

AMENDED AGENDA
(Amended to Include Item 22a)

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
April 19, 1993

1. Roll Call: Administrative Assistant
- ~~2.~~ Adoption of Agenda.

West/Evens.

Presentation: Library Director
Recommendation: Adopt by Motion
- ~~3.~~ Minutes of the March 15, 1993, Regular Meeting. *West/Evens*

Presentation: Library Director
Recommendation: Approve by Motion *Abstain - stand.*
- ~~4.~~ Oral Communications.

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

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

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

Presentation: Library Board President
6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

7. Friends of the Library Report.

Presentation: Library Director

*Prepare letter for final to
Carol Sargent, →*

CLAIMS (Items 8-10) *Wash | Evans*

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 were no Nonstandard Claims for this report period.

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

Claims forwarded by the Library Director for \$5,939.15.

10. Current Claims and Payroll. (Approve)

Current Claims of \$75,868.38. Payrolls 3013 and 3014 for a cumulative payroll total of \$54,440.00. Combined total of Current Claims and Payroll of \$130,308.38.

FINANCIAL REPORT (Items 11-14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11-14 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

11. Financial Report for March, 1993. (Receive & File)

12. Office General Ledger & Check Registers for March, 1993. (Receive & File)

13. Overdue Collection Report for March, 1993. (Receive & File)

14. Vending Machine Report for March, 1993. (Receive & File)

GENERAL CONSENT CALENDAR (Items 15-~~21~~²²) *unt |*

Presentation: Library Director
Recommendation: Approve by Motion

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no
Items 15-~~21~~ may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

15. Circulation Report for March, 1993. (Receive & File)
16. Volunteer Report for March, 1993. (Receive & File)
17. Building Maintenance Report for March, 1993. (Receive & File)
18. Personnel Report for March, 1993. (Receive, File, and Ratify Appointments)
- ~~19.~~ Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
20. Transmittal of Placentia History Collection Policy as adopted by the Library Board of Trustees, March 15, 1993. (Receive & File)
21. Waiver of security for funds on deposit with Landmark Bank and approval of Contract of Deposit of Moneys effective January 20, 1993. (Approve and Authorize Signature by the Library Director and One Other Bank Signator.)
22. Submission of application for Fiscal Year 1993-1994 Families for Literacy Grant to the State Library of California. (Approve Submission, Receive & File)
- 22a. Approval of awards for the "Libraries Change Lives" Contest. (Approve)

CONTINUING BUSINESS

23. FY1992-1993 Budget

Presentation: Library Director
Recommendation: Review Status of Lawsuits Concerning 1992-1993 State Budget; Review Legislative Alerts for 1993-1994 State Budget; Adopt Resolution 93-1 in Support of SB566; Discuss Meeting with Orange County Supervisor John Steiner; and Determine Direction for April/May Activities.

~~24.~~ 1993 Staff Appreciation Dinner

Presentation: Library Director
Recommendation: Select date of June 18, 1993.

~~25.~~ Special District Augmentation Fund Application for 1993-1994.

Presentation: Library Director
Recommendation: Give staff direction on level of participation in application process.

~~26.~~ Longing for Community: Dream or Nightmare, California Council for the Humanities Grant Report.

Presentation: Principal Librarian
Recommendation: Report on findings of the project.

~~27.~~ Submission of Application to the State Library of California for a Library Services and Construction Act Title II Grant for the Placentia Library District Main Library Disabled Access Remodeling Project.

Presentation: Assistant Library Director
Recommendation: Review scope of the project, determine level of application, and approve submission of application.

~~28.~~ Selection of Auditor for Annual General Audits for Fiscal Years 1992-1993 and 1993-1994.

Presentation: Library Director
Recommendation: Select Auditing Firm of Anderson, Lynn, Bezich, Munson & Cronick

NEW BUSINESS

29. Determination of District Policy on Staff Disclosure of Political Affiliation to the Public.

Presentation: Library Director
Recommendation: Adopt policy.

30. Travel Authorizations

Presentation: Library Director
Recommendation: Determine level of participation and approve funding.

CLOSED SESSION

31. Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

STAFF REPORTS

- Wint / Sched*
32. Program Report for the Month of March, 1993. (Program Committee)
 33. Placentia Library Literacy Services Report. (Daniels)
 34. Family Literacy Project Report. (Joseph)
 35. Publicity Materials produced for the month of March, 1993. (Cushing)
 36. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)
 37. Tax Forms Distribution Service, 1993 Final Report. (Ammar)
 38. Placentia Local History Study Committee Report. (Addotta)

ADJOURNMENT

39. Agenda Preparation for May 17, 1993, Regular Meeting.
40. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the April 19, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 14, 1993.

Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Apr 20 (Tues)	How the Library Changed My Life, National Library Week Awards Presentation, 7:00 P.M.. ALA Legislative Day, Washington D.C.
April 21 (Wed)	Chamber of Commerce Mixer at Library, 5:00 P.M.
Apr 22 (Thur)	Independent Special Districts of Orange County
May 4 (Tues)	CLA Legislative Day, Sacramento (Dinsmore & Minter) Friends Board Meeting, 7:00 P.M. (Evans)
May 14-16	Friends Book Sale
May 17 (Mon)	Board of Trustees Meeting, 7:30 P.M.
May 24-25	CSDA Legislative Days, Sacramento
May 25 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 1 (Tues)	Friends Board Meeting, 7:00 P.M. (Stark)
Jun 17 (Thur)	Blood Drive
Jun 21 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Jun 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 24-30	American Library Association Annual Conference, New Orleans
Jul 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Aug 16 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Shkoler)
Sep 9 (Thur)	LVA Annual Meeting and Recognition Ceremony
Sep 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 5 (Tues)	Friends Board Meeting, 7:00 P.M. (Dinsmore)
Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 2 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 13-16	CLA Annual Conference, Oakland

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- Nov 15 (Mon) Board of Trustees Meeting, 7:30 P.M.
- Nov 12 (Fri) Camp Library
- Dec 7 (Tues) Friends Board Meeting, 7:00 P.M. (Evans)
- Dec 13 (Mon) Literacy Services Christmas Party, 6:00 P.M.
- Dec 20 (Mon) Board of Trustees Meeting, 7:30 P.M.

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
March 15, 1993

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 15, 1993, at 7:38 P.M. by President Peggy Dinsmore.

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

Members Absent: Secretary Sandra Stark (excused)

Others Present: Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru, Friends of the Library President Pat Irot and Chairperson of the Placentia Historical Committee Marie Schmidt.

ADOPTION OF AGENDA It was requested by Library Director Minter to delete Items 34 and 35 from the Agenda.

It was moved by Trustee West, seconded by Trustee Evans to delete Items 34 and 35 and adopt the Agenda as amended.

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

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of February 16, 1993 as presented.

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

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

The Board agreed to consider Agenda Item 23, California Room, out of sequence.

CALIFORNIA ROOM It was moved by Trustee West, seconded by Trustee Shkoler that the California Room be renamed the Placentia History Room.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Placentia History Collection Policy with the word "local" deleted wherever appropriate.

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

Direction was given by the Board to develop the collection of the Placentia History Room and to publicize it through activities, displays and participation in the Heritage Day Parade.

BOARD PRESIDENT'S REPORT President Dinsmore suggested that in the interest of time she would omit the President's Report at this meeting.

FRIENDS OF THE LIBRARY REPORT Friends of the Library President Pat Irot reported that the new shelving in the Friend's book sale room was now installed and that she planned to have the donation books arranged on the shelves in a rough Dewey order soon.

Assistant Library Director Addotta reported that safety regulations did not require that the center island shelving be bolted to the floor due to its lower height.

**FINANCIAL
CLAIMS**

It was moved by Trustee Evans, seconded by Trustee West to approve Agenda Items 8 through 10: Nonstandard Claims; Claims forwarded by the Library Director in the amount of \$6,619.93; and Current Claims and Payroll in the amount of \$80,672.06, as presented.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 11 through 15: Financial Report for February, 1993; Office Ledger and Check Registers for February, 1993; Overdue Collections Report for February, 1993; Vending Machine Report for February, 1993; and Gift Fund Report for February, 1993, as presented.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve, receive and file Agenda Items 16-21: Circulation Report for February, 1993; Volunteer Report for February, 1993; Building Maintenance Report for February, 1993; Personnel Report for February, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority for February, 1993; and Health and Life Insurance costs for 1993-1994.

**BUDGET
FY1992-93**

Library Director Minter reported that Altadena, Buena Park and Palos Verdes Library Districts have agreed to join with Placentia Library District to hire a lobbyist to represent us in the 1993 legislative session for budget related issues. The districts have agreed to hire California Advocates. On March 15 a meeting was held with Mike Belote of California Advocates. He will be submitting a written report in approximately two weeks. Mr. Belote understood the Board's concern for maintaining historical property tax revenue.

President Dinsmore, Trustee Shkoler, and Library Director Minter met with Senator John Lewis at his office on March 5, 1993. The meeting went well and Senator Lewis was well informed on the issues.

It was moved by Trustee West, seconded by Trustee Evans to approve the contract with California Advocates, Inc. and to authorize the Library director to sign on behalf of the district; to stipulate that all costs will be paid from and deposited to the County exempt Account; and to approve payment of \$2,218.61 for the month of March, 1993.

**PROPERTY AND
PROFESSIONAL
LIABILITY
INSURANCE
RENEWALS FOR
1993-1994**

Tom Shipkey, President of Shipkey Insurance Agency, Inc. arrived at 8:35 P.M.

Mr. Shipkey reported that he had received competitive bids for the same coverage as last year and sees no need to increase coverage at this time.

It was moved by Trustee West, seconded by Trustee Evans to approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$11,449.00 for April 1, 1993 through March 31, 1994; and renewal of association professional liability insurance with Albert H. Wohlers & Co. at a rate of \$3,200.00 for April 1, 1993 through March 31, 1994 and to approve payment of Warrant number 3000 in the amount of \$14,649.00.

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

**CHAMBER OF
COMMERCE MIXER**

It was moved by Trustee West, seconded by Trustee Evans to approve a budget not to exceed \$200.00 to be paid from the County Exempt Fund for the Chamber of Commerce Mixer to be held on April 21, 1993.

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

BLOOD DRIVE

It was moved by Trustee Shkoler, seconded by Trustee West to approve co-sponsorship of the blood drive with the City of Placentia and Rotary Club of Placentia for June 17, 1993.

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

**1993 STAFF
APPRECIATION
DINNER**

Library Director Minter reported that Trustee Stark had again offered the use of her home to host the Staff Appreciation Dinner.

It was moved by Trustee West, seconded by Trustee Evans to approve a budget to not exceed \$600.00 for the Staff Appreciation Dinner, to ask the Friends of the Library to pay half the amount and to hold the dinner at the home of Sandra Stark with the date tentatively set for June 4, 1993.

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

**SPECIAL
DISTRICTS
AUGMENTATION
FUND (SDAF)
APPLICATION
FOR 1993-1994**

It was moved by Trustee West, seconded by Trustee Evans to complete the application process for augmentation funds and to request the full amount.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 29 through 33: Program Report for the Month of February, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials produced for the Month of February, 1993; and Americans with Disabilities Act Compliance Report.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:20 P.M.

Margaret V. Dinsmore, President

Keynote Address to the
California Association of Trustees and Commissioners
Annual Training Meeting
February 28 and March 6, 1993
Yorba Linda and Los Altos

Gary E. Strong
State Librarian of California

The average Californian seeking public library service in 1992/93 will discover, first, that there is no library service outlet anywhere in his vicinity. If he perseveres far enough to find one, an average of six miles distant, he is likely to find the outlet closed. If the outlet does happen to be open, he won't be able to find staff to fulfill any specialized information needs he has. And if he is lucky enough to be able to get to a staff member, the chances are that person will not have the librarianship training needed to help him fulfill anything but his simplest information or materials request. And this situation is getting worse each year.

Based on the results of a recent survey of state and local budget reductions,¹ California's 168 public libraries in 1992/93 responded to a loss of more than 5 % of their income from the prior year by reducing hours more than 6% and materials budgets by 16%, reducing staff by an additional 3% and facilities by 1%, and by increasing fines and fees by 15%. County libraries took the largest reductions.

The budget reductions of 1992/93, coupled with increases in the price of books, are resulting in a severe decrease in the number of materials public libraries can acquire for Californians: a reduction of at least 826,094 items over 1991/92 alone.

Although the average reductions among all reporting libraries are serious, they do not reflect the most desperate group of libraries: the 22 county libraries that lack a dedicated property tax income, but instead compete with the sheriff, roads and other county departments for allocations from the county general fund. Those libraries, with 151 (or 15%) of the state's 1037 service outlets, are in rural areas, serving 8% of the state's population and over 40% of the area of the state. Their overall income is 8% less than last year's, hours 15% less, staff 10% less, and worst of all, materials budgets 29% less--- without adjusting for further loss in buying power from inflation.

The other 25 county libraries, which have dedicated property tax income, serve 37% of the state's people, and cover more than 50% of the state's territory, approach

¹Gibson, Liz. *The Impact of 1992/93 Budget Cuts on California Public Library Services. A report of the California State Library.* Gary E. Strong, State Librarian. Sacramento, California State Library, 1993.

the plight of general fund counties. They have 8% fewer hours and 26% less for materials.

Even the least affected libraries, the 105 city libraries serving 45% of Californians over 4% of the state's geography, are affected. Their budgets are 3% less than last year, their hours 3% less and materials 8% less. At the same time, the few bright spots are concentrated among a few city libraries.

It must be noted that the 1% loss of staff masks a significantly greater loss in ability to serve because the survey reported budgeted positions not actual staff at work. Many library directors report that in anticipation of further cuts, large numbers of budgeted-but-vacant positions are not being filled, resulting in a larger but unknown additional reduction in library workers actually on the job.

Counties differ from cities in two important ways. One is that counties are required to provide certain caseload-driven services, such as health, welfare, and justice. From a state mandate perspective, libraries are optional services. When overall county income is reduced by lower sales taxes and by lower state subventions flowing from the state budget crisis, it is the optional programs that get hit first. The other difference is that, until now, under state law cities have had much more flexibility in raising taxes than have counties. Cities can increase overall revenues by ways that are not permitted to the counties.

We find that Californians are currently spending a significantly smaller proportion of their personal income and wealth on public libraries than they did a generation ago: 83% less of the assessed value of property statewide and 7 % less of their personal income. Taking into consideration that Proposition 13, in 1978, decreased assessed valuation statewide, meaning that static public library budgets would slow an increase in proportion to overall assessed value, this dramatic decrease is even more striking and is certainly an indicator of one cause of the fiscal crisis faced by publicly-funded library services.

The budgetary reductions and their impacts on local public library service have been drastic, and they are distributed inequitably across the state: some libraries reported dramatic cuts while others showed increases. For example, two libraries reported 30% decreases from 1991/92 to 1992/93 in overall library funding support from their local government, while two other libraries reported greater than 20% increases; and while nine libraries reported greater than 50% reductions to their materials budgets, one library reported an increase of 59% in its materials budget.

California children, who have suffered a massive decrease in their school libraries, from the top quartile in the United States prior to the 1970s to dead last in the nation currently, are now facing the same decline in their public library services. Accessibility to services has declined by 21% in just the last two years. In just

past year, an effective decrease of more than 10% in buying power in one year alone. With school and public library services to children plummeting, resulting in a critical shortage of after-school hours information and intellectual support, it is no wonder that California CAP scores are also way below par. Indeed, a researcher at the University of California, Santa Barbara, Department of Education is now formally studying the link between access to public libraries and increases in CAP scores. In addition, recent studies by the Colorado State Library have documented a direct correlation between the availability of libraries and educational achievement.

At the same time we expect our children to overcome the expanding number of hurdles they face in our increasingly-complex democratic society, we are taking from them this universal support institution, that was created specifically to ensure an informed and productive electorate.

When we compare California public libraries with those across the nation (based on 1989/90 data), California ranks:

- 30th out of the 50 states in circulation per capita.
- 47th out of the 50 states in public service hours per capita.
- 34th out of the 50 states in # of paid staff per capita.
- 38th out of the 50 states in the # of librarians per capita.
- 26th out of the 50 states in state support per capita.
- 15th out of the 50 states in local support per capita.

The mission of California's public libraries is simply expressed in the state Education code:

The Legislature finds and declares that is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.²

Despite the California Legislature's declaration, California public library service is eroding dangerously if governments are to provide the necessary information, education, and skills support required to maintain a democratic society of productive and committed people.

²Education Code Section 19300.

There is certainly great pressure to "reinvent government." We are all faced with the challenge to transform the public sector with the entrepreneurial spirit. We all know that government is in deep trouble. As public servants we are held in low esteem. But I respond that California's public libraries have changed and are changing. And we are generally ahead of most of the rest of the government family. The funding reductions of the late 1970s and early 1980s provided ample opportunity for libraries to change. The State Library undertook programs like the California Literacy Campaign, the Families for Literacy Program, and Partnerships for Change because we believe deeply that libraries must change to meet the challenge of the 21st century.

Carefully restating some of the thoughts embodied in *Reinventing Government* by David Osborne and Ted Gaebler, let me suggest that:

- We change because we believe deeply in the mission of the public library as a fundamental public good within our democracy. It is how we provide access to information and knowledge. It is how we record for future generations the record of our time and space. It is how we understand the past and plan for the future.
- We believe that civilized society cannot function effectively without excellent public library services. We are a knowledge-based society and our knowledge institutions must be strengthened and encouraged.
- We believe that the people who work in libraries are not the problem; the society in which they work is the problem. I find very few people working in libraries who are causing the problems that we face in society. In reality, I find many who are working hard to help society and its people.
- We believe that which party or political view is in power has little relevance to the problems facing our public libraries today. We must work to make public libraries relevant to the communities that they serve and to the governments that fund them..
- Finally, we believe deeply in equity and that public libraries are fundamental in empowering people to take charge of their lives and their communities.

I want to stress also that I am not suggesting we concentrate on what libraries should do, but on what we as librarians, library supporters, and library staff can do--on how we operate.

I believe we must reinvent or recreate California public libraries for the 21st century. What are our appropriate roles? Who should we be serving and how? How do we

value diversity and embrace all who live in our communities? How can we improve the investment in the infrastructure of library and information services?

We must select the roles that public libraries will play very carefully. I recall a particular passage from a book that so well describes what I mean:

I would awake tired, with a few unremarkable traces that never seemed to do justice to the dull fear I had felt while still asleep: the memory of the low hum of an electric clock, of an aimless albino hound, of a voice incessantly announcing departure times over a public address system; and that summer, my job was a dream of this sort. I'd wanted to work in a true, old-fashioned bookshop, crammed with the mingled smells of literature and Pittsburgh flowing in through the open door. Instead I'd got myself hired by Boardwalk books.

Boardwalk, a chain, sold books at low prices, in huge, fluorescent, supermarket style, a style pervaded by glumness and by an uncomprehending distaste for its low-profit merchandise. The store, with its long white aisle and megalithic piles of discount thrillers and exercise guides, was organized as though the management had hoped to sell luncheon meat or lawn care products but had somehow been tricked by an unscrupulous wholesaler--I imagined the disappointed owner, who had started in postcards and seaside souvenirs on the Jersey shore. As far as they were concerned, a good book was still a plump little paperback that knew how to sit in a beach bag and keep its dirty mouth shut.

Literature was squeezed into a miniature and otherwise useless alcove between War and Home Improvement, and of all the employees, several of whom were fat and wanted to be paramedics, I was the only one who found irregularity in the fact that Boardwalk sold the Monarch notes to works, such as Tristram Shandy, that it did not actually stock. I was to spend the daytime summer stunned by air-conditioning, almost without a thought in my head, waiting for the engagement of evening. Summer would happen after dinner. The job had no claim upon me.³

Public Libraries must stand for something. Breadth and depth in collections and library staff expertise are important as well as meeting popular demand. Be careful of the choices and make sure that we do not give up on the mission of public

³from Michael Chabon's *The Mysteries of Pittsburgh*. "The Cloud Factory." (Morrow, 1988. p.4

libraries. If public libraries disappear, we will just have to create them all over again in the future.

We must separate the proper roles of libraries of all types against other services and we must carefully define what we will do for our communities. There seems to be an increased pressure to merge school and public libraries. Be very cautious of taking on this full task of fulfilling the curriculum support role of schools. Don't become the excuse for local school districts to not provide the library services required to meet student needs at the expense of providing a full range of public library services. Look very carefully at the shift of funds from local government to school districts. Advocate that funds shifted from public libraries, if that is to be the fact, are shifted to support school libraries and meet student demands for school library service.

We must remember that the attention span of government policy makers and constituents is very limited. We expect each crisis to be solved in 30 minutes at most in the length of a 3 night running mini-series. The people we work for and serve want quick solutions. They do not really care much about tradition, the past, the basics, values, and mission. They want to know what can be solved quickly and let someone else worry about tomorrow. As we build libraries we must be concerned about the collections we build, the access we provide, and that we stand fast against censorship and the commercialization of information.

We must become involved in networks and collaboration with other libraries and with other agencies in each community we serve. As the nation embraces an expansion of the electronic highway, we must ensure that every public library is positioned as the on-ramp to that highway on behalf of the people it serves. We must provide the necessary linkages and equipment that ensure we will not create a society of information rich and information poor. We must provide the access not just for librarians, but for the people who do not have access in their homes or offices, for students who do not have the capacity at home or in the school, and for small business entrepreneurs who will create the jobs of the future in California.

Citizens want greater participation in the decision-making that affects their communities and their lives, whether it is in government or on the job. We will see a shift from institutions to structures and the decisions that are made will often not be economic. That is why the State Library has been working with Partnerships for Change. Many of these factors are critical components of what libraries embrace in the rest of the decade.

I am reminded of an understanding I gained from a passage in Walter Mosley's *White Butterfly*. Easy Rawlins, Mosley's black detective, speaks of a Los Angeles in the 1950s in the language of the times. I mean no offense in the references here, but to reflect his words. The passage reads:

There was a small public library on Ninety-third and Hooper. Mrs. Stella Keaton was the librarian. We'd known each other for years. She was a white lady from Wisconsin. Her husband had a fatal heart attack in '34 and her two children died in a fire the year after that. Her only living relative had been an older brother who was stationed in San Diego with the navy for ten years. After his discharge he moved to L.A. When Mrs. Keaton had her tragedies he invited her to live with him. One year after that her brother, Horton, took ill, and after three months he died spitting up blood, in her arms.

All Mrs. Keaton had was the Ninety-third Street branch. She treated the people who came in there like her siblings and she treated the children like her own. If you were a regular at the library she'd bake you a cake on your birthday and save the books you loved under the front desk.

We were on a first-name basis, Stella and I, but I was unhappy that she held that job. I was unhappy because even though Stella was nice, she was still a white woman. A white woman from a place where there were only white Christians. To her Shakespeare was a god. I didn't mind that, but what did she know about the folk tales and riddles and stories colored folks had been telling for centuries? What did she know about the language we spoke?

I always heard her correcting children's speech. "Not 'I is,' she'd say, "It's 'I am.'"

And, of course, she was right. It's just that little colored children listening to that proper white woman would never hear their own cadence in her words. They'd come to believe that they would have to abandon their own language and stories to become a part of her educated world. They would have to forfeit Waller for Mozart and Remus for Puck. They would enter a world where only white people spoke. And no matter how articulate Dickens and Voltaire were, those children wouldn't have their own examples in the house of learning--the library.

I had argued with Stella about these things before. She was sensitive about them but when you told her that some man standing on a street corner telling bawdy tales was something like Chaucer she'd crinkle her nose and shake her head. She was always respectful, though. They often take the kindest white people to colonize the

*colored community. But as kind as Mrs. Keaton was, she reflected an alien view of our people.*⁴

Well what of solutions? I believe it will take a combination of factors to improve matters. The first is, the economy has to improve, both to increase revenues under existing law, and to reduce taxpayer reluctance to vote for additional revenues. The second is a different perception by the electorate regarding the value and funding priorities of the public services they request of government. The third is, to increase available ways for local and state government to support library service.

As we explore ways to move aggressively into the future we must look at new ways of doing business. Boy, do I get tired of hearing that phrase, "new ways of doing business." But in the spirit of the trust we are given, let me suggest several options to consider:

- Perhaps we should investigate the possibility of more equitable funding of public libraries, across all types of libraries, something that would even out the extremes of high and low funding (an equalization concept).
- Perhaps we should ensure that voters and local officials know that Californians are spending a significantly smaller share of their wealth, in terms of personal income and assessed valuation on libraries in the 1990s than they did in the 1970s.
- Perhaps an investigation should be undertaken into the differences between those libraries, of all funding types, which are increasing support versus those that are reducing support to see if the latter can learn anything from the former.
- Perhaps there should be an investigation of those libraries with greatest reductions to compare a variety of local funding and service factors, across all different kinds of public services to see if any useful pattern is apparent for specific help to those heavily impacted jurisdictions.
- Perhaps the focus of all state support should be on libraries in those jurisdictions most in need, based on some generalized indicator of "jurisdictional need."
- Perhaps the focus of all state support should be on libraries in those jurisdictions suffering a disproportionate impact from state mandated services, based on some set of indicators of "jurisdictional impact."

⁴from Walter Mosley's *White Butterfly*. (Norton, 1992.) p. 55-6.

- Perhaps a funding package should be developed specifically for public library services for children and youth.⁵

A comment on fees and fines is also appropriate, I believe. The purpose of the free public library is to help all people, regardless of their circumstances, gain access to information and materials. It is not to be a profit center. Considering that fees, in particular, represent barriers to freedom of information and the public education roles of public libraries and they generate so little support, their continued collection should certainly be questioned.

Several alternatives will be up for discussion during this legislative year. You should plan now to attend CLA legislative day in Sacramento on May 4. This effort is very important. If you can not come to Sacramento on that day, be sure to arrange a visit to your legislator's district office during that same week. Speak frankly about the impact of the shift of funds from local government to schools. Let your legislator know just how important public library funding is to your city, county, or special district. What will be cut if funds are shifted and lost? Be specific and be direct. Be careful in responding to the typical responses, such as "Why don't you just charge fees?" "Why don't you let people buy their books?" "Why not merge school and public libraries."

It is important that you support the budget for the California State Library. We are particularly concerned about further erosion of the Public Library Fund and funding for the California Library Services Act. The amount for transaction based reimbursements is of particular concern in that these funds support the free access by all Californians to the resources of our public libraries. We are required to "hold back" 25% of the eligible reimbursements from local jurisdictions this year by legislative budget language. My greatest fear is that we will see local libraries begin to close the doors to non-resident access cutting off the free-flow of information regardless of place of residence or ability to pay for such services. This access is by no means a small issue for almost twenty percent of the books borrowed last year were borrowed by individuals who did not live in the jurisdictions of the libraries they used. Likewise our systems are under great strain to continue to provide the infrastructure necessary to support the interchange of information, books and ideas among member libraries. Further the California State Library will be seriously damaged if required to take further cuts, by eliminating the patent and trademark depository, reduction of hours of access among other drastic measures.

A major piece of legislation being prepared for consideration would provide for "Library Services Assessment." The bill has been introduced as SB566 by Senator

⁵Gibson, p. 9-10.

Roberti who is currently seeking cosponsors. In draft form at this stage, the legislative declares:

The Legislature finds and declares that it is in the interest of the public that there be public libraries; that public libraries are necessary to reduce illiteracy, supplement the formal system of public education and provide after-school opportunities for children and adolescents, provide a resource for lifelong learning, foster cultural diversity, promote economic growth and improve the conduct of business and the development of research.

The Legislature also finds and declares that it is in the public interest to allow local agencies to finance public library services through the imposition of an assessment upon the property which benefits from those services.

The Legislature further finds and declares that assessments imposed for the purpose of providing library services benefit individual properties and are not taxes for the general benefit of the governmental entity, but are assessments for services which confer special benefits upon the properties to which the services are provided.

The legislation would allow any local agency which provides public library services, to establish an assessment district and determine and levy an annual assessment for library services and facilities. Library services are defined to include acquisition, construction, equipping, furnishing, staffing, operating and maintaining of library facilities for the conduct of public library programs; acquisition of books, magazines, newspapers, audio-visual, electronic media, and other informational materials; provision of access to all available lending materials through direct loan, interlibrary loan, literacy programs, electronic access and other special service programs; provision of information, recreation and lifelong learning for all persons; and administrative and indirect costs of providing such services.

The act also provides for the establishment and creation of the district, provisions for protest and details of administration. I hope that other alternatives may surface during the course of the year for we are getting terribly close to seeing our libraries disappear.

What of the future and your role?

- **First don't give up.** When we ask that you write letters and talk with legislators, approach local politicians, encourage library staff, and keep spirits up, we really mean it. You are our strength and inspiration. You keep libraries alive.
- **Embrace change.** We always say we believe in change, but often it is others we want to change not ourselves. We must learn how to change. We must

learn how to share the decision making power with new people and with those who may not think as we do.

- **Listen to your community.** Keep in mind that people really want their library to succeed. But they have particular concerns and beliefs about how their library should work and how it should respond. You cannot listen one day and not the next. Communities change and libraries must be ready to keep pace with the changes of their communities.
- **Remember the principles and mission of the public library.** Even as we embrace change and listen to our communities, we must keep in mind the principles and practice of public library service. We must stand for something in a changing environment that demands quick solutions and low-cost alternatives. The principles of free access to information and knowledge in a democracy are very important. We must stand fast to ensure that they are protected and valued. Few others will be advocating these positions. We must remain advocates or there is no reason for the public library versus some other business enterprise that can provide the same services for those who are willing to pay.
- **Keep reading, learning, and growing.** You must demonstrate regularly that you believe in the fundamentals of the library through your practice of reading and learning. Being informed is just fine. Bookish is not that bad. Being knowledgeable is even better.
- **Learn how to use new technology and don't let it take over your lives.** There is nothing wrong with technology. Learn to embrace it. But it is just a tool. Learn its utility, just as one did with electricity, air travel, and television. It does not have to govern our lives or limit our intellect. It can, though, greatly enhance our understanding and capability of coping with the tremendous world around us--this global village that is truly available at our doorstep.

I would like to close by reminding you Maya Angelou's words at the Inaugural:

I, the Rock, I, the River, I, the Tree, I am yours. Your passages have been paid. Lift up your faces. You have a piercing need for this bright morning dawning for you. History, despite its wrenching pain, cannot be unlived, but if faced, with courage, need not be lived again. Lift up your eyes upon this day breaking for you. Give birth again to the dream. Women, children, men, take it into the palms of your hands, mold it into the shape of your most private need, sculpt it into the image of your most public self. Lift up your hearts. Each new hour holds new chances for new beginnings. Do not be wedded forever to fear, yoked eternally to brutishness. The horizon leans forward, offering you space to place new steps of change.

Agenda Item 5

12

Here, on the pulse of this fine day, you may have the courage to look up and out upon me, the Rock, the River, the Tree, your country, no less to Midas than the mendicant, no less to you now than the mastodon then. Here, on the pulse of this new day, you may have the grace to look up and out and into your sister's eyes and into your brother's face, your country, and simply, very simply, with hope, 'Good morning!'

Keep faith, together we can overcome the challenge.

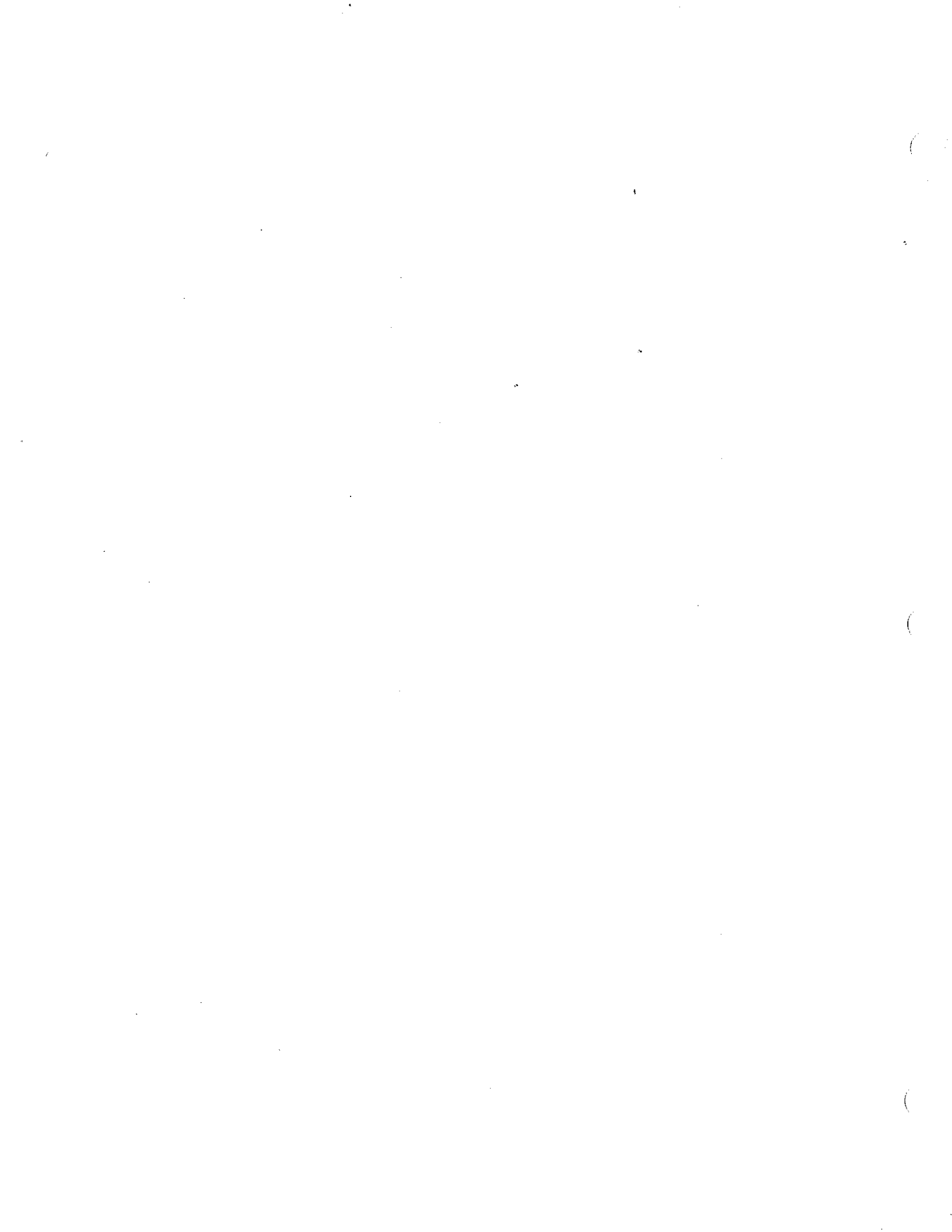
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: April 19, 1993
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Placentia Library met on April 6, 1993. I attended the first half hour of the meeting.

The Friends presented me with a check for \$1,000 for the Director's Fund for Fiscal Year 1992-1993. They agreed to co-sponsor with the Library Board the annual staff recognition dinner at a cost not to exceed \$300; and also to provide \$80 for the purchase of books to be used as door prizes for the Chamber of Commerce Library events in April.

I distributed a copy of the legislative letter from the Library Board to Friends members and we discussed the need for members to contact their legislators about supporting SB566 and the maintenance of property tax funding for the independent special library districts.

Sent



AGENDA ITEM 9

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
April 19, 1993

DATE		AMOUNT
Mar 17, 1993	1	\$278.62
Apr 01, 1993	2	\$4,343.82
Apr 08, 1993	3	<u>\$1,316.71</u>
	TOTAL	<u>\$5,939.15</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL	Mar 07, 1993	251-5377	87.81			
Payment Center	Mar 07, 1993	251-5376	87.81	175.62	070-005	
Van Nuys, CA 91388	Mar 04, 1993	524-8408	95.57	95.57	070-008	
				271.19	Total	
KINKO'S	Mar 17, 1993	400261022		7.43	180-009	
P.O. Box 8033						
Ventura, CA 93002-8033						

The claims listed above (totaling \$278.62) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

E. D. Monte
 Approved By

 Countersigned By

 Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT

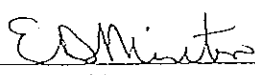
Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Mar 20, 1993	April		3,155.50	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Mar 22, 1993	April		454.12	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Mar 17, 1993	528-8236	28.66			
	Mar 17, 1993	528-1906	185.01			
	Mar 19, 1993	996-2865	19.47	233.14	070-000	
STAPLES INC. Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Mar 24, 1993	24872	25.43			
	Mar 31, 1993	31428	93.81	119.24	180-000	
	Mar 31, 1993	31538		9.69	180-008	
				128.93	Total	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Mar 19, 1993	Feb 16, 1993- Mar 17, 1993		372.13	280-000	

The claims listed above (totaling \$4,343.82) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


 Approved By

Countersigned By

Attested and/or Countersigned By

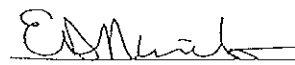
CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's N
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Mar 26, 1993	April		163.20	030-000	
S M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	Mar 31, 1993	7056		1,091.52	140-000	
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Apr 05, 1993	400261202		4.74	180-000	
	Mar 30, 1993	401560209		3.64	180-009	
				8.38	Total	
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Mar 30, 1993	Feb 23, 1993- Mar 24, 1993		53.61	280-000	

The claims listed above (totaling \$1,316.71) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated April 19, 1993
 April 19, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$117.22</u>
Subtotal for Immediately		\$117.22
Regular	1	\$45,725.06
	2	\$9,866.88
	3	\$9,314.33
	4	\$3,602.22
	5	\$106.73
	6	\$1,597.28
Fund 5021	1	<u>\$5,538.66</u>
Subtotal for Payments		\$75,868.38
Payroll	3013	\$27,220.00
	3014	<u>\$27,220.00</u>
Subtotal for Payroll		\$54,440.00
	TOTAL	<u>\$130,308.38</u>

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
PACIFIC BELL Payment Center Van Nuys, CA 91388	Apr 04, 1993	524-8408		92.27	070-008	
CASCADE DRINKING WATER 1080 So. Cypress, Unit D La Habra, CA 90631	Mar 23, 1993	April		24.95	180-000	

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$117.22) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Accl. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Apr 01, 1993	A14066		423.82	070-005	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Mar 18, 1993	LI000000005		37,645.12	070-005	
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, CA 92705	Mar 19, 1993	7296		99.08	130-000	
BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Mar 30, 1993 Apr 06, 1993 Apr 06, 1993	33178 23269 23268	117.42 5,650.00 998.00	6,765.42	140-000	
MANWILL PLUMBING 3940 Prospect Ave. Unit D Yorba Linda, CA 92686	Apr 10, 1993	17981		79.67	140-000	
A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Apr 01, 1993	6209		170.10	140-000	
REGENCY LIGHTING 16665 Aminta St. Van Nuys, CA 91406	Apr 08, 1993	141433		236.36	140-000	
AMSTERDAM PRINTING P.O. Box 701 Amsterdam, NY 12010	Apr 01, 1993	148205		32.68	180-000	
THE LIBRARY STORE P.O. Box 964 Tremont, IL 61568	Apr 03, 1993	173095		112.73	180-000	
CHAPS 1664 Sierra Madre Circle Placentia, CA 92670	Apr 01, 1993	6347		160.08	180-000	

The claims listed above (totaling \$45,725.06) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
J C PAPER P.O. Box 848 San Jose, CA 95106-0848	Mar 31, 1993	81238483		39.85	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Apr 05, 1993	353758		34.79	180-000	
BORLAND 1700 Green Hills Rd. Scotts Valley, CA 95066	Mar 25, 1993	400040590		160.75	180-000	
LA SALLE PAPER Dept. 61389 El Monte, CA 91735	Mar 25, 1993	30083	24.95			
	Mar 24, 1993	30084	18.54			
	Apr 07, 1993	30857	31.18			
	Apr 14, 1993	31241	20.66	95.33	180-000	
E Z COPY 275 N. El Cielo Rd. Ste. C-3 Palm Springs, CA 92262	Mar 11, 1993	330011		9.66	180-000	
C.L.A.S.S. 1415 Koll Circle, Ste. 101 San Jose, CA 95112-4698	Mar 10, 1993	41835		177.40	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Mar 31, 1993	March		30.71	190-000	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Jun 30, 1992	LI045639	4,359.98			
	Jul 21, 1992	LI045782	10.00	4369.98	190-000	
	Jul 21, 1992	LI045781		4103.16	240-001	
				8,473.14	Total	
MATTHEW BENDER P.O. Box 22030 Albany, NY 12201-2030	Feb 28, 1993	44107158		430.25	240-001	
ALBM&C 1661 E. Chapman Ave. Fullerton, CA 92631-4097	Nov 30, 1992	Rea Nov 05	135.00			
	Jan 31, 1993	payroll through Jan 31, 1993	250.00			
	Feb 28, 1993	payroll 2/92	30.00	415.00	190-000	

The claims listed above (totaling \$9,866.88) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Mar 08, 1993	2cm35640	(63.25)			
	Apr 09, 1993	25206922	9.46			
	Apr 09, 1993	25209744	100.00	46.21	240-001	
BAKER & TAYLOR Continuation Service Somerville, NJ 08876	Feb 23, 1993	B237888	444.41			
	Mar 02, 1993	C02894033R	486.46			
	Mar 02, 1993	C027268	120.07			
	Mar 09, 1993	C097826	42.10			
	Mar 16, 1993	C168024	111.36			
	Mar 18, 1993	C18918326R	532.27			
	Mar 23, 1993	C238169	468.43			
	Mar 25, 1993	C25928299R	387.30			
	Mar 30, 1993	C307730	236.12			
	Mar 31, 1993	C31936189R	419.77			
Mar 31, 1993	C31936799R	327.79				
Apr 06, 1993	D06945681R	221.14	3,797.22	240-001		
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Feb 26, 1993	1769001		37.28	240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	Mar 10, 1993	R223707		531.76	240-001	
ROURKE PUBLISHING P.O. Box 3328 Vero Beach, FL 32964	Mar 20, 1993	39788		590.50	240-001	
GROLIER EDUCATIONAL P.O. Box 1716 Danbury, Conn 06816	Mar 19, 1993	900712		501.03	240-001	
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	Mar 01, 1993	5067819-93	670.91			
	Mar 01, 1993	77925-93	522.81			
	Mar 01, 1993	66593-93	1,444.18			
	Mar 01, 1993	5723-93	379.98			
	Mar 01, 1993	77698-93	735.56	3,753.44	240-001	
BOUND TO STAY BOUND 1880 W. Morton Jacksonville, IL 62650-2697	Feb 22, 1993	589315		56.89	240-001	

The claims listed above (totaling \$9,314.33) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
National Geographic Society P.O. Box 1100 Washington, DC 20036	Mar 10, 1993	1119		94.32	240-001	
COMMERCE CLEARING HOUSE P.O. Box 5490 Chicago, IL 5490	Mar 19, 1993	40-0615-001		297.20	240-001	
MERRYANT PUBLISHERS 7615 S.W. 257th St. Vashon, WA 98070	Mar 18, 1993	1465		196.50	240-001	
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Mar 19, 1993	451689		343.04	240-001	
	Mar 22, 1993	452490		80.95	240-009	
				423.99	Total	
RESOURCE DIRECTORY 1038 N. Tustin, #241 Orange, CA 92667	Mar 20, 1993	7238		42.17	240-001	
HAINES & CO. P.O. Box 2117 North Canton, OH 44720	Apr 05, 1993	86119		375.17	240-001	
SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Mar 04, 1993	245703		566.28	240-001	
HOTHO & CO. P.O. Box 9738 Frot Worth, TX 76147-2738	Mar 16, 1993	140919		747.59	240-002	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Mar 17, 1993	82325	23.80			
	Mar 18, 1993	73154	532.20	556.00	240-005	
SCHOLASTIC BOOK FAIRS 5235 E. Hunter Ave., Ste. A Anaheim, CA 92807	Mar 17, 1993	9040		303.00	240-009	

The claims listed above (totaling \$3,602.22) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 30, 1993	Brea Republican Women's Group		6.50	270-000	
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 31, 1993	travel reimb.		20.00	270-000	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 25, 1993	Jan travel	17.80			
	Mar 17, 1993	Feb travel	21.00			
	Apr 07, 1993	Mar 24, 1993- Apr 07, 1993 travel	21.18	59.98	270-000	
GWEN JOSEPH c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 10, 1993	Feb 11, 1993- Apr 01, 1993 travel		20.25	270-009	

The claims listed above (totaling \$106.73) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Apr 19, 1993
Report No. 3011a

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount'	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 19, 1993	petty cash	319.00		180-000	
			122.65		180-008	
			265.70		183-000	
			70.28		183-008	
			29.00		183-009	
			701.65		240-001	
			89.00		270-009	
			1,597.28	Total		

The claims listed above (totaling \$1,597.28) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5021.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DAN L. ROWLAND AND ASSOC. 1290 N. Hancock St., Ste. 204 Anaheim, CA 92807	Apr 15, 1993	project	5,500.00			
	Apr 15, 1993	reimb expense	38.66	5,538.66	190-000	

The claims listed above (totaling \$5,538.66) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Apr 19, 1993	Pay # 22 Apr 16, 1993- Apr 29, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, April 29, 1993!!

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

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Apr 19, 1993	Pay # 23 Apr 30, 1993- May 13, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, May 13, 1993!!

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

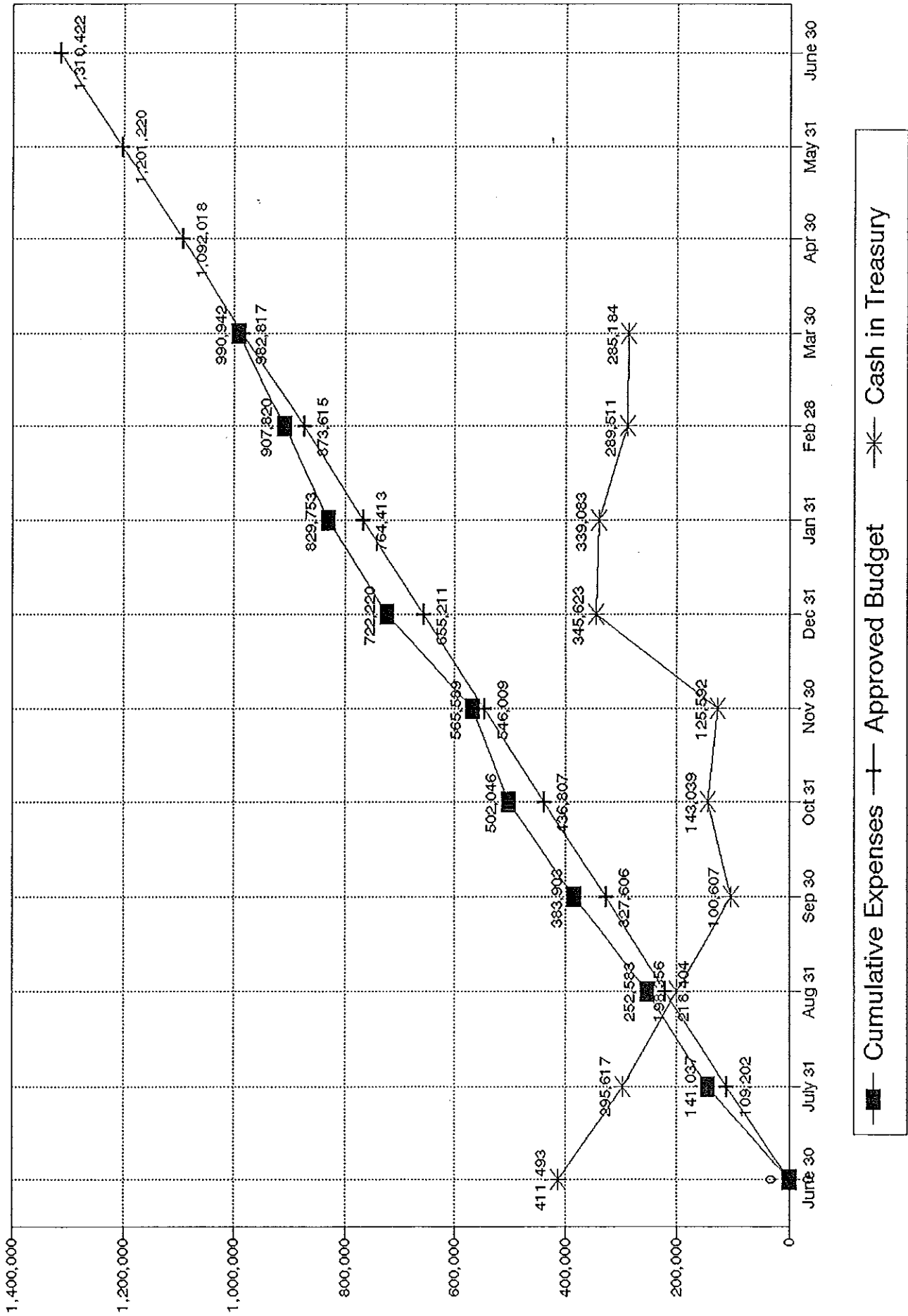
Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____



PLACENTIA LIBRARY DISTRICT. FISCAL YEAR 1992-93 BUDGET



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 19, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	515,652.27	554,890.34	48,781.03	48,379.37	53.50%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	13,804.65	0.00	13,804.65	48.45%
		992,800.00	529,701.69	568,694.99	48,781.03	62,184.02	53.35%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	55,909.30	71,179.72	0.00	0.00	71.68%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	2,396.50	484.67	2,396.50	0.00	479.30%
623-011	TOTAL PROP. TAXES - PRIOR SECURED	1,500.00	0.00	1,462.70	0.00	0.00	0.00%
		40,000.00	20,216.55	15,450.44	2,396.50	0.00	50.54%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
629-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	29,458.49	38,757.72	0.00	0.00	58.92%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	21,493.50	23,077.31	4,190.59	4,547.97	71.65%
661-623	TOTAL INTEREST	250.00	0.00	0.00	0.00	0.00	0.00%
		30,250.00	21,493.50	23,077.31	4,190.59	4,547.97	71.05%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	0.00	0.00	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	23,997.90	16,679.81	0.00	0.00	119.99%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	51,348.00	0.00	0.00	125.00%
697-003	State - Family Literacy	9,255.00	12,500.00	9,255.00	12,500.00	0.00	135.06%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	63,633.90	98,499.81	12,500.00	0.00	114.71%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	20,192.07	(412.10)	2,453.17	0.00	67.31%
787-001	Outlawed warrant - 6 months	0.00	8,481.14	182.25	8,473.14	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	28,673.21	10,025.83	10,926.31	0.00	95.58%
	5071 FUND TOTAL	1,310,422.00	864,632.90	840,728.10	78,794.43	66,731.99	65.98%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 19, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	581,223.79	517,563.65	50,219.91	53,600.00	79.05%
020-000	Retirement	107,075.00	89,063.84	73,863.99	3,440.00	4,000.00	83.18%
	Health Insurance/Care America	36,200.00	31,253.19	20,157.36	2,992.43	2,714.17	86.33%
	Long Term Disability	0.00	1,699.11	0.00	566.58	0.00	
	Vision Service Plan	2,250.00	1,531.60	1,579.92	178.72	172.96	68.07%
	Dental	6,600.00	4,427.32	4,167.94	497.96	924.08	67.08%
030-000	Total Employee Insurance	45,050.00	38,911.22	25,905.22	4,235.69	3,811.21	86.37%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,405.00	413.95	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	3,298.85	4,746.16	1,334.00	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	715,077.46	623,504.02	59,643.55	61,622.48	79.73%
070-000	Communications	6,200.00	2,835.80	4,064.26	265.14	440.53	45.74%
070-005	Communications - Computer	0.00	4,289.13	0.00	846.93	0.00	
070-008	Communications - Literacy	1,200.00	664.38	905.69	95.57	103.02	55.37%
	Total Communications	7,400.00	7,789.31	4,969.95	1,207.64	543.55	105.26%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	2,847.39	3,925.49	0.00	590.95	63.28%
110-000	Insurance	16,500.00	0.00	(25.13)	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	4,125.68	7,378.16	2,17.94	460.09	55.01%
	HVAC	8,000.00	6,623.57	9,025.38	649.37	0.00	82.79%
	Carpet Cleaning	5,950.00	2,894.55	1,673.50	0.00	0.00	48.65%
	Groundskeeping, City of Placentia	23,000.00	17,525.90	23,353.61	3,690.56	9,359.76	76.20%
	Plumbing	750.00	444.04	0.00	0.00	0.00	59.21%
	Electrical	2,250.00	503.47	1,921.83	0.00	0.00	22.38%
	Cleaning Service	14,000.00	10,748.16	8,777.64	1,130.52	2,183.04	76.77%
	Locksmith	500.00	87.45	452.43	0.00	105.46	17.49%
	Other	500.00	690.00	897.31	0.00	428.48	138.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	39,517.14	46,301.70	5,470.45	12,076.74	71.91%
160-000	Memberships	3,500.00	3,359.00	3,068.19	805.00	1,139.00	95.97%
170-000	Miscellaneous Expense	0.00	0.00	71.75	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	8,588.54	4,070.75	334.60	350.73	214.71%
	Printing	11,000.00	3,299.56	1,754.34	129.14	67.81	30.00%
	EZ Copy - copy cards for sale to patrons	1,750.00	947.00	1,698.50	0.00	0.00	54.11%
	Publications	650.00	1,985.00	0.00	0.00	0.00	305.38%
	Paper	300.00	874.05	80.00	79.17	22.81	291.35%
	Drinking Water Service	350.00	224.55	149.70	24.95	0.00	84.16%
	Other Office Supplies	8,000.00	7,044.48	4,313.88	718.75	368.69	88.06%
	Total Office Supply Expense	26,050.00	22,963.18	12,087.17	1,286.61	810.04	88.15%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	603.09	1,408.95	0.00	0.00	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	0.00	0.00	20.89%
	Other Office Supplies	500.00	1,499.36	253.70	1,073.91	70.03	299.67%
	Total Literacy Office supply expense	2,800.00	2,123.34	1,757.19	1,073.91	70.03	75.83%
180-009	Family Literacy Supply Expense	500.00	4,181.87	455.87	608.64	0.00	836.37%
	Total Office Expense	29,350.00	29,268.39	14,737.44	2,969.16	880.07	99.72%
183-000	Postage Expense	1,500.00	1,287.71	993.71	208.70	0.00	85.85%
183-008	Postage Expense - Literacy	500.00	657.89	203.00	87.00	0.00	131.58%
	Total Postage Expense	2,000.00	1,945.60	1,196.71	293.70	0.00	97.28%
	Care Resources (Employee Assistance)	650.00	507.50	568.25	101.50	50.75	78.08%
	Pension Contribution & Operating Expenses	4,000.00	4,323.90	3,091.33	0.00	0.00	108.10%
	Anaheim Library	30,000.00	4,985.98	23,608.67	0.00	15,900.67	16.62%
	Clipping Service	400.00	307.10	307.10	30.71	30.71	76.78%
	Tax Collection Services & Fees by Orange County	600.00	242.95	454.46	31.37	59.26	40.49%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	324.00	445.50	40.50	0.00	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	2,336.39	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	3,712.15	2,205.01	340.71	1,000.00	742.43%
	Total Specialized Services	60,400.00	20,068.36	36,381.71	544.79	17,066.34	33.23%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	968.50	2,069.14	120.00	0.00	43.04%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	1,522.26	0.00	315.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	1,363.73	1,315.84	5.99	34.51	9.09%
	Total Specialized Services	79,150.00	23,212.59	43,288.95	670.78	17,415.65	29.33%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	71,800.00	0.00	35,900.00	
230-000	Small Tools/Instruments		497.32	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	136.82	0.00	75.46	4.98%
240-001	Special Department Expense - Books	85,747.00	77,052.46	89,958.92	2,790.06	5,012.52	89.86%
240-002	Special Department Expense - Video	10,000.00	209.74	4,809.18	0.00	848.68	2.10%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	26,269.91	2,482.54	941.20	464.73	95.53%
240-005	Special Department Expense - Audio	5,000.00	3,442.48	5,084.69	822.50	637.13	68.85%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	682.55	287.91	0.00	0.00	195.01%
	Total Special Department Expense	128,897.00	107,790.89	110,798.56	4,553.76	7,036.52	83.63%
250-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	(4,486.73)	8,803.67	141.65	244.15	89.97%
270-008	Transportation/Travel - Literacy	500.00	714.00	236.00	360.00	0.00	142.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	584.25	9.95	114.25	0.00	534.25%
	Total Transportation/Travel - Meetings	5,600.00	5,746.98	9,049.62	615.90	244.15	102.62%
280-000	Electricity	63,000.00	45,172.07	46,330.88	5,919.79	16,935.39	71.70%
	Gas	6,250.00	1,889.92	4,032.51	573.69	981.50	29.92%
	Water	1,750.00	1,558.40	1,050.40	180.10	8.07	89.05%
	Total Utilities	71,000.00	48,600.39	51,413.74	6,673.58	17,924.96	68.45%
	TOTAL SUPPLIES & SERVICES	411,047.00	275,254.02	368,655.40	23,477.91	94,213.88	66.96%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,173.00	0.00	0.00	40.67%
400-000	Equipment	0.00	0.00	19,583.43	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	1,653.86	0.00	823.36	0.00%
	Total Equipment	1,000.00	0.00	21,710.25	0.00	823.36	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	21,817.98	0.00	823.36	0.00%
	TOTAL EXPENSES	1,310,422.00	990,941.52	1,015,150.40	83,121.46	156,659.72	75.62%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	5,246.91	5,643.98	1,736.48	173.05	72.37%
	Total 009 - Family Literacy	2,450.00	6,242.93	2,275.99	722.89	315.00	254.81%



Placentia Library District
Balance Sheet

March 31, 1993

Assets

General Fund	14,795.67	
Literacy Fund	7,723.93	
County Exempt	12,392.80	
Payroll Account	16,384.03	
Savings (P/R Support)	6,338.60	
Savings (P/R Fees)	(259.34)	
Certificates of Deposit	20,004.57	
Petty Cash/Change	0.00	

Total Assets		77,380.26 =====

Liabilities

Manual Payroll Checks	1,984.93	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	483.54	
Insurance Payable	(937.08)	
Credit Union Payable	(785.35)	
Union Dues Payable	472.14	
Other Employee Deductions	523.91	

Total Liabilities		1,550.17

Capital

Fund Balance	75,830.09	

Total Capital		75,830.09 -----
Total Liabilities and Capital		77,380.26 =====

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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,846.99
Checks Out				
	3496	4.50		
	3584	46.82		
TOTALS		51.32	0.00	
CHECKBOOK BAL				14,795.67

Edmund
4/12/93

03/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	03/31/93
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	35.75	35.75
Cash Register-Fines	3,337.27	3,337.27
Cash Register-Damaged Items	23.41	23.41
Cash Register-Lost Items	49.95	49.95
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	158.75	158.75
Cash Register-Computer Rental	169.50	169.50
Typewriter Income	3.00	3.00
Telephone Income	55.67	55.67
Copy Machine Income	63.04	63.04
State Library Reimbursements	10,223.81	10,223.81
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,141.35	1,141.35
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,261.50	15,261.50
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,261.50	15,261.50
Expenses		
Transfers to County	15,761.76	15,761.76
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	326.89	326.89
Postage (183)	146.00	146.00
Prof. & Spec. Services (190)	40.00	40.00
Special Departmental Expense (240)	102.00	102.00
Transportation & Travel (270)	32.00	32.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	16,408.65	16,408.65
	-----	-----
Operating Income (Loss)	(1,147.15)	(1,147.15)

03/31/93

Page 2
Part 1 of 1 Parts

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

	Total	03/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(1,147.15)</u>	<u>(1,147.15)</u>

03/31/93

Page 1

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

	03/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	86.15
Cash Register-Fines	20,458.33
Cash Register-Damaged Items	82.81
Cash Register-Lost Items	32.68
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,297.26
Cash Register-Computer Rental	1,075.00
Typewriter Income	165.51
Telephone Income	589.86
Copy Machine Income	762.86
State Library Reimbursements	34,221.71
State Library Grants	25,000.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	11,422.30
Interest Income	10.35
Miscellaneous Income	0.00

Total Income	110,018.57
Cost of Sales	

Gross Profit (Loss)	110,018.57
Expenses	
Transfers to County	87,574.60
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	190.24
Office Expense (180)	1,837.99
Postage (183)	2,175.04
Prof. & Spec. Services (190)	506.80
Special Departmental Expense (240)	657.39
Transportation & Travel (270)	2,043.40
Equipment (400)	0.00
Taxes and Fees (370)	598.00

Total Expenses	96,031.38

Operating Income (Loss)	13,987.19

03/31/93

Page 2

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

Part 1 of 1 Parts

03/31/93

Other Income

Other Expenses

Net Income (Loss)

13,987.19
=====

03/31/93

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 93 Period 9
 General Fund

Page 1

Check	Date	Payee	Amount
3571	03/02/93	Cesar O. Alba 0-5118-01 Prof. & Spec. Services (190)	40.00 40.00
3572	03/04/93	Preservation Press 0-5120-01 Special Departmental Expense (24)	102.00 102.00
3573	03/10/93	Smart & Final 0-5114-01 Office Expense (180)	66.76 66.76
3574	03/10/93	Smart & Final 0-5114-01 Office Expense (180)	51.59 51.59
3575	03/10/93	VOID VOID	0.00
3576	03/10/93	Toys R Us 0-5114-01 Office Expense (180)	17.67 17.67
3577	03/19/93	O.C. Auditor 0-5102-01 Transfers to County	15,761.76 15,761.76
3578	03/19/93	E.D. Minter 0-5114-01 Office Expense (180)	33.96 33.96
3579	03/24/93	U.S. Postmaster 0-5116-01 Postage (183)	146.00 146.00
3580	03/24/93	VOID VOID	0.00
3581	03/24/93	Office Depot 0-5114-01 Office Expense (180)	87.51 87.51
3582	03/24/93	CM School Supply 0-5114-01 Office Expense (180)	19.33 19.33
3583	03/24/93	Elisabeth Culver 0-5122-01 Transportation & Travel (270)	32.00 32.00
3584	03/24/93	Newport Stationers 0-5114-01 Office Expense (180)	46.82 46.82
Checkbook 1 Total			16,405.40

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5102-01 Transfers to County	15,761.76
0-5114-01 Office Expense (180)	323.64
0-5116-01 Postage (183)	146.00
0-5118-01 Prof. & Spec. Services (190)	40.00
0-5120-01 Special Departmental Expense (240)	102.00
0-5122-01 Transportation & Travel (270)	32.00

	16,405.40
	=====

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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,124.93
Checks Out				
	1123	371.00		
	1129	30.00		
TOTALS		401.00	0.00	
CHECKBOOK BAL				7,723.93

Esmeralda
4/12/93

03/31/93

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

Page 1
 Part 1 of 1 Parts

	Total	03/31/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Books/Materials Income	0.00	0.00
Interest Income	10.31	10.31
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40.31	40.31
Cost of Sales		
	-----	-----
Gross Profit (Loss)	40.31	40.31
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	60.00	60.00
	-----	-----
Total Expenses	60.00	60.00
Operating Income (Loss)	(19.69)	(19.69)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(19.69)	(19.69)
	=====	=====

03/31/93

Page 1

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

Part 1 of 1 Parts

	03/31/93
Income	
Gifts Income	852.00
Tutor Training Income	790.00
Workshops Income	40.00
Books/Materials Income	35.40
Interest Income	109.09
Miscellaneous Income	0.00

Total Income	1,826.49
Cost of Sales	-----
Gross Profit (Loss)	1,826.49
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	214.14

Total Expenses	633.14
Operating Income (Loss)	1,193.35
Other Income	
Other Expenses	-----
Net Income (Loss)	1,193.35
	=====

03/31/93

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 93 Period 9
Literacy Fund

Page 1

Check	Date	Payee		Amount
1127	02/03/93	LVA - Dinsmore Contr		30.00
		0-5210-02 Miscellaneous	30.00	
1128	03/24/93	Friends of Washoe Co		30.00
		0-5210-02 Miscellaneous	30.00	

		Checkbook 2 Total		60.00

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5210-02 Miscellaneous	60.00
	60.00

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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,392.80
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				12,392.80

*Account
4/12/93*

03/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	03/31/93
Income		
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	746.72	746.72
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	17.73	17.73
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	1,500.00	1,500.00
	-----	-----
Total Income	2,521.95	2,521.95
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,521.95	2,521.95
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	200.00	200.00
Vending Machine Supplies	319.21	319.21
Vending Machine Repairs	241.75	241.75
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	27.58	27.58
Friend's-Other Activities	0.00	0.00
Library Board Expenses	48.49	48.49
Gulf Arab Grant	0.00	0.00
Community Grant Expense	8.71	8.71
Miscellaneous	0.00	0.00
Lobbyist Expense	2,218.61	2,218.61
	-----	-----
Total Expenses	3,064.35	3,064.35
	-----	-----
Operating Income (Loss)	(542.40)	(542.40)
Other Income		
Other Expenses		
	-----	-----

03/31/93

Page 2
Part 1 of 1 Parts

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

Net Income (Loss)	Total (542.40) =====	03/31/93 (542.40) =====
-------------------	----------------------------	-------------------------------

03/31/93

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

Page 1
Part 1 of 1 Parts

	03/31/93
Income	
Cash Register-Copy Cards-Exempt Fund	643.50
Microfilm/Microfich Income	202.50
Meeting Room Income	2,856.20
Test Proctoring Income	60.00
Vending Machine Income	5,691.60
Friends Contributions	2,000.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	0.00
Interest Income	74.84
Miscellaneous Income	50.60
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00

Total Income	17,062.32
Cost of Sales	-----
Gross Profit (Loss)	17,062.32
Expenses	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	2,800.00
Vending Machine Supplies	2,993.36
Vending Machine Repairs	368.84
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	611.41
Friend's-Other Activities	280.20
Library Board Expenses	795.88
Gulf Arab Grant	483.36
Community Grant Expense	8.71
Miscellaneous	0.00
Lobbyist Expense	2,218.61

Total Expenses	11,784.03

Operating Income (Loss)	5,278.29
Other Income	
Other Expenses	-----

03/31/93

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)

03/31/93
5,278.29
=====

03/31/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 93 Period 9
County Expempt

Page 1

Check	Date	Payee		Amount
757	03/04/93	Smart & Final 0-5321-03 Community Grant Expense	8.71	8.71
758	03/15/93	Accurate Vending 0-5306-03 Vending Machine Repairs	241.75	241.75
759	03/15/93	E.D. Minter 0-5314-03 Friend's-Director's Fund	27.58	27.58
760	03/15/93	Orange County Audito 0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00	200.00
761	03/15/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	319.21	319.21
762	03/15/93	California Advocates 0-5323-03 Lobbyist Expense	2,218.61	2,218.61
763	03/17/93	Christopher's Flower 0-5318-03 Library Board Expenses	48.49	48.49
Checkbook 3 Total				3,064.35

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
0-5304-03 Vending Machine Supplies	319.21
0-5306-03 Vending Machine Repairs	241.75
0-5314-03 Friend's-Director's Fund	27.58
0-5318-03 Library Board Expenses	48.49
0-5321-03 Community Grant Expense	8.71
0-5323-03 Lobbyist Expense	2,218.61

	3,064.35
	=====

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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				19,347.06
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				19,347.06

Sumuk
2/12/93

03/31/93

Page 1
 Part 1 of 1 Parts

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

	Total	03/31/93
Income		
Transfers from County	54,440.00	54,440.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	54,440.00	54,440.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	54,440.00	54,440.00
Expenses		
Salaries	53,511.98	53,511.98
Employee Benefits	(531.32)	(531.32)
Employer Payroll Taxes	4,034.49	4,034.49
Payroll Processing Fees	317.54	317.54
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,332.69	57,332.69
Operating Income (Loss)	(2,892.69)	(2,892.69)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,892.69)	(2,892.69)
	=====	=====

03/31/93

Page 1

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

Part 1 of 1 Parts

	03/31/93
Income	
Transfers from County	626,587.74
Interest Income-CD's	400.28
Interest Income-Savings	490.47
Miscellaneous Income	0.00

Total Income	627,478.49
Cost of Sales	-----
Gross Profit (Loss)	627,478.49
Expenses	
Salaries	570,861.32
Employee Benefits	(531.32)
Employer Payroll Taxes	41,777.25
Payroll Processing Fees	3,475.48
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00

Total Expenses	615,621.71
Operating Income (Loss)	11,856.78
Other Income	
Other Expenses	-----
Net Income (Loss)	11,856.78
	=====

03/31/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 93 Period 9
Payroll Account

Page 1

Check	Date	Payee	Amount
557	03/16/93	Dan Garrett 0-5402-04 Salaries	164.29
558	03/30/93	Cinde McClain 0-5402-04 Salaries	857.49
559	03/30/93	Peggy Burkich 0-5402-04 Salaries	858.06
Checkbook 4 Total			1,879.84

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5402-04 Salaries	1,879.84

	1,879.84
	=====

TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant *kc*

DATE: April 15, 1993

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

CLIENT PROGRESS REPORT FOR MARCH 1993**

**Since the installation of the new Dynix computer system in June 1992, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: April 19, 1993
 SUBJECT: MARCH, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS MARCH 1-31, 1993

Beginning Balance 03/01/93			\$ 652.41
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 731.72		
Total Materials & Supplies		\$ 319.21	
Total Repairs		241.75	
Vend Machine Loan Payback		<u>200.00</u>	
	<u>\$ 731.72</u>	<u>\$ 760.96</u>	
Ending Balance 03/31/93			<u>\$ 623.17</u>
Check to be issued 04/19/93			\$ 200.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 02/28/93	2,500.00
March Payment	<u>200.00</u>
February Balance 02/28/93	<u>\$2,300.00</u>

Prepared by: Charlene Dumitru

PLACENTIA LIBRARY DISTRICT
 CIRCULATION REPORT
 (Prepared from the Anaheim Public Library Report)
 April 19, 1993

CATEGORY	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	12,714	15,647	96,419	107,404	-10.23%
Adult Paperbacks	1,664	2,795	14,407	22,009	-34.54%
Juvenile Books	11,162	13,037	80,545	83,515	-3.56%
Juvenile Paperbacks	1,543	1,828	16,007	14,363	11.45%
TOTAL BOOKS	27,083	33,307	207,378	227,291	-8.76%
PERIODICALS	801	713	5,397	5,768	-6.43%
Pamphlets/Govt. Documents	106	230	777	969	-19.81%
Pictures	5	0	20	0	-17.75%
TOTAL EPHEMERAL	111	230	797	969	-14.05%
Total Adult Print	15,290	19,385	117,020	136,150	-1.35%
Total Juvenile Print	12,705	14,865	96,552	97,878	-8.74%
TOTAL PRINT	27,995	34,250	213,572	234,028	191.40%
Video	2,811	1,762	22,059	7,570	-26.62%
Audio	1,505	1,802	10,914	14,874	46.91%
TOTAL AUDIO-VISUAL	4,316	3,564	32,973	22,444	-38.98%
EQUIPMENT	14	4	36	59	
UNASSIGNED	0	0	155	0	
TOTAL CIRCULATION	32,325	37,818	246,736	256,531	-3.82%



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: April 6, 1993

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	MARCH	TOTAL
Covell, Fredi	13.25	40.25
Deputy, Paul	34.00	4257.25
George Key School	0.00	724.25
Goldbaum, Mae	6.50	323.75
Grandparents & Books	7.00	104.75
Ismailjee, Salehah	0.00	96.50
JTPA Students	65.00	646.00
Kremling, Karen	10.25	10.25
ROP Students	84.75	2356.75
Vesely, Pat	3.5	277.75

TEMPORARY VOLUNTEERS

TOTAL 224.25

LVA VOLUNTEERS

Literacy Volunteers 620.50

COMBINED TOTAL 844.75

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

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

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the literacy campaign.



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *ma*
DATE: April 19, 1993
SUBJECT: Building Maintenance Report for March, 1993

1. FRIENDS ROOM

Installation of shelving was completed, with 6 foot high shelves along three sides of the room. Friends president Irot was present at the time and is pleased with the result. The Library donated an ergonomically correct chair for the Friends' use.

2. RETURNS DESK

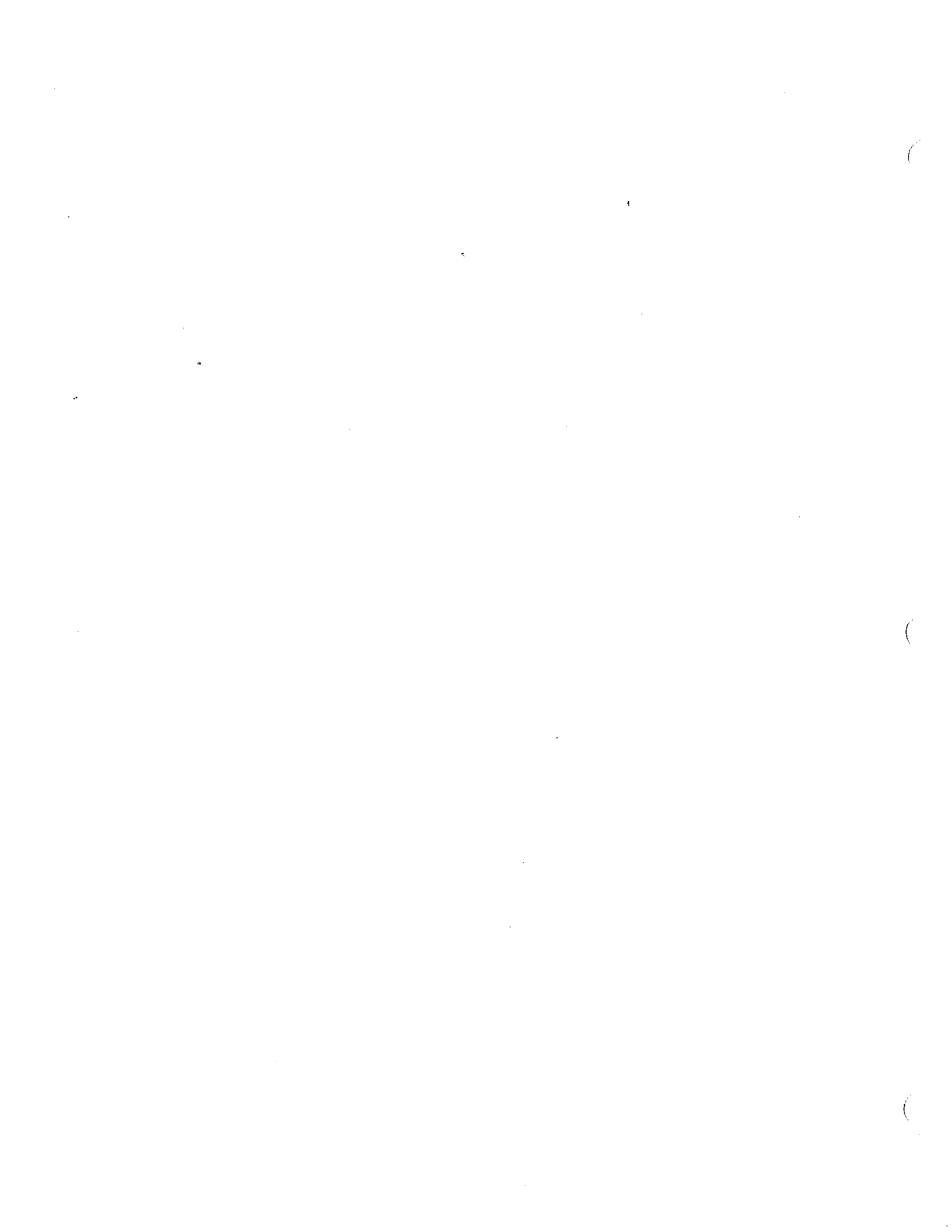
Two slots for returning library materials were cut into the top of the returns desk. One slot is for books, magazines, and audio books; the other is for videos, audio cassettes, and CDs.

3. FIRE EXTINGUISHERS

A routine tour of the building showed that one of the recently recharged extinguishers had become discharged. The unit had a faulty O-ring, which was replaced, and has been recharged and is back on-line.

4. MISCELLANEOUS

The south-east corner of the Periodicals Storage area was rearranged such that the space is more efficiently used. Safety committee Chair Byrne made the request, and participated in the task.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: April 19, 1993
SUBJECT: Personnel Report for March, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

Irene Adams, part-time page (Circulation) effective March 29, 1993

TERMINATIONS:

None

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

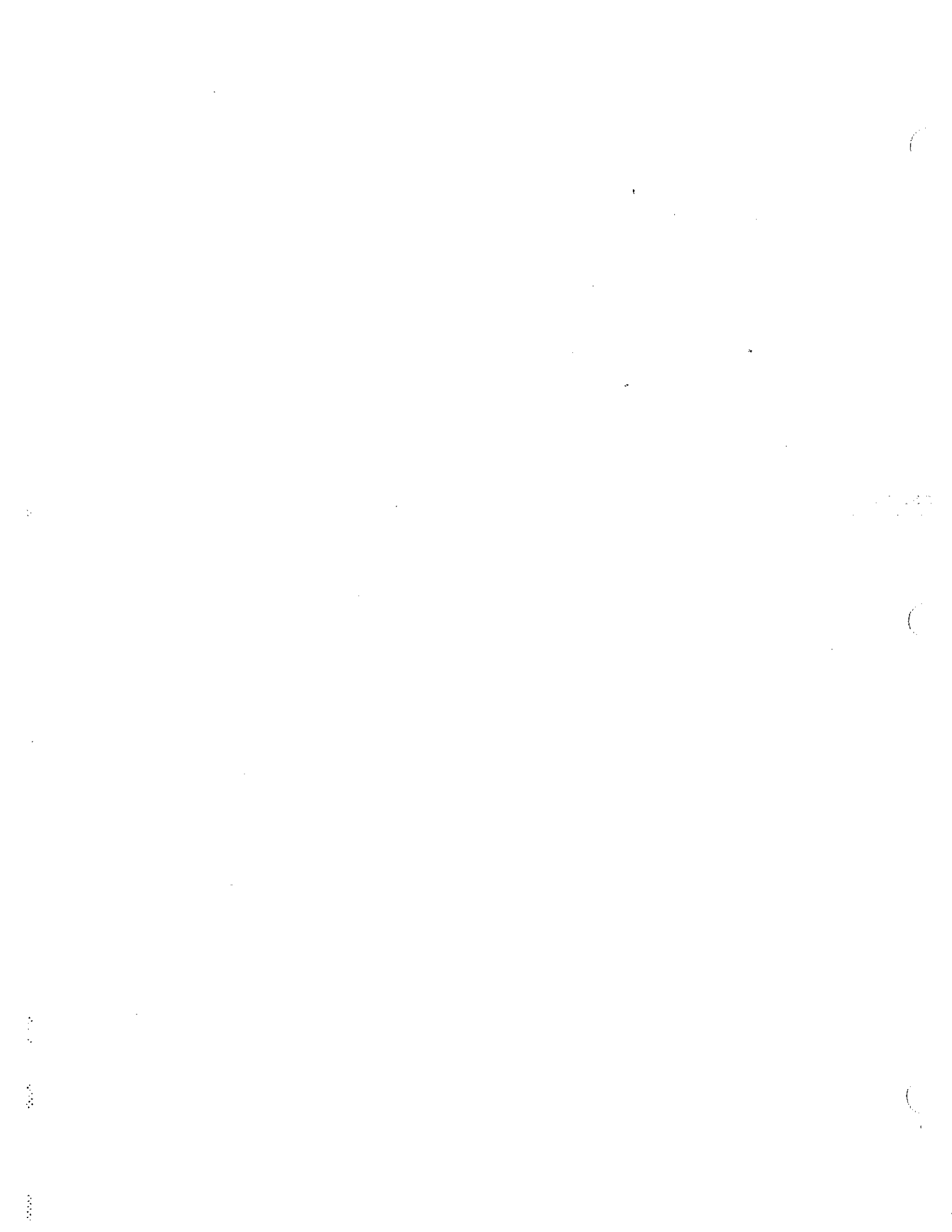
FROM: Elizabeth D. Minter, Library Director *adm*

DATE: April 19, 1993

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

As of the time of the distribution of the Agenda the invoice from the City had not been received.

If it arrives before the Board Meeting the analysis will be distributed at the Meeting.



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: April 19, 1993
SUBJECT: Transmittal of Placentia History Collection Policy
as adopted by the Library Board of Trustees,
March 15, 1993

BACKGROUND:

At the March 15, 1993 Library Board meeting, the Placentia Local History Study Committee presented a proposed Placentia Local History Collection Policy for adoption.

The committee also proposed renaming the California Room to the Placentia Local History Room.

The name change was adopted except for the word "local," thus the new name is the Placentia History Room.

The policy also was adopted, but because of the modified name of the room, the word "local" was directed to be removed, as appropriate.

Changes have been made; the modified policy is attached.

RECOMMENDATION:

Receive and file.

PLACENTIA HISTORY COLLECTION POLICY

STATEMENT OF PURPOSE

The Placentia History Collection of the Placentia Library District has as its primary purpose the acquisition, organization and preservation of both primary and secondary materials relevant to the history of Placentia and its vicinity. As a resource center for the people of Placentia, this collection will include both historical and current information concerning the cultural, geographic, agricultural, economic, social, and political development of the Placentia area.

GIFTS AND DONATIONS

Gifts and donations of historical materials, as well as the placing of materials on deposit with the Library, should be encouraged. Appropriate forms are prepared for such purpose. The publicizing of the Placentia History Collection and requests for gifts, donations and deposits is the responsibility of the Library administration, the Friends of the Placentia Library, and the Placentia Historical Committee. Concerted efforts may be made to locate historically relevant materials in the possession of private individuals, societies and civic organizations, as well as public agencies, with a view toward acquiring or copying such materials for the Placentia History Collection.

OWNERSHIP

There are two basic categories of ownership of materials in the Placentia History Collection:

1. Direct ownership by the Library, making the material the property of the Placentia Library. This category consists of material purchased by the Placentia Library or given to it without conditions attached or with such conditions as the Library shall accept at the time of donation.
2. Material on deposit from individuals, associations or organizations, including the Friends of the Placentia Library and the Placentia Historical Committee. In this category actual ownership of materials rests with the depositing party and the Library has use of the materials consistent with such conditions as are agreed upon at the time of the depositor modified subsequently by mutual consent.

Conditions of acceptance and disposition of acquired materials shall conform to the following guidelines as adapted from the Collections Policy for Placentia Historical Committee (City Policy No. 507).

PLACENTIA HISTORY COLLECTION POLICY

Page 2

Acquisition of Resources

All materials acquired under the auspices of the Placentia Library District shall be in accordance with the following:

1. Each item (or in the case of whole collections, a majority of its contents) shall meet collection criteria.
2. Acquisition procedure shall follow standards set by a professional organization in the field, e.g., the Society of American Archivists (SAA), American Association of Museums (AAM), American Association for State and Local History (AASLH). Manuals and guidelines of these organizations will be collected and kept on file.
3. The Placentia Library District and the Placentia Historical Committee shall jointly keep a record of all acquisitions and of all donors. Assigned staff or other Library officials shall be responsible for insuring that all records of collected items, deeds of gift, and inventories of the collections are stored and accessible.
4. All items accepted for acquisition shall meet one of the following sets of conditions:
 - A. They will be legally transferred to the Placentia Library District as the unrestricted owner of those items and of any copyrights and associated rights attached to them; or
 - B. They will be loaned to the Library to reproduce copies of and return the original to the owner, in which case the Library shall have full ownership and use of such copies.
5. When acquiring items of significant monetary value, Library Board of Trustees' review is required. The Library may require that an appraisal prepared by an independent party be furnished by the donor.
6. Insofar as possible, the Library should avoid acquiring historical resources with conditions attached as to their acquisition, use, or limitation on the Library's deaccession if that should be deemed appropriate.
7. Items of significant monetary value shall not be acquired without a waiver of liability signed by the donor. The Library shall not be required to carry insurance against loss or destruction of, or damage to, acquired materials, or in other respects to exercise greater precautions on the care of acquired items than it exercises with respect to

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its own property of a similar nature. "The Library shall not be liable for destruction of or damage to acquired items caused by civil commotion, war, natural disasters, or other factors beyond its control.

Deaccession of Resources

While the acquisition of historical materials should be done with such care that in most cases these items will be permanently retained, occasions will arise when limitations of space, obsolescence of information, duplication or deterioration will make the retention of some items unnecessary or unfeasible. A deaccessioning policy shall be established, following the guidelines of professional organizations such as SAA, AAM, and AASLH.

SECURITY

1. Responsibility and Procedures The library staff has the primary responsibility for providing security for the materials housed in the Placentia History Collection. No materials classified as rare or irreplaceable shall be given to anyone except under supervision of staff. No material shall be given to anyone who will not surrender a driver's license or other form of official identification. The staff member shall count in the presence of the researcher the material requested when it is given and returned. The staff member will initial a deposit slip that shall include the following information: name of researcher, address, purpose of research, and files given and returned.
2. Protective Equipment Every effort will be made to preserve the Collection through the use of locking cabinets and acid-free protective containers.
3. Segregation of the Collection The Placentia History Collection, as defined below, will be segregated, physically, from the Library's general collection in order to ensure security and careful handling.

ACQUISITION

1. Definition of "Local" and "History" For the purposes of this collection, the term "local" refers to an emphasis on the city of Placentia and surrounding areas in Placentia's sphere of influence or areas that have direct impact on Placentia. This includes, but is not limited to: Fullerton, Anaheim, Yorba Linda, and Brea.

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The foregoing definition does not, however, preclude acquisition of rare or irreplaceable material related to Orange County communities outside this delineation or Orange County in general.

The term "history" is used in its broadest sense and covers all periods of time from the area's earliest beginnings through the present.

2. Scope of the Collection Without reference to priority, the following written, printed and graphic material relevant to the history of the Placentia area will be collected:
 - a. Books and Pamphlets This includes general histories, biographies, autobiographies, local annuals, books written by Placentia authors, fiction with Placentia as a setting, poetry about Placentia or by Placentia poets, and descriptive works.
 - b. Periodicals Included in this category are newspapers, magazines, journals and newsletters. Acquisition of local newspapers is desirable, but for the most part is limited to those on microfilm or those which can be transferred to this form in the immediate future.
 - c. Government Documents While the Placentia History Collection is not intended to serve as the archives for governmental documents, selected items of historical significance should be acquired. This would include documents pertaining to socio-economic statistics of the area such as the U.S. Census publications.
 - d. Directories and Telephone Books Placentia directories are appropriate, as well as early Orange County directories which precede the publication of directories in Placentia.
 - e. Manuscripts This refers to a wide variety of records produced by individuals including diaries, journals, memoirs, correspondence, and scrapbooks.
 - f. Oral Histories Valuable historical information may be provided through the of oral history presentations of Placentia area residents.
 - g. Photographs and Postcards These include prints,

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- negatives and slides of the Placentia area and its residents.
- h. Maps Relevant local maps including not only road maps, but planning and topographical maps.
 - i. Posters Posters relevant to the Placentia area are appropriate.
 - j. Audiovisual Productions This refers to slide-tape productions, sound recordings, and video recordings with a direct relation to history of the area.
3. Exclusions In addition to any exclusions cited above, the Collection shall not include:
- a. Artifacts or any objects, the form, shape or size of which prevent convenient storage.
 - b. Ephemera which do not provide important historical information.
 - c. Duplicates, with rare exceptions.
4. Space and Financial Limitations The aforementioned collectible items represent optimum goals. However, it is understood that the development of this collection must be consistent with available space and financial resources.
5. Decision-making Responsibility Responsibility for deciding what materials fall within the guidelines of this acquisition policy belongs to the staff member assigned to the management of the Placentia History Collection, and, ultimately, to the Library Director.

COORDINATION WITH OTHER LOCAL HISTORY ORGANIZATIONS AND INSTITUTIONS

It is important that there be communication and coordination with the persons in charge of other local history collections in Orange County. This includes local history collections in other Orange County public libraries, UC Irvine's Special Collections Department, CSU Fullerton's Oral History Program and Special Collections, the George Key Ranch, the Placentia Founders Society, and the Placentia Historical Committee.

Finally, in order to maximize the function of the Placentia Library District as a local history resource, an active list of

PLACENTIA HISTORY COLLECTION POLICY
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other pertinent resources must be maintained. The Library shall work with other organizations, such as the Placentia Historical Committee, to design and maintain a list of historic resources.

Adopted March 10, 1993 by the
Placentia Local History Study
Committee.

Larry de Graaf,
Placentia Historical
Committee
Pat Jertberg,
Placentia Historical
Committee
Pat Irot,
Friends of Placentia
Library
Sal Addotta,
Placentia Library District

Accession No. _____

PLACENTIA LIBRARY DISTRICT
PLACENTIA HISTORY ROOM COLLECTION

Deed of Gift

I (we), the undersigned, as donors, hereby vest all incidents of absolute ownership of the following described property to the Placentia Library District, including all rights to copyright, and including the absolute and unrestricted right to reproduce, make available for research, adapt, publish, perform, or exhibit the property.

It is understood that the Library will take reasonable measures to ensure the preservation of the above described property. I (we) also have read the conditions of Acceptance of Gift on the reverse of this form and agree to any an all conditions thereof. We thank you for your gift!

Signed _____ Date _____

Name _____

Address _____

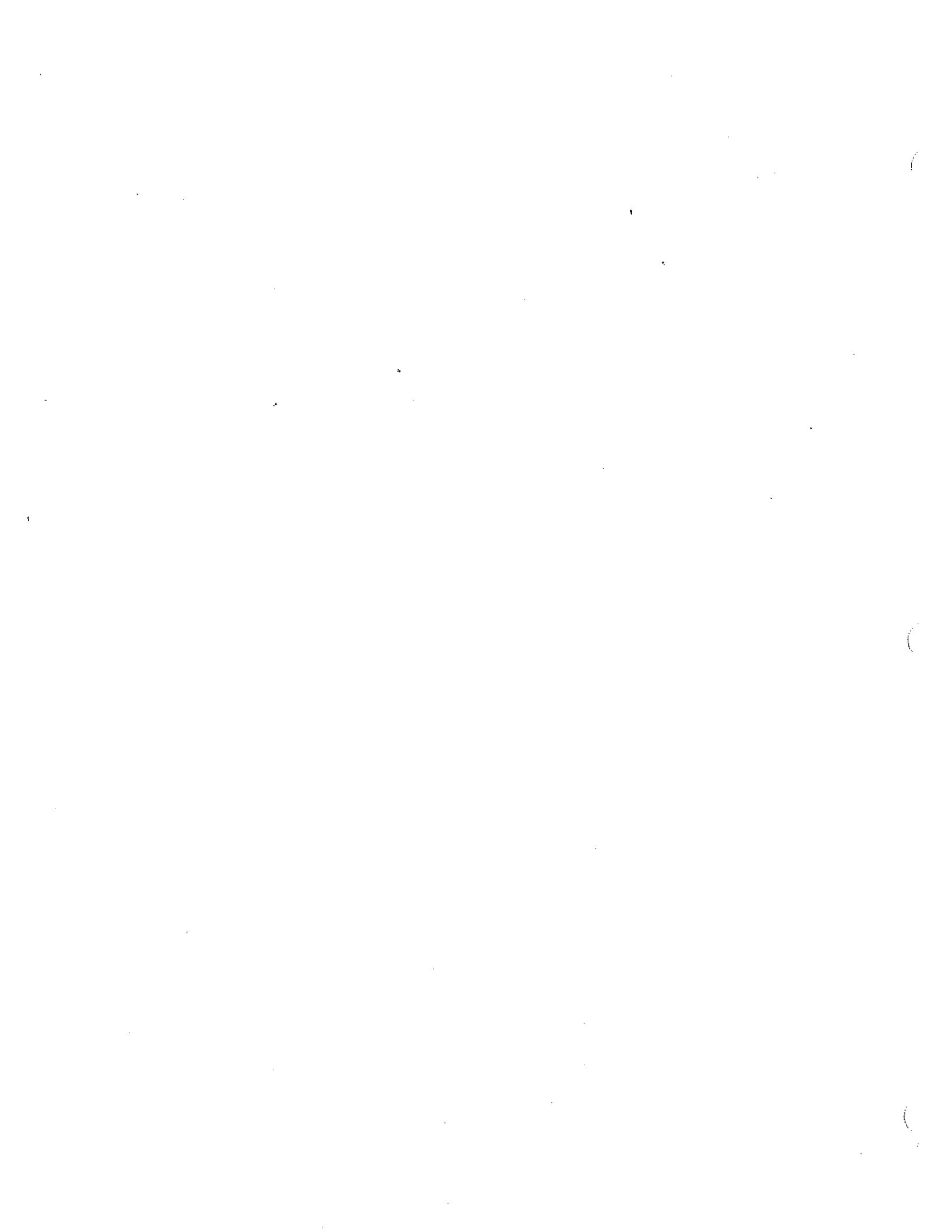
City _____ State _____ Zip _____

Telephone _____

Accepted by _____ Date _____

CONDITIONS OF ACCEPTANCE OF GIFT

1. The Placentia Library District will not be required to carry insurance against loss or destruction of, or damages to, said materials or in other respects to exercise greater precautions for the care and safety of said materials than it exercises with respect to its own property of the same or similar nature.
2. In no event shall the Library be liable for the destruction of, or damage or injury to, said materials caused by act of civil commotions, natural disasters, or other causes beyond its control.
3. The Library will consider the materials in this Deed of Gift as an unrestricted gift offer without limiting conditions, except as stated, to be used in any manner which is deemed to be in the best interest of the Library.



TO: Library Board of Trustees

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

DATE: April 19, 1993

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

BACKGROUND:

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

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

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

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

Landmark Bank has requested that pursuant to California Government Code Section 53653 that Placentia Library District provide a "Waiver of Security" for deposits that may be insured by Federal law.

RECOMMENDATION:

Approve and authorize signature by the Library Director; and receive and file the copy of the "Contract for the Deposit of Monies" and the "Waiver of Security" memo.

To: Landmark Bank

Attention: Jeanne L. Scherr
Vice Pres. and Mgr.

Re: Waiver of Security

Gentlemen,

California Government Code Section 53653 provides the following:

"When in his discretion local conditions so warrant, the treasurer may waive security for such portion of any deposits as is insured pursuant to federal law, notwithstanding this article."

Acting in my official capacity as Library Director, I have determined that this waiver is warranted by local conditions. Therefore, I hereby waive security for such portion of any deposits in your bank as may be insured pursuant to federal law.

I reserve the right to terminate this waiver by written notice at any time.

Sincerely,

Placentia Library District

Elizabeth D. Minter
Library Director

Date

Date

Depository File # _____
Treasurer File # _____
Agent of Depository File # _____
Auditor # _____

CONTRACT FOR DEPOSIT OF MONEYS.

THIS CONTRACT, relating to the deposit of moneys, made as of the 20th day of January, 1999,
between Elizabeth D. Minter (hereinafter designated "Treasurer") acting in his official capacity
as Library Director of Placentia Library District
("Treasurer," "Finance Director," etc.)
(hereinafter designated "Depositor"), and Landmark Bank (hereinafter designated "Depository")
having a paid-up capital and surplus of Seventeen million nine hundred twenty four Dollars (\$ 17,924,000.00)
thousand and 00/100 dollars

WITNESSETH:

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on January 20th, 1999,
moneys in his custody in an aggregate amount on deposit at any one time not to exceed Ten Million Dollars
Dollars (\$ 10,000,000.00), or the total of the paid-up capital and surplus of the Depository, whichever is the lesser amount, and said moneys
will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the conditions upon which said moneys are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of moneys.

2. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer.

3. Interest shall accrue on any moneys so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may legally be paid, all moneys deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository, but not less than 1/2 of 1% per annum on the average balance of such moneys kept on deposit with the Depository.

4. The Depository shall issue to the Treasurer at the time of each inactive deposit a receipt on a form agreed to by the Depository and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of interest payments, and the terms of withdrawal. Each deposit receipt is by reference made a part of this contract.

5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing with the date of deposit, eligible securities having a market value at least 10% in excess of the actual total amount of local agency moneys on deposit with the Depository. If such eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Section 53651 to be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply with the requirements of this Paragraph.

7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract is The Bank of California

Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code. A copy of this agreement is attached hereto.

8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Depository, including placement with any Federal Reserve Banks or branches thereof, and the following banks, other than the Depository, in cities designated as reserve cities by the Board of Governors of the Federal Reserve System:

9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.

10. The Depository may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.

11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are sold to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.

12. The Depository shall bear and pay the expenses of transportation to and from the Treasurer's office of moneys so deposited and the expenses of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository. The Depository shall also handle and pay all checks, drafts and other exchange without cost to Depositor.

13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

TREASURER:

DEPOSITORY:

Placentia Library District

Landmark Bank

By _____
Elizabeth D. Minter, Library Director

By *Jeanne Scherr*
Jeanne L. Scherr, V.P. & Manager

By _____

By _____

(CORPORATE SEAL)