

**AGENDA**

**REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**February 22, 1994  
7:30 P.M.**

**Library Conference Room**

(Agenda Amended February 17, 1994, Adding Items 24A, 24B, and 24C)

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the January 17, 1994, Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Director

*about  
start + Evans  
- defn 30 + 31 to the med.  
modified  
last/second*

*- Parking Violations  
Placentia Pido Council  
Chadler - all books + 1991  
Susan - Feb 22 - write  
Mary - video + write  
Cheryl - 1st book  
Key - write profiles*

*Alfonse  
Al  
Peggy*

*Runch  
attend occ.  
COTAC Lt Med*

- 7. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

*attended OCCN in Seal Beach weeks ago Feb.*

- 8. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

*David Hickey*

**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 Nonstandard Claims for this period.

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

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

- 11. Current Claims and Payroll. (Approve)

Current Claims of \$60,111.98; Payrolls 3110, and 3111, for a cumulative payroll total of \$40,050.00 Combined total of Current Claims and Payroll of \$100,161.98.

**FINANCIAL REPORT (Items 12 - 16)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 12 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 12. Financial Reports for January, 1994. (Receive & File)

- 13. Office General Ledger & Check Registers for January, 1994. (Receive & File)

*Stark and West*

*Stark*

14. Overdue Collection Report for January, 1994. (Receive & File)
15. Vending Machine Report for January, 1994. (Receive & File)
16. Gifts Report for January, 1994. (Receive & File)

*to 27*

**GENERAL CONSENT CALENDAR (Items 17 - 24C)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 17 - 24C may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

17. Building Maintenance Report for January, 1994. (Receive & File)
18. Personnel Report for January, 1994. (Receive, File, and Ratify Appointments)
19. Volunteer Report for January, 1994. (Receive & File)
20. Circulation Report for January, 1994. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Travel Authorizations. (Approve)
23. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. (Receive & File)
24. FY1994-1995 Budget. (Receive & File)
- 24A. Distribution of Statement of Economic Interest Forms for 1994. (Receive)
- 24B. Submission to the Orange County Auditor of Claim for Reimbursement of Property Tax Shift for One Time Revenues as Authorized under AB 2371. (Receive & File)
- 24C. Agreement for Use of Facilities by North Orange County Community College District, 1993-1994. (Approve and Authorize Signature by the Library Director)

*very short*

**CONTINUING BUSINESS**

- 25. Nomination of Candidate for the Position of Alternate Delegate for the Independent Special Districts to the Local Agency Formation Commission.

Presentation: Library Board President  
 Recommendation: Nominate Trustee Shkoler by Resolution

- 26. Renewal of California Library Association Personal and Institutional Memberships.

Presentation: Library Director  
 Recommendation: Approve Personal Memberships

**NEW BUSINESS**

- 27. Review Health Insurance Proposals for 1994-1995.

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

- 28. Establish Salary for Principal Librarian.

Presentation: Library Director  
 Recommendation: Establish Salary Range for Exempt Employees Salary Schedule Category for Principal Librarian; and Authorize Implementation Effective July 1, 1993.

- 29. Performance Evaluation and Salary for Library Director

Presentation: Library Board President  
 Recommendation: Set date for study session

*March 7<sup>th</sup>*  
 7:30 *PM*

- 30. Review of Procedures for the Computer/Typewriter Room.

Presentation: Secretary Stark  
 Recommendation: Amend Fines and Fees Schedule to Include Rental Rate; No Change to Present Procedures

*defer March*  
 30.  
 31.  
*defer March*

- 31. Review of Protocols for Trustee Processing of Complaints.

Presentation: Library Board President  
 Recommendation:

- 32. Selection Procedure for District's Use of Santiago Library System Grant of \$2,600 to Purchase Equipment to Assist Library Meet Americans With Disabilities Act Public Service Compliance.

Presentation: Principal Librarian  
 Recommendation: Adopt Procedure

**STAFF REPORTS**

- 33. Program Report for the Month of January, 1994. (Program Committee)
- 34. Children's Services Report for the Month of January, 1994. (Schneider)
- 35. Acquisitions Report for January, 1994. (Shook)
- 36. Publicity Materials produced for the Month of January, 1994. (Willauer)
- 37. Placentia Library Literacy Services Report for the Month of January, 1994. (Matas and Byrne)
- 38. Families for Literacy Project Report for the Month of January, 1994. (Walters)
- 39. Solicitation of Paperback Books from Local Bookstores. (Ammar)

*Still  
very*

**ADJOURNMENT**

- 40. Agenda Preparation for **March 21, 1994**, Regular Meeting.
- 41. Review of Action Items.
- 42. Adjourn

*Insurance  
 # 30-31  
 Staff Records  
 -> Information Highway  
 (March 12, 1994)  
 Torrance*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 22, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, February 16, 1994, and that the Amended Agenda was posted on Thursday, February 17, 1994.

*Get key & give  
no papers on  
use of*

Charlene A. Dumitru

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Mar 5 (Sat)	CALTAC Trustee Workshop, Los Angeles, 9:00 A.M. to 3:00 P.M.
Mar 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Mar 21 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 22-26	Public Library Association 5th National Conference, Atlanta
Mar 31 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Apr 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Apr 18 (Mon)	Library Board Meeting, 7:30 P.M.
May 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
May 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Sep 19 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 29 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Oct 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Oct 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.

*Low Thurg  
to meet  
Placentia Public Meet.*

*W LVA Bd.*

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 17, 1994**

**CALL TO ORDER**           The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 1994 at 7:30 P.M. by President Dinsmore.

**ROLL CALL**               **Members Present:** Secretary Saundra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

**Members Absent:** None

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

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

**AYES:**       Stark, Evans, Shkoler  
**NOES:**       None  
**ABSTAIN:**   None

**MINUTES**                It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of December 20, 1993.

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

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

**BOARD PRESIDENT'S REPORT**   President Dinsmore reported that she attended the Town Hall Meeting on January 6, 1994. She said that Supervisor William Steiner encouraged the support of libraries. President Dinsmore requested that the Trustees review bills pending before the State legislature and encouraged them to write California's U.S. Senators to show support for the LSCA TITLE II funding.

Minutes, Regular Meeting of January 17, 1994, Page 2

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that the Friends gave the Library a donation of \$2,000.00 for the purchase of new books. She reminded Trustees that the Author's Luncheon will be held on January, 29, 1994 and that a final count on ticket sales is needed.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported that the 50/50 Workshop on Management Skills held at the Library on January 17, 1994 had been well attended. Several members of the LVA of Placentia Board attended.

**FOUNDATION  
REPORT**

Secretary Stark reported that she had finished <sup>passed around.</sup> composing the By-laws and Articles of Incorporation and gave copies to the Board for review. She suggested that the Foundation Board should consist of five members, two of whom should be Trustees, one member should be from the Friends of the Library and two members at large. She further recommended that Foundation Board members serve two year terms.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 11 through 13: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,239.75; and Current Claims and Payroll in the amount of \$51,156.03.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 14 through 18: Financial Reports for December, 1993; Office General Ledger and Check Registers for December, 1993; Overdue Collection Report for December, 1993; Vending Machine Report for December, 1993; and Gifts Report for December, 1993.

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



Minutes, Regular Meeting of January 17, 1994, Page 3

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 19 through 22 and Item 24: Building Maintenance Report for December, 1993; Personnel Report for December, 1993; Volunteer Report for the Month of December, 1993; Circulation Report for December, 1993; and Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve travel expenses not to exceed \$150.00 to include registration, parking and lunch at California Special District Association's Seminar "Practicalities of Running the District" for Administrative Assistant Charlene Dumitru.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve travel expenses not to exceed \$200.00 for mileage, parking and lunches for all librarians and library assistants to attend the American Library Association Midwinter Meeting at the Los Angeles Convention Center February 4 - 9, 1994.

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

It was moved by Trustee West, seconded by Trustee Evans to approve travel expenses not to exceed \$1,200 for registration, mileage and lunches for Library Director Minter and Staff Members Ammar, McClain, Schneider, Shook, Burkich, Matas, Byrne, Willauer, Dumitru, Walters and Wnek to attend Skillpath Seminar "Total Quality Customer Service" presented on various dates in February and March, 1994.

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

The Meeting of the Board of Trustees recessed at 8:50 P.M. and reconvened at 8:55 P.M.

Minutes, Regular Meeting of January 17, 1994, Page 4

**CONTRACT WITH CALIFORNIA ADVOCATES FOR 1994 LEGISLATIVE SESSION**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve renewal of legislative services contract for 1994 Legislative Session with California Advocates, Inc. at a cost not to exceed \$4,000 plus reimbursable expenses to be paid from and deposited to the County Exempt Account and to authorize the Library Director to sign the letter of agreement or contract on behalf of the District.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve renewal of California Library Association memberships for trustees, and staff per claim 3097, and to exclude the organizational dues for the Library.

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

It was moved by Secretary Stark, seconded by Trustee West to reconsider the previous motion and to defer the decision on CLA membership dues until the January meeting.

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 26 through 31: Program Report for month of December, 1993; Children's Services Report for the Month of December, 1993; Acquisitions Report for December, 1993; Publicity Materials produced for the Month of December 1993; Placentia Library Literacy Services Report for the Month of December, 1993; Families for Literacy Project Report for the Month of December, 1993.

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

The Regular Meeting of the Board of Trustees was adjourned at 9:14 P.M.

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Saundra M. Stark, Secretary

**Addendum to Minutes  
of the  
Regular Meeting of the Board of Trustees  
of January 17, 1994**

**ACTION ITEMS**

1. Direct the Library Foundation to have founding documents prepared for the February 1994 meeting.
2. Vending machine is to be repaired.
3. Decide which trustees will attend Caltac workshops

1

2

3

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDMinter*  
DATE: February 22, 1994  
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, February 7, 1994. Library Director Elizabeth Minter attended the Meeting.

Library Trustee Al Shkoler visited the meeting and told the Board that the Library Board greatly appreciates their efforts on behalf of the Library and especially appreciated all of their work on the Author's Luncheon held on January 29, 1994.

The Friends Board authorized the Library Director to find out if the Alta Vista Country Club is available for Saturday, January 28, 1995, and to reserve the room. Ciji Ware has offered to assist the Friends with recruiting an author for 1995.

Library Director Minter reported that the letter requesting the \$1,000 grant through Supervisor Steiner's Office has been mailed and that the Federal Tax Exempt Number will be needed to complete the application process. President Irot is still working on getting this number from the IRS Office.

Since the meeting had no quorum the election of officers was postponed to the March 7th meeting.



TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KLM*

DATE: February 22, 1994

SUBJECT: **Literacy Volunteers of America Board Report for the month of February**

The Board of Directors of Literacy Volunteers of America-Placentia met on February 15, 1994. Suad Ammar and I attended.

Leslie Moreau, LVA Board President, suggested a lasagna cook-off in cooperation with other LVA affiliates as a possible fund-raiser. LVA National has put out a packet on how this fund-raiser could be done with Garfield the cat as the theme.

The main topic of the meeting was the resignation of four of the members of the LVA-Placentia board of directors. Secretary, Colleen McGlynn, and treasurer, Valarie Harris, are resigning due to personal time constraints. Leslie Moreau, board president, and Lotte Gopalakrishnan, vice president, have decided to move on to the literacy programs in their own cities of Fullerton and Huntington Beach. The resignations become effective April 1, 1994.

The next meeting is scheduled for March 16, 1994 at 6:00 pm.





PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 February 22, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3103	35,900.00
	3104	6,442.31
	3105	1,361.20
	3106	<u>265.15</u>
Subtotal for Immediately		43,968.66
Regular	3107	8,959.22
	3108	1,182.87
	3109	3,143.58
	3112	2,727.28
	3113	<u>130.37</u>
Subtotal for Regular		16,143.32
Payroll	3110	20,025.00
	2111	<u>20,025.00</u>
Subtotal for Payroll		40,050.00
	Total	<u>100,161.98</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 706

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
First Interstate Bank Of California ABA# 1220-0021-8 AMTS# 250 098989 ACCT# (342) 6500968-007 ISSUE: Placentia Civic Ctr. -B ATTN: Teresa Fructuoso	Feb 21, 1994		2200	00		35,900.00		
<b><u>PLEASE WIRE BY MARCH 7, 1994!</u></b>								

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb 22, 1994  
REPORT NO 3104

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jan 19, 1994 Dec 15, 1993- Jan 14, 1994		2800	00		513.04		
N03645 CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jan 15, 1994 B01-227098Feb Feb 12, 1994 B01-237617Mar					2,948.57 <u>2,700.25</u> 5,648.82		
N03646 VISION SERVICE PLAN P.O. Box 45210 San Francisco, CA 94145-5210	Jan 22, 1994 February		0300	00		117.51		
N03648 Cascade Drinking Water 1080 So. Cypress Unit D La Habra, CA 90631	Jan 31, 1994 February		1800	00		24.95		
N03649 Dept.91-2504992996 STAPLES INC. P.O. Box 182378 Columbus, OH 43218-2378	Dec 05, 1993 5458		1800	00		114.68		
N03650 KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Nov 05, 1993 400263354 Feb 01, 1994 400264122 Feb 02, 1994 400264132					17.94 2.14 <u>3.23</u> 23.31		
<b>PLEASE PAY IMMEDIATELY!</b>								

The claims listed above (totaling \$ 6,442.31) 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 Feb 22, 1994  
REPORT NO 3105

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
N03752 PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan 17, 1994 528-1906					152.82		
	Jan 17, 1994 528-8236					19.05		
	Jan 19, 1994 996-2865		0700	00		<u>44.55</u> 216.42		
	Jan 07, 1994 251-5376					86.39		
	Jan 07, 1994 251-5377					86.39		
	Feb 07, 1994 251-5376					87.69		
	Feb 07, 1994 251-5377					<u>87.69</u>		
	Feb 04, 1994 528-8408		0700	05		348.16		
			0700	08		<u>32.40</u>		
				TOTAL		596.98		
	N06555 PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Jan 22, 1994		0300	00		482.27	
February								
N06556 CONTINENTAL CASUALTY CO. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Feb 01, 1994		0300	00		201.70		
	January							
N06557 CARE RESOURCES 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Feb 15, 1994					35.00		
	February							
	Feb 15, 1994					<u>35.00</u>		
	March		1900	00		70.00		
N06901 MARGARET V. DINSMORE 2108 N. Rosemont Placentia, CA 92670	Jan 30, 1994		2700	00		10.25		
	ISDOC							

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 1,361.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb 22, 1994  
REPORT NO 3106

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
PAYCHEX P.O. Box 25159 Santa Ana, CA 92799-5159	Jan 27, 1994 19940127		1900	00		265.15		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 265.15) 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 Feb 22, 1994  
REPORT NO 3107

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub -Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00037 BSI CONSULTANTS, INC. 16880 W. Bernardo Dr., Ste.100 San Diego, CA 92127-1616	Jan 13, 1994 90812		1900	00		725.00		
N00642A Employment Development Dept. P.O. Box 826219 Sacramento, CA 94230-62190614	Jan 19, 1994 per. end. Dec 31, 1993		0310	00		1,696.91		
N01035 CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Feb 10, 1994 52243Dec Feb 10, 1994 52244		1400 2800 1400	00 00 00		1,953.63 3,664.30 335.31		
			1400	00 subtotal		2,288.94		
				TOTAL		5,953.24		
N03653 BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Feb 01, 1994 35270		1400	00		117.42		
N03656 PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan 31, 1994 January		1900	00		32.71		
N03833 BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jan 28, 1994 A16316		0700	05		423.82		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Jan 31, 1994 336\5609		1900	00		10.12		

The claims listed above (totaling \$ 8,959.22) 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 Feb 22, 1994  
REPORT NO 3108

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009	Aug 13, 1993 072182					3.00		
	Nov 13, 1993 056546					114.54		
	Jan 13, 1994 80559		2400	04		16.58 134.12		
N06567 A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Jan 25, 1994 6214		1400	00		205.00		
N06569 DEMCO P.O. Box 7488 Madison, WI 53707-7488	Sep 10, 1993 D714238		1800	00		48.86		
N06573 FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Jan 07, 1994 per. end. Dec 31, 1993		1900	00		678.39		
N06786 KATHERINE MATAS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Dec 02, 1993 S.T.E.P.		2700	00		6.50		
N06819 ALA Membership Services 50 E. Huron St. Chicago, IL 60611	Jan 17, 1994 schneider memb.		1600	00		110.00		

The claims listed above (totaling \$ 1,182.87) 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 Feb 22, 1994  
REPORT NO 3109

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06902 NEW READERS PRESS 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Jan 13, 1994 593458		2400	08		190.00		
LIBRARY HOTLINE Subscription Dept. P.O. Box 713 Brewster, NY 10509-0713	Dec 29, 1993 1994		2400	04		74.00		
Spec. Dist. Workers Comp. Author 1030 15th St., Ste. 300 Sacramento, CA 95814	Dec 30, 1993 FY92-93 Dec 30, 1993 dep. 2nd qtr.		0300	00		7.00 <u>1,786.00</u> 1,793.00		
EBSCO PUBLISHING Fulfillment Offices P.O. Box 2250 Peabody, MA 01960-7250	Dec 17, 1993 121793-02		1300	00		80.00		
GBC P.O. Box 71361 Chicago, IL 60694-1361	Jan 11, 1994 11058248		1300	00		202.00		
3M RSP4754 (RS) P.O. Box 33844 St. Paul, MN 55133-3844	Jan 10, 1994 QB52459		1300	00		510.00		
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., Ste. K Placentia, CA 92670	Jan 27, 1994 19285 Feb 04, 1994 19316		1800	00		157.88 <u>87.71</u> 245.59		
PERS P.O. Box 942703 Sacramento, CA 94229-2703	Jan 11, 1994 reconciliation prior 1987		0200	00		48.99		

The claims listed above (totaling \$ 3,143.58) 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  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Qbjt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Feb 22, 1994 Pay #06 Mar 4, 1994- Mar 17, 1994		0100-	00		18,600.00		
	FICA		0200-	00		<u>1,425.00</u>		
				TOTAL			20,025.00	
<b>PLEASE WIRE ON THURSDAY, MARCH 17, 1994!</b>								

The claims listed above (totaling \$ 20,025.00) 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  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS 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	Feb 22, 1994 Pay #07		0100-	00		18,600.00		
	Mar 18, 1994- Mar 31, 1994							
	FICA		0200-	00		<u>1,425.00</u>		
			TOTAL			20,025.00		
<b>PLEASE WIRE ON THURSDAY, MARCH 31, 1994!</b>								

The claims listed above (totaling \$ 20,025.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb 22, 1994  
REPORT NO 3112

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03660 ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	petty cash		3700	00		664.00		
			0900	09		32.69		
			1800	00		483.48		
			1800	09		55.30		
			2400	01		30.31		
			2700	00		781.00		
			2700	07		585.50		
			2700	08		6.00		
			2700	09		89.00		
					Total			2,727.28

The claims listed above (totaling \$ 2,727.28) 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

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
N03644 Charlene Dumitru c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	travel reimb.		2700	00		10.00		
N03912 CSDA 915 L Street, Ste. 1000 Sacramento, CA 95814	Feb 19, 1994 workshop#1		2700	00		110.00		
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jan 25, 1994 SCLLN		2700	09		10.37		

The claims listed above (totaling \$ 130.37) 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.

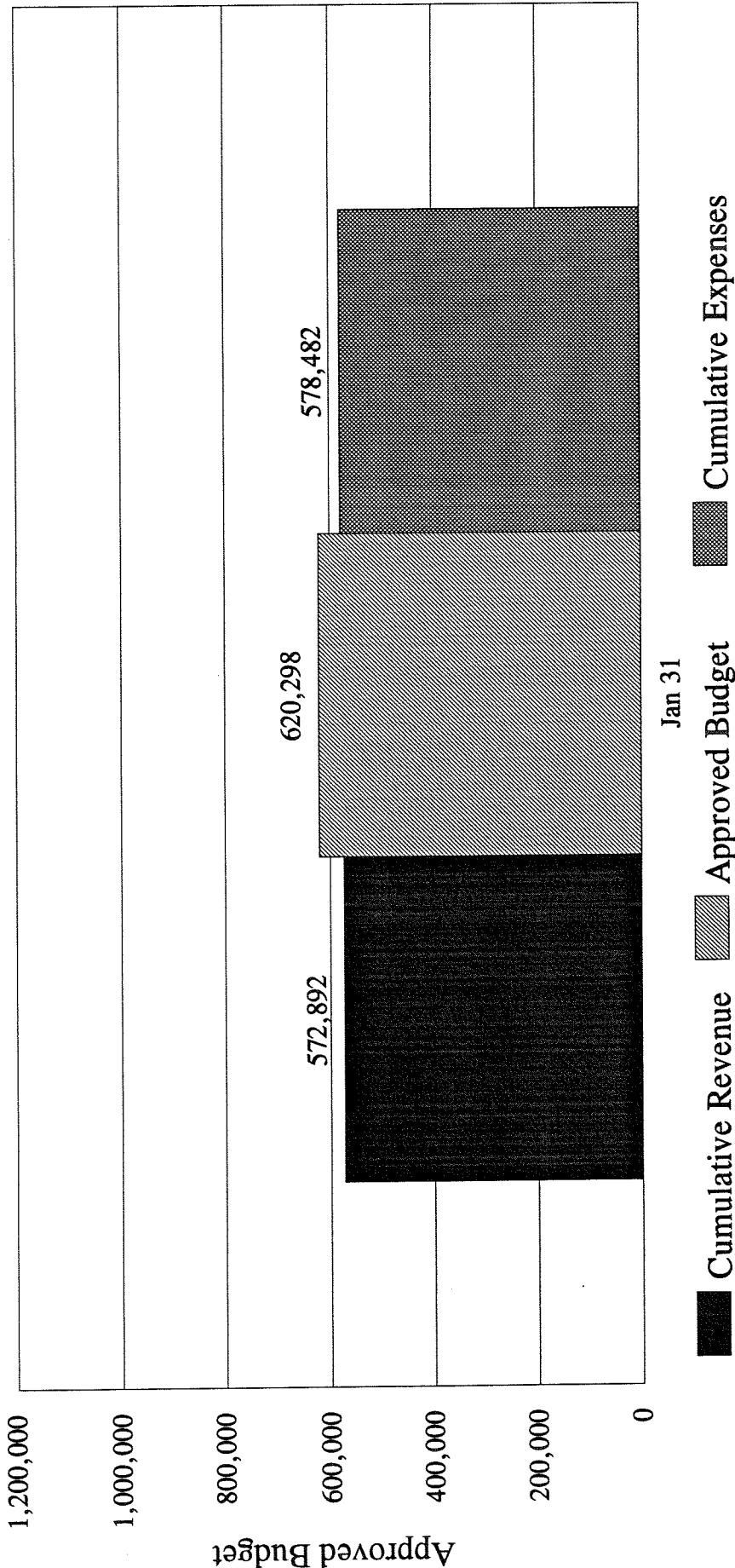
APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1993-1994 Cash Flow



Jan 31

Cumulative Revenue

Approved Budget

Cumulative Expenses

**Placentia Library District**

**Fund Balance Report  
Fiscal Year 1993-1994  
February 22, 1994**

	Fund 702 Mai Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11	469,626.88
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18	469,626.88
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95	469,626.88
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57	442,902.54
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25	442,902.54
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26	442,902.54
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66	451,977.75
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	825,518.69	451,977.75
Feb 28, 1994						0.00	0.00
Mar 31, 1994						0.00	0.00
Apr 30, 1994						0.00	0.00
May 31, 1994						0.00	0.00
Jun 30, 1994						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 February 22, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	406,905.54	466,871.24	66,194.39	58,366.50	59.54%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	406,905.54	466,871.24	66,194.39	58,366.50	57.50%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	3,097.69	53,045.46	3,097.69	0.00	7.94%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	66,022.50	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	82,059.86	17,820.05	66,022.50	0.00	122.17%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	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	23,841.00	7,305.72	23,669.72	1,972.02	0.00	30.64%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	4,897.47	6,335.33	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	24,408.76	19,800.44	0.00	2,242.24	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	14,636.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	12,500.00	0.00	12,500.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	35,908.76	46,936.44	0.00	29,378.24	42.25%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	18,297.43	16,143.09	2,221.75	6,912.29	52.28%
787-001	Outlawed warrant - 6 months	0.00	(7,193.70)	8.00	1,183.54	0.00	0.00%
787-003		0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	11,103.73	16,151.09	3,405.29	6,912.29	31.72%
	5071 FUND TOTAL	1,063,371.00	572,892.19	757,343.17	145,589.36	100,992.36	53.88%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 22, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	343,686.10	480,003.88	36,600.00	56,000.00	62.23%
020-000	Retirement	90,844.00	73,843.89	82,183.84	51,396.89	4,290.00	81.29%
	Health Insurance/Care America	28,856.00	15,642.27	25,066.10	1,603.86	3,194.66	54.21%
	Long Term Disability	1,660.00	502.79	1,132.53	195.83	566.58	62.56%
	Vision Service Plan	3,869.00	3,368.94	1,188.96	0.00	178.72	87.08%
	Dental	34,385.00	20,552.49	30,818.99	482.27	629.48	59.77%
030-000	Total Employee Insurance				2,281.96	4,569.44	
031-000	Unemployment Insurance	24,000.00	2,463.40	2,165.81	14.09	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	945.32	1,964.85	0.00	1,334.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	441,491.20	597,137.37	90,292.94	66,193.44	62.24%
070-000	Communications	3,500.00	2,108.19	2,336.32	202.72	287.51	60.23%
070-005	Communications - Computer	5,100.00	3,674.05	2,842.88	847.64	1,022.16	35.52%
070-008	Communications - Literacy	950.00	337.45	502.74	0.00	117.02	64.08%
	Total Communications	9,550.00	6,119.69	5,681.94	1,050.36	1,426.69	
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	91.76	32.26	65.56	0.00	91.76%
	Total Food	100.00	91.76	32.26	65.56	0.00	
100-000	Household Expense	4,500.00	1,790.49	2,042.08	0.00	0.00	39.79%
110-000	Insurance	16,000.00	1,796.25	0.00	0.00	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	5,413.98	3,050.74	1,034.51	503.28	72.19%
	HVAC	15,000.00	761.52	5,843.85	234.84	1,786.36	5.08%
	Carpet Cleaning	3,500.00	0.00	2,894.55	0.00	964.85	0.00%
	Groundskeeping, City of Placentia	23,000.00	12,963.20	13,835.34	5,506.07	3,904.45	56.36%
	Plumbing	750.00	0.00	131.90	0.00	0.00	0.00%
	Electrical	1,500.00	810.22	503.47	290.36	198.22	54.01%
	Cleaning Service	11,700.00	6,933.04	8,526.12	1,900.00	1,931.52	59.26%
	Locksmith	300.00	0.00	87.45	0.00	87.45	0.00%
	Other	500.00	311.00	125.00	0.00	0.00	62.20%
140-000	Total Maintenance of Building & Grounds	56,250.00	21,778.98	31,947.68	7,931.27	8,872.85	38.72%
160-000	Memberships	3,500.00	2,360.00	888.00	1,565.00	0.00	67.43%
170-000	Miscellaneous Expense	0.00	2,415.00	0.00	2,415.00	0.00	



OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,610.09	6,869.28	393.40	849.24	21.47%
	Printing	13,000.00	6,796.82	2,893.30	1,996.89	24.78	52.28% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	382.50	
	Publications	1,000.00	180.00	1,985.00	180.00	1,985.00	18.00%
	Paper	1,200.00	632.21	698.46	141.08	137.75	52.68%
	Drinking Water Service	325.00	174.65	174.65	24.95	24.95	53.74%
	Other Office Supplies	6,000.00	3,027.74	5,732.44	901.41	670.86	50.46%
	Total Office Supply Expense	29,025.00	12,421.51	19,300.13	3,637.73	4,075.08	42.80%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,621.56	603.09	0.00	0.00	93.63%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	20.89	0.00	4.13	24.62%
	Other Office Supplies	1,800.00	176.43	418.47	35.50	157.66	9.80%
	Total Literacy Office supply expense	4,650.00	2,810.30	1,042.45	35.50	161.79	60.44%
180-009	Family Literacy Supply Expense	4,800.00	290.97	3,398.56	428.83	674.38	6.06%
	Total Office Expense	38,475.00	15,522.78	23,741.14	4,102.06	4,911.25	40.35%
183-000	Postage Expense	2,000.00	(239.95)	1,081.01	94.69	232.39	-12.00%
183-008	Postage Expense - Literacy	700.00	479.69	570.89	87.00	251.89	68.53%
183-009	Postage Expense - Family Literacy	0.00	225.00	29.00	225.00		
	Total Postage Expense	2,700.00	464.74	1,680.90	406.69	484.28	17.21%
	Care Resources (Employee Assistance)	650.00	210.00	406.00	0.00	50.75	32.31%
	Pension Contribution & Operating Expenses	5,000.00	3,809.20	3,077.12	400.00	0.00	76.18%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	226.97	245.68	65.42	92.13	60.53%
	Tax Collection Services & Fees by Orange County	250.00	226.13	211.58	0.00	0.00	90.45%
	Advertising	400.00	97.50	347.50	97.50	0.00	24.38%
	Medical Exams	525.00	416.50	283.50	40.50	40.50	79.33%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	250.00	0.00	108.47%
	Payroll Preparation	3,625.00	3,030.99	2,367.28	0.00	0.00	83.61%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	2,084.00	375.00	245.97	270.00	69.47%
	Total Specialized Services	58,275.00	13,381.29	15,249.64	1,099.39	453.38	22.96%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	848.50	0.00	0.00	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,104.23	1,315.46	338.29	1,167.18	11.04%
	Total Specialized Services	70,675.00	14,485.52	18,225.60	1,437.68	1,620.56	20.50%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN	FY1992-93 JAN	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	500.83	40.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	15,548.64	70,318.21	4,161.92	4,903.92	88.77%
240-002	Special Department Expense - Video	500.00	0.00	189.75	0.00	0.00	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	7,374.18	24,672.49	671.63	8,958.64	92.18%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	2,502.59	0.00	531.35	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	104.42	118.80	104.42	0.00	0.00%
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	682.55	0.00	148.06	0.00%
	Total Special Department Expense	34,229.00	24,207.25	98,499.34	4,937.97	14,541.97	70.72%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	2,565.56	4,357.78	849.32	2.06	85.52%
270-008	Transportation/Travel - Meetings - Literacy	850.00	864.14	354.00	28.00	0.00	101.66%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	886.00	420.00	868.00	0.00	118.13%
	Total Transportation/Travel - Meetings	4,600.00	4,315.70	5,131.78	1,745.32	2.06	93.82%
	Electricity	63,000.00	34,282.86	39,252.28	12,378.00	9,224.83	54.42%
	Gas	3,850.00	729.93	647.22	446.86	(352.74)	18.96%
	Water	1,925.00	1,081.15	1,310.82	140.11	104.20	56.16%
	Total Utilities	68,775.00	36,093.94	41,210.32	12,964.97	8,976.29	52.48%
	TOTAL SUPPLIES & SERVICES	353,454.00	136,966.96	232,632.61	39,696.39	41,339.23	38.75%
370-000	Taxes, Assessments (Sales Tax)	625.00	24.32	12.04	0.00	0.00	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	578,482.48	829,782.02	129,989.33	107,532.67	54.40%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,596.00	3,437.38	150.50	530.70	55.04%
	Total 009 - Family Literacy	8,250.00	1,268.73	5,345.37	1,362.39	822.44	15.38%

Placentia Library District  
Balance Sheet

January 31, 1994

Assets		
General Fund	4,333.33	
Literacy Fund	7,823.53	
County Exempt	11,453.70	
Payroll Account	3,066.03	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		<u>53,536.99</u>
Liabilities		
Manual Payroll Checks	1,218.51	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	656.41	
Total Liabilities		783.75
Capital		
Fund Balance	52,753.24	
Total Capital		<u>52,753.24</u>
Total Liabilities and Capital		<u>53,536.99</u>

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,401.33
Checks Out	3720	1,068.00		
TOTALS		1,068.00	0.00	
CHECKBOOK BAL				4,333.33

*Edmund*  
2-9-94

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 01  
 Period Spread Sheet  
 1 Period(s) Ending January 31, 1994

	Total	01/31/94
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	18.90	18.90
Cash Register-Fines	2,325.61	2,325.61
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	31.24	31.24
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	121.25	121.25
Cash Register-Computer Rental	61.00	61.00
Typewriter Income	24.68	24.68
Telephone Income	78.81	78.81
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,905.23	1,905.23
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,553.86	1,553.86
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6,120.58	6,120.58
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	6,120.58	6,120.58
<b>Expenses</b>		
Transfers to County	2,917.77	2,917.77
Employee Insurance (030)	(180.27)	(180.27)
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)	(114.38)	(114.38)
Postage (183)	161.76	161.76
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	1,223.50	1,223.50
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	4,008.38	4,008.38
	-----	-----
Operating Income (Loss)	2,112.20	2,112.20

01/31/94

Page 2

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1994

01/31/94

Other Income

Other Expenses

Net Income (Loss)

-----  
363.10  
=====

01/31/94

Page 2

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending January 31, 1994

	Total	01/31/94
Other Income		
Other Expenses		
Net Income (Loss)	<u>2,112.20</u>	<u>2,112.20</u>

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1994

	01/31/94
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	109.28
Cash Register-Fines	15,320.66
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	870.08
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	856.93
Cash Register-Computer Rental	610.35
Typewriter Income	73.79
Telephone Income	330.37
Copy Machine Income	92.25
State Library Reimbursements	24,221.38
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	8,734.16
Interest Income	0.00
Miscellaneous Income	0.00
	-----
Total Income	62,719.25
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	62,719.25
<b>Expenses</b>	
Transfers to County	56,980.76
Employee Insurance (030)	(1,081.62)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	45.00
Office Expense (180)	1,358.37
Postage (183)	520.80
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	15.62
Transportation & Travel (270)	4,184.39
Equipment (400)	149.83
Taxes and Fees (370)	0.00
	-----
Total Expenses	62,356.15
	-----
Operating Income (Loss)	363.10



01/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 94 Period 7  
General Account

Page 1

Check	Date	Payee	Amount
3709	12/29/94	Office Depot 0-5114-01 Office Expense (180)	70.15
3710	01/05/94	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3711	01/10/94	E.D. Minter 0-5116-01 Postage (183)	31.76
3712	01/31/94	E. D. Minter (petty 0-5114-01 Office Expense (180)	93.23
3713	01/31/94	O.C. Auditor 0-5102-01 Transfers to County	2,917.77
3714	01/31/94	League of Women Vote 0-5122-01 Transportation & Travel (270)	16.00
3715	01/31/94	USAF - Registration 0-5122-01 Transportation & Travel (270)	107.50
3716	01/31/94	Office Depot 0-5114-01 Office Expense (180)	178.59
3717	01/31/94	VOID void	0.00
3718	01/31/94	Placentia Chamber/Co 0-5122-01 Transportation & Travel (270)	32.00
3719	01/31/94	Placentia Chamb/Comm 0-5114-01 Office Expense (180)	9.00
3720	01/31/94	Skillpath 0-5122-01 Transportation & Travel (270)	1,068.00
3721	01/31/94	Office Depot 0-5114-01 Office Expense (180)	12.26
Checkbook 1 Total			4,681.26

01/31/94

Placentia Library District  
Cash Disbursements

Page

S U M M A R Y

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name

Total

0-5102-01 Transfers to County	2,917.77
0-5114-01 Office Expense (180)	363.23
0-5116-01 Postage (183)	176.76
0-5122-01 Transportation & Travel (270)	1,223.50
	-----
	4,681.26
	=====

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,823.53
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,823.53

*Edmund*  
*2/9/94*

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 02  
 Period Spread Sheet  
 1 Period(s) Ending January 31, 1994

	Total	01/31/94
Income		
Gifts Income	100.00	100.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.63	6.63
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	166.63	166.63
Cost of Sales		
	-----	-----
Gross Profit (Loss)	166.63	166.63
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
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	166.63	166.63
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	166.63	166.63
	=====	=====

01/31/94

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 02  
 YTD Actual Spread Sheet  
 1 Period(s) Ending January 31, 1994

	01/31/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	49.75
Miscellaneous Income	0.00
	-----
Total Income	769.75
 Cost of Sales	
	-----
Gross Profit (Loss)	769.75
 Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00
	-----
Total Expenses	797.00
	-----
Operating Income (Loss)	(27.25)
 Other Income	
 Other Expenses	
	-----
Net Income (Loss)	(27.25)
	=====

01/31/94

Placentia Library District  
Cash Disbursements  
SUMMARY

Page 1

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,485.95
Checks Out	840	32.25		
TOTALS		32.25	0.00	
CHECKBOOK BAL				11,453.70

*E. Amundson*  
2/9/94

01/31/94

Placentia Library District  
 Income Statement For Department 03  
 Period Spread Sheet  
 1 Period(s) Ending January 31, 1994

Part 1 of 1 Parts

	Total	01/31/94
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	195.00	195.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	538.99	538.99
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	245.97	245.97
Interest Income	9.46	9.46
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,041.92	1,041.92
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	1,041.92	1,041.92
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	408.60	408.60
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	15.03	15.03
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	30.00	30.00
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	0.00	0.00
	-----	-----
Total Expenses	453.63	453.63
	-----	-----
Operating Income (Loss)	588.29	588.29
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----



01/31/94

Page 2

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending January 31, 1994

Net Income (Loss)	Total 588.29 =====	01/31/94 588.29 =====
-------------------	--------------------------	-----------------------------

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1994

	01/31/94
Income	
Cash Register-Copy Cards-Exempt Fund	433.25
Microfilm/Microfich Income	0.00
Meeting Room Income	2,117.00
Test Proctoring Income	100.00
Vending Machine Income	3,693.72
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	66.63
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	13,203.47
Cost of Sales	
	-----
Gross Profit (Loss)	13,203.47
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	2,018.96
Vending Machine Repairs	59.00
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	120.00
Friend's-Director's Fund	293.95
Friend's-Other Activities	89.59
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73
	-----
Total Expenses	10,475.26
	-----
Operating Income (Loss)	2,728.21
Other Income	
Other Expenses	-----

01/31/94

Page 2

Placentia Library District                      Part 1 of 1 Parts  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1994

Net Income (Loss)

01/31/94  
2,728.21  
=====

01/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 94 Period 7  
County Exempt

Page 1

Check	Date	Payee		Amount
852	01/04/94	Literacy Volunteers		50.00
		0-4312-03 Gifts Income	50.00	
853	01/04/94	Friends of Plac. Lib		150.00
		0-4312-03 Gifts Income	150.00	
854	01/17/94	A&R Wholesale		408.60
		0-5304-03 Vending Machine Supplies	408.60	
855	01/24/94	Polly's Pies		30.00
		0-5312-03 Children's-Other	30.00	
			-----	
Checkbook 3 Total				638.60

01/31/94

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

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name	Total
0-4312-03 Gifts Income	200.00
0-5304-03 Vending Machine Supplies	408.60
0-5312-03 Children's-Other	30.00
	-----
	638.60
	=====

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

January, 1994

Prepared 2/15/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,300.68
Checks Out				
	49	47.79		
	51	399.99		
	55	157.79		
	72	38.48		
	77	184.58		
	80	884.51		
	85	50.20		
	87	293.18		
	89	225.99		
	90	49.87		
	103	74.08		
	106	700.59		
	109	38.48		
	110	72.50		
	579	16.62		
TOTALS		3,234.65	0.00	

CHECKBOOK BAL

3,066.03

*Edmund*  
2/15/94

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 04  
 Period Spread Sheet  
 1 Period(s) Ending January 31, 1994

	Total	01/31/94
Income		
Transfers from County	39,405.00	39,405.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,405.00	39,405.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	39,405.00	39,405.00
Expenses		
Salaries	38,892.33	38,892.33
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,761.22	2,761.22
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	10.72	10.72
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,664.27	41,664.27
Operating Income (Loss)	(2,259.27)	(2,259.27)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,259.27)	(2,259.27)
	=====	=====

01/31/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1994

	01/31/94
Income	
Transfers from County	369,221.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00
	-----
Total Income	369,234.47
Cost of Sales	
	-----
Gross Profit (Loss)	369,234.47
Expenses	
Salaries	348,418.98
Employee Benefits	0.00
Employer Payroll Taxes	25,256.54
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	113.43
Miscellaneous - Unknown	0.00
	-----
Total Expenses	375,580.72
	-----
Operating Income (Loss)	(6,346.25)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(6,346.25)
	=====



01/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 94 Period 7  
Payroll Account

Page 1

Check	Date	Payee	Amount
578	01/25/94	Cindy McClain	399.99
	0-5402-04	Salaries	399.99
579	01/31/94	Charles Cybor	16.62
	0-5402-04	Salaries	16.62
Checkbook 4 Total			416.61

01/31/94 .

Placentia Library District

Page

Cash Disbursements

S U M M A R Y

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name

Total

0-5402-04 Salaries

416.61

416.61

TO; Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor *PB*  
DATE: February 17, 1994  
SUBJECT: **ACS: Overdue Collection Report for the month of January**

An updated report has been received from ACS Collection Agency on February 4th.  
A breakdown of the patrons listed was as follows:

- 1- Fourteen patrons "ACTIVE" (demands being sent)
- 2- Three patrons "MAIL RETURNED"
- 3- One patron "PAID IN FULL"

The total amount recovered for the month was \$62.96 .

ADVANCED COLLECTION SYSTEMS, INC

222 North Virgil Avenue  
Los Angeles, CA 90004

CLIENT PROGRESS REPORT TO 30 Jan 1994

PLACENTIA PUBLIC LIBRARY  
ATTENTION: CIRCULATION  
411 E CHAPMAN AVE  
PLACENTIA, CA 92670  
ATTN: KAREN CUSHING

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	0	0.00	871	52,061.58
LESS: Mail Return*, Dispute, Bankrpt	3	267.84	3	267.84	165	10,233.50
NET ASSIGNMENTS	-3	(267.84)	-3	(267.84)	706	41,828.08
<b>COLLECTED</b>						
Paid in Full	1	62.96	1	62.96	245	11,457.16
Settled in Full	0	0.00	0	0.00	62	3,079.38
Partial Payment	0	0.00	0	0.00	128	6,747.42
Resolved	0	0.00	0	0.00	17	634.58
TOTAL RECOVERED	1	62.96	1	62.96	452	21,918.54

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	297
	\$15,870	\$3,130	\$6,814	\$7,865	\$17,957

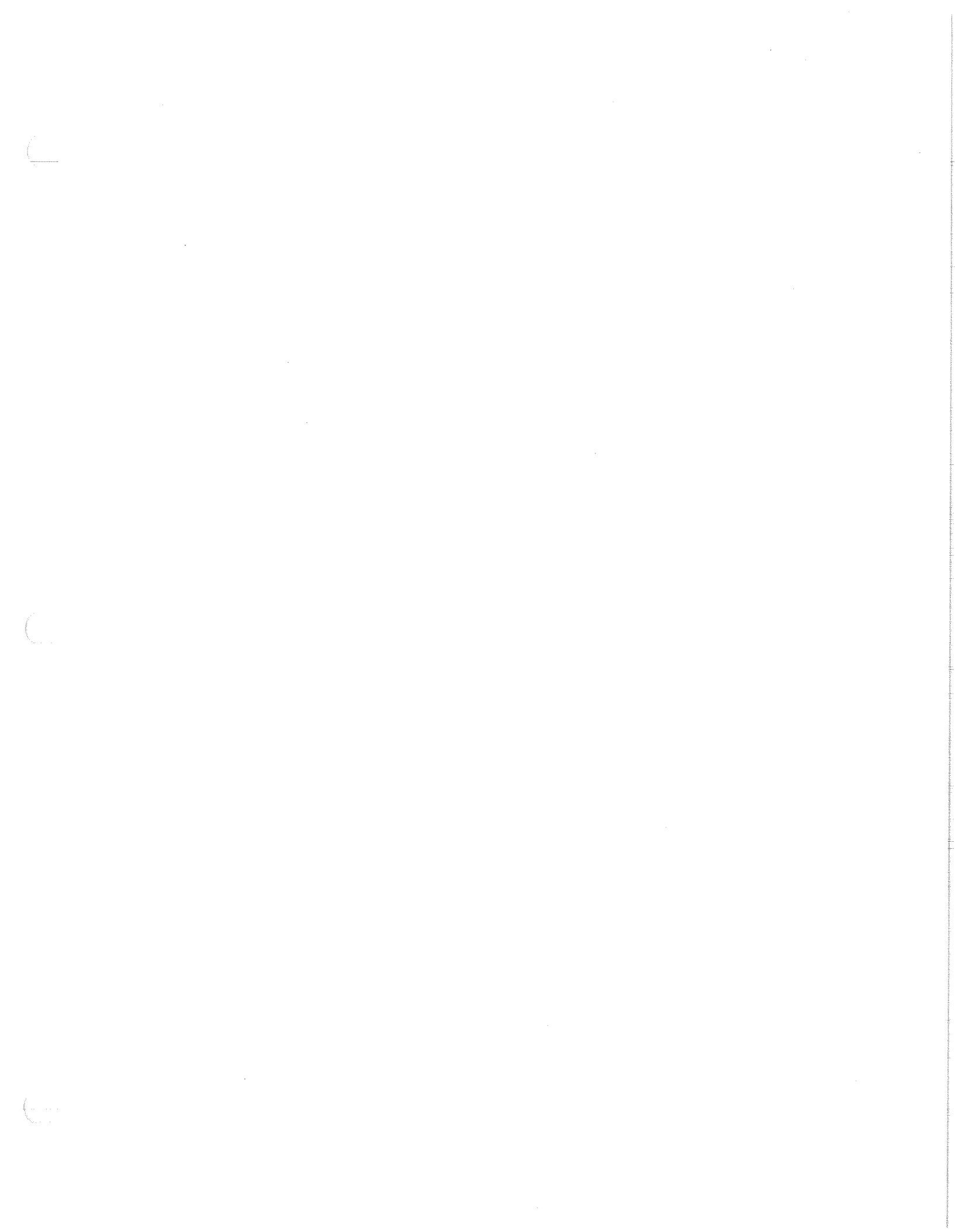
\* Percentage of Mail Returns - 18.9 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
			12/21/93	87.25	A	2
			AMT: 87.25			
			12/21/93	83.99	A	2
			AMT: 83.99			
			12/21/93	137.85	A	2
			AMT: 137.85			
			12/21/93	356.00	A	2
			AMT: 356.00			
			12/21/93	109.45	A	2
			AMT: 109.45			
			12/21/93	74.63	MR	1
			AMT: 74.63			
			12/21/93	57.95	A	2
			AMT: 57.95			
			12/21/93	217.66	A	2
			AMT: 217.66			
			12/21/93	0.00	PF	1
			AMT: 62.96			
			12/21/93	93.31	MR	1
			AMT: 93.31			
			12/21/93	58.84	A	2
			AMT: 58.84			
			12/21/93	75.95	A	2
			AMT: 75.95			
			12/21/93	79.45	A	2
			AMT: 79.45			
			12/21/93	79.10	A	2
			AMT: 79.10			
			12/21/93	15.99	A	2
			AMT: 15.99			
			12/21/93	82.95	A	2
			AMT: 82.95			
			12/21/93	99.90	MR	1
			AMT: 99.90			
			12/21/93	165.90	A	2
			AMT: 165.90			
				1,876.17		



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *2/22/94*  
DATE: February 22, 1994  
SUBJECT: JANUARY, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JANUARY 1-31, 1994

Beginning Balance 01/01/94			\$776.61
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 538.99		
Total Materials & Supplies		408.60	
Total Repairs		0.00	
Vend Machine Loan Payback		<u>0.00</u>	
	\$ 538.99	\$ 0.00	
Ending Balance 01/31/94			<u>\$907.00</u>

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: February 22, 1994  
 SUBJECT: Gift Fund Report for January, 1994

The following cash gifts to Placentia Library District were received in January 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Friends of Placentia Library	\$2,000.00
Mr. and Mrs. Gene Jones	20.00
Mr. George Dayhuff	20.00
Ms. Saundra Stark	13.00
The Schwinn Family	12.00
Ms. Carole Dutton	15.00
Ms. Linda Light	20.00
Mr. Jack Libbea	100.00
<b>Total Adopt-a-Book for January</b>	<b>\$ 2,200.00</b>
Donations made at the Author's Luncheon by luncheon guests (tips):	2,247.89
Other Donations to Author's Luncheon:	1,065.00
Profit on Author's Luncheon (ticket sales & book sales)	1,456.43
<b>Total Increase to Book Budget from Author's Luncheon</b>	<b>\$ 4,769.32</b>

Prepared by: Charlene Dumitru

## Addendum to Gift Report

Although many of the individuals who contributed donations at the Author's luncheon did so in cash and those names are not available, the following are among those who made donations beyond the cost of tickets:

James Bardwell	100.00	The John McCann's	15.00
Frances Beverly	5.00	Anne Packer	400.00
Steven Brewster	30.00	Placentia Rotary	300.00
Nita Busby	25.00	Alyene Porter	50.00
Manuel Castro	50.00	Judy Porter	10.00
Shirley Christian	20.00	Tami Porter	25.00
Cen Fed Bank	50.00	Ludena Pringle	100.00
Margaret Cooper	100.00	Alejandro Reyna	15.00
Ronald Cozort	20.00	Sue Rheinschild	25.00
Richard Coury	20.00	Mary Schraeger	10.00
Melissa Dills	25.00	Jeannette Schwartzkopf	10.
James Dinsmore	50.00	Sharon Shapland	20.00
Guy Ehrich	20.00	Shipkey Insurance	175.00
Fidelity Federal Bank	50.00	Gloria Shkoler	20.00
First American Trust	200.00	Ralph Shook	100.00
Fullerton Savings & Loan	50.00	Elizabeth Spring	100.00
Carilyn Hatton	5.00	Saundra Stark	25.00
Peter Irot	50.00	Caryll Thomann	20.00
Laila Imler	10.00	Dorena Truchon	20.00
Margaret Kendrick	50.00	Robert Tunstall	100.00
Lottie Koziel	25.00	C.M. Underhill	50.00
Landmark Bank	50.00	Sally Young	10.00
		Inez Warwick	30.00

**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Charlene Dumitru, Administrative Assistant *CD*  
**DATE:** February 22, 1994  
**SUBJECT:** Building Maintenance Report for January, 1994.

1. **Ceiling Tiles** - Several ceiling tiles were damaged during the earthquake of January 19, 1994. The damaged tiles have been replaced by City Maintenance and the City Inspector has inspected the building and found no further damage.
2. **Air Conditioning** - Regular maintenance service was done in January.
3. **Computers** - Monitor on personal computer in Library Director's Office has been replaced with upgraded model. Monitors in Administrative Office and Reference have been taken to shop for repair work under service contract.
4. **Vending Machine** - Soda vending apparatus on vending machine has been repaired.
5. **Tiles** - Loose and broken tiles in walkway have been reported to City Maintenance and are awaiting repair.
6. **Rain Gutters** - Request has been made to City Maintenance to clear all rain gutters of debris.

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *elm*  
DATE: February 22, 1994  
SUBJECT: Personnel Report for January, 1994

RESIGNATIONS:

None

APPOINTMENTS:

Sandra L. Hicho, part-time Library-Aide, Families for Literacy (childcare),  
effective February 15, 1994

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director  
 FROM: Mary Byrne, Volunteer Coordinator *MEB*  
 DATE: February 22, 1994  
 SUBJECT: Volunteer Report for the month of January

~~YTD - YTD - Minter Minter~~

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS

DECEMBER

*FY94 Total*

TOTAL *↓*

Brown, Jill	8.00	30.00
Cervantes, George	31.00	31.00
Cummings, Dottie	17.00	71.50
Deputy, Paul	58.75	4,616.25
Devlin, Tom	6.25	22.50
Farris, Jon	15.75	15.75
Fitzgerald, Joan	27.00	100.00
Goldbaum, Mae	4.75	392.50
Grandparents & Books	2.50	141.25
Gundelfinger, Jason	7.75	43.25
Hou, Howard	8.50	20.00
Irot, Pat	8.00	8.00
Irwin, Natalie	3.00	24.50
Jenkins, Christina	2.00	2.00
Jenkins, Heidi	2.00	2.00
Jertberg, Pat	2.00	2.00
Lew, David	11.00	20.50
Lord, Audrey	15.50	29.75
Markl, Theresa	2.00	2.00
Redinbo, Sandy	7.75	7.75
Reesman, Colleen	12.25	56.00
ROP Students	27.50	2,700.00
Ryan, Kristin	45.00	45.00
Schlichter, Allan	8.00	22.00
Shkoler, Al	2.25	2.25
Simmermacher, Margie	7.25	7.25
Smith, Cyrise	11.00	30.25
S.T.E.P	80.00	480.00
Siribaddana, Swarna	0	9.75
Trainor, Joe	12.50	56.00
Vaugman, Joseph	5.25	8.50
Westberg, Carl	20.25	56.00

TEMPORARY VOLUNTEERS

Anaya, Deanna	3.00
Avila, Sylvia	10.00
Duran, James	30.00
Ho, Ruth	3.00
Lai, Andrew	3.00
Lu Lawrence	3.00
Martinez, Cindy	68.00
Newhouse, Nicole	5.00
Russell, Kevin	10.00
Traywick, Leslie	1.50
Traywick, Lisa	1.50

LVA VOLUNTEERS

Literacy Volunteers	481.00
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TOTAL 1,090.75

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

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

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

Placentia Library District  
Circulation Report  
January, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 JAN 94	FY92-93 JAN 93
1st Time Checkouts	134,620	159,697	-15.70%	19,208	23,525
Phone Renewals	10,052	11,960	-15.95%	1,541	1,804
In-Building Renewals	14,820	12,947	14.47%	2,052	1,915
Total Renewals	24,872	24,907	-0.14%	3,593	3,719
<b>TOTAL CHECKOUTS</b>	<b>159,492</b>	<b>184,604</b>	<b>-13.60%</b>	<b>22,801</b>	<b>27,244</b>
On-Time Checkins	132,880	153,498	-13.43%	16,110	20,399
Late Checkins	26,471	41,051	-35.52%	3,484	5,769
<b>TOTAL CHECKINS</b>	<b>159,351</b>	<b>194,549</b>	<b>-18.09%</b>	<b>19,594</b>	<b>26,168</b>
Holdings Placed	2,846	2,615	8.83%	447	381
Holdings Cancelled	446	210	112.38%	53	86
Holdings Filled	2,304	2,225	3.55%	341	243
Holdings Expired	122	51		12	30
Overdue Items	9,070	3,569		916	808
Overdue Notices	4,042	1,674		448	363
Billing Notices	4,325	5,409	-20.04%	745	633
Patrons Registered	2,154	3,815	-43.54%	458	525
Titles Added	1,849	3		5	0
Volumes Added	13,967	10,346	35.00%	1,886	646
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	74,982	89,041	-15.79%	11,499	13,666
Juvenile Print	62,509	72,355	-13.61%	9,358	11,462
Total Print	137,491	161,396	-14.81%	20,857	25,128
Audio	9,446	8,399	12.47%	1,322	1,177
Visual	13,717	16,477	-16.75%	1,790	2,748
Equipment	5	15		0	7
Total Audio Visual	23,168	24,891	-6.92%	3,112	3,932
<b>TOTAL CIRCULATION</b>	<b>160,659</b>	<b>186,287</b>	<b>-13.76%</b>	<b>23,969</b>	<b>29,060</b>
Placentia Circulation	89,572	106,666	-16.03%	13,198	16,304
% Placentia Circulation	55.75%	57.26%		55.06%	56.10%
Anaheim/Yorba Linda Circulation	36,395	42,679	-14.72%	5,502	6,690
% Anaheim/Yorba Linda Circulation	22.65%	22.91%		22.95%	23.02%
<b>TYPES OF BORROWERS</b>					
Adult	124,613	92,878		18,455	22,238
Young Adult	933	219		200	40
Juvenile	32,813	23,260		4,638	5,537
New Borrower	1,906	9,125		344	1,244
Non Resident	0	3		0	0
Other	395	0		334	0
<b>TOTAL BORROWERS</b>	<b>160,660</b>	<b>125,485</b>		<b>23,971</b>	<b>29,059</b>





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	866.82				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	809.08				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		4,425.13	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	4,396.07	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	1,656.99				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	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	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	4,992.07	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	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			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	1,036.71				7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	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	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29				6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50			234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
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		27,287.52	5,828.88	5,036.10	335.31	1,796.25	234.50	40,518.56
AVG		4,547.92	971.48	839.35	55.89			6,753.09

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	969.68	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	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994				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	7,721.31	2,108.00	242.88	10,072.19	5,036.10
AVG	1,286.89	351.33	40.48	1,678.70	839.35

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	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
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	1,553.75	1,533.60	289.44	381.12	3,963.40	7,721.31
AVG	258.96	255.60	48.24	63.52	660.57	1,286.89

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

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	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	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	TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	50.00	60.00	12.00	16.00	180.00	318.00
AVG	8.33	10.00	2.00	2.67	30.00	53.00

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: February 22, 1994  
SUBJECT: **Travel Authorizations**

**BACKGROUND:**

1. CALTAC Workshop in Library Leadership, March 5, 1994, at the Los Angeles Public Library. \$20.00 per person. Trustees.
2. March, 1994. Meeting with California Advocates, CSDA Lobbyist Ralph Heim and several legislators as recommended by Mike Belote with Library Directors from Buena Park and Palos Verdes Library Districts. One or two days. Cost not to exceed \$350.00. Library Director.

**RECOMMENDATION**

Approve travel expenses as follows:

1. Trustees for CALTAC Workshop at a cost of \$20.00 per person plus mileage and parking.
2. Library Director for trip to Sacramento to meet with California Advocates and Legislators for up to 2 days at a cost not to exceed \$350.00.



# WORKSHOP

March 5, 1994

Hosted by  
Los Angeles Public Library

at Los Angeles Public Library  
Los Angeles, California

## 1994 Workshops In Library Leadership

### PROGRAM

9:00 REGISTRATION AND COFFEE

9:30 INTRODUCTIONS AND WELCOME

9:45 KEYNOTE REMARKS  
Gary E. Strong, California State Librarian

QUESTION PERIOD

10:45 BREAK

11:00 LIBRARIES: THE LEGACY WE TOOK  
FOR GRANTED How They are Funded and Why They  
are in Trouble CarolAnn Tassios, Director, Yorba  
Linda Public Library

12 noon LUNCHEON/CONVERSATION

1:00 KEEPING THE LEGACY ALIVE: Strategies for  
Funding Our Libraries  
David Flint, Assistant Director, Finance and Planning  
County of Los Angeles Public Library

2:00 PRACTICAL TIPS FOR TRUSTEES: Highlights from  
*Trustee Toolkit for Library Leadership*

2:45 CHARGE TO THE LIBRARY COMMUNITY

3:00 ADJOURNMENT  
Followed by tour of the library

#### WORKSHOP COORDINATORS:

Barbara B. Whorton  
2074 Della Lane  
Anaheim, CA 92802  
(714) 638-2573

Barbara J. Campbell  
35 El Paseo  
Campbell, CA 95008  
(408) 377-6389

Agenda Item 22  
Attachment A

MAP  
&  
PARKING INFORMATION  
ON INSERT

#### For further information:

Judith Linde  
CALTAC Regional Representative  
(310) 276-7689

TO ATTEND AT  
LOS ANGELES ON MARCH 5

CLIP & MAIL  
BEFORE FEBRUARY 21  
(No refunds after March 2)

### REGISTRATION FORM FOR LOS ANGELES WORKSHOP ON MARCH 5, 1993

NAME \_\_\_\_\_ LIBRARY OR SYSTEM \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
CALTAC MEMBER  YES  NO

Make checks payable to CALTAC  
... and mail to:

JUDITH LINDE  
1810 CARLA RIDGE  
BEVERLY HILLS, CA 90210

Registration Fee:		
CALTAC members	\$10.00	\$ _____
Non-members*	\$12.50	_____
Luncheon	\$10.00	_____
TOTAL		\$ _____

\*See attached form for membership application.

TO: Library Board of Trustees

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

DATE: February 22, 1994

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

**BACKGROUND:**

Attachment A is the Status Report prepared by Steve Kozak of BSI on February 9, 1994.

On February 16th I was told by Mr. Kozak that he plans to start working with the City of Placentia Finance Office within the next week.

Mr. Kozak also reported that BSI is on schedule with the study and that we should receive a draft report by the end of February for review and comment.



## PROJECT STATUS REPORT

Agency: **PLACENTIA LIBRARY DISTRICT** Page 1 of 2  
 411 East Chapman Avenue  
 Placentia, California 92670-6198

ATTENTION: Ms. Elizabeth Mentor  
 Library Director

Project: Placentia Library District BSI Job No. 12029.00  
 Consolidation Study Report No. 1

Steve Kozak		9 FEB 94
PROJECT MANAGER	SIGNATURE	DATE

### CURRENT PROJECT STATUS

1. Conducted kick-off meeting on December 7, 1993 with Library Director to discuss preliminary project scope, information needs, and schedule.
2. Met with Orange County LAFCO staff to discuss consolidation alternatives for the Library District under the District Reorganization Act.
3. Researched and reviewed District consolidation alternatives, and prepared outlines of the reorganization process conducted by LAFCO for the various alternatives.
4. Completed preliminary review of research information provided by the Library District.
5. Initiated research for preparation of "Current Conditions" analysis of the Library District.
6. Arranging meeting(s) with City of Placentia staff to complete additional study research.

### UPCOMING PROJECT STATUS

1. Meet with City staff and gather necessary information to complete study research.
2. Prepare draft of "Current Conditions" analysis and submit to Library District by the end of February for review and comment.



Project Status Report  
Placentia Library District  
Consolidation Study  
Page 2

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If you have comments or concerns regarding this status report, please notify the project manager within ten days.

Receipt Acknowledged:

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Name	Date
------	------

cc: Dennis Klingelhofer, BSI



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: February 22, 1994  
SUBJECT: FY1994-1995 Budget

California Advocates

I attended a meeting on January 26, 1994, with Buena Park Library Director Colleen McGregor, Palos Verdes Library Director Linda Elliott and California Advocates Representative Mike Belote. The meeting was held at the Hyatt Regency Hotel by Los Angeles Airport.

Mr. Belote reported that he has not heard any discussion among legislators or staff of further raids on non-enterprise special district property taxes.

The biggest concern continues to be the activities surrounding the "superpot" given to Santa Cruz County last year. Mr. Belote is going to track this item carefully for us.

I have been informed that both Buena Park Library District and Palos Verdes Library District will be joining Placentia in the contract with California Advocates for this year. this action has been approved by each of their Boards.

The next activity will be meetings in Sacramento on March 9, possibly continuing on March 10, with staff and legislators directly involved with issues concerning non-enterprise districts.

Orange County Supervisors

In January the Orange County Supervisors allocated the delinquent property tax buyout funds for the Special District Augmentation Fund. At this time approximately 5 million dollars was allocated to the Orange County Library. Since there seemed to be some confusion in Supervisor Steiner's Office about Placentia Library District's eligibility to receive some of this money I sent a memorandum to him on January 31, 1994. See Attachment A.

California Special Districts Association

CSDA continues to be concerned about the lack of representation of independent special districts on the various reorganization committees in Sacramento. Attachment B contains some correspondence about this issue.

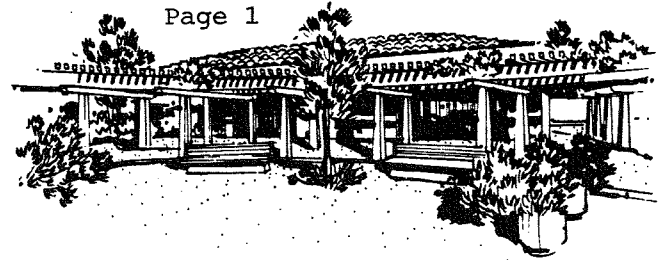
FY1994-1995 Budget, February 22, 1994, Page 2.

California Library Association

As of this date the California Library Association has not adopted a legislative policy endorsing any type of superpot allocation for property taxes like the one enacted this year for Santa Cruz County.

At the American Library Association Exhibits on February 7th I talked briefly with Linda Wood, Director of the Alameda County Library System, formerly Director of the Riverside City/ County Library, and a past president of the California Library Association. Ms. Wood told me that it is her understanding that the County Librarians would not be supporting the superpot concept because it leaves too much to chance and personalities. Ms. Wood also told me that a special committee is being set up to study public library financing in California and that it is really important that the independent special district libraries try to get someone appointed either through CALTAC or through the California Library Association. The other committee members will be appointed by the League of California Cities and the Association of Counties.

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

TO: The Honorable William G. Steiner, Supervisor, 4th District, County of Orange

FROM: Elizabeth D. Minter, Library Director

DATE: January 31, 1994

SUBJECT: **FY1993-1994 Property Tax Estimates from Neal Gruber, Orange County Auditor's Office**

On July 22, 1993, Buena Park Library District Director Colleen McGregor, Yorba Linda Library Director Carolann Tosios and I visited with Neal Gruber in the Orange County Auditor's Office. At that time Mr. Gruber presented to us the following calculations based upon his interpretation of the provisions of the FY1993-1994 Budget as adopted by the State:

	<u>Placentia</u>	<u>Buena Park</u>
Total District Property Tax Allocation Before Adjustments	\$ 1,527,000	\$ 1,535,000
% to Transfer to Educational Augmentation Fund	8.75%	9.30%
Amount to Transfer to Educational Augmentation Fund	- 133,613	- 142,775
Remaining Property Tax	1,393,387	1,392,225
% Reduction for SDAF Loss for FY1993-1994 State Budget	50.41%	34.00%
Amount of Reduction for Elimination of SDAF	- 702,406	473,357
<b>Estimated Property Tax for FY1993-1994</b>	<b><u>\$ 690,981</u></b>	<b><u>\$ 918,882</u></b>
Actual Property Taxes Received for FY1992-1993	\$ 1,022,528	\$ 1,094,226
Difference FY1992-1993 Actual to FY1993-1994 Estimated	- 331,547	- 175,358
Annual SDAF Contribution FY1983-1984 through FY1992-1993	400,957	332,353
Amount Received from SDAF FY1989-1990 through FY1992-1993	-0-	-0-

When I asked Mr. Gruber why the percentage reduction for Placentia is 50.41 in comparison to Buena Park's 34.00 he explained that the higher the bailout the higher the percentage: When the SDAF was first implemented Placentia received a higher percentage of dollars in relation to its

Steiner, FY1993-1994 Property Tax Estimates, January 31, 1994, Page 2.

general fund budget than did Buena Park. Mr. Gruber also said that the amount of allocation from the SDAF has nothing whatsoever to do with this calculation. He told us that there are independent special districts in Orange County losing 59% and 60% of their allocations and that he expects that at least one of them will go bankrupt.

Several weeks after this meeting we were notified by Mr. Gruber that the County would be using a slightly different formula because all of the County Auditors in the State had agreed that it was the Legislature's intent that the 1992-1993 transfer to the Education Augmentation Fund should not be used in the 1993-1994 formula.

The actual formula used is as follows:

Total District Property Tax Allocation Before Adjustments	\$ 1,527,000	\$ 1,535,000
% Reduction for SDAF Loss for FY1993-1994 State Budget	50.41%	34.00%
Amount of Reduction for Elimination of SDAF	769,761	521,900
<b>Estimated Property Tax for FY1993-1994</b>	<b><u>\$ 757,239</u></b>	<b><u>\$ 1,013,100</u></b>
Actual Property Taxes Received for FY1992-1993	\$ 1,022,528	\$ 1,094,226
<b>Difference FY1992-1993 Actual to FY1993-1994 Estimated</b>	<b>- 265,289</b>	<b>- 81,126</b>
Annual SDAF Contribution FY1983-1984 through FY1992-1993	400,957	332,353
Amount Received from SDAF FY1989-1990 through FY1992-1993	-0-	-0-

As a contributor to the Special District Augmentation Fund, and Placentia Library District contributed \$400,957 each year even though it received no allocation from the County Board of Supervisors in the later years, the District would be eligible to share in the distribution of the Teeter Plan (delinquent tax buyout) money for the SDAF. The distribution of this money, of course, is at the total discretion of the County Board of Supervisors and, like the SDAF itself, there is no requirement that the funds be allocated to the contributors.



**California  
Special Districts  
Association**

915 L Street  
Suite 1000  
Sacramento, CA  
95814

916.442-7887  
Fax 916.442-0382

September 30, 1993

Dear CSDA Member:

The Governor recently issued an executive order creating five task force advisory panels as a prelude to next year's state budget negotiations. Among those is one on Governance and Governmental Organization, which includes several city and county representatives, but no special district members.

As I stated in my letter to Carol Whiteside, I find it strange that the Task Force on Governance and Government Organization includes many city and county representatives, but no special district members. In light of such agenda items as "State/Special Districts" and Consolidations," it is imperative that special districts be included in these deliberations.

CSDA is working on gaining special district membership on this task force, and we need your help. Please review the enclosed roster of committee members, and contact those with whom you have a working relationship. Let them know that special districts wish to have two members participate in this task force, and mail a similar letter to Carol Whiteside.

Included in this packet is a letter of protest we have sent to the Governor's Director of Intergovernmental Affairs, Ms. Carol Whiteside. You will also find her response and a roster of the committee membership.

Sincerely,

David Nagler  
Executive Director

Executive Director  
David Nagler

Deputy Director/  
Public Policy  
Ann Blackwood

Deputy Director/  
Member Services  
Catherine Smith

Legislative Advocate  
Ralph Heim 916.442-4584



**California  
Special Districts  
Association**

915 L Street  
Suite 1000  
Sacramento, CA  
95814

916.442-7887  
Fax 916.442-0382

September 20, 1993

Carol Whiteside  
Director of Intergovernmental Relations  
Office of Planning and Research  
1400 10th Street, Suite 109  
Sacramento, CA 95814

Dear Ms. Whiteside:

I understand that you have formed five advisory task forces on major policy areas to be included in next year's budget deliberations. This letter is to request that independent special districts be included as members of these working groups.

Upon reviewing the roster of committee membership, I was concerned to find there are no special district representatives on any of the advisory panels. It seems strange that the Task Force on Governance and Government Organization includes many city and county representatives, but no special district members. In light of such agenda items as "State/Special Districts" and "Consolidations," it is imperative that special districts be included in these deliberations.

Independent special districts are autonomous local governments which have been an integral part of recent state budget and government restructuring negotiations. They provide important local services such as fire protection, and water for domestic or agricultural use. Over the past few years, some districts have been devastated by revenue losses resulting from the property tax shift.

CSDA represents both enterprise and non-enterprise independent special districts. We understand that you prefer to have local officials serving as committee members, rather than legislative advocates. We would appreciate the opportunity to help you identify local special district officials to create balance on your advisory panels.

Sincerely,

David Nagler  
Executive Director

Executive Director  
David Nagler

Deputy Director/  
Public Policy  
Ann Blackwood

Deputy Director/  
Member Services  
Catherine Smith

Legislative Advocate  
Ralph Heim 916.442-4584





**GOVERNOR'S OFFICE**

**September 23, 1993**

**California Special Districts Association  
915 L Street, Suite 1000  
Sacramento, California 95814**

**Thank you for your interest and commitment to participation in the "Restructuring Advisory Panels" process now underway. As you know, the panel was originally established with members representing local governments, primarily cities and counties, in order to get input and recommendations from professionals in the field about restructuring and realignment proposals. Your Association expressed early interest in the process and has consistently expressed a desire to be included at some level.**

**Based on experience in other processes with large numbers of participants, the Local Government Policy Council desired to keep the group to a workable size. Clearly, if all the groups who have interests and involvement with local governments were included, the Advisory Panel could number in the dozens, if not the hundreds.**

**I would like to complement you on your effective and concerted efforts. The Task Forces are still defining the issues and prioritizing them for consideration. I have passed your request on to both the Governance and the Finance and Revenue Task Forces. All the Task Forces have been instructed to make contact with your association and members as topics which involve you come under discussion.**

**To insure that you have access to the process, and the discussions, I am inviting the California Special Districts Association to select a representative to serve as a resource for the Task Forces. I am pleased to present this letter of invitation to David Nagler, your Executive Director, for your consideration.**

**Your participation and cooperation during the last two budget processes was constructive and helpful. I look forward to working with you on this undertaking.**

**Sincerely yours,**

A handwritten signature in cursive script that reads "Carol G. Whiteside".

**Carol G. Whiteside  
Director  
Intergovernmental Affairs**

Local Government Policy Council  
RESTRUCTURING ADVISORY PANEL  
September 8, 1993

**Task Force on Governance/ Government Organization**

Discussions may include but are not limited to:

- \* Regulatory agencies- COGS, LAFCOs CEQA
- \* Elected vs. appointed
- \* Regulatory Process
- \* Budgeting Systems
- \* Cities/ counties-who does what?
- \* State/ special districts
- \* Consolidations
- \* Labor Relations
- \* Impediments

**Members:**

Chris Arnold

CAO, Humboldt (707) 445-7266 Fax: (707) 445-7299

\*Don Blubaugh (Chair)

City Manager, Walnut Creek (510) 943-5812 Fax: (510) 943-5897

Jack Crist

Deputy City Manager, Sacramento (916) 264-5704 Fax: (916) 264-7618

John Kirlin

School of Public Administration, USC (707) 224-7620 Fax: (707) 224-2102

H. Peter Klein

County Counsel, Mendocino (707) 463-4446 Fax: (707) 463-4245

Bob Leland

Finance Director, Fairfield (707) 428-7495 Fax: (707) 428-7597

Dave Mora

City Manager, Salinas (408) 758-7412 Fax: (408) 758-7368

Will Randolph

CAO, Fresno (209) 498-1710 Fax (209) 488-1830

Harvey Rose

Budget Analyst, San Francisco (415) 554-7642 Fax: (415) 252-0461

Richard Watson

City Manager, Sausalito (415) 289-4100 Fax: (415) 554-7642

Stan Yamamoto

City Attorney, Riverside (909) 782-5567 Fax: (909) 782-5540

**Resources:**

Steve Swendiman

Executive Director, CSAC (916) 327-7506 Fax: (916) 441-5507

Don Benninghoven

Director, League of CA Cities (916) 444-5790 Fax: (916) 444-8671

Local Government Policy Council  
RESTRUCTURING ADVISORY PANEL  
September 8, 1993  
**Task Force on Revenue and Distribution**

Discussions may include but are not limited to:

- \* Fiscalization land use
- \* New revenue sources
- \* Debt Collection
- \* Equity distribution and collection and application
- \* Asset Management
- \* Fees
- \* Economic development
- \* Market pricing

**Members:**

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Ron Bates

Mayor, Los Alamitos (310) 493-4588 Fax: (310) 493-4588

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CAO, Kern Co. (805) 861-2371 Fax: (805) 325-3979

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City Manager, Burbank (818) 953-9701 Fax: (818) 953-8729

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Steven Szalay

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Legislative Rep., CSAC (916) 327-7500 Fax: (916) 441-5507

Judi Smith

Legislative Rep., League of Cities (916) 444-5790 Fax: (916) 444-8671

**TO:** Library Board of Trustees

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

**DATE:** February 22, 1994

**SUBJECT:** Statements of Economic Interests for Trustees and Designated Employees

**BACKGROUND:**

Each year the Clerk of the Board of Supervisors sends out Statements of Economic Interests (FORM 730) to be filed by trustees and designated employees.

The 1993-1994 forms have arrived and are being distributed.

Our Annual Filing Date is April 1, 1994, for the period January 1, 1993 through December 31, 1993.

Trustees are required to file with the Clerk of the Board of Supervisors.

Library Trustees need to file their statements with the Library Administrative Office, and we will forward the originals as a group to the Clerk.

All Trustees must file their annual statements by March 15, 1994, to allow staff a timely filing with the Clerk.

Designated employees Library Director Minter and Principal Librarian Ammar file with the Library only.

**RECOMMENDATION:**

Take required action.

**PHYLLIS A. HENDERSON**  
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION  
10 CIVIC CENTER PLAZA  
P.O. BOX 687  
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206  
714 834-4439 (FAX)



ESTABLISHED 1889

## County of Orange

CLERK OF THE BOARD OF SUPERVISORS

February 4, 1994

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

Dear Ms. Minter:

### **FAIR POLITICAL PRACTICES COMMISSION FORM 730 -- STATEMENT OF ECONOMIC INTERESTS**

Enclosed please find the following information relative to filing Statements of Economic Interest:

1. **MEMO FROM CLERK OF THE BOARD OF SUPERVISORS (to be distributed to all Form 730 filers required to file with the Clerk of the Board):**
2. **FACT SHEET FOR MEMBERS OF STATE BOARDS AND COMMISSIONS AND DESIGNATED EMPLOYEES OF STATE AGENCIES – GIFTS, HONORARIA AND TRAVEL:**

A copy of this sheet must accompany each Form 730 given to employees.

3. **FAIR POLITICAL PRACTICES COMMISSION FORM 730:**

A copy of the 1993-1994 Statement of Economic Interests for Designated Employees Form 730 has been provided for your use as a master. Copies will be needed for each member of your legislative body as well as for other designated employees required to file. These forms are also to be used during the year for "assuming, leaving, initial and candidate" statements.

The Fair Political Practices Commission (FPPC) advises that only the 1993-1994 form is acceptable for filing for 1993. Forms from prior years should only be used to amend statements filed for those years.

In most cases the Annual Statement period covers January 1 through December 31, 1993. Please check your Code to ascertain the period covered by your agency's Annual Statement. Statements must be received by the office of the Clerk of the Board of Supervisors or postmarked by April 1, 1994 or your agency's Annual Filing date.

Ms. Elizabeth D. Minter  
Director  
Placentia Library District  
February 4, 1994  
Page 2

Questions relating to your agency's Code or disclosure categories should be directed to your legal counsel. General questions can be directed to the FPPC at (916) 322-5660.

If you have any other questions, please call me at (714) 834-3453.

Sincerely,

COUNTY OF ORANGE



Nancy K. Swanson  
Assistant Clerk of the Board of Supervisors

NKS:ec

Enclosures: 3

cc: Terry Andrus, County Counsel



ESTABLISHED 1889

Agenda Item 24A

Page 4

**PHYLLIS A. HENDERSON**  
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION  
10 CIVIC CENTER PLAZA  
P.O. BOX 687  
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206  
714 834-4439 (FAX)

## County of Orange

CLERK OF THE BOARD OF SUPERVISORS

February 4, 1994

**TO: FORM 730 FILERS REQUIRED TO FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS, COUNTY OF ORANGE**

**FROM: NANCY K. SWANSON, ASSISTANT CLERK OF THE BOARD OF SUPERVISORS**

**SUBJECT: FAIR POLITICAL PRACTICES COMMISSION FORM 730 - STATEMENT OF ECONOMIC INTERESTS**

Your agency's Conflict of Interest Code designates you as one who must file a disclosure statement with our office each year.

Attached is the 1993-1994 Form 730 covering the period January 1 through December 31, 1993 which the Fair Political Practices Commission (FPPC) advises is the only form acceptable for filing for 1993.

Instructions regarding filing Form 730 are included on the form. The cover page must include: Filer name, agency name, position title, mailing address, and daytime telephone number. The appropriate type of statement must be checked and applicable dates entered. You must complete the verification at the bottom of the cover page. Additionally, the schedules on the second page must be checked as appropriate and the completed schedules attached.

Keep a copy of your completed form, and transmit the original to your agency/contact person in sufficient time for them to forward it to us prior to the Annual Filing date. Your statement must be received by our office or postmarked by April 1, 1994 (or by your agency's Annual Filing date as specified in your Code). Please note that failure to file statements timely may result in certain criminal and civil penalties, including, but not limited to, late fines.

Questions relating to your agency's Code or disclosure categories should be directed to your legal counsel. General questions can be directed to the FPPC at (916) 322-5660. If you have any other questions, please call me at (714) 834-3453.

NKS:ec

Attachments

## CONFLICT OF INTEREST - DESIGNATED FILERS

DATE: January 25, 1994

TO: **PHYLLIS A. HENDERSON, CLERK OF THE BOARD OF SUPERVISORS**

FROM: Elizabeth D. Minter  
(CONTACT PERSON NAME/TELEPHONE NUMBER)

NAME OF AGENCY: Placentia Library District

ADDRESS OF AGENCY: 411 E. Chapman Avenue

Placentia, CA 92670

SUPERINTENDENT/EXECUTIVE OFFICER: Elizabeth D. Minter

ANNUAL FILING DATE: April 1, 1994

<u>NAME OF FILER</u>	<u>POSITION/TITLE</u>
<u>Margaret V. Dinsmore</u>	<u>Trustee</u>
<u>Saundra M. Stark</u>	<u>Trustee</u>
<u>Ray C. Evans</u>	<u>Trustee</u>
<u>Al Shkoler</u>	<u>Trustee</u>
<u>Fred D. West</u>	<u>Trustee</u>
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# California Fair Political Practices Commission

## FACT SHEET FOR MEMBERS OF STATE BOARDS AND COMMISSIONS AND DESIGNATED EMPLOYEES OF STATE AGENCIES

### GIFTS, HONORARIA AND TRAVEL

Legislative amendments to the Political Reform Act<sup>1/</sup> which went into effect in 1991 impose limits on gifts and prohibit honoraria payments received by members of state boards and commissions and designated employees of state agencies, including employees of the State Legislature.<sup>2/</sup> (Stats. 1990, Chapter 84.)

The purpose of this fact sheet is to summarize the gift and honoraria prohibitions and provide information concerning exceptions for certain gifts, honoraria and travel.

#### GIFTS

Under the provisions of the Act, a gift is any payment or other benefit provided to an official (including a designated employee) for which the official does not provide consideration of equal or greater value, including a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status.

Except as discussed below, a gift is "received" or "accepted" when the official knows that he or she has either actual possession of the gift or when he or she takes any action exercising direction or control over the gift, including discarding the gift or turning the gift over to another person.

#### Gift Limitations

State board and commission members and designated employees are subject to two gift limits:

<sup>1/</sup> Government Code Sections 81000-91015. All statutory references are to the Government Code unless otherwise indicated. Commission regulations appear at 2 California Code of Regulations Section 18000, et seq. All references to regulations are to Title 2, Division 6 of the California Code of Regulations.

<sup>2/</sup> These provisions do not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Elected officials should refer to the fact sheet for elected state officers or the fact sheet for local elected officers, whichever is applicable.

1. No member of a state board or commission and no designated employee of a state agency may accept gifts aggregating more than \$10 per calendar month from a single lobbyist or lobbying firm if the lobbyist or firm is registered to lobby the official's agency. No designated employee of the Legislature may accept gifts aggregating more than \$10 per calendar month from any single lobbyist or lobbying firm. (Section 86204.)

2. No member of a state board or commission and no designated employee of a state agency or the Legislature may accept gifts aggregating more than \$270 in a calendar year from any other single source if the official would be required to report the receipt of income or gifts from that source on his or her statement of economic interests (Form 721 or 730). (Section 89504.)<sup>3/</sup>

#### Exceptions to the Definition of "Gift"

The Act and Commission regulations provide exceptions for certain types of gifts. The following gifts are not subject to any gift limit and are not required to be disclosed on a statement of economic interests (Form 721 or 730):

1. Gifts which, within 30 days of receipt, are returned, unused, to the donor or for which reimbursement is made to the donor.

2. Gifts which, within 30 days of receipt, are donated, unused, to a charitable organization or a government agency without being claimed as a deduction for tax purposes.

3. Gifts from the official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, provided that a gift for any such person must be disclosed if the person is acting as an agent or intermediary for a reportable source of income.

4. Gifts of hospitality involving food, drink or occasional lodging provided in an individual's home.

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<sup>3/</sup> Section 89504 provides for a biennial adjustment to the gift limit to reflect changes in the Consumer Price Index. For 1993-94, the gift limit is \$270. (Regulation 18954.) For purposes of disqualification, the threshold remains at \$250.

Gifts aggregating \$50 or more must be disclosed. However, designated employees should consult the "disclosure category" portion of their agency's conflict of interest code to determine if a particular source of income or gifts must be disclosed.

5. Gifts equal in value exchanged between an official and another individual (other than a lobbyist) on holidays, birthdays, or similar occasions.

6. Informational material provided to assist an official in the performance of his or her official duties, including books, reports, pamphlets, calendars, periodicals, videotapes, or free admission to informational conferences or seminars.

"Informational material" may also include scale models, pictorial representations, maps, and other such items, provided that if the item's fair market value is more than \$250, the official has the burden of demonstrating that the item is informational. In addition, on-site demonstrations, tours, or inspections designed specifically for public officials are considered informational material, but this exception does not apply to meals or to transportation to the site unless the transportation is not commercially available.

7. A bequest or inheritance.

8. Campaign contributions.

9. Personalized plaques and trophies with an individual value of less than \$250.

10. Tickets to fundraisers for campaign committees or candidates, and tickets to fundraisers for organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

11. Free admission, refreshments and similar non-cash nominal benefits provided at an event at which an official gives a speech, participates in a panel or seminar, or provides a similar service, and actual intrastate transportation and any necessary lodging and subsistence provided directly in connection with the speech, panel, seminar, or service.

12. Passes or tickets which provide admission or access to facilities, goods, services or other benefits (either on a one-time or repeated basis) that are not used and are not transferred to another person.

13. Gifts provided directly to members of an official's family unless the official receives direct benefit from the gift or exercises discretion and control over the use or disposition of the gift. (Note: In most cases, the full amount of a gift made to an official and his or her spouse must be counted for purposes of disclosure and the gift limits. However, see the discussion below regarding wedding gifts.)

14. Gifts provided to an official's agency. This may include passes or tickets to facilities, goods or services, travel payments, and other benefits. However, certain conditions must be

met before a gift received by an official through his or her agency would not be considered a gift to the official. Please contact the FPPC Legal Division at (916) 322-5901 for detailed information.

### Other Gift Exceptions

In addition to the exceptions listed above, the following should be noted:

1. Certain payments for transportation, lodging and subsistence are not subject to gift limits but may be reportable. Travel payments are discussed below.
2. Wedding gifts are not subject to the \$270 gift limit, but they are subject to the \$10 lobbyist/lobbying firm gift limit. In addition, wedding gifts are not exempt from reporting. For purposes of valuing wedding gifts, one-half of the value of each gift is attributable to each spouse, unless the gift is intended exclusively for the use and enjoyment of one spouse, in which case the entire value of the gift is attributable to that individual.
3. A prize or award received in a bona fide competition not related to the recipient's official status is not subject to the gift limits, but must be reported as income if the value of the prize or award is \$250 or more.
4. Passes or tickets which provide admission or access to facilities, goods, services or, other benefits are reportable and subject to the gift limits if they are used by the official or are transferred to another person.

The value of a pass or ticket which provides one-time admission is the face value of the pass or ticket, or the price which would be offered to the general public. The value of a pass or ticket which provides repeated admission or access to facilities, goods, services, or other benefits is the fair market value of the actual use of the pass or ticket by the recipient official, including guests who may accompany the official and who are admitted with the pass or ticket, plus the fair market value of any possible use by any person to whom the official transfers the privilege or use of the pass or tickets.

### HONORARIA

An "honorarium" is any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

A "speech given" means a public address, oration, or other form of oral presentation, including participation in a panel, seminar, or debate.

An "article published" means a nonfictional written work: 1) That is produced in connection with any activity other than the practice of a bona fide business, trade, or profession; and 2) that is published in a periodical, journal, newspaper, newsletter, magazine, pamphlet, or similar publication.

"Attendance" means being present during, making an appearance at, or serving as host or master of ceremonies for any public or private conference, convention, meeting, social event, meal, or like gathering.

#### Honoraria Prohibition

No member of a state board or commission or designated employee of a state agency or the Legislature may accept an honorarium from any source if the official would be required to report the receipt of income or gifts from that source on his or her statement of economic interests (Form 721 or 730.)

#### Exceptions to the Prohibition on Honoraria

The Act and Commission regulations provide certain exceptions from the prohibition on honoraria. Unless otherwise stated, items described below are not prohibited and are not required to be disclosed on a statement of economic interests (Form 721 or 730):

1. An honorarium which, within 30 days of receipt, is returned, unused, to the donor or the donor's agent or intermediary, or is delivered to the Controller for donation to the General Fund without being claimed as a deduction for income tax purposes.
2. A payment which is not delivered to the official but is made directly to a bona fide charitable, educational, civic, religious, or similar tax-exempt, non-profit organization, provided that the official does not make the donation a condition for his or her speech, article or attendance, the official does not claim the donation as a deduction for income tax purposes, the donation will have no reasonably foreseeable financial effect on the official or on any member of the official's immediate family, and the official is not identified to the non-profit organization in connection with the donation.
3. Payments received for a comedic, dramatic, musical, or other similar artistic performance, and payments received for the publication of books, plays, or screenplays. However, such payments are reportable income.
4. Income earned for personal services if the services are provided in connection with an official's business or the practice of or employment in a bona fide business, trade or, profession, such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting, and the services are customarily provided in connection with the business, trade, or

profession, unless the sole or predominant activity of the business, trade, or profession is making speeches. However, certain conditions must be met before a payment received for personal services which may meet the definition of "honorarium" would be considered earned income and not an honorarium. In addition, earned income is required to be reported. Please contact the FPPC Legal Division at (916) 322-5901 for detailed information.

5. Informational materials as described under "Exceptions to the Definition of 'Gift'" on page 3 of this fact sheet.

6. A payment received from the official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person. However, a payment from one of these persons is an honorarium if he or she is acting as an agent or intermediary for a person not listed above and the activity being compensated falls within the definition of honorarium.

7. Campaign contributions.

8. A personalized plaque or trophy with an individual value of less than \$250.

9. Free admission, refreshments, and similar non-cash nominal benefits provided at an event at which an official gives a speech, participates in a panel or seminar, or provides a similar service, and actual intrastate transportation and any necessary lodging and subsistence provided directly in connection with the speech, panel, seminar or service.

10. Free admission, food, beverages, and other non-cash nominal benefits provided to an official who attends any public or private conference, convention, meeting, social event, meal, or like gathering without providing any substantive service. Although these items are not considered "honoraria," they may be reportable gifts and subject to gift limits.

11. Certain payments for transportation, lodging, and subsistence are not considered "honoraria" but may be reportable and subject to gift limits. Travel payments are discussed below.

#### TRAVEL PAYMENTS

The Act and Commission regulations provide exceptions from the gift limits and the honoraria prohibition for certain types of travel payments.

The term "travel payment" includes payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence.

### Travel Payments Not Subject to Limits and Reporting

The following types of travel payments received by an official are not subject to any limit and are not reportable on a statement of economic interests (Form 721 or 730):

1. Transportation within California provided to an official directly in connection with an event at which the official gives a speech, participates in a panel or seminar, or provides a similar service.

2. Free admission, refreshments and similar non-cash nominal benefits provided to an official during the entire event (inside or outside California) at which the official gives a speech, participates in a panel or seminar, or provides a similar service.

3. Necessary lodging and subsistence (inside or outside California) provided to an official directly in connection with the official's delivery of a speech, participation in a panel or seminar, or provision of a similar service.

4. Travel payments provided by an official's government agency or by any state, local, or federal government agency for which the official provided equal or greater consideration for the payments received.

5. Travel payments provided by a bona fide educational, academic, or charitable organization for which the official provided equal or greater consideration for the payments received.

6. Travel payments provided to an official directly in connection with campaign activities. However, such payments must be reported in accordance with the campaign disclosure provisions of the Act.

7. Any payment which is excluded from the definition of "gift" as described on pages 2-3 of this fact sheet.

### Reportable Travel Payments Not Subject to the \$270 Gift Limit

The following travel payments are not subject to the \$270 gift limit but may be reportable on a statement of economic interests (Form 721 or 730, Schedule D-1). In addition, if the travel payment would otherwise be considered a gift under the Act (i.e., the official did not provide equal or greater consideration for the payment), the payment would be subject to the \$10 lobbyist/lobbying firm gift limit.

1. Travel which is reasonably necessary in connection with an official's bona fide business, trade, or profession, and which satisfies the criteria for federal income tax deductions for business expenses specified in Sections 162 and 274 of the Internal Revenue Code. (For reporting purposes, these travel

payments would be considered part of the salary, wages, and other income received from the business entity and would be reported on Schedule D of Form 721 or 730.)

2. Travel within the United States which is reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy in connection with giving a speech, participating in a panel or seminar or providing a similar service. Lodging and subsistence expenses in this case are limited to the day immediately preceding, the day of, and the day immediately following the speech, panel, or other service.

(Note that this exception is different than travel payments described earlier. Under the circumstances described in this paragraph, transportation outside California but within the United States is not subject to the \$270 gift limit but is reportable, whereas transportation inside California in connection with a speech is neither limited nor reportable. In addition, lodging and subsistence payments described in this paragraph can be provided both the day before and the day after a speech without being subject to the \$270 limit. However, lodging and subsistence payments which are not directly in connection with the speech are reportable and subject to the \$10 lobbyist/lobbying firm gift limit.)

3. Travel not in connection with a speech, panel, seminar or other service, but which is reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy and which is provided by 1) a government, 2) a governmental agency, 3) a foreign government, 4) a governmental authority, 5) a bona fide public or private educational institution defined in Section 203 of the Revenue and Taxation Code, 6) a nonprofit charitable or religious organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, or 7) a person that is domiciled outside the United States and that substantially satisfies the requirements for tax exempt status under Section 501(c)(3) of the Internal Revenue Code. Payments for this travel are not limited; but are reportable as a gift.

(As described earlier, travel provided by any state, local or federal government agency, or a bona fide educational, academic or charitable organization, is not subject to limits and is not reportable if the official provides equal or greater consideration for the payment. However, if the official does not provide equal or greater consideration, the travel payments described in this paragraph are reportable, though not subject to limits.)



# 1993-1994

## FORM 730 AND INSTRUCTIONS

### STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES

IF YOU ARE AN OFFICIAL OR EMPLOYEE WHOSE POSITION IS DESIGNATED IN  
A CONFLICT OF INTEREST CODE, USE THE FORM 730 TO FILE:

- ASSUMING OFFICE STATEMENT
- ANNUAL STATEMENT
- LEAVING OFFICE STATEMENT
- INITIAL STATEMENT
- CANDIDATE STATEMENT

# IMPORTANT

## Prohibitions: Gifts and Honoraria

### Local Elected Officers:

Local elected officers may not accept gifts and honoraria with a value of more than \$1,000 in a calendar year from a single source. An honorarium is a payment made in consideration for a speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

For detailed information and exceptions, see the Commission's Fact Sheet on Gifts, Honoraria and Travel. The Fact Sheet can be obtained from your filing officer or the Fair Political Practices Commission at (916) 322-5662.

### State Board and Commission Members and Officials and Employees of State Agencies:

State board and commission members and state agency officials and employees may not accept a gift or gifts aggregating more than \$10 in a calendar month from a lobbyist or lobbying firm registered to lobby their agencies.

State board and commission members and state agency officials and employees may not accept a gift or gifts aggregating more than \$270 in a calendar year, and may not accept any honorarium, from a single source if the member or employee would be required to report the receipt of income or gifts (including honoraria) from that source on his or her statement of economic interests. An honorarium is a payment made in consideration for a speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

This prohibition does not apply to a part-time member of the governing board of a public institution of higher education unless the member is also an elected official.

For detailed information and exceptions, see the Commission's Fact Sheet on Gifts, Honoraria and Travel. The Fact Sheet can be obtained from your filing officer or the Fair Political Practices Commission at (916) 322-5662.

## Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions which will affect any of their financial interests, not just those which they are required to disclose on a statement of economic interests.

For assistance in determining when disqualification is required, please contact the FPPC Legal Division at (916) 322-5901.

## Post-Government Employment

Certain state agency officials who leave office are subject to restrictions on representing clients or employers before their former agencies.

For assistance concerning restrictions on post-government employment, please contact the FPPC Legal Division at (916) 322-5901.

## Enforcement

The filing officer for Form 730 may impose penalties for statements of economic interests which are filed late. The fine is \$10 per day, beginning the day after the filing deadline, up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

In addition, the Fair Political Practices Commission may initiate investigations with respect to any suspected violation of the Political Reform Act. Other law enforcement agencies (the Attorney General or district attorney) may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings which could result in the imposition of monetary penalties of up to \$2,000 per violation. In lieu of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General or district attorney) where the measure of damages for most violations is the amount or value not properly reported. Persons who violate the conflict of interest disclosure provisions of the Political Reform Act can also be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Political Reform Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

## TYPES OF STATEMENTS AND FILING DEADLINES

### ASSUMING OFFICE STATEMENT:

(For Newly-Elected and Newly-Appointed Officials ONLY)

**Appointed Position Not Subject to Confirmation by the State Senate**--File no later than **30 days** after assuming your position. Your assuming office date is the date you are sworn in or otherwise authorized to serve in the position.

**Appointed Position Subject to Confirmation by the State Senate**--File no later than **30 days** after appointment or nomination, whichever is earlier.

**Elected Official**--File no later than **30 days** after assuming office. Your assuming office date is the date you are sworn in or otherwise authorized to serve in the position.

- Disclose all reportable investments, interests in real property and business positions of the type described in your disclosure category held on the date you assumed your office or position (Schedules A, B, C-1, C-2 and G). In addition, disclose reportable income of the type described in your disclosure category received during the 12 months prior to the date you assumed your office or position (Schedules D, D-1, E, F, and H-1 through H-3).

#### EXCEPTION:

- An official who is re-elected or re-appointed without a break in service is not required to file an assuming office statement. Instead, you should file the next annual statement.

### ANNUAL STATEMENT:

- File at the time prescribed in your agency's conflict of interest code (April 1 for most filers).
- Disclose all reportable investments, interests in real property, business positions held and income received as described in your disclosure category. This statement covers the period January 1, 1993 through December 31, 1993.

#### EXCEPTION:

- If you assumed an office or position between October 1, 1993 and December 31, 1993, and filed an assuming office or initial statement, you are not required to file an annual statement in 1994. Your next statement will be due in 1995. This statement will cover the day after you assumed your office or position through December 31, 1994. This exception does not apply if your annual statement is due after April 1 (e.g., your Form 730 is due June 1, 1994).

### LEAVING OFFICE STATEMENT:

- File no later than **30 days** after leaving your office or position.
- Disclose all reportable investments, interests in real property, business positions held and income received as described in your disclosure category. This statement will cover the day after the closing date of your last statement through the date of leaving your office or position.
- If you leave an office or position between January 1 and the filing deadline of your annual statement, you may combine your leaving office statement and your annual statement. The statement is due no later than the filing deadline of your annual statement or 30 days after leaving your office or position, whichever is earlier.

To file a combined leaving office statement and annual statement, check the boxes on the cover page for both types of statements, indicate the date you left your office or position, and report the interests described in your disclosure category which you held during the period.

The reporting period begins on:

The day after the closing date of your previous annual statement, in most cases this date is January 1; or

If you assumed office during 1993, the period will begin the day after you assumed office.

The reporting period ends on:

The day you left office.

#### EXCEPTION:

- If you leave an office or position and assume another office or position within the same jurisdiction on the same day, you are not required to file leaving office and assuming office statements. Instead, you should file the next annual statement.

**INITIAL STATEMENT:**

If your agency has a newly-adopted or amended conflict of interest code--File no later than 30 days after the effective date of the conflict of interest code or amendments, whichever is applicable.

- Disclose all reportable investments, interests in real property and business positions of the type described in your disclosure category held on the date your agency's conflict of interest code became effective or your position was newly designated (Schedules A, B, C-1, C-2 and G). In addition, disclose reportable income of the type described in your disclosure category received during the 12 months prior to the date your agency's conflict of interest code became effective or your position was newly designated (Schedules D, D-1, E, F and H-1 through H-3).

**CANDIDATE STATEMENT:**

- File no later than the final filing date for your declaration of candidacy (if required by the conflict of interest code of the agency for which you are seeking elective office).
- The conflict of interest code specifies the types of interests you must disclose.

**EXCEPTION :**

- If you have filed an assuming office statement or an annual statement for the same jurisdiction within 60 days of filing your declaration of candidacy, you are not required to file a candidate statement.

**WHERE MUST STATEMENTS BE FILED?**

All statements, except those filed by State Senate and Assembly staff members, are filed with your own agency, board or commission unless otherwise specified in your agency's conflict of interest code.

State Senate and Assembly staff members file their statements directly with the Fair Political Practices Commission.

**IMPORTANT:**

You must file an originally signed statement of economic interests with each agency, board or commission with which you hold a designated position covered by a conflict of interest code.

**INSTRUCTIONS FOR COMPLETING THE COVER PAGE**

- Before completing this form, contact your agency, board or commission to receive a copy of your disclosure category which outlines the types of interests you must disclose.
- Enter your name, mailing address, and daytime telephone number. You may list your home or business address.
- Indicate the name of the agency under whose conflict of interest code you have been designated to file this statement, and your division, unit, board or bureau within that agency, if applicable.

**EXPANDED STATEMENT:**

- A person holding two or more positions may complete one statement covering the disclosure requirements for each position and file a copy with each agency. Each copy must contain an original signature. Reportable interests for each position must be disclosed. Contact your filing officer for further information.
- Check the box(es) to indicate the type of statement being filed. If filing an assuming office statement, a leaving office statement or an initial statement, enter the appropriate date.
- Complete the verification by entering the date and place signed, and sign the statement. An unsigned statement is considered an unfiled statement and may be subject to late filing penalties.

**INFORMATION FOR COMPLETING SCHEDULE A - Investments  
(Not Held By A Business Entity Or Trust)**

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

You must report as an investment any financial interest in any business entity located in or doing business in your jurisdiction in which you or your immediate family (your spouse and your dependent children) had a direct, indirect or beneficial interest aggregating \$1,000 or more during the reporting period. In addition, if you had a 10% or greater interest in a business entity, please see Schedules C-1, C-2 and H-2.

**NOTE:** Copies of financial reports are not acceptable as attachments to Schedule A because they ordinarily do not contain all of the information required to be disclosed and may include extraneous information.

**A business entity is located in or doing business in the jurisdiction if it, a parent or subsidiary, or a related business entity:**

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction; or
- Plans to do business in the jurisdiction; or
- Has done business in the jurisdiction within the previous two years; or
- Has an interest in real property in the jurisdiction; or
- Has an office in the jurisdiction

**The most common types of investments are:**

- Sole proprietorships
- Partnerships
- Stocks, bonds, warrants and options including those held in margin or brokerage accounts
- Individual Retirement Accounts (IRAs) which are invested in reportable business entities or real property

**You are not required to disclose the following investments:**

- Bank accounts, savings accounts and money market accounts
- Insurance policies
- Shares in a credit union
- Government bonds
- Diversified mutual funds registered with the Securities and Exchange Commission (SEC)
- Common trust funds created under California Financial Code Section 1564
- Individual Retirement Accounts (IRAs) invested in non-reportable interests such as insurance policies, diversified mutual funds or government bonds

**EXAMPLE**

Assume that:

- You have a 50% partnership interest in ABC Land Developers, valued at \$250,000, which you did not acquire or dispose of during the reporting period.

NAME OF BUSINESS ENTITY <b>ABC Land Developers</b>		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G. COMMON STOCK, PARTNERSHIP INTEREST <b>Partnership</b>	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	Ownership Interest <input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Land Developer</b>		

**NOTE:** You may be required to report on Schedule D any salary, commission, distribution or other income (\$250 or more) received by you or your spouse from business entities listed on Schedule A.

\*If you have checked this box, you must report any interests in real property and investments held by the business entity or trust on Schedules C-1 and C-2. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you may be required report the name of that source on Schedule H-2.

NAME \_\_\_\_\_

### Schedule A - Investments (Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:  Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:  Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:  Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:  Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:  Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

NOTE: YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D ANY SALARY, COMMISSION, DISTRIBUTION OR OTHER INCOME (\$250 OR MORE) RECEIVED BY YOU OR YOUR SPOUSE FROM ANY BUSINESS ENTITY LISTED ON SCHEDULE A.

\*If you have checked this box, you must report on Schedules C-1 and C-2 any interests in real property and investments held by the business entity. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you may be required to report the name of that source on Schedule H-2.

If additional space is needed, check box and attach an additional Schedule A.

## INFORMATION FOR COMPLETING SCHEDULE B - Interests In Real Property (Not Held By A Business Entity Or Trust)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.**

You must report interests in real property located in your jurisdiction, in which you or your immediate family had a direct, indirect or beneficial interest aggregating \$1,000 or more at any time during the reporting period.

### Jurisdiction for reporting interests in real property:

Judges, court commissioners, state officeholders and state agency officials and employees have statewide jurisdiction and must report real property located anywhere within the State of California. An interest in real property is in the jurisdiction of a city or county if it is located in, or within two miles of, the city or county, or within two miles of any land owned or used by the city or county.

### Interests in real property include:

- A leasehold interest\*
- A beneficial ownership interest
- A deed of trust
- An easement
- An option to acquire any of the above
- An interest in real property held by an IRA in which you have a 10% or greater interest

### You are not required to disclose the following interests in real property:

- Any residence which you utilize exclusively as your personal residence, unless it is also a place of business, e.g., family farm, retail business, or vacation rental, in which case you are required to disclose only the value of that portion of the property which is used in connection with your business activities.
- Interests in real property acquired by a blind trust pursuant to FPPC Regulation 18235.

### Reporting Interests in Rental Property and Income from Rental Property

If you or your immediate family have an interest in a rental property directly, i.e., not through a business entity, you must report:

- The property on Schedule B;
- Your share of the total amount of rental income received from the property on Schedule D; and
- If your ownership interest is 10% or greater, the name of any tenant who paid rent of which your share was \$10,000 or more on Schedule H-3.

If you or your immediate family own a 10% or greater interest in a business entity, such as a partnership or joint venture, which owns rental property, you must report:

- The business entity on Schedule A;
- The property held by the business entity on Schedule C-1;
- Your share of the total amount of income, including rents, received from the business entity on Schedule D;
- The name of any client or customer who provided rental income to the business entity of which your pro rata share was \$10,000 or more on Schedule H-2.

\*An interest in a lease on real property is reportable if the value of the leasehold interest is \$1,000 or more. The value of the leasehold interest is the total amount of rent owed by you during the reporting period, or on an assuming office statement, during the prior 12 months. No leasehold interest with a value of less than \$1,000 need be reported. When reporting a leasehold interest, you must include the address or other precise location of the leased property and the date upon which the lease became effective, if this occurred during the reporting period.

### EXAMPLE

Assume that:

- You have a 25% interest in a commercial rental building at 14738 Spruce Street, Little Town. The fair market value of your interest in the building is \$85,000 and you did not acquire or dispose of the property during the reporting period.

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>14738 Spruce Street</b>	CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Ownership</b>		If Rental Property, Ownership Interest Is <input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	

**NOTE:** You may be required to report on Schedule D any income (\$250 or more) received by you or your spouse from rental property listed on Schedule B.

\*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.



NAME \_\_\_\_\_

### Schedule B - Interests In Real Property (Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY		FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST				
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY		FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST				
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY		FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST				
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY		FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST				
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*	

**NOTE:** You may be required to report on Schedule D any income (\$250 or more) received by you or your spouse from rental property listed on Schedule B.

\*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.

If additional space is needed, check box and attach an additional Schedule B.

## INFORMATION FOR COMPLETING SCHEDULE C-1 - Interests In Real Property Held By Business Entities Or Trusts

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.**

During the reporting period, did you or your immediate family have a 10% or greater interest in a business entity or in a trust?

NO – You are not required to complete Schedule C-1.

**Reporting Assets Held By A Business Entity:**

YES – You must report interests in real property held by the business entity if your pro rata share of an interest in real property is \$1,000 or more and the real property is located in your jurisdiction.

You also must report the business entity holding such interests in real property on Schedule A.

**Reporting Assets Held By A Trust:**

YES – You must report interests in real property held by the trust if your pro rata share of an interest in real property is \$1,000 or more and the real property is located in your jurisdiction. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

1. *A maker and:*
  - a. can revoke or terminate the trust; or
  - b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
  - c. have retained any power of appointment including the power to change the beneficiaries.
2. *A beneficiary and:*
  - a. presently receive income; or
  - b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

### EXAMPLE

Assume that:

- You have a 50% partnership interest in ABC Land Developers worth \$250,000.
- ABC Land Developers owns real property worth \$300,000 located within your jurisdiction. The real property was not acquired or disposed of during the reporting period.

Your 50% interest in ABC Land Developers must be reported on Schedule A. The real property held by ABC Land Developers must be reported on Schedule C-1 as follows:

**Name Of Business Entity Or Trust Holding The Real Property:** ABC Land Developers

Your investment in this business entity must be reported on Schedule A-Investments.

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>AP 029 589202</b>	CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Ownership</b>		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	

## Schedule C-1 - Interests In Real Property Held By A Business Entity Or Trust

(SEE INSTRUCTIONS ON PRECEDING PAGE)

<b>Name Of Business Entity Or Trust Holding The Real Property:</b> _____ Your investment in this business entity must be reported on Schedule A-Investments.
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STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	

If additional space is needed, check box and attach an additional Schedule C-1.

## INFORMATION FOR COMPLETING SCHEDULE C-2 - Investments Held By Business Entities Or Trusts

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT  
OF INTEREST CODE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

During the reporting period, did you or your immediate family have a 10% or greater interest in a business entity or in a trust?

**NO** — You are not required to complete Schedule C-2.

**Reporting Assets Held By A Business Entity:**

**YES** — You must report investments held by the business entity if your pro rata share of the investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your jurisdiction.

You also must report the business entity holding such investments on Schedule A.

**Reporting Assets Held By A Trust:**

**YES** — You must report investments held by the trust if your pro rata share of the investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your jurisdiction. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

1. **A maker and:**
  - a. can revoke or terminate the trust; or
  - b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
  - c. have retained any power of appointment including the power to change the beneficiaries.
2. **A beneficiary and:**
  - a. presently receive income; or
  - b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

**NOTE:** Copies of financial reports are not acceptable as attachments to Schedule C-2 because they ordinarily do not contain all of the information required to be disclosed and may include extraneous information.

### EXAMPLE

Assume that:

- ABC Land Developers owns common stock worth \$3,000 in Ajax Building Materials, which does business in your jurisdiction. The investment was not acquired or disposed of during the reporting period.

Your 50% interest in ABC Land Developers must be reported on Schedule A. The common stock held by ABC Land Developers must be reported on Schedule C-2 as follows:

<b>Name Of Business Entity Or Trust Holding The Investment(s):</b> <u>ABC Land Developers</u>	
Your investment in this business entity must be reported on Schedule A-Investments.	

<b>NAME OF BUSINESS ENTITY</b> Ajax Building Materials		<b>FAIR MARKET VALUE</b> <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
<b>NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP</b> Common Stock	<b>If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:</b> Date Acquired: _____ Date Disposed: _____	
<b>GENERAL DESCRIPTION OF BUSINESS ACTIVITY</b> Manufactures Building Supplies		

NAME \_\_\_\_\_

## Schedule C-2 - Investments Held By A Business Entity Or Trust

(SEE INSTRUCTIONS ON PRECEDING PAGE)

<b>Name Of Business Entity Or Trust Holding The Investment(s):</b> _____
<b>Your investment in this business entity must be reported on Schedule A-Investments.</b>

NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

If additional space is needed, check box and attach an additional Schedule C-2.

## INFORMATION FOR COMPLETING SCHEDULE D - Income (Other Than Loans And Gifts)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

You must report your gross income and your community property interest in your spouse's gross income. Gross income is the total amount of income before deducting expenses, losses or taxes. Income aggregating \$250 or more received from any source located in or doing business in your jurisdiction must be disclosed. Under the Political Reform Act, reportable income is different from income for tax purposes.

**A source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:**

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

**Reportable income includes:**

- Commission income. (See Schedule H-1-Commission Income.)
- Salary/wages, per diem, reimbursement for expenses. (See exclusions below. Also see Schedule D-1-Income -- Travel Payments, Advances, Reimbursements.)
- Income from a business entity.
- Your pro rata share of the total gross payments received by a business entity (including rental property) or a trust in which you or your spouse had an ownership interest of 10% or more.
- Your community property interest (50%) in your spouse's income.
- Proceeds from any sale, including the sale of a house or car. (The total sale price is reportable regardless of any obligation you might have to pay on loans secured by the property.)
- Rental income.
- Prizes or awards not disclosed as gifts.
- Forgiveness of a loan or other indebtedness.
- Loan payments received by you.

**You are not required to disclose the following types of income:**

- Salary or reimbursements for expenses and per diem from a federal, state or local government agency.
- Reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
- Campaign contributions.
- A devise or inheritance. *(However, inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)*
- Dividends, interest or other return on a security which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

### EXAMPLE

Assume that you received income from the following sources during the reporting period:

- \$4,800 in total rental income from a duplex, which is in your jurisdiction.
- Your spouse received \$18,000 in salary from General Telephone Company, a manufacturing firm which sells products in your jurisdiction.

**GROSS INCOME RECEIVED:**

NAME OF THE SOURCE OF INCOME <b>Duplex</b>	<input type="checkbox"/> \$250 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS <b>104 &amp; 106 Main Street, Little Town, CA</b>	
NATURE OF BUSINESS, IF ANY <b>Rental Property</b>	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED <b>Rents</b>	
NAME OF THE SOURCE OF INCOME <b>General Telephone Company</b>	<input type="checkbox"/> \$250 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS <b>567 Main Street, Little Town, CA</b>	
NATURE OF BUSINESS, IF ANY <b>Manufactures Telephone Equipment</b>	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED <b>Spouse's Salary</b>	

## INFORMATION FOR COMPLETING SCHEDULE D-1 - Income -- Travel Payments, Advances, Reimbursements

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT  
OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

Schedule D-1 is for disclosing payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence.

In addition to disclosing the source, date, amount, and purpose of the payment, check the box to indicate if the payment was a gift or income. To determine if travel payments are gifts or income:

- Travel payments are gifts if you did not provide services which were equal to or greater in value than the payments received. You must disclose gifts aggregating \$50 or more from a single source during the period covered by the statement.
- Travel payments are income if you provided services which were equal to or greater in value than the payments received. You must disclose income aggregating \$250 or more from a single source during the period covered by the statement.

Gov. Code Section 82028 provides that any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value.

**You are not required to disclose the following types of travel payments:**

- Travel payments received from your government agency, or from any state, local, or federal government agency for which you provided equal or greater consideration for the payments received.
- Payment or reimbursement for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service.
- Travel payments received from a bona fide educational, academic, or charitable organization for which you provided equal or greater consideration for the payments received.

### EXAMPLE

Assume that you attended a trade show in Mudville, CA:

- The American Manufacturers Assn. paid \$175 for your travel and accommodations

	DATE(S): (mo, day & yr)	AMOUNT(S):	PURPOSE AND LOCATION OF TRAVEL:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NAME OF SOURCE</td> <td style="padding: 2px;"><b>American Manufacturers Assn.</b></td> </tr> <tr> <td style="padding: 2px;">ADDRESS</td> <td style="padding: 2px;"><b>77 Green Lane, Mudville, CA</b></td> </tr> <tr> <td style="padding: 2px;">NATURE OF BUSINESS ACTIVITY, IF ANY</td> <td style="padding: 2px;"><b>Trade Association</b></td> </tr> <tr> <td style="padding: 2px;">TYPE OF PAYMENT: (CHECK ONE)</td> <td style="padding: 2px;"> <input checked="" type="checkbox"/> GIFT      <input type="checkbox"/> INCOME                 </td> </tr> </table>	NAME OF SOURCE	<b>American Manufacturers Assn.</b>	ADDRESS	<b>77 Green Lane, Mudville, CA</b>	NATURE OF BUSINESS ACTIVITY, IF ANY	<b>Trade Association</b>	TYPE OF PAYMENT: (CHECK ONE)	<input checked="" type="checkbox"/> GIFT <input type="checkbox"/> INCOME	5/15/93	\$175	transportation and accommodations to attend trade show
NAME OF SOURCE	<b>American Manufacturers Assn.</b>										
ADDRESS	<b>77 Green Lane, Mudville, CA</b>										
NATURE OF BUSINESS ACTIVITY, IF ANY	<b>Trade Association</b>										
TYPE OF PAYMENT: (CHECK ONE)	<input checked="" type="checkbox"/> GIFT <input type="checkbox"/> INCOME										

NAME \_\_\_\_\_

### Schedule D-1 - Income -- Travel Payments, Advances, Reimbursements

(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S): (mo, day & yr)	AMOUNT(S):	PURPOSE AND LOCATION OF TRAVEL:
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			

If additional space is needed, check box and attach an additional Schedule D-1.



# INFORMATION FOR COMPLETING SCHEDULE E - Income -- Loans (Received Or Outstanding During The Reporting Period)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

You must report loans, including real estate loans and margin accounts, received by either yourself or your spouse aggregating \$250 or more from a single source which is located in, or doing business in, your jurisdiction. All reportable loans received or outstanding during the reporting period must be disclosed. If you have received more than one loan from a single source, you must aggregate the amounts to determine if you have received \$250 or more from a single source. Report each loan separately. A forgiven loan is a gift and must be reported on Schedule F-Gifts.

**A source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:**

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

**You are not required to disclose the following loans:**

- Any loan from a commercial lending institution used to purchase, refinance the purchase of, or for improvements to, your principal place of residence if the loan was made in the lender's regular course of business on terms available to members of the public without regard to official status.
- Loans from a commercial lending institution in the normal course of business which, in the aggregate, did not exceed \$10,000 at any time during the reporting period.
- Any indebtedness created as part of a retail installment or credit card transaction made in the creditor's regular course of business on terms available to the public without regard to official status if the aggregate amount owed to the creditor did not exceed \$10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, except that a loan from any such person is reportable if the person is acting as an intermediary or agent for any person not covered by this provision.

### EXAMPLE

Assume that:

- You received an equity loan in the amount of \$15,000 from Greatest Savings and Loan on your principal place of residence to consolidate your bills and to take a vacation.
- You received a personal loan from a friend in the amount of \$1,500.

You must report:

- The equity loan on your principal place of residence because the loan amount was over \$10,000 and the money was not used to refinance or for improvements to your principal residence.
- The loan from your friend.

**AMOUNT OF HIGHEST BALANCE  
DURING THE REPORTING PERIOD:**

NAME OF LENDER <b>Greatest Savings &amp; Loan</b>		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> Over \$10,000
ADDRESS <b>123 Main Street, Little Town</b>		
NATURE OF BUSINESS, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE		INTEREST RATE <b>8%</b> <input type="checkbox"/> NONE
NAME OF LENDER <b>Martin Smith</b>		<input type="checkbox"/> \$250 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS <b>567 A Street, Little Town</b>		
NATURE OF BUSINESS, IF ANY <b>Construction</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE		INTEREST RATE <b>7%</b> <input type="checkbox"/> NONE

NAME \_\_\_\_\_

**Schedule E - Income -- Loans**  
**(Received or Outstanding During the Reporting Period)**

(SEE INSTRUCTIONS ON PRECEDING PAGE)

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input type="checkbox"/> NONE		

If additional space is needed, check box and attach an additional Schedule E.

## INFORMATION FOR COMPLETING SCHEDULE F - Income -- Gifts

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

"Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not provided. You must disclose gifts with an aggregate value of \$50 or more received during the reporting period from a single source. Gifts are reportable without regard to where the donor is located. Any number of gifts from one person, the values of which add up to \$50 or more during the reporting period, must be disclosed.

It is the acceptance of the gift, and not the ultimate use to which it is put, that imposes a reporting obligation on you. Thus, except as noted below, you must report a gift even if you never make use of it or if you give it away to another person.

If the exact amount of the gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of the gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you receive a gift through an intermediary, you must disclose the name, address and business activity of both the donor and the intermediary.

In most cases, the full amount of a gift made to you and your spouse must be counted to determine if the gift must be disclosed. However, for wedding gifts, only one-half of the value of each gift is attributable to you, unless the gift is intended exclusively for your use and enjoyment. Except as noted below, gifts provided for the exclusive use of your spouse are not required to be disclosed.

**You are not required to disclose the following types of gifts:**

- Gifts which are not used and which, within 30 days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, provided that a gift from any such person must be disclosed if the person is acting as an agent or intermediary for a reportable source of income.
- Gifts of hospitality involving food, drink or occasional lodging provided in an individual's home.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars or periodicals.
- A bequest or inheritance. (However, an inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Food, beverage, and necessary accommodations received directly in connection with an event at which you gave a speech, participated in a panel, or provided a similar service. However, any extra benefits (such as an extra night's lodging) which were not provided directly in connection with your participation in the event must be reported as a gift.
- Tickets to a fundraising event for a 501(c) (3) organization.
- Tickets to a political fundraiser.
- A pass or ticket which provides a one time admission to an event (theater performance, sporting event) that is not used and is not transferred to another person. Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that is used or transferred to another person and for determining the value of a pass or tickets which provide repeated admission to facilities or services.
- Gifts provided directly to members of your immediate family unless you receive direct benefit from the gift or you exercise discretion and control over the use or disposition of the gift.

### EXAMPLE

Assume that:

- You received 2 tickets to a professional baseball game from Valley Pipe Systems.

	DATE(S) RECEIVED: <small>(mo, day &amp; yr)</small>	VALUE(S):	DESCRIPTION OF GIFT(S):
<small>NAME OF DONOR</small> <b>Valley Pipe Systems</b>	March 1, 1993	\$50	Tickets to Hometown A's baseball team
<small>ADDRESS</small> <b>200 E. Fifth, Hometown</b>			
<small>NATURE OF BUSINESS, IF ANY</small> <b>Manufactures Irrigation &amp; Plumbing Supplies</b>			

NAME \_\_\_\_\_

**Schedule F - Income -- Gifts**  
(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S) RECEIVED: <small>(mo, day &amp; yr)</small>	VALUE(S):	DESCRIPTION OF GIFT(S):
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			

If additional space is needed, check box and attach an additional Schedule F.

## Information for SCHEDULE G: Business Positions

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF POSITIONS YOU MUST DISCLOSE.**

- You must report the name of any business entity covered by your disclosure category for which you are a director, officer, partner, trustee, employee, or hold any position of management.
- Positions held in non-profit or charitable organizations or campaign committees are not reportable.

### EXAMPLE, SCHEDULE G

Assume that:

- Your disclosure category requires you to disclose business positions in entities which are contractors, land developers, or manufacturers of equipment used by your agency. You have been a partner in ABC Land Developers during the entire reporting period. You would report that position as follows:

Schedule G should be completed as follows:

NAME OF BUSINESS ENTITY <b>ABC Land Developers</b>	ADDRESS OF ENTITY <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Land Developer</b>	YOUR JOB TITLE OR POSITION <b>Partner</b>
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF NO      POSITION COMMENCED ON _____ PLEASE INDICATE:      POSITION TERMINATED ON _____

## INFORMATION FOR COMPLETING SCHEDULE H-1-- Commission Income

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

If you or your spouse received commission income as a broker, agent, or salesperson, you must disclose the names of sources of commission income if your pro rata share of the gross commission income amounts to \$10,000 or more from a single source. **No ownership interest in a business entity is necessary to require disclosure or disqualification under this provision.** "Commission income" means gross payments received as a result of services rendered as a broker, agent, or salesperson. Persons who must report commission income include: insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons. The "source" of commission income may be a client or customer or it may be a broker, a company or other business entity through which the goods or services were sold, or it may be both. (See example below.) NOTE: If you have reported yourself or your employer as a source of commission income on Schedule D, you are not required to itemize yourself or your employer as a source of income on Schedule H-1.

During the reporting period, did you or your spouse receive "commission income" for services rendered as a broker, agent, or salesperson?

NO — You are not required to complete Schedule H-1.

YES — You must provide the name of each individual or entity which:

- Is located in, or doing business in, your jurisdiction; and
- Was a source of commission income, provided that your pro rata share of such receipts was \$10,000 or more.

### EXAMPLE, SCHEDULE H-1

Assume that:

- You are an agent for Smith and Jones Insurance Company. You sold a Businessmen's Insurance Company insurance policy to XYZ Company. You received commission income of \$15,000 from the transaction.
- Your spouse is a real estate broker for Goldwater Realty and received a commission of \$20,000 from the Grand Company.

You would:

- Report both XYZ Company and Businessmen's Insurance Company as sources of commission income because each was a source of \$10,000 or more. Smith and Jones is disclosed on Schedule D as a source of commission income, and on Schedule H-1 as the business entity through which you received the income.
- Report Grand Company, your spouse's client, because your community property share (50%) of the gross receipts amounted to \$10,000 and would meet the reporting threshold. You would also report your community property share of your spouse's income from Goldwater Realty on Schedule D as a source of income.

NAME OF BUSINESS ENTITY <b>Smith and Jones Insurance Company</b>
NAMES OF SOURCES OF INCOME <b>XYZ Company</b>
<b>Businessmen's Insurance Company</b>
NAME OF BUSINESS ENTITY <b>Goldwater Realty</b>
NAMES OF SOURCES OF INCOME <b>Grand Company</b>

**INFORMATION FOR COMPLETING SCHEDULES H-2 AND H-3 --  
Income And Loans To Business Entities Or Trusts  
And Income From Rental Property**

***BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT  
OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.***

If, during the reporting period, you and your spouse owned an aggregate interest of 10% or more in any business entity (including rental property) or a trust, you must provide the name of each individual or entity which:

- Is located in, or is doing business in, your jurisdiction; and
- Was a source of income, including loans received or outstanding, to the business entity or trust, provided that your pro rata share of such payments or receipts was \$10,000 or more (Schedule H-2), or
- Made rent payments, provided that your pro rata share of such receipts was \$10,000 or more (Schedule H-3).

**IMPORTANT:** The requirement to report sources of income to a business entity or trust is determined by the location of the source of loan or income—not by the location of the business entity or trust which received the loan or income or by the location of the rental property.

If the business entity in which you have a 10% or greater interest is located in or doing business in your jurisdiction, it must also be reported on Schedule A and you may be required to complete Schedules C-1 and C-2. Your pro rata share of the gross income to the business entity must also be reported on Schedule D.

If the rental property in which you have a 10% or greater interest is located in your jurisdiction, it must also be reported on Schedule B. Your pro rata share of the gross rental income from the property must also be reported on Schedule D.

FPPC Regulation 18740 provides a procedure for obtaining an exemption from the disclosure requirement of clients' names which are legally recognized as privileged under California law. You may obtain a copy of Regulation 18740 by contacting the Fair Political Practices Commission.

**NOTE:** If your pro rata share of income or a loan to a business entity or trust is \$250 or more, you may be required to disqualify yourself from decisions affecting that source of income or loan, even though you are not required to report it.

**EXAMPLE, SCHEDULE H-2**

Assume that:

- During the reporting period, ABC Land Developers, in which you have a 50% partnership interest, received a loan from the Little Town Bank in the amount of \$30,000. The bank has a branch which is located in your jurisdiction.
- ABC Land Developers received a gross payment from John H. Brown, a customer, in the amount of \$15,000. Mr. Brown is doing business in your jurisdiction.
- Your spouse owns 100% of a law firm. A client paid your spouse \$20,000 during the reporting period. This client is doing business in your jurisdiction.

You would:

- Report the loan to ABC Land Developers from the Little Town Bank because your pro rata share (50%) of the \$30,000 loan is \$15,000 and meets the \$10,000 reporting threshold.
- Not report the name of John H. Brown, a customer, because your pro rata share (50%) of his \$15,000 gross payment is only \$7,500 and does not meet the \$10,000 reporting threshold. However, Mr. Brown is a source of income to you, and you may have to disqualify yourself from decisions affecting Mr. Brown.
- Report your spouse's law firm and its client because your pro rata share (50%) of the \$20,000 paid to the law firm is \$10,000 and meets the reporting threshold.

NAME OF BUSINESS ENTITY OR TRUST <b>ABC Land Developers</b>	ADDRESS OF BUSINESS ENTITY OR TRUST <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS, IF ANY <b>Land Developers</b>	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST <b>Little Town Bank</b>	
NAME OF BUSINESS ENTITY OR TRUST <b>Smith and Jones</b>	ADDRESS OF BUSINESS ENTITY OR TRUST <b>1261 High Street, Little Town</b>
NATURE OF BUSINESS, IF ANY <b>Law Firm</b>	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST <b>Joseph Brown and Associates</b>	

**EXAMPLE, SCHEDULE H-3**

Assume that:

- You own 25% of a commercial building located in your jurisdiction from which rental income was received from a single tenant in the amount of \$40,000.

You would:

- Report the name of the rental tenant who provided payments in the amount of \$40,000 to the commercial building because your pro rata share (25% of the rental payments) is \$10,000 and would meet the reporting threshold.

ADDRESS OF RENTAL PROPERTY <b>14738 Spruce Street</b>	CITY <b>Little Town</b>
NAMES OF RENTERS <b>Sylvan Taylor, M.D.</b>	



NAME \_\_\_\_\_

### Schedule H

(SEE INSTRUCTIONS ON PRECEDING PAGES)

#### Schedule H-1

#### Commission Income Received By Brokers, Agents And Salespersons

NAME OF BUSINESS ENTITY	
NAMES OF SOURCES OF INCOME	

#### Schedule H-2

#### Income And Loans To A Business Entity Or Trust

NAME OF BUSINESS ENTITY OR TRUST	ADDRESS OF BUSINESS ENTITY OR TRUST
NATURE OF BUSINESS	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST	

#### Schedule H-3

#### Income From Rental Property

You must disclose the name(s) of any renter(s) who made rent payments, provided that your pro rata share of such receipts from any one renter was \$10,000 or more.

ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	
ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	

If additional space is needed, check box and attach additional schedules.

TO: Library Board of Trustees

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

DATE: February 22, 1994

**SUBJECT: Submission to the Orange County Auditor of Claim for Reimbursement of Property Tax Shift for One Time Revenues as Authorized under AB 2371**

The Orange County Auditor's Office is in the process of making some adjustments to the amount of property taxes shifted from special district to the Educational Augmentation Fund.

Pursuant to AB 2371 the Auditor's Office requested from Placentia Library District in December, 1993, a statement of funds we believe to be exempt from the shift.

At the request of the Library Director, Charles A. Munson, CPA, of Anderson, Lynn Bezich, Munson & Cronick prepared a statement based upon the District's financial reports. Everything was submitted to the Orange County Auditor's Office by the deadline.

On February 10, 1994, the Orange County Auditor's Office requested that several changes be made and a letter with my signature be submitted. The letter was prepared and mailed on February 17, 1994.

While further changes may still be made the District stands to gain 10% of the funds reported, \$176,737 or \$17,674. Mr. McConnell, Chief, Accounting Operations, Orange County Auditor's Office, stated that they hoped to get these amounts finalized and the funds transferred by the end of the current fiscal year.

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

February 17, 1994

James M. McConnell, Chief, Accounting Operations  
Office of Auditor-Controller  
Finance Building  
P.O. Box 567  
Santa Ana, CA 92702-0567

Dear Mr. McConnell:

In response to your letter of February 10, 1994, and our telephone conversation of February 17, 1994, concerning the District's Report of December 29, 1993, as submitted by the District's Auditor, Charles A. Munson, CPA, of Anderson, Lynn Bezich, Munson & Cronick, of one-time and enterprise activity revenues in FY 1989-90 as outlined in AB 2371 and requested by the Orange County Auditor in his memorandum of December 2, 1993, I am submitting the following revised statement of the District's claim:

Special District Augmentation	\$ 61,949
State Literacy Grant	80,466
Inter-Library Loan Grants from State Library	25,746
County Exempt Literacy Funds	<u>8,576</u>
<b>TOTAL</b>	<b><u>\$176,737</u></b>

Pursuant to the clarification of instructions in your letter of February 10, 1994, and our telephone conversation of February 17, 1994, the \$20,000 reported for Fines and Other Enterprise Funds has been deleted from the claim. The \$20,000 also includes gifts and bequests.

Copies of the annual Reports filed with the State Controller for FY 1988-90, FY 1989-90, and FY 1990-91 were submitted to your Office with the ALBM&C letter of December 29, 1993.

Thank you for your kind assistance with my questions about the revisions needed for this claim. Please contact me if you have any further questions.

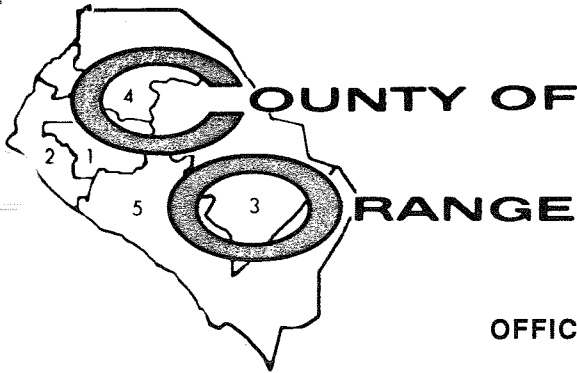
Yours truly,

Elizabeth D. Minter  
Library Director

STEVEN E. LEWIS  
AUDITOR-CONTROLLER

FINANCE BUILDING  
630 NORTH BROADWAY  
P. O. BOX 567  
SANTA ANA, CA 92702-0567

TELEPHONE: (714) 834-2450  
FAX: (714) 834-2569



OFFICE OF AUDITOR-CONTROLLER

February 10, 1994

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

Subject: AB 2371 Adjustment to Property Tax Shift

We received the letter dated December 29, 1993 (copy attached) from your accountants, Anderson, Lynn, Bezich, Munson, & Cronick, concerning one-time revenues in FY 1989-90. We need to receive a certification from your district directly, signed by either you or your Board chairperson, of your FY 1989-90 one-time revenues, in order for us to have proper authority to adjust our property tax files.

We are also concerned that two of the revenues listed in your accountants' letter may not qualify as one-time revenues, and may have been included in the list under a different exemption that is not available to your district. The "Inter-Library Enterprise Funds" and the "Fines, Other Enterprise Funds" listed in the letter as one-time revenues appear to be ongoing revenues received every year by your district.

Your accountants characterized these as "one-time and enterprise activity revenues." As we explained in our letter of December 2, 1993 (copy attached), the enterprise exemption only applies to certain multi-activity enterprise districts. Placentia Library District is not classified or reported as a multi-activity enterprise district in the State Controllers' Report of Financial Transactions of Special Districts, which is the basis for determining the enterprise district exemption.

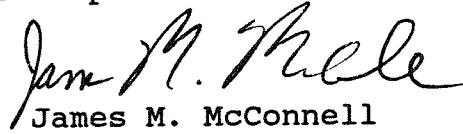
Only the "one-time revenue" exemption applies to your district, not the enterprise exemption. If the two "enterprise" revenue categories do not qualify as one-time revenues in FY 1989-90, they should be eliminated from the list which you certify to us.

We also noticed that the Special District Augmentation Fund (SDAF) allocation which your accountants reported in their letter, \$61,949, does not agree with the amount reported on the FY 1989-90

Elizabeth Minter  
February 10, 1994  
Page 2

State Controllers' report, \$50,472. Our SDAF records show that your district was actually allocated \$61,949 in FY 1989-90. Apparently, the amount was misreported to the State Controller.

Please direct your certification of your FY 1989-90 one-time revenues to my attention. Please call me on 834-2470 if you have any questions. Thank you for your help.

  
James M. McConnell  
Chief, Accounting Operations

JMM:jr  
Attachments

cc: Charles A. Munson  
Anderson, Lynn, Bezich, Munson & Cronick

TaxShifh/wp



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

---

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

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

December 29, 1993

Mr. Jim McConnell  
 Auditor-Controller Office  
 County of Orange  
 Finance Building  
 630 N. Broadway  
 P.O. Box 567  
 Santa Ana CA 92702-0567

Re: Placentia Library District  
 AB 2371 - FY 1992-93 Property Tax Shift

Dear Mr. McConnell:

We have determined that our client, Placentia Library District, did receive one-time and enterprise activity revenues in FY 1989-90 as outlined in AB 2371 that should be excluded as follows:

Special District Augmentation	\$ 61,949
State Literacy Grant	80,466
Inter-Library Enterprise Funds	25,746
Fines, Other Enterprise Funds	20,000
County Exempt Literacy Funds	<u>8,576</u>
Total	<u>\$196,737</u>

Copies of the annual reports filed with the State Controller for FY 1988-89, FY 1989-90, and FY 1990-91 have been enclosed as you have requested.

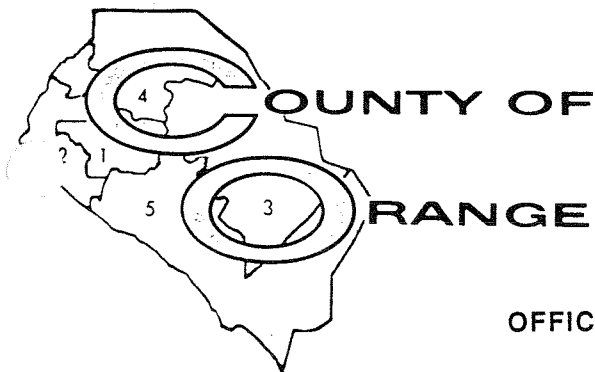
Please contact our office if you have any questions or require further documentation.

Sincerely,

ANDERSON, LYNN, BEZICH, MUNSON AND CRONICK  
 Accountancy Corporation

Charles A. Munson, CPA

cc. Elizabeth Minter



STEVEN E. LEWIS  
AUDITOR-CONTROLLER

FINANCE BUILDING  
630 NORTH BROADWAY  
P. O. BOX 567  
SANTA ANA, CA 92702-0567

TELEPHONE: (714) 834-2450  
FAX: (714) 834-2569

OFFICE OF AUDITOR-CONTROLLER

December 2, 1993

TO: Special Districts in Orange County

ATTENTION: Finance Directors

SUBJECT: AB 2371 (Chapter 1279, 1993 Statutes): Possible Adjustment to FY 1992-93 Property Tax Shift

Revenue and Taxation Code Section 97.03 mandated specific calculations be performed by the County Auditor-Controller in determining the property tax amounts to be shifted from special districts to the Educational Revenue Augmentation Fund (ERAF) in FY 1992-93. The adjustment was the lower of 40 percent of property tax levies (i.e., secured, unsecured, and homeowners' subvention), excluding those pledged to debt service, or 10 percent of FY 1989-90 total annual revenues as reported to the State Controller for the Report on Financial Transactions Concerning Special Districts.

On October 11, 1993, AB 2371 was signed (Chapter 1279, 1993 Statutes) and excluded from the total annual revenues in FY 1989-90 for purposes of the 10 percent calculations:

**"Any one-time revenues received by the district from any source, public or private."**

Please review the revenues reported to the State Controller on your annual financial report for FY 1989-90 to determine if any revenues received qualify as a "one-time revenue." Examples of one-time revenues would be a one-time Federal or State grant, a special district augmentation allocation in FY 1989-90 only, a one-time private donation, or a one-time sale of property. Do not include revenues received on an ongoing basis that may have simply been greater in FY 1989-90 than in other fiscal years due to normal revenue fluctuations or economic conditions.

If you determine that you received a one-time revenue, please document this with copies of the annual financial reports filed with the State Controller for FY 1988-89, FY 1989-90, and FY 1990-91, along with a description detailing why this revenue qualifies as a one-time revenue.

Finance Directors  
Special Districts in Orange County  
December 2, 1993  
Page 2

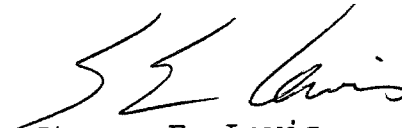
Once we receive this data, we will recalculate the FY 1989-90 revenue amount excluding the one-time amounts and compare the results to the final amounts used in FY 1992-93 for the tax shift computation. If an adjustment is due, we will make the necessary changes to your AB 8 property tax amount and calculate the amount due from ERAF for FY 1992-93, and adjust your FY 1993-94 allocation factor.

Timeliness is of the utmost importance in order to avoid additional delays resulting from any corrections that may arise. We are therefore requesting a response to us on or before January 3, 1994 to the attention of Jim McConnell of my staff. Please contact either Jim McConnell at 834-2470 or Neal Gruber at 834-4437 of my staff if you have any questions.

Attached is a copy of the section of the Property Tax Shift Uniform Guidelines For California Counties prepared by the County Accounting Standards and Procedures Committee, which discusses AB 2371 in more detail.

An additional adjustment was provided in AB 2371 for certain multi-activity enterprise districts which did not report property taxes under one or more of their enterprise activities to the State Controller in their FY 1989-90 financial transactions report (see attachment for detail). We have reviewed the FY 1989-90 State Controller's Report on Financial Transactions Concerning Special Districts, and found no enterprise districts in Orange County that would benefit from this adjustment. However, if you believe your district would benefit from this adjustment, please let us know.

Thank you for your assistance.



Steven E. Lewis  
Auditor-Controller

JMM:jr  
Attachment

AB2371/OPS



## VII. SPECIAL DISTRICTS SUBJECT TO AB 2371

### Introduction and Interpretations

AB 2371 (Chapter 1279, 1993 Statutes) amended Revenue and Taxation Code Section 97.03 governing the amount of property taxes shifted from special districts to ERAF. This bill has an urgency clause and was effective October 11, 1993.

Section 97.03 mandated specific steps to be taken by the county auditor in determining the amount of property taxes to be shifted from each special district to the Educational Revenue Augmentation Fund (ERAF) in fiscal year 1992-93. Last year's calculations for each special district were restricted to the lessor of:

- 40% of each districts' property tax allocation, or;
- 10% of the districts' total revenues as reported in the 89-90 State Controller's Annual Report for special districts.

The amendments of AB 2371 modify the total revenues used in determining the "10% of total revenues" by excluding the following from the calculations:

1. "Any one-time revenues received by a special district from any source, public or private."
2. "Any revenues derived from an enterprise activity with respect to which no property tax revenues are reported on the district's most recent report to the Controller of financial transactions. For purposes of computing this exclusion with respect to a special district created by consolidation of two or more special districts subsequent to the 1989-90 fiscal year, the amount of the exclusion shall be the aggregate of the exclusions that would have been applicable under this subparagraph as if each former district so consolidated had continued in existence."
3. The total annual revenues of a qualifying resource conservation district shall (per AB 2371) exclude the following:
  - a. Any revenues received from the State for the acquisition of land, or the construction or improvement of State projects, for which the district serves as the fiscal agent of the state per an existing agreement with a state agency.
  - b. Amounts received by the qualifying district as a private gift or donation.
  - c. Amounts received as a county grant or contract as supplemental to, or independent of, that district's property tax share.

## VII. SPECIAL DISTRICTS SUBJECT TO AB 2371

### Introduction and Interpretations (Cont.)

- d. Any Federal or State grant amounts received.

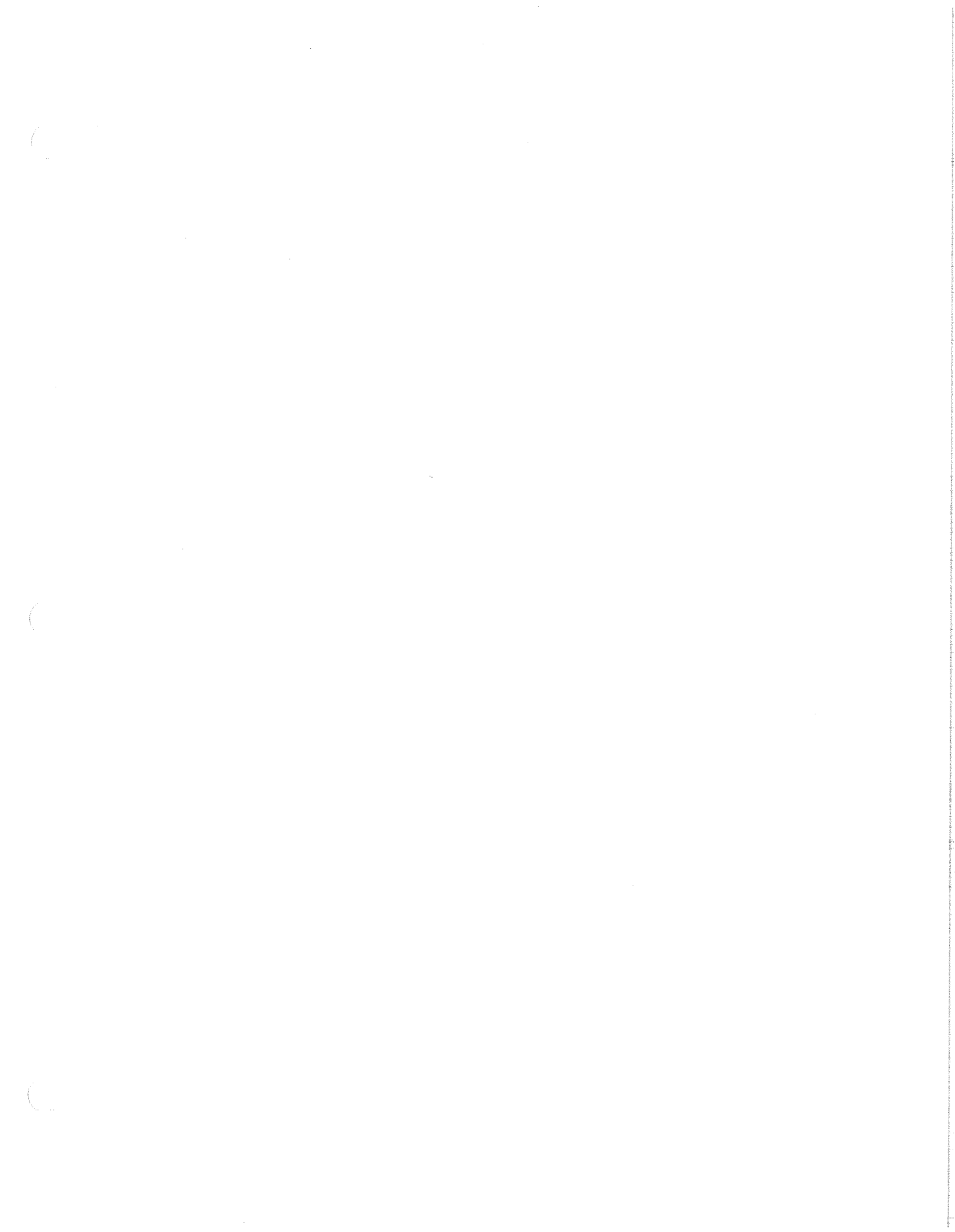
The exclusions pertaining to resource conservation districts appear to apply to a specific district located within one or all of the following counties: Del Norte, Humboldt, Mendocino, and Sonoma.

The major impact to the majority of the counties is from the first two exclusions of one-time revenues and enterprise activities which no property tax revenues were reported. It appears that adjustments will be necessary not only to the AB 8 amounts but also a cash adjustment to correct last year's tax apportionments.

In order to determine whether or not a revenue reported in 89-90 qualifies as a "one-time" revenue copies of the annual reports filed with the State Controller for 88-89, 89-90, and 90-91 should be provided by the district with a description detailing why this revenue qualifies. If a specific revenue was received once in 89-90, it should be excluded from the 10% calculation.

The exclusion for enterprise activity revenues is restricted to the following:

1. A district providing and reporting more than one activity.
2. Any enterprise activity special district reporting zero county allocation of taxes, would result in a total exclusion of all enterprise revenues reported for that activity. SDAF revenues are excluded from the definition of property tax revenues.
3. If a district is involved in both an enterprise activity and non-enterprise activity and reports all property tax support in the non-enterprise activity, then 100% of the enterprise activity revenues should be excluded from the 10% revenue calculation.
4. Any enterprise activity reported as receiving support from the county allocation of property taxes is not eligible for this exclusion.



TO: Library Board of Trustees

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

DATE: February 22, 1994

**SUBJECT: Agreement for Use of Facilities by North Orange County Community College District, 1993-1994**

The Agreement for Use of Facilities by North Orange County Community College District, 1993-1994, covers the use of the Library for the tutor training classes conducted by the Literacy Program.

USE OF FACILITIES BY NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
1993-94

THIS AGREEMENT made and entered' into this 1st day of July 1993, by and between the PLACENTIA LIBRARY, hereinafter called the FACILITY and the North Orange County Community College District, hereinafter called the DISTRICT.

WITNESSETH

WHEREAS the DISTRICT intends to provide certain educational programs within the DISTRICT and

WHEREAS the DISTRICT intends to use certain facilities within and belonging to the FACILITY and

WHEREAS it is necessary:

1. To clarify the contractual relationship between the FACILITY and the DISTRICT with regard to the use of facilities by the DISTRICT.
2. To establish the charges for the use of said facilities.
3. To establish procedures for the responsibility of the facilities during the time the facilities are being used by the DISTRICT.

NOW, THEREFORE, the FACILITY and the DISTRICT agree as follows:

I. SCHEDULE OF CHARGES

The charge for the use of facilities owned by the FACILITY and used by the DISTRICT is established at \$1.00 per fiscal year.

II. RESPONSIBILITIES

- A. The FACILITY shall be responsible for the normal custodial and maintenance services for the facilities used by the DISTRICT.
- B. The FACILITY shall be responsible for making available an appropriate classroom for educational use by the DISTRICT.
- C. The DISTRICT will provide educational programs as determined by the Provost, Adult Continuing Education, or his designee, for said FACILITY, as advertised in the Adult Education Brochure.

THIS AGREEMENT is effective for the period beginning July 1, 1993, and ending June 30, 1994.

PLACENTIA LIBRARY

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

August Huesca  
By: August Huesca, Provost  
Adult Continuing Education

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

Date: 2/2/94  
Gil Moreno  
By: Gil Moreno  
Vice Chancellor Finance & Facilities

Date: 2/2/94

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 22, 1994

SUBJECT: **Nomination of Candidate for the Position of Alternate Delegate for the Independent Special Districts to the Local Agency Formation Commission**

**BACKGROUND:**

At its meeting of December 20, 1993, the Library Board of Trustees nominated Trustee Al Shkoler as a candidate for alternate delegate for the Independent Special Districts to the Local Agency Formation Commission of Orange County.

At the Selection Committee Meeting on February 10, 1994, rules were adopted which provide that nominations may be by resolution or certified copy of a minute motion. A resolution has been prepared. See Attachment A.

A copy of the additions to proposed LAFCO Rules and Regulations Affecting the Functions of Special Districts is Attachment B.

The next meeting of the Selection Committee will be on Thursday, March 17, 1994, at 7:00 P.M. at a place to be announced.

If the election takes place as scheduled on March 17th the new delegates and alternate should be seated at the LAFCO meeting on April 6, 1994.

**RECOMMENDATION:**

1. <sup>Rept.</sup>  
~~Adopt~~ Resolution 94-1 by title only.

2. Adopt Resolution 94-1.

*Shkoler*

**RESOLUTION 94-1**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING AL SHKOLER FOR THE POSITION OF ALTERNATE DELEGATE FOR THE INDEPENDENT SPECIAL DISTRICTS TO THE LOCAL AGENCY FORMATION COMMISSION.**

WHEREAS, pursuant to legislation enacted during 1993 by the California legislature and actions taken by the Orange County Local Agency Formation Commission (LAFCO), special districts within the County of Orange will be given representation on LAFCO; and

WHEREAS, the Placentia Library District of Orange County desires to endorse the nominate Al Shkoler as a candidate for the position of alternate delegate on the Orange County LAFCO board on behalf of special districts; and

WHEREAS, Al Shkoler was appointed to the Placentia Library District of Orange County Board of Trustees on December 1, 1992, is the District's representative to the Independent Special Districts of Orange County, serves as President of the Placentia Chamber of Commerce, is an active member of Rotary International and a concerned and active member of the community; and

WHEREAS, the Board of Trustees of the Placentia Library District of Orange County believes that Al Shkoler's service and experience have given him a solid understanding of the issues related to special districts and his professional background in business management and information sciences have given him technical understanding of LAFCO concerns; therefore

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees supports the election of Al Shkoler to the Local Agency Formation Commission as a special districts alternate delegate and encourages other special districts to support Mr. Shkoler's election.

AYES: TRUSTEES: *Dim, Sabet, West*  
NOES: TRUSTEES: *None*  
ABSTAIN: TRUSTEES: *None*  
ABSENT: TRUSTEES: *Stark*

State of California )  
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 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-second day of February, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of February, 1994.

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



# Orange County LAFCO

## LOCAL AGENCY FORMATION COMMISSION

February 2, 1994

**TO: SPECIAL DISTRICT ADVISORY COMMITTEE AND  
SPECIAL DISTRICT SELECTION COMMITTEE**

**SUBJECT: Additions to Proposed LAFCO Rules and  
Regulations Affecting the Functions of  
Special Districts; Meeting of the Special  
District Advisory Committee and the Special  
District Selection Committee, February 10,  
1994 at 7:00 PM at the Costa Mesa City  
Council Chambers**

CHAIRMAN  
JAMES H. FLORA  
COUNCILMAN  
CITY OF LA HABRA

VICE-CHAIRMAN  
EVELYN R. HART  
COUNCILWOMAN  
CITY OF  
NEWPORT BEACH

HARRIETT M. WIEDER  
SUPERVISOR  
SECOND DISTRICT

DAVID BORAN  
REPRESENTATIVE OF  
GENERAL PUBLIC

WILLIAM G. STEINER  
SUPERVISOR  
FOURTH DISTRICT

ALTERNATE  
VERNON S. EVANS  
REPRESENTATIVE OF  
GENERAL PUBLIC

ALTERNATE  
CHARLES V. SMITH  
MAYOR  
CITY OF  
WESTMINSTER

ALTERNATE  
SUPERVISOR  
VACANT

SARA F. ANDERSON  
EXECUTIVE OFFICER

**FROM: Sara F. Anderson, Executive Officer**

On February 2, 1994, the Commission continued the hearing on the proposed Rules and Regulations to March 2, 1994 at 9:00 AM in order to allow the Special District Advisory Committee the opportunity to review staff's proposed addition of Section 1.4 which lists the type and principal act of each Special District. This one-month delay will extend actual seating the Special District representatives until the April 6, 1994 meeting. The election of Special District representatives will be scheduled after the March 2, 1994 LAFCO hearing and the anticipated adoption of the Rules and Regulations.

In addition to the Advisory Committee meeting to review these changes, we feel it would be appropriate for the Special District Selection Committee to meet in advance of the election of Special District representatives to develop rules of procedure for the election.

We understand that the Independent Special Districts of Orange County (ISDOC) has also noticed a meeting for February 10, 1994 at 7:00 PM at the Costa Mesa City Council Chambers. Coordination of all three of these meetings at the same time would appear to be efficient.

Accordingly, notice is hereby given that there is to be a meeting of the Special District Advisory Committee to consider the suggested changes to the proposed Rules and Regulations and a meeting of the Special District Selection Committee to consider the rules of procedure for the election of the Special District representatives. These meetings will take place on February 10, 1994 at 7:00 PM at the Costa Mesa City Council Chambers, Costa Mesa, California.

Please note that, to keep all interested parties informed, all special districts and cities are receiving this notice. However, only independent special districts are voting members of the Special District Advisory Committee and the Special District Selection Committee. Attached is a memorandum of County Counsel discussing the criteria for being an independent special district. If you have any questions regarding whether your district is a voting member of the Committees, please contact your legal counsel prior to the meeting.

SA:mj

f:\apps\wp60\advsselc.ltr

COUNTY COUNSEL  
COUNTY OF ORANGE

M E M O R A N D U M

December 1, 1993

TO: Jim Colangelo, Executive Officer, LAFCO  
FROM: Benjamin P. de Mayo, Deputy County Counsel  
SUBJECT: Independent Special District Selection Committee

You have asked which special districts are authorized to have representatives on the independent special district selection committee which will select the special district representatives on the Local Agency Formation Commission (hereinafter LAFCO) pursuant to Government Code Section 56332(a).

(Unless otherwise indicated, all references herein are to the Government Code.)

"The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to attend a meeting of the independent special district selection committee, the legislative body of the district may appoint one of its members to attend the meeting of the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer. Members representing a majority of the eligible districts shall constitute a quorum."  
Sec. 56332(b).

"Independent special district" is defined as "any special district having a legislative body all of whose members are elected by registered voters or landowners

Jim Colangelo, Executive Officer, LAFCO  
December 1, 1993  
Page 2

within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. 'Independent special district' does not include any district excluded from the definition of district contained in section 56036." Sec. 56044.

Excluded from the definition are districts such as county service areas (Section 25210.1 et seq.) and subsidiary districts of cities (Section 56078) which have as their governing boards the Board of Supervisors or city councils. The exclusion also covers districts whose governing bodies contain supervisors or city council members by virtue of such office such as the County Sanitation Districts. Health & Saf. Code Sec. 4730.

Also excluded are districts whose governing bodies are, in whole or in part, appointed by another local agency for a term of office that is not fixed. The Orange County Water District has ten directors. Seven are elected to fixed terms. Three are appointed by the councils of the cities of Santa Ana, Anaheim and Fullerton, respectively. These three appointed representatives do not serve fixed terms but, rather, serve at the pleasure of their respective city councils. Water Code App. Sec. 40-12. Therefore, the Orange County Water District may not have a member on the independent special district selection committee.

The Orange County Cemetery District governing board is appointed by the Board of Supervisors but its members serve for a fixed term of four years. Health & Saf. Code Sec. 8952. Therefore, it fits the definition of an independent special district. Similarly, Vector Control District governing board members are appointed to fixed terms by the Board of Supervisors and city councils and it is, therefore, an independent special district. Health & Saf. Code Sec. 2245.

The reference in Section 56044 to Section 56036 encompasses a large number of districts which are not subject to the jurisdiction of LAFCO such as school districts, special assessment districts and community facilities districts. There are also certain districts which could be excluded from LAFCO's juris-

Jim Colangelo, Executive Officer, LAFCO  
December 1, 1993  
Page 3

diction if LAFCO makes certain findings pursuant to Sections 56127 and 56128. To our knowledge, Orange County LAFCO has not made these findings as to any district.

If you have any further questions concerning this matter or the status of any particular district, please advise.

A handwritten signature in cursive script, appearing to read "B. P. D. Z.", is written over a horizontal line.

BPD:ep

**SPECIAL DISTRICTS**

Agenda Item 25

Attachment B

Page 6

**Governed by the Board of Supervisors****COUNTY WIDE DISTRICT**

Orange County Flood Control District (714) 834-6192

**COUNTY SERVICE AREAS**

EMA/Open Space/Recreation/Special Districts (714) 568-4968

Leisure World County Service Area No. 4

La Mirada County Service Area No. 13

La Habra County Service Area No. 20

East Yorba Linda County Service Area No. 22

Aliso Viejo County Service Area No. 25

Orange County Harbors, Beaches &amp; Parks CSA No. 26

**LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS (714) 567-6300**

North Tustin Street Lighting Assessment District

**Governed by Local Boards****COUNTY WIDE DISTRICTS**

Orange County Cemetery District (714) 951-9102

Orange County Transit District (714) 639-9000

Orange County Vector Control District (714) 971-2421

**COMMUNITY SERVICES DISTRICTS**

Capistrano Bay Community Services District (714) 496-6576

Emerald Bay Community Services District - - -

Surfside Colony Community Services District (714) 592-2352

Three Arch Bay Community Services District (714) 499-4567

Rossmoor Community Services District (213) 430-3707

**LIBRARY DISTRICTS**

Buena Park Library District (714) 826-4100

Placentia Library District (714) 528-1925

**RECREATION AND PARK DISTRICTS**

Capistrano Bay Park and Recreation District (714) 496-4251

Silverado-Modjeska Parks &amp; Recreation District (714) 649-2747

**STORM WATER PROTECTION DISTRICTS**

Surfside Colony Storm Water Protection District (213) 592-2352

**SANITARY DISTRICTS**

Capistrano Beach Sanitary District	(714) 496-9247
Costa Mesa Sanitary District	(714) 754-5343
Dana Point Sanitary District	(714) 496-9322
Garden Grove Sanitary District	(714) 534-3493
Midway City Sanitary District	(714) 893-3553
Sunset Beach Sanitary District	(213) 430-4868

**COUNTY SANITATION DISTRICTS**

(714) 962-2411

Orange County Sanitation District No. 1
Orange County Sanitation District No. 2
Orange County Sanitation District No. 3
Orange County Sanitation District No. 5
Orange County Sanitation District No. 6
Orange County Sanitation District No. 7
Orange County Sanitation District No. 11
Orange County Sanitation District No. 13
Orange County Sanitation District No. 14

**IRRIGATION DISTRICTS**

Carpenter Irrigation District	(714) 538-5032
Serrano Irrigation District	(714) 538-0079

**MUNICIPAL WATER DISTRICTS**

Coastal Municipal Water District	(714) 494-6523
Municipal Water District of Orange County	(714) 973-1023
Tri-Cities Municipal Water District	(714) 979-5240

**ORANGE COUNTY WATER DISTRICT**

(714) 963-5661

**CALIFORNIA WATER DISTRICTS**

El Toro Water District	(714) 837-7050
Irvine Ranch Water District	(714) 833-1223
Los Alisos Water District	(714) 830-0580
Moulton Niguel Water District	(714) 643-2006
Santa Margarita Water District	(714) 643-0204

**COUNTY WATER DISTRICTS**

Capistrano Beach County Water District	(714) 496-5261
East Orange County Water District	(714) 538-5815
Laguna Beach County Water District	(714) 494-1041
Los Alamitos County Water District	(213) 431-2223
Mesa Consolidated Water District	(714) 631-1200
Trabuco Canyon Water District	(714) 858-0277
Santiago County Water District	(714) 649-2630
South Coast Water District	(714) 499-4555
Yorba Linda Water District	(714) 777-3018

**SUBSIDIARY DISTRICTS**

City of Anaheim		
Street Lighting Maintenance Districts	(714)	999-5192
Assessment Dist. No. 78-1 Carbon Canyon Sewers	(714)	990-7763
City of Brea		
Landscaping and Lighting Assessment Districts	(714)	990-7648
City of Costa Mesa		
Vehicle Parking District Nos. 1 & 2	(714)	754-5329
Street Lighting Energy and Maintenance District	(714)	754-5343
City of Cypress		
Lighting District No. 2	(714)	828-2200
Park and Recreation District	(714)	821-9500
City of Fullerton		
Plummer Parking Authority	(714)	738-6310
Vehicle Parking District Nos. 1 & 2	(714)	738-6310
City of Garden Grove		
Garden Grove City Lighting District	(714)	638-6888
Vehicle Parking District No. 2	(714)	638-6847
City of Irvine		
Lighting Maintenance District	(714)	660-3661
Landscape Maintenance District	(714)	660-3661
City of Laguna Beach		
Lighting District No. 1	(714)	497-3311
City of Laguna Niguel		
Community Services District	(714)	643-1610
City of La Palma		
Municipal Lighting District No. 1 and 2	(714)	523-7700
Municipal Sewer District No. 1	(714)	523-7700
City of Los Alamitos		
Assessment District No. 82-1	(714)	827-8670
City of Newport Beach		
Balboa Island Street Lighting District	(714)	640-2221
City of Placentia		
Placentia Street Lighting District No. 81-1	(714)	993-8237
City of San Clemente		
Street Lighting and Landscaping District No. 1	(714)	492-5101
City of San Juan Capistrano		
Capistrano Valley Water Districts	(714)	493-1515
City of Santa Ana		
Assessment District 246	(714)	834-4131
City of Seal Beach		
Seal Beach Parking District No. 1	(213)	431-2527
City of Stanton		
Stanton Lighting and Median District No. 1	(714)	220-2220
Stanton Municipal Lighting District	(714)	220-2220
City of Westminster		
Westminster Municipal Lighting District	(714)	898-3311
City of Yorba Linda		
Yorba Linda Landscape Maintenance Districts	(714)	961-7100



TO: Library Board of Trustees

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

DATE: February 22, 1994

SUBJECT: **Renewal of California Library Association Personal and Institutional Memberships**

### BACKGROUND

At its meeting of January 20, 1994, the Library Board of Trustees deferred approval of both personal and institutional memberships in the California Library Association for 1994.

The reason for the deferral was the uncertainty about whether the Association Legislative Committee would endorse support of the Santa Cruz County superpot funding as a statewide policy. As of this date the Association has not adopted a legislative policy endorsing any type of superpot allocation for property taxes.

The main legislative thrust seems to be another attempt at SB566.

### RECOMMENDATION

Approve payment of Claim 3097 for \$940.00 with the deletion of \$300.00 for the institutional dues, and \$35.00 for Secretary Stark who requested that her name be removed from CLA and CALTAC membership, leaving a new Claim total of \$605.00.

*Sally/ust*

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE January 17, 1994  
REPORT NO 3097

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
California Library Association 717 "K" Street, STE 300 Sacramento, CA 95814	Jan-Dec 1994 Association		1600	00		300.00		
	Dinsmore					35.00		
	Stark					35.00		
	Evans					35.00		
	Shkoler					35.00		
	West					35.00		
	Minter					125.00		
	Ammar					105.00		
	Schneider					65.00		
	McClain					85.00		
	Shook					<u>85.00</u>		
					940.00			

The claims listed above (totaling \$ 940.00) 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 \_\_\_\_\_

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: February 22, 1994  
SUBJECT: **Review Health Insurance Proposals for 1994-1995**

**BACKGROUND:**

At the Library's request Anderson & Anderson has completed its annual review of group medical insurance policy options for the District. The new contract year begins April 1, 1994.

Attachment A summarizes their findings.

Attachment B is an analysis of the CareAmerica rates by Administrative Assistant Charlene Dumitru.

Account Representative Carol Benson will attend the Board Meeting to answer any questions about the options presented. Ms. Benson will arrive between 8:00 and 8:30 P.M..

Staff recommendation is for renewal with CareAmerica.

*WSD/SLD*  
**RECOMMENDATION:**

Determine level of benefit, select vendor, and authorize the Library Director to sign all contract documents.

**RENEWAL ANALYSIS OF MEDICAL BENEFITS**

**FOR**

**PLACENTIA LIBRARY**

**PRESENTED BY:**

**SAM J. CUNNINGHAM  
PRESIDENT**

**CAROL BENSON  
ACCOUNT ADMINISTRATOR**

**ANDERSON AND ANDERSON/BENEFITS**

**EFFECTIVE DATE: MARCH 1, 1994**



Summary of Requested Proposals  
for  
**PLACENTIA LIBRARY**

Medical

▶ Health Net	See Attached
▶ HIPC	See Attached
▶ Prudential (Word & Brown)	See Attached

▶ Blue Shield	Not Competitive <sup>1</sup>
▶ Foundation Health	Not Competitive <sup>1</sup>
▶ PacifiCare	Not Competitive <sup>1</sup>

Employee Assistance Program

▶ Santiago Estrada & Associates	See Attached
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Footnotes

<sup>1</sup> Not competitive because the plan is HMO only with no optional rider for out of network indemnity style benefits.

FINAL RATES AND BENEFITS ARE SUBJECT TO UNDERWRITING AND APPROVAL BY THE CARRIERS. THIS IS FOR ILLUSTRATION PURPOSES ONLY AND DOES NOT CONSTITUTE COVERAGE.



# ASSUMPTIONS



## **PLACENTIA LIBRARY**

### ***ASSUMPTIONS OF PROPOSAL***

#### **For all plans in this proposal:**

- (1) Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration only and does not constitute coverage.
- (2) The rates that are illustrated in this proposal are QUOTED rates: these will appear as a percentage of STANDARD. For STANDARD rates, see the ACTUAL rates will be based on enrollment information and can be higher or lower 20% from STANDARD rates.
- (3) The carriers that are illustrated in this proposal are obligated by law to offer any of their small group plans to Placentia Library.

#### **Health Net:**

- (4) The Elect plan has two benefit levels: HMO benefits through the member's selected medical group, and EPO-like benefits through any other Health Net provider upon self-referral of the member.
- (5) Rates are subject to change based on final enrollment information. However, if the final enrollment information is the same as the information submitted for a quote, the rates will not change.

#### **Prudential:**

- (6) A check for 100% of the standard premium must be submitted with applications.
- (7) The PoS plan has two levels of benefits: HMO benefits through the member's selected primary care physician, and indemnity level benefits through any doctor.



# MEDICAL RATES ANALYSIS





**Placentia Library**

	NAME	AGE	FAM. CODE	Current (1993-1994)	Renewal (1994-1995)
				CareAmerica 1900 w/rider	CareAmerica 1900 w/rider
				HMO benefits: \$10 Dr Visit, 100%	HMO benefits: \$10 Dr Visit, 100%
				Rider Benefits: \$100 Ded, \$1000 Max	Rider Benefits: \$100 Ded, \$5000 Max
1	Ammar	59	EE	\$167.55	\$194.50
2	Burkich	56	EE	\$167.55	\$194.50
3	Byrne	33	EE	\$167.55	\$134.67
4	Conn	25	EE	\$167.55	\$115.74
5	Dumitri	45	EE	\$167.55	\$164.28
6	Guzman*	51	EE	\$167.55	\$194.50
7	Hyman*	48	EE	\$167.55	\$164.28
8	Matas	35	EE+Ch	\$360.22	\$279.52
9	McClain	45	EE	\$167.55	\$164.28
10	Minter	48	EE+Sp	\$360.22	\$343.09
11	Schneider*	50	EE	\$167.55	\$194.50
12	Shook	30	EE	\$167.55	\$134.67
13	Walters	33	EE	\$167.55	\$134.67
14	Willauer	42	EE+F	\$485.88	\$465.00
15	Wnek	32	EE	\$167.55	\$134.67

<b>Quoted Monthly Total</b>	<b>\$3,216.92</b>	<b>\$3,012.87</b>
<b>Quoted Annual Total</b>	<b>\$38,603.04</b>	<b>\$36,154.44</b>

<b>Standard Annual Total (100%)</b>	<b>N/A</b>	<b>N/A</b>
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<b>Minimum Annual Total (80%)</b>	<b>N/A</b>	<b>N/A</b>
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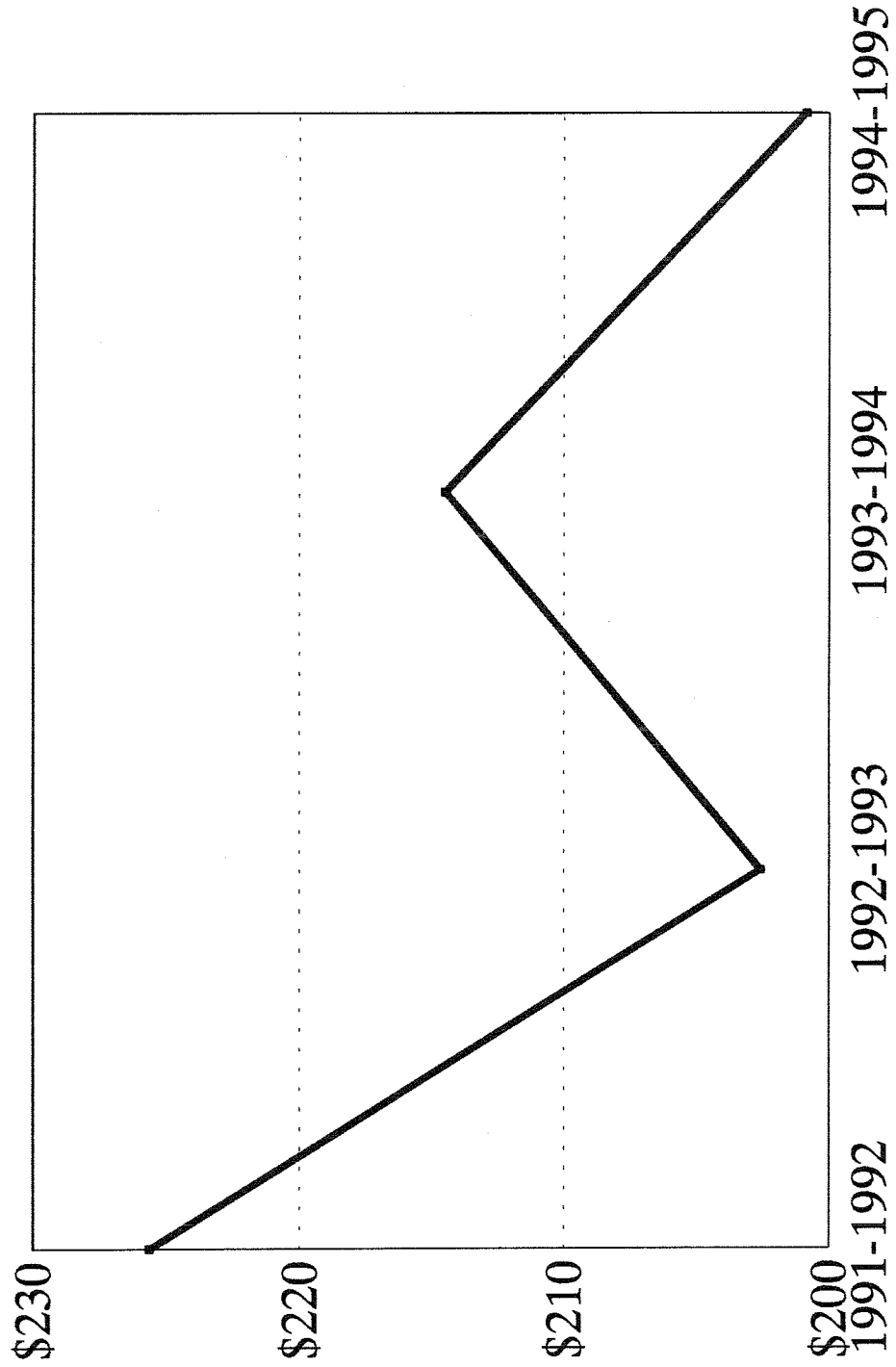
<b>Maximum Annual Total (120%)</b>	<b>N/A</b>	<b>N/A</b>
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\* Currently waiving coverage.



# Placentia Library

## Super-composite Rates



Super-composite is the total monthly premium divided by total employees.

**Placentia Library**

	NAME	AGE	FAM. CODE	Health Net Elect 10 (QB)	Prudential 100 PoS 200
				Primary Care benefits: \$10 Dr Visit, 100%	HMO benefits: \$10 Dr Visit, 100%
				Other HN Prov benes: \$35 Dr Visit, 75%	Indemnity Benefits: \$200 Ded, 70%
1	Ammar	59	EE	\$237.58	\$282.00
2	Burkich	56	EE	\$237.58	\$282.00
3	Byrne	33	EE	\$119.36	\$162.00
4	Conn	25	EE	\$103.87	\$129.00
5	Dumitri	45	EE	\$144.38	\$185.00
6	Guzman*	51	EE	\$185.34	\$234.00
7	Hyman*	48	EE	\$144.38	\$185.00
8	Matas	35	EE+Ch	\$250.24	\$360.00
9	McClain	45	EE	\$144.38	\$185.00
10	Minter	48	EE+Sp	\$286.16	\$414.00
11	Schneider*	50	EE	\$185.34	\$234.00
12	Shook	30	EE	\$119.36	\$162.00
13	Walters	33	EE	\$119.36	\$162.00
14	Willauer	42	EE+F	\$416.23	\$579.00
15	Wnek	32	EE	\$119.36	\$162.00

Risk Adjustment Factor: .913

Risk Adjustment Factor: 1.0

Quoted Monthly Total	\$2,812.92	\$3,717.00
Quoted Annual Total	\$33,755.04	\$44,604.00

Standard Annual Total (100%)	\$36,971.57	\$44,604.00
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Minimum Annual Total (80%)	\$29,577.25	\$35,683.20
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Maximum Annual Total (120%)	\$44,365.88	\$53,524.80
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\* Currently waiving coverage.



## **MEDICAL BENEFITS**



# Placentia Library

## HMO

Current Plan 1993-1994  
Renewal Plan 1994-1995

Schedule of Benefits	CareAmerica - Plan 1900
<b>Physician Services</b>	
Office Visit	\$10 Co-Pay
Dr. Visit/Hospital	100%
<b>Out Of Pocket</b>	\$1,000 Member/\$2,000 Family
<b>Hospital Services</b>	
Room & Board	100%
Operating Room	100%
Delivery Room	100%
Lab & X-Ray	100%
<b>Hospital Surgery</b>	
inpatient	100%
outpatient	100%
<b>X-Ray &amp; Diagnostic</b>	
inpatient	100%
outpatient	100%
<b>Preventive Care</b>	\$10 Co-Pay
<b>Maternity</b>	
Prenatal/Post Natal	\$10 Co-Pay
Nursery Care	100%
Well Child	\$10 Co-Pay
<b>Family Planning</b>	
Pregnancy Testing	\$10 Co-Pay
Sterilization	
o male	\$50 Co-Pay
o female	\$100 Co-Pay
Infertility	50% of Charges
Abortion(voluntary)	\$150 Co-Pay
<b>Emergencies</b>	
Ambulance	\$50/Trip
Emergency Room	\$50/Visit
<b>Mental Health</b>	Limits are for Mental and Substance Combined
in patient	Not Covered
out patient	\$25 visit with 20 visit annual max.
<b>Substance Abuse</b>	Limits are for Mental and Substance Combined
in patient	Acute Detox: 100%
out patient	Acute Detox: \$10 Co-Pay
<b>Options Rider (for out of network benefits)</b>	Placentia Library currently has elected this benefit
Deductible	\$100
Annual Max	1993-1994: \$1,000/ 1994-1995: \$5,000
<b>Pharmacy</b>	\$10 Rx Co-Pay

\*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.



# Placentia Library

Selected PCP      Other Health Net Providers

Schedule of Benefits	Health Net Elect 10	
<b>Physician Services</b>		
Office Visit	\$10 Co-Pay	\$35 Co-Pay
Dr. Visit/Hospital		
<b>Out Of Pocket</b>	\$2,000 Single, \$4,000 Fam	\$3,000 Single, \$6,000 Fam
<b>Hospital Services</b>		
Room & Board	\$250/admission then 100%	75/25% of contract rate
Operating Room	\$250/admission then 100%	75/25% of contract rate
Delivery Room	\$250/admission then 100%	75/25% of contract rate
Lab & X-Ray	100%	75/25% of contract rate
<b>Hospital Surgery</b>		
inpatient	\$250/admission then 100%	75/25% of contract rate
outpatient	100%	75/25% of contract rate
<b>X-Ray &amp; Diagnostic</b>		
inpatient	100%	75/25% of contract rate
outpatient	100%	75/25% of contract rate
<b>Preventive Care</b>	\$10 Co-Pay	Not Covered
<b>Maternity</b>		
Prenatal/Post Natal	\$10 Co-Pay	\$35 Co-Pay
Nursery Care	\$250/admission then 100%	75/25% of contract rate
Well Child	\$10 Co-Pay	\$35 Co-Pay
<b>Family Planning</b>		
Sterilization		
o male	50% of charges	Not Covered
o female	50% of charges	Not Covered
Infertility	50% of charges	Not Covered
Abortion(voluntary)	\$150 Co-Pay	75%/25% of contract rate
<b>Emergencies</b>		
Ambulance	100%	75%/25% of contract rate
Emergency Room	\$50 Co-Pay	\$50 Co-Pay
<b>Mental Health</b>		
in patient	Not Covered	Not Covered
out patient	\$30/visit, 20 max/yr	Not Covered
<b>Substance Abuse</b>		
in patient	Not Covered	Not Covered
out patient	Not Covered	Not Covered
<b>Pharmacy</b>	\$10 Co-Pay per prescript.	\$10 Co-Pay per prescript.

\*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.



## Placentia Library

Schedule of Benefits	PruCare Provider	Non-Network Provider
	Prudential 100 POS-200 D	Opt-Out
<b>Physician Services</b>		Subject to \$200 Ded
Office Visit	\$10 Co-Pay	70%/30%
Dr. Visit/Hospital	100%	70%/30%
<b>Out Of Pocket</b>	\$2,000 Individual	\$3,000 + Ded Indiv
<b>Hospital Services</b>		Subject to \$200 Ded
Room & Board	100%	70%/30%
Operating Room	100%	70%/30%
Delivery Room	100%	70%/30%
Lab & X-Ray	100%	70%/30%
<b>Hospital Surgery</b>		
inpatient	100%	70%/30%
outpatient	100%	70%/30%
<b>X-Ray &amp; Diagnostic</b>		
inpatient	100%	70%/30%
outpatient	100% after \$10 Co-Pay	70%/30%
<b>Preventive Care</b>	\$10 Co-Pay	N/A
<b>Maternity</b>	As Any Illness	
Prenatal/Post Natal	100%	70%/30%
Nursery Care	100%	70%/30% up to 7 days
Well Child	\$10 Co-Pay	70%/30% to age 19
<b>Family Planning</b>		
Sterilization		
o male	\$10 Co-Pay then 100%	70%/30%
o female	\$10 Co-Pay then 100%	70%/30%
Infertility	Not Covered	70%/30%
Abortion(voluntary)	\$10 Co-Pay then 100%	70%/30%
<b>Emergencies</b>		
Ambulance	100%	70%/30%
Emergency Room	\$50 Co-Pay/Visit then 100%	70%/30%
<b>Mental Health</b>	Medical Necessity	Medical Necessity
in patient	80/20% 1-15 days, 60/40% 16-30	50%/50%, 30 days max
out patient	\$10 Co-Pay/Visit, 30 Max/yr	50% Co-Pay to max \$50
<b>Substance Abuse</b>	Medical Necessity	Medical Necessity
in patient	Combined with Mental	Combined with Mental
out patient	Combined with Mental	Combined with Mental
<b>Pharmacy</b>	\$5 Generic	\$50 Ded then 70%/30%

\*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.

*Note: All eligible charges are subject to annual deductible for non-network benefits.*



## **EMPLOYEE ASSISTANCE PROGRAM**





# Placentia Library

## *Employee Assistance Program*

Provided By:

Santiago Estrada & Associates

**Employee Assistance  
Services Available:**

- **Twenty-four hour Helpline**
- **Counselor on-site at Placentia Library as needed**
- **Supervisory and employee orientation training for employee assistance services.**
- **Counseling will include up to three sessions. If a referral is made, the cost of therapy becomes the responsibility of the employee and the health insurance.**
- **Free legal information.**
- **Financial counseling.**
- **Educational Seminars.**
- **Bi-lingual Counseling.**
- **Alcohol/drug monitoring programs.**
- **Quarterly newsletter.**
- **Help cards.**
- **Brochures.**
- **Monthly utilization reports.**

---

**Cost to Employer:**

***\$25.00 per employee per year***

**15 Employees X \$25.00 = \$375.00**



**THE HEALTH INSURANCE PLAN OF CALIFORNIA**



## HIPC PARTICIPANTS

### ***PARTICIPATING HEALTH PLANS*** Los Angeles and Orange Counties

#### CUSTOMER SERVICE #

Aetna HMO	1-800-326-2300
Aetna PPO	1-800-331-7494
Cigna IPA	1-800-432-1814
Cigna Staff	1-800-432-1814
Employer's Health	1-800-255-8834
FHP, Inc.	1-800-932-4FHP
Health Net	1-800-522-0088
HMO California	1-800-795-8755
John Alden	1-800-328-4316
Kaiser Permanente	1-800-537-1671
National Med	1-800-926-1361
PruCare	1-800-437-5115
SmartCare (SCAN)	1-800-SMART-ME
Take Care	1-800-367-6552
United Health Plan	1-800-544-0088





## SPECIAL NOTICE REGARDING HIPC PPO PLANS:

Please note that the HIPC PPO plans include the following features:

For additional information, contact the PPOs directly using the customer service numbers listed in the employee brochure

### DEDUCTIBLE ADMINISTRATION

- The deductible applies to **all** covered expenses - medical and drug
- The deductible can be satisfied with in- and out-of-network expenses
- There is **no deductible credit** at initial enrollment or at end of the benefit year
- The deductible is waived on prenatal and well-baby visits (up to age 2)

### ORAL CONTRACEPTIVES AND ALLERGY SERUM:

These are covered if medically necessary

### OUT OF POCKET MAXIMUMS:

- The in-network out of pocket maximum is \$2,000 per person per year
- The out-of-network out of pocket maximum is \$5,000 per person per year
- These are **two separate** out of pocket maximums

### OUT OF STATE COVERAGE:

Out of state and out of country coverage is provided in emergency situations only. There is no coverage for out of state non-emergency services.

### OTHER DIFFERENCES IN THE HIPC PPO PLANS:

	<u>AETNA</u>	<u>EMP HEALTH</u>	<u>JOHN ALDEN</u>
Type of network:	Pref Prov	Pref Prov w/PCP	Pref Prov
Out of Network payment methodology:	% age of Cust & Reas	% age of Negot in-network rate	% age of Negot in-network rate <u>or</u> 80% of bill
Out of State Emergency payment	Paid at in-network levels	Paid at in-network levels if PCP approves in 48 hrs	Paid at out-of-network levels
Pharmacy Benefit: methodology:	Any Pharmacy: Pay for Rx, submit claim for reimb.	PCS Pharmacy: Pay for Rx, present card, EHI reimb. directly.	Any Pharm: Pay for Rx, submit claim for reimb.



# HIPC

## PPO Plans

	In – Network		Out of Network		In Network		Out of Network	
	PPO Standard	PPO Standard	PPO Standard	PPO Standard	PPO Preferred	PPO Preferred	PPO Preferred	PPO Preferred
Yearly Deductible	\$500	\$500	\$500	\$500	\$250	\$250	\$250	\$250
Yearly Out of Pocket Max	\$2,000/Person, \$4,000/Family	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family	\$5,000/Person, \$10,000/Family	\$2,000/Person, \$4,000/Family	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family	\$5,000/Person, \$10,000/Family
Physician Services	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Inpatient/Outpatient Hospital	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Prescription Drugs	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand
Emergency Services	80%/20% \$50 Co – Pay if not admitted	80%/20% \$50 Co – Pay if not admitted	Benefits differ per PHP (See EE brochure attachment)	Benefits differ per PHP (See EE brochure attachment)	80%/20%	80%/20%	Benefits differ per PHP (See EE brochure attachment)	Benefits differ per PHP (See EE brochure attachment)
Maternity & Infant Visits to age 2	100%	100%	60%/40%	60%/40%	100%	100%	60%/40%	60%/40%
Outpatient Services of Occupational, Physical & Speech	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Home Health Services	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Preventive Health Services	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Durable Medical Equipment	80%/20%	80%/20%	60%/40%	60%/40%	80%/20%	80%/20%	60%/40%	60%/40%
Mental Health Services	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year
Chemical Dependency Services Each plan may differ in cov'd services for outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient
Infertility Services	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate



# HIPC

## HMO Plans

	HMO Standard	HMO Preferred
<b>Yearly Deductible</b>	No Deductible	No Deductible
<b>Yearly Out of Pocket Max</b>	\$2,000 per person, \$4,000 Family	\$2,000 per person, \$4,000 Family
<b>Physician Services</b>	\$15 Co-Pay Office Visit	\$5 Co-Pay Office Visit
<b>Inpatient/Outpatient Hospital</b>	\$100 per Inpatient Admission	100%
<b>Prescription Drugs</b>	\$10 Co-Pay Generic, \$15 Brand	\$5 Co-Pay Generic, \$10 Brand
<b>Emergency Services</b>	\$50 Co-Pay, waived if admitted	\$50 Co-Pay, waived if admitted
<b>Maternity &amp; Infant Visits to age 2</b>	\$5 Co-Pay per Visit	\$5 Co-Pay per Visit
<b>Outpatient Services of Occupational, Physical &amp; Speech</b>	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
<b>Home Health Services</b>	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
<b>Preventive Health Services</b>	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
<b>Durable Medical Equipment</b>	100%	100%
<b>Mental Health Services</b>	\$100 per Inpatient Admission \$20 Co-Pay per Visit for Outpatient 10 Inpatient days per year 20 Outpatient days per year	100% for Inpatient \$20 Co-Pay per Visit for Outpatient 10 Inpatient days per year 20 Outpatient days per year
<b>Chemical Dependency Services</b> Each plan may differ in cov'd services for outpatient	\$100 per Inpatient Admission Outpatient costs determined by PHP	100% for Inpatient Outpatient costs determined by PHP
<b>Infertility Services</b>	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate



## CALIFORNIA AB 1672 - SMALL GROUP REFORM

### STANDARD PROVISIONS PAGE

**PRE-EXISTING CONDITION** - A pre-existing condition is any condition for which medical advice, diagnosis, care or treatment was recommended or received during the six months immediately preceding the employee's original effective date.

Each insured may have a **one time** waiting period for pre-existing conditions of **up to 6 months**. Employees may change jobs and move to other health plans without again having to **satisfy** this waiting period as long as continuous coverage is maintained.

Continuous coverage is generally defined in one of two ways: An insured being without coverage for no more than **30 days** when replacing an existing insurance plan or without coverage for no more than **90 days** if employment or an employer sponsored health plan is terminated.

Some carriers may provide a more liberal pre-existing condition limitation period than is required by California insurance law.

**MEDICAL UNDERWRITING** - Although carriers may not decline a group based upon health conditions, medical questions may be asked for the purpose of determining final rating.

**RATES** - The rates quoted in this proposal will be described as **STANDARD, MINIMUM, or MAXIMUM**. An adjusted risk rate may be determined based upon the underwriting process. A final rate may be offered which may vary by as much as **20% lower (MINIMUM)** than the **STANDARD** rate for **preferred** groups. A final rate may be offered which may vary by as much as **20% higher (MAXIMUM)** than the **STANDARD** rate for **sub-standard** groups. When quoting a new group, carriers will vary between the -20% to +20% range. (This will change to 10% on July 1, 1996.)

The above is a brief description of some of the July 1, 1993 provisions of California insurance law. The information noted for pre-existing conditions applies to groups of **3 or more** persons insured (termed "universally applicable" rules). Medical underwriting and rate information applies to groups of **5-50** lives as of July 1, 1993 and will change to **4-50** lives on July 1, 1994, and **3-50** lives on July 1, 1995.





**IMPORTANT NOTICE TO SMALL EMPLOYERS**

California law gives small employers the right to certain information about their prospective health care coverage plans. This legislation, AB1672, is aimed at assuring that all carriers (whether insurance companies or Health Maintenance Organizations -- HMOs) fairly market all of their plans to all "small employers".

AB1672 defines a small employer as a business which employs five to 50 eligible employees, the majority of whom are located in California, and in which at least some portion of health care coverage premiums are paid by the employer directly and indirectly. As of July 1, 1994, this definition is expanded to include groups of four to 50 eligible employees. On July 1, 1995, the law will apply to groups of three to 50 eligible employees.

If you meet this definition, you should know that:

1. Carriers must sell to you any of the benefit plan designs they offer to small employers in their service areas.
2. Carriers must provide you, upon request, with the actual rates they will charge you for a given benefit plan design.
3. I will procure rate and benefit information for you on any benefit plan design offered by a carrier for whom I sell health benefit plans at your request.
4. I will obtain for you, upon request, a brochure that summarizes all of a carrier's benefit plan designs. This summary includes a description of the benefits and limitation on benefits, the provider network, and standard employee risk rates for each plan design. I will provide you with this Summary Brochure for any carrier I represent.

When I offer you a particular health benefit plan:

1. I will provide you with that carrier's Summary Brochure and the sum of the standard employee risk rate (your total standard cost) for each plan design offered by the carrier.
2. From July 1, 1993 to July 1, 1996 the actual rates you receive from the carrier may be 20 percent higher or lower than the total standard cost depending on how the carrier assesses your groups risk. From July 1, 1996 and thereafter your actual rates may be 10 percent higher or lower than the total standard cost depending on how the carrier assesses your group's risk.
3. I will submit to the carrier the information needed to ascertain the risk adjusted risk rates for any plan offered by the carrier upon your request.
4. I will also provide you, upon request, with an evidence of coverage brochure for each benefit plan design the carrier offers.

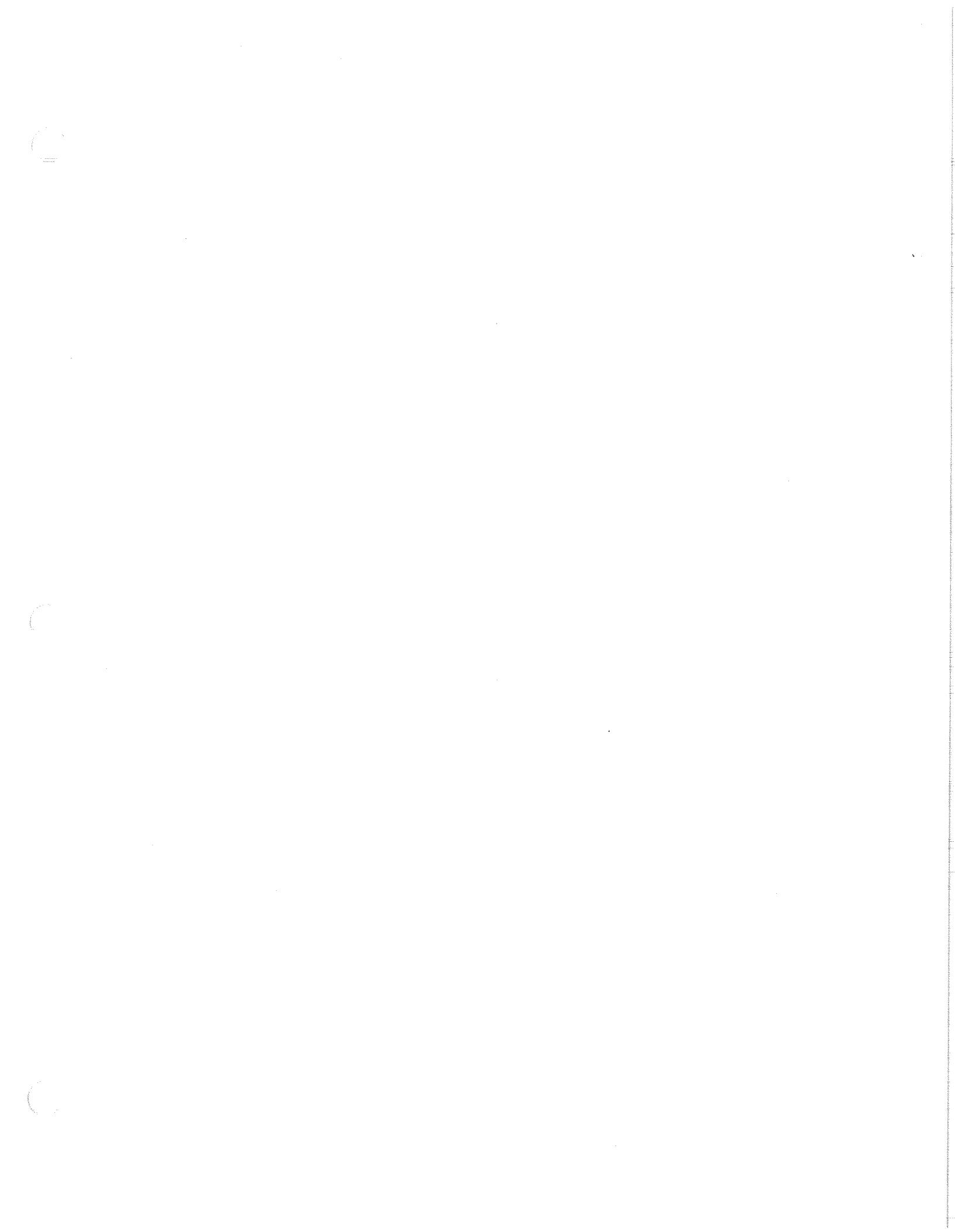
If you have any questions about the benefits and cost of any of the health plans I am presenting you, or about your rights under AB1672, please do not hesitate to ask me.

By signing here you acknowledge receipt of this disclosure notice and your understanding of it:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date





PLACENTIA LIBRARY DISTRICT  
FY1993-1994 Employee Census  
EMPLOYEES ELIGIBLE FOR HEALTH INSURANCE BENEFITS

NAME	AGE	CURRENT PREMIUM	RENEWAL PREMIUM
AMMAR, Suad S.	59	174.30	211.45
BURKICH, Peggy D.	56	174.30	211.45
BYRNE, Mary E.	33	174.30	138.12
CONN, Girard	25	174.30	118.59
DUMITRU, Charlene D.	45	174.30	171.03
MATAS, Katherine L.	35	360.22	279.55
MCCLAIN, Cynthia A.	45	174.30	171.03
MINTER, Elizabeth D.	48	360.22	349.84
SHOOK, Julie L.	30	174.30	138.12
WALTERS, Jeannine W.	33	174.30	138.12
WILLAUER (ROBERTS), Cheryl L	42	485.88	471.75
WNEK, Estella A.	32	174.30	138.12
TOTALS		2,775.02	2,537.17
Amount Reimbursable by employee		629.46	641.70
LIBRARY LIABILITY		2,145.56	1,895.47



The Health Plans of Choice

January 15, 1994

**GROUP NO. 60468**

**Certified # P 301 980 501**

Elizabeth Minter  
**PLACENTIA LIBRARY DISTRICT**  
411 E. Chapman Avenue  
Placentia, CA 92670

Dear Ms. Minter:

Thank you for your participation in CareAmerica Health Plans' health benefit programs. We look forward to serving you again during the coming year. This letter is to inform you about your renewal premium rates which will become effective on **March 1, 1994**. Your new rates are detailed on the following pages. In part, your rates reflect increases in the cost of health care as a result of inflationary trends and advances in medical technology.

**As a result of state health care legislation AB 1672, which applies to groups with 50 or fewer eligible employees, there may be some changes to your benefit plan. Please review Attachment 1 for an overview of these changes.**

Your renewal displays new information. Exhibit A is a table of risk adjusted standard employee risk rates. These rates are CareAmerica published rates to which risk adjustment factors listed in the upper right corner are based on expected deviations to standard costs. Exhibit B is a worksheet which displays current and renewal premium information for your group based on available employee data, as well as the risk adjusted standard employee risk rates.

During the month of **February, 1994**, those employees and/or dependents who are not currently enrolled in CareAmerica Health Plans have the opportunity to become members effective **March 1, 1994**.

Please contact me if I can be of any further assistance, and thank you for selecting CareAmerica Health Plans.

Sincerely,

Diane Greshler  
Sr. Account Representative

Attachments

cc: CAHP Marketing/ CAHP Eligibility  
Anderson & Anderson/ Word & Brown

20500 Nordhoff Street · Chatsworth, California 91311-6191 · (818) 407-2222 · (800) CARE-4-US

**RENEWAL RATES  
MARCH, 1994**

**EXHIBIT B**

**PLACENTIA LIBRARY DISTRICT**

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS	
HMO:	0.90 HMO RX: 0.90
OPTIONS RIDER:	0.90

AGE BAND	HMO PLAN		CARE 1900+		\$10 Rx			
	SINGLES		EMPLOYEE + SPOUSE		EMPLOYEE+ONE OR MORE CHILDREN		FAMILY	
	#EEs	RATE	#EEs	RATE	#EEs	RATE	#EEs	RATE
0-29	1	102.10	0	272.89	0	233.88	0	368.64
30-39	5	121.03	0	288.36	1	255.64	0	403.47
40-49	2	150.64	1	311.71	0	265.36	1	422.70
50-59	2	180.86	0	372.58	0	264.72	0	455.62
60-64	0	228.13	0	472.34	0	313.21	0	528.57
65+	0	267.76	0	548.29	0	355.96	0	621.81
<b>TOTALS</b>	<b>10</b>	<b>1370.25</b>	<b>1</b>	<b>311.71</b>	<b>1</b>	<b>255.64</b>	<b>1</b>	<b>422.70</b>

RENEWAL PREMIUM

TOTAL FOR HMO PLAN **\$2,360.29**

OPTIONS RIDER  
(\$100 DEDUCTIBLE/\$5000 MAXIMUM)

	#EEs	RATE
SINGLE	10	13.64
EE + SP	1	31.38
EE+C/CH	1	23.88
FAMILY	1	42.30
<b>TOTALS</b>		<b>234.00</b>

TOTAL FOR RIDERS **\$234.00**

TOTAL RENEWAL PREMIUM	<b>\$2,594.29</b>
CURRENT TOTAL PREMIUM	<b>\$3,049.37</b>
PERCENTAGE INCREASE	<b>-14.92%</b>

**ATTACHMENT 1**

**NOTICE OF BENEFIT CHANGES**

		<b><u>CURRENT</u></b>		<b><u>RENEWAL</u></b>
<b>Options Rider</b>	<b>=&gt;</b>	<b>\$100 Deductible \$1,000 Max.</b>	<b>to</b>	<b>\$100 Deductible \$5,000 Max.</b>

**RENEWAL RATES  
MARCH, 1994**

**EXHIBIT A**

**PLACENTIA LIBRARY DISTRICT**

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS		
HMO:	0.90	HMO RX: 0.90
OPTIONS RIDER:		0.90

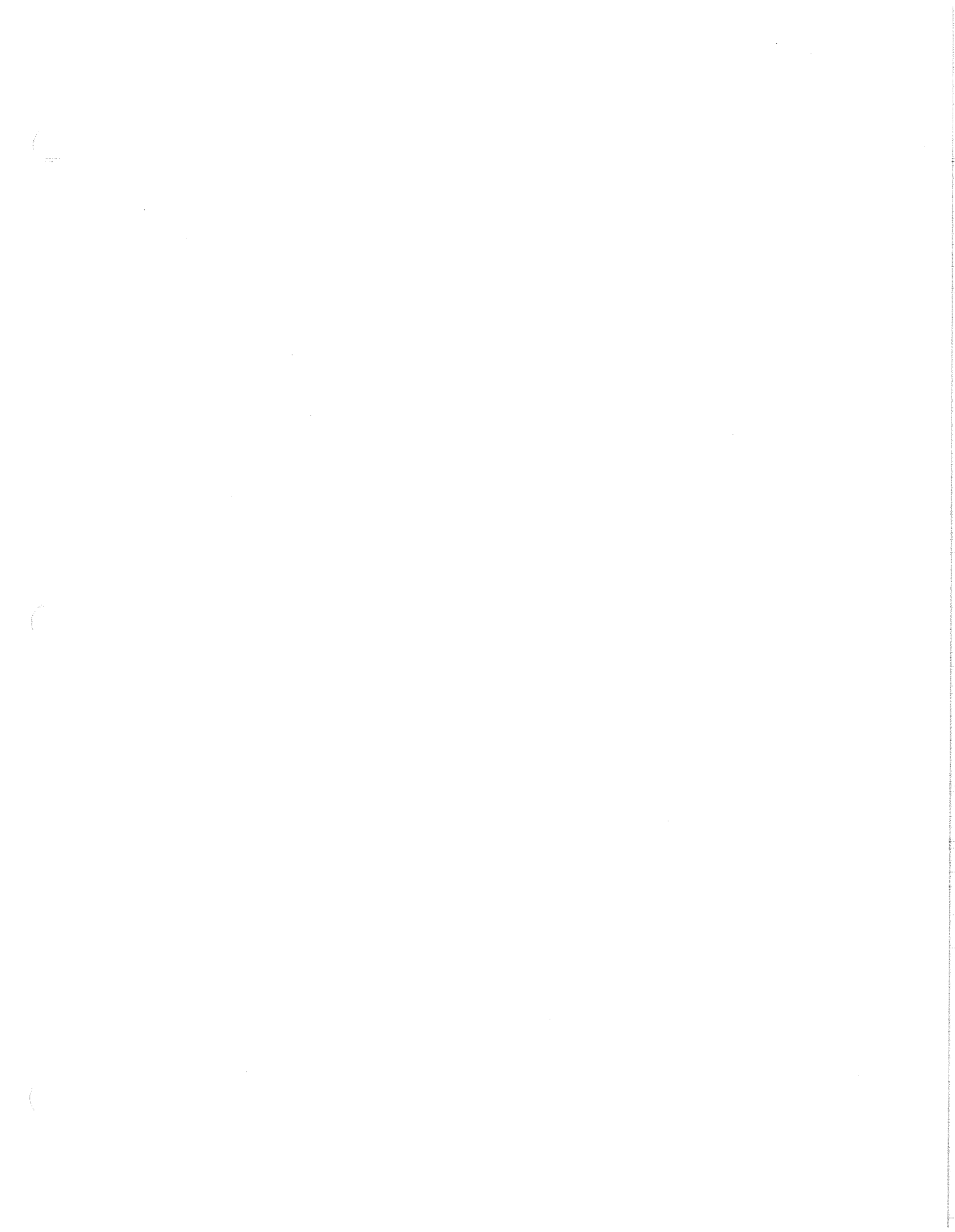
**HMO PLAN CARE 1900+ \$10 Rx**

AGE BAND	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
0-29	102.10	272.89	233.88	368.64
30-39	121.03	288.36	255.64	403.47
40-49	150.64	311.71	265.36	422.70
50-59	180.86	372.58	264.72	455.62
60-64	228.13	472.34	313.21	528.57
65+	267.76	548.29	355.96	621.81

	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
OPTIONS RIDER (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	13.64	31.38	23.88	42.30

**LIFE AND AD&D INSURANCE MONTHLY PREMIUM RATES  
(IF APPLICABLE)**

AGE BAND	LIFE	AD&D		RATES/\$1,000
0-29	0.14	0.05	=	.19/\$1000
30-39	0.18	0.05	=	.23/\$1000
40-49	0.40	0.05	=	.45/\$1000
50-59	1.08	0.05	=	1.13/\$1000
60-64	1.68	0.05	=	1.73/\$1000
65+	3.50	0.05	=	3.55/\$1000





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: February 22, 1994  
SUBJECT: Establish Salary for Principal Librarian

**BACKGROUND:**

The current salary schedule for Exempt Employees does not include a range scale for either the Principal Librarian or the Library Director.

While it is appropriate for the Library Board to negotiate and set the Library Director's salary directly it is awkward for the Library Board to be involved in the other staff salaries and remain free of potential claims of disparate treatment.

The Principal Librarian's salary was set in June, 1991, prior to my appointment as Library Director, at a rate 7% above the top of the range for Librarian II. This is an appropriate starting point for this position.

The Buena Park Library District's nine-step range for the comparable position, Operations Manager, is \$23.44 per hour or \$48,755.20 per year to \$28.55 per hour or \$59,384.00 per year. My recommendation for Placentia Library District is slightly less but comparable to the Buena Park range.

The District's Employee Handbook provides for systematic merit adjustments for staff meeting performance expectations. It is my recommendation that the Principal Librarian be afforded the same accommodation.

The current Principal Librarian was appointed to that position in June, 1991, and has received no merit adjustments since that time. While the Library Director declined a merit adjustment last year in light of the fiscal crisis all other eligible staff received theirs on the regular schedule. The same has been true this year.

If the salary schedule for principal Librarian is adopted it is my intention to make an appropriate step adjustment retroactive to January 1, 1994, pending the completion of her formal review this month.

Establish Salary for Principal Librarian, February 22, 1993, Page 2.

**RECOMMENDATION:**

1. To read Resolution 94-2 by title only. *WST/SLH*

2. To adopt Resolution 94-2. *WST/Devin*

RESOLUTION 94-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EXEMPT EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Exempt Employees for Fiscal Year 1993-1994 dated February 22, 1994, and implements such on January 1, 1994.

AYES: TRUSTEES: *Davies, West*  
NOES: TRUSTEES: *Shah*  
ABSTAIN: TRUSTEES:  
ABSENT: TRUSTEES: *Stark, [unclear]*

State of California )  
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 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-second day of February, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of February, 1994.

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

PLACENTIA LIBRARY DISTRICT  
Salary Scale for Fiscal Year 1993-1994  
effective January 1, 1994

	1	2	3	4	5	6	7	8	9	10
ADMIN. ASS'T.	HR 13.12	13.45	13.79	14.13	14.49	14.85	15.22	15.60	16.00	16.80
	PP 1,050.07	1,075.84	1,103.32	1,130.79	1,159.12	1,188.31	1,217.50	1,248.41	1,279.32	1,343.72
	AN 27,302.01	27,971.73	28,686.10	29,400.45	30,137.14	30,896.15	31,655.15	32,458.81	33,262.47	34,936.76
	MO 2,275.17	2,330.98	2,390.51	2,450.04	2,511.43	2,574.68	2,637.93	2,704.90	2,771.87	2,911.40
PRINCIPAL LIBRARIAN	HR 21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.74
	PP 1,734.39	1,777.75	1,822.19	1,867.74	1,914.44	1,962.30	2,011.36	2,061.64	2,113.18	2,218.84
	AN 45,094.09	46,221.44	47,376.98	48,561.40	49,775.44	51,019.82	52,295.32	53,602.70	54,942.77	57,689.91
	MO 3,757.85	3,851.80	3,948.09	4,046.80	4,147.97	4,251.66	4,357.96	4,466.91	4,578.58	4,807.51
LIBRARY DIRECTOR	HR 32.56									
	PP 2,605.00									
	AN 67,730.00									
	MO 5,644.17									

	Starting Wage	6 Month	1 Year
PAGES (under age 18)	4.50	4.75	5.00
LIBRARY AIDE	5.63	6.17	

Handwritten notes: 2.5% (repeated), 5%

Signature: Margaret V. Dinsmore, President  
Date: February 20, 1994

Signature: Sandra M. Stark, Secretary  
Date: February 20, 1994

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: February 22, 1994  
SUBJECT: Performance Evaluation and Salary for Library Director

**BACKGROUND:**

The Library Director was appointed on August 19, 1991.

One merit increase of 8.3% was awarded in March, 1992.

One 4.2 % COLA was awarded in July, 1992 to all staff. The Library Director was included. The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994, did not include the Library Director.

Any changes will need to be followed up next month with a Resolution amending the Exempt Employees Salary Schedule.

**RECOMMENDATION:**

Review performance and salary and make recommendations for changes.

*Job Description*  
*Salary*  
*Accomplishment*  
*Evaluate Part of Job*  
*⇒ H/A Evaluate Based*

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *E D M*

DATE: February 22, 1994

**SUBJECT: Review of Procedures for the Computer/Typewriter Room**

### **BACKGROUND**

Secretary Stark has requested a review of the procedures for public use of the Computer/Typewriter Room.

A copy of the current procedure is Attachment A. A copy of this sheet is given to each person who signs up for rental of the Friends' computer.

Upon review of the history of this document I discovered that it was prepared at the time the public computer was purchased by the Friends of the Library and scheduled for Board adoption at its meeting on February 10, 1992. However, it did not actually on the Agenda nor is it mentioned in the Minutes. Since I was absent during the final preparations for this meeting, and for the meeting itself, I do not know why it was not included because the document was made available to the public immediately after the meeting.

It would be appropriate at this point to both adopt the existing published procedure as Board Policy and to revise the Fines and Fees Schedule to include the \$4.00 per hour rental charge. The Fines and Fees Schedule is Attachment B.

### **RECOMMENDATION**

1. Adopt the Computer/Typewriter Room Public Use Policy.
2. Amend the Fines and Fees Schedule as Adopted June 21, 1993, to include the Computer rental fee of \$4.00 per hour, prorated in 15 minute intervals.

## **PLACENTIA LIBRARY DISTRICT**

### **COMPUTER/TYPEWRITER ROOM**

1. The computer/typewriter room is available to patrons 13 years of age and older. Children under 13 may not be in the room, even with an adult.
2. All users must sign up and leave their library card, valid California Driver License, or California ID card at the Checkout Desk.
3. Typewriter use is on a first-come, first-served basis. There are 3 coin-operated electric machines in the room (2 correctable). The fees are: 50¢ every 20 minutes for the correctables and 25¢ every 20 minutes for the non-correctable. Quarters are required for operation, with change available at the Checkout Desk. Please read the instructions before putting your money in the typewriter.
4. Computer use is on a reservation basis, for up to 2 hours at a time. Reservations will be held up to 10 minutes past starting time. The rental fee is \$4.00 per hour (\$1.00 per 15 minutes or portion thereof). A \$4.00 cash deposit is required prior to use of the computer. Staff is not available to provide detailed instructions on computer operation.
5. Paper, discs, and other computer supplies are available for purchase at the Checkout Desk.
6. The Computer/Typewriter Room must be left in the condition in which it was found. All personal trash is to be discarded in the receptacle provided.
7. No group work or extended discussion is allowed.
8. No eating, drinking, or smoking is permitted at any time in the Computer/Typewriter Room.

#### **COMPUTER HARDWARE PARAMETERS:**

Hardware: 386 DX, 33 MHz, 3.5 FD, 128K cache, 100 Mb HD, 4Mb RAM  
VGA card with 512K  
14" VGA color monitor  
Deskjet 500 printer

Software: Microsoft Windows  
WordPerfect for Windows  
Lotus for Windows  
Printshop and clip art libraries

#### **TYPEWRITERS:**

3 electric (2 correctable)

# PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted by the Library Board of Trustees, June 21, 1993*

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

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

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

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

<b>LOST MATERIALS</b>	<b>DEFAULT*</b>
Adult Books .....	Item Cost + \$5.00 .....
Children's Books .....	Item Cost + \$5.00 .....
Magazines .....	Item Cost + \$2.00 .....
Records/Cassettes .....	Item Cost + \$5.00 .....
Pamphlets .....	Item Cost + \$2.00 .....
Videos .....	Item Cost + \$5.00 .....
Compact Discs .....	Item Cost + \$5.00 .....
Books on Tape .....	Item Cost + \$5.00 .....
Paperback - Adult .....	Item Cost + \$5.00 .....
Paperback - Children's .....	Item Cost + \$5.00 .....
Paperback - Foreign Language .....	Item Cost + \$5.00 .....

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

<b>SPECIAL SERVICES</b>	<b>PER ITEM</b>
Laminating, per linear foot .....	\$ 3.50
Fax, sending, use of telephone credit card, plus .....	5.00
Fax, receiving per page .....	1.00
Printing, per page .....	.10

<b>MULTIPURPOSE ROOM</b>	<b>PER DAY</b>
No set-up. ....	\$ 30.00
Set-up fee .....	10.00
Clean-up fee. ....	10.00

<b>RETURNED CHECKS</b>	<b>PER CHECK</b>
.....	\$ 10.00

## DAMAGES

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

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





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: February 22, 1994  
SUBJECT: **Review of Protocols for Trustee Processing of Complaints**

**BACKGROUND:**

The Placentia Library District Trustee Handbook was reissued and distributed in 1992 but the content has not been revised or updated, with the exception of the addition of the Mission Statement, for an indeterminate period of time.

From time to time it is helpful to review the contents of the Handbook and to make appropriate amendments.

**RECOMMENDATION:**

Review and make recommendations for changes.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: February 17, 1994

SUBJECT: **Selection Procedure for District's Use of Santiago System Grant of \$2,660 to Purchase Equipment to Assist Library Meet Americans with Disabilities Act Public Service Compliance**

**BACKGROUND:**

The Santiago Library System Council approved to expend \$29,282 from its revolving equipment account for FY 1992-1993 for ADA equipment for each jurisdiction. Placentia Library's share will be \$2,660.

The staff proposes to solicit the advice and recommendation of the City of Placentia Committee on the Disabled on what type of equipment will better meet the community needs.

The Staff has identified two types of equipment:

- 1- Stand - alone reading machines that have the ability to scan most printed materials and then read them aloud. These machines will enable the visually impaired and the adult illiterates to **listen** to what they cannot **read**.
- 2- The TDD on the other hand is the type of equipment that allows the hearing impaired to call into the brary for information .

**RECOMMENDATION:**

~~Authorize the Staff to proceed with consulting the City of Placentia Committee on the Disabled, to select the recommended equipment, and to seek additional funds if needed.~~

*Not  
to  
authorize  
Suad / West  
MS*

Post-It™ brand fax transmittal memo 7671		# of pages > 2
To	<i>E. Minter</i>	From <i>Peg Fox</i>
Co.	<i>PLD</i>	Co. <i>SLS</i>
Dept.		Phone # <i>576-7376</i>
Fax #	<i>528-8736</i>	Fax # <i>576-7389</i>

## III.

## APPROVAL OF MINUTES:

ACTIONS: It was M/S/C (E. Minter, C. McGregor) unanimously to approve the minutes of September 16, 1993.

## IV.

## NEW BUSINESS:

## A. FINANCIAL REPORT

Linda K. reported on the financial status of the System. SLS has received and deposited the first of the State CLSA checks. We are awaiting the balance of the funds from Orange County.

## B. CLASS/INTERNET MEMBERSHIPS

Linda K. reminded Council members that there will be one, free password. If additional passwords will be needed Linda K. needs to know by December 31.

## C. FUTURE OF SLS

Linda K. predicts that there will probably be State funds for next year. If Linda should be preparing options for next year's contracts, please let her know. Linda K. will need time if various scenarios will be required.

A discussion followed regarding the feelings of various members as related to MCLS. SLS presently has three contracts with MCLS. The consensus of the Council was to explore renewing the contracts of last year rather than reexamine other options. The Council asked Linda to return with proposed contracts from MCLS.

A discussion followed regarding direct loan and charging patrons for borrowing from neighboring libraries.

## V.

## OLD BUSINESS

A. Approval to expend \$29,282 from the revolving equipment account for FY 1992-93 for ADA equipment for each jurisdiction, with OCPL receiving two shares totaling \$5324 as has been the custom in the past.

Linda K. asked that each library purchase their equipment themselves, sending a copy of the invoice to SLS. SLS will then provide \$2662 to each library, with the exception of OCPL which will receive \$5324. She reported that as

TO: Elizabeth Minter, Library Director  
 FROM: Suad Ammar, Principal Librarian *SA*  
 DATE: February 17, 1994  
 SUBJECT: Program Report for the Month of January, 1994

<b>PLACENTIA LIBRARY DISTRICT</b>		
<b>PROGRAM STATISTICS</b>		
<b>DEPARTMENT</b>	<b>January 94</b>	
	<b># PROGRAMS</b>	<b># ATTENDEES</b>
<b><i>ADULT SERVICES</i></b>		
<b><i>CHILDREN'S SERVICES</i></b>		
After School Specials	3	35
Grandparents and Books	5	18
Group Visits	5	101
Story hours	4	42
<b><i>LITERACY SERVICES</i></b>		
Tutor Training Workshop	3	26
LVA 50\50 Workshop	3	22

TO: Elizabeth Minter  
FROM: Kay Schneider *KS*  
DATE: February 14, 1994  
SUBJECT: Activities in the Children's Department for January  
1994

**After School Specials** - The *After School Specials* for children ages 7 - 12 resumed on January 12, 1994. These sessions were attended by 35 children who have enjoyed making winter scenes with salt paintings and creating 3 dimensional dinosaurs.

**Story Hours & Grandparents and Books** - Three preschool story hours were held in January and were attended by 42 children. The children enjoyed a variety of stories and activities. Grandparents and Books took a little break over the Holidays and restarted in January. Eighteen children listened to stories during 5 sessions.

**Bulletin Boards and Displays** - The bulletin board is still featuring a Winter Olympic 1994 theme and books on the Olympics and on winter sports have been pulled and placed on display. The display of Black Americans is still being used and will remain in place throughout the month of February. The books on these displays are replaced daily as books are returned.

**BE A WINNER...READ!** - This is a special promotion during the Olympic month of February. Each time a child visits the Library they may guess the number of jelly beans in a bear on display in the children's department. The child who guesses the correct number of beans will win the bearful of jelly beans and Polly's Pies has donated 50 free children's dinners to be awarded as second prizes. The Jelly Beans were paid for by the Friends of the Library and the Children's Librarian and the bear was donated by the Library Director. The children and the parents are having a good time with this promotion.

**Summer Reading Program** -The children's department staff is still working to develop programs and activities around the theme (Reading RoundUp) and make it a great summer for the children in the Placentia Library.

TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian *JS*  
 DATE: February 14, 1994  
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$0	0
Gift Accounts*	\$1558.67	102

Dollars Spent 1/1/94 to 1/31/94

Continuations	\$800.91
Fiction	\$0.00
Non-fiction	\$0.00
Juvenile	\$0.00
Audio	\$0.00
Gifts*	\$389.53
<b>Total</b>	<b>\$1,190.44</b>

Dollars Spent 7/1/93 to 1/31/93

Continuations	\$7,010.27
Fiction	\$1,287.02
Non-fiction	\$303.43
Juvenile	\$1,340.65
Audio	\$1,074.60
Gifts*	\$1,027.42
<b>Total</b>	<b>\$12,043.39</b>

\*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.

**ALA Acquisitions (February 8th)**

From William Morrow	\$119.00 worth of books for \$58.00
From Dorling Kindersley	\$189.40 worth of books for \$89.50
From Penguin	\$214.28 worth of books for \$107.00
From Silver Burdett	47 books for \$45.00
Grolier	Encyclopedia Americana for \$499.00
From Prentice Hall	\$2,007 worth of books for FREE
From Macmillan/Chronicle	170+ books for FREE

TO: Library Board of Trustees  
FROM: Cheryl Willauer  
DATE: January 14, 1994  
SUBJECT: Publicity materials produced for January 1994

Information added this month to Channel 20, our Placentia Library cable station, includes the names of the Library Board, January quotes, the holiday hours, Literacy tutor training, the on-going book sale in the Library foyer, children's storytime and after school specials; and asking for volunteers.

Newspaper articles include the Library hours, the Arthur Szyk exhibit, Dale Goodman who volunteers for Grandparents and Books, and the Ciji Ware fund-raiser.



PROFILE

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On Tuesday evening, Dale Goodman was at the Placentia Library reading to children, one of her many volunteer activities in the city. Mike Pilgrim North County News

# Champion for the underdog

## When Goodman talks, people in the city do listen

By Joe Bel Bruno  
North County News

All eyes focus on the rear of the City Council chambers when Dale Goodman pulls her mouth close to the microphone.

Goodman, 53, has quickly be-

come the champion for the underdog in city politics, speaking on subjects such as the city's utility tax and government spending.

And, even those who disagree with the positions she takes during open microphone segment at City Council meetings admire her tenacity.

"She doesn't let up," Mayor Norman Eckenrode said. "I may not agree with what she says, but I know she believes in sticking up for what she feels is right."

And it probably wouldn't make a difference who supported her, said Goodman, who calls herself a fighter.

She's learned to be that way after being diagnosed 17 years ago with multiple sclerosis, a progressive disease of the central nervous system that results in the loss of muscle coordination.

Her illness has confined her to a wheelchair and, at times, left her blind and paralyzed.

"You have to go beyond that disability means mobility im-

paired ... I think what it does is that it gets people into thinking what the reality of disability is," she said. "It presents the disabled as just people with varying degrees of abilities, as have we all."

And it hasn't managed to stop her.

Goodman remains active in many social and political organizations around town, but gives special attention to her work with other disabled resi-

Please see GOODMAN/9

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *K.M.*  
DATE: February 22, 1994  
SUBJECT: **Placentia Library Literacy Services Report for the month of January**

**Program Statistics**

Active tutors: 50  
Active students: 74  
Temporarily inactive tutors: 12  
Students waiting to be matched: 39  
Percentage of tutors reporting (Jan. hours): 76%  
Tutoring hours reported: 210  
Other volunteer hours reported: 271  
Total volunteer hours: 481

**New Literacy Coordinator Workshop.** January 4, 1994, Mary and Katie attended a workshop for new coordinators of California Literacy Campaign programs. Al Bennett, Literacy Specialist, and Carole Talan, Family Literacy Specialist, conducted the workshop. California State Librarian, Gary Strong, opened the workshop with an overview of the vision and practice of the California Literacy Campaign. Al Bennett discussed new readers, and accountability in the California Literacy Campaign. Carole Talan reviewed the vocabulary of literacy (acronyms and what they stand for), and Families For Literacy. We learned a lot at the workshop, but we came away wishing it could have been longer.

**Tutor Training Workshop.** A 15 hour LVA tutor training workshop began Tuesday evening January 11, 1994 with 23 potential tutors. The workshop will be conducted on five consecutive Tuesday evenings from 6-9 pm in the Library meeting room. It will conclude on February 8.

**50/50 Workshop.** January 17, 1994, 22 people gathered in the Library meeting room for the first of four sessions of the LVA 50/50 Management Workshop. The workshop is being sponsored by Orange County Literacy Network and hosted by LVA-Placentia. About half of the participants are from Placentia Library Literacy Services and LVA-Placentia including Peggy Dinsmore, Suad Ammar, Mary Byrne, Jeannine Walters, Katie Matas, LVA-Placentia Board members and experienced tutors. The workshop is being presented by Evelyn Renner and the course material is from Anne DuPrey's book, Maintaining the Balance: A Guide to 50/50 Management. The basic idea is that there needs to be a balance between **intake** of students and tutors, and **support** of students and tutors.

TO: Elizabeth D. Minter, Library Director  
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*  
DATE: January 17, 1993  
SUBJECT: Families For Literacy - Report for the month of  
December

Suad Ammar; Ron Cozort, Administrator of the Placentia-Yorba Linda Adult School; and I met on December 2 to discuss plans for the second semester of the program. We decided to change locations and have the ESL classes meet in the Backs Building and the FFL component meet in the Library's Meeting Room. It was felt that this change would allow us to serve another area of the community and provide an opportunity for participating families to visit the Library once a week. I also plan to work more closely with the new ESL teacher that will be provided in order to more effectively integrate the two components of the program.

We had a FFL Christmas party on December 7 which was the last Tuesday of the program in 1993. Kay Schneider presented several holiday stories and Lusi Garcia assisted her by translating. Steve Pischel from the City's Recreation and Human Services Department played Santa Claus and handed out books that we had provided as well as candy canes. He was accompanied by Lori Jarmacz, another Recreation employee. Katie Matas and Al Shkoler also attended.


I spent the rest of the month planning programs for January, making arrangements for the new semester, and completing administrative tasks. I created a new flyer that will be distributed to local elementary schools upon approval from the Placentia-Yorba Linda Unified School District.

ATTENDANCE STATISTICS

December 7                      2 families                      2 adults                      2 children

BOOKS GIVEN AWAY

Six books were given away this month.

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: February 17, 1994  
SUBJECT: **Solicitation of Paperback Books from local bookstores**

I have personally visited the Little Professor Book Center in Placentia and B Dalton Bookseller in the Brea Mall. I explained to the managers the Library's financial situation and asked about the possibility of receiving any donations of their unsold books. Their reply was that book stores do not have the authority to give away what is not sold locally, because they all have to return any unsold books to the publishers and they receive credit for them. Crown Books, however suggested that a letter be sent to "Donations" at their main office. Attached is a copy of the letter that was sent.

Talking to the publishers at conferences seems to be the right approach, this was evident during the staff's visit to the American Library Association exhibits. Most exhibitors were very generous and willing to give.

It is our intention to contact the exhibitors at both the American Booksellers Association and the California Library Association conferences, and ask them for donations of books and other library materials.

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

February 15, 1994

Crown Books  
3300 75th Avenue  
Landover, Maryland 20785  
Attention: DONATIONS

Dear Sirs,

Placentia Library District has recently lost 50.41% of its property tax as a result of the California State Budget adopted last June.

The book budget has been reduced from \$140,000 to \$34,000 hardly enough funds for the continuing Reference subscriptions. There will be no operating budget for any new books.


Your generosity towards the Los Angeles Public Library during their fire disaster has earned you a reputation of commitment to libraries and encouraged me to ask you to help the Placentia Library in it's time of need.

Placentia Library serves a community of 43,000 including three high schools and two junior high schools that depend very heavily on it for entertainment reading,, research and curriculum related materials.

A collection of books in either hard or soft covers will be highly appreciated by the Library and the whole community.

I am looking forward to hearing from you, and please don't hesitate to call me if you need any further information about our request.

Sincerely,

  
Suad S. Ammar  
Principal Librarian

Mr. Eli Segal, President & C.E.O.  
Corporation for National and Community Service  
P.O. Box 3480  
Washington, D.C. 20043-4680

Dear Mr. Segal:

When I was made aware of your National Priorities and draft regulations for the AmeriCorps Program, I was filled with disbelief that adult literacy was not included in your priorities.

Congress charged the Department of Education over five years ago to conduct a national literacy survey of America's adults. The results showed that almost half of our adult population is illiterate. Of that 90 million total over 40 million are functionally illiterate.

I have worked with a volunteer literacy program for fourteen years and I know such programs are not

excluded from applying for grants under the AmeriCorps Grant program. However, since your National Priorities do not list adult literacy, and your draft regulations stipulate that AmeriCorps grant proposals must address one or more of the National Priorities, we feel many worthwhile programs may feel that their applications will be ignored and so will not apply.

All literacy advocates exhort you to make adult literacy and English a second language one of your stated National Priorities for the AmeriCorps Program.

Sincerely,

Margaret V. Dinmore  
President, Placenta Library Board of Trustees

Mr. Eli Segal, President & C.E.O.  
 Corporation for National and Community Service  
 P.O. Box 3480  
 Washington, D.C. 20043-4680

Dear Mr. Segal:

I am writing to comment on the draft regulations and National Priorities for the AmeriCorps Program. I am shocked to see that adult literacy is not one of the priorities. Adult literacy and English as a second language (ESL) must be added to the list of National Priorities.

Nearly 44 million adults in the U.S. function at the lowest level of basic skills -- the level served by volunteer programs. Currently, all the public adult basic education and private non-profit programs together serve barely 10% of those in need.

Volunteer literacy programs have the capacity to do much more. We have the professionalized volunteer management and training experience, backed by a state and national support network. But we need programs like AmeriCorps to enable us to improve and expand.

We know that volunteer literacy programs are not excluded from applying under AmeriCorps. However, since adult literacy is not a National Priority, their applications may not get the attention they should. Many programs may question whether its even worth the effort to apply. Both the Corporation and excellent literacy programs may lose out.

I strongly urge the Corporation to reconsider and make adult literacy and English as a second language one of the stated National Priorities for the AmeriCorps Program.

Sincerely,

If you can, please send a copy to your two Senators, your Congressperson and President Clinton. Their addresses are:

**Senators:**

The Honorable \_\_\_\_\_  
 United States Senate  
 Washington, D.C. 20510

**Congressperson:**

The Honorable \_\_\_\_\_  
 U.S. House of Representatives  
 Washington, D.C. 20515

**President William J. Clinton**  
 1600 Pennsylvania Avenue, N.W.  
 Washington, D.C. 20500

# AmeriCorps Grant Program

The AmeriCorps Grant Program, operated by the Corporation for National and Community Service may present volunteer literacy organizations and new readers working as volunteers with an important opportunity. Grants under the AmeriCorps Program could enable national, state & local organizations to hire full- and part-time stipended volunteers, similar to the VISTA program. These grants can be used to establish, operate or expand service programs that use volunteers.

There will be non-renewable planning grants for a period of up to one year and renewable operating grants for up to three years. Operating grants will provide 85% of stipends up to the VISTA subsistence allowance (roughly minimum wage). The grant will also cover 85% of health care costs, 75% of other operating costs and 100% of child care costs.

In addition, stipended volunteers will earn an educational benefit of \$4,725 for a one year term of full-time or two years (two terms) of part-time service. Participants can perform a 1,700 hour full-time term over nine months to a year, or a part-time term of 900 hours over one to two years.

Approximately one-third of the funds that the Corporation allocates for AmeriCorps in fiscal year 1994 will be allocated to states on a formula basis to fund programs which address priorities outlined in the state plan.

Approximately one-third of the funds will be awarded to states on a competitive basis. All proposals that are submitted through state application should address National Priorities, established by the Corporation.

The remaining one-third will be awarded directly by the Corporation, on a competitive basis. The Corporation intends to use this category of AmeriCorps funding primarily to support programs that are national or regional in scope.





# BOARD & ADMINISTRATOR

Special Insert  
Side A

Dear Government Administrator,

Here's the public comment form Administrator Cornelius VanderZeyden developed to keep public comment at meetings under control.

He says the formalized procedure enables the board president to handle questions and comments at an open meeting without letting members of the public take over.

I think you will find it a useful tool!

## Public Sign-In/Comment Form

**Public Notice:** To maintain order and organization at open meetings, the board will address **only** those questions which have been submitted **in writing**. Please complete all of the form.

My name is: \_\_\_\_\_

My address is: \_\_\_\_\_ Telephone number: \_\_\_\_\_

My question is directed at: \_\_\_\_\_

My question concerns: \_\_\_\_\_

My question is (please print): \_\_\_\_\_

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Use back of card if necessary

Source: Superintendent Cornelius VanderZeyden, School District of Beecher-Dunbar-Pembine, PO Box 247, Pembine, WI 54156; phone (715)324-5314