loss of property tax funds will result in a increase in water or sewer rates. Most of the residents of the County pay the full cost of water and sewer services and it is not unreasonable to expect the customers of the few districts which receive property taxes to begin paying for the real cost of their services.

As a matter of policy, we believe that all of us should pay for the cost of sewer and water services and the property tax revenues should be reserved to finance services which are not traditional fee or service charge based. After having studied this issue we cannot understand why enterprise districts were provided a share of taxes when the State implemented Proposition 13.

Allocating taxes to finance enterprise special districts is a very inefficient use of the very limited property tax dollars available for local government services in California.

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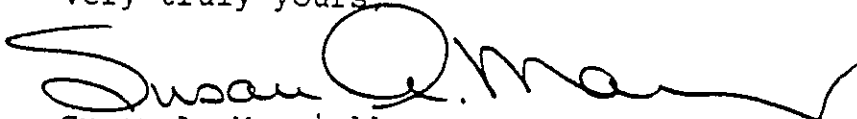
**BOARD OF SUPERVISORS
SPECIAL ALLOCATION FUND**

Recommendation

As of the writing of this letter the Governor has not yet signed Assembly Bill 1519. The Governor is expected to sign the legislation because his State Department of Finance participated in the AB 1519 Conference Committee and all of the matters the State Department of Finance objected to were removed. There is every reason to believe that the Governor will sign AB 1519, however, at this time the Governor has not acted on the legislation.

Therefore, at this time, it is RECOMMENDED that your Board consider the attached report and indicate your intention to distribute the Special Allocation Fund in accordance with the distribution recommended in the report as soon as Assembly Bill 1519 is signed by the Governor.

Very truly yours



Susan A. Mauriello
County Administrative Officer

Attachment

cc: Each Enterprise Special District
Director of Public Works
Director of Libraries

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County Administrative Officer's Report on the Distribution of the the Santa Cruz County Special Allocation Fund

Introduction

The clean up legislation for the 1993-94 State Budget -- Assembly Bill 1519 -- contains a provision which authorizes a Special Allocation Fund within Santa Cruz County which the Board of Supervisors may use to mitigate the severe budget reduction sustained by the County Library Fund as result of the 1993-94 State Budget Process and the elimination of the Special District Augmentation Fund. The Special Allocation Fund contains the property taxes previously allocated to enterprise special districts¹ within Santa Cruz County. The funds placed in the Special Allocation Fund pursuant to the new statute may be distributed to enterprise special districts or to the County Library Fund by order of the Board of Supervisors.

The purpose of this document is to provide the County Administrative Officer's report and recommendations for the distribution of the \$1,054,590 available in the Special Allocation Fund.

¹ The State Controller's Report on the Financial Transactions Concerning Special Districts divides districts into two categories:

- Non-enterprise districts provide many types of governmental services (for instance, fire protection, libraries, roads and street lighting) and pay for their activities with local property tax revenues, user charges, and property assessments.
- Enterprise districts are operated like businesses and in some instances the services provided by enterprise districts are provided through non governmental entities such as private water companies. Enterprise Districts provide services, such as waste disposal and water delivery, that can be charged to specific households or businesses. Across the State, enterprise districts receive 95 percent of their total revenues from user charges and about 4 percent from property taxes. The mix of these revenue sources varies between districts.

Report on Special Allocation Fund

October 1993

Attachment B

Page 12

In summary, this report:

- provides background on the matter of allocated taxes as the term has been used in California since the implementation of Proposition 13, the 1993-94 State Budget and the current library funding crisis;
- discusses the characteristics of enterprise special districts on a state wide basis and within Santa Cruz County and the subsidy provided the districts by the allocated taxes;
- concludes that allocating scarce property tax dollars to a few enterprise districts while the branch libraries in the traditionally tax supported library system are being threatened with closure is not an appropriate or equitable use of tax dollars; and
- recommends that the Board of Supervisors adopt a distribution plan which recognizes that: (1) the unique circumstances of some enterprise districts are such that the Board should allocate property taxes to them; (2) other districts provide services of general benefit and arguably should receive tax support; and (3) the Library County Fund has a compelling need and justification for the receipt of the remaining allocated property taxes in the Special Allocation Fund.

The recommended distribution for the Special Allocation Fund is summarized in the table below:

Recommended Distribution of Special Allocation Fund

Item	Amount
-- Exempt Districts based on unique circumstances within each District	
.. Davenport County Sanitation District	\$ 8,922
.. Lompico Water District	23,876
-- Exempt activities of General Benefit	
.. San Lorenzo Valley Water's Watershed Protection Program	60,000
.. Santa Cruz Port District's search and rescue program	33,138
-- County Library Fund	928,074
Total	\$1,054,010

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We believe that the preceding distribution plan represents an equitable use of scarce local property tax dollars which is in the best interests of the all the residents in this County. The recommended plan:

- provides for the special problems of the districts which cannot be controlled in the short term;
- acknowledges and allocates taxes for the activities of other districts which are of general benefit;
- places the financing of all other activities of the enterprise districts on an equitable basis with the financing of other providers of sewer and water services in the County; and
- allocates a sum to the Library Fund which we believe should become part of its permanent tax base in the future and remain in Santa Cruz County.

The amount recommended for the Library Fund is the major financing element in restoring the \$1,239,494 lost by the Library Fund as a result of the State Budget. The other components of the plan for Library Fund include: an increase in allocated taxes through re-computation of the tax shift to the State and implementation of the Teeter Plan; an increase in the Fund Balance Available in the Library Fund; and allocation of the remaining amount in the Special District Augmentation Fund's Emergency Fund.

With respect to the future of the enterprise district's allocated property taxes, this office believes that:

1. Enterprise districts are likely to loose all of their property tax revenues in 1994-95.

The property tax allocation system and the mechanics of local government finance in California are broken and this is becoming apparent to the State. After taking \$3.9 billion in local government property tax revenues over the last two years each branch of the State Legislature and the Governor have decided, separately, that a study of the financing and role of local government is needed. Because any rational examination of the current system will conclude that all enterprise districts should be financed with enterprise revenue and not with allocated property taxes, it is extremely doubtful that enterprise district allocated taxes will survive the current round of State studies or the next State budget balancing effort.

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2. The competition for the enterprise districts property taxes may be intense.

The State still has a multi-billion dollar deficit and will want the enterprise district property taxes for the State General Fund. In this environment it will be every difficult to secure legislation which provides for the permanent assignment of the enterprise district allocated taxes to the County Library Fund. If the funds are not allocated to the County Library Fund this year, it would be almost impossible to argue for the permanent assignment next year.

The material which follows provides background on the matter of "allocated taxes" and the origin of the current Library funding crisis.

BACKGROUND

Allocated Taxes

The matters addressed in this report involve the disposition of \$1,054,590 in what are known as Proposition 13 Allocated Taxes, which until 1993-94 were allocated to enterprise special districts in Santa Cruz County through the operation of State Law. The concept of "allocated taxes" originated with Proposition 13 which was adopted by the voters fifteen years ago. Among other things Proposition 13:

1. established a State wide tax rate of 1% of fair market value;
2. established uniform system for the assessment of real property; and
3. authorized the State to allocate the taxes among local governments.

Before Proposition 13 property taxes were not allocated, they were levied by the County, by School Districts, by cities and by special districts. Before Proposition 13 there was a relationship between the taxes paid in a geographical area and the services received because there were separate tax levies for the local governments providing services in the geographical area. During this period, some enterprise districts choose to finance a part of their operations through a tax levy. The State adopted the initial property tax allocation system in 1979. The allocation system which the State adopted locked in the Pre Proposition 13 distribution of taxes.

In 1979 the State had a multi billion dollar surplus and it did not consider whether or not the plan for allocating taxes provided an efficient use of local tax revenues. The property taxes which are now allocated to some enterprise districts by State law are a carryover

from fifteen years ago when Water Districts and Sanitation Districts could actually levy a tax rate and before the imposition of the uniform 1% property tax levy.²

The State now has a multi billion dollar deficit. As the State struggles with its funding crisis it has become clear that the State considers the revenue derived from 1% Proposition 13 tax levy to be its own revenue and that the State will allocate the proceeds of the tax as it sees fit.

The 1993-94 State Budget and the Library Funding Crisis

This year, in late June, the Governor and the Speaker of the Assembly agreed on a budget plan which among other things provided for the elimination of an important financial tool of local government -- the Special District Augmentation Fund. A few days later, without the benefit of public hearings or thoughtful deliberations, the State adopted a budget for the 1993-94 fiscal year which eliminated the Special District Augmentation Fund.

The change in the system of allocated taxes imposed by the State Budget left untouched the allocated taxes of enterprise special districts. The elimination of the Special District Augmentation Fund was financially devastating for the Library system.

Attachment 1 of this report is the Report to the Library Oversight Committee on the Effect of the 1993-94 State Budget on Libraries. Attachment 1 was prepared in July 1993 by the Director of Libraries and the County Administrative Office and details the devastating effects of the State Budget on Library Service in Santa Cruz County.

It should be noted that the Library Budget adopted by the Board of Supervisors and the Santa Cruz City Council in June 1993 provided for a reduction in the number of hours the Library system was open each week from 399 hours to 311 hours. The Board and the Council acted before the State Budget was adopted.

The July 1993 report discusses the short term and long term effects of the additional loss in funding sustained by the Library as a result of the State Budget. The July 1993 report summarizes the effects of the State Budget as follows:

² It should be noted that among all the providers of water and sewer services in the County most are financed exclusively by customer charges. Only a very few of the providers of water and sewer services have been fortunate to receive allocated property taxes. At this time an estimated 90% of the households and businesses in Santa Cruz County receive their water and sanitation services without the benefit of allocated taxes and 10% enjoy a property tax subsidy of their rates.

Summary**July 1993 Report on the Effects of the State Budget on Libraries**

In summary, the State Budget has inflicted a loss on the County Library Fund equal to 46.7% of the funds available for the Watsonville and Santa Cruz Library System agreements. The State took the Library funds without warning and has provided no lead time to transition from the existing level of service to the new lower level service so on top of the 46.7% loss in resources the Library system must also absorb the one time costs associated with the transition to a new lower level of service.

Unless the State reverses its actions or additional funds are made available, then it will be necessary to reduce the Santa Cruz City and County Library System budget in the manner summarized below.

1. Preserve the Central Library and close all of the branches;
2. Reduce the books and periodicals budget by 50%;
3. Reduce Library Administration by 50%;
4. Reduce Technical Services by 40%;
5. Reduce Reference Services by 25%; and
6. Eliminate all capital outlay costs.

The preceding reductions would leave the County with a completely inadequate and unacceptable level of Library Service and would create significant short term and long term problems for the County which are discussed below. The fact that all of the branch libraries are being closed is a reflection of the fact that \$2.6 million dollars is simply an insufficient amount to maintain a system of branch libraries.

Both the County Administrative Office and the Director of Libraries believe that the level of service described above is unacceptable, but unless the State reverses its action or additional funds are made available from another source, it is all the service the Library System can afford to operate. Children in particular would suffer from the elimination of the branches because that do not have the transportation options adults enjoy.

It should be noted that the inadequate level of service described above is possible only because we have assumed that the County's share of circulation would be significantly reduced as a result of the closure of the branches. This assumption increases the City of Santa Cruz's share of cost and makes possible the level of service summarized above.

..... continued

Short Term Problem

The short term involves the operation of the existing system of branch libraries until some permanent solution to the problem confronting County Free Libraries across this State is addressed by the Governor and the Legislature. The system of County Free Libraries which serve the citizens of this State are part of California's historic tradition. This Governor and this Legislature should not destroy this important part of California's tradition and vital community service without public discussion and debate on the issue.

Long Term Problem of Financing the Operation of New Branches

Unless the immediate crisis for California's Libraries is resolved by the Governor and the Legislature in the near future the County must then address the problem of what to do about its long term plan for Library Services which includes the construction of significant new branch libraries through Redevelopment Agreements with Capitola and Scotts Valley. These agreements are the result of a series of negotiations which have resulted in the county having contractual commitments for expanded branch libraries in Capitola and Scotts Valley. Additionally, the County Redevelopment Agency has budgeted funds for the construction of a Tier II Branch in Live Oak.

The County entered into the agreements for these libraries based on the concept that the Property Tax Distribution System established in 1979, which remained unchanged until last year, would remain in place to provide the necessary operating funds for the new Libraries. The plan which the County was implementing would have provided the people of the unincorporated area with approximately 50,000 square feet of new branch libraries by the year 2000. By breaking its commitment on the Property Tax Distribution System the State has destroyed the basis for rational governmental planning in California and has created an enormous problem for the County which must be resolved over the coming months.

The Special Allocation Fund

In September 1993, as a result of the efforts of Senator Henry J. Mello, a special amendment to the Revenue and Taxation Code was enacted as part of the State Budget clean up legislation. The Amendment reads as follows:

"Notwithstanding any other provision of this chapter, in the County of Santa Cruz, the auditor shall, for the 1993-94 fiscal year only, deposit those property tax revenues that would otherwise be allocated to enterprise special districts in a Supplemental Allocation Fund. The county board of

supervisors shall allocate moneys in the fund for the 1993-94 fiscal year only to either enterprise special districts for the County Library Fund."

This special provision provides the Board of Supervisors with the option of providing the County Library with relief for 1993-94 by allocating the property tax funds which would otherwise be allocated to enterprise special districts to the County Library Fund. With respect to 1994-95 and thereafter, Senator Mello has indicated that he will attempt to secure an exemption for the Libraries similar to that provided to the fire protection districts this year.

The Amount of Funds available in the Special Allocation Fund and the amount contributed to the fund by each of the enterprise special districts as determined by the Auditor Controller is shown in the table below:

1993-94 Special Allocation Fund - Districts and Amount

District	Amount
Autonomous Enterprise Districts	
SLV Water District	\$201,558
Scotts Valley Water District	308,605
Central Water District	33,851
Lompico Water District	23,876
Santa Cruz Port District ³	379,921
Salsipuedes Sanitation District	7,012
Board Governed Enterprise Districts	
Place De Mer - CSA # 2	13,906
Sand Dollar Beach - CSA # 5	67,664
Boulder Creek Sanitation - CSA # 7	8,695
Davenport County Sanitation District	8,922
Total Allocated Taxes	\$1,054,010

³ In 1991 the Port District signed a contract with the County and the City of Santa Cruz which provided the district would retain \$150,000 in allocated taxes for 1993-94 and pay the remainder to the City of Santa Cruz and the County in the ratio of 55 percent to the City and 45 percent to the County. Accordingly, the districts actual loss as result of the Special Allocation Fund is \$150,000 and the remainder of the loss is shared by the City and the County.

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Cost of Funding the Branch Libraries for 1993-94

The table below shows the annual County cost of branch library service at each of the branches. There are two cost components associated with the branch libraries which were noted in the July 1993 Report of the Director of Libraries and the County Administrative Officer: (1) the direct cost of the Branch Services; and (2) the system wide costs associated with the maintenance of a comprehensive system of branch libraries.

The July 1993 Report of the Director of Libraries and the County Administrative Officer indicated that "for each dollar in direct branch library costs which have been taken out of the budget an additional \$.83 in costs for administration, technical services, books, reference services, services and supplies and City Administrative Charges has also been taken out of the Library System Budget. The restoration of branch services must also follow this formula, i.e., for each additional dollar of branch service added back into the Library Budget, it will be necessary to add \$.83 in funds for system wide costs."

1993-94 Annual Cost of Branch Libraries

Item	County Share of Direct Cost	County Share of System Wide Cost	County Share of Total Cost
Santa Cruz City Branches			
Branciforte	\$117,978	\$97,922	\$215,900
Garfield Park	21,627	17,950	39,577
Unincorporated Area Branches			
San Lorenzo and Scotts Valley Branches			
Boulder Creek	78,121	64,840	142,961
Felton	48,856	40,550	89,406
Scotts Valley	75,739	62,863	138,602
Mid County Branches			
Live Oak	69,673	57,829	127,502
Aptos	154,653	128,362	283,015
La Selva Beach	18,962	15,738	34,700
South County Branches			
Freedom	30,973	25,708	56,681
Substitutes	13,101		13,101
Total System Branch Libraries	\$490,078	\$395,890	\$1,141,445
Watsonville			98,049
Total County Library Fund			\$1,239,494

The preceding assumes that cost will be shared 35% City and 65% County Library Fund.

ENTERPRISE SPECIAL DISTRICTS**State Wide**

The enterprise special districts have been previously identified by the Governor and the Legislature as entities which the State should no longer subsidize. In this regard, in 1992 the State Legislative Analyst reviewed the Governor's proposal to remove all property tax support from the enterprise districts. At that time the Legislative Analyst wrote:

State Legislative Analyst Perspective on Enterprise Districts

"According to the State Controller's Office, there are 5,195 special districts in California. The Controller divides these districts into two categories: non-enterprise districts (3,654) and enterprise districts (1,541). Non-enterprise districts provide many types of governmental services (for instances, fire protection and street lighting) and pay for their activities with local property tax revenues, user charges, and property assessments. Enterprise districts, on the other hand, are operated like businesses. They provide services -- such as waste disposal and water delivery -- that can be charged to specific households or businesses. Enterprise districts receive 95 percent of their total revenues from user charges and about 4 percent from property taxes; however, the mix of these revenue sources varies markedly between districts."

The Legislative Analyst indicated that: "The proposed shift of property tax revenue, therefore would result in a \$347 million in revenue losses to enterprise special districts and \$347 million in savings to the State General Fund. Enterprise districts could potentially offset property tax losses by increasing user fees and/or property assessments -- or by lowering costs"

"Our review indicates that the concept of redirecting property tax revenues away from enterprise districts has merit. From an economic standpoint, it is generally more efficient and equitable to finance enterprise services from user fees rather than general taxes, such as the property tax."

"Seventy percent of enterprise special districts do not receive any property taxes, or depend on these taxes for less than 10 percent of their total revenues. These districts, therefore are unlikely to be significantly affected by the proposed redirection of property taxes."

As result of the efforts of very effective lobbyists the enterprise districts have been able to retain most of their property tax revenues. During this same period of time County Libraries and Park Districts sustained reductions of equal to 30, 40 and 50 percent of their budgets and the County General Fund Property Taxes were reduced by 40 percent.

Enterprise Districts in Santa Cruz County

Over the course of the last two weeks we have met with the Director of each of the affected autonomous enterprise special districts and with the Director the County Department of Public Works on behalf of the Board Governed Districts regarding the consequences of the Special Allocation Fund for their district. We have advised each Director that:

1. The reduction the County Library Fund had sustained as part of the State Budget was equivalent to approximately 50% of its controllable costs and because of the operation of cost sharing arrangements with the cities of Santa Cruz and Watsonville, this loss was magnified across the entire Library System resulting in the closure of eight of nine of the systems branches.
2. The Board of Supervisors had reduced the County General Fund by \$13,000,000 in the last year, County positions by 15% and had negotiated significant wage and benefit concession from its employees over the last few months. As a result the preceding, the County Administrative Office could not recommend County General Fund support for the Library at this time.
3. If the Governor signs AB 1519, then State Law will direct that the Auditor-Controller place the allocated property taxes of enterprise special districts in a Special Allocation Fund and provides the Board of Supervisors with the decision on the allocation of those taxes to either an enterprise district or the County Library Fund.
4. It was our desire to understand any special problems which would arise if their district did not receive allocated taxes for 1993-94. We indicated that on a policy level we believe that enterprise activities should be financed on a fee for service basis and that the scarce property tax should be used to support activities where a fee for service was not an alternative as was the case for the County Free Libraries but we wanted to understand any special problems or unique circumstances in their District.

We also advised each of the enterprise districts during the course of our meetings the Special Allocation Fund involved only Proposition 13 allocated taxes and does not effect funds which accrue to the district as a result of a special assessments or Proposition 13 override. Finally, we explained that when the original Property Tax Allocation System was adopted by the State in 1979, the State had a multi-billion dollar surplus and the State now has a multi-billion dollar deficit. We indicated that we thought that it was extraordinary that enterprise districts had retained their allocated taxes this long.

Each of the Districts indicated that the loss of allocated taxes would ultimately increase the cost of service to their customers. While the alternative of reducing costs or using

unrestricted fund balances are available to each districts, for the purposes of the current discussion we will not dispute the statement that user charges will increase if the subsidy ends. It should be noted, however, that one district did not include allocated taxes in this year's budget.

The issue at hand involves continuing or ending a special subsidy to a few districts. Absent cost reductions or reduction in reserves, ending the subsidy will by definition result in increased user charges to customers. Among all the providers of water and sewer services in the County most are financed exclusively with customer charges. Only a very few of the providers of water and sewer services have been fortunate to receive allocated property taxes. (See footnote 2 above.)

If the subsidy is ended, then the resulting increase in customer charges will be inverse to the subsidy which the customer has enjoyed over the years. The higher the historic subsidy the greater will the service charge increase.

The material which follows discusses:

- certain non enterprise activities of two of the Santa Cruz Enterprise Districts;
- a general exemption from any reduction for two districts based on their unique circumstances and financial difficulties;
- the debt service exemption requested by some districts.

Non Enterprise Activities of Local Enterprise Districts

During our meetings the San Lorenzo Valley Water District and the Santa Cruz Port District indicated that their district was engaged in certain non-enterprise activities which they consider extraordinary and believed merited tax support. The non enterprise activities and the districts estimate of the cost of the activities are:

Extraordinary Non Enterprise Programs of Enterprise Districts

District and Activity	Amount
-- San Lorenzo Valley Water	
.. Watershed Protection Program	\$60,000
-- Santa Cruz Port District	
.. Search and Rescue Training and Activities	33,138
Total	\$93,138

Report on Special Allocation Fund

Page 23

We believe that the activities associated with the San Lorenzo Valley Water District's watershed management program and the Santa Cruz Port District's search and rescue activities go beyond enterprise activities and we are recommending that your Board allocate funds from the Special Allocation Fund to these districts for these activities.

General Exemption

There are two districts, Davenport County Sanitation District and the Lompico Water District, which are financially troubled and faced certain extraordinary problems. We believe that these two districts should be exempt from any reduction based on their size, financial circumstances and the significant problems which the districts are attempting to address.

The Davenport County Sanitation District is currently operating under a Cease and Desist Order issued by the California Regional Water Quality Control Board. The order requires that the District upgrade their facility for tertiary treatment and to develop a system which prevents discharges of effluent into the Pacific Ocean during wet weather.

The Lompico Water District is currently the only Water District in the County operating under a Compliance Order issued by the State Department of Health due to lack of supply. The district also as a connection moratorium and a history of financial difficulties. We have also discussed these matters with the members of the Board of Supervisors representing these areas who urged consideration of these extraordinary activities and the issues warranting a general exemption.

Debt Service Exemption

Other districts requested exemptions based on the debt service associated with revenue bonds issued by the district. We are not recommending an exemption for revenue bond obligations. Revenue bonds are secured by all the revenues of the district not just the allocated property taxes and are issued and paid for by enterprise districts which do not receive allocated taxes. Debt service is one of the legitimate costs of doing business and is appropriately included in the costs supported by user fees.

Property Tax Revenues from General Obligation Bonds and revenues from assessments for the Assessment Bonds will remain with the Districts and are not subject to distribution through the Special Allocation Fund.

EFFECT OF THE SUBSIDY

The material which follows illustrates the uneven effect of the subsidy provided to Board Governed and Autonomous Enterprise Districts.

Board Governed Districts

The table below shows the average assessed value for Board Governed Districts and summarizes the Department of Public Work's estimates of the effect of eliminating allocated taxes for each of the Board Governed Enterprise Districts. The table indicates that districts which serve the most affluent neighborhoods, as measured by average assessed value, currently enjoy the highest subsidy and the inequity provided by allocating taxes based on the circumstances which existed fifteen years ago when districts levied separate tax rates.

**Average Assessed Value, Current and Projected Rates
 for Board Governed Enterprise Districts**

District	1993-94 Annual Rate With Allocated Taxes	1994-95 Annual Rate Without Allocated Taxes	Average Assessed Value
Place De Mer - CSA # 2			\$208,061
-- Apartment/Park Houses	\$ 173	\$ 328	
-- Townhome	234	443	
-- Hill Zone	28	56	
Sand Dollar Beach - CSA # 5	106	481	246,999
Boulder Creek Sanitation - CSA # 7	725	760	151,077
Davenport County Sanitation District			75,405
-- Water	264	300	
-- Sewer	532	584	

While Place De Mer and Sand Dollar Beach will have significant increases in their service charges for 1994-95, if allocated taxes are removed from their funding mix the resulting rate will still be below that now paid by the residents of Davenport and the Boulder Creek Sanitation District.

The Department of Public Works has indicated that it will not be necessary to increase the current service charge for any of the Board Governed Districts for 1993-94 as a result of the loss of allocated taxes.

Autonomous Water Districts

The table below shows the average assessed value for each of the property tax Water Districts and the per capita subsidy provided to each. Again, the distribution is very uneven.

**Per Capita Distribution of Allocated Taxes
Among Autonomous Water Districts**

District	Allocated Taxes	Population ⁴	Per Capita Subsidy	Average Assessed Value
SLV Water District	\$201,558	20,143	\$10.01	\$131,464
Scotts Valley Water District	308,605	6,805	45.35	190,722
Central Water District	33,851	2,500	13.54	213,838
Lompico Water District	23,876	1,540	15.50	89,150

Other purveyors of water in the County did not levy a tax rate fifteen years ago and as a result do not receive allocated taxes.

⁴ Population for each water district was provided by Environmental Health.

Report on Special Allocation Fund

FINANCIAL CHARACTERISTICS OF THE ENTERPRISE DISTRICTS

Over the course of the past few weeks this office has reviewed the budgets or the financial reports submitted to the Auditor-Controller's Office for each of the property tax enterprise districts in the County.

The table below shows the percent which allocated property taxes are of the districts' total revenues. With exception of Sand Dollar Beach (CSA No. 5), the financial characteristics of the local enterprise districts are generally consistent with the Legislative Analyst's characterization that most enterprise districts are not substantially dependent on property taxes.

Financial Characteristics of the Enterprise Districts

District	Total Revenues ⁵	SAF Contribution	SAF as a % of Total Revenues
Autonomous Enterprise Districts			
SLV Water District	\$2,116,893	\$201,558	10%
Scotts Valley Water District	1,828,635	308,605	17%
Central Water District	341,039	33,851	10%
Lompico Water District	241,539	23,876	10%
Santa Cruz Port District	3,192,421	379,921	12%
Salsipuedes Sanitation District	191,671	7,012	4%
Board Governed Enterprise Districts			
Place De Mer - CSA # 2	66,795	14,303	21%
Sand Dollar Beach - CSA # 5	111,954	67,847	61%
Boulder Creek Sanitation - CSA # 7	244,855	8,675	4%
Davenport County Sanitation District	199,407	8,922	4%

The data for the autonomous districts was taken from the audited financial statements which are attached to this report as attachments 2 through 8. Our review of the financial statements of the districts indicates that with the exception of the Davenport Sanitation District and the Lompico Water district all of the districts are well reserved and in good financial condition.

⁵ Excludes revenues from General Obligation Bonds or Special Assessments.

CONCLUSION AND RECOMMENDATIONS

As a result of the efforts of Senator Mello the California Legislature has provided the Santa Cruz County Board of Supervisors with a unique privilege of exercising local control over a small but important part of the property tax revenue raised in Santa Cruz County through the 1% tax levy established by Proposition 13. The Special Allocation Fund was established to provide the Board of Supervisors with local control over a fund consisting of local property tax revenue which may be used to mitigate the grave losses the local libraries would endure as a result of the combined effects of:

- the State tax shift; and
- the cost sharing relationship associated with the joint powers authority which operates the Library.

While the joint powers authority provides for an efficient and effective County wide library system, the cost share arrangements magnified the property tax loss to such an extent that eight of the library systems nine libraries would be closed unless alternative funding was provided. The Special Allocation Fund provides alternative funding. The fund consists of the property taxes allocated to enterprise special districts in the County and the Board of Supervisors is authorized to distribute the funds to either the enterprise districts or the County Library Fund.

The privilege of local control of a part of the allocated taxes carries with it the obligation of confronting an issue the California Legislature has been unable to effectively resolve, that is, the continuing subsidization of a few enterprise special districts with allocated taxes. In the course of preparing this report we have attempted to discharge that obligation in a responsible manner and over the course of the past few weeks and as stated above we have met with the Directors of each property tax enterprise district to discuss the Special Allocation Fund, the dependence of their district on the property taxes and any special problems or circumstances within their districts which warranted a distribution from the fund.

Certain districts provided convincing reasons for retaining all or part of their property taxes and we have included an distribution to those districts from the Special Allocation Fund in our recommendations based on:

- (1) non-enterprise activity performed by the district; and
- (2) unique and special problems which cannot be controlled by the district in the short term.

Our conclusion regarding the remainder of the fund is that the public is best served by ending a tax subsidy to enterprise districts and funding the library system property tax



California
Special Districts
Association

915 L Street
Suite 1000
Sacramento, CA
95814

916.442-7887
Fax 916.442-0382

November 17, 1993

Carol Whiteside
Director of Intergovernmental Affairs
Office of the Governor
1400 10th Street, Suite 109
Sacramento, CA 95814

Dear Ms. Whiteside:

We were astounded to read of the Community and Economic Development Task Force's recommendation to eliminate independent special districts. This was especially disturbing on the heels of repeated assurances that the reorganization of special districts would not be a subject of discussion during task force deliberations.

Before we point out a few of the inaccuracies contained in the report, we feel obliged to remind the task force that had special districts been granted equal footing with city, county and building industry participants, we would have helped by anticipating some of the flaws it contains.

We wish to clarify a few of the following myths implied or stated in the task force report:

While the report criticizes district government extensively, it fails to recognize that the problems it singles out districts for are endemic to both cities and counties. For most all the criticisms of districts, one could globally replace the term "district" and instead insert "city" and "county." For example, the report could read, "There are hundreds of cases of warring cities that have been documented." Likewise, the gratuitous comments about the productivity of county employees could read, "Independent special districts/cities have very talented boards and administrative staffs and employees . . ."

"All general taxpayer subsidies be taken away (property tax, sales tax) from special districts, making them entirely dependent on user fees (water rates, fare charges, permit fees)."

Independent special districts do not receive sales tax revenue. They do receive property tax revenue of which their share has dwindled in the past two years. There are many non-enterprise special districts that would close down completely if they did not have property tax revenue. Library districts could not possibly charge high enough "user fees" such as overdue book fines to fund a collection, capital outlay and staffing.

"The intent is to force special districts to go back to their original purpose of being enterprise districts reliant upon the charge for service concept."

Executive Director
David Nagler

Deputy Director/
Public Policy
Ann Blackwood

Deputy Director/
Member Services
Catherine Smith

Legislative Advocate
Ralph Heim 916.442-4584

Again, there are some special districts which are completely dependent upon property tax revenue to provide services. They were never intended to be reliant upon fees for services. Such districts would include fire protection, park and recreation, library, mosquito abatement, flood protection and resource conservation, just to name a few. Most fire protection districts would have a difficult time billing a fee for service for putting out a forest fire or rescuing a heart attack victim in need of emergency medical care. Park and recreation districts would be unable to provide such valuable services as after-school child care for low income families.

Independent districts were formed by community members who wanted a service and were willing to pay for it. In many cases the desire stemmed from a city or county that was unwilling or unable to provide that service. One of the reasons is that park and library services can be expensive services to provide, and do not generate revenue for cities and counties.

"There are hundreds of stories of warring special districts with cities or counties, battling over land use policies or fiscalization of land use issues."

Special districts do not have land use planning authority.

"All general permit authority be taken away and granted to the logical city or county jurisdiction. Divesting all special districts . . . from the authority to issue or review permits."

It is unclear what permit authority this refers to. Special districts have extremely limited ability to issue permits of any kind other than what is directly related to the service they provide. Perhaps this was intended to refer to state-appointed regional boards such as the South Coast Air Quality Management District, which is not an independent special district.

"The committee believes there needs to be an overriding reason for a government agency to exist. Home rule is an important part of that structure (of government in California) and must re-adopted as a principle of government so that indeed, programs are close to the people and there is accountability and responsibility."

We agree. Special districts are the purest form of democracy, with ample opportunities for citizen participation in public policy. They are certainly closest to the people. Many send out monthly newsletters to district residents and attend community meetings to let them know what is happening. How many other government agencies do the same?

The committee report later contradicts itself by expressing concern that community development services such as parks and libraries have become "stepchildren" to most other priorities in the state:

"This is a tragedy in the respect that most other programs are dealing with issues after they happen . . . These programs have the opportunity to be preventative in nature and must be funded and provided at an adequate level to catch some of the participants at the front end of the process. This

is particularly true because these programs in large part deal with young people and children."

As a remedy, the committee recommends the formation of county- or city-dependent districts funded through assessments or property tax revenue. Concern is also expressed that the Governor vetoed benefit assessment authority for library districts.

This is puzzling, since much of the first half of the proposal recommends eliminating, not creating special districts. It appears that the intent is to recommend taking all independent enterprise district property tax dollars, or have the cities or counties provide these services. It also seems to imply that existing independent non-enterprise districts should become dependent districts, and further, that more dependent districts should be formed.

While the text is unclear, the overall gist of the report seems to be that special districts are not a good form of government, so we should create more of them and let the cities and counties control them.

In a letter sent out from your office to several special districts, it is stated that, "The context for special district issues has changed a great deal these past few years. With the budget changes to the Special District Augmentation Fund, and the passage of AB 1335, many of the topics which might have been under discussion by a similar process on restructuring just a few years ago, have now been resolved by legislative and budgetary processes."

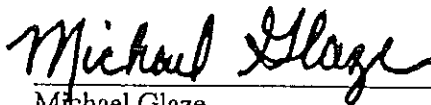
Wholesale consolidations of local governments without careful evaluation of each community's particular needs does not make government make sense. California is a diverse state, and what works in Orange County may not be the best thing for the people of Humboldt County.

These decisions need to be made at the local level, and this is why independent special districts have supported the approach the Governor and the Legislature have taken in AB 1335, the bill granting Local Agency Formation Commissions (LAFCO) the authority to initiate reorganizations.

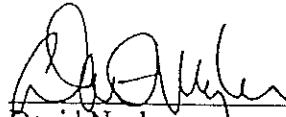
The provisions of AB 1335 which grant LAFCO the initiating authority do not take effect until July of next year and need to be given time to work. In many cases, special districts are already ahead of the curve, and are exploring the possibility of reorganizing on their own.

We are disappointed that a more productive approach to working with special districts was not taken early on in the process. We would like to work with you to develop a more positive working relationship in the future.

Sincerely,



Michael Glaze
President



David Nagler
Executive Director



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE January 17, 1994
REPORT NO 3097

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

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


APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
California Library Association 717 "K" Street, STE 300 Sacramento, CA 95814	Jan-Dec 1994		1600	00		300.00		
	Association					35.00		
	Dinsmore					35.00		
	Stark					35.00		
	Evans					35.00		
	Shkoler					35.00		
	West					125.00		
	Minter					105.00		
	Ammar					65.00		
	Schneider					85.00		
	McClain					<u>85.00</u>		
Shook					940.00			

The claims listed above (totaling \$ 940.00) 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 _____

TO: Elizabeth Minter
 FROM: Kay Schneider 
 DATE: January 11, 1994
 SUBJECT: Program Committee Report for December 1993

Anniversary Celebrations The banner and the anniversary cake are ready and will be displayed prominently in the entry as soon as the Ciji Ware program is over. Plans continue for the photography contest beginning in March.

PROGRAM STATISTICS DECEMBER 1993

<i>Children's Services</i>	#Programs	#Attendees
PreSchool Story Hours	1	17
After School Specials	2	19
Grandparents & Books	4	23
Holiday Family Storytelling	1	53
<i>Literacy Services</i>		
Holiday Party	1	50

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TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: January 11, 1994
SUBJECT: Activities in the Children's Department for December 1993

After School Specials - There were two *After School Specials* for children ages 7 - 12 during the month of December. These 2 sessions were attended by 29 children who enjoyed making holiday decorations and decorating the Children's department Christmas tree. These sessions will resume on January 12, 1994.

Story Hours & Grandparents and Books - *Grandparents and Books* had four programs in December and the volunteers read to 23 children. This program took a break over the holidays because many of the volunteers had travel plans. The program will resume on January 18. Only one preschool story hour was held in December. The winter sessions began again on Monday, January 10, 1994.

Bulletin Boards and Displays - The bulletin board is featuring a Winter Olympic theme. Books on the Olympics and on winter sports have been pulled and placed on display. Also, several classrooms are working on reports about Black Americans and these books have also been placed in a display for ease of use by children and parents. The books on these displays are replaced daily as books are returned.

Summer Reading Program - The theme for the Summer Reading Program for 1994 is Reading Roundup. A summer with a western theme should be lots of fun for the children and interesting to plan programs around. The artwork from SLS is ready the staff is beginning the planning process this month.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian (JS)
 DATE: January 12, 1994
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$0	0
Gift Accounts*	\$2383.14	148

Dollars Spent 12/1/93 to 12/31/93

Continuations	\$559.31
Fiction	\$0.00
Non-fiction	\$9.18
Juvenile	\$0.00
Audio	\$0.00
Gifts*	\$596.39
Total	\$1165.62

Dollars Spent 7/1/93 to 12/31/93

Continuations	\$6209.36
Fiction	\$1287.02
Non-fiction	\$303.43
Juvenile	\$1340.65
Audio	\$1074.60
Gifts*	\$637.89
Total	\$10,852.95

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



TO: Library Board of Trustees
FROM: Mary Byrne WEB
DATE: January 17, 1994
SUBJECT: Publicity materials produced for December

Information added this month to Channel 20, our Placentia Library cable station, includes information on the upcoming Author's Luncheon and the art of Arthur Szyk now on display at the Library.

Publicity materials attached are: Press Releases on the display of Polish artist Arthur Szyk on display at the library and the up-coming author's luncheon featuring Ciji Ware; newspaper articles on the program of Christmas and Chanukkah stories, the Szyk display, the Chamber of Commerce "Citizen of the Year" Breakfast and a plea for tutors from the Placentia Library Literacy Office.

The newspaper articles on the Szyk display have attracted many people from Orange, Riverside and Los Angeles Counties. Attached is a lovely letter to the Placentia Library Trustees from the Executive Director of the Arthur Szyk Society.

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

PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Elizabeth Minter
(714) 528-1906

FOR IMMEDIATE RELEASE

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

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

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

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PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Elizabeth Minter
(714) 528-1906

FOR IMMEDIATE RELEASE

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

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

###

The Arthur Szyk Society

January 7, 1994

Board of Directors
Placentia Library
Placentia, California 92670

I am grateful that I have been able to exhibit the works of Arthur Szyk in the library. My search began in your library and I am now sharing a small portion of his works with you. This is my thanks for the library staff. I owe special thanks to the reference librarians. Many times, they assisted me far beyond their required limits. During my writing, I often need bits of remote and unusual information and I am often able to obtain it by telephone.

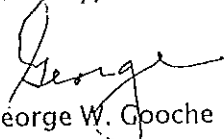
Several libraries across the nation are members of the Society and receive my bi-monthly newsletter. The usual subscription cost is \$25 per year but there is no charge to libraries, museums, and other such institutions. One museum, which is a member of the Society is the Yeshiva University Museum in New York. And there are many others. Should you wish to join the society, at no cost, merely write me with the name of the person who will be receiving and filing my newsletters. In the past, these items have been destroyed if there was not a specific person in the institution who wanted to read my work.

The newsletters contain current information world-wide on Arthur Szyk. They also include condensed chapters from my book: *SZYK*. A great deal of activity is taking place as a result of my writing and our exhibits. There are members from all over the United States and Canada. I have not yet attempted to reach the European countries.

I extend my special thanks to Mrs. Suad Ammar, who graciously allowed me the opportunity of exhibiting Szyk's works. She took a very special interest and has been very supportive. You are fortunate to have her on your staff.

I have enlarged the present exhibit and I invite you to view. I will be glad to answer any questions you may have.

Sincerely,


George W. Gooche

George Gooche, Executive Director
1294 Sao Paulo Avenue, Placentia, California 92670
Messages & FAX (714) 993-4593
Telephone (714) 993-4969

illuminated by Arthur Szyk's Art

3323
■ **Exhibit:** Serendipity leads five O.C. friends to collect the works and papers of the Polish illustrator, whose 'U.N. Series' is on view in Placentia.

By BENJAMIN EPSTEIN
SPECIAL TO THE TIMES

Browsing in a tiny stamp shop in Orange in 1988, George Gooche of Placentia spotted a splash of color in an otherwise dusty corner. He paid a negligible sum for six lithographic prints and took them home to his hobby room.

Today, Gooche and four other local senior citizens own the originals of those and other works by Polish manuscript illuminator Arthur Szyk, whose "United Nations Series" is on display through Thursday at the Placentia Library.

They also own more than 120,000 prints as well as Szyk's personal papers and the unpublished memoirs of his wife, Julia.

"At first, finding out about the artist was a matter of curiosity," explained Gooche, 66, who coordinated the display. "Then selling his work became something interesting to do for retirement. Now learning about Szyk is my life. Please see **SZYK, F30**



ARTHUR SZYK

Arthur Szyk's secular series honors the founding countries of the United Nations with scenes, portraits and symbols that create a visual history of each.

Continued from F1 work."

Szyk, as Gooche would soon learn, single-handedly revived the art of manuscript illumination, aided the Allied war effort during World War II and illustrated what are arguably some of the most beautiful volumes published in this century, many of a religious nature.

"People are always surprised that I would be so interested in such a profoundly Jewish artist," Gooche said. "I wonder why. This was a man who could look death in the face and not be concerned."

Szyk's secular "United Nations Series" honors the founding countries of the organization. Brilliantly colored, highly ornate heliochrome lithographs combine scenes, portraits and symbols to create a visual history of countries including the United States, China, the former Soviet Union and Israel, which at the time Szyk was working had only recently been established.

The Piacentia display coincides with an exhibition of Szyk's "Washington and His Times" series about the Revolutionary War, also through Thursday, at Cleveland's historic Temple Tifereth Israel. (Polish ruler Ignacy Moscicki made a gift to President Franklin D. Roosevelt of the originals of that series.) The "U.N. Series" will join at least 100 other Szyk originals at an exhibition next fall at Florida Atlantic University in Boca Raton. Fittingly in light of the current exhibition, it was Gooche's research at the Piacentia Library after finding those first six prints that led him to a "lost treasure" of Szyk work.

Gooche initially unearthed an article about Szyk (1894-1951, pronounced *shick*) in "Current Bibliography, 1946," but could find no further information until he contacted Rita Chemers of Chemers Gallery in Tustin. She knew of Szyk's work and ventured that the prints were worth substantially more than he'd paid. Continuing his library search, Gooche discovered prominent obituaries in the New York Times and Time magazine.

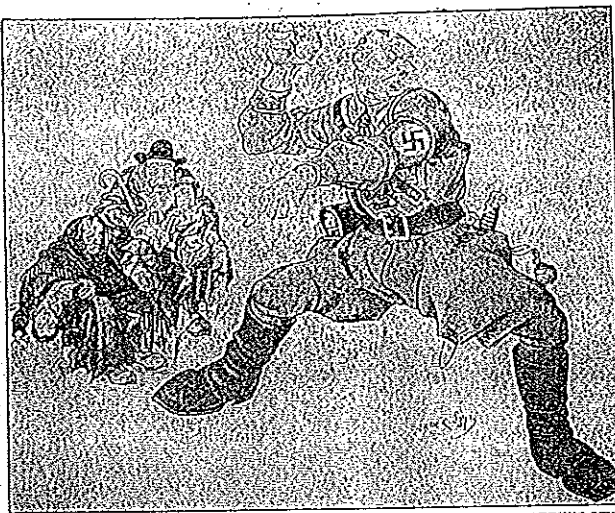
Gooche's investigation also turned up publisher Kasimir Bileski of Winnipeg. According to Gooche, the Canadian entrepreneur had commissioned the prints he had found in Orange as cover pages for an international stamp album. Szyk, however, completed only nine of 60 countries in the series before he died. The project unfinished, Bileski packed and stored the artwork in a New York warehouse, where it remained for nearly half a century.

"Bileski was still alive," Gooche recalled. "I contacted him, and we spoke on the phone numerous times. One day, he mentioned (the stored works and said, 'When I die I won't have any use for them. Would you like them?' He named a very reasonable price, and said, 'I'll ship them as you can pay for them.'"

Under the banner of Historic Art Inc., the five friends pooled their resources.

"Bileski had never visited the warehouse," Gooche said. "The first 25% we received was much greater, in both quality and quantity, than he, or we, had ever imagined." In its entirety, the cache included not only many thousands of reproductions Bileski believed to be there, but also a dozen originals and a number of books he was unaware of.

Gooche located Szyk's daughter,



ARTHUR SZYK

Szyk was known as "Roosevelt's soldier with a pen" for his cartoons.

Alexandra Braciejowski, by deducing, correctly, that she may have shortened her name: Alice Bracie was then living in New York. "I asked her if she had anything of her father's she would sell," Gooche related. "I thought, maybe one painting. We bought 22,000 items, including 10 originals."

The more Gooche saw of Szyk's output, the greater became his zeal. He doubled his research and now knows as much about Szyk as anybody. He's often called upon to determine authenticity of Szyk works, produces a monthly Arthur Szyk Society newsletter and is writing a book about the artist.

Szyk left Poland to study art in Paris at 15; he traveled the Middle East to learn the art of illumination, in which manuscripts are decorated with pictorial elements. He was a decorated soldier in Poland's battle against the Germans in World War I, and his loathing of tyranny was later reflected in stylized cartoons and caricatures of Hitler and the Nazis.

Szyk was, according to Gooche, "sent" by Great Britain to the United States in 1940.

"He'd been doing cartoons in Britain and France for the war effort," Gooche said. "In his wife's memoirs, which I have, she writes that the British wanted him to rouse the Americans so they'd join the war. Some of the earliest cartoons were vicious, and effective. Two weeks after Pearl Harbor, his drawing of Yamamoto, who commanded the attack, was on the cover of Time magazine."

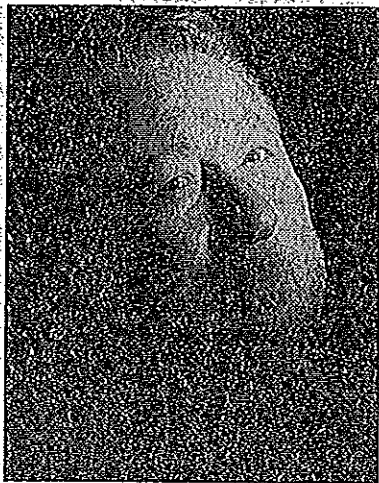
"Szyk was known as 'Roosevelt's soldier with a pen.'"

Szyk's anti-Nazi cartoons also found a ready audience in Esquire and Collier's magazines. The images were so damaging to the Nazi cause that, according to Gooche, Hitler placed the price of \$50,000 (U.S.) on Szyk's head and personally ordered the death of the artist's mother.

"At least one generation of Jewish youth may be unwittingly familiar with Szyk's work: He illustrated the popular religious school text, "Pathways Through the Bible," and contributed its dedication:

"In March 1943 my beloved 70-year-old mother, Eugenia Szyk, was taken from the ghetto of Lodz to the Nazi furnaces of Maidanek. With her voluntarily went her faithful servant, the good Christian, Josefa; a Polish peasant. Together, hand in hand, they were burned alive. . . ."

Szyk paintings hang in museums and private collections around the



ANA E. FUENTES / Los Angeles Times

"At first, finding out about the artist was a matter of curiosity," says George Gooche. "Now learning about Szyk is my life work."

der \$10.)

Gooche considers a limited edition Jewish Haggadah, first printed on vellum in London in 1940, to be "probably the most beautiful book published in the 20th Century." An Irvine man recently paid \$12,500 for Gooche's copy. The first copy of the book, presented to King George VI of England, remains in Windsor Castle.

So why was Szyk forgotten?

"Szyk was known in the United States primarily for his cartoons," Gooche said. "The military used his work for posters for the soldiers. He did 'Buy Bonds' posters that were shown on the side of a building in Times Square in lights. But when the war was over, we didn't want to remember the war.

"Illumination was a lost art for 400 years before Szyk rediscovered it. He wrote that it took him 10 years to study the ancient masters and techniques and to teach himself the work. This wasn't a popular style.

"But the kiss of death was the McCarthy era."

Gooche produced a news article in which the House Committee on Un-American Activities named Judy Holliday and Jose Ferrer (both of whom had just won Oscars for "Born Yesterday" and "Cyrano de Bergerac," respectively) as "affiliated with various 'peace' groups or Communist fronts."

Szyk was also named—alongside Albert Einstein, Marlon Brando, Frank Lloyd Wright, pianist Artur Schnabel and authors Dashiell Hammett and Thomas Mann. Contracts and commissions were canceled, and the devastation for Szyk, who had dedicated his life to

pro-American activities, was apparently complete.

He died five months later of a heart attack.

■ The "United Nations Series" of heliochrome lithographs by manuscript illuminator Arthur Szyk is on display through Thursday at Placentia Library, 411 E. Chapman Ave., Placentia. Hours, Monday through Wednesday, noon to 8 p.m.; Thursday, 10 a.m. to 6 p.m. Free. (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times OC Edition
Daily DEC 23 1993

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Los Angeles Times
OC Edition
Daily DEC 24 1993

PLACENTIA

Placentia Library (411 E. Chapman Ave.,
Placentia, [714] 528-1906). Open noon to
8 p.m. Monday through Wednesday;
10 a.m. to 6 p.m. Thursday and Saturday; 1
to 5 p.m. Sunday.

HIGHLIGHTS

Orange County

BURIED TREASURE: An inexpensive find at a tiny stamp shop in 1988 by George Gooche of Placentia led him and four friends to collect other works by Polish manuscript illuminator Arthur Szyk, whose "United Nations Series" is on display through Thursday at the Placentia Library. F1

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post office box 11789
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The Register
Daily DEC 24 1993

► Placentia Library District, 411 E. Chapman Ave., Placentia — Exhibit of works by Polish artist Arthur Szyk, through Dec. 31. 528-1906.

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post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily DEC 23 1993

► Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Illuminated manuscripts by Arthur Szyk are on view Dec. 31. Hours: noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday. CLOSING DEC. 31.

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Los Angeles Times
OC Edition
Daily

DEC 23 1993

Art

Placentia—Brilliantly colored, highly ornate illuminations by Polish artist Arthur Szyk (1894-1951) honoring the founding countries of the United Nations will be on display at the Placentia library through Dec. 30. The first-edition heliochrome lithographs combine scenes, portraits, symbols and motifs in a visual history of each country.

According to exhibition coordinator George Gooch, a Canadian entrepreneur commissioned the series in 1945 as unique cover pages for an international stamp album. Only nine of the 60 countries in the series were completed before the artist's death; the project unfinished, the artwork was packed away in New York for nearly half a century.

This "lost" treasure of Szyk work was recently discovered, and five local senior citizens including Gooch, under the banner of Historic Art in Yorba Linda, pooled their resources to buy them. Countries represented in the display include the United States, China, the former Soviet Union and Israel, which had only recently been established.

"Szyk was very famous until his death, and then he was forgotten," Gooch said. "In addition to his magnificent illustrations, he was a cartoonist and satirist. During the war, he was 'Roosevelt's soldier with a pen.' Hitler hated him and had his mother in Poland hunted down and killed by way of retribution."

- **What:** "The U.N. Series," heliochrome lithographs by Arthur Szyk.
- **When:** Through Dec. 30. Hours: Thursday 10 a.m. to 6 p.m., Monday through Wednesday, noon to 8 p.m.
- **Where:** Placentia Library, 411 E. Chapman Ave., Placentia.
- **Whereabouts:** Take the Orange (57) Freeway to the Chapman exit and head east.
- **Wherewithal:** Free.
- **Where to call:** (714) 528-1906.



Polish artist Arthur Szyk's heliochrome lithograph representing China.

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Los Angeles Times OC Edition
Daily NOV 29 1993

Literacy Groups Seek Volunteer Tutors

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

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

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

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

Some Orange County literacy programs seeking volunteers:

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

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The Register
Daily

DEC 01 1993

PLACENTIA

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

- Joe Bel Bruno/(714) 704-3704

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Los Angeles Times
OC Edition
Daily

DEC 2 1993

A program of Christmas and Hanukkah stories sponsored by the South Coast Storytellers Guild, will be offered Monday, Dec. 6, at 7 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia, (714) 528-1906. FREE

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

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

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

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

—GEOFF BOUCHER

MONDAY: Increasing violence has teen-agers fearful and more prone to be violent.

TUESDAY: Police say teen-agers are getting more violent and they expect the problem to worsen.

WEDNESDAY: Youth violence means misery to victims and more pressure on a strained health-care system.

MONDAY: Increasing violence has teen-agers fearful and more prone to be violent.

TUESDAY: Police say teen-agers are getting more violent and they expect the problem to worsen.

WEDNESDAY: Youth violence means misery to victims and more pressure on a strained health-care system.

The girl's parents, KICO and RAZO, said they have not heard from their daughter since they came home from church to find doors ajar and Alita missing. They assumed their daughter ran away, something she has done in the past. Alita had been at odds with her parents about school and boyfriends, police said.

But, their concerns heightened last week when they received two short phone calls at midnight. Patty Montenegro heard a man's voice and the sound of her daughter sobbing before she was cut off.

With the media attention surrounding the Polly Klaas case, the Montenegros believe their daughter might be held against her will. Klaas, a 12-year-old Petaluma girl abducted Oct. 1, was found dead Saturday.

In the first phone call, a nervous man said Alita was safe, then quickly hung up. Moments later he called back, and Alita came on the phone and sobbed for about 30 seconds.

"I told her we loved her and asked her to come home," Patty Montenegro said. "It was a helplessness feeling. It was like she slipped through my fingers."

The Montenegros have since posted 5,000 photographs of her on utility poles and in fast-food restaurants, liquor stores, police stations and schools across Orange

The car approached a hood. The car approached a strip of sidewalk on Kansas Street where five friends stood talking.

One of the passengers rolled down a window and opened fire with a handgun. Two shots were discharged — hitting Robert Silva, 19, and Placita Sotello, 20.

The other three friends — all listed by police as minors — were sent scrambling by the latest example of violence

COMMUNITY

Chamber honors Rizzo, Wilson

2 are chosen Citizens of the Year

By Joe Bel Bruno
North County News

Ask Mayor Norman Eckenrode his definition of "community" and he's quick with an answer.

"It's the people, that's what makes a community. And that's what makes Placentia so great," Eckenrode said.

"Getting involved in the community is what it's all about."

Boys Club Executive Director Al Rizzo and community volunteer Jeri Wilson are two good examples. Both were presented with Citizen of the

Year awards Friday in front of an audience with residents and local officials at Alta Vista County Club.

The award is presented annually to one man and one woman in recognition of their service to the community. The Chamber of Commerce has presented the award for 29 years.

"It is our way of recognizing people that put in extra effort in the community," Chamber Director Dave Musgrove said. "It is always a tough decision,



Jeri Wilson

Please see AWARDS/4

Please see GIRL/4



Al Rizzo

FOOD Old is new again: Old as in traditional holiday recipes, healthy yet hardy entrees and grandma's best /23	INSIDE Holiday traditions: Readers share with us their favorite experiences and memories of the season /Section D	STEPPING OUT Nutcracker treat: Ballerina brings in award-winning Romanian dancer for Noliveau Chamber Ballet's classic /28	SPORTS Winter sports: Here's what to expect as wrestling and boys and girls soccer seasons get underway /30	INDEX Around town A17 Automotive B1 Classifieds B1 Police report A2 Real Estate C1 Viewpoints A10 4 sections / 78 Pages
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Please see SHIRTS/11 | tic proposal otherwise." "The... understand what... these shirts," Mattox said.



TOY DRIVE: Four-wheel drive enthusiasts deliver goods during the ninth annual US Marine Corps Toys for Tots Drive. Drivers in the parade, sponsored by the West Coast 4WD Club, began at the City Shopping Center in Orange Sunday morning and ended up at Yorba Regional Park.

M. Loren Hernandez/North County News

AWARDS: Chamber honors Rizzo, Wilson

FROM 1

and this year was no different."

Five were nominated for this year's awards. Runners-up included Mary Bette, who coordinates the Miss Placentia Pageant; library trustee Margaret "Peggy" Dinsmore; and Neighborhood Watch volunteer Peggie Yamaguchi.

Congressman Ed Royce, R-Fullerton, presented the awards and called the nominees role models for the city, county and nation.

In particular, he cited Rizzo's efforts at the Boys Club.

"You have been the role model for literally thousands," he said. "You have been the man that has shown them the way."

Rizzo became director of the club in 1977. He has initiated new programs to help attract members of the city's Hispanic community in south Placentia.

The club also was awarded a "Commitment to Quality" honor in 1991 from the Boys Clubs of America for work in the Hispanic community.

One way Rizzo has attempted to reach the Hispanic community has

The chamber also started a new tradition at the annual Citizen of the Year awards breakfast — the "Giraffe Award," presented to residents who 'stick their necks out for the community.'

been through listening to what they want. Last year club members wanted a boxing program and Rizzo responded. He said it has now become the club's most popular program.

"I'm not really in this for awards," Rizzo said. "The rewards are just being here (at the club) every day. That's what I get out of this."

Wilson lived in Placentia for 18 years before moving to Fullerton. The decision to move was a tough one, but the view from her new home finally won out, she said.

"I hated to move out of the city," she said. "I really like views, and

my new place has one. But, I've lived in Placentia for almost two decades. Just because you don't live there doesn't mean you lose interest — it is where my heart is."

She was chosen for her work with the Women's Transitional Living Center, which helps a battered women. She collects food and other donations for the center, where administrators there call her the "year-round Santa Claus."

Wilson has been involved with the Boy Scouts, Girl Scouts, PTA, El Dorado High School, Placentia-Linda Hospital Guild and Wagner Elementary School.

Both Rizzo and Wilson will ride in the annual Heritage Days Parade next year.

The chamber also started a new tradition at the annual Citizen of the Year awards breakfast. This year they presented the "Giraffe Award."

"It's for residents who stick their necks out for the community," Musgrove said. "It was pretty easy to decide who should get it this year."

The winner was Lee Castner, who rises early every morning to paint over graffiti around the city.

GIRL

FROM 1

County and beyond.

They have also visited malls, fast-food restaurants and other teen-age hangouts looking for their daughter.

Loomis thinks that reports of Montenegro being held against her will are being exaggerated in light of the Klaas case.

"We have nothing to believe Alita is being held somewhere by force," Loomis said. "I currently have six other cases with similar circumstances. What sets this case apart is the fact it comes after the

telephone could also mean she is scared to go home. There are a lot of cases like that," she said.

Most runaways return home within a week, and 79 percent of all children abducted eventually are found, Loomis said.

She said police are following up on all the leads they are getting on Alita.

Services held at Good Shepherd, Huntington Beach Mortuary by Westminster Park Mortuary.

Survived by his daughter James Thompson of Placentia; Mrs. Jack Maughan of Huntington Beach; and four grandchildren.

HOLIDAYS

Tell us where

Are you shedding a little of the name of holiday spirit?

The North County News is looking for addresses of homes and businesses with outstanding exterior decorations and displays.

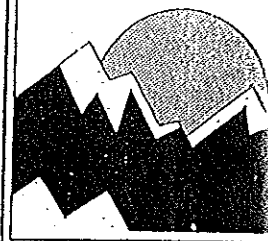
Beginning Dec. 16 and continuing through the holidays, we'll publish addresses giving readers the opportunity of drive-by viewings. If you've decked the halls,

Loma Vista

Offering complete

Cemetery

701 E. Bas



Move up in

"Success"

Rare Orange Co.



OG MANDINO
Author of "The
Greatest Salesman
in the World"
America's

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *MEB*
DATE: January 17, 1994
SUBJECT: **Placentia Library Literacy Services Report for the month of December**

Program Statistics

Active tutors: 53
Active students: 76
Temporarily inactive tutors: 13
Students waiting to be matched: 49
Percentage of tutors reporting (Dec hours): 70%
Tutoring hours reported: 185.5
Other volunteer hours reported: 175.5
Total volunteer hours (Dec.): 361

Senior Training and Employment Program (STEP). Thursday, December 2, 1993, I attended a meeting for all STEP host agencies. The Volunteer Center of Greater Orange County administers the STEP program, and Thursday's meeting gave the Volunteer Center the opportunity to tell the host agencies what information the government requires of participants in the program. Teri Larkin, the Literacy Services STEP person, has been an immense help in the Literacy Department during this time of transition.

Chamber of Commerce Awards Breakfast. On December 3rd over 100 people gathered at the Alta Vista Country Club for breakfast and to see who would be selected as Citizen of the Year by the Placentia Chamber of Commerce. This year Placentia Library Literacy Services nominated Peggy Dinsmore. After Al Shkoler introduced the new Chamber members, the five nominees were presented: Mary Bette - Fullerton Savings & Loan for her work with the Miss Placentia Pageant, Peggy Dinsmore - Placentia Library District for her work with literacy, Peggie Yamaguchi - Placentia Watch, Al Rizzo - Boy's Club Executive Director, Jeri Wilson - for her work with the Women's Transitional Living Center. And the winners were Al Rizzo and Jeri Wilson.

Tutor Training Workshop Follow-up Meeting. Graduates of the October workshop met on December 4 to discuss their tutoring experiences and receive their certificates. One of the tutors needed to be rematched, but the rest had all been able to meet with their students and were doing well. Nancy Coffee was at the meeting and received her Tutor Trainer Certificate.

Placentia Library Literacy Services Report for December, Page 2

Holiday Social. Monday evening, December 13, 1993, fifty students and tutors gathered in the meeting room for the annual Literacy holiday social. The party was pot luck, and the food was a delicious variety of main dishes and desserts. Everyone who attended had such a good time, the next social event should draw an even larger crowd.

The Community Network meeting was held December 16th at the Bradford House. Norm Eckenrode, Mayor of Placentia, was the guest speaker. After reports from Lynette Rodriguez on Healthy Start & Winnie Westberg on the Christmas Basket Food Drive, the calendar was set through May.

Yvonne Mitchell, A.A.R.P. representative, passed out a survey for volunteer needs. So there should be an increase in tutor response for the next few months.

Placentia Library Foundation
411 East Chapman Avenue
Placentia, California 92670
(714) 528-1925

January 4, 1994

Secretary of State
Corporate Filing Division
1230 J Street
Sacramento, CA [ZIP]

RE: Placentia Library Foundation
a proposed California Nonprofit Public Benefit Corporation

Dear Secretary of State:

I am applying for a Delayed Incorporation and am enclosing the following items:

- 1) The original and four copies of the proposed Articles of Incorporation of the Placentia Library Foundation, a proposed nonprofit public benefit corporation
- 2) A check (\$***) payable to the Secretary of State for the filing fee
- 3) A completed and signed form FTB 3500 (original)
- 4) One copy of the proposed Bylaws
- 5) All the required information and supporting data
- 6) A check (\$***) payable to the Franchise Tax Board for the application fee

I understand that, if the enclosed items satisfy the requirements of the Nonprofit Corporation Law, the Secretary of State will notify me by letter and forward to the Franchise Tax Board one copy of the proposed Articles, form FTB 3500, all supporting documents and application fee.

I happily anticipate receiving a notice from your office that the Articles of Incorporation have been filed and a determination letter from the Franchise Tax Board that the Placentia Library Foundation qualifies for exemption.

If more information is needed, please contact me at the above address.

Cordially,

Saundra M. Stark
Incorporator

Articles of Incorporation
of
Placentia Library Foundation
A California Nonprofit Public Benefit Corporation

I

The name of this Corporation is Placentia Library Foundation.

II

- A) This Corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. it is organized under the Nonprofit Public Benefit Corporation Law of the State of California for charitable purposes.
- B) The specific purposes of this Corporation is to assist the Placentia Library District in providing free access to information, educational and recreational materials, and lifelong learning opportunities to the diverse communities it serves.

To this purpose, the Corporation's operations may include, but not be limited to:

- 1) acquisition of materials, equipment, or systems determined by the District Library Director to be beneficial in carrying out the mission of the Placentia Library District
 - 2) facilitation of educational and promotional activities developed by the Placentia Library District's staff and administration
 - 3) supporting special projects at the request of the District Library Director
- C) The general purposes and powers of the Corporation are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of the State of California, including the power to contract, rent, purchase or sell personal or real property; provided, however, that this Corporation shall not, except to an insubstantial degree, engage in activities or exercise any powers that are not in furtherance of the primary purposes of the Corporation.

III

The name and address in the State of California of this Corporation's initial agent for service purposes is:

Saundra M. Stark
Placentia Library District
411 East Chapman
Placentia, California 92670

Placentia Library Foundation Articles of Incorporation

IV

- A) This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- B) Notwithstanding any other provision of the Articles, the Corporation shall not carry on any other activities not permitted to be carried on 1) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; or 2) by a corporation contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code.
- C) No substantial part of the activities of this Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

V

The names and addresses of the persons appointed to act as the initial Directors of this Corporation are:

Saundra M. Stark, 325 Willamette, Placentia, CA 92670
Fred D. West, 528 Kevin Way, Placentia, CA 92670
XXXXXXXXXXXXXXXX,XXXXXXXXXXXX, Placentia, CA 92670
XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX, Placentia, CA 92670
XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX, Placentia, CA 92670

VI

- A) The property of this Corporation is irrevocably dedicated to charitable purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
- B) In the event of the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated

Placentia Library Foundation Articles of Incorporation

exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

IN WITNESS WHEREOF, the undersigned, constituting the incorporators of this Corporation, have executed these Articles of Incorporation on this _____ day of _____, 1994.

