

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
October 14, 1991

*Oral Report
Library
Continuing Board
LVA Report*

*Schedule Fund to
to go to National LVA Conference*

LVA

1. Roll Call: 7:40 Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

(Fund / Reg)

3. Minutes of the September 9, 1991, Regular Meeting (*Reg / Stat*)

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communication

CSPA

At this time members of the public may make presentation to the Library Board.

5. Friends of the Placentia Library.

CLAIMS (Items 6-8)

Presentation: Library Director
Recommendation: Approve by Motion

Items 6-8 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.

NONE 6. Nonstandard Claims in excess of \$300 (Approve) *→ PERS - why on*

7. Claims forwarded by the Library Director (Approve)

*Summed
am*

8. Current Claims and Payroll (Approve)

1,298.34

\$33,544.33

Payroll

\$57,600.00

FINANCIAL REPORT (Items 9-12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9-12 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.

211 → Cable TV → Building → Endowment → Finance → Educ. Committee → Chamber

→ Fact Sheet
V. Ed. Stat. S.
Historical
Statute

Pres / Secretary

- 9. Financial Report for September, 1991 (Receive & File)
- 10. Check Registers (Receive & File) ; General ; County Receipts ; City
- 11. Overdue Collection Report (Receive & File)
- 12. Vending Machine Report (Receive & File)

Air Sup

GENERAL CONSENT CALENDAR (Items 13-16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13-16 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.

Pres / Secretary

- 13. Circulation Report for September, 1991 (Receive & File)
- 14. Volunteer Report (Receive & File)
- 15. Building Maintenance Report (Receive & File)
- 16. Annual Report of Financial Transactions of Special Districts (Receive & File)
- 17. Draft of Audit for the year ended June 30, 1991 (Receive & File)

CONTINUING BUSINESS

- 18. Health insurance coverage for employees 65+

Presentation: Library Director
Recommendation: Authorize Anderson & Anderson to prepare recommendation.

- 19. Establish policy for the Library's Staff Retirement Fund Committee.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

Pres / Secretary

NEW BUSINESS

- ~~20.~~ Staff co-payment of medical insurance premium.

Presentation: Library Director
Recommendation: Determine level of benefit

noted as implemented

21. Tile Flooring

Presentation: Library Director
Recommendation: Determine whether to repair or replace floor tile in lobby area.

22. Travel authorization for Literacy Coordinator to attend Literacy Volunteers of America Annual Conference, November 14-16 in Orlando, Florida.

Presentation: Library Director
Recommendation: Approve as requested

Note to spend \$800 with min. 2 cent

23. Fines and Fees Policy

Presentation: Library Director
Recommendation: Give direction for negotiation with the member libraries of the Circulation System.

West Reg. lib. System

STAFF REPORTS

24. California Room (Addotta)
25. Santiago Library System Report (Minter)
26. Grandparent and Book Grant Report (Schneider)
27. Family and Literacy Grant Report (Daniels)
28. Gulf Arab States Grant & Schedule (Ammar)
29. Camp Library Program (Schneider)
30. Staff scheduling for Cheryl Roberts' wedding (Addotta)
31. Replacement of Cash Register (Minter)
32. Office Automation Project (Minter)

*(Reserve 3
Fonide 1-11
consult)*

Agenda
October 14, 1991
Page 4

33. Agenda Preparation

34. Adjourn

10.15 Ray | -

CALENDAR

Co - Proj. Subcom.
→ LVA Report. to White,
→ Dine's
→ Board List - updated,
→ Mediant -
→ Travel Log

October 15 (Tues) SLS - SAB Meeting 7:30 P.M.
Santa Ana

October 16 (Wed) Civic Center JPA Annual Meeting 6:30
P.M.

November 4 (Mon) Library Board Meeting

November 16-19 California Library Association Conference
Oakland

CSDA Report

1) WC - BB178

✓ 2) Planning Process - facilitator
- December

(Larry [?])
Joe Baker

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the October 14, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 10, 1991.

Karen Samarin

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
October 14, 1991

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33. Agenda Preparation

34. Adjourn

CALENDAR

October 15 (Tues)	SLS - SAB Meeting Santa Ana	7:30 P.M.
October 16 (Wed)	Civic Center JPA Annual Meeting	6:30 P.M.
November 4 (Mon)	Library Board Meeting	
November 16-19	California Library Association Conference Oakland	

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the October 14, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 10, 1991.

Karen Samarin

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
September 9, 1991

Call to Order

The regular meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Peggy Dinsmore.

Roll Call

Members Present: President Peggy Dinsmore, Secretary Fred West, Trustees Ray Evans, Robert Osborn and Saundra Stark; and Library Director Elizabeth Minter

Members Absent: None

Also Present: Assistant Library Director Sal Addotta, Administrative Assistant Karen Samarin, Principal Librarian Suad Ammar and Dixie Shaw

Adoption of Agenda

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Agenda as presented.

Minutes

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the minutes of August 6, 1991.

Oral Communication

Elizabeth Minter presented to Suad Ammar, on behalf of the Library, a framed copy of the Library's Gulf States poster for the outstanding job she has done with the Gulf Exhibit and Display.

Dixie Shaw presented some ideas for the Library: (1) Birthday Club, (2) establish an endowment fund, (3) Participation on Education Committee for a Chamber of Commerce resource booklet.

Consent Calendar

It was moved by Saundra Stark, seconded by Fred West, and carried by Unanimous Voice Vote to approve the Consent Calendar items 6-19.

Health Insurance

Saundra Stark requested that the Board review the health insurance policy with CareAmerica and consider rescinding the \$500 deductible coverage offered to the employees since it is not being used. This item is to be voted on at the October Board meeting.

California Room

Saundra Stark requested that the Board authorize a study to be conducted by staff, on the refocusing of the California Room to the Placentia Room. It was suggested that staff ask the Friends President to chair a group to organize the study. Saundra Stark will be the Board contact for this project.

Heritage Days

Ray Evans, Bob Osborn and Saundra Stark will not be available to participate in the Heritage Day Parade. Cars need to be found for Peggy Dinsmore, Fred West, Elizabeth Minter, Sal Addotta, the Literacy Students, and the young Lifelong Reader.

It was moved by Saundra Stark, seconded by Fred West, and carried by Unanimous Voice Vote, to direct the Library Director to prepare an entry form for the 5 vehicles and sign the Hold Harmless Agreement on behalf of the Board.

California Library Association

It was moved by Saundra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the attendance at the California Library Association Conference for 4 employees and 2 trustees from November 15 - November 18, 1991 at a cost not to exceed \$4,000 as presented by Elizabeth Minter in Agenda Item Number 23.

Attendees will be staff members Minter, Addotta, Ammar, and Schneider, Trustee Dinsmore, and West.

Resolution No. 91-5

It was moved by Fred West, seconded by Saundra Stark, and carried by Unanimous Voice Vote to read Resolution No. 91-5 by title only.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA
LIBRARY DISTRICT TO ESTABLISH A POLICY TO PERMIT THE
LIBRARY DIRECTOR TO SUBMIT CLAIMS WITH HER SIGNATURE
ONLY

It was moved by Saundra Stark, seconded by Fred West, and carried by Unanimous Voice Vote to adopt Resolution No. 91-5 by roll call vote:

AYES: TRUSTEES: Evans, Osborn, Stark, West, Dinsmore
NOES: TRUSTEES: None
ABSENT: TRUSTEES: None
ABSTAIN: TRUSTEES: None

Request for Hot Water Heater

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the installation of two six-gallon hot water heaters, one to serve the men's and women's staff restrooms and the other to serve the staff lounge sink, and that the Library Director be authorized to solicit quotes and award a contract to the lowest reasonable bidder at a price not to exceed \$575.

Staff Scheduling for Upcoming Wedding

It was moved by Bob Osborn, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize the Library Director to hire temporary help on October 26, 1991 enabling the staff to attend Library Assistant Cheryl Roberts' wedding.

Replacement of Cash Register

It was moved by Ray Evans, seconded by Bob Osborn, and carried by Unanimous Voice Vote to authorize the replacement of the cash register, and Elizabeth Minter to solicit bids making a selection not to exceed \$650.

November Board Meeting

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to change the Regular Board Meeting date from November 11 to November 4, 1991 for the November Regular Board Meeting due to the Holiday.

Retirement Fund Committee

The Trustees would like to retain the current Committee and authorize the new Library Director, Elizabeth Minter to immediately step in as part of the Committee.

Policy for Payout of an Incumbent's Accumulated Vacation Time

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Library Director's recommendation: If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one years vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

It was moved by Fred West to take a short recess at 10:05 P.M.

The Board of Trustees reconvened at 10:17 P.M. with all members present.

Policy for Issuing Early Vacation Payroll Checks

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the recommendation of the Library Director: (1) The minimum number of days the staff member must be absent to qualify for the early paycheck is 2 weeks, (2) The minimum number of days of notice that staff member must give in order to have the request processed is 2 weeks.

Amendment to Library Policy 24-85 "FLSA"

It was moved by Fred West, seconded by Sandra Stark to defer Agenda Item 32 to the October Board Meeting so the Library Director may prepare an amendment to the Library Policy 24-85, "FLSA".

Organization Chart FY1991/92

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Organization Chart for the Placentia Library District as presented in Agenda Item 33 with the addition of the part-time Clerk I in the Children's Department.

Office Automation Project

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize the Library Director to solicit bids for new computer equipment.

Staff Reports

Ray Evans recommended that the Board recognize Suad Ammar, Project Director for the Gulf Arab States Grant Exhibit.

It was moved by Fred West, seconded by Sandra Stark, and carried by Unanimous Voice Vote to receive and file Agenda Items 35-39 of the Staff Reports.

Agenda Preparation

1. Dixie Shaw presentation
2. SCE rebate - payment
3. HMO medicare employee carriers 65+
4. Rescind policy for Library payment of \$500 deductible for medical insurance co-payment
5. Retirement Fund Committee Meeting with Library Director
6. Smoke alarms

Minutes
September 9, 1991
Page 5

Action Items

1. BearState bills
2. List of bills into packets
3. Look into D & S Systems Contract
4. What other carriers offer HMO for 65+
5. Contact Pat Irot re Placentia Room Project
6. Find vehicles for parade and prepare entry forms
7. Bids for water heater, cash register, new computers

Adjourn

It was moved by Ray Evans, seconded by Fred West, and carried by Unanimous Voice Vote to Adjourn the Regular Meeting at 11:13 P.M.

Fred D. West, Secretary

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/11/91
 Report No. 1

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	9/9/91	August	\$	\$ 211.27	032	
PURITUN WATER CO. 1080 So. Cypress, Unit D La Habra, CA 90631	9/4/91	September		24.95	180	
STAPLES INC. P.O. Box 182378 Columbus, OH 43218-2378	9/10/91	August		110.21	180	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	5/23/91 5/28/91 6/3/91 6/10/91 6/11/91 6/19/91 6/21/91 6/24/91 7/1/91 7/8/91 7/11/91 7/15/91 7/15/91 7/17/91 7/17/91 8/10/91	08054 08110 08182 08880 08230 08950 08973 08982 08752 08794 08819 08841 08843 08858 08865 08424	138.38 17.25 10.06 58.09 7.67 100.11 13.42 14.38 8.63 13.80 42.17 56.73 6.55 103.71 81.35 25.86			
				698.16	180-008	
CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505	9/9/91	May-Sept.		253.75	190	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 1,298.34) 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 the oath or affirmation required by Government Code Section 3102.

E. Minter
 Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Page 1 of 9
 DATE 10/9/91
 Report No. 1

The County Auditor
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APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	9/24/91	October	\$	\$ 180.72	030	
CAREAMERICA P.O. Box 5049 Chatsworth, Ca 91313-5049	9/19/91	October		3,334.21	030	
C.S.D.A. Attn: Melanie Radko 915 L Street, Ste. 1000 Sacramento, CA 95814	9/30/91	conf. reg.		1,050.00	032	
PACIFIC BELL Payment Center Van Nuys, CA 91388	9/17/91 9/17/91	528-8236 528-1906	28.14 366.34	394.48	070	
& M GENERAL 10-L W. Mac Arthur Blvd. Santa Ana, CA 92704	10/1/91	5258		1,137.00	140	
STAPLES P.O. Box 182378 Columbus, OH 43218-2378	9/24/91 9/25/91	fin. chg. 31912	1.60 92.98	94.58	180	
SO. CALIFORNIA WATER P.O. Box 9016 San Dimas, CA 91773-9016	8/28/91 9/26/91	7/26-8/22 8/22-9/26	219.61 246.33	465.94	280	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	8/10/91 9/16/91 9/30/91 10/1/91 9/9/91 9/27/91	08424 12138 12190 12198 08667 12171	25.86 132.14 19.64 32.33 44.45 22.63	277.05	180-008 180-008 180-008 180-008 180-008 180	

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Approved By

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CLAIMS TRANSMITTED FOR PAYMENT
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 411 E. Chapman Ave.
 Placentia, CA 92670

Date 10/14/91
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Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
WAXIE P.O. Box 81006 San Diego, Ca 92138-1006	9/25/91	9097296	\$	\$ 550.87	100	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	10/1/91	20399		104.42	140	
DICK'S LOCK AND SAFE 602 W. Chapman Ave. Placentia, CA 92670	9/16/91 9/23/91	68039 68064	33.31 76.50	109.81	140	
AMERICAN LIBRARY ASSOC. 50 E. Huron St. Chicago, ILL 60611-2795	9/4/91	131339		185.72	160	
E Z COPY N. El Cielo Rd., Ste. C-3 m Springs, CA 92262	10/3/1	276/91		427.50	180	
JEFFCO INC. 1671 S. Research Loop Tucson, AZ 85710	10/2/91	146598		86.66	180	
DEMCO P.O. Box 7488 Madison, WI 53707	9/30/91 9/27/91	D159433 D157886	156.34 300.87	457.21	180	
AMSTERDAM 55 Wallins Corners Rd. Amsterdam, NY 12010	8/9/91	91197-72-200		42.55	180	
PRESENTATION PRODUCTS 10349 Heritage Park Dr. Unit 4 Santa Fe Springs, CA 90670	9/27/91 9/18/91	45626 45342	70.12 63.65	133.77	180	
GLOBAL P.O. Box 5465 Carson, CA 90749-5465	9/18/91	11084590		33.65	180	

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 District and I certify that the payees named who are described in Government
 Section 3101 have taken the oath or affirmation required by Government Code
 Section 3102.

Approved By _____ Countersigned By _____ Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chpaman Ave.
 Placentia, CA 92670

Date 10/14/91
 Report No. 2

The County Auditor
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 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	9/30/91 10/6/91	September May	\$ 30.71 30.71	\$ 61.42	190	
PERS P.O. Box 1982 Sacramento, CA 95809-1982	10/1/91	15975		40.00	190	
M D MEDICAL 1300 N Kraemer Blvd. Anaheim, CA 92806	9/9/91	Minter, Guzman, Schneider, Hag		162.00	190	
WELDON & ASSOCIATES 26 Palmento Way Irvine, CA 92715-2109	9/23/91	1005		1,575.00	190	
LVA 95 Widewaters Pkwy. Iacuse, NY 13214	8/21/91 8/15/91	026156 026049	210.29 28.74	239.03	190-008	
READER'S DIGEST Educational Services Pleasantville, NY 10570	9/25/91 9/3/91	G200 Renewal	69.30 42.58	111.88	190-008 240-004	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	9/16/91 9/16/91	LI042654 LI042655	1,858.00 8,637.34	10,495.34	190 240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	9/16/91 9/18/91	R185600 R185913	383.30 121.44	504.74	240-001	
THE H. W. WILSON CO. 950 University Ave. Bronx, NY 10452	9/21/91	91035103		90.00	240-001	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	8/9/91	0264001		36.28	240-001	

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Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 10/14/91
 Report No. 3

The County Auditor
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APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	9/13/91	215101	\$	\$ 375.38	240-001	
GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, Conn 06816	9/6/91	802764		1,167.45	240-001	
QUALITY BOOKS 918 Sherwood Dr. Lake Bluff, IL 60044-2204	8/29/91	290719		14.84	240-001	
ORANGE COUNTY CHAMBER OF COMMERCE One City Blvd. Ste. 401 Orange, CA 92668	9/12/91	Business & Ind. Directory		67.88	240-001	
LEM PRESS . Box 50062 Pasadena, Ca 91115-0062	9/13/91 8/7/91	170922-00 170020-00	352.65 838.83		240-001	1,191.48
CHILDRENS PRESS 5440 N. Cumberland Ave. Chicago, IL 60656	9/16/91 9/17/91	297226 297591	174.60 1,534.50		240-001	1,709.10
DUN'S MARKETING P.O. Box 71711 Chicago, IL 60694-1711	10/01/91	0048939-9		410.43	240-001	
UMI Dept. 771092 Attn: Subscription Dept. Detroit, MI 48277-1092	8/13/91 8/13/91	NS179989 NS179990	707.00 946.00		240-001 240-004	1,653.00
UNITED PHOTO SYSTEMS 3262 E. Thousand Oaks Blvd. Ste. 140 Westlake Village, CA 91362	10/6/91	6812		180.00	240-001	

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Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 10/14/91
 Report No. 4

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
PBS VIDEO Dept. 0504 Washington, DC 20073-0504	8/28/91	V111995	\$	\$ 135.59	240-002	
SIMITAR 3850 Annapolis Ln. Plymouth, MN 55447	8/14/91	00057518		12.36	240-002	
MEDIA SOURCE P.O. Box 93789 Milwaukee, WI 53203	6/18/91	434654		37.90	240-002	
LIBRARY ADMINISTRATOR'S DIGEST Box 993 So. San Francisco, CA 94080	9/25/91	1 yr. sub.		32.00	240-004	
K. HALL) Box 7777 W8775 Philadelphia, PA 19175	8/15/91	D604850		6.47	240-005	
RECORDED BOOKS INC. 270 Skipjack Rd. Prince Frederick MD 20678	4/18/91 9/6/91 9/9/91 9/20/91 9/27/91	74863 05447 06457 95188 08917	528.20 35.70 11.90 565.60 71.40			
				1,212.80	240-005	
ELIZABETH MINTER 100 N. Electric Ave. #7 Alhambra, CA 91801-1924	10/10/91	travel refund		687.49	270	
DIANNE JACKSON 411 E. Chapman Ave. Placentia, CA 92670	10/10/91	travel refund		11.00	270	
ESTELLA WNEK 6822 Cedar Grove Yorba Linda, Ca 92686	10/10/91	travel refund		8.36	270	

The claims listed above (totaling \$ _____) 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 the oath or affirmation required by Government Code Section 3102.

Approved By _____ Countersigned By _____ Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 10/14/91
 Report No. 5

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
SUAD S. AMMAR 411 E. Chapman Ave. Placentia, CA 92670	10/10/91	travel	\$	\$ 20.82	270	
SAUNDRA STARK 325 Williamette Placentia, CA 92670	10/10/91	travel refund CSDA conf. 9/25-9/27		433.15	270	
ANDERSON, LYNN, BEZICH, MUNSON & CRONICK 1661 E. Chapman Ave. Fullerton, CA 92631-4097	9/30/91	audit fiscal yr. end 6/91		2,800.00	190	

The claims listed above (totaling \$ _____) 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 the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

Date 10/14/91
Report No. 6

The County Auditor
is authorized to draw his
warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
ELIZABETH D. MINTER c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92670	10/14/91	Petty Cash	\$ 10.00 295.00 1,700.00	\$ 2,005.00	130 183 270	

The claims listed above (totaling \$ _____) 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 the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 10/14/91
 Payroll Rpt. No. 23

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Auditor's	
					Account Code	Warrant Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	10/14/91	Pay #23 10/17/91- 10/31/91	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On 11/1/91!

The claims listed above (totaling \$ _____) 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 the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	10/14/91	Pay #24 11/1/91- 11/14/91	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On 11/15/91!

The claims listed above (totaling \$ _____) 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 the oath or affirmation required by Government Code Section 3102.

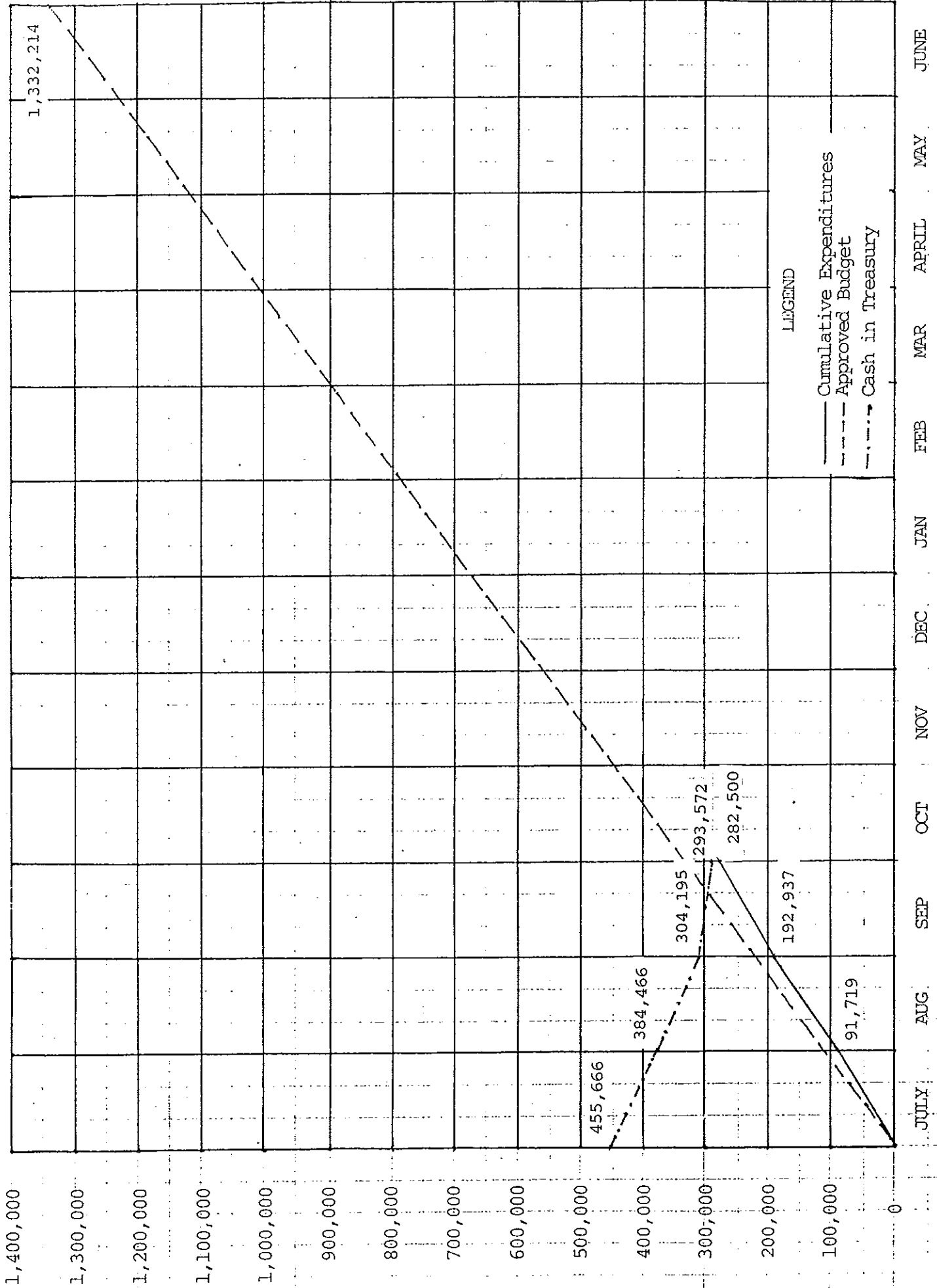
Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

Agenda Item

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



GENERAL ACCOUNT

3358	8/14	O.C. Auditor	1279	44			2748	78
3359	8/15	Uniglobe Hacienda Travel	78	—	8/19		2670	78
3360	8/20	The New York Pub Libk	4	—	8/19		2666	78
3361	8/20	Child books	7	—	8/19		2059	78
3362	8/22	NSF - refer to maker	5	35	8/20		2654	43
3363	8/21	U.S. Post office					2422	43
		Stamps						
		The Hibernian Assoc.						
		Door Jaws Seminar	150	—			2272	43

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

Sal 9-12-91 Rom.

GENERAL ACCOUNT

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE (FANY) (-)	DEPOSIT/CREDIT (+)	BALANCE
						\$ 2,272.93
	9/10	deposit		1.18	1177.21	3449.64
		VOID				
3364	9/7	VOID				
3365	9/19	Uninglobe Hacienda Travel airfare CLA - Airfare, Salt Lake	174	1.13		3275.64
3366	9/20	CLA - registration Eom Salt Lake, Utah, Reg	9.63			2312.64
3367	9/20	Calif. Libe. Assoc. Housing Bureau 3 rooms - 1st night deposit	267			2045.64
3368	9/23	Uninglobe Hacienda Travel airfare CLA - BIRMINGHAM, ALA	296	1.13		1749.64
3369	9/27	Jeannine Walters office supplies	141.56			1608.08
	9/17	deposit			21,046.00	22,654.08
	9/24	Returned check (206) + fee (3.25)	23.25			22,630.83
3362	9/11	ck for \$282 entered as 232 Balanced 10-8-91	56.00			22,580.83
		Correction: 8/12 non-sufficient fund was in County Draft Acct. Balanced 10-8-91			21.75	22,602.58
						22,602.58

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

COUNTY EXEMPT

560	8/13	8/13	831	25	75	8,841	91
570	9/6	9/6	150			8,691	91
571	9/9	9/9	85	97	913	8,605	94
	8/5		200	16		8,405	78
	9/18		21	75	✓	8,384	03
572	9/18	9/18	445	00	930	8,416	28
						7,971	28

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

560 8/13 8/13 831 25 75 8,841 91
 Suaid Ammar
 Left hand of 9/17 - Gulf
 570 9/6 9/6 150 85 97 913 8,691 91
 E. D. Minter
 Gulf supplies
 571 9/9 9/9 200 16 8,405 78
 OEC Auditor
 fund mack payback
 8/5 Dep. Return Item + Fee
 9/18 Bal 9-12-91 2M
 Deposit - car's
 572 9/18 9/18 445 00 930 8,416 28
 Fadwa El Guindi
 speaker/consultant 1995 (Gulf)

COUNTY EXEMPT

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
						\$	
573	9/18	Judy bempsey Resource Personnel - Gulf	425 - 925			7971	28
574	9/18	Suad Ammak Project Director - Gulf	400 - 915			7546	28
575	9/18	El Nil Research Research - Gulf	400 - 925			7146	28
576	9/18	Suad S. Ammak Amel reimbursement - Gulf	103 34 928			6642	94
577	9/18	Ghada El-Turk Gulf Research	649 67 923			5993	27
578	9/20	United Photo Supplies photos - Gulf	120 -				
579	9/20	deposit ronald merck		925	4180 -	6411	27
580	9/20	Stan's Minuteman Press Golf Grant	112 75			5163	52
581	9/20	The Flag9 Shop Golf Grant	104 40			5059	12
582	9/20	Jeanne Walters Golf Grant Supplies	48 95			5010	17
583	9/21	Sir Speedy Golf Grant	183 01			4827	16
584	9/21	Scott Klimowicz Golf Grant	30 -			4797	16
585	9/21	Jerry Samvelson Golf Grant	75 -			4722	16

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

COUNTY EXEMPT

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (*)	FEE (FANY) (*)	DEPOSIT/CREDIT (**)	BALANCE
585	9/2	Sharon Lynch gulf grant	\$ 36 43	\$	\$	\$ 4700 16
586	9/27	Art Emporium gulf grant	70 45			4685 73
587	9/27	LaSalle Papers gulf grant	22 08			4615 28
588	9/2	Suad Ammar gulf grant - supplies	25 -			4568 20
	9/30	Adjustment			28 93	4597 13
		Balance 10-7-91				
589	10/8	Abdullah Sindi speaker 10/5 oceanside	165 -			4432 13
590	10/10	Suad Ammar transl reimb gulf grant	109 84			4322 29

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

Literacy

9/18	Deposit				500	—	5490 59
9/30	total whshp				17 06		5507 65
	Interest						
	Bal 10-11-91						

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director
 FROM: Karen Cushing *KC*
 DATE: October 10, 1991
 SUBJECT: Overdue Collection Report for September 1991
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR SEPTEMBER 1991

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	6	424.65	130	8,818.19	781	45,228.77
LESS: Mail Return*, Dispute, Bankrpt	2	319.59	29	1,786.91	133	8,041.29
NET ASSIGNMENTS	4	105.06	101	7,031.28	648	37,187.48
COLLECTED						
Paid in Full	1	39.45	25	1,823.74	219	10,386.62
Settled in Full	0	0.00	6	249.98	59	3,008.03
Partial Payment	1	49.00	17	788.81	109	5,910.05
Resolved	0	0.00	1	36.70	14	485.58
TOTAL RECOVERED	2	88.45	49	2,899.23	401	19,790.28

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	230	42	154	118	237
	\$14,952	\$2,846	\$6,784	\$7,147	\$13,075

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Karen Samarin, Administrative Assistant
 DATE: October 9, 1991
 SUBJECT: SEPTEMBER 1991 VENDING MACHINE STATUS

Beginning Balance 9/1/91 \$ 700.16

	<u>Income</u>	<u>Expend.</u>
Total Deposits (9/1-9/30/91)	\$418.00	
Total Materials & Supplies		\$ 0
Total vend repairs		0
Vend Mach Loan Payback 8/6/91		<u>200.16</u>
		\$ 200.16

Ending Balance 9/30/91 \$ 918.00
 Ck to be issued on 10/14/91 for Sept. payback loan (399.84)

October 1991 beginning cash balance \$ 581.16

Original Loan amount (11/9/90)	\$9,916.54
Payback balance 9/9/91	\$7,399.89
September payout issued 10/14/91	<u>(399.89)</u>
September payback balance	\$7,000.00

Placentia Library District
 CIRCULATION REPORT
 September, 1991

	SEP 91	SEP 90	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	21,142	18,239	72,484	64,547	12.30%
Magazines	616	493	1,939	1,565	23.90%
Pamphlets/Ephemeral	40	46	190	153	24.18%
TOTAL PRINT MATERIALS	21,798	18,778	74,613	66,265	12.60%
Records	102	161	337	449	-24.94%
Audiocassettes	989	675	3,458	2,360	46.53%
Compact Discs	323	274	1,097	931	17.83%
Videocassettes	680	535	2,149	1,861	15.48%
TOTAL AV MATERIALS	2,094	1,645	7,041	5,601	25.71%
AV EQUIPMENT	6	5	23	22	4.55%
TOTAL CIRCULATION	23,898	20,428	81,677	71,888	13.62%
# HOURS OPEN	256	253	814	810	0.49%
CIRCULATION/HOUR	93	81	100	89	13.06%
ATTENDANCE	21,012	16,865	61,735	51,890	18.97%
ATTENDANCE/HOUR	82	67	76	64	18.39%
ACTIVE BORROWERS	3,281	2,912	9,857	8,972	9.86%
REFERENCE QUESTIONS	3,780	3,199	11,445	10,096	13.36%

NOTE: We have revamped our reporting as our new chart indicates. The biggest change this month is the tracking of Total Circulation and Circulation/Hour separately rather than books only. Next month we will be adding more new items.

PLACENTIA LIBRARY DISTRICT

October 14, 1991

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	SEPTEMBER	TOTAL
Cain, Ruth	12.00	1064.00
Chen, Sherri	00.00	108.00
Deputy, Paul	21.75	3603.50
George Key School	0.00	672.00
Goldbaum, Mae	6.75	206.75
Mitchell, Danny	6.75	6.75
Paulson, Margaret	0.00	525.25
ROP students - Jenny Duncan	140.00	762.25
Vesely, Pat	13.75	101.50

TEMPORARY VOLUNTEERS

Total 201.00

LVA VOLUNTEERS

Literacy Volunteers 627.50

 COMBINED TOTAL 828.50

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.

Dianne Jackson

Volunteer Coordinator

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: October 14, 1991
SUBJECT: Building Maintenance Report

1. HVAC

At its September 9, 1991, Regular Meeting the Library Board asked me to review Bear State Air Conditioning Invoices #20050 and #20051 for possible duplication of service.

I talked with the Bear State bookkeeper on September 16, 1991.

Following the regular maintenance the mechanic identified several non-covered items that needed attention. The additional work was approved by Sal Addotta and completed the same day. The charge for the additional work is on invoice #20051. Bear State agrees that there is a billing problem of \$13.00 on this invoice because the Library should not have been billed for the "first hour" charge, but rather for 2 "additional hours".

A credit of \$13.00 will appear on the Library's next invoice from Bear State Air Conditioning Services.

2. PLUMBING

Requests for quotes for the hot water heater were sent on September 16, 1991, to eleven (11) plumbing firms listed in the North Orange County Yellow Pages.

The only quote was received from Manwill Plumbing Company.

The work was completed on October 7. The only change in the original request is that the kitchen unit is 2 gallons instead of 6 gallons because there was inadequate space for the fittings after the 6 gallon tank was placed in the cabinet.

3. LIGHTING

The work in the Library has been completed.

According to Wendy Gibson of Edison, our rebate application was sent to their staff for funding on September 19, 1991. The normal time for processing applications and issuing checks is 4 to 6 weeks. Therefore, we can expect our rebate check by

Building Maintenance Report
Page 2

November 1, 1991. Ms. Gibson will be contacting me as soon as it is ready.

4. SMOKE DETECTOR

The Library's smoke detector system was inspected on September 27, 1991. Two smoke alarms were found inoperable. The detectors we have are very old and difficult to find replacements for. D & S Systems will try to replace existing alarms, if not they will quote the Library a price on a new system.

5. TILES IN ENTRYWAY

Repairs delayed until Board makes a decision about replacement. (Agenda Item 21)

PENDING PROJECTS:

1. Clean storeroom.
2. Appearance of public restroom.

TO: Library Board of Trustees

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

DATE: October 14, 1991

SUBJECT: Annual Report of Financial Transactions of Special
Districts

BACKGROUND

Attached is the Annual Financial Report prepared by the Auditor and submitted to the State Controller of Local Government Fiscal Affairs.

RECOMMENDATION

Receive and File.

ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

PAGE

0 2
0 0

TO: State Controller
 Division of Local Government
 Fiscal Affairs
 Special Districts Unit
 P. O. Box 942850
 Sacramento, CA 94250-5876
 (916) 445-5153

Fiscal year ended JUNE 30 1991

This report is due within 90 days after the end of the fiscal year.

Pursuant to Government Code Section 26909, an audit is to be filed with the State Controller within 12 months of the end of the fiscal year.

Please check if you plan next year to report via floppy diskette:

Principal County: ORANGE

Other Counties:

MAILING ADDRESS

(Please affix label below & remove label if necessary)



17300400000 33 09
 PLACENTIA LIBRARY DIST
 411 E CHAPMAN AVE
 PLACENTIA CA 92670

CLIENT'S COPY

MEMBERS OF GOVERNING BODY

	Name	Title	
1.0	MARGARET DINSMORE	PRESIDENT	3
2.0	FRED WEST	SECRETARY	
3.0	RAY EVANS	TRUSTEE	
4.0	ROBERT OSBORN	TRUSTEE	
5.0	SAUNDRA STARK	TRUSTEE	
6.0			
7.0			
8.0			
9.0			

Check if mailing address has changed.

Phone () Ext.

Location (if different from above)

Street Address

City, State, Zip Code

GOVERNING BODY

County Board of Supervisors

City Council

Other

OTHER OFFICIALS

Secretary: LIBRARY DIRECTOR

ELIZABETH MINTER

Mgr/Supt/Chief N/A

Attorney

COUNTY COUNSEL

Fiscal Officer

N/A

1.0	Report prepared by (contact person) First M.I. Last CHARLES A. MUNSON	
2.0	Phone (714) 525-3555 Ext.	
3.0	Address 1661 E. CHAPMAN AVE.	
4.0	City FULLERTON, CA 92631	
	Submitted by (signature) <i>Elizabeth D. Minter</i>	
	Title <i>Library Director</i>	
	Date <i>September 30, 1991</i>	
5.0	Prepared by L. B. MUNSON, LYNN B. BIRCH, MUNSON & GROHMAN	
6.0	Contact Person CHARLES MUNSON	
7.0	Phone (714) 525-3555 Ext.	
8.0	Address 1661 CHAPMAN AVE.	
9.0	City FULLERTON, CA 92631	

STATE USE ONLY

Reviewed By

Date

Cleared By

Date

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Fiscal Year Ended JUNE 30 1991

District Name PLACENTIA LIBRARY DISTRICT

PA

Part A

0	5
0	0

ASSETS	General & Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum	
	1	2	3	4	5	6	Only	(DNKP)
1.0 Cash and cash equivalents	\$ 1,098,142						\$ 1,098,142	
2.0 Taxes receivable (include assessments)	72,853						72,853	
3.0 Interest receivable	23,056						23,056	
4.0 Accounts receivable								
5.0 Loans notes & contracts receivable								
6.0 Due from other funds								
7.0 Inventory of materials & supplies								
8.0 Other current assets								
9.0 Lease payments receivable								
10.0 Unearned finance charge								
11.0 Investments	104,019						104,019	
12.0 Restricted assets								
13.0 Deferred charges								
14.0 Unamortized discount on LT debt								
15.0 Other assets PREPAID EXP	22,804						22,804	
Fixed Assets:								
16.0 Land					81,498		81,498	
17.0 Buildings & improvements					1,364,778		1,364,778	
18.0 Equipment					393,370		393,370	
19.0 Construction in progress								
20.0 Total fixed assets (pg 56)					\$ 1,839,646		\$ 1,839,646	
21.0 Accumulated depreciation (pg 56)					()		()	
22.0 Net fixed assets (pg 56)					\$ 1,839,646		\$ 1,839,646	
Other Debits								
23.0 Amt available in debt service funds								
24.0 Amount to be provided								
TOTAL ASSETS	\$ 1,320,874				\$ 1,839,646	\$ 705,000	\$ 3,865,520	

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Fiscal Year Ended JUNE 30 1991 District Name PLACENTIA LIBRARY DISTRICT

P/

0 5

Part B 0 0

LIABILITIES & EQUITY	General & Special Revenue		Debt Service		Capital Projects		Enterprise Funds		General Fixed Assets		General Long-Term Debt		Total Memorandum Only (DNKP)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Accounts/warrants payable	26.0	\$ 60,350												\$ 60,350
Loans & notes payable	27.0													
Interest payable - matured/accrued	28.0	9,921												9,921
Other current liabilities (include taxes payable)	29.0													
Compensated absences payable	30.0	12,500												12,500
Due to other governments	31.0													
Due to other funds	32.0													
Long-Term Debt - include current & long-term portion:														
General obligation bonds (pg 59)	33.0													
Revenue bonds (pg 62)	34.0													
Certificates of participation (pg 65)	35.0													
Special Assessment Bonds (pg 68)	36.0													
Federal (pg 71)	37.0													
State (pg 74)	38.0													
Time warrants (pg 77)	39.0													
Other long-term liabilities (pg 80)	40.0													
Unamortized premium on L/T debt	41.0													
Advances for construction	42.0													
Deferred revenue	43.0													
All other non-current liabilities	44.0													
Total liabilities (lines 26.0 thru 44.0)	45.0	\$ 82,771												\$ 82,771
Fund Equity:														
Contributed capital	46.0													
Investments in general fixed assets	47.0													
Retained earnings	48.0													
Fund balances:														
Reserved	49.0	22,804												22,804
Unreserved designated	50.0	412,741												412,741
Unreserved undesignated	51.0	802,558												802,558
Total Fund Equity (lines 46.0 thru 51.0)	52.0	\$ 1,238,103												\$ 1,238,103
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53.0	\$ 1,320,874												\$ 1,320,874

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS**

PAGE **1** OF **0**
Part A

Fiscal Year Ended **JUNE 30 19 91**

District Name: **PLACENTIA LIBRARY DISTRICT**

REVENUES

ACTIVITY (specify)	LIBRARY SERVICE					TOTAL
	(a)	(b)	(c)	(d)	(e) (DNKP)	
Taxes & Assessments:						
Current secured (include supplemental roll)	1.0 \$ 944,376	\$			\$ 944,376	
Current unsecured (include supplemental roll)	2.0 67,350				67,350	
Prior year (include supplemental roll)	3.0 49,357				49,357	
Special district augmentation fund	4.0					
Property assessments	5.0					
Special assessments	6.0					
Penalties & cost on delinquent tax & assessments	7.0 4,289				4,289	
Licenses, permits & franchises	8.0					
Fines, forfeits & penalties	9.0					
Revenue from use of money & property:						
Interest (includes gain (loss) on investments)	10.0 104,212				104,212	
Rents, concessions & royalties	11.0					
Intergovernmental:						
STATE						
Aid for construction	12.0					
Homeowners' property tax relief	13.0 19,790				19,790	
Special supplemental subvention	14.0					
Other (specify) i.e. Timber Yield	15.0 144,764				144,764	
OTHER STATE FUNDS						
FEDERAL						
Aid for construction	16.0					
Other (specify)	17.0					
Other governmental agencies	18.0					
Charges for current services	19.0					
(Include service type assessments)						
Other revenues	20.0 23,414				23,414	
Total Revenues	21.0 \$1,357,552	\$			\$1,357,552	

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS**

Fiscal Year Ended JUNE 30 19 91 District Name: PLACENTIA LIBRARY DISTRICT

EXPENDITURES Activity Codes (see instructions)	LIBRARY SERVICE				(d)	(e) (DNKP)	TOTAL
	(a)	(b)	(c)	(d)			
ACTIVITY (specify)							
Salaries & wages	22.0	\$ 667,465	\$	\$	\$	\$ 667,465	
Employee benefits	23.0	142,583				142,583	
Services & supplies (include contractual services)	24.0	395,193				395,193	
Contributions to other agencies	25.0						
Debt Service:							
Retirement of long-term debt	26.0						
Interest on long-term debt	27.0	36,533				36,533	
Interest on short-term notes & warrants	28.0						
Other (specify)	29.0	30,000				30,000	
Fixed Assets:							
Land (include on Page 56, line 2.0)	30.0						
Structures & improvements (include on Page 56, line 2.0)	31.0	7,675				7,675	
Equipment (include on Page 56, line 2.0)	32.0	28,574				28,574	
Total Expenditures	33.0	\$ 1,308,023	\$	\$	\$	\$ 1,308,023	
Excess (Deficiency) Revenues Over (Under) Expenditures (21.0 less 33.0)	34.0	\$ 49,529	\$	\$	\$	\$ 49,529	

FIXED ASSETS & DEPRECIATION SCHEDULE

Fiscal Year Ended JUNE 30 19 91 District Name: PLACENTIA LIBRARY DISTRICT

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

Activity Code (See Instructions)	LIBRARY SERVICE	(b)	(c)	(d)	(e)	TOTAL
FIXED ASSETS						
Balance, beginning of year <small>(Must agree with prior year Page 56, line 5.0)</small>	1.0	\$ 1,803,397	\$	\$	\$	\$ 1,803,397
Additions (include construction in progress)	2.0	36,249				36,249
Less retirements	3.0					
Adjustments - increase (decrease)	4.0					
Balance, end of year	5.0	\$ 1,839,646	\$	\$	\$	\$ 1,839,646

Activity Code (See Instructions)	LIBRARY SERVICE	(b)	(c)	(d)	(e)	TOTAL
ACCUMULATED DEPRECIATION						
Balance, beginning of year <small>(Must agree with prior year Page 56, line 10.0)</small>	6.0	\$	\$	\$	\$	\$
Depreciation accruals	7.0					
Less net charges for plant retired	8.0					
Adjustments - increase (decrease)	9.0					
Balance, end of year	10.0	-0-	\$	\$	\$	\$ -0-
NET FIXED ASSETS	11.0	\$ 1,839,646	\$	\$	\$	\$ 1,839,646

Lines 12 thru 15 to be completed by districts not reporting fixed assets above. (Please check appropriate box)

- (12) Does not own assets, contracts for services.
- (13) District has not capitalized fixed assets to date.
- (14) Assets transferred to lessee pursuant to FASB 13.
- (15) Other - specify _____

OTHER LONG-TERM INCURRED DEBTNESS SCHEDULE
 (* Include current and long-term portion of principal)

Fiscal Year Ended JUNE 30 19 91 District Name: PLACENTIA LIBRARY DISTRICT

Report debt by activity (i.e. Fire, Water, Waste, etc.)

Activity Code (See Instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
Activity (specify):	LIBRARY SERVICE				TOTAL
1.0 Principal amount unmatured, beginning of fiscal year <small>(Should agree with prior year Page 80, line 13.0)</small>	\$ 735,000	\$	\$	\$	\$ 735,000
2.0 Adjustments - increase (decrease) (Explain):					
3.0					
4.0 Principal amount received during fiscal year					
5.0 Principal amount matured during fiscal year	30,000				30,000
6.0 Principal amount unmatured, end of fiscal year (List payees and amounts): PLACENTIA CIVIC CENTER AUTHORITY	705,000				705,000
7.0					
8.0					
9.0					
10.0					
11.0					
12.0					
13.0					
14.0					
15.0 Total (6.0 thru 14.0) *	705,000				705,000

LEASE-OBLIGATION SCHEDULE

PAGE

3

Activity Code (See instructions)

0 9

Fiscal Year Ended JUNE 30 1991 District Name: PLACENTIA LIBRARY DISTRICT

To be reported only by the lessee where the agreement was for a period in excess of ten years.
 The lessee is the party to the agreement who pays on the lease obligation.

	LEASE #1	LEASE #2
If more than 2 Lease-Obligations use additional page		
Description (Administration building, fire house, swimming pool, etc.)	LIBRARY BUILDING	
Form of Lease-Obligation:	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/> Contract <input type="checkbox"/> Lease <input type="checkbox"/> Other
Can agency cancel agreement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does agreement provide for acquisition of facility upon termination?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lessor	PLACENTIA CIVIC CENTER AUTHORITY	
Name of person or organization providing any moneys expended for making an acquisition or improvement authorized or required for the purpose of such lease obligation		
Total future payments which will be required if the agency completes the unexpired term of the lease-obligation	1.0\$ 1,027,588	2.0\$

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Fiscal Year Ended JUNE 30 19 91 District Name: PLACENTIA LIBRARY DISTRICT

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

Appropriations limit as of the end of the fiscal year	1.0	1,302,198
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1,293,985
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	8,213

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4.0	
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5.0	
District is totally funded by sources other than "proceeds of taxes"	6.0	
Other (explain) _____	7.0	

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 14, 1991
SUBJECT: Draft copy of Financial Audit for the Year Ended June 30,
1991.

BACKGROUND

The accounting firm has completed its audit and prepared a draft of its report.

The final audit report will be sent to the Library Board President.

RECOMMENDATION

Receive and File.

DRAFT

PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 1991

PLACENTIA LIBRARY DISTRICT

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DRAFT

ANDERSON, LYNN, BEZICH, MUNSON & CRONICK
ACCOUNTANCY CORPORATION
1661 EAST CHAPMAN AVENUE
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INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 1991, and the related statement of revenue, expenditures and changes in fund balances, budget and actual for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards and the State Controller's minimum audit requirement for California Special Districts. Those standards require that we plan and perform the government audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 1991, and the revenue and expenditures and changes in fund balances, budget and actual for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's office and State Regulations governing special districts.

DRAFT

ANDERSON, LYNN, BEZICH, MUNSON & CRONICK
Accountancy Corporation

Fullerton, California
August 28, 1991

PLACENTIA LIBRARY DISTRICT

DRAFT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 1991

<u>Assets</u>	<u>Government Fund General</u>	<u>Account Groups</u>		<u>Total (Memorandum Only)</u>
		<u>Fixed Assets</u>	<u>Long-Term Debt</u>	
Current assets:				
Cash	\$1,098,142			\$1,098,142
Taxes receivable	72,853			72,853
Accrued interest receivable	23,056			23,056
Prepaid expenses	22,804			22,804
Investments	<u>104,019</u>			<u>104,019</u>
Total current assets	1,320,874			1,320,874
Amount to be provided for retirement of general long-term debt			\$ 705,000	705,000
Property, plant and equipment	<u> </u>	\$1,839,646	<u> </u>	<u>1,839,646</u>
Total assets	<u>\$1,320,874</u>	<u>\$1,839,646</u>	<u>\$ 705,000</u>	<u>\$3,865,520</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 31,434			\$ 31,434
Wages and taxes payable	28,916			28,916
Accrued interest	9,921			9,921
Accrued sickleave	<u>12,500</u>			<u>12,500</u>
Total current liabilities	82,771			82,771
Long-term lease payable			\$ <u>705,000</u>	<u>705,000</u>
Total liabilities	<u>82,771</u>		<u>705,000</u>	<u>787,771</u>
Fund equity:				
<u>Fund balances</u>				
Reserved for prepaid expenses	22,804			22,804
Unreserved:				
Designated	412,741			412,741
Undesignated	802,558			802,558
Investment in general fixed assets	<u> </u>	\$1,839,646		<u>1,839,646</u>
Total fund equity	<u>1,238,103</u>	<u>1,839,646</u>		<u>3,077,749</u>
Total liabilities and fund equity	<u>\$1,320,874</u>	<u>\$1,839,646</u>	<u>\$ 705,000</u>	<u>\$3,865,520</u>

The accompanying notes are an integral part of the financial statements.

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PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 1991

	<u>General Fund</u>		Variance	Plant
	<u>Budget</u>	<u>Actual</u>	Favorable (Unfavorable)	<u>Funds</u>
Revenues:				
Property Taxes, current year	\$ 984,193	\$1,011,726	\$ 27,533	
Property taxes, prior year	29,000	53,646	24,646	
Homeowners property tax relief	21,918	19,790	(2,128)	
Other state funds	120,000	144,764	24,764	
Interest income	57,455	104,212	46,757	
Other revenue	<u>25,000</u>	<u>23,414</u>	<u>(1,586)</u>	
Total income	<u>1,237,566</u>	<u>1,357,552</u>	<u>119,986</u>	
Expenditures:				
Salaries and employee benefits	825,000	810,048	14,952	
Insurance	13,000	13,954	(954)	
Maintenance	46,400	48,331	(1,931)	
Utilities	58,000	68,279	(10,279)	
Interest expense	71,800	36,533	35,267	
Special department expense	142,000	148,001	(6,001)	
Office expense	16,000	22,826	(6,826)	
Specialized services	70,486	72,067	(1,581)	
Other expenditures	<u>21,424</u>	<u>21,735</u>	<u>(311)</u>	
Total expenditures	<u>1,264,110</u>	<u>1,241,774</u>	<u>22,336</u>	
Excess of revenue over expenditures	\$ <u>(26,544)</u>	115,778	\$ <u>142,322</u>	
Fund balance, beginning		1,188,574		\$1,803,397
Additions to property, plant and equipment		(36,249)		36,249
Lease payments (principal portion)		<u>(30,000)</u>		
Fund balance ending		<u>\$1,238,103</u>		<u>\$1,839,646</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT
Notes To Financial Statements

DRAFT

June 30, 1991

1. Summary Of Significant Accounting Policies

Fund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue use to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

General Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

General Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Basis Of Accounting

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service, prepaid expenses, and other long-term obligations which are recognized when paid.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1991

1. Summary Of Significant Accounting Policies, Continued

Basis Of Accounting, Continued

Budgetary controls for the Library District are based on Appropriations Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Directors, then the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The portion of the fund balance shown as designated represent the amounts segregated for specific purposes as follows:

Future lease payments	\$ 407,021
Unused sick leave	<u>5,720</u>
	<u>\$ 412,741</u>

The Board of Directors of Placentia Library District sets aside specific funds to be used for future lease payments. Interest earned on these funds for the year ended June 30, 1991 was \$33,966. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1991

2. Cash

Cash reported in the accompanying combined balance sheet is composed of the following:

Cash, including interest	\$ 21,024
Fiscal agents	1,057,118
Certificates of deposit	<u>20,000</u>
	<u>\$1,098,142</u>

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 1991, there was a balance of \$18,220 including accrued interest which is included in the amount in fiscal agents.

3. Investments

The Board of Directors has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lessor amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange, under the name of Placentia Civic Center Authority, at First Interstate Bank. Funds in the account can only be applied toward Bond redemption. The balance in the investments account was \$104,019 at June 30, 1991.

4. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is not considered to be an enterprise. As of June 30, 1991, property, plant and equipment are comprised of:

Land	\$ 81,498
Building and improvements	1,364,777
Furniture and equipment	<u>393,370</u>
	<u>\$1,839,645</u>

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1991

5. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay all property taxes, insurance, assessments and maintenance of the facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
1992	\$ 68,860
1993	72,073
1994	70,148
1995	73,085
1996	70,885
Later Years	<u>672,537</u>
	1,027,588
Interest expense	<u>(322,588)</u>
Net long-term lease payable	<u>\$ 705,000</u>

6. Retirement Plan

continued

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PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1991

6. Retirement Plan, Continued

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District was formed in May 1972, for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept and appropriated through the County of Orange.

Percentages were prorated for financial purposes based on the following:

- 50% - Landscape and outside maintenance
- 35% - Telephone and utilities
- 25% - Bond clipping by the Board of Directors for lease payments

The Civic Center includes the Placentia Police Department, City Hall and Library. Funds are kept and appropriated through the County of Orange.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 14, 1991
SUBJECT: Health Insurance Coverage for Employees 65+

BACKGROUND

At the Library Board Meeting on September 9, 1991, I was directed to investigate the ramification of modifying the Library's health insurance options for employees age sixty-five and over.

Currently the Library has two employees in that category who are receiving health insurance.

The question raised at the Board meeting on September 9 was whether it is fair to have the regular staff on an HMO only program while offering additional options to the age sixty-five and older employees.

I met with Sam Cunningham and Carol Benson of Anderson and Anderson/Benefits, Insurance Brokers, in September, to review the Library's policies. While they agreed that there are several really good Medicare HMO plans, New Horizon, and Kaiser were mentioned specifically, they also reminded us that the Social Security legislation requires that the employees must always have the choice of remaining on the employer's basic plan.

While the Board has the right to make any changes it deems advisable, those changes may not necessarily result in reduced costs, especially if the employees elect to return to the basic plan when the Medicare Coverage becomes "secondary" rather than "supplemental".

On October 9, 1991, I met with each of the affected staff members and each told me that her transition to Medicare Supplementary coverage had not been voluntary. They reported that the Library Director told them that the three of them would be going on MEDICARE and that the library would provide the Supplemental Insurance.

Each stated that she is paying \$30 per month for Medicare Coverage plus one is still paying \$10 per month towards the Library's \$100 per month medical supplemental policy. This deductible will be stopped and the payment refunded at the next pay period.

Both employees expressed an interest in investigating the Care America 65+ program. I told them that they should submit Medicare payments and charges over \$100 to the Library for reimbursement, up to the \$400 limit.

RECOMMENDATION

1. I recommend that staff be authorized to ask Anderson and Anderson to review the situation and recommend plans appropriate to the Library's staff.
2. I further recommend that the Library's policy of co-paying deductible (staff pays first \$100 and Library pays up to \$400) be left in place until the 65+ issue is resolved so that the Library can reimburse its two 65+ employees for Medicare premium expenses.

→ West/Reimbursement 11+2

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: October 14, 1991
SUBJECT: Placentia Library District Pension Fund Administrative Policy

BACKGROUND

The Placentia Library District Pension Fund is governed by the Adoption Agreement for the Dunn & Bradstreet Retirement Plan Services Standardized Money Purchase Plan and Trust as adopted by the Library Board of Trustees at its Regular Meeting on June 19, 1991.

The Library Board of Trustees is empowered to appoint and remove the ~~Plan's~~ ^{Pension Fund's} Trustee and Administrator to ensure that the ~~Plan~~ ^{Pension Fund} is being operated for the exclusive benefit of the Participants and their Beneficiaries in accordance with the terms of the ~~Plan~~ ^{Pension Fund}, the Code and the Act.

The Library Board of Trustees hereby establishes a Pension Plan Committee consisting of the Library Director and two (2) other members of the Pension Fund to serve as the Plan Administrator. The two (2) members of the Pension Plan Committee are to be elected by and from the Pension Fund Membership for two year terms, one term beginning July 1 of odd numbered years, and the other term beginning July 1 of even numbered years. The election each year is to take place at an Annual Meeting of the Members of the Pension Fund to be held the first Tuesday of June at 2:00 P.M. in the Library Conference Room.

The responsibilities of the Pension Plan Committee are as follows:

1. To select an Investment Manager to consult with and/or manage all or a designated portion of the assets of the Plan.
2. Members elected to serve on the Pension Plan Committee must submit to the Library Board of Trustees a written acceptance of the position. If a member needs to resign a written resignation must be submitted.
3. If an elected Pension Plan Committee Member resigns an election shall be held within 14 days to fill the unexpired term.

4. If the Library Director is unable to serve on the Pension Plan Committee the Library Board of Trustees will at its next Regular Meeting appoint a temporary representative from the Library's Management Staff.
5. The Library Director or other Library Board appointee shall serve as Chairperson of the Pension Plan Committee.
6. The Pension Plan Committee will select a secretary to keep minutes of action taken at each Plan Committee Meeting.
7. The Plan Committee is charged with the duties of the general administration of the Plan, including but not limited to the following: *Pension Fund.*
 - a. the discretion to determine all questions relating to the eligibility of Employees to participate or remain a Participant hereunder and to receive benefits under the Plan; *Pension Fund*
 - b. to direct the Trustee ~~with respect~~ to compute and certify the amount and the kind of benefits to which any participant shall be entitled hereunder;
 - c. to authorize and direct the Trustee ~~with respect to~~ *employment* all nondiscretionary or otherwise directed disbursements from the ~~Trust Fund~~; *Pension Fund.*
 - d. to maintain all necessary records for the administration of the Plan; *Pension Fund.*
 - e. to interpret the provisions of the Plan and to make and publish such rules for regulation of the Plan as are consistent with the terms hereof; *Pension Fund.*
 - f. to direct the Trustee to compute and certify to the Pension Plan Committee and the Employer, ~~and to the Trustee~~ from time to time the sums of money necessary or desirable to be contributed to the *Pension* Trust Fund;
 - g. to consult with the Trustee and notify the employer regarding the short and long-term liquidity needs of the Plan in order that the Trustee can ~~implement~~ any investment in a manner designed to accomplish specific objectives; *Pension Fund.*

- i. to prepare and distribute to Employees a procedure for notifying Participants and Beneficiaries of their rights to elect Joint and Survivor annuities and Pre-Retirement Survivor Annuities if required by the Code and Regulations thereunder;
- j. to assist any Participant regarding his rights, benefits, or elections available under the Plan. *Pension Plan*

The Pension Plan Committee shall keep a record of all actions taken and shall keep all books of account, records, and other data that may be necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to the Internal Revenue Service, Department of Labor, Participants, Beneficiaries and others as required by law. *Pension Plan*

Pension Plan Committee

The Pension Plan Committee, or the Trustee with the consent of the Administrator, may appoint counsel, specialists, advisers, and other persons as the Pension Plan Committee or the Trustee deems necessary or desirable in connection with the administration of this Plan. *Pension Plan*

All expenses of administration may be paid out of the Trust Fund unless paid by the Employer. Such expenses shall include any expenses incident to the functioning of the Pension Plan Committee, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Plan. *Pension Plan*

Except where there has been an allocation and delegation of administrative authority pursuant to Section 2.5 of the Plan Document, the Pension Plan Committee shall act by a majority of its number, but may authorize one or more of them to sign all papers on its behalf. *Pension Plan*

RECOMMENDATION

I recommend that the Library Board review, revise and adopt the policy.

Employer = *Pension Plan* by Dist.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: October 14, 1991

SUBJECT: Staff Co-Payment of Medical Insurance Premium

BACKGROUND

In the Library Director's Report for March 12, 1990, the Library Board was informed that effective March 1, 1990, the Library staff members would be contributing \$20 per month towards their health insurance premium. [See Attachment 1]. As it was implemented the single coverage deduction was \$20 per month and the family deduction was \$54 per month.

The Minutes of the March 12, 1990, meeting do not show that any Board action was taken to adopt or ratify this action. However, the Minutes are incomplete in that they are cut-off in the middle of the paragraph addressing this issue. [See Attachment 2]

While the Library Director acknowledges in his report of March 12, 1990, that he had met with the representatives for the Orange County Employees Association and that they had agreed to the change in the MOU of June 9, 1989, there is no evidence that the Library Board ever passed a resolution accepting the charge in the terms of the contract under Article 1-K. (Page 5). [See Attachment 3]

Since March, 1990, including the October 9, 1991, payroll, the staff contribution to the medical premium has been as follows.

FY90	\$1,388
FY91	3,676
FY92 YTD	<u>1,008</u>
	\$6,072

RECOMMENDATION

I recommend that the Library Board make a determination about what percentage of coverage of medical insurance is to be provided as a benefit.

If the Board decides to provide 100% coverage I recommend that the staff members be reimbursed for their contributions since March, 1990.

March 12, 1990

6

DIRECTOR'S REPORT

a. Medical Insurance, - In January we received notice that our carrier was no longer going to offer the Preferred Provider Option (PPO) and that only HMO would be available. We contacted our broker who communicated with 15 companies of whom 12 chose not to respond. The three who did respond were "Principal Mutual" and "Aetna" both full indemnity plans and Care America our present provider, with and HMO plus rider program. Their monthly premiums were \$5,273.04, \$5371.48 and \$3961.80 respectively. Our current premium for the PPO and HMO combined has been \$3,057.23 monthly.

The Care America HMO plan has a rider for \$1,000 of care by your own doctor of which there is \$100 deductible and then a 20% co-payment by the employee.

This increase is more than the library should carry so I have contacted the Orange County Employees Association and the staffs representative. They have been told that due to the average monthly increase of employee insurance from \$112.77 to \$152.35 (approximately \$40 per month) that each employee is being required to pay a flat \$20 per month (one half of the increase). This is the beginning of a less than 100% provided medical program. The staff met with the broker's representative on February 27 and submitted application for the HMO. This policy is to take effect on March 1, 1990.

This change will eliminate the self insurance requirement for the \$400 after the \$100 deductible currently in effect.

Secondly - our Long Term Disability Insurance notified us of an increase in their premiums from .68% of total payroll to .97% of total payroll. Our current monthly premium with this increase will be \$421.90. The broker received a bid from CNA for a monthly premium of \$192 and from UNUM for a monthly premium of \$359.13. We have chosen to go with CNA for an annual savings of \$2,758.80.

The premium paid by all full time employees for their medical and for those part time employees who choose to activate their insurances by paying one half of the premium, can all be tied to a "Flexible Benefit Account" (FBA). This will permit these employee paid premiums to come out before taxes.

One half of the average increase for dependent coverage of the three administrative staff members will also be paid by them as well as the \$20/mo. for all full time employees. All of these changes are effective as of March 1, 1990.

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
March 12, 1990

Call to Order

The regular meeting of the Placentia Library District Board of Trustees was called to order at 7:35 P.M. by the President Peggy Dinsmore.

Swearing in of New Trustee

Robert E. Osborn was sworn in as trustee by the Clerk of the Board, David Snow.

Roll Call

Members Present: Stark, Fahy, Osborn, Dinsmore
Members Absent: West
Also Present: Snow, Addotta, Samarin

Minutes

It was moved by Sandra Stark, seconded by John Fahy and carried by Unanimous Voice Vote to approve the minutes of February 12, 1990, as amended.

Public Comments to the Board

No public comments.

Friends of the Placentia Library

Dave Snow attended the Friends meeting on March 5.

Consent Calendar

It was moved by John Fahy, seconded by Sandra Stark, and carried by Unanimous Voice Vote to approve the consent calendar.

Sandra Stark suggested that Paul Deputy be recognized for his many hours as a volunteer.

JPA Mortgage Payment

The J.P.A. Mortgage Payment was discussed and a decision was reached to pay the \$13,098.06 and not the usual payment of \$35,900, thereby using the credit that had accumulated.

Medical Insurance

Dave Snow explained in detail the increases in the medical and the Long Term Disability Insurance, and what the library has done to keep the plan to which employees now contribute to some of the premium. The LTD

Minutes

March 12, 1990

Page 2

Airconditioner

BearState AirConditioning submitted an estimate of \$2,892 to repair the reznor. The Trustees directed Dave Snow to proceed with the repairs.

Roof Repairs

An estimate has been received from Great Western Roofing in the amount of \$1,725, and the library is anticipating additional estimates from other companies.

Nonstandard Claims in Excess of \$300

It was moved by John Fahy, seconded by Sandra Stark, and carried by Unanimous Voice Vote to approve the nonstandard claims in excess of \$300.

Ratify Claims forwarded by the Director

It was moved by Sandra Stark, seconded by John Fahy, and carried by Unanimous Voice Vote to ratify the claims forwarded by the Director in the amount of \$7,287.62 as presented.

Current Claims

It was moved by John Fahy, seconded by Sandra Stark, and carried by Unanimous Voice Vote to approve the current claims in the amount of \$59,495.50. It was moved by Sandra Stark, seconded by John Fahy, and carried by Unanimous Voice Vote to approve payrolls 7,8 and 9, in the amount of \$81,000 as presented.

Auditor's Report FY1989/90

The Auditor's Report for the fiscal year 1989/90 was reviewed and filed.

CALTAC Meeting

Dave Snow, Sal Addotta, Peggy Dinsmore, Sandra Stark, and Suad Ammar all attended the CALTAC Meeting on March 10, 1990.

It was moved by John Fahy, seconded by Peggy Dinsmore, and carried by Unanimous Voice Vote to write a letter recommending Sandra Stark to attend the White House Conference on Libraries and Information Services to be held in Washington D.C. on July 9-13, 1991.

MEMORANDUM OF UNDERSTANDING
BETWEEN
PLACENTIA LIBRARY DISTRICT
AND
PLACENTIA LIBRARY DISTRICT CHAPTER
OF THE
ORANGE COUNTY EMPLOYEES ASSOCIATION

The wages, hours and conditions of employment that are set forth in this Memorandum have been discussed and jointly proposed by and between the staff officials of the Placentia Library District (hereinafter called "THE DISTRICT") and the Placentia Library District Chapter of the Orange County Employees Association (hereinafter called "THE ASSOCIATION") and shall apply to all the employees of THE DISTRICT working in the classifications set forth in Appendix "A."

The terms and conditions of employment that are set forth in this Memorandum have been discussed in good faith between the staff officials of THE DISTRICT and THE ASSOCIATION. THE ASSOCIATION agrees to recommend acceptance by its members of all the terms and conditions of employment as set forth herein, and the staff officials of THE DISTRICT agree to recommend to the Placentia Library Board of Trustees that the terms and conditions of employment as set forth herein be implemented by resolution of the Board of Trustees. Upon the adoption of such a resolution, all the terms and conditions of this Memorandum so incorporated shall become effective without further action by either party.

ARTICLE I

SALARIES

- A. Wages for the various job classes shall be set forth in Appendix "B" attached to this Memorandum, and by this reference made a part hereof, and shall reflect the following wage increases agreed upon for all classifications represented by THE ASSOCIATION:

First Year

Effective July 1, 1989, THE DISTRICT shall grant an 8% general salary increase to all the classifications represented by THE ASSOCIATION except that of Librarian I which will be increased by 5%.

Second Year Effective July 1, 1990

An increase equal to the percent rise (to the nearest tenth of one percent (0.1%)) in the cost-of living for the period March 1989 to March 1990 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than three percent (3%), nor more than five percent (5%) for all classifications

CLASS DESCRIPTION

LIBRARY PAGE

DEFINITION

Under immediate supervision shelves books and assists with clerical library work on a part-time basis. Performs other duties as assigned.

TYPICAL TASKS

Shelves incoming books and periodicals. Keeps books in order on the shelves. Clears tables and keeps reading areas in order. Runs errands. Operates projectors. Retrieves magazines from storage areas. May do minor mending/cleaning of materials.

EMPLOYMENT STANDARDS

Education:

Equivalent to completion of tenth grade.

Experience:

None.

Knowledge and abilities:

Basic knowledge of minor clerical routines, alphabetizing, and numerical classification. Ability to: follow written or oral directions; work with the public; and read numerical and letter material rapidly and accurately. Willingness to do routine work.

CLASS DESCRIPTION

LIBRARY ADULT PAGE

DEFINITION

Under moderate supervision shelves books and assists with clerical library work on a part-time basis. Performs other duties as assigned.

TYPICAL TASKS

Shelves incoming books and periodicals. Keeps books in order on the shelves. Clears tables and keeps reading areas in order. Runs errands. Operates projectors. Retrieves magazines from storage areas. May do minor mending/cleaning of materials. Empties book drops; may be responsible for special areas.

EMPLOYMENT STANDARDS

Education:

Equivalent to graduation from high school

Experience:

None.

Knowledge and abilities:

Basic knowledge of minor clerical routines, alphabetizing, and numerical classification. Ability to: follow written or oral directions; work with the public; and read numerical and letter material rapidly and accurately. Willingness to do routine work.

represented by THE ASSOCIATION.

Third Year Effective July 1, 1991

An increase equal to the percent rise (to the nearest tenth of one percent (0.1%)) in the cost-of living for the period March 1990 to March 1991 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than three percent (3%), nor more than five percent (5%) for all classifications represented by the ASSOCIATION.

Meet and confer sessions, limited to salary only, can be reopened in the event the percent rise as described above exceeds seven percent (7%) at the end of the first year and seven percent (7%) at the end of the second year.

- B. All employees in job classes listed in Appendix "A" as covered by the terms and conditions receive all of the benefits, including, but not limited to holidays, vacation, sick leave, health and welfare benefits, and grievance procedure that are provided to employees of THE DISTRICT as set forth in resolutions adopted by the Board of Trustees of the Placentia Library District for such purposes. The staff officials of THE DISTRICT will not recommend any revision or modification to such conditions or benefits without first discussing such recommendations with THE ASSOCIATION.

ARTICLE II

RECOGNITION

THE DISTRICT hereby recognizes THE ASSOCIATION as the representative for the Placentia Library district employees as represented within this Memorandum of Understanding to the fullest extent allowable under California law applying to public employees.

As public employees, such employees shall have the right to discuss individual problems of employment with THE DISTRICT, provided that upon request of the employee, THE ASSOCIATION shall be kept fully informed and have the right to be present at all such meetings between THE DISTRICT and the individual.

ARTICLE III

CHECKOFF

THE DISTRICT agrees to check off for the payment of all regular monthly ASSOCIATION dues, and to deduct such payments from the wages of all ASSOCIATION members and employees when authorized to do so by said members and employees, and remit such payments to

THE ASSOCIATION in accordance with the terms of signed payroll deduction authorizations.

THE ASSOCIATION shall be privileged to change the amount of monthly dues upon (30) days written notification to THE DISTRICT and all affected employees.

ARTICLE IV

EMPLOYEE RIGHTS

Employees of THE DISTRICT shall have all rights granted to public employees under California law applicable to special districts. Employees of THE DISTRICT shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees of THE DISTRICT also have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with THE DISTRICT. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by THE DISTRICT, or any employee organization, because of his or her exercise of these rights.

ARTICLE V

MANAGEMENT RIGHTS

THE DISTRICT management retains all inherent rights and responsibilities of management except where specifically limited by this agreement. The rights of THE DISTRICT management include but are not limited to the right to consider the merits, necessity, or organization of any service or activity provided by law; the exclusive right to determine the mission of THE DISTRICT; set standards of service; determine the procedure and standards of selection for employment and promotion; direct the employees; take disciplinary action for just cause; relieve employees from duty because of lack of work, or other legitimate reasons; maintain the efficiency of DISTRICT operations; determine the methods, means, and personnel by which DISTRICT operations are to be conducted; determine the content of job classifications and exercise control and discretion over its organization and the technology of performing its work.

ARTICLE VI

DISCRIMINATION

THE DISTRICT and THE ASSOCIATION agree to continue their current

policies of not discriminating against any person because of race, color, creed, sex, age, national origin, or association membership or lack thereof.

ARTICLE VII

ASSOCIATION REPRESENTATION

A duly authorized representative of THE ASSOCIATION shall be permitted reasonable time to enter the Library during working hours in order to transact business in connection with the administration of this agreement.

ARTICLE VIII

MERIT PAY PLAN

The pay plan for the Placentia Library District shall be a merit plan consisting of ten (10) salary steps for each classification.

Merit pay increases shall be granted solely upon approval of the Library Director for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of his or her position.

An employee who demonstrates these abilities in performance of his or her assigned duties shall receive merit pay increases as follows:

- A. To the third step of the salary schedule after completion of six months of service in the first step.
- B. To the fifth step after completion of one year of service in the third step.
- C. To the seventh step after completion of one year of service in the fifth step.
- D. To the ninth step after completion of one year of service in the seventh step.
- E. Meritorious tenth step at the discretion of the Library Director. To be eligible for an additional five percent (5%) or tenth step the employee must have been at the top of their classification for four years and have demonstrated to the library director's satisfaction four years of growth and progression in their work.

In such cases as may occur wherein an employee demonstrates abil-

ity and proficiency greater than that described above, said employee may be given an advancement of three or four salary steps.

In such cases as may occur wherein an employee shall demonstrate ability and proficiency less than that described above, said employee may be given a one-step advancement or no merit advancement.

The Library Director shall consult with an employee on his or her job performance when said employee is evaluated for merit advancement. A copy of each performance evaluation shall be made out with the consultation of the employee's immediate supervisor.

ARTICLE IX

FRINGES

AS DEFINED IN EMPLOYEES MANUAL

- A. Leave of Absence
- B. Educational Benefits
- C. Holidays
- D. Vacations
- E. Medical, Dental, Optical, and Employee Assistance Ins.
- F. Retirement/Social Security
- G. Overtime
- H. Part-Time Employees
- I. Rest Periods
- J. Unemployment Coverage
- K. Travel Reimbursement
- L. Credit Union

THE DISTRICT and THE ASSOCIATION have agreed to the following:

- A. Continued payment of 100% of the health insurance premiums will be carried on as in the past as long as these premiums do not exceed an annual increase of 20% for the three years of this contract. Premium increases in excess of 25% for any year would in turn require negotiation through the representation of OCEA. The Board has already put into effect on March 1, 1989 an improved coinsurance factor of 90% vs. 80% for medical expenses between \$100 and \$500.

ARTICLE X

GRIEVANCE PROCEDURE

- A. Employee grievances shall be handled in the following manner:

1. First Step

An attempt shall be made to adjust all grievances on an informal basis between the employee and/or his or her designated representative and the employee's supervisor within five (5) working days after the occurrence of the incident involved in the grievance. The supervisor shall deliver his or her answer within (5) working days after submission of the grievance.

2. Second Step

If the grievance is not satisfactorily adjusted in the First Step, it shall be submitted in writing to the Library Director within five (5) working days after the answer is received by the employee and/or the designated representative. The Library Director shall meet with the employee and/or the designated representative within ten (10) working days after submission of the grievance at the Second Step. The Library Director shall review the grievance and may affirm, reverse, or modify as deemed appropriate, the disposition made at the First Step and shall deliver his or her answer to the employee and/or the designated representative within five (5) working days after said meeting.

3. Third Step

If the grievance is not satisfactorily adjusted in the Second Step, it shall be submitted to the Board of Trustees for a final and binding decision, or, if the Board of Trustees and the employee and/or the designated representative agree, it shall be submitted to an impartial arbitrator for a final and binding decision. Such submission must occur within thirty (30) days after the Director's answer is received.

If submitted to the Board of trustees, the Board shall meet with the employee and/or the designated representative at the next regularly scheduled Board Meeting. The Board of Trustees may affirm, reverse, or modify as it deems appropriate, the disposition made at the Second Step. The Board of Trustees shall deliver its decision to the employee and/or designated representative within five (5) working days after said meeting, and such decision shall be final and binding on both parties.

In order to request arbitration, either party shall serve written notice to the other party specifying the grievance to be submitted. The parties shall thereafter attempt to resolve the issue and select the arbitrator. If such written notification and selection of the arbitrator is not completed within thirty (30) days after the Library Director's answer is received by the

employee and/or the designated representative, then either party may take action to compel arbitration. Failure to take action to compel arbitration within thirty (30) days will conclusively be deemed abandonment of the right to compel arbitration.

All expenses of the arbitration shall be borne equally by the parties.

The arbitrator's decision shall be final and binding on both parties, it being agreed that the arbitrator shall have no powers to add or subtract from nor to modify any of the terms of any MEMORANDUM OF UNDERSTANDING between the parties and that the arbitrator's award shall be consistent with and controlled by the Personnel Rules, Ordinances and Resolutions of the Placentia Library District, and the Laws and Constitution of the State of California.

- B. Any alleged violation of the MEMORANDUM OF UNDERSTANDING, any alleged improper treatment of an employee, or any alleged violation of commonly accepted safety practices and procedures shall be considered a matter subject to review through the grievance procedure.
 - a. No supervisor shall be represented in grievance matters by an employee whom he may supervise.
- C. Any adoption, deletion, or revision of DISTRICT policy as may be suggested or recommended by any employee organization shall not be considered to be a matter subject to review through the grievance procedure.

ARTICLE XII

MISCELLANEOUS

- A. If any part of this agreement is rendered or declared invalid by reason of any existing or subsequently enacted legislation, government regulation or order, or degree of court, the invalidation of such part of this agreement shall not render invalid the remaining parts of this agreement.
- B. This agreement can be altered or amended only by a written agreement between the parties hereto.
- C. During the term of this agreement, THE ASSOCIATION shall be the sole and exclusive representative of bargaining unit employees, except that during the period between ninety (90) and one hundred twenty (120) days before the termination of this agreement, any other representative may seek the status of the majority representative of bargaining unit employees.

ARTICLE XIII

EXISTING CONDITIONS OF EMPLOYMENT

Except as expressly provided herein, the adoption of this MEMORANDUM OF UNDERSTANDING shall not change existing benefits, and terms and conditions of employment which have been established in prior MEMORANDA OF UNDERSTANDING.

ARTICLE XIV

DURATION AND TERMINATION

- A. This agreement shall be and remain in effect from the 1st day of July, 1989, to and including the 30th day of June, 1992, and from year to year thereafter, provided that should either party desire to terminate this agreement or to modify any portion of an terms hereof, it shall notify the other party in writing not less than ninety (90) days prior to the 1st of July, 1992, or any first day of July of any year thereafter.
- B. In the event a written notice to terminate or to modify is given pursuant to the preceding paragraph A, the parties shall submit their proposals for changes herein no later than March 31, 1992. Negotiations upon such proposed changes shall begin as soon as mutually convenient for the parties. During these negotiations this agreement shall remain in full force and effect.

In witness whereof the parties hereto have set their hands this ninth day of June, 1989.

PLACENTIA LIBRARY DISTRICT CHAPTER
OF THE ORANGE COUNTY EMPLOYEES
ASSOCIATION

OCEA PRESIDENT
Richard D. Brown

OCEA REPRESENTATIVE
Caryl Kolbits

ASSOCIATION CHAPTER REPRESENTATIVE

PLACENTIA LIBRARY DISTRICT
David J. Snow

LIBRARY DIRECTOR
Salvatore M. Addotta

ASSISTANT LIBRARY DIRECTOR

June 20, 1990

PLACENTIA LIBRARY DISTRICT EMPLOYEE BENEFITS

1. Rest Period 15 minutes/4 hour work period
2. Vacation 2 weeks after 1st year through 4th year
3 weeks/5th year
4 weeks/10th year
3. Holidays 12 paid holidays
4. Sick Leave Accumulate at 8 hours/month for full
time (illness while on vacation)
5. Unused Sickleave Payoff 25% of hours after 10 years service
37% / 15 years
50% / 20 years
max of 800 hrs used in calculation
6. Leave without pay
7. Jury Duty
8. Workers' Compensation Program CSDA (self-insured)
9. Unemployment Insurance
10. Travel Reimbursement \$.25/mile
11. Medical Insurance Effective after 30 days of empl.
12. Dental Insurance Effective after 30 days of empl.
13. Vision Care Effective after 30 days of empl.
14. Long Term Disability 90 days to activate
15. Social Security Employer pays 7.65%
16. Employee Assistance Program
17. Education Benefits
18. Merit Increases
19. Credit Union (OCFCU) Possible automatic deductions
20. Overtime (After 40 hrs./wk) (non-mgmt.)
21. Retirement Benefits 7% of previous years gross salary

BENEFITS

	Mo.	Annual
<i>Care America HMO / Amenities / Vision Care</i>		
Medical Insurance incl. dependent	567.36	6,808.32
Dental " " "	64.94	779.28
Vision " " "	13.85	166.20
Long Term Disability <i>CNA</i>	11.12	133.44
Vacations (16 hrs) <i>4 weeks</i>		5,000.
Holidays (12) at my rate of pay		3,000.
Sickleave - earn 8 hrs/mo. <i>10yrs 25% Annual</i>	250.	3,000.
Workers Comp <i>15yrs 37% 20yrs 50% up to 800 max</i>		36.00
Unemployment Ins. <i>400 actual</i>		0
Travel Reimbursement - as expended. av. <i>25¢/mi</i>		
Social Security 7.65%		4,972.50
Retirement 7% <i>First American Frst</i>		4,550.00
E.A.P.		21.00
<i>Employee Assistance Program</i>	43.7%	28,469.74
<i>Deferred Comp. - Benefits + Workers Comp & Travel</i>		
<i>Blindfold Fed or Consent of Phys</i>		
<i>up to 7500/yr.</i>		
ALA		110.00
CLA		100.00
Literacy		15.00
Placentia Chamber of Commerce		80.00
Orange County Library Assoc.		5.00
Public Library Exec. Assoc. of So. Calif.		5.00
(w/out workers comp & travel)		28,469.74
Annual Benefits		28,469.74
Organizational Memberships		315.00

Sickleave payoff one time only 12,500.00

Dave Fisher 65,000/yr.
Elizabeth Mentor 5300 is current

OCFCU.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: October 14, 1991
SUBJECT: Repair or Replacement of Floor Tile

BACKGROUND

Many of the floor tiles in the Lobby are loose, especially in the area around the checkout desk.

A tile contractor has examined this area. Repairs can be done. However, the contractor predicted a perpetual problem with loose tiles creating a safety hazard.

The tile contractor recommended replacing the tiles with a synthetic granite-like material (poreonite) in the same general color as the existing tile. This would result in a smooth, low-maintenance surface.

The tile contractor measured 2,346 square feet of tile and gave an estimate of \$23,828 or \$10.16 per square foot.

RECOMMENDATION

I am requesting that the Library Board determine whether I should continue to have the existing tiles repaired as they come loose or to prepare and distribute a formal bid document for floor replacement.

*(City Hall
Lobby floor, v. Dinter, p. 10.16)*

FROM **BADER**

Custom Marble & Tile Work

Tel (714) 538 1641

Lic 588803

Sheet No. 1

Date 9/30/91

Proposal Submitted To	Work To Be Performed At
Name <u>PLACENTIA LIBRARY</u>	Street <u>411 E. CHAPMAN</u>
Street <u>411 E. CHAPMAN</u>	City <u>PLACENTIA</u> State <u>CA</u>
City <u>PLACENTIA CA 92670</u>	Date of Plans _____
State <u>CA</u>	Architect <u>ELEZABETH MENTER "DIRECTOR"</u>
Telephone Number <u>(714)528-1906</u>	

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of
Entry +Hallway Floor

Material	<u>12x12 PORCONITE "TERRA COTTA "</u>	<u>2346 sq ft</u>	\$	<u>12316.50</u>
			tax	\$ <u>954.50</u>
<u>DIMOLITION + REPEAR</u>			\$	<u>2346.00</u>
<u>INSTALLATION</u>			\$	<u>8211.00</u>
		TOTAL	\$	23828.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$23828.00).

with payments to be made as follows:

~~50% DEPOSIT () 40% UPON COMPLETION 10% UPON FINAL...~~

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by BADER CUSTOM MARBLE & TILE WORK

Respectfully submitted _____
 Per *Seeb Bader*
 Baders
 Custom Marble & Tile Work
 1165 N. Glassell
 Orange CA 92667

Note — This proposal may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted _____ Signature _____
 Date _____ Signature _____

MEMO

TO: Elizabeth Minter, Library Director
 FROM: Melanie Daniels, Literacy Coordinator
 DATE: 10/3/91

SUBJECT: LVA Annual Conference - Travel Request

I respectfully request that the Placentia Library District send me to the LVA Annual Conference, to be held November 14-16 in Orlando, Florida. Since the conference is out of state, I am not able to use CLC travel funds for this expense. However, the registration fees deposited into the PLLS account from tutor workshops I conducted this year should be more than adequate to cover the cost.

Expense breakdown:

Conference registration with 2 meals -	\$123.00
Other meals -	50.00
Hotel for 4 nights -	197.58*
Airfare (roundtrip Ontario-Orlando) -	349.60
Estimated ground transportation -	30.00

Total -	750.18

*The hotel expense listed is one half the cost of a double room for 4 nights. I will be able to share a room with Evelyn Renner. The hotel is needed for 4 nights rather than 3 nights since there is no afternoon or evening flight on Saturday, and taking the morning flight would mean missing 2 workshops. Additionally, there is a \$50.00 savings on the airfare with the Saturday night stayover.

A completed conference registration form is attached.

Last year I attended this conference at my own expense and found the workshops to be of a high caliber. I brought back information on assessment and computer literacy that was put to use in our program. This year I would like to attend workshops on family literacy, literacy program/public school partnerships, small group tutor training, JOBS (Job Opportunities and Basic Skills) Program grant writing, and federal legislation impacting literacy services.

Thank you for your consideration.

cc: Suad Ammar, Principal Librarian

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 14, 1991
SUBJECT: Fines and Fees Policy

BACKGROUND

The Anaheim/Yorba Linda/Placentia Circulation System Consortium is in the process of changing vendors from DRA to DYNIX.

As part of the transition the fines, fees and policies for various library transactions need to be entered into the new system. Thus, it is a good time to review and modify the rates and policies.

In order to promote open access among the participating libraries, and to minimize borrower confusion, the three libraries have been using a common fine and fee schedule.

With city budgets increasingly affected by shortfalls in sales tax and State and County forages into their other revenues, these libraries are under increasing pressure to increase local revenues. Thus, this is a good time for the Consortium to consider revising its schedule.

The Library's current policy is attached as "Attachment A" and the current fine list is "Attachment B".

RECOMMENDATION

I recommend that the Library Board determine if it is interested in having the Library Director negotiate changes in the fines and fees matrix for the shared Library System, and if so, the type of changes desired.

POLICY #3-82 OF THE PLACENTIA LIBRARY DISTRICT

Approved: December 10, 1990

LOST BOOKS AND FINES

Lost books shall be charged to the patron at the retail price in the computer plus the appropriate fine.

Fines for overdue adult books shall not be greater than either the cost of the book or \$5, whichever is smaller.

Fines for overdue children's books shall not be greater than the cost of the book or \$3, whichever is smaller.

If a collection agency is required, the cost thereof, will be added to the cost of the fine.

OVERDUE FINES AND FEE SCHEDULE

CHECK-OUT POLICIES

BOOKS-ADULT

OVERDUE FINES/DAY	MAXIMUM FINES/ITEM ACCUMULATED	RESERVES	LOST MATERIALS	ITEM QUANTITY LIMIT	LOAN PERIOD	PATRON AGE LIMIT
10¢	5.00	25¢	Price + 2.00	6 first month, then 35	21 days	13-above ✓

2 days grace
first 30 days

4 days Grace

BOOKS-CHILDREN

10¢	3.50	25¢	price + 2.00	35	21 days	12-below ✓
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4 days Grace

MAGAZINES

10¢	2.00		2.00 + 2.00 processing	35 (3 per title)	21 days	All
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4 days Grace

RECORDS/CASSETTES

10¢	6.00	25¢	6.00 + 2.00 processing	5	21 days	
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4 days Grace (set by PLD)

PLETS

10¢	Price + 2.00		Price + 2.00	5	21 days	All
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4 days Grace

VIDEOS

1.50	Price + 2.00		Price + 2.00	3	1 day	(18) ✓
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(set by PLD)

COMPACT DISKS

10¢	Price + 2.00	25¢	price + 2.00	3	21 days	18 ✓
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4 days Grace

BOOKS ON TAPE

10¢	price + 2.00	25¢	price + 2.00	3	21 days	18 ✓
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4 days Grace

BESTSELLERS

10¢	5.00	25¢	price + 2.00	—	21 days	
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4 days Grace

35 CUMMULATIVE ITEM LIMIT

Patron 5.00
Patron for 50.00
2.00 grace
1.00
2.00

ALA
dwell to John

OTHER FEES

LIBRARY CARDS		CHARGE	BOOK REPAIRS		CHARGE	LIBRARY SERVICES		CHARGE
REGISTRATION		25¢	RE-BINDING	3.00	INTERLIBRARY LOAN		25¢	
REPLACE LOST CARD	(set by PLD)		TORN PAGES	(set by PLD)		(In House)		
TEMPORARY			CORNERS OF COVER	1.50	TYPEWRITER LOAN	25¢/20 mins.		
NON-RESIDENT			STAINS	(set by PLD)		50¢/20 mins.		
			OUTSIDE COVER TORN	1.00	LAMINATOR	50¢ per linear foot	(set by PLD)	
			TIPPED-IN PLATE	(set by PLD)	RENTAL BOOKS			
			PAGE MISSING	1.00	BOOKS ON TAPE			
			BOARDS LOOSENEED	(set by PLD)	RENTAL CD'S			
			TORN POCKET	25¢	STORY HOURS		15¢	
					PHOTOCOPIES		(set by PLD)	
					MICROFILM COPIES		25¢	
					MICROFICHE READER		(set by PLD)	

MISC. LOST MATERIALS		CHARGE
FILE FOLDER		1.00
CASSETTE CASE-AUDIO --SINGLE/DOUBLE	(set by PLD)	25¢ 50¢
CASSETTE CASE-VIDEO --SINGLE/DOUBLE	(set by PLD)	1.00
COMPACT DISK CASE	(set by PLD)	1.25
RECORD JACKET	(set by PLD)	25¢

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: October 9, 1991
SUBJECT: Status Report on California Room

Pat Irot, Friends President, and I discussed the Board's desire to reevaluate the California Room. She was enthusiastic about the project and accepted being the individual who would carry out the direct responsibilities related to the project. She feels the Friends may want to support this activity. We are in the discussion stage only.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dmz*
DATE: October 14, 1991
SUBJECT: Santiago Library System

The Administrative Council of the Santiago Library System met on October 10, 1991.

The main focus of System attention continues to be the "Find Orange County" project. This is a two-year LSCA Grant to create an automated self-service human services information system for Orange County. The Grant is now at the beginning of its second year.

In September this Library received its terminal and the first edition of the database. It is located in the main reading room against the wall of the Story Hour Room.

These are still some technical operational design and content problems to be resolved. However, the public and staff have started to use the system and seem pleased with the results. Find Orange County is presented in both English and Spanish.

The Santiago Library System Children's Librarians are completing work on the 1992 Summer Reading Program. The art work is to be available for preview by the Library Directors in November.

The 1990-91 Financial Balance Sheet was reviewed and it appears as if the System will not need to charge membership fees next year.

The System has pending contracts for library information brochures in Chinese and Vietnamese that are to be provided to each member library of the System.

The Council agreed to extend its reference service contract with Riverside City/County Library for an additional six months.

The next major project the system is to be the completion of its five-year plan.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: October 9, 1991
SUBJECT: Grandparents Grant - Status Report

1. The \$5,000.00 grant money has been encumbered and many of the materials have already arrived.
2. I have made one recruiting talk at the Senior Citizens Center and three older adults signed up to participate in the program.
3. A list of places where older adults gather has been compiled and I have talked with the Senior Resources Coordinator at the city.
4. A photographer from the Placentia News-Times is coming Thursday to take a picture and an article will be published to promote the program.
5. The first training session for the grandparents has tentatively been set for November 4.

**PLACENTIA LIBRARY DISTRICT
INTEROFFICE MEMO**

TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels^{MD}, Literacy Coordinator
DATE: 10/08/91

SUBJECT: Status Report on Families for Literacy
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Recruitment of Family Literacy Coordinator

The process of recruiting and hiring a Family Literacy Coordinator is nearing completion. Kay and I prepared and distributed the position description, and we received 15 applications. The Placentia News-Times printed an article about the position on September 26, which aided our recruitment efforts. Sal, Suad, Kay, and I completed the initial screening of applications. Of the eight applicants invited to interview for the position, six were available. The interviews, which consist of a written and oral exam, are being conducted on 10/8 and 10/9. Suad, Sal, Kay, and I comprise the panel. At the time of writing this memo, the interviews have not yet been completed, but we hope to have someone on board by 10/28.

State Library

The California State Library's Family Literacy Specialist, Carole Talan, asked that we notify her as soon as the position is filled. She plans to make a site visit in early November (date to be arranged) to brief the new coordinator, Kay, and me.

Parent Recruitment

I spoke to two classes of Head Start parents on September 18 and distributed sign up sheets, library brochures, and library storytime schedules. The parents were very enthusiastic about the program. As of 10/3, four families have signed up for the program, so we are well on our way to meeting our initial goal of 10 families.

Space

At the suggestion of Head Start Director Yvonne Bailey, I submitted an application to use one of the classrooms at the Head Start facility. The City of Placentia initially denied my application because the classroom will be used by the City in December, but Maria Moreno intervened in our behalf and I believe that we will have space available at the facility. Yvonne Bailey has also been very supportive and is purchasing roll up carpet for our use during storytime at Head Start.

Should everything go smoothly, I anticipate holding our first program meeting by mid-November.

cc: Suad Ammar, Sal Addotta, Kay Schneider

Placentia Library District

To: Elizabeth Minter, Library Director
From: Suad S. Ammar, Principal Librarian ✱
Date: October 9, 1991
Subject: Status report on Gulf Arab States Project

Placentia Library site

After twenty seven days of continuing popularity and success, the display was taken down by Judy Dimpsey, the anthropology student from Cal. State Fullerton. Positive and congratulatory remarks came in person, by telephone and by mail. Over ninety people signed the Guest book, this number however barely represents the actual number of people who saw the display.

Oceanside Library site

The display was set up on Thursday October 3rd. Mary Byrne assisted in setting it up and Janet Johnston; assistant library director was very helpful in directing and showing us the various cases and locations available. The job took all three of us close to six hours, and it looked very impressive and professional.

The opening was a great success, the evaluations reflected the guests' appreciation of the various aspects of the program.

The library was open after hours to give the guests an opportunity to enjoy the display after the program.

Long Beach site

All promotional materials were picked up on September 26th. I will visit the library on Friday October 11th to examine the display areas and schedule time for set up. The opening date is November 9th at 3:00 p.m. with Dr. Charles Frazee as the featured speaker.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: ELIZABETH MINTER
FROM: KAY SCHNEIDER *KS*
DATE: OCTOBER 9, 1991
SUBJECT: CAMP LIBRARY - STATUS REPORT

1. Once again the Children's Department will be having "Camp Library" in celebration of Children's Book Week. Mark your calendars now for the night of November 22 and join us for a night of crafts, games, songs, stories, and lots of fun.
2. This is a family activity with an adult from each family attending with the children. Many of our families return each year to this program and seem to enjoy it greatly. We will charge all campers \$2.00 to help defray the cost.
3. The library staff has been very supportive of this activity and several have already offered their services. Karen Samarin is doing a relay race and Mary Byrne is in charge of the scavenger hunt.

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: October 9, 1991
SUBJECT: Status Report on staff scheduling during Library Assistant Cheryl Roberts' wedding on Saturday October 26, 1991.

Substitute hours required and arranged for are as follows:
Reference - 5 hours of librarian and 5 hours of library assistant;
and Circulation - 6 hours of clerical.

The cost will be:

Librarian:	\$ 68.14
Library Assist.:	57.69
Clerical:	<u>51.48</u>
TOTAL	\$177.31

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 14, 1991
SUBJECT: Cash Register Replacement

Requests for quotes for a cash register were mailed to five vendors identified in the North Orange County Yellow Pages. The deadline for response was October 11, 1991.

As of October 10 two responses containing a total of three quotes had been received. All quotes are within the level authorized by the Library Board at its meeting on September 9, 1991.

Staff has continued to discuss the flow of patron activity through the Library and it is considering the merits of having a small cash register at the check-out desk to handle only reserves, audio-visual, and fine transactions. This will eliminate the need for borrowers to check out items at one location and pay for them at another.

It is possible that both machine can be purchased with the level authorized.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 14, 1991
SUBJECT: Office Automation Project

I attended a seminar at Cal State Fullerton on September 21, 1991, to review the current state-of-the-art for personal computer hardware. This will improve my understanding of the bid responses.

I have also attended one users group meeting each for Ventura Publishing and Correll Drawing software. From others in the group I learned that Wordperfect (the software the Library already uses for word processing) will soon be releasing an upgrade that will do the types of desktop publishing that will meet the Library's needs.

I plan to have the bid document ready for distribution before the end of October.