

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: July 13, 1992  
SUBJECT: FY1992-1993 Operating Budget

**BACKGROUND:**

The attached proposed budget for the operating budget is in balance. No FUND 5071 operating reserves are required. FUND 5061 is used for the \$71,800 semi-annual bond payment.

Revenues:

It is estimated that property taxes will increase approximately 7%. I have checked this estimate with the Buena Park Library District, the Orange County Treasurer's Office and the City of Placentia.

I have been very conservative about the State Library estimates because I question whether the Legislature will continue some of the funding for the direct loan and Public Library Foundation Funds. Right now they seem secure but that could change very quickly.

It is very difficult to estimate the amount to expect from the District's recent increase in fines and fees which is listed under Other Revenue. The loss of circulation records for 2 months when the DYNIX System was being installed has resulted in a significant loss of revenue in this area because of the extra circulation load during the Yorba Linda Library closing.

Expenditures:

010-000 Salaries includes the reclassifications of three staff members, 2 Librarians and 1 Administrative Assistant/Literacy Coordinator to Librarian II/Literacy Coordinator; one staff member from Page to Library Aide (Adult Page); and the addition of a .50 FTE Librarian in the Children's Department so that professional coverage may be available more evenings and on the weekends.

020-000 Retirement includes both FICA at \$54,600 and the District's contribution to the Pension Fund at \$50,825.

032-000 Worker's Compensation includes both Worker's Compensation and



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Unemployment Insurance.

180-000 Printing includes \$8,000 for publishing Library pages in the *Placentia Quarterly*.

190-000 Anaheim Library is a real shot in the dark. They are still sending invoices for last year's services and have not given us any estimates on the costs of the new DYNIX System except to say that they expect that the costs will be about the same.

190-000 Advertising includes Yellow Pages listings and the Chamber of Commerce.

240-001 - 240-005 Library Materials Budget is significantly lower. If the funds from the State Library are greater than anticipated an additional \$20,000 to \$25,000 could be added to the book budget, 240-001. This budget maintains all periodicals, the rental new book collection, and all reference/continuation subscriptions. It negatively impacts the discretionary purchasing of new titles. However, we have just received approximately 50 boxes of new books that had been sitting unprocessed at Anaheim and we need to get these processed and on the shelves before beginning a lot of purchasing.

270-000 Meetings has been reduced from the previous years. I plan to use it more for training opportunities than conference travel.

400-111 Equipment is not budget because the security system is being purchased from the equipment replacement fund.

The details for FUNDS other than 5071 will be presented at the Board Meeting.

**RECOMMENDATION:**

1. ✓ To read Resolution 92-7 by title only. *stubb / west*
2. ✓ To adopt Resolution 92-7. *stubb / Em*
3. ✓ To approve reclassifications effective July 1, 1992, of Librarian Cindy McClain and Librarian Kay Schneider to Librarian II; of Literacy Coordinator Melanie Daniels from Administrative Assistant/Literacy Coordinator to Librarian II/Literacy Coordinator; and of Ester Guzman from Page to Library Aide. *stubb / Em*
4. ✓ To authorize the addition of a .50 FTE Librarian position for the Children's Department effective September 1, 1992. *stubb / Em / west*
5. To adopt Placentia Library District Organizational Chart for FY1992-1993. *west / Em*



RESOLUTION 92-7

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
~~ESTABLISHING~~ TO ADOPT FISCAL YEAR 1992-1993 BUDGETS  
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1992-1993 were reviewed at the Regular Meeting of the Board of Trustees on July 13, 1992,

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1992-1993 , and implements such on July 1, 1992, as follows: FUND Budget Unit 5021 for \$67,641, FUND Budget Unit 5031 for \$26,121, FUND Budget Unit 5061 for \$90,532, FUND Budget Unit 5071 for \$1,310,869.30, and FUND Budget Unit 5072 for \$6,465.

AYES: TRUSTEES:

NOES: TRUSTEES

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California )  
) ss.  
County of Orange )

I, Fred D. West, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of July, 1992.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of July, 1992.

\_\_\_\_\_  
Fred D. West, Secretary  
Board of Trustees of the Placentia Library District  
of Orange County



PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FOR FY 92-93

LIBRARY BOARD

LIBRARY DIRECTOR (1.0)

Public Information  
Library Assistant (.5)

Assistant Library Director (1.0)

Admin. Assistant (1.0)

Clerk I (.25)

Technical Processing  
Clerk II (1.38)

Circulation

Childrens  
Librarian II (1.0)

Adult Services  
Principal Librarian (1.0)

Librarian (.60)

Clerk II (1.0)

Circulation Desks  
Library Assistant (1.0)  
Clerk I (4.16)

Shelving  
Library Assistant (.5)  
Student Page (2.5)

Clerk I (.5)  
Library Aide (.5)

Volunteers  
Clerk II (.5)

Reference

Librarian II (1.0)  
Librarian I (1.0)  
Library Ass't (2.7)  
Clerk II (.25)  
Clerk I (1.0)  
Library Aide (1.1)

Literacy

Literacy Coordinator (1.0)  
Family Lit. Coordinator (.4)  
Library Assistant (.2)  
Clerk I (.5)  
Library Aide (.2)





PLACENTIA LIBRARY DISTRICT  
 REVENUE ESTIMATES FOR FUND 5071 FOR FISCAL YEAR 1992-1993  
 / 13, 1992

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 BUDGETED	JUNE FY92 PRELIMINARY	FY93 PROPOSED
621-000	Prop. Taxes - current secured	823,831.80	900,739.00	892,734.23	963,800.00
621-001		25,633.05	27,684.00	27,089.59	29,000.00
	TOTAL PROP. TAXES - CURRENT SECURED	849,464.85	928,423.00	919,823.82	992,800.00
622-000	PROP. TAXES - CURRENT UNSECURED	64,437.85	68,304.00	72,956.11	78,000.00
623-000	Prop. Taxes - Prior Secured	0.00	25,000.00	0.00	0.00
623-001	Secured final apportionment	11,360.50	0.00	10,269.97	11,000.00
623-002	Secured prior years	6,677.20	0.00	25,145.83	27,000.00
623-010		6,818.36	0.00	484.67	500.00
623-011			0.00	1,462.70	1,500.00
	TOTAL PROP. TAXES - PRIOR SECURED	24,856.06	25,000.00	37,363.17	40,000.00
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	977.62	0.00	1,257.53	1,500.00
626-000	Penalties & Costs - delinquent taxes	0.00	4,000.00	0.00	0.00
626-623		4,288.78	0.00	6,018.86	6,500.00
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,288.78	4,000.00	6,018.86	6,500.00
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	72,613.73	60,000.00	48,226.57	50,000.00
-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,103.03	0.00	3,703.65	4,500.00
661-000	Interest	44,491.46	45,000.00	40,140.00	30,000.00
661-623		1,839.42	0.00	232.72	250.00
	TOTAL INTEREST	46,330.88	45,000.00	40,372.72	30,250.00
669-000	STATE - HOMEOWNER PROP TAX RELIEF	19,789.93	20,000.00	20,374.56	21,400.00
697-000	State - ILL & Direct Loan Reimbursement		93,000.00	41,938.26	20,000.00
697-001	State - CA Foundation Funds		0.00	16,217.00	16,217.00
697-002	State - CA Literacy Campaign		0.00	51,348.00	10,000.00
697-003	State - Family Literacy		0.00	9,255.00	9,255.00
697-004	State - Grandparents & Books		0.00	5,000.00	0.00
	TOTAL STATE - OTHER	144,764.09	93,000.00	123,758.26	55,472.00
781-503	Transfer from Other District Funds	0.00	0.00	18,899.43	0.00
787-000	Other Revenue	13,612.14	20,000.00	(412.10)	30,000.00
787-001	Outlawed warrant - 6 months	356.55	0.00	0.00	0.00
787-003			0.00	17,526.72	0.00
	TOTAL OTHER REVENUE	13,968.69	20,000.00	17,114.62	30,000.00
	5071 FUND TOTAL	1,243,595.51	1,263,727.00	1,309,869.30	1,310,422.00



PLACENTIA LIBRARY DISTRICT					
EXPENDITURE ESTIMATES FOR FUND 5071 FOR FISCAL YEAR 1992-1993					
FISCAL YEAR 1992					
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 BUDGETED	JUNE FY92 PRELIMINARY	FY93 PROPOSED
010-000	Salaries & Wages	624,948.00	697,087.00	700,238.65	735,250.00
020-000	Retirement	86,162.64	100,658.00	87,508.99	107,075.00
	Health Insurance/Care America		0.00		36,200.00
	Vision Service Plan		0.00		2,250.00
	Dental		0.00		6,600.00
030-000	Total Employee Insurance	40,194.04	75,000.00	37,302.50	45,050.00
031-000	Unemployment Insurance	2,115.00	0.00	1,717.00	1,750.00
032-000	Workers Compensation - General	8,979.77	0.00	7,602.28	7,750.00
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>762,399.45</b>	<b>872,745.00</b>	<b>834,369.42</b>	<b>896,875.00</b>
070-000	Communications		6,000.00	0.00	6,200.00
070-008	Communications - Literacy		0.00	0.00	1,200.00
	Total Communications	5,841.73	6,000.00	6,985.35	7,400.00
090-000	Food	0.00	0.00	88.83	200.00
-000	Household Expense	3,311.71	3,000.00	4,479.02	4,500.00
110-000	Insurance	13,065.63	13,500.00	14,716.87	16,500.00
130-000	Maintenance of Equipment	3,003.13	4,000.00	7,575.16	7,500.00
	HVAC				8,000.00
	Carpet Cleaning				5,950.00
	Groundskeeping, City of Placentia				23,000.00
	Plumbing				750.00
	Electrical				2,250.00
	Cleaning Service				14,000.00
	Locksmith				500.00
	Other				500.00
140-000	Total Maintenance of Building & Grounds	44,124.45	43,419.00	60,144.19	54,950.00
160-000	Memberships	2,199.00	2,750.00	3,452.19	3,500.00
170-000	Miscellaneous Expense	0.00	0.00	349.86	0.00



OBJECT DE	DESCRIPTION	FY91 ACTUAL	FY92 BUDGETED	JUNE FY92 PRELIMINARY	FY93 PROPOSED
	Library Supplies				4,000.00
	Printing				11,000.00
	EZ Copy - copy cards for sale to patrons				1,750.00
	Publications				650.00
	Paper				300.00
	Drinking Water Service				350.00
	Other Office Supplies				8,000.00
180-000	Total Office Supply Expense		22,000.00		26,050.00
180-007	Grandparents & Books Supply Expense		0.00		0.00
	Printing				2,000.00
	Publications				200.00
	Paper				100.00
	Other Office Supplies				500.00
180-008	Total Literacy Office supply expense		0.00		2,800.00
180-009	Family Literacy Supply Expense		0.00		500.00
	Total Office Expense	19,390.29	22,000.00	24,542.09	29,350.00
183-000	Postage Expense		0.00		1,500.00
183-008	Postage Expense - Literacy		0.00		500.00
	Total Postage Expense	2,375.04	0.00	1,768.06	2,000.00
	Care Resources (Employee Assistance)				650.00
	Pension Contribution & Operating Expenses				4,000.00
	Anaheim Library				30,000.00
	Clipping Service				400.00
	Tax Collection Services & Fees by Orange County				600.00
	Advertising				750.00
	Medical Exams				750.00
	Collection Services				1,750.00
	Audit				3,000.00
	Payroll Preparation				4,000.00
	Election Expenses				13,000.00
	Staff Training in Library				1,000.00
	Other				500.00
190-000	Total Specialized Services	61,688.26	80,000.00	64,407.71	60,400.00
190-001	Specialized Services - City of Anaheim	10,278.00	0.00	0.00	0.00
190-008	Specialized Services - Literacy	6,093.95	0.00	2,069.14	2,250.00
190-009	Specialized Services - Family Literacy	0.00	0.00	2,467.26	1,500.00
190-018	Tax Collection Services & Fees by Orange County	0.00	0.00	13,553.04	15,000.00
	Total Specialized Services	78,060.21	80,000.00	82,497.15	79,150.00

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OBJECT		FY91	FY92	JUNE FY92	FY93
CODE	DESCRIPTION	ACTUAL	BUDGETED	PRELIMINARY	PROPOSED
200-000	Legal Notices	0.00	0.00	600.27	500.00
210-000	Rents/Leases-Equipment	0.00	0.00	82.00	0.00
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	71,800.00	0.00
240-000	Special Department Expense - Miscellaneous	0.00		745.48	300.00
240-001	Special Department Expense- Books	122,463.09		115,541.59	85,747.00
240-002	Special Department Expense - Video	5,790.92		5,115.55	10,000.00
240-003	Special Department Expense - City of Anaheim	0.00		3,776.83	0.00
240-004	Special Department Expense - Periodicals	10,233.49		4,159.91	27,500.00
240-005	Special Department Expense - Audio	5,411.88		7,461.82	5,000.00
240-007	Special Department Expense - Grandparents & Bks	0.00		4,461.67	0.00
240-009	Special Department Expense - Family Literacy	0.00		590.51	350.00
	Total Special Department Expense	143,899.38	130,000.00	141,853.36	128,897.00
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00
270-000	Transportation/Travel - Meetings		10,000.00		5,000.00
270-008	Transportation/Travel - Meetings - Literacy				500.00
270-009	Transportation/Travel - Meetings - Family Literacy	0.00			100.00
	Total Transportation/Travel - Meetings	8,427.08	10,000.00	10,805.00	5,600.00
	Electricity				63,000.00
	Gas				6,250.00
	Water				1,750.00
280-000	Total Utilities	59,583.61	58,000.00	66,780.08	71,000.00
	TOTAL SUPPLIES & SERVICES	455,081.26	444,469.00	498,579.48	411,047.00
370-000	Taxes, Assessments (Sales Tax)	0.00	0.00	1,262.82	1,500.00
400-000	Equipment	0.00	15,000.00	19,583.43	0.00
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00
400-111	Equipment	11,181.79	0.00	2,245.40	1,000.00
	Total Equipment	11,181.79	15,000.00	22,301.79	1,000.00
420-000	Structures/Improvements	0.00	0.00	107.73	0.00
	TOTAL EQUIPMENT EXPENSE	11,181.79	15,000.00	22,409.52	1,000.00
	TOTAL EXPENSES	1,228,662.50	1,332,214.00	1,356,621.24	1,310,422.00







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Piacentia Library District FY 1992-1993 Budget Salary Worksheet June, 1992		PAYROLL NUMBER		NAME		POSITION		DATE HIRED	STEP	STEP INC. DATE	FTE	HRSPAY PERIOD	NUMBER HOURS	SALARY PERHR FY92	SALARY PERHR FY93	FY93 FACTOR	TOTAL SALARY	FICA & MEDICARE	PENSION	MEDICAL	DENTAL	VISION	COMPENSATION	TOTAL
133				WNEK, E		Clerk I, Circulation	10/08/92	10	NA		1.00	80.0	2,080	10.19	10.62	4.2%	21,195.20	1,821.43	1,483.66		381.96	93.12	24,775.38	
168				ADAMS, G.		Clerk I, Circulation	02/18/92	1	08/18/92		0.50	40.0	160	7.97	8.30	4.2%	1,275.20							
													880	8.37	8.72	4.2%	7,364.28							
													1,040		8,639.48		660.92	604.76					9,905.16	
108				CARTWRIGHT, R.		Clerk I, Circulation/Tech	07/17/80	10	NA		0.51	40.5	1,056	10.19	10.62	4.2%	10,796.56	822.88	752.96				12,332.40	
109				CONN, G.		Clerk I, Circulation	02/21/87	9	07/20/94		0.78	62.0	1,612	9.70	10.11	4.2%	15,636.40	1,196.18	1,094.55	664.96			18,592.11	
114				EL-HINN, D.		Clerk I, Circulation	10/27/90	5	05/03/93		0.63	50.0	1,125	8.80	9.17	4.2%	9,900.00							
													175	9.24	9.63	4.2%	1,617.00							
													1,300		11,517.00		881.05	806.19					13,204.24	
167				GARCIA, L.		Clerk I, Literacy	01/07/92	18	08/07/92		0.50	40.0	120	8.37	8.72	4.2%	1,004.40							
													920	8.79	9.16	4.2%	8,085.42							
													1,040		9,089.82		695.37	636.29					10,421.48	
116				GEORGE, J.		Clerk I, Circulation/Admin	06/15/90	5	12/28/92		0.54	43.0	599	8.80	9.17	4.2%	4,919.20							
													559	9.24	9.63	4.2%	5,165.16							
													1,118		10,084.36		771.45	705.91					11,561.72	
134				FRANCHIDA, E.		Clerk I, Childrens	03/17/90	7	01/21/93		0.50	40.0	600	9.24	9.63	4.2%	5,544.00							
													440	9.70	10.11	4.2%	4,268.88							
													1,040		9,812.88		750.89	686.90					11,250.47	
135				TURNER, K.		Clerk I, Circulation	07/07/85	9	02/24/93		0.50	40.0	680	9.70	10.11	4.2%	6,596.00							
													360	10.19	10.61	4.2%	3,666.60							
													1,040		10,262.60		785.09	718.38					11,766.07	
				SUBSTITUTE CLERK		Clerk I, Circulation							240	7.97	8.30	4.2%	1,912.80		146.33	133.90			2,193.03	
160				GUZMAN, E.		Library Aide, Childrens	08/24/91				0.50	40.0	1,040	5.75	5.99	4.2%	5,980.00		457.47	418.60			6,856.07	
119				HYMAN, C.		Library Aide, Circulation/Adult	09/22/86				0.80	48.0	1,248	5.75	5.99	4.2%	7,176.00		548.96	502.32			8,227.28	
121				JACKSON, M.		Library Aide, Circulation/Adult	05/28/87				0.50	40.0	1,040	5.75	5.99	4.2%	5,980.00		457.47	418.60			6,856.07	
				PAGE		Page Shelves					2.50	200.0	5,200	4.50	4.75		23,400.00		1,790.10	1,638.00			26,828.10	
																	735,246.46	56,246.35	51,467.25	36,159.76	6,597.38	2,051.52	887,766.74	



PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FOR FY 92-93

LIBRARY BOARD

LIBRARY DIRECTOR (1.0)

Public Information  
Library Assistant (.5)

Assistant Library Director (1.0)

Admin. Assistant (1.0)

Clerk I (.25)

Technical Processing  
Clerk II (1.38)

Circulation

Childrens

Adult Services  
Principal Librarian (1.0)

Librarian II (1.0)  
Librarian I (.5)

Clerk II (1.0)

Circulation Desks  
Library Assistant (1.0)  
Clerk I (4.16)

Shelving  
Library Assistant (.5)  
Student Page (2.5)

Clerk I (.5)  
Library Aide (.5)

Volunteers  
Clerk II (.5)

Reference

Literacy

Librarian II (1.0)  
Librarian I (1.0)  
Library Ass't (2.7)  
Clerk II (.25)  
Clerk I (1.0)  
Library Aide (1.1)

Literacy Coordinator (1.0)  
Family Lit. Coordinator (.4)  
Library Assistant (.2)  
Clerk I (.5)  
Library Aide (.2)



TO: Library Board of Trustees Agenda Item 26  
FROM: Sal Addotta, Assistant Library Director  
DATE: July 10, 1992  
SUBJECT: *Sma* Holiday and Closing Schedule for Calendar Years 1993  
and 1994

**BACKGROUND:**

Attached is a copy of the proposed Holiday and Closing Schedule for Calendar Years 1993 and 1994. It reflects the same holidays and Library closings as previous schedules.

I contacted the Federal Reserve Bank to find out about their holiday closing policy, specifically for Christmas time. They told me that when the holiday falls on a Sunday, they are closed on Monday, and when it falls on a Saturday, they are closed on Friday.

Data showing patron traffic on December 26 for the last ten years is provided.

**RECOMMENDATION:**

1. Motion to read Resolution 92-4 by title only.
2. Motion to adopt Resolution 92-4.





RESOLUTION NO. 92-4

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH ITS HOLIDAY SCHEDULE FOR CALENDAR YEARS 1993 AND 1994

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1993 and 1994 dated June 15, 1992.

AYES:            TRUSTEES:

NOES:           TRUSTEES

ABSTAIN:       TRUSTEES:

ABSENT:        TRUSTEES:

State of California     )  
                                  ) ss.  
County of Orange       )

I, Fred W. West, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of July, 1992.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of July, 1992.

\_\_\_\_\_  
Fred D. West, Secretary  
Board of Trustees of the Placentia Library District  
of Orange County

*del* <sup>Mon</sup> Jul 5, 1993  
*add* Sun Dec 26, 1993 - closed  
*del* <sup>Mon</sup> Dec 26, 1994

PLACENTIA LIBRARY DISTRICT  
HOLIDAY  
SCHEDULE

CALENDAR YEAR 1993/94

THE LIBRARY WILL BE CLOSED:

1993

New Year's Day	Friday	January 1*
Day Before a Monday Holiday	Sunday	February 14
Washington's Birthday	Monday	February 15*
Easter	Sunday	April 11
Day Before a Monday Holiday	Sunday	May 30
Memorial Day	Monday	May 31*
Independence Day	Sunday	July 4*
<del>Day after Independence Day</del>	<del>Monday</del>	<del>July 5</del> <i>open</i>
Day Before a Monday Holiday	Sunday	September 5
Labor Day	Monday	September 6*
Veteran's Day	Thursday	November 11*
Thanksgiving Day	Thursday	November 25*
Day After Thanksgiving	Friday	November 26*
Day Before Christmas	Friday	December 24*
Christmas Day	Saturday	December 25*
<del>New Year's Eve</del>	<del>Friday</del>	<del>December 31*</del>

1993  
*Start/End*

*open*  
*closed*  
*Dec 26*

1994

New Year's Day	Saturday	January 1*
Day Before a Monday Holiday	Sunday	February 20
Washington's Birthday	Monday	February 21*
Easter	Sunday	April 3
Day Before a Monday Holiday	Sunday	May 29
Memorial Day	Monday	May 30*
Day Before a Monday Holiday	Sunday	July 3
Independence Day	Monday	July 4*
Day Before a Monday Holiday	Sunday	September 4
Labor Day	Monday	September 5*
Veteran's Day	Friday	November 11*
Thanksgiving Day	Thursday	November 24*
Day After Thanksgiving	Friday	November 25*
Day Before Christmas	Saturday	December 24*
Christmas Day	Sunday	December 25*
<del>Day After Christmas</del>	<del>Monday</del>	<del>December 26</del>
New Year's Eve	Saturday	December 31*

*Start*  
*End*

*del*

\*Official paid holidays plus one floating holiday (birthday)

Adopted by the Board of Trustees  
Fred W. West, Secretary

Date

RESOLUTION NO. 92-4

*read*  
*3rd / 1st / 1st*  
*adopt*  
*3rd / 1st / 1st*

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH ITS HOLIDAY SCHEDULE FOR CALENDAR YEARS 1993 AND 1994.

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1993 and 1994 dated June 15, 1992.

AYES: TRUSTEES:

NOES: TRUSTEES

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California )  
) ss.  
County of Orange )

I, Fred W. West, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of July, 1992.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of July, 1992.

\_\_\_\_\_  
Fred D. West, Secretary  
Board of Trustees of the Placentia Library District  
of Orange County

DECEMBER 26 PATRON TRAFFIC				
YEAR	DAY OF WEEK	TRAFFIC	PREVIOUS 3 WK AVG	FOLLOWING 3 WK AVG
1982	SUNDAY	84	241	376
1983	MONDAY	CLOSED	648	800
1984	WEDNESDAY	477	555	728
1985	THURSDAY	460	573	728
1986	FRIDAY	293	302	546
1987	SATURDAY	334	461	563
1988	MONDAY	CLOSED	705	688
1989	TUESDAY	433	715	835
1990	WEDNESDAY	480	741	790
1991	THURSDAY	547	872	982

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: July 13, 1992  
SUBJECT: **Renewal of Dental and Vision Plans**

**BACKGROUND:**

At the June 15, 1992, Board Meeting I presented information for the renewal of the dental plan.

In that document I stated that there is a difference in the coverage offered by Ameritas for "major" dental work.

I regret to inform you that I had misread the information provided by Anderson and Anderson and **there is no difference in the coverage offered by any of the programs presented.**

Since there is no basic difference in coverage any of the plans presented could be selected.

The reason given for the 15% increase from Ameritas is that they gave the District no increase last year. This is their first increase in two years.

Vision insurance has held its premium for a second year. I did not seek any additional information about other carriers.

The Ameritas renewal cost for employees currently covered is \$6,375.84, (80% or 90% preventive/\$50 deductible/50% major).

These are several *indemnity* plans on the list that show a lower annual cost for the coverage:

Fortis	\$5,012.40 (100% preventive/\$50 deductible/50% major)
CDHP	\$5,948.16 (80% preventive/\$50 deductible/50% major)
Principal	\$4,585.92 (100% preventive/\$50 deductible/50% major)

**RECOMMENDATION:**

To select one of the plans with a 100% preventive coverage program.

*West / Dr...*

Placentia Library

Dental Rates & Benefit Summary	Current Plan		Renewal	
	Ameritas Indemnity	Ameritas Indemnity	Ameritas Option 1	Ameritas Option 2
Annual Deductible	\$50	\$50	\$75	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

Rates:

EE Only	14	\$27.68	\$31.83	\$30.21	\$29.21
Add'l + Dependents	2	\$37.26	\$42.85	\$39.40	\$39.59
Monthly Total		\$462.04	\$531.32	\$501.74	\$488.12
Annual Total		\$5,544.48	\$6,375.84	\$6,020.88	\$5,857.44

PLACENTIA LIBRARY DISTRICT  
 1992-1993 Daily Salary Costs  
 August 25, 1992

10% Total FY 1991-1992 Revenue: \$130,987

NAME	Hrs/ Wk Week	Hrs/ Wk Day	Rate Per Hr	Rate Per Day	FICA PER DAY	TOTAL PER DAY	OCT 92/ JUN 93
ADAMS, Gerald E.	20.00	4.00	8.30	33.20	2.54	35.74	714.80
ADDOTTA, Salvatore M.	40.00	8.00	24.73	197.84	15.13	212.97	4,259.50
AMMAR, Suad S.	40.00	8.00	21.05	168.40	12.88	181.28	3,625.65
BURKICH, Peggy D.	40.00	8.00	14.24	113.92	8.71	122.63	2,452.70
BYRNE, Mary E.	40.00	8.00	12.31	98.48	7.53	106.01	2,120.27
CARTWRIGHT, Helen R.	20.30	4.06	10.62	43.12	3.30	46.42	928.31
CONN, Girard	31.00	6.20	10.11	62.68	4.80	67.48	1,349.54
CUMMINGS, Dorothy J.	25.00	5.00	11.16	55.80	4.27	60.07	1,201.37
CUSHING, Karen E.	40.00	8.00	12.31	98.48	7.53	106.01	2,120.27
DANIELS, Melanie F.	40.00	8.00	15.36	122.88	9.40	132.28	2,645.61
DUMITRU, Chalene D.	40.00	8.00	14.78	118.24	9.05	127.29	2,545.71
EL-HIN, David A.	25.00	5.00	9.17	45.85	3.51	49.36	987.15
GARCIA, Luci	20.00	4.00	8.72	34.88	2.67	37.55	750.97
GEORGE, Julianne K.	21.50	4.30	9.17	39.43	3.02	42.45	848.95
GUZMAN, Esther P.	15.00	3.00	5.99	17.97	1.37	19.34	386.89
HYMAN, Cheryl L.	24.00	4.80	5.99	28.75	2.20	30.95	619.03
JACKSON, Dianne K.	20.00	4.00	12.01	48.04	3.68	51.72	1,034.30
JACKSON, Mary Ellen	20.00	4.00	5.99	23.96	1.83	25.79	515.86
MATAS, Katherine L.	23.00	4.60	14.24	65.50	5.01	70.52	1,410.30
MCCLAIN, Cynthia A.	40.00	8.00	16.87	134.96	10.32	145.28	2,905.69
MCDONALD, Rea D.	40.00	8.00	11.44	91.52	7.00	98.52	1,970.43
MINTER, Elizabeth D.	40.00	8.00	32.56	260.48	19.93	280.41	5,608.13
POMYKATA, Barbara F.	40.00	8.00	12.01	96.08	7.35	103.43	2,068.60
SCHNEIDER, A. Kay	40.00	8.00	16.13	129.04	9.87	138.91	2,778.23
SHOOK, Julie L.	40.00	8.00	16.07	128.56	9.83	138.39	2,767.90
TRANCHIDA, Elizabeth C.	20.00	4.00	9.63	38.52	2.95	41.47	829.34
TURNER, Karen L.	20.00	4.00	10.11	40.44	3.09	43.53	870.67
WALTERS, Jeannine W.	40.00	8.00	10.11	80.88	6.19	87.07	1,741.35
WILLAUER (ROBERTS), Cheryl L	40.00	8.00	14.24	113.92	8.71	122.63	2,452.70
WNEK, Estella A.	40.00	8.00	10.62	84.96	6.50	91.46	1,829.19
PAGES	100.00	20.00	4.75	95.00	7.27	102.27	2,045.35

2,919.24 58,384.76 (19 furlough)  
 75,900.18 (26 furlough)

44.87

130,987.00 (total)  
 89,650.00 (salary)  
 41,337.00 (other)

0.68 %salary

*Angela* →





Placentia Library

Dental Rates & Benefit Summary	Current Plan		Renewal	
	Ameritas Indemnity	Ameritas Indemnity	The Principal PPO	The Principal Non-PPO
Annual Deductible	\$50	\$50	\$50	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	100%
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	50%
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

<b>Rates:</b>			
EE Only	14	\$27.68	\$31.83
Add'l + Dependents	2	\$37.26	\$42.85
Monthly Total		\$462.04	\$531.32
Annual Total		\$5,544.48	\$6,375.84
			\$21.92
			\$37.64
			\$382.16
			\$4,585.92

Placentia Library

Dental Rates & Benefit Summary	Current Plan		Renewal	
	Ameritas Indemnity	Ameritas Indemnity	CDHP Indemnity	Fortis Indemnity
Annual Deductible	\$50	\$50	\$50	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	100%
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	80%
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	50%	50%
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

<b>Rates:</b>				
EE Only	14	\$27.68	\$31.83	\$26.27
Add'l + Dependents	2	\$37.26	\$42.85	\$24.96
Monthly Total		\$462.04	\$531.32	\$417.70
Annual Total		\$5,544.48	\$6,375.84	\$5,012.40

TO: Library Board of Trustees

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

DATE: July 13, 1992

SUBJECT: **Establish Salary Schedule for Exempt Staff for Fiscal Year 1992-1993.**

**BACKGROUND:**

In Fiscal Year 1992-1992 exempt staff were granted the same 3.9% increase in the salary scale as the staff in the collective bargaining unit.

Information provided in the May, 1992, issue of the California Special Districts Labor Relations Information Service reporting on the 1992 Special District Salary and Benefit Survey indicates that salary increases in California's Special Districts for the 1992-1993 fiscal year will average 4.2%, which is 1% below the 5.2% average reported in the 1991 survey. A copy of the reports is attached.

The attached Salary Scale for Fiscal Year 1992-1993 reflects the same 4.2% across the board increase in the scale as was awarded to the staff in the collective bargaining unit.

The proposed Salary Scale for Fiscal Year 1992-1993 treats all Pages equally by having one range and not discriminating, as was done in previous years, by the age of the employee.

If the FY1992-1993 Budget has been adopted as proposed the Literacy Coordinator will no longer be shown with the Administrative Assistant but will be included within the classification of Librarian II which is a part of the collective bargaining unit.

**RECOMMENDATION:**

1. To read Resolution 92-6 by title only.
2. To adopt Resolution 92-6.

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# MOU's AND REG's

## 1992 SPECIAL DISTRICT SALARY AND BENEFIT SURVEY

The SDIS annual Spring Salary and Benefit Survey received responses from approximately 200 Special Districts. Based on survey results, salary increases in California's Special Districts for the 1992-93 fiscal year will average 4.2%, which is 1% below the 5.2% average wage increase reported in the 1991 survey.

Projected 1992 pay hikes range between no general increase to 9.5%. The survey also found that a number of Districts are paying general wage increases in two steps, typically split between July and January.

A little fewer than half (47%) of the Districts have Memoranda of Understanding or contracts with employee organizations or unions.

Water and Fire Districts report that their 1992-93 wage increases will be slightly above the average at 4.7%. Community Service Districts, Park and Recreation Districts, Irrigation Districts and Sanitation Districts anticipate 1992-93 wage increases slightly below the overall average of 4.2%. A number of Districts specify that the 1992-93 wage increase will be tied to the Consumer Price Index (CPI), anticipating raises between 3% and 6%.

Most Districts indicated that they did not change fringe benefits (with the exception of increased costs for health coverage) during the 1991-92 fiscal year and they do not intend to change benefits in 1992-93. For those Districts which did report modifications, the more popular items included participation in PERS, modifying the vacation and sick leave program to an annual leave program, an additional holiday, highest year compensation for retirement, vision care, and an enhanced pension with 2% at age 50. Several Districts indicated they had to reduce health benefits as a cost containment measure.

The average monthly premium paid by Special Districts for health care is up 9.5% since last year. The maximum monthly cost the average District pays for employee (and dependent, if provided) health care was \$378 last year; this year, it is up to \$414. Three Districts reported that their health care premium will exceed \$700 per month for an employee with dependents.

SDIS extends a special "thank you" to those Districts which completed and returned the survey questionnaire.

**California Special Districts Labor Relations Information Service**

**MOU's AND REG's**

**SPECIAL DISTRICT SALARIES BY AREA AND TYPE OF DISTRICT**

The overall results of the SDIS Annual Spring Salary and Benefit Survey were reported in last month's issue (page M&R 3). More than 200 Special Districts responded, reporting an average salary increase of 4.2%.

As shown in the accompanying table, geographical location made no significant difference in the pay raise. Projected salary increases in smaller Districts were slightly more than in their larger counterparts.

Salary increases ranged from 4.7% for Water and Fire Protection Districts to 3.2% for Recreation and Park Districts.

The average number of employees per District is 40.5. However, this figure is somewhat skewed by a few large Districts. As a result, nearly three-quarters of the responding Districts have fewer than 40 employees. Only 4% are within major metropolitan areas.

Even though health care premiums continue to rise, up 9.5% from last year's survey, only 37% of the Districts require employees to pay a portion of the health insurance premiums.



Resolution 92-6

PLACENTIA LIBRARY DISTRICT  
Salary Scale for Fiscal Year 1992-1993

Classification	1	2	3	4	5	6	7	8	9	10
ADMIN.	HR 12.74	13.06	13.39	13.72	14.07	14.42	14.78	15.15	15.53	16.31
ASST. &	PP 1,019.49	1,044.50	1,071.18	1,097.85	1,125.36	1,153.70	1,182.04	1,212.05	1,242.06	1,304.58
LIBRARY	AN 26,506.81	27,157.02	27,850.58	28,544.13	29,259.36	29,996.26	30,733.16	31,513.41	32,293.66	33,919.18
BOARD.	MO 2,292.26	2,263.09	2,320.88	2,378.68	2,438.28	2,499.69	2,561.10	2,626.12	2,691.14	2,826.60
PRINCIPAL	HR 21.05									
LIBRARIAN	PP 1,683.87									
	AN 43,780.67									
	MO 3,648.40									
ASSISTANT	HR 24.73									
LIB. DIR	PP 1,977.82									
	AN 51,431.45									
	MO 4,285.95									
LIBRARY	HR 32.56									
DIRECTOR	PP 2,605.00									
	AN 67,730.00									
	MO 5,644.17									

1st 6 Mo. Thereafter

PAGES 4.50 4.75

LIBRARY AIDE 5.47 5.99

APPROVED:

Signature:

Margaret V. Dinsmore, President Board of Trustees

Date:

July 13, 1992

Signature:

Fred D. West, Secretary Board of Trustees

Date:

July 13, 1992



Resolution 92-5  
Resolution 92-6

PLACENTIA LIBRARY DISTRICT  
Salary Scale for Fiscal Year 1992-1993

Classification	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	8.30	8.52	8.72	8.94	9.17	9.39	9.63	9.87	10.11	10.62
	PP	664.38	681.88	697.72	733.57	733.57	751.07	770.25	789.42	808.59	849.44
	AN	17,273.86	17,729.00	18,140.80	18,595.95	19,072.77	19,527.91	20,026.41	20,524.90	21,023.39	22,085.40
	MO	1,439.49	1,477.42	1,511.73	1,549.66	1,589.39	1,627.32	1,668.87	1,710.41	1,751.95	1,840.45
CLERK II	HR	9.39	9.63	9.87	10.11	10.36	10.62	10.89	11.16	11.44	12.01
	PP	751.07	770.25	789.42	808.59	828.60	849.44	871.11	892.79	915.29	961.14
	AN	19,527.91	20,026.41	20,524.90	21,023.39	21,543.56	22,085.40	22,648.91	23,212.43	23,797.61	24,989.66
	MO	1,627.32	1,668.87	1,710.41	1,751.95	1,795.29	1,840.45	1,887.41	1,934.37	1,983.13	2,082.47
LIBRARY ASST	HR	11.15	11.43	11.71	12.00	12.31	12.94	13.25	13.59	13.99	14.24
	PP	891.95	914.46	936.97	960.31	1,006.99	1,035.23	1,061.38	1,087.01	1,114.20	1,141.20
	AN	23,190.75	23,775.94	24,361.13	24,967.99	26,181.71	26,918.61	27,568.19	28,262.37	29,011.16	29,671.16
	MO	1,932.57	1,981.33	2,030.10	2,080.67	2,181.81	2,243.22	2,297.40	2,355.20	2,417.59	2,472.59
LIBRARIAN I	HR	13.19	13.51	13.86	14.20	14.55	14.92	15.30	15.67	16.07	16.87
	PP	1,055.34	1,081.18	1,108.69	1,136.20	1,163.71	1,193.72	1,223.72	1,253.73	1,285.31	1,349.60
	AN	27,438.78	28,131.50	28,825.89	29,541.22	30,256.35	31,036.60	31,036.60	32,597.09	33,420.69	35,089.56
	MO	2,286.56	2,342.55	2,402.15	2,461.76	2,521.36	2,586.38	2,586.38	2,611.18	2,785.06	2,924.13
LIBRARIAN II	HR	15.36	15.74	16.13	16.55	16.95	17.38	17.81	18.26	18.70	19.65
	PP	1,228.73	1,259.57	1,290.41	1,323.76	1,356.27	1,390.44	1,424.62	1,496.31	1,496.31	1,572.17
	AN	31,946.89	32,748.81	33,550.73	34,417.68	35,262.84	36,151.56	37,040.18	38,904.11	38,904.11	40,876.41
	MO	2,662.24	2,729.73	2,795.89	2,868.14	2,938.58	3,012.63	3,086.69	3,242.01	3,242.01	3,406.37

APPROVED: Signature: \_\_\_\_\_ Date: July 13, 1992

Signature: \_\_\_\_\_ Date: July 13, 1992

Margaret V. Dinsmore, President Board of Trustees

Fred D. West, Secretary Board of Trustees

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TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: July 13, 1992  
SUBJECT: **Establish Date for Regular Board Meetings**

**BACKGROUND:**

The Library Board of Trustees may designate any time in a month to have its regular meeting.

In order that the financial reports may be properly prepared after the data is received from the Orange County Auditor's Office and the various banks it would be helpful if the Board meeting did not occur before the middle of the month.

**RECOMMENDATION:**

That the Board adopt the third Monday of the month (resulting dates would be the 15th to the 21st) or the Monday following the second Friday (resulting dates would be the 11th to the 17th) of the month.

*3rd Monday*

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TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: July 13, 1992

SUBJECT: **Request from Library Assistant Cheryl Willauer to waive her payment for dependent coverage on her medical insurance from the time she enrolled her dependents in March, 1992, until the end of June, 1992.**

**BACKGROUND:**

Library Assistant Cheryl Willauer added her dependents to her Library medical benefits during the open enrollment period.

At that time she was told by Acting Administrative Assistant Julianne George that her cost would be \$54.00 per month which is the amount that the exempt employees pay for dependent coverage.

The Employee Manual referenced in the Memorandum of Understanding for the non-exempt employees (for both the recently expired MOU and the new MOU) states that employees pay the additional costs for dependent coverage.

The cause of the confusion was the practice of co-payment by non-exempt employees for their medical coverage in fiscal years 1991 and 1992.

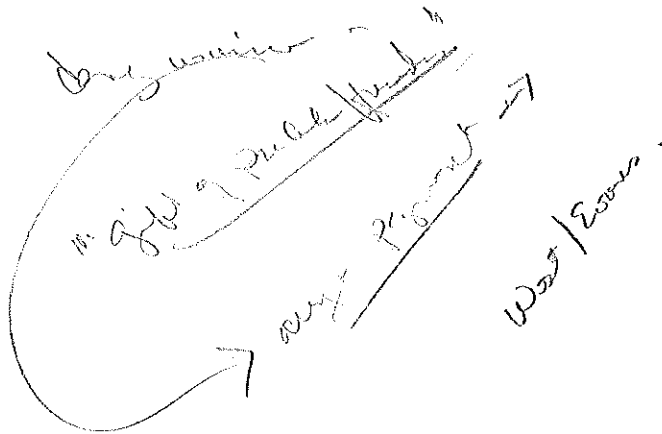
I was not informed that Mrs. Willauer had added dependent coverage. I noticed her status when I was preparing the bills for payment in June and I subsequently requested that the Administrative Assistant prepare an audit of all of the medical benefit payment accounts. The only one significantly out of order was Mrs. Willauer's.

Mrs. Willauer's back payment for pay periods March 10 through June 16 is \$1,086.24. A copy of the summary is Attachment A.

Mrs. Willauer, through Richard Brown, Employee Relations Administrator of the Orange County Employees Association, had requested that the Library District waive her payment of the \$1,086.24 for March through June, 1992, with the understanding that she will now be paying her full costs of \$158.53 per pay period. Attachment B.

**RECOMMENDATION:**

That the Board determine whether to allow the waiver.



INSURANCE BREAKDOWN

PREPARED FOR  
CHERYL WILLAUER

Health Insurance                    \$ 180.32 (monthly)                    \$ 180.32 x 12 = \$ 2,163.84 (annual)  
employee only                    \$ 2,153.84/24 = \$ 90.16 (pay period)  
age 40-49  
(including Life)

Dental Insurance                    \$ 27.68 (monthly)                    \$ 27.68 x 12 = \$ 332.16 (annual)  
employee only                    \$332.16/24 = \$ 13.84 (pay period)

Vision Insurance                    \$ 7.76 (monthly)                    \$ 7.76 x 12 = \$ 93.12 (annual)  
employee only                    \$ 93.12/24 = \$ 3.88 (pay period)

\$ 90.16 + 13.84 + 3.88 = \$ 107.88 insurance benefit payments available for full-time employee

Actual billings for  
employee (age 40-49)  
with family coverage

Health Insurance                    \$ 487.62 (monthly)                    \$ 487.62 x 12 = \$ 5,851.44 (annual)  
(including Life)                    \$ 5,851.44/24 = \$ 243.81 (pay period)

Dental Insurance                    \$ 27.68 (monthly)                    \$ 28.68 x 12 = \$ 332.16  
(family coverage was                    \$ 332.16/24 = \$ 13.84 (pay period)  
not elected)

Vision insurance                    \$ 17.52 x 12 = \$ 210.24 (annual)  
with family coverage                    \$ 210.24/24 = \$ 8.76 (pay period)

\$ 243.81 + 13.84 + 8.76 = \$ 266.41 actual cost for Cheryl Willauer

\$ 266-41 - \$107.88 = \$ 158.53 payment due from employee per pay period

Payment History

Pay period	Charges Due	Amount Deducted	
3/10	\$ 158.53	\$ 10.00	
3/24	158.53	10.00	
4/7	158.53	27.00	
4/21	158.53	27.00	
5/5	158.53	27.00	
5/19	158.53	27.00	
6/2	158.53	27.00	Under
6/16	158.53	27.00	Deducted
	<u>\$ 1,268.24</u>	<u>\$ 182.00</u>	= \$ 1,086.24

TO: ELIZABETH MINTER  
LIBRARY DIRECTOR

FROM: CHERYL ROBERTS WILLAUER  
LIBRARY ASSISTANT

DATE: JULY1, 1992

SUBJECT: DEPENDENT MEDICAL INSURANCE

I WOULD LIKE TO REQUEST THE PLACENTIA LIBRARY  
DISTRICT TO WAIVE THE PAYMENT OF \$1,086.24  
THAT I OWE IN BACK PAYMENTS DUE TO ADMINISTRATIVE  
ERROR.

I FULLY UNDERSTAND THAT MY PAYMENTS FOR THE  
DEPENDENTS MEDICAL INSURANCE WILL BE \$158.53  
PER PAY PERIOD STARTING NOW.

THANK YOU FOR YOUR UNDERSTANDING

*Cheryl Roberts Willauer*



TO: Library Board of Trustees Agenda Item 31  
FROM: Elizabeth Minter, Library Director  
DATE: July 13, 1992  
SUBJECT: Selection of Auditor for Fiscal Year 1991-1992

**BACKGROUND:**

By law, at the end of each fiscal year we have a financial audit.

Last year we went out to bid because our then auditor could no longer provide his services due to the special training and certification required to audit a special district.

We received three bids for FY 1990-1991:

1. Anderson, Lynn, Bezich, Munson & Cronick quoted for one year at an estimate of \$2,800.
2. Diehl Evans & Company quoted for three years; 1st year \$3,800, 2nd year at \$4,000, 3rd year at \$4,200.
3. Conrad and Associates quoted at not to exceed rates for three years: 1st \$6,800, 2nd \$7,208, 3rd \$7,640.

Anderson, etal received the bid and the bill came in at the estimated amount of \$2,800.

They did a fine job on last year's audit, and have submitted a bid to do our 1991-1992 audit with \$2,950 as a target fee. This represents an increase of 5.35% and is very competitive, for several reasons.

*One*, compared to bids 2 and 3 from last year, Anderson's current bid is still lower than each of their first year amounts.

*Two*, they are familiar with our operation, having recently set up an office general ledger system for us.

*Three*, due to the statutory requirements, it is difficult to obtain an auditor for a special district of our size.

*Four*, although Anderson's bid amount is a target fee, Mr. Munson assured me that, as last year, they would honor that amount except if they ran into significant problems. We do not anticipate any. If they did, we would then discuss how to proceed.

**RECOMMENDATION:**

Accept the bid from Anderson, Lynn, Bezich, Munson & Cronick of \$2,950 to do our Fiscal Year 1991-1992 fiscal audit, and authorize the library director to sign the contract agreement.



**Anderson, Lynn, Bezich, Munson & Cronick**  
An Accountancy Corporation

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Agenda Item 31  
Attachment A  
Page 1

/// Fullerton Office:  
Donald F. Lynn, CPA  
Charles A. Munson, CPA  
Edward A. Cronick, CPA

/// San Pedro Office:  
Kenneth M. Bezich, CPA  
John E. Rose, CPA  
Frank V. Pilichi, CPA

June 30, 1992

Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670

Attn: Elizabeth Minter  
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 1992.

We will audit the balance sheet of Placentia Library District as of June 30, 1992, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

Our audit will be made in accordance with generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an unqualified opinion that your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected banks and the County of Orange. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audit.



*Anderson, Lynn, Bezich, Munson & Cronick*  
*An Accountancy Corporation*

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. We understand that your employees will type all cash and other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit and to complete and issue our report within forty-five days after the start of our work.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$2,950 for the audit.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Please be advised that we are experienced in conducting audits of governmental and quasi governmental entities and we have participated in applicable continuing education programs as required to conduct these audits.

As a general practice, we include names of associates that are additional contacts within our firm. You are encouraged to ask for any of these people in my absence:

Merrialyce McHenry - Audit Manager  
Renee Torres - Administrator  
Nancy Cronick - Director of Computer Systems



**Anderson, Lynn, Bezich, Munson & Cronick**  
*An Accountancy Corporation*

We appreciate the opportunity to present our proposal to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ANDERSON, LYNN, BEZICH, MUNSON & CRONICK  
Accountancy Corporation

Charles A. Munson, CPA

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*5/24/20*

PLACENTIA LIBRARY DISTRICT  
INTER-OFFICE MEMO

TO: Elizabeth Minter  
FROM: Kay Schneider  
DATE: July 10, 1992  
SUBJECT: **Overview of Library Activities from the Program Committee for the month of June.**

PROGRAMS IN THE LIBRARY

**Summer Reading Program Incredible Journeys: Take a Book!** As part of our promotion of the SRP several staff members (Kay, Mary Byrne, Liz Tranchida, Gwen Joseph and Sal Addotta) visited all but one of the elementary schools in Placentia and made individual classroom visits to tell the children about the program, to personally invite them to participate and to give them flyers to take home and share with their parents. Many children were reached in this way. There was also an article in the Placentia News Times and they have taken pictures of one of our recent programs for a follow-up article. Our program has been well received this summer and 975 children have enrolled so far and more are coming in every day. We have 5 teenage volunteers who are extremely helpful in registering the children in the program, in stamping their book logs and helping them select their prizes.

**Way Out Wednesdays.** Each Wednesday afternoon during the summer, we have a very special program for the children. The first Wednesday featured a Magician, then the Oak Canyon Nature Center brought us a very good program entitled the Incredible world of Animals and this week's event was a trip to the Imax theatre in LA. Each Wednesday the meeting room is full to capacity with children enjoying these weekly events.

**Grandparents and Books.** Tuesdays in the Children's department continues to be the day to listen to stories and have conversation with our volunteer Grandparents. Ten volunteers read to 120 children during the month of June.

**Classroom Visits.** The Tynes Summer School Principal called me shortly before they began their program and wanted to arrange walk over visits for their classrooms. I, of course, agreed to this and we have had an average of 3 -4 classes per week come for tours, to get library cards, to hear stories and to check out books.

**PreSchool Story Hours.** Attendance for the summer sessions of preschool story hour is doing very well. The Monday morning sessions average 37 children and the afternoon sessions 20. There is no preregistration for the summers story hours and it has worked out very well.

### PROGRAMS OUTSIDE THE LIBRARY

**Families for Literacy.** On June 4, 1992 there was a graduation for the adults involved in the Families for Literacy program. Certificates of Achievement were presented to the students by FFL Coordinator, Gwen Joseph and by Bob D'Amato. Several outstanding students received gift passes to Disneyland. This was a wonderful program attended by 26 adult students, their children, relatives and friends. It was a time for these new readers to share the experiences they have had in learning to speak and read English and it was very apparent that they appreciate this program, the library and their volunteer tutors. Flowers and lots of words of friendship and caring were given to Program Coordinator, Gwen Joseph.

**Special Publicity.** The members of the Program committee have been working to prepare materials for inclusion in the first edition of the Placentia Quarterly to feature two full pages of **Library** information. We are expecting to promote lots of interest in our programs and services through this paper.

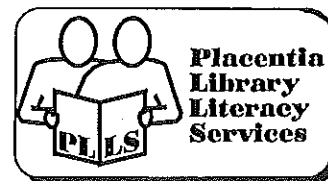
### SPECIAL DISPLAYS

**A Bulletin Board** for recruiting new Literacy volunteers was placed in the entry by Liz Tranchida. This Bulletin was just one of the recruitment methods used by the Literacy office to attract volunteers to the Tutor Workshop starting July 13.

**Display Case.** A display of materials loaned to the Library by the parents of Gold Medalist, Janet Evans, has been a **MAIN ATTRACTION** to our patrons. We have also placed gold banners in the childrens department and invited children and adults to send her Good Luck messages to Barcelona. We will mail these messages to Janet in the Olympic village.



# Placentia Reads



Newsletter of Placentia Library Literacy Services

July - August, 1992

## Coordinator's Corner



The last few months have been extraordinarily busy for PLLS students, volunteers, and staff as we come to the end of our program year and begin planning for next year. LVA-Placentia Board members Leslie Moreau and Lotte Gopalakrishnan garnered nearly \$400 in pledges during the Human Race. Tutor Pat Trunk was instrumental in helping us receive a \$1,000 donation from Rockwell International for additions to our tutor/student library. Student Ambassadors Jesse Ramirez and Esther Guzman, along with tutor Nancy Coffee helped staff a table at the Brea Mall during Wally "Famous" Amos' visit to Nordstroms. They distributed literature and answered people's question about the literacy program. Gwen Joseph, Family Literacy Coordinator and I spoke to the Placentia Community Services Network in May. Placentia Library District Trustees Peggy Dinsmore and Ray Evans spoke at our last tutor meeting, honoring departing volunteer Karen Bishop for her outstanding service. Trustees, library staff and community representatives met in a two day planning session at Cal State Fullerton in May to discuss the library's roles, and literacy was recognized as an important outreach function of the library. I am grateful and proud of the numerous hours given in support of PLLS. Thank you, one and all!

One of the areas in which we've had wonderful support is our student support group. Maria Cedillo has been one of our strongest student leaders and has spent many hours telephoning adult learners to encourage their attendance at the meetings, as well as serving as group facilitator. For more information about student involvement, refer to the article, "Students Help Each Other" in this issue.

A small segment of our tutors responded to the tutor survey published in the May-June newsletter. In response to the feedback from the survey, we will publish our calendar of tutor meetings and inservices in the next newsletter.

Have a pleasant and productive summer.

- Melanie Daniels

## Coming Events...

Follow-up session for May tutor graduates, Monday, July 6, 6:30 - 8:00 p.m., Library meeting room.

Student Picnic Committee meeting, Tuesday, July 7, 6:00 - 7:30 p.m., Literary office.

LVA-Placentia Board meeting, Wednesday, July 8, 5:30 p.m., Library conference room.

Tutor Training Workshop, Mondays and Thursdays, July 13 - July 30, 6:00 - 9:00 p.m., Library meeting room.

PLLS Student Potluck Picnic, Saturday, July 18, 10:00 a.m. - 5:00 p.m., Tri-City Park, tutors and families are welcome.

PLLS Student Group Meeting, Tuesday, August 4, 6:00 - 8:00 p.m., Library meeting room.

Hands on Strategies for ESL Teaching: Multi-Level or Tutoring, Mondays and Wednesdays, August 17-26, Rancho Santiago College, 2900 Edinger, Room B100, Santa Ana, no fee.

"Capitalize on Literacy" Conference, Thursday - Friday, August 27 - 28, Capitol Plaza Holiday Inn, Sacramento. See literacy office for details.

"Reach for the Stars" Student & Volunteer Recognition Celebration, Tuesday, September 8, 7:00 - 9:00 p.m., Library meeting room.

PLLS Student Group meeting, Saturday, September 12, 10:00 a.m. - 12:00 p.m., Library meeting room.

Continuing Education Series for Tutors, Wednesday, September 16, 2:00 - 4:00 p.m., Library meeting room.

Tutor Training Workshop, Mondays and Thursdays, September 12 - October 8, 6:00 - 9:00 p.m., Library meeting room.

California Literacy State Conference, Thursday - Saturday, September 24 - 26, Red Lion Inn, Sacramento.

"Informally Yours," Musical performance for PLLS and guests, Friday, September 25, 4:00 - 5:30 p.m., Library meeting room.

## Annual Recognition Event



On Tuesday, September 8, we will celebrate the accomplishments of our students, tutors, other volunteers and supporters at our annual recognition event. This year's event, to be held at the Placentia Library, promises to be a gala affair. Local celebrities will be invited to read the winning essays in our "Reach for the Stars" writing contest and help us honor our literacy "stars". If you would like to nominate your tutor or student for an award, please see the flyer enclosed with this issue. If you would like to donate a prize or assist the planning committee with this event, please call the literacy office. Remember to circle September 8th on your calendar and join us for a "star-studded" evening!

## LVA-Placentia Board Recruitment Begins

Would you like to become directly involved in the planning and support of your literacy program? Literacy Volunteers of America - Placentia's Nominating Committee has begun the recruitment process for members of its Board of Directors. LVA-Placentia Board members commit 8 or more hours monthly in public awareness, fundraising, and other activities to support our program. Individuals from a variety of backgrounds and professions are needed to ensure broad community representation. If you are interested, call the literacy office and request an LVA-Placentia Board nomination form. The Nominating Committee will review completed forms before presenting its slate of officers for election in September.

## PLLS People



Our family has grown to include two new members:

*Johnathan Matthew Gutierrez* was born 4/26/92 to proud mom *Lusi Garcia*, our Literacy Clerk. We look forward to Lusi's return to work the week of July 13.

*Bianca Marie Lujan* was born 2/5/92 to *Gloria and Pat Lujan*. Gloria has served as a tutor as well as an office volunteer.

Tutor *Willard Hinrichs* traveled to Japan in April. He visited with several of his former students and enjoyed the cherry blossoms.

*Gloria Levine*, our former Spanish language literacy tutor, moved to Laguna Hills in June.

Former tutor, trainer, and office volunteer *Karen Bishop* writes to tell us that she's happily digging trenches for utility lines at her new home in Greenbank, Washington. She expects her house to be ready for habitation this fall.



## Family Literacy Conference

In March, nearly 200 family literacy program participants and resource guests traveled to San Diego for the third statewide Family Literacy Conference. Representing Placentia were Gwen Joseph, Family Literacy Coordinator; Kay Schneider, Children's Librarian; Melanie Daniels, Literacy Coordinator; and Elizabeth Minter, Library Director. They shared ideas and actively networked with their counterparts from other areas.

The purpose of the conference was to develop a vision for family literacy in California libraries. It allowed the attendees to review accomplishments of the Families for Literacy program, share current experiences, and think of ideas for the future. Our group reports that one of the benefits of the trip was improved communication and understanding among members of our literacy team.



## A Trip to Korea Town

- by Stacy Lee & Linda Plenert

Ahn young ha se yo (Hello in Korean)

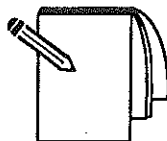
**Linda:** My first Korean food was great! Stacy & Steve took me to Haying Chon in Korea town. The menu looked very different to me with very little English. They asked what I liked and ordered. Very quickly, the table was covered with food. The yellowtail fish was served whole and it was interesting to watch Stacy separate the fish with her chopsticks. I even liked the Kimchees, but I'm not too fond of seaweed.

**Stacy:** I was worried that she doesn't like Korean foods, but fortunately she likes them. I was glad. After we had dinner, we went to the California Korean Market. She bought some bottles of Korean & Japanese beer to give to her friend & we bough some Korean melons. It was a funny day.

**Linda:** We both learn so much from each other. Working together is like a cultural immersion program & it's great. Thanks Stacy.

Ahn young hi ga se yo (Goodbye in Korean)

## Looking for a Pen Pal?



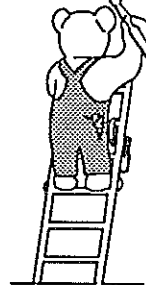
Rebecca, a literacy student in Northern California, would like other students to write to her. This is a wonderful opportunity to practice writing skills while making a new friend. Write to:

Rebecca S.  
c/o Adult Literacy Program  
2450 Stevenson Boulevard  
Fremont, CA 94538

*One of life's little ironies is the fact that when you finally master a tough job, you make it look easy.*

-from... "Bits & Pieces"

## Student Writing Contest



Literacy Volunteers of America (LVA) is sponsoring "Reach for the Stars", a national writing competition for LVA students. There are two topics: "Reading Helps Me Reach for the Stars" for basic literacy students, and "Speaking English Helps Me Reach for the Stars" for English as a Second Language students. The winning essays will be read by celebrities such as Meryl Streep at a gala event in Beverly Hills, California on September 8th, International Literacy Day.

LVA-Placentia is sponsoring a local "Reach for the Stars" contest as well. Winning essays will be read by local celebrities at our annual student and volunteer recognition event on September 8th. See the contest flyer in this issue for an entry blank and more detailed information.



## Students Help Each Other

Student support groups are becoming an important part of literacy programs throughout the country. Students get together on a regular basis to share concerns, express ideas, and exchange information. They plan activities such as book discussion clubs, picnics, and even learner conferences.

PLLS students Barbara Caduff and Esther Guzman represented our program at a learner conference in Oakland, California on May 30th. Over 400 students from Northern California came together for a day of workshops focusing on student issues. The keynote speaker was Curtis Aikens, a former student with the Marin County Literacy Program. Curtis has authored a book and appears regularly on ABC-TV's Home Show. Barbara and Esther brought back renewed enthusiasm to our own student support group.

To see first hand what the excitement is all about, join us for our first PLLS Student Potluck Picnic on Saturday, July 18th at Tri-City Park. Call the literacy office for more information or see the flyer enclosed with this newsletter.

Diana Davies and Karen Kaye wrote an inspiring article in a recent issue of California Literacy, Inc.'s newsletter about the benefits of student support groups. They have kindly given us permission to share excerpts from their article:

### What are the benefits of a student support group?

#### For Students:

- Reduces isolation
- Builds self esteem
- Increases sharing of ideas, information, and resources
- Creates new identity
- Provides emotional support
- Improves social awareness and participation
- Improves motivation
- Helps student/tutor relationship

#### For Tutors:

- Make tutoring a partnership
- Improves students' attendance at tutoring sessions
- Improves students' attitude toward learning
- Eliminates pressure on tutors to provide emotional support and reduce students' frustration
- Helps students to feel more as equals
- Creates mutual respect for each individual's ability
- Helps tutors provide a student-centered activities



## Tutor Reminders

You should receive a phone call at the end of each month from members of our telephone tree. They call to collect your volunteer hours for the month and to pass along updates of interest to tutors and other volunteers. If you have been missing your monthly phone call, please call the office so we can add you to our "literacy grapevine".

Your completed pink monthly reports are due in the literacy office by the 5th of each month. The information reported is necessary to keep our program running smoothly and so that we are accountable to our funders. Please be considerate - turn in your monthly reports on time. If you need more forms, just call the office and we'll mail them out.

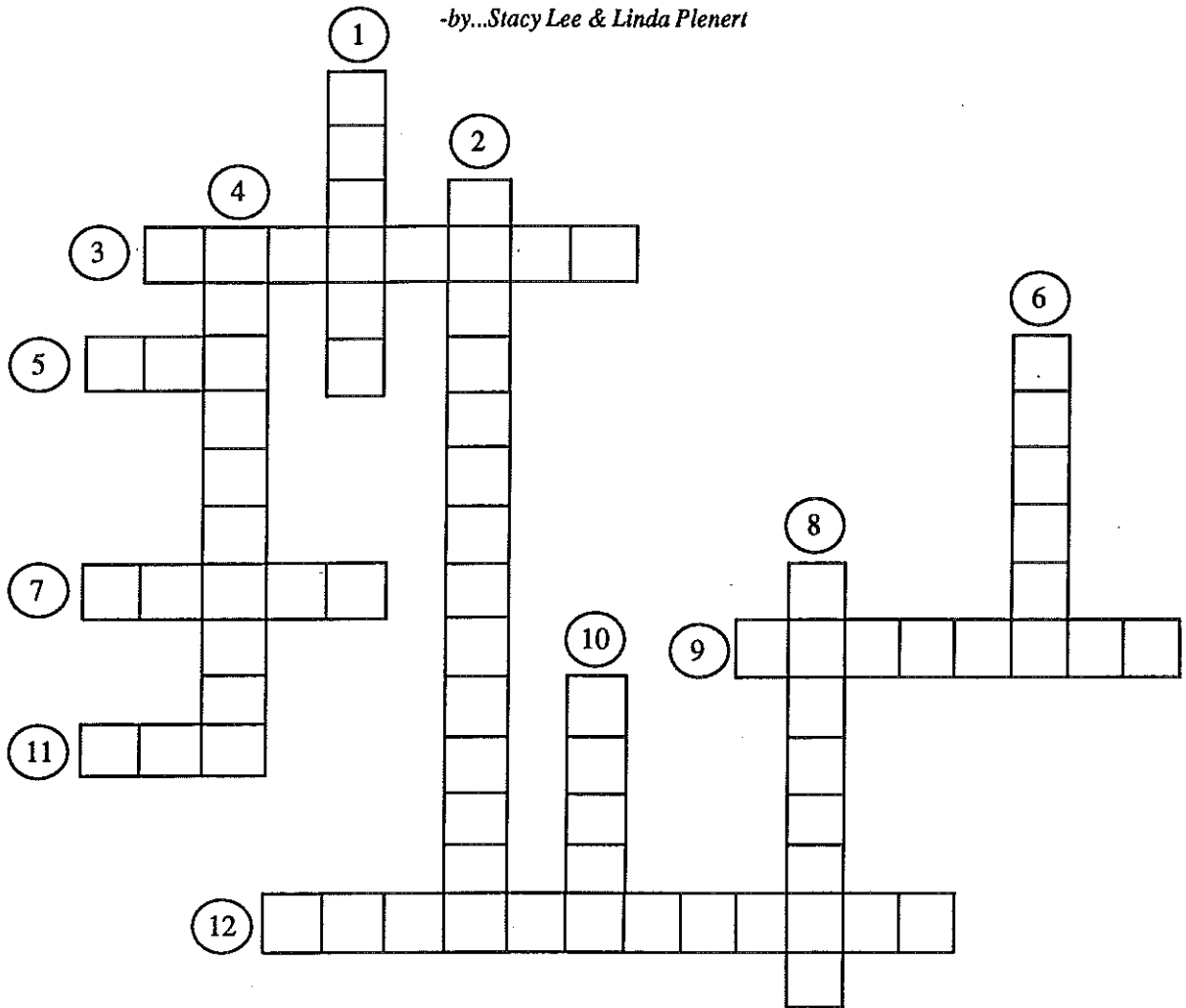


## Yours for the Asking

A variety of free materials and supplies are available in the literacy office. Check the tutor counter for free copies of *News for You*, a weekly newspaper for adults and the *Reader's Digest*. Through the generosity of *Kinko's Copies* and *Elixir Industries*, we also have carbon paper, business cards, 3 hole punch paper and binders that are perfect for recording language experience stories and making word cards.

# Summer Days

-by...Stacy Lee & Linda Plenert



**Down:**

- 1. One of the seasons
- 2. What makes it cooler?
- 4. A fruit found at picnics
- 6. Small bathing suit
- 8. Cooking outside
- 10. Near the ocean

**Across:**

- 3. An Olympic event
- 5. Opposite of cold
- 7. Perspiration
- 9. Time off work
- 11. What makes is hot outside
- 12. Summer holiday

*Answers:*

- |           |                    |               |           |             |          |        |             |        |           |              |                    |
|-----------|--------------------|---------------|-----------|-------------|----------|--------|-------------|--------|-----------|--------------|--------------------|
| 1. Summer | 2. Air conditioner | 3. Watermelon | 4. Bikini | 5. Barbecue | 6. Beach | 7. Sun | 8. Vacation | 9. Hot | 10. Sweat | 11. Swimming | 12. Fourth of July |
|-----------|--------------------|---------------|-----------|-------------|----------|--------|-------------|--------|-----------|--------------|--------------------|

# PLACENTIA LIBRARY DISTRICT

## Board Members

Margaret V. Dinsmore - President  
Robert E. Osborn  
Saundra M. Stark  
Fred West - Secretary  
Ray Evans

## Library Director

Elizabeth Minter

## Assistant Library Director

Salvatore Addotta

## Principal Librarian

Suad Ammar

## Literacy Coordinator

Melanie Daniels

## Family Literacy Coordinator

Gwen Joseph

## Literacy Clerk

Lusi Garcia

## Literacy Newsletter Staff

Linda Plenert      Debbie Cetin  
Stacy Lee

## LVA-Placentia Board Members

Peggy Dinsmore      Maria Moreno  
Lotte Gopalakrishnan      Valarie Harris  
Diane Hagstrand      Stephen McLean  
Leslie Moreau

*This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board. The opinions expressed herein do not necessarily reflect the position or policy of the CLSB or the California State Library and no official endorsement by those agencies should be inferred.*

**Literacy Center  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92670  
(714) 524-8408**

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator

SUBJECT: Status Report - Placentia Library Literacy Services

DATE: July 13, 1992

#### PROGRAM STATISTICS

(Unavailable as of July 13 - in the process of being compiled)

#### JUNE ACTIVITIES

Families for Literacy (FFL) Graduation - The Library was well represented by Peggy Dinsmore, Elizabeth Minter, Kay Schneider, and I. Bob D'Amato also attended this celebration at Head Start for parents completing our first year of FFL on June 4. Parents and children met again on June 5 for a picnic and T-ball game. Gwen Joseph did an outstanding job with this program.

Student Support Group - A total of 10 students attended the June 20 meeting to hear reports from Esther Guzman and Barbara Caduff about the May 30 Learner Conference and to discuss the nomination of a student representative to the LVA Board of Directors. Not one, but four students expressed interest on serving on the board. The group selected Jess Ramirez as its representative and Esther Guzman as an alternate. The other two students, Maria Cedillo and Barbara Caduff, agreed to serve as backup representatives and may be able to help with special projects. The group held a second meeting on June 23 to plan the potluck picnic, scheduled for July 18.

#### STAFF

A rotation of library staff kept the office covered during Lusi's maternity leave and employee vacations, including mine. Dottie Cummings, Liz Tranchida, Cheryl Hyman and Gwen Joseph all helped. Two community service volunteers, John Takacs and John Weisskopf, provided additional coverage and completed their hours during June. Two JTPA summer youth workers began working the week of July 6: Ven Nguyen and Marie Wilkerson. Lusi returns to work July 14.

#### NETWORK ACTIVITY

There were no SCLLN or OCLN meetings in June; SCLLN meets again on July 20 in Santa Fe Springs and the OCLN board meets on July 9.



LVA-CA's Southern California Field Services Representative, Evey Renner left LVA to pursue her own consulting business. Brenda Gray, the Northern California Representative, will handle affiliates' needs until a replacement for Evey is found.

#### UPCOMING ACTIVITIES

Our next tutor training workshop will begin July 13. The class will meet Mondays and Thursdays from 6 to 9pm in the meeting room for three weeks. We have 30 participants pre-registered for the workshop.

The PLLS Student Potluck Picnic will be held Saturday, July 18, from 10am to 5pm at Tri-City Park in Placentia. Tutors, students, board members, friends and family are invited.

#### NEWSLETTER

The July-August newsletter was mailed the week of June 29. Copies are attached to this report.





TO: Elizabeth Minter, Library Director

FROM: Gwen Joseph, Families for Literacy Coordinator

DATE: June 29, 1992

SUBJECT: Status Report

The summer ESL class offered to students by the Placentia Yorba Linda Unified School District is functioning at Kraemer Junior High however only a small number of Families students were able to participate. After weeks of trying to work out childcare for these families the problems of insurance and funding caregivers became insurmountable. Many families were extremely disappointed. A few have turned to PLLS to help find them a summer tutor, most will have to wait until September.

Flyers are being sent out this week to all Families participants about our bilingual storytime being offered by Beverly Booth and Peggy Dinsmore. Storytimes will be on Tuesdays twice a month beginning July 14 from 10:15-11:00. The time and effort these ladies are devoting to this program is very much appreciated and will make a big difference in maintaining this community's link to the library.

The end of the year report is ready for submission to the State and we are waiting to hear about funding for next year. Our latest advice from Sacramento is that notification could come as late as September 1. I have tried to have all materials ready so that the program can begin within a week of funding if necessary.

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PLACENTIA LIBRARY DISTRICT  
INTER-OFFICE MEMO

TO: Elizabeth Minter  
FROM: Kay Schneider  
DATE: July 10, 1992  
SUBJECT: **Grandparents and Books**

During the summer months our Grandparent and Books volunteers have changed their schedules from after school to Tuesday mornings and early afternoons. It has been a successful transition. Many children of all ages and their parents have been spending a part of their Tuesdays each week listening to good children's literature presented by our older volunteers. Many parents have taken the time to share with Barbara and I that they think this is a wonderful program.

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TO: Elizabeth Minter, Library Director  
FROM: Mary Byrne, Library Assistant *MEB*  
DATE: July 9, 1992  
SUBJECT: Gulf Arab States Display

The Gulf Arab States display is now at the Kern County Library in Bakersfield. It will remain there until the end of August, after which it will return to Placentia. The July program is scheduled for the 27th at 7 p.m. with Dr. Fadwa El Guindi as the speaker.

The June program in Coronado had a great turnout. Peggy Dinsmore introduced Dr. Henry Chambers to an enthusiastic crowd of 35 to 40 people-- an enjoyable and informative Saturday for all.

The only fly in the ointment is a FAX received from the Omani Embassy in Washington. Unfortunately, they have an official function at the end of July and are requesting that the Omani dagger and outfits be returned ASAP. We're working on that.

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TO: Library Board of Trustees Agenda Item 37  
FROM: Sal Addotta, Assistant Library Director  
DATE: July 13, 1992 *Sma*  
SUBJECT: American Library Association Conference

It was a good conference, I'm glad I got to attend.

I spent all day Friday, June 25th at the preconference on ADA and libraries. Among many good things, I learned that the regulations which help in interpreting the law have yet to be issued. However, the two gentlemen representing the U.S. Departments of Education and Justice were quite knowledgeable and articulate.

Saturday was spent at the exhibits; the Friends of the Libraries U.S.A. Author/Awards luncheon, which was great as always, especially Tomie dePaola reading from his biography; an intellectual freedom program about library materials on witchcraft, satanism and the occult; and the all-conference reception, where Terry and I caught up to President Dinsmore and her husband.

Sunday brought a demonstration by 3M of a "Patron Self Check-Out" system which has been in operation in Australia for a few years- it was fascinating, but expensive; a lecture/demonstration by well-known speaker Kaycee Hale on humor in leadership and how it relates to success; the Sublibrarians Scion of the Baker Street Irregulars in ALA high tea at which noted science fiction and mystery writer Poul Anderson was the featured speaker; and more exhibits.

On Monday I attended another meeting on ADA which featured a panel of mostly disabled individuals who shared their library experiences-one speaker was a librarian from Florida; I participated in a special panel of fifteen public and school librarians from around the country, sponsored by Grolier Educational Corporation, which discussed reference products and direct marketing issues-lunch was provided-and, the library will be receiving a new 1992 New Book of Popular Science for my time.

Tuesday morning I finished my tour of the exhibits and then we headed home.

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TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: July 10, 1992  
SUBJECT: Absence for Sick Leave

I found out this week that I will need to be absent from work for three to four weeks beginning Wednesday, July 15th.

I will be having abdominal surgery on that date.

I have been told by my surgeon that since I have a "sedate" job that I will be allowed to return on a part time basis in several weeks.

The staff is aware of my situation and everything will be in good hands with Sal, Suad and Charlene.

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PLACENTIA LIBRARY DISTRICT  
 1992-1993 Daily Salary Costs  
 August 25, 1992

10% Total FY 1991-1992 Revenue: \$130,987

NAME	Hrs/ Wk Week	Hrs/ Wk Day	Rate Per Hr	Rate Per Day	FICA	TOTAL PER DAY	OCT 92/ JUN 93
ADAMS, Gerald E.	20.00	4.00	8.30	33.20	2.54	35.74	714.80
ADDOTTA, Salvatore M.	40.00	8.00	24.73	197.84	15.13	212.97	4,259.50
AMMAR, Suad S.	40.00	8.00	21.05	168.40	12.88	181.28	3,625.65
BURKICH, Peggy D.	40.00	8.00	14.24	113.92	8.71	122.63	2,452.70
BYRNE, Mary E.	40.00	8.00	12.31	98.48	7.53	106.01	2,120.27
CARTWRIGHT, Helen R.	20.30	4.06	10.62	43.12	3.30	46.42	928.31
CONN, Girard	31.00	6.20	10.11	62.68	4.80	67.48	1,349.54
CUMMINGS, Dorothy J.	25.00	5.00	11.16	55.80	4.27	60.07	1,201.37
CUSHING, Karen E.	40.00	8.00	12.31	98.48	7.53	106.01	2,120.27
DANIELS, Melanie F.	40.00	8.00	15.36	122.88	9.40	132.28	2,645.61
DUMITRU, Chalene D.	40.00	8.00	14.78	118.24	9.05	127.29	2,545.71
EL-HIN, David A.	25.00	5.00	9.17	45.85	3.51	49.36	987.15
GARCIA, Luci	20.00	4.00	8.72	34.88	2.67	37.55	750.97
GEORGE, Julianne K.	21.50	4.30	9.17	39.43	3.02	42.45	848.95
GUZMAN, Esther P.	15.00	3.00	5.99	17.97	1.37	19.34	386.89
HYMAN, Cheryl L.	24.00	4.80	5.99	28.75	2.20	30.95	619.03
JACKSON, Dianne K.	20.00	4.00	12.01	48.04	3.68	51.72	1,034.30
JACKSON, Mary Ellen	20.00	4.00	5.99	23.96	1.83	25.79	515.86
MATAS, Katherine L.	23.00	4.60	14.24	65.50	5.01	70.52	1,410.30
MCCLAIN, Cynthia A.	40.00	8.00	16.87	134.96	10.32	145.28	2,905.69
MCDONALD, Rea D.	40.00	8.00	11.44	91.52	7.00	98.52	1,970.43
MINTER, Elizabeth D.	40.00	8.00	32.56	260.48	19.93	280.41	5,608.13
POMYKATA, Barbara F.	40.00	8.00	12.01	96.08	7.35	103.43	2,068.60
SCHNEIDER, A. Kay	40.00	8.00	16.13	129.04	9.87	138.91	2,778.23
SHOOK, Julie L.	40.00	8.00	16.07	128.56	9.83	138.39	2,767.90
TRANCHIDA, Elizabeth C.	20.00	4.00	9.63	38.52	2.95	41.47	829.34
TURNER, Karen L.	20.00	4.00	10.11	40.44	3.09	43.53	870.67
WALTERS, Jeannine W.	40.00	8.00	10.11	80.88	6.19	87.07	1,741.35
WILLAUER (ROBERTS), Cheryl L	40.00	8.00	14.24	113.92	8.71	122.63	2,452.70
WNEK, Estella A.	40.00	8.00	10.62	84.96	6.50	91.46	1,829.19
PAGES	100.00	20.00	4.75	95.00	7.27	102.27	2,045.35
						2,919.24	58,384.76
						44.87	
							130,987.00 (total)
					0.68 %salary		89,650.00 (salary)
							41,337.00 (other)



PLACENTIA LIBRARY DISTRICT  
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HYMAN, Cheryl L.	24.00	4.80	5.99	28.75	2.20	30.95	619.03
JACKSON, Dianne K.	20.00	4.00	12.01	48.04	3.68	51.72	1,034.30
JACKSON, Mary Ellen	20.00	4.00	5.99	23.96	1.83	25.79	515.86
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WILLAUER (ROBERTS), Cheryl L.	40.00	8.00	14.24	113.92	8.71	122.63	2,452.70
WNEK, Estella A.	40.00	8.00	10.62	84.96	6.50	91.46	1,829.19
PAGES	100.00	20.00	4.75	95.00	7.27	102.27	2,045.35

2,919.24 58,384.76

44.87

0.68 %salary

(19 full  
75,900.18 (26 full

130,987.00 (total)  
89,650.00 (salary)  
41,337.00 (other)

24,907.21  
 75,900.18  
 100,807.39

Adm 3.75  
 Tax 1.38  
 Enc. 5.16  
 Sky 3.00  
 Check 3.66  
 Photo 1.60  
 Vol " 60  
 203  
 Kit 7.06  
 Rd

88.04

12

14.70  
 2.10  
 .21  
 ---  
 7.05      2.3

TO: Library District Board of Trustees

FROM: Margaret Dinsmore, President

DATE: July 13, 1992

SUBJECT: ALA Annual Conference, June 26, 1992 - June 29, 1992

Thank you for voting "yes" to my attendance at the ALA Annual Conference. I feel that I am a better trustee because of my experiences. If our budget allowed, all trustees should attend. One's experiences are broadened and horizons expanded. If CLA is large, ALA is huge - close to twenty thousand attended and 2,400 meetings, programs and special events were scheduled. In that context the fourteen programs and events that I attended in a 2 1/2 day period may seem like a drop in the bucket, but my adrenaline kept flowing and I wasn't ready to stop and drop until I arrived home Monday evening. It took my several days to feel revived.

Out of the blur, a few sharp notes remain. Also, the feeling of camaraderie was tremendous. Meeting so many people with a passion for libraries was a tremendous experience. We all have the same concerns. Certainly, money shares the top concerns. I brought back much information of fund-raising, endowment funds, library foundations, and more topics that will help us to advance our immediate and long range goals. It was stimulating to participate in round tables which focused on financial support for our libraries. In talking to other trustees, I became more convinced than ever that our Placentia Library is indeed fortunate. One administrative board member told me they must go before the voters every year for their budget approval. A consultant recommended that our Board have in place a library foundation and seriously pursue the backing of the community to be fully prepared to fight any political proposal to remove our independence.

One of the best informed and best speakers I have ever heard was Renee Rubin, speaking on "Limiting Trustee Liability". Everyone present requested a transcript or tape of her talk. There was so much meat in it that it was impossible to record or digest all of it. She mentioned that a "NO" vote might keep a trustee from being liable, but not necessarily from being sued. If you abstain and the issue later goes to litigation, you are not exempt from liability. The Board minutes should reflect approval of all transactions in which trustees are involved, and should reflect dissenting votes of trustees. We should adopt a policy on sexual harassment. It would be wise to give Sensitivity training and we should participate in such training. Library boards should meet as often and as long as necessary. Executive sessions are for the purpose of hiring, appointing and dismissing employees. Seek legal advice whenever any question of liability arises. Prevent by a concerted effort to identify harmful risks. You can't avoid risks by inaction. Immunity is virtually extinct in a nonprofit community. Have a meeting room policy that will not damage community good will. Define disruptive behavior and have guidelines to handle it.





My attendance at a program on the White House Conference II gleaned a few bits of information. However, it did stress urgency and the power of commitment made by library trustees and other library leaders. Heard again was the necessity for finding money from grants so that we might address our priorities. In our own backyard there is our broad literacy program and its relation to our goal of reaching into the community. To conclude - a few quotes:

"When times are tough the tough go shopping."

"Don't forget contact with your legislators."

"The right person at the right time saying the right thing."

"Libraries are part of the solution in solving community problems."



# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1993-1994  
Adopted September 20 1993

Library Staff  
(14.75 FTE)  
**LIBRARY BOARD**  
Library Director (1.00 FTE)

## Administrative Services (1.25 FTE)

Administrative Assistant (1.00 FTE)  
Dumitru  
Library Assistant (.25 FTE)  
Willauer

## Adult Services (5.00 FTE)

Principal Librarian (.50 FTE)  
Ammar  
Library Clerk II (.25 FTE)  
Byrne  
Library Aide (.50 FTE)  
Hyman

## Children's Services (2.25 FTE)

Librarian II (.75 FTE)  
Schneider  
Library Assistant (.75 FTE)  
Willauer  
Library Clerk I (.25 FTE)  
Walters  
Library Aide (.50 FTE)  
Guzman

## Circulation Services (4.75 FTE)

Library Assistant (1.00 FTE)  
Burkitch  
Library Clerk II (.25 FTE)  
Byrne  
Library Clerk I (2.00 FTE)  
Walters (.25 FTE)  
Wnek (.75 FTE)  
Conn (.625 FTE)  
George (.375 FTE)  
Library Student Page (1.50 FTE)

## Technical Services (.50 FTE)

Librarian (.50 FTE)  
Shook

## Reference Desk (2.25 FTE)

Principal Librarian (.50 FTE)  
Ammar  
Librarian II (1.00 FTE)  
McClain  
Librarian (.50 FTE)  
Shook  
Library Assistant (.25 FTE)  
Byrne

## Literacy Services (1.50 FTE)

Literacy Coordinator/  
Library Assistant (.75 FTE)  
Matas (.50 FTE)  
Byrne (.25 FTE)  
Family Literacy Coordinator/  
Library Assistant (.50 FTE)  
Walters  
Library Clerk I (.25 FTE)  
Wnek



SALARY, 1993-1994 rates projected for full year		Placemith Library District FY 1993-1994 Budget Salary Worksheet September 22, 1993 Protection for FY 1994-1995										TOTAL						
PAYROLL NUMBER	NAME	DATE HIRED	STEP	INC. DATE	FTE	PERIOD	NUMBER HOURS @	SALARY THROUGH	PERCENT	NUMBER HOURS @	SALARY THROUGH	PERCENT	NUMBER HOURS @	SALARY THROUGH	PERCENT	TOTAL SALARY	VISION	COMPENSATION
							7 PERIODS	7 PERIODS	CHANGE FACTOR	24 PERIODS	24 PERIODS	CHANGE FACTOR	20 PERIODS	20 PERIODS	CHANGE FACTOR			
159	MINTNER, E	08/19/81	NA	03/18/83	1.00	80.0	32.56	0.00	2.080	0.00	67,724.80	0.00	67,724.80	5,180.85	3,355.64	498.88	249.48	77,410.55
160	ARMAS, S	12/21/73	NA	NA	1.00	80.0	21.05	0.00	2,080	0.00	43,784.00	0.00	43,784.00	3,349.48	2,091.60	249.84	249.84	48,724.40
171	DUMITRU, C	03/22/82	9	03/22/86	1.00	80.0	15.53	0.00	2,080	0.00	33,271.47	0.00	33,271.47	2,545.27	2,091.60	249.84	110.28	38,288.46
172	MCCOLAIN, C	10/24/74	8	07/01/87	1.00	80.0	18.70	0.00	2,080	0.00	40,062.88	0.00	40,062.88	3,084.81	2,091.60	249.84	110.28	45,579.41
179	SCHNEIDER, K	08/24/80	5	07/01/84	0.75	60.0	16.85	0.00	1,580	0.00	28,557.36	0.00	28,557.36	2,184.84	1,568.70	187.38	82.71	32,580.79
180	SHOCK, J.	04/19/88	9	07/08/88	1.00	80.0	16.07	0.00	2,080	0.00	34,478.37	0.00	34,478.37	2,632.77	2,091.60	249.84	110.28	39,513.86
	SUBSTITUTE LIBRARIAN				0.00			0.00			5,434.28	0.00	5,434.28	415.77				5,850.00
126	MILLAUER, C.	08/13/75	10	NA	1.00	80.0	14.24	0.00	2,080	0.00	30,507.78	0.00	30,507.78	2,333.94	2,091.60	249.84	110.28	35,282.34
106	BURKICH, P	03/25/78	10	NA	1.00	80.0	14.24	0.00	2,080	0.00	30,507.78	0.00	30,507.78	2,333.94	2,091.60	249.84	110.28	35,282.34
177	MATIAS, K.	02/11/78	10	NA	0.50	40.0	14.24	0.00	1,040	0.00	15,253.89	0.00	15,253.89	1,168.97	1,045.80	124.97	55.14	17,646.67
107	BYRNE, M.	08/30/88	7	07/08/84	0.50	40.0	12.64	0.00	1,040	0.00	14,164.42	0.00	14,164.42	1,088.58	1,045.80	124.92	55.14	16,473.54
					0.50	40.0	13.59	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.50	40.0	12.01	0.00	1,040	0.00	12,885.11	0.00	12,885.11	984.18	1,045.80	124.92	55.14	15,075.15
136	WALTERS, J.	08/29/87	3	07/22/84	0.50	40.0	11.71	0.00	1,040	0.00	13,152.67	0.00	13,152.67	1,006.18	1,045.80	124.92	55.14	15,389.11
					0.50	40.0	10.67	0.00	1,040	0.00	11,276.14	0.00	11,276.14	870.28	1,045.80	124.92	55.14	13,672.28
138	YINKE, E.	10/03/82	10	NA	1.00	80.0	10.67	0.00	2,080	0.00	22,752.29	0.00	22,752.29	1,740.55	2,091.60	249.84	110.28	26,944.58
109	CONN, G.	02/21/87	8	07/20/84	0.625	50.0	10.67	0.00	1,300	0.00	14,810.48	0.00	14,810.48	1,140.85	1,307.25	156.15	68.23	17,383.46
118	GEORGE, J.	08/15/80	7	02/01/84	0.875	30.0	8.63	0.00	780	0.00	8,375.21	0.00	8,375.21	640.70	0.00	0.00	0.00	9,015.91
					0.875	30.0	10.11	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SUBSTITUTE CLERK				0.00		8.30	0.00	300	0.00	2,684.70	0.00	2,684.70	198.20				2,900.90
160	GUZMAN, E.	08/24/81	0.50	40.0	0.50	40.0	5.09	0.00	1,040	0.00	6,418.49	0.00	6,418.49	490.85	0.00	124.92	0.00	7,032.27
119	HYMAN, C.	09/22/86	0.50	40.0	0.50	40.0	5.89	0.00	1,040	0.00	6,418.49	0.00	6,418.49	490.85	0.00	0.00	0.00	6,907.35
	PAGE				1.50	120.0	4.75	0.00	5,120	0.00	14,820.00	0.00	14,820.00	1,133.73				15,953.73
					14.75						457,346.31		457,346.31	34,988.09	28,501.70	3,241.61	1,587.98	573,764.67
											27,867.37		27,867.37	1,749.35				29,616.88

