

**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**March 21, 1994**

**7:30 P.M.**

**Library Conference Room**

1. Roll Call. Administrative Assistant *7:30 am*
2. Adoption of Agenda.  
Presentation: Library Director  
Recommendation: Adopt by Motion *Discussion - all  
→ present*
3. Minutes of the February 22, 1994, Regular Meeting.  
Presentation: Library Director  
Recommendation: Approve by Motion *Scholar / Wat*
4. Minutes of the March 7, 1994, Special Meeting.  
Presentation: Library Board Secretary  
Recommendation: Approve by Motion *Scholar / Wat*
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.

*7:30 Peggy Dixon arrived:*

6. Board President's Report.

Presentation: Library Board President

*attended Select Committee*

*CACTAC will work WA problem by.*

7. Friends of the Library Board of Directors Report.

Presentation: Library Director

*- unity*

8. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

9. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

*Four initial directors in early April.*

*David Heston }  
Fred }  
Barnes }  
Pest }*

CLAIMS (Items 10 - 12)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 10, 11, 12 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.

*Stark  
Stark*

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

There are no Nonstandard Claims for this period.

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

There are no Claims forwarded by the Library Director for the period.

12. Current Claims and Payroll. (Approve)

Current Claims of \$13,686.22; Payrolls 3120, and 3121, for a cumulative payroll total of \$41,130.00 Combined total of Current Claims and Payroll of \$54,816.22.

**FINANCIAL REPORT (Items 13 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 13 - 17 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.

*was 11*  
*Schul*

- 13. Financial Reports for February, 1994. (Receive & File)
- 14. Office General Ledger & Check Registers for February, 1994. (Receive & File)
- 15. Overdue Collection Report for February, 1994. (Receive & File)
- 16. Vending Machine Report for February, 1994. (Receive & File)
- 17. Gifts Report for February, 1994. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 18 - 30)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 18 - 30 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.

- 18. Building Maintenance Report for February, 1994. (Receive & File)
- 19. Personnel Report for February, 1994. (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for February, 1994. (Receive & File)
- 21. Circulation Report for February, 1994. (Receive & File)
- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 23. Travel Authorizations. (Approve)
- 24. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. (Receive & File)

- 25. FY1994-1995 Budget. (Receive & File) *opposed 3/16/94*
- 26. Review Changes in Brown Act. (Receive & File) *Went + must request meet least 1/2 hr*
- 27. State Librarian's Report on Status of California Public Libraries, 1993. (Receive & File)
- 28. Public Opinion About the Roles of the Public Library in the Community, Gallup Poll Results. (Receive & File)
- 29. Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County. (Receive & File) *W. note ~~elect~~ elected shd/shd*
- 30. Designation of Placentia Library District as a Participant in the Reference Evaluation Program by the State Library of California. (Receive & File)

*18-30  
Went 1/25/94  
3/2/94*

**CONTINUING BUSINESS**

- 31. Renewal of California Library Association Personal Memberships. *Went / Shubert*
  - Presentation: Library Director
  - Recommendation: Reconsider Approval of Payment of Personal Memberships
- 32. Review of Procedures for the Computer/Typewriter Room. *Amend payment hand - and pub yr*
  - Presentation: Secretary Stark
  - Recommendation: Amend Fines and Fees Schedule to Include Rental Rate; No Change to Present Procedures
- 33. Establish Salary for Library Director.
  - Presentation: Library Board President
  - Recommendation: Set Salary and Adopt Salary Scale for Fiscal Year 1993-1994, Effective March 4, 1994, as Revised

**CLOSED SESSION**

As part of this Agenda Item, pursuant to California Government Code Section 54957.6, a close session may be held to discuss the job performance and salary of the library director.

*Seander / Kay }*

*9:10 AM*



**NEW BUSINESS**

- 34. Review Building and Liability Insurance Proposals for 1994-1995.

Presentation: Library Director  
 Recommendation: Determine Level of Benefit and Select Vendors.

**STAFF REPORTS**

- 35. Program Report for the Month of February, 1994. (Program Committee)
- 36. Children's Services Report for the Month of February, 1994. (Schneider)
- 37. Acquisitions Report for February, 1994. (Shook)
- 38. Publicity Materials produced for the Month of February, 1994. (Willauer)
- 39. Placentia Library Literacy Services Report for the Month of February, 1994. (Matas and Byrne)
- 40. Families for Literacy Project Report for the Month of February, 1994. (Walters)
- 41. Solicitation of Paperback Books from Local Bookstores. (Ammar)

*Walters*  
*Shook*

*separate report* - *Placentia Public can be done for reports*

**ADJOURNMENT**

- 42. Agenda Preparation for April 18, 1994, Regular Meeting.
- 43. Review of Action Items:
- 44. Adjourn

*- Brown Act Review*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the March 21, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, March 16, 1994.

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**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Mar 22-26	Public Library Association 5th National Conference, Atlanta
Apr 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Apr 18 (Mon)	Library Board Meeting, 7:30 P.M.
Apr 25 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
May 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
May 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 27 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
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 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 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 22, 1994**

**CALL TO ORDER**            The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 22, 1994 at 7:38 P.M. by President Dinsmore.

**ROLL CALL**                **Members Present:** President Margaret Dinsmore, Trustees Al Shkoler and Fred West; and Library Director Elizabeth Minter.

**Members Absent:** Secretary Sandra Stark, and Trustee Ray Evans

**Others Present:** Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar and Placentia Resident Robin Masters.

**ADOPTION OF AGENDA**    The Board agreed to amend the Agenda to defer Items 30 and 31 until the Regular Meeting of March 21, 1994.

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

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

**MINUTES**                President Dinsmore requested that the Minutes of the Regular Meeting of January 17, 1994 be amended to read "passed around copies" rather than "gave copies" in the Foundation Report.

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of January 17, 1994 as amended.

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

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

Minutes, Regular Meeting of February 22, 1994, Page 2

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore distributed copies of the revised parking violation notices to board members and asked them to review it.

She reported that she had received a legislative alert from Literacy Volunteers of America requesting that persons concerned with literacy contact Mr. Eli Segal, President of The Corporation for National and Community Service as they had not included literacy as one of the National Priorities in the draft of regulations for the AmeriCorps program. She has responded to this request by writing a letter to Mr. Segal.

President Dinsmore reported that she has been asked by the California Library Association (CLA) to continue as a legislative contact. She emphasized the importance of trustees attending workshops and meetings in order to network with other libraries and remain informed on library concerns and reminded the board of the annual CALTAC workshop in Library Leadership to be held on March 5, 1994 at the Los Angeles Public Library.

President Dinsmore discussed the Placentia Pride meeting which she attended on February 18, 1994. Placentia Pride plans to continue meeting monthly. Many members felt that the Author's Luncheon sponsored by the Friends of the Placentia Library on January 29, 1994 had added significantly to building a sense of community.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that the Friends have asked her to reserve Alta Vista County Club for the last weekend in January, 1995 for the next Author's Luncheon. She discussed the possibility of a mystery/detective theme with an author of mystery novels as speaker. She reported that the Author's Luncheon of January 29, 1994 had been very successful and complimented Staff for their assistance on this project.

Library Director Minter reported that the election of officers for the Friends did not take place at the meeting of February 7, 1994 as they were lacking a quorum.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported that people will be needed to serve on the Literacy Volunteers of America Board as several of the current Board members have resigned to be effective April 1, 1994.

Minutes, Regular Meeting of February 22, 1994, Page 3

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$100,161.98.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Agenda Items 12 through 16: Financial Reports for January, 1994; Office General Ledger and Check Registers for January, 1994; Overdue Collection Report for January, 1994; Vending Machine Report for January, 1994; and Gifts Report for January, 1994.

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

**REVIEW OF  
HEALTH  
INSURANCE  
PROPOSALS FOR  
1994-1995**

Carol Benson of Anderson and Anderson Insurance Brokers arrived at 8:10 P.M. The Board agreed to consider Agenda Item 27 out of sequence for the convenience of Ms. Benson.

It was moved by Trustee West, seconded by Trustee Shkoler to renew the contract with CareAmerica for Health Insurance Benefits for 1994-1995 and to authorize the Library Director to sign all contract documents.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 17 through 24c: Building Maintenance Report for January, 1994; Personnel Report for January, 1994; Volunteer Report for the Month of January, 1994; Circulation Report for January, 1994; Review of Shared Maintenance costs with the City of Placentia under the Joint Powers Authority; Travel Authorizations; Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District; FY1994-1995 Budget; Distribution of Statement of Economic Interest Forms for 1994; Submission to the Orange County Auditor of Claim for Reimbursement of Property Tax

Minutes, Regular Meeting of February 22, 1994, Page 4

Shift for One Time Revenues as Authorized under AB2371;  
and Agreement for Use of Facilities by North Orange County  
Community College District, 1993-1994.

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

**NOMINATION OF  
CANDIDATE FOR  
THE POSITION OF  
ALTERNATE  
DELEGATE FOR  
THE INDEPENDENT  
SPECIAL  
DISTRICTS TO THE  
LOCAL AGENCY  
FORMATION  
COMMISSION**

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 94-1, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Nominating Al Shkoler for the Position of Alternate Delegate for the Independent special Districts to the Local Agency Formation Commission, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee West to adopt Resolution 94-1.

Motion was passed by roll call vote:

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

**RENEWAL OF  
CALIFORNIA  
LIBRARY  
ASSOCIATION  
PERSONAL AND  
INSTITUTIONAL  
MEMBERSHIPS**

It was moved by Trustee Shkoler, seconded by Trustee West to approve payment of Claim 3097 for \$940.00 with the deletion of \$300.00 for the institutional dues, and \$35.00 for Secretary Stark who requested that her name be removed from CLA and CALTAC membership, leaving a new Claim total of \$605.00.

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

The Board recessed at 8:40 P.M. and reconvened at 8:47 P.M.

Minutes, Regular Meeting of February 22, 1994, Page 5

**ESTABLISH  
SALARY FOR  
PRINCIPAL  
LIBRARIAN**

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 94-2, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Establishing the Salaries for Exempt Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee West, seconded by President Dinsmore to adopt Resolution 94-2.

Motion was passed by roll call vote:

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

**PERFORMANCE  
EVALUATION AND  
SALARY FOR  
LIBRARY  
DIRECTOR**

The Board agreed that Agenda Item 29 would be deferred until a Special Meeting of the Board of Trustees scheduled for March 7, 1994.

**SELECTION  
PROCEDURE FOR  
DISTRICT'S USE OF  
SANTIAGO SYSTEM  
GRANT OF \$2,660  
TO PURCHASE  
EQUIPMENT TO  
ASSIST LIBRARY  
MEET AMERICANS  
WITH  
DISABILITIES ACT  
PUBLIC SERVICE  
COMPLIANCE**

It was moved by Trustee Shkoler, seconded by Trustee West to authorize the purchase of a stand-alone reading machine.

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

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**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee West to receive and file Agenda Items 33 through 39: Program Report for the Month of January, 1994; Children's Services Report for the Month of January, 1994; Acquisitions Report for January, 1994; Publicity Materials produced for the Month of January, 1994; Placentia Library Literacy Services Report for the Month of January, 1994; Families for Literacy Project Report for the Month of January, 1994; and Solicitation of Paperback Books from Local Bookstores.

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

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:45 P.M.

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Margaret V. Dinsmore, President



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
March 7, 1994**

**CALL TO ORDER**                    The Special Meeting of the Placentia Library District Board of Trustees was called to order on March 7 1994, at 7:30 P.M. by President Peggy Dinsmore. :

**ROLL CALL**                        **Members Present:** President Peggy Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler and Fred West.

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

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

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

It was moved by Trustee Shkoler, seconded by Trustee Evans that pursuant to the Brown Act, Section 54957.6, the Board go into closed session to discuss the job performance and salary of the Library Director.

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

The Board went into closed session at 7:35 P.M.

The Board reconvened in open session at 9:50 P.M.

**PERFORMANCE EVALUATION AND SALARY FOR LIBRARY DIRECTOR**                It was moved by Trustee Shkoler, seconded by Trustee West, that Library Director Elizabeth Minter be given an increase in salary of \$3070 for an annual salary of \$70,800.00, effective March 4, 1994.

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

The Special Meeting of the Placentia Library District Board of Trustees was adjourned at 9:55 P.M.

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Saundra M. Stark, Secretary



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: March 21, 1994  
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, March 7, 1994. Library Director Elizabeth Minter attended the Meeting.

Membership Chairperson Ted Farkas reported a membership of 75 which is down from 120 at this time last year.

The following officers were elected:

President:	Pat Irot
Vice President	Bob Olson
Secretary	Barbara Hemmerling
Treasurer	Marge Dailey

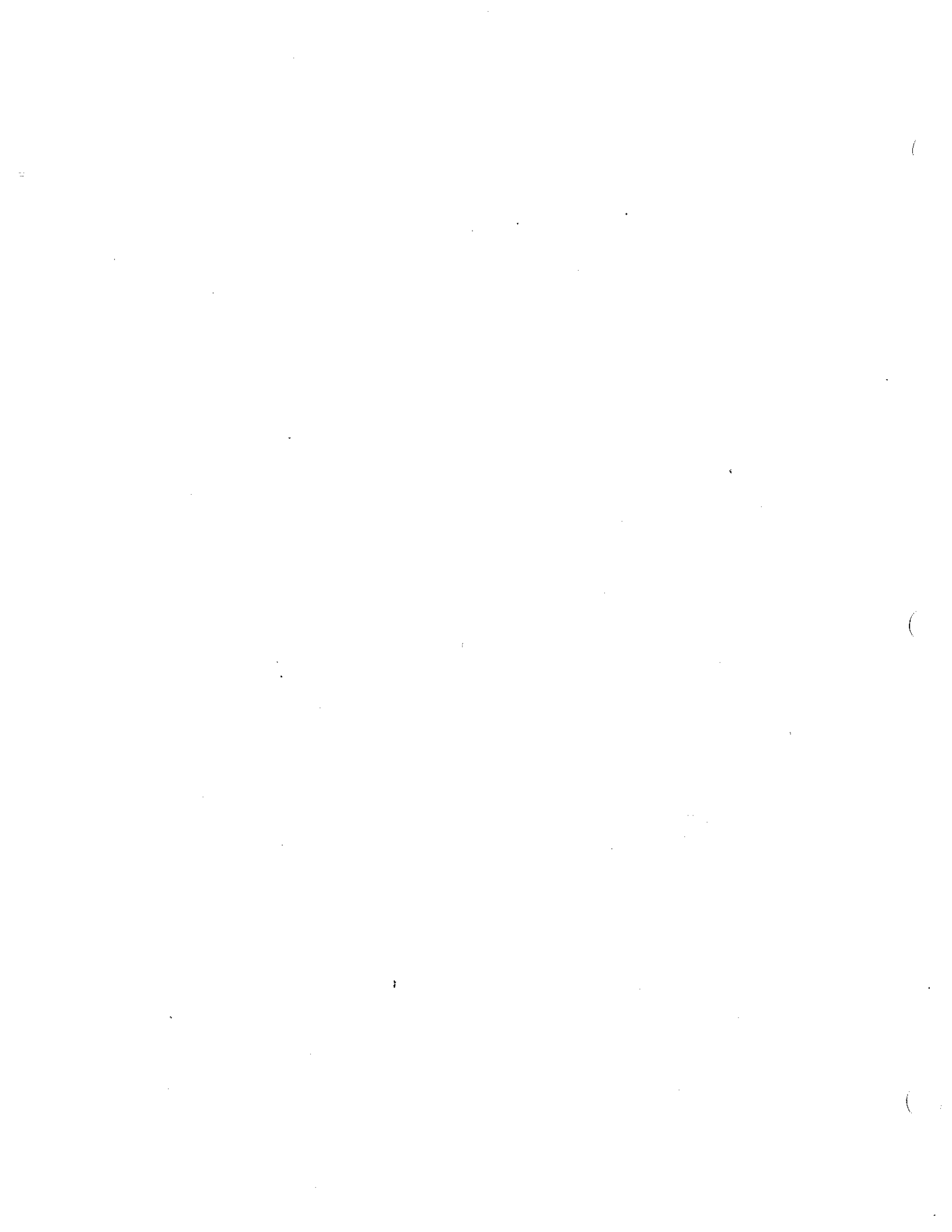
The Friends decided that they would decline the invitation from the Orange County Friends Foundation to manage a public library booth for one day at the Orange County Fair.

The Board approved a dues increase effective for 1995:

Individuals	\$ 5.00
Families	10.00
Sustaining	25.00
Life	50.00

The next Super Booksale will be May 12, 14 and 15.

The Friends presented the Library Director with a check for \$1,000 to be used to purchase paperback books for the Summer Reading Program.



TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *Kum*

DATE: February 22, 1994

SUBJECT: **Literacy Volunteers of America Board Report for the month of March**

The Board of Directors of Literacy Volunteers of America-Placentia met on March 16, 1994. Katie Matas, Suad Ammar, Mary Byrne and Jeannine Walters attended. It was the final meeting for the outgoing members of the Board. Library Board President, Peggy Dinsmore, presented Leslie Moreau, Valarie Harris and Lotte Gopalakrishnan with framed certificates of recognition of service. Library Director Minter and Literacy Coordinator Matas personally thanked each outgoing member.

LVA-Placentia Board members Dale Goodman and Juliet Zaidi agreed to put their names on the LVA checking account until a new treasurer is elected to replace Mrs. Harris. Former Placentia Library Literacy Coordinator, Laura Curran, and Placentia-Yorba Linda Adult School Administrator, Ron Cozort, attended the meeting and agreed to serve on the LVA-Placentia Board of Directors. It was agreed that nomination and election of officers would take place at the April meeting.

The focus of the new board was discussed. Mrs. Ammar and Mrs. Matas presented the idea of board members acting as representatives of the literacy program to the various organizations in which they are involved. The members present are involved in many organizations including American Association of Retired Persons, American Association of University Women, Placentia Committee on the Disabled, Placentia-Yorba Linda Adult School, Parent Teacher Association, and others. Mrs. Ammar expressed the hope that someone from Placentia Chamber of Commerce would be willing to serve as a board member. The other idea proposed was that of networking with other Orange County Literacy groups on fund raisers and literacy promotions to obtain a broader base of support. The consensus was that these were good activities for the board to focus their attention on.

It was decided that in the future the board would meet bimonthly on the last Monday of the month beginning April 25, 1994.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: March 21, 1994  
SUBJECT: **Public Library Private Fund-Raising**

The attached article appeared in the January/February issue of *Public Libraries*.



Dennis P.  
Carrigan

Dennis P. Carrigan is Assistant Dean of the College of Library and Information Science at the University of Kentucky, Lexington. He has a particular interest in library management.

# Public Library Private Fund-Raising

## A Report Based on a Survey

*Private fund-raising by public libraries is likely to grow in importance as tax revenues to libraries fail to keep up with needs. The experiences of directors whose libraries have undertaken fund-raising may prove valuable to others considering it.*

A news story in a recent issue of *Library Journal* carried an ominous headline: "Governor Slashes County of Los Angeles PL Budget." The consequences were summarized: "Ten libraries to close, acquisitions cut to zero; up to 360 layoffs expected in 'worst catastrophe for public libraries.'" The library's "worst nightmare has come true," but, according to the article, the nightmare isn't confined to one California public library: "Governor Pete Wilson is proceeding with a plan to shift \$2.6 billion in property taxes away from services such as libraries to public schools."<sup>1</sup>

Although the funding situation for public libraries may be the worst in California, it is also dire elsewhere. Another issue of *Library Journal* contained articles with these headlines: "Iowa Libraries' Budgets Halved" and "Library Buildings Slump at the Polls."<sup>2</sup> Still, in that issue, the author of an article on fee-based services reported that although fees are charged by only a minority of public libraries, those that do charge "are responding to difficulties faced by almost all libraries," as state and local funding has decreased at the same time that demands for services have increased.<sup>3</sup>

Charging fees is only one reaction to reduced tax support. Library directors, trustees, and Friends have solicited donations for as long as there have been public libraries, although not in great numbers. That may be changing. Given the economic realities confronting pub-

lic libraries, the need to raise money from private sources—individuals, corporations, foundations—can be expected to grow and fund-raising remain a permanent part of the financing of public libraries. Consequently, the fund-raising methods employed by experienced directors provide a valuable lesson for the uninitiated.

To obtain information about successful fund-raising, a questionnaire was sent to the directors of 100 public libraries, serving populations from 25,000 to more than 1,000,000.<sup>4</sup> Directors were asked to return the questionnaires even if their libraries were not engaged in private fund-raising. Respondents were asked if their names could appear; some declined. Eighty-three questionnaires were returned (an 83 percent response rate), of which sixty-one reported experience with fund-raising. Table 1 shows the number of libraries surveyed in each of the six population groups, the number responding in each group, and the number engaging in fund-raising.

### Survey Findings

The sixty-one libraries reported raising a total of \$24.7 million over the three fiscal years 1989-90 through 1991-92. Table 2 shows the total amount raised over the three years for each population group and the mean amount raised per library in each group. How did they do it, for what purposes did they do it, and what could other directors learn from those experienced in private fund-raising? The following discussion is based on the sixty-one responses, although the total number of answers is not always sixty-one; not every respondent an-

swered all questions, and some questions allowed for multiple answers.

Respondents ranked the importance of the individuals and groups involved in fund-raising on a scale of 0 (no importance) to 5 (most important). The library director received the greatest number of 5s (23), while the board of trustees, Friends' organization, and tax-exempt foundation were tied for second place (17, 17, 17). Designated staff members (e.g., "director of development") received thirteen 5s, while "other" and fund-raising counsel (professional fund-raiser retained as consultant) received six and three respectively.

Another way to indicate the relative importance of the fund-raisers is to total all of the rankings given each, i.e., all of the 5s, 4s, 3s, 2s, and 1s given the directors, the board of trustees, etc. As table 3 shows, the top three were director (total = 213), Friends (181), and board (165), followed by designated staff member (136), tax-exempt foundation (117), "other" (62), and counsel (56). In all, twenty-nine of the sixty-one libraries responding (47.5 percent) gave some weight to tax-exempt foundations.

Twenty-four directors confirmed that their staff includes a fund-raiser or a development person; the larger the library, the more likely is this the case.

### Purposes

What do libraries do with the money that they raise? The survey respondents indicated that books and audiovisual materials were their first funding priorities (37) followed closely by programming (36). After programming came

Submitted January 1993; accepted May 1993.



Some libraries are luckier than others. One fortunate director reported that his county probate judge is a former library director. When estates come before him with non-assigned nonprofit donations, he encourages that the library be named.

**Table 1**  
Number of Libraries Surveyed, Responses, and Engaging in Fund-Raising, by Population Group

Population	No. of Libraries in Survey	No. of Libraries Responding	No. of Libraries Engaging in Fund-Raising
More than 1 million	6	5 (83.3%)	4
500,000 to 999,999	10	8 (80.0%)	8
250,000 to 499,999	15	11 (73.3%)	8
100,000 to 249,999	38	33 (86.8%)	24
50,000 to 99,999	16	12 (75.0%)	8
25,000 to 49,999	15	14 (93.3%)	9
Total	100	83	61

**... and Approaching Them**

How is a prospective donor approached? The most frequent response was through personal contacts and board appeals.

Dan Bradbury, director of the Kansas City Public Library (Mo.), (where fund-raising income exceeded \$1.4 million in 1991-92) commented on the importance of the personal touch, noting "[the] peer approach is the best when possible." Cheryl Hackworth, development director at the Allen County Public Library in Fort Wayne, Indiana, emphasized the importance of "board members and other 'connected' people." Diane Duquette, director of the Kern County Public Library in Bakersfield, California, takes the concept of networking among the well-connected a step further: "Powerhouse individuals meet with other power brokers in the community to challenge them at breakfast, luncheon, and dinner meetings subsequent to cultivation events at local clubs." Directors outlined a number of the variables at play when approaching a funding prospect. One library foundation executive director said that the secret is to have "the right volunteer asking for the right amount at the right time for the right cause." Merna Smith, associate director of research and development at the Salt Lake City Public Library (Utah), emphasized the importance of "finding the right individual to make the contact."

**Table 2**  
Amount Raised through Fund-Raising, by Population Group, 1989-90 and 1991-92

Population	No. of Libraries	Amount Raised (in thousands)	
		Total	Average
More than 1 million	4	\$ 4,741	\$1,185
500,000-999,999	8	5,876	734
250,000-499,999	8	6,538	817
100,000-249,999	24	5,732	239
50,000-99,999	8	1,577	197
25,000-49,999	9	272	30
Total	61	\$24,736	

funding for equipment (25), endowment (22), additions/renovations (17), and "other" (16). Finally, ten libraries sought funds for new buildings. It is noteworthy that more than one-third (36.1 percent) of the respondents—looking to the future, perhaps—indicated endowment as a purpose for fund-raising: An endowment will continue to provide money annually, through even the leanest years.

**Identifying Prospects . . .**

Where does fund-raising begin? The logical first step is identifying funding sources or prospects. Of those surveyed, fifty-five respondents claimed success in raising money from individual contributors, forty-five had been successful approaching corporations, and thirty-nine succeeded with foundations.

There are a variety of ways to identify prospects, but some were mentioned more frequently than others: efforts by members of the library's board of trustees and/or its Friends' organization are a valuable resource, and so is knowing which individuals and businesses con-

tribute to other local nonprofit organizations. Karen Drake, director of the Chandler Public Library (Ariz.), reported: "We target sectors of the community (i.e., businesses, service clubs, individuals) and put committees in charge of identifying prospects in each sector."

Many respondents stressed the importance of personal contacts. Libby Collins, director of the Sara Hightower Regional Library in Rome, Georgia, summed it up very well: "The executive director of the Friends knows everyone in town and how deep their pockets are."

Some respondents consult foundation directories in their quest for funding sources, and several larger libraries retain professional fund-raisers to identify prospects. Library users are potential contributors, too, according to a director who considers patrons who place reserve book requests as prospects for donations. Another director developed a 14,000-item mailing list from among the subscribers to the library's calendar of events and new library card holders. Active patrons, too, can frequently help identify prospective contributors.

**The Opening Line . . .**

How important is a snappy opening line to the eventual success of a library's appeal? Responses were mixed, with most respondents indicating that the opening line should be tailored to the situation at hand.

The proponents of opening lines tend to begin their pitch with an appeal to the donor's civic-mindedness: Maria-Eugenia Cossio, executive director of the San Antonio Public Library Foundation (Tex.), opens with "We know you care about education." Evelyn Hoffman, development director at the Los Angeles

**Table 3**  
Relative Importance  
of Individuals and Groups  
to Fund-Raising

	Number of 5s	Total Points
Director	23 (1)	213 (1)
Board	17 (2)*	165 (3)
Staff	13 (3)	136 (4)
Friends	17 (2)*	181 (2)
Foundation	17 (2)*	117 (5)
Counsel	3 (5)	56 (7)
Other	6 (4)	62 (6)

\*Tie

Public Library, favors "We'd like to give you an opportunity to invest in the future of your community." But Executive Director Pat Woodrum of the Tulsa City-County Library (Okla.) recommends keeping the opening gambit simple: "We need your help!"

Rather than employ an opening line, the director of a small library in upstate New York suggests using a "theme" that stresses the role of the public library in the community, and another upstate New York library director noted that he focuses on his institution's financial difficulties as well as its importance. In this same vein, a third director in the rural Southeast emphasizes the need for good library service in an area with few community resources:

According to Kay Harvey, a foundation executive at the Broward County Library Foundation in Fort Lauderdale, Florida, more important than delivering an opening line is developing a relationship and stating the library's mission clearly: "look for [a] match with the donor's needs and interests." Shirley Alexander at the Hennepin County Public Library in Minnetonka, Minnesota, agrees: "The focus of each contact is on the individual, so no single opening line is recommended. Development of rapport and determining their interests is key."

### ... And Making an Impression

After making a successful approach, what steps can a library take to sell its appeal to potential donors? The community relations director of a very large public library admits to relying on "letters of pleading to library users." But according to other survey respondents, there probably are as many ways to help

sell an appeal as there are donors waiting to be sold. Being well prepared is very important, says Susan Goldberg, director of the Minneapolis Public Library; the appeal to a prospective donor should be made "carefully and in a well-thought-out manner—preferably by someone who knows the donor. Advance material should be sent—concise, effective."

Thomas Nicholas of the Aurora Public Library (Colo.) emphasized the importance of letters to prospects "whether they donate or not—someday they will."

It should also come as no surprise that some prospective donors (to put it bluntly) can be bought. One library development officer cited a case in which his library sparked the interest of a potential donor by offering him an opportunity to sponsor a very visible community activity. The director of a small public library in upstate New York wrote that contact with a prospective donor usually is made by someone who knows the prospect and who "states the library's need, asks for help, and offers recognition." Never underestimate the importance of recognition. Dennis Bruce, county librarian in Spartanburg, South Carolina, put it succinctly: "Ego is a factor. [The] individual may want to name a room . . . [a] corporate donor usually wants a plaque in the lobby."

Any discussion of the care and feeding of prospective donors would be incomplete without mentioning the importance of combining library functions and food. Cheryl Hackworth wrote that at her library, "[a] prospect is invited to lunch and a tour of the library by a foundation board member. The needs of the library are discussed at that meeting." Edward Szynaka of the Pasadena Public Library (Calif.) described a similar approach that is sure to get results: A prospect is invited to lunch at the library, after which the director delivers the hard sell, and a "peer or friend does the closing." (But watch out for those fund-raising feasts: Denver, Colorado, librarian Rick Ashton says that he gained fifteen pounds in five years as a result of the many lunches and dinners he has attended to advance his library's cause!)

### Tailoring the Appeal . . .

Should the fund-raiser alter the appeal to match the interests of a potential donor? This question raised a number of

issues. When respondents were asked if business donors should be approached differently than individual donors, thirty respondents said yes, but seventeen disagreed. Kay Harvey sided with the majority, commenting with regard to business donors, "Sell marketing aspects, media/community exposure . . . tie in to business goals, targeting audiences." Another director advised that "The focus is always on the donor's interest. With businesses, emphasis would be placed on the quality of the work force, economic development, and business collection."

A prospective individual "usually requires more research [than does a prospective business donor] to determine his or her interests, priorities, capacity to give, etc.," according to John Manos, director of development at the Denver Public Library. Kay Runge, director of the Davenport Public Library (Iowa), notes that while a business that is known to support community projects "will either vote [a library request] up or down," individuals "sometimes need to be convinced they should be donors."

Should the form that the appeal takes be driven by the intended use of the money? Nearly twice as many respondents (28) thought so as disagreed (16). One foundation executive director stressed making a distinction between fund-raising for the endowment as opposed to seeking money for current needs, as he believes the two require different approaches. Debbie Sales, director of development at the Iowa City Public Library, agreed that endowment and current-needs funding require different appeals: "Operating funds need to be general appeal, explaining what happens because of the gift, i.e., summer reading programs, larger collections, etc. Endowment gifts can be more specific, showing the long-term effect of a growing collection."

But Dan Bradbury disagrees: "Your approach [should be] based on what you think will work, not based on how the gift would be used." Susan Goldberg also feels that the appeal should certainly be "based on [the] donor's needs and interests." Thomas Nicholas observed that "Donors have a need to do something specific rather than general. The objective is to personalize as much as possible."

In fact, the value of basing an appeal on a particular project was a recurrent theme among respondents. By way of showing how specific a request can be,

consider the library Friends' group who reported sparking community interest in a renovation project by encouraging every patron to buy a brick!

A final observation on tailoring an appeal comes from Stephen Kershner, director of the Bloomfield Hills Public Library (Mich.): "Programs seem to be harder to 'sell' than a building project. 'Bricks and mortar' are tangible and leave monuments to people." (His view, incidentally, was shared by only eleven respondents; sixteen indicated that this has not been their experience and thirty-three didn't know.)

### Making the Pitch

When a prospect has agreed to contribute, should a library specify how much of a donation it wants? Respondents favored being specific over leaving it to the donor's discretion by a three to one margin (33 to 11), with eight indicating that they play it both ways, depending on the situation.

If a contribution isn't immediately forthcoming, should the first "no" be taken as the last word, or is it better to keep trying, at the risk of being irritating? "Back off" seems to be the advice of the majority of those sampled: only thirteen of fifty-one thought it worthwhile to press the issue, and eight individuals adopt a wait-and-see attitude. Yet, judging by the comments this question evoked, it appears that everyone seems to leave the door open for a future try.

Shirley Alexander finds it preferable to take no for an answer, but will "try to leave an opening for another contact." So does Lee Brawner, director of the Metropolitan Library System in Oklahoma City, who "plan[s] to revisit" whenever his request is turned down. Kay Runge also can take a no, but "only for this time or project."

Among those who believe that persistence pays off is Dan Bradbury, who advises to keep trying, "but always ask a different question." The director of a California library also keeps trying after the first brush-off, but "No more than three times!" The best advice might be that from Libby Collins who says keep trying, "But don't irritate."

### Variety of Events

Of course there's more than one way to make money; nearly 78 percent of those responding stage special fund-raising events. Their experiences show that

there's no limit to the imagination when it comes to library fund-raising, the ever-popular used-book sale notwithstanding!

Dinners are a favorite event. The Friends of the Louisville Free Library (Ky.) sponsor an annual Author Dinner, which typically has between 300 and 400 in attendance. The Broward County Library Foundation hosts a "Night of Literary Feasts," according to Kay Harvey. (The foundation also features a Lunch and Lecture Series for the lighter appetite, as well as a series of Literary Lectures that appear to be calorie-free.) Diane Duquette says the Kern County Public Library sponsors, among other events, a major donor dinner. At the other end of the culinary spectrum, the Las Vegas-Clark County Library District (Nev.) hosts a chili cook-off.

On the high end of the fund-raising scale is the Mobile, Alabama, Public Library's Friends' annual gala, which raises as much as \$30,000, according to Library Director Dallas Baillio, and Edward Szynaka reports that two \$100-a-plate galas held for the Pasadena Public Library each year net more than \$100,000.

There also are many ways to raise money without dishing up a meal. Auctions are always popular. A large urban library undertakes a baseball auction to support its summer reading program. The Salt Lake City Public Library has conducted an auction of autographed books, and another library reported a successful art auction. The Sterling Heights Public Library (Mich.) includes celebrity auctions, murder-mystery parties, and ice-cream socials on its list of fund-raising events.

Taking a cue from public broadcasting, the San Antonio Public Library Foundation conducts a two-hour "Tele-fest," similar to a telethon, during which the public is asked to pledge support.

The Metropolitan Library System in Oklahoma City tried a dance in conjunction with a cowboy poetry gathering, and the Pikes Peak Library District (Colo.) sponsors an annual "Great Pikes Peak Cowboy Poetry Gathering."

According to Director Constance Tiffany, the Glendora, California, Public Library's "All American Sociable" helped raise money for children's books, and a trivia contest benefited the literacy program. Lynnda Wangsgard, director of the Weber County Library in Ogden, Utah, reported sponsoring a Breakfast with Santa as well as a Dance

'til You Drop event. At the Bloomfield Township Public Library, patrons could "adopt-a-chair" to help furnish the community room.

Finally, garage sales and flea markets, those fine exemplars of American capitalism, proved successful fund-raisers for both John Frazen, director of the East Meadow Public Library (N.Y.), and Director James Holley, of the Vestal Public Library (N.Y.).

### Diplomacy Is a Must

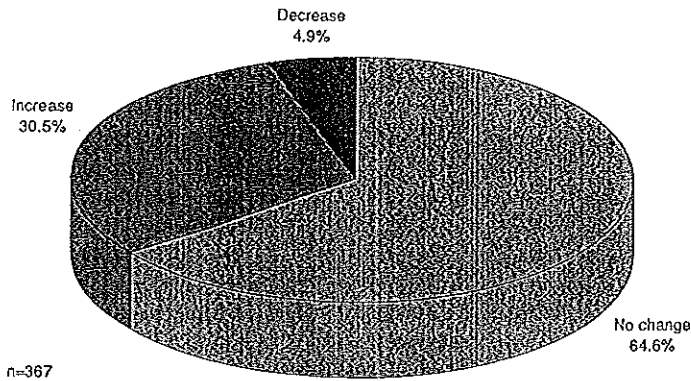
Occasions arise when a donor offers a collection or funds for a collection in a subject in which the library has no interest. Such situations require diplomacy to decline the offer without alienating the giver or eliminating the possibility of future contributions. Only half of those responding had received an unwanted contribution (27 out of 54), but their comments emphasize the importance of having a written policy concerning gifts.

A director in California noted that his library has "a very specific gift policy." The Salt Lake City Public Library has one as well, which is a model of clarity, brevity, and comprehensiveness. Another California library reported an incident in which a would-be donor appealed the director's refusal of his gift to the board of trustees; the board upheld the director's decision.

Of course, in the best-case scenario, the diplomatic library or foundation director is able to convince the donor to change the gift to meet the library's needs. Kay Harvey makes certain to "offer various other plans, solutions." Susan Goldberg also suggests alternatives to gifts she cannot accept, and Lee Brawner has successfully convinced a prospective donor to modify his offering to make it acceptable to the library.

Some unwanted collections can be accepted if they can be self-supporting. "We ask for additional monies for an endowment to take care of the collection," according to Maria-Eugenia Cossio. Director Dale Gaddis of the Durham Public Library (N.C.) says that the prospective donor of an unwanted collection is asked to provide funds for building the collection and for providing access to it.

Contributions offered with strings attached need not always be unacceptable, according to Director Rick Spear of the Lewiston Public Library (Maine). His library accepts restricted funds if



In 1993, public libraries were asked "How have the dollars you received from outside funding affected your local budget?"

Source: PLOS Statistical Report '93

Figure 1. How Fund-Raising Affected the Budget (Libraries Serving over 100,000).

the conditions are sufficiently broad. He gives as an example a contribution restricted to the purchase of children's materials.

When there appears to be no compromise, of course, the unwanted gift must be tactfully declined. The development officer of a large Western library refers would-be donors to a more appropriate recipient, offering to arrange a meeting to bring them together. The extra effort is appreciated by the donor; such thoughtfulness may pay a dividend in the future, whether or not another recipient actually can be found. Valerie Hiatt, director of the Albemarle Regional Library in Winton, North Carolina, also makes a point of suggesting an institution that may be more interested in the collection, as does Edward Szy-naka, whose library's gift policy requires him to state that were the library to accept the gift, it would have to be sold and the profits applied to a library project.

Some respondents who found no alternative to "regretfully declining" unwanted gifts shared their diplomatic solutions. John Manos reported that his library was offered a conservation collection that was a decade out of date. The library estimated the costs to update the collection and added to that an endowment figure whose income would provide one-half of the collection's maintenance costs. Presented with this figure, the would-be benefactor withdrew the offer. The Berkeley Public Library (Calif.) was offered a special collection of no interest to the library; the offer was declined, citing lack of

staff and space. In Bloomfield Hills, a prospective benefactor offered the library funds to develop a videocassette collection on the condition that the would-be benefactor would choose the titles. Fortunately, reports Stephen Kershner, state law requires library staff to select materials, so the offer could be declined diplomatically.

### Tax Dollars Not Reduced

Directors were asked about an issue of particular concern, specifically whether raising private funds might result in a reduction in the amount of tax dollars coming to the library or in a lower rate of increase. No respondent found this to be the case; fifty answered no and six did not know. In some instances, the state formula for funding public libraries does not permit a reduction of tax money, as in Oklahoma, according to Lee Brawner. Dennis Bruce's experience in Spartanburg has been ideal: raising money privately "has leveraged more public money." Constance Tiffany has had a similar experience in Glendora, where raising private money has encouraged an increase in public funding.

Do directors believe it is more difficult to raise private funds in a troubled economy? The surprise is not that thirty-four answered yes, but that twelve answered no. Eleven said they did not know.

### In Sum: Diversity and Agreement

Nearly half (47.5 percent) of the respondents gave some weight to the efficacy

of the "tax-exempt foundation" as a factor in fund-raising, and that percentage held uniformly among all six library groups regardless of library size. In contrast, the 39.3 percent with a staff position for fund-raising tended to be only the larger libraries. Ideally, a library raises private funds for an endowment, never touching the principal. More than one-third of the respondents raised funds for that purpose, and library size was not a factor.

Methods for identifying and approaching prospective contributors were identified, and two were cited repeatedly: efforts by trustees, Friends, and foundation board members (who are uniquely qualified for the task of fund-raising), and the importance of personal contacts. Fund-raising ability should be considered when trustees, Friends, and foundation board members are chosen.

By nearly two to one, respondents said that the approaches to prospective business and individual donors should differ. By the same ratio they said that the appeal to a prospect should vary with the intended use of the money.

There were many opinions on the importance of opening lines, but by a margin of three to one, respondents said that they favor asking for a specific amount rather than an unspecified contribution. Two respondents in three recommend taking no for an answer rather than risk offending, although many prefer to "leave the door open." Most reassuring is the fact that no respondent found raising private money adversely impacted the library's share of tax revenue.

Finally, the fact that half of the respondents had been offered unwanted gifts shows the importance of diplomacy, of having a written gift policy, and of having a board that will affirm staff decisions.

### Wave of the Future

Public library funding has three components: tax revenue, fees, and private contributions. Opposition to fees makes them unlikely to become a significant source of revenue. Tax revenue will remain the major component, but its adequacy is declining. Therefore, directors and trustees have two options: provide a level of service that reflects decreased funding or increase funding through private means. The latter is the obvious—but difficult—choice. It

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requires reliance on private contributions, a largely undeveloped resource, but one that an increasing number of libraries are being forced to investigate.

New demands will be placed on directors and trustees; the pressures on those responsible for fund-raising will be relentless. According to Ronald Dubberly, director of the Atlanta Fulton Public Library in Georgia, "Private dollars tend to be very costly to raise in terms of time and effort. When you get a private dollar, you generally get it only once," so that it has to be "re-raised" every year.<sup>5</sup> And yet, despite the challenges presented by private fund-raising, given today's fiscal reality for public libraries, it appears to be the wave of the future.

### References and Notes

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2. Evan S. Lifer and Michael Rogers, "News," *Library Journal* 118, no. 11 (June 15, 1993): 15-16, 19; Richard B. Hall, "Library Buildings Slump at the Polls," 34-39.
3. Wendy Smith, "Fee-Based Services: Are They Worth It?" *Library Journal* 118, no. 11 (June 15, 1993): 40.
4. The author will provide details about the selection of the 100 libraries to anyone who requests such information.
5. Dennis P. Carrigan, "The Roles of Library Directors in the Political Economy of the City," *Public Libraries* 31, no. 6 (Nov./Dec. 1992): 342.

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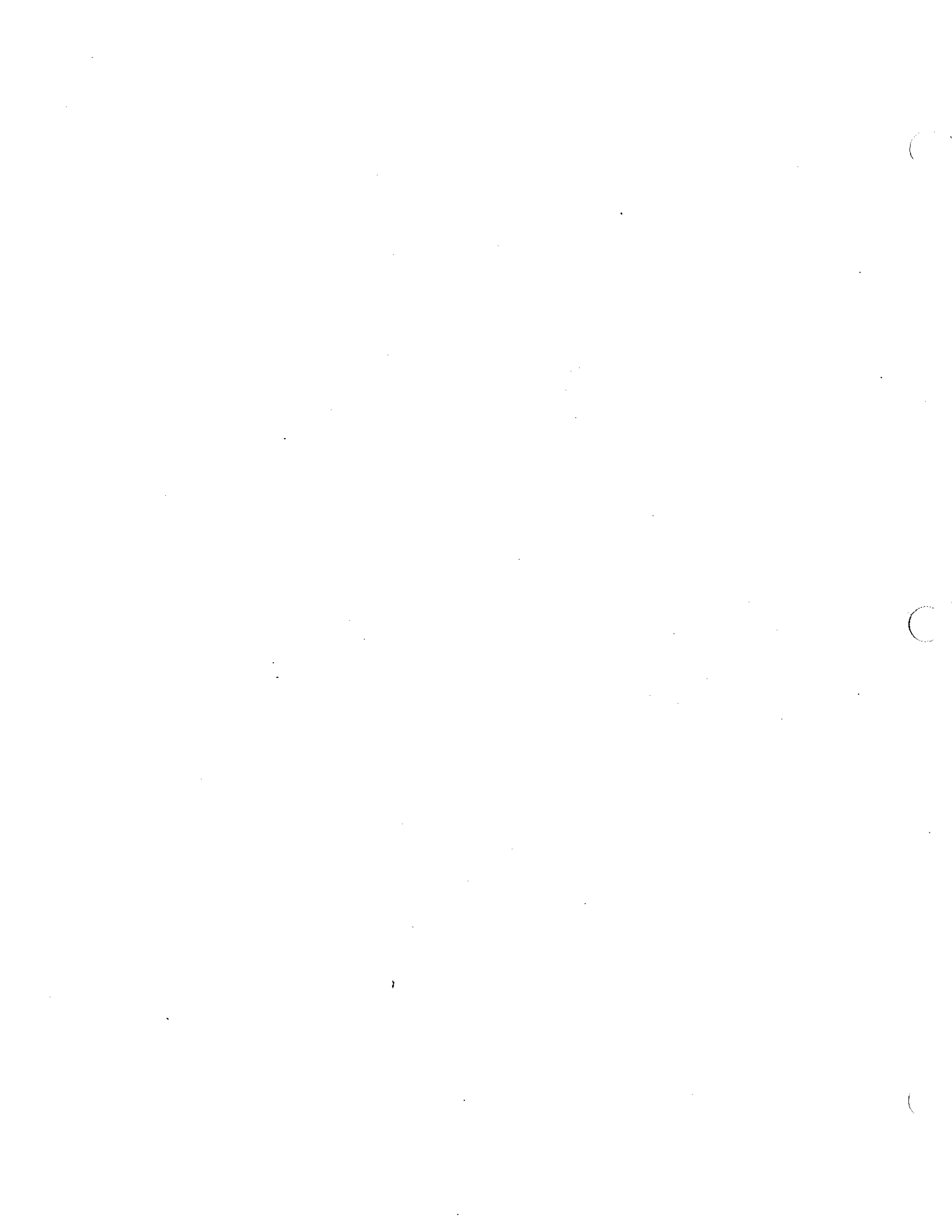
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PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 March 21, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3115	1,077.34
	3116	<u>3,098.78</u>
Subtotal for Immediately		4,176.12
Regular	3117	5,384.74
	3118	1,983.53
	3119	<u>2,141.83</u>
Subtotal for Regular		9,510.10
TOTAL CURRENT CLAIMS		13,686.22
Payroll	3120	20,565.00
	3121	<u>20,565.00</u>
Subtotal for Payroll		41,130.00
	Total	<u>54,816.22</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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	Objt/ Rev/ BS Acc	Sub Objt/ Rey	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Feb. 16, 1994		2800	00		466.35		
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	Feb 23, 1994		0300	00		135.89		
N03648 Cascade Drinking Water Co. 1080 S. Cypress, Unit D La Habra, CA 90631	Feb 25, 1994		1700	00		24.95		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	Feb 19, 1994 400264347		1800	00		117.66		
	Mar 2, 1994 400264494					127.15		
	Mar 15, 1994 4002064729					20.47		
	March 2, 1994 400264495		1800	08		170.25		
	January 31, 1994 0400264106					7.00		
	June 7, 1993 400261809		1800	09		16.70		
	Total					304.61		
N03655 LA SALLE PAPER 1298 No. Bluegum St. Anaheim, CA 92805	Feb 28, 1994 170381		1800	09		11.96		
N03659 Southern California Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	Jan 28, 1994 Dec 21, 1993- Jan 21, 1994		2800	00		133.58		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 1,077.34) 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 \_\_\_\_\_



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	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03720 MATTHEW BENDER P.O. Box 22030 Albany, NY 12201-2030	Jan 31, 1994 45258979		2400	01		91.16		
N03752 PACIFIC BELL Payment Center Van Nuys, CA 92388	Feb 17, 1994 528-1906 Feb 19, 1994 996-2865 Feb 17, 1994 528-8236					140.83 31.86 <u>18.86</u> 191.55		
N06555 PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Feb 22, 1994 March		0300	00		482.27		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Mar 16, 1994 February		0300	00		204.00		
N06785 HECTOR VARGAS 318 Capistrano St. Placentia, CA 92670	Feb 07, 1994 March 7, 1994		1400	00		950.00 <u>950.00</u> 1,900.00		
PAYCHEX P.O. Box 25159 Santa Ana, CA 92799-5159	Feb 24, 1994 19940224		1900	00		229.80		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 3,098.78) 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 March 21, 1994  
REPORT NO 3117

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	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N00037 BSI CONSULTANTS 16880 W. Bernardo Dr., Ste. 100 San Diego, CA 92127-1616	Feb 18, 1994 91151		1900	00		804.56		
N01035 CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Mar 14, 1994 23115jan		1400 2800	00 00		971.48 3,349.29 4,320.77		
N03644 CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 01, 1994 travel reimbfeb		2700	00		10.00		
N03653 BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Mar 08, 1994 35394		1400	00		117.42		
N03656 PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Feb 28, 1994 Feb		1900	00		32.71		
N03847 OCLC, INC. Dept. 630 Columbus, OH 43265-0630	Feb 28, 1994 337388		1900	00		51.98		
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901	Feb 13, 1994 042576 Feb 13, 1994 042577		2400	04		8.80 (2.00) 6.80		
N06671 MD MEDICAL CLINICS P.O. Box 66012 Anaheim, CA 92816-0612	Mar 02, 1994 Hicho		1900	00		40.50		

The claims listed above (totaling \$ 5,384.74) 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 \_\_\_\_\_

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	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06786 Katherine Matas c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 9260	February 1994		2700	08		18.00		
Integrated Design Products 11740 San Vicente Blvd, STE 206 Los Angeles, CA 90049	Feb. 1, 1994		1300	00		275.00		
Oxygen Service Company 1011 West Collins Avenue Orange, CA 92667	Feb 23, 1994		1400	00		81.92		
Dun & Bradstreet Information Serv Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	March 1, 1994		2400	01		544.36		
Special Districts Workers Compensation Authority 1030 - 15th St, STE 300 Sacramento, CA 95814	Feb 28, 1994 4th Quarter		0320	00		893.00		
Suad Ammar c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	February 1994 March 1994		2700	07		2.75		
			2700	07		10.00		
			2700	00		24.50		
						37.25		
Library Hotline Subscription Dept. P.O. Box 713 Brewster, NY 10509-0713	Renewal		2400	04		134.00		

The claims listed above (totaling \$ 1,983.53) 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 March 21, 1994  
REPORT NO 3119

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	Objt/ Rev/ BS Acc	Sub Objt/ Rey	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SC
N03849 Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	March 17, 1994		1900	00		724.51		
NTC Publishing Group P.O. Box 554 Skokie, IL 60076	Feb, 22, 1994 1364380		2400	01		87.04		
Center for Applied Research in Education Book Distribution Center Route 59 at Brookhill Drive West Nyack, NY 10994	Jan. 20, 1994 323797571		2400	08		107.01		
New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210	Mar. 7, 1994 601715		2400	08		828.27		
Morningstar 225 West Wacker Drive Chicago, IL 60606	Mar 18, 1994		2400	04		395.00		

The claims listed above (totaling \$ 2,141.83) 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 March 21, 1994  
REPORT NO 3120

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	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	March 21, 1994 Pay #08 April 1, 1994- Apr 14, 1994		0100-	00		19,100.00		
	FICA		0200-	00		1,465.00		
				TOTAL			20,565.00	
PLEASE WIRE ON THURSDAY, APRIL 14, 1994!								

The claims listed above (totaling \$ 20,025.00) 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 \_\_\_\_\_

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	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	March 21, 1994 Pay #09 Apr 15, 1994 Apr 28, 1994		0100-	00		19,100.00		
	FICA		0200-	00		1,465.00		
				TOTAL			20,565.00	
PLEASE WIRE ON THURSDAY, APRIL 28, 1994!								

The claims listed above (totaling \$ 20,025.00) 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.

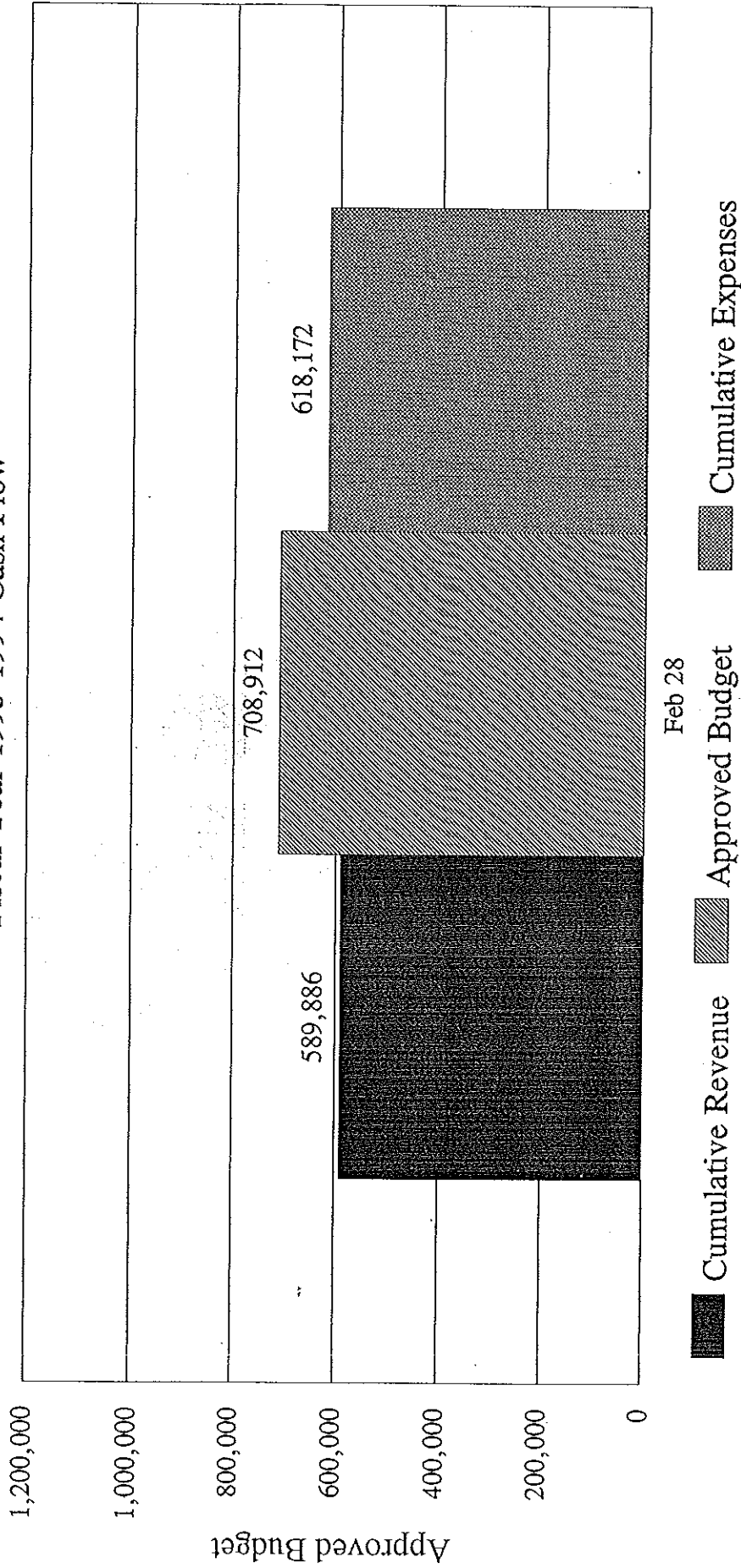
APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1993-1994 Cash Flow



Feb 28

- Cumulative Revenue
- Approved Budget
- Cumulative Expenses

Placentia Library District

Fund Balance Report  
Fiscal Year 1993-1994  
March 21, 1994

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11	469,626.88
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18	469,626.88
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95	469,626.88
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57	442,902.54
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25	442,902.54
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26	442,902.54
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66	451,977.75
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	825,518.69	451,977.75
Feb 28, 1994	110,038.61	54,314.70	280,655.57	350,845.52	6,968.87	802,823.27	451,977.75
Mar 31, 1994						0.00	0.00
Apr 30, 1994						0.00	0.00
May 31, 1994						0.00	0.00
Jun 30, 1994						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: March 27, 1994  
SUBJECT: Purchase of Vending System for Printers Attached to Databases on Reference Computers

**BACKGROUND:**

At its meeting on July 19, 1993, the Library Board approved a budget not to exceed \$7,750 for a vending system for public access printers servicing information databases in the Reference Department.

Since that time the technology and recommended configuration of the system has changed to the following:

VendaCoder/Dispenser . . . . .	\$ 3,995.00
Dispenser Pedestal Base . . . . .	130.00
4 Card Readers Model 5812 . . . . .	5,180.00
4 Software Packages . . . . .	1,000.00
<u>Program Set . . . . .</u>	<u>35.00</u>
Special Price for Prepayment of Above . . . . .	\$ 8,500.00
<u>1,000 Cards including \$150 for design set up . . . . .</u>	<u>750.00</u>
<u>Subtotal for Vending Equipment &amp; Cards . . . . .</u>	<u>\$ 9,250.00</u>
Less 10% Cash Discount (not applicable with offer)	
Tax . . . . .	717.00
<u>Shipping . . . . .</u>	<u>300.00</u>
<u>TOTAL XCP . . . . .</u>	<u>\$ 10,267.00</u>
2 300/600 dpi switchable, 4 ppm laser printers \$	1,930.00
2 post script printers . . . . .	2,500.00
4 Cables . . . . .	20.00
Furniture . . . . .	500.00
Tax . . . . .	384.00
<u>Shipping . . . . .</u>	<u>30.00</u>
<u>TOTAL Printers and Table . . . . .</u>	<u>\$ 5,364.00</u>
<u>TOTAL PROJECT . . . . .</u>	<u>\$15,631.00</u>



**RECOMMENDATION:**

Approve purchase from XCP of Dryden NY and Walnut Creek, CA, of vending equipment for 4 printers attached to public access databases on reference computers comprised of the following: a vending card encoder/dispenser and base; 4 card readers; 4 software packages; a program set; and 1,000 vending cards; at a cost not to exceed \$10,267;

Approve purchase of 2 300/600 dots per inch switchable, 4 pages per minute laser printers; and 2 post script printers; 4 sets of cables; a table and cost of miscellaneous furniture adaptations; at a cost not to exceed \$5,364;

Total project cost not to exceed \$15,631 to be paid from Fund 702 with the proceeds from the vending system to be used to replace the funds in Fund 702 until it is repaid in full.

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PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 March 21, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	363,331.99	466,871.24	0.00	0.00	53.24%
621-001	Public Utility <i>Feb 1994</i>	24,198.00	12,279.13	14,049.42	12,279.13	14,049.42	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	375,611.12	480,920.66	12,279.13	14,049.42	53.15%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	46,171.24	55,909.30	0.00	2,863.84	118.38%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	4,298.65	0.00	4,298.65	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	86,358.51	17,820.05	4,298.65	0.00	128.57%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,722.02	29,458.49	416.30	5,788.77	32.39%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	0.00	0.00	50.94%
697-000	State - Ill & Direct Loan Reimbursement	40,000.00	24,408.76	23,997.90	0.00	4,197.46	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	12,500.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	35,908.76	51,133.90	0.00	4,197.46	42.25%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	18,297.43	17,738.90	0.00	1,595.81	52.28%
787-001	Outlawed warrant - 6 monthis	0.00	(7,763.94)	8.00	(570.24)	0.00	0.00%
787-003	Reissued Checks, Acct 767	0.00	570.24	0.00	570.24	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	11,103.73	17,746.90	0.00	1,595.81	31.72%
	5071 FUND TOTAL	1,063,371.00	589,886.27	785,838.47	16,994.08	28,495.30	55.47%

683,430  
 24,198  
 711,430  
 40,670  
 720,100  
 40,000

15,000

-0-

-0-

25,000

姓名	性别	民族	出生年月	籍贯	学历	学位	职称	工作单位	联系电话	电子邮箱
张明	男	汉族	1985-03-15	江苏南京	本科		助理工程师	南京理工大学	13800138000	zhangm@nupt.edu.cn
李华	女	汉族	1990-07-22	浙江杭州	硕士	理学硕士	讲师	浙江大学	15888888888	lihua@zju.edu.cn
王强	男	汉族	1988-11-05	山东青岛	本科		助教	山东大学	13900000000	wangqiang@sdu.edu.cn
陈伟	男	汉族	1982-09-18	广东广州	硕士	工学硕士	副教授	华南理工大学	13700000000	chenwei@scut.edu.cn
刘洋	女	汉族	1992-04-10	湖北武汉	本科		助教	华中理工大学	13600000000	liuyang@hust.edu.cn
赵磊	男	汉族	1987-06-28	河南郑州	硕士	工学硕士	讲师	郑州大学	13500000000	zhaolei@zzu.edu.cn
孙悦	女	汉族	1991-02-14	四川成都	本科		助教	四川大学	13400000000	sunyue@scu.edu.cn
周涛	男	汉族	1989-08-01	湖南长沙	硕士	理学硕士	讲师	湖南大学	13300000000	zhitao@hnu.edu.cn
吴昊	男	汉族	1986-12-20	安徽合肥	本科		助教	安徽大学	13200000000	wuhao@ahu.edu.cn
郑宇	女	汉族	1993-05-08	福建厦门	硕士	工学硕士	讲师	厦门大学	13100000000	zhengyu@xmu.edu.cn
徐峰	男	汉族	1984-10-12	江西九江	本科		助教	江西大学	13000000000	xufeng@jxu.edu.cn
高洁	女	汉族	1990-01-25	广西桂林	硕士	理学硕士	讲师	广西大学	12900000000	gaojie@gxu.edu.cn
林森	男	汉族	1988-04-17	云南昆明	本科		助教	云南大学	12800000000	linson@ynu.edu.cn
黄鑫	男	汉族	1992-09-03	陕西西安	硕士	工学硕士	讲师	西安交通大学	12700000000	huangxin@xjtu.edu.cn
曹雪	女	汉族	1987-03-29	山西太原	本科		助教	山西大学	12600000000	caoxue@sxu.edu.cn
冯昊	男	汉族	1991-07-11	辽宁沈阳	硕士	理学硕士	讲师	东北大学	12500000000	fenghao@neu.edu.cn
褚晨	女	汉族	1989-11-24	吉林长春	本科		助教	吉林大学	12400000000	chuchen@jlu.edu.cn
卫强	男	汉族	1986-05-16	河北保定	硕士	工学硕士	讲师	河北大学	12300000000	weiqiang@hbnu.edu.cn
宋宇	女	汉族	1993-02-07	河南开封	本科		助教	河南大学	12200000000	songyu@henu.edu.cn
李华	男	汉族	1988-08-21	湖北武汉	硕士	工学硕士	讲师	华中理工大学	12100000000	lihua@hust.edu.cn
张明	女	汉族	1990-12-04	浙江杭州	本科		助教	浙江大学	12000000000	zhangm@zju.edu.cn
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刘洋	男	汉族	1987-04-15	湖北武汉	硕士	工学硕士	讲师	华中理工大学	11700000000	liuyang@hust.edu.cn
赵磊	女	汉族	1991-09-28	河南郑州	本科		助教	郑州大学	11600000000	zhaolei@zzu.edu.cn
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吴昊	男	汉族	1986-11-07	安徽合肥	硕士	工学硕士	讲师	安徽大学	11300000000	wuhao@ahu.edu.cn
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林森	男	汉族	1987-06-29	云南昆明	硕士	工学硕士	讲师	云南大学	10900000000	linson@ynu.edu.cn
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曹雪	男	汉族	1989-04-25	山西太原	硕士	理学硕士	讲师	山西大学	10700000000	caoxue@sxu.edu.cn
冯昊	女	汉族	1992-08-08	辽宁沈阳	本科		助教	东北大学	10600000000	fenghao@neu.edu.cn
褚晨	男	汉族	1988-12-21	吉林长春	硕士	工学硕士	讲师	吉林大学	10500000000	chuchen@jlu.edu.cn
卫强	女	汉族	1991-05-04	河北保定	本科		助教	河北大学	10400000000	weiqiang@hbnu.edu.cn
宋宇	男	汉族	1987-09-17	河南开封	硕士	理学硕士	讲师	河南大学	10300000000	songyu@henu.edu.cn
李华	女	汉族	1993-03-30	湖北武汉	本科		助教	华中理工大学	10200000000	lihua@hust.edu.cn
张明	男	汉族	1989-07-13	浙江杭州	硕士	工学硕士	讲师	浙江大学	10100000000	zhangm@zju.edu.cn

姓名: 张明  
 性别: 男  
 民族: 汉族  
 出生年月: 1985-03-15  
 籍贯: 江苏南京  
 学历: 本科  
 学位: 无  
 职称: 助理工程师  
 工作单位: 南京理工大学  
 联系电话: 13800138000  
 电子邮箱: zhangm@nupt.edu.cn

PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 July 19, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUNE 1993	FY1991-92 JUNE 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	466,871.24	892,734.23	0.00	0.00	48.44%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	27,089.59	14,008.50	13,284.94	48.45%
622-000	PROP. TAXES - CURRENT UNSECURED	992,800.00	480,920.66	919,823.82	14,008.50	13,284.94	48.44%
623-000	PROP. TAXES - PRIOR SECURED	78,000.00	55,909.30	72,956.11	962.77	1,776.39	71.68%
623-001	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	0.00%
623-002	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-003	Secured prior years	27,000.00	4,711.96	25,145.83	0.00	0.00	17.45%
623-010	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	0.00%
623-011	TOTAL PROP. TAXES - PRIOR SECURED	500.00	0.00	484.67	0.00	0.00	0.00%
624-000	TOTAL PROP. TAXES - PRIOR UNSECURED	1,500.00	17,820.05	1,462.70	0.00	0.00	0.00%
626-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	1,257.53	435.43	1,257.53	0.00%
626-623	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	0.00%
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	6,018.86	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	6,500.00	1,556.79	6,018.86	0.00	0.00	23.95%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	50,000.00	29,458.49	48,226.57	449.84	398.73	58.92%
661-000	Interest	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-623	TOTAL INTEREST	30,000.00	17,302.91	40,140.00	14,666.44	17,062.69	57.68%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	250.00	0.00	232.72	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	30,250.00	17,302.91	40,372.72	14,666.44	17,062.69	57.20%
697-001	State - CA Foundation Funds	21,400.00	9,050.48	20,374.56	2,715.40	3,056.18	42.29%
697-002	State - CA Literacy Campaign	20,000.00	23,997.90	41,937.32	9,864.53	23,423.15	119.99%
697-003	State - Family Literacy	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-004	State - Grandparents & Books	10,000.00	12,500.00	51,348.00	12,528.00	0.00	125.00%
697-007	State-Timber Yield Apport	9,255.00	0.00	9,255.00	0.00	0.00	0.00%
781-503	TOTAL STATE - OTHER	0.00	0.00	0.94	0.97	0.94	0.00%
787-000	Transfer from Other Library Funds	55,472.00	51,133.90	123,758.26	22,393.50	23,424.09	92.18%
787-001	Other Revenue	0.00	100,000.00	18,899.43	0.00	18,899.43	59.13%
787-003	Outlawed warrant - 6 months	30,000.00	17,738.90	(412.10)	4,626.21	0.00	59.13%
5071 FUND TOTAL	TOTAL OTHER REVENUE	0.00	8.00	0.00	0.00	0.00	0.00%
		30,000.00	17,746.90	17,114.62	4,626.21	2,484.86	59.16%
		1,310,422.00	785,838.47	1,309,869.30	60,258.09	81,644.84	59.97%





Placentia Library District  
 Property Tax Revenue  
 April 6, 1994

YTD Feb. 506,511  
 YTD Feb 466,871

Object Code FY1993-1994	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Budgeted	FY1993-1994 YTD Mar	FY1994-1995 Proposed
6210	Current Secured	823,832	892,734	824,818	683,430	683,430	683,430
6230	Prior Secured	24,856	37,363	47,569	67,166	67,166	0
	TOTAL SECURED	848,688	930,097	872,387	750,596	750,596	683,430
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,198	24,198	24,198
6220	Current Unsecured	64,438	72,956	56,872	39,002	39,002	39,002
6240	Prior Unsecured	978	1,258	435	0	0	0
	TOTAL UNSECURED	65,416	74,214	57,307	39,002	39,002	39,002
6690	HOMEOWNER	19,790	20,375	18,101	13,734	13,734	13,734
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	827,530	827,530	760,364
6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	0	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	23,841	16,688	11,682
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	2,000	2,000	2,000
6610	INTEREST	46,331	40,373	36,599	25,000	25,000	25,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	50,841	43,688	38,682
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	878,370	871,218	799,046
6970	STATE LIBRARY	144,764	123,758	105,612	85,000	85,000	85,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	65,000	65,000	0
7670	LOCAL REVENUE	13,969	17,115	32,866	35,000	35,000	35,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102			
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,063,370	1,056,218	919,046

Department	Project No.	Project Name	Location	FY 96-97	FY 97-98	FY 98-99	Comments	Funding Source
Health Services	100001	Medical Center Building	Medical Center	100000	0	0	Construction of new medical center building.	State
Health Services	100002	Medical Center Building	Medical Center	0	100000	0	Construction of new medical center building.	State
Health Services	100003	Medical Center Building	Medical Center	0	0	100000	Construction of new medical center building.	State
Health Services	100004	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100005	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100006	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100007	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100008	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100009	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100010	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100011	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100012	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100013	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100014	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100015	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100016	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100017	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100018	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100019	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State
Health Services	100020	Medical Center Building	Medical Center	0	0	0	Construction of new medical center building.	State

PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 March 21, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1993-94 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	406,905.54	466,871.24	0.00	0.00	59.54%
621-001	Public Utility	24,198.00	12,279.13	14,049.42	12,279.13	14,049.42	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	419,184.67	480,920.66	12,279.13	14,049.42	59.24%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	3,097.69	55,909.30	0.00	2,863.84	7.94%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	4,298.65	0.00	4,298.65	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	86,358.51	17,820.05	4,298.65	0.00	128.57%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,722.02	29,458.49	416.30	5,788.77	32.39%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	24,408.76	23,997.90	0.00	4,197.46	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	12,500.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	35,908.76	51,133.90	0.00	4,197.46	42.25%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	18,297.43	17,738.90	0.00	1,595.81	52.28%
787-001	Outlawed warrant - 6 months	0.00	(7,763.94)	8.00	(570.24)	0.00	
787-003	Reissued Checks, Acct 767	0.00	570.24	0.00	570.24	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	11,103.73	17,746.90	0.00	1,595.81	31.72%
	5071 FUND TOTAL	1,063,371.00	589,886.27	785,838.47	16,994.08	28,495.30	55.47%

*Revised.*  
 819,072  
 28,000  
 847,072  
 12,706  
 859,778

*get New Year ->*  
*John*

1. 1980-1985: Initial development of the project, including the establishment of the project office and the recruitment of staff. The project was initially funded by the World Bank and the Government of India.

2. 1986-1990: The project entered its implementation phase, with the construction of the main dam and the completion of the initial infrastructure. The project was managed by the Project Director, who reported to the Project Committee.

3. 1991-1995: The project continued to progress, with the completion of the dam and the start of the construction of the power plant. The project was managed by the Project Director, who reported to the Project Committee.

4. 1996-2000: The project entered its final phase, with the completion of the power plant and the start of the construction of the transmission lines. The project was managed by the Project Director, who reported to the Project Committee.

5. 2001-2005: The project was completed, and the power plant and transmission lines were operational. The project was managed by the Project Director, who reported to the Project Committee.

6. 2006-2010: The project entered its maintenance phase, with the Project Director responsible for the ongoing operation and maintenance of the dam and power plant. The project was managed by the Project Director, who reported to the Project Committee.

7. 2011-2015: The project continued to operate, with the Project Director responsible for the ongoing operation and maintenance of the dam and power plant. The project was managed by the Project Director, who reported to the Project Committee.

8. 2016-2020: The project continued to operate, with the Project Director responsible for the ongoing operation and maintenance of the dam and power plant. The project was managed by the Project Director, who reported to the Project Committee.

Project Director  
Project Committee  
Project Office  
Project Staff

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	406,905.54	466,871.24	0.00	0.00	59.54%
621-001	Public Utility	24,198.00	12,279.13	14,049.42	12,279.13	14,049.42	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	419,184.67	480,920.66	12,279.13	14,049.42	59.24%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	3,097.69	55,909.30	0.00	2,863.84	7.94%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	4,298.65	0.00	4,298.65	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	86,358.51	17,820.05	4,298.65	0.00	128.57%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,722.02	29,458.49	416.30	5,788.77	32.39%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	24,408.76	23,997.90	0.00	4,197.46	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	12,500.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
697-004	State - Grantees & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	35,908.76	51,133.90	0.00	4,197.46	42.25%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	18,297.43	17,738.90	0.00	1,595.81	52.28%
787-001	Outlawed warrant - 6 months	0.00	(7,763.94)	8.00	(570.24)	0.00	
787-003	Reissued Checks, Acct 767	0.00	570.24	0.00	570.24	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	11,103.73	17,746.90	0.00	1,595.81	31.72%
	5071 FUND TOTAL	1,063,371.00	589,866.27	785,838.47	16,994.08	28,495.30	55.47%

63,330

ok [unclear]

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	380,886.10	531,003.88	37,200.00	51,000.00	68.96%
020-000	Retirement	90,844.00	76,693.89	85,623.84	2,850.00	3,440.00	84.42%
	Health Insurance/Care America	28,856.00	15,240.32	28,260.76	(401.95)	3,194.66	52.82%
	Long Term Disability	502.79	502.79	1,132.53	0.00	0.00	
	Vision Service Plan	1,660.00	1,038.49	1,352.88	0.00	163.92	62.56%
	Dental	3,889.00	3,368.94	3,929.36	0.00	497.96	87.08%
030-000	Total Employee Insurance	34,385.00	20,150.54	34,675.53	(401.95)	3,856.54	58.60%
031-000	Unemployment Insurance	24,000.00	2,463.40	2,165.81	0.00	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	945.32	1,964.85	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	481,139.25	655,433.91	39,648.05	58,296.54	67.83%
070-000	Communications	3,500.00	2,108.19	2,570.66	0.00	234.34	60.23%
070-005	Communications - Computer	5,100.00	3,674.05	3,442.20	0.00	599.32	
070-008	Communications - Literacy	950.00	337.45	568.81	0.00	66.07	35.52%
	Total Communications	9,550.00	6,119.69	6,581.67	0.00	899.73	64.08%
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	91.76	32.26	0.00	0.00	
	Total Food	100.00	91.76	32.26	0.00	0.00	91.76%
100-000	Household Expense	4,500.00	1,790.49	2,847.39	0.00	805.31	39.79%
110-000	Insurance	16,000.00	1,796.25	0.00	0.00	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	5,413.98	3,907.74	0.00	857.00	72.19%
	HVAC	15,000.00	761.52	5,974.20	0.00	130.35	5.08%
	Carpet Cleaning	3,500.00	0.00	2,894.55	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	12,963.20	13,835.34	0.00	0.00	56.36%
	Plumbing	750.00	0.00	444.04	0.00	312.14	0.00%
	Electrical	1,500.00	810.22	503.47	0.00	0.00	54.01%
	Cleaning Service	11,700.00	6,933.04	9,617.64	0.00	1,091.52	59.26%
	Locksmith	300.00	0.00	87.45	0.00	0.00	0.00%
	Other	500.00	311.00	690.00	0.00	565.00	62.20%
140-000	Total Maintenance of Building & Grounds	56,250.00	21,778.98	34,048.69	0.00	2,099.01	38.72%
160-000	Memberships	3,500.00	2,360.00	2,554.00	0.00	1,666.00	67.43%
170-000	Miscellaneous Expense	0.00	2,415.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,610.09	8,253.94	0.00	1,384.66	21.47%
	Printing	13,000.00	6,796.82	3,170.42	0.00	277.12	52.28%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	947.00	0.00	0.00	ERR
	Publications	1,000.00	180.00	1,985.00	0.00	0.00	18.00%
	Paper	1,200.00	632.21	794.88	0.00	96.42	52.68%
	Drinking Water Service	325.00	174.65	199.60	0.00	24.95	53.74%
	Other Office Supplies	6,000.00	3,027.74	6,325.73	0.00	593.29	50.46%
	Total Office Supply Expense	29,025.00	12,421.51	21,676.57	0.00	2,376.44	42.80%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,621.56	603.09	0.00	0.00	93.63%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	20.89	0.00	0.00	24.62%
	Other Office Supplies	1,800.00	176.43	425.45	0.00	6.98	9.80%
	Total Literacy Office supply expense	4,650.00	2,810.30	1,049.43	0.00	6.98	60.44%
180-009	Family Literacy Supply Expense	4,800.00	290.97	3,573.23	0.00	174.67	6.06%
	Total Office Expense	38,475.00	15,522.78	26,299.23	0.00	2,558.09	40.35%
183-000	Postage Expense	2,000.00	(239.95)	1,081.01	0.00	0.00	-12.00%
183-008	Postage Expense - Literacy	700.00	479.69	570.89	0.00	0.00	68.53%
183-009	Postage Expense - Family Literacy	0.00	225.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	464.74	1,680.90	0.00	0.00	17.21%
	Care Resources (Employee Assistance)	650.00	210.00	406.00	0.00	0.00	32.31%
	Pension Contribution & Operating Expenses	5,000.00	3,809.20	4,323.90	0.00	1,246.78	76.18%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	226.97	276.39	0.00	30.71	60.53%
	Tax Collection Services & Fees by Orange County	250.00	267.58	211.58	41.45	0.00	107.08%
	Advertising	400.00	97.50	347.50	0.00	0.00	24.38%
	Medical Exams	525.00	416.50	283.50	0.00	0.00	79.33%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	0.00	0.00	108.47%
	Payroll Preparation	3,625.00	3,030.99	2,367.28	0.00	0.00	83.61%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	2,064.00	3,371.44	0.00	2,996.44	69.47%
	Total Specialized Services	58,275.00	13,422.74	19,523.57	41.45	4,273.93	23.03%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	848.50	0.00	0.00	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,104.23	1,357.74	0.00	42.28	11.04%
	Total Specialized Services	70,675.00	14,526.97	22,541.81	41.45	4,316.21	20.55%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 FEB 1994	FY1992-93 FEB 1993	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	521.08	0.00	20.25	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	497.32	0.00	497.32	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	15,548.64	74,262.40	0.00	3,944.19	88.77%
240-002	Special Department Expense - Video	500.00	0.00	209.74	0.00	19.99	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	7,374.18	25,928.71	0.00	656.22	92.18%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	2,619.98	0.00	117.39	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	104.42	118.80	0.00	0.00	
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	682.55	0.00	0.00	0.00%
	Total Special Department Expense	34,229.00	24,207.25	103,237.13	0.00	4,737.79	70.72%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	2,565.56	4,357.08	0.00	(0.70)	85.52%
270-008	Transportation/Travel - Meetings - Literacy	850.00	864.14	354.00	0.00	0.00	101.66%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	886.00	420.00	0.00	0.00	118.13%
	Total Transportation/Travel - Meetings	4,600.00	4,315.70	5,131.08	0.00	(0.70)	93.82%
280-000	Electricity	63,000.00	34,282.86	39,252.28	0.00	0.00	54.42%
	Gas	3,850.00	729.93	1,236.23	0.00	649.01	18.96%
	Water	1,925.00	1,081.15	1,378.30	0.00	67.48	56.16%
	Total Utilities	68,775.00	36,093.94	41,926.81	0.00	716.49	52.48%
	TOTAL SUPPLIES & SERVICES	353,454.00	137,008.41	251,805.11	41.45	18,675.18	38.76%
370-000	Taxes, Assessments (Sales Tax)	825.00	24.32	610.04	0.00	598.00	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	618,171.98	907,849.06	39,689.50	78,067.04	58.13%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,596.00	3,510.43	0.00	73.05	55.04%
	Total 009 - Family Literacy	8,250.00	1,268.73	5,520.04	0.00	174.67	15.38%



Placentia Library District  
Balance Sheet

February 28, 1994

Assets

General Fund	29,065.53	
Literacy Fund	7,829.53	
County Exempt	11,921.89	
Payroll Account	4,244.92	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		79,922.27 =====

Liabilities

Manual Payroll Checks	1,235.13	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	656.41	
Total Liabilities		800.37

Capital

Fund Balance	79,121.90	
Total Capital		79,121.90 -----
Total Liabilities and Capital		79,922.27 =====

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

February, 1994

Prepared 3/10/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				29,125.53
Checks Out	3736	60.00		
TOTALS		60.00	0.00	
CHECKBOOK BAL				29,065.53

*Edmund K*  
*3/10/94*

02/28/94

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending February 28, 1994

Page 2  
Part 1 of 1 Parts

	Total	02/28/94
Other Income		
Other Expenses		
Net Income (Loss)	<u>24,732.20</u>	<u>24,732.20</u>

02/28/94

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending February 28, 1994

Page 1  
Part 1 of 1 Parts

	Total	02/28/94
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	35.25	35.25
Cash Register-Fines	1,951.71	1,951.71
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	122.09	122.09
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	132.00	132.00
Cash Register-Computer Rental	84.90	84.90
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	955.96	955.96
State Library Grants	22,658.00	22,658.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	442.79	442.79
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	26,382.70	26,382.70
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	26,382.70	26,382.70
<b>Expenses</b>		
Transfers to County	0.00	0.00
Employee Insurance (030)	(180.27)	(180.27)
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	238.11	238.11
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	629.66	629.66
Transportation & Travel (270)	299.00	299.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	664.00	664.00
	-----	-----
Total Expenses	1,650.50	1,650.50
	-----	-----
Operating Income (Loss)	24,732.20	24,732.20

02/28/94

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending February 28, 1994

	02/28/94	
<b>Income</b>		
Cash Register-Audio Visual	0.00	
Cash Register-Mis.	144.53	
Cash Register-Fines	17,272.37	
Cash Register-Damaged Items	0.00	
Cash Register-Lost Items	992.17	
Cash Register-Copy Cards	0.00	
Cash Register-Fax/Laminator	0.00	
Cash Register-Childrens	0.00	
Cash Register-Publications	0.00	
Cash Register-Reserves	988.93	
Cash Register-Computer Rental	695.25	
Typewriter Income	73.79	
Telephone Income	330.37	
Copy Machine Income	92.25	
State Library Reimbursements	25,177.34	
State Library Grants	34,158.00	
State of California Foundation Funds	10.00	
Other Grants	0.00	
County Reimbursements	9,176.95	
Interest Income	0.00	
Miscellaneous Income	0.00	
	-----	
Total Income	89,101.95	
<b>Cost of Sales</b>		
	-----	
Gross Profit (Loss)	89,101.95	
<b>Expenses</b>		
Transfers to County	56,980.76	
Employee Insurance (030)	(1,261.89)	
Household Expenses (100)	0.00	
Maintenance-Equip (130)	0.00	
Maintenance-Bldg (140)	0.00	
Memberships (160)	45.00	
Office Expense (180)	1,596.48	
Postage (183)	520.80	
Prof. & Spec. Services (190)	183.00	
Special Departmental Expense (240)	645.28	
Transportation & Travel (270)	4,483.39	
Equipment (400)	149.83	
Taxes and Fees (370)	664.00	
	-----	
Total Expenses	64,006.65	
	-----	
Operating Income (Loss)	25,095.30	

02/28/94

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending February 28, 1994

Page 2  
Part 1 of 1 Parts

02/28/94

Other Income

Other Expenses

Net Income (Loss)

-----  
25,095.30  
=====

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

February, 1994

Prepared 3/10/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,289.53
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,289.53

*Edmund*  
*3/12/94*

02/28/94

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending February 28, 1994

	Total	02/28/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.00	6.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6.00	6.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6.00	6.00
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	6.00	6.00
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	6.00	6.00
	=====	=====



02/28/94

Page 1

Placentia Library District  
 Income Statement For Department 02  
 YTD Actual Spread Sheet  
 1 Period(s) Ending February 28, 1994

Part 1 of 1 Parts

	02/28/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	55.75
Miscellaneous Income	0.00
	-----
Total Income	775.75
Cost of Sales	
	-----
Gross Profit (Loss)	775.75
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00
	-----
Total Expenses	797.00
	-----
Operating Income (Loss)	(21.25)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(21.25)
	=====

02/28/94

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

Page

For Fiscal Year 94, Period 8 through Fiscal Year 94, Period 8

Account Name	Total
* * N O A C T I V I T Y * *	

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

February, 1994

Prepared 2/10/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,954.14
Checks Out	840	32.25		
TOTALS		32.25	0.00	
CHECKBOOK BAL				11,921.89

*20 Mark*  
*3/15/94*

02/28/94

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending February 28, 1994

	Total	02/28/94
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	127.00	127.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	407.20	407.20
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	9.04	9.04
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	803.24	803.24
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	803.24	803.24
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	241.43	241.43
Vending Machine Repairs	47.50	47.50
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	46.12	46.12
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	335.05	335.05
	-----	-----
Operating Income (Loss)	468.19	468.19
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----

02/28/94

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending February 28, 1994

Page 1  
Part 1 of 1 Parts

	02/28/94
Income	
Cash Register-Copy Cards-Exempt Fund	560.25
Microfilm/Microfich Income	0.00
Meeting Room Income	2,337.00
Test Proctoring Income	140.00
Vending Machine Income	4,100.92
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	75.67
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Total Income	14,006.71
Cost of Sales	
Gross Profit (Loss)	14,006.71
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	2,260.39
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	120.00
Friend's-Director's Fund	293.95
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73
Total Expenses	10,810.31
Operating Income (Loss)	3,196.40
Other Income	
Other Expenses	

02/28/94

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending February 28, 1994

Page 2  
Part 1 of 1 Parts

Net Income (Loss)	02/28/94
	3,196.40
	=====

2/28/94

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 94 Period 8  
County Exempt

Page 1

Check	Date	Payee	Amount
856	02/01/94	Accurate Vending 0-5306-03 Vending Machine Repairs	47.50
857	02/01/94	VOID void	0.00
858	02/03/94	Pound Photographers 0-5318-03 Library Board Expenses	46.12
859	02/07/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	241.43
Checkbook 3 Total			335.05

02/28/94

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

Page

For Fiscal Year 94, Period 8 through Fiscal Year 94, Period 8

Account Name	Total
0-5304-03 Vending Machine Supplies	241.43
0-5306-03 Vending Machine Repairs	47.50
0-5318-03 Library Board Expenses	46.12
	-----
	335.05
	=====



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

February, 1994

Prepared March 10, 1994

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				7166.03
Checks Out	150	64.20		
	158	159.69		
	159	50.20		
	160	1,051.73		
	163	225.99		
	165	98.23		
	167	54.02		
	169	58.18		
	170	40.42		
	171	153.21		
	181	41.31		
	185	411.00		
	186	401.95		
	187	38.48		
	188	72.50		
	TOTALS	2,921.11		
Checkbook balance				4,244.92

*C. J. Demetrius*  
3-10-94

02/28/94

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 04  
 YTD Actual Spread Sheet  
 1 Period(s) Ending February 28, 1994

	02/28/94
Income	
Transfers from County	409,271.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00
	-----
Total Income	409,284.47
Cost of Sales	
	-----
Gross Profit (Loss)	409,284.47
Expenses	
Salaries	384,565.11
Employee Benefits	0.00
Employer Payroll Taxes	27,990.85
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	120.72
Miscellaneous - Unknown	0.00
	-----
Total Expenses	414,468.45
	-----
Operating Income (Loss)	(5,183.98)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(5,183.98)
	=====

'28/94

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending February 28, 1994

	Total	02/28/94
Income		
Transfers from County	40,050.00	40,050.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
Total Income	40,050.00	40,050.00
Cost of Sales		
Gross Profit (Loss)	40,050.00	40,050.00
Expenses		
Salaries	36,146.13	36,146.13
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,734.31	2,734.31
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	7.29	7.29
Miscellaneous - Unknown	0.00	0.00
Total Expenses	38,887.73	38,887.73
Operating Income (Loss)	1,162.27	1,162.27
Other Income		
Other Expenses		
Net Income (Loss)	1,162.27	1,162.27

02/28/94

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

Page

For Fiscal Year 94, Period 8 through Fiscal Year 94, Period 8

Account Name

Total

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

TO; Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor *PB*  
DATE: March 15, 1994  
SUBJECT: **ACS: Overdue Collection Report for the month of February**

An updated report has been received from ACS Collection Agency on March 10th.  
A breakdown of the patrons listed was as follows:

- 1- Twelve patrons "ACTIVE" (demands being sent)
- 2- None "MAIL RETURNED"
- 3- One patron "PAID IN FULL"
4. One patron "ACTION SUSPENDED"

The total amount recovered for the month was \$141.94



ADVANCED COLLECTION SYSTEMS, INC

222 North Virgil Avenue  
 Los Angeles, CA 90004

CLIENT PROGRESS REPORT TO 02 MAR 1994

PLACENTIA PUBLIC LIBRARY  
 ATTENTION: CIRCULATION  
 411 E CHAPMAN AVE  
 PLACENTIA, CA 92670  
 ATTN: KAREN CUSHING

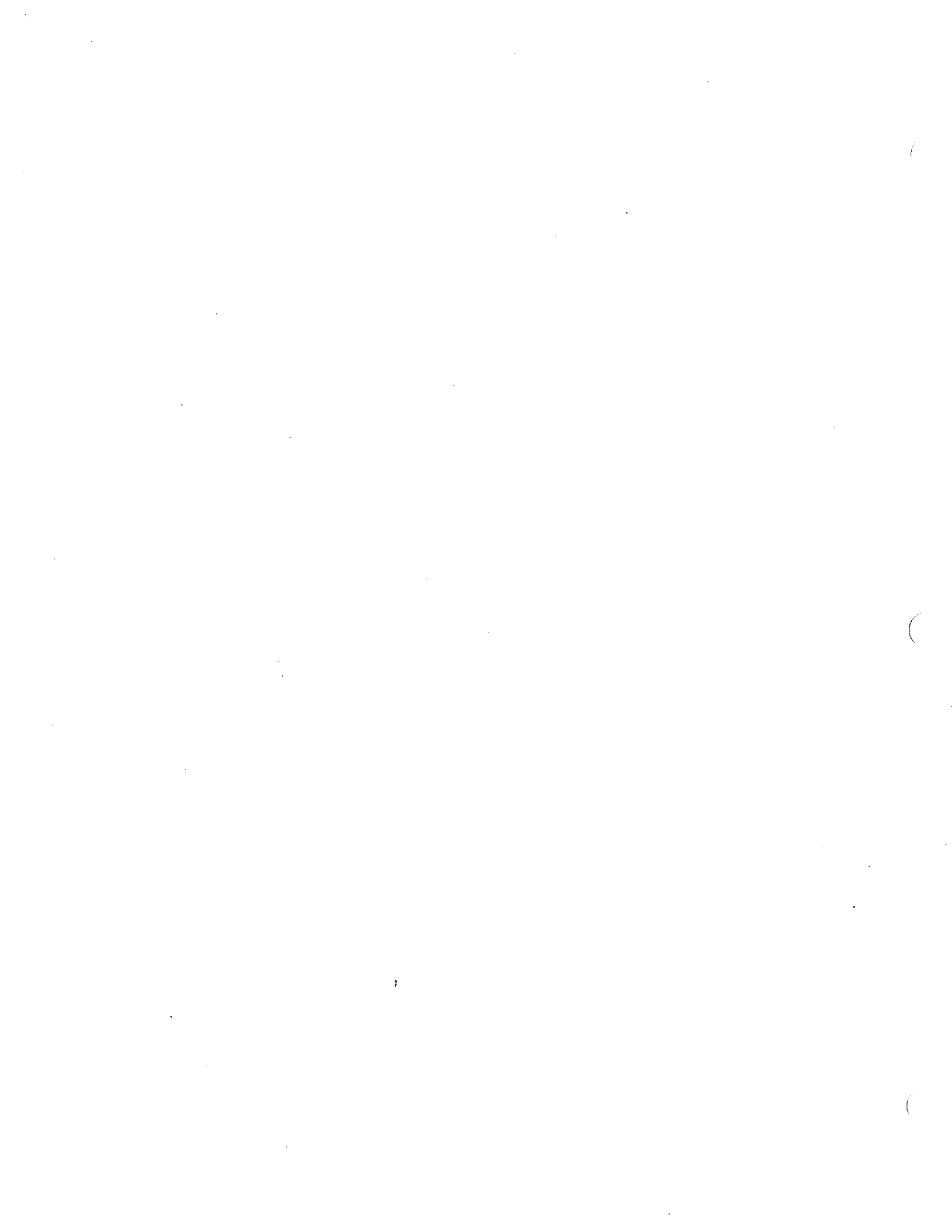
Your consultant is:  
 WELDON AND ASSOCIATES  
 (714) 733-3558 Ext

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	0	0.00	871	52,061.58
LESS: Mail Return*, Dispute, Bankrpt	0	0.00	3	267.84	165	10,233.50
NET ASSIGNMENTS	0	0.00	-3	(267.84)	706	41,828.08
COLLECTED						
Paid in Full	1	83.99	2	146.95	246	11,541.15
Settled in Full	0	0.00	0	0.00	62	3,079.38
Partial Payment	1	32.95	1	32.95	129	6,780.37
Resolved	1	25.00	1	25.00	18	659.58
TOTAL RECOVERED	3	141.94	4	204.90	455	22,060.48

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	297
	\$15,870	\$3,130	\$6,814	\$7,865	\$17,957

\* Percentage of Mail Returns - 18.9 %





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: March 21, 1994  
 SUBJECT: FEBRUARY, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS FEBRUARY 1-28, 1994

Beginning Balance 02/01/94		\$907.00
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 511.70	
Total Materials & Supplies		241.43
Total Repairs	<u>                    </u>	<u>47.50</u>
	\$ 511.70	\$288.93
Ending Balance 02/28/94		<u>\$ 1,129.77</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: March 21, 1994  
SUBJECT: GIFT FUND REPORT FOR FEBRUARY, 1994

The following cash gifts to Placentia Library district were received in February, 1994:


The Friends of the Placentia Library donated \$1,000.00 for use by the Children's Department for the Summer Reading Program.

Donations to the Adopt-A-Book Program are as follows:

<u>Name</u>	<u>Amount</u>
Linda Chalcraft	30.00
Margaret F. Coston	15.00
Teresa Ruiz	15.00
Helen B. Strachman	<u>20.00</u>
TOTAL Adopt-A-Book for February	\$ 80.00

Prepared by: Charlene Dumitru, Administrative Assistant



TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant   
DATE: March 21, 1994  
SUBJECT: Building Maintenance Report for February, 1994.

1. **Copiers** - Office copier has been repaired for problem with skewed copies. Public copier coin apparatus has been repaired.
2. **Air Conditioning** - Regular maintenance service was done in February.
3. **Computers** - Monitors in Administrative Office and Reference have been repaired under service contract. Keyboard problem on computer in Principal Librarian's Office has been repaired.
4. **Tiles** - Loose and broken tiles in walkway have been reported to City Maintenance and are awaiting repair.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *dm*  
DATE: March 21, 1994  
SUBJECT: Personnel Report for February, 1994

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru





TO: Elizabeth Minter, Library Director.

FROM: Mary Byrne, Volunteer Coordinator *MEB*

DATE: March 21, 1994

SUBJECT: Volunteer Report for the month of February

## CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	DECEMBER	TOTAL
Brown, Jill	7.00	37.00
Cervantes, George	72.5	103.50
Cummings, Dottie	7.75	78.25
Deputy, Paul	51.75	4,668.00
Devlin, Tom	6.00	28.50
Farris, Jon	24.50	40.25
Fitzgerald, Joan	18.00	118.00
Garcia, Patty	7.25	7.25
Goldbaum, Mae	6.75	399.25
Grandparents & Books	3.50	144.75
Gundelfinger, Jason	0	43.25
Hou, Howard	1.00	21.00
Irot, Pat	0	8.00
Jenkins, Christina	6.00	8.00
Jenkins, Heidi	6.00	8.00
Jertberg, Pat	0	2.00
Lew, David	5.00	25.50
Lord, Audrey	26.00	55.75
Markl, Theresa	8.25	10.25
Redinbo, Sandy	2.25	10.00
Reesman, Colleen	11.25	67.25
ROP Students	25.00	2,725.00
Ryan, Kristin	17.25	62.25
Schlichter, Allan	8.00	30.00
Shkoler, Al	5.00	7.25
Simmermacher, Margie	9.00	16.25
Smith, Cyrise	0	30.25
S.T.E.P	80.00	540.00
Trainor, Joe	6.00	72.00
Vaugman, Joseph	0	8.50
Westberg, Carl	4.75	60.75

TEMPORARY VOLUNTEERS

Avila, Sylvia	10.00
Dowdee, Janel	8.00
House, Christian	1.75
Russell, Kevin	9.50

LVA VOLUNTEERS

Literacy Volunteers	680.50
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TOTAL 1,135.50

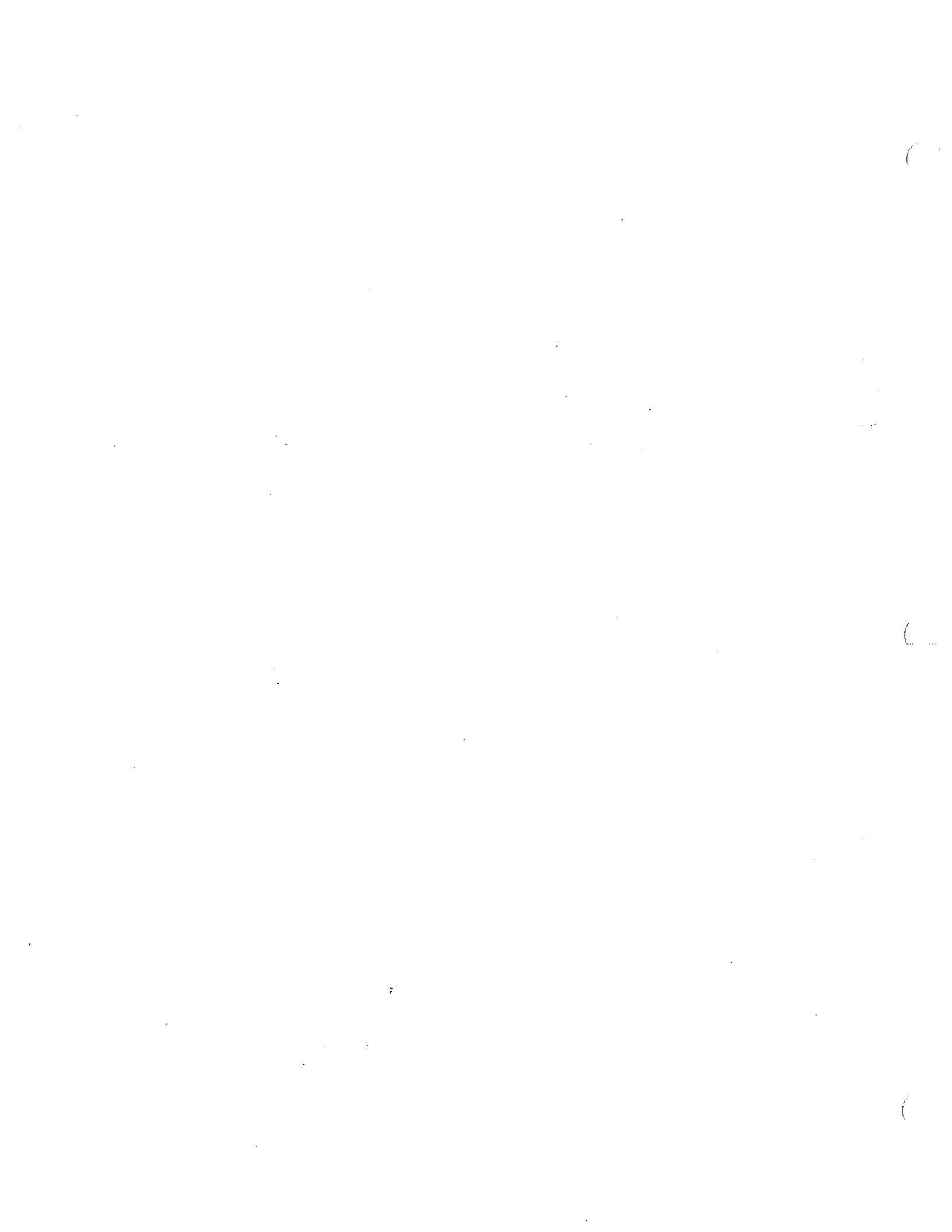
REGULAR VOLUNTEERS are committed to an on-going program each week.

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

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

Placentia Library District  
Circulation Report  
March 21, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 FEB 94	FY92-93 FEB 93
1st Time Checkouts	152,482	185,149	-17.64%	17,862	25,452
Phone Renewals	11,761	13,613	-13.60%	1,709	1,653
In-Building Renewals	17,013	15,649	8.72%	2,193	2,702
Total Renewals	28,774	29,262	-1.67%	3,902	4,355
<b>TOTAL CHECKOUTS</b>	<b>181,256</b>	<b>214,411</b>	<b>-15.46%</b>	<b>21,764</b>	<b>29,807</b>
On-Time Checkins	149,087	175,936	-15.26%	16,207	22,438
Late Checkins	29,801	45,300	-34.21%	3,330	4,249
<b>TOTAL CHECKINS</b>	<b>178,888</b>	<b>221,236</b>	<b>-19.14%</b>	<b>19,537</b>	<b>26,687</b>
Holdings Placed	3,246	3,077	5.49%	400	462
Holdings Cancelled	497	270	84.07%	51	60
Holdings Filled	2,635	2,530	4.15%	331	305
Holdings Expired	140	76		18	25
Overdue Items	10,183	4,960		1,113	1,391
Overdue Notices	4,564	2,311		522	637
Billing Notices	4,876	5,964	-18.24%	551	55
Patrons Registered	2,577	4,409	-41.55%	423	594
Titles Added	1,856	3		7	0
Volumes Added	15,041	11,580	29.89%	1,074	1,234
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	85,266	102,571	-16.87%	10,284	13,530
Juvenile Print	71,231	84,699	-15.90%	8,722	12,344
Total Print	156,497	187,270	-16.43%	19,006	25,874
Audio	10,601	9,467	11.98%	1,155	1,068
Visual	15,320	19,335	-20.77%	1,603	2,858
Equipment	5	22		0	7
Total Audio Visual	25,926	28,824	-10.05%	2,758	3,933
<b>TOTAL CIRCULATION</b>	<b>182,423</b>	<b>216,094</b>	<b>-15.58%</b>	<b>21,764</b>	<b>29,807</b>
Placentia Circulation	101,695	123,531	-17.68%	12,123	16,865
% Placentia Circulation	55.76%	57.17%		55.70%	56.58%
Anaheim/Yorba Linda Circulation	41,310	49,851	-17.13%	4,915	7,172
% Anaheim/Yorba Linda Circulation	22.65%	23.07%		22.58%	24.06%
<b>TYPES OF BORROWERS</b>					
Adult	141,534	114,945		16,921	22,067
Young Adult	1,061	281		128	62
Juvenile	37,113	29,701		4,300	6,441
New Borrower	2,318	10,362		412	1,237
Non Resident	0	3		0	0
Other	398	0		3	0
<b>TOTAL BORROWERS</b>	<b>182,424</b>	<b>155,292</b>		<b>21,764</b>	<b>29,807</b>



CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,066.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.60	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.16	381.50			8,229.21
TOTAL		58,285.45	12,738.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.69	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	680.13			8,586.87
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			4,867.25
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	1,036.71				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								0.00
Mar 1994								0.00
Apr 1994								0.00
May 1994								0.00
Jun 1994								0.00
TOTAL		30,636.81	6,800.36	5,036.10	335.31	1,796.25	234.50	44,839.33
AVG		4,376.69	971.48	839.35	55.89			6,405.62



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: March 21, 1994  
SUBJECT: **Travel Authorizations**

No travel authorizations were requested for the current period.





TO: Library Board of Trustees

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

DATE: March 21, 1994

SUBJECT: Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

**BACKGROUND:**

Attachment A is the Status Report prepared by Steve Kozak of BSI on March 17, 1994.

I agreed to the delay in our contract with BSI because they are in the process of restructuring the outline of the financial analysis for the Buena Park Library District report at the request of Colleen McGregor, Library Director of the Buena Park Library District.

I will be keeping in contact with Mrs. McGregor about the progress of their report and anticipate that as soon as the format for the financial analysis is finalized for them that Placentia's will be available within a week or 10 days.

The delay has been caused because everyone involved is being very careful to present an accurate picture of the actual costs and cost comparisons of operations.



BSI Consultants, Inc.

## PROJECT STATUS REPORT

AGENCY: **PLACENTIA LIBRARY DISTRICT**  
411 East Chapman Avenue  
Placentia, California 92670-6198

Page 1 of 1

ATTENTION: Ms. Elizabeth Minter  
Library Director

PROJECT: Placentia Library District  
Consolidation Feasibility Study

BSI Job No. 12029.00Report No. 2

Dennis Klingelhofer/Steve Kozak  
PROJECT MANAGER

  
SIGNATURE

17 MAR 94  
DATE

### CURRENT PROJECT STATUS

1. Met with Placentia City staff on March 8, 1994, to discuss the District's Consolidation Feasibility Study, and to gather necessary information to complete study research.
2. Completed research and written review of Federal and State grant programs available to local libraries, including the Library District.
3. Completed research and written review of private foundation grant funding potentially available to the Library District.
4. Continued review of research materials and initiated preparation of "Current Conditions" analysis of the Library District.

### UPCOMING PROJECT STATUS

1. Complete draft of "Current Conditions" analysis by the end of March, and submit to the Library Director for review and comment. The revised target date for this analysis is necessitated by additional time required to complete research and analysis of additional items to be covered in the second draft of the Buena Park Library District Study. This additional work will directly benefit the Placentia Library District Study.

If you have questions about this status report, please call Mr. Steve Kozak, at 568-7300.

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: March 21, 1994  
SUBJECT: FY1994-1995 Budget

On March 9, 1994, Palos Verdes Library District Director Linda Elliott, Buena Park Library District Director Colleen McGregor and Trustee Pat Gaynor, and I attended meetings in Sacramento with Mike Belote, Independent Library Districts Lobbyist from California Advocates; Ralph Heim, California Special Districts Association Lobbyist; Linda Brown, Orange County Assemblyman Ross Johnson's Legislative Aide; Hellan Roth Dowden, Director of the Office of Senate Majority Whip Leroy R. Greene; Orange County Assemblyman Curt Pringle; and Senator Ralph C. Dills.

The issue of particular concern is SB 1666 introduced by Senator Mello on February 23, 1994. See Attachment A. Senator Mello's news release is Attachment B. SB 1666 (Mello) authorizes property tax funds to be shifted from the independent enterprise districts in each county to a *Supplemental Allocation Fund*. The board of county supervisors in each county would have discretion over the allocation of these funds either back to the enterprise districts, to non-enterprise districts, or to the county Library Fund.

The Independent Special Library District Directors have expressed the following concerns about SB 1666 (Mello):

1. The precedent of shifting "historical" property taxes from any type of special district.
2. There is no provision that any of these funds be allocated to independent special library districts, only to the dependent county library districts.
3. It institutionalizes the concept of "*superpot*" and leaves the independent special library districts vulnerable to further property tax raids in future years.
4. It leaves the independent library districts vulnerable to the public relations campaign in opposition to SB 1666 that will undoubtedly be carried out by the enterprise districts.

In the meeting with Hellan Roth Dowden, Director of the Office of Senate Majority Whip Leroy R. Greene, and author and major coordinator of SB 1666, she told us that this bill is

FY1994-1995 Budget, March 21, 1994, Page 2.

the best chance that public libraries, that is county libraries, have to recover some of the funding that has eroded during the past several years. She may be willing to consider amending SB 1666 to include some type of guarantee of a share of the proceeds going to independent special district libraries. CSDA Lobbyist Ralph Heim suggested that we seriously consider this option because the legislation could very well be passed without us.

No one has any idea how much money is involved here. Peter Detwiler in the Legislative Analyst's Office estimates \$200 to \$250 million while others, including CSDA Lobbyist Ralph Heim, estimate \$50 to \$75 million.

California Library Association has taken a stand in *strong support* of SB 1666. A copy of the CLA letter is Attachment C.

Palos Verdes Library District Director Linda Elliott is a member of the CLA Legislative Committee and attended its meeting on March 10, 1994. She expressed our concerns to the Committee but it continues to support this legislation and urges the independent special district libraries to seek amendments to the legislation guaranteeing them a portion of the funding. This is a very different message than the one I had last month from Alameda County Librarian and Past-CLA President Linda Wood:

Orange County Assemblyman Curt Pringle said that SB 1666 would not pass because the legislators have other plans for using the property tax money from the enterprise districts. He predicts that it will be phased out over a period of up to five years with the money reverting to schools or state projects.

The Independent Special District Library Directors are currently debating the merits of recommending that SB 1666 be amended to include a provision that in counties where there are independent special district libraries, that the assessed valuations of all library districts (county and independent) be added together, and that any funds generated by the shift of enterprise district property taxes be allocated proportionately to each district based upon the assessed valuations of that district.

However, if SB 1666 were to be amended it would be expected by Senator Mello and the other sponsors that the independent special library districts would actively support the bill. This creates a serious philosophical dilemma of pitting one type of independent special district against another.

A recommendation for action should be ready for Board action at its April Regular Meeting.

California 1993-94 Regular Session  
Introduced

SENATE BILL

No. 1666

Introduced by Senator Mello

February 23, 1994

An act to amend Section 97.09 of the Revenue and Taxation Code, relating to local government finance.

LEGISLATIVE COUNSEL'S DIGEST

SB 1666, as introduced, Mello. Property tax revenues: special allocation funds.

Existing property tax law requires the auditor for the County of Santa Cruz, for the 1993-94 fiscal year only, to deposit those property tax revenues that would otherwise be allocated to enterprise special districts into a Supplemental Allocation Fund for allocation to enterprise special districts and the County Library Fund.

This bill would authorize, rather than require, this alternative allocation, without any limitation with respect to fiscal years, and would extend this authorization to any county in which the board of supervisors has adopted a specified resolution. This bill would, for purposes of this authorization, exclude transit and hospital districts from classification as enterprise special districts, and would also provide that all special districts in a county, as opposed to only enterprise special districts, may receive moneys from a Supplemental Allocation Fund. It would also authorize the board of supervisors of any county to which this alternative allocation applies to adopt a resolution terminating that allocation.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Section 97.09 of the Revenue and Taxation Code is amended to read:

97.09. [A] (a) [A] Notwithstanding any other provision of this chapter, in [D] the County of Santa Cruz [D] [A] any qualified county [A], the auditor shall, for the [D] 1993-94 [D] [A] first [A] fiscal year [D] only [D] [A] for which that county is a qualified county and for [D] each fiscal year thereafter for which that county remains a qualified county [A], deposit those property tax revenues that would otherwise be allocated to enterprise special districts in a Supplemental Allocation Fund. The county board of supervisors shall [A], for each fiscal year for which that county is a qualified county, [A] allocate [A] any [A]

moneys [A> deposited <A] in the fund [D> for the 1993-94 fiscal year <D] only to either [D> enterprise <D] special districts or the County Library Fund.

[A> (b) For purposes of this section: <A]

[A> (1) "Qualified county" means any county in which the board of supervisors adopts, with the approval of a majority of its membership, a resolution declaring that: <A]

[A> (A) Library services in the county will be severely reduced in the absence of additional funding. <A]

[A> (B) Nonenterprise special districts will, in the absence of additional funding, be unable to deliver an adequate level of services to the public. <A]

[A> (C) It is in the best interest of the county as a whole that additional funding for library and other public services be provided from a Supplemental Allocation Fund as described in this section. <A]

[A> (2) "First fiscal year for which that county is a qualified county" means the fiscal year during which the board adopts a resolution as described in paragraph (1) or any other subsequent fiscal year designated in that resolution. <A]

[A> (3) "Enterprise special district" does not include a transit district or a local hospital district as described in Division 23 (commencing with Section 32000) of the Health and Safety Code. <A]

[A> (c) Any qualified county shall remain a qualified county unless the board of supervisors of that county adopts, with the approval of a majority of its membership, a resolution that rescinds any resolution adopted by that board pursuant to paragraph (1) of subdivision (b). Any resolution adopted pursuant to this subdivision shall be operative commencing with the fiscal year during which the board adopts that resolution if the board adopts that resolution prior to the date upon which the auditor commences property tax revenue allocations for that fiscal year to enterprise special districts. If the board does not adopt the resolution prior to that date, the resolution shall be operative commencing with the first fiscal year following the fiscal year during which the board adopts the resolution. <A]

END OF REPORT

# HENRY mello

SENATE MAJORITY LEADER • 15th DISTRICT

## NEWS

State Capitol  
Sacramento, CA 95814  
(916) 445-5843

701 Ocean Street  
Santa Cruz, CA 95060  
(408) 425-0401

1200 Aguajito Road  
Monterey, CA 93940  
(408) 373-0773

240 Church Street  
Salinas, CA 93901  
(408) 757-4169

92 Fifth Street  
Gilroy, CA 95020  
(408) 848-1437

FOR IMMEDIATE RELEASE  
March 1, 1994  
Press Release #763

CONTACT: RAY MILLER  
(916) 445-5843

### MELLO AUTHORS BILL TO PROTECT FUNDING FOR PUBLIC LIBRARIES

Senator Henry J. Mello (D-Watsonville) has introduced legislation, Senate Bill 1666, to help protect libraries, parks, mosquito abatement, veterans and cemetery districts from future draconian budget cuts.

Mello said, "Services that we have grown to expect from government are disappearing at an unacceptable rate. Our libraries are cutting their hours or closing altogether. Public libraries are an essential cornerstone of our democratic system. We are not passing on to our children the treasures of our culture that they can discover when using our public libraries."

Mello said, "My legislation will not only be to fund public services that cannot be supported on fees alone, but to give back to local Boards of Supervisors control over property taxes generated in their counties that now go to enterprise special districts, i.e., districts that provide fee-based services such as water, sanitation and sewer services."

Under the provisions of Mello's Senate Bill 1666, Boards of



FROST,  
DAVIS &  
DONNELLY

February 24, 1994

Hon. Henry Mello  
Senate Majority Leader  
State Capitol, Room 313  
Sacramento, CA 95814

SB 1666: SUPPORT

Dear Senator Mello:

The California Library Association (CLA) has reviewed your SB 1666 and strongly supports your efforts to provide vital financial assistance to local libraries. We have developed a number of suggestions that you might want to consider as the bill moves through the legislative process.

As introduced, SB 1666 would authorize a county board of supervisors, through the adoption of a resolution, to create a Supplemental Allocation Fund for the allocation of property tax revenues to special districts within the county.

The California Library Association supports this efforts because it could provide vital revenue for county libraries which are faced with closures all over the state. As you are aware this proposal has generated a great deal of controversy and opposition from enterprise districts; primarily the Association of California Water Agencies, Sanitation Agencies and Special Districts Association. We believe SB 1666 could be amended so that this opposition could be minimized, the chances of success be improved, and county libraries could still be funded. I have listed several issues which I believe we need to consider because they are either technical problems or create political difficulties. These issues will certainly be raised by the opponents:

**Inclusion Of All Non-Enterprise Districts** - SB 1666 currently enables the board of supervisors to allocate funds to every non-enterprise special district, not just libraries. We believe that narrowing the bill to library districts only is the cleanest option. By including allocations to park districts, community service districts, etc., two problems occur. First, you need to take more revenue from the enterprise districts because you have a greater pool of need. Second, unlike library districts which are almost all under the authority of the board of supervisors, park districts and others are often "independent" districts, with their own governing boards. These districts are adamant that the funds allocated under SB 1666 not be under the control of the board of supervisors because of the history of the allocation process with the Special District Augmentation Fund. As a result, we must either create additional funding methods within counties, or most all of the special districts will remain opposed to the bill.

**Property Taxes and Enterprise Districts** - The Legislative Analyst has estimated that there is approximately \$200 million in property taxes available from the enterprise districts. I believe these agencies are concerned about two important areas - protecting their debt



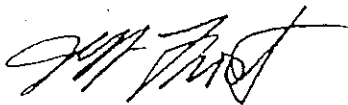
obligations and not having all their property tax taken in the first year. In its current form, SB 1666 makes negotiating on these issues more difficult because of the need to fund all the non-enterprise functions in a county. If the bill were directed only at libraries, I believe we could negotiate a phase-in of the property tax revenue over two or three years, and could be more sympathetic to the protection of debt being raised by the enterprise districts. I believe we could negotiate an arrangement with the Special Districts Association that could at least neutralize their opposition to the bill.

Politics of Libraries vs. Everyone - I believe that the greatest need for revenue, as well as the highest political support within the legislature is for libraries. I also believe that a bill creating a fund only for libraries would be supported by education community groups such as the California Teachers Association, School Administrators and the California Media and Library Educators Association. This support could expand the base of existing support for SB 1666. SB 1666 in its current form could create a great deal of confusion. Many of the special districts that are supposed to be helped will be opposing the bill, discussions of complicated allocation formulas will be raised, and cries of not being able to pay for local debt obligations will be made.

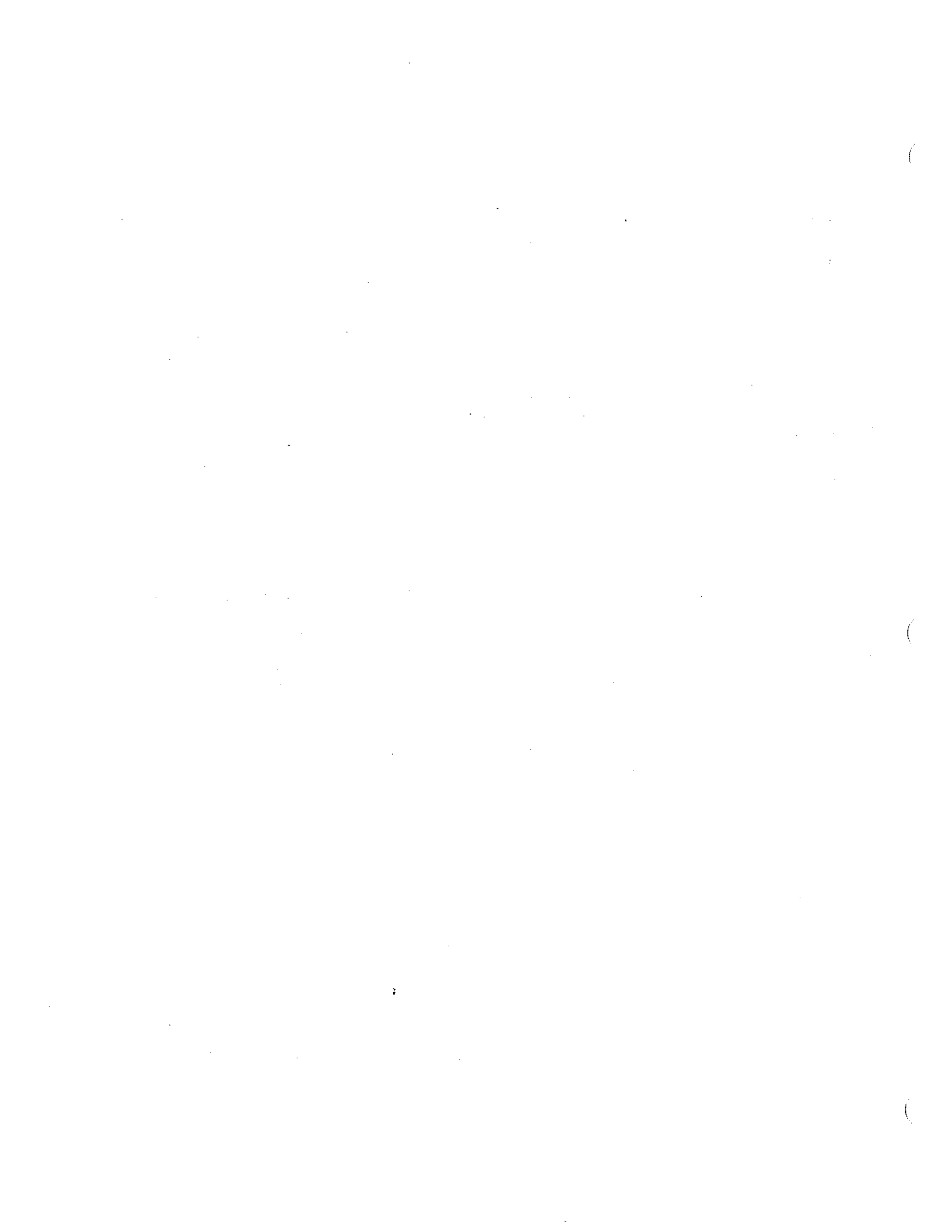
CLA Recommendation for SB 1666 - The California Library Association will strongly support whatever approach you ultimately take. However, we believe that SB 1666 should be amended to allocate property tax revenue to libraries only. We believe this route would have the strongest political support, would enable us to have the most latitude to negotiate on the phase-out of property tax from the enterprise districts and how to handle debt obligations. We also believe that this approach will eliminate as much of the opposition as possible, and could generate support within the education community.

Thank you for your support of public libraries and your introduction of SB 1666. We look forward to working with you during this legislative session. We would also be happy to meet with you to discuss our concerns and ideas. Please call me at your convenience at 447-8420.

Sincerely,



Jeffrey Frost  
CLA Legislative Advocate



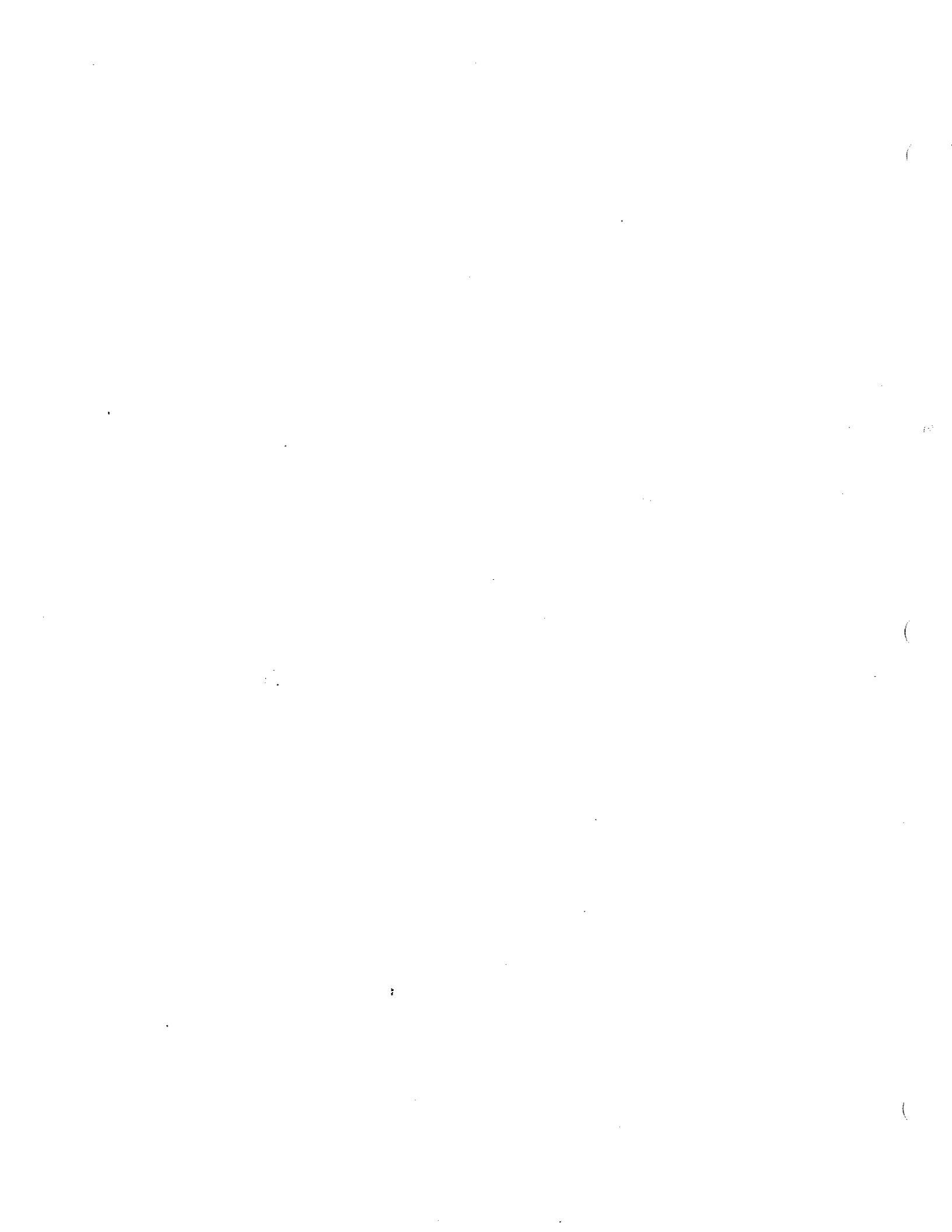
TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: March 21, 1994  
SUBJECT: **Review Changes in Brown Act**

New provisions of the Brown Act take effect April 1, 1994.

Attachment A is an analysis of both the current provisions and changes in the law as prepared by Liebert, Cassidy & Frierson.

Attachment B is an analysis prepared by Blanning & Baker Associates as part of the California Special Districts Labor Relations Information Service.

Please let me know if you have any questions.



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# Special Bulletin

## THREE BILLS MAKING SIGNIFICANT CHANGES TO THE BROWN ACT ARE PASSED INTO LAW

The Ralph M. Brown Act, Government Code §§ 54950 *et seq.*<sup>1</sup>, has been significantly amended by three bills (A.B. 1426, S.B. 36, and S.B. 1140 - Chapters 1136 - 1138, Stats. 1993) which were signed into law on October 10, 1993. The amendments do not go into effect until April 1, 1994. Thus, agencies have three months to prepare for the changes. Since the changes to the Brown Act will have significant impact on public agencies in California, including on employment, labor relations and personnel related matters, Liebert, Cassidy & Frierson believes that it is necessary that our clients are aware of each of the changes. However, we also believe that to understand the changes, you need to understand the current provisions of the Brown Act. Thus, the following will summarize the current provisions of the law and explain the changes. Since the changes do not become effective until April 1, 1994, your agency should continue to follow the current law until then. The Brown Act and its changes are presented in the same order that the sections appear in the Act.

### 1.

#### INTENT OF THE BROWN ACT

Section 54950 provides that it is the intent of the law that actions of local public agencies be taken openly and their deliberations be conducted openly. *This intent and this section has not been modified.*

commission or agency, or other local public agency. This includes community college districts and joint powers agencies. *This section has not been modified.*

### 2.

#### LOCAL AGENCIES COVERED BY THE BROWN ACT

Section 54951 provides that the "local agencies" covered by the Act include a general law or chartered county, city, city and county, town, school district, municipal corporation, district, political subdivision, or any board,

Two additional sections defining "local agency," sections 54951.1 and 54951.7 are repealed as of April 1, 1994. These sections provide that "local agency" includes all private nonprofit organizations that receive public money to be expended for public purposes pursuant to the federal Economic Opportunity Act of 1964, and any nonprofit corporations created by one or more local agencies, to acquire, construct, reconstruct, maintain or operate any public work project.

<sup>1</sup> All further Section references are to the Government Code unless otherwise provided.

3.  
WHAT LEGISLATIVE BODIES ARE  
COVERED BY THE ACT?

CURRENT LAW

Section 54952 defines "legislative body" as any commission, committee, or any board or commission which is supported in whole or in part by funds provided by that agency.

Section 54952.2 includes any board, commission, committee, or similar multi-member body which exercises any authority of a legislative body delegated to it by a legislative body.

Section 54952.3 further defines "legislative body" as including any advisory commission, advisory committee or advisory body of a local agency created by charter, ordinance, resolution, or by any similar formal action of a legislative body or member of a legislative body. This section also provides that if an advisory committee elects to hold regular meetings, it shall provide bylaws or other means for the time and place for holding such regular meetings. No other notice of regular meetings is required.

Section 54952.5 also adds to the definition of "legislative body" - planning commissions, library boards, recreation commissions, or commissions of a local agency.

Each of these sections defining "Legislative Body" (54952, 54952.2, 54952.3, and 54952.5) is repealed on April 1, 1994.

AMENDED LAW

Section 54952 redefines "legislative body" as:

- The governing body of a local agency or other local body created by state or federal statute;
- A commission, committee, board or other body of a local agency, whether permanent or temporary, decisionmaking or advisory,

created by charter, ordinance, resolution, or by any formal action of a legislative body;

- Advisory committees, composed solely of the members of the legislative body which are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or by any formal action of a legislative body are legislative bodies;
- A board, commission, committee, or other multi-member body that governs a private corporation or entity that either:
  - Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation or entity; or
  - Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body by the legislative body of the local agency.

HOW HAS THE AMENDED LAW IMPACTED  
THE COVERAGE OF THE BROWN ACT?

The repeal of current Sections 54952, 54952.2, 54952.3 and 54952.5 and the newly added Section 54952 has not significantly changed the coverage of the Brown Act. Please be aware of the following:

- On April 1, 1994, the Brown Act no longer applies to an advisory commission, committee or body appointed by formal action of a member of the legislative body.
- The amended Act provides that advisory committees, composed solely of members of the legislative body which are less than a

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quorum of the body are not members. Although this is an amendment to the Act, the current Act has been so interpreted. Thus, this change makes the Act consistent with court interpretation of the Act.

- The amended Act applies to commissions, committees or boards which are permanent or temporary. This too is a change to the Act, but is consistent with interpretation of the current Act.

4.

**NEW SECTION ADDING TO DEFINITION OF "MEMBER OF A LEGISLATIVE BODY"**

Nowhere in the Act is the term "member of a legislative body" defined. However, Section 54959 makes it a misdemeanor for a "member of a legislative body" to attend a meeting where a violation occurs with knowledge of the fact that the meeting violates the Act. The amendments to the Act add Section 54952.1 to provide an additional meaning to the term "member of a legislative body."

Section 54952.1 defines "member of a legislative body of a local agency" to include any person elected to serve as a member of the body and who has not yet assumed the duties of office. That person must conform his or her conduct to the requirements of the Act and shall be treated for purposes of enforcement of the Act as if he or she has already assumed office.

5.

**NEW SECTION ADDED DEFINING THE TERM "MEETING"**

Even though the Act proscribes rules for open meetings, it has never defined the term "meeting." New section 54952.2 defines the term "meeting."

Section 54952.2 defines "meeting" as any congregation of a majority of the members of a legislative body in the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the legislative body or its local agency, and any use of direct communication, personal intermediaries, or technological devices employed by a majority of the members to develop a collective concurrence as to action to be taken on an item. The following are not meetings:

- Individual contacts or conversations between a board member and any other person;
- Attendance of a majority of members of the board or council at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the board or council, provided a majority of the members do not discuss among themselves specific business within the board's or council's jurisdiction. A meeting is open to the public even if the conference organizers charge a fee for attendance;
- Attendance of a majority of the members at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided a majority of the members do not discuss among themselves specific business within the board's or council's jurisdiction;
- Attendance of a majority of the members at a purely social or ceremonial occasion, provided a majority of the members do not discuss among themselves specific business within the board's or council's jurisdiction.

6.  
"ACTION TAKEN" BY A  
LEGISLATIVE BODY

The Brown Act refers in various places to "action taken" by a legislative body. Section 54952.6 provides that "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members to make a positive or negative decision, or an actual vote by a majority of the members when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance. *This section has not been amended.*

7.  
COPIES OF THE ACT  
GIVEN TO MEMBERS

Section 54952.7, provides that a legislative body may require that a copy of the Act be given to each member of the body.

This section is amended to additionally permit the legislative body to require that a copy of the Act be given to any person elected to serve as a member of the legislative body who has not yet assumed office.

8.  
MEETINGS MUST BE OPEN -  
VIDEO TELECONFERENCING

Section 54953(a) provides that except as otherwise provided by the Act, all meetings must be open and public and all persons shall be permitted to attend. *This section has not been amended.*

Section 54953(b), which was added in 1988, and was only to remain in effect until January 1, 1994, provides that the use of video teleconferencing (audio and visual participation by the legislative body and the public attending a meeting or hearing at a video teleconference

center) by a legislative body is limited to the receipt of public comment or testimony by a legislative body. In addition, if video teleconferencing is used, the body must post agendas at all video teleconference locations and must adopt reasonable regulations to adequately protect the statutory or constitutional rights of the parties or public appearing before the body. The amendments, **repeal the deletion of this section.** Thus, this section is permanently part of the Act.

The amendments also add Section 54953(c), which prohibits a legislative body from taking action at a meeting by secret ballot, whether preliminary or final.

9.  
TESTIMONY OF MEMBERS BEFORE  
A GRAND JURY

Section 54953.1 provides that the Brown Act shall not be construed to prohibit members of a legislative body from giving testimony in private before a grand jury, either as individuals or as a body. *This section has not been amended.*

10.  
CONDITIONS TO ATTENDANCE  
AT MEETINGS

Section 54953.3 provides that no person shall be required to give his/her name or provide other information as a condition of attendance at a meeting. If an attendance list, register, questionnaire or other similar document is posted at the meeting or is circulated, it shall state clearly that signing, registering or completion of the document is voluntary and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document. *This section has not been amended.*



11.  
**TAPE RECORDING OF MEETINGS -  
CHANGES INCLUDE VIDEO**

Section 54953.5 permits any person attending a meeting to record the proceedings on a tape recorder in the absence of a reasonable finding of the legislative body that such recording constitutes, or would constitute, a disruption to the proceedings.

This Section has been amended to permit recording by both audio and video tape or a still or motion picture camera, unless the body reasonably finds that the recording cannot continue without noise, illumination, or obstruction of the view that constitutes, or would constitute, a persistent disruption to the proceedings. This amendment also provides that any tape or film record of a meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the Public Records Act, but may be erased or destroyed 30 days after the taping or recording. Any inspection shall be provided without charge.

12.  
**BROADCASTING MEETINGS**

Section 54953.6 is added to provide that no legislative body shall prohibit or otherwise restrict the broadcast of its proceedings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of the view that would constitute, a persistent disruption to the proceedings.

13.  
**ALLOWANCE OF GREATER  
ACCESS THAN PROVIDED BY THE ACT**

Section 54953.7 permits a legislative body to impose requirements upon themselves which allow greater access to their meetings than

prescribed by the minimal standards of the Act. *The section has not been amended.*

14.  
**TIME AND PLACE OF MEETINGS**

Section 54954 has been significantly amended.

**CURRENT LAW**

Section 54954 currently provides that a local agency must provide the time for holding regular meetings and that except as provided elsewhere in the Act, meetings need not be held within the boundaries of the territory of the agency. If a regular meeting falls on a holiday, the meeting shall be held on the next business day, and if an emergency exists which makes the regular meeting place unsafe, the presiding officer may designate another site for the duration of the emergency.

**AMENDED LAW**

The amended Section 54954 provides great detail as to when and where a meeting may take place:

First, it retains the provision that the legislative body of a local agency shall provide, by ordinance, resolution, by-laws, or by whatever other rule is required for the conduct of business by that body, the time for holding regular meetings.

Second, it provides that regular and special meetings must be held within the agency's territory except to do any of the following:

- When necessary to comply with state or federal law or court order;
- To inspect real or personal property which cannot be conveniently brought within the boundaries of the agency's territory;

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- To participate in meetings or discussions of multi-agency significance that are outside the agency's territory. Any such meeting or discussion must take place within the jurisdiction of one of the participating agencies and be noticed by all participating agencies;
  - To meet in the closest meeting facility if the agency has no facility within its territory over which it exercises jurisdiction, or at the principal office of the agency if located outside the agency's territory;
  - To meet with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the agency and over which the federal or state officials have jurisdiction;
  - To meet in or nearby a facility owned by the agency, where the meeting is limited to discussion of items directly related to the facility; and
  - To visit the office of the local agency's legal counsel for a closed session on pending litigation, when to do so would reduce legal fees or costs.
- Third, school boards may also meet outside the district, for the following reasons:
- To attend a conference on non-adversarial collective bargaining techniques;
  - To interview members of the public residing in another district regarding the trustees' potential employment of the superintendent of that district; and
  - To interview a potential employee from another district.

Fourth, meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided under the exceptions above.

Fifth, if, by reason of fire, flood, earthquake, or other emergency, it is unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer in a notice to the local media that have requested notice by the most rapid means of communication available at the time.

## 15. MAILED NOTICE OF MEETINGS

Section 54954.1 provides that mailed notice of every regular or special meeting shall be sent by the legislative body at least one week prior to the date of the meeting to any person who has filed a request for that notice. However, if a special meeting is called less than seven days before the time set for the meeting, the body shall give whatever notice is practical. Any request for notice is valid for one year unless a renewal request is filed. Renewal requests must be filed within 90 days of January 1. The agency may establish a reasonable annual fee to send the notice. *This section has not been amended.*

## 16. AGENDA FOR REGULAR MEETINGS

### CURRENT LAW

Section 54954.2 provides that at least 72 hours before a regular meeting, the legislative body must post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda must specify the time and location of the regular meeting and be posted in a location that is freely accessible to members of the public.

In addition, except for the following exceptions, no action may be taken on any item not appearing on the posted agenda:

- A majority vote of the legislative body that an emergency situation exists;
- A two-thirds majority vote of the members, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted; and
- The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

AMENDED LAW

Section 54954.2 is amended as follows:

First, the brief general description of each item of business to be transacted or discussed at the meeting, which is contained in the agenda must also include items to be discussed in closed session.

Second, the brief general description of an item generally need not exceed 20 words.

Third, not only must no action be taken on any item if not posted on the agenda, but no discussion may take place on any item not appearing on the posted agenda, except that members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, members may ask a question for clarification, provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter. Furthermore, a member or the body itself, may direct staff to place a matter of business on a future agenda.

Fourth, the second exception (above) to the no action or discussion on items not posted, is

amended to provide that if a two-thirds majority vote of the members, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take immediate action came to the attention of the local agency (not just the board's) attention, subsequent to the agenda being posted.

Fifth, prior to utilizing any of the three exceptions, the legislative body must publicly identify the item it wishes to discuss or take action on.

17.

PUBLIC OPPORTUNITY TO ADDRESS THE LEGISLATIVE BODY AT REGULAR (AND NOW SPECIAL) MEETINGS

CURRENT LAW

Section 54954.3 provides that every agenda for regular meetings must provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during consideration of the item, that is within the subject matter jurisdiction of the body.

However, in the case of a city council or county board of supervisors, the agenda need not provide an opportunity for members of the public to address the council or board on any item that has already been considered by a committee, composed exclusively of members of the council or board, at a public meeting where all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item.

In addition, the legislative body may adopt reasonable regulations to ensure that the above is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

## AMENDED LAW

Section 54954.3 has been amended as follows:

First, now all agencies subject to the Act, not just city councils and boards of supervisors, need not provide an opportunity for persons to address the legislative body on any item that has already been considered by a committee, composed exclusively of members, at a public meeting where all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item.

Second, every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the legislative body concerning that item prior to action on the item.

Third, a legislative body shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body.

### 18.

## CLOSED SESSION DESCRIPTIONS

As mentioned above under paragraph 16, the agenda must now also include items to be discussed in closed session. Section 54954.5 has been added to provide a format for describing closed session items. No legislative body or elected official shall be in violation of Section 54954.2 (see paragraph 16 above) if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of format. The ability of a legislative body to go into closed session is limited by exceptions provided in the Act. These exceptions will be discussed in more detail in paragraphs 24 to 28 below.

(a) With respect to a closed session held pursuant to Section 54956.7: LICENSE/PERMIT DETERMINATION: Applicant(s): (Specify number of applicants);

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation); Negotiating parties: (Specify name of party (not agent)); Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both);

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers) or; Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations); CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b): (Specify number of potential cases); Initiation of litigation pursuant to Section 54956.9(c): (Specify number of potential cases);

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95: LIABILITY CLAIMS - Claimant: (Specify name unless unspecified pursuant to Section 54961); Agency claimed against: (Specify name);

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957: THREAT TO PUBLIC SERVICES OR FACILITIES - Consultation with: (Specify name of law enforcement agency and title of officer); PUBLIC EMPLOYEE APPOINTMENT - Title: (Specify description of position to be filled); PUBLIC EMPLOYMENT - Title: (Specify description of position to be filled); PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: (Specify position title).

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of employee being reviewed); PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE - (No additional information is required in connection with a closed session to consider discipline, dismissal, or release);

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR - Agency negotiator: (Specify name); EMPLOYEE ORGANIZATION: (Specify name of organization representing employee(s)); or Unrepresented employee(s): (Specify position title(s) of subject unrepresented employee(s));

(g) With respect to closed sessions called pursuant to Section 54957.8: CASE REVIEW/ PLANNING;

(h) With respect to every item of business discussed in closed session pursuant to Section 54962 and Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code: REPORT INVOLVING TRADE SECRET - Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility); ESTIMATED DATE OF PUBLIC DISCLOSURE: (Specify month and year); HEARINGS - Subject matter: (specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee).

## 19.

### TAX ASSESSMENTS

In 1992, Section 54954.6 was added to the Act to require that the legislative body of any city, county or special district, before adopting any new or increased general tax or any new or increased assessment, must conduct at least one public meeting, with 45 days' notice, regarding the proposed new or increased general tax or new or increased public assessment in addition to the noticed public meeting at which the legislative body proposed to enact or increase the general tax or assessment. The notice must

be mailed at least 45 days prior to the hearing date and must include additional information relating to the assessment and protests of the assessment. Section 54954.6 also permits a local agency to recover the costs of the hearing and notice from the proceeds of the tax or assessment. *This section was not amended this year.*

## 20.

### ADJOURNMENT OF MEETINGS

Section 54955 provides that a legislative body may adjourn any meeting or adjourned meeting to a time and place specified in the order of adjournment. If all members are absent from a regular or regular adjourned meeting, the clerk or secretary may declare the meeting adjourned to a stated time and place and give notice to each of the members. A copy of the notice of adjournment must be conspicuously posted on or near the door of the place where the meeting was held within 24 hours of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings. *This section has not been amended.*

## 21.

### CONTINUANCE OF HEARINGS

Section 54955.1 provides that any hearing being held, or notice or order to be held at any meeting may by order or notice of continuance be continued or re-continued to any subsequent meeting in the same manner and to the same extent as provided by Section 54955 for the adjournment of meetings (see paragraph 20 above). However, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice must be posted immediately following the meeting at which the order or declaration of continuance was adopted or made. *This section has not been amended.*

22.  
CALLING SPECIAL MEETINGS - NOTICE

Section 54956 provides that a special meeting may be called at any time by the presiding officer of the legislative body or by a majority of the members, by delivering personally or by mail written notice to each member and to each local newspaper of general circulation, radio or television station requesting written notice. The notice shall be delivered personally or by mail and shall be received at least 24 hours before the time of the meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at these meetings. The written notice may be dispensed with as to any member who files a waiver of the notice with the clerk or secretary. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice is required whether or not action is taken. Finally, the notice and call must be posted at least 24 hours prior to the special meeting at a location freely accessible to members of the public. *This section has not been amended.*

23.  
EMERGENCY MEETINGS IN  
EMERGENCY SITUATIONS

Section 54956.5 provides that in the case of an emergency situation involving matters upon which prompt action is necessary, a legislative body may hold an emergency meeting without complying with either the 24-hour notice and/or posting requirements of section 54956 (see paragraph 22 above). An emergency situation means:

- Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members; and

- Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members.

Each local newspaper of general circulation, radio or television station requesting written notice of special meetings must be notified by the presiding officer of the legislative body one hour prior to the emergency meeting by telephone. This must be done by telephone, and all telephone numbers listed in the request for notice must be called. If such notice cannot be made, the notice requirement is waived. The legislative body must then notify those newspapers, radio and television stations of the facts of the holding of the emergency meeting and any action taken at the meeting as soon as possible.

No portion of an emergency meeting may take place in closed session.

The minutes of an emergency meeting, a list of persons notified or who the body attempted to notify, a copy of the roll-call vote, and action taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

*This section has not been amended.*

24.  
CLOSED SESSIONS - LICENSE  
APPLICATIONS - REHABILITATED  
CRIMINALS

Section 54956.7 provides that whenever a legislative body determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, it may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If, as a result of the closed session, the legislative body determines that the issuance or renewal of the license should be denied, the applicant shall be

offered the opportunity to withdraw the application. If withdrawn, no record shall be kept of the discussions or decisions made at the closed session, and all matters relating to the closed session shall be kept confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license. However, all matters related to the closed session are confidential and shall not be disclosed without the applicant's consent, except in an action by an applicant who has been denied a license challenging the denial of the license.

*This section has not been amended.*

25.  
CLOSED SESSIONS -  
REAL PROPERTY TRANSACTIONS

Section 54956.8 provides that a legislative body may hold a closed session with its negotiator prior to the purchase, sale, exchange or lease of real property by or for the local agency to give instructions to its negotiator regarding the price and terms of payment for the purchase, sale, exchange or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies the real property which the negotiations may concern and the person or persons with whom its negotiator may negotiate.

*This section has not been amended.*

26.  
CLOSED SESSIONS -  
PENDING LITIGATION

CURRENT LAW

Government Code § 54956.9 provides that a legislative body, based on advice of its legal counsel, may hold a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

In addition, all expressions of the lawyer-client privilege other than those provided in this section are abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings.

Litigation is considered pending when any of the following circumstances exist:

- litigation to which the local agency is a party, has been initiated formally;
- a point has been reached where, in the legislative body's opinion on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation;
- based on existing facts and circumstances, the legislative body is meeting only to decide whether a closed session is authorized; or
- Based on existing facts and circumstances, the legislative body has decided to initiate or is deciding whether to initiate litigation.

Prior to holding a closed session pursuant to this section, the legislative body must state publicly under which of the four circumstances it is meeting in closed session. If the session is closed because the agency is a party to formally

initiated litigation, the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

This section also requires the legal counsel of the legislative body to prepare and submit to the body a memorandum stating the specific reasons and legal authority for the closed session. If litigation has been initiated, it must include the title of the litigation. If litigation has not been formally initiated, the memorandum must include the existing facts and circumstances on which it is based. The legal counsel must submit the memorandum to the body prior to the closed session if possible, and in any case no later than one week after the closed session. The memo is exempt from disclosure pursuant to Section 6254.1 of the Public Records Act.

#### AMENDED LAW

The amendments make several changes to Section 54956.9.

First, "litigation" includes any adjudicatory proceedings, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

Second, as mentioned above, there are three provisions which provide that based on existing facts and circumstances, a legislative body may go into closed session to discuss pending litigation. For purposes of this section, "existing facts and circumstances" shall consist only of one of the following:

- Facts and circumstances that might result in litigation against the agency but which the agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed;

- Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced;

- The receipt of a claim pursuant to the Tort Claims Act or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection;

- A statement made by a person in an open and public meeting threatening litigation made on a specific matter within the responsibility of the legislative body;

- A statement threatening litigation made by a person outside an open and public meeting made on a specific matter within the responsibility of the local agency so long as the official or employee of the legislative body receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting which record shall be available for public inspection. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed; or

- Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act.

Third, prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the subdivision of this section that authorizes the closed session.



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Thus, now, the basis for the closed session may simply be stated on the agenda, rather than being stated in open session. Either method is permissible.

Fourth, a local agency shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

Fifth, the memorandum requirement has been repealed.

27.

**CLOSED SESSIONS - INSURANCE  
POOLING; TORT LIABILITY LOSSES;  
PUBLIC LIABILITY LOSSES;  
WORKERS' COMPENSATION LIABILITY**

Section 54956.95 provides that a joint powers agency formed for purposes of insurance pooling or a local agency member of a joint powers agency, may hold a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency.

This section also permits a Local Agency Self-Insurance authority or a local agency member of the authority may hold a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member. *This section has not been amended.*

28.

**CLOSED SESSIONS -  
INCLUDING EMPLOYEE DISCIPLINE**

**CURRENT LAW**

Section 54957 is perhaps the most relied upon section of the Brown Act regarding its authority to go into closed session. It provides that a legislative body may hold a closed session with the Attorney General, district attorney, sheriff, or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or a threat to the public's right of access to public services or public facilities, or to consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public hearing. The legislative body also may exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

For purposes of this section, the term employee does not include any person elected to office, or appointed to an office by a legislative body. However, the nonelective positions of city manager, county administrator, city attorney, county counsel or department head or similar administrative officer are considered employee positions. In addition, the non-elective positions of general manager, chief engineer, legal counsel, district secretary, auditor, assessor, treasurer, or tax collector of any governmental district supplying services within limited boundaries are deemed employee positions.

Finally, a board, commission, committee or other body organized and operated by any private organization may hold a closed session to consider matters affecting national security or the appointment, employment, evaluation of performance, or dismissal of an employee or to hear complaints or charges brought against such

employee unless such an employee requests a public hearing.

### AMENDED LAW

First, as a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

Second, the definition of who is an employee is repealed. A modified definition is added. It provides that for the purposes of this section, the term "employee" includes an officer or an independent contractor who functions as an officer or an employee but does not include any elected official, member of a legislative body, or other independent contractors. Closed sessions held pursuant to this section shall not include discussions of a local agency's available funds, funding priorities, or budget.

Third, the provisions above regarding closed sessions for private organizations are repealed.

### 29.

### PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

#### CURRENT LAW

Section 54957.1 provides that a legislative body shall publicly report at the public meeting during which the closed session is held or at its next public meeting any action taken, and any roll call vote, to appoint, employ or dismiss a public employee arising out of any closed session.

### AMENDED LAW

This section has been significantly amended to provide:

- The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon, as follows:

- Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final as specified below:

- If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held;

- If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval;

- Approval given to the body's legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has

been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage;

- Approval given to the body's legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as specified below:

- If the body accepts a settlement offer assigned by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

- If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval and identify the substance of the agreement;

- Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 (insurance pooling through JPAs) shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant;

- Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position and specify any change in compensation. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the non-renewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any;

- Approval of an agreement concluding labor negotiations pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item(s) approved and the other party or parties to the negotiation.

- Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body orally summarizes the substance of the amendments for

the benefit of the document requester or any other person present and requesting the information.

- The documentation referred to in the above paragraph shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.
- Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.
- No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

### 30.

#### MINUTE BOOK RECORD OF CLOSED SESSIONS

Section 54957.2 provides that the legislative body may, by ordinance or resolution, designate a clerk or other officer or employee who shall then attend each closed session and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book is not a public record and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of the Act is alleged to have occurred at a closed session, to a court. Such minute book may, but need not, consist of a recording of the closed session. This section does not require that a minute book be kept.

*This section has not been amended.*

### 31.

#### INSPECTION OF DOCUMENTS DISTRIBUTED AT PUBLIC MEETINGS

##### CURRENT LAW

Section 54957.5 provides agendas of public meetings and other writings, when distributed to all, or a majority of all, of the members of a legislative body by a member, officer, employee or agent of such body for discussion or consideration at a public meeting of the body, are public records under the California Public Records Act as soon as distributed and shall be made available. However, this section shall not include any writing exempt from public disclosure under the Public Records Act.

Writings which are public records and which are distributed prior to the commencement of a public meeting shall be made available for public inspection prior to commencement of the meeting. If made available during a meeting but prior to their discussion, the writings must be made available prior to commencement of, and during, their discussion. Finally, if writings are distributed during their discussion, they should be made available for public inspection immediately or as soon thereafter as practicable.

Nothing in this section shall be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record.

##### AMENDED LAW

Most of the changes to this section are technical changes which do not change the agency's obligations under the Act. However, you should be aware of the following:

First, this section is now triggered when documents are distributed to all, or a majority of all, of the members of a legislative body by any person in connection with a matter.

Second, writings which are public shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person.

Third, this section shall not be construed to limit or delay the public's right to inspect any record required to be disclosed under the requirements of the California Public Records Act.

32.  
CLOSED SESSIONS - SALARIES OR  
FRINGE BENEFITS

CURRENT LAW

Section 54957.6 provides that a legislative body may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Such closed sessions shall be for the purpose of reviewing its position and instructing the local agency's designated representatives. Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. A legislative body may also meet with a state conciliator who has intervened in the proceedings.

A 1985 Amendment provided that a legislative body subject to the Meyers-Milias-Brown Act may hold closed sessions with its designated representatives on any mandatory subjects within the scope of bargaining, - not just salaries and fringe benefits.

AMENDED LAW

There are two amendments to this section.

First, the closed session authorized by this section may also take place for any agency to

meet with its designated representatives to discuss any other matters related to their represented employees within the statutorily-provided scope of representation. The provision above regarding the Meyers-Milias-Brown Act is repealed, because all agencies subject to the Act may discuss scope of representation issues in closed session.

Second, for the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

33.  
CLOSED SESSION - STATEMENT  
OF REASONS

CURRENT LAW

Section 54957.7 provides that prior to or after holding any closed session, the legislative body shall state the general reason(s) for the closed session, and may cite the statutory authority or other legal authority under which the session is being held. In the closed session, the legislative body may consider only those matters covered in its statement. In the case of special, adjourned, and continued meetings, the statement must be made as part of the notice provided for the meeting.

AMENDED LAW

Some new obligations are added by the Amendment.

Prior to holding any closed session, the legislative body shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement.

After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

34.  
CLOSED SESSIONS -  
MULTI-JURISDICTIONAL DRUG LAW  
ENFORCEMENT AGENCY

Section 54957.8 provides that the legislative body of a multi-jurisdictional drug law enforcement agency, or an advisory body of such agency may hold closed sessions to discuss the case records of any ongoing criminal investigation of the agency or of any party to the joint powers agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

*This section has not been amended.*

35.  
DISORDERLY CONDUCT OF  
GENERAL PUBLIC DURING MEETING

Section 54957.9 provides that in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in

the disturbance, shall be allowed to attend any session pursuant to this section. The legislative body may establish a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

*This section has not been amended.*

36.  
PENALTY FOR UNLAWFUL MEETING

CURRENT LAW

Section 54959 provides that each member of a legislative body who attends a meeting of such legislative body where action is taken in violation of the Act with knowledge of the fact that the meeting is in violation of thereof, is guilty of a misdemeanor. This section has been amended as follows:

AMENDED LAW

Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of the Act with wrongful intent to deprive the public of information to which it is entitled is guilty of a misdemeanor.

37.  
ACTION TO PREVENT VIOLATIONS OR  
DETERMINE APPLICABILITY OF THE ACT

CURRENT LAW

Section 54960 provides that any interested person may commence an action for mandamus, injunction or declaratory relief for the purpose of stopping or preventing violations of the Brown Act by members of a legislative body or to determine the applicability of the Act to actions or threatened future action of the legislative body.

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## AMENDED LAW

This section has been significantly amended to provide additional obligations.

The district attorney or any interested person may commence an action by mandamus, injunction or declaratory relief to stop or prevent violations or threatened violations of the Act by members of a legislative body or to determine the applicability of the Act to actions or threatened future action of the legislative body or to determine the validity under the laws of this state or of the United States of any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members, or to compel the legislative body to tape record its closed sessions.

A court, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, (the closed session provisions of the Act) may order the legislative body to tape record its closed sessions and preserve the tape recordings for the period and under the terms of security and confidentiality the court deems appropriate.

Each recording must be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording. The tapes will be subject to the following discovery procedures:

In any case in which discovery or disclosure of the tape is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of the Act has occurred in a closed session which has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with a court with notice to the governmental agency which has custody and control of the tape recording.

The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the following:

Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency which has custody and control of the recording.

An affidavit which contains specific facts indicating that a violation of the Act occurred in the closed session.

If the court finds that there is good cause to believe that a violation has occurred, the court may review the recording of that portion of the closed session alleged to have violated the Act.

If, following the review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of the Act, the court shall, make a certified transcript of the portion of the recording a public exhibit in the proceeding.

Nothing in this section shall permit discovery of communications which are protected by the attorney-client privilege.

38.  
UNLAWFUL ACTION BY  
LEGISLATIVE BODY - PREREQUISITES  
FOR COURT ACTION

CURRENT LAW

Any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body in violation of Section 54953, 54954.2, 54954.6, or 54956 is null and void under this section. A legislative body may cure or correct an action challenged pursuant to this section.

Prior to any action being commenced, the interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation. The written demand shall be made within 30 days from the date the action was taken. Within 30 days of receipt of the demand, the legislative body must cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action. If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action shall commence to run the day after the 30-day period to cure or correct expires. Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, the expiration of the 30-day period to cure or correct, or not cure or correct, whichever is earlier, the demanding party shall be required to commence the action or thereafter be barred from commencing the action.

An action taken that is alleged to have been taken in violation of Sections 54953, 54954.2, 54954.6, and 54956 shall not be determined to

be null and void if any of the following conditions exist:

- The action taken was in substantial compliance with these sections;
- The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement there-to;
- The action taken gave rise to a contractual obligation, including a contract let by competitive bid, upon which a party has, in good faith detrimentally relied; and
- The action taken was in connection with the collection of any tax.

During any action seeking a judicial determination, if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.6 or 54956 has been cured or corrected by a subsequent action of the legislative body, the action filed shall be dismissed with prejudice.

The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of the Act.

AMENDED LAW

There are several amendments to Section 54960.1.

First, now the district attorney or any interested person may commence an action to challenge a violation.



Second, Section 54954.5, the newly added section requiring closed session descriptions (see paragraph 18 above) has been added to the sections of which a violation may be challenged pursuant to this section.

Third, the time to file the written demand required by the person challenging the action has been increased from 30 days to 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2 (the agenda requirement, see paragraph 16, above) in which case the written demand must still be filed within 30 days.

Fourth, an action will not be determined to be null and void if the action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.

Fifth, an additional exception has been provided, which, if taken, will not be determined to be null and void: Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with Section 54954.2(a) (the agenda requirement), Section 54956, (calling special meetings) Section 54956.5 (calling emergency meetings) because of any defect, error, irregularity, or omission in the notice given pursuant to those provisions had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

39.

**COSTS AND ATTORNEY FEES**

Section 54960.5 provides that a court may award court costs and reasonable attorney fees to the plaintiff in any action brought pursuant to 54960 and 54960.1 where it is found that the legislative body violated the Act. The costs and fees must be paid by the local agency and shall not become a personal liability of any public officer or employee of the agency.

A court may award court costs and attorney fees to a defendant in any action where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

*This section has not been amended.*

40.

**USE OF FACILITY ALLOWING  
DISCRIMINATION**

**CURRENT LAW**

Section 54961 provides that no local agency shall conduct any meeting, conference, or other function in any facility that prohibits the admittance of any persons on the basis of race, religious, creed, color, national origin, ancestry, or sex.

**AMENDED LAW**

This section has been amended to now apply to a legislative body of a local agency. In addition, this section now applies to a facility that is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

Finally, no notice, agenda, announcement, or report required under the Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

41.  
**CLOSED SESSION PROHIBITED**

The last section of the Brown Act, Section 54962, provides that except as expressly authorized by the exceptions to the Act, or by certain sections related to hospital districts, no closed session may be held by any legislative body of any local agency.

This section has been amended to provide that any exception to the open meeting requirement contained in the Education Code pertaining to school districts and community college districts is a permissible closed session under the Brown Act.

42.  
**AGENDA FOR SCHOOL DISTRICTS**

**CURRENT LAW**

The bills amending the Brown Act amended a provision of the Education Code relating to school districts. This provision, Section 35145.5, provides that:

Members of the public be able to place matters directly related to school district business on the agenda of school district governing board meetings, and that members of the public be able to address the board regarding items on the agenda as such items are taken up. Governing boards must adopt reasonable regulations to insure compliance with this provision. Such regulations may specify reasonable procedures to insure the proper functioning of governing board meetings.

This section does not preclude the taking of testimony at regular meetings on matters not on the agenda which any member of the public may wish to bring before the board, provided that no action is taken by the board on those matters at the same meeting at which the testimony is taken. Nothing in this section shall be deemed to limit further discussion on the same subject matter at a subsequent meeting.

**AMENDED LAW**

As mentioned above, no action may be taken on items not on the agenda. This section has been amended to permit action to be taken on non-agenda items as provided by Section 54954.2 of the Brown Act. The exceptions are discussed under paragraph 16 above.

**California Special Districts Labor Relations Information Service**

# LEGISLATION

## REVISIONS TO THE RALPH M. BROWN ACT

Last year, three bills were enacted to revise the Ralph M. Brown Act, which implements legislative policy regarding open meetings for local agencies (including Special Districts). New provisions take effect on April 1. The following summarizes some of the more significant changes.

In general, legislative bodies of local agencies must conduct meetings which are open to the public. The definition of "legislative body" has been expanded to include any commission or committee of a local agency, apparently regardless of whether or not "officers of the local agency" serve as members. The one exception is an advisory committee "composed solely of the members of the legislative body which are less than a quorum of the legislative body" as long as they are not standing committees with continuing subject matter jurisdiction and they do not conduct meetings scheduled by the legislative body.

"Member of a legislative body of a local agency" includes anyone who has been elected but has not yet assumed office.

A "meeting" (not previously defined) includes "any congregation of a majority of the members of a legislative body" to talk about subject matters within their jurisdiction. It includes communications using intermediaries or "technological devices" intended to obtain concurrence. It does not cover attendance of a majority of Board members at a conference as long as they don't discuss their agency's business. Attendance by a majority at a community meeting (again without specifically discussing business) or "at a purely social or ceremonial occasion" is also exempted.

Secret ballots are specifically prohibited.

Any attendee at a public meeting may record the proceedings with an audio or video tape recorder or a camera. Any record made by the local agency must be available to the public and must be retained for thirty days. Public broadcast of meetings must be permitted.

Meetings must be held within the limits of agency jurisdiction with certain specific exceptions.

An agenda posted at least 72 hours before a regular meeting must include all items to be discussed, including those in closed

**California Special Districts Labor Relations Information Service**

# LEGISLATION

session. However, other matters may be undertaken based on the need for immediate action.

The revisions list descriptions of agenda items for closed sessions. (Government Code Section 54954.5) These include public employee appointment, public employment, public employee performance evaluation, public employee discipline/dismissal/release, and conference with the labor negotiator, among other topics. Specific requirements are listed for hearings involving increased taxes or assessments.

More specifics on closed sessions for discussions regarding employees and negotiations are included in Section 54957 et seq. Regarding a meeting with the agency's labor negotiator, an amendment clarifies that any matter within the scope of representation for represented employees may be discussed in closed session. However, that excludes the agency's "available funds, funding priorities or budget".

The revisions also modify such items as disclosure after closed sessions, the penalty for violating the law, legal procedures, and other topics.

Note: Regarding meeting with the agency's collective bargaining negotiator (Section 54957.6), the law previously authorized closed sessions for discussing "salaries, salary schedules, or compensation paid in the form of fringe benefits". From a practical standpoint, many agencies would discuss other negotiating topics with their negotiator and the new law recognizes that, expanding the closed session subject matter regarding represented employees to include anything within the statutory "scope of representation". However, to prohibit agencies from using the closed session as an excuse to discuss their budget or available funds, those topics are specifically prohibited. This can create a bit of a dilemma, as instructions to your labor negotiator would certainly include a consideration of the District's financial situation, but that piece of the puzzle must be discussed in open session.

TO: Library Board of Trustees

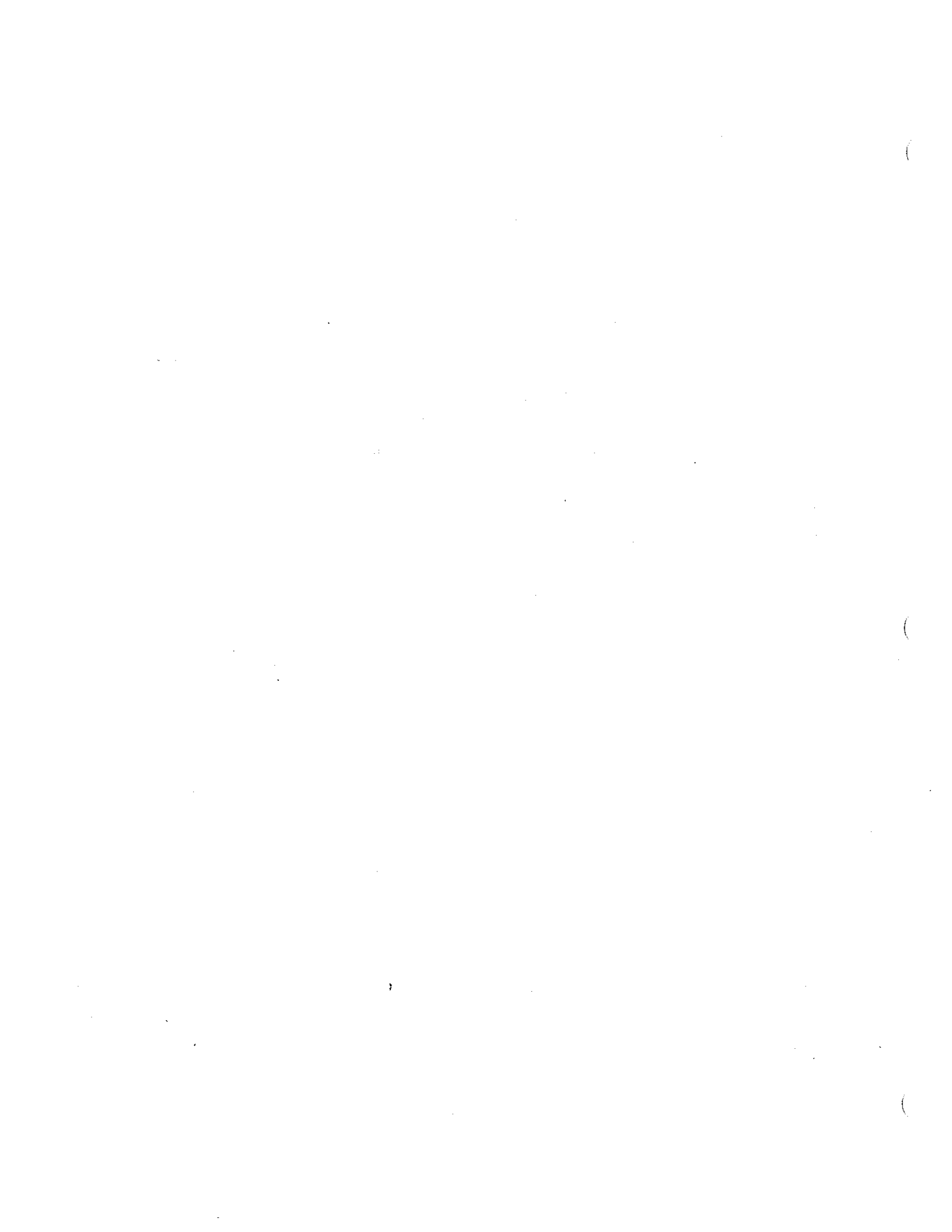
FROM: Elizabeth D. Minter, Library Director *edm*

DATE: March 21, 1994

**SUBJECT: State Librarian's Report on Status of California Public Libraries, 1993**

California State Librarian Gary Strong has issued his report on the status of California's public libraries for 1993 which was prepared by Liz Gibson of the Library Development Services Bureau.

The facts in this article can be used by Trustees to explain the plight of public library services to community groups and District residents.



**STATUS**  
**OF**  
**CALIFORNIA PUBLIC LIBRARIES**  
**1993**

**Final Report**

by  
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with the assistance of  
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**California State Library**

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Sacramento  
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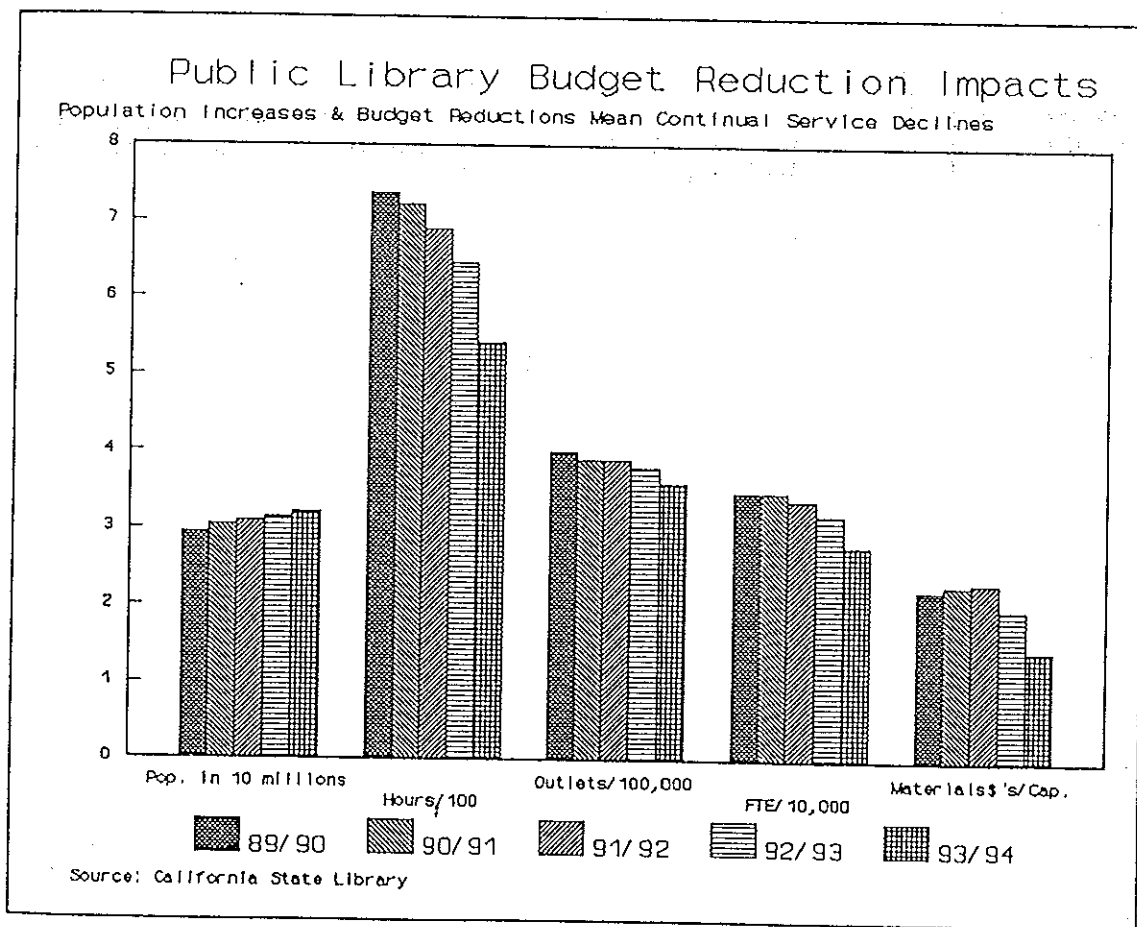
# STATUS OF CALIFORNIA PUBLIC LIBRARIES 1993

## SUMMARY OF FINDINGS

### ●Public Library Services Continue to Deteriorate●

California public library services continue to deteriorate as local jurisdictions withdraw increasing amounts of funding from libraries to bolster police, fire, and other safety services. Facing escalating costs, a California population increase of 2%, library staff reductions of 11%, and a 25% reduction in book budgets, public libraries have reluctantly reduced public service hours by 14% and have had to close 25 public service facilities. The 25% book budget reduction translates into more than a million fewer new materials for library patrons in 1993/94.

Summer reading programs for children are being reduced, after-school tutoring and work study eliminated in many areas, and Californians' access to library service without jurisdictional boundaries is threatened.





● *California Is Worst in the Nation in Hours Open to the Public* ●

Currently California ranks 50th out of the 50 states in Public Service Hours per capita (Actually 51st out of the 50 states plus the District of Columbia. In 1990/91, at 72.09 hours per 1,000 population, California ranked 50th of these 51, ahead of only Florida's 67.58 per 1,000. Since then California's Public Service Hours per capita has dropped to 54.42 per 1,000 population, dead last in the nation.)

● *Local Governments Scrambling To Keep Up With Citizen Demands For Services* ●

Local governments are still dealing with the impacts of Proposition 13. Over the years, local government public finance has changed dramatically. Both counties and cities have tried to make up for the revenue shortfalls. Cities have had more success because of their flexibility in raising funds. Counties, in particular, have been pinched between the need to provide mandated services and revenue sources that have not kept up with the demands. This pinch and Proposition 13 funding cuts, coupled with California's currently-weak economy, are clearly showing up in severe budget cuts to local services, such as public libraries, which are not mandated by law.

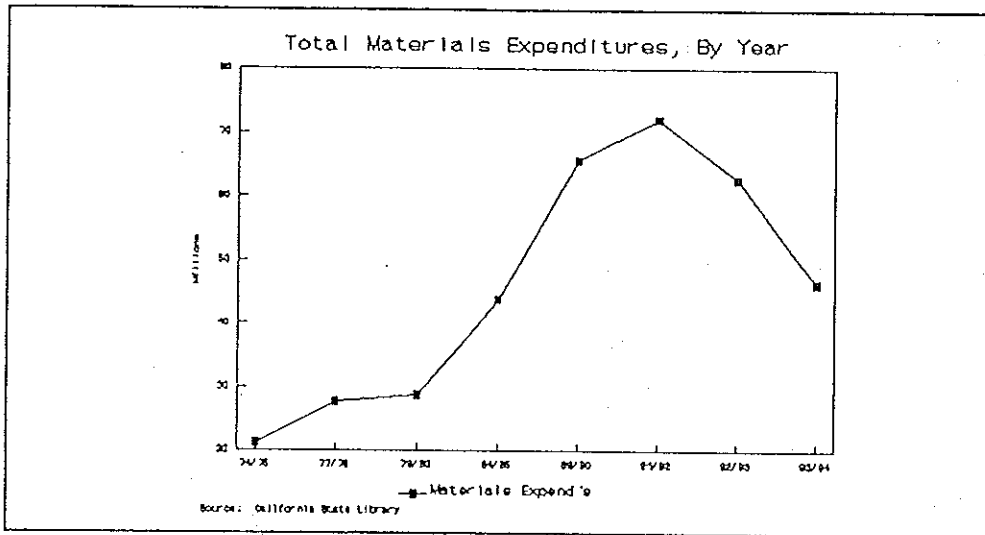
● *Children's Services Hardest Hit Public Library Program* ●

Children's services were the hardest hit by these reductions, with more than 25% of the libraries reporting reductions in these services and eight reporting the total elimination of all children's services. These losses are particularly devastating when today's society is in such desperate need for positive alternatives for America's young people.

These are just some of the major findings of a recent review of California's 169 public library jurisdictions, which provide service to Californians from 1267 facilities statewide. The results show a 47 million dollar decrease in local support to public libraries in 1993/94, resulting in a 15 million dollar decrease in book budgets and more than a 24 million dollar decrease for the staff to provide library services.

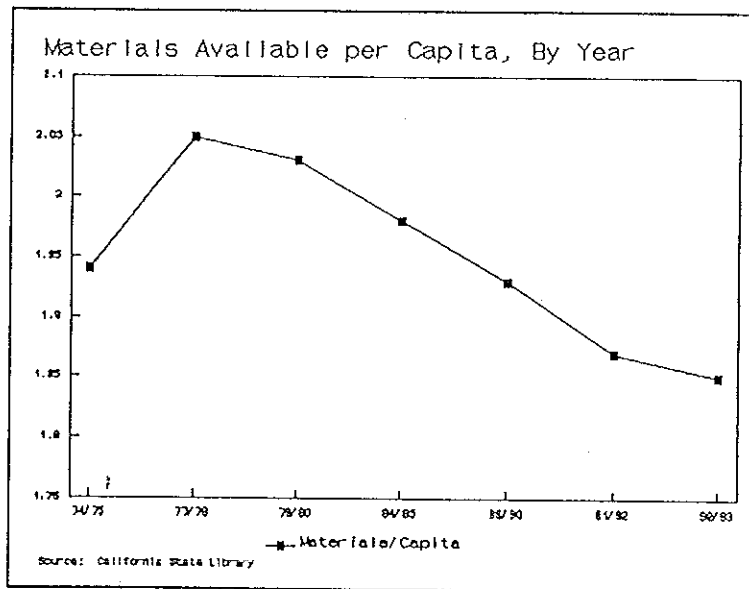
● **Materials Budgets Slashed Again** ●

This year's \$15,727,021 decrease in library book budgets, added to the 10 million dollar reduction between 1991/92 and 1992/93 combine to a 35% reduction in just two years, in hard dollars, for purchasing library materials (books, magazines, reference data bases, audio materials, videotapes, newspapers, scientific journals, etc.).



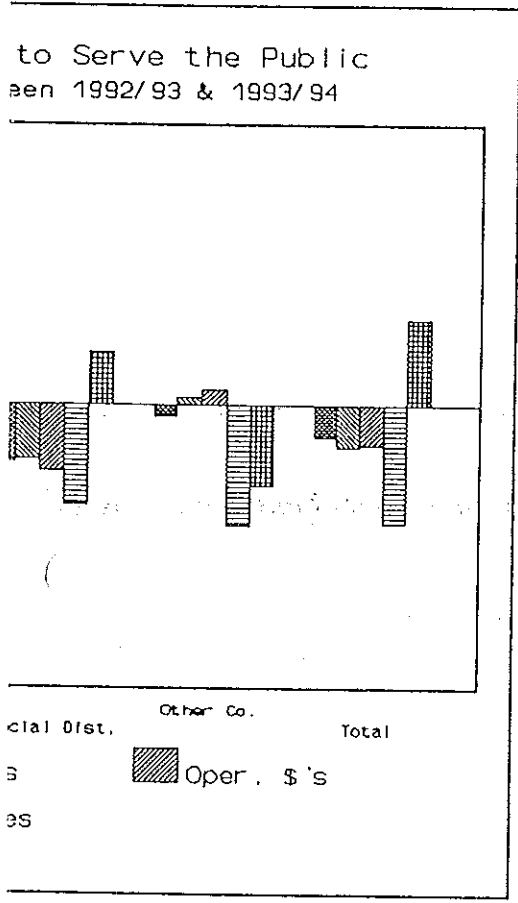
● **Book Purchases Cut in Half** ●

With the increases in the prices being charged for library materials, libraries will actually be able to acquire only about half the number of new materials for Californians that they could just two years ago, and this comes at a time when the numbers and formats of materials Californians need are dramatically increasing, not decreasing.



12/ 'o 1993/94•

showed a reduction from the previous  
 income from Fines and Fees, which  
 % of total library funding.



**s to Increase•**

are making even heavier use of public  
 ary attendance has increased from  
 estions from 38 million to 45 million,  
 emained about the same, interlibrary  
 92 to 970,929 annually. Clearly  
 services.

● *The Human Story Behind the Numbers* ●

In real human terms, the meaning of these reductions is exemplified by the following comments from one California library: "Over 20% of the city's adult population has less than a ninth grade education, and 42% of all children entering our city's school system are designated as Limited English Proficient. The library has been a strong force in helping to offer a better future for the people of our city, and the public has responded. Circulation figures continue to grow, while the budget and library hours decline.

"For our patrons cuts in library materials and services can mean the difference between getting by and giving up. Our patrons depend on the library to keep that old car going by using a Chilton's guide, to help a child with a homework assignment because Mom and Dad can't read, to view a video on how to interview for a job. Our library, its materials and staff, are a lifeline for people at the frayed edges of a very tough economy."

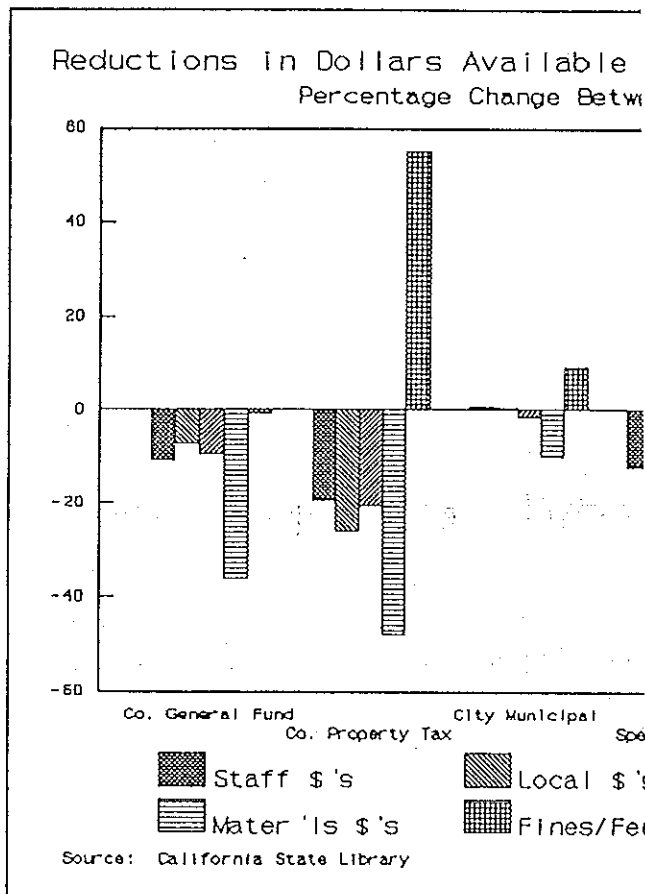
● *Impacts Vary Tremendously; California's Public Library Service is Very Inequitable* ●

As was evident in 1992/93, the status of libraries in 1993/94 varies widely. While no California library can be said to be doing well, several report significant gains, as much as 38% in tiny Irwindale in the Los Angeles basin and 30% for Redondo Beach and Napa County. On the other hand, several libraries are on the brink of closure because of lack of local funding available: Lincoln and San Juan Bautista report no local income and no operational funding at all, San Benito County has suffered an 83% funding decrease, and effective January 1, 1994 there is to be no county funding for public library service in Merced County.

Table A on the next page provides a statistical summary of survey findings.

● *Every Service Indicator Decreased From 1992 to 1993*

Statewide, every indicator surveyed this year decreased from last year, with the single exception of Library Materials which increased by 24% but still makes up only 3.6%



● *Californians' Use of Public Libraries Continue*

While library funding is decreasing, Californians continue to use library services. In the last two years library use has increased from 85,743,615 to almost 90 million, reference queries have increased by 20%, and while circulation of library materials has remained flat, interlibrary loans have increased by 20%, from 822,500 to 987,000. Californians want and need their public libraries.

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California State Library Survey  
**Impact of 1993/94 Budget Decisions of California Public Libraries**

**A. GRAND TOTALS**

INCLUDES 166 REPORTING LIBRARIES December 30, 1993

SURVEY ITEM	1992-93 TOTAL	1993-94 TOTAL	94 - 93 DIFFERENCE	PERCENT CHANGE
A1. Library Outlets	1,130	1,109	(21)	(2)%
A2. Bookmobiles	63	60	(3)	(5)%
A3. Hours per week main library is open	8,298	7,960	(337)	(4)%
A4. Total Public Service Hours annual	2,044,659	1,751,213	(293,446)	(14)%
A5. Total Staff (FTE)	10,046.67	8,931.79	(1,114.88)	(11)%
A5a. Total Staff Salary Budget	370,467,222	345,553,808	(24,913,414)	(7)%
A6. Local Govt. Income	528,218,411	480,756,630	(47,461,781)	(9)%
A7. Ongoing Operating Funds (no Capital Outlay)	547,258,181	500,822,464	(46,435,717)	(8)%
A8. Total Library Materials Budget.	62,259,965	46,530,143	(15,729,822)	(25)%
A9. Library Income from Fines & Fees	14,554,667	18,000,888	3,446,221	24%
POPULATION OF REPORTING LIBRARIES	31,442,115	32,070,957	628,842	2%
POPULATION OF ENTIRE STATE	31,548,015	32,178,975	630,960	2%

## BACKGROUND

In late 1992 California public libraries were surveyed by the California State Library to assess the impact of 1992/93 budget cuts on library funding and services. The results of that study were documented in *The Impact of 1992/93 Budget Cuts on California Public Library Services*, released in January 1993. That report was supplemented by the *1993 Library Legislation Survey*, October 1993.

To update the initial 1992/93 report, the State Librarian surveyed California public libraries in the fall of 1993 (Exhibit 1) to determine current status of services and funding levels. In November 1993 an initial Summary Report of this data was released by the State Library at the California Library Association conference. Reports were received from 162 of the state's 169 libraries by the date of compilation of that summary report. The seven libraries not included in that summary report are: Brawley, population 21,450; Carmel, 4,440; Commerce, 12,250; Dixon, 17,220; Downey, 93,500; National City, 56,600; and Vernon, 150. These seven have a total population of 205,610, less than 1% of the state's total population.

Since publication of the summary report, all libraries except Commerce, Downey, and Vernon (three municipal libraries with a total population of 105,900, only 3/10ths of 1% of the state's population) have reported to this survey.

The four libraries whose reports were received after completion of the summary edition of this report are included in Table A, page 3 and the Summary Tables in the Appendix. Their data did not affect any of the statewide percentage changes reported in the summary edition of this report; so the narrative text from the summary edition has not been revised on a page-by-page basis to include their data.

Since issuance of the Summary Edition, a local sales tax measure (Measure A) failed in Merced County and that library was closed as of Dec. 10, 1993 and all paid staff laid off by the county as of Dec. 31, 1993. There is no county budget for library service in Merced County for the remainder of the 93/94 fiscal year. Many of the library's 19 branches are being reopened by volunteers and citizen donations of funds. According to the Monterey County Herald, Jan. 1, 1994 "A waitress offered her tips; a child volunteered money from recycling aluminum cans; a store planned to raffle off a bicycle; retired people with limited incomes pledged \$10 from each of their Social Security checks. Some public officials even took pay cuts."

The Merced County closure did result in some overall statewide percentage changes, which are documented in Exhibit 3. At the same time, however, Los Angeles County and Alameda County governments have added some funding to their libraries' budgets, so that their actual reductions for 93/94 are not quite as severe as those documented below. As a result of these decreases and increases, the overall statewide totals and percentages remain as originally stated and as described below.



TO: Library Board of Trustees

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

DATE: March 21, 1994

**SUBJECT: Public Opinion About the Roles of the Public Library in the Community,  
Gallup Poll Results**

From time to time various professional organizations and educational institutions receive grants to conduct public opinion surveys about the roles of public libraries.

The attached report analyzes a poll conducted in the spring and summer of 1992. The results were published in the January/February issue of *Public Libraries*.

The categories of roles are similar to the ones used in the role prioritization exercise we used with the District's Planning Workshop.

# Public Opinion about the Roles of the Public Library in the Community

## The Results of a Recent Gallup Poll



George  
D'Elia

Eleanor Jo  
Rodger

*The results of a national poll indicate that in the opinion of the public the most important roles of the public library are to support the educational aspirations of the community, and to provide access to information. The role of the library as a provider of popular materials for the community was ranked relatively low in importance. The difference between what the public says is important and what the public actually uses is not necessarily contradictory but rather appears to be simply two different manifestations of public demand.*

George D'Elia is Associate Professor in the Information and Decision Sciences Department of the Carlson School of Management at the University of Minnesota. His research interests include library user behavior, library use, and the evaluation of library services.

Eleanor Jo (Joey) Rodger is the President of the Urban Libraries Council, based in Evanston, Illinois. She has worked with Dr. D'Elia in designing and conducting public library user studies in many cities. She served as consultant on the Gallup Poll Study.

**P**lanning and Role Setting for Public Libraries identifies eight prominent roles that a library could play in its community.<sup>1</sup> These roles include the library performing as a community activities center, a community information center, a formal education support center, an independent learning center, a popular materials library, a preschoolers' door to learning, a reference library, and a research center. These roles represent library service emphases that describe both what the library is trying to do and who the library is trying to serve. As such, the roles provide a very useful context for planning purposes. By selecting which roles to emphasize, a library is better able to focus its mission in the community, to communicate this mission to the community, to determine what resources are needed to perform the selected roles, and to allocate resources to reflect the relative emphases of the selected roles. The role-setting process is a particularly useful addition to the planning process for libraries and

has been adopted by many public libraries across the country.<sup>2</sup>

The value of the role-setting process is enhanced considerably if a library has some sense about which roles are most important to its community and, more importantly, to various service populations within its community. While some libraries have attempted to obtain such information, librarians have been hampered by a lack of comprehensive information about how the public that is served feels about the roles of the library in its communities. To address this problem, the University of Minnesota obtained a Title II-B Grant from the U.S. Department of Education for a series of national surveys to assess the public's opinions about the importance of the various roles of the public library in the community. These surveys were conducted in the spring and summer of 1992 by the Gallup Organization under subcontract to the University of Minnesota.

### Who Was Surveyed

The survey population was limited to adults eighteen years or older who could

be reached by telephone. The samples for the surveys included the following:

1. a national probability sample ( $N = 1,001$ ) representing a cross-section of the national population;<sup>3</sup>
2. a national probability sample ( $N = 846$ ) of Caucasian Americans who were the same respondents as those Caucasian Americans who were obtained in the national probability sample;
3. a national probability sample of African-Americans ( $N = 401$ ), which included 79 African-Americans who were obtained in the national probability sample plus an additional 322 African-Americans who were obtained from a supplemental national probability sample of African-Americans;
4. a national probability sample of Hispanic Americans ( $N = 399$ ), which included 41 Hispanic Americans who were obtained in the national probability sample plus an additional 358 Hispanic Americans who were obtained from a supplemental national probability sample of Hispanic Americans; and
5. a sample of community opinion

Submitted October 1993; accepted October 1993.

leaders ( $N = 300$ ) who were defined as individuals who, because of the positions they hold in the community, have an influence on the shaping of public opinion. (The results of this survey are reported in a subsequent paper to be published in *Public Libraries*.)

### Which Roles Were Evaluated

We have conducted several surveys in which library users were presented with descriptions of the library roles and asked to select the role description(s) that best described their reason(s) for visiting the library.<sup>4</sup> Our experiences with these surveys had demonstrated that (1) the reference role could be split into two usefully different roles—reference services to businesses in the community and reference services to individuals in the community, and (2) for many people the role of the library as a workplace away from home is an important role. Consequently, for the national surveys, the eight roles described in *Planning and Role Setting for Public Libraries* were augmented to include two new roles: the library serving as a reference library for businesses in the community and the library serving as a workplace away from home.

### How the Role Questions Were Asked

Various descriptions of the roles were tested in three pilot surveys. The results of these pilot surveys indicated that the descriptions needed to be short and as concrete as possible.<sup>5</sup> Consequently, in the national surveys, the roles, which were neither named nor identified, were described as clusters of services provided to particular groups in the community for particular purposes. The descriptions of the roles read to the respondents were as follows (note that the corresponding names of the roles, which appear in parentheses, were not read to the respondents):

- "the library provides students, both children and adults, with the books, magazines, and other services they need to do their schoolwork" (*Formal Education Support Center*);
- "the library provides preschool children with picture books, story hours, and educational programs so that these children can have fun and learn to appreciate reading" (*Preschoolers' Door to Learning*);

**Table 1**  
The Public's Evaluations of the Importance of the Various Roles of the Public Library ( $N = 1,001$ )

Roles	$\bar{X}$	%
Formal Education Support Center	3.85	88.1
Independent Learning Center	3.81	84.6
Preschoolers' Door to Learning	3.81	83.2
Research Center	3.59	68.2
Community Information Center	3.58	65.6
Reference Library—Business	3.42	55.1
Reference Library—Personal	3.39	48.4
Public Workplace	3.38	52.4
Popular Materials Library	3.35	51.4
Community Activities Center	3.13	41.3

Note:  $N$  is the sample size and represents, in general, the number of respondents who rated each role.  $\bar{X}$  represents the mean rating for each role on the four-point importance scale. Percent represents the percentage of the sample that rated the role "very important." The data reported in this table are slightly different than the preliminary data that were reported in the various press releases issued while the project was still in progress.

- "the library provides people with the information they need to answer personal and household questions. This could include, for example, information about how to fix things around the house, hobbies, health issues, or the quality and prices of home appliances" (*Reference Library for Personal Information*);
  - "the library provides businesses in your community with the information they need to survive and prosper. This could include, for example, information about sales or marketing, worker safety, environmental protection, or setting up a new business" (*Reference Library for Community Businesses*);
  - "the library serves as a neighborhood or community activity center—a place where organizations or clubs can hold meetings or present concerts and lectures" (*Community Activities Center*);
  - "the library provides scientists and scholars with the specialized research collections of books, magazines, and computerized information they need to conduct research or write books" (*Research Center*);
  - "the library provides people with information about their community. This could include, for example, information about local government, issues, or laws, or about local community services, such as health clinics or day care" (*Community Information Center*);
  - "the library provides adults who are not students with the materials and services they need to better themselves or to learn a new skill, such as how to read and write" (*Independent Learning Center*);
  - "the library provides people with a comfortable place to go when they need someplace outside of their house or apartment to read or think or work" (*Public Workplace*); and
  - "the library provides people with a collection of current best-selling books and popular magazines, videos, and musical recordings for borrowing" (*Popular Materials Library*).
- The respondents were read each of the role descriptions and asked to evaluate how important they thought each role was to their communities, using the response categories "not important," "slightly important," "moderately important," and "very important."

### Financial Support for Public Libraries

In addition to evaluating the importance of the roles, the respondents were asked how much money they thought their community should spend on its library. When pretesting this question, it became apparent that the respondents needed sufficient information to provide a realistic basis for assessment. Accordingly, the respondents were provided a current range of actual community per-capita support (from a low of \$4

a year to a high of \$100 a year)<sup>6</sup> and were told that the national average per-capita support for public libraries was \$16.<sup>7</sup> The respondents then were given a scale with \$20 intervals (e.g., "\$0," "\$1 to \$20," ... "\$81 to \$100," "more than \$100") from which they were asked to select an interval.

### The Public's Opinions about the Roles

The results of the role evaluations by the national sample are reported in table 1 in ranked order from the role that received the highest mean importance score to the role that received the lowest mean importance score on a four-point scale. In addition, the percentage of respondents who selected the category "very important" are reported for each role.

These results can be interpreted in two ways. First, the public's assessment of the importance of each role can be interpreted either in terms of the value of its mean score and its position on the four-point importance scale or the percentage of the public that considered the role "very important." Second, the relative importance of a role can be interpreted in terms of its ranking relative to the scores received by the other roles. Note that the ranking by mean score is not the same as the ranking by the percentage "score." The distance between the mean scores for some of the roles is quite small, indicating that while one role is ranked higher or lower than another role, for all practical purposes the roles are about equal in importance. The same observation also could be made for the percentage "scores."

The results in table 1 indicate that, based on the percentages reported, a majority of the general public considered eight out of the ten roles to be "very important" for the community. The relative importance of the roles, based on the ranking of the mean scale scores, provides an indication of the public's priorities for the library in the community. The set of roles receiving the highest mean scale scores (namely, Formal Education Support Center, Independent Learning Center, and Preschoolers' Door to Learning) indicates that *the public considers the library's role of supporting the educational aspirations of the community to be its most important role.* The set of roles that received the next highest scores (namely, Research Center,<sup>8</sup> Commu-

**Table 2**  
The Public's Opinions about Levels of Per-Capita Spending for Library Services

Amount	Frequency	%	Adjusted %
\$0	3	0.3	0.4
\$1-\$20	348	34.8	39.8
\$21-\$40	257	25.7	29.3
\$41-\$60	127	12.7	14.5
\$61-\$80	54	5.4	6.2
\$81-\$100	42	4.2	4.8
\$101+	44	4.4	5.0
Don't know	125	12.5	Missing
Total	1001		

Note: Percentages recalculated with missing respondents excluded. The data reported in this table are slightly different than the preliminary data that were reported in the various press releases issued while the project was still in progress.

nity Information Center, Reference Library for Community Businesses, and Reference Library for Personal Information) indicates that *the public considers the library's role of providing access to information to be its second most important role.* The roles that received the lowest scores (namely, Public Workplace, Popular Materials Library, and Community Activities Center) appear to be, in the opinion of the public, the next most, or least, important set of roles in the community.

### The Public's Opinions about Community Spending for Public Libraries

The responses by the national sample to the question about the amount of money that the community should spend on its library are reported in table 2. These results indicated that 34.8 percent answered that the community should spend between \$1 to \$20 per capita on public libraries (this interval contains the national [1990] median of \$16 per capita), while 52.4 percent responded that the community should spend more than \$20 per capita. Twelve and one-half percent of the respondents were not sure and did not respond. The average per-capita expenditure that the respondents thought the community should spend annually on the public library was \$34.16—an amount twice as high as the national per-capita expenditure.<sup>9</sup> There was a slight, statistically significant difference between the mean amounts calculated for users (\$35.76) and nonusers (\$31.17) of public libraries, but as the data indicate, even

nonusers of libraries were of the opinion that communities should spend about twice the amount of the current national median level of financial support for public libraries.

### Differences of Opinions among African-Americans, Caucasian Americans, and Hispanic Americans

The national sample was subdivided into three groups: Caucasian Americans ( $N = 846$ ),<sup>10</sup> African-Americans, and Hispanic Americans. The African-American segment and the Hispanic American segment were augmented by additional quota samples to bring their respective sample sizes to  $N = 401$  and  $N = 399$ . The responses of these three groups then were compared using analysis of variance.<sup>11</sup> Comparisons of the mean importance scale scores for these three groups indicated that for each role, the Caucasian American respondents rendered a significantly lower evaluation of the library's importance to the community than did either the African-American or Hispanic American respondents (see table 3). In evaluating the roles of the library, the Caucasian American group on average selected the response category "very important" 64 percent of the time, while the African-American group on average selected the response category "very important" 81 percent of the time, and the Hispanic American group on average selected the response category "very important" 78 percent of the time.

The results of these comparisons also indicated that among all three groups,

**Table 3**  
**Comparisons Among African-American, Caucasian American, and Hispanic American Respondents\***

	African-Americans (N = 401)		Caucasian Americans (N = 846)		Hispanic Americans (N = 399)		α
	$\bar{X}$	%	$\bar{X}$	%	$\bar{X}$	%	
Formal Education Support Center	3.94	96.5	3.85	88.6	3.92	93.8	.000
Preschoolers' Door to Learning	3.94	95.7	3.80	83.4	3.91	93.0	.000
Reference Library—Personal	3.70	74.8	3.38	47.8	3.52	61.1	.000
Reference Library—Business	3.73	78.9	3.39	54.8	3.62	72.7	.000
Community Activities Center	3.50	63.8	3.11	41.0	3.46	61.5	.000
Research Center	3.79	84.6	3.56	67.5	3.79	84.2	.000
Community Information Center	3.82	85.6	3.56	65.1	3.81	85.3	.000
Independent Learning Center	3.89	93.1	3.81	84.7	3.95	95.4	.000
Public Workplace	3.65	70.7	3.36	51.7	3.64	74.9	.000
Popular Materials Library	3.52	61.5	3.37	52.3	3.46	57.4	.003

\* This table reports the summary analyses of variance for the comparisons among the mean role importance scale scores for the groups of respondents identified by the column headings.

Note: N is the sample size for each group and represents, in general, the number of respondents who rated each role.  $\bar{X}$  represents the mean rating for each role on the four-point importance scale. α (the alpha level) is the significance level and it measures the probability that the observed differences among the group means occurred by chance. The % are presented for descriptive purposes only. The data reported in this table are slightly different than the preliminary data that were reported in the various press releases issued while the project was still in progress.

the highest percentages of "very important" responses occurred for the three educational roles of the public library (the Formal Educational Support Center, the Independent Learning Center, and the Preschoolers' Door to Learning). Further analyses indicated that there were only minor differences in terms of each group's rank ordering of the ten roles from most to least important. In effect, the African-American and Hispanic American respondents systematically evaluated the importance of each of the roles of the public library to the community more highly than did the Caucasian respondents, but all three groups tended to agree about which roles were most important relative to the other roles.

Comparisons of the mean amount of suggested per-capita spending by these three groups indicated that the Caucasian Americans were of the opinion that the community should spend about \$33.65 per capita, which was lower than the amounts selected by the Hispanic Americans (\$39.26) and the African-Americans (\$39.90).

### Differences of Opinions by Different Demographic Groups within Each of the Samples

Each respondent was asked about the importance of each role and the amount of money that the community should

spend to support its library. The results were tested for differences between or among groups of respondents identified by, or created from, the following characteristics' (designed in part to match the demographics obtained and reported by the 1990 census):

- the region of the country where the respondent lives;
- the size of the community in which the respondent lives;
- the gender of the respondent;
- the age of the respondent;
- the race of the respondent;
- the highest grade level of education completed by the respondent and if the twelfth grade or less, whether the respondent has a high school diploma or equivalent;
- whether the respondent is a high school graduate;
- whether, if the respondent has an associate degree, the respondent graduated from an academic program or an occupational program;
- the respondent's current marital status and if married, whether the respondent is currently living with a spouse;
- the number of people living in the respondent's home;
- the number of preschool children living in the home;
- the number of students living in the home;
- whether the respondent is currently

a student and if so, the nature of the program of study;

- the primary language spoken at home;
- the respondent's current employment status;
- total annual household income;
- whether anyone in the household is disabled;
- whether the respondent is disabled and if so, the nature of the disability;
- whether the respondent voted in the last (i.e., 1988) presidential election;
- the respondent's opinion about his or her current financial situation;
- the respondent's opinion about his or her financial situation next year;
- whether the respondent personally went to a public library in the past year and if so, how many times;
- whether anyone else went to the library for the respondent;
- whether the respondent called the library for information in the past year;
- and whether the respondent made any use of the library in the past year.

The results of all these tests are presented in the final report.<sup>12</sup>

### Uses of the Data

The data from these detailed analyses can be used by a library (or by individual branches within a system) to generate a

tentative set of service roles for its community. For example, a library could begin by identifying the significant service populations of its community based on race, gender, age, education level, size of household, or any of the other demographic characteristics reported in these surveys. For each of these significant service populations (for example, African-American households with preschoolers), the library could identify the roles that are re-

the most important roles of the public library in their own communities are to support the educational aspirations of the community and to provide access to information to the community. The role of the library as a provider of popular materials for the community was ranked relatively low in importance. These priorities were held by both users and nonusers of public libraries.

In contrast to these priorities, Kenneth Shearer has noted that 77 percent

percent at the Atlanta-Fulton Public Library). These data clearly demonstrated the use of, and the demand for, popular materials in each of these systems. However, when the users of the Atlanta-Fulton Public Library (AFPL) were subsequently asked to select, from among all the role-based reasons they had selected for coming to the library, the *single most important role-based reason* for their visit, only 27.5 percent of the users selected the Popular Materials Library role.<sup>15</sup> Seventy-two percent of the users selected another role, including 31.6 percent who selected the reference roles and 30.7 percent who selected the educational support roles. These data indicated that a substantial majority of the users of the AFPL system considered their use of the library for educational support and for reference service to be the most important reasons for their use. Among those who used the library for popular materials, a substantial majority (61.4 percent) *did not consider* this reason their most important reason for use. These data indicate that in the AFPL system, among users in general and even among users of popular materials in particular, popular materials was not the most important reason for use. These data suggest, therefore, that while most people are using popular materials, many of them also are using other resources and services of the library for other reason(s) that they consider to be more important. It appears that demand is manifested both in terms of what is most used and in terms of what is most important. The use/importance dichotomy is not necessarily contradictory. It would appear to be good management practice to attend to both of these manifestations of user demand.

Subsequent analyses of the data from the AFPL survey also indicated that there were significant differences among the branches in terms of the role-based reasons for use that were selected. In some of these branches a majority of the users did, in fact, select the Popular Materials Library role as the single most important reason for visiting the library. This suggests that for some libraries the decision to emphasize the Popular Materials Library role can be justified both on the basis of use and on the basis of the importance of the use to their users. More importantly, however, these differences among branches demonstrate that in large library systems the role selection

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**These data suggest, therefore, that while most people are using popular materials, many of them also are using other resources and services of the library for other reason[s] that they consider to be more important. It appears that demand is manifested both in terms of what is most used and in terms of what is most important.**

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ported in these surveys to be most important to the respondents who represent the service population (for example, the roles that received the highest ratings of importance by African-American respondents living in households with preschool children). The library could draw the reasonable inference that the service populations in its community would most likely share the same opinions about the importance of the roles as the respondents in the surveys who represented those service populations. A library then could develop a tentative set of roles for its community that could be tested by a small community survey, or by interviews with representatives of its various service populations, or by town meetings, or by any other method appropriate to local conditions or resources.

Used in this manner, these data will enable public librarians throughout the nation to understand better the service requirements of various segments in their communities and to select roles appropriate to the needs of their communities.

## Discussion

The results of these surveys clearly indicate that in the opinion of the public

of the libraries responding to the Public Library Data Service (PLDS) survey indicated that the Popular Materials Library role is one of their primary roles.<sup>13</sup> Assuming that the opinions expressed by the respondents in these national surveys are valid indicators of how the public really feels about the roles of the library in the community, and further assuming that the libraries that have selected the Popular Materials Library role have done so on the basis of sound indicators of use of, or demand for, popular materials, how can the apparent difference between the priorities espoused by the public and the public's actual use of the library be reconciled? The answer, we believe, lies in a better understanding of why people use the library and how people value their use of the library.

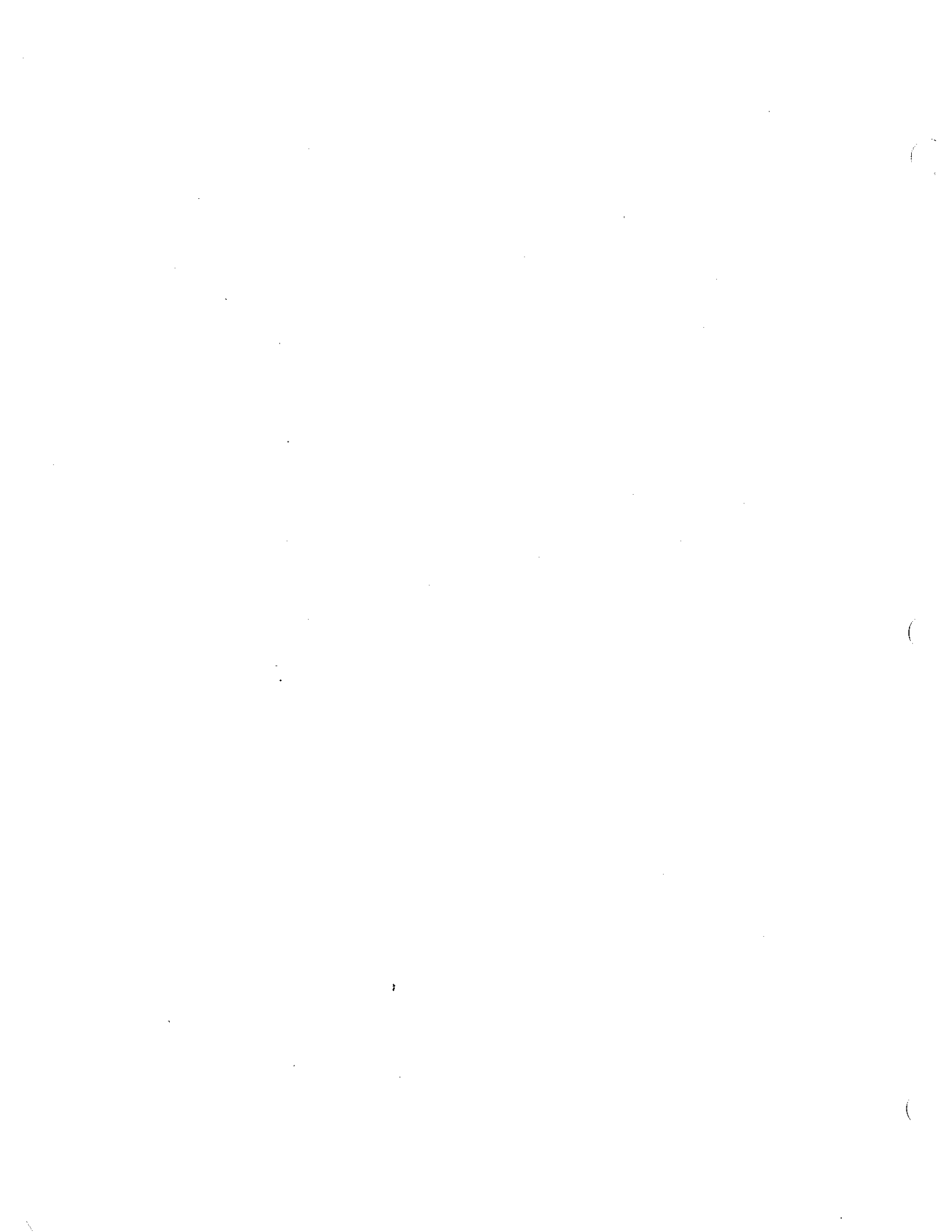
In the previously cited surveys, library users were asked to select from a list of role descriptions the description(s) that best described why they were visiting the library.<sup>14</sup> In each library system, the Popular Materials Library description was selected by the largest number of users as a reason for visiting the library (69.0 percent at the Free Library of Philadelphia, 73.4 percent at the Minneapolis Public Library and Information Center, and 71.3

process must be performed at the branch level to respond better to the needs of the community served.

In addition, it is important to note that in each of the surveys, significant differences were observed between the Caucasian users and the users from other racial groups (African-American, Asian American, Hispanic American, and/or Native American users) in terms of the role-based reasons why these groups used the library. Users of color tended to use the library for educational support and reference in substantially greater proportions than Caucasian users.<sup>16</sup> This suggests that for libraries serving diverse communities, the role selection process also must be sensitive to the special demands of minority groups.

### References and Notes

1. Charles McClure and others, *Planning and Role Setting for Public Libraries* (Chicago: ALA, 1987).
2. Verna Pungitore and others, *A Study of the Development and Diffusion of the Public Library Association's Planning and Evaluation Manuals: Final Report* (Bloomington, Ind.: School of Library and Information Science, Indiana Univ., 1990).
3. Because the number of African-Americans and Hispanic Americans that would be surveyed by means of a national probability sample would be too few for cross group comparisons and too few for generalizations to the African-American and Hispanic American populations, the U.S. Department of Education provided funding to obtain supplemental samples of African-Americans and Hispanic Americans. Cost estimates from the Gallup Organization for supplemental samples of Asian Americans and Native Americans were, unfortunately, prohibitively expensive and consequently supplemental samples for these racial groups were not obtained.
4. See George D'Elia (with Eleanor Jo Rodger), *Free Library of Philadelphia Patron Survey: Final Report* (1990); George D'Elia, *The Minneapolis Public Library and Information Center Patron Survey: Final Report* (1991); George D'Elia, *The Atlanta-Fulton Public Library User Survey: Final Report* (1993).
5. While it was recognized that a respondent's evaluation of a role might be influenced by the particular set of examples included in the description of the role, all parties involved (i.e., the Project Advisory Committee, the University of Minnesota Center for Survey Research, and the Gallup Organization) agreed that concrete examples were essential to the description of the roles.
6. These figures were obtained from *Public Library Data Service Statistical Report '91* (Chicago: PLA/ALA, 1991).
7. This figure was obtained from Adrienne Chute, *Public Libraries: 1990* (Electronic E.D. TABS, March 1992, U.S. Department of Education, Office of Educational Statistics, NCES 92-028).
8. In the user survey conducted for the Free Library of Philadelphia in which users were asked to identify which role statements best described their reasons for visiting the library, users in community branch libraries, which clearly were not considered by the Free Library of Philadelphia to be research libraries, selected the Research Center role description as a reason why they were visiting the library. In addition, students, in disproportionately higher numbers than nonstudents, selected the Research Center role as a reason for coming to the library. These results indicate that the public does not interpret the Research Center role as the profession interprets the role. It appears that the public interprets research as the process of acquiring information for educational support and for personal use. In this context, research appears analogous to reference and might indicate a form of unassisted reference.
9. The average, or mean, of the scores was calculated using the midpoint of each interval; namely, \$0, \$10, \$30, \$50, \$70, \$90, and \$110.
10. The Caucasian respondents were Caucasians who did not report having Hispanic ancestry. Hispanics who were also of African ancestry were classified by the Gallup Organization either as Hispanic Americans if they were living in an Hispanic neighborhood or as African-Americans if they were living in an African-American neighborhood.
11. Analysis of variance is a statistical procedure for testing whether the observed differences among group means for each role evaluation occurred by chance or because the groups differed in their evaluations of the importance of the role. A statistically significant difference among the group means is defined as one whose probability of occurring by chance (the alpha level reported in the tables) is so low that we choose to conclude that the difference did not occur by chance but that it occurred because the groups differed in their evaluation of the role. All differences with an alpha level of .05 or less are considered to be statistically significant.
12. George D'Elia, *The Roles of the Public Library in Society: The Results of a National Survey. Final Report* (Minneapolis: Univ. of Minnesota, 1993). The report is available from the Urban Libraries Council, 1800 Ridge Ave., Suite 208, Evanston, IL 60201; (708) 866-9999.
13. See Kenneth Shearer, "Confusing What Is Most Wanted With What Is Most Used," *Public Libraries* 32 (July/Aug. 1993), 193-97.
14. For a detailed presentation of these results see also George D'Elia and Eleanor Jo Rodger, "Why Patrons Use the Library: Patron Use and Public Library Roles." To be published in *Public Libraries*.
15. The users in the other surveys were not asked this question.
16. Please see D'Elia and Rodger, "Why Patrons Use the Library," for an extended discussion of these differences among racial groups of library users.





TO: Library Board of Trustees

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

DATE: March 21, 1994

SUBJECT: **Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County**

At its meeting of December 20, 1993, the Library Board of Trustees nominated Trustee Al Shkoler as a candidate for alternate delegate for the Independent Special Districts to the Local Agency Formation Commission of Orange County.

The election was scheduled to be held on March 17, 1994, at the Orange County Board of Supervisors Hearing Room.

Results of the election will be announced at the Board Meeting.

The nomination information is Attachment A.

# Orange County LAFCO

## LOCAL AGENCY FORMATION COMMISSION

March 8, 1994

CHAIRMAN  
JAMES H. FLORA  
COUNCILMAN  
CITY OF LA HABRA

TO: Special District Selection Committee Members

FROM: Executive Officer

VICE-CHAIRMAN  
EVELYN R. HART  
COUNCILWOMAN  
CITY OF  
NEWPORT BEACH

RE: Selection of Special District Representatives to Serve  
on LAFCO

HARRIETT M. WIEDER  
SUPERVISOR  
SECOND DISTRICT

On March 2, 1994, the Commission adopted a resolution approving the Rules and Regulations affecting the functions of special districts and called for the seating of special district representation on LAFCO. The Commission authorized the Chairman of LAFCO to call and give notice of a meeting of the Independent Special District Selection Committee to be held:

DAVID BORAN  
REPRESENTATIVE OF  
GENERAL PUBLIC

Date: March 17, 1994

Time: 7:00 p.m.

WILLIAM G. STEINER  
SUPERVISOR  
FOURTH DISTRICT

Place: Orange County Board of Supervisors Hearing  
Room (Map Attached)

ALTERNATE  
VERNON S. EVANS  
REPRESENTATIVE OF  
GENERAL PUBLIC

The purpose of this meeting is to elect two regular special district representatives and one alternate representative to serve on LAFCO. The presiding officer of each independent special district shall serve as the voting member for each district, unless the district board appoints one of its other members to attend this meeting in place of the presiding officer.

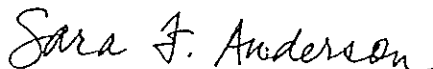
ALTERNATE  
CHARLES V. SMITH  
MAYOR  
CITY OF  
WESTMINSTER

Pursuant to the Rule of Procedures adopted by the Independent Special District Selection Committee on February 10, 1994, nominations for regular member and alternate member have been submitted to me. A list of the nominees is attached for your information along with those resumes that were submitted. Ballots will be made available at the meeting.

ALTERNATE  
SUPERVISOR  
VACANT

SARA F. ANDERSON  
EXECUTIVE OFFICER

Sincerely,



Sara F. Anderson

Attachments

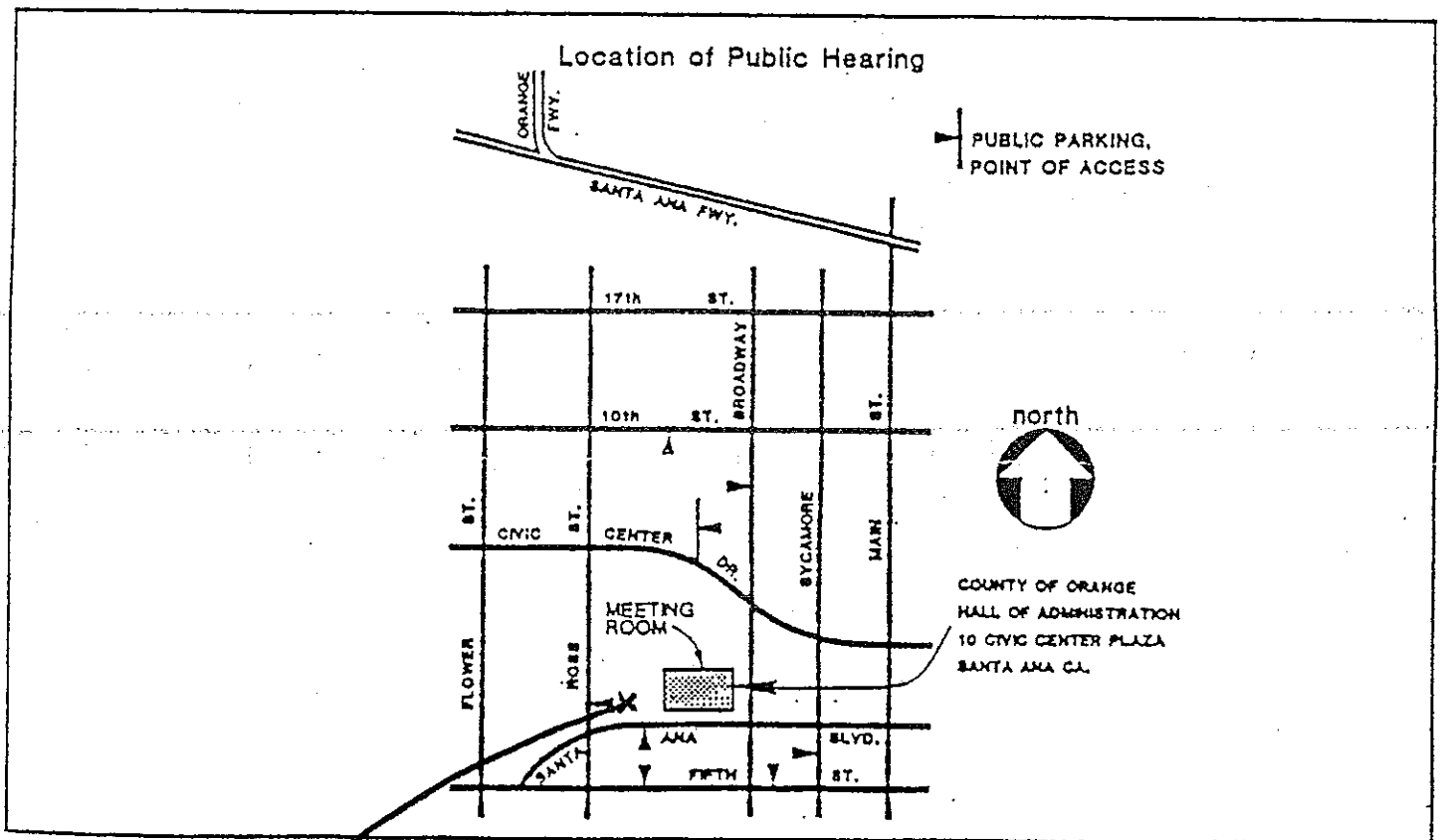
SA:(f:sa:elecmtg)

### SPECIAL DISTRICT SELECTION COMMITTEE MEETING

MARCH 17, 1994

7:00 PM

BOARD OF SUPERVISORS HEARING ROOM



I suggest parking in the lot on the east side of Ross Street. The Board of Supervisors Hearing Room is on the ground floor of Building 10 Civic Center Plaza, Hall of Administration.

**SPECIAL DISTRICT NOMINEES**

Regular Members

PHIL ANTHONY  
Orange County Water District

KENNETH CARR  
Vector Control District

JAMES EVANS  
Midway City Sanitary District

JAMES A. WAHNER  
Costa Mesa Sanitary District

CHARLES R. WALL  
Trabuco Canyon Water District

JOHN B. WITHERS  
Irvine Ranch Water District

Alternate Members

AL SHKOLER  
Placentia Library District

PEER SWAN  
Irvine Ranch Water District

JOHN B. WITHERS  
Irvine Ranch Water District

RESUME

February 1994

**Name:** PHILIP L. ANTHONY

**Address:** 2157 Pacific Avenue, Unit B-203  
Costa Mesa, California 92627

**Telephones:** Office 714/722-7575; Fax 714/722-0804  
Mobile 714/322-2100

**Professional Experience:** President, Philip L. Anthony, Inc., a professional services corporation, practicing as an independent management consultant: January 1981 to Present.

Provider of management consulting services to local governments, business owners and chief executives; specializing in local governmental relations, entitlement processing and advocacy. Mr. Anthony has extensive experience in the policy making and procedural aspects of city, county and regional government. He has worked extensively with municipal redevelopment agencies and has been involved with several major redevelopment projects, including affordable housing projects assisted by redevelopment 20% set-aside funds. Mr. Anthony has himself served continuously as an elected local public official in Orange County for the past 31 years.

Mr. Anthony has been involved personally in residential property development since 1975 as an owner/builder of rental apartment units and a land subdivider. He currently is building 133 units of affordable senior apartments in cooperation with the Westminster Redevelopment Agency in the City of Westminster.

Member of the Board of Supervisors, First District, County of Orange, California: November 1976 to January 1981. Chairman of the Board: 1979.

Service as a full-time elected public official. Responsible for the overall executive and legislative direction of the government of the County of Orange, then the second most populous county in California, with over 10,000 employees and billion-dollar annual budgets. While Board Chairman, Mr. Anthony established the County's first-ever program for financing affordable housing with tax-exempt mortgage revenue bonds.

PHILIP L. ANTHONY

Page Two

Aerospace Engineering Management and Program Management, Rockwell International Corp., Anaheim, California: June 1961 to November 1976. Responsible for the development of new products; all chemical and electrochemical specifications; support of marketing activities; management of in-house and contractual laboratory research, development and testing programs; and liaison with U.S. Government customers and related agencies. Supervised 50 technical personnel. Received four Cost Improvement Awards and a NASA Technology Utilization Award. Granted two U. S. Patents.

**Elected  
Public  
Offices:**

Orange County Water District.

Director, Division Four: February 1981 to Present.

President: 1993 and 1994.

Elected member of the governing board of largest water district in Orange County that manages conjunctive use of Santa Ana River groundwater basin and supplies 3/4 of the water for over two million residents. Involves liaison with cities and other agencies that pump and retail groundwater; with Army Corps of Engineers and local, state and federal officials on water conservation at Prado Dam; and with Counties of Orange, Riverside and San Bernadino on joint use of the water flows of the Santa Ana River.

Orange County Board of Supervisors.

First District Supervisor: November 1976 to January 1981. Board Chairman: 1979.

Westminster City Council.

Member: April 1962 to November 1976.

Mayor: September 1972 to November 1976.

Mr. Anthony helped assemble and complete the City's retail water system by purchase of several private companies, looping distribution lines, building two reservoirs, drilling additional wells and setting up meter reading and billing.

**Appointed  
Public  
Offices:**

Santa Ana River Flood Protection Agency.

Board and Executive Committee Member: 1988 to 1993.

Involves coordination and advocacy with Corps of Engineers, congressional offices, state legislators and agencies, and local cities and the

Counties of Orange, Riverside and San Bernadino to support implementation of the Santa Ana River Main Stem Flood Control Project.

Orange County Local Agency Formation Commission.  
Commissioner: 1976 to 1980. Chairman: 1978, 1979.

Orange County Sanitation Districts.  
Director: 1976 to 1980.

Orange County Transit District.  
Director: 1976 to 1980:

Southern California Association of Governments.  
Executive Committee Member: 1979 to 1980.

South Coast Air Quality Management District.  
Director: 1978 to 1980.

Orange County Cities Selection Committee.  
Chairman: 1975 to 1976.

Orange County League of Cities.  
Member: 1962 to 1976. Bylaws Chairman: 1974, 1975.

**Water:  
Industry  
Activities:**

Association of California Water Agencies  
Director: 1990 to Present

Water Advisory Committee of Orange County  
Member: 1983 to Present. Chairman: 1992

**Education:**

California State University, Long Beach, B.S. Degree  
Cum Laude, Chemistry. [June 1958]

University of Hawaii, M.S. Degree, with Honors,  
Physical Chemistry. [June 1960]

University of Southern California, additional grad-  
uate studies in Physical Chemistry. [1960 and 1961]

Specialized professional courses, seminars and train-  
ing in business and management theory and techniques,  
and in laws, regulations and procedures affecting  
local and regional governments in California.

PHILIP L. ANTHONY  
Page Four

**Other Professional Activities:** Mr. Anthony has published six technical papers and been granted two U.S. Patents, No. 3,840,802 and No. 3,944,181.

He has made numerous technical and governmental presentations, and has testified before congressional and state legislative committees.

Mr. Anthony is listed in Who's Who in American Politics and in Who's Who in Orange County.



RESUME

Kenneth E. Carr  
203 Calle Cortez  
San Clemente, CA 92672  
(714) 498-6592

EXPERIENCE

July 1988           City of San Clemente  
to Present         City Treasurer

An elected position responsible for receiving and safely keeping all money coming into city treasury. Manage cash investment portfolio averaging \$50,000,000.00. Administer all functions as respects municipal bonds.

May 1980           Real Estate Broker  
to Present         Century 21 OMA  
San Clemente, CA

Presently serving as a real estate broker in a major Orange County real estate (residential and commercial) firm.

April 1982         City Council/Mayor  
November 1986     City of San Clemente

Served as an elected member of a five person City Council for a suburban city of 30,000+ residents. Served, as Mayor from April 1984 through April 1985. Dealt with key decisions involving growth, finances and redevelopment.

February 1977     City of Alhambra  
December 1979     City Manager

Direction of all activities for a full service city employing over three hundred full time and one hundred temporary employees. Emphasis was on cost savings measures and reorganization of personnel assignments to affect economies through greater productivity with fewer employees. Employed participative management techniques to achieve more effective resource utilization.

August 1964       City of San Clemente  
February 1977     City Manager and Finance Director

Served as city manager until April, 1976. Resigned for personal and professional reasons to accept position of finance director. As city manager, directed all duties normally attendant to position in full service, tourist orientated, coastal city experiencing rapid growth and economic transition, with emphasis on growth management, fiscal stabilization, and cost control.

April 1959 City of Compton  
August 1964 Assistant City Manager

Principal delegated responsibilities included serving as Personnel Officer, Purchasing Agent, and Budget Analyst. Also acted as right of way agent and functioned in capacity of executive director of Parking Authority and Beautification Committee.

June 1957 City of Paramount  
April 1959 Administrative Assistant

In a contract city operation, served as chief fiscal officer, planning coordinator, budget officer, and other capacities as delegated by city manager.

Private Business

Following graduation from college in June, 1952, I held various junior executive positions with banking, pharmaceutical manufacturing and insurance corporations.

EDUCATION

Bachelors Degree: Business Administration  
1952 UNIVERSITY OF SOUTHERN CALIFORNIA

Graduate Study: Course Curriculum completed for  
1954-1957 Masters Degrees, Public and Business  
Administration  
UNIVERSITY OF SOUTHERN CALIFORNIA

MILITARY

Service in United States Army from February, 1946 to April, 1947 and from September, 1950 to October, 1951.

STATISTICS

Married, three adult children  
Date of birth: September 28, 1927

REFERENCES

References furnished on request.

CHARLES R. WALL  
P. O. BOX 382  
TRABUCO CANYON, CA 92678

CANDIDATE FOR SPECIAL DISTRICT MEMBER  
OF LOCAL AGENCY FORMATION COMMISSION (LAFCO)

STATEMENT OF QUALIFICATIONS

MARCH 1, 1994

I have been a member of the Trabuco Canyon Board of Directors since 1978. I have served in all capacities of leadership during my tenure. I am presently President of the Board and serve as the Chairman of the Santiago Aqueduct after being elected by its members in 1992.

Supervisor Vasquez appointed me to the Foothill/Trabuco Specific Plan Committee for a three year period. I resigned that post to pursue a seat on the Saddleback Valley Unified School District. Although unsuccessful I enjoyed the exposure to the problems facing our educational system. In 1989 I was interviewed by Supervisor Vasquez and Mayor Evelyn Hart of Newport Beach for the LAFCO position of member-at-large. I was a candidate for the Republican Party primaries for Assembly in 1992 and received 37% of the vote.

I approach the political arena with a down-to-earth attitude and appreciate being considered for the position of representing special districts on LAFCO.



RESOLUTION 94-1

AL SHKOLER

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING AL SHKOLER FOR THE POSITION OF ALTERNATE DELEGATE FOR THE INDEPENDENT SPECIAL DISTRICTS TO THE LOCAL AGENCY FORMATION COMMISSION.

WHEREAS, pursuant to legislation enacted during 1993 by the California legislature and actions taken by the Orange County Local Agency Formation Commission (LAFCO), special districts within the County of Orange will be given representation on LAFCO; and

WHEREAS, the Placentia Library District of Orange County desires to endorse the nominate Al Shkoler as a candidate for the position of alternate delegate on the Orange County LAFCO board on behalf of special districts; and

WHEREAS, Al Shkoler was appointed to the Placentia Library District of Orange County Board of Trustees on December 1, 1992, is the District's representative to the Independent Special Districts of Orange County, serves as President of the Placentia Chamber of Commerce, is an active member of Rotary International and a concerned and active member of the community; and

WHEREAS, the Board of Trustees of the Placentia Library District of Orange County believes that Al Shkoler's service and experience have given him a solid understanding of the issues related to special districts and his professional background in business management and information sciences have given him technical understanding of LAFCO concerns; therefore

BE IT RESOLVED, that, the Placentia Library District of Orange County Board of Trustees supports the election of Al Shkoler to the Local Agency Formation Commission as a special districts alternate delegate and encourages other special districts to support Mr. Shkoler's election.


1. The first part of the document is a list of names and addresses.

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4. The fourth part of the document is a list of names and addresses.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: March 10, 1994

SUBJECT: **Designation of Placentia Library District as a participant in the Reference Evaluation Program by the State Library of California.**

Placentia Library has volunteered to be one of twelve sites where the Reference Evaluation Program will be conducted.

One hundred survey forms are required to be filled out by the reference staff and patrons during a three month period. The forms will be collected and analyzed by the State Library and the results reported in August.

Suad Ammar and Julie Shook will attend a half day training, they will then train the staff, and make sure that they fully understand how to implement the survey.

The results of the program will be an effective tool that will show the quality of reference services offered by the Library.

THE UNIVERSITY OF CHICAGO

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# CALIFORNIA STATE LIBRARY

LIBRARY DEVELOPMENT SERVICES  
1001 SIXTH STREET • SUITE 300 • SACRAMENTO, CA 95814



TELEPHONE: (916) 445-4730  
ONTYME: CSLDLS

## MEMORANDUM

DATE: March 1, 1994  
TO: Directors of the public libraries listed below  
FROM: Cy Silver, State Library (916/322-0360)  
SUBJECT: Reference Evaluation Program

PC

State Librarian Gary E. Strong has asked me to notify you that you have been selected to participate in the Reference Evaluation Program this year. He especially wants you to know he appreciates your volunteering for this pioneering effort.

Tom Childers has been revising the materials for the program, using the experience of last year's pilot project. He is eager to get underway and to meet you and your program coordinator.

You will be pleased to know that Carmela Ruby, formerly of the State Library staff, has agreed to be the "California connection" for the program. She will work with Tom and you in organizing training sessions and other local arrangements, clarifying matters, and in general ensuring that all runs smoothly for you. (Of course, Tom will be very much involved as well.)

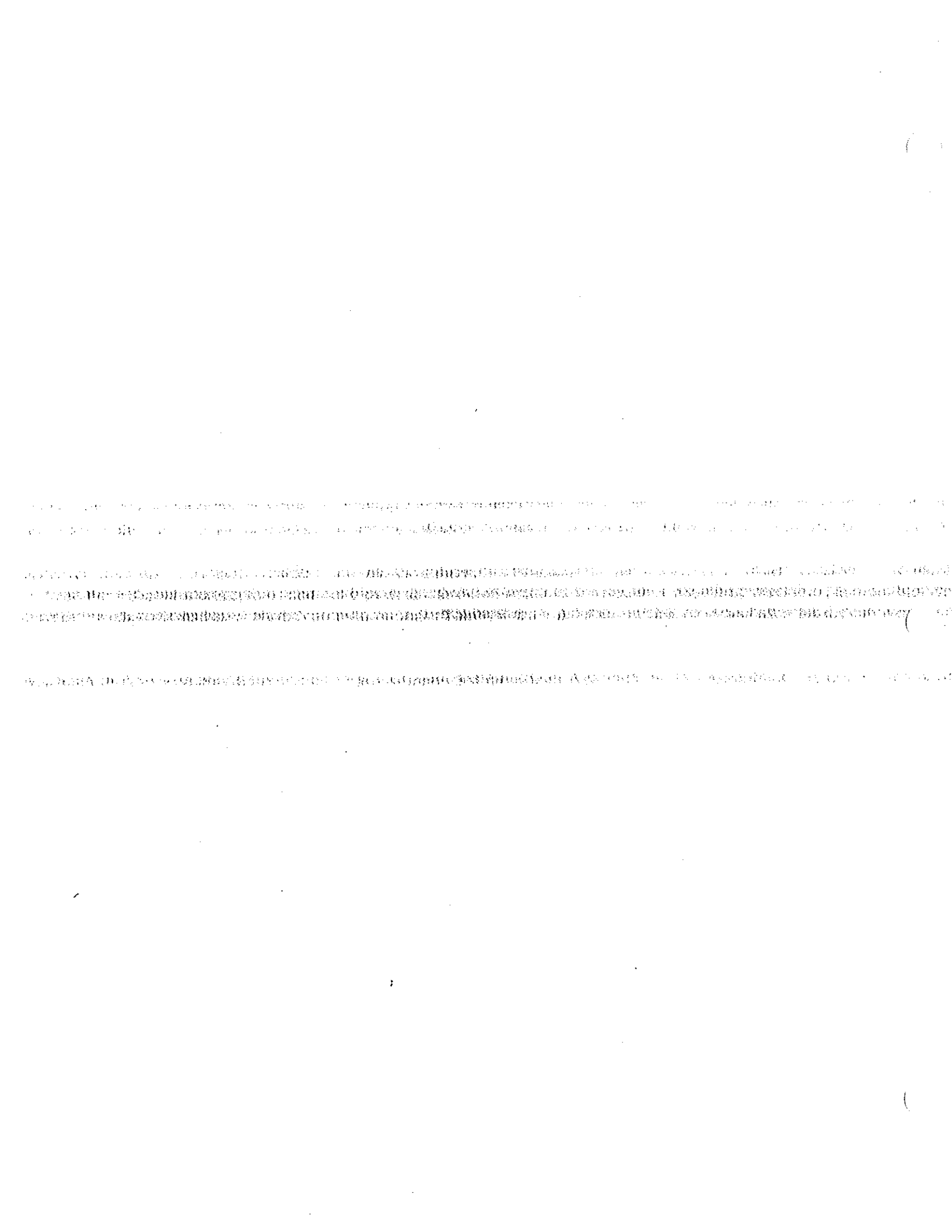
You should *immediately telephone* Carmela at 916/453-1174 with the name, address, phone and fax number of your contact person / coordinator for the program. That person should be available for a 1/2-day's training in early April, and generally available for most of the test period of up to ten weeks immediately following the training. If you need to write Carmela, her address is 121 - 45th Street, Sacramento, CA 95819.

I am sure you will find this a rewarding opportunity to examine how your staff provides reference service. Please do not hesitate to contact me regarding any aspect of the program if you have any questions that Carmela or Tom are not be able to answer.


### *Participating Public Libraries:*

Chula Vista	Lake County	Placentia Library District
Commerce	Newport Beach	Riverside City & County
Glendale	Oakland	San Mateo (City)
Inyo County	Ontario	South San Francisco

cc: Tom Childers  
Carmela Ruby



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: March 21, 1994

**SUBJECT: Renewal of California Library Association Personal and Institutional Memberships**

### **BACKGROUND**

At its meeting of January 20, 1994, the Library Board of Trustees deferred approval of both personal and institutional memberships in the California Library Association for 1994.

At its meeting of February 22, 1994, the Library Board of Trustees approved the Library Director's recommendation of paying the personal memberships and not renewing the institutional membership. This recommendation was based on the information that CLA had not adopted a legislative policy endorsing any type of superpot allocation for property taxes.

The information presented in Agenda Item 25 shows that CLA has taken a position of strong support for SB 1666.

### **RECOMMENDATION**

1. Move to reconsider the action taken at the February 22, 1994, Regular Meeting to approve payment of personal memberships to CLA.
2. Move to approve payment of personal memberships in CLA only for those trustees and staff requesting that they be paid.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: March 21, 1994  
SUBJECT: Review of Procedures for the Computer/Typewriter Room

**BACKGROUND**

This Agenda Item was carried forward from the February 22, 1994, Regular Meeting.

Secretary Stark has requested a review of the procedures for public use of the Computer/Typewriter Room.

A copy of the current procedure is Attachment A. A copy of this sheet is given to each person who signs up for rental of the Friends' computer.

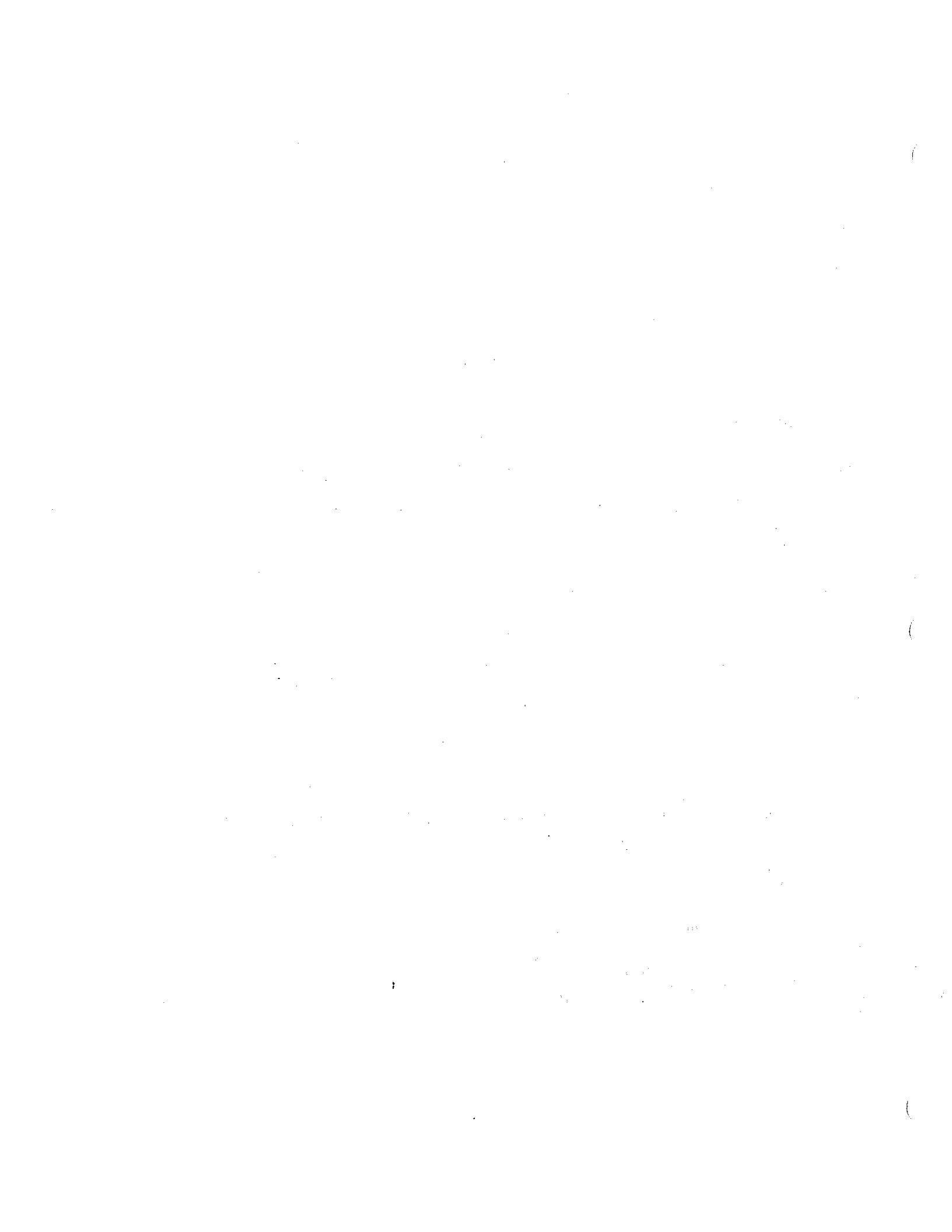
Upon review of the history of this document I discovered that it was prepared at the time the public computer was purchased by the Friends of the Library and scheduled for Board adoption at its meeting on February 10, 1992. However, it did not actually on the Agenda nor is it mentioned in the Minutes. Since I was absent during the final preparations for this meeting, and for the meeting itself, I do not know why it was not included because the document was made available to the public immediately after the meeting.

It would be appropriate at this point to both adopt the existing published procedure as Board Policy and to revise the Fines and Fees Schedule to include the \$4.00 per hour rental charge. The Fines and Fees Schedule is Attachment B.

**RECOMMENDATION**

1. Adopt the Computer/Typewriter Room Public Use Policy.
2. Amend the Fines and Fees Schedule as Adopted June 21, 1993, to include the Computer rental fee of \$4.00 per hour, prorated in 15 minute intervals.

*W.D. Stark*



**PLACENTIA LIBRARY DISTRICT**

**COMPUTER/TYPEWRITER ROOM**

1. The computer/typewriter room is available to patrons 13 years of age and older. Children under 13 may not be in the room, even with an adult.
2. All users must sign up and leave their library card, valid California Driver License, or California ID card at the Checkout Desk.
3. Typewriter use is on a first-come, first-served basis. There are 3 coin-operated electric machines in the room (2 correctable). The fees are: 50¢ every 20 minutes for the correctables and 25¢ every 20 minutes for the non-correctable. Quarters are required for operation, with change available at the Checkout Desk. Please read the instructions before putting your money in the typewriter.
4. Computer use is on a reservation basis, for up to 2 hours at a time. Reservations will be held up to 10 minutes past starting time. The rental fee is \$4.00 per hour (\$1.00 per 15 minutes or portion thereof). A \$4.00 cash deposit is required prior to use of the computer. Staff is not available to provide detailed instructions on computer operation.
5. Paper, discs, and other computer supplies are available for purchase at the Checkout Desk.
6. The Computer/Typewriter Room must be left in the condition in which it was found. All personal trash is to be discarded in the receptacle provided.
7. No group work or extended discussion is allowed.
8. No eating, drinking, or smoking is permitted at any time in the Computer/Typewriter Room.

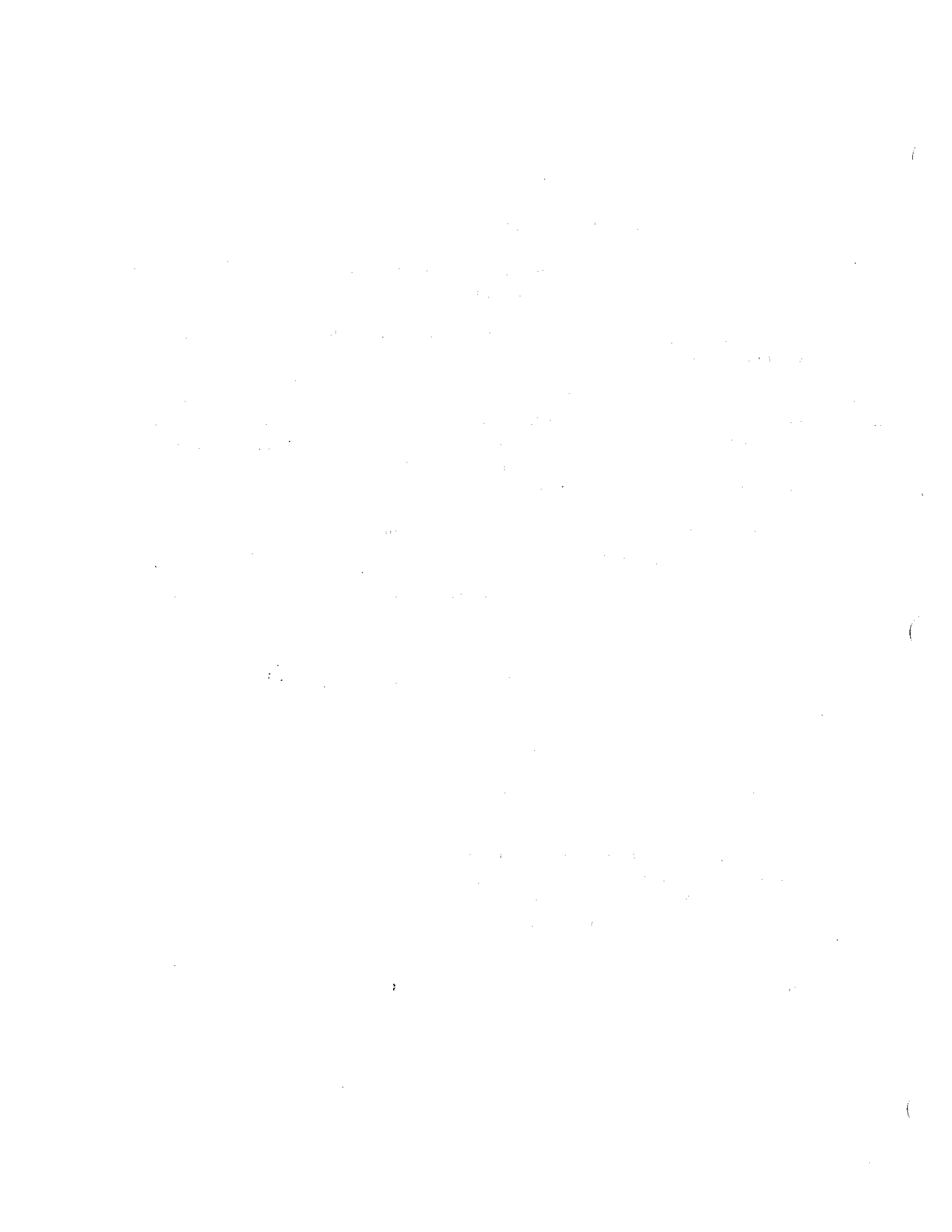
**COMPUTER HARDWARE PARAMETERS:**

Hardware: 386 DX, 33 MHz, 3.5 FD, 128K cache, 100 Mb HD, 4Mb RAM  
VGA card with 512K  
14" VGA color monitor  
Deskjet 500 printer

Software: Microsoft Windows  
WordPerfect for Windows  
Lotus for Windows  
Printshop and clip art libraries

**TYPEWRITERS:**

3 electric (2 correctable)





## PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted by the Library Board of Trustees, June 21, 1993*

<b>FINES</b>	<b>PER DAY</b>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Disks . . . . .	\$ .20
Videos . . . . .	2.00

There is a two day *grace period* on fines for all items except videos. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<b>MAXIMUM FINE PER ITEM</b>	<b>MAXIMUM</b>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Disks, and Videos . . . . .	\$ 10.00

<b>RESERVES &amp; SHELF CHECKS</b>	<b>PER ITEM</b>
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Disks, Videos . . . . .	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus . . . . .	5.00

<b>LOST MATERIALS</b>	<b>DEFAULT*</b>
Adult Books . . . . . Item Cost + \$5.00 . . . . .	\$ 25.00
Children's Books . . . . . Item Cost + \$5.00 . . . . .	15.00
Magazines . . . . . Item Cost + \$2.00 . . . . .	3.00
Records/Cassettes . . . . . Item Cost + \$5.00 . . . . .	10.00
Pamphlets . . . . . Item Cost + \$2.00 . . . . .	2.00
Videos . . . . . Item Cost + \$5.00 . . . . .	50.00
Compact Discs . . . . . Item Cost + \$5.00 . . . . .	15.00
Books on Tape . . . . . Item Cost + \$5.00 . . . . .	30.00
Paperback - Adult . . . . . Item Cost + \$5.00 . . . . .	5.00
Paperback - Children's . . . . . Item Cost + \$5.00 . . . . .	3.50
Paperback - Foreign Language . . . . . Item Cost + \$5.00 . . . . .	9.00

\*Default price will be used in the event the item cost is not available. The processing fee of \$2.00 or \$5.00 is not part of the default price and needs to be added for the total amount due.

<b>SPECIAL SERVICES</b>	<b>PER ITEM</b>
Laminating, per linear foot . . . . .	\$ 3.50
Fax, sending, use of telephone credit card, plus . . . . .	5.00
Fax, receiving per page . . . . .	1.00
Printing, per page . . . . .	.10

<b>MULTIPURPOSE ROOM</b>	<b>PER DAY</b>
No set-up. . . . .	\$ 30.00
Set-up fee . . . . .	10.00
Clean-up fee. . . . .	10.00

<b>RETURNED CHECKS</b>	<b>PER CHECK</b>
. . . . .	\$ 10.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

*Adopted by the Library Board of Trustees, January 18, 1993.*

Faint, illegible text spanning the width of the page, possibly bleed-through from the reverse side. The text is too light to transcribe accurately but appears to be organized into several lines.

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: March 21, 1994  
SUBJECT: Establish Salary for Library Director

**BACKGROUND:**

At its Special Meeting on March 7, 1994, the Library Board adopted a motion establishing the salary for the Library Director effective March 4, 1994.

This salary needs to be incorporated in the District's salary schedule for exempt employees.

**RECOMMENDATION:**

1. Read Resolution 94-3 by title only.
2. Adopt Resolution 94-3.

RESOLUTION 94-3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EXEMPT EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Exempt Employees for Fiscal Year 1993-1994 dated March 21, 1994, and implements such on March 4, 1994

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California )  
County of Orange )

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-first day of March, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of March, 1994.

\_\_\_\_\_  
Sandra M. Stark, Secretary  
Board of Trustees of the Placentia Library District  
of Orange County

PLACENTIA LIBRARY DISTRICT  
Salary Scale for Fiscal Year 1993-1994  
effective March 4, 1994

	1	2	3	4	5	6	7	8	9	10
ADMIN.										
ASS'T.										
HR	13.12	13.45	13.79	14.13	14.49	14.85	15.22	15.60	16.00	16.80
PP	1,050.07	1,075.84	1,103.32	1,130.79	1,159.12	1,188.31	1,217.50	1,248.41	1,279.32	1,343.72
AN	27,302.01	27,971.73	28,686.10	29,400.45	30,137.14	30,896.15	31,655.15	32,458.81	33,262.47	34,936.76
MO	2,275.17	2,330.98	2,390.51	2,450.04	2,511.43	2,574.68	2,637.93	2,704.90	2,771.87	2,911.40
PRINCIPAL										
LIBRARIAN										
HR	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.74
PP	1,734.39	1,777.75	1,822.19	1,867.74	1,914.44	1,962.30	2,011.36	2,061.64	2,113.18	2,218.84
AN	45,094.09	46,221.44	47,376.98	48,561.40	49,775.44	51,019.82	52,295.32	53,602.70	54,942.77	57,689.91
MO	3,757.85	3,851.80	3,948.09	4,046.80	4,147.97	4,251.66	4,357.96	4,466.91	4,578.58	4,807.51
LIBRARY DIRECTOR										
HR	34.04									
PP	2,723.08									
AN	70,800.00									
MO	5,900.00									
PAGES										
	Starting Wage	6 Month	1 Year							
	4.50	4.75	5.00							
LIBRARY AIDE										
	5.63	6.17								

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Margaret V. Dinsmore, President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Saundra M. Stark, Secretary

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TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *adm*  
DATE: March 21, 1994  
SUBJECT: **Property and Professional Liability Insurance Renewals for 1994-1995**

**BACKGROUND:**

The District's property and liability insurance broker, Shipkey Insurance Agency, Inc., has solicited bids from three carriers for the District's 1994-1995 coverage. A copy of Shipkey's report is Attachment A.

The 1994-1995 rate is \$1,154 above the current year including an increase in the coverage for the library materials collection of \$290,000 from \$2,900,000 to \$3,190,000 in actual replacement value. This is the first increase in cost in 2 years.

The recommendation also includes adding a \$1 million umbrella for \$600.

Tom Shipkey, President of Shipkey Insurance, will be present at the meeting to answer any questions about the coverage and recommended changes.

Payment of the liability insurance policy needs to be processed before April 1, 1994. Claim 3114 in the amount of \$13,203.00 is Attachment B.

**RECOMMENDATIONS:**

1. Approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$12,603.00 and the addition of \$1 million liability coverage for \$600 for April 1, 1994 through March 31, 1995.
2. Approve payment of Claim 3114 in the amount of \$13,203.00.

*See folder  
Went 1*



# SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681  
(714) 731-5801 • FAX (714) 730-4876

March 8, 1994

Elizabeth Minter, Director  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

RE: April 1, 1994 package renewal

Dear Elizabeth:

It is our pleasure to present you with our April 1 renewal proposal for your package policy. The coverages and limits will be the same as last year with one exception. The value of your book inventory has been increased \$290,000 from \$2,900,000 to \$3,190,000. This adjustment was made as a result of our annual review.

We did obtain other quotes but Employers Mutual Co. (EMC) is still the most competitive and they are rated "A" by Best's Guide. The other insurers quoting were Golden Eagle and Highlands and their quotes were over a \$1,000 higher.

We are also quoting an additional \$1,000,000 in general liability limits as an option. The premium is only \$600 to double your limits. Your big exposure is all the people coming and going through the library everyday. There could be a catastrophe such as a fire or explosion in which numerous members of the public were injured and later sue for damages.

We value you highly as a client and thank the District for its loyalty to us these past 25 years.

Sincerely,

Thomas F. Shipkey  
President

TFS/rek





# SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681  
 (714) 731-5801 • FAX (714) 730-4876

March 8, 1994

## RENEWAL PROPOSAL

FOR

PLACENTIA LIBRARY DISTRICT

COMMERCIAL PACKAGE POLICY  
 EMC (Employers Mutual Company)  
 Policy: 8X51188  
 Term: 4/1/94-4/1/95

### A. PROPERTY

Location: 411 E. Chapman Ave., Placentia

Limits: \$3,190,000 On books  
 400,000 Other personal property of insured  
 25,000 Personal property of others  
 1,000 Transit included

Coverage: Special Perils, subject to standard exclusions  
 which include earthquake and flood  
 Agreed Value (NO Coinsurance Penalty)  
 Replacement cost (No depreciation)  
 \$500 Deductible each claim

### B. COMPUTER

Limits: \$ 66,990 Hardware - Owned  
 27,175 Data & Media - Owned

Coverage: Special Causes of Loss,  
 subject to standard exclusions which  
 include flood  
 \$250 Deductible each claim  
 \$2,500 Deductible - breakdown  
 5% Deductible - earthquake

Placentia Library District  
Renewal Proposal  
March 8, 1994  
Page 2

C. EXTRA EXPENSE

Limit: \$ 75,000

Coverage: Covers additional expense in order to continue operations after a loss. Special Perils, subject to standard exclusions Payable 40%-80%-100% each 30 days.

D. VALUABLE PAPERS

Limit: \$ 80,000

Coverage: Covers the cost of reproducing valuable papers. All Risk, subject to standard exclusions \$250 Deductible each claim A condition of the policy is that the property must be stored in metal filing cabinets at the premises when the premises are not open for business.

E. GENERAL LIABILITY

Limits: \$1,000,000 Each Occurrence Limit  
1,000,000 Personal and/or Advertising Injury Limit  
2,000,000 General Aggregate Limit (Other than Products/Completed Operations)  
2,000,000 Products/Completed Operations Aggregate Limit  
50,000 Fire Damage Liability  
5,000 Premises Medical Expense

Coverage: Premises/Operations  
Products/Completed Operations  
Subject to standard exclusions which include discrimination, sexual harassment, wrongful termination, pollution, asbestos and subsidence of land or soil.

Placentia Library District  
Renewal Proposal  
March 8, 1994  
Page 3

F. AUTOMOBILE

Limits: \$1,000,000 Combined Single Limit  
Bodily Injury & Property Damage

Coverage: Non-Owned & Hired Automobile  
Excess over other coverage  
EXCLUDES OWNED AUTOMOBILE

G. CRIME

Limit: \$10,000 Public Employee Dishonesty Faithful  
Performance, including the faithful  
administration of the revolving  
fund. No Deductible

H. FIDELITY

Limit: \$50,000 Employee Dishonesty - Blanket

Coverage: Naming Placentia Library District of Orange  
County Money Purchase Plan & Trust  
ERISA - Welfare & Pension Plan Compliance  
No Deductible

I. TOTAL PREMIUM: \$ 12,603.00

II. UMBRELLA (Optional Quote)

Limit: \$1,000,000

Coverage: Excess of General Liability

Premium: \$ 600.00

We ask that you do not accept our brief description as a complete explanation of policy terms. The above narrative outline is not intended as a substitute for the terms and conditions of any policy. Only the actual policy language will govern the scope and limits of the coverage involved.

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE March 21, 1994  
REPORT NO 3114

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 Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
Shlpkey Insurance Agency, Inc. P.O. Box 686 Tustin, CA 92681	03/08/94		1100	00		13,203.00		

The claims listed above (totaling \$ 13,203.00) 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: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: March 10, 1994  
SUBJECT: **Program Committee Report for the month of February**

**Placentia Pride Council:** The Council met on February 17, 1994 . The following officers were elected for the period ending in January 31, 1994:

Chairman: Marv Reid  
Vice-Chairman: Susan Parman  
Secretary: Marlene Montooth  
Treasurer: Pat Irot

Future meetings were set for the 3rd Thursday of each month at 7pm in the Library's Meeting Room.

Five committees were established:

Activities/Programs/Projects: Suad Ammar, Juliette Zaidi, Dixie Shaw, Deane Cassidy.  
Grant : Suad Ammar, Adrienne Edmondson.  
Membership: Marv Reid, Peggy Dinsmore, Dale Goodman.  
Publicity: Cecil Rospaw, Dixie Shaw.  
Refreshments: Deane Cassidy.

Press releases will prepared by Cecil Rospaw regarding the Council and its goals and dreams.

Some donations were collected as seed money to cover mailings and other minor expenses.

**75th Anniversary events:** The cake is on display in the center lobby. It has created a lot of inquiries and exclamations from patrons. The banner occupies the bulletin board closer to it .

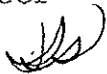
Flyers for the photography contest will be ready for distribution before the end of March. Entries will be due at the Library by Friday, May 20th. Public judging will be on Saturday, May 26th. The exhibition will begin on Saturday, June 4th with a reception beginning at 3:00 pm.

Paul Lester Ph.D, Professor at California State University at Fullerton, Communication Department is assisting in planning and organizing the event. The Placentia Chamber members will be asked to sponsor the BEST OF SHOW trophy.

## PLACENTIA LIBRARY DISTRICT

### PROGRAM STATISTICS

DEPARTMENT	February 94	
	# PROGRAMS	# ATTENDEES
<b><i>ADULT SERVICES</i></b>		
Placentia Pride	1	14
<b><i>CHILDREN'S SERVICES</i></b>		
After School Specials	4	73
Grandparents and Books	7	21
Group Visits	6	150
Story hours	3	46
Special Contest (Guess # of Jelly Beans)	1	413 (# of entries)
<b><i>LITERACY SERVICES</i></b>		
Tutor Training Workshop	2	19
LVA 50\50 Workshop	1	20

TO: Elizabeth Minter  
FROM: Kay Schneider   
DATE: March 13, 1994  
SUBJECT: February Activities in the Children's Department

**BE A WINNER...READ!** This special promotion lasted during the Olympic month of February. Each day a child visited the Library they were able to guess the number of jelly beans in a bear displayed prominently in the children's department and we had many children who looked forward to coming into the Library as many times as possible so they could enter. There were 413 entries. The child who guessed closest to the correct number of beans won the bearful of jelly beans and 50 children won free childrens dinners donated by Polly's Pies in Yorba Linda. The children and parents had a good time with this special program and I had many positive comments from the parents. A picture of the little girl who won the bear is on display in the children's department and also a list of the 50 second place winners.

**Blast Off With Books!** Solve a super secret space message in the Library. Older children have the opportunity to use the computer catalog to decode a secret message and enter a drawing to win paperback books. Children must use the title, title keyword and author indexes in order to gather the information they need to read the secret message. This promotion just began and we hope to have a good response. There is a large bulletin board display promoting this new library activity. It will last until May 15. A display of science fiction titles will also be featured to encourage children to sample this genre.

**After School Specials** - The *After School Specials* for children ages 7 - 12 continued throughout the month of February. These craft & story sessions are always lots of fun, well attended and I have had many positive comments by the parents. It is always very time consuming to prepare crafts for children and the children's department has been very lucky in attracting a volunteer, Heidi Jenkins, who has been helping with locating, selecting and preparing quality craft projects that offer the children a variety of creative experiences. In February there were 4 sessions were attended by 73 children.

**Story Hours & Grandparents and Books** - Three *preschool story hours* were held in February and were attended by 46 children. The children enjoyed a variety of stories and activities. The Grandparents and Books after school stories were listened to by 21 children.

**School Visits** - Six classrooms visited the department for tours and book selection and checkout.

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TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Reference Librarian *JS*  
DATE: March 12, 1994  
SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$450.32	32
Gift Accounts*	\$1,234.07	70

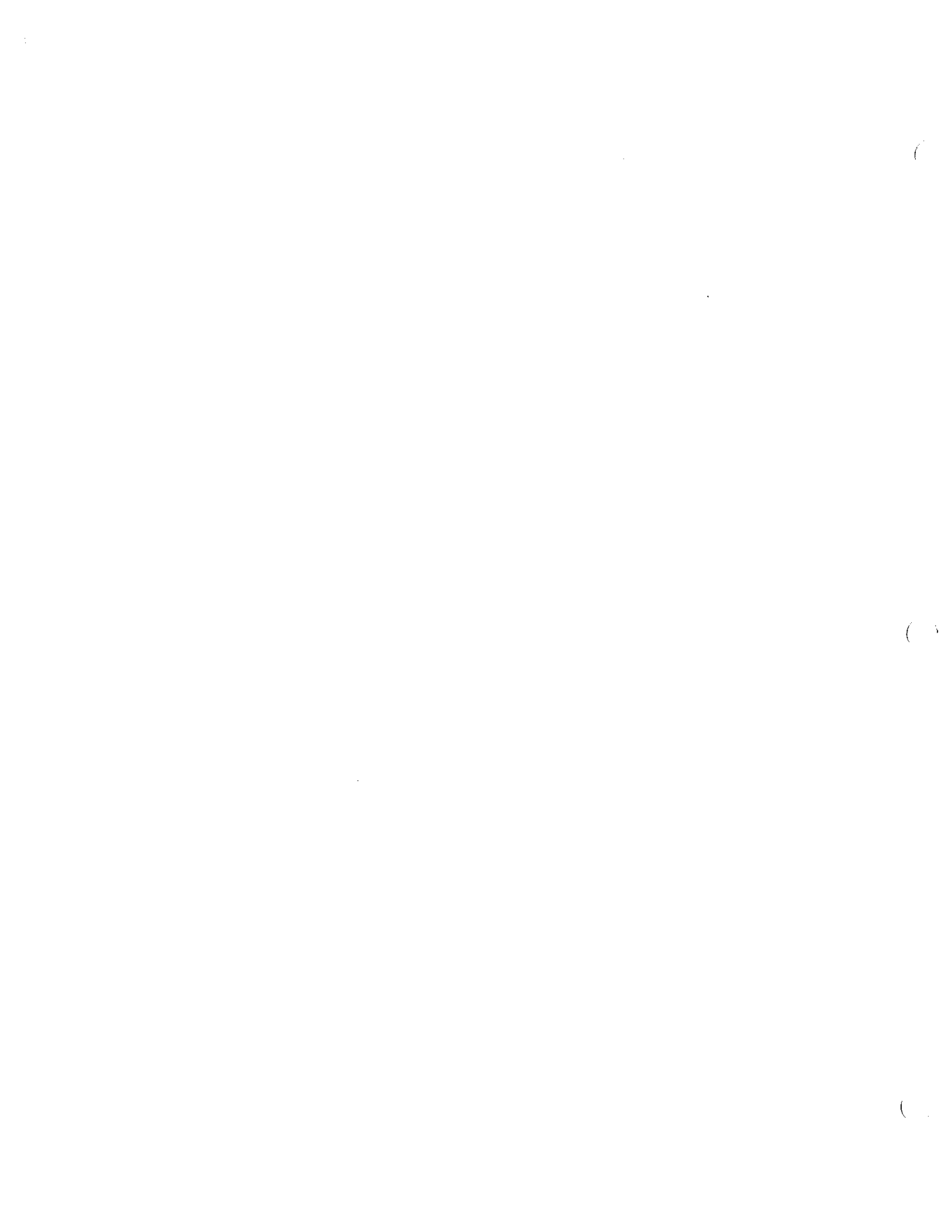
Dollars Spent 2/1/94 to 2/28/94

Continuations	\$316.14
Fiction	\$0.00
Non-fiction	\$0.00
Juvenile	\$281.71
Audio	\$0.00
Gifts*	\$3,590.58
Total	\$4,188.43

Dollars Spent 7/1/93 to 2/28/94

Continuations	\$7,326.41
Fiction	\$1,287.02
Non-fiction	\$303.43
Juvenile	\$1,602.36
Audio	\$1,074.60
Gifts*	\$4,618.00
Total	\$16,231.82

\*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.



TO: Elizabeth D. Minter, Library Director  
FROM: Cheryl Willauer  
DATE: February 12, 1994  
SUBJECT: Publicity materials produced for February 1994

Please note, the cable channel for the Library has changed to channel 53.

Information added this month to Channel 53, the Placentia Library cable station, includes the names of the Library Board, February quotes, Literacy tutor training, the on-going book sale in the library foyer, children's storytime and after school specials; and asking for volunteers.

Newspaper articles include the Library hours, Ciji Ware benefit luncheon and storytime for children.

Included are copies of the Placentia Quarterly which will come out in May. Also a copy of the new Children's contest which was designed on Ventura Publishing.

# PLACENTIA LIBRARY DISTRICT NEWSLETTER

## PROGRAMS FOR CHILDREN

### READING RODEO

BE A STAR READER



This summer June 20 - August 26 the Children's Department will hold the annual Summer Reading Program. Children pre-school through the 8th grade are invited to participate in the Reading Rodeo fun.

Once "buckaroos" and "wranglers" are registered they can start earning gold nuggets by reading and visiting the Library during the Summer program. The nuggets can then be redeemed at the General Store for special prizes.

Star Reader Certificates will be issued to all children who fulfill the reading and visiting requirements. The first 500 children who complete the program will earn a free meal from the Whole Enchilada Restaurant.

Activities in support of the Reading Rodeo Summer Program are scheduled for Wednesdays June 22 - July 27. Free passes will be issued only to children registered in the Reading Program on a first come, first served basis on the Thursday before the event.

### WAY OUT WEST WEDNESDAYS

- |         |  |
|---------|--|
| June 23 | WAY OUT IN THE WILD WILD WEST<br>Pantomimes by<br>Rueben Gerard and Judy Sofer<br>1:00 - 2:00 p.m.      Ages 5-13  |
| June 29 | WILD! WEST! STORIES!<br>South Coast Storyteller's Guild<br>Presents Stories of the Old West<br>1:00 - 2:00 P.M.      Ages 5-13                           |
| July 6  | AN AFTERNOON OF MOVIES<br>1:00 - 2:00 P.M.      Ages 5-13  |
| July 13 | CALIFORNIA!<br>The Golden State Children's Theatre<br>Presents a Western Drama depicting<br>life in early California.<br>1:00 - 2:00 P.M.      Ages 5-13 |
| July 20 | CRAFTS ROUNDUP<br>3 sessions 10:30 A.M.,<br>11:30 A.M., 2:00 P.M.      Ages 7-13   |
| July 29 | BUS TRIP TO THE<br>GENE AUTRY MUSEUM<br>Limited to 40 children      Ages 8-13<br>A small fee will be charged.<br>Leave 10:00 A.M. Return 3:00 P.M.       |

## STORY HOURS FOR CHILDREN

### Pre-school Story Hour

Children ages 3-6

Mondays

June 27 - July 25

1:00 - 1:45 P.M.

### Grandparents and Books

Stories read by Volunteer "Grandparents"  
to children of all ages

Thursdays June - August

10:30, 11:00, & 11:30 A.M.



### HAPPY 75th ANNIVERSARY PLACENTIA LIBRARY

The Library will be celebrating it's 75th anniversary between October, 1993 and October, 1994. As part of the celebration a cake decorated with seventy-five candles will be on display in the reading area at the Library. The candles are available for adoption at three different price ranges; \$500.00, \$250.00, and \$75.00. The names of the candle owners will be displayed on the cake. These donations will be used to purchase books, magazine subscriptions, and reference materials.

The Library wishes to share its anniversary with all Placentia residents, who have celebrated, or will celebrate their seventy-fifth birthday between October, 1993 and October, 1994. If you or anybody you know falls in this category, please call Cheryl Willauer at 528-1906.

## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue  
Placentia, CA 92670

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

### HOURS

Monday - Wednesday . . . . . 12:00 NOON - 8:00 P.M.  
Thursday . . . . . 10:00 A.M. - 6:00 P.M.  
Friday . . . . . CLOSED  
Saturday . . . . . 10:00 A.M. - 6:00 P.M.  
Sunday . . . . . 1:00 P.M. - 5:00 P.M.



# PLACENTIA LIBRARY DISTRICT NEWSLETTER

## PROGRAMS FOR CHILDREN

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Limited to 40 children      Ages 8-13  
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Children ages 3-6

Mondays

June 27 - July 25

1:00 - 1:45 P.M.

### Grandparents and Books

Stories read by Volunteer "Grandparents"

to children of all ages

Thursdays June - August

10:30, 11:00, & 11:30 A.M.



## HAPPY 75th ANNIVERSARY PLACENTIA LIBRARY

The Library will be celebrating its 75th anniversary between October, 1993 and October, 1994. As part of the celebration a cake decorated with seventy-five candles will be on display in the reading area at the Library. The candles are available for adoption at three different price ranges; \$500.00, \$250.00, and \$75.00. The names of the candle owners will be displayed on the cake. These donations will be used to purchase books, magazine subscriptions, and reference materials.

The Library wishes to share its anniversary with all Placentia residents, who have celebrated, or will celebrate their seventy-fifth birthday between October, 1993 and October, 1994. If you or anybody you know falls in this category, please call Cheryl Willauer at 528-1906.

## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue  
Placentia, CA 92670

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

## HOURS

Monday - Wednesday . . . . . 12:00 NOON - 8:00 P.M.  
 Thursday . . . . . 10:00 A.M. - 6:00 P.M.  
 Friday . . . . . CLOSED  
 Saturday . . . . . 10:00 A.M. - 6:00 P.M.  
 Sunday . . . . . 1:00 P.M. - 5:00 P.M.



## FRIENDS OF THE LIBRARY ADOPT- A-BOOK PROGRAM

The Friends of the Placentia Library invite Library supporters to contribute to the District's book budget for 1993-94. These funds will be used to offset District revenues lost through the 1993-94 State Budget.

Donations will be used to purchase Library materials. Patrons may designate a subject category for their purchase. Recognition bookplates will be affixed to each purchased item.

A Placentia Preferred Patron Card will be offered to any donor of \$50.00 or more. The identification card entitles the donor to 12 months of free fines and reserves from the date of the donation.

A \$100.00 donation will entitle the donor to receive a Preferred Patron Card valid for all family members living at the same address for free fines and reserves for 12 months from the date of the donation.

Contributions should be made payable to  
"Friends of the Placentia Library."



## Annual Used Book Sale

May 12 Members Only

May 13 Closed

May 14 Everyone Welcome

May 15 Buck A Bag

In the Library Meeting Room

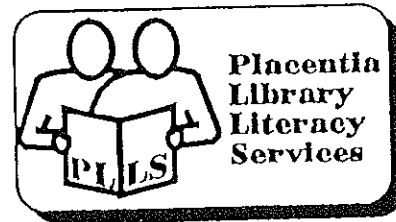
Check with the Library for specific hours.

Memberships will be on sale at the door.

## PLACENTIA PRIDE COUNCIL

The Placentia Pride Council is a group of Placentia residents, community leaders, and representatives from local clubs and organizations. The council is a focus group for promoting awareness of the responsibilities and opportunities available in Placentia. The Placentia Pride Council will be proposing and implementing projects that promote pride in the community.

One of its first projects is the Community Calendar. Groups and organizations may post the dates and locations of their events and programs in the Library lobby. For more information call Suad Ammar at 528-1906.



How Do We Learn?

*and*

How much is retained after one month?

14% of what we hear  
(80% of this is distorted memory)

22% of what we see.

30% of what we watch others do.

42% of what we see, hear, and watch others do.

72% when learning is connected  
to *real* or *imagined* life experience.

83% when learning is connected  
into challenging activity.

91% when we TEACH others.

☐ One to one tutoring gives adults the best opportunity to learn the reading and writing skills they need to reach their personal goals.

☐ Tutors also find their lives enriched by the one to one tutoring experience.

If you know someone  
who wants to improve their  
reading or writing skills;  
or if you are interested  
in becoming a Volunteer Tutor

Please Call

Placentia Library Literacy Services  
(714) 524-8408.

COMMUNITY

# Officials go out for the library

By Joe Bel Bruno  
North County News

City Administrator Robert D'Amato served up a traditional Italian helping of lasagna with a side of broccoli.

Police Chief Manuel Ortega doled out plates of devil's food cake, and Orange County Supervisor William Steiner filled coffee cups.

The list of waiters at the first Library Authors Luncheon fund-raiser reads like a roll-call of prominent city officials. In a matter of hours on Saturday, 18 celebrity food servers fed more than 185 people and raised \$4,179.

They must have done a good job, said Library Executive Director Elizabeth Minter. They made a combined \$2,200 in tips.

"They were great as waiters. Everyone had fun with it," Minter said.

The fund-raiser was one way Minter hoped to help the cash-strapped library district. Funds collected during the event will be used to buy new books.

"It's really nice to see the kind of community support we are getting," Minter said. "There were a lot of people who showed up and you can see they cared."

Library directors decided in August to cut hours, employees and book budgets. It was all in response to declining tax revenues that saw the library's budget drop by about \$770,000 from four years ago.

The library used to be able to spend \$140,000 on new books each year. This year the amount dropped to \$28,000, Minter said.

The money raised on Saturday will go to purchase best sellers, she said.

Speaking at the fund-raiser was historical novelist Ciji

## LIBRARY: Local officials become waiters

FROM 3

Ware. In 1989, Ware became a best-selling novelist with the publication of "Island of the Swans."

The book, which has sold 250,000 copies, is based on the life of a Scottish duchess who was an 18th century political figure and linked romantically to poet Robert Burns.

Ware, who recently published "Wicked Company," also was a commentator for radio station

KABC. She has won a local Emmy and a Dupont Award for her work.

In keeping with the Scottish theme, local bagpipe player Frank Frizell provided the music as the celebrity waiters marched around the room. His cousin, Michelle Frizell, provided traditional Scottish Highland dancing — including a sword dance — as part of the entertainment.

Others who dished up food during the fund-raiser included Miss Placentia Jill Connelley; principal

Librarian Suad Ammar; Library Board President Peggy Dinsmore; library board members Ray Evans, Fred West and Sandra Stark; Soroptimist Club President Valarie Harris; Rotary Club President Jerry Kern; Roundtable Women's Club President Judy Porter; Landmark Bank President Jeanne Scherr; Librarian Kay Schneider; PTA Cultural Arts Coordinator Dixie Shaw; Chamber of Commerce President Al Shkolter; and Clairee Tynes.

### pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News

Weekly FEB 03 1994

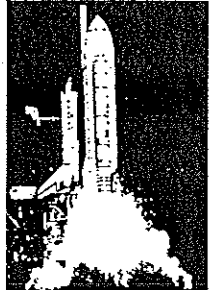
**Story time:** The Placentia Public Library offers a story hour from 1 to 1:45 p.m. for children ages 3 to 6. The library is located at 411 Chapman Ave.



# SUPER SPACE SECRET CODE

YOU WILL NEED TO USE THE COMPUTER CATALOG TO FIND THE ANSWER  
TITLE, TITLE KEY WORD AND AUTHOR SEARCHES MAY NEED TO BE USED.

1. \_  teacher \_ \_  \_ \_ in the dark by Bruce Coville.
2. My robot \_  \_ \_ \_ by Alfred Sloc.
3. Star \_   \_ by George Lucas.
4. A wrinkle in \_ \_ \_ .
5. A swiftly tilting \_ \_   \_ \_ by Madeliene L'Engle
6. Matthew Looney's  \_ \_ \_ \_ \_ of the earth by Jerome Beatty.
7. Danny \_ \_  \_ and  \_ \_ automatic house
8. Freddy and the flying \_ \_ \_ \_   plans by Walter Rollin Brooks.
9. The wonderful \_ \_ \_  \_ \_ to the mushroom planet by Eleanor  
\_  \_ \_ \_ \_ .
10. Third planet from \_  \_ \_ \_ \_ by Edward Packard.
11. Miss Pickerell goes to the  \_     by Ellen MacGregor.
12. The Robot and   \_ \_ \_ \_  by Jane Yolen.
13. The space ship \_ \_   \_ the apple tree by Louis Slobodkin.
14. The package in \_ \_ \_ \_  \_ \_ \_ \_ by Janet Asimov.



## DIRECTIONS

Place the circled letters in order on the bottom line to read the secret message.  
Return your completed paper to the Children's desk to be entered in the drawing.

One entry per person, please

The secret message is:

\_\_\_\_\_ !!

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_

AGE: \_\_\_\_\_

PLEASE PRINT

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KLM*  
DATE: March 21, 1994  
SUBJECT: **Placentia Library Literacy Services Report for the month of February**

**Program Statistics**

Active tutors: 56  
Active students: 80  
Students waiting to be matched: 31  
Percentage of tutors reporting (Feb. hours): 86%  
Tutoring hours reported: 359  
Other volunteer hours reported: 321.5  
Total volunteer hours: 680.5

**Orange County Literacy Network (OCLN):** February 4, 1994, Katie Matas attended a general membership meeting of OCLN at Huntington Beach Central Library. Huntington Beach Library Literacy Coordinator, Linda Light, gave an overview of Huntington Beach Public Library Literacy Services. This was followed by a short presentation by Literacy Coordinator Matas of Placentia Library Literacy Services. There was a presentation by a representative of Project Independence, an organization based in Anaheim with the goal of integrating developmentally disabled adults into the community. They work with their clients on various skills including job search, independent living, literacy and computer literacy.

**50/50 Workshop.** The LVA 50/50 Management Workshop that began January 17, 1994 concluded February 7, 1994. Eighteen of the 23 people who attended the first session, attended all four meetings and received certificates of completion. Those completing the workshop came away with many ideas to use in working toward a balanced literacy program.

**Tutor Training.** February 8, 1994, 17 new tutors completed a 15 hour tutor training workshop. All 17 tutors agreed to work with students. By the end of the month 10 of the new tutors had begun meeting with their students and 2 tutors added second students. One tutor had to postpone tutoring indefinitely due to health problems. A one day tutor training workshop to be presented by Jim Roberts of Monterey Park is scheduled for Saturday, April 23 from 9:00 - 3:00 p.m. Individuals who have tutored in the past but are not currently active will be invited to come to this workshop to refresh their skills and be matched with new students.

**Other Workshops.** February 5, 1994, Mrs. Matas and tutor trainer, Nancy Coffee, attended a workshop at Chapman University called "Strategies for Emerging Readers and Writers." Ideas for working with students of English as a second language were presented. We learned several techniques which Ms. Coffee will pass on to other tutors in the form of inservices. February 22, 1994, Mrs. Matas and Ms. Byrne attended a presentation by Jonathan McKallip of Literacy Volunteers of America-National on fundraising techniques. A variety of fundraisers that literacy programs across the country had found successful were reviewed.

**Workplace Literacy.** Efforts are underway to launch a workplace literacy program. Linda Scott, an intern from California State University Fullerton Human Services Department has begun contacting local businesses to assess their literacy needs and level of interest in working with Placentia Library Literacy Services to enhance the literacy skill of their employees. Participation may range from distributing flyers and making referrals to training employees to tutor other employees.

**Networking.** Ms. Byrne and Mrs. Matas attended the Chamber Mixer at Radisson Suites and enjoyed a tour of the hotel and singing along with a karaoke machine.

TO: Elizabeth D. Minter, Library Director  
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*  
DATE: March 21, 1994  
SUBJECT: Families For Literacy Report for the month of February

**Program statistics.**

Attendance

February 1	19 families	22 adults	20 children
February 15	14 families	14 adults	17 children
February 22	14 families	14 adults	16 children

Books

Fourteen books were given away this month.

On February 1, we held our first program in the library. Attendance has improved greatly with the move. We are continuing the storyhour and craft sessions, and due to our new location, have been able to add library orientation and browsing sessions. Most of the adults and some of the children have library cards and usually have at least 30 minutes each week to look for and check-out library materials. Their response to the library has been tremendous.

**Childcare.** A new childcare worker named Sandra Hicho was hired this month. A library volunteer who is bilingual has also been helping on Mondays and Wednesdays.

**Internship.** The library volunteer who was interested in working with the FFL program has not been able to continue due to conflicts with her work schedule.

**ALA Midwinter conference.** I attended this conference on February 5 along with Al Shkoler, Suad Ammar, Kay Schneider, and Mary Byrne. I found several sources for children's books in both English and Spanish.

**Tutor training workshop.** February 8 was the last session of the tutor training workshop I had been attending. I received a Literacy Volunteers of America certificate for having completed the course, and am now a certified LVA tutor.



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian *SA*  
DATE: March 15, 1994  
SUBJECT: **Solicitation of Paperback Books from Local Bookstores.**

An answer to the Library's solicitation letter to Crown Books dated February 15, 1994 was received from Mr. Jose Gonzalez, the company's Executive Vice President.

Crown Books will not be able to make a contribution to the Library at this time.

# CROWN BOOKS

GLENN E. HEMMERLE  
PRESIDENT & CEO

3300 75th AVENUE  
LANDOVER, MD 20785  
WRITER'S DIRECT NUMBER IS

(301) \_\_\_\_\_

March 03, 1994

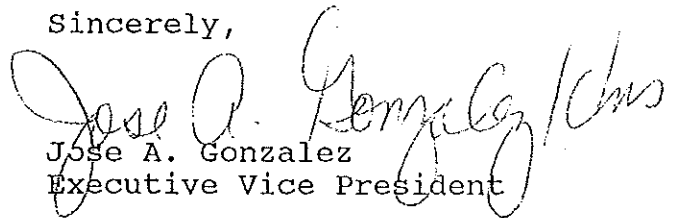
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

Dear Mr. Ammar:

Thank you for your recent letter requesting a donation from Crown Books.

We receive hundreds of such requests every week and, unfortunately, we are unable to support each of these very worthwhile projects. I regret that we are unable to make a contribution to your program at this time.

Sincerely,

  
Jose A. Gonzalez  
Executive Vice President