

F. V. ...

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

September 20, 1993
7:30 P.M.
Library Meeting Room

1. Roll Call: Administrative Assistant

7:30 pm

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

*delete Minutes
Aug 9 +
Circ ref*

3. Minutes of the August 9, 1993, Regular Meeting and August 31, 1993, Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

*Wast / Skolar
Even / Fabston*

4. Oral Communications.

Robin Meston

*Emer Skaf -
Stok /*

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

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

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

5. Board President's Report.

Presentation: Library Board President

Trustee participation in the City of Placentia Heritage Day Parade, October 9, 1993, and approval of \$25 per car for the parade vehicles.

Stok / Even *in 4 car*

Wast + Stok - will not be here

6. Friends of the Library Board of Directors Report.

Presentation: Library Board President

*{ Jan Frank
Baroth }*

To: Colleen McGregor

Placentia Library Regular Board Meeting, September 20, 1993, Page 2.

7. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

8. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

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.

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

There are no Non-Standard Claims for this report period.

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

Claims forwarded by the Library Director in the amount of \$516.84.

11. Current Claims and Payroll. (Approve)

Current Claims of \$ 24,335.71. Payrolls 3065 and 3066, for a cumulative payroll total of \$36,600.00. Combined total of Current Claims and Payroll of \$60,935.71.

FINANCIAL REPORT (Items 12 - 15)

Presentation: Library Director

Recommendation: Approve by Motion

Items 12 - 15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Report for July and August, 1993. (Receive & File)

13. Office General Ledger & Check Registers for July and August, 1993. (Receive & File)
14. Overdue Collection Report for August, 1993. (Receive & File)
15. Vending Machine Report for August, 1993. (Receive & File)

GENERAL CONSENT CALENDAR (Items 16 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 - 23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

16. Circulation Report for July and August, 1993. (Receive & File)
17. Volunteer Report for July and August, 1993. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
19. Building Maintenance Report for July and August, 1993. (Receive & File)
20. Personnel Report for August, 1993. (Receive, File, and Ratify Appointments)
21. Travel Authorizations. (Approve)
22. Submission of Application to the State Library of California for a Library Services and Construction Act Grant of \$5,000 to serve Hispanic Immigrant Populations. (Approve)
23. Annual Report to the State Library of California for 1992-1993. (Receive & File)

CONTINUING BUSINESS

24. FY1993-1994 Budget

Presentation: Library Director
Recommendation: Adopt Budget for FY1992-1993 by Resolution

25. Acceptance of Library Services and Construction Act Title II Grant from the State Library of California in the amount of \$42,959 as a 30% match for Disabled Access Remodeling Project.

Presentation: Library Director
Recommendation: Decline Acceptance

NEW BUSINESS

26. Placentia Civic Center Authority Annual Meeting

Presentation: Library Director
Recommendation: Discuss Representation and Issues of Concern.

27. Study on Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director
Recommendation: Discuss Issues and Appoint Committee to Coordinate Completion of the Study

STAFF REPORTS

- Walters / Slane*
28. Program Report for the Month of August, 1993. (Program Committee)
29. Children's Services Report for the Month of August, 1993. (Schneider)
30. Publicity Materials produced for the Month of August, 1993. (Willauer)
31. Placentia Library Literacy Services Report. (Matas and Byrne)
32. Family Literacy Project Report. (Walters)

ADJOURNMENT

33. Agenda Preparation for October 18, 1993, Regular Meeting.
34. Adjourn.

Jeff Cooper

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the September 20, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, September 15, 1993.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 4 (Mon)	Friends Board Meeting, 7:00 P.M. (^{Stark} Shkoler)
Oct 9 (Sat)	City of Placentia Heritage Day Parade (All Trustees)
Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 1 (Mon)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 12 (Fri)	Camp Library
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 23 (Tue)	Senate Local Government Committee Hearing on Reorganizing Local Governments, Santa Ana
Dec 6 (Mon))	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
AUGUST 31, 1993**

CALL TO ORDER The Special Meeting of the Placentia Library District Board of Trustees was called to order on August 31, 1993, at 7:37 P.M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore; Secretary Saundra Stark; Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: Trustee Ray Evans.

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Placentia Resident Peter Kahrilas.

ADOPTION OF AGENDA It was moved by Trustee Shkoler, seconded by Secretary Stark to adopt the Agenda as presented.

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

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

CLAIMS It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 4 through 6: Nonstandard Claims; Claims forwarded by Library Director; and Current Claims and Payroll in the amount of \$41,434.46.

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

**BUDGET
FY93-94**

Placentia Resident Peter Kahrilas addressed the Board stating his belief that the purpose of the Library is for reading and checking out books and that the Library should be available to the public every day of the week.

It was moved by Secretary Stark, seconded by Trustee Shkoler to accept the Library Director's recommendation to reinstate staff positions of .75 FTE Library Assistant and .50 FTE Clerk I and to maintain Library hours of 10 A.M to 6 P.M. on Saturdays.

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

ADJOURNMENT

The Special Meeting of the Placentia Library District Board of Trustees was adjourned at 8:22 P.M.

Saundra M. Stark, Secretary

TO: Library Board of Trustees

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

DATE: September 20, 1993

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Tuesday, September 7, 1993. There were no Friends meetings in July or August.

Library Board President Peggy Dinsmore and Library Director Elizabeth Minter attended the Meeting.

The Friends Board voted to change its monthly meeting back to the first Monday of each month, with no meeting in July or August.

The Board voted to sponsor 2 scholarships of \$400 each for staff members to attend the California Library Association Conference in Oakland, November 13-17, 1993. The Library Director is to accept applications from staff members who are members of the Association and to select 2 to receive the scholarships. Scholarships are to be used for transportation, housing and meals with the Library paying for the Conference registrations.

The Board authorized the Library Director to invite historical novelist and radio/television newswoman Ciji Ware to be the featured speaker for a fundraiser to be held in either January, at the time of the Friends' Annual Meeting, or during National Library Week in April.

The Board looked at the ornament being sold by Literacy Volunteers of America and agreed that it could be sold at the Friends Booksale, November 4-6, 1993.



September 18, 1993

To: Library Board of Trustees
From: Placentia Pride, Calendar Sub Committee

We request permission to utilize the tiled wall, just inside the sliding entrance doors, to post a community events calendar. Placentia Community Network initiated a monthly calendar for its membership; library posting would provide the information to a larger audience.

Our sub-committee established these parameters:

- 1- Two months, current & coming, would be displayed
- 2- A banner, Placentia Pride, would be displayed
- 3- Repository would be provided for organizations to provide information on specific form
- 4- Organizations & agencies eligible:
Service, School, Church, City who serve the community & are extending a public invitation
- 5- Generally, business, commercial & private activities are excluded
- 6- Rules for listing - (A. Shaw & S. Stark)
Use approved form. Submissions may be verified by phone to responsible party.
Posting will be done on established day on weekly basis
S. Stark will act as final arbiter re: eligibility



(Sample form)

INFORMATION for Community CALENDAR
(Reminder: Space is limited)

Name of Organization _____

Address _____

Phone _____

Activity: _____

Date _____ Time _____

Location _____

For additional information, call _____
(phone number)

Special Consideration: Be brief (cost, costume, etc)

Please provide the following information for our records.

Contact person _____

Address _____

Phone _____



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
September 20, 1993

DATE	AMOUNT
Sep 08, 1993 3059	<u>\$516.84</u>
TOTAL	<u>\$516.84</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
CONTINENTAL CASUALTY CO. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Sep 08, 1993 August		0300-	00		225.35		
STAPLES Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Sep 01, 1993 1575					131.05		
	Sep 02, 1993 117					-18.97		
	Sep 02, 1993 2441		1800-	00		<u>32.77</u> 144.85		
Southern California Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	Aug 26, 1993 7/22/93-8/20/93		2800-	00		146.64		

The claims listed above (totaling \$516.84) 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
 Current Claims and Payroll Dated September 20, 1993.

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3060	<u>\$4,133.76</u>
Subtotal for Immediately		\$4,133.76
Regular	3061	\$10,428.91
	3062	\$5,777.58
	3063	\$1,456.80
	3064	<u>\$2,538.66</u>
Subtotal for Payments		\$24,335.71
Payroll	3065	\$18,300.00
	3066	<u>\$18,300.00</u>
Subtotal for Payroll		\$36,600.00
	Total	<u>\$60,935.71</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Aug 21, 1993 September		0300	00		3,796.55		
PACIFIC BELL Payment Center Van Nuys, CA 91388	Sep 04, 1993 524-8408		0700	08		69.44		
	Sep 07, 1993 251-5376					87.15		
	Sep 07, 1993 251-5377		0700	05 Total		87.15 243.74		
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Aug 17, 1993 400262533					8.89		
	Sep 01, 1993 400262694					37.17		
	Sep 02, 1993 400262714					8.62		
	Sep 15, 1993 400262847		1800	00		38.79 93.47		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$4,133.76) 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

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Aug 26, 1993 A15471		0700	05		423.82		
Certified Termite & Pest Control P.O. Box 31 Atwood, CA 92601	Aug 29, 1993 101253		1400	00		175.00		
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Aug 31, 1993 34111 Aug 31, 1993 34112		1400	00	Total	117.42 <u>57.00</u> 174.42		
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Sep 02, 1993 23058 Aug 30, 1993 23055		1400 2800 1800 1800	00 00 00 08		1,699.41 5,529.93 1,488.75 <u>496.25</u> 9,214.34		
RODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Sep 02, 1993 386013		1800	00		165.66		
UPSTART Box 889 Hagerstown, MD 21741-0889	Aug 17, 1993 385855		1800	00		237.93		
E Z COPY 275 N. El Cielo Rd., Ste. C-3 Palm Springs, CA 92262	Sep 08, 1993 930010		1800	00		15.01		
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	Sep 01, 1993 348181 Sep 07, 1993 348425		1800	00		13.74 <u>8.99</u> 22.73		

The claims listed above (totaling \$10,428.91) 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

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
OCLC Dept 630 Box ONB Columbus, OH 43265	Jul 31, 1993 325304		1900	00		249.73		
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Aug 31, 1993 38576		1800 1800	00 08		145.30 4.96 150.26		
NATIONAL ASSOCIATES P.O. Box 34080 Los Angeles, CA 90034	Aug 25, 1993 62657		1900	00		1,925.00		
ABM&C 1661 E. Chapman Ave. Fullerton, CA 92631-4097	Aug 31, 1993 audit yer end 6/30/93		1900	00		2,950.00		
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Aug 31, 1993 August		1900	00		32.71		
M D INDUSTRIAL 1300 N. Kraemer Blvd. Anaheim, CA 92806	Aug 31, 1993 Green		1900	00		40.50		
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Aug 25, 1993 497183		2400	01		80.95		
BANCROFT-WHITNEY Dept. No. 1525 San Francisco, CA 94139-1525	Aug 20, 1993 923001		2400	01		147.33		
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Aug 17, 1993 H17 8044		2400	01		201.10		

The claims listed above (totaling \$5,777.58) 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

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Aug 18, 1993 26170179					13.82		
	Aug 20, 1993 26192651		2400	01	Total	15.08		
						28.90		
MATTHEW BENDER P.O. Box 22030 Albany, NY 12201-2030	Jul 31, 1993 44627760		2400	01		90.62		
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 94139-1525	Aug 13, 1993 895001		2400	01		42.66		
U.M.I. Dept. 771092 Attn: Subscription Dept. Detroit, MI 48277-1092	Aug 06, 1993 NS252884		2400	04		1,201.00		
ELIZABETH D. MINTER 39 Gardenia Ave. Placentia, CA 92670	Aug 31, 1993 CSDA wkshp		2700	00		75.62		
CHARLENE DUMITRU c/o Placentia Library District Placentia, CA 92670	Aug 31, 1993 travel reimb.		2700	00		18.00		

The claims listed above (totaling \$1,456.80) 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

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Sep 20, 1993 petty cash		1800	00		850.77		
			1803	00		87.00		
			1803	08		58.00		
			1900	00		143.00		
			2700	00		580.00		
			2700	08		819.89		
			Total					2,538.66

The claims listed above (totaling \$2,538.66) 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 Sep 20, 1993
REPORT NO 3065

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sep 20, 1993 Pay #33 Oct 01, 1993- Oct 14, 1993		0100-	00		17,000.00		
	FICA		0200-	00		<u>1,300.00</u>		
				TOTAL		18,300.00		
PLEASE WIRE ON THURSDAY, OCTOBER 14, 1993!								

The claims listed above (totaling \$ 18,300.00) 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

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 707

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A. C.'s Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sep 20, 1993 Pay #34		0100-	00		17,000.00		
	Oct 15, 1993- Oct 28, 1993							
	FICA		0200-	00		1,300.00		
			TOTAL			18,300.00		

PLEASE WIRE ON THURSDAY, OCTOBER 28, 1993!

The claims listed above (totaling \$ 18,300.00) 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.

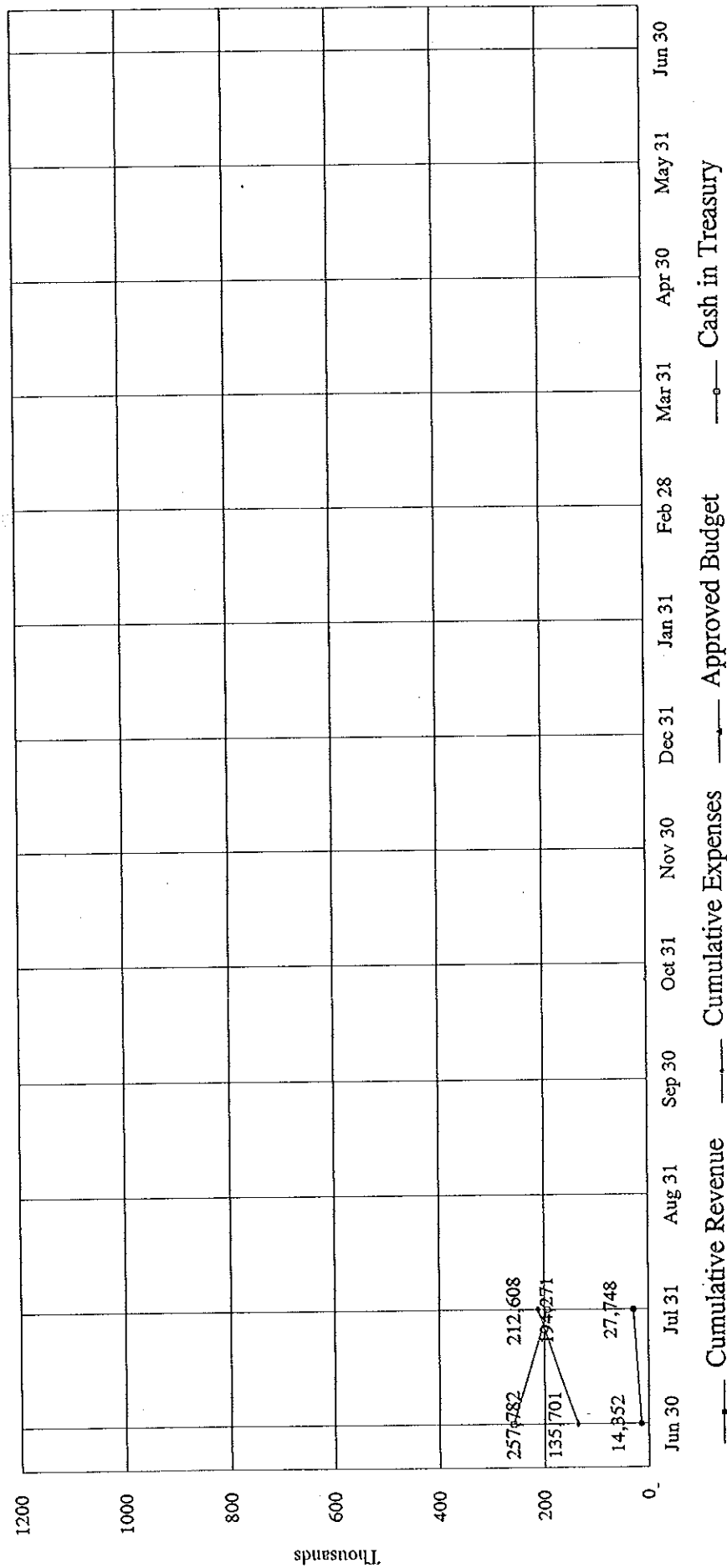
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District

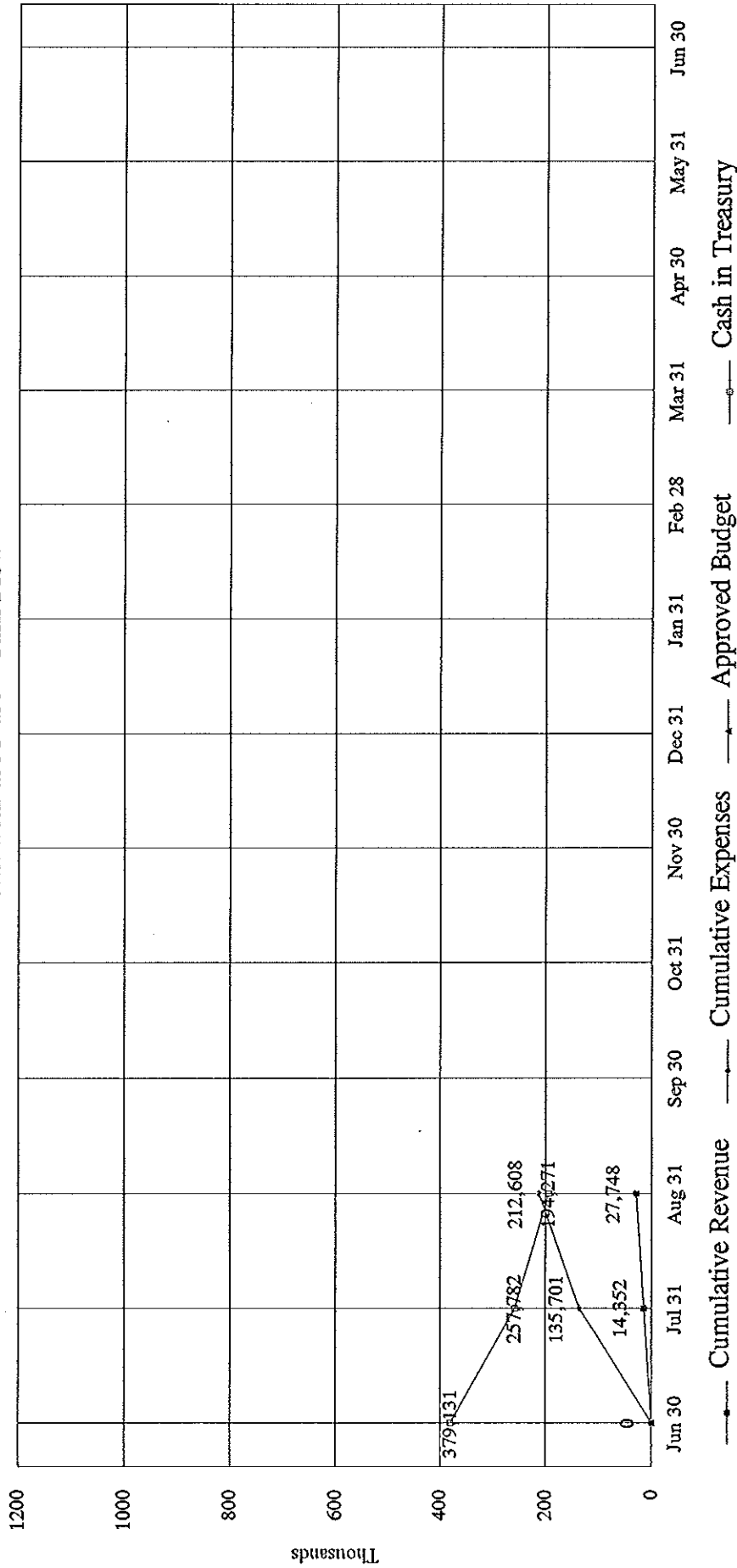
Fiscal Year 1993-1994 Cash Flow



June 30
 379,131.23
 July 31
 257,748
 Aug 31
 194,271

Placentia Library District

Fiscal Year 1993-1994 Cash Flow



—●— Cumulative Revenue - - - - - Cumulative Expenses —○— Cash in Treasury

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 AUGUST	FY1992-93 AUGUST
621-000	Prop. Taxes - current secured		0.00	0.00	0.00	0.00
621-001	TOTAL PROP. TAXES - CURRENT SECURED	0.00	0.00	0.00	0.00	0.00
622-000	PROP. TAXES - CURRENT UNSECURED		0.00	0.00	0.00	0.00
623-000	Prop. Taxes - Prior Secured		0.00	0.00	0.00	0.00
623-001	Secured final apportionment		9,463.11	13,108.09	0.00	0.00
623-002	Secured prior years		6,574.25	4,711.96	0.00	0.00
623-003	Tax deed land sales		0.00	0.00	0.00	0.00
623-010			0.00	0.00	0.00	0.00
623-011			0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - PRIOR SECURED	0.00	16,037.36	17,820.05	0.00	0.00
624-000	TOTAL PROP. TAXES PRIOR UNSECURED		0.00	0.00	0.00	0.00
626-000	Penalties & Costs - delinquent taxes		0.00	0.00	0.00	0.00
626-623			2,158.05	1,556.79	0.00	0.00
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT		6,051.78	12,963.01	5,066.24	12,117.84
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR		3,644.24	4,938.99	0.00	0.00
661-000	Interest		0.00	0.00	0.00	0.00
661-623	TOTAL INTEREST	0.00	0.00	0.00	0.00	0.00
669-000	STATE - HOMEOWNER PROP TAX RELIEF		0.00	0.00	0.00	0.00
697-000	State - ILL & Direct Loan Reimbursement		2,092.61	0.00	2,092.61	0.00
697-001	State - CA Foundation Funds		0.00	0.00	0.00	0.00
697-002	State - CA Literacy Campaign		0.00	0.00	0.00	0.00
697-003	State - Family Literacy		0.00	0.00	0.00	0.00
697-004	State - Grandparents & Books		0.00	0.00	0.00	0.00
697-007	State-Timber Yield Apport		0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER	0.00	2,092.61	0.00	2,092.61	0.00
781-503	Transfer from Other Library Funds		0.00	0.00	0.00	0.00
787-000	Other Revenue		6,236.77	2,159.48	6,236.77	2,159.48
787-001	Outlawed warrant - 6 months		(8,473.14)	8.00	0.00	8.00
787-003	TOTAL OTHER REVENUE	0.00	(2,236.37)	2,167.48	6,236.77	2,167.48
	5071 FUND TOTAL	0.00	27,747.67	39,446.32	13,395.62	14,285.32

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 AUG 1993	FY1992-93 JUNE 1993
	Library Supplies		306.08	2,233.29	306.08	16.45
	Printing		2,010.35	729.87	1,994.70	37.18
	EZ Copy - copy cards for sale to patrons		0.00	247.50	0.00	53.64
	Publications		0.00	0.00	0.00	0.00
	Paper		14.70	95.91	14.70	88.30
	Drinking Water Service		49.90	49.90	24.95	24.95
	Other Office Supplies		437.10	1,316.34	345.34	463.95
180-000	Total Office Supply Expense	0.00	2,818.13	4,672.81	2,685.77	684.47
180-007	Grandparents & Books Supply Expense		0.00	0.00	0.00	0.00
	Printing		1,996.66	198.45	1,996.66	0.00
	Publications		0.00	0.00	0.00	0.00
	Paper		7.35	0.00	7.35	57.79
	Other Office Supplies		76.29	126.47	76.29	219.62
180-008	Total Literacy Office supply expense	0.00	2,080.30	324.92	2,080.30	277.41
180-009	Family Literacy Supply Expense		43.15	1,294.21	0.00	561.54
	Total Office Expense	0.00	4,941.58	6,291.94	4,766.07	1,523.42
183-000	Postage Expense		0.00	455.68	0.00	425.09
183-008	Postage Expense - Literacy		334.69	87.00	334.69	166.00
183-009	Postage Expense - Family Literacy		29.00	29.00	0.00	0.00
	Total Postage Expense	0.00	363.69	571.68	334.69	591.09
	Care Resources (Employee Assistance)		35.00	101.50	0.00	84.00
	Pension Contribution & Operating Expenses		0.00	566.88	0.00	705.69
	Anaheim Library		0.00	4,985.98	0.00	0.00
	Clipping Service		63.42	61.42	32.71	0.00
	Tax Collection Services & Fees by Orange County		23.66	32.77	0.00	302.56
	Advertising		0.00	0.00	0.00	97.50
	Medical Exams		0.00	81.00	0.00	0.00
	Collection Services		0.00	0.00	0.00	0.00
	Audit		0.00	0.00	0.00	0.00
	Payroll Preparation		1,960.46	980.49	1,960.46	0.00
	Election Expenses		0.00	0.00	0.00	0.00
	Staff Training in Library		0.00	0.00	0.00	0.00
	Other		100.00	50.00	100.00	3,614.72
190-000	Total Specialized Services	0.00	2,182.54	6,860.04	2,093.17	4,804.47
190-001	Specialized Services - City of Anaheim		0.00	0.00	0.00	0.00
190-008	Specialized Services - Literacy		0.00	0.00	0.00	108.90
190-009	Specialized Services - Family Literacy		0.00	812.00	0.00	0.00
190-018	Tax Collection Services & Fees by Orange County		21.84	15.67	0.00	38.52
	Total Specialized Services	0.00	2,204.38	7,687.71	2,093.17	4,951.89

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 AUG 1993	FY1992-93 JUNE 1993
200-000	Legal Notices		70.88	127.00	0.00	0.00
210-000	Rents/Leases-Equipment		0.00	0.00	0.00	0.00
220-000	Semi-Annual Bond Payment		0.00	0.00	0.00	0.00
230-000	Small Tools/Instruments		0.00	0.00	0.00	0.00
240-000	Special Department Expense - Miscellaneous		0.00	14.95	0.00	0.00
240-001	Special Department Expense- Books		6,519.72	55,267.34	2,936.10	16,588.40
240-002	Special Department Expense - Video		0.00	0.00	0.00	0.00
240-003	Special Department Expense - City of Anaheim		0.00	0.00	0.00	0.00
240-004	Special Department Expense - Periodicals		3,845.04	15,938.53	1,700.00	13,620.47
240-005	Special Department Expense - Audio		1,180.01	1,336.29	1,157.90	29.15
240-007	Special Department Expense - Grandparents & Bks		0.00	0.00	0.00	0.00
240-008	Special Department Expense - Literacy		0.00	0.00	0.00	0.00
240-009	Special Department Expense - Family Literacy		0.00	22.03	0.00	282.06
	Total Special Department Expense	0.00	11,544.77	72,579.14	5,794.00	30,520.08
260-000	Transportation/Travel - General		0.00	0.00	0.00	0.00
270-000	Transportation/Travel - Meetings		70.62	2,497.16	48.62	1,707.62
270-008	Transportation/Travel - Meetings - Literacy		6.25	354.00	0.00	14.00
270-009	Transportation/Travel - Meetings - Family Literacy		8.00	420.00	0.00	298.00
	Total Transportation/Travel - Meetings	0.00	84.87	3,271.16	48.62	2,019.62
280-000	Electricity		10,659.64	11,059.62	5,952.07	4,325.98
	Gas		282.46	999.96	21.49	364.30
	Water		310.42	327.04	147.46	163.78
	Total Utilities	0.00	11,252.52	12,386.62	6,121.02	4,854.06
	TOTAL SUPPLIES & SERVICES	0.00	42,363.43	118,191.57	26,926.10	49,324.18
370-000	Taxes, Assessments (Sales Tax)		0.00	0.00	0.00	0.00
400-000	Equipment		0.00	0.00	0.00	711.12
400-008	Equipment - Literacy		0.00	0.00	0.00	0.00
400-111	Equipment		0.00	0.00	0.00	0.00
	Total Equipment	0.00	0.00	0.00	0.00	711.12
420-000	Structures/Improvements		0.00	0.00	0.00	0.00
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	711.12
	TOTAL EXPENSES	0.00	212,669.09	252,612.23	76,906.85	111,151.86
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00
	Total 008 - Literacy	0.00	2,484.91	926.50	2,414.99	642.12
	Total 009 - Family Literacy	0.00	83.41	2,580.50	0.00	1,141.60

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 AUG 1993	FY1992-93 AUGUST 1992
010-000	Salaries & Wages		152,386.10	115,620.00	43,386.10	51,700.00
020-000	Retirement		10,737.00	8,815.00	2,860.00	3,720.00
	Health Insurance/Care America		6,375.46	9,763.52	3,381.67	2,966.79
	Long Term Disability		0.00	0.00	0.00	786.21
	Vision Service Plan		352.98	326.40	352.98	155.44
	Dental		454.12	979.24	0.00	454.12
030-000	Total Employee Insurance	0.00	7,182.56	11,069.16	3,734.65	4,362.56
031-000	Unemployment Insurance		0.00	(1,503.08)	0.00	0.00
032-000	Workers Compensation - General		0.00	419.58	0.00	1,334.00
	TOTAL SALARIES & EMPLOYEE BENEFITS	0.00	170,305.66	134,420.66	49,980.75	61,116.56
070-000	Communications		502.15	815.89	271.44	247.90
070-005	Communications - Computer		599.26	423.82	175.44	1,204.20
070-008	Communications - Literacy		63.67	160.58	0.00	75.81
	Total Communications	0.00	1,165.08	1,400.29	446.88	1,527.91
090-000	Food		0.00	0.00	0.00	0.00
090-009	Food - Family Literacy		32.26	32.26	0.00	0.00
	Total Food	0.00	32.26	32.26	0.00	0.00
100-000	Household Expense		877.52	1,136.17	877.52	0.00
110-000	Insurance		0.00	0.00	0.00	0.00
130-000	Maintenance of Equipment		3,356.15	1,735.00	3,227.00	0.00
	HVAC		234.84	3,705.23	117.42	234.84
	Carpet Cleaning		0.00	964.85	0.00	0.00
	Groundskeeping, City of Placentia		4,051.85	3,802.50	2,008.19	1,665.75
	Plumbing		0.00	51.50	0.00	0.00
	Electrical		0.00	135.00	0.00	0.00
	Cleaning Service		2,163.04	2,228.52	1,091.52	1,220.52
	Locksmith		0.00	0.00	0.00	0.00
	Other		0.00	0.00	0.00	0.00
140-000	Total Maintenance of Building & Grounds	0.00	6,469.73	10,887.60	3,217.13	3,336.11
160-000	Memberships		0.00	85.00	0.00	0.00
170-000	Miscellaneous Expense		0.00	0.00	0.00	0.00

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Placentia Library District
 Balance Sheet
 YTD Actual Spread Sheet
 1 Period(s) Ending August 31, 1993

08/31/93

Assets

General Fund	18,400.31
Literacy Fund	7,969.90
County Exempt	7,894.25
Payroll Account	19,413.65
Savings (P/R Support)	1,756.32
Savings (P/R Fees)	1,292.45
Certificates of Deposit	25,000.00
Total Assets	81,726.88

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Liabilities

Manual Payroll Checks	30.71
Payroll Taxes Payable	(191.92)
Deferred Comp Payable	(55.50)
Insurance Payable	(398.04)
Credit Union Payable	(814.21)
Union Dues Payable	501.00
Other Employee Deductions	523.91
Total Liabilities	(404.05)

Capital

Fund Balance	82,130.93
Total Capital	82,130.93

Total Liabilities and Capital	81,726.88

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

July, 1993

Prepared 8/17/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,772.03
Checks Out	3641	50.00		
TOTALS		50.00	0.00	
CHECKBOOK BAL				6,722.03

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

Part 1 of 1 Parts

	07/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	15.00
Cash Register-Fines	2,374.75
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	227.43
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	138.38
Cash Register-Computer Rental	102.00
Typewriter Income	26.08
Telephone Income	125.05
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	675.26
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	3,683.95
Cost of Sales	

Gross Profit (Loss)	3,683.95
Expenses	
Transfers to County	0.00
Employee Insurance (030)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	353.93
Postage (183)	145.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	50.00
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	548.93

Operating Income (Loss)	3,135.02

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

Part 1 of 1 Parts

07/31/93

Other Income

Other Expenses

Net Income (Loss)

3,135.02
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07/31/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 1
General Account

Page 1

Check	Date	Payee		Amount
3636	07/06/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00	145.00
3637	07/08/93	Staples 0-4114-01 Cash Register-Reserves	43.12	43.12
3638	07/08/93	Staples 0-5114-01 Office Expense (180)	101.54	101.54
3639	07/14/93	Office Depot 0-5114-01 Office Expense (180)	136.34	136.34
3640	07/14/93	Placentia Library Pa 0-1060-00 Savings (P/R Fees)	1,960.46	1,960.46
3641	07/20/93	ISDOC 0-5122-01 Transportation & Travel (270)	50.00	50.00
3642	07/21/93	Office Depot 0-5114-01 Office Expense (180)	33.17	33.17
3643	07/21/93	CM School Supply 0-5114-01 Office Expense (180)	15.25	15.25
3644	07/26/93	Office Depot 0-5114-01 Office Expense (180)	64.38	64.38
Checkbook 1 Total				2,549.26

07/31/93

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

Page 2

For Fiscal Year 94, Period 1 through Fiscal Year 94, Period 1

Account Name	Total
0-1060-00 Savings (P/R Fees)	1,960.46
0-4114-01 Cash Register-Reserves	43.12
0-5114-01 Office Expense (180)	350.68
0-5116-01 Postage (183)	145.00
0-5122-01 Transportation & Travel (270)	50.00

	2,549.26
	=====

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

August, 1993

Prepared 9/13/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				19,945.71
Checks Out	3647	470.00		
	3652	65.96		
	3668	335.00		
	3670	164.44		
	3671	510.00		
TOTALS		1,545.40	0.00	
CHECKBOOK BAL				18,400.31

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08/31/93

Page 1
Part 1 of 1 Parts

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

	Total	08/31/93
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	(15.92)	(15.92)
Cash Register-Fines	2,272.38	2,272.38
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	93.90	93.90
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	170.35	170.35
Cash Register-Computer Rental	77.00	77.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	92.25	92.25
State Library Reimbursements	8,304.04	8,304.04
State Library Grants	11,500.00	11,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	22,494.00	22,494.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	22,494.00	22,494.00
Expenses		
Transfers to County	8,361.66	8,361.66
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	620.92	620.92
Postage (183)	(200.30)	(200.30)
Prof. & Spec. Services (190)	143.00	143.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	1,890.44	1,890.44
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	10,815.72	10,815.72
	-----	-----
Operating Income (Loss)	11,678.28	11,678.28

08/31/93

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

Page 2
Part 1 of 1 Parts

	Total	08/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>11,678.28</u>	<u>11,678.28</u>

08/31/93

Page 1

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

Part 1 of 1 Parts

	08/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	(0.92)
Cash Register-Fines	4,647.13
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	321.33
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	308.73
Cash Register-Computer Rental	179.00
Typewriter Income	26.08
Telephone Income	125.05
Copy Machine Income	92.25
State Library Reimbursements	8,304.04
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	675.26
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	26,177.95
Cost of Sales	

Gross Profit (Loss)	26,177.95
Expenses	
Transfers to County	8,361.66
Employee Insurance (030)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	974.85
Postage (183)	(55.30)
Prof. & Spec. Services (190)	143.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,940.44
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	11,364.65

Operating Income (Loss)	14,813.30

08/31/93

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

Page 2
Part 1 of 1 Parts

08/31/93

Other Income

Other Expenses

Net Income (Loss)

14,813.30
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08/31/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 2
General Account

Page 1

Check	Date	Payee	Amount
3645	08/03/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3646	08/09/93	Art Emporium 0-5114-01 Office Expense (180)	24.73
3647	08/13/93	CSUF - Extended Educ 0-5122-01 Transportation & Travel (270)	470.00
3648	08/13/93	VOID void	0.00
3649	08/13/93	VOID void	0.00
3650	08/13/93	O.C. Auditor 0-5102-01 Transfers to County	8,361.66
3651	08/13/93	CSDA - Registration 0-5122-01 Transportation & Travel (270)	75.00
3	08/13/93	Elizabeth Minter - p 0-5114-01 Office Expense (180)	65.96
3653	08/18/93	CM School Supply 0-5114-01 Office Expense (180)	23.89
3654	08/18/93	Tall Mouse 0-5114-01 Office Expense (180)	7.53
3655	08/18/93	Price Club 0-5114-01 Office Expense (180)	28.09
3656	08/18/93	Office Depot 0-5114-01 Office Expense (180)	21.53
3657	08/18/93	Rancho Santiago Coll 0-5122-01 Transportation & Travel (270)	168.00
3658	08/18/93	La Habra Movers 0-5118-01 Prof. & Spec. Services (190)	143.00
3659	08/18/93	Cheryl Willauer - Ra 0-5122-01 Transportation & Travel (270)	168.00
3660	08/18/93	Home Depot 0-5114-01 Office Expense (180)	37.17

08/31/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 2
General Account

Page 2

Check	Date	Payee	Amount
3661	08/25/93	Office Depot 0-5114-01 Office Expense (180)	251.49
3662	08/25/93	Smart & Final 0-5114-01 Office Expense (180)	116.60
3663	08/25/93	Smart & Final 0-5114-01 Office Expense (180)	27.00
3664	08/25/93	Home Depot 0-5114-01 Office Expense (180)	26.33
3665	08/25/93	Art Emporium 0-5114-01 Office Expense (180)	6.78
3666	08/25/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3667	08/25/93	Price Club 0-5114-01 Office Expense (180)	130.35
3668	08/26/93	Marketing Communicat 0-5122-01 Transportation & Travel (270)	335.00
3669	08/26/93	Price Club 0-5114-01 Office Expense (180)	108.83
3670	08/26/93	Elizabeth Minter - b 0-5122-01 Transportation & Travel (270)	164.44
3671	08/26/93	NSFPE Fundraising Da 0-5122-01 Transportation & Travel (270)	510.00
Checkbook 1 Total			11,561.38

08/31/93

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

Page 3

For Fiscal Year 94, Period 2 through Fiscal Year 94, Period 2

Account Name	Total
0-5102-01 Transfers to County	8,361.66
0-5114-01 Office Expense (180)	876.28
0-5116-01 Postage (183)	290.00
0-5118-01 Prof. & Spec. Services (190)	143.00
0-5122-01 Transportation & Travel (270)	1,890.44

	11,561.38
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PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Account

July, 1993

Prepared 8/17/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,962.21
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,962.21

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8/17/93

07/31/93

Page 1
Part 1 of 1 Parts

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

	Total	07/31/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	90.00	90.00
Workshops Income	0.00	0.00
Book/Materials Income	13.00	13.00
Interest Income	8.43	8.43
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	111.43	111.43
Cost of Sales		
	-----	-----
Gross Profit (Loss)	111.43	111.43
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	111.43	111.43
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	111.43	111.43
	=====	=====

07/31/93

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

Page 1

For Fiscal Year 94, Period 1 through Fiscal Year 94, Period 1

Account Name

Total

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

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

August, 1993

Prepared 9/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,969.90
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,969.90

Account
9/14/93

08/31/93

Page 1
Part 1 of 1 Parts

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

	Total	08/31/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	7.69	7.69
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	7.69	7.69
Cost of Sales		
	-----	-----
Gross Profit (Loss)	7.69	7.69
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	7.69	7.69
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	7.69	7.69
	=====	=====

08/31/93

Page 1

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

	08/31/93
Income	
Gifts Income	0.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	16.12
Miscellaneous Income	0.00

Total Income	119.12
Cost of Sales	-----
Gross Profit (Loss)	119.12
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00

Total Expenses	0.00
Operating Income (Loss)	119.12
Other Income	
Other Expenses	-----
Net Income (Loss)	119.12
	=====

08/31/93

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

Page 1

For Fiscal Year 94, Period 2 through Fiscal Year 94, Period 2

Account Name

Total

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



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

July, 1993

Prepared 8/17/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,789.67
Checks Out	811	350.00		
	814	2,038.56		
TOTALS		2,388.56	0.00	
CHECKBOOK BAL				9,401.11

Edmunds
8/17/93

07/31/93

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

Page 1
Part 1 of 1 Parts

	Total	07/31/93
Income		
Cash Register-Copy Cards-Exempt Fun	45.00	45.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	497.00	497.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	776.11	776.11
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,500.00	1,500.00
Interest Income	11.07	11.07
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	2,849.18	2,849.18
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,849.18	2,849.18
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	75.00	75.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board 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	2,038.56	2,038.56
	-----	-----
Total Expenses	2,113.56	2,113.56
	-----	-----
Operating Income (Loss)	735.62	735.62
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	735.62	735.62

07/31/93

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

Page 2
Part 1 of 1 Parts

Total
=====

07/31/93
=====

07/31/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 1
County Exempt

Page 1

Check	Date	Payee	Amount
814	07/19/93	California Advocates	2,038.56
		0-5323-03 Lobbyist Expense	2,038.56
815	07/19/93	Jim Lewis	75.00
		0-5308-03 Children's Summer Reading Progra	75.00
		Checkbook 3 Total	2,113.56

07/31/93

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

Page 2

For Fiscal Year 94, Period 1 through Fiscal Year 94, Period 1

Account Name	Total
0-5308-03 Children's Summer Reading Program	75.00
0-5323-03 Lobbyist Expense	2,038.56

	2,113.56
	=====

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

August, 1993

Prepared 9/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,323.47
Checks Out	811	350.00		
	830	2,079.22		
TOTALS		2,429.22	0.00	
CHECKBOOK BAL				7,894.25

*EO member
9/14/93*

08/31/93

Page 1
Part 1 of 1 Parts

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

	Total	08/31/93
Income		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	285.00	285.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	480.20	480.20
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,019.28	1,019.28
Interest Income	9.10	9.10
Miscellaneous Income	1,469.58	1,469.58
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	3,315.66	3,315.66
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,315.66	3,315.66
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	665.24	665.24
Vending Machine Repairs	59.00	59.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	69.00	69.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	320.30	320.30
Miscellaneous	1,689.76	1,689.76
Lobbyist Expense	2,079.22	2,079.22
	-----	-----
Total Expenses	4,882.52	4,882.52
	-----	-----
Operating Income (Loss)	(1,566.86)	(1,566.86)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,566.86)	(1,566.86)

08/31/93

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

Page 2
Part 1 of 1 Parts

Total
=====

08/31/93
=====

08/31/93

Page 1

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

Part 1 of 1 Parts

	08/31/93
Income	
Cash Register-Copy Cards-Exempt Fund	97.50
Microfilm/Microfich Income	0.00
Meeting Room Income	782.00
Test Proctoring Income	20.00
Vending Machine Income	1,256.31
Friends Contributions	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	2,519.28
Interest Income	20.17
Miscellaneous Income	1,469.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	6,164.84
Cost of Sales	-----
Gross Profit (Loss)	6,164.84
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	665.24
Vending Machine Repairs	59.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	144.00
Children's Camp Library	0.00
Children's-Other	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	320.30
Miscellaneous	1,689.76
Lobbyist Expense	4,117.78

Total Expenses	6,996.08
Operating Income (Loss)	-----
	(831.24)
Other Income	
Other Expenses	-----
Net Income (Loss)	(831.24)

08/31/93

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

Page 2
Part 1 of 1 Parts

08/31/93

=====

08/31/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 2
County Exempt

Page 1

Check	Date	Payee	Amount
816	08/01/93	VOID void	0.00
817	08/09/93	Il Ghiotto Restauran 0-5322-03 Miscellaneous	1,280.00 1,280.00
818	08/09/93	The Museum Company 0-5322-03 Miscellaneous	156.24 156.24
819	08/09/93	Bear Roots Florist 0-5322-03 Miscellaneous	29.58 29.58
820	08/09/93	VOID void	0.00
821	08/12/93	Holland Flowers 0-5322-03 Miscellaneous	30.31 30.31
822	08/12/93	Il Ghiotto Restauran 0-5322-03 Miscellaneous	161.30 161.30
3	08/13/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	374.84 374.84
824	08/13/93	Buena Vista Pictures 0-5308-03 Children's Summer Reading Progra	69.00 69.00
825	08/13/93	Chaps 0-5321-03 Community Grant Expense	304.26 304.26
826	08/13/93	Accurate Vending 0-5306-03 Vending Machine Repairs	59.00 59.00
827	08/13/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	290.40 290.40
828	08/13/93	La Salle Paper 0-5321-03 Community Grant Expense	16.04 16.04
829	08/13/93	Elizabeth Minter (Sa 0-5322-03 Miscellaneous	32.33 32.33
830	08/30/93	California Advocates 0-5323-03 Lobbyist Expense	2,079.22 2,079.22
Checkbook 3 Total			4,882.52

08/31/93

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

Page 2

For Fiscal Year 94, Period 2 through Fiscal Year 94, Period 2

Account Name	Total
0-5304-03 Vending Machine Supplies	665.24
0-5306-03 Vending Machine Repairs	59.00
0-5308-03 Children's Summer Reading Program	69.00
0-5321-03 Community Grant Expense	320.30
0-5322-03 Miscellaneous	1,689.76
0-5323-03 Lobbyist Expense	2,079.22

	4,882.52
	=====

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

July, 1993

Prepared 8/17/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,872.00
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				14,872.00

EMM
8/17/93

07/31/93

Page 1
Part 1 of 1 Parts

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

	Total	07/31/93
Income		
Transfers from County	116,877.00	116,877.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	116,877.00	116,877.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	116,877.00	116,877.00
Expenses		
Salaries	101,049.04	101,049.04
Employee Benefits	0.00	0.00
Employer Payroll Taxes	7,666.49	7,666.49
Payroll Processing Fees	347.10	347.10
Bank Fees and Service Charges	88.16	88.16
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	109,150.79	109,150.79
Operating Income (Loss)	7,726.21	7,726.21
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	7,726.21	7,726.21
	=====	=====

07/31/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 1
Payroll Account

Page 1

Check	Date	Payee	Amount
565	07/19/93	Catherine Romain	30.71
		0-5402-04 Salaries	30.71
		Checkbook 4 Total	30.71

07/31/93

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

Page 2

For Fiscal Year 94, Period 1 through Fiscal Year 94, Period 1

Account Name	Total
0-5402-04 Salaries	30.71
	30.71

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

August, 1993

Prepared 9/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				19,467.67
Checks Out	567	54.02		
TOTALS		54.02	0.00	
CHECKBOOK BAL				19,413.65

*Ernest
9/14/93*

08/31/93

Page 1
Part 1 of 1 Parts

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

	Total	08/31/93
Income		
Transfers from County	46,260.00	46,260.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	46,260.00	46,260.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	46,260.00	46,260.00
Expenses		
Salaries	38,844.88	38,844.88
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,904.18	2,904.18
Payroll Processing Fees	242.83	242.83
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,991.89	41,991.89
Operating Income (Loss)	4,268.11	4,268.11
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	4,268.11	4,268.11
	=====	=====

08/31/93

Page 1

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

Part 1 of 1 Parts

	08/31/93
Income	
Transfers from County	163,137.00
Interest Income-CD's	0.00
Interest Income-Savings	0.00
Miscellaneous Income	0.00

Total Income	163,137.00
Cost of Sales	-----
Gross Profit (Loss)	163,137.00
Expenses	
Salaries	139,893.92
Employee Benefits	0.00
Employer Payroll Taxes	10,570.67
Payroll Processing Fees	589.93
Bank Fees and Service Charges	88.16
Miscellaneous - Unknown	0.00

Total Expenses	151,142.68

Operating Income (Loss)	11,994.32
Other Income	
Other Expenses	

Net Income (Loss)	11,994.32
	=====

08/31/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 2
Payroll Account

Page 1

Check	Date	Payee	Amount
566	08/12/93	Sal Addotta	24.93
	0-5402-04	Salaries	24.93
567	08/25/93	Tracy Brost	54.02
	0-5402-04	Salaries	54.02
Checkbook 4 Total			78.95

08/31/93

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

Page 2

For Fiscal Year 94, Period 2 through Fiscal Year 94, Period 2

Account Name	Total
0-5402-04 Salaries	78.95

	78.95
	=====

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: September 20, 1993
 SUBJECT: AUGUST, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS AUGUST 1-31, 1993

Beginning Balance 08/01/93			(\$402.24)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 480.20		
Total Materials & Supplies		\$ 665.24	
Total Repairs		59.00	
Vend Machine Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 480.20	\$ 724.24	
Ending Balance 08/31/93			<u>(\$646.28)</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

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

DATE: September 20, 1993

SUBJECT: **Circulation Report for July and August, 1993**

During the past month Circulation Supervisor Peggy Burkich has entered all the statistics generated by the Library system for circulation and acquisitions for 1992-1993 and for the first 2 months of 1993-1994.

The spreadsheet is ready for analysis. A preliminary report will be distributed at the Board meeting.



TO: Library Board of Trustees
 FROM: Mary Byrne, Volunteer Coordinator
 DATE: September 14, 1993
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JULY	AUGUST	TOTAL
Caulford, Jeff	38.50	00.00	164.25
Covell, Fredi	2.00	2.00	76.25
Deputy, Paul	18.75	36.25	4398.50
Goldbaum, Mae	1.75	10.25	364.25
Grandparents & Books	2.50	4.50	123.75
JTPA Students	128.00	128.00	930.00
Kremling, Karen	26.25	0.00	74.5
ROP Students	32.00	24.00	2578.75
TEMPORARY VOLUNTEERS			
Lam, Ngoc Diep	11.00	0.00	15.00
Quach, Karina	3.75	0.00	14.00
Summer Teens	207.25	196.25	486.25
	-----	-----	
TOTAL	471.75	401.25	
LVA VOLUNTEERS			
Literacy Volunteers	N/A	N/A	

COMBINED TOTAL 873.00

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



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	868.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	609.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,426.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,398.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,856.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	588.83				7,567.42
May 1992	Jul 29, 1992	4,881.64	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.60			8,229.21
TOTAL		59,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,892.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.65	971.48	969.05	288.92			5,765.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,038.71				7,960.26
TOTAL		56,413.72	11,657.76	10,181.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993								0.00
Sep 1993								0.00
Oct 1993								0.00
Nov 1993								0.00
Dec 1993								0.00
Jan 1994								0.00
Feb 1994								0.00
Mar 1994								0.00
Apr 1994								0.00
May 1994								0.00
Jun 1994								0.00
TOTAL		5,529.93	971.48	727.93	0.00	0.00	0.00	7,229.34
AVG		5,529.93	971.48	727.93	0.00	0.00	0.00	7,229.34

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	988.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993				0.00	0.00
Sep 1993				0.00	0.00
Oct 1993				0.00	0.00
Nov 1993				0.00	0.00
Dec 1993				0.00	0.00
Jan 1994				0.00	0.00
Feb 1994				0.00	0.00
Mar 1994				0.00	0.00
Apr 1994				0.00	0.00
May 1994				0.00	0.00
Jun 1994				0.00	0.00
TOTAL	1,212.44	224.00	19.41	1,455.85	727.93
AVG	1,212.44	224.00	19.41	1,455.85	727.93

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993						0.00
Sep 1993						0.00
Oct 1993						0.00
Nov 1993						0.00
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	248.00	255.60	48.24	0.00	660.60	1,212.44
AVG	248.00	255.60	48.24	0.00	660.60	1,212.44

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1990	8.00	12.00	2.00	0.00	48.00	70.00
Sep 1990	8.00	12.00	2.00	0.00	48.00	70.00
Oct 1990	10.00	30.00	2.00	4.00	60.00	106.00
Nov 1990	3.00	10.00	2.00	0.00	20.00	35.00
Dec 1990	6.00	8.00	2.00	0.00	40.00	56.00
Jan 1991	8.00	20.00	2.00	0.00	36.00	66.00
Feb 1991	6.00	10.00	2.00	8.00	40.00	66.00
Mar 1991	8.00	10.00	2.00	0.00	40.00	60.00
Apr 1991	8.00	8.00	2.00	0.00	40.00	58.00
May 1991	8.00	20.00	2.00	0.00	60.00	90.00
Jun 1991	10.00	10.00	2.00	8.00	40.00	70.00
TOTAL	91.00	162.00	24.00	20.00	520.00	817.00
AVG	7.58	13.50	2.00	1.67	43.33	68.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

FY1993-1994	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993						0.00
Sep 1993						0.00
Oct 1993						0.00
Nov 1993						0.00
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	8.00	10.00	2.00	0.00	30.00	50.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 20, 1993
SUBJECT: **Building Maintenance Report for July and August, 1993**

BACKGROUND

Service Calls

Pest control, called back to spray for continuing insect problem.

Plumbers, called for problem in staff women's rest room.

Electrician, routine visit for replacement of light bulbs.

HVAC, routine maintenance plus resetting timer to reflect new hours of operation.

Telephone:

Service call to add modem outlet in Administrative Assistant's Office.

Service call to add extension lines in cubicles for Circulation Supervisor and Library Clerk managing the overdues.

Special Calls

Movers, move desks, filing cabinets and tables in Administrative Offices and Principal Librarian's Office.

RECOMMENDATION

Receive and File



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: September 20, 1993
SUBJECT: Personnel Report for August, 1993.

RESIGNATIONS:

Tracy Brost, part-time Page (circulation), effective August 29, 1993
Ryan Bronkar, part-time Page (circulation), effective Sept. 14, 1993
Kelly Chambers, part-time Page (circulation), effective Sept. 15, 1993

APPOINTMENTS:

Jerry Adams, part-time Page (circulation), effective Sept. 9, 1993
Alonzo, Patricia, part-time Library Aide (childcare FFL) effect. Sept. 7, 1993
Lam Bui, part-time Page (circulation), effective Sept. 2, 1993
Mary Byrne, .50 FTE Clerk II, (adult services), effective Sept. 9, 1993
Rebecca Green, part-time Page (circulation), effective Sept. 2, 1993
Irene Mejia, part-time Library Aide (childcare FFL), effective Sept. 7, 1993
Christina Villela, part-time Library Aide (childcare FFL), effect. Sept. 7, 1993

TERMINATIONS DUE TO LAYOFF:

Jerry Adams, .50 FTE Clerk I, (circulation), effective Sept. 9, 1993
Mary Byrne, .75 FTE Library Assistant, (reference/childrens), effective
September 9, 1993
Dorothy Cummings, .63 FTE Clerk II, (technical services), effective
September 9, 1993
Dianne Jackson, .50 FTE Clerk II, (adult services), effective Sept. 9, 1993
Gwen Joseph, .45 FTE Library Assistant (families for literacy), effective
September 9, 1993
Karen Turner, .50 FTE Clerk I, (circulation), effective Sept. 9, 1993

RETIREMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 20, 1993
SUBJECT: **Travel Authorizations**

BACKGROUND:

Ratifications

California Special Districts Association Workshop on the 1993-1994 State Budget with Lobbyist Ralph Heim, August 27, 1993, Ontario, Library Director Minter, \$75.00.

National Society of Fund Raising Executives' Workshop, September 26-27, 1993, Universal City, Trustees Stark and West (General Fund) and Library Director Minter (Literacy Grant), \$510 plus mileage and meals.

Approvals

Independent Special Districts of Orange County, Quarterly Dinner Meeting, with James Colangelo, Executive Director of Orange County's LAFCO, September 30, 1993, Country Side Inn, Costa Mesa, Trustees Dinsmore and Skholer and Library Director Minter, \$75.00 plus mileage.

California Library Association Annual Conference, November 12-16, Oakland:

Board President Peggy Dinsmore, member of the Board of Directors of the California Association of Library Trustees and Commissioners, \$700.

2 staff members selected for the Friends of the Library scholarships, registrations only, \$160.00.

RECOMMENDATION

Ratify and approve as recommended.



Independent Special Districts of Orange County

Quarterly Membership Meeting Notice

Representatives of All Independent Special Districts
in Orange County are Encouraged to Attend

Topic

Recent State Legislation Giving LAFCO the Authority to
Initiate Special District Consolidation Processes

&

The Procedure for Selecting and Seating Independent Special
District Representatives on LAFCO

Speaker

James Colangelo, Executive Director
Local Area Formation Commission of Orange County

Location

Thursday, September 30, 1993

6:30 P.M.

Country Side Inn

325 Bristol, Costa Mesa

\$25.00 per person

Reservations to Joan Finnegan by September 28, 1993

714-548-3690

The next Quarterly Membership Meeting will be held on Thursday, December 2,
1993, at 6:30 P.M. at the Municipal Water District of Orange County, \$5.00 per
person.

...cover new trends for the 21st century. Hear national experts on ethics and Government Regulations! See The Latest Innovations in Computer Software! Visit with Exhibitors! Schmooz with Nationally Recognized Fund Raising Professionals!

Fund Raising Day at a Glance

BREAKFAST KEYNOTE SPEAKER: Blenda J. Wilson, Ph.D., President, California State University, Northridge. Topic: "The Relationship of the Executive Office to the Development Process"

LUNCHEON PANEL DISCUSSION Henry Goldstein, CFRE, President and CEO, The Oram Group, New York, NY; Kenneth L. Albrecht, President, National Charities Information Bureau, New York; Doug Smith, Staff Writer Specializing in Non-Profits, Los Angeles Times -- "Image Isn't Everything: Ethics, Regulations and the Media in Fund Raising"

FUND RAISING DAY RESUMÉ REVIEW If you are interested in making a career change, your resumé is your most important tool! Professionals will be available to review your current resumé. Resumés must be submitted by September 12 to 11646 W. Pico Blvd., Los Angeles, CA 90064-2987 for a conference review.

SPONSORS, EXHIBITORS, ADVERTISERS, AND NSFRE MEMBERSHIP If you would like more information about becoming a Fund Raising Day Sponsor, Exhibitor, Advertiser or information about NSFRE membership, please call Dan Griffin at 310-445-4276.

FUNDAMENTALS COURSE: This popular day on the "basics" of fund raising is a perfect start for the beginner. Registration in the fundamentals course entitles you to *both* the fundamentals track on Sunday, September 26 *and* the main tracks on Monday, September 27.

FUND-RAISING DAY EDUCATIONAL TRACKS The main education tracks offered on Monday, September 27 offer a wide variety of exceptional opportunities for development professionals to avail themselves of the best presentations in southern California.

ADVANCED LEADERSHIP SEMINAR A two and one half day advanced leadership course will be offered to CFRE's and non-profit executives with 10 or more years of experience. This course meets the requirements of the leadership section for the NSFRE Advanced Certification Fund Raising Executive (ACFRE) designation. For information, call 310-445-4276.

SCHOLARSHIPS A limited number of scholarships are available through the NSFRE-Greater Los Angeles Chapter. For further information, please contact Mariam Hasan, 909-865-5093.

Directions to Universal City Hilton & Towers

From 101 N: Exit Lankershim, turn right at signal and turn right at first light and up the hill to hotels.

From 101 S: Exit Lankershim, turn right onto Cahuenga, turn right onto Lankershim, go under freeway through signal, turn right at main entrance to Universal Studios.

Universal City Hilton and Towers will offer a special conference rate of \$96/night/singles or double twins.

UNIVERSAL CITY HILTON & TOWERS
555 Universal Terrace Parkway

This course covers all you need to know to be well grounded in the field of development. A nationally known faculty will escort you through the field from A-Z! You're sure to learn "hints and helps" you can use at your office the next day!

Course Listing

1. Introduction to the History and Role of Philanthropy
2. The Basics of Fund-Raising
3. The Role of Board, Volunteers and Staff and Recruiting Volunteers
4. Consultants
5. Public Relations – What It is and Isn't
6. Researching Prospects
7. Developing Policies, Planning, & Goal Setting
8. Budgeting and Performance Management
9. Marketing and Communications

Faculty

DEAN: FRANK R. HALL, CFRE, FAHP, Vice President Resource Development, St. Jude Medical Center

JAMES M. GREENFIELD, CFRE, FAHP, Senior Vice President, Development and Community Relations, Hoag Hospital Foundation

GAREN SMITH, CFRE, Senior Consultant, Development Management Association

YULANDA DAVIS-QUARRIE, Vice President, Queen of the Valley Medical Center

GERALD M. PLESSNER, CFRE, Author, Encyclopedia of Fund-Raising

AMANDA FERRARI, JD, CFRE, Director of Planned Giving, Hoag Hospital Foundation

FALL FUNDRAISING I

(Monday September 11, 1995)

Tracks Session 1 9:30-10:30

Session 2 11:00-12:15

Registration & Exhibits Open 7:30

Breakfast Session 8:30 - 9:20
Blenda J. Wilson, Ph.D., President, California State University, Northridge. Topic: "The Relationship of the Executive Office to the Development Process"

<p>TRACK ONE: MANAGING IN TIMES OF CHANGE</p>	<p>SESSION ONE: "CONDUCTING AN INTERNAL AUDIT" Speaker: David Mitchell, Executive Vice President and CEO, Scripps Foundation for Medicine and Science</p> <p>This session will give Senior Executives some essential tools to evaluate the effectiveness of their fund-raising office, as a catalyst for Improving efficiency. It includes:</p> <ul style="list-style-type: none"> The personnel audit Resource analysis Evaluating your fund raising potential
<p>TRACK TWO: SENIOR LEVEL DEVELOPMENT</p>	<p>SESSION ONE: "BUT THEY DON'T UNDERSTAND..." Speaker: [Illegible]</p> <p>Learn how to take the people of your organization with you on your development journey.</p>
<p>TRACK THREE: ESSENTIALS OF GRASSROOTS OPERATIONS</p>	<p>SESSION ONE: "MANAGING A SMALL SHOP WITH BIG NEEDS, SMALL BUDGET & ONE PERSON" (PART ONE) Speaker: Yolanda Duarte-White, Director of Development, Tomas Rivera Center</p> <p>Join this session for nuts and bolts advice on:</p> <ul style="list-style-type: none"> Getting the most from volunteers Budgeting your time, and setting priorities Planning ahead Accepting your limitations and keeping your sanity
<p>TRACK FOUR: PLANNED GIVING</p>	<p>SESSION ONE: "LEADERSHIP AND PLANNED GIVING" Speaker: [Illegible]</p> <p>Learn how to build a successful planned giving program.</p>
<p>TRACK FIVE: BUILDING FOR THE FUTURE, ENDOWMENT AND CAPITAL CAMPAIGNS</p>	<p>SESSION ONE: "LOOKING UP IN A DOWN ECONOMY: CAPITAL CAMPAIGNS IN THE 90's" Speaker: Robert B. Sharp, CFRE, President, Robert B. Sharp Division of the Russ Reid Company</p> <p>This track will answer the question "is the time right for a campaign?" Participants will also learn:</p> <ul style="list-style-type: none"> Strategies for recessionary fund raising Changing roles of staff and volunteers Maximizing giving from middle-level donors
<p>TRACK SIX: PROFESSIONAL ADVANCEMENT</p>	<p>SESSION ONE: "Pursuing Your Professional Advancement" Speaker: [Illegible]</p> <p>Learn how to advance your professional skills and career.</p>
<p>TRACK SEVEN: MARKETING YOUR NON-PROFIT</p>	<p>SESSION ONE: "MARKETING YOUR MESSAGE" Speaker: Russell Prince, CFRE, Director of Development, The Salvation Army</p> <p>Successful techniques for marketing everything from your case to planned giving to your capital campaign will be covered. Topics will include:</p> <ul style="list-style-type: none"> Market Research Developing and Presenting your case statement Positioning your planned giving and capital programs
<p>TRACK EIGHT: ESSENTIALS OF THE ANNUAL FUND</p>	<p>SESSION ONE: "CREATIVE WAYS TO RECOGNIZE YOUR DONORS" Speaker: [Illegible]</p> <p>Learn how to recognize your donors in creative and meaningful ways.</p>

Break with Exhibitors 10:30 - 11:00

<p>SESSION TWO: "UNDERSTANDING NON-PROFIT FINANCES" Speaker: Tom Brandin, MNA, Not-For-Profit Counsel</p> <p>How fund raising management inter-relates with the financial management of a non-profit organization will be discussed, including:</p> <ul style="list-style-type: none"> How to evaluate and report figures Preparing for an audit Creating and managing a budget
<p>SESSION TWO: "LIVE! LOOKED AT BOARD FROM BOTH SIDES NOW" Speaker: [Illegible]</p> <p>Learn how to work effectively with your board of directors.</p>
<p>SESSION TWO: "MANAGING A SMALL SHOP" (PART TWO) Speaker: Yolanda Duarte-White, Director of Development, Tomas Rivera Center</p> <p>Join this session for nuts and bolts advice on:</p> <ul style="list-style-type: none"> Getting the most from volunteers Budgeting your time, and setting priorities Planning ahead Accepting your limitations and keeping your sanity
<p>SESSION TWO: "BOARD THE BUS: IMAGINE YOUR PLANNED GIVING PROGRAM" Speaker: [Illegible]</p> <p>Learn how to build a successful planned giving program.</p>
<p>SESSION TWO: "STARTING AN ENDOWMENT PROGRAM" Speaker: Joseph C. Schreiber, II, Associate Vice President, Claremont McKenna College</p> <p>A guide to the essentials for planning for the future of your organization. Practical steps to starting and managing a comprehensive endowment program.</p>
<p>SESSION TWO: "Pursuing Your Professional Advancement" (PART TWO) Speaker: [Illegible]</p> <p>Learn how to advance your professional skills and career.</p>
<p>SESSION TWO: "MULTIPLE MEDIA AND FUND RAISING" Speaker: Michael Snyder, Founder and Principal, Snyder Communications</p> <p>The how-to's of developing creative alternatives to direct mail including video presentations, telemarketing, billboard and print advertising and more.</p>
<p>SESSION TWO: "A VIEW FROM BOTH SIDES: BUILDING FOUNDATION AND CORPORATE RELATIONSHIPS" Speaker: [Illegible]</p> <p>Learn how to build strong relationships with corporate donors.</p>

Lunch & Pleanary Panel Discussion 12:15 - 1:35
Henry Goldstein, CFRE, President and CEO, The Oram Group; New York, NY; Kenneth L. Albrecht, President, National Charities Incentive Program

Y PROGRAM

1993)

Agenda Item 21
Attachment B

Session 3 1:45-3:00

Session 4 3:30-4:30

SESSION THREE: "MANAGING CHAOS: ORGANIZATIONS IN TRANSITION" (PART ONE)
Speaker: Alan Glassman, Ph.D., Professor of Management, California State University, Northridge
 Dr. Glassman will present his widely-renowned tenets on life cycles of organizations and how to manage the rate of change occurring in your organization and the world around us. Also included are principles in:

- Meeting the new requirements in leadership
- Developing strategic versus long-term plans
- Empowering your workforce
- Maximizing alternative reward systems

SESSION THREE: "BUILDING A WINNING TEAM: MANAGERS AS MENTORS" (PART ONE)
Speaker: Lee A. Adams, CFRE, Vice President, Development and Public Affairs, Doheny Eye Institute
 An interactive session with development staff members of The Doheny Institute to stimulate ideas about the importance of creating a team environment to successfully obtain your fund raising goals.

- Identifying individual motivators
- Improving communications
- Working to common objectives
- The power of positive thinking

SESSION THREE: "THE SECRETS OF RAISING MONEY FOR OPERATING BUDGETS"
Speaker: Ann Thompson-Haas, CAHP, Director of Development, Motion Picture and Television Fund
 Operating budget funds are often the hardest to find. Learn the various tools and techniques to make you approach timely and innovative, including:

- Evaluating funding sources
- Writing targeted proposals for annual funds
- Reacting to how funders are funding

SESSION THREE: "DISCOVER YOUR PLANNED GIVING POTENTIAL: DEVELOPING AN INFORMAL PLANNED GIVING PROGRAM"
Speaker: Jay Danner, CFRE, Director of Institutional Fundraising, Inland Health Services
 Develop less complicated methods of raising money through deferred giving for organizations with no formal program.

- Starting by encouraging wills and bequests
- Holding briefing seminars
- Getting into pooled income funds
- Raising funds via life insurance
- Charitable remainder trusts made easy

SESSION THREE: "RECRUITING, TRAINING, INVOLVING AND MOTIVATING CAMPAIGN VOLUNTEERS"
Speaker: John Kelleher, CFRE, CAHP, Fund Raising Consultant
 One of the most important aspects of a successful capital campaign is a fully motivated, active board. This seminar will help you learn tools for:

- Effective communication and education of your board
- Training the board members to make the ask
- Recognition and acknowledgement

SESSION THREE: "POWER SCULPTING"
Speaker: Tom Mandell, Author of Power Sculpting: The New Rules of Business Personal Success
 This course will take you through the art of molding complex, high-pressure situations that can be used anywhere from fund raising parties to a board election. From the author of the nationally recognized book, *Power Sculpting*.

SESSION THREE: "DESIGNING AN EFFECTIVE DIRECT MAIL PROGRAM"
Speaker: Joe Walton, Director of Development, Childhelp USA
 From creation to successful completion, this course will outline the essentials of an effective direct mail program including:

- Donor and market analysis
- Creative letters that will stand out
- Trends in Direct Market
- Tips on how to upgrade donors
- How to evaluate and compare available technologies

SESSION THREE: "THE GRANTSMANSHIP PROCESS: FROM CONCEPTION TO SUCCESS" (PART ONE)
Speaker: Katherine Kubarski, MPA, Founder, Grantworks
 Complete overview of the grant proposal process from researching prospects and writing the winning proposal to building and maintaining relationships with funders. Also included are the grantmanship skills of program planning.

SESSION FOUR: "MANAGING CHAOS" (PART TWO)
Speaker: Alan Glassman, Ph.D., Professor of Management, California State University, Northridge
 Dr. Glassman will present his widely-renowned tenets on life cycles of organizations and how to manage the rate of change occurring in your organization and the world around us. Also included are principles in:

- Meeting the new requirements in leadership
- Developing strategic versus long-term plans
- Empowering your workforce
- Maximizing alternative reward systems

SESSION FOUR: "BUILDING A TEAM" (PART TWO)
Speaker: Lee A. Adams, CFRE, Vice President, Development and Public Affairs, Doheny Eye Institute
 An interactive session with development staff members of The Doheny Institute to stimulate ideas about the importance of creating a team environment to successfully obtain your fund raising goals.

- Identifying individual motivators
- Improving communications
- Working to common objectives
- The power of positive thinking

SESSION FOUR: "SPECIAL EVENTS ON A SHOESTRING"
Speaker: Ruth Ackroyd, Director of Institutional Advancement, Mount St. Mary's College
 Special events can be expensive to set up - both in money and time. Here you will find out about:

- Selecting the right size event for your organization
- Planning and implementing an event with a small number of volunteers
- Fund raising vs. friend raising
- Avoiding special event burn-out

SESSION FOUR: "CONVERTING YOUR CURRENT DONORS TO PLANNED GIVING"
Speaker: Paul Blazer, CFRE, Director of Planned Giving, Doheny Eye Institute
 Paul Blazer will share his experiences and offer realistic, practical information on converting your current donors to planned giving funds.

- Identifying potential from your existing donor list
- Communicating with donor prospects
- Maximizing the use of your existing resources

SESSION FOUR: "MEANINGFUL COLLABORATION: HOW CAN WE MAKE IT WORK?"
Moderator: Wendy Wachtell Schine, Vice President and Program Director, Joseph Drown Foundation
 This panel of experts will discuss the challenges facing funders and grantees in developing collaborations that really work including the pitfalls that both encounter along the way. The session will include what funders look for in collaborative efforts and how both funders and agencies can find opportunities for eliminating duplication of service - a trend of growing importance for the future of philanthropy.

SESSION FOUR: "CAREER ADVANCEMENT IN THE 90'S: WHAT MEMBERS NEED TO KNOW TO GET AHEAD"
Speaker: Amanda Davis, Olan, Vice President, Development, Owen of the Valley
 This session is for the fund-raising professional on professional requirements for advancement. You will evaluate your skills, educational opportunities to improve your knowledge of fund raising including ways to becoming a certified member of NSFRE.

SESSION FOUR: "MAXIMIZING GIVING FROM YOUR MOST NEGLECTED PROSPECTS: MIDDLE LEVEL DONORS"
Speaker: Michael McKee, Senior Consultant, Robert B. Sharp Division of the Russ Reid Company
 Learn middle donor cultivation strategies and the secrets of the multi-media persuasion series, developed through five years of testing.

SESSION FOUR: "GRANTSMANSHIP" (PART TWO)
Speaker: Katherine Kubarski, MPA, Founder, Grantworks
 Complete overview of the grant proposal process from researching prospects and writing the winning proposal to building and maintaining relationships with funders. Also included are the grantmanship skills of program planning.

Break with Exhibitors 3:00 - 3:30

Reception with Exhibit 4:30 - 5:30

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: September 20, 1993

SUBJECT: Submission of Application to the State Library of California for a Library Services and Construction Act Grant of \$5,000 to serve Hispanic Immigrant Populations.

BACKGROUND:

Placentia Library District has been invited by the State Library of California to apply for a \$5,000 grant to purchase materials to serve an immigrant population.

The only immigrant community in Placentia Library District that meets the size requirements of the Grant is the Hispanic community.

Principal Librarian Suad Ammar prepared the Application.

RECOMMENDATION:

Approve submission of the Grant Application.

California State Library
Library Services and Construction Act(LSCA)

Grant to Serve Immigrant Populations 1993/94

Target group (only one) Hispanic

1. Application jurisdiction Placentia Library District

2. Library site 411 East Chapman Avenue, Placentia, CA 92670

3. District: Assembly 72 State Senate 33 House 39

4. Population of library service area 43,296

5. Number and percentage of target immigrants currently residing in library service area
10,174 24.7%

6 - Characteristics of Library Service Area:

The City of Placentia is a middle class residential community, and like the rest of Orange County it has been experiencing a steady growth in population along with a continuing change in its demographic diversity.

The ethnic make-up of Placentia's population is

White	65.2%
Hispanic	24.7%
Asian and Pacific Islander	7.9%
Black	1.7%
Eskimos and Aleut	.39%
Other	.11%

Placentia's total population has grown from 37,319 in 1985, to 43,296 in 1993. The Hispanic population has grown from 7,121 (20.3%) in 1985 to 10,174 (24.7%) in 1993, a 4.3% change in less than ten years.

The median income for the general population in Placentia is \$50,945. The median income of the Hispanic population is \$38,100. The median age of the general population is 30 years and that of the Hispanic community is 24.4.

Demographically, The Hispanic community in Placentia is made up of:

Mexicans	8,677
Puerto Ricans	120
Cubans	89
Other Hispanic	1,268

29.11% of the Spanish speaking population have limited English speaking ability.¹

¹California Department of Finance demographic reports.

Grants to Serve Immigrant Populations 1993/94
Placentia Library District Application

7 - Characteristics of Library Site:

In late July, 1993 Placentia Library District was notified that it will be losing 50.41% of its property tax as a result of the State Budget adopted in June. The book budget has been reduced from 140,00 to 34,000, hardly enough funds to support the continuing Reference subscriptions. The overall budget is approximately \$1,000,000.

Starting September 3, 1993 the Library will be open 44 hours with a limited staff of 14.25 FTE, three of which are fluent in Spanish.

The Library had lost a considerable amount of its tax dollars in 1992 also, resulting in severe budget cuts that affected both staff and operating budget. There were hardly any funds available for the special collections, which include the Foreign Languages collection.

The Library's Adult Foreign Languages section include Arabic (the Library's foreign language specialty for the Santiago Library System), Spanish and Vietnamese books.

Children's Spanish books and videos are kept in the Children's Department.

The Library is a one story 28,000 square foot building, that is pleasant, non-intimidating and very accessible.

8 - Environment of Library Site:

(Pictures enclosed)

Books purchased through this grant will be kept in the Foreign Language section, pamphlets in especially marked files, audio and video cassettes on especially marked shelves.

During 1992 and 1993 National Library Week, the Library offered special programs in Spanish about consumer awareness, drug abuse and crimes of fraud against Hispanics. The efforts to bring in the Hispanic population into the Library will continue, especially through the Library's successful Families For Literacy and the Placentia Library Literacy Services programs.

9 - Contact Persons:

1-	Agency Name:	Placentia Human Services Department
	Contact Person:	Betty Escobosa, Director.
	Phone:	(714) 630-3871
	Fax:	(714) 961-0283 Attention Betty Escobosa.

The three most pressing needs:

- a- Legal assistance e.g. landlord tenant rights, employment rights, driving laws...
- b- Health needs e.g. parenting, Aids, immunization...
- c- Consumer awareness.

The Library can help by providing multiple copies of print and non-print materials on these subjects.

Grants to Serve Immigrant Populations 1993/94
Placentia Library District Application

2-Agency Name: Placentia-Yorba Linda Unified School District.
Contact Person: Mari Hatter, Coordinator of Foreign Language Program.
Phone: (714)-528-1007
Fax: (714)-528-7963

The three most pressing needs are:

- a- Language skills.
- b- Child care.
- c- Health needs e.g. vaccination, parenting and child care.

The Library can help by providing materials and services that address these needs.

3- Agency Name: Placentia Police Department.
Contact Person: Manuel Ortega, Police Chief
Phone: (714) 993-8154
Fax: (714) 996-2719

The three most pressing needs are:

- a- Citizenship requirements.
- b- Legal problems.
- c- Home repair.

The Library can help by providing materials, but more importantly by reaching out to the community and maintaining closeness and good public relations with this segment of the community. Also by taking the programs to them rather than expecting them to come to the Library for the programs. Outreach and PR are the two key words.

10 - Project Backup Information:

Suad Ammar, Principal Librarian, Kay Schneider, Children's Librarian, and Julie Shook, Reference and Young-Adult Librarian will participate in selecting the materials and choosing the appropriate Spanish book dealers that provide suitable library materials at discount prices. Cataloging and technical processing will be done, like all other Library materials, by Brodart Technical Services Inc.

Placentia shares an on-line catalog and an automated circulation system with the Anaheim and Yorba Linda Public Libraries, this arrangement provides instant knowledge of materials' status and availability at all three sites. Reference services are available during all library hours, in person and by telephone, and whenever translation is needed a bilingual staff member is called for help.

If this grant is awarded, press releases in Spanish, will be published in local Spanish newspapers, in the PLLS newsletter, and the Placentia Quarterly. Flyers and posters will be distributed throughout the target area, and in prominent places like the Human Services Department, the schools, the Police Department and City Hall.

Grants to Serve Immigrant Populations 1993/94
Placentia Library District Application

11 - Services and Programs Currently Provided:

1- Placentia Library Literacy Services (PLLS)

Aware of the community's needs, and dedicated to meeting them, the Placentia Library was the first in Orange County to sponsor a Literacy Volunteers of America (LVA) chapter back in 1980, to help it with seed money to get established, and to provide room for training, meeting, and tutoring the non- English speaking students. It also provided staff time to promote the program and help keep it going.

In addition to LVA, the Placentia Library Literacy Services (PLLS) provides one on one tutoring in English as a Second Language (ESL) to non- English speaking members of the community, the majority of which are Hispanics. It also provides the same tutoring opportunities in Basic reading and writing to functionally illiterates.

2- Families For Literacy (FFL)

The Families For Literacy program, which was first funded in the fall of 1991, is another Library administered program that offers help to families with children under school age, 96% of these families are of Hispanic origin. The FFL staff work very closely with the Head Start program, the PLLS program and with the Placentia-Yorba Linda Unified School District.

Parents are tutored in small groups, with a focus on developing literacy skills and parenting issues. They are trained to help their children with homework, select books for the family, and read together i, all in an effort to break the cycle of illiteracy. They are taken on field trips to the Library, to local museums and zoos, etc. Speakers are invited to talk to the them about various vital subjects like parenting, family safety, consumer fraud, citizenship and various health concerns.

3- Placentia Pride

In February of 1993, the Library applied for, and was awarded a grant from the California Council for the Humanities to establish a community group that engaged in reading discussion sessions about communities, Utopia, cultural diversity, multi-culturalism, and the American dream. "Placentia Pride" is a group of Placentia residents, community leaders, representa-tives of minority groups, and representatives of community clubs and organizations that serves as a discussion group, think tank, and focus group for promoting awareness of the responsibilities and opportunities of community in Placentia, and for proposing projects that promote pride in community.

The Library sees itself as the hub of all these activities because this fulfills its role as THE place where all commu-nity learning activities should take place.

4 - The Library is also an active member of the "Placentia Community Network" group, which is a communication network open to all agencies, groups and organizations serving Placentia. Agency representatives are able to share and disseminate information about their groups' needs and activities. This communication allows involved agencies to better serve their members, their clients and

Grants to Serve Immigrant Populations 1993/94
Placentia Library District Application

maximize the resource available within the community.

- 5- The Library is actively involved with the local Chamber of Commerce. Hosting the monthly Mixer last April attracted over fifty business men and women who were offered a tour of the Library and a chance at discovering the various collections and services that are of special interest to them.

In return, The Chamber takes an active part in the Library's activities, such as sponsoring the "Libraries Change Lives" writing contest during National Library Week 1993, and the awards ceremony was a collective community celebration.

- 6- Heritage Day Parade

Library Board members, administrators and staff, take part annually with the Heritage Day Parade and all the activities that bring the community together every October.

The Placentia Library is an integral part of the community, and most importantly, it is seen by the Community as such.

In these hard times of budget cuts and staff reduction, the Library still believes in its mission, and in its commitment to the community. The collection, unfortunately will be dramatically effected.

Materials acquired with this grant's funds will undoubtedly be very much needed, and very well used by all the new patrons that we have won over because of the two Literacy programs, and the overall community involvement.

Grants to Serve Immigrant Populations 1993/94
Placentia Library District Application

12. Library representative who will attend December workshop.

Name Suad S. Ammar
Title Principal Librarian
Library Placentia Library District
Mailing Address 411 East Chapman Avenue
City Placentia Zip 92670
Phone (714) 528-1925
Fax (714) 528-8236

This section will be signed by the Library director (i.e. NOT a branch head or other administrative staff).

13. On behalf of Placentia Library District
for the Placentia Public Library

I will accept an LSCA award of \$5,000 for the Grants to Serve Immigrant Population program of 1993/94. I agree to the conditions of this award and stipulate that the funds will be used for purchase of materials and public relations aids to serve target immigration populations only, for this library, and that materials will be processed and made available promptly. I understand that all funds must be expended by September 30, 1994 or returned.

Signed _____
Title Library Director
Library Placentia Library District
Mailing Address 411 East Chapman Avenue
City Placentia Zip 92670
Phone(714) 528-1925
Fax (714) 528-8236

Send one original and four copies of this application form
and one set of photographs
(Fax copies are NOT acceptable)
by 2:00 p.m. on September 23, 1993 to:

Gail McGovern
Immigrant Grants
California State Library
1001 6th Street, Suite 300
Sacramento, CA 95814

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: September 20, 1993
SUBJECT: **Annual Report to the State Library of California for 1992-1993**

BACKGROUND:

Attached is a copy of the Library's annual report for the State Library of California for 1992-1993.

Filing this report is required in order to remain eligible for State and Federal funds.

RECOMMENDATION:

Receive and file.

PLEASE DO NOT
FOLD OR STAPLE

CALIFORNIA PUBLIC LIBRARY REPORT 1993

REPORT YEAR equals Fiscal Year 1992-93 ending June 30, 1993	Library Development Services 1001 Sixth St., Suite 300 Sacramento, CA 95814-3324 Liz Gibson (916) 322-0368	Due August 31, 1993 M692 DCR_BASE Placentia Dist Code: P Table: 5
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Type or Handwrite Changes on this page.

This page will NOT be OCR Scanned

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	<i>Director</i>
3. Street Address. <i>411 E. Chapman Ave.</i> <i>Placentia CA 92670-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave.</i> <i>Placentia CA 92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. FAX Phone. <i>(714) 528-8236</i>	8. INTERNET ID.
9. TDD for Deaf.	10. Size Sq. Miles. <i>7.10</i>
11. House Dist. <i>39</i>	12. State Senate. <i>31</i>
13. Assembly. <i>64</i>	14. CLSA System. <i>Santiago</i>
15. Affiliations. <i>CLA, ALA, LVA, CSDA, CLC, ISDOC, OCLA, PLEASC</i>	
16. ILL Period: # Weeks. <i>3</i>	17. Photocopy free up to 10 pages? <i>Y</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank.	
19. Schedule of Main Library Service Hours. <i>M-Th 10-9; F, S 10-6; Sun 1-5. M-W 9-9; Th 9-6; F-closed; S 10-6; Sun 1-5</i>	

I have reviewed the data entered and affirm this is a complete and correct annual report for my library to the California State Librarian, as required by the State Education Code.

Signature of Library Director. *Elizabeth D. Minter* Date. *Aug 31, 1993*

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PLEASE DO NOT
FOLD OR STAPLE

CALIFORNIA PUBLIC LIBRARY REPORT 1993

REPORT YEAR equals Fiscal Year 1992-93 ending June 30, 1993	Library Development Services 1001 Sixth St., Suite 300 Sacramento, CA 95814-3324 Liz Gibson (916) 322-0368	Due August 31, 1993 M692 DCR_BASE Placentia Dist Code: P Table: 5
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1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	<i>Director</i>
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18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank.	
19. Schedule of Main Library Service Hours. <i>-M-Th 10-9; F-S 10-6; Sun 1-5. M-W 9-9; Th 9-6; F-closed; S 10-6; Sun 1-5</i>	

I have reviewed the data entered and affirm this is a complete and correct annual report for my library to the California State Librarian, as required by the State Education Code.

Signature of Library Director. *Elizabeth D. Minter* Date. *Aug 31, 1993*

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1991-92

Type Response for
1992/93 in box below.

POPULATION and OUTLETS

100. Pop. Children Age 0-5	692	692
201. Pop. Children Age 0-5	3,711	3,828
202. Pop. 0-5 as Percent of Total Pop.	8.42	8.42
203. Pop. Children Age 6-14	5,483	5,655
204. Pop. 6-14 as Percent of Total Pop.	12.44	12.44
205. Registered Borrowers as of June 30.	31,719	45,460
206. Children Borrowers Age 0-14		
207. Main Library. (if open for public service)	1	1
208. Branches. (at least 1400 sq.ft. 7000 vols)	0	0
209. Stations.	0	0
210. Bookmobiles. Vehicle count.	0	0
211. Other Outlets, Deposits.	0	0
212. Hours per week Main Library is open.	64.00	56.5

LIBRARY STAFF

251. Total count of persons employed. full and part time. (PERSONS NOT FTE)	51	34
252. ALA Librarians.(Full Time Equivalent) who have accredited ALA Masters.	4.50	4
253. FTE Total Librarians (ALA or other.)	6.50	6
254. FTE Special Professionals	2.45	2.45
255. FTE Lib. Tech. Assistants.	4.57	4.57
256. FTE other.	9.91	8.037
257. FTE Volunteers, Average per week	3.50	3.18

CALIFORNIA PUBLIC LIBRARY REPORT

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Placentia Dist

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Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1991-92

Type Response for
1992/93 in box below.

INCOME

Report whole dollars only, omit cents.
Enter funds for operating expenses,
and for capital outlay.

- 301. Local Government:
 taxes and allocations. (includes \$'s from 305. & 307.)
- 302. State funds:
 CLSA and PLF.
- 303. Federal funds:
 LSCA or other.
- 304. Other Income.
 (includes \$'s detailed in 306, below.)
- 305. Special District Augmentation
 funds for counties and districts.
- 306. Gifts, Fines, Fees
 and local fund raising.
- 307. Contract Payments.
 from another jurisdiction.

100.	692	
301.	1,089,350	
302.	118,757	
303.	5,000	
304.	60,748	
305.	0	
306.	17,115	
307.	0	

100.	692	
301.	1,022,526	
302.	105,612	
303.	0	
304.	118,228	
305.	0	
306.	56,071	
307.	0	

Type or Handwrite
nature of Contract(s)
in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1991-92

Type Rspnse for
1992/93 in box below.

STANDARD OPERATING EXPENDITURES
Local, State and Federal funds.

100.	692		100.	692
401.	Salaries.	700,239	401.	752,403
402.	Benefits. If paid by Library.	134,131	402.	153,924
403.	Print Materials.	124,371	403.	111,922
404.	Current Serial Subscriptions.	886	404.	36,390
405.	Microforms.	3,274	405.	3,500
406.	Audiovisual materials.	12,577	406.	4,985
407.	Other materials.	745	407.	0
408.	All other Operating Expenditures.	358,096	408.	369,626
409.	Capital outlay. Include sites, buildings, vehicles, original equipment.	22,302	409.	13,120

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1991-92

Type Response for
1992/93 in box below.

EXPENDITURES (Included on page 4)

- 501. Postage and Delivery.
- 502. Telephone and Other
Telecommunications.
- 503. Contracted Computer Services.
- 504. Online Database Searching.
- 505. Preservation.
- 506. Expenditure for Children's
Materials.
- 507. Adult Literacy Program.
- 508. Transfer to City/County divisions
for services: maint, accounting, etc.
- 509. Payments for Contract Service
to another jurisdiction.
- 510. Estimate of Services & Supplies
benefiting the library that were
paid for by other City/County
Division for report year.

100. 692	
501.	1,768
502.	6,985
503.	1,500
504.	0
505.	0
506.	30,000
507.	65,725
508.	14,288
509.	40,963
510.	0
511.	16,217
512.	16,217
513.	0
514.	0.00
515.	0
516.	0
517.	0

100. 692	
501. 2,894	
502. 10,543	
503. 1,500	
504. 0	
505. 0	
506. 30,000	
507. 56,836	
508. 12,373	
509. 42,631	
510. 0	
511. 14,636	
512. 14,636	
513. 0	
514. 0	
515. 0	
516. 0	
517. 0	

corrected entry

PUBLIC LIBRARY FUND

- 511. Amount of PLF funds included in
Total Operating Expenditure.
- 512. PLF expended for Library Materials.
- 513. PLF expended for Personnel.
- 514. Hours of service provided by
PLF-paid Personnel.
- 515. PLF expended on General Operating
budget.
- 516. PLF expended on Special Projects.
- 517. PLF difference from Allocation.

Explain difference in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1991-92

Type Response for
1992/93 in box below.

COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

- 601. Books Added Cataloged.
- 602. Books Adult/YA Added Cataloged.
- 603. Books Added Uncataloged.
- 604. Children's Books.
Added, Cataloged.
- 605. Children's Books.
Added, Uncataloged.
- 606. Books Total Held as of June 30.
- 607. Books Children Held as of June 30.
- 608. Books Adult/YA Held as of June 30.
- 609. Leased Books.
Inventory on hand.
- 610. Government Documents
in separate collections.
- 611. Microfilm (reels).
- 612. Microforms (not microfilm).
- 613. Children's Audio Materials
held as of June 30.
- 614. Total Audio Materials.
- 615. Films.
- 616. Children's Video Materials
held as of June 30.
- 617. Total Video Materials.
- 618. Number of Current Periodical
and Serial Subscriptions.
- 619. Book Titles Added (Cataloged)
- 620. CD-ROMS Data disks only,
not Audio/Video or public catalog.

100.	692	
601.	6,018	
602.	3,635	
603.	2,435	
604.	2,383	
605.	580	
606.	129,123	
607.	36,510	
608.	92,613	
609.	1,895	
610.	91	
611.	1,175	
612.	5,001	
613.	0	
614.	8,338	
615.	0	
616.	0	
617.	1,797	
618.	241	
619.	5,391	
620.	0	

100.	692
601.	5,980
602.	4,152
603.	2,276
604.	1,828
605.	387
606.	143,746
607.	38,725
608.	96,765
609.	0
610.	88
611.	1,199
612.	4,820
613.	0
614.	8,889
615.	0
616.	217
617.	1,753
618.	244
619.	5,357
620.	1

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1991-92

Type Response for
1992/93 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692	
701.	0
702.	0
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	18
712.	0

100. 692	
701.	0
702.	0
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	63
712.	2

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751.	0
752.	0
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	669
762.	1,500

751.	0
752.	0
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	732
762.	1,502

Print Materials ADDED in other languages. Specify
in this space. Note, these will be maintained
manually, not in statistics data base files.

Arabic 5

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1991-92

Type Response for
1992/93 in box below.

LIBRARY SERVICES, ANNUAL.

100. Total Public Service Hours.	692 .	100. 692
801. Total Public Service Hours.	801. 3,209	801. 3,711
802. Attendance in Library.	802. 295,090	802. 302,392
803. Reference Questions. Omit Directional.	803. 54,951	803. 26,689
804. Online Database Searches.	804. 0	804. 0
805. Circulation of Children's Materials.	805. 147,796	805. 131,701
806. Circulation Non-English.	806. 13,554	806. 11,725
807. Circulation Non-Book.	807. 33,980	807. 44,663
808. Total Circulation.	808. 387,269	808. 335,011
809. Children's Circ as Percent of Total Circulation.	809. 38.20	809. 39.3
810. In-Library use of Materials.	810. 75,473	810. 67,002
811. ILL loans to others.	811. 2,765	811. 3,803
812. ILL loans received.	812. 3,332	812. 3,638
813. Pre-School Programs. Number.	813. 101	813. 99
814. Pre-School Programs. Attendance.	814. 2,182	814. 2,201
815. School Age Programs. Number.	815. 316	815. 491
816. School Age Programs. Attendance.	816. 6,894	816. 12,017
817. Adult Programs. Number.	817. 72	817. 96
818. Adult Programs. Attendance.	818. 926	818. 1,070
819. Total Programs. Number.	819. 489	819. 686
820. Total Programs. Attendance.	820. 10,002	820. 15,288

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Response for
FY 1992/93 in box below

PUBLIC USE MICROCOMPUTERS
Special Report, 1992/93

- 830. Number of Public Use Microcomputers.
- 831. Public Use micros with
Telecommunications capability.
- 832. Public Use micros providing Public
Use Telecommunications Service.
- 833. Number of Public Use Micros (in 830, above)
for which you charge a use fee.
- 834. Number of Public Use micro/telecom stations
(in 832, above) for which you charge a use fee.

100.	692
830.	3
831.	0
832.	0
833.	1
834.	0

Contact name and phone number
for automation-related
questions.

Elizabeth Minter

(714) 528-1925

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1991-92

Type Response for
1992/93 in box below.

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

100.	692		100.	692
901.	Director (monthly rate)	Begin	901.	5,644
902.	Director (monthly rate)	Final	902.	5,644
903.	Assistant Dir.	Begin	903.	4,286
904.	Assistant Dir.	Final	904.	4,286
905.	Chief Lib. Div.	Begin	905.	3,648
906.	Chief Lib. Div.	Final	906.	3,648
907.	Branch Libn.	Begin	907.	0
908.	Branch Libn.	Final	908.	0
909.	Librarian	Begin	909.	2,287
910.	Librarian	Final	910.	2,924
911.	Lib. Tech. Asst.	Begin	911.	1,933
912.	Lib. Tech. Asst.	Final	912.	2,473
913.	Clerk Non-Pro. (Beginning)	Begin	913.	1,439
914.	Clerk Non-Pro. (Beginning)	Final	914.	2,082
915.	Mgr. of Spec. Service.	Begin	915.	2,662
916.	Mgr. of Spec. Service.	Final	916.	3,406

CALIFORNIA PUBLIC LIBRARY REPORT FOR : M692

Placentia Dist

MOBILE LIBRARIES.

Report Year	FY.
FILE DCR_BKMB	

Use this page to report new vehicles.
Photocopy this page if several new vehicles.
Type or Handwrite Responses on this page.
This page will NOT be OCR Scanned.

Type: (B)ookmobile (T)railer (V)an :	NONE
--------------------------------------	------

Description:

Make.	
Model.	
Year.	
Chassis Manufacturer.	
Length.	
Book Capacity in Volumes.	
Total miles traveled per year.	
Number of individual Stops.	
Total hours per month in public service. (omit travel time)	

Staffing in full-time equivalent:

Librarians on vehicle. FTE.	
Driver/clerks on vehicle. FTE.	
Support Staff off vehicle. FTE.	
Total materials circulation per year.	
Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts)	

Has adult or children's programming been conducted from bookmobile? (Y/N)

Cite example.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: September 20, 1993
SUBJECT: **FY1993-1994 Budget**

BACKGROUND:

The Orange County Auditor's Office provided the District with its FY1993-1994 property tax estimates on schedule on September 15, 1993.

The estimates were \$19 short of the estimates I provided the Board from my own calculations of the final formula on August 31, 1993.

The proposed revenue budget for FY1993-1994, based upon the information provided by the Orange County Auditor, is Attachment A.

The proposed budget for FY1993-1994 expenditures is Attachment B.

Salaries

Salaries includes the addition of .25FTE Library Assistant for Adult Services in order to alleviate scheduling difficulties with the number of individuals assigned to cover that department.

Salaries also includes additional substitute hours, 800 instead of 240, for Librarian, and 600 instead of 240, for Library Clerk, based upon actual estimates of vacation and maternity leaves due to be taken this fiscal year.

The Personnel Allocation is Attachment C and the Organization Chart is Attachment D. The Salary Worksheet is Attachment E.

Resolution 93-6 is not attached but will be available at the Board meeting.

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FY1993-1994 Budget, September 20, 1993, Page 2.

RECOMMENDATION:

1. Authorize the addition of .25FTE Library Assistant to the Adult Services Reference Desk.
2. Ratify the transfer of .75FTE Librarian II from Literacy to Adult Services Reference Desk; and .75FTE Library Assistant from Adult Service Reference Desk to Literacy.
3. Adopt the Placentia Library District Organization Chart for FY1993-1994 as presented September 20, 1993.
4. To read Resolution 93-6 by title only.
5. To adopt Resolution 93-6.

Placentia Library District
Property Tax Revenue
September 20, 1993

Object Code Old Style	Object Code FY1993-1994	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Proposed
621-000	6210	Current Secured	823,832	892,734	824,818	683,430 ✓
623-000	6230	Prior Secured	24,856	37,363	47,569	67,166 ✓
		TOTAL SECURED	848,688	930,097	872,387	750,596
621-001	6211	PUBLIC UTILITY	25,633	27,090	28,058	24,198 ✓
622-000	6220	Current Unsecured	64,438	72,956	56,872	39,002 ✓
624-000	6240	Prior Unsecured	978	1,258	435	0
		TOTAL UNSECURED	65,416	74,214	57,307	39,002
669-000	6690	HOMEOWNER	19,790	20,375	18,101	13,734 ✓
		TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	827,530
626-000	6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	0
628-000	6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	23,841 ✓
630-000	6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	2,000 ✓
661-000	6610	INTEREST	46,331	40,373	36,599	25,000 ✓
		TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	50,841
		TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	878,371 ✓
697-000	6970	STATE LIBRARY	144,764	123,758	105,612	85,000
781-503	7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	65,000
787-000	7670	LOCAL REVENUE	13,969	17,115	32,866	35,000
787-001	7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	
		TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,063,370

PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071 FOR FISCAL YEAR 1993-1994
September 20, 1993

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED
010-000	Salaries & Wages	624,948.00	700,238.65	752,402.94	552,312
020-000	Retirement	86,162.64	87,508.99	101,063.84	90,844
	Health Insurance/Care America			38,981.19	28,856
	Long Term Disability			2,485.32	
	Vision Service Plan			2,013.44	1,660
	Dental			5,702.00	3,869
030-000	Total Employee Insurance	40,194.04	37,302.50	49,181.95	34,385
031-000	Unemployment Insurance	2,115.00	1,717.00	2,579.76	24,000
032-000	Workers Compensation - General	8,979.77	7,602.28	6,098.85	7,750
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	709,291
070-000	Communications	5,841.73	0.00	3,554.15	3,500
070-005	Communications - Computer			6,092.77	5,100
070-008	Communications - Literacy		0.00	896.35	950
	Total Communications	5,841.73	0.00	10,543.27	9,550
090-000	Food	0.00	88.83	0.00	100
090-009	Food Family Literacy			32.26	
	Total Food	0.00	88.83	32.26	100
100-000	Household Expense	3,311.71	4,479.02	3,596.68	4,500
110-000	Insurance	13,065.63	14,716.87	14,649.00	16,000
130-000	Maintenance of Equipment	3,003.13	7,575.16	4,453.27	7,500
	HVAC			13,623.83	15,000
	Carpet Cleaning			2,894.55	3,500
	Groundskeeping, City of Placentia			23,537.42	23,000
	Plumbing			523.71	750
	Electrical			982.57	1,500
	Cleaning Service			13,060.20	11,700
	Locksmith			87.45	300
	Other	44,124.45		1,141.36	500
140-000	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	56,250
160-000	Memberships	2,199.00	3,452.19	3,325.25	3,500
170-000	Miscellaneous Expense	0.00	349.86	0.00	0

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPO.
	Library Supplies			9,042.32	7,500
	Printing			4,172.71	13,000
	EZ Copy - copy cards for sale to patrons			1,571.32	0
	Publications			1,985.00	1,000
	Paper			1,143.69	1,200
	Drinking Water Service			299.40	325
	Other Office Supplies			10,585.64	6,000
180-000	Total Office Supply Expense			28,800.08	29,025
180-007	Grandparents & Books Supply Expense			0.00	0
	Printing			616.54	2,800
	Publications			0.00	0
	Paper			86.93	50
	Other Office Supplies			1,953.93	1,800
180-008	Total Literacy Office supply expense			2,657.40	4,650
180-009	Family Literacy Supply Expense			4,832.97	4,800
	Total Office Expense	19,390.29	24,542.09	36,290.45	38,475
183-000	Postage Expense			1,970.50	2,000
183-008	Postage Expense - Literacy			894.17	700
183-009	Postage Expense-Family Literacy			29.00	
	Total Postage Expense	2,375.04	0.00	2,893.67	2,700
	Care Resources (Employee Assistance)			693.00	
	Pension Contribution & Operating Expenses			5,029.59	5,000
	Anaheim Library			42,631.10	40,000
	Clipping Service			368.52	375
	Tax Collection Services & Fees by Orange County			545.51	250
	Advertising			552.50	400
	Medical Exams			324.00	525
	Collection Services			0.00	1,500
	Audit			2,950.00	2,950
	Payroll Preparation			2,367.28	3,625
	Election Expenses			0.00	0
	Staff Training in Library			0.00	0
	Other			8,101.87	3,000
190-000	Total Specialized Services	61,688.26	64,407.71	63,563.37	58,275
190-001	Specialized Services - City of Anaheim	10,278.00	0.00	0.00	0
190-008	Specialized Services - Literacy	6,093.95	2,069.14	1,077.40	1,200
190-009	Specialized Services - Family Literacy	0.00	2,467.26	812.00	1,200
190-018	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	10,000
	Total Specialized Services	78,060.21	82,497.15	67,854.68	70,675

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED
200-000	Legal Notices	0.00	600.27	521.08	700
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	0
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900
230-000	Small Tools/Instruments			497.32	
240-000	Special Department Expense - Miscellaneous	0.00	745.48	14.95	100
240-001	Special Department Expense- Books	122,463.09	115,541.59	109,878.89	17,516
240-002	Special Department Expense - Video	5,790.92	5,115.55	957.33	500
240-003	Special Department Expense - City of Anaheim	0.00	3,776.83	0.00	4,113
240-004	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	8,000
240-005	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	2,500
240-007	Special Department Expense - Grandparents & Bks	0.00	4,461.67	0.00	0
240-008	Special Department Expense - Literacy			118.80	
240-009	Special Department Expense - Family Literacy	0.00	590.51	1,439.19	1,500
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	34,229
260-000	Transportation/Travel - General	0.00	60.00	0.00	0
270-000	Transportation/Travel - Meetings			6,292.83	3,000
270-008	Transportation/Travel - Meetings - Literacy			728.00	850
270-009	Transportation/Travel - Meetings - Family Literacy	0.00		941.50	750
	Total Transportation/Travel - Meetings	8,427.08	10,805.00	7,962.33	4,600
	Electricity			56,813.70	63,000
	Gas			2,917.30	3,850
	Water			1,888.97	1,925
280-000	Total Utilities	59,583.61	66,780.08	61,619.97	68,775
	TOTAL SUPPLIES & SERVICES	455,081.26	489,826.07	426,417.49	353,454
370-000	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	625
400-000	Equipment	0.00	19,583.43	711.12	0
400-008	Equipment - Literacy	0.00	472.96	0.00	0
400-111	Equipment	11,181.79	2,245.40	0.00	0
	Total Equipment	11,181.79	22,301.79	711.12	0
420-000	Structures/Improvements	0.00	107.73	0.00	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	0
	TOTAL EXPENSES	1,228,662.50	1,347,867.83	1,339,065.99	1,063,370
					0
					1,063,370

Personnel Allocation by Activity for Sepetmber 20, 1993 Revisions

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00						1.00
Principal Librarian		1.00					1.00
Administrative Assistant	1.00						1.00
Librarian II		1.00		0.75			1.75
Librarian		0.50				0.50	1.00
Library Assistant	0.25	0.25	1.25	0.75	1.00		3.50
Library Clerk II		0.25			0.25		0.50
Library Clerk I			0.25	0.25	2.00		2.50
Library Aide		0.50		0.50			1.00
Page					1.50		1.50
TOTAL	2.25	3.50	1.50	2.25	4.75	0.50	14.75

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

Library Staff
(14.75 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

**Administrative Services
(1.25 FTE)**

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

**Adult Services
(5.00 FTE)**

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

**Children's Services
(2.25 FTE)**

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

**Circulation Services
(4.75 FTE)**

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

**Technical Services
(.50 FTE)**

Librarian (.50 FTE)
Shook

**Reference Desk
(2.25 FTE)**

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

**Literacy Services
(1.50 FTE)**

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

PAYROLL NUMBER	NAME	POSITION	DATE HIRED	STEP	STEP INC. DATE	FTE	HRS/PAY PERIOD	NUMBER HOURS @ CURRENT RATE	SALARY THROUGH DECEMBER 7 PERIODS	SALARY THROUGH JANUARY 13 PERIODS	FMS CHANGE FACTOR	SALARY PERIOD JAN RATE	SALARY THROUGH JANUARY 13 PERIODS	TOTAL SSI/UNEMP/ MEDICARE	MEDICAL	DENTAL	VISION	COMPENSATION	TOTAL
Placemh Library District																			
FY1993-1994 Budget Salary Worksheet																			
September 20, 1993																			
September Retiree																			
159	MINTZ, E	Library Director	08/16/91	NA	09/19/93	1.00	80.0	560	37.55	16,233.60	1.040	37.56	33,882.40	52,098.00	2,816.73	374.76	187.11	99,458.94	
102	WYKAR, S.	Principal Librarian	02/21/73	NA	NA	1.00	80.0	560	21.05	11,788.00	1.040	21.05	21,892.00	33,680.00	1,583.70	187.38	187.11	36,189.11	
171	DIMITRU, C.	Administrative Assistant	03/22/82	9	08/22/85	1.00	80.0	560	15.53	6,686.80	1.040	16.00	16,635.74	25,322.54	1,587.04	187.38	82.71	26,189.21	
173	MCCAIN, C	Librarian II, Adult	10/24/74	9	07/01/87	1.00	80.0	560	16.70	10,472.00	1.040	16.28	20,031.44	30,502.44	1,586.70	187.38	82.71	34,676.74	
129	SCHNEIDER, K	Librarian II, Children's	08/24/80	5	07/01/84	0.75	60.0	420	16.85	7,119.00	780	17.48	13,617.63	20,736.63	1,176.53	140.54	62.03	23,102.87	
130	SHOOK, J.	Librarian, Adult	04/10/88	9	02/08/96	1.00	80.0	560	16.07	6,860.20	1.040	16.55	17,214.18	26,213.38	1,589.70	187.38	82.71	30,657.50	
SUBSTITUTE LIBRARIAN																			
126	MILLAUER, C.	Library Assistant, Children's/Adm	09/13/78	10	NA	1.00	80.0	560	14.24	7,974.40	1.040	14.67	15,253.89	23,228.29	1,776.46	187.38	82.71	26,844.04	
108	BURKICH, P.	Library Assistant, Circulation	08/25/78	10	NA	1.00	80.0	560	14.24	7,974.40	1.040	14.67	15,253.89	23,228.29	1,776.46	187.38	82.71	26,844.04	
122	MAYAS, K.	Library Assistant, Literacy	02/11/78	10	NA	0.50	40.0	280	14.24	3,987.20	520	14.67	7,626.84	11,614.14	880.48	93.69	41.36	13,472.02	
107	BYRNE, N.	Library Assistant, Literacy/Adult	08/20/88	7	02/08/94	0.50	40.0	280	12.64	3,629.20	200	13.33	2,665.64	6,294.84	481.10	784.35	41.36	7,881.33	
		Clark II, Adult		9	02/08/96	0.50	40.0	280	13.50	3,530.00	200	14.00	4,479.28	8,009.28	342.66	63.69	41.36	10,036.93	
				10	NA	0.50	40.0	280	12.01	3,307.80	520	12.37	6,432.56	9,740.36	784.35	93.69	41.36	11,464.10	
138	WALTERS, J.	Library Assistant/Family Literacy	08/28/87	3	07/22/84	0.50	40.0	280	11.71	3,478.80	520	12.08	6,271.88	9,750.68	790.83	63.69	41.36	11,200.70	
		Clark I, Children's/Circulation		10	NA	0.50	40.0	280	10.62	2,973.60	520	10.94	5,696.07	8,669.67	784.35	63.69	41.36	10,433.68	
138	WINEK, E	Clerk I, Circulation/Literacy	10/08/82	10	NA	1.00	80.0	560	10.62	5,942.20	1.040	10.94	11,976.14	17,923.34	1,305.24	167.38	82.71	20,467.37	
108	DOHN, G.	Clerk I, Circulation	02/21/87	8	07/20/84	0.825	50.0	350	10.62	3,171.00	650	10.94	7,110.08	10,281.08	628.27	80.44	57.89	12,884.81	
116	GEORGE, J.	Clerk I, Circulation	06/15/80	7	02/01/84	0.975	30.0	210	9.63	2,022.30	185	9.92	1,330.65	3,352.95	257.14	7.71	0.00	3,618.49	
				9	02/01/86	0.00	0.00	0	10.11	0.00	265	10.41	2,655.98	2,655.98	265.14	0.00	0.00	2,921.12	
SUBSTITUTE CLERK																			
		Clerk I, Circulation				0.00	0.00	0	8.30	2,400.00	300	8.65	2,684.70	5,084.70	388.89	0.00	0.00	5,473.59	
160	SUZMAN, E.	Library Aide, Children's	08/24/91			0.50	40.0	280	5.06	1,677.20	570	6.17	3,283.24	4,960.44	373.74	0.00	0.00	5,334.18	
119	HUMAN, C.	Library Aide, Circulation/Adult	08/22/88			0.50	40.0	280	5.06	1,677.20	570	6.17	3,283.24	4,960.44	373.74	0.00	0.00	5,234.18	
		Page Showers				1.50	120.0	840	4.75	3,960.00	1,560	4.75	7,410.00	11,400.00	872.10	0.00	0.00	12,272.10	
Sub 1993																			
						14.75								356,514.58	27,273.13	18,878.34	2,509.21	1,180.88	407,382.23
Sub 1993																			
														17,892.58	1,983.66				19,876.24
														105,800.00	13,587.00	9,879.38	1,382.36	468.09	129,707.44
														552,311.56	40,870.13	29,855.72	3,891.57	1,651.87	627,585.67

RESOLUTION 93-6

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1993-1994 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1993-1994 were reviewed at the Regular Meeting of the Board of Trustees on September 20, 1993; and

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

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1993-1994, and implements such on July 1, 1993 as follows: FUND Budget Unit 702 for \$66,690, FUND Budget Unit 703 for \$24,328, FUND Budget Unit 706 for 102,700, FUND Budget Unit 707 for \$1,063,370 and FUND Budget Unit 708 for \$7,281.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

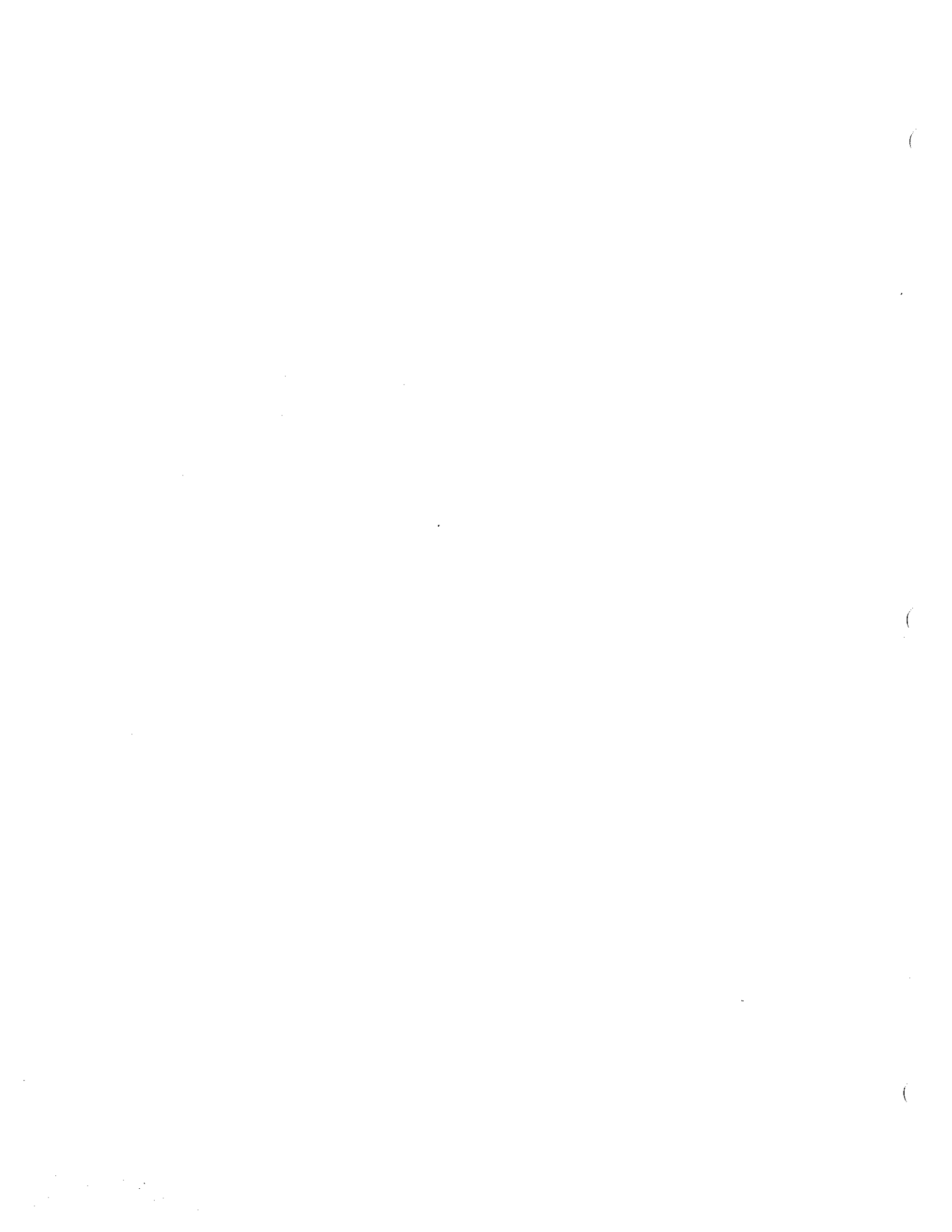
ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of September, 1993.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of September, 1993.

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



TO: Library Board of Trustees

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

DATE: September 20, 1993

SUBJECT: Acceptance of Library Services and Construction Act Title II Grant from the State Library of California in the amount of \$42,959 as a 30% match for Disabled Access Remodeling Project.

BACKGROUND:

In December, 1992, the Library Board authorized the submission of a Library Services and Construction Act (LSCA) Title II Grant Application to the State Library of California to assist with the cost of remodeling the Library to improve access for the disabled.

On August 13, 1993, the State Librarian notified Placentia Library District that its Application has been approved in the amount of \$42,959.

While the construction market is highly competitive at this time, and the District has a balance of \$105,856 in Fund 5021, Major Equipment and Structural Replacement, it is questionable whether the District should proceed with this project in light of its uncertain financial future.

RECOMMENDATION:

Decline acceptance.

Sharon Stank

CALIFORNIA STATE LIBRARY

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

August 13, 1993



TELEPHONE: (916) 445-2585

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

Ms. Minter:

I am pleased to approve your application for \$42,959 in Library Services and Construction Act Title II funding for the Placentia Main Library Disabled Access Remodeling Project.

A contract will be drawn up shortly, and sent you for your approval. Please keep in mind that prior to putting the project to bid you will need to submit for our approval the schematic or preliminary drawings and specifications, and then working drawings and specifications; you will receive instructions regarding those submissions. If you have any questions, please contact Cy Silver, at (916) 322-0360 or 1001 - 6th Street, Sacramento 95814.

I look forward to a successful project, and to the enhanced library service this remodeled facility will make possible to the people in the Placentia area.

Sincerely,

A handwritten signature in cursive script that reads 'Gary E. Strong'.

Gary E. Strong
California State Librarian

CY/rb
CyDsk/Geslrs

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: September 20, 1993
SUBJECT: **Placentia Civic Center Authority Annual Meeting.**

BACKGROUND:

The Placentia Civic Center Authority is scheduled to have its annual meeting the first Monday in October.

I arranged my calendar so that I could attend the meeting the year and then was notified by the City that the date was changed to Monday, October 11, despite the fact that I had told them that I was not available on that date,

While this is a pro-forma meeting it would be a good idea to have one of the Trustees attend since the District's other representatives to the Authority have no direct contact with the Board.

RECOMMENDATION:

Designate a Trustee to attend for the Library Director and identify issues of concern for the Meeting.

PLACENTIA CIVIC CENTER AUTHORITY
401 E. Chapman Avenue
Placentia, CA 92670

ANNUAL MEETING AGENDA

October 11, 1993 - 7:30 P.M.
Administrative Conference Room

CALL TO ORDER:

ROLL CALL:

ORAL COMMUNICATIONS: At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.

MINUTES OF PREVIOUS MEETING: Minutes of the regular meeting of October 5, 1992.

ELECTION OF OFFICERS:

FINANCIAL REPORT: For the period ending June 30, 1993.

COMMISSION ANNOUNCEMENTS:

ADJOURNMENT:

I, Howard L. Longballe, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the October 11, 1993 regular meeting of the Placentia Civic Center Authority was posted on September 10, 1993.

Howard L. Longballe
Howard L. Longballe
Secretary

TO: Library Board of Trustees

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

DATE: September 20, 1993

SUBJECT: Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

BACKGROUND:

The major recurring themes in the recent California legislative session have been reorganizing local governments and reducing the number of independent special districts.

Assembly Bill 1335 (Gotch) has given the authority to Local Area Formation Commissions (LAFCOs) to initiate consolidation processes where in the past they only reacted to requests from the agencies affected. (Attachment A)

Several legislative study committees have been appointed to explore the issues of reorganizing local governments. California Advocates Representative Mike Belote reports that the Senate Local Government Committee will be having a hearing on this issue in Santa Ana in November.

At its meeting on September 1, 1993, the Buena Park Library District Board authorized a study of options of alternative governmental organizations for the delivery of public library services to the residents of its district. (Attachment B) They are in the process of hiring BSI consultant Jeff Cooper to conduct the study which will probably be funded by the Buena Park Library District Friends of the Library.

It is probably in the best interest of the residents of Placentia Library District for its Board to begin a study of providing public library services for its residents through another form of government rather than a property-tax funded independent special district.

Being funded by a single source of revenue, unlike the diverse funding sources of cities and counties, makes independent special library districts particularly vulnerable to the tax shifts which have occurred in the past 2 years.

There is reason to believe that the State's deficit will continue to erode the resources of independent special library districts in the future, and that changes in funding the delivery of various government services, including public libraries, will be necessary.



Study of Alternatives for Delivery of Public Library Services, September, 20, 1993, Page 2.

Public library services can be delivered through other governmental entities in an efficient, secure fashion, while still giving residents local participation.

There is an advantage in negotiating while the District is holding assets such as cash on hand through fund balances available and general reserve dollars.

RECOMMENDATION:

Discuss and give direction to the Library Director for implementation.

*Jeff Cooper, BSI
District & report meeting*

*{ Process
Cost*

AMENDED IN SENATE AUGUST 30, 1993
AMENDED IN SENATE AUGUST 17, 1993
AMENDED IN SENATE JULY 12, 1993
AMENDED IN ASSEMBLY JUNE 2, 1993
AMENDED IN ASSEMBLY APRIL 29, 1993
AMENDED IN ASSEMBLY APRIL 20, 1993
AMENDED IN ASSEMBLY APRIL 12, 1993

CALIFORNIA LEGISLATURE—1993-94 REGULAR SESSION

ASSEMBLY BILL

No. 1335

Introduced by Assembly Member Gotch
(Principal coauthor: Assembly Member Farr)

March 3, 1993

An act to amend Sections 56076, 56331, 56375, 56455, 56827.5, 56837, 56839, and 56852 of, and to add Sections 56133, 56839.1, 57008, and 57092 to, the Government Code, relating to local government agency reorganization.

LEGISLATIVE COUNSEL'S DIGEST

AB 1335, as amended, Gotch. Local agency reorganization.

Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, establishes in each county a local agency formation commission with specified powers and duties with respect to the review and adoption of local agency changes of organizations and reorganizations, as defined.

Existing law prohibits a county board of supervisors from initiating proceedings to extend services through county service areas without commission approval if the commission, in approving establishment of the county service area,

AB 1335

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conditioned its approval, as specified.

This bill would, with specified exceptions, prohibit a city or district from providing new or extended services outside its jurisdiction without prior written approval of the commission. This bill would permit the commission to authorize a city or district to provide new or extended services outside its jurisdiction but within its sphere of influence in anticipation of a later change of organization.

Existing law defines sphere of influence for purposes of local agency change of organization and reorganization as a plan of the commission for the probable ultimate physical boundaries and service area of a local agency.

This bill would delete the word "ultimate" from that definition.

Existing law establishes the powers and duties of the commission.

This bill would permit the commission, effective July 1, 1994, to initiate proposals for consolidation of districts, or dissolution, merger or establishment of subsidiary districts, as specified.

Existing law requires the appointment of one public member, or more in specified circumstances, to the commission and permits the appointment of an alternate public member.

This bill would specify that no person appointed as a public member or alternate public member shall be an officer or employee of the county or any city or district with territory in the county, except that present members may complete their terms.

Existing law requires the commission, when a majority of independent special districts within a county has adopted a resolution proposing representation of special districts on the commission, to vote to approve or disapprove special district representation. If the commission approves the proposal, it is required to adopt a resolution of intention referring the proposal to a special district advisory committee for a hearing and other proceedings. Existing law prohibits the commission from approving a proposal for incorporation until it has considered any other change of organization which conflicts with the incorporation proposal and which was submitted to

the commission within 30 days of the submission of the incorporation proposal.

This bill would also prohibit the commission from approving a proposal for consolidation of districts, dissolution, merger, or establishment of a subsidiary district, or a reorganization that includes any of these changes of organization until it has considered any other change of organization which conflicts with any of these proposals that was submitted to the commission within ~~the prescribed time~~ *60 days of the submission of the incorporation proposal*.

This bill would require the commission to adopt the resolution of intention without a vote when the resolution of a majority of independent special districts is received.

Under existing law, with respect to specified changes of organization or reorganization, the commission may dispense with various procedures when certain conditions are present.

This bill would permit the commission to waive conducting authority proceedings entirely if the subject area is uninhabited, all the owners of land within the affected territory have given written consent to the change of organization or reorganization, and all affected agencies that will gain territory have consented to the waiver.

Under existing law, the commission shall authorize the board of supervisors to order the consolidation or reorganization of districts when the legislative bodies of 2 or more local agencies adopt substantially similar resolutions of applications making proposals for the consolidation or reorganization.

This bill would require the commission to authorize the conducting authority to order the consolidation of districts, dissolution, merger, or establishment of a subsidiary district, or a reorganization, including any of those changes of organization without an election, as specified.

Existing law requires the commission to adopt a resolution making determinations approving or disapproving a proposal, the plan of reorganization, or any alternative plan of reorganization not later than 35 days after the conclusion of the hearing. Existing law also imposes specified requirements on the resolution making determinations adopted by the commission.

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This bill would require the commission to make certain determinations for specified proposals it initiates.

Existing law provides that the commission shall review and approve or disapprove proposals for changes of organization or reorganization.

This bill would require the conducting authority, with respect to any proposal initiated by the commission, to hold a public hearing in the affected territory and to order the change of organization or reorganization subject to confirmation by the voters if the conducting authority makes specified findings.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that, if the Commission on State Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide cost does not exceed \$1,000,000, shall be made from the State Mandates Claims Fund.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 56076 of the Government Code
- 2 is amended to read:
- 3 56076. "Sphere of influence" means a plan for the
- 4 probable physical boundaries and service area of a local
- 5 agency, as determined by the commission.

1 SEC. 2. Section 56133 is added to the Government
2 Code, to read:

3 56133. A city or district may provide new or extended
4 services by contract or agreement outside its
5 jurisdictional boundaries only if it first requests and
6 receives written approval from the commission in the
7 affected county. The commission may authorize a city or
8 district to provide new or extended services outside its
9 jurisdictional boundaries but within its sphere of
10 influence in anticipation of a later change of organization.
11 This section does not apply to contracts or agreements
12 solely involving two or more public agencies. This section
13 does not apply to contracts for the transfer of nonpotable
14 or nontreated water. This section does not apply to
15 contracts or agreements solely involving the provision of
16 surplus water to agricultural lands for projects that serve
17 conservation purposes or that directly support
18 agricultural industries. However, prior to extending
19 surplus water service to any project that will support or
20 induce development, the city or district shall first request
21 and receive written approval from the commission in the
22 affected county. This section shall not apply to an
23 extended service that a city or district was providing on
24 January 1, 1993.

25 SEC. 3. *Section 56331 of the Government Code is*
26 *amended to read:*

27 *56331. When appointing a public member pursuant*
28 *to Sections 56325, 56326, 56329, and 56330, the commission*
29 *may also appoint one alternate public member who may*
30 *serve and vote in place of a regular public member who*
31 *is absent or who disqualifies himself or herself from*
32 *participating in a meeting of the commission.*

33 *If the office of a regular public member becomes*
34 *vacant, the alternate member may serve and vote in*
35 *place of the former regular public member until the*
36 *appointment and qualification of a regular public*
37 *member to fill the vacancy.*

38 *No person appointed as a public member or alternate*
39 *public member pursuant to this chapter shall be an*
40 *officer or employee of the county or any city or district*

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1 with territory in the county, provided, however, that any
2 officer or employee serving on January 1, 1994, may
3 complete the term for which he or she was appointed.

4 SEC. 4. Section 56375 of the Government Code is
5 amended to read:

6 56375. The commission shall have all of the following
7 powers and duties subject to any limitations upon its
8 jurisdiction set forth in this part:

9 (a) To review and approve or disapprove with or
10 without amendment, wholly, partially, or conditionally,
11 proposals for changes of organization or reorganization.
12 Effective July 1, 1994, the commission may initiate
13 proposals for consolidation of districts, as defined in
14 Section 56036, dissolution, merger, or establishment of a
15 subsidiary district, or a reorganization that includes any
16 of these changes of organization. A commission shall only
17 have the authority to initiate a consolidation of districts,
18 dissolution, merger, establishment of a subsidiary district,
19 or a reorganization that include any of these changes of
20 organization, if that change of organization or
21 reorganization is consistent with a recommendation or
22 conclusion of a study prepared pursuant to Section 56378
23 or 56425. However, a commission shall not have the
24 power to disapprove an annexation to a city, initiated by
25 resolution, of contiguous territory which the commission
26 finds is either:

27 (1) Surrounded or substantially surrounded by the city
28 to which the annexation is proposed or by that city and
29 a county boundary or the Pacific Ocean if the territory to
30 be annexed is substantially developed or developing, is
31 not prime agricultural land as defined in Section 56064, is
32 designated for urban growth by the general plan of the
33 annexing city, and is not within the sphere of influence
34 of another city.

35 (2) Located within an urban service area which has
36 been delineated and adopted by a commission, which is
37 not prime agricultural land, as defined by Section 56064,
38 and is designated for urban growth by the general plan
39 of the annexing city.

40 As a condition to the annexation of an area, which is

1 surrounded, or substantially surrounded, by the city to
2 which the annexation is proposed, the commission may
3 require, where consistent with the purposes of this
4 division, that the annexation include the entire island of
5 surrounded, or substantially surrounded, territory.

6 A commission shall not impose any conditions which
7 would directly regulate land use density or intensity,
8 property development, or subdivision requirements.
9 When the development purposes are not made known to
10 the annexing city, the annexation shall be reviewed on
11 the basis of the adopted plans and policies of the annexing
12 city or county. This paragraph does not prohibit a
13 commission from requiring, as a condition to annexation,
14 that a city prezone the territory to be annexed. However,
15 the commission shall not specify how, or in what manner,
16 the territory shall be prezoned.

17 (b) With regard to a proposal for annexation or
18 detachment of territory to, or from, a city or district or
19 with regard to a proposal for reorganization which
20 includes annexation or detachment, to determine
21 whether territory proposed for annexation or
22 detachment, as described in its resolution approving the
23 annexation, detachment, or reorganization, is inhabited
24 or uninhabited.

25 (c) With regard to a proposal for consolidation of two
26 or more cities or districts, to determine which city or
27 district shall be the consolidated, successor city or district.

28 (d) To approve the annexation to a city after notice
29 and hearing, and authorize the conducting authority to
30 order annexation of the territory without an election, if
31 the commission finds that the territory contained in an
32 annexation proposal meets all of the following
33 requirements:

34 (1) It does not exceed 75 acres in area, that area
35 constitutes the entire island, and the island does not
36 constitute a part of an unincorporated area which is more
37 than 100 acres in area.

38 (2) It is surrounded in either of the following ways:

39 (A) Surrounded, or substantially surrounded, by the
40 city to which annexation is proposed or by the city and

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- 1 a county boundary or the Pacific Ocean.
2 (B) Surrounded by the city to which annexation is
3 proposed and adjacent cities.
4 (3) It is substantially developed or developing. The
5 finding required by this subparagraph shall be based
6 upon one or more factors, including, but not limited to,
7 any of the following factors:
8 (A) The availability of public utility services.
9 (B) The presence of public improvements.
10 (C) The presence of physical improvements upon the
11 parcel or parcels within the area.
12 (4) It is not prime agricultural land, as defined by
13 Section 56064.
14 (5) It will benefit from the annexation or is receiving
15 benefits from the annexing city.
16 (e) To approve the annexation of unincorporated,
17 noncontiguous territory, subject to the limitations of
18 Section 56111, located in the same county as that in which
19 the city is located, and which is owned by a city and used
20 for municipal purposes and to authorize the conducting
21 authority to annex the territory without notice and
22 hearing.
23 (f) Subject to Section 56029, to designate in the
24 resolution making determinations the conducting
25 authority for proceedings.
26 (g) When a change of organization or a reorganization
27 includes the annexation of inhabited territory to a city
28 and the assessed value of land within the territory equals
29 one-half or more of the assessed value of land within the
30 city, or the number of registered voters residing within
31 the territory equals one-half or more of the number of
32 registered voters residing within the city, to determine as
33 a condition of the proposal that the change of
34 organization or reorganization shall also be subject to
35 confirmation by the voters in an election to be called,
36 held, and conducted within the territory of the city to
37 which annexation is proposed.
38 (h) With respect to the incorporation of a new city or
39 the formation of a new special district, to determine the
40 number of registered voters residing within the proposed

- 1 city or special district. The number of registered voters
2 shall be calculated as of the time of the last report of voter
3 registration by the county clerk to the Secretary of State
4 prior to the date the first signature was affixed to the
5 petition. The executive officer shall notify the petitioners
6 of the number of registered voters resulting from this
7 calculation.
- 8 (i) To adopt written procedures for the evaluation of
9 proposals. The commission may adopt standards for any
10 of the factors enumerated in Section 56841. Any standards
11 adopted by the commission shall be written.
- 12 (j) To adopt standards and procedures for the
13 evaluation of service plans submitted pursuant to Section
14 56653 *and the initiation of a change of organization or*
15 *reorganization pursuant to subdivision (a).*
- 16 (k) To make and enforce regulations for the orderly
17 and fair conduct of hearings by the commission.
- 18 (l) To incur usual and necessary expenses for the
19 accomplishment of its functions.
- 20 (m) To appoint and assign staff personnel and to
21 employ or contract for professional or consulting services
22 to carry out and effect the functions of the commission.
- 23 (n) To review the boundaries of the territory involved
24 in any proposal with respect to the definiteness and
25 certainty of those boundaries, the nonconformance of
26 proposed boundaries with lines of assessment or
27 ownership, and other similar matters affecting the
28 proposed boundaries.
- 29 (o) To waive the restrictions of Section 56109 if it finds
30 that the application of the restrictions would be
31 detrimental to the orderly development of the
32 community and that the area that would be enclosed by
33 the annexation or incorporation is so located that it
34 cannot reasonably be annexed to another city or
35 incorporated as a new city.
- 36 (p) To waive the application of Section 25210.90 or
37 Section 22613 of the Streets and Highways Code if it finds
38 the application would deprive an area of a service needed
39 to ensure the health, safety, or welfare of the residents of
40 the area and if it finds that the waiver would not affect

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1 the ability of a city to provide any service. However,
2 within 60 days of the inclusion of the territory within the
3 city, the legislative body may adopt a resolution
4 nullifying the waiver.

5 (q) If the proposal includes the incorporation of a city,
6 as defined in Section 56043, or the formation of a district,
7 as defined in Section 2215 of the Revenue and Taxation
8 Code, the commission shall determine the property tax
9 revenue to be exchanged by the affected local agencies
10 pursuant to Section 56842.

11 ~~SEC. 4.~~

12 **SEC. 5.** Section 56455 of the Government Code is
13 amended to read:

14 56455. If an independent special district adopts a
15 resolution pursuant to subdivision (a) of Section 56453, it
16 shall immediately forward a copy of the resolution to the
17 executive officer. Upon receipt of those resolutions from
18 a majority of independent special districts within a
19 county, the commission, at its next regular meeting, shall
20 adopt a resolution of intention pursuant to Section 56458.

21 ~~SEC. 5.~~

22 **SEC. 6.** Section 56827.5 of the Government Code is
23 amended to read:

24 56827.5. Notwithstanding Section 56827, the
25 commission shall not approve a proposal for
26 incorporation, consolidation of districts, dissolution,
27 merger, or establishment of a subsidiary district, or a
28 reorganization that includes any of these changes of
29 organization until it has considered any other change of
30 organization which conflicts with the subject proposal
31 and which was submitted to the commission within 30 60
32 days of the submission of the subject proposal.

33 ~~SEC. 6.~~

34 **SEC. 7.** Section 56837 of the Government Code is
35 amended to read:

36 56837. (a) If a petition for an annexation, a
37 detachment, or a reorganization consisting solely of
38 annexations or detachments, or both, or the formation of
39 a county service area is signed by all of the owners of land
40 within the affected territory of the proposed change of

1 organization or reorganization, or if a resolution of
2 application by a legislative body of an affected district,
3 affected county, or affected city making a proposal for an
4 annexation or detachment, or for a reorganization
5 consisting solely of annexations or detachments, or both,
6 or the formation of a county service area is accompanied
7 by proof, satisfactory to the commission, that all the
8 owners of land within the affected territory have given
9 their written consent to that change of organization or
10 reorganization, the commission may approve or
11 disapprove the change of organization or reorganization,
12 without notice and hearing by the commission. In those
13 cases, the commission may also approve and authorize
14 the conducting authority to conduct proceedings for the
15 change of organization or reorganization under any of
16 the following conditions:

17 (1) Without notice and hearing.

18 (2) Without an election.

19 (3) Without notice, hearing, or an election.

20 (b) The executive officer shall give any district or city
21 whose boundaries would be changed by a proposed
22 change of organization or reorganization which could be
23 subject to the provisions of this section mailed notice of
24 the filing of the petition or resolution of application
25 initiating proceedings by the commission. The
26 commission shall not, without the written consent of the
27 district or city whose boundaries would be changed by
28 the proposed change of organization or reorganization,
29 take any further action on the petition or resolution of
30 application for 10 days following that mailing. Upon
31 written demand by an affected district or affected city,
32 filed with the executive officer during that 10-day period,
33 the commission shall make determinations upon the
34 petition or resolution of application only after notice and
35 hearing on the petition or resolution of application. If no
36 written demand is filed, the commission may make those
37 determinations without notice and hearing. By written
38 consent, which may be filed with the executive officer at
39 any time, a district or city may do any of the following:
40 (1) Waive the requirement of mailed notice.

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1 (2) Consent to the commission making
2 determinations without notice and hearing.

3 (3) Waive the requirement of mailed notice and
4 consent to the commission making determinations
5 without notice and hearing.

6 (c) The commission may waive conducting authority
7 proceedings entirely if all of the following conditions
8 apply:

9 (1) The subject area is uninhabited.

10 (2) All the owners of land within the affected territory
11 have given their written consent to the change of
12 organization or reorganization.

13 (3) All affected agencies that will gain territory as a
14 result of the change of organization or reorganization
15 have consented in writing to a waiver of conducting
16 authority proceedings.

17 *SEC. 7.5. Section 56839 of the Government Code is*
18 *amended to read:*

19 56839. (a) If a majority of the members of each of the
20 legislative bodies of two or more local agencies adopt
21 substantially similar resolutions of application making
22 proposals either for the consolidation of districts or for
23 the reorganization of all or any part of the districts into
24 a single local agency, the commission shall approve, or
25 conditionally approve, the proposal. The commission
26 shall authorize the board of supervisors to order the
27 consolidation or reorganization without an election,
28 except as otherwise provided in subdivision (b) of
29 Section 57081.

30 (b) Before ordering any material change in the
31 provisions or the terms and conditions of the
32 consolidation or reorganization, as set forth in the
33 proposals of the local agencies, the commission shall
34 direct the executive officer to give each local agency
35 mailed notice of that change. The commission shall not,
36 without the written consent of all local agencies, take any
37 further action on the consolidation or reorganization for
38 30 days following that mailing. Upon written demand by
39 any of the districts, filed with the executive officer during
40 that 30-day period, the commission shall make

1. determinations upon the proposals only after notice and
2 hearing proposals. If no written demand is filed, the
3 commission may make those determinations without
4 notice and hearing.

5 (c) Where the commission has initiated a change of
6 organization or reorganization affecting more than one
7 special district, the commission may utilize and is
8 encouraged to utilize a reorganization committee to
9 review the proposal.

10 **SEC. 7.**

11 **SEC. 8.** Section 56839.1 is added to the Government
12 Code, to read:

13 56839.1. (a) Notwithstanding Sections 57077 and
14 57087, the commission shall authorize the conducting
15 authority to order the consolidation of districts,
16 dissolution, merger, or establishment of a subsidiary
17 district, or a reorganization that includes any of these
18 changes of organization without an election, except as
19 otherwise provided in subdivision (b) of Section 57081
20 and Section 57092.

21 (b) Notwithstanding subdivision (a), the commission
22 shall not authorize the conducting authority to order a
23 merger or establishment of a subsidiary district without
24 the consent of the affected city.

25 **SEC. 8.**

26 **SEC. 9.** Section 56852 of the Government Code is
27 amended to read:

28 56852. The resolution making determinations shall
29 also do all of the following:

30 (a) Make any of the findings or determinations
31 authorized or required pursuant to Section 56375.

32 (b) For any proposal initiated by the commission
33 pursuant to subdivision (a) of Section 56375, make both
34 of the following determinations:

35 (1) Public service costs of a proposal that the
36 commission is authorizing are likely to be less than or
37 substantially similar to the costs of alternative means of
38 providing the service.

39 (2) A change or organization or reorganization that is
40 authorized by the commission promotes public access

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1 and accountability for community services needs and
2 financial resources.

3 (c) If applicable, assign a distinctive short-term
4 designation to the affected territory and a description of
5 the territory.

6 (d) Direct the appropriate conducting authority to
7 initiate proceedings in compliance with the resolution.

8 ~~SEC. 9.~~

9 **SEC. 10.** Section 57008 is added to the Government
10 Code, to read:

11 57008. For any proposal initiated by the commission
12 pursuant to subdivision (a) of Section 56375, the
13 conducting authority shall hold a public hearing in the
14 affected territory.

15 ~~SEC. 10.~~

16 **SEC. 11.** Section 57092 is added to the Government
17 Code, to read:

18 57092. (a) Notwithstanding Sections 57081, 57083,
19 57087, 57087.5, or 57089, for any proposal that was
20 initiated by the commission pursuant to subdivision (a) of
21 Section 56375, the conducting authority shall order the
22 change of organization or reorganization subject to
23 confirmation by the voters if the conducting authority
24 finds either of the following:

25 (1) In the case of inhabited territory, that a petition
26 requesting that the proposal be submitted to
27 confirmation by the voters has been signed by either of
28 the following:

29 (A) At least 10 percent of the number of landowners
30 within ~~the subject any affected district within the~~
31 *affected* territory who own at least 10 percent of the
32 assessed value of land within the territory.

33 (B) At least 10 percent of the voters entitled to vote as
34 a result of residing within, or owning land within, ~~the~~
35 ~~subject any affected district within the affected~~ territory.

36 (2) In the case of a landowner-voter district, that the
37 territory is inhabited and a petition requesting that the
38 proposal be submitted to confirmation by the voters has
39 been signed by at least 10 percent of the number of
40 landowners within ~~the subject any affected district~~

1 *within the affected territory, owning at least 10 percent*
2 *of the assessed value of land within the territory.*

3 (b) *The petition shall be filed with the conducting*
4 *authority within 30 days after the public hearing required*
5 *pursuant to this chapter has been held. If a petition has*
6 *been filed, the conducting authority shall approve the*
7 *proposal subject to confirmation by the voters.*

8 **SEC. 11.** *Notwithstanding Section 17610 of the*
9 *Government Code, if the Commission on State Mandates*
10 *determines that this act contains costs mandated by the*
11 *state, reimbursement to local agencies and school*
12 *districts for those costs shall be made pursuant to Part 7*
13 *(commencing with Section 17500) of Division 4 of Title*
14 *2 of the Government Code. If the statewide cost of the*
15 *claim for reimbursement does not exceed one million*
16 *dollars (\$1,000,000), reimbursement shall be made from*
17 *the State Mandates Claims Fund. Notwithstanding*
18 *Section 17580 of the Government Code, unless otherwise*
19 *specified in this act, the provisions of this act shall become*
20 *operative on the same date that the act takes effect*
21 *pursuant to the California Constitution.*

22 **SEC. 12.** *No reimbursement is required by this act*
23 *pursuant to Section 6 of Article XIII B of the California*
24 *Constitution because the local agency or school district*
25 *has the authority to levy service charges, fees, or*
26 *assessments sufficient to pay for the program or level of*
27 *service mandated by this act. Notwithstanding Section*
28 *17580 of the Government Code, unless otherwise*
29 *specified in this act, the provisions of this act shall become*
30 *operative on the same date that the act takes effect*
31 *pursuant to the California Constitution.*

ITEM VI. NEW BUSINESS:**c) Study on alternatives for delivery of Library services**

It is in the best interest of our Buena Park Library community that we begin studies on providing library services for our residents through another form of government rather than a property-tax funded independent special district. Being funded by a single source of revenue, unlike the diverse funding of cities and counties, makes us vulnerable to the tax shifts which have occurred in the past two years. There is reason to believe that the State's deficit will continue to erode our resources in the future and that changes in funding the delivery of government services will be necessary. Library services can be delivered thru other governmental entities in an efficient, secure fashion, while still giving our residents local participation. We have the advantage in negotiating when we are holding assets such as cash on hand through fund balance available and general reserve dollars. We will not be the only agency preparing data and studying alternatives. The concept of "reinventing California government" is occurring from Sacramento's Legislative Analysis office down to us locally.

ITEM VI. NEW BUSINESS:**c) Study on alternatives for delivery of Library services****September 1, 1993**



segr. special memo. District Reorganization Act

LAW FIRM OF
DAVID G. MILLER
OFFICE: 2550 VIA TEJON, SUITE 3A
PALOS VERDES ESTATES, CA 90274
MAILING ADDRESS: POST OFFICE BOX 7000-267
PALOS VERDES PENINSULA, CA 90274
(213) 373-6857

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August 11, 1983

PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

Colleen McGregor, Director
Buena Park Library District
7150 La Palma Avenue
P. O. Box 2670
Buena Park, California 90620

Re: District Reorganization Act

Dear Colleen:

This letter will provide a brief summary of the statutory provisions relating to District Reorganization. The basic statutory framework is found in the District Reorganization Act (California Government Code secs. 56000 et. seq.).

This letter deals only with "merger" and/or the establishment of a "subsidiary district"; this letter does not deal with other actions under the District Reorganization Act (Act) such as annexations, detachments, dissolution or minor boundary changes.

This letter is based upon the following assumptions: That the entire territory of the Buena Park Library District falls within the boundaries of the City of Buena Park or that that portion of the Library District's territory which falls within the boundaries of the City of Buena Park contains both seventy percent (70%) or more of the land within the District and seventy percent (70%) or more of the registered voters within the District.

The Buena Park Library District is a resident-voter district of limited powers which, by law, may be either merged with a city or established as a subsidiary district of a city. A "merger" means the extinguishment, termination and cessation of the existence of a district of limited powers through merger of the district with the city.

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A "subsidiary district" is a district of limited powers in which the city council shall be designated as, and empowered to act as, ex officio the board of directors of such district.

Preliminary proceedings to effectuate a merger or establishment of a subsidiary district may be initiated by one of two alternative means: (1) A petition or (2) application by a city or district.

Petition: A petition must contain the proposal for merger and/or the establishment of a subsidiary district, any proposed terms and conditions to which the proposed change shall be subject, the reason or reasons for the proposal, an indication opposite each signature as to whether the signers of the petition are resident voters and a request that proceedings be initiated for the desired change. The petition may designate up to three persons as chief petitioners, setting forth their names and mailing addresses. In order to be current, petition signatures must be dated within six months of the first signature. The petition must be signed by either five percent of the resident voters of the district or five percent of the registered voters residing within the territory of the city outside the district's boundaries.

Initiation by Legislative Body: Either the affected district or the affected city can adopt a resolution of application for merger and/or the establishment of a subsidiary district. The contents of the resolution are identical to those of a voter petition.

Whether the proceedings are initiated by petition or resolution of the legislative body, the procedures which follow are substantially the same:

The petition or resolution is filed with the Local Agency Formation Commission (LAFCO).

LAFCO is required to adopt a resolution making determinations (RMD) approving or disapproving the application. Prior to doing this, LAFCO may proceed by referring the matter



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Page Three

PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

to a reorganization committee or may proceed without referring the matter to a reorganization committee.

In the event the matter is referred to a reorganization committee, the committee issues a report and recommendation to LAFCO. That report then may form the basis for LAFCO's RMD.

LAFCO is required to hold a public hearing. If a majority of members of both legislative bodies (city council, district board of trustees) file applications, LAFCO is required to approve or conditionally approve the application and authorize the County Board of Supervisors to proceed without an election; however, such authorization will be invalidated and an election will be held if twenty-five percent of the voters file a petition for an election.

LAFCO will mail a certified copy of its RMD to the affected parties and, in case of a merger, with the clerk of the affected County. LAFCO's approval requires the County Board of Supervisors to initiate proceedings.

The County Board of Supervisors, unless otherwise authorized by LAFCO, shall adopt a resolution initiating proceedings in compliance with LAFCO's RMD.

The County Board then fixes a time, date and place for a public hearing where the RMD is read aloud or summarized.

The County Board of Supervisors is required to consider such factors as whether or not the change in organization is in the interest of the land owners or residents, the RMD, population, need for services, cost, adequacy of governmental services and conformity with already approved plans for urban development as well as any other matters deemed material by the County Board (Government Code secs. 54796, 56415).

The County Board is required to adopt a resolution taking one of the following actions:



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PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

(a) Disapproval;

(b) Order merger or establishment of subsidiary district subject to voter confirmation;

(c) Order merger or establishment of a subsidiary district without an election if both the district board of trustees and the city council have filed resolutions of consent.

Prior to the County Board of Supervisors' adopting a resolution, however, ten percent of the registered voters may petition for an election.

However, the County Board can order merger only if the entire territory of the district shall be included within the city boundaries. The County Board can adopt an order establishing a subsidiary district if either the entire territory is within the city boundaries or a portion of the territory within the city contains seventy percent or more of the land and registered voters within the district.

One peculiarity is that the initial request must be stated in the alternative: Either for a merger or the establishment of a subsidiary district.

After the effective date of a merger, the district shall be extinguished.

If the district is established as a subsidiary district, the city council sits "ex officio" as the Board of Trustees and the district continues to operate except for the provisions relating to the selection or removal of members of the Board of Trustees.

I hope this general summary has not proven too confusing. However, the process itself is confusing. It involves possibly five separate agencies: Library District, City, County, LAFCO and Reorganization Committee. It provides three separate situations where voters may petition, each petition requiring a different number of signatures.

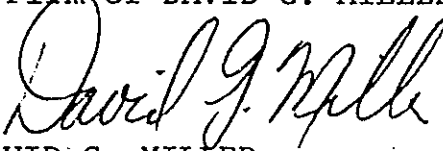
Colleen McGregor
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PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

Based upon our conference on Friday, August 5, 1983
I felt this more general approach would serve your present
purposes. However, if you wish a more detailed outline or
wish me to address specific issues raised by this letter or
our conference kindly do not hesitate to contact me.

Very truly yours,

Law Firm of DAVID G. MILLER

By 
DAVID G. MILLER

DGM:sm



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
Date September 15, 1993
SUBJECT: Program Committee Report for the month of August

75th Anniversary celebrations: The program Committee is concentrating its efforts on the upcoming events that relate to the anniversary, starting with the Heritage Day Parade. Curious George, Clifford, Cat in the Hat, and the Velveteen Rabbit will "bring books to life" as they walk in the Parade carrying a banner that says "Happy 75th Anniversary Placentia Library," and colorful balloons carrying the same message.

Sam Ammar has volunteered to construct a three tier round foam cake, which will be decorated and displayed in the round Children's display case. The case will be placed in a prominent place in the Library where it will attract the patrons' attention and hopefully entice them to purchase the candles.

A large selection of photographs and newspaper articles from past Library events, and programs have been chosen to make up a mural depicting the Library's activities through the years. The Committee is asking the community to share any photographs they may have, to be included in the mural as well.

Publicizing the Anniversary has started by announcing it in the Placentia Quarterly, and will continue with press releases, flyers, posters, cable announcements and personal communication with all the local community groups, clubs and organizations

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	August 93	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES	0	0
CHILDREN'S SERVICES		
Pre school Story Hour	5	102
Grandparents and Books	9	65
Way Out Wednesdays	4	190
Visits by Classrooms	11	196
LITERACY SERVICES		
Tutor Training	6	25
Tutor Train. Followup	1	15
Student Support Group	1	12

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: September 20, 1993
SUBJECT: Children's Services Report

Summer Reading Program The Summer Reading Program went very well this summer and the children and parents seemed to be very supportive. There was a total of 1,131 enrolled in the program and 298 children actually completed the program by reading 25 books and visiting the Library 5 times during the summer. Those children who finished received a certificate indicating that they were a "Star Reader" and a coupon for a free dinner from the Whole Enchilada. The Placentia schools will receive a letter telling them how many children in their schools participated in the reading program and a list of the children who completed will also be sent. The schools usually announce the names of these students at a school assembly.

Way Out Wednesdays Special programs in August included a puppet presentation of Peter and the Wolf. This very special program was arranged through the Orange County Performing Arts Center and was WONDERFUL! This was attended by 120 children and a few parents. The last program of the summer series was 3 sessions of crafts done by myself and helped by a Mother and a couple of teen volunteers. These sessions were lots of fun and were attended by 80 children. The Friends of the Library sponsored these events. The Way Out Wednesday programs are a highlight of the summer and the children and parents look forward to them each year.

Summer Story Hours Although attendance usually declines a little in August as families are on holiday there were still 102 children who attended 5 sessions of Story Hours. These continue to be very popular. Story Hours will begin again the first week in October.

Group Visits The Placentia Day Camp made 8 visits to the Children's department to hear stories and check out books. The Grandparent volunteers read to 136 children.

Volunteers Our teen volunteers did an excellent job for us this summer and continued to volunteer until school started. A few of them have indicated that they will return to volunteer as their school schedules allow.

TO: Library Board of Trustees
FROM: Cheryl Willauer
DATE: September 15, 1993
SUBJECT: Publicity materials produced for August 1993

The Placentia cable channel has changed to Channel 20. Information added this month to Channel 20, our Placentia Library cable station, includes the September quotes, dates and birthdays, and the information on the 50.41% loss in revenue and new hours and Labor Day holiday closing notice.

Publicity materials attached are: news articles on the Library's reduced hours; the Summer Reading Program; grandparents story hour; the Library's budget cuts; the Library seeking support from the public; Placentia festival; commentary on all the Libraries budget cuts; elimination of the Library programs due to budget cuts; donation given to the Library by the Placentia Art Association; the Library receiving an extra \$66,000; staying open on Saturdays.

Also attached is a copy of the Press Release regarding the 50.41% revenue loss and new hours.

This month Placentia Library was named Business of the Month by the Placentia Chamber of Commerce. The article submitted to the Chambers newsletter is also attached.

PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Elizabeth Minter
714-528-1925

FOR IMMEDIATE RELEASE

In late July, Placentia Library District was notified that it will be losing 50.41% of its property tax as a result of the State Budget adopted in June.

On August 9th, the Library Board of Trustees held a public hearing to receive testimony about which days of the week and hours of public service should be maintained as the reduced budget allows for only 36 hours of service per week, down from 64 hours per week in January, 1993.

Prior to the public hearing the Library conducted an opinion survey of users and friends. The results were announced at the public hearing.

The Board struggled to strike a balance for the needs of all types of Library users: adults; pre-schoolers; students; children; seniors; etc..

Following a lengthy discussion the Board adopted the following schedule to be effective September 3, 1993:

Monday - Wednesday	12:00 NOON - 8:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday - Saturday	CLOSED
Sunday	1:00 P.M. - 5:00 P.M.

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Placentia Library District
Business of the Month-September 1993

The Placentia Library District has been serving the surrounding communities since 1919--seven years before Placentia was an actual city. Sacramento had passed a bill in 1909 stating that any town or area too small to support a library could form a district and obtain tax money. After an unanimous vote on August 29, 1919, the Placentia community did just that and the Placentia Library District was officially formed.

The Library has an unsalaried, elected Board of Trustees who are available to serve on committees and assist in the investigation of new and better ways to serve the public. These Trustees oversee operations with a minimum of bureaucratic delay and expense. Throughout its history the Library's objective has been to provide its community with the best--the best service; the best programs; the best materials.

1994 marks the Library's 75th Anniversary and celebration plans are already in progress. The kickoff will be this year's Heritage Day Parade in October. Seventy-five years of Placentia Library Programs will be the subject of a mural on display throughout 1994. If you have any photographs of past Library events that you would like included, please contact the Library as soon as possible. Other Anniversary events will include a photography contest entitled "A Day in the Life of Placentia" and pictures of all Placentians celebrating their 75th Birthday in 1994.

The 7th Annual Camp Library is also coming up on November 12, 1993 from 7:30 P.M. to November 13, 1993 7:30 A.M. Campside songs and stories, dances, games, crafts, a scavenger hunt, movies and lots of food and fun accompany this night of adventure in the Library. Children, ages four to twelve, are eligible and must be accompanied by a parent. Sleeping bags and pillows are recommended. Teddy bears are optional.

Of course the Library is not just for children. But did you realize that it could be your most valuable business tool? The Library is a business resource center complete with meeting rooms and all the necessary materials to start and maintain a small business, find new markets(local and foreign), determine the best investments or the lowest credit card rates. For an annotated selection of the most used business resources, ask for your free copy of "Investments, Profits & Business Plans for Economic Growth" at the Reference Desk.

In late July the Library was notified that it will be losing 50.41% of its property tax revenue as a result of the State Budget adopted in June. The State has permanently transferred these funds to other State activities. Actual dollar loss to Placentia Library District for this year's Library Budget will be approximately \$369,000.

A reduced budget, unfortunately, means reduced staff and reduced public service hours. After conducting an opinion survey and holding a public hearing to receive testimony about which days of the week and hours of service should be maintained, the following schedule was adopted by the Library Board of Trustees:

Monday - Wednesday	12:00 NOON - 8:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	10:00 A.M. - 6:00 P.M.
Sunday	1:00 P.M. - 5:00 P.M.

The Board struggled to strike a balance for the needs of all types of Library users: adults; preschoolers; students; children; seniors; etc. The aim of the Trustees and Staff is to continue to serve the patrons of Placentia Library in an efficient and superior manner with the best of library services consistent with the funds and resources available.

The Library invites all individuals and businesses to help offset the revenue loss through The Friends of the Library's Adopt-A-Book or Adopt-A-Magazine Program. Cash donations will be used to fund the 1993-94 book budget. All contributions are tax deductible and should be made payable to "Friends of the Placentia Library."

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register

Daily

AUG 0 2 1993

PLACENTIA³³²

Mondays aren't all bad. Children of all ages are welcome to come to the Placentia Library and listen as "grandparent" volunteers read their favorite stories from 10:30 a.m. to noon. The library is at 411 E. Chapman Ave. Call (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly

JUL 29 1993

**Seminars for seniors
scheduled at library**

³³² A free seminar, "Make Your Golden Years Golden" and "What Other Living Trust Seminars Haven't Told You," will be presented by Guy W. Churchouse at 11 a.m. to 2 p.m. Saturday at the Placentia Public Library, 411 E. Chapman Ave.

Churchouse, a member of the National Academy of Elder Law Attorneys, will discuss "How to Avoid Probate," and "How to Reduce and Eliminate Taxes," and other topics.

For information, call 1-800-698-6759.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register

Daily

AUG 0 9 1993

PLACENTIA³³²

Faced with a \$369,000 cut in funds, Placentia Library District officials are holding a public hearing today to gather information before deciding what kind of cost-cutting measures to take. Among the issues facing the district are what hours or days the library will need to be closed, and the possible use of mandatory or voluntary fees for basic services. The public hearing will be held at 7:45 p.m. at Placentia Library, 411 E. Chapman Ave.

Tustin Weekly
 Weekly AUG 06 1993

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What Orange County cities are worth

CITY	SECURED*	UNSECURED**	TOTAL	PERCENT CHANGE	# OF PARCELS
Anaheim	\$14,845,937,222	\$1,257,338,995	\$16,103,276,217	1.70%	61,362
Irvine	13,894,248,87	1,785,099,277	15,679,348,084	-0.80%	36,066
Huntington Beach	11,698,469,673	601,547,907	12,300,017,580	-0.55%	56,076
Newport Beach	11,179,287,414	872,041,811	12,051,329,225	-0.26%	26,123
Santa Ana	10,243,170,297	1,193,167,051	11,436,337,348	-1.63%	53,534
Orange	7,081,979,175	633,462,118	7,715,441,293	-1.34%	32,826
Costa Mesa	6,498,511,688	869,077,726	7,367,589,414	-0.34%	23,027
Fullerton	6,509,051,655	454,987,514	6,964,039,169	0.82%	30,526
Mission Viejo	6,013,423,482	260,371,100	6,263,794,582	9.29%	31,390
Garden Grove	5,542,799,791	401,558,520	5,944,358,311	-0.10%	34,940
Laguna Niguel	5,169,903,190	82,128,653	5,252,031,843	0.16%	23,062
Yorba Linda	4,356,345,993	126,174,417	4,482,520,410	2.30%	19,106
San Clemente	3,817,564,518	78,830,733	3,896,395,251	0.35%	24,377
Tustin	3,322,450,336	424,326,409	3,746,776,745	2.02%	13,342
Buena Park	3,373,185,818	263,859,135	3,637,044,953	1.06%	17,204
Dana Point	3,490,237,509	138,528,101	3,628,765,610	-3.87%	22,402
Lake Forest	3,435,452,729	95,595,466	3,531,048,195	2.72%	17,614
Brea	3,017,170,218	369,168,466	3,386,338,684	0.23%	10,547
Fountain Valley	3,118,873,962	233,066,373	3,351,940,335	0.69%	16,386
Westminster	3,066,381,797	192,130,378	3,258,512,175	-1.80%	18,111
Laguna Beach	3,179,575,188	57,659,579	3,228,234,767	1.51%	13,711
Cypress	2,513,547,058	197,092,838	2,710,639,896	3.88%	13,145
San Juan Capistrano	2,353,717,284	69,720,543	2,423,437,827	-0.31%	10,442
La Habra	2,197,353,696	119,188,251	2,316,541,947	0.62%	13,550
Laguna Hills	2,243,859,601	72,465,730	2,316,325,331	2.26%	7,150
Placentia	1,999,559,418	111,368,716	2,110,928,134	1.50%	11,978
Seal Beach	1,803,484,043	69,718,032	1,873,202,075	1.89%	6,604
Stanton	1,038,721,628	94,053,053	1,132,774,681	2.59%	6,490
La Palma	834,374,338	61,818,305	896,192,643	-1.17%	4,202
Los Alamitos	712,717,665	102,974,487	815,692,152	1.61%	2,812
Villa Park	617,457,866	7,479,178	624,937,044	-4.37%	2,068
Unincorporated areas	12,987,442,504	1,059,443,036	14,046,885,540	-0.23%	69,819
TOTAL	\$162,147,255,563	12,355,441,898	174,502,697,461	0.53%	730,086

*Buildings, land

**Planes, boats, office furniture, etc.

Source: Orange County Assessor

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The Register
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AUG 06 1993

PLACENTIA 332

City officials have big plans for some empty office space now among the small convenience stores and Mexican restaurants along Placentia Avenue. The tiny storefront will take on a big role when police and city officials transform it into the area's first Community Learning Center. It is expected to house city programs, serve as a satellite office for police and improve community relations. "We are limited only by our own imagination with some of the things we can do down there," said Police Chief Manuel Ortega, who lobbied to get federal grants to fund the center — which is expected to open by September.

PLACENTIA**Hearing Set on Cuts for Library Hours**

³³²
The Placentia Library Board of Directors will hold a public hearing at 7:45 tonight on plans to reduce the days and hours of operation for the city library.

Library officials have proposed cutting the number of days the library is open from six to five and have set up two schedules, both of which include closing the library on Friday and Saturday.

Under one proposal, the library would be open noon to 8 p.m. Monday, Tuesday and Wednesday; 10 a.m. to 6 p.m. Thursday, and 1 to 5 p.m. Sunday. The alternative, similar to the first, would change Wednesday's hours to 10 a.m. to 6 p.m.

The library is now open Monday through Thursday, Saturday and Sunday for a total of 56 hours. The proposed schedule would reduce the hours to 36.

The library's budget is expected to be \$330,000 less for the 1993-94 fiscal year, forcing the elimination of six positions. Library director Elizabeth Minter said the district, with just one library, has seen its budget cut \$770,000 in the past four years.

The most recent layoffs follow the elimination of seven full-time positions and one part-time job earlier this year. Minter said the number of positions has dropped from 26 two years ago to 13 today.

The library has also had to grapple with a significant drop in the book budget. In 1992-93, the library spent \$140,000 to purchase materials, but the 1993-94 budget only includes \$30,000 for new books, an amount Minter called "essentially nothing."

After the public hearing, the board is scheduled to vote on new hours, which would go into effect in September.

—DANIELLE A. FOUQUETTE

BUDGET

³³²
**Library
braces
for cuts**

**Saturday closure
is seen as likely**

By Joe Bel Bruno
North County News

Residents will notice more changes at the Placentia Library as officials try to cope with more cutbacks.

About 100 people attended a public hearing Monday about how budget cuts would affect service as state tax revenue has been cut about \$770,000 from its level of four years ago.

"We can no longer afford to be open the amount of hours we have in the past and no longer afford the services we have provided," Library Director Elizabeth Minter said. "Our hands are tied so long as the state continues to steal the revenue we get from local taxes."

Library officials proposed cutting the number of hours the library is open per week from 56 hours to 36 hours.

"This is a complete shame," said Margaret Watson, one resident who crowded the conference room at the Placentia Library. "The library is the cornerstone of any city. Take it away and you are robbing the future."

Resident Robert Haluskey agreed.

"I'd like to see the library absorb as much of it as they can without closing down early during the week, but listening to all the facts — it doesn't seem like they have an option," Haluskey said. "Seems the library has to ride this bad economy like the rest of us. It's sad."

The library is one of few in the state that receives money directly from a share of local property

LIBRARY

FROM 1

taxes. The library lost a portion of its funding when state legislators changed the way property taxes are shared to help balance the state's budget. Most libraries are affiliated with and receive funding through counties or cities.

Library officials are expected to implement a new schedule by the end of the month that will include closing on Friday and Saturday. The changes would keep the library open noon to 7:45 p.m. Monday through Wednesday, 10 a.m. to 5:45 p.m. Thursday, and 1 p.m. to 4:45 p.m. Sunday.

The library's current hours are Sunday 1 p.m. to 4:45 p.m., Saturday 10 a.m. to 5:45 p.m., Monday through Wednesday 9 a.m. to 8:45 p.m. and Thursday 9 a.m. to 5:45 p.m.

Six full-time employees were given layoff notices at the start of the summer when library officials anticipated cuts to be \$339,000 for the 1993-94 fiscal year.

Minter said the number of positions has dropped from 26 two years ago to 13 today. The other positions lost include seven full-time positions and one part-time job earlier this year.

The library also has grappled with a reduced book budget. In 1992-93, the library spent \$140,000 to purchase materials, but the latest budget only includes \$30,000 for new books.

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Daily AUG 16 1993

ORANGE COUNTY NEWSWATCH

A SPECIAL REPORT: LIBRARIES

THIN VOLUMES: With funding slashed from \$27 million to \$19 million, the Orange County public library system is facing its most difficult year. Officials warn that some of the 27 branch libraries in the system will certainly have to close next year unless new sources of money can be found. Under discussion are charges for reserving popular books and fees for retrieving books from other libraries. Off limits, though, are library cards. It seems that state law protects patrons from being charged for that privilege.

NO BENCH: The financial crisis in county government is also to blame for the loss of about 70 part-time librarians, who, in recent years, have stepped in to cover a range of responsibilities, from the checkout counter to the reference desk. George Tait, the Leisure World librarian in Seal Beach, said the "extra help" budget has virtually dried up, forcing patrons to wait longer. "People have been very nice," Tait said. "The first question they ask when they come in the library now is how we're doing. They all know about the cuts."



EMPTY SHELVES: The opening of a new library is normally cause for celebration, but in Rancho Santa Margarita where a \$5-million facility is under construction courtesy of developer fees, officials fear that severe money shortages could prevent the county from staffing it or even filling the shelves with books on opening day next summer. "The day of reckoning is coming," county librarian John Adams said. "Without some sort of restoration of fees, there is not enough money to run the libraries. This is nuts."

BRIGHT SPOT: While not immune from difficult budget times, the City of Newport Beach library system looks absolutely flush when compared to the county's operation. . . . With \$1.9 million raised by the private Newport Beach Public Library Foundation, the city is not expected to have any trouble opening its new, 54,000-square-foot central library sometime next spring. Says Tom Johnson, assistant city librarian, "Without [the foundation], I doubt we would have had the building."

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Placentia News AUG 12 1993
Weekly

Library support is sought

332 For several years, businesses and schools in Placentia have participated in a summer reading program to encourage preschool through 8th-graders to read more. I am pleased to learn that the Whole Enchilada Restaurant is involved this summer and will be awarding coupons for a meal at its Placentia establishment to the first 500 pupils (preschool through 8th-grade) who read 25 books. In

Please see LIBRARY/11

LIBRARY:

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these times, the library is hard-pressed due to budget constraints, and I call upon Placentia residents and businesses to contribute toward subscription renewals and book purchases for the library, which are tax deductible, and perhaps volunteering their time and services.

Most magazine subscriptions are under \$20 a year. People spend more than that on dinner and movies these days.

Ann M. Robinson
Placentia

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Daily

AUG 13 1993

PLACENTIA

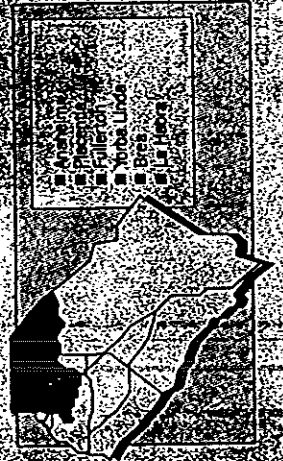
**Library Cuts Hours,
Programs in Pinch**

The Placentia Library District Board of Directors this week reduced the number of hours the library will be open and trimmed some programs because of budget cuts.

Faced with a drop of \$330,000 in state funding, the library laid off six employees earlier this month. The cuts combined with the elimination of seven full-time positions and one part-time job already lost this year made it impossible for the library to maintain the current schedule, said Library Director Elizabeth Minter.

When the new schedule goes into effect Sept. 3, the library will be open Monday through Wednesday from noon to 8 p.m., Thursday from 10 a.m. to 6 p.m. and Sunday 1 to 5 p.m. It will be closed Saturdays.

The biggest impact will be on local schools, which use the city's only library to supplement school libraries.



Under the old schedule, schools could use the library four weekday mornings, but the new hours will force schools to compete for one morning a week.

Another casualty will be morning story time, which had been offered daily and was popular among preschoolers. Minter said the library will continue to offer afternoon story time.

About 60 people attended a public hearing held by the library board to discuss the new schedule. Minter said most of those who spoke lamented the loss of hours and the lack of control over how their tax dollars are spent.

One bright spot is that the library will continue to be the only North County library open Sundays. According to Minter, the lost Saturday hours are a

concern, but librarians in Yorba Linda and Anaheim, which Placentia residents can use, are open that day.

— DANIELLE A. FOUQUETTE

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The Register
Daily AUG 18 1993

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► MAIN EVENT

Placentia festival to take to the streets

When the Placentia Street Faire was rained out June 5, organizers paraphrased that sage wordsmith Arnold Schwarzenegger: "It'll be back."

As promised, the fourth annual Festival of Arts and Culture will take over the streets Saturday.

Craft booths, art displays and food stands will line the curbs of Placita Santa Fe in Old Town Placentia. The only vehicles allowed on the streets will be a fleet of classic cars for viewing.

Poncho Sanchez will perform Latin jazz on the main stage starting at 2:45 p.m. Home-grown mariachis, dance troupes, magicians and jazz bands also will entertain.

Children can keep busy with games and creating works of art on the sidewalk with chalk. Kids and critters will get together at the petting zoo and at the pony rides.

Free shuttles will run between parking areas and the fair.

When: 11 a.m.-6 p.m. Saturday

Show up: Placita Santa Fe, between Placentia and Melrose streets, Old Town Placentia

How much: Free

Call: (714) 993-8232



By MARY JO GRIFFITH/The Register

IN OUR OPINION

DOLE BEING CUT

Troubles brewing for
the "free ride" libraries

The public library — that "free" bastion for scholars, book fanatics and programs geared to interest children in study and reading, is in trouble. The "free ride," as library patrons have known it for decades, might be ending — or at least slowing.

While some libraries in north Orange County are cutting regular staff and reducing hours, patrons have asked Buena Park Library Trustees to "cut the fat." They want the trustees to slice administrative costs before reducing hours and resources. That's not a bad idea.

Faced with a \$175,000 budget shortfall due to state shifts in funding, trustees have received a proposal from Director Colleen McGregor to cut hours and certain heretofore provided services. Another good idea.

In fact, cuts in any service or personnel that require tax funding for survival should be studied, with the uncertainty of continued government funding being a criterion, to decide the course libraries should take in the future. Placentia and Anaheim library patrons, among others, have been hit with shorter hours and other forms of service cuts and many people are upset.

It is difficult to view life in north Orange County without

libraries. Yet, it could happen — unless alternatives to tax support are found.

The plight of libraries can be blamed on many things, including high-priced administrators and too many perks as angry patrons in Buena Park claim. But when the nuts and bolts are loosened and the "walls" surrounding these troubles are transgressed we run into the real culprit — government.

Government, all these years, has made it appear that library patrons were getting "something for nothing." Some probably were. But the vast majority of library users and non-users were paying for this "free" library system. Now that the system is "going broke" because government has changed priorities for its tax dollars, library patrons can no longer depend upon the myriad "free" services they have come to expect.

The shame of it all is that library patrons for so long have depended upon government to provide them their athenaeums.

Instead, they might have supported more judiciously a free-enterprise approach to library services. That is not to say that some free enterpriser should set up a library system

Please see DOLE/13

DOLE: 'Free ride' over

FROM 12

for the sake of profit-making. It could have been an undertaking of private citizens working together in a common cause to provide a service that they, the patrons, own. The users would control costs. They would determine the needs for administrative staff. The users would determine the hours their libraries would be available to them. They, too, would make deci-

sions on what types of services their libraries offered.

The downside would be that the library would no longer be "free." Payment of fees by users, and philanthropic donations, would replace the tax dollars collected by government to run the library system. But is that really a downside when citizens, not government agencies, would own and run the libraries?

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Daily
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PLACENTIA 332

Cuts Force Elimination of Programs

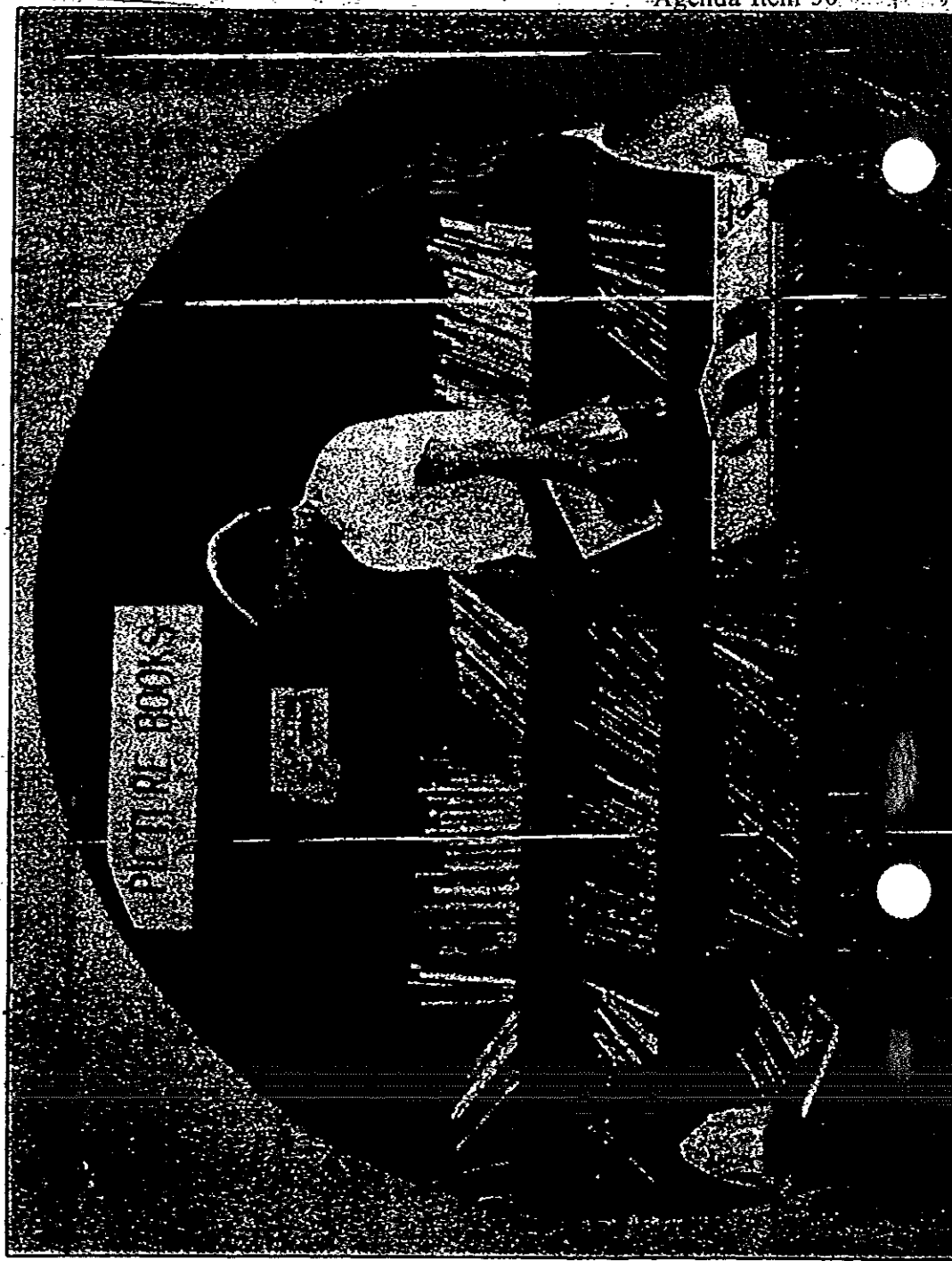
Renee Griffith has been bringing her son Brenden to the library since he was 2 years old. Without fail, the boy attended every weekly story time as a toddler and a preschooler, and had been looking forward to the first-graders' reading program.

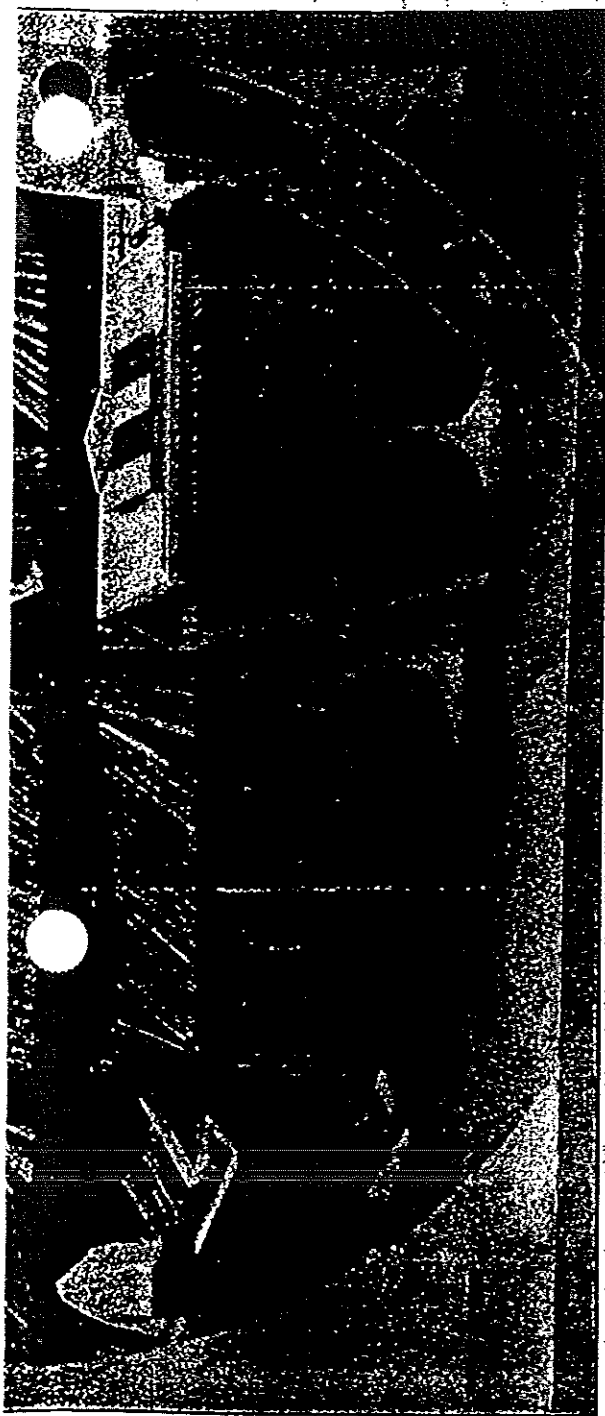
But a cut of more than \$300,000 from its 1993-94 budget has forced the Placentia Library District to cut back hours and staffing, and one casualty has been nearly all of the children's programs, including the first-grade story hour.

The libraries' books and materials budget also was cut from \$125,000 to \$30,000, barely enough to keep reference materials current.

"It is very upsetting to hear," Renee Griffith said. "I was planning on putting my younger son in the toddler class this year and now I can't do that."

The Library Board of Directors recently approved a schedule that trims the operating hours from 58 hours to 36 effective Friday. The library will be open from noon to 8 p.m. Monday through Wednesday, 10 a.m. to 6 p.m. Thursday and 10 a.m. to 6 p.m. Friday.





Photos by GLENN KOENIG / Los Angeles Times
Samantha Sasan and Glenn Tedrow, both of Placentia, browse through picture books; the library had to cut its staff.



Steven Case, left, and Brenden Griffith, both 6, enjoy a look at a dinosaur poster at the Placentia Library, which is struggling to stay open on Saturdays.

The libraries books and materials budget also was cut from \$125,000 to \$30,000, enough to keep reference materials current.

"It is very upsetting to hear," Renee Griffith said. "I was planning on putting my younger son in the toddler class this year and now I can't do that."

The Library Board of Directors recently approved a schedule that trims the operating hours from 58 hours to 36 effective Friday. The library will be open from noon to 8 p.m. Monday through Wednesday, 10 a.m. to 6 p.m. Thursday and 1 to 5 p.m. Sunday. The library has been closed Fridays since June.

An eleventh-hour reprieve may allow the library to remain open on Saturdays.

Library Director Elizabeth Minter said a recent change in the way the county calculates how much library revenue will be shifted to other government entities will give the library \$65,000 more this year than previously expected, enough to keep two employees who had been laid off.

The Library Board will vote tonight on a proposal to reinstate the employees and maintain the Saturday hours.

While several library patrons said the reduction in hours will make using the library less convenient, they were most concerned about the library's inability to buy new books and replace worn out titles.

"The book budget will just cover reference materials," Minter said. "We're really going to be struggling."

Library volunteer Andrew Chiu depends on the library's resources for his schoolwork. When he begins his junior year at Sunny Hills High School next month, he expects to spend every afternoon at the library, doing research for class.

"What I have to do research is very much up-to-date and if the reference materials are obsolete, they won't help," Chiu said.

Since July, 1992, staff and hours at the library have been cut several times. The library started the year with 27.5 positions and was open 64 hours a week. Four positions were eliminated in January through attrition and in June, anticipating a reduction in its budget for the upcoming year, four more were cut and Friday hours were eliminated.

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Library's Hours May Be Reduced

332 BUENA PARK—Library trustees are expected to decide tonight whether to reduce the hours during which the city library is open to the public from 66 to 54 a week.

The reduction is being considered as a cost-saving measure made necessary by cutbacks in state revenue.

Library Director Colleen McGregor said trustees will each propose their own recommendations for new hours at the 7:30 p.m. meeting. The meeting will be held in the upstairs board room at the library, 7150 La Palma Ave.

At last month's meeting, library patrons criticized the proposed new hours of 11 a.m. to 8 p.m. Monday through Wednesday and 9 a.m. to 6 p.m. Thursday through

Saturday.

Trustees at that meeting also encouraged patrons to submit their own suggestions for new library hours. However, McGregor said Tuesday that only one person had submitted a recommendation.

Reducing library hours is one way to cope with a projected \$175,000 loss in property tax revenue this year, McGregor said.

The library is one of two independent library districts in Orange County—the other is Placentia Library—which receives 85% of its funding from property taxes.

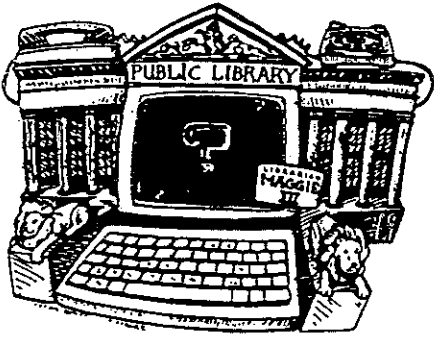
By cutting back its hours, the library could save about \$100,000 because it would not need to hire new employees to replace workers who have left, McGregor said.

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M.H. Adams/Copley News Service

Libraries are a key to better education

Having traveled over most of the world, I must sadly say that our young people are way behind those in other leading nations. Too many of our youngsters not only cannot read, spell, or write, but one cannot even hold an intelligent conversation with them. This is not the case with young people abroad, both in Europe and Asia.

However, despite this, our educational system must scrounge for funds to attempt to keep children interested in learning. Now our so-called leaders are cutting funds for libraries, an integral element of education.

If funds are so short that the government is taking it out on education, how about a large tax on tobacco and alcohol? Also, why is there no tax on candy and magazines, neither of which are essential items? Vitamins, an essential, are taxed. Whose lobby is the most effective? Close libraries, indeed!

Florence J. Paul
Santa Ana

BUDGET

Library receives \$66,000

Doors may stay open Saturdays

By Joe Bel Bruno
North County News

332

The Placentia Library will receive an extra \$66,000 after the Orange County Auditor's office reworked a formula to distribute local property taxes.

Library officials learned late last week that county auditors were able to divert the extra money to the independent library district.

The funds are expected to keep the library open on Saturday. The library had been expected to close Saturdays because the district didn't have the money to keep it open.

Library Director Elizabeth Minter said she was elated by the news.

"There has been some question all along on which formula would be chosen for the property tax shift," Minter said. "The Orange County Auditor's office told us they are going to use a formula that yields more money. We are so completely excited by this."

Library directors decided Aug. 12 to cut hours from 56 to 36 a week. The cuts were in response to declining revenues that saw the library's budget drop by about \$770,000 from four years ago.

It will cost an estimated \$62,000 to keep the library open on Saturdays, Minter said. The money will be used to reinstate two part-time library workers who were told in June they would be laid off.

LIBRARY

FROM 1

The remaining \$4,000 will augment the library's book budget, she said. In 1992-93, the library spent \$140,000 to purchase materials, but the latest budget now includes \$34,000 for new books.

"Things aren't going to exactly be back to normal around here, but it is a step in the right direction," Minter said.

The county auditor's office was asked to develop the best formula to distribute the property taxes.

The library lost a portion of its funding when state legislators changed the way property taxes are shared to help balance the state's budget.

Most libraries are affiliated with and receive funding through counties or cities.

The Placentia Library has its own special district and depends on local property taxes.

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PLACENTIA

Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open 9 a.m. to 4:45 p.m. Monday through Wednesday; 9 a.m. to 5:45 p.m. Thursday through Saturday; 1 to 4:45 p.m. Sunday.

TO: Elizabeth Minter, Library Director
 FROM: Katie Matas, Literacy Coordinator
 DATE: September 14, 1993
 SUBJECT: Placentia Library Literacy Services Report for the month of August

PROGRAM STATISTICS

Active tutors: 62
 Active students: 117
 Inactive tutors: 61
 Tutors available to be matched: 3
 Students waiting to be matched: 79
 Percentage of tutors reporting (August hours): 70%
 Adjusted percentage of tutors reporting (July hours): 30%
 Tutoring hours reported: 88.5
 Other volunteer hours reported: 135.5
 Total reported volunteer hours (August): 224

ACTIVITIES/PROGRAMS

Tutor and Student Support Group - The group met on August 17; a total of 6 tutors and students attended. Learning experiences were shared and discussed.

Tutor Training Workshops - Twenty-three tutors completed the July workshop. Graduates of the July workshop met on August 26 for their follow-up session to report on their progress and receive their certificates.

VOLUNTEER STAFF

Senior Assistant Teri Larkin from the Volunteer Center's S.T.E.P. Program worked 20 hours per week throughout the month of August. Ven Nguyen continued performing many duties for PLLS throughout the month.

NETWORK ACTIVITY

As Literacy Coordinator, Cindy McClain attended the Placentia Community Network meeting August 19 and gave a short statement on the history and purpose of PLLS. The Volunteer Fair (co-sponsored by the Placentia Library District) is scheduled for September 19 from 1-4pm. Seventeen organizations have signed up to participate in this event.

TO: Elizabeth Minter, Library Director
FROM: Jeannine Walters, Families for Literacy *JW*
DATE: September 15, 1993
SUBJECT: Status Report - Families for Literacy

The Fall semester of our Families for Literacy program began on September 7. Katie Matas oversaw the first week of the program and I took over the responsibilities on September 11. We are providing child care on Mondays and Wednesdays during the ESL classes, which are well attended by the adults. Katie had the adults fill out enrollment forms during the first Tuesday session, and I gave a brief orientation the following Tuesday. Although we have 14 completed applications, only 4 mothers attended the second Tuesday program. I will be visiting next Monday's ESL class to talk about the Tuesday programs and hopefully be able to find out why more of the students are not attending. I have also spoken with HeadStart and given them information about the program so that they will be able to refer their families to our program. I have a speaker from Parks and Recreation arranged for next Tuesday, and am in the process of contacting speakers for later programs. I hope to have speakers and programs lined up and layed out for the next several months and full attendance in the class by mid-to-late October.

