

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

March 20, 1995

7:30 P.M.

Library Conference Room

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

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

1. Roll Call. Administrative Assistant

7:40 pm

Absent: Stack, Sallah.

2. Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion

Roy / Pali

3. Minutes of the February 21, 1995, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

~~Roy / Pali / Roy~~

Roy / Pali

4. Oral Communications.

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

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

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

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

Revised bid to Board Act
7:12:50

② CSDA Quiet Day -

5. Board President's Report.

Shelley 7:14

① President of District

③ Ca Libr - Board Act -

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

minutes rose to Peggy

Presentation: Principal Librarian

7. Literacy Volunteers of America, Placentia Chapter Board of Directors Report.

Presentation: Library Board President

decided to discontinue LVA
pleased with how things
efficiency -
let the Board
keep the

Pres Dir
will let LVA know
that there is no Board opposition

CLAIMS (Items 8 -10)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$2,928.51

10. Current Claims and Payroll. (Approve)

Current Claims of \$23,616.49; Payrolls 3259, and 3260, for a cumulative payroll total of \$38,069.36. Combined total of Current Claims and Payroll of \$61,685.85.

Al / Peggy

LVA - 95-29-1670

FINANCIAL REPORT (Items 11 - 16)

AL/Roy · Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 16 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 Reports for February, 1995. (Receive & File)
- 12. Office General Ledger & Check Registers for February, 1995. (Receive & File)
- 13. Overdue Collection Report for February, 1995. (Receive & File)
- 14. Debit Card System Reimbursement Report for February, 1995. (Receive & File)
- 15. Gifts Report for February, 1995. (Receive & File)
- 16. County of Orange Investment Pool Portfolio Summary, February, 1995. (Receive & File)

GENERAL CONSENT CALENDAR (Items 17 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 - 23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 17. Building Maintenance Report for February, 1995. (Receive & File)
- 18. Personnel Report for February, 1995. (Receive, File, and Ratify Appointments)
- 19. Volunteer Report for February, 1995. (Receive & File)
- 20. Circulation Report for February, 1995. (Receive & File)
- 21. Review of Status of the LSCA Title II Handicapped Remodeling Project. (Receive & File)
- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 23. Submission of the Mid-Year Report to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1994-1995. (Receive & File)

CONTINUING BUSINESS

24. FY94-95 Budget

Presentation: Library Director
Recommendation: Determine acceptance or rejection of the settlement proposal; and determine whether to establish additional interest bearing accounts to manage the District's three petty cash checking accounts.

Review the settlement proposal for the Orange County Investment Pool Bankruptcy and determine acceptance or rejection of the proposal and authorize signature and processing of the required documents.

Authorize the establishment of additional interest bearing accounts to manage the District's three petty cash checking accounts.

Pursuant to California Government Code Section 54956.9 a closed session will be held to discuss whether the District, based on existing facts and circumstances, needs to initiate litigation as a result of the Orange County Investment Pool Bankruptcy filing.

NEW BUSINESS

25. Review Property and Liability Insurance Proposals for 1994-1995.

add earthquake coverage when available.

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

Roy / Palmer

STAFF REPORTS

- 26. Acquisitions Report for February, 1995. (Shook)
- 27. Program Report for the Month of February, 1995. (Program Committee)
- 28. Children's Services Report for the Month of February, 1995. (Schneider)
- 29. Publicity Materials produced for the Month of February, 1995. (Willauer)
- 30. Placentia Library Literacy Services Report for the Month of February, 1995. (Matas)
- 31. Families for Literacy Project Report for the Month of February, 1995. (Walters)
- 32. Placentia Pride Committee Report for February, 1995. (Ammar)

see / 1/2

*see / Roy
yes*

*Invest all Personal Funds
30 - of CD's 2/1 Div + Bond Pmt
Name on the CD.
will not ring.*

ADJOURNMENT

33. Agenda Preparation for April 17, 1995, Regular Meeting.

34. Review of Action Items. ←

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

35. Adjourn

Set, March 25
9:00 AM
Fil Conf Room

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the March 20, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, March 15, 1995.

Charlene Dumitru

1000

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 21, 1995**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 21, 1995 at 7:30 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Member Absent: Trustee Al Shkoler

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

**ADOPTION OF
AGENDA**

It was moved by Trustee Evans, seconded by Secretary Stark to adopt the Agenda as presented.

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

MINUTES

It was moved by Trustee Evans, seconded by Trustee Masters that the Minutes of the Special Meeting of the Board of Trustees of February 13, 1995, be approved as presented.

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

Trustee Shkoler arrived at 7:34 P.M.

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore referred to the document of the Joint Task Force for Library Services and recommended that the Board members read it carefully.

**FRIENDS OF THE
LIBRARY**

Library Director Minter referred to the chart of donations made to the Library by the Friends of the Library from 1981 to 1994. President Dinsmore noted that contributions had increased substantially in the last two years due to the Author's Luncheons and Adopt-A-Book Program.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore referred to the material included in the Board packet regarding the January 30, 1995 meeting of Literacy Volunteers of America.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$135,551.69.

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

**FINANCIAL
REPORT**

It was moved by Trustee Evans, seconded by Trustee Masters to approve Agenda Items 11 through 15: Office General Ledger & Check Registers for January, 1995; Overdue Collection Report for January, 1995; Debit Card System Reimbursement Report for January, 1995; and Gifts Report for January, 1995; and County of Orange Investment Pool Portfolio Summary, January, 1995.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive, file and approve Agenda Items 16 through 24: Building Maintenance Report for January, 1995 (Receive & File); Personnel Report for January, 1995 (Receive, File and Ratify Appointments); Volunteer Report for January, 1995 (Receive & File); Circulation Report for January, 1995 (Receive & File); and Review of Status of the LSCA Title II Handicapped Remodeling Project (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1994-1995 to the State Library of California (Receive & File); Submission of the Semi-Annual Family Literacy Grant Report for 1994-1995 to the State Library of California (Receive & File); and Distribution of Statement of Economic Interest Forms for 1994-1995 (Receive).

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

FY94-95 BUDGET

Library Director Minter reported on the status of the Orange County Investment Pool Bankruptcy. President Dinsmore, Trustee Shkoler and Library Director Minter attended the Investors Meeting on February 15, 1995 at Irvine City Hall. Library Director Minter referred to the material in the Board packet which outlines the proposed settlement in the Orange County Investment Pool Bankruptcy. Final details of the proposed settlement are expected to be available by March 17, 1995.

No Board action was taken on this item.

The Board recessed for a break at 8:30 P.M. and reconvened at 8:43 P.M.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to include Friends President Pat Irot in the registration fees for the CALTAC Workshop on March 11, and to approve the travel authorizations as follows:

1. All Trustees plus Friends President Pat Irot for CALTAC Workshop at a cost of \$20.00 per person plus mileage.
2. Secretary Stark and Library Director Minter for trip to Sacramento to meet with California Advocates and Legislators for up to 2 days at a cost not to exceed \$570.00
3. President Dinsmore for trip to Sacramento to attend the CALTAC Board of Directors Meeting and CLA Legislative Day for up to 2 days at a cost not to exceed \$400.00.

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

**REVIEW OF
HEALTH
INSURANCE
PROPOSALS FOR
1994-1995**

It was moved by Trustee Shkoler, seconded by Trustee Evans to renew the contract with CareAmerica and to maintain the same benefit level.

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

STAFF REPORTS

It was moved by Secretary Stark, seconded by Trustee Masters to receive and file Agenda Items 28 through 34: Acquisitions Report for January, 1995; Program Report for Month of January, 1995; Children's Services Report for Month of January, 1995; Publicity Materials produced for the Month of January, 1995; Placentia Library Literacy Services Report for Month of January, 1995; Families for Literacy Project Report for the Month of January, 1995; and Placentia Pride Committee Report for Month of January, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:01 P.M.

Sandra M. Stark, Secretary

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: March 7, 1995
SUBJECT: **Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, March 7, 1995. Trustee Al Shkoler attended the meeting with Principal Librarian, Suad Ammar representing Library Director Elizabeth Minter.

Treasurer Marj Dailey presented the Treasurer's report with a balance of \$3,024.43.

President Pat Irot shared the list of Friends' contributions prepared by the Library and suggested that, in the future, books donated to the Friends that get added to the Library's collection should be accounted for, as part of the Friends' contributions.

An Annual Calendar of Events was presented by the President to be used for awareness and future planning.

A list of the members was presented, a copy of which was to be given to the Library for record keeping.

President Pat Irot read the Program Committee's request letter for \$320.00 to be used for the re-wording of the National Library Week banners. The request was discussed, voted on, and approved unanimously. A check was written to the Orange-Inland Flags and Banners company.

Treasurer Marj Dailey continues to plan the talk-show Leeza trip, which is expected to generate \$600.00 if thirty people could participate. Treasurer Dailey was also asked to send a get well present to Peggy Dinsmore, President of the Library Board of Trustees who is in the hospital recovering from a knee surgery.

Next meeting is scheduled for Monday, April 3, 1995.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: March 20, 1995
SUBJECT: Literacy Volunteers of America Board Report for the month of February

The Board of Directors of Literacy Volunteers of America-Placentia met on February 28, 1995. Literacy Coordinator Matas and Principal Librarian Ammar attended the meeting.

The effectiveness of the LVA-Placentia affiliate and its relationship with Placentia Library Literacy Services (PLLS) was discussed. A shift has taken place over the years that has changed the literacy program from a volunteer organized and run group to a volunteer tutoring program that is coordinated and guided by a library literacy staff. The LVA affiliate is no longer functioning as an affiliate but as an advisory board. With this in mind, the Board proposed the dissolution of the Affiliate and the formation of some kind of support group that would meet periodically to examine the strengths and weaknesses of PLLS and provide support and guidance to the program.

It was decided that input from the Placentia Library District Board of Trustees should be solicited before any final decision was made about the future of LVA-Placentia.

Literacy Coordinator Matas was asked to investigate the cost of purchasing a computer with CD ROM capabilities for use by the adult learners and their tutors.

The next meeting is scheduled for March 27, 1995 at 6:30 P.M.



LITERACY VOLUNTEERS OF AMERICA-PLACENTIA
411 East Chapman Avenue
Placentia, CA 92670

Phone: 714-524-8408
Fax: 714-528-8236

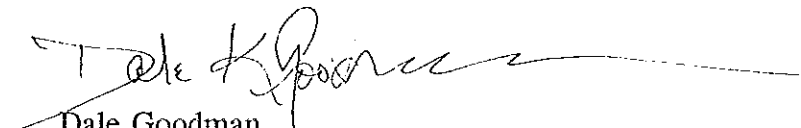
March 1, 1995

Dear Mrs. Minter,

After much thought, the Board of Directors of LVA-Placentia has come to the conclusion that the time has come to propose a structural change in the relationship between Literacy Volunteers of America (LVA) and Placentia Library Literacy Services (PLLS). The literacy program has become an integral part of Placentia Library District's public service and has moved beyond the volunteer managed organization of its earlier years. It is the intention of the Board of Directors of LVA-Placentia to dissolve its affiliate membership with LVA. There is an organizational membership in LVA that the Board would encourage PLLS to obtain.

Over the last fifteen years, the support of Placentia Library District's Board of Trustees has provided strength and stability to the efforts of the volunteers to empower individuals and enrich this community. The LVA-Placentia Board of Directors welcomes input from the Library Trustees on this important decision. The LVA-Placentia Board of Directors will meet again on March 27, 1995 to discuss this matter and take appropriate action.

Sincerely,


Dale Goodman
President, LVA-Placentia

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 20, 1995

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

()

()

()

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 20, 1995

DATE	REPORT NO.	AMOUNT
Feb. 28, 1995	3250	\$1,229.92
March 11, 1995	3251	1,698.59
	TOTAL	\$2,928.51

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb. 28, 1995
REPORT NO 3250

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Feb 23, 1995		2800	00		461.60		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Feb. 25, 1995		1800	00		24.95		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Feb. 17, 1995 528-1906		0700	00		129.28		
	Feb. 19, 1995 996-2865		0700	01		21.59		
	Feb. 17, 1995 528-8236		0700	01		19.07		
	Feb. 17, 1995 528-6022		0700	07		15.45		
						185.39		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Feb. 16, 1995		0700	00		7.48		
	Feb. 16, 1995		0700	00		16.98		
	Feb. 16, 1995		0700	00		0.94		
						25.40		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	March, 1995		0300	00		381.08		
N06965 Paychex 200 E. Sandpointe, STE 100 Santa Ana, CA 92799	Feb. 23, 1995 19950223		1900	00		151.50		

The claims listed above (totaling \$ 1,229.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,229.92

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/11/95
REPORT NO 3251

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01860 Reaan Electric 379 E. 20th Street Costa Mesa, CA 92627	Feb. 1995		1400	00		270.00		
N03646 Vision Service Plan - (CA) Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	Feb. 25, 1995		0300	00		253.40		
N03650 Kinko's National AVR P.O. Box 8033 Ventura, CA 93002-8033	March 6, 1995 004002069213 March 8, 1995 004002069244		1800	00		16.97		
			1800	08		42.38		
						59.35		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	March 1, 1995		2800	00		165.84		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92670	March 6, 1995 41479		1400	00		950.00		

The claims listed above (totaling \$ 1,698.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,698.59

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 March 20, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately	3253	2,322.08
Subtotal for Immediately		2,322.08
Regular	3254	9,000.00
	3255	7,828.92
	3256	1,201.08
	3257	1,883.79
	3258	1,380.62
Subtotal for Regular		21,294.41
TOTAL CURRENT CLAIMS		23,616.49
Payroll	3259	19,034.68
	3260	19,034.68
Subtotal for Payroll		38,069.36
TOTAL		61,685.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/20/95
REPORT NO 3253

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01860 Reann Electric 379 E. 20th Street Costa Mesa, CA 92627	March 1995		1400	00		270.00		
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	April 1995 Feb 1995		0300 0300	00 00		1974.72 25.00 1,999.72		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	March 4, 1995 524-9784 March 7, 1995 253-0470 March 4, 1995 524-8408		0700 0700 0700	01 01 08		16.69 16.06 29.61 62.36		

.....
PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,332.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,332.08

LOCALLY GOVERNED DISTRICT
 TRANSFER OF FUNDS REQUEST SUBMITTED FOR PAYMENT

DATE 03/20/95
 REPORT NO 3254

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

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

APPROVED TRANSFER OF FUNDS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	March 20, 1995 petty cash increase per Resolution 94-10 transfer from 8010-00 transfer into 8040-00		see	below		9,000.00		

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

RESOLUTION NO. 94-10

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO DECLARE A FINANCIAL EMERGENCY,
DISCONTINUE THE TRANSFER OF LOCAL REVENUES
TO THE ORANGE COUNTY TREASURER, AND
INCREASE THE GENERAL FUND PETTY CASH ACCOUNT TO \$10,000.00

WHEREAS, on December 6, 1994, the County of Orange declared bankruptcy;

WHEREAS, no communications have been received from either the Orange County Treasurer's Office, or the Orange County Auditor's Office concerning the availability of funds to cover current Placentia Library District expenses;

WHEREAS, Section 19658 of the Education Code of the State of California stipulates: "The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the [property] tax is collected, subject only to the order of the library trustees of the district";

THEREFORE, BE IT RESOLVED that a condition of financial emergency exists for the District;

BE IT FURTHER RESOLVED that no local revenues from the General Fund Account be transferred to the Orange County Treasurer until released by Resolution of the Library Board of Trustees when it has deemed the financial emergency to be resolved;

AND BE IT FURTHER RESOLVED that the Petty Cash Fund be increased from \$1,000 to \$10,000 for the duration of the condition of financial emergency and until readjusted by Resolution of the Library Board of Trustees.

AYES: TRUSTEES: Dinsmore, Stark, Evans, Masters, Shkoler

NOES: TRUSTEES: None

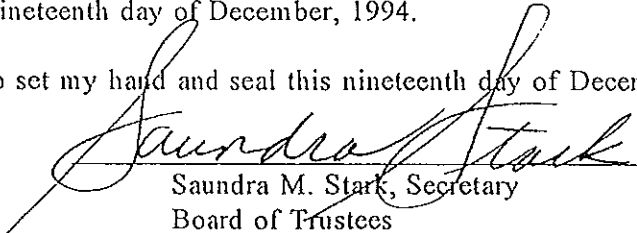
ABSTAIN: TRUSTEES: None

ABSENT: TRUSTEES: None

State of California)
) ss
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of December, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of December, 1994.



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

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acc					
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	March 8, 1995		1800	00		1,488.75		
	53016		1800	09		496.25		
	March 8, 1995		1400	00		107.50		
	53017							
	March 9, 1995		2800	00		3,584.55		
53034		1400	00		<u>1,478.10</u>			
						7,155.15		
N03644 Charlene Dumitru 411 E. Chapman Ave. Placentia, CA 92670	Feb., 1995		2700	01		10.00		
N03653 Bear State 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Mar. 7, 1995		1400	00		117.42		
	37490							
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Feb. 28, 1995		1900	00		32.71		
N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	March 15, 1995		1600	00		109.65		
			1800	00		9.70		
			1800	09		98.41		
			1803	00		119.57		
			1803	08		<u>34.56</u>		
						371.89		
N03755 Golden West Publishing P.O. Box 11969 Santa Ana, CA 92711-1969	March 11, 1995		2000	00		141.75		

The claims listed above (totaling \$ 7,828.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

7,828.92

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Accf				Number	
N03833 BroDart Automaton P.O. Box 3488 Williamsport, PA 17705	Feb. 23, 1995 A19253		0700	05		423.82		
N03847 OCLC Dept. 630 Columbus, OH 43265-0630	Feb. 28, 1995 506527		0700	02		10.54		
N06556 Continental Casualty Co. Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	March, 1995		0300	00		207.67		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	March, 1995		1900	00		35.00		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	Feb. 17, 1995 D197737		1800	00		61.47		
N06566 Regency Lighting 16665 Aminta Street Van Nuys, CA 91406	Feb. 23, 1995 217479		1000	00		382.58		
N06572 SPS Data Communications 419 S. Rennell Avenue San Dimas, CA 91773	Feb. 16, 1995 00002021		1300	00		80.00		

The claims listed above (totaling \$ 1,201.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/20/95
REPORT NO 3257

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06580 Hispaic Books Distributors 1665 West Grant Road Tucsno, AZ 85745	Feb. 22, 1995 26056		2400	08		309.40		
N06738 Suad Ammar 411 E. Chapman Ave. Placentia, CA 92670	Feb/March, 1995		2700	01		31.00		
N06931 D & S Systems, Inc. 611-H South Palm Street La Habra, CA 90631	Feb. 28, 1995 09935		1400	00		130.00		
N09111 Ebsco P.O. Box 92901 Los Angeles, CA 90009-2901	Feb. 13, 1995		2400	04		3.80		
N09114 Jeannine Walters 411 E. Chapman Ave. Placentia, CA 92670	Feb. 16, 1995 394716		1400	00		109.59		
N09220 James A. Roberts 3474 Whistler Avenue El Monte, CA 91732	March 11, 1995		1900	08		200.00		
N03855 Weldon & Associates 26 Palmento Way Irvine, CA 92715-2109	PLD-1006/01 3rd installment		1900	00		1,100.00		

The claims listed above (totaling \$ 1,883.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,883.79

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03654 The Library Store P.O.Box 964 Tremont, IL 61568	Feb. 17, 1995		2400	01		29.90		
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Feb. 15, 1995 B15 6028 Feb. 9, 1995 B09 6049		2400	01		512.21 <u>470.92</u> 983.13		
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	Feb. 10, 1995 U745795 Feb. 17, 1995 U758311		2400	01		15.86 <u>14.24</u> 30.10		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Feb. 10, 1995 20935399 Feb. 15, 1995 20976749 Feb. 24, 1995 21074278 21077467		2400	01		29.11 4.37 147.38 <u>20.51</u> 201.37		
N09178 Groller Publishing Company 5440 North Cumberland Ave. Chicago, IL 60656	Feb. 17, 1995 211071		2400	00		83.67		
Library Educational Institute Inc. RR1 Box 219 New Albany, PA 18833	Feb. 21, 1995 5910		2400	01		52.45		

The claims listed above (totaling \$ 1,380.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	March 20, 1995 Pay # 7 Mar 17, 1995 Mar 30, 1995		0100-	00		17,682.00		
	FICA		0200-	00		1,352.67		
			TOTAL			19,034.68		
PLEASE WIRE ON THURSDAY, MARCH 30, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	March 20, 1995 Pay # 8 Mar 31, 1995 Apr 13, 1995		0100-	00		17,682.00		
	FICA		0200-	00		<u>1,352.67</u>		
				TOTAL			19,034.68	
PLEASE WIRE ON THURSDAY, APRIL 13, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

19,034.67

Placentia Library District
 Fund Balance Report
 Fiscal Year 1994-1995
 March 20, 1995

Pre-Petition Balances
 Funds Frozen in the Orange County Investment Pool Bankruptcy

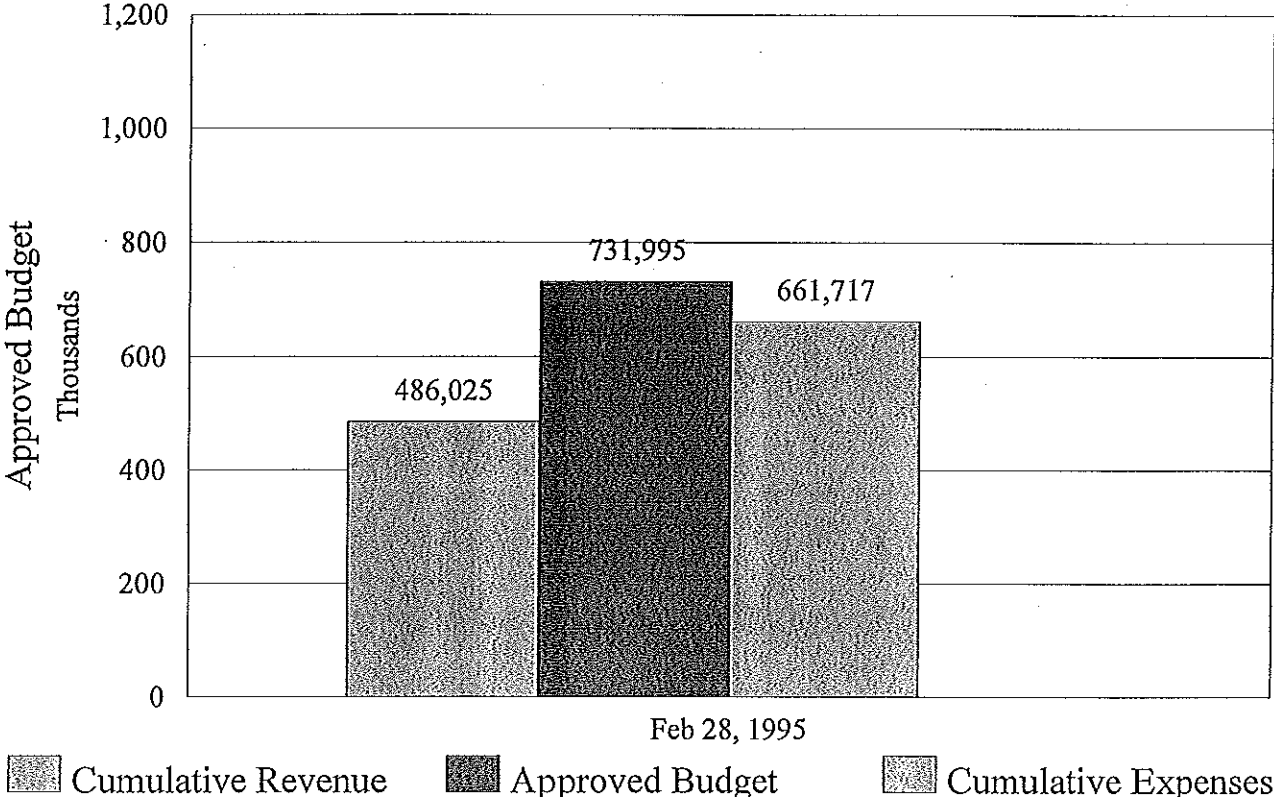
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Jan 31, 1995	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Feb 28, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	368,801.00	0.00	649,760.00	280,959.00

Post-Petition Balances (Actual Cash Available)

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	0.00	0.00	0.00	173,593.27	0.00	173,593.27	0.00
Jan 31, 1995	0.00	0.00	0.00	178,501.32	0.00	178,501.32	0.00
Feb 28, 1995	0.00	0.00	0.00	140,651.27	0.00	140,651.27 ✓	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 FEB 1995	FY1993-94 FEB 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	370,464.20	363,831.99	0.00	0.00	52.92%
6210-01	Public Utility	24,500.00	12,596.32	12,279.13	12,525.18	12,279.13	51.42%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	383,062.52	376,111.12	12,525.18	12,279.13	52.87%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	44,327.82	46,171.24	0.00	0.00	88.66%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	66,022.50	0.00	0.00	
6230-10	Release of Impounds	0.00	0.00	4,298.65	0.00	4,298.65	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	86,358.51	0.00	4,298.65	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	378.37	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	6,742.96	0.00	416.30	6.36%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	7,722.02	0.00	416.30	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	2,312.00	3,644.24	0.00	0.00	61.65%
	TOTAL TAXES	860,750.00	439,360.82	522,165.18	12,525.18	16,994.08	51.04%
6610-00	Interest	25,000.00	6,722.46	13,712.20	0.00	0.00	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on Impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	13,712.20	0.00	0.00	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	7,326.01	6,996.40	0.00	0.00	52.33%
6970-00	State - LI & Direct Loan Reimbursement	40,000.00	8,043.93	24,408.76	0.00	0.00	20.11%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	11,500.00	0.00	0.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	22,837.93	35,908.76	0.00	0.00	26.87%
7670-00	LOCAL REVENUE	36,500.00	10,540.28	18,867.67	0.00	570.24	28.86%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	(762.13)	(7,763.94)	0.00	(570.24)	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	486,025.37	589,886.27	12,525.18	16,994.08	44.26%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 FEB 1995	FY1993-94 FEB 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	358,310.00	380,886.10	35,364.00	37,200.00	71.70%
0200	Retirement	76,894.00	61,076.56	76,693.89	36,371.20	2,850.00	79.43%
	Health Insurance/Care America	24,466.00	11,261.79	15,240.32	1,395.35	(401.95)	46.03%
	Long Term Disability	2,730.00	1,453.69	502.79	0.00	0.00	
	Vision Service Plan	1,615.00	664.99	1,038.49	0.00	0.00	41.18%
	Dental	4,696.00	2,313.70	3,368.94	0.00	0.00	49.27%
0300	Total Employee Insurance	33,507.00	15,694.17	20,150.54	1,395.35	(401.95)	46.84%
0310	Unemployment Insurance	2,500.00	324.46	2,463.40	0.00	0.00	0.00%
0350	Workers Compensation - General	7,750.00	1,932.00	945.32	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	437,337.19	481,139.25	73,130.55	39,648.05	70.49%
0700-00	Communications - Telephone	3,500.00	1,046.76	2,108.19	0.00	0.00	29.91%
0700-01	Communications - Modem/Fax	0.00	1,508.70	0.00	156.14	0.00	
0700-02	Communications - Internet/Database	0.00	396.05	0.00	0.00	0.00	
0700-05	Communications - Computer	5,100.00	2,714.34	3,674.05	0.00	0.00	
0700-07	Communications - 321 Grant	0.00	19.73	0.00	16.19	0.00	
0700-08	Communications - Adult Literacy	950.00	383.29	337.45	28.80	0.00	40.35%
	Total Communications	9,550.00	6,068.87	6,119.69	201.13	0.00	63.55%
0900-00	Food - General Fund	100.00	147.33	0.00	0.00	0.00	147.33%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	
090-009	Food - Family Literacy	0.00	6.99	91.76	0.00	0.00	
	Total Food	100.00	184.75	91.76	0.00	0.00	184.75%
1000-00	Household Expense	4,500.00	1,795.95	1,790.49	0.00	0.00	39.69%
1100-00	Insurance	18,500.00	0.00	1,796.25	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	4,386.03	5,413.98	0.00	0.00	58.48%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	5,355.03	5,413.98	0.00	0.00	0.58

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 FEB 1995	FY1993-94 FEB 1994	FY94 YTD % OF BUD
	HVAC	3,600.00	1,803.72	761.52	981.78	0.00	50.10%
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	22.86%
	Grounds/keeping, City of Placentia	22,000.00	14,051.22	12,963.20	2,819.32	0.00	63.87%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	2,251.71	810.22	0.00	0.00	150.11%
	Cleaning Service	11,700.00	6,650.00	6,933.04	0.00	0.00	56.84%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	3,078.48	311.00	0.00	0.00	615.70%
1400-00	Total Maintenance of Building & Grounds	43,850.00	28,635.13	21,778.98	3,801.10	0.00	65.30%
1600-00	Memberships - General Fund	3,000.00	1,915.00	2,360.00	0.00	0.00	63.83%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	2,050.00	2,360.00	0.00	0.00	68.33%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	2,415.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	2,415.00	0.00	0.00	
	Library Supplies	6,500.00	3,123.33	1,610.09	60.76	0.00	48.05%
	Printing	9,000.00	5,356.48	6,796.82	0.00	0.00	59.52%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	564.67	180.00	(180.00)	0.00	56.47%
	Paper	900.00	440.85	632.21	0.00	0.00	48.98%
	Drinking Water Service	325.00	174.65	174.65	0.00	0.00	53.74%
	Other Office Supplies	5,500.00	4,034.70	3,027.74	0.00	0.00	74.27%
1800-00	Total Office Supply Expense - General Fund	23,225.00	13,744.68	12,421.51	(119.24)	0.00	59.18%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	1,903.48	2,621.56	0.00	0.00	67.98%
	Publications	0.00	1,582.86	0.00	0.00	0.00	
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
1800-08	Total Adult Literacy Office Supply Expense	1,800.00	173.48	176.43	0.00	0.00	9.64%
	Family Literacy Supply Expense	4,650.00	3,659.82	2,810.30	0.00	0.00	78.71%
1800-09	Family Literacy Supply Expense	4,800.00	1,750.15	290.97	0.00	0.00	36.46%
	Total Office Expense	32,675.00	19,154.65	15,522.78	(119.24)	0.00	58.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 FEB 1995	FY1993-94 FEB 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	975.88	(239.95)	0.00	0.00	48.79%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00	0.00	
1803-08	Postage Expense - Adult Literacy	700.00	67.86	479.69	0.00	0.00	9.69%
1803-09	Postage Expense - Family Literacy	0.00	114.84	225.00	0.00	0.00	
	Total Postage Expense	2,700.00	1,178.53	464.74	0.00	0.00	43.65%
	Care Resources (Employee Assistance)	650.00	105.00	210.00	0.00	0.00	16.15%
	Pension Contribution & Operating Expenses	5,500.00	4,168.18	3,809.20	0.00	0.00	75.79%
	Anaheim Library Automated System	40,000.00	647.83	80.00	0.00	0.00	1.62%
	Clipping Service	375.00	261.68	226.97	32.71	0.00	69.78%
	Tax Collection Services & Fees by Orange County	250.00	138.85	267.58	0.00	41.45	55.54%
	Advertising	400.00	47.97	97.50	0.00	0.00	11.99%
	Medical Exams	525.00	285.00	416.50	0.00	0.00	54.29%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	3,255.00	3,200.00	250.00	0.00	101.72%
	Payroll Preparation	2,800.00	1,514.82	3,030.99	0.00	0.00	54.10%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other	8,000.00	1,345.04	2,084.00	0.00	0.00	16.81%
	Total Specialized Services - General Fund	75,200.00	11,769.37	13,422.74	282.71	41.45	15.65%
1900-00	Specialized Services - LSCA II Grant	0.00	10,574.71	0.00	0.00	0.00	
1900-07	Specialized Services - 821 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,705.75		0.00		142.15%
1900-09	Specialized Services - Family Literacy	1,200.00	95.00		0.00	0.00	7.92%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	1,069.40	1,104.23	31.31	0.00	42.78%
	Total Specialized Services	80,100.00	25,214.23	14,526.37	314.02	41.45	31.48%
2000-00	Legal Notices - General Fund	700.00	0.00	110.88	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00		0.00	0.00	
	Total Legal Notices	700.00	0.00	110.88	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	0.00	35,900.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 FEB 1995	FY1993-94 FEB 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	7.00	0.00	0.00	0.00	7.00%
2400-01	Special Department Expense- Books	110,500.00	31,569.25	15,548.64	2,024.26	0.00	28.57%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	15,500.00	8,586.17	7,374.18	0.00	0.00	55.39%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	215.34	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	1,071.75	104.42	0.00	0.00	143.12%
2400-09	Special Department Expense - Family Literacy	500.00	715.59	0.00	0.00	0.00	
	Total Special Department Expense	151,100.00	47,787.48	24,207.25	2,024.26	0.00	31.63%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	5,474.29	2,565.56	3,408.78	0.00	72.99%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	752.34	0.00	0.00	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,247.36	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	864.14	0.00	0.00	0.71%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	886.00	0.00	0.00	8.67%
	Total Transportation/Travel - Meetings	9,100.00	8,243.99	4,315.70	3,408.78	0.00	90.59%
	Electricity	58,000.00	33,503.67	34,282.86	0.00	0.00	58.45%
	Gas	3,075.00	1,207.68	729.93	0.00	0.00	39.27%
	Water	1,925.00	1,379.47	1,081.15	0.00	0.00	71.66%
2800-00	Total Utilities	63,000.00	36,490.82	36,093.94	0.00	0.00	57.92%
	TOTAL SUPPLIES & SERVICES	462,275.00	218,049.43	137,008.41	45,530.05	41.45	47.17%
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	24.32	0.00	0.00	0.00%
4000-00	Equipment - General Fund	15,000.00	4,179.84	0.00	948.19	0.00	
4000-07	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - General Fund	0.00	2,150.05	0.00	0.00	0.00	
4000-09	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - General Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	6,329.89	0.00	948.19	0.00	42.20%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	6,329.89	0.00	948.19	0.00	42.20%
	TOTAL EXPENSES	1,097,993.00	661,716.51	618,171.98	119,608.79	39,689.50	60.27%

Placentia Library District
Balance Sheet

February 28, 1995

Assets

General Fund	32,375.17	
Literacy Fund	7,628.09	
County Exempt	11,853.00	
Payroll Account	23,429.74	
Savings (P/R Support) - <i>handwritten</i>	2,803.31	>
Savings (P/R Fees) - <i>BGA</i>	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		105,001.33 =====

Liabilities

Manual Payroll Checks	12,123.34	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,556.65

Capital

Fund Balance	92,444.68	
Total Capital		92,444.68 -----
Total Liabilities and Capital		105,001.33 =====

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

February, 1995

Prepared 3/14/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				32,838.79
Checks Out				
	4047	250.00		
	4048	74.35		
	4049	21.36		
	4055	19.50		
	4056	98.41		
TOTALS		463.62	0.00	
CHECKBOOK BAL				32,375.17

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending February 28, 1995

	Total	02/28/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	35.10	35.10
Cash Register-Fines	1,701.22	1,701.22
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	254.86	254.86
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	132.00	132.00
Cash Register-Computer Rental	87.50	87.50
Typewriter Income	0.00	0.00
Telephone Income	90.20	90.20
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	11,500.00	11,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	13,800.88	13,800.88
Cost of Sales		
	-----	-----
Gross Profit (Loss)	13,800.88	13,800.88
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	148.32	148.32
Postage (183)	146.31	146.31
Prof. & Spec. Services (190)	1,510.00	1,510.00
Special Departmental Expense (240)	(1,100.00)	(1,100.00)
Transportation & Travel (270)	868.00	868.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	3.50	3.50
	-----	-----
Total Expenses	1,576.13	1,576.13
	-----	-----

02/28/95

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending February 28, 1995

	Total	02/28/95
Operating Income (Loss)	12,224.75	12,224.75
Other Income		
Other Expenses		
Net Income (Loss)	<u>12,224.75</u>	<u>12,224.75</u>

02/28/95

Page 1

Placentia Library District Part 1 of 1 Parts
 Income Statement For Department 01
 YTD Actual Spread Sheet
 1 Period(s) Ending February 28, 1995

	02/28/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	159.87
Cash Register-Fines	15,122.50
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,279.88
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	123.66
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,183.05
Cash Register-Computer Rental	616.75
Typewriter Income	56.68
Telephone Income	248.56
Copy Machine Income	461.74
State Library Reimbursements	10,965.64
State Library Grants	32,185.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	11,812.48
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	77,670.81
 Cost of Sales	

Gross Profit (Loss)	77,670.81
 Expenses	
Transfers to County	35,939.47
Employee Insurance (030)	(269.34)
Food (0900)	192.23
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	90.00
Office Expense (180)	962.86
Postage (183)	1,337.44
Prof. & Spec. Services (190)	2,130.60
Special Departmental Expense (240)	(2,046.76)
Transportation & Travel (270)	5,034.78
Equipment (400)	0.00
Taxes and Fees (370)	40.43

Total Expenses	43,411.71

02/28/95

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1995

Page 2
Part 1 of 1 Parts

Operating Income (Loss)	02/28/95 34,259.10
Other Income	
Other Expenses	
Net Income (Loss)	----- 34,259.10 =====

02/28/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 8
General Account

Page 1

Check	Date	Payee	Amount
4045	02/02/95	CSUF 0-5122-01 Transportation & Travel (270)	390.00
4046	02/06/95	Bolins Mail Sender 0-5116-01 Postage (183)	14.41
4047	02/09/95	City of Sante Fe Spr 0-5122-01 Transportation & Travel (270)	250.00
4048	02/13/95	Semantic 0-5114-01 Office Expense (180)	74.35
4049	02/13/95	Elizabeth Minter 0-5114-01 Office Expense (180)	21.36
4050	02/13/95	Weldon & Assoc. 0-5118-01 Prof. & Spec. Services (190)	1,510.00
51	02/15/95	Time to Travel 0-5122-01 Transportation & Travel (270)	228.00
4052	02/15/95	Kinkos 0-5114-01 Office Expense (180)	9.70
4053	02/23/95	U.S. Postmaster 0-5116-01 Postage (183)	144.00
4054	02/28/95	VOID void	0.00
4055	02/28/95	Lake View Cleaners 0-5114-01 Office Expense (180)	19.50
4056	02/28/95	Smart & Final 0-5114-01 Office Expense (180)	98.41
Checkbook 1 Total			2,759.73

02/28/95

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

Page (2)

For Fiscal Year 95, Period 8 through Fiscal Year 95, Period 8

Account Name	Total
0-5114-01 Office Expense (180)	223.32
0-5116-01 Postage (183)	158.41
0-5118-01 Prof. & Spec. Services (190)	1,510.00
0-5122-01 Transportation & Travel (270)	868.00

	2,759.73
	=====

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

February, 1995

Prepared 3/14/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,628.00
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,628.00

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02/28/95

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Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending February 28, 1995

Part 1 of 1 Parts

	Total	02/28/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	5.84	5.84
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	5.84	5.84
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5.84	5.84
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	5.84	5.84
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	5.84	5.84
	=====	=====

2/28/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1995

	02/28/95
Income	
Gifts Income	1,000.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income	47.94
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	1,277.94
Cost of Sales	

Gross Profit (Loss)	1,277.94
Expenses	
Refunds (not in use)	0.00
Travel Expense	30.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00

Total Expenses	30.00

Operating Income (Loss)	1,247.94
Other Income	
Other Expenses	

Net Income (Loss)	1,247.94
	=====

02/28/95

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

For Fiscal Year 95, Period 8 through Fiscal Year 95, Period 8

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

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

February, 1995

Prepared 3/14/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,887.47
Checks Out	936	34.47		
TOTALS		34.47	0.00	
CHECKBOOK BAL				11,853.00

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3/14/95

02/28/95

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending February 28, 1995

Page 1
Part 1 of 1 Parts

	Total	02/28/95
Income		
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	63.00	63.00
Meeting Room Income	480.00	480.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	1.00	1.00
Debit Card Income	112.00	112.00
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	9.14	9.14
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	722.64	722.64
Cost of Sales		
	-----	-----
Gross Profit (Loss)	722.64	722.64
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	34.47	34.47
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	34.47	34.47
	-----	-----
Operating Income (Loss)	688.17	688.17
Other Income		

02/28/95

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Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending February 28, 1995

	Total	02/28/95
Other Expenses	-----	-----
Net Income (Loss)	688.17 =====	688.17 =====

02/28/95

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Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1995

Part 1 of 1 Parts

	02/28/95
Income	
Cash Register-Copy Cards-Exempt Fund	217.00
Microfilm/Microfich Income	63.00
Meeting Room Income	2,750.00
Test Proctoring Income	200.00
Vending Machine Income	2,094.25
Debit Card Income	903.00
Friends Contributions	3,350.00
Gifts Income	525.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	5,504.48
Interest Income	68.46
Miscellaneous Income	10.50
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	15,685.69
Cost of Sales	

Gross Profit (Loss)	15,685.69
Expenses	
Copy Cards Purchase	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	907.12
Children's Camp Library	257.10
Children's-Other	333.73
Debit Card - Repay Capital Equip.	350.00
Friend's-Director's Fund	1,142.61
Friend's-Other Activities	10.50
Library Board Expenses	1,734.97
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	28.50
Lobbyist Expense	5,456.16

Total Expenses	13,506.12

Operating Income (Loss)	2,179.57
Other Income	

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Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1995

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Part 1 of 1 Parts

02/28/95

Other Expenses

Net Income (Loss)

2,179.57
=====

02/28/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 8
County Exempt

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Check	Date	Payee	Amount
936	02/13/95	Elizabeth Minter (pe 0-5310-03 Children's Camp Library	34.47
			34.47
		Checkbook 3 Total	34.47

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

Page 2

For Fiscal Year 95, Period 8 through Fiscal Year 95, Period 8

Account Name	Total
0-5310-03 Children's Camp Library	34.47

	34.47
	=====

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

Prepared March 11, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				24,502.52
	1189	143.41		
	1190	179.51		
	1193	173.98		
	1194	124.72		
	1199	87.27		
	1207	335.03		
	1208	28.86		
	TOTALS	1,072.78		
Checkbook balance				23,429.74

02/28/95

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending February 28, 1995

	Total	02/28/95
Income		
Transfers from County	38,069.34	38,069.34
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	38,069.34	38,069.34
Cost of Sales		
	-----	-----
Gross Profit (Loss)	38,069.34	38,069.34
Expenses		
Salaries	37,629.96	37,629.96
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,827.45	2,827.45
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	40,457.41	40,457.41
Operating Income (Loss)	(2,388.07)	(2,388.07)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,388.07)	(2,388.07)
	=====	=====

02/28/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1995

	02/28/95
Income	
Transfers from County	364,317.62
Interest Income-CD's	0.00
Interest Income-Savings	12.46
Miscellaneous Income	0.00

Total Income	364,330.08
Cost of Sales	-----
Gross Profit (Loss)	364,330.08
Expenses	
Salaries	329,443.02
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	23,988.35
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	227.18

Total Expenses	353,658.55
Operating Income (Loss)	10,671.53
Other Income	
Other Expenses	-----
Net Income (Loss)	10,671.53
	=====

128/95

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

Page 1

For Fiscal Year 95, Period 8 through Fiscal Year 95, Period 8

Account Name

Total

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



TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: March 20, 1995
 SUBJECT: ACS: Overdue Collection Report for Month of February

The report received from ACS Collection Agency on March 6, 1995.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December	7	25	2	262.69	0
January	12	8	0	13.84	19
February	12	18	2	268.39	7
March					
April					
May					
June					
TOTAL YTD	91	204	23	2,282.14	68

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 Mar 1995

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
ROSS ASSIGNMENTS	18	1,801.47	18	1,801.47	984	62,612.8
MESS: Mail Return*, Dispute, Bankrpt	6	763.04	11	1,140.18	190	13,240.4
NET ASSIGNMENTS	12	1,038.43	7	661.29	794	49,372.4
COLLECTED						
paid in Full	2	230.07	2	230.07	260	12,797.0
settled in Full	0	0.00	0	0.00	71	3,728.0
partial Payment	2	38.32	3	52.16	143	7,157.2
resolved	0	0.00	0	0.00	22	847.6
TOTAL RECOVERED	4	268.39	5	282.23	496	24,530.2

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	248	46	166	133	391
	\$15,916	\$3,130	\$7,820	\$8,376	\$26,945

* Percentage of Mail Returns - 19.2 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	553120	01/19/94	01/01/95	126.56	A	1
	26018053239390		AMT: 126.56			
	553121	08/15/94	01/01/95	206.92	A	1
	26018053243673		AMT: 206.92			
	554742	11/30/94	03/01/95	73.35	A	1
	260180533237485		AMT: 73.35			
	554739	03/25/93	03/01/95	65.00	A	1
	26018053095933		AMT: 65.00			
	553179	09/24/94	02/01/95	107.75	MR	1
	26019005020128		AMT: 107.75			
	550170	09/01/94	12/05/94	77.05	A	5
	26019004714358		AMT: 77.05			
	553187	08/05/94	02/01/95	70.85	MR	1
	26018053241743		AMT: 70.85			
	554749	06/09/92	03/01/95	119.85	A	1
	26019004312443		AMT: 119.85			
	554751	01/26/93	03/01/95	67.74	A	1
	26019003745		AMT: 67.74			
	550159	08/13/92	12/01/94	63.40	CC	5
	26019004310819		AMT: 63.40			
	551698	10/24/94	12/29/94	103.49	A	4
	26018053231801		AMT: 103.49			
	553189	09/03/94	02/01/95	46.80	MR	1
	26019005034913		AMT: 46.80			
	554744	11/08/95	03/01/95	46.55	A	1
	26018053251395		AMT: 46.55			
	553123	08/03/94	01/01/95	154.70	A	1
	26018053228807		AMT: 154.70			
	553118	06/19/94	01/01/95	165.39	MR	1
	26019004395950		AMT: 165.39			
	553119	05/05/93	01/01/95	55.90	A	1
	26019003970381		AMT: 55.90			
	551702	07/21/93	12/29/94	135.90	MR	3
	26019004384293		AMT: 135.90			
	551700	10/24/94	12/29/94	81.95	A	4
	26018053235844		AMT: 81.95			
	553193	11/05/94	02/01/95	83.75	A	1
	26018053250835		AMT: 83.75			
	553122	08/29/94	01/01/95	236.35	MR	1
	2601805251875		AMT: 236.35			

	550156	06/21/94	12/01/94	0.00	PF	5
	26018052571637		AMT: 170.67			
	553191	06/02/94	02/01/95	69.45	A	1
	26018053224509		AMT: 69.45			
4	553195	11/06/94	02/01/95	49.68	A,PF	1
	26018053240661		AMT: 59.74			
	551703	09/01/94	12/29/94	58.00	A,PF	4
	26019004783536		AMT: 86.26			
	551701	10/22/94	12/29/94	138.75	A	4
	26018053245710		AMT: 138.75			
(N	554736	12/20/94	03/01/95	44.82	A	1
	26019004981163		AMT: 44.82			

TOTAL STILL ON SYSTEM :

2,449.95

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: March 20, 1995
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR FEBRUARY, 1995

SUMMARY OF ACCOUNTS FEBRUARY 1-28, 1995

Beginning Balance 01/01/94			\$457.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 112.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 112.00	\$0.00	
Ending Balance 2/28/95			<u>\$ 569.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 01/31/95	10,658.20
February Payment	<u>0.00</u>
Balance 02/28/95	<u>\$ 10,658.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edj*
 DATE: March 20, 1995
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through March 15, 1995.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mary Jane Born	\$ 12.00
Total of Adopt-a-Book Donations	\$ 12.00

Donations to Placentia Library Foundation

	\$0.00
Total Foundation Donations:	\$ 0.00

TOTAL CASH DONATIONS
Through March 15, 1995 **\$ 12.00**

Prepared by: Charlene Dumitru

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Salomon Brothers
Asset Management Inc
Seven World Trade Center
New York, New York 10048
212-783-7000

Agenda Item 16

March 3, 1995

Salomon Brothers

Dear Pool Participants:

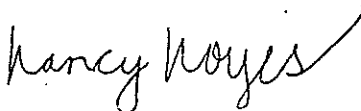
February started with a 50 bp increase in the Fed Funds rate at the conclusion of the January 31 - February 1 FOMC meeting. From that point forward short-term money market rates traded in a very narrow band, with 3-month T-bills moving from a high of 5.89% to a low of 5.68%. The market got a boost in confidence when Alan Greenspan, in his Humphrey-Hawkins testimony to Congress, presented a balanced view on the market and even mentioned the possibility of easing monetary policy for the first time in over a year.

We are enclosing portfolio summaries as of February 28, 1995 for both the pre-petition and post-petition portfolios. The OCIP was split into two separate accounts on February 15. We continue to manage the portfolios in a conservative manner, investing in only short-maturity Treasury and government agency securities.

Sincerely,



Steven Guterman



Nancy Noyes

**County Of Orange
Post Petition Portfolio
Investment Pool Portfolio Summary
February 28, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from March 1, 1995 through March 17, 1995
- 7.8 day average maturity
- 5.27% average investment's annualized daily yield
- \$393 million in portfolio investments

Maturity Schedule (in million dollars)

<u>Date</u>	<u>Amount</u>
3/1	\$ 51
3/2	23
3/3	24
3/6	10
3/7	34
3/8	28
3/9	23
3/10	12
3/13	25
3/14	29
3/15	72
3/17	17
B of A comp. balances	45

Issuer Breakdown (in million dollars)

<u>Issuer</u>	<u>Amount</u>
FNMA	\$153
FHLB	105
B of A comp. balances	45
FHLMC	43
FFCB	27
Treasury collateralized O/N	20

**County Of Orange
Pre Petition Portfolio
Investment Pool Portfolio Summary
February 28, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from March 1, 1995 through March 20, 1995
- 7.3 day average maturity
- 5.94% average investment's annualized daily yield
- \$5.0 billion in portfolio investments

Maturity Schedule (in million dollars)

<u>Date</u>	<u>Amount</u>
3/1	\$ 812
3/2	539
3/3	465
3/6	337
3/7	433
3/8	523
3/9	337
3/10	337
3/13	489
3/14	389
3/15	327
3/17	31
3/20	50
B of A comp. balances	5

Issuer Breakdown (in million dollars)

<u>Issuer</u>	<u>Amount</u>
FNMA	\$1,936
FHLB	1,474
FHLMC	1,129
Treasury collateralized O/N	285
FFCB	245
B of A comp. balances	5

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: March 20, 1995
SUBJECT: **BUILDING MAINTENANCE REPORT FOR FEBRUARY, 1995**

1. **Fire** - A minor fire occurred in the Women's Rest Room on February 26, 1995. Full report of the fire is attached (Attachment A).
2. **Fire Alarm System** - System has been checked for reliability and accuracy.
3. **Fire Extinguishers** - Annual servicing of Fire Extinguishers was completed.
4. **Air Conditioning** - Regular Air Conditioning Maintenance for month.
5. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: February 28, 1995

SUBJECT: **Fire Alarm.**

At around 4:15 on Sunday February 26, 1995 the fire alarm was activated. The staff immediately reacted to it by trying to ascertain the source of the fire, if actually there was a fire, to see to the patrons' safety, and to make sure that the Fire Department was notified.

The panel that indicates the location of the fire showed the Board Room to be the source of the fire, upon inspection this proved to be an erroneous message. The public ladies room however smelled of smoke and smoldering fire. The Placentia Police Department was alerted to notify the Fire Department, and the patrons were asked to leave the building.

The firemen responded within fifteen minutes, they checked the whole building, determined that the cause of the alarm was smoke in the public ladies room. Remains of burnt paper were found in the trash receptacles. After making sure that there was no danger to the staff or the public, the staff were then given permission to readmit the public to the Library and resume their duties.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *dm*
DATE: March 20, 1995
SUBJECT: PERSONNEL REPORT FOR FEBRUARY, 1995.

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

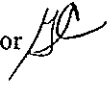
None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (19 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator 

DATE: March 2, 1995

SUBJECT: Volunteer Report for the Month of February, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 February	FY94-95 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	7.75	41.50		41.50
Deputy, Paul	51.25	335.75	7/82	5,170.25
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	27.00	182.00	10/93	349.25
Goldbaum, Mae	3.00	38.50	7/88	272.75
Hodson, Daulphine	0.00	8.25	10/94	8.25
Housewright, Linnea	2.00	25.00		50.00
Markl, Theresa	2.00	16.75	1/94	47.75
Nakamoto, Blanca	14.00	44.75	10/94	44.75
Nguyen, Dieu	0.00	52.75	8/94	52.75
Rane, Sarita	0.00	23.25	10/94	23.25
Redinbo, Sandy	3.00	37.75	10/94	37.75
Reesman, Colleen	0.00	6.50	10/93	81.50
Rucker, Alison	26.00	55.00	10/94	55.00
Rucker, Ashley	15.00	40.00	10/94	40.00
Rucker, Kathrine	26.00	58.50	10/94	58.50
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	9.25	43.50		43.5
Schlichter, Allan	8.00	61.25	10/93	159.35
Shaw, Dixie	4.50	15.50	5/94	20.75
Shkoler, Al	0.00	21.00		53.5
Simmermacher, Margie	0.00	4.75	1/94	60
Stark, Sandra	0.00	2.75		2.75
Trainor, Joe	0.00	1.00	9/93	102.2
Westberg, Carl	6.00	93.50	9/93	234.00
J.T.P.A.	30.00	30.00		
S.T.E.P.	158.00	767.00		
TOTALS	392.75	2,042.00		7,283.85

J.T.P.A. / Job Training Partnership Act.
 S.T.E.P. / Senior Training & Employment Program

J.T.P.A. / Job Training Partnership Act.
S.T.E.P. / Senior Training & Employment Program

Volunteer Report for the Month of February, 1995, Page 2

TEMPORARY VOLUNTEERS

	FY 94-95 FEBRUARY	FY 94-95 YTD		FY 94-95 FEBRUARY	FY 94-95 YTD
Baker, David	0.00	60.00	Magart, Gale	0.00	2.50
Belwood, Kevin	0.00	114.75	Marshack, Marsha	0.00	27.00
Brown, Jill	0.00	37.00	Mendez, Juan	0.00	20.00
Brown, Lizette	0.00	10.50	Molina, Enid	7.50	15.00
Bujanda, Joshua	30.00	30.00	Moore, Matthew	20.00	32.50
Burke, Marsha	10.00	65.00	O'Hara, Peggy	0.00	35.00
Chang, Yoo-Shun	0.00	1.00	Rea, Tim	0.00	41.00
Choi, Eugene	0.00	1.00	Roche, Gina	0.00	5.50
Chotalia, Ameer	0.00	2.25	Rodriguez, Adriana	0.00	39.25
Cipres, Marcella	2.50	2.50	Sanford, Matt	0.00	4.00
Driskel, Valerie	10.00	62.50	Seto, Cheryl	0.00	13.50
Fragano, Maile	0.00	1.00	Summerfield, Becky	0.00	13.25
Harnett, Tom	2.50	2.50	Vu, Mailisia	0.00	1.00
Hill, Ryan	36.25	36.25	Vuu, Hai	0.00	1.00
House, Christine	0.00	6.50	Yu, James	0.00	2.25
Hovey, Michael	0.00	192.50	Yu, Janet	0.00	1.00
Hwang, Yuan	0.00	1.00			
Jones, Chris	0.00	96.50			
Krupica, Bob	0.00	12.00			
Li, Ho Man	0.00	16.00			
Liao, James	0.00	2.25			
TOTAL	91.25	753.00	TOTAL	27.50	253.75

LVA VOLUNTEERS

Literacy Volunteer Hours 509.00

TOTAL VOLUNTEER HOURS 511.50

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

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

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	1994	1995	1994	1995
January	609.75	362.75	481.00	523.00
February	455.00	511.50	680.50	509.00
March	654.00		654.00	
April	352.00		603.50	
May	362.50		530.50	
June	383.50		479.00	
July	572.25		698.50	
August	506.25		488.50	
September	148.75		568.50	
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District
 Circulation Report
 March 20, 1995

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 FEB 95	FY93-94 FEB 94
1st Time Checkouts	139,203	152,482	-8.71%	17,372	17,862
Phone Renewals	9,109	11,761	-22.55%	1,450	1,709
In-Building Renewals	18,127	17,013	6.55%	2,293	2,193
Total Renewals	27,236	28,774	-5.35%	3,743	3,902
TOTAL CHECKOUTS	166,439	181,256	-8.17%	21,115	21,764
On-Time Checkins	132,311	149,087	-11.25%	16,355	16,207
Late Checkins	26,674	29,801	-10.49%	3,471	3,330
TOTAL CHECKINS	158,985	178,888	-11.13%	19,826	19,537
Holdings Placed	3,180	3,246	-2.03%	445	400
Holdings Cancelled	588	497	18.31%	67	51
Holdings Filled	2,736	2,635	3.83%	348	331
Holdings Expired	73	140	-47.86%	2	18
Overdue Items	8,620	10,183	-15.35%	1,142	1,113
Overdue Notices	3,949	4,564	-13.48%	538	522
Billing Notices	4,732	4,876	-2.95%	546	551
Patrons Registered	2,778	2,577	7.80%	358	423
Titles Added	2,301	1,844	24.78%	867	7
Volumes Added	3,940	12,081	-67.39%	1,323	1,074
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	78,780	85,266	-7.61%	10,063	10,284
Juvenile Print	67,866	71,231	-4.72%	8,729	8,722
Total Print	146,646	156,497	-6.29%	18,792	19,006
Audio	7,971	10,601	-24.81%	919	1,155
Visual	14,235	15,320	-7.08%	1,402	1,603
Equipment	0	5		0	0
Total Audio Visual	22,206	25,926	-14.35%	2,321	2,758
TOTAL CIRCULATION	168,852	182,423	-7.44%	21,113	21,764
Placentia Circulation	98,109	101,695	-3.53%	12,089	12,123
% Placentia Circulation	58.10%	55.75%	4.23%	57.26%	55.70%
Anaheim/Yorba Linda Circulation	34,176	41,310	-17.27%	4,557	4,915
% Anaheim/Yorba Linda Circulation	20.24%	22.65%	-10.62%	21.58%	22.58%
TYPES OF BORROWERS					
Adult	125,838	141,868	-11.30%	15,528	16,921
Young Adult	1,286	1,061	21.21%	178	128
Juvenile	37,047	37,113	-0.18%	4,308	4,300
New Borrower	4,622	2,318	99.40%	1,087	412
Non Resident	0	0	0.00%	0	0
Other	61	64	-4.69%	14	3
TOTAL BORROWERS	168,854	182,424	-7.44%	21,115	21,764
ATTENDANCE	165,872	191,857	-13.54%	33,097	37,705
Adult Reference - In Building	15,088	11,406	32.28%	2,751	2,233
Adult Reference - Telephone	2,705	2,047	32.14%	428	397
Children's Reference - In Building	9,213	4,959	85.78%	1,047	860
Children's Reference - Telephone	444	0	N.A.	49	0
Total Adult Reference	17,793	13,453	32.26%	3,178	2,630
Total Children's Reference	9,657	4,099	135.59%	1,096	860
Total In Building Reference	24,301	16,365	48.49%	3,798	3,093
Total Telephone Reference	3,149	2,047	53.83%	477	397
TOTAL REFERENCE	27,450	18,412	49.09%	4,275	3,490

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TO: Library Board of Trustees

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

DATE: March 20, 1995

SUBJECT: Status Report for Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.

BACKGROUND:

There has been no activity with the architect or the State Library during this report period.

Plans for the project remain on hold pending the distribution of the remaining funds in the Orange County Investment Pool.

RECOMMENDATION:

Receive and file.



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54	0.00			7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99	0.00			9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04	0.00			8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79	0.00			6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31	0.00			6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94	0.00			6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99	0.00			6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.46	0.00			5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63	0.00			5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	6,952.07	971.48	1,036.71	0.00			7,960.26
TOTAL		58,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 16, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	819.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,603.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48	0.00	0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,836.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	261.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		35,260.64	6,504.68	6,199.79	990.82	0.00	0.00	48,945.93
AVG		4,407.58	813.09	774.97	122.60			6,118.24

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.83	815.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.68	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	588.63
May 1992	916.24	268.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,468.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.64	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	16,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.67	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	326.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	10,312.02	1,923.00	164.55	12,399.57	6,199.79
AVG	1,289.00	240.38	20.67	1,549.95	774.97

DOLLARS BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	278.10	1,390.20	44.36	561.60	695.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	628.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	169.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	656.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.66	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.62
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,066.60
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	1,928.82	2,095.92	385.92	0.00	5,901.36	10,312.02
AVG	241.10	261.99	48.24	0.00	737.67	1,269.00

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TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	38.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

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TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	62.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	68.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	60.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	62.00	82.00	16.00	0.00	288.00	428.00
AVG	7.75	10.25	2.00	0.00	33.50	53.50

TO: Library Board of Trustees

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

DATE: March 20, 1995

SUBJECT: Mid-Year Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1994-1995

BACKGROUND:

Attached is a copy of the District's Mid-Year Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1994-1995.

Filing this report is required in order for the District to receive reimbursement for the funds expended for this Grant, and to remain eligible for future California Department of Education Grants.

RECOMMENDATION:

Receive and file.

California Department of Education - CDE-105
 Submit to: John P. Roman
 Management Planning & Development Unit
 P.O. Box 944272
 Sacramento, CA 94244-2720

Instructions for completing this form are on the reverse side of the form. Please print or type all information. Submit this blue copy (keep a copy for your files.)

ADULT EDUCATION - FY 1994-95
FEDERAL BASIC EDUCATION, PL 100-297 - SECTION 321/322/326
CLAIM FOR REIMBURSEMENT FOR PERIOD ENDING 12/31/94

DEADLINE FEBRUARY 28, 1995

I AGREEMENT NUMBER (See Section 321/322/326 Letter of Encumbrance for your Agency Grant Number)

FY		County Code			PCA					District/Vendor Code							
9	4	—	3	0	—	0	3	0	5	5	—	M	6	9	2	—	

II AGENCY NAME (School District/Community College/Private Agency)
 Placentia Library District

III REIMBURSEMENT

An itemized listing of the expenditures claimed here must be attached to this form.

A. Approved Allocation (See Letter of Encumbrance)			\$ 3,828.00
B. Total Expenses Claimed for period 07-01-94 through 12-31-94	SECTION	PCA	AMOUNT
	321	03055	\$ 1,647
	322	03055	\$
	326	03844	\$
	TOTAL CLAIM		\$ 1,647

IV CERTIFICATION

I hereby certify that (1) the expenditures reported have been made and the program/project has been conducted in accordance with federal and state laws and regulations, the approved application, and amendments for this program/project; and (2) full records of receipts and expenditures have been maintained and are available for audit.

Printed Name of Authorized Agent Elizabeth D. Minter	Title Library Director	Telephone (714) 528-1925
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Signature (Original signature required) 	Date 02/22/95
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CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

Approved for Funding: Raymond G. Eberhard	Title Administrator Adult Education Unit	Date
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SECTION 321 Education Grant 94-95

Travel & Training Expenses


07/10/94	Chamber of Commerce	6.00
09/20/94	Comfort Suites	56.50
09/21/94	Literacy Volunteers of America	576.00
09/21/94	Jim Brown Travel Service	414.2
09/21/94	Chamber of Commerce	6.00
09/22/94	NSFRE	45.00
09/28/94	Chamber of Commerce	20.00
10/19/94	Chamber of Commerce	6.00
11/04/94	S. Ammar - LVA Conf.	84.93
11/04/94	M. Dinsmore - LVA Conf.	10.87
11/04/94	K. Matas - LVA Conf.	14.86
11/16/94	Chamber of Commerce	3.00
11/17/94	Pacific Bell (connect modem chgs)	174.92
11/18/94	Philips Communications	215.34
12/01/94	Chamber of Commerce	10.00
12/02/94	Connect	3.54
		1,647.16

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as part VII of the May 26, 1988 Federal Register (page 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

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

AGENCY NAME (School District/Community College/Private Agency) Placentia Library District	
Printed Name of Authorized Agent Elizabeth D. Minter	Title Library Director
Signature (Original signature required) 	Date February 22, 1995

AGREEMENT NUMBER																	
(See Section 321/326 Letter of Encumbrance for your Agency Grant Number)																	
FY		County Code			PCA					District/Vendor Code							
9	4	—	3	0	—	0	3	0	5	5	—	M	6	9	2	—	

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: March 20, 1995
 SUBJECT: **FY 1994-1995 Budget**

BACKGROUND:

Cash Flow Analysis:

The revised cash flow analysis for the second half of FY1994-1995 is Attachment A. This analysis changes on a weekly basis as new receipt and expenditure information is received.

Bankruptcy:

Library Director Minter attended a meeting of representatives of the independent special districts involved in the Orange County Investment Pool (OCIP) Bankruptcy on March 2, 1995, at the Orange County Water District Headquarters in Fountain Valley.

The settlement proposal was discussed with no new information available. The Committee was asked to seek from the Orange County Supervisors a commitment of security for the balance of the lost investments. It was the strong recommendation of the Investor's Committee Attorney, Patrick Shea, that all members of the OCIP act to reach settlement as quickly as possible so that they can receive the cash that remains in the Pool.

It was announced that because of further analysis of the OCIP that a slight adjustment would be made to the settlement percentages. Agencies with funds in the commingled pool will be getting 76.179% rather than the 77% originally projected. The reason for this adjustment is that there were several agencies with specific/named investment instruments in the Pool and those instruments must be given in their entirety to the purchasing agency.

The balances for Placentia Library District as revised and presented to the United States Bankruptcy Court on March 10, 1995 are as follows:

Balance 12/6/94 (as revised 1/25/95)	\$ 568,880.02
Interest Income 7/1-12/6/94	3,205.94
Misallocated Income <u>10,992.93</u>	
Combined Revised Balance	583,078.89
Cash Balance in Commingled Pool (76.179% of Balance)	444,183.15
Emergency Allocation to Placentia Library	(41,887.00)
Remaining Value of Pool	<u>\$ 402,296.15</u>
Amount for Orange County Bankruptcy Claim	\$ 138,895.74

FY 1994-1995 Budget, February 21, 1995, Page 2.

A meeting of the independent special districts in the OCIP has been called for Friday, March 17, 1994, at 2:30 P.M. at the Orange County Water District Headquarters in Fountain Valley. We anticipate receiving the settlement documents at that time. I will be prepared to review these with the Board at its meeting on March 20, 1995, so that it may determine its response at that time.

Legislative:

Secretary Sandra Stark and Library Director Elizabeth Minter attended a series of meetings in Sacramento on March 13, 1995. Also participating were Board President Robert Niccum and Library Director Colleen McGregor of the Buena Park Library District, and Community Relations Coordinator Nancy Mahr of the Palos Verdes Library District.

Meeting were held with Mike Belote, the Districts' Legislative Representative at California Advocates; Assembly Local Government Chairman Richard Rainey and the Chief Consultant to the Assembly Committee on Local Government, Diane Longshore; and Senate Banking and Finance Chairwoman Lucy Killea and the Chief Consultant to the Senate Committee on Banking and Commerce, Jan Owen. Mrs. Killea is also chairing the hearings on the Orange County bankruptcies.

Petty Cash Accounts:

Administrative Assistant Dumitru will present the results of her analysis of the use of interest bearing checking accounts and money market savings accounts to manage the District's three petty cash checking accounts: General Fund Petty Cash; County Exempt Fund; and Literacy Fund.

Market Value Checking	[1%]	1%	1%
Market Value Savings	[2.37%]	[2.37%]	[2.37%]
RECOMMENDATIONS:	[2.37%]	[2.37%]	[2.37%]

1. Accept or reject the settlement proposal and authorize the signature and processing of the required documents.
2. Authorize the establishment of additional interest bearing accounts to manage the District's three petty cash checking accounts.

Shuler - Ray

yes

Placentia Library District
Post-Petition Cash Flow
March 20, 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Jan 3	Claim by Library Director		3,940.65	137,564.12
*Jan 5	Payroll, Claim 3226		19,034.68	118,529.44
*Jan 10	Homeowners Subvention	5,128.00		123,657.44
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,820.15
*Jan 18	Secured Property Tax	23,997.85		127,818.00
*Jan 19	Payroll, Claim 3227		19,034.68	108,783.32
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		109,407.74
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		114,022.11
*Jan 27	Public Utility Tax (impounded)	72.96		114,095.07
*Jan 27	Secured Property Tax (impounded)	62,077.83		176,172.90
*Feb 2	Payroll, Claim 3234		19,034.68	157,138.22
*Feb 8	Public Utility Tax	12,493.87		169,632.09
*Feb 9	Emergency Allocation	41,886.98		211,519.07
*Feb 13	Claims at Special Board Meeting		6,460.13	205,058.94
*Feb 16	Payroll, Claim 3235		19,034.68	186,024.26
*Feb 21	Feb Claims Excl. Payroll		26,176.31	159,847.95
*Mar 1	Claim 3250 by Library Director		1,229.92	158,618.03
*Mar 2	Payroll, Claim 3248		19,034.68	139,583.35
*Mar 9	Pension Fund Contribution		33,665.86	105,917.49
*Mar 9	Semi-Annual Bond Payment		35,900.00	70,017.49
*Mar 13	Claim 3251 by Library Director		1,698.59	68,318.90
*Mar 16	Payroll, Claim 3249		19,034.68	49,284.22
*Mar 20	Mar Claims Excl. Payroll		14,616.49	34,667.73
*Mar 20	Insurance		11,829.75	22,837.98
*Mar 20	Increase Petty Cash Account		9,000.00	13,837.98
Mar 30	Secured Property Tax	42,000.00		55,837.98
*Mar 30	Payroll, Claim 3259		19,034.68	36,803.30
*Apr 13	Payroll, Claim 3260		19,034.68	17,768.62
Apr 18	Prior Year Secured Tax	4,000.00		21,768.62
Apr 26	Secured Property Tax	158,000.00		179,768.62
*Apr 27	Payroll		19,034.68	160,733.94
*Apr 27	Anaheim Library		37,312.29	123,421.65
Apr	Apr Claims Excl. Payroll		24,000.00	99,421.65
May 10	Homeowners Subvention	5,128.00		104,549.65
*May 11	Payroll		19,034.68	85,514.97
May 15	Supplemental Property Tax	2,000.00		87,514.97
May	May Claims Excl. Payroll		24,000.00	63,514.97
May 18	Secured Property Tax	82,700.00		146,214.97
*May 25	Payroll		19,034.68	127,180.29
May 25	Utility Tax	12,300.00		139,480.29
Jun 8	Homeowners Subvention	2,197.00		141,677.29
*Jun 8	Payroll		19,034.68	122,642.61
Jun 19	Unsecured Tax			122,642.61
Jun	Jun Claims Excl. Payroll		24,000.00	98,642.61
Jun 21	Prior Year Unsecured Tax			98,642.61
*Jun 22	Payroll		19,034.68	79,607.93

March 17, 1995

SETTLEMENT AGREEMENT APPROVED IN CONCEPT IN OCIP BANKRUPTCY

A settlement in the \$7.6 billion Orange County Investment Pool bankruptcy case was approved in concept today by the seven-member Pool Participants Committee.

"We have agreement on the major deal points," said Stan Oftelie, Chairman of the Orange County Investment Pool Creditors Committee (OCIP) and Chief Executive Officer of the Orange County Transportation Authority.

"Unless we hit a roadblock in the drafting of the actual language this weekend, we should have a settlement agreement to circulate to more than 190 government agencies early next week," Oftelie said. "It looks like we have a deal to recommend."

The settlement has two options for investing agencies. Each of the options includes the immediate release of \$5.7 billion to schools, cities, water, sanitation and transportation districts and to other pool participants.

"Under Option A, every school district will receive at least 90 cents of its balance now and every other settling agency will receive at least 80 cents now," said OCIP Vice-Chairman Paul Brady, the Irvine City Manager. "The roadmap showing how each agency can reach an 100 percent return has been improved and strengthened. Under Option B, each agency can take its cash share of the December 6 balance and then take its best shot to make its case."

The settlement:

1. Recognizes that three distinct investment pools--a commingled pool, a bond pool and a pool for specific investments--existed for accounting purposes;
2. Allows each agency to select Option A or Option B. Agencies can either take Option A, which may provide 100% over time, or, select Option B, which gets us approximately 77 cents now and reserves rights to negotiate or litigate outstanding issues;
3. Provides immediate cash to all pool participants;
4. For Option A, cash and Recovery Notes get the schools to at least 90 cents, and non-schools to at least 80 cents now;

5. Includes "good-as-gold" Recovery Notes for the schools and other settling participants to push schools to at least the 90 percent return level and other agencies to the 80 percent level;
6. Provides claims for future payments;
7. Strengthens the Senior Secured Claims backed by litigation proceeds and more clearly specifies how those Claims will be secured;
8. Replaces the Subordinated Claims with a new Repayment Claim that has a stronger commitment for repayment from the County of Orange;
9. If all Pool Participants opt for Option A, the Recovery Notes are set at \$255 million, the Senior Secured Notes at \$370 million, and Repayment Claims for the balance.
10. Requires that 80 percent of the Pool Participants, representing 90% of the amount on deposit on December 6, agree to select either Option A or B.

"Once the OCIP Committee reviews the final legal documents and the accountants final revisions on Monday, we will begin the ratification process for this Settlement Agreement," Oftelie said.

"Because of the need for proper notice to the Court, it will take at least 45 days to secure the agreements and get court approval for this settlement," said Patrick C. Shea, attorney for the OCIP Committee. "The sooner we can get the agreement into the hands of the Pool Participants and the sooner we can get Executed Agreements back, the sooner we can get cash in their hands.

"When you take a look at the precarious position of some of our constituent agencies," Shea said, "then you can understand our sense of urgency."

The approval of the Settlement Agreement in concept by the OCIP Committee came 92 days after United States Trustee Marcy Tiffany appointed Oftelie, Brady, Blake Anderson of the Orange County Sanitation Districts, Andrew Czorny of the Orange County Water District, Walter Kreutzen of the Transportation Corridor Agencies, Michael Martello of the City of Mountain View and John Nelson of the Department of Education to represent more than 190 OCIP agencies.

The Committee's key professional advisors are Attorney Shea, of Pillsbury Madison and Sutro, and financial advisors M. Freddie Reiss of Price Waterhouse and Jon Schotz of Saybrook Capital.

Placentia Library District
Post-Petition Cash Flow
March 20, 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Jan 3	Claim by Library Director		3,940.65	137,564.12
*Jan 5	Payroll, Claim 3226		19,034.68	118,529.44
*Jan 10	Homeowners Subvention	5,128.00		123,657.44
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,820.15
*Jan 18	Secured Property Tax	23,997.85		127,818.00
*Jan 19	Payroll, Claim 3227		19,034.68	108,783.32
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		109,407.74
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		114,022.11
*Jan 27	Public Utility Tax (impounded)	72.96		114,095.07
*Jan 27	Secured Property Tax (impounded)	62,077.83		176,172.90
*Feb 2	Payroll, Claim 3234		19,034.68	157,138.22
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*Feb 13	Claims at Special Board Meeting		6,460.13	205,058.94
*Feb 16	Payroll, Claim 3235		19,034.68	186,024.26
*Feb 21	Feb Claims Excl. Payroll		26,176.31	159,847.95
*Mar 1	Claim 3250 by Library Director		1,229.92	158,618.03
*Mar 2	Payroll, Claim 3248		19,034.68	139,583.35
*Mar 9	Pension Fund Contribution		33,665.86	105,917.49
*Mar 9	Semi-Annual Bond Payment		35,900.00	70,017.49
*Mar 13	Claim 3251 by Library Director		1,475.07	68,542.42
*Mar 16	Payroll, Claim 3249		19,034.68	49,507.74
*Mar 20	Mar Claims Excl. Payroll		14,616.49	34,891.25
*Mar 20	Insurance		11,829.75	23,061.50
*Mar 20	Increase Petty Cash Account		9,000.00	14,061.50
Mar 30	Secured Property Tax	42,000.00		56,061.50
*Mar 30	Payroll, Claim 3259		19,034.68	37,026.82
*Apr 13	Payroll, Claim 3260		19,034.68	17,992.14
Apr 18	Prior Year Secured Tax	4,000.00		21,992.14
Apr 26	Secured Property Tax	158,000.00		179,992.14
*Apr 27	Payroll		19,034.68	160,957.46
*Apr 27	Anaheim Library		37,312.29	123,645.17
Apr	Apr Claims Excl. Payroll		24,000.00	99,645.17
May 10	Homeowners Subvention	5,128.00		104,773.17
*May 11	Payroll		19,034.68	85,738.49
May 15	Supplemental Property Tax	2,000.00		87,738.49
May	May Claims Excl. Payroll		24,000.00	63,738.49
May 18	Secured Property Tax	82,700.00		146,438.49
*May 25	Payroll		19,034.68	127,403.81
May 25	Utility Tax	12,300.00		139,703.81
Jun 8	Homeowners Subvention	2,197.00		141,900.81
*Jun 8	Payroll		19,034.68	122,866.13
Jun 19	Unsecured Tax			122,866.13
Jun	Jun Claims Excl. Payroll		24,000.00	98,866.13
Jun 21	Prior Year Unsecured Tax			98,866.13
*Jun 22	Payroll		19,034.68	79,831.45

Development of a
system for the
analysis of the
text

This section discusses the initial stages of the development, focusing on the requirements and the selection of a suitable programming language. It details how the system was designed to handle various text inputs and outputs, and the challenges faced in implementing the core algorithms. The text describes the iterative process of refining the code and testing the system against a variety of text samples to ensure accuracy and efficiency. Key decisions regarding data structures and control flow are highlighted, along with the integration of external libraries and modules.

The subsequent part of the document delves into the implementation of the core algorithms, providing a detailed description of the data structures used and the flow of the program. It explains the mathematical models and heuristics employed for text analysis, and how these were translated into executable code. The text also covers the optimization techniques used to improve the system's performance, such as caching and parallel processing. Finally, the document concludes with a summary of the system's capabilities and a discussion of its potential applications in various domains.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: March 20, 1995
SUBJECT: Property and Professional Liability Insurance Renewals for 1994-1995

BACKGROUND:

The District's property and liability insurance broker, Shipkey Insurance Agency, Inc., has solicited bids from four carriers for the District's 1995-1996 coverage. A copy of Shipkey's report is Attachment A.

The 1995-1996 renewal rate with Employer's Mutual, the current carrier, including both property and public officials/professional liability, is \$1,373 lower than the current year. This policy includes a cost of living increase in the coverage for the library materials collection (3% or \$12,000), increasing the computer data and software coverage from \$27,174 to \$40,000, and the addition of employee benefits liability coverage with limits of \$500,000.

The recommendation also includes the \$1,000,000 umbrella coverage which was added last year.

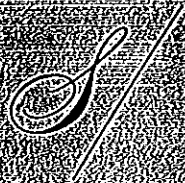
No items were deleted from last year's coverage.

Tom Shipkey, President of Shipkey Insurance, will be present at the meeting to answer any questions about the proposed coverage and the policies.

Payment of the insurance policy needs to be processed before April 1, 1994. Claim 3252 in the amount of \$ 11,829.75 is Attachment B.

RECOMMENDATIONS:

1. Approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$11,829.75.
2. Approve payment of Claim 3252 in the amount of \$11,829.75.



SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681
(714) 731-5801 • FAX (714) 730-4876

RENEWAL PROPOSAL

FOR

PLACENTIA LIBRARY DISTRICT



SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681
(714) 731-5801 • FAX (714) 730-4876

March 13, 1995

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

Re: Package Policy

Dear Elizabeth:

It is our pleasure to present you with our April 1, 1995 renewal proposal for your package policy. The coverages and limits will be the same as last year with the following exceptions:

1. Your personal property values (excluding books) were increased 3% or \$12,000 to cover inflation costs.
2. Computer Data and Media (software) values were increased from \$27,174 to \$40,000 to cover your CD-ROM collection.
3. Employee Benefits Liability was added with limits of \$500,000. This gives you errors and omissions protection in the area of employee benefits, such as not adding an eligible employee to your group health or life insurance and there is a subsequent claim.

Your Directors and Officers policy specifically excludes liability arising out of your ERISA Act duties and responsibilities. Therefore, there is no duplication of coverage.

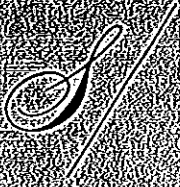
We did obtain three other quotes but Employers Mutual (EMC) was substantially lower. Even with the above increases in coverage, they are \$1,373.00 lower than last year. EMC is an "A" rated carrier and have insured your account for the past 12 years.

We value your account highly and have worked hard in an effort to reduce your premium, especially in light of the County's financial problems. I have been your insurance agent for the past twenty-six years and appreciate your fine business.

Sincerely,

Thomas F. Shipkey
President

TFS/rek



SHIPKEY INSURANCE AGENCY, INC.

Agenda Item 25
Attachment
Page 3

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681
(714) 731-5801 • FAX (714) 730-4876

March 13, 1995

RENEWAL PROPOSAL

FOR

PLACENTIA LIBRARY DISTRICT

COMMERCIAL PACKAGE POLICY
EMC (Employers Mutual Company)
Policy: 8X51188
Term: 4/1/95-4/1/96

A. PROPERTY

Location: 411 E. Chapman Ave., Placentia

Limits: \$3,190,000 On books
412,000 Other personal property of insured
25,000 Personal property of others
1,000 Transit included

Coverage: Special Perils, subject to standard exclusions
such as earthquake and flood
Agreed Value (NO Coinsurance Penalty)
Replacement cost (No depreciation)
\$500 Deductible each claim

B. EXTRA EXPENSE

Limits: \$ 75,000

Coverage: Covers additional expense in order to continue
operations after a loss.
Special Perils
Payable 40-80-100% each 30 days

Placentia Library District
Renewal Proposal
March 13, 1995
Page 2

C. COMPUTER

Limits: \$66,990 Hardware - owned
40,000 Data & Media - owned

Coverage: Special causes of loss
subject to standard exclusions such as
flood
\$250 Deductible each claim
\$2,500 Deductible - breakdown
5% Deductible - earthquake

D. VALUABLE PAPERS

Limit: \$ 80,000

Coverage: Covers the cost of reproducing valuable
papers.
All Risk, subject to standard exclusions
\$250 Deductible each claim
A condition of the policy is that the
property must be stored in metal filing
cabinets at the premises when the premises
are not open for business.

E. GENERAL LIABILITY

Limits: \$1,000,000 Each Occurrence Limit
1,000,000 Personal and/or Advertising
Injury Limit
2,000,000 General Aggregate Limit (Other
than Products/Completed Operations)
2,000,000 Products/Completed Operations
Aggregate Limit
500,000 Employee Benefit Liability
\$1,000 Deductible
50,000 Fire Damage Liability
5,000 Premises Medical Expense

Coverage: Premises/Operations
Products/Completed Operations
Subject to standard exclusions such as
discrimination, sexual harassment, wrongful
termination, pollution, asbestos and subsidence
of land or soil.

Placentia Library District
Renewal Proposal
March 13, 1995
Page 3

F. AUTOMOBILE

Limits: \$1,000,000 Combined Single Limit
Bodily Injury & Property Damage
Coverage: Non-Owned & Hired Automobile
Excess over other coverage
EXCLUDES OWNED AUTOMOBILE

G. CRIME

Limit: \$10,000 Public Employee Dishonesty Faithful
Performance, including the faithful
administration of the revolving
fund. No Deductible

H. FIDELITY

Limit: \$50,000 Employee Dishonesty - Blanket
Coverage: Naming Placentia Library District of Orange
County Money Purchase Plan & Trust
ERISA - Welfare & Pension Plan Compliance
No Deductible

I. TOTAL PREMIUM: \$ 11,329.75

II. UMBRELLA

Limit: \$1,000,000
Coverage: Excess of General Liability
Premium: \$ 500.00

OTHER QUOTES:	<u>HARTFORD</u>	<u>CNA</u>	<u>ATLANTIC MUTUAL</u>
	\$13,778	\$14,485	\$14,642

We ask that you do not accept our brief description as a complete explanation of policy terms. The above narrative outline is not intended as a substitute for the terms and conditions of any policy. Only the actual policy language will govern the scope and limits of the coverage involved.

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/20/95
REPORT NO 3252

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N09139 Shipkey Insurance Agency, Inc. P.O. Box 686 Tustin, CA 92681	Mar. 14, 1995		1100	00		11,829.75		

The claims listed above (totaling \$ 11,829.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

11,829.75

S/ SHIPKEY
INSURANCE AGENCY, INC.

14751 PLAZA DRIVE, SUITE K
 P.O. BOX 686
 TUSTIN, CA 92681
 PHONE: (714) 731-5801 FAX (714) 730-4876

Agenda Item 25
 Attachment B
 Page 2

009137
 1146 00

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

CUSTOMER NO.

NAMED INSURED

[Redacted Name]

076282

PLEASE DETACH AND RETURN WITH PAYMENT


AMOUNT REMITTED \$

INVOICE DATE: 3/14/95

CO. NO.	POLICY PERIOD	CL & TR	POLICY NUMBER AND DESCRIPTION	PREMIUM		BALANCE
				CHARGE	CREDIT	
	4/1/95- 4/1/96		8X51188 Package Policy Renewal	\$ 11,329.75		
	4/1/95- 4/1/96		8J51188 \$1,000,000 Umbrella	\$ 500.00		

PREMIUMS DUE AND PAYABLE ON EFFECTIVE DATE OF POLICY

SHIPKEY INSURANCE AGENCY, INC.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: March 20, 1995
 SUBJECT: Acquisitions Report

Dollars Spent 2/1/95 to 2/28/95

Adult Continuations Print	\$2,914.72
Adult Continuations Electronic	
Adult Fiction	35.47
Adult Non-Fiction	15.86
Adult Reference	358.58
Adult Audio	
Adult Video	
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	14.56
Juvenile Non-Fiction	
Juvenile Audio	
Juvenile Video	
Gifts	397.54
Total	\$3,736.73

Dollars Spent 7/1/94 to 2/28/95

Adult Continuations Print	\$10,861.14
Adult Continuations Electronic	7,753.75
Adult Fiction	4,682.35
Adult Non-Fiction	2,928.57
Adult Reference	782.04
Adult Audio	32.22
Adult Video	101.90
Juvenile Continuations Print	237.66
Juvenile Continuations Electronic	
Juvenile Fiction	683.91
Juvenile Reference	1,523.06
Juvenile Non-Fiction	4,845.61
Juvenile Audio	
Juvenile Video	
Gifts	3,220.06
Total	\$37,652.27

Acquisitions Report, February 21, 1995, Page 2.

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	569.95
Gift Accounts	2,068.38

Donated Items 7/1/94 to 3/2/95

Adult Books	593	\$9,853.30
Juvenile Books	64	679.45
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00

(These figures do not include paperbacks.)

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: March 15, 1995
SUBJECT: **Program Committee Report for the Month of February.**

National Library Week April 9 through April 15, 1995: The Program committed discussed various programs for recognizing National Library Week this year. It was agreed to celebrate the "Night of Thousand Stars" on Wednesday April 12, between 6:00 and 8:00 P.M. Letters have been sent to the Public Affairs offices of the Mighty Ducks Professional Hockey Team, the California Angels, Knotts Berry Farm, and Disneyland requesting the participation of a representative in the program. A letter was also sent to Mr. Ed Marestang from Sierra Vista School to participate as Abraham Lincoln, an activity he is well known for in the Placentia Yorba Linda School District. No answers have been received yet. Mrs. Dixie Shaw has agreed to be the program's Master of Ceremonies.

Pass a Buck for Libraries: During National Library Week and especially during the Wednesday evening program, the Library will participate in a national awareness campaign co-sponsored by the American Library Association and Library Journal. The campaign is called "Pass a Buck for Libraries." Patrons will be encouraged to write personal messages on pre-printed urging their Congressman to support library funding. The cards will be addressed and stamped by the Library staff to encourage patron participation.

National Library Week Banners: The Friends of the Placentia Library approved the payment of \$320.00 for re-lettering the existing banners to where they can be used in future years without any further changes. The two locations for the banners are the Chapman-Kraemer and the Kraemer-Yorba Linda Blvd. intersections.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: March 15, 1995
 SUBJECT: Program Committee Report for the Month of February 1995.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	FEBRUARY 95	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Placentia Pride	1	49
<i>CHILDREN'S SERVICES</i>		
After School Special	4	42
Group Visits	4	95
Story Hours	7	105
<i>LITERACY SERVICES</i>		
Families For Literacy	4	85
Tutor Training	2	15

TO: Elizabeth Minter, Library Director
FROM: Kay Schneider, Head of Children's Services *aw*
DATE: March 14, 1995
SUBJECT: February 1995 Activities in the Children's Department

Preschool Story Hours - Seven story hours for children ages 3-6 were presented in February with 105 children attending.

After School Specials - Four craft sessions for children ages 7-12 were given with 42 attending.

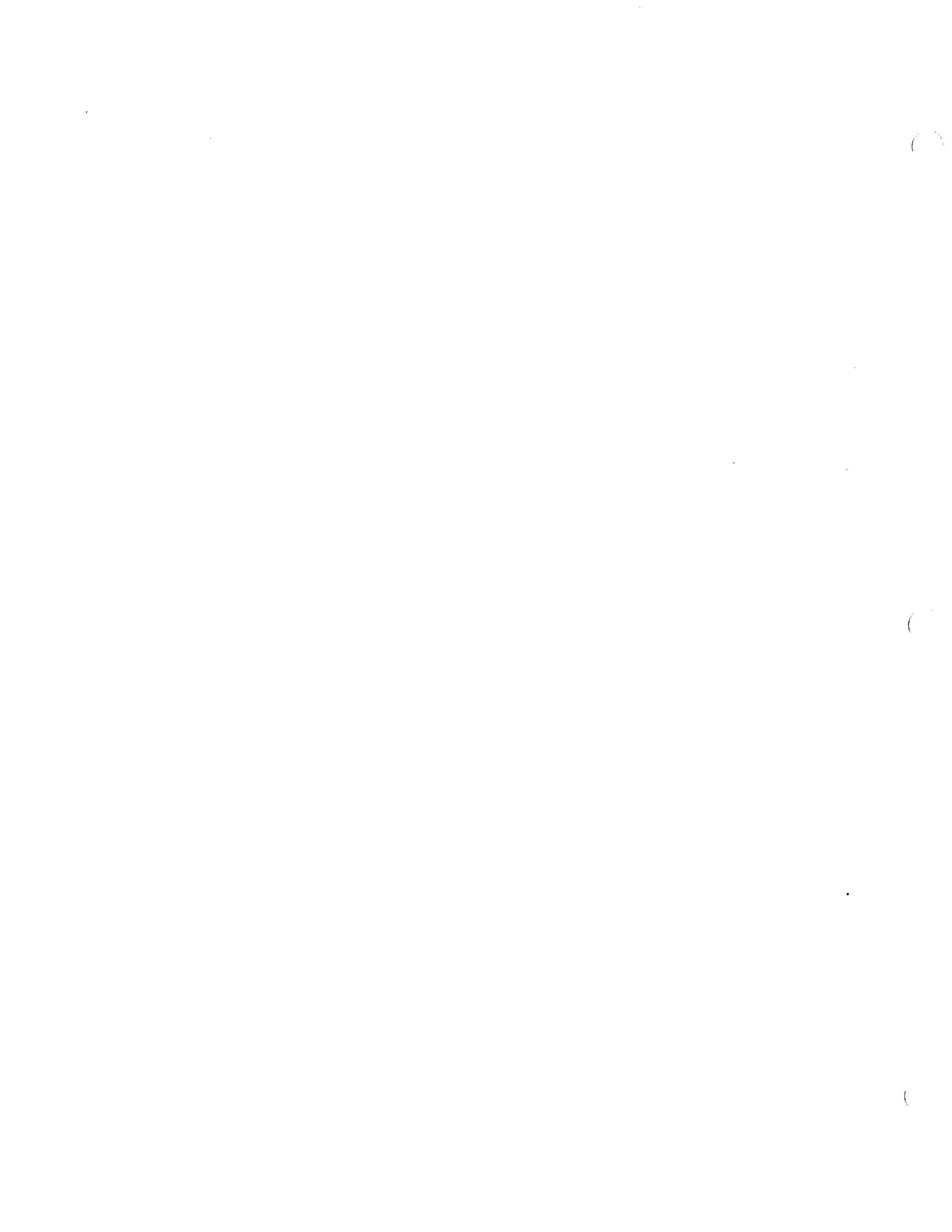
Group Visits - Four groups visited the Library with a total of 95 children.

Displays - Books featured in our book display covered the subject of Black History Month. Many children checked out materials from this display to complete their school assignments.

A special display of California Mission information, both reference and circulating material, is on the Children's reference desk to help our patrons with their Mission report.

Summer Reading Program - The theme for the Summer Reading Program for 1995 is *PAWS FOR READING*. Dogs, reading of course, will be featured prominently in our promotional artwork this summer. A teen volunteer has been helping with the bulletin board preparation. Thanks to the Friends of the Library support some materials have been purchased to help promote this summer event.

The children's report was prepared by Cheryl Willauer, Library Assistant.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant CW
DATE: March 14, 1995
SUBJECT: Publicity materials produced for February 1995

Information on the Placentia Library Cable, Channel 53

1. Volunteers needed for Literacy tutor training.
2. February quotes.
3. Ongoing Friends of the Library booksale.
4. North Story Circle meeting featuring master storyteller Nancy McQuillan.
5. Literacy asking for volunteers to take the tutor training program.
6. Friends of the Library ongoing booksale.
7. Programs for children.
8. Volunteers needed for the Library.
9. Library hours.

Newspaper articles published:

1. O. C. pension plan loses \$55 million. (more news on O.C. bankruptcy)
2. Placentia Library District Fines and Fees Schedule. Published in the Legal Notices.
3. Story time.
4. Placentia Library hours.
5. Water-color technique shown at meeting. Article states that the Placentia Art Association has donated its history photo albums to the History Room at the Library.
6. Profile: Pat Irot, president Friends of Placentia Library..

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

The Register
Daily FEB 19 1995

O.C. pension plan loses \$55 million

332

PENSIONS: Retirement system says 2.29 percent loss won't hurt its ability to pay benefits.

By **JONATHAN LANSNER**
The Orange County Register

The Orange County Employees Retirement System lost \$55 million on investments last year because of a weak bond market and the county's investment debacle.

Retirement officials say the just-completed 1994 loss — the first since the system's accounting system began in 1984 — will not hurt its ability to serve the 24,000 who rely on its services.

The \$2.49 billion fund provides retirement benefits for 18,000 active workers and 6,000 employees of county and county-related agencies and a handful of local operations as diverse as workers for the city of San Juan Capistrano and UCI Medical Center.

Like most pension funds, the retirement system uses professional money managers — 36 at this point — to invest in a diversified portfolio that includes stocks, bonds and real estate.

The system says its strategy is a long-term outlook that takes losses in stride. The retirement system plans no change in its managers or its allocation of money to types of investments, retirement system investment analyst Terry Slattery said.

"We know that markets will

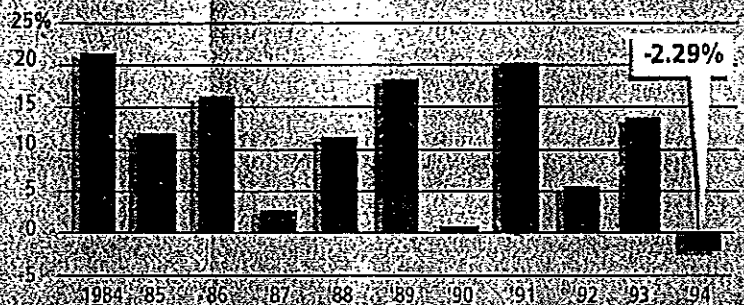
RETIREMENT SYSTEM AT A GLANCE

A look at the Orange County Employees Retirement System, data as of Dec. 31.

Active employees covered: **18,000** Size of pension fund: **\$2.49 billion**
Retirees getting benefits: **6,000**

Noncounty members: City of San Juan Capistrano, Cypress Park District, UCI Medical, Capistrano Valley Water, Santiago Library

Annual returns for fund:



Source: Orange County Employees Retirement System

The Orange County Register

knock you down now and then," Slattery said. "We just got beat up by the markets last year."

The 1994 loss equalled 2.29 percent of the fund's assets. As a comparison, the average balanced mutual-fund lost 2.2 percent, according to Lipper Analytical of New Jersey. The system's managers blamed the loss on two key areas:

► The system had \$122 million in the county's ill-fated investment pool. It took a \$35 million loss on its 1994 books but is likely to recoup some of those losses as the county lowers loss estimates for pool depositors.

► The bad bond market, which killed the county investment pool, also hurt the retirement system. Its bond managers, who control 38 percent of the fund, lost about \$34 million last year.

"It was a very difficult year; the numbers don't surprise me,"

said Charles Rother, an investment analyst from Los Alamitos.

The system's 1994 performance was beaten by 80 percent of 158 pension funds tracked by Callan Associates of Denver, the retirement system's independent fund consultant. In the past 11 years, the system averaged a 10.7 percent profit — trailing 65 percent of the funds watched by Callan.

A controversial \$320 million bond sale by the county last year dramatically improved the pension fund's financial underpinning. Unfortunately for the system, \$65 million of that money was parked with the Orange County treasurer when the county filed bankruptcy Dec. 6.

Bond proceeds paid much of what the county owes the system for current and future pension needs. Experts have questioned whether the county took on too many risks to pay off that debt.

O.C. BANKRUPTCY: THE WEEK IN REVIEW

SIZZLING SESSION

The Legislature convened a special session Friday, and it opened with some political fireworks from Speaker Willie Brown.

The powerful Democrat said Orange County ought to raise its sales tax before expecting significant help from the state. Brown also suggested that the county's interest in privatization should include the notion that the El Toro Marine Corps Air Station be turned into a prison.

Brown also named a special committee to look into the bankruptcy. Brown ally Assemblywoman Marguerite Archie-Hudson, D-Los Angeles, was named head of the 18-member panel, which includes the entire Orange County delegation. Archie-Hudson's colleagues on the committee are: Bill Morrow, R-Oceanside; Bruce Thompson, R-Fallbrook; Curt Pringle, R-Garden Grove; Jim Morrissey, R-Santa Ana; Ross Johnson, R-Fullerton; Mickey Conroy, R-Orange; Marilyn Brewer, R-Irvine; Doris Allen, R-Cypress; Richard Rainey, R-Walnut Creek; Kevin Murray, D-Los Angeles; Diane Martinez, D-Monterey Park; Antonio Villaraigosa, D-Los Angeles; Sheila Kuehl, D-Santa Monica; Mike Sweeney, D-Hayward; Byron Sher, D-Palo Alto; Richard Katz, D-Panorama City; John Burton, D-San Francisco.

SUPERVISORS CRITICIZED

On Thursday, in a Senate hearing on the bankruptcy, a bond lawyer hired by the county said county officials did not inform in-

vestors or creditors of trouble for nearly two weeks after learning that the treasurer's investment pool had lost \$1.5 billion and was in risk of collapse. Jean Costanza, the county's longtime private bond counsel, told senators that a New York analyst told her and top county officials in mid-November that the \$7.4 billion fund had taken a staggering loss and would collapse unless creditors and depositors could be persuaded to sit tight in hopes that interest rates would fall.

The senators were sharply critical of the Board of Supervisors for failing to exercise oversight and civil servants for usurping the roles of elected officials. Sen. Rob Hurtt, R-Garden Grove, said the civil servants should be canned. "Why are any of those guys still there? Why haven't they either quit, resigned or been fired? ... There is a cadre, a posse ... of top department people who pretty much ran the county."

The senators were also critical of Merrill Lynch for not informing other elected officials when Treasurer Robert Citron failed to heed nine documented warnings that his strategy was overly risky. Merrill officials said they fulfilled their obligation by persuading Citron to include risk discussions in his 1993 annual report.

MORE OPTIONS

It was also revealed last week that the county's bankruptcy filing may not have been necessary. The consulting firm that discovered the \$2 billion loss in the Orange County investment pool presented a "platter of alternatives" to bankruptcy, but its advice was ignored.

"They couldn't get people to listen," said David Grant, a lawyer representing Capital Markets Risk Advisors. "The company was able to arrange dealings with various brokers who were prepared to orderly liquidate the pool. They were offering solutions. They were ignored."

POLITICAL FALLOUT

More political fallout from the bankruptcy became apparent last week. Fullerton City Councilman Chris Norby and state Assemblyman Mickey Conroy, R-Orange, decided to oppose Supervisor Gaddi Vasquez in the March 1996 GOP primary.

FOR SALE

A couple of privatization proposals surfaced this past week. The Los Angeles-based Reason Foundation rolled out a plan Wednesday at the Orange County Forum and acting Treasurer Tom Daxon also floated a plan to sell assets. A key provision of both plans: no tax increases.

**PLACENTIA LIBRARY DISTRICT
FINES AND FEES SCHEDULE**

*Adopted by the Library Board of Trustees June 21, 1993
Revised February 13, 1995*

FINES	PER DAY
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Disks	\$.20
Videos	2.00

There is a two day grace period on fines for all items except videos. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM	MAXIMUM
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Disks, and Videos	\$ 10.00

RESERVES & SHELF CHECKS	PER ITEM
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Disks, Videos	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

LOST MATERIALS	DEFAULT
Adult Books	Item Cost + \$5.00 \$ 25.00
Children's Books	Item Cost + \$5.00 15.00
Magazines	Item Cost + \$2.00 3.00
Records/Cassettes	Item Cost + \$5.00 10.00
Pamphlets	Item Cost + \$2.00 2.00
Videos	Item Cost + \$5.00 50.00
Compact Discs	Item Cost + \$5.00 15.00
Books on Tape	Item Cost + \$5.00 30.00
Paperback - Adult	Item Cost + \$5.00 5.00
Paperback - Children's	Item Cost + \$5.00 3.50
Paperback - Foreign Language	Item Cost + \$5.00 9.00

*Default price will be used in the event the item cost is not available. The processing fee of \$2.00 or \$5.00 is not part of the default price and needs to be added for the total amount due.

SPECIAL SERVICES	PER ITEM
Laminating, per linear foot	\$ 3.50
Printing per page	.10

MULTIPURPOSE ROOM	PER DAY
Four hours	\$ 30.00
Additional hours, per hour	10.00
Set-up fee	10.00
Clean-up fee	10.00
HVAC fee for days the Library is closed	125.00

SURCHARGES	
Returned check, up to 30 days	\$ 10.00
Returned check, 30th day and over: the greater of 3 times value of check or Report to Collection Agency, per report	100.00 15.00

DAMAGES

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

Adopted by the Library Board of Trustees, January 18, 1993.

NOTICE OF TRUSTEE'S SALE

T.S. No. E212732
UNIT CODE E
Loan No. 20253/MC CLURE
AP# 336-124-01

T. D. SERVICE COMPANY

as duly appointed Trustee under the following described Deed of Trust WILL SELL AT PUBLIC AUCTION TO THE HIGHEST BIDDER FOR CASH (in the forms which are lawful tender in the United States) and/or the cashier's, certified or other checks specified in Civil Code Section 2924h (payable in full at the time of sale to T. D. Service Company) all right, title and interest conveyed to and now held by it under said Deed of Trust in the property hereinafter described:

TRUSTOR: DIANE R. MC CLURE
BENEFICIARY: GORDON H. BISHOP, TRUSTEE OF THE GORDON H. BISHOP TRUST DATED 6/30/87

FRANK KOVAR
LILLIAN J. KOVAR
DR. R. N. GALLANES

Recorded April 23, 1993 as Instr. No. 93-0270320 in Book --, page --, of Official Records in the office of the Recorder of Orange County; said deed of trust describes the following:

LOT 8 OF TRACT NO. 6065 AS PER MAP RECORDED IN BOOK 228, PAGES 20-22 OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA 92670

YOU ARE IN DEFAULT UNDER A DEED OF TRUST DATED 4/13/93. UNLESS YOU TAKE ACTION TO PROTECT YOUR PROPERTY, IT MAY BE SOLD AT A PUBLIC SALE. IF YOU NEED AN EXPLANATION OF THE NATURE OF THE PROCEEDING AGAINST YOU, YOU SHOULD CONTACT A LAWYER.

500 PURDY AVENUE, PLACENTIA, CA 92670

"(If a street address or common designation of property is shown above, no warranty is given as to its completeness or correctness)." The beneficiary under said Deed of Trust, by reason of a breach or default in the obligations secured thereby, heretofore executed and delivered to the undersigned a written Declaration of Default and Demand for Sale, and written notice of default and of election to cause the undersigned to sell said property to satisfy said obligations, and thereafter the undersigned caused said notice of default and of election to be recorded November 8, 1994, as Instr. No. 94-0654411 in Book --, Page --, of Official Records in the office of the recorder of Orange County;

Said Sale of property will be made in "as is" condition without covenant or warranty, express or implied, regarding title possession, or encumbrances, to pay the remaining principal sum of the note(s) secured by said deed of Trust, with interest as in said note provided, advances, if any, under the terms of said Deed of Trust, fees charges and expenses of the Trustee and of the trusts created by said Deed of Trust. Said sale will be held on: March 15, 1995 at 3:00 p.m. on the front steps to the entrance of the Orange Civic Center, 300 E. Chapman Orange, CA.

At the time of the initial publication of this notice, the total amount of the unpaid balance of the obligation secured by the above described deed of trust and estimated costs, expenses, and advances is \$107,733.94.

It is Possible that at the time of sale the opening bid may be less than the total indebtedness due.

Date: 2/09/95

T. D. SERVICE COMPANY, as said Trustee
By: Diane Erickson, Assistant Secretary
1750 E. 4th St. Ste. 700
Santa Ana, CA 92705
(714) 543-8372

IF AVAILABLE, THE EXPECTED BID MAY BE OBTAINED BY CALLING THE FOLLOWING TELEPHONE NUMBERS ON THE DAY BEFORE THE SALE: (714) 480-5690
Publish: Placentia News Times
Feb. 23, Mar. 2, 9, 1995

#22-057

FICTITIOUS BUSINESS NAME STATEMENT F636186

The following person(s) are doing business as:
PULSAR REHEARSAL STUDIOS
741 Dunn Way
Placentia, CA 92670
1. Thomas Robert Sebourn
326 S. Illinois St.
Anaheim, CA 92805
This business is conducted by an individual.

The registrant commenced to transact business under the fictitious business name or names listed above on 2-1-95.
/s/ Thomas R. Sebourn
This statement was filed with the County Clerk of Orange County on Feb. 6, 1995.
Published: Placentia News Times
Feb. 16, 23, March 2, 9, 1995
#22-048

FICTITIOUS BUSINESS NAME STATEMENT F634688

The following person(s) are doing business as:
MICHELLE HUANG'S COSMETIC
30001 Goldenarttern #94
Laguna Niguel, CA. 92677
1. Hsiao C. Huang
30001 Goldenarttern #94
Laguna Niguel, CA. 92677
This business is conducted by an individual.

The registrant commenced to transact business under the fictitious business name or names listed above on Registrant has not yet begun to transact business under the fictitious name(s) listed above.
/s/ Hsiao C. Huang
This statement was filed with the County Clerk of Orange County on Jan. 23, 1995.
Published: Placentia News Times

T.S. No. E212732
UNIT CODE E
Loan No. 1677814/MC CLURE
AP# 339-363-11

T. D. SERVICE COMPANY
as duly appointed Trustee under the following described Deed of Trust WILL SELL AT PUBLIC AUCTION TO THE HIGHEST BIDDER FOR CASH (in the forms which are lawful tender in the United States) and/or the cashier's, certified or other checks specified in Civil Code Section 2924h (payable in full at the time of sale to T. D. Service Company) all right, title and interest conveyed to and now held by it under said Deed of Trust in the property hereinafter described:

TRUSTOR: MARIA S. VIGOR
BENEFICIARY: GORDON H. BISHOP, TRUSTEE OF THE GORDON H. BISHOP TRUST DATED 6/30/87

Recorded February 9, 1993 as Instr. No. 93-0270320 in Book --, page --, of Official Records in the office of the Recorder of Orange County; said deed of trust describes the following:

LOT TEN (10), ELEVATION OF "BRADFORD'S" TOWNSHIP OF PLACENTIA, AS PER MAP OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA 92670

YOU ARE IN DEFAULT UNDER A DEED OF TRUST DATED 1/25/90. UNLESS YOU TAKE ACTION TO PROTECT YOUR PROPERTY, IT MAY BE SOLD AT A PUBLIC SALE. IF YOU NEED AN EXPLANATION OF THE NATURE OF THE PROCEEDING AGAINST YOU, YOU SHOULD CONTACT A LAWYER.

341 West Santa Fe Avenue, Placentia, CA 92670

"(If a street address or common designation of property is shown above, no warranty is given as to its completeness or correctness)." The beneficiary under said Deed of Trust, by reason of a breach or default in the obligations secured thereby, heretofore executed and delivered to the undersigned a written Declaration of Default and Demand for Sale, and written notice of default and of election to cause the undersigned to sell said property to satisfy said obligations, and thereafter the undersigned caused said notice of default and of election to be recorded November 29, 1994, as Instr. No. 94-0654411 in Book --, Page --, of Official Records in the office of the recorder of Orange County;

Said Sale of property will be made in "as is" condition without covenant or warranty, express or implied, regarding title possession, or encumbrances, to pay the remaining principal sum of the note(s) secured by said deed of Trust, with interest as in said note provided, advances, if any, under the terms of said Deed of Trust, fees charges and expenses of the Trustee and of the trusts created by said Deed of Trust. Said sale will be held on: April 5, 1995 at 3:00 p.m. on the front steps to the entrance of the Orange Civic Center, 300 E. Chapman Orange, CA.

At the time of the initial publication of this notice, the total amount of the unpaid balance of the obligation secured by the above described deed of trust and estimated costs, expenses, and advances is \$172,254.10.

It is Possible that at the time of sale the opening bid may be less than the total indebtedness due.

Date: 3/01/95

By: PATRICIA A. ...

IF AVAILABLE, THE EXPECTED BID MAY BE OBTAINED BY CALLING THE FOLLOWING TELEPHONE NUMBERS ON THE DAY BEFORE THE SALE: (714) 480-5690
Publish: Placentia News Times
Mar 9, 16, 23, 1995

FICTITIOUS BUSINESS NAME STATEMENT F634961

The following person(s) are doing business as:
JUST STITCHES
131 Alta St.
Placentia, CA 92670

1. Ronald C. Rosas
131 Alta St.
Placentia, Ca. (714) 543-8372
2. Rilla Rosas
131 Alta St.
Placentia, Ca. 92670
3. Roxanne Rosas
131 Alta St.
Placentia, Ca. 92670
This business is conducted by Family Business.
The registrant commenced to transact business under the fictitious business name or names listed above on Registrant has not yet begun to transact business under the fictitious name(s) listed above.

pacific clippings

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

Placentia News
Weekly FEB 16 1995

pacific clippings

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

Los Angeles Times
OC Edition

Daily
FEB 16 1995

Story time (Placentia Library, 411 E. Chapman Ave., Placentia, (714) 528-1906). Preschool story time with books, puppets, flannel board programs, crafts and movies continues Mondays at 1 p.m. and Thursdays at 10:30 a.m. through March 6. FREE

Water color technique shown at meeting

332
Artist Roger Tolk will demonstrate water color techniques at the 7 p.m. Feb. 27 meeting of the Placentia Art Association.

The meeting at the Backs Building, 201 N. Bradford Ave. is free and open to the public. A juried membership show including acrylics, oils, pastels and water colors will be judged by Tolk.

The association recently donated its history photo albums to the city's History Room at Placentia Public Library.

For information about association activities, call Vice President Ferne Doll, (714) 993-6689.

pacific clippings

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

Los Angeles Times
OC Edition FEB 16 1995
Daily

PLACENTIA 332

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

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

Los Angeles Times
OC Edition
Daily
FEB 19 1995

Story time (Placentia Library, 411 E. Chapman Ave., Placentia, (714) 528-1906). Preschool story time, with books, puppets, flannel board programs, crafts and movies, continues Mondays at 1 p.m. and Thursdays at 10:30 a.m. through March 6. Free.

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

Los Angeles Times
OC Edition
Daily
FEB 23 1995

Story time (Placentia Library, 411 E. Chapman Ave., Placentia, (714) 528-1906). Preschool story time, with books, puppets, flannel board programs, crafts and movies, continues Mondays at 1 p.m. and Thursdays at 10:30 a.m. through March 6. FREE
Listings for children's events outside Orange County can be found in The Times' Sunday Calendar.



PROFILE:

Pat Irot, president
Friends of Placentia Library

- ▶ Name: Pat Irot
- ▶ Home Town: Philadelphia
- ▶ Job Title: Consultant for the Placentia/Yorba Linda Unified School District; adjunct professor for the University of Redlands
- ▶ Placentia Resident: 27 years
- ▶ Age: declines to answer
- ▶ Best Thing About Living in Placentia: "The people who live here make this a very good place. We owe a debt to the planners and the early Placentia residents who set us on the course we're on today."
- ▶ Immediate Family: husband, Pete Irot
- ▶ Worst Thing About Living in Placentia: "I wish we had a clearer geographical identity."
- ▶ Other Family in the Community: five grown children
- ▶ Describe Yourself: "I'm a person who works hard, is dependable, and cares about other people."
- ▶ Education: bachelor's degree in education from the University of Denver; master's degree in education and school administration from California State University, Fullerton
- ▶ Favorite Sports Team: "I'm a longtime Angels fan; at the moment I'm confused!"
- ▶ Hobbies: Reading, crafts, international travel (especially in the British Isles and Ireland), interested in local history
- ▶ Favorite Sports Star: Nolan Ryan, retired Angels player
- ▶ Clubs and Organizations: president of the Friends of the Placentia Public Library
- ▶ Last Movie Seen: The Mad...

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *Kum*
DATE: March 20, 1995
SUBJECT: **Placentia Library Literacy Services Report for the month of February**

Program Statistics

Active tutors: 55
Active students: 70
Students waiting to be matched: 20
Percentage of tutors reporting (February hours): 88%
Tutoring hours reported: 314.5
Other volunteer hours reported: 194.5
Total volunteer hours: 509

Tutor Training. Fifteen new tutors completed the fifteen hour Tutor Training Workshop on February 14, 1995. Thirteen of the individuals in the workshop were assigned students from the list of students waiting to be matched. Some of the tutors were able to meet their student before they finished their tutor training, and others were able to at least make phone contact with their student to schedule a meeting. In all, nine of the tutors made some contact with their assigned student before finishing their tutor training. The goal of having the tutors and students meet before the conclusion of training is to make the transition from training to tutoring smoother and faster. The longer the tutor waits before contacting the student, the more likely it is that the contact will not be made.

The next tutor training will be a one-day class on Saturday, March 11, 1995 from 9 A.M. to 3 P.M.

Networking. Literacy Coordinator Matas represented the Literacy Program at the Chamber Mixer.



TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: March 20, 1995
SUBJECT: Families For Literacy Report for the month of February

Program Statistics.

Attendance

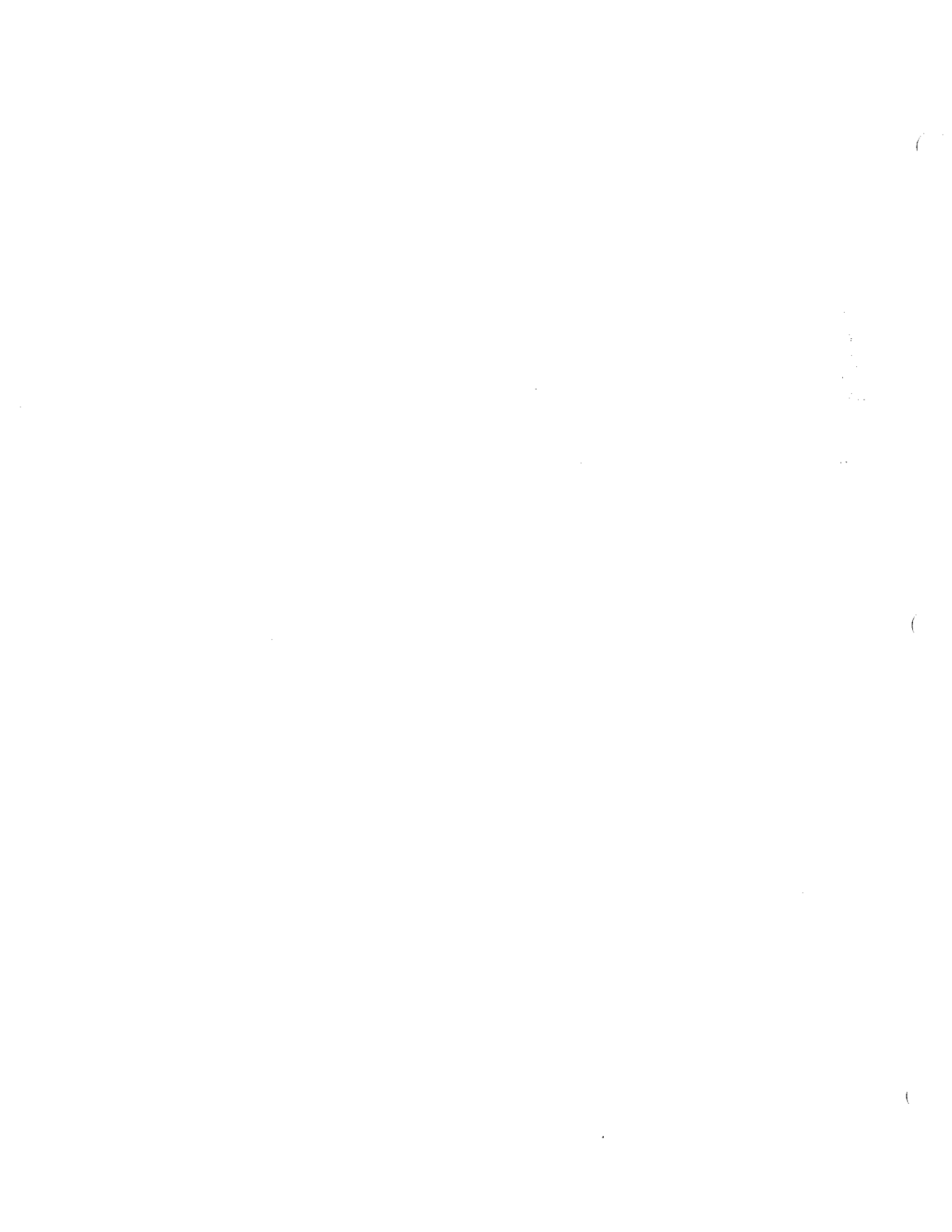
February 1	11 adults	13 children	24 TOTAL
February 8	12 adults	16 children	28 TOTAL
February 15	8 adults	9 children	17 TOTAL
February 22	7 adults	8 children	16 TOTAL

Books distributed

February 1	26 books
February 22	19 books

The California State Library mid-year report was mailed prior to February 15 in compliance with the grant requirements for the FFL program.

Trisha Brundage, a student enrolled in the Human Services Program at Cal State Fullerton has begun working in the office 8 hours a week as part of an internship program. She is interested in program administration and is assisting with tasks in this area.



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: March 15, 1995
SUBJECT: **Placentia Pride Council Report for the Month of February, 1995.**

Legal workshops: The "Immigration Law and Citizenship Training" seminar was presented, in Spanish, by Attorney Alfredo Amezcua on February 23, at 7:30 P.M. at the Whitten Center. Forty nine community members attended, asked numerous questions, and stayed after the presentation to ask more questions and inquire about future workshops.

Attendees were told about the Placentia Library Literacy Services , and the Families For Literacy programs and how they may be able to help these people in preparing them for becoming United States citizens.

Attorney Michael Eng will be presenting " How to Become a United States Citizen" on Thursday March 23, in the Library meeting room. This will be the fourth seminar in the series, it will be followed by one on "Bankruptcy" in April.

Placentia Pride Salutes: Pat Irot, President of the Friends of the Placentia Library, has suggested to the Council a program to recognize local community service organizations. The suggestion has been accepted. Every month an organization will be chosen, notified, and acknowledged by a press release and by making the lobby display case available for the organization to fill with whatever reflects its activities. The Friends were the first group to be recognized during the month of January, followed by the League of Women Voters for February.



ISDOC QUARTERLY MEETING

Agenda

6:30 p.m. - Social

7:00 p.m. - Call to Order

1. Greeting by President of ISDOC.
2. Pledge of Allegiance.
3. Invocation
4. Dinner (see page 2)
5. Santa Margarita Water District/Cal. American proposal to Local Agency Formation Commission.
 - a. Presentations to be made to ISDOC by Santa Margarita Water District General Manager, John Schatz, and a representative of California American.
 - b. Consideration of ISDOC position - Santa Margarita Water District/California American.
 - c. The President of ISDOC has requested that the membership of ISDOC discuss the foregoing proposal and consider taking a position to be forwarded to LAFCO. The recommendation of ISDOC subcommittee which reviewed this matter will be presented at this time.
6. Legislative Committee:

ISDOC has formed a Legislative Committee to disseminate legislative information and receive input. The President of ISDOC will receive nominations for volunteers to fill the remaining two seats on this committee. It is expected that two members will be appointed to the ISDOC Legislative Committee from volunteers.
7. Bylaws Committee:

The President of ISDOC has requested that the ISDOC membership consider whether or not a committee should be formed to review the charter and bylaws of ISDOC. Discussion and possible action on this matter is expected to be taken at the meeting of March 30, 1995.
8. New Business:

New business matters concerning ISDOC to be brought forward.

Adjourn

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)**

March 8, 1995

PRESIDENT
Robert "Bob" Hanson
(El Toro Water District)

1ST VICE PRESIDENT
Mark Sloate
(Tri-Cities Municipal Water District)

2ND VICE PRESIDENT
Robert Huntley
(Municipal Water District of OC)

3RD VICE PRESIDENT
Nate Reade
(Costa Mesa Sanitary District)

TREASURER
Joan Finnegan
(Coastal Municipal Water District)

SECRETARY
Robert E. Anslow
(Bowie, Arneson, Kadi, Wiles & Giannone)

ASSOCIATE SECRETARY
Arlene Schafer
(Costa Mesa Sanitary District)

PAST PRESIDENT
Jim Evans
(Midway City Sanitary District)

NOTICE OF QUARTERLY MEETING OF ISDOC
6:30 P.M.
Thursday, March 30, 1995
Westin South Coast Plaza Hotel
Costa Mesa, California

Please see Dinner Invitation attached as page 2. Please also see Agenda listing attached as page 3.

Principal topic for discussion will be the proposal to the Local Agency Formation Commission involving the Santa Margarita Water District and Cal. American Water Works.

Please note upcoming Executive Committee meeting:

Executive Committee meeting
Wednesday, April 5, 1995, 6:30 a.m.
Kaplan's Cafe in Costa Mesa.

Please mark your calendars:

Special ISDOC Board meeting
Thursday, April 27, 1995, 7:00 p.m.
Offices of Municipal Water District of Orange County
10500 Ellis Avenue
Fountain Valley, California.

DINNER INVITATION

**ISDOC QUARTERLY MEETING
THURSDAY, MARCH 30, 1995**

Westin South Coast Plaza Hotel
Atrium Room
685 Anton Blvd.
Costa Mesa, California 92626

Social at 6:30 p.m.
Dinner at 7:00 p.m.
\$25.00 per person

Dinner Menu

- ★ *Traditional Caesar salad with parmesan and croutons* ★
- ★ *Pecan crusted chicken on a bed of caramelized onions* ★
 - ★ *Sour cream dijon sauce* ★
 - ★ *Seasonal vegetables* ★
- ★ *Roasted baby red new potatoes* ★
- ★ *Assorted rolls and butter* ★
- ★ *Lemon tart with seasonal fruit* ★
- ★ *Coffee, brewed decaffeinated coffee, tea* ★

Reservations must be made with:

Joan Finnegan
258 Sherwood Street
Costa Mesa, CA 92627
(714) 548-3690

no later than March 27, 1995.

Announcing

The Elected Official's Financial Responsibility

A Workshop For:

- City Council Members
- County Supervisors
- Special District Boards
- Staff Members

This program is designed to increase your proficiency and comfort level in dealing with financial oversight responsibilities. This workshop will help you:

- Identify Financial Warning Signs
- Avoid Being Victimized by Adverse Financial Actions
- Ask Penetrating Budget and Financial Questions
- Improve Public Confidence in Your Financial Oversight Abilities
- Review and Evaluate the Important Financial Documents

Seminar Locations and Dates:

Cypress	Ramada Hotel	April 21
Sacramento	Red Lion Hotel	May 5
San Diego	Hotel Circle	May 12
Ontario	Red Lion Hotel	May 26
Oakland	Holiday Inn-Airport	June 9

Presented by Len Wood, local government trainer and author of the *Elected Official's Little Handbook*, the *Commissioner's Little Handbook* and the *Little Budget Book*. Len has extensive local government practitioner experience, including fifteen years as a City Manager. His specialties include: City Council and Board team building, goal setting, strategic planning, budgeting and financial planning.

Program Outline

- 9:00 a.m. **Elected Official Accountability**
- What does financial oversight mean? What is the elected body held accountable for? Avoiding the "complacency" and "micro-management" pits. Establishing staff accountability. What to expect and not expect from staff. An overview of the most important financial documents elected officials must be able to review and evaluate.
- 10:30 a.m. **Avoiding the Fiscal Nightmare**
- Lessons learned from the New York City, Orange County, and San Jose fiscal crises. Lessons learned from smaller city, county and special district financial calamities.
- 11:00 a.m. **Asserting Financial Leadership**
- How to evaluate your organization's financial condition. Five key financial warning signs. How to establish financial, budget and investment policies. Recognizing accounting gimmickry. Establishing and monitoring with performance measures. How to evaluate a proposed revenue, fee or service charge. Guidelines on establishing debt. How to evaluate your reserve level.
- Noon **Lunch is provided as part of the program**
- 1:00 p.m. **Understanding and Overseeing Finances**
- What type of budget do you have? How budget formats influence what questions you ask. How to ask the right budget questions. Five questions you should always ask before approving a new program. How to identify and deal with budget games. Avoiding the paper clips and trips trap. Recognizing controls that backfire. Ten cutback mistakes to avoid.
- 2:30 p.m. **Other Financial Responsibilities**
- Overseeing the audit. What to look for in the independent auditor's report and the Comprehensive Annual Financial Report. Managing the treasury function. Establishing a long range financial plan. Why grants are not panaceas. Issues to consider before contracting. Questions to ask when evaluating a contract. Keeping an eye on insurance pools and self insurance programs.

Participants will receive a copy of:

Elected Official's Little Handbook

A Portable Guide for Local Government Legislators

by Len Wood

The best book I have seen available for elected officials.

Joseph N. Baker, former City Manager of Burbank and Orange

What a wonderful handbook, it's packed with helpful hints and fresh insights.

Eleanor Cohen, former Mayor and City Councilmember of Claremont

Book Review

Elected Official's Little Handbook: A Portable Guide For Local Government Legislators

Elected Officials often enter the political arena with spirit and enthusiasm, a pocketful of ideas, and little training in the day-to-day processes they must work through to get things done. Many have other full-time jobs that demand their attention, and yet the minute they are sworn in, they have reams of paper to read, a new set of people to deal with, skills to be learned, and new roles to play.

In the *Elected Official's Little Handbook*, Len Wood tries to ease the transition from private citizen to productive elected official by presenting in outline form a handy guide to such mundane topics as agendas, staff interaction with the elected body, open meeting laws, dealing with reporters, and the elected official's responsibilities.

The guide is divided into sections called Roles, Duties, Meetings, Teamwork, and Political Savvy. The text is short and peppered with quotations. It provides advice, explanations, and checklists and could quickly become the "security blanket" for the new official, who must shed campaign rhetoric and work with a

whole new set of procedures to get things done.

The Portable Guide answers such basic questions — the kind that people sometimes feel silly asking — as how do I control a meeting when the crowd has turned ugly, how do I get something on the agenda, and how do I unearth a colleague's hidden agenda? It helps the new elected official define his or her role with colleagues and appointed bodies and offers helpful questions that can be asked during budget sessions and other meetings that are typical of all agencies.

This is the third in a series of how-

to books authored by Len Wood, former city manager and current member of the adjunct faculty of the Graduate Center for Public Policy and Administration at California State University, Long Beach, whose career has spanned 28 years. His other books include the *Commissioner's Little Handbook* and the *Little Budget Book*.

This book review was published in the October 1994 issue of Public Management, the official magazine of the International City/County Management Association.

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The Elected Official's Financial Oversight Responsibility

Do You Know

1. *The seven most important indicators of your government's financial condition?*
2. *The five questions you should always ask before approving a new program?*
3. *Where to look for "hidden" money in the budget?*
4. *How to determine a high, low or "just about right" reserve level?*
5. *The three key items to look for when evaluating financial reports?*

Program Includes

- **Comprehensive Workshop Notebook**
- **Elected Official's Little Handbook**
 - **Case Studies**
 - **Lunch**

If you answered no to two or more questions, this workshop is for you.

Seminar Registration Form

Please Register today to reserve your seat. Seating availability based on registration date.
Fee: \$169 per person. Two or more from the same agency - \$139.

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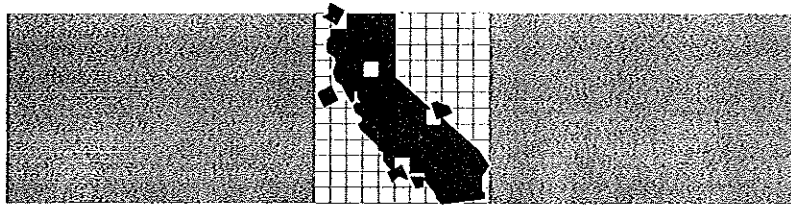
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If you cannot attend but would like a copy of the Elected Official's Little Handbook, or other Handbooks, use the order form on page 5.



CSDA NEWS

VOLUME 11, NUMBER 2

FEBRUARY 1995

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

Flood, Fire, Quake Districts' Role in Natural Disasters

Beaumont- Cherry Valley Water District

Note: This is the last in this series on special district participation in natural disasters throughout California. Beaumont-Cherry Valley Water District is located near the Mojave Desert region of Southern California. The article was submitted by C.J. Butcher, general manager of the district.

The Beaumont-Cherry Valley Water District is an irrigation district originally formed in 1919. The District's service

Area is located in the San Gorgonio Pass midway between the cities of Palm Springs and San Bernardino. The District has 5800 active water services which are primarily residential, with a small amount of agricultural and commercial/industrial. The source of water for the service to the District comes from 22 groundwater wells which are the District's only source of supply as there are no emergency connections to other

water systems, or connections to imported supplies. The District's source of supply (wells), reservoir system and distribution system are operated through an automated telemetry system, incorporating the use of both radio and telephone communication to the central control.

Although the District is located near the Mojave Desert, it is not

continued on page 4



Newsbriefs

Rancho Simi R & P Honored

Rancho Simi Recreation and Park District officials recently received a Design for Excellence Program Award and a cash rebate for energy efficiency in the design of the Rancho Santa Susana Community Center. The award and a check for \$16,372.35 was presented to district General Manager Jerry Gladden by Southern California Edison during the October 20, 1995 board of directors' meeting.

In addition to the rebate, the district will save 48 KWH in demand charges each month and over 95,000 KWH's per year in energy costs. Between the lowered demand charges and annual KWH's of use, it is anticipated that the district will save \$10,000 annually in energy costs at the new Center.

Courses Offered

The Institute for Government Executive Management in Loyola Marymount University is offering

Continued on page 3

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CSDA NEWS

CSDA NEWS is a publication of the California Special Districts Association. CSDA is located at 915 L Street, Suite 1000, Sacramento, CA 95814 (916/442-7887).

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Lee Howard, Vice President
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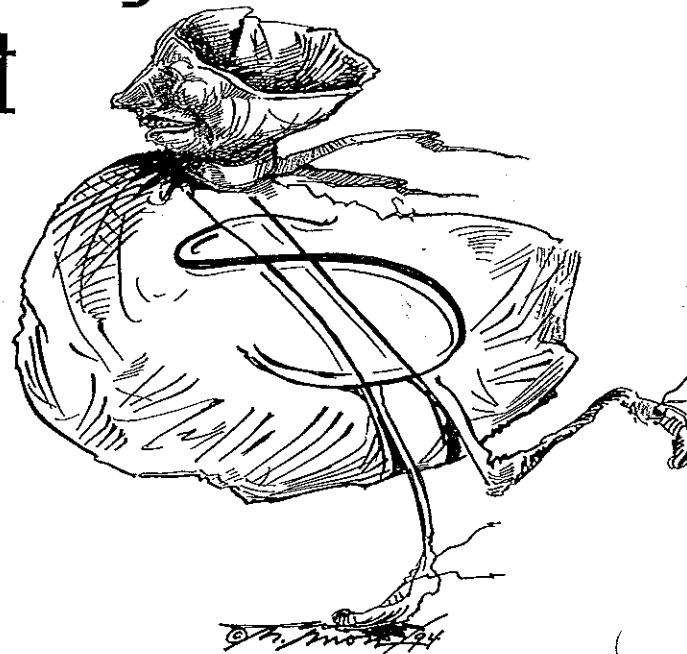
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First Lawsuit by an Orange County Pool Participant

Filed in Federal Court Against Merrill Lynch, Citron and Stameson over Orange County Debacle



On January 9, 1995, a class action lawsuit (U.S. District Court, Central District (Santa Ana Division) Case No. SA CV 95-23 GLT (EBX)) was filed by a public agency, the Schools Excess Liability Fund, on behalf of itself and all other public entities investing in the Orange County Pools (except Orange County public entities) except Orange County itself, Orange County pool participants, against Merrill Lynch, Pierce, Fenner & Smith, Inc., Michael Stameson and Robert L. Citron for federal and state securities violations, fraud, negligence, negligent misrepresentations and breach of fiduciary duty.

The class action complaint — the first filed on behalf of the 187 pool participants — alleges that the defendants recklessly gambled with public money by investing in high risk, volatile derivatives which were excessively leveraged and not adequately hedged against loss. Among other claims, the complaint alleges that: (1) Defendants failed to disclose to

the Pool Participants the true nature of the risks; (2) Defendants failed to properly advise Pool Participants in 1994 that their investment funds were so highly leveraged that the already substantial risks of investing in derivatives were dramatically increased; (3) Defendants knew, as early as May 1994, of the extreme volatility of the derivative securities; (4) Defendants knew, as early as August 1993, the Orange County Treasurer's Office was operating without internal controls, which enabled Merrill Lynch effectively to direct and control the investment policy of the pool; (5) Merrill Lynch and Orange County engaged in a number of unusual transactions which were apparently designed to assist Merrill Lynch to meet certain financial statement ratios required by the Securities and Exchange Commission; and (6) even while Merrill Lynch designed this high risk investment strategy it protected itself against loss and reaped in excess of \$80 million in fees.

The proposed class consists of the approximately 187 municipal

agencies who invested public funds in the Orange County \$7.5 billion Investment Pool (excluding Orange County, itself.) Unlike the previously filed lawsuits — brought on behalf of the Orange County bondholders — the class member plaintiffs in this action assert direct claims arising from the defendants; investment scheme. According to the complaints, at the same time the defendants were engaging in increasingly risky use of the pool participants' funds, they repeatedly downplayed the risk associated with the financial activities of the investment pool.

The class action complaint, filed in the Central District of California (Santa Ana Division), asserts claims under federal and state securities laws and common laws claims, and seeks compensatory and punitive damages, as well as certification of the class.

The lawsuit is being handled by Loeff, Cabraser & Heimann (San Francisco), Marlin & Saltzman (Orange) and Kronick, Moskovitz, Tiedemann & Girard (Sacramento.)

In the Capitol

By RALPH HEIM, LEGISLATIVE ADVOCATE



Ralph Heim

This article is being written on January 23, 1995, and as of this date, the Assembly is still negotiating relative to the details of a power-sharing agreement. I have no prediction as to when an agreement will be reached, or what details the final agreement will include.

"A Republican Agenda for 1995"

In a letter, dated December 19, 1994, Senate Republican Caucus Chairman Bill Leonard distributed a memorandum to Republican members of the Senate and Assembly titled, "A Republican Agenda for 1995." The document contains what Senator Leonard described as "a list of legislative ideas in the issue areas of major concern to us and to all Californians."

In the section titled, "State/Local Fiscal Realignment," a number of proposals are of great interest to special districts. Allow me to cite four specific items:

(1) The State should roll back that portion of the property tax

shifts that were not backfilled with the Proposition 172 funds. The return of property tax revenues, to be phased-in over several years, should be financed with cuts in state programs.

(2) The Legislature should clarify the intent and application of Proposition 13 by adopting legislation to require two-thirds votes on all new special taxes, and prohibit the use of benefit assessments for raising general taxes.

(3) The Legislature should begin immediate negotiations with local governments on the implementation of these proposals. Constitutional reforms, such as controlling the Legislature's ability to shift revenues and impose mandates, should be specifically addressed.

(4) To hasten the completion of these negotiations, the Legislature should adopt, no later than April 1, 1995, a modified version of Senate Bill 1234. That legislation should do the following:

(a) Sequester all state revenues on July 1, 1996, unless substantive reforms are adopted.

(b) Establish a commission for negotiating reforms.

(c) Establish a timetable for completion of the reforms and introduction of the statutes carrying the long-term reforms.

This section further states: "The budget shortfalls at the local level are caused in part by reduced state funding, but a major contributing factor is unfunded state mandates. The Legislature must work during the 1994-95 legislative session to give more flexibility and discretion to local governments." (Note: While the sentence above refers to the "1994-1995 legislative session," I believe it should have read the 1995-96 legislative session.)

"A full examination of the state-local fiscal relationship is

long overdue. The Legislature must decide what functions local governments should be responsible for and give them the tools to perform their duties. Without comprehensive reform, the battle between the state and local governments for revenue will continue."

There is much in this document that special districts can agree with, as well as a number of items that raise serious concerns. As I have suggested many times over the past three years (some think too many), changes in the state/local government relationship are inevitable, and the proposals continued in the Republican Agenda, as well as others that will emerge, present special districts and all other entities of local government the opportunity to confront this challenge of change in a comprehensive, open and direct manner. We can afford to do nothing less.

On the subject of legislation of interest to special districts, the deadline for bill introduction this year is February 24. As of this writing, there have been few bills introduced of primary interest to CSDA, a fact that I suspect will change as the February 24 deadline approaches. A number of bills have been introduced relating to local agency investment matters resulting from the Orange County disaster. We are in the process of reviewing each bill and will report on their contents in next month's report.

Let me close with a short commercial for this year's CSDA Legislative Day, which is scheduled for May 1. It is very important for you and your district to participate in Legislative Day, and equally important for you to be part of the special district presence in the State Capitol. As I have said many times, if your legislator does not know you and understand your issues, how can you expect him or her to be of

assistance? Please make every effort to attend Legislative Day on May 1. ☺

Newsbriefs

Continued from page 1

a number of interesting courses for special district management staff.

Included in this year's offering are: Strategic Budgeting and Performance Measurement, Career Planning for Public Administrators, Effective Communication Skills for Public Works Officials, and Basic Governmental Accounting.

For additional information on registration contact: Andrea Daroca, Institute for Government Executive Management, Loyola Marymount University, (310) 338-1979.

Membership Dues

CSDA recently sent out second invoices to districts that have not yet renewed their 1995 membership. Please remit your dues to CSDA as quickly as possible so there is no disruption in your district's membership mailings. Special thanks to CSDA members who have renewed their 1995 dues - we have another challenging year ahead of us.

We're Moving

CSDA headquarters will be relocating to the Senator Hotel Office Building in Sacramento (directly across the street from the State Capitol). Our new address will be 1121 L Street, Suite 508, Sacramento, CA 95814, (916) 442-7887 - telephone, (916) 442-7889 will be the new fax number.

We'll keep you posted on our construction progress and the date that CSDA moves to its new home. Be sure to drop by the new office and visit CSDA staff when you are in Sacramento. ☺

Flood, Fire, Quake.....

Continued from page 1

actually a desert community. The District has more of a foothill type setting, with service elevations ranging from 2500 feet above sea level to 4300 feet in the northern areas of the District.

To set the scenario for what occurred on November 2, 1993, the reader needs to further understand weather conditions that prevail in the fall of a given year. Since the District is located in a mountain pass area, the community is affected by Santa Ana wind conditions that can occur, with velocities up to 60 mph in an east to west direction. The Repplier fire which occurred November 2, consuming about 8000 acres, occurred during a moderate Santa Ana condition, with wind gusts up to 40 mph. The fire was the fifth major fire to occur in the Southern California area in approximately two weeks, originating from a downed power line in the neighboring community of Banning, situated east of the District.

In the Morning

On the morning of November 2, one of the District's personnel reported sighting smoke in the upper elevations of the District. This turned out to be a small brush fire which had been set in the northern most field of the District near Oak Glen. Following that report, District personnel reported sighting smoke in the Banning area which was the beginning of the Repplier fire. District personnel concentrated on the Oak Glen fire since it was on District property and it was contained by 11:00 a.m. at about 60 acres.

The Repplier fire was quite large by this time and moving toward the District's service area driven by the east/west Santa Ana winds. The California Division of Forestry called for the evacuation of the approximately 2700 residential units in the Cherry Valley area. By the time the Repplier fire had approached the

service area, there were over 120 fire fighting vehicles in the area with more on the way. Immediately in the past of the oncoming fire was a mobile home development consisting of approximately 800 units. As the fire approached the mobile home park, 60 pieces

moving, four reservoir sites and fourteen well sites, as well as two District owned residences, were in the fire's path. Due to the chaotic conditions that prevailed at that time, with mass evacuation and the fire burning in the foothill region, management of the District placed a spotter on a ridge line approximately 2 miles north and west of the fire to track its progress. Personnel rapidly and effectively readied the District's



of fire fighting equipment had been deployed within the park in CDF's attempt to protect the dwelling units. The firefighters were successful in defending their position at the mobile home park and no dwelling units were lost or damaged.

On the Move

The fire however did continue around the perimeter of the mobile home park, moving west. Power and communication to the reservoir serving that portion of the Cherry Valley Pressure Zone was in fact interrupted due to the fire, with the fire completely surrounding the reservoir site. Because of the fire's rapid approach to the District's service area, and the direction in which the fire was

system for the oncoming fire, using District and contract equipment to wet down well houses and residences in hopes of protecting them from the oncoming fire. The District had also opened a line of communication with Southern California Edison Company to prepare for an immediate response to the affected areas of the District's system, as it related to power, so those systems could be brought back on line as quickly as possible. As the fire progressed westward to the middle areas of the Cherry Valley foothills, a second reservoir site was encircled in flames. By this stage of the fire, there were approximately 160 pieces of fire fighting equipment within the service area of the Beaumont-Cherry Valley Water District using water from the District's

system creating a demand that was 7 times greater than the previous summer peak. The water system continued to function throughout the fire, with the exception of remote power failure at given locations, spreading the demand and managing reservoir levels based on the demand.

The fire was now burning in the easterly portion of the District's watershed lands and the adjacent large-lot custom home residential areas. In preparation for the fire moving into the western area of the District, District personnel were directed to place all automated systems in the District's well field located in the western portion of the District's watershed on manual, as well as activating all internal combustion stand-by units at the District's well in preparation of power failure. The California Division of Forestry was success in stopping the fire along the western edge of the District's watershed area but it was still moving in a north to northeast direction, away from the District's well field and watershed lands and into the National Fore

Under Control

By 8:00 p.m. on November 2, system demands had greatly reduced, all of the District's systems, wells, reservoirs, automated valves, were in full operation. Half of the District's personnel was released to go home but were required to return at 3:00 a.m. to relieve the other personnel that remained with the intent of staying at 50% of staff, until the California Division of Forestry had the fire fully under control. Water levels in the District's reservoir in the immediate area of the fire never dropped below 50% of their capacity. Lower pressure zones retained a level of 80% of capacity. Although the District had two reservoir sites that were completely surrounded by flames during the fire, the District being aware of the fire danger that exists in our area, had an active weed abatement program which enabled us to come through the fire without any structural damage occurring to any of the District's facilities.

Legal Alert

New Law Changes Disclosure Requirements, Applies to Special Districts

by Kronick, Moskovitz,
Tiedemann & Girard

AB 1542, effective January 1, 1995, establishes new restrictions on gifts to public officials and stiffens disclosure requirements. Prior to AB 1542, acceptance by a local elected office holder of gifts or honoraria over \$1,000 in value was a misdemeanor, and voting on decisions affecting the donor of such gift was prohibited when the gift's value exceeded \$250.

With the passage of AB 1542, which amends Section 89501 and adds Sections 53065.5 and 82048.5 to the California Government Code, locally elected office holders are prohibited from accepting gifts over \$250 in value. Violation of this prohibition is a misdemeanor. In addition, the prohibition now applies also to members of governing boards of special districts and designated

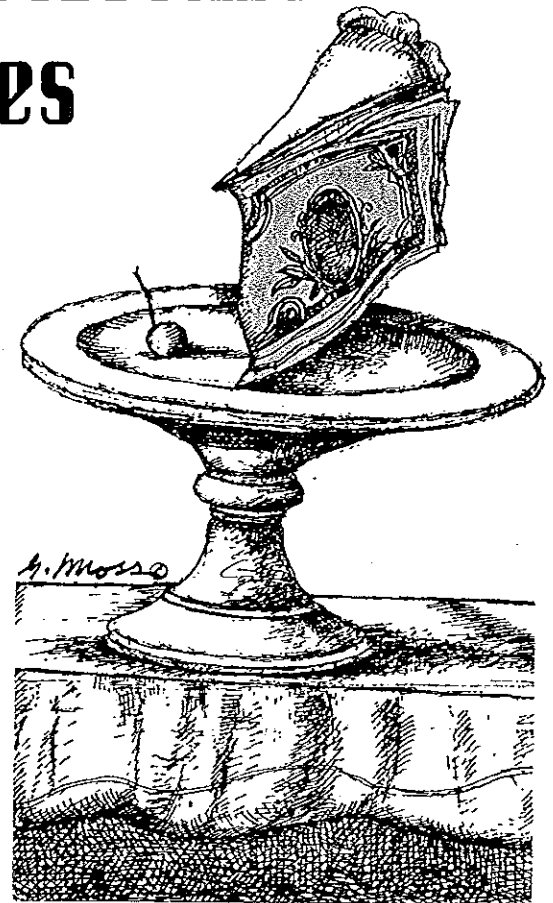
employees of local government agencies. Thus, members of special districts and designated employees of local government agencies must be very careful not to accept gifts from any single source totaling more than \$250 in any calendar year. If they do, they could be convicted of a misdemeanor and potentially prohibited from running for public office for up to four years.

The new law also requires each special district, as defined in Section 82048.5, to disclose any reimbursement paid by it within the immediately preceding fiscal year of at least \$100 for each individual charge for services or product received, in a document published or printed at least annually and made available for public inspection. The term "special district" as used in this new law is defined to mean "any

agency of the state established for the local performance of governmental or proprietary functions within limited boundaries," expressly including "a county service area, an improvement district or zone, an air pollution control district, or a

redevelopment agency," and not including cities, counties, or school districts.

For further information or to receive written materials on AB 1542 contact any of the Public Agency and Natural Resources attorneys at (916) 321-4500.



SEC Update

On November 10, 1994, the Securities and Exchange Commission adopted amendments to its Rule 15c2-12 that will require issuers of municipal securities or other obligors to provide continuing annual disclosure of key financial

and operating data and timely disclosure of certain material events whenever they occur. The new requirements apply to municipal securities sold on and after July 3, 1995, but annual financial disclosure will commence only for fiscal years ending after January 1, 1996. Except for

certain limited circumstances this will affect all special district issuers including participants in the CSDA Finance Corporation.

The changes impose a requirement that the issuer must annually disclose certain financial information and occurrence of certain events, and to promise to do so in the trust indenture, bond resolution or some other documents which is enforceable by bondholders. This promise, referred to as a "contractual

undertaking," must include certain information, including specifying the accounting principles which will be used for the financial statements and whether they will be audited, as well as the date in each year by which the financial information for the preceding fiscal year will be provided.

Official Statements of obligations issues sold on or after July 5, 1995 will also be required to obtain a

Continued on page 7

SDRMA Report

From the Executive Director/Risk Manager

by Jim Towns

Renewal Questionnaires

Renewal questionnaires for the upcoming 1995-96 coverage year will be sent out to our members toward the end of February. The questionnaire will be in a redesigned format that is intended to simplify completing the renewal questionnaire.

A one (1) point incentive credit can be earned for returning the questionnaire postmarked or faxed by March 22, 1995. One (1) additional credit incentive point can be earned by returning the questionnaire on or before March 15, 1995.

Commercial Insurance Quotations?

This is the time of year that our member Districts may be solicited by commercial (private) insurance companies who may state they can provide you with better and less expensive casualty coverages. Such statements are generally incorrect and can be very misleading without a comprehensive coverage by coverage comparison. SDRMA provides a broad range of coverages including: General and Auto Liability, Property and floater (equipment), Boiler and Machinery Damage, Public Officials Errors and Omissions, and Employee Fidelity bond. In addition, at no additional cost, we provide our members with a variety of risk management services. These services include: Safety video tape loan program, facility safety inspections, a safety education seminar and property

valuations. Our members are part of a fiscally sound not-for-profit risk sharing pool that offers benefits normally not available to individual District's even at much higher cost.

SDRMA strives to represent its members' interests and provide quality service and superior risk management protection.

We would encourage our members who receive quotations from a commercial carrier to give us a call at (800) 537-7790. We will be happy to provide a coverage by coverage analysis in order to provide an accurate comparison. We would also encourage any CSDA member who would like more information about SDRMA and its programs to contact Jim Towns at the same telephone number.

From the Loss Control Officer

by Murphy J. Lott

Bloodborne Pathogens

The two most serious "bloodborne pathogens" include acquired immune deficiency syndrome (AIDS) and the Hepatitis-B viruses. Much publicity has been afforded the AIDS virus due to its almost always fatal result, but Hep-B can be almost as deadly and is 100 times more communicable than AIDS. Hep-B, as in other strains of hepatitis, attacks the liver, but is fatal in about 25% of chronic cases. Virtually all survivors of chronic Hep-B infection will remain contagious carriers as long as they live.

Employees who may be exposed to bloodborne pathogens, such as paid or volunteer firefighters, need to become aware of the risk of day to day occupa-

tional health hazards, particularly those involving treatment of the injured. Also, any employee certified in first aid and CPR should be trained in prevention of bloodborne disease transmission.

SDRMA members may receive a copy of the Cal-OSHA Bloodborne Pathogen standard by calling (800) 537-7790. Sorry, this service is for SDRMA members only!

New Employee Training

A training area which is all too often overlooked is initial safety training of new hires. Although your Illness and Injury Program requires training of new employees and training of all employees whenever new elements are introduced in the workplace it is very easy to hand a shovel to a new worker, but forget to ask if the new workers knows what to do with the shovel.

Make sure all new hires are thoroughly informed as to the safety requirement so each job they are expected to perform, as well as other employment related requirements, before they are handed that "shovel." Also, insure that all training steps taken with new employees are documented and added to the employee's personnel file, just as they should be for regular safety meetings.

Ergonomics

The recent fervor over ergonomics standards has died down somewhat with the Legislature's failure to pass enabling legislation. This does not mean that ergonomics will not become a regulations issue in the future or that the topic should be forgotten.

Ergonomic related injuries are known by several names, the most common being cumulative trauma disorders. The cause of these injuries is stress to various parts of the body brought about by repetitive strain. Office workers are the most likely to suffer these

types of injury within special districts.

Employers should identify workers who may be at risk of injuries caused by repetitive activities and provide whatever equipment is required to lessen that risk.

Non-Owned Autos

We periodically receive inquiries about coverages for employees and Board members that drive their personal vehicles on district business or to/from Board meetings. Before discussing this, we note that each district is strongly encouraged to have a policy to ensure that anyone driving on behalf of the district or traveling to Board meetings has a valid drivers license and carries at least minimum liability coverage.

SDRMA's Package Program (Memorandum of Coverages includes coverage for members' non-owned or hired autos. Vehicle coverage usually falls into two lines of coverage: liability (for bodily injury and third party loss) and physical damage (comprehensive and collision).

Under SDRMA's Memorandum the liability coverage is provided as primary for member vehicles, and secondary for non-member (i.e. employees, volunteers, officers, and directors) vehicles. Therefore, on liability claims against owners of non-member vehicles, the owner's coverage is primary. Finally, physical damage to non-member vehicles is not covered under the Memorandum.

SDRMA Coming Events

February 6-7
Safety Claims Workshop/Education Day
Irvine
February 13-15
Board Meeting - Annual Planning
Workshop
Sacramento
March 30-31
Regular Board Meeting
Sacramento
April 27-28
Board Meeting - Budget
Sacramento

Employment Opportunities

Do you have a job opening to advertise? CSDA members can advertise an employment opportunity (up to 135 words) for \$40 per issue; Non-CSDA members can advertise (up to 135 words) for \$65 per issue. Contact CSDA for publication schedule and submittal information (916) 442-7887.

Water Quality Planning Section Manager. East Bay Municipal Utility District (EBMUD). EBMUD is the second largest water agency in California and has a major role in statewide water policy. This is a limited term position (expected duration 4 years). The position reports to the Manager of the Technical Services Division of the

Water Operations Department and supervises 3 engineers. Should have BSCE or related degree. Prefer registration as Professional Engineer. Should have considerable supervisory experience in the water quality field and project management experience; be well respected in the drinking water regulation/science; have been published extensively in the field; and have extensive technical knowledge of drinking water quality/treatment, as well as regulatory/legislative processes. SALARY: \$62,340 - \$90,048 DOQ. APPLY BY: February 15, 1995. APPLY TO: Norman Roberts & Associates, Inc., Attn: Norm Roberts, President, 1800 Century Park East, #430, Los Angeles, CA 90067-1507. AA/EEO/ADA.



Assistant General Manager. Vista Irrigation District (VID), Vista, CA. Located in northern San Diego County, eight miles from the coast. The VID serves over 90,000 people, manages its own 53,400 acre foot reservoir (Lake Henshaw) and is a sub-agency of the Metropolitan Water

District. This position reports to the General Manager and requires skills in managing the general administration of a public water utility; including finance, public relations, human resources, safety, conservation, and training. Candidates must have 5 years of supervisory/managerial experience and expertise in the aforementioned administrative functional areas. A bachelor's degree in business, accounting, public administration or a related field is required, and relevant post graduate training is desirable. SALARY: \$5,996 to \$7,288/mo. with excellent benefits. APPLY BY: March 3, 1995. APPLY TO: Call (619) 724-8811 ext. 163 for information. Send resumes to VID Human Resources, 202 W. Connecticut Ave., Vista, CA 92083.

SEC Update

Continued from page 5


description of the contractual undertaking and bond purchase contracts will have to include representations to the underwriter that the undertaking has been made.

In addition to the promise to provide annual financial information, the changes require an undertaking to provide timely notice to information repositories if any one of eleven categories of events occurs and is deemed material. The list of events focuses mostly on objective events which are important to the market, such as defaults, draws on reserves, changes in credit enhancements, redemptions, and defeasance. It is not totally clear yet whether other information not included on the list is also required. However, it is essential to recognize that the release of information intended for investors must be accurate and complete. The annual disclosure document,

or any notice of material events, will therefore require careful review under applicable securities law standards in order to avoid liability on the part of the entity making the disclosure.

The new Rule also contains a new paragraph, effective January 1, 1996, that will prohibit a broker, dealer, or municipal securities dealer from recommending the purchase or sale of a tax-exempt security unless it has procedures in place that provide reasonable assurance that it will receive promptly any event notices with respect to that security. This is a milder form of the SEC's original proposal, which brought vigorous opposition from many market participants, that dealers have to examine the annual reports before recommending a security for purchase.

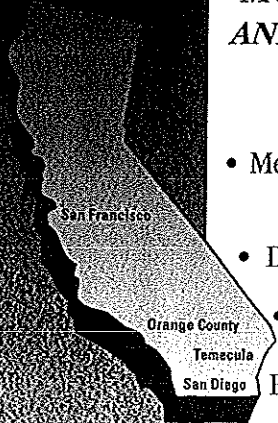
If you wish further information on these new requirements, or have questions regarding their impact, you may contact CSDA's Bond Counsel, Jeff A. Stava, Esq. at Nossaman, Guthner, Knox & Elliott at (213) 612-7864.



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SERVING 175 CLIENTS STATEWIDE

Calendar

February 17, 1995

CSDA Board of Directors Meeting
Sacramento

May 1, 1995

CSDA Governmental Affairs Day and
Legislative Reception
CAHHS Building
Sacramento

May 2, 1995

CSDA Board of Directors Meeting
Sacramento

June 7, 1995

CSDA Board of Directors Meeting
Sacramento

JUST A REMINDER!

Monday, May 1, 1995

1995 Governmental Affairs
Day and Legislative Reception
CAHHS Conference Center,
Sacramento

(Registration fee: \$85 CSDA
members and \$100 non-members)



September 20-22, 1995

1995 26th Annual Conference
Hilton Hotel and Beach Resort,
Huntington Beach, CA
(Registration fee: \$275 CSDA members
and \$325 non-members)

Registration materials will be in the mail
approximately two months prior to each
event. Questions? Call Catherine or
Belinda at (916) 442-7887.



CSDA NEWS

**CALIFORNIA
SPECIAL DISTRICTS
ASSOCIATION**

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