

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

January 16, 1996

7:30 P.M.

Library Conference Room

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

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

- 1. Roll Call. Administrative Assistant (Robin absent)
- 2. Adoption of Agenda. M/Ray

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

Presentation: Library Director
Recommendation: Adopt by Motion

- 3. Election of Board Officers:

President M/Ray - Payne
 Secretary M/Ray - Sanchez

- 4. Minutes of the December 19, 1995, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

defer to Feb. Sanchez / M

- 5. Oral Communications.

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

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

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

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

- 6. Board President's Report.

*CACTAC workshop
CSDA News*

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

Presentation: Library Board President

*removes
Ray*

- 7. Friends of the Library Board of Directors Report.

Presentation: Library Director

- 8. Placentia Library History Room Ad Hoc Committee Report.

Presentation: Library Director

CLAIMS (Items 9 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 11 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.

3/1/96

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

There are no Nonstandard Claims for this period.

- 10. Claims forwarded by the Library Director. (Approve)

There are no Claims forwarded by Library Director for this period.

- 11. Current Claims and Payroll. (Approve)

Current Claims of \$91,150.39; Payrolls 3365 and 3366, for a cumulative payroll total of \$44,170.00. Combined total of Current Claims and Payrolls of \$135,320.39.

FINANCIAL REPORTS (Items 12 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

Sandra / Al.

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

Solomon

GENERAL CONSENT CALENDAR (Items 19 - 24)

Presentation: Library Director
Recommendation: Approve by Motion

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

Al / Sandra
~~Al / Sandra~~

- 19. Building Maintenance Report for December, 1995. (Receive & File)
- 20. Personnel Report for December, 1995. (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for December, 1995. (Receive & File)
- 22. Circulation Report for December, 1995. (Receive & File)
- 23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File) *Not Recomed*
- 24. Submission of the Letter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997. (Receive & File)

CONTINUING BUSINESS

25. Orange County Bankruptcy Settlement Agreement.

Ac / Ray
Presentation: Library Director
Recommendation: Approve Settlement Agreement and authorize signature by the Library Board President

26. Response from the State Library Legal Counsel Concerning Board of Trustee Mailing on Behalf of the Foundation.

OK
Presentation: Library Director
Recommendation: Determine Future Action

27. Select Vendor for Photocopier Contract.

Presentation: Library Director
Recommendation: Determine Whether Contract is to be Lease Purchase or Purchase; and Award Contract.

NEW BUSINESS

28. Select Vendor for Local Area Network Purchase, Installation and Maintenance Contract.

Presentation: Library Director
Recommendation: Receive and File the Proof of Publication of the Legal Notice in the *Orange County Register*; Award purchase and installation contract to Advanced Inter Systems, Anaheim, CA., in the amount of \$68,767.35; Purchase four (4) months of comprehensive service contract with the option to switch to a fifty (50) hour block of service calls, prepaid, at the end of the initial contract period; Authorize payment of \$34,383.68 when the contract is signed, payment of \$27,506.93 when the Library Director has accepted that every function required in the bid is installed and fully operational, and a final payment of \$6,876.74 after thirty (30) days (excluding the days that the Library is closed) of consecutive operation of the system. All amounts are to be paid from Fund 703 (Automation Replacement); Authorize the Orange County Treasurer to transfer \$21,000 from Fund 702 (Equipment & Structural Repair) to Fund 703 (Automation Replacement); Authorize payment of service agreement costs from Fund 707 (General Fund); and Authorize the Library Director to complete contract negotiations and sign all documents relating to this agreement.

29. Selection of Board Representative and Alternate to the Special District Workers Compensation Authority Board of Directors.

Presentation: Library Director
Recommendation: Make Selection

*call attorney * 12 ways things are good for the Court*

STAFF REPORTS (Items 30 - 35)

Scudder/Ky

- 30. Program Report for the Month of December, 1995. (Program Committee)
- 31. Children's Services Report for the Month of December, 1995. (Schneider)
- 32. Publicity Materials produced for the Month of December, 1995. (Willauer)
- 33. Placentia Library Literacy Services Report for the Month of December, 1995. (Matas)
- 34. Families for Literacy Project Report for the Month of December, 1995. (Walters)
- 35. Safety Committee Minutes for December, 1995. (Walters)

ADJOURNMENT

- 36. Agenda Preparation for the February 20, 1996, Regular Meeting.
- 37. Review of Action Items.

*CALIFAC workshop
7:00 pm - Heat Room }
Hogain Room }*

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

- 38. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 16, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 11, 1996.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

January 19-25	American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 9 (Sat)	Author's Luncheon, Alta Vista Country Club, 11:00 A.M. (All Trustees)
→ Mar 16 (Sat)	<u>CALTAC Trustee Leadership Workshop, Corona, 9:00 A.M. (All Trustees)</u>
Mar 17-20	NSFRE International Conference, Convention Center, Los Angeles
Mar 19 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 26-30	Public Library Association National Conference, Portland.
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-20	National Library Week
Apr 15 (Mon)	Friends of the Library Annual Membership Meeting, 7:00 P.M.
Apr 16 (Tues)	Library Board Meeting, 7:30 P.M.
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 16-19	Friends of the Library Semi-Annual Booksale
May 21 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 15-17	American Booksellers Association, Chicago
Jun 18 (Tues)	Library Board Meeting, 7:30 P.M.
Jul 4-10	American Library Association Annual Conference, New York City
Jul 16 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 13-16	LITA/LAMA National Conference, Pittsburgh, PA
Oct 15 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 19 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 17 (Tues)	Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 19, 1995**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 19, 1995 at 7:40 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustee Robin Masters; and Library Director Elizabeth Minter.

Members Absent: Trustees Ray Evans and Al Shkoler.

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

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by ~~Trustee Shkoler~~, seconded by ~~Trustee Evans~~ to approve the Minutes of the Regular Meeting of November 21, 1995 as presented.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported on the Placentia Chamber of Commerce Citizen of the Year Awards breakfast. She congratulated Library Volunteer Dixie Shaw and Library Trustee Al Shkoler for being selected Citizens of the Year and suggested that the Library nominate Friends of the Library President Pat Irot again next year for Citizen of the Year.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends have purchased a refrigerator for storage of refreshment supplies for Library programs.

**FOUNDATION
REPORT**

Secretary Stark reported that the Foundation Board has authorized the first investment of \$3,000 in a Mutual Funds account. She also expressed appreciation for recent donations to the Endowment Fund by Mr. and Mrs.

Loyce Hartlein and Dr. and Mrs. Daniel A. Farkas. Secretary Stark reported that she has not yet heard any determination on the pending grant applications.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Masters to approve Agenda Items 9 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$3,337.51; Current Claims and Payroll in the amount of \$66,310.94; and authorization of transfer of \$70,000 from FUND 707 (General Fund) to fund 706 (Bond Redemption) to reverse the transfer authorized on October 17, 1995.

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

FINANCIAL REPORT

It was moved by Trustee Masters, seconded by Secretary Stark to receive and file Agenda Items 13 through 19: Financial Reports for November, 1995; County of Orange Investment Pool Portfolio Summary for November, 1995; Office General Ledger & Check Registers for November, 1995; Acquisitions Report for November, 1995; Overdue Collection Report for November, 1995; Debit Card System Reimbursement Report for November, 1995; and Gifts Report for November, 1995.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Masters to receive Agenda Items 20 through 25: Building Maintenance Report for November, 1995 (Receive & File); Personnel Report for November, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for November, 1995 (Receive & File); Circulation Report for November, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); and Submission of the District's Certification for the Public Library Fund Grant, and Request for Waiver from its 100% Maintenance of Effort Requirement for 1995-1996, to the State Library of California (Receive & File).

**ORANGE COUNTY
BANKRUPTCY
SETTLEMENT
AGREEMENT**

Library Director Minter discussed the status of the Orange County Bankruptcy and the proposed settlement agreement. No Board action was taken.

**SELECT VENDOR
FOR PHOTOCOPIER
CONTRACT**

It was moved by Secretary Stark, seconded by Trustee Masters to defer Agenda Item 27, Selection of Vendor for Photocopier Contract, to the January Board Meeting.

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

**AUTHORIZATION
FOR SOLICITATION
OF BIDS FOR
LOCAL AREA
NETWORK SYSTEM**

It was moved by Trustee Masters, seconded by Secretary Stark to authorize solicitation of bids for the purchase, lease purchase, or lease of Local Area Network System.

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

**ORANGE COUNTY
EMERGENCY
OPERATIONAL
AREA COUNCIL**

It was moved by Secretary Stark, seconded by Trustee Masters to select Trustee Shkoler and Representative and President Dinsmore as Alternate to the Operational Area Council; and to appoint Library Director Minter as Representative and Administrative Assistant Dumitru as Alternate to the Orange County Emergency Organization.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Masters, seconded by Secretary Stark to:

1. Approve travel expense not to exceed \$1,469.00 from the 321 Grant for Library Board President Dinsmore to attend the Public Library Association Biennial Conference, Portland, Oregon, March 26-30, 1996.
2. Approve attendance by Library Director Minter, Principal Librarian Ammar, and Librarian Shook at the Public Library Association Biennial Conference, Portland, Oregon, March 26-30, 1996, with expenses to be paid from the District's Staff Development Account with the Santiago Library System.
3. Approve payment of \$193.00 for Public Library Association Division membership dues to the American Library Association for Library Board President Dinsmore, Principal Librarian Ammar and

Librarian Shook; and American Library Association membership for Librarian Shook.

4. Approve travel expense not to exceed \$355.00 from the California Literacy Campaign and Families for Literacy Grants, for Literacy Coordinator Katie Matas and Families for Literacy Coordinator Jeannine Walters to attend the Conference/Planning Retreat for the Southern California Library Literacy Network at the Los Angeles Conference Center, Lake Arrowhead, May 7-9, 1996.

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

STAFF REPORTS

It was moved by ~~Trustee Shkoler~~, seconded by ~~Trustee Evans~~ to receive and file Agenda Items 31 through 37: Program Report for Month of November, 1995; Children's Services Report for Month of November, 1995; Publicity Materials produced for the Month of November, 1995; Placentia Library Literacy Services Report for Month of November, 1995; Families for Literacy Project Report for the Month of November, 1995; and Placentia Pride Committee Report for Month of November, 1995.

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

AGENDA PREPARATION

1. Election of Officers
2. Selection of Vendor for Photocopier Contract
3. Election of Representative to Special District Workers Compensation Board of Directors.

ADJOURNMENT

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

Sandra M. Stark, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: January 16, 1996
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, January 8, 1996. Library Director Elizabeth Minter attended the Meeting.

The Treasurer's Report showed an account balance of \$7,202.29. Revenues from the ongoing booksale continue to increase moderately.

The Membership Chairman reported that memberships have increased but that figures for each membership category have not been calculated.

The Board discussed purchasing an electronic telephone answering system for the Library. Library Director Minter was asked to continue researching information and to begin cost negotiations with TIE (the same company that installed the Library's telephone system).

Library Director Minter announced that Elizabeth Forsythe Hailey has accepted the Friends' invitation to be the speaker for the 1996 Author's Luncheon on Saturday, March 9. Minter reported that invitations have gone to 34 celebrity waiters and request for corporate sponsorship have gone to 20 businesses. An issue of Placentia Library Notations announcing the event will be mailed on January 25 and tickets to the general public will go on sale at that time. Celebrity waiters have until January 29 to order additional seats at their tables.

Virginia Walker is chairperson for the Friends Annual Membership Meeting scheduled for Monday, April 15 in the Library. The Board suggested that the Friends might recognize local authors at this event.

President Irot distributed a calendar for 1996 Friends activities.

Nita Godwin and Camille Himes agreed to be co-chairs of the Semi-Annual Booksale to be held May 16-19 in the Meeting Room.

President Irot distributed minutes from the Placentia Library History Room Ad Hoc Committee.

President Irot suggested that the Friends conduct a Volunteer Training/Orientation program this spring. A procedures manual for the Book Store project was also suggested.

President Irot distributed a copy of the League of Women Voters interview report with Library Director Minter.

The next Friends Board meeting is scheduled for Monday, February 5 at 7:00 P.M. Trustee Masters is scheduled to attend.



LEAGUE OF WOMEN VOTERS

INTERVIEW WITH ELIZABETH MINTER
DIRECTOR, PLACENTIA LIBRARY

Interviewers: P. Irot, N. Kennedy OCTOBER 9, 1995

HOW DOES YOUR LIBRARY UTILIZE THE COMMUNITY?

(Volunteers, Networking with other libraries, schools etc)

VOLUNTEERS: The Library has a history of a strong volunteer program. Volunteers are recruited for a wide variety of jobs such as -- checking in books; shelving books; repairing books; preparing acquisitions with security tapes, bar codes; preparing announcements, etc., manning Friends of Library Used Book Sales.

There are Literacy volunteers, Friends of Library volunteers, Summer Teen volunteers, Court referrals, STEP program, High School Community Service volunteers, Scout Program volunteers as well as those who seek to volunteer independently.

During the month of August, 1995, the latest month for which data are available, volunteer hours total over 1100 hours (Friends-194;300-Summer Teens; 334-Literacy; 274-other volunteers). One volunteer has accumulated over 5500 hours over the years.

The Library has a paid part-time Volunteer Coordinator whose responsibility it is to maintain volunteer recruitment, training and recordkeeping. The Library Trustees also annually honor volunteers with a formal recognition program.

NETWORKING WITH OTHER LIBRARIES: Participation in the Santiago Library System provides direct and indirect loan service to patrons. This system includes all libraries in the county except Santa Ana and Huntington Beach. This association also extends to the Metropolitan Library system which brings Orange County and LA counties together.

A certain amount of shared program planning occurs. For example, the Children's Summer Reading Program for 1995 was a joint effort on the part of the Placentia Library, San Diego and Inland counties.

Membership in the ALA exists. However, several years ago Placentia Library District disassociated itself from the CLA; the CLA took a position contrary to the interests of the Placentia Library by supporting a legislative effort favoring County Libraries rather than recognizing needs of Special District libraries.

SCHOOLS: The Library continues to work on strengthening the relationship with the Placentia Yorba-Linda Unified School District. Efforts find some schools more responsive than others.

Every September, the library provides a letter to Parents of Elementary Students. It includes an invitation to sign up for library cards during the month of September, offering a token reward. These letters are prepared in English and Spanish, are counted out for each class and delivered to the schools.

In addition, a quarterly Newsletter for Teachers is prepared -one for elementary teachers and one for middle school/high school teachers. The first edition each school year includes the information about the Assignment Alert program and has an Assignment Alert Form attached. NOTE: Copy of each level NEWSLETTER is attached.

Based upon invitations to visit the classrooms before the end of the school year, volunteers arrive at the appropriate time to explain about the Summer Reading Program.

Staff is always available to explain Library services at Faculty meetings. When the financial need arose to cut back Library hours, the Trustees maintained one day, Thursday, to open in the early morning hours in order to serve school class visits.

The Library has supported PYLUSD in its grant proposal process and has participated in planning when invited. Most recently the Library offered a letter of support, as an important "stake holder", in the successful bid for federal GOALS 2000 funding. For several years, during the life of the grant, the Library was available for the Homework Assistance Program at Kraemer Middle School. Through its Foundation, the Library is currently seeking grant funding which will involve service to all district third graders.

In late Spring, 1995, during its periodicals electronic retrieval training, the library extended invitations to each school's library personnel to attend with them at the library site.

A close working relationship exists between the Literacy program and the PYLUSD Adult Education program, which involves basic literacy, ESL and Citizenship acquisition.

COMMUNITY AGENCIES: The Library belongs to and actively participates in the Chamber of Commerce. Suad Ammar, Principal Librarian, is on the Chamber's Board of Directors. The Library Director, Elizabeth Minter, is an active member of Rotary. Placentia Network, a federation of local organizations, has a library staff representative to that group. The Library annually participates in the Placentia Heritage Parade; its costumed "book characters" are always well received. Funds derived from Library staff grant writing has provided a series of presentations which enhance the concept of community.

Through commitment to the collection of local history materials, the library demonstrates interest and appreciation for the people of this community, past and present.

DOES YOUR LIBRARY HAVE A BOOK SELECTION POLICY, AND IF SO, WHAT ARE THE CRITERIA FOR SELECTION? The Board of Trustees has a policy which has 11 generic criteria and espouses the Library Bill of Rights and the Freedom to Read statements of the ALA.

Professional staff members, each with a designated area of expertise, select acquisitions they determine are needed, with attention to the overall content, and without insertion of individual taste or bias.

Within the Santiago District, at a time, specific collections were designated and housed at various sites. Due to personnel skills, Placentia houses the Arabic collection. Original acquisitions were made available through a grant request from the library; continuing acquisitions derive from the employee's contacts with individuals and Arabic organizations. (Newspapers and magazines)

A complaint procedure exists, regarding books in the collections, in which a patron first takes concerns to the Director; if not resolved, the concern is referred to the Trustees. During the Director's tenure, complaints have been resolved at the first level.

TO WHAT EXTENT IS YOUR LIBRARY USING TECHNOLOGY FOR INFORMATION RETRIEVAL, CIRCULATION AND PUBLIC ACCESS CATALOG? All three of these are operational. The Library is on-line with public access catalog along with Anaheim, Yorba Linda, and Placentia. Several computers are available throughout the Library, including the Children's Department, for the patron's catalog search.

Job search information has been available for the past year from a technology program.

Periodical/magazine technological retrieval goes on-line in October 1995. This will increase the number of available titles five-fold. Patrons will ultimately be able to access from home, order print copy and charge the nominal fee cost to their Credit Card.

LAN will be available early in 1996 for retrieval of reference materials. The Library will subscribe for Law, Business, Professional reference materials as well as Encyclopedia information on CD ROM, which will make up-to-the-second information available to the patron. The LAN, (Local Access Network) will allow multiple patrons' access at a given time. Currently, the library is on Internet 24 hours a day.

The Library staff has benefitted from the proximity of CSUF and the availability of its Library Services program; staff have attended classes offered there to upgrade knowledge of technology

usage in a library setting.

A Computer/Printer has been available for several years to patrons for an hourly fee. Most prevalent use of this equipment is Word Processing. The Library looks to the future to upgrade this equipment with CD ROM.

CD ROM's are available for checkout and are very popular with adults and children. This library was the first in the System to circulate CD ROM's; some libraries hesitated because of the risk of damage; however, that has not been a problem.

The next technology step would be to tie into home use fully with a switch to a 900 number.

Installation of each new piece of technology of necessity requires staff training time. In addition, then, patrons need training in its use, which puts further demands on staff time.

WHAT IS YOUR GREATEST CHALLENGE? The director feels the greatest challenge is finding funds to replace the lost taxes. A few years ago in California's Education Fund augmentation process, 30% of the Library budget was lost. Because the State will not reverse what has been done, there is a necessity to find alternative funding sources. The recent County financial crisis magnifies the problem. Grants are more aggressively sought. The Friends group increased its efforts and an additional fund raiser was added - the annual Author's luncheon. A tax-exempt LIBRARY FOUNDATION was established. A Board of Directors, incorporation, exempt status, and an annual-giving campaign are in place. NOTE; Brochure attached as well as paper relating the relationship of the Foundation to the Trustees and the Friends.

HOW DO YOU DEAL WITH REDUCTIONS IN FINANCIAL SUPPORT AND WHAT ARE THE CRITERIA FOR CUTBACKS? Essentially, the budget has two main items...staff costs and acquisition costs. Since staffing represents between 60% and 70% of the budget, reduction in hours of service was put in place, weighing carefully how best to serve the patrons and how best to provide for staff needs. Several early retirements made staff reduction possible with the least amount of pain. Acquisition of materials for the collection suffered by a reduction in the budgetted amount and the mounting cost of materials. An ADOPT A BOOK campaign was instituted, managed by the Friends, and the community was responsive; this was not a total solution, but it possible acquisitions at a time of great need. NOTE: Placentia Library statistics for FYs 92-93 and 93-94 are attached.

WHAT DO YOU FORESEE IN THE NEXT FIVE YEARS? The transfer to technology retrieval for all reference materials will be accomplished. This means access to all the most current

information and space freed from reference materials' storage thus providing the library with a third more space. The core of the collection will remain print. LAN will need about 60 CE ROMs to start off. All of this will cause a dramatic change in the appearance of the library.

While those in the community with the means to have the "state of the art" technology in their homes will be subscribers of many technology services, the library will be the primary access provider for those UNABLE to afford the equipment and the subscriptions.

The current Literacy Program will extend beyond language, reading and writing skills. Literacy will include the learning of Computer Technology skills.

HOW CAN THE LEAGUE OF WOMEN VOTERS OF NORTH ORANGE COUNTY HELP THE LIBRARY? All Special Districts throughout the State are under legislative/political scrutiny and possible jeopardy. Some of our local legislators DENY that, when they espouse the redefining or consolidating of Special Districts, they include in that group the Library Special Districts. BUT THIS CONTINUES TO BE A CONCERN FOR PLACENTIA LIBRARY DISTRICT.

The director feels that the State Constitution revision process needs to be closely monitored. LWV COULD BE MOST HELPFUL IN MONITORING LEGISLATIVE DISCUSSIONS REGARDING SPECIAL DISTRICT LIBRARIES AND ANY PROPOSALS RELATED THERETO.

If the Library Special Districts are to be dissolved, this Library's needs would best be served by association with the City of Placentia...NOT the County. AND THAT THE TAX BASE STAYS WITH THE LIBRARY IN ANY REORGANIZATION.

An excellent cooperative and collegial relationship has existed for many years between the staff and elected officials of the City and the staff and elected officers of the Library. This is evident in many formal and informal ways. As an example, the frequency of the City's Newsletter was to be reduced for financial reasons. It continues to be delivered to all homes in the City because the Library pays for two pages devoted to Library news. Thus the city maintains its quarterly Newsletter and the Library gets information out to its patrons.

Before the City of Placentia was established, citizens saw the need for library services in this community and they organized the Placentia Library District. That was 76 years ago the Placentia Special District Library was established, making it older than the city itself.

The Placentia Library District, as did the Buena Park Library District, contracted with BSI Consultants, Inc . of Santa Ana, to conduct a Consolidation Feasibility Study.

The final report was available June 1994 and these consultants found, at that time, there was NO financial benefit to the Library, NOR TO THE CITY, in a consolidation of the Library with the City of Placentia.
NOTE: A copy of the summary page is attached.

PLACENTIA LIBRARY HISTORY ROOM AD HOC COMMITTEE

MEETING.....January 3, 1996

Attendance: Julie Shook, Marie Schmidt, Pat Jertberg, Pat Irot
 Not Present: Larry deGraaf, Sal Adotta

The following activities were set for 1996.

1. Acquire a data system.....JULIE
 Can the State Library office advise us concerning what system will provide us the needed connections with other sources of archives throughout the State?

 Where can we get the funding necessary to purchase?...PAT
 Perhaps the Friends, perhaps grant sources
 perhaps the Trustees
2. Obtain the hardware which is dedicated to the needs of the History Room.....PAT
 Needs to have adequate memory to provide for the fields necessary to access data

 Sources might be grant funding, Friends, Trustees
 Input of data could begin prior to the access of equipment, using the library computers, given that the software is available.
3. Collection needs field designations.....PAT J
 Some has been done with the Kraemer materials, uniformity and extension are needed. With this accomplished, volunteers could do inputting
4. Obtain a scanner to input graphic information.....
 Needed for photos, maps, graphs, etc.
5. Photo Collection needs to organized/expanded.....JOHN/MARIE
 Visit to 1st American Title to purchase from them all photos in their collection which deal with Placentia.

 Determine manner in which to store materials on hand and those to be acquired to protect,.....JOHN
 access, etc. Possibly zerox for patrons' search to protect actual photo from excess handling
6. NEED TO PROCESS MATERIALS WITHIN THE GLASS CABINETSJULIE
 Text materials may or may not be in the system and have the protect strips.
 Memorabilia need to be identified to be included in History Room data base with appropriate fields.
7. CONTINUE LOCAL SCHOOL ANNUAL COLLECTION.....PAT I
 Missing issues will be presented to newspapers

(School Annuals continued)

posted in library.

School Activities directors and/or annual publishers will be asked to donate one copy each year

8. Procedure for Patron Usage.....JULIE

How can library personnel help us maintain the History Room's collection?

Patron's sign-in?, how to access collections' items? return items? etc.

9. HOW WILL THE AD HOC COMMITTEE CONTINUE TO FUNCTION/

Need for guidance, need for support.....

What should be the meeting calendar?

For the record, all "books" within the History Room have been examined for proper collection steps. Julie has processed any discrepancies. Bancroft materials are in need of re-binding. Some materials have been recommended for discard by staff, and once removed from the collection, will be available for purchase through the Friends. Recommendation is that any monies generated be available for the needs of the History Room.

With some help from library pages, books will be re-positioned on shelves to make subsequent re-shelving possible. Also, scrapbooks need to be listed and stored.

RECOMMENDATION FROM AD HOC COMMITTEE TO HISTORICAL COMMITTEE;
Within Placentia, agencies, organizations NEED to be urged to maintain ARCHIVAL collections representing the organization. Suggest that Historical Committee provide guidance in developing these archival collections. Library should have in its data base info regarding existence of these archival collections, where and how collections may be accessed.

NOTE; Items listed numerically above and in capital letters are understood as needed but necessarily discussed to this meeting.

cc: AdHoc committee members; Friends; Trustees; Historical Com.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 16, 1996

DATE	REPORT NO.	AMOUNT
TOTAL		<u>\$0.00</u>



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 16, 1996

DATE	REPORT NO.	AMOUNT
TOTAL		<u>\$0.00</u>



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 16, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3361	3,127.50
Subtotal for Immediately		3,127.50
Regular	3362	33,152.44
	3363	52,459.25
	3364	2,411.20
Subtotal for Regular		88,022.89
TOTAL CURRENT CLAIMS		91,150.39
Payroll	3365	22,085.00
	3366	22,085.00
Subtotal for Payroll		44,170.00
TOTAL		135,320.39

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/16/96
REPORT NO 3361

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	Dec. 26, 1995		2800	00		152.27		
N01889 Connect, Inc. 515 Ellis Street Mt. View, CA 94043-2242	Dec. 31, 1995		0700	07		11.03		
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367	January, 1996		0300	00		2,106.41		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Dec. 24, 1995		1800	00		24.95		
N03650 Kinko's Customer Admin. Svcs. P.O. Box 8033 Ventura, CA 93002-8033	Dec. 20, 1995 004002073531		1800	00		22.63		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec. 7, 1995 528-1906		0700	00		124.67		
	Dec. 19, 1995 996-4983		0700	01		87.09		
	Dec. 17, 1995 528-8236		0700	01		17.48		
	Dec. 7, 1995 253-0470		0700	01		141.33		
	Dec. 19, 1995 996-2865		0700	01		23.67		
	Dec. 17, 1995 528-6022		0700	08		15.37		
						409.61		
N06555 Principal Financial Group P.O. Box 10328 Des Moines, IA 50306	Dec. 22, 1995		0300	00		400.60		

The claims listed above (totaling \$ 3,127.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/16/96
REPORT NO 3362

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N05030 AT & T P.O. Box 10103 Van Nuys, CA 91410-0103	Dec. 16, 1995							
	528-1906		0700	00		8.94		
	Dec. 4, 1995							
	524-9784		0700	01		5.27		
	Dec. 16, 1995							
	528-8236		0700	01		11.78		
	Dec. 18, 1995							
	996-2865		0700	01		5.00		
						30.99		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	January, 1996		1900	00		35.00		
N06573 First American Trust Attn: Jo Ann Jordan 421 N. Main Street Santa Ana, CA 92702	year end June 1995		0200	00		31,908.26		
N06686 Office Depot P.O. Box 660337 Dallas TX 75266-0337	Dec. 16, 1995		1800	00		34.19		
N06736 Library Administrator's Digest Box 993 So. San Francisco, CA 94080	Dec. 14, 1995		1800	00		39.00		
N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670	Jan. 7, 1996		1400	00		950.00		
N06820 California Library Association 717 "K" Street, STE 300 Sacramento, CA 9581-3477	1996 Renewal							
	Dinsmore		1600	00		35.00		
	Shkoler		1600	00		35.00		
	Shook		1600	00		85.00		
						155.00		

The claims listed above (totaling \$ 33,152.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

33,152.44

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/16/96
REPORT NO 3363

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06931 D & S Systems 611-H South Palm Street La Habra, CA 90631	Dec. 31, 1995 10459		1400	00		678.00		
N06965 Paychex 200 E. Sandpointe STE 100 P.O. Box 25159 Santa Ana, CA 92799	Dec. 28, 1995 19951228		1900	00		169.75		
N09238 Scholastic Book Fairs 1210 North Red Gum Street Anaheim, CA 92806	Dec. 4, 1995 10913		1800	09		131.63		
City of Anaheim Division of Collections P.O. Box 3222 Anaheim, CA 92805	Dec. 27, 1995 LI000000025		1900	00		37,312.29		
NSFRE 1101 King Street, STE 700 Alexandria, VA 22314-2967	January, 1996 143700		1600	00		170.00		
The Register P.O. Box 11626 Santa Ana, CA 92711	Dec. 31, 1995 0086113005		1900	00		115.20		
Library Educational Institute RR1 Box 219 New Albany, PA 18833	Nov. 17, 1995 6318		2400	01		54.45		
Information Access Attn: Accts Receivable 362 Lakeside Drive Foster City, CA 94404	Dec. 19, 1995 1113685		2400	03		13,827.93		

The claims listed above (totaling \$ 52,459.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/16/96
REPORT NO 3364

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Dec. 19, 1995 39580		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Dec 29, 1995		1900	00		32.71		
N03660 Elizabeth Minter (petty cash) c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	Dec, 1995		0900 1600 1600 1800 1800 1803 1900 2700 2700	09 00 08 00 09 00 00 01 07		57.80 533.00 138.00 198.39 7.89 8.98 100.00 509.00 173.00 1,726.06		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Nov 30, 1995 519082		0700	02		14.09		
N03658 Grolier Publishing Company Sherman Turnpike Danbury,CT 08813	Nov. 24, 1995 319466		2400	01		228.89		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Oct. 18, 1995 23354268 Dec. 27, 1995 24147310 Dec 28, 1995 2416085		2400 2400 2400	01 01 01		14.18 79.38 45.68 139.24		
N06958 Rand McNally P.O. Box 98904 Chicago, IL 60693	Dec. 13, 1995 01901405		2400	01		152.79		

The claims listed above (totaling \$ 2,411.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	January 16, 1995 Pay # 3 Jan. 19, 1996 Feb. 1, 1996		0100	00		20,515.00		
	FICA		0200	00		<u>1,570.00</u> 22,085.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 1, 1996								

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/16/95
REPORT NO 3366

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	January 16, 1995 Pay # 4 Feb. 2, 1996 Feb 15, 1996		0100	00		20,515.00		
	FICA		0200	00		<u>1,570.00</u> 22,085.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 15, 1996								

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

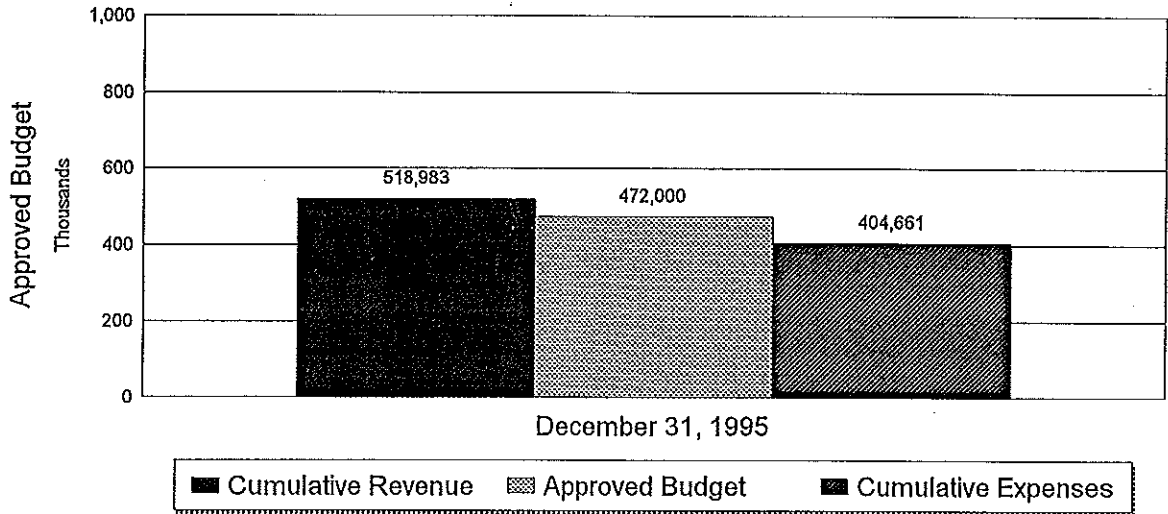
COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 DEC 1995	FY1994-95 DEC 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	329,989.36	284,172.79	262,776.69	220,607.10	47.14%
6210-01	Public Utility	25,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Tester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	725,000.00	329,989.36	284,172.79	262,776.69	220,607.10	45.52%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	40,060.75	39,701.89	0.00	0.00	30.12%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,056.24	(269.26)	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,532.49	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Tester Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	22,474.71	7,263.23	0.00	0.00	42.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	3,500.00	4,702.12	1,908.66	0.00	0.00	55.32%
6280-01	Final supplemental for prior years	0.00	396.78	109.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	3,500.00	5,098.90	2,016.88	0.00	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	1,687.49	0.00	0.00	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88	0.00	0.00	0.00	
	TOTAL TAXES	839,500.00	398,452.83	334,842.37	262,776.69	220,607.10	47.46%
6610-00	Interest	25,000.00	3,170.61	6,722.46	1,708.15	0.00	32.68%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	3,170.61	6,722.46	1,708.15	0.00	32.68%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	2,309.92	2,197.81	2,309.92	2,197.81	14.90%
6970-00	State - LL & Direct Loan Reimbursement	19,000.00	9,008.30	3,043.93	2,245.87	0.00	47.41%
6970-01	State - CA Foundation Fair-Is	16,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	20,000.00	10,088.90	11,500.00	0.00	0.00	50.44%
6970-04	State - Dept of Education 321 Grant	10,000.00	1,381.00	3,294.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	20,478.20	22,837.93	2,245.87	0.00	27.30%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	34,000.00	19,571.18	10,540.28	2,982.31	0.00	57.56%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	70,000.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	518,982.74	377,140.85	272,022.94	222,804.91	52.21%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 DEC 1995	FY1994-95 DEC 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	262,815.43	287,582.00	41,030.00	59,482.00	51.25%
0200	Retirement	72,746.00	20,111.41	22,000.02	3,140.00	4,550.37	27.65%
	Health Insurance/Care America	21,688.00	7,451.73	8,733.76	1,836.69	2,390.22	34.40%
	Long Term Disability	2,462.00	1,063.27	1,058.35	213.90	0.00	43.19%
	Vision Service Plan	1,934.00	620.13	664.99	0.00	0.00	32.06%
	Dental	4,295.00	2,403.60	1,932.62	400.60	381.08	55.96%
0300	Total Employee Insurance	30,379.00	11,548.73	12,359.72	2,451.19	2,771.30	38.02%
0310	Unemployment Insurance	1,000.00	0.00	324.46	0.00	0.00	0.00%
0350	Workers Compensation - General	3,800.00	1,897.00	966.00	0.00	0.00	44.66%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	296,172.57	323,232.20	46,621.19	66,803.67	47.71%
0700-00	Communications - Telephone	3,000.00	688.93	769.22	156.62	0.00	22.96%
0700-01	Communications - Modem/Fax	1,800.00	1,474.92	1,039.22	275.17	476.06	476.06%
0700-02	Communications - Internet/Daabase	500.00	423.05	341.87	103.44	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	1,695.28	2,290.52	423.82	0.00	0.00%
0700-07	Communications - 321 Grant	135.00	114.70	0.00	26.40	0.00	0.00%
0700-08	Communications - Adult Literacy	575.00	109.90	149.36	0.00	25.37	19.11%
	Total Communications	11,510.00	4,506.78	4,550.19	985.45	501.43	39.16%
0900-00	Food - General Fund	100.00	35.00	19.30	0.00	0.00	35.00%
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50.00	0.00	30.43	0.00	0.00	0.00%
090-009	Food - Family Literacy	50.00	0.00	6.59	0.00	0.00	0.00%
	Total Food	250.00	35.00	57.22	0.00	0.00	14.00%
1000-00	Household Expense	3,500.00	2,262.95	769.87	1,095.31	0.00	64.66%
1100-00	Insurance	15,500.00	9,549.17	0.00	0.00	0.00	61.61%
1300-00	Maintenance of Equipment - General Fund	8,000.00	1,504.01	2,938.61	173.85	0.00	18.80%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	0.00	969.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	9,000.00	1,504.01	3,907.61	173.85	0.00	18.80%

01/09/96

Expenditure Report

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 3071
(Prepared from the Orange County Auditor's Report)
January 16, 1996

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 DEC 1995	FY 1994-95 DEC 1994	FY 1994 YTD	FY 1994 % OF BUD
	HVAC	3,600.00	3,434.75	587.10	1,147.59	0.00		95.41%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	0.00		0.00%
	Grounds/Sweeping - City of Placentia	24,000.00	8,271.68	7,093.83	1,374.95	0.00		34.47%
	Plumbing	750.00	0.00	0.00	0.00	0.00		0.00%
	Electrical	3,740.00	988.00	1,671.71	0.00	0.00		26.42%
	Cleaning Service	11,700.00	4,750.00	4,750.00	0.00	0.00		40.60%
	Locksmith	200.00	0.00	0.00	0.00	0.00		0.00%
	Other	500.00	5120.00	2,125.48	289.00	0.00		1024.00%
	Total Maintenance of Building & Grounds	45,990.00	22,564.43	17,028.17	2,811.54	540.00		49.06%
1400-00	Memberships - General Fund	2,400.00	1,093.65	941.00	983.65	0.00		43.07%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00		
1600-08	Memberships - Adult Literacy	150.00	100.00	135.00	0.00	0.00		
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00		
	Total Memberships	2,550.00	1,268.65	1,076.00	983.65	0.00		49.73%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	0.00	0.00	0.00		
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00		
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00		
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00		
	Total Miscellaneous Expense	0.00	(702.50)	0.00	0.00	0.00		
1800-00	Library Supplies	6,000.00	6,737.03	1,583.21	3,098.00	0.00		112.28%
	Printing	9,000.00	449.46	3,470.33	29.93	23.67		4.99%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00		
	Publications	1,000.00	255.24	232.45	61.50	0.00		23.52%
	Paper	900.00	292.15	440.85	57.32	0.00		32.46%
	Drinking Water Service	300.00	149.70	124.75	24.95	0.00		49.90%
	Other Office Supplies	5,500.00	2,866.67	3,233.82	540.33	0.00		52.12%
	Total Office Supply Expense - General Fund	22,700.00	10,750.25	9,085.41	3,722.03	23.67		47.36%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00		
	Printing	3,000.00	151.15	1,407.23	65.00	0.00		5.04%
	Publications	2,100.00	1,523.19	1,523.16	0.00	0.00		0.00%
	Paper	50.00	0.00	0.00	0.00	0.00		0.00%
	Other Office Supplies	350.00	1,009.16	128.57	499.00	0.00		288.33%
	Total Adult Literacy Office Supply Expense	5,500.00	2,683.50	3,058.96	564.00	0.00		48.79%
1800-09	Family Literacy Supply Expense	6,000.00	1,062.27	1,519.09	301.70	0.00		17.70%
	Total Office Expense	34,200.00	14,496.02	13,663.46	4,587.73	23.67		42.39%

01/09/96

Expenditure Report

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 DEC 1995	FY1994-95 DEC 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	295.25	825.57	161.50	0.00	16.40%
1803-04	Postage Expense - LSCA II Grant	100.00	0.00	19.95	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	300.00	0.00	67.86	0.00	0.00	0.00%
1803-09	Postage Expense - Family Literacy	150.00	0.00	83.52	0.00	0.00	
	Total Postage Expense	2,350.00	295.25	996.90	161.50	0.00	12.56%
	Care Resources (Employee Assistance)	650.00	140.00	0.00	35.00	0.00	21.54%
	Pension Contribution & Operating Expenses	5,800.00	1,375.60	4,168.18	700.08	0.00	23.72%
	Amheim Library Automated System	40,000.00	26.23	647.83	0.00	0.00	0.07%
	Clipping Service	400.00	163.55	163.55	32.71	0.00	40.89%
	Tax Collection Services & Fees by Orange County	175.00	115.24	138.85	18.67	0.00	65.83%
	Advertising	200.00	0.00	47.97	0.00	0.00	0.00%
	Medical Exams	750.00	95.00	285.00	0.00	0.00	12.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,750.00	2,950.00	2,950.00	0.00	0.00	78.67%
	Payroll Preparation	2,500.00	993.85	875.77	0.00	0.00	39.78%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCP Settlement Allocations)	3,000.00	108.00	941.79	0.00	0.00	3.60%
1900-00	Total Specialized Services - General Fund	60,925.00	5,967.47	10,218.94	786.46	0.00	9.79%
1900-01	Specialized Services - LSCA II Grant	0.00	1,489.14	10,574.71	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	0.00	1,705.75	0.00	0.00	0.00%
1900-09	Specialized Services - Family Literacy	5,500.00	0.00	95.00	0.00	0.00	0.00%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	925.12	809.67	656.94	551.51	46.28%
	Total Specialized Services	71,175.00	8,381.73	23,404.07	1,443.40	551.51	11.78%
2000-00	Legal Notices - General Fund	500.00	112.50	0.00	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	0.00	0.00	0.00	9.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	


PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 16, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 DEC 1995	FY1994-95 DEC 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,552.97	0.00	2,552.97	0.00	2552.97%
2400-01	Special Department Expense - Books	25,056.00	7,796.55	13,872.55	0.00	2,163.54	31.12%
2400-02	Special Department Expense - Video	2,000.00	183.00	0.00	0.00	0.00	9.15%
2400-03	Special Department Expense - Electronic	25,000.00	3,844.54	5,622.38	0.00	(1,693.75)	
2400-04	Special Department Expense - Periodicals	5,000.00	258.65	\$,583.17	170.56	0.00	5.17%
2400-05	Special Department Expense - Audio	3,000.00	503.90	0.00	16.16	0.00	16.80%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	1,071.75	0.00	0.00	
2400-09	Special Department Expense - Family Literacy	500.00	0.00	59.31	0.00	0.00	0.00%
	Total Special Department Expense	61,156.00	15,239.61	29,209.16	2,739.69	469.79	24.92%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	318.82	2,015.66	395.00	0.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	561.03	726.04	46.96	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	112.00	0.00	112.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	275.00	699.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	279.00	1,234.36	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	52.83	6.00	52.83	0.00	10.57%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	0.00	65.00	0.00	0.00	0.00%
	Total Transportation/Travel - Meetings	6,700.00	2,495.65	4,746.06	606.79	0.00	37.28%
	Electricity	58,000.00	25,262.42	22,662.18	4,341.85	0.00	43.56%
	Gas	3,075.00	217.36	351.24	0.00	351.24	7.07%
	Water	1,925.00	996.72	1,025.44	0.00	0.00	51.78%
	Total Utilities	63,000.00	26,476.50	24,038.86	4,341.85	351.24	42.03%
	TOTAL SUPPLIES & SERVICES	364,031.00	108,488.78	123,427.57	19,930.76	2,442.64	29.80%
	Taxes, Assessments (Sales Tax)	1,200.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	8,000.00	0.00	1,946.61	0.00	(1,000.00)	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,150.05	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	8,000.00	0.00	3,996.66	0.00	(1,000.00)	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	0.00	3,996.66	0.00	(1,000.00)	0.00%
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	994,000.00	404,661.35	450,656.43	66,551.95	68,246.31	40.71%

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: January 16, 1996
SUBJECT: County of Orange Investment Pool Portfolio Summary for December, 1995.

This report is not available as the Investment Pool Portfolio Summary for December, 1995, has not yet been received.

Placentia Library District
Balance Sheet

December 31, 1995

Assets

General Fund - Checking	4,045.34	
Literacy Fund-Checking	3,611.26	
County Exempt-Checking	4,182.29	
Payroll Account	11,133.87	
Savings (P/R Support)	3,623.58	
Savings (P/R Fees)	2,173.42	
Certificates of Deposit	25,000.00	
General Fund - Savings	4,629.10	
Literacy Fund - Savings	3,080.38	
County Exempt - Savings	9,392.56	
Total Assets		70,871.80 =====

Liabilities

Manual Payroll Checks	12,312.85	
Payroll Taxes Payable	35.28	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(775.22)	
Union Dues Payable	318.58	
Other Employee Deductions	656.41	
Total Liabilities		12,746.10

Capital

Fund Balance	58,125.70	
Total Capital		58,125.70 -----
Total Liabilities and Capital		70,871.80 =====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

December 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,629.10
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,629.10

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1-8-96

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

December, 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,766.34
Checks Out	4190	50.00		
	4191	671.00		
	TOTALS	721.00	0.00	
CHECKBOOK BAL				4,045.34

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1/8/96

12/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	109.86	109.86
Cash Register-Fines	2,053.80	2,053.80
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	161.94	161.94
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	85.00	85.00
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	35.66	35.66
Copy Machine Income	0.00	0.00
State Library Reimbursements	3,738.13	3,738.13
State Library Grants	88.90	88.90
State of California Foundation Fund	0.00	0.00
Other Grants	1,381.00	1,381.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	12.28	12.28
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	7,666.57	7,666.57
Cost of Sales		
	-----	-----
Gross Profit (Loss)	7,666.57	7,666.57
Expenses		
Transfers to County	5,228.18	5,228.18
Employee Insurance (030)	0.00	0.00
Food (0900)	74.24	74.24
Household Expenses (100)	0.00	0.00
Insurance (1100)	(20.00)	(20.00)
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	671.00	671.00
Office Expense (180)	239.20	239.20
Postage (183)	(4.02)	(4.02)
Prof. & Spec. Services (190)	100.00	100.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	676.00	676.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00

12/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Funds in Transit	(2,256.72)	(2,256.72)
Total Expenses.	4,707.88	4,707.88
Operating Income (Loss)	2,958.69	2,958.69
Other Income		
Other Expenses		
Net Income (Loss)	2,958.69	2,958.69

12/31/95

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

Part 1 of 1 Parts

	12/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	211.96
Cash Register-Fines	11,439.50
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,145.98
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	210.00
Cash Register-Publications	0.00
Cash Register-Reserves	729.09
Cash Register-Computer Rental	230.97
Typewriter Income	56.94
Telephone Income	81.52
Copy Machine Income	0.00
State Library Reimbursements	10,500.56
State Library Grants	10,088.90
State of California Foundation Funds	0.00
Other Grants	1,381.00
County Reimbursements	5,948.46
Interest Income - checking	5.20
Interest Income - savings	48.51
Miscellaneous Income	5,060.87

Total Income	47,139.46
Cost of Sales	

Gross Profit (Loss)	47,139.46
Expenses	
Transfers to County	40,922.80
Employee Insurance (030)	87.90
Food (0900)	145.10
Household Expenses (100)	12.19
Insurance (1100)	(20.00)
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Memberships (160)	1,066.00
Office Expense (180)	1,553.97
Postage (183)	399.48
Prof. & Spec. Services (190)	200.00
Special Departmental Expense (240)	(487.33)
Transportation & Travel (270)	2,720.28
Utilities (280)	(217.76)
Equipment (400)	0.00
Taxes and Fees (370)	(1.99)

12/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

Funds in Transit	12/31/95 0.00

Total Expenses	46,560.64

Operating Income (Loss)	578.82
Other Income	
Other Expenses	

Net Income (Loss)	578.82
	=====

12/31/95

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 96 Period 6
General Fund - Savings

Page

Check	Date	Payee	Amount
1012	12/19/95	O.C. Auditor	5,228.18
		0-5102-01 Transfers to County	5,228.18
		Checkbook 5 Total	5,228.18

12/31/95

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

Page

For Fiscal Year 96, Period 6 through Fiscal Year 96, Period 6

Account Name	Total
0-5102-01 Transfers to County	5,228.18
	5,228.18

12/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 6
General Account

Page 1

Check	Date	Payee		Amount
4174	12/01/95	VOID void		0.00
4175	12/01/95	VOID void		0.00
4176	12/01/95	Smart & Final 0-5114-01 Office Expense (180)	32.90	32.90
4177	12/05/95	Tlaquepaque 0-5105-01 Food (0900)	10.50	10.50
4178	12/05/95	Tlaquepaque 0-5105-01 Food (0900)	32.00	32.00
4179	12/11/95	Ralphs 0-5105-01 Food (0900)	16.44	16.44
4180	12/11/95	Jim Lewis 0-5118-01 Prof. & Spec. Services (190)	100.00	100.00
4181	12/12/95	Tall Mouse 0-5114-01 Office Expense (180)	7.89	7.89
4182	12/12/95	Lucky's 0-5105-01 Food (0900)	15.30	15.30
4183	12/13/85	Travel Technology 0-5122-01 Transportation & Travel (270)	65.00	65.00
4184	12/18/95	Yours Truly 0-5114-01 Office Expense (180)	135.23	135.23
4185	12/18/95	POS Group 0-5114-01 Office Expense (180)	13.18	13.18
4186	12/19/95	Bolins Mailing Servi 0-5116-01 Postage (183)	8.98	8.98
4187	12/19/95	Time to Travel 0-5122-01 Transportation & Travel (270)	99.00	99.00
4188	12/20/95	U.C. Regents 0-5122-01 Transportation & Travel (270)	500.00	500.00
4189	12/20/95	Placentia Chamber 0-5122-01 Transportation & Travel (270)	12.00	12.00

12/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 6
General Account

Page

Check	Date	Payee	Amount
4190	12/20/95	American Libraries 0-5114-01 Office Expense (180)	50.00
4191	12/20/95	American Library Ass 0-5112-01 Memberships (160)	671.00
Checkbook 1 Total			1,769.42

12/31/95

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

Page (

For Fiscal Year 96, Period 6 through Fiscal Year 96, Period 6

Account Name	Total
0-5105-01 Food (0900)	74.24
0-5112-01 Memberships (160)	671.00
0-5114-01 Office Expense (180)	239.20
0-5116-01 Postage (183)	8.98
0-5118-01 Prof. & Spec. Services (190)	100.00
0-5122-01 Transportation & Travel (270)	676.00
	<hr/>
	1,769.42
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PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0935-19338
Literacy Fund Petty Cash Savings Account

December 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,080.38
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,080.38

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1/8/96

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Fund Petty Cash Checking Account

December 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,611.26
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,611.26

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1/8/96

12/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	3.07	3.07
Interest Income - savings	5.95	5.95
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	16.00	16.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	55.02	55.02
Cost of Sales		
	-----	-----
Gross Profit (Loss)	55.02	55.02
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	55.02	55.02
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	55.02	55.02
	=====	=====

12/31/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

	12/31/95
Income	
Gifts Income	0.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	13.21
Interest Income - savings	45.11
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	167.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00

Total Income	375.32
Cost of Sales	

Gross Profit (Loss)	375.32
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30

Total Expenses	20.30

Operating Income (Loss)	355.02
Other Income	
Other Expenses	

Net Income (Loss)	355.02
	=====

12/31/95

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

Page 1

For Fiscal Year 96, Period 6 through Fiscal Year 96, Period 6

Account Name

Total

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

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0933-19339
County Exempt Fund Petty Cash Savings Account

December 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,392.56
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,392.56

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1/8/96

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

December 1995

Prepared 1/8/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,182.29
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,182.29

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1/8/96

12/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Income		
Cash Register-Copy Cards-Exempt Fun	22.00	22.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	660.00	660.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	164.00	164.00
Friends Contributions	0.00	0.00
Friends - Summer Reading	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 - checking	2.93	2.93
Interest Income - savings	18.84	18.84
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	887.77	887.77
Cost of Sales		
	-----	-----
Gross Profit (Loss)	887.77	887.77
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	11.80	11.80
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	(778.27)	(778.27)
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	272.33	272.33
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	(1,500.00)	(1,500.00)
	-----	-----
Total Expenses	(1,994.14)	(1,994.14)
	-----	-----

(---/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Operating Income (Loss)	2,881.91	2,881.91
Other Income		
Other Expenses		
Net Income (Loss)	----- 2,881.91 =====	----- 2,881.91 =====

12/31/95

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

Part 1 of 1 Parts

	12/31/95
Income	
Cash Register-Copy Cards-Exempt Fund	194.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,635.00
Test Proctoring Income	260.00
Vending Machine Income	57.00
Debit Card Income	588.00
Friends Contributions	0.00
Friends - Summer Reading	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	19.89
Interest Income - savings	100.37
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	3,854.26
Cost of Sales	

Gross Profit (Loss)	3,854.26
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	24.80
Children's Summer Reading Program	355.56
Children's Camp Library	461.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	439.00
Friend's-Director's Fund	640.93
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	320.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00

Total Expenses	2,616.68

12/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

Operating Income (Loss)	12/31/95 1,237.58
Other Income	
Other Expenses	
Net Income (Loss)	----- 1,237.58 =====

12/31/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 96 Period 6
County Exempt

Page 1

Check	Date	Payee	Amount
990	12/04/95	Thrifty Drug Store	36.61
		0-5314-03 Friend's-Director's Fund	36.61
991	12/04/95	Home Depot	135.38
		0-5314-03 Friend's-Director's Fund	135.38
992	12/28/95	Stats	100.34
		0-5314-03 Friend's-Director's Fund	100.34
		Checkbook 3 Total	272.33

12/31/95

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

Page 2

For Fiscal Year 96, Period 6 through Fiscal Year 96, Period 6

Account Name	Total
0-5314-03 Friend's-Director's Fund	272.33

	272.33
	=====

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

Prepared January 6, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				16,458.23
	1901	263.86		
	1940	118.38		
	1963	26.30		
	1971	28.86		
	1975	1,410.10		
	1976	43.86		
	1981	1,096.56		
	1983	239.11		
	1988	169.33		
	1989	123.92		
	1992	121.96		
	1993	83.34		
	1996	85.48		
	1999	397.72		
	2003	269.72		
	2004	28.86		
	2005	411.00		
	2006	406.00		
	TOTALS	5,324.36	0.00	
Checkbook balance				11,133.87

1-6-96
CL

12/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending December 31, 1995

	Total	12/31/95
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	27.33	27.33
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,197.33	44,197.33
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,197.33	44,197.33
Expenses		
Salaries	40,349.88	40,349.88
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,694.77	2,694.77
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	43,044.65	43,044.65
	-----	-----
Operating Income (Loss)	1,152.68	1,152.68
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,152.68	1,152.68
	=====	=====

12/31/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1995

	12/31/95
Income	
Transfers from County	281,534.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	27.33
Interest-Savings-B of A	11.06
Miscellaneous Income	0.00

Total Income	281,572.51
Cost of Sales	

Gross Profit (Loss)	281,572.51
Expenses	
Salaries	260,208.38
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	18,942.65
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	279,151.03

Operating Income (Loss)	2,421.48
Other Income	
Other Expenses	

Net Income (Loss)	2,421.48
	=====

12/31/95

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


Page

For Fiscal Year 96, Period 6 through Fiscal Year 96, Period 6

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



TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian 

DATE: January 16, 1996

SUBJECT: Acquisitions Report

Dollars Spent 12/1/95 to 12/31/95

Adult Fiction	36.45
Gifts	1,168.53
Total	\$1,204.98

Dollars Spent 7/1/95 to 12/31/95

Adult Continuations Print	\$1,615.62
Adult Continuations Electronic	1,858.69
Adult Fiction	2,209.15
Adult Non-Fiction	1,821.66
Adult Reference	227.45
Adult Audio	487.74
Adult Video	460.40
Adult CD-ROMs	18.59
Juvenile Continuations Print	228.12
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	27.70
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	3,478.36
Total	\$12,433.48

Outstanding Orders:
 Regular Accounts
 Gift Accounts

Dollars Encumbered:
 \$679.47
 1,178.28

Donated Items 7/1/95 to 1/6/95

Adult Books	277	\$4,584.15
Juvenile Books	245	2,092.90
Adult Videos	67	1,535.00
Juvenile Videos	17	302.95
Audio CDs	96	1,530.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: January 16, 1996
 SUBJECT: ACS: Overdue Collection Report for Month of December

The report received from ACS Collection Agency on January 8, 1996 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October	38	68	10	636.91	20
November	22	79	23	850.39	14
December	16	66	13	450.32	17
January					
February					
March					
April					
May					
June					
TOTAL YTD	152	426	90	4,037.56	95

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 03 Jan 1996

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	16	1,046.62	274	23,429.38	1240	84,240.80
LESS: Mail Return*, Dispute, Bankrpt	4	282.39	68	5,781.05	247	17,681.30
NET ASSIGNMENTS	12	764.23	206	17,648.33	993	66,559.50
COLLECTED						
Paid in Full	4	289.07	28	2,058.64	286	14,625.60
Settled in Full	0	0.00	12	1,045.73	83	4,773.70
Partial Payment	7	128.30	69	1,803.68	209	8,908.80
Resolved	2	32.95	8	416.07	30	1,263.90
TOTAL RECOVERED	13	450.32	117	5,324.12	608	29,572.00

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	255	53	223	191	518
	\$16,509	\$3,660	\$13,264	\$13,379	\$36,997

* Percentage of Mail Returns - 19.8 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	566762	11/13/93	09/26/95	65.00	CC	5
	26018052494913		AMT: 65.00			
	570444	06/15/93	12/29/95	68.13	A	1
	26018053125128		AMT: 68.13			
	570456	10/12/95	12/29/95	66.25	A	1
	26018053069839		AMT: 66.25			
	569512	10/18/95	11/30/95	58.40	A	2
	26053071075732		AMT: 58.40			
	570466	10/15/95	12/29/95	46.94	A	1
	2601805302598		AMT: 46.94			
	566991	07/11/95	10/04/95	139.85	A	5
	26018053282119		AMT: 139.85			
	567302	04/05/95	10/10/95	82.40	A	5
	26053071077498		AMT: 82.40			
	570458	10/14/95	12/29/95	54.95	A	1
	26019004712493		AMT: 54.95			
	569417	05/15/93	11/29/95	69.95	A	2
	26019004292306		AMT: 69.95			
	567808	08/10/95	10/18/95	50.00	A,PP	4
	26018053210094		AMT: 106.10			
	569024	09/06/95	11/16/95	100.90	A	2
	26018053290377		AMT: 100.90			
	569422	01/02/95	11/29/95	60.40	A	2
			AMT: 60.40			
	569416	08/14/95	11/29/95	69.95	A	2
	26019005061593		AMT: 69.95			
	567974	07/22/95	10/25/95	47.00	A	4
	26019002053981		AMT: 47.00			
	566993	07/10/95	10/04/95	73.75	A	5
	2601853282010		AMT: 73.75			
	566759	06/26/95	09/26/95	59.65	CC	5
	26018053272318		AMT: 59.65			
	566808	07/23/95	09/27/95	96.92	CC	5
	26018053238111		AMT: 96.92			
	568755	03/06/95	11/13/95	49.55	A,PP	2
	26053071134935		AMT: 94.40			
	569415	04/21/94	11/29/95	73.80	MR	1
	26019004461042		AMT: 73.80			
	568756	09/19/94	11/13/95	80.65	A	2
	26053070977029		AMT: 80.65			

567304	04/05/95	10/10/95	92.70	A	5
26019004980454		AMT: 92.70			
569515	05/11/95	11/30/95	52.85	A	2
26019004714507		AMT: 52.85			
569418	08/20/95	11/29/95	88.30	MR	1
26018052495589		AMT: 88.30			
569925	07/11/94	12/11/95	96.43	A	1
26018053225647		AMT: 96.43			
567809	08/29/95	10/18/95	113.05	A	4
26018053296739		AMT: 113.05			
567979	08/17/95	10/25/95	689.13	A	4
26018053297075		AMT: 689.13			
566274	07/19/95	09/13/95	77.00	CC	5
26018053228070		AMT: 77.00			
569928	05/23/93	12/11/95	0.00	PF	1
26018053050854		AMT: 65.00			
566765	10/18/93	09/26/95	65.90	CC	5
26018053123206		AMT: 65.90			
566758	06/26/95	09/26/95	35.00	CC	5
26018053284875		AMT: 58.90			
566995	06/17/95	10/04/95	65.00	A,PP	5
2605307048008		AMT: 146.85			
569511	08/03/95	11/30/95	51.95	MR	1
26018053295574		AMT: 51.95			
566810	04/28/94	09/27/95	70.06	CC	5
26019004630778		AMT: 70.06			
568111	10/11/94	10/30/95	0.00	PF	2
2601805321481		AMT: 52.60			
569516	07/26/95	11/30/95	37.56	A	2
26018052559038		AMT: 37.56			
568112	08/22/95	10/30/95	103.60	A,PP	3
26018053117554		AMT: 106.55			
567804	06/21/95	10/18/95	59.40	A	4
26019005203963		AMT: 59.40			
570464	09/26/95	12/29/95	40.95	A	1
26018052754977		AMT: 40.95			
567801	05/06/95	10/18/95	39.15	A	4
26018053190775		AMT: 39.15			
568763	05/12/93	11/13/95	96.95	A	2
26053070879431		AMT: 96.95			
570449	10/19/95	12/29/95	54.88	A	1
260180053256758		AMT: 54.88			
568761	07/27/93	11/13/95	66.80	A	2
26053070951248		AMT: 66.80			
566276	07/03/95	09/13/95	99.20	CC	5
26053071074586		AMT: 99.20			
567303	04/10/95	10/10/95	94.80	A	5
26018053263606		AMT: 94.80			
568760	06/03/93	11/13/95	40.60	A,PP	2
26019003647294		AMT: 72.55			
566992	06/12/95	10/04/95	127.79	A	5
26018053282200		AMT: 127.79			
570452	09/25/95	12/29/95	59.17	A	1
26018053227148		AMT: 59.17			
562849	03/29/95	07/17/95	215.35	SU	5
26019004713673		AMT: 215.35			

566281	07/24/95	09/13/95	0.00	SU	5
26053071122005		AMT: 109.00			
566760	04/05/94	09/26/95	58.85	CC	5
26053070693824		AMT: 58.85			
566763	05/08/95	09/26/95	65.00	CC	5
26018053110450		AMT: 80.35			
567975	07/11/95	10/25/95	61.80	A	4
26018053284354		AMT: 61.80			
566990	07/11/95	10/04/95	94.30	A	5
26018053284347		AMT: 94.30			
566996	06/17/95	10/04/95	92.65	A	5
26018053243798		AMT: 92.65			
567976	06/13/95	10/25/95	60.50	SU	1
26053070633168		AMT: 60.50			
569025	09/10/95	11/16/95	41.40	A,PP	2
26018053290633		AMT: 72.90			
566994	06/14/95	10/04/95	68.80	A	5
26018053283638		AMT: 68.80			
567306	04/15/95	10/10/95	79.80	A,PP	5
26018053238137		AMT: 89.80			
569927	09/21/95	12/11/95	52.60	A	1
26018053295525		AMT: 52.60			
566277	06/07/95	09/13/95	55.54	CC	5
26053071133242		AMT: 55.54			
567811	05/07/95	10/18/95	35.00	A,PP	4
26018053219152		AMT: 51.90			
569513	08/09/95	11/30/95	57.90	A	2
26018053284131		AMT: 57.90			
568110	07/17/95	10/30/95	62.65	A	3
26019004318838		AMT: 62.65			
566279	06/02/95	09/13/95	25.00	CC	5
26053071077662		AMT: 55.00			
568759	05/15/95	11/13/95	72.60	A	2
26053071082340		AMT: 72.60			
569420	08/05/95	11/29/95	181.18	A	2
26018053243871		AMT: 181.18			
566764	05/08/95	09/26/95	51.00	CC	5
2018053111748		AMT: 51.00			
569929	05/15/94	12/11/95	73.80	A	1
26018053221125		AMT: 73.80			
570446	12/06/95	12/29/95	108.75	A	1
26018053176279		AMT: 108.75			
567805	04/11/95	10/18/95	0.00	PF	4
26018053245850		AMT: 53.00			
567803	03/14/95	10/18/95	75.00	A	4
26018053213247		AMT: 75.00			
570462	10/03/95	12/29/95	53.40	A	1
26018053295632		AMT: 53.40			
567978	07/19/95	10/25/95	59.90	A	4
2601805328694		AMT: 59.90			
570454	10/21/95	12/29/95	67.17	A	1
26019005119870		AMT: 67.17			
566997	06/18/95	10/04/95	112.35	A	5
26019005166004		AMT: 112.35			
569023	09/10/95	11/16/95	0.00	PF	2
26018053291037		AMT: 128.47			

566757	06/28/95	09/26/95	45.00	CC	5
26018053286466		AMT: 47.95			
566280	06/04/95	09/13/95	49.92	CC	5
26018053209518		AMT: 49.92			
567977	07/10/95	10/25/95	95.75	A	4
26018053246114		AMT: 95.75			
569419	11/05/92	11/29/95	84.25	A	2
26053070855506		AMT: 84.25			
569518	05/17/94	11/30/95	56.85	A	2
26018052784958		AMT: 56.85			
567308	06/01/94	10/10/95	79.90	A	5
26053070977227		AMT: 79.90			
566753	07/20/95	09/26/95	45.00	CC	5
26018053221760		AMT: 59.20			
569926	08/06/95	12/11/95	39.45	A	1
26019005020029		AMT: 39.45			
569517	07/31/95	11/30/95	32.95	SU,P	1
26018053275378		AMT: 32.95			
567973	05/11/95	10/25/95	48.70	A	4
26019004631990		AMT: 48.70			
569414	04/25/95	11/29/95	68.34	MR	1
26019005193784		AMT: 68.34			
569421	05/08/95	11/29/95	69.95	A	2
26018053209443		AMT: 69.95			
566809	07/20/95	09/27/95	83.35	CC	5
26018053294379		AMT: 83.35			
567807	07/31/95	10/18/95	120.48	A	4
26018053260180		AMT: 120.48			
567307	03/29/95	10/10/95	86.74	A	5
26053071052475		AMT: 86.74			
567305	05/08/95	10/10/95	74.95	A	5
26019005020805		AMT: 74.95			
570461	10/15/95	12/29/95	98.75	A	1
26018053295871		AMT: 98.75			
568762	12/19/91	11/13/95	109.25	A	2
26053070754402		AMT: 109.25			

TOTAL STILL ON SYSTEM :

7,104.53

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *eh*
 DATE: January 16, 1995
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR DECEMBER, 1996

SUMMARY OF ACCOUNTS DECEMBER 1-31, 1995

Beginning Balance 11/01/95			\$ 149.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$171.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 171.00	\$ 0.00	
Ending Balance 12/31/95			<u>\$ 320.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 11/30/95	9,007.20
December Payment	<u>0.00</u>
Balance 12/31/95	<u>\$ 9,007.20</u>

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: January 16, 1996
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through January 9, 1996.

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
David & Charlotte Baughman	25.00
Shirley Christian	28.00
Ralph Goff	100.00
Jean Haney	100.00
William & Anne Jackson	100.00
William & Patty Latta	25.00
Kenneth & Katharine McKibbin	25.00
Sue Markham	25.00
James & Jade Marshall	25.00
Fred & Elizabeth Minter	126.97
Joan Nemsgerm	25.00
Wes and Lu Pringle	50.00
Theodore & Mary Russell	25.00
Renee J. Scott	100.00
Clive Shilton	100.00
John & Nancy Spangler	50.00
Frances Stoller	25.00
Vincent Taormina	100.00
J. L. Thomas	50.00
Hugh & Gaeten Wood	25.00
Donation Box Cash	58.99
Total of Adopt-a-Book Donations	\$1,188.96

Donations to Placentia Library Foundation Endowment Fund:

Margaret Dinsmore (through Bank of America Matching Funds)	\$425.00
Paul Evans, D.V.M.	250.00
Total Foundation Operating Expenses Donations:	\$ 675.00

TOTAL CASH DONATIONS
 Through January 9, 1996 **\$ 1,863.96**

Author's Luncheon Revenue Received as of January 9, 1996:

Sponsors:	
Placentia Rotary	\$100.00
Ticket Sales:	400.00
Book Sales:	0.00
Tips:	0.00
TOTAL REVENUE	\$ 500.00

Author's Luncheon Expenses as of January 9, 1996:

Printing:	\$143.31
Supplies:	0.00
Meals:	0.00
Books:	0.00
TOTAL EXPENSES	\$ 143.31

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: January 16, 1996
SUBJECT: **BUILDING MAINTENANCE REPORT FOR DECEMBER, 1995**

1. **Air Conditioning** -Regular monthly inspection.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Locks** - Lock removed from Public typing/computer room.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: January 16, 1996
SUBJECT: PERSONNEL REPORT FOR DECEMBER, 1995

RESIGNATIONS:

Dianna Villanueva, Part-time Page (Circulation), effective 12/31/95.

TERMINATIONS:

None

APPOINTMENTS:

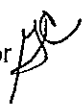
None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: January 16, 1996
 SUBJECT: Volunteer Report for the Month of December 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 December	FY 95-96 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	2.00	24.00	9/95	28.00
Austin, Jane	9.00	9.00	12/95	9.00
Cain, Ruth	0.00	2.00	10/95	2.00
Contampasis, Jeff	0.00	2.00	11/95	2.00
Covington, Darlene	10.50	113.00	3/95	184.00
Dailey, Marjorie	6.00	18.00	10/95	18.00
Deputy, Paul	50.00	357.25	7/82	5,660.00
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	22.50	152.50	10/93	628.50
Goldbaum, Mae	4.00	25.00	7/88	317.00
Horrocks, Marjorie	2.00	14.00	10/95	14.00
Hemmerling, Barbara	0.00	2.00	10/95	2.00
Johnson, Beverly	0.00	2.00	10/95	2.00
Joseph, Courtney	17.25	36.50		128.25
Livezey, Jane	4.00	16.00	10/95	16.00
Lord, Audrey	6.00	6.00	12/95	6.00
Marquardt, Melvin	0.00	0.00	9/95	7.50
Mignot, Shirley	8.00	30.00	9/95	30.00
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	14.00	40.75	10/95	40.75
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	0.00	18.00	9/95	18.00
Olson, Jean	0.00	16.00	9/95	16.00
Redinbo, Sandy	0.00	0.00	10/94	55.50
Reynolds, Penny	12.00	49.00	9/95	54.00
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Ryan, Kristen	0.00	3.00	11/95	3.00
Schlichter, Allan	9.00	43.00	10/93	238.25
Shaw, Dixie	3.00	15.50	5/94	51.75
Shkoler, Al	0.00	0.00		53.50
Stark, Sandra	3.00	15.75		19.50
Stoller, Frances	5.50	34.50	9/95	34.50
Tapia, Gerald	2.00	12.50	6/95	15.00
Westberg, Carl	6.50	75.50	9/93	318.25
J.T.P.A.	0.00	0.00		
S.T.E.P.	63.00	387.00		
TOTALS	248.25	1,564.50		8,317.00

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

Volunteer Report for the Month of December 1995

TEMPORARY VOLUNTEERS

	FY95-96 December	FY95-96 YTD		FY95-96 November
Ashbough, Amanda	0.00	15.50	Kang, Jin	0.00
Bhavin, Petel	2.00	2.00	Knutson, Andrea	0.00
Bone, Shawanda	4.25	31.00	Lee, Peter	11.00
Burke, Marsha	1.75	1.75	M, Brad	4.25
Cabral, Philip	0.00	43.00	Meiners, Christie	0.00
Capris, Marcelle	0.00	1.50	Meshreky, Mary	0.00
Chang, Michael	0.00	13.00	Molina, Inio	4.25
Chao, Christine	0.00	9.50	Nunn, Dennis	0.00
Chao, Hanna	0.00	64.00	Pirayev, Odette	0.00
Chao, Sunny	0.00	15.00	Rahman, Shayan	0.00
Chavez, Alfredo	4.25	4.25	Shatal, Dalal	0.00
Chiu, Robert	0.00	143.50	Taylor, Daniel	0.00
Deeble, Blake	0.00	50.00	Taylor, Rosemary	0.00
Ekelund, Lindsey	0.00	34.50	Theodros, Rachel	0.00
Gonzalez, Auturo	0.00	15.00	Valdivia, Jason	0.00
Guadarramo, Cesar	4.25	9.75	Vo, Tai	8.00
Gunewardane, Sharlini	0.00	42.50	Vetter, Dianna	0.00
Harnett, Tom	1.75	41.25	Wang, Suching	0.00
Huang, Jack	3.00	3.00	Yada, Julie	0.00
Jivan, Neetai	0.00	3.00	Yang, Denny	2.00
Kamachi, Jennifer	2.00	2.00		
TOTAL	23.25	545.00		29.50

LVA VOLUNTEERS

Literacy Volunteer Hours	367.50
TOTAL VOLUNTEER HOURS	598.50

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY94/95	FY95/96	FY94/95	FY95/96
January	609.75	362.75	481.00	523.00
February	455.00	511.50	680.50	509.00
March	654.00	437.50	654.00	509.00
April	352.00	554.25	603.50	467.00
May	362.50	406.25	530.50	546.50
June	383.50	386.75	479.00	297.00
July	572.25	433.00	698.50	423.00
August	506.25	573.00	488.50	333.50
September	148.75	354.25	568.50	377.50
October	264.75	432.25	708.50	580.00
November	248.75	418.00	563.00	449.50
December	216.00	301.00	329.00	297.50

Placentia Library District
Circulation Report
JANUARY 16, 1996

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 DEC 95	FY94-95 DEC 94
1st Time Checkouts	101,716	102,830	-1.08%	12,906	12,924
Phone Renewals	5,748	6,687	-14.04%	917	959
In-Building Renewals	12,704	13,266	-4.24%	2,182	2,382
Total Renewals	18,452	19,953	-7.52%	3,099	3,341
TOTAL CHECKOUTS	120,168	122,783	-2.13%	16,005	16,265
On-Time Checkins	102,922	100,587	2.32%	14,301	14,295
Late Checkins	18,583	19,780	-6.05%	3,740	3,611
TOTAL CHECKINS	121,505	120,367	0.95%	18,041	17,906
Holds Placed	2,397	2,261	6.02%	277	301
Holds Cancelled	429	434	-1.15%	70	56
Holds Filled	2,090	2,012	3.88%	0	273
Holds Expired	10	63	-84.13%	1	7
Overdue Items	6,023	6,422	-6.21%	1,364	1,456
Overdue Notices	2,702	2,934	-7.91%	588	642
Billing Notices	3,225	3,565	-9.54%	553	661
Patrons Registered	2,225	2,066	7.70%	254	239
Titles Added	5,235	N/A		873	869
Volumes Added	8,817	N/A		1,243	1,160
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	56,862	58,103	-2.14%	8,063	8,317
Juvenile Print	50,485	50,035	0.90%	6,011	5,818
Total Print	107,347	108,138	-0.73%	14,074	14,135
Audio	5,009	6,005	-16.59%	791	825
Visual	8,000	11,055	-27.63%	1,054	1,305
Equipment	0	0	0.00%	0	0
Total Audio Visual	13,009	17,060	-23.75%	1,845	2,130
TOTAL CIRCULATION	120,168	122,783	-2.13%	16,005	16,265
Placentia Circulation	72,097	73,150	-1.44%	9,286	9,217
% Placentia Circulation	59.90%	58.43%	2.52%	58.33%	56.67%
Anaheim/Yorba Linda Circulation	24,318	24,784	-1.88%	3,532	3,497
% Anaheim/Yorba Linda Circulation	20.21%	19.80%	2.07%	21.35%	21.50%
TYPES OF BORROWERS					
Adult	83,268	93,625	-11.06%	11,540	12,111
Young Adult	1,173	907	29.33%	261	164
Juvenile	27,593	27,995	-1.44%	3,335	3,296
New Borrower	8,817	2,624	236.01%	869	693
Non Resident	0	0	0.00%	0	0
Other	22	47	-53.19%	0	1
TOTAL BORROWERS	120,873	125,198	-3.45%	16,005	16,265
ATTENDANCE	195,579	203,492	-3.89%	25,276	26,653
Adult Reference - In Building	9,203	10,156	-9.38%	1,257	2,274
Adult Reference - Telephone	3,689	1,833	101.25%	239	343
Children's Reference - In Building	4,546	5,624	-19.17%	543	738
Children's Reference - Telephone	362	320	N.A.	32	43
Total Adult Reference	12,892	11,989	7.53%	2,257	2,617
Total Children's Reference	4,908	5,774	-15.00%	927	781
Total In Building Reference	13,749	15,780	-12.87%	1,800	3,012
Total Telephone Reference	4,051	2,153	88.16%	271	386
TOTAL REFERENCE	17,800	17,933	-0.74%	2,071	3,398

New Borrower line indicates 236.01% increase because items were done in batch process



TO: Library Board of Trustees

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

DATE: January 16, 1996

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

This report is not available at this time as the City of Placentia has not submitted its billing information for the month of December. Next month the City will provide us with invoices for both December and January.



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 16, 1996

SUBJECT: Submission of the Letter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997

BACKGROUND:

Placentia Library District is eligible to submit a Letter of Intent to apply to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997.

The Letter of Intent was prepared by Literacy Coordinator Katie Matas.

A copy of the Letter of Intent is Attachment A.

RECOMMENDATION:

Receive and File.

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index

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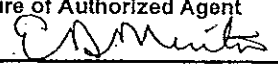
ADULT BASIC EDUCATION - P.L. 100-297
 SECTIONS 321, 322, AND 326

**LETTER OF INTENT-FY 1996-97
 SUBMISSION DEADLINE
 JANUARY 26, 1996**

FOR CDE USE ONLY	
Date Received:	_____
Date Reviewed:	_____
Reviewed By:	_____
Recommendations:	_____

The agency identified below hereby submits this Letter of Intent to request Adult Education Act (P.L. 100-297) as amended by the National Literacy Act (P.L. 102-73) funding for the fiscal year 1996-97. The agency understands this request is for funding to supplement an existing program that is currently funded and operational. PLEASE refer to the instructions on the reverse side before completing this request.

Once this Letter of Intent has been reviewed and a funding level determined, you will receive a letter identifying your level of funding, together with an application to be completed and returned to the California Department of Education by the date that will be specified, and according to instructions that will be provided with the application.

A	Agency	Continuing	<input checked="" type="checkbox"/>	New							
B	Type of Agency Library	School District		Community College		Non-Profit Community Based Organization					
C	IF YOU ARE A NON-PROFIT COMMUNITY BASED ORGANIZATION INDICATE CHARITABLE TRUST NUMBER				AND YOUR STATE OF CALIFORNIA IRS NUMBER						
D	AGENCY NAME: Placentia Library District										
MAILING ADDRESS 411 E. Chapman Ave.					E	COUNTY CODE DISTRICT/VENDOR CODE					
Placentia, CA 92670-6198							3	0		M 6 9 2	
Chief Executive Officer (Name/Title) Elizabeth D. Minter / Library Director											
CONTACT PERSON/TITLE (if other than CEO) Katie Matas / Literacy Coordinator											
OTAN ID PLACENTIALIT					TELEPHONE (714) 524-8408						
F	INDICATE THE NUMBER OF HHU's YOUR AGENCY IS REQUESTING										
SECTION 321				HHU's	SECTION 326				HHU's		
Adult Basic Education (ABE)				10	Incarcerated Adults						
English as a Second Language (ESL)				20	NOTE: Only agencies that received these funds in 1995-96 may apply.						
English as a Second Language-Citizenship											
G	CERTIFICATION - ALL APPLICANT PROVIDERS										
The below named signatory certifies that s/he is the authorized representative of the Applicant Agency and agrees to administer the Adult Basic Education Program in accordance with all the provisions of this program as well as all laws and regulations pertaining to the Adult Basic Education Act (P.L. 100-297), as amended by the National Literacy act (P.L. 102-73).											
Signature of Authorized Agent 					Print Name of Authorized Agent Elizabeth D. Minter						
Title Library Director					Date January 8, 1996						

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: January 16, 1996
SUBJECT: Orange County Bankruptcy Settlement Agreement

BACKGROUND:

Settlement Agreement

The Settlement Agreement between the individual participants in the Orange County Investment Pool and the County of Orange is now ready for Library Board review.

Attachment A is a letter of explanation from Patrick Shea, Esq., of Pillsbury, Madison & Sutro, Legal Counsel to the Orange County Investment Pool Committee.

Attachment B is the Executive Summary of the Settlement Agreement prepared by the financial and legal advisors to the Orange County Investment Pool Committee.

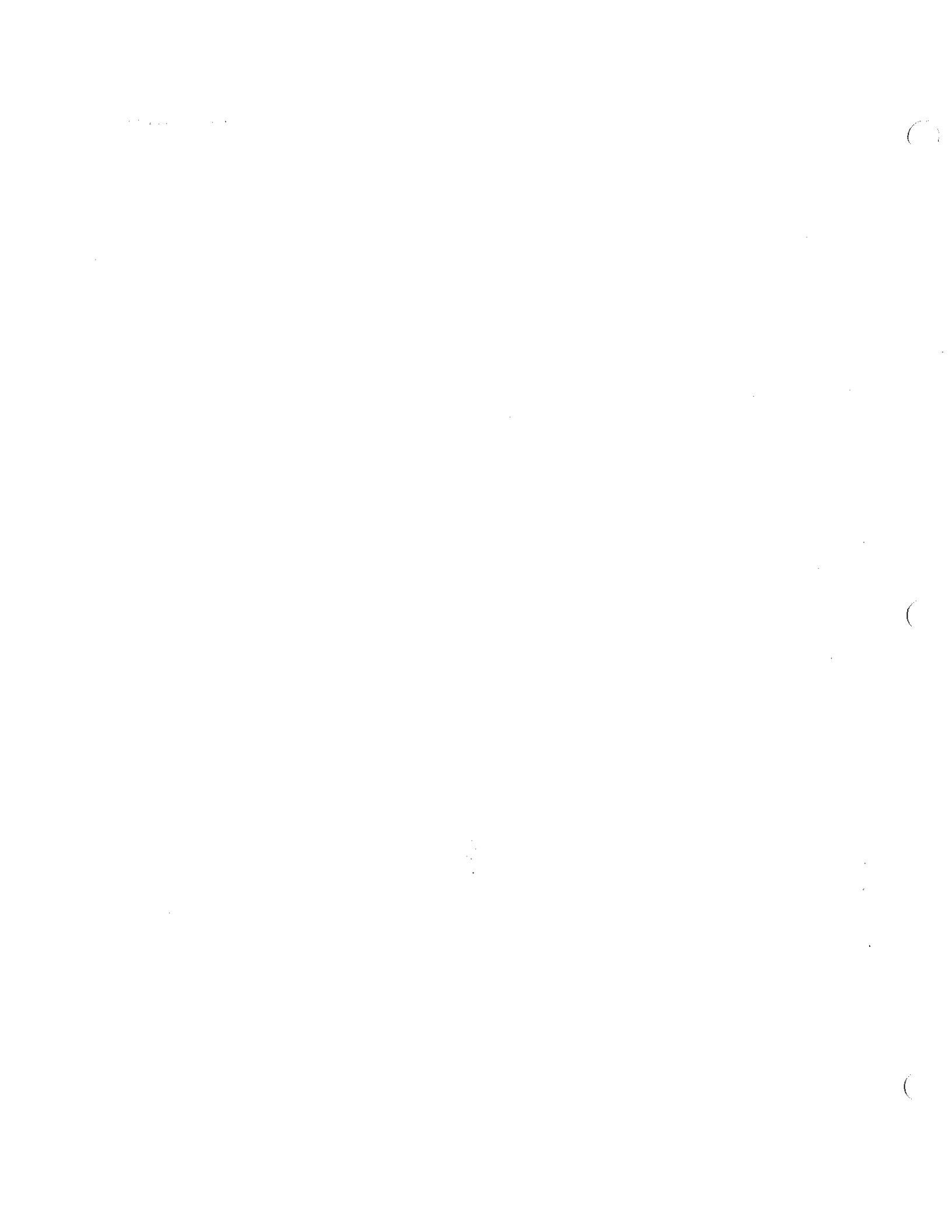
Attachment C is the Settlement Agreement with complete exhibits.

California Special District Association Legislative Update Regarding the California Constitution Revision Commission

Attachment D is a legislative report from CSDA Concerning the election of Curt Pringle as Speaker of the California Assembly and the activities of the California Constitution Revision Commission.

RECOMMENDATION:

{ Approve Settlement Agreement dated December 18, 199~~6~~⁵, and authorize signature by the Library Board President.



LAW OFFICES OF
PILLSBURY MADISON & SUTRO LLP

LOS ANGELES
NEW YORK
SACRAMENTO
SAN FRANCISCO
WASHINGTON, DC
TOKYO

SUITE 1800
101 WEST BROADWAY
SAN DIEGO, CALIFORNIA 92101-8201
TELEPHONE (619) 234-5000
FACSIMILE (619) 236-1995

MENLO PARK
ORANGE COUNTY
SAN DIEGO
SAN JOSE
HONG KONG

WRITER'S OFFICE AND
DIRECT DIAL NUMBER

(619) 544-3177

December 27, 1995

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange, Case No. SA94-22272-JR
"JOINT AGREEMENT" PROPOSED BY THE COUNTY OF ORANGE FOR
THE RESOLUTION OF POOL-RELATED CLAIMS OF OPTION A POOL
PARTICIPANTS, AND OTHER RELATED MATTERS

Dear Pool Participant:

Enclosed herewith you will find an execution copy of an agreement entitled JOINT AGREEMENT OF THE COUNTY OF ORANGE, THE OFFICIAL INVESTMENT POOL PARTICIPANTS' COMMITTEE AND EACH OPTION A POOL PARTICIPANT FOR RESOLUTION OF CLAIMS AGAINST THE COUNTY OF ORANGE ("Joint Agreement") along with an Executive Summary relating to that agreement.

This proposed Joint Agreement by the County is intended to address the treatment of the remaining claims of Option A Pool Participants allowed under the Comprehensive Settlement Agreement ("CSA"), and to address certain other specific matters related to the interests of Pool Participants.

While the Joint Agreement is not a Plan of Adjustment, if executed by your government entity, it will have material impact on your right to participate in the Plan of Adjustment process, and will, to a large extent, define your entitlements under the Plan of Adjustment. This is obviously a very important document. It is technically drafted and requires your attention, along with the specific advice of your own financial and legal professionals.

As with the Comprehensive Settlement Agreement, the financial and legal professionals of the OCIP Committee are unable to act as advisors to you on an individual basis.

Rather, the financial and legal advisors to the OCIP Committee have prepared the Executive Summary which accompanies

December 27, 1995
Page 2

this letter to assist you in understanding the Joint Agreement. The impact of the Joint Agreement will be different for virtually every individual government agency and, as a result, the analysis required must be done by each agency on an individual basis.

To put the Joint Agreement in context, it is important to briefly review the history of this case as it pertains to Pool Participants.

On December 6, 1994, the County of Orange filed two separate bankruptcy cases: one for the County (In Re County of Orange, Bankruptcy Case No. SA94-22272-JR) and one for an entity of the County entitled The Orange County Investment Pools (In Re Orange County Investment Pools, Bankruptcy Case No. SA94-22273-JR). The filing of these two separate bankruptcy cases was intended by the County to identify the separate assets and interests of the Pools as opposed to the rights of general creditors of the County of Orange. There may have also been a political interest in attempting to distance the County of Orange from the operations of the Treasurer's Office in connection with the investment decisions leading up to the \$1.64 billion loss sustained by the Pool.

Shortly after the filing of the bankruptcy cases, the County announced its intent to challenge the entitlement of Pool Participants to recover their deposits in the Pool under the provisions of California law intended to protect Pool Participant deposits from invasion by a County under circumstances mirroring those in this case. (California Government Code § 27100.1, and others.) Long term denial of access by Pool Participants to their deposits in the Orange County Investment Pools threatened the economic viability of a substantial number of Pool Participants.

After the filing of the two bankruptcy cases, the United States Trustee for the Central District of California, Marcy Tiffany, formed a special committee to represent Pool depositors in the Pool case. This committee consists of seven members: Chairman, Stan Oftelie of the Orange County Transportation Authority ("OCTA"); Andrew Czorny of the Orange County Water District; Blake Anderson of the Orange County Sanitation District; Paul Brady, City Manager of the City of Irvine (representing a special subcommittee of Orange County cities); John Nelson, Assistant Superintendent of the Orange County Department of Education (representing a special subcommittee of Orange County schools); Walter Kreutzen of the Transportation Corridor Agencies; and Michael Martello, City Attorney of the City of Mountain View (representing a special subcommittee of

December 27, 1995
Page 3

non-Orange County agencies). This committee became known as the OCIP Committee.

The OCIP Committee began meeting almost daily in early January and crafted, along with the County, an interim funding mechanism to meet the emergency needs of Pool Participants. The intent of that facility was to provide the minimal funding required to keep the constituent agencies of the OCIP financially alive during the time necessary to resolve the dispute between the OCIP Committee and the County regarding Pool Participants' entitlement to their deposits in the investment pools. That interim facility operated successfully through May of 1995 and disbursed over \$900,000,000. During that same period of time, the Pool Committee conducted extensive financial analysis and legal research on the issue of whether Pool Participants could recover all their deposits from the Orange County Investment Pools, leaving the County to bear the entire \$1.64 billion loss against their December 6, 1994 deposit balance of approximately \$2.3 billion.

There was support for that position, including the specific intent of Government Code § 27100.1, the reliance of Pool Participants upon the County for investment policies and capital protection, and the revelation of numerous financial irregularities relating to Pool Participants' interests in the Pools pre-bankruptcy (the skimming of interest, misallocation of assets, and other similar activities). In other words, there were good legal and equitable arguments for requiring the County to sustain the loss in the Investment Pools from its own deposit balance.

However, there was another side to the argument. Notwithstanding the culpability of the County for the intentional and unintentional losses in the Pools, certain principles that apply generally in bankruptcy cases, though never specifically applied to a case of this type, provided the possibility for a different result.

These arguments, in brief, start with the general disfavor trust interests are accorded in bankruptcy cases, because such interests run contrary to general bankruptcy concepts of equitable distribution to similar claimants. Additionally, the legal foundation for the trust position asserted by Pool Participants in this case was uniquely a matter of California law. There was thus the potential for statutory interpretation, and Tenth Amendment Constitutional issues, to be in controversy. Specifically, it was unclear whether California was entitled to structure a unique distribution priority for municipal entities in bankruptcy inconsistent with general bankruptcy principles.

December 27, 1995
Page 4

In other words the issue presented a case of first impression with billions of dollars, and the economic lives of the Pool Participants, at stake, and good arguments on both sides.¹ Moreover, a number of Pool Participants had municipal financings coming due in June of 1995 for which a substantial portion of their Pool deposits were required. Litigation of the trust issue, even if successful at the trial court level, would if appealed probably not produce an actual disbursement of funds by the County within the timeframe necessary to meet the June 30

1 As most of you know, the issue of the trust status of the Orange County Investment Pools was recently litigated in the context of a Motion to Dismiss brought by Merrill, Lynch, Pierce, Fenner & Smith in the case filed against it by the County. Among other arguments, Merrill Lynch contended that, under California Government Code § 27100.1, the assets in the Orange County Investment Pools belonged to Pool Participants, not the County. Further, any losses sustained by the Pool would be losses of the Pool Participants, not the County.

On December 1, 1995, Bankruptcy Judge John Ryan addressed for the first time the critical trust issue in the context of the Merrill Lynch motion. Judge Ryan denied the motion. In his opinion, Judge Ryan specifically found that here where the trust managed by the County is assumed to be insolvent, and where deposits can not be definitively traced, the trust fails and the Pool assets become assets of the County of Orange. Judge Ryan concluded that the protection to Pool Participants under Government Code § 27100.1 failed because it was inconsistent with the federal bankruptcy principle of equitable, uniform distribution of assets in insolvent estates.

While it is unclear whether this decision would have been the same had it been litigated earlier, and it is equally unclear whether it will withstand appeal, at least on the face of it a good argument can be made that had the OCIP Committee elected to litigate the trust theory back in May of this year, the court would have made the same findings, in which case the County would have had access to the entire \$5.3 billion proceeds from the sale of the Pool securities. The County would then have been entitled to distribute those proceeds to its unsecured creditors, including all municipal noteholders, vendors and all labor claimants, along with Pool Participants. Under those circumstances, the recovery by Pool Participants would have been much less than the \$4.1 billion in cash recovered so far. The County's "fresh start" may have occurred months ago at the cost of the financial vitality of numerous Pool Participants.

December 27, 1995
Page 5

deadline for Pool Participants having municipal obligations maturing at that time.

The Pool Committee crafted with the County a "settlement" of its collective claims of entitlement to all Pool Participant deposits under the trust theory in an agreement entitled the "Comprehensive Settlement Agreement" ("CSA"). Under this agreement, approximately 80% of non-school deposit balances and 90% of school deposit balances have been or should shortly be released. The remaining account balances would be allowed in full; however, there would be different repayment entitlements on those balances. A portion of the remaining balance would be entitled to general unsecured creditor treatment with a credit enhancement from recoveries from third party litigation ("Settlement Secured Claims"), and another portion would be in a subordinated position ("Repayment Claims"). This compensation package was available to Pool Participants agreeing to assign and collectivize their claims against third party defendants. Most Pool Participants elected this option. Fourteen Pool Participants, primarily non-Orange County entities, elected a different package of compensation, retaining their third-party litigation rights.

Approximately \$4.1 billion dollars has been distributed to Pool Participants to date in accordance with the CSA.

The County has since been unsuccessful in obtaining taxpayer funding to refill the \$1.64 billion dollar hole left by the losses sustained by the Pool, and the amounts of deficit hidden until the filing of the bankruptcy case. The County was successful in obtaining the agreement of noteholders to the idea of "rolling" their obligations from fiscal 1994-1995 into fiscal 1995-1996, a procedure which on its face appears to contradict several government code statutes and Constitutional provisions. The OCIP Committee raised these issues before the Bankruptcy Court, without success, and those issues are now on appeal.

Since August of this year, the County has attempted to craft a Plan of Adjustment which would allow it to emerge from bankruptcy. For a number of reasons, including its diminished credit rating and its inability to obtain any tax revenue from its citizens, the County's plan for recovery inevitably turned back to the revenues and assets of Pool Participants whose financial condition and operations were more regularly conducted, and whose economic health was more vital.

The initial assault by the County was across the board to the interests of virtually all Pool Participants. Legislative realities circumscribed the County's efforts. Ultimately, a

December 27, 1995
Page 6

legislative package was approved which, in essence, calls for the State to divert a net amount of \$15 million per year for 15 years from the Orange County Transportation Authority and \$12 million per year for 20 years from Harbors, Beaches and Parks, the Flood Control District, and the County Development Agency. These diverted funds will be pledged to finance the issuance of new municipal debt, the proceeds of which will be used to pay off the "rolled" municipal debt and other obligations of the County.

While the legislative package is still violative of the interests of some Pool Participants, and will have an impact on transportation and on future infrastructure construction in Orange County, it was considered the least destructive of the various alternatives that were considered by the legislature. However, this limited invasion of Pool Participants' assets was crafted with certain expectations relating to the remaining claims of Pool Participants. Namely, it was anticipated that Pool Participants would be willing to relieve the County of their remaining Pool-Related Claims (approximately \$850 million) and have those claims become recourse only against third party litigation recoveries. Were this assumption not correct, the County was prepared to argue that further invasions of Pool Participants' assets and/or tax revenues would be required to enable the County to pay all of its obligations under the Plan of Adjustment. The next level of asset and/or tax diversion would have been at the expense of cities and special districts, and the representatives of those constituencies on the OCIP Committee were insistent on avoiding that possibility.

The concept of making the remaining Pool Participant Pool-Related Claims non-recourse to the County, but recourse against third party litigation recoveries, is incorporated into the Joint Agreement. In addition to the concepts described above, other related issues, and nonrelated issues of importance to specific Pool Participant constituencies, are also addressed in the Joint Agreement.

Of particular concern to Orange County cities is the treatment of, and access to, Pool Participant interests in certain County Administered Accounts ("CAAs"). These are accounts kept on the books and records of the County which hold funds on behalf of Pool Participants, and sometimes the County, for specific purposes. Under the CSA, the CAAs were deemed to have suffered percentage losses in the Pools similar to the losses deemed to have occurred to the deposit balances of specific Pool Participant agencies. The remaining balances in these County-administered accounts are, in many cases, owned in part by Pool Participants. However, Pool Participants have not

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Page 7

had access to these funds since the filing of the bankruptcy case on December 6, 1994, and absent agreement with the County, the County has no inclination to release these funds to Pool Participants until the case is concluded, probably not earlier than June of next year. In addition, certain CAAs have funds which reflect unique interests of parties, like the Eminent Domain account, and the treatment of these accounts in a manner inconsistent with the treatment of other CAAs was also a matter of great interest to the Committee. The Joint Agreement requires the County to immediately distribute the cash balances in numerous CAA's to Pool Participants, to the extent of their undisputed claims against those accounts. It further provides a mechanism for recovering the deficiencies in those accounts.

The Joint Agreement also announces, as part of the financial limitations of the County of Orange, the discontinuation of the Arterial Highway Funding Program ("AHFP") by the County of Orange. This program, previously in existence for over 40 years, provided disbursement of approximately \$3.5 million a year by the County of Orange to various Orange County cities for the maintenance and improvement of certain roads and highways. The program was administered by the Orange County Transportation Authority. It is the intent of the County to confirm with Pool Participants that the AHFP will be discontinued. Pool Participants acknowledge in the Joint Agreement the County's discontinuation of the program and agree that the OCTA will not be obligated in the future to fund the AHFP.

It was important to the OCIP Committee that third-party litigation be conducted in an environment insulated from political influences in County politics. The Committee has agreed to accept Thomas W. Hayes as the representative entitled to make all critical decisions relating to the litigation. The Joint Agreement describes the scope of Mr. Hayes' authority and relationship to the County and the Committee.

The Option B Pool Participants expressed concerns that the Joint Agreement not be inadvertently construed in a manner adverse to the claims they hold under the CSA. In response, specific language has been added to confirm that there are no third-party beneficiaries to the agreement, nor is the agreement intended to adversely affect the interests of third parties, including Option B Pool Participants.

The Joint Agreement establishes a priority schedule for disbursement of third-party litigation proceeds. Of note to Pool Participants is the fact that Orange County schools receive a priority in excess of \$50 million from the first distributions

December 27, 1995
Page 8

of litigation proceeds available for Pool Participants. This priority was granted to schools in response to the Committee's interests in re-establishing the financial stability of the school system, and to respond to the interest of the State legislature to bring the schools into compliance with funding requirements necessary to prevent state intervention.

The Joint Agreement provides for the establishment of a five-person monitoring committee to ensure that the Plan of Adjustment conforms to the provisions of the Joint Agreement, so that the parties executing the Joint Agreement without the benefit of the information normally available in the Plan of Adjustment and/or Disclosure Statement, will be protected from inadvertent mistake, manipulation or surprise. The Committee is comprised of two representatives of the County, two representatives of the Pool Committee (one of which must be a cities representative), and Mr. Hayes. This committee ceases its function upon the confirmation of the County's Plan of Adjustment.

There are a number of other important provisions in the Joint Agreement which apply to the interests of various Pool Participants, and a careful reading of the Agreement is required.

On Monday, December 18, the OCIP Committee considered the final draft of the Joint Agreement and approved the agreement with its support for distribution to Pool Participants as soon as possible. It is hoped that each Pool Participant entity will give this matter its earliest and fullest consideration and will act on it as promptly as possible.

As with the CSA, the financial and legal representatives of the Committee are available to you to answer your questions in connection with your deliberations.

This Joint Agreement constitutes the next major step in the case on behalf of Pool Participants. It has been closely considered by the Committee and its professionals. While it is not a completely attractive approach in that it does not assure payment of the remaining claims of Pool Participants, it does have some benefits which you might want to consider as part of your deliberations, including the following:

1. The County undertakes not to seek any further diversion of Pool Participants' assets or tax revenues in connection with this case. This is of particular interest to Orange County cities and special districts;

refunding obligations shall not have a final maturity later than the final maturity of the refunded obligations. The amount so pledged with respect to any fiscal year of the county shall not exceed the amounts to be paid in the fiscal year on those certificates or lease revenue bonds.

(b) The pledge of taxes pursuant to this section shall constitute a contract between the county and the owners of any of the certificates of participation or lease revenue bonds and shall be protected from impairment by the United States and California Constitutions. The state hereby covenants with the owners of any certificates of participation or lease revenue bonds entitled to the pledge granted by this section that, as long as any of the certificates of participation or lease revenue bonds entitled to the pledge granted by this section shall remain outstanding, the provisions of Section 7202 of the Revenue and Taxation Code that authorize the imposition of the taxes shall not be repealed. That section shall not be altered or amended in any manner that would adversely affect the security of, or the ability of the county to pay, the principal of and interest on the certificates of participation or lease revenue bonds entitled to the pledge granted by this section. However, nothing precludes any alteration or amendment if and when adequate provision has been made by law for the protection from impairment of the contract represented by the certificates of participation or lease revenue bonds, and the right to so alter or amend is hereby reserved. The county may include this covenant of the state in the agreements or other documents underlying the certificates of participation or lease revenue bonds.

SEC. 6. Section 29530.5 of the Government Code, as proposed to be added by Assembly Bill 1664 of the 1995-96 Regular Session, is amended to read:

29530.5. (a) Notwithstanding any other provision of this article, the Board of Supervisors of the County of Orange may, upon the adoption of a resolution approved by a majority of all of its members, unilaterally modify its contract, as specified in Section 29530 with the State Board of Equalization, to require that, effective on or after July 1, 1996, except to the extent that subdivision (b) applies during any period, county sales and use tax revenues specified in Section 29530 be deposited into the county general fund payable, on a monthly basis, in an amount equal to three million one hundred sixty-six thousand six hundred sixty-seven dollars (\$3,166,667).

(b) (1) If the county has elected to guarantee payment of its obligations under an agreement to finance the lease or lease-purchase of property through the execution and delivery or issuance, as the case may be, of certificates of participation or lease revenue bonds pursuant to subdivision (a) of Section 25350.7, the amounts required to be deposited in the general fund of the county, in any month, pursuant to subdivision (a) shall be reduced by the

amounts, if any, transferred by the Controller to the trustee for the certificates of participation or lease revenue bonds, pursuant to subdivision (a) of Section 25350.7.

(2) If the county has elected to guarantee its obligations payment of under an agreement to finance the lease or lease-purchase of property through the execution and delivery or issuance, as the case may be, of certificates of participation or lease revenue bonds pursuant to subdivision (b) of Section 25350.7, the amounts required to be deposited in the general fund of the county, in any month, pursuant to subdivision (a) shall be reduced by the amounts transferred by the Controller to the trustee for the certificates of participation or lease revenue bonds, pursuant to subdivision (b) of Section 25350.7.

(c) This section shall not take effect unless and until (1) a plan of adjustment is confirmed in Case No. SA-94-22272-JR in the United States Bankruptcy Court for the Central District, of California, or (2) a trustee is appointed pursuant to Chapter 10 (commencing with Section 30400).

(d) In enacting this section, the Legislature intends that the provisions of this act shall not be utilized to justify reductions in existing bus and paratransit services.

(e) The modification authorized by this section is not applicable to the City of Laguna Beach.

(f) This section shall become inoperative on July 1, 2011, and, as of January 1, 2012, is repealed, unless a later enacted statute, that becomes operative on or before January 1, 2012, deletes or extends the dates on which it becomes inoperative and is repealed.

SEC. 7. Section 30400 of the Government Code, as proposed to be added by Senate Bill 1276 of the 1995-96 Regular Session, is amended to read:

30400. (a) It is in the interest of the state and all public debt issuers within the state to enable the County of Orange to finance an acceptable plan of adjustment in order to improve the credit standing of California public debt issuers and to preserve and protect the health, safety, and welfare of the residents of the county and the state. To that end, successfully resolving the county bankruptcy and restoring the financial position of county government is a matter of statewide interest and concern.

(b) As a further guarantee that the county will be able to prepare and obtain confirmation of an acceptable plan of adjustment, it is appropriate to create a back-up mechanism for appointment of a state trustee.

(c) It is in the further interest of the state to facilitate and expedite the confirmation of an acceptable plan of adjustment by vesting in a state trustee the authority and discretion to present and enforce certain claims held by cities, public districts, or other governmental agencies against the county.

SEC. 8. Section 30400.5 of the Government Code, as proposed to be added by Senate Bill 1276 of the 1995-96 Regular Session, is amended to read:

30400.5. For purposes of this chapter, the following words have the following meanings:

(a) "Confirmation of the plan" means confirmation of the plan of adjustment pursuant to Section 943 of Title 11 of the United States Code.

(b) "County" means the County of Orange.

(c) "Investment pools case" means Case No. SA-94-22273-JR in the United States Bankruptcy Court for the Central District of California.

(d) "Pending case" means Case No. SA-94-22272-JR in the United States Bankruptcy Court for the Central District of California.

(e) "Plan of adjustment" means a plan of adjustment as that term is used in Sections 941 and 942 of Title 11 of the United States Code, that contains provisions incorporating the material terms of the county consensus recovery plan, as specified in the Joint Agreement of the County of Orange, the Official Investment Pool Participants' Committee and Each Option A Pool Participant for Resolution of All Claims Against the County of Orange, September 6, 1995. A plan of adjustment may contain other terms and provisions that are not inconsistent with the joint agreement.

(f) "Specified county officers" means the treasurer-tax collector, auditor, chief executive officer, and assessor.

(g) "Trustee" means the person appointed by the Governor pursuant to Section 30401.

SEC. 9. Section 2128 of the Streets and Highways Code, as proposed to be added by Senate Bill 1276 of the 1995-96 Regular Session, is amended to read:

2128. (a) Notwithstanding any other provision of this chapter, the apportionments that would be made to the County of Orange under this chapter shall be apportioned as follows:

(1) The Orange County Transportation Authority shall be paid one million nine hundred sixteen thousand six hundred sixty-seven dollars (\$1,916,667) during each calendar month commencing July 1997, and ending June 2013.

(2) All remaining apportionments shall be paid to the county at the time each apportionment would have been made to the county.

(b) Subject to subdivision (c), this section shall become operative July 1, 1997, and shall become inoperative on June 30, 2013, and, as of January 1, 2014, is repealed, unless a later enacted statute, that becomes operative on or before January 1, 2014, deletes or extends the dates on which it becomes inoperative and is repealed.

(c) This section shall not take effect unless and until (1) a plan of adjustment is confirmed in Case No. SA-94-22272-JR in the United States Bankruptcy Court for the Central District of California or (2)

a trustee is appointed pursuant to Chapter 10 (commencing with Section 30400) of Division 3 of Title 3 of the Government Code.

SEC. 10. Section 12, as proposed to be added by Assembly Bill 1664 of the 1995-96 Regular Session, is amended to read:

SEC. 12. County revenues in the amount of the revenues allocated, transferred to, or deposited with, the County of Orange pursuant to the provisions of this act, shall not be used or expended for any purpose other than the satisfaction of the county's obligations pursuant to a confirmed plan of adjustment.

SEC. 11. Sections 1 to 10, inclusive, of this act shall not become operative unless Assembly Bill 1664, Senate Bill 863, and Senate Bill 1276 are enacted and become operative on or before January 1, 1996.

Consensus Plan Cash Flow

Revenue Analysis (Dollars in Millions)	Annual Revenue in Years					Gross Value	Present Value (a)
	1-5	6-10	11-15	16-20	21-25		
Currently Available Revenues							
Recovery Bonds (b)	0	(10)	(10)	(10)	0	0	(65)
Teeter Program	10	10	10	10	0	0	146
Waste Management	15	15	15	15	0	0	159
Revenues Available to Fund Allowed Claims	\$25	\$15	\$15	\$15	\$0	\$0	\$240
Proposed Revenues							
<i>Sales Tax Reallocations</i>							
Bradley-Burns Sales Tax - OCTA	\$38	\$38	\$38	\$0	\$0	\$0	\$346
Total Sales Tax Reallocation	\$38	\$38	\$38	\$0	\$0	\$0	\$346
<i>Property Tax Reallocations</i>							
Harbors, Beaches and Parks	4	4	4	4	0	0	80
Flood Control	4	4	4	4	0	0	80
County Redevelopment Agencies	4	4	4	4	0	0	80
Total Property Tax Reallocation	\$12	\$12	\$12	\$12	\$0	\$0	\$240
Subtotal	\$50	\$50	\$50	\$12	\$0	\$0	\$855
Total Revenues	\$75	\$65	\$65	\$27	\$0	\$0	\$1,245

EXHIBIT B

(a) Assumes a discount rate of 7.00%.
(b) Represents approximate debt service on the Recovery Bonds.

Consensus Plan Repayment Schedule

	Annual Debt Service in Years					
	1-5	6-10	11-15	16-20	21-25	26-30
(Dollars in Millions)						
Cash from all Revenue Sources	\$75	\$65	\$65	\$27	\$0	\$0
Total Public Debt Amortization (a)	\$58	\$48	\$48	\$10	\$0	\$0
Total County Note Amortization (b)	4	4	4	4	0	0
Total Annual Debt Service	\$62	\$52	\$52	\$14	\$0	\$0
Remaining Cash Available	\$13	\$13	\$13	\$13	\$0	\$0
Remaining Amortized Need (d)	\$250	\$117	\$50	(\$16)	(\$16)	(\$16)

(a) Assumes underwritten bonds are issued in sufficient amount to fund a 10% debt reserve and issuance costs.
 (b) County bonds are assumed to bear interest at 5.50%.
 (c) The Amortized Need does not accrue interest.

Agenda Item 25
Attachment D

California Special Districts Association LEGISLATIVE UPDATE January 4, 1996

The State Legislature returned to Sacramento on January 3, 1996 to resume the 1995-96 legislative session.

This afternoon, after a spirited day and a half debate, the Assembly elected Member Curt Pringle (R-Garden Grove) as the new Speaker of the House. Pringle replaces Assemblymember Brian Setencich (R-Fresno) who was elected following the resignation of Speaker Doris Allen. Allen was subsequently recalled from her Orange County seat in November.

Newly-elected Assembly Speaker Pringle has recently called for the consolidation of Orange County's more than 20 independent sewer and water districts. He wants a proposal on the November ballot to merge more than 20 independent water and sanitation districts into one countywide entity with directly elected board members. Pringle aids say it would improve efficiency by reducing staff and eliminating duplicated services.

All bills introduced in 1995 must pass their houses of origin by January 31 or they will be considered dead. Any new legislation must be at the Legislative Counsel's office by January 19, 1996 to allow time for processing prior to the February 23, 1996 bill introduction deadline.

The Assembly adjourned today around 2:00 p.m. and will reconvene on Monday, January 8, 1996 at 3:30 p.m.

Other news of interest...

The California Constitution Revision Commission will be releasing its final recommendations next week. CSDA will issue a Legislative Update immediately upon release of the final information.

The CCRC is planning on introducing its recommendations in a single bill for consideration by the Legislature. The bill must pass both houses by a two-thirds vote prior to being placed on the November ballot. The ballot proposal must also pass by a two-thirds vote. If passed, the constitutional amendment would be in effect immediately.

The CSDA Board of Directors will be meeting next Friday (January 12, 1996) to review all pending and potential legislation in 1996. We will keep our members updated on all special district legislation addressed during the remaining year of this session.

Mark your calendar - CSDA's Governmental Affairs Day is scheduled for Monday, May 6, 1996 in Sacramento. Registration materials will be in the mail soon!

TO: Library Board of Trustees

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

DATE: January 16, 1996

SUBJECT: Response from the State Library Legal Counsel Concerning Board of Trustee Mailing on Behalf of the Foundation

BACKGROUND:

The State Library Legal Counsel has given me a verbal response to the Board's inquiry of November 15, 1995, concerning the use of the Library's patron registration records to send out a solicitation for the Placentia Library Foundation on Library Board letterhead.

It is the Legal Counsel's opinion that the Board may send out the type of letter we described. However, he also said that the Board should consider having the Foundation pay for the printing and distribution of the letter and that a statement to that effect should be at the bottom of the letterhead.

The Legal Counsel also said that as long as the contributions in response to this letter were made payable to the Foundation that there is no problem in having the Foundation add these names to its database.

RECOMMENDATION:

Determine future action.

~~Reaffirm~~ Reaffirm intent in proposal
press + file legal request +

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: December 19, 1995/carried forward to January 16, 1996
 SUBJECT: Select Vendor for Photocopier Contract

BACKGROUND:

At its Regular Meeting on October 17, 1995, the Library Board approved a Request for Photocopiers.

Bids were mailed to all factory authorized manufacturer representatives of photocopiers listed in the Orange County phone directory and to all vendors who had made individual requests to the Library. (See Attachment A.)

Bids were received from six vendors, two of which met all bid specifications. Attachment B is the staff analysis of all bids received.

[Attachments A and B are included with Agenda Item 27 in the December, 1995 Board Agenda Book.]

Summary of Qualified Bids:

Vendor	Edgemont Business Systems	University Copy Systems
Model	Sharp SF2022 & SF2035	Cannon NP6030
Total Cost of Equipment	\$19,838.08	\$19,423.82
Monthly Lease (60 months)	\$446.36	\$473.95
Total Cost of Lease/Purchase	\$26,781.60	\$28,437.00
Monthly Maintenance Costs based on per copy cost of	\$675.00 (15,000 copies/month) \$0.015 per copy	\$945.00 (20,00 copies/month) \$0.01575 per copy

RECOMMENDATION:

Award the contract for lease/purchase to Edgemont Business Systems, 6101 Gateway Drive, Cypress, CA 90630, in the amount of \$446.36 per month for the lease, plus cost of maintenance based on quoted price prorated to actual usage.

Ray - All,

dlc

Prepared by: Charlene Dumitru

1994

TO: Library Board of Trustees

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

DATE: January 16, 1996

SUBJECT: **Select Vendor for Local Area Network Purchase, Installation and Maintenance Contract**

BACKGROUND:

At its meeting on December 19, 1995, the Library Board authorized the solicitation of bids for a Local Area Network System for reference services for adult and children.

The bid request was sent to twenty-five (25) computer dealers in the North Orange County telephone book and a bid notice was published in the *Orange County Register* on December 26 and 27, 1995. Attachment A is the Proof of Publication. Attachment B is the list of dealers who received direct mail solicitations.

The bid opening was held at 2:00 P.M. on January 9, 1996. One bid was received.

Staff has determined that the bidder is qualified and has met all of the requirements in the Request for Bid.

Attachment C is a copy of the proposal from Advanced Inter Systems.

The expenditure was included in the District's Budget for Fiscal Year 1995-1996 in Fund 703 (Automation Replacement) in the amount of \$48,000 with an additional \$25,000 for equipment in Fund 702 (Major Equipment Replacement).

RECOMMENDATION:

1. Receive and File the Proof of Publication of the Legal Notice in the *Orange County Register*.
2. Award purchase and installation contract to Advanced Inter Systems, Anaheim, CA., in the amount of \$68,767.35.
3. Purchase four (4) months of comprehensive service contract with the option to switch to a fifty (50) hour block of service calls, prepaid, at the end of the initial contract period.
4. Authorize payment of \$34,383.68 when the contract is signed, payment of \$27,506.93 when the Library Director has accepted that every function required in the bid is installed and fully operational, and a final payment of \$6,876.74 after thirty (30) days (excluding the days that the Library is closed) of consecutive operation of the system. All amounts are to be paid from Fund 703 (Automation Replacement).

Continued on next page...

Select Vendor for Local Area Network, January 16, 1996, Page 2.

5. Authorize the Orange County Treasurer to transfer \$21,000 from Fund 702 (Equipment & Structural Repair) to Fund 703 (Automation Replacement).
6. Authorize payment of service agreement costs from Fund 707 (General Fund).
7. Authorize the Library Director to complete contract negotiations and sign all documents relating to this agreement.

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TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 16, 1996

SUBJECT: Select Vendor for Local Area Network Purchase, Installation and Maintenance Contract

BACKGROUND:

At its meeting on December 19, 1995, the Library Board authorized the solicitation of bids for a Local Area Network System for reference services for adult and children.

The bid request was sent to twenty-five (25) computer dealers in the North Orange County telephone book and a bid notice was published in the *Orange County Register* on December 26 and 27, 1995. Attachment A is the Proof of Publication. Attachment B is the list of dealers who received direct mail solicitations.

The bid opening was held at 2:00 P.M. on January 9, 1996. One bid was received.

Staff has determined that the bidder is qualified and has met all of the requirements in the Request for Bid.

Attachment C is a copy of the proposal from Advanced Inter Systems.

The expenditure was included in the District's Budget for Fiscal Year 1995-1996 in Fund 703 (Automation Replacement) in the amount of \$48,000 with an additional \$25,000 for equipment in Fund 702 (Major Equipment Replacement).

The reason for this revision is that during the final negotiations the cost of the individual Multi Media Workstations was reduced from \$2,987 to \$2,725, a savings of \$262 per unit. The Workstations were upgraded to a 15" screen monitor at a cost of \$125 per unit. The net change per unit being \$137 with a total savings for the four units of \$548. In addition one set of 20W stereo speakers is included at a cost of \$50. The total change in the Workstation costs for all four units is a reduction of \$498 plus sales tax of \$38.59 for **a total contract reduction of \$536.59.**

RECOMMENDATION:

1. Receive and File the Proof of Publication of the Legal Notice in the *Orange County Register*.
2. Award purchase and installation contract to Advanced Inter Systems, Anaheim, CA., in the amount of ~~\$68,767.35~~ \$68,230.76.

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3. Purchase four (4) months of comprehensive service contract with the option to switch to a fifty (50) hour block of service calls, prepaid, at the end of the initial contract period.
4. Authorize payment of ~~\$34,383.68~~ \$34,115.38 when the contract is signed, payment of ~~\$27,506.93~~ \$27,292.31 when the Library Director has accepted that every function required in the bid is installed and fully operational, and a final payment of ~~\$6,876.74~~ \$6,823.07 after thirty (30) days (excluding the days that the Library is closed) of consecutive operation of the system. All amounts are to be paid from Fund 703 (Automation Replacement).
5. Authorize the Orange County Treasurer to transfer \$21,000 from Fund 702 (Equipment & Structural Repair) to Fund 703 (Automation Replacement).
6. Authorize payment of service agreement costs from Fund 707 (General Fund).
7. Authorize the Library Director to complete contract negotiations and sign all documents relating to this agreement.

Continued on the next page...

1. Die Funktion $f: \mathbb{R} \rightarrow \mathbb{R}$ sei durch $f(x) = x^2 + 2x - 3$ für alle $x \in \mathbb{R}$ definiert. Bestimmen Sie die Nullstellen von f .

2. Gegeben sei die Funktion $f: \mathbb{R} \rightarrow \mathbb{R}$ durch $f(x) = \frac{1}{x^2 - 4}$ für $x \neq \pm 2$. Bestimmen Sie die Definitionsmenge D_f und die Wertemenge W_f von f .

3. Die Funktion $f: \mathbb{R} \rightarrow \mathbb{R}$ sei durch $f(x) = \sin(x)$ für alle $x \in \mathbb{R}$ definiert. Bestimmen Sie die Nullstellen von f .

4. Gegeben sei die Funktion $f: \mathbb{R} \rightarrow \mathbb{R}$ durch $f(x) = x^3 - 2x^2 + x - 1$ für alle $x \in \mathbb{R}$. Bestimmen Sie die Nullstellen von f .

5. Die Funktion $f: \mathbb{R} \rightarrow \mathbb{R}$ sei durch $f(x) = \frac{1}{x^2 + 1}$ für alle $x \in \mathbb{R}$ definiert. Bestimmen Sie die Definitionsmenge D_f und die Wertemenge W_f von f .

Register

825 N. GILROY AVE. SANTA ANA, CA 92701

PROOF OF PUBLICATION

(2015.5 C.C.P.)

STATE OF CALIFORNIA,

County of Orange,

SS.

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of The Orange County Register, a newspaper of general circulation, published in the City of Santa Ana, County of Orange, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Orange, State of California under the date of November 29, 1905, Case Number 21046 that the notice of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

December 26, 27, 1995

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Executed at Santa Ana, California.

Date January 2, 19 96

Marilyn E. Wilcoxley

 Signature

This space is for the County Clerk's filing Stamps

Agenda Item 28
Attachment A

Proof of Publication of

Request for Bid.

Sealed bid submit bids for the purchase or lease of a Local Area Network

PUBLIC NOTICE

REQUEST FOR BID
 The Placentia Library District of Orange County is requesting that qualified vendors submit bids for the purchase or lease of a Local Area Network System to provide reference materials to library clients inside the library.
 Sealed bid responses must be received no later than 2:00 P.M., PST, on 01/09/96 in the Administration Office, Placentia Library District, 411 E. Chapman Ave., Placentia, CA 92670. Bids will be opened at that time. Bids must be valid for 60 days. Purchase is scheduled to be awarded on Jan. 16, 1996. Please contact the Library at (714) 928-1925 to request a bid specification packet.
 Publish: December 26, 27, 1995

Accurate Systems
Attn: James
1133 South Placentia Avenue
Fullerton, CA 92631

CDCE, Inc.
Attn: John Corey
22641 Old Canal Road
Yorba Linda, CA 92687

Action Computer Supply
Attn: Sales
1525 West Orange Grove Avenue
Orange, CA 92668

Century Computer Corporation
Attn: Larry Fry
1150 West Central Avenue
Brea, CA 92621

Advanced Office Services
Attn: Tim Mayer
1430 Village Say
Santa Ana, CA 92705

Computer Connect Point
Attn: Simon Saha
300 N. Lantana #39
Camarillo, CA 93010

Advanced Inter Systems
Attn: Joe Thorpe
1190 N. Tusin Avenue
Anaheim, CA 92807

Computerland LaMirada
Attn: Udaya
14820 Beach Blvd.
La Mirada, CA 90638

Advanced Computer Products
Attn: Dave Freeman
1310 E. Edinger Ave.
Santa Ana, CA 92705

Digital Equipment Corporation
Attn: Lori
24 Executivr Park
Irvine, CA 92714

Alpha & Omega
Attn: Sales
101 South Kraemer Blvd.
Placentia, CA 92670

E Z Computers
Attn: David Cho
521 State College Blvd.
Fullerton, CA 92633

Area Electronics
Attn: Hao
950 Fre Ana
Placentia, CA 92670

Enhanced Technologies
Attn: Jack
266 Viking Avenue
Brea, CA 92621

ATC Computers
Attn: Dave Cho
1132 E. Katella Ave.
Orange, CA 92665

OnLine Connecting Point
Attn: Ron Longfellow
8 Autry
Irvine, CA 92118

Automated Resource Management
Attn: Sales
2691 Richter Avenue #114
Irvine, CA 92714

P C Avenue Corporation
Attn: Rosemary
3150 E. La Palma Ave.
Anaheim, CA 92806

Canyon Computer
Attn: Larry Raes
4510 E. La Palma #C
Anaheim, CA 92807

P C Systems Design Corp
Attn: Robert Sharp
3040 Saturn Drive
Brea, CA 92621

Portable Warehouse
Attn: Fred
4430 E. Miraloma, Bldg. C
Placentia, CA 92807

Seacliff Electronics
Attn: Hal Rose
7755 Center #800
Huntington Beach, CA 92647

Unisys Corporation
Attn: Mike Sinclair
5 Hutton Centre Drive
Santa Ana, CA 92707

Valcom Computer Center
Attn: Ike
17518 Von Karman Avenue
Irvine, CA 92714

Westek Computer Services, Inc.
Attn: Sales
1001 S. Placentia Avenue
Fullerton, CA 92631

January 9, 1996

Placentia Library District
411 East Chapman Ave.
Placentia, CA 92670
RE: Bid due 2:00pm Jan. 9, 1996

We are pleased to be able to submit a bid for the computer equipment you requested. Advanced Inter Systems is a premier computer integrator in the North Orange County area and has been in the business for over 12 years. We have installed many computer networks for Municipal Government, Law Firms and Industry in the Southern California area. We are located about 3 miles from the Placentia Library.

We will be using Steve Snyder of Data Communications for the cabling if the library awards the bid to AIS. Attached please find more detail and the cost summary you requested. We certify that all equipment and supplies to be provided by AIS will be new factory provided items. The California Notary Stamp is below. We look forward to a mutually satisfying business relationship.

Sincerely,

Martin Baghranian
Sr. Accounts Manager

Cost Summary
for
Placentia Library District

Network Server Configuration

Compaq Proliant 1500/P 1500 133	
* 160MB RAM	
* Graphics Card	
* 20Gig Compaq Disk Array with Smart Array Controller (5 Hot Swap 4.3Gig Drives)	(useable 17Gig)
* CD Rom 4x	
* 101 Keyboard	
* Microsoft Mouse	
* 3.5" Floppy	\$25,177.00
* 100MB Module for Netflex 3	185.00
* Compaq Disk Subsystem (Hold 7 Hot Swap Drives)	1,752.00
* 4MM DAT Tape, Compaq 2/8 6B	1,289.00
* Backup Software, Single Server	195.00
* External 28.8 Modem	221.00
* Microsoft NT	692.00
* APC 600 VA Smart UPS with PC	444.00
<hr/>	
Total	\$29,955.00
<hr/>	
Installation and Configuration 82 hours @ \$100.00 per hour	\$8,200.00

Multi Media Workstation Configuration

Compaq Desk Pro P/120 (a Compaq clone has been substituted)	
* 13" SVGA Color Monitor	
* 16MB RAM	
* 256K Cache	
* Diamond Stealth Graphics Card	
* 64Bit 2MB VRAM	
* Soundblaster 16 with SCSI Adapter	
* Headphone Jack and Headset	
* 540 hard drive	
* SCSI CD Rom, 4x	
* 101 keyboard	
* Microsoft Mouse	
* DOS 6.22, Windows 3.11 and	
* Norton Virus Protection	\$2,987.00
* Intel 10/100 MB NIC Card	\$169.00
* Power Surge Protector	47.00
<hr/>	
Total	3066.00 \$3,203.00
<hr/>	
Total 4 Stations	12,264 \$12,812.00
<hr/>	
Installation and Configuration 52 hours @ \$100.00 per hour	\$5,200.00
<hr/>	
Option	
20W Stereo Speakers	\$50.00
Upgrade to 15" SVGA Monitor	\$125.00

2,850
~~2,987~~

12,314
Cancel speakers

Printer Workstation Configuration

Qty.	Description	Cost
4	Hewlett Packard Printer Servers	\$1,800.00
	Installation and Configuration (10 hours)	1,000.00

1	Intel 100 BaseT 12 Port Hub	\$4,830.00
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Training

	Administration for NT Server and LAN Operations	\$1,000.00
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Lease / purchase pricing is a 36 month lease with a fair market purchase at the end of 36 months.

(This Page Must Be Completed for Each Bid)

Name of Vendor: Advanced Inter Systems

	Purchase	Lease/Purchase Per Month
Server	\$29,955.00	\$902.85
Workstation (per station)	3,203.00	0.00
4 Workstations	49,899 12,812.00 12,314	385.64
Print Centers	1,800.00	54.00
Ethernet Hubs and Cabling	4,830.00	145.38
Installation / Configuration	14,400.00	433.44
Training	1,000.00	30.10
Delivery	150.00	4.52
Other: Specify	0.00	0.00
Taxes	3,828.35 3,289.68	296.70
TOTAL STARTUP COST	\$68,767.35 68,238.68	\$2,252.63

	Purchase	Lease/Purchase Per Month
Server Maintenance/Month	\$500.00	
Ethernet/Cabling Maintenance/Month	25.00	
Workstation Maintenance/Month/Workstation	300.00	
Other Monthly Costs: Specify	0.00	
TOTAL MONTHLY COSTS	\$825.00	



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: January 16, 1996
SUBJECT: Selection of Board Representative and Alternate to the Special District Workers Compensation Authority Board of Directors

BACKGROUND:

At its meeting on July 20, 1995, the Library Board authorized Library Director Minter to submit a nomination for Placentia Library District to be reelected as a representative of the small districts on the Board of Directors of the Special District Workers Compensation Authority.

The District was unopposed and subsequently reelected.

For the past three years Sal Addotta has been the Board's delegate to the SDWCA Board of Directors.

At this point a new delegate needs to be appointed. This person may be either a trustee or staff.

RECOMMENDATION:


Elect a delegate to the Special District Workers' Compensation Authority Board of Directors.

Samuel - deleg
al/roy
Elizabeth - alternat
Peggy Samuel



TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian ^{SAA}
 DATE: January 16, 1996
 SUBJECT: Program Committee Report for the Month of December 1995.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	DECEMBER 95	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Placentia Pride	0	0
<i>CHILDREN'S SERVICES</i>		
Afterschool Specials	1	25
Pre-School Story Hour	2	26
Special Programs (Holiday Storytelling)	1	62
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	11
Families For Literacy	2	33
Literacy Potluck	1	31

TO: Elizabeth Minter, Library Director
FROM: Kay Schneider, Children's Librarian 
DATE: January 10, 1996
SUBJECT: **Activities in the Children's Department for December 1995**

After School Specials and PreSchool Story Hours - There was one *After School Special* for children ages 7 - 12 during the month of December. This session were attended by 25 children who enjoyed making a large "gingerbread" house from grocery bags. This popular program will resume on February 7. Two sessions of story hour were attended by 26 children ages 3 - 6 who enjoyed Christmas stories and activities.

Holiday Stories - Storyteller, Jim Lewis, presented stories including award winning Polar Express. Sixty children and parents enjoyed his stories and refreshments.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: January 10, 1996
SUBJECT: Publicity materials produced for December 1995

Information on the Placentia Library cable channel #53:

1. Placentia Library Literacy Services offering INS-approved citizenship examination.
2. Friends of the Library on-going booksale.
3. Friends of the Library bookstore now open. Volunteers needed to sort and sell books.
5. Literacy asking for volunteers to take the tutor training program.
6. Master storyteller, Jim Lewis, to tell holiday stories.
7. Library hours.
8. December quotes.
9. Placentia Library Trustees.
10. Storytime for children.
11. Holiday closing for Christmas and the New Year.

Newspaper articles published:

1. Districts brace for a change.
2. Children's book in Spanish bought through a donation by California Association for Bilingual Education (CABE).
3. Special districts: friend or foe.
4. Maze of agencies.
5. Library offers free preschool story hour.
6. Master storyteller Jim Lewis will relate holiday stories..
7. Model ship exhibit at Placentia Library.
8. Holiday closings.
9. Information overload at Placentia Library.
10. Placentia Library adds new Spanish titles to shelves.
11. Orchid Species Society of Southern California to meet at the Library.
12. New books available at the Placentia Library.
13. Al Shkoler and Dixie Shaw named city's "Citizens of the Year" for community work.
14. April Ottavian mentions Suad Ammar, Al Shkoler, and Dixie Shaw in her column.
15. Volunteer opportunities at Placentia Library District.
16. Latest hot read: \$1.50 a pop at Orange County Public Libraries.

DEC - 4 1995

Districts brace for change

332
GOVERNMENT: Local bodies know a revamp is due. Some are trying to consolidate now.

By **TERI SFORZA**
The Orange County Register

Reformers are rallying to shrink California's "illogical crazy-quilt" of governments — and thousands of special districts are ready to fight for their lives.

California has a maze of some

7,000 local governments — more than 150 in Orange County alone. One side says the system is antiquated, redundant and costly; the other side says smaller governments ensure local control.

Both sides know that change is coming.

"We have a government structure that's more than 100 years old. There's got to be a better way," said Fred Silva, executive secretary for the California Constitution Revision Commission in Sacramento.

The threat of outside attack is

so serious that some special districts are planning pre-emptive strikes, considering consolidation on their own.

Eighteen water districts in south Orange County have banded together to do a \$120,000 consolidation study — after decades of dismissing grand-jury reports calling for such cooperation. The study is expected to take three months.

"We can either talk among ourselves, or have Joe down the

Please see **CHANGE** Page 10

CHANGE: Commission favors scrapping 2-house

FROM 1

street do it," said Mike Dunbar, manager of the South Coast Water District.

The point, they say, is to get their perspective into the discussion.

"Special districts have a single

function or goal," said Joe Sorella, general manager of the Laguna Beach County Water District. "These are the most efficient. I don't think bigger is better."

Changes await:

► **NEW CONSTITUTION:** The Cali-

Changes are slated to go to voters in November.

► **LOCAL WATCH:** A local panel, dubbed the Government Practices Oversight Committee, is ferreting out the overlap and waste in local government — scrutinizing cities and special

fornia Constitution Revision Commission is drafting a document that would allow voters to wipe clean the century-old slate, then organize local government in ways that make sense for the 21st century.

The Constitution Revision

districts as well as the county.

The committee will release its findings later this month, and its recommendations will go to the Board of Supervisors in the spring.

► **COUNTY CHARTER:** A contro-

Please see **CHANGE** Page 11

Legislature
in favor of
single bo

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

DEC 15 1995

PLACENTIA 332

Casa Placentia Inc. is sponsoring a Christmas toy distribution to needy children at 1 p.m. Saturday. Placentia residents only are welcome to attend the party at the Backs Community Building, 201 N. Bradford Ave., next to Kraemer Park. Call (714) 993-0387 or (714) 630-3891. ... The library has purchased seven new children's titles in Spanish, including "El Gato Ensombreado" ("The Cat in the Hat"), "Eres Tu Mi Mama?" ("Are You My Mother?") and "La Oruga Muy Hambrienta" ("The Very Hungry Caterpillar"). Check them out at 411 E. Chapman Ave. The California Association for Bilingual Education donated the funds to purchase these books. Call (714) 528-1906.

Sharilyn Miller
(714) 704-3704

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

DEC 7 1995

GOLDEN ELEMENTARY

LIBRARY HELPERS: Fifth- and sixth-grade students at Golden are making a big contribution to the school library each week by giving up their recess periods on Mondays and Wednesdays to volunteer their time to help out in the school library. "Students perform a variety of jobs," says Mary Strazdas, library clerk. "They repair books, check cards, shelve books using the Dewey-Decimal system, help primary students locate books and create colorful library bulletin boards," she said. First quarter helpers include Iris Lopez, Jeff White, Austin Almer, Nilisia Nunez, Ashley Laimore, Melissa Graybill, Smita Kumar, Jessica Shaw and Caitlin Kenney. What a great service to your school!

CHANGE: 1 district wants to join another, but can't find any takers in O.C.

FROM 10

versial county charter revamping some structures in Orange County government will be on the ballot March 26. Voters will choose whether to have five or nine supervisors, term limits for supervisors and more.

► **EFFICIENCY PATROL:** The Local Agency Formation Commission, an obscure arm of government charged with overseeing planning issues, will scrutinize the myriad special districts in south Orange County in 1996.

The state Legislature gave Lafco a powerful tool in July 1994: the authority to start merging redundant districts. To date, however, Orange County's Lafco has not initiated a single consolidation.

A two-month Register analysis found that local government in Orange County is an \$11 billion-a-year industry that employs 83,000 people and grew last year despite the county's bankruptcy. The county has 37 school boards, 31 city councils with one on the way, and at least 87 special districts providing everything from rat control to water.

To illustrate the dramatic changes possible, the Constitution Revision Commission points to the fictional county of Apple, which casts off its system of local governments and plunges boldly into the future.

The walls separating Apple's maze of cities, special districts and school districts crumble. They invent a better way to educate Apple's children, pick up Apple's garbage and pave Apple's roads. Funding formulas locked in by Proposition 13 are unlocked, and Apple's residents decide how and where to spend their tax money.

Apple is a veiled reference to bankrupt Orange County, which commissioners hoped would be a fertile laboratory for cutting-edge reform. But so far, they've been disappointed.

"Because of the bankruptcy, Orange County is in the best position of all to say, 'Hey! Let's look at our governance structure and how the cities work and how county works and how the special districts work. Let's see if we can make this more rational.'

But instead, you guys are blowing it," said Silva, of the Constitution Revision Commission.

"Orange County in the last 20 years has had more (city) incorporations than almost any other county in the state. You have an odd arrangement of water districts — one of the oddest. Now is the opportunity. You have to seize the moment. The county has the chance to be the central force for government restructuring — but instead you're looking only at enacting a county charter. You should be looking at all the government structures rather than just one," Silva concluded.

"We really aren't prepared to deal with all that," said Bruce Sumner, chairman of Orange County's Charter Commission. "A lot of people would say we don't need 31 cities, but to try to change that is really tough. Someone ought to look at it."

Mike Dunbar, manager of tiny South Coast Water District in South Laguna, is a rare voice in the world of special districts: He believes small water districts should merge. He tried to woo the Capistrano Beach Water district to the south. Failure. He tried to woo the Moulton-Niguel Water District to the east. Rejection. He is now trying to woo the Laguna Beach County Water District to the north.

"The only thing left is, is there anybody in the ocean?" Dunbar joked.

Said Dennis McLain, manager of the beleaguered, recently merged Capistrano Beach Water District: "People who want to consolidate districts usually have firm convictions and little experience. It's easier to solve problems in your head than to solve them in reality."

Register staff writer Ricky Young contributed to this report

NEXT: The merger between the Capistrano Beach water and sanitary districts was intended to improve service, save money and provide greater accountability. All of that still may happen. But after one year together, its fate remains up in the air.

pacific clippings

post office box 11789
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Placentia News
Weekly NOV 30 1995

Ship models on display at library

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The Placentia Library is featuring a unique display of model ships through the month of December, on loan from the Ship Modelers Association of Southern California. These ships are museum-quality historic models, including the African Queen, the Royal Caroline and the Flying Fish.

The library is open Monday through Wednesday noon to 8 p.m., Thursday and Saturday 10 a.m. to 6 p.m. and Sunday 1 to 5 p.m. For information, call 528-1438.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily DEC 27 1995

PLACENTIA 332

The addition of children's books in Spanish gives a touch of cultural flavor to the Placentia Library. Kay Schneider, children's librarian for the Placentia Library District, announced some of the recent purchases for the library at 411 E. Chapman Ave.: "Secretos De Diciembre" (December Secrets) by Patricia Reilly Giff, "El Gato Ensombrerado" (The Cat in the Hat) by Dr. Seuss and "Las Gallinas No Son Las Unicas" (Chickens Aren't the Only Ones) by Ruth Heller. The California Association for Bilingual Education financed the purchase. For information call (714) 528-1906.

— Miryam Ghodsian
(714) 704-3795

SPECIAL DISTRICTS: FRIEND OR FOE?

FOE:

"The fact that there are from three to 26 of these units addressing the same problem and providing the same service is inefficient and costly."
— Price Waterhouse study for 1982 grand jury

"In several cases where boards govern special districts with multimillion-dollar annual budgets ... several years have elapsed since more than one citizen has attended a meeting."
— 1982 grand jury

"A residence in Laguna Beach pays on the average \$206 a year for sewer maintenance and trash services, while a residence in an unincorporated area of Midway City pays only \$85 and gets twice-a-week pickup service. Similarly, a residence in the south county, such as Mission Viejo, pays \$198 per year for sewer maintenance and trash, while a residence in Garden Grove pays nothing."
— 1982 grand jury

"In many cases, the need for these separate units of government no longer exists. The services they provide can be furnished more effectively and efficiently by the cities."
— 1987 grand jury

"Even though previous studies have identified various water districts which should consolidate, nothing significant has been accomplished."
— 1994 grand jury

FRIEND:

"Local government in California is not unplanned, uncoordinated, inefficient and uneconomical."
— Robert Hawkins report to then-Gov. Reagan, 1974

"Unlike New York, California has devised an illogical, crazy-quilt form of local government involving cities, counties and thousands of special districts — a system that has been scorned by many local-government experts but that provides protection against large-scale bankruptcy."
— Ed Salzman, editor of the California Journal, 1978

"Like Hula-Hoops, martinis and freeways, special districts were elevated to an art form in California."
— 1993 state Legislature's guide, "What's So Special About Special Districts?"

"Critics have periodically called for a reduction in the number of districts. They have confused the concept of too much government with that of too many governments."
— "Special District Consolidations," for the Association of California Water Agencies, Stephen P. Morgan and Jeffrey Chapman, University of Southern California, 1994

"No one can legitimately contest our grass-roots appeal and success."
— John Schatz, general manager, Santa Margarita Water District

TERI SFORZA/The Register

HOW TO REACH THEM

Here's how to reach the California Constitution Revision Commission as it prepares its January recommendations to the Legislature on local governments:

► Attend the commission's video conference at 7 p.m. Tuesday at Century High School, 1401 S. Grand Ave., Santa Ana. Commissioners will take comments from those who attend.

► Write the commission at 1201 K St., Suite 1740, Sacramento, 95814
Phone: (916) 322-4121
Fax: (916) 323-3927
Electronic mail: ts1b.rksilva@ts3.teale.ca.gov

► Contact one of the three elected officials on the 20-member commission:
Assemblyman Phil Isenberg, D-Sacramento
Phone: (916) 324-4676
Fax: (916) 327-3338

Sen. Lucy Killea, I-San Diego
Phone: (619) 696-6955

Fax: (619) 696-8930

Sen. Bill Leonard, R-Upland
Phone: (909) 946-4889

Fax: (909) 982-1197

Here's how to reach the Orange County Government Practices Oversight Committee as it prepares to make recommendations on local governments:

► Attend the committee's public meeting at 8:30 a.m. Dec. 15 on the fifth floor of the county Hall of Administration, 10 Civic Center Plaza, Santa Ana

► Contact one of the two elected officials on the 27-member board
Supervisor Marian Bergeson
Phone: (714) 834-3550
Fax: (714) 834-2670
Supervisor Roger Stanton
Phone: (714) 834-3110
Fax: (714) 834-5754

MAZE OF AGENCIES

Orange County has scores of governments that employ 83,166 people and spend \$11 billion a year doing everything from retrieving books returned to the wrong county library to studying a county monorail system.

SCHOOL DISTRICTS	BUDGET	EMPLOYEES	PAY OF TOP MANAGER
O.C. Department of Education	\$82,846,663	1,175	\$106,432
Anaheim City	73,808,766	1,821	101,517
Anaheim Union High	131,700,000	1,802	111,278
Brea-Olinda Unified	24,651,052	671	90,000
Buena Park	21,975,079	5,077	87,800
Capistrano Unified	179,716,684	3,310	119,352
Centralla	22,333,104	464	85,353
Cypress	26,760,451	383	88,000
Fountain Valley	28,734,568	590	87,648
Fullerton Joint Union	92,934,529	1,074	111,598
Fullerton	47,500,172	1,234	94,911
Garden Grove Unified	236,760,516	3,516	117,018
Huntington Beach City	26,364,333	515	90,948
Huntington Beach Union	97,321,650	1,668	105,978
Irvine Unified	118,679,409	1,614	117,000
La Habra City	21,297,835	380	94,730
Laguna Beach Unified	18,313,508	223	120,901
Los Alamitos Unified	44,367,970	747	96,374
Lowell Joint	14,315,733	201	95,628
Magnolia	25,079,363	624	88,224
Newport-Mesa Unified	95,730,852	1,826	104,000
Ocean View	42,889,558	654	95,652
Orange Unified	111,920,975	3,350	123,750
Placentia-Yorba Linda Unified	101,144,424	1,932	115,480
Saddleback Valley Unified	195,821,919	1,840	133,540
Santa Ana Unified	322,380,177	3,702	130,000
Savanna	9,248,069	219	83,111
Tustin Unified	54,796,728	779	105,677
Westminster	42,011,628	1,027	94,554
Capistrano-Laguna Beach ROP	2,000,236	62	85,210
Coastline ROP	5,466,012	161	88,127
North Orange County ROP	19,290,000	358	88,200
West O.C. Worker's Comp Authority	1,860,380	0	
Coast Community College	155,656,990	3,332	123,258
North O.C. Community	125,967,786	1,071	121,125
Rancho Santiago	117,081,003	2,641	105,496
Saddleback Community College	92,417,646	1,534	145,000
SCHOOL TOTAL	2,831,146,768	51,577	3,752,865
TRANSPORTATION			
O.C. Transportation Authority	602,193,337	1,512	138,971
Transportation Corridor Agencies	550,460,454	47	141,248
TOTAL TRANSPORTATION	1,152,653,791	1,559	280,219

Source: Each agency

Reporting/RICKY YOUNG

MAZE OF AGENCIES

Orange County has scores of governments that employ 83,166 people and spend \$11 billion a year doing everything from retrieving books returned to the wrong county library to studying a county monorail system.

	BUDGET	EMPLOYEES	PAY OF TOP MANAGER
WATER AGENCIES			
Alliso Water Management Agency	\$9,385,057	0	\$41,867
Capistrano Beach Water	6,287,150	22	104,000
Capistrano Valley Water	7,780,586	24	95,844
Carpenter Irrigation	122,856	1	17,000
Coastal Municipal Water	27,875,000	2	72,159
East Orange County Water	2,551,346	5	62,400
El Joro Water	21,723,272	59	110,850
Irvine Ranch Water	102,426,639	254	126,244
Laguna Beach County Water	13,689,780	39	97,146
Los Alamitos County Water	300,994	1	17,500
Los Alisos Water	15,308,903	49	101,256
Mesa Consolidated Water	15,578,600	68	116,000
Moulton-Niguel Water	67,079,200	98	106,200
Municipal Water District of O.C.	86,461,308	20	123,600
O.C. Water District	55,298,000	191	140,400
San Juan Basin Authority	603,100	0	9,290
Santa Margarita Water	53,324,758	127	117,500
Santiago Aqueduct Commission	2,823,075	0	21,580
Santiago County Water	1,019,150	5	64,519
Serrano Water	1,558,329	10	89,250
South Coast Water	10,400,000	48	89,731
Trabuco Canyon Water	7,184,688	28	99,053
Tri-Cities Water	19,250,482	4	83,000
Yorba Linda Water	23,228,054	53	90,000
TOTAL WATER	551,260,327	1,106	1,996,389
OTHER DISTRICTS			
Buena Park Library	1,796,600	31	82,472
GalOPTIMA health-care agency	227,000,000	206	170,000
Capistrano Bay District	442,093	13	55,740
Emerald Bay Community Service	429,956	2	24,000
O.C. Cemetery	1,988,800	17	77,438
O.C. Fire Authority	104,317,875	948	101,109
O.C. Fixed Guideway Agency	22,920	0	
O.C. Law Library	2,470,980	26	86,611
O.C. Vector Control District	4,621,230	34	83,790
Placentia Library District	1,207,798	15	74,235
Public Cable Television Authority	80,464	1	31,500
Rossmoor Community Service	1,970,874	4	50,000
Santa Ana River Flood Protection	38,800	1	23,160
Santiago Library System	193,339	1	23,190
Surfside Community Services	120,903	0	
Surfside Stormwater Protection	86,850	0	
Three Arch Bay Community Service	760,048	3	23,500
Tri-City Park Authority	183,180	0	
TOTAL OTHER	347,732,710	1,301	906,745

MAZE OF AGENCIES

Orange County has scores of governments that employ 83,166 people and spend \$11 billion a year doing everything from retrieving books returned to the wrong county library to studying a county monorail system.

CITIES	BUDGET	EMPLOYEES	PAY OF TOP MANAGER
Anaheim	\$573,416,362	2,046	\$151,132
Brea	84,300,000	325	132,790
Buena Park	38,391,534	349	112,350
Costa Mesa	77,401,170	554	120,914
Cypress	23,998,493	186	128,544
Dana Point	14,507,212	34	100,893
Fountain Valley	46,000,000	246	111,348
Fullerton	87,967,090	714	132,547
Garden Grove	106,850,000	644	120,204
Huntington Beach	190,366,861	1,095	138,076
Irvine	333,806,044	530	141,610
La Habra	29,176,052	259	98,000
La Palma	15,275,299	60	91,000
Laguna Beach	28,889,132	214	120,396
Laguna Hills	14,028,291	15	119,304
Laguna Niguel	17,241,518	48	115,656
Lake Forest	15,498,600	23	108,000
Los Alamitos	8,792,971	60	89,688
Mission Viejo	33,393,425	77	108,000
Newport Beach	127,864,051	659	132,918
Orange	110,912,511	643	133,895
Placentia	23,407,305	134	89,200
San Clemente	67,487,340	191	104,000
San Juan Capistrano	30,525,094	68	99,480
Santa Ana	241,296,295	1,595	158,328
Seal Beach	23,031,308	103	90,960
Stanton	15,933,463	30	87,550
Justin	63,527,886	245	134,500
Villa Park	1,862,260	7	76,872
Westminster	48,555,015	260	110,000
Yorba Linda	68,495,200	126	134,127
CITY TOTAL	2,562,197,782	11,537	3,592,282
SANITARY DISTRICTS			
Costa Mesa Sanitary	5,226,976	0	61,360
Dana Point Sanitary	1,995,229	7	53,520
Garden Grove Sanitary	7,545,228	9	52,740
Midway City Sanitary	4,975,000	22	46,000
County Sanitation Districts of O.C.	145,600,000	673	130,000
Southeast Regional Reclamation	4,640,900	39	35,387
South O.C. Reclamation Authority	241,800	0	6,825
Sunset Beach Sanitary	561,600	1	28,200
TOTAL SANITARY	170,786,733	751	414,033
COUNTY GOVERNMENT	3,452,000,000	15,335	140,000
GRAND TOTAL	\$11,067,778,111	83,166	\$11,082,533

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Placentia News
Weekly
DEC 14 1995

**Library offers free
preschool story hour**

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A new session of preschool story hours is held Mondays at 1 p.m. and Thursdays at 10:30 a.m. at the Placentia library, 411 E. Chapman Avenue.

Children ages 3 to 6 will be entertained by stories, puppets, flannel boards, crafts and movies. No registration is required for these free programs, which last about 45 minutes.

For information, call 528-1906.

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Los Angeles Times
OC Edition
Daily
DEC 14 1995

■ Model ship exhibit (Placentia Library, 411 E. Chapman Ave., Placentia, [714] 528-1906). Sponsored by the Ship Modelers Assn. of Southern California. Examples include the HMS Beagle, the African Queen, the Royal Caroline, the Flying Fish and others. Hours: Mon.-Wed., noon to 8 p.m.; Thur. and Sat., 10 a.m. to 6 p.m.; Sun. 1 to 5 p.m. Ends Dec. 31. FREE

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The Register
Daily
DEC - 8 1995

PLACENTIA

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Master storyteller Jim Lewis will relate holiday stories to children of all ages during a free program at 6:30 p.m. Monday at the library, 411 E. Chapman Ave. Everyone is welcome to hear Lewis tell stories such as "The Polar Express." Cookies and punch will be served to top off the evening.
- Ann Pepper/(714) 704-3777

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The Register
Daily
DEC 29 1995



GOVERNMENT OFFICES

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■ Federal offices and courts will be closed Monday.
■ State and county offices and buildings will be closed Monday.
■ County libraries will be closed Monday. Orange library will be closed through Monday. Fullerton library will be closed through Tuesday. Newport Beach and Placentia libraries will be closed Sunday and Monday. All other city libraries will be closed Monday.
■ All city halls will be closed Monday. Brea, Buena Park, Fullerton, Irvine, La Habra, La Palma, Lake Forest, Newport Beach, Orange, San Clemente, Seal Beach, Stanton, Justin and Westminster city halls also will be closed today. Stanton City Hall will be closed through Tuesday.

Information overload at Placentia

Library taps into a deluge of information with addition of Infotrac 2000

By Sharilyn Miller
Placentia News-Times

Suad Ammar and her staff are eager to tell the world about the library's most recent addition to its reference services.

“We have all kinds of information available to our patrons now that we didn't dream of having before,” Ammar says. “I think

centia and the Yorba Linda libraries. But she says some students and business people and investors have already started using the resource.

Although budget constraints over the last few years have forced the library to cut back on some magazine subscriptions,

Ammar says the Infotrac 2000 system more than makes up for this loss.

“We did an extensive study last summer to determine which magazines are most popular with our readers,” she says, “and for those that were being taken out regularly on a daily basis we have renewed their subscriptions. But we had to let some of the less popular magazines go. Of course, we're happy to accept donations to keep these magazines coming in, too.”

Ammar and her staff realize that some people are not as comfortable with computers as they are with hardcopy text, but she says Infotrac 2000 is easy to use and that she and her staff will teach patrons how to use it.

Printed instructions are posted by every computer, and for the time being you can print out your selected articles for free. Once the library has its new printer hooked up, pages will cost .10¢ each.

The Magazine Index Plus/ASAP database provides fast access to current articles on consumer information, travel, the arts, entertainment, current affairs, computer technology, personal finance and much more, including index files from The New York Times, The Wall

Street Journal, The Christian Science Monitor and hundreds of magazines.

that when people find out what is available to them, they will be very excited.” Ammar is talking about Infotrac 2000, the library's new online magazine indexing system. It gives patrons access to tens of thousands of full-text articles and references for research, at no charge to them. If you're a student, a businessperson, or

Street Journal, The Christian Science Monitor and hundreds of magazines.

The Investext database provides current information on companies and industries for research. There are research reports prepared by leading Wall Street firms, regional and international brokerage firms and financial firms. Use Investext to perform competitive analysis of products, companies and lines of business, or conduct market research, or research historical financial information.

The Health Index database provides current information regarding personal health care, including diseases and treatments, pregnancy and childbirth, AIDS, cancer and heart conditions, alcohol and drug abuse, nutrition and healthy lifestyles, and coping with chronic diseases and disabilities.

The Business Index/ASAP database provides current information on management, taxation, finance, international business, mergers, acquisitions, joint ventures, marketing and advertising trends, job-hunting strategies, economics, small and emerging companies, and new technologies.

The amount and quality of up-to-date information available is staggering. And the library offers even more, through its CD-ROM technology. Use (and later check out) CD-ROMs with articles from the Orange County Register and the Los Angeles Times. There are more titles available: for more information, ask the reference librarians.

just the curious-type, chances are you'll find what you're looking for by using this new computer program.

There are five databases of magazines, journals, newspapers, and pamphlets available, all categorized under different headings: Health Index, Magazine Index Plus/ASAP, Investext, Business Index/ASAP, and the Business Index backfile.

Ammar says few residents know about the new program, available both through the Pla-

Library

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The Register
Daily

DEC 24 1995

Placentia library adds new Spanish titles to shelves

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 Kay Schneider, children's librarian for the Placentia library district, announced the following new titles were recently purchased for the library at 411 E. Chapman Ave:

- El Gato Ensombreado (The Cat in the Hat) by Dr. Seuss
- Eres Tu Mi Mama? (Are You My Mother?) by P.D. Eastman
- Buenas Noches, Luna (Goodnight Moon) by Margaret Wise Brown
- La Oruga Muy Hambrienta (The Very Hungry Caterpillar) by Eric Carle
- Un Bolallo Para Corduroy (A Pocket for Corduroy) by Don Freeman
- Las Gallinas No Son Las Unicas (Chickens Aren't the Only Ones) by Ruth Heller; a pictorial introduction to the animals that lay eggs, including chickens as well as other birds, reptiles, amphibians, fishes, insects and mammals
- Secretos De Diciembre (December Secrets) by Patricia Reilly Giff; each student in Ms. Rooney's room celebrates the December holidays by being a secret pal to a classmate

These books were purchased with funds donated by the California Association for Bilingual Education (C.A.B.E.). For information, call 528-1906.



GOVERNMENT OFFICES

- ▶ Federal offices and courts will be closed Monday.
- ▶ State and county offices and buildings will be closed Monday.
- ▶ County libraries will be closed Monday. Orange and Fullerton libraries will be closed through Jan. 1. Santa Ana, Newport and Placentia libraries will be closed today and Monday. All other city libraries will be closed Monday.
- ▶ Anaheim, Brea, Fullerton, Orange, San Clemente and Westminster city halls will be closed through Jan. 1. Buena Park, Cypress, Irvine, San Juan Capistrano, Stanton and Tustin city halls will be closed Monday and Tuesday. All other city halls will be closed Monday.

New Books Available at Library

- ▶ **Love In Another Town** by Barbara Taylor Bradford
In this romantic mystery, Sebastian Locke suddenly commits suicide...or does he? His relatives meanwhile are competing for his assets.
- ▶ **The Lost World** by Michael Crichton
Six years after the end of Jurassic Park, an injured baby dinosaur survives. Two tyrannosaurs come looking for their baby.
- ▶ **Beach Music** by Pat Conroy
The emotional travails of travel writer Jack McCall: his move to Rome after his wife's death and return to the South to tend his dying mother.
- ▶ **Silent Night** by Mary Higgins Clark
A young boy tries to save his father by finding his father's Saint Christopher medal.
- ▶ **Horse Whisper** by Nicholas Evans
A lovely journalist escapes from a devious marriage to find love on the Montana range. Her new lover is a cowboy who communicates with horses.
- ▶ **Justice** by Faye Kellerman
- ▶ **Love In Another Town** by Barbara Taylor Bradford
L.A.P.D. detective Peter Decker searches for the murderer of a teen prom queen. Uneasy with the case, he does not settle for a speedy resolution.
- ▶ **Dead Man's Walk** by Larry McMurtry
A prequel to Lonesome Dove; the tale of two Texas Rangers: Woodrow Call and Gus McCrae. Together they try to tame the Wild West.
- ▶ **Windy City Blues** by Sarah Paretsky
V.I. Warshawski of Chicago, woman detective and attorney, is the main character in this collection of nine short stories.
- ▶ **Coming Home** by Rosamunde Pilcher
A British woman comes of age during World War II. An undemanding, cozy read.
- ▶ **Five Days in Paris** by Danielle Steel
An urbane and handsome man stays with his aristocratic wife for 20 years then finds love during a business trip to Paris.

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Los Angeles Times
OC Edition

Daily DEC -- 9 1995

Orchid Species Society of Southern California: Second Sunday. Monthly at 2 p.m. at Placentia Library, 411 E. Chapman Ave., Placentia.

PLACENTIA NEWS DEC 7, 1995

Placentia News
Weekly DEC 7 1995

Residents bestowed yearly award

Dixie Shaw and Al Shkoler named city's Citizens of the Year for community work

By Sharilyn Miller
Placentia News-Times

Al Shkoler and Dixie Shaw, two longtime residents of Placentia, were selected as the city's 1995-96 Citizens of the Year at Friday's meeting of the Chamber of

Commerce.

Shaw and Shkoler were chosen from a field of eight nominees by an independent judging committee.

"What can I say, but thank you?" Shaw said upon receiving her award plaque from Mayor Michael Maertzweiler. "I really appreciate this."

"Boy!" said Shkoler, a 15-year resident. "This has been a wonderful place to live and to give back to the community. Thank you all."

Shkoler is also a life member of the Friends of the Placentia Library. He served two terms as President of the Placentia Chamber of Commerce, held many offices and served on the board of directors for seven years. He chaired the "Buy in Placentia" campaign and was chairman of the annual Pancake Breakfast. He wrote and edited the chamber's newsletter and installed and trained personnel on the its first computer system. He is a founding member of the International Business Committee, the newsletter editor for the Rotary Club of Placentia, serves as the Easter Eggcitement Chairman, is a Rotary Club volunteer at sponsored events, and hosted a visiting Rotarian from Poland as part of the club's exchange program.

Shkoler is a member of the Placentia Founders Society, serving as host at its free concerts and creating advertising for these events. He is active in the Placentia Neighborhood Watch program: a co-block captain.

Dixie Shaw is active in Placentia as an Art Docent for the Placentia/Yorba Linda Unified School District and for California State University, Fullerton. She is a chairwoman of the Cultural Arts Committee and curator of the weekly Art, Music and Theatre bulletin board, a researcher for the Placentia activities calendar, producer of the monthly "Coming Events" flier and patron of the theatre programs at El Dorado and Valencia high schools. She started the Shaw Theater Scholarship award for graduating seniors of the PY-LUSD.

Shaw serves on the CSUF Gerontology Program Council, is a church librarian, prepares parent-education project proposals, and supports the Fullerton Civic Light Opera, the Vanguard Theater Ensemble and the Yorba Linda Civic Light Opera.

Maertzweiler told the 100 assembled chamber members and guests the selection committee, made up of three judges who live outside Placentia, had a difficult time making their decision.

Congressman Ed Royce presented certificates of special recognition from the United States Congressional Committee to Shaw and Shkoler, saying he had turned down a trip to Bosnia with the Foreign Affairs Committee in order to make a personal presentation.

La Habra Councilman Jim Florio presented the winners with Joint Resolutions from the State of California in the place of Senator John Lewis, and Bob Tunstall presented certificates of proclamation on behalf of Supervisor William Steiner.

Maertzweiler completed the round of presentations by awarding Shaw and Shkoler with certificates of recognition from the city.

Placentia News
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All the news that's fit to print after a long vacation

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THE MAIL BAG: "That'll teach you to take a week off". That's what my mail tray seemed to be saying as I gazed in a state of numbed shock at the pile of Placentia news...So...here it comes, all the newsy news just beating out 1995 Father Time's deadline... Welcome to Placentia Attorney Vicki Anderson..In early December she moved her family law and personal injury practice here from Anaheim. Met Vicki at the Chamber of Commerce mixer at Placentia Linda Hospital...they're always so hospitable...spotted Suad Amar (Placentia Library), Marv Reid, Placentia Pride and Hospital Administrator Jim Fenstermaker huddled up and whispering about a new....shhhhh...Not yet. They won't let me tell....it's a series of biggies starting in February...Marv will let me know when I can "go" with the news. And if she doesn't get the fashion pick nod then Jodi Ward certainly can claim the Ms. Personality pick...hubby, Bob (another attorney at the mixer!) was his "jolly ole self" with hugs for all the ladies. Even though he missed the Citizen of the Year naming breakfast, Bill Latta reminded me that Dixie Shaw and Al Shkoler were selected. Dixie (Congratulations!) and Gordon Shaw joined the festive gathering, fresh from a Chapman University (Gordon's Alma Mater) holiday choral program. Ellie and Jim Rankin were there and lucky them: Ellie won a certificate for a hair salon treat and Jim won the 50/50 drawing. Overheard a wag say that with the extra money Jim should take Ellie with her new "do" out to dinner.

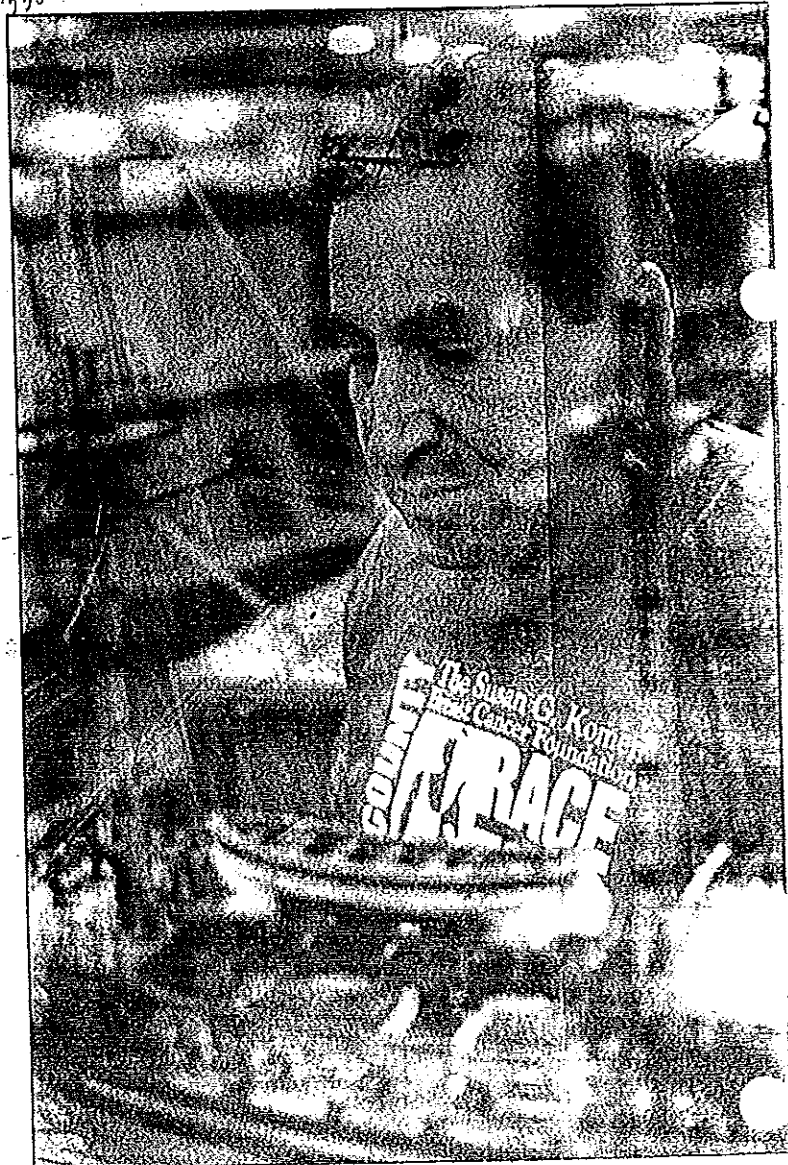


APRIL OTTAVIAN

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AT THE LIBRARY: An onlooker takes advantage of the many book possibilities at the Placentia Library.

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Volunteer Opportunities

...a few of more than 1,500 opportunities on file at the Volunteer Center...
For more information, call the Volunteer Connection Line at 714/953-5757.

Give the Gift of Giving

Give the gift that truly keeps the spirit of the Holidays! Celebrate the one you love by volunteering in their honor in 1996. The Volunteer Center of Greater Orange County makes it easy with their "Gift of Giving" holiday package.

Contact: Leah Ferrarini, 714/ 952-5757, ext. 100

MAPLE SENIOR MULTI-SERVICE CENTER

Date: Saturday, Dec. 23, 11 A.M. - 2 P.M.

Place: Fullerton

The agency needs entertainers, photographers, organizers, decorators, gift wrappers, snow attendants and a Santa Claus for their annual Holiday Community party for children 4 to 12 years old.

Contact: Eloisa Espinoza, /738-3161

CITY OF FULLERTON COMMUNITY SERVICES

Date: Sunday, Dec. 31, 7 P.M. - midnight

Place: Fullerton

Collect tickets, manage the stage, work at the information booth or provide security during the agency's alcohol-free New Year's Eve celebration.

Contact: Denise Watson, 714/738-6581

GREEN VALLEY CHILD DEVELOPMENT

Date: Flexible

Place: Placentia

Serving the area's youth, the agency's Holiday Spruce-up project is underway and clean up help is needed.

Contact: Jane Manning, 714/ 528-0230

HEARTS UNITED GRANDPARENTING RAISING GRANDCHILDREN

Date: Saturday, Dec. 16, Noon - 4 P.M.

Place: Buena Park

Put your entertainment skills to work, wrap presents or provide clean-up and set-up help at the agency's Christmas party.

Contact: Irene Koontz, 714/ 839-6752

COMMUNITY SERVICE PROGRAMS

Date: Dec. 1 - 25

Place: Fullerton

Sponsor a family or child during the holidays as part of the Agency's Adopt-a-Family Program.

Contact: Ronetta Johnson, 714/ 756-0677

MUCHENTHALER CULTURAL CENTER

Date: Ongoing, Monday - Friday

Place: Fullerton

Input names, addresses and other data as a computer operator for this center, which provides visual and performing art programs for children and adults. Orientation will be provided.

Contact: Suzanne Lockhart, 714/738-6595

PLACENTIA LIBRARY DISTRICT

Date: Ongoing, flexible

Place: Placentia

Work with the public, stock shelves by subject and perform other related duties as a bookstore clerk for the library. Orientation and training will be provided.

Contact: Gloria Clark, 714/528-1907

MEALS ON WHEELS OF FULLERTON

Date: Ongoing, Monday - Friday

Place: Fullerton

Deliver meals to the area's homebound as a driver or rider for the agency. Orientation is provided. Proof of insurance required.

Contact: Ellie Small, 714/871-2200

Latest hot read: \$1.50 a pop

By PAUL R. CARBAJAL
The Orange County Register

Ever want to read one of the hot books on the best-sellers list, but not want to pay \$20 or \$30 to buy it?

Now there's a way to read your favorite titles at only a fraction of the price.

The Orange County Public Library has introduced a rental Best Seller Plan, allowing patrons to rent the latest titles for a nominal fee.

For just \$1.50 for the first week you can rent titles such as "My American Journey" by Colin Powell, "Dangerous to Know" by Barbara Bradford and "Dead Man's Walk" by Larry McMurty. Books can be kept for additional weeks for 25 cents per day.

The program is available throughout the 27-branch county library system, including the

LIBRARY: Orange County branches continue to offer best sellers under a new rental program.

nine city libraries that operate independently from the county.

The Best Seller Plan was born out of financial hardship. Because of dwindling budgets and the county bankruptcy debacle, libraries could no longer stock multiple copies of some of the most popular titles.

The rental system was an innovative way for patrons to get those hard-to-find titles and avoid long waits.

"Because of budget cutbacks, we had to rethink a way to get popular titles to our patrons," said Helen Lotos, community relations manager of the Orange County Public Libraries. "The county bankruptcy gave us very few options to keep the supply continuous."

"The rental collection is one way that we could assure that our patrons get the best sellers in a timely manner."

The rent-a-book concept is not a new one; in fact, the basic idea goes back to the 19th century, according to Kevin Moore of the Anaheim library.

"These lending libraries pretty much pre-dated public libraries," Moore noted. "It wasn't until 1836 in New Hampshire when the first American public library was founded. Before that, lending libraries or rental societies were very much commonplace."

Moore also said some bookstores on the East Coast rent books to customers, but California has yet to catch on to the idea.

Some city libraries in Orange County began implementing the rental book program as early as 1990.

Newport Beach City Library, which has three branches, was one of the first to start the rental book program back in 1992.

The program helps libraries maintain a reasonable collection of new books on the shelves.

"Right now, there's not much money to buy books, and this is a great way to bring in revenue and make the needed book purchases," said John Dunham, branch manager at the Dana Ni-guel Library.

The best-seller rental collection varies depending on the library as well as the program's success in individual libraries.

"It's a matter of economics. In Costa Mesa, people here have tighter budgets," said Edith Lott of the Costa Mesa library staff.

"But our patrons are not limited in options. They can always check the book list."

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: January 16, 1996
SUBJECT: Placentia Library Literacy Services Report for the month of December

Program Statistics

Active tutors: 55
Active students: 73
Students waiting to be matched: 27
Percentage of tutors reporting (December hours): 80%
Tutoring hours reported: 200
Other volunteer hours reported: 97.5
Total volunteer hours: 297.5

Citizenship Exam. The citizenship exam was administered Saturday, December 2, 1995. Eleven people took the exam. The next exam is scheduled for Saturday, January 27, 1996.

Tutor/Student Potluck. Thirty-one tutors and students gathered in the Library meeting room on December 5, 1995 for a potluck supper. Board President Dinsmore presented certificates to tutors in recognition of their contributions of 50, 100, 200 and 500 or more hours of tutoring.

Workplace Literacy. Six classes were held during the month of December by each of the two tutors working in the workplace project at Switching Systems International. There are 13 students participating in this program.

Networking. Literacy Coordinator Matas represented PLLS at the Placentia Community Network and the Chamber Mixer.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *or*
DATE: January 16, 1996
SUBJECT: Families For Literacy Report for the month of December

Program statistics.

Attendance

December 6	7 adults	11 children	18 Total
December 13	6 adults	9 children	15 Total

Books Distributed

December 13 15 books

Programs. The FFL Holiday party was held on December 13. Activities included a craft, storytelling, and a visit from Santa Claus. The visit from Santa was arranged through the City of Placentia's Recreation and Human Services Department. Wrapped books were given as presents to both the children and the adults. Katie Matas, Literacy Coordinator, assisted with the program. This was the last program of 1995. The program will recommence on January 9, 1996.

Training. Suad Ammar, Principal Librarian and Jeannine Walters, Families for Literacy Coordinator attended a Family Literacy symposium on December 10 and 11. The conference was sponsored by the California State Library to provide training for program coordinators and a forum for the discussion of various strengths and weaknesses of programs. Staff attended workshops on program assessment and evaluation, cultural sensitivity, whole family involvement, computer software programs, collaboration with Children's Services Departments, and the sociological impact of new skills acquisitions on families. All expenses for the conference were paid for by a grant given to the libraries responsible for organizing the symposium.

FFL Coordinator Walters also attended a video conference on December 14 entitled "Families and Literacy: Making Sense of the Issues." Four experts in the field of Family Literacy discussed past successes and future plans and trends, and answered questions that were phoned and faxed in by viewers. A folder of reference materials was given to each attendee.

SAFETY COMMITTEE MEETING
DECEMBER 18, 1995
MINUTES

I. Call to Order: 4:02p.m.

II. Members Attending: Jerry Conn
Esther Guzman
Cindy McClain
Jeannine Walters

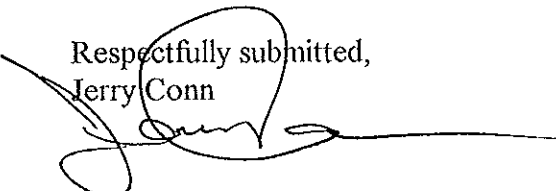
III. Old Business

1. The Safety Committee moved to elect Jerry Conn as Safety Officer for Placentia Library District.
2. The Committee reviewed the list of agendas for Insurance benefits regarding Keenan and Associates Insurance Co., and will comply to meet their request for monthly meetings.

IV. New Business

1. It has been recommended that the outlets to the public copier machines be inspected for loose sockets.
2. It has been advised that minutes also be sent to SDRMA.
3. Esther Guzman will prepare a safety requirements list for the committee.

Respectfully submitted,
Jerry Conn





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WAYS LIBRARIES ARE GOOD FOR THE COUNTRY

Most Americans know what they can expect from a library. And librarians know what it takes to provide comprehensive access to every recorded detail of human existence. It takes support.

Libraries are ready when they are needed, ready to enrich our minds and defend our right to know, just as other institutions protect our safety and property. Without sound minds, however, the American dream of safe streets and secure homes will never be fulfilled.

Libraries safeguard our freedom and keep democracy healthy. To library advocates everywhere—Friends, trustees, board members, patrons, and volunteers—*American Libraries* offers this gift of 12 ideals toward which we strive. It will take all of us, in a spirit of pride and freedom, to maintain libraries as a living reality in a free nation into the twenty-first century.



LIBRARIES...

1 ...INFORM CITIZENS

Democracy and libraries have a symbiotic relationship. It would be impossible to have one without the other.

Democracy vests supreme power in the people. Libraries make democracy work by providing access to information so that citizens can make the decisions necessary to govern themselves. Libraries make knowledge and ideas available to all, regardless of age, race, creed, gender, or wealth. Libraries provide the information that promotes civil debate and fosters good citizenship.

The public library is the only institution in American society whose purpose is to guard against the tyrannies of ignorance and conformity, and its existence indicates the extent to which a democratic society values knowledge, truth, justice, books, and culture, assert Arthur W. Hafner and Jennifer Sterling-Folker in the book *Democracy and the Public Library: Essays on Fundamental Issues*. The public library is a measure of a democracy's belief that these things should be available to all individuals.

"Public information is information owned by the people and held in trust by their government," said the National Commission on Libraries and Information Science in a federal policy statement.

Libraries have an obligation to provide public information and government has an obligation to make it public. Without democracy, libraries cannot be free to offer access to knowledge and ideas. Without libraries, true democracy cannot exist.



2 ...BREAK DOWN BOUNDARIES

Libraries rid us of fences that obstruct our vision and our ability to communicate and to educate ourselves. They provide free family literacy programs for low-literate, illiterate, and non-English-speaking people. Some 6,000 public library systems have at least one staff person teaching literacy.

In addition, hundreds of librarians across America lead outreach programs that teach citizenship and develop multilingual and multicultural materials for their patrons. Librarians serve the homebound elderly, prisoners, and other institutionalized individuals, the homeless, and the blind and hearing-impaired.

Dee Gregory, who enrolled in the GED program for the blind and physically handicapped at the Free Library of Philadelphia, had this to say: "At the library, no one sees you in a wheelchair. Just somebody else coming to reach a goal."

Rural family literacy projects in Texas, Oklahoma, Louisiana, and New Mexico "are models of community collaboration and cooperation that provide a much needed service in helping people learn to read and to help families stay together and prosper," says Mattye Nelson, director of the American Library Association's Office for Literacy and Outreach Services. Other literacy projects "have served every type of population or group in this country without hesitation."

These desperately needed programs must be maintained and enlarged, if this nation is to have a literate and united population.



11



3

...LEVEL THE PLAYING FIELD

Economists have cited a growing income inequity in America, with the gap between the richest and poorest citizens becoming wider year by year. By making all its resources equally available to all members of its community, regardless of income, class, or other factors, the library levels the playing field.

Once users have access to the library's materials, they have the opportunity to level the playing field outside the library by learning to read, gaining employment, or starting a business. Learning English as a second language through library programs allows new immigrants the possibility of the same opportunities as longtime residents.

Author Joseph Wambaugh says that as a boy in East Pittsburgh, Pennsylvania, the books in his public library "freed me from

the hard, limited life of the mills and allowed me to soar."

As more information becomes available only electronically, the library's role in providing widespread access to information becomes even more crucial. According to a recent Public Library Association survey, nearly 30% of public libraries now offer Internet access to patrons, providing users an entrée into cyberspace, where their anonymity ensures equal treatment.

The same cultural factors that have exacerbated the income gap between Americans threaten to impose an equally wide gap between the information-rich and the information-poor. Such pressures have led some public libraries to impose fees or limit hours, which increases the danger of disenfranchising the poor and puts at risk the library's role as the great leveler.

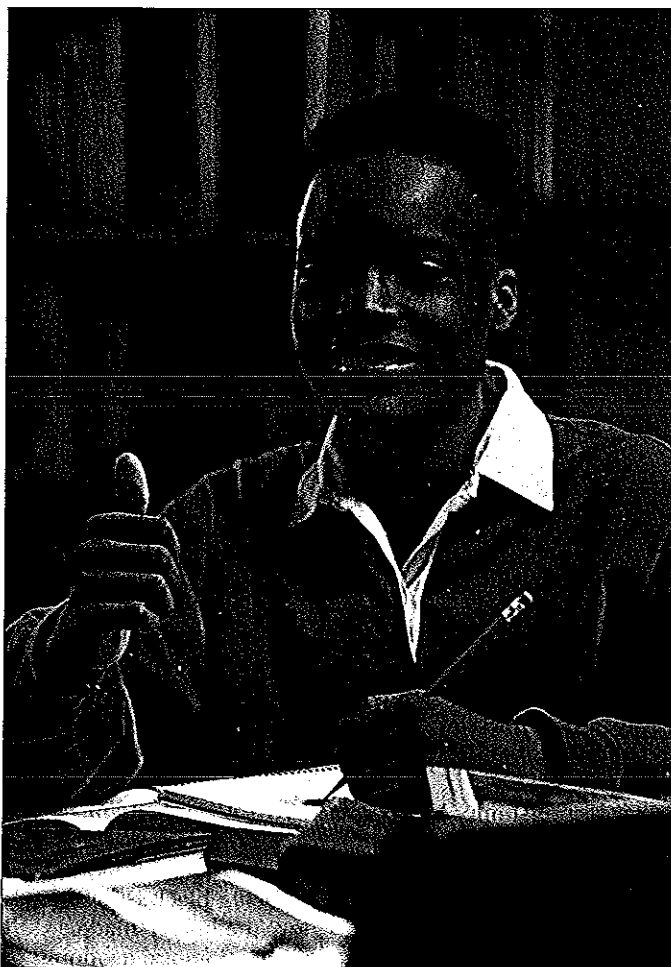
4

...VALUE THE INDIVIDUAL

Library doors swing open for independent thinking without prejudice. Library collections offer the historical, global, cultural, and political perspective that is necessary to foster a spirit of exploration that challenges orthodoxy.

Libraries offer alternatives to the manipulations of commercialism, from the excellence of public-television productions to the freethinking of renegade publishers and the vision of poets and artists outside the mainstream business of art and literature.

True to the tenets of library giant S. R. Ranganathan,



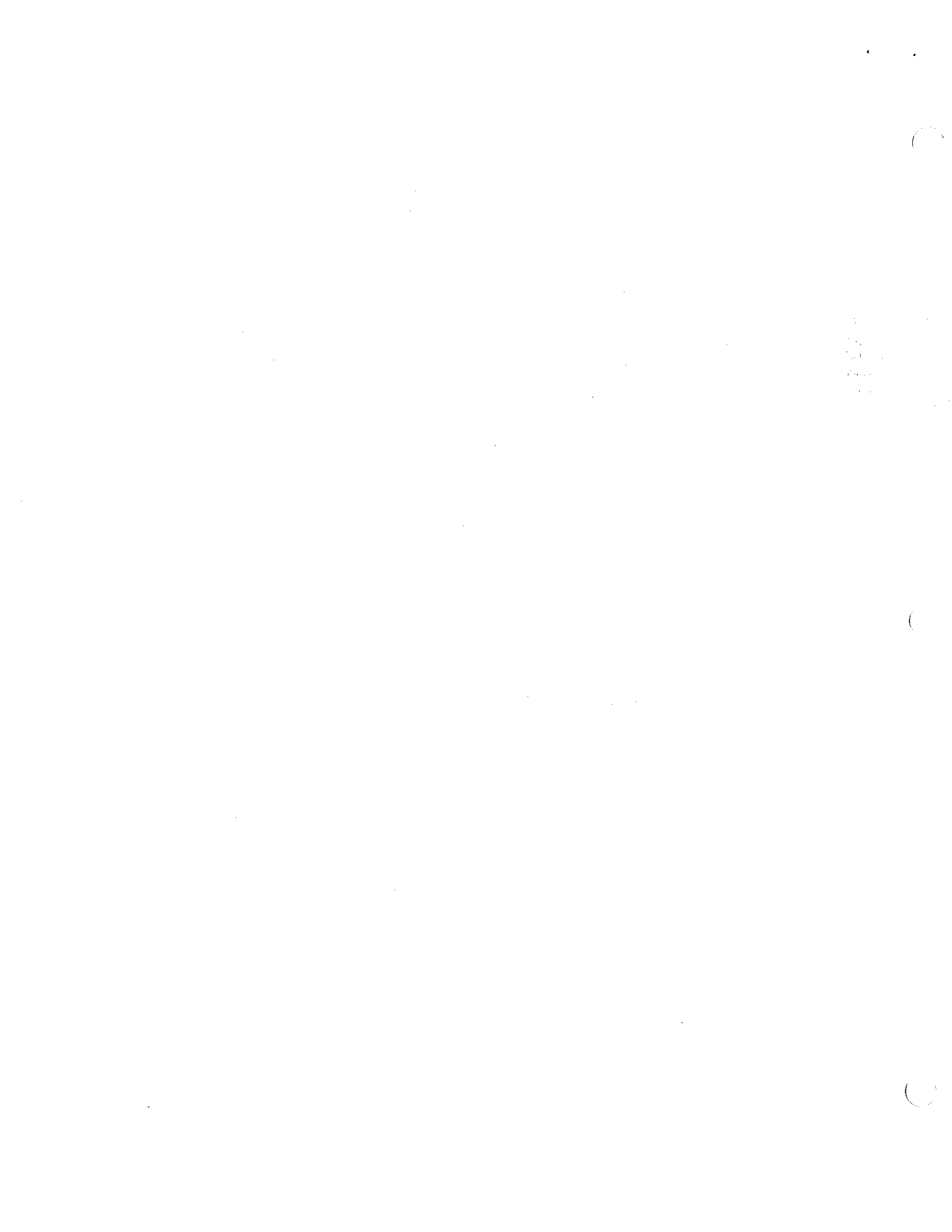
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librarians believe "books are for all" and for "every reader his book and every book its reader."

When he was 15, a boy named Jim Bresnahan pleaded guilty to murdering his parents and was sentenced to life imprisonment. Curious and confused about his own actions, Bresnahan went to the prison library and began studying psychology books. He made plans to become a doctor like his father, taking every educational course offered and becoming a practicing physician. Twenty-three years later, at age 38, he was granted a governor's pardon.

Kris Parker, better known as rapper KRS-One, once lived on the streets of New York, educating himself in libraries. Today he uses music to promote education and an

end to gang violence, urging young people to go to the library, to study and learn all they can. He says, "The library is the brain of civilization."



LIBRARIES...

5

...NOURISH CREATIVITY

People can be creative without libraries, for sure. But can there be a creative society without a library? Libraries are not only repositories of books, they are repositories of images, objects that communicate without words.

By widening the definition of library we will perhaps, in the twenty-first century, come to see even the prehistoric cave paintings of Lascaux as libraries of a sort, and determine that libraries, with their power to stir creativity, are fundamental to a society's survival.

In the library we are all children. By stimulating curiosity—parent to the twin forces of creativity and imagination—even the most focused and specialized library serves the purpose of lifting the mind beyond its horizons.

Of course, it is not only artists who need imagination. Politicians, scientists, teachers, people in business, and librarians themselves need to discover new ways of looking at the problems and questions that confront them. Innovation is both the cause of and a response to our ever-evolving world. Libraries store ideas that may no longer work but can serve as the raw material that, cross-fertilized in the innovative mind, may produce answers to questions not yet asked.

There is simply no choice for a society that wants to adapt and evolve: A library, virtual or real, is a necessity, as basic as food and shelter.

"It's no use going to school if the library is not your final goal," says author Ray Bradbury. The mind lives in the library; it invented the library to sustain it.

6

...OPEN KIDS' MINDS

Bringing children into a library can transport them from the commonplace to the extraordinary. From story hours for preschoolers to career planning for high schoolers, children's librarians make a differ-

ence because they care about the unique developmental needs of every individual who comes to them for help.

Nearly every public library in the nation sponsors summer reading clubs, and research shows that libraries are the most important factor in helping children retain learning skills during the summer months.

Children get a handle on personal responsibility by holding a library card of their own, a card that gives them access to new worlds in books, videos, audiotapes, computers, games, toys, and more.

Circulation of juvenile materials in public libraries is up by 54% in the last 10 years, and children under 14 make up 37% of library users. Almost three-fourths of all children ages 3-8 visit a public library every year.

School library media centers—all 97,976 of them—today



offer much more than a study break in the school day. They open minds to the wonders of art forms, to new sensory perceptions, and they spur excellence by teaching students how to gather and assess information, be it online or on paper.

A recent Colorado study found the highest student achievers came from schools with good library media centers. The best-equipped centers have online databases, fax machines, modems, and CD-ROMs to prepare students to live

and work in this high-tech age.

But more is needed. Schools least likely to have libraries, according to a National Center for Education Statistics profile, are combined elementary and secondary public schools in the central city and in urban fringe areas and large towns. The same is true of public schools with fewer than 150 students in rural areas or small towns, and combined elementary and secondary private schools in the central city.

"Being black is hard," one youngster said, describing how the library made a difference in his life. "Young people of all colors are dropping out, dying off, losing themselves every day. I feel it's a must to learn all I can. The library has been a crucial part of shaping my future."

Said another, "The library is more than books. It's life."

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7 ...RETURN HIGH DIVIDENDS

What do Gallo wines, I Can't Believe It's Yogurt, and billboard-sign giant Metromedia have in common? Libraries made millionaires out of each of these companies' grateful owners by providing crucial start-up information when they were no more than wannabe business titans.

Libraries are there to help people with more personal goals, too. Douglas C. Schmidt of Mundelein, Illinois, says he owes "my education and subsequent career to the library," where he researched information on a small Texas foundation that ultimately awarded him a \$6,000+ scholarship. J. B. Fuqua, chairman of the Atlanta-based Fuqua Industries, educated himself as a teen via interlibrary loan from Duke University Library. Grateful for his generosity, the university has named its business school after him.

The seed money expended for these success stories: less than \$20 per capita per year in tax dollars. What a deal, especially when you consider the income-tax revenues generated by countless job seekers, business people, and investors who have found financial succor at their local libraries.

And that's just the *public* libraries. Witness the coup of Ohio State University/Chillicothe Library Director Stan Planton, who was recently profiled in *Forbes* ASAP for helping forge several international deals between local business people and Russian entrepreneurs via the Internet. Or Kenametal Corporate Librarian Jim O'Connor, who recounts how a book he located via interlibrary loan contained the pivotal information his employer needed to win a patent dispute with a potential \$25-million price tag.

But increasingly, librarians who could be spoon-feeding strategic savvy into the next Bill Gates are instead scrambling for funds just to keep the information flowing. Downsized, outsourced, and dismayed, some librarians feel compelled to commercialize core service. Others never get the chance, such as the abruptly dis-

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missed staffs of the U.S. Office for Personnel Management Library and the international law firm of Baker & Mackenzie.

In a quarter-century, Americans have spent less than the cost of one aircraft carrier (some \$3.5 billion) at the federal level—and less than 1% of all tax dollars annually—to support their public libraries. Just think how much deficit reduction librarians could catalyze if those funding dollars were to double. Now, *that's* a contract with America to which taxpayers should be eager parties.

8 ...BUILD COMMUNITIES

No narrow definition of community will work in a library. There is the community of scholars, the deaf community, the gay community, the African-American community, even the global community, and dozens of others. Each has its libraries and its special collections. Libraries validate and unify; they save lives, literally and by preserving the record of those lives.

"Older people bring us carloads of materials," says special-collections librarian Rebecca Chekouras, "which they bring in saying, 'I don't want this to be lost.' What they are really saying is 'I don't want my life to be lost.'"

"Libraries have been an integral part of my life since the first story hour I attended in a Kansas City, Missouri, library in 1926," says Jane Cary Sortore. "A few years later, understanding librarians in Philadelphia allowed me to read and browse after school until my mother got off work, a safe haven for a latchkey child. Our vigilance, love, and support must keep this community heritage viable and intact in every city and hamlet in America."

Art Plotnik, author and American Library Association editorial director, believes "libraries enable civilization a level of collective knowledge we couldn't sustain individually. Just look around a library, look at the positive things Americans are able to do there *only* because the cost of doing it is shared by the community. Now look at what's going on outside libraries, where commercial and proprietary interests rule. Imagine if that were all there is, one venal tableau morphing into another."

Community-building means libraries link people with information. Librarians have become experts at helping others navigate the myriad of databases known as the information superhighway.

In Maryland, residents obtain online stock market reports, travel advisories, job listings, and more, at their homes, schools and businesses, thanks to the federally funded Sailor project, which provides statewide access to the Internet.

Before there was talk of cyberspace, there were libraries, paving the way for the superhighway; and many Americans will take their first ride on that superhighway at the library.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.

The second part of the document outlines the procedures for handling discrepancies. It states that any differences between the recorded amounts and the actual transactions should be investigated immediately. The cause of the error should be identified, and the records should be corrected accordingly.

Finally, the document stresses the need for periodic audits. These audits help to ensure that the records are accurate and complete. They also provide an opportunity to identify any weaknesses in the record-keeping process and to implement improvements.

In conclusion, the document highlights that accurate record-keeping is essential for the success of any business. It provides a clear framework for how to collect, maintain, and verify financial data. By following these guidelines, businesses can ensure that their records are reliable and that they are in compliance with all relevant regulations.

The document also includes a section on the importance of confidentiality. It advises that all financial records should be kept private and should only be shared with authorized personnel. This helps to protect the company's financial information from unauthorized access and potential fraud.

Overall, the document serves as a comprehensive guide for businesses looking to improve their financial record-keeping practices. It provides practical advice and clear instructions that can be easily implemented in any organization.

The following table provides a summary of the key points discussed in the document. It is intended to serve as a quick reference for anyone responsible for managing the company's financial records.

Topic	Key Points
Record Keeping	Use receipts and invoices; maintain accurate records; keep records in a secure format; perform regular backups.
Discrepancies	Investigate immediately; identify the cause; correct the records.
Audits	Conduct periodic audits; ensure accuracy and completeness; identify weaknesses and implement improvements.
Confidentiality	Keep records private; share only with authorized personnel; protect financial information from unauthorized access.

By adhering to these guidelines, businesses can ensure that their financial records are accurate, complete, and secure. This is a critical step in maintaining the financial health and success of the organization.

LIBRARIES...

9 ...MAKE FAMILIES FRIENDLIER

Ward and June Cleaver, move over: The 1990s are here. Whether mom stays home or holds down an outside job, today's families feel assaulted by societal trends outside their control. Drugs. Teenage promiscuity. Violence. Divorce. The dearth of quality child- and eldercare. Fortunately, the American family's best friend, the library, has stepped into the breach with services guaranteed to hone coping skills.

Homework centers. Family literacy training. Home schooling support. Children's storytimes. Parenting materials. After-school activities. Summer reading programs. Health-care information. Outreach to homeless shelters, nursing homes, and daycare facilities. Like the families they serve, libraries everywhere are adapting to meet the challenges of the 1990s and beyond.

The American Library Association has heard success stories from library users such as Margaret Brown, a 35-year-old mother of five who realized her dream of helping her children scholastically by learning to read at the Enoch Pratt Free Library's Literacy Resource Center. And Constance Hodder of Princeton, Minnesota, who thanks the library for steering her to materials on Down's Syndrome, information that she believes has enabled her son Mark "to talk and read today."



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Families flock to libraries; some 98 million adults and more than 24 million children ages 3-8 used a public library at least once in the last year. There, they find librarians determined to keep service family friendly by offering a diverse selection of materials to which people of all backgrounds can relate, from Christian fiction to Hmong folk tales.

For such inclusiveness, librarians earn the undying gratitude of people like Barbara Ritsema of Everett, Washington, who says that her children, who experienced "prejudice and isolation" in their small community due to their multi-ethnicity, received "acceptance and ethnic materials" at the public library 25 miles away.

10

...OFFEND EVERYONE

Children's librarian Dorothy Broderick contends that every library in the country ought to have a sign in the door reading: "This library has something offensive to everyone. If you are not offended by something we own, please complain."

Librarians who subscribe to Broderick's tenet should be having an easier time of it these days: Between escalating intolerance from the religious right and the rise of "political correctness" from the secular left, Americans seem to have become increasingly easy to offend in recent years. Reflecting this trend, the American Library Association's Office for Intellectual Freedom reports that censorship challenges in libraries have been on the rise over the past few years.

The library's offensiveness serves a valuable underlying purpose, however. U.S. Poet Laureate Rita Dove recently shared that sentiment when she addressed

several thousand librarians at the American Library Association's Annual Conference: "You are meant to be the gatekeepers of possibility, not the watchdogs of the status quo."

This characteristic of the library is even known outside the field: In North Carolina the *Durham Morning Herald* supported a controversial Gay Pride Month exhibit at the local library with the observation that "a library by design should be offensive as well as educational," explaining that "a library is not intended to be all things to all people—but to provide some resources for each person."

This willingness—this duty—to offend connotes a tolerance and a willingness to look at all sides of an issue that would be good for the nation in any context; it is particularly valuable when combined with the egalitarianism and openness that characterize libraries.

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...OFFER SANCTUARY

"What I love is the peace and the quiet," says John O'Sullivan, a physical therapist and parent living in Longview, Texas. O'Sullivan goes to the library to take his children or get a book for himself. But it isn't the great things he's found in his library that he talks about, it's the haven the library has become for him.

Sanctuary: a place of refuge or asylum, a sacred space. It is not often that we use religious language to describe libraries, but anyone who feels anything at all on hearing about the burn-

ing of the ancient library of Alexandria or the national library in Sarajevo has probably felt something very close to a religious feeling. Libraries are awesome. Like synagogues, churches, mosques, and other sacred spaces, they can, on entering them, create a physical reaction, a feeling of peace, respect, humility, and honor that throws the mind wide open and suffuses the body with a near-spiritual pleasure. But why?

Perhaps it is because, in a library, even the fiercest, shrillest argument ends with a quiet closing of a book.

Perhaps it is because, in a library, by moving our fingers a few inches along the shelf we can find the very opposite point of view we have just read, or find that reasonable voice that honors many points of view by weighing the merits of them all.

Perhaps it is because libraries place the voices of wise men and women long dead—citizens of cultures themselves forever gone—beside the voices

of men and women today, and so create the most staggering and unexpected juxtapositions, powerful metaphors of commonality in a world we so often experience as divided.

Or perhaps it is because, in the library, we are answerable to no one; alone with our private thoughts, fantasies, and hopes, we are free to nourish what is most precious to us with the silent companionship of others we do not know.

Every religion in the world has had to discover that it wasn't enough to spiritualize the divine completely. There is value to holy objects and places that only the most penetrating psychology can explain. Libraries are, in potential at least, sacred spaces, holding within them venerated objects. Computer networks and databases provide superior access to information, but they cannot provide the play of lights, shadows, smells, stillness, and textures that alert our bodies to the enormous mystery of human experience and knowledge.

12

...PRESERVE THE PAST

Voodoo, spiritualism, and psychic phenomena. In their search for meaning, readers can find information

about all of them in a library. Often, however, we take for granted that the most extraordinary of all phenomena available to a human being happens when two minds connect through the mediums of art and literature.

Vartan Gregorian, then president of the New York Public Library, said almost 10 years ago in the *New Yorker*: "Libraries keep the records on behalf of all humanity..., the unique and the absurd, the wise and fragments of stupidity."

George Santayana said it another way 90 years ago in *The Life of Reason*: "Those who cannot remember the past are



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condemned to repeat it."

Libraries preserve the record, and a nation, a culture, a community that does not understand its own past is mired in its own mistakes.

"All global events are local to some place," observes Sam Boldrick, manager of the Florida Collection at the Miami-Dade Public Library. "Local history is the story of the past in its most personal form. Libraries, as guard-

ians of the record of civilization, have as part of their mission the preservation of this local history. Current and future generations can learn from past mistakes in order to avoid repeating them and can build on past achievements in order to improve the quality of life for all."

Libraries enable us to communicate through distance and time with the living and the dead. It is a miracle kept available by the meticulous sorting, storing, indexing, and preservation that still characterizes library work—work that will carry, in the new electronic environment, challenges and a price tag yet unknown. ♦

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both manual and automated techniques. The goal is to ensure that the information gathered is both reliable and comprehensive.

The third part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in the number of transactions over the period studied. This growth is attributed to several factors, including improved marketing strategies and a more efficient distribution network.

The data also indicates that customer satisfaction has improved, which is a key indicator of long-term success. This is likely due to the company's commitment to quality and customer service. The feedback received from customers has been used to make necessary adjustments to the product and service offerings.

Furthermore, the analysis shows that the company's financial performance has been strong. This is a result of the effective management of resources and the ability to adapt to changing market conditions. The company's focus on innovation and research and development has paid off, leading to the development of new and improved products.

In conclusion, the document highlights the company's achievements and the positive outlook for the future. It suggests that continued investment in technology and talent will be essential for maintaining this level of success. The company is well-positioned to meet the challenges of the future and to continue to grow and prosper.

The final section of the document provides a summary of the key findings and recommendations. It reiterates the importance of maintaining high standards of accuracy and transparency in all reporting. It also suggests that the company should continue to explore new opportunities for growth and innovation.

Overall, the document provides a comprehensive overview of the company's performance and offers valuable insights into the factors that have contributed to its success. It serves as a valuable resource for management and stakeholders alike, providing a clear picture of the company's current status and future potential.