

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
March 15, 1993

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

WST / EMM

3. Minutes of the February 16, 1993, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

SAB / WST

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

#23

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

7. Friends of the Library Report.

Presentation: Library Director

CLAIMS (Items 8-10) *Even/Went*

Presentation: Library Director
Recommendation: Approve by Motion

Items 8-10 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.

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

There were no Nonstandard Claims for this report period.

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

Claims forwarded by the Library Director for \$6,619.93.

- 10. Current Claims and Payroll. (Approve)

Current Claims of \$26,232.06. Payrolls 3001 and 3002 for a cumulative payroll total of \$54,440.00. Combined total of Current Claims and Payroll of \$80,672.06

FINANCIAL REPORT (Items 11-15)

Presentation: Library Director
Recommendation: Approve by Motion

Went/Share

Items 11-15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 11. Financial Report for February, 1993. (Receive & File)
- 12. Office General Ledger & Check Registers for February, 1993. (Receive & File)
- 13. Overdue Collection Report for February, 1993. (Receive & File)
- 14. Vending Machine Report for February, 1993. (Receive & File)
- 15. Gift Fund Report for February, 1993. (Receive & File)

GENERAL CONSENT CALENDAR (Items 16-21) *elaborate*

Presentation: Library Director
Recommendation: Approve by Motion

Items 16-21 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.

- 16. Circulation Report for February, 1993. (Receive & File)
- 17. Volunteer Report for February, 1993. (Receive & File)
- 18. Building Maintenance Report for February, 1993. (Receive & File)
- 19. Personnel Report for February, 1993. (Receive, File, and Ratify Appointments)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 21. Health and Life Insurance costs for 1993-1994. (Receive and File)

CONTINUING BUSINESS

- 22. FY1992-1993 Budget

Presentation: Library Director
Recommendation: Review Status; Review Legislative Alerts for 1993-1994 State Budget; Discuss Meeting with Senator John Lewis; Determine Direction for March Activities; and Selection of Legislative Lobbyist.

- 23. California Room

Presentation: Assistant Library Director
Recommendation: Adopt name change from California Room to Placentia ~~Room~~ History Room and Collection Development and Maintenance Policy.

Chg in Evans - action
yes
Polis
Shelby/Chg
Polis will delete word "local" unless approved

NEW BUSINESS

24. Property and Professional Liability Insurance Renewals for 1993-1994

Presentation: Library Director and Tom Shipkey, President, Shipkey Insurance
Recommendation: Select property and liability insurance carriers for 1993-1994.

25. Chamber of Commerce Mixer

Presentation: Library Director
Recommendation: Determine budget and program.

26. Blood Drive

Presentation: Library Director
Recommendation: Approve co-sponsorship with City of Placentia and Rotary Club of Placentia for June 17, 1993, Blood Drive.

27. 1993 Staff Appreciation Dinner

Presentation: Library Director
Recommendation: Select date and location and determine budget.

28. Special District Augmentation Fund Application for 1993-1994.

Presentation: Library Director
Recommendation: Give staff direction on level of participation in application process.

SAD/S
1/25

STAFF REPORTS

- 9
- 29. Program Report for the Month of February, 1993. (Program Committee)
 - 30. Placentia Library Literacy Services Report. (Daniels)
 - 31. Family Literacy Project Report. (Joseph)
 - 32. Publicity Materials produced for the month of February, 1993. (Cushing)
 - 33. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)
 - 34. Tax Forms Distribution Service. (Ammar)

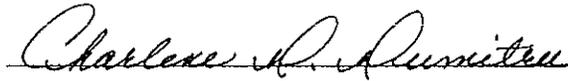
- 35) Longing for Community: Dream or Nightmare, California Council for the Humanities Grant Report. (Ammar)

ADJOURNMENT

36. Agenda Preparation for April 19, 1993, Regular Meeting.
37. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the March 15, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, March 10, 1993.





CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Mar 23 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 6 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Apr 18-24	National Library Week
Apr 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Apr 20 (Tues)	How the Library Changed My Life, National Library Week Awards Presentation, 7:00 P.M.. ALA Legislative Day, Washington D.C.
April 21 (Wed)	Chamber of Commerce Mixer at Library, 5:00 P.M.
Apr 27 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Apr 29 (Thur)	Independent Special Districts of Orange County
May 4 (Tues)	CLA Legislative Day, Sacramento (Dinsmore & Minter) Friends Board Meeting, 7:00 P.M. (Evans)
May 14-16	Friends Book Sale
May 17 (Mon)	Board of Trustees Meeting, 7:30 P.M.
May 25 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 8 (Tues)	Friends Board Meeting, 7:00 P.M. (Stark)
Jun 17 (Thur)	Blood Drive
Jun 21 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Jun 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 24-30	American Library Association Annual Conference, New Orleans
Jul 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Aug 16 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Shkoler)
Sep 9 (Thur)	LVA Annual Meeting and Recognition Ceremony
Sep 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 5 (Tues)	Friends Board Meeting, 7:00 P.M. (Dinsmore)

Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 2 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 12 (Fri)	Camp Library
Dec 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
February 16, 1993

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 16, 1993, at 7:30 P.M. by President Peggy Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore; Trustees Ray Evans, Al Shkoler, and Fred West; and Library Director Elizabeth Minter.

Members Absent: Secretary Sandra Stark (excused)

Others Present: Assistant Library Director Sal Addotta, and Administrative Assistant Charlene Dumitru.

ADOPTION OF
AGENDA

It was moved by Trustee Evans, seconded by Trustee West to adopt the Agenda as presented.

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

MINUTES

It was moved by President Dinsmore, seconded by Trustee Shkoler to approve the Minutes of the Special Meeting of the Board of Trustees of January 16, 1993 as submitted.

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

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of the Board of Trustees of January 18, 1993 as submitted.

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

**ORAL
 COMMUNICATIONS**

No members of the public were present to address the board at this time.

**BOARD
 PRESIDENT'S
 REPORT**

President Dinsmore reported that she attended the meeting of the Southern California Library Literacy Network on January 19, 1993. People from 30-40 libraries were in attendance. State Librarian Gary Strong spoke on Family Literacy.

President Dinsmore also had attended the Workplace Literacy Program of the Orange County Literacy Network (OCLN) on January 27, 1993. She suggested that the Board invite Cheryl Lee of the O.C.L.N. to speak at the Library.

She also reported that California Library Association president Luis Herrera attended the CALTAC Board Meeting. He was very supportive of trustees and spoke on the need to work together during this time of reorganization of CLA.

President Dinsmore distributed several articles to the Board Members and mentioned that Alumni of the University of California at Berkeley is asking for letters of support for keeping its Library School open.

**LITERACY
 VOLUNTEERS OF
 AMERICA REPORT**

President Dinsmore reported that the location for the Literacy Bowl-a-thon has been changed to Regal Lanes in Orange. It will be held on Sunday, February 21, 1993. She encouraged all Board Members to get donations.

Minutes, Regular Meeting of February 16, 1993

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**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends of the Library have changed their meeting date to the first Tuesday of each month. She thanked all Board Members for attending the Annual Meeting on January 28, 1993.

**FINANCIAL
CLAIMS**

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$35,900.00; Claims forwarded by the Library Director in the amount of \$8,436.80; and Current Claims and Payroll in the amount of \$76,952.48, as presented.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 11 through 15: Financial Report for January, 1993; Office Ledger and Check Registers for January, 1993; Overdue Collections Report for January, 1993; Vending Machine Report for January, 1993; and Gift Fund Report for January, 1993, as presented.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Evans to approve, receive and file Agenda Items 16-25: Circulation Report for April, 1992 through January, 1993; Volunteer Report for January, 1993; Building Maintenance Report for January, 1993; Personnel Report for January, 1993; Submission of 1992-1993 California Library Services Act matching funds grant request for Placentia Library Literacy Services; Submission of contract for California Council of Humanities Grant; Transfer of certificates of deposit and savings account from Sanwa Bank to Landmark Bank; Distribution of Request for Proposal for general auditing services for fiscal years 1992-1993 and 1993-1994; Certification of notification of renters of the change in rate for the Meeting Room effective May 1, 1993; and Distribution of Statement of Economic Interest forms for 1993.

**BUDGET
FY1992-93**

Library Director Minter requested that all Board Members read the book *Reinventing Government* by David Osborn and Ted Gaebler.

Direction was given that President Dinsmore, Trustee Shkoler and Library Director Minter will attend a meeting with Senator John Lewis.

Library Director Minter reported that Buena Park and Palos Verdes Library Districts have decided to join with Placentia Library District in obtaining the services of a lobbyist. Altadena Library District has shown interest, but not yet made a commitment.

Secretary Sandra Stark arrived at 8:42 P.M.

Minutes, Regular Meeting of February 16, 1993

Page 5

**PARKING
COMMITTEE**

It was moved by Trustee Shkoler, seconded by Trustee West to accept the recommended changes as presented and review the parking situation again in August, 1993.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

ABSENT: None

The Board recessed for a break at 8:49 P.M. and reconvened at 9:01 P.M.

Carol Benson of Anderson and Anderson Insurance Brokers, Inc. arrived at the meeting at 9:01 P.M.

**REVIEW HEALTH
INSURANCE
PROPOSALS FOR
1993-1994**

It was agreed to consider Agenda Item 29, Review of Health Insurance Proposals, out of sequence.

It was moved by Trustee Shkoler, seconded by Trustee West to renew the medical insurance coverage offered through CareAmerica and to authorize Library Director Minter to sign the renewal contract.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

**CALIFORNIA
ROOM**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Item 28, California Room, as presented.

AYES: Dinsmore, Stark, Evans,
Shkoler, West

NOES: None

ABSTAIN: None

CONTRACT WITH
ANAHEIM PUBLIC
LIBRARY FOR
MANAGEMENT OF
AUTOMATED
LIBRARY SYSTEM

It was moved by Trustee Evans, seconded by Trustee Shkoler to approve the contract for Automated Library Services with the City of Anaheim and to authorize President Dinsmore to sign the contract.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 31 through 37: Program Report for Month of January; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials Produced for the Month of January; Americans With Disabilities Act Compliance Report; Santiago Library System Report; and Tax Forms Distribution Service Report.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:42 P.M.

Sandra Stark, Secretary

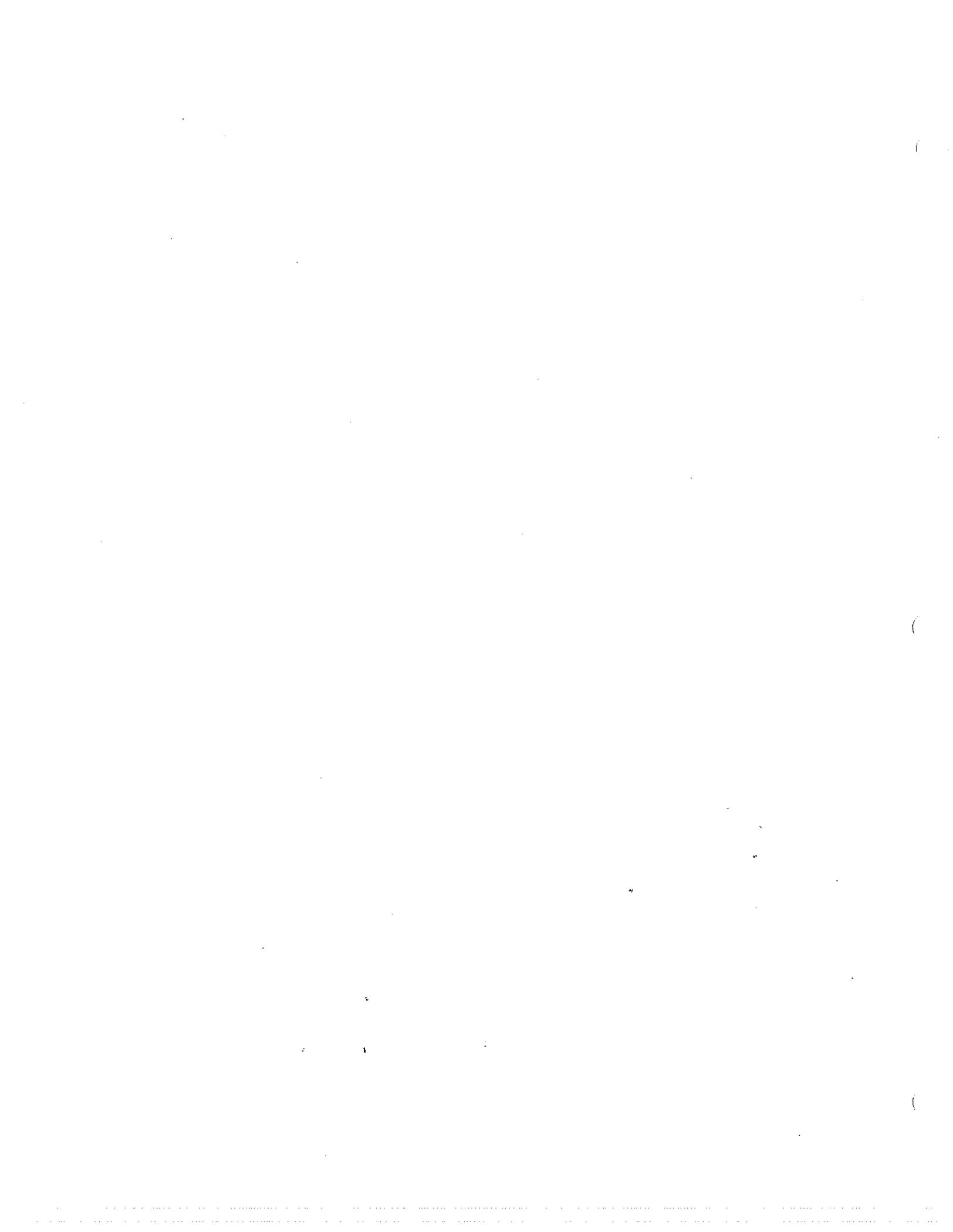
TO: Library Board of Trustees

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

DATE: March 15, 1993

SUBJECT: President's Report

Attachment A is a copy of the report made by State Librarian Gary Strong at the CALTAC Workshop in Yorba Linda on February 27, 1993.



CALIFORNIA STATE LIBRARY

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



Agenda Item 5
Attachment A
Page 1

TELEPHONE: (916) 445-2585

THE IMPACT OF 1992/93 BUDGET CUTS ON CALIFORNIA PUBLIC LIBRARY SERVICES

A Report of the
California State Library

Gary E. Strong
California State Librarian

by
Liz Gibson

California State Library
Sacramento
January 1993

Acknowledgements

Cy Silver is the person who really got this effort started. He was also instrumental in initial analysis of the data from the Budget Impact Survey. Thanks for his efforts, insights, and his inspiration for additional avenues of analysis and comparison, as well as development of the news release and summary information themselves.

A special thanks to Thomas P. Shoemaker, who not only created the formats for all of the tables used in this report but also was responsible for development of the survey forms, programs, input procedures, and all other data base processing that allowed us to compile the data for this report. Without his help, we would not even have tried to do this survey and subsequent report.

Thanks also to the California State Library Information and Reference Center staff, particularly Suzanne Grimshaw, who did what good reference librarians should do: gave me the materials I specifically asked for --- and also gave me the materials I really needed to answer the questions I was asking.

And thanks to the California State Library Government Publications Section staff, particularly Debbie Weber, for exceptionally fast response to requests for information in publications of prior years' data for comparisons in this report.

And, finally, thanks also to Benita Titman, Ron Barnes, Lorraine Baker, and Kathy Martin, of Library Development Services. They are responsible for all of the survey scanning, database update and correction, and the actual production and distribution of this report. Without them, it truly would not have been completed.

CALIFORNIA STATE LIBRARY

Impact of 1992/93 Budget Cuts on California Public Library Services

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A STATEMENT OF THE
CALIFORNIA STATE LEGISLATURE

The Legislature finds and declares that it is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state,

The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

CA Education Code, Title 1, Division 1, Part 11, Chapter 1.5, Section 18010.

CALIFORNIA STATE LIBRARY

Impact of 1992/93 Budget Cuts on California Public Library Services

REPORT SUMMARY AND NEWS RELEASE

CALIFORNIA PUBLIC LIBRARIES REDUCE SERVICES

As a result of recent state and local budget reductions, California's 168 public libraries in 1992/93 responded to a loss of more than 5% of their income from the prior year by reducing hours more than 6% and materials budgets by 16%, reducing staff by an additional 3% and facilities by 1%, and by increasing fines and fees by 15%. County libraries took the largest reductions.

California State Librarian Gary E. Strong on January 20 released a report containing those and other findings from a November 30, 1992 survey by the California State Library of the 168 public libraries in the state. The findings are projected from the 140 libraries, serving 95% of California's 31 million people, which responded to the survey.

Results show that the average Californian seeking public library service in 1992/93 will discover, first, that there is no library service outlet anywhere in his vicinity. If he perseveres far enough to find one, an average of six miles distant, he is likely to find the outlet closed. If the outlet does happen to be open, he won't be able to find staff to fulfill any specialized information needs he has. And if he is lucky enough to be able to get to a staff member, the chances are that person will not have the librarianship training needed to help him fulfill anything but his simplest information or materials requests. And this situation is getting worse each year.

The budget reductions of 1992/93, coupled with increases in the price of books, are resulting in a severe decrease in the number of materials public libraries can acquire for Californians: a reduction of at least 826,094 items over 1991/92 alone.

State Librarian Strong said, "Although the average reductions among all reporting libraries are serious, they do not reflect the most desperate group of libraries: the 22 county libraries that lack a dedicated property tax income, but instead compete with the sheriff, roads and other county departments for allocations from the county general fund. Those libraries, with 151 (or 15%) of the state's 1037 service outlets, are in rural areas, serving 8% of the state's population and over 40% of the area of the state. Their overall income is 8% less than last year's, hours 15% less, staff 10%

less, and worst of all, materials budgets 29% less - without adjusting for further loss in buying power from inflation." (NOTE: see summary of proportions of Libraries, state's Population, Area of state, and total Income for each of the five funding categories into which libraries were grouped for purposes of this study, page iv.)

Mr. Strong continued, "The other 25 county libraries, which have dedicated property tax income, serve 37% of the state's people, and cover more than 50% of the state's territory, approach the plight of general fund counties. They have 8% fewer hours and 26% less for materials."

State Librarian Strong continued, "Even the least affected libraries, the 105 city libraries serving 45% of Californians over 4% of the state's geography, are affected. Their budgets are 3% less than last year, their hours 3% less and materials 8% less. At the same time, the few bright spots are concentrated among city libraries. For instance, Benicia, Colton, Covina, Escondido, Livermore, Los Gatos and Thousand Oaks city libraries all had budget increases of 15% or more.

Mr. Strong pointed out that the reported 1% loss of staff masks a significantly greater loss in ability to serve, because the survey reported budgeted positions, not actual staff at work. Library directors report that in anticipation of further cuts, large numbers of budgeted-but-vacant positions are not being filled, resulting in a larger but unknown additional reduction in library workers actually on the job.

The State Librarian explained why county libraries had the largest reductions. "Counties differ from cities in two important ways. One is that counties are required to provide certain caseload-driven services, such as health, welfare, and justice. From a state mandate perspective, libraries are optional services. When overall county income is reduced by lower sales taxes and by lower state subventions flowing from the state budget crisis, it is the optional programs that get hit first."

He continued, "The other difference is that, until now, under state law cities have had much more flexibility in raising taxes than have counties. Cities can increase overall revenues by ways that are not permitted to counties."

The report indicates that Californians are currently spending a significantly smaller proportion of their personal income and wealth on public libraries than they did a generation ago: 83% less of the assessed value of property statewide and 7% less of their personal income. Taking into consideration that Proposition 13, in 1978, decreased assessed valuation statewide, meaning that a static public library budget would show an increase in proportion to overall assessed value, this dramatic decrease is even more striking and is certainly an indicator of one cause of the fiscal crisis faced by publicly-funded library services.

In looking at the future, Mr. Strong said, "It will take a combination of factors to improve matters. The first is, the economy has to improve, both to increase revenues under existing law, and to reduce taxpayer reluctance to vote for additional revenues. The second is a different perception by the electorate regarding the value and funding priorities of the public services they request of government. The third is, to increase available ways for local and state government to support library service.

PUBLIC LIBRARIES' STATEWIDE COVERAGE by Funding Category

For purposes of this study, the 168 California Public Libraries were grouped into five categories reflecting similar funding bases: County Libraries, funded strictly from the County's General Fund; County Libraries, funded by a special property-based tax; City/Municipal Libraries; Special District Libraries; and a category of "Other" for five libraries which did not fit into any of the other four categories.

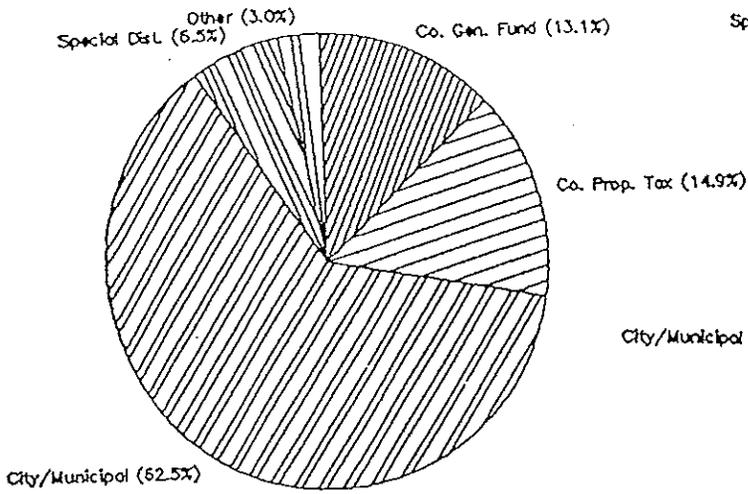
Libraries within these five categories provide library service to the entire state of California. In sum:

- The 22 County General Fund Libraries represent 13% of the state's Libraries; serve 8% of the state's Population, spread over 40% of the state's Area; and receive 3.5% of the total Income to California's Public Libraries.
- The 25 County Property Tax Libraries represent 15% of the state's Libraries; serve 37% of the state's Population, spread over 45% of the state's Area; and receive 36% of the total Income to California's Public Libraries.
- The 105 City/Municipal Libraries represent 62% of the state's Libraries; serve 45% of the state's Population, spread over 4% of the state's Area; and receive 50% of the total Income to California's Public Libraries.
- The 11 Special District Libraries represent 7% of the state's Libraries; serve 1% of the state's Population, spread over 2% of the state's Area; and receive 1.5% of the total Income to California's Public Libraries.
- The 5 Other Libraries represent 3% of the state's Libraries; serve 9% of the state's Population, spread over 9% of the state's Area; and receive 7.8% of the total Income to California's Public Libraries.

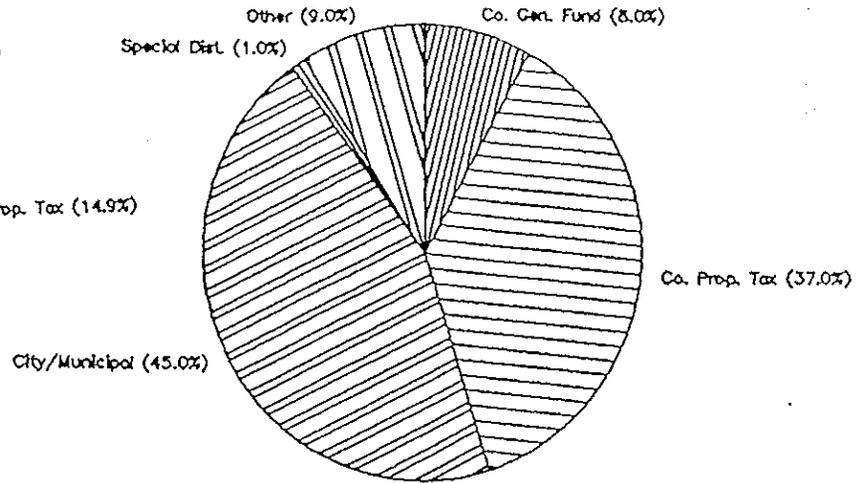
NOTE: This data is summarized, in graph form on the next page.

PUBLIC LIBRARIES' STATWIDE COVERAGE
by Funding Category

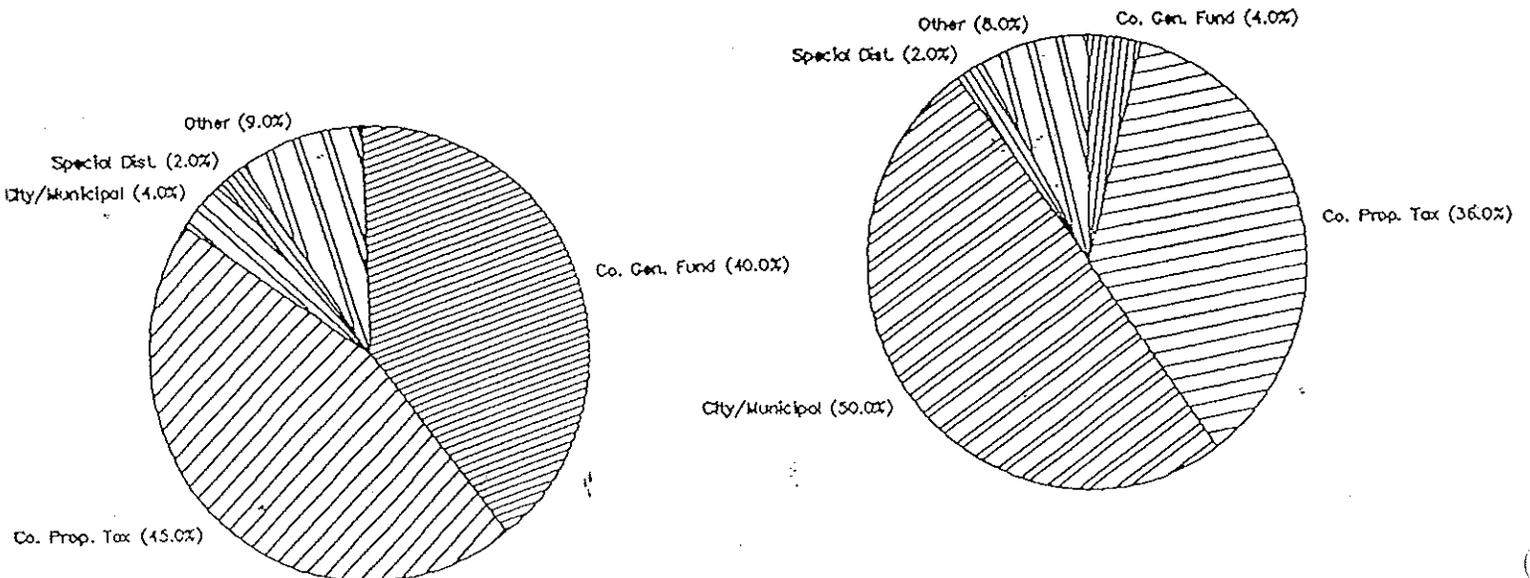
Libraries Within Each Category



Population Served by Each Category



Area Served by Each Category



CALIFORNIA STATE LIBRARY

Impact of 1992/93 Budget Cuts on California Public Library Services

SUMMARY OF FINDINGS

- The budgetary reductions and their impacts on local public library service have been drastic (See Summary Chart, next page), and they are distributed inequitably across the state: some libraries reported dramatic cuts while others showed increases. For example, two libraries reported 30% decreases from 1991/92 to 1992/93 in overall library funding support from their local government, while two other libraries reported greater than 20% increases; and while nine libraries reported greater than 50% reductions to their materials budgets, one library reported an increase of 59% in its materials budget.¹
- California children, who have suffered a decrease in their school libraries, from the top quartile in the United States prior to the 1970's to dead last in the nation currently, are now facing the same decline in their public library services. Accessibility to services has declined by 21% in just the last two years. Available funding to provide these services has declined in raw dollars by 5% in just the past year, an effective decrease of more than 10% in buying power in that one year alone. With school and public library services to children plummeting, resulting in a critical shortage of after-school hours information and intellectual support, it is no wonder that California CAP scores are also way below par. Indeed, a researcher at the University of California, Santa Barbara, Department of Education is now formally studying the link between access to public libraries and increases in CAP scores.² In addition, recent studies by the Colorado State Library have documented a direct correlation between the availability of libraries and educational achievement.³

At the same time that we expect our children to overcome the expanding number of hurdles they face in our increasingly-complex democratic society, we are taking from them this universal support institution, that was created specifically to ensure an informed and productive electorate.

California State Library Survey

1992/93 CA STATE BUDGET IMPACT - Public Libraries

A. GRAND TOTALS

INCLUDES 140 REPORTING LIBRARIES January 20, 1993

SURVEY ITEM	1992 TOTAL	1993 (est.) TOTAL	93 - 92 DIFFERENCE	PERCENT CHANGE
A1. Library Outlets	995	982	(13)	(1)%
A2. Bookmobiles	62	57	(5)	(8)%
A3. Hours per week main library is open	7,421	7,143	(278)	(4)%
A4. Total Public Service Hours annual	1,990,948	1,867,616	(123,332)	(6)%
A5. Total Staff (FTE)	9,870.90	9,544.16	(326.74)	(3)%
A6. Local Govt. Income	514,446,816	496,187,861	(18,258,955)	(4)%
A7. Total Library Income	570,313,537	542,129,164	(28,184,373)	(5)%
A8. Total Library Materials Budget.	67,867,713	56,822,830	(11,044,883)	(16)%
A9. Library income from Fines & Fees	12,720,017	14,602,217	1,882,200	15%

SURVEY RESULTS

REDUCTIONS BETWEEN 1991/92 AND 1992/93

(Unless otherwise indicated, all 91/92 to 92/93 comparisons are made only among libraries actually reporting to the State Library's recent California Budget Impact Survey, detailed charts in Appendix)

MATERIALS BUDGET REDUCTIONS

- There has been a **16%** net statewide decrease in raw dollars for *Materials* in just this one year (i.e. an \$11,000,00 decrease in less than twelve months).⁴
- This decrease translates into a reduction of **826,094 books purchased** statewide, or an average of **5,901 fewer materials in each of the 140 reporting libraries**.⁵
- **88 of 138 libraries** reporting showed a *decrease* in materials funding⁶:
 - 69% of county libraries (27 of 39 reporting)
 - 88% of special district libraries (7 of 8)
 - 60% of city libraries (52 of 87)
 - 75% of other libraries (3 of 4)
- The 27 county libraries reported real dollar reductions in their materials budgets from 91/92 to 92/93. These **27 county libraries had a total reduction of \$10,037,900** in the one year. Two of the libraries accounted for more than \$6 million of that loss (L.A. Co: \$5,316,023 and Alameda Co: \$1,012,939). The *remaining 25 had* a total decrease of \$3,708,938, or \$148,358/library, meaning a *decrease of 11,412 books for the patrons of each of these libraries*.⁷
- **Four** of the 17 *General Fund Co. libraries* (i.e. about 1/4 of them) *suffered book budget decreases of more than 50%*.⁸
- On the other hand:
 - 10 county libraries reported increases** (as much as a \$2 million increase for one library - Orange Co.)
 - 28 city libraries reported increases**, totaling \$957,276.
 - 1 special district library reported a 48% increase**.⁹

THE HARDEST HIT LIBRARIES: FUNDING REDUCTIONS

Looking at Income from Local Government and Total Income, Tables A6 and A7 in the Appendix, a number of libraries are being hit very severely by the projected reductions reported to this survey:

- 3 county libraries (2 General Fund and 1 Property Tax) were among the three libraries with greatest reductions in both income measures: Mendocino Co, Tuolumne Co, and Yolo Co.
- 1 municipal library (Orange Public) was also among the worst off in reductions for both of these measures, as were 2 special district libraries: Altadena and Palos Verdes Valley (Blythe) Districts.

THE SEVEREST IMPACT ON PUBLIC SERVICE

Six measures of public service were analyzed: 1. Number of Outlets; 2. Number of Bookmobiles; 3. Main Library Hours Open per Week; 4. Total Annual Service Hours; 5. Total Library Staff (FTE); 6. Library Materials Budget.¹⁰

- Mendocino Co. and Lake Co. were among the 3 worst-hit county libraries for four of the six measures; Los Angeles Co. for 3 of the 6 measures; and Kern, Shasta, Tehama, and Ventura counties were in that group for 2 of the 6 measures.
- Pasadena was in the group of severest impact on municipal libraries for 3 of the 6 service measures and Orland and Palm Springs were in that group for 2 of the six measures.

These results, as with all of those in this report, represent the current status and best estimates of the library staff reporting at the time of this survey (i.e. late November and early December of 1992). They also reflect status only of the libraries actually reporting to the survey. In that light, two cases should be pointed out.

First, Mendocino County's report in November did not reflect the later proposals to close the library as of Dec. 31, 1992, nor did it reflect the small amount of additional funding the library actually received after that time to allow the library to remain open and slightly improve upon Nov. projections. Thus, Mendocino County is still among the hardest hit, but is not quite as bad off in January of '93 as reported in November of '92.

On the other side of the coin, some libraries (about 15%, see Exhibit A) did not report to the survey and their status is not reflected in this report. Since many of these libraries couldn't take time to report because they were fighting the severity and

impacts of budget cuts, we can surmise that the true picture of reductions is likely more severe even than this report indicates. An example is San Benito County Library, from which no survey was received. However, other communications with that library indicated that almost all library staff (all but 2 at last count) were laid off as of Jan. 1, 1993 and that the library was to be kept open, basically as a reading room, by volunteers only until a voters' advisory ballot in April, which would instruct the County Board of Supervisors to establish a County Services Assessment district to support a county library function or close the library July 1, 1993.

OTHER SERVICE MEASURE REDUCTIONS

- Budget cuts have resulted in a *6% reduction in hours* available to the public *in just the one year*, a net *decrease of 123,332 hours* statewide.¹¹
- Libraries obviously tried to maintain the public's ability to have some access to libraries, even in the face of their severe cuts: 55 of the 140 libraries suffered service hour decreases, totalling 163,980 for these libraries. However, 69 libraries were able to maintain the same number of hours, and 16 saw increases totalling 17,930.

The 163,980 hours in reductions translates into an average of 2981 fewer hours for each of the 55 libraries suffering reductions.¹²

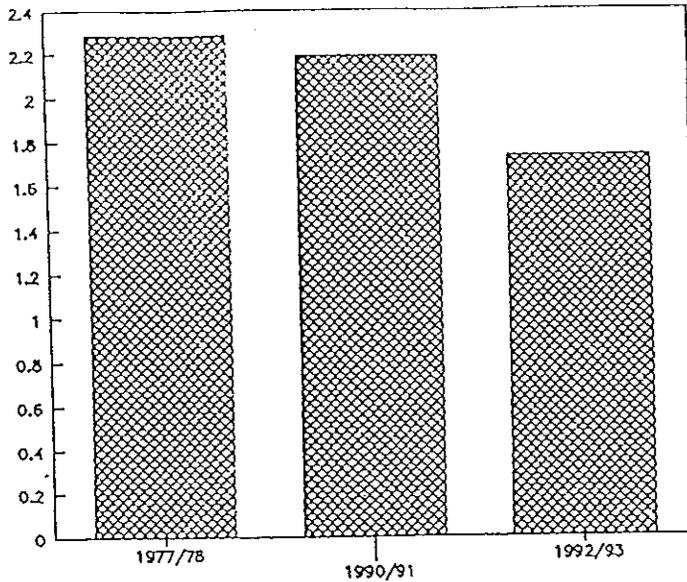
- It is also obvious that libraries tried to keep from completely closing down any actual library facilities. Total hours the facilities are open for service have been severely reduced, as summarized in the previous bullet. However, all except 8 of the 140 reporting libraries were able to avoid completely closing any more library facilities. Still, these 8 were hit very hard:¹³

Orland	50% of library facilities closed
Palm Springs	50% of library facilities closed
Mendocino Co.	25% of library facilities closed
Ventura Co.	12.5% of library facilities closed
Los Angeles Co.	8.5% of library facilities closed
Stanislaus Co.	6.7% of library facilities closed
Oakland	5.6% of library facilities closed
San Diego Co.	3.1% of library facilities closed

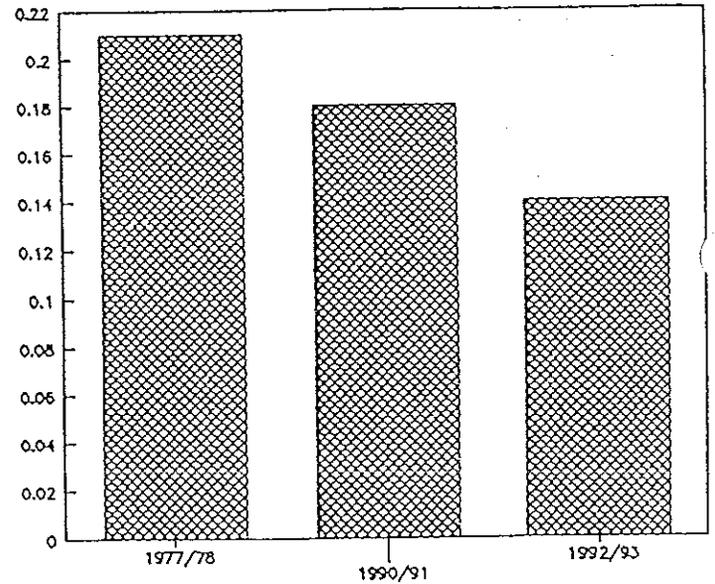
COMPARISONS WITH OTHER YEARS

- The general trend is continually downward, despite the best efforts of library supporters and public officials. The graphs below document that trend for three of these measures.

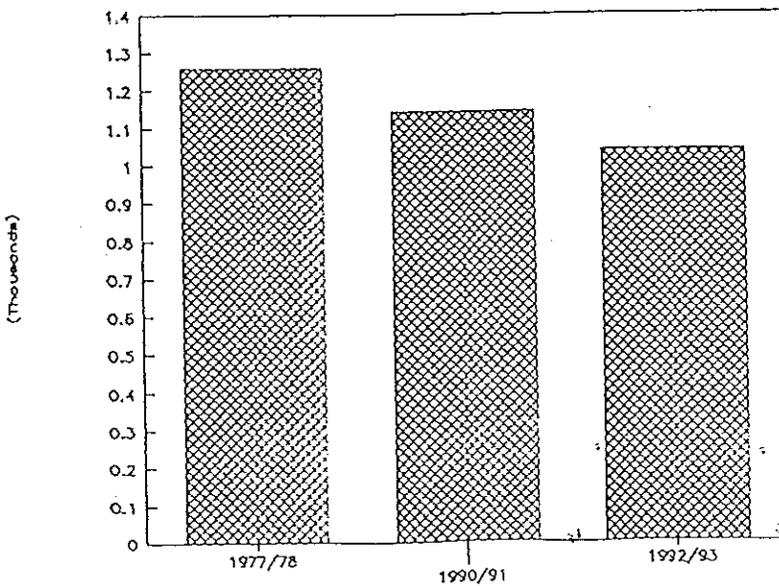
Service Hours Annually, Statewide



Books Purchased/Capita, Statewide



Number of Outlets, Statewide



- Materials budgets for 92/93 are projected to a statewide total of \$60,853,928 from the data of the 138 libraries reporting to this survey.¹⁴ This statewide total would actually have to be \$89,616,631 to provide the same per capita support that was available to Californians in 1977/78 (a mere .21 books per capita at that). The 1992/93 statewide total for materials provides a 33% poorer level of support per capita than in 77/78.¹⁵
- The 92/93 statewide materials total is \$8,294,172 below the 1989/90 statewide total in real dollars and \$19,190,220 lower in actual buying power, a loss of almost \$20,000,000 in buying power in 3 years.¹⁶
- The 92/93 statewide materials total is \$11,044,983 in raw dollars below the total of the previous year, which translates into a buying power loss of \$14,719,056 within one year. That single reduction represents almost twice the amount of funding the state is providing to local libraries through the Public Library Foundation Program (PLF) in 92/93.¹⁷
- In 92/93 public libraries are staffed at an average of 7.94 FTE per 25,000 population, down from 8.5 FTE the previous two years and down by a full 1.65 FTE (20%) since 1977/78.¹⁸
- Total service outlets (physical facilities and bookmobiles) were reduced by 105 from 90/91 to 92/93 and by 223, or 17%, since 1977/78, while the state's population has increased from 22 million to 32 million, or 45%.¹⁹
- Average distance a Californian must travel to a library service outlet (building or bookmobile) has increased by 10%, to six miles, from 1977/78 to 1992/93.²⁰
- The total of annual service hours, statewide, has decreased by more than 500,000 since 1977/78, a 24% decrease, and this figure has decreased by 21% in just the last two years -- since 1990/91.²¹
- Between 1977/78 and 1992/93 staffing of public libraries decreased by 25% per capita, annual service hours decreased by 24%, and service outlets decreased by 17%. During the same time circulation has increased by 27%.²² Public libraries have implemented a wide variety of efficiencies, in technology as well as procedures, to accommodate this kind of increase in service demand, with reducing budgets. Clearly, they cannot continue to respond to the public's increasing needs for information if the decreases in support continue.

COMPARISONS WITH OTHER STATES

In comparison to the rest of the United States (1989/90 data) California ranks:²³

- 30th out of the 50 states in circulation per capita.
- 47th out of the 50 states in public service hours per capita.
- 34th out of the 50 states in # of paid staff per capita.
- 38th out of the 50 states in # of librarians per capita.
- 26th out of the 50 states in state support per capita.
- 15th out of the 50 states in local support per capita.

FINES AND FEES

- All fines and fees collected statewide in 91/92 and in 92/93 represent only 2% of the total operating funding of the public libraries. What is the cost to collect these?
- Almost all the fine and fee increase is because about one-fourth of all libraries increased fines for overdue materials and imposed or increased fees for requesting materials not then on the shelf. Generally speaking, less than 5% of libraries reported increases in other types of fines and fees.

PUBLIC LIBRARY SUPPORT IN RELATION TO VARIOUS MEASURES OF PUBLIC WEALTH

- Total, statewide expenditure on public libraries as a proportion of total statewide Assessed Valuation has decreased by 83% from 1977/78 to 1991/92.²⁴
- Total, statewide expenditure on public libraries as a proportion of total statewide Personal Income has decreased by 7% from 1977/78 to 1990/91.²⁵
- Total, statewide expenditure on public libraries as a proportion of total Gross State Product has decreased by 18% from 1977 to 1989, the most current year for which this figure was available.²⁶
- Total, statewide expenditure on public libraries as a proportion of total State Government Revenue has decreased by 13% from 1977/78 to 1989/90.²⁷
- Total, statewide expenditure on public libraries as a proportion of total Local Government Revenue remained essentially unchanged from 1977/78 to 1989/90.²⁸

CONCLUSIONS AND ISSUES FOR FURTHER CONSIDERATION

CA Education Code, Title 1, Division 1, Part 11, Chapter 1.5, Section 18010

The Legislature finds and declares that it is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state,

The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

- Despite the California Legislature's declaration, California public library service is eroding dangerously if governments are to provide the necessary information, education, and skills support required to maintain a democratic society of productive and committed citizens.

- Public library funding reductions are very inequitable:

Funding fluctuations vary dramatically from jurisdiction to jurisdiction, with 68 of 140 libraries (i.e. 49%) reporting a decrease in their funding from local government in 1992/93 from 1991/92; 8 libraries (6%) reporting no change; and an astonishing 64 libraries (46%) reporting some level of increase between the two years.

Municipal libraries, on average, are not doing as poorly as county libraries. Still, 40% of them suffered local government funding decreases, to as much as 20% of the 1991/92 budget. In addition, six of the 20 libraries with the greatest dollar reductions of all 140 reporting libraries are municipal libraries (See Exhibit E).

Perhaps an investigation of the possibility of more equitable funding of public libraries, across all types of libraries should be undertaken, something that would even out the extremes of high and low funding (an equalization concept).

- Californians are spending a significantly smaller share of their wealth, in terms of personal income and assessed valuation on libraries in the 1990's than in the 1970's.

Perhaps the state should ensure that voters and local officials know this fact when considering requests for additional funding, specifically for public libraries.

- Perhaps an investigation should be undertaken into the differences between those libraries, of all funding types, which are increasing support vs those that are reducing support to see if the latter can learn anything from the former.
- Perhaps there should be an investigation of those libraries with greatest reductions to compare a variety of local funding and service factors, across all different kinds of local public services to see if any useful pattern is apparent for specific help to these heavily impacted jurisdictions.
- Perhaps the focus of all state support should be on libraries in those jurisdictions most in need, based on some generalized indicator of "jurisdictional need."
- Perhaps the focus of all state support should be on libraries in those jurisdictions suffering a disproportionate impact from state mandated services, based on some set of indicators of "jurisdictional impact."
- Perhaps a funding package should be developed specifically for children.
- Fines and Fees: The purpose of free public libraries is to help all people, regardless of their circumstances, gain access to information and materials. It is not to be a profit center. Considering that fees, in particular, represent barriers to freedom of information and the public education roles of public libraries and they generate so little support, their continued collection should certainly be questioned.

NOTES AND REFERENCES

1. Appendix: Survey Data Element Detail By Library, Table A6. for Library Local Government Income and Table A8. for Library Materials Budget.
2. Current research by Dr. Priscilla Drum, Chair, Department of Education, UC, Santa Barbara.
3. Research done under a US Department of Education grant to the Colorado State Library. Results published in Impact: The School Library Media Center and Academic Achievement, by Keith Curry Lance, et al, published 1992 by Libraries Unlimited.
4. Table A, page 2 of report.
5. Projected price per book for 1993 is \$13.37, per Book Industry Trends, 1992, Public Libraries • Section L-1, page 4 [$\$11,044,883$ (Table A, page 2 of report) \div $\$13.37 = 826,094$ books \div 140 reporting libraries = 5901 books per reporting library].
6. Appendix: Survey Data Element Detail By Library, Table A8.
7. Same sources as 5 and 6 [$3,708,938 \div 25 = 148,358 \div \$13.37/\text{book} = 11,096$ books per library].
8. Source is same as 6.
9. Source is same as 6.
10. Detailed tables for Number of Outlets, Number of Bookmobiles, and Main Library Hours Open Per Week are available from the California State Library, Library Development Services Bureau, Attn: Liz Gibson. They are not included in this report in the interest of reduced paper production. Detailed tables for the other three measures appear in the Appendix: Survey Data Element Detail By Library, Table A4. Library Public Service Hours Detail; A5. Library Staff (FTE) Detail; A8. Library Materials Budget Detail.
11. Table A, page 2 of report.
12. Appendix: Survey Data Element Detail By Library, Table A4. Library Public Service Hours Detail.
13. Table A1. Library Outlets Detail, available from the California State Library (See footnote 10, above).

14. The 140 responding libraries reported materials budgets totalling \$56,822,830. The 28 libraries which did not report to the survey had, according to the 91/92 Public Library Annual Reports from these libraries, 91/92 materials budgets totalling \$4,031,098 (Exhibit B). With the conservative estimate that these libraries' materials budgets remained static between 91/92 and 92/93 the statewide total of all materials funding for 92/93 is projected as [$\$56,822,830 + \$4,031,098 = \$60,853,928$].

15. 1977/78 total materials = \$27,690,145 and population totaled 22,077,000; per California Library Statistics and Directory 1979. At a 1978 average price per book of \$5.97 (from the 1983 edition of Book Industry Trends), \$27,690,145 would buy 4,638,215 books or .21 books per capita. Per the California State Department of Finance, California's 1991/92 population totaled 30,988,510. Projecting population increases similar to recent years (i.e. 3%), California's 92/93 population is projected at 31,918,165. [.21 books/capita x 31,918,165 = 6,702,814 x \$13.37/book (see footnote 5 for source) = \$89,616,631]. [$\$60,853,828 \div \$13.37 = 4,551,528$ books + 31,918,165 pop. = .14 books/capita; .21 - .14 = .07 + .21 = 33 1/3].

16. Per California Library Statistics 1992, State Summary of Library Statistics, page 7, total of all 89/90 public library materials budgets was \$69,148,000. [$\$69,148,000 - \$60,853,828 = \$8,294,172$]. Per Book Industry Trends 1992, the increase in price of books from 89/90 to 92/93 was \$1.82, from \$11.55 per book to \$13.37. Thus, in order to stay even with cost increases (ignoring the increases in population and number of books printed) total dollars would have had to increase by \$1.82 per book. [$\$69,148,000 \div \$11.55 = 5,986,840$ books x \$13.37 @ 92/93 prices = \$80,044,048 - \$60,853,828 = \$19,190,220].

17. The 1991/92 total for materials statewide for the 165 of 168 libraries submitting Public Library Annual reports for that year is \$71,898,811. Per Book Industry Trends 1992 the average cost per book in 1991/92 was \$12.72. [$\$71,898,811 \div \$12.72 = 5,652,422$ books x \$13.37 @ 92/93 prices = \$75,572,884 - \$60,853,828 = \$14,719,056].

18. Per 1991/92 Public Library Annual Report totals:

total 91/92 staff = 10,455.39 FTE \div 30,988,510 population = .0003373 x 25,000 = 8.433/25,000 population.

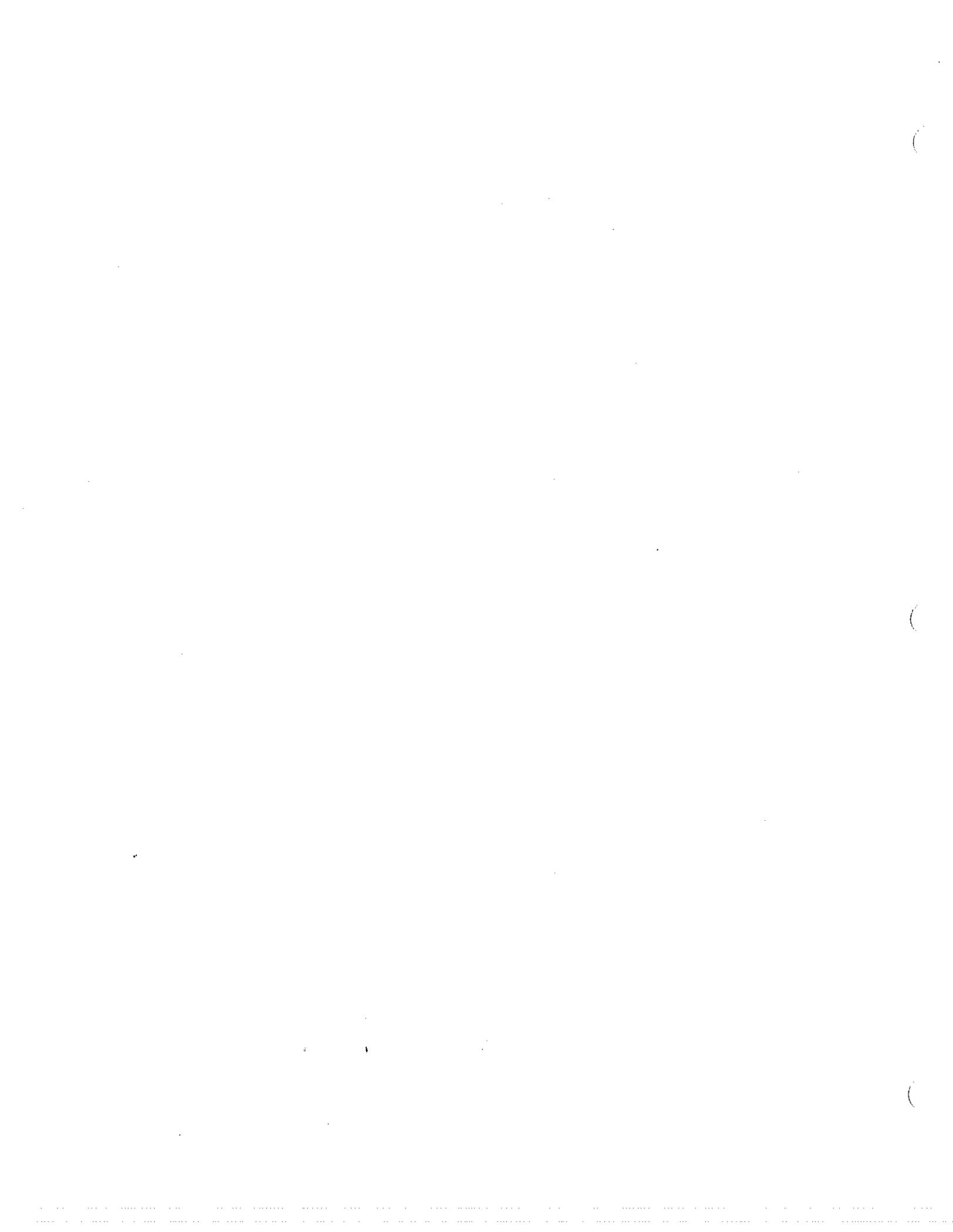
Per California Library Statistics 1992,

total 90/91 staff = 10,296.21 FTE \div 30,351,000 population = .0003392 x 25,000 = 8.48/25,000 population.

Per 92/93 Budget Impact Survey reports, the 140 responding libraries had a total of 9,544.16 FTE staff. Add to that the estimate of 598.49 FTE in non-responding libraries (91/92 total from survey non-respondents; see footnote 14, above, for rationale for this projection and Exhibit B for data) = 10,142.65 \div 31,918,165 = .0003177 x 25,000 = 7.94/25,000 population.

Per California Library Statistics and Directory 1979,
total 77/78 staff = 8,517.04 FTE + 22,077,000 population = .0003857 x
25,000 = 9.64/25,000 population.

19. California Library Statistics and Directory, 1979; California Library Statistics 1992; and Table A, page 2 of report.
20. Sources are same as 19.
21. Sources are same as 19.
22. Sources are same as 19.
23. From FSCS Memo # 34, of the Federal State Cooperative System for Library Statistics Program by the National Center for Education Statistics (NCES) and the US National Commission on Libraries and Information Science, based on nationwide public library statistics reported in the NCES publication Public Libraries in the U.S.: 1990.
24. All public library operating expenditure figures used in this section are from California Library Statistics and Directory 1979 and California Library Statistics 1992. Assessed Valuation figures from Financial Transactions of Counties, 1992 and 1983. See Exhibit C for calculations.
25. Personal Income figures from California Statistical Abstract, 1992, table D-15.
26. Gross State Product figures from California Statistical Abstract, 1992, tables D-1 and D-2.
27. State Government Revenue figures from California Statistical Abstract, 1992, table M-12.
28. Local Government Revenue figures calculated using data from tables P-9, P-10, and P-11 of California Statistical Abstract, 1992. See Exhibit D for calculations.



TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels^{uo}, Literacy Coordinator

DATE: March 3, 1993

SUBJECT: Literacy Volunteers of America Board Report

The minutes of both the January 12, 1993 and February 23, 1993 meetings of the LVA-Placentia Board of Directors are attached.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:05 p.m. on Tuesday, January 12, 1993, in the Placentia Library Conference Room.

The following directors were present:

Valarie Harris
Joanne Maguire
Leslie Moreau
Jess Ramirez

The following directors were absent:

Peggy Dinsmore (unexcused)
Dale Downey (excused)
Lotte Gopalakrishnan (excused)
Maria Moreno (unexcused)

Melanie Daniels, Literacy Coordinator and Elizabeth Minter, Library Director, were also present.

Nate Horton has resigned effective December 5, 1992.

2. PRIOR MEETING MINUTES. The minutes of the November 23, 1992 meeting were circulated prior to the meeting for review by the Directors. Upon motion and second, the minutes were approved as read.

3. TREASURER'S REPORT. The Treasurer's report for the period October 27 through January 12, 1993, showing \$767.68 in the general fund and \$2,211.68 in total funds, is included with these minutes as Exhibit 1. Valarie Harris will send thank you notes to contributors other than board members.

4. COORDINATOR'S REPORT. Melanie Daniels' report is included with these minutes as Exhibit 2. Melanie reviewed with the directors the following:

A. Program Statistics.

January 12, 1993

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B. Activities and Programs.

- 1) Holiday Social.
- 2) Literacy Bulletin Board.
- 3) Newsletter.

C. Network Activity.

- 1) Volunteer Fair.

D. Upcoming Activities.

- 1) Computer assistance.
- 2) Tutor In-service.
- 3) Tutor/Student Support Groups meeting.
- 4) ESL small group tutoring.
- 5) Tutor training workshop.

5. COMMITTEE REPORTS.

A. Nominating Committee. LVA fact sheets have been duplicated and collated for use with recruitment letters to potential volunteers.

B. Executive Committee. The directors reviewed the Master Calendar and added upcoming events to it. The calendar will be a good tool for planning and budgeting.

C. Finance Committee.

1) Holiday Solicitation. Valarie Harris and Lotte Gopalakrishnan prepared three letters directed to students, volunteers and friends of literacy. The student letters were mailed in late December; tutor letters were mailed late December and early January. The friends letters will be mailed by the end of January.

2) Gift Cards. The affiliate purchased from LVA-CA 50 gift cards for a discounted \$.90 each. Selling the cards for \$5.00 each nets the affiliate \$4.10 per card, \$205.00 if all the cards are sold. As of January 12, 1993, all but 5 cards were sold. Upon motion and unanimous approval, 25 cards will be purchased for \$1.00 each from LVA-California.

3) Bowl-A-Thon. Valarie Harris reminded the directors that at our November, 1992 meeting we agreed that our goals for this fund raiser were to (a) have ten five-member teams, (b) collect pledges for \$50 per team member.

January 12, 1993

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Coordinator, team captain, and bowler information and pledge forms were distributed. Valarie Harris will deliver a packet to Dale Downey. Melanie will deliver Peggy Dinsmore's packet. Lotte picked up her packet Monday. Team registration forms and \$37.50 in fees per team are due in the Literacy Office by Monday, January 18.

Elizabeth Minter volunteered to collect pledges at the Placentia Rotary breakfast January 13. Leslie Moreau will follow up with Maria Moreno regarding the news release/article for the Orange County-area press.

4) Placentia Street Fair. Discussion on this project was tabled until the February meeting.

5) United Way Campaign. In Dale Downey's absence, results of further investigation regarding the possibility of LVA-Placentia receiving contributions through the United Way were tabled until the next meeting.

C. Program Committee.

1) Program Statistics. The directors discussed the improved reporting percentage for the program statistics shown in the Coordinator's Report. Valarie Harris, Joanne Maguire and Leslie Moreau will represent the board of directors at the upcoming tutor workshop.

2) Holiday Social. This ad-hoc committee is disbanded. Thank you Joanne Maguire, Leslie Moreau, Maria Cedillo and Melanie Daniels.

3) Student/Tutor Support Groups Meeting. Director attendance is recommended for this January 18 meeting.

E. Public Relations.

1) Speakers Bureau. Joanne Maguire volunteered to head this subcommittee.

Leslie Moreau reported that Jeanne Scherr (Landmark Bank and Chamber of Commerce) arranged for LVA-Placentia to make a presentation at the April 22 Chamber breakfast meeting. Information about our presentation is due March 1 for the Chamber newsletter. Joanne and a student from the program are tentatively scheduled to speak and distribute information.

Valarie Harris will follow up on presentation opportunities for the area Rotary groups. Elizabeth Minter is Rotary International's District Chairperson for Literacy.

January 12, 1993

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2) Media Releases. Valarie Harris, Leslie Moreau and Melanie Daniels will prepare generic information article drafts for adaptation to specific media release, service group newsletters and corporate solicitations.

3) Publicity Events. Placentia's Volunteer Fair is scheduled for February 27, 1993, from 10:00 a.m. through 1:00 p.m. in the Library's meeting room. Melanie Daniels is preparing the publicity for this event. Valarie Harris volunteered as ad-hoc chairperson. Valarie, Jess Ramirez and Leslie Moreau volunteered to represent LVA-Placentia and distribute program materials.

Discussion regarding Placentia's May 15 City Open House was tabled until the next meeting.

6. REPRESENTATIVE REPORTS.

A. PLD/Legislative Informant. Peggy Dinsmore was absent. Elizabeth Minter discussed Placentia Library District's revenue loss. Reference Exhibit 3.

Elizabeth also discussed tentative information about a new group, Workplace Literacy Providers of Orange County. More information will be provided as it becomes available.

B. Student Representative. A combined meeting of the Student and Tutor Support Groups will take place January 18.

C. City Representatives. Brea. Joanne Maguire reported that Brea is referring their literacy needs to La Habra because of state grant requirements. Melanie and Joanne will investigate further. Joanne volunteered to be the Yorba Linda representative also.

7. OTHER BUSINESS. No other business came before the directors.

8. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Tuesday, February 23, 1993.

9. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:30 p.m.



Leslie Moreau,
Acting Secretary

January 12, 1993

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Approved:

Absent
Peggy Dinsmore

Joanne Maguire

Absent
Dale Downey

Absent
Maria Moreno

Absent
Lotte Gopalakrishnan

Jess G. Ramirez

Valarie Harris

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA
TREASURER'S REPORT

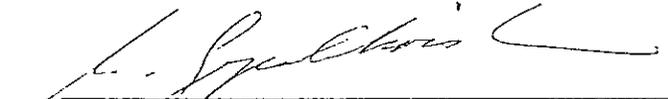
Period: 10/27/92 - 1/12/93

PERIOD ACTIVITY

	<u>Current Period</u>	<u>Year to Date</u>
BEGINNING BALANCE	\$2,055.07	\$2,373.85
INCOME:		
Grants	\$	\$
Contributions	484.00	1,071.50
	-----	-----
Total Income	\$ 484.00	\$3,445.35
EXPENSES:		
Affiliate Fee & Contrib. Programs	\$	\$ 30.00
Scholarships		
Conference Sponsorship	87.00	487.00
Resource Development	141.00	291.00
Soc. Events		159.51
Promotional Items	99.39	99.39
Office Equipment		
Office Supplies		166.77
	-----	-----
Total Expenses	\$ 327.39	\$1,233.67
ENDING BALANCE:	<u>\$2,211.68</u>	<u>\$2,211.68</u>
NET INCREASE/(DECREASE)	<u>\$ 156.61</u>	<u>\$ (162.17)</u>
=====		

DISTRIBUTION OF FUNDS

	<u>Total- End of Period</u>	<u>Cur. Per. Increase/ (Decrease)</u>	<u>YTD Increase/ (Decrease)</u>
General Fund	\$ 767.68	\$ (87.39)	\$ (6.17)
David E. Snow Scholarship Fund	100.00		(400.00)
Tutor Training Scholarship Fund	100.00		
Rockwell-Instruct. Material	1,000.00		
Fam. Literacy Fund	244.00	244.00	244.00
	-----	-----	-----
Total Funds	<u>\$2,211.68</u>	<u>\$ 156.61</u>	<u>\$ (162.17)</u>


Treasurer

Placentia Library Literacy Services
Coordinator's Report - January 12, 1993

PROGRAM STATISTICS - November (December's are being compiled.)

Active tutors: 112
Active students: 130
Inactive tutors: 37
Students waiting to be matched: 31
Percentage of tutors reporting: 65%
Tutoring hours reported: 523
Other volunteer hours reported: 110
Total reported volunteer hours: 633

ACTIVITIES/PROGRAMS

Annual Holiday Party & Potluck - The party was held December 6; 31 tutors, students, board members, and friends were in attendance. In addition to food, door prizes, and socializing, we distributed approximately 200 comic books. Our staff table garnered several Bowl-a-thon sign ups and sold two more gift cards.

Literacy Bulletin Board - The December bulletin board focused on volunteer recruitment for the January tutor workshop with the theme "Give the Gift of Literacy." The January bulletin board solicits participation in the Bowl-a-thon with the theme "Make a Strike for Literacy."

Newsletter - The November-December issue was distributed in mid-December. The issue was delayed by illness, vacations, and the learning curve for doing the Library's first bulk mailing. The January-February issue should be out before the end of this month.

NETWORK ACTIVITY

Planning continues for the Volunteer Fair that the Library is co-sponsoring with the Placentia Community Service Organization Network on February 27, 1993. A letter of invitation to local agencies has been mailed and flyer distribution has begun. The City of Placentia is printing 1,000 flyers for the event (bilingual English-Spanish) which will be distributed through the Chamber of Commerce newsletter and through police officers, in addition to posting throughout the community.

UPCOMING ACTIVITIES

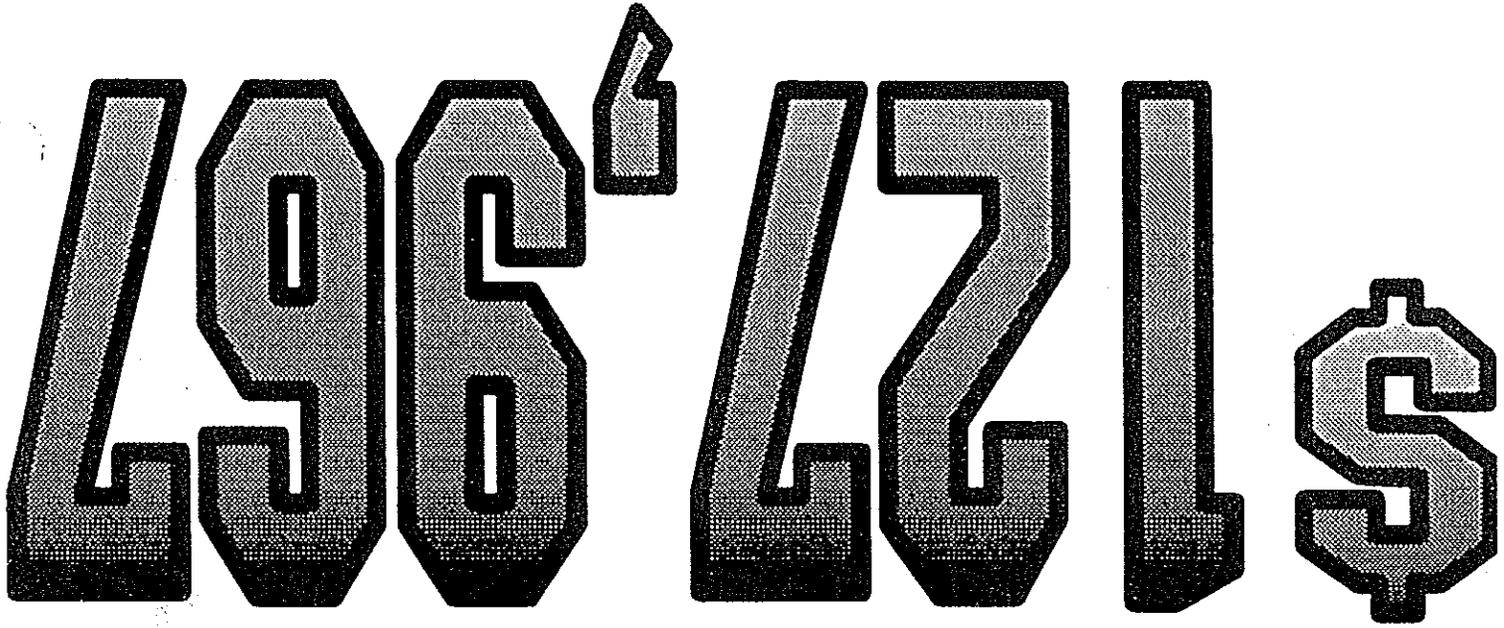
Bob Osborn will provide computer assistance to tutors and students on Monday evenings on an appointment basis.

Evelyn Renner will present "Techniques for the ESL Small Group Tutors" as the next offering in our Continuing Education for Tutors Series on Saturday, Jan. 16, 1-4pm.

PLLE Tutor and Student Support Groups will hold a joint meeting on Monday, Jan. 18 from 6-8pm.

A new small group for intermediate ESL students will begin Jan. 18 at 6pm and will meet weekly with tutor Sean Levin, who transferred to us from LVA-Santa Fe.

The next tutor training workshop begins Thursday, Jan. 21 at 6pm.



You've just lost



If you are concerned about the impact of the provisions of the State Budget on your library services or

If you would like additional information and/or

If you are willing to help

Please contact any one of the Placentia Library District Trustees:

- Peggy Dinsmore, President..... 528-7618
- Saundra Stark, Secretary..... 524-3139
- Ray Evans 996-3091
- Al Shkoler 996-0128

How to Write to Your State and County Legislators

The Honorable John Lewis
California State Senate, 35th District
3074 Capitol Building
Sacramento, CA 95814

Dear Senator Lewis:

The Honorable Ross Johnson
California State Assembly, 64th District
5160 Capitol Building
Sacramento, CA 95814

Dear Mr. Johnson:

The Honorable Don Roth
Orange County Board of Supervisors
Hall of Administration
10 Civic Center Plaza
Santa Ana, CA 92701

Dear Mr. Roth:

The District's revenue loss of \$127,967 is based upon 10% of the District's total revenue, regardless of its source:

- 10% of the property tax
- 10% of the gifts received from individuals
- 10% of the fines, fees, and rentals
- 10% of the literacy grant
- 10% of the fees for children's arts and crafts programs

Proposition 13 Altered by State

Proposition 13 provided that cities, counties and special districts would have their revenues reduced proportionately. Each agency would receive the same percentage of property tax that it received before Proposition 13 — there would just be fewer dollars to distribute.

The 1992-1993 State Budget changed this basic distribution formula. For the first time since the passage of Proposition 13 the District's percentage of the property tax has been reduced and transferred to a newly established Educational Augmentation Fund.

By doing this the State frees up the money it had been giving to the schools to spend on the State's own programs.

The only tax revenue Placentia Library District receives is property tax. Unlike special districts in other counties of California, Placentia Library District receives no Special District Augmentation Funds, as described below.

County Diverts District's Augmentation Funds

The implementation of Proposition 13 in 1978 reduced Placentia Library District's property tax revenue by almost 60%.

In 1979 the Legislature passed AB 8 which shifted some of the school districts' property tax revenues to local agencies and replaced the school districts' losses with appropriations from the State General Fund.

Each county's AB 8 funds were allocated directly to the county, and each city's AB 8 funds were allocated directly

to the city. However each special district's AB 8 funds were deposited in a "Special District Augmentation Fund" in each county. The boards of county supervisors were given the authority to distribute this Fund.

Placentia Library District's contribution to the Special District Augmentation Fund in Orange County is \$400,957. In the last three years the Orange County Supervisors have allocated Placentia Library District NONE of the \$400,957 the District is contributing each year to the Fund.

Since the State Legislature granted the boards of county supervisors discretion over the distribution of the Special District Augmentation Fund, the Orange County Supervisors have chosen to fund only the districts that are under their administrative control: County Fire Department (this amount is in addition to the \$2,687,384 that the City of Placentia is paying for County fire service for the City); County Flood Control; County Harbor, Beaches and Parks; and the County Library.

The 1992-1993 State Budget Isn't Equitable

- More than 20% of California's special districts have been exempted by the Legislature from the revenue reduction provisions of the 1992-1993 State Budget because they serve more than one county or meet other exclusionary criteria.

Not all independent special districts are being treated the same by the Budget Legislation.

- The Budget Legislation assumes that Placentia Library District is receiving all or part of its \$400,947 contribution to the Special District Augmentation Fund, when, in fact, the Orange County Supervisors have allocated \$0.00.
- Because it has been receiving no Special District Augmentation Funds for the past three years Placentia Library District has been operating 100% under the restrictions of Proposition 13.

The Budget Legislation reduces Placentia Library District's property tax percentage below pre-Proposition 13 levels when it doesn't impose the same reductions on all other special districts.

What You Can Do To Help!

Contact California Senator John Lewis
714-939-0604 or 916-445-4264
and
California Assemblyman Ross Johnson
714-738-5853 or 916-445-7448

Tell them that ... the Legislature needs to find a way to balance the State's budget without reducing Placentia Library District's Pre-Proposition 13 share of the property tax.

Tell them that ... it is not fair for Placentia Library District to lose 10% of its income when over 20% of the special districts in California lost nothing.

Tell them that ... agencies like Placentia Library District that are already successfully living 100% under the restrictions of Proposition 13 by not receiving any bailout

money from the State through the Special District Augmentation Fund, should not be penalized any further until all other special districts, both independent and dependent, are operating under the same conditions.

Contact Orange County Supervisor Don Roth
714-834-3440

Tell him that ... you want the Special District Augmentation Funds contributed by Placentia Library District to be allocated to Placentia Library District, and not used to support the dependent districts of the Orange County Supervisors.

Tell him that ... Placentia residents already spend \$2,687,384 from City tax dollars for County fire services and they should not have to supplement it with library funds. Also, Placentia residents receive no direct service from the Orange County Library.

MINUTES

MEETING OF BOARD OF DIRECTORS
OF
LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:05 p.m. on Tuesday, February 23, 1993, in the Placentia Library Conference Room.

The following directors were present:

Peggy Dinsmore
Lotte Gopalakrishnan
Valarie Harris
Leslie Moreau
Jess Ramirez

The following directors were absent:

Joanne Maguire (excused)
Maria Moreno (excused)

Melanie Daniels, Literacy Coordinator and Elizabeth Minter, Library Director, were also present.

Dale Downey has resigned effective February 22, 1993. He is available to assist with projects and will serve as liaison to the Placentia-Yorba Linda Unified School District, if requested.

2. PRIOR MEETING MINUTES. The minutes of the January 12, 1993 meeting were circulated prior to the meeting for review by the Directors. Upon motion and second, the minutes were approved as read.

3. TREASURER'S REPORT. The Treasurer's report for the period January 13 through February 23, 1993, showing \$912.68 in the general fund and \$2,112.68 in total funds, is included with these minutes as Exhibit 1.

Lotte reported that a \$1,000 contribution from Rockwell International had just been received. This amount and proceeds from the Bowl-A-Thon Fund raiser will be shown on next month's report. Valarie Harris will send a thank you letter to Rockwell. Elizabeth Minter suggested a receipt form be developed and available for use.

February 23, 1993

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4. COORDINATOR'S REPORT. Melanie Daniels' report is included with these minutes as Exhibit 2. Melanie reviewed with the directors the following:

- A. Program Statistics.
- B. Activities.
 - 1) Continuing Education Series for Tutors.
 - 2) Tutor and Student Support Groups.
 - 3) ESL Small Group.
 - 4) Tutor Training Workshop.
 - 5) Literacy Bulletin Board.
 - 6) Newsletter.
- C. CLLS Matching Funds Grant.
- D. Network Activity.
 - 1) Volunteer Fair.
 - 2) SCLLN.
 - 3) OCLN.
 - 4) OCLN-WPLPOC.
- E. LVA Bowl-A-Thon.
- F. Upcoming Activities.
 - 1) Tutor/Student Support Groups meeting.

5. COMMITTEE REPORTS.

A. Nominating Committee. Introductory materials and an invitation to this meeting were sent to Ms. Juliet Zaide. The Nominating Committee will follow up, as we have had no response to date.

B. Executive Committee. The directors reviewed an updated copy of the Master Calendar and added upcoming events to it. Refinements to the calendar will help us better focus our efforts. See Exhibit 3.

Melanie and Elizabeth shared information about the Library's activities during National Library Week, April 18-24, including hosting the Chamber of Commerce Mixer April 21, and sponsoring a writing contest. See Exhibit 4 for information about the writing contest.

February 23, 1993

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C. Finance Committee.

1) Bowl-A-Thon. Reference Melanie's report for preliminary income from this fund raiser. The affiliate was well represented. We exceeded our goal of 10 teams, and expect a minimum of \$1,000 net proceeds.

2) Holiday Solicitation. Next month, Lotte will total contributions resulting from the solicitation letters. To date, we have had a somewhat disappointing response.

3) Placentia Street Fair. Discussion on this project was tabled until we receive the information packet from the City.

4) United Way Campaign. A notation that United Way contributions may be directed to LVA-Placentia will be included in the next revisions of our solicitation materials.

D. Program Committee.

1) Valarie Harris, Joanne Maguire and Leslie Moreau represented the board of directors at the tutor workshop.

2) The Tutor/Student Support Groups meeting held February 22 was well attended. The next meeting is scheduled for March 15.

E. Public Relations.

1) Speakers Bureau. Leslie Moreau, Valarie Harris, Joanne Maguire and Melanie Daniels will meet Saturday, February 27 to finalize presentation materials for LVA-Placentia's presentation at the April 22 Chamber breakfast meeting. Information about our presentation is due March 1 for the Chamber newsletter.

Joanne and a student from the program are tentatively scheduled to speak and distribute information packets. LVA board members are encouraged to participate in the Chamber mixer on April 21.

Elizabeth Minter is Rotary International's District Chairperson for Literacy. The district includes all of Orange County, Long Beach and Signal Hill in Los Angeles County. Valarie Harris will follow up on presentation opportunities for the area Rotary groups.

February 23, 1993

4

2) Publicity Events. Placentia's Volunteer Fair is scheduled for February 27, 1993, from 10:00 a.m. through 1:00 p.m. in the Library's meeting room. Melanie Daniels has prepared the publicity for this event. See Exhibit 5. Valarie and Leslie will represent LVA-Placentia and distribute program materials.

Discussion regarding Placentia's May 15 City Open House was tabled until the next meeting.

6. REPRESENTATIVE REPORTS.

A. PLD/Legislative Informant. Peggy Dinsmore and Elizabeth Minter discussed Placentia Library District's lobbying efforts.

The directors discussed the Library's letter inviting LVA participation in a program addressing "community." Melanie will ask Frank Jou, an ESL student, if he would like to represent LVA. See Exhibit 6.

7. OTHER BUSINESS. The board members present discussed LVA-Placentia's supporting role in the Library's literacy program. Last year's "wish list" will be updated and prepared in a format suitable for inclusion with our other promotional materials.

8. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Tuesday, March 23, 1993.

9. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:10 p.m.



Leslie Moreau, Secretary

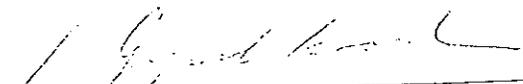
LITERACY VOLUNTEERS OF AMERICA - PLACENTIA
TREASURER'S REPORT

Period: 1/13 - 2/23/93

<u>PERIOD ACTIVITY</u>	<u>Current Period</u>	<u>Year to Date</u>
BEGINNING BALANCE	<u>\$2,211.68</u>	<u>\$2,373.85</u>
INCOME:		\$
Grants	\$ 286.60	1,358.10
Contributions		-----
Total Income	<u>\$ 286.60</u>	<u>\$1,358.10</u>
EXPENSES:		\$
Affiliate Fee & Contrib. Programs	\$ 100.00	100.00
Scholarships		400.00
Conference Sponsorship		291.00
Resource Development		246.51
Social Events		99.39
Promotional Items		166.77
Office Equipment		285.60
Office Supplies	285.60	
Fam.Literacy		-----
Total Expenses	<u>\$ 385.60</u>	<u>\$1,619.27</u>
ENDING BALANCE:	<u>\$2,112.68</u>	<u>\$2,112.68</u>
NET INCREASE/(DECREASE)	<u>\$ (99.00)</u>	<u>\$ (261.17)</u>

DISTRIBUTION OF FUNDS

	<u>Total- End of Period</u>	<u>Cur. Per. Increase/ (Decrease)</u>	<u>YTD Increase/ (Decrease)</u>
General Fund	\$ 912.68	\$ 186.60	\$ 424.43
David E. Snow Scholarship Fund	100.00		(400.00)
Tutor Training Scholarship Fund	100.00		
Rockwell-Instruct. Material	1,000.00		
Fam. Literacy	0	(285.60)	(285.60)
Total Funds	<u>\$2,112.68</u>	<u>\$ (99.00)</u>	<u>\$ (261.17)</u>


Treasurer

PLACENTIA LIBRARY LITERACY SERVICES
COORDINATOR'S REPORT - FEBRUARY, 1993

PROGRAM STATISTICS

Active tutors: 58
Active students: 78
Inactive tutors: 32
Students waiting to be matched: 29
Percentage of tutors reporting: 95%
Tutoring hours reported: 470.5
Other volunteer hours reported: 328.5 (includes workshop hours)

JANUARY ACTIVITIES

Continuing Education Series for Tutors - Evelyn Renner presented "ESL Techniques" on January 16. Attendance was 26 tutors.

Tutor and Student Support Groups - A combined meeting was held on January 18; a total of 7 tutors and students attended. The tornado watch in effect that evening caused several people to cancel their RSVP. The groups met again February 22 and attendance was 17. The groups have selected 3 tutors and 3 students willing to serve as mentors to less experienced tutors and students.

ESL Small Group - Tutor Sean Levin began tutoring a small group of 7 ESL students on January 18. The group meets Monday evenings.

Tutor Training Workshop - Of the 22 people originally registered, 17 trainees began the workshop on January 21 and 16 tutors graduated on February 11.

Literacy Bulletin Board - The January-February bulletin board solicited participation in the LVA Bowl-a-thon with the theme "Make a Strike for Literacy."

Newsletter - The January-February issue has been delayed due to the move of the newsletter volunteer to Washington. It should be distributed later this month.

CLLS MATCHING FUNDS GRANT

The Placentia Library District has applied for \$12,528 in matching funds from the California State Library to supplement materials, operations, and equipment costs in the operation of FLLS.

NETWORK ACTIVITY

As of this date, 22 agencies have registered as participants in the Volunteer Fair that the Library is co-sponsoring with the Placentia Community Service Organization Network on February 17, 1993, from 10am to 1pm. LVA-Placentia is one of the 22 groups.

The Southern California Library Literacy Network met on Tuesday, January 19, at the Santa Fe Springs Library. State Librarian Gary Strong addressed the network and highlights of SCLLN's joint ventures and media campaigns were featured. Placentia Library District was represented by Elizabeth Minter, Peggy Dinsmore, and Melanie Daniels.

The Orange County Literacy Network met on Friday, February 5 at the Orange County Public Library's administrative headquarters in Santa Ana. OCLN is currently evaluating its objectives and searching for replacements for 3 board vacancies. A subgroup of OCLN named Workplace Literacy Providers of Orange County (WPLPOC) met on January 21; Placentia Library District was represented by Elizabeth Minter, Peggy Dinsmore, and Melanie Daniels. The group tentatively plans to provide a forum for the exchange of ideas and resources. A followup meeting is set for March 3.

LVA BOWL-A-THON

LVA-CA held its first Bowl-a-thon in Southern California on Sunday, February 21. LVA-Placentia was represented by 11 teams (55 people). LVA-Placentia Board members recruited a total of 7 teams. Library staff captained 3 additional teams and the remaining team was 1 of 2 teams recruited by PLLS learners. Pledge summary sheets have been turned in for 2 teams to date with a total of \$725.50. Elizabeth Minter obtained \$148.25 in pledges from the Rotary Club. Those pledges were assigned to one of the learner teams. Assuming the remaining 8 teams each bring in the requested \$250 minimum, the total pledges would reach \$2,873.75, of which LVA-Placentia would retain \$2,011.63.

UPCOMING ACTIVITIES

PLLS Student and Tutor Support Groups will hold a joint meeting on Monday, March 15, from 6 to 8pm.

LITERACY VOLUNTEERS OF AMERICA-PLACENTIA

EVENTS CALENDAR

1993

JANUARY, 1993

- 1-7: *Universal Letter Writing Week*
- 12: LVA-Placentia Board of Directors meeting
- 16: Tutor in-service
- 18: PLLS Student and Tutor Support Groups meeting

FEBRUARY, 1993

- 5: OCLN quarterly business meeting, Santa Ana
- 14: *Read to Your Child Day*
- 21: LVA-CA Bowl-A-Thon fund raiser, Anaheim
- 22: Student/Tutor Workshop
- 23: LVA-PL board of directors meeting
- 27: Placentia Community Services Network Volunteer Fair

MARCH, 1993

- 23: LVA-PL board of directors meeting

APRIL, 1993

- 9: *Good Friday*
- 11: *Easter*
- 11: *SLURS Day: St. Louis Underground Reading Society*
For attention to science fiction, fantasy and horror
fiction
- 18-24: *National Library Week*
- 18-24: *National Volunteer Week (Points of Light Foundation)*
- 18-24: *Reading is Fun Week (RIF)*
- 18-24: *National Secretary's Week*
- 20: *Library Legislative Day*
- 21: *Night of 1000 Stars - Nationwide Library Read Alouds*
- 22: *Earth Day*
- 22: *International Special Librarians Day*
- 23: *Read to Me Day*
- 23: *Anniversary of Shakespeare's birth and death*
- 23: *(In Spain:) Book Day and Lovers Day - Anniversary of*
Cervantes' death and St. George's Day
- 24: *Library of Congress Anniversary (4/24/1800)*
- 27: LVA-PL board of directors meeting

MAY, 1993

- 15: Placentia City Open House
- 25: LVA-PL board of directors meeting
- 29: American Booksellers Show - Miami, FL

JUNE, 1993

- 5: Placentia Street Fair
- 22: LVA-PL board of directors meeting

JULY, 1993

- 27: LVA-PL board of directors meeting

AUGUST, 1993

- 24: LVA-PL board of directors meeting

SEPTEMBER, 1993

- 8: International Literacy Day
- 19-25: Tolkien Week
- 25: Banned Books Week (begins/ends?)

OCTOBER, 1993

- 1: National Book It! Day
- 21-24: LVA National Conference - Louisville, KY
- 31: Halloween

NOVEMBER, 1993

- 1: National Authors Day
- 25: Thanksgiving Day

DECEMBER, 1993

- 17: Underdog Day (honors underdogs, unsung heroes, #2 people like Dr. Watson and Friday)
- 25: Christmas Day

LITERACY VOLUNTEERS OF AMERICA-PLACENTIA

EVENTS CALENDAR

1994

JANUARY, 1994

1: New Year's Day

FEBRUARY, 1994

14: Valentine's Day

MARCH, 1994

APRIL, 1994

MAY, 1994

JUNE, 1994

JULY, 1994

AUGUST, 1994

SEPTEMBER, 1994

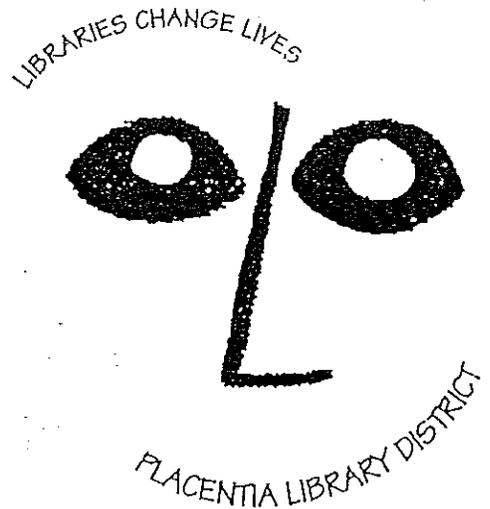
OCTOBER, 1994

NOVEMBER, 1994

DECEMBER, 1994

Celebrates
National Library Week 1993
April 18 - 24

**"How the Library
Changed My Life"**



Write a short story, a poem, an essay or a play on how the Library changed your life.

Submit it to Placentia Library District between February 16 and March 31.

Prizes for local winners will be awarded and entries may be submitted to the National contest where YOU may win a trip to New Orleans!

Local winners will be recognized on
Tuesday, April 20
7:00 PM

Library Meeting Room
411 E. Chapman Avenue, Placentia

For entry forms, contest rules and more information call 714-528-1906.

The street banners and recognition ceremony are sponsored by the Friends of the Placentia Library.

EAL 4
2-23-93

"Libraries Change Lives" Writing Competition
Fact Sheet and Entry Form

Placentia Library District is sponsoring a writing competition on the theme "How the Library Changed My Life," in recognition of the American Library Association's National Library Week theme "Libraries Change Lives." Library patrons fitting one of the categories listed on the entry form on the reverse side are encouraged to participate so that they may share their success stories and celebrate National Library Week in a personally meaningful way.

Submissions may be in the form of essays, poetry, short stories, plays or other forms of written expression, as long as the work pertains to the competition theme and is the original work of the entrant. Entrants will have the opportunity to win prizes at the local level, and may choose to have their entries forwarded to the national contest as well. Three winners at the national level will be awarded a trip for two to New Orleans, where they will be honored at the American Library Association's national conference in June.

RULES

- * All entries must be accompanied by the entry form on reverse side, or a copy of it.
- * All entries must be typed or neatly printed in dark ink.
- * All entries must be written in English.
- * All entries must be the original work of the entrant.
- * Entries will be judged on relevance to the competition theme, creativity, fluency of written expression, and mechanics (spelling, punctuation, and grammar).
- * Entrants agree that the Placentia Library District may use their entries for promotional purposes and in its celebration of National Library Week.
- * Employees of the Placentia Library District and members of their immediate families are ineligible.

TO ENTER

Complete the form on reverse side and return it with your entry to:

Placentia Library District
National Library Week Writing Competition
411 E. Chapman Avenue
Placentia, CA 92670

All entries must be received by 8:45pm on Wednesday, March 31, 1993. Postmarks are not acceptable.

Placentia Library District
National Library Week Writing Competition
Entry Form

Name: _____

Address: _____

Telephone number: _____

Age of entrant: _____

I certify that this entry is my own work (entrant sign below):

Competing in the following category (please check one of the following categories):

Children 4th-7th grades Children 8th-12th grades
 Adults Literacy Students ESL Students

Literacy and ESL Students only: please enter the name and telephone number of your tutor here: _____

ATTACH THE COMPLETED FORM TO YOUR ENTRY AND RETURN IT TO THE
PLACENTIA LIBRARY BY 8:45PM ON WEDNESDAY, MARCH 31, 1993.

Be a V.I.P. -

Volunteer In Placentia

- *Get involved - make a difference
 - *Learn new skills
- *Gain valuable job experience
 - *Make new friends

Date & Time: Saturday, February 27
from 10:00am to 1:00pm

Location: Placentia Library
411 E. Chapman Avenue
(corner of Kraemer & Chapman in Placentia)

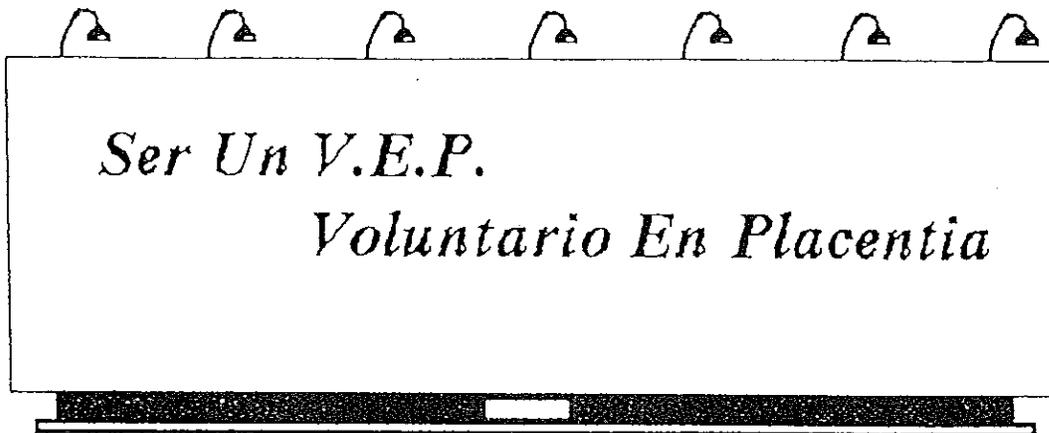
Discover the rewarding volunteer positions available in your community at *Volunteer In Placentia*, a volunteer fair co-sponsored by the Placentia Community Service Organization Network and the Placentia Library District. Representatives from agencies and organizations serving Placentia will be on hand to answer your questions about volunteer positions. Find out more about:

Opportunities for Teens - Adults - Seniors

There is something for everyone at the Volunteer Fair!

Rain or shine - be there!

For more information, please call Betty Escobosa at (714) 630-3871 or
Melanie Daniels at (714) 524-8408.



- *Comprometase- Hacer la diferencia
- *Aprenda nuevas habilidades
- *Haga nuevos amigos.

**Dia y Hora : Sabado, Febrero 27
de 10:00 a.m. a 1:00 p.m.**

**Localidad: Biblioteca De Placentia
411 E. Ave. Chapman, Placentia
(Esquina de Ave. Chapman y Ave. Kraemer)**

Descubra la gratificacion de las posiciones de voluntario disponibles en su comunidad en " Voluntario En Placentia", una feria para voluntarios co-patrocinada por la cadena Organizacion De Servicios Comunitarios De Placentia y El Distrito Biblioteca De Placentia. Representantes de agencias y organizaciones sirviendo a Placentia estaran dispuestos para contestar todas sus preguntas acerca de posiciones de voluntario. Descubra mas acerca:

Oportunidades para Jovenes-Adultos-Adultos Majores

Ahi Hay algo para cada uno en la Feria para Voluntarios!

Lluvia o Sol- Estar ahi

**Para mayor informacion, favor de llamar por telefono a
Betty Escobosa al (714) 630-3871 o
Melanie Daniels al (714) 524-8408.**

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

February 16, 1993

Ms. Valarie Harris
1533 Sierra Bonita Drive
Placentia, CA 92670

Dear Ms. Harris:

The Placentia Library has applied for a \$1,500.00 grant from the California Council for the Humanities (CCH) to administer a program focusing on The Community. This is a replication of successful program recently completed in the Riverside and San Bernardino Counties entitled "Longing for Community; Dream or Nightmare".

A "Reader" was compiled by the CCH consisting of stories, essays, excerpts from novels, poems, lyrics from popular songs, all relevant to discussions about "community" in Southern California.

Following an orientation meeting where materials will be distributed without cost, a series of four meetings will take place to discuss the Reader's four following sections:

- 1: Utopia, Visions of an Ideal Place.
- 2: The California Dream.
- 3: Dystopia, A Shot of Reality.
- 4: Community, What Are We Longing For?

The sixth and culminating meeting will allow participants to show their organizations' unique action plans, which will result in a dynamically responsive community.

We are approaching you and other community members who are representative of cultural, educational, ethnic, governmental, social, business and service groups in our community.

We feel that the great sense of community awareness that this project generates among the participants will create the ripple effect that transmits throughout the community. It will then be the community's responsibility to continue what we've started and adopt it as a whole year's theme, at the end of which the lives of Placentians will be enriched and many dreams will be realized.

Ms. Valarie Harris

February 16, 1993
Page Two

We hope that you will give this project affirmative consideration. Let us know if you are personally interested in participating in this vital community effort, or designate another person from your organization to represent you.

The grant limits us to 25 participants. Please respond early so that you or your representative be included.

In cooperation with each other, members of this project will focus on future community efforts which will endeavor to broaden participation of all groups in its social, civic, educational and cultural life.

Sincerely,



for Suad S. Ammar
Principal Librarian

Meeting Calendar
Placentia Library District
Meeting Room
7:00PM - 9:00PM

- March 4th. Orientation meeting, materials distributed.
- March 11th. Discussion, 1st. section of Reader.
- March 18th. Discussion 2nd. section of Reader.
- March 25th. Discussion 3rd. section of Reader.
- April 1st. Discussion 4th. section of Reader.
- April 8th. Presentations of individual organizations' action plans.

AGENDA ITEM 9

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 15, 1993

DATE		AMOUNT
Feb 25, 1993	1	\$4,911.75
Mar 05 1993	2	<u>\$1,708.18</u>
TOTAL		<u>\$6,619.93</u>

DATE: Feb 25, 1993
Report No. 2091

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.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Feb 07, 1993	251-5376	158.42	316.84	070-005	
	Feb 07, 1993	251-5377	158.42			
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Feb 20, 1993	March		3,623.00	030-000	
S M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Feb 22, 1993	6049		39.00	140-000	
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Feb 20, 1993			24.95	180-000	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	Feb 13, 1993	0400260671	123.21	129.14	180-000	
	Feb 22, 1993	0400260772	5.93			
	Feb 24, 1993	0400260796				
				9.05	180-009	
				138.19	Total	
STAPLES Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Feb 17, 1993	017128	79.86	177.84	180-000	
	Feb 17, 1993	017840	83.98			
	Feb 24, 1993	024008	14.00			
	Feb 17, 1993	017218				
				18.24	180-009	
				196.08	Total	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Feb 18, 1993	Jan 14, 1993- Feb 16, 1993		573.69	280-000	

The claims listed above (totaling \$4,911.75) 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

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.
PACIFIC BELL	Feb 17, 1993	528-1906	221.48			
Payment Center	Feb 17, 1993	528-8236	28.95			
Van Nuys, CA 91388	Feb 19, 1993	996-2865	14.71	265.14	070-000	
S & M OFFICE CLEANING	Mar 01, 1993	7010		1,091.52	140-000	
3422 W. MacArthur Blvd., Ste. D						
Santa Ana, CA 92704						
STAPLES	Mar 03, 1993	3347	14.00			
Dept 91-2504992996	Mar 03, 1993	3009	55.92	69.92	180-000	
P.O. Box 182378						
Columbus, OH 43218-2378						
CARE RESOURCES	Jan 25, 1993	February	50.75			
9550 Warner Ave.	Feb 25, 1993	March	50.75	101.50	190-000	
Suite #206						
Fountain Valley, CA 92708						
Southern California Water	Mar 01, 1993	Jan 22, 1993-		180.10	280-000	
P.O. Box 9016		Feb 23, 1993				
San Dimas, CA 91773-9016						

The claims listed above (totaling \$1,708.18) 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 March 15, 1993
 March 15, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$1,299.72</u>
Subtotal for Immediately		\$1,299.72
FBU 5031	1	\$1,500.00
Regular	1	\$14,932.43
	2	\$2,190.34
	3	\$4,524.52
	4	\$119.60
	5	<u>\$1,665.45</u>
Subtotal for Payments		\$26,232.06
Payroll	3001	\$27,220.00
	3002	<u>\$27,220.00</u>
Subtotal for Payroll		\$54,440.00
	TOTAL	<u>\$80,672.06</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.
CNA	Feb 21, 1993	January	283.29			
Spec Risks - Kansas City	Mar 11, 1993	February	283.29	566.58	030-000	
P.O. Box 95033 Chicago, IL 60694						
PRINCIPAL MUTUAL	Feb 22, 1993	March		497.96	030-000	
P.O. Box 10328 Des Moines, IA 50306						
California Vision Service Plan	Feb 20, 1993	March		178.72	030-000	
Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210						
STAPLES	Mar 10, 1993	010354		47.81	180-000	
Dept 91-2504992996	Mar 10, 1993	010439		8.65	180-008	
P.O. Box 182378				56.46	Total	
Columbus, OH 43218-2378						

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$1,299.72) 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

Agenda Item 10
Page 3

DATE: Mar 15, 1993
Report No. 2093

ROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5031.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DYNIX INC. 1760 W. 2100 South P.O. Box 27727 Salt Lake City, Utah 84127	Feb 09, 1993	26518		1,500.00	190-000	

The claims listed above (totaling \$1,500.00) 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

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.
Employment Development Dept. P.O. Box 826219	Jan 27, 1993	per. end. Dec 31, 1991	254.95			
Attn: Cashier-RB Sacramento, CA 94230-62190614	Feb 11, 1993	per. end. Dec 31, 1992	159.00	413.95	031-000	
Special Districts Workers Compensation Authority 1030 15th St., Ste. 300 Sacramento, CA 95814	Oct 23, 1992	2nd qtr deposit	1,334.00			
	Oct 23, 1993	bal due 91-92	122.00			
	Mar 9, 1993	4th qtr deposit	1,334.00	2,790.00	032-000	
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Feb 25, 1993	A13885		423.82	070-005	
PACTEL MERIDIAN SYSTEMS P.O. Box 100422 Pasadena, CA 91189-0422	Feb 24, 1993	BS062009		105.00	130-000	
MINO-MICROGRAPHICS P.O. Box 5471 El Paso, TX 79954-5471	Feb 24, 1993	12995000SM		49.81	130-000	
OXYGEN SERVICE CO. 1011 W. Collins Ave. Orange, CA 92667 Attn: Fire Extinguisher Div.	Feb 21, 1993	5470		63.13	130-000	
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Feb 02, 1993	32964	531.95			
	Mar 02, 1993	33016	117.42	649.37	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Feb 24, 1993	22937		3712.56	140-000	
				5919.79	280-000	
				9,632.35	Total	
ALA 50 E. Huron St. Chicago, IL 60611	Feb 21, 1993	1993 membership		805.00	160-000	

The claims listed above (totaling \$14,932.43) 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

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.
American Library Association Attn: Linda Wallace, Director Public Information Office 50 E. Huron St. Chicago, IL 60611	Jan 15, 1993	1993-94 Campaign Book		9.20	180-000	
J C PAPER P.O. Box 848 San Jose, CA 95106-0848	Feb 24, 1993	8112910		8.25	180-000	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	Feb 24, 1993 Mar 10, 1993	331751 333024	11.99 17.84	29.83	180-000	
VENTURA SOFTWARE 15175 Innovation Dr. San Diego, CA 92128	Mar 05, 1993	0102300-IN		63.03	180-000	
B & C COMPUTER 1005 S. Ortega Way Placentia, CA 92670	Feb 25, 1993	930141		103.88	180-000	
L LLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Feb 17, 1993 Mar 03, 1993	27996 28828	23.08 47.84	70.92	180-000	
DELL MARKETING L.P. Box 2153 - P.O. Box 4655 Carol Stream, IL 60197-4655	Feb 24, 1993	22151831		1,065.26	180-008	
GLOBAL P.O. Box 5465 Carson, CA 90749-5465	Feb 11, 1993	13017493		503.71	180-009	
SPS DATA COMMUNICATIONS 419 S. Rennell Ave. San Dimas, CA 91773	Feb 18, 1993	256		295.76	190-000	
M D MEDICAL CLINICS P.O. Box 66012 Anaheim, CA 92806-0612	Mar 02, 1993	Macaluso		40.50	190-000	

The claims listed above (totaling \$2,190.34) 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: Mar 15, 1993
 Report No. 2097

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.
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Feb 26, 1993	February		30.71	190-000	
Placentia Chamber of Commerce 201 E. Yorba Linda Blvd. Placentia, CA 92670	Mar 01, 1993	3rd qtr newsletter		120.00	190-008	
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 94139-1525	Feb 19, 1993	1745001		42.66	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Feb 09, 1993	24763574		85.33	240-001	
REED REFERENCE PUBLISHING P.O. Box 7247-8604 Philadelphia, PA 19170-8604	Jan 29, 1993 Jan 29, 1993	279052 281598	151.52 151.52	303.04	240-001	
BAKER & TAYLOR Continuation Service Somerville, NJ 08876	Dec 21, 1992 Jan 12, 1993 Jan 19, 1993 Jan 26, 1993 Feb 02, 1993 Feb 09, 1993 Feb 16, 1993 Feb 16, 1993 Feb 19, 1993	M218819 A128032 A197783 A268055 B027942 B096874 B16872831R B167123 B19878417R	47.30 364.02 432.08 234.81 365.60 33.75 29.08 363.97 386.42	2,257.03	240-001	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	Feb 18, 1993 Feb 18, 1993	64721 64685	149.20 792.00	941.20	240-004	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Jan 28, 1993 Feb 08, 1993 Mar 03, 1993	68558 72963 67678	77.35 17.85 599.35	694.55	240-005	
CHIVERS Box 1450 Hampton, NH 03842-0015	Feb 09, 1993	83879		50.00	240-005	

The claims listed above (totalling \$4,524.52) 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

Agenda Item 10
Page 7

DATE: Mar 15, 1993
Report No. 2098

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.
NIGHTINGALE CONANT 7300 N. Lehigh Ave. Chicago, IL 60648	Feb 01, 1993	NC1176695		77.95	240-005	
JULIE SHOOK C/O Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Feb 12, 1993	MLLS training		24.65	270-000	
SUAD AMMAR C/O Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Feb 23, 1993	chamber meeting		17.00	270-000	

The claims listed above (totaling \$119.60) 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

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	Mar 15, 1993	petty cash	580.34		180-000	
			70.21		180-009	
			206.70		183-000	
			87.00		183-008	
			44.95		190-000	
			102.00		240-001	
			100.00		270-000	
			360.00		270-008	
			114.25		270-009	
			1,665.45	Total		

The claims listed above (totaling \$1,665.45) 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

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.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Mar 15, 1993	Pay # 20 Mar 19, 1993- Apr 01, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, April 01, 1993!!

The claims listed above (totaling \$27,220.00) 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

Agenda Item 10
Page 10

DATE: Mar 15, 1993
Claim No. 3002

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.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Mar 15, 1993	Pay # 21 Apr 02, 1993 Apr 15, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, April 15, 1993!!

The claims listed above (totaling \$27,220.00) 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
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 15, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 FEB 1993	FY1991-92 FEB 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	531,003.88	463,983.65	51,000.00	53,600.00	72.22%
020-000	Retirement	107,075.00	85,623.84	69,863.99	3,440.00	4,000.00	79.97%
	Health Insurance/Care America	36,200.00	28,260.76	17,443.19	3,194.66	2,993.10	78.07%
	Long Term Disability	0.00	1,132.53	0.00		0.00	
	Vision Service Plan	2,250.00	1,352.88	1,406.96	163.92	0.00	60.13%
	Dental	6,600.00	3,929.36	3,243.86	497.96	0.00	59.54%
030-000	Total Employee Insurance	45,050.00	34,675.53	22,094.01	3,856.54	2,993.10	76.97%
031-000	Unemployment Insurance	1,750.00	2,165.81	1,405.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	1,964.85	4,534.89	0.00	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	655,433.91	561,881.54	58,296.54	60,804.37	73.08%
070-000	Communications	6,200.00	2,570.66	3,643.73	234.34	199.14	41.46%
070-005	Communications - Computer	0.00	3,442.20	0.00	599.32	0.00	
070-008	Communications - Literacy	1,200.00	568.81	802.67	66.07	0.00	47.40%
	Total Communications	7,400.00	6,581.67	4,446.40	899.73	199.14	88.94%
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	2,847.39	3,334.54	805.31	0.00	63.28%
110-000	Insurance	16,500.00	0.00	(25.19)	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	3,907.74	6,918.07	857.00	810.64	52.10%
	HVAC	8,000.00	5,974.20	9,025.38	130.35	117.42	74.68%
	Carpet Cleaning	5,950.00	2,894.55	1,873.50	0.00	0.00	48.65%
	Groundskeeping, City of Placentia	23,000.00	13,835.34	13,993.85	0.00	0.00	60.15%
	Plumbing	750.00	444.04	0.00	312.14	0.00	59.21%
	Electrical	2,250.00	503.47	1,921.83	0.00	175.50	22.38%
	Cleaning Service	14,000.00	9,617.64	6,594.60	1,091.52	0.00	68.70%
	Locksmith	500.00	87.45	346.97	0.00	0.00	17.49%
	Other	500.00	690.00	468.83	565.00	0.00	138.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	34,046.69	34,224.96	2,099.01	292.92	61.96%
160-000	Memberships	3,500.00	2,554.00	1,929.19	1,666.00	265.00	72.97%
170-000	Miscellaneous Expense	0.00	0.00	71.75	0.00	71.75	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 FEB 1993	FY1991-92 FEB 1992	FY93 YTD % OF BUD
	Library Supplies						
	Printing	4,000.00	8,253.94	3,720.02	1,384.66	850.45	206.35%
	EZ Copy - copy cards for sale to patrons	11,000.00	3,170.42	1,686.53	277.12	0.00	28.82%
	Publications	1,750.00	947.00	1,698.50	0.00	393.00	54.11%
	Paper	650.00	1,985.00	0.00	0.00	0.00	305.38%
	Drinking Water Service	300.00	794.88	57.19	96.42	0.00	264.96%
	Other Office Supplies	350.00	199.60	149.70	24.95	24.95	57.03%
180-000	Total Office Supply Expense	8,000.00	6,325.73	3,945.19	593.29	509.14	79.07%
		26,050.00	21,676.57	11,257.13	2,376.44	1,777.54	83.21%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	603.09	1,408.95	0.00	198.24	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	0.00	0.00	20.89%
	Other Office Supplies	500.00	425.45	183.67	6.98	44.16	85.09%
180-008	Total Literacy Office supply expense	2,800.00	1,049.43	1,687.16	6.98	242.40	37.48%
180-009	Family Literacy Supply Expense	500.00	3,573.23	455.87	174.67	173.44	714.65%
	Total Office Expense	29,350.00	26,299.23	13,857.37	2,558.09	2,193.38	89.61%
183-000	Postage Expense	1,500.00	1,081.01	993.71	0.00	297.95	72.07%
183-008	Postage Expense - Literacy	500.00	570.89	203.00	0.00	58.00	114.18%
	Total Postage Expense	2,000.00	1,651.90	1,196.71	0.00	355.95	82.60%
	Care Resources (Employee Assistance)	650.00	406.00	507.50	0.00	50.75	62.46%
	Pension Contribution & Operating Expenses	4,000.00	4,323.90	3,091.33	1,246.78	561.50	108.10%
	Anaheim Library	30,000.00	4,985.98	7,708.00	0.00	368.00	16.62%
	Clipping Service	400.00	276.39	276.39	30.71	30.71	69.10%
	Tax Collection Services & Fees by Orange County	600.00	211.58	395.20	0.00	0.00	35.26%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	283.50	445.50	0.00	40.50	37.80%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	2,336.39	0.00	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	3,371.44	2,180.06	2,996.44	566.94	674.29%
190-000	Total Specialized Services	60,400.00	19,523.57	21,315.37	4,273.93	1,618.40	32.32%
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	2,069.14	0.00	0.00	37.71%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	1,207.26	0.00	0.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	1,357.74	1,281.33	42.28	0.00	9.05%
	Total Specialized Services	79,150.00	22,541.81	25,873.10	4,316.21	1,618.40	28.48%

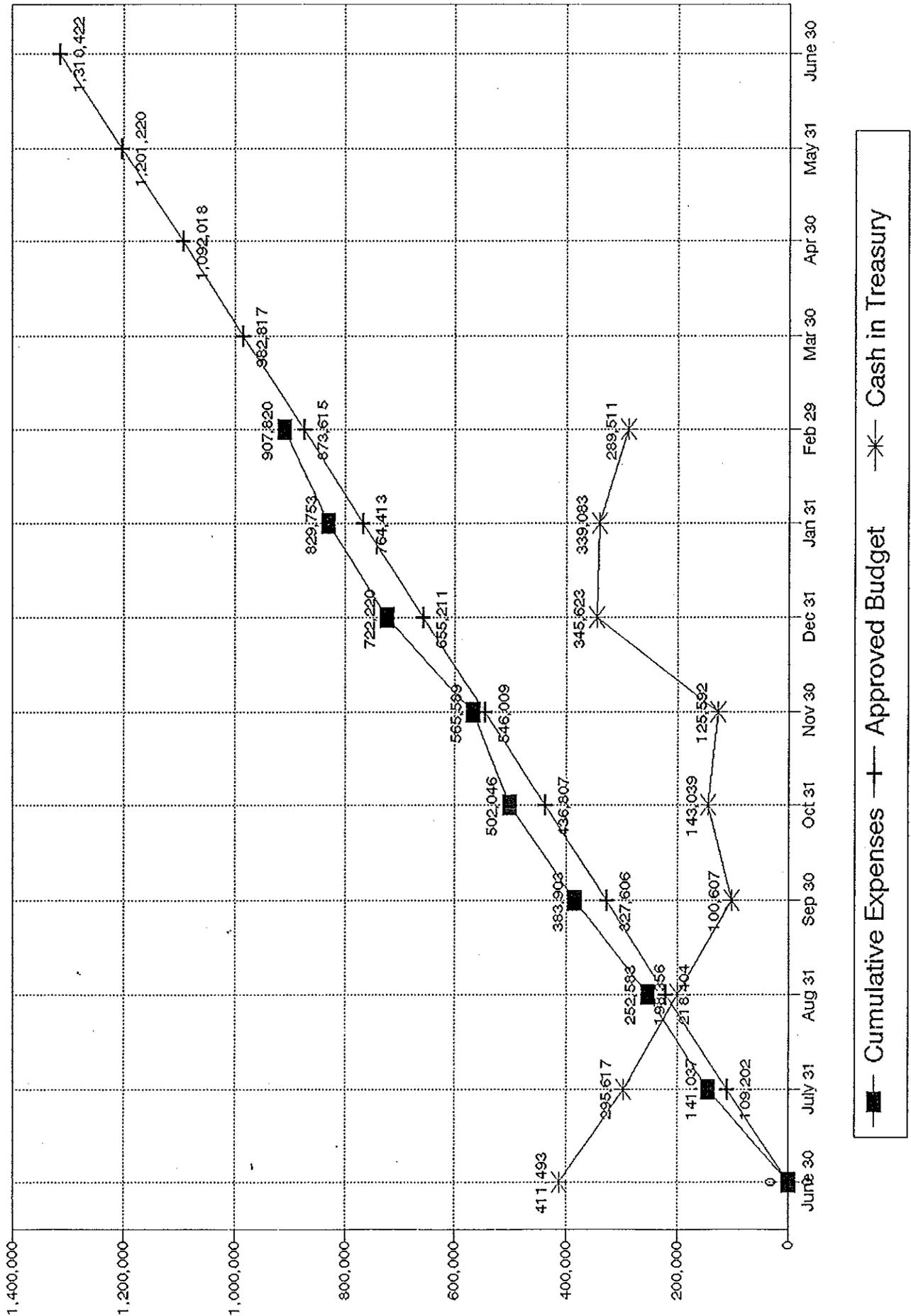
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 FEB 1993	FY1991-92 FEB 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	20.25	361.15	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	35,900.00	0.00	0.00	
230-000	Small Tools/Instruments				497.32		
240-000	Special Department Expense - Miscellaneous	300.00	14.95	61.36	0.00	0.00	4.98%
240-001	Special Department Expense - Books	85,747.00	74,262.40	84,946.40	3,944.19	10,459.45	86.61%
240-002	Special Department Expense - Video	10,000.00	209.74	3,760.50	19.99	389.52	2.10%
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	25,328.71	2,017.81	656.22	0.00	92.10%
240-005	Special Department Expense - Audio	5,000.00	2,619.98	4,447.56	117.39	11.90	52.40%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	682.55	287.91	0.00	110.38	195.01%
	Total Special Department Expense	128,897.00	103,237.13	103,760.04	4,737.79	10,971.25	80.09%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,357.08	8,559.52	(0.70)	285.70	87.14%
270-008	Transportation/Travel - Meetings - Literacy	500.00	354.00	236.00	0.00	236.00	70.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	9.95	0.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	5,131.08	8,805.47	(0.70)	521.70	91.63%
280-000	Electricity	63,000.00	39,252.28	29,395.44	0.00	0.00	62.31%
	Gas	6,250.00	1,296.23	3,051.01	649.01	0.00	20.74%
	Water	1,750.00	1,378.30	1,042.33	67.48	0.00	78.76%
	Total Utilities	71,000.00	41,926.81	33,488.78	716.49	0.00	59.05%
	TOTAL SUPPLIES & SERVICES	411,047.00	251,278.79	274,441.52	18,675.18	17,661.28	61.13%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,173.00	598.00	1,173.00	40.67%
400-000 -	Equipment	0.00	0.00	19,583.43	0.00	18,899.43	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	472.96	
400-111	Equipment	1,000.00	0.00	830.50	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	20,886.89	0.00	19,372.39	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	20,994.62	0.00	19,372.39	0.00%
	TOTAL EXPENSES	1,310,422.00	907,322.74	858,490.68	78,067.04	99,011.04	69.24%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	3,510.43	5,470.93	73.05	1,009.36	48.42%
	Total 009 - Family Literacy	2,450.00	5,520.04	1,960.99	174.67	283.82	225.31%



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 15, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 FEB 1993	FY1991-92 FEB 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	466,871.24	506,510.97	0.00	0.00	48.44%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	0.00	14,049.42	0.00	48.45%
622-000	PROP. TAXES - CURRENT UNSECURED	992,800.00	480,920.66	506,510.97	14,049.42	0.00	48.44%
623-000	Prop. Taxes - Prior Secured	78,000.00	55,909.30	71,179.72	2,863.84	0.00	71.68%
623-001	Secured final apportionment	0.00	0.00	0.00	0.00	0.00	
623-002	Secured prior years	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-010		27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-011		500.00	0.00	484.67	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	1,500.00	0.00	1,462.70	0.00	0.00	0.00%
	TOTAL PROP. TAXES PRIOR UNSECURED	40,000.00	17,820.05	15,450.44	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	29,458.49	38,757.72	5,788.77	4,764.95	58.92%
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	17,302.91	18,529.34	0.00	0.00	57.68%
661-623	TOTAL INTEREST	250.00	0.00	0.00	0.00	0.00	0.00%
		30,250.00	17,302.91	18,529.34	0.00	0.00	57.20%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	0.00	0.00	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	23,997.90	16,679.81	4,197.46	0.00	119.99%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	51,348.00	0.00	30,302.00	125.00%
697-003	State - Family Literacy	9,255.00	0.00	9,255.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	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	51,133.90	98,499.81	4,197.46	30,302.00	92.18%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	17,738.90	(412.10)	1,595.81	0.00	59.13%
787-001	Outlawed warrant - 6 months	0.00	8.00	182.25	0.00	182.25	
787-003	TOTAL OTHER REVENUE	0.00	0.00	10,255.68	0.00	2,608.85	
		30,000.00	17,746.90	10,025.83	1,595.81	2,791.10	59.16%
	5071 FUND TOTAL	1,310,422.00	785,838.47	773,996.11	28,495.30	37,858.05	59.97%

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



Placentia Library District
Balance Sheet

February 28, 1993

Assets

General Fund	15,390.65
Literacy Fund	7,743.62
County Exempt	12,935.20
Payroll Account	19,167.99
Savings (P/R Support)	6,338.60
Savings (P/R Fees)	58.20
Certificates of Deposit	20,000.00
Petty Cash/Change	0.00

Total Assets

81,634.26
=====

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

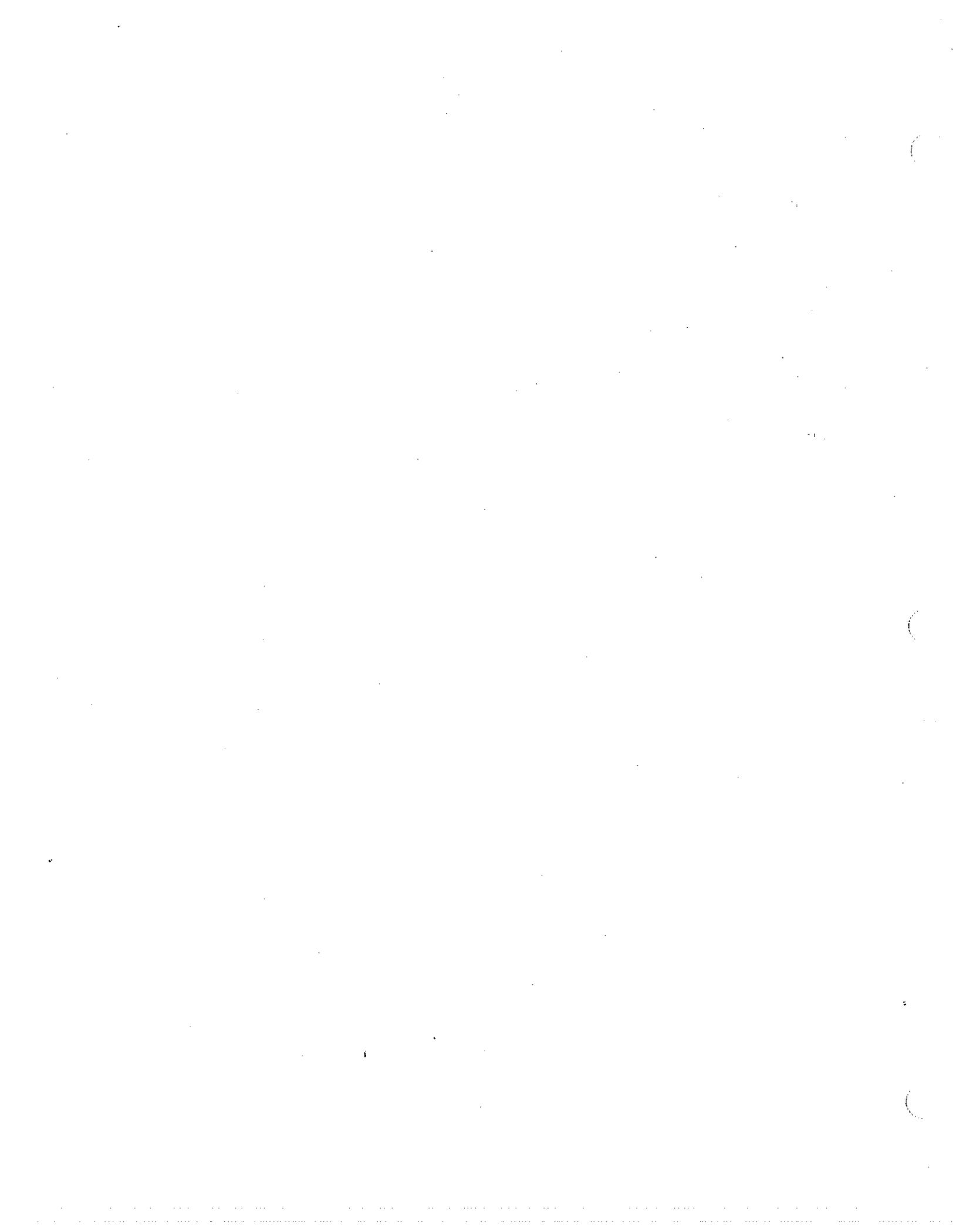
Fund Balance	80,432.02
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Total Capital

80,432.02

Total Liabilities and Capital

81,634.26
=====



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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				16,022.11
Checks Out				
	3496	4.50		
	3558	10.00		
	3565	100.00		
	3567	74.25		
	3568	25.00		
	3569	15.00		
	3570	402.71		
TOTALS		631.46	0.00	
CHECKBOOK BAL				15,390.65

20mmk
3/10/93

02/28/93

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending February 28, 1993

	Total	02/28/93
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	15.50	15.50
Cash Register-Fines	2,156.77	2,156.77
Cash Register-Damaged Items	26.45	26.45
Cash Register-Lost Items	0.00	0.00
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	138.10	138.10
Cash Register-Computer Rental	113.00	113.00
Typewriter Income	0.00	0.00
Telephone Income	80.54	80.54
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	12,500.00	12,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	361.80	361.80
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,392.16	15,392.16
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,392.16	15,392.16
Expenses		
Transfers to County	5,843.27	5,843.27
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)	100.00	100.00
Office Expense (180)	571.79	571.79
Postage (183)	265.20	265.20
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	484.25	484.25
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	7,264.51	7,264.51
	-----	-----
Operating Income (Loss)	8,127.65	8,127.65

02/28/93

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending February 28, 1993

Page 2
Part 1 of 1 Parts

	Total	02/28/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>8,127.65</u>	<u>8,127.65</u>

02/28/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1993

	02/28/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	50.40
Cash Register-Fines	17,121.06
Cash Register-Damaged Items	59.40
Cash Register-Lost Items	(17.27)
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,138.51
Cash Register-Computer Rental	905.50
Typewriter Income	162.51
Telephone Income	534.19
Copy Machine Income	699.82
State Library Reimbursements	23,997.90
State Library Grants	25,000.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	10,280.95
Interest Income	10.35
Miscellaneous Income	0.00

Total Income	94,757.07
Cost of Sales	-----
Gross Profit (Loss)	94,757.07
Expenses	
Transfers to County	71,812.84
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	190.24
Office Expense (180)	1,511.10
Postage (183)	2,029.04
Prof. & Spec. Services (190)	466.80
Special Departmental Expense (240)	555.39
Transportation & Travel (270)	2,011.40
Equipment (400)	0.00
Taxes and Fees (370)	598.00

Total Expenses	79,622.73

Operating Income (Loss)	15,134.34

02/28/93

Page 2

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1993

Part 1 of 1 Parts

02/28/93

Other Income

Other Expenses

Net Income (Loss)

15,134.34
=====

02/28/93

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 93 Period 8
 General Fund

Page 1

Check	Date	Payee	Amount
3555	02/01/93	O. C. AUDITOR 0-5102-01 Transfers to County	5,843.27
			5,843.27
3556	02/03/93	Tall Mouse 0-5114-01 Office Expense (180)	30.82
			30.82
3557	02/03/93	E. D. Minter (petty 0-5114-01 Office Expense (180)	36.24
			36.24
3558	02/03/93	OCLC 0-5122-01 Transportation & Travel (270)	10.00
			10.00
3559	02/03/93	CSUF - Extended Educ 0-5122-01 Transportation & Travel (270)	360.00
			360.00
3560	02/03/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00
			145.00
3561	02/09/93	UPS 0-5116-01 Postage (183)	3.70
			3.70
3562	02/09/93	Aaron Brothers 0-5114-01 Office Expense (180)	49.43
			49.43
3563	02/09/93	Drug Emporium 0-5114-01 Office Expense (180)	33.38
			33.38
3564	02/09/93	VOID void	0.00
3565	02/09/93	CALTAC 0-5112-01 Memberships (160)	100.00
			100.00
3566	02/17/93	U.S Postmaster 0-5116-01 Postage (183)	145.00
			145.00
3567	02/18/93	City of Anaheim 0-5122-01 Transportation & Travel (270)	74.25
			74.25
3568	02/18/93	Discovery Museum 0-5122-01 Transportation & Travel (270)	25.00
			25.00
3569	02/18/93	Childrens' Musuem 0-5122-01 Transportation & Travel (270)	15.00
			15.00
3570	02/26/93	Chaps 0-5114-01 Office Expense (180)	402.71
			402.71

02/28/93

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 93 Period 8
General Fund

Page 2

Check	Date	Payee	Amount
-----			-----
		Checkbook 1 Total	7,273.80

02/28/93

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

Page 3

For Fiscal Year 93, Period 8 through Fiscal Year 93, Period 8

Account Name	Total
0-5102-01 Transfers to County	5,843.27
0-5112-01 Memberships (160)	100.00
0-5114-01 Office Expense (180)	552.58
0-5116-01 Postage (183)	293.70
0-5122-01 Transportation & Travel (270)	484.25

	7,273.80
	=====

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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,114.62
Checks Out	1123	371.00		
TOTALS		371.00	0.00	
CHECKBOOK BAL				7,743.62

20 minutes
3-10-93

02/28/93

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending February 28, 1993

Page 1
Part 1 of 1 Parts

	Total	02/28/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Books/Materials Income	2.40	2.40
Interest Income	9.33	9.33
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	11.73	11.73
Cost of Sales		
	-----	-----
Gross Profit (Loss)	11.73	11.73
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	11.73	11.73
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	11.73	11.73
	=====	=====

02/28/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1993

	02/28/93
Income	
Gifts Income	852.00
Tutor Training Income	760.00
Workshops Income	40.00
Books/Materials Income	35.40
Interest Income	98.78
Miscellaneous Income	0.00

Total Income	1,786.18
Cost of Sales	

Gross Profit (Loss)	1,786.18
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	154.14

Total Expenses	573.14

Operating Income (Loss)	1,213.04
Other Income	
Other Expenses	

Net Income (Loss)	1,213.04
	=====

02/28/93

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

Page 1

For Fiscal Year 93, Period 8 through Fiscal Year 93, Period 8

Account Name

Total

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

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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,935.20
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				12,935.20

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3-10-93

02/28/93

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 03
 Period Spread Sheet
 1 Period(s) Ending February 28, 1993

	Total	02/28/93
Income		
Cash Register-Copy Cards-Exempt Fun	100.00	100.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	225.00	225.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	226.60	226.60
Friends Contributions	2,000.00	2,000.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	14.33	14.33
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Total Income	2,565.93	2,565.93
Cost of Sales		
Gross Profit (Loss)	2,565.93	2,565.93
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & 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	17.24	17.24
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenses	17.24	17.24
Operating Income (Loss)	2,548.69	2,548.69
Other Income		
Other Expenses		
Net Income (Loss)	2,548.69	2,548.69

Placentia Library District

02/28/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1993

	02/28/93
Income	
Cash Register-Copy Cards-Exempt Fund	606.00
Microfilm/Microfich Income	202.50
Meeting Room Income	→ 2,636.20
Test Proctoring Income	60.00
Vending Machine Income	4,944.88
Friends Contributions	2,000.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Interest Income	57.11
Miscellaneous Income	50.60
Gulf Arab Grant Income	2,215.08
Total Income	<u>14,540.37</u>
Cost of Sales	<u>-----</u>
Gross Profit (Loss)	14,540.37
Expenses	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	2,600.00
Vending Machine Supplies	2,674.15
Vending Machine Repairs	127.09
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	583.83
Friend's-Other Activities	280.20
Library Board Expenses	747.39
Gulf Arab Grant	483.36
Miscellaneous	0.00
Total Expenses	<u>8,719.68</u>
Operating Income (Loss)	<u>5,820.69</u>
Other Income	
Other Expenses	<u>-----</u>
Net Income (Loss)	<u>5,820.69</u>

Placentia Library District

02/28/93

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 93 Period 8
County Expempt

Page 1

Check	Date	Payee	Amount
756	02/03/93	Cynthia McClain	17.24
		0-5314-03 Friend's-Director's Fund	17.24
		Checkbook 3 Total	17.24

02/28/93

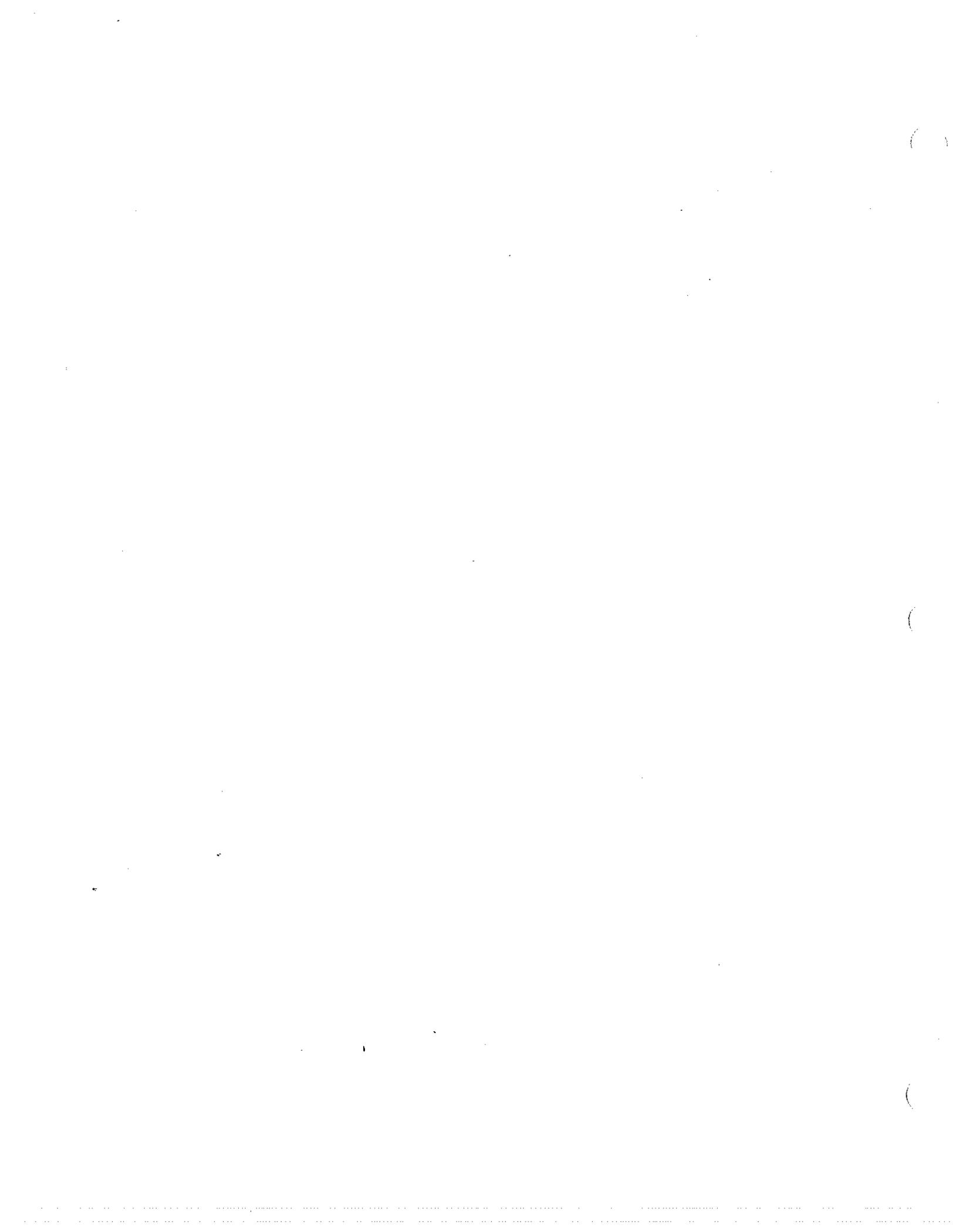
Placentia Library District
Cash Disbursements
S U M M A R Y

Page 2

For Fiscal Year 93, Period 8 through Fiscal Year 93, Period 8

Account Name	Total
0-5314-03 Friend's-Director's Fund	17.24

	17.24
	=====



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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				19,347.06
Checks Out	# 555	54.02		
	# 556	125.05		
TOTALS		179.07	0.00	
CHECKBOOK BAL				19,167.99

Chelon Dumeter

02/28/93

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 04
 Period Spread Sheet
 1 Period(s) Ending February 28, 1993

	Total	02/28/93
Income		
Transfers from County	54,440.00	54,440.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	54,440.00	54,440.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	54,440.00	54,440.00
Expenses		
Salaries	50,810.53	50,810.53
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,033.93	3,033.93
Payroll Processing Fees	307.90	307.90
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	54,152.36	54,152.36
	-----	-----
Operating Income (Loss)	287.64	287.64
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	287.64	287.64
	=====	=====

02/28/93

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending February 28, 1993

	02/28/93
Income	
Transfers from County	572,147.74
Interest Income-CD's	400.28
Interest Income-Savings	490.47
Miscellaneous Income	0.00

Total Income	573,038.49
Cost of Sales	-----
Gross Profit (Loss)	573,038.49
Expenses	
Salaries	517,349.34
Employee Benefits	0.00
Employer Payroll Taxes	37,742.76
Payroll Processing Fees	3,157.94
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00

Total Expenses	558,289.02

Operating Income (Loss)	14,749.47
Other Income	
Other Expenses	

Net Income (Loss)	14,749.47
	=====

02/28/93

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 93 Period 8
Payroll Account

Page 1

Check	Date	Payee	Amount
551	02/28/93	VOID void	0.00
552	02/28/93	VOID void	0.00
553	02/28/93	VOID void	0.00
554	02/28/93	VOID void	0.00
555	02/25/93	Arwa El-Turk	54.02
		0-5402-04 Salaries	54.02
556	02/25/93	Karen Cushing	125.05
		0-5402-04 Salaries	125.05
Checkbook 4 Total			179.07

02/28/93

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

Page 2

For Fiscal Year 93, Period 8 through Fiscal Year 93, Period 8

Account Name	Total
0-5402-04 Salaries	179.07

	179.07
	=====



TO: Library Board of Trustees

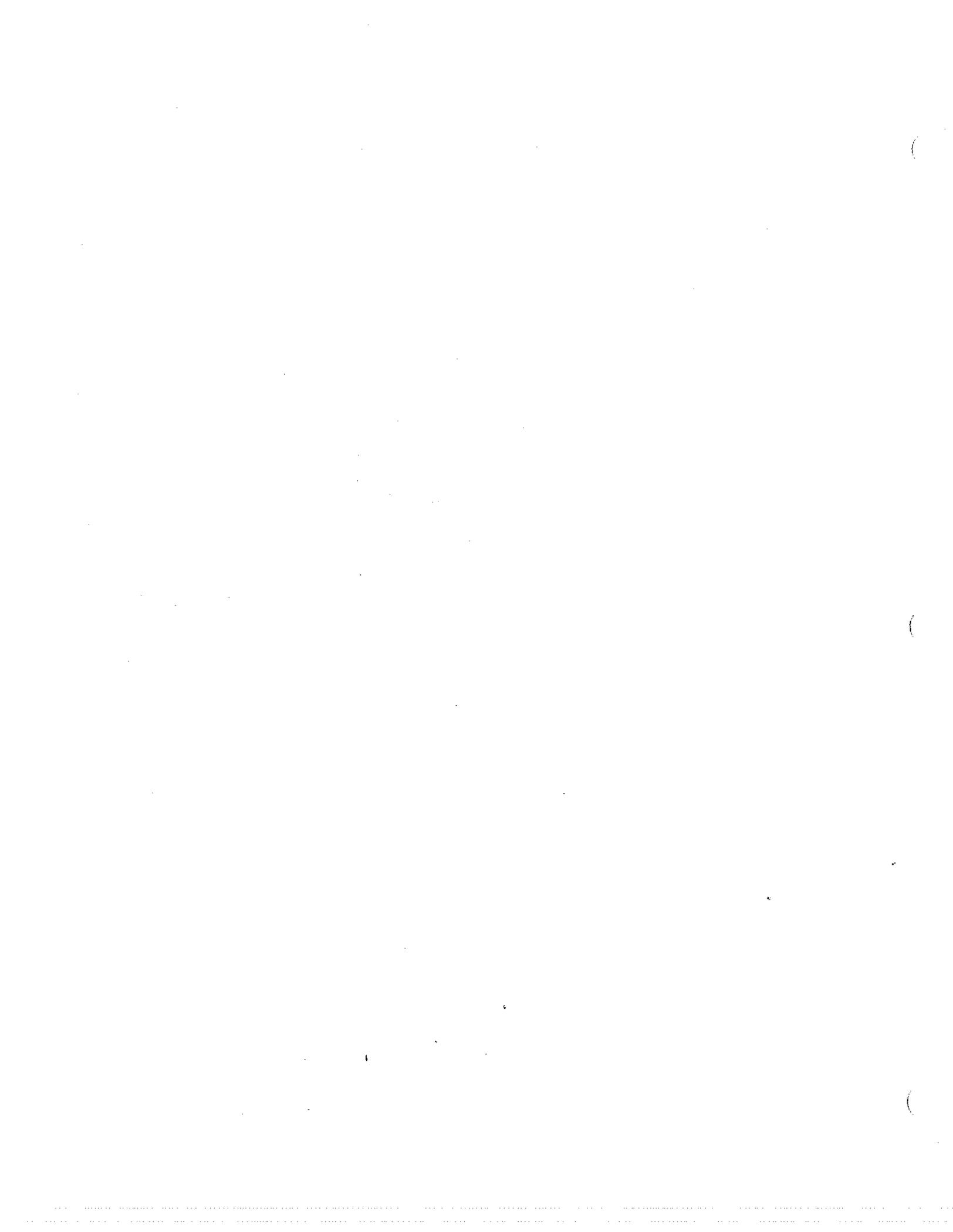
FROM: Karen Cushing, Library Assistant *KE*

DATE: March 8, 1993

SUBJECT: FEBRUARY, 1993, OVERDUE COLLECTION REPORT
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR FEBRUARY 1993**

**Since the installation of the new Dynix computer system in June 1992, 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
 DATE: March 15, 1993
 SUBJECT: FEBRUARY, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS FEBRUARY 1-28, 1993

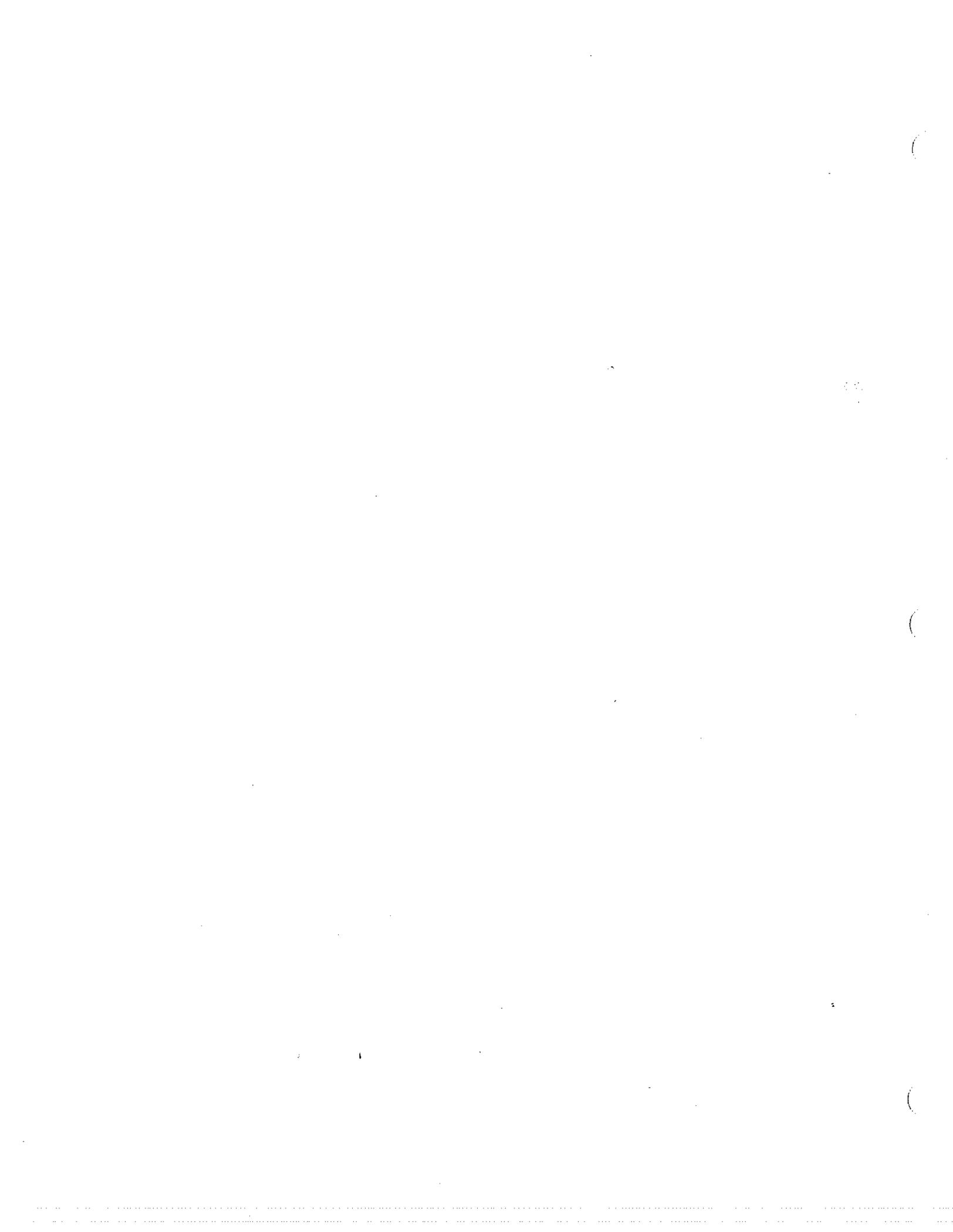
Beginning Balance 01/01/93			\$ 425.81
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 226.60		
Total Materials & Supplies		\$ 0.00	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 226.60	\$ 0.00	
Ending Balance 02/28/93			<u>\$ 652.41</u>
Check to be issued 03/15/93			\$ 200.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 01/31/93	2,500.00
February Payment	<u>0.00</u>
February Balance 02/28/93	<u>\$2,500.00</u>

The vending machine was out-of-order for three weeks during February which accounts for the lower revenue level.

Prepared by: Charlene Dumitru



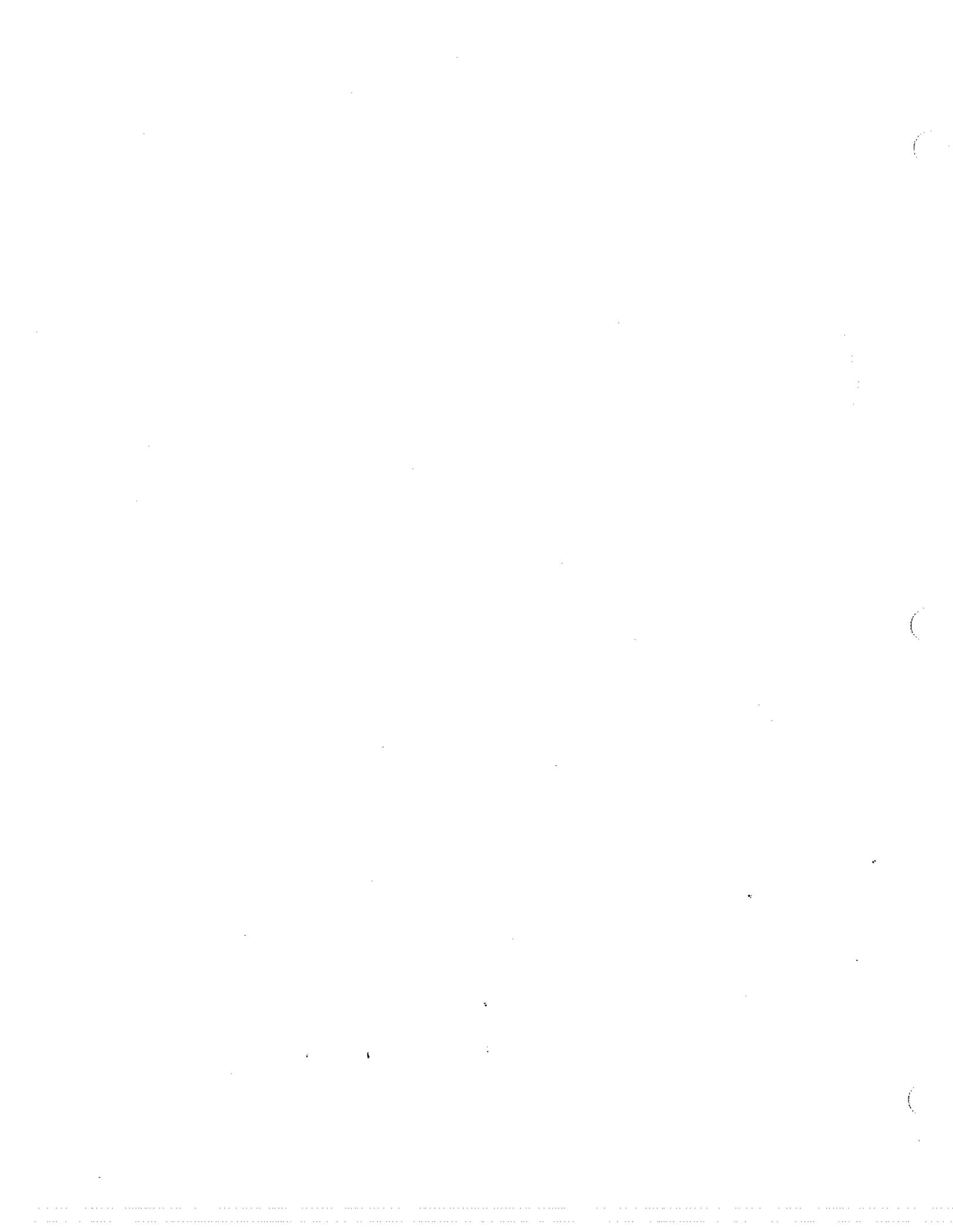
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: March 15, 1993
SUBJECT: Gift Fund Report for February, 1993

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

<u>Name</u>	<u>Amount</u>
-------------	---------------

No gifts were received in February.

Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT
 CIRCULATION REPORT
 (Prepared from the Anaheim Public Library Report)
 March 15, 1993

CATEGORY	FY1992-93 FEB 1993	FY1991-92 FEB 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	11,204	12,430	83,705	91,757	-8.78%
Adult Paperbacks	1,417	2,474	12,743	19,214	-33.68%
Juvenile Books	10,593	10,284	69,383	70,478	-1.55%
Juvenile Paperbacks	1,751	1,714	14,464	12,535	15.39%
TOTAL BOOKS	24,965	26,902	180,295	193,984	-7.06%
PERIODICALS	764	701	4,596	5,055	-9.08%
Pamphlets/Govt. Documents	133	101	671	739	-9.20%
Pictures	1	0	15	0	ERR
TOTAL EPHEMERAL	134	101	686	739	-7.17%
Total Adult Print	13,519	15,706	101,730	116,765	-12.88%
Total Juvenile Print	12,344	11,998	83,847	83,013	1.00%
TOTAL PRINT	25,863	27,704	185,577	199,778	-7.11%
Video	2,858	1,149	19,248	5,808	231.40%
Audio	1,079	1,792	9,409	13,072	-28.02%
TOTAL AUDIO-VISUAL	3,937	2,941	28,657	18,880	51.78%
EQUIPMENT	7	6	22	55	-60.00%
UNASSIGNED	0	0	155	0	ERR
TOTAL CIRCULATION	29,807	30,651	214,411	218,713	-1.97%

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: March 2, 1993

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	February	TOTAL
Covell, Fredi	6.75	27.00
Deputy, Paul	43.00	4223.25
George Key School	0.00	724.25
Goldbaum, Mae	0.00	317.25
Grandparents & Books	5.00	97.75
Ismailjee, Salehah	0.00	96.50
JTPA Students	32.75	581.00
Johnson, David	0.00	2.00
ROP Students	63.75	2272.00
Vesely, Pat	8.25	274.25

TEMPORARY VOLUNTEERS

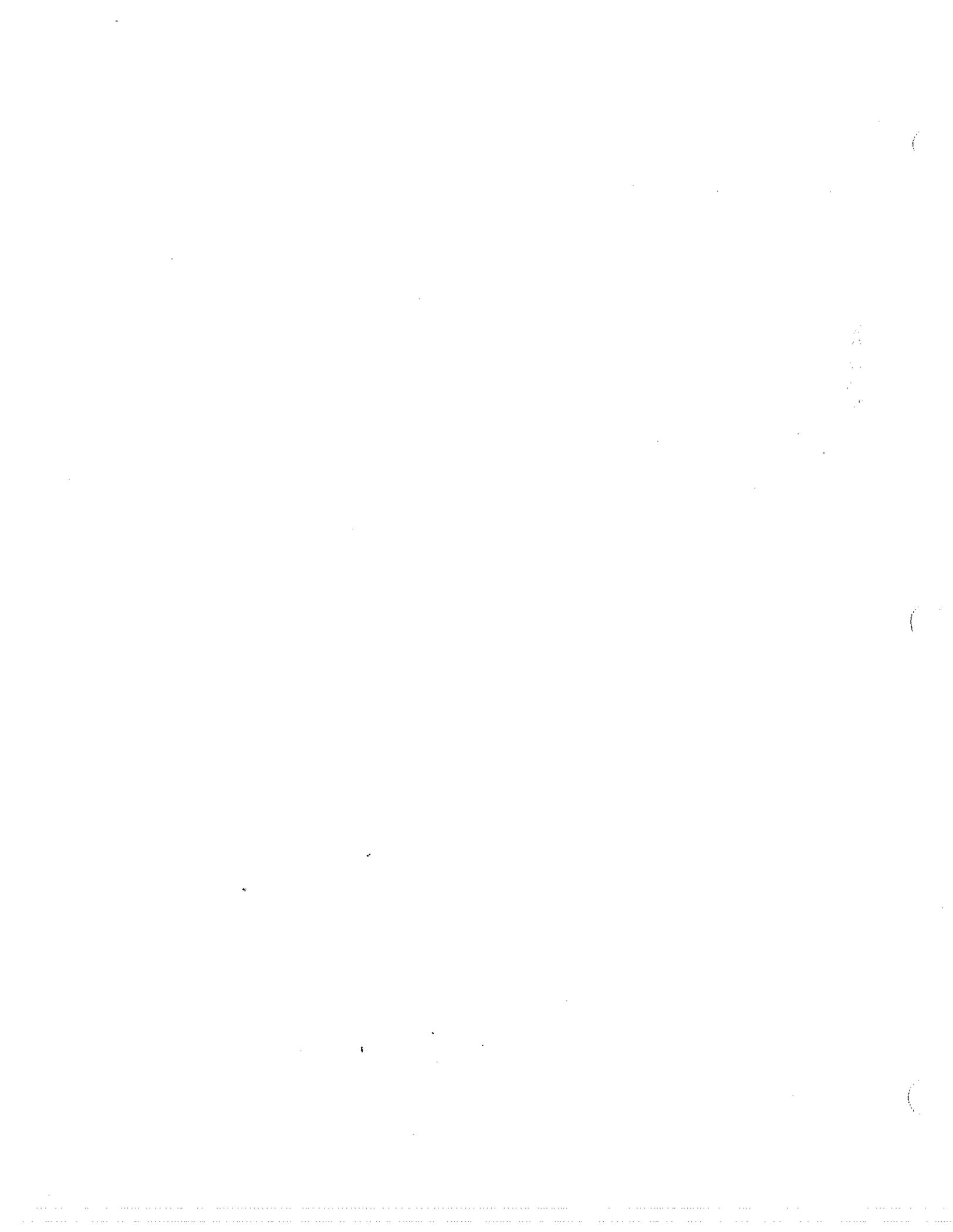
TOTAL 159.00

LVA VOLUNTEERS

Literacy Volunteers 727.00

COMBINED TOTAL 886.00

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



TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: March 15, 1993
SUBJECT: Building Maintenance Report for February, 1993

1. FIRE SAFETY INSPECTION

The Orange County Fire Department made their annual safety inspection of the Library on Thursday, February 25, 1993. No violations were found! A copy of the letter from the fire safety inspector is attached. Special thanks to all staff who helped maintain/prepare the air conditioning room and other spaces for inspection. The fire extinguishers had been recharged, routinely, on February 17, 1993.

2. FRIENDS ROOM

The Friends room was emptied, painted, the floor was stripped and waxed, and new shelving was installed (about 1/3 of what was ordered).

3. COMPUTER WORK STATIONS

All staff work stations which have computer keyboards have been equipped with wrist rests. This safety measure was taken to help prevent wrist injuries. Positive feedback has been received.

4. DOOR-CLOSERS

The public men's room door-closer was adjusted to slow down its closing action; the door from the lobby to the staff workroom had its door-closer reinstalled to allow for the door to remain closed most of the time.

5. MISCELLANEOUS

The new downspouts were painted; the Check-in and Check-out desk countertops had holes drilled to better accommodate terminal cabling; the "INFORMATION" letters from the front of the Check-in were removed for installation at the Reference desk; and two folding tables were repaired and returned to service.



ORANGE COUNTY FIRE DEPARTMENT
STATION 34

MEMO

February 25, 1993

TO: PLACENTIA CITY LIBRARY
FROM: CAPTAIN STEVE RHODES TRUCK 34B
SUBJECT: ANNUAL FIRE SAFETY INSPECTION

On February 25, 1993, we conducted the annual fire safety inspection of the library facility. All requirements of the Uniform Fire Code were met or exceeded. There were no violations found.

I would like to commend the efforts of your safety committee, your maintenance people, and anyone else responsible for maintaining the building and its' safety equipment. The work done in the storage areas and the air conditioning/heating rooms is appreciated.

We will see you again next February. If you need anything during the year that we can help with, please call the business number below.

Steven A. Rhodes
Fire Captain Truck 34B
1530 N. Valencia
Placentia, Calif. 92670
996-2121

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: March 15, 1993
SUBJECT: Personnel Report for February, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

None

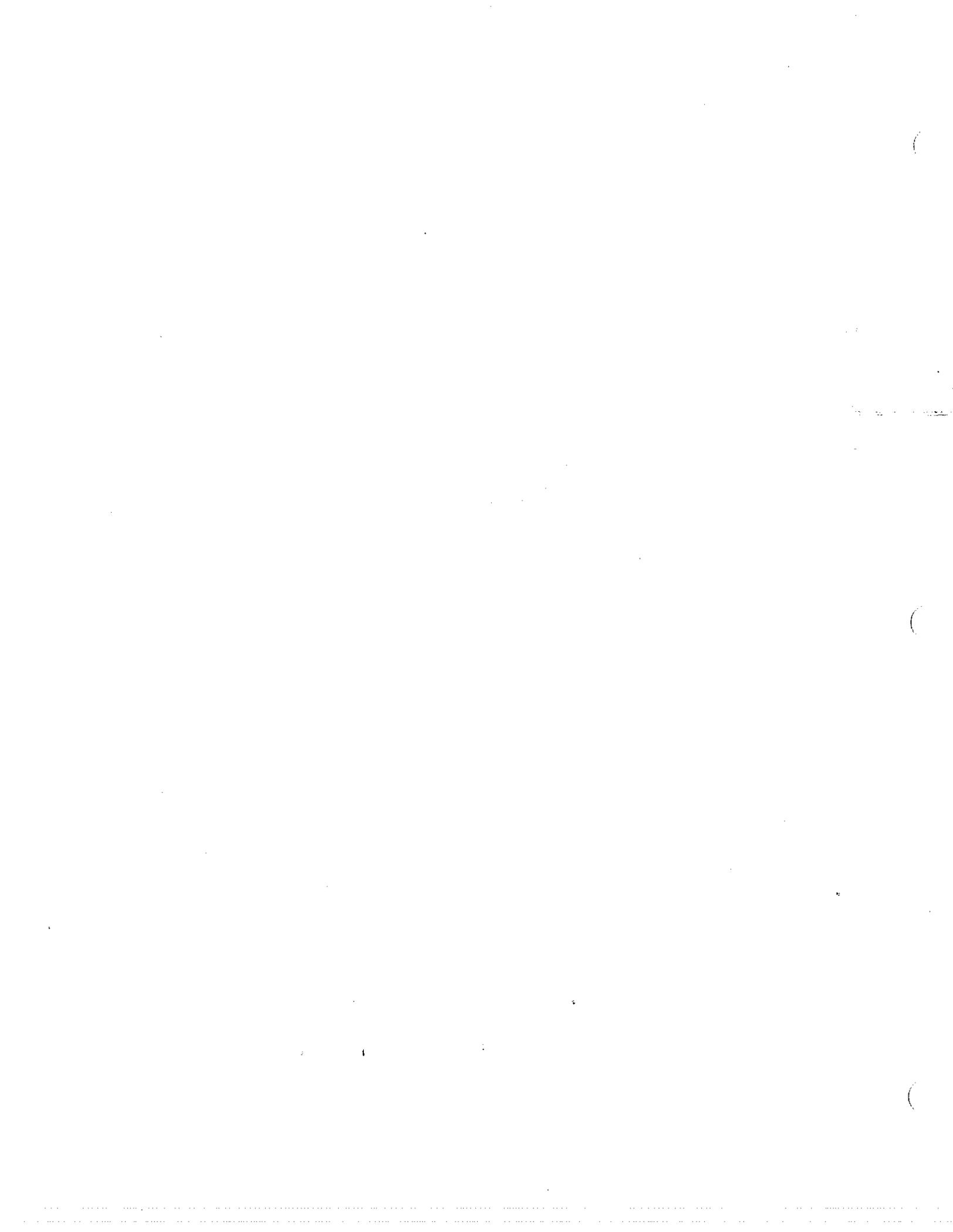
TERMINATIONS:

None

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

Prepared by: Charlene Dumitru



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

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

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993						0.00
Mar 1993						0.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	1,371.92	1,317.42	333.90	283.44	5,219.90	8,526.58
AVG	195.99	188.20	47.70	40.49	745.70	1,218.08

TIME BY TYPE OF WORKER

FY1990-1991	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
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

TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
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

TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
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	6.00	6.00	2.00		8.00	22.00
Nov 1992	8.00	10.00	2.00	4.00	10.00	34.00
Dec 1992	8.00	8.00	2.00		10.00	28.00
Jan 1993	8.00	10.00	2.00		10.00	30.00
Feb 1993						0.00
Mar 1993						0.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	44.00	52.00	14.00	6.00	70.00	186.00
AVG	8.80	10.40	2.80	1.20	14.00	37.20

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	721.27	84.42			4,743.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993								0.00
Mar 1993								0.00
Apr 1993								0.00
May 1993								0.00
Jun 1993								0.00
TOTAL		34,112.45	6,800.36	5,581.58	1,341.46	0.00	0.00	47,835.85
AVG		4,873.21	971.48	797.37	191.64	0.00	0.00	6,833.69

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

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

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993				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	8,482.58	2,470.00	210.55	11,163.13	5,581.57
AVG	1,211.80	352.86	30.08	1,594.73	797.37

TO: Library Board of Trustees

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

DATE: March 15, 1993

SUBJECT: Health and Life Insurance Costs for 1993-1994.

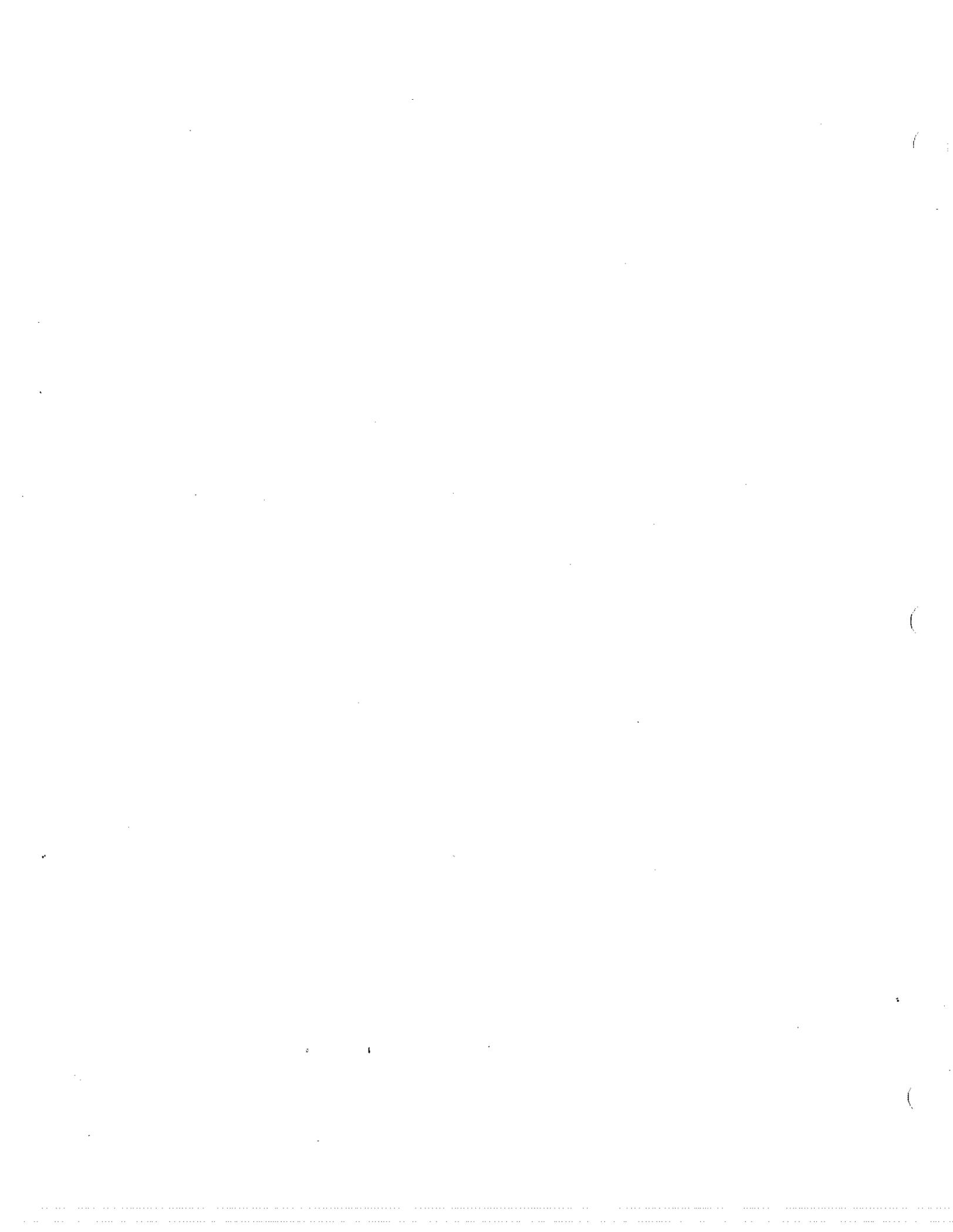
BACKGROUND:

At its meeting on February 16, 1993, the Library Board selected the CareAmerica Plan 1900 as the medical and life insurance program for the staff for 1993-1994 and authorized the Library Director to sign the appropriate contracts.

At that time Anderson and Anderson Account Representative Carol Benson told the Board that she anticipated that CareAmerica would have a lower rate for the Library if she were authorized to negotiate further with them on the Library's behalf.

Attachment A is a summary of the CareAmerica Plan 1900 as finalized. It represents a savings of \$4,970.88 (8%) over the amount quoted for 1993-1994 and a decrease of \$558.84 (1%) over the current year comparison.

The reason for the savings is that there are now enough eligible employees to put the District into a different rate category.



ANALYSIS OF BENEFITS

FOR

PLACENTIA LIBRARY

**PRESENTED BY: SAM J. CUNNINGHAM, CLU, ChFC
PRESIDENT**

ANDERSON AND ANDERSON/BENEFITS

1 MARCH 1993



Placentia Library

Medical Options Analysis

Combined Rate Summary	Current	Renewal
	CareAmerica Plan 1800	CareAmerica Plan 1900
	\$8 Co-Pay 100% Hospital \$10 Rx Co-Pay Opt. Rider: \$100 Ded, \$1000 Ann Max	\$10 Co-Pay 100% Hospital \$10 Rx Co-Pay Opt. Rider: \$100 Ded, \$1000 Ann Max
Employee Only 22	Age Rated	Age Rated
Employee + 1 1		
Employee + Family 2		
Monthly Premium	\$5,064.65	\$5,432.32
Annual Premium	\$60,775.80	\$65,187.84
SUPER - COMPOSITE RATE	\$202.59	\$217.29

Combined Rate Summary	Revised Renewal	
	CareAmerica Plan 1900	
	\$10 Co-Pay 100% Hospital \$10 Rx Co-Pay Opt. Rider: \$100 Ded, \$1000 Ann Max	
Employee Only 22	\$167.55	
Employee + 1 1	\$360.22	
Employee + Family 2	\$485.88	
Monthly Premium	\$5,018.08	
Annual Premium	\$60,216.96	
SUPER - COMPOSITE RATE	\$200.72	



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Placentia Library

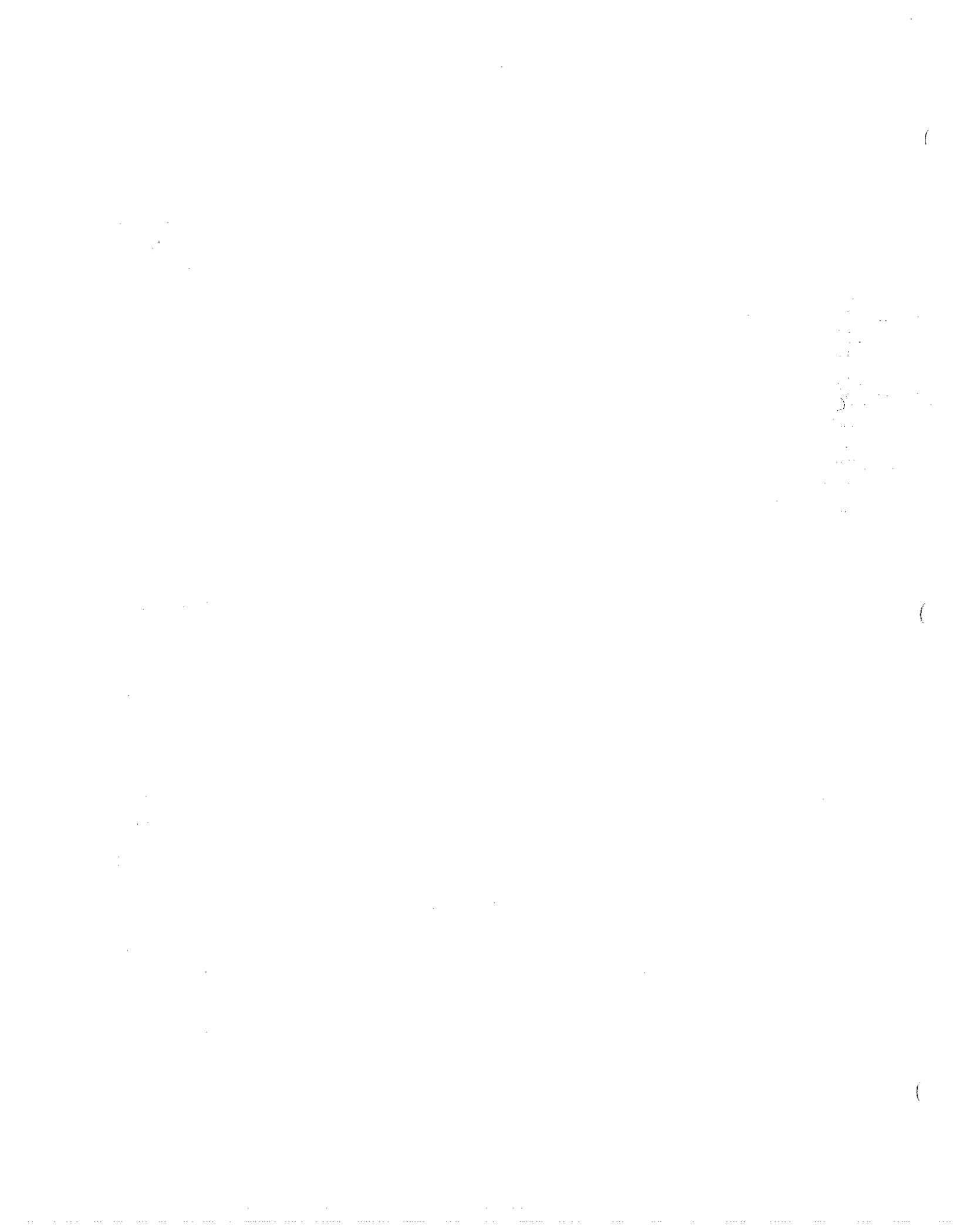
HMO

Inforce Plan 1992-1993

Schedule of Benefits	CareAmerica Plan 1800
Physician Services	
Office Visit	\$8 Co-Pay
Dr. Visit/Hospital	100%
Out Of Pocket	\$1,000 Individual/\$3,000 Family
Hospital Services	
Room & Board	100%
Operating Room	100%
Delivery Room	100%
Lab & X-Ray	100%
Hospital Surgery	
inpatient	100%
outpatient	100%
X-Ray & Diagnostic	
inpatient	100%
outpatient	100%
Preventive Care	\$8 Co-Pay
Maternity	
Prenatal/Post Natal	\$8 Co-Pay
Nursery Care	100%
Well Child	\$8 Co-Pay
Family Planning	
Pregnancy Testing	\$8 Co-Pay
Sterilization	
o male	\$50 Co-Pay
o female	\$100 Co-Pay
Infertility	50% of Charges
Abortion(voluntary)	\$150 Co-Pay
Emergencies	
Ambulance	\$50/Trip
Emergency Room	\$50/Visit
Mental Health	
in patient	Not Covered
out patient	\$25 visit, 30 visit annual max.
Substance Abuse	(Acute Detox Only)
in patient	100%
out patient	\$8 Co-Pay
Options Rider (for out of network benefits)	Available for an add'l premium
Deductible	\$100
Annual Max	\$1,000
Pharmacy	\$10 Rx Co-Pay

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





Placentia Library

HMO

Current Plan 1993-1994

Schedule of Benefits	CareAmerica - Plan 1900
Physician Services	
Office Visit	\$10 Co-Pay
Dr. Visit/Hospital	100%
Out Of Pocket	\$1,000 Individual/\$2,000 Family
Hospital Services	
Room & Board	100%
Operating Room	100%
Delivery Room	100%
Lab & X-Ray	100%
Hospital Surgery	
inpatient	100%
outpatient	100%
X-Ray & Diagnostic	
inpatient	100%
outpatient	100%
Preventive Care	\$10 Co-Pay
Maternity	
Prenatal/Post Natal	\$10 Co-Pay
Nursery Care	100%
Well Child	\$10 Co-Pay
Family Planning	
Pregnancy Testing	\$10 Co-Pay
Sterilization	
o male	\$50 Co-Pay
o female	\$100 Co-Pay
Infertility	50% of Charges
Abortion(voluntary)	\$150 Co-Pay
Emergencies	
Ambulance	\$50/Trip
Emergency Room	\$50/Visit
Mental Health	
in patient	Not Covered
out patient	\$25 visit with 20 visit annual max.
Substance Abuse	(Acute Detox Only)
in patient	100%
out patient	\$10 Co-Pay
Options Rider (for out of network benefits)	Available for an add'l premium
Deductible	\$100
Annual Max	\$1,000
Pharmacy	\$10 Rx Co-Pay

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



