

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

August 15, 1994

7:30 P.M.

Library Conference Room

AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925.

1. Roll Call. Administrative Assistant

2. Adoption of Agenda. *Shihole / wait*

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the July 18, 1994, Regular Meeting and correction to the Minutes of the June 20, 1994, Regular Meeting. *Shihole / wait*

Presentation: Library Director
Recommendation: Approve by Motion

4. Presentation of gift to the Library from Junior Girl Scout Troop # 711 by CoLeaders Barbara Slater and Linda Cansdale. *accept correct Shihole / wait*

5. Oral Communications.

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

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

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

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

6. Board President's Report.

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

Presentation: Library Board President

CLAIMS (Items 7 - 9)

Presentation: Library Director
Recommendation: Approve by Motion

Items 6 - 8 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

Shelby
Stack

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$9,070.16

9. Current Claims and Payroll. (Approve)

Current Claims of \$19,036.42; Payrolls 3177, 3178, and 3179, for a cumulative payroll total of \$67,496.55
Combined total of Current Claims and Payroll of \$86,532.97.

FINANCIAL REPORT (Items 10 - 14)

Shelby
Stack

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 14 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.

10. Financial Reports for July, 1994. (Receive & File) (never received)

11. Office General Ledger & Check Registers for July, 1994. (Receive & File)

12. Overdue Collection Report for July, 1994. (Receive & File)

13. Debit Card System Reimbursement Report for July, 1994. (Receive & File)

14. Gifts Report for July, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 15 - 26)

Shubert / West

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 - 26 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.

15. Building Maintenance Report for July, 1994. (Receive & File)
16. Personnel Report for July, 1994. (Receive, File, and Ratify Appointments)
17. Volunteer Report for July, 1994. (Receive & File)
18. Circulation Report for July, 1994. (Receive & File)
19. Travel Authorizations. (Approve)
20. Award Carpet Maintenance Contract for Fiscal Year 1994-1995. (Approve and authorize signature of the contract by the Library Director.)
21. Report on Election of Staff Pension Fund Committee Representatives. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1993-1994. (Receive & File)
24. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1993-1994. (Receive & File)
25. Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1993-1994. (Receive & File)
26. Request from the Placentia Pride Committee to use the District's address for the Committee's address for its Articles of Incorporation. (Approve)

CONTINUING BUSINESS

27. Acceptance of the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director
Recommendation: Accept Report

West / East

- 28. Approve contract with Dan L. Rowland and Associates, AIA, Inc., Architecture and Planning, for a fixed fee amount of \$13,617, with the exclusions as noted on page 8 of the contract, for the LSCA Title II Handicapped Remodeling Project.

Presentation: Library Director
 Recommendation: Approve Contract and Authorize Signature by the Library Director

Shtaler / Escrow. 60 day

NEW BUSINESS

- 29. Revise Meeting Room Policy to Include Rental Surcharge for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off.

Presentation: Library Director
 Recommendation: Review Policy and Adopt Fee

*Add fans - to equip available
 pay air - cond per \$125*

- 30. Establish Date for the November Board Meeting.

Presentation: Library Director
 Recommendation: Select Date

*Start / Shtaler.
 Note to reminder -*

STAFF REPORTS

(Racine + Filer) West/Eom -

- 31. Program Report for the Month of July, 1994. (Program Committee)
- 32. Children's Services Report for the Month of July, 1994. (Schneider)
- 33. Acquisitions Report for July, 1994. (Shook)
- 34. Publicity Materials produced for the Month of July, 1994. (Willauer)
- 35. Placentia Library Literacy Services Report for the Month of July, 1994. (Matas)
- 36. Families for Literacy Project Report for the Month of July, 1994. (Walters)
- 37. Placentia Pride Committee Report for July, 1994. (Ammar)

ADJOURNMENT

- 38. Agenda Preparation for the September 19, 1994, Regular Meeting.
- 39. Review of Action Items.

*Meeting room -
 rented by time period*

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 40. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the August 15, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, August 10, 1994.



CALENDAR FOR LIBRARY BOARD OF TRUSTEES

| | |
|---------------|--|
| Aug 13-17 | Extension of Filing Period for General Election if incumbent fails to file. |
| Aug 29 (Mon) | LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore) |
| Sep 6 (Tues) | Friends of the Library Board Meeting, 7:00 P.M. (Stark) |
| Sep 19 (Mon) | Library Board Meeting, 7:30 P.M. |
| Sep 26 (Mon) | Literacy Tutor Recognition Ceremony, 7:00 P.M. |
| Sep 29 (Thur) | Independent Special Districts of Orange County Quarterly Meeting |
| Oct 3 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (Evans) |
| Oct 5 (Wed) | First pre-election campaign statements due, covering the period ending September 30. |
| Oct 8 (Sat) | Heritage Day Parade, morning (All Trustees) |
| Oct 10 (Mon) | Last Day to register to vote for the General Election. |
| Oct 16 (Sun) | 75th Anniversary Festivities at the Library, afternoon. |
| Oct 17 (Mon) | Library Board Meeting, 7:30 P.M. |
| Oct 27 (Thur) | Second pre-election campaign statement due, covering the period ending October. |
| Nov 3-6 | Friends Semi-Annual Booksale |
| Nov 7 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (Shkoler) |
| Nov 10 (Thur) | System Advisory Boards Banquet, Anaheim (All Trustees) |
| Nov 18 (Fri) | Camp Library, overnight |
| Nov 21 (Mon) | Library Board Meeting, 7:30 P.M. |
| Dec 2 (Fri) | Elected Trustees take Office at NOON, after taking the official oath of office. |
| Dec 5 (Mon) | Friends of the Library Board Meeting, 7:00 P.M. (West) |
| Dec 19 (Mon) | Library Board Meeting, 7:30 P.M. |

Jan 3

Semi-annual campaign statement due for the period ending December 31, 1994.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 18,1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 18, 1994 at 7:32 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Members Absent: Secretary Sandra Stark

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; City of Placentia Public Works Director Chris Becker, representative of Dan L. Rowland and Associates, AIA, Inc. Architecture and Planning Alan Hibbs; and Placentia resident Robin Masters.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was requested that a spelling error in the Minutes be corrected.

It was moved by Trustee West, seconded by Trustee Evans that the Minutes of the Regular Meeting of the Board of Trustees of June 20, 1994, be approved as corrected.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that the Volunteer Center in Santa Ana will be hosting a workshop for board members on Thursday, August 11, 1994. She felt this was an excellent opportunity for all board members and encouraged attendance.

President Dinsmore reported that she and Trustee Shkoler attended the Literacy Picnic held on July 16, 1994 at Tri-City Park in Placentia. Participation was light, but those who attended enjoyed the activity.

President Dinsmore said she will be attending the Southern California Library Literacy Network meeting on July 19, 1994.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore referred to the Literacy Volunteers of America Report for the month of June as presented in the Board Packet.

CLAIMS

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 7 through 9: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$8,344.94; and Current Claims and Payroll in the amount of \$55,528.99.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 10 through 14: Financial Reports for June, 1994; Office General Ledger and Check Registers for June 1994; Overdue Collection Report for June, 1994; Vending machine report for June, 1994; and Gifts Report for June, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to postpone action on Agenda Item 21, Award Carpet Maintenance Contract for Fiscal Year 1994-1995, until the August Board Meeting.

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

It was moved by Trustee West, seconded by Trustee Shkoler to receive, file and approve Agenda Items 15 through 20, 22 and 23: Building Maintenance Report for June, 1994 (Receive & File); Personnel Report for June, 1994 (Receive, File & Ratify Appointments); Volunteer Report for June, 1994 (Receive & File); Circulation Report for June, 1994 (Receive & File); Travel Authorizations (Approve); Installation of Debit Card Printer System for Public Access Electronic Information Services (Receive & File); Award of Lighting Maintenance Contract for Fiscal Year 1994-1995 (Approve and authorize signature of the contract by the Library Director); Award of Computer Maintenance Contract for Fiscal Year 1994-1995 (Approve and authorize signature of the contract by the Library Director).

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

**FY1994-1995
BUDGET**

It was moved by Trustee West, seconded by Trustee Evans to adopt the Organizational Chart for FY1994-1995 as presented in the Board Packet.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 94-6, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 1994-1995 Budgets for the Placentia Library District, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt Resolution 94-6. Motion was approved by roll call vote:

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

**PRESENTATION OF
THE FINAL REPORT
ON THE STUDY OF
ALTERNATIVES
FOR DELIVERY OF
PUBLIC LIBRARY
SERVICES TO THE
CONSTITUENTS OF
THE PLACENTIA
LIBRARY DISTRICT.**

It was moved by Trustee West, seconded by Trustee Evans to defer action on Agenda Item 25, Presentation of the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District, until the August Board Meeting.

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

**REVIEW OF PLANS
FOR THE LSCA
TITLE II
HANDICAPPED
REMODELING
PROJECT**

It was moved by Trustee Shkoler, seconded by Trustee West to accept with appreciation the City Manager's offer to provide at no cost to the District, assistance with project management, the bidding process, and plan review.

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

CLOSED SESSION

It was moved by Trustee West, seconded by Trustee Shkoler that pursuant to California Government Code Section 54957, the Board of Trustees go into Closed Session to discuss a personnel matter.

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

The Board went into Closed Session at 8:36 P.m.

The Board reconvened in Open Session at 8:44 P.M.

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 28 through 34: Program Report for the Month of June, 1994; Children's Services Report for the Month of June, 1994; Acquisitions Report for June, 1994; Publicity Materials produced for the Month of June 1994; Placentia Library Literacy Services Report for the Month of June, 1994; Families for Literacy Project Report for the Month of June, 1994; and Placentia Pride Committee Report for the Month of June, 1994.

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

**AGENDA
PREPARATION FOR
THE AUGUST 15,
1994 REGULAR
MEETING**

1. Presentation of the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.
2. Award Carpet Maintenance Contract for Fiscal Year 1994-1995.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:50 P.M.

Margaret V. Dinsmore, President

Ms. Liz Peralta
 California State Library Budget Office
 Library -- Courts Building
 P.O. Box 942937
 Sacramento, CA 94237-0001

FAX: 916-653-6272

Subject: District Action Accepting LSCA Title II Funding for the Placentia Main Library Disabled Access Remodeling Project

At its Regular Meeting on June 20, 1994, the Library Board of Trustees reviewed the Draft Agreement for Library Construction Grant received on June 6, 1994, pursuant to the letter from California State Librarian Gary Strong, dated August 13, 1993, announcing the award of the Grant.

Following its review the Board passed the following motion which I hereby certify as true and correct:

It was moved by Trustee Shkoler, seconded by Trustee West, that Placentia Library District accept the LSCA Title II Funding for the Placentia Main Library Disabled Access Remodeling Project as awarded by the State Library of California; that it accepts the terms and conditions as stated in the Draft Agreement for Library Construction Grant document received from the State Library on June 6, 1994; and that the Library Director is authorized and instructed to forward such information to the State Library and proceed with the project.

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

I will be serving as the Project Manager. My telephone number is 714-528-1925 and the FAX number is 714-228-8236. The Library and the District Offices are closed on Fridays.

I am looking forward to working with the Staff of the State Library of California on this project.

Elizabeth D. Minter
 Library Director

TO: Elizabeth Minter, Library Director
FROM: Kay Schneider *KS*
DATE: August 9, 1994
SUBJECT: Junior Girl Scouts

Junior Girl Scout Troop # 711 with co-leaders Barbara Slater and Linda Cansdale will be present at the Aug. 15 board meeting to present the Library with money to purchase new books. They raised this money by selling Girl Scout cookies.

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3. 1000
4. 1000
5. 1000
6. 1000
7. 1000
8. 1000
9. 1000
10. 1000

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In the Capitol

By RALPH HEIM



Ralph Heim
CSDA Legislative
Advocate

State Budget - What It Means to Special Districts

The 1994-95 State budget, as adopted by the Legislature and signed by Governor Wilson, will impact some but not all special districts. First, the adopted 1994-95 State Budget does not contain specific provisions shifting additional local agency property tax revenues to schools. Nor does the Budget or any of its "trailer" bills, propose the shifting of enterprise special district property tax revenues to counties or non-enterprise special districts — an idea that was discussed from time-to-time during the Budget process. Finally, the Budget does not contain the "superpot" concept, which was also mentioned during the final days of the Budget negotiations.

As I reported in the July edition of the CSDA News, some special districts will realize the loss of additional property tax revenue resulting from the passage of Assembly Bill 860 (Pringle), one of the Budget "trailer" bills. In my July article I described Assembly Bill 2371 (Hauser) of 1993, which exempted "one-time" revenues from the 1992-93 and 1993-94 property tax shifts. The

governor has signed AB 860 and given that its repeal of AB 2371 is retroactive, special districts that received "one-time" revenues in 1989-90 will now have that revenue included in their base; the county auditors will be required to recalculate each such district's property tax shift for 1992-93 forward.

CSDA was successful in adding language to AB 860 allowing county auditors to shift this "one-time" revenue over a two-year period, except that "no less than 50% of the property tax revenue to be transferred shall be transferred on or before June 30, 1995."

Given that AB 860 allows, but does not mandate, the transfer to be made over the next two fiscal years, if your district received the "one-time" revenue exemption, you should contact your county auditor and ensure that he/she will, in fact, transfer the revenue over the two-year period.

The second issue that will impact certain special districts relates to the manner in which some 13 counties calculated their redevelopment agencies' property tax shift to the ERAF (school fund). While the calculations of these 13 counties were deemed to be legal, they resulted in less revenue being transferred to the ERAF than the Department of Finance had assumed. AB 860 and SB 2127 require county auditors to calculate the contributions to redevelopment agencies by counties, cities and special districts as if they had not transferred property taxes to the State via ERAF.

As with the "one-time" revenue provision, AB 860 allows the transfer of this additional revenue to be completed over a two-year period. If your district is in one of the counties listed, the best manner to determine the amount of your reduction is to contact your auditor/controller directly. The counties which must recalculate in accordance with AB 860 are:

Alameda
San Mateo
Contra Costa
Santa Barbara
Los Angeles
Santa Clara
Sacramento
Solano
San Francisco
Sonoma
San Joaquin
Ventura
San Luis Obispo

The Legislature began its Summer Recess on July 8, and will return to Sacramento on August 8. There will no doubt be need to revisit a number of Budget and/or "trailer" bill issues when the Legislature returns. We will monitor all such issues to ensure that they remain technical clean-up measures and do not open policy issues previously rejected, such as "superpot" and/or the shifting of enterprise special district property tax revenues. ☺

What's Good About BADs? Benefit Assessment Districts

Friday, August 19, 1994 - South Lake Tahoe
Friday, August 26, 1994 - San Diego

Offered in a northern and southern location, this exciting education opportunity is a one-day seminar on the role of benefit assessments as a special district financing alternative. Since the passage of Proposition 13, benefit assessments have been used to help replace lost revenues. These assessments have allowed districts to meet increasing demands as well as continue to deliver the high quality of service special districts are known for providing to constituents.

Benefit assessments have not been without controversy. However, with proper implementation and an informed public, benefit assessments can be a valuable financing tool for special districts.

Workshop #1 is being held at the Embassy Suites, South Lake Tahoe on August 19, 1994. Workshop #2 is being offered at the Hanalei Hotel in San Diego on August 26, 1994. Registration begins at 8:30 a.m. Seminar will conclude at 3 p.m.

To register for either seminar call CSDA at (916) 442-7887. Registration materials are in the mail! ☺



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 15, 1994

| DATE | REPORT NUMBER | AMOUNT |
|-------|------------------|--------|
| TOTAL | | \$0.00 |



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
August 15, 1994

| DATE | REPORT NO. | AMOUNT |
|----------|------------|------------|
| 07/23/94 | 3169 | \$1,093.87 |
| 07/23/94 | 3170 | 3,529.67 |
| 08/04/94 | 3171 | 4,446.62 |
| TOTAL | | \$9,070.16 |

LOCALLY-GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/23/94
REPORT NO 3169

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

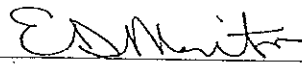
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 702

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | A.C.'s Use Only | |
|---|-------------------|------|------------------------|--------------------|-------------|----------|-----------------|----|
| | | | | | | | Doc Number | SC |
| N01940 XCP, Inc. 40 Elm Street Dryden, NY 13053-9824 | July 27, 1994 | | 4000 | 00 | | 1,093.87 | | |

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,346.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/23/94
REPORT NO 3170

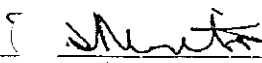
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 702

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | A.C.'s Use Only | |
|---|-------------------------|------|------------------------|--------------------|-------------|----------|-----------------|----|
| | | | | | | | Doc Number | SC |
| N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367 | August 1994 | | 0300 | 00 | | 3,011.35 | | |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388 | Jul 7, 1994 251-5377 | | 0700 | 01 | | 86.29 | | |
| | Jul 7, 1994 251-5376 | | 0700 | 01 | | 86.29 | | |
| | Jul 4, 1994 524-8408 | | 0700 | 08 | | 31.14 | | |
| | | | | | | 203.72 | | |
| N09141 Dick's Lock & Safe 602 W. Chapman, #F Placentia, CA 92670 | July 12, 1994 | | 1400 | 00 | | 314.6 | | |

The claims listed above (totaling \$ 3,529.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE August 4, 1994
REPORT NO 3171

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|---|--|------|------------------------|--------------------|-------------|---|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210 | July 23, 1994 | | 0300 | 00 | | 135.89 | | |
| N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179 | July 24, 1994 010317 | | 1800 | 00 | | 24.95 | | |
| N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033 | August 1, 1994 00400206645 July 14, 1994 00400206619 July 16, 1994 004002066227 | | 1800 | 00 | | 5.48 7.63 <u>58.67</u> 71.78 | | |
| N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621 | July 22, 1994 1059 | | 1300 1300 | 00 08 | | 2,498.50 <u>969.00</u> 3,467.50 | | |
| N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306 | July 22, 1994 August | | 0300 | 00 | | 408.30 | | |
| N03659 So. Calif. Water Co. 130 N. Bradford Avenue Placentia, CA 92670 | July 28, 1994 | | 2800 | 00 | | 161.69 | | |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388 | July 17, 1994 528-1906 July 17, 1994 528-8236 | | 0700 | 00 | | 151.35 <u>25.16</u> 176.51 | | |

PLEASE PAY IMMEDIATEY1

The claims listed above (totaling \$ 4,446.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Tot:

4,446.62

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 August 15, 1994

| TYPE | REPORT NUMBER | AMOUNT |
|--------------------------|---------------|------------------|
| Immediately | | 0.00 |
| Subtotal for Immediately | | 0.00 |
| Regular | 3172 | 6,457.85 |
| | 3173 | 1,738.27 |
| | 3174 | 8,136.92 |
| | 3175 | 2,256.34 |
| | 3176 | <u>\$447.04</u> |
| Subtotal for Regular | | 19,036.42 |
| TOTAL CURRENT CLAIMS | | 19,036.42 |
| Payroll | 3177 | 22,498.85 |
| | 3178 | 22,498.85 |
| | 3179 | <u>22,498.85</u> |
| Subtotal for Payroll | | 67,496.55 |
| | TOTAL | 86,532.97 |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/94
REPORT NO 3172

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|---|---------------------------|------|------------------------|--------------------|-------------|----------|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc | SC |
| | | | | | | | Number | |
| N03642 NewsBank 58 Pine Street New Canaan, CT 06840 | June 30, 1994 N03642 | | 2400 | 03 | | 5,060.00 | | |
| N03831 Bancroft-Whitney P.O. Box 7005 San Francisco, CA 94120-7005 | June 17, 1994 N03831 | | 2400 | 01 | | 183.98 | | |
| N03833 BroDart Co. 500 Arch Street Williamsport, PA 17705 | July 7, 1994 U433141 | | 2400 | 01 | | 50.36 | | |
| N03842 Ingram P.O. Box 845361 Dallas, TX 75284-5361 | June 24, 1994 28777404 | | 2400 | 01 | | 152.62 | | |
| | June 27, 1994 28783756 | | | | 9.34 | | | |
| | June 27, 1994 28783755 | | | | 21.08 | | | |
| | July 12, 1994 28900365 | | | | 9.09 | | | |
| | June 27, 1994 28785610 | | | | 168.89 | | | |
| | | | | | 361.02 | | | |
| N06671 H. W. Wilson Company 950 University Ave. Bronx, NY 10452 | June 14, 1994 9585598X | | 2400 | 01 | | 247.83 | | |
| N10224 Curriculum Assoc Dept A/R 5 Esquire Rd. No Bilerica, MA 01852-2589 | June 29, 1994 828356 | | 2400 | 08 | | 554.66 | | |

The claims listed above (totaling \$ 6,457.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Tot:

6,457.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/94
REPORT NO 3173

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | A/C's Use Only | |
|---|--------------------------------|------|------------------------|--------------------|-------------|--------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03649 Staples Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378 | July 11, 1994 940711 | | 1800 | 00 | | 68.07 | | |
| N03651 Waxle Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006 | July 21, 1994 18170399 | | 1000 | 00 | | 690.89 | | |
| N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711 | July 29, 1994 | | 1900 | 00 | | 32.71 | | |
| N03657 Standard & Poor's P.O. Box 2542 Chicago, IL 60680-2631 | August 1, 1994 | | 2400 | 01 | | 641.12 | | |
| N03660 Elizabeth D. Minter c/o Placentia Library Dist. 411 E. Chapman Placentia, CA 92670 | July, 1994 | | 0900 | 08 | | 30.43 | | |
| | | | 1803 | 00 | | 127.86 | | |
| | | | 1803 | 08 | | 36.54 | | |
| | | | 1803 | 04 | | 19.95 | | |
| | | | 2700 | 00 | | 75.00 | | |
| | | | 2700 | 07 | | 6.00 | | |
| | | | | | | 295.78 | | |
| N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033 | August 4, 1994 004002066518 | | 1800 | 08 | | 6.47 | | |
| | July 25, 1994 004002066348 | | | | | 3.23 | | |
| | | | | | | 9.70 | | |

The claims listed above (totaling \$ 1,738.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Totl

1,738.27

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

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

| APPROVED CLAIMS | | | | | | | A C's Use Only | |
|--|-------------------|------|-------------------------|--------------------|-------------|----------------------------------|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acct | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N03735 ISDOC c/o Joan Finnegan 258 Sherwood St. Costa Mesa, CA 92627 | July 11, 1994 | | 1600 | 00 | | 50.00 | | |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388 | August 4, 1994 | | 0700 | 08 | | 26.72 | | |
| N03833 Brodart Automation P.O. Box 3488 Willamspport, PA 17705 | July 29, 1994 | | 0700 | 05 | | 423.82 | | |
| N03849 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670 | July 21, 1994 | | 2800 1400 | 00 00 | | 5,636.36 1,696.82 7,333.18 | | |
| N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192 | July 16, 1994 | | 0700 | 00 | | 10.53 | | |
| N06556 Continental Casually Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694 | August | | 0300 | 00 | | 207.67 | | |
| N06568 Placentia Chamber of Commerce 201 E. Yorba Linda Blvd. #C Placentia, CA 92670 | August 1, 1994 | | 1600 | 08 | | 85.00 | | |

The claims listed above (totaling \$ 8,136.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

Page Total

COUNTERSIGNED BY _____

8,136.92

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|---|-------------------|-------|------------------------|--------------------|-------------|--------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc | SC |
| | | | | | | | Number | |
| N06573 First American Trust Company 421 N. Main Street Santa Ana, CA 92702 | July 7, 1994 | | 1900 | 00 | | 717.14 | | |
| N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92618-0612 | August 2, 1994 | | 1900 | 00 | | 142.50 | | |
| N06738 Suad S. Ammar 411 E. Chapman Avenue Placentia, CA 92670 | Aug. 2, 1994 | | 2700 | 08 | | 10.00 | | |
| | August 10, 1994 | | 2700 | 00 | | 22.00 | | |
| | July, 1994 | | 2700 | 00 | | 24.00 | | |
| | | | | | | 56.00 | | |
| N06785 Hector Vargas Cleaning Svcs. 318 Capistrano St. Placentia, CA 92670 | Aug. 6, 1994 | | 1400 | 00 | | 950.00 | | |
| N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92670 | July, 1994 | | 2700 | 08 | | 10.00 | | |
| N06965 Paychex, Inc. P.O. Box 25159 Santa Ana, CA 92799-5159 | June 30, 1994 | | 1900 | 00 | | 186.42 | | |
| | July 28, 1994 | | 1900 | 00 | | 133.05 | | |
| | | | | | | 319.47 | | |
| Christenson Electric P.O. Box 4800-75 Portland, OR 97208 | July 25, 1994 | | 1400 | 00 | | 40.00 | | |
| | | 63859 | | | | | | |
| MobileComm 101 South First Stret, STE 300 Burbank, CA 91502 | July 3, 1994 | | 0700 | 00 | | 10.57 | | |
| | August 4, 1994 | | | | | 10.66 | | |
| | | | | | | 21.23 | | |

The claims listed above (totaling \$ 2,256.34) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/94
REPORT NO 3176

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | A/C's Use Only | |
|--|-------------------|------|------------------------|--------------------|-------------|--------|----------------|----|
| | | | | | | | Doc Number | SC |
| City of Santa Fe Springs Memo: Literacy/SCLN c/o Jerry Edwards Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670 | July 28, 1994 | | 1600 | 08 | | 50.00 | | |
| Martinez-Hernandez Hispanic Bookcase 220 W. Third Street Santa Ana, CA 92701 | July 26, 1994 | | 1800 | 09 | | 397.04 | | |

The claims listed above (totaling \$ 447.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Tot:

447.04

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|--|---|------|-------------------------|--------------------|-------------|-----------------|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Accf | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | August 15, 1994 Pay # 18 August 19, 1994 Sept. 1, 1994 | | 0100- | 00 | | 20,900.00 | | |
| | FICA | | 0200- | 00 | | <u>1,598.85</u> | | |
| | | | | TOTAL | | 22,498.85 | | |
| PLEASE WIRE ON THURSDAY, SEPT. 1, 1994! | | | | | | | | |

The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 22,498.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/94
REPORT NO 3178

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|--|--|------|------------------------|--------------------|-------------|-----------------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc | SC |
| | | | | | | | Number | |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | August 15, 1994 Pay # 19 Sept. 2, 1994 Sept. 15, 1994 | | 0100- | 00 | | 20,900.00 | | |
| | FICA | | 0200- | 00 | | <u>1,598.85</u> | | |
| | | | | TOTAL | | | 22,498.85 | |
| PLEASE WIRE ON THURSDAY, SEPT. 15, 1994 | | | | | | | | |

The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,498.85

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|--|---|------|------------------------|--------------------|-------------|-----------------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Obj/ Rev/ BS Acc | Sub Obj/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | August 15, 1994 Pay # 20 Sept. 16, 1994 Sept. 29, 1994 | | 0100- | 00 | | 20,900.00 | | |
| | FICA | | 0200- | 00 | | <u>1,598.85</u> | | |
| | | | | TOTAL | | 22,498.85 | | |
| PLEASE WIRE ON THURSDAY, SEPT. 29, 1994! | | | | | | | | |

The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____



TO: Library Board of Trustees
FROM: Elizabeth D. Minter
DATE: August 15, 1994
SUBJECT: Financial Reports for July, 1994

Financial Reports for July, 1994 are not available as Orange County Auditor reports have not yet been received.

Placentia Library District
Balance Sheet

July 31, 1994

Assets

| | | |
|-------------------------|-----------|-----------|
| General Fund | 3,348.67 | |
| Literacy Fund | 6,385.55 | |
| County Exempt | 12,132.82 | |
| Payroll Account | 10,281.88 | |
| Savings (P/R Support) | 2,790.85 | |
| Savings (P/R Fees) | 1,912.02 | |
| Certificates of Deposit | 25,000.00 | |
| Total Assets | | 61,851.79 |

Liabilities

| | | |
|---------------------------|----------|-----------|
| Manual Payroll Checks | 9,957.22 | |
| Payroll Taxes Payable | (191.92) | |
| Deferred Comp Payable | 436.45 | |
| Insurance Payable | (116.38) | |
| Credit Union Payable | (746.36) | |
| Union Dues Payable | 289.72 | |
| Other Employee Deductions | 656.41 | |
| Total Liabilities | | 10,285.14 |

Capital

| | | |
|-------------------------------|-----------|-----------|
| Fund Balance | 51,566.65 | |
| Total Capital | | 51,566.65 |
| Total Liabilities and Capital | | 61,851.79 |

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

July, 1994

Prepared 8/8/94

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 3,388.67 |
| Checks Out | 3954 | 40.00 | | |
| TOTALS | | 40.00 | 0.00 | |
| CHECKBOOK BAL | | | | 3,348.67 |

Edmunds
8/8/94

07/31/94

Page 1

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

| | 07/31/94 |
|---------------------------------------|------------|
| Income | |
| Cash Register-Audio Visual | 0.00 |
| Cash Register-Mis. | 34.20 |
| Cash Register-Fines | 1,677.83 |
| Cash Register-Damaged Items-Not in Us | 0.00 |
| Cash Register-Lost Items | 32.20 |
| Cash Register-Copy Cards | 0.00 |
| Cash Register-Fax/Laminator | 6.00 |
| Cash Register-Childrens | 41.00 |
| Cash Register-Publications | 0.00 |
| Cash Register-Reserves | 160.35 |
| Cash Register-Computer Rental | 47.50 |
| Typewriter Income | 0.00 |
| Telephone Income | 0.00 |
| Copy Machine Income | 110.94 |
| State Library Reimbursements | 0.00 |
| State Library Grants | 0.00 |
| State of California Foundation Funds | 0.00 |
| Other Grants | 0.00 |
| County Reimbursements | 0.00 |
| Interest Income | 0.00 |
| Miscellaneous Income | 0.00 |
| | ----- |
| Total Income | 2,110.02 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 2,110.02 |
| Expenses | |
| Transfers to County | 0.00 |
| Employee Insurance (030) | 0.00 |
| Food (0900) | 0.00 |
| Household Expenses (100) | 0.00 |
| Maintenance-Equip (130) | 0.00 |
| Maintenance-Bldg (140) | 0.00 |
| Memberships (160) | 0.00 |
| Office Expense (180) | 30.43 |
| Postage (183) | 164.40 |
| Prof. & Spec. Services (190) | 0.00 |
| Special Departmental Expense (240) | (1,000.00) |
| Transportation & Travel (270) | 81.00 |
| Equipment (400) | 0.00 |
| Taxes and Fees (370) | 0.00 |
| | ----- |
| Total Expenses | (724.17) |
| | ----- |

07/31/94

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

Page 2
Part 1 of 1 Parts

| | |
|-------------------------|----------------------------|
| Operating Income (Loss) | 07/31/94 2,834.19 |
| Other Income | |
| Other Expenses | |
| Net Income (Loss) | ----- 2,834.19 ===== |

07/31/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 1
General Account

Page 1

| Check | Date | Payee | Amount |
|-------------------|----------|---|------------------|
| 966 | 07/02/94 | NSFRE Luncheon 0-5122-01 Transportation & Travel (270) | 75.00 75.00 |
| 967 | 07/05/94 | U.S. Postmaster 0-5116-01 Postage (183) | 147.40 147.40 |
| 968 | 07/08/94 | U.P.S. 0-5116-01 Postage (183) | 17.00 17.00 |
| 969 | 07/11/94 | Ralphs 0-5114-01 Office Expense (180) | 30.43 30.43 |
| 970 | 07/20/94 | Plac. Chamber 0-5122-01 Transportation & Travel (270) | 6.00 6.00 |
| Checkbook 1 Total | | | 275.83 |

07/31/94

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

Page

For Fiscal Year 95, Period 1 through Fiscal Year 95, Period 1

| Account Name | Total |
|---|---------------|
| 0-5114-01 Office Expense (180) | 30.43 |
| 0-5116-01 Postage (183) | 164.40 |
| 0-5122-01 Transportation & Travel (270) | 81.00 |
| | <u>275.83</u> |

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

July, 1994

Prepared 8/8/94

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 6,385.55 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |
| CHECKBOOK BAL | | | | 6,385.55 |

Edmont
8/8/94

07/31/94

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

Page 1
Part 1 of 1 Parts

| | 07/31/94 |
|--------------------------|----------|
| Income | |
| Gifts Income | 0.00 |
| Tutor Training Income | 30.00 |
| Workshops Income | 0.00 |
| Book/Materials Income | 0.00 |
| Interest Income | 5.40 |
| Miscellaneous Income | 0.00 |
| | ----- |
| Total Income | 35.40 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 35.40 |
| Expenses | |
| Refunds (not in use) | 0.00 |
| Travel Expense | 0.00 |
| Equipment Expense | 0.00 |
| Refreshments | 0.00 |
| Printing | 0.00 |
| LVA Expenses | 0.00 |
| Miscellaneous | 0.00 |
| Tutor Training Materials | 0.00 |
| | ----- |
| Total Expenses | 0.00 |
| | ----- |
| Operating Income (Loss) | 35.40 |
| Other Income | |
| Other Expenses | |
| | ----- |
| Net Income (Loss) | 35.40 |
| | ===== |

07 1/94

Placentia Library District
Cash Disbursements
SUMMARY

Page 1

For Fiscal Year 95, Period 1 through Fiscal Year 95, Period 1

Account Name

Total

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

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

July, 1994

Prepared 8/8/94

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|-----------|
| Statement Balance | | | | 12,297.78 |
| Checks Out | | | | |
| | 840 | 32.25 | | |
| | 889 | 41.00 | | |
| | 892 | 41.00 | | |
| | 894 | 50.71 | | |
| TOTALS | | 164.96 | 0.00 | |
| CHECKBOOK BAL | | | | 12,132.82 |

*Exempt
8/8/94*

07/31/94

Page 1

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

| | 07/31/94 |
|--------------------------------------|----------|
| Income | |
| Cash Register-Copy Cards-Exempt Fund | 22.50 |
| Microfilm/Microfich Income | 0.00 |
| Meeting Room Income | 160.00 |
| Test Proctoring Income | 40.00 |
| Vending Machine Income | 328.55 |
| Debit Card Income | 61.00 |
| Friends Contributions | 0.00 |
| Gifts Income | 200.00 |
| Special Gifts (Non Library) | 0.00 |
| Children's Dept Income | 0.00 |
| Lobbyist Income | 0.00 |
| Interest Income | 9.71 |
| Miscellaneous Income | 0.00 |
| Gulf Arab Grant Income | 0.00 |
| Community Grant Income | 0.00 |
| | ----- |
| Total Income | 821.76 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 821.76 |
| Expenses | |
| Copy Cards Purchase | 0.00 |
| Vend. Mach.-Repay Capital Equip. | 0.00 |
| Vending Machine Supplies | 315.67 |
| Vending Machine Repairs | 0.00 |
| Bank Fees & Services Charges | 0.00 |
| Children's Summer Reading Program | 415.11 |
| Children's Camp Library | 0.00 |
| Children's-Other | 0.00 |
| Friend's-Director's Fund | 0.00 |
| Friend's-Other Activities | 0.00 |
| Library Board Expenses | 0.00 |
| Gulf Arab Grant | 0.00 |
| Community Grant Expense | 0.00 |
| Miscellaneous | 0.00 |
| Lobbyist Expense | 0.00 |
| | ----- |
| Total Expenses | 730.78 |
| | ----- |
| Operating Income (Loss) | 90.98 |
| Other Income | |
| Other Expenses | |

07/31/94

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

Page 2
Part 1 of 1 Parts

Net Income (Loss)

07/31/94

90.98
=====

07/31/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 1
County Exempt

Page 1

| Check | Date | Payee | Amount |
|-------------------|----------|--|--------|
| 889 | 07/02/94 | Dearborn (for ALA) 0-5308-03 Children's Summer Reading Progra | 41.00 |
| 890 | 07/09/94 | Golden State Theater 0-5308-03 Children's Summer Reading Progra | 195.00 |
| 891 | 07/09/94 | A&R Wholesale 0-5304-03 Vending Machine Supplies | 315.67 |
| 892 | 07/09/94 | Dearborn (for ALA) 0-5308-03 Children's Summer Reading Progra | 41.00 |
| 893 | 07/09/94 | VOID void | 0.00 |
| 894 | 07/23/94 | Kinkos 0-5308-03 Children's Summer Reading Progra | 50.71 |
| 895 | 07/27/94 | Gene Autry Museum 0-5308-03 Children's Summer Reading Progra | 87.40 |
| Checkbook 3 Total | | | 730.78 |

07/31/94

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

Page

For Fiscal Year 95, Period 1 through Fiscal Year 95, Period 1

| Account Name | Total |
|---|-------------|
| 0-5304-03 Vending Machine Supplies | 315.67 |
| 0-5308-03 Children's Summer Reading Program | 415.11 |
| | <hr/> |
| | 730.78 |
| | <hr/> <hr/> |

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

June 1994

Prepared July 12, 1994

| NUMBER | DEBITS | CREDITS | BALANCE |
|-------------------|----------|---------|-----------|
| Statement Balance | | | 13,113.86 |
| 566 | 65.67 | | |
| 606 | 132.98 | | |
| 607 | 130.21 | | |
| 608 | 177.26 | | |
| 609 | 1067.52 | | |
| 612 | 229.35 | | |
| 613 | 173.92 | | |
| 614 | 56.24 | | |
| 615 | 51.09 | | |
| 619 | 164.61 | | |
| 623 | 20.77 | | |
| 628 | 411.00 | | |
| 630 | 28.86 | | |
| 631 | 122.50 | | |
| TOTALS | 2,831.98 | | |
| Checkbook balance | | | 10,281.88 |

07/31/94

Page 1

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

| | 07/31/94 |
|-------------------------------|-----------|
| Income | |
| Transfers from County | 43,060.00 |
| Interest Income-CD's | 0.00 |
| Interest Income-Savings | 0.00 |
| Miscellaneous Income | 0.00 |
| | ----- |
| Total Income | 43,060.00 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 43,060.00 |
| Expenses | |
| Salaries | 38,062.61 |
| Prepaid Salaries | 0.00 |
| Employee Benefits | 0.00 |
| Employer Payroll Taxes | 2,846.26 |
| Payroll Processing Fees | 0.00 |
| Bank Fees and Service Charges | 0.00 |
| Miscellaneous - Unknown | 0.00 |
| | ----- |
| Total Expenses | 40,908.87 |
| | ----- |
| Operating Income (Loss) | 2,151.13 |
| Other Income | |
| Other Expenses | |
| | ----- |
| Net Income (Loss) | 2,151.13 |
| | ===== |

07/1/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 95 Period 1
Payroll Account

Page 1

| Check | Date | Payee | Amount |
|-------|----------|--------------------|--------|
| 596 | 07/13/94 | Cheryl Hyman | 37.70 |
| | | 0-5402-04 Salaries | 37.70 |
| | | Checkbook 4 Total | 37.70 |



TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: August 15, 1994
 SUBJECT: ACS: Overdue Collection Report for the Month of July

The report received from ACS Collection Agency on August 8, 1994, is Attachment A.

A summary of the current status is as follows:

| <u>FY 1994-95</u> | <u># New Accounts Submitted</u> | <u>Total # Active Accounts</u> | <u># Paid In Full Curr. Month</u> | <u>Amount Received Curr. Month</u> | <u># Written Off Suspended Curr. Month</u> |
|-------------------|---|--|---|--|--|
| July | 25 | 35 | 3 | 219.80 | 6 |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| TOTAL | 25 | | | 219.80 | |

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 31 Jul 1994

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: PEGGY BURKICH

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

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

| | MONTH TO DATE | | YEAR TO DATE | | INCEPTION TO DATE | |
|--|---------------|----------|--------------|----------|-------------------|-----------|
| | # | \$ | # | \$ | # | \$ |
| ISS ASSIGNMENTS | 27 | 2,509.84 | 47 | 4,790.30 | 918 | 56,851.81 |
| ISS: Mail Return*, Dispute, Bankrpt | 1 | 54.90 | 9 | 1,225.78 | 171 | 11,191.4 |
| ISS ASSIGNMENTS | 26 | 2,454.94 | 38 | 3,564.52 | 747 | 45,660.4 |
| COLLECTED | | | | | | |
| Collected in Full | 0 | 0.00 | 3 | 256.40 | 247 | 11,650.6 |
| Settled in Full | 2 | 181.40 | 4 | 284.64 | 66 | 3,364.0 |
| Partial Payment | 1 | 38.40 | 2 | 71.35 | 130 | 6,818.7 |
| Unresolved | 0 | 0.00 | 1 | 25.00 | 18 | 659.5 |
| TOTAL RECOVERED | 3 | 219.80 | 10 | 637.39 | 461 | 22,492.9 |

| Age of accounts when started | 0-30 | 31-60 | 61-90 | 91-120 | over 120 |
|------------------------------|----------|---------|---------|---------|----------|
| | 247 | 46 | 158 | 127 | 340 |
| | \$15,870 | \$3,130 | \$7,086 | \$7,947 | \$22,394 |

* Percentage of Mail Returns - 18.6 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

| PATIENT / DEBTOR | ACS # | DATE LAST PMT / CHG | DATE ASSIGNED | BALANCE OF ACCOUNT | STAT CODE | DEMAND # |
|------------------|----------------|------------------------|------------------|-----------------------|--------------|-------------|
| | 542323 | | 07/20/94 | 78.63 | A | 1 |
| | 26018053212033 | | AMT: 78.63 | | | |
| | 542295 | 05/09/94 | 07/20/94 | 73.85 | A | 1 |
| | 26018052604297 | | AMT: 73.85 | | | |
| | 542122 | | 07/14/94 | 76.53 | A | 1 |
| | 26019004469359 | | AMT: 76.53 | | | |
| | 540294 | | 06/20/94 | 67.04 | A | 2 |
| | 26018053212702 | | AMT: 67.04 | | | |
| | 542126 | | 07/14/94 | 213.31 | A | 1 |
| | 26019004035796 | | AMT: 213.31 | | | |
| | 536535 | | 04/18/94 | 45.00 | CC | 5 |
| | 26019004630448 | | AMT: 83.40 | | | |
| | 542331 | | 07/20/94 | 42.20 | A | 1 |
| | 26019003971504 | | AMT: 42.20 | | | |
| | 540292 | | 06/20/94 | 253.31 | A | 2 |
| | 26018053163459 | | AMT: 253.31 | | | |
| | 542298 | 04/30/94 | 07/20/94 | 95.69 | A | 1 |
| | 26018053115459 | | AMT: 95.69 | | | |
| | 542324 | | 07/20/94 | 49.50 | A | 1 |
| | 26018053209302 | | AMT: 49.50 | | | |
| | 542326 | | 07/20/94 | 69.85 | A | 1 |
| | 26018053120020 | | AMT: 69.85 | | | |
| | 542121 | | 07/14/94 | 65.00 | A | 1 |
| | 26018053024446 | | AMT: 65.00 | | | |
| | 542294 | 05/12/94 | 07/20/94 | 102.09 | A | 1 |
| | 26018053220556 | | AMT: 102.09 | | | |
| | 542299 | 04/27/94 | 07/20/94 | 81.95 | A | 1 |
| | 26019004396289 | | AMT: 81.95 | | | |
| | 542127 | | 07/14/94 | 157.00 | A | 1 |
| | 26018053095040 | | AMT: 157.00 | | | |
| | 542297 | 03/30/94 | 07/20/94 | 56.06 | A | 1 |
| | 26018053215358 | | AMT: 56.06 | | | |
| | 542330 | | 07/20/94 | 60.18 | A | 1 |
| | 26018053119600 | | AMT: 60.18 | | | |
| | 536534 | | 04/18/94 | 83.75 | CC | 5 |
| | 26018053199875 | | AMT: 83.75 | | | |
| | 542120 | | 07/14/94 | 92.45 | A | 1 |
| | 26053070644033 | | AMT: 92.45 | | | |
| | 542118 | | 07/14/94 | 119.89 | A | 1 |
| | 26018053209815 | | AMT: 119.89 | | | |

| | | | | |
|-----------------|-------------|--------|----|---|
| 536540 | 04/18/94 | 179.24 | CC | 5 |
| 26018053142685 | AMT: 179.24 | | | |
| 540293 | 06/20/94 | 187.20 | A | 2 |
| 26053070763536 | AMT: 187.20 | | | |
| 542328 | 07/20/94 | 63.40 | A | 1 |
| 26018053213965 | AMT: 63.40 | | | |
| 540287 | 06/20/94 | 140.00 | A | 2 |
| 26019004066023 | AMT: 140.00 | | | |
| 542329 | 07/20/94 | 140.00 | A | 1 |
| 26019004066023 | AMT: 140.00 | | | |
| 542332 | 07/20/94 | 43.90 | A | 1 |
| 26018053202570 | AMT: 43.90 | | | |
| 536541 | 04/18/94 | 92.35 | CC | 5 |
| 26018053123578 | AMT: 92.35 | | | |
| 540288 | 06/20/94 | 54.90 | MR | 1 |
| 26018053176311 | AMT: 54.90 | | | |
| 540289 | 06/20/94 | 49.90 | A | 2 |
| 26018052779438 | AMT: 49.90 | | | |
| 542119 | 07/14/94 | 123.22 | A | 1 |
| 26018053213270 | AMT: 123.22 | | | |
| 536542 | 04/18/94 | 105.06 | CC | 5 |
| 26018053118529 | AMT: 105.06 | | | |
| 540290 | 06/20/94 | 65.10 | A | 2 |
| 26018053205904 | AMT: 65.10 | | | |
| 542124 | 07/14/94 | 74.78 | A | 1 |
| 26019003675717 | AMT: 74.78 | | | |
| 542325 | 07/20/94 | 51.00 | A | 1 |
| 26018053184018 | AMT: 51.00 | | | |
| 540295 | 06/20/94 | 55.79 | A | 2 |
| 26053070205660 | AMT: 55.79 | | | |
| 540286 | 06/20/94 | 88.65 | A | 2 |
| 26018053052645 | AMT: 88.65 | | | |
| 542327 | 07/20/94 | 83.65 | A | 1 |
| 26018053052645 | AMT: 83.65 | | | |
| 542296 03/15/94 | 07/20/94 | 136.10 | A | 1 |
| 26018053173169 | AMT: 136.10 | | | |
| 542125 | 07/14/94 | 176.76 | A | 1 |
| 26019004201448 | AMT: 176.76 | | | |
| 536543 | 04/18/94 | 133.73 | CC | 5 |
| 26018053200988 | AMT: 133.73 | | | |
| 542117 | 07/14/94 | 0.00 | SF | 1 |
| 26018052739747 | AMT: 122.95 | | | |
| 540291 | 06/20/94 | 94.00 | A | 2 |
| 26019004932893 | AMT: 94.00 | | | |
| 542123 | 07/14/94 | 59.90 | A | 1 |
| 26019003045549 | AMT: 59.90 | | | |

TOTAL STILL ON SYSTEM :

4,081.91

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: August 15, 1994
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JULY, 1994

SUMMARY OF ACCOUNTS JULY 1-31, 1994

| | | | |
|--------------------------------|-----------------|----------------|----------------------|
| Beginning Balance 07/01/94 | | | (\$ 11,008.20) |
| | <u>Income</u> | <u>Expend.</u> | |
| Total Deposits | \$ 61.00 | | |
| Total Materials & Supplies | | 0.00 | |
| Total Repairs | | 0.00 | |
| Debit Card System Loan Payback | <u> </u> | <u>0.00</u> | |
| | \$ 61.00 | \$ 0.00 | |
| Ending Balance 07/31/94 | | | <u>(\$10,947.20)</u> |

SUMMARY OF LOAN PAYBACK

| | |
|---------------------------------|---------------------|
| Original Loan Amount (07/01/94) | \$ 11,008.20 |
| Payback Balance 07/31/94 | 11,008.00 |
| July Payment | <u>0.00</u> |
| July Balance 07/31/94 | <u>\$ 11,008.20</u> |

Prepared by: Charlene Dumitru

SECRET

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
DATE: August 15, 1994
SUBJECT: Gift Fund Report for July, 1994

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

Donations through Adopt-a-Book program:

| <u>Name</u> | <u>Amount</u> |
|--|------------------|
| Rene Scott | \$100.00 |
| Stephen Kaye | 30.00 |
| Kaye Lennon | 20.00 |
| Shirley Wulff | 20.00 |
| Total of Adopt-a-Book Donations | \$ 170.00 |

Other Donations:

| | |
|--|------------------|
| Calvin and Betty Nullmeyer (designated for printing of program for 75th anniversary celebration) | \$ 200.00 |
| Total of Other Donations | \$ 200.00 |

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TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: August 15, 1994
SUBJECT: BUILDING MAINTENANCE REPORT FOR JULY, 1994.

1. Air Conditioning - Regular Air Conditioning Maintenance for month.
2. Book Drop - Broken handle was repaired on front Book Drop.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: August 15, 1994
SUBJECT: PERSONNEL REPORT FOR JULY, 1994

RESIGNATIONS:

Mary Byrne, .50 FTE Library Assistant (Reference/Literacy), .50 FTE Clerk II (Circulation and Administration).

TERMINATIONS:

Charles Cybor, part-time page (circulation), effective July 30, 1994

APPOINTMENTS:

Mary Ellen Jackson, .25 FTE Library Assistant (reference), effective August 5, 1994
Howard Hou, part-time page (circulation), effective July 9, 1994
Hai Vuu, part-time page (circulation), effective July 15, 1994

CALL BACK/REINSTATEMENT OF POSITION OR HOURS DUE TO LAYOFF:

Jeannine Walters, .25 FTE Library Assistant (Literacy) Callback/Promotion, effective August 5, 1994.
Dorothy Cummings, .28 FTE Clerk II, Callback/Promotion, effective August 5, 1994
Girard Conn, .15 FTE (6 hours) reinstatement of hours, Clerk I, circulation, effective August 5, 1994.

OPEN POSITIONS:

.225 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (19 hours) Clerk I, Circulation

OTHER PERSONNEL MATTERS:

The District has received forms for the U.S. Department of Health and Human services Health Care Financing Administration requesting information on Health Insurance coverage on three employees during specified periods. The employees and time periods are:

David Snow 05/01/90 through 07/26/91
Barbara Pomykata 07/01/90 through 01/07/93
Rea McDonald 09/01/91 through 01/07/93

Records indicate that David Snow was covered under the District's Health Insurance Plan provided by CareAmerica through his retirement date of 07/26/91. Insurance coverage for Barbara Pomykata

Personnel Report for July, 1994, Page 2

and Rea McDonald was terminated in the month in which their sixty-fifth birthday occurred. A note in the personnel files initialled by then current Library Director David Snow dated 11/28/90 indicates that Carol Benson of Anderson & Anderson Insurance Services verified that employees of plans covering less than 20 employees could elect Medicare coverage only.

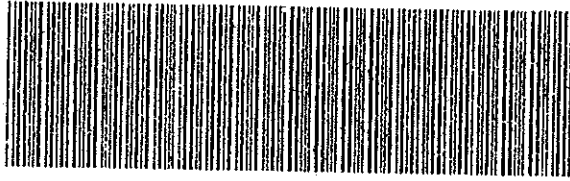
As directed by Library Director, Elizabeth Minter, Barbara Pomykata and Rea McDonald were reinstated in the CareAmerica Plan as of March 1, 1992, when she discovered that they were not covered under the Group Insurance Plan.

On reviewing the plans with Carol Benson of Anderson and Anderson, she verified the information to be submitted on the forms and stated her opinion that Medicare could demand reimbursement of any medical costs paid by Medicare as the primary insurer during the period of time that each employee was working for the District and not covered under the District health insurance plan. This could entail medical expenses incurred during the following periods:

| | |
|------------------|---------------------------|
| Barbara Pomykata | 07/01/90 through 03/01/92 |
| Rea McDonald | 09/01/91 through 03/01/92 |

Medical expenses incurred by Barbara Pomykata and Rea McDonald are unknown, but there is no evidence of major medical events during this period for either of them.

Prepared by: Charlene Dumitru



9531977920000911100

Part I: Employer Information

*****WORKING 371*

Employer Identification Number



Employer

953197792 ***40-03-3-834

MR DAVID E LIBRARY DIRECTOR
PLACENTIA LIBRARY DISTRICT
ORANGE COUNTY
411 E CHAPMAN AVE
PLACENTIA CA 92670-6101

1a. Did you offer a health plan to any employee at any time since 01/01/90 ? (full or part time)

YES NO



1b. Did your organization make contributions on behalf of any employee who was covered under a collectively bargained Health and Welfare Fund (e.g. a union plan) since 01/01/90 ?



If you answered NO to both Questions 1a and 1b, please turn to Part IV and sign the certification. Return Part I and Part IV in the self-addressed prepaid mailer provided.

2. In the following years, did you have 20 or more employees for 20 or more calendar weeks (this includes full time, part time, intermittent and/or seasonal employees)?

Year

1989



1990



1991



1992



1993





Part I, continued

9531977920000911200

Employer Identification Number
Employer

953197792
MR DAVID E LIBRARY DIRECTOR

3. In the following years, did your organization participate in a multi or multiple employer group health plan in which there was at least one employer who had 20 or more employees for 20 or more calendar weeks (this includes full time, part time, intermittent and/or seasonal employees)?

Year

YES

NO

1989



1990



1991



1992



1993



If you answered NO to all of the items in Questions 2 and 3, please turn to Part IV and sign the certification. Return Part I and Part IV in the self-addressed prepaid mailer provided.

4. In the following years, did you have 100 or more employees during 50% of your business days (full or part time)?

Year

1989



1990



1991



1992



1993



5. In the following years, did your organization participate in a multi or multiple employer group health plan in which there was at least one employer who had 100 or more employees during 50% of their business days (this includes full time, part time, intermittent and/or seasonal employees)?

Year

1989



1990



1991

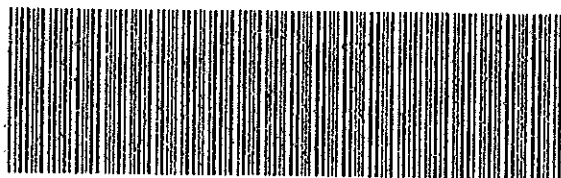


1992



1993





Part II: Group Health Plan Information

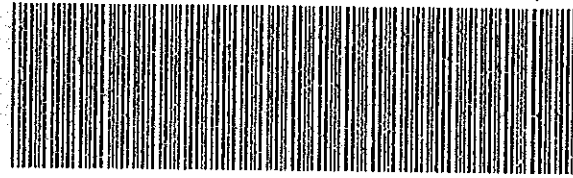
9531977920000912100

Employer Identification Number 953197792
 Employer MR DAVID E LIBRARY DIRECTOR

Before completing this section, please refer to the instruction booklet. You only need to complete a GHP report for employees identified on the Part III forms. For each GHP your organization has offered since 01/01/90, please TYPE OR PRINT LEGIBLY USING BLACK INK for the following information.

| GHP Report Number | GHP Name | GHP Address | GHP ID Number or Code | Type of GHP |
|-------------------|-------------------------|--|-----------------------|-------------|
| 0001 | CareAmerica Health Plan | 20520 Nordhoff Street Chatsworth, CA 91311-6191 | unknown | C |
| 0002 | | | | |
| 0003 | | | | |
| 0004 | | | | |
| 0005 | | | | |





9531977920000913100

570221146



EIN: 953197792
PRU: 0000
Worker: DAVID E SNOW
SSN: 570-22-1146

1. Was this individual employed by your organization during 1990 or 1991 ?

| | |
|-------------------------------------|-------------------------------------|
| YES | NO |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



If the answer to Question 1 is NO, go to the next individual's report.

2. Is this employee currently working in your organization ?
If the answer to Question 2 is NO, enter the date the individual stopped working for your organization (full or part time) here.

Date 072691



If this individual stopped working for your organization before 05/01/90 DO NOT complete Questions 3 to 5.

3. Was this individual covered under a Group Health Plan at any time after 05/01/90 ?



If this individual was not covered under a GHP after 05/01/90 DO NOT complete Questions 4 or 5.

4. Please enter in the box marked 4a, below, the LATER of 05/01/90 or the date this individual started working for your organization. In box 4b, enter your answer for Question 2. If still currently employed, use current date.

4a: 050190

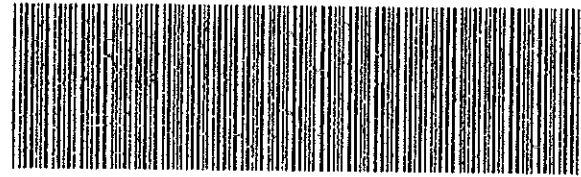
4b: 072691

5. During the period of time between your answer to Question 4a and your answer to Question 4b, what type of health coverage did this individual elect under your plan? If the individual is still employed by your organization, please complete the following from the date listed in Question 4a to the date in 4b.

| Period | Beginning Date | Ending Date | Worker | Family | None | GHP Report Number | | | |
|--------|----------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------|---|---|---|
| 1 | 050190 | 072691 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | 0 | 0 | 1 |
| 2 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 3 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 4 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 5 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 6 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 7 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |
| 8 | M M D D Y Y | M M D D Y Y | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | # | # | # | # |

Please check the box if the sheet is a continuation page from the original Part III form for this employee.





9531977920000913100

110140945



EIN: 953197792
PRU: 0000
Worker: BARBARA F POMYKATA
SSN: 110-14-0945

1. Was this individual employed by your organization during 1990 or 1991 ?

YES NO



If the answer to Question 1 is NO, go to the next individual's report.

Barbara is retired, but occasionally

2. Is this employee currently working in your organization ? is called in to work
If the answer to Question 2 is NO, enter the date the individual stopped substitute
working for your organization (full or part time) here. hours.



Date 010793



If this individual stopped working for your organization before 07/01/90
DO NOT complete Questions 3 to 5.

3. Was this individual covered under a Group Health Plan at any time after 07/01/90 ?



If this individual was not covered under a GHP after 07/01/90
DO NOT complete Questions 4 or 5.

4. Please enter in the box marked 4a, below, the LATER of 07/01/90 or the date this individual started working
for your organization. In box 4b, enter your answer for Question 2. If still currently employed, use current date.

4a. 070190

4b. 010793

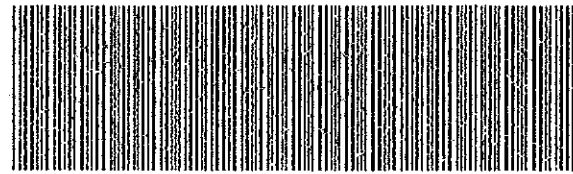
5. During the period of time between your answer to Question 4a and your answer to Question 4b, what type of
health coverage did this individual elect under your plan? If the individual is still employed by your
organization, please complete the following from the date listed in Question 4a to the date in 4b.

| Period | Beginning Date | Ending Date | Worker | Family | None | GHP Report Number |
|--------|----------------|-------------|--------|--------|------|-------------------|
| 1 | 030192 | 010793 | X | X | X | #001 |
| 2 | 070190 | 030192 | X | X | X | # # # # |
| 3 | UNDETTY | UNDETTY | X | X | X | # # # # |
| 4 | UNDETTY | UNDETTY | X | X | X | # # # # |
| 5 | UNDETTY | UNDETTY | X | X | X | # # # # |
| 6 | UNDETTY | UNDETTY | X | X | X | # # # # |
| 7 | UNDETTY | UNDETTY | X | X | X | # # # # |
| 8 | UNDETTY | UNDETTY | X | X | X | # # # # |

Please check the box if the sheet is a continuation page
from the original Part III form for this employee.



Part III Page 3 of 3
Employee Information



9531977920000913100

573286940



EIN: 953197792
PRU: 0000
Worker: REA D MCDONALD
SSN: 573-28-6940

1. Was this individual employed by your organization during 1990 or 1991 ?

| YES | NO |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



If the answer to Question 1 is NO, go to the next individual's report.

2. Is this employee currently working in your organization ?
If the answer to Question 2 is NO, enter the date the individual stopped working for your organization (full or part time) here.

Date 01/07/93



If this individual stopped working for your organization before 09/01/91 DO NOT complete Questions 3 to 5.

3. Was this individual covered under a Group Health Plan at any time after 09/01/91 ?



If this individual was not covered under a GHP after 09/01/91 DO NOT complete Questions 4 or 5.

4. Please enter in the box marked 4a, below, the LATER of 09/01/91 or the date this individual started working for your organization. In box 4b, enter your answer for Question 2. If still currently employed, use current date.

4a. 09/01/91

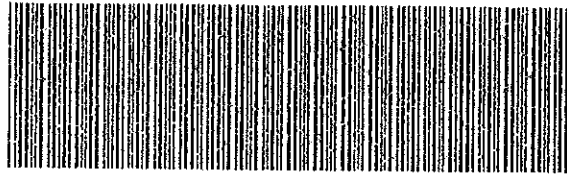
4b. 01/07/93

5. During the period of time between your answer to Question 4a and your answer to Question 4b, what type of health coverage did this individual elect under your plan? If the individual is still employed by your organization, please complete the following from the date listed in Question 4a to the date in 4b.

| Period | Beginning Date | Ending Date | Worker | Family | None | GHP Report Number |
|--------|----------------|-------------|--------|--------|------|-------------------|
| 1 | 03/01/92 | 01/07/93 | X | X | X | # 0 0 1 |
| 2 | 09/01/91 | 03/01/92 | X | X | X | # # # # |
| 3 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |
| 4 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |
| 5 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |
| 6 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |
| 7 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |
| 8 | N M D D Y Y | N M D D Y Y | X | X | X | # # # # |

Please check the box if the sheet is a continuation page from the original Part III form for this employee.





Part IV: Certification

9531977920000914100

Employer Identification Number
Employer

953197792
MR DAVID E LIBRARY DIRECTOR

I certify that the statements included in Parts I, II & III are correct to the best of my knowledge.

Charlene D. Dumitreu

Signature

072794

Date

C H A R L E N E

First Name (Please type or print legibly in black ink)

D

Initial

D U M I T R E U

Last Name

A D M I N I S T R A T I V E A S S T

Title

714 528 1925

(Area Code) and Telephone Number

PRIVACY ACT STATEMENT

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist. In addition, Section 42 U.S.C. 1395y(b)(5)(C)(ii) provides for a civil monetary penalty of up to \$1,000.00 per individual for whom an inquiry concerning health coverage was made, to be assessed to any employer (other than a governmental entity) who willfully or repeatedly fails to respond timely, accurately, and completely to this request.



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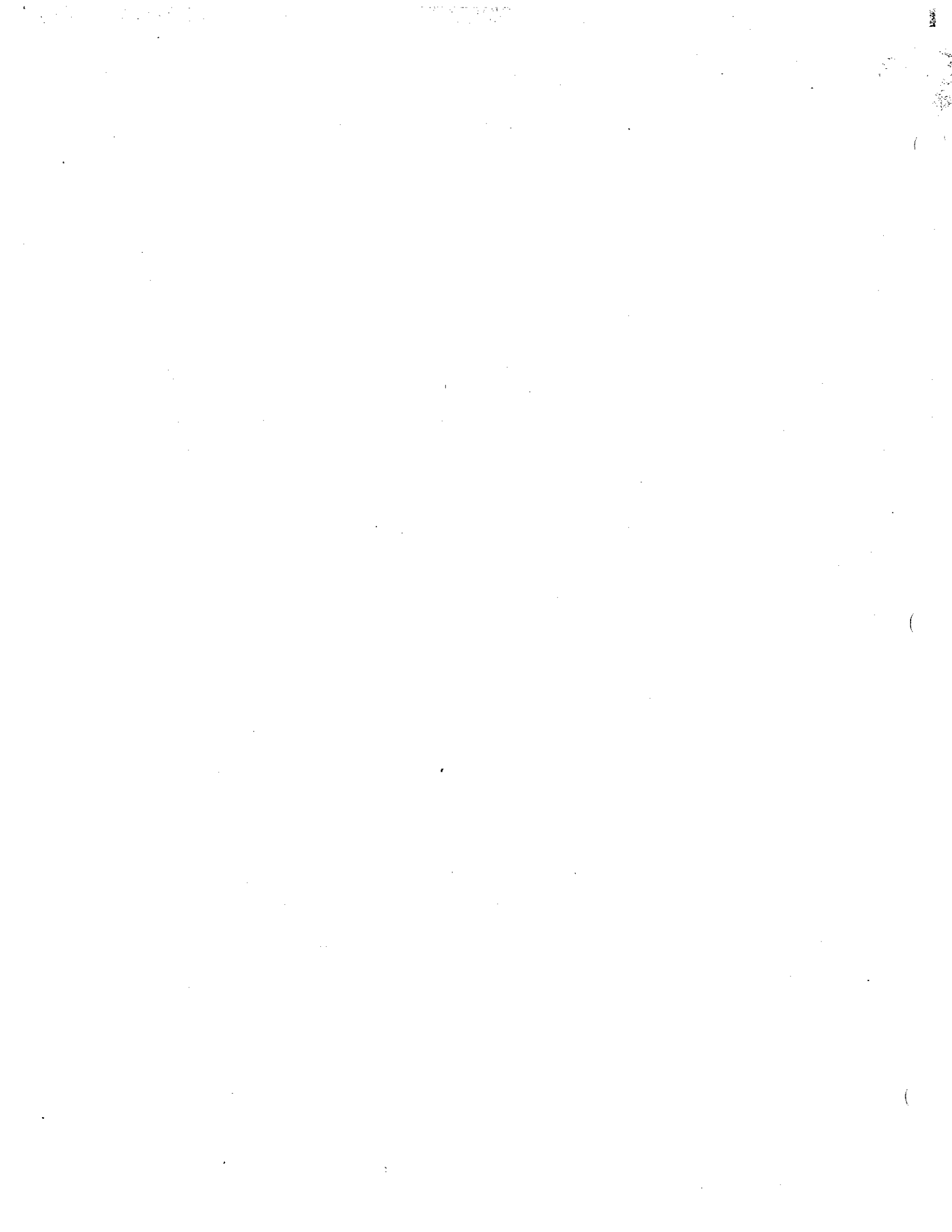
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TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator ^{SA}
 DATE: August 8, 1994
 SUBJECT: Volunteer Report for the Month of July

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR VOLUNTEERS | FY 93-94 | FY 93-94 |
|----------------------|----------|----------|
| | July | YTD |
| Bohlman, Mary | 6.50 | 11.25 |
| Brown, Jill | 9.50 | 69.75 |
| Cain, Karen | 24.00 | 24.00 |
| Cervantes, George | 00 | 134.25 |
| Cummings, Dottie | 00 | 98.75 |
| Deputy, Paul | 35.50 | 526.50 |
| Dowdee, Janel | 00 | 3.00 |
| Farris, Jon | 3.00 | 122.75 |
| Fitzgerald, Joan | 20.75 | 227.75 |
| Garcia, Patty | 00 | 79.25 |
| Goldbaum, Mae | 9.00 | 183.25 |
| Grandparents & Books | 3.00 | 38.75 |
| Hou, Howard | 00 | 24.25 |
| Housewright, Linnea | 4.00 | 15.50 |
| Irot, Pat | 00 | 8.00 |
| Jenkins, Christina | 00 | 23.00 |
| Jenkins, Heidi | 00 | 16.00 |
| Jertberg, Pat | 00 | 2.00 |
| Lew, David | 00 | 35.75 |
| Markl, Theresa | 2.00 | 33.25 |
| Redinbo, Sandy | 0 | 10.00 |
| Reesman, Colleen | 2.00 | 77.00 |
| ROP Students | 40.00 | 315.00 |
| Ryan, Kristin | 2.00 | 103.00 |
| Schlichter, Allan | 4.00 | 80.25 |
| Shaw, Dixie | .50 | 1.75 |
| Shkoler, Al | 13.00 | 66.50 |
| Simmermacher, Margie | 4.75 | 60.00 |
| Stark, Sandra | 2.75 | 2.75 |
| S.T.E.P | 40.00 | 835.00 |
| Summer Teens | 79.00 | 45.00 |
| Trainor, Joe | 1.00 | 101.25 |
| Westberg, Carl | 12.75 | 117.75 |



Volunteer Report for the month of July

TEMPORARY VOLUNTEERS

| | | |
|--------------------|-------|-------|
| Bellwood, Kevin | 22.00 | 62.00 |
| Brown, Lizette | 9.00 | 9.00 |
| Hovey, Michael | 86.50 | 95.50 |
| Jones, Chris | 33.00 | 33.00 |
| Li, Ho Man | 16.00 | 16.00 |
| O'Hara, Peggy | 12.00 | 35.00 |
| Rea, Tim | 41.00 | 41.00 |
| Roche, Gina | 5.50 | 5.50 |
| Sanford, Matt | 3.00 | 3.00 |
| Seto, Cheryl | 12.00 | 12.00 |
| Summerfield, Becky | 13.25 | 20.75 |

LVA VOLUNTEERS

Literacy Volunteers 698.50

698.50
TOTAL 1270.75

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

LITERACY 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.

| | Regular/Temp. Volunteers | | Literacy Volunteers | |
|-----------|--------------------------|-------------|---------------------|-------------|
| | <u>1993</u> | <u>1994</u> | <u>1993</u> | <u>1994</u> |
| January | 167.25 | 609.75 | 799.00 | 481.00 |
| February | 159.00 | 455.00 | 727.00 | 680.50 |
| March | 224.25 | 654.00 | 620.50 | 654.00 |
| April | 188.25 | 352.00 | 644.50 | 603.50 |
| May | 148.50 | 362.50 | 403.00 | 530.50 |
| June | 286.75 | 383.50 | 680.00 | 479.00 |
| July | 471.75 | 572.25 | N/A | 698.50 |
| August | 401.25 | | N/A | |
| September | 178.5 | | 516.50 | |
| October | 472.75 | | 531.50 | |
| November | 472.00 | | 520.00 | |
| December | 385.75 | | 361.00 | |



Placentia Library District
Circulation Report
August 15, 1994

| | FY94-95 YTD | FY93-94 YTD | % CHANGE FY94 TO FY95 | FY94-95 JULY 94 | FY93-94 JULY 93 |
|------------------------------------|-------------|-------------|--------------------------|--------------------|--------------------|
| 1st Time Checkouts | 19,192 | 26,420 | -27.36% | 19,192 | 26,420 |
| Phone Renewals | 1,189 | 1,468 | -19.01% | 1,189 | 1,468 |
| In-Building Renewals | 1,740 | 2,127 | -18.19% | 1,740 | 2,127 |
| Total Renewals | 2,929 | 3,595 | -18.53% | 2,929 | 3,595 |
| TOTAL CHECKOUTS | 22,121 | 30,015 | -26.30% | 22,121 | 30,015 |
| On-Time Checkins | 18,896 | 27,532 | -31.37% | 18,896 | 27,532 |
| Late Checkins | 2,698 | 3,993 | -32.43% | 2,698 | 3,993 |
| TOTAL CHECKINS | 21,594 | 31,525 | -31.50% | 21,594 | 31,525 |
| Holdings Placed | 415 | 513 | -19.10% | 415 | 513 |
| Holdings Cancelled | 76 | 63 | 20.63% | 76 | 63 |
| Holdings Filled | 386 | 441 | -12.47% | 386 | 441 |
| Holdings Expired | 15 | 6 | | 15 | 6 |
| Overdue Items | 830 | 1,151 | -27.89% | 830 | 1,151 |
| Overdue Notices | 366 | 513 | -28.65% | 366 | 513 |
| Billing Notices | 553 | 231 | 139.39% | 553 | 231 |
| Patrons Registered | 329 | (44) | | 329 | (44) |
| Titles Added | N/A | 1,832 | | 78 | 1,832 |
| Volumes Added | N/A | 180 | | 960 | 180 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 9,425 | 12,148 | -22.42% | 9,425 | 12,148 |
| Juvenile Print | 9,752 | 13,180 | -26.01% | 9,752 | 13,180 |
| Total Print | 19,177 | 25,328 | -24.29% | 19,177 | 25,328 |
| Audio Visual | 1,039 | 1,562 | -33.48% | 1,039 | 1,562 |
| Equipment | 1,905 | 3,122 | -38.98% | 1,905 | 3,122 |
| Total Audio Visual | 0 | 3 | | 0 | 3 |
| TOTAL CIRCULATION | 2,944 | 4,687 | -37.19% | 2,944 | 4,687 |
| TOTAL CIRCULATION | 22,121 | 30,015 | -26.30% | 22,121 | 30,015 |
| Placentia Circulation | 13,836 | 17,269 | -19.88% | 13,836 | 17,269 |
| % Placentia Circulation | 62.55% | 57.53% | | 62.55% | 57.53% |
| Anaheim/Yorba Linda Circulation | 3,946 | 6,860 | -42.48% | 3,946 | 6,860 |
| % Anaheim/Yorba Linda Circulation | 17.84% | 22.86% | | 17.84% | 22.86% |
| TYPES OF BORROWERS | | | | | |
| Adult | 15,729 | 21,651 | | 15,729 | 21,651 |
| Young Adult | 96 | 101 | | 96 | 101 |
| Juvenile | 6,063 | 7,885 | | 6,063 | 7,885 |
| New Borrower | 208 | 377 | | 208 | 377 |
| Non Resident | 0 | 0 | | 0 | 0 |
| Other | 25 | 0 | | 25 | 0 |
| TOTAL BORROWERS | 22,121 | 30,014 | | 22,121 | 30,014 |
| ATTENDANCE | 387,439 | 475,995 | -18.60% | | 55,606 |
| Adult Reference - In Building | 1,464 | 1,604 | | 2,126 | N.A. |
| Adult Reference - Telephone | 231 | 513 | | 402 | N.A. |
| Children's Reference - In Building | 1,808 | 490 | | 1,630 | N.A. |
| Children's Reference Telephone | N.A. | N.A. | | N.A. | N.A. |
| Total Adult Reference | 1,695 | 2,117 | | 2,528 | N.A. |
| Total Children's Reference | 1,808 | 490 | | 1,630 | N.A. |
| In Building Reference | 3,272 | N.A. | | 3,756 | N.A. |
| Telephone Reference | 231 | N.A. | | 402 | N.A. |
| TOTAL REFERENCE | 3,503 | N.A. | | 4,158 | N.A. |

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 15, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

There are no out-of-town travel requests for this report period.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 15, 1994
SUBJECT: Carpet and Upholstery Maintenance Contract

Low bidders for the Carpet Maintenance contract have verified that they have the ability to use chemicals and procedures which are in compliance with recommendations of all major carpet manufacturers.

The representative of Milliken Carpet Mills, through whom the Library carpet was purchased was not aware of any special care requirements for the carpet, but will be sending us some pamphlets published by the company on general carpet cleaning and care recommendations.

The schedule of bids received is attached.

RECOMMENDATION:

1. Award the contract for quarterly cleaning of Library carpet and upholstery to ServiceMaster, 2126 Heloise Way, Placentia, CA 92670, at rates specified in bid.
2. Award the contract for monthly cleaning of the Meeting Room carpet to Carpets by Wayne, 4771 Eureka Avenue, Yorba Linda, CA 92686, at rates specified in bid.
3. Authorize signature of the contract by the Library Director.

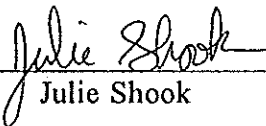
Prepared by: Charlene Dumitru, Administrative Assistant

| Vendor | Library Carpet | Upholstery | Meeting Room | Price/Sq. Foot |
|----------------------------------|---|--|--------------|----------------|
| ServiceMaster, Placentia | \$590.00- all carpeting \$340.00 - heavy traffic areas only | \$210.00/quarter | \$80.00 | \$0.03 |
| Carpets by Wayne, Yorba Linda | \$1,092.84 all carpeting | \$5.00/piece (approx. 220 pieces) | \$62.16 | \$0.06 |
| AWC, Fullerton | \$1,092.84 - all carpeting \$480.00 - heavy traffic areas only | \$648.50/year | \$75.00 | \$0.06 |
| Shaw's Carpet, Yorba Linda | \$1,639.26 - all carpeting \$900.00 - heavy traffic areas only | chairs \$10.00 benches \$16.00 sofas \$35.00 | \$93.24 | \$0.09 |
| Progressive, Fullerton | \$1,700.00 - all carpeting* \$1100.00 - heavy traffic areas only | Sm. chairs \$6.00 Lg. chairs \$9.00 | \$100.00 | \$0.10 |
| Golden West, Yorba Linda | \$1,821.40 - all carpeting \$ 455.35 - heavy traffic areas only | \$15.00/piece | \$103.60 | \$0.10 |

* Progressive based their quote on a carpet area of 17,000 sq. feet. The others were based on 18,214 sq. feet.

TO: Library Board of Trustees
FROM: Julie Shook
DATE: July 25, 1994
SUBJECT: Pension Plan Committee Acceptance

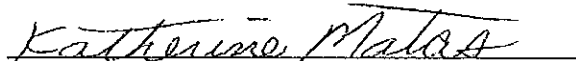
I, Julie Shook, having been duly nominated and accepted by the staff members of the Placentia Library District, do hereby agree to service on the Pension Plan Committee for a one (1) year term ending on June 30, 1995.



Julie Shook

TO: Library Board of Trustees
FROM: Katherine Matas
DATE: July 25, 1994
SUBJECT: Pension Plan Committee Acceptance

I, Katherine Matas, having been duly nominated and accepted by the staff members of the Placentia Library District, do hereby agree to service on the Pension Plan Committee for a two (2) year term ending on June 30, 1996.


Katherine Matas

TO: Elizabeth Minter
FROM: Cheryl Willauer *aw*
DATE: July 19, 1994
SUBJECT: Staff meeting

The staff nominated and voted to elect Julie Shook and Katie Matas to the pension review board.

The following members were present and voted:

Mary Byrne
Dottie Cummings
Cheryl Hyman
Cindy McClain
Julie Shook
Cheryl Willauer
Estella Wnek

The following staff members were aware of the election but were not present. Their signatures here indicate concurrence with the election:

*Elizabeth D. Minter
Charlene Dumitru*

Reggy L. Burkhead



CITY OF PLACENTIA INVOICES

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

| PERIOD COVERED FY1991-1992 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|-----------|-----------|-------------------|---------------------|------------------|-----------|
| Jul 1991 | Oct 21, 1991 | 5,436.27 | 914.76 | 1,614.54 | | | | 7,965.57 |
| Aug 1991 | Nov 25, 1991 | 6,086.00 | 914.76 | 2,317.99 | | | | 9,318.75 |
| Sep=C-1 | Dec 6, 1991 | 5,737.54 | 971.48 | 1,371.04 | | | | 8,080.06 |
| Oct 1991 | Jan 16 1992 | 4,668.80 | 971.48 | 1,089.79 | | | | 6,730.07 |
| Nov 1991 | Feb 7, 1992 | 4,396.07 | 971.48 | 1,076.31 | | | | 6,443.86 |
| Dec 1991 | Feb 26, 1992 | 3,857.87 | 971.48 | 2,055.94 | | | | 6,885.29 |
| Jan 1992 | Mar 2, 1992 | 4,012.65 | 971.48 | 1,041.07 | 210.73 | | | 6,235.93 |
| Feb 1992 | Mar 25, 1992 | 4,144.69 | 971.48 | 1,656.99 | | | | 6,773.16 |
| Mar 1992 | Apr 22, 1992 | 4,068.44 | 971.48 | 687.48 | | | | 5,727.40 |
| Apr 1992 | May 22, 1992 | 4,817.50 | | 588.63 | | | | 5,404.13 |
| May 1992 | Jul 29, 1992 | 4,881.54 | 971.48 | 610.75 | 169.14 | | | 6,632.91 |
| Jun 1992 | Jul 29, 1992 | 6,178.08 | 971.48 | 698.15 | 381.50 | | | 8,229.21 |
| TOTAL | | 58,285.45 | 10,572.84 | 14,806.68 | 761.37 | 0.00 | 0.00 | 84,426.34 |
| AVG | | 4,857.12 | 881.07 | 1,233.89 | 63.45 | 0.00 | 0.00 | 7,035.53 |

| PERIOD COVERED FY1992-1993 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|-----------|-----------|-------------------|---------------------|------------------|-----------|
| Jul 1992 | Aug 27, 1992 | 6,272.41 | 971.48 | 737.51 | | | | 7,981.40 |
| Aug 1992 | Oct 22, 1992 | 6,624.22 | 971.48 | 935.65 | 116.60 | | | 8,547.95 |
| Sep 1992 | Oct 22, 1992 | 6,171.20 | 971.48 | 764.06 | 660.13 | | | 8,566.87 |
| Oct 1992 | Nov 24, 1992 | 4,992.07 | 971.48 | 696.64 | 307.17 | | | 6,967.36 |
| Nov 1992 | Dec 18, 1992 | 4,232.76 | 971.48 | 957.68 | | | | 6,161.92 |
| Dec 1992 | Feb 24, 1993 | 2,965.93 | 971.48 | 743.27 | 84.42 | | | 4,765.10 |
| Jan 1993 | Feb 24, 1993 | 2,953.86 | 971.48 | 768.77 | 173.14 | | | 4,887.25 |
| Feb 1993 | Apr 21, 1993 | 3,525.55 | 971.48 | 969.05 | 288.92 | | | 5,755.00 |
| Mar 1993 | Apr 21, 1993 | 3,790.10 | 971.48 | 785.83 | 337.01 | | | 5,884.42 |
| Apr 1993 | Jun 10, 1993 | 4,325.98 | 971.48 | 694.27 | | | 3,614.72 | 9,606.45 |
| May 1993 | Jun 21, 1993 | 4,707.57 | 971.48 | 1,072.18 | | | | 6,751.23 |
| Jun 1993 | Jul 29, 1993 | 5,952.07 | 971.48 | 1,038.71 | | | | 7,960.26 |
| TOTAL | | 56,413.72 | 11,657.76 | 10,161.62 | 1,967.39 | 0.00 | 3,614.72 | 83,815.21 |
| AVG | | 4,701.14 | 971.48 | 846.80 | 163.95 | | | 6,984.60 |

| PERIOD COVERED FY1993-1994 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|-----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1993 | Sep 2, 1993 | 5,529.93 | 971.48 | 727.93 | | | | 7,229.34 |
| Aug 1993 | Oct 11, 1993 | 5,715.29 | 971.48 | 734.39 | | 1,796.25 | | 9,217.41 |
| Sep 1993 | Dec 15, 1993 | 4,803.98 | 971.48 | 1,063.29 | | | | 6,838.75 |
| Oct 1993 | Dec 15, 1993 | 3,885.50 | 971.48 | 619.84 | | | | 5,476.82 |
| Nov 1993 | Dec 15, 1993 | 3,688.52 | 971.48 | 908.50 | | | 234.50 | 5,803.00 |
| Dec 1993 | Feb 10, 1994 | 3,664.30 | 971.48 | 982.15 | 335.31 | | | 5,953.24 |
| Jan 1994 | Mar 14, 1994 | 3,349.29 | 971.48 | | | | | 4,320.77 |
| Feb 1994 | Mar 24, 1994 | 3,715.12 | 971.48 | 1,658.34 | 391.69 | | | 6,736.63 |
| Mar 1994 | Jun 10, 1994 | 3,801.89 | 971.48 | 748.54 | | | | 5,521.91 |
| Apr 1994 | Jun 10, 1994 | 3,952.49 | 971.48 | 755.39 | 2,264.69 | | 1,605.50 | 9,549.55 |
| May 1994 | Jun 14, 1994 | 4,332.79 | 971.48 | 785.36 | 387.88 | | | 6,477.51 |
| Jun 1994 | Jul 22, 1994 | 5,638.36 | 971.48 | 725.34 | 0.00 | 0.00 | 0.00 | 7,333.18 |
| TOTAL | | 52,075.46 | 11,657.76 | 9,709.07 | 3,379.57 | 1,796.25 | 1,840.00 | 80,458.11 |
| AVG | | 4,339.62 | 971.48 | 809.09 | 281.63 | | | 6,704.84 |

| FY1990-1991 | TOTAL DOLLARS SPENT | | | TOTAL 50% LIBRARY | |
|--------------|---------------------|-----------------|---------------|-------------------|------------------|
| | LABOR | EQUIPMENT | MATERIAL | | |
| Jul 1990 | 1,396.82 | 428.00 | 10.81 | 1,835.63 | 917.82 |
| Aug 1990 | 1,396.82 | 326.00 | 10.81 | 1,733.63 | 866.82 |
| Sep 1990 | 1,396.82 | 428.00 | 10.81 | 1,835.63 | 917.82 |
| Oct 1990 | 2,295.08 | 556.00 | 8.84 | 2,859.92 | 1,429.96 |
| Nov 1990 | 766.09 | 292.00 | 8.84 | 1,056.93 | 528.47 |
| Dec 1990 | 1,189.78 | 292.00 | 59.84 | 1,541.62 | 770.81 |
| Jan 1991 | 1,443.60 | 394.00 | 34.26 | 1,871.86 | 935.93 |
| Feb 1991 | 1,409.03 | 664.00 | 46.98 | 2,120.01 | 1,060.01 |
| Mar 1991 | 1,291.34 | 343.00 | 34.26 | 1,668.60 | 834.30 |
| Apr 1991 | 1,245.00 | 343.00 | 30.16 | 1,618.16 | 809.08 |
| May 1991 | 1,920.00 | 394.00 | 60.02 | 2,374.02 | 1,187.01 |
| Jun 1991 | 1,522.40 | 741.00 | 34.42 | 2,297.82 | 1,148.91 |
| TOTAL | 17,262.78 | 5,201.00 | 350.05 | 22,813.83 | 11,406.92 |
| AVG | 1,438.57 | 433.42 | 29.17 | 1,901.15 | 950.58 |

| FY1991-1992 | TOTAL DOLLARS SPENT | | | TOTAL 50% LIBRARY | |
|--------------|---------------------|-----------------|-----------------|-------------------|------------------|
| | LABOR | EQUIPMENT | MATERIAL | | |
| Jul 1991 | 2,510.63 | 615.00 | 103.45 | 3,229.08 | 1,614.54 |
| Aug 1991 | 2,868.06 | 1,227.00 | 540.92 | 4,635.98 | 2,317.99 |
| Sep 1991 | 2,143.26 | 564.00 | 34.82 | 2,742.08 | 1,371.04 |
| Oct 1991 | 1,647.90 | 471.00 | 60.68 | 2,179.58 | 1,089.79 |
| Nov 1991 | 1,689.80 | 428.00 | 34.82 | 2,152.62 | 1,076.31 |
| Dec 1991 | 2,674.89 | 1,432.50 | 4.48 | 4,111.87 | 2,055.94 |
| Jan 1992 | 1,689.80 | 360.00 | 32.34 | 2,082.14 | 1,041.07 |
| Feb 1992 | 2,648.68 | 564.00 | 101.30 | 3,313.98 | 1,656.99 |
| Mar 1992 | 969.68 | 360.00 | 45.27 | 1,374.95 | 687.48 |
| Apr 1992 | 914.93 | 224.00 | 34.33 | 1,173.26 | 586.63 |
| May 1992 | 916.24 | 258.00 | 47.26 | 1,221.50 | 610.75 |
| Jun 1992 | 1,069.97 | 292.00 | 34.33 | 1,396.30 | 698.15 |
| TOTAL | 21,743.84 | 6,795.50 | 1,074.00 | 29,613.34 | 14,806.67 |
| AVG | 1,811.99 | 566.29 | 89.50 | 2,467.76 | 1,233.89 |

| FY1992-1993 | TOTAL DOLLARS SPENT | | | TOTAL 50% LIBRARY | |
|--------------|---------------------|-----------------|---------------|-------------------|------------------|
| | LABOR | EQUIPMENT | MATERIAL | | |
| Jul 1992 | 1,180.60 | 275.00 | 19.41 | 1,475.01 | 737.51 |
| Aug 1992 | 1,415.02 | 411.00 | 45.27 | 1,871.29 | 935.65 |
| Sep 1992 | 1,058.78 | 437.00 | 32.34 | 1,528.12 | 764.06 |
| Oct 1992 | 1,092.90 | 258.00 | 42.37 | 1,393.27 | 696.64 |
| Nov 1992 | 1,403.88 | 505.00 | 6.48 | 1,915.36 | 957.68 |
| Dec 1992 | 1,118.20 | 292.00 | 32.34 | 1,442.54 | 721.27 |
| Jan 1993 | 1,213.20 | 292.00 | 32.34 | 1,537.54 | 768.77 |
| Feb 1993 | 1,458.68 | 462.00 | 17.41 | 1,938.09 | 969.05 |
| Mar 1993 | 1,213.32 | 326.00 | 32.34 | 1,571.66 | 785.83 |
| Apr 1993 | 1,081.20 | 275.00 | 32.34 | 1,388.54 | 694.27 |
| May 1993 | 1,723.03 | 360.00 | 61.32 | 2,144.35 | 1,072.18 |
| Jun 1993 | 1,624.08 | 417.00 | 32.34 | 2,073.42 | 1,036.71 |
| TOTAL | 15,582.89 | 4,310.00 | 386.30 | 20,279.19 | 10,139.60 |
| AVG | 1,298.57 | 359.17 | 32.19 | 1,689.93 | 844.97 |

| FY1993-1994 | TOTAL DOLLARS SPENT | | | TOTAL 50% LIBRARY | |
|--------------|---------------------|-----------------|---------------|-------------------|-----------------|
| | LABOR | EQUIPMENT | MATERIAL | | |
| Jul 1993 | 1,212.44 | 224.00 | 19.41 | 1,455.85 | 727.93 |
| Aug 1993 | 1,212.44 | 224.00 | 32.34 | 1,468.78 | 734.39 |
| Sep 1993 | 1,403.88 | 687.00 | 35.69 | 2,126.57 | 1,063.29 |
| Oct 1993 | 992.92 | 224.00 | 22.76 | 1,239.68 | 619.84 |
| Nov 1993 | 1,433.52 | 309.00 | 74.48 | 1,817.00 | 908.50 |
| Dec 1993 | 1,466.11 | 440.00 | 58.20 | 1,964.31 | 982.16 |
| Jan 1994 | 1,407.67 | 343.00 | 25.87 | 1,776.54 | 888.27 |
| Feb 1994 | 1,213.32 | 292.00 | 34.82 | 1,540.14 | 770.07 |
| Mar 1994 | 1,162.20 | 292.00 | 42.87 | 1,497.07 | 748.54 |
| Apr 1994 | 1,125.36 | 366.00 | 19.41 | 1,510.77 | 755.39 |
| May 1994 | 1,213.32 | 309.00 | 48.39 | 1,570.71 | 785.36 |
| Jun 1994 | 1,213.32 | 207.00 | 30.35 | 1,450.67 | 725.34 |
| TOTAL | 15,056.50 | 3,917.00 | 444.59 | 19,418.09 | 9,709.04 |
| AVG | 1,254.71 | 326.42 | 37.05 | 1,618.17 | 809.09 |

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

| FY1991-1992 | SUPERVISOR | DOLLARS BY TYPE OF WORKER | | | | TOTAL |
|-------------|------------|---------------------------|---------|----------|------------|-----------|
| | | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1991 | 331.32 | 347.55 | 44.36 | 0.00 | 1,787.40 | 2,510.63 |
| Aug 1991 | 276.10 | 1,390.20 | 44.36 | 561.60 | 595.80 | 2,868.06 |
| Sep 1991 | 276.10 | 695.10 | 44.36 | 234.00 | 893.70 | 2,143.26 |
| Oct 1991 | 250.64 | 398.56 | 47.02 | 92.88 | 858.80 | 1,647.90 |
| Nov 1991 | 313.30 | 298.92 | 47.02 | 0.00 | 1,030.56 | 1,689.80 |
| Dec 1991 | 469.95 | 498.20 | 47.02 | 371.62 | 1,288.20 | 2,674.89 |
| Jan 1992 | 313.30 | 298.92 | 47.02 | 0.00 | 1,030.56 | 1,689.80 |
| Feb 1992 | 626.60 | 348.74 | 47.02 | 424.00 | 1,202.32 | 2,648.68 |
| Mar 1992 | 187.98 | 199.28 | 47.02 | 106.00 | 429.40 | 969.68 |
| Apr 1992 | 93.99 | 99.64 | 47.02 | 159.00 | 515.28 | 914.93 |
| May 1992 | 125.48 | 99.64 | 47.02 | 0.00 | 644.10 | 916.24 |
| Jun 1992 | 125.48 | 124.55 | 47.02 | 0.00 | 772.92 | 1,069.97 |
| TOTAL | 3,390.24 | 4,799.30 | 556.26 | 1,949.00 | 11,049.04 | 21,743.84 |
| AVG | 282.52 | 399.94 | 46.36 | 162.42 | 920.75 | 1,811.99 |

| FY1992-1993 | SUPERVISOR | DOLLARS BY TYPE OF WORKER | | | | TOTAL |
|-------------|------------|---------------------------|---------|---------|------------|-----------|
| | | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1992 | 125.32 | 149.46 | 47.02 | | 858.80 | 1,180.60 |
| Aug 1992 | 187.98 | 149.46 | 47.02 | | 1,030.56 | 1,415.02 |
| Sep 1992 | 125.32 | 149.46 | 47.02 | 92.88 | 644.10 | 1,058.78 |
| Oct 1992 | 186.66 | 153.36 | 48.24 | | 704.64 | 1,092.90 |
| Nov 1992 | 248.88 | 255.60 | 48.24 | 190.56 | 660.60 | 1,403.88 |
| Dec 1992 | 248.88 | 204.48 | 48.24 | | 660.60 | 1,162.20 |
| Jan 1993 | 248.88 | 255.60 | 48.12 | | 660.60 | 1,213.20 |
| Feb 1993 | 311.00 | 306.72 | 48.24 | | 792.72 | 1,458.68 |
| Mar 1993 | 248.88 | 255.60 | 48.24 | | 660.60 | 1,213.32 |
| Apr 1993 | 248.88 | 255.60 | 48.24 | | 528.48 | 1,081.20 |
| May 1993 | 311.11 | 306.72 | 48.24 | | 1,056.96 | 1,723.03 |
| Jun 1993 | 248.88 | 255.60 | 48.24 | 190.56 | 880.80 | 1,624.08 |
| TOTAL | 2,740.67 | 2,697.66 | 575.10 | 474.00 | 9,139.46 | 15,626.89 |
| AVG | 228.39 | 224.81 | 47.93 | 39.50 | 761.62 | 1,302.24 |

| FY1993-1994 | SUPERVISOR | DOLLARS BY TYPE OF WORKER | | | | TOTAL |
|-------------|------------|---------------------------|---------|---------|------------|-----------|
| | | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1993 | 248.00 | 255.60 | 48.24 | | 660.60 | 1,212.44 |
| Aug 1993 | 248.00 | 255.60 | 48.24 | | 660.60 | 1,212.44 |
| Sep 1993 | 248.88 | 255.60 | 48.24 | 190.56 | 660.60 | 1,403.88 |
| Oct 1993 | 248.88 | 255.60 | 48.24 | | 440.20 | 992.92 |
| Nov 1993 | 248.88 | 255.60 | 48.24 | | 880.80 | 1,433.52 |
| Dec 1993 | 311.11 | 255.60 | 48.24 | 190.56 | 660.60 | 1,466.11 |
| Jan 1994 | 311.11 | 255.60 | 48.24 | | 792.72 | 1,407.67 |
| Feb 1994 | 248.88 | 255.60 | 48.24 | | 660.60 | 1,213.32 |
| Mar 1994 | 248.88 | 204.48 | 48.24 | | 660.60 | 1,162.20 |
| Apr 1994 | 248.88 | 204.48 | 48.24 | 95.28 | 528.48 | 1,125.36 |
| May 1994 | 248.88 | 255.60 | 48.24 | | 660.60 | 1,213.32 |
| Jun 1994 | 248.88 | 255.60 | 48.24 | | 660.60 | 1,213.32 |
| TOTAL | 3,109.26 | 2,964.96 | 578.88 | 476.40 | 7,927.00 | 15,056.50 |
| AVG | 259.11 | 247.08 | 48.24 | 39.70 | 660.58 | 1,254.71 |

| FY1990-1991 | TIME BY TYPE OF WORKER | | | | | TOTAL |
|--------------|------------------------|---------------|--------------|--------------|---------------|---------------|
| | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1990 | 8.00 | 12.00 | 2.00 | 0.00 | 48.00 | 70.00 |
| Aug 1990 | 8.00 | 12.00 | 2.00 | 0.00 | 48.00 | 70.00 |
| Sep 1990 | 8.00 | 12.00 | 2.00 | 0.00 | 48.00 | 70.00 |
| Oct 1990 | 10.00 | 30.00 | 2.00 | 4.00 | 60.00 | 106.00 |
| Nov 1990 | 3.00 | 10.00 | 2.00 | 0.00 | 20.00 | 35.00 |
| Dec 1990 | 6.00 | 8.00 | 2.00 | 0.00 | 40.00 | 56.00 |
| Jan 1991 | 8.00 | 20.00 | 2.00 | 0.00 | 36.00 | 66.00 |
| Feb 1991 | 6.00 | 10.00 | 2.00 | 8.00 | 40.00 | 66.00 |
| Mar 1991 | 8.00 | 10.00 | 2.00 | 0.00 | 40.00 | 60.00 |
| Apr 1991 | 8.00 | 8.00 | 2.00 | 0.00 | 40.00 | 58.00 |
| May 1991 | 8.00 | 20.00 | 2.00 | 0.00 | 60.00 | 90.00 |
| Jun 1991 | 10.00 | 10.00 | 2.00 | 8.00 | 40.00 | 70.00 |
| TOTAL | 91.00 | 162.00 | 24.00 | 20.00 | 520.00 | 817.00 |
| AVG | 7.58 | 13.50 | 2.00 | 1.67 | 43.33 | 68.08 |

| FY1991-1992 | TIME BY TYPE OF WORKER | | | | | TOTAL |
|--------------|------------------------|---------------|--------------|--------------|---------------|---------------|
| | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1991 | 12.00 | 15.00 | 2.00 | 0.00 | 90.00 | 119.00 |
| Aug 1991 | 10.00 | 60.00 | 2.00 | 24.00 | 30.00 | 126.00 |
| Sep 1991 | 10.00 | 30.00 | 2.00 | 10.00 | 60.00 | 112.00 |
| Oct 1991 | 8.00 | 16.00 | 2.00 | 4.00 | 40.00 | 70.00 |
| Nov 1991 | 10.00 | 12.00 | 2.00 | 0.00 | 48.00 | 15.00 |
| Dec 1991 | 15.00 | 20.00 | 2.00 | 16.00 | 60.00 | 113.00 |
| Jan 1992 | 10.00 | 12.00 | 2.00 | 0.00 | 48.00 | 72.00 |
| Feb 1992 | 20.00 | 14.00 | 2.00 | 16.00 | 56.00 | 108.00 |
| Mar 1992 | 6.00 | 8.00 | 2.00 | 4.00 | 20.00 | 40.00 |
| Apr 1992 | 3.00 | 4.00 | 2.00 | 6.00 | 24.00 | 39.00 |
| May 1992 | 4.00 | 4.00 | 2.00 | 0.00 | 30.00 | 40.00 |
| Jun 1992 | 4.00 | 5.00 | 2.00 | 0.00 | 36.00 | 47.00 |
| TOTAL | 112.00 | 200.00 | 24.00 | 80.00 | 542.00 | 901.00 |
| AVG | 9.33 | 16.67 | 2.00 | 6.67 | 45.17 | 75.08 |

| FY1992-1993 | TIME BY TYPE OF WORKER | | | | | TOTAL |
|--------------|------------------------|---------------|--------------|--------------|---------------|---------------|
| | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1992 | 4.00 | 6.00 | 2.00 | 0.00 | 40.00 | 52.00 |
| Aug 1992 | 6.00 | 6.00 | 2.00 | 0.00 | 48.00 | 62.00 |
| Sep 1992 | 4.00 | 6.00 | 2.00 | 4.00 | 30.00 | 46.00 |
| Oct 1992 | 6.00 | 6.00 | 2.00 | | 32.00 | 46.00 |
| Nov 1992 | 8.00 | 10.00 | 2.00 | 8.00 | 30.00 | 58.00 |
| Dec 1992 | 8.00 | 8.00 | 2.00 | | 30.00 | 48.00 |
| Jan 1993 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Feb 1993 | 10.00 | 12.00 | 2.00 | | 36.00 | 60.00 |
| Mar 1993 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Apr 1993 | 8.00 | 10.00 | 2.00 | | 24.00 | 44.00 |
| May 1993 | 10.00 | 12.00 | 2.00 | | 48.00 | 72.00 |
| Jun 1993 | 8.00 | 10.00 | 2.00 | 8.00 | 40.00 | 68.00 |
| TOTAL | 88.00 | 106.00 | 24.00 | 20.00 | 418.00 | 656.00 |
| AVG | 7.33 | 8.83 | 2.00 | 1.67 | 34.83 | 54.67 |

| FY1993-1994 | TIME BY TYPE OF WORKER | | | | | TOTAL |
|--------------|------------------------|---------------|--------------|--------------|---------------|---------------|
| | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | |
| Jul 1993 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Aug 1993 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Sep 1993 | 8.00 | 10.00 | 2.00 | 8.00 | 30.00 | 58.00 |
| Oct 1993 | 8.00 | 10.00 | 2.00 | | 20.00 | 40.00 |
| Nov 1993 | 8.00 | 10.00 | 2.00 | | 40.00 | 60.00 |
| Dec 1993 | 10.00 | 10.00 | 2.00 | 8.00 | 30.00 | 60.00 |
| Jan 1994 | 10.00 | 10.00 | 2.00 | | 36.00 | 58.00 |
| Feb 1994 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Mar 1994 | 8.00 | 8.00 | 2.00 | | 30.00 | 48.00 |
| Apr 1994 | 8.00 | 8.00 | 8.00 | 4.00 | 24.00 | 52.00 |
| May 1994 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| Jun 1994 | 8.00 | 10.00 | 2.00 | | 30.00 | 50.00 |
| TOTAL | 100.00 | 116.00 | 30.00 | 20.00 | 360.00 | 626.00 |
| AVG | 8.33 | 9.67 | 2.50 | 1.67 | 30.00 | 52.17 |

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: August 15, 1994
SUBJECT: Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1993-1994

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1993-1994.

Filing this report is required in order for the District to remain eligible for future Families for Literacy Grants.

RECOMMENDATION:

Receive and file.

CALIFORNIA STATE LIBRARY
1993-94 FAMILIES FOR LITERACY PROGRAM

Mid-Year Report
May 24, 1994

NAME OF LIBRARY Placentia Library District
PERSON COMPILING REPORT Jeanne Walters FFL Coordinator
PHONE NUMBER (714) 524-8408 Signature Title

A. Program Participants and Partners

1. Number eligible Families participating through 6/30/94 60 (families can participate in a number of different ways; not all must attend programs to participate)
2. Family Composition

| Parents/ Guardians | Other Adult Family Members | Children 0-4 | Children 5-8 | Children 9-11 | Children Over 12 |
|-----------------------|-------------------------------|-----------------|-----------------|------------------|---------------------|
| 60 | 2 | 65 | 7 | 3 | 0 |

Ethnicity

ADULTS

| | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70-79 | 80+ | TOTAL |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-----|-------|
| Asian | | | | 1 | | | | | 1 |
| Black | | 1 | | | | | | | 1 |
| Hispanic | | 35 | 19 | 3 | 3 | | | | 60 |
| Native American | | | | | | | | | |
| Pacific Islander | | | | | | | | | |
| White | | | | | | | | | |
| TOTAL | | | | | | | | | |

Ethnicity

CHILDREN

| | 0-4 | 5-8 | 9-11 | Over 12 | TOTAL |
|------------------|-----|-----|------|---------|-------|
| Asian | | | | | |
| Black | 1 | | | | 1 |
| Hispanic | 62 | 9 | 3 | | 74 |
| Native American | | | | | |
| Pacific Islander | | | | | |
| White | | | | | |
| TOTAL | 63 | 9 | 3 | | 75 |

Primary Language of Children

CHILDREN

| | 0-4 | 5-8 | 9-11 | Over 12 | TOTAL |
|--------------------------|-----|-----|------|---------|-------|
| Spanish | 62 | 9 | 3 | | 74 |
| Portugese | | | | | |
| Vietnamese | | | | | |
| English | | | | | |
| Hmong | | | | | |
| Pacific Island Languages | | | | | |
| Other | 1 | | | | 1 |
| TOTAL | 63 | 9 | 3 | | 75 |

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburg HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

| <u>Community Partner</u> | <u>Role</u> |
|--|---|
| City of Placentia | <ul style="list-style-type: none">- Provided meeting facilities- Provided guest speaker- Provided Santa Claus for Christmas program- Gave cooperation, encouragement, and support |
| HeadStart | <ul style="list-style-type: none">- Referrals of eligible families- Use of playground equipment for childcare- Donation of paper, pencils, pens, notebooks, and dictionaries |
| HealthyStart | <ul style="list-style-type: none">- Donated materials- Paid transportation costs for busses between student's neighborhoods, library, and ESL classes |
| Linda Vista Child Care Center | <ul style="list-style-type: none">- Provided guest speaker |
| Orange County Department of Health | <ul style="list-style-type: none">- Provided guest speaker |
| Placentia Chamber of Commerce | <ul style="list-style-type: none">- Provided venue for visibility in community |
| Placentia Rotary Club | <ul style="list-style-type: none">- Donated tickets for students to attend a Friends of the Library-sponsored luncheon |
| Placentia/Yorba Linda Unified School District | <ul style="list-style-type: none">- Use of school busses for transportation to and from the library and ESL classes |
| Placentia/Yorba Linda Unified School District Adult Education office | <ul style="list-style-type: none">- Secured program venues- Provided ESL teacher- Prepared and sent flyers advertising the program to Placentia residents- Served as an information and problem-solving resource |
| San Diego County Office of Education | <ul style="list-style-type: none">- Referrals of eligible families through their Placentia Migrant Education office |
| Scholastic Book Fairs, Inc. | <ul style="list-style-type: none">- Donated books to program for distribution to families- Gave books directly to families- Provided speaker and assistance for end-of-year program |

Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 12 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only pre-schoolers? Attach your list of children's books purchased for this purpose.

Books were given away on an average of twice a month. This included both books purchased for distribution and books made by the adults and children.

The program's distribution policy changed as the year progressed. During the first half of the year, books were only given to pre-schoolers. A particular title would be selected by the FFL Coordinator, and copies of the same title given to each child. Beginning in April, participants were given the opportunity to select their own books. Copies of different books available were laid out and parents and children could browse and choose the books they liked best. Any child present at the program could choose a book to take home.

Books Given Away

A house is a house for me
Alexander y el dia terrible, horrible, espantoso, horroroso
Barcos, barcos, barcos
The birthday cake (English and Spanish editions)
Bread, bread, bread
Bunny trouble
Clifford, el gran perro colorado
Clifford va de viaje
Contento Juan
Corduroy (English and Spanish editions)
De quien eres, ratoncito
El galleton de jingibre
El conejo de pana
Five minutes peace
Freddie's spaghetti
Goodnight moon

(continued on next page)

- 1a. Average number of books per child actually distributed 4.
- 1b. Total number of books distributed as of 6/30/94 (12 months) 272.
- 1c. Number of books received by children under 5 (full fiscal year) 257.
- 1d. Number of books received by children over 5 (full fiscal year) 15.

(B. 1 continued)

Harry y el terrible Quiensabequé
Hats, hats, hats
Hoy fue mi primer día de escuela
I took my frog to the library
If you give a mouse a cookie
In my garden
Just a daydream
La zarigüeya y el gran creador de fuego
La oruga muy hambrienta
Las buenas acciones de Clifford
Little Bunny's Easter surprise
The little red hen (English and Spanish editions)
Look, look, look
Look and listen fire truck
Los osos Berenstain en la oscuridad
Los caballos
Los avions
Los osos Berenstain y el cuarto desordenado
Miss Nelson is missing
Mostrando y contando
My first counting book
Pigs in hiding
Pop-up ballerina bear
Rumpelstiltskin
Samuel el espantapájagros
School bus (English and Spanish editions)
Seven blind mice
Ten, nine, eight
Un cuento para la hora de dormir de Big Bird
Un murmullo es silencioso
Una visita a la estación de bomberos de Sesame Street
Una función de títeres
Wednesday is spaghetti day
Wheel away
Where the wild things are
¡Ven hacia arriba!

2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family parties, events, storytimes.)

From September through January, the family programs were held at a community center approximately two miles from the library once a week. These programs consisted of storytimes and related activities. In addition, there were Halloween, Thanksgiving, and Christmas parties. At the end of November, a trip was planned to a local bookstore, and each family was given money to purchase books.

Beginning in February, the weekly program was held at the library on Tuesday mornings from 9:00-11:00 a.m. Each program was divided into two parts, one for the children, the other for the adults. The children's segment consisted of storytimes, crafts, games, and occasional treats. The content of the adult's segment varied and included guest speakers, a tour and orientation of the library, instruction in using the library's computer catalog, discussions about children's literature and book selection, and practice in reading aloud. Time for browsing and selecting material to check out was also included each week.

- 2a. Total Number of FFL Meetings Held as of 6/30/94 (full fiscal year) 37
- 2b. Total Number of Attendees as of 6/30/94 (full fiscal year) 649
- 2c. Total Number Different Families attending programs in public library settings as of 6/30/94 (full fiscal year) 51
- 2d. Total Number Different, Eligible Families attending programs in library settings as of 6/30/94 (full year) 33*
- 2f. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

From September through January meetings were held at a community center approximately two miles from the library. This was due to lack of transportation between the participants' neighborhoods and the library. Beginning in February, transportation funds became available through the help of a local HealthyStart grant, and the location of the meetings was changed to the library.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

Parents were encouraged throughout the year to participate in other library activities. Two participants were given tickets to attend an Author's Luncheon sponsored by the Friends of the Placentia Library. Several families are participating in the Summer Reading Program sponsored by the Library's Children's Department.

*This is number of eligible families who attended the program after the program was moved to the Library in February.

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

Beginning in February, selections from children's literature became a regular part of the curriculum used during the ESL classes. The instructor also had the students write language experience stories in class. Due to prior commitments, she was not able to attend tutor training workshops held at the library, but I met informally with her to discuss possible materials to be used. She also had several years of ESL teaching experience and had written curriculum, so she was familiar with these techniques.

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

As part of the adult segment of the weekly programs, several weeks were spent discussing the different types of children's literature. Certain books were chosen for discussion and we talked about what they liked and disliked about them. Suggestions were also given regarding age-appropriate books and special need books.

- 6) Do you provide FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

Parties were planned around the holidays that were open to all family members. During the spring, a grandfather and grandmother came to the meetings with their grandchildren and the children's mothers. The families were strongly encouraged to participate in the Summer Reading Program and other activities sponsored by the Library's Children's Department. These activities are planned for children of various ages.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

Beginning in February, a library orientation segment was included as part of each week's program. Each library department was introduced separately to the group and discussed in depth by a staff member of that department. Adults were encouraged and given opportunities during the remainder of the year to get library cards. Most of them did. Two weeks were also spent teaching the use of the library's computer catalog system, and adults were given time to do practice searches with staff assistance.

- 8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

With the assistance of a local HealthyStart grant and the local school district, transportation to the ESL classes and the library was provided. Childcare services were also available during the ESL classes.

- 9) How do you recruitment your families? Is that effective?
 Any particularly effective retention strategies?

Recruitment is done through flyers sent out by the Adult Education department of the school district. The flyers contain information on both the ESL classes and library portion of the program and list the library's literacy office phone number for more information. Each flyer is written in both English and Spanish and sent to all residents in acentia. The response from both mailings this year has been good.

There are no formal retention stratagies as yet, but providing both childcare and transportation have seemed to help. Childcare allows FFL staff to see the chlidren and adults three days a week and to develop a stronger relationship with them. It also gives us an oppportunity to talk to the parent if they have missed a library program and to see if they are just skipping the library program or have stopped coming to the ESL classes as well.

Transportation makes it easier for parents and children to attend especially if they live a distance from the library, since many of the families only have one car which is used by the father to go to work.

- 10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

| <u>FFL Position</u> | <u>Hours per week</u> | <u>FFL funded?</u> | <u>If no, where do funds come from?</u> |
|---------------------|-----------------------|--------------------|---|
| Coordinator | 18 | yes | |
| Childcare staff | 15 | yes | |
| Translator | 2 | yes | |

- 11) How do you determine or measure success in your FFL program?
How do you track the progress of your adults and children as they move through their FFL involvement?
(please attach copies of any pre and post surveys which you have developed or use)

Weekly attendance is taken and both total attendance and individual consistency is noted. Attention is also given to the number of participants who return to the library on their own and with other family members.

C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original Plan of Service proposal. Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

A major area of success has been the library program. This began in earnest when the program began to be held at the library in February. Parents have come to see the Library as the place to come for information. They are no longer intimidated by the "academic atmosphere". The move to the library required the cooperation of library administration, the head of each department in the library, and the help of HealthyStart and the school district in providing transportation. Each library employee with whom I discussed the program always showed enthusiasm and a willingness to help. Without their support, the accomplishments would have been much fewer.

(continued on next page)

- 2) An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Describe your relationship with Children's Services in your library and how you have worked together in FFL.

The Children's Librarian has been a strong supporter of the FFL program since its inception at our library. She is a constant source of ideas, advice, and resources. She assisted at the program's Christmas party with various activities and did the story portion of the program. She also took charge of the weekly program while I was in San Francisco attending the literacy conference. She has done this in spite of cuts in her own hours and those of other staff members in her department.

(C. 1 continued)

The help of a capable and cooperative ESL teacher was another important factor in the program's success. The teacher was always willing to go the extra mile both for me and the students, and was an excellent source of information and advice.

Of course, the program would have been nothing without the participation and cooperation of the families. They came week after week, in the rain, during pregnancies, and after giving birth. They planned a potluck for the last day of class and did all the work for it. When they came to the library, they always made a point to stop and talk to me. One mother even called to say good-bye since her family was moving back to Mexico. Their support and enthusiasm made my job much easier and enjoyable.

- 3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

A major challenge faced in September was inexperience in administering this type of program on the part of both the Families For Literacy staff and the Adult Literacy staff. With the support and encouragement of other library personnel and the benefit of hands-on training, however, everyone involved is much better prepared now for the future.

From September through January, there was also no transportation to the library available for most of the program's participants. The local HealthyStart program began paying for transportation to and from the library and ESL classes beginning in February. This has resulted in an improvement in both the consistency of participation by families and the program's content.

- 4) If you knew at the beginning of this fiscal year what you know now, what, if any, changes would you make?

This has been a very challenging year in Families For Literacy. Much thought and hard work has gone into forming the basic structure of the program, but there is still room for improvement.

One area needing development is evaluation methods and techniques. At the beginning of the year, I was not aware of any surveys or techniques that could be used for evaluating student's progress. At the Literacy Conference in April, a survey was introduced at one of the workshops. It is administered at the beginning and at the end of the program. This survey, or one similar to it will be used in the future.

- 5) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

The library is extremely supportive of the Families For Literacy program from the Library's Board of Trustees on down. However, the continuation of this program at the library is dependent on the availability of funds. All departments are still coping with the consequences of the budget cuts last year and both staff and finances are being stretched as much as they can be. Outside sources of funding are regularly being sought.

Families are encouraged to participate in the activities sponsored by the Children's Department, such as the weekly storyhours and special programs. The Library also has a Grandparents and Books program in which older adult volunteers read stories to children on a weekly basis. A bilingual volunteer would help to make this program more accessible to the families in FFL.

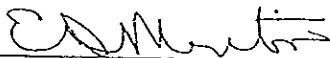
- 6) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Gary and to me as we give presentations about our FFL programs and use these anecdotal stories as illustrations of our impact on individual families)*

At least four of the adults who participated in the program this year are planning to enroll in local community colleges for the fall semester.

D. Financial Report

Fiscal Year 1993-94

| Category | Budget | | Expended as of June 30, 1994 | |
|------------------------------|--------|--------|------------------------------|--------|
| | CLSA | OTHER | CLSA (FPL) | OTHER |
| 1. Personnel | 19,260 | 11,500 | 19,260 | 14,512 |
| 2. Library Materials | | 1,500 | | 1,131 |
| 3. Operative Total | 3,525 | 5,000 | 3,525 | 3,731 |
| 3a. Contract Services | 50 | 250 | -0- | -0- |
| 3b. Travel | 500 | -0- | 354 | 941 |
| 3c. Office Supplies | 25 | 450 | 249 | 892 |
| 3d. Printing | 200 | 400 | 145 | -0- |
| 3e. Instructional Resource | 500 | 400 | 397 | 400 |
| 3f. Children's Book Resource | 750 | 3,000 | 863 | 1,498 |
| 3g. Other** | 1,500 | 500 | 1,017 | -0- |
| 4. Equipment | -0- | -0- | -0- | -0- |
| 5. Indirect | 215 | -0- | 215 | -0- |
| TOTAL | 23,000 | 18,000 | 23,000 | 20,834 |



Signature of Representative of Fiscal Agent
or of Library Receiving Funds

Elizabeth D. Minter, Library Director
Title

**If any single expenditure over \$300 here, please explain on separate sheet

5/94 CST: FFL5.1 disk MIDYR93.94

**BUDGET CHANGE REQUEST (BCR)
CLSA/FAMILIES FOR LITERACY FUNDS (FY 91/92)**

Placentia Library District
Name of Library

INSTRUCTIONS:

1. See the REVERSE SIDE of THIS FORM for details.

| BUDGET CATEGORIES | APPROVED CLSA BUDGET | BUDGET CHANGE REQUEST AMOUNT | PROPOSED CLSA BUDGET | JUSTIFICATION For Budget Change Request (attach additional pages, as necessary) |
|----------------------------------|----------------------|------------------------------|----------------------|---|
| 1. Personnel | 19,260 | -0- | 19,260 | |
| 2. Library Materials | -0- | -0- | -0- | |
| 3. Operations Total (a-g) | 3,525 | -0- | 3,525 | |
| a. contract services | 50 | (50) | -0- | |
| b. travel | 500 | (146) | 354 | |
| c. office supplies | 25 | 224 | 249 | |
| d. printing | 200 | (55) | 145 | |
| e. instructional resources | 500 | 397 | 897 | |
| f. children's books | 750 | 113 | 863 | |
| g. other | 1500 | (483) | 1,017 | |
| 4. Equipment | -0- | -0- | -0- | |
| 5. Indirect | 215 | -0- | 215 | |
| 6. TOTAL | 23,000 | -0- | 23,000 | |

BCR_66.FFL (Rev. 7/91)

STATE LIBRARY USE ONLY

Agenda Item 23
Attachment C

CSL Consultant approval/signature _____ Date _____

CSL Fiscal Office approval/signature _____ Title _____ Date _____

[Signature] Library Director 07/29/94 Date

Fiscal Agent/Library Rep. Signature _____ Title _____

Charlene Dumitru (714) 528-1925

Contact Person _____ Phone # _____



TO: Library Board of Trustees

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

DATE: August 15, 1994

SUBJECT: Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1993-1994

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1993-1994.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

RECOMMENDATION:

Receive and file.

Agenda Item 24
Attachment A

CALIFORNIA LIBRARY LITERACY SERVICE

Adult Learner Activity Report (Fiscal Year 93/94)

Placentia Library District
Name of Library

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

| QUARTERLY SUMMARY | | | TOTAL |
|---|-----|----|-------|
| 1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report) | | 1. | 83 |
| 2. Adult Learners who began during quarter | | 2. | 18 |
| 3. Adult Learners who left during quarter | | | |
| a. Learners who met goal | 3a. | 2 | |
| b. Learners who became physically inaccessible this quarter | 3b. | 2 | |
| c. Learners who left program for other reasons | 3c. | 18 | |
| d. Learners who left program WITHOUT notification | 3d. | 2 | |
| e. TOTAL (Sum of Items #3a thru #3d) | 3e. | | 24 |
| 4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d) | | 4. | 99 |
| 5. Adult Learners referred to other programs (never instructed) this quarter | | 5. | 5 |

| CUMULATIVE SUMMARY | | TOTAL |
|---|--|--------|
| 6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, 4th quarters = #2 above plus #6 from previous quarter) | | 6. 115 |
| 7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, 4th quarters = #5 above plus #7 from previous quarter) | | 7. 7 |

| END OF QUARTER STATUS | | TOTAL |
|--|--|-------|
| 8. Adult Learners receiving instruction at end of quarter (#1 plus #2 minus #3e) | | 8. 77 |
| 9. Prospective Adult Learners awaiting instruction at end of quarter | | 9. 40 |

Characteristics of Adult Learners receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age and gender EACH equal Item #8 on previous page. ***

| 10. Ethnicity | Asian | Black | Hispanic | Native American | Pacific Islander | White | Other | Unknown | TOTAL |
|---------------|-------|-------|----------|-----------------|------------------|-------|-------|---------|-------|
| | 38 | 1 | 23 | 0 | 0 | 15 | 0 | 0 | 77 |

| 11. Age Distribution | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70+ | Unknown | TOTAL |
|----------------------|-------|-------|-------|-------|-------|-------|-----|---------|-------|
| | 1 | 17 | 23 | 19 | 8 | 4 | 3 | 2 | 77 |

| 12. Gender | Male | Female | TOTAL |
|------------|------|--------|-------|
| | 20 | 57 | 77 |

Double Check:

Do Items #10, #11, & #12 = #8 on previous page?

Placentia Library District
Name of Library


Signature of person submitting this report

Library Director
Title Date

Katie Matas
Contact Person

Literacy Coordinator 714-524-8408
Title Phone

Agenda Item 24
Attachment B

CALIFORNIA LIBRARY LITERACY SERVICE

Tutor Activity Report (Fiscal Year 93/94)

Placentia Library District
Name of Library

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

| QUARTERLY SUMMARY | | | TOTAL |
|--|----|--|-------|
| 1. Tutors instructing at beginning of quarter (Same as #9 from previous quarter's Tutor report) 1. | | | 56 |
| 2. Tutors who began instructing during quarter 2. | | | 10 |
| 3. Tutors who left during quarter | | | |
| a. Tutors who left with notification 3a. | 20 | | |
| b. Tutors who left WITHOUT notification 3b. | 0 | | |
| c. TOTAL tutors who left (#3a plus #3b) 3c. | | | 20 |
| 4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) 4. | | | 66 |
| 5. Number of tutors trained during quarter 5. | | | 9 |
| 6. Number of pre-service tutor workshops offered during quarter 6. | | | 1 |

| CUMULATIVE SUMMARY | | | TOTAL |
|--|--|--|-------|
| 7. Cumulative total tutors who instructed this fiscal year-to-date (1st Quarter = #4 above) (2nd, 3rd, 4th quarters = #2 above plus #7 from previous quarter) 7. | | | 79 |
| 8. Cumulative total tutors trained this fiscal year-to-date (1st Quarter = #5 above) (2nd, 3rd, 4th quarters = #5 above plus #8 from previous quarter) 8. | | | 44 |
| END OF QUARTER STATUS | | | TOTAL |
| 9. Tutors instructing at end of quarter (#1 plus #2 minus #3c) 9. | | | 46 |
| 10. Prospective tutors awaiting training/matching at end of quarter 10. | | | 25 |

Tutor Activity Report (continued)

Characteristics of Tutors instructing at end of quarter.

*** BE SURE that TOTALS for ethnicity, age and gender EACH equal Item #9 on previous page. ***

| 11. Ethnicity | Asian | Black | Hispanic | Native American | Pacific Islander | White | Other | Unknown | TOTAL |
|---------------|-------|-------|----------|-----------------|------------------|-------|-------|---------|-------|
| | 2 | 0 | 4 | 0 | 0 | 39 | 0 | 1 | 46 |

| 12. Age Distribution | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70+ | Unknown | TOTAL |
|----------------------|-------|-------|-------|-------|-------|-------|-----|---------|-------|
| | 0 | 8 | 3 | 16 | 5 | 7 | 5 | 2 | 46 |

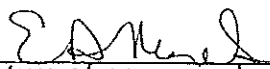
| 13. Gender | Male | Female | TOTAL |
|------------|------|--------|-------|
| | 9 | 37 | 46 |

Double Check:
Do Items #11, #12, & #13 = #9 on previous page?

| | |
|---|----|
| 14a. Number of public sites used for literacy instruction during quarter | 2 |
| 14b. Number of private homes used for literacy instruction during quarter | 10 |

| 15. Legislative districts in which instruction occurred during quarter | |
|--|----|
| a. State Assembly District #(s): | 72 |
| b. State Senate District #(s): | 33 |
| c. U.S. Congressional District #(s): | 39 |

Placentia Library District
Name of Library


Signature of person submitting this report

Library Director
Title Date

Katie Matas
Contact Person

Literacy Coordinator 714-524-8408.
Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Action Plan (Fiscal Year 93/94)

Placentia Library District
Name of Library

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

1. What were your principal challenges for this past quarter?

1. Recruiting new tutors
2. Providing support to the tutors in the program
3. Working with an intern from California State University, Fullerton (CSUF) to establish a workplace literacy program for local businesses

2. How did you address these challenges?

1. Offered a one-day tutor training course for new tutors who wanted to begin tutoring quickly, and for tutors wanting a refresher course or just some new ideas to use with their current students.
2. Began another 15-hour tutor training course
3. Held two tutor training follow-up sessions
4. Had an intern from CSUF contact local businesses by letter and telephone to assess their literacy needs

3. Based on these actions, what do you see as the principal challenges you face in the next quarter?

1. Recruiting new tutors
2. Providing support to the tutors and students in the program.
3. Establishing a working relationship with local businesses interested in supporting literacy instruction for their employees who need it

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network
2. Continued communication with local businesses through the Placentia Chamber of Commerce
3. Contacted the Placita Santa Fe Merchant Association, a local business group, and gave a short presentation about the literacy program and offered ideas on how we could work together to build a more literate workforce
4. Worked with local Adult Education to provide classes for students in the Families for Literacy Program
5. Participated in the Southern California Library Literacy Network planning conference

5. What were your communication strategies for this quarter with respect to target audience, methods, and desired outcomes?

1. To include information on the literacy program in the city newsletter, the local cable TV channel, and in press releases to local newspapers.
2. To list tutor training classes in the community college adult education catalog.
3. To attend Placentia Chamber Mixers, breakfasts, and annual Business Expo.
4. Speak at various civic and service organization functions.
5. Participate in the CSUF internship day.
6. Contact new tutors by mail or phone to encourage them to participate in the tutor training follow-up sessions.

6. How were strategies implemented and what outcomes were achieved?

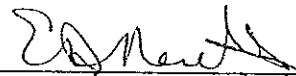
1. The city newsletter is distributed to every home in Placentia thereby providing every resident with information about the literacy program. The same is true of press releases in local newspapers.
2. Wide circulation of the Adult Education catalog gave the literacy program broad exposure.
3. Attendance at Chamber of Commerce functions provides the literacy program with visibility in the local business community.
4. Literacy staff members spoke at the monthly meetings of several community organizations, including the Round Table, Placentia Santa Fe Merchants Association and the local chapter of American Business Women's Association.
5. Information distributed at the CSUF internship day and through the Human Services Department elicited several inquiries from students interested in doing internships with the literacy program.

7. Based on outcomes attained, what do you plan for next quarter?

1. Offer one 6-hour and one 15-hour tutor training workshop.
2. Arrange a picnic for tutors and learners to get to know each other and share experiences.
3. Invite Cartoonists Across America to speak at the annual recognition event.
4. Continue to work contact and work with local businesses to encourage cooperative employee literacy tutoring programs.
5. Attend Placentia Chamber mixers and functions.
6. Network with local and regional literacy providers, share ideas and information.
7. Speak at various functions to civic and service organizations.
8. Participate in the City's annual Heritage Day Parade.

Placentia Library District

Name of Library



Signature of person submitting this report

Library Director

Title

Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 93-94)

Name of Library Placentia Library District

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

| BUDGET CATEGORIES | BUDGET | | | EXPEND. THIS QTR. | | | EXPENDITURES YEAR-TO-DATE | | |
|----------------------|---------------|--------|----------------------|-------------------|--------|--------|---------------------------|--------------------------|--|
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | |
| | Approved CLSA | Other* | TOTAL For Year (a+b) | CLSA | Other | CLSA | Other | TOTAL Expenditures (f+g) | |
| 1. Personnel | 2,458 | 45,785 | 48,243 | -0- | 14,796 | 2,458 | 44,892 | 47,350 | |
| 2. Library Materials | -0- | 500 | 500 | -0- | -0- | -0- | 107 | 107 | |
| 3. Operations | 8,700 | 2,500 | 11,200 | 5,315 | 3,300 | 8,700 | 12,328 | 21,028 | |
| 4. Equipment | -0- | 1,500 | 1,500 | -0- | 4,399 | -0- | 4,568 | 4,568 | |
| 5. Indirect | -0- | -0- | -0- | -0- | -0- | -0- | -0- | -0- | |
| 6. Total | 11,158 | 50,285 | 61,443 | 5,315 | 15,978 | 11,158 | 61,895 | 73,053 | |

"OPERATIONS" DETAIL

| | BUDGET | | | EXPEND. THIS QTR. | | | EXPENDITURES YEAR-TO-DATE | | |
|----------------------|---------------|--------|----------------------|-------------------|-------|-------|---------------------------|--------------------------|--|
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | |
| | Approved CLSA | Other* | TOTAL For Year (a+b) | CLSA | Other | CLSA | Other | TOTAL Expenditures (f+g) | |
| 1. Contract Services | 1,000 | -0- | 1,000 | 400 | -0- | 400 | -0- | 400 | |
| 2. Travel | 1,000 | 1,500 | 2,500 | 261 | 941 | 421 | 941 | 1,362 | |
| 3. Office Supplies | 800 | -0- | 800 | 646 | 2,240 | 896 | 2,240 | 3,136 | |
| 4. Printing | 3,500 | -0- | 3,500 | 1,266 | -0- | 2,571 | -0- | 2,571 | |
| 5. Instr. Resources | 500 | 1,000 | 1,500 | 1,640 | 121 | 2,140 | 449 | 2,589 | |
| 6. Communications | 900 | -0- | 1,000 | 1,100 | -0- | 1,568 | -0- | 1,568 | |
| 7. Other | 1,000 | -0- | 1,000 | -0- | -0- | 704 | -0- | 704 | |
| TOTAL | 8,700 | 2,400 | 11,200 | 5,315 | 3,302 | 8,700 | 3,630 | 12,328 | |

Ed Dumitru
Signature of Representative of Fiscal Agent
or of Library receiving funds

Library Director July 29, 1994
Title Date

Charlene Dumitru
Contact Person

Admin. Assistant (714) 528-1925
Title Phone

*Sources of "other" funds of \$200 or more attached.

BUDGET CHANGE REQUEST (BCR)

CLSA/ California Library Agency Service Funds

1. See INSTRUCTIONS for Budget Change Request
2. Send complete form to: California State Library
Fiscal Office, Room 215,
PO Box 942837
Sacramento, CA 94237-001

Placentia Library District
Name of Library

| BUDGET CATEGORIES | APPROVED CLSA BUDGET | BUDGET CHANGE REQUEST AMOUNT | PROPOSED CLSA BUDGET | JUSTIFICATION For Budget Change Request (attach additional pages, as necessary) |
|----------------------------|----------------------|------------------------------|----------------------|---|
| 1. Personnel | 2,458 | -0- | 2,458 | |
| 2. Library Materials | -0-- | -0- | -0- | |
| 3. Operations Total (a-g) | 8,700 | -0- | 8,700 | |
| a. contract services | 1,000 | (600) | 400 | |
| b. travel | 1,000 | (579) | 421 | |
| c. office supplies | 800 | 96 | 896 | |
| d. printing | 3,500 | (929) | 2,571 | |
| e. instructional resources | 500 | 1,640 | 2,140 | |
| f. communications | 900 | 668 | 1,568 | |
| g. other | 1,000 | (296) | 704 | |
| 4. Equipment | -0- | -0- | -0- | |
| 5. Indirect | -0- | -0- | -0- | |
| 6. TOTAL | 11,158 | -0- | 11,158 | |

BCR_53.CLC (Rev. 10/92)

| | |
|---|-------------------------|
| STATE LIBRARY USE ONLY | |
| Fiscal Agent/Library Rep. Signature Charlene Dumitru | Title (714) 528-1925 |
| Contact Person | Date |
| Phone # | Title |
| Date | Date |
| Signature | Signature |
| Date | Date |

CALIFORNIA LIBRARY LITERACY SERVICE

In-Kind Resource Development (Fiscal Year 93/94)

Placentia Library District
 Name of Library

1ST QUARTER
 JULY - SEPTEMBER

2ND QUARTER
 OCTOBER-DECEMBER

3RD QUARTER
 JANUARY-MARCH

4TH QUARTER
 APRIL-JUNE

- Instructions: 1. Submit one original plus two copies of this report with other reports required.
 2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001


| 1. IN-KIND SERVICES (In Dollar Equivalents) | Church/ Service Groups | Business | Education | County/ Municipal | Foundation | Other | THIS QTR's TOTAL RESOURCES | TOTAL YEAR-TO- DATE | This Year's Goals | |
|--|------------------------------|----------|-----------|----------------------|------------|-------|----------------------------------|---------------------------|-------------------------|---|
| | | | | | | | | | | 0 |
| a) Space | | | 120 | 650 | | | 770 | 3,385 | 5,000 | |
| b) Materials | | | | | | | 0 | 976 | 1,000 | |
| c) Equipment | | | | | | 200 | 200 | 200 | 500 | |
| d) Printing | | | | 260 | | | 260 | 1,029 | 1,500 | |
| e) Professional Services | | | 76 | | | | 76 | 1,123 | 1,500 | |
| f) Other | | | | | | | 0 | 0 | 500 | |
| COLUMN TOTALS FOR QTR | 0 | 0 | 196 | 910 | 0 | 200 | 1,306 | | | |
| COLUMN TOTALS FOR YTD | 433 | 15 | 1,870 | 3,629 | 0 | 766 | | 6,713 | | |
| 2. VOLUNTEER HOURS | | | | | | | | | | |
| a) Literacy Instruction | TOTALS: | | | | | | QUARTER | YTD | Goals | |
| b) Talent/Support Services | | | | | | | 1,057 | 3,297 | 4,000 | |
| | | | | | | | 280 | 1,732 | 2,000 | |

NOTE: ROUND TO THE NEAREST DOLLAR AMOUNTS

Double Check: The sum of line totals for "This QTR's total resources" and "Total Y-T-D" MUST EQUAL "Column Totals for 'QTR' and 'YTD'".

Comments:

Katie Matas
 Contact Person


 Signature of person submitting report

Literacy Coordinator
 Title

(714) 524-8408
 Telephone Number

Date

TO: Library Board of Trustees

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

DATE: August 15, 1994

SUBJECT: Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1993-1994

BACKGROUND:

Attached is a copy of the District's Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1993-1994.

Filing this report is required in order for the District to receive reimbursement for the funds expended for this Grant, and to remain eligible for future California Department of Education Grants.

RECOMMENDATION:

Receive and file.

ADULT EDUCATION - FY 1993-94
FEDERAL ADULT BASIC EDUCATION, PL 100-297-SECTION 321/322/326

FINAL REIMBURSEMENT CLAIM

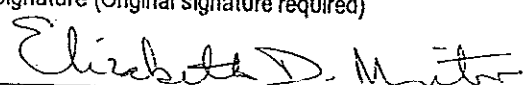
(Instructions for completing this form are on the reverse side of the form. Please print or type all information)

Submit to:

JOHN ROMAN
MANAGEMENT PLANNING & DEVELOPMENT UNIT
CALIFORNIA DEPARTMENT OF EDUCATION
P.O. BOX 944272
SACRAMENTO, CA 94244-2720

DEADLINE FOR SUBMISSION:

Claim must be postmarked no
later than July 30, 1994

| | | | | | | | | | | | | | | |
|-----|--|---|-------------|---|-----|---|---|------------------|----------------------|---|----------------|-----------|---|--|
| I | GRANT NUMBER (See Section 321/326 Letter of Encumbrance for your Agency Grant Number) | | | | | | | | | | | | | |
| | FY | | County Code | | PCA | | | | District/Vendor Code | | | | | |
| | 9 | 3 | 3 | 0 | 0 | 3 | 0 | 5 | 5 | M | 6 | 9 | 2 | |
| II | AGENCY NAME (School District/Community-College/Private Agency) Placentia Library District | | | | | | | | | | | | | |
| III | REIMBURSEMENT | | | | | | | | | | | | | |
| | A. Approved Allocation (Enter the total approved 321/322/326 Allocation from the Letter of Encumbrance plus \$2.00 per HHU plus percentage.) | | | | | | | | | | | \$ 4,120 | | |
| | B. Reimbursable Amount for period 7-1-93 through 6-30-94 [Enter lesser of: 1) Actual Expenditures; 2) Approved Allocation; or 3) Total Generated HHUs] | | | | | | | | | | | \$ 4,083 | | |
| | C. Less Reimbursement Received for Expenses for period 7-1-93 through 12-31-93 | | | | | | | | | | | \$ -0- | | |
| | D. Total Reimbursement Due Agency for period 7-1-93 through 6-30-94 [Line B minus Line C] | | | | | | | | | | | \$ 3,294 | | |
| IV | MATCHING | | | | | | | | | | | | | |
| | Report ABE/ESL matching expenditures from non 321/322/326 funding sources for the period 7-1-93 through 6-30-94. This is a federal compliance requirement. | | | | | | | | | | | \$ 87,730 | | |
| V | DEBARMENT CERTIFICATION | | | | | | | | | | | | | |
| | If your agency's total federal allocation exceeds \$25,000, you must submit the enclosed Form: GCS-009, Government-Wide Debarment and Suspension Under Executive Order 12549. (This is a federal requirement.) Note: If this form was submitted with your Claim for Reimbursement for Period Ending 12/31/93 (CDE-105) you do not need to submit another Form GCS-009. | | | | | | | | | | | | | |
| VI | CERTIFICATION | | | | | | | | | | | | | |
| | I hereby certify that (1) the expenditures reported have been made and the program/project has been conducted in accordance with federal and state laws and regulations, the approved application, and amendments for this program/project; and (2) full records of receipts and expenditures have been maintained and are available for audit. | | | | | | | | | | | | | |
| | Printed Name of Authorized Agent | | | | | | | Title | | | Telephone | | | |
| | Elizabeth D. Minter | | | | | | | Library Director | | | (714) 528-1925 | | | |
| | Signature (Original signature required) | | | | | | | | | | Date | | | |
| |  | | | | | | | | | | 07/29/94 | | | |

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

Approved for Funding:

Title

Date

Raymond G. Eberhard

Administrator
Adult Education Unit

ADULT EDUCATION - FY 1993-94
FEDERAL ADULT BASIC EDUCATION, PL 100-297 - SECTION 321/322/326

FINAL EXPENDITURE REPORT

Agenda Item 25
Attachment A
Page 2

GRANT NUMBER (See Section 321 /322/326 Letter of Encumbrance for your Agency Grant Number)

| FY | | County Code | | PCA | | | | | District/Vendor Code | | | | | | | |
|----|---|-------------|---|-----|---|---|---|---|----------------------|---|---|---|--|--|--|--|
| 9 | 3 | 3 | 0 | 0 | 3 | 0 | 5 | 5 | M | 6 | 9 | 2 | | | | |

AGENCY NAME (School District/Community College/Private Agency)

| OBJECT OF EXPENDITURE | | | (A)* Approved Budget 7-1-93 through 6-30-94 | (B) Actual Expenditures 7-1-93 through 6-30-94 |
|-----------------------|---------------------|---------------------------------------|---|--|
| Line No. | Acct. No. | Classification | | |
| 1 | 1000 | Certificated Salaries | \$ -0- | \$ -0- |
| 2 | 2000 | Classified Salaries | \$ -0- | \$ -0- |
| 3 | 3000 | Employee Benefits | \$ -0- | \$ -0- |
| 4 | 4000 | Books and Supplies | \$ -0- | \$ -0- |
| 5 | 5000 | Services and Other Operating Expenses | \$ 3,311 | \$ 1,834 |
| 6 | 6400 | Equipment | \$ 809* | \$ 1,460 |
| 7 | 7000 | Other Outgo | \$ -0- | \$ -0- |
| 8 | Total Program Costs | | \$ 4,120 | \$ 3,294 |

*Augmentations must be reflected in Column (A) *change in equipment budget from 809 to 1,500 authorized

| (C) Total Approved HHUs | | | | (D) Total Generated HHUs (Actual Hundred-hour Units of Seat Time of ABE/ESL instruction) | | | |
|------------------------------|------|-------------------------|-----------------|--|------|-------------------------|-----------------|
| | HHUs | Unit Rate | Funding | | HHUs | Unit Rate | Funding |
| ESL | 25 | X \$16.00 = | \$ 400 | ESL | 23 | X \$16.00 = | \$ 369 |
| ABE | 10 | X \$22.00 = | \$ 220 | ABE | 7 | X \$22.00 = | \$ 154 |
| Correctional ESL | -0- | X \$27.00 = | \$ -0- | Correctional ESL | -0- | X \$27.00 = | \$ -0- |
| Correctional ABE | -0- | X \$29.00 = | \$ -0- | Correctional ABE | -0- | X 29.00 = | \$ -0- |
| 322 Homeless | -0- | X \$52.00 = | \$ -0- | 322 Homeless | -0- | X \$52.00 = | \$ -0- |
| Augmentation | 35 | X \$2.00 = + 100 % = | \$ 70 | Augmentation | 30 | X \$2.00 = + 100 % = | \$ 60 |
| Subtotal (unit rate funding) | | | \$ 690 | Subtotal (unit rate funding) | | | \$ 583 |
| PLUS | | | | PLUS | | | |
| Base Grant | | | \$ 3,500.00 | Base Grant | | | \$ 3,500.00 |
| TOTAL APPROVED | | | \$ 4,190 | TOTAL GENERATED | | | \$ 4,083 |

by phone by Wolfgang Von Sydow.

ADULT EDUCATION - FY 1993-94
FEDERAL ADULT BASIC EDUCATION, PL 100-297 - SECTION 321/322/326

ENROLLMENT REPORT

Agenda Item 25
Attachment A
Page 3

GRANT NUMBER (See Section 321/322/326 Letter of Encumbrance for you Agency Grant Number)

| FY | | County Code | | PCA | | | | | District/Vendor-Code | | | | | |
|----|---|-------------|---|-----|---|---|---|---|----------------------|---|---|---|--|--|
| 9 | 3 | 3 | 0 | 0 | 3 | 0 | 5 | 5 | M | 6 | 9 | 2 | | |

AGENCY NAME (School District/Community College/Private Agency).

Placentia Library District

SECTION I. TOTAL ENROLLMENT DATA (July 1, 1993 through June 30, 1994)

INSTRUCTIONAL PROGRAM

| | ENGLISH AS A SECOND LANGUAGE (ESL) | ADULT BASIC EDUCATION (ABE) | ABE/ESL MIXED | TOTALS |
|-----------------------------------|------------------------------------|-----------------------------|---------------|--------|
| | A | B | C | D |
| NUMBER OF TEACHERS (UNDUPLICATED) | 40 | 12 | 4 | 56 |
| NUMBER OF ENROLLEES UNDUPLICATED | 71 | 16 | | 87 |
| NUMBER OF ATTENDANCE HOURS | 2,513 | 729 | | 3,242 |
| NUMBER OF INSTRUCTIONAL HOURS | 2,275 | 729 | | 3,004 |

SECTION II. CENSUS ENROLLMENT BY PROGRAM LEVEL
(UNDUPLICATED NOVEMBER 8-12, 1993)

| | ESL | ABE | TOTALS |
|--------------------|-----|-----|--------|
| BEGINNING LEVEL | 13 | 4 | 17 |
| INTERMEDIATE LEVEL | 21 | 8 | 29 |

SECTION III. NARRATIVE FORM

Please provide a brief paragraph which describes how your program improved (1) access to users; (2) accountability; (3) quality and responsiveness; and (4) planning and coordination.

The literacy program has been made more visible to the business community by participation in Chamber of Commerce events, speaking engagements at business organizations, and articles and advertisements in Chamber publications. Business owners were encouraged to help spread the word to their employees through flyers and referrals. Accountability is maintained through monthly tutor report forms and phone calls. A new adult learner progress evaluation form was instituted. The form is designed to help the student define his or her reading and writing goals and to show progress over time. The forms are completed by the student and tutor together every six months. To enhance the quality and responsiveness of the program, a twelve-hour Literacy Volunteers of America management training seminar was offered and attended by literacy staff and volunteers. The program is coordinated by two professionals working as a team dividing tasks by areas of expertise.

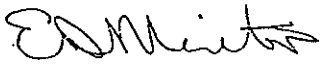
California Department of Education
Adult Education Act -- P.L. 100-297

GENERAL ASSURANCES

The signature of the authorized agent on the bottom of this page acknowledges adherence to these general assurances.

1. Programs and services shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division I of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction.
2. Program and services shall be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972.
3. Programs and services shall be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services shall be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for handicapped persons shall be in compliance with the Education for All Handicapped Children Act of 1975, Section 613(a) and Section 504 of the Rehabilitation Act of 1973.
6. When federal funds are made available, they will be used so as to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state or local funds.
7. All state and federal statutes, regulations, program plans, and applications applicable to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
8. Fiscal control and fund accounting procedures shall be used that will ensure proper disbursement of, and accounting for, state and federal funds paid under each program.
9. The recipient shall comply with audit requirements of the Single Audit Act of 1984 and all policies, procedures, and guidelines outlined in the Federal Office of Management and Budget (OMB) Circular A-128, and audit requirements under OMB Circular 133. Audits shall be conducted in accordance with an audit of financial statements performed in accordance with Generally Accepted Auditing Standards (GAAS) and with policies and procedures established by the Governor.
10. Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to members of the general public.
11. Auditable records will be maintained on file in a central location.
12. The district board of trustees has adopted written procedures to ensure prompt response to complaints from parents, members of advisory committees, and members of other groups within 30 days, and has disseminated these procedures to parent and community groups in the district.

13. The applicant agency is the primary provider of the Adult Basic Education and/or ESL classes for which supplemental funding is requested.
14. The applicant agency will not charge any student a fee, tuition, or registration of any kind for enrollment in ABE or ESL instruction.
15. The applicant agency will fulfill all state data collection and reporting requirements in an accurate and timely manner.
16. The applicant agency will use funds to assist and expand existing programs and to develop new programs for adults whose lack of basic skills: (a) renders them unemployable; (b) keeps them, whether employed or unemployed, from functioning independently in society; and (c) severely reduces their ability to have a positive effect on the literacy of the children.

| | |
|--|----------------------------|
| NAME OF AGENCY Placentia Library District | |
| NAME OF AUTHORIZED REPRESENTATIVE: Elizabeth D. Minter | TITLE: Library Director |
| SIGNATURE  | DATE 07/29/94 |

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: August 15, 1994
SUBJECT: **Request from the Placentia Pride Committee to use the District's address for the Committee's address for its Articles of Incorporation**

BACKGROUND:

Marvin Reid, Chairman of the Placentia Pride Council, has submitted to the Library Board a letter requesting use of the District's address by the Placentia Pride Council for its Articles of Incorporation application to the State of California.

Granting this request would have minimal staff impact. It would involve assigning a mailbox slot and putting incoming mail into the box.

RECOMMENDATION:

Approve

PLACENTIA PRIDE COUNCIL

Placentia Library Board

Mrs. Peggy Dinsmore, President

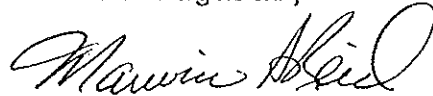
Mrs. Elizabeth Minter, Library Director

The Placentia Pride Council is in the process of applying for non-profit status with the IRS and State of California for the purpose of applying for Grants at a later time for some of the programs we hope to run. Most of these will be educational and/ or in the Humanities field and we expect to share these with the Library. In our current project we are assisting the library staff in their grant application for a series of legal seminars.

We need to provide an address on our non-profit application that won't change with each new Chairperson and request the Libraries permission to use the Library address (411 E. Chapman). This will be primarily for grant applications, since most other correspondence would go to the Chairperson of the particular project being run.

Thank you for your continuing cooperation.

Best regards,



Marvin A. Reid
Chairman

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: August 15, 1994
SUBJECT: **Acceptance of the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District**

BACKGROUND:

At its meeting on July 18, 1994, the Library Board received the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District prepared by BSI Consultants, Inc.

The Board postponed action on accepting the Final Report until its August 15, 1994, Regular Meeting.

RECOMMENDATION:

Accept Report and Authorize Final Payment to BSI Consultants, Inc..

... ..

... ..



INVOICE

BSI Consultants, Inc. 16880 West Bernardo Drive, Suite 100, San Diego, CA 92127-1616 • (619) 451-6100 • FAX (619) 673-7414 FAX

AUGUST 11, 1994
INVOICE NO. 6838
PROJECT NO. 12029.00

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE
PLACENTIA, CA. 92670

FOR: PLACENTIA LIBRARY DISTRICT
CONSOLIDATION STUDY

PROFESSIONAL SERVICES FOR THE PERIOD ENDING JULY 29, 1994

| | | | |
|-------------------------|----------|----------------------|-----------|
| FEE | | | |
| TOTAL FEE | 7,250.00 | | |
| PERCENT COMPLETE | 100.00 | FEE EARNED | 7,250.00 |
| | | TOTAL EARNED | 7,250.00 |
| | | PREVIOUS FEE BILLING | 6,749.75 |
| | | CURRENT FEE BILLING | 500.25 |
| REIMBURSABLE EXPENSES | | | |
| MILEAGE | 70.20 | | |
| POSTAGE/MAILING EXPENSE | 8.05 | | |
| TOTAL REIMBURSABLES | 78.25 | | 78.25 |
| | | TOTAL THIS INVOICE | \$ 578.50 |

10/10/2020, 10:10 AM

(

10/10/2020, 10:10 AM

(

(

TO: Library Board of Trustees

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

DATE: August 15, 1994

SUBJECT: **Approve contract with Dan L. Rowland and Associates, AIA, Inc., Architecture and Planning, for a fixed fee amount of \$13,617**

BACKGROUND:

The Library Board has selected Dan L. Rowland and Associates, AIA, Inc., Architecture and Planning, as its Architect for the LSCA Title II Handicapped Remodeling Project.

Executed Grant Documents have been received from the State Library and it is now time to sign the formal contract with the Architect. Funds already paid to the Architect for the work done preparing the Grant Application are included in the fee.

A copy of the contract is Attachment A.

RECOMMENDATION:

Approve contract with Dan L. Rowland and Associates, AIA, Inc., Architecture and Planning, for a fixed fee amount of \$13,617, with the exclusions as noted on page 8 of the contract, for the LSCA Title II Handicapped Remodeling Project, and authorize the Library Director to sign the Contract on behalf of Placentia Library District.





AIA Document B141

Standard Form of Agreement Between Owner and Architect

1987 EDITION

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION.

AGREEMENT

made as of the Thirteenth day of July in the year of
Nineteen Hundred and Ninety-four.

BETWEEN the Owner: PLACENTIA LIBRARY DISTRICT
(Name and address) 411 East Chapman Avenue
Placentia, California 92670

and the Architect: DAN L. ROWLAND AND ASSOCIATES, AIA, INC.
(Name and address) 1290 N. Hancock Street, Suite 204
Anaheim, California 92807

For the following Project:
(Include detailed description of Project, location, address and scope.)

Provide Architectural/Engineering Construction Documents and Construction Administration Services in accordance with access requirements of the Americans With Disabilities Act (ADA) for the Placentia Public Library located at 411 East Chapman Avenue, Placentia, California. Services will be performed in accordance with Plans A1 and A2, attached, marked Exhibits A and B respectively.

The Owner and Architect agree as set forth below.

Copyright 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, 1977, ©1987 by The American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006. Reproduction of the material herein or substantial quotation of its provisions without written permission of the AIA violates the copyright laws of the United States and will be subject to legal prosecution.

EDITOR'S NOTE

From time to time, the AIA makes minor corrections and clarifications in its documents as they are reprinted. Changes in the 7/88 reprinting of the 1987 edition of B141 were made in Subparagraphs 2.6.1 and 11.3.2. Changes in this 6/92 reprinting were made in Subparagraph 2.6.10 and Paragraph 4.5. See Section C of the Instruction Sheet for a detailed description of these changes.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 1

ARCHITECT'S RESPONSIBILITIES

1.1 ARCHITECT'S SERVICES

1.1.1 The Architect's services consist of those services performed by the Architect, Architect's employees and Architect's consultants as enumerated in Articles 2 and 3 of this Agreement and any other services included in Article 12.

1.1.2 The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. Upon request of the Owner, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

1.1.3 The services covered by this Agreement are subject to the time limitations contained in Subparagraph 11.5.1.

ARTICLE 2

SCOPE OF ARCHITECT'S BASIC SERVICES

2.1 DEFINITION

2.1.1 The Architect's Basic Services consist of those described in Paragraphs 2.2 through 2.6 and any other services identified in Article 12 as part of Basic Services, and include normal structural, mechanical and electrical engineering services.

2.2 SCHEMATIC DESIGN PHASE (NOT APPLICABLE)

2.2.1 ~~The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.~~

2.2.2 ~~The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, early in terms of the other, subject to the limitations set forth in Subparagraph 5.2.1.~~

2.2.3 ~~The Architect shall review with the Owner alternative approaches to design and construction of the Project.~~

2.2.4 ~~Based on the mutually agreed upon program, schedule and construction budget requirements, the Architect shall prepare for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.~~

2.2.5 ~~The Architect shall submit to the Owner a preliminary estimate of Construction Cost based on current area/volume or other unit costs.~~

2.3 DESIGN DEVELOPMENT PHASE

2.3.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program,

schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

2.3.2 The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

2.4 CONSTRUCTION DOCUMENTS PHASE

2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

2.4.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

2.4.3 The Architect shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

2.4.4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.5 BIDDING OR NEGOTIATION PHASE

2.5.1 The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

2.6 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT.

2.6.1 The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

2.6.2 The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement, unless otherwise provided in this Agreement.

2.6.3 Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent shall not be unreasonably withheld.

2.6.4 The Architect shall be a representative of and shall advise and consult with the Owner (1) during construction until final payment to the Contractor is due, and (2) as an Additional Service at the Owner's direction from time to time during the correction period described in the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written instrument.

2.6.5 The Architect shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and Architect in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work. *(More extensive site representation may be agreed to as an Additional Service, as described in Paragraph 3.2.)*

2.6.6 The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

2.6.7 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

2.6.8 Except as may otherwise be provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall communicate through the Architect. Communications by and with the Architect's consultants shall be through the Architect.

2.6.9 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect shall review and certify the amounts due the Contractor.

2.6.10 The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's observations at the site as provided in Subparagraph 2.6.5 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or

quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

2.6.11 The Architect shall have authority to reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable for implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

2.6.12 The Architect shall review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the construction of the Owner or of separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Architect shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.

2.6.13 The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect as provided in Subparagraphs 3.1.1 and 3.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.

2.6.14 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive and forward to the Owner for the Owner's review and records written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.

2.6.15 The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under the requirements of the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

2.6.16 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

2.6.17 The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

2.6.18 The Architect shall render written decisions within a reasonable time on all claims, disputes or other matters in question between the Owner and Contractor relating to the execution or progress of the Work as provided in the Contract Documents.

2.6.19 The Architect's decisions on claims, disputes or other matters, including those in question between the Owner and Contractor, except for those relating to aesthetic effect as provided in Subparagraph 2.6.17, shall be subject to arbitration as provided in this Agreement and in the Contract Documents.

ARTICLE 3

ADDITIONAL SERVICES

3.1 GENERAL

3.1.1 The services described in this Article 3 are not included in Basic Services unless so identified in Article 12, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services. The services described under Paragraphs 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Paragraph 3.3 are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such services described under Paragraph 3.3 are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Architect shall have no obligation to provide those services.

3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

3.2.1 If more extensive representation at the site than is described in Subparagraph 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

3.2.2 Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as described in the edition of AIA Document B352 current as of the date of this Agreement, unless otherwise agreed.

3.2.3 Through the observations by such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

3.3 CONTINGENT ADDITIONAL SERVICES

3.3.1 Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1** inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
- .2** required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
- .3** due to changes required as a result of the Owner's failure to render decisions in a timely manner.

3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Subparagraph 5.2.5.

3.3.3 Preparing Drawings, Specifications and other documentation and supporting data, evaluating Contractor's proposals, and providing other services in connection with Change Orders and Construction Change Directives.

3.3.4 Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.

3.3.5 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

3.3.6 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

3.3.7 Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the Work.

3.3.8 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where the Architect is party thereto.

3.3.9 Preparing documents for alternate, separate or sequential bids or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

3.4 OPTIONAL ADDITIONAL SERVICES

3.4.1 Providing analyses of the Owner's needs and programming the requirements of the Project.

3.4.2 Providing financial feasibility or other special studies.

3.4.3 Providing planning surveys, site evaluations or comparative studies of prospective sites.

3.4.4 Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

3.4.5 Providing services relative to future facilities, systems and equipment.

3.4.6 Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

3.4.7 Providing services to verify the accuracy of drawings or other information furnished by the Owner.

3.4.8 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

3.4.9 Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.

3.4.10 Providing detailed estimates of Construction Cost.

3.4.11 Providing detailed quantity surveys or inventories of material, equipment and labor.

3.4.12 Providing analyses of owning and operating costs.

3.4.13 Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

3.4.14 Providing services for planning tenant or rental spaces.

3.4.15 Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

3.4.16 Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.

3.4.17 Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

3.4.18 Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than 60 days after the date of Substantial Completion of the Work.

3.4.19 Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of Basic Services.

3.4.20 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

4.2 The Owner shall establish and update an overall budget for the Project, including the Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs.

4.3 If requested by the Architect, the Owner shall furnish evidence that financial arrangements have been made to fulfill the Owner's obligations under this Agreement.

4.4 The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

4.5 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

4.6 The Owner shall furnish the services of geotechnical engineers when such services are requested by the Architect. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations.

4.6.1 The Owner shall furnish the services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Architect.

4.7 The Owner shall furnish structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents.

4.8 The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor has used the money paid by or on behalf of the Owner.

4.9 The services, information, surveys and reports required by Paragraphs 4.5 through 4.8 shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof.

4.10 Prompt written notice shall be given by the Owner to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

4.11 The proposed language of certificates or certifications requested of the Architect or Architect's consultants shall be submitted to the Architect for review and approval at least 14 days prior to execution. The Owner shall not request certifications that would require knowledge or services beyond the scope of this Agreement.

ARTICLE 4

OWNER'S RESPONSIBILITIES

4.1 The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

ARTICLE 5

CONSTRUCTION COST

5.1 DEFINITION

5.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

5.1.3 Construction Cost does not include the compensation of the Architect and Architect's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner as provided in Article 4.

5.2 RESPONSIBILITY FOR CONSTRUCTION COST

5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

5.2.2 No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto. If such a fixed limit has been established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. Fixed limits, if any, shall be increased in the amount of an increase in the Contract Sum occurring after execution of the Contract for Construction.

5.2.3 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

5.2.4 If a fixed limit of Construction Cost (adjusted as provided in Subparagraph 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in such fixed limit;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;

- .3 if the Project is abandoned, terminate in accordance with Paragraph 8.3; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

5.2.5 If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

ARTICLE 6

USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

6.1 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of the Architect's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. The Architect's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, unless the Architect is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

6.2 Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Architect's reserved rights.

ARTICLE 7

ARBITRATION

7.1 Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

7.2 Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.

7.3 No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement,

except by written consent containing a specific reference to this Agreement signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

7.4 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

ARTICLE 8

TERMINATION, SUSPENSION OR ABANDONMENT

8.1 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Architect's services.

8.3 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect in the event that the Project is permanently abandoned. If the Project is abandoned by the Owner for more than 90 consecutive days, the Architect may terminate this Agreement by giving written notice.

8.4 Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

8.5 If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Paragraph 8.7.

8.7 Termination Expenses are in addition to compensation for Basic and Additional Services, and include expenses which are directly attributable to termination. Termination Expenses shall be computed as a percentage of the total compensation for Basic Services and Additional Services earned to the time of termination, as follows:

- .1** Twenty percent of the total compensation for Basic and Additional Services earned to date if termination occurs before or during the predesign, site analysis, or Schematic Design Phases; or

- .2** Ten percent of the total compensation for Basic and Additional Services earned to date if termination occurs during the Design Development Phase; or
- .3** Five percent of the total compensation for Basic and Additional Services earned to date if termination occurs during any subsequent phase.

ARTICLE 9

MISCELLANEOUS PROVISIONS

9.1 Unless otherwise provided, this Agreement shall be governed by the law of the principal place of business of the Architect.

9.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

9.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion, or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion.

9.4 The Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner and Architect each shall require similar waivers from their contractors, consultants and agents.

9.5 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Owner nor Architect shall assign this Agreement without the written consent of the other.

9.6 This Agreement represents the entire and integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

9.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

9.9 The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of

the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.

ARTICLE 10 PAYMENTS TO THE ARCHITECT

10.1 DIRECT PERSONNEL EXPENSE

10.1.1 Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

10.2 REIMBURSABLE EXPENSES

10.2.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project, as identified in the following Clauses.

10.2.1.1 Expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.

10.2.1.2 Expense of reproductions, postage and handling of Drawings, Specifications and other documents.

10.2.1.3 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates.

10.2.1.4 Expense of renderings, models and mock-ups requested by the Owner.

10.2.1.5 Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and Architect's consultants.

10.2.1.6 Expense of computer-aided design and drafting equipment time when used in connection with the Project.

10.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

10.3.1 An initial payment as set forth in Paragraph 11.1 is the minimum payment under this Agreement.

10.3.2 Subsequent payments for Basic Services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in Subparagraph 11.2.2.

10.3.3 If and to the extent that the time initially established in Subparagraph 11.5.1 of this Agreement is exceeded or extended through no fault of the Architect, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Subparagraph 11.3.2.

10.3.4 When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Subparagraph 11.2.2, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

10.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

10.4.1 Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

10.5 PAYMENTS WITHHELD

10.5.1 No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been found to be liable.

10.6 ARCHITECT'S ACCOUNTING RECORDS

10.6.1 Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

ARTICLE 11 BASIS OF COMPENSATION

The Owner shall compensate the Architect as follows:

11.1 AN INITIAL PAYMENT of ----- Zero ----- Dollars (\$ -0-) shall be made upon execution of this Agreement and credited to the Owner's account at final payment.

11.2 BASIC COMPENSATION

11.2.1 FOR BASIC SERVICES, as described in Article 2, and any other services included in Article 12 as part of Basic Services, Basic Compensation shall be computed as follows:

(Insert basis of compensation, including stipulated sums, multiples or percentages, and identify phases to which particular methods of compensation apply, if necessary.)

Services will be performed for a Fixed Fee in the amount of Thirteen Thousand Six Hundred Seventeen Dollars and No Cents (\$13,617.00). This fee does not include Air Conditioning Design, Fire Alarm & Evacuation System Design, or Expenses (e.g. reproductions, deliveries, photography).

11.2.2 Where compensation is based on a stipulated sum or percentage of Construction Cost, progress payments for Basic Services in each phase shall total the following percentages of the total Basic Compensation payable:

(Insert additional phases as appropriate.)

| | | |
|-------------------------------|---------------------------------|----------------------------|
| Schematic Design Phase: | N/A | percent (--%) |
| Design Development Phase: | \$ 2,723.00 | percent (20%) |
| Construction Documents Phase: | 8,171.00 | percent (60%) |
| Bidding or Negotiation Phase: | (Included w/Construction Phase) | percent (--%) |
| Construction Phase: | 2,723.00 | percent (20%) |
| Total Basic Compensation: | \$13,617 | one hundred percent (100%) |

11.3 COMPENSATION FOR ADDITIONAL SERVICES

11.3.1 FOR PROJECT REPRESENTATION BEYOND BASIC SERVICES, as described in Paragraph 3.2, compensation shall be computed as follows:

Unless otherwise stipulated, Additional Services will be performed on a Time and Materials basis utilizing the rates set forth on our Rate Schedule For Professional Services dated January 4, 1994, attached, marked Exhibit C.

11.3.2 FOR ADDITIONAL SERVICES OF THE ARCHITECT, as described in Articles 3 and 12, other than (1) Additional Project Representation, as described in Paragraph 3.2, and (2) services included in Article 12 as part of Basic Services, but excluding services of consultants, compensation shall be computed as follows:

(Insert basis of compensation, including rates and/or multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)

See Paragraph 11.3.1.

11.3.3 FOR ADDITIONAL SERVICES OF CONSULTANTS, including additional structural, mechanical and electrical engineering services and those provided under Subparagraph 3.4.19 or identified in Article 12 as part of Additional Services, a multiple of One point fifteen (1.15) times the amounts billed to the Architect for such services.

(Identify specific types of consultants in Article 12, if required.)

11.4 REIMBURSABLE EXPENSES

11.4.1 FOR REIMBURSABLE EXPENSES, as described in Paragraph 10.2, and any other items included in Article 12 as Reimbursable Expenses, a multiple of one point fifteen (1.15) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

11.5 ADDITIONAL PROVISIONS

11.5.1 IF THE BASIC SERVICES covered by this Agreement have not been completed within twelve (12) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Subparagraphs 10.3.3 and 11.3.2.

11.5.2 Payments are due and payable upon receipt (---) days from the date of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of interest agreed upon.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

11.5.3 The rates and multiples set forth for Additional Services shall be annually adjusted in accordance with normal salary review practices of the Architect.

ARTICLE 12
OTHER CONDITIONS OR SERVICES

(Insert descriptions of other services, identify Additional Services included within Basic Compensation and modifications to the payment and compensation terms included in this Agreement.)

12.1 LIMITATION OF LIABILITY

This firm's liability to the Owner and to all construction contractors and subcontractors on this project due to the Architect's negligent acts, errors or omissions is limited such that the total aggregate liability of the Architect to all those named shall not exceed \$50,000.

12.2 The first sentence in Article 7, Paragraph 7.1 shall be amended to read:

Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof may be subject to arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect if mutually agreed upon by both parties.

12.3 With specific respect to design requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Owner agrees to waive any action against Architect, and to indemnify and defend Architect against any claim arising from Architect's alleged failure to meet ADA design requirements prescribed. Owner understands that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel for purposes of interposition is advisable.

This Agreement entered into as of the day and year first written above.

OWNER
PLACENTIA LIBRARY DISTRICT

(Signature)

(Printed name and title)

ARCHITECT
DAN L. ROWLAND AND ASSOCIATES, AIA, INC.



(Signature)

Allen L. Hibbs, AIA, Principal
(Printed name and title)



CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



Dan L. Rowland and Associates, AIA, Inc.
Architecture and Planning

RATE SCHEDULE FOR PROFESSIONAL SERVICES

January 4, 1993

(Previous Update: October 1, 1991)

| <u>POSITION</u> | <u>RATE PER HOUR</u> |
|---------------------|----------------------|
| PRINCIPAL | \$115.00 |
| PRINCIPAL IN CHARGE | 115.00 |
| PROJECT MANAGER | 95.00 |
| PROJECT ARCHITECT | 85.00 |
| SENIOR DESIGNER | 65.00 |
| DESIGNER | 55.00 |
| TECHNICIAN | 45.00 |
| CLERICAL | 40.00 |

REIMBURSABLE EXPENSES WHERE APPLICABLE

| | |
|---------------------------------|-----------------------|
| PRINTING AND REPRODUCTION | Cost + 15% |
| MESSENGER OR SPECIAL DELIVERY | Cost + 15% |
| TRAVEL - AUTOMOBILE | \$.30 Per Mile + 15% |
| TRAVEL - OTHER THAN AUTOMOBILE | Cost |
| CONSULTING ENGINEERING SERVICES | Cost + 15% |

NOTES:

PAYMENT OF INVOICES ARE DUE UPON RECEIPT.

PAYMENTS DUE THE ARCHITECT SHALL BEAR INTEREST AT THE LEGAL RATE COMMENCING THIRTY (30) DAYS AFTER THE DATE OF BILLING.

LIMITATION OF LIABILITY: This firm's liability to the Owner and to all construction contractors and subcontractors on this project due to the Architect's negligent acts, errors or omissions is limited such that the total aggregate liability of the Architect to all those named shall not exceed \$50,000.



TO: Library Board of Trustees

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

DATE: August 15, 1994

SUBJECT: Revise Meeting Room Policy to Include Rental Surcharge for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off

BACKGROUND:

Items 1 and 23 of Placentia Library District's Meeting Room Policies and Regulations as approved November 12, 1990, and revised January 21, 1993, (Attachment A), provide for a fee of \$30.00 for each meeting or event held in the Meeting Room and Conference Room.

It has been the practice of the District to permit groups to rent the Meeting Room at times when the Library is not open for public service. In these instances an official representative of the group is responsible for coming to the Library before the event to pick up a key for the Meeting Room Door. The key is returned in the inside bookdrop at the end of the meeting as the group leaves the building.

Since the change in Library hours in the Fall of 1993 the schedule for the HVAC (heating, ventilation and air conditioning) system has been changed to enable energy savings for the District. The HVAC system is turned off at 5:30 P.M. on Thursdays and returns to service at 9:00 A.M. on Saturdays.

This practice resulted in savings for the District's energy costs for Fiscal Year 1993-1994. (See the summary in Agenda Item 22, page 1). The average monthly electric bill went from \$4,701 in Fiscal Year 1992-1993 to \$4,340 in Fiscal Year 1993-1994.

During the past year a number of groups have rented the Meeting Room on Fridays. This means that staff must make a special trip to the Library to override the timer on the HVAC system so that the group may be comfortable. A second trip must be made to the Library to reset the timer after the group has finished. Despite the fact that staff has repeatedly told one of the groups that the air conditioning will be turned on between 9:00 and 9:30 A.M. they have repeatedly gone to the Police Department at or before 9:00 A.M. to complain that the air conditioning is not on and request that the emergency numbers for the staff be called.

During high energy use months the electric bill averages \$5,500 for approximately 26 days of library public service, an average of \$212 per day. Assuming that 66% of this cost is for HVAC services the average cost per day for HVAC is \$140.

Meeting Room Policy Revision, August 14, 1994, Page 2.

RECOMMENDATION:

That the Meeting Room Policies and Regulations be amended to include a \$125 per day surcharge for non-exempt renters of the Meeting Room, for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off. This surcharge is to be in addition to the regular rental fee. Groups wishing to rent the Meeting Room without using the HVAC system will not have to pay the surcharge.

*plus add 2
fees to equip /
effect from Oct 1st 1994
Shelby / Run -
No - Stand.*

*Shelby
to
West - ground.*

Man Mathis.

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT

MEETING ROOM POLICIES AND REGULATIONS

Approved: November 1, 1990

Revised: January 21, 1993

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

1. Effective May 1, 1993, a fee of \$30.00 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc...
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advance notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for Library functions.
7. Organizations using the facility are responsibility for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after the meeting. If the Library staff has to set up chairs or return them, an additional fee of \$10.00 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to Library and facilities. The person signing the application form must be at least 18 years old.
9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

Placentia Library District Meeting Room Policy, #6-82, Page 2

10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
12. Meal may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posting kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
14. Alcoholic beverages are prohibited.
15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.
16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.
18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or benefit, except in instances where the objectives of such event is related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.
20. Evening meeting held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: when use as one room the maximum capacity will be limited to 139 standing or 100 seated persons. When the room is divided, each side will be limited to 50 persons.
23. Effective May 1, 1993, the charge for use of the Meeting and Conference Rooms by the same group at the same time will be \$30.00 for each room used.
24. It is required when a group needs a key for use of the Meeting Room, that applicant is to sign the necessary form.

Placentia Library District Meeting Room Policy, #6-82, Page 3

25. Organizations requiring the presence of a Page will incur the cost of the Page's wages.

The following equipment is available to the Meeting Room:

1. 74 Chairs
2. 12 Tables
3. 1 Lectern
4. 2 Wall Screens
5. 1 Pointer
6. Piano
7. Television Set with VCR
8. 2 Flags (American and State Flag)
9. 1 Blackboard

2. Methodology

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: August 15, 1994
SUBJECT: Establish Date for November Board Meeting

BACKGROUND:

The November Board Meeting is scheduled for Monday, November 21, 1993. This is the beginning of Thanksgiving week and the Library Director is scheduled to be out of town that week.

The Library Director requests that the Board select an alternate date for its Regular November Meeting. Monday, November 14 and Monday, November 28 are possibilities.

RECOMMENDATION:

That the Board select a date for its Regular November Meeting.

Schedule/Stretch

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: August 8, 1994
SUBJECT: **Program Committee Report for the Month of July, 1994**

Anniversary Celebration Plans: The Anniversary Celebration Committee members, Pat Irot Marie Schmidt and Suad Ammar met on Tuesday July 19, 1994. Mr. Ray Evans could not attend, but submitted all the "Commemorative Book" responses, edited and ready to be entered in the computer for the final printing. Marie Schmidt reported that local food markets have been asked to donate cake and refreshments for the celebration.

Dr. Larry Degraaf will do the research for the historical readings, and Dr. Joseph Arnold agreed to read the passages with a female reader. This part of the celebration will take approximately twenty minutes.

Mr. Cal Nullmeyer, a sales representative of Marshall Cavendish, donated \$220.00 for the printing of the commemorative book.

Mr. Marv Reid, The Chairman of the Heritage Days Parade Committee reported that the Committee agreed to invite all the parade entries to salute the Library on its Anniversary. There will be a judging of the entries. A trophy will be presented to the winning entry during the celebration. The 75th Anniversary Committee is required to submit a flyer to the Heritage Committee with the details of the contest.

| PLACENTIA LIBRARY DISTRICT | | |
|-----------------------------------|-----------------------|------------------------|
| PROGRAM STATISTICS | | |
| DEPARTMENT | JULY 94 | |
| | # PROGRAMS | # ATTENDEES |
| <i>ADULT SERVICES</i> | | |
| Class Visits to Library | 2 | 76 |
| Placentia Pride | 1 | 8 |
| <i>CHILDREN'S SERVICES</i> | | |
| GAB Storytimes | 6 | 98 |
| Group visits to Library | 6 | 137 |
| PreSchool Story Hours | 3 | 78 |
| Way Ou West Wednesdays | 7 | 412 |
| <i>LITERACY SERVICES</i> | | |
| Tutor Training | 4 | 22 |
| | | |

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: August 6, 1994
SUBJECT: Children's Services Report

Summer Reading Program This summer's program is moving along very smoothly. There are 871 presently enrolled and 187 children have already completed and have received a certificate of recognition from the Library and a free meal from the Whole Enchilada restaurant. Last summer 147 children had completed by this time. Children who continue their reading after completion of the program are eligible to participate in weekly drawings for prizes donated by local businesses. We have had many positive comments from parents stating that the prizes and programs the Library has provided have really been great incentives for their children to keep reading this summer.

Way Out Wednesdays Special programs in July included an afternoon of movies and popcorn - a big hit! A great play, California, presented by the Golden State Children's Theatre in story and song. This group also presented a second performance free of charge that same afternoon. The second one was a Brazilian myth told in story and drums. Three sessions of crafts were presented on July 20 by myself and volunteer, Joyce Matsumoto, and on July 27 we visited the Gene Autry Museum in Los Angeles. These special programs were attended by 412 children. These programs were all sponsored by the Friends of the Library. These special programs are very popular with the children and their parents.

Summer Story Hours These weekly programs for children ages 3 - 6 continue to be a very visible and popular part of our service to children. Stories, songs, crafts, special activities and movies are part of the fun each week. We usually average about 26 children per session and registration is not required.

Group Visits Three PreSchool groups with 78 children came for stories, tours and book selection in July. Also the Placentia Day Care Camp visits on Thursday mornings. The Grandparent and Books volunteers have been reading to this group each week.

Volunteers Our young volunteers are continuing to do an excellent job for us this summer. The task of operating the Summer Reading Program would be overwhelming without them. I am going to ask them all if they could donate just a few hours a week to the Library after school reopens. They have all learned valuable skills and provide another pair of hands when needed.

Information Finder Thanks to lots of help from Al Skoler the Information Finder, World Book Encyclopedia, is now available in the Children's department on CD Rom. The Information Finder will give the children an additional method of doing research and completing their assignments. It may be used to locate information from a variety of different resources including articles, tables, pictures and maps.

The system includes 17,000 articles, 1,700 tables, 150,000 index entries and 1,600 bibliographies to lead the student to further reading on their subject. Other features include an extensive atlas and a dictionary.

Children and parents have already enjoyed exploring the possibilities of the encyclopedia in this format and I am sure that it will be an even bigger hit as soon as school begins. Both the Children's reference and the Adult reference staff are becoming proficient in using this tool and helping children and adults understand how to use this it. Copies of a map, a table, one page of an article or a whole article may be printed out.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian *J*
 DATE: August 8, 1994
 SUBJECT: Acquisitions Report

| Outstanding Orders: | Dollars Encumbered: |
|---------------------|---------------------|
| Regular Accounts | \$84.94 |
| Gift Accounts | 883.80 |
| Juv. Reference* | 1160.60 |
| Juv. Non-Fiction* | 1970.80 |

Dollars Spent 7/1/94 to 7/31/94

| | |
|-----------------------------------|--------------------|
| Adult Continuations Print | \$641.12 |
| Adult Continuations Electronic | 7,753.75 |
| Adult Fiction | |
| Adult Non-Fiction | |
| Adult Reference | |
| Adult Audio | |
| Adult Video | |
| Juvenile Continuations Print | |
| Juvenile Continuations Electronic | |
| Juvenile Fiction | 615.77 |
| Juvenile Reference | 83.01 |
| Juvenile Non-Fiction | 618.45 |
| Juvenile Audio | |
| Juvenile Video | |
| Total | \$10,143.08 |

*To be invoiced 12/1/94

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TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer (CW)
DATE: August 9, 1994
SUBJECT: Publicity materials produced for July 1994

Information added this month to Channel 53, our Placentia Library cable station, includes the names of the Library Board, July quotes, Summer Reading Program, Literacy tutor training, asking for donations and volunteers for the Friends of the Library used book sale coming up in November, children's storytime, asking for volunteers.

Newspaper articles include: Library subscribes to want ad service, children theatre group performs here, seminars on livings trusts scheduled at the Library, Library seeking to honor 75 year olds at the 75th Anniversary celebration, library expects a better year, article on the new technology at Placentia, the childrens's trip to Gene Autry Museum, Placentia Pride meeting at the Library, children's storyhour, Children's program of "Tall Tales". Article with picture of the Children's Way Out West craft program. Several articles on the Anniversary celebration and Understanding Living Trusts meeting. Three articles on libraries in general; Saving Libraries, Libraries get a renewed shelf life, and Citizenry must be mobilized to save access to information.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily JUL 15 1994

PLACENTIA 332

You say it's your birthday? The Library District is looking for residents who will celebrate their 75th birthday this year. The library will hold a 75th anniversary celebration Oct. 16. For more information, call (714) 528-1906. Joe Bel Bruno (714) 704-3704

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Placentia News
Weekly JUL 14 1994

Children theater group performs here

The Golden State Children's Theatre troupe performed Wednesday at the Placentia Library children's department. The performances were part of the library's summer reading programs.

The two performances — including "California!" and "Sister Moon, Brother Sun" — helped encourage youngsters to pick up books for entertainment. The reading program is held every Wednesday, and those who participate compete for prizes.

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Los Angeles Times
OC Edition
Daily JUL 28 1994

Magician Mike Wong performs for children today, July 28, at 2 p.m. at the Yorba Linda Public Library, 18181 Imperial Highway, Yorba Linda. (714) 777-2873. FREE

Thomas Humer and Ken Frawley present "The American Cowboy," a program of songs and stories of the American West, Friday, July 29, at 10 a.m. at the Crown Valley Library, 30341 Crown Valley Parkway, Laguna Niguel. (714) 249-5252. Also, Wednesday, Aug. 3, at 3 p.m. at the Dana Niguel Library, 33841 Niguel Road, Dana Point. (714) 496-5517, and on Aug. 4 at 1 p.m. at

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Placentia News
Weekly

JUL 07 1994

Library expects a better year

By Joe Bel Bruno
North County News

Placentia Library District officials expect finances to take a turn for the better next year and they intend to use the extra money to buy more books and other materials.

This year's budget for the library, which is not affiliated with the city, is \$1,097,993.

That is a 3 percent increase from the library's 1993 budget. The library's board of directors is expected to adopt the budget at its July 16 meeting.

"This is a big improvement over what we had to contend with last year," Library Director Elizabeth Minter said. "We are excited."

Last year, state lawmakers diverted an estimated \$340,000 from the district in an effort to balance California's budget. It is money the library — along with cities, counties and other special districts — will never see again, Minter said.

The loss crippled the library, Minter said.

Hours were cut to the point where the library closed on Fridays. Several part-time workers were laid off. Others were asked to retire. The district's budget to purchase new books was slashed from about \$150,000 a year to \$34,000.

"There was a lot of doom and gloom for a while," board member Al Shkoler said. "We could only hope for the future, and now it is here."

The outlook is different for the new fiscal year, which started July 1. Placentia experienced a slight surge in the sale of homes and homes have maintained high resale values, which affect the amount of property taxes the library receives, Minter said.

The increase will be applied to the district's book budget, she said. An estimated \$151,000 will be used this year to purchase new resource material, fiction and other books, she said.

The amount is the same that the district spent before property taxes were taken by the state, Minter said.

"We are desperately excited to have our book budget back; the community has been very supportive of helping us out with the budget," she said. "At the same time we are anxious to get back into systematically getting back on our feet."

The only thing Minter won't be getting this year is an opportunity to extend hours. She also had hoped to hire more part-time workers.

Minter now believes her role as an administrator will be to search for new sources of revenues.

"We need to work at finding additional sources of revenue, and still make the current level function," she said.

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Placentia News
Weekly

JUL 07 1994

Library subscribes to want ad service

332
The Placentia Library now subscribes to a service that compiles the "help wanted" ads from 64 cities, publishes the ads on microfiche, and delivers the ads weekly to the library.

The ads are complete and unedited, providing full-time job opportunities for experienced or entry-level, white and blue collar positions. Cities include Atlanta, Georgia; San Francisco and San Diego; St. Louis, Missouri; Boston, Massachusetts; and Dallas and Houston,

Texas, to name a few.

To view the microfiche, ask at the library's reference desk for Help Wanted USA. The library is at 411 E. Chapman Ave. Hours are: noon to 8 p.m. Monday-Wednesday; 10 a.m. to 6 p.m. Thursday; Friday closed; 10 a.m. to 6 p.m. Saturday; and 1 to 5 p.m. Sunday.

*This also appeared in
the July 21 + July 14 issues
of the Placentia News Weekly*

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Placentia News
Weekly

JUL 14 1994

Library seeking to honor 75 year olds

332
Celebrating your 75th birthday this year?

The Placentia Library is looking for anyone born between October 1918 and October 1919. Whoever responds to the request will be honored when the library holds its 75th Anniversary party this year.

"We want to honor them as contemporaries, someone who has seen the change like the library," Head Librarian Suaad Ammar said. "We want to celebrate their birthday, and our anniversary, together."

For more information call Ammar at 528-8236.

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Placentia News
Weekly

JUL 14 1994

Seminars on living trusts are scheduled

332
A free seminar titled "Understanding Living Trusts" will be offered at 7:30 p.m. Aug. 4 and 9 at the Placentia Library. The seminar will be presented by Scott A. Bourdelais, attorney at law. Financial planner Lee Kearney will be a co-presenter.

The library is located on 411 E. Chapman on the corner of Chapman and Kraemer. For more information, call 541-9569.

The future is here

11-11-1111
News-Times
July 19, 1984

Library goes on-line with services to help patrons with research

By Joe Bel Bruno
North County News

Instead of being sprawled out on a beach blanket this summer, Brian Ruiz finds himself stretched across a desk at the library. He feverishly jots down information on the Protestant Reformation in three spiral notebooks.

It's grueling work, but Ruiz contends it would be much more difficult without "some help from technology."
"It's a lot easier learning about

Martin Luther when you've got the entire library practically on database," said Ruiz, a graduate student at the University of California, Irvine. "If I did this by hand, it would take hours. I can do it in minutes here."

Technology has made library searches much more tolerable these days, said Head Librarian Suad Ammar.

The library employs several CD-ROM computers to assist with finding books, magazine articles and newspaper stories. All the computers are operated off CD-ROM, which is considered to be the latest in technology.

The units are operated off compact discs, which have greater storage capacity than floppy or hard discs.

The library currently has three computers offering different services. One

such service includes a database where residents can access and print out stories in the Orange County Register dating back to 1987.

Another system, called the Social Issues Resource Series, allows researchers to look up magazine and other reports on key topics.

Another widely used service provides back issues of more than 150 magazines downloaded on to the computer. All of the systems are updated monthly, Ammar said.

Just using the computer systems available has made class work easier for local students.

"I wouldn't have graduated this year without it," said Mark Shultz, 18, an Esperanza High

Please see LIBRARY/5

LIBRARY: Placentia has computer services, databases to help with research

"It's a lot easier learning about Martin Luther when you've got the entire library practically on database."

Brian Ruiz

yet to be set up is a computer system that will scan book pages. After being scanned, a synthesized voice will read the book to the user.

The system is designed primarily for those with vision problems, but Ammar sees another use.

"This will be great for those that can't speak English," she said. "It will read to them, they can hear how words are pronounced and make reading fun. We really can't wait to get this set up."

Ammar said only a few libraries

Services that will be available at library

The following are some of the CD-ROM computers the Placentia Library will offer to assist patrons with research. Computer use is free, but printing costs extra.

► **The Orange County Register Database**, currently on-line, allows patrons to access newspaper articles that have appeared in all sections of the paper since 1987.

► **Social Issues Resource Series**, currently on-line, will access magazine articles and other reports on various key topics. The system will give several listings under one category.

► **Magazine Articles Summary**, currently on-line, gives patrons a chance to access more than 150 magazines that are in

the system. Text and summaries of magazine articles can be printed out.

► **World Book Encyclopedia**, expected later this month, allows patrons to look through the encyclopedia using the computer. Helps with cross-references, and searches by topic and word. Will be located in the children's department.

► **Poetry Index**, expected by September, will list thousands of published poems and provide text for many of them. In the past, it could take the library up to a month to track down a poem the computer might take three minutes to find.

► **The Los Angeles Times Database**, expected by September,

will give patrons access to stories printed in the newspaper since 1985. Researchers will also be able to search by topic and key words.

► **Encyclopedia of Science and Technology**, expected by October, will allow patrons to look through the encyclopedia using the computer. Also helps with cross-references and allows a search by topic and key-word. Previously available only in hard-copy.

► **Arkenstone's Open Book**, expected by December, will allow patrons to scan book pages into a computer. The system will then read the pages through a synthesized voice. Designed to help blind and beginning readers.

ROM 1

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Placentia News
Weekly JUL 21 1994

*This article also appeared in
the July 26, 1994 issue of the Placentia Paper*

26 Chevy Depot Hack drawing on display

Placentia artist Ted Carrier will have his drawing of a 1926 Chevy Depot Hack on display at the Placentia Library.

Also on display is a collection of automotive books, scale model cars and other auto-related items. The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

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The Register
Daily JUL 11 1994

Understanding Living Trusts, 2 p.m.,
Placentia Library, 411 E. Chapman Ave.,
Placentia. Presenters: Scott Bordelais,
attorney, and Lee Kearney, financial
planner. Free: 541-9561.

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Placentia News
Weekly JUL 28 1994

TODAY

Grandparents read: The Placentia Library Children's Department will sponsor an event where grandparents from the community will read from classic books. It will begin at noon at the library, 410 E. Chapman Ave.

Calendar

MONDAY

Story hour: The Placentia Library will hold a story hour in the

Children's Department at 1 p.m. The library is located at 410 E. Chapman Ave.

WEDNESDAY

Western reading: The Placentia Library will wrap up its special presentations under the summer reading program. Children can listen to guest speakers talk about famous old west story in a program called Tall Tales. The library is located at 401 E. Chapman Ave.

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Placentia News
Weekly JUL 21 1994

WEDNESDAY

Recreation trip: The library will sponsor a trip to the Gene Autry Museum at 10 p.m. Those interested can call the library at 528-1925.

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Placentia News
Weekly JUL 21 1994

Calendar

TODAY

Pride meeting: The Placentia Pride Council will gather at the Library meeting room at 7 p.m.

MONDAY

Story hour: The Placentia Library will hold a story hour at 1 p.m. in the Children's Department. The library is located at 411 E. Chapman Ave.

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The Register
Daily JUL 20 1994

PLACENTIA 332

Boxes containing computer software and hardware are sprawled across Suad Ammar's office at the library. Once the district gets the final components, the pieces will come together to form a computer system that will allow sight-impaired residents a chance to read. It is called Arkenstone's Open Book and will allow library patrons to scan book pages into a computer, then have them read by a synthesized voice. "We're excited about this because it will also help beginning readers," Ammar said. The system should be running by December.

— Joe Bel Bruno (714) 704-3704

1332



Miresa Knutson, 7, tries on Samurai hat she made with origama during the Placentia Library's "Way Out West Wednesday." The program is one of several the library offered for children this summer.

M. Loren Hernandez/
North County News

Summer travels

Placentia Library takes children to faraway places through reading program

By Joe Bel Bruno
North County News

The traditional "What I Did Over Summer Vacation" essay might be complicated for Jane Teller.

With about one month left before school resumes, the 11-year-old is already formulating what she's going to write.

"Well, I've gone to Africa, England and Mexico. I've meet kings and queens..." said Teller, who attends to Wagner Elementary School. "Oh, yeah, and I went to outer space."

Teller sounds like a girl with a lot of imagination. Actually, she's just someone who likes to read a good book.

Turning out young readers like Teller is the goal of the Placentia Library.

This summer the library featured a summer reading program

through which youngsters were given prizes after reading a book.

Some 900 children from area schools — ages preschool through 13 — participated. It is estimated that more than 4,000 books have been read since the program started in June, said Children's Librarian Kay Schneider.

Most of the prizes were donated from local stores. It cost the library about \$1,000 to operate the summer program, with most of the money raised by Friends of the Library, she said.

"The library is trying to promote the children reading, developing reading habits during the summertime and all year long," Schneider said. "It gets them away from the televisions and in front of books."

Those who participate are given a point, and can purchase small toys, jewelry and other items with them as a reward. The

program is free.

Teller, who has read Sherlock Holmes stories by Sir Arthur Conan Doyle and several novels by Judy Bloom, agrees.

She now admits to being more excited by reading the next chapter of a book than watching the latest installment of "Saved by the Bell," a popular pre-teen television program.

Her mother, Tonya, is encouraged by the change. Gone are the days, she said, when her daughter would sit listless in front of the television set.

"You can see a change ... She's more attentive and interested in a variety of things," she said. "Plus, reading is a lot quieter than having to deal with noise from the TV."

The reading program is also more than just tackling books. Those involved also get to participate in the library's "Way Out

West Wednesdays" program — a seven-day series that ended this week.

In keeping with the Orange County Library systems western theme, Placentia launched the program to teach young librarygoers about California history.

They've been to lectures, plays and even pantomimes on the topic.

The program ended with a trip to the Gene Autry Museum on Wednesday. But, before participants go back to school, the library has one last surprise.

On Aug. 4, the library will have a one-day "Tall Tale Thursday" featuring several guest speakers. Each one will spin a yarn about some of the more interesting old West stories, Schneider said.

"This will top it off until next year," Schneider said. "Hopefully, reading won't stop for the kids when the program ends."

Conversation With Edward M. Szynaka

Saving Libraries — It's the Communities' Decision

Budget cuts have forced many Southern California libraries to reduce services. But residents of Pasadena decided to buck the trend last year, with 79% of voters agreeing to pay additional taxes specifically for libraries. Since then, Alladena and South Pasadena voters have also agreed to levies to bolster their libraries. National Public Radio writer Donna Mungen talked with Edward M. Szynaka, director of the Pasadena Library.

Q: You describe your library as a "dynamic information utility center."

A: Twenty years ago, it was much easier to describe libraries. But nowadays we give out bits of information that change people's lives, as opposed to only handing out great books to read. In Alvin Toffler's "Future Shock," he describes how we'll all have to become accustomed to the "dynamic" quality of technology. As we've all grown more dependent upon information, it also has turned into a utility much like water and electricity. In the future, the library will be a resource and a center for the "information poor." The people who succeed will know how to obtain, use and utilize this information.

Q: Is there anything distinctive about

Southern California libraries?

A: In Southern California we have a big contrast from rags to riches, with the Los Angeles County Library System fighting for its survival while the city of Los Angeles just opened a beautiful Central Library. California has the distinction of leading the nation in the closing of public libraries. Also it's hard to believe, but it's easier through the California interlibrary loan system to receive a book in prison than at your local library.

Q: How can libraries compete in an environment where few, if any, revenue-increasing propositions are passing?

A: If citizens are clearly presented with the issues I believe they will act accordingly. I don't subscribe to the idea that people are totally against investing in their communities. However, there is a growing cynicism on the part of citizens because they feel their dollars are not necessarily doing what they want.

Q: What was your strategy for gaining community support?

A: It was a three-year journey. When we ran the library campaign, one of our consistent messages was that citizens could be assured that if they paid \$20 per

household that their \$20 would go directly to the library.

Q: At one point during that three-year period your staff took a salary cut. Why?

A: My staff felt that if anyone was going to save the library, it would be us. Perhaps we needed to set an example. 92% of the staff took their salary adjustments, and like a United Way campaign they essentially donated it to the library. But it was never about saving our jobs because people who go into this profession are almost like missionaries.

Q: How did you achieve the reputation of being one of the best libraries in the area?

A: For many years, we've emphasized citizen participation and programming to all parts of the community, not just for the intellectually elite. Most people around the world know the city of Pasadena from the Rose Parade, but many don't realize that Pasadena has an extremely diverse population made up of 16% African American, 20-25% Latinos and 8% Asians, as well as a rather large Armenian community.

Our eight branch libraries are located in very distinct neighborhoods. They can serve as Statues of Liberty because they are reminders of what is different and what



THEADORA LITSIOS / For The Times

Edward Szynaka of the Pasadena Library says he emphasizes citizen participation.

is great about America. Also our team approach doesn't distinguish between librarians and clerks and I think all of this sets us apart.

Q: What can other cities do faced with a similar situation?

A: They shouldn't wait until they're in a crisis. Our solution came when a citizens' advisory board approached the City Council requesting that a vote be put before the public. We're not entirely out of the city

budget, but the special levy requires the city to put up a certain amount. The reminder is made up by the library tax.

Q: What are challenges ahead?

A: The immediate future looks very good. Eighty-three days after the election, all the branch libraries opened back up and the book budget is back to where it was. But this measure is only good through June 30, 1999. So the community will have to make another decision at that time.

OC Edition
Daily JUL 25 1994
L.A. Times

ORANGE COUNTY PERSPECTIVE

Libraries Get a Renewed Shelf Life

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The last few years have witnessed the depressing sight of cash-starved public libraries dropping magazine subscriptions and cutting back on book purchases. Worse, they have reduced hours as well, sometimes whole days. All 27 Orange County-run libraries are closed on Fridays; 10 Los Angeles County-run libraries have shut down completely.

But anyone concerned that the public does not care for these buildings that provide intellectual nourishment, and sometimes even serve as day-care centers for latchkey kids, should take heart.

Three thousand people showed up this month for the opening of Newport Beach's new, \$8.2-million central library, a well-buffed jewel that sparkled in the sun. Moreover, just days before the ribbon-cutting in Newport Beach, the Laguna Beach Library reopened to appreciative

readers after a \$500,000 face-lift that closed the county-run building for more than two months.

The Newport Beach opening was the culmination of seven years of planning, evidence that elected officials could display foresight and leadership. The bulk of the funds for the building came from bonds authorized by the taxpayers; businesses, community groups and individuals chipped in nearly \$2 million. The Irvine Co. donated the site. It was a good example of the public-private partnership that Orange County has displayed a number of times, one worth imitating elsewhere.

Newport Beach is a wealthy community, but it has been affected as other cities in Southern California by the recession. The library budget has been cut by 7.5% this year; the branch libraries that were open 65 hours a week two years ago were

open 54 hours a week last year and 45 hours a week this year. All the more reason to celebrate the new library, which replaced a smaller facility.

Friends of libraries are stepping forward elsewhere. Last week, Los Angeles County supervisors tentatively endorsed a worthwhile proposal to raise \$30 million annually by taxing property owners in areas covered by the county library district. Library officials realize they will have to lobby the public for support, but they should be encouraged by similar campaigns waged successfully in Altadena and South Pasadena last month and in Pasadena last year.

Public libraries provide the space and tools that feed the imagination and encourage hope for better days. While they have fallen on hard times, the festivities and ballot box wins provide promise for the future.

pacific clippings

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Los Angeles Times

OC Edition

Daily

JUL 28 1994

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■ Magician Mike Wong performs for children today, July 28, at 2 p.m. at the Yorba Linda Public Library, 18181 Imperial Highway, Yorba Linda. (714) 777-2873. FREE

■ Thomas Humer and Ken Frawley present "The American Cowboy," a program of songs and stories of the American West, Friday, July 29, at 10 a.m. at the Crown Valley Library, 30341 Crown Valley Parkway, Laguna Niguel. (714) 249-5252. Also, Wednesday, Aug. 3, at 3 p.m. at the Dana Niguel Library, 33841 Niguel Road, Dana Point. (714) 496-5517, and on Aug. 4 at 1 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. (714) 528-1906. FREE

1. Times
 OC Edition JUL 24 1994
 Daily

COMMENTARY ON LIBRARIES

Citizenry Must Be Mobilized to Save Access to Information

California appears to be heading toward the dubious distinction of having the worst public library service in the nation.

Dramatically opposed to the current status of California libraries are the results of an independent 1994 California Voters Opinion Poll, conducted by David Bender Research, San Francisco, which showed that:

- 81% of California voters believe that libraries play an essential role in the education of children.
- 81% agree that public libraries are essential to the quality of life in their community.
- 81% agree that the state should ensure adequate funding for local libraries (80% agreeing that funding should come from both local and state governments).
- 59% stated that government spends too little on libraries.

This is the good news that concerned community leaders and citizens must use as a call to action to save California libraries.

There are also pockets of successful community actions around the state where concerned citizens have found methods to provide public support for important library service.

In June, 1993, Pasadena voters overwhelmingly approved additional fees for the support of their public library. Last month, five California communities—Albany, Altadena, Oakland, San Francisco and South Pasadena—passed measures by large margins in support of libraries; the lowest level of support of any of the measures was 69%.

The County of Los Angeles Public

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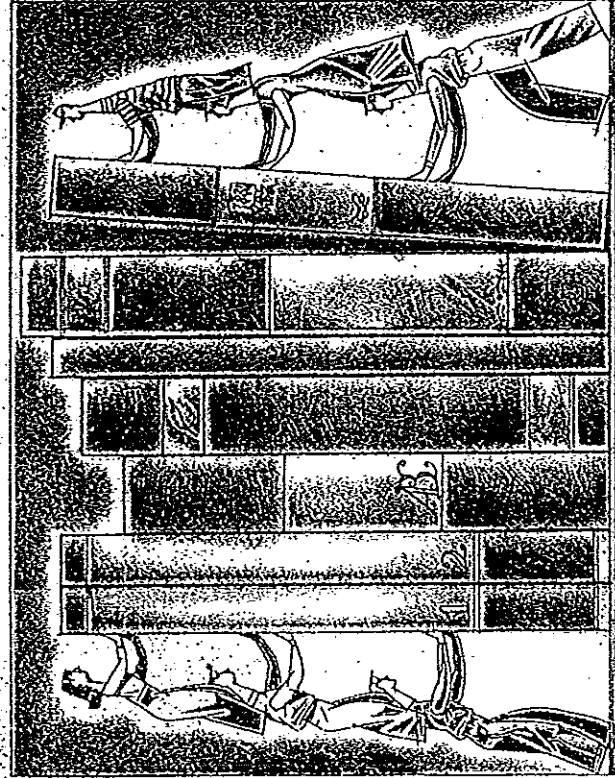
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The County of Los Angeles Public



VAL B. MINA / Los Angeles Times

Library has just announced the submission of a proposal for a community facilities district, a funding mechanism under the Mello-Roos Community Facilities Act that would levy annual charges on properties within the district, based on the estimated benefit to the property from library services. Pending in the State Legislature is Senate Bill 1448, providing for establishment by local jurisdictions of library benefit assessment districts, a revision of a similar bill approved in 1983, but vetoed by the governor.

In Orange County, concerns for quality library services have been voiced in a variety of manners. Two cities serviced by the Orange County Public Library have taken action to evaluate alternate methods of providing library service to their residents.

Mission Viejo has negotiated to formally withdraw from the county system, but contracted for service from the county library until a new city library can be built. The new library will be partially funded by a recently founded Mission Viejo Library Foundation.

Laguna Hills has recently commissioned an independent municipal consultant to study library services to its city residents. And Huntington Beach recently dedicated an addition to the main library, developed with residents support.

In Newport Beach, which has a city library system funded by the city's general fund, a new Central Library facility has just been opened, financed in part by \$2 million raised by a citizens group, the Newport Beach Public Library Foundation.

In the successful cases noted, citizen support has coalesced to improve the quality of library services provided in the respective cities. Such sites of strong active support for public libraries in California are exemplary and commendable, but tend to be solitary lights on a dreary horizon. These particular success stories impact direct library service to less than 2 million people in a state of 30 million residents.

Pockets of library excellence cannot meet the information needs of California's diverse, immense and geographically dispersed population. Citizen action is urgently needed on a statewide basis.

In Orange County, the issue is not whether cities within the county system should seek to remove themselves from the Orange County Public Library system, but rather how to mobilize all the citizenry to action to save all the public libraries of the county and the state.

LaDonna Kienitz is the community services director and city librarian for Newport Beach and the vice president and president-elect of the Public Library Association, the national professional organization of more than 8,000 public librarians and public library administrators.

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TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: August 15, 1994
SUBJECT: **Placentia Library Literacy Services Report for the month of July**

Program Statistics

Active tutors: 49
Active students: 80
Students waiting to be matched: 23
Percentage of tutors reporting (July hours): 86 %
Tutoring hours reported: 223
Other volunteer hours reported: 475.5
Total volunteer hours: 698.5

Tutor Training. Twenty-two new tutors completed a 15-hour tutor training workshop on Tuesday, July 26, 1994 and were assigned students. The new tutors and their students will be listed as active in the August report after they have begun tutoring.

Literacy Program Picnic. Saturday, July 16, 1994, Library Trustees Al Shkoler and Peggy Dinsmore joined literacy staff, tutors and students and their families for a picnic at Tri-City Park. The food was potluck and entertainment included frisbee, a water balloon toss and a crazy hat contest. The winning hat was worn by adult learner, Ismaela Villarreal, and the prize was a gift certificate donated by Little Professor Book Center.

Southern California Library Literacy Network (SCLLN). July 19, 1994 a general meeting of SCLLN was held at Santa Fe Springs Library. Library Trustee Dinsmore and Literacy Coordinator Matas attended. A copy of the report on the SCLLN 1994 Spring Planning Conference was distributed to each literacy program. Shawn Brown from Outreach & Technical Assistance Network (OTAN) gave a presentation and demonstration of the OTAN Online service.

Networking. Literacy Coordinator Matas attended the Placentia Chamber of Commerce mixer.



TO: Elizabeth D. Minter, Library Director

FROM: Jeannine Walters, Families For Literacy Coordinator *JW*

DATE: August 15, 1994

SUBJECT: **Families For Literacy Report for the month of July**

State funding for the Families for Literacy program continued through June 30. New programming is awaiting the arrival of official notice of the award of grant funds for fiscal year 1994-1995. Meanwhile, the final progress report for the fiscal year 1993-1994 program has been written and mailed to the State Library in Sacramento.

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TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: August 8, 1994
SUBJECT: **Placentia Pride Council Report for the Month of July, 1994**

The meeting was held on Thursday July 21, 1994 with eight members in attendance.

Incorporation: Marv Reid, the Pride Chairman has prepared most of the forms for applying for non-profit status with the IRS and the State of California. The Pride will ask permission from the Library to use its address for the application.

Legal workshops: The Council showed a great deal of interest in the Legal Resource Center grant that the Library is applying for. Mr. Reid volunteered to help in expediting the return of the forms from the agencies that Suad has contacted

Oral History: The application for a grant from the California Council for the Humanities will be postponed till after the 75th Anniversary celebration in October. The planning grant will be sent in January, and the application for the full grant will be sent in April. Dr. Susan Parman and Dr. Larry Degraaf are very interested and willing to be part of this program. The grant will be used to fund a local history project sponsored by the Library, the Historical Committee and the Pride Council jointly.

Organization of the Month: Pat Irot's previous suggestion for recognizing community clubs and organizations was discussed. Since Pat was not present at the meeting it was agreed that the subject will be discussed further at the next meeting.

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DAN L. ROWLAND AND ASSOCIATES, ATLANTA, GA
 ARCHITECTS AND PLANNERS
 1290 NORTH HENRIETTA STREET, SUITE 204
 ATLANTA, GEORGIA 30307
 (404) 777-8778

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 PLACENTIA CIVIC CENTER
 411 EAST CHAPMAN AVENUE, PLACENTIA, CALIFORNIA 92670

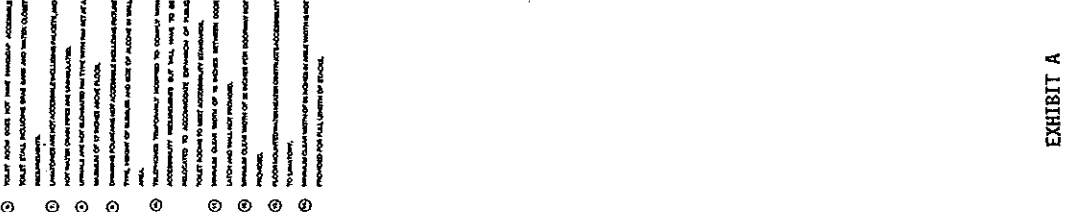
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FLOOR PLAN

EXHIBIT A



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 1350 North Rockwell Street, Suite 204
 Los Angeles, California 90025
 (213) 777-9778

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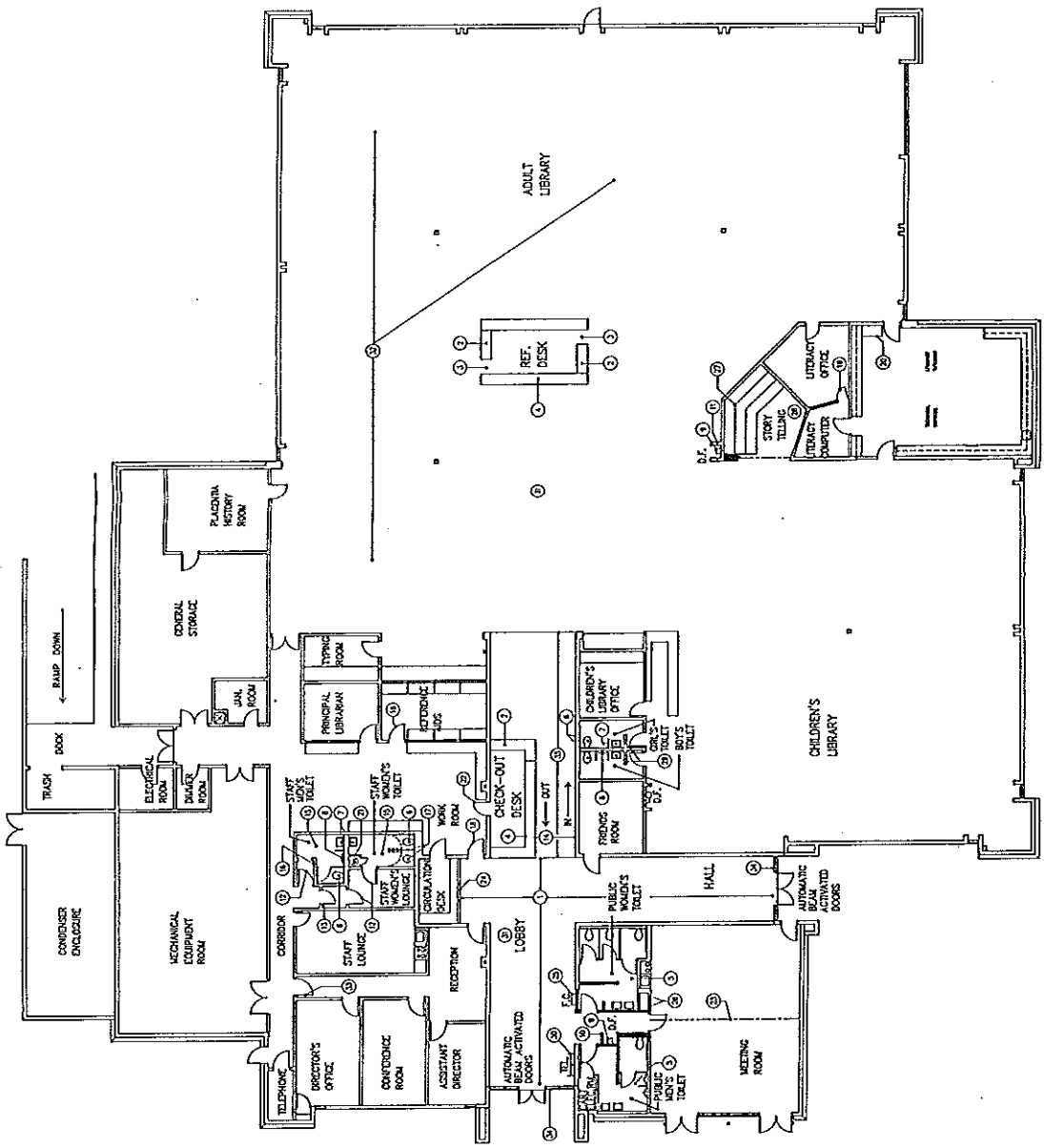
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