

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
November 16, 1992

~~1.~~ Roll Call: Administrative Assistant *Sal called roll
Evan - absent (excused)*

~~2.~~ Adoption of Agenda.
Presentation: Library Director
Recommendation: Adopt by Motion *wait / start
adopt as presented.*

~~3.~~ Minutes of the October 19, 1992, Regular Meeting.
Presentation: Library Director
Recommendation: Approve by Motion *stick / Osborn.*

~~4.~~ Oral Communications.

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

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

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

5. Board President's Report.
CLM Report: Presentation: Library Board President

6. Literacy Volunteers of America Board Report.
Presentation: Library Board President

7. Friends of the Library Report.
Presentation: Library Director

8. Santiago Library System System Advisory Board Report.

Presentation: Library Director

CLAIMS (Items 9-11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9-11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this report period.

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

Claims forwarded by the Library Director on October 29, 1992, for \$3,976.26.

11. Current Claims and Payroll. (Approve)

Current Claims of \$30,078.69. Payrolls 2056, 2057, and 2058 for a cumulative payroll total of \$90,435.00. Combined total of Current Claims and Payroll of \$120,513.69.

FINANCIAL REPORT (Items 12-16)

Presentation: Library Director
Recommendation: Approve by Motion

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

12. Financial Report for October, 1992. (Receive & File)

13. Office General Ledger & Check Registers for October, 1992. (Receive & File)

14. Overdue Collection Report for October, 1992. (Receive & File)

15. Vending Machine Report for October, 1992. (Receive & File)

Wor/obm

- 16. Gift Fund Report for October, 1992. (Receive & File)

GENERAL CONSENT CALENDAR (Items 17-21)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17-21 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.

The Circulation Reports for April, May, June, July, August, September, and October, 1992, were not available because of problems with the installation of the new Library system, DYNIX. It looks as if some of the figures for these reports may be recovered. The staff of the Anaheim Library estimates that preliminary circulation statistics for the DYNIX system will be released before the end of November.

- 17. Volunteer Report for October, 1992. (Receive & File) *was lib stated in well as in log*
- 18. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 19. Building Maintenance Report for October, 1992. (Receive & File)
- 20. Personnel Report for October, 1992. (Receive, File, and Ratify Appointments) *(Start/End well)*
- 21. Travel Authorizations. (Approve)
- 22. Gulf Arab Grant Project Final Report. (Receive & File) *(Dinner/Case)*
- 23. Designation of Great-West Life & Annuity Insurance Company as a deferred compensation carrier for the District. (Approve and Authorize the Library Director to sign the Letter Agreement)

Wor/st

17, 18, 19, 21 → Wor/st

CONTINUING BUSINESS

~~24.~~ FY1992-1993 Budget

Presentation: Library Director
Recommendation: Review Status and Approve 30 Day Extension for Responses to the Retirement Incentive Program

Presentation to include a report by Russ Behrens, Esq., McCormick, Kidman & Behrens, of potential litigation by independent special districts concerning FY1992-1993 budget issues; a report by the Library Director on the meeting of public, county and special district library directors with the State Librarian on October 23, 1992; and other issues relating to the FY1992-1993 budget.

~~25.~~ Parking

Presentation: Chairperson of District's Ad Hoc Parking Committee
Recommendation: Review and Adopt Committee Recommendations and Prepare Plan for Presentation City of Placentia Officials
West / Cash

26. Reconsideration of Orton Dyslexia Society's request for a discount on meeting room fees that was denied at the October 23, 1992, Board Meeting.

Presentation: Library Board President

NEW BUSINESS

27. Review Meeting Room Policy and Usage History.

Performance to Dec. Meeting -
Presentation: Library Director
Recommendation: Revise Meeting Room Policy

28. Discussion of Feasibility of Encouraging the Establishment of a Foundation to Support the Placentia Library District.

Presentation: Library Director
Recommendation: Approve Concept of Establishing a Placentia Library Foundation and Authorize the Library Director to Provide Staff Support

STAFF REPORTS

29. Program Report for the Month of October. (Program Committee)

- 30. Placentia Library Literacy Services Report. (Daniels)
- 31. Family Literacy Project Report. (Joseph)
- 32. Publicity Materials produced for the month of October. (Cushing)
- 33. Americans with Disabilities Act Compliance Report. (Addotta and Ammar)
- 34. Santiago Library System Report. (Minter)

ADJOURNMENT

- 35. Agenda Preparation for December 14, 1992, Regular Meeting
- 36. Adjourn

*Spec meet -
Nov 30th*

Dec 2nd Board P

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 16, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 12, 1992.

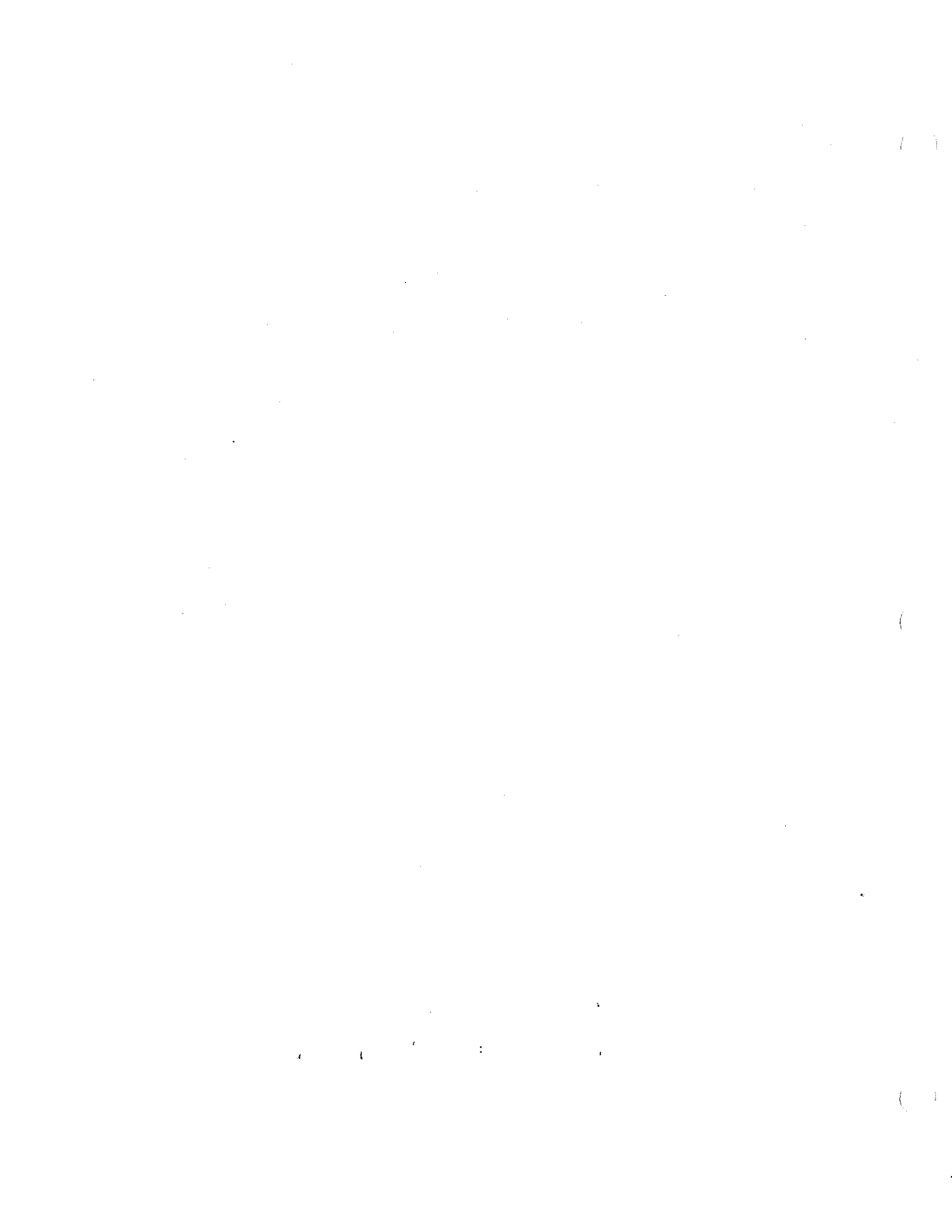
Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Nov 20 (Fri)	Camp Library
Nov 23 (Mon)	LVA Placentia Board Meeting (Dinsmore)
<i>Dec 2 (Wed)</i>	<i>LVA Board Dinner</i>
Dec 4 (Fri)	New Trustees Assume Office at NOON
Dec 6 (Sun) →	LVA Placentia Holiday Party (All Trustees)
Dec 7 (Mon)	Friends Board Meeting (Evans)
Dec 12 (Sat) →	Janet Evans Presents Summer Reading Certificates, 10:00 A.M.
Dec 21 (Mon)	Board of Trustees Meeting
Dec 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jan 4 (Mon)	Friends Board Meeting (<i>Dinsmore</i> Montelongo)
Jan 8 - 9	Friends Booksale
Jan 18 (Mon)	Board of Trustees Meeting
Jan 26 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jan 22-27	American Library Association Midwinter Meeting, Denver
Feb 1 (Mon)	Friends Board Meeting (Shkoler)
Feb ?	Board of Trustees Meeting <i>Leadership</i>
Feb 23 (Tues)	LVA Placentia Board Meeting (Dinsmore)
<i>Feb 27 (Sat)</i>	Trustees <i>Trustees Workshop at Yorba Linda</i>
Mar 1 (Mon)	Friends Board Meeting (Stark)
Mar 15 (Mon)	Board of Trustees Meeting
Mar 23 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 5 (Mon)	Friends Board Meeting (Dinsmore)
Apr 18-24	National Library Week
Apr 19 (Mon)	Board of Trustees Meeting
Apr 20 (Tues)	ALA Legislative Day, Washington D.C.
Apr 27 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 29 (Thur)	Independent Special Districts of Orange County
May 3 (Mon)	Friends Board Meeting (Evans)
May 17 (Mon)	Board of Trustees Meeting
May 25 (Tues)	LVA Placentia Board Meeting (Dinsmore)

Placentia Library Regular Board Meeting, November 16, 1992, Page 7.

Jun 7 (Mon)	Friends Board Meeting (Montelongo)
Jun 21 (Mon)	Board of Trustees Meeting
Jun 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 24-30	American Library Association Annual Conference, New Orleans



**ORAL
COMMUNICATIONS**

It was requested by Trustee Stark that Agenda Item 21, Parking, be considered out of order for the convenience of the members of the public attending the meeting in order to address this issue.

Dr. Ted Farkas, Library Patron and Member of Friends of the Library, addressed the Board regarding his dissatisfaction with the parking situation, particularly the number and location of reserved spaces.

Shirley Schlichter, Library Patron, addressed the Board regarding her experiences of being unable to locate parking spaces during key Library operating hours, primarily because of the number of reserved spaces.

PARKING

It was moved by Trustee Stark, seconded by Trustee Osborn that an Ad Hoc Committee be formed to contact the City Council and address the matter of parking.

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

Direction was given that Trustee Stark will head the committee and Trustee Elect Shkoler will act as a committee member.

**PRESIDENT'S
REPORT**

President Dinsmore reported on the success of the Heritage Day Parade and thanked Board Members for their participation.

LITERACY
VOLUNTEERS OF
AMERICA REPORT

President Dinsmore reported on the activity at the Literacy Booth in Kraemer Park following the Heritage Day Parade. She called the attention of the Board to the staff reports regarding Literacy submitted by Literacy Coordinator Melanie Daniels and Families for Literacy Coordinator Gwen Joseph.

FINANCIAL
CLAIMS

It was moved by Trustee Stark, seconded by Secretary West to approve Agenda Items 7 through 9: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll, as presented.

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

FINANCIAL
REPORT

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 10 through 13: Financial Report for September, 1992; Office Ledger and Check Registers for September, 1992; Overdue Collections Report for September, 1992; and Vending Machine Report for September, 1992, as presented.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Secretary West, seconded by Trustee Evans, to receive and file Agenda Items 14, through 19 of the General Consent Calendar: Volunteer Report for September, 1992; Personnel Report for September, 1992, Building Maintenance Report for September, 1992; Travel Authorizations; Fiscal Year 1991-1992 Audit of Financial Transactions; and Annual Report of Financial Transactions of Special Districts, Fiscal Year 1991-1992.

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

The Regular Meeting of the Board of Trustees recessed at 8:47 P.M. and reconvened at 9:02 P.M.

**FY1992-1993
BUDGET**

Direction was given for Library Director Minter to contact the offices of Senator Frank Hill and Representative Ross Johnson to request an appointment to discuss budget parameters and for Library Director Minter, President Dinsmore, Trustee Evans and Trustee Elect Shkoler to attend this appointment. Should Trustee Evans not be available to attend, Trustee Stark will attend in his place.

Direction was given that no one will attend the Blanning and Baker workshop in San Diego.

**TRANSFER OF
FUNDS**

It was moved by Trustee Stark, seconded by Trustee Evans to read Resolution 92-9 by Title only.

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

It was moved by Trustee Osborn, seconded by Trustee Evans to Adopt Resolution 92-9 as presented.

Motion was approved by roll call vote.

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

**REQUEST FOR
 EXCEPTION FOR
 MEETING ROOM
 POLICY**

It was moved by Trustee Stark, seconded by Trustee Evans to make the Placentia Library District Conference Room available to the Orton Dyslexia Society two nights per week for five months, November 1992 through March 1993, at a rate of \$20.00 per session and that the Orton Dyslexia Society may charge their participating students as they see fit.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Osborn to receive and file Staff Reports 24 through 29: Program Report for the month of September; Placentia Library Literacy Services Report; Families for Literacy Project Report; Publicity Materials produced for month of September; Americans with Disabilities Act Report; Santiago Library System Report.

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

**AGENDA
 PREPARATION**


Direction was given that the Agenda for the November, 16, 1992 Regular Meeting of the Library Board of Trustees include Report on Parking Situation from the ad Hoc Committee; discussion of the establishment of a Library

Foundation; and a discussion of the Rules and Policies of the Meeting Rooms.

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 10:12 P.M.

Fred D. West, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: November 16, 1992
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Placentia Library met on November 2, 1992.

The Friends Board has ordered steel shelving for their booksale workroom. There will be tall wall shelving around the room plus double sided counter-height shelving in the center. This shelving arrangement should significantly improve the safety and efficiency of their sorting and organizing activities. I am planning to have the room painted before the shelving is installed.

The next major booksale will be January 8 - 9, 1993.

The Friends President has requested that the attached flyer be brought to the attention of the Board of Trustees.

The schedule for Trustee attendance at Friends Board meetings is included in the Calendar section of the last page of the Agenda.

Preserving the Past Through Oral History: The Role of the Friends of the Library

PRESENTED BY
THE FRIENDS OF THE LIBRARY FOUNDATION

ON 19 NOVEMBER THE FOUNDATION WILL BE HOSTING AN INFORMATIVE MEETING ON THE ROLE OF FRIEND'S GROUPS IN THE PRESERVATION OF LOCAL HISTORY.

FRIENDS OF THE LIBRARY DO HAVE A RESPONSIBILITY IN THIS AREA. MANY FRIEND'S GROUPS ARE ALREADY INVOLVED IN LOCAL HISTORY.

COME LEARN HOW YOUR GROUP MIGHT SPONSOR INTERNS FROM CAL STATE FULLERTON'S ORAL HISTORY PROGRAM TO UNDERTAKE THE SAFEGUARDING OF YOUR COMMUNITY'S POINEER FAMILIES.



19 November 1992

10:00 am


Santa Ana Public Library
Conference room C
26 Civic Center Plaza
Santa Ana, Cal. 92701
714/ 647-5250

PRINCIPAL SPEAKER: CAL STATE FULLERTON'S **DR. GARY SHUMWAY**, WHO HAS DIRECTED HUNDREDS OF STUDENTS IN THE PRESERVATION OF ORANGE COUNTY'S HISTORY, WILL BE THE PRINCIPAL SPEAKER.

JAYNE KISTNER, WHO HAS SPEARHEADED THE WORK OF THE SIERRA MADRE FRIENDS IN PRESERVING THE VOICE AND MEMORIES OF THAT COMMUNITY'S POINEERS, WILL SHARE HER WORK.

CARA BLACK WILL BE JOINING THE DISCUSSION BY SHOWING THE VALUE OF THE CAM RECORDER FOR CREATING A VISUAL AND VOICE MEMORY.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: November 16, 1992

SUBJECT: Santiago Library System System Advisory Board Report

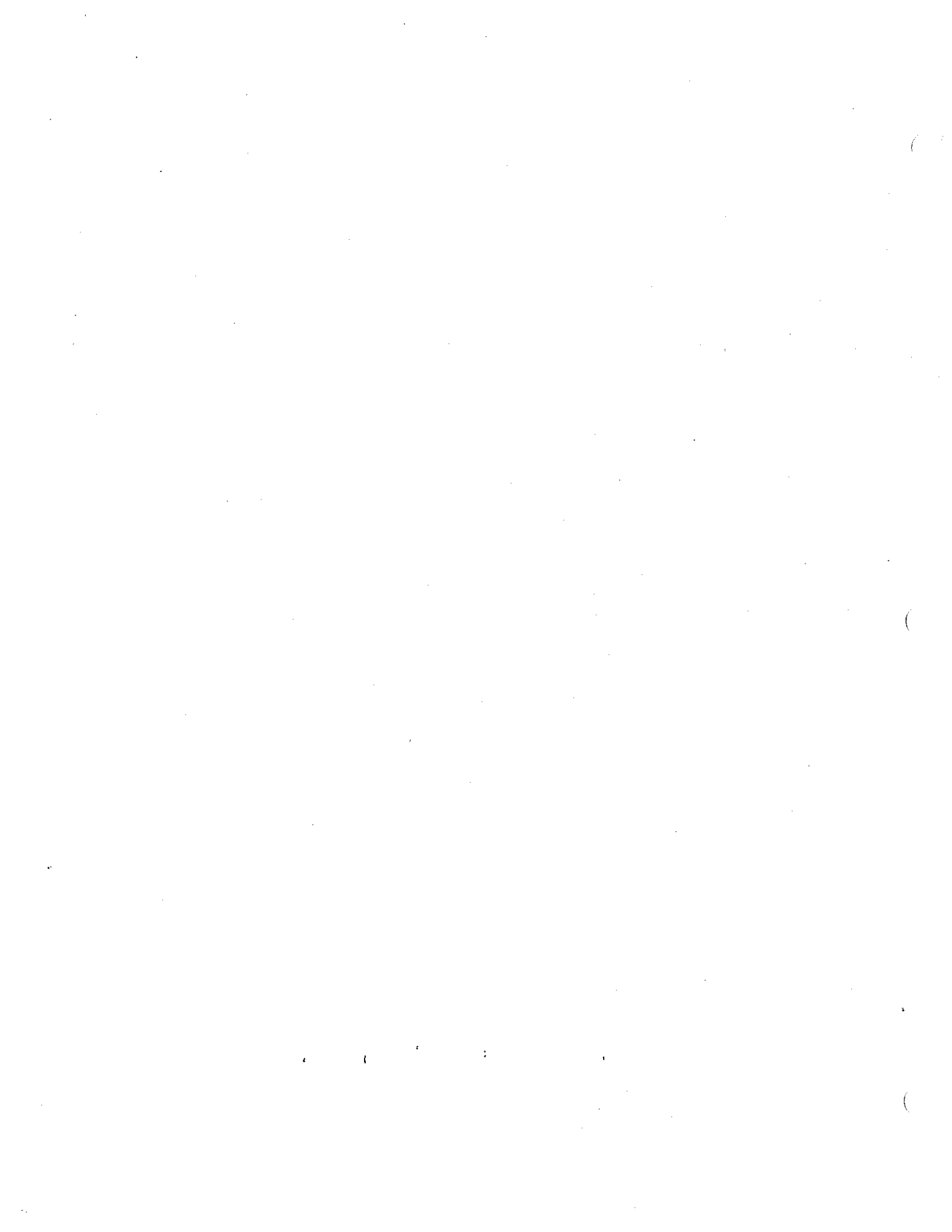
The Santiago Library System (SLS) System Advisory Board (SAB) met at the Yorba Linda Public Library on October 20, 1992.

The Board members were very pleased to hear that they were to receive the 1992 award from the California Library Services Board as the best system advisory board in California. The presentations were made on November 13, 1992, in Long Beach.

Three of the eight libraries in SLS have no current representative to the SAB. Placentia is fortunate to have Ted Farkas as its representative because he has been regular in attendance at the quarterly meetings and very supportive of the SAB's activities.

The SAB project for 1992-1993 is collecting public information examples from each member library and using them to prepare a folio for Orange County legislators. This project has not yet been discussed with the library directors although the SAB has set a deadline for submission for January, 1993.

A copy of the minutes of the October 20, 1992, meeting will not be available from SLS staff until January.



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
November 16, 1992

DATE		AMOUNT
Oct 29, 1992	1	<u>\$3,976.26</u>
	TOTAL	<u>\$3,976.26</u>

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Oct 21, 1992	November		3,129.90	030-000	
PACIFIC BELL	Oct 17, 1992	528-1906	203.62			
Payment Center	Oct 17, 1992	528-8236	17.20			
Van Nuys, CA 91388	Oct 19, 1992	996-2865	17.15	237.97	070-000	
CASCADE WATER CO. 1080 So. Cypress Unit D La Habra, CA 90631	Oct 23, 1992	November		24.95	180-000	
STAPLES	Sep 02, 1992	002541	46.39			
Dept 91-25044992996	Sep 28, 1992	028590	42.38			
P.O. Box 182378	Oct 21, 1992	021647	3.00			
Columbus, OH 43218-2378	Oct 28, 1992	028893	14.19			
	Oct 28, 1992	028702	16.46	122.42	180-000	
	Oct 21, 1992	021578		1.50	180-008	
	Oct 21, 1992	021527	25.97			
	Oct 28, 1992	028667	46.94	72.94	180-009	
				196.86	Total	
KINKO'S	Oct 21, 1992	2053		19.80	180-000	
P.O. Box 4074	Oct 20, 1992	17414	4.85			
Fullerton, CA 92634-4074	Oct 22, 1992	17427	9.70			
	Oct 25, 1992	17441	24.34	38.89	180-009	
				58.69	Total	
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Oct 23, 1992	Sep 18, 1992- Oct 19, 1992		327.89	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$3,976.26) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 _____

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated November 16, 1992
 November 16, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$2,541.11</u>
Subtotal for Immediately		\$2,541.11
Regular	1	\$19,647.93
	2	\$2,472.48
	3	\$4,258.12
	4	\$628.57
	5	<u>\$530.48</u>
Subtotal for Payments		\$30,078.69
Payroll	2056	\$30,145.00
	2057	\$30,145.00
	2058	<u>\$30,145.00</u>
Subtotal for Payroll		\$90,435.00
	TOTAL	<u>\$120,513.69</u>

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Nov 16, 1992
Report No. 2050

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
California Vision Service Plan P.O. Box 45210 San Francisco, CA 94145-5210	Oct 23, 1992	November		178.72	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Nov 01, 1992	November		454.12	030-000	
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Nov 01, 1992	October		283.29	032-000	
PACIFIC BELL Payment Center Van Nuys, Ca 91388	Nov 04, 1992	524-8408		86.48	070-008	
S M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Nov 01, 1992	5886		1,091.52	140-000	
STAPLES Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Nov 04, 1992	004517	3.22			
	Nov 12, 1992	012939	22.59	25.81	180-000	
	Nov 04, 1992	004582		19.37	180-009	
				45.18	Total	
LOS ANGELES TIMES Box 60185 General Mail Facility Los Angeles, CA 90099-0021	Oct 25, 1992	43-009574		361.80	190-000	
PERS P.O. Box 1982 Sacramento, CA 95809-1982	Oct 01, 1992	18204		40.00	190-000	

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$2,541.11) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 East Chapman Avenue
Placentia, CA 92670

DATE: Nov 16, 1992
Report No. 2051

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Oct 29, 1992	A13185		423.82	070-005	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Oct 23, 1992	12625398		905.91	100-000	
PRO SYSTEMS P.O. Box 909 San Juan Capistrano, CA 92693	Nov 01, 1992	933383		114.00	130-000	
MANWILL PLUMBING 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	Oct 31, 1992	17219		80.40	140-000	
A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Oct 29, 1992	6206		170.25	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Oct 22, 1992	22867		28.23	180-000	
	Oct 22, 1992	22874	2,395.67		140-000	
			6,171.20		280-000	
	Oct 22, 1992	22873	2,023.73	4,419.40	140-000	
			6,524.22	12,695.42	280-000	
				17,143.05	Total	
California Special Districts Assoc. 915 "L" St., Ste. 1000 Sacramento, CA 95814	Oct 01, 1992	1993 membership		798.00	160-000	
PLEASC c/o Albert Milo Fullerton Public Library 353 W. Commonwealth Ave. Fullerton, CA 92632-1796	Nov 01, 1992	1993 dues		5.00	160-000	
University of Chicago Library John Crerar Library Photocopy/ILL Lending Service 5730 S. Ellis Ave. Chicago, IL 60637	Oct 12, 1992	20593		7.50	180-000	

The claims listed above (totaling \$19,647.93) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 East Chapman Avenue
Placentia, CA 92670

DATE: Nov 16, 1992
Report No. 2052

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
GRAY SUPPLY CO. 4415 Indianapolis Blvd. East Chicago, Indiana 46312-2696	Oct 15, 1992	4015320		33.76	180-000	
ALLSTAR TROPHY 606 W. Chapman Ave. Placentia, CA 92670	Nov 01, 1992	8967		17.84	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Nov 04, 1992	326786		92.88	180-000	
AMEIRCAN LIBRARY ASSOC. 50 E. Huron Ast. Shicago, IL 60611-2795	Oct 30, 1992	016755		42.85	180-000	
JC PAPER P.O. Box 848 San Jose, CA 95106-1848	Nov 03, 1992	80584350	23.60			
	Nov 05, 1992	81127330	42.43			
	Nov 07, 1992	80584350	13.88	79.91	180-000	
VIKING OFFICE PRODUCTS P.O. Box 92928 Los Angeles, CA 90009	Nov 03, 1992	167049		13.53	180-000	
M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Nov 03, 1992	Juarez, Culver		81.00	190-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Oct 30, 1992	October		30.71	190-000	
NATIONAL ASSOCIATES P.O. Box 34080 Los Angeles, CA 90034	Oct 26, 1992	56938		1,900.00	190-000	
BLANNING & BAKER ASSOC. 505 N. Brand Blvd., Ste. 780 Glendale, CA 91203	Nov 01, 1992	spec. dist. info. svc.		180.00	240-001	

The claims listed above (totaling \$2,472.48) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 _____

DATE: Nov 16, 1992
Report No. 2053

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	Oct 01, 1992	0068939-92		428.47	240-001	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Oct 19, 1992	LI046780		1,340.28	240-001	
California School Book Fairs 5235 E. Hunter Ave. Ste. A Anaheim, CA 92807-2052	Nov 06, 1992	7913		202.35	240-001	
REED REFERENCE P.O. Box 7247-8604 Phila., PA 19170-8604	Oct 14, 1992	224049		46.33	240-001	
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Oct 06, 1992 Sep 15, 1992 Oct 13, 1992 Oct 20, 1992	K068546 J158025 K138603 K208610	1,150.07 127.30 293.07 69.95	1,640.39	240-001	
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 94139-1525	Nov 06, 1992	1067001		81.78	240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	Oct 08, 1992	R212405		133.62	240-001	
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Oct 16, 1992 Oct 12, 1992 Oct 23, 1992	404188 405451 412851	42.73 87.61 94.40	224.74	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Nov 05, 1992 Nov 05, 1992	23924748 23924749	28.22 4.26	32.48	240-001	
SCHOLASTIC INC. P.O. Box 3725 Jefferson City, MO 65102-3725	Oct 16, 1992	1992-1993		127.68	240-009	

The claims listed above (totaling \$4,258.12) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 East Chapman Avenue
Placentia, CA 92670

DATE: Nov 16, 1992
Report No. 2054

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ACADEMIC BOOK SERVICES P.O. Box 2527 Decatur, GA 30031-2527	Oct 28, 1992	07893	142.80	257.10	240-009	
	Nov 04, 1992	018092	114.30			
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Oct 21, 1992	travel reimb.		10.75	270-000	
Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Oct 26, 1992	State Librarian, Sac.		322.99	270-000	
GWEN JOSEPH 413 Clairmont Ave. Placentia, CA 92670	Nov 05, 1992	travel reimb.		11.60	270-000	
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Oct 24, 1992	Chamber	7.00	22.00	270-000	
	Oct 29, 1992	breakfast	7.00			
	Oct 30, 1992	MCLS	8.00			
JULIANNE GEORGE 19122 Parkland St. Yorba Linda, CA 92686	Nov 01, 1992	travl reimb.		4.13	270-000	

The claims listed above (totaling \$628.57) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 _____

DATE: Nov 16, 1992
 Report No. 2055

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER, c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Nov 16, 1992	petty cash	51.72		180-000	
			203.91		180-009	
			4.85		183-000	
			145.00		183-008	
			50.00		190-000	
			75.00		270-000	
				530.48	Total	

The claims listed above (totaling \$530.48) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 East Chapman Avenue
 Placentia, CA 92670

DATE: Nov 16, 1992
 Claim No. 2056

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Nov 16, 1992	Pay # 11 Nov 13, 1992- Nov 26, 1 992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, November 27, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 _____

DATE: Nov 16, 1992
Claim No. 2057

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Nov 16, 1992	Pay # 12 Nov 27, 1992- Dec 10, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00	30,145.00	020-000 TOTAL	

PLEASE WIRE ON FRIDAY, December 11, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 East Chapman Avenue
 Placentia, CA 92670

DATE: Nov 16, 1992
 Claim No. 2058

The Orange County Auditor is authorized to draw his Warrant
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Nov 16, 1992	Pay # 13 Dec 11, 1992- Dec 24, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, December 23, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees 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 _____

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 16, 1992

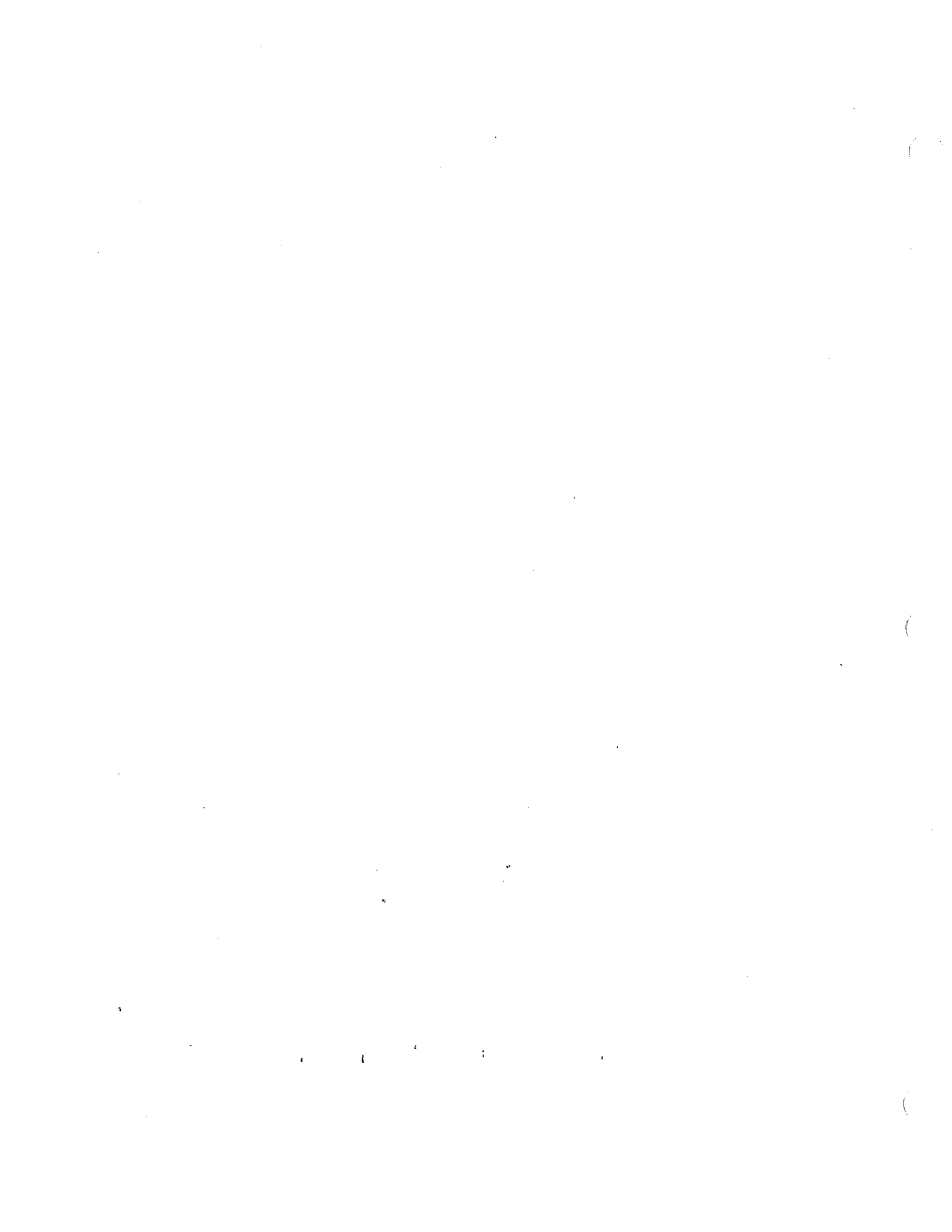
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 OCT 1992	FY1991-92 OCT 1991	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	0.00	0.00	0.00	0.00	0.00%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	0.00	0.00	0.00	0.00	0.00%
		992,800.00	0.00	0.00	0.00	0.00	0.00%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	53,045.46	65,645.15	53,045.46	0.00	68.01%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	0.00	0.00	0.00	0.00	0.00%
623-011	TOTAL PROP. TAXES - PRIOR SECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
		40,000.00	17,820.05	13,503.07	0.00	0.00	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	18,896.91	24,816.16	5,000.14	1,707.99	37.79%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	10,537.30	10,715.31	0.00	0.00	35.12%
661-623	TOTAL INTEREST	250.00	0.00	0.00	0.00	0.00	0.00%
		30,250.00	10,537.30	10,715.31	0.00	0.00	34.83%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	17,558.20	0.00	0.00	0.00	87.79%
697-001	State - CA Foundation Funds	16,217.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	9,255.00	0.00	0.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	0.00%
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	17,558.20	0.00	0.00	0.00	31.65%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	100,000.00	0.00	
787-000	Other Revenue	30,000.00	9,230.80	0.00	2,529.52	0.00	30.77%
787-001	Outlawed warrant - 6 months	0.00	8.00	0.00	0.00	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	9,238.80	0.00	2,529.52	0.00	30.80%
	5071 FUND TOTAL	1,310,422.00	233,592.50	119,534.69	160,575.12	1,707.99	17.83%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 16, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 OCT 1992	FY1991-92 OCT 1991	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	255,620.00	220,800.00	84,000.00	53,600.00	34.77%
020-000	Retirement	107,075.00	65,000.47	16,000.00	6,435.00	4,000.00	60.71%
	Health Insurance/Care America	36,200.00	16,473.84	8,542.73	(937.08)	0.00	45.51%
	Long Term Disability	0.00	282.66	0.00	282.66	0.00	
	Vision Service Plan	2,250.00	652.80	534.40	170.96	0.00	29.01%
	Dental	6,600.00	1,893.68	2,135.60	454.12	0.00	28.69%
030-000	Total Employee Insurance	45,050.00	19,302.98	11,212.73	(29.34)	0.00	42.85%
031-000	Unemployment Insurance	1,750.00	2,165.81	136.00	1,849.12	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	630.85	1,306.81	0.00	673.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	342,720.11	249,455.54	92,254.78	58,273.00	38.21%
070-000	Communications	6,200.00	1,542.13	1,633.03	303.41	181.06	24.87%
070-005	Communications - Computer	0.00	1,223.30	0.00	598.34	0.00	
070-008	Communications - Literacy	1,200.00	299.24	622.84	69.54	76.10	24.94%
	Total Communications	7,400.00	3,064.67	2,255.87	971.29	257.16	41.41%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	1,136.17	1,055.14	0.00	550.87	25.25%
110-000	Insurance	16,500.00	0.00	0.00	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	2,433.46	5,296.97	655.00	10.00	32.45%
	HVAC	8,000.00	4,057.49	7,682.75	234.84	104.42	50.72%
	Carpet Cleaning	5,950.00	1,929.70	936.75	964.85	0.00	32.43%
	Groundskeeping, City of Placentia	23,000.00	5,511.49	5,889.28	0.00	0.00	23.96%
	Plumbing	750.00	51.50	0.00	0.00	0.00	6.87%
	Electrical	2,250.00	135.00	860.25	0.00	0.00	6.00%
	Cleaning Service	14,000.00	4,411.56	3,274.56	1,091.52	1,091.52	31.51%
	Locksmith	500.00	0.00	109.81	0.00	109.81	0.00%
	Other	500.00	125.00	441.46	125.00	0.00	25.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	16,221.74	19,194.86	2,416.21	1,305.75	29.52%
160-000	Memberships	3,500.00	85.00	419.19	0.00	185.72	2.43%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 OCT 1992	FY1991-92 OCT 1991	FY93 YTD % OF BUD
	Library Supplies	4,000.00	5,884.31	1,633.38	2,670.99	457.21	147.11%
	Printing	11,000.00	2,735.80	151.26	1,990.93	0.00	24.87%
	EZ Copy - copy cards for sale to patrons	1,750.00	584.50	680.50	317.00	427.50	32.26%
	Publications	650.00	0.00	0.00	0.00	0.00	0.00%
	Paper	300.00	427.22	16.48	235.80	0.00	142.41%
	Drinking Water Service	350.00	99.80	74.85	24.95	0.00	28.51%
	Other Office Supplies	8,000.00	4,779.18	(118.32)	2,697.72	(160.58)	59.74%
180-000	Total Office Supply Expense	26,050.00	14,490.81	2,438.15	7,937.39	724.13	55.63%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,000.00	440.83	698.16	27.66	0.00	22.04%
	Publications	200.00	0.00	0.00	0.00	0.00	0.00%
	Paper	100.00	16.76	0.00	0.00	0.00	16.76%
	Other Office Supplies	500.00	186.40	12.07	59.93	0.00	37.28%
180-008	Total Literacy Office supply expense	2,800.00	643.99	710.23	87.59	0.00	23.00%
180-009	Family Literacy Supply Expense	500.00	2,489.52	0.00	104.51	0.00	497.90%
	Total Office Expense	29,350.00	17,624.32	3,148.38	8,129.49	724.13	60.05%
183-000	Postage Expense	1,500.00	843.77	348.53	394.99	295.00	56.25%
183-008	Postage Expense - Literacy	500.00	174.00	0.00	87.00	0.00	34.80%
	Total Postage Expense	2,000.00	1,017.77	348.53	481.99	295.00	50.89%
	Care Resources (Employee Assistance)	650.00	253.75	253.75	101.50	0.00	39.04%
	Pension Contribution & Operating Expenses	4,000.00	1,137.12	2,209.70	570.24	40.00	28.43%
	Anaheim Library	30,000.00	4,985.98	6,006.00	0.00	1,858.00	16.62%
	Clipping Service	400.00	122.84	153.55	30.71	61.42	30.71%
	Tax Collection Services & Fees by Orange County	600.00	146.66	308.61	0.00	0.00	24.44%
	Advertising	750.00	347.50	0.00	347.50	0.00	46.33%
	Medical Exams	750.00	162.00	243.00	0.00	162.00	21.60%
	Collection Services	1,750.00	0.00	1,575.00	0.00	1,575.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	1,950.00	2,800.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	0.00	1,366.79	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	105.00	1,339.66	55.00	0.00	21.00%
190-000	Total Specialized Services	60,400.00	12,578.13	14,889.27	4,441.74	6,496.42	20.82%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	848.50	1,542.40	728.50	308.33	37.71%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	0.00	0.00	0.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	148.28	0.00	132.61	0.00	0.99%
	Total Specialized Services	79,150.00	14,386.91	16,431.67	5,302.85	6,804.75	18.18%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 OCT 1992	FY1991-92 OCT 1991	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	500.83	0.00	0.00	0.00	100.17%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	35,900.00	0.00	35,900.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	0.00	0.00	0.00	4.98%
240-001	Special Department Expense- Books	85,747.00	61,103.85	42,835.25	5,402.38	15,091.92	71.26%
240-002	Special Department Expense - Video	10,000.00	189.75	2,306.13	189.75	185.85	1.90%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	15,713.85	1,614.19	76.92	1,020.58	57.14%
240-005	Special Department Expense - Audio	5,000.00	1,971.24	3,150.53	634.95	691.07	39.42%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	118.80	0.00	
240-009	Special Department Expense - Family Literacy	350.00	149.71	0.00	127.68	0.00	42.77%
	Total Special Department Expense	128,897.00	79,262.15	53,682.93	6,550.48	16,989.42	61.49%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	3,695.37	5,222.01	1,103.21	2,410.67	73.91%
270-008	Transportation/Travel - Meetings - Literacy	500.00	354.00	0.00	0.00	0.00	70.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	0.00	0.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	4,469.37	5,222.01	1,103.21	2,410.67	79.81%
280-000	Electricity	63,000.00	17,332.03	12,135.63	0.00	0.00	27.51%
	Gas	6,250.00	999.96	1,146.42	0.00	0.00	16.00%
	Water	1,750.00	747.59	215.86	266.49	0.00	42.72%
	Total Utilities	71,000.00	19,079.58	13,497.91	266.49	0.00	26.87%
	TOTAL SUPPLIES & SERVICES	411,047.00	159,314.23	156,453.46	25,877.01	65,433.47	38.76%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	12.04	0.00	12.04	0.00	0.80%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	297.14	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	502,046.38	406,206.14	118,143.83	123,706.47	38.31%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	7,250.00	2,438.53	2,875.47	1,091.43	384.43	33.63%
	Total 009 - Family Literacy	2,450.00	3,903.49	0.00	232.19	0.00	159.33%



Placentia Library District
Balance Sheet

October 31, 1992

Assets

General Fund	2,612.91	
Literacy Fund	6,902.62	
County Exempt	7,536.47	
Payroll Account	42,357.00	
Savings (P/R Support)	5,894.73	
Savings (P/R Fees)	308.12	
Certificates of Deposit	20,000.00	
Petty Cash/Change	0.00	

Total Assets		85,611.85
		=====

Liabilities

Manual Payroll Checks	1,641.57	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	483.54	
Insurance Payable	(937.08)	
Credit Union Payable	(785.35)	
Union Dues Payable	472.14	
Other Employee Deductions	519.34	

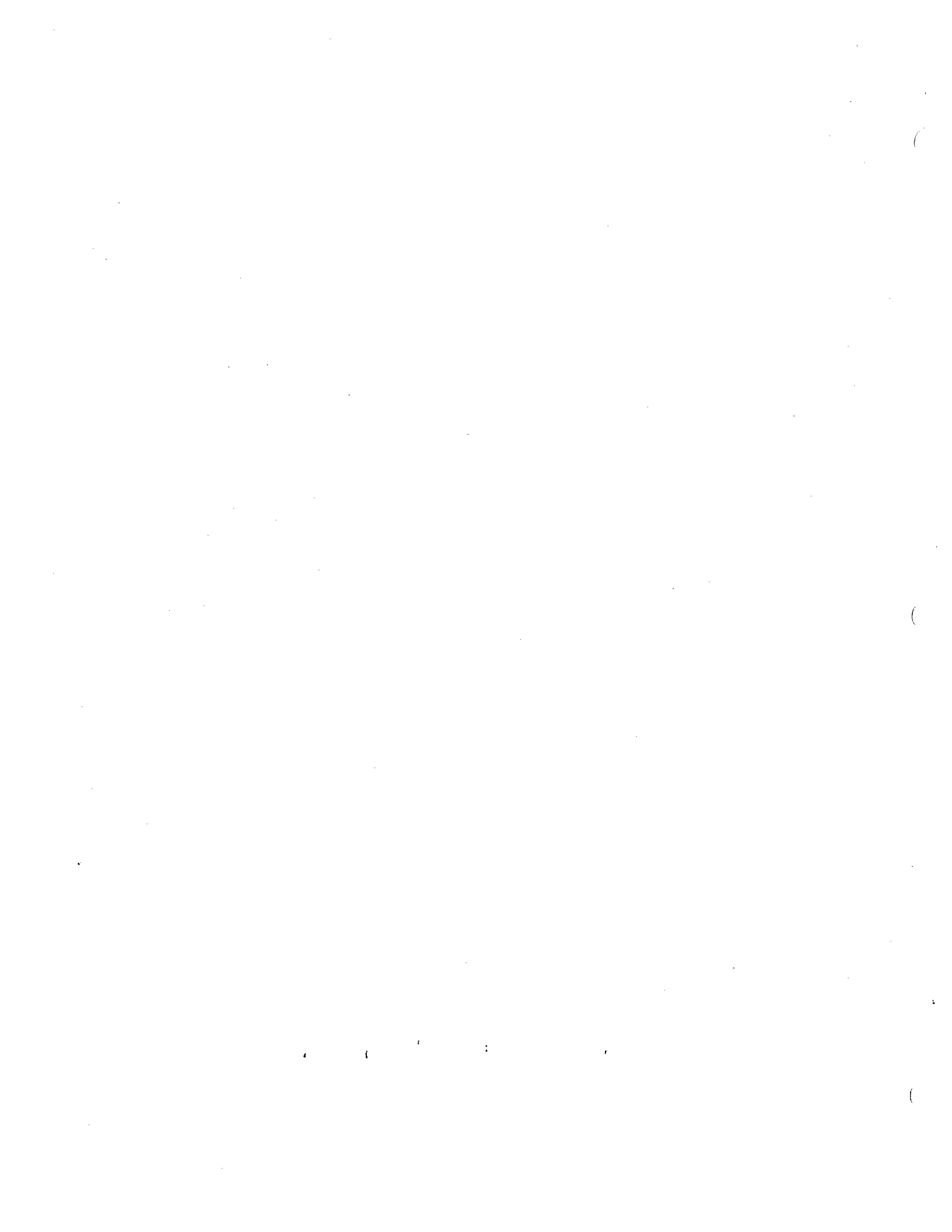
Total Liabilities		1,202.24

Capital

Fund Balance	84,409.61	

Total Capital		84,409.61

Total Liabilities and Capital		85,611.85
		=====



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

October, 1992

Prepared 11/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,805.31
Checks Out				
	3496	4.50		
	3504	30.00		
	3505	70.00		
	3506	37.90		
	3513	50.00		
TOTALS		192.40	0.00	
CHECKBOOK BAL				2,612.91

Estimate
11/10/92

10/31/92

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending October 31, 1992

Page 1
 Part 1 of 1 Parts

	Total	10/31/92
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	10.50	10.50
Cash Register-Fines	2,115.02	2,115.02
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	(107.90)	(107.90)
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	156.65	156.65
Cash Register-Computer Rental	96.50	96.50
Typewriter Income	22.23	22.23
Telephone Income	180.76	180.76
Copy Machine Income	93.22	93.22
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,250.71	1,250.71
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,817.69	3,817.69
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,817.69	3,817.69
Expenses		
Transfers to County	2,637.42	2,637.42
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	44.63	44.63
Postage (183)	138.57	138.57
Prof. & Spec. Services (190)	50.00	50.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	105.00	105.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	2,975.62	2,975.62
	-----	-----
Operating Income (Loss)	842.07	842.07

10/31/92

Page 2

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1992

Part 1 of 1 Parts

	Total	10/31/92
Other Income		
Other Expenses		
Net Income (Loss)	842.07	842.07

10/31/92

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 93 Period 4
 General Fund

Page 1

Check	Date	Payee	Amount
3504	01/07/92	MCLS Registration 0-5122-01 Transportation & Travel (270)	30.00
3505	10/09/92	Jacqueline O'Neil 0-4106-01 Cash Register-Lost Items	70.00
3506	10/09/92	Ying Wang 0-4106-01 Cash Register-Lost Items	37.90
3507	10/09/92	VOID void	0.00
3508	10/09/92	Elizabeth D. Minter 0-5114-01 Office Expense (180) 0-5116-01 Postage (183)	55.94 41.38 14.56
3509	10/09/92	VOID Void	0.00
3510	10/19/92	O.C. Auditor 0-5102-01 Transfers to County	2,637.42
3511	10/27/92	ISDOC Dinner 0-5122-01 Transportation & Travel (270)	75.00
3512	10/27/92	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3513	10/27/92	Woodman Life 0-5118-01 Prof. & Spec. Services (190)	50.00
3514	10/27/92	VOID VOID	0.00
Checkbook 1 Total			3,101.26

10/31/92

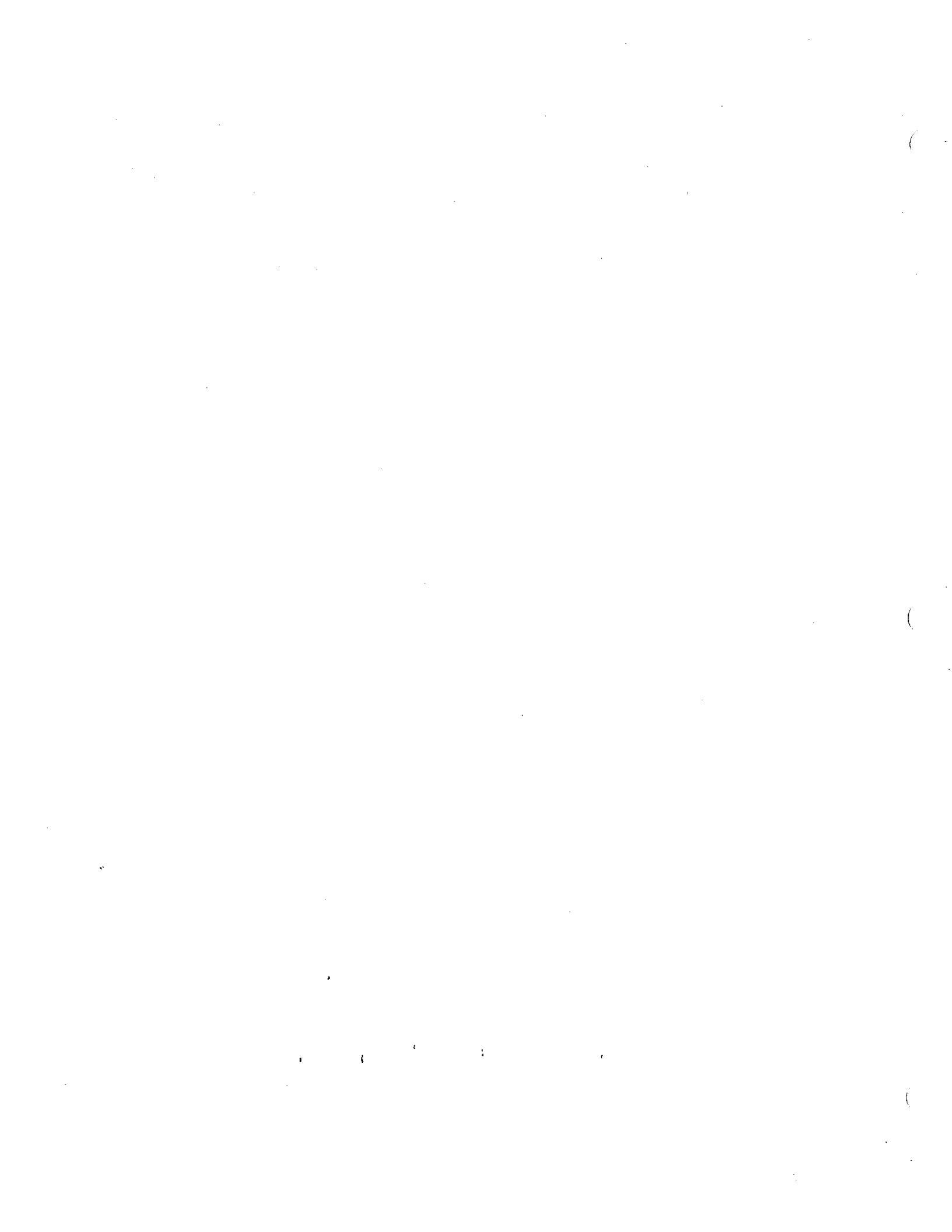
Placentia Library District
Cash Disbursements
S U M M A R Y

Page 2

For Fiscal Year 93, Period 4 through Fiscal Year 93, Period 4

Account Name	Total
0-4106-01 Cash Register-Lost Items	107.90
0-5102-01 Transfers to County	2,637.42
0-5114-01 Office Expense (180)	41.38
0-5116-01 Postage (183)	159.56
0-5118-01 Prof. & Spec. Services (190)	50.00
0-5122-01 Transportation & Travel (270)	105.00

	3,101.26
	=====



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

October, 1992

Prepared 11/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,273.62
Checks Out	1123	371.00		
TOTALS		371.00	0.00	
CHECKBOOK BAL				6,902.62

EDMunk
11/10/92

10/31/92

Placentia Library District
 Income Statement For Department 02
 Period Spread Sheet
 1 Period(s) Ending October 31, 1992

Page 1
 Part 1 of 1 Parts

	Total	10/31/92
Income		
Gifts Income	0.00	0.00
Tutor Training Income	20.00	20.00
Workshops Income	0.00	0.00
Books/Materials Income	0.00	0.00
Interest Income	18.62	18.62
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	38.62	38.62
Cost of Sales		
	-----	-----
Gross Profit (Loss)	38.62	38.62
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	371.00	371.00
Refreshments	48.00	48.00
Printing	0.00	0.00
Miscellaneous	69.70	69.70
	-----	-----
Total Expenses	488.70	488.70
	-----	-----
Operating Income (Loss)	(450.08)	(450.08)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(450.08)	(450.08)
	=====	=====

10/31/92

Placentia Library District
Cash Disbursements
Checkbook 2 Fiscal Year 93 Period 4
Literacy Fund

Page 1

Check	Date	Payee		Amount
1123	10/01/92	LVA		371.00
		0-5204-02 Travel Expenses	371.00	
1124	10/01/92	News for You		69.70
		0-5210-02 Miscellaneous	69.70	
1125	10/19/92	Melanie Daniels		48.00
		0-5206-02 Refreshments	48.00	
		Checkbook 2 Total		488.70

10/31/92

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

Page 2

For Fiscal Year 93, Period 4 through Fiscal Year 93, Period 4

Account Name	Total
0-5204-02 Travel Expenses	371.00
0-5206-02 Refreshments	48.00
0-5210-02 Miscellaneous	69.70

	488.70
	=====

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

October, 1992

Prepared 11/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,536.47
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,536.47

*Ermentow
11-10-92*

10/31/92

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 03
 Period Spread Sheet
 1 Period(s) Ending October 31, 1992

	Total	10/31/92
Income		
Cash Register-Copy Cards-Exempt Fun	200.00	200.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	480.00	480.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	982.57	982.57
Friends Contributions	0.00	0.00
Gifts Income	250.00	250.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
	-----	-----
Total Income	1,912.57	1,912.57
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,912.57	1,912.57
Expenses		
Vend. Mach.-Repay Capital Equip.	200.00	200.00
Vending Machine Supplies	325.17	325.17
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	261.85	261.85
Friend's-Other Activities	0.00	0.00
Library Board Expenses	100.00	100.00
Gulf Arab Grant	0.00	0.00
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	887.02	887.02
	-----	-----
Operating Income (Loss)	1,025.55	1,025.55
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,025.55	1,025.55
	=====	=====

10/31/92

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 93 Period 4
 County Exempt

Page 1

Check	Date	Payee		Amount
716	10/31/92	Microsoft Software		21.16
		0-5314-03 Friend's-Director's Fund	21.16	
717	10/09/92	John Hale		100.00
		0-5318-03 Library Board Expenses	100.00	
718	10/14/92	Alpha Beta		25.99
		0-5314-03 Friend's-Director's Fund	25.99	
719	10/19/92	O. C. Auditor		200.00
		0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00	
720	10/19/92	A & R Wholesale		325.17
		0-5304-03 Vending Machine Supplies	325.17	
721	10/19/92	Elizabeth D. Minter		104.71
		0-5314-03 Friend's-Director's Fund	104.71	
722	10/19/92	Christophers Flowers		50.79
		0-5314-03 Friend's-Director's Fund	50.79	
723	10/19/92	Kinko's		59.20
		0-5314-03 Friend's-Director's Fund	59.20	

Checkbook 3 Total				887.02

10/31/92

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

Page 2

For Fiscal Year 93, Period 4 through Fiscal Year 93, Period 4

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
0-5304-03 Vending Machine Supplies	325.17
0-5314-03 Friend's-Director's Fund	261.85
0-5318-03 Library Board Expenses	100.00

	887.02
	=====

TO: Library Board of Trustees

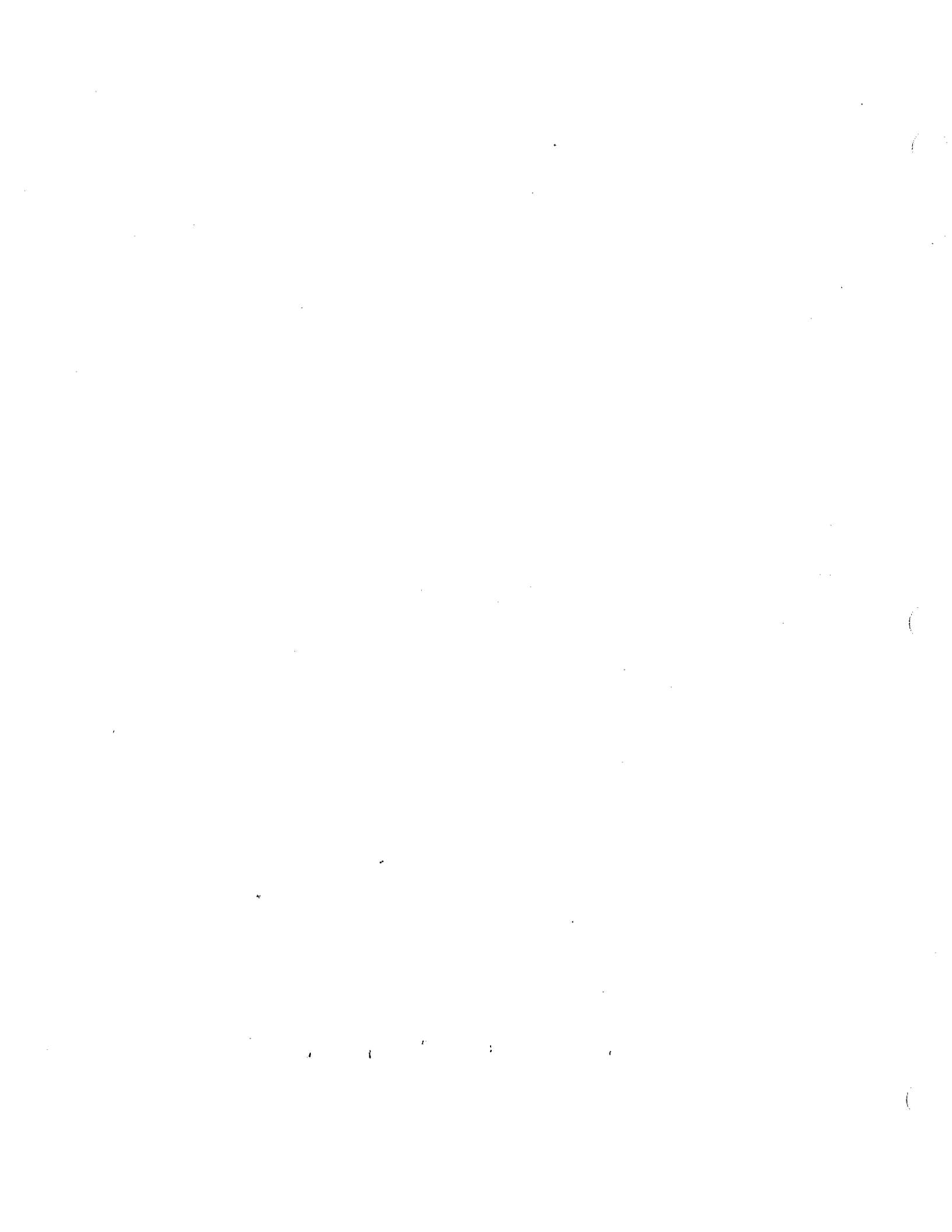
FROM: Karen Cushing, Library Assistant *KC*

DATE: November 3, 1992

SUBJECT: OCTOBER, 1992, OVERDUE COLLECTION REPORT
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR OCTOBER 1992**

**Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edw*
 DATE: November 16, 1992
 SUBJECT: **OCTOBER, 1992, VENDING MACHINE REPORT**

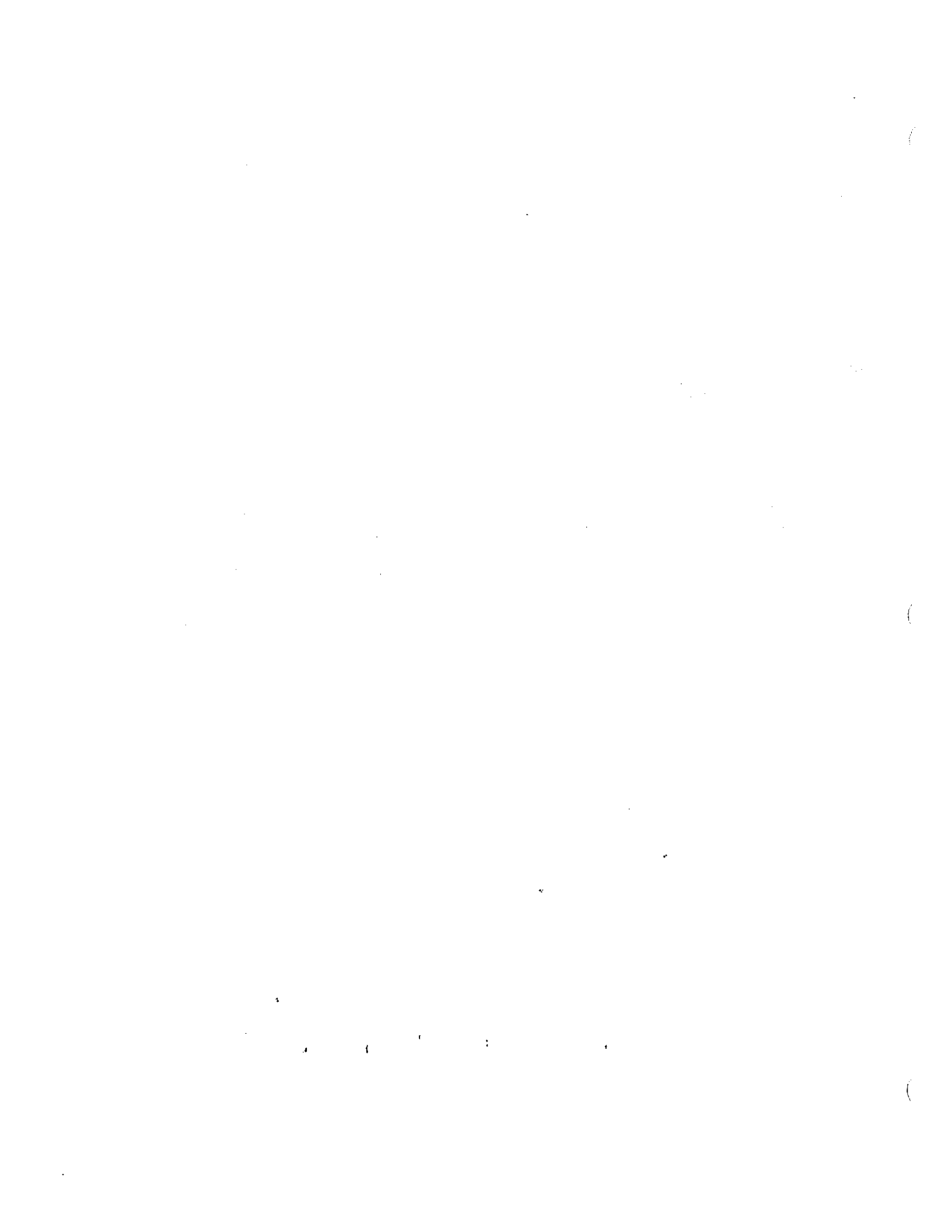
SUMMARY OF ACCOUNTS OCTOBER 1-31, 1992

Beginning Balance 10/01/92			\$ 666.34
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 982.57		
Total Materials & Supplies		\$ 325.17	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>200.00</u>	
	\$ 982.57	\$ 525.17	
Ending Balance 10/31/92			<u>\$ 1123.74</u>
Check to be issued 11/16/92			\$ 700.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 09/30/92	3,900.00
October Payment	<u>200.00</u>
October Balance 10/31/92	<u>\$3,700.00</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: November 16, 1992
SUBJECT: Gift Fund Report for October, 1992

The following cash gifts to Placentia Library District were received in October, 1992:

<u>Name</u>	<u>Amount</u>
Frederick S. Sterns In Memory of Louise Stearns	\$ 250.00

Prepared by: Charlene Dumitru

FREDERICK S. STEARNS

632 LEMKE DRIVE
PLACENTIA, CALIFORNIA 92670

28 October 1992

Placentia Library District

Placentia Civic Center

Placentia, Ca. 92670

Gentlemen:

It is my understanding that if a donation (exceeding \$100) is made to the district my wife's name will be engraved on a plate and mounted on the "Donors" plaque in the library lobby. Please consider this letter and the enclosed donation as a request to have this done.

The pleasure she derived from reading was probably only exceeded by that which she got from her family. We would like the plate to be engraved (in the current style and format):

LOUISE STEARNS

Thank you for your consideration.

Sincerely,

F. Stearns

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: November 10, 1992

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

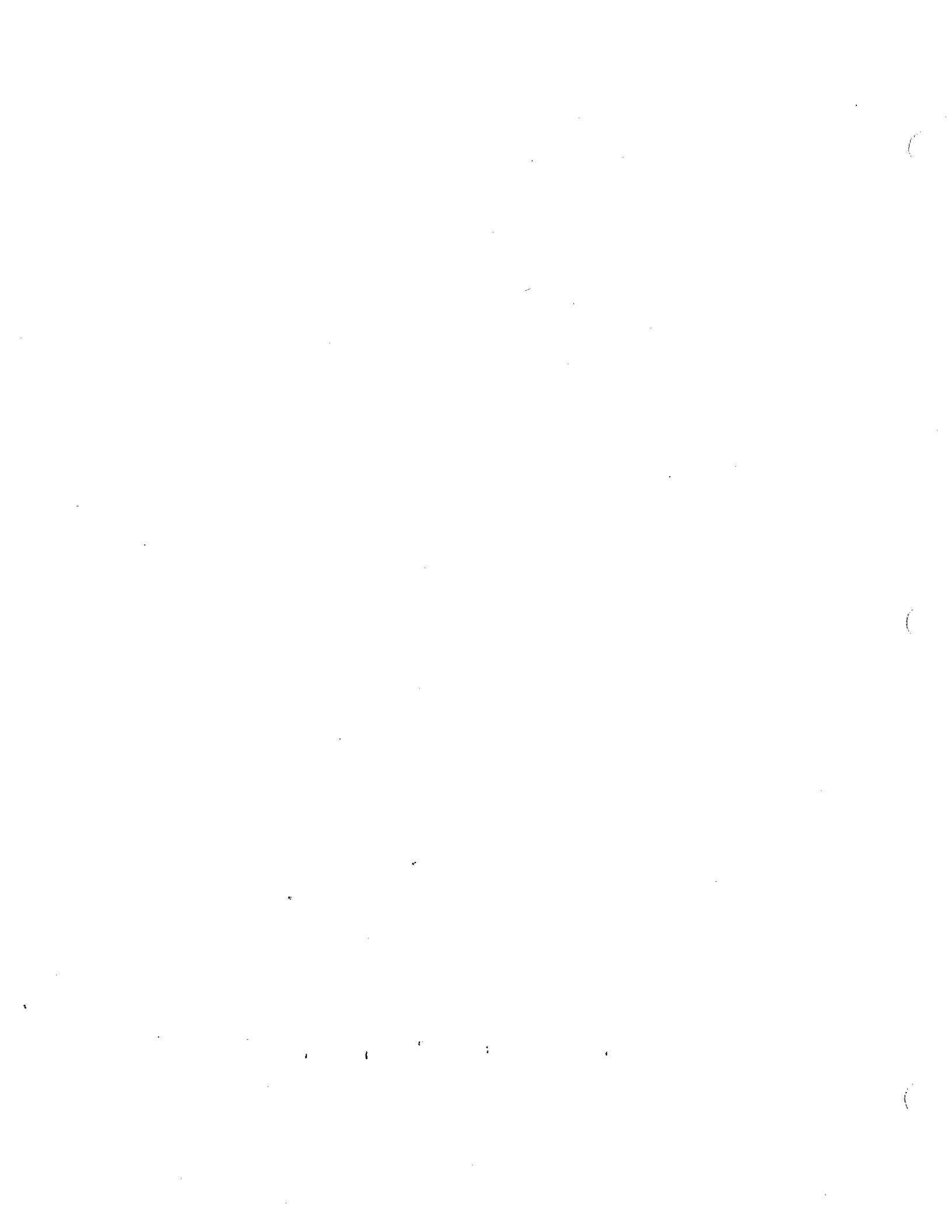
REGULAR VOLUNTEERS	OCTOBER	TOTAL
Blan, Henry	18.50	26.25
Deputy, Paul	40.50	4076.00
George Key School	0.00	724.25
Goldbaum, Mae	6.00	307.25
Grandparents & Books	7.50	77.75
JTPA Students	0.00	423.50
Kim, Mark	0.00	26.25
Nguyen, Nina	3.00	3.00
ROP Students	85.00	1998.75
Vesely, Pat	0.00	245.50

TEMPORARY VOLUNTEERS

TOTAL 160.50

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

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



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992								0.00
Nov 1992								0.00
Dec 1992								0.00
Jan 1993								0.00
Feb 1993								0.00
Mar 1993								0.00
Apr 1993								0.00
May 1993								0.00
Jun 1993								0.00
TOTAL		18,967.83	2,914.44	2,437.22	776.73	0.00	0.00	25,096.22
AVG		18,967.83	2,914.44	2,437.22	776.73	0.00	0.00	25,096.22

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

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992				0.00	0.00
Nov 1992				0.00	0.00
Dec 1992				0.00	0.00
Jan 1993				0.00	0.00
Feb 1993				0.00	0.00
Mar 1993				0.00	0.00
Apr 1993				0.00	0.00
May 1993				0.00	0.00
Jun 1993				0.00	0.00
TOTAL	3,654.40	1,123.00	97.02	4,874.42	2,437.21
AVG	1,218.13	374.33	32.34	1,624.81	812.40

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

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

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992						0.00
Nov 1992						0.00
Dec 1992						0.00
Jan 1993						0.00
Feb 1993						0.00
Mar 1993						0.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	438.62	448.38	141.06	92.88	2,533.46	3,654.40
AVG	146.21	149.46	47.02	30.96	844.49	1,218.13

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	12.00	34.00
Aug 1990	8.00	12.00	2.00	0.00	12.00	34.00
Sep 1990	8.00	12.00	2.00	0.00	12.00	34.00
Oct 1990	10.00	15.00	2.00	2.00	15.00	44.00
Nov 1990	3.00	10.00	2.00	0.00	10.00	25.00
Dec 1990	6.00	8.00	2.00	0.00	10.00	26.00
Jan 1991	8.00	10.00	2.00	0.00	12.00	32.00
Feb 1991	6.00	10.00	2.00	4.00	10.00	32.00
Mar 1991	8.00	10.00	2.00	0.00	10.00	30.00
Apr 1991	8.00	8.00	2.00	0.00	10.00	28.00
May 1991	8.00	10.00	2.00	0.00	10.00	30.00
Jun 1991	10.00	10.00	2.00	4.00	10.00	36.00
TOTAL	91.00	127.00	24.00	10.00	133.00	385.00
AVG	7.58	10.58	2.00	0.83	11.08	32.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	15.00	44.00
Aug 1991	10.00	30.00	2.00	24.00	10.00	76.00
Sep 1991	10.00	15.00	2.00	10.00	15.00	52.00
Oct 1991	8.00	8.00	2.00	2.00	10.00	30.00
Nov 1991	10.00	12.00	2.00	0.00	12.00	15.00
Dec 1991	15.00	20.00	2.00	8.00	15.00	60.00
Jan 1992	10.00	12.00	2.00	0.00	12.00	36.00
Feb 1992	10.00	14.00	2.00	16.00	14.00	56.00
Mar 1992	6.00	8.00	2.00	4.00	10.00	30.00
Apr 1992	3.00	4.00	2.00	6.00	8.00	23.00
May 1992	4.00	4.00	2.00	0.00	10.00	20.00
Jun 1992	4.00	5.00	2.00	0.00	12.00	23.00
TOTAL	102.00	147.00	24.00	70.00	143.00	465.00
AVG	8.50	12.25	2.00	5.83	11.92	38.75

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	10.00	22.00
Aug 1992	6.00	6.00	2.00	0.00	12.00	26.00
Sep 1992	4.00	6.00	2.00	2.00	10.00	24.00
Oct 1992						0.00
Nov 1992						0.00
Dec 1992						0.00
Jan 1993						0.00
Feb 1993						0.00
Mar 1993						0.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	14.00	18.00	6.00	2.00	32.00	72.00
AVG	4.67	6.00	2.00	0.67	10.67	24.00

Agenda Item 19

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director
DATE: November 13, 1992
SUBJECT: Building Maintenance Report for October, 1992

1. WIND STORM

An inspection of the roof after the recent wind storm revealed normal conditions.

2. SAFETY ISSUES

The electrical outlet used by the public copiers was repaired.

3. FLORESCENT LIGHTS IN MEETING ROOM

Investigation of reports of bulbs "exploding" revealed that actually the lenses were falling out due to faulty glue holding two parts together. All the remaining lenses were removed for safety purposes. The manufacturer was contacted and was more than willing to replace all ten lenses (four had come apart). They have arrived and are installed.

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TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *JM*
DATE: November 16, 1992
SUBJECT: Personnel Report for October, 1992

RESIGNATIONS:

None

APPOINTMENTS:

Lisa Culver, Part-time Clerk I (Families for Literacy), effective 10/21/92.

Asst
~~Asst~~ Juarez, Part-time Library Aide (Families for Literacy, childcare), effective 10/21/92

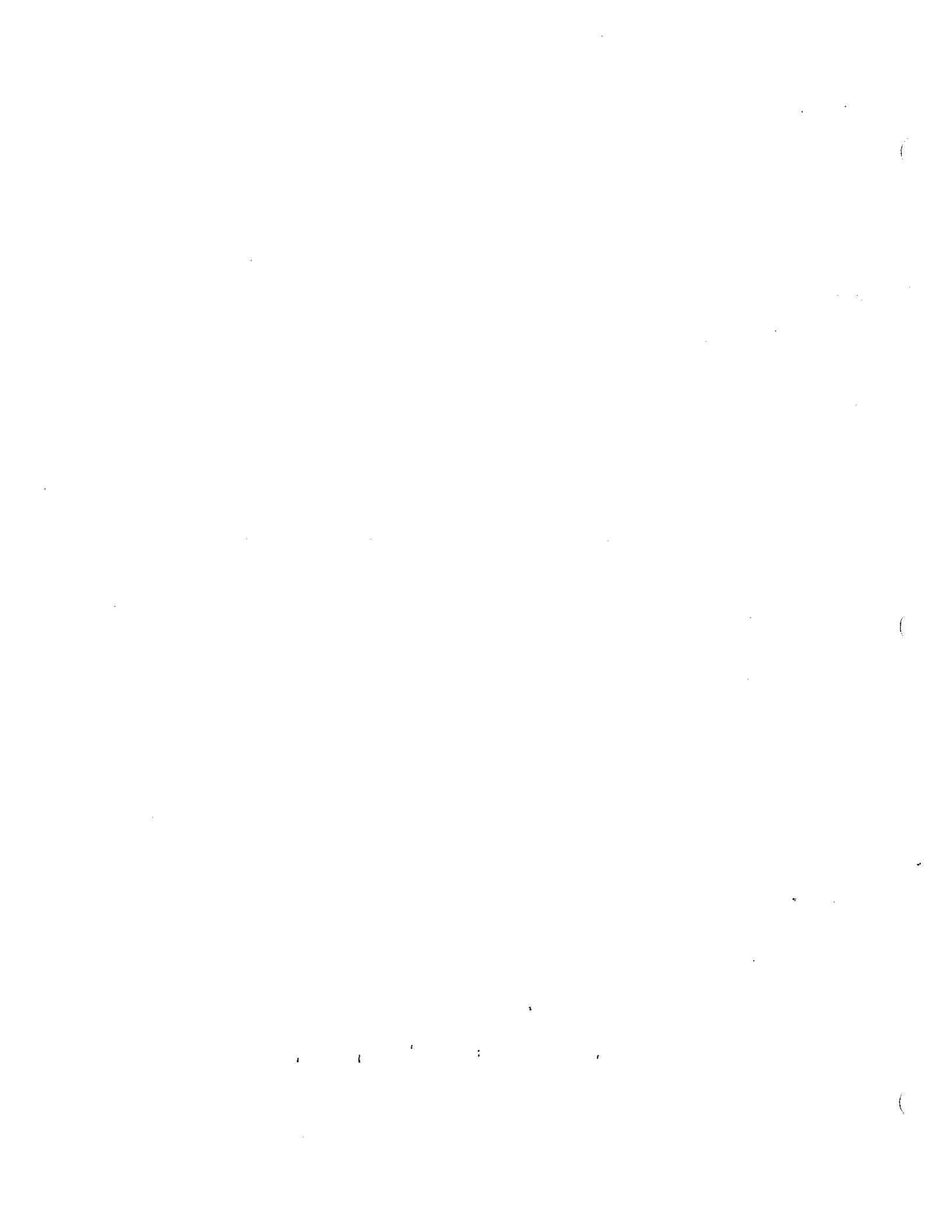
TERMINATIONS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Travel Authorization

BACKGROUND:

1. 1992 Tax Workshop for Governmental Agencies, December 7, 1992, Irvine. Estimate not to exceed \$60.00. Administrative Assistant Charlene Dumitru.

RECOMMENDATION:

Approve travel expenses as follows:

1. Tax Workshop, Dumitru; approve \$ 60.00

TO: Elizabeth Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *cd*
DATE: November 16, 1992
SUBJECT: Travel Request

I would like to attend the 1992 Tax Workshop for Governmental Agencies presented by Diehl, Evans & Company on December 7, 1992 in Irvine. The cost for this workshop is \$50.00 which includes lunch. Estimated cost for mileage is \$8.00.



**DIEHL, EVANS
& COMPANY**
CERTIFIED PUBLIC ACCOUNTANTS

A PARTNERSHIP INCLUDING ACCOUNTANCY CORPORATIONS

18401 VON KARMAN, SUITE 200
IRVINE • CALIFORNIA 92715-1542
PHONE (714) 757-7700
FAX (714) 757-2707

RODNEY K. McDANIEL, CPA
RALPH H. WEINTRAUB, CPA
MICHAEL R. LUDIN, CPA
ROBERT R. WINE, CPA
CRAIG W. SPRAKER, CPA
PHILIP H. HOLTkamp, CPA
THOMAS M. PERLOWSKI, CPA
HARVEY J. SCHROEDER, CPA

1992 TAX WORKSHOP FOR GOVERNMENTAL AGENCIES

Are you aware of the many 1992 tax developments which affect governmental agencies?

- **In January, 1992, a Treasury Decision was issued affecting how governmental employees are taxed on fringe benefits.**
- **In March, 1992, the IRS instituted new guidelines for reimbursing employee travel expenses and new federal per diem rates for lodging and meal allowances.**
- **In April, 1992, the IRS issued new instructions for completing W-2 forms for calendar 1992.**
- **In August, 1992, the IRS issued final regulations for information reporting on small-dollar tax exempt bond issues.**
- **And in September, 1992, the Treasury issued new payroll tax deposit rules which become effective on January 1, 1993.**

These and many other tax developments affecting governmental agencies and governmental employees will be explained in a tax workshop to be presented on December 7th, 8th, and 9th at the Irvine office of Diehl, Evans and Company. The workshop will be presented each day (Monday through Wednesday) from 10:00 a.m. to noon, with a catered lunch provided to each participant.

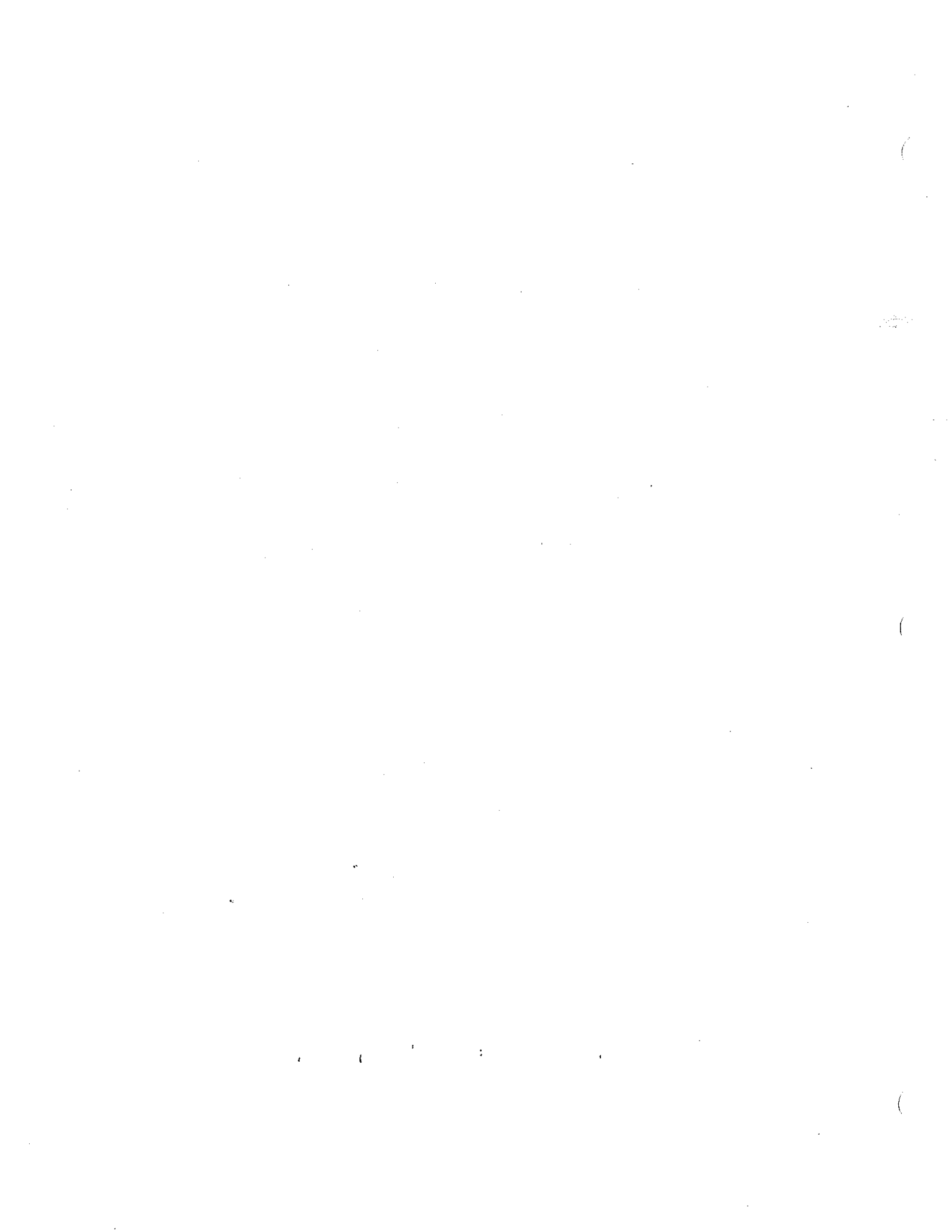
Each session will be conducted by Bill Morgan, our firm's Director of Management Consulting. A comprehensive government tax manual also will be issued to each participant.

The cost of this seminar will be \$50.00 per person. If you are interested in attending one of the workshops, please complete and return the enclosed form. All checks should be made payable to "Diehl, Evans and Company."

OTHER OFFICES AT:

2965 ROOSEVELT ST.
CARLSBAD, CA 92008-2389
(619) 729-2343
(619) 729-2234 FAX

613 W. VALLEY PKWY., SUITE 330
ESCONDIDO, CA 92025-2552
(619) 741-3141
(619) 741-9890 FAX



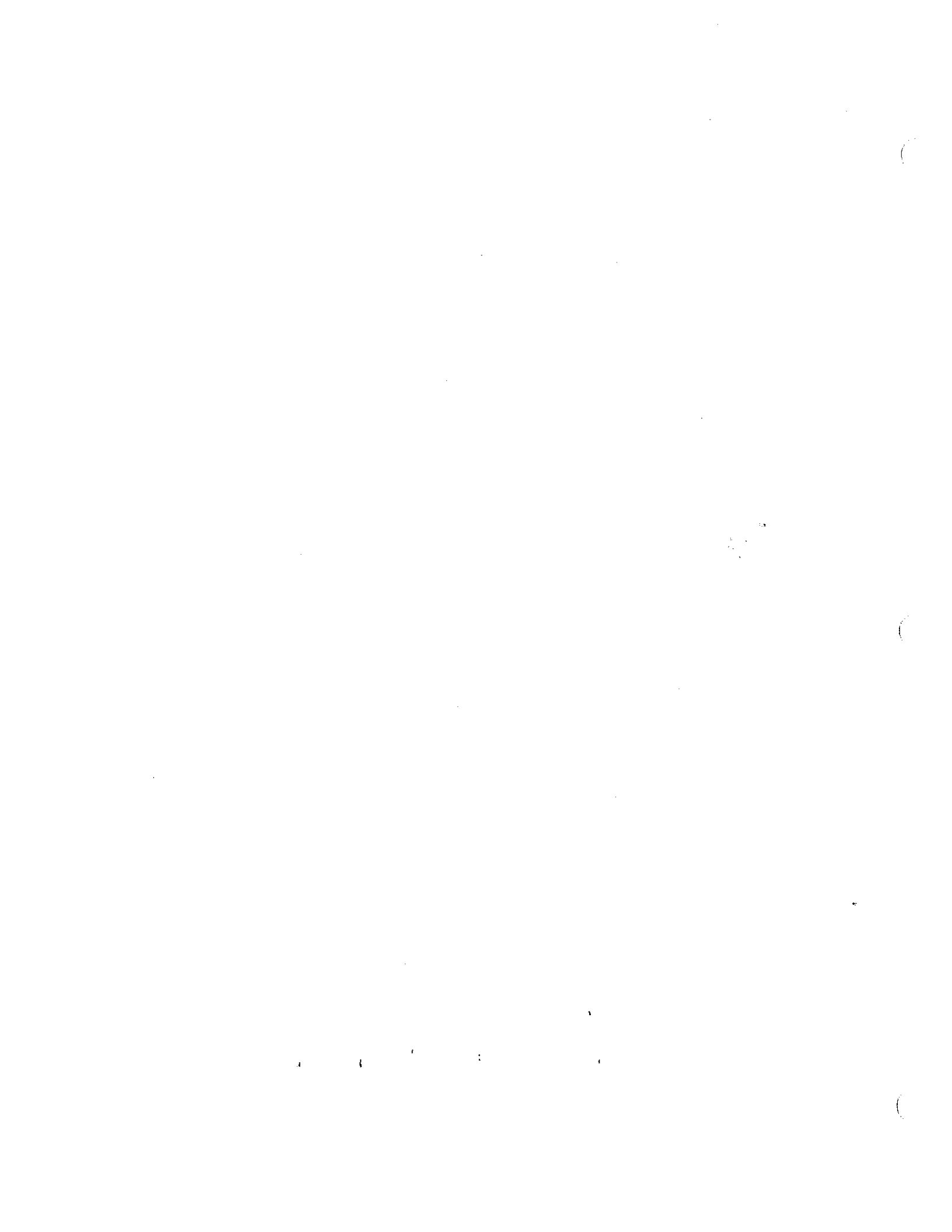
TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian SM
DATE: November 10, 1992
SUBJECT: Gulf Arab States: Final Report.

A final report is required by the California Council for the Humanities at the completion of any project. This report is the project director's final evaluation along with a budget that shows how the funds were spent.

This report consists of three parts:

1. a completed evaluation form.
2. a narrative evaluation that describes the various components of the project, along with the director's comments on the project's strengths and weaknesses, and any comments that may help the Council with future projects.
3. A budget and a budget narrative that explain how the funds were spent and show that the funds were spent in compliance with the grant's guidelines.

Since we did not spend the full amount of money that was granted through the outright funds, the matching funds, and the outside gifts, we will be receiving approximately \$3,000.00 which is the remaining 20% of the grant minus the amount that was not spent.



EXPENDITURES REPORT

CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

FOR THE PERIOD Sept. 1991 TO Aug. 1992



NOTE: THE FINAL FINANCIAL REPORT MUST SUMMARIZE ALL EXPENDITURES OF CCH FUNDS, INCLUDING GIFTS AND MATCH, DURING THE PROJECT.

	Outright Funds		Challenge Match Funds		Total
	CCH Outright Funds	Local Cost-Share Contributions (show In-kind with*)	Outside Gifts	CCH Challenge Match Funds	
PERSONNEL					
A. Administrative					
Project Director	\$ 1,800	\$ 5,854.25*	\$	\$	\$ 7,654.25
Project Staff	0	a-1,660.02			1,660.02
B. Resource People					
Humanities Scholars	2,400				2,400.00
Resource Personnel	1,000				1,000.00
Other	64.80	b-5,329.17*			5,393.97
TRAVEL & PER DIEM					
Project Director & Staff	1,761.49				1,761.49
Speakers & Resource People	600			613.37	1,213.37
OFFICE					
Telephone	224.18	89			313.18
Postage	163.37				163.37
Supplies	710.16				710.16
Duplicating		100			100.00
Rent					
Other				350	350.00
PROMOTION					
Printing (brochures, etc.)		130.76	1,000**	300	1,430.76
Posters	75				75
Newspaper Ads					
Radio/TV Spots					
Other	c- 30				30
MEDIA & EXHIBIT EXPENDITURES (Specify)					
packaging	118.61		d-2,500		118.61
shipping	100.10	* 826.86			926.96
insurance			1,000	300	1,300.00
OTHER EXPENDITURES (Specify)					
Outside Evaluator	300				300
TOTAL PROGRAM COSTS					
	\$9,347.71	\$13,990.06	\$ 4,500.00	\$1,563.37	\$29,401.14

** The gift from the Embassy of the State of Kuwait

PROJECT TITLE: Gulf Arab States: Beyond Camels, Oil, and Sand Dunes

CCH GRANT NUMBER: G9104HPL

DATE SUBMITTED: October 29, 1992

CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



PROJECT FINAL EVALUATION REPORT

Project Title: Gulf Arab States: Beyond Camels, Grant #: G9104HPL-006
Oil, and the Sand Dunes

Sponsor: Placentia Library District, Placentia, CA 92670
(name and city)

Date of Grant Award Letter: June 17, 1991

Response to Conditions Approved: N/A

Original End-Date/Extensions: August 1992

Final Narrative Report Sent: October 1992

Award Amount (according to original or approved revised budget):

<u>outright</u>	<u>gifts / CCH match</u>
9,994	3,500/1,750

Funds Spent:	<u>outright</u>	<u>gifts / CCH match</u>
	9,347.71	4,500/1,563.37



Attach additional sheets, if needed, in addressing the following points.

Goal of the Project
(as stated on the proposal)

The Project will provide Californians with a greater awareness and understanding of the Gulf peoples. The Display will reflect their heritage and daily life styles and the effect of oil on their societies.

Did you accomplish your goal? Was the format appropriate to the goal? Please elaborate.

I feel that the goal was successfully accomplished. The programs were well attended, the questions and evaluations reflected the audiences' interest and appreciation. The Display items were well chosen to reflect most aspects of daily life and activities. The items were also well displayed; mounted pictures accompanied certain groups of items to illustrate their usage, a clear large type card identified each item by the English name and the transliteration of the Arabic equivalent, its history, use, place of origin, and the material it's made of. Omar, the interactive computer, was programmed specifically for the project with a data base of sixty-six questions on the Gulf. It was very popular and informative.

Humanities Disciplines Represented

Please indicate the participation of humanities scholars by discipline, role, and number--e.g.: History (2) - advisor, project director, researcher, presenter, evaluator.

Anthropology(3) Dr. Fadwa El-Guindi, consultant, researcher and presenter. Dr. Allen Barron, advisor. Dr. Ellen Gruenbaum, presenter. Applied Linguistics(1) Ms. Ann Kerr, presenter Education(1) Dr. Mario Pascale, evaluator. History(2) Dr. Henry Chambers, presenter. Dr. William Haddad, helped in writing the grant. International Relations(2) Dr. Thomas Mitchell, presenter. Dr. Abdallah Sindi, presenter. Religious Studies(2) Dr. Charles Frazee, presenter. Dr. Mira Zussman, presenter. Other scholars from the Arts, Communication, and Psychology disciplines helped in the planning phase with the designing and distribution plan for the promotional materials.

Quality of Scholarly Contributions

(as evaluated by the project director, audience members, and/or participating scholars) Please summarize evaluative comments and list scholars you would particularly recommend to other project directors or would like to work with again. You may also list names of scholars whose performance did not live up to your expectations with a brief explanation.

Many of the Scholars were described by the audiences as "articulate, knowledgeable, outstanding, objective, pleasant and engaging." On a scale of 1 to 5, with 5 being excellent, 70% of the audiences rated the scholars as being excellent, 20% outstanding, and the rest rated them as fair.

I highly recommend Drs. Fadwa El-Guindi and Abdallah Sindi. They both had a lot to offer during the presentations and the question and answer periods. They are both native to the area, (Dr. Sindi is a native Saudi). Their answers were both objective and informative. I also recommend Drs. Baker, Mitchell, Chambers, Gruenbaum, Frazee, and Ms. Kerr. Their presentations reflected extensive research, rich personal experiences and true understanding of both the area and its people.

Dr. Zussmann's presentation however lacked in the area of research and in-depth information. It was a mere slide presentation with brief comments.

Intended Audience

Initially the project was intended for Californians from all walks of life, especially the military personnel that were involved with the Gulf War, and their families.

Size and Composition of Audience Compared with Original Goals Did you draw the numbers and kinds of audiences anticipated?

The number of the attendees was very close to what I had anticipated, averaging about 40 per program, with an overwhelming crowd of 85 in Fresno, 55 in Santa Maria, 45 in Oceanside, 55 in Long Beach, and only three in Monterey. It was clear that the programs attracted more people in sites where the display was set up before the program. We did not attract as many of the military personnel as we had anticipated, probably because the war had been over. We did however attract many families of Gulf employees, and those who were being hired or considered for hire for the rebuilding of Kuwait.

Ethnicity

There was no visible ethnic presence. Some Arab students and regular Arab residents in the involved communities attended and helped. The majority of the audiences were regular residents and library patrons.

Gender

Mixed groups of males and females made up the audiences at all the sites.

Age Range

The Program was mainly attended by adults. The Display attracted people of all ages because it did contain adult's and children's clothes, games, jewelery, and recreational objects. Special visits were made by junior and senior high school students, and even adult education classes. Omar on the other hand was everybody's favorite across all ages.

Occupations of Those Present (should be requested on audience evaluation)

Teachers, adult education students, studying about the Middle East. Engineers, and computer specialists who anticipated employment or transfer to the Gulf. Homemakers and retired people.

By Audience:

The audiences were impressed by the diversity of the project, fascinated by the contents and the colorfulness of the display, the ethnic dances and hospitality, and the presentation of the flags. They were highly impressed by the scholars, the interactive computer, and the hand-outs. There were numerous suggestions for more cultural programs on other areas, one person however wondered why "we were spending tax payers' money preaching Islam."

By Scholars:

"Timely, enriching, educational, relevant, provided useful information and perspectives." This is a summary of what the scholars had to say about the project. The fact that the focus was on the cultural rather than the political aspects had both positive and negative votes.

Project Strengths:

The scholars were informed and eager to share their knowledge and very generous with their time. The programs were well organized and had a strong ethnic flavor, the project director was available at all but two sites to insure that the display was professionally set up and the programs went as scheduled. The hand-outs were professionally researched and available in quantities for the general public, teachers and students. The diversity and the timeliness of the project were two important reasons for its success.

Project Weaknesses:

We had initially intended to plan the programs and schedule the speakers according to a specific geographic route to save time and money. Executing the plan proved to be far from realistic, because of the conflicting schedules of the speakers, and the availability of meeting rooms at the sites. This is why we ended up zigzagging up and down the State. This problem made it harder and more costly to transport the display from one site to another. I do not know how that could have been avoided given the span of time and the number of people I was working with. The important thing is that the general public were not affected by this, because they seemed to have enjoyed the project whenever and wherever it was presented.

Other Comments:

Please list awards, nominations for prizes, etc.

This project has been a great learning experience for me. I was very impressed by the scholars' interest in the project. Most of the libraries were much more enthusiastic about the project after seeing the display, the computer and the hand-outs, and noticing the patrons' curiosity and interest. This also explains why the programs were more successful at the sites where the display was put up at least a week before the program. I have received letters of commendation from the District's U.S. Congressman William Dannemeyer, State Senator Frank Hill, a proclamation from Mr. John Tynes; the Mayor of Placentia, and an acknowledgement from Mrs. Peggy Dinsmore, the President of the Library Board of Trustees. (copies included) I thank the California Council for this great learning experience and for making this wonderful cultural experience available for the California communities.

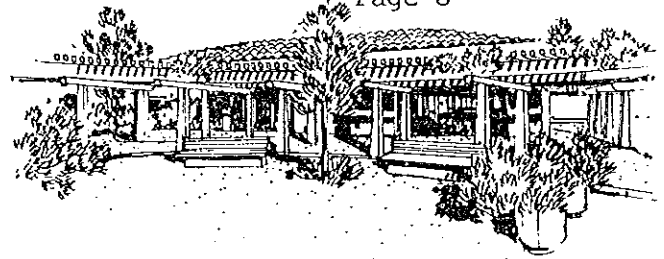
Please discuss any potential for the re-presentation of your project's public activities in other locations or the re-use of materials created by your project.

All of the display items that have been borrowed had to be returned to their lenders. I have maintained a file of resource people that can and will help when needed. The Library now has a beautiful collection of mounted color pictures. Advance arrangements need to be made for borrowing them and also for copies of the hand-outs at cost price.

Contact for Information on Final Products
Please list name, address and phone of project director or sponsor, or other holder/distributor of final products.

Project Director: Suad S. Ammar
411 E. Chapman Ave.
Placentia, CA. 92670
(714) 528-1925

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

October 30, 1992

Gulf Arab States: Beyond Camels, Oil, and Sand Dunes.

Final Narrative Report

The Program:

On August 21st 1992 the Placentia Library hosted the last Program of the Gulf Arab States project. The American and Gulf States' flags were ceremoniously presented by a local Girl Scouts troop. I was then pleasantly surprised when Mrs. Peggy Dinsmore, the president of the Placentia Library Board of Trustees, presented me with a plaque of recognition from the Library Board, congratulatory letters from State Senator Frank Hill, and Congressman William Dannemeyer. Placentia City Council member Maria Moreno also presented me with a Commendation on behalf of Mr. John Tynes the City Mayor.

After this exciting opening, Dr. Ellen Gruenbaum, Associate professor at California State University, San Bernardino, an anthropologist and a Malone Fellow, talked about challenges and achievements in women's education in Saudi Arabia and Bahrain. As a Malone Fellow, Dr. Gruenbaum had visited these two countries, interviewed college students, and interacted with local families both in the cities and the suburbs.

She captivated the audience for forty-five minutes, sharing her impressions, her findings, and direct quotes from her interviewees. She had an impressive slide show that illustrated her presentation and added a lively flavor to her talk. After the question and answer period the guests were treated to Arabic coffee and dates by hostesses dressed in the authentic Saudi Dress. During this time Dr. Gruenbaum made herself available to answer yet more questions and helped interested people try on some costumes she had brought with her.

The evaluations reflected the audience's great appreciation of

the speaker, the display, the flag presentation, the ethnic hospitality, and especially, Omar, the computer.

The program in Placentia was typical of eleven similar programs that were presented throughout the State. The culture of the Gulf region was presented in relation to its history, geography, religion, etc... by ten scholars in these respective disciplines.

Dr. Fadwa El-Guindi excelled in explaining the role of the woman as the central nerve of the family and the role of the family as the most important unit in the social structure. An Arab herself, and an anthropologist she had a lot to offer when asked about various aspects of the Arab culture and how it compared to the Gulf region and the rest of the world.

Dr, Abdallah Sindi, a native Saudi and an objective speaker spoke candidly and honestly about basic issues like Islam and its influence on all aspects of the social and cultural structure, and sensitive subjects like veiling, women's rights, polygamy, etc. and about oil and its effects on the Gulf societies.

The rest of the scholars contributed equally to the overall enrichment of the audiences, the success of the program and the fulfillment of the projects goal.

The Display:

All the display items that were borrowed from embassies, consulates, museums and individuals, were professionally and carefully cataloged by a graduate anthropology student from California State University at Fullerton. Extreme care was taken in the way the various groups of items were displayed, especially if they reflected a ceremonial event, (the application of henna to a bride), a ritual, (the various phases of coffee preparation, or the use of frankincense), or an exotic sport like falconry. Mounted pictures accompanied most of the ceremonial or ritual items to illustrate their use. Mannequins were used at various sites to exhibit the clothes and demonstrate the correct way of wearing them.

Setting up the display took an average of six hours by the Project Director and an assistant depending on the number of cases available at the sites, and the location of these cases in various parts of the libraries.

When the display occupied more than one case, Proper signage was helpful and necessary to lead people to the various areas.

The Interactive Computer:

"Omar" was a popular, informative and sometimes vulnerable component of the project. It was generally put close to the Reference desks where staff could help patrons and encourage them

to use it, and where it was under close supervision to protect the mouse from being stolen or vandalized. Omar's sixty-six questions on the Gulf Cooperation Council and the various aspects of the Gulf, challenged, intrigued and provided a lot of useful information to a lot of people.

The Hand-outs:

In addition to booklets and brochures that the various embassies supplied, four different hand-outs were professionally researched and made available for the general public, the teachers and the students that requested them for special assignments. Two hundred and fifty of each were sent to each of the contributing libraries. Copies of these hand-outs will be made available to patrons and libraries at cost.

Posters and Brochures:

The attractive posters and brochures were designed by the Arts Department at California State University at Fullerton. They were to be printed in black and white, but the \$1000 gift from the Embassy of the State of Kuwait enabled us to print them in color, and in more quantities than initially planned. Fifteen of the posters and two hundred of the brochures were sent with the hand-outs to each site.

I owe a lot of thanks to the faculty and students of California State University at Fullerton. They provided a lot of assistance and advice in designing the promotional materials and in developing a plan for promoting the project. They provided lists of media contacts, and samples of letters, press releases and PSA's. They were responsible for transporting the display to all the sites efficiently and on time. And finally they provided the computer hardware for Omar.

The Budget:

Directing a project of the size and complexity as the Gulf Arab States Project proved to be quite a challenge to me. I think it was very well executed, and very well received.

I had initially planned to be available at each site to set up the displays and organize the programs on the same days, but the reasonable turn-out at Oceanside, (where the display was set up the same day as the program) and the more successful program at Long Beach, (where the display was set up a week before the program) along with the feed back from the librarians in charge at these two sites, convinced me that it was reasonable and logical to expect more success if the displays were set up at

least a week before the programs.

That of course meant more time and travel expenses for the Project Director, and more in-kind expense of the project staff at Placentia and the other libraries.

Weighing the positive results against the expense, and after discussing the situation with the Council, it was decided to change the initial plan whenever it was possible and convenient to both the speakers and the libraries.

A Final Comment:

My sincere thanks to the California Council, and the other contributors that made this timely and well needed project available, and I am looking forward to working with the Council on future projects that will improve and enrich the lives of all Californians.

Appendix A

Budget Narrative

a-Project staff time at the Placentia Library.

b-Staff time at the contributing libraries.

c-Video taping the opening at the Placentia Library.

d-Cost of:

- 1-Software and programming "Omar" the interactive computer.
- 2-Researching and imputing the questions.
- 3-Enlarging and mounting the pictures for the Display.

Appendix B

Contributing libraries listed chronologically
as they hosted the Program:

Placentia Library District

Oceanside Public Library

Long Beach Public Library

Pasadena Public Library

Santa Maria Public Library

Fresno Public Library

Oakland Public Library

Monterey County Library/Prundale branch

Oxnard Public Library

Coronado Public Library

Kern County Library/Bakersfield

Placentia Library District

TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Designation of Great-West Life & Annuity Insurance Company as a deferred compensation carrier for the District

BACKGROUND:

Glendale Federal Bank is getting out of the deferred compensation business.

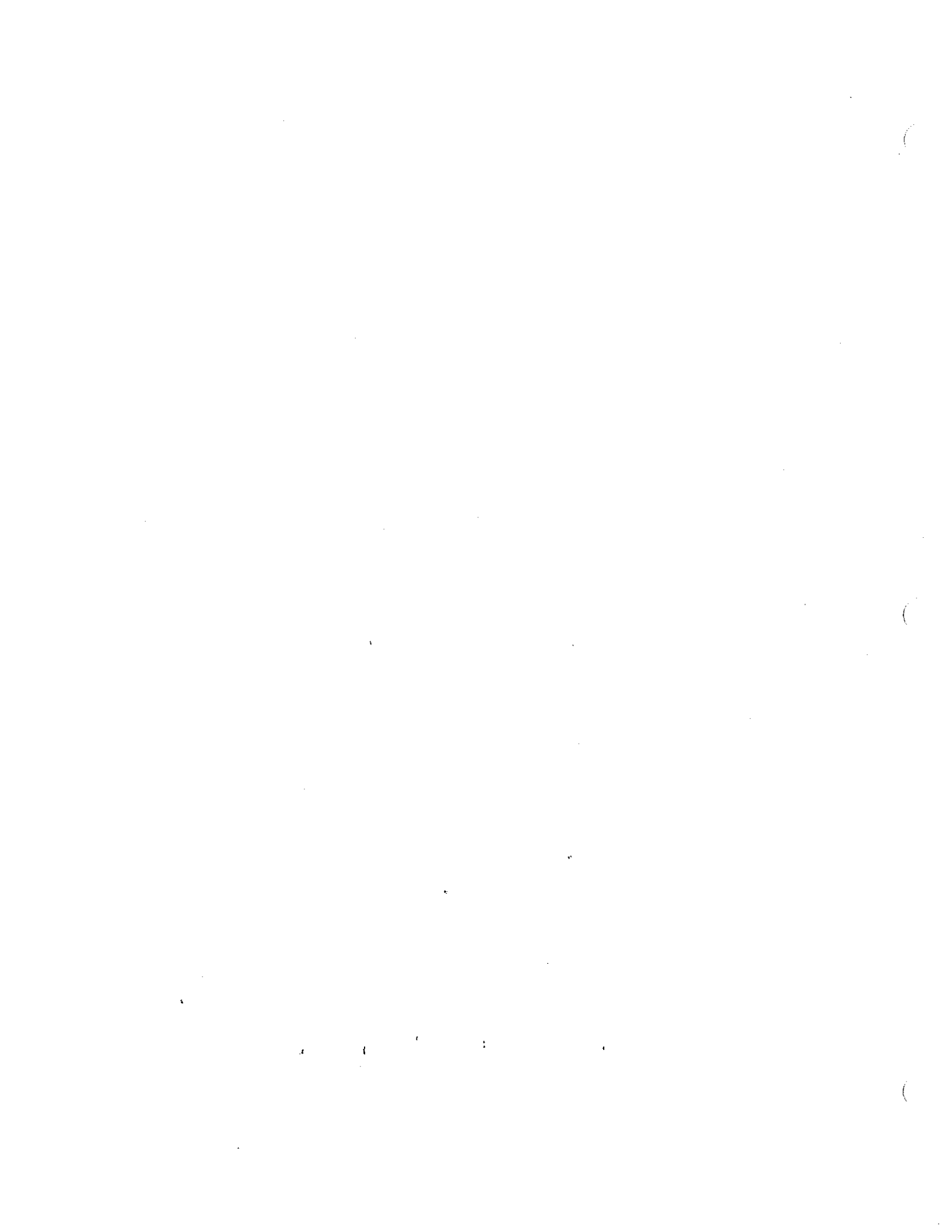
The account representative from Glendale brought an account representative from Great West Life & Annuity Insurance Company to the office to request that Great West be designated as one of the deferred compensation carriers for the District.

There is no requirement that any staff be committed to using the Great West Program in order to have it designated as an option.

RECOMMENDATION:

Approve and Authorize the Library Director to sign the Letter Agreement.

EM / gm



Great-West Life & Annuity Insurance Company

Letter Agreement

Notwithstanding the provisions of the Great-West Life Group Deferred Compensation Annuity, contract number 98379GP the Great-West Life & Annuity Insurance Company (hereinafter called "Great-West Life") and Placentia Library District (hereinafter called the "Policyholder") agree to the following clarifications and modifications of said contract issued by Great-West Life.

1. Contract Maintenance Charge - The Contract Maintenance charge to be deducted is declared to be \$0.00 per year.
2. Contingent Deferred Sales Charge - The Contingent Deferred Sales Charge provision, including the Contingent Deferred Sales Charge Free Amount and all references to either or both are hereby waived on all participant surrenders or withdrawals as permitted under the Policyholder's Plan due to retirement, termination of service, unforeseen financial hardship, death, or disability. Transfers to another carrier are subject to the Standard Contingent Deferred Sales Charge and certificate transfers may only be made at maturity.

This agreement is in effect as long as the Great-West Life & Annuity Insurance Company is acting in its current capacities as an investment option provider for the Policyholder's plan, and there are no substantial changes in the operation of the Policyholder's plan, including but not limited to a change in approved investment product providers, marketers or required administrative services. This agreement may be modified at any time upon mutual consent of both parties.

Great-West Life & Annuity Insurance Company

By _____ Date _____

Title _____

Placentia Library District

By _____ Date _____

Title _____



November 3, 1992

8515 East Orchard Road
Englewood, CO 80111 Tel. (303) 689-3000
Address mail to: P.O. Box 1700, Denver, CO 80201

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

RE: Great-West Life Contract

Dear Ms. Minter:

Enclosed is the Great-West Life contract and coinciding Letter Agreement for your review and subsequent execution. Ms. Cathy Dobbin of our Los Angeles office requested that I forward these directly to you on her behalf.

You may return the signed documents to Cathy at:

Great-West Life
3699 Wilshire Blvd.
Suite 675
Los Angeles, CA 90010

Please don't hesitate to contact her at (213) 386-9808 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Shelley R. Fredrick'.

Shelley R. Fredrick
Underwriter
Public Markets

j117903.con

Enclosures

cc: Cathy Dobbin, Regional Vice President, Los Angeles

Great-West Life & Annuity Insurance Company

Letter Agreement

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Great-West Life & Annuity Insurance Company

By _____ Date _____

Title _____

Placentia Library District

By _____ Date _____

Title _____

Great-West Life & Annuity Insurance Company

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This agreement is in effect as long as the Great-West Life & Annuity Insurance Company is acting in its current capacities as an investment option provider for the Policyholder's plan, and there are no substantial changes in the operation of the Policyholder's plan, including but not limited to a change in approved investment product providers, marketers or required administrative services. This agreement may be modified at any time upon mutual consent of both parties.

Great-West Life & Annuity Insurance Company

By _____ Date _____

Title _____

Placentia Library District

By _____ Date _____

Title _____

APPLICATION FOR GROUP DEFERRED COMPENSATION ANNUITY CONTRACT

Exact Name: Placentia Library District

(herein called the Group Policyholder) applies to Great-West Life & Annuity Insurance Company for a Group Deferred Compensation Annuity Contract (herein called the Group Annuity Contract) in the form of the copy attached to this Application. It is agreed that the Group Policyholder will accept the Group Annuity Contract when issued.

Specify the effective date of the Group Annuity Contract: _____
(which is not earlier than the first day of the year in which this Application has been made)

Specify the name of the Deferred Compensation Plan: Placentia Library District
Deferred Compensation Plan

This Group Annuity Contract is only available to policyholders whose Deferred Compensation Plan is an eligible State deferred compensation plan described in Section 457(b) of the Internal Revenue Code of 1954, as amended.

The Insurance Company requires that a copy of the currently effective plan document accompany this application, for its information.

PAYMENTS AND VALUES PROVIDED BY THIS CONTRACT MAY INCREASE OR DECREASE AND ARE NOT GUARANTEED AS TO DOLLAR AMOUNT.

Group Policyholder's address _____

Dated at _____ this _____ day of _____, 19__

Agent/Broker

PLACENTIA LIBRARY DISTRICT
Name of Group Policyholder

By _____
Signature

Title

Application
Group Deferred Compensation Annuity
G620

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GUARANTEED SUB-ACCOUNT RIDERS, IF ANY

SECTION 1. DEFINITIONS

- Accumulation Period - the period during which the Participant is covered under this Group Annuity Contract prior to the Participant's Annuity Commencement Date.
- Accumulation Unit - an accounting measure used to determine the Variable Contract Value before the Annuity Commencement Date.
- Administrative Offices - 8505 East Orchard Road, Englewood, Colorado 80111.
- Annuitant - the person upon whose life the payment of an annuity is based.
- Annuity Commencement Date - the date on which annuity payments commence under a payment option, which for any Participant is the date required under the Group Policyholder's Plan. Notwithstanding the immediately preceding sentence, the Participant's Annuity commencement Date will never be later than April 1 of the calendar year following the calendar year in which the Participant attains the later of:
 - A. Age 70 1/2, or
 - B. Separation from service.
- Annuity Payment Period - the period during which the Participant is covered under this Group Annuity Contract after the Participant's Annuity Commencement Date.
- Annuity Unit - an accounting measure used to determine the dollar value of any Variable Dollar Annuity Payment after the first annuity payment is made.
- Company - the Great-West Life & Annuity Insurance Company.

SECTION 1. DEFINITIONS (continued)

- Deposit - includes contributions, transfers and other amounts deposited into Guaranteed or Variable Sub-Accounts.
- Eligible Fund - a registered management investment company in which the assets of the Series Account may be invested.
- Group Annuity Contract Date - the effective date indicated by the Group Policyholder on the Application for this Group Annuity Contract, or such other date which is acceptable to the Company.
- Group Policyholder - the employer of a Participant and the applicant for this Group Annuity Contract.
- Guaranteed Account - the portion of this Group Annuity Contract providing Guaranteed Sub-Accounts, each having a Guaranteed Interest Rate and containing fixed dollar amounts.
- Guaranteed Contract Value - the sum of the values of the Guaranteed Sub-Accounts credited to the Group Policyholder in respect of a Participant under a Participant Annuity Account.
- Guaranteed Interest Rate - the minimum interest rate applicable to Guaranteed Sub-Accounts which on an annual effective basis is 4%.
- Guaranteed Sub-Account - a subdivision of the Guaranteed Account having a Guaranteed Interest Rate. This subdivision is described in greater detail in the attached Guaranteed Sub-Account Riders, if any.
- Investment Division - a division of the Series Account containing the shares of a specific portfolio of the Eligible Fund. There is an Investment Division for each portfolio of the Eligible Fund.

SECTION 1. DEFINITIONS (continued)

- Intra-Company Transfer - amounts moved within and between the currently offered Variable and Guaranteed Sub-Accounts upon each Written Request of the Group Policyholder on behalf of the Participant.
- Letter Agreement - a formal written agreement signed by the Company and the Group Policyholder which is used to clarify or modify certain provisions of the Contract and will be attached to and form a part of this Group Annuity Contract.
- Participant - an employee who has met the eligibility requirements under the Plan and for whom the Group Policyholder has applied for coverage.
- Participant Annuity Account - a separate record in the name of each Participant which reflects the total of the Guaranteed and Variable Contract Values.
- Participant Annuity Account Value - the sum of the Variable and Guaranteed Contract Values credited to the Group Policyholder in respect of a Participant under a Participant Annuity Account.
- Participant Effective Date - the date on which the first Deposit is credited to a Participant Annuity Account.
- Payee - the Group Policyholder or the person, including the Participant, designated to receive the value of the Participant Annuity Account.

SECTION 1. DEFINITIONS (continued)

- Plan - the underlying plan document of the Group Policyholder written in accordance with Section 457 of the Internal Revenue Code. Although the Company may have knowledge of certain provisions of the Plan, the legal sufficiency of the Plan remains solely the responsibility of the Group Policyholder. Should any provisions of the Plan and this Contract be in conflict, the provisions of this Contract shall prevail.
- Plan-To-Plan Transfer - amounts moved from any Variable or Guaranteed Sub-Account to another eligible deferred compensation plan upon Written Request from the Group Policyholder on behalf of a Participant.
- Premium Tax - the amount of tax, if any, charged by a state or other governmental authority on premiums.
- Series Account - the FutureFunds Series II Account, a segregated investment account established by Great-West Life & Annuity Insurance Company under Colorado law.
- Transfer to Other Companies - amounts moved from any Variable or Guaranteed Sub-Account to another company upon each Written Request from the Group Policyholder on behalf of the Participant.
- Valuation Date - the date on which the net asset value of each Eligible Fund is determined, which day may vary depending upon the day which any given Eligible Fund may be purchased. The Valuation Date on which an Eligible Fund will be purchased, will in no event, be later than 2 business days after the date upon which a Deposit is received by the Company at its Administrative Offices.

SECTION 1. DEFINITIONS (continued)

- Valuation Period - the period between successive Valuation Dates.
- Variable Contract Value - the sum of the values of the Variable Sub-Accounts credited to the Group Policyholder in respect of a Participant under a Participant Annuity Account.
- Variable Sub-Account - a sub-division of an Investment Division which separates Deposits received under tax qualified arrangements from those received under non-tax qualified arrangements. Each Variable Sub-Account has its own Accumulation Unit and Annuity Unit Value.
- Written Request - any request in written form, satisfactory to the Company and received by the Company at its Administrative Office, from the Group Policyholder, the Participant, or their designee as required by any provision of this Group Annuity Contract, if any, and at other times as required by the Company. A form or direction in lieu of the Written Request may be accepted by the Company in its sole discretion.

SECTION 2. OWNERSHIP PROVISIONS

2.1 Ownership of Series Account

The Company has absolute ownership of the assets of the Series Account.

2.2 Ownership of Group Annuity Contract

Upon the Group Policyholder's Application for this Group Annuity Contract, the Group Policyholder becomes the owner of the Group Annuity Contract. It alone has all rights, remedies and recourses given in the Group Annuity Contract, and, while the Group Annuity Contract and the Participant Annuity Accounts are held in respect of Participants, there is no contractual relationship between the Company and the Participants. While the Group Policyholder may request the opinion of the Participant on matters and transactions affecting the Participant Annuity Account, the Group Policyholder may act according to the dictates of its own judgment and discretion.

Subject to the Plan participation provisions, each employee for whom Deposits have been made is a Participant for whom a Participant Annuity Account is kept.

2.3 Transfer and Assignment

The interest of the Group Policyholder in this Group Annuity Contract may not be transferred, sold, assigned, pledged, charged, encumbered, or in any way alienated without the prior written consent of the Company.

SECTION 3. GENERAL PROVISIONS

3.1 The Group Annuity Contract

The Group Annuity Contract is issued by the Company to the Group Policyholder.

3.2 Entire Contract

This Group Annuity Contract, its Application, Tables, Guaranteed Sub-Account Riders and /or Letter Agreements, if any, form the entire contract between the Group Policyholder and the Company. A copy of the Application is attached to the Group Annuity Contract when issued to the Group Policyholder.

After issue, modifications to the Group Annuity Contract under the Contract Modification provisions become part of the Group Annuity Contract.

All statements in the Application, in the absence of fraud, have been accepted as representations and not as warranties.

Only the President, a Vice-President, or the Secretary of the Company can modify or waive any provisions of the Group Annuity Contract.

3.3 The Plan

The terms and provisions of the Plan do not for any purpose form any part of this Group Annuity Contract and are not binding on the Company.

Notwithstanding the fact that the Company may have knowledge of the terms of the Plan, the obligations of the Company are measured and determined solely by the terms and provisions of this Group Annuity Contract.

3.4 Non-Participating

This Group Annuity Contract is non-participating, meaning that it is not eligible to share in the Company's divisible surplus.

3.5 Currency and Payment of Deposits

All amounts to be paid to or by the Company must be in the currency of the United States of America. All Deposits to this Group Annuity Contract must be made payable to the Company or its designated agent.

SECTION 3. GENERAL PROVISIONS (continued)

3.6 Age

If the age of the Participant or Payee has been misstated, the payments established for him/her under the Participant Annuity Account will be made on the basis of his/her correct age.

If payments were too large because of misstatement, the difference with interest may be deducted by the Company from the next payment or payments. If payments were too small, the difference with interest may be added by the Company to the next payment. This interest will be not less than 4% per year.

3.7 Voting Rights and Reports

The Company will vote the shares of an Eligible Fund held in a Variable Sub-Account of the Investment Division of the Series Account. To the extent required by law, the Company will vote according to the instructions of the Group Policyholder in proportion to its interest in the Variable Sub-Account. In such event, the Company will send proxy materials and form(s) to the Group Policyholder for its reply. If no reply is received, the Company will vote shares of the appropriate Eligible Fund in the same proportion as shares of the Eligible Fund for which replies have been received.

During the Annuity Payment Period under the Participant Annuity Account, the number of votes will decrease as the assets held to fund annuity payments decrease, the Payee will be entitled to receive the proxy materials and form(s) otherwise provided to the Group Policyholder, and all other provisions concerning Voting Rights will apply to the Payee of a Variable Dollar Method of Payment Option.

The Company will furnish the Group Policyholder or the Payee of a Variable Dollar Method of Payment Option copies of any shareholder reports of the Eligible Funds and of any other notices, reports or documents required by law to be furnished to either of them.

Semi-annual reports of the Eligible Funds will be furnished as required by law to the Group Policyholder, who shall promptly deliver them to each Participant or Payee of a Variable Dollar Method of Payment Option. The Company will furnish the Group Policyholder not less frequently than annually a statement of each Participant's Participant Annuity Account Value, which the Group Policyholder will promptly deliver to the Participant. The Group Policyholder may direct the Company to deliver these reports and statements to the Participants.

SECTION 3. GENERAL PROVISIONS (continued)

3.8 Notice and Proof

Any notice or demand by the Company to or upon the Group Policyholder or any Payee may be given by mailing it to that person's last known address as stated in the Company's file.

An application, report, request, election, direction, notice or demand by the Group Policyholder or Payee will be made in a form satisfactory to the Company. When the Company requires it, the Group Policyholder will obtain the signature of the Participant's or Payee's spouse on forms provided by the Company.

The Company may require adequate proof of the age and death of any Payee before it admits a claim for or pays any payment.

Written materials developed by the Group Policyholder to describe this Group Annuity Contract must first be approved by the Company.

SECTION 4. PURCHASE PROVISIONS

4.1 Commencement and Termination of Coverage

The Group Policyholder may make application for coverage of any employee if the Company is then accepting applications for coverage under this Group Annuity Contract, unless a Date of Cessation of Deposits has been declared.

An employee for whom an adequate application has been made becomes covered as a Participant as of the Participant Effective Date. Coverage of a Participant terminates upon the Group Policyholder's total or partial distribution which results in a Participant Annuity Account Value of \$0.

4.2 Deposits

Unless a Date of Cessation of Deposits has been declared, the Group Policyholder may from time to time pay Deposits in cash in respect of a Participant until the earlier of his/her death, Annuity Commencement Date, or the termination of the Participant Annuity Account.

The amount of Deposits to be paid by the Group Policyholder in respect of any Participant will be determined by the Group Policyholder.

The Group Policyholder will report the amount paid as Deposits on forms acceptable to the Company. The Group Policyholder's report is conclusive and binding on it and any person or entity claiming an interest under the Group Annuity Contract or any Participant Annuity Account. When the Group Policyholder's report does not coincide with the Deposits received, the Company may return them.

4.3 Allocation of Deposits

After an adequate application on behalf of a Participant has been made, Deposits, less Premium Tax, if any, will be allocated in the Participant Annuity Account when received by the Company at its Administrative Offices.

Deposits on behalf of the Participant will be allocated among any number of currently offered Variable and Guaranteed Sub-Accounts in accordance with the latest recorded Written Request of the Group Policyholder on behalf of the Participant.

The allocation of Deposits may be changed at any time upon the Company's receipt at its Administrative Offices of the Written Request of the Group Policyholder on behalf of the Participant. A change of allocation will be effective for Deposits which are received after the Company's receipt and recording of the change.

SECTION 5. CONTRACT VALUE PROVISIONS

5.1 Variable Contract Value

The Variable Contract Value for a Participant on any date during the Accumulation Period will be the sum of the values of the Variable Sub-Accounts of the Series Account held for the Participant.

The value of a Participant's interest in a Variable Sub-Account will be determined by multiplying the number of Accumulation Units held for the Participant for that Variable Sub-Account by the Accumulation Unit Value for that Variable Sub-Account.

5.2 Accumulation Unit

Deposits received at the Administrative Offices of the Company before the close of a Valuation Period will be allocated as requested and applied as of that date based upon the Accumulation Unit Value for that Variable Sub-Account as of the Valuation Date immediately following receipt of the funds, to provide Accumulation Units of the selected Variable Sub-Accounts of the Series Account.

The number of Accumulation Units credited for each Participant to a Variable Sub-Account will be determined by dividing the amount of the Deposits then applied to such Variable Sub-Account by the Accumulation Unit Value for that Variable Sub-Account on the Valuation Date on which the Deposits were made and allocated.

The number of Accumulation Units will not change because of a later change in the Accumulation Unit Value, but the Accumulation Unit Value will vary to reflect the investment experience of the Variable Sub-Account.

5.3 Accumulation Unit Value

The Accumulation Unit Value of a Variable Sub-Account on any Valuation Date is equal to the Accumulation Unit Value of that Variable Sub-Account as of the immediately preceding Valuation Date multiplied by the net investment factor (as explained in Section 5.6) for the Valuation Period ending on the Valuation Date on which the Accumulation Unit Value is being determined.

The Accumulation Unit Value may increase, decrease, or remain unchanged as a result of the value of the net investment factor.

SECTION 5. CONTRACT VALUE PROVISIONS (continued)

5.4 Annuity Unit Value

The initial Annuity Unit Value of each Variable Sub-Account was established at \$1 on the date a Deposit was first made under a Variable Annuity Method of Payment to the Variable Sub-Account(s).

The Annuity Unit Value of any Variable Sub-Account on any subsequent Valuation Date is equal to the Annuity Unit Value for the immediately preceding Valuation Date multiplied by the net investment factor for that Variable Sub-Account for the Valuation Period ending on the Valuation Date on which the Annuity Unit Value is being determined, and multiplying the result by a factor of .999905 to neutralize the assumed investment rate of 3.5% per year used in the applicable Table for Variable Dollar Method of Payment Options 1, 2, 3, and 4.

The Annuity Unit Value may increase, decrease or remain unchanged as a result of the value of the net investment factor.

5.5 Risk Charge

The Company will deduct the risk charge for expense and mortality guarantees in the calculation of the net investment factor. This charge is equal to 1.25% on an annual basis of the daily net asset value of each Variable Sub-Account. This deduction is made daily.

5.6 Net Investment Factor

The net investment factor for any Variable Sub-Account for any Valuation Period is determined by dividing (A) by (B), and subtracting (C) from the result where:

(A) is the net result of:

- (1) the net asset value per share of the Eligible Fund shares held in the Variable Sub-Account determined as of the end of the current Valuation Period, plus
- (2) the per share amount of any dividend (or, if applicable, capital gain distributions) made by the Eligible Fund on shares held in the Variable Sub-Account if the "ex-dividend" date (the date four days before the record date which determines if the Group Policyholder is eligible to receive a dividend) occurs during the current Valuation Period, minus or plus
- (3) a per unit charge or credit for any taxes incurred by or reserved for in the Variable Sub-Account, which is determined by the Company to have resulted from the investment operations of the Variable Sub-Account.

SECTION 5. CONTRACT VALUE PROVISIONS (continued)

5.6 Net Investment Factor (continued)

(B) is the net result of:

- (1) the net asset value per share of the Eligible Fund shares held in the Variable Sub-Account determined as of the end of the immediately preceding Valuation Period, minus or plus,
- (2) the per unit charge or credit for any taxes incurred by or reserved for in the Variable Sub-Account for the immediately preceding Valuation Period.

(C) is a factor representing the risk charge.

The net investment factor may be greater than, less than, or equal to one. Therefore, the Accumulation Unit Value and the Annuity Unit Value may increase, decrease or remain unchanged.

The per share amount of any dividend referred to in paragraph (A)(2) includes a deduction for an investment advisory fee. This fee compensates the investment adviser for services provided to the Eligible Fund. The fee may differ between Eligible Funds and may be renegotiated each year, but will never exceed an annual rate of 1.00% of the aggregate average daily net assets of the Eligible Fund.

5.7 Guaranteed Contract Value

The Guaranteed Contract Value of a Participant Annuity Account on any date during the Accumulation Period will be the sum of the values of the Guaranteed Sub-Accounts credited to such Participant Annuity Account.

The Company may offer one or more Guaranteed Sub-Accounts into which Deposits will be made at the Written Request of the Group Policyholder on behalf of the Participant.

5.8 Guaranteed Sub-Account Riders

The computation of the value of a Guaranteed Sub-Account is described in greater detail in the attached Guaranteed Sub-Account Riders, if any.

SECTION 5. CONTRACT VALUE PROVISIONS (continued)

5.9 Contract Maintenance Charge

On the first day of each calendar year a contract maintenance charge of not more than \$60 annually will be declared by the Company and deducted from the Participant Annuity Account. If a Participant Annuity Account is established for a Participant after that date, the contract maintenance charge will be deducted on the first day of the next quarter and will be pro-rated for the year remaining. No refund of this charge will be made.

The deduction will be pro-rated among the Variable and Guaranteed Sub-Accounts based upon their Variable and Guaranteed Contract Values on the date of deduction. Whenever a deduction for a contract maintenance charge is to be made from a Variable Sub-Account, the Company will cancel Accumulation Units having a total value equal to the amount of the deduction. The Group Policyholder may elect to pay such expenses to the Company separately. If such an election has been made, then no charge will be made against the Variable and Guaranteed Sub-Accounts unless payment is not received within 30 days.

SECTION 6. TRANSFERS

6.1 Transfers

The Group Policyholder may make Intra-Company Transfers, Plan-to-Plan Transfers or Transfers to Other Companies by Written Request on behalf of the Participant.

6.2 Transfer Terms

- a. A transfer will take effect on the later of the date elected or the date the Written Request is received at the Administrative Offices of the Company. If such Written Request is received after 4:00 p.m. EST/EDT, the transfer will take effect on the later of the date elected or the date following the date the Written Request is received and a unit value is calculated.
- b. A telephone transfer, if permitted, will take effect on the later of the date elected or the date the telephone call is received at the Administrative Office. If such call is received after 4:00 p.m. EST/EDT, the transfer will take effect on the later of the date elected or the date following the date the call is received and a unit value is calculated.
- c. When the Company requires it, the Group Policyholder on behalf of the Participant will execute forms provided by the Company as necessary to the requested transfer.
- d. No transfers are permitted after the Annuity Commencement Date.
- e. No transfers from the Guaranteed Certificate Fund may be made prior to the Certificate Maturity Date, as defined in the Guaranteed Certificate Fund Rider, if any. The amount available for transfer is the value of that Certificate on its Maturity Date. The Group Policyholder's Written Request to transfer must be received by the Company within 30 days after the Certificate Maturity Date.

6.3 Intra-Company Transfers

- a. At any time prior to the Annuity Commencement Date, the Group Policyholder on behalf of the Participant may by Written Request transfer all or a portion of the Participant Annuity Account Value within and between the Variable and Guaranteed Sub-Accounts currently offered by the Plan.
- b. At any time prior to the Annuity Commencement Date, the Group Policyholder on behalf of the Participant may by Written Request make an Intra-Company Plan-to-Plan Transfer.

SECTION 6. TRANSFERS (continued)

6.3 Intra-Company Transfers (Continued)

- c. If an Intra-Company Transfer is made within 30 days of the Annuity Commencement Date, the Company may delay the Annuity Commencement Date by 30 days.
- d. If a Participant dies prior to the Annuity Commencement Date, one Intra-Company Transfer may be made after the death of the Participant by the Group Policyholder on behalf of the Payee to effect the election of a Payment Option.
- e. No Contingent Deferred Sales Charge will apply to Intra-Company Transfers.

6.4 Transfers to Other Companies

- a. At any time prior to the Annuity Commencement Date, the Group Policyholder on behalf of the Participant may by Written Request transfer all or a portion of the Participant Annuity Account Value to an account currently offered by another company under the terms of the Plan.
- b. At any time prior to the Annuity Commencement Date, the Group Policyholder on behalf of the Participant may by Written Request transfer the entire Participant Annuity Account Value to an account offered by another company under another eligible deferred compensation plan.
- c. The Contingent Deferred Sales Charge described in Section 9 shall apply to any and all Transfers to Other Companies.

6.5 Plan-to-Plan Transfers

- a. Plan-to-Plan Transfers where the amounts remain with the Company under a new eligible deferred compensation plan shall be treated as Intra-Company Transfers.
- b. Plan-to-Plan Transfers where the amounts are transferred to other companies under a new eligible deferred compensation plan shall be treated as Transfers to Other Companies.

6.6 Transfers To The Company

Amounts transferred to the Company shall be treated as Deposits under Section 4 of this Contract.

6.7 Non-Taxable Distribution

No amount transferred pursuant to these provisions will be treated as a taxable distribution to the Participant.

SECTION 7. DISTRIBUTIONS TO A BENEFICIARY

7.1 Death of Participant after Annuity Commencement Date.

If the Participant dies after the Annuity Commencement Date and before his/her entire interest has been distributed, payments will continue to the Beneficiary under the Payment Option applicable to the Participant on the Participant's date of death. Notwithstanding the preceding sentence, if the Plan allows the Beneficiary to change the method of distribution, a new Payment Option may be elected by Written Request by the Group Policyholder on behalf of the Beneficiary only so long as payments are made to the Beneficiary not less rapidly than under the Payment Option effective on the Participant's date of death. The Contingent Deferred Sales Charge will not apply.

7.2 Death of Participant before Annuity Commencement Date.

- a. 5-Year Rule. If the Participant dies before the Annuity Commencement Date, the entire interest of the Participant must be distributed within five years after the death of the Participant. This Rule will always apply to non-individual entities.
- b. 1-Year Rule. If the Plan provides that any portion of the Participant's interest is payable to a designated Beneficiary, such portion may be distributed over the lesser of (1) the life of the designated Beneficiary, or (2) over a period not extending beyond the life expectancy of the designated Beneficiary or (3) 15 years. Such distributions to a designated Beneficiary must begin not later than December 31 of the year following the date of the Participant's death. The Group Policyholder on behalf of the designated Beneficiary may elect by Written Request to take distributions either under the 5-Year Rule or under this 1-Year Rule. If no election is received by the Company by November 1 of the year following the year of the Participant's death, distributions will be made pursuant to the 5-Year Rule described in subsection a. of Section 7.2.

For purposes of this section, a designated Beneficiary is any individual named as a Beneficiary by the Participant.

- c. Special Rule for Surviving Spouse. If the designated Beneficiary is the surviving spouse of the Participant, the date on which the distributions are required to begin shall not be earlier than the date on which the Participant would have attained age 70 1/2. Distributions may be elected at any time pursuant to Section 10 of this Contract; but in any event must commence on or before the later of (1) December 31 of the year immediately following the Participant's death and (2) December 31 of the calendar year in which the Participant would have attained age 70 1/2.

SECTION 7. DISTRIBUTIONS TO A BENEFICIARY (continued)

7.2 Death of Participant before Annuity Commencement Date. (continued)

- d. Any payments made over a period greater than one year can only be made in substantially non-increasing amounts paid not less frequently than annually.
- e. The Contingent Deferred Sales Charge will not apply.

7.3 Amount Payable on Death of Participant

If the Participant dies before the Annuity Commencement Date the Amount Payable on Death will be:

- (a) Where death occurs before the Participant's 70th birthday, the greater of:
 - (i) the Participant Annuity Account Value, less Premium Tax, if any, and
 - (ii) the sum of Deposits paid to, less any Partial Distributions made from, the Participant Annuity Account, less Premium Tax, if any.
- (b) Where death occurs on or after the Participant's 70th birthday, the Participant Annuity Account Value, less Premium Tax, if any.

7.4 Requests For Distributions

Subject to the 5-Year rule, the 1-Year rule or the Special Rule for Surviving Spouse, as applicable, set forth in Section 7.2, an election to receive the amount described in Section 7.3 must be made pursuant to Section 10 of this Contract.

SECTION 8. DISTRIBUTIONS TO A PARTICIPANT

8.1 Requests for Distributions

On the Company's receipt of the Written Request at least 30 days before the Annuity Commencement Date, the Group Policyholder on behalf of the Participant may:

- a. Elect or change a Payment Option.
- b. Elect or change the Participant's Annuity Commencement Date to any future date which is not later than April 1 of the calendar year following the calendar year in which the Participant attains the later of age 70 1/2 or separation from service. If any Annuity Commencement Date would be less than 30 days from the date the Written Request is received, the Company may delay the Annuity Commencement Date elected by 30 days.
- c. If the Group Policyholder on behalf of the Participant has failed to elect a Payment Option within 30 days of the Annuity Commencement Date, the Company will pay the Group Policyholder on behalf of the Participant a Variable Life Annuity with 10 Year Guaranteed Period from the Variable Contract Value and a Fixed Life Annuity with 10 Year Guaranteed Period from the Guaranteed Contract Value.

8.2 Distribution at age 70 1/2 or Separation From Service

Except as provided in Section 8.3, no distributions will be allowed prior to the Participant's attainment of age 70 1/2, or separation from service, as determined by the Group Policyholder. The distribution must be elected pursuant to Section 10 of this Contract and will take effect on the later of the date elected and the date the Written Request is received at the Administrative Offices of the Company.

8.3 Distribution Due to Unforeseeable Emergency

If the Participant incurs an unforeseeable emergency as determined by the Group Policyholder under the terms of the Plan, then the Group Policyholder on behalf of the Participant may by Written Request take a total or partial distribution from the Participant Annuity Account. The distribution will take effect on the later of the date elected and the date the Written Request is received at the Administrative Offices of the Company.

SECTION 8. DISTRIBUTIONS TO A PARTICIPANT (Continued)

8.4 Amount Payable on Distribution

If a total distribution is requested, the amount payable will be paid under the Payment Option provisions of Section 10 designated by the Group Policyholder on behalf of the Participant. If a partial distribution is requested, the amount payable will be in one sum. In either event, the amount will be equal to:

- (a) The amount of the distribution requested as of the effective date of the distribution, less
- (b) the Contingent Deferred Sales Charge, if any, less
- (c) Premium Tax, if any.

8.5 Conditions of Payment

Payment will only be made if then available to the Payee under the terms and provisions of the Plan as determined by the Group Policyholder, and will only be made to the Group Policyholder or to the order of the person designated in Written Request by the Group Policyholder to receive payment.

8.6 Adequate Proof

The Company may require adequate proof of age, separation from service or unforeseeable emergency to establish that a benefit has become payable under the provisions of the Plan prior to making any payment under this Group Annuity Contract.

SECTION 9. CONTINGENT DEFERRED SALES CHARGE

9.1 Transfers

On any total or partial transfer of the Participant Annuity Account to another company, the Contingent Deferred Sales Charge will be deducted from the amount transferred. The Contingent Deferred Sales Charge will be equal to a percentage of the amount transferred based on the table in 9.2 below.

9.2 Lump Sum Distributions

On any total or partial lump sum distribution of the Participant Annuity Account at age 70 1/2, separation from service or due to an unforeseeable emergency, a Contingent Deferred Sales Charge will be deducted from the amount distributed. The Contingent Deferred Sales Charge will be equal to a percentage of the amount distributed in excess of the Contingent Deferred Sales Charge Free Amount, if any, based on the table below.

Contingent Deferred Sales Charge Table

<u>Completed Years From Participant Effective Date Under this Contract</u>	<u>% of Amount Transferred or Distributed</u>
0 - 4	5%
5 - 9	4%
10 - 14	3%
15 or more	0%

Notwithstanding anything in this Group Annuity Contract to the contrary, in no event shall the Contingent Deferred Sales Charge at any point in time exceed 8.5% of Deposits contributed by the Participant into this Group Annuity Contract.

9.3 Contingent Deferred Sales Charge "Free Amount"

The Contingent Deferred Sales Charge "Free Amount" applicable to any total or partial lump sum distributions is equal to 10% of the Participant Annuity Account Value at December 31 of the calendar year prior to the year in which the amount is distributed.

Only one Contingent Deferred Sales Charge "Free Amount" is available on behalf of a Participant in each calendar year. The Contingent Deferred Sales Charge "Free Amount" will be applied on the first distribution made under the Participant Annuity Account in that year.

SECTION 10. PAYMENT OPTIONS

10.1 Selection of Payment Options

- (a) A total or partial lump sum or one of the variable or fixed dollar payment options or a combination of them may be elected.
- (b) If the Group Policyholder on behalf of the Payee elects to apply any or all of the Guaranteed Contract Value to a variable dollar method of payment option, or any or all of the Variable Contract Value to a fixed dollar method of payment option, an Intra-Company Transfer must be made prior to the Annuity Commencement Date pursuant to Section 6.
- (c) If a lump sum option is elected, the amount to be distributed is the amount requested as a lump sum less the Contingent Deferred Sales Charge, if any, and Premium Tax, if any, as of the date the amount is distributed.
- (d) If a variable dollar payment option is elected, the amount to be applied is the Variable Contract Value, less Premium Tax, if any, as of the date the amount of the first monthly payment is determined.
- (d) If a fixed dollar method of payment option is elected, the amount to be applied is the Guaranteed Contract Value, less Premium Tax, if any, as of the Annuity Commencement Date.

10.2 How to Elect Payment Options

The Written Request of the Group Policyholder on behalf of the Participant or Payee is required to elect, or change the election of, a Payment Option and must be received by the Company at least 30 days prior to the Annuity Commencement Date, or, if the Participant dies prior to the Annuity Commencement Date, within 60 days of the date the Company receives adequate proof of the Participant's death.

The Company will rely on the Group Policyholder's determination with respect to the timing and amount of any benefit payable to the Participant or Payee under this Contract. Nothing contained herein shall be construed to be tax or legal advice and the Company assumes no responsibility or liability for any costs, including but not limited to taxes, penalties or interest incurred by the Plan, the Group Policyholder, the Participant or any Payee arising out of such determination.

SECTION 10. PAYMENT OPTIONS (continued)

10.3 Variable Dollar Payment Options

The following variable dollar payment options are available:

(a) Option 1: Variable Life Annuity with Guaranteed Period

The Company will pay a monthly payment for the guaranteed Annuity Payment Period elected. Payments will continue for the lifetime of the Payee. The guaranteed Annuity Payment Period elected may be 5, 10, 15, or 20 years. Upon death of the Payee, any amounts remaining payable under this payment option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract.

(b) Option 2: Variable Life Annuity

The Company will pay a monthly payment during the Payee's lifetime. Table A is applicable to this Payment Option.

(c) Option 3: Joint and One-Half Survivor Variable Annuity

A joint and one-half survivor variable annuity provides a variable monthly payment to an Annuitant for his/her lifetime; thereafter, and upon receipt by the Company of adequate proof of the Annuitant's death, one-half of the variable payment amount continues to a designated Payee, if living, and terminates upon his/her death. Table B is applicable to this Option.

(d) Option 4: Any Other Form

The Company will pay any other form of Variable Annuity which is acceptable to it. Upon death of the Payee, any amounts remaining under this Payment Option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract.

(e) These variable dollar payment options are subject to the following provisions:

- (1) Amount of First Monthly Payment. The first monthly payment under a variable dollar payment option will be based on the Variable Contract Value credited on behalf of the Participant Annuity Account on the 5th Valuation Date preceding the Annuity Commencement Date. It will be determined by applying the appropriate rate from the applicable Table to the amount applied under the payment option. The first monthly payment will be the sum of the variable dollar annuity payments for each Variable Sub-Account.

SECTION 10. PAYMENT OPTIONS (continued)

10.3 Variable Dollar Payment Options (continued)

- (2) Annuity Units. The number of Annuity Units for each Variable Sub-Account to be credited in respect of the Participant Annuity Account will be determined by dividing the portion of the first monthly payment to be taken from such Sub-Account by the Sub-Account's Annuity Unit Value on the 5th Valuation Date preceding the date the first payment is due for which the number of Annuity Units is being computed. The number of Annuity Units for a Variable Sub-Account remains fixed during the Annuity Payment Period.

- (3) Amount of Monthly Payments after the First. Monthly payments after the first will vary in amount from time to time depending upon the investment experience of the Variable Sub-Accounts of the Series Account. The dollar amount of each Variable Dollar Annuity payment to the Participant or Payee after the first for each Variable Sub-Account is determined by multiplying (a) the number of Sub-Account Annuity Units credited to the Participant Annuity Account by (b) the Sub-Account Annuity Unit Value on the 5th Valuation Date preceding the date the annuity payment is due. The total dollar amount of each variable dollar annuity payment will be the sum of the variable dollar annuity payments for each Variable Sub-Account. The Company guarantees that the dollar amount of each payment after the first will not be affected by variations in expenses or mortality experience.

- (f) If any payment to be made under the elected payment option will be less than \$50, the Company may make the payments in the most frequent interval which produces a payment of at least \$50. The minimum amount that may be applied under the elected payment option is \$2,000. If the amount is less than \$2,000, the Company may pay it in one sum. The maximum amount that may be applied under any elected payment option is \$1,000,000. For the application of any greater amount, the Company's consent is required.

10.4 Fixed Dollar Payment Options

The following fixed dollar payment options are available:

SECTION 10. PAYMENT OPTIONS (continued)

10.4 Fixed Dollar Payment Options (continued)

(a) Option 1: Income of Specified Amount

The Company will pay an income at 12-, 6-, 3-, or 1-month intervals, of an amount elected by the Payee for an Annuity Payment Period of not less than 36 months nor more than 240 months. Upon death of the Payee, any amounts remaining payable under this payment option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract.

(b) Option 2: Income for a Specified Period

The Company will pay an income at 12-, 6-, 3-, or 1-month intervals, for the number of years elected by the Payee for an Annuity Payment Period of not less than 36 months nor more than 240 months. Upon death of the Payee, any amounts remaining payable under this payment option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract. Table C is applicable to this Option.

(c) Option 3: Fixed Life Annuity with Guaranteed Period

The Company will pay a monthly payment for the guaranteed Annuity Payment Period elected. Payments will continue for the lifetime of the Payee. Upon death of the Payee, any amounts remaining payable under this payment option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract. Table D is applicable to this option.

The guaranteed Annuity Payment Period elected may be 5, 10, 15 or 20 years, or may be a period referred to as "Installment Refund". Under the Installment Refund period, payments will be made until the total of the payments made equals the amount applied.

(d) Option 4: Fixed Life Annuity

The Company will pay a monthly payment during the Payee's lifetime. Table D is applicable to this option.

SECTION 10. PAYMENT OPTIONS (continued)

10.4 Fixed Dollar Payment Options (continued)

(e) Option 5: Joint and One-Half Survivor Fixed Annuity

A joint and one-half survivor fixed annuity provides a fixed monthly payment to an Annuitant for his/her lifetime; thereafter, and upon receipt by the Company of adequate proof of the Annuitant's death, one-half of the fixed payment amount continues to a designated Payee, if living, and terminates upon his/her death. Table E is applicable to this option.

(f) Option 6: Systematic Withdrawal Option

The Company will pay a monthly, quarterly, semi-annual or annual payment to the Payee as elected by Written Request by the Group Policyholder on behalf of the Payee. The amount, timing and method of payment will be as elected by the Group Policyholder on behalf of the Payee and agreed to by the Company. The details and provisions of the Systematic Withdrawal Option are described in greater detail in the attached Systematic Withdrawal Option Rider, which is hereby made a part of this Group Annuity Contract.

(g) Option 7: Any Other Form

The Company will pay any other form of Fixed Annuity which is acceptable to it. Upon death of the Payee, any amounts remaining payable under this payment option will be paid to the Group Policyholder or other Payee designated by the Group Policyholder under Section 7 of this Group Annuity Contract.

(h) These fixed dollar payment options are subject to the following provisions:

- (1) Payments under a fixed dollar payment option are guaranteed by the Company as to dollar amount throughout the Annuity Payment Period.

The amount of the payment under any fixed dollar payment option will be determined by applying the Company's then current non-participating group single premium rates for this class of group annuity contracts to the amount applied under the option. Those current rates will not be less than the rate obtained from the Table which is applicable to the elected option.

SECTION 10. PAYMENT OPTIONS (continued)

10.4 Fixed Dollar Payment Options (continued)

- (2) If any payment to be made under the elected payment option will be less than \$50, the Company may make the payments in the most frequent interval which produces a payment of at least \$50. The minimum amount that may be applied under the elected payment option is \$2,000. If the amount is less than \$2,000, the Company may pay it in one sum. The maximum amount that may be applied under any elected payment option is \$1,000,000. For the application of any greater amount, the Company's consent is required.

SECTION 11. CONTRACT MODIFICATION

11.1 Contract Modification

This Group Annuity Contract may be modified at any time by written agreement between the Company and the Group Policyholder. No such modification will, without the written consent of the Group Policyholder, affect the terms, provisions, or conditions of this Group Annuity Contract which are or may be applicable to Deposits paid in respect of Participants prior to the date of such modification.

However, the Company may at any time and without the consent of the Group Policyholder or any Participant or other person, but upon 30 days' written notice to the Group Policyholder, modify this Group Annuity Contract in any respect to conform it to changes in tax or other law, including applicable regulations or rulings.

11.2 Modification of Tables

The Company may at any time and without the consent of the Group Policyholder or any Participant or other person, but upon 30 days' written notice to the Group Policyholder, modify Tables A, B, C, D, and E, or any of them. However, no such modification will affect the terms, provisions or conditions of the Group Annuity contract which are or may be applicable to Deposits paid in respect of Participants prior to the date of such modification.

11.3 Modification of Guaranteed Sub-Account Riders, if Any

Any Guaranteed Sub-Account Rider may be modified at any time by written agreement between the Company and the Group Policyholder. No such modification will, without the written consent of the Group Policyholder, affect the terms, provisions, or conditions of the Rider which are or may be applicable to Deposits paid in respect of Participants prior to the date of such modification.

11.4 Modification of Variable and/or Guaranteed Sub-Account Riders, If Any

Notwithstanding the other contract modification provisions, the Company may offer new or cease offering existing Variable or Guaranteed Sub-Accounts. No such modification shall affect the terms, provisions, or conditions which are or may be applicable to Deposits previously paid to any Variable or Guaranteed Sub-Account which is no longer offered by the Company. The Company will periodically notify the Group Policyholder on behalf of the Participants of the current offering of Variable or Guaranteed Sub-Accounts.

SECTION 12. CESSATION OF DEPOSITS

12.1 Cessation of Deposits

Upon 60 days' written notice to the other, the Group Policyholder or the Company may declare that, as from the date stated in the notice (that date being called a Date of Cessation of Deposits), no further Deposits will be made to certain or all Guaranteed Sub-Accounts of the Group Annuity Contract.

If a Date of Cessation of Deposits has been declared for certain Sub-Accounts, the Group Policyholder in respect of the Participant may by Written Request make a change of allocation of his/her new Deposits. When no change of allocations is received, the Company may return all new Deposits affected by the declaration of the Date of Cessation of Deposits, or allocate such new Deposits to a currently offered Guaranteed Sub-Account.

After the Date of Cessation of Deposits declared in respect of all Sub-Accounts, no new Participant Annuity Account will be established.

12.2 Options on Date of Cessation of Deposits

Upon the Date of Cessation of Deposits for all Sub-Accounts, the Group Policyholder may by Written Request elect one of the following cessation options. If the Group Policyholder has not elected a cessation option within 30 days of the Date of Cessation, the Company will make the election in its sole discretion. Such election shall be binding on the Group Policyholder.

a. Cessation Option (1) Maintenance of Each Participant Annuity Account Value:

The Company will maintain each Participant Annuity Account Value until it is applied to a Payment Option or paid under the Group Annuity Contract.

b. Cessation Option (2) Installment Settlement of Contract Values:

Upon receipt of a Written Request from the Group Policyholder and subject to the provisions relating to Transfers to Other Companies, the Company will pay the sum of the Variable Contract Values in respect of Participants as of the Date of Cessation of Deposits to the successor insurer of the Plan or to the Group Policyholder within 7 days of the date the cessation option is elected.

Upon receipt of a Written Request from the Group Policyholder, the Company will pay the sum of the Guaranteed Contract Values in respect of the Participants as of the Date of Cessation of Deposits to the successor insurer of the Plan or to the Group Policyholder in 20 equal quarterly installments. The amount of the installments will be the amount determined by the Company on the date of the first such payment, but not less than \$514.80 for each \$10,000 of Guaranteed Contract Values. The first payment will be made 30 days after the date the cessation option is elected.

TABLE A - Variable Life Annuity

Monthly Payment for Each \$1,000
of Participant Annuity Account Value

<u>Age of Payee</u>	<u>Without Guaranteed Period</u>	<u>With Guaranteed Period</u>			
		<u>5 Years</u>	<u>10 Years</u>	<u>15 Years</u>	<u>20 Years</u>
50	3.99	3.99	3.98	3.96	3.94
55	4.31	4.30	4.27	4.24	4.19
60	4.71	4.70	4.67	4.60	4.49
65	5.28	5.25	5.18	5.05	4.84
70	6.07	6.02	5.85	5.56	5.15
75	7.22	7.09	6.68	6.07	5.41

If payments commence on any other date than the exact age of the Payee as shown above, the amount of the monthly payment shall be determined by the Company on the actuarial basis used by it in determining the above amounts.

TABLE B - Joint and One-Half Survivor Variable Annuity

Monthly Payment for Each \$1,000
of Participant Annuity Account Value

Age of Annuitant	If Designated Payee Is Age					
	50	55	60	65	70	75
50	3.88	3.91	3.94	3.96	3.97	3.98
55	4.09	4.15	4.19	4.23	4.25	4.27
60	4.34	4.43	4.51	4.58	4.63	4.66
65	4.64	4.77	4.90	5.01	5.10	5.16
70	4.99	5.17	5.36	5.55	5.70	5.83
75	5.40	5.65	5.91	6.19	6.46	6.69

If payments commence on any other date than the exact age of the Annuitant or designated Payee as shown above, the amount of the monthly payment shall be determined by the Company on the actuarial basis used by it in determining the above amounts.

TABLE C - Income of Specified Amount
- Income of a Specified Period

Monthly Payment for Each \$1,000
of Participant Annuity Account Value

<u>Years</u>	<u>Payment</u>
3	28.61
4	21.82
5	17.75
6	15.04
7	13.10
8	11.66
9	10.54
10	9.63
11	8.90
12	8.30
13	7.78
14	7.34
15	6.96
16	6.63
17	6.34
18	6.08
19	5.85
20	5.64

To determine the payment for other frequencies of payment, multiply the above monthly payment by the following factors:

	<u>Factor</u>
Quarterly payment	2.99
Semi-annual payment	5.96
Annual payment	11.81

If payments are for an amount or duration different than that outlined above, the Company will determine the proper amount or duration using the actuarial basis used to determine the above Table.

TABLE D - Fixed Life Annuity

Monthly Payment for Each \$1,000
of Participant Annuity Account Value

<u>Age of Payee</u>	<u>Without Guaranteed Period</u>	<u>With Guaranteed Period</u>			
		<u>5 Years</u>	<u>10 Years</u>	<u>15 Years</u>	<u>20 Years</u>
50	3.99	3.99	3.98	3.96	3.94
55	4.31	4.30	4.27	4.24	4.19
60	4.71	4.70	4.67	4.60	4.49
65	5.28	5.25	5.18	5.05	4.84
70	6.07	6.02	5.85	5.56	5.15
75	7.22	7.09	6.68	6.07	5.41

If payments commence on any other date than the exact age of the Payee as shown above, the amount of the monthly payment shall be determined by the Company on the actuarial basis used by it in determining the above amounts.

TABLE E - Joint and One-Half Survivor Fixed Annuity

Monthly Payment for Each \$1,000
of Participant Annuity Account Value

Age of Annuitant	If Designated Payee Is Age					
	<u>50</u>	<u>55</u>	<u>60</u>	<u>65</u>	<u>70</u>	<u>75</u>
50	3.88	3.91	3.94	3.96	3.97	3.98
55	4.09	4.15	4.19	4.23	4.25	4.27
60	4.34	4.43	4.51	4.58	4.63	4.66
65	4.64	4.77	4.90	5.01	5.10	5.16
70	4.99	5.17	5.36	5.55	5.70	5.83
75	5.40	5.65	5.91	6.19	6.46	6.69

If payments commence on any other date than the exact age of the Annuitant or designated Payee as shown above, the amount of the monthly payment shall be determined by the Company on the actuarial basis used by it in determining the above amounts.

DAILY INTEREST GUARANTEE FUND
GUARANTEED SUB-ACCOUNT RIDER
ATTACHED TO AND FORMING PART OF THE GROUP ANNUITY CONTRACT

The Daily Interest Guarantee Fund is a Guaranteed Sub-Account. Deposits may be made into the Daily Interest Guarantee Fund at any time. Interest will be earned on the Daily Interest Guarantee Fund value and compounded daily. The interest rate credited may change on a calendar quarter basis, but on an annual effective basis will not be less than the Guaranteed Interest Rate.

The value of the Daily Interest Guarantee Fund in respect of the Participant will be determined by adding his/her Daily Interest Guarantee Fund Sub-Account's Deposits and interest and subtracting distributions to a Beneficiary, amounts distributed or applied under a payment option, transfers, Contract Maintenance Charge, and Premium Tax.

This Rider, unless and until modified, forms part of the Group Annuity Contract.

Daily Interest Guarantee Fund Rider - 1

GUARANTEED CERTIFICATE FUND
GUARANTEED SUB-ACCOUNT RIDER
ATTACHED TO AND FORMING PART OF THE GROUP ANNUITY CONTRACT

The Guaranteed Certificate Fund is a Guaranteed Sub-Account, whereby Credited Interest Rates, not less than the Guaranteed Interest Rate, are credited to Deposits held for varying Interest Guarantee Periods. The Company may offer Certificates to the Group Policyholder who may by Written Request allocate any Deposit in respect of the Participant to any one Certificate. The Group Policyholder in respect of the Participant may allocate Deposits only to those Certificates currently being offered by the Company.

If the Group Policyholder in respect of the Participant allocates Deposits to Certificates not currently offered by the Company, the Company may return such Deposits, allocate such Deposits to a currently offered Certificate, or allocate such Deposits to another currently offered Guaranteed Sub-Account.

DEFINITIONS

- Certificate - represents the amount deposited into the Guaranteed Fund under each Interest Guarantee Period. Each Certificate has its own interest rate and Term.
- Term - the duration of the Certificate which begins on the first day of the calendar quarter following the date of the Deposit and ends on the date specified by the Company. The duration of Terms available may be limited by the Company.
- Certificate Maturity Date - the last day of the Term.
- Interest Guarantee Period - the period from the date of the Deposit to the Certificate Maturity Date.

Interest Crediting and Selection of Payment Option

The Credited Interest Rate on an annual effective basis will not be less than the Guaranteed Interest Rate and will be compounded daily. A Deposit to the Guaranteed Certificate Fund which remains in the Guaranteed Certificate Fund until the Certificate Maturity Date will earn a Credited Interest Rate for the Certificate's Interest Guarantee Period.

If the Participant dies, separates from service or has an unforeseeable emergency as determined by the Group Policyholder, amounts deposited into the Guaranteed Certificate Fund may be applied to a payment option prior to the Certificate Maturity Date. Amounts applied to a payment option pursuant to Section 10 of the Group Annuity Contract prior to the Certificate Maturity Date will receive the Credited Interest Rate from the date of deposit to the date the amount is applied to the elected payment option.

GUARANTEED CERTIFICATE FUND SUB-ACCOUNT RIDER (continued)

Interest Crediting and Selection of Payment Option (continued)

If the Participant has not died, separated from service or experienced an unforeseeable emergency as determined by the Group Policyholder, amounts deposited into the Guaranteed Certificate Fund must remain in the Certificate until the Certificate Maturity Date. Thus, no payment option may be elected, and no distributions or transfers will be permitted prior to the Maturity Date of each respective Certificate.

Certificate Maturity

Prior to the Certificate Maturity Date, the Company will offer a Guaranteed Sub-Account into which the value of the Certificate will be deposited on its Maturity Date. The Guaranteed Sub-Account so offered may be either the Guaranteed Certificate Fund or another Guaranteed Sub-Account.

If the Guaranteed Certificate Fund is offered, the value of the Certificate on its Maturity Date will establish a new Certificate which has its own Credited Interest Rate and Term. The Credited Interest Rate of this new Certificate may be higher or lower than the Credited Interest Rate of any other Certificate or Deposit.

If another Guaranteed Sub-Account is offered, the value of the Certificate on its Maturity Date will be deposited into that Guaranteed Sub-Account. The Credited Interest Rate of this Deposit may be higher or lower than the Credited Interest Rate of any other Deposit.

Transfers

The terms of Section 6 of the Group Annuity Contract will apply to any transfer to or from the Guaranteed Certificate Fund.

Value of Guaranteed Certificate Fund

The value of the Guaranteed Certificate Fund in respect of the Participant will be determined by adding his/her Guaranteed Certificate Fund Sub-Account's Deposits and interest, and subtracting his/her total or partial distributions, distributions to a Beneficiary, amounts distributed or applied under a payment option, transfers, Contract Maintenance Charge, and Premium Tax.

This Rider, unless and until modified, forms part of the Group Annuity Contract.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
DATE: November 16, 1992
SUBJECT: FY1992-1993 Budget

1,194,700
137,171
1,057,529

BACKGROUND:

Property Tax Estimates

The Orange County Auditor has distributed a letter confirming the estimated 1992-93 basic levy property tax revenue loss as \$127,967. (This amount plus the \$9,204 estimated shortfall in tax collection for the District makes the total revenue loss \$137,171.) The letter also explains that the debt service credit is applied only if the 35% reduction is used. Attachment A.

Retirement Incentive Program

Information was distributed to staff immediately after the September 21st Board Meeting. Charles Munson, C.P.A., conducted a question and answer session for interested staff. Responses are due on November 16, 1992. ~~One~~ ^{↑ Three} eligible staff member has requested an extension until December 16th. *(Sel, Seand, Barlow)*

As of November 14, 1992, one part time staff member and one full time staff member have accepted the retirement incentive offer.

Legal Review

At the annual meeting of the Independent Special Districts of Orange County (ISDOC) on October 29, 1992, there was a lot of informal discussion about the impact of the State Budget and the actions being taken by the various boards. A copy of a flyer prepared by the County Sanitation Districts is Attachment B.

→ The speaker at the ISDOC meeting was Russ Behrens, Esq., McCormick, Kidman & Behrens, who discussed potential litigation by independent special districts concerning FY1992-1993 budget issues. Mr. Behrens will be present at the Board meeting to discuss these issues with the trustees and representatives from other independent special library districts.

Ng
Maha
Bob Seplek - Asst Dir.
Bill Tam
Scott Mink
Bis. Mgr.

State Library Activities

The Library Director attended the October 23, 1992, meeting of public, county and special district library directors in the State Librarian Office. A copy of the notes from that meeting is Attachment C.

A follow-up meeting of the County Librarians is to be held during the California Library Association Conference in Long Beach on November 15, 1992. The Library Director plans to attend this meeting.

Moody's Credit Report

A copy of the Moody's Municipal Credit Report for October 15, 1992, covering California Special Districts is Attachment D.

Legislative Visits

Library Board President Peggy Dinsmore, Library Trustee Sandra Stark, and the Library Director met with Senator Frank Hill on November 13, 1992. A copy of the background sheet given to Senator Hill is Attachment E.

A visit with Assemblymen Ross Johnson by Library Board President Peggy Dinsmore, Library Trustee Ray Evans, and the Library Director is scheduled for November 19th.

The meeting with Senator John Lewis has not yet been scheduled.

Blanning & Baker Projections

A copy of the October, 1992, State Budget *Outlook* prepared by Blanning & Baker Associates and received with the California Special Districts Financial Information Service is Attachment F. The projections are very grim!

RECOMMENDATIONS:

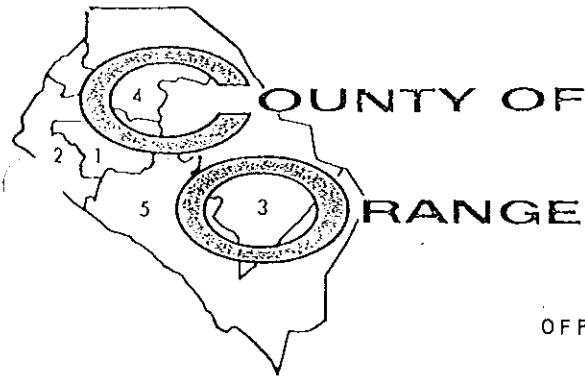
1. Extend the response time for the retirement incentive program to Wednesday, December 9, 1992.
2. Determine action to be taken based upon Mr. Behrens' presentation.

*Interview Russ Behrens + take Callahan w/d
that we're either interested in the business
Osler / w/cr*

STEVEN E. LEWIS
AUDITOR-CONTROLLER

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

TELEPHONE: 834-2450
AREA CODE 714



OFFICE OF AUDITOR-CONTROLLER

November 10, 1992

TO: Special District Executive Director/General Manager

SUBJECT: Property Tax Shift to Schools: Request for Data

As we indicated in our letter of October 7, 1992 concerning FY 1992-93 property tax estimates, we are in the process of adjusting our tax allocation files due to subsequent interpretations and legislation covering the new statutes providing for the shift of property taxes from cities, counties, redevelopment agencies, and special districts to schools.

As you know, Senate Bills 844 and 617 (Chapters 700 and 699, respectively, of the 1992 Statutes), generally provided for a shift of 35 percent of FY 1991-92 property taxes from special districts to the new Educational Revenue Augmentation Fund (ERAF) for school districts. The shift is currently limited to 10 percent of each district's total revenues (excluding revenues from debt service taxes) as reported in the FY 1989-90 State Controller's Report on Financial Transactions Concerning Special Districts. The shifted amount includes the annual tax increment for FY 1992-93.

Subsequent to our October 7 letter, cleanup legislation to SB 844 and SB 617, Assembly Bill 3027 (Chapter 1369 of the 1992 Statutes) has been enacted. In addition, formal guidelines for the implementation of the property tax shift are being issued by the State Controller's County Accounting Standards and Procedures Committee. The cleanup legislation and the guidelines have provided clarification of some issues that will allow us to adjust our tax allocation files.

One issue which has been clarified is the definition of the exclusion from the 35 percent property tax shift for property tax revenues pledged to debt service. Revenue and Taxation Code Section 97.03(c)(1) defines property taxes pledged to debt service as including "... only those amounts required to pay debt service costs in the 1991-92 fiscal year on debt instruments issued by a special district for the acquisition of capital assets." The implementation guidelines and a letter of intent from the author of AB 3027 both specify that this includes such debt instruments as certificates of participation (COPs).

November 10, 1992

Page 2

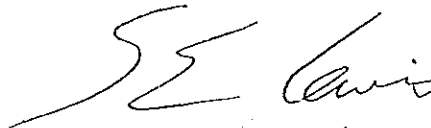
Enclosed is a form showing the amounts that we believe are to be used in the calculation of the tax shift for your district. If your district has formally pledged property taxes to the payment of debt service as defined in Revenue and Taxation Code Section 97.03(c)(1), please post in line 6 of the form the FY 1991-92 debt service payments covered by this pledge, and complete the calculations on lines 7 and 8. Please submit certified copies of the debt service instrument (bond facsimile, applicable excerpts from the official statement, and other documentation) which pledges property taxes for debt service, and the resolution/minute order/ordinance of your district's board of directors that authorizes the transactions.

The amounts on lines 1 and 2 of the form are taken from the FY 1989-90 State Controller's Report Concerning Financial Transactions of Special Districts. The amount on line 5 is your district's FY 1991-92 share of the 1 percent basic property tax levy, as adjusted for any jurisdictional changes which are effective in FY 1992-93. If you disagree with any of the amounts which we have posted on the form, please make the correction on the form and submit certified copies of backup documentation of the reason for the correction.

Please return the form and any required documentation to Neal Gruber of our Tax Unit at the above address, by November 20, 1992. Call Jim McConnell at 834-2499 or Neal Gruber at 834-4437 if you have any questions on the computation of the property tax shift.

Further legislative action may change the tax shift again. If that occurs, we will notify you of any required adjustments to your tax allocation amount.

Thank you for your assistance in implementing the State-mandated tax shift.



Steven E. Lewis
Auditor-Controller

JMM:jr
Enclosure

SPDstLtr/JMM

REVENUE AND TAXATION CODE SECTION #97.03
ESTIMATED TAX SHIFT
FOR

SPECIAL DISTRICT'S NAME Placentia Library

1. Total Revenue Reported in 1989/90 State
Controllers Report Concerning Financial Trans-
actions of Special Districts \$ 1,279,665
2. Less enterprise activities nonoperating revenues
from debt service taxes per State Controllers
1989-90 Report \$ -0-
3. Net Revenue (Line 1 minus Line 2) \$ 1,279,665
4. 10% of Net Revenue per Section 97.03(c)(2) \$ 127,967

OR

5. Adjusted prior year AB-8 deemed allocated \$ 1,463,946
- *6. Less pledged debt exclusion (property taxes
pledged to debt service per Section 97.03(c)(1)) \$ _____
7. AB-8 allocated (Line 5 minus Line 6) \$ _____
8. 35% of adjusted AB-8 allocated (Line 7 x 35%) \$ _____

Basis for Computing Tax Shift Amount:
(Lesser of Line 4 or Line 8)

\$ _____

*ATTACH DETAIL AND DOCUMENTATION - show only actual FY 1991-92 expenditures for debt service for which property taxes have been pledged by action of your governing body. Please enclose a copy of documentation of the debt and of your governing body's resolution or other document stating the pledge of property taxes. Section 97.03(c)(1) defines property taxes pledged to debt service as "...only those amounts required to pay debt service costs in the 1991-92 fiscal year on debt instruments issued by a special district for the acquisition of capital assets."

I, Director/General Manager of the above mentioned District, do hereby acknowledge and certify to the County of Orange, County Auditor-Controller's Office, that the above amounts are correct.

DATE _____

NAME _____

TITLE _____

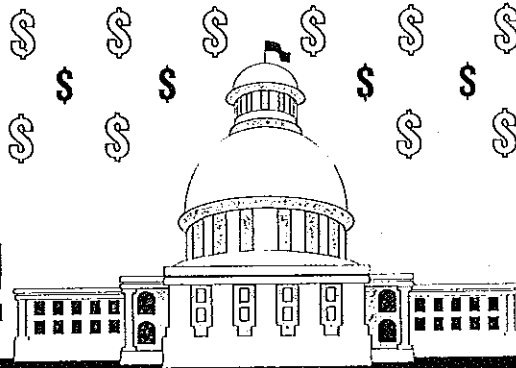
PHONE _____

Please return this form to: Neal Gruber, Tax Unit, County of Orange Auditor-Controller P.O. Box 567, Santa Ana CA 92702

(All code section references above are to the California Revenue and Taxation Code)

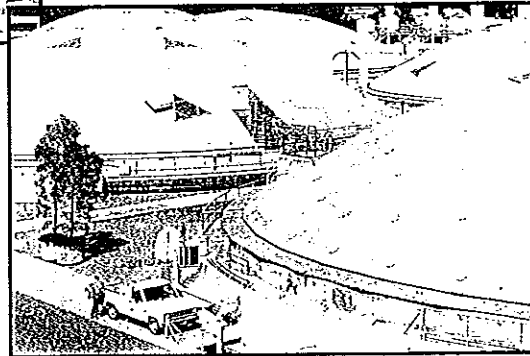
NSG:bs
REVTAX/HRS

SACRAMENTO JUST INCREASED YOUR SEWER SERVICE FEE !



To balance the budget the state confiscated over \$100 million of property tax revenues county-wide of which \$10 million was previously used to provide the people of Orange County with sewerage services.

The Orange County Sanitation Districts provide wastewater management services for over two million residents. The Districts face rapidly escalating costs of complying with increasingly stringent environmental and public health requirements. Yet our Board of Directors was able to cut \$1.5 million out of the 1992-93 operations and maintenance budget while holding the line on fees . . . until the State confiscated nearly one-third of our property tax revenue.



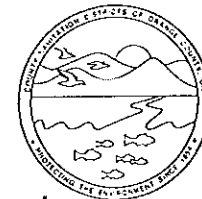
Because we do not have the option of cutting back services and must continue to run our wastewater facilities in compliance with all environmental regulations, we must make up for the shift of your local property taxes to the State.

Dipping into reserves or further cutting our budget would jeopardize our more than \$1 billion investment in sewage treatment plants. It would not be prudent to compromise our commitment to protecting your health and the environment or the level of service to you. Therefore, we have no choice but to raise sewer service fees to make up for the property taxes grabbed by the Governor and the State Legislature. *Even though they reduced our tax revenue by over 30%, our budget cuts and other measures enabled us to keep the average user fee increase to less than 19%.*

Orange County's annual service fees are very cost-effective and range from \$50 to \$100 (your neighbors in Los Angeles and San Diego pay between \$220 and \$244 per year). Unfortunately, it appears as if the State will continue to seize more of our property tax revenues in the future forcing you to pay more for sewerage services through increased sewer service fees.

We encourage you to contact your State legislators and the Governor and let them know your views on what they have done. To contact your State delegates from Orange County, call the following offices: Senate (916) 445-4251 or Assembly (916) 445-3614. To contact the Governor, call (916) 445-2841.

We will continue our commitment to the residents, businesses and communities of metropolitan Orange County to provide reliable, cost-effective services, while maintaining our award-winning record for protecting the public health and environment.



Board of Directors - County Sanitation Districts of Orange County

CALIFORNIA STATE LIBRARY

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



Agenda Item 24
Attachment C
Page 1

TELEPHONE: (916) 445-2585

TO: California Public Library Directors
FROM: Gary E. Strong *Gary E. Strong*
California State Librarian
DATE: October 27, 1992
SUBJECT: Report of Oct. 23 Meeting on Fiscal Concerns of Public Libraries

Approximately 45 libraries were represented at this meeting, most from northern and central California, but also including libraries in Los Angeles, Orange, and Ventura counties. Enclosed with this letter is a set of informal notes from that meeting which was intended for brainstorming of issues and ideas only.

At this meeting I was able to introduce the new General Counsel to the State Librarian, Paul Smith. Paul officially began at the State Library on Monday Oct. 26th but was able to attend the Oct 23rd meeting with the public library directors. Among his first responsibilities I have asked Paul to research various legal issues regarding public library funding structures, many of which were raised at the Oct. 23rd meeting.

To follow up on last Friday's meeting I am taking the following steps:

- a. Making revisions to a budget impact survey distributed in draft at last Friday's meeting and which will be mailed to all of you this week to get initial data from you on the current and expected impacts on you library of state budget cuts.
- b. Calling a similar meeting in southern California, perhaps in conjunction with CLA in order to complete additional brainstorming and to come to agreement on next steps.
- c. Request that you send to me in writing any legal questions you have on fiscal issues and any legal opinions or interpretations that have been made in your jurisdiction, so that I can begin our legal research in areas that will do the most good throughout the state.

I will contact all library directors as soon as I can arrange a date and location for us to continue to address solutions to the service degradation and elimination being cause by current fiscal constraints. If you have questions or suggestions, please call.

CALIFORNIA STATE LIBRARY

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



TELEPHONE: (916) 445-2585

10-23-92 Meeting Addressing the CA State Budget Impact on Public Libraries

Introductions: Cameron Robertson, Assistant State Librarian; Paul Smith: State Librarian's General Counsel; Murray Habberman, Ass't Director for Education & Human Services, CSL Research Bureau.

Participants; Budget Impact Summaries:

John Kallenberg, Fresno Co: 544k less; reduced hrs by 15%
Gina Minudri, Berkeley: No increase in budget; equiv 6% decrease
Gail Warner, Oxnard: 32% decrease in hrs
Margaret Donnellan, Whittier: Inflation cuts only; OK, this year; next?
Bob Conover, Commerce: numerous cuts
Barbara Anderson, San Berdo Co: SDAF cut by 300k
Elizabeth Minter, Placentia: cut by 10%
Colleen Foster, Stockton-S/J: City: OK; Co: 667k cut; reduced hrs/bk budget
Mary Stephens, Yolo Co: Relatively OK; expect problem next yr.
Linda Herring, Sonoma Co: 600k cut; maybe additional 150k cut
Bobbi Morrison, Pacific Grove: Loss of 1 position-OK this yr; expect prob. next yr.
Paula Simpson, Monterey City: OK this yr; expect prob. next yr.
David Bohne, San Leandro: OK this yr; Plan'g for lower budget for next 2 yrs.
Clayla Davis, St Helena: OK this yr; expect heavy cuts next year.
Clare Wilson, FCL Pres.
Roxanna Darling, Sutter Co. 15% cut last yr. Budget not passed yet this yr.
Arlene Reveal, Mono Co: May lose bookmobile; 10% cut
Mary Richardson, Sausalito: 2 layoffs; hours reduced.
Anne Montgomery, Mill Valley: 3.5% cut; all online system implementation deferred.
Leon Casas, Tuolumne Co.: Lib. combined w/ Rec Dept; Co Lbn position eliminated.
Dianne Brigham, Alpine Co: Holding their own; Friends helping.
Nancy Van House UCB Lib School (10% permanent downsizing)
Joey Rodger, PLA; ULC
Nancy Lewis, San Mateo Co: Bd required 12% reduction w/out reducing hrs.

Carolyn Chambers, Shasta: 200k cut; barely hanging on. 6-46% cuts-other NSCLS
Diane Duquette, Kern: 11% cut = 800-900k; hrs, bk budget reduced; 24% staff cut.
Ed Kieczkowski, Solano Co: 20% book budget reduction; 13% hrs reduction.
Carol Starr, Benicia: 2% cut
Dallas Shaffer, Monterey Co: 10% cut: \$356k (may get 1/3 back in hearing next wk)
" San Benito Co: no bookmobile, 24 hr/wk open; 5 FTE total in lib.
Neel Parikh, CLA:
Judy Klapproth, Humboldt Co: 11% cut; expect no SDAF next yr.
Annette Milleron, NBC: losing members, mostly small academics
Henry Bates, Mendocino Co: still negotiating; may have to shut down as of Dec. 31.
Anne Marie Gold, C Costa Co: No budget yet; 9% cut expected: 5.5 pos. & 15% mtl.
Susan Fuller, Santa Clara Co: \$1.6 mill cut = 27% bk bdgt cut + staff and hrs red.
Beth Svec, Santa Clara city: 1.4% cut.
Linda Wilson, Merced Co: 23% cut: book budget and hours.
Anne Appell, Marin Co: 10% cut; budget still unsettled.
Linda Wood, Alameda Co: reducing fund balance to cover 1.3 mill cut; mtl cut 46%
Susan Hildreth, Sac PL: Co-900k SDAF+2 mill cut, 2 brnchs closed, 33 pos; City-5%
Valarie Rodak, Nevada Co: budget went up some; much sophisticated growth.
Diane Jennings, Palo Alto: no cuts this year.
Peggy Murray, Los Gatos: 10% cut over last 3 yrs. Expect more problem next yr
Ken Dowlin, SFPL: 9% sal inc absorbed in exist. budget; 4% cut overall-900k
Julie Orozco, Salinas: 10% overall; Expect 2.5 mill deficit next yr.
Marilyn Crouch, El Dorado Co: Healthy reservs/contin covered -6.5%; not next yr

General: Also using furloughs to reduce costs.

Requiring mgt to "relinquish mgt benefit \$'s."

General Comment: reduction in staff w/out commensurate reduction in hrs is a general problem. Berkeley: Prior to reductions had gotten city council to pass a matrix defining # of staff hours related to # of hrs open, so have tool to cut hours when needed. Fresno: can't always afford to reduce hours even when staff are cut, because service requirements (e.g. circulation) continue to go up.

ISSUE: Identify legal issues/opinions needing additional review, possibly by the State Librarian's Legal Counsel, Paul Smith.

A M Gold: Auditor General's opinion re 844 and 617 budget trailer bills is that public libraries are subject to the provisions of those acts.

H Bates: Next week the State Controller is holding a meeting to discuss this same issue (info on meeting date/place to go to GES)

J Kallenberg: Placentia District has been facing the issue of the definition of "debt." The Auditors Assn is also working on definitions. We should closely monitor these developments.

D Shaffer: The Monterey auditor says that dollar figure for purposes of cuts is that for statutory base year plus factor for growth since that year, so the 10% cut is really more than that.

S Fuller: Question re PLF-eligible income: Fiscal people brought up issue that part of a tax override that has been passed there covers PERS costs specifically for the library. Question: is this income eligible for PLF certification?

E Minter: Issue of confusion re bond retirement provisions: the 10% for bond retirement only comes off if reductions are at the 33% level, not if they are at the 10% level?

N Lewis: Question of appropriate use of county library funds: this year county is requiring \$90,000 of funds which have gone to county library support in the past to go to fund a departmental library which had been funded from the general fund in the past.

Paul Smith Comments: Be sure to share all of these kinds of issues in writing with GES. Then we can focus on them and feed back ideas to you to try or consider. We have a good interaction with such state control agencies as the State Controller and will try to help individual libraries locally as well as all libraries, generally, at the state level.

H Bates: Sac PL Counsel's opinion re SDAF funds for county library services was directly copied by the Mendocino Co. Counsel to deny the county library access to those funds. The Mendocino Co Counsel may be about to change his opinion, however, because of a threatened suit by the Friends.

H Bates: Also pointed out that both LSCA Title II and Prop 85 Bond Act building contracts with the state include provisions that require the facilities to remain open for library purposes for at least 20 years, and, possibly, at specified levels of per capita support or the money granted must be returned by the jurisdiction. A possible means of maintaining some threatened support. (H Bates has co. counsel opinion to this affect.)

AB 3027: (not signed as of yesterday) Theoretically will clarify some of the confusion over 617. Is a technical cleanup, but no one present has a concise explanation of its provisions. Watch for it, when it is passed, however.

L Wood: Issue for special district co libraries - per 1911 co. lib. law tax rates for co. lib. service set by Bd of Sup. After Prop 13, Bd no longer had that ability. Those with access to SDAF were OK, but now with co counsels declaring co lib's not eligible for SDAF, their funding is very risky and fluctuating. Need state law to establish right to some part of tax rate and/or SDAF. Need new legislative language to clarify the status of these libraries.

L Wood: Need also to address the adequacy of base funding for General Fund co libraries. A solution for both different problems should be addressed in one package.

S Fuller: Don't act too narrowly: General fund co. lib's rep. more than 1/2 of the state.

E Minter: Special Districts have similar issues and need similar legislative redress.

J Kallenberg: Nat'l per capita for public libraries = \$16.98; state = \$16.90; Fresno = \$8.00.

Need to tackle how to finance "our world," not just county libraries or just libraries. Must change basic structure of how we are funded. Won't get help from other local officials in this; they do not want more categorical funding and counties do not think the state gives a damn about them anyway. Co. question: "Isn't it better to charge a fee and have a library than to not and have none?" Answer from many citizens who speak up is "yes." No one wants to talk about more taxes; that is a "bad" word.

There is a provision in the county library law that allows Bd to create special taxing zones for county library service. However, it hasn't been used in years and its provisions remain very cloudy. Perhaps this provision should be further researched and maybe modified for more clarity for current use.

If legislation were passed that declared that there is a definite benefit of libraries to property, that might help clarify their relevance to special benefit taxing processes, which are in existing law with provision for a 50% voter approval for establishment and with broader Bd discretion after that.

A M Gold: Feel we have maybe a 6 month window to get something figured out to support our needs and get backing of large, politically-strong counties to help. There is interest in support at this point, but no clear direction in which that support should move.

R Minudri: Public doesn't know the difference between different library structures and doesn't care. What we need is a statewide tax for all types of public libraries, one that provides funding on basis of need. We need to work on a solution together, for all libraries, not as individual types separately.

GES: Two states have statewide tax support for all public libraries: Ohio (23.34) and Hawaii (17.23); these are in addition to any local levies that communities want to assess on themselves. By comparison, California, which used to be near the top in per capita support, is now at 15.89; Ill: 19.25; NY: 29.34; Wash: 20.00; Col: 18.00; Conn: 22.00; TX: 8.00; and Ark: 5.98.

M Donnellan: Would echo Regina - the counties and cities have been arguing against each other for the first time this last year and it has been causing problems locally (GES: also causing problems in working with state legislators). Also, it may be necessary to rewrite legislation for special district libraries as well as county libraries to also clarify funding structures, etc.

GES: Hopefully we can come up with some basic principles that all agree on, as well as recognize our differences, which can be set aside so that we can move forward in an orderly progression to address and solve the various library funding structure problems in succession.

D Shaffer: We do have legislative support: Special District legislation won strong support in the Assembly and had some in the Senate. There is support for legislation to help clarify.

R Minudri: It is a general problem, however, and all are aware of it.

GES: but the solutions are different -- the overall goal of equitable funding is the same, but different library structures require different solutions to accomplishing this goal.

K Dowlin: SFPL library budget as a % of the total local budget has been decreasing each year. It would be useful to have a systematic compilation and analysis of this issue throughout the state.

J Orozco: Support R Minudri comments. Suggest two prong approach: short-term: provide immediate support to libraries and general funding structures "under attack." Long term: work more toward what R Minudri was saying - work on overall statewide basis of funding.

G Warner: Must all hang together or we will all hang separately. The differences among library structures and among libraries in general are not perceived by the public. There will always be a tension between one tax basis vs another, but we should all get behind a series of efforts with a whole set of legislation working on the necessary different solutions. We should have a 5 to 10 year plan with a complete library legislation plan together and then implement it in steps that we all support.

B Anderson: It would be useful to get copies of the legislation from Ohio and Hawaii and other states where there is statewide library support, so that we could learn and extract from those models. We could put together a draft legislative package for working through consensus of the library community in a process similar to the network planning process -- but shorter.

D Duquette: Be careful that statewide funding base is not set too low. Often find that local officials only want to fund to the base minimum level, when one is established.

GES: Recall that we already have an established statewide funding base through PLF. It is currently \$17.69. And remember that that is a base figure, not an average, nor a figure that defines sufficiency.

D Duquette: If we cannot agree upon a statewide strategy, a second level of help would be very useful where information could be provided on the various options for local funding structures (e.g CSA, JEPA, etc.)

L Wood: Add a word of caution about statewide funding. Statewide finding has not fared as well as local funding over the last seven years.

H Bates: The funding issues we face are really beyond libraries. they are bigger - e.g Willie Brown indicates the counties themselves are an anachronism.

- J Kallenberg: Counties may well be, however, the best nucleus for the Regional Government so favored by WB. Libraries probably are the best organized for this pattern with our structures and our past experience in systems and networks.
- K Dowlin: Colorado in the 60's amended the state's public library law to encourage larger units of library service: any 2 government entities could form a library district and gain a 2 mil (later 4 mil) tax. One half of Colorado's libraries are now in districts with their own boards and tax base.
- GES: Issue of Regionalization is a very important one for us to consider. There is much support for it in the legislature and in current governmental organization theory. Might want to lend more support to the Special District concept as a first step to that.
- B Conover: Would want to be sure such support were permissive as to ability to expand in size, not limiting.
- GES: Maybe one principle that we would all want to agree upon early is that we would want to maintain and encourage larger units of service. Not encourage the break up of existing larger service units.
- A M Gold: Caution again in looking to statewide \$'s for basic support. Remember 2 years ago when counties were asked to take on more state services with assurance of \$'s to come to locals to support these. Now the \$'s provided by the state are not sufficient to cover the services the state has had the counties perform.
- C Chambers: In Shasta some cities are incorporating and wanting to pull out because they are mad at the county, particularly about what they did regarding library service. This is a general concern.
- J Kallenberg: The principle of availability/access to statewide library service is contrary to the current local dollar/local prerogative funding basis.
- M Donnellan: Also need to be careful about talking about more state level involvement. There is much more talk of local control by local officials and citizens. We need some well thought out funding solutions.

GES: Libraries have been doing a pretty good job of identifying solutions, but we haven't been as successful in hanging on to those ideas for libraries through the legislative process (witness Delaine Easton's ideas for securing better funding for school libraries, which ideas have been lost to other forces).

J Kallenberg: We must also remember that we have only been talking about public libraries here and that school and academic libraries are also involved. To the public a library is a library is a library.

N Parikh (CLA): CLA Ex Committee interested in what CLA can do to support libraries of all types in this current fiscal crisis. Will have session on this topic at the beginning of the annual conference in Nov.

California Special Districts

October 15, 1992

Comment

Impact of State Budget Decisions

Moody's is concerned about possible credit deterioration for some special districts in California, due to recent state budget legislation which will transfer property tax revenues to the state.

Background:

One of the provisions of the California state budget, which was finally passed on September 2, resulted in a loss of \$375 million in property taxes to over 5,000 special districts. Moody's will not take any immediate rating action on special district debt ratings, as there still remains much uncertainty about how the special districts will actually be affected. The purpose of this comment is to highlight areas that may result in broad credit concerns; these include the vagueness of the budget legislation and the potential for further revenue losses from special districts in subsequent years. While it is impossible to make sweeping characterizations as to the impact of the state budget, credit deterioration for at least some special districts in the long term is likely.

In California, special districts provide a multitude of services, ranging from water and sewer districts to mosquito abatement and cemetery districts. They are each unique entities, having different degrees of operating flexibility. While many of the districts receive a large portion of revenues from property taxes and county funds, others largely depend on user fees and utility charges. The service area for a special district can be as small as a portion of a city or as large as a multi-county region. In addition, the districts differ considerably in the types and amounts of debt that they have outstanding. Because of the many differences among districts, the impact on each will also vary.

The Legislation:

The legislation that transfers the property tax from the special districts to the state (SB 617) requires the districts to transfer an amount equal to 35% of the property taxes each reported receiving in the 1991-92 fiscal year, but not more than 10% of the total revenues reported in the 1989-90 fiscal year (the "35%-10%" formula). Choosing the peak revenue year before the recent economic downturn maximizes the state's revenues. Multi-county, hospital, and city-dependent districts (those whose governing board has the same membership as a city council) will not have to transfer any revenues. Revenues excluded from the calculations include fire suppression assessments for any district providing fire protection and property tax revenues pledged to debt service. The economic impact of the measures could be more severe due to the enactment of SB 844, which enables the Director of the State Finance Department to increase the property tax recapture percentage up to 40% if the revenues derived from the formula fall below the targeted \$375 million.

Credit Concerns:

The state legislation cut property taxes to districts in order to transfer these revenues to fund education. However, the property tax recapture legislation is vague and fails to address many contingencies. For example, the term "debt service" is not defined and there is confusion over whether only general obligation debt is excluded from the calculated revenues, or if payments to service certificates of participation and other debt instruments are excluded as well. In addition, it is unclear if the fund balance carried over from the prior year has to be included in the total

California Special Districts

revenue calculation. This could be important as many districts may rely on reserves to fund operations during this transitional fiscal year and would penalize those districts which had been able to accumulate "rainy day" funds. The legislation does not offer a remedy in situations where a special district's estimate of its liability differs from the county's. These are only a few examples of issues that need to be clarified this year through clean-up legislation.

Although the legislation provides for transfers only in 1992-93, it is likely that the state will continue to target the special district's property tax revenues as a source to fund future budgets. The current "35%-10%" formula was the least severe of the various options that the legislature analyzed in determining a method to capture the special district's revenues. In next year's budget process the legislature could elect to transfer only a portion of the property taxes (the current method), transfer all of the property taxes, or take back the special county funds provided to the non-enterprise special districts, i.e., those districts which receive no user fees.

Conclusion:

The ability of the special districts to provide adequate services, while maintaining balanced financial operations, will be challenged by the current and likely future budget legislation. Many of the districts will be forced to reduce spending, raise user rates, and/or decrease services. In addition, non-enterprise districts will be more severely affected as the state has not provided them with additional revenue raising authority. However, the limitations on reducing revenues to no more than 10% of the 1989-90 base year, and the protection of "debt service," although vaguely defined, should offer some protection to bondholders of special district debt. Moody's future analysis will be conducted on a case-by-case basis, and will include direct contact with the individual districts and the examination of their revised budgets. As there are many special districts that will not be severely affected by the current legislation, our analysis initially will focus on those that rely most heavily on property taxes and thus are more likely to face some credit deterioration in the long term.

analyst: Eric M. Friedland
(212) 553-4557

572AX3 ■

Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

Summary of Concerns about Impact of SB617, SB844 and FY1992-1993 State Budget Trailer Bills November, 1992

- ☐ The FY1992-1993 State Budget Legislation as enacted exempts over 20% of the independent special districts in California from its provisions. This information was provided by the California Special District Association in October.
- ☐ Over \$383,000 per year is contributed to the Special District Augmentation Fund (SDAF) in Orange County for the Placentia Library District. The District has applied to the Orange County Supervisors for appropriation of these funds. The Orange County Supervisors have allocated \$0.00 for the past three years.

Thus the Placentia Library District has been living 100% under the voter-approved restrictions of Prop 13 for the past three years.

While the District realizes that the legislators have assumed that the independent special districts are continuing to receive a share of the Special District Augmentation Funds, in point of fact we are not. Nor are there any safeguards in AB8 or any subsequent legislation over how any county board of supervisors chooses to allocate the Special District Augmentation Funds under its control.

- ☐ As a result of the FY1992-1993 State Budget requirement that an amount equal to 10% of the District's 1989-1990 total revenue from all sources be transferred from the District's 1992-1993 property tax allocation to the Educational Revenue Augmentation Fund, Placentia Library District's percentage of the property tax allocation will be reduced below its pre-Prop 13 level.
- ☐ On November 3, 1992, the Los Angeles County Board of Supervisors passed a resolution requesting that legislation be developed and adopted which will provide independent special library districts with the authority to levy a benefit assessment for the purpose of financing public library services.

MOTION BY SUPERVISOR EDMUND D. EDELMAN (Los Angeles County)

This year's State budget reduced special districts, statewide, by \$375 million and shifted these funds to school districts. As a result the net property taxes for each district were significantly reduced and the county's Special District Augmentation Fund was reduced by approximately eight percent.

Our County Fire District was able to stave off financial disaster and a serious decrease in public safety services through the use of this benefit assessment authority. However, our County Library District and the two independently governed library districts which serve County residence have no option but to curtail services. This Board has already approved the closure of up to twelve County library outlets, reduced the service hours at all other County libraries, and made significant reductions in the purchase of books and materials. In addition, we have heard from the Altadena and the Palos Verdes independent library districts on the reductions which they are facing.

County libraries provide essential public services to all segments of our community - from school children to college students to working people to seniors to the business community and to government. given the strong likelihood of further State budget reductions to special districts in 1993-94, it is essential that the governing boards of the independent library districts be given the choice of maintaining library services. This board, as recently as September 29, 1992, went on record as seeking authority for a benefit assessment for the County Public Library. It is important that we expand this authority to the other independently governed libraries serving the County.

I. THEREFORE MOVE THAT THE BOARD:

instruct the Chief Administrative Officer, in conjunction with county Counsel, the County Librarian, and the executive Directors of the Altadena and Palos Verdes Library Districts, to prepare and seek introduction of legislation for the next legislative session which would authorize the governing bodies of independent and county-governed library districts to levy a benefit assessment for the purpose of financing public library services.

California Special Districts Financial Information Service

OUTLOOK

THE STATE BUDGET...HERE WE GO AGAIN

In 1991, a combination of tax increases and budget cuts was finally agreed to, late in the summer, to erase the \$14.4 billion deficit. Supposedly, the State budget would be balanced for at least five years. Actually, it was less than two months before a new deficit was projected for the 1991-92 fiscal year.

Well, folks, it just happened again. Two months after the July 1 budget deadline, the Legislature and Governor reached agreement on a "balanced" budget to eliminate a \$10.7 billion deficit (partly on the backs of Special Districts). Now, they're back in the hole.

In mid-October, the Commission on State Finance projected a \$2.4 billion deficit before the end of the 1992-93 fiscal year, with another \$1.7 billion the following year, creating a \$4 billion headache for the Governor and Legislature to face when they return in January. When one recalls that the huge budget deficits the last two years started with lower projections (like this one), one wonders what the real picture will be by spring.

California has lost 800,000 jobs during the past two years, but not all economic signs are bad. Tax revenues are up 8% from a year ago, which is about what was projected in the current budget.

Two additional flies have found their way into the ointment. If the Governor sticks to his pledge to the Legislature to continue the current per-pupil level of school funding in the next fiscal year, rather than reducing it to the Prop 98 minimums, the shortfall would increase by another \$900 million.

Also, due to "a mess" in the final budget language, schools stand to receive \$1 billion more than the Governor and Legislature agreed to. Each side blamed the other. A Wilson spokesperson said "we are hoping this was unintentional", apparently pointing the finger at the Legislature. Willie Brown's spokesperson said "we took the Governor's language at the end of the session". Both sides have indicated they will fix the problem when the Legislature returns in December.

TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Parking

BACKGROUND:

The Ad Hoc Parking Committee met on October 28, 1992. Its Minutes are Attachment A.

RECOMMENDATION:

1. Endorse the concepts in the plan proposed by the Ad Hoc Parking Committee.
2. Determine an implementation program.
3. Authorize the Ad Hoc Parking Committee to proceed with the implementation program.

[Faint, illegible text or stamp]

MINUTES
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
AD HOC COMMITTEE ON PARKING
OCTOBER 28, 1992

CALL TO ORDER

A meeting of the Placentia Library District Board of Trustees Ad Hoc Committee on Parking was called to order at 8:45 A.M. by Chairperson Sandra Stark.

ROLL CALL

Members Present: Chairperson Sandra Stark; Member Al Shkoler; and Library Director Elizabeth D. Minter.

Members Absent: None

Others Present: Assistant Library Director Sal Addotta

ADOPTION OF
AGENDA

It was moved by Member Shkoler to adopt the Agenda as presented.

AYES: Shkoler and Stark

NOES: None

ABSTAIN: None

ORAL
COMMUNICATIONS

There were no oral communications.

PARKING
RECOMMENDATION

The Committee discussed alternatives for increasing the number of parking spaces for public use during peak Library service hours in the Civic Center Parking Lot.

It was agreed to recommend to the Library Board of Trustees the following:

- 1) That the four City Council spaces be repainted to read:
"Reserved Tuesdays, 4:00 - 9:00 P.M."
- 2) That the City Manager, City Clerk and Mayor spaces be repainted to read:
"Reserved at all times."
- 3) That signs be prepared for each entrance to the parking lot:

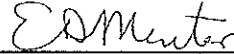
Reserved Spaces
Available for Public Parking
Monday-Friday 4:00 P.M. - 9:00 P.M.
Saturday & Sunday 10:00 A.M. - 6:00 P.M.
Unless Otherwise Posted.

*Amend - Fri 4:45 - 9:00 P.M.
Sat & Sun All day*

- 4) That the Ad Hoc Committee on Parking be authorized to meet with the City Manager to discuss the feasibility of the proposal.
- 5) That the Ad Hoc Committee on Parking discuss these proposals with members of the City Council.
- 6) That the Library Board request an item on a City Council Agenda to formally discuss these proposals.

ADJOURNMENT

Chairperson Stark adjourned the meeting at 9:55 A.M.



Elizabeth D. Minter
Library Director



TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Request for Reconsideration of Denial of Request for a Meeting Room Policy Exception from the Orton Dyslexia Society at the October 19, 1992 Board Meeting

BACKGROUND:

At its meeting on October 19, 1992, the Library Board denied a request from the Orton Dyslexia Society of Orange County for an exception to the Library's Meeting Room Policy of charging \$20 per meeting.

Library Board President Peggy Dinsmore is requesting a motion to reconsider this action based upon a letter from the Society, Attachment A, and several telephone calls she has received.

Under Robert's Rules only a trustee who voted in favor of the motion that passed may request a reconsideration, although there are no restrictions on who may second the motion.

A request for reconsideration must be made at the meeting immediately following the one at which the action in question was taken. The trustees voting in favor of the action on October 19th were: Evans, Stark, and West.

Also, under Robert's Rules, discussion of the original request may be held only if the motion to reconsider is passed.

A copy of the Agenda Item Report for the October 19th meeting is Attachment B.

RECOMMENDATION:

1. Motion to reconsider the action of denying the request from the Orton Dyslexia Society at the October 19, 1992, Board meeting for an exception from the Meeting Room Policy. *wait | discuss - please*
2. Action on the request.



THE ORTON DYSLEXIA SOCIETY
ORANGE COUNTY BRANCH

33142 Marina Vista
Dana Point, CA 92629
November 6, 1992

Mrs. Peggy Dinsmore, President
Board of Directors
Placentia Public Library
411 East Chapman
Placentia, CA 92670

Dear Mrs. Dinsmore:

Last month we asked the Board to allow us to use free of charge the conference room at the Placentia Library for our Adult READ Program. At that time the Board said we could use the room the two nights a week which we requested, but that we would be charged \$20.00 per night.

I am writing now to ask you to please reconsider the charge. Perhaps some more facts about the Adult READ Program will help. The Orton Dyslexia Society is a non-profit organization which has been actively involved in offering literacy services to the general public. Last year we implemented seven remedial reading classes for elementary students throughout Orange County. This year we plan to do the same for adults - the Placentia program is the first. To that end, we have purchased the materials, recruited students and teacher and, as you know, have begun the classes at the library.

We were hopeful that of the original 12 adults who signed up for the classes, at least 10 would become students. Unfortunately, only 6 students have materialized and that leaves us in a dubious financial situation regarding the class. We charge the students \$15 a week for the 2 nights of classes, but it is a sliding fee in order to accommodate financial need. As it is, of the six students, only 2 pay the full amount - all the rest are paying only \$5 per week. This gives us a weekly income of only \$50, not nearly enough to meet the expenses of the class, which follow.

Yearly costs:		
Video-taped lessons		\$800
Workbooks, writing materials, per student		72
Weekly costs:		
Classroom instructor		60
Room rent		40



Agenda Item 26
Attachment A
Page 2

THE ORTON DYSLEXIA SOCIETY
ORANGE COUNTY BRANCH

It has been our aim with our other classes to at least pay the instructor out of fees collected. Until now, we have not been charged for the use of the room, TV and VCR. In those cases where fees collected exceed instructor costs, the money is used to pay for the materials used and to set up new classes.

We hope to pick up another student or two, but even then, it would not be enough to cover the expenses if we have to pay for the use of the room.

I ask you, therefore, to reconsider the facility fee for this class. Your help in providing us a place for the class free of charge will mean a lot to the future of our Adult READ Program.

Sincerely,

Rachel Brezinski
READ Program Coordinator
(714) 240-6401

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: October 19, 1992
SUBJECT: Request for Meeting Room Policy Exception

BACKGROUND:

The Library has received a Meeting Room request from the Orton Dyslexia Society of Orange County to offer a class for a group of up to 10 adult dyslexics. The request is summarized in Attachment A.

The request is out of compliance with the Library's Meeting Room Policy, Attachment B, in two areas:

1. Participants would be charged \$15.00 per week
2. The Society wishes to pay \$80.00 per month, approximately \$10.00 per session, when the normal rental rate would be \$20.00 per session.

The Society is a non-profit, educational organization with a mission compatible with that of the Library's literacy program.

RECOMMENDATION:

That the Orton Dyslexia Society of Orange County be granted permission to offer its adult dyslexia class at the Placentia Library from November, 1992, through March, 1993, at a rate of \$10.00 per session payable the night of each session; and that the Society be authorized to charge a fee not to exceed \$15.00 per participant per class..

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 16, 1992
SUBJECT: Meeting Room Policy

BACKGROUND:

At its meeting on October 19, 1992, the Library Board requested that a review of the Meeting Room Policy be included on the Agenda for November 16, 1992.

A copy of the current Meeting Room Policy as adopted November 12, 1990, is Attachment A.

A summary of the usage of the meeting room during the past 13 months is Attachment B.

Meeting Room revenues are listed in Attachment C.

RECOMMENDATION:

Review the Meeting Room Policy and fee structure and amended as needed.

Reaffirm \$20/week.

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT
MEETING ROOM POLICIES AND REGULATIONS

Approved: November 12, 1990

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the library program. The room may also be used by community groups or organizations (businesses, realty, energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. A fee of \$20 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc....
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.
7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage

#6-82
Continued

- area after the meeting. If the library staff has to set up chairs or return them an additional fee of \$10 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
 9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
 10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
 11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
 12. Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
 13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
 14. Alcoholic beverages are prohibited.
 15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization or group using the facility, or by any disciplinary action taken by the group.
 16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
 17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

#6-82
Continued

18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event is related to the improvement or betterment of the library. Vending of any article or service will not be permitted.
20. Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: When used as one room, the maximum capacity will be 139 standing and seating shall be limited to 100. When the room is divided, each side will be limited to 50 people.
23. Charge for multi-use of Meeting and Conference Rooms by the same group will be \$20 for each room used, with an additional fee of \$5 if any refreshments are served.
24. It is required when a group needs a key for the Meeting Room, that applicant is to sign the necessary form.
25. Organizations requiring the presence of a Page, will incur the cost of the Page's wages.

The following equipment is available to the Meeting Room:

1. 74 chairs
2. 12 tables (6' x 2 1/2')
3. 1 lectern
4. 2 wall screens
5. 1 pointer
7. Piano
8. Television set
9. 2 flags (American and State flag)
10. 1 blackboard

MEETING ROOM USAGE

GROUP	Oct '91	Nov '91	Dec '91	Jan 92	Feb 92	Mar 92	Apr 92	May 92	Jun 92	Jul 92	Aug 92	Sep 92	Oct 92	TOTALS
PUBLIC GROUPS														
Bridge Club	5	4	3	4	4	4	4	4	4	4	5	4	4	54
Individuals				4	4	2	2	1	2	2	2	3	2	22
Health Care Ctr	3	3		3		2	2					2	6	21
Realty World				1	1	2	2	4	4	2	3	1	1	15
O.C. Tole Painters	1	1	1	1	1	1	1	1	1	1	1	1	1	12
Orchid Society	1	1	1	1	1	1	1	1	1	1	1	1	1	11
Terra Linda Estates	1	1	1	1	1	1	1	1	1	1	2	1	1	7
Roberts-Living Trust		1		1	2	1	1	2	1	1	1		1	7
Egg Artists		1		1	1	1	1	1	1	1	1		1	7
CSUF Outreach					1	1	2	1	1					5
Kavesh-Minor Liv Tst					1	1	1	1	1			1	1	4
Bar Review Course								4						4
Jr. Soccer League								1		1	2			3
AAUW				1	1	1		1						3
Mahoney Living Trust				2	1	1					1			3
Omega Finance														2
Childrens Home Soc									1				1	2
D.Baker Living Trust						1	2							2
Delta Sigma Theta						1	1							2
Girl Scouts						2								2
Discovery Toys							1							1
YWCA - Indian Maidens										1			1	1
Exchange Students														1
Career Seminar										1				1
Optimist Club														1
St. Joseph School				1				1						1
Rotary														1
D Huang Living Trust													1	1
So. Calif Balloon		1												1
YLACSA		1												1
Embassy Management														1
SUBTOTALS	9	13	3	14	16	18	17	21	15	17	19	16	21	199
LIBRARY USAGE														
Childrens	7	14		11	16	12	15	15	4	11	10	5	14	134
Literacy		10		10	3	3	4	4	3	4	1	11	7	56
Special Programs						2	3		1		1	1		8
Friends				1	1				3					5
Families for Literacy				1	1			1				1		3
SLS					1									1
SUBTOTALS	7	24	0	23	21	17	18	20	11	15	12	18	21	207
CITY OF PLACENTIA														
Police-Bike Safety					1	1	1	1	1	1	2		1	9
Police - Comm/Youth									1					1
City Luncheon				1										1
Personnel									2	1	2	1	1	1
SUBTOTALS	0	0	0	1	1	1	1	1	2	1	2	1	1	12
GRAND TOTAL	16	37	3	38	38	36	36	42	28	33	33	35	43	418

Placentia Library District
Meeting Room Revenues
FY1992 - FY1992

MONTH	FY92	FY93
July	0.00	361.00
August	0.00	260.00
September	0.00	280.00
October	0.00	480.00
November	0.00	
December	0.00	
January	815.00	
February	180.00	
March	380.00	
April	377.00	
May	410.00	
June	355.00	
TOTAL	2,517.00	1,381.00

TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Establishment of a Placentia Library Foundation

BACKGROUND:

On November 11, 1992, the following individuals met to discuss the feasibility of establishing a Placentia Library Foundation: Library Board President Peggy Dinsmore; Library Trustee Sandra Stark; Chamber of Commerce President-Elect and Library Trustee-Elect Al Shkoler; Principal Dale Downey; Friends of the Library President Pat Irot; Clairee Tynes; and Library Director Elizabeth Minter. Dixie Shaw and Police Chief Manny Ortega were unable to attend.

The group decided to recommend that the Library Board seek out a group of individuals who would be willing to serve as an organizing committee.

The group felt that Placentia is in a good position to support a library foundation.

RECOMMENDATION:

1. Endorse the concept of establishing a Placentia Library Foundation. ~~_____~~
2. Authorize the Library Director to provide staff support to the Organizing Committee.
3. Identify potential members of the Organizing Committee.

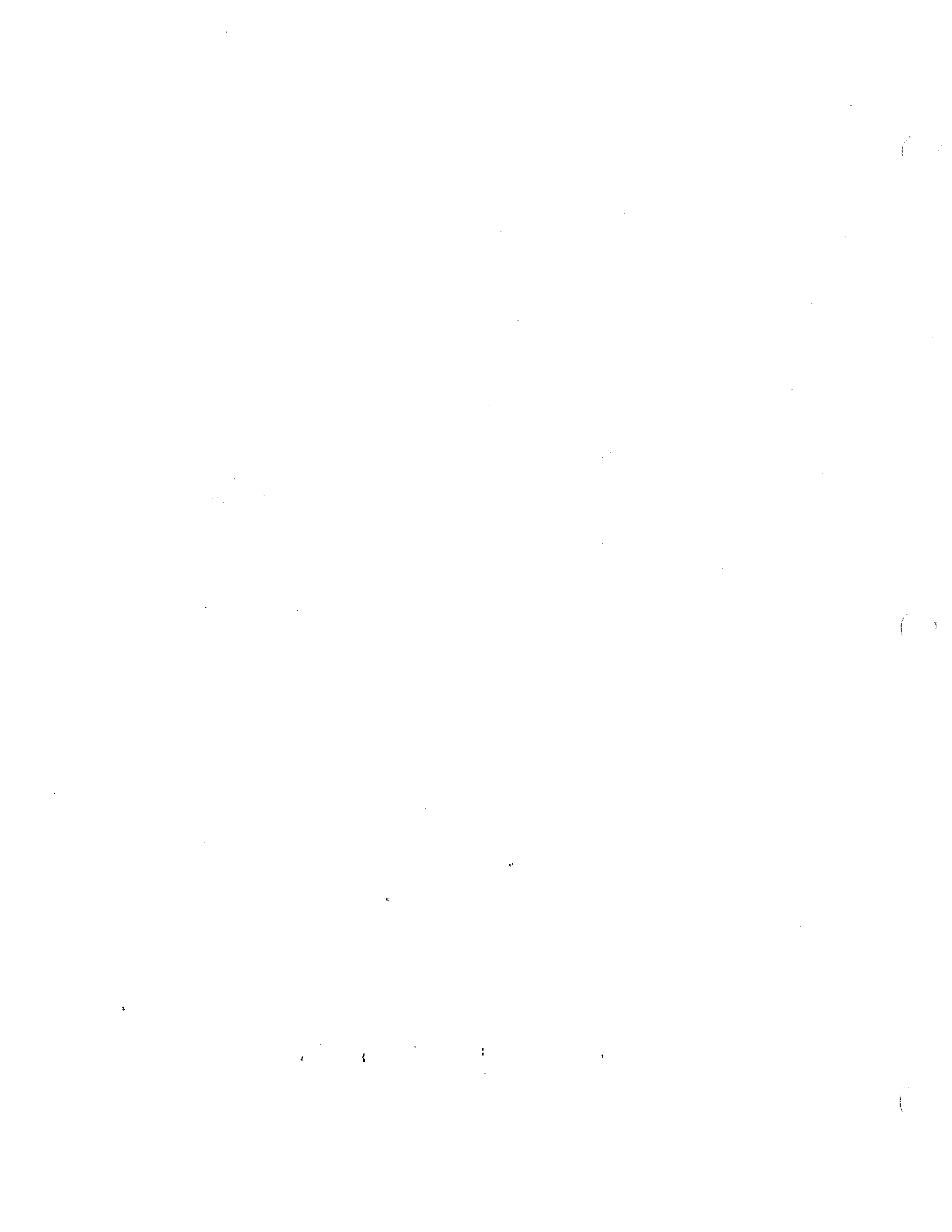
Stark / Dinsmore
~~_____~~


{

Newport Beach

Chaperson

Stark / West



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE: November 4, 1992
SUBJECT: Program Report for the month of October.

Consumer Awareness: The Program Committee's efforts for promoting the two programs that were scheduled for the evening of October 27th, were not well rewarded. The Spanish program was cancelled for lack of attendance, whereas officer Corinne Loomis went ahead with her presentation to an audience of two only, and did a great job at it.

No Adult Services programs have been scheduled for the months of November and December, but the Committee is still working on an events' calendar for the coming year.

Humanities Discussion Series: Pat Irot, Dixie Shaw, and Suad Ammar are preparing all the documents needed to submit the application to the California Council for the Humanities for the \$1,500 mini grant that will fund the Series. The Council should be ready to accept this application as soon as the final report of the Gulf Arab Grant is submitted and accepted.

PLACENTIA LIBRARY DISTRICT

PROGRAM STATISTICS

DEPARTMENT	OCTOBER 92	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Consumer Week	2	3
CHILDREN'S SERVICES		
Grandparents and Books	10	35
Visits by Classrooms	21	365
Story Hours	17	280
LITERACY SERVICES		
Info on Dyslexia class	1	8
Tutor Support Group	1	15
Tutor Training	3	68
Tutor Workshops	N/A	N/A
Tutor Workshop Followup	N/A	N/A
Tutor inservice - ESL	N/A	N/A
Student Support Group	1	6

TO: Elizabeth Minter, Library Director
 FROM: Melanie Daniels, ^{LD}Literacy Coordinator
 DATE: November 12, 1992
 SUBJECT: Placentia Library Literacy Services Report

PROGRAM STATISTICS

Active tutors: 143
 Active students: 152
 Inactive tutors: 12
 Students waiting to be matched: 62
 Percentage of tutors reporting: 40%
 Tutoring hours reported: 494.5
 Other volunteer hours reported: 518.5
 Total reported volunteer hours: 1013

ACTIVITIES/PROGRAMS

Tutor Training Workshop and Followup Meeting - Our most recent tutor workshop graduated 24 people on October 8. One person from that class transferred to LVA-Anaheim, and two others are unable to tutor for us, yielding 21 new tutors. They have been matched and most have begun meeting with their students. At the followup meeting on November 5, most of the new tutors reported good initial experiences with their new students and a few needed to be rematched.

Tutor and Student Support Groups - At their October meetings, both our Student and Tutor Support Groups were receptive to the idea of two or three joint meetings to encourage more student participation. They also decided to meet at the same time each month. Our Student Support Group was asked to be part of a fledgling network of Southern California student support groups, similar to the Bay Area New Reader Council that produced the New Reader Conference last May. Our support groups will begin meeting again in January.

NETWORK ACTIVITY

Planning continues for the Volunteer Fair that we are co-sponsoring with the Placentia Community Services Network in February. We have drafted a letter of invitation to local agencies and discussed publicity.

Also in connection with the Placentia Community Services Network, I was a presenter at the Time For Kids Team volunteer orientation at Brookhaven Elementary School on October 22. The contacts made through the network have helped us make better referrals as well

as encourage other service providers to make more knowledgeable referrals to Placentia Library Literacy Services.

I attended the annual meeting of the Orange County Literacy Network November 12. Our program was also represented by Peggy Dinsmore and Leslie Moreau (LVA-Placentia Board of Directors). In addition to the business meeting, awards were presented. We were honored with a community award for literacy services for our involvement with the development of OCLN and commitment to the master calendar project.

NEWSLETTER

The November-December issue will be out before the end of the month; we hope to take advantage of the bulk mailing permit.

UPCOMING ACTIVITIES

Our annual PLLS holiday party will be held in the Library on Sunday, December 6 from 2 to 4pm.

The deadline for the November-December issue of "Placentia Reads" is October 22; the issue will be distributed the first week in November.

TO: Elizabeth Minter

FROM: Gwen^{JLH} Joseph, Families for Literacy Coordinator

SUBJECT: Family Literacy Project Report

DATE: November 4, 1992

Facilities: The City of Placentia completed work on our storage cabinet area last week, and new carpeting is due to be laid soon. The improvement in the room is quite noticeable. Because of the overwhelming response to the program the City has allowed us to expand our English tutoring group area to the Whitten Center, directly across from Room 3. The City has also provided us with new tables for use in both facilities. Both the HeadStart and Healthy Start grant classes will take place at these sites.

Class structure: English classes are currently on Monday and Thursday mornings. Our family activity time continues to be on Friday mornings. Currently we are only servicing HeadStart families and families that participated in the program last year. In January we will begin classes for the Healthy Start schools, focusing first on Ruby Drive. Beginning in January students may attend classes in Monday/ Wednesday or Tuesday/Thursday pairs. Family days for both groups will be on Friday.

Our first classes met on Monday, October 26. We will follow the HeadStart/Placentia Yorba Linda Unified School District calendar for breaks and holidays.

Tutors: We currently have 8 tutors working in the program. Two are sharing a group with one teaching on Monday and one teaching on Thursday. All others work both the Monday and Thursday sessions. All but one tutor participated in a two hour training session with me on Thursday, October 22. That one tutor came to the program on Monday the 26th as a participant requesting help with his accent and improving his reading and writing. He is bilingual with a high school level reading ability in English. Seeing our need for more tutors with the beginning English groups he volunteered to be a tutor. He was given a private training session and began with a group on the second Monday.

Program participation: Response to the program has been overwhelming. We opened on Monday the 26th with 23 learners. On Thursday we had 37 learners and 5 absences from the previous class. We closed classes that day and began a waiting list. The next Monday three additional people, identified with extreme need by HeadStart, joined the classes. That gave us 45 learners. With only 7 tutoring groups to accommodate all those learners, and occupying all available space, we had to make some changes. Two learners who also have tutors through the PLLS program volunteered to participate only on Fridays. Two other learners are being recruited to work in childcare and we feel that some

normal attrition should bring all the groups down to 5-6 learners per group.

We currently have 15 people on a waiting list.

Childcare: In order to control the noise factor in the tutoring classes it was decided that all children 2 and over must go to childcare. We spent time with the parents discussing separation anxiety and preparing both the children and the parents for the next session. We had 22 children in childcare on Monday and only one crier. In order to capably handle that many children (all between 2 and 5) we now have 4 childcare attendants.

I am very pleased with the progress of the program this year. I feel that the community's response indicates that our approach to the Families program is appropriate for them and their needs. Our tutors are doing an excellent job and are enjoying the experience.

TO: Library Board of Trustees
FROM: Karen Cushing *KC*
DATE: November 3, 1992
SUBJECT: Publicity Materials produced for the Month of October

The Program Committee has continued to keep busy throughout the month of October developing flyers, materials and press releases to advertise Fall library events. These events include: Banned Books Week (September 27th - October 3rd); Grandparents and Books; Children's Fall Story Times; and Consumer Awareness Month, which included special speakers on October 27th.

We have also generated a November/December calendar of events, which is available to patrons at the Check-Out desk. In addition, we ran a two-page feature in the Fall issue of the Placentia Quarterly, and just completed our "spread" for the mid-winter issue, due out in early December. Please see attached materials.

To insure maximum press coverage, all library press releases continue to be sent to the following publications:

Anaheim Bulletin
Fullerton Observer
Los Angeles Times - Orange County Edition
North County News (Formally Placentia-News Times)
Orange County Register
Orange County News Channel
Placentia Library Channel - #69

PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia CA 92670

FOR MORE INFORMATION CALL: Suad Ammar
528-1906

FOR IMMEDIATE RELEASE

Consumer safety will be the theme of two programs to be presented in the Placentia Library District Meeting Room on the evening of Tuesday, October 27th. The programs will be presented by Officer José Vargas of the Santa Ana Police Department and Officer Corinne Loomis of the Placentia Police Department. Both programs are open to the public and presented without charge.

Both speakers will explain how individuals can protect themselves against crimes of fraud, and what they can, and should, do if they become victims of a consumer crime.

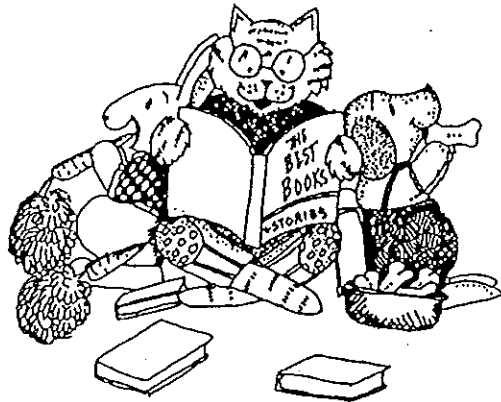
Officer Vargas' program will begin at 6:00 P.M. and focus on fraud crimes committed against the Hispanic population. His program will be presented in Spanish.

Officer Loomis' program will begin at 7:30 P.M. and will focus on auto theft, and credit card and check fraud. Her program will be presented in English.

#

STORIES! STORIES! STORIES!

GRANDPARENTS AND BOOKS!



COME LISTEN TO GREAT STORIES READ ALOUD BY
"GRANDPARENTS" EACH TUESDAY AFTER SCHOOL.

3:30PM - 5:00PM
IN THE CHILDREN'S DEPARTMENT.

ALL AGES WELCOME! NO REGISTRATION.



PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE



pacific clippings
post office box 11700
santa ana, calif. 92711

Los Angeles
Times - Daily

OCT 08 1992

PLACENTIA 332

Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open 10 a.m. to 8:45 p.m. Monday through Thursday; 10 a.m. to 5:45 p.m. Friday and Saturday.

pacific clippings
post office box 11700
santa ana, calif. 92711

Los Angeles
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OCT 1 1992

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pacific clippings
post office box 11700
santa ana, calif. 92711

PLACENTIA-NEWS TIMES
Weekly

SEP 24 1992



**APRIL
OTTAVIAN**

**This card
can open
many doors**

332
THE Card. Nope, not the new one from the auto company. A card without an annual fee? Nope, not the one from a bank. A card without any interest rate? What kind of card?

It's a card that can open up a world of new interests, a card that a child or an adult can use, it's a card whereby you can learn a hobby, language, solve a mystery, find a job, travel to faraway places or find a family tree. Yes, you guessed it — it's the library card. And this month is library card sign-up month! Did you know that Placentia Library cards are free of charge to residents. And did you know that there is a "stories grandmother told" program for children? Call 528-1925 to get all the answers.

pacific clippings
post office box 11700
santa ana, calif. 92711

PLACENTIA-NEWS TIMES
Weekly

SEP 24 1992

**Story times continue
at library until Dec. 7**

332
Story hours, toddler times and after school specials will continue through the week of Dec. 7 at Placentia Library District, 411 E. Chapman Ave.

Pre-school story time for ages 3-6 will be offered from 10:30 to 11:15 a.m. Mondays; Toddler times for 2 year olds, accompanied by an adult, 1 to 1:45 p.m. Tuesdays; Preschool story time for ages 3-6 from 1 to 1:45 p.m. Wednesdays; and after school specials for ages 7-

10 years, 3:30 to 4:30 p.m. Thursdays.

**Round Table Club
holds meeting Oct. 7**

The Placentia Round Table Women's Club will hold its first meeting of the new fiscal year on Oct. 7 at the club house, 901 N. Bradford, Placentia, across from Valencia High School.

**ACLU president will
speak on censorship**

Sterling Steele, president of the Orange County Chapter of the American Civil Liberties Union, will speak on the Freedom to Read at 7 p.m. Tuesday at the Placentia Library. Challenged or banned books will be displayed at the library during National Banned Books Week 1992, Sept. 27 through Oct. 3. The public is encouraged to view the display and attend the lecture.



El Distrito de la Biblioteca de Placentia

presenta

Oficial de Policia de Santa Ana
José Vargas

con

"Fraude Contra el Consumidor Hispano"

Martes, 27 de Octubre

6:00 PM

Cuarto de Juntas en la Biblioteca

411 E. Chapman Ave.

Para más información llame
a el escritorio de referencia

528-1906





Placentia Library District

presents

Placentia Police Officer
Corrine Loomis

with

Consumer Beware !

Tuesday, October 27

7:30 PM

Library Meeting Room

411 E. Chapman Ave.

For more information call the
Reference desk 528-1906



PLACENTIA LIBRARY DISTRICT

DO-IT-YOURSELF RESERVES

An exciting feature of the Placentia Library's new upgraded circulation system allows patrons to place their own reserves on books that are not owned by the library or not available at that time. A small fee of \$.50 per item is collected when the books are picked up.

FREE FROM THE AUDIO VISUAL DEPARTMENT

The Audio Visual Department of the Placentia Library has rich collections of video tapes, audio tapes, books on tape and compact discs that are accessible through the regular catalog and are FREE of charge. For your convenience these materials may now be returned in the book drop.

STUDENTS WELCOME

The Placentia Library prides itself on creating the perfect atmosphere for students engaged in homework and after-school study.

The Library has special collections and reference tools to aid students in their research work and homework assignments.

The Debate Topic collection, the career collections, the Social Issues Research Series and the Background Notes are examples of these collections. General and special encyclopedias, dictionaries, almanacs, directories and many more tools are available for ready reference information. In addition, newspapers, magazines and magazine indexes provide up-to-date information.

The Library's professional staff is always prepared to guide students with their research and help them with the reference tools and equipment. However, the staff is not permitted to provide answers to specific homework questions, either in person or by phone.

CHILDREN'S EVENTS

September - Library card sign-up month



Every Child . . . A Library card

ABC: America Before Columbus

A play presented by El Dorado High School. October 15th at 7:00 p.m. and 8:00 p.m.

Fall Story Hours and Craft Times

A twelve week session beginning the week of September 21 and ending the week of December 7.

Children's Book Week

A National Celebration to encourage children's enjoyment of reading. November 16 - 22.

Camp Library

Friday, November 20th.



GULF ARAB STATES DISPLAY

The Gulf Arab States display that opened at the Placentia Library last September has since been traveling throughout California. It has been hosted by eleven public libraries, viewed by tens of thousands of people and received with great enthusiasm everywhere. It will be hosted by the Placentia Library during August. Dr. Ellen Gruenbaum, anthropologist and professor at California State University, San Bernardino, will be the speaker at the final program on August 27th at 7:00 p.m. The Library is very proud to have been the sponsor of such a great cultural program.

BANNED BOOKS WEEK

September 26th - October 3rd

Read any good banned books lately?

Hamlet - William Shakespeare

Adventures of Huckleberry Finn - Mark Twain

Of Mice and Men - John Steinbeck

Where the Sidewalk Ends - Shel Silverstein

Flowers For Algernon - Daniel Keyes

Lord of the Flies - William Golding

Come visit the Placentia Library's salute to the First Amendment. Our display of censored and banned books will be available in the library foyer throughout the week of September 26th through October 3rd.



LITERACY TUTOR TRAINING OFFERED

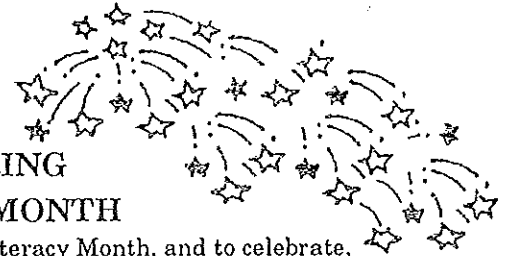
A rewarding volunteer opportunity awaits graduates of Placentia Library Literacy Services' next tutor training workshop, which begins September 21st at the Placentia Library. The workshop meets Monday and Thursday evenings from 6:00 p.m. to 9:00 p.m. for three weeks. After completing the 18 hours of training, volunteers are matched with adult learners seeking to improve their basic reading, writing or conversational English skills. Many of the Library's tutors identify the chance to help someone change his or her life as the most fulfilling aspect of the program.

The class, which is taught in cooperation with Literacy Volunteers of America, gives volunteers the skills needed to tutor an adult in basic literacy skills on a one-to-one basis. Tutors meet with their assigned students 2 hours weekly at times and places convenient to both parties, and spend an additional 1 to 2 hours preparing lessons. No special skills are needed to be an effective literacy tutor beyond patience, the desire to help someone, and the ability to speak, read and write English.

To enroll in the workshop, or for more information about the program, call the Library's Literacy Center at 524-8408.

PLACENTIA LIBRARY DISTRICT	
411 E. CHAPMAN AVE.	
PLACENTIA, CA 92670	528-1906
Monday-Thursday:	10:00 a.m. - 8:45 p.m.
Friday-Saturday:	10:00 a.m. - 5:45 p.m.
Sunday:	1:00 p.m. - 4:45 p.m.

REACH FOR THE STARS DURING LITERACY MONTH



September is Literacy Month, and to celebrate, Placentia Library Literacy Services (PLLS) will join literacy programs throughout the county in a 30 Star Salute to Literacy on Tuesday evening, September 8th. As part of PLLS' annual volunteer and student recognition event, local celebrities and dignitaries will be asked to read winning essays written by students in the literacy program. Similar events will take place throughout the country in honor of Literacy Volunteers of America's 30th anniversary.

The celebration of Literacy Month continues with Informally Yours, a musical performance on Friday, September 25, from 4:00 p.m. to 5:30 p.m. at the Placentia Library. Cellist Semyon Fridman will play and answer questions from the audience during the concert. His appearance is made possible by Founders Plus of the Orange County Performing Arts Center. The public is invited to join literacy volunteers and students for this special concert.

PLACENTIA FRIENDS OF THE LIBRARY

The June book sale netted nearly \$900 which is used to support library activities. Recently, the Friends of the Library approved an expenditure for a liquid crystal projection system to be used by the Children's Program, Literacy Program and for staff training.

Community members continue to make generous donations of used books, making possible our Ongoing Book Sale in the library lobby, as well as periodic full book sales.







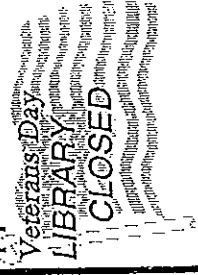











The next Friends of the Library Board meeting is September 8, 1992 at 7:00 p.m. Subsequent meetings are scheduled for the first Monday of each month. The Friends are anxious to broaden their membership and always need helpers. If interested, please call the Library, 528-1906, and leave your name and phone number.

CAMP LIBRARY Friday, November 20, 7:30 p.m. - 7:00 a.m.

In celebration of Children's Book Week, a National Celebration to encourage Children's enjoyment of reading, the Placentia Library Children's department will host the Sixth Annual CAMP LIBRARY. Parents and children will spend the night in the Library, so come with your sleeping bags, pillows and favorite stuffed animals! There will be lots of games, relay races, a library scavenger hunt, campside stories and songs and even breakfast. A great night of fun for the whole family. Children ages 4-12 accompanied by an adult are invited to register for this event. Registration will begin November 2 and is limited to the first 50 children at a cost of \$2.00 per person.



November 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 1:00pm PRESCHOOL STORY HOUR 	3 Election Day 10:30am TODDLER TIME 	4 10:30am PRESCHOOL STORY HOUR 	5 3:30pm AFTER- SCHOOL SPECIAL 	6	7 REMEMBER: You Can Renew Your Books By Telephone
8	9 1:00pm PRESCHOOL STORY HOUR 	10 10:30am TODDLER TIME 	11 Veterans Day LIBRARY CLOSED 	12 3:30pm AFTER- SCHOOL SPECIAL 	13	14 CHECK OUT Our A-V Materials now on our shelves
15 NATIONAL CHILDREN'S BOOK WEEK	16 1:00pm PRESCHOOL STORY HOUR 	17 10:30am TODDLER TIME 	18 10:30am PRESCHOOL STORY HOUR 	19 3:30pm AFTER- SCHOOL SPECIAL 	20 7:00pm Camp Library 	21
22	23 1:00pm PRESCHOOL STORY HOUR 	24 10:30am TODDLER TIME 	25 10:30am PRESCHOOL STORY HOUR 	26 Thanksg- iving 	27 LIBRARY CLOSED	28 LIBRARY IS OPEN
29	30 1:00pm PRESCHOOL STORY HOUR 					

PLACENTIA LIBRARY DISTRICT
411 East Chapman Ave.
Placentia, CA 92670

Reference Services, Reserves & Telephone Renewals
(714) 528-1906

HOURS

Monday - Thursday 10:00 AM - 8:45PM
Friday - Saturday 10:00 AM - 5:45PM
Sunday 1:00 PM - 4:45PM

October

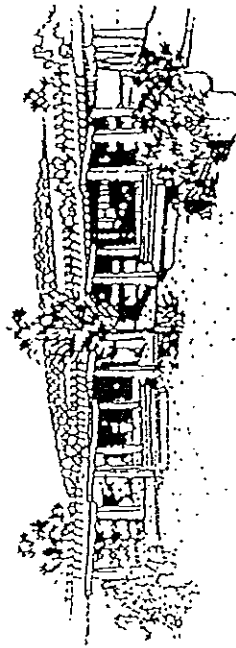
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5 GIVE THE GIFT OF READING - BE A TUTOR!		1 10:30am TODDLER TIME	2 10:30am PRESCHOOL STORY HOUR	3 3:30pm AFTER-SCHOOL SPECIAL	4	
6 OF COURSE WE'RE OPEN ON SUNDAY: 1PM-4:45PM	7 1:00pm PRESCHOOL STORY HOUR	8 10:30am TODDLER TIME	9 10:30am PRESCHOOL STORY HOUR	10 3:30pm AFTER-SCHOOL SPECIAL	11	12
13	14	15 DON'T FORGET: LIBRARY WILL CLOSE ON 12/24 & 12/25	16	17	18 Coming on 1/8/1993 "Friends" Booksale	19
20 Hanukkah	21 Winter begins	22	23	24	25 Christmas	26 Library Re-Opens
27	28 ALL VIDEOS ARE FREE! 2 VIDEOS PER LIBRARY CARD	29 Such a Deal - Book Reserves only 50 cents	30	31 New Year's Eve LIBRARY CLOSED	LIBRARY CLOSED	

January 1993						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PLACENTIA LIBRARY DISTRICT



TO: Elizabeth Minter, Library Director

FROM: Sal Addotta, Assistant Library Director *Sma*
Suad Ammar, ^{SA}Principal Librarian

DATE: November 3, 1992

SUBJECT: Americans with Disabilities Act Compliance Report

INTRODUCTION:

The Placentia Library District is on record as being concerned about making the library more accessible for all patrons and doing what is possible to achieve full accessibility.

A remodeling project is being planned which will address several accessibility concerns. Application is being made to the State Library for LSCA Library Construction Funds to help pay for the project (up to 35%).

Assistant Director Addotta has been designated the individual responsible for coordinating ADA activities, and Principal Librarian Ammar has been designated liaison to the City of Placentia Advisory Committee on the Disabled.

Addotta has attended workshops/programs to keep current with various requirements and has worked with the architects during the recent bidding process.

Ammar attends the monthly advisory committee meetings, which allows for an exchange of information and keeps our intentions before the community.

The advisory committee will be making a followup visit in the near future.

Information gathered at workshops and the advisory committee's needs assessment report has helped us identify several problem areas which are outlined in the following table:

PHYSICAL/PROGRAM

Problem Area	Status	Proposed Action	Cost Estimate	Target Completion Date
Entryway footing	tiles partially accessible	replace as part of remodeling project	\$25-30,000	FY93-94
Lavatories	legal, but largely inaccessible	redesign as part of remodeling project	\$10,000	FY93-94
Drinking fountains	marginally accessible; too high; activator stiff	redesign as part of remodeling project	\$1,000	FY93-94
Gazebo exit door	stepping stones unsafe to walk on	replace with concrete walk	\$1-2,000	FY93-94
Public telephones	legal, but largely inaccessible; too high	modify telephone booth; add lower unit	under \$150 labor; unit free	in progress
Signage	no written procedures for helping disabled	draft sign wording; produce sign	under \$100	in progress
Counter tops (temporary)	too high for persons in wheelchairs; Reference;C/O	provide clipboards and pens and pencils	under \$100	in progress
Counter tops (permanent)	too high for persons in wheelchairs; Reference;C/O	lower counters at work stations	\$10-15,000	FY93-94
Telephone access for deaf users	no access	install TDD equipment	\$1,500	FY93-94

RECOMMENDATION:

File this summary compliance report.

TO: Library Board of Trustees

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

DATE: November 16, 1992

SUBJECT: Santiago Library System Report

The Council of Santiago Library System (SLS) met on November 12, 1992. This was the first meeting with Linda Katsouleas, Executive Director of the Metropolitan Cooperative Library System (MCLS), serving as the contract executive for SLS.

The SLS Council has scheduled a long range planning meeting for early December. The purpose is to discuss the future of SLS: disbanding; merging with MCLS; contracting with MCLS or another agency for administrative services; or continuing as an independent system. Since SLS cannot afford to hire a full-time executive director unless it establishes a dues structure, currently all expenses are paid through State funds, it is unlikely that the Council will decide to continue operations as they have been in the past.



5071 PLACENTIA LIBRARY

OBJ-SUB/RSP/PPB/TXN/ REF # / P. O. #/C/ /D/	DESCRIPTION/PAYEE	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE
190-009 PROF / SPECIALIZED SERVICES	BEGIN BAL	0.00	0.00	812.00	812.00-
	END BAL	0.00	0.00	812.00	812.00- *
190-018 PROF / SPECIALIZED SERVICES	BEGIN BAL	0.00	0.00	15.67	15.67-
018 000 82 82 0007	UNSECURED 1ST ACTUAL			132.61	
	END BAL	0.00	0.00	148.28	148.28- *
TOTAL	BEGIN BAL	0.00	0.00	9,084.06	9,084.06-
	CUR PERIOD TXNS	79,150.00	0.00	5,302.85	
	END BAL	79,150.00	0.00	14,386.91	64,763.09 **
200-000 PUBLICATIONS / LEGAL NOTICES	BEGIN BAL	0.00	0.00	500.83	500.83-
000 000 52 52 5071	1992-93 FINAL BUDGET	500.00	0.00	500.83	0.83- *
	END BAL	500.00	0.00	500.83	
240-000 SPECIAL DEPT EXPENSE	BEGIN BAL	0.00	0.00	14.95	14.95-
000 000 52 52 5071	1992-93 FINAL BUDGET	128,897.00	0.00	14.95	128,882.05 *
	END BAL	128,897.00	0.00	14.95	
240-001 SPECIAL DEPT EXPENSE	BEGIN BAL	0.00	0.00	55,701.47	55,701.47-
001 000 31 01170258	ELIZABETH D WINTER			5.00	
001 000 31 01170260	BANCROFT-WHITNEY			223.21	
001 000 31 01170261	CORPORATE JOBS OUTLOOK			143.99	
001 000 31 01170262	INGRAM			34.46	
001 000 31 01170263	CITY OF ANAHEIM			1,008.35	
001 000 31 01184035	CALIFORNIA SCHOOL BOOK F			399.36	
001 000 31 01195795	REED REFERENCE PUBLISHIN			1,171.89	
001 000 31 01195796	INGRAM			245.46	
001 000 31 01195797	CITY OF ANAHEIM			738.18	
001 000 31 01195798	BAKER & TAYLOR BOOKS			1,382.84	
001 000 31 01195799	CHILDRENS PRESS			59.64	
	END BAL	0.00	0.00	61,103.85	61,103.85- *
240-002 SPECIAL DEPT EXPENSE	BEGIN BAL	0.00	0.00	0.00	0.00
002 000 31 01170264	MERION ASSOCIATES			43.90	
002 000 31 01170265	INSTRUCTIONAL VIDEO INC			92.95	
002 000 31 01170266	INTERNATIONAL VIDEO NETW			28.95	
002 000 31 01195800	FACETS MULTIMEDIA INC			23.95	
	END BAL	0.00	0.00	189.75	189.75- *
240-004 SPECIAL DEPT EXPENSE	BEGIN BAL	0.00	0.00	15,636.93	15,636.93-
004 000 31 01170267	FACTS ON FILE			40.92	
004 000 31 01195801	LIBRARY ADMINISTRATOR/S			36.00	
	END BAL	0.00	0.00	15,713.85	15,713.85- *

1989-90

1,270,000



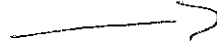
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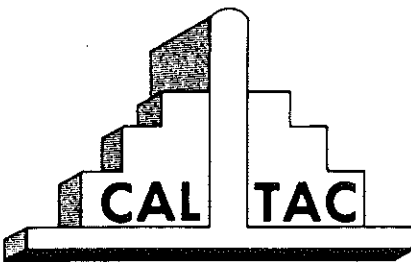
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Schools



CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS

1993 REGIONAL WORKSHOPS IN LIBRARY LEADERSHIP

Saturday, February 27, 1993
Yorba Linda Public Library
Yorba Linda, California
9:00 a.m. - 3:00 p.m.

Saturday, March 6, 1993
Los Altos Community Library
Santa Clara Library System
9:00 a.m. - 3:00 p.m.

The California Association of Library Trustees and Commissioners
announces the Tenth Annual Workshops in Library Leadership

- ★ Meet Gary Strong, California State Librarian
- ★ Get to know other trustees, commissioners, advisory board members, and library lovers
- ★ Hear first-rate speakers address the very issues that you must deal with in your library
- ★ Work in small groups to develop ideas that are relevant to your library

Programs at the two locations are identical

Program and registration details will be available in early January. Reserve the date of the workshop nearest you on your 1993 calendar now!

For more information, please call

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Workshop Coordinators

