

AGENDA
 REGULAR MEETING
 PLACENTIA LIBRARY DISTRICT
 BOARD OF TRUSTEES
 7:00 P.M.
 March 9, 1992

1. Roll Call: Library Director
2. Adoption of Agenda.
 Presentation: Library Director
 Recommendation: Adopt by Motion

7:10 P.M. all but Osborn
add to agenda item 8!
Legislative Day CALTAC Board

Full Board
Evans/West

CLOSED SESSION

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the job performance of the Library Director.

7:17 PM - Osborn arrived.

3. Establish salary for Library Director.

Presentation: Library Board President
 Recommendation: Review and adopt

Resume
8:30 PM

4. Minutes of the February 10, 1992, Regular Meeting.

Presentation: Library Director
 Recommendation: Approve by Motion

review date + re-write - job description

5. Oral Communications.

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

6. Friends of the Placentia Library Report.

Presentation: Library Director

7. Literacy Volunteers of America Board Report.

Presentation: Library Board President

8. Board President Report.

Presentation: Library Board President

Report on CALTAC workshop held on March 7, 1992.

CRA Legislative Day + CALTAC Bd.
May 6
May 5

Authorized:
West/Osborn

7:16 PM
To Chair:
West/Evans

West/Evans - at 6:50 AM
effective Feb 19, 1992
up on news, 4
at Feb 11, 1993
at Feb 12, 1993
at Feb 13, 1993

book break

Pay checks
holiday

Tricket

CLAIMS (Items 9-11)

Presentation: Library Director
Recommendation: Approve by Motion

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

9. Nonstandard Claims in excess of \$300. (Approve)
Nonstandard Claims in the amount of \$36,900.00.)
10. Claims forwarded by the Library Director. (Ratify/Approve)
Claims forwarded by the Library Director in the amount of \$3,349.54.)
11. Current Claims and Payroll. (Approve)
Current Claims of \$59,336.39 and Payrolls 7 and 8 for a cumulative payroll total of \$57,600.00.

FINANCIAL REPORT (Items 12-16)

Presentation: Library Director
Recommendation: Approve by Motion

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

12. Financial Report for January & February. (Receive & File)
13. Analysis of Shared Maintenance Costs with the City of Placentia. (Receive & File)
14. Office Check Registers for January & February. (Receive & File)
15. Overdue Collection Report for February, 1992. (Receive & File)
16. Vending Machine Report for December (corrected), January & February, 1992. (Receive & File)

GENERAL CONSENT CALENDAR (Items 17-22)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17-22 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.

- sketch/*
Evans
17. Circulation Report for January & February. (Receive & File)
 18. Volunteer Report for February, 1992. (Receive & File)
 19. Personnel Report for February, 1992. (Receive, File, and Ratify Appointments)
 20. Building Maintenance Report for February, 1992. (Receive & File)
 21. Contract with Bank of America for the deposit of public funds. (Approve and designate Library Director to sign as Treasurer)
 22. Co-sponsorship with the City of Placentia, the Placentia Chamber of Commerce, and the Rotary Club of Placentia of a Blood Drive to be held in the Library's Meeting Room on June 25, 1992. (Approve)

CONTINUING BUSINESS

23. Development of Plan of Service for FY1992-93 and long range plan using a facilitator.

Concurrence

Presentation: Library Director
Recommendation: Review and adopt

- Deny 10:50*
10:04 pm
24. Selection of health insurance plan for employees.

Presentation: Library Director
Recommendation: Review options and select plan

Anderson & Anderson have reviewed the medical insurance options for the staff benefit program.

25. Presentation of schedule and budget for the online library system upgrade for the Anaheim Library Consortium and decision about level of acquisitions services to be purchased.

Presentation: Library Director
Recommendation: Review options and select level of acquisitions services

NEW BUSINESS

26. Renewal of property and liability insurance policies.

Presentation: Library Director
Recommendation: Review and adopt

27. Orange County Augmentation Funds

Presentation: Library Director
Recommendation: Review and adopt

Application information for FY1992-93 has been received from the Orange County Administrative Officer.

28. CSDA Public Relations Workshop and American Library Association Annual Conference.

Presentation: Library Director
Recommendation: Review and adopt

STAFF REPORTS

29. Staff parking assignments. (Minter)
30. General ledger for accounts handled outside the Orange County Auditor's Office. (Minter)
31. Information for Trustees on the Statements of Economic Interest. (Addotta)
32. Homework Assistance and Parent Education Centers. (Ammar)
33. Special District Management Institute, Board Management Seminar. (Minter)
34. Grandparents and Books Project. (Schneider)

35. Family Literacy Grant. (Daniels)
36. Gulf Arab States Project. (Ammar)
37. National Library Week. (Ammar)
38. Women's History Month activities. (Daniels)

ADJOURNMENT

39. Agenda Preparation for March 11, 1992, Regular Meeting
40. Adjourn

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

I, Elizabeth D. Minter, Library Director for the Placentia Library District, hereby certify that the Agenda for the March 9, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 5, 1992.



CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Mar 20 (Fri)	CSDA Public Relations Workshop, Newport Beach
Apr 5-11	National Library Week, all through the week Literacy Services is having a silent auction
Apr 5 (Sun)	NLW Children's Program, 1:30 P.M.
Apr 6 (Mon)	Friends Board, Stark NLW Adult Program in Spanish by Placentia Police Chief Ortega
Apr 8 (Wed)	NLW Night of a Thousand Stars
Apr 7 (Tues)	NLW Adult Program, Writing Excellent Resumés
May 3-5	CSDA Governmental Affairs Conference, San Diego
May 4 (Mon)	Friends Board, West
May 6 (Wed)	CLA Legislative Day, Sacramento
Jun 1 (Mon)	Friends Board, Evans
Jun 4-5	Special District Board Management Institute, Finance, Indian Wells
Jun 25-Jul 2	ALA Annual Conference, San Francisco
Jul 6 (Mon)	Friends Board, Osborn
Jul 29 (Wed)	ISDOC Meeting
Sep 9-12	CSDA Annual Conference, San Diego
Sep 28-29	Special District Board Management Institute, Administration, Sacramento
Sep 30 (Wed)	ISDOC Meeting
Sep 27-Oct 3	ALA Banned Books Week
Nov 14-17	CLA Conference, Long Beach
Dec 2 (Wed)	ISDOC Meeting

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
February 10, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:45 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Bob Osborn and Sandra Stark; and Assistant Library Director, Sal Addotta.

Members absent: Library Director Elizabeth Minter

Others present: Acting Administrative Assistant, Julianne George

**ADOPTION OF
AGENDA**

Assistant Library Director Addotta reported that Agenda Item 12, Vending Machine Report for January, 1992 needed to be deleted because it was not ready.

It was moved by Trustee Evans, seconded by Trustee Osborn to remove Agenda Item 12.

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

It was moved by Trustee Stark, seconded by Secretary West to make Agenda Item 12 an oral report.

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

It was moved by Trustee Stark, seconded by Secretary West to adopt the Agenda as amended.

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

MINUTES

It was moved by Secretary West, seconded by Trustee Osborn to approve the Minutes of January 13, 1992, Regular Meeting as presented.

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

It was moved by Trustee Stark, seconded by Secretary West to recind approval of the Minutes of January 13, 1992, Regular Meeting as presented.

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

It was moved by Trustee Stark, seconded by Trustee Evans to open discussion on the Minutes of January 13, 1992, Regular Meeting.

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

It was moved by Trustee Osborn, seconded by Trustee Stark to approve the Minutes of January 13, 1992, Regular Meeting as amended.

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

**ORAL
COMMUNICATIONS**

None

**FRIENDS OF THE
PLACENTIA LIBRARY**

Assistant Library Director Addotta reported that at its meeting on February 3, 1992, the Friends Board announced that everything was in place for their art and novel theme booksale set for February 5, 1992.

The Friends mentioned the continuing need for donations of used books for the ongoing and annual booksales. January receipts from the ongoing booksale were \$488.00.

The Friends Annual Meeting of January 23, 1992, featured a speaker on the origins of California Indians. Professor Otto von Sadvoszky of California State University, Fullerton, gave a fascinating lecture using linguistic evidence to prove that the ancestors of California Indians came from the Great Ulagan Plateau in Siberia.

Library Board member attendance at Friends board meetings was set as follows: March 2, 1992, President Dinsmore; April 6, 1992, Trustee Stark; May 4, 1992, Secretary West; June 1, 1992, Trustee Evans; and July 6, 1992, Trustee Osborn.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore recommended Placentia Councilwoman Maria Moreno's columns in the News-Times relating to Literacy.

President Dinsmore reported on an Orange County Literacy Network (OCLN) meeting she attended with Literacy Coordinator Daniels on February 7, 1992. The topic of the meeting was dyslexia. She displayed several current literacy posters and encouraged other members of the board to take and distribute them.

**BOARD PRESIDENT
REPORT**

President Dinsmore led a discussion of CALTAC membership and the relationship of CALTAC to CLA.

FINANCIAL CLAIMS

No nonstandard claims in excess of \$300 were presented.

approve Current Claims dated February 10, 1992, in the amount of \$42,434.42 and Payrolls 5 and 6 for a cumulative payroll total of \$57,600.00.

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

FINANCIAL REPORT

It was moved by Trustee Stark, seconded by Secretary West, to approve Agenda Item 11, Overdue Collection Report for January, 1992.

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

It was moved by Secretary West, seconded by Trustee Stark to accept Agenda Item 12, the oral vending machine report for January, 1992, that the discrepancy in the beginning balance for the month of January be resolved, and that the amount in excess of \$500.00 be paid back into the original account.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file Agenda Items 13 and 15 of the General Consent Calendar: Volunteer Report for January, 1992; and Building Maintenance Report; and to receive, file, and ratify Agenda Item 14, Personnel Report.

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

*new office equipment
9:50 - 10:03*

**OFFICE AUTOMATION
PROJECT**

It was moved by Trustee Osborn, seconded by Trustee Stark to receive and file certificate of completion and approve payment in the amount of \$18,899.43 to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia.

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

**ADMINISTRATIVE
ASSISTANT JOB
CLASSIFICATION
DESCRIPTION**

It was moved by Trustee Stark, seconded by Secretary West, to adopt the revised job classification description for Administrative Assistant.

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

BAD CHECK POLICY

It was moved by Trustee Evans, seconded by Trustee Osborn to establish a charge for each "insufficient funds" or bad check returned by our bank, and that the fee be set at \$10.00.

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

**AV REGISTRATION
AND VIDEO RENTALS**

It was moved by Trustee Stark, seconded by Secretary West, to eliminate rental fees on any videos, and also limit the number of videos to be borrowed per time to two, and for two days at a time.

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

It was moved by Trustee Stark, seconded by Secretary West, to eliminate annual audio-visual registration fees.

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

It was moved by Trustee Stark, seconded by Secretary West, to allow free access, by age of patron, to audio-visual materials but maintain individual registration cards.

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

It was moved by Trustee Stark, seconded by Trustee Evans, that all patrons with a valid library card shall have unrestricted access to audio-visual materials and equipment.

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

STAFF REPORTS

Staff reports, Agenda Items 20 through 25, were reviewed.

**AGENDA
PREPARATION**

1. Office supplies - cost, personnel time, inventory control
2. Office automation - where we are, what we have
3. Petty cash disbursement - technique
4. Conflict of Interest Statement - filing date
5. Library Director - performance review
6. Planning Process - facilitator
7. Meeting room permit - details
8. Audio Visual - implement changes

ADJOURN

President Dinsmore adjourned the Regular Meeting at 11:30 P.M.

Fred D. West, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Friends of the Library Report.

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

It was announced that Ruth Cain has resigned as the booksale chairperson because of problems with her back. Ruth has faithfully attended to this job for quite a few years.

Revenues from both the ongoing and special booksales have been steadily increasing. I suggested that the Friends Board may want to consider hiring someone for several hours per week to help with the heavier chores.

Board letter for all Bd. Signatures

"above + beyond the call of duty."



TO: Elizabeth D. Minter, Library Director
FROM: Melanie Daniels^{LD}, Literacy Coordinator
DATE: March 4, 1992
SUBJECT: Status Report on PLLS

Program Statistics

We currently have 93 active tutor-student pairs. Despite our best efforts, we are still having problems getting reports of monthly hours in a timely fashion. We will continue to work on this. In addition, the latest version of CLC-Base, the program management software provided by the State Library, is developing severe bugs and we are now unable to input monthly hours. I hope that this problem can be resolved before the end of March.

February Activities

On February 8 we held our first student involvement workshop. Two adult learners from the Bay Area New Reader Council, Haskell Patrick and Gloria Ashford, conducted the workshop. They discussed how learners have become active in planning and conducting activities within their literacy programs. 10 students and 1 tutor attended, and all participated in a group discussion. Half of the attendees volunteered to serve as phone callers for the next student support meeting, which is scheduled for March 21. Our newly formed student group was invited to send representatives to the Bay Area Adult Learner Conference in Oakland on May 30. I was very pleased with the workshop and the fact that the students want to continue meeting on a monthly basis.

A short term community service volunteer, Melissa Allison, created a beautiful Valentine themed literacy bulletin board for us. We received many favorable comments from patrons and staff on the bulletin board.

Our expanded newsletter team did a wonderful job of getting our March-April issue out on time, with an improved format. Copies are attached.

Staff

Lusi Garcia has begun cross training and working on the Check-Out Desk. Kristina Le, our JTPA worker, continues to work evenings and Saturdays and has been a big help. On February 24, Patricia Brantley joined us as a student intern from CSUF and will work Monday and Tuesday evenings in the computer center and in student assessment.

Literacy Network Activity

As a member of the Southern California Library Literacy Network (SCLLN) Computer Committee, I attended a workshop on grant writing sponsored by Josten's Learning Corporation. Josten's is providing assistance in creating proposals to fund purchase of their comprehensive educational software, and SCLLN will write one or more grants to fund hardware and software for each member library literacy program.

The Orange County Literacy Network (OCLN) is going through a strategic planning process, and is considering hiring Lisa Yesson, a Coro Fellow, to compile a detailed report of the literacy needs in Orange County that would be useful in program planning. Lisa would also complete the update of the referral directory of Orange County literacy providers.

LVA-Placentia

Leslie Moreau, a PLLS tutor, was elected to the LVA-Placentia Board of Directors and is serving as Secretary. The minutes of the February meeting are attached.

Upcoming Activities

Our March tutor training workshop was canceled due to low enrollment. Karen Bishop, PLLS tutor and tutor trainer, will conduct a daytime class in Brea next month.

Our January class of tutors meets on March 10 to receive their certificates and share their initial tutoring experiences.

On March 17, Jamie Watson, Literacy Coordinator at Santa Monica Public Library, will conduct our next tutor inservice. Copies of the flyer are attached.

I will attend the Families for Literacy Conference in San Diego, March 16-17, as part of our Families for Literacy team.

Melanie Daniels

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 9, 1992

DATE	AMOUNT
Feb 25, 1992	\$35,900.00
Mar 06, 1992	\$1,000.00
TOTAL	\$36,900.00

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

DATE: Feb 25, 1992
 Report No. 1

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
First Interstate Bank of California Corporate Trust Dept. 707 Wilshire Blvd. Los Angeles, CA 90017 Attn: Teresa Fructuoso	Jan 31, 1992		semi-annual Base Rental payment	35,900.00	220-000	

The claims listed above (totaling \$35,900.00) 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.

Margaret V. Dinsmore
 Approved By

Jim E. ...
 Countersigned By

[Signature]
 Attested and/or Countersigned By

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

DATE: Mar 06, 1992
Report No. 1

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.
JAMES Z. ELTURK 6015 Prado Circle Anaheim, CA 92807	Mar 03, 1992	computer class		1,000.00	190-000	

The claims listed above (totaling \$1,000.00) 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
Summary of Claims Forwarded by the Library Director
March 9, 1992

DATE		AMOUNT
Mar 03, 1992	1	\$2,053.04
	2	<u>\$1,296.50</u>
	TOTAL	<u>\$3,349.54</u>

office

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

DATE: Mar 03, 1992
Report No. 1

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
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	Feb 06, 1992	March		172.96	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Feb 17, 1992	528-8236	18.03			
	Feb 17, 1992	528-1906	245.68			
	Feb 07, 1992	251-5377	88.41			
	Feb 07, 1992	251-5376	88.41			
	Feb 04, 1992	524-8408	103.02	440.53		Sub-total 070-000
				543.55	070-008	Total
DICK'S LOCK & SAFE 602 W. Chapman #E Placentia, CA 92670	Feb 14, 1992	68754		105.46	140-000	
S M GENERAL 3410-L W. MacArthur Blvd. Santa Ana, CA 92704	Feb 01, 1992	5439		1,091.52	140-000	
STAPLES Dept 92-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Feb 25, 1992	February	16.66			
	Feb 05, 1992	33692	27.91			
			44.57			Sub-total 180-000
			70.03	114.60	180-008	Total
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Feb 07, 1992	12822	33.75			
	Feb 14, 1992	13140	25.86			
			59.61			Sub-total 180-000
			81.09		180-008	
PURITUN WATER CO. 1080 S. Cypress Unit D La Habra, CA 90631	Feb 26, 1992	March		24.95	190-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$2,053.04) 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.

E. A. Martin
Approved By

Countersigned By

Witnessed and/or Counterchecked By

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

DATE: Mar 03, 1992
 Report No. 2

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.
SYLVIA MACALUSO 1740 Imperial Terrace #A Anaheim, CA 92807	Mar 03, 1992	March		315.00	190-009	
SO. CALIF. GAS CO. P.O. Box C Monterey Park, CA 91756	Feb 19, 1992	1/15/92- 2/14/92		981.5	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$1,296.50) 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.

E. W. ...
 Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated Mar 09, 1992
 March 9, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	\$5,885.07
Regular	1	\$28,218.67
	2	\$21,071.24
	3	\$1,142.73
	4	\$1,951.17
	5	<u>\$1,067.51</u>
Subtotal for Payments		\$59,336.39
Payroll	92-7	\$28,800.00
	92-8	<u>\$28,800.00</u>
Subtotal for Payroll		\$57,600.00
	TOTAL	<u>\$116,936.39</u>

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

DATE: Mar 09, 1992
Report No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Feb 28, 1992	March 025274		3,531.57	030-000	
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	Feb 17, 1992	Feb & Mar		924.08	030-000	
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Mar 06, 1992	January		211.27	032-000	
S & M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Mar 01, 1992	March		1,091.52	140-000	
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., Ste. K Placentia, CA 92670	Feb 13, 1992	16751		67.81	180-000	
CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505	Mar 06, 1992	March		50.75	190-000	
SO. CALIF. WATER P.O. Box 9016 San Dimas, CA 91773-9016	Feb 27, 1992	1/22/91- 2/21/92		8.07	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$5,885.07) 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 09, 1992
Report No. 1

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.
WAXIE P.O. Box 91006 San Diego, CA 92138-1006	Mar 02, 1992	10520534		590.95	100-000	
OXYGEN SERVICE CO. 1011 W. Collins Ave. Orange, CA 92667 ATTN: Fire Extinguisher Div.	Mar 06, 1992	331930		89.37	130-000	
MINO-MICROGRAPHICS, INC. P.O. Box 5471 El Paso, TX 79954	Jan 15, 1992	44456	142.23	190.72	130-000	
	Feb 24, 1992	46208	48.49			
WEST COAST TERMINALS 16520 Harbor Blvd., Ste. E Fountain Valley, CA 92708	Feb 18, 1992	0001700-IN		180.00	130-000	
Western Data Group of Nevada P.O. Box 6452 Incline Village, NV 89450-6452	Jan 29, 1992	192164		428.48	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jan 16, 1992	Oct 22659	2,061.27		140-000	
			4,668.80		280-000	
	Feb 07, 1992	Nov 22674	2,047.79		140-000	
			4,396.07		280-000	
	Feb 26, 1992	Dec 22706	3,027.42		140-000	
			3,857.87		280-000	
	Mar 02, 1992	Jan 22730	2223.28		140-000	
			4,012.65		280-000	
				9,359.76	Sub-total 140-000	
				16,935.39	Sub-total 280-000	
				26,295.15	Total	
CLA 717 K St., Ste. 300 Sacramento, CA 95814	Mar 06, 1992	1992 Evans	35.00			
	Mar 06, 1992	1992 Dinsmore	35.00			
	Mar 06, 1992	1992 Shook	74.00			
	Mar 06, 1992	1992 Library	300.00	444.00	160-000	

The claims listed above (totaling \$28,218.67) 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 09, 1992
Report No. 2

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.
SPECIAL DISTICT BOARD MANAGEMENT INSTITUTE 21 Rincon Vista Santa Barbara, CA 93103	Feb 13, 1992	125		695.00	160-000	
S & S ARTS & CRAFTS P.O. Box 513 Colchester, CT 06415-0515	Jan 29, 1992	862065		140.07	180-000	
BRODART 1609 Memorial Ave. Williamsport, PA 17705	Jan 31, 1992	277252		37.33	180-000	
J C PAPER-Accounts Receivable P.O. Box 66471 El Monte, CA 91735-6471	Feb 14, 1992	81229454		22.81	180-000	
QUILL CORP. P.O. Box 5900 Lincolnshire, IL 60194-5900	Feb 25, 1992	3442810		54.07	180-000	
DEMCO P.O. Box 7488 Madison, WI 53707	Feb 04, 1992	D250057		173.33	180-000	
Accounts Receivable Dept. ASPEN PUBLISHERS INC. P.O. Box 911 Frederick, MD 21701	Feb 03, 1992	175777		72.00	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Feb 28, 1992	February		30.71	190-000	
CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anaheim, CA 92805	Feb 18, 1992	LI044676	10,258.46			
	Feb 18, 1992	LI044677	4,326.21			
	Feb 18, 1992	LI044678	1,316.00	15,900.67	Sub-total 190-000	
	Feb 18, 1992	LI044679	3,945.25	3,945.25	Sub-total 240-001	
				19,845.92	Total	

The claims listed above (totaling \$21,071.24) 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 09, 1992
Report No. 3

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.
SANTIAGO LIBRARY SYSTEM c/o Fullerton Public Library 353 W. Commonwealth Fullerton, CA 92632	Mar 06, 1992	pamphlets Viet. & Chin.		75.46	240-000	
MERRYANT PUBLISHERS 7615 S.W. 257th St. Vashon, WA 98070	Feb 20, 1992	001098		115.49	240-001	
PAULIST PRESS 997 Macarthur Blvd. Mahwah, NJ 07430	Feb 07, 1992	470251		201.81	240-001	
ORANGE COUNTY CHAMBER OF COMMERCE One City Blvd. West. Ste. 401 Orange, CA 92668	Mar 06, 1992	golden 500		24.24	240-001	
PERMA-BOUND Vandalla Rd. Jacksonville, IL 62650-3599	Jan 27, 1992 Feb 13, 1992	315792-1 315792-2	121.54 35.03	156.57	240-001	
PEACHPIT PRESS INC. 2414 Sixth St. Berkeley, CA 94710	Feb 06, 1992	26843-KJ2		29.81	240-001	
MATTHEW BENDER P.O. Box 658 Albany, NY 12201	Jan 22, 1992	42411911		90.08	240-001	
MARSHALL CAVENDISH P.O. Box 587/2415 Jerusalem Ave. North Bellmore, NY 11710	Jan 17, 1992	R 194250		62.92	240-001	
SALEM PRESS Accounting Office P.O. Box 50062 Pasadena, CA 91115-0062	Feb 27, 1992	175708-00		386.35	240-001	

The claims listed above (totaling \$1,142.73) 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 09, 1992
Report No. 4

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.
MICROSOFT One Microsoft Way Redmond, WA 98052-6399	Jan 27, 1992	036YRJ	15.97		240-002	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jan 30, 1992	20981823	27.59			
	Feb 17, 1992	21148019	803.17			
	Feb 17, 1992	21148018	17.92	848.68	240-002	
FACTS ON FILE 460 Park Avenue South New York, NY 10016	Dec 31, 1991	49534		294.05	240-004	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	Feb 12, 1992	0049636	50.00			
	Feb 15, 1992	016390	80.70			
	Feb 15, 1992	Credit Memo	(12.48)	118.22	240-004	
ORANGE COUNTY REGISTER P.O. Box 11942 Santa Ana, CA 92711	Feb 10, 1992	3/1/91-5/29/92		29.09	240-004	
LOTUS Subscription Dept. P.O. Box 56564 Boulder, CO 80322-6564	Feb 21, 1992	18 issues		24.00	240-004	
LISTENING LIBRARY INC. P.O. Box 611 Old Greenwich, CT 06870-0611	Jan 30, 1992	165930		31.75	240-005	
RECORDED BOOKS INC. 270 Skipjack Rd. Prince Frederick, MD 20678	Jan 29, 1992	37135	5.95			
	Feb 12, 1992	39097	11.90			
	Feb 17, 1992	34337	553.80	571.65	240-005	
NIGHTINGALE CONANT 7300 N. Lehigh Ave. Chicago, IL 60648	Jan 27, 1992	76232180		20.80	240-005	
G.K. Hall P.O. Box 7777 W8775 Philadelphia, PA 19175	Jan 29, 1992	D397704		12.93	240-005	

The claims listed above (totaling \$1,951.17) 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 09, 1992
Report No. 5

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.
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Mar 06, 1992	travel reimb.		10.10	270-000	
GWEN JOSEPH 411 E. Chapman Ave. Placentia, CA 92670	Feb 28, 1992	travel reimb.		234.05	270-009	
GAYLORD P.O. Box 4901 Syracuse, NY 13221-4901 ATTN: Accounts Receivable	Jan 23, 1992	0482969003		823.36	400-111	

The claims listed above (totaling \$1,067.51) 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 09, 1992
Report No. 92-7

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 09, 1992	Pay #7 Mar 20, 1992- Apr 02, 1992	26,800.00		010-000	
Account #07605-80156 Route #121000358		Fica	2,000.00		020-000	
				28,800.00		

Please Wire On Friday, Apr 03, 1992!!

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Mar 09, 1992
Report No. 92-8

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 09, 1992	Pay #8 Apr 03, 1992- Apr 16, 1992	26,800.00		010-000	
Account #07605-80156 Route #121000358		Fica	2,000.00	28,800.00	020-000	

Please Wire On Friday, Apr 17, 1992!!

The claims listed above (totaling \$28,800.00) 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.

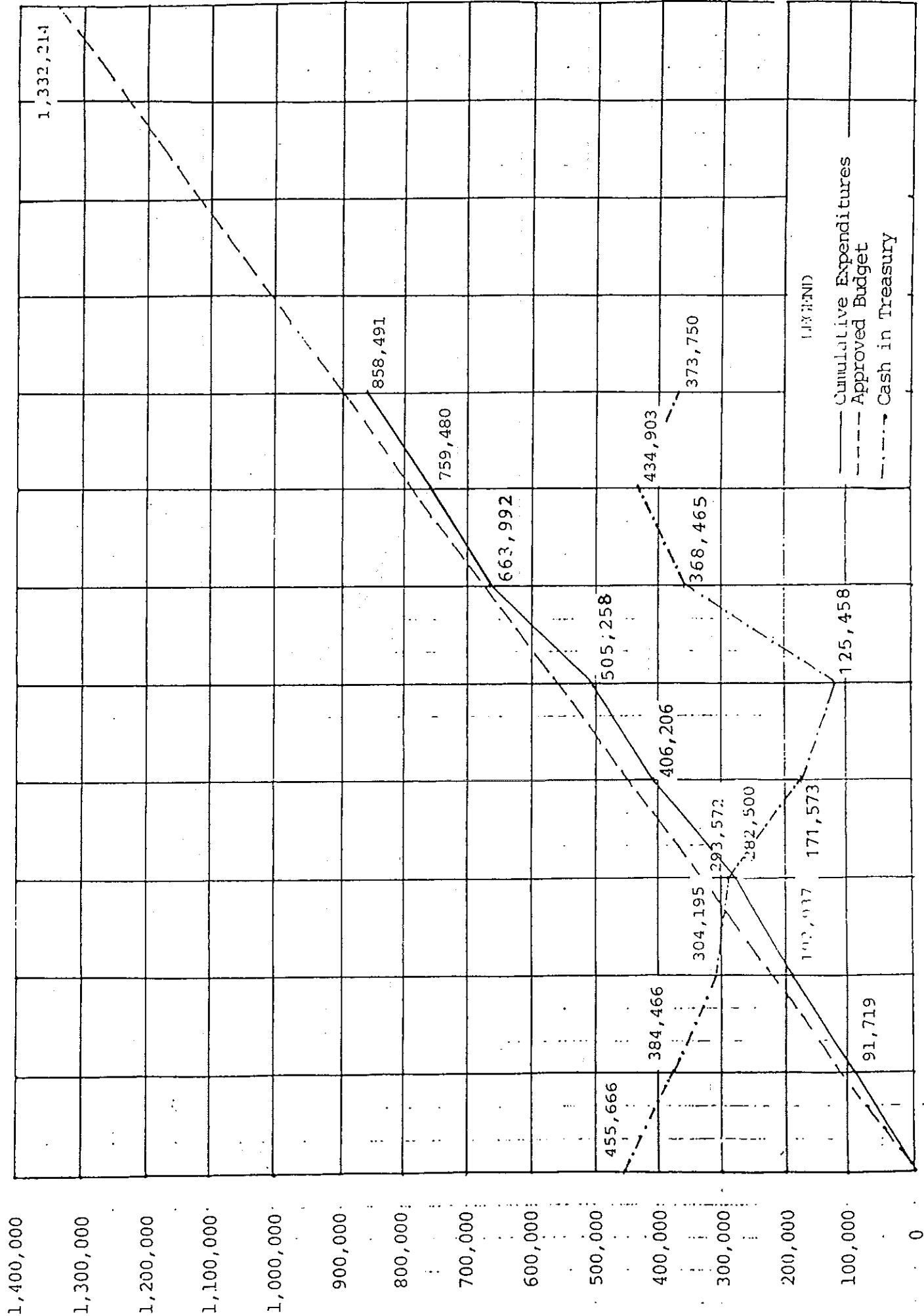
Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

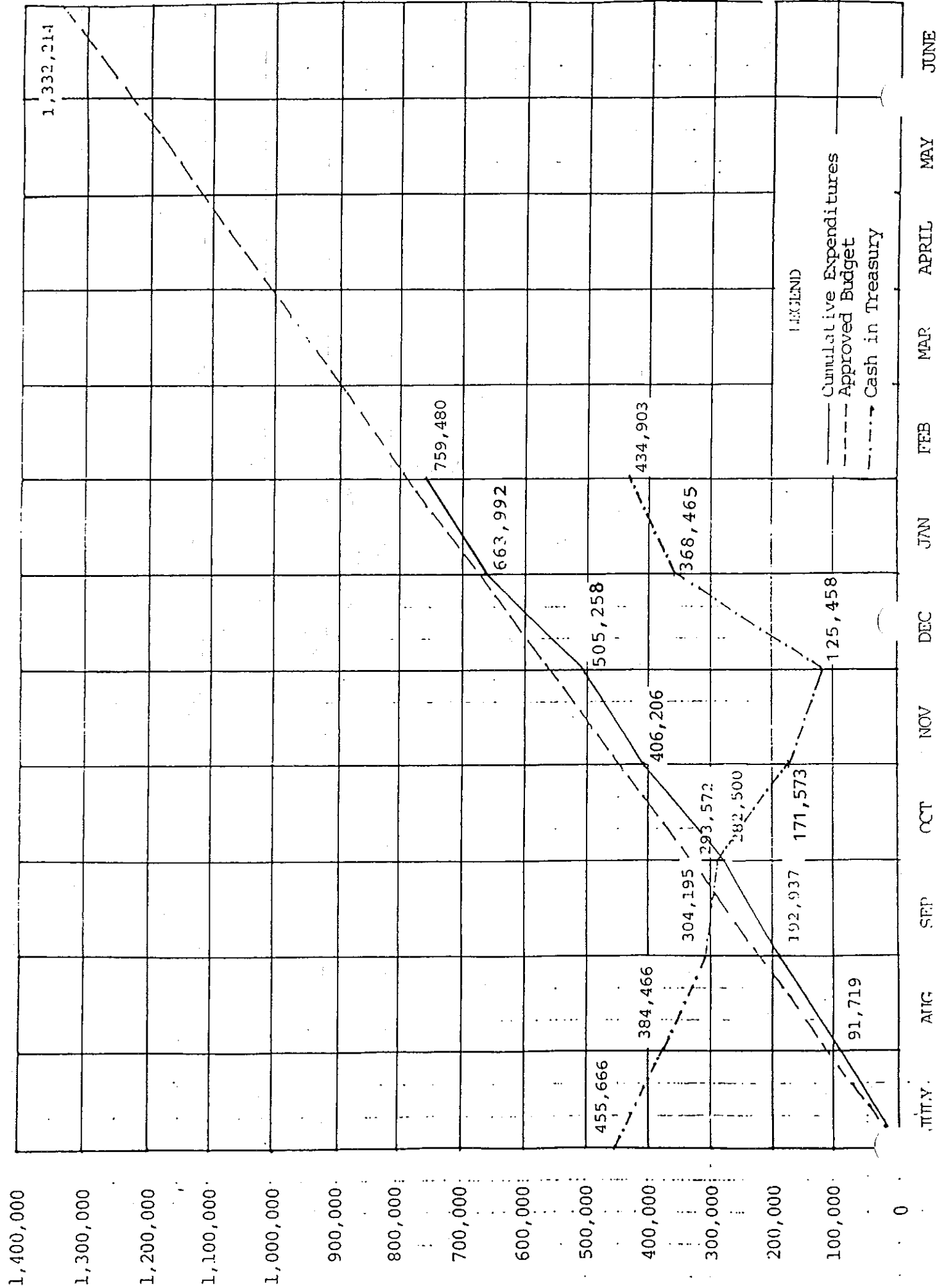


PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



— Cumulative Expenditures
 - - - - - Approved Budget
 - · - · - Cash in Treasury

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 9, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY92 JAN 1992	FY91 JAN 1991	FY92 YTD % OF BUD
621-000	Prop. Taxes - current secured	900,739.00	506,510.97	467,055.24	70,768.02	70,280.13	56.23%
621-001		27,684.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	928,423.00	506,510.97	467,055.24	70,768.02	70,280.13	54.56%
622-000	PROP. TAXES - CURRENT UNSECURED	68,304.00	71,179.72	58,426.83	5,534.57	3,706.95	104.21%
623-000	Prop. Taxes - Prior Secured	25,000.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	10,269.97	11,360.50	0.00	0.00	
623-002	Secured prior years	0.00	3,233.10	2,325.60	0.00	0.00	
623-010		0.00	484.67	0.00	0.00	0.00	
623-011		0.00	1,462.70	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	25,000.00	15,450.44	13,686.10	0.00	0.00	61.80%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	4,000.00	0.00	0.00	0.00	0.00	0.00%
626-623		0.00	1,151.35	895.97	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,000.00	1,151.35	895.97	0.00	0.00	28.78%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	60,000.00	33,992.77	26,577.71	3,058.87	8,192.88	56.65%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	3,703.65	2,103.03	0.00	0.00	
661-000	Interest	45,000.00	18,529.34	20,108.03	0.00	(196.75)	41.18%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	45,000.00	18,529.34	20,108.03	0.00	(196.75)	41.18%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	20,000.00	10,187.28	9,892.33	7,131.10	6,924.63	50.94%
697-000	State - LL & Direct Loan Reimbursement	93,000.00	16,679.81	83,122.71	16,679.81	30,092.81	
697-001	State - CA Foundation Funds	0.00	16,217.00	0.00	16,217.00	0.00	
697-002	State - CA Literacy Campaign	0.00	21,046.00	0.00	21,046.00	0.00	
697-003	State - Family Literacy	0.00	9,255.00	0.00	9,255.00	0.00	
697-004	State - Grandparents & Books	0.00	5,000.00	0.00	5,000.00	0.00	
	TOTAL STATE - OTHER	93,000.00	68,197.81	83,122.71	68,197.81	30,092.81	73.33%
787-000	Other Revenue	20,000.00	(412.10)	8,506.70	(412.10)	2,291.11	
787-001	Outlawed warrant - 6 months	0.00	0.00	256.25	0.00	0.00	
787-003		0.00	7,646.83	0.00	7,646.83	0.00	
	TOTAL OTHER REVENUE	20,000.00	7,234.73	8,762.95	7,234.73	2,291.11	36.17%
	5071 FUND TOTAL	1,263,727.00	736,138.06	690,630.90	161,925.10	121,291.76	58.25%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 9, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY92 JAN 1992	FY91 JAN 1991	FY92 YTD % OF BUD
010-000	Salaries & Wages	697,087.00	410,383.65	374,948.00	53,583.65	50,000.00	58.87%
020-000	Retirement	100,658.00	65,863.99	30,000.00	4,000.00	4,000.00	65.43%
	Health Insurance/Care America	0.00	14,450.09	19,334.98	(2,883.28)	2,228.41	
	Vision Service Plan	0.00	1,406.96	1,001.35	345.92	143.05	
	Dental	0.00	3,243.86	4,087.02	462.04	526.98	
030-000	Total Employee Insurance	75,000.00	19,100.91	24,423.35	(2,075.32)	2,898.44	25.47%
031-000	Unemployment Insurance	0.00	1,405.00	981.00	1,269.00	981.00	0.00%
032-000	Workers Compensation - General	0.00	4,323.62	5,036.02	211.27	202.99	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	872,745.00	501,077.17	435,388.37	56,988.60	58,082.43	57.41%
070-000	Communications	6,000.00	3,444.59	2,646.16	427.24	417.47	
070-008	Communications - Literacy	0.00	802.67	348.62	49.14	0.00	
	Total Communications	6,000.00	4,247.26	2,994.78	476.38	417.47	70.79%
100-000	Household Expense	3,000.00	3,334.54	1,734.64	1,665.17	328.73	111.15%
110-000	Insurance	13,500.00	(25.13)	100.00	(25.13)	0.00	-0.19%
130-000	Maintenance of Equipment	4,000.00	6,107.43	1,036.76	0.00	229.95	152.69%
	HVAC		8,907.96	1,379.05	1,107.79	147.26	
	Carpet Cleaning		1,873.50	2,810.25	0.00	936.75	
	Groundskeeping, City of Placentia		13,993.85	12,594.34	2,342.52	2,344.72	
	Plumbing		0.00	201.71	0.00	0.00	
	Electrical		1,746.33	0.00	0.00	0.00	
	Cleaning Service		6,594.60	7,640.64	0.00	1,091.52	
	Locksmith		346.97	0.00	118.56	0.00	
	Other		468.83	779.69	27.37	332.90	
140-000	Total Maintenance of Building & Grounds	43,419.00	33,932.04	25,405.68	3,596.24	4,853.15	78.15%
160-000	Memberships	2,750.00	1,864.19	2,095.00	1,015.00	300.00	60.52%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY92 JAN 1992	FY91 JAN 1991	FY92 YTD % OF BUD
	Library Supplies						
	Printing	2,869.57	220.00	220.00	16.95	0.00	
	EZ Copy - copy cards for sale to patrons	1,686.53	1,296.93	1,296.93	1,069.83	149.86	
	Publications	1,305.50	1,018.95	1,018.95	625.00	324.00	
	Paper	0.00	38.40	38.40	0.00	0.00	
	Drinking Water Service	57.19	229.04	229.04	0.00	0.00	
	Other Office Supplies	124.75	0.00	0.00	24.95	0.00	
	Total Office Supply Expense	3,436.05	7,310.83	7,310.83	1,730.20	756.02	
180-000		22,000.00	10,114.15	10,114.15	3,466.93	1,229.88	43.09%
180-007	Grandparents & Books Supply Expense	0.00	457.21	0.00	457.21	0.00	
	Printing	1,210.71	813.36	813.36	149.67	0.00	
	Publications	94.54	78.63	78.63	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	139.51	148.15	148.15	60.95	2.60	
	Total Literacy Office supply expense	1,444.76	1,040.14	1,040.14	210.62	2.60	
180-009	Family Literacy Supply Expense	0.00	282.43	0.00	237.68	0.00	
	Total Office Expense	22,000.00	11,154.29	11,154.29	4,372.44	1,232.48	53.02%
183-000	Postage Expense	0.00	695.76	873.42	118.00	(20.75)	
183-008	Postage Expense - Literacy	0.00	145.00	231.88	0.00	0.00	
	Total Postage Expense	0.00	840.76	1,105.30	118.00	(20.75)	
	Care Resources (Employee Assistance)	456.75	400.75	400.75	50.75	50.75	
	Pension Contribution & Operating Expenses	2,529.83	3,035.28	3,035.28	0.00	316.69	
	Anaheim Library	7,340.00	14,386.74	14,386.74	0.00	0.00	
	Clipping Service	245.68	213.26	213.26	30.71	30.71	
	Tax Collection Services & Fees by Orange County	395.20	1,415.29	1,415.29	0.00	1,156.00	
	Advertising	0.00	0.00	0.00	0.00	0.00	
	Medical Exams	405.00	0.00	0.00	81.00	0.00	
	Collection Services	1,575.00	0.00	0.00	0.00	0.00	
	Audit	2,800.00	0.00	0.00	0.00	0.00	
	Payroll Preparation	2,336.39	0.00	0.00	2,336.39	0.00	
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other	1,613.12	7,610.19	7,610.19	148.56	626.39	
	Total Specialized Services	19,696.97	27,061.51	27,061.51	2,647.41	2,180.54	24.62%
190-001	Specialized Services - City of Anaheim	0.00	0.00	4,950.00	0.00	608.00	
190-008	Specialized Services - Literacy	0.00	2,069.14	4,720.88	37.56	444.11	
190-009	Specialized Services - Family Literacy	0.00	1,207.26	0.00	1,207.26	0.00	
190-018	Tax Collection Services & Fees by Orange County	0.00	1,281.33	0.00	1,280.12	0.00	
	Total Specialized Services	80,000.00	24,254.70	36,732.39	5,172.35	3,232.65	30.32%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY92 JAN 1992	FY91 JAN 1991	FY92 YTD % OF BUD
200-000	Legal Notices	0.00	239.12	0.00	239.12	0.00	
220-000	Semi-Annual Bond Payment	71,800.00	35,900.00	35,900.00	0.00	0.00	50.00%
240-000	Special Department Expense - Miscellaneous		61.36	0.00	61.36	0.00	
240-001	Special Department Expense - Books		74,486.95	29,239.96	7,374.15	3,302.56	
240-002	Special Department Expense - Video		3,370.98	4,046.12	304.40	674.01	
240-003	Special Department Expense - City of Anaheim		3,776.83	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals		2,017.81	1,369.66	403.62	393.45	
240-005	Special Department Expense - Audio		4,435.66	2,758.70	540.37	740.78	
240-007	Special Department Expense - Grandparents & Bks		4,461.67	0.00	4,461.67	0.00	
240-009	Special Department Expense - Family Literacy		177.53	0.00	177.53	0.00	
	Total Special Department Expense	130,000.00	92,788.79	37,414.44	13,323.10	5,110.80	71.38%
260-000	Transportation/Travel - General	0.00	60.00	0.00	60.00	0.00	
270-000	Transportation/Travel - Meetings	10,000.00	8,273.82	3,937.18	52.29	678.75	
270-008	Transportation/Travel - Meetings - Literacy		0.00	373.00	0.00	188.00	
270-009	Transportation/Travel - Meetings - Family Literacy		9.95	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,000.00	8,283.77	4,310.18	52.29	866.75	82.84%
280-000	Electricity		29,395.44	30,013.17	5,737.54	4,268.56	
	Gas		3,051.01	3,113.18	1,904.59	2,837.74	
	Water		1,042.33	1,277.77	0.00	381.73	
	Total Utilities	58,000.00	33,488.78	34,404.12	7,642.13	7,488.03	57.74%
	TOTAL SUPPLIES & SERVICES	444,469.00	256,780.24	194,387.58	37,707.09	24,039.26	57.77%
400-000	Equipment	15,000.00	684.00	0.00	684.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	84.99	0.00	0.00	
400-111	Equipment	0.00	830.50	5,736.82	0.00	0.00	
	Total Equipment	15,000.00	1,514.50	5,821.81	684.00	0.00	10.10%
420-000	Structures/Improvements	0.00	107.73	0.00	107.73	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	1,622.23	5,821.81	791.73	0.00	10.81%
	TOTAL EXPENSES	1,332,214.00	759,479.64	635,597.76	95,487.42	82,121.69	57.01%
	Total 007 - Grandparents & Books		4,918.88	0.00	4,918.88	0.00	
	Total 008 - Literacy		4,461.57	6,714.52	297.32	634.71	
	Total 009 - Family Literacy		1,677.17	0.00	1,622.47	0.00	

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 9, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FEB FY92 YTD	FEB FY91 YTD	FY92 FEB 1992	FY91 FEB 1991	FY92 YTD % OF BUD
621-000	Prop. Taxes - current secured	900,739.00	506,510.97	467,055.24	0.00	0.00	56.23%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	27,684.00	0.00	12,604.74	0.00	12,604.74	0.00%
		928,423.00	506,510.97	479,659.98	0.00	12,604.74	54.56%
622-000	PROP. TAXES - CURRENT UNSECURED	68,304.00	71,179.72	58,426.83	0.00	0.00	104.21%
623-000	Prop. Taxes - Prior Secured	25,000.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	10,269.97	11,360.50	0.00	0.00	
623-002	Secured prior years	0.00	3,233.10	2,325.60	0.00	0.00	
623-010		0.00	484.67	6,818.36	0.00	6,818.36	
623-011		0.00	1,462.70	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	25,000.00	15,450.44	20,504.46	0.00	6,818.36	61.80%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	4,000.00	0.00	0.00	0.00	0.00	0.00%
626-623		0.00	1,151.35	895.97	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,000.00	1,151.35	895.97	0.00	0.00	28.78%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	60,000.00	38,757.72	45,999.53	4,764.95	19,421.82	64.60%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	3,703.65	2,103.03	0.00	0.00	
661-000	Interest	45,000.00	18,529.34	20,108.03	0.00	0.00	41.18%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	45,000.00	18,529.34	20,108.03	0.00	0.00	41.18%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	20,000.00	10,187.28	9,892.33	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	93,000.00	16,679.81	104,160.71	0.00	21,038.00	
697-001	State - CA Foundation Funds	0.00	16,217.00	0.00	0.00	0.00	
697-002	State - CA Literacy Campaign	0.00	51,348.00	0.00	30,302.00	0.00	
697-003	State - Family Literacy	0.00	9,255.00	0.00	0.00	0.00	
697-004	State - Grandparents & Books	0.00	5,000.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	93,000.00	98,499.81	104,160.71	30,302.00	21,038.00	105.91%
787-000	Other Revenue	20,000.00	(412.10)	9,143.01	0.00	636.31	
787-001	Outlawed warrant - 6 months	0.00	182.25	256.25	182.25	0.00	
787-003		0.00	10,255.68	0.00	2,608.85	0.00	
	TOTAL OTHER REVENUE	20,000.00	10,025.83	9,399.26	2,791.10	636.31	50.13%
	5071 FUND TOTAL	1,263,727.00	773,996.11	751,150.13	37,858.05	60,519.23	61.25%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 9, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FEB FY92 YTD	FEB FY91 YTD	FY92 FEB 1992	FY91 FEB 1991	FY92 YTD % OF BUD
010-000	Salaries & Wages	697,087.00	463,983.65	424,948.00	53,600.00	50,000.00	66.56%
020-000	Retirement	100,658.00	69,863.99	34,000.00	4,000.00	4,000.00	69.41%
	Health Insurance/Care America	0.00	17,443.19	21,775.17	2,993.10	2,440.19	
	Vision Service Plan	0.00	1,406.96	1,144.40	0.00	143.05	
	Dental	0.00	3,243.86	4,614.00	0.00	526.98	
030-000	Total Employee Insurance	75,000.00	22,094.01	27,533.57	2,993.10	3,110.22	29.46%
031-000	Unemployment Insurance	0.00	1,405.00	981.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	0.00	4,534.89	5,244.53	211.27	208.51	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	872,745.00	561,881.54	492,707.10	60,804.37	57,318.73	64.38%
070-000	Communications	6,000.00	3,643.73	2,849.76	199.14	203.60	
070-008	Communications - Literacy	0.00	802.67	424.88	0.00	76.26	
	Total Communications	6,000.00	4,446.40	3,274.64	199.14	279.86	74.11%
100-000	Household Expense	3,000.00	3,334.54	2,139.38	0.00	404.74	111.15%
110-000	Insurance	13,500.00	(25.13)	100.00	0.00	0.00	-0.19%
130-000	Maintenance of Equipment	4,000.00	6,918.07	1,361.76	810.64	325.00	172.95%
	HVAC		9,025.38	1,496.47	117.42	117.42	
	Carpet Cleaning		1,873.50	2,810.25	0.00	0.00	
	Groundskeeping, City of Placentia		13,993.85	14,037.57	0.00	1,443.23	
	Plumbing		0.00	201.71	0.00	0.00	
	Electrical		1,921.83	0.00	175.50	0.00	
	Cleaning Service		6,594.60	8,732.16	0.00	1,091.52	
	Locksmith		346.97	0.00	0.00	0.00	
	Other		468.83	2,416.13	0.00	1,636.44	
140-000	Total Maintenance of Building & Grounds	43,419.00	34,224.96	29,694.29	292.92	4,288.61	78.82%
160-000	Memberships	2,750.00	1,929.19	2,199.00	265.00	104.00	70.15%
170-000	Miscellaneous Expense	0.00	71.75	0.00	71.75	0.00	

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY1991-92 FEB 1992	JAN 1991	FY92 YTD % OF BUD
	Library Supplies						
	Printing	3,720.02	220.00	220.00	850.45	0.00	
	EZ Copy - copy cards for sale to patrons	1,686.53	1,332.78	1,332.78	0.00	35.85	
	Publications	1,698.50	1,018.95	1,018.95	393.00	0.00	
	Paper	0.00	38.40	38.40	0.00	0.00	
	Drinking Water Service	57.19	228.04	228.04	0.00	0.00	
	Other Office Supplies	149.70	0.00	0.00	24.95	0.00	
	Total Office Supply Expense	3,945.19	8,089.59	8,089.59	509.14	778.76	
180-000		22,000.00	11,257.13	10,928.76	1,777.54	814.61	51.17%
180-007	Grandparents & Books Supply Expense	0.00	457.21	0.00	0.00	0.00	
	Printing	1,408.95	1,256.80	1,256.80	198.24	443.44	
	Publications	94.54	78.63	78.63	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	183.67	307.23	307.23	44.16	159.08	
180-008	Total Literacy Office supply expense	0.00	1,642.66	1,642.66	242.40	602.52	
180-009	Family Literacy Supply Expense	0.00	455.87	0.00	173.44	0.00	
	Total Office Expense	22,000.00	13,857.37	12,571.42	2,193.38	1,417.13	62.99%
183-000	Postage Expense	0.00	993.71	873.42	297.95	0.00	
183-008	Postage Expense - Literacy	0.00	203.00	231.88	58.00	0.00	
	Total Postage Expense	0.00	1,196.71	1,105.30	355.95	0.00	
	Care Resources (Employee Assistance)	507.50	451.50	451.50	50.75	50.75	
	Pension Contribution & Operating Expenses	3,091.33	39,547.92	39,547.92	561.50	36,512.64	
	Anaheim Library	7,708.00	14,386.74	14,386.74	368.00	0.00	
	Clipping Service	276.39	243.97	243.97	30.71	30.71	
	Tax Collection Services & Fees by Orange County	395.20	1,463.84	1,463.84	0.00	48.55	
	Advertising	0.00	0.00	0.00	0.00	0.00	
	Medical Exams	445.50	0.00	0.00	40.50	0.00	
	Collection Services	1,575.00	0.00	0.00	0.00	0.00	
	Audit	2,800.00	0.00	0.00	0.00	0.00	
	Payroll Preparation	2,336.39	0.00	0.00	0.00	0.00	
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other	2,180.06	7,990.96	7,990.96	566.94	380.77	
190-000	Total Specialized Services	80,000.00	21,315.37	64,084.93	1,618.40	37,023.42	26.64%
190-001	Specialized Services - City of Anaheim	0.00	0.00	6,018.00	0.00	1,068.00	
190-008	Specialized Services - Literacy	0.00	2,069.14	4,891.20	0.00	170.32	
190-009	Specialized Services - Family Literacy	0.00	1,207.26	0.00	0.00	0.00	
190-018	Tax Collection Services & Fees by Orange County	0.00	1,281.33	0.00	0.00	0.00	
	Total Specialized Services	80,000.00	25,873.10	74,994.13	1,618.40	38,261.74	32.34%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	JAN FY92 YTD	JAN FY91 YTD	FY1991-92 FEB 1992	FY91 JAN 1991	FY92 YTD % OF BUD
200-000	Legal Notices	0.00	600.27	0.00	361.15	0.00	
220-000	Semi-Annual Bond Payment	71,800.00	35,900.00	71,800.00	0.00	35,900.00	50.00%
240-000	Special Department Expense - Miscellaneous		61.36	0.00	0.00	0.00	
240-001	Special Department Expense- Books		84,946.40	30,792.75	10,459.45	1,552.79	
240-002	Special Department Expense - Video		3,760.50	4,675.03	389.52	628.91	
240-003	Special Department Expense - City of Anaheim		3,776.83	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals		2,017.81	1,478.60	0.00	108.94	
240-005	Special Department Expense - Audio		4,447.56	3,327.78	11.90	569.08	
240-007	Special Department Expense - Grandparents & Bks		4,461.67	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy		287.91	0.00	110.38	0.00	
	Total Special Department Expense	130,000.00	103,760.04	40,274.16	10,971.25	2,859.72	79.82%
260-000	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	10,000.00	8,559.52	4,105.79	285.70	168.61	
270-008	Transportation/Travel - Meetings - Literacy		236.00	604.23	236.00	231.23	
270-009	Transportation/Travel - Meetings - Family Literacy		9.95	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,000.00	8,805.47	4,710.02	521.70	399.84	88.05%
280-000	Electricity		29,395.44	34,048.16	0.00	4,034.99	
	Gas		3,051.01	3,113.18	0.00	0.00	
	Water		1,042.33	1,411.33	0.00	133.56	
	Total Utilities	58,000.00	33,488.78	38,572.67	0.00	4,168.55	57.74%
370-000	TOTAL SUPPLIES & SERVICES	444,469.00	274,441.52	282,796.77	17,661.28	88,409.19	61.75%
	Taxes, Assessments (Sales Tax)	0.00	1,173.00	0.00	1,173.00	0.00	
400-000	Equipment	15,000.00	19,583.43	0.00	18,899.43	0.00	
400-008	Equipment - Literacy	0.00	472.96	0.00	472.96	(84.99)	
400-111	Equipment	0.00	830.50	5,570.13	0.00	(166.69)	
	Total Equipment	15,000.00	20,886.89	5,570.13	19,372.39	(251.68)	139.25%
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	20,994.62	5,570.13	19,372.39	(251.68)	139.96%
	TOTAL EXPENSES	1,332,214.00	858,490.68	781,074.00	99,011.04	145,476.24	64.44%
	Total 007 - Grandparents & Books		4,918.88	0.00	0.00	0.00	
	Total 008 - Literacy		4,997.97	7,794.85	536.40	1,080.33	
	Total 009 - Family Literacy		1,960.99	0.00	263.82	0.00	

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Analysis of shared maintenance costs with the City of Placentia.

BACKGROUND:

Since the establishment of the Joint Powers Agreement between the Placentia Library District and the City of Placentia for the construction of the Civic Center, the Library and City have been sharing the costs of the electricity, lawn care and grounds maintenance.

These services are managed through the City and the Library is billed each month for its pro-rata share of the actual expenses. Copies of the bills and analysis are provided to the Library by the City.

As part of the budget preparation process I have prepared an analysis of the costs for the three major components of the services, a summary of which follows:

	Average Monthly Costs		
	<u>FY1990-91</u>	<u>FY1991-92</u>	<u>% Change</u>
Electricity	4,425.13	4,885.03	10.4%
Turf/Lawn	914.76	955.27	4.2%
Grounds/Parking	950.58	1,509.53	58.8%

I have given a copy of my analysis to City Finance Director Howard Longballa who has agreed to review the cost calculations for the Grounds/Parking section of the invoices.

RECOMMENDATION:

I recommend that the report be received and filed and to await a response from the City Finance Office.

PLACENTIA LIBRARY DISTRICT
City of Placentia Invoices

PERIOD COVERED	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
Mar 22, 1991	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 1991	Jun 17, 1991						1,099.66	1,099.66
	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL FY1990-91		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	77,362.12
AVG FY1990-91		4,425.13	914.76	950.58				

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	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								0.00
Mar 1992								0.00
Apr 1992								0.00
May 1992								0.00
Jun 1992								0.00
TOTAL FY1991-92		34,195.20	6,686.92	10,566.68	210.73	0.00	0.00	51,659.53
AVG FY1991-92		4,885.03	955.27	1,509.53				

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

December , 1991

Prepared 01/11/92
 Corrected 02/19/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				37,743.90
Checks Out				
3356	07/30/91	2,392.67		
3358	08/14/91	1,279.44		
3376	10/29/91	21,046.00		
3377	10/29/91	2,631.68		
3391	01/02/92	60.75		
3392	01/02/92	43,998.77		
3393	01/03/92	107.74		
3394	01/03/92	200.00		
3395	01/03/92	100.00		
3396	01/06/92	320.55		
3397	01/06/92	16.80		
3398	01/06/92	1,279.95		
3399	01/07/92	4.73		
Bank Debit	01/06/92	7.00		
Returned Check	01/07/92	2.00		
Returned Ck Fee	01/07/92	3.25		
Returned Check	01/07/92	11.08		
Returned Ck Fee	01/07/92	3.25		
Returned Check	01/07/92	6.00		
Returned Ck Fee	01/07/92	3.25		
	01/11/92	2.18		
	01/11/92	10.95		
Deposits				
	01/02/92		149.91	
	01/02/92		41.90	
	01/02/92		16.35	
	01/02/92		336.93	
	01/02/92		70.76	
	01/02/92		14.92	
	01/02/92		8.70	
	01/02/92		25.13	
	01/02/92		702.73	
	01/03/92		9,255.00	
Stop Pay 3358	01/03/92		1,279.44	
Stop Pay 3376	01/03/92		21,046.00	
Stop Pay 3377	01/03/92		2,631.68	
	01/03/92		138.76	
	01/03/92		116.00	
	01/06/92		24.63	
	01/06/92		313.47	
	01/07/92		211.41	
	01/07/92		3.75	
	01/08/92		100.10	
	01/09/92		6,861.50	
	01/09/92		16,217.00	
	01/09/92		152.55	
	01/10/92		91.60	
TOTALS		73,488.04	59,810.22	

CHECKBOOK BAL

24,066.08

Edmundo
 2/19/92

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

January, 1992

Prepared 02/18/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				31,264.66
Checks Out				
3434	01/30/92	1,173.00		
3435	02/06/92	144.00		
3436	02/13/92	2.14		
3437	02/13/92	6.00		
Endorse Stamp	02/07/92	5.09		
Deposits				
	02/03/92		163.96	
	02/04/92		70.09	
	02/04/92		81.00	
	02/05/92		106.60	
	02/06/92		40.96	
	02/07/92		78.76	
	02/10/92		16.00	
	02/10/92		205.68	
	02/11/92		113.08	
	02/12/92		123.95	
	02/13/92		65.14	
	02/18/92		1,274.77	
	02/18/92		146.95	
	02/18/92		38.25	
TOTALS		1,330.23	2,525.19	
CHECKBOOK BAL				32,459.62

EO Monitor
2/19/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							\$ 24,079	2
	1/13	Checks 3401-3425 not in box in ES desk	\$		\$	\$		
3400	1/11	Elizabeth Minter / Honor Depo	218				24077	0
3426	1/11	Elizabeth Minter Personal Petty Cash -	1095				24,066	0
		Bal 1/11/12 edn Canada 2/19/12 edn						
	1/13	Fines TO OCA 3427				231 74	24297	82
	1/14	FINES TO OCA 3427				172 20	24470	0
	1/14	Grandparents + Books GRANT TO OCA 3427				5000 00	29470	0
	1/15	Fines TO OCA 3439				125 32	29595	34
	1/16	Fines TO OCA 3439				145 16	29,740	50
3427	1/16	Orange Co. Auditor Transfer Res Jan 3 - Jan 14	29,634 71		r23		105	79
	1/21	Fines TO OCA 3439				108 45	214	24
	1/21	Fines TO OCA 3439				75 31	289	55
	1/21	Fines TO OCA 3439				164 33	453	88

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							453	88
3428	1/21	Postmaster	\$ 195 00	✓	28		258	88
	1/22	Fines TO OCA 3439		✓		115 92	374	80
	1/22	State Library / Calif. Literacy Campaign TO OCA 3439		✓		30,302 00	30,676	80
3429		VOID		✓				
3447	1/22	Uniglobe Hacienda Travel airline tickets c/c Patrick + shford	236 00	✓	24		30,440	80
	1/22	Fines TO OCA 3439		✓		164 39	30,605	19
3430	1/22	Dianne Jackson Fantasia - A.V. Reimb.	21 53	✓	31		30,583	6
3431	1/23	Avery Dennison clear divider labels	28 01	✓	30		30,555	65
3432	1/24	Elizabeth D. Minter to reimburse petty cash fund	51 88	✓	28		30,503	77
	1/24	Fines TO OCA 3439		✓		86 60	30,590	37
	1/28	Pay phones TO OCA 3439		✓		63 07	30,653	44
	1/28	Fines TO OCA 3439		✓		128 25	30,781	69
	1/29	Fines TO OCA 3439		✓		131 14	30,912	83

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.



RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							30912	83
	1/30	Fines TO OCA 3439	\$	✓	\$	\$ 95 00	31,007	83
3434	1/30	State Board of Equalization taxes	1,173 00				29,834	83
	1/31	Fines TO OCA 3439		✓		60 04	29,894	87
	2/3	Fines TO OCA 3439				163 96	30,058	83
	2/4	Fines TO OCA 3439				70 09	30,128	92
	2/4	Eastman Refund CK Supplier TO OCA 3439				81 00	30,209	92
	2/5	Fines TO OCA 3439				106 60	30,316	5
3435	2/6	U.S. Postmaster Stamps	144 00				30,172	5
	2/6	Fines TO OCA 3439				40 96	30,213	48
	2/7	Fines TO OCA 3439				78 76	30,292	24
	2/10	Fines TO OCA 3439				14 00	30,308	24
	2/10	Fines TO OCA 3439				205 68	30,513	92
	2/11	Fines TO OCA 3439				113 08	30,627	00

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

X

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
									\$	
									\$30,627	01
	2/12	Fines to OCA 3439	\$			\$	123	95	30,750	91
	2/13	Fines					65	14	30,816	01
3436	2/13	Melanie Daniels reimb. for Keychain	2	14					30,813	91
3437	2/13	Gwen Joseph Reimb. for 12 brochures	6	00					30,007	95
	2/18	Petty cash payback					1,274	77	32,082	71
	2/18	Fines					146	95	32,229	80

PERSONAL SAVINGS ACCOUNT RECORD

BALANCE

DATE	EXPLANATION	WITHDRAWAL (-)	DEPOSIT (+)	INTEREST (+)	BALANCE
					\$32,229.71
2/18	Fines	\$	\$38.25	\$	32,267.96
2/17	Endowment Stamp Ded.	5.09			32,262.87
1/27	Deposit Fines to OCA 3439		226.79	/	32,489.62
1/30	Stop payment fee	30.00			32,459.62
			Balanced 2/19/92		

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

Bel 2/19/02

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									32,459	6
	2/19	Fines					138	45	32,598	0
	2/20	Fines					146	40	32,744	4
	2/21	Fines					94	25	32,838	7
	2/24	Fines					202	40	33,041	16
	2/24	Fines					202	40	33,243	5
	2/25	Fines					90	45	33,333	9
3440	2/25	Placerita Disposal 1 day rental of bin	42	00					33,291	9
3441	2/26	Smart & Final 1 clear paper crane	51	59					33,240	3
3442	2/26	Placerita Disposal bin exchange (1 day)	40	00					33,200	3
	2/26	Fines					57	65	33,258	0
3443	2/26	Unions meter, Placerita 12 boxes to Bradat/McHardy	49	99					33,208	0
	2/27	Fines					101	10	33,309	1

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
									\$	
	2/27	? Petty Cash Reimb.	\$			\$	\$ 2,737 37		\$ 33,309 14	
3444	2/28	U.S. Postmaster	149	75					\$ 36,046 51	
	2/28	Fines					80 54		\$ 35,896 76	
3445	3/3	MCLS Mary, Katie, conf.	30	00					\$ 35,977 30	
3446	3/5	CALTAC Edm + Peg. D. conf.	40	00					\$ 35,907 30	

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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

January, 1992

Prepared 02/19/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,382.01
Checks Out				
631	01/23/92	191.50		
634	01/27/92	165.00		
635	02/03/92	385.16		
636	02/18/92	274.70		
Endorse Stamp	02/07/92	5.09		
Deposits				
	02/04/92		20.00	
	02/06/92		25.00	
	02/07/92		20.00	
	02/07/92		165.50	
	02/10/92		25.00	
	02/11/92		20.00	
	02/18/92		163.90	
	02/18/92		20.00	
	02/18/92		70.00	
TOTALS		1,021.45	529.40	
CHECKBOOK BAL				8,889.96

ESM
2/19/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									\$ 490	2
	1/13	Printing from			✓	\$	\$ 50.00		540	21
	1/14	meeting Room			✓		25 00		565	21
	1/16	Co Council Humanities Gulf Arab Grant			✓		6,098 00		6,663	21
626	1/21	Uniglobe Gulf Arab Grant airline tickets	300	00	✓				6,363	21
627	1/21	Henry Chambers Gulf Grant	319	00	✓				6,044	21
628	1/21	Kareer Samirina loose change indeste = 7.22 plus 2.01	9	23	✓				6,034	98
	1/21	Vending Machine			✓		226 45		6,261	43
	1/21	Meeting Room			✓		100 00		6,361	43
629	1/22	Elizabeth D. Minter Friends Ammar Presentation	22	14	✓				6,339	29
630	1/22	Elizabeth D. Minter Christmas, '92 - Friends	120	04	✓				6,219	25
	1/23	meeting Room			✓		100 00		6,319	25
631	1/23	Suad Ammar travel, hotel, meals Santa Maria	191	50					6,127	75
632	1/23	A + R Wholesale Vend. mach. supplies	396	81	✓				5,730	94

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							5,730	94
633	1/24	Elizabeth D. Minter to reimburse petty cash funds	\$ 5 37	✓	1.35		5,725	5
	1/24	400 = computer Snow 1,000 = Director's Fund; 1,500 = children's		✓		2,900 00	8,625	57
	1/24	test proctoring		✓		20 00	8,645	5
✓	1/24	Vending Machine		✓		230 10	8,875	67
634	1/27	Ann Kerr Gulf Grant - speaking in Fresno 2-1-98	165 00				8,710	6
	1/28	meeting room		✓		25 00	8,735	6
	1/29	Gulf Grant contribution Sharon Lynch		✓		25 30	8,761	0
	1/29	meeting Room		✓		50 00	8,811	03
✓	1/31	vending machine		✓		278 35	9,089	38
	2/4	test proctoring				20 00	9,109	38
	2/6	meeting Room				25 00	9,134	38
	2/7	test proctoring				20 00	9,154	38
	2/7	vending machine				165 50	9,319	88

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
									\$	
									9319	88
	2/10	meeting room	\$			\$	25 00		9,344	88
	2/11	meeting Room					20 00		9,364	88
	2/18	Vend. mach.					163 90		9,528	78
	2/18	Meeting Room					20 00		9,548	78
	2/18	Meeting Room					70 00		9,618	78
635		A4 R wholesale Vend. Supplies	385	16					9,233	66
	2/7	debt - endorsement Stamp	5	09					9,228	5
	1/29	Interest			✓		9 38		9,237	31
	1/13	Deposit returned	20	00	✓				9,217	91
	1/13	Returned Check fee	3	25	✓				9,214	66
636	2/18	Elizabeth D. Minter Friends Reimbr. - Egghead Software	274	70					8,939	96
		Dep. 1-7-92 listal turn Bal 2-19-92 adu	50	00					8,889	96
	2/19	meeting Room					20 00		8,909	96

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$ 8,909	96
637	2/20	Uniglobe Hacienda Travel Gulf Grant Oakland airfare	\$ 118 00 314, 3/5		\$	\$	8,791	96
	2/21	Vending				138 80	8,930	76
	2/24	Test Procting				20 00	8,950	76
638	2/25	Suad Ammar Fresno Gulf Grant	62 63		0 00			
639	2/25	Ann Kerr Gulf - milage, dinner, parking	35 00				8,915	76
	2/27	meeting room				20 00	8,935	76
	2/28	Vend. Mach.				217 95	9,153	71
640	2/28	Suad Ammar Fresno Gulf Grant	71 63				9,082	08
641	3/3	Mira Zussman Gulf Grant - presentation	165 00				8,917	08
642	3/3	Barbara McDowell Friends of Fund	75 00				8,842	08

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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

January, 1992

Prepared 02/19/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,571.09
Checks Out 1113	01/10/92	5.32		
Deposits				
	02/04/92		5.22	
	02/11/92		320.00	
TOTALS		5.32	325.22	
CHECKBOOK BAL				5,890.99

ESM
2/19/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									\$	5099 03
1110	11/21	Gwen Joseph Fam. Lit. Supplies	71	25	✓					5027 78
	11/30	Interest adj. Bal 12-26-91						14	12	5,041 90
	12/30	Tutor Train			✓			60	00	5101 90
1111	12/30	Flo Stenger tutor training refund	20	00	✓					5081 90
1112	12/30	Rosalie Gray tutor training refund	20	00	✓					5061 90
	12/30	Tutor Train			✓			60	00	5121 90
	12/31	Interest			✓			12	73	5134 63
	1/02	Donor Contributions			✓			150	00	5201 63
	1/02	Tracy			✓			20	00	5304 63
	1/03	Training and misc cash deposited in K.S. check			✓			195	47	5500 10
1113	1/10	Melanie Daniels Refreshments & Tutor Train	53	2						5494 10
	1/10	Tutor Training adj. Bal 1-11-93			✓			60	00	5554 10
1114	1/21	Uppiglobe Hacienda Travel airline tickets: Patrick + Ashford	236	00	✓					5554 10

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									5554	78
	2/4	Reimb. for postage	\$			\$	5	22	5560	00
	2/11	tutor training WORKSHOP					320	00	5880	00
	1/31	Interest			✓		10	99	5890	99
		adm bal 2/19/92								
1116	2/25	Melanie Daniels Reim. Ballistic Board Supplies	27	75					5,863	24
1117	2/25	Melanie Daniels Postage - Reim Fed. Express Mail	31	00					5,832	24
	2/26	Reim for Advance to Gwen Joseph - Printer					2	75	5,834	99

	2/27	Bonnie Linda - Tutor Workshop Pay. 6-5-91					20	00	5,854	99
1118	3/3	Joan F. Tanner tutor workshop refund	20	00					5,834	99

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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PLACENTIA LIBRARY DISTRICT

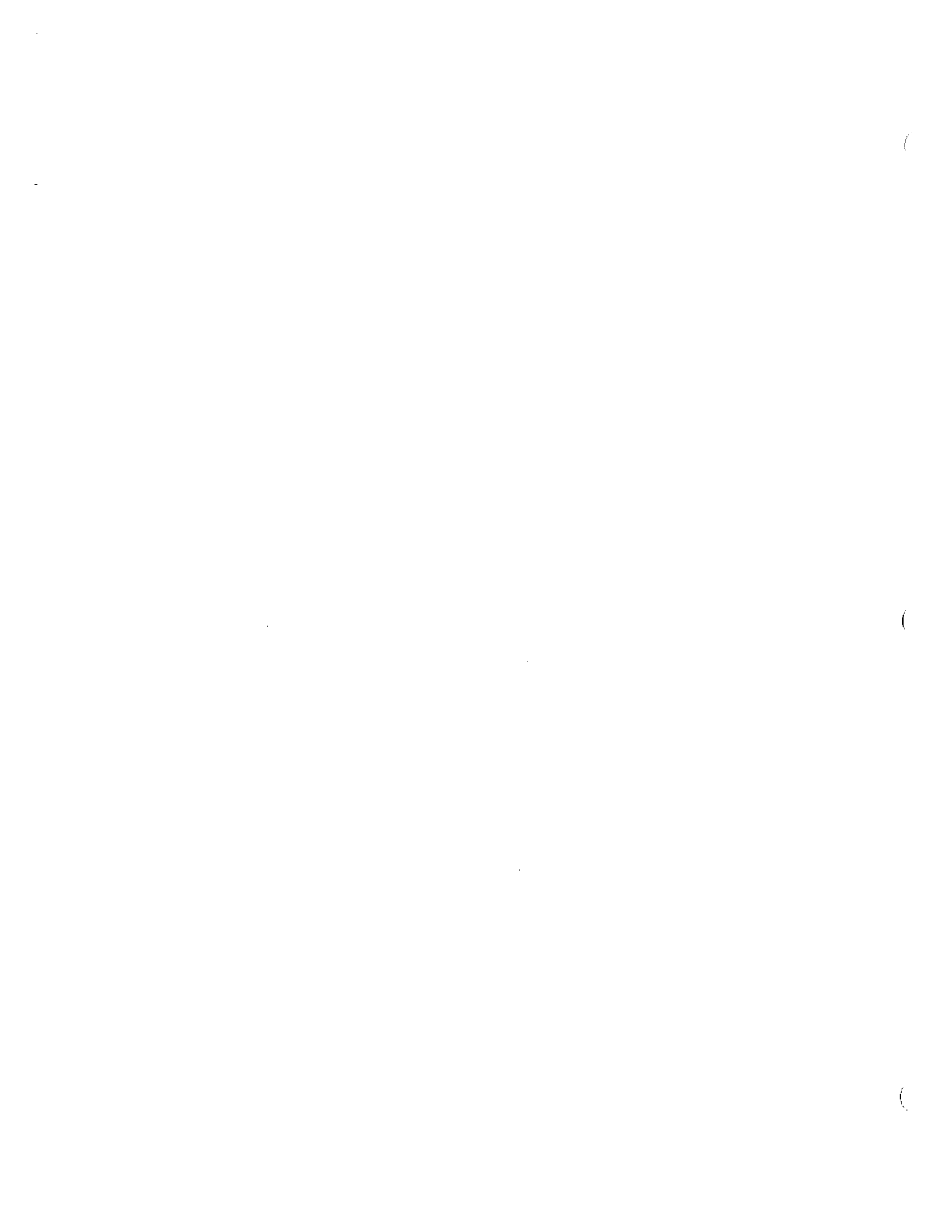
INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director
FROM: Karen Cushing *KC*
DATE: March 5, 1992
SUBJECT: Overdue Collection Report for February 1992
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR FEBRUARY 1992

As of this date, I have not yet received the required information from Advanced Collection Systems, Inc. in order to complete February's Client Progress Report. However, for next month's Board meeting, I will include a collections report for both February and March.

If you have any questions regarding this or other related collections matters, please do not hesitate to ask.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: January 13, 1992
SUBJECT: DECEMBER, 1991, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS December 1-31, 1991

Beginning Balance 12/1/91		\$ 746.26
	<u>Income</u>	<u>Expend.</u>
Total deposits	\$691.65	
Total Materials & Supplies		\$614.42
Total Repairs		0.00
Vend Mach Loan Payback 12/9/91		<u>200.00</u>
	<u>\$691.65</u>	<u>\$814.42</u>
Ending Balance 12/31/91		<u>\$ 623.49</u>
Check to be issued 1/13/92		(0.00)

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 11/30/91	6,500.00
December Payment	<u>(200.00)</u>
December Balance 12/31/91	<u>\$6,300.00</u>

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: February 19, 1992
SUBJECT: JANUARY, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS January 1-31, 1992

Beginning Balance 1/1/92			\$ 623.49
	<u>Income</u>	<u>Expend.</u>	
Total deposits	\$927.60		
Total Materials & Supplies		\$396.81	
Total Repairs		0.00	
	<u>\$927.60</u>	<u>\$396.81</u>	
Ending Balance 1/31/92			<u>\$1,154.28</u>
Check to be issued 2/19/92			(0.00)

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 12/31/91	6,300.00
January Payment	<u>0.00</u>
January Balance 1/31/92	<u>\$6,300.00</u>

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: March 9, 1992
SUBJECT: FEBRUARY, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS FEBRUARY 1-29, 1992

Beginning Balance 2/1/92			\$1,154.28
	<u>Income</u>	<u>Expend.</u>	
Total deposits	\$686.15		
Total Materials & Supplies		\$385.16	
Total Repairs		0.00	
	<u>\$686.15</u>	<u>\$385.16</u>	
Ending Balance 2/29/92			<u>\$1,455.27</u>
Check to be issued 3/9/92			\$1,000.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 1/31/92	6,300.00
February Payment 2/19/92	0.00
February Balance 2/29/92	<u>\$6,300.00</u>



PLACENTIA LIBRARY DISTRICT
Circulation Report
February, 1992

	FEB 92	FEB 91	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	26,902	21,886	193,984	167,809	15.60%
Magazines	701	499	5,055	4,109	23.02%
Pamphlets/Ephemeral	101	89	739	623	18.62%
TOTAL PRINT MATERIALS	27,704	22,474	199,778	172,541	15.79%
Records	191	140	1,177	1,134	3.79%
Audiocassettes	1,192	928	8,831	6,785	30.15%
Compact Discs	409	338	3,064	2,377	28.90%
Videocassettes	1,149	494	5,808	4,592	26.48%
TOTAL AV MATERIALS	2,941	1,900	18,880	14,888	26.81%
AV EQUIPMENT	6	4	55	63	-12.70%
TOTAL CIRCULATION	30,651	24,378	218,713	187,492	16.65%
# HOURS OPEN	249	241	2,114	2,097	0.81%
CIRCULATION/HOUR	123	101	103	89	15.71%
ATTENDANCE	24,624	21,290	179,129	143,216	25.08%
ATTENDANCE/HOUR	99	88	85	68	24.07%
ACTIVE BORROWERS	3,926	3,494	27,651	25,549	8.23%
REFERENCE QUESTIONS	4,682	4,002	32,917	28,572	15.21%

PLACENTIA LIBRARY DISTRICT
Circulation Report
January, 1992

	JAN 92	JAN 91	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	28,254	23,565	167,082	145,923	14.50%
Magazines	614	561	4,354	3,610	20.61%
Pamphlets/Ephemeral	161	83	638	534	19.48%
TOTAL PRINT MATERIALS	29,029	24,209	172,074	150,067	14.66%
Records	201	143	986	994	-0.80%
Audiocassettes	1,174	1,021	7,639	5,857	30.43%
Compact Discs	480	345	2,655	2,039	30.21%
Videocassettes	923	607	4,659	4,098	13.69%
TOTAL AV MATERIALS	2,778	2,116	15,939	12,988	22.72%
AV EQUIPMENT	4	13	49	59	-16.95%
TOTAL CIRCULATION	31,811	26,338	188,062	163,114	15.29%
# HOURS OPEN	275	278	1,865	1,856	0.48%
CIRCULATION/HOUR	116	95	101	88	14.74%
ATTENDANCE	26,003	19,194	154,505	121,926	26.72%
ATTENDANCE/HOUR	95	69	83	66	26.11%
ACTIVE BORROWERS	3,821	3,568	23,725	22,055	7.57%
REFERENCE QUESTIONS	5,664	4,681	28,235	24,570	14.92%

PLACENTIA LIBRARY DISTRICT

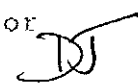
INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator

DATE: March 3, 1992

SUBJECT: Monthly Volunteer Report



CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	FEBRUARY	TOTAL
Cain, Ruth	12.00	1124.00
Deputy, Paul	63.25	3826.25
George Key School	12.00	699.00
Coldbaum, Mae	8.50	245.25
Grandparents and Books	19.00	19.00
Kim, Mark	2.25	11.25
Mohindra, Ankur	0.00	4.00
ROP students - Jenny Duncan	80.00	1269.50
Vesely, Pat	18.25	163.75

TEMPORARY VOLUNTEERS

None at this time.

Total 215.25

LVA VOLUNTEERS

Literacy Volunteers Not available

COMBINED TOTAL 215.25

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

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

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



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: March 9, 1992
SUBJECT: Personnel Report for February, 1992

RESIGNATIONS:

David Angelotti, Library Page, Circulation Department,
effective 2/18/92.

Jill Eastman, Clerk I, Circulation Department, effective
2/18/92.

APPOINTMENTS:

Jerry Adams, Library Clerk I, Circulation Department,
effective 2/18/92.

Tammie Saucedo, Library Page, Circulation Department,
effective 2/18/92.

Kelly Chambers, Library Page (substitute), Circulation
Department, effective 2/21/92.

TERMINATIONS:

None.

OPEN POSITIONS:

Administrative Assistant

Pre-employment interviews were conducted by Library Director Minter and Assistant Library Director Addotta, February 27 and 28, 1992, with 32 applicants. The outside panel of three will interview 8 individuals March 11, 1992 and will rank the highest 3. Minter and Addotta will meet with the top 3 and make the final selection that same week. The plan is to have the new person on board by the end of March, 1992.

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
Date: March 9, 1992
SUBJECT: Building Maintenance Report

1. RAIN STORM DAMAGE

On Wednesday, February 12, 1992, the Library experienced a deluge -- one inch of rain between 12:30 P.M. and 1:30 P.M. I was at lunch during this time, having toured the building with Circulation Supervisor Burkich immediately before leaving. We detected evidence of water on the west wall of the meeting room. I called our roofing contractor (RSA Roofing Company), leaving a message on their answering machine. When I returned from lunch, the deluge was over, and the staff had done all they could moving things which were threatened by the water in the meeting room, my office, the conference room and Library Director Minter's office. Thanks to the staff's prompt action, no equipment was damaged, and only a few papers were lost. The carpet was wet in the spaces mentioned, but my wife and I used our own wet/dry vacuum that afternoon and evening, removing a few gallons of water. City staff were prompt in responding to our calls for help with sandbagging doors, clearing drains and gutters. When the carpet later dried, no evidence remained of the rain, thankfully. The roofing contractor who repaired our roof and sealed our fascia boards two years ago has inspected since then. He could not locate where the water got in. He says that the silicone seal around the fascia boards is still tight, and that the roof is not the problem. The problem, according to him, was tremendous amount of rain in such a short period of time. He suggested that the gutter could have backed up under the tiles with the force of the rain, and gotten in that way. His statement concerning the roof is supported by the fact that we had plenty of rain before the deluge, including over 6 inches of rain during March, 1991, and since, with NO leakage at those times. He did say the roof was approaching the upper range of normal life expectancy of 20 years (we have been in this building since September, 1974-17 1/2 years). Normal signs of wear are evident, and we should plan for a new roof in the next few years. The cost for a new roof could run \$20-25,000.

2. ANNUAL FIRE AND SAFETY INSPECTION

All violations noted by the Orange County Fire Department on

February 4, 1992, have been corrected. Library Director Minter and I spent the better part of 3 days cleaning the air-conditioning room, getting rid of space-wasters, including broken items which were not repairable, items we thought we could use but never did, items no one could remember why we still had, and other miscellaneous items which were of no use to the Library. The St. Vincent de Paul Society took enough for a partial truck load; the rest filled two 3-yard bins rented from Placentia Disposal at a cost of \$82.00. The room is much cleaner, safer, and more useful than before. Our reinspection date is rescheduled for the week of March 9th. This reinspection is at no charge.

3. MEETING ROOM PERMIT

Fire codes, in the past, have allowed annual inspections at no charge. Actual practice was to inspect and issue a permit one time only. This permit remained in effect unless there was a change in the building. Effective August 1, 1991, the County now charges an annual fee to inspect and issue a permit to use our meeting room. The fee for our size room (136 occupant load) is \$90.00 a year. The sliding scale for such permits runs from \$45.00 to \$330.00.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: March 9, 1992
SUBJECT: Contract with Bank of America for deposit of Public Funds.

BACKGROUND:

Laws regarding the deposit of public funds require a special contract between the bank and the depositor.

This contract with the Bank of America covers the accounts used by the District for its payroll activities.

The contract must have the signature of the authorized official of the public agency, usually the treasurer.

RECOMMENDATION:

To approve the contract and designate the Library Director to sign as the Treasurer.

THIS CONTRACT, relating to the deposit of moneys, is made as of the 10TH day of February, 19 92, between Elizabeth Minter ("Treasurer") acting in his official capacity as Director of Placentia Library District ("Depositor"), and **BANK OF AMERICA NATIONAL TRUST AND SAVINGS ASSOCIATION** ("Bank"), having a shareholder's equity of FIVE BILLION THIRTY TWO MILLION AND 00/100 DOLLARS (5,032,000,000.00) on SEPTEMBER 30 19 91.

The Treasurer proposes to deposit in the Bank from time to time, moneys in his custody in an aggregate amount on deposit at any one time not to exceed the total shareholder's equity of the Bank, and said moneys will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California.

The Government Code requires the Treasurer to enter into a contract with the Bank setting forth the conditions upon which said moneys are deposited.

In the judgment of the Treasurer, this contract is to the public advantage.

The parties agree as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Bank relating to the method of collateralization of Depositor's deposits.

2. This contract, but not deposits then held hereunder, is subject to termination by the Treasurer or the Bank at any time upon 30 days' written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule, or regulation, state or federal, which, in the opinion of the Administrator of Local Agency Security of the State of California, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer. The Treasurer may withdraw Depositor's deposits from the Bank immediately upon receiving notice from the Administrator that the Bank has failed to pay assessments, fines or penalties assessed by the Administrator. The Treasurer may immediately upon receiving notice from the Administrator withdraw authorization for the placement of securities with the Agent of the Bank in the event that the Agent of the Bank fails to pay fines or penalties assessed by the Administrator.

3. Interest shall accrue on any moneys so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the Federal Government. If interest may legally be paid on the account into which the moneys are deposited, then all moneys deposited shall bear interest at a rate agreed upon by the Treasurer and the Bank, but not less than 1/2 of 1% per annum on the average daily balance of such moneys kept on deposit with the Bank.

4. The Bank shall issue to the Treasurer for each inactive deposit a receipt on a form agreed to by the Bank and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of interest payments, if any, and the terms of withdrawal. Each such deposit receipt is by reference made a part of this contract.

5. The Bank will maintain at all times with the Agent of the Bank as security for Depositor's deposits: (a) eligible securities of the classes described in Government Code Section 53651 (except subdivisions (m) and (p)) having a market value at least 10 % in excess of the total amount of deposits secured by those securities, (b) eligible securities of the class described in subdivision (m) of Government Code Section 53651 having a market value at least 50 % in excess of the total amount of deposits secured by those securities and (c) eligible securities of the class described in subdivision (p) of Government Code Section 53651 having a market value at least 5% in excess of the total amount of deposits secured by those securities. If the Administrator of Local Agency Security of the State of California determines that a security is not qualified to secure public deposits, the Bank will substitute other securities to comply with the requirements of this Paragraph.

6. Eligible securities are those listed in Government Code Section 53651.

7. The Treasurer hereby waives security for that portion of the total amount on deposit which is insured pursuant to Federal law.

8. The Agent of the Bank, which the Treasurer and the Bank hereby authorize to hold the eligible securities posted as collateral under this contract, is the **TRUST DEPARTMENT of BANK OF AMERICA NATIONAL TRUST AND SAVINGS ASSOCIATION**. The Agent of the Bank has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with all provisions of the Local Agency Deposit Security Law and Local Agency Deposit Security Regulations of the Government Code of the State of California. A copy of the agreement is attached hereto.

9. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of the Bank, including placement with any Federal Reserve Banks or branches thereof.

10. If the Bank fails to pay all or part of any moneys on deposit of the Depositor which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security of the State of California. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Depositor is governed by Government Code Section 53665.

11. The Bank may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met. The Bank shall not interchange classes of security (as defined in Government Code Section 53632.5) without the prior written approval of the Treasurer.

12. The Bank shall have and hereby reserves the right to collect the interest on the securities except in cases where the securities are liable to sale or are sold or converted in accordance with the provision of Government code Section 53665.

13. The Bank will pay all expenses incurred in transporting eligible securities maintained as collateral for moneys on deposit to and from the Agent of the Bank. The Depositor will pay (or promptly reimburse the Bank for or otherwise compensate the Bank for) all expenses incurred in transporting all moneys deposited with the Bank to and from the Treasurer's office. The Depositor will pay the Bank (or otherwise compensate for Bank for) the fees and charges stated in the Bank's then current Schedule of Charges (unless the Bank and the Treasurer otherwise agree) for handling, collecting and paying all checks, drafts and other exchange or securities according to the Bank's normal practices.

14. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in quadruplicate and the Bank has caused this contract to be executed in like number by its duly authorized officer.

TREASURER OF:

BANK:

Placentia Library District
NAME OF LOCAL AGENCY

**BANK OF AMERICA
NATIONAL TRUST AND SAVINGS ASSOCIATION**

BY _____
SIGNATURE

BY  _____
AUTHORIZED OFFICER

ATTACHMENT

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: District co-sponsorship of blood drive.

BACKGROUND:

Placentia Library District has been invited to join with the City of Placentia, the Placentia Chamber of Commerce and the Rotary Club of Placentia in sponsoring a blood drive.

The drive will be held in the Library's Meeting Room on Thursday, June 25, 1992, from 6:45 A.M. to 4:00 P.M.

While blood drives have been held in the Meeting Room a number of times I am not sure if the Library was ever a co-sponsor.

RECOMMENDATION:

That the District co-sponsor the blood drive.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: March 9, 1992
SUBJECT: Development of a plan of service.

During the past week I have made contact with several potential facilitator for the District's planning process.

I am still waiting to talk directly with several of them and will prepare an additional report for the Board meeting.

The facilitator I am talking with are:

Dorothy Anderson
Assistant Dean
Graduate School of Library & Information Science, UCLA
Recommended by Library Director Sue Curzon of Glendale Public

✓ Barbara Shaw Seminars
Northern California
Recommended by Trustee Sandra Stark

✓ Robert A. Rauch Communications
Facilitator for other California Special Districts
Santa Barbara
He is on the faculty of the Special District Management Institute and I was very impressed with his presentation.

Marilyn Schneider
Trustee of the Oakland Public Library
Served on the California Library Services Board for 18 years
Has her own library consulting business
Recommended by Library Director Holly Hinman of Burbank Public



*Car. Benson met
Fred West*

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Selection of health insurance plan for employees.

BACKGROUND:

At the Library's request Anderson & Anderson has completed its review of group medical insurance policy options. Account Executive Carol Benson met with Ray Evans, Fred West and me on February 24, 1992 to present the information she had solicited on the Library's behalf.

At this meeting we learned that the staff was misinformed last year about the scope of the CareAmerica coverage. The staff understood, and I was told when I reported to work, that only the HMO coverage was available, and that the \$1,000 coverage for personal choice physicians was eliminated. The plan that the Library currently has includes the \$1,000 coverage. Staff will be notified about this at its meeting on March 10 so that any eligible claims for the past twelve months may be filed.

The following options for 1992-93 were presented:

ESTIMATED ANNUAL COST WITH NO STAFF COPAY		% Change
✓ CAREAMERICA Plan <u>1800</u> - Current	53,267.64	
CAREAMERICA Plan 1800 - Renewal	56,718.24	+ 6.1%
Amerimed	41,664.00	-21.8%
Blue Cross - California Care	51,792.00	- 2.8%
Aetna HMO	55,711.35	+ 4.6%

The staff co-pay in 1991-92 was approximately \$7,500. Of this amount \$5,700 is for family or part-time co-pay which would continue under the recommendation.

The other factor that needs to be considered is that the Library needs to give its eligible employees over age 65 a choice of coverage, including coverage under the Library's medical plan. The Library cannot deny them coverage under the Library's medical plan.

If they choose to not be on the group plan they can have a Medicare supplement or senior HMO plan. The District cannot pay for a Medicare supplemental as we have done during the past two

Selection of health insurance plan, March 9, 1992, Page 2.

years. We also cannot reimburse for Medicare costs to the employee.

RECOMMENDATION:

That the CAREAMERICA Plan 1800 be renewed with the elimination of staff co-payment for single coverage and maintained for spouse/family coverage.

That the eligible employees over age 65 be given the option of going on the group health plan or formally waiving coverage and accepting all financial responsibility under Medicare.

→ Lincoln Network
PPO
Pacific Coast,

ANALYSIS OF BENEFITS

FOR

PLACENTIA LIBRARY

**PRESENTED BY: CAROL BENSON
ANDERSON AND ANDERSON/BENEFITS**

FEBRUARY 24, 1992



Summary of Requested Proposals

for

PLACENTIA LIBRARY

Aetna
Prudential
Humana
Metropolitan Life
Universal Care
VIP Health Plan

American National

Best Life
Congress Life
Home Life
Blue Shield
Principal

Pending
Ineligible Industry
Declined
Ineligible Industry
Declined
Group not in service
area
Declined, minimum
of 20 emp. required
Ineligible Industry
Ineligible Industry
Ineligible Industry
Declined
Declined

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



INFORCE RATES & BENEFITS



Placentia Library

Benefit and Rate Summary	CareAmerica - Inforce - Plan 1800
Dr. Co-Pay	\$8 Co-Pay
Hospital Co-Pay	100%
Out of Pocket Individual Family	N/A N/A
Prescription	\$10 Co-Pay
Life Amount	\$15,000
Rate Guarantee	Twelve Months

Life AD&D Rates

Rates:	HMO Exposures
Employee Only	17
Add'l 1 Dependent	7
Add'l 2 Dependents	3
Monthly Total	
Annual Total	

\$159.38
\$145.57
\$236.85
\$4,438.97
\$53,267.64



Placentia Library

*Bold -
Don't worry
about size.*

Benefit and Rate Summary		CareAmerica - Renewal - Plan 1800
Dr. Co-Pay		\$8 Co-Pay
Hospital Co-Pay		100%
Out of Pocket		
Individual		N/A
Family		N/A
Prescription		\$10 Co-Pay
Life Amount		\$15,000
Rate Guarantee		Twelve Months

Life AD&D Rates

Rates:	HMO Exposures
Employee Only	17
Add'l 1 Dependent	7
Add'l 2 Dependents	3
Monthly Total	
Annual Total	

\$169.86
\$154.74
\$251.90
\$4,726.52
\$56,718.24

*Don't worry about
this border* →



ALTERNATIVE RATES & BENEFITS



Placentia Library

Brea Medical Community Hospital

At noted

Benefit and Rate Summary	Amerimed
Dr. Co-Pay	\$8 Co-Pay
Hospital Co-Pay	80/20
Out of Pocket Individual Family	\$1,250
Prescription	\$8 Co-Pay
Life Amount	Not Available
Rate Guarantee	Twelve Months

Life AD&D Rates

Rates:	HMO Exposures
Employee Only	17
Add'l 1 Dependent	7
Add'l 2 Dependents	3
Monthly Total	
Annual Total	

\$108.35
\$163.00
\$163.00
\$3,472.00
\$41,664.00



Placentia Library

Benefit and Rate Summary	Blue Cross - California Care
Dr. Co-Pay	\$10 Co-Pay
Hospital Co-Pay	80/20
Out of Pocket Individual Family	\$1,500
Prescription	\$5 Co-Pay
Life Amount	\$15,000
Rate Guarantee	Six Months

Life AD&D Rates

Rates:	HMO Exposures
Employee Only	17
Add'l 1 Dependent	7
Add'l 2 Dependents	3
Monthly Total	
Annual Total	

\$141.71
\$190.70
\$190.70
\$4,316.00
\$51,792.00





PLACENTIA LIBRARY
PREMIUM SUMMARY

Agenda Item 24
Page 11 of 21

HMO MEDICAL OPTION

HMO Plan 2000
Prescription Drug Co-pay: \$5
Physician Co-pay: \$5
Inpatient Mental Health Benefit: 80%
Substance Abuse Benefit: 80%
Skilled Nursing: Included
Durable Medical Equipment: Included

IMO Medical Benefit Level: LOW

HMO Plan

PPO MEDICAL OPTION

PPO Plan Coinsurance: 80%/80%
Medical Deductible: \$250
Out of Pocket Limit: \$1000
Routine Physicals: N
Emergency Accident: N
Family Deductible Limit: \$
Prescription Drug Co-Pay: \$7
Non-Preferred Inpatient Deductible: \$250
Physician Co-Pay: \$10

INSURANCE	NUMBER OF INSURED*	VOLUME OF INSURANCE	BILLED MONTHLY PREMIUM		TOTAL
			UNIT RATE	PER	
EE LIFE	15	\$143,000	\$0.360		
AD&D	15	\$143,000	\$0.081	\$1,000	\$51.48
DEP LIFE	0		\$0.000	\$1,000	\$8.72
DENTAL				Insured	\$0.00
EMPLOYEE	14				
SPOUSE	7		\$29.43	Employee	\$412.02
CHILD(REN)	0		\$20.32	Employee	\$142.24
SPOUSE/CHILD	2		\$19.09	Employee	\$0.00
MEDICARE	2		\$38.41	Employee	\$78.82
			\$29.53	Employee	\$59.06
IMO MEDICAL OPTIONS - ACTIVE EMPLOYEES AND NON-MEDICARE RETIREES					
PRESCRIPTION DRUG (PPO)					
EMPLOYEE	5				
SPOUSE	2		\$45.26	Employee	\$226.32
CHILD(REN)	0		\$37.05	Employee	\$74.09
SPOUSE/CHILD	1		\$31.57	Employee	\$0.00
			\$68.62	Employee	\$68.62
PPO					
EMPLOYEE	5				
SPOUSE	2		\$225.41	Employee	\$1,127.04
CHILD(REN)	0		\$191.36	Employee	\$382.72
SPOUSE/CHILD	1		\$158.95	Employee	\$0.00
			\$348.31	Employee	\$348.31
HMO					
EMPLOYEE	9				
SPOUSE	4		\$158.24	Employee	\$1,424.15
CHILD(REN)	0		\$197.80	Employee	\$791.19
SPOUSE/CHILD	1		\$142.41	Employee	\$0.00
			\$340.21	Employee	\$840.21
MONTHLY SUBTOTAL - COLLATERALS AND NON-MEDICARE MEDICAL					\$5,475.95
ANNUAL SUBTOTAL - COLLATERALS AND NON-MEDICARE MEDICAL					\$65,711.35

HMO Plan

* Number of Insured for the PPO and HMO Medical Options are an assumption. Actual total premium will depend on the number of employees which actually select each option.

**CARBAMERICA HEALTH PLANS
SMALL GROUP PROGRAM**

Agenda Item 24
Page 12 of 21

HMO BENEFIT PLANS SUMMARY

PHYSICIAN SERVICES

	<i>Librey's Plan</i> → CARE 1500	CARE 900	CARE 700
* All Office Visits (including tests, x-rays and injections)	\$8/visit	\$8/visit	\$20/visit
* Physician Services During Covered Hospitalization	No Charge	No Charge	No Charge
* Doctor Visits at Your Home	\$20/visit	\$20/visit	\$20/visit

HOSPITAL SERVICES

* Hospital Admission (including Room (semi-private) and all Hospital Services (operating room, delivery room, laboratory, x-ray, etc.))	No Charge	20% of Charges	20% of Charges
* Nursing Home Services for Acute Conditions Following Hospitalization	No Charge	20% of Charges	20% of Charges

HOSPITAL SURGERY SERVICES

* Inpatient	No Charge	20% of Charges	20% of Charges
* Outpatient	No Charge	20% of Charges	20% of Charges

X-RAYS AND OTHER DIAGNOSTIC SERVICES

* Inpatient	No Charge	20% of Charges	20% of Charges
* Outpatient	No Charge	No Charge	No Charge

PREVENTIVE SERVICES

* Well Baby Care	\$8/visit	\$8/visit	\$10/visit
* Periodic Check-ups (as appropriate for age)	\$8/visit	\$8/visit	\$20/visit
* Routine Immunizations	\$8/visit	\$8/visit	\$20/visit
* Allergy Testing and Treatment (not including materials)	\$8/visit	\$8/visit	\$20/visit
* Vision and Hearing Examinations (including refraction)	\$8/visit	\$8/visit	\$20/visit

MATERNITY CARE

* Prenatal Care and Testing	\$8/visit	\$8/visit	\$10/visit
* Delivery Services (includes Cesarean Section)	No Charge	20% of Charges	20% of Charges
* Hospital Services	No Charge	No Charge	No Charge
* Postnatal Outpatient Care (Mother and Child)	\$8/visit	\$8/visit	\$10/visit

**CAREAMERICA HEALTH PLANS
SMALL GROUP PROGRAM**

HMO BENEFIT PLANS SUMMARY, cont.

FAMILY PLANNING SERVICES

Your plan →

	CARE 1800	CARE 900	CARE 700
* All outpatient visits including: Pregnancy Testing Counseling and Education Contraceptive Device Fitting (not including cost of device)	\$8/visit	\$8/visit	\$20/visit
* Sterilization			
Male (Vasectomy)	\$50	\$50	\$50
Female (Tubal Ligation)	\$100	\$100	\$100
* Voluntary Termination of Pregnancy	\$150	\$150	\$150
* Infertility Evaluation & Treatment	50% of Charges	50% of Charges	50% of Charges

EMERGENCY SERVICES AND AMBULANCE

* Authorized Emergency Room Visits	\$50/visit	\$50/visit	\$50/visit
* Authorized Ambulance Services	\$50/trip	\$50/trip	\$50/trip

OUTPATIENT THERAPY

* Physical, Occupational and Speech Therapy	\$8/visit	\$8/visit	\$20/visit
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HOME HEALTH CARE

* Home Health Care Visits	\$8/visit	\$8/visit	\$20/visit
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MENTAL HEALTH AND SUBSTANCE ABUSE

* Outpatient Visits for Evaluation and Treatment up to a maximum of 30 visits per year	\$25/visit	\$25/visit	\$25/visit
* Day Treatment/ Partial Hospitalization	NOT COVERED	NOT COVERED	NOT COVERED
* Inpatient Care (Psychiatric or Rehabilitative)	NOT COVERED	NOT COVERED	NOT COVERED
* Acute Detoxification			
Inpatient	No Charge	20% of Charges	20% of Charges
Outpatient	\$8/visit	\$8/visit	\$20/visit

Note: Limits on coverage apply to total services provided in any year for combined mental health and substance abuse services. However, acute detoxification services are not subject to these limits.

DURABLE MEDICAL EQUIPMENT

* Crutches, wheelchairs, beds etc.	No Charge	NOT COVERED	NOT COVERED
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MAXIMUM COPAYMENT

* For covered services per calendar year	\$1000/mbr \$3000/fmly	\$1000/mbr \$3000/fmly	\$1000/mbr \$3000/fmly
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**CAREAMERICA HEALTH PLANS
SMALL GROUP PROGRAM**

Agenda Item 24

Page 14 of 21

HMO BENEFIT PLANS

**SUMMARY OF
EXCLUSIONS AND LIMITATIONS**

The following services are excluded or limited unless specifically covered under the Benefit Plan(s). This is only a summary. Please refer to the Summary of Benefits and Evidence of Coverage and Disclosure for a complete explanation of coverage exclusions and limitations.

- * Personal or comfort items
- * Glasses, contact lenses or hearing aids
- * Surgical procedures for treatment of obesity
- * Transsexual surgery
- * Cosmetic surgery
- * Dental services
- * Blood and blood products unless replaced
- * Psychiatric and psychological services
- * Rehabilitation treatment for alcohol and drug abuse
- * Radial Keratotomy or any surgical procedure for the improvement of vision when vision can be made adequate through the use of glasses or contact lenses
- * Physical examination and reports not considered by CareAmerica to be medically necessary to maintain an adequate level of preventive care for the Enrollee
- * Custodial, convalescent and domiciliary services
- * Long-term inpatient and outpatient neuromuscular and cognitive rehabilitation
- * Private room and private duty nursing care
- * Artificial insemination, in-vitro fertilization and microsurgery for fertility treatment
- * Reversal of voluntarily induced infertility
- * Prescribed drugs and medicines for outpatient care
- * Devices, appliances, supplies or equipment
- * Services for a donor or prospective donor when the recipient of an organ transplant is not a CareAmerica Enrollee
- * Vocational rehabilitation
- * Non-emergency transportation
- * Treatment with fertility drugs

**CAREAMERICA HEALTH PLANS
SMALL GROUP PROGRAM**

Agenda Item 24
Page 15 of 21

HMO AND \$10 DRUG PLAN MONTHLY PREMIUM RATES

CARE 700 AND \$10 DRUG PLAN

<u>EMPLOYEE AGE</u>	<u>SINGLE</u>	<u>TWO PARTY</u>	<u>FAMILY</u>
0-29	\$ 91.26	223.58	319.29
30-39	108.18	229.73	349.46
40-49	134.65	249.44	370.43
50-59	161.65	319.60	400.07
60-64	203.91	408.71	456.47
65 +	239.34	482.85	531.87

CARE 900 AND \$10 DRUG PLAN

<u>EMPLOYEE AGE</u>	<u>SINGLE</u>	<u>TWO PARTY</u>	<u>FAMILY</u>
0-29	\$ 97.39	238.59	340.73
30-39	115.44	245.15	372.92
40-49	143.69	266.18	395.29
50-59	172.51	341.06	426.92
60-64	217.60	436.15	487.12
65 +	255.41	515.26	567.58

*Library's
Plan* →

CARE 1800 AND \$10 DRUG PLAN

<u>EMPLOYEE AGE</u>	<u>SINGLE</u>	<u>TWO PARTY</u>	<u>FAMILY</u>
0-29	\$107.98	264.55	377.80
30-39	128.00	271.82	413.49
40-49	159.32	295.14	438.30
50-59	191.27	378.17	473.37
60-64	241.27	483.60	540.12
65 +	283.20	571.32	629.33

FOR EMPLOYER GROUPS WITH 5 TO 24 ELIGIBLE EMPLOYEES
EFFECTIVE OCTOBER 1, 1991

DECLINATION LETTERS





BLUE SHIELD
of California



Official Sponsor
of the 1992
U.S. Olympic Team

925 THE CITY DRIVE, SOUTH, SUITE 400, ORANGE, CA 92668-4926
GROUP SALES: (714) 978-6402 INDIVIDUAL SALES: (714) 978-6402

02/18/92

LARISSA J. KOEKER
ANDERSON & ANDERSON BENEFITS
P.O. BOX 19594
IRVINE, CA 92715-

RE: PLACENTIA LIBRARY DIST.

After reviewing the specifications for this group, Blue Shield of California must decline to quote since:

It does not meet our Underwriting Guidelines.

We appreciate your interest in Blue Shield and look forward to working with you on other groups in the future.

If you have any questions, please give me a call.

Sincerely,

Carol A. Sellers

CAROL A. SELLERS
SR. ACCT. REPRESENTATIVE
714-978-6402

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ebm*
DATE: December 9, 1991
SUBJECT: Results of Employee Survey of Group Health Plans

BACKGROUND:

At its meeting on November 4, 1991, the Library Board requested that the staff eligible to receive Library medical benefits be surveyed to see if they are using the benefits and to measure their level of satisfaction.

Upon receipt of a sample survey from Carol Benson, Anderson & Anderson, the Library Director and Trustees Evans and Osborn prepared the Library survey instrument.

Sixteen staff members returned the survey.

11 subscribe to the plan, 3 of whom include dependents.
5 do not subscribe to the plan.

The reasons given for not subscribing to the medical plan, in order of frequency were:

5 - Cost of Co-Payment
3 - Covered by spouse under another group plan
2 - Inability to select physician
1 - Eligible for Medicare

The reasons given by subscribers for not subscribing for dependents, in order of frequency was:

6 - No dependents
2 - Cost of Co-Payment
1 - Dependent covered by another plan
1 - Needs more information about costs

Seven respondents are not satisfied with the CareAmerica HMO Plan and four are satisfied.

Ten indicated a preference for an indemnity plan and four are not interested.

Of those interested in an indemnity plan five are not interested in paying more than \$20 per month for coverage, 2 are willing to pay and additional \$15 per month, 2 are willing to pay an additional

Page 2

\$25 per month, and 1 is willing to pay an additional \$50 per month.

A copy of the summary of the responses to each question is attached.

President Dinsmore asked me to check with several other library districts about their medical benefits for staff:

Buena Park: Pays full single coverage of any medical plan offered by PERS plus \$50 per month towards the family coverage. They also pay full dental for their employees and dependents. This costs the District up to \$400 per month per employee.

Altadena: Pays full coverage for employees and dependents, medical and dental.

Palos Verdes: Pays up to \$250 for coverage of employees and dependents on medical coverage, with employee paying coverage if a more expensive plan is selected. Dental is paid by the District in addition to the medical.

City of Placentia: Pays full costs for employee and employee with one dependent. Employees with 2 or more dependents pay \$30 per month. Their program is self-funded with choice of 3 HMO's: Signa, FHP and Pacificare (most popular). Dental is provided in addition.

Library: The Library pays:

<u>Age</u>	<u>Type</u>	<u>Premium</u>	<u>Library Pays</u>	<u>Co-Pay</u>	<u>%Co-Pay of Total</u>
upto 29	Single	114.24	94.24	20.00	18%
30-39	Single	134.51	114.51	20.00	15%
30-39	Family	429.78	375.78	54.00	13%
40-49	Single	163.92	143.92	20.00	12%
40-49	Family	453.09	399.09	54.00	12%
50-59	Single	193.95	173.95	20.00	10%
60-64	Single	240.91	220.00	20.00	8%
65+	Single	280.30	260.30	20.00	7%

Page 3

RECOMMENDATION:

Receive and file and give direction for future activity.

**ANDERSON AND ANDERSON
INSURANCE BROKERS, INC.**
2495 Campus Drive, P.O. Box 19594, Irvine, CA 92715
Phone (714) 476-4393
Fax (714) 752-7587

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FACSIMILE TRANSMITTAL COVER SHEET

Date: 3/4/92 Total # of pages: 1

TO: Elizabeth Menter Fax # 528-8236
Placentia Library

From: CAROL BENSON, ACCOUNT EXECUTIVE/CLAIMS MANAGER
Anderson & Anderson, Benefits

COMMENTS:

Elizabeth,

I called the Medicare 800 number (1-800-675-2266) and spoke to Ms. Weaver regarding your situation with the over age 65 employees.

She said that the over age 65 employees must be offered the same coverage as the other employees. If they choose not to be on the group plan they can have a Medicare supplement or senior HMO plan. The library cannot pay for a medicare supplemental. If the library pays for a plan it should be the same as what the other employees have. You would have 3 choices.

1. Continue to pay for the medicare supplement for these employees, but do not let Medicare know. (this I wouldn't suggest)
2. Ask these employees to enroll on the Careamerica group plan. This would make Careamerica the primary carrier since you have over 20 employees.
3. Give the employee the option of waiving off the Careamerica plan and taking an HMO senior plan. Medicare is in essence the primary carrier in this situation.

It is important that these employees be given a choice.
Elizabeth, please call me with any questions.

If you did not receive all pages or if you have questions I can be reached at (714) 476-4393/Fax (714) 752-7587

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Schedule & budget for the online library system upgrade.

BACKGROUND:

CIRCULATION SYSTEM:

The Anaheim Library Consortium, consisting of the public libraries of Anaheim, Yorba Linda, and Placentia, is in the final stages of transition to the new automated library system, DYNIX.

Circulation supervisor training was held during the week of March 2nd. All other staff will be trained before the end of March using a training center at the Anaheim Public Library.

The last day for using the current system will be Saturday, March 28th. Between then and Thursday, April 16th the libraries will be using the new backup system, usually used only when DYNIX is down. This means that only limited automated services will be available during the transitional period.

One of the services not available between March 29 and April 15 is the automated catalog. The Reference Staff has prepared a brochure with the Dewey Decimal Numbers for many of the most asked for subjects. Staff will be prepared to spend considerable more time assisting library users with finding materials during this transitional period.

April 17 is the date currently scheduled for the first day of operation for the new system. DYNIX has an excellent national reputation for meeting its deadlines so we have every reason to expect that the start-up date is reasonably firm.

The new system brings with it several technological improvements. One of these is the use of laser scanners at the check-in and check-out desks. Placentia Library is scheduled to receive three scanners: check-in, check-out, and workroom/interlibrary loan. The cost for all three will be \$6,255. An additional asynchronous (dedicated) terminal will be set up at the check-out desk to improve the work flow and patron service there. The cost of the additional terminal will be \$585.

The asynchronous terminal from Sal's office is available to be

installed at the check-in desk so that both check-out and check-in will be equipped to handle peak load times more efficiently. The Anaheim Library has not yet informed us if there will be any additional costs for installation.

ACQUISITIONS & SERIALS SYSTEM:

Since my arrival at Placentia Library District I have been highly critical of the fact that it routinely takes over eight weeks for an item to be received after the order is placed through the Anaheim Library. Most public libraries can do this in less than two weeks, that's two weeks from date of order until the item is on the shelf and available for public use.

The main reason for the delay with Anaheim is that they hold all orders until they have completed their own selection process with their branches. While this may meet Anaheim's public service goals it certainly does not meet mine. It is this timeliness/public service concern that caused Yorba Linda to not use Anaheim for purchasing.

The DYNIX System gives Placentia and Yorba Linda an opportunity to get the greater large system discount from Brodart, the main jobber used by Anaheim, receive all the books fully processed directly at each library instead of through Anaheim, and have the cataloging information loaded directly into the Consortium's database.

By placing the orders directly with the jobber Placentia will no longer have the delay of waiting for Anaheim to place or process any particular order.

This system also gives Placentia and Yorba Linda access to the Brodart cataloging database so that each library can process local additions more efficiently.

A second area of concern for me is that Placentia currently has no book budget fund accounting by area of purchase. This means that the person allocated \$5,000 to purchase biographies has to keep her/his own records without knowing the actual discounted cost or even if the item was ever received. The DYNIX acquisitions system will allow tracking of both encumbered funds and actual expenditures by each subject area assignment. This means that selectors can enter and send their own orders without preparing handwritten order cards. This will also expedite the ordering process since there will be fewer layers of duplication of efforts.

The one-time cost for equipment, software, documentation, and training is \$10,244. The annual operating cost is \$5,528, including equipment maintenance, \$2,400 for access to the Brodart online cataloging system, and \$2,316 for the shared telephone costs for the long distance line required by the system. The annual operating cost is the equivalent of one-quarter of a senior clerk, without benefits.

Part of the increased annual operating costs will be offset by the elimination of cataloging/processing fees from Anaheim. Another financial impact is that Placentia will process all its own invoices for payment.

SUMMARY OF START-UP COSTS:

Circulation System	\$ 6,840
Acquisitions & Serials System	<u>10,244</u>
TOTAL	<u>\$17,084</u>

As of January 31, 1992, there was \$75,241.21 in FUND 5031, the Automation Replacement Fund. I would like to wait until we see how our FUND 5071, the Operating Budget, is near the end of the year to determine how much, if any, money we need from FUND 5031 to cover the office automation project.

FINES & FEES POLICY:

The directors of the Consortium libraries met on February 19 to discuss the policy issues involved with the new system. It was decided at that time that a new fines and fees structure would be necessary as Anaheim is getting pressure from its own budget situation to do a review and Placentia has already expressed its interest in a revision. I had expected to have a proposed schedule by the March meeting but it has not yet been received from Anaheim. I will present it to the Board as soon as it is received.

RECOMMENDATIONS:

That the Circulation, Acquisitions and Serials System upgrades be approved at a cost of \$17,084 plus installation charges, with the funds to be taken from the Placentia Library Automation Replacement Fund 5031.

Evans / West

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth D. Minter
FROM: Peggy D. Burkich *PDB*
DATE: March 6, 1992
SUBJECT: Dynix Training for New Circulation System

Dynix instruction for library staff trainers took place at Anaheim Library Tuesday, March 3 through Thursday, March 5. The libraries were represented by one staff member each from Placentia, Yorba Linda, and Anaheim. This was intensive training covering the complete Dynix system. We were exposed to on-hands training, video presentations, and an experienced Dynix teacher with a library background.

It was decided that basic on the site training of staff will take place during the week of March 23.

The library data base will not be operational from March 30 to April 17. During this period the libraries will be on PC backup. This will enable staff to check-in and check-out books. The on-line catalog system will not be operational at this time.

The Dynix Automated Library Systems package is outstanding and will improve the quality and speed of service to the patrons of Placentia.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: March 9, 1992
SUBJECT: Renewal of property and liability insurance policies.

This item is still in process as the Board materials are being prepared.

If the item can be completed by Board meeting time on March 9 I will distribute the staff report at that time. Otherwise the item will be postponed to the next meeting.

Check with Susan Parker

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Application for Special District Augmentation Funds.

BACKGROUND:

The Orange County Administrative Officer has notified the District that the Special District Augmentation Fund budget process for FY1992-93 has begun.

Requests must be submitted to the COA office by April 15, 1992.

The District has not requested any of these funds for the past several years.

The Governor's budget recommendations for enterprise district funding will significantly lessen the amount of money that Orange County will have to distribute.

RECOMMENDATION:

If the District decides to apply for Augmentation Funds then I would recommend that they be designated for the Literacy program and other outreach services to the economically disadvantaged in the Library's service area.

*Stack/Event,
Community Center*



HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
SANTA ANA, CA 92701

MAILING ADDRESS:
P.O. BOX 22014
SANTA ANA, CA 92702-2014

TELEPHONE:
(714) 834-6200

FAX:
(714) 834-3018

COUNTY ADMINISTRATIVE OFFICE

March 2, 1992

TO: Governing Boards, Special Districts
SUBJECT: Special District Augmentation Funds
1992/93 Schedule

This letter is to inform you of the schedule for the FY 1992-93 Special District Augmentation Funds (SDAF) request and allocation process this year. A complete schedule is attached for your reference.

Highlights of the Schedule include:

- . Funding Request forms will be distributed by March 25, 1992.
- . Requests, along with preliminary estimated budgets will be due to the CAO April 15th.
- . Districts requesting funding will have the opportunity to meet with the SDAF Allocation Task Force on or about May 21st.
- . The required Public Hearing is scheduled for June 2nd.
- . Board adoption of final allocations is scheduled for June 9th.

Sabina Bye, Senior Staff Analyst, CAO/Management and Budget Division will coordinate the SDAF process and is available to answer any questions (834-3381).

Handwritten signature of Ronald S. Rubino in cursive script.

Ronald S. Rubino, Director
Management & Budget Division

RSR:sb/003309

Attachment

1992-93 SCHEDULE FOR
SPECIAL DISTRICT AUGMENTATION FUND

2/14	Fri	<u>CAO</u> requests special district address verification from LAFCo.
3/02	Mon	<u>CAO</u> sends courtesy advisements to Independent Districts of April 15 application due date.
3/05	Thur	<u>A/C</u> provides <u>CAO</u> preliminary estimate of Special District Augmentation Fund (SDAF) available financing.
3/09	Mon	<u>CAO</u> posts 3/12 SDAF Task Force Meeting Agenda. (Required three (3) day notice).
3/12	Thur	<u>SDAF Task Force</u> kick-off meeting to review schedule, criteria, funding request, forms and preliminary 1992-93 financial picture.
3/16	Mon	<u>CAO</u> files AIT with Board for 3/24 meeting to notify all special districts of the preliminary estimate of SDAF available financing (Revenue and Taxation Code Section 98.6(b)).
3/24	Tues	<u>Board</u> orders notification of special districts of preliminary estimate of SDAF available financing, and orders Special District Task Force to begin applications review.
3/25	Wed	<u>Board Chairman</u> sends letter to all special districts notifying them of preliminary estimate of SDAF available financing. (Required on or before June 1 - Revenue and Taxation Code Section 98.6(b)).
3/25	Wed	<u>CAO</u> sends Funding Request Form to special districts. Due back 4/15.
4/15	Wed	<u>Requesting Districts</u> - Deadline to submit request to CAO.
4/27*	Mon	<u>CAO</u> posts 4/30 SDAF Task Force Meeting Agenda (Required three (3) day notice).
4/30	Thur	<u>SDAF Task Force</u> meets to review applications and revised financial picture.
5/04	Mon	<u>CAO</u> files AIT for Board actions 5/12 as notice of opening of SDAF Hearing, at which Board sets the formal Public Hearing.
5/12	Tues	<u>Board</u> schedules public hearing on SDAF; and directs notices to be sent to all special districts, notice to be published in local newspaper, and the SDAF Task Force to meet with requesting districts.

- 5/12 Tues CAO sends required notice of Public Hearing to all independent special districts (Revenue and Taxation Code Section 98.6(c)).
- 5/14 Thur CAO sends confirmation of 5/21 presentation to SDAF Task Force appointment to requesting special districts.
- 5/18* Mon CAO posts 5/21 SDAF Task Force Meeting Agenda.
- 5/20 Wed A/C notifies Board by letter of estimated amount available for distribution from SDAF in 1992-93. (Required by August 31, Public Hearing required within 15 days of Auditor-Controller's notice to Board of Supervisors.)
- 5/21 Thur ✓ SDAF Task Force meets with requesting districts. Districts are afforded the opportunity to present their case in person.
- 5/22 Fri CAO files AIT for 6/2 SDAF public hearing.
- 5/29 Mon Clerk of the Board publishes in newspaper notice of Public Hearing. (Required not less than three (3) days prior).
- 6/01* Mon CAO posts 6/4 SDAF Task Force Meeting Agenda.
- 6/01 Mon CAO files AIT for final hearing on 6/09 concerning recommended allocation of SDAF Funds.
- 6/02* Tues ✓ Board conducts SDAF PUBLIC HEARING.
- 6/04 Thur SDAF Task Force meets to finalize SDAF Requests.
- 6/05 Fri CAO files allocation letter as attachment to AIT for 6/09.
- 6/09 Tues ✓ Board conducts final hearing on SDAF and adopts final allocation of SDAF Funds. (Revenue and Taxation Code Section 98.6(d)).
- 7/08* Wed CAO notifies independent special districts of SDAF Allocations (Revenue and Taxation Code Section 98.6(h)). (Required within 30 days of final allocation determination.)

*Legally required interval date.

B:cm
SB/020691c

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: Upcoming workshops.

BACKGROUND:

The California Special Districts Association is sponsoring a public relations workshop at LeMeridien Hotel, Newport Beach, on Friday, March 20, 1992, from 8:30 A.M. to 4:00 P.M. Registration, including lunch, is \$95.00.

The American Library Association Annual Conference will be held in San Francisco, June 25 to July 2, 1992. Hotel rooms should be reserved now in case Trustees or Staff attend. Conference preregistration is usually available in April. Aileen Schrader, a retired trustee from Newport Beach, will be installed as the President of the American Library Trustee Association at this conference.

RECOMMENDATION:

That Library Assistant Karen Cushing and one Trustee be sent to the CSDA workshop.

That the Board give direction for room reservations for the ALA Conference.

*Karen Cushing } For Mar 20
Paul Osborn }
Schrader / Edm*

"SPEAK OUT"

Community and Media Relations for Special Districts

LeMeridien Hotel, Newport Beach - March 20, 1992
Parc Oakland, Oakland - April 3, 1992

RECEIVED
FEB 26 1992

PURPOSE

SPEAK OUT is a comprehensive educational training workshop designed to provide special districts with the knowledge and skills to implement an effective community and media relations program. Special districts can no longer afford to remain an effective yet anonymous form of local government. Each year new threats to special districts emerge from the State Capitol as well as many other fronts. It is vital for all districts (large and small) to have a proactive public communications program in place.

OBJECTIVES

- Participants will:
- Learn the importance of public communication and how to plan and develop appropriate information;
 - Acquire the skills to organize an effective public information program and an appropriate budget;
 - Discover how to analyze your public information program;
 - Learn how to select which channels of communication will work for your district;
 - Fine tune your ability to deal with constituents and media representatives (effective speaking, concise writing and credibility);
 - Learn how to get the media to report your side of the story and promote special districts.

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

Registration Information

Register now by completing the registration form below and selecting your workshop location. Registration requested after March 16, 1992 for Workshop #1 or March 30, 1992 for Workshop #2 will be subject to space availability and a \$10 fee increase.

"SPEAK OUT" Community and Media Relations for Special Districts

8:00 a.m.	Registration/Check-in	11:00 a.m.	A Press Relations Program Press Releases and Interviews Feature Articles Radio and Television
8:30 a.m.	The Public Who The Public Is Why Districts Must Keep Them Informed	12:00 p.m.	Lunch
9:00 a.m.	Organizing for Community Relations Board Policy & Board Committee Defining Your District's Message	1:00 p.m.	Getting the Job Done People, Skills, Equipment Doing the Job Yourself vs. Hiring Outsiders Budgets
9:30 a.m.	A Recommended Program Newsletters Public Talks and Meetings Employee Communications Other Methods	2:00 p.m.	The Practical Side - A Panel Discussion Questions, Answers, Discussion
10:30 a.m.	Dealing With the Media How to Work with Reporters Getting Your Story Across Handling a "Bad Story" Controlling Your Message	4:00 p.m.	Adjournment

Registration Form

SPEAK OUT

Community and Media Relations for Special Districts

WORKSHOP #1/March 20, 1992
LeMeridien Hotel, Newport Beach

WORKSHOP #2/April 3, 1992
Parc Oakland, Oakland

NAME _____

Fees

DISTRICT _____

CSDA Member \$95 \$ _____
(includes luncheon)

ADDRESS _____

Non-CSDA Member \$125 \$ _____
(includes luncheon)

CITY STATE ZIP _____

Total Enclosed: \$ _____

TELEPHONE (_____) _____

PLEASE RETURN TO:

CSDA • 915 L STREET, SUITE 1000 • SACRAMENTO, CA 95814 • (916) 442-7887

Official ALA Housing Request Form

Annual Conference - San Francisco

June 25 - July 2, 1992

→ See under

Mail To: Page 4 of 5
 ALA Housing Bureau
 P.O. Box 424279
 San Francisco, CA 94142-4279

Deadline for Submission: June 11, 1992 →

Instructions: Complete the entire form to ensure speedy processing. All hotels require a first night's deposit to hold your room. Complete the credit card portion of the form for the first night's deposit to be billed automatically. **DO NOT DUPLICATE** - If sharing room(s) designate **ONE** person to send request.

→ Peggy

 (Last name of person requesting rooms) (First name)

 (Name of company or firm)

 (Street address or p.o. box number) (City)

 (State) (Zip) (Country) (Phone number)

Occupant(s) - Print last name first [please bracket those sharing a room] 1. _____ 2. _____ 3. _____ 4. _____	Arrival Date _____	SELECT TYPE ROOM DESIRED <input type="checkbox"/> Single (one person/one bed) <input type="checkbox"/> Double (two people/one bed) <input checked="" type="checkbox"/> Double/Double (two people/two beds) <input type="checkbox"/> Triple (three people/1-2 beds) <input type="checkbox"/> Quad (four people/two beds) <input type="checkbox"/> P+1 (parlor/one bedroom) <input type="checkbox"/> P+2 (parlor/two bedrooms) <input type="checkbox"/> Requires handicap room
	Arrival Time _____	
	Depart Date _____	

Hotel Choices

1. _____ 4. _____
 2. _____ 5. _____
 3. _____ 6. _____

If none of my choices are available, in accepting another assignment I am more concerned with: location rate

Important Notes

- Rooms are assigned on a "first come/first serve" basis and room availability for your arrival/departure.
- Photocopy this form if more than one room is required.
- All changes and/or cancellations must be made in writing to the Housing Bureau. After June 1, 1992, you must contact the hotel directly.
- The hotel will confirm room reservations.

Guarantee-First Night's Deposit

Please charge to my credit card. Visa AMEX MasterCard

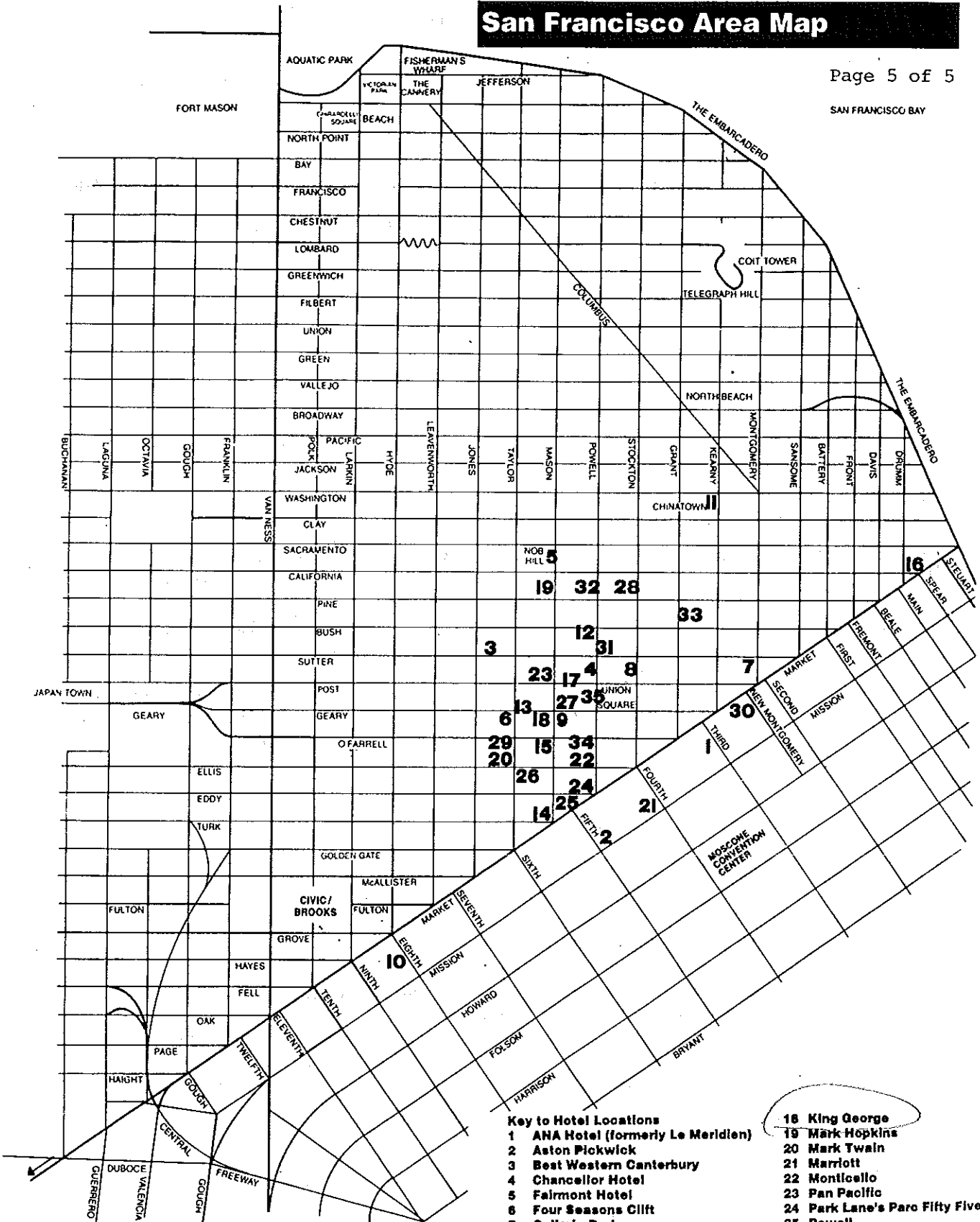
I will send a check for one night's deposit upon receipt of confirmation.

 (Card Number) (Expiration Date)

 (Authorized Signature) (Date)

San Francisco Area Map

SAN FRANCISCO BAY



Key to Hotel Locations

- | | |
|------------------------------------|--------------------------------|
| 1 ANA Hotel (formerly Le Meridien) | 18 King George |
| 2 Aston Pickwick | 19 Mark Hopkins |
| 3 Best Western Canterbury | 20 Mark Twain |
| 4 Chancellor Hotel | 21 Marriott |
| 5 Fairmont Hotel | 22 Monticello |
| 6 Four Seasons Clift | 23 Pan Pacific |
| 7 Galleria Park | 24 Park Lane's Parc Fifty Five |
| 8 Grand Hyatt | 25 Powell |
| 9 Handerly | 26 Powell West |
| 10 Holiday Inn-Civic Center | 27 Raphael |
| 11 Holiday Inn-Financial District | 28 Ritz Carlton |
| 12 Holiday Inn-Union Square | 29 San Francisco Hilton |
| 13 Hotel Diva | 30 Sheraton Palace |
| 14 Hotel Metropolis | 31 Sir Francis Drake |
| 15 Hotel Nikko | 32 Stanford Court |
| 16 Hyatt Regency | 33 Triton |
| 17 Kensington Park | 34 Villa Florence |
| | 35 Westin St. Francis |

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eh*
DATE: March 9, 1992
SUBJECT: Staff parking assignments.

In response to a number of citizen complaints about the availability of parking in the Civic Center parking lot the City is considering changing its parking policy for employees.

The changes are illustrated on the attached two pages.

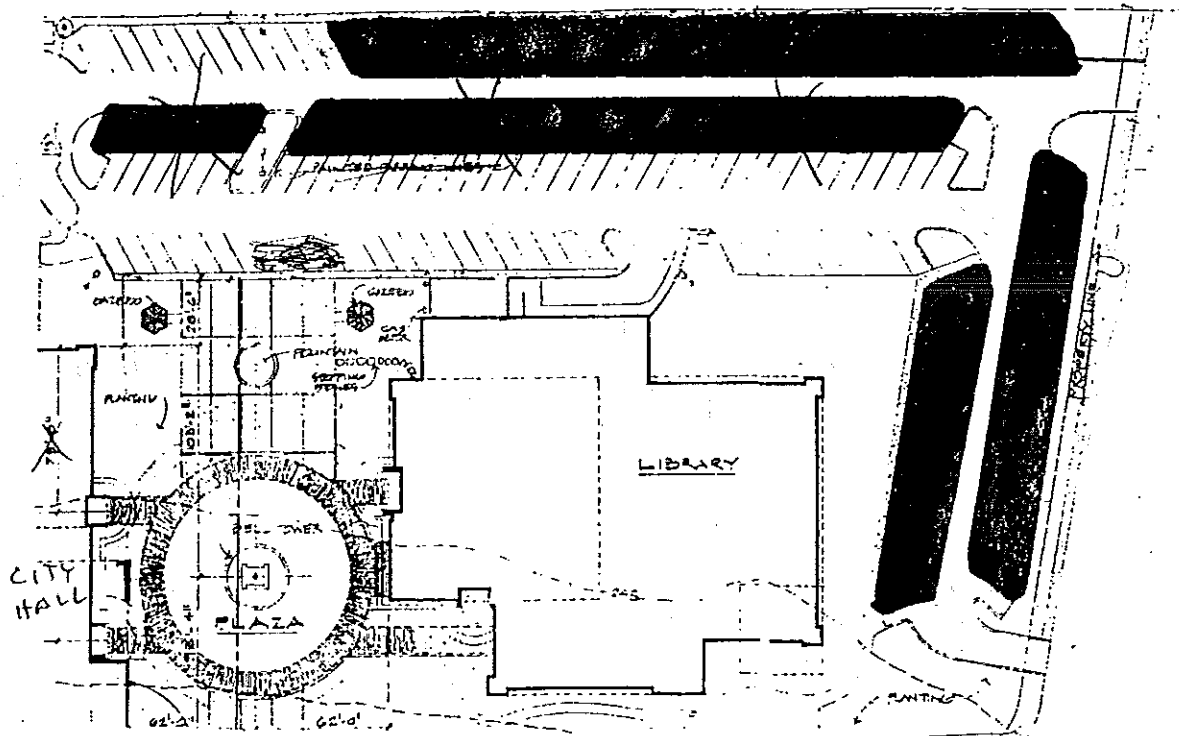
When I discussed this issue with City Personnel Director Lee Sale I also suggested that the City make additional street parking available on All America Way between the two driveways, and that they consider limiting parking in the "public" areas to two hours during regular office hours.

When and if these changes are adopted by the City they will be forwarded to the Library Board for consideration as part of the Library's personnel policy.

CURRENT

PARKING REGULATIONS, CIVIC CENTER

1. City Employee parking is provided in designated areas of the Civic Center parking lot. (see map for specific locations). This will permit the public to utilize the more convenient parking areas.
2. Official City vehicles are to be parked in one of the following locations:
 - (a) Assigned areas for City vehicles.
 - (b) Employee parking area.
3. Spaces designated "Carpool Parking" are reserved for vehicles with two or more occupants.
4. Police Department employees assigned to graveyard shift, for vehicle security purposes, may park in the public parking areas closest to the Police Department.

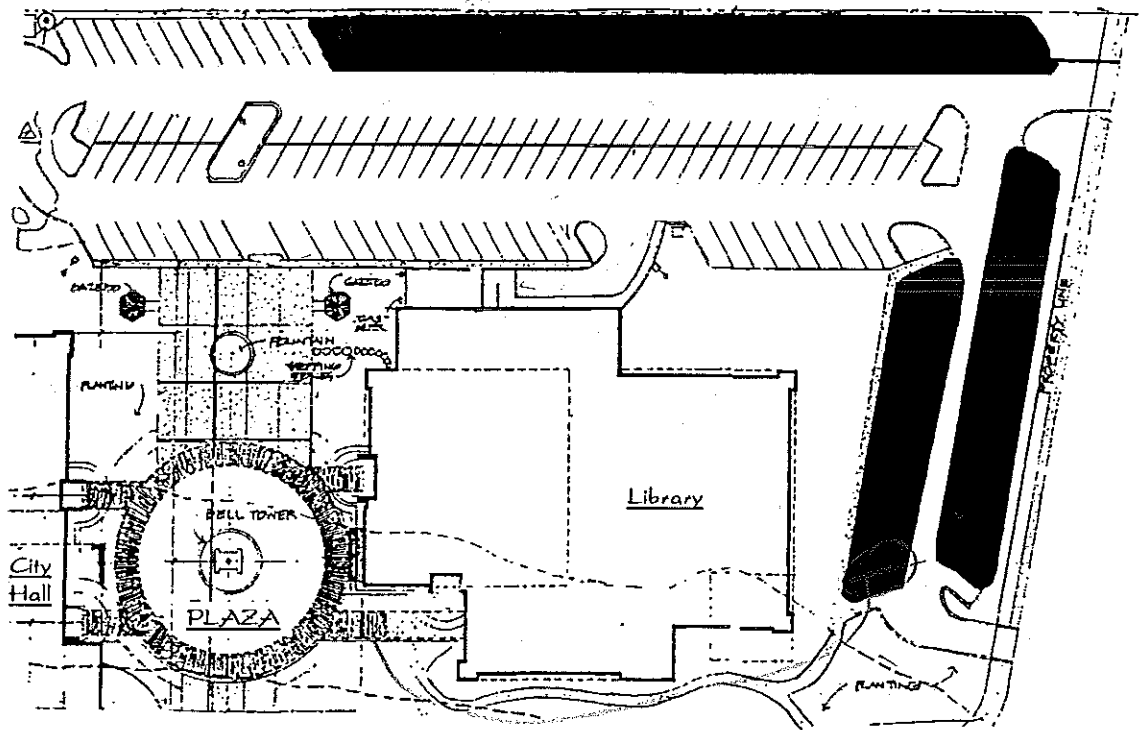


EMPLOYEE PARKING AREAS

PARKING REGULATIONS, CIVIC CENTER

PROPOSED

1. City Employee parking is provided in designated areas of the Civic Center parking lot (see map for specific locations). This will permit the public to utilize the more convenient parking areas.
2. Official City vehicles are to be parked in one of the following locations:
 - (a) Assigned areas for City vehicles.
 - (b) Employee parking area.
3. Spaces designated "Carpool Parking" are reserved for vehicles with two or more occupants.
4. Police Department employees assigned to graveyard shift, for vehicle security purposes, may park in the public parking areas closest to the Police Department.



EMPLOYEE PARKING AREAS

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AGENDA ITEM 30

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 9, 1992
SUBJECT: General ledger system for office accounts.

Sal and I met with Nancy Cronick on February 27, 1992, to review the proposals for the chart of accounts.

Nancy told us that she had selected ACCPAC BPI Accounting as our software.

We received a revised chart of accounts on March 5, 1992, along with notification that she is ready to install the accounting program on the Office computer at our convenience.

After the program is installed Library staff will enter all the data since July 1, 1991, so that we will have a complete fiscal year of information.

This project should be completed prior to the April Board meeting with the new financial reports available for Board use at that time.

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: March 9, 1992
SUBJECT: Statements of Economic Interests for Trustees and Designated Employees

Copies of the 1991-1992 Statements of Economic Interests arrived just after the February Board Meeting. They will be distributed at the March Board Meeting.

Our Annual Filing date is April 1, 1992, for the period January 1, 1991 through December 31, 1991.

The list of 730 filers required to file with the clerk of the Board of Supervisors has been completed and returned February 11, 1992. Only the Trustees are on the list.

Designated employees Library Director Minter, and Assistant Library Director Addotta file with the Library only.

Trustees need to file their statements with the Library administrative office, and we will forward the originals as a group to the Clerk of the Board of Supervisors. Please do this by March 20, 1992, to allow us a timely filing with the Clerk.



ESTABLISHED 1889

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687TELEPHONE: 714 834-2206
714 834-4439 (FAX)

County of Orange

CLERK OF THE BOARD OF SUPERVISORS

February 7, 1992

Mr. David E. Snow
Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Dear Mr. Snow:

The Government Code states that agencies must notify the clerk of their code reviewing body of the names and titles of persons required to file Statements of Economic Interests with the clerk prior to their actual filing. Therefore, upon receipt of this letter, please complete the enclosed form and return it to the Clerk of the Board of Supervisors immediately.

Enclosed are copies of the 1991-1992 Statement of Economic Interests for Designated Employees Form 730 and instructions, together with a summary of 1992 Legislative Changes to the Conflict of Interest Disclosure Provisions of the Political Reform Act. There is a sufficient number for each member of your legislative body (and Superintendent/General Manager if required by your Code to file with the Clerk of the Board) and one for your use in providing copies to other designated employees required to file with your agency, pursuant to your Code.

For most agencies, the Annual Filing date is April 1, 1992, and only members of your governing board are required to file the original of their Annual Statement with the Clerk of the Board of Supervisors. Please check your Code to ascertain your agency's Annual Filing Date and who is required to file their Statement with the Clerk of the Board of Supervisors. I would suggest that members of your governing board file with you and that you forward the originals as a group to the Clerk of the Board of Supervisors. Please retain a copy for your files. All other designated employees required to file are to file with you, and you are to retain the originals. These forms are also to be used during the year for "assuming, leaving, initial and candidate" statements. The Fair Political Practices Commission (FPPC) advises that only the 1991-1992 form is acceptable for filing. Please discard any forms from prior years.

In most cases the Annual Statement period covers January 1 through December 31, 1991. Please check your Code to ascertain the period covered by your agency's Annual Statement. Statements must be received by the office of the Clerk of the Board of Supervisors or postmarked by April 1, 1992 or by your

Mr. David E. Snow
Placentia Library District
February 7, 1992
Page 2

agency's Annual Filing date. You may have to provide filers with the date specified in your Code. It may be necessary for you to receive Statements of your board members a few days prior to the Annual Filing Date deadline to allow a timely filing with the Clerk of the Board of Supervisors. Please note that failure to file Statements timely may result in certain criminal and civil penalties, including, but not limited to, late fines (\$10 per day, up to \$100), pursuant to the Government Code.

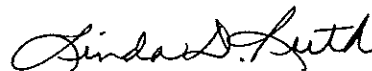
It is imperative that on Page 1 of the 730 Form the name of the filer, name of agency, position title, mailing address, and daytime telephone number be completely filled-in; and that the appropriate box (in most cases it will be Annual Statement) is checked and the date filled-in. Additionally, the appropriate boxes on Page 2 must be checked and the verification, including signature, must be completed. Incomplete information may result in the requirement for a filer to file a Form 730 Amendment. Due to State budget reductions, the FPPC advises no manuals are being printed this year, however, instructions for completing Form 730 are printed on the back of the Schedules.

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

If you have any other questions, please call me at (714) 834-2206. I sincerely appreciate your cooperation in meeting the Statement of Economic Interests filing requirements prescribed by law.

Very truly yours,

COUNTY OF ORANGE



LINDA D. RUTH
CLERK OF THE BOARD OF SUPERVISORS

LDR:ec

Enclosures: 13

cc: Terry Andrus, County Counsel

RETURN IMMEDIATELY!

TO: LINDA D. RUTH, CLERK OF THE BOARD OF SUPERVISORS
Post Office Box 687, Santa Ana, CA 92702-0687

FROM: Sal Addotta

DATE: 2-11-92

SUBJECT: LIST OF 730 FILERS REQUIRED TO FILE WITH THE
CLERK OF THE BOARD OF SUPERVISORS

NAME OF AGENCY: Placentia Library District

ADDRESS OF AGENCY: 411 E. Chapman Ave.

Placentia, CA 92670

NAME OF SUPERINTENDENT/EXEC. OFFICER: Elizabeth D. Minter

CONTACT PERSON/TELEPHONE NUMBER: Elizabeth D. Minter/ 528-1925

ANNUAL FILING DATE: April 1, 1992

<u>NAME OF FILER</u>	<u>POSITION</u>	<u>TYPE OF STATEMENT*</u>
<u>Margaret V. Dinsmore</u>	<u>Trustee</u>	<u>Annual</u>
<u>Ray C. Evans</u>	<u>Trustee</u>	<u>Annual</u>
<u>Robert E. Osborn</u>	<u>Trustee</u>	<u>Annual</u>
<u>Saundra M. Stark</u>	<u>Trustee</u>	<u>Annual</u>
<u>Fred D. West</u>	<u>Trustee</u>	<u>Annual</u>
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*Annual/Assuming/Leaving Statement



California Fair Political Practices Commission

SUMMARY OF 1992 LEGISLATIVE CHANGES TO THE CONFLICT OF INTEREST DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

The following amendments to the Act's conflict of interest disclosure provisions have been signed by the Governor (effective January 1, 1992 unless otherwise noted):

Disclosure by Engineers and Land Surveyors

SB 883 (Beverly) creates an exemption from the conflict of interest provisions of the Act for engineers and land surveyors who provide professional services as consultants to state or local governments. (Section 87100.1.^{1/}) The exemption does not apply if an engineer or land surveyor exercises public agency decisionmaking authority as a contract city or county engineer or surveyor. The exemption also does not apply to certain assessment recommendations. This bill was an urgency measure that went into effect immediately. (Chapter 887, Statutes 1991.)

Payments to Defray Processing Costs

SB 883 (Beverly) also adds Section 87103.6 to the Act which provides that a person who makes a payment to a state or local government agency to defray processing costs for applications or other actions will not become a source of income to a person employed or retained by the government agency. (Chapter 887, Statutes 1991.)

Designated Employees Who Resign After Accepting Appointment

AB 1271 (Speier) extends the period of time in which an official can resign from a position designated in a state or local agency's conflict of interest code and not be required to file a statement of economic interests. (Section 87302(d).) The bill provides that an individual who resigns a designated position within 45 days following his or her initial appointment is not required to file an assuming or leaving office statement of economic interests as long as the individual does not make, participate in making, or use the position to influence any decision of the agency and does not receive or become entitled to

^{1/} All statutory references are to the Government Code unless otherwise indicated.

receive any form of payment by virtue of being appointed to the position. Previously, Section 87302 provided a 30-day resignation period. (Chapter 857, Statutes 1991.)

Members of State Licensing Boards--Where to File

AB 1271 (Spier) also added Section 89501 to provide that the Fair Political Practices Commission will be the filing officer for members of state licensing or regulatory boards, bureaus, or commissions. (Chapter 857, Statutes 1991.)

(11/91)

FEBRUARY 23, 1992

INTEROFFICE MEMO

SUBJECT: KRAEMER JR. HIGH AFTER SCHOOL ASSISTANCE PROGRAM

TO: HOMEWORK ASSISTANCE TASK FORCE MEMBERS

FROM: GWEN JOSEPH *WJ*

On Thursday, February 6 I spent several hours at Kraemer Jr. High discussing their Homework Assistance Program and learning about the KARES (Kraemer at Risk Educational Services) Program.

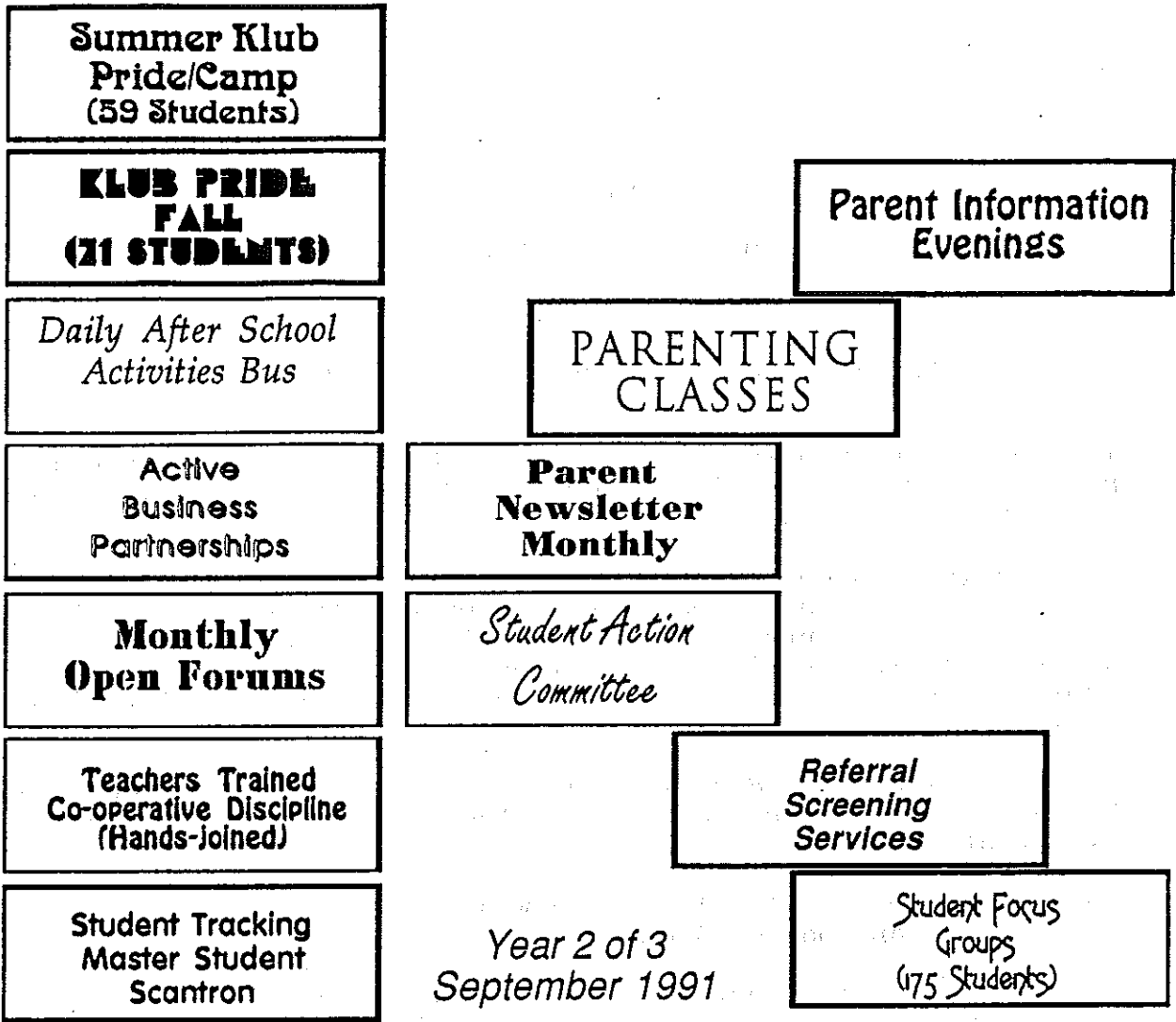
The after school assistance program is only funded for once a week participation but the responsible teacher runs the program Monday-Thursday. It originally incorporated tutors from a fraternity at Cal State Fullerton, but due to a change in leadership they no longer attend. The students receive a group lesson if appropriate or can work independently requesting help as needed. The teacher feels that the environment is as important as the access to assistance. In some cases staying after school provides the only quiet, learning oriented opportunity students have in which to do their work. Responsibility for completing work and asking questions is placed totally on these students. The day I was there was very wet and cold and yet there were about 20 students working in the room.

I asked the teacher if she felt students would leave school and go to another site for this type of assistance and she had doubts. Her feeling was that if the "center" could develop credibility with the students and their parents and provide transportation home (like the late bus that runs after school from Kraemer) then possibly. It is one thing for a student to walk across campus to get help and quite another for them to go a long distance, especially if they are unfamiliar with the people helping them and how they will be treated.

Kraemer has another program called KARES and I spent some time with the Program Manager, Lynette Ward. This program is designed for low income families (Chapter I). The attached flyer lists the different programs they currently have available. They include a clothing exchange that opens one hour before each monthly forum meeting and they provide child care at all their meetings. Next year they will be establishing an office at either Kraemer or Valencia High School, which is next door, that combines employment, child services, and health services for the community. Their family participation is quite high bringing in 80 or more parents to their monthly forums and a high participation rate in their student activities.

The staff at Kraemer is very involved with and concerned about the community. They would be interested in assisting the task force if desired and would offer whatever support they could to any program that benefits the community.

I made it absolutely clear that this was only a fact finding mission as far as any new program was concerned and tied most of my questions into the Families for Literacy program and my desire to know what services were available in the community.



CADPE Pilot

Kraemer Junior High School, Placentia

K A R E S
Kraemer
Risk
Educational
Services

Lynette Ward
Site Manager

996-1551

Randi Trontz
Principal

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edj*
DATE: March 9, 1992
SUBJECT: Special District Management Institute.

I attended the Special District Board Management Institute in Marina Del Ray from Friday, February 21 through Sunday, February 22, 1992.

This seminar is one of three needed to complete a certificate in Special District Management offered by the Special District Management Institute. The other seminars are finance and district administration. I will be recommending that the new Administrative Assistant attend the finance and administration seminars.

The program consisted of two and one-half days of straightforward lectures with no time for interaction with other participants except at meals.

The program was well-balanced and managed so that all of the sections began and ended on time.

The most helpful aspects of the seminar for me were the section on law and finance. CSDA Lobbyist Ralph Heim made an excellent presentation on current legislative items, including the Governor's budget proposals affecting the special districts with enterprise funds.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: March 3, 1992
SUBJECT: Grandparents and Books Program

Grandparents and Books is now entering ~~it's~~ second operational month and is quickly becoming a rewarding and well recieved part of our Service to children in Placentia. We have recieved the attention of the news media and had some great publicity. Two other Orange County libraries recieved GAB grants, but Placentia is the only program actually under way and functioning!

Three new volunteers have had the orientation and training and are now on the schedule of older adult readers and three more will be ready in a couple of weeks. Hopefully, all of the volunteers and I will meet after a few weeks to discuss how things are working for them and how to improve and expand the program.



ALEXANDER GALLARDO / Los Angeles Times

Peggy Dinsmore, above and below, reads to children at Placentia Library as part of the Grandparent Readers program.

Seniors Have Tales to Tell Small Fry

Jim Dolan sat down, opened a book and began to spin a yarn. Word by word, he built his story, letting his voice rise and fall to match the actions of the characters in the book.

From the opening sentence, his audience—11 children gathered at the Placentia Library earlier this week—was captivated. As Dolan, 60, read a book about a boy who imagines he sees dinosaurs all over town, the children, ranging in age from 6 to about 12, quietly listened to every word.

Dolan, Dixie Shaw and Peggy Dinsmore were on hand Tuesday for the debut of the library's Grandparent Readers program. The three seniors have volunteered to spend half an hour every other Tuesday reading to young library patrons. Other volunteers will be on hand on alternate Tuesdays.

Not quite a senior citizen, Dolan more than qualifies for the program. He's the grandfather of 11 children. He volunteered after seeing a poster advertising the program in the library.

"Since I was a little kid I've loved reading. I think it's important for kids to take a journey through books," Dolan said. "The best way I know how to offer that is the way my father did—he read to me."

"Grandparents and Books" was started with a grant from the California State Library. Funds from the grant were used to purchase books, puppets, story boards, supplies and to train volunteers.

Volunteers, recruited from senior centers, retirement groups, social clubs and other organizations, were given pointers in using props to tell a story, how to choose books that would interest their young listeners and tips on pre-



sending a story.

Shaw, an "over-60" resident of Placentia, is a retired schoolteacher. After 25 years in the classroom teaching first and second grades and special-education students, she knows the importance of reading to children, even to those who can read on their own.

Hunt Branch Library in Fullerton and the Orange Public Library main branch have also received grants for the program.

Joan Blumenstein, senior librarian for children's services for the Orange Public Library, said the purpose of the program is simple—to get children excited about reading by bringing stories to life.

"Children who are read to are better readers, develop better comprehension and a love of books," Blumenstein said. "It helps with literacy and generally gives a better background for reading."

Having senior citizens as readers provides an added bonus, Blumenstein said.

"Many families don't have the benefit

of a third generation nearby. This program provides a link between older people and children," she said.

For the readers, the program offers a chance to spend time with children. Shaw doesn't see her grandchildren often, so she's looking forward to the opportunity to read some new children's books, as well as share some of her favorites with a younger generation.

The Orange Public Library will begin its Grandparents and Books program in April. The program is planned for after-school hours Monday through Thursday, with the possibility of Saturdays as well.

Hunt Branch Library has tentatively scheduled grandparent readers on Wednesday afternoons.

The three libraries are still seeking volunteers to become Grandparent Readers. For information, call the Placentia Library at (714) 528-1906, the Orange Public Library at (714) 288-2420, or the Hunt Branch Library at (714) 738-3122.

—DANIELLE A. FOUQUETTE

PLACENTIA NEWS TIMES
February 27, 1992

■
Did you hear that Peggy
Dinsmore, Dixie Shaw and Jim

PLACENTIA PEOPLE

By April Ottavian

Dolan spent an afternoon reading to children? Yes they sure did! They are the first participants in the Placentia Library's "Grandparents" and



Books program, so Tuesday, Feb. 11, they took turns reading such wonderful books as "Curious George," "Nobody Listens to Andrew," "Mufaro's Beautiful Daughters" and the "Berenstein Bears" series to a rapt audience of second-through seventh-grade students. This is kind of free-form reading... listeners sit around a carpeted area, there are several breaks and listeners can quietly wander in and out. The readers, that's Peggy, Dixie and Jim (by the way readers don't have to be grandparents, according to Kay Schneider, children's librarian), brought their own visual aids. When Dixie read the old fable about how a bear got his stubby tail, her "helper" was a lovable bear hand puppet. Story time is from 3 to 5 p.m. Tuesday afternoons, and if you're interested in being a reader or a listener (that's fun, too), give Kay a call at 528-1906.

■

TO: Elizabeth D. Minter, Library Director
FROM: Gwen ^{YD for GJ} Joseph, Family Literacy Coordinator
DATE: March 3, 1992
SUBJECT: Status Report on Families for Literacy

PROGRAM STATUS

We continue to register new families on a regular basis. We now have 45 families who have participated at some level. A core group of 18 families have come weekly through rain, thunder and lightning. We have six active tutors working with the parents and two more who plan to start in mid-April.

We have had two successful trips to the library. In January while Kay ran a storytime with the children, Barbara and I introduced the parents to the children's section, the Dewey Decimal system, and the computer system. Parents who did not have library cards completed forms and now have received cards. In February, Kay again ran a storytelling time and while I reviewed the Dewey Decimal system and the computer, Suad introduced the parents to the Audio-Visual department. In March one of the pages will be showing the parents how books are checked back in to the library, and in April we will be introducing the Reference section.

MATERIALS

In February the families received one book, made one more with their child, and we had a Valentine's Day party. They are now using calendars and stickers to show the days they read with their children, and have weekly assignments in discipline techniques to help them in the home.


One of the recent graduates of the Tutor Training, Dee Woodsmall, has donated Spanish-English dictionaries and a complete computer system to the program. I am currently seeking approval for a lockable cabinet to be placed in Room 3 at Headstart so the families can utilize this great educational tool.

STAFF PARTICIPATION

Kay Schneider and Melanie Daniels continue to be an ongoing support and resource. Suad did an excellent presentation on Audio-Visual and is always available to support the program, and any Families participants who come to the library and need assistance.

OVERALL EVALUATION

The program continues to function well. Each week we learn more and locate more resources to help the program. We still need more tutors!

TO: Elizabeth Minter
FROM: Suad Ammar 
DATE: March 3, 1992
SUBJECT: **Gulf Arab State Report**

The Gulf Arab States display has moved from Fresno to Oakland where preparations have been made for a great program with Dr. Mira Zussman as the featured speaker. I'll be there on Wednesday and Thursday, March 6th and 7th to set up and direct the program.

The Santa Clara Library has informed us that they will not be able to host the Display in August. They did not give any reasons.

My suggestion is to have the last Display here at the library, bringing the whole program to a full circle.

We'll prepare a special program highlighting the year's event, displaying pictures and newspaper articles from various locations.

Many of the people who have missed it would be delighted to get another chance at seeing it.

I would have to notify the California Council of this and get their approval.

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TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ~~SVL~~
DATE: March 3, 1992
SUBJECT: National Library Week Report

The Children's Department will celebrate National Library Week
with a Sunday FUN FAMILY EVENT
April 5, 1992 1:30 - 2:30pm
STORIES, SONGS. & SIGHTS
with Judy Sofar & Ruben Gerrard

The audience will enjoy stories of Annie Oakley, Paul Bunyon, Casey at the Bat and other folktales and poems for children. They will also participate in sing-along songs, they will round out the afternoon with ample measure of sights (pantomime, that is.)

The Adult Services Department will celebrate the Week with three programs:

The Literacy Department will offer approximately 50 book reviews, letters, and photographs from celebrities in a silent auction. The items will be on display in the lobby that throughout the week. Proceeds from the auction will be used to purchase materials not available through the CALC grant funds.

The Reference Department will present a very timely topic. "How to write a successful resume" is the title of Ms. Nina Busby's presentation. A collection of books on the subject will be on display in the library for the patrons to browse and check out.

Police chief Mannie Ortega will address the Spanish community on Monday April 6th. The subject and exact time have not yet been confirmed, but he seemed very willing and excited when I approached him.



TO: Elizabeth D. Minter, Library Director

FROM: Melanie Daniels, Program Committee
Melanie Daniels

DATE: March 3, 1992

SUBJECT: Status Report on Women's History Month Program

Barbara McDowell, Director of the Women's Center at CSUF, served as our program speaker for Women's History Month. Her one hour presentation included a brief overview of the modern women's movement (1960's-1990's) and an insightful analysis of issues facing women and men today. She presented a bibliography of related writings to the audience (copy attached).

At the conclusion of the program, I presented Ms. McDowell with an honorarium of \$75 and a thank you letter.

The audience numbered 19, including 4 library employees. A cross section of ages was represented, and both men and women attended the event.

There was good audience participation in the discussion period that followed her lecture, and many people signed up to be on the Women Center's mailing list. In addition, comments made by participants were strongly positive. I saw many people remaining in the library to network and continue the discussion. For these reasons, coupled with the good turnout on short notice, I feel that this program was a success. I recommend that the Program Committee consider adding Women's History Month to our calendar of annual library programs.

Attached is a copy of the flyer used to publicize the program. They were distributed in the library, at the Chamber of Commerce breakfast and at CSUF. Poster sized versions of the flyer were displayed in the library, at Fullerton College and CSUF. We also notified women's organizations in North Orange County of the program by telephone. Press releases were not possible because of the late date at which the speaker was confirmed.

In addition to the March 3 speaker, the library is celebrating Women's History Month with displays and bookmarks. There is a small display in the lobby of books related to women's studies from my personal library, and Karen Cushing set up a women's history themed bulletin board near the check-out desk. Karen Cushing and David El-Hinn both provided bookmarks for patrons.



The Modern Women's Movement: A Double-Edged Sword

Speaker: Barbara McDowell,
Director of the Women's Center at CSUF

Date and Time: Tuesday, March 3, from 7 to 8pm

Location: Placentia Library Meeting Room
411 E. Chapman Avenue
(Kraemer & Chapman), Placentia

Ms. McDowell will give an overview of the modern women's movement and discuss its impact, both the positive and the negative aspects. Following her presentation, she will answer questions from the audience. Men as well as women are invited to join us for an informative and thought provoking lecture.

For more information please call (714) 528-1906.

This program is sponsored by the Placentia Library District.

Books on Gender
(Some books that might be nicely researched)

Belenky, M.; Clinchy, B.M.; Goldberger, N.R.; Tarule, J.M., Women's Ways of Knowing, Basic books, Inc., 1986.

Chodorow, Nancy, "Being and Doing: a Cross-Cultural Examination of the Socialization of Males and Females." In Women in Sexist Society, ed. Vivian Gornick and Barbara Moran, pp. 259-91, New York: Basic books, 1971.

-----"Gender, Relation, and Difference in Psycho-analytic Perspective." In The Future Difference, ed. Hester Eisenstein and Alice Jardin, pp. 3-19. Boston: G.K. Hall, 1980.

-----The Reproduction of Mothering: Psychoanalysis and the Sociology of Gender. Berkeley and Los Angeles: University of California Press, 1978.

Fennell, Marilyn. Beyond Power. New York: Ballantine Books, 1985

Gilligan, Carol. In a Different Voice. Harvard University Press, 1982.

Gordon, Suzanne, Prisoner of Men's Dreams, 1991

Miller, Jean Baker. Toward A New Psychology of Women. Beacon Press, 1986.

Riley, Glenda. Inventing the American Woman. Harlon Davidson, Inc., 1987.

Tannen, Deborah. That's Not What I Meant. Ballantine, 1986.

Tannen, Deborah. You Just Don't Understand. Ballantine, 1990.

Williams, Christine. Gender Differences at Work. University of California Press, 1989.

Friedan, Betty, Second Stage, ~~1982~~ Summit Books, 19

GENERAL 1/92
GENDER BOOKS 2/92

Hegleson, Sally, The Female Advantage, Doubleday, 1990

Naish, TT, John. Reinventing the Corporation. New York: Warner books, 1986

Harrigan, Betty. Games Mother Menor Taught You. New York: Warner Books, 1977