

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
February 16, 1993

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

Ray / Fred.

3. Minutes of the January 16, 1993, Special Meeting and the January 18, 1993, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

→ Press / Al. (Frank) (Fred) (John)

→ Fred / Al.

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

Jan 28. SULLIVAN - Jan 19th

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

Workplace Literacy - Jan 27th

7. Friends of the Library Report.

Presentation: Library Director

CLAIMS (Items 8-10)

mod / Pay

Presentation: Library Director
Recommendation: Approve by Motion

Items 8-10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims for this report period for \$35,900.00.

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

Claims forwarded by the Library Director for \$8,436.80.

10. Current Claims and Payroll. (Approve)

Current Claims of \$15,877.55. Payrolls 2088 and 2089 for a cumulative payroll total of \$54,440.00. Combined total of Current Claims and Payroll of \$70,317.55.

FINANCIAL REPORT (Items 11-15)

Ford / Al

Presentation: Library Director
Recommendation: Approve by Motion

Items 11-15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 16-25)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16-25 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

16. Circulation Report for April 1992 through January, 1993. The Circulation Reports for April, May, June, July, August, September, October, November, and December, 1992, were not available because of problems with the installation of the new Library system, DYNIX. (Receive & File)
17. Volunteer Report for January, 1993. (Receive & File)
18. Building Maintenance Report for January, 1993. (Receive & File)
19. Personnel Report for January, 1993. (Receive, File, and Ratify Appointments)
20. Submission of 1992-1993 California Library Services Act matching funds grant request for Placentia Library Literacy Services. (Receive & File)
21. Submission of contract for California Council of Humanities Grant, "Longing for Community, Dream or Nightmare", \$1,500.00. (Receive, File & Ratify)
22. Transfer of certificates of deposit and savings account from Sanwa Bank to Landmark Bank. (Receive & File)
23. Distribution of Request for Proposal for general auditing services for fiscal years 1992-1993 and 1993-1994. (Approve Distribution , Receive & File)
24. Certification of notification of renters of the change in rate for the Meeting Room effective May 1, 1993. (Receive & File)
25. Distribution of Statement of Economic Interest forms for 1993. (Receive)

CONTINUING BUSINESS

26. FY1992-1993 Budget

Presentation: Library Director
Recommendation: Review Status; Review Legislative Alerts for 1993-1994 State Budget; Discuss Meeting with Senator John Lewis; Determine Direction for March Activities; and Selection of Legislative Lobbyist.

27. Parking Committee (ad hoc)

Presentation Committee Members
Recommendation Determine Future Actions.

August

28. California Room

Presentation: Assistant Library Director
Recommendation: Determine Future Actions.

Sept / Oct

NEW BUSINESS

29. Review Health Insurance Proposals for 1993-1994.

Presentation: Library Director
Recommendation: Determine Level of Benefit and Select Vendor.

Sept / Oct

30. Contract with the Anaheim Public Library, City of Anaheim, for Management of the Automated Library System .

Presentation: Library Director
Recommendation: Approve and Authorize Signature by Library Board President

STAFF REPORTS

Erin / [Signature]

- 31. Program Report for the Month of January, 1993. (Program Committee)
- 32. Placentia Library Literacy Services Report. (Daniels)
- 33. Family Literacy Project Report. (Joseph)
- 34. Publicity Materials produced for the month of January, 1993. (Cushing)

Placentia Library Regular Board Meeting, February 16, 1993, Page 5.

35. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)
36. Santiago Library System Report. (Minter)
37. Tax Forms Distribution Service. (Ammar)

ADJOURNMENT

38. Agenda Preparation for March 15, 1993, Regular Meeting.
39. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 16, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, February 10, 1993.



CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Feb 17 (Wed)	Senate Local Government Hearing, Sacramento
Feb 18 (Thur)	Independent Library District Representatives at Buena Park, 2:00 P.M. (Dinsmore & Minter)
Feb 21 (Sun)	LVA Bowl-a-Thon
Feb 23 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Feb 27 (Sat)	CALTAC Workshop for Trustees, Yorba Linda Public Library
Mar 2 (Tues)	Friends Board Meeting, 7:00 P.M. ^{Dinsmore} (Stark)
Mar 5 (Fri)	Meeting with Senator John Lewis (Dinsmore, Shkoler, & Minter)
Mar 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Mar 23 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 6 (Tues)	Friends Board Meeting, 7:00 P.M. ^{West} (Dinsmore)
Apr 18-24	National Library Week
Apr 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Apr 20 (Tues)	ALA Legislative Day, Washington D.C.
Apr 27 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 29 (Thur)	Independent Special Districts of Orange County
May 4 (Tues)	CLA Legislative Day, Sacramento (Dinsmore & Minter) Friends Board Meeting, 7:00 P.M. (Evans)
May 17 (Mon)	Board of Trustees Meeting, 7:30 P.M.
May 25 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 8 (Tues)	Friends Board Meeting, 7:00 P.M. ^{Stark} (West)
Jun 21 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Jun 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 24-30	American Library Association Annual Conference, New Orleans
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Nov 12 (Fri)	Camp Library

**MINUTES
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 16, 1993**

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order at 8:00 A.M. by Secretary Sandra Stark.

ROLL CALL

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

Members Absent: President Peggy Dinsmore

Others Present: Assistant Library Director Sal Addotta.

**ORAL
COMMUNICATIONS**

None

President Peggy Dinsmore arrived at 8:07 A.M.

**INTERVIEWS OF
CANDIDATES FOR
THE POSITION OF
LIBRARY TRUSTEE**

The following candidates were interviewed by the Board for the position of Library Trustee:

Fred D. West
Janet Kabbara
Patrick J. Melia
Juliet H. Zaida

**APPOINTMENT TO
THE POSITION OF
LIBRARY TRUSTEE**

It was moved by Trustee Evans, seconded by Trustee Shkoler to appoint Candidate Fred D. West to the position of Library Trustee.

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

It was agreed by the Board that Janet Kabbara be invited to serve on the Board of the Friends of the Library; that Patrick J. Melia

Minutes, Special Meeting of January 16, 1993, Page 2.

be invited to serve on the Board of the Library Foundation; and that Julie H. Zaida be invited to serve on the Board of Literacy Volunteers of America.

ADJOURNMENT

The Special Meeting Of the Placentia Library Board of Trustees was adjourned at 10:45 A.M.

Saundra Stark, Secretary

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
January 18, 1993

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 18, 1993, at 7:35 P.M. by President Peggy Dinsmore.
- ROLL CALL** **Members Present:** President Peggy Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler, and Fred West; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Assistant Library Director Sal Addotta, Principal Librarian Suad Ammar, and Administrative Assistant Charlene Dumitru.
- INSTALLATION OF BOARD MEMBER** Reappointed Trustee Fred West was sworn in by Library Director Elizabeth Minter.
- ADOPTION OF AGENDA** It was moved by Secretary Stark, seconded by Trustee West to adopt the Agenda as presented.
- AYES:** Dinsmore, Stark, Evans, Shkoler, West
- NOES:** None
- ABSTAIN:** None
- MINUTES** Direction was given to correct the minutes of the Regular Meeting of December 21, 1992, to modify the wording of the Board President's Report.
- It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of December 21, 1992 as corrected.

AYES: Dinsmore, Stark, Evans,
Shkoler

NOES: None

ABSTAIN: West

**ORAL
COMMUNICATIONS**

No members of the public were present to address the board at this time.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she had spoken with all the candidates for the Board position and has suggested other ways in which each of them can use their particular abilities to support Library services. She suggested that Janet Kabbara serve on the Board of the Friends of the Library and has discussed this with Friend's President, Pat Irot as well. President Dinsmore asked Patrick Melia to consider becoming active with the development of the Library Foundation and suggested to Juliet Zaidi that she might be interested in serving on the Board for Literacy Volunteers of America. President Dinsmore stated that all the candidates had excellent qualifications and invited all of them to consider running for Board positions again in 1994.

President Dinsmore also mentioned the party given for recently retired staff and shared a thank-you note she had received from retired employee Barbara Pomykata.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the Literacy Volunteers of America, Placentia Branch will be participating in a bowl-a-thon as a fundraiser. She encouraged Board Members to participate and to solicit pledges.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter requested that Board Members attend the annual meeting of the Friends of the Library which will take place on January 28, 1993 at 6:30 P.M. She reminded them that memberships to the Friends of the Library should be paid in January.

She reported that the booksale held by the Friends on January 8th and 9th made \$800 to \$900. Presently the storage room is being cleared out so that it can be repainted and new shelving installed during the first or second week of February.

**FINANCIAL
CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve Agenda Items 9 through 11: Nonstandard Claims in excess of \$300.00; Claims forwarded by the Library Director in the amount of \$7,672.14; and Current Claims and Payroll in the amount of \$76,952.48, as presented.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

**FINANCIAL
REPORT**

It was moved by Trustee Evans, seconded by Trustee Shkoler to receive and file Agenda Items 12 through 16: Financial Report for December, 1992; Office Ledger and Check Registers for December, 1992; Overdue Collections Report for December, 1992; Vending Machine Report for December, 1992; and Gift Fund Report for December, 1992, as presented.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve, receive and file Agenda Items 17-20: Volunteer Report for December, 1992; Building Maintenance Report for December, 1992; Personnel Report for December, 1992; and Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority.

The Board recessed for a break at 9:10 P.M. and reconvened at 9:20 P.M.

**BUDGET
FY1992-93**

Direction was given to continue with plans as previously discussed regarding lobbying the Legislature to transfer monies from AB8 funds rather than from historical property tax funds.

The defined goal is to protect Placentia Library District's historical pre-proposition 13 property tax percentage and promote funding that is equitable.

The following positions were identified and listed in priority order:

1. Eliminate AB8 funds.
2. Exempt Placentia Library District from AB8 in exchange for no loss of property tax.
3. Amend AB8 to require pass-through of funds to districts.
4. Establish benefit assessment district.

It was moved by Trustee West, seconded by Trustee Shkoler to approve the goal and positions as identified.

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

**MEETING ROOM
POLICY AND
USAGE HISTORY**

It was moved by Trustee West, seconded by Trustee Evans to raise the fee for the use of the meeting room and the conference room to \$30.00 for each use to be effective May 1, 1993.

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

**CLAIM FOR
DAMAGE OF
VIDEO
EQUIPMENT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to a reasonable amount, not to exceed \$40.00 for the repair of the VCR equipment belonging to Cesar O. Alba claimed damaged by using Library materials. The amount paid is not to include repair to the remote control.

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

It was moved by President Dinsmore, seconded by Trustee Shkoler to write a disclaimer regarding damage to personal property caused by borrowed Library material, and to post it in the Library to protect the Library from future claims for damage.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

**ADOPTION OF
REVISED
ORGANIZATION
CHART FOR FY
1993-93
INCLUDING
POSITION
RECLASSIFICA-
TION**

It was moved by Trustee Evans, seconded by Trustee West to adopt the Organization Chart for Fiscal Year 1992-1993 as revised January 18, 1993; to adopt the Proposed Personnel Realignment for the 1992-1993 Budget dated January 18, 1993; and to adopt the Class Description for Library Assistant as revised January, 1993.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

**ESTABLISH DATE
FOR FEBRUARY
BOARD MEETING**

It was moved by Trustee West, seconded by President Dinsmore to select Tuesday, February 16, 1993 as the date for the Regular Board Meeting for the month of February.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

**REINVESTMENT
FOR FOUR
CERTIFICATES
OF DEPOSIT**

It was moved by Trustee West, seconded by Trustee Shkoler to authorize President Dinsmore, Trustee Shkoler, and Library Director Minter to investigate investment opportunities for the Certificates of Deposit and Savings Account Funds presently held at Sanwa Bank prior to January 21, 1993 and to make and implement their decision on reinvestment of these funds.

Minutes, Regular Meeting of January 18, 1993

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 26 through 31: Program Report for Month of December; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials Produced for the Month of December; Americans With disabilities Act Compliance Report; and Tax Forms Distribution Service Report.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 11:02 P.M.

Saundra Stark, Secretary



TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator *MD*

DATE: February 8, 1993

SUBJECT: Literacy Volunteers of America Board Report

The minutes of the January 12, 1993 meeting of the LVA-Placentia Board of Directors are not yet available; meeting highlights are summarized below.

LVA-Placentia Board members present: Valarie Harris, Joanne Maguire, Leslie Moreau, Jess Ramirez

Absent: Peggy Dinsmore, Dale Downey, Lotte Gopalakrishnan

Leslie Moreau shared a letter of resignation from Nate Horton, and mentioned that she spoke with Maria Moreno, who also plans to submit a letter of resignation from the Board due to her commitments as mayor.

PUBLICITY

* Jeanne Scherr of Landmark Bank arranged for LVA-Placentia to provide the program speaker(s) at the April 22 meeting of the Chamber of Commerce, as well as be featured in an article in the Chamber newsletter.

* Joanne Maguire volunteered to head the Speaker's Bureau, and will arrange a training session for speakers. Placentia Library Literacy Services will provide fact sheets and other printed material for the speakers.

* Elizabeth Minter discussed her involvement with Rotary as District Chair for Literacy and the need for an article in the Rotary newsletter regarding literacy efforts in Orange County.

FINANCE

* The Board approved the expenditure of \$25.00 for LVA Gift Cards.

* Board progress in forming teams for the Bowl-a-thon was discussed.

OTHER BUSINESS

* Joanne Maguire reported that confusion may exist over the referral of potential tutors and students from Brea; Melanie Daniels will clarify that issue with the literacy coordinator from Orange County Public Library and report at the next meeting.

* Melanie reported that LVA-CA has received a grant to train its affiliates in the 50/50 management approach sometime in April.

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator *MD*

DATE: February 8, 1993

SUBJECT: Literacy Volunteers of America Board Meeting Dates

The LVA-Placentia Board of Directors normally meets on the fourth Tuesday of the month from 6-8:30pm.

The meeting dates for 1993 are as follows:

February 23

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 26

November 23

December 28

I will keep you informed of any changes in this schedule.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 16, 1993
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Placentia Library met on February 1, 1993. Trustee Al Shkoler and I attended.

The Friends reviewed their Annual Meeting held on February 28, 1993. Everyone agreed that Dr. Arnold's readings were a big success and that the informal refreshment service before and after the program helped to create a friendly, conversational atmosphere.

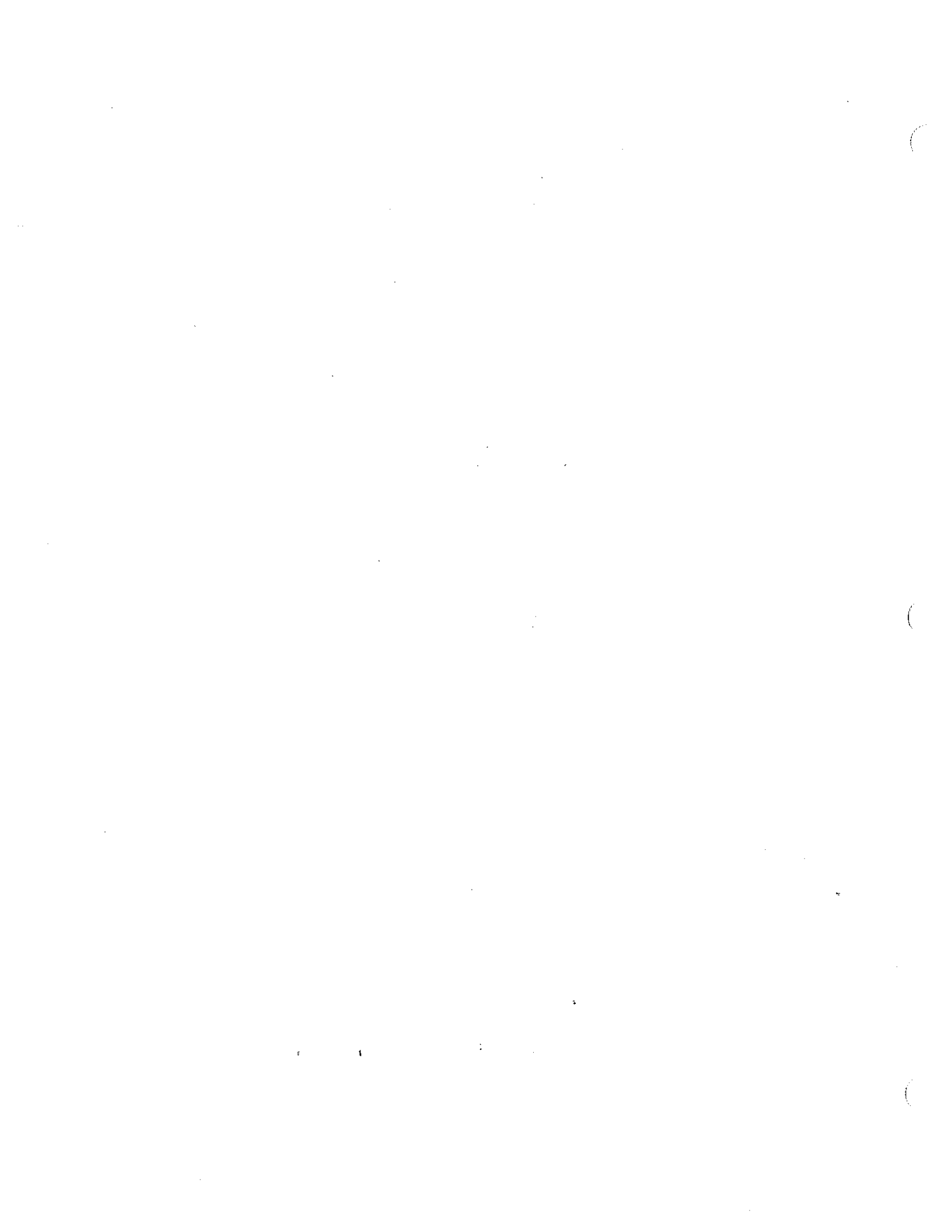
The Friends storeroom is now empty. The walls have been painted the color selected by the Friends and the floors have been stripped, scrubbed and waxed in preparation for the installation of the new steel shelving. The shelving manufacturer has moved the shipment date back from January 29 to March 5th. However, the local contractor is trying to make other arrangements that will result in an installation before the end of February.

At the request of Library Board President Peggy Dinsmore I have invited Friends President Pat Irot to attend the CALTAC Library Leadership Workshop in Yorba Linda on Saturday, January 27, 1993.

The Friends have decided to schedule to big booksales per year: the third weekend in May and the first weekend in November.

The Friends Board meeting time has been changed to the first Tuesday of each month except July and August. Saundra Stark is scheduled to attend the Meeting on March 2nd.

The schedule for Trustee attendance at Friends Board meetings is included in the Calendar section of the last page of the Agenda.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims in Excess of \$300.00
February 16, 1993

DATE		AMOUNT
Feb 16, 1993	Fund 5061	<u>\$35,900.00</u>
	TOTAL	<u>\$35,900.00</u>

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

DATE: Feb 16, 1993
Report No. 2090

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5061.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
First Interstate Bank of California Corporate Trust Dept., W11-1 707 Wilshire Blvd. Los Angeles, CA 90017 Attn: Teresa Fructuoso	Jan 26, 1993	semi-annual	Base Rental payment	35,900.00	220-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$35,900.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
February 16, 1993

DATE		AMOUNT
Jan 21, 1993	1	\$364.29
Feb 01, 1993	2	\$7,364.10
Feb 01, 1993	3	<u>\$708.41</u>
	TOTAL	<u>\$8,436.80</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan 07, 1993	251-5376	87.75	175.50	070-005	
	Jan 07, 1993	251-5377	87.75			
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Dec 20, 1992	0400260192	11.85	104.42	180-000	
	Jan 16, 1993	0400260406	92.57			
LA SALLE PAPER Departement 61389 El Monte, CA 91735	Oct 02, 1991	0687467		64.38	180-000	
VIDEO COMMUNICATIONS 1380 Lawrence St., Ste. 1400 Denver, CO 80204	Jul 29, 1991	44422		19.99	240-002	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$364.29) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

Agenda Item 9
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DATE: Feb 01, 1993
 Report No. 2080

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jan 23, 1993	February		4,151.98	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Jan 22, 1993	February		497.96	030-000	
California Vision Service Plan P.O. Box 45210 San Francisco, CA 94145-5210	Jan 22, 1993	February		163.92	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan 17, 1993	528-1906	202.57			
	Jan 17, 1993	528-8236	16.37			
	Jan 19, 1993	996-2865	15.40	234.34	070-000	
DON MILLER 3924 E. Miraloma Anaheim, CA 92806	Jan 26, 1993	0021		565.00	140-000	
California Library Association 17 K Street, Ste. 300 Sacramento, CA 95814-3477	Feb 01, 1993	dues for staff and trustees		1,236.00	160-000	
American Library Association 50 E. Huron St. Chicago, IL 60611	Feb 01, 1993	dues for: Minter, Addotta, Ammar, Schneider, Dinsmore.		376.00	160-000	
STAPLES Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Jan 20, 1993	020397	113.95			
	Jan 27, 1993	027308	31.29			
	Jan 27, 1993	027415	60.09	205.33	180-000	
	Jan 20, 1993	020448	22.98			
	Jan 27, 1993	027447	11.18	34.16	180-009	
				113.95	Total	
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Jan 22, 1993	February		24.95	180-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$7,364.10) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Jan 21, 1993	0400260442		59.40	180-009	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jan 19, 1993	Dec 14, 1992- Jan 14, 1993		649.01	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$708.41) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated February 16, 1993
 February 16, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$3,070.20</u>
Subtotal for Immediately		\$3,070.20
Regular	1	\$3,297.45
	2	\$3,842.94
	3	\$4,064.81
	4	\$679.78
	5	<u>\$922.37</u>
Subtotal for Payments		\$15,877.55
Payroll	2088	\$27,220.00
	2089	<u>\$27,220.00</u>
Subtotal for Payroll		\$54,440.00
	TOTAL	<u>\$70,317.55</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount ¹	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Feb 04, 1993	524-8408		66.07	070-008	
S M GENERAL 3410-L W. Mac Arthur Blvd Santa Ana, CA 92704	Jan 30, 1993	6019		1,091.52	140-000	
CHAPS REPRODUCTIONS 1664 Sierra Madre Circle Placentia, CA 92670	Dec 08, 1992	56701	91.74			
	Jan 25, 1993	5857	185.46			
	Feb 11, 1993	6049	125.51	402.71	180-000	
STAPLES Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Jan 27, 1993	27308	31.29			
	Jan 27, 1993	27415	60.09			
	Feb 03, 1993	3954	24.02			
	Feb 10, 1993	10698	101.54	216.94	180-000	
	Feb 10, 1993	10755	3.09	3.09	180-008	
	Jan 20, 1993	20448	22.98			
	Jan 27, 1993	27447	11.18			
	Feb 10, 1993	10792	1.90	36.06	180-009	
				256.09	Total	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Feb 01, 1993	400260537		9.63	180-009	
Law Offices of G. Keith deBrucky 101 S. Kraemer Blvd., Ste. 202 Placentia, CA 92670	Dec 29, 1992	December	1,360.00			
	Jan 15, 1993	10034	200.00	1,560.00	190-000	
MACMILLAN PUBLISHING P.O. Box 7777 W8775 Philadelphia, CA 19175	Apr 02, 1992	D669570	6.47			
	Jun 11, 1992	D847828	6.47			
	Sep 11, 1992	L136215	6.47	19.41	240-005	
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Jan 28, 1993	Dec 21, 1992- Jan 22, 1993		67.48	280-000	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$3,070.20) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount ¹	Total Amount	Acct. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jan 28, 1993	A13706		423.82	070-005	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Jan 25, 1993	13363395	736.96	805.31	100-000	
	Jan 26, 1993	13373279	68.35			
MINO-MICROGRAPHICS 4110 Rio Bravo Ste. 201 El Paso, TX 79902	Jan 15, 1993	11823000SR		179.00	130-000	
D & S SYSTEMS 611-H South Palm St. La Habra, CA 90631	Jan 15, 1993	8580		678.00	130-000	
MANWILL PLUMBING 3940 Prospect Ave. Unit D Yorba Linda, CA 92686	Jan 27, 1993	17658	105.56	312.14	140-000	
	Jan 17, 1993	17559	206.58			
EAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Feb 02, 1993	23178		130.35	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Feb 03, 1993	22925		4.00	180-000	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7705	Jan 01, 1993	1429001	493.33	541.38	180-000	
	Jan 08, 1993	1573001	48.05			
Business & Institutional Furniture P.O. Box 92039 Milwaukee, Wisconsin 53202-0039	Jan 06, 1993	95847-0		223.45	180-000	

The claims listed above (totaling \$3,297.45) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd, Ste. K Placentia, CA 92670	Jan 14, 1993	18103		168.70	180-000	
American Library Association 50 E. Huron St. Chicago, IL 60611-2795	Jan 21, 1993	025169		34.85	180-000	
GAYLORD BROS. P.O. Box 4901 Syracuse, NY 13221-4901 ATTN: Accounts Receivable	Jan 21, 1993	616662003		166.75	180-000	
TRUTH N TAPE P.O. Box 776 Shawnee Mission, KS 66201	Jan 25, 1993	112838		10.00	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Jan 27, 1993	338774		699.98	180-000	
DEMCO P.O. Box 7488 Madison, WI 53707	Jan 25, 1993	D523212	277.30			
	Jan 26, 1993	D524290	7.18	284.48	180-000	
LA SALLE PAPER Department 61389 El Monte, CA 91735	Jan 27, 1993	26874	9.57			
	Feb 03, 1993	27261	70.59			
	Feb 10, 1993	27666	16.26	96.42	180-000	
Allstar Trophy and Engraving 606 W. Chapman Ave. Placentia, CA 92670	Jan 27, 1993	9287		60.34	180-000	
FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Oct 09, 1992	Set 30, 1992	570.24			
	Jan 22, 1993	Dec 31, 1992	676.54	1,246.78	190-000	
PLACENTIA LIBRARY DISTRICT ACCOUNT #07603-85748 411 E. Chapman Ave. Placentia, CA 92670	Feb 08, 1993	payroll costs		1,074.64	190-000	

The claims listed above (totaling \$3,842.94) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan 29, 1993	January		30.71	190-000	
GOLDEN WEST PUBLISHING P.O. Box 11969 Santa Ana, CA 92711-1969	Jan 16, 1993	legal notice		20.25	200-000	
HIGHSMITH W5527 Highway 106 P.O. Box 800 Fort Atkinson, Wisconsin 53538-0800	Jan 22, 1993	2748594-001		497.32	230-000	
MATTHEW BENDER P.O. Box 22030 Albany, NY 12201-2030	Jan 31, 1993	44005985		90.62	240-001	
Reed Reference Publishing P.O. Box 7247-8604 Philadelphia, PA 19170-8604	Sep 07, 1992	266145		231.66	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jan 08, 1993	24522474		21.72	240-001	
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Dec 15, 1992	M158179	158.26			
	Jan 05, 1993	A058684	63.59	221.85	240-001	
BAKER & TAYLOR Dept. 4160 Los Angeles, CA 90096-4160	Jan 06, 1993	A06815819R	1,492.24			
	Jan 12, 1993	A12824783R	522.10			
	Jan 19, 1993	A19834406R	263.23			
	Jan 26, 1993	A26845300R	241.92			
	Jan 27, 1993	A27846507R	64.08			
	Feb 04, 1993	B04859007R	253.39	2,836.96	240-001	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	Feb 04, 1993	64249		113.72	240-004	

The claims listed above (totaling \$4,064.81) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
FACTS ON FILE 460 Park Avenue South New York, NY 10016	Dec 28, 1992	54349		542.50	240-004	
Bose Direct Marketing - MS274 Accounts Receivable The Mountain Framingham, MA 01701	Dec 11, 1991	400137014		97.98	240-005	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Feb 11, 1993	travel reimb.		18.40	270-000	
GWEN JOSEPH 413 Clairmont Ave. Placentia, CA 92670	Dec 18, 1992 Feb 05, 1993	travel reimb. travel reimb.	12.45 8.45	20.90	270-000	

The claims listed above (totaling \$679.78) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Feb 16, 1993
Report No. 2087

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Feb 16, 1993	petty cash	54.00		160-000	
			167.21		180-000	
			3.89		180-008	
			69.58		180-009	
			19.69		183-008	
			10.00		270-000	
			598.00		370-000	
				922.37		

The claims listed above (totaling \$922.37) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

DATE: Feb 16, 1993
Claim No. 2088

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Feb 16, 1993	Pay # 18	25,500.00		010-000	
		Feb 19, 1993- Mar 04, 1993				
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON FRIDAY, MARCH 05, 1993!!

The claims listed above (totaling \$27,220.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

DATE: Feb 16, 1993
Claim No. 2089

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Feb 16, 1993	Pay # 19 Mar 05, 1993- Mar 18, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

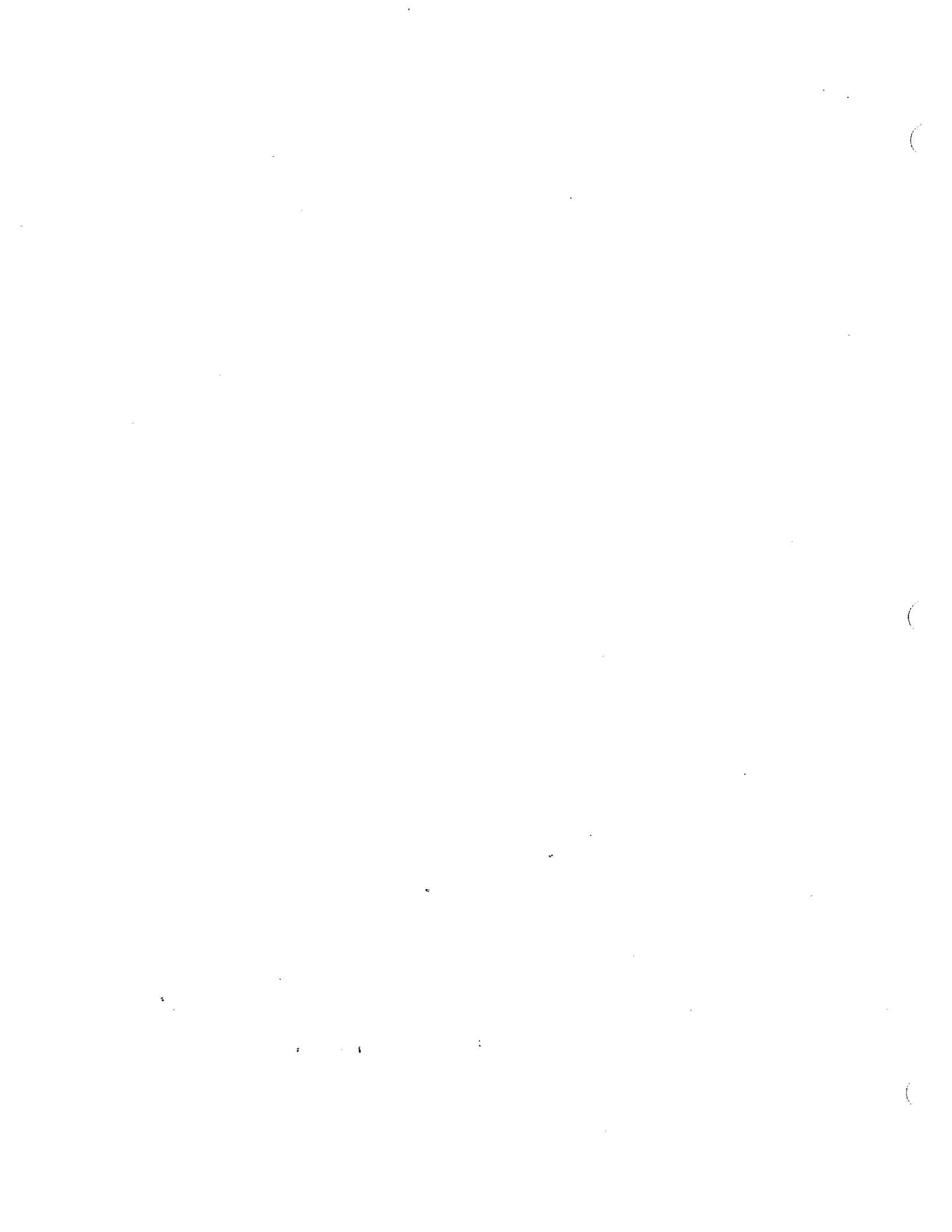
PLEASE WIRE ON FRIDAY, MARCH 19, 1993!!

The claims listed above (totaling \$27,220.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

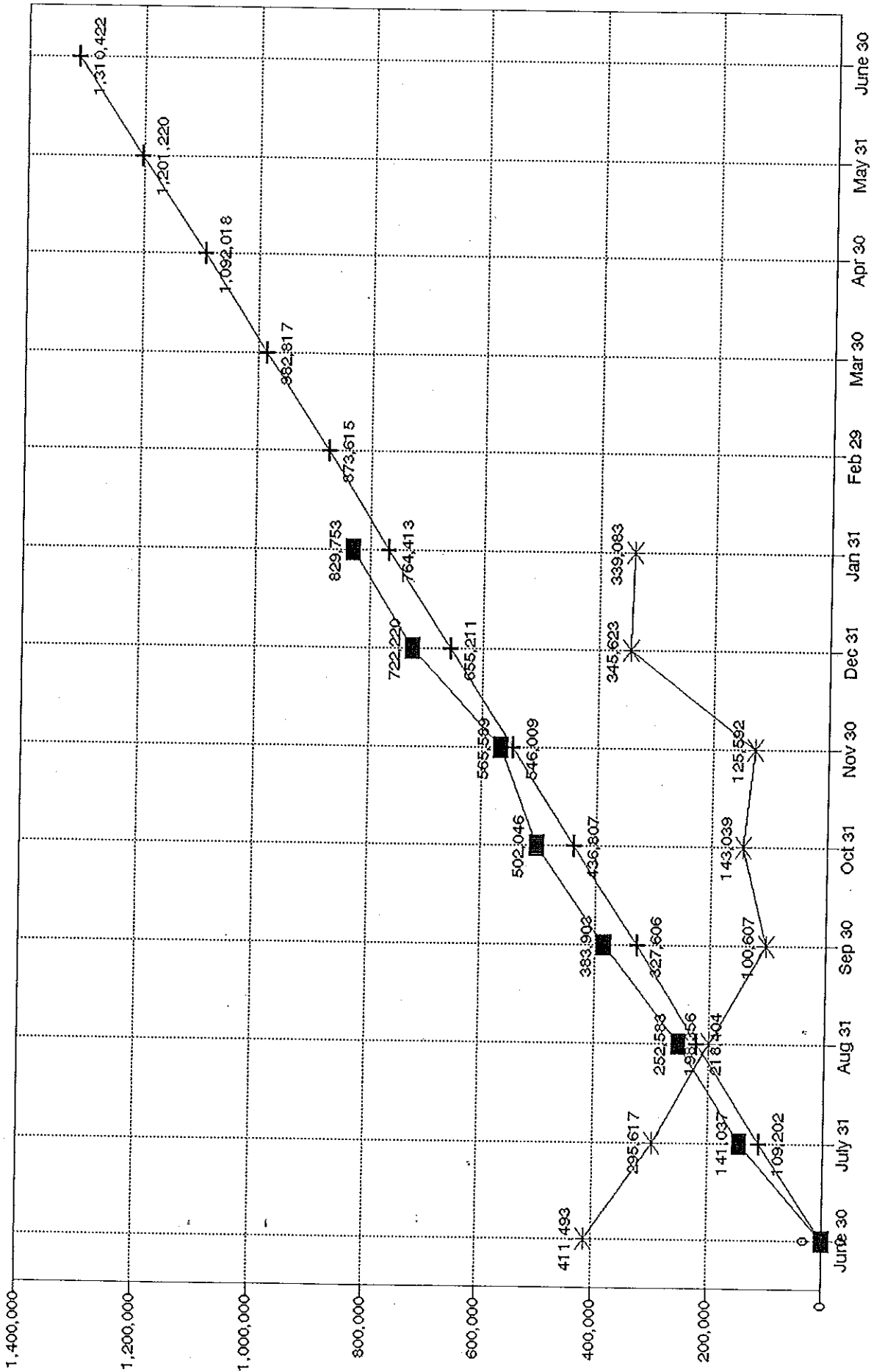
Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____



PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



Cumulative Expenses —+— Approved Budget *— Cash in Treasury

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 16, 1993

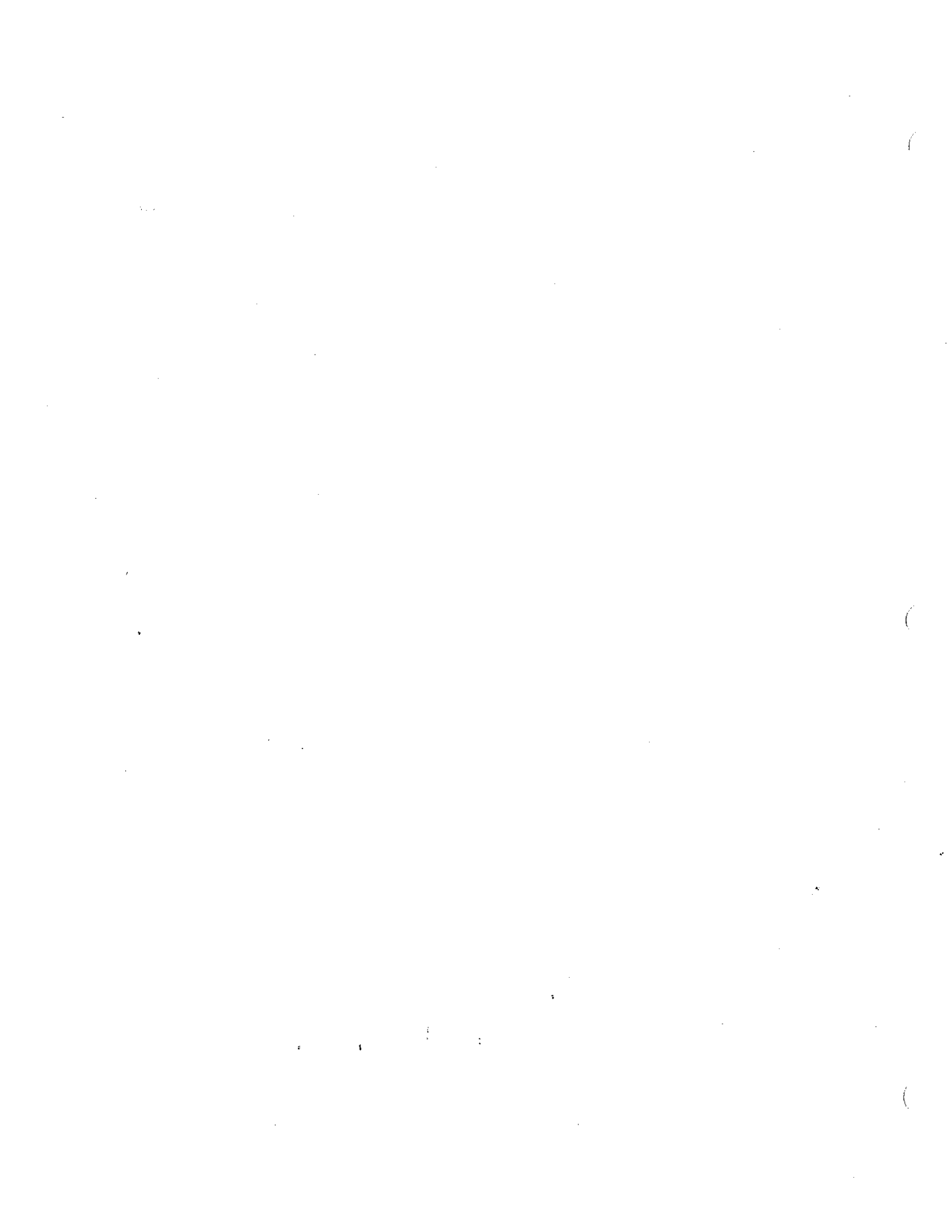
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	466,871.24	506,510.97	58,366.50	70,768.02	48.44%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	0.00	0.00	58,366.50	70,768.02	0.00%
		992,800.00	466,871.24	506,510.97			47.03%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	53,045.46	71,179.72	0.00	5,534.57	68.01%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	0.00	484.67	0.00	0.00	0.00%
623-011		1,500.00	0.00	1,462.70	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	17,820.05	15,450.44	0.00	0.00	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	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		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	23,669.72	33,992.77	0.00	3,058.87	47.34%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	17,302.91	18,529.34	0.00	0.00	57.68%
661-623		250.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL INTEREST	30,250.00	17,302.91	18,529.34	0.00	0.00	57.20%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	6,335.33	7,131.10	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	19,800.44	16,679.81	2,242.24	16,679.81	99.00%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	14,636.00	16,217.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	21,046.00	12,500.00	21,046.00	125.00%
697-003	State - Family Literacy	9,255.00	0.00	9,255.00	0.00	9,255.00	0.00%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	5,000.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	46,936.44	68,197.81	29,378.24	68,197.81	84.61%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	16,143.09	(412.10)	6,912.29	(412.10)	53.81%
787-001	Outlawed warrant - 6 months	0.00	8.00	0.00	0.00	0.00	
787-003		0.00	0.00	7,646.83	0.00	7,646.83	
	TOTAL OTHER REVENUE	30,000.00	16,151.09	7,234.73	6,912.29	7,234.73	53.84%
	5071 FUND TOTAL	1,310,422.00	757,343.17	736,138.06	100,992.36	161,925.10	57.79%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 16, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	480,003.88	410,383.65	56,000.00	53,583.65	65.28%
020-000	Retirement	107,075.00	82,183.84	65,863.99	4,290.00	4,000.00	76.75%
	Health Insurance/Care America	36,200.00	25,066.10	14,450.09	3,194.66	(2,883.28)	69.24%
	Long Term Disability	0.00	1,132.53	211.27	566.58	211.27	
	Vision Service Plan	2,250.00	1,188.96	1,406.96	178.72	345.92	52.84%
	Dental	6,600.00	3,431.40	3,243.86	629.48	462.04	51.98%
030-000	Total Employee Insurance	45,050.00	30,818.99	19,312.18	4,569.44	(1,864.05)	68.41%
031-000	Unemployment insurance	1,750.00	2,165.81	1,405.00	0.00	1,269.00	0.00%
032-000	Workers Compensation - General	7,750.00	1,964.85	4,112.35	1,334.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	597,137.37	501,077.17	66,193.44	56,988.60	66.58%
070-000	Communications	6,200.00	2,336.32	3,444.59	287.51	427.24	37.68%
070-005	Communications - Computer	0.00	2,842.88	0.00	1,022.16	0.00	
070-008	Communications - Literacy	1,200.00	502.74	802.67	117.02	49.14	41.90%
	Total Communications	7,400.00	5,681.94	4,247.26	1,426.69	476.38	76.78%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	2,042.08	3,334.54	0.00	1,665.17	45.38%
110-000	Insurance	16,500.00	0.00	(25.13)	0.00	(25.13)	0.00%
130-000	Maintenance of Equipment	7,500.00	3,050.74	6,107.43	503.28	0.00	40.68%
	HVAC	8,000.00	5,843.85	8,907.96	1,786.36	1,107.79	73.05%
	Carpet Cleaning	5,950.00	2,894.55	1,873.50	964.85	0.00	48.65%
	Groundskeeping, City of Placentia	23,000.00	13,835.34	13,993.85	3,904.45	2,342.52	60.15%
	Plumbing	750.00	131.90	0.00	0.00	0.00	17.59%
	Electrical	2,250.00	503.47	1,746.33	198.22	0.00	22.38%
	Cleaning Service	14,000.00	8,526.12	6,594.60	1,931.52	0.00	60.90%
	Locksmith	500.00	87.45	346.97	87.45	118.56	17.49%
	Other	500.00	125.00	468.83	0.00	27.37	25.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	31,947.68	33,932.04	8,872.85	3,596.24	58.14%
160-000	Memberships	3,500.00	888.00	1,664.19	0.00	1,015.00	25.37%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	6,869.28	2,869.57	849.24	16.95	171.73%
	Printing	11,000.00	2,893.30	2,039.56	24.78	1,422.86	26.30%
	EZ Copy - copy cards for sale to patrons	1,750.00	947.00	1,305.50	382.50	625.00	54.11%
	Publications	650.00	1,985.00	0.00	1,985.00	0.00	305.38%
	Paper	300.00	698.46	57.19	137.75	0.00	232.82%
	Drinking Water Service	350.00	174.65	124.75	24.95	24.95	49.90%
	Other Office Supplies	8,000.00	5,732.44	3,083.02	670.86	1,377.17	71.66%
	Total Office Supply Expense	26,050.00	19,300.13	9,479.59	4,075.08	3,466.93	74.09%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	457.21	
	Printing	2,000.00	603.09	1,210.71	0.00	149.67	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	4.13	0.00	20.89%
	Other Office Supplies	500.00	418.47	139.51	157.66	60.95	83.69%
	Total Literacy Office supply expense	2,800.00	1,042.45	1,444.76	161.79	210.62	37.23%
180-009	Family Literacy Supply Expense	500.00	3,398.56	282.43	674.38	237.68	679.71%
	Total Office Expense	29,350.00	23,741.14	11,663.99	4,911.25	4,372.44	80.89%
183-000	Postage Expense	1,500.00	1,081.01	695.76	232.39	118.00	72.07%
183-008	Postage Expense - Literacy	500.00	570.89	145.00	251.89	0.00	114.18%
	Total Postage Expense	2,000.00	1,651.90	840.76	484.28	118.00	82.60%
	Care Resources (Employee Assistance)	650.00	406.00	456.75	50.75	50.75	62.46%
	Pension Contribution & Operating Expenses	4,000.00	3,077.12	2,529.83	0.00	0.00	76.93%
	Anaheim Library	30,000.00	4,985.98	7,340.00	0.00	0.00	16.62%
	Clipping Service	400.00	245.68	245.68	92.13	30.71	61.42%
	Tax Collection Services & Fees by Orange County	600.00	211.58	308.61	0.00	0.00	35.26%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	283.50	405.00	40.50	81.00	37.80%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	0.00	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	375.00	4,036.10	270.00	2,484.95	75.00%
	Total Specialized Services	60,400.00	15,249.64	19,696.97	453.38	2,647.41	25.25%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	848.50	2,069.14	0.00	37.56	37.71%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	1,207.26	0.00	1,207.26	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	1,315.46	1,281.33	1,167.18	1,280.12	8.77%
	Total Specialized Services	79,150.00	18,225.60	24,254.70	1,620.56	5,172.35	23.03%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	500.83	239.12	0.00	239.12	100.17%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	35,900.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	61.36	0.00	61.36	4.98%
240-001	Special Department Expense- Books	85,747.00	70,318.21	74,486.95	4,903.92	7,374.15	82.01%
240-002	Special Department Expense - Video	10,000.00	189.75	3,370.98	0.00	304.40	1.90%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	24,672.49	2,017.81	8,958.64	403.62	89.72%
240-005	Special Department Expense - Audio	5,000.00	2,502.59	4,435.66	531.35	540.37	50.05%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	4,461.67	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	682.55	177.53	148.06	177.53	195.01%
	Total Special Department Expense	128,897.00	98,499.34	92,788.79	14,541.97	13,323.10	76.42%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	60.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,357.78	8,273.82	2.06	52.29	87.16%
270-008	Transportation/Travel - Meetings - Literacy	500.00	354.00	0.00	0.00	0.00	70.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	9.95	0.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	5,131.78	8,283.77	2.06	52.29	91.64%
280-000	Electricity	63,000.00	39,252.28	29,395.44	9,224.83	5,737.54	62.31%
	Gas	6,250.00	647.22	3,051.01	(352.74)	1,904.59	10.36%
	Water	1,750.00	1,310.82	1,042.33	104.20	0.00	74.90%
	Total Utilities	71,000.00	41,210.32	33,488.78	8,976.29	7,642.13	58.04%
	TOTAL SUPPLIES & SERVICES	411,047.00	232,603.61	256,780.24	41,339.23	37,707.09	56.59%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	12.04	0.00	0.00	0.00	0.80%
400-000	Equipment	0.00	0.00	684.00	0.00	684.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	1,000.00	0.00	890.50	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	1,514.50	0.00	684.00	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	107.73	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	1,622.23	0.00	791.73	0.00%
	TOTAL EXPENSES	1,310,422.00	829,753.02	759,479.64	107,532.67	95,487.42	63.32%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	4,918.88	47.41%
	Total 008 - Literacy	7,250.00	3,437.36	4,461.57	530.70	297.32	218.18%
	Total 009 - Family Literacy	2,450.00	5,345.37	1,677.17	822.44	1,622.47	218.18%



Placentia Library District
Balance Sheet

January 31, 1993

Assets

General Fund	6,795.81	
Literacy Fund	7,731.89	
County Exempt	10,299.71	
Payroll Account	19,352.54	
Savings (P/R Support)	6,338.60	
Savings (P/R Fees)	366.10	
Certificates of Deposit	20,000.00	
Petty Cash/Change	0.00	

Total Assets		70,884.65 =====

Liabilities

Manual Payroll Checks	1,641.57	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	483.54	
Insurance Payable	(937.08)	
Credit Union Payable	(785.35)	
Union Dues Payable	472.14	
Other Employee Deductions	519.34	

Total Liabilities		1,202.24

Capital

Fund Balance	69,682.41	

Total Capital		69,682.41 -----
Total Liabilities and Capital		70,884.65 =====

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

January, 1993

Prepared 2/05/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,251.84
Checks Out				
	3498	4.50		
	3551	54.00		
	3553	25.63		
	3554	598.00		
TOTALS		682.13	0.00	
CHECKBOOK BAL				6,569.71

Exhibit
2-5-93

01/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	01/31/93
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	7.80	7.80
Cash Register-Fines	2,423.50	2,423.50
Cash Register-Damaged Items	10.00	10.00
Cash Register-Lost Items	0.00	0.00
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	154.18	154.18
Cash Register-Computer Rental	34.50	34.50
Typewriter Income	27.10	27.10
Telephone Income	67.89	67.89
Copy Machine Income	35.56	35.56
State Library Reimbursements	6,439.70	6,439.70
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	984.99	984.99
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	<hr/>	<hr/>
Total Income	10,185.22	10,185.22
Cost of Sales		
	<hr/>	<hr/>
Gross Profit (Loss)	10,185.22	10,185.22
Expenses		
Transfers to County	19,963.25	19,963.25
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	54.00	54.00
Office Expense (180)	131.86	131.86
Postage (183)	200.19	200.19
Prof. & Spec. Services (190)	361.80	361.80
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	(165.00)	(165.00)
Equipment (400)	0.00	0.00
Taxes and Fees (370)	598.00	598.00
	<hr/>	<hr/>
Total Expenses	21,144.10	21,144.10
	<hr/>	<hr/>
Operating Income (Loss)	(10,958.88)	(10,958.88)

01/31/93

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

Page 2
Part 1 of 1 Parts

	Total	01/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(10,958.88)</u>	<u>(10,958.88)</u>

01/31/93

Page 1

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

	01/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	34.90
Cash Register-Fines	14,964.29
Cash Register-Damaged Items	32.95
Cash Register-Lost Items	(17.27)
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,000.41
Cash Register-Computer Rental	792.50
Typewriter Income	162.51
Telephone Income	453.65
Copy Machine Income	699.82
State Library Reimbursements	23,997.90
State Library Grants	12,500.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	9,919.15
Interest Income	10.35
Miscellaneous Income	0.00

Total Income	79,364.91
Cost of Sales	

Gross Profit (Loss)	79,364.91
Expenses	
Transfers to County	65,969.57
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	90.24
Office Expense (180)	939.31
Postage (183)	1,763.84
Prof. & Spec. Services (190)	466.80
Special Departmental Expense (240)	555.39
Transportation & Travel (270)	1,527.15
Equipment (400)	0.00
Taxes and Fees (370)	598.00

Total Expenses	72,358.22

Operating Income (Loss)	7,006.69

01/31/93

Page 2

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

01/31/93

Other Income

Other Expenses

Net Income (Loss)

7,006.69
=====

01/31/93

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 93 Period 7
 General Fund

Page 1

Check	Date	Payee	Amount
3540	01/04/93	Los Angeles Times 0-5118-01 Prof. & Spec. Services (190)	361.80
3541	01/05/93	Aaron Brothers 0-5114-01 Office Expense (180)	4.29
3542	01/12/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3543	01/15/93	E. D. Minter (petty 0-5114-01 Office Expense (180) 0-5116-01 Postage (183)	51.00 37.76 13.24
3544	01/18/93	O.C. Auditor 0-5102-01 Transfers to County	19,963.25 19,963.25
3545	01/20/93	Tall Mouse 0-5114-01 Office Expense (180)	19.89 19.89
3546	01/20/93	Smart & Final 0-5114-01 Office Expense (180)	40.89 40.89
3547	01/20/93	Smart & Final 0-5114-01 Office Expense (180)	40.73 40.73
3548	01/20/93	U.P.S. 0-5116-01 Postage (183)	41.95 41.95
3549	01/20/93	VOID VOID	0.00
3550	01/20/93	VOID VOID	0.00
3551	01/25/93	CALTAC 0-5112-01 Memberships (160)	54.00 54.00
3552	01/25/93	smart & Final 0-5114-01 Office Expense (180)	4.53 4.53
3553	01/27/93	CM School Supply 0-5114-01 Office Expense (180)	25.63 25.63
3554	01/28/93	Board of Equalizatio 0-5126-01 Taxes and Fees (370)	598.00 598.00
Checkbook 1 Total			21,350.96

01/31/93

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

Page 2

For Fiscal Year 93, Period 7 through Fiscal Year 93, Period 7

Account Name	Total
0-5102-01 Transfers to County	19,963.25
0-5112-01 Memberships (160)	54.00
0-5114-01 Office Expense (180)	173.72
0-5116-01 Postage (183)	200.19
0-5118-01 Prof. & Spec. Services (190)	361.80
0-5126-01 Taxes and Fees (370)	598.00

	21,350.96
	=====

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

December, 1992

Prepared 1/11/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,102.89
Checks Out	1123	371.00		
TOTALS		371.00	0.00	
CHECKBOOK BAL				7,731.89

Admin
2-5-93

01/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	01/31/93
Income		
Gifts Income	840.00	840.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Books/Materials Income	11.00	11.00
Interest Income	9.70	9.70
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	860.70	860.70
Cost of Sales		
	-----	-----
Gross Profit (Loss)	860.70	860.70
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	84.44	84.44
	-----	-----
Total Expenses	84.44	84.44
Operating Income (Loss)	776.26	776.26
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	776.26	776.26
	=====	=====

01/31/93

Page 1

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

	01/31/93
Income	
Gifts Income	852.00
Tutor Training Income	760.00
Workshops Income	40.00
Books/Materials Income	33.00
Interest Income	89.45
Miscellaneous Income	0.00

Total Income	1,774.45
Cost of Sales	-----
Gross Profit (Loss)	1,774.45
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	154.14

Total Expenses	573.14
Operating Income (Loss)	1,201.31
Other Income	
Other Expenses	-----
Net Income (Loss)	1,201.31 =====

01/31/93

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 93 Period 7
Literacy Fund

Page 1

Check	Date	Payee	Amount
1126	01/20/93	Egghead Software	71.64
		0-5210-02 Miscellaneous	71.64
		Checkbook 2 Total	71.64

01/31/93

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

Page 2

For Fiscal Year 93, Period 7 through Fiscal Year 93, Period 7

Account Name	Total
0-5210-02 Miscellaneous	71.64
	71.64



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

January, 1993

Prepared 2/8/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,964.60
Checks Out				
	739	5.18		
	750	12.80		
	754	127.09		
	755	519.82		
TOTALS		664.89	0.00	
CHECKBOOK BAL				10,299.71

Edmund
2/8/93

01/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	01/31/93
Income		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	270.20	270.20
Test Proctoring Income	0.00	0.00
Vending Machine Income	851.56	851.56
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	13.87	13.87
Miscellaneous Income	20.00	20.00
Gulf Arab Grant Income	0.00	0.00
	-----	-----
Total Income	1,208.13	1,208.13
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,208.13	1,208.13
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	500.00	500.00
Vending Machine Supplies	519.82	519.82
Vending Machine Repairs	127.09	127.09
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	40.92	40.92
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	1,187.83	1,187.83
	-----	-----
Operating Income (Loss)	20.30	20.30
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	20.30	20.30
	=====	=====

Placentia Library District

01/31/93

Page 1

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

	01/31/93
Income	
Cash Register-Copy Cards-Exempt Fund	506.00
Microfilm/Microfich Income	202.50
Meeting Room Income	2,411.20
Test Proctoring Income	60.00
Vending Machine Income	4,944.38
Friends Contributions	0.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Interest Income	42.78
Miscellaneous Income	50.60
Gulf Arab Grant Income	2,215.08

Total Income	12,200.54
 Cost of Sales	

Gross Profit (Loss)	12,200.54
 Expenses	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	2,600.00
Vending Machine Supplies	2,674.15
Vending Machine Repairs	127.09
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	566.59
Friend's-Other Activities	280.20
Library Board Expenses	747.39
Gulf Arab Grant	483.36
Miscellaneous	0.00

Total Expenses	8,702.44

Operating Income (Loss)	3,498.10
 Other Income	
 Other Expenses	

Net Income (Loss)	3,498.10
	=====

01/31/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 93 Period 7
County Exempt

Page 1

Check	Date	Payee	Amount
749	01/06/93	Home Depot 0-5316-03 Friend's-Other Activities	40.92
750	01/13/93	ALA GRAPHICS 0-5210-02 Miscellaneous	12.80
751	01/14/93	Smart & Final 0-4304-03 Meeting Room Income	49.80
752	01/18/93	O. C. Auditor 0-5302-03 Vend. Mach.--Repay Capital Equip.	500.00
753	01/18/93	VOID VOID	0.00
754	01/29/93	Accurate Vending 0-5306-03 Vending Machine Repairs	127.09
755	01/29/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	519.82
Checkbook 3 Total			1,250.43

01/31/93

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

For Fiscal Year 93, Period 7 through Fiscal Year 93, Period 7

Account Name	Total
0-4304-03 Meeting Room Income	49.80
0-5210-02 Miscellaneous	12.80
0-5302-03 Vend. Mach.-Repay Capital Equip.	500.00
0-5304-03 Vending Machine Supplies	519.82
0-5306-03 Vending Machine Repairs	127.09
0-5316-03 Friend's-Other Activities	40.92

	1,250.43
	=====



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

January, 1993

Prepared 2/8/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				26,714.45
Checks Out				
Transfer for Taxes	01/12/93	7,361.91		
TOTALS		7,361.91	0.00	

CHECKBOOK BAL

19,352.54

correct
2/8/93

01/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	01/31/93
Income		
Transfers from County	60,290.00	60,290.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	60,290.00	60,290.00
Cost of Sales	-----	-----
Gross Profit (Loss)	60,290.00	60,290.00
Expenses		
Salaries	107,466.83	107,466.83
Employee Benefits	0.00	0.00
Employer Payroll Taxes	8,147.78	8,147.78
Payroll Processing Fees	570.17	570.17
Bank Fees and Service Charges	29.50	29.50
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	116,214.28	116,214.28
Operating Income (Loss)	(55,924.28)	(55,924.28)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(55,924.28)	(55,924.28)
	=====	=====

01/31/93

Page 1

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

	01/31/93
Income	
Transfers from County	517,707.74
Interest Income-CD's	400.28
Interest Income-Savings	490.47
Miscellaneous Income	0.00

Total Income	518,598.49
Cost of Sales	

Gross Profit (Loss)	518,598.49
Expenses	
Salaries	466,538.81
Employee Benefits	0.00
Employer Payroll Taxes	34,708.83
Payroll Processing Fees	2,850.04
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00

Total Expenses	504,136.66

Operating Income (Loss)	14,461.83
Other Income	
Other Expenses	

Net Income (Loss)	14,461.83
	=====

01/31/93

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

Page 1

For Fiscal Year 93, Period 7 through Fiscal Year 93, Period 7

Account Name	Total
* * N O A C T I V I T Y * *	

TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant *KC*

DATE: February 9, 1993

SUBJECT: JANUARY, 1993, OVERDUE COLLECTION REPORT
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR JANUARY 1993**

**Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: February 16, 1993
 SUBJECT: **JANUARY, 1993, VENDING MACHINE REPORT**

SUMMARY OF ACCOUNTS JANUARY 1-31, 1993

Beginning Balance 01/01/93			\$ 947.26
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 625.46		
Total Materials & Supplies		\$ 519.82	
Total Repairs		127.09	
Vend Machine Loan Payback	<u> </u>	<u>500.00</u>	
	\$ 625.46	\$ 1,146.91	
Ending Balance 01/31/93			<u>\$ 425.81</u>
Check to be issued 02/16/93			\$ 0.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 12/31/92	3,000.00
January Payment	<u>500.00</u>
January Balance 01/31/93	<u>\$2,500.00</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: February 16, 1993
SUBJECT: Gift Fund Report for January, 1993

The following cash gifts to Placentia Library District were received in January, 1993:

<u>Name</u>	<u>Amount</u>
Margaret V. Dinsmore	\$ 200.00 designated to Literacy Services

Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT
CIRCULATION REPORT
(Prepared from the Anaheim Public Library Report)
February 16, 1993

CATEGORY	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	10,646	13,476	72,501	79,327	-8.60%
Adult Paperbacks	1,482	2,712	11,326	16,740	-32.34%
Juvenile Books	9,089	10,346	58,790	60,194	-2.33%
Juvenile Paperbacks	1,521	1,720	12,713	10,821	17.48%
TOTAL BOOKS	22,738	28,254	155,330	167,082	-7.03%
PERIODICALS	627	614	3,832	4,354	-11.99%
Pamphlets/Govt. Documents	84	161	538	638	-15.67%
Pictures	1	0	14	0	ERR
TOTAL EPHEMERAL	85	161	552	638	-13.48%
Total Adult Print	12,840	16,963	88,211	101,059	-12.71%
Total Juvenile Print	10,610	12,066	71,503	71,015	0.69%
TOTAL PRINT	23,450	29,029	159,714	172,074	-7.18%
Video	2,661	923	16,390	4,659	251.79%
Audio	1,104	1,855	8,330	10,943	-23.88%
TOTAL AUDIO-VISUAL	3,765	2,778	24,720	15,602	58.44%
EQUIPMENT	7	4	15	49	-69.39%
UNASSIGNED	22	0	155	0	ERR
TOTAL CIRCULATION	27,244	31,811	184,604	187,725	-1.66%

PLACENTIA LIBRARY DISTRICT
CIRCULATION REPORT
(Prepared from the Anaheim Public Library Report)
February 16, 1993

CATEGORY	FY1992-93 JAN 1993	FY1991-92 JAN 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93	FY1992-93 JUL 1992	FY1992-93 AUG 1992	FY1992-93 SEP 1992	FY1992-93 OCT 1992	FY1992-93 NOV 1992	FY1992-93 DEC 1992	FY1992-93 JAN 1993
Adult Books	10,646	13,476	72,501	79,327	-8.60%	8,350	9,247	11,915	12,949	10,162	9,232	10,646
Adult Paperbacks	1,482	2,712	11,326	16,740	-32.34%	1,597	1,446	1,868	1,869	1,591	1,473	1,482
Juvenile Books	9,089	10,346	58,790	60,194	-2.33%	8,830	6,070	8,651	11,392	8,868	5,890	9,089
Juvenile Paperbacks	1,521	1,720	12,713	10,821	17.48%	2,233	1,795	2,219	2,153	1,548	1,239	1,521
TOTAL BOOKS	22,738	28,254	155,330	167,082	-7.03%	21,010	18,558	24,653	28,368	22,169	17,834	22,738
PERIODICALS	627	614	3,832	4,354	-11.99%	601	387	543	676	514	484	627
Pamphlets/Govt. Documents	84	161	538	638	-15.67%	61	16	73	104	162	38	84
Pictures	1	0	14	0	ERR	0	0	1	7	4	1	1
TOTAL EPHEMERAL	85	161	552	638	-13.48%	61	16	74	111	166	39	85
Total Adult Print	12,840	16,963	88,211	101,069	-12.71%	10,609	11,096	14,400	15,605	12,493	11,228	12,840
Total Juvenile Print	10,610	12,066	71,503	71,015	0.69%	11,063	7,865	10,870	13,550	10,416	7,129	10,610
TOTAL PRINT	23,450	29,029	159,714	172,074	-7.18%	21,672	18,961	25,270	29,155	22,849	18,357	23,450
Video	2,661	923	16,380	4,659	251.79%	2,472	2,037	2,474	2,307	2,129	2,310	2,661
Audio	1,104	1,855	8,330	10,943	-23.88%	1,005	1,073	1,399	1,277	1,204	1,268	1,104
TOTAL AUDIO-VISUAL	3,765	2,778	24,720	15,602	58.44%	3,477	3,110	3,873	3,584	3,333	3,578	3,765
EQUIPMENT	7	4	15	49	-69.39%	0	0	0	0	0	8	7
UNASSIGNED	22	0	155	0	ERR	37	24	36	25	4	7	22
TOTAL CIRCULATION	27,244	31,811	184,604	187,725	-1.66%	25,186	22,085	29,179	32,764	26,186	21,950	27,244

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: February 3, 1993
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JANUARY	TOTAL
Covell, Fredi	6.75	20.75
Deputy, Paul	34.00	4180.25
George Key School	0.00	724.25
Goldbaum, Mae	0.00	317.25
Grandparents & Books	4.50	92.75
Ismailjee, Salehah	4.25	96.50
JTPA Students	44.75	548.25
Johnson, David	0.00	2.00
ROP Students	65.25	2208.25
Vesely, Pat	7.75	266.00

TEMPORARY VOLUNTEERS

TOTAL 167.25

LVA VOLUNTEERS

Literacy Volunteers 799.00

COMBINED TOTAL 966.25

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

100
101
102
103

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 16, 1993
SUBJECT: Building Maintenance Report for January, 1993

1. **GUTTERS**

Don Miller (formerly Architectural Sheet Metal) of Anaheim cleaned and sealed the gutters on the west side of the Library, and installed two new downspouts and collectors. They have yet to be tested by rain.

2. **PUBLIC PRINTER**

Hasps and locks have been installed on the printer connected to the public computer. Problems were occurring when users opened the top of the printer to try see if they could find out why it was not printing. Because they were not familiar with the printer, it often was rendered inoperative. Staff time was required to sort things out. Since we have locked the top of the printer, we have had no further problems.

3. **RESTROOMS**

The public men's and women's restroom locks have been converted to deadblots, keyed from the outside. This will allow us to close off those spaces when conditions warrant.

All toilets in the building have been routed as a preventative measure. The flow of one the faucets in the public women's restroom has been adjusted.

A leaky faucet in the meeting room has been repaired.

4. **LOBBY TILES**

Several tiles near the check-out area required regrouting.

5. **FRIENDS ROOM**

The old shelving has been removed and taken to the Whitten Center where it will be used by Families for Literacy.

6. **LSCA NOTICE OF INTENT (NOI)**

The State Librarian has reviewed our NOI for LSCA funds for remodeling and has encouraged us to proceed with the application process. A copy of his letter is attached.

CALIFORNIA STATE LIBRARY

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

Agenda Item 18
Attachment A



TELEPHONE: (916) 445-2585

February 4, 1993

Elizabeth D. Minter, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670

Dear Ms. Minter:

I have reviewed your Notice of Intent for Library Services and Construction Act Title II funds for the Placentia Library District Main Library Disabled Access Remodeling Project, and I encourage you to submit an Application by May 3, 1993.

Please be sure to follow all the requirements enclosed with my letter of September 22, 1992 (not 1993; a typographical error), including completion of all planning documents specified in the instructions. Barring unforeseen circumstances, at this time I would expect to approve a timely, compliant Application.

If you have any questions, please contact Cy Silver, at (phone) 916/322-0360, (fax) 916/323-1870, (internet) <auto@water.ca.gov>.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary E. Strong".

Gary E. Strong
California State Librarian

cc: Judy Lee, Fiscal Office
Cy Silver, Title II Coordinator

GES:CS:rrr.NOILTR.931

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: February 16, 1993
SUBJECT: Personnel Report for January, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

Mary Byrne part-time, lateral transfer from 20 hours per week in Reference department to Children's Department, effective 01/22/93.

Jeannine Walters promotion to 20 hours per week as Library Assistant in the Childrens Department, effective 01/22/93.

Gerald Adams, provisional appointment part-time 20 hours per week, Clerk I in Circulation, effective 02/01/93.

TERMINATIONS:

None

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

OTHER: Karen Cushing has been granted a continuance of 14 hours per week leave without pay through the month of April. Julianne George will continue in the provisional position of Library Assistant assigned to the supervision of pages during Karen's absence.

Prepared by: Charlene Dumitru



TO: Library Board of Trustees

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

DATE: February 16, 1993

SUBJECT: Submission of 1992-1993 California Library Services Act matching funds grant request for Placentia Library Literacy Services in the amount of \$12,528.

BACKGROUND:

Placentia Library District is eligible to apply for matching grant funds for its adult literacy activities that meet the qualifications of the California Literacy Campaign.

The request was prepared and mailed to the State Library on February 4, 1993.

RECOMMENDATION:

Receive and file.

Agenda Item 20

CLSA Program Budget Request for California Library Literacy Service Programs Page -3
Fiscal Year 1992/93

Placentia Library District

Name of Library


Library Director Signature

February 1, 1993
Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Gary E. Strong
1. Personnel (Inc. Benefits)	0	48,133	48,133	
2. Library Materials	2,500	450	2,950	
3. Operations Total (3a-3g)	8,351	9,050	17,401	
3a. Contract Services	500	0	500	
3b. Travel	461	500	961	
3c. Office Supplies	900	2,800	3,700	
3d. Printing	2,140	0	2,140	
3e. Instructional Resources	1,900	2,850	4,750	
3f. Communications	1,950	1,700	3,650	
3g. Other	500	1,200	1,700	
4. Equipment	750	250	1,000	
5. Indirect	927	0	927	
6. TOTAL	12,528	57,883	70,411	

1992/93 CLLS Plan of Service Narrative, Matching Funds

CLSA-46D
1/93

Library Name Placentia Library District

Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 1992/93.

1. Recruiting adult learners

Overall objective: Recruit 75 new adult learners during FY 1992-93.

- A. Conduct recognition and referral training for local human service providers at the March meeting of the Placentia Community Service Organization Network.
- B. Encourage learner-to-learner referrals with cooperation of PLLS Student Support Group.
- C. As program speaker for April meeting of Chamber of Commerce, explain how PLLS can assist local employers in compliance with legislation concerning employees with basic skill deficiencies.
- D. Encourage additional workplace literacy referrals through articles in Chamber of Commerce and Rotary Club newsletters.
- E. Keep the Orange County Literacy Network (OCLN) and Southern California Library Literacy Network (SCLLN) informed of PLLS services and continue to cooperate in mutual referrals.

2. Recruiting volunteers

Overall objective: Recruit 120 volunteer tutors and a minimum of 15 other volunteers to support program operations (tutor training, intake and assessment, referral, tutor/learner support activities, etc.) during FY 1992-93.

- A. Continue listing tutor training workshops in the North Orange County Community College District Continuing Education Class Schedule.
- B. In conjunction with Placentia Community Service Organization Network, plan and conduct a one day volunteer fair in February.
- C. Participate in CSUF Internship Day in April.
- D. Continue use of literacy bulletin board, flyers, library activity calendar and notices on date due slips to encourage library patrons to volunteer for PLLS.
- E. Update volunteer job descriptions with Volunteer Center of Orange County and continue to accept referrals of volunteers from that agency.
- F. List tutor training workshops in Placentia Quarterly and the Orange County Literacy Network's Master Calendar.

3. Training

Overall objectives: Train 120 new tutors in learner centered approach of teaching basic skills; train a minimum of 15 other volunteers to assist in implementation of program goals during FY 1992-93.

- A. In conjunction with the North Orange County Community College District, conduct 5 tutor training workshops: July, Sep.-Oct., Jan.-Feb. and April (2).
- B. Conduct Workshop Leader's Training in March.
- C. Conduct tester's training and training in office procedures as needed.

4. Matching

Overall objectives: Match 120 trained tutors with adult learners, and match 15 trained volunteers to specific jobs within PLLS during FY 1992-93.

- A. Continue current strategy of matching tutors and learners on basis of compatible schedules, geographic proximity, expressed preferences of tutor/learner, and similarity of interests wherever possible. Information for matching is gathered from intake forms (both tutor and learner), interviews/conversation (both), learner assessment, and observation of tutors in workshop.
- B. Circulate specific job descriptions for each volunteer position to the Volunteer Center of Orange County, Placentia Quarterly, at volunteer recruitment events (CSUF Internship Day, Placentia volunteer fair), at tutor workshops and within program newsletter. Interview applicants before matching.

5. Support of learners and tutors

Overall objectives: Increase tutor participation in tutor support activities to 75% and involve a minimum of 15% of adult learners in learner support activities during FY 1992-93.

- A. Conduct 4 continuing education events for tutors during the year: September, January, March, and May. Topics will include cultural awareness, lesson planning, consumer skills, and comprehension.
- B. Keep tutors informed of literacy related inservice training opportunities sponsored by other agencies, including OTAN.
- C. Hold monthly meetings of tutor and student support groups.
- D. Continue distribution of "Placentia Reads" (PLLS program newsletter) to learners, tutors, and supporters. Each issue contains samples of student writing, along with tips and other information of use to tutors and learners.

1992/93 CLLS Plan of Service Narrative, Matching Funds
Placentia Library District

Agenda Item 20
 Page 6

- E. Implement process of contacting tutors who have not fulfilled their continuing education requirements and encouraging compliance.
- F. Repeat survey of tutors in May' to determine continuing education topics for FY 1993-94.
- G. Hold annual recognition event in September and a minimum of 2 social events for program participants during the year (July and December).

6. Communications

Overall objective: Provide community visibility to support tutor/learner recruitment objectives during FY 1992-93.

- A. Participate in 5 local events: Placentia Heritage Days Festival & Parade (October), Placentia Volunteer Fair (February), CSUF Internship Day (April), Chamber of Commerce Business Expo (May), Placentia Festival of Cultures and Street Fair (June).
- B. Submit regular press releases regarding PLLS events and participant accomplishments.
- C. Provide speakers to local service groups and other organizations.
- D. Participate in joint media ventures with OCLN and SCLLN.
- E. Distribute a bimonthly newsletter "Placentia Reads" to PLLS participants and community supporters.
- F. Include prominent members of the community as guest readers of learner essays at annual recognition event.
- G. Include PLLS volunteers and learners in the Placentia Library District's local writing competition, "Libraries Change Lives," in celebration of National Library Week. Winners will be honored at a public ceremony.

7. Planning and evaluation

Overall objectives: Obtain information regarding program efficacy to use in planning during FY 1992-93.

- A. Monitor number of matches, tutoring hours and other volunteer hours through monthly reports completed by volunteers and by telephone contact through phone tree. Compile in a monthly report for Placentia Library Board of Trustees.
- B. CALPEP Semi-Annual and Quarterly reports will provide information on learner progress, along with overall progress toward program goals.
- C. Participants will evaluate individual tutor workshops and tutor/learner support events as they occur.

TO: Library Board of Trustees

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

DATE: February 16, 1993

SUBJECT: Acceptance of grant award from the California Council for the Humanities for a project entitled, "Longing for Community: Dream or Nightmare?", in the amount of \$1,500.

BACKGROUND:

At its meeting on September 18, 1992, the Library Board authorized staff to prepare and submit an application to the California Council for the Humanities for a "mini-grant" for a community discussion program on the topic: "Longing for Community: Dream or Nightmare?".

The grant application was filed on December 28, 1992, and awarded on January 25, 1993.

RECOMMENDATION:

Receive, file and ratify signature of the contract by the Library Director.



January 25, 1993

Ms. Suad S. Ammar
Principal Librarian
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Grant Number: G93M-195

Dear Ms. Ammar:

I am pleased to inform you that the California Council for the Humanities has given approval to your request for a mini-grant for the project, "Longing for Community: Dream or Nightmare?" The award is in the amount of \$1,500.

Please sign the enclosed copy of this letter and return it in the self-addressed envelope provided. This will confirm acceptance of the grant and the provisions outlined in the enclosed "Grant Agreement." Upon receipt of the signed copy of this letter, the CCH will issue a check in the full amount of the award.

Please feel free to call on our staff for any assistance we might be able to provide.

Sincerely,


James Quay
Executive Director

JDQ/jlh
Enclosures

Your signature confirms the non-profit status of the sponsoring organization and acceptance of all provisions outlined in the enclosed "Grant Agreement."

SIGNED: Suad S. Ammar DATE: 1-29-93

TITLE: Project Director



GRANT AGREEMENT

for all planning and mini-grant projects
funded by the California Council for the Humanities

Date: January 25, 1993

Grant Number: G93M-195

Between the California Council for the Humanities (hereinafter, CCH) and:

Placentia Library District
(hereinafter, Grantee) for the project entitled:

Longing for Community: Dream or Nightmare?
described in Grantee's proposal to the CCH, dated:

December 28, 1992

Upon receipt of a signed copy of the CCH grant award letter, the CCH will provide a grant to the Grantee subject to the terms and conditions set forth below.

1. GRANT PAYMENT

Upon receipt of the grant award letter from the CCH office, the project director must sign and return the copy of the letter acknowledging acceptance of the grant award and the provisions outlined in this Agreement. A check for the full amount of the grant award will be sent upon receipt by the CCH of the signed copy of the grant award letter.

2. LIMITATIONS ON THE USE OF GRANT FUNDS

Title VI of the Civil Rights Act of 1965 provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (Section 601) Grantee's activities will be subject to review to determine whether Grantee is meeting the requirements of Title VI and is eligible to continue to receive such federal assistance.

Grant funds may be expended only for project purposes and activities set forth in the budget as originally approved or subsequently amended. Proposed amendments must be submitted by the Grantee for written approval by the CCH. Significant changes requiring such action include the following:

- a. Changes in the project director or other key professional personnel identified in the approved application. A change in the project director brings an automatic suspension of the grant until the new director has been specifically approved by the CCH.

- b. Changes of project scope, purpose, or activities.
- c. Changes in the project budget which exceed 20 percent in any budget line item or which introduce or eliminate types or categories of expenditures.
- d. Changes in duration of the grant period. (Changes should be requested at least 30 days prior to the termination of the grant period.)

The grant period begins on the date of the award letter and terminates six months later. Commitment of grant funds must occur during the grant period. Such commitments must relate to goods or services provided and used within the grant period.

The total payment by the CCH to the Grantee will not exceed the amount set forth in the original grant award letter or written modification thereof.

3. MISAPPLIED FUNDS

In cases where funds are determined by the CCH to have been misapplied by Grantee, Grantee agrees to repay to the CCH all such funds or transfer to the CCH all property acquired through the use of such funds.

4. UNCOMMITTED FUNDS

Any funds actually received by Grantee which remain uncommitted at the termination of the grant period must be returned by check payable to the California Council for the Humanities; at the time of submitting the final financial report.

5. COST PRINCIPLES

Only those costs set forth in the approved project budget are allowable. The following list of such special items is not intended to be a comprehensive statement of all nonallowable costs. In the event of a conflict between the general standard below and any special provisions in the grant award letter, the special provisions shall be applicable and binding.

- a. Per Diem Reimbursements. Costs may not exceed the current rates allowable by the CCH and may be for lesser amounts at the Grantee's discretion.
- b. Travel Reimbursements. Whenever possible, less than first class accommodations should be used for air or rail travel. If first class accommodations are used, records should contain a certification that less than first class accommodations were not available. When necessary, travel by other than the above modes may be authorized. The maximum automobile mileage reimbursement rate is that currently authorized by the CCH.
- c. Capital Items. Capital items include land, buildings, automotive equipment, office equipment, electronic equipment, etc. **THE PURCHASE OF ANY ITEM WITH GRANT FUNDS REQUIRES PRIOR WRITTEN APPROVAL BY THE CCH.**
- d. Food Costs. Food costs for luncheons, banquets, coffee, or any other purpose, other than per diem reimbursements for project personnel in travel status, are unallowable.

GRANT ACCOUNTING AND RECORDS

- a. General. Grantee shall maintain records and accounts consistent with generally accepted accounting principles and also shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement of and accounting for grant project funds. Accounts and supporting documentation relating to project expenditures shall be adequate to permit an accurate and expeditious audit.
- b. Matching Funds. Grantee shall maintain records to demonstrate that matching contributions are not less than the amount proposed in the application or any subsequent revision thereof. The amount of Grantee's contribution is subject to audit.
- c. In-Kind Contributions. Some objective record as to both type and value of in-kind contributions by Grantee (such as signed in-kind contribution statements) is required. When the contribution is made by a third party, written evidence from the third party is required as to both type and value.

7. REPORTS

Grantee shall submit, by the end-date of the grant period: (1) a brief narrative report and evaluation stating what was accomplished with the CCH support; and (2) a final financial report which summarizes all expenditures of CCH grant funds and local matching amounts. The financial report must be based on receipts documenting actual expenditures, as well as signed statements documenting the provision of in-kind goods and services, but these receipts should not be sent to the CCH office; they are to be kept in the office of the project sponsor for a period of three years in case an audit is requested. Only the final narrative report and evaluation and the financial report are to be filed with the CCH.

This requirement also includes the right of the federal government to make an audit of any third party accounts related to the grant.

8. AUDITS

The CCH may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on its behalf, at any time during reasonable business hours and with such frequency as may be deemed necessary. Inspection and audit may include prefunding visits to determine the adequacy of Grantee's accounting system. In addition, the National Endowment for the Humanities and the United States General Accounting Office may conduct inspections and audits when and to the extent deemed advisable.

FINANCIAL RECORDS MUST BE KEPT ON FILE FOR A MINIMUM OF THREE YEARS FOLLOWING THE TERMINATION OF THE GRANT PERIOD. The required retention period may be extended by written notification from either the CCH or the National Endowment for the Humanities.

9. EQUIPMENT AND TITLE TO PROPERTY

The CCH reserves title to equipment purchased with CCH funds. Title to such equipment may, with special written permission from the CCH, be vested in Grantee subject to the conditions that Grantee continues to use the equipment for the purposes of activities in the humanities.

10. COLLECTION OF INFORMATION

Grantee collects information from the public in connection with a research or other general purpose project on its own initiative. Grantee shall not, without prior approval from the CCH, in any way represent that the information is being collected by or for the CCH or a federal agency.

11. PRINTING AND DUPLICATING

Grantee shall not use grant funds for printing or duplication of one thousand or more copies of material other than advertising flyers, programs, and similar materials, unless specifically authorized by the grant award letter or other written CCH approval.

12. PUBLICATION AND ACKNOWLEDGEMENT OF CCH FUNDS

Grantee may publish or produce without charge to grant funds the result of grant activities, provided that such materials (written, visual, or audio) contain an acknowledgement of the support provided by the CCH and the National Endowment for the Humanities. Publications must include in an appropriate place the statement that "the findings, conclusions, and opinions presented herein do not necessarily represent the views of either the California Council for the Humanities or the National Endowment for the Humanities." At least three copies of such publications must be furnished to the CCH unless otherwise specified in the grant award letter.

Any tangible result of grant activity (productions, displays, exhibits, films, etc.) must bear an acknowledgement of support by the California Council for the Humanities and the National Endowment for the Humanities.

Films, tapes, or publications which may be produced as a result of grant activity but after conclusion of the grant will be subject to review by the CCH for determination as to what form of acknowledgement, if any, shall be included.

13. ACCESS BY CCH TO PRODUCED MATERIALS

- a. Grantee understands and agrees that the purpose of all grant activity is to inform and educate members of the public on the broad areas of public concern with which this project was intended to deal. Toward this end, the CCH and Grantee agree to engage in a relationship of good faith and cooperation to ensure that all produced materials will be reasonably available to the CCH.
- b. For the purposes of this Agreement, the term "produced materials" refers to all intellectual property, whether copyrighted or not, including but not limited to productions, displays, exhibits, films, tapes, books, articles, and transcripts which are produced by Grantee or by participants enlisted by Grantee as a result of activity funded under this grant award.
- c. The federal government and the CCH reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of grant activities where the government or the CCH deems it in its interest to do so.

This provision is subject to, modified by, and supplemented by any additional provisions in this Grant Agreement or in the award letter covering use of and rights to all produced materials.

- d. Ownership and copyright of produced materials are held by Grantee subject to all other provisions and conditions governing access by the CCH and the federal government to produced materials included in this Agreement, the grant award letter, and any other applicable written agreement.
- e. If ownership and/or copyright of produced materials is claimed by any person other than Grantee such as a scriptwriter, editor, consultant, filmmaker, author, or lecturer, Grantee agrees to take any action that shall be necessary to ensure that the Council retains all rights that would accrue to the CCH under this Agreement if copyright was fully vested in Grantee. Grantee agrees to conduct its activities in such a manner and to make such agreements with any other persons wishing to copyright produced materials to ensure that the CCH will continue to be able to exercise freely all its rights under the provisions of this Agreement. Grantee's duties will include but not be limited to the duty to obtain assurances from lecturers that the transcripts of their lectures may be used by the CCH in the CCH newsletter, annual report, or for other purposes.

14. INCOME EARNED FROM THE PROJECT

All income earned by Grantee as part of or as a result of the conduct of the grant project shall be accounted for and reported by Grantee to the CCH.

- a. Use of Income. Any income earned from registration fees, service charges or fees, or similar sources during the conduct of the project shall be used by Grantee for activities for the project approved by the CCH. If the income cannot be so used, it shall be paid by Grantee to the CCH for further regranting purposes.
- b. Distribution of Income. Any income earned from the sale, rental, distribution, or other merchandising of produced materials will be distributed as follows:
 - 1) From net income, payment of 50 percent will be made to the CCH and 50 percent to the Grantee. It is agreed that net income will be determined by subtracting the reasonable and ordinary costs of distributing the produced materials from the total gross income derived from the merchandising. No other costs may be deducted from the gross income before income division, such as cost overrun for production of the materials, whether or not such costs were included in the original budget request or grant amount awarded.
 - 2) Income division will remain in effect for a period of five years, beginning on the last day of the grant period, or until the CCH has received repayment of all CCH funds distributed to Grantee, whichever comes first, at which time Grantee will receive 100 percent of the income.

15. TRANSFER OF COPYRIGHT OR OWNERSHIP

In the event that Grantee transfers copyright or ownership of any produced materials for distribution or for any other purpose, Grantee agrees to take any action that shall be necessary to ensure that the CCH shall continue to be able to freely exercise all rights reserved under this Agreement.

If Grantee in transferring copyright or in allowing copyright to vest in any other person fails to fully protect the rights reserved to the CCH and the federal government under this Agreement, then Grantee agrees to indemnify and hold the CCH harmless from any claims, actions, liabilities, losses, or expenses for which the CCH might otherwise be held responsible resulting from infringement in the use of material, invasion of privacy, libel, breach of contract, or third party indebtedness.

16. OTHER AGREEMENTS

The provisions and conditions of this Agreement may be supplemented and modified by special provisions included in the grant award letter. This Agreement is the complete and integrated agreement between the parties only to the extent that no prior or subsequent oral agreement may contradict specific written provisions and is not intended to prevent other written agreements from being made.

17. NON-COMPLIANCE

Grantee and CCH agree that upon non-satisfaction by Grantee of any of the conditions set forth in this Agreement or in the grant award letter, the CCH may at its option: (1) suspend all of its duties under this Agreement, including the duty to pay the grant money; or (2) declare these duties discharged and require Grantee to repay grant money previously awarded; and Grantee agrees to do so.

By signing the copy of the grant award letter, Grantee acknowledges having read and understood all of the provisions and conditions in this Agreement and promises to fully comply with each and all of them.

INSTRUCTIONS FOR CERTIFICATION

1. The California Council for the Humanities (CCH) is required to seek from institutional applicants a certification regarding the nondiscrimination statutes and from all applicants the certification regarding debarment and suspension.
2. By signing and submitting this proposal, the authorizing official of the applicant institution (sponsoring organization) provides the applicable certifications. When a prospective applicant is unable to provide the CCH with certification regarding the nondiscrimination statutes, the prospective applicant is not eligible to apply for funding from the CCH. When the applicant is unable to provide certification regarding debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on debarment and suspension cannot be submitted will be considered in connection with the CCH funding determination. Failure to furnish a certification or an explanation shall disqualify such person from receiving an award from the CCH.
3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extending. There are two exceptions. If any personal property is acquired with CCH assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with CCH support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.
4. The certifications are material representations of fact on which reliance will be placed when the CCH determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies including suspension and/or debarment.
5. The applicant shall provide immediate written notice to the CCH if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.
6. The applicant agrees by submitting this proposal that, should the proposal be funded by the CCH, it shall not knowingly enter into any project related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the National Endowment for the Humanities.
7. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:
 - (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Certification Instructions, page 2

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. A participant in a covered transaction may rely on the certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of "Parties Excluded from Nonprocurement Programs."

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except when specifically authorized by the National Endowment for the Humanities, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies, including suspension and/or debarment.

11. The following definitions apply to the terms used in each of the certifications.

Definitions

Covered Transactions: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction:

(a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.

(b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction.

Certification Instructions, page three

(c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

(Continued on Reverse Side)

CERTIFICATIONS

1. Certification Regarding the Nondiscrimination Statutes

The applicant (other than an individual who submits an application to the CCH) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

(d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions (45 CFR 1169)

(a) The prospective lower tier participant (applicant) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant (applicant) is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

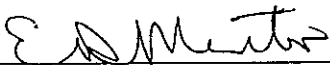
PLEASE COMPLETE AND RETURN TO: California Council For the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

CERTIFICATION

By signing and submitting this application, the authorizing official of the applicant institution (sponsoring organization) is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes, as set forth in the attached "Instructions for Certification"

(a) Authorizing Official of Applicant Institution

Elizabeth E. Minter, Library Director
Name and Title (Print or Type)


Signature

Date

(b) Information concerning this Application

Placentia Library District
Name of Applicant Institution

Longing for Community: Dream or Nightmare
Title of Project

Suad S. Ammar
Name of Project Director



TO: Library Board of Trustees

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

DATE: February 16, 1993

SUBJECT: Transfer of certificates of deposit and savings account from Sanwa Bank to Landmark Bank.

BACKGROUND:

At its meeting on January 18, 1993, the Placentia Library District Board of Trustees, authorized Library Board President Peggy Dinsmore, Library Trustee Al Shkoler, and Library Director Elizabeth Minter to investigate investment opportunities for the certificates of deposit and savings account funds held at Sanwa Bank. The certificates of deposit were scheduled to mature on January 21, 1993.

After researching the rates at several local banks it was decided to move the funds to Landmark Bank in Placentia in order to get the highest possible interest rate for the certificates of deposit, 4.00%.

The first transaction was closing the District's accounts at Sanwa Bank as follows: Savings Account 0935-49228; and the four Certificates of Deposit in Account 6507-25817 numbered 0938-852925; 0936-852926; 0934-852927; and 0932-85298. The total amount of the transaction was \$26,743.52.

The second transaction was purchasing six one-year, automatically renewable, certificates of deposit for a total of \$25,000, and opening a savings account (number 7001118) with a beginning balance of \$1,743.52, at Landmark Bank in Placentia. The interest from the certificates of deposit will be reported out annually to the savings account. Signature cards are on file at Landmark Bank and all withdrawals or transfer authorizations require two signatures.

The certificates of deposit are being held in safekeeping at Landmark Bank.

RECOMMENDATION:

Receive and file.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

January 20, 1993

Sanwa Bank
Fullerton Office
3021 Yorba Linda Boulevard
Fullerton, CA 92631

SUBJECT: Closing Savings Account and Cashing Certificates of Deposit

At its Regular Meeting on January 18, 1993, the Placentia Library District Board of Trustees, authorized Library Board President Peggy Dinsmore, Library Trustee Al Shkoler, and Library Director Elizabeth Minter to investigate investment opportunities for the certificates of deposit and savings account funds held at Sanwa Bank.

We have decided to move these funds to another bank because it is offering a higher interest rate.

The Placentia Library District Board of Trustees requests that Sanwa Bank close the District's Savings Account 0935-49228 and cash in the four Certificates of Deposit in Account 6507-25817 numbered as follows: 0938-852925; 0936-852926; 0934-852927; and 0932-85298.

Please prepare a check for the total proceeds. Library Director Elizabeth Minter will pick the check up at you office on January 21, 1993.

The District appreciates the fine service it has had from the staff at Sanwa Bank.

If you have any questions please contact Library Director Elizabeth Minter at 528-1925.

Yours truly,

Margaret V. Dinsmore, President
Library Board of Trustees

Al Shkoler
Library Board of Trustees

Elizabeth D. Minter
Library Director

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE 007-300593 12655

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** FIVE THOUSAND DOLLARS ***** DOLLARS \$ \$2,000.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

APPLICABLE RATE: 4.00%

TERMS: 65 DAYS

THIS CERTIFICATE MATURES ON 10/21/1994

AUTOMATICALLY RENEWABLE: THIS CERTIFICATE WILL BE AUTOMATICALLY RENEWED FOR SUCCESSIVE PERIODS EACH EQUAL TO THE ORIGINAL TERM AND INTEREST RATE UNLESS IT IS PRESENTED FOR PAYMENT ON ANY MATURITY DATE BY MAKING WRITTEN NOTICE OF ANY SUCH CHANGE OF REPURCHASE TO THE DEPOSITOR.

THIS CERTIFICATE IS NOT TRANSFERABLE EXCEPT IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM.

EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE #07-300601 12656

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** FIVE THOUSAND DOLLARS ***** DOLLARS \$ \$2,000.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

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TERMS: 65 DAYS

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EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE #07-300619 12657

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** FIVE THOUSAND DOLLARS ***** DOLLARS \$ \$2,000.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

APPLICABLE RATE: 4.00%

TERMS: 65 DAYS

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EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE 07-300635 12659

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** TWO THOUSAND FIVE HUNDRED DOLLARS ***** DOLLARS \$ \$2,500.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

APPLICABLE RATE: 4.00%

TERMS: 65 DAYS

THIS CERTIFICATE MATURES ON 10/21/1994

AUTOMATICALLY RENEWABLE: THIS CERTIFICATE WILL BE AUTOMATICALLY RENEWED FOR SUCCESSIVE PERIODS EACH EQUAL TO THE ORIGINAL TERM AND INTEREST RATE UNLESS IT IS PRESENTED FOR PAYMENT ON ANY MATURITY DATE BY MAKING WRITTEN NOTICE OF ANY SUCH CHANGE OF REPURCHASE TO THE DEPOSITOR.

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EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE #7-300585 12660

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** FIVE THOUSAND DOLLARS ***** DOLLARS \$ \$2,000.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

APPLICABLE RATE: 4.00%

TERMS: 65 DAYS

THIS CERTIFICATE MATURES ON 10/21/1994

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EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen

Landmark Bank
44 West Chester Avenue
La Habra, California 90631
NOT NEGOTIABLE TO CASH

TIME SAVINGS CERTIFICATE
AUTOMATICALLY RENEWABLE 07-300627 12661

1/21/1994 10.93

NONNEGOTIABLE
 HOLD FOR LOAN COLLATERAL

***** PLACENTIA LIBRARY DISTRICT ***** HAS DEPOSITED

***** TWO THOUSAND FIVE HUNDRED DOLLARS ***** DOLLARS \$ \$2,500.00

Payable to said depositor or, if more than one, to either or any of said depositors or the survivor or survivors, upon presentation and surrender of this certificate on its maturity date or within 10 days thereafter.

APPLICABLE RATE: 4.00%

TERMS: 65 DAYS

THIS CERTIFICATE MATURES ON 10/21/1994

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EXPIRES ON: 1/21/1994 #05349

AUTHORIZED BANK SIGNATURE
Janet L. Schen



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 16, 1993
SUBJECT: Distribution of Request for Proposal for general auditing services for fiscal years 1992-1993 and 1993-1994.

BACKGROUND:

For the past two years Anderson, Lynn, Besich, Munson & Cronick has prepared the District's Audit.

It is customary for public agencies to solicit bids for audits every two or three years.

The proposed "Request for Bid, Annual Audit for the Placentia Library District for Fiscal Years 1992-1993 and 1993-1994" is Attachment A.

The contract could be awarded at the April Board Meeting.

RECOMMENDATION:

Approve Distribution , Receive & File.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

Request for Bid

Annual Audit of the Placentia Library District for Fiscal Years 1992-1993 and 1993-1994

I. Examination

- A. Each examination is to cover one year:
July 1, 1992 - June 30, 1993; and July 1, 1993 - June 30, 1994.
- B. The examination is to be conducted in accordance with generally accepted auditing standards leading to the expression of an opinion, in compliance with Rule 58.1 of the State Board of Accountancy, on the financial statements of the District taken as a whole.
- C. The examination is to include a review to ascertain compliance with the provisions of laws and regulations to which the District may be subject.

II. Report on Examination

- A. A final report shall be submitted on or before September 1, 1993 for Fiscal Year 1992-1993, and on or before September 1, 1994 for Fiscal Year 1993-1994. The beginning of the work and the rate of progress is at the discretion of the firm within the limit set by the required submission date of the final report.
- B. The report shall meet the minimum reporting requirements as prescribed by the State Controller for special districts under Section 26909 of the Government Code (copy attached).
- C. The report shall set forth the scope of the examination, together with an opinion, in compliance with Rule 58.1 of the State Board of Accountancy.
- D. The report shall include as a minimum the following:
 - 1. Balance Sheet
 - 2. Operating Statement
 - 3. Notes to Financial Statements

Annual Audit of the Placentia Library District for Fiscal Years 1992-1993 and 1993-1994, Page 2.

- E. The report shall be addressed to:

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

- F. One copy of the report on examination should be mailed to the home address of each of the five Trustees and five copies of the report shall be delivered to the Office of the Library District.

III. Annual Report of Financial Transactions of Special District

Form 001NE, LGFA 80 shall be completed for submittal to the State Controller ninety (90) days after the close of the fiscal years ending June 30, 1993 and June 30, 1994.

IV. Management Letter

- A. In addition to submitting a report on the examination of the financial statements of the System and the Annual Report of Financial transactions of Special Districts, a management letter shall be prepared setting forth the following:

1. Findings and recommendations for improvement resulting from the survey of systems of internal control conducted as part of the financial examination.
2. Findings and recommendations for improvement in accounting systems where noted during the conduct of the financial examination.
3. Findings of noncompliance with laws and rules and regulations coming to the attention of the firm during the course of the examination.
4. Any other material matter coming to the attention of the firm during the course of the examination.

- B. The management letter, as stated above, shall be included with the report on examination of the financial statements, rather than submitted separately.

V. Proposal Requirements

The proposal shall include the following:

- A. Name of firm, address and telephone number of office nearest to Placentia, California.

Annual Audit of the Placentia Library District for Fiscal Years 1992-1993 and 1993-1994, Page 3.

- B. Name of firm's representative designated as contact.
 - C. Names of firm's representatives who will be assigned to direct and conduct the examination.
 - D. A statement indicating availability of the firm's representatives and the ability to complete the work within the required time limits.
 - E. A schedule of hourly charge rates, by each classification, for the personnel to be assigned to the examination.
 - F. An expression of the maximum fee to complete the examination of the financial statements and to submit a report.
- V. Proposal Requirements (continued)
- G. A statement describing any expenses that might be incurred in addition to the hourly charge rates.
 - H. Any other information considered relevant to the proposal.
 - I. Proposal to be submitted to the office of the Library District by 5:00 P.M. on Friday, March 26, 1993.

VI. Accounting Records

To discuss the accounting and other records, contact the following persons:

Elizabeth D. Minter, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670

Telephone (714) 528-1925

VII. Billing of Fees

Compensation for the conduct of the work will be paid upon completion of the work and submission of the required report on examination.

TO: Elizabeth Minter, Library Director
FROM: Administrative Assistant
DATE: February 16, 1993
SUBJECT: **Certification of Notification of Renters of the Change in Rate for the Meeting Room**

On February 11, 1993, notification was mailed to all organizations which have reservations for use of the Meeting Room on or after May 1, 1993 to inform them of the increase in rates as of that date. The organizations notified were:

The Bridge Club
The Orchid Society
Egg Artists of America
Terra Linda Estates Homeowners Association

The new fee schedule for use of the room has also been added to the Placentia Library District Fines and Fees Schedule and is posted in the Library.



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 11, 1993
SUBJECT: Statements of Economic Interests for Trustees and Designated Employees

BACKGROUND:

Each year, the Clerk of the Board of Supervisors sends out Statements of Economic Interests (FORM 730) to be filed by trustees and designated employees.

The 1992-1993 forms have arrived and are being distributed.

Our Annual Filing Date is April 1, 1993, for the period January 1, 1992 through December 31, 1992.

Trustees are required to file with the Clerk of the Board of Supervisors.

Library Trustees need to file their statements with the Library administrative office, and we will forward the originals as a group to the Clerk.

Newly elected Trustee Shkoler and newly appointed Trustee West must file Assuming Office statements as soon as possible. Former Trustee Osborn must file a Leaving Office.

Trustees Dinsmore, Evans, and Stark need to file their Annual statements by March 15, 1993, to allow us a timely filing with the Clerk.

Designated employees Library Director Minter, Assistant Library Director Addotta, and Principal Librarian Ammar file with the Library only.

RECOMMENDATION:

Take required action.



ESTABLISHED 1889

Agenda Item 25
Attachment A
Page 1

PHYLLIS A. HENDERSON
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206
714 834-4439 (FAX)

County of Orange

CLERK OF THE BOARD OF SUPERVISORS

February 5, 1993

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

Dear Ms. Minter:

SUBJECT: FORM 730 - CONFLICT OF INTEREST DISCLOSURE STATEMENTS

Enclosed please find the following information relative to filing Conflict of Interest Disclosure Statements:

1. **LIST OF 730 FILERS:**

Your agency is required by Government Code to notify the clerk of your code reviewing body of the names and titles of persons required to file Statements of Economic Interests prior to their actual filing. If the Conflict of Interest Code adopted by your agency requires that your officers file with the Clerk of the Board of Supervisors, we request that you complete the enclosed form and return it to this office immediately. Please include the Annual Filing Date as specified in your Code.

2. **MEMO FROM CLERK OF THE BOARD OF SUPERVISORS (to be distributed to all Form 730 filers required to file with the Clerk of the Board):**

This memo includes cautions regarding timely filing to avoid penalties and reminders to thoroughly fill-in the statement to avoid having to file an amendment.

3. **SUMMARY OF 1993 LEGISLATIVE CHANGES TO THE CONFLICT OF INTEREST DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT:**

A copy of this sheet must accompany each 730 given to employees.

4. **FAIR POLITICAL PRACTICES COMMISSION FORM 730:**

Enclosed is a copy of the 1992-1993 Statement of Economic Interests for Designated Employees Form 730 for your use as a master. Copies will be needed for each member of your legislative body (and Superintendent/General Manager if required by your Code to file with the Clerk of the Board) as well as for other designated employees required to file. These forms are also to be used during the year for "assuming, leaving, initial and candidate" statements.

The Fair Political Practices Commission (FPPC) advises that only the 1992-1993 form is acceptable for filing for 1992. Please discard any forms from prior years.

Ms. Elizabeth D. Minter
Placentia Library District
February 5, 1993
Page 2

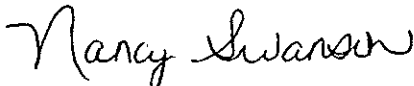
In most cases the Annual Statement period covers January 1 through December 31, 1992. Please check your Code to ascertain the period covered by your agency's Annual Statement. Statements must be received by the office of the Clerk of the Board of Supervisors or postmarked by April 1, 1993 or by your agency's Annual Filing date. You may have to provide filers with the date specified in your Code. I would suggest that members of your governing board file with you and that you forward the originals as a group to the Clerk of the Board of Supervisors. Please retain a copy for your files. It may be necessary for you to receive statements of your board members a few days prior to the Annual Filing Date deadline to allow a timely filing with the Clerk of the Board of Supervisors.

Questions relating to your agency's Code or disclosure categories should be directed to your legal counsel. General questions can be directed to the FPPC at (916) 322-5660.

If you have any other questions, please call me at (714) 834-2206.

Sincerely,

COUNTY OF ORANGE



Nancy K. Swanson
Assistant Clerk of the Board of Supervisors

NKS:ec

Enclosures: 4

cc: Terry Andrus, County Counsel

NOTE: Amended Conflict of Interest Codes are being reviewed by County Counsel and some are appearing on the Board of Supervisors Agenda weekly. A copy of the Board Resolutions will be mailed to you after Board approval of your Code.

RETURN IMMEDIATELY!

**LIST OF 730 FILERS REQUIRED TO FILE WITH THE
CLERK OF THE BOARD OF SUPERVISORS**

DATE: February 9, 1993

TO: **PHYLLIS A. HENDERSON, CLERK OF THE BOARD OF SUPERVISORS**
Post Office Box 687, Santa Ana, CA 92702-0687

FROM: Elizabeth D. Minter

NAME OF AGENCY: Placentia Library District

ADDRESS OF AGENCY: 411 East Chapman Avenue

Placentia, CA 92670

NAME OF SUPERINTENDENT/EXEC. OFFICER: Elizabeth D. Minter *EDM*

CONTACT PERSON/TELEPHONE NUMBER: Elizabeth D. Minter (714) 528-1925

ANNUAL FILING DATE: April 1, 1993

<u>NAME OF FILER</u>	<u>POSITION</u>	<u>TYPE OF STATEMENT*</u>
<u>Margaret V. Dinsmore</u>	<u>Trustee</u>	<u>Annual</u>
<u>Saundra M. Stark</u>	<u>Trustee</u>	<u>Annual</u>
<u>Ray C. Evans</u>	<u>Trustee</u>	<u>Annual</u>
<u>Al Shkoler</u>	<u>Trustee</u>	<u>Assuming</u>
<u>Fred D. West</u>	<u>Trustee</u>	<u>Assuming</u>
<u>Robert E. Osborn</u>	<u>Trustee</u>	<u>Leaving</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
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(Continue on back if more space is needed.)

*Annual/Assuming/Leaving Statement



ESTABLISHED 1889

Agenda Item 25
Attachment C

PHYLLIS A. HENDERSON
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206
714 834-4439 (FAX)

County of Orange

CLERK OF THE BOARD OF SUPERVISORS

February 5, 1993

TO: FORM 730 FILERS REQUIRED TO FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS, COUNTY OF ORANGE

FROM: NANCY K. SWANSON, ASSISTANT
CLERK OF THE BOARD OF SUPERVISORS

SUBJECT: FAIR POLITICAL PRACTICES COMMISSION FORM 730 - CONFLICT OF INTEREST DISCLOSURE STATEMENTS

Your agency's Conflict of Interest Code designates you as one who must file a disclosure statement with our office each year.

Attached is the 1992-1993 Form 730 (Statement of Economic Interests for Designated Employees) covering the period January 1 through December 31, 1992 which the Fair Political Practices Commission (FPPC) advises is the only form acceptable for filing for 1992. These statement forms are also to be used during the year for filing "assuming, leaving, initial and candidate" statements. A Summary of 1993 Legislative Changes has been included for your information.

Instructions regarding filing Form 730 are included on the form. It is imperative that the cover page be completed (your name as filer, the name of the agency, your position title, mailing address, and your daytime telephone number). The appropriate box (in most cases it will be Annual Statement) must be checked and dated. You must complete the verification at the bottom of the cover page. An unsigned statement is considered an unfiled statement and you may be subject to late filing penalties. Additionally, the schedules on the second page (Summary) must be checked as appropriate and only the completed schedules need be included (sections not applicable should be discarded). **Incomplete information may result in the requirement for a filer to file a Form 730 Amendment.**

Keep a copy of your completed form, and transmit the original to your agency/contact person in sufficient time for them to forward it to us prior to the Annual Filing date. Your statement must be received by our office or postmarked by April 1, 1993 (or by your agency's Annual Filing date as specified in their Code). Please note that failure to file statements timely may result in certain criminal and civil penalties, including, but not limited to, late fines (\$10 per day, up to \$100), pursuant to the Government Code Section 91013. There is no provision in the law for an extension of a filing deadline.

Questions relating to your agency's Code or disclosure categories should be directed by your agency/contact person to their legal counsel. General questions can be directed to the FPPC at (916) 322-5660. If you have any other questions, please call me at (714) 834-2206.

NKS:ec

Attachments



California Fair Political Practices Commission

SUMMARY OF 1993 LEGISLATIVE CHANGES TO THE CONFLICT OF INTEREST DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

The following amendments to the conflict of interest disclosure provisions of the Political Reform Act have been signed by the Governor and will go into effect January 1, 1993:

Disclosure of Income on Candidates' Statements of Economic Interests

AB 1075 amends Government Code Section 87201 to require candidates for elective offices specified in Government Code Section 87200 to disclose on their statements of economic interests (Form 721) income received during the immediately preceding 12 months. (Chapter 1141, Statutes 1992.)

Assuming Office Statements of Economic Interests for Designated Employees Who Resign






Under the Political Reform Act, designated employees of state and local government agencies are required to file a statement of economic interests (Form 730) within 30 days of assuming office. AB 2941 amends Government Code Section 87302 to provide an exception to this filing requirement if a designated employee resigns from office (1) within 12 months following initial appointment, or (2) within 30 days of the date a notice is mailed by the filing officer of the individual's filing obligation, whichever is earlier. (Chapter 441, Statutes 1992.) Previously, Section 87302 provided that the statement was not required if the designated employee resigned within 45 days of his or her initial appointment.

1992-1993

STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES

FORM 730 AND INSTRUCTIONS

IF YOU ARE AN OFFICIAL OR EMPLOYEE WHOSE POSITION IS DESIGNATED IN A
CONFLICT OF INTEREST CODE, USE THE FORM 730 TO FILE:

-  ASSUMING OFFICE STATEMENT
-  ANNUAL STATEMENT
-  LEAVING OFFICE STATEMENT
-  INITIAL STATEMENT
-  CANDIDATE STATEMENT

Prepared by the
Fair Political Practices Commission
P.O. Box 807
Sacramento, CA 95812
Phone: (916) 322-5662

GIFT LIMITATIONS AND HONORARIA PROHIBITION

Gift Limitations

Elected State Officers may not accept gifts with a value of more than \$250 in a calendar year from a single source.

Local Elected Officers may not accept gifts and honoraria with a value of more than \$1,000 in a calendar year from a single source.

State Board and Commission Members, and State Agency Officials and Designated Employees may not accept gifts with a value of more than \$250 in a calendar year from a single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This prohibition does not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.

Exceptions To Gift Limit:

The following are not prohibited or limited by the Political Reform Act:

- The items listed in "Exceptions From Disclosure" in the instructions for "Completing Schedule F -- Gifts" of this disclosure form.
- Payments, advances, or reimbursements for travel and related lodging and subsistence as described in "Travel Payments." However, many payments for travel, lodging and subsistence must be disclosed.
- Wedding gifts. However, wedding gifts must be disclosed.

Gifts From Lobbyists: Elected state officers and certain state board and commission members and state agency officials and employees are prohibited from accepting a gift or gifts, including wedding gifts, aggregating more than \$10 in a month from a lobbyist or lobbying firm registered with the Secretary of State.

"Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not provided. You must disclose gifts with an aggregate value of \$50 or more received during the reporting period from a single source, without regard to the location of the donor (inside or outside your jurisdiction). Any number of gifts from one person, the values of which add up to \$50 or more during the reporting period, must be disclosed.

Honoraria Prohibition

Elected State Officers may not accept any honorarium. "Honorarium" means, with the exceptions noted below, any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Local Elected Officers may not accept honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering, or gifts which aggregate more than \$1,000 from a single source in a calendar year.

Members of State Boards and Commissions, and Employees of State Agencies may not accept an honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This prohibition does not apply to any part-time member of the governing board of any public institution of higher education unless the member is also an elected official.

Exceptions To Honoraria Prohibition:

1. "Honorarium" does not include earned income for personal services which are customarily provided in connection with the practice of a bona fide business, trade, or profession, such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting, unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. This prohibition does not apply to payments, advances, and reimbursements for travel and related lodging and subsistence, as described in "Travel Payments" below.
3. This prohibition does not apply to any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Controller for donation to the General Fund, without being claimed as a deduction from income for tax purposes.

Travel Payments

With the following exceptions, payments and reimbursements for travel are subject to the gift limitations set out above:

Payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence which is reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy, are not prohibited or limited, if either of the following apply:

- (1) The travel is in connection with a speech given by the elected officer or state employee, the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech, and the travel is within the United States.
- (2) The travel is provided by a government, a governmental agency, a foreign government, a governmental authority, a bona fide public or private educational institution, as defined in Section 203 of the Revenue and Taxation Code, or a nonprofit charitable or religious organization which is exempt from taxation under Section 501(c) (3) of the Internal Revenue Code, or by a person domiciled outside the United States which substantially satisfies the requirements for tax exempt status under Section 501(c) (3) of the Internal Revenue Code.
- (3) Travel costs paid from campaign funds as permitted by Government Code Section 89510, et seq.
- (4) Travel provided by the agency of an elected officer, member of a state board or commission, or designated employee of a state agency.
- (5) Travel which is reasonably necessary in connection with a bona fide business, trade, or profession and which satisfies the criteria for federal income tax deduction for business expenses in Sections 162 and 174 of the Internal Revenue Code, unless the sole or predominant activity of the business, trade, or profession is making speeches.
- (6) Travel which is excluded from the definition of a gift by any other provision of the Political Reform Act.

NOTE: Although certain travel payments are not prohibited or limited, they may have to be disclosed. Refer to the instructions for completing Schedule D-1 for detailed information.

**TYPES OF STATEMENTS AND WHEN
STATEMENTS MUST BE FILED**

**FAILURE TO FILE STATEMENTS ON TIME MAY RESULT IN PENALTIES
INCLUDING BUT NOT LIMITED TO LATE FINES.**

Assuming Office Statement:

File if you assume a position designated in your agency's conflict of interest code.

- a. Positions subject to State Senate confirmation -- File no later than **30 days** after your appointment or nomination by the Governor.
- b. All other positions -- File no later than **30 days** after you assume office.

Annual Statement:

File at the time prescribed in your agency's conflict of interest code (April 1 for most filers).

Leaving Office Statement:

File no later than **30 days** after you leave your designated position.

Initial Statement:

If your agency has a newly-adopted conflict of interest code, file no later than **30 days** after the effective date of your agency's conflict of interest code. If your position was newly designated in your agency's conflict of interest code, file no later than **30 days** after the effective date of the amendment to the code.

Candidate Statement:

File no later than the final filing deadline for your declaration of candidacy. (Candidates for elective offices not specified in Gov. Code Section 87200 must file a "candidate" statement (Form 730) only if required by the agency's conflict of interest code.)

WHERE MUST STATEMENTS BE FILED?

All statements, except those filed by State Assembly and Senate staff members, are filed with your own agency, board or commission unless otherwise specified in your agency's conflict of interest code.

State Assembly and Senate staff members file their statements directly with the Fair Political Practices Commission.

You must file an originally signed statement of economic interests with each agency, board or commission with which you hold a designated position covered by a conflict of interest code.

CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

Before completing this form, contact your agency, board or commission to receive a copy of your disclosure category, which outlines the type of information you must disclose.

NAME _____

Schedule A - Investments
(Which Are Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000 Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000 Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000 Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000 Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

NOTE: YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D ANY SALARY, COMMISSION, DISTRIBUTION OR OTHER INCOME (\$250 OR MORE) RECEIVED BY YOU OR YOUR SPOUSE FROM ANY BUSINESS ENTITY LISTED ON SCHEDULE A.

*If you have checked this box, you must report on Schedules C-1 and C-2 any interests in real property and investments held by the business entity. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you may be required to report the name of that source on Schedule H-2.

If additional space is needed, check box and attach an additional Schedule A.

**INFORMATION FOR COMPLETING SCHEDULE B - Interests In Real Property
(Which Are Not Held By A Business Entity Or Trust)**

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.

You must report interests in real property located in your jurisdiction, in which you or your immediate family had a direct, indirect or beneficial interest aggregating \$1,000 or more at any time during the reporting period.

Jurisdiction for reporting interests in real property:

Judges, court commissioners, state officeholders and state agency officials and employees have statewide jurisdiction and must report real property located anywhere within the State of California. An interest in real property is in the jurisdiction of a city or county if it is located in, or within two miles of, the city or county, or within two miles of any land owned or used by the city or county.

Interests in real property include:

- A leasehold interest*
- A beneficial ownership interest
- A deed of trust
- An easement
- An option to acquire any of the above
- An interest in real property held by an IRA in which you have a 10% or greater interest

You are not required to disclose the following interests in real property:

- Any residence which you utilize exclusively as your personal residence, unless it is also a place of business, e.g., family farm, retail business, or vacation rental, in which case you are required to disclose only the value of that portion of the property which is used in connection with your business activities.
- Interests in real property acquired by a blind trust pursuant to FPPC Regulation 18235.

Reporting Interests in Rental Property and Income from Rental Property

If you or your immediate family have an interest in a rental property directly, i.e., not through a business entity, you must report:

- The property on Schedule B;
- Your share of the total amount of rental income received from the property on Schedule D; and
- If your ownership interest is 10% or greater, the name of any tenant who paid rent of which your share was \$10,000 or more on Schedule H-3.

If you or your immediate family own a 10% or greater interest in a business entity, such as a partnership or joint venture, which owns real property, you must report:

- The business entity on Schedule A;
- The property held by the business entity on Schedule C-1;
- Your share of the total amount of income, including rents, received from the business entity on Schedule D;
- The name of any client or customer who provided income to the business entity of which your pro rata share was \$10,000 or more on Schedule H-2.

*An interest in a lease on real property is reportable if the value of the leasehold interest is \$1,000 or more. The value of the leasehold interest is the total amount of rent owed by you during the reporting period, or on an assuming office statement, during the prior 12 months. No leasehold interest with a value of less than \$1,000 need be reported. When reporting a leasehold interest, you must include the address or other precise location of the leased property and the date upon which the lease became effective, if this occurred during the reporting period.

EXAMPLE, SCHEDULE B

Assume that:

- You have a 25% interest in a commercial rental building at 14738 Spruce Street, Little Town. The fair market value of your interest in the building is \$85,000 and you did not acquire or dispose of the property during the reporting period.

Schedule B should be completed as follows:

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY 14738 Spruce Street		CITY Little Town	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST Ownership			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*

NOTE: You may be required to report on Schedule D any income (\$250 or more) received by you or your spouse from rental property listed on Schedule B.

*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.

NAME _____

Schedule B - Interests In Real Property
(Which Are Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*

NOTE: You may be required to report on Schedule D any income (\$250 or more) received by you or your spouse from rental property listed on Schedule B.

*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.

If additional space is needed, check box and attach an additional Schedule B.

**INFORMATION FOR COMPLETING SCHEDULE C-1 -
Interests In Real Property Held By Business Entities Or Trusts**

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPE OF INTERESTS YOU MUST DISCLOSE.

If, during the reporting period, you or your immediate family had a 10% or greater interest in a business entity or in a trust, and

If, during the reporting period, the business entity or trust held interests in real property:

You must report such interests in real property if your pro rata share of any interest in real property is \$1,000 or more and if the real property is located in your jurisdiction.

In addition, you must report the business entity holding such interests in real property as an investment on Schedule A.

Reporting Assets Held By A Trust: You must disclose interests in real property held by any trust in which you have a 10% or greater interest, if your pro rata share of the interest in real property is \$1,000 or more. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

1. **A maker and:**
 - a. can revoke or terminate the trust; or
 - b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
 - c. have retained any power of appointment including the power to change the beneficiaries.
2. **A beneficiary and:**
 - a. presently receive income; or
 - b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

EXAMPLE, SCHEDULE C-1

Assume that:

- You have a 50% partnership interest in ABC Land Developers worth \$250,000.
- ABC Land Developers owns real property worth \$300,000 located within your jurisdiction. The real property was not acquired or disposed of during the reporting period.

Your 50% interest in ABC Land Developers must be reported on Schedule A. The real property held by ABC Land Developers must be reported on Schedule C-1 as follows:

INTERESTS IN REAL PROPERTY HELD BY: ABC Land Developers
(Name Of Business Entity Or Trust Holding The Real Property)*

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY AP 029 589202		CITY Little Town	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST Ownership			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	

*Your investment in this business entity must be reported on Schedule A-Investments.

NAME _____

**Schedule C-1 - Interests In Real Property
Held By A Business Entity Or Trust**

(SEE INSTRUCTIONS ON PRECEDING PAGE)

INTERESTS IN REAL PROPERTY HELD BY: _____

(Name Of Business Entity Or Trust Holding The Real Property)*

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:		Date Acquired: _____ Date Disposed: _____	

*Your investment in this business entity must be reported on Schedule A-Investments.

If additional space is needed, check box and attach an additional Schedule C-1.

**INFORMATION FOR COMPLETING SCHEDULE C-2 -
Investments Held By Business Entities Or Trusts**

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES INTERESTS YOU MUST DISCLOSE.

If, during the reporting period, you or your immediate family had a 10% or greater interest in a business entity or in a trust, and

If, during the reporting period, the business entity or trust held investments:

You must report such investments if your pro rata share of any investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your jurisdiction (report this on Schedule C-2).

In addition, you must report the business entity holding such investments as an investment on Schedule A.

Reporting Assets Held By A Trust: You must disclose investments and interests in real property held by any trust in which you have a 10% or greater interest, if your pro rata share of the investment or interest in real property is \$1,000 or more. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

1. **A maker and:**
 - a. can revoke or terminate the trust; or
 - b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
 - c. have retained any power of appointment including the power to change the beneficiaries.
2. **A beneficiary and:**
 - a. presently receive income; or
 - b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

EXAMPLE, SCHEDULE C-2

Assume that:

- ABC Land Developers owns common stock worth \$3,000 in Ajax Building Materials, which does business in your jurisdiction. The investment was not acquired or disposed of during the reporting period.

Your 50% interest in ABC Land Developers must be reported on Schedule A. The common stock held by ABC Land Developers must be reported on Schedule C-2 as follows:

INVESTMENTS HELD BY: ABC Land Developers
(Name Of Business Entity Or Trust Holding The Investment(s))*

NAME OF BUSINESS ENTITY Ajax Building Materials		FAIR MARKET VALUE <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP Common Stock	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY Manufactures Building Supplies		

*Your investment in this business entity must be reported on Schedule A-Investments.

NAME _____

Schedule C-2 - Investments Held By A Business Entity Or Trust
(SEE INSTRUCTIONS ON PRECEDING PAGE)

INVESTMENTS HELD BY: _____

(Name Of Business Entity Or Trust Holding The Investment(s))*

NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

*Your investment in this business entity must be reported on Schedule A-Investments.

If additional space is needed, check box and attach an additional Schedule C-2.

**INFORMATION FOR COMPLETING SCHEDULE D - Income
(Other Than Loans And Gifts)**

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.

Important: Under the Political Reform Act, reportable income is different from income for tax purposes.

You must report your gross income and your community property interest in your spouse's gross income. Gross income is the total amount of income before deducting expenses, losses or taxes. Income aggregating \$250 or more received from any source located in or doing business in your jurisdiction must be disclosed.

A source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

Reportable income includes:

- Commission income. (See Schedule H-1-Commission Income.)
- Salary/wages, per diem, reimbursement for expenses. (See exclusions below. Also see Schedule D-1-Income -- Travel Payments, Advances, Reimbursements.)
- Income from a business entity and your pro rata share of the total gross payments received by a business entity (including rental property) or a trust in which you or your spouse had an ownership interest of 10% or more.
- Your community property interest (50%) in your spouse's income.
- Proceeds from any sale, including the sale of a house or car. (The total sale price is reportable regardless of any obligation you might have to pay on loans secured by the property.)
- Rental income.
- Prizes or awards not disclosed as gifts.
- Forgiveness of a loan or other indebtedness.
- Loan payments received by you.

You are not required to disclose the following types of income:

- Salary or reimbursements for expenses and per diem from a federal, state or local government agency.
- Reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
- Campaign contributions.
- A devise or inheritance. *(However, inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)*
- Dividends, interest or other return on a security which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

EXAMPLE, SCHEDULE D

Assume that you received income from the following sources during the reporting period:

- \$4,800 in total rental income from a duplex, which is in your jurisdiction.
- Your spouse received \$18,000 in salary from General Telephone Company, a manufacturing firm which sells products in your jurisdiction.

Schedule D should be completed as follows:

GROSS INCOME RECEIVED:

NAME OF THE SOURCE OF INCOME Duplex	<input type="checkbox"/> \$250 - \$1,000
ADDRESS 104 & 106 Main Street, Little Town, CA	<input checked="" type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY Rental Property	<input type="checkbox"/> Over \$10,000
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED Rents	
NAME OF THE SOURCE OF INCOME General Telephone Company	<input type="checkbox"/> \$250 - \$1,000
ADDRESS 587 Main Street, Little Town, CA	<input checked="" type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY Manufactures Telephone Equipment	<input type="checkbox"/> Over \$10,000
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED Spouse's Salary	

NAME _____

Schedule D - Income
(Other Than Loans And Gifts)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

GROSS INCOME RECEIVED:

NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	

If additional space is needed, check box and attach an additional Schedule D.

INFORMATION FOR COMPLETING SCHEDULE D-1 - Income -- Travel Payments, Advances, Reimbursements

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.

Schedule D-1 is for disclosing payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence.*

In addition to disclosing the source, date, amount, and purpose of the payment, check the box to indicate if the payment was a gift or income. To determine if travel payments are gifts or income:

- Travel payments are gifts if you did not provide services which were equal to or greater in value than the payments received. You must disclose gifts aggregating \$50 or more from a single source during the period covered by the statement.
- Travel payments are income if you provided services which were equal to or greater in value than the payments received. You must disclose income aggregating \$250 or more from a single source during the period covered by the statement.

Gov. Code Section 82028 provides that any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value.

You are not required to disclose the following types of travel payments:

- Payment or reimbursement for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service.
- Travel payments received from your government agency, or from any state, local, or federal government agency for which you provided equal or greater consideration for the payments received.
- Travel payments received from a bona fide educational, academic, or charitable organization for which you provided equal or greater consideration for the payments received.

EXAMPLE, SCHEDULE D-1

Assume that you attended a trade show in Mudville, CA:

- The American Manufacturers Assn. paid \$175 for your travel and accommodations

Schedule D-1 should be completed as follows:	DATE(S): (mo. day & yr)	AMOUNT(S):	PURPOSE AND LOCATION OF TRAVEL:
<small>NAME OF SOURCE</small> American Manufacturers Assn.	5/15/92	\$175	transportation and accommodations to attend trade show
<small>ADDRESS</small> 77 Green Lane, Mudville, CA			
<small>NATURE OF BUSINESS ACTIVITY, IF ANY</small> Trade Association			
<small>TYPE OF PAYMENT: (CHECK ONE)</small> <input checked="" type="checkbox"/> GIFT <input type="checkbox"/> INCOME			

*In lieu of disclosing Travel Payments on Schedule D-1; such payments may be disclosed on Schedule D (Income) or Schedule F (Gifts).

NAME _____

Schedule D-1.- Income -- Travel Payments, Advances, Reimbursements

(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S): (mo, day & yr)	AMOUNT(S):	PURPOSE AND LOCATION OF TRAVEL:
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			

If additional space is needed, check box and attach an additional Schedule D-1.

INFORMATION FOR COMPLETING SCHEDULE E - Income -- Loans
(Received Or Outstanding During The Reporting Period)

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.

You must report loans, including real estate loans and margin accounts; received by either yourself or your spouse aggregating \$250 or more from a single source which is located in, or doing business in, your jurisdiction. All reportable loans received or outstanding during the reporting period must be disclosed. Note: If you have received more than one loan from a single source, you must aggregate the amounts to determine if you have received \$250 or more from a single source. Report each loan separately.

A source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

You are not required to disclose the following loans:

- Any loan from a commercial lending institution used to purchase, refinance the purchase of, or for improvements to, your principal place of residence if the loan was made in the lender's regular course of business on terms available to members of the public without regard to official status.
- Loans from a commercial lending institution in the normal course of business which, in the aggregate, did not exceed \$10,000 at any time during the reporting period.
- Any indebtedness created as part of a retail installment or credit card transaction made in the creditor's regular course of business on terms available to the public without regard to official status if the aggregate amount owed to the creditor did not exceed \$10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, except that a loan from any such person is reportable if the person is acting as an intermediary or agent for any person not covered by this provision.

EXAMPLE, SCHEDULE E

Assume that:

- You received an equity loan in the amount of \$15,000 from Greatest Savings and Loan on your principal place of residence to consolidate your bills and to take a vacation.
- You received a personal loan from a friend in the amount of \$1,500.

You must report:

- The equity loan on your principal place of residence because the loan amount was over \$10,000 and the money was not used to refinance or for improvements to your principal residence.
- The loan from your friend.

Schedule E should be completed as follows:

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:
NAME OF LENDER Greatest Savings & Loan		<input type="checkbox"/> \$250 - \$1,000
ADDRESS 123 Main Street, Little Town		<input type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY Lending Institution	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> Over \$10,000
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) Personal Residence <input type="checkbox"/> NONE		INTEREST RATE 14% <input type="checkbox"/> NONE
NAME OF LENDER Martin Smith		<input type="checkbox"/> \$250 - \$1,000
ADDRESS 567 A Street, Little Town		<input checked="" type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY Construction	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> Over \$10,000
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE		INTEREST RATE 10% <input type="checkbox"/> NONE

NAME _____

Schedule E - Income -- Loans
(Received or Outstanding During the Reporting Period)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		INTEREST RATE <input type="checkbox"/> NONE

If additional space is needed, check box and attach an additional Schedule E.

INFORMATION FOR COMPLETING SCHEDULE F - Income -- Gifts

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.

"Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not provided.

You must disclose gifts with an aggregate value of \$50 or more received during the reporting period from a single source, without regard to the location of the donor (inside or outside your jurisdiction). Any number of gifts from one person, the values of which add up to \$50 or more during the reporting period, must be disclosed.

It is the acceptance of the gift, and not the ultimate use to which it is put, that imposes a reporting obligation on you. Thus, you must report a gift even if you never make use of it (unless you return the gift or donate it to a charity) or if you give it away to another person. (Note: There are special rules for reporting gifts of free passes or tickets. (Commission Regulation 18946.1.)) If the exact amount of the gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of the gift as "over \$50" or "value unknown" is not adequate disclosure. Gifts are reportable without regard to where the donor is located.

See Schedule D-1- Income -- Travel Payments, Advances, Reimbursements for information concerning payments, including advances and reimbursements, for travel.

IMPORTANT: If you receive a gift through an intermediary, you must disclose the name, address and business activity of both the donor and the intermediary.

You are not required to disclose the following types of gifts:

- Gifts of hospitality involving food, drink or occasional lodging provided in an individual's home.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars or periodicals.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, provided that a gift from any such person must be disclosed if the person is acting as an agent or intermediary for a reportable source of income.
- A bequest or inheritance. (However, an inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)
- Gifts which are not used and which, within 30 days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Food, beverage, and necessary accommodations received directly in connection with an event at which you gave a speech, participated in a panel, or provided a similar service.

EXAMPLE, SCHEDULE F

Assume that:

- You received season tickets worth \$200 to professional baseball games from Valley Pipe Systems. You used the tickets.

Schedule F should be completed as follows:

	DATE(S) RECEIVED: (mo, day & yr)	VALUE(S):	DESCRIPTION OF GIFT(S):
NAME OF DONOR Valley Pipe Systems	March 1, 1992	\$200	Season tickets to Hometown A's baseball team
ADDRESS 200 E. Fifth, Hometown			
NATURE OF BUSINESS, IF ANY Manufactures Irrigation & Plumbing Supplies			

NAME _____

Schedule F - Income -- Gifts

(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S) RECEIVED: (mo, day & yr)	VALUE(S):	DESCRIPTION OF GIFT(S):
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			

If additional space is needed, check box and attach an additional Schedule F.

Information for SCHEDULE G: Business Positions

BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF POSITIONS YOU MUST DISCLOSE.

- You must report the name of any business entity covered by your disclosure category for which you are a director, officer, partner, trustee, employee, or hold any position of management.
- Positions held in non-profit or charitable organizations or campaign committees are not reportable.

EXAMPLE, SCHEDULE G

Assume that:

- Your disclosure category requires you to disclose business positions in entities which are contractors, land developers, or manufacturers of equipment used by your agency. You have been a partner in ABC Land Developers during the entire reporting period. You would report that position as follows:

Schedule G should be completed as follows:

NAME OF BUSINESS ENTITY ABC Land Developers	ADDRESS OF ENTITY 5744 Tenth Street, Little Town
NATURE OF BUSINESS ACTIVITY, IF ANY Land Developer	YOUR JOB TITLE OR POSITION Partner
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF NO POSITION COMMENCED ON _____ PLEASE INDICATE: POSITION TERMINATED ON _____