TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian

DATE: June 20, 1995

SUBJECT: Acquisitions Report

Dollars Spent 5/1/95 to 5/31/95

Adult Continuations Print	$1,310.61
Adult Fiction	936.72
Adult Non-Fiction	68.26
Adult Reference	29.84
Adult CD-ROMs	285.22
Juvenile Continuations Print	292.22
Juvenile Fiction	279.18
Juvenile Non-Fiction	466.47
Juvenile CD-ROMs	1,049.50
Gifts	1,971.75
Total	$6,689.77

Dollars Spent 7/1/94 to 5/31/95

Adult Continuations Print	$15,474.37
Adult Continuations Electronic	7,753.75
Adult Fiction	6,031.22
Adult Non-Fiction	3,035.97
Adult Reference	875.83
Adult Audio	32.22
Adult Video	101.90
Adult CD-ROMs	285.22
Juvenile Continuations Print	663.50
Juvenile Continuations Electronic	
Juvenile Fiction	963.09
Juvenile Reference	1,525.24
Juvenile Non-Fiction	5,412.25
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	1,049.50
Gifts	8,406.34
Total	$51,610.40

Acquisitions Report, June 20, 1995, Page 2.

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	$1,004.52
Gift Accounts	743.45

Donated Items 7/1/94 to6/10/95

Adult Books	764	$13,103.90
Juvenile Books	109	1,110.00
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00

(These figures do not include paperbacks.)

Agenda Item 14
Corrected

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 6, 1995

SUBJECT: **Establish Appropriations Limitation (Gann Limit) for General Operating Fund (FBU 707) for FY 1995-96**

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for next fiscal year.

The growth factor for Placentia Library District is calculated using price and population data provided by the California Department of Finance. This growth factor, when applied to the District's 1994-95 limit, produces its 1995-96 limit.

Calculation of Placentia Library District's Appropriations Limit for 1995-1996:

Take the **price factor** (the percentage change in California per capita personal income over prior year, as provided by the California Department of Finance, expressed as a ratio): **4.72%** (4.72+ 100)/100 = **1.0472**;

Multiply it by the **population change factor** for the City of Placentia as provided by the State Department of Finance, pursuant to Government Code Section 7901 and Revenue and Taxation Code Section 2228, expressed as a ratio: **2.78%** (2.78+100)/100 = **1.0278**;

The Library's FY 1994-95 Gann Limit was **$1,540,634**.

FY 1995-1996 Gann Limit Calculation:

	Price Factor		1.0472
x	Population Change Factor		1.0278
	Growth Factor	1.0763	
x	District's FY1994-1995 Gann Limit	1,540,634	
	District's FY 1995-1996 Gann Limit	**1,658,203**	

RECOMMENDATIONS:

1. Read Resolution 95-3 by Title only.
2. Adopt Resolution 95-3 by Roll Call Vote.

Agenda Item 14
Attachment A

RESOLUTION NO. 95-3

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1994-1995

WHEREAS, the voters of California on November 6, 1979 added Article XIIIB to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County as complied with all the provisions of said law in determining the appropriations limit for the fiscal year 1994-1995.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit shall be $1,658,203 for Fiscal Year 1995-1996.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Saundra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and forgoing was duly and regularly adopted at a Special Meeting held on the 6th day of June, 1995.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 6th day of June, 1995.

Saundra M. Stark, Secretary
Board of Trustees
Placentia Library District of Orange County

DESK MODULES/MOBILE PEDESTALS
SITTING HEIGHT

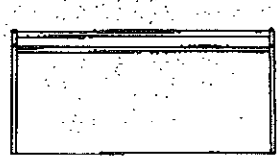
Freedom library desks

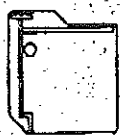
Post-it™ Fax Note 7671	Date 6/14/95	# of pages ▶ 1
To ELIZABETH WINTER	From ALLEN HIBBS	
Co./Dept. PLD	Co. ADH	
Phone #	Phone #	
Fax #	Fax #	

I GOT THIS TODAY

70⅛"W x 29"D x32"H

...ge is at ... diameter grommets are located in the work surface top. One 3½" diameter egress with sleeve is located in each end for wire passage.

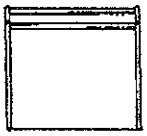


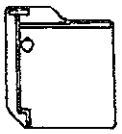


TA-E12 **Desk module-with patron service ledge** 35½"W x 29"D x 32"H.

Inside dimensions are 33"wide x 25"deep. Patron ledge is at 32" height. The work surface is at 28" height. Two 3" diameter grommets are located in the work surface top. One 3½" diameter egress with sleeve is located in each end for wire passage.

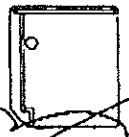
Note: Unit will accommodate a five, ten or fifteen tray card catalog cabinet.





TA-E13 **Desk module-without patron service ledge** 70⅛"W x 29"D x 32"H

Inside dimensions are 67⅛"wide x 25"deep. The work surface is at 32" height. Two 3" diameter grommets are located in the work surface top. One 3½" diameter egress with sleeve is located in each end for wire passage.

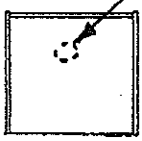


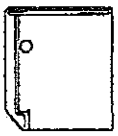
WE WILL NEED TO ADD GROMMET FOR FRONT PASSAGE BECAUSE WE ARE BUTTING UP TO WALLS AND DESKS.

TA-E14 **Desk module-without patron service ledge** 35½"W x 29"D x 32"H.

Inside dimensions are 33"wide x 25"deep. The work surface is at 32" height. Two 3" diameter grommets are located in the work surface top. One 3½" diameter egress with sleeve is located in each end for wire passage.

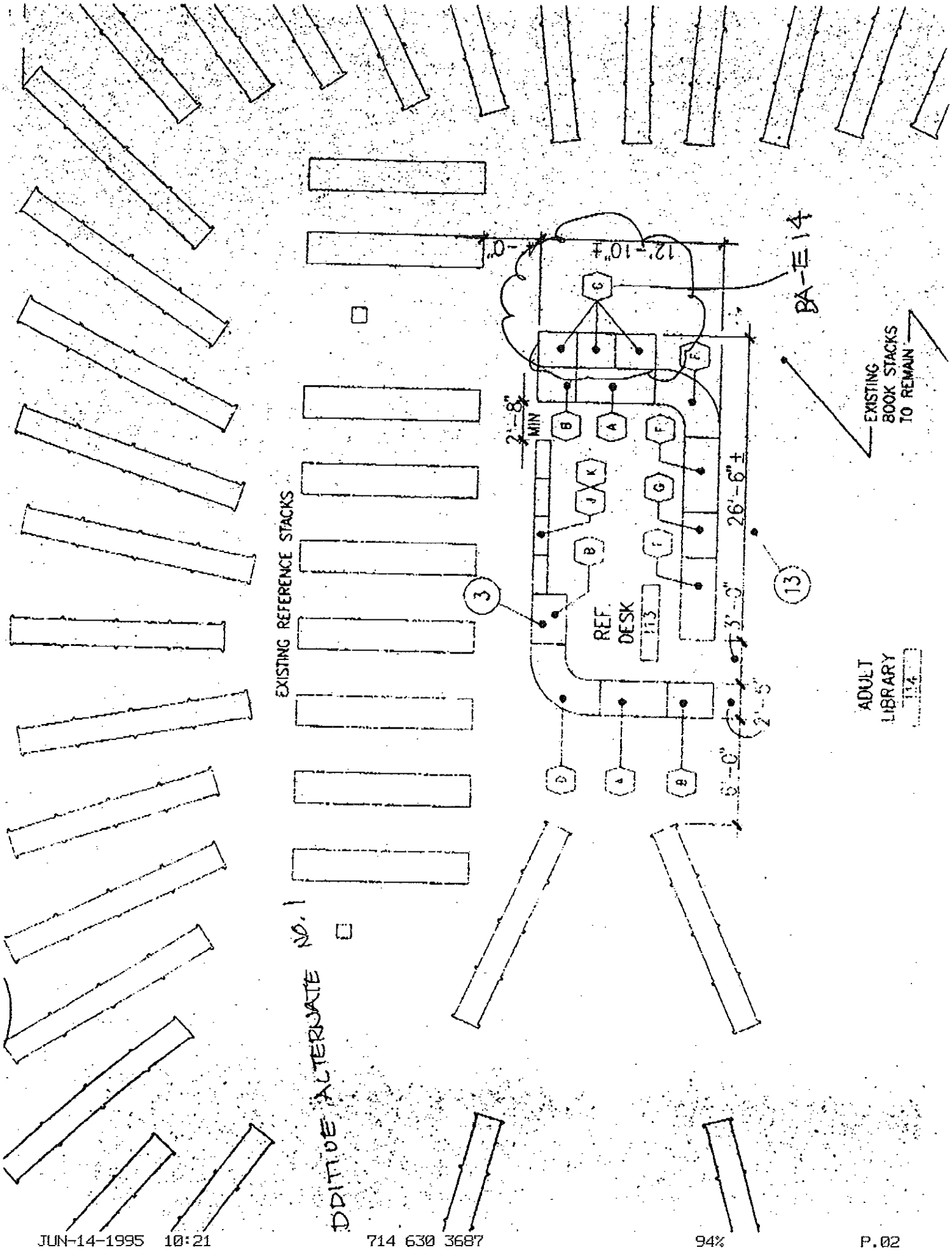
Note: Unit will accommodate a five, ten or fifteen tray card catalog cabinet.





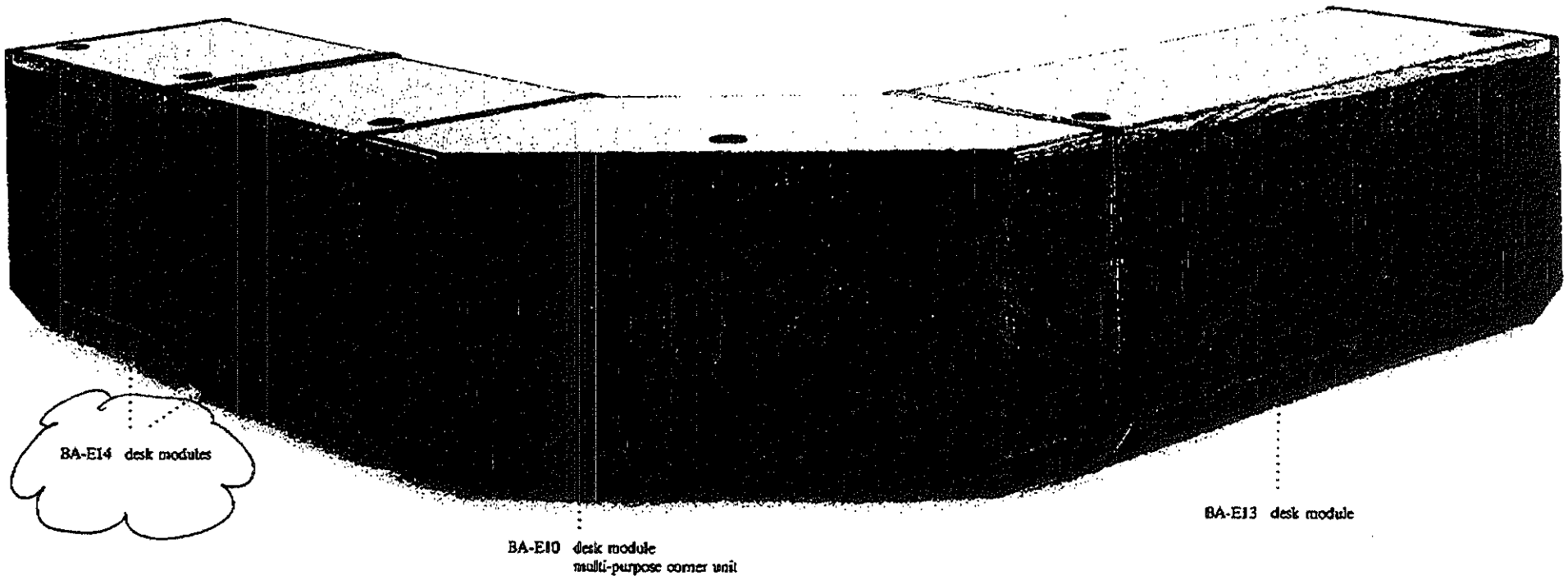
THIS IS OK FOR ADA

Brodart Company Williamsport PA 17705 USA
custom library furniture makers


EXISTING REFERENCE STACKS
REF. DESK
113
2'-8" MIN
26'-6"±
12'-10"±
1'-0"±
3'-3"
2'-5"
5'-0"
BA-E14
EXISTING BOOK STACKS TO REMAIN
ADULT LIBRARY
114
3
13
ADDITIVE ALTERNATE NO. 1

Brodart custom library furniture

Freedom custom library desks



The FREEDOM library desk concept is dramatically different. It is truly "new." Please note that we don't call this a "circulation desk" because it's so much *more* than that.

The FREEDOM modular desk is a *reference desk.* It's a *"circ" desk.* It's an *information desk.* It comes in standing or sitting heights, with or without a patron service ledge. It's whatever you want to make it. And you can rearrange it in minutes.

The FREEDOM sectional desk modules, and the pedestals that fit them, can be *relocated again and again.* You can add-on-to Freedom desks next year, or the year after, enlarging or reducing the size as your library's needs change.

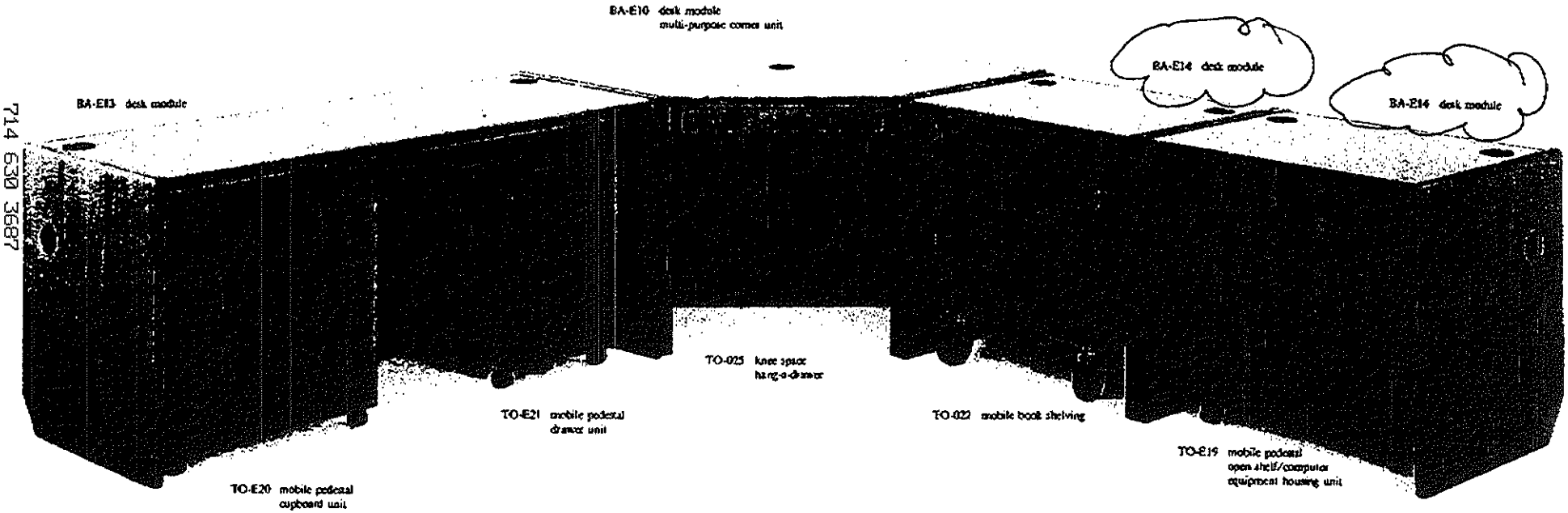
There is total flexibility of top surface, *without* the traditional cut-outs or other special permanent features in a desk top—things you needed two years ago—but not now.

There is power *where* you want it, *when* you need it, without visible cords, cables and connections. Wire clutter is just eliminated with the Freedom library desk.

Brodart offers FREEDOM in oak in any of our standard stains. At a modest upcharge, special stains to suit you and your designer's needs are available. The laminate surfaces may be anything you select from the hundreds of colors and patterns available. Our dealer near you will be glad to tell you more.

Freedom custom library desks

shown with optional external edge banding on work surfaces and patron service ledge, at added charge



other outstanding features found in Freedom library desks

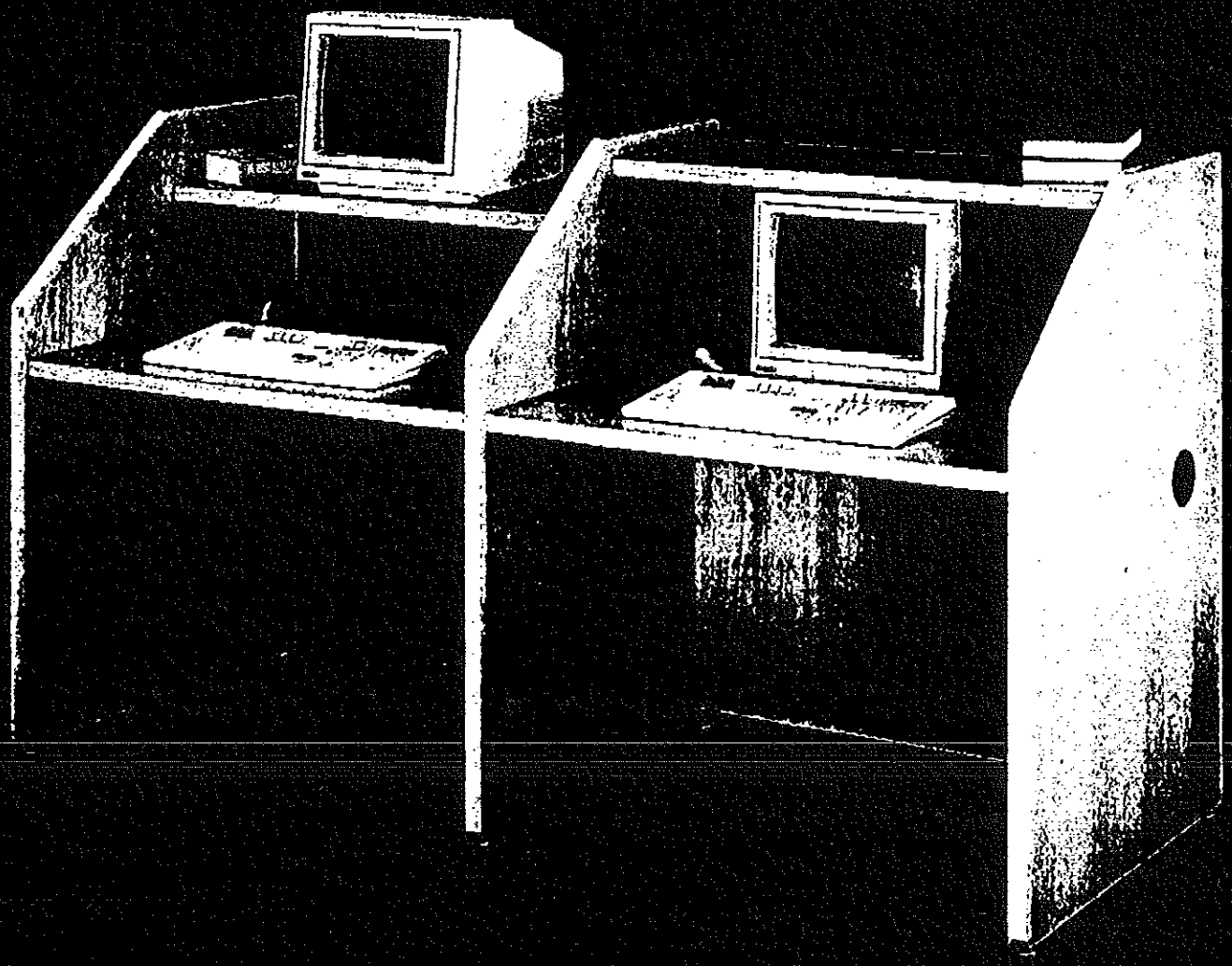
- oak veneered end panel and front panel construction in matched design
- high pressure plastic laminate work surfaces for long life
- solid oak edge banding on all exposed edges of panels and work surfaces
- hand rubbed finishes that bring out the full richness of the grain
- adjustable leveling glides attached to end panels
- optional custom finishes to match the sample you select, at added charge
- a choice of literally hundreds of optional plastic laminate colors and patterns for the work surface
- convenient access to power sources allowing easy removal or relocation of equipment when necessary
- optional wire management channels to conceal excess computer cables and electrical cords, at added charge

detailed specifications and complete line displays in the FREEDOM modular system are shown in our Brodart library furniture specifications manual.

© Brodart Co. Williamsport PA 17705 USA 800-233-8467 FAX 717-322-5372

Custom Library Furniture

BRODART



UltraFlex™ Computer Stations

LIBRARY MEDIA CENTER COMPUTER LAB

Custom Library Furniture

BRO DART

UltraFlex™ Computer Stations

Stylish computer stations for the Library/Media Center and Computer Lab permit coordination of furnishings in these related areas.

Tapered panels define user space and facilitate surveillance of activity.

Library automation and ADA requirements addressed with safe, convenient power access where you need it, and wheelchair sizing as required*.

Overall Height:	42 1/2"
Overall Depth:	29"
Worksurface Dimensions:	36"W x 28"D
Worksurface Height:	27" (30" wheelchair height)
Shelf Depth:	13"
Shelf Height:	9", or 13", above worksurface
Wire Manager:	4" x 4" J-channel, standard feature
Worksurface Grommets:	3" Diameter, standard feature

*Power access and ADA features are optional and must be ordered separately.

Shown opposite page:

	Catalog No.
UltraFlex Computer Station, Starter	62-660
UltraFlex Computer Station, Adder	62-659

Wire management is simplified with UltraFlex styling. Each end panel has a built-in grommet so that threading cables from one module to the next is easy. And our UL approved wireways keep wiring off the floor and out of sight.

ADH inc.
ALEXANDER DRAKE HIBBS INC.
Architecture and Planning

Letter of Transmittal

To: PLACENTIA LIBRARY DISTRICT

ATTN: ELIZABETH MINTER

Sent by: ☐ mail ☐ special delivery FAX ☒ other

Date: 6/14/95

Project: ADA

Subject: COMPUTOR STATIONS

We are transmitting ☐ enclosed 6 PAGES ☐ under separate cover

(1) BA-E14 (FRONT & BACK)
(1) ULTRAFLEX W/ SHELF
(1) DRAWING LAYOUT

Remarks: THE BA-E14 IS THE DESK STATIONS (3) SHOWN ON DRAWINGS THAT BACK UP TO THE REFERENCE DESK AREA. I NEED TO CONFIRM IF THESE ARE ADA ACCESSABLE (30" WORKSURFACE) ALSO, I HAVE INCLUDED ULTRAFLEX IF YOU WANT A SHELF IN AREAS AGAINST WALLS?

For your: ☐ signature ☒ use ☐ files ☐ comment and return ☐ other

Copies to:

By: ALLEN HIBBS

1200 N. Jefferson St.
Suite A
Anaheim, CA 92807
Tel: (714) 630-3686
Fax: (714) 630-3687

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor PB

DATE: June 20, 1995

SUBJECT: ACS: Overdue Collection Repor for Month of May

The report received from ACS Collection Agency on June 5, 1995 is Attachment A

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December	7	25	2	262.69	0
January	12	8	0	13.84	19
February	12	18	2	268.39	7
March	6	19	1	32.35	5
April	10	26	3	113.53	0
May	43	56	2	192.55	8
June					
TOTAL YTD	150	305	29	2,620.57	81

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Jun 1995

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

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

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

	MONTH TO DATE #	MONTH TO DATE $	YEAR TO DATE #	YEAR TO DATE $	INCEPTION TO DA #	INCEPTION TO DA $
GROSS ASSIGNMENTS	42	3,802.24	76	6,733.30	1042	67,544.
LESS: Mail Return*, Dispute, Bankrpt	3	165.24	19	1,608.39	198	13,708.
NET ASSIGNMENTS	39	3,637.00	57	5,124.91	844	53,
COLLECTED						
Paid in Full	2	112.10	6	447.80	264	13,014.
Settled in Full	0	0.00	0	0.00	71	3,728.
Partial Payment	5	80.45	10	172.86	150	7,278.
Resolved	0	0.00	0	0.00	22	847.
TOTAL RECOVERED	7	192.55	16	620.66	507	24,868.

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	251	47	168	148	428
	$16,140	$3,206	$7,925	$9,823	$30,026

* Percentage of Mail Returns - 18.9 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	557621	11/08/94	04/21/95	151.45	A	2
	26018053231413		AMT: 151.45			
	555724	01/03/95	03/21/95	69.71	A	4
	26018053255305		AMT: 69.71			
	559947	12/12/94	05/25/95	58.90	A	1
	26053070886164		AMT: 58.90			
	557639	01/17/95	04/21/95	57.88	A	2
	26018053257632		AMT: 57.88			
	557620	06/11/94	04/21/95	44.45	A,PP	2
	26018053220879		AMT: 96.28			
	553120	01/19/94	01/01/95	126.56	CC	5
	26018053239390		AMT: 126.56			
	557619	11/17/94	04/21/95	65.00	A	2
	26018053251742		AMT: 65.00			
	559937	01/18/95	05/25/95	103.00	A	1
	26018053242196		AMT: 103.00			
	553121	08/15/94	01/01/95	206.92	CC	5
	26018053243673		AMT: 206.92			
	559932	01/04/95	05/25/95	133.33	A	1
	26018053095388		AMT: 133.33			
	559924	05/06/95	05/25/95	80.90	A	1
	26018053080711		AMT: 80.90			
	555726	11/13/94	03/21/95	86.74	A	4
	26018053247195		AMT: 86.74			
	557630	02/11/95	04/21/95	113.74	A	1
	26018053238434		AMT: 113.74			
	559954	11/28/94	05/25/95	57.95	A	1
	26018053252922		AMT: 57.95			
	559949	02/21/95	05/25/95	56.34	MR	1
	26018053861493		AMT: 56.34			
	559948	12/11/94	05/25/95	81.40	A	1
	26019005124854		AMT: 81.40			
	559925	10/08/94	05/25/95	197.34	A	1
	26018053156578		AMT: 197.34			
	559926	02/21/95	05/25/95	84.90	A	1
	2018053162501		AMT: 84.90			
	557624	11/01/94	04/21/95	43.50	A,PP	3
	26018053094100		AMT: 51.40			
	557625	11/30/94	04/21/95	58.98	A	2
	26018053109577		AMT: 58.98			

554749	06/09/92	03/01/95	119.85	CC	5
26019004312443		AMT: 119.85			
555723	05/24/94	03/21/95	45.00	A	4
26018053058329		AMT: 45.00			
555722	12/12/95	03/21/95	70.60	A	4
26018053224715		AMT: 70.54			
559931	02/06/93	05/25/95	62.50	A	1
26019004328688		AMT: 62.50			
557628	11/13/94	04/21/95	96.84	A	2
26018053247138		AMT: 96.84			
557626	11/03/94	04/21/95	45.00	MR	1
26018053086599		AMT: 45.00			
559935	11/05/94	05/25/95	66.55	A	1
26018053250918		AMT: 66.55			
559930	06/16/92	05/25/95	68.85	A	1
26019003903655		AMT: 68.85			
559939	02/01/95	05/25/95	93.75	A	1
26019004980058		AMT: 93.75			
559956	02/21/95	05/25/95	61.54	A	1
26018052477983		AMT: 61.54			
554744	11/08/95	03/01/95	46.55	CC	5
26018053251395		AMT: 46.55			
559928	03/22/94	05/25/95	50.00	A	1
26018053100014		AMT: 50.00			
553123	08/03/94	01/01/95	154.70	CC	5
26018053228807		AMT: 154.70			
559953	01/30/95	05/25/95	52.90	A	1
26018053254043		AMT: 52.90			
559923	02/21/95	05/25/95	96.34	A	1
2601805310583		AMT: 96.34			
553119	05/05/93	01/01/95	0.00	TH	6
26019003970381		AMT: 55.90			
559946	11/30/94	05/25/95	70.95	A	1
26018053201523		AMT: 70.95			
557637	01/17/95	04/21/95	69.45	A	1
26019004981262		AMT: 69.45			
559936	02/04/95	05/25/95	67.50	A	1
26018053253649		AMT: 67.50			
557632	07/28/94	04/21/95	77.00	A	1
26018053230862		AMT: 77.00			
559955	11/28/94	05/25/95	80.00	A	1
26018053253219		AMT: 80.00			
557634	01/14/95	04/21/95	64.70	A	1
26018053257814		AMT: 64.70			
557629	03/14/93	04/21/95	82.95	A	1
26019003926656		AMT: 82.95			
557623	11/01/94	04/21/95	63.90	MR	1
26018053121325		AMT: 63.90			
559941	02/07/95	05/25/95	68.39	A	1
26053071043540		AMT: 68.39			
553193	11/05/94	02/01/95	83.75	CC	5
26018053250835		AMT: 83.75			
557622	11/20/94	04/21/95	63.90	A	3
26018053005213		AMT: 63.90			
559957	07/18/94	05/25/95	117.24	A	1
26019004310454		AMT: 117.24			

559952	06/06/92	05/25/95	110.69	A	1
26018053042091		AMT: 110.69			
559951	04/12/95	05/25/95	75.94	A	1
26018053182707		AMT: 75.94			
559927	10/15/94	05/25/95	71.49	A	1
26018053119857		AMT: 71.49			
559943	07/16/95	05/25/95	71.74	A	1
26018053108744		AMT: 71.74			
559933	10/12/94	05/25/95	130.98	A	1
26053070977755		AMT: 130.98			
559942	01/12/95	05/25/95	125.09	A	1
26018053247344		AMT: 125.09			
557631	01/17/95	04/21/95	0.00	TH	2
26018053236958		AMT: 56.20			
559929	01/12/93	05/25/95	100.54	A	1
26019003765013		AMT: 100.54			
553191	06/02/94	02/01/95	69.45	CC	5
26018053224509		AMT: 69.45			
559934	06/29/94	05/25/95	57.57	A	1
26018053194834		AMT: 57.57			
559940	02/06/95	05/25/95	167.25	A	1
26019004984027		AMT: 167.25			
555721	12/22/94	03/21/95	35.15	A	4
26018053161776		AMT: 35.15			
559944	02/06/95	05/25/95	72.60	A	1
26018053260198		AMT: 72.60			
559945	02/06/95	05/25/95	126.83	A	1
26018053260180		AMT: 126.83			
555725	11/15/94	03/21/95	59.96	A	4
26018053249910		AMT: 59.96			
559938	02/07/95	05/25/95	270.40	A	1
26018053257376		AMT: 270.40			
557636	01/14/95	04/21/95	60.30	A	1
26018053257509		AMT: 60.30			
559950	06/27/94	05/25/95	97.35	A	1
26018053112712		AMT: 97.35			

TOTAL STILL ON SYSTEM : 5,623.02

Agenda Item 16

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR MAY, 1995**

SUMMARY OF ACCOUNTS MAY 1-31, 1995

Beginning Balance 5/01/95			$894.00
	Income	**Expend.**	
Total Deposits	$ 218.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		0.00	
	$ 218.00	$0.00	
Ending Balance 5/31/95			$ 1,112.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	$ 11,008.20
Payback Balance 04/30/95	10,658.20
May Payment	0.00
Balance 05/31/95	$ 10,658.20

Prepared by: Charlene Dumitru

Agenda Item 17

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through June 14, 1995.

Donations through Adopt-a-Book program:

Name	Amount
California Association for Bilingual Education	$200.00
Anonymous Patron	15.00
Total of Adopt-a-Book Donations	**$215.00**

Donations to Placentia Library Foundation

None	
Total Foundation Donations:	**$ 0.00**

TOTAL CASH DONATIONS Through May 10, 1995	$ 150.00

Prepared by: Charlene Dumitru

Agenda Item 18

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant CD

DATE: June 20, 1995

SUBJECT: BUILDING MAINTENANCE REPORT FOR MAY, 1995

1. **Air Conditioning** - Regular monthly Air Conditioning Mainentance.

2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: June 20, 1995

SUBJECT: PERSONNEL REPORT FOR MAY, 1995

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

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

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator GC

DATE: June 6, 1995

SUBJECT: Volunteer Report for the Month of May,1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 May	FY94-95 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	4.75	61.00		61.00
Covington, Darlene	21.75	47.75	3/95	62.00
Deputy, Paul	40.75	450.50	7/82	5,285.00
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	27.50	261.25	10/93	428.50
Goldbaum, Mae	4.75	54.25	7/88	288.50
Hodson, Daulphine	0.00	8.25	10/94	8.25
Housewright, Linnea	2.00	29.00		54.00
Markl, Theresa	0.00	24.25	1/94	55.25
Maru, Hansa	0.00	44.50	3/95	44.5
Nakamoto, Blanca	12.75	76.50	10/94	76.50
Nguyen, Dieu	0.00	0.00	8/94	52.75
Rane, Sarita	0.00	23.25	10/94	23.25
Redinbo, Sandy	1.50	48.00	10/94	48.00
Reesman, Colleen	0.00	6.50	10/93	81.50
Rice, Sharon	12.00	24.00	4/95	24.00
Rucker, Alison	0.00	69.50	10/94	69.50
Rucker, Ashley	0.00	40.00	10/94	40.00
Rucker, Kathrine	0.00	72.50	10/94	72.50
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	0.00	43.50		43.50
Schlichter, Allan	8.00	87.25	10/93	185.25
Scott, Mabelle	0.00	4.00	3/95	4.00
Shaw, Dixie	2.75	24.75	5/94	30.00
Shkoler, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Saundra	0.00	3.75		3.75
Trainor, Joe	0.00	1.00	9/93	102.20
Tran, Elizabeth	0.00	4.25	3/95	4.25
Westberg, Carl	15.25	131.50	9/93	272.00
J.T.P.A.	16.00	120.25		
S.T.E.P.	170.00	1,262.00		
TOTALS	339.75	3,084.50		7,808.00

J.T.P.A. / Job Training Partnership Act.
S.T.E.P. / Senior Training & Employment Program

Volunteer Report for the Month of May, 1995 , Page 2

TEMPORARY VOLUNTEERS

	FY 94-95 MAY	FY 94-95 YTD		FY 94-95 MAY	FY 94-95 YTD
Baker, David	0.00	60.00	Krupica, Bob	0.00	12.00
Belwood, Kevin	0.00	114.75	Lopez, Amando	0.00	6.00
Brown, Jill	0.00	37.00	Li, Ho Man	0.00	16.00
Brown, Lizette	0.00	10.50	Liao, James	0.00	2.25
Bujanda, Joshua	0.00	30.00	Magart, Gale	0.00	2.50
Burke, Marsha	0.00	79.00	Marshack, Marsha	0.00	27.00
Chang, Michael	0.00	10.00	Mendez, Juan	0.00	20.00
Chang, Yoo-Shun	0.00	1.00	Molina, Enid	0.00	15.00
Chiu, Andrew	0.00	42.75	Moore, Matthew	0.00	40.50
Choi, Eugene	0.00	1.00	O'Hara, Peggy	0.00	35.00
Chotalia, Amee	0.00	2.25	Rea, Tim	0.00	41.00
Chuang, Gary	0.00	8.00	Roche, Gina	0.00	5.50
Cipres, Marcella	0.00	21.50	Rodriguez, Adriana	0.00	39.25
Driskel, Valerie	0.00	79.00	Sanford, Matt	0.00	4.00
Flammer, Stacey	0.00	20.00	Seto, Cheryl	0.00	13.50
Fragaio, Maile	0.00	1.00	Slockbower, Jimmy	7.00	17.00
Fredrick, Jack	6.00	12.00	Summerfield, Becky	0.00	13.25
Harnett, Tom	5.00	24.00	Vu, Mailisia	0.00	1.00
Hernandez, Juan	9.50	40.00	Vuu, Hai	0.00	1.00
Hill, Ryan	0.00	77.50	Wagner, Vella	23.50	49.00
House, Christine	0.00	6.50	Yada, Julie	2.50	10.00
Hovey, Michael	0.00	192.50	Yang, Denny	13.00	31.75
Hwang, Yuan	0.00	1.00	Yu, James	0.00	2.25
Jones, Chris	0.00	96.50	Yu, Janet	0.00	1.00
TOTAL	20.50	967.75	TOTAL	46.00	405.75

LVA VOLUNTEERS

Literacy Volunteer Hours	546.50
TOTAL VOLUNTEER HOURS	952.75

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

	Regular/Temp.Volunteers		Literacy Volunteers	
	1994	1995	1994	1995
January	609.75	362.75	481.00	523.00
February	455.00	511.50	680.50	509.00
March	654.00	437.50	654.00	509.00
April	352.00	554.25	603.50	467.00
May	362.50	406.25	530.50	546.50
June	383.50		479.00	
July	572.25		698.50	
August	506.25		488.50	
September	148.75		568.50	
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District
Circulation Report
June 20, 1995

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 MAY 95	FY93-94 MAY 94
1st Time Checkouts	195,732	211,499	-7.45%	17,942	19,258
Phone Renewals	13,269	16,595	-20.04%	1,471	1,724
In-Building Renewals	25,763	24,076	7.01%	2,344	2,402
Total Renewals	39,032	40,671	-4.03%	3,815	4,126
TOTAL CHECKOUTS	234,764	252,170	-6.90%	21,757	23,384
On-Time Checkins	186,492	205,832	-9.40%	17,632	19,693
Late Checkins	38,945	43,328	-10.12%	4,336	4,841
TOTAL CHECKINS	225,437	249,160	-9.52%	21,968	24,534
Holds Placed	4,568	4,707	-2.95%	460	484
Holds Cancelled	813	724	12.29%	86	81
Holds Filled	3,848	3,817	0.81%	357	379
Holds Expired	81	178	-54.49%	1	16
Overdue Items	129,903	15,512	737.44%	1,719	1,981
Overdue Notices	5,836	6,854	-14.85%	708	847
Billing Notices	6,874	7,364	-6.65%	810	916
Patrons Registered	3,935	3,766	4.49%	357	364
Titles Added	5,333	1,906	179.80%	1,059	16
Volumes Added	8,346	20,238	-58.76%	1,407	2,217
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	112,776	119,941	-5.97%	11,319	11,592
uvenile Print	95,212	98,469	-3.31%	8,229	8,952
ɾotal Print	207,988	218,410	-4.77%	19,548	20,544
Audio	10,674	14,311	-25.41%	806	1,220
Visual	18,513	20,609	-10.17%	1,402	1,620
Equipment	0	6		0	0
Total Audio Visual	29,187	34,926	-16.43%	2,208	2,840
TOTAL CIRCULATION	237,175	253,336	-6.38%	21,756	23,384
Placentia Circulation	137,230	142,040	-3.39%	12,599	13,166
% Placentia Circulation	57.79%	56.07%	3.07%	57.91%	56.30%
Anaheim/Yorba Linda Circulation	49,058	56,728	-13.52%	4,714	5,146
% Anaheim/Yorba Linda Circulation	20.37%	22.39%	-9.02%	21.67%	22.01%
TYPES OF BORROWERS					
Adult	176,178	197,769	-10.92%	16,463	18,661
Young Adult	2,169	1,665	30.27%	318	189
Juvenile	50,354	50,456	-0.20%	3,930	4,269
New Borrower	8,404	3,369	149.45%	1,040	257
Non Resident	0	0	0.00%	0	0
Other	74	79	-6.33%	6	8
TOTAL BORROWERS	237,179	253,338	-6.38%	21,757	23,384
ATTENDANCE	279,787	318,619	-12.19%	37,676	40,293
Adult Reference - -In Building	23,102	18,837	22.64%	1,967	2,135
Adult Reference - Telephone	4,028	3,400	18.47%	420	419
Children's Reference - In Building	12,378	7,739	59.94%	982	921
Children's Reference - Telephone	619	0	N.A.	45	0
Total Adult Reference	27,130	22,237	22.00%	2,387	2,554
otal Children's Reference	12,997	7,739	67.94%	1,027	921
Total In Building Reference	35,480	26,576	33.50%	2,949	3,056
Total Telephone Reference	4,647	3,400	36.68%	465	419
TOTAL REFERENCE	40,127	29,976	33.86%	3,414	3,475

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54	0.00			7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99	0.00			9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04	0.00			8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79	0.00			6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31	0.00			6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94	0.00			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	0.00			6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48	0.00			5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63	0.00			5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			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	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			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	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		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		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995								0.00
TOTAL		46,247.16	8,799.68	8,362.12	1,349.49	0.00	1,732.03	66,490.48
AVG		4,204.29	799.97	760.19	122.68			6,044.59

TOTAL DOLLARS SPENT

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

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

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

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,250.16	189.00	17.41	1,465.57	732.79
Apr 1995	1,213.32	204.00	23.88	1,441.20	720.60
May 1995	1,213.32	204.00	46.40	1,463.72	731.86
Jun 1995				0.00	0.00
TOTAL	13,997.82	2,520.00	252.24	16,770.06	8,385.03
AVG	1,272.53	229.09	22.93	1,524.55	762.28

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
May 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Jun 1995						0.00
TOTAL	2,675.46	2,862.72	530.64	23.82	7,905.18	13,997.82
AVG	243.22	260.25	48.24	2.17	718.65	1,272.53

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995	8.00	10.00	2.00	0.00	30.00	50.00
May 1995	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1995						0.00
TOTAL	86.00	112.00	22.00	1.00	359.00	580.00
AVG	7.82	10.18	2.00	0.09	32.64	52.73

Agenda Item 23

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996

BACKGROUND:

Placentia Library District has submitted an application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996.

The Application (Attachment A) was prepared by Literacy Coordinator Katie Matas.

RECOMMENDATION:

Receive and File.

Agenda Item 23
Attachment A

California Department of Education
Youth, Adult and Alternative
Educational Services Division

Submit to: Adult Education Policy and Planning Unit
P.O. Box 944272
Sacramento, CA 94244-2720
Dr. Richard L. Stiles
(916) 322-2175

ADULT BASIC EDUCATION - P.L. 100-297
SECTION 321, 322, and 326

LETTER OF APPLICATION
FY 1995-96

SUBMISSION DEADLINE: JUNE 12, 1995

This completed Application (both sides of this form) must be received by CDE by the close of busines DEADLINE June 12, 1995, for education providers to be eligible for 1995-96 funding under Section 321, 322, and/or 326 of the Adult Basic Education - P.L. 100-297, as amended by the National Literacy Act, P.L. 102-73. To be encumbered, education providers must have an approved plan and an acceptable budget.

AGENCY NAME (School District/Community College/Private Agency/Library)	Placentia Library District
MAILING ADDRESS	411 E. Chapman Ave., Placentia, CA 92670
ADULT EDUCATION ADMINISTRATOR (Name/Title)	Ronald D. Cozort
CONTACT PERSON/TITLE (if other than Administrator)	Katie Matas/Literacy Coordinator
OTAN ID	PLACENTIALIT
TELEPHONE	(714) 524-8408

CO CODE		DISTRICT/VENDOR CODE						
3	0				M	6	9	2

CDE use only
Date Reviewed:
Reviewed By:
Comments:

	Section 321 Requested HHUs FY 1995-96	Section 322 Requested HHUs FY 1995-96	Section 326 Requested HHUs FY 1995-96
ABE	15		
ESL	10		
ESL-Citizenship			

CERTIFICATION FROM COMMUNITY BASED ORGANIZATIONS
The below named signatory certifies that the applicant agency will comply with the requirements of the Single Audit Act of 1984 (P.L. 98-502). This means that agencies receiving more than $25,000 in combination of all federal funds procure and submit to CDE a audit of their most recent past program.

Signature of Authorized Agent	Printed Name of Authorized Agent
X	

CERTIFICATION
The below named signatory certifies that s/he is the authorized representative of the applicant agency and agrees to administer the Adult Basic Education program in accordance with all the provisions of this program (according to the content, criterion, and conditions specified in the attached Local Assistance Application Guidelines) and all laws and regulations pertaining to the Adult Basic Education P.L. 100-297, Sections 321, as amended by the National Literacy Act, P.L. 102-73.

Signature of Authorized Agent	Printed Name of Authorized Agent
X	Elizabeth D. Minter
Title	**Date**
Library Director	June 7, 1995

ADULT BASIC EDUCATION - P.L. 100-297
FUNDING APPLICATION FY 1995/96
(rev. 5/95)

LOCAL ASSISTANCE BUDGET

CODE/CLASSIFICATION	OBJECT OF EXPENDITURES				
	SECTION 321 ESL $10/HHU	SECTION 321 ABE $13/HHU	SECTION 321 ESL Citizenship $250/HHU	SECTION 322 $13/HHU	SECTION 326 $34/HHU
1000 Certificated Salaries					
2000 Classified Salaries					
3000 Employee Benefits					
4000 Books and Supplies					
5000 Services and Other Operating Expenses	100.00	195.00			
6000 Equipment Only					
7000 Other Outgo					
TOTAL $	100.00	195.00			

LOCAL MAINTENANCE OF EFFORT = Total dollar value of state and local resources supplemented with these Federal funds. = $ 55,400.00

Should there be insufficient funds in FY 1995/96 to honor all the HHUs requested, applicant agencies will be notified of a proportionate HHU reduction.

$3,500 Base Grant Budget

Each agency shall expend a minimum of $3,500 for staff development, program assessment and networking. Describe in some detail those activities and the associated budget detail.

BUDGET		ACTIVITIES
1000 Certificated Salaries		The base grant will provide funds for travel, registration fees and substitute staff allowing the literacy staff to attend in-service workshops. It will help to defray registration fees of volunteer tutors attending the California Literacy Conference. The grant will provide staff time required for administration of CASAS testing of adult learners as well as necessary membership fees for staff participation in meetings of the Southern California Library Literacy Network, Orange County Literacy Network, Placentia Community Network, the Chamber of Commerce meetings and mixers, and other literacy related conferences.
2000 Classified Salaries		
3000 Employee Benefits		
4000 Books and Supplies		
5000 Services and Other Operating Expenses	3,500.00	
6000 Equipment Only		
7000 Other Outgo		
TOTAL $	3,500.00	

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: FY 1994-1995 Budget

BACKGROUND:

Cash Flow Analysis

The revised cash flow analysis for the second half of FY1994-1995 is Attachment A. This analysis changes on a weekly basis as new revenue and expenditure information is received.

The year-end estimate is $82,700 less than the estimate prepared for the June 6, 1995, report because the Orange County Auditor-Controller's Office, in response to a direct inquiry from Library Director Minter, has reported that the $82,700 that the District had anticipated for its May 15, 1995, current year property tax distribution, and was told in May that the distribution would be delayed until June, has now been impounded to pay for property tax refunds, and that the District may never receive any of the May 15th funds.

This issue has been reported to Orange County Investment Pool Committee Counsel Patrick Shea and his office is now pursuing resolution of this issue with the Auditor-Controller's Office through official channels.

Bankruptcy

Placentia Library District was advised on June 13, 1995 by Orange County Investment Pool Committee Counsel Patrick C. Shea, Esq., that the Recovery Bond have been successfully marketed, with a planned closing for Friday, June 16, 1995. Mr. Shea further reported that Federal funds will be provided to Pool Participants on Monday, June 19, 1995. (Attachment B)

At the last distribution of funds on Friday, May 19, 1995, the independent special library districts (Placentia and Buena Park) did not have the funds transferred to their accounts until Tuesday, May 23. Library Director Minter sent a letter to Orange County Treasurer John Moorlach on June 14, 1995, requesting information on his distribution plans for the Recovery Bond funds. (Attachment C) She also solicited Moorlach's opinion on whether the District is indeed required to leave all of its funds on deposit with the Office of the Orange County Treasurer.

Measure R Information

The public information bookmark concerning the impact of Measure R on Placentia Library District services was prepared as approved by the Library Board at its June 6, 1995, Special Meeting. (Attachment D)

Legislative

California Advocates Representative Mike Belote has assured us that he will continue to be alert for any rumors of tax shifts for Orange County and that he will be especially watchful if Measure R fails as we can anticipate some fast action in Sacramento. Library Director Minter will be out of California at that time but will be in touch with Buena Park Library Director Colleen McGregor and Mr. Belote on a regular basis.

Fiscal Year 1995-1996 Budget

Because of the uncertainty about property tax revenue estimations for Fiscal Year 1995-1996 the budget will not be presented until the July 18, 1995, Regular Meeting.

The next bargaining session with Orange County Employees Association is scheduled for July 12, 1995.

RECOMMENDATIONS:

No action is recommended.

Placentia Library District
Post-Petition Cash Flow
June 20, 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Dec	Tax Collection Charge by County Auditor		551.51	140,953.26
*Jan 3	Claim by Library Director		3,940.65	137,012.61
*Jan 5	Payroll, Claim 3226		19,034.68	117,977.93
*Jan 10	Homeowners Subvention	5,128.00		123,105.93
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,268.64
*Jan 18	Secured Property Tax	23,997.85		127,266.49
*Jan 19	Payroll, Claim 3227		19,034.68	108,231.81
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		108,856.23
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		113,470.60
*Jan 27	Public Utility Tax (impounded)	72.96		113,543.56
*Jan 27	Secured Property Tax (impounded)	62,077.83		175,621.39
*Jan	Tax Collection Charge by County Auditor		228.42	175,392.97
*Feb 2	Payroll, Claim 3234		19,034.68	156,358.29
*Feb 8	Public Utility Tax	12,493.87		168,852.16
*Feb 9	Emergency Allocation	41,886.98		210,739.14
*Feb 13	Claims at Special Board Meeting		6,460.13	204,279.01
*Feb 16	Payroll, Claim 3235		19,034.68	185,244.33
*Feb 21	Feb Claims Excl. Payroll		26,176.31	159,068.02
*Feb	Tax Collection Charge by County Auditor		31.31	159,036.71
*Mar 1	Claim 3250 by Library Director		1,229.92	157,806.79
*Mar 2	Payroll, Claim 3248		19,034.68	138,772.11
*Mar 9	Pension Fund Contribution		33,665.86	105,106.25
*Mar 9	Semi-Annual Bond Payment		35,900.00	69,206.25
*Mar 13	Claim 3251 by Library Director		1,475.07	67,731.18
*Mar 16	Payroll, Claim 3249		19,034.68	48,696.50
*Mar 20	Mar Claims Excl. Payroll		14,616.49	34,080.01
*Mar 20	Insurance		11,829.75	22,250.26
*Mar 20	Increase Petty Cash Account		9,000.00	13,250.26
*Mar 30	Secured Property Tax	56,459.39		69,709.65
*Mar 30	Payroll, Claim 3259		19,034.68	50,674.97
*Mar	Tax Collection Charge by County Auditor		141.50	50,533.47
*Apr 6	Claim 3261 by Library Director		979.69	49,553.78
*Apr 13	Payroll, Claim 3260		19,034.68	30,519.10
*Apr 17	Apr Claims Excl. Payroll		12,108.52	18,410.58
*Apr 17	Public Officials Liability Insurance		3,393.91	15,016.67
*Apr 25	Secured Property Tax	217,187.07		232,203.74
*Apr 27	Payroll, Claim 3270		19,034.68	213,169.06
*Apr 27	Anaheim Library		37,312.29	175,856.77
*Apr	Tax Collection Charge by County Auditor		564.25	175,292.52
*May 1	Claim 3274 by Library Director		3,209.17	172,083.35
*May 10	Homeowners Subvention	5,128.22		177,211.57
*May 11	Payroll, Claim 3271		19,034.68	158,176.89
*May 15	Supplemental Property Tax	6,225.23		164,402.12
*May 15	May Claims Excl. Payroll		17,783.97	146,618.15
*May 25	Payroll, Claim 3272		19,034.68	127,583.47
*May 24	Utility Tax	12,497.89		140,081.36
*May	Interest	6,318.28		146,399.64
*May	Tax Collection Charge by County Auditor		31.32	146,368.32
*Jun 6	Claims at Special Board Meeting		15,433.88	130,934.44
*Jun 6	Local Revenues & State Payments through Apr	65,881.65		196,816.09
Jun 8	Homeowners Subvention	2,197.00		199,013.09
*Jun 8	Payroll, Claim 3283		19,034.68	179,978.41
*Jun 16	ERAF Tax Shift Adjustment	453.85		180,432.26
Jun 19	Unsecured Tax			180,432.26
Jun ?	Secured Property Tax ($82,700.00)	0.00		180,432.26
Jun 20	Jun Claims Excl. Payroll		20,000.00	160,432.26
Jun 21	Prior Year Unsecured Tax			160,432.26
*Jun 22	Payroll, Claim 3284		19,034.68	141,397.58
Jun	Tax Collection Charge by County Auditor		200.00	141,197.58
Jun 29	Local Revenues & State Payments May & Jun	9,000.00		150,197.58
		754,498.26	604,300.68	150,197.58

June 2, 1995

Agenda Item 24
Attachment B

LAW OFFICES OF
PILLSBURY MADISON & SUTRO

SAN FRANCISCO
LOS ANGELES
SAN JOSE
WASHINGTON, D.C.

SUITE 1800
101 WEST BROADWAY
SAN DIEGO, CALIFORNIA 92101
TELEPHONE (619) 234-5000
TELECOPIER (619) 236-1995

ORANGE COUNTY
SACRAMENTO
MENLO PARK
TOKYO

WRITER'S DIRECT DIAL NUMBER

(619) 544-3177

June 13, 1995

To all Orange County Investment Pool Participants:

Re: County of Orange - Orange County Investment Pools
Case NO. SA94-22272-JR
Election to Change from Option A to Option B Relating to Liquidity Facility by County of Orange on Recovery Notes

Dear Pool Participants:

Pursuant to Paragraphs 7 and 15 of the Comprehensive Settlement Agreement (CSA), as amended by the Stipulation Agreement by the County before Judge Ryan on June 5, 1995, the Pool Committee is required to determine today whether the County has provided an adequate liquidity facility for the Recovery Note obligations owed to Option A Non-County Pool Participants.

To that end, the Pool Committee was today advised regarding the Recovery Bond Closing by Willkie Farr & Gallagher, bond counsel to the County, as follows:

1. Today the County sold the Refunding Recovery Bonds to the underwriters, Goldman, Sachs and A. G. Edwards & Sons. Because of the need to disburse funds to the schools and others, the usual two weeks between sale and closing has been shortened to three days.

2. The closing is scheduled to take place in New York City on Friday, June 16, 1995, with the pre-closing on Thursday, June 15, 1995.

3. At closing, a representative of Option A Non-County Pool Participants will receive the Recovery Warrants from the County, exchange the Recovery Warrants for the Recovery Bonds, and acknowledge receipt of the proceeds of the Refunding Recovery Bonds for distribution to the participants. Distribution will be made by First Interstate Bank of California, as Refunding Recovery Bond Trustee.

20763611

4. The County is agreeable to having the Pool Committee designate First Interstate Bank as their agent for the above-described transaction.

The Pool Committee also received a memorandum from Christopher Varelas, Financial Advisor to Orange County, regarding the Recovery Bonds providing as follows:

We are pleased to report that the Recovery Bonds have been successfully marketed, with a planned closing for Friday, June 16, 1995. Federal funds will be provided to Pool Participants on Monday, June 19, 1995. Important facts include the following:

Size of Offering:	$278.79 Million
Proceeds to Participants:	@ $232.0 Million
Yield - True Interest Costs:	6.066281%

The Pool Committee has considered the information provided regarding the liquidity facility made available by the County with respect to the Recovery Note obligations under the CSA, and based upon all of the above information, has concluded that the County has met its obligation to provide an adequate liquidity facility.

If you have not already received instructions from County Treasurer John Moorlach regarding wire transfer of the Recovery Note proceeds owed to your entity, you would contact Mr. Moorlach immediately. Forms have been prepared by his office to accomplish the distribution of Recovery Note proceeds called for under the CSA.

If you have any further problems or questions regarding distribution, you may also contact Bernie Burke at Price Waterhouse, LLP (714) 435-8871.

Sincerely yours,

PCShea

Patrick C. Shea

PCS:wpc

cc: Bruce Bennett, Esq.
OCIP Committee Members and Counsel

JOHN M. W. MOORLACH, CPA, CFP
COUNTY TREASURER-TAX COLLECTOR

TELEPHONE: (714) 834-3411

TREASURER OFFICE ADDRESS
HALL OF FINANCE & RECORDS
RM. G76, 12 CIVIC CENTER PLAZA
P.O. BOX 4515
SANTA ANA, CALIFORNIA 92702
FAX: (714) 834-2912

ESTABLISHED 1889

OFFICE OF THE TREASURER-TAX COLLECTOR

June 15, 1995

IN REPLY PLEASE REFER TO:

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

Dear Ms. Minter:

Thank you very much for your letter of May 16. Your kind words of encouragement were greatly appreciated. Thank you, too, for your faxed letter dated June 14, 1995.

Your letter raises three issues which I will address:

One, the County of Orange's bankruptcy accountant, Arthur Andersen, and bond trustee, First Interstate Bank, have informed my office Recovery Bond monies will be available to pool participants on Monday, June 19, 1995. Your District's distribution will be deposited into your account with the County on the same day.

Secondly, distribution of pre-petition funds occurred on Friday, May 19, 1995 and journal vouchers were processed on the same day. Because of the Auditor-Controller's accounting system, the first date this transaction appeared on the County's books was Monday, May 22, 1995. No interest earnings were lost. Your funds continued to be invested in the pre-petition pool until the transfer into the post-petition pool.

Thirdly, per Government Code Section 53630 et seq., the Orange County Treasurer is the required entity for the deposit of monies for schools and special districts such as the Placentia Library District. I cannot act in a fiduciary capacity in providing you outside counsel of investment decisions. As County Treasurer, per Code Section 53601 et seq., I can invest surplus monies not deemed for immediate use that you choose to invest with the County. Accordingly, it is also my understanding that you may invest elsewhere.

During my campaign for County Treasurer in early 1994, I encouraged pool investors to examine the Orange County Pool. I would encourage your District to examine the new Orange County Pool and compare it to others in three areas:

a) Risk
b) Return (Performance)
and c) Cost

I think you will find that in the above three areas, the new Orange County Pool will meet your expectations.

The Orange County Treasury Oversight Committee which oversees the Treasurer's office is comprised of five members who are seasoned professionals in the investment, accounting and legal areas. This committee reviews our investment decisions and accounting functions on a regular basis.

I believe you will find that the Orange County Treasury is consistent with Government Codes addressing acceptable investments. However, regarding Education Code 19658, you should address any inconsistencies regarding terms and conditions of any gift, devise, or bequest with your legal counsel.

In summary, I encourage your analysis of our portfolio and welcome your questions and inquiries. If you have any further comments, please contact my office.

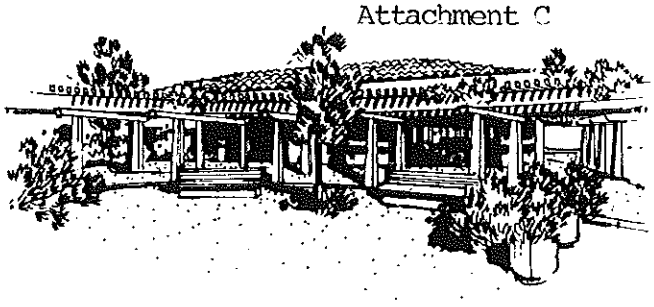
Very truly yours,

John M. W. Moorlach
Treasurer-Tax Collector

JMWM:DJH:jg

Agenda Item 24
Attachment C

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1906

June 14, 1995

John M. W. Moorlach, CPA, CFP
County Treasurer - Tax Collector
P.O. Box 4515
Santa Ana, CA 92702

FAX: 834-2912

Dear Mr. Moorlach;

Placentia Library District was advised last night by Orange County Investment Pool Committee Counsel Patrick C. Shea, Esq., that the Recovery Bond funds have been successfully marketed, with a planned closing for Friday, June 16, 1995. Mr. Shea further reported that Federal funds will be provided to Pool Participants on Monday, June 19, 1995.

How do you plan to distribute these funds to mandatory depositors like the independent special library districts?

At the last distribution of funds on Friday, May 19, 1995, the independent special library districts (Placentia and Buena Park) did not have the funds transferred to their accounts until Tuesday, May 23. We are extremely concerned about the interest earned during this period and my inquiries to the Auditor-Controller's Office about this issue have not resulted in any specific information except a blanket "trust us" answer that no interest was lost to us. "Trust us" is not an acceptable response to this type of inquiry at this point in time.

County representatives, most recently Sheriff Gates at a meeting of the Orange County Investment Pool Investors on June 9, have consistently said that they have been advised by counsel that the statutory mandatory depositors indeed do not have to leave their funds on deposit with the Orange County Treasurer, and that they are free to plan other investment strategies. In light of the provisions of Section 19658 of the Education Code of the State of California, in your opinion, how would an independent special library district proceed with moving its funds to a fund manager outside of the Office of the Orange County Treasurer? What are our options?

If you have any questions about my inquiry please contact me at 528-1925.

Yours truly,

Elizabeth D. Minter
Library Director

MEASURE R

The best chance that Placentia Library District has to maintain its current service level is if Measure R passes.

- If Measure R fails our current property tax revenues will likely be diverted to help finance the Orange County Bankruptcy recovery.

- Any reduction in our current level of funding will result in reduction of Library hours of operation and book budget.

The Placentia Library District Board of Trustees urges you to consider these issues before you cast your ballot.

Adopted by the
Library Board of Trustees
June 6, 1995.

Agenda Item 25

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.

BACKGROUND:

At its meeting on June 6, 1995, the Board requested a review of the color and materials selections for the project.

A representative of Alexander Drake Hibbs, Inc.will be present at the meeting to present the color and materials samples.

RECOMMENDATION:

Make final selection of colors and materials.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Nomination of Placentia Library District for a position on the Board of Directors of the Special District Workers Compensation Authority

BACKGROUND:

Placentia Library District has had a seat on the Board of Directors of the Special District Workers Compensation Authority (SDWCA) since January, 1992. Sal Addotta has been the District's designated representative and during the past year he has served as the SDWCA Board President.

The District is eligible to nominate itself for another term on the SDWCA Board of Directors representing either the "Lower One-Third" or the Membership-at-Large.

The information about the nomination process and the responsibilities of the Board members is Attachment A.

The nomination letter is Attachment B and Resolution 95-4 is Attachment C.

RECOMMENDATION:

That the Board authorize the nomination of Placentia Library District for membership on the SDWCA Board of Directors representing the "Lower One-Third".

Read Resolution 95-4 by title only.

Adopt Resolution 95-4 Supporting the Nomination of Placentia Library District for a position on the Board of Directors of the Special District Workers Compensation Authority.

Roll call

Agenda Item 26
Attachment A

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

June 2, 1995

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Re: Election of Directors to SDWCA

Dear Member District:

The Bylaws of SDWCA provide that the term of office of the following members of the Board of Directors will end on December 31, 1995:

Mr. Sal Addotta
Placentia Library District
Elected Lower One-Third

Mr. Kit Carter
Heritage Ranch Community Services District
Elected Membership-at-Large

Mr. Arthur C. Korn
Yorba Linda Water District
Appointed by Board of Directors of CSDA

Mr. William Miller
North of the River Municipal Water District
Appointed by Board of Directors of CSDA

The Board of Directors of SDWCA has determined that the election to fill the lower one-third and membership-at-large positions will take place pursuant to mailed ballot pursuant to Article II, Subsection (3) of the SDWCA Bylaws and Section I-C of the SDWCA Manual of Policies and Procedures, a copy of which is attached.

1030 15th Street, Suite 300 ✦ Sacramento, California 95814 ✦ 916/443-1030 ✦ FAX 916/443-0869

Re: Election of Directors to SDWCA

In this election one member district will be elected from the lower one-third of districts listed in order of premium paid during the prior fiscal year and one member district will be elected from the membership-at-large. A list of those member districts which are eligible for nomination from the lower one-third of districts and the membership-at-large is attached.

This election by mailed ballot will occur on September 5, 1995. **Your district has the right to nominate** one district from the lower one-third and one district from the membership-at-large to fill these offices. In order to make such a nomination, you must file with the undersigned at least fifty days prior to the date scheduled for the election:

1) A letter from your district making such nomination; and

2) A copy of a resolution of your district's Board of Directors supporting such nomination.

In order to be an effective nomination, both the letter and the resolution must be received by the undersigned at the administrative offices of SDWCA, 1030 15th Street, Suite 300, Sacramento, California 95814, on or before the close of business on Monday, July 17, 1995.

A form of mailed ballot containing all mailed nominations received for each of these offices to be filled will be mailed to each participating member district no later then forty-five days prior to the September 5, 1995, election date, or no later then July 21, 1995. Each mailed ballot shall be returned by certified mail, return receipt requested, to the principal business address of SDWCA at 1030 15th Street, Suite 300, Sacramento, California 95814. Only those ballots received prior to the close of business on September 5, 1995, will be considered valid and counted.

Each member district will have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category will be elected to the position, and will designate an individual to represent the elected district on the Board of Directors.

Re: Election of Directors to SDWCA

Only one director from any district may serve on the Board of Directors at the same time. Therefore, the following districts are **not eligible** for nomination since they are already represented on the SDWCA Board of Directors:

Olivenhain Municipal Water District
Minter Field Airport District

Those positions which are to be filled by appointment of the Board of Directors of the California Special Districts Association will be filled by resolution of the Board of Directors of CSDA on or before December 31, 1995.

Very truly yours,

DAVID W. McMURCHIE
Administrator

DMC/smr

Enclosure

SDWCA

District	Estimated Annual Discounted Premiums FY 1993-94
Upper One-Third:	
Monterey Regional Water Management District	178,633
Big Bear City Community Services District	167,238
Olivenhain Municipal Water District	133,854
West San Bernardino County Water District	107,256
Yorba Linda County Water District	95,507
Santa Cruz Port District	94,737
Midway City Sanitary District	94,006
Twentynine Palms Water District	64,581
Marinwood Community Services District	64,461
El Dorado Hills Community Services District	58,553
Rancho Murieta Community Services District	55,339
Truckee Tahoe Airport District	54,805
San Mateo County Harbor District	47,025
North Tahoe Public Utility District	44,503
Broadmoor Police Protection District	41,599
Victor Valley Wastewater Reclamation Authority	38,225
Ebbetts Pass Fire District	37,276
Squaw Valley County Water District	35,913
Groveland Community Services District	35,847
Ukiah Valley Fire District	35,125
Northstar Community Services District	33,540
Middle One-Third:	
Donner Summit Public Utility District	30,748
Trinity County Public Utility District	29,152
Crestline Village County Water District	26,405
Stallion Springs Community Services District	25,656
Marin City Community Services District	23,532
Hi-Desert Water District	22,636
Big Bear Airport District	20,727
Citrus Pest Control District No. 2	18,678
Alpine Springs County Water District	16,106
Weaverville Fire District	15,170
Templeton Community Services District	14,230
Heritage Ranch Community Services District	12,569
Minter Field Airport District	12,538
Rosamond Community Services District	11,900
Rio Alto Water District	11,608
Kingsburg Cemetery District	11,450
Lake Shastina Community Services District	11,183
Thermalito Irrigation District	11,180
Foresthill Public Utility District	11,144
McKinleyville Community Services District	10,496
Elsinore Water District	9,621

Lower One-Third:

Shasta Community Services District	9,599
Inverness Public Utility District	8,663
Bighorn-Desert View Water Agency	8,552
Sanger-Del Rey Cemetery District	8,141
Santa Nella County Water District	6,028
California Pines Community Services District	5,993
Morongo Valley Community Services District	5,690
Lake Don Pedro Community Services District	5,622
Weaverville Sanitary District	5,585
North Humboldt Recreation & Park	5,568
North of the River Municipal Water District	5,407
Eastern Sierra Community Services District	5,142
Santa Rosa Community Services District	5,077
Gerber-Las Flores Community Services District	4,324
Placentia Library District	3,971
Clear Creek Community Services District	2,574
Aromas Water District	2,393
Bel Marin Keys Community Services District	2,067
Hilton Creek Community Services District	1,640
Topanga-Las Virgenes Resource Conservation	1,447
Leavitt Lake Community Services District	1,410

ARTICLE II

BOARD OF DIRECTORS

(1) Powers

The business and affairs of SDWCA shall be managed, and all powers of this joint powers authority shall be exercised by or under the direction of the Board of Directors.

(2) Election and/or Appointment of Directors

The Board of Directors shall consist of three directors appointed by the Board of Directors of the California Special Districts Association and four directors selected by districts elected by the member districts who have executed the First Amended Joint Powers Agreement and are participating in SDWCA.

Upon the effective date of the First Amended Joint Powers Agreement and these Bylaws, the then existing Program CSDA Committee of the California Special Districts Association shall serve as the Board of Directors of SDWCA, and each Program CSDA Committee member shall continue to serve as a director of SDWCA until the expiration of the term of office for which he/she was appointed or elected to the Program CSDA Committee.

The election of participating member districts to select directors to serve on the Board of Directors shall take place during the Fall Membership Meeting of the California Special Districts Association held in each odd-numbered year, and the Board of Directors of the California Special Districts Association shall appoint its representatives to the Board of Directors of SDWCA in each odd-numbered year. The directors so elected or appointed shall take office on January 1 of the following year. At the time of such appointment, and at all times thereafter, a director so designated must be, and must continue to be during his/her entire term of office, either a member of the board of directors of the participating member district, or any management employee, attorney, or consultant of that member district. Only one director from any district may serve on the Board of Directors at the same time. In each instance, the appointing agency, by resolution of its board of directors, shall certify to SDWCA the

person who has been appointed to the Board of Directors of SDWCA. The appointing agency may change its representative at any time by certifying to SDWCA the name and position of the new representative on the Board of Directors of SDWCA which shall be effective no earlier than five days after the date of mailing of the new certificate.

Each director shall serve for a term of four years. Any director may be elected or appointed to additional terms of office.

At the election of districts to select directors to serve on the Board of Directors each member district shall have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category shall designate a director to serve on the Board of Directors. The districts elected to select directors to serve on the Board of Directors shall be from the following categories of districts listed in the order of total premium actually paid to SDWCA during the fiscal year prior to the election as premiums for that year:

(a) One from the upper one-third

(b) One from the middle one-third

(c) One from the lower one-third

(d) One from the membership-at-large

In order to make the transition to the above categories, the following shall apply:

In 1991 at the election for terms of office commencing January 1, 1992, one member district shall be elected from the lower one-third, and one member district shall be elected from the membership-at-large, each to select a director to serve on the Board of Directors for a four-year term. In 1993 at the election for terms of office commencing January 1, 1994, one member district shall be elected from the upper one-third, and one member district shall be elected from the middle one-third, each to select a director to serve on the Board of Directors for a four-year term. In 1991 the Board of Directors of the California Special Districts Association shall appoint two directors to serve on the Board of Directors for a four-year term commencing January 1, 1992, and in 1993, the Board of Directors of the California Special Districts

Association shall appoint one director to serve on the Board of Directors for a four-year term to commence on January 1, 1994.

(3) Vacancy

Upon the death or resignation of a member of the Board of Directors appointed by the Board of Directors of the California Special Districts Association, the vacancy shall be filled for the balance of the unexpired term by appointment by said CSDA Board of Directors. Upon the death, resignation, or ineligibility of any other member of the Board of Directors, or upon the withdrawal or involuntary termination of the membership of any district that designated a member to the Board of Directors, a vacancy shall occur. Such a vacancy shall be filled for the balance of the unexpired term by appointment by the participating member district that originally selected the deceased, resigned, or ineligible director, except that in the event that participating member district is no longer a member of SDWCA or does not fill the vacancy within 30 days after the vacancy occurred, then the vacancy shall be filled by appointment by the remaining members of the Board of Directors. Such a director appointed by the remaining members of the Board of Directors shall be a representative of a participating member district which is in the same category of participating member districts listed in the order of total annual premium paid to SDWCA during the year prior to the filling of the vacancy as the category of district that designated the director whose vacancy has occurred in order to maintain the balance of one director from each of the upper, middle, and lower one-third category of districts and one from the membership-at-large.

(4) Meeting

All meetings of the Board of Directors, including regular, adjourned, and special meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (*Government Code* Section 54956 *et seq.*).

(5) Quorum and Required Vote

A quorum of at least four members of the Board of Directors must be present at any meeting before the business of the Board of Directors can be

transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors.

(6) Expenses

The members of the Board of Directors shall be reimbursed for all reasonable and necessary travel expenses when required and incurred in connection with attendance at a meeting of the Board of Directors or a committee thereof. Travel expenses shall include all charges for transportation, meals, and lodging, other than first-class airfare. The cost of travel by private automobile shall be at a rate per mile established by the Board of Directors, but reimbursement for the cost of travel by automobile shall not exceed the applicable airfare charge.

ARTICLE III

OFFICERS

At the first meeting of the Board of Directors, and thereafter at the first meeting following January 1 of each year, the Board of Directors shall elect a president, a vice-president, and a secretary to serve for a one-year term or until a successor is elected. Such officers shall serve at the pleasure of the Board of Directors. In the event the president, vice-president, or secretary so elected ceases to be a member of the Board of Directors, the resulting vacancy in office shall be filled at the next regular meeting of the Board of Directors after such vacancy occurs.

The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. In his/her absence, the vice-president shall carry out the duties of the president. The secretary shall perform the duties appropriate to the office.

The Board of Directors shall appoint an Administrator who shall have general administrative responsibility for the activities of this joint powers authority, and shall be responsible for all minutes, notices and records of meetings and shall perform such

MANUAL OF POLICIES AND PROCEDURES

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY (SDWCA)

The following is hereby adopted as policies and procedures of the SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY (hereinafter "SDWCA").

I. BOARD OF DIRECTORS

A. Powers:

All powers of the Special Districts Workers Compensation Authority (SDWCA) shall be exercised by and through its Board of Directors.

B. Composition and Term of Office:

The Board of Directors shall be composed of three (3) members appointed by the Board of Directors of the California Special Districts Association and four (4) members elected by the member districts. Each member of the Board of Directors shall have one (1) vote. Each member of the Board of Directors shall serve for a four (4) year term but Directors are elected or appointed in each odd numbered year to serve staggered terms of office. Any Director may be elected or appointed to additional terms of office. The current members of the SDWCA Board of Directors and their terms of office are shown in Exhibit A attached.

The election of participating member districts to select a director to serve on the Board of Directors shall take place during the Fall Membership Meeting of the California Special Districts Association held in each odd numbered year or, in the alternative, by all-mail ballot in each odd numbered year as specified in Section I-C below. The Board of Directors of the California Special District Association shall appoint its representatives to the Board of Directors of SDWCA in each odd numbered year. The directors so appointed or selected shall take office on January 1 of the following year. At the time of such appointment and selection, and at all times thereafter, a director so designated must be, and must continue to be during his/her entire term of office either a member of the Board of Directors of the participating member district or a management employee, attorney, or consultant of that member district. Only one director from any district may serve on the Board of Directors at the same time. In each instance, the appointing agency, by resolution of its board of directors, shall certify to SDWCA the person who has

been appointed to the Board of Directors of SDWCA. The appointing agency may change its representative at any time by certifying to SDWCA the name and position of the new representative on the Board of Directors of SDWCA which shall be effective no earlier than five (5) date after mailing of the new certificate.

At the election of districts to select directors to serve on the Board of Directors, each member district shall have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category shall designate a director to serve on the Board of Directors. The categories are as follows:

(1) One from the upper one-third (1/3);
(2) One from the middle one-third (1/3);
(3) One from the lower one-third (1/3); and
(4) One from the membership at large.

The categories shall be determined by listing the member districts in the order of total premium actually paid to SDWCA during the fiscal year prior to the election as premium for that year.

C. **Alternative Provisions for All-Mail Ballot for Election of Directors:**

The Board of Directors shall have the option to conduct the election of districts to serve on the Board of Directors by all-mail ballot. In the event the Board of Directors decides to conduct the election of districts to serve on the Board of Directors by all-mail ballot, the following provisions shall apply:

(a) Written notice of the use of an all-mail ballot for election to the Board of Directors in any odd-numbered year shall be sent by registered mail to each participating member district no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (1) inform each participating member district of the positions to be filled on the Board of Directors at such election; and (2) inform each participating member district of its right to nominate districts for any office to be filled at the election by filing with the Board of Directors at least fifty (50) days prior to the date scheduled for such election a letter making such nomination together with a copy of the Resolution of the Board of Directors of that district supporting such nomination. A form of mailed ballot containing all mailed nominations received for any office to be filled at the election shall be mailed by certified mail, return receipt requested, to each participating member district no later than forty-five (45) days prior to the date scheduled for such election. Said mailed ballot shall indicate that each participating member district may return the

ballot by certified mail to the principal business address of SDWCA and that only those ballots received prior to the close of business on the date designated for the election shall be considered valid and counted. All of the terms and conditions regarding election of districts to select directors to serve on the Board of Directors of SDWCA set forth in Section I-B hereof shall apply to any all-mail ballot for election to the Board of Directors.

D. **Officers of Board:**

The officers of the Board of Directors are President, Vice-President, Secretary, and Treasurer. Officers of the Board are elected at the first Board meeting following January 1 of each year, and the officers so elected shall serve for a one (1) year term or until a successor is elected.

E. **Meetings:**

All meetings of the Board of Directors, including regular adjourned and special meetings, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (*Government Code* Section 54956, et. seq.)

A quorum of at least four (4) members of the Board of Directors must be present at any meeting before the business of the Board of Directors can be conducted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors.

The administrator shall prepare minutes of all meetings showing all action taken by the Board at its meeting. A copy of all such minutes shall be mailed first to all Board members for additions, corrections, and suggestions. If no additions, corrections, or suggestions are received by the administrator within ten (10) days following such mailing, then a copy of the proposed minutes shall be mailed to all member districts.

F. **Reimbursement of Travel Expenses:**

The members of the Board of Directors shall be reimbursed for reasonable and necessary travel expenses when required and incurred in connection with attendance at a meeting of the Board of Directors or a committee thereof. Travel expenses include all charges for transportation, meals, and lodging, other than first class air fare. The cost of travel by private automobile shall be at the rate per mile established by the Board of Directors, but reimbursement for the cost of travel by automobile shall not exceed the applicable air fare charge. The

Administrator is authorized to pay travel expenses when submitted without prior Board approval, subject to ratification by the Board of Directors at its next meeting.

G. **Standing Committees**:

All standing committees are appointed by the President with approval of a majority of the members of the Board of Directors and serve for a term commencing upon the date of appointment and ending on the following December 31, or until a successor is appointed. The standing committees are as follows:

(1) Financial Committee:

The functions of the Financial Committee are as follows:

(a) To approve the investments of SDWCA funds subject to investment guidlines adopted by the Board of Directors and following recommendations by the Administrator. The present members of the Financial Committee are shown in Exhibit B.

(b) Review proposed budget for SDWCA prepared by the Administrator for each fiscal year prior to submission to the full Board of Directors for approval;

(c) Review of proposed premium discount with the Administrator for each fiscal year and make recommendations to the full Board of Directors regarding the appropriate premium discount;

(d) Review of all contracts and agreements which have a financial impact upon SDWCA;

(e) Perform any other duties relating to the financial health of the organization as assigned by the Board of Directors, requested by the Administrator, or deemed appropriate by the Committee itself for presentation to the Board.

The present members of the Financial Committee are shown in Exhibit B.

(2) Safety Committee:

The functions of the Safety Committee are as follows:

(a) Develop and present to the full Board of Directors recommendations for safety services and risk management programs and activities;

(b) Supervise the safety services provided by the claims management firm;

(c) Coordinate the activities of the District Safety Committees;

(d) Monitor compliance by member Districts with the safety and risk management requirements of SDWCA and recommend to the full Board of Directors appropriate methods of enforcement against noncomplaint member Districts.

The present members of the Safety Committee are shown in Exhibit B.

II. ADMINISTRATION

A. Duties of Administrator:

The activities of SDWCA are conducted by and administered by an Administrator. The Administrator is selected by the Board of Directors. The Administrator conducts the activities of SDWCA pursuant to the First Amended Joint Powers Agreement, the Bylaws, these policies and procedures, and resolutions adopted from time to time by the Board of Directors.

B. Payment of Bills:

The Administrator is authorized to pay all periodic bills arising out of contracts and other services previously approved by the Board of Directors without prior Board approval, but subject to ratification by the Board of Directors at its next meeting.

C. Document Retention:

The Board of Directors has adopted a policy for the retention of documents and papers concerning SDWCA which is set forth in Exhibit I.

Agenda Item 26
Attachment B

June 20, 1995

David W. McMurchie, Administrator
Special District Workers Compensation Authority
1030 15th Street, Suite 300
Sacramento, CA 95814

CERTIFIED MAIL/RETURN RECEIPT

Dear Mr. McMurchie:

At its Regular Meeting on June 20, 1995, the Placentia Library District Board of Trustees voted to nominate Placentia Library District for the "Lower One-Third" Position on the Board of Directors of the Special District Workers Compensation Authority for a term beginning January 1, 1996.

Placentia Library District is eligible for this nomiation in that it has executed the First Amended Joint Powers Agreement and is a participating member of the Special District Workers Compensation Authority, and it is in the membership category of "Lower One-Third" based upon its total premium actually paid to the Special District Workers Compensation Authority during the last fiscal year.

The District's Resolution 95-4, supporting this nomination, is enclosed.

Please let me know if there is additional information that we may provide you concerning Placenita Library District.

Yours truly,

Peggy Dinsmore
President

RESOLUTION 95-4

A RESOLUTION OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
SUPPORTING THE NOMINATION OF PLACENTIA LIBRARY DISTRICT
FOR THE "LOWER ONE-THIRD" POSITION ON THE BOARD OF DIRECTORS OF THE
SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

WHEREAS, Placentia Library District has executed the First Amended Joint Powers Agreement and is a participating member of the Special District Workers Compensation Authority; and

WHEREAS, Placentia Library District is in the membership category of "Lower One-Third" based upon its total premium actually paid to the Special District Workers Compensation Authority during the last fiscal year; and

WHEREAS, Placentia Library District is interested in the work of the Special District Workers Compensation Authority;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY that it supports the nomination of Placentia Library District for the "Lower One-Third" Position on the Board of Directors of the Special District Workers Compensation Authority for a term beginning January 1, 1996.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Circulation Policy for the CD-ROM Collection and Revision of the Fines and Fees Policy

BACKGROUND:

The Library is adding informational and educational materials in the CD-ROM format. These items are scheduled for release to the public in July.

The proposed Circulation Policy for the CD-Rom Collection is Attachment A.

The proposed Placentia Library District Fines and Fees Policy is Attachment B.

RECOMMENDATION:

1. Adopt Circulation Policies for the CD-ROM Collection.
2. Adopt the amended Placentia Library District Fines and Fees Policy.

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian

DATE: June 20, 1995

SUBJECT: CD-ROM policies

The following are the proposed policies for the circulating CD-ROM collection:

One CD-ROM title per card.

Three week check-out period. No renewals.

Reserves can only be placed/picked up at Placentia Library.

Overdue fines will be $2.00 per day, with no grace period.

Maximum fine will be $10.00.

A processing fee of $15 will be charged for damaged CD album/caddy/pamphlet(s).

The fee for lost CD-ROMS will be Item Cost + $15.00. The default cost will be $60.00.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993
Revised February 13, 1995

FINES	PER DAY
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Discs	$ .20
Videos and CD-ROMs	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 calclulated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM	MAXIMUM
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	$ 10.00

RESERVES & SHELF CHECKS	PER ITEM
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

LOST MATERIALS		DEFAULT*
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
CD-ROMs	Item Cost + $15.00	60.00
Books on Tape	Item Cost + $ 5.00	30.00
Paperback - Adult	Item Cost + $ 5.00	5.00
Paperback - Chilren'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, $5.00 or $15.00 is not part of the default price and needs to be added for the total amount due.

SPECIAL SERVICES	PER ITEM
Laminating, per linear foot	$ 3.50
Printing, per page	.10

MULTIPURPOSE ROOM	PER DAY
Four hours	$ 30.00
Additional hours, per hour	10.00
Set-up fee	10.00
Clean-up fee	10.00
HVAC fee for days the Library is closed	125.00

SURCHARGES	
Returned check, up to 30 days	$ 10.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

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.

Agenda Item 28

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 20, 1995

SUBJECT: Selection of Vision Plan for Fiscal Year 1995-1996

BACKGROUND:

At the Library's request Anderson & Anderson has completed its annual review of group vision insurance policy options for the District. The new contract year begins July 1, 1995.

Attachment A summarizes their findings.

Staff recommendation is for renewal with Vision Service Plan with the addition of the options rider for Video Display Terminal Coverage (VTD). The reason for this recommendation is that every eligible staff member is an intensive computer user and the added VTD coverage will assure the District that staff has access to work-related services/coverage.

The difference in cost from the low bidder, VPA, which provides no VTD coverage at ~~$146.28~~ 79.20 per full time staff member per year, and the VSP with VTD coverage at ~~$79.20~~ per full time staff member per year, is $67.08 per full time staff member per year. 146.28

RECOMMENDATION:

Determine level of benefit, select vendor, and authorize the Library Director to sign all contract documents.

VPA

Agenda Item 28
Attachment A

ANDERSON AND ANDERSON

INSURANCE BROKERS, INC.

2495 Campus Drive, P.O. Box 19594, Irvine, CA 92715

Phone (714) 476-4393

Fax (714) 752-7587

FACSIMILE TRANSMITTAL COVER SHEET

DATE: 5/19/95 Total # of pages: 12 (Including cover page)

TO: Elizabeth Minter Fax #: 528-8236

FROM: **Brenda Marsh, Account Administrator**
Anderson and Anderson/Benefits

COMMENTS:

Elizabeth,

Here is the information you requested on VPA.
Presentation comparing VSP and VPA.
The rest of the items:
Lenses Maximum
Procedure on accessing care
% eligible employees and dependents that must participate
are covered under the assumptions section.
Opthamologists are not covered under VPA.
You must use the VPA network to obtain benefits
A network booklet was sent to your attention earlier this week.
A section on computer glasses has been sent along with this proposal.
VPA does not offer computer glasses.

Please let me know if you would like to see another plan in detail or if you want formal proposals sent to your attention.

Thank you,
Brenda Marsh

If you did not receive all pages or if you have any questions, please call Brenda at (714) 476-4393 / fax (714) 752-7587

Analysis of Benefit Alternatives

for

Placentia Library

Presented By:

Debbie Cunningham
Assistant Vice President

Brenda Marsh
Account Administrator

Anderson & Anderson/Benefits

Proposed Effective Date: July 1, 1995

Table of Contents

Placentia Library

Introduction

Summary of Requested Proposals

for

Placentia Library

Vision

VSP	See Attached
VPA	See Attached

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

Vision Assumptions and Additional Information

FINAL RATES AND BENEFITS ARE SUBJECT TO UNDERWRITING APPROVAL BY THE CARRIERS. THIS PROPOSAL IS FOR ILLUSTRATION ONLY AND DOES NOT CONSTITUTE COVERAGE. DO NOT CANCEL YOUR CURRENT COVERAGE WITHOUT CONSULTING ANDERSON & ANDERSON.

Calculations: *Calculations are based on the following participation levels:*

Employee Only Coverage	*11*
Employee + One Dependent	*2*
Employee + Two or More Dependents	*1*
Total	*14*

CDHP: *Plan requires a one time enrollment fee of $10 per employee to a maximum of $70. Employer must contribute 100% of the employee premium or 50% of the employee and dependent combined premium. 75% of all eligible full-time employees must participate. Coverage is effective on the first of the month. Employees may get glasses or contact, but not both, in a 12 month period.*

Ameritas: *Eligible employees are those full time employees working a minimum of 30 hours per week. 100% participation of eligible employees and dependents is required. Employees and dependents may not be refused or refuse coverage for any reason. The proposal rates are based on 14 covered employees. The employer must pay 100% of the employee and dependent combined premium. Rates are guaranteed for 12 months.*

VPA: *Services must be obtained from a network provider. Services outside the network are not covered. Rates are guaranteed for two years.*

AVP: *100% of the eligible employees must participate. Rates are guaranteed for 2 years.*

Vision

Placentia Library

Vision Benefit Description and Rates

Employee Pays:

BENEFITS	VSP (Current)	VPA Plan AR – 15
Deductible	$20	$15.00
Case and ocular history	Amount over $40	No Charge
Frames		
Coverage	Amount over $45	Amount over $45
Lenses		
Single Vision	Amount over $40	No Charge
Bifocal	Amount over $60	No Charge
Trifocal	Amount over $80	No Charge
Blended	No addl. allowance	Amount over $60
Progressive	No addl. allowance	$85–124 Co–Pay
Lenticular	Amount over $125	No Charge
Color Tinting (#1 Tint)	No addl. allowance	No Charge
Contact Lenses		
Medically Necessary	Amount over $210	$75 Co–Pay
Cosmetic	Amount over $105	In lieu of glasses to $100
Soft, daily, sphere	N/A	N/A
Soft, extended, sphere	N/A	N/A
Soft, daily, toric	N/A	N/A
Soft, extended, toric	N/A	N/A
Gas Permeable, daily, sphere	N/A	N/A
Gas Permeable, daily, toric	N/A	N/A
Service Frequency		
Exam	Every 12 months	Every 12 months
Frames	Every 24 months	Every 12 months
Lenses/Contacts	Every 12 months	Every 12 months

Premium Rates		Current	Renewal	
Employee Only	11	$9.19	$10.36	$6.60
Employee + 1 Dependent	2	$20.79	$23.45	$11.70
Employee + Family	1	$20.79	$23.45	$16.95
Administration Fee		N/A	N/A	N/A
Monthly Premium		$163.46	$184.31	$112.95
Annual Premium		$1,961.52	$2,211.72	$1,355.40

Comparison to Current Rates:

Bottom Line % Change	12.8%	–30.9%
Bottom Line $ Change	$250.20	($606.12)

123chris\wmc\placentia\vision2.wk1
19–May–95
wmc

Video Display Terminal Benefits

Vision Service Plan (VSP) offers a vision program designed to meet the specific health and vision needs of VDT operators. VDT Plans can be provided in conjunction with your existing VSP vision plan.

VDT Operator Work Environment Questionnaire

VSP has designed a Vision Requirements Questionnaire to be completed by the VDT operator prior to utilizing their VDT Vision Care program. The operator would provide the completed questionnaire to the VSP Member Doctor during their eye examination. The completed questionnaire provides the VSP doctor with valuable information to assist in the appropriate selection of care and services.

Eye Examination

When the VDT program is provided in conjunction with the group's existing vision care program, the existing plan will provide the comprehensive eye examination. The patient will also receive a minimal or intermediate level exam to specifically address the needs of the VDT operator's work environment.

Examinations procedures which are specific to a VDT examination include:

- Occupational history (viewing distances, lighting, viewing angles, symptoms)
- Near point of convergence
- Cover test or phoria test at the near working distance of the VDT
- Plus and minus lenses to blur at the VDT working distance
- Plan of treatment

When a correction is prescribed by the VSP doctor, the plan includes the necessary material and professional services connected with the ordering, fitting, and adjusting of those materials specifically for working on a VDT.

Vision Service Plan pays in full any necessary lenses including single vision, bifocal, trifocal, or other more complex and expensive lenses as necessary for the patient's visual welfare.

Vision Therapy

Due to the intensity of the VDT work, certain muscular conditions may occur that require vision therapy. Conditions which specifically affect the ability to work on a VDT are an inability to focus quickly when changing distances and the eye muscles inability to point the eye straight when working up close. If the member doctor diagnoses one of these conditions during the VDT examination, VSP will pay up to an annual allowance for Vision Therapy with no-copayment or deductible required from the covered member.

Video Display Terminal Benefits (Con't)

Eligibility

The VDT benefit is for employees only and is to be offered in conjunction with the standard vision benefit. Employees may not elect this benefit and waive the standard vision plan or vice versa.

Coverage Level

When a VSP provider determines that an employee needs VDT benefits, the plan pays the following after a $20.00 deductible:

VDT Exam	No Charge
Frames	Wholesale allowance up to $30.00
VDT Lenses	No Charge
Contact Lenses	Not covered
Vision Therapy	If needed, up to $200 per calendar year

Cost

The VDT benefit costs $1.83 per employee per month. This rate is guaranteed for two years. As a reminder, the VDT benefit is available to employees only.

Vision Assumptions and Additional Information

FINAL RATES AND BENEFITS ARE SUBJECT TO UNDERWRITING APPROVAL BY THE CARRIERS. THIS PROPOSAL IS FOR ILLUSTRATION ONLY AND DOES NOT CONSTITUTE COVERAGE. DO NOT CANCEL YOUR CURRENT COVERAGE WITHOUT CONSULTING ANDERSON & ANDERSON.

Calculations: Calculations are based on the following participation levels:

Employee Only Coverage	11
Employee + One Dependent	2
Employee + Two or More Dependents	1
Total	14

VPA: Services must be obtained from a network provider. Services outside the network are not covered. Rates are guaranteed for two years. Ophthalmologist services are not covered. Rates for lenses have been pre-negotiated with the contracted providers. There is no charge for lenses ±2 to ±6 diopters. The employer defines what constitutes an eligible employee. VDT (Video Display Terminal) Lenses are not covered. The employer must contribute 100% of the premium and a minimum of 5 employees must participate. Employees designate a provider whose name, address, and phone number will appear on their membership card. Eligibility can also be verified through an eligibility list that each provider receives monthly or by calling VPA. Once an employee receives their enrollment card, he/she makes an appointment directly with the provider. At the time of the appointment, the member takes his/her membership card to the provider's office. No paperwork (i.e. claim form) is required.

VSP: Services may be obtained from any provider; however, the employee's out-of-pocket costs are lower when a VSP provider is used as the VSP providers have negotiated prices with VSP. The VSP network does include some ophthalmologists. VDT (Video Display Terminal) Lenses are covered under an optional rider. Renewal rates are guaranteed for two years. The employer must contribute 100% of the premium and a minimum of 10 employees must participate. To obtain service the employee sends a Request for Vision Service Claim Form to VSP. VSP processes the claim sends the employee a Benefit Form and list of providers. The Benefit Form is valid for 60 days. The employee chooses a provider from the list, sets up an appointment, and takes the benefit form to the provider at the time of his/her appointment. VSP suggests that employee schedule his/her appointment only after the Benefit Form is received. Eligible employees are those full-time employees working 20 or more hours per week.

VPA - Plan AK-15

Schedule of Extras

All Plans Except MQ-2

The Basic Benefit:

1. Single Vision Lenses (up to ± 6.00 D±3.00 D Cyl)
2. Bifocal Lenses (up to +3.00 add Rnd 22, FT 22-28)
3. Trifocal Lenses (FT 7 x 22)(FT 7 x 25')
4. Lenticular Lenses (Aspheric S/V and B/F)

WHAT PATIENT PAYS AFTER BASIC BENEFIT

EYEGLASSES:	S/V	MULTIFOCAL
Gradient Tint (Plastic)	13	13
Double Gradient Tint (Plastic)	16	16
Gradient Coating (Glass)(If available)	30	35
Photochromatic (Glass)	30	40
Photochromatic (Plastic) Transitions	40	65
Solid Tint (Plastic) Other than #1 Tint	10	12
Solid Tint (Glass)	15	20
Polish Edges (Plastic)	16	18
Polaroid	40	90
AR-cote	35	35
All Other Coatings	35	35
Scratch Resistant (Plastic)	20	25
Hi-Index	35	40
Polycarbonate	40	50
Slab-Off	48	48
Oversize (56mm ED) (where applicable)	15	20
UV-400	10	14
Facette	50	56
B/F 35mm-Exec.		32
T/F 28mm		25
T/F 35mm-Exec.		42
Progressive (Generic)		85
Progressive (photox)(Generic)		124
Blended		80
Remove Tint (retint)	12	14
High Magnification:		
±6.25D-±8.00D (per lens)	18	22
±8.25D-±11.00D (per lens)	30	36
Over ±11.00D (per .5D per lens)	4	6
Adds +3.25-4.00D (per lens)		14
Cylinder ±3.25D or more (per lens)	14	18
Prism (per D, per lens)	4	5

If patient/member desires, 2nd set of lenses/frames or both regular fees apply.

REPAIRS:	
Soldering:	19
Emergency repairs and/or replacement of lenses and/or frames. (does not include the charges for the lenses or the frames.) The subscriber or member is responsible for the fee for service charges for the new frames and/or lenses.	NO CHARGE

CONTACT LENSES: EACH 24 MONTHS

(if desired in addition to Basic Benefit)-C.L. examination and evaluation, including 3 months follow-up visits (if required) and including: K measurements, fitting by K reading or trial lens method and subsequent prescription if clinically appropriate, verifying accuracy of the lenses, slit lamp evaluation of the cornea and the contact lens, dispensing the lenses with instructions for the proper use, handling, and cleaning of the lenses.

Co-Payment	60
Each Additional Visit (after 3 mos.)	10
Contact Lens Service Agreement	By Doctor

LENS TYPE: (per pair) **EACH 24 MONTHS**

Extended Sphericals:	CO-PAY
Bausch & Lomb (03, 04)	60
American Hydron (Zero 4)	60
Hydrcurve (Softmate II)	174
CSI'T'	194
Wesley Jessen	134
Extended Toric:	
Hydracurve (II Series)	236
D3x4	236
Daily Spherical:	
American Hydron	50
Bausch & Lomb	50
CIBA	50
Daily Toric:	
CIBA (Torisoft)	133
Bausch & Lomb	133
Gas Permeable:	
Permaflex-28	110
Optacryl 60	110
Polycon	110
Hard Lens (regular-per lens)	40
Hard Lens (clean & polish, per lens)	10
Tint Hard/G.P.C.L.(per pair)	16
Opaque	-20% UCR
Disposables (1st 3 mos. only)	-20% UCR

Contact lens powers over ±8.00 D SPH and/or ±1.50 D CYL are considered custom, and will be charged extra.

9/94

HOW VISION SERVICE PLAN WORKS.

1. When you wish to use the plan, obtain a brochure from your benefits representative.
The VSP brochure explains your benefits and contains a request for services postcard.

2. After reading the brochure, fill out the request card attached to the brochure, and mail it to VSP.

3. VSP verifies your eligibility and sends a benefit form and list of doctors directly to you.

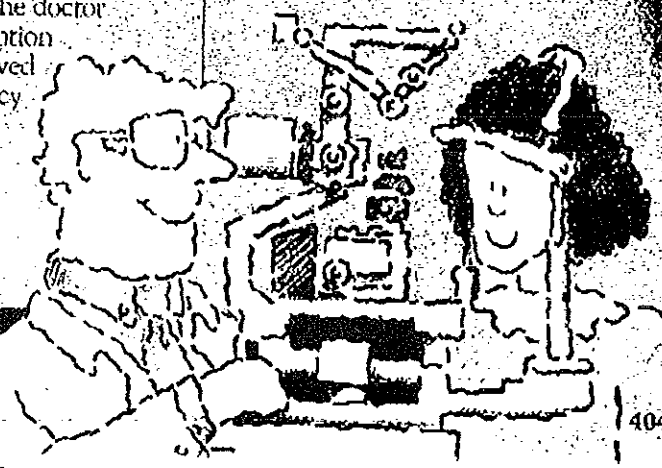
4. Upon selecting a doctor from the list, you should call and make an appointment.

5. Present the benefit form to the doctor at the time of your initial eye examination visit. There is no more paperwork for you!

6. If materials are required, the doctor orders your prescription from a VSP approved lab, verifies accuracy and dispenses the eyewear to you.

7. Although over 90% of VSP patients receive services from member doctors, VSP will reimburse you for services received from any licensed optometrist, ophthalmologist, or optician. In this situation, you are responsible for paying the non-member doctor the full bill and you must submit your benefit form along with the itemized bill to VSP for reimbursement. The reimbursement schedule does not guarantee full payment nor can VSP guarantee patient satisfaction when services are received from a non-member doctor.

8. VSP wants to make sure you are satisfied with your services. One of our methods to monitor this is to randomly send patient satisfaction questionnaires to patients that have received services. If you receive one of these questionnaires, please help us serve you better by completing the form and mailing the questionnaire back to VSP.



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian SA

DATE: June 20, 1995

SUBJECT: Program Committee Report for the Month of May 1995.

PLACENTIA LIBRARY DISTRICT

PROGRAM STATISTICS

DEPARTMENT	MAY 95	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Placentia Pride	1	26
CHILDREN'S SERVICES		
After School Specials	2	35
Class Visits	7	157
Story Hours	8	159
LITERACY SERVICES		
Families For Literacy	5	106
Tutor Training	4	15

TO: Elizabeth Minter, Library Director

FROM: Kay Schneider, Librarian II

DATE: June 12, 1995

SUBJECT: **May Activities in the Children's Department**

Paws to Read Summer Reading Program 1995 - The staff of the children's department, 3 members of the circulation department and several volunteers will begin making school classroom visits on June 14. The staff and volunteers will be making five minute presentations to grades K - 6th. The purpose of these visits will be to inform the children about summer activities and to encourage them to come to the Library this summer, register for the summer reading program, participate in the special programs and read lots of books!

Our volunteers have come to a training session and are enthusiastic and ready to venture out and get the children excited about the library this summer. The volunteers include Peggy Dinsmore, Nancy Kennedy, Dixie Shaw, Lynn Krisinger and Sandy Redenbow.

Each student will be given a promotional flyer to take home. The teachers will also be receiving a newsletter informing them of our programs, our new CD collection and reminding them to use assignment alerts as they plan for the upcoming school year.

The official kick-off for the summer will be on Saturday, June 24, when the Mountain Mushers will be here. We are looking forward to a productive summer. The Childrens department looks great with black & white dalmatians and paw prints every where!

After School Specials & Pre-School Story Hours - During the month of May there were 8 story hours that were attended by 159 children and 35 children came to 2 sessions of the After School Specials.

Classroom Visits - Seven classrooms visited our Library during the month with 157 children.

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Library Assistant CW

DATE: June 12, 1995

SUBJECT: Publicity materials produced for May 1995

Information on the Placentia Library cable channel #53:

1. Placentia Library Literacy Services offering INS-approved citizenship examination.
2. Friends of the Library Spring Booksale.
3. Story Time for Children.
4. North Story Circle meeting featuring storytelling and workshops.
5. Literacy asking for volunteers to take the tutor training program.
6. Summer Reading Program
7. Library Hours.
8. May quotes.
9. Placentia Library Trustees.
10. Placentia Pride Seminar "Copyrights and Trademarks".

Newspaper articles published:

1. Library Hours.
2. Placentia Library celebrated National Library Week by...
3. Letter to the Editor: Can't forgive the County.
4. Friends of the Library Booksale; appeared in **The Register, Fullerton Observer**, and **Placentia NewsTimes** (May 11 & May 18).
5. 5 of 6 Libraries could remain open.
6. Library branches could get reprieve.
7. North Story Circle of the South Coast Storytellers Guild to meet.
8. Orchid Society to meet.
9. Story hours offered for preschool children.
10. Placentia: Library Board Votes to Support Measure R.
11. Youths take a "Paws to Read". Article published in the **Southern California Dog Magazine**.

Information for Teachers:

Newsletter distributed to all elementary school teachers in the Placentia/Yorba Linda Unified School District.

pacific clippings
post office box 11789
santa ana, calif. 92711

The Register Daily MAY 31 1995

Library branches could get reprieve

332.

BUDGET: Delay in closures would allow time to form survival plans.

By ANN PEPPER
The Orange County Register

Six libraries slated for closure would get a temporary reprieve under a new proposal by county Librarian John Adams.

Adams on Tuesday said he will ask the county Board of Supervisors on June 13 to delay for three months closure of any branch where the community has a "strong likelihood" of taking over its library.

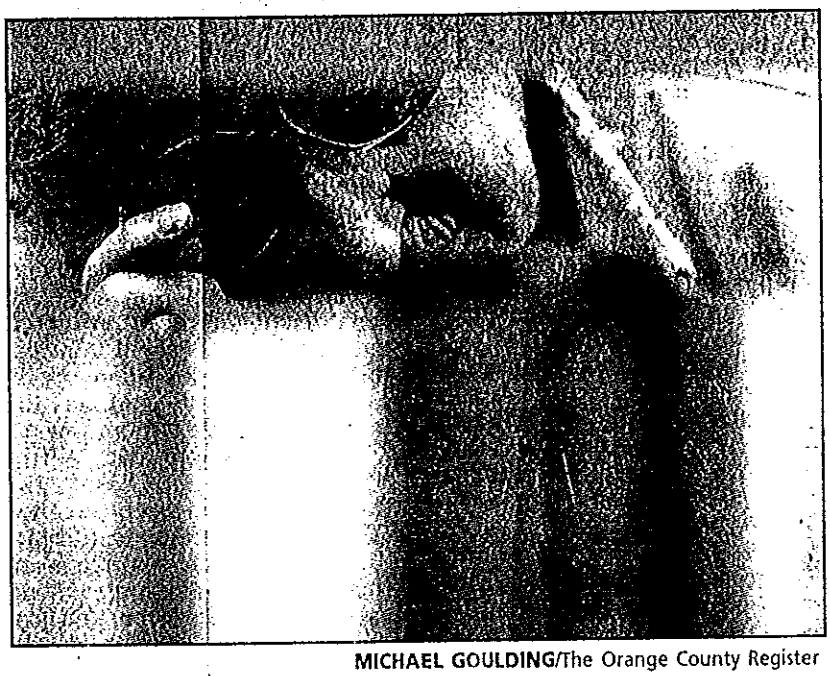
Adams in March proposed closing two branches in Garden Grove and one each in Villa Park, Silverado, La Palma and Seal Beach-Leisure World by July 1.

Adams' new plan would give communities more time to find financial and staff support to keep their branch libraries open once the county withdraws its support, he said.

"We'd keep them open on a two-day-a-week basis until the transition is completed," Adams said. "Otherwise, the proposal is that library funding (for those branches) will cease" July 1.

Leaders in Villa Park, Silverado, Garden Grove and La Palma say Adams' new proposal is better than nothing, but it still ignores the alternative they intend jointly to present the supervisors: Keep all branches open and share budget cuts throughout the countywide system.

"Let's be equitable instead of killing off six branches to give gourmet (benefits) to the rest," said Bill Baker of the Villa Park library committee.



MICHAEL GOULDING/The Orange County Register

BOOK BROWSING: Leisure World resident Rose Simon scans the bookshelves at Seal Beach library, which is scheduled for closure.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News Weekly MAY 04 1995

Placentia Library celebrated National Library Week by inviting many interesting people to read their own favorite selections. Special surprise readers were Abe Lincoln, Ed Mariestang, teacher at Sierra Vista, and Belle of "Beauty and the Beast" (courtesy of Disneyland). Pat Irot said Friends of the Library served up the refreshments and if you missed this year's party, watch for next year's celebration!

Buena Park/Anaheim
Independent
Bi-Weekly 5-12-95

LETTER TO THE EDITOR

332

Can't Forgive The County

Editor's Note: This is a letter sent by officials of the Buena Park and Placentia School District's to State Assemblyman Curt Pringle and State Senator John Lewis, who proposed that special districts in Orange County forgive the County of Orange for 11 percent owned the unsecured notes.

The letter:

The Buena Park and Placentia Library Districts have considered your request that we forgive the County of Orange for the 11 percent loss to our districts represented by the unsecured notes.

We are pleased that Orange County is repesented by two leaders who have the courage to seek novel solutions to the financial crisis we face. After considerable deliberation of your proposal, however, we find that we cannot in good conscience approve it in its present form.

The good people of Buena Park and Placentia have already given the county significant relief. In accepting Option A of the settlement (county investment pool), we forswore litigation against the county. We did this even though many public officials believe strongly that the county used agencies' financial desperation to force them into a settlement which prevents the county from being held accountable for its actions and omissions.

We also note that the people of the Library Districts have paid in advance—through taxes for materials and services which they had every right to expect delivered. Instead, because of the county's actions, the people we represent have suffered through month after month with curtailed services and without new material. Wiping out the county's remaining obligation to our patrons would force them to endure more of the same.

On April 27, after your letter arrived, it was reported that the county is considering instituting new charges for services. In effect, the agencies whose funds were sqandered by the county may now have to cough up more money to make the county whole.

As we have written to you previously, this is tantamount to allowing a robber to revisit the victim for his legal fees.

While it did not enter into our decision on your proposal, we cannot help recall the past consideration given to our needs by the county.

During the 1980s, when our district and many others faced financial difficulties, the Board of Supervisors progressively cut off the life support represented by the special district augumnetation funds which they controlled.

The end result was that we were effectively frozen out of this important funding while the county created mechanisms to redirect the funds to its own use.

Finally, we ask you to recall that the loss from the county comes after two terrible years in which the state legislature redirected districts' funds to help the state meet its obligation for school finance.

Were these funds be restored to us, the idea of forgiving the county's obligation would be far more patatable.

Until an alternative approach of some sort is on the table, we cannot ask that the children, adult learners, and seniors who depend on the libraries for their reading and instructonal materials, bear the burden of bailing out the county.

The office held by us on the library board is called "trustee". Because we accept the resonsibilities that the term connotes in all of its senses, we cannot consider any plan which would continue to deprive the library patrons of the resources that they h... already paid for, unless a direct, material benefit is received in return.

We encourage you to continue your search for creative solutions, and wish you both the best in your efforts.

The May 9 letter is signed by the board presidents, board secretary, and other officials of the two districts.

pacific clippings
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Placentia News
Weekly
MAY 18 1995

AROUND TOWN

Used books for sale at library

332

Friends of the Placentia Library is holding a used-book sale from 4 to 7 p.m. today, 10 a.m. to 4 p.m. Saturday and 1-3 p.m. Sunday.

The May 18 sale is for members only; memberships can be purchased at the door for $5. Books for sale include fiction, biography, records, tapes, magazines and computer software. The sale will be in the community room of the library, 411 E. Chapman Ave.

For information, call 528-1906.

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Los Angeles Times
OC Edition
Daily
MAY 06 1995

Orchid Species Society of Southern California: *Second Sunday.* Monthly at 2 p.m., Placentia Library, 411 E. Chapman Ave., Placentia.

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Los Angeles Times
OC Edition
Daily
MAY 04 1995

SUNDAY 332

■ **Storytelling** (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). Renate Palmer will speak on ways of adapting written word to storytelling, in a workshop sponsored by the North Story Circle of the South Coast Storytellers Guild. An open storytelling session will follow. 1 p.m. FREE

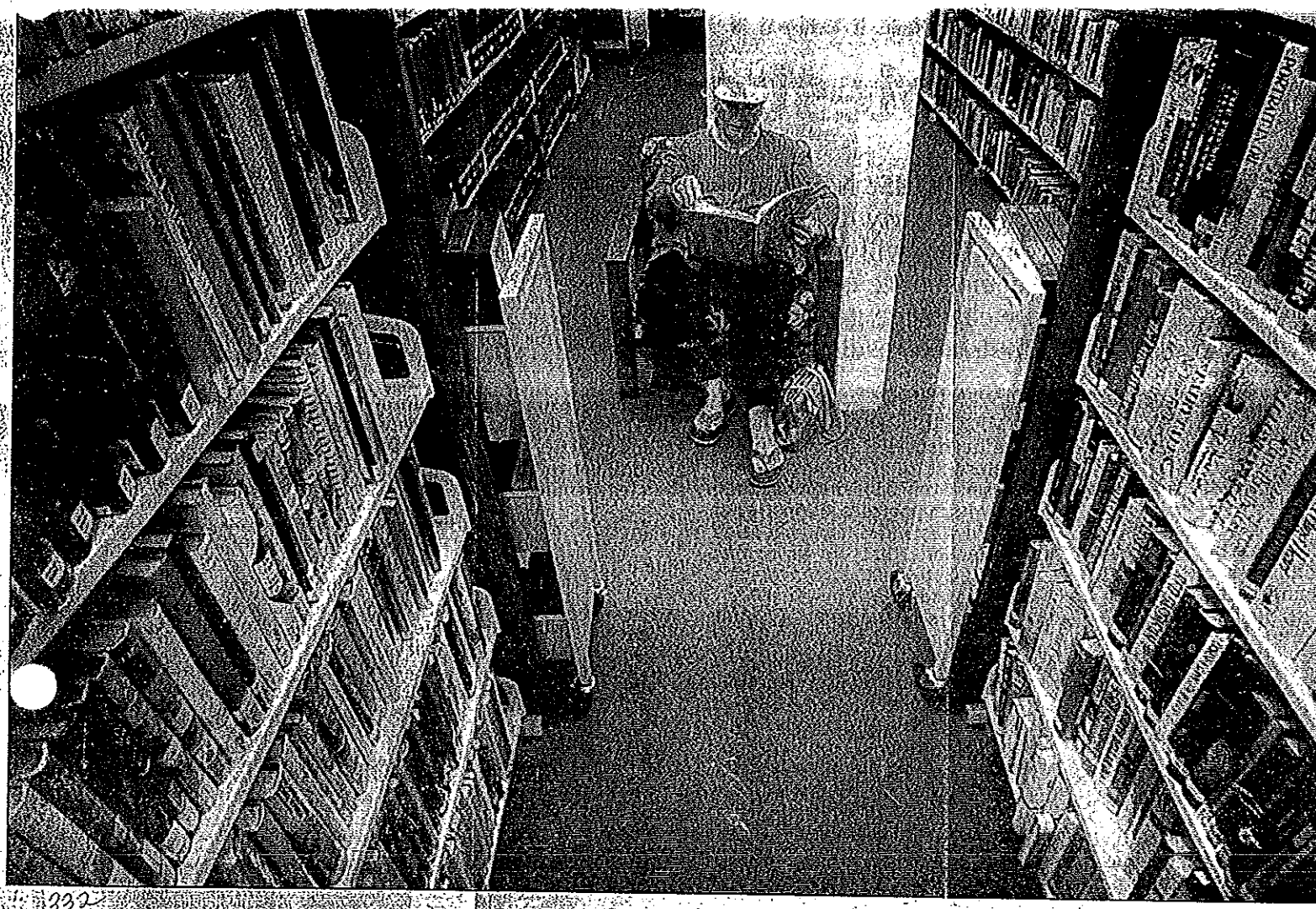
pacific clippings
post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily
APR 11 1995

day.

PLACENTIA 332

■ **Placentia Library** (411 E. Chapman Ave., Placentia, [714] 528-1906). Open noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.



MICHAEL GOULDING/The Orange County Reg

AMID THE STACKS: Leisure World resident Virginia George finds a corner to read among the stacks at the Seal Beach library. Although the county intends to close the branch, residents plan to buy the library to keep it open. To promote such efforts, the county librari seeking to delay closures in communities where residents have work out plans to keep the libraries running. **Story on Page 1**

5 of 6 libraries could remain oper

FINANCE: Communities are scrambling to save their branches from the budget ax.

By ANN PEPPER
The Orange County Register

Of the six county branch libraries threatened with closure, ut the Chapman branch in branches on the block, doesn't have the resources to save both.

Communities began scrambling to save their branches when the financially strapped Orange County Public Library announced plans to close them in order to adequately fund the surviving 22.

To take advantage of Adams' reprieve, each threatened branch must have its own surviv- services districts and writing grant proposals.

Residents of Seal Beach/Leisure World have decided to buy their branch.

While some in the affected communities want budget cuts spread among all the county libraries so that none will close, Adams has steadfastly supported the closures as the only way to

libraries themselves.

For example, the West Garc Grove branch could stay op two days a week if the city Garden Grove gives the cou credit for the approximat $78,000 annual rent the cou pays on two city-owned libra buildings, Adams said.

But that offer doesn't sit w with Garden Grove.

LA TIMES
TUES. JUNE 13, 1995

Agenda Item 31
Page 6

PLACENTIA

Library Board Votes to Support Measure R

Library board members have endorsed Measure R, the proposed half-cent sales tax, fearing that without it they could lose some of their revenue.

"The main implication is that if it doesn't pass, property tax revenues will be shifted away from the library for bankruptcy recovery efforts," Elizabeth D. Minter, the library's director, said Monday. "And the big problem with the bankruptcy is that it's already given us a cash-flow problem. We've had to defer many, many purchases this year."

The Placentia Library District, which is independent of the county library system, relies on property taxes for its budget, including books, staff and its programs, Minter said.

The board's vote was 3 to 2, with President Peggy Dinsmore and trustees Ray Evans and Robin Masters in favor and Al Shkoler and Saundra Stark opposed.

Stark said she did not think the district would see any of the Measure R money, and if it did, it would take at least 10 years before it started coming in. She said she believed there were other ways the library district could raise the $120,000 that it lost in the bankruptcy. One idea would be to ask residents to donate a few dollars to make up for lost revenue.

"We can explore the options," she said. "We could ask our cardholders for a voluntary contribution, and it wouldn't be that much. I'd rather pay the library district $4 than have a sales tax imposed."

About 30,000 residents in the area use the library, 15,000 of them on a regular basis, Stark said.

—TOM RAGAN

Youths Take a "Paws to Read"

by Jacqueline Ackermann

Most people love animal stories, particularly those with an animal hero. The story of Jack, a dog belonging to a Wells Fargo agent, is just such a story.

Jack didn't look like a particularly amazing dog. But according to this legend (which Dan Conway, a spokesperson for Wells Fargo Bank, swears is true), Jack proved to be a very special dog indeed.

According to the tale, on a trip from Auburn, California to San Francisco, Jack was a hero twice over. The dog protected his owner from a bandit attempting to rob their stagecoach. He also warned the entire town of Secret Diggings about a fire which had broken out during the night.

Jack has earned his place as the canine mascot of Wells Fargo Bank. This summer, the precocious pup—in the form of a stuffed toy—will be busy promoting the Library Systems' 1995 Summer Reading Program. Wells Fargo Bank is co-sponsoring the event for the fourth year, joining with the Serra, Inland and Santiago Library Systems. The cooperative reading program was created in 1978 to encourage children to read over the summer months.

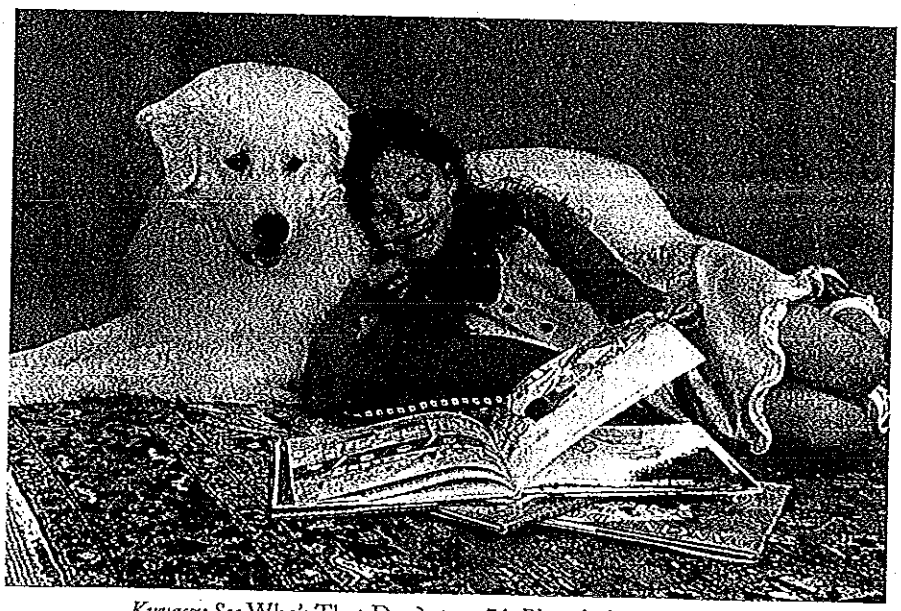
"The purpose of the program is to keep children reading, learning and stretching their imaginations during the summer," said Ruth Callahan of the San Diego County Library's Children's Division. "Reading and the love of reading will help children with anything they want to do."

According to Ms. Callahan, the Summer Reading Program is the biggest program of the year. Its effects can be far reaching. "Through programs like this one we hope to bring children and literature together. We hope to develop a lifelong habit of reading," she said.

This year's theme is "Paws to Read." Jack will be appearing on all promotional posters, booklets, buttons and bookmarks at participating bank and county library branches. In keeping with the dog theme, libraries will feature bulletin boards and programs centering around various dog breeds, what it takes to be a responsible owner and the numerous ways dogs have been trained to help people.

"While each library is responsible for its own programs," said Ms. Callahan, "some of the ideas that have been proposed include story times, featuring readers of various books on dogs; crafts with a dog theme, such as making dog puppets or masks; and presentations by various local dog organizations, such as breed rescue, humane societies, animal control agencies and Guide Dogs for the Blind."

The children read (or pre-readers have



Kuvasz: See Who's That Dog?, *page 71. Photo by Meredith French*

read to them) 10 books, or they spend 10 hours reading (depending on the library's rules). They are then awarded with a certificate of completion and an incentive such as a button and or a bookmark.

Further reading milestones may be marked with rewards such as a pass to a museum, pencils, stickers or a free Slurpee at 7-Eleven. All incentives are provided by donations from local businesses.

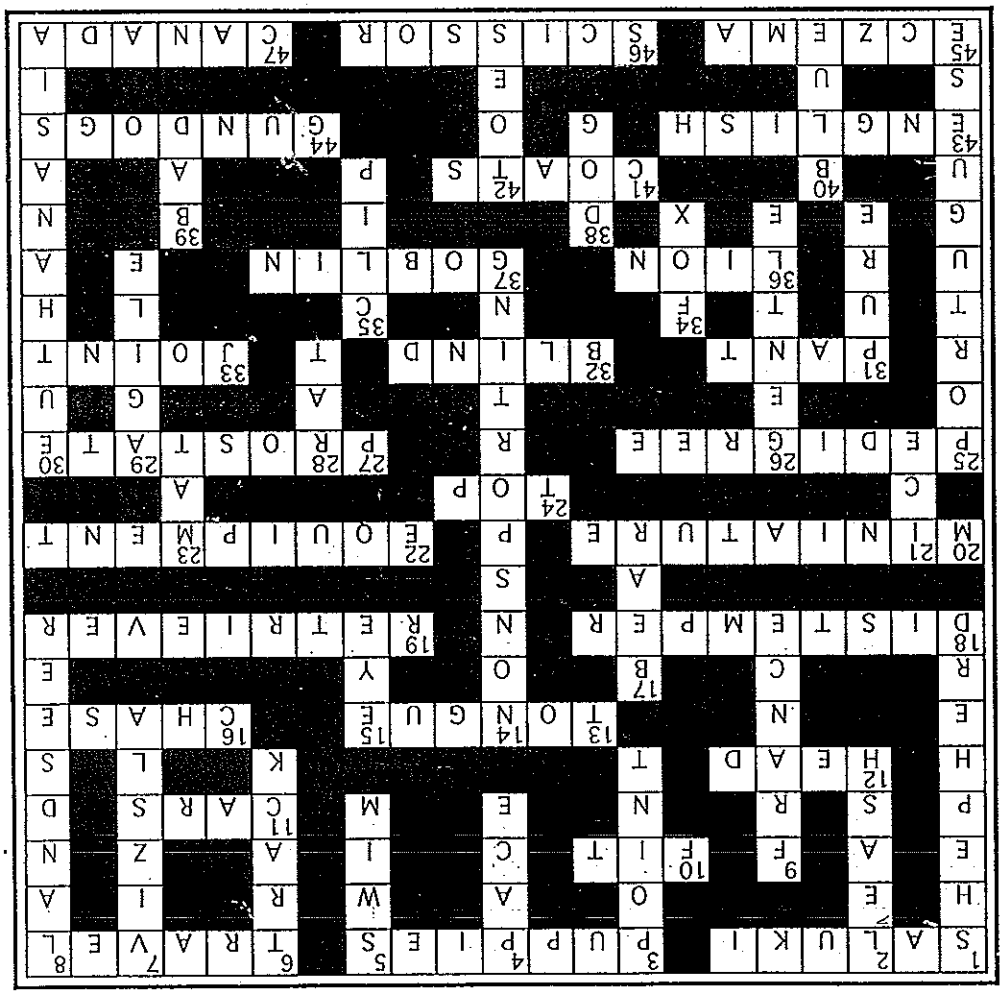
"While the details for student recognition have not yet been finalized, certificates of completion can be brought to participating Wells Fargo Branches where children can enter to win a $50 savings bond," said Mr. Conway.

In 1994, the various Summer Reading Programs at 201 public library sites attracted over 140,500 people to nearly 3,000 shows and story times, including over twenty Wells Fargo Stagecoach stops. More than 82,500 children and nearly 4,000 young adults took part in the reading programs. This year, the programs have been expanded to additional counties, so organizers expect even greater participation.

The 1995 Summer Reading Program participating counties include San Diego, Orange, Riverside, Imperial, San Bernadino and Inyo. For more information or to participate, contact your local library branch.

In San Diego County, knowledgeable dog owners interested in contributing to the county's program should contact Judy Hemping at (619) 336-4280.

Answer to Never a Cross Word puzzle on page 38. Don't Peek!



Placentia Library District

Information for Teachers

Preschool - Primary - Intermediate Edition

Placentia Library District 411 East Chapman Avenue Placentia, CA 714-528-1925

Paws to Read!

This summer the Placentia Library will present the Summer Reading Program, PAWS TO READ. This program is designed to encourage children of all ages to come to the Library, choose books that are interesting to them and to READ. We offer a variety of incentives to keep them motivated. By reading books and making regular trips to the Library children are able to earn small toys, paperback books, free dinners, coupons for hamburgers and ice cream and even be eligible to enter a drawing for 2 passes to Disneyland. The prizes are furnished by local businesses and by the Friends of the Placentia Library. A variety of story hours and special programs are also offered throughout the summer.

We appreciate the help that the teachers have always given to us in encouraging children to read during the summer. Often a the children sign up for the program they will tell us that their teacher told them to come! We feel that the Summer Reading Program is important to the children of our community and that without the encouragement and cooperation of our teachers that we would not be able to reach as many children. **Thank you again for your very valuable assistance.**

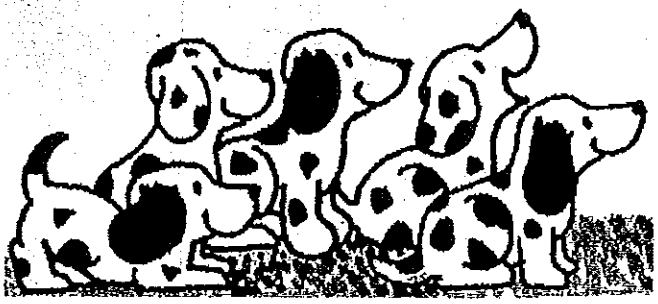
CHECK THIS OUT -

An exciting new CD-ROM collection will be found at the Placentia Library in the children's and adult areas. Titles for children will include *Just Grandma and Me; Scholastic's The Magic School Bus Explores the Solar System; Arthur's Teacher Trouble; Microsoft Dinosaurs, The Way Things Work; Lens's Music Toons;* and many more. The CD-ROM titles will be available for check-out in early July.

FREE PROGRAM FOR THE WHOLE FAMILY

Saturday, June 24
1:00 - 2:00 P.M.

MOUNTAIN MUSHERS DOG SLED TEAM



PAWS FOR A STORY
PRESCHOOL STORY HOURS

Mondays 1:00 -1:45 P.M.

Thursdays 10:30 - 11:15 A.M.

July 3 - August 24

Children, ages 3-6, enjoy stories , crafts, puppets, flannel boards, movies and lots of fun!

North Story Circle of the South Coast Storyteller's Guild

Learn storytelling techniques from master storytellers.

Everyone is welcome to listen, enjoy and participate.

Meetings are held the first Sunday of the Month (no meeting in July) in the Meeting Room at the Placentia Library.

1:00 - 1:45 P.M.	Storytelling Workshop
1:45 - 2:30 P.M.	Open storytelling and story sharing for children & adults.

This is a wonderful chance to come and listen to the best storytellers in Orange County.

ALERT! ALERT! ALERT!

As you are planning for the upcoming school year, please include the Library! If you are planning for your students to research particular topics just let us know by mail or by telephone the subjects, kinds of materials and the dates. We will place a selection of materials on SPECIAL RESERVE in the children's department especially marked for your students.

This is especially important because even very large subject areas can become quickly depleted by the first few students who come to the Library and this leaves others with few resources. Please call 528-1906 to arrange for this special reserve.

Thank you for your cooperation.

The Children's Department wishes to THANK

Tynes P.T.A. for the generous gift they made at the beginning of the school year. New picture books and non-fiction titles for children were purchased.

and

The California Association for Bilingual Education (C.A.B.E.) for their recent generous gift. Many new children's books in Spanish will be added to the children's Spanish collection.

THANK YOU

LIBRARY HOURS

Monday - Wednesday.....12:00 NOON - 8:00P.M.
Thursday & Saturday.....10:00 A.M. - 6:00 P.M.
Friday.....CLOSED
Sunday.....1:00 - 5:00 P.M.

Information for Teachers is published in September, December, March and May by the staff of Placentia Library District.
Kay Schneider, M.L.S., Editor.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator KLM

DATE: June 20, 1995

SUBJECT: Placentia Library Literacy Services Report for the month of May

Program Statistics
Active tutors: 58
Active students: 75
Students waiting to be matched: 14
Percentage of tutors reporting (May hours): 93%
Tutoring hours reported: 304.5
Other volunteer hours reported: 242
Total volunteer hours: 546.5

Tutor Training. A 15-hour tutor training workshop concluded on Tuesday, May 23, 1995. More than half of the new tutors were able to meet their assigned student before the end of the workshop. When new tutors meet their students before finishing their training, the transition from tutor training to tutoring is completed more smoothly.

Southern California Library Literacy Network (SCLLN). The annual SCLLN planning retreat was held May 9 - 11, 1995 at Lake Arrowhead. Literacy Coordinators Matas and Walters attended. Ideas developed last year that were not completed were reworked into more manageable form to enable SCLLN committees to complete them this year. On the last day of the planning retreat, Lana M. Ruffins of LMR Associates presented a workshop on personality styles and how to work with people with various personality styles.

Electronic Mail. The Outreach and Technical Assistance Network (OTAN) held a half-day workshop, attended by Literacy Coordinator Matas, on the use of the on-line service provided by CONNECT Inc. Use of this on-line service is a required part of the California Department of Education 321 grant. One thing that is available through this service is a collection of lesson plans for adult literacy. Many of these lesson plans could be used by the tutors with their students.

Networking. Literacy Coordinator Matas represented PLLS at the Chamber Spring Business Showcase and the Placentia Community Network.

TO: Elizabeth D. Minter, Library Director

FROM: Jeannine Walters, Families For Literacy Coordinator

DATE: June 20, 1995

SUBJECT: Families For Literacy Report for the month of May

Program Statistics.

Attendance

May 3	10 adults	11 children	21 TOTAL
May 10	8 adults	8 children	16 TOTAL
May 17	13 adults	12 children	25 TOTAL
May 24	8 adults	13 children	21 TOTAL
May 31	10 adults	13 children	23 TOTAL

Books distributed

May 3	18 books
May 10	12 books
May 17	17 books
May 24	17 books
May 31	28 books

Training. A retreat organized by the Southern California Library Literacy Network was attended on May 9-11 by FFL Coordinator Walters and PLLS Coordinator Matas. Opportunities were provided to discuss the future of literacy programs and to develop strategies for meeting future challenges.

A one-day workshop on Family Literacy in the ABE/ESL classroom was attended on May 19 at the Downey Adult School. The presenter, Meta Potts, works at the National Center for Family Literacy in Louisville, Kentucky. A notebook containing instructional materials and two children's books were given to each participant. This workshop was well worth the cost of the $10.00 enrollment fee.

Intern. Trisha Brundage finished her internship this month. During May, she contacted and made initial arrangements with potential speakers for the 1995/1996 program.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: June 20, 1995

SUBJECT: **Placentia Pride Council Report for the Month of May.**

Legal workshops: "Employee Rights." is the title of the June seminar to be presented by Mr. Kermit N. Sprang. Wrongful termination, discrimination based on protected status and damages available for such claims, will be the focus of Mr. Sprang's presentation.

The "Trademarks, Patents and Copyright" seminar was presented by Attorney Keith deBrucky on Thursday May 25, at 7:30 P.M. in the Library's meeting room. Twenty-five people attended. Attendees asked questions, took notes and inquired about the "Series" and the schedule of future seminars.

Mr. Keith deBrucky from the Law Firm of deBrukey, Watson and Krygier has offered his services for two future seminars, one on Estate Planning and another on the Durable Power of Attorney.

Placentia Pride Salutes: Placentia Pride salutes Meals On Wheels and FISH in June.