

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

July 18, 1994

7:30 P.M.

Library Conference Room

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

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

1. Roll Call. Administrative Assistant
2. Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the June 20, 1994, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Went / Done

4. Oral Communications.

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

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

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

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

5. Board President's Report.

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

Presentation: Library Board President

*Thus Aug 11
Valentin Carter
w/obj.*

6. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

CLAIMS (Items 7 - 9)

Presentation: Library Director
Recommendation: Approve by Motion

Items 7 - 9 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$8,344.94.

9. Current Claims and Payroll. (Approve)

al /

Current Claims of \$10,531.29; Payrolls 3167, and 3168, for a cumulative payroll total of \$44,997.70 Combined total of Current Claims and Payroll of \$55,528.99.

FINANCIAL REPORT (Items 10 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 14 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 10. Financial Reports for June, 1994. (Receive & File)
- 11. Office General Ledger & Check Registers for June, 1994. (Receive & File)
- 12. Overdue Collection Report for June, 1994. (Receive & File)
- 13. Vending Machine Report for June, 1994. (Receive & File)
- 14. Gifts Report for June, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 15 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 - 23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 15. Building Maintenance Report for June, 1994. (Receive & File)
- 16. Personnel Report for June, 1994. (Receive, File, and Ratify Appointments)
- 17. Volunteer Report for June, 1994. (Receive & File)
- 18. Circulation Report for June, 1994. (Receive & File)
- 19. Travel Authorizations. (Approve)

20. Installation of Debit Card Printer System for Public Access Electronic Information Services. (Receive & File)

*way
Silva*

21. Award Carpet Maintenance Contract for Fiscal Year 1994-1995. (Approve and authorize signature of the contract by the Library Director.)

22. Award Lighting Maintenance Contract for Fiscal Year 1994-1995. (Approve and authorize signature of the contract by the Library Director.)

*15-23
Silva*

23. Award Computer Maintenance Contract for Fiscal Year 1994-1995. (Approve and authorize signature of the contract by the Library Director.)

CONTINUING BUSINESS

24. FY1994-1995 Budget.

Presentation: Library Director
Recommendation: Review legislative activities; and adopt budget for Fiscal Year 1994-1995 by Resolution.

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

Presentation: Library Director
Recommendation: Accept Report

*Defer to Aug Meet
way/Silva*

26. Review of Plans for the LSCA Title II Handicapped Remodeling Project

Presentation: Library Director and Allen A. Hibbs, AIA, of Dan L. Rowland & Associates

Silva / Fried

NEW BUSINESS

CLOSED SESSION

27. Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Walt / Shook

STAFF REPORTS

Walt / Shook

- 28. Program Report for the Month of June, 1994. (Program Committee)
- 29. Children's Services Report for the Month of June, 1994. (Schneider)
- 30. Acquisitions Report for June, 1994. (Shook)
- 31. Publicity Materials produced for the Month of June, 1994. (Willauer)
- 32. Placentia Library Literacy Services Report for the Month of June, 1994. (Matas and Byrne)
- 33. Families for Literacy Project Report for the Month of June, 1994. (Walters)
- 34. Placentia Pride Committee Report for June, 1994. (Ammar)

ADJOURNMENT

- 35. Agenda Preparation for the August 15, 1994, Regular Meeting.
- 36. Review of Action Items.

*+ Considered Financial Stmt
+ Carpet
+ Architectural*

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

- 37. Adjourn

Walt / Shook

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 18, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 14, 1994.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

- Jul 18 - Aug 12 Board Nomination Papers are available from, and Candidate's Statements of Qualifications may be filed with, the Orange County Registrar of Voters.
- Jul 21 (Thur) Staff Appreciation Dinner, 6:30 P.M.
- Aug 12 (Fri) Last day for Candidates to file for and withdraw from the General Election.
- Aug 13-17 Extension of Filing Period for General Election if incumbent fails to file.
- Aug 15 (Mon) Library Board Meeting, 7:30 P.M.
- Aug 29 (Mon) LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
- Sep 6 (Tues) Friends of the Library Board Meeting, 7:00 P.M. (Stark)
- Sep 19 (Mon) Library Board Meeting, 7:30 P.M.
- Sep 29 (Thur) Independent Special Districts of Orange County Quarterly Meeting
- Oct 3 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Evans)
- Oct 5 (Wed) First pre-election campaign statements due, covering the period ending September 30.
- Oct 8 (Sat) Heritage Day Parade, morning (All Trustees)
- Oct 10 (Mon) Last Day to register to vote for the General Election.
- Oct 16 (Sun) 75th Anniversary Festivities at the Library, afternoon.
- Oct 17 (Mon) Library Board Meeting, 7:30 P.M.
- Oct 27 (Thur) Second pre-election campaign statement due, covering the period ending October.
- Nov 3-6 Friends Semi-Annual Booksale
- Nov 7 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
- Nov 10 (Thur) System Advisory Boards Banquet, Anaheim (All Trustees)
- Nov 18 (Fri) Camp Library, overnight
- Nov 21 (Mon) Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 20, 1994**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 20, 1994 at 7:35 P.M. by President Margaret Dinsmore.

ROLL CALL **Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, and Al Shkoler; and Library Director Elizabeth Minter.

Members Absent: Fred West

Others Present: Acting Administrative Assistant Gloria Clark; Principal Librarian Suad Ammar; Members of The Vision, Mariko Nishikawa and Youko Egawa; and Placentia resident Robin Masters.

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

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

PRESENTATION OF CERTIFICATES OF APPRECIATION AND COMMENDATION President Dinsmore presented certificates of appreciation and commendation to Mariko Nishikawa and Youko Egawa of The Vision for their donation of Japanese books, and to Kristen Ryan for her volunteer services in the Children's Department. A Certificate was also awarded to Ted Farkas, the District's Representative to the Santiago Library System Advisory Board, who was not in attendance. Trustee Stark will see that he receives it.

Trustee Fred West arrived at 7:42 P.M.

MINUTES President Dinsmore requested that the Minutes of May 16, 1994 be corrected to read: page 1, under Adoption of Agenda, line 10, delete Agenda Item; page 3, under Board President's Report, line 4, add "left a message for Marian Bergeson; under Literacy Volunteers, line 2, insert Placentia after America; and page 6, add the vote.

It was moved by Trustee West, seconded by Trustee Shkoler that the Minutes be approved as corrected.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she received a communication from American Library Trustees Association (ALTA) regarding the Americans With Disabilities Act. She will leave the report with Director Minter to duplicate and include in the Board packets for the July meeting.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported on the Friends meeting held on June 6, 1994. She notified the Board that the Friends had presented the Library with a gift of \$1,000.00 to be used for Best Sellers and Reserve Book Collection

President Dinsmore reported that she will attend the Friends meeting in September in place of Secretary Stark who attended for her in June.

**SANTIAGO
LIBRARY SYSTEM
ADVISORY
REPORT**

In the absence of Ted Farkas, Director Minter reported that the Board had received a letter from him inviting the Trustees and Friends to attend the Santiago Library System sponsored banquet which will be held on November 10, 1994 in Anaheim.

**LITERACY
VOLUNTEERS OF
AMERICA BOARD
OF DIRECTORS
REPORT**

There was no report.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$1,714.21; and Current Claims and Payroll in the amount of \$87,130.53.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 13 through 17: Financial Reports for May, 1994; Office General Ledger and Check Registers for May, 1994; Overdue Collection Report for May, 1994; Vending Machine Report for May, 1994; and Gifts Report for May, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to receive, file and approve Agenda Items 19-29: Building Maintenance Report for May, 1994 (receive & file); Personnel Report for May, 1994 (receive, file & ratify appointments); Volunteer Report for May, 1994 (receive & file); Circulation Report for May, 1994 (receive & file); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (receive & file); Travel Authorizations (approve); Installation of Debit Card Printer System for Public Access Electronic Information Services (receive & file); Receipt from the Orange County Auditor of \$11,971 for Reimbursement of Property Tax Shift for FY1992-1993 of One Time Revenues as Authorized under AB2371 (receive & file); Staff Appreciation Dinner (receive & file); Review of Public Officials Liability Insurance Coverage for 1994-1994 (receive & file); Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District (receive & file); and Submission of Grant Application to the National Library of Medicine, U.S. Department of Health and Human Services, for an AIDS Information Outreach Project (receive, file and approve submission of application).

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

It was noted that Trustee West, Library Director Minter and several staff members will be attending the Chamber of Commerce Breakfast on Thursday, June 23, 1994.

**BUDGET FY1994-
1995**

It was moved by Trustee West, seconded by Trustee Shkoler to Receive and File the Revenue Estimates for FY1994-1995.

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

The Board reviewed the Organization Chart for FY1994-1995. Director Minter requested the Board to defer action on the Organization Chart in order to make corrections. It will be presented again at the July Board Meeting.

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 94-5, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Establishing the Salaries for Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to approve Resolution 94-5. Motion was approved by roll call vote:

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

Library Director Minter requested that action on Resolution 94-6 be deferred until the July Board Meeting in order to incorporate the final figures for Fiscal Year 1993-1994.

**DISTRICT
HOLIDAY AND
LIBRARY CLOSURE
SCHEDULE FOR
CALENDAR YEARS
1995 AND 1996**

It was moved by Trustee Shkoler, seconded by Trustee Stark to delete Martin Luther King Holiday from the Proposed District Holiday and Library Closure Schedule for Calendar Years 1995 and 1996.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 94-7, A Resolution of The Board of Trustees of the Placentia Library District of Orange County to Establish the District Holiday and Library Closure Schedule for Calendar Years 1995 and 1996, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Resolution 94-7. Motion was approved by roll call vote:

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

The Board recessed at 9:00 P.M. and reconvened at 9:10 P.M.

**LIBRARY
SERVICES AND
CONSTRUCTION
ACT TITLE II**

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

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

**ELECTION
GUIDELINES**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the use of Candidate's Statements to contain no more than 200 words, and that the District will not pay for any Candidate's Statements of Qualification; and that the "Transmittal of Election Information" form be certified by the Secretary of the Library Board of Trustees and submitted to the County of Orange Registration and Elections Division.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 34 through 40: Program Report for the Month of May, 1994; Children's Services Report for the Month of May, 1994; Acquisitions Report for May, 1994; Publicity Materials produced for the May, 1994; Placentia Library Literacy Services Report for the Month of May, 1994; Families for Literacy Project Report for the Month of May, 1994; and Placentia Pride Committee Report for May, 1994.

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

**AGENDA
PREPARATION**

The following items were identified for inclusion on the July 18, 1994, Regular Board Meeting Agenda:

1. Budget FY1994-1995
2. Organization Chart
3. Final Expenditure Budget of all funds.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:35 P.M.

Saundra M. Stark, Secretary

What every librarian should know about the Americans with Disabilities Act

BY MICHAEL G. GUNDE

Libraries may pay dearly for sins of omission in serving people with disabilities.

To establish a clear and comprehensive prohibition of discrimination on the basis of disability, President George Bush signed the Americans with Disabilities Act (ADA) into law on July 26, 1990. Also cited as Public Law 101-336, the ADA is considered by many to be the most significant civil rights legislation passed by the federal government since the Civil Rights Act of 1964. The ADA promises to reshape virtually every aspect of our society by making discrimination against Americans with disabilities illegal in both the public and private sectors.

So far, the library profession has been slow to respond to the enactment of this legislation, portions of which become effective Jan. 26, 1992. There have been a few initiatives, among them an "ADA and Libraries" information brochure from ALA's Association of Specialized and Cooperative Library Agencies (ASCLA); a program at ALA Annual Conference in Atlanta sponsored by ASCLA's Decade of the Disabled Committee; and, for ALA's 1992 San Francisco conference, both an ASCLA preconference and a program sponsored by its Blind and Physically Handicapped Forum. But these noble efforts will likely be too little, too late.

Access for all. Intellectual freedom. Balanced collections. Literacy. The freedom to read. As a profession, we embrace these ideas and presume to lecture others on their importance, while systematically de-

nying full and equal library services to tens of millions of Americans with disabilities who need—and pay taxes and fees to support—our elitist institutions. Hypocrisy has, perhaps, never been taken to such lofty heights as by the library profession, which officially preaches outreach but more often practices exclusion.

Some librarians apparently believe that the services they provide to patrons with disabilities are already sufficient, while others seem to be keeping their fingers crossed in the hope that the final federal regulations to enforce the ADA do not require that libraries offer full participation for people with disabilities. Librarians in both groups are mistaken, and the library profession may pay dearly in the future for the delays of the present.

Because the needs of each individual with a disability will differ, the ADA's overarching principle is that accommodation decisions must be made on a case-by-case basis and that its own regulations are merely "parameters to serve as guidelines in such inquiries" [*Federal Register*, vol. 56, p. 35726]. For this reason, librarians cannot compile a universal checklist of all actions required of them to comply with the ADA. Only through reading the act and the regulations can librarians determine their complete responsibilities under the law.

Disabling discrimination

We can at least begin by summarizing the portions of the ADA that will directly impact American libraries. Section 2 of the ADA, "Findings and Purposes," reflects the results of congressional investigations and will likely be an important segment for judges who must interpret the intent of the legislation in deciding the unavoidable court cases it will precipitate.

The ADA begins by pointing out that "some 43,000,000 Americans have one or more physical or mental disabilities, and this number is increasing as the population as a whole is growing older" [section 2(a) (1)]. Most librarians probably do not realize that nearly 20% of their potential clientele have a disability. The ADA categorizes discrimination against individuals with dis-

abilities as "a serious and pervasive social problem" [section 2(a) (2)], and acknowledges that discrimination "persists in such critical areas as employment, . . . public accommodations, education, . . . communication, recreation, . . . and access to public services" [section 2(a) (3)]. Congress also finds that "individuals with disabilities continually encounter various forms of discrimination, including outright intentional exclusion, the discriminatory effects of architectural, transportation, and communication barriers, overprotective rules and policies, failure to make modifications to existing facilities and practices, exclusionary qualification standards and criteria, segregation, and relegation to lesser services, programs, activities, benefits, jobs, or other opportunities" [section 2(a) (5)].

Very few American libraries are likely to be in compliance with the requirements of the ADA when it becomes effective.

Furthermore, Congress asserts that "individuals with disabilities are a discrete and insular minority who have been faced with restrictions and limitations, subjected to a history of purposeful unequal treatment, and relegated to a position of political powerlessness in our society, based on characteristics that are beyond the control of such individuals and resulting from stereotypic assumptions not truly indicative of the . . . ability . . . to participate in, and contribute to, society" [section 2(a) (7)].

Finally, Congress declares that "the Nation's proper goals regarding individuals with disabilities are to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for such individuals" [section 2(a) (8)].

To clarify the goals of the federal government in establishing the ADA, Congress specifically enumerates the purposes of this landmark legislation:

1. to provide a clear and comprehensive na-

MICHAEL G. GUNDE is assistant library director for the Bureau of Library Services for the Blind and Physically Handicapped of the Florida Department of Education's Division of Blind Services and a member of the Libraries Serving Special Populations Section of ALA's Association for Specialized and Cooperative Library Agencies.

tional mandate for the elimination of discrimination against individuals with disabilities;

2. to provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities;
3. to ensure that the Federal Government plays a central role in enforcing the standards established in this Act on behalf of individuals with disabilities; and
4. to invoke the sweep of congressional authority, including the power to enforce the fourteenth amendment and to regulate commerce, in order to address the major areas of discrimination faced day to day by people with disabilities [section 2(b) (1-4)].

Thus, in the summer of 1990 the government of the nation created of, by, and for the people finally decided that it was time to begin reversing the shameful history of discrimination against citizens with disabilities that had been compiled until then. The regulations designed to carry out titles I, II, and III were published in the July 26 *Federal Register* [vol. 56, p. 35408-35753].

Mission: Retrofit

Title I of the ADA outlaws employment discrimination—and does so with great clarity—by simply stating that employers shall not “discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment” [section 102(a)]. Since the Rehabilitation Act of 1973 has already prohibited discrimination on the basis of disability by entities receiving federal financial assistance, the federal government, corporations wholly owned by the U.S. government, and Native American tribes are exempted from complying with the ADA. Also excluded are tax-exempt private membership clubs other than labor organizations [section 101(5) (B)].

As of July 26, 1992, ADA coverage applies to all private employers of 25 or more people, and extends to all private employers of 15 or more people two years later [section 101(5) (A) and section 108]. Note, however, that *all* public entities, *regardless of staff size*, must end discrimination in employment against people with disabilities by Jan. 26, 1992 [*Federal Register*, vol. 56, p. 35719].

As important as the right to equal employment opportunity is to people with disabilities—and as obviously vital as it is to social progress—title I is not the portion of the ADA that will most profoundly im-

pact library services. In my assessment, titles II and III of the ADA will prove the most problematic for American libraries, and will dramatically alter, for the better, the manner in which libraries in this country operate. Such changes are, in library terms, long overdue.

Title II of the ADA applies to public services and covers all public entities, defined as all state and local governments and their departments, agencies, special-purpose districts, and other instrumentalities [section 201(1)]. Because most public

libraries are departments of local government, their branches are instrumentalities. Therefore, title II applies to nearly all American public, academic, and school libraries not covered elsewhere in the legislation.

It is difficult to imagine the decibel level, had it been audible, of the collective sigh of relief uttered by 43 million Americans with disabilities when the federal government declared at long last that “no individual with a disability shall, by reason of such disability, be excluded from participation

potential users who have a disability. The regulations the U.S. Attorney General promulgated July 26 provide additional guidance for library program development, but they do not delve into the minutiae of librarianship. Rather, the regulations imply answers to questions such as "Must the automated library catalog be made accessible through voice and Braille input/output?" and "Must a sign language interpreter be available for all library programs?"

In all likelihood, many questions will ultimately be decided by the courts. For example, the ADA Accessibility Guidelines require that library card catalogs not exceed a height of 54 inches, and recommend 48 inches as the preferred maximum height [*Federal Register*, vol. 56, p. 35521]. However, the card catalog is certainly more than a building fixture or piece of furniture; it is also a "service" and therefore must be made usable by people with disabilities, including those with visual impairments. While card catalogs are essentially inaccessible to blind people, online public access catalogs can be made usable if equipped with Braille/voice input/output technology.

In any case, all public entities must be in compliance with the provisions of title II by Jan. 26, 1992, with or without the receipt of prior technical assistance or additional funding. The Department of Justice regulations require that every public entity evaluate its current policies and practices to identify and correct any that are not consistent with the ADA, and stipulate that every public entity "shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments" [*Federal Register*, vol. 56, p. 35718]. In addition, each "public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities . . . including any investigation of any complaint alleging its noncompliance with this part or alleging any actions that would be prohibited by this part" [*Federal Register*, vol. 56, p. 35718].

Title III of the ADA addresses discrimination against individuals with disabilities by private entities, including a spectrum of public accommodations ranging from bowling alleys to funeral parlors. It specifically extends the coverage of ADA antidiscrimination provisions to nongovernment-funded schools, colleges, and any "museum, library, gallery, or other place of

public display or collection" [section 301(7)(H)]. Title III flatly states that "no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases . . . or operates a place of public accommodation" [section 302(a)].

Questions such as "Must the automated library catalog be made accessible through voice and Braille input/output?" . . . will ultimately be decided by the courts.

Reasonable representation

Specific prohibitions also covered in title III include: the use of "eligibility criteria that screen out or tend to screen out an individual with a disability . . . from fully and equally enjoying any goods, services, facilities . . . unless such criteria can be shown to be necessary for the provision of . . . services"; the "failure to make reasonable modifications in policies, practices, or procedures, when such modifications are necessary to afford . . . services . . . to individuals with disabilities, unless the entity can demonstrate that such modifications would fundamentally alter the nature of . . . services"; the "failure to take such steps as may be necessary to ensure that no individual is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the entity can demonstrate that taking such steps would fundamentally alter the nature of the . . . service . . . or would result in an undue burden"; and the "failure to remove architectural barriers, and communication barriers that are structural in nature, in existing facilities . . . where such removal is readily achievable" [section 302(b)(2)(A)]. The ADA defines a "readily achievable" act as one that is "easily accomplishable and able to be carried out without much difficulty or expense" [section 301(9)].

The requirements of section 302 become effective Jan. 26, 1992, but complainants may not bring civil actions against covered entities with 25 or fewer employees and have gross receipts of less than \$1 million for the first six months and against those with 10 or fewer employees and gross re-

ceipts of less than \$500,000 for the first year [section 310].

One provision of title IV will be of interest to libraries that receive federal funds: Any television public service announcement that is produced or funded in whole or in part by any agency . . . of Federal Government shall include closed captioning of the verbal content" [section 711].

April 26 the Architectural and Transportation Barriers Compliance Board issued minimum guidelines to ensure that buildings and facilities are accessible to individuals with disabilities in terms of architecture, design, and communication. These guidelines supplement the existing Minimum Guidelines and Requirements for Accessible Design [section 504(a) and (b)]. The supplemental guidelines include procedures and requirements for qualified historic buildings, including sites eligible for listing in the National Register of Historic Places [section 504(c)].

Extending the lifeline

Essentially, these are the relevant portions of the ADA for libraries. And in my opinion, very few American libraries are likely to be in compliance with the requirements of the ADA when it becomes effective. At least some libraries face nearly certain litigation and the resulting public relations nightmare that inevitably ensues. Many citizens with disabilities will come to question the sincerity of our commitment to the professional principles that we so eloquently proclaim at our overcrowded conferences and in our bombastic Association resolutions.

Libraries, of course, should have always provided equitable services to people with disabilities, if for no other reasons than that our own professional ethics require it, and, to some extent, the fiscal health of our institutions depends upon it. Now federal law mandates that we end the history of purposeful unequal treatment to which people with disabilities have been subjected and in which, sadly, the library profession has written its own chapter.

We cannot, unfortunately, rewrite our history. But we can immediately begin to correct the mistakes of the past and plan a new future for our libraries—one that includes full service for all patrons with disabilities. If we fail, we will not only have further damaged our already tattered public image, we will have lessened the content of our professional character. In the end, we will have surrendered the last lifeline that connects our libraries to the reason for their existence—the people. □

Architects reminded of basics

■ As noted designers gather for an event in Columbus, people with handicaps say laws on access to buildings haven't been followed.

By William J. Booher
STAR STAFF WRITER

Columbus, Ind. — On a unique day in this city's history, 48-year-old Larry Snyder did something unique in his life, too. He protested.

He sat in his wheelchair on the sidewalk outside The Commons, an architecturally significant downtown mall, during a day when 400 invited guests, including world-renowned architects, gathered inside.

And he remained there throughout Tuesday while the eyes of the architectural world centered on this community of just over 30,000, as French architect Christian de Portzamparc was honored with the prestigious Pritzker Prize, often called the "Nobel of architecture."

It was a feather in the cap for Columbus to be the host of the ceremony, considering the event normally is held in such places as Prague and Tokyo.

Snyder felt it was the appropriate time to register this beef:

Columbus may be known as the Athens of the Prairie because of the prevalence of buildings designed by some of the world's leading architects, but "Athens, Greece, was not much more accessible than this."

Laws ignored, man believes

Behind Columbus' reputation as an architectural mecca lies what Snyder said are many failures to meet federal and state building standards for access to the handicapped.

"I've never protested in my life about anything," said the man who lost the use of his legs 23 years ago after a traffic accident.

"Columbus is a great community," Snyder said. "It does great things. But access (for the physically handicapped) is not one of them."

Public facilities and businesses, with some exceptions, must provide access to the disabled under the Americans with Disabilities Act.

Yet, Snyder thinks that in

See ARCHITECTS Page 2



Star Staff Photo: Guy Reynolds

USER-UNFRIENDLY: The city of Columbus is nearly inaccessible to the disabled, says Larry Snyder, who protested outside a ceremony attended by world-renowned architects.

ARCHITECTS

Continued from Page 1

many instances the federal and state standards are simply ignored.

"I can talk to anybody, but nothing happens afterward," he said.

So he felt compelled to spend the hot day outside The Commons with a few other hearty Columbus residents such as 34-year-old Mike Rothrock, who lost the use of his legs two years ago after a traffic accident.

But before Snyder began his daylong vigil, he gave a reporter a two-hour guided tour to point out the things he was talking about.

He said no one had taken him up on his offer for a tour until Tuesday.

Armed with a tape measure and federal and state written and diagrammed access regulations, Snyder pointed out design and construction access flaws at a variety of public buildings, a city park and businesses.

He showed curb cuts violating regulations and curving in such a way as to steer a wheelchair toward traffic lanes.

In the 1-year-old Columbus Regional Hospital, he pointed to several deficiencies, including:

- Parking spaces for the handicapped that are built on a slope.
- Bathrooms too small or difficult to enter.
- Public service counters too high.
- Poor curb cuts and a hospital exit ramp that slopes all the way from the door to a roadway.

At the 2-year-old Mill Race Park, he identified bathroom facilities, water fountains and permanent picnic tables as failing regulations, and some paths too narrow or too steep and without railings.

Doing things the old way

Snyder said architects too often ignore access requirements while stressing the visual aspects of a project.

His friend Rothrock, who has complained to the county about a steep ramp at the courthouse, said the problem usually is the architects' ignorance of the access requirements.

Susan Free, director of the



Star Staff Photo / Guy Reynolds

SQUEAKY WHEEL: Despite the symmetry of design of this courthouse ramp in Columbus, Mike Rothrock and others complain it is too steep and offers no chance for rest.

city's Human Rights Commission, said she doesn't believe most are deliberately avoiding complying with the regulations.

She said the violations are occurring nationwide because those working on a project may lapse into "doing things the way they've been done in the past" without taking into account the laws.

Mayor Robert N. Stewart was not in his office in the early afternoon Tuesday and said he felt uncomfortable discussing the issue over the telephone.

Steve Zeller, a vice president at Cummins Engine Co., and Sarla Kalsi, president of Irwin Management Co., said they have been trying to set up a meeting among the physically and mentally handicapped and architects.

Since 1957, Industrialist J. Irwin Miller, an official of both firms, and the Cummins Engine Foundation have paid the fees of renowned architects selected to design public buildings in the city.

Both Zeller and Kalsi said the protesters' concerns need to be addressed.

An architect's view

Nolan G. Bingham, a Columbus architect, said he believes architects try to comply with their obligation "to follow the rules of the (Americans with Disabilities Act) or any other building code."

Yet, he said, site conditions may make it impossible to meet every

accessibility requirement, and federal law allows for waivers.

But Bingham knows some of the obstacles the physically handicapped people face.

He participated in a recent "challenge day" in which he and others used wheelchairs during a 24-hour period. Among the difficulties he experienced were opening doors and negotiating curb cuts.

"I found I don't want to be in a wheelchair," he said.



June 16, 1994

Ms. Peggy Dinsmore
President, Board of Trustees
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Dear Ms. Dinsmore:

As you may have heard, Partnership 2010 (a coalition of business, government and education leaders) will soon begin a study of services performed by local governments in Orange County. Known as Project Hi GEAR, the study is being funded by the County of Orange, the Orange County Division of the League of California Cities, and the private sector.

The study will survey the cities, county and special districts, and will provide two outcomes: a concise information base of comparative data that will show the costs of each service that we deliver in all jurisdictions; and, a "map" that can guide us towards greater service efficiencies (for example, by increasing inter-agency coordination and cooperation).

We assure you that there is no hidden agenda in this Study. It is not intended to restructure government or guide policy makers to any particular conclusion. It is merely a tool to help us all reach a better understanding of the best ways to deliver services to Orange County residents. The results of the Study will lead to what we hope to be an open and candid debate about local government.

Claremont-McKenna College's Rose Institute of State and Local Government will conduct the Study. We have asked them to complete their work in a relatively short time -- the final report is **due the first week of September**. But in order for their work to be successful, we need the full cooperation of all governments in Orange County. A representative of the Rose Institute will contact you to follow up on this introduction.

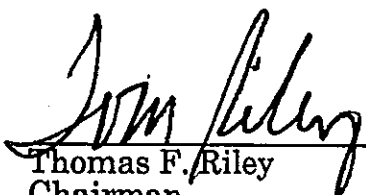
Once the Rose Institute has completed a preliminary analysis of all data, they will return it to you for your review and validation in mid-July. At that time you will also receive a questionnaire upon which you may express suggestions, criticisms, concerns, or other comments about the effort.

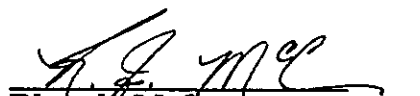
Local Government Study
June 16, 1994
Page 2

Of course, you will get a copy of both the preliminary report and the final report -- you will also be invited to the formal presentation and discussion of the final report in September. If you have any questions about this process, please feel free to contact the Rose Institute (909/621-8159).

Thank you for your time and participation in this effort. We believe that by working together we can help "make government make sense" for all Orange County residents.

Sincerely,


Thomas F. Riley
Chairman
Board of Supervisors


Rhonda McCune
President
League of California Cities,
Orange County Division


Reed Royalty
Chairman
Project HiGear

cc: Board Members
General Manager

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KM*

DATE: July 18, 1994

SUBJECT: Literacy Volunteers of America Board Report for the month of June

The Board of Directors of Literacy Volunteers of America-Placentia met on June 27, 1994. Katie Matas and Suad Ammar attended. The office of secretary, which was left vacant last meeting, was filled by Ron Cozort.

Literacy Coordinator Matas reported that Phil Yeh of Cartoonists Across America has agreed to participate in the annual recognition event on September 26, 1994.

The possibilities of participating in the up-coming Street Fair in Placita Santa Fe and the Heritage Days Celebration were discussed.

Mrs. Zaidi reported that she had been unable to contact the California State University Fullerton's marketing department about a possible internship focusing on a fundraising project, but she would continue to try to make that contact.

The Board discussed the need to establish a mission statement. Placentia Library Literacy Services staff was asked to create a wish list of responsibilities an "ideal board of trustees" would assume. That list will be presented at the next board meeting, and a sub-committee will be formed to identify which items on the list are feasible. Long and short range goals are to be included in the list.

A donation to Placentia Library District of \$1,100 toward the purchase of a computer to run the Arkenstone Read-Along program was approved.

The next meeting is scheduled for August 29, 1994 at 6:30 P.M.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
July 18, 1994

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
July 18, 1994

DATE	REPORT NO.	AMOUNT
June 27, 1994	3157	\$32.32
June 27, 1994	3158	3,876.21
June 27, 1994	3159	836.84
June 27, 1994	3160	117.51
June 28, 1994	3161	900.00
July 7, 1994	3162	<u>2,582.06</u>
TOTAL		\$8,344.94

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

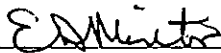
06/27/94
3157

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
B & C Computer Engineering 1005 S. Ortega Way Placentia	May 20, 1994		4000	00		16.16		
N03652 Automated Office Products 375 Mercury Lane, STE A Brea, CA 92621	June 16, 1994 Inv. 823		4000	00		16.16		

The claims listed above (totaling \$ 32.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 27, 1994
REPORT NO 3158

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc	Rev			Number	
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA-91756	June 17, 1994		2800	00		18.70		
N03645 CareAmerica 20500 Nordhoff Street Chatsworth, CA 91311-6104	July, 1994		0300	00		3,011.35		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	June 27, 1994		0900	08		6.00		
			1800	08		84.58		
			2400	08		104.00		
			2700	00		70.00		
			2700	07		125.00		
			2700	08		50.00		
			2700	09		10.00		
						449.58		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	June 19, 1994		0700	00		18.92		
	996-2865							
	June 17, 1994					156.81		
	528-1906							
N03831 Bancroft-Whitney P.O. Box 7005 San Francisco, CA 94120-7005	July 16, 1993					49.05		
	0715001							
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	July 16, 1993					134.82		
	0709001					183.87		
	June 16, 1994					16.10		

The claims listed above (totaling \$ 3,876.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

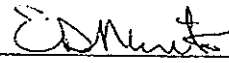
DATE June 27, 1994
REPORT NO 3159

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Repl Cat	AMOUNT	Doc Number	SC
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	July 1, 1994		0300	00		131.95		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	July, 1994		1900	00		35.00		
N06686 Office Depot P.O. Box 9767 Macon, GA 31297-9767	June 13, 1994		1800	09		107.70		
N06965 Paychex 200 E. Sandpointe, STE 100 Santa Ana, CA 92799	May 26, 1995 19940526		1900	00		203.20		
N09141 Dick's Lock and Safe 602 W. Chapman #F Placentia, CA 92670	June 23, 1994 72807		1400	00		63.50		
Jeffco, Inc 1671 S. Research Loop Tucson, AZ 85710-6708	June 17, 1994 213919		1800	00		51.75		
Sacramento County Off of Education Attn: Financial Services 9738 Lincoln Village Dr. Sacramento, CA 95827-3399	June 10, 1994 709282		1800	07		106.18		
The Bookmen, Inc. 525 N. Third Street Minneapolis, MN 55401	June 24, 1994 254096		2400	09		137.56		

The claims listed above (totaling \$ 836.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 23, 1994
REPORT NO 3160

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	June 23, 1994		0300	00		117.51		

The claims listed above (totaling \$ 117.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Ed Muniz
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 28, 1994
REPORT NO 3161

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Cartoonists Across America P.O. Box 670 Lompoc, CA 93438	June 8, 1994		1900	08		900.00		

The claims listed above (totaling \$ 900.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

E. Minetti
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 7, 1994
REPORT NO 3162

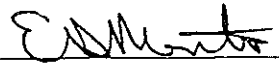
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	July 6, 1994		0310	00		1,414.03		
N01074 Southern California Water Co. 130 N. Bradford Ave. Placentia, CA 92670	June 28, 1994		2800	00		160.37		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	June 30, 1994		1900	00		32.71		
N03648 Cascade Drinking Water 1080-D S. CYPRESS La Habra, CA 90631	June 23, 1994		1800	00		24.95		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92670	July 6, 1994		1400	00		950.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,582.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 16, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately		0.00
Subtotal for Immediately		0.00
Regular	3163	2,592.16
	3164	2,232.56
	3165	4,879.57
	3166	<u>827.00</u>
Subtotal for Regular		10,531.29
TOTAL CURRENT CLAIMS		10,531.29
Payroll	3167	22,498.85
	3168	<u>22,498.85</u>
Subtotal for Payroll		44,997.70
	TOTAL	55,528.99

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	July 6, 1994 004002066093		1800	00		40.85		
N03657 Standard & Poor's P.O. Box 2542 Chicago, IL 60680-2631	July 1, 1994 6138553		2400	01		641.12		
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	June 30, 1994 A17609		0700	05		423.82		
N03833 BroDart Company 500 Arch Street Williamsport, PA 17705	June 14, 1994 U407804		2400	01		1,053.57		
	June 20, 1994 U415281					17.36		
	June 28, 1994 U425828					88.85		
	June 30, 1994 U429173					90.07		
	June 30, 1994 U429169					14.02		
							1,263.87	
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	July 2, 1994 Hernandez					47.50		
N06638 Certified Termite & Pest 1890 #B Miraloma Placentia, CA 92670	June 30, 1994 123538					175.00		

The claims listed above (totaling \$ 2,592.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N06928 Metropolitl Cooperative Library Sys 2235 N. Lake Ave., STE 106 Altadena, CA 91001	June 30, 1994			0700	02	25.95		
N09137 NTC Publishing Group P.O. Box 554 Skokie, IL 60076	June 23, 1994 1409109			1800	08	584.44		
N09213 VSE Electrical 440 Crowther Ave. Placentia, CA 92670	July 6, 1994 9855 (split invoice - see also claim 3166)			1400		586.00		
Corel Magazine P.O. Box 202380 Austin, TX 78720-2380	July 1, 1994			1800	00	29.95		
Chronicle of Philanthropy P.O. Box 1989 Marion, OH 43305-1989	June 23, 1994			1800	00	67.50		
Literacy Volunteers of America 5795 Widewaters Parkway Syracuse, NY 13214-1846	June 28, 1994 June 6, 1994			1800	08	36.04 <u>902.68</u> 938.72		

The claims listed above (totaling \$ 2,232.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,232.56

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Accf	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03711 Global Computer Supplies P.O. Box 5465 Carson, CA 90749-5465	July 11, 1994 14088043			1800	00	198.38		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	July 12, 1994 36062			1400	00	117.42		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	June 30, 1994 344615			1900	00	6.46		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	July, 1994			0300	00	207.67		
N06904 Social Issues Resources Series P.O. Box 2348 Boca Raton, FL 33427-2348	July 1, 1994 272649			4000 2400	00 03	1,131.38 1,562.38 2,693.76		
N09286 The Bookmen, Inc. 525 N. Third St. Minneapolis, MN 55401	June 24, 1994 254096			1800	09	287.25		
Watson Label Products 3684 Forest Park Blvd. St. Louis Mo 63108	July 8, 1994			1800	00	663.20		
Curriculum Associates 5 Esquire Rd. (Dept A/R) No. Billerica MA 01862-2589	June 30, 1994			1800	09	705.43		

The claims listed above (totaling \$ 4,879.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N09213 VSE Electric 440 Crowther Avenue Placentia, CA 92670	July 6, 1994 (split invoice - see also claim 3164)			1300	00	827.00		

The claims listed above (totaling \$ 827.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1994
REPORT NO 3167

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	July 18, 1994 Pay # 16		0100-	00		20,900.00		
	July 22, 1994 Aug. 4, 1994							
	FICA		0200-	00		<u>1,598.85</u>		
			TOTAL			22,498.85		
PLEASE WIRE ON THURSDAY, AUGUST 4, 1994!								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 22,498.85

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

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

APPROVED CLAIMS							A-C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	July 18, 1994 Pay # 17 Aug. 5, 1994 Aug. 18, 1994		0100-	00		20,900.00		
	FICA		0200-	00		<u>1,598.85</u>		
				TOTAL		22,498.85		
PLEASE WIRE ON THURSDAY, AUGUST 18, 1994!								

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

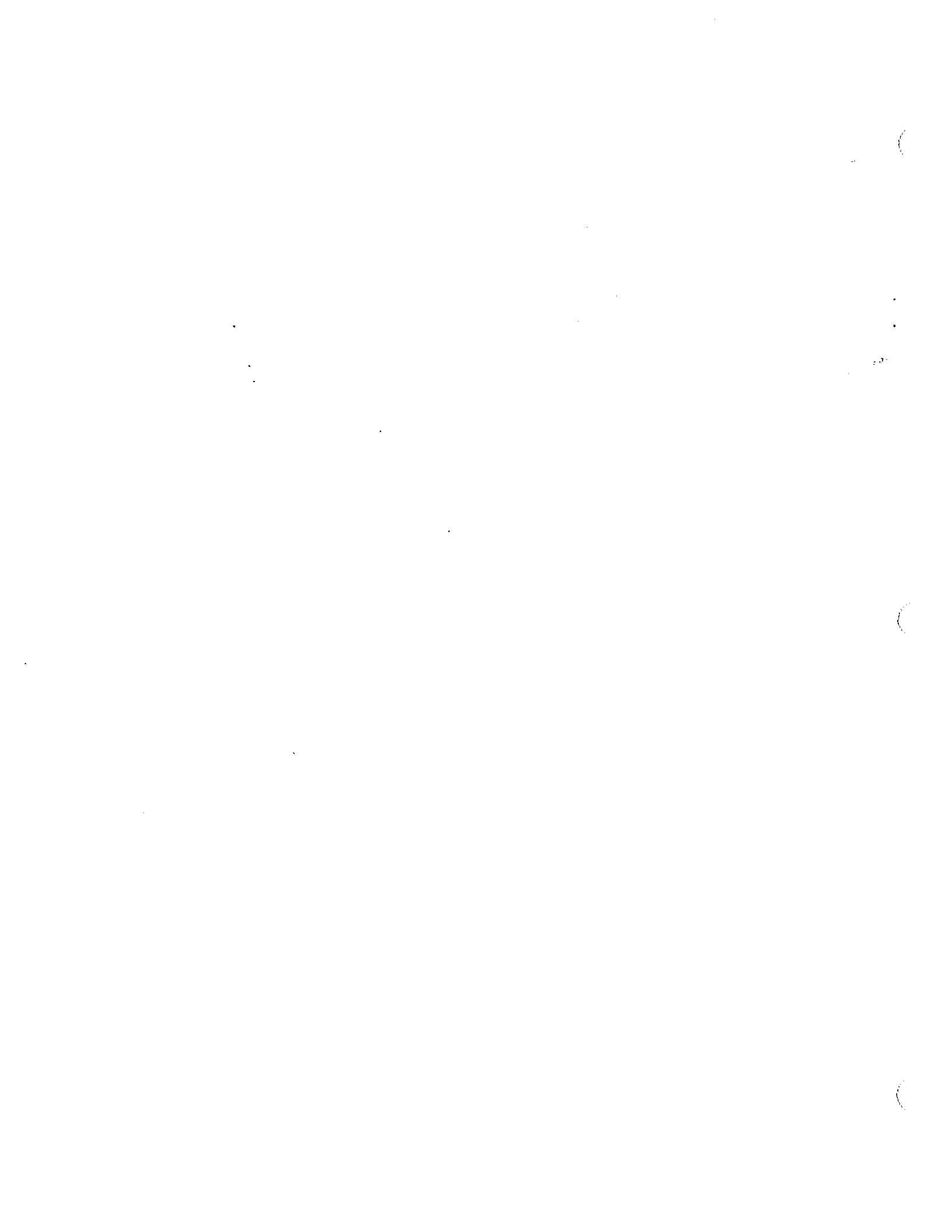
APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

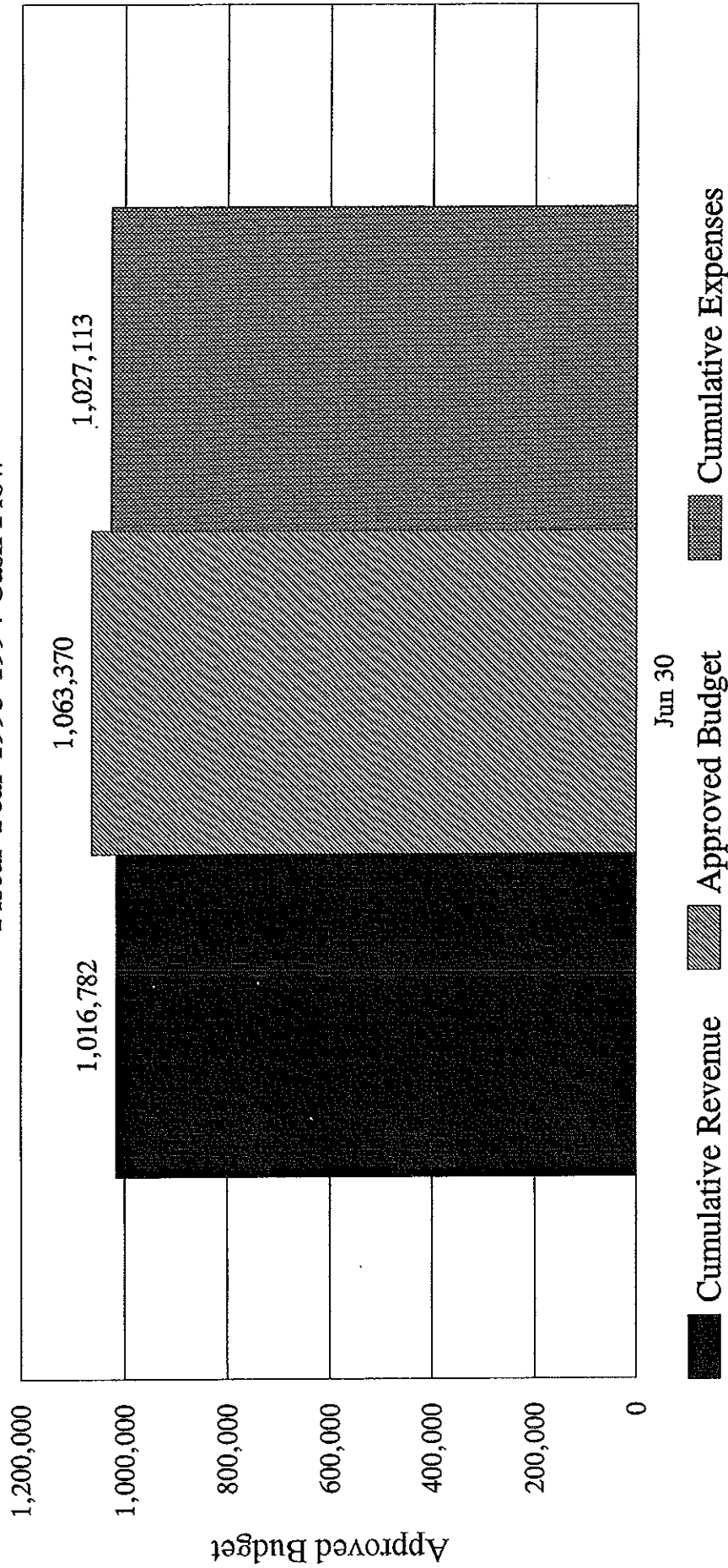
Page Total

22,498.85



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1993-1994 Cash Flow



Cumulative Revenue
 Approved Budget
 Cumulative Expenses

Placentia Library District

**Fund Balance Report
Fiscal Year 1993-1994
July 18, 1994**

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	TOTAL EXCL GEN FUND	TOTAL
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11	469,626.88	469,626.88
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18	469,626.88	469,626.88
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95	469,626.88	469,626.88
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57	442,902.54	442,902.54
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25	442,902.54	442,902.54
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26	442,902.54	442,902.54
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66	451,977.75	451,977.75
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	825,518.69	451,977.75	451,977.75
Feb 28, 1994	110,038.61	54,314.70	280,655.57	350,845.52	6,968.87	802,823.27	451,977.75	451,977.75
Mar 31, 1994	103,467.41	55,358.06	286,038.97	283,848.26	7,102.72	735,815.42	451,967.16	451,967.16
Apr 30, 1994	103,467.41	55,358.06	286,038.97	280,897.40	7,102.72	732,864.56	451,967.16	451,967.16
May 31, 1994	103,467.41	55,358.06	286,038.97	417,303.13	7,102.72	869,270.29	451,967.16	451,967.16
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33	457,907.33
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00	280,959.00

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 18, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JUN 1994	FY1992-93 JUN 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	668,079.79	824,817.64	23,035.06	0.00	97.75%
621-001	Public Utility	24,198.00	24,361.78	28,057.92	12,082.65	14,008.50	100.68%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	692,441.57	852,875.56	35,117.71	14,008.50	97.85%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	46,639.65	56,872.07	468.41	962.77	119.58%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	31,995.35	0.00	0.00	
623-003	Tax deed land sales	0.00	2,330.35	69.17	0.00	0.00	
623-010	(1994 ERAF Refund)	0.00	4,298.65	2,396.50	0.00	0.00	
623-011	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	100,659.86	47,569.11	0.00	0.00	149.87%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	815.47	435.43	815.47	435.43	
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	7,675.87	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	10,036.72	34,057.60	269.34	449.84	42.10%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	29,719.91	36,159.94	11,842.37	14,666.44	118.88%
661-623	TOTAL INTEREST	0.00	1,317.27	439.04	0.00	0.00	
	TOTAL INTEREST	25,000.00	31,037.18	36,598.98	11,842.37	14,666.44	124.15%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	13,992.81	18,101.21	2,098.94	2,715.40	101.88%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	37,154.06	53,447.18	5,137.06	9,864.53	92.89%
697-001	State - CA Foundation Funds	13,000.00	15,625.00	14,636.00	0.00	0.00	120.19%
697-002	State - CA Literacy Campaign	10,000.00	11,158.00	12,528.00	0.00	12,528.00	111.58%
697-003	State - Family Literacy	22,000.00	23,000.00	25,000.00	0.00	0.00	104.55%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.69	0.97	0.69	0.97	
	TOTAL STATE - OTHER	85,000.00	86,937.75	105,612.15	5,137.75	22,393.50	102.28%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	35,853.59	32,865.52	5,196.39	4,626.21	102.44%
787-001	Outlawed warrant - 6 months	0.00	(6,821.28)	9,102.13	180.53	0.00	0.00%
787-003	Reissued Checks, Acct 767	0.00	(613.30)	0.00	0.00	0.00	81.20%
	TOTAL OTHER REVENUE	35,000.00	28,419.01	41,967.65	5,376.92	4,626.21	
	5071 FUND TOTAL	1,063,371.00	1,016,782.31	1,306,704.62	61,126.91	60,258.09	95.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 18, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JUN 1994	FY1992-93 JUN 1993	FY1994 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	554,886.10	752,402.94	40,000.00	51,700.00	100.47%
020-000	Retirement	90,844.00	90,067.88	101,063.84	3,060.00	3,720.00	99.15%
030-000	Health Insurance/Care America	28,856.00	28,676.84	38,981.19	4,768.63	2,966.79	99.38%
	Long Term Disability	1,660.00	3,313.49	2,485.32	204.00	786.21	
	Vision Service Plan	3,869.00	1,835.45	2,013.44	253.40	155.44	110.57%
	Dental	34,385.00	5,912.24	5,702.00	614.22	454.12	152.81%
	Total Employee Insurance		39,738.02	49,181.95	5,840.25	4,362.56	115.57%
031-000	Unemployment Insurance	24,000.00	5,567.31	2,579.76	1,407.00	0.00	0.00%
035-000	Workers Compensation - General	7,750.00	2,731.32	6,098.85	893.00	1,334.00	0.00%
TOTAL SALARIES & EMPLOYEE BENEFITS							
		709,291.00	692,990.63	911,327.34	51,200.25	61,116.56	97.70%
070-000	Communications	3,500.00	4,121.95	3,554.15	780.63	247.90	117.77%
070-005	Communications - Computer	5,100.00	4,869.85	43,737.89	0.00	1,204.20	
070-008	Communications - Literacy	950.00	485.82	896.35	28.67	75.81	51.14%
	Total Communications	9,550.00	9,477.62	48,188.39	809.30	1,527.91	99.24%
090-000	Food	100.00	1.99	0.00	0.00	0.00	1.99%
090-009	Food - Family Literacy	0.00	315.85	32.26	191.40	0.00	
	Total Food	100.00	317.84	32.26	191.40	0.00	317.84%
100-000	Household Expense	4,500.00	3,172.21	3,596.68	465.22	0.00	70.49%
110-000	Insurance	16,000.00	18,374.25	14,649.00	0.00	0.00	114.84%
130-000	Maintenance of Equipment	7,500.00	6,793.53	4,453.27	0.00	0.00	90.58%
HVAC							
	Carpet Cleaning	15,000.00	4,141.52	13,623.83	2,910.32	234.84	27.61%
	Groundskeeping, City of Placentia	3,500.00	3,176.25	2,894.55	3,176.25	0.00	90.75%
	Plumbing	23,000.00	27,101.43	23,537.42	7,394.07	1,665.75	117.83%
	Electrical	750.00	1,146.60	523.71	0.00	0.00	152.89%
	Cleaning Service	1,500.00	1,174.22	982.57	(306.22)	0.00	78.28%
	Locksmith	11,700.00	11,683.04	13,060.20	950.00	1,220.52	99.86%
	Other	300.00	827.12	87.45	63.50	0.00	275.71%
	Total Maintenance of Building & Grounds	500.00	(575.62)	1,141.36	175.00	215.00	-115.12%
140-000		56,250.00	48,674.56	55,851.09	14,362.92	3,336.11	86.53%
160-000	Memberships	3,500.00	2,978.50	3,325.25	118.50	0.00	85.10%
170-000	Miscellaneous Expense	0.00	2,439.95	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JUN 1994	FY1992-93 JUN 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	5,251.95	9,042.32	2,290.00	16.45	70.03%
	Printing	13,000.00	8,983.64	4,172.71	1,600.35	37.18	69.10%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	1,571.32	0.00	53.64	ERR
	Publications	1,000.00	312.00	1,985.00	132.00	0.00	31.20%
	Paper	1,200.00	672.00	1,143.69	86.30	86.30	56.00%
	Drinking Water Service	325.00	274.45	299.40	24.95	24.95	84.45%
	Other Office Supplies	6,000.00	4,608.25	10,585.64	696.67	463.95	76.80%
	Total Office Supply Expense	29,025.00	20,102.29	28,800.08	4,743.97	684.47	69.26%
180-007	Literacy Dept Educ 321 Grant Supply Expense	0.00	729.13	0.00	729.13	0.00	
	Printing	2,800.00	3,343.24	616.54	507.03	0.00	119.40%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	86.93	0.00	57.79	24.62%
	Other Office Supplies	1,800.00	573.49	1,953.93	151.46	219.62	31.86%
	Total Literacy Office supply expense	4,650.00	3,929.04	2,657.40	658.49	277.41	84.50%
180-009	Family Literacy Supply Expense	4,800.00	2,154.59	4,832.97	1,177.10	561.54	44.89%
	Total Office Expense	38,475.00	26,915.05	36,290.45	7,308.69	1,523.42	69.95%
183-000	Postage Expense	2,000.00	(19.13)	1,970.50	(2.20)	425.09	-0.96%
183-008	Postage Expense - Literacy	700.00	668.89	894.17	52.20	166.00	95.56%
183-009	Postage Expense - Family Literacy	0.00	477.79	29.00	252.79	0.00	
	Total Postage Expense	2,700.00	1,127.55	2,893.67	302.79	591.09	41.76%
	Care Resources (Employee Assistance)	650.00	455.00	693.00	70.00	84.00	70.00%
	Pension Contribution & Operating Expenses	5,000.00	4,487.59	5,029.59	0.00	705.69	89.75%
	Anaheim Library	40,000.00	37,392.29	4,985.96	0.00	0.00	93.48%
	Clipping Service	375.00	390.52	368.52	65.42	0.00	104.14%
	Tax Collection Services & Fees by Orange County	250.00	472.55	545.51	167.65	302.56	189.02%
	Advertising	400.00	97.50	552.50	0.00	97.50	24.38%
	Medical Exams	525.00	552.00	324.00	47.50	0.00	105.14%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	0.00	0.00	108.47%
	Payroll Preparation	3,625.00	5,120.72	2,367.28	479.00	0.00	141.26%
	Electron Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	10,835.99	8,101.87	6,145.43	3,614.72	361.20%
	Total Specialized Services	58,275.00	63,004.16	25,918.25	6,975.00	4,804.47	108.12%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	630.00	1,077.40	480.00	108.90	52.50%
190-009	Specialized Services - Family Literacy	1,200.00	(25.00)	812.00	(25.00)	0.00	-2.08%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,863.22	2,401.91	33.42	38.52	18.63%
	Total Specialized Services	70,675.00	65,472.38	30,209.56	7,463.42	4,951.89	92.64%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JUN 1994	FY1992-93 JUN 1993	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	521.08	0.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	35,900.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	497.32	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	27.21	14.95	0.00	0.00	27.21%
240-001	Special Department Expense- Books	17,516.00	23,263.83	109,878.89	3,528.10	16,588.40	132.81%
240-002	Special Department Expense - Video	500.00	0.00	957.33	0.00	0.00	0.00%
240-003	Special Department Expense - City of Anatheirn	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	9,243.74	39,890.38	(361.91)	13,620.47	115.55%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	4,027.63	0.00	29.15	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	2,252.85	118.80	1,023.15	0.00	
240-009	Special Department Expense - Family Literacy	1,500.00	925.19	1,439.19	907.99	282.06	61.68%
	Total Special Department Expense	34,229.00	56,892.83	156,327.17	5,097.33	30,520.08	107.78%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	5,355.11	6,292.83	786.05	1,707.62	178.50%
270-008	Transportation/Travel - Meetings - Literacy	850.00	1,408.01	728.00	461.37	14.00	165.65%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	1,141.37	941.50	43.00	298.00	152.18%
	Total Transportation/Travel - Meetings	4,600.00	7,904.49	7,962.33	1,290.42	2,019.62	171.84%
280-000	Electricity	63,000.00	57,098.74	56,813.70	12,087.17	4,325.98	90.63%
	Gas	3,850.00	2,033.77	2,917.30	153.78	364.30	52.83%
	Water	1,925.00	1,683.49	1,888.97	152.67	163.78	87.45%
	Total Utilities	68,775.00	60,816.00	61,619.97	12,393.62	4,854.06	88.43%
	TOTAL SUPPLIES & SERVICES	353,454.00	327,367.64	426,417.49	49,803.61	49,324.18	92.62%
370-000	Taxes, Assessments (Sales Tax)	625.00	688.32	610.04	0.00	0.00	110.13%
400-000	Equipment	0.00	3,863.73	711.12	836.97	711.12	
400-008	Equipment - Literacy	0.00	2,202.42	0.00	2,202.42	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	6,066.15	711.12	3,039.39	711.12	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	6,066.15	711.12	3,039.39	711.12	ERR
	TOTAL EXPENSES	1,063,370.00	1,027,112.74	1,339,065.99	104,043.25	111,151.86	96.59%

Placentia Library District
Balance Sheet

June 30, 1994

Assets

General Fund	564.48	
Literacy Fund	6,350.15	
County Exempt	9,623.43	
Payroll Account	8,130.75	
Savings (P/R Support)	2,790.85	
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		54,371.68 =====

Liabilities

Manual Payroll Checks	9,957.22	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	436.45	
Insurance Payable	(448.01)	
Credit Union Payable	(414.73)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		10,285.14

Capital

Fund Balance	44,086.54	
Total Capital		44,086.54 -----
Total Liabilities and Capital		54,371.68 =====

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

June, 1994

Prepared 7/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,804.67
Checks Out				
	3954	40.00		
	3956	104.00		
	3962	50.00		
	3964	11,096.19		
TOTALS		11,290.19	0.00	

CHECKBOOK BAL

514.48

Handwritten:
2/12/94

06/30/94

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending June 30, 1994

	Total	06/30/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	10.50	10.50
Cash Register-Fines	2,607.04	2,607.04
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	103.60	103.60
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	135.25	135.25
Cash Register-Computer Rental	60.00	60.00
Typewriter Income	0.00	0.00
Telephone Income	153.08	153.08
Copy Machine Income	0.00	0.00
State Library Reimbursements	5,137.06	5,137.06
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,342.32	1,342.32
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
Total Income	9,548.85	9,548.85
Cost of Sales		
Gross Profit (Loss)	9,548.85	9,548.85
Expenses		
Transfers to County	13,666.46	13,666.46
Employee Insurance (030)	(678.27)	(678.27)
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	27.00	27.00
Office Expense (180)	570.73	570.73
Postage (183)	17.75	17.75
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	15.00	15.00
Equipment (400)	(2,662.00)	(2,662.00)
Taxes and Fees (370)	0.00	0.00
Total Expenses	10,956.67	10,956.67

06/30/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending June 30, 1994

	Total	06/30/94
Operating Income (Loss)	(1,407.82)	(1,407.82)
Other Income		
Other Expenses		
Net Income (Loss)	<u>(1,407.82)</u>	<u>(1,407.82)</u>

6/30/94

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Part 1 of 1 Parts

	06/30/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	258.78
Cash Register-Fines	28,402.60
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,419.85
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,577.68
Cash Register-Computer Rental	1,004.50
Typewriter Income	94.32
Telephone Income	558.38
Copy Machine Income	263.90
State Library Reimbursements	36,017.41
State Library Grants	34,158.00
State of California Foundation Funds	15,625.00
Other Grants	0.00
County Reimbursements	14,912.23
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	134,292.65
Cost of Sales	

Gross Profit (Loss)	134,292.65
Expenses	
Transfers to County	129,975.10
Employee Insurance (030)	(1,982.97)
Food (0900)	137.81
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	408.00
Office Expense (180)	3,366.32
Postage (183)	964.54
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	894.17
Transportation & Travel (270)	5,372.18
Equipment (400)	(2,111.38)
Taxes and Fees (370)	664.00

Total Expenses	137,870.77

06/30/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Operating Income (Loss)	06/30/94 (3,578.12)
Other Income	
Other Expenses	
Net Income (Loss)	----- (3,578.12) =====

6/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 12
General Account

Page 1

Check	Date	Payee	Amount
3947	06/04/94	Marli Publishing 0-5114-01 Office Expense (180)	252.95
3948	06/10/94	Home Depot 0-5114-01 Office Expense (180)	10.78
3949	06/10/94	PLEASC 0-5112-01 Memberships (160)	5.00
3950	06/13/94	Veronica Barba 0-5114-01 Office Expense (180)	21.99
3951	06/13/94	M2 Design 0-5114-01 Office Expense (180)	20.90
3952	06/13/94	VOID void	0.00
3953	06/13/94	Lucky 0-5114-01 Office Expense (180)	22.75
3954	06/18/94	CLA 0-5112-01 Memberships (160)	40.00
3955	06/18/94	E.D. Minter (petty c 0-5114-01 Office Expense (180)	71.78
3956	06/18/94	News for You 0-5114-01 Office Expense (180)	104.00
3957	06/18/94	VOID void	0.00
3958	06/18/94	O.C. Auditor 0-5102-01 Transfers to County	2,570.27
3959	06/22/94	Kinkos 0-5114-01 Office Expense (180)	84.58
3960	06/22/94	VOID void	0.00
3961	06/22/94	Placentia Chamb/Comm 0-5122-01 Transportation & Travel (270)	50.00
3962	06/22/94	ISDOC 0-5122-01 Transportation & Travel (270)	50.00
3963	06/27/94	E.D. Minter (petty c	6.00

06/30/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 12
General Account

Page 2

Check	Date	Payee	Amount
		0-5114-01 Office Expense (180)	6.00
3964	06/28/94	O.C. Auditor	11,096.19
		0-5102-01 Transfers to County	11,096.19
3965	06/29/94	Postmaster	19.95
		0-5116-01 Postage (183)	19.95
		Checkbook 1 Total	14,427.14

07/30/94

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

Page 3

For Fiscal Year 94, Period 12 through Fiscal Year 94, Period 12

Account Name	Total
0-5102-01 Transfers to County	13,666.46
0-5112-01 Memberships (160)	45.00
0-5114-01 Office Expense (180)	595.73
0-5116-01 Postage (183)	19.95
0-5122-01 Transportation & Travel (270)	100.00

	14,427.14
	=====

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

June, 1994

Prepared 7/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,350.15
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,350.15

Sanwa
7/13/94

06/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending June 30, 1994

	Total	06/30/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	5.21	5.21
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5.21	5.21
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5.21	5.21
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	5.21	5.21
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	5.21	5.21
	=====	=====

06/30/94

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Page 1
Part 1 of 1 Parts

	06/30/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	79.48
Miscellaneous Income	0.00

Total Income	799.48
Cost of Sales	-----
Gross Profit (Loss)	799.48
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	1,503.11
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00

Total Expenses	2,300.11
Operating Income (Loss)	(1,500.63)
Other Income	
Other Expenses	-----
Net Income (Loss)	(1,500.63) =====

07/30/94

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

Page 1

For Fiscal Year 94, Period 12 through Fiscal Year 94, Period 12

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

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

June, 1994

Prepared 7/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,982.51
Checks Out				
	840	32.25		
	877	151.83		
	886	125.00		
TOTALS		309.08	0.00	
CHECKBOOK BAL				9,673.43

Edwards
7/13/94

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending June 30, 1994

	Total	06/30/94
Income		
Cash Register-Copy Cards-Exempt Fun	45.00	45.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	185.00	185.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	617.15	617.15
Friends Contributions	0.00	0.00
Gifts Income	(6.78)	(6.78)
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	10.61	10.61
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	910.98	910.98
Cost of Sales		
	-----	-----
Gross Profit (Loss)	910.98	910.98
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	355.04	355.04
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	413.47	413.47
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	151.83	151.83
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	2,800.58	2,800.58
	-----	-----
Total Expenses	3,720.92	3,720.92
	-----	-----
Operating Income (Loss)	(2,809.94)	(2,809.94)
Other Income		
Other Expenses	-----	-----

06/30/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending June 30, 1994

Net Income (Loss)	Total (2,809.94) =====	06/30/94 (2,809.94) =====
-------------------	------------------------------	---------------------------------

06/30/94

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Page 1
Part 1 of 1 Parts

	06/30/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	258.78
Cash Register-Fines	28,402.60
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,419.85
Cash Register-Copy Cards-Exempt Fund	811.75
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,577.68
Cash Register-Computer Rental	1,004.50
Typewriter Income	94.32
Telephone Income	558.38
Copy Machine Income	263.90
State Library Reimbursements	36,017.41
State Library Grants	34,158.00
State of California Foundation Funds	15,625.00
Other Grants	0.00
County Reimbursements	14,912.23
Interest Income	0.00
Miscellaneous Income	0.00
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	74.27
Miscellaneous Income	0.00
Microfilm/Microfich Income	124.00
Meeting Room Income	3,347.00
Test Proctoring Income	240.00
Vending Machine Income	6,803.75
Friends Contributions	1,000.00
Gifts Income	60.00
Gifts Income	(6.78)
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	120.18
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Transfers from County	596,596.00
Interest Income-CD's	1,007.23
Interest Income-Savings	21.84
Miscellaneous Income	0.00

06/30/94

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Page 2
Part 1 of 1 Parts

	06/30/94
Total Income	752,004.76
Cost of Sales	
Gross Profit (Loss)	752,004.76
Expenses	
Transfers to County	129,975.10
Employee Insurance (030)	(1,845.51)
Food (0900)	137.81
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	408.00
Office Expense (180)	3,366.32
Postage (183)	964.54
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	894.17
Transportation & Travel (270)	5,372.18
Equipment (400)	(2,111.38)
Taxes and Fees (370)	664.00
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	1,503.11
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	3,700.43
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	1,428.98
Children's Camp Library	199.54
Children's-Other	828.99
Friend's-Director's Fund	475.94
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	2,237.24
Lobbyist Expense	7,479.31
Salaries	564,624.06
Prepaid Salaries	0.00

6/30/94

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Page 3
Part 1 of 1 Parts

	06/30/94
Employee Benefits	0.00
Employer Payroll Taxes	40,681.08
Payroll Processing Fees	1,802.25
Bank Fees and Service Charges	162.63
Miscellaneous - Unknown	0.00

Total Expenses	765,725.73

Operating Income (Loss)	(13,720.97)
Other Income	
Other Expenses	

Net Income (Loss)	(13,720.97)
	=====

06/30/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 12
County Exempt

Page 1

Check	Date	Payee	Amount
877	06/18/94	Flag Shop 0-5314-03 Friend's-Director's Fund	151.83
878	06/18/94	VOID void	0.00
879	06/18/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	355.04
880	06/18/94	Kinkos 0-5308-03 Children's Summer Reading Progra	37.17
881	06/18/94	LaSalle 0-5308-03 Children's Summer Reading Progra	44.39
882	06/18/94	Scholastic Book 0-5308-03 Children's Summer Reading Progra	116.91
883	06/18/94	Calif. Advocates 0-5323-03 Lobbyist Expense	2,800.58
884	06/18/94	All Star Trophy 0-4312-03 Gifts Income	56.78
885	06/23/94	Emils Carpet Cleanin 0-4304-03 Meeting Room Income	45.00
886	06/27/94	Judy Sofer 0-5308-03 Children's Summer Reading Progra	125.00
887	06/27/94	Placentia Lib. Gen F 0-5104-01 Employee Insurance (030)	137.46
888	06/28/94	Jim Lewis 0-5308-03 Children's Summer Reading Progra	90.00
Checkbook 3 Total			3,960.16

06/30/94

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Part 1 of 1 Parts

	06/30/94
Income	
Cash Register-Copy Cards-Exempt Fund	811.75
Microfilm/Microfich Income	124.00
Meeting Room Income	3,347.00
Test Proctoring Income	240.00
Vending Machine Income	6,803.75
Friends Contributions	1,000.00
Gifts Income	(6.78)
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	120.18
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Total Income	19,232.77
Cost of Sales	-----
Gross Profit (Loss)	19,232.77
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	3,700.43
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	1,428.98
Children's Camp Library	199.54
Children's-Other	828.99
Friend's-Director's Fund	475.94
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	2,237.24
Lobbyist Expense	7,479.31
Total Expenses	18,147.37
Operating Income (Loss)	1,085.40
Other Income	
Other Expenses	-----

1,000

06/30/94

Page 2

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Part 1 of 1 Parts

Net Income (Loss)

06/30/94
1,085.40
=====

05/30/94

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

Page 2

For Fiscal Year 94, Period 12 through Fiscal Year 94, Period 12

Account Name	Total
0-4304-03 Meeting Room Income	45.00
0-4312-03 Gifts Income	56.78
0-5104-01 Employee Insurance (030)	137.46
0-5304-03 Vending Machine Supplies	355.04
0-5308-03 Children's Summer Reading Program	413.47
0-5314-03 Friend's-Director's Fund	151.83
0-5323-03 Lobbyist Expense	2,800.58

	3,960.16
	=====

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

May, 1994

Prepared June 13, 1994

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			17,194.11
464	493.87		
488	38.48		
490	265.37		
492	884.51		
497	428.48		
498	58.18		
499	329.49		
500	110.27		
501	1051.73		
504	225.99		
505	130.84		
506	969.06		
507	28.06		
510	161.65		
514	99.73		
519	49.86		
521	411.00		
523	38.48		
524	122.50		
526	225.99		
527	19.81		
528	104.29		
529	117.20		
530	484.22		
592	35.79		
594	717.14		
595	817.09		
taxes payable	648.66		
taxes payable	-4.38		
TOTALS	9,063.36		
Checkbook balance			8,130.75

*Adjusted 7-14-94
 C. Dumitrescu*

06/30/94

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending June 30, 1994

	Total	06/30/94
Income		
Transfers from County	43,060.00	43,060.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	43,060.00	43,060.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	43,060.00	43,060.00
Expenses		
Salaries	59,582.84	59,582.84
Prepaid Salaries	(5,736.15)	(5,736.15)
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,302.34	4,302.34
Payroll Processing Fees	10.48	10.48
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	58,159.51	58,159.51
Operating Income (Loss)	(15,099.51)	(15,099.51)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(15,099.51)	(15,099.51)
	=====	=====

06/30/94

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1994

Page 1
Part 1 of 1 Parts

	06/30/94
Income	
Transfers from County	596,596.00
Interest Income-CD's	1,007.23
Interest Income-Savings	21.84
Miscellaneous Income	0.00

Total Income	597,625.07
Cost of Sales	-----
Gross Profit (Loss)	597,625.07
Expenses	
Salaries	564,624.06
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	40,681.08
Payroll Processing Fees	1,802.25
Bank Fees and Service Charges	162.63
Miscellaneous - Unknown	0.00

Total Expenses	607,270.02
Operating Income (Loss)	(9,644.95)
Other Income	
Other Expenses	-----
Net Income (Loss)	(9,644.95) =====

06/30/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 12
Payroll Account

Page 1

Check	Date	Payee	Amount
592	06/28/94	Matt Reynoso 0-5402-04 Salaries	35.79
593	06/29/94	Mary Byrne 0-5402-04 Salaries	798.51
594	06/29/94	Jeannine Walters 0-5402-04 Salaries	717.14
595	06/29/94	Elizabeth Minter 0-5402-04 Salaries	817.09
Checkbook 4 Total			2,368.53

06/30/94

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

Page 2

For Fiscal Year 94, Period 12 through Fiscal Year 94, Period 12

Account Name	Total
0-5402-04 Salaries	2,368.53

	2,368.53
	=====

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: July 13, 1994
 SUBJECT: ACS: Overdue Collection Report for the Month of June

The report received from ACS Collection Agency on July 11, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1993-199	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	Inactive	Inactive	Inactive	Inactive	Inactive
August	Inactive	Inactive	Inactive	Inactive	Inactive
September	Inactive	Inactive	Inactive	Inactive	Inactive
October	Inactive	Inactive	Inactive	Inactive	Inactive
November	Inactive	Inactive	Inactive	Inactive	Inactive
December	20	20	0	0	0
January	0	16	1	62.96	3
February	0	14	1	141.94	1
March	0	13	1	220.89	0
April	0	12	1	87.25	0
May	0	10	0	0	2
June	10	9	1	109.45	0
TOTAL	30			622.49	



ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 05 Jul 1994

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	10	1,055.89	20	2,280.46	891	54,342.6
LESS: Mail Return*, Dispute, Bankrpt	2	173.00	8	1,170.88	170	11,136.5
NET ASSIGNMENTS	8	882.89	12	1,109.58	721	43,205.9
COLLECTED						
Paid in Full	1	109.45	3	256.40	247	11,650.6
Settled in Full	0	0.00	2	103.24	64	3,182.6
Partial Payment	0	0.00	1	32.95	129	6,780.3
Resolved	0	0.00	1	25.00	18	659.5
TOTAL RECOVERED	1	109.45	7	417.59	458	22,273.1

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	317
	\$15,870	\$3,130	\$6,814	\$7,865	\$20,238

* Percentage of Mail Returns - 19.1 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PAID	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
			04/18/94	111.05	MR	3
			AMT: 111.05			
			06/20/94	67.04	A	1
			AMT: 67.04			
			04/18/94	61.95	MR	3
			AMT: 61.95			
			04/18/94	83.40	A	4
			AMT: 83.40			
			06/20/94	253.31	A	1
			AMT: 253.31			
			04/18/94	83.75	A	4
			AMT: 83.75			
			04/18/94	179.24	A	4
			AMT: 179.24			
			06/20/94	187.20	A	1
			AMT: 187.20			
			06/20/94	140.00	A	1
			AMT: 140.00			
			04/18/94	92.35	A	4
			AMT: 92.35			
			06/20/94	54.90	A	1
			AMT: 54.90			
			06/20/94	49.90	A	1
			AMT: 49.90			
			04/18/94	105.06	A	4
			AMT: 105.06			
			06/20/94	65.10	A	1
			AMT: 65.10			
			06/20/94	55.79	A	1
			AMT: 55.79			
			06/20/94	88.65	A	1
			AMT: 88.65			
			04/18/94	133.73	A	4
			AMT: 133.73			
			06/20/94	94.00	A	1
			AMT: 94.00			
				1,906.42		

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: July 18, 1994
 SUBJECT: JUNE, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNT JUNE 1-30, 1994

Beginning Balance 06/01/94		\$2,052.45
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 617.15	
Total Materials & Supplies		355.04
Total Repairs	_____	_____
	\$ 617.15	\$355.04
Ending Balance 06/30/94		<u>\$ 2,314.56</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: July 18, 1994
SUBJECT: Gift Fund Report for June, 1994

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

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Matthew Luckett	\$12.00
S. Olsen	<u>1.00</u>
Total Adopt-a-Book Donations	\$ 13.00



TO: Elizabeth D. Minter, Library Director


FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: July 28, 1994

SUBJECT: BUILDING MAINTENANCE REPORT FOR JUNE, 1994.

1. **Air Conditioning** - Timing was reset to allow for air conditioning to be on prior to opening.
2. **Coin-operated equipment** - Electrical wiring was completed to connect Value Card vending machine equipment with public access printers in reference area.
3. **Pest Control** - Interior and exterior spraying for control of insects and spiders was done.
4. **Locks** - New locks were installed on public restroom doors in Children's Department to prevent children from accidentally locking themselves in the restroom.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: June 20, 1994
SUBJECT: PERSONNEL REPORT FOR JUNE, 1994

RESIGNATIONS:

None

TERMINATIONS:

Ashley Hernandez, part-time page (circulation), effective June 27, 1994
Esseye Merid, part-time page (circulation), effective July 6, 1994
Matthew Reynoso, part-time page (circulation), effective June 28, 1994

APPOINTMENTS:

CALL BACK:

Dorothy Cummings, .35FTE Clerk II (technical services/administration)
.28FTE Clerk I (circulation), effective July 12, 1994

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

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TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator *MEB*
 DATE: July 12, 1994
 SUBJECT: Volunteer Report for the Month of June

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	FY 93-94	FY 93-94
	June	YTD
Bohlman, Mary	4.75	4.75
Brown, Jill	3.00	64.25
Cervantes, George	3.75	134.25
Cummings, Dottie	1.50	98.75
Deputy, Paul	35.75	491.00
Dowdee, Janel	00	3.00
Farris, Jon	19.75	119.75
Fitzgerald, Joan	23.00	207.00
Garcia, Patty	20.00	79.25
Goldbaum, Mae	4.50	174.25
Grandparents & Books	2.25	35.75
Hou, Howard	1.50	24.25
Housewright, Linnea	5.50	11.50
Irot, Pat	00	8.00
Jenkins, Christina	00	23.00
Jenkins, Heidi	00	16.00
Jertberg, Pat	00	2.00
Lew, David	00	35.75
Markl, Theresa	6.50	31.25
Redinbo, Sandy	0	10.00
Reesman, Colleen	2.00	75.00
ROP Students	23.50	275.00
Ryan, Kristin	00	103.00
Schlichter, Allan	6.00	76.25
Shaw, Dixie	.50	1.75
Shkoler, Al	14.75	53.50
Simmermacher, Margie	11.75	55.25
S.T.E.P	40.00	795.00
Summer Teens	45.00	45.00
Trainor, Joe	5.25	100.25
Westberg, Carl	3.25	105.00

TEMPORARY VOLUNTEERS

Bellwood, Kevin	40.00	40.00
Hovey, Michael	10.00	10.00
Manio, Robert	13.50	16.00
Mulroney, Marsha	00	2.50
Mulroney, Ryan	00	2.50
O'Hara, Peggy	23.00	23.00
Summerfield, Becky	13.25	20.75

LVA VOLUNTEERS

Literacy Volunteers	479.00
	<hr/>
TOTAL	862.50

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

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

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

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

Placentia Library District
Circulation Report
July 18, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 JUNE 94	FY92-93 JUNE 93
1st Time Checkouts	230,576	288,902	-20.19%	19,077	26,528
Phone Renewals	17,837	20,826	-14.35%	1,242	1,749
In-Building Renewals	25,852	27,121	-4.68%	1,776	2,033
Total Renewals	43,689	47,947	-8.88%	3,018	3,782
TOTAL CHECKOUTS	274,265	336,849	-18.58%	22,095	30,310
On-Time Checkins	224,832	275,724	-18.46%	19,000	26,317
Late Checkins	47,471	68,038	-30.23%	4,143	5,361
TOTAL CHECKINS	272,303	343,762	-20.79%	23,143	31,678
Holdings Placed	5,260	5,295	-0.66%	553	597
Holdings Cancelled	804	624	28.85%	80	67
Holdings Filled	4,251	4,147	2.51%	434	464
Holdings Expired	185	161		7	13
Overdue Items	16,793	12,884		1,281	1,809
Overdue Notices	7,478	5,876		624	883
Billing Notices	8,158	7,375	10.62%	794	0
Patrons Registered	4,165	6,388	-34.80%	399	437
Titles Added	N.A.	N.A.		602	2
Volumes Added	N.A.	N.A.		1,027	2,372
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	130,044	159,384	-18.41%	10,103	13,599
Juvenile Print	107,364	132,553	-19.00%	8,895	12,512
Total Print	237,408	291,937	-18.68%	18,998	26,111
Audio	15,528	14,985	3.62%	1,217	1,572
Visual	22,488	29,709	-24.31%	1,879	2,617
Equipment	6	60		0	10
Total Audio Visual	38,022	44,754	-15.04%	3,096	4,199
TOTAL CIRCULATION	275,430	336,691	-18.20%	22,094	30,310
Placentia Circulation	155,001	191,407	-19.02%	12,961	17,700
% Placentia Circulation	56.28%	56.85%		58.66%	1
Anaheim/Yorba Linda Circulation	60,934	78,633	-22.51%	4,106	6,527
% Anaheim/Yorba Linda Circulation	22.12%	23.35%		18.58%	0
TYPES OF BORROWERS					
Adult	214,108	207,147		16,673	23,155
Young Adult	1,780	595		115	59
Juvenile	55,382	54,371		4,926	6,420
New Borrower	3,760	13,771		381	676
Non Resident	0	3		0	0
Other	413	2		0	0
TOTAL BORROWERS	275,433	275,889		22,095	30,310
ATTENDANCE	387,439	475,995	-18.60%	41,758	55,606
Adult Reference - In Building	23,817	N.A.		2,126	N.A.
Adult Reference - Telephone	5,005	N.A.		402	N.A.
Children's Reference - In Building	7,739	N.A.		1,630	N.A.
Children's Reference Telephone	N.A.	N.A.		N.A.	N.A.
Total Adult Reference	28,822	N.A.		2,528	N.A.
Total Children's Reference	7,739	N.A.		1,630	N.A.
Total In Building Reference	31,556	N.A.		3,756	N.A.
Total Telephone Reference	5,005	N.A.		402	N.A.
TOTAL REFERENCE	36,561	N.A.		4,158	N.A.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: July 18, 1994
SUBJECT: **Travel Authorizations**

BACKGROUND:

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

Throughout the year staff and trustees attend a variety of local meetings and events in Southern California that do not require overnight travel. Blanket travel authorization for Fiscal Year 1994-1995 is requested for the following:

SLS and MCLS Council Meetings, Committee Meetings, and Workshops for staff and trustees.

State Library meetings and workshops that do not involve overnight travel for staff and trustees.

Chamber of Commerce mixers and monthly breakfast meetings and committee meetings for staff and trustees.

National Society of Fund Raising Professionals monthly workshops and luncheon meetings for staff and trustees.

California Library Association and/or California Association of Library Trustees and Commissioners meetings and workshops for staff and trustees.

Independent Special Districts of Orange County board and membership meetings (including dinner meetings) for staff and trustees.

Southern California Library Literacy Network and Orange County Literacy Network meetings and activities for staff and trustees.

Orange County Ventura Users Group meetings and workshops for staff.

Meetings with Anaheim and Yorba Linda Public Library staff.

Travel Authorizations, July 18, 1994, Page 2.

Meetings with California Advocates Representatives, Buena Park Library staff, and Palos Verdes Library District staff for staff and trustees.

Public Library Executives and Assistants of Southern California (PLEASC) meetings for staff.

Additional approval is requested for meetings with the District's California Advocates Representatives and legislators in Sacramento, including travel and meal expenses. These meetings are occasionally scheduled with minimal prior notice. This authorization is for staff and trustees.

RECOMMENDATION

Approve.

TO: Library Board of Trustees

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

DATE: July 18, 1994

SUBJECT: **Installation of Debit Card Printer System for Public Access Electronic Information Services**

All of the system components at the Reference Desk have been installed. Two of the three systems have been fully operational since July 5, 1994. The third is waiting for software adjustments to correct a printing command problem.

The Children's Department system has been installed but is not yet operational. It should be operational by the end of the July.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: July 18, 1994
SUBJECT: Carpet and Upholstery Maintenance Contract


Bid requests for maintenance Library lighting were sent to all carpet and upholstery cleaning companies listed in the North Orange County phone book with addresses in Placentia, Brea, Fullerton, Yorba Linda and Anaheim Hills. A copy of the bid letter is attached. Maintenance is to include monthly cleaning of Meeting Room, quarterly cleaning of high traffic areas in Library and semi-annual cleaning of low traffic areas. One quarter of all upholstered furniture is to be cleaned on each quarterly visit so that all upholstery is cleaned within a one-year period.

The previous service contract was held by Intex Services, Inc., of Los Angeles priced at \$964.85 per visit for partial cleaning each quarterly visit. A complete cleaning of the entire Library and Meeting Room was performed by Intex Services in April at a cost of \$3,176.25.

Six bids were received as outlined in Attachment A.

RECOMMENDATION:

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

Prepared by: Charlene Dumitru, Administrative Assistant 

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

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

July 5, 1994

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SUBJECT: Request for Bid for Carpet and Upholstery Cleaning in Library Facility

Gentlemen:

The Placentia Library District is soliciting bids for for periodic cleaning of carpet and upholstery in the Library.

Total area of carpet is 18,214 square feet.

Cleaning of heavy traffic areas in library is to be done quarterly.

Cleaning of light traffic areas in library is to be done bi-annually.

A portion of the upholstery is to be cleaned on each quarterly visit so that all upholstery is cleaned within a one-year period.

If you wish to inspect the carpet areas before submitting your bid, you are invited to visit the Library on either Thursday, July 7, or Monday, July 11 between 2:00 and 6:00 P.M.

Bids are due no later than 5:00 P.M., Wednesday, July 12, 1994.

Sincerely,

Charlene Dumitru
Administrative Assistant

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: July 18, 1994
 SUBJECT: Lighting Maintenance contract 1994-95

Bid requests for maintenance of Library lighting were sent to all lighting maintenance and electrical companies listed in the North Orange County phone book with addresses in Placentia, Brea, Fullerton, Yorba Linda and Anaheim Hills. A copy of the bid letter is attached. Maintenance is to include monthly inspection and replacement of extinguished florescent and non-florescent lamps and cleaning of 25% of fixtures quarterly.

This service was previously being provided by Mr. Arnold R. Kappe on an on-call basis. Mr. Kappe's charges averaged approximately \$170.00 per month which included inspection and replacing lamps, but did not include cleaning of fixtures. Mr. Kappe no longer wishes to provide this service as he is retired and has moved out of the area.

Two bids were received as outlined below:

Reann electric, Costa Mesa	\$270.00 per month over 12 month period.
Christenson Lighting Services, Anaheim	\$692.00 per month over 24 month period.

RECOMMENDATION:

1. Award the contract in the amount of \$270.00 per month to Reann Electric, 379 E. 20th Street, Costa Mesa, CA 92627.
2. Authorize signature of the contract by the Library Director.

Prepared by: Charlene Dumitru, Administrative Assistant *CD*

July 5, 1994

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SUBJECT: Request for Bid for Lighting Maintenance

Gentlemen:

The Placentia Library District is soliciting bids for maintenance of all light fixtures in the Library.

Total fluorescent lamps in Library are 1,790. There is also a small number of non-fluorescent fixtures.

Monthly maintenance is to include:

1. Inspection of all lighting and replacement of extinguished fluorescent lamps in Library;
2. Replacement of ballasts as necessary;
3. Disposal of ballasts containing P.C.B., if necessary;

Quarterly maintenance is to include:

1. Wash and clean 25% of fixtures quarterly so that all fixtures will be cleaned within a one-year period.

The Library will supply materials for relamping. This quote should reflect labor and cleaning materials.

If you wish to inspect the lighting before submitting your bid, you are invited to visit the Library on either Thursday, July 7, or Monday, July 11 between 2:00 and 6:00 P.M.

Bids are due no later than 5:00 P.M., Wednesday, July 12, 1994.

Sincerely,

Charlene Dumitru
Administrative Assistant

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: July 18, 1994
SUBJECT: Computer Maintenance Contract for 1994-95

Bid requests for maintenance of Library owned computer equipment, including printers and peripherals were mailed out to all computer service and repair vendors listed in the North Orange County phone book with addresses in Placentia, Fullerton, Brea, Anaheim Hills and Yorba Linda. A copy of the bid letter is attached.


The computer maintenance contract for 1993-94 was awarded to Automated Office Products of Brea at a cost of \$3,065.65.

Two bids were received as outlined below:

Automated Office Products, Brea	\$3,650.00 \$3,467.50 (5% discount) if paid in advance
Century Computer Corporation, Brea	\$4,450.00

RECOMMENDATION:

1. Award the contract in the amount of \$3,467.50 to Automated Office Products, 573 Mercury Lane, Suite A, Brea.
2. Authorize signature of the contract by the Library Director.

Prepared by: Charlene Dumitru, Administrative Assistant 

July 5, 1994

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SUBJECT: Request for Bid for Carpet and Upholstery Cleaning in Library Facility

Gentlemen:

The Placentia Library District is soliciting bids for for periodic cleaning of carpet and upholstery in the Library.

Total area of carpet is 18,214 square feet.

Cleaning of heavy traffic areas in library is to be done quarterly.

Cleaning of light traffic areas in library is to be done bi-annually.

A portion of the upholstery is to be cleaned on each quarterly visit so that all upholstery is cleaned within a one-year period.

If you wish to inspect the carpet areas before submitting your bid, you are invited to visit the Library on either Thursday, July 7, or Monday, July 11 between 2:00 and 6:00 P.M.

Bids are due no later than 5:00 P.M., Wednesday, July 12, 1994.

Sincerely,

Charlene Dumitru
Administrative Assistant

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: July 18, 1994
SUBJECT: **FY1994-1995 Budget**

BACKGROUND:

Legislative Activities

The Benefit Assessment legislation failed to pass the legislature and is scheduled for reconsideration in August.

AB2371 which reversed the inclusion of gift and grant funds in the calculations for the 10% shift to the Educational Augmentation Fund in Fiscal Year 1992-1993 has been repealed. The District received approximately \$12,000 from this legislation and now will have to return it to the Educational Augmentation Fund unless additional legislation exempting independent library districts is passed. There is also talk of providing for payback over a two year period. Both California Advocates and the CSDA lobbyist, Ralph Heim, are working on this issue.

Proposed Expenditures Budget for Fund 707 for FY1994-1995

The proposed Fiscal Year 1994-1995 Expenditures Budget for Fund 707 was included in the Board packet for its June 20, 1994, Meeting.

The Organization Chart for Fiscal Year 1994-1995 is Attachment A.

Resolution 94-6 establishing the FY1994-1995 budget for all funds will be distributed at the Meeting.

RECOMMENDATIONS:

1. Adopt the Organization Chart for FY 1994-1995. *Em / vent*

2. Read Resolution 94-6 by title only. *Shelton / Dan*

3. Adopt Resolution 94-6. *Shelton / Em*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
 Organization Chart for Fiscal Year 1994-1995
 Adopted XXXXX, xx 1994

Library Staff
 (16.10 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

**Administrative Services
 (1.40 FTE)**

Administrative Assistant (1.00 FTE)
 Durnitru
 Library Assistant (.25 FTE)
 Willauer
 Library Clerk II (.15 FTE)
 Cummings

**Adult Services
 (5.00 FTE)**

Principal Librarian (.50 FTE)
 Ammar
 Library Clerk II (.25 FTE)
 Byrne
 Library Aide (.50 FTE)
 Byman

**Children's Services
 (2.25 FTE)**

Librarian II (.75 FTE)
 Schneider
 Library Assistant (.75 FTE)
 Willauer
 Library Clerk I (.25 FTE)
 Walters
 Library Aide (.50 FTE)
 Guzman

**Circulation Services
 (5.75 FTE)**

Library Assistant (1.00 FTE)
 Burkich
 Library Clerk II (.25 FTE)
 Byrne
 Library Clerk I (2.00 FTE)
 Walters (.25 FTE)
 Wnek (.75 FTE)
 Conn (.725 FTE)
 Cummings (.275 FTE)
 Library Student Page (2.50 FTE)

**Technical Services
 (.70 FTE)**

Librarian (.50 FTE)
 Shook
 Library Clerk II (.20 FTE)
 Cummings

**Reference Desk
 (2.25 FTE)**

Principal Librarian (.50 FTE)
 Ammar
 Librarian II (1.00 FTE)
 McClain
 Librarian (.50 FTE)
 Shook
 Library Assistant (.25 FTE)
 Byrne

**Literacy Services
 (1.50 FTE)**

Library Assistant/
 Literacy Coordinator (.75 FTE)
 Matas (.50 FTE)
 Byrne (.25 FTE)
 Library Assistant/
 Family Literacy Coordinator (.50 FTE)
 Walters
 Library Clerk I (.25 FTE)
 Wnek

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Placentia Library District

**Personnel Allocation by Activity for Fiscal Year 1994-1995
 June 20, 1994**

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00						1.00
Principal Librarian		1.00					1.00
Administrative Assistant	1.00						1.00
Librarian II		1.00		0.75			1.75
Librarian		0.50				0.50	1.00
Library Assistant	0.25	0.25	1.25	0.75	1.00		3.50
Library Clerk II	0.15	0.25			0.25	0.20	0.85
Library Clerk I			0.25	0.25	2.00		2.50
Library Aide		0.50		0.50			1.00
Page					2.50		2.50
TOTAL	2.40	3.50	1.50	2.25	5.75	0.70	16.10

RESOLUTION 94-6

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1994-1995 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1994-1995 were reviewed at the Regular Meeting of the Board of Trustees on July 18, 1994; and

WHEREAS, the tax rates levied are in accordance with Sections 93 and 97.65 of the Revenue and Taxation Code; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1994-1995, and implements such on July 1, 1994 as follows: FUND Budget Unit 702 for \$155,587, FUND Budget Unit 703 for \$30,727, FUND Budget Unit 706 for \$117,058, FUND Budget Unit 707 for \$1,027,113, and FUND Budget Unit 708 for \$7,775.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth day of July, 1994.

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

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COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR PLACENTIA LIBRARY - EQUIPMENT & STRUCT. REPL
FISCAL YEAR 1994-95

At a meeting held on July 18, 1994, the Board of
Trustees of the Placentia Library District
District duly adopted the budget (enclose copy of Resolution or Minute
Order), as shown in the enclosed schedules for the Fiscal Year 1994-95
in the amount of \$ 156,587 (from Schedule 16, Column 10,
Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please
indicate, in the space provided below, the amount which may be
adjusted to balance the total requirements and the available
financing. Adjust 5200 Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday of Month at 7:30 P.M.

~~Director~~ Trustees: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Ray Evans

Al Shkoler

Fred D. West

Secretary: Saundra M. Stark Mgr/Supt: Elizabeth D. Minter

Attorney: Orange County Attorney Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92670

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925

COUNTY OF ORANGE

702/5021

PLACENTIA LIBRARY, EQUIPMENT & STRUCT. REPL. DISTRICT

FISCAL YEAR 1994-95

VOTER-APPROVED INDEBTEDNESS TAX RATE (If Applicable)

Amount required to be raised by Tax Rate --0-- (from Budget Schedule 16 or Budget Resolution)

Estimated Rate N/A , or, Precise Rate Desired/Required (from Budget Resolution)

*Adjust

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIREMENT.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.



702/5021

COUNTY OF ORANGE

PLACENTIA LIBRARY - EQUIP. & STRUC. REPL. DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/93 (from last year's schedule, Line 4)	<u>106,867</u>	G/L 6-30-93
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1993/94	<u>8,453</u>	
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1993/94	<u>(11,182)</u>	
4	Fund Balance - 6/30/94	<u>103,128</u>	
5	Less: Total Reserves @ 6/30/94 (Col. 1. Schedule of Reserve Requirements)		
6	General Reserves <u>47,000</u>		
7	Other Reserves _____ Total Reserves	<u>(47,000)</u>	
8	Subtotal (Lines 4 through 7)	<u>56,128</u>	
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>47,000</u>	
10	Total Fund Balance Available 7/1/94. Post this number to Schedule 16, Column 4	<u>103,128</u>	

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County _____

Verified by _____



100 / V0001

PLACENTIA LIBRARY - EQUIPMENT & STRUCTURE REPLACEMENT DIS. CT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1994-95

	<u>1</u> 1993-94 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserves For 1994-95
General Reserves (Object 9850/985)	47,000	47,000	-0-	-0-
Imprest Cash (9920/981-802)				
Other Reserves (Provide Detail):				
TOTAL	47,000	47,000	-0-	-0-

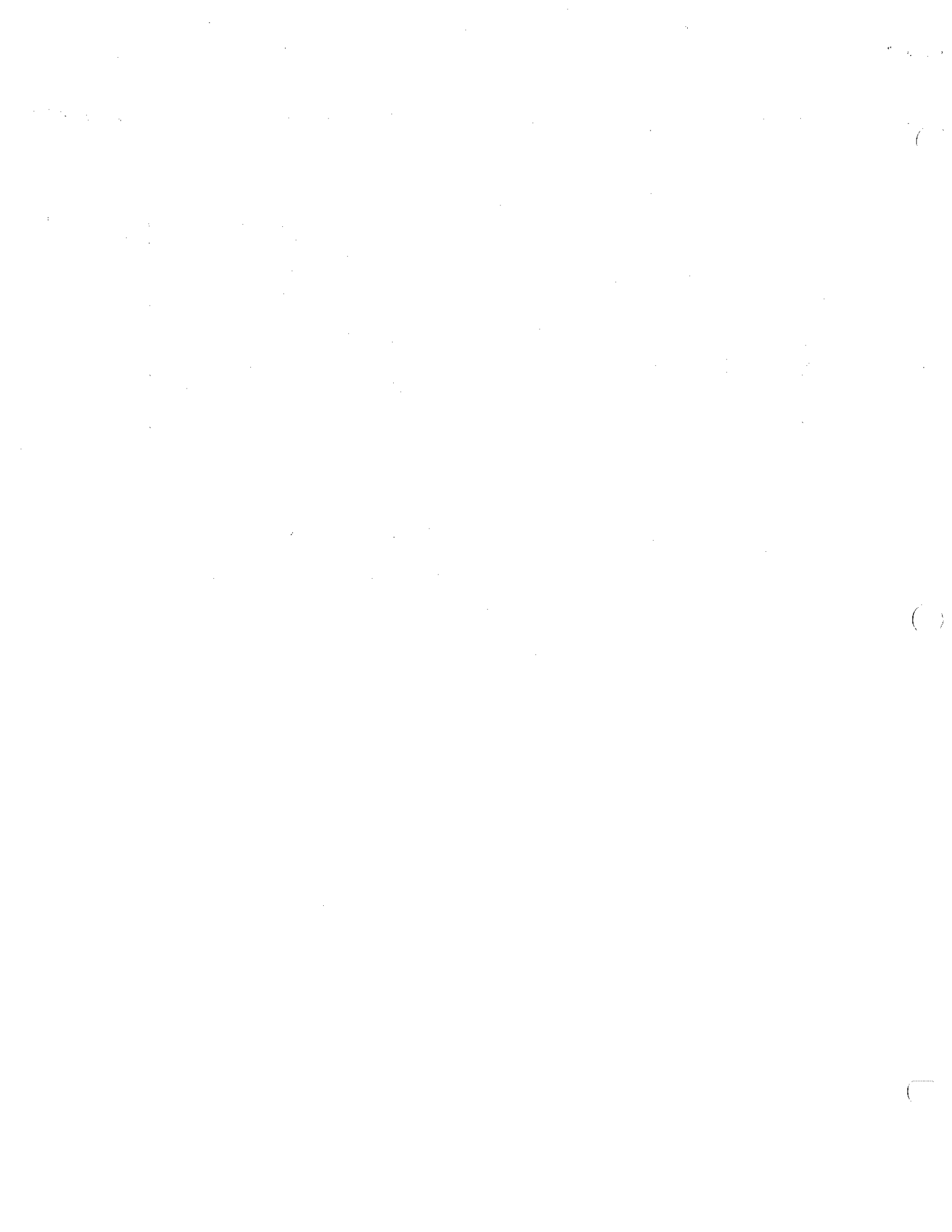
INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1994-95 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925

For the County: _____ Verified by: _____



SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGE: DETAIL

FOR FISCAL YEAR 1994-95

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT			TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED	SECURED	TOTAL	
	SECURED	UNSECURED	SECURED	UNSECURED				
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE (1)	Actual 1992-93 (2)	Actual 1993-94 (3)	Recommended 1994-95 (4)	Approved 1994-95 (5)	Fund Identification Other Than District General Fund (6)			
Fund Balance Available	60,641	58,857	103,128					
6610 Interest	9,184	8,453	7,000					
7670 Miscellaneous Revenue	5,100	-0-	2,500					
TOTAL MEANS OF FINANCING								
6990 State Grants	-0-	-0-	42,959					
TOTAL MEANS OF FINANCING	74,925	67,310	155,587					
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)	Fund Identification Other Than District General Fund (12)			
SERVICES AND SUPPLIES								
1900 Professional and Specialized Services	5,611	174	174					
TOTAL SERVICES & SUPPLIES	5,611	174	174					
FIXED ASSETS								
4000 Equipment	10,457	11,008	-0-					
4200 Buildings and Improvements	-0-	-0-	110,000					
TOTAL FIXED ASSETS	10,457	11,008	110,000					
5200 Appropriation for Contingencies	-0-	-0-	42,413					
TOTAL FINANCING REQUIREMENTS	16,068	11,182	155,587		702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND			

The first part of the document discusses the importance of maintaining accurate records. It emphasizes that proper record-keeping is essential for ensuring the integrity and reliability of the data collected. This section also outlines the various methods used to collect and analyze the data, highlighting the challenges faced during the process.

The second part of the document provides a detailed description of the experimental setup. It includes information about the equipment used, the procedures followed, and the conditions under which the data was collected. This section is crucial for understanding the context and limitations of the study.

The third part of the document presents the results of the study. It includes a series of tables and graphs that illustrate the findings. The data shows a clear trend, indicating that the variables studied are significantly related. The analysis also identifies the factors that influence the results, providing valuable insights into the underlying mechanisms.

Finally, the document concludes with a summary of the key findings and a discussion of their implications. It suggests that the results have important implications for the field of study and provides recommendations for further research. The overall conclusion is that the study has successfully demonstrated the relationship between the variables and the factors studied.

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708/508

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR PLACENTIA LIBRARY - AUTO REPLACE
FISCAL YEAR 1994-95

At a meeting held on July 18, 1994, the Board of Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1994-95 in the amount of \$ 30,727 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust _____

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday of Month at 7:30 P.M.

~~Directors:~~ Trustees: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Ray Evans

Al Shkoler

Fred D. West

Secretary: Saundra M. Stark

Mgr/Supt: Elizabeth D. Minter

Attorney: Orange County Attorney

Auditors: Munson, Cronick and Associates

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92670

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925

708/5081

COUNTY OF ORANGE

PLACENTIA LIBRARY - AUTO REPLACE DISTRICT

FISCAL YEAR 1994-95

VOTER-APPROVED INDEBTEDNESS TAX RATE (If Applicable)

Amount required to be raised by Tax Rate -0- (from Budget Schedule 16 or Budget Resolution)

Estimated Rate N/A, or, Precise Rate Desired/Required _____ (from Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

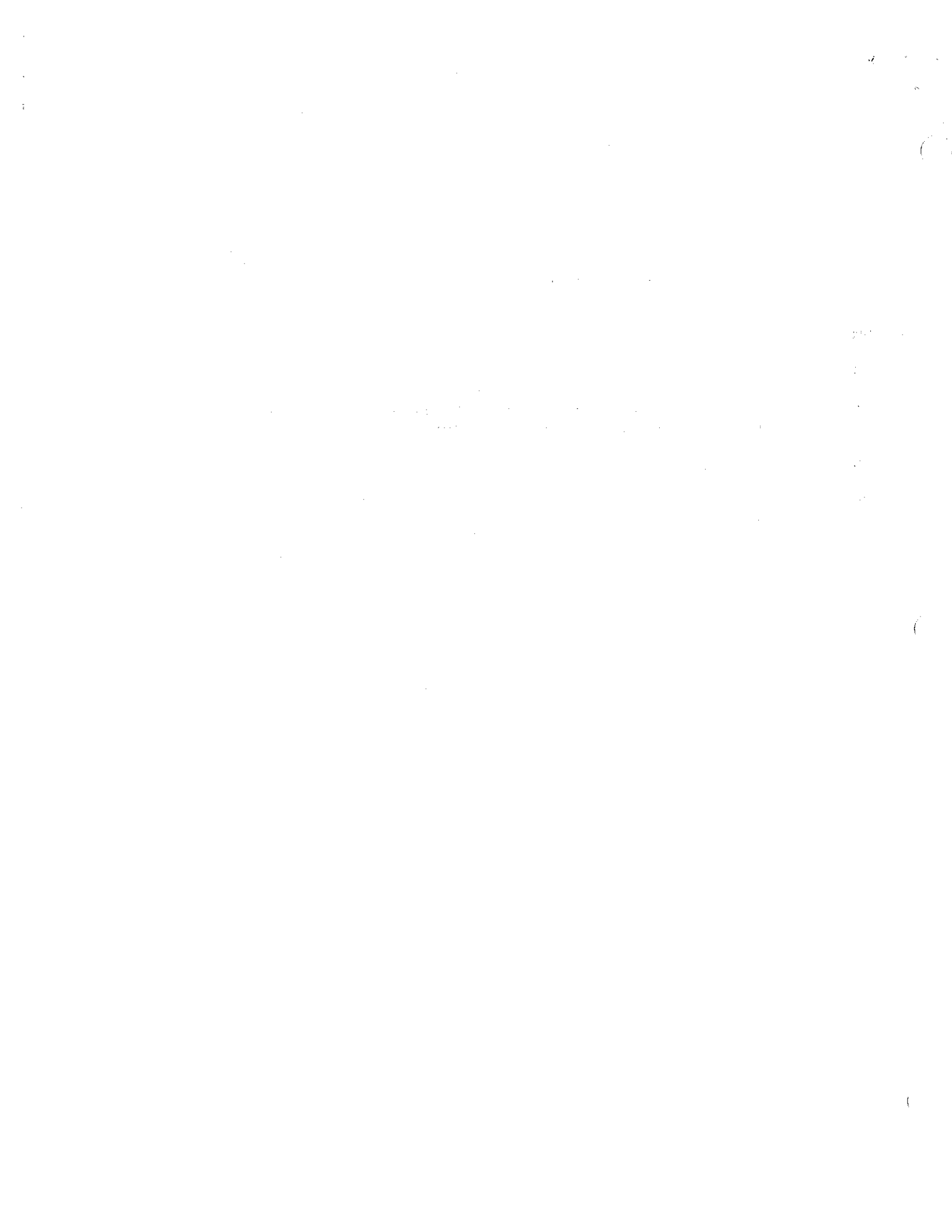
Signature of Chairperson of Board

Signature of Secretary

July 18, 1994
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIREMENT.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.



COUNTY OF ORANGE

PLACENTA LIBRARY - AUTO REPLACE DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/93 (from last year's schedule, Line 4)	<u>52,267 *</u>
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1993/94	<u>4,157</u>
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1993/94	<u>(37)</u>
4	Fund Balance - 6/30/94	<u>56,387</u>
5	Less: Total Reserves @ 6/30/94 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves <u>29,860</u>	
7	Other Reserves <u>- 0 -</u> Total Reserves	<u>(29,860)</u>
8	Subtotal (Lines 4 through 7)	<u>26,527</u>
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>- 0 -</u>
10	Total Fund Balance Available 7/1/94. Post this number to Schedule 16, Column 4	<u>26,527</u>

Prepared By:

For the District Elizabeth D. Minter Phone No. (714)528-1925

For the County _____

Verified by _____

* GL 6-30-93 \$52,266



103/0081

PLACENTIA LIBRARY - AUTO REPLACE DISCOUNT RESERVE REQUIREMENTS
COUNTY OF ORANGE
FOR FISCAL YEAR 1994-95

	<u>1</u> 1993-94 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserves For 1994-95
General Reserves (Object 9850/985)	29,860	-0-	-0-	29,860
Imprest Cash (9920/981-802)				
Other Reserves (Provide Detail):				
TOTAL	29,860	-0-	-0-	29,860

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 1994-95 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1994-95

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED		UNSECURED		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 1992-93 (2)	Actual 1993-94 (3)	Recommended 1994-95 (4)	Approved 1994-95 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	22,131	22,407	26,527						
6610 Interest	5,093	4,157	4,200						
TOTAL MEANS OF FINANCING	27,214	26,564	30,727						
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES & SUPPLIES									
1800 Office Expense	2,850	-0-	-0-						
1900 Professional and Specialized Services	36	37	37						
TOTAL SERVICES & SUPPLIES	2,886	37	37						
FIXED ASSETS									
4000 Equipment	1,951	-0-	-0-						
TOTAL FIXED ASSETS	1,951	-0-	-0-						
5200 Appropriation for Contingencies	-0-	-0-	30,690						
Provisions for Reserves	-0-	-0-	-0-						
TOTAL FINANCING REQUIREMENTS	4,837	37	30,727						

703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR PLACENTIA LIBRARY 508
FISCAL YEAR 1994-95

At a meeting held on July 18, 1994, the Board of
Trustees of the Placentia Library
District duly adopted the budget (enclose copy of Resolution or Minute
Order), as shown in the enclosed schedules for the Fiscal Year 1994-95
in the amount of \$ 117,058 (from Schedule 16, Column 10,
Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please
indicate, in the space provided below, the amount which may be
adjusted to balance the total requirements and the available
financing. Adjust 5200 Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday of Month at 7:30 P.M.

Directors: Trustees: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Ray Evans

Al Shkoler

Fred D. West

Secretary: Saundra M. Stark

Mgr/Supt: Elizabeth D. Minter

Attorney: Orange County Attorney

Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92670

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925

COUNTY OF ORANGE

PLACENTIA LIBRARY - I & C DISTRICT

FISCAL YEAR 1994-95

VOTER-APPROVED INDEBTEDNESS TAX RATE (If Applicable)

Amount required to be raised by Tax Rate -0- (from Budget Schedule 16 or Budget Resolution)

Estimated Rate N/A, or, Precise Rate Desired/Required (from Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

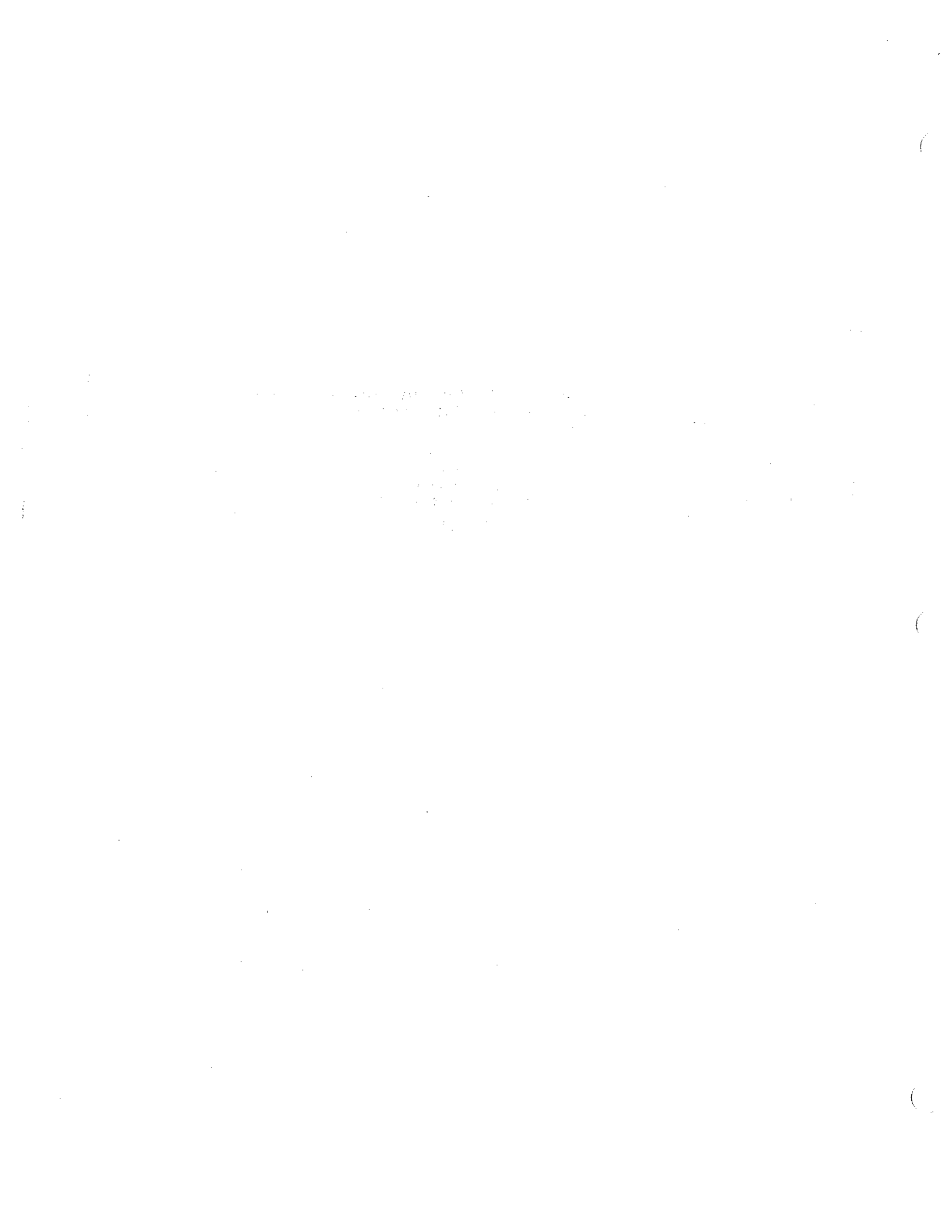
Signature of Chairperson of Board

Signature of Secretary

July 18, 1994
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIREMENT.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.



COUNTY OF ORANGE

PLACENTIA LIBRARY - T & C DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/93 (from last year's schedule, Line 4)	<u>304,799 *</u>
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1993/94	<u>22,452</u>
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1993/94	<u>(36,094)</u>
4	Fund Balance - 6/30/94	<u>291,157</u>
5	Less: Total Reserves @ 6/30/94 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves <u>204,099</u>	
7	Other Reserves <u>-0-</u> Total Reserves	<u>(204,099)</u>
8	Subtotal (Lines 4 through 7)	<u>87,058</u>
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>10,000</u>
10	Total Fund Balance Available 7/1/94. Post this number to Schedule 16, Column 4	<u>97,058</u>

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County _____

Verified by _____

* 6-30-93 6/L 304,798

106/2061

PLACENTIA LIBRARY - 248
COUNTY ORANGE
DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1994-95

	<u>1</u> 1993-94 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserves For 1994-95
General Reserves (Object 9850/985)	204,099	10,000	-0-	194,099
Imprest Cash (9920/981-802)				
Other Reserves (Provide Detail):				
TOTAL	204,099	10,000	-0-	194,099

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1994-95 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: _____
 For the District: Elizabeth D. Minter Phone No. _____
 For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1994-95

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED	SECURED	UNSECURED	TOTAL	
	SECURED	UNSECURED	SECURED	UNSECURED					
706 Interest and Sinking									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 1992-93 (2)	Actual 1993-94 (3)	Recommended 1994-95 (4)	Approved 1994-95 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	65,532	100,700	97,058						
6610 Interest	34,483	22,452	20,000						
TOTAL MEANS OF FINANCING	100,015	123,152	117,058						
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES AND SUPPLIES									
1900 Professional and Specialized Services	309	194	200						
TOTAL SERVICES AND SUPPLIES	309	194	200						
3200 Bond Redemption	11,800	35,900	35,900						
4800 Operating Transfers Out	100,000	-0-	76,743						
5200 Appropriation for Contingencies	-0-	-0-	4,215						
Provision for Reserves	18,732	-0-	-0-						
TOTAL FINANCING REQUIREMENTS	190,841	36,094	117,058						

706 - PLACENTIA LIBRARY
DISTRICT INTEREST AND
SINKING BOND REDEMPTION

707/5071

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR PLACENTIA LIBRARY
FISCAL YEAR 1994-95

At a meeting held on July 18, 1994, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1994-95 in the amount of \$ 1,097,993 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 4000 Equipment

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday of Month at 7:30 P.M.

Directors: Ray Evans Chairperson: Margaret V. Dinsmore
(Please Print)

Al Shkoler

Fred West

Secretary: Sandra M. Stark Mgr/Supt: Elizabeth D. Minter

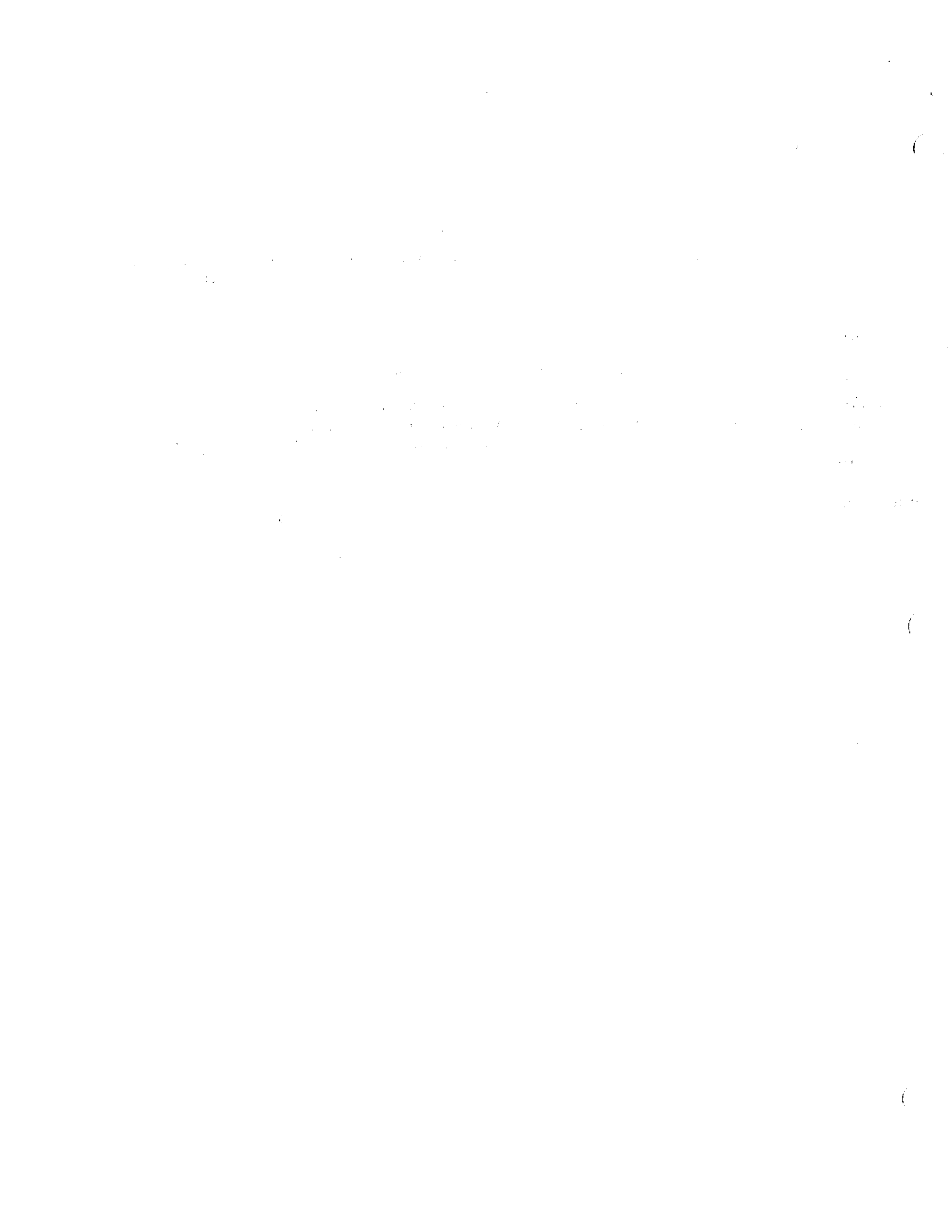
Attorney: Orange County Attorney Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92670

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925



707/5071

COUNTY OF ORANGE

PLACENTIA LIBRARY DISTRICT

FISCAL YEAR 1994-95

VOTER-APPROVED INDEBTEDNESS TAX RATE (If Applicable)

Amount required to be raised by Tax Rate -0- (from Budget Schedule 16 or Budget Resolution)

Estimated Rate N/A, or, Precise Rate Desired/Required _____ (from Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Signature of Chairperson of Board

Signature of Secretary

July 18, 1994
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIREMENT.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

PLACENTIA LIBRARY DISTRICT FUND BALANCE AVAILABLE

<u>Line</u>		
1	Fund Balance - 6/30/93 (from last year's schedule, Line 4)	<u>380,131</u> GL 6-30-93
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1993/94	<u>1,016,782</u>
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1993/94	<u>(1,027,113)</u>
4	Fund Balance - 6/30/94	<u>369,800</u>
5	Less: Total Reserves @ 6/30/94 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves ^{379,131} 380,131	
7	Other Reserves <u>1,000</u> Total Reserves	<u>(380,131)</u>
8	Subtotal (Lines 4 through 7)	<u>(10,331)</u>
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>10,331</u>
10	Total Fund Balance Available 7/1/94. Post this number to Schedule 16, Column 4	<u>- 0 -</u>

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County _____

Verified by _____

PLACENTIA LIBRARY
 COUNTY OF ORANGE
 DISCOUNT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 1994-95

	¹ 1993-94 Current Reserves	² Cancellation Of Reserves	³ Increase Or New Reserves	⁴ Reserves For 1994-95
General Reserves (Object 9850/985)	379,131	10,331	- 0 -	368,800
Imprest Cash (9920/981-802)	1,000	- 0 -	- 0 -	1,000
Other Reserves (Provide Detail):				
TOTAL	380,131	10,331	- 0 -	369,800

GL 5/31/94

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1994-95 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

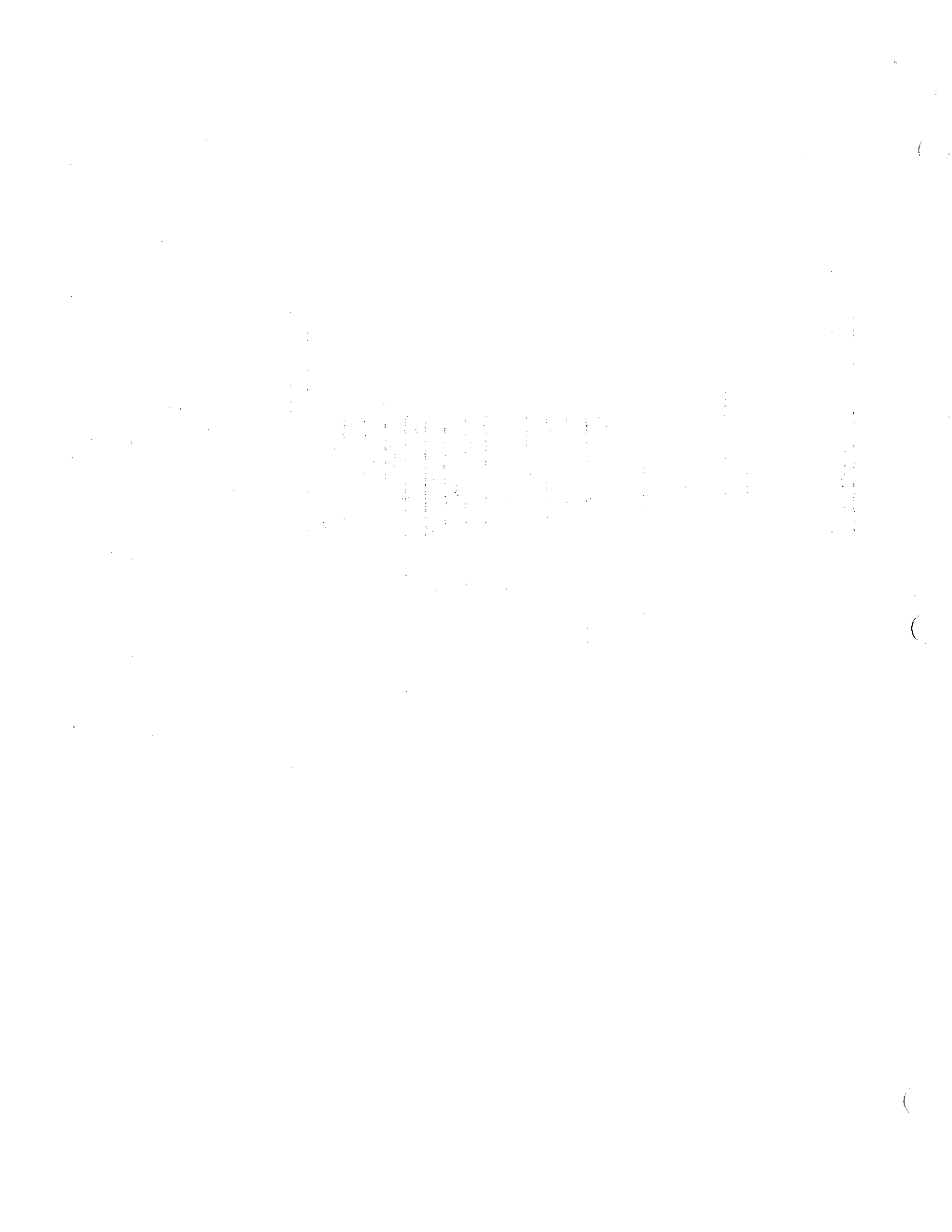
Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
 PLACENTIA LIBRARY DISTRICT BUDGET DETAIL
 FOR FISCAL YEAR 1994-95

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED		TOTAL		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED		
General									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 1992-93 (2)	Actual 1993-94 (3)	Recommended 1994-95 (4)	Approved 1994-95 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	21,735	-0-	-0-						
6210 Property Taxes - Current Secured	824,818	668,080	700,000						
6210 Public Utility Secured Taxes (Sub-revenue 01)	28,058	24,362	24,500						
6220 Property Taxes - Current Unsecured	56,872	46,639	50,000						
6230 Property Taxes - Prior Secured	47,569	100,660	50,000						
6240 Property Taxes - Prior Unsecured	435	815	-0-						
6250 Taxes - Special District Augmentation	-0-	-0-	-0-						
6260 Penalties & Costs on Delinquent Taxes	7676	2,158	2,500						
6280 Property Taxes - Current Supplemental	24,058	10,037	20,000						
6300 Property Taxes - Prior Supplemental	4,929	3,644	3,750						
6610 Interest	26,699	31,037	26,000						
6690 State - Homeowners' Property Tax Relief	18,101	13,993	14,000						
6970 State - Other	105,612	86,938	85,000						
7670 Miscellaneous Revenue	41,968	28,419	36,500						
7810 Operating Transfers In	100,000	-0-	76,743						
TOTAL MEANS OF FINANCING	1,228,440	1,016,782	1,097,993						
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)	Fund Identification Other Than District General Fund (12)				
SALARIES AND EMPLOYEE BENEFITS									
0100 Salaries and Wages	252,403	554,886	499,767						
0200 Retirement	101,064	90,068	168,944						
0300 Employee Group Insurance	57,861	48,027	43,757						
TOTAL SALARIES AND EMPLOYEE BENEFITS	411,328	692,981	620,418						



SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1994-95

SUMMARY OF FINANCING REQUIREMENTS		SUMMARY OF FINANCING REQUIREMENTS				Fund Identification Other Than District General Fund (12)
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)		
SERVICES AND SUPPLIES						707 - PLACENTIA LIBRARY DISTRICT
0500 Agricultural	-0-	-0-	-0-	-0-		
0700 Communications	48,188	9,478	9,550			
0900 Food	32	318	100			
1000 Household Expense	3,597	3,172	4,500			
1100 Insurance	14,649	18,374	18,500			
1300 Maintenance - Equipment	4,376	6,793	7,500			
1400 Maintenance - Buildings & Improvements	55,764	48,675	43,850			
1600 Memberships	3,225	2,978	3,000			
1700 Miscellaneous Expense	-0-	2,440	-0-			
1800 Office Expense	39,890	28,043	35,375			
1900 Professional and Specialized Services	30,210	65,472	80,100			
2000 Publications and Legal Notices	521	111	700			
2100 Rents and Leases - Equipment	-0-	-0-	-0-			
2200 Rents and Leases - Buildings & Improvements	-0-	35,900	35,900			
2300 Small Tools and Instruments	497	-0-	-0-			
2400 Special Departmental Expense	155,726	36,893	151,100			
2600 Transportation and Travel - General	-0-	-0-	-0-			
2700 Transportation and Travel - Mtgs/Conferences	7,962	7,905	9,100			
2800 Utilities	61,620	60,816	63,000			
3700 Taxes and Assessments	610	688	300			
TOTAL SERVICES AND SUPPLIES	427,027	328,056	462,575			
FIXED ASSETS						
4000 Equipment	711	6,066	15,000			
4200 Buildings and Improvements	-0-	-0-	-0-			
TOTAL FIXED ASSETS	711	6,066	15,000			
Provision for Reserves	-0-	-0-	-0-			
TOTAL FINANCING REQUIREMENTS	1,239,066	1,027,113	1,097,993			

THE
MAY 1964

708/507d

COUNTY OF ORANGE,
SPECIAL DISTRICT BUDGET FOR PLACENTIA LIBRARY - UNRES BICK LEAVE PAY
FISCAL YEAR 1994-95

At a meeting held on July 18, 1994, the Board of

Trustees of the Placentia Library
District duly adopted the budget (enclose copy of Resolution or Minute
Order), as shown in the enclosed schedules for the Fiscal Year 1994-95
in the amount of \$ 7,775 (from Schedule 16, Column 10,
Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please
indicate, in the space provided below, the amount which may be
adjusted to balance the total requirements and the available
financing. Adjust 5200 Appropriation for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Monday of Month at 7:30 P.M.

~~Directors~~ Trustees: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Ray Evans

Al Shkoler

Fred D. West

Secretary: Sandra M. Stark

Mgr/Supt: Elizabeth D. Minter

Attorney: Orange County Attorney

Auditors: Munson, Cronick & Associates

Mailing address of district:

411 E. Chapman Avenue

Placentia, CA 92670

Person to contact regarding budget:

Elizabeth D. Minter

Telephone: (714) 528-1925

COUNTY OF ORANGE

708 / 5072

PLACENTIA LIBRARY - UNUSED SICK LEAVE PAY OFF DISTRICT

FISCAL YEAR 1994-95

VOTER-APPROVED INDEBTEDNESS TAX RATE (If Applicable)

Amount required to be raised by Tax Rate -0- (from Budget Schedule 16 or Budget Resolution)

Estimated Rate N/A, or, Precise Rate Desired/Required _____ (from Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Signature of Chairperson of Board

Signature of Secretary

July 18, 1994
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIREMENT.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

708 / 5072

COUNTY OF ORANGE

PLACENTIA W.P. UNUSED SICK LEAVE PAY OFF DISTRICT FUND BALANCE AVAILABLE

Line

1	Fund Balance - 6/30/93 (from last year's schedule, Line 4)	<u>6,706 G/L 6-30-93</u>
2	Add: Actual Revenues (excluding Fund Balance Available) - FY 1993/94	<u>533</u>
3	Less: Actual Expenditures & Encumbrances (excluding Reserves) - FY 1993/94	<u>(4)</u>
4	Fund Balance - 6/30/94	<u>7,235</u>
5	Less: Total Reserves @ 6/30/94 (Col. 1. Schedule of Reserve Requirements)	
6	General Reserves <u>Ø</u>	
7	Other Reserves <u>Ø</u> Total Reserves	<u>(Ø)</u>
8	Subtotal (Lines 4 through 7)	<u>7,235</u>
9	Add: Decrease in Reserves (from Col. 2, Schedule of Reserve Requirements)	<u>Ø</u>
10	Total Fund Balance Available 7/1/94. Post this number to Schedule 16, Column 4	<u>7,235</u>

Prepared By:

For the District Elizabeth D. Minter Phone No. (714) 528-1925

For the County _____

Verified by _____



156 / 4018

COUNTY OF ORANGE
FDIS. CT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1994-95

PLA TA LIBRARY - UNDEEN BICK LAKE

	<u>1</u> 1993-94 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserves For 1994-95
General Reserves (Object 9850/985)	Ø	Ø	Ø	Ø
Imprest Cash (9920/981-802)				
Other Reserves (Provide Detail):				
TOTAL	Ø	Ø	Ø	Ø

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1994-95 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
 PLACENTIA LIBRARY - UNUSED SICK LEAVE
 FOR FISCAL YEAR 1994-95

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED	UNSECURED			
	SECURED	UNSECURED	SECURED	UNSECURED					
708 Sick Leave General Fund									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
Fund Balance Available	Actual 1992-93 (2)	Actual 1993-94 (3)	Recommended 1994-95 (4)	Approved 1994-95 (5)	Fund Identification Other Than District General Fund (6)				
Transfer from Agency 707	6,158	6,706	7,235						
Interest	-0-	-0-	-0-						
6610 Interest	553	533	540						
7670 Miscellaneous Revenue	-0-	-0-	-0-						
TOTAL MEANS OF FINANCING	6,711	7,239	7,775						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)									
SALARIES AND EMPLOYEE BENEFITS	Actual 1992-93 (8)	Actual 1993-94 (9)	Recommended 1994-95 (10)	Approved 1994-95 (11)	Fund Identification Other Than District General Fund (12)				
0100 Salaries and Wages	-0-	-0-	-0-						
TOTAL SALARIES AND EMPLOYEE BENEFITS	-0-	-0-	-0-						
SERVICES AND SUPPLIES									
1900 Professional and Specialized Services	5	4	5						
TOTAL SERVICES AND SUPPLIES	5	4	5						
5200 Appropriation for Contingencies	-0-	-0-	7,770						
TOTAL REQUIREMENTS	5	4	7,775						
						708 - PLACENTIA LIBRARY - UNUSED SICK-LEAVE			



TO: Library Board of Trustees

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

DATE: July 18, 1994

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

BACKGROUND:

The Library Director has approved preparation of the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District by BSI Consultants.

The Final Report incorporates some of the financial and statistical data for Fiscal Year 1993-1994.

Copies are scheduled to be available for distribution at the Board Meeting.

RECOMMENDATION:

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

TO: Library Board of Trustees

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

DATE: July 18, 1994

SUBJECT: Status Report for 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 20, 1994, the Library Board of Trustees voted to accept the Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.

The contract documents have been executed and returned to the State Library.

City Manager Robert D'Amato has offered the services of the City's Building Department to assist the District with project management, the bidding process, and plan review. These services have been offered without cost to the District.

On June 29, 1994, the Library Director and Administrative Assistant met with Allen L. Hibbs, AIA, Principal with Dan L Rowland and Associates AIA, Inc, Architecture and Planning, and City Public Works Director Chris Becker, to review the project plans and timetable. Mr. Hibbs will be both the architect of record and the coordinating architect for the project.

Mr. Hibbs will be attending the Board Meeting to review the project with the Trustees. He is scheduled to arrive at 8:15 P.M.

RECOMMENDATION:

Accept with appreciation the City Manager's offer to provide, at no cost to the District, assistance with project management, the bidding process, and plan review.



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian ^{SA}

DATE: July 13, 1994

SUBJECT: **Program Committee Report for the Month of June, 1994**

Photo Contest Awards Ceremony: The Awards Ceremony for the photo contest, "Picturing Placentia" was held on Saturday June 4, 1994. Peggy Dinsmore, President of the Library Board of Trustees, welcomed the attendees and explained the purpose of the contest and its significance as a part of the Library's 75th Anniversary Celebrations.

Al Shkoler, Library Board Trustee, presented the awards to the winners in the PEOPLE category.

The winners were:

- Rita Mason, First Place for "Find Me"
- Wendi Engel, Second Place for "Manassero Farms I"
- Pat Savage, Third Place for "P is for Placentia."

Saundra Stark, Library Board Secretary, presented the awards to the winner in the PLACES category.

The Winner was:

- Kathy Berlin, First Place for "Angry Geese"
- Kathy Berlin, Second Place for "Quiet Times"
- Kathy Berlin, Third Place for "Post and Flowers"

Ray Evans, Library Board Trustee, presented the awards to the winners in the COLOR category.

The winners were:

- Rita Mason, First Place for "Find Me"
- Kathy Berlin, Second Place for "Angry Geese"
- Pat Savage, Third Place for "Ready for Fun"

John Walcek, Placentia Historical Committee, Member presented the awards to the winner in the BLACK and WHITE category.

The winner was:

- Wendi Engel, First Place for "Manassero Farms I"
- Wendi Engel, Second Place for "Woman in Bean Field"
- Wendi Engel, Third Place for "Manassero Farms II"

The BEST OF SHOW trophy was presented by Peggy Dinsmore, Board President, to Rita Mason for her entry "Find Me"

The trophy was donated by Mr. Bud Steffan, a member of the Placentia Chamber of Commerce .

Anniversary Celebration Plans: The Anniversary celebration Committee members, Ray Evans, Pat Irot and Suad Ammar met on Tuesday June 28.


After going over the responses of over twenty former Library employees, Board members, Friends, and volunteers, Mr. Evans agreed to read these entries again, and try to slightly edit and rearrange the contents in a uniform format, since some of the respondents did not follow the format that was enclosed in their letters.

Mrs. Irot agreed to contact the people that had not responded, encouraging them to respond and reminding them of the deadline.

Suad Ammar agreed to talk to the Chairman of the Heritage Days Parade Committee to inquire about the possibility of encouraging all the Parade participants to incorporate an Anniversary wish to the Library in their entries, and of offering a prize to the best "salutation".

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JUNE 1994	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Photo Contest Awards	1	21
CHILDREN'S SERVICES		
Afterschool Specials	2	34
Grandparents and Books	5	34
Pre-School Story Time	1	27
# Schools visited	6	
# Class rooms visited	101	
# Children talked to		3489
Way Out West Wednesday	2	250
LITERACY SERVICES		
In Service Training	1	4
Tutor	1	25
Fam. For Literacy	2	73



TO: Elizabeth Minter
FROM: Kay Schneider 
DATE: July 10, 1994
SUBJECT: June Activities in the Children's Department

Reading Rodeo Summer Reading Program 1994 - Summer Reading Program is well under way and we now have 751 children enrolled. The children read books and make weekly visits to the Library to earn "Gold Nuggets" which may be spent at the Library General Store for small prizes. They are also enjoying the special Way Out Wednesday programs. We have held two programs and they have been attended by 250 children.

We have several high school age volunteers who come in each week and help the children register for the program, explain how the program works and help the children shop at the General Store. They are a great help!


Unfortunately, our enrollment in the program is down this year. Last year we had 1,112 enrolled in the fourth week of the program and this year it is only 751. However, we still have several children enrolling each day. Total enrollment last year was 1,131 so we still have time for many children to sign up and participate in the fun! It will last until August 26.

One factor that may have contributed to the decline in enrollment is that we were not able to make promotional visits to three of the schools where we normally go. Van Buren and Ruby Drive cancelled our visits at the last minute because of internal schedule changes and Rio Vista never responded to our requests for a finalized date and time for class visits. We did, however, leave flyers at these schools to be passed out to all of the children.

PreSchool Story Hours - This popular program resumed at the end of June and was attended by 34 children who enjoyed listening to horse stories and making horse puppets from paper bags.

School Visits - We have been disappointed this summer that summer school is being held at Morse Elementary instead of Tynes and it is too far for the classes to walk to the Library. Normally, we have lots of summer school classes visit for stories, tours, book selection and they also sign up for the Summer Reading Program.

Grandparents & Books - Our Grandparent and Books programs is continuing this summer and have a built in audience brought here on Thursday mornings by the Placentia Parks and Recreation Day Camp. However, their enrollment is down by about 50% this year.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: July 9, 1994
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$243.02	18
Gift Accounts*	\$552.71	30

Dollars Spent 6/1/94 to 6/30/94

Continuations	\$183.98
Fiction	0.00
Non-fiction	602.32
Juvenile	885.77
Audio	0.00
Gifts*	2,143.71
Total	\$3,815.78

Dollars Spent 7/1/93 to 6/30/94

Continuations	\$8,185.70
Fiction	1,287.02
Non-fiction	983.38
Juvenile	5,015.79
Audio	1,125.89
Gifts*	8,845.23
Total	\$25,443.01

*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.



Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 1994-1995
May 16, 1994

Object Code FY1993-1994	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Budgeted	FY1993-1994 YTD May	FY1994-1995 Proposed
6210	Current Secured	823,832	892,734	824,818	683,430	645,045	700,000
6230	Prior Secured	24,856	37,363	47,569	67,166	100,660	50,000
	TOTAL SECURED	848,688	930,097	872,387	750,596	745,705	750,000
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,198	12,279	24,500
6220	Current Unsecured	64,438	72,956	56,872	39,002	60,000	50,000
6240	Prior Unsecured	978	1,258	435	0	0	0
	TOTAL UNSECURED	65,416	74,214	57,307	39,002	60,000	50,000
6690	HOMEOWNER	19,790	20,375	18,101	13,734	11,894	14,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	827,530	829,877	838,500
6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	0	2,158	2,500
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	23,841	9,767	30,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	2,000	3,664	3,750
6610	INTEREST	46,331	40,373	36,599	25,000	19,195	25,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	50,841	34,784	61,250
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	878,370	864,662	899,750
6970	STATE LIBRARY	144,764	123,758	105,612	85,000	81,800	85,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	65,000	0	76,743
7670	LOCAL REVENUE	13,969	17,115	32,866	35,000	30,657	36,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102		(7,615)	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,063,370	969,504	1,097,993

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer
DATE: July 12, 1994
SUBJECT: **Publicity materials produced for June 1994**

Information added for this month on Channel 53 the Placentia Library cable channel included June quotes, Literacy tutor training, the Friends of the Library on going used book sale, Children's Summer Reading Program Reading Rodeo, Way Out West Wednesday Programs, inviting people in to see the winning photographs from the "Picturing Placentia" photography contest.

Newspaper articles include, from the Register, Library's increase in the book budget, article on the Family's for Literacy graduation ceremony. From the Placentia News Weekly, articles include Cecil Rospaw judging the photography contest; the Library is seeking former employees, trustees, and friends to record their memories of the library; Book Club to meet at the Library; Library subscribes to want ad service; Library receives gifts from Japanese women; Library Board meeting; Great Books Discussion group to meet; '26 Chevy Depot Hack drawing on display; Placentia Literacy training session; Anniversary news; Library to train reading tutors; Children's Department will present Matinee Theatre; Library offers reading program for children. From the Orange County Los Angeles Times, article on Living Trust seminar being held at the Library. From Senior World Monthly an article on collecting oral and written histories of residents whose lives parallel the Districts's lifespan.

pacific clippings

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Placentia News JUN 2 1991
Weekly

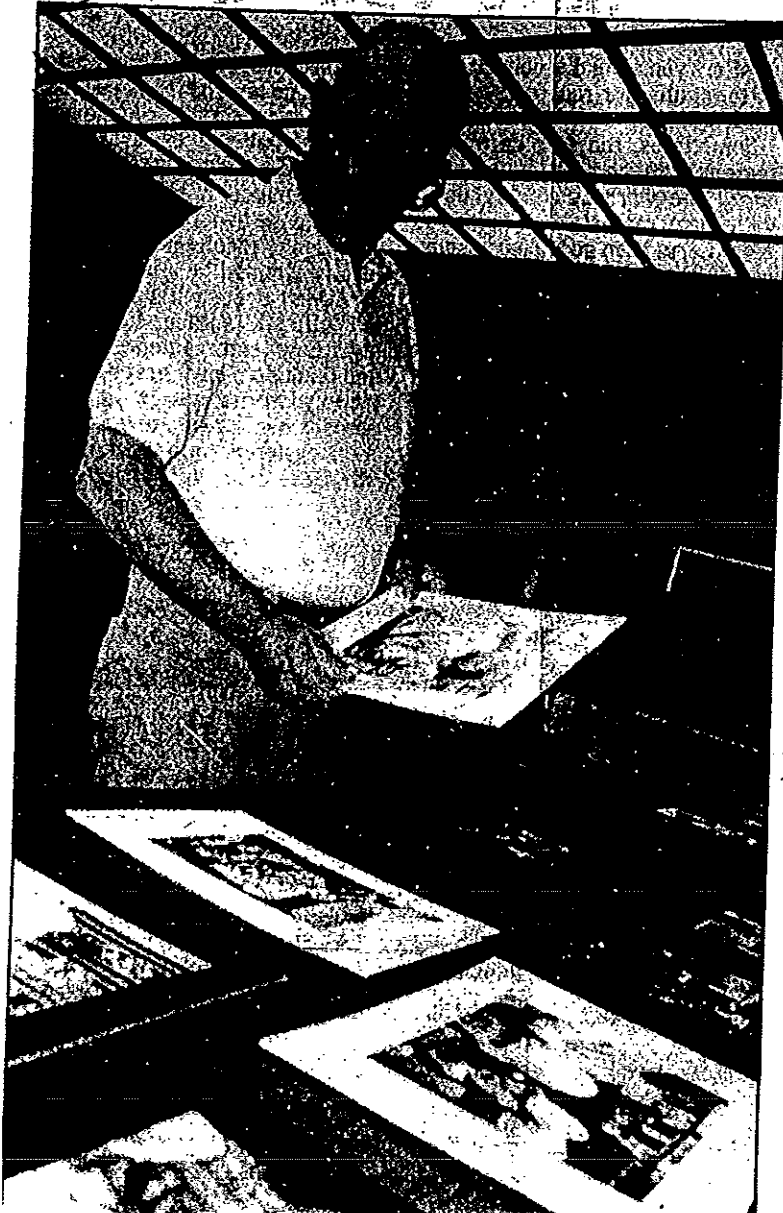
The branch library expects to have \$150,000 to buy books for the fiscal year that begins today. That's an increase over last year's book budget of \$34,000. The increase came about because the library district got more property-tax revenue than expected. "This is a big improvement over what we had to contend with last year," library director Elizabeth Minter said.

— Joe Bel Bruno/(714) 704-3704

Librarians believe the best way to get children to read is through their parents. An estimated 20 parents — many who speak Spanish only — graduated from the program at a ceremony Tuesday. During the six-month program, parents learned basic English skills and got tips on how to choose books for their children. "The ultimate goal is to break the cycle of illiteracy so children can grow up in an environment where reading is recognized as a form of recreation," head librarian Suad Ammar said. Upon graduation, parents receive several children's books and a dictionary.

— Joe Bel Bruno/(714) 704-3704

322
COMMUNITY



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Placentia News JUN 2 1991
Weekly

AROUND TOWN

Library District marks its 75th anniversary

322
The Placentia Library District is celebrating its 75th anniversary this year and is looking for former employees or members of Friends of Library to record their memories of the library.

The first 10 letters received will be retyped and compiled into a souvenir booklet/program for the celebration, which will take place on Oct. 16 at the City Hall Plaza.

The memories should be written on a special form available from the library. Forms must be returned to the library by July 30.

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Placentia News
Weekly

JUN 16 1994

**Library subscribes to
want ad service**

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

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

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

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WS

JUN 16 1994

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Placentia News
Weekly

JUN 16 1994

**Library receives gifts
from Japanese women**

332
The Placentia Library District has received a donation of more than 60 titles from The Vision, a group of Japanese women whose purpose is to return kindnesses and assistance they have received in the U.S.

The group has donated current books and videos on a variety of Japanese subjects. The items will be displayed through June.

The book titles include: "Illustrated Festivals of Japan;" "Brush Writing: Calligraphy Techniques for Beginners;" "Pictorial Encyclopedia of Modern Japan;" "Buddhism: Japan's Cultural Identity;" and "a Haiku Journey."

Video titles include: "The Tradi-

tion of Performing Arts in Japan: The Heart of Kabuki and Bunraku" and "Education in Japan: Children and Their Dreams". A complete bibliography of all 60 titles is available upon request.

The Japanese Cultural Exhibit is being displayed in the main display case in the Placentia Library. Marriko Nishikawa and Youko Egawa have provided the colorful display, which includes Japanese dolls, origami animals, a Japanese badminton racquet, a Japanese card game and much more.

The Placentia Library is located at 411 E. Chapman Ave. Library hours are from noon to 8 p.m. Monday-Wednesday; 10 a.m. to 6 p.m. Thursday; Friday closed; 10 a.m. to 6 p.m. Saturday; and 1 to 5 p.m. Sunday.

Calendar

Bradford Stadium at the school.

MONDAY **332**

Library meeting: The Placentia Library board will meet at 7:30 p.m. in the meeting room at the library, 411 E. Chapman Ave.

Recreation meeting: The Recreation and Parks Commission will meet at 7:30 p.m. in the community meeting room at City

TUESDAY **332**

Books meeting: The Great Books Discussion group will meet at 7 p.m. at the library, 411 E. Chapman Ave.

Planners meet: The Planning Commission will meet at 7:30 p.m. at City Hall, 401 E. Chapman Ave.

Arts Commission will meet at 7:30 p.m. in the community meeting room at City Hall, 401 E. Chapman Ave.

WEDNESDAY **332**

Library event: The "Way Out West Wednesdays" program will begin at 1 p.m. in the children's

Education: The High School Class of

Back in the car and over to the library to see what's happenin-
g. I'm told the anniversary committee (this year is the library's 75th birthday), would like to hear from former employees and former Friends of the Library members. Write your reminiscences and send it to the library no later than July 30. Letters will be compiled into a souvenir booklet, which will be available at the Oct. 16 happy birthday party.

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Placentia News
Weekly

JUN 30 1994

WEDNESDAY

Theatre time: The Children's Department at the Placentia Library will present Matinee Theatre at 1 p.m. The library is located at 411 E. Chapman Ave.

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Placentia News
Weekly

JUN 30 1994

Library offers reading program for children

Local merchants have joined up with the Placentia Library in a new summer program that will encourage students to read.

The "Reading Rodeo" will offer children in pre-school through eighth-grade an opportunity to earn prizes by reading books and visiting the library each week. The program will require students to read 15 books and make five weekly visits.

Those who exceed the requirements will compete for prizes donated by the business community. Those who will participate this year include the following: The Whole Enchilada Restaurant, Pal-

reading tutors

The Placentia Library Literacy Services will sponsor a 15-hour tutor training workshop to help others read. The training will be held from 6 to 9 p.m. on five Tuesdays, June 28 through July 26.

Classes will be held in the Placentia Library meeting room. There is no charge for tutors making a six-month commitment to Placentia Library Literacy Services; others will be charged \$30 for the manual and materials.

To register, call 524-8408 or visit the library at 411 E. Chapman Ave.

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Placentia News
Weekly

JUN 23 1994

'26 Chevy Depot Hack drawing on display

Placentia artist Ted Carrier's drawing of a 1926 Chevy Depot Hack can be viewed in the Placentia Library's lobby.

The display, part of Placentia's Heritage Days on Oct. 8, can be viewed through October. Also displayed are scale cars, automotive books and other auto-related items.

The Placentia Library is located at 411 E. Chapman Ave. Library hours are noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday; 10 a.m. to 6 p.m. Saturday and Sunday; and closed Fridays.

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Los Angeles Times

OC Edition

Daily

JUL 6 4 1994

Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdeleau

'26 Chevy Depot Hack drawing on display

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

Also on display is a collection of automotive books, scale model cars and other auto-related items.

The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

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Placentia News

Weekly

JUN 23 1994

Library to train reading tutors

The Placentia Library Literacy

Services will sponsor a 15-hour tutor training workshop to help others read. The training will be held from 6 to 9 p.m. on five Tuesdays, June 28 through July 26.

Classes will be held in the Placentia Library meeting room. There is no charge for tutors making a six-month commitment to Placentia Library Literacy Services; others will be charged \$30 for the manual and materials.

To register, call 524-8408 or visit the library at 411 E. Chapman Ave.

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Senior World

Monthly

JUN XX 1994

The Placentia Library District is collecting...

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Placentia News
Weekly JUN 16 1994

³³²
Back in the car and over to the library to see what's happening. I'm told the anniversary committee (this year is the library's 75th birthday), would like to hear from former employees and former Friends of the Library members. Write your reminiscences and send it to the library no later than July 30. Letters will be compiled into a souvenir booklet, which will be available at the Oct. 16 happy birthday party.

santa ana, calif. 92711

Placentia News
Weekly JUN 16 1994

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Placentia News
Weekly JUN 23 1994

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³³²
Placentia artist Ted Carrier's drawing of a 1926 Chevy Depot Hack can be viewed in the Placentia Library's lobby.

The display, part of Placentia's Heritage Days on Oct. 8, can be viewed through October. Also displayed are scale cars, automotive books and other auto-related items.

The Placentia Library is located at 411 E. Chapman Ave. Library hours are noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday; 10 a.m. to 6 p.m. Saturday and Sunday; and closed

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Placentia News
Weekly JUN 23 1994

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**post office box 11789
santa ana, calif. 92711**

Placentia News
Weekly JUN 30 1994

WEDNESDAY

³³² **Theatre time:** The Children's Department at the Placentia Library will present Matinee Theatre at 1 p.m. The library is located at 411 E. Chapman Ave.

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUN 30 1994

Library offers reading program for children

Local merchants have joined up with the Placentia Library in a new summer program that will encourage students to read.

The "Reading Rodeo" will offer children in pre-school through eighth-grade an opportunity to earn prizes by reading books and visiting the library each week. The program will require students to read 15 books and make five weekly visits.

Those who exceed the requirements will compete for prizes donated by the business community. Those who will participate this year include the following: The Whole Enchilada Restaurant, Polly's Pies, Jack in the Box, El Torito, Little Professor Book Center, Foster's Freeze, Chuck E. Cheese, Togo's Eatery, Baskin-Robbins, Del Taco, In & Out Burger. Inter-

national House of Pancakes, McDonalds and El Pollo Loco. For more information, call the library children's department at 528-1906.

pacific clippings

post office box 11789
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Senior World
Monthly

JUN XX 1994

The Placentia Library District is collecting oral and written histories of residents whose lives parallel the district's lifespan...those celebrating their 75th birthday between October 1993 and October 1994. For information, phone 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily JUL 04 1994

Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 9:30 a.m.
Admission: Free
Information/Reservations: (714) 541-9569

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KM*

DATE: July 18, 1994

SUBJECT: **Placentia Library Literacy Services Report for the month of June**

Program Statistics

Active tutors: 51
Active students: 82
Students waiting to be matched: 40
Percentage of tutors reporting (June hours): 84 %
Tutoring hours reported: 282
Other volunteer hours reported: 197
Total volunteer hours: 479

Families for Literacy. The graduation for the Families for Literacy was held in the meeting room on Tuesday, June 14, 1994. All of the literacy staff participated in this celebration marking the completion of another successful year of the Families for Literacy program.

Tutor Training. The tutor training follow-up meeting for the April 16, 1994 short tutor training class was held Saturday, June 25, 1994. The tutors in attendance shared their tutoring experiences and ideas for solving problems they were encountering. A 15-hour tutor training class began Tuesday, June 28, 1994 and will meet for five consecutive Tuesday evenings. Twenty-five people attended the first class session.

American Business Women's Association. Mary Byrne was the guest speaker at the June 28, 1994 meeting of the Placentia Stars Chapter of American Business Women's Association. Literacy Coordinator Byrne gave some background on the need for literacy instruction and how Placentia Library Literacy Services (PLLS) is addressing that need. Ms. Byrne stressed PLLS' desire to work with businesses and individuals to build a more literate workforce and community.

Networking. Literacy Coordinator Matas attended the Placentia Chamber of Commerce mixer and Literacy Coordinator Byrne and Families for Literacy Coordinator Walters attended the Placentia Chamber of Commerce breakfast.

TO: Elizabeth D. Minter, Library Director

FROM: Jeannine Walters, Families For Literacy Coordinator *JW*

DATE: July 18, 1994

SUBJECT: **Families For Literacy Report for the month of June**

Program statistics.

Attendance

June 7	9 families	13 adults	14 children
June 14	17 families	20 adults	26 children

Books

Eighty books were given away this month.

Programs June was the final month of the Families for Literacy program for the 1993-1994 fiscal year. On June 7, Alfredo Rodriguez was a guest speaker. Mr. Rodriguez is a professional artist whose paintings are in galleries and private collections throughout the United States. He was born in Mexico and came to the United States as a teen-ager. He encouraged the adults to continue to learn and practice English, and stressed that they can retain their cultural identity while learning another language. Mr. Rodriguez was accompanied by his two-year-old daughter, Gina.

On June 14, an end-of-the-year celebration was held. Special guests included Bob Tunstall from Supervisor Steiner's office; Karen Stern, manager of Scholastic Book Fairs, Inc., Clifford, the Big Red Dog, Elizabeth Minter, Suad Ammar, Literacy staff, and other Library staff members. Ms. Stern spoke to the parents about the importance of reading to their children and distributed "goodie bags" that she had prepared. Clifford posed for photos with the children. Certificates were given to each adult and child who had participated in the program, and bi-lingual dictionaries were given to the adults.

ESL Classes ESL classes were held in the Library Meeting Room on June 13 and 15. The rooms at the Backs Building which had been used were needed by the City for their summer recreation program.

On June 15, the students brought home-made foods for a pot-luck lunch which featured authentic Latin American dishes.



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian ^{SA}

DATE: July 13, 1994

SUBJECT: **Placentia Pride Council Report for the Month of June, 1994**

There will be no report on the Placentia Pride Council for the Month of June, since The Council did not meet as scheduled on Thursday June 19, 1994.

The next meeting is scheduled for Thursday July 21, 1994.





CSDA NEWS

VOLUME 10, NUMBER 4

JUNE 1994

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

TEMP WORK: Interim Managers for Special Districts

CSDA recently interviewed William Hollingsworth who works as an interim manager for special districts. Hollingsworth is the retired General Manager of Olivenhain Water District, retired board member of CSDA, SDWCA and the CSDA Finance Corporation and one of the founders of CSDA.

CSDA: What is an interim manager?

WH: An interim manager is a person who is employed by the Board of Directors of a district to act as the manager between that period of time when the last manager left and until a new one has been appointed. This person could be appointed as the general manager, or as an acting manager or interim manager, whatever the Board of Directors desires.

CSDA: If a district wanted to find an individual to retain as an interim manager, how would they go about it?

WH: There are two ways in which a district can retain a temporary manager. First, there are many retired general managers or other qualified individuals who are willing to work for several weeks or months each year as an interim manager. These individuals are well qualified and come with many years of experience. The second way is to look into a firm which provides temporary

management services.

CSDA: Why would a district need an interim manager?

WH: Hiring a new general manager should not be taken lightly. It is recommended that a district employ an experienced firm or individual to assist with the screening and interviewing of candidates. This process can be expensive but is considered a dollar well spent. However, it can be a lengthy process which may leave a district without a manager for a time.

Frequently, you will see a district place a current employee, let's say an assistant manager in the position of "interim manager." This is usually a mistake as the individual can not be expected to do his or her old job and the new job. All qualified individuals should be considered for the temporary position opening but I truly don't feel it is fair to expect an employee to work miracles during this turbulent time. Retaining an interim manager is



William Hollingsworth

the better decision and the apparent cost savings of using an existing employee doesn't matter if neither position is being done well.

CSDA: What should the qualifications of an interim manager be?

WH: First of all, an interim manager should understand the functioning of a special district.

continued on page 8

Newsbriefs

Workplace Violence

Experts offer the following tips on how to curb workplace violence: train supervisors to recognize worrisome behavior by employees. Psychologists say employers should watch out for extroverts who suddenly become withdrawn, introverts who suddenly become unusually boisterous or anyone who appears to be developing a worrisome obsession.

They recommend employers provide counseling programs for workers who make threats or who show other kinds of bizarre behavior. Also, take all threats of violence seriously. People rarely resort to violence without giving off warning signals.

Union Membership Up Slightly

According to the California Special Districts Labor Relations Information Service, union membership rose from 16.4 million to 16.6 million in 1993, largely because of an increase in government worker membership. This is a reversal of a 14-year

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CSDA NEWS

CSDA NEWS is a publication of the California Special Districts Association. CSDA is located at 915 L Street, Suite 1000, Sacramento, CA 95814 (916/442-7887).

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1994 Governmental Affairs Conference

Districts Are Not Out of the Woods

The message is loud and clear. Legislatively, special districts still have a lot to be concerned about in 1994.

CSDA's Legislative Advocate Ralph Heim summed it up this way, "The bullets are in the gun and the sight is on us, they just haven't pulled the trigger yet."

Over 75 special district representatives participated in the CSDA Governmental Affairs Conference in Sacramento.

Conference attendees received an overview on public policy issues facing special districts. Max Besler (Townsend, Hermocillo, Raimundo & Usher), Sam Goepf (Valley Wide Park and Recreation District) and Bob Berggren (Pleasant Hill Park and Recreation District) discussed creative communication strategies for special districts. The main point the speakers left with the attendees was effective public education efforts are essential if a district wants its constituents to support its activities.

The Program

In response to numerous requests by members for an opportunity to "get together" with other similar districts, breakout sessions were held based on service delivery. Breakout sessions were held on: water, sewer, public utility, recreation and park, cemetery, and fire. One session, attended by various service type districts, was on surveys and polling.

Betty Yee, senior consultant with the Assembly Local Government Committee gave an extensive overview of what is going on in the Capitol. She discussed the status of the various local government revision task forces, the problems discovered with the past two year "shifts" in

property tax dollars to education, and the Constitutional Revision Commission.

Yee said that the Department of Finance grossly miscalculated the dollar amounts of the 1992-93 and 1993-94 property tax shifts. Special districts are coming up "short" in their portion of the shifts. Yee was uncertain of what the final outcome will be but assured the participants there will be some move to try and recoup those shortfalls.

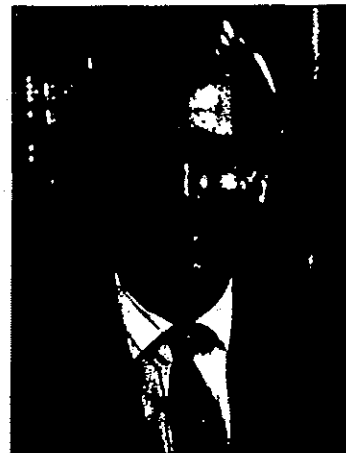
Cliff Allenby (California Building Industry Association), April Manatt (Senator Committee on Local Government) and Burt McChesney (California Association of Realtors) discussed current benefit assessment laws. A spirited interactive discussion on the role of special districts in the future was presented by Steve Barber (ImprovementWorks), Alan Lind (Lind and Associates) and Stephen Morgan (a doctoral student in public policy).

The Other Guys

Dan Wall (California State Association of Counties) and Dwight Stenbakken (League of California Cities) gave their opinion and thoughts on the state budget's impact on local government. Both speakers stressed that although all levels of local government may not always agree, it is important that we listen to each other.

The Award

Tuesday morning started with an interesting presentation by Assemblyman Mike Gotch, Chair of the Assembly Committee on Local Government. Assemblyman Gotch, who has devoted many years of hard work to local



Mike Gotch

government policy, has chosen not to seek re-election in November. Gotch shared his reflections on his time in the Legislature and thoughts on what the future hold. CSDA presented Assemblyman Gotch with a plaque in appreciation of all his efforts on behalf of special districts.

Bruce Buel (McKinleyville Community Services District) and Richard Crabtree (Marsh, Marsh & Volpe) discussed the CSDA sponsored legislation on environmental risk. AB 3124 by Assemblyman Richter would establish a rebuttable presumption process for independent special districts that receive donated or

continued next page



Quentin Kopp

In the Capitol

By RALPH HEIM



Ralph Heim
CSDA Legislative
Advocate

Governor's May Revise

On Friday, May 20, the Governor released the May Revise, which did not contain encouraging news. Of interest to special districts, the May Revise concludes that due to declining growth in assessed value of property, all local governmental entities will realize approximately \$180 million less

property tax available in the current (fiscal) year, and approximately \$520 million less property tax available in the budget year.

For the 1993-94 fiscal year, special districts were required to shift \$244 million to schools; however, because of the declining growth cited above, plus a number of other factors as yet unclear, that amount is estimated to be short by approximately two-thirds. It is unclear at this writing what, if anything, the Administration will propose to recapture the cumulative property tax shortfall.

Benefit Assessment Bill Defeated

Assembly Bill 2471 by Assemblyman Rainey, which would have required all new benefit assessments under the Benefit Assessment Act of 1982 to be approved prior to implementation, and voter approval for any increase of

the assessment that exceeds the total of the increase in the CPI during the previous calendar year plus 2.5%, was defeated by the Assembly Committee on Local Government on May 11.

Environment Assessment Bill Moves

Assembly Bill 3124 by Assemblyman Richter, which is sponsored by CSDA, passed the Assembly Committee on Judiciary May 11. The measure had previously passed the Assembly Committee on Environmental Safety and Toxic Materials on April 12. The bill is now pending on the Assembly Floor.

AB 3124 would, for real property that is donated or gifted to a special district, allow a rebuttable presumption against hazardous waste liability, provided a prescribed environmental assessment had been completed prior to the district

taking title to the property, and that the district had not caused contamination following transfer of title.

CSDA sponsored AB 3124 after learning that a growing number of special districts have refused to accept donated property due to the concern that they could be held liable in the event toxic contamination is discovered on the property.

State Budget Outlook

The Conference Committee on the State Budget will begin its work shortly and, given the May Revise cited above, the process toward a balanced Budget adopted by the Constitutional deadline will be a difficult one.

CSDA will alert its membership, if any property tax shift proposals are discussed as part of a Budget compromise. ↵

1994 Conference, continued

gifted real property from the State's Superfund law.

The Brown Act (again)

The never ending saga of the Brown Act continued as Senator Quentin Kopp discussed the recent changes in the Act. Senator Kopp was the sponsor of the legislation which is responsible for the newest changes in the Act. Senator Kopp stated that he initiated the legislation due to the number of letters he received from his constituents on the inaccessibility of local government entities. Senator Kopp said that clean-up legislation was signed on March 30, 1994 and took effect April 1, 1994. He

informed participants that all parties agreed not to seek additional changes to the Act for three years to allow the new changes an opportunity to work.

As always, CSDA's Legislative Advocate Ralph Heim kept the audience alert with his overview of special district legislation. Ralph discussed SB 1666 Senator Mello's bill to enable counties to reallocate enterprise special district revenue to non-enterprise districts or the County Library Fund. SB 1666 was defeated on its own but was joined to SB 1448, a bill authored by Senator David Roberti which would give benefit assessment authority to libraries.

Heim also discussed SB 1893 by Senator Tim Leslie which

would adjust benefits available to former elected board members. Heim said, "CSDA is in support of the legislation because it is the right thing to do." He stressed that it is extremely difficult for him to tell legislators that districts are going broke when huge sums of money are being spent on benefits for past directors. SB 1893 would prohibit local agencies from providing health and welfare benefits to elected officials once the individual is no longer serving the district. Benefits could be continued on a self-pay basis. Those districts who offer benefits to former elected board of directors may continue to provide these benefits to members who received those benefits before January 1, 1994.

He stressed the need for continued grassroots efforts by special district representatives. "Although special districts are not in the current proposed budget, we could be put in at any time," said Heim. The Governor's proposed 1994-95 budget is balanced on a number of things happening which "ain't going to happen."

CSDA would like to thank all of those district representatives who attended the 1994 Governmental Affairs Conference. The success of any legislative program is participation of the membership.

Special thanks goes to all of the speakers who volunteered their time to help enlighten and educate CSDA members on the current activities in the State Capitol. ↵

Nominations Sought for CSDA Awards Program

**Board Member of the Year
Manager of the Year
Volunteer of the Year**

In recognition of the outstanding contributions made by special

district board members, general managers and volunteers, CSDA started an awards program in 1992.

The response to this program was tremendous and CSDA received numerous nominations of

truly deserving individuals.

The 1994 Distinguished Board Member of the Year Award, the 1994 Distinguished Manager of the Year Award and the 1994 Volunteer of the Year Award will be presented at the CSDA annual banquet scheduled for September 29, 1994 in Monterey.

Requirements for these Awards are:

1. The special district's board

of directors must adopt a Resolution designating the Board Member/Manager/Volunteer for the award;

2. The proper award form must be completed;

3. The nominating district must be a CSDA member;

4. Both the Resolution and the completed form must be returned to CSDA office no later than July 29, 1994.

1994 Distinguished Board Member's Award



Name of Board Member to receive award _____

Name of special district _____

Years served on this Board _____. Office currently held _____

Currently serving ____ yes ____ no. If no, year of retirement _____

Offices previously held (please include years) _____

Describe in detail specific contribution to the special district; i.e., promotion of bond/budget referendums, leadership in building programs, personnel relations, etc.

General participation/contributions to district (may include CSDA); i.e., increase in quality of service, cost, efficiency of management, etc. (please include years)

Civic/community activities _____

Other contributions to the community, awards, etc. _____

Use additional pages if necessary.

Name(s)/address(es) of media _____

1994 Distinguished Manager's Award



Name of Manager to receive award _____

Title of current position _____

Name of special district _____

Currently employed _____ yes _____ no. If no, year of retirement _____

Positions previously held _____

Total number of years employed by District _____

List of name(s) of special district(s) and number of years employed with position titles _____

Describe in detail specific contributions to the special district and exceptional contributions in providing services to the community (may include CSDA), increase in quality of service, cost, efficiency of management, personnel relations, etc.

Civic/community activities _____

Other contributions to the community, awards, etc.

Use additional pages if necessary.

Name(s)/address(s) _____

1994 Distinguished Volunteer Award



Name of Volunteer to receive award _____

Type of volunteer position _____

Name of special district _____

Currently volunteering _____ yes _____ no. If no, year ended _____

Duties, responsibilities, programs involved in, etc.

Describe in detail specific contributions to the special district and exceptional contributions in providing services to the community

Civic/community activities _____

Other contributions to the community, awards, etc. _____

Use additional pages if necessary.

Name(s)/address(es) of local media _____

SDRMA Report

From the Deputy Director/Risk Manager

by C. Paul Frydendal

New Member Report

Patrick Creek CSD, Humboldt County, joined SDRMA on May 16, 1994. The district provides road maintenance and domestic water for its residents. This addition brings the total number of members to 165! We anticipate several additional districts, that are in various stages of the admission process, to join SDRMA in the near future.

Property Appraisal - Update

After a painstaking bidding and review process, SDRMA has executed a contract with Valuation Resource Management, Inc. (VRM), a nationally recognized property appraisal firm, to provide our member districts with current and accurate information on the value of their property and contents. At no cost to our members. VRM staff will visit our member districts to measure, photograph, evaluate, and appraise each of the district's buildings. (Districts that have no buildings or have valued their buildings under a specified amount will not be appraised.) These appraisals will provide members, SDRMA and our excess carrier with current and consistent information. This will allow SDRMA to continue to provide consistently low property rates. In addition, this information will allow the member districts and the excess carrier to be more

comfortable with the coverages that are being provided to each and every district.

In early June, SDRMA will begin sending out letters to districts in specific regions of the state. The letters will introduce the VRM staff and provide members' staff with an approximate time frame for the appraisers visits. We expect that all appraisals will be completed prior to February 1995. Questions can be directed to Paul Frydendal at 1(800) 537-7709.

From the Loss Control Officer

by Murphy J. Lott

Violence

As a safety topic which has recently become extremely significant is violence in the workplace. Significant may not be the proper term - it is more of a looming specter for employers here in California as well as across the nation. Why? How can an employer be held responsible for violent acts over which the employer has no apparent control? Regardless of the ability to control violence, courts are increasingly holding employers responsible for worker safety.

Legal experts here in California predict an extension of the definition of the "employer's duty" to include protection from workplace violence. Everyone remembers SB198, the Illness and Injury Prevention Program which each employer was required to adopt and implement in 1990. At least one California attorney has noted that SB198 does in fact,

apply to workplace violence and that employers have the duty under the statute to protect employees.

Districts located in high crime areas need to be especially aware of this legal interpretation, but "violence in the workplace" is not just limited to this situation. As an example, does your district include a volunteer fire department? If so, you need to take a good look at volunteer activities and how well the volunteers interact. Many volunteer fire departments are rife with conflict, which reflects on the lead organization - your district. If your district's policy on conflict is unclear (or absent) you need to develop such policies that provide a measure of safety from the potential of violent acts. Understandably, this may be a difficult task when a volunteer organization is involved, but the district must put the point across that violent acts are not to be tolerated regardless of the employment status of those involved.

Driving

Summer is here and many children will be back on the street during the day. Give your employees a "wake-up" call and a chance to avoid tragedy by including driving safety, with particular attention to alertness in residential and park/playground areas, during your upcoming safety meetings.

On the subject of training, how many districts provide driver orientation to new hires? It is easy to overlook this since it is generally assumed that everyone has a driver's license and knows how to drive. The reality is if you hire a new employee and don't provide orientation training, not only driving, but for other activities the employee must perform, it can cost! SB198

requires initial training and periodic refresher training. There is probably nothing as miserable as a district manager being torn apart by an attorney over training and documentation issues.

Before you hand over the keys to a district vehicle make sure the employee understands your district's fleet policies and knows how to properly and safely operate the vehicle: 1) Examine employee driving records on a regular basis. 2) Devote a portion of all orientation sessions to driving safety. 3) Train drivers to follow fleet policies, such as preventive maintenance and accident procedures. 4) Conduct a "walk through" or road test to ensure drivers understand how to properly operate a vehicle and any vehicle equipment. 5) Present information to drivers precisely and clearly, and reinforce the message at future safety meetings.

Current Events

June 30 - July 1
Board Meeting
Sacramento

July 11
Workshop
To Be Determined

August 4 - 5
Board Meeting
Sacramento

September 1 - 2
Board Meeting
Sacramento

September 28
Annual Meeting
Monterey

Newsbriefs **TEMP WORK:**

continued from page 1

continued from page 1

June 17, 1994

Education Seminar
Reinventing the Personnel
Department in the 1990's
Embassy Suites
Walnut Creek

July 4, 1994

Fourth of July Holiday
CSDA Closed

July 8, 1994

CSDA Board of Directors
Meeting
Sacramento

July 22, 1994

Financial Strategies and the
Diminishing Dollar
San Diego

downward trend. As employment increased at about the same rate, the proportion of all employees who are union members remained at 15.8%.

About 60% of union members are in the private industry, although they only comprise 11.2% of total employment. On the other hand, the seven million unionized government workers represent 37.7% of all government employees.

Correct names and addresses please!

If your district moves or elected officials change, please contact CSDA immediately so we can update our mailing list. Each member district is eligible to receive one copy of all CSDA materials at the district headquarters as well as one copy for each elected official.

The district does not have the time to train and educate a temporary manager. Within a few hours, this individual should be functioning as if he or she has been there for a while. If the person is properly qualified, he or she should be able to quickly pick up the speed by working with the existing Board, staff and other consultants. The person who is selected as the interim manager should sit down with the Board of Directors and find out what is pending, what are the priorities, and what responsibilities the Board wants that person to assume. If the person is to be effective, they must have full responsibility and authority to act as if he or she was going to be there for quite a long time. Normally the interviewing and employment process should not take more than two to three months. However, it may take

longer, and the person who is employed should be prepared to fill the position until the new manager is hired.

What should the interim manager cost the district?

The interim manager should receive an hourly rate equivalent to what the district was paying the previous manager. This compensation should also include benefits and out-of-pocket expenses. If the interim manager is having to rent a temporary residence, this expense may also be included in his or her compensation package. Most interim managers are paid between \$50 and \$100 per hour.

If you need any additional information, call the CSDA office at (916) 442-7887. CSDA is in the process of compiling names of individuals who serve as interim managers for special districts.



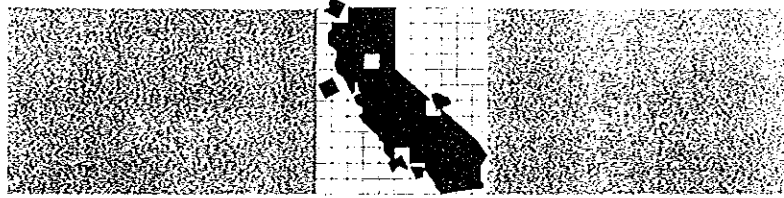
CSDA NEWS

**CALIFORNIA
SPECIAL DISTRICTS
ASSOCIATION**

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CSDA NEWS

VOLUME 10, NUMBER 5

JULY 1994

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

CSDA MEMBER SERVICES Expanded Programs Benefit Members

With the celebration of CSDA's 25th anniversary comes the desire to reflect on the past, evaluate the present and look to the future. The Association has been in a period of growth, particularly in the last few years, in its services to member districts. CSDA has been fortunate to have had the financial resources, enabling us to go 10 years without a dues increase, to respond to the many legislative threats toward special districts, while still expanding many desperately needed member services.

Summary of current CSDA membership benefits:

CSDA Legislative Advocacy

Ralph Heim, CSDA's Legislative Advocate, is well-respected in the halls of the State Capitol and speaks out for special district interests before the California Legislature;

The Legislative Fax Alert network keeps members current on legislative activities;

A (800) legislative and special events telephone line available 24-hours a day, 7 days a week;

Grassroots lobbying network and staff assistance in organizing local activities;

Expanding CSDA local chapters program with currently 16 entities;

CSDA Publications

CSDA News arrives 10 times a year keeping members informed on various issues impacting special districts as well as all Association activities and programs;

CSDA's Policy Manual provides users with draft administrative policies to be used by member districts. Updates to the manual are published on an as-needed basis;

Publications such as "Open and Public: A User's Guide to the Brown Act" are made possible and available through the Association;

CSDA Conferences and Education Seminars

Monthly education seminars are offered at a discount to CSDA members on topics of interest to special district staff and elected officials;

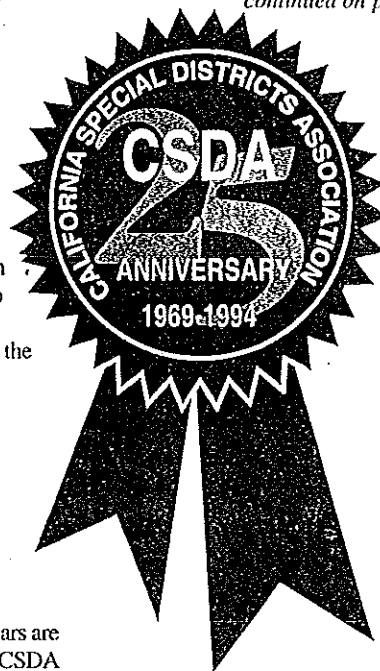
An annual conference and governmental affairs conference;

Half-day specialty seminars are hosted, as needed, on legislative topics such as the state budget and district consolidation;

CSDA Staff Resource and Assistance

CSDA staff and board members serve as "on call" consultants to

continued on page 5



Newsbriefs

Awards Reminder

Does your district manager deserve special recognition for "going above and beyond the call of duty?" Has a volunteer undertaken a special project? Do you have a board member who has taken that "one extra step" for the community? If so, submit his or her name for the 1994 CSDA Awards.

Nominations for CSDA's 1994 Awards Program are now being accepted. Nominations should be received by July 29, 1994. If your district would like additional information or nomination forms please contact CSDA at (916) 442-7887.

What's So Special About Special Districts?

The revised version of the 1991 publication entitled, "What's So Special About Special Districts" is available through Senate Publications. The 19-page guide explains different types of districts and their fundings. In addition, the publication discusses advantages and disadvantages of district government.

To order the new second edition

continued on page 6

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CSDA NEWS

CSDA NEWS is a publication of the California Special Districts Association. CSDA is located at 915 L Street, Suite 1000, Sacramento, CA 95814 (916/442-7887).

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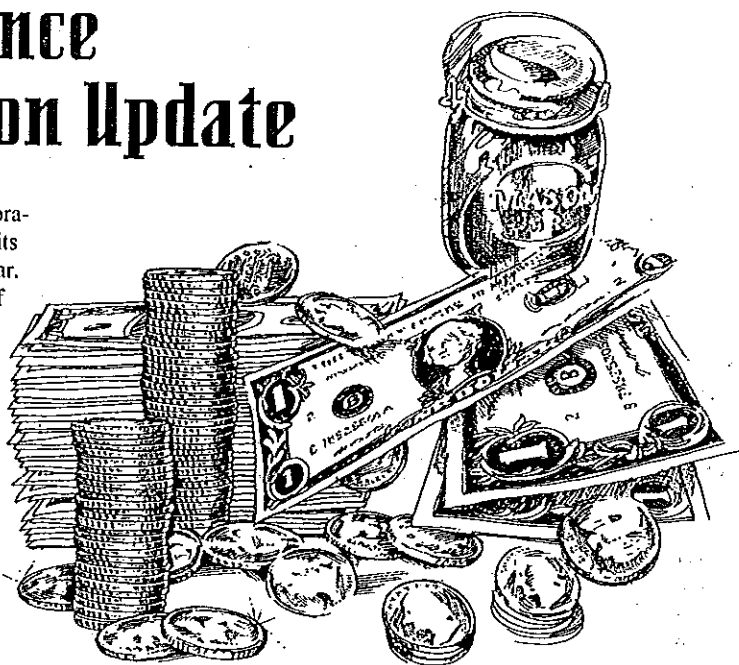
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Catherine Smith, Deputy Director
Bendy Bunac, Administrative Assistant
Karen Roberts, Controller
Ralph Heim, Legislative Advocate (916/442-4584)
David McMurchie, Legal Counsel (916/443-1030)

CSDA Finance Corporation Update

The CSDA Finance Corporation recently completed its second financing this year. Fixed-rate Certificates of Participation ("COPs") in the par amount of approximately \$4.5 million were issued in June for the Midway City Sanitary District ("MCSD"). The term of the financing is 10 years, which coincides with the useful life of the assets financed.

Located in the City of Westminster in Orange County, MCSD's activities include the provision of local sewage collection service to properties within the District and the provision for trash and solid waste collection and disposal for residences. The COP proceeds were used to purchase automation trucks and barrels for a solid waste collection system to comply with AB 939 requirements set by the State of California for recycling regulations. Included in the project were 50,000 90-gallon solid waste containers. The District obtained a municipal bond insurance policy through Financial Security Assurance which results in the COPs being assigned ratings of AAA/Aaa by Standard and Poor's and Moody's Investors Service, respectively. The financing was noteworthy because of the short time-frame within which it was completed. The first meeting of CSDA's finance team and the District occurred on April 26, 1994 and the transaction was completed on June 30, 1994 merely 65 days later. The abbreviated time frame was due to the District's desire to complete the financing within their 1993-94 fiscal year.

Earlier this year, the CSDA Finance Corporation issued COPs in the par amount of \$6.78 million on behalf of the Indian Wells Valley Water District ("Indian Wells"). The District is located in the southeastern portion of Indian Wells Valley which is 125 miles



north of Los Angeles and located in Kern County. This transaction refinanced COPs which were originally issued by the CSDA Finance Corporation on behalf of the District in December 1989 for the purpose of rehabilitating existing well pumping plants, constructing 75,000 feet of transmission pipeline and the repayment of certain outstanding indebtedness. The original COPs were issued as non-rated, fixed rate, tax-exempt securities with a true interest cost to the District of 8.0%. The refunding COPs were insured by Financial Security Assurance, resulting in municipal bond ratings of AAA/Aaa by Standard & Poor's and Moody's Investors Services, respectively. This transaction elevated the District's ratings from the non-rated category to the highest investment grade category. The true interest cost of the refunding COPs is 5.4%, resulting in savings to the District of \$653,000 over the life of the issue, and \$375,000 on a present value basis.

The CSDA finance team is comprised of Nossaman, Guthner, Knox & Elliott (bond counsel), Prager, McCarthy, & Sealy (underwriter) and Public Financial Management, Inc. (financial advisor). The firms comprising CSDA's finance team are recognized nationally as experts in

their respective area of municipal finance. Moreover, the finance team is recognized through the State for their commitment to the financing and refinancing of projects constructed or acquired on behalf of special districts. If you desire additional information regarding CSDA's finance program, please contact Keith Curry of Public Financial Management, Inc. at (714) 721-9422 or Saul Rosenbaum of Prager, McCarthy, & Sealy at (415) 955-8151.

Calendar

August 19, 1994
Education Seminar
South Lake Tahoe

September 5, 1994
Labor Day
CSDA Closed

September 28-30, 1994
CSDA 25th Annual
Conference

September 30, 1994
CSDA Board of Directors
Meeting
Monterey

In the Capitol

By RALPH HEIM



Ralph Heim
CSDA Legislative
Advocate

Due to publication deadlines, this article was prepared on June 17, 1994, and by the time you read what follows, the information presented below relative to the status of the State Budget, may no longer be valid.

As of this writing, the Budget Conference Committee has completed work on all but the few significant issues. As you know from various media accounts, the Governor issued a June revise of his Budget plan, due in large part to the recognition that the State would not realize the \$3 billion from the Federal government it had hoped to address various illegal immigration-related costs. That plan calls for deeper reductions in health and welfare programs and the deferral of numerous highway construction projects, due to the voter's rejection of the earthquake ballot measure.

While the Governor's June Budget proposal did not suggest additional property tax reductions from special districts, it does include the repeal of Assembly Bill 2371 (Hauser), which was passed and signed in 1993. As you know, the 1992-93 property tax shift formula for special districts was the so-called "35%-10%." For the 10% component, districts would lose 10% of their

total revenues, "from whatever source," as reported to the State Controller in 1989-90. Since many districts received revenues in 1989-90 that were one-time revenues, the inclusion of these revenues inflated their total revenues, which increased the amount of property tax revenue shifted.

To address this problem, a number of legislators introduced bills to exempt these one-time revenues from the calculation. Ultimately, all such bills were consolidated into AB 2371, with Assemblyman Hauser becoming the lead author. The bill was signed by the Governor on October 11, 1993. Given that the 1992-93 shift had already occurred, the exemption of the one-time revenues would take place in 1993-94 for the 1992-93 fiscal year.

In my opinion, had the Department of Finance and the Governor known that the fiscal impact of AB 2371 would result in a \$12 million annual cost to the school fund, hence a \$12 million State General Fund loss to backfill the schools, the bill would have been vetoed.

The repeal of AB 2371 in the Governor's June Budget Plan would be retroactive. Given the fiscal impact of AB 2371 is \$12 million each year, it is proposed that the net revenue to the State in the 1994-95 fiscal year resulting from the repeal would be \$37 million. This calculation results from the fact that it is too late to recapture the 1992-93 and 1993-94 revenue prior to the close of this fiscal year, and would shift the one-time revenues attributable to those fiscal years, plus the \$12 million attributable to 1993-94 in the 1994-95 fiscal year.

As you know from the past two Budget years, nothing is final until the Governor and Legislative Leadership agree on a Budget

plan, and 54 members of the Assembly and 27 members of the Senate agree with that plan.

As is always the case when the Budget process reaches this stage, rumors are flying relative to when the Budget will pass and what it will contain. This year is no different, and there are a number of rumors relative to special districts. In addition to the repeal of AB 2371, which is no longer a rumor, we have heard that all or a portion of enterprise special district property tax revenues will be shifted to counties to off-set their revenue reductions as the result of various Budget actions.

We have also heard that

"superpot" may find its way into a final Budget compromise, as well as specific language requiring LAFCOs to initiate special district consolidations. Neither of these two rumors are persistent, but have, nevertheless, surfaced among the many options currently under consideration.

As I stated at the outset, by the time you read this article, the State Budget may or may not be passed and signed, with or without the special district issues cited above. At this writing, there is nothing more important than the Budget process and we will continue to endeavor to protect your revenues as our highest priority. ☺

New Members

CSDA would like to welcome the following new members:

Cayucos Sanitary District provides sewer and refuse collection to 2,900 residents in San Luis Obispo County.

Central California Tristeza Eradication Agency detects and eradicates Citrus Tristeza Virus in Tulare, Kern and Fresno Counties. The agency covers 185,000 acres of citrus.

Parker Dam Recreation and Park District provides services in San Bernardino County.

Richardson Springs Community Services District provides wastewater services to residents in

Butte County.

Santa Clara Valley Water District serves 1.5 million residents in Santa Clara County with wholesale water and flood control.

Solano County Mosquito Abatement District serves 375,000 residents.

South Lake County Fire Protection District provides fire suppression and emergency medical services to 30,000 residents.

Vista Fire Protection District located in San Diego County provides fire and paramedic services to 26,000 people. ☺

Ready to Go! CSDA Policy Manual Annual Update

Now Available!

The 1994 CSDA Policy Manual Update is now available to members. The update packet includes the following policies:

1010 Adoption/Amendment of Policies (revised)

Although not in conflict with the Brown Act in its previous form, this policy was revised to eliminate any confusion about the agenda information packet review period afforded Directors - in 1010.30 - and the 72-hour agenda posting requirement in the Brown Act. Both periods have been conformed in this revision.

1040 Claims Procedure (new)

Special districts involved in installing and maintaining public works type facilities are occasionally subject to personal injury and damage claims by property owners and individuals. This policy prescribes how to deal with such claims, including a claims form for the claimant, and a claim release form for after the claim is resolved.

2155 Guidelines for Accepting and Providing Gifts, Entertainment, and Services

This is a new policy designed to safeguard district employees from becoming involved in improprieties, or the appearance thereof, which might result from favored treatment.

2162 Family and Medical Leave (new)

Implementation of the Family and Medical Leave Act of 1993 (FMLA)

is the subject of this new policy.

2200 Pre-Employment Physical Examination (revised)

The revision to this policy is minor, but important. Previously, it specified that job applicants who were being "seriously considered" for a position could be subjected to a physical examination and drug screen. The revision stipulates that an offer of employment may be conditioned upon the successful passing of a physical examination and drug screen. This adjustment was necessitated to bring the policy into compliance with the American With Disabilities Act (ADA).

2320 - 2380 Job Descriptions

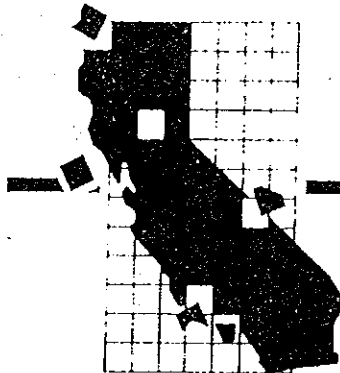
Six new and revised job descriptions which are written in conformance with the ADA.

3070 Encroachment Permits (new)

This new policy provides guidance for handling the need of a property owner to make improvements on their land where the district has facilities and/or easements.

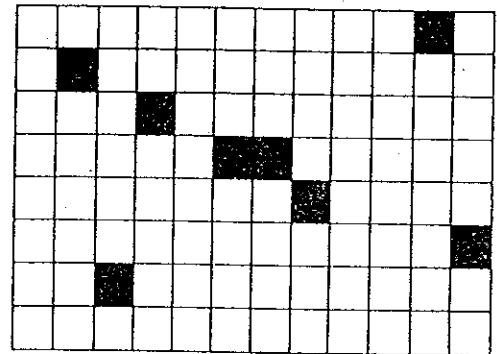
3080 Purchasing (new)

This new sample will give districts a basis for developing their own purchasing policy, including the concept of providing local vendors with a "preference margin."



CSDA

Sample Policy HANDBOOK



3090 Records Retention (new)

A comprehensive new policy is provided with a great amount of detail to guide districts in establishing the manner in which they retain and dispose of their important documents and records. Auditors frequently complain when this does not exist.

4090 Training, Education and Conferences (revised)

The previous policy has been significantly expanded in this revision to provide a more comprehensive guideline to the subject of Directors attending seminars and conferences. Everything from the prohibition of "junkets," to per diem and expense refunds are covered.

5070 Rules of Order for Board and Committee Meetings (new)

Directors and General Managers are frequently asking,

"Do we have to follow Roberts Rules of Order? Don't you have a sample of a simplified and flexible procedural guidelines for board meetings?" Now we do!

You can order the 1994 annual update packet for only \$50. To order the packet and disk (3 1/2" or 5 1/4") is \$60. To order your 1994 annual update packet send your district's name, address and telephone number along with payment to CSDA, Policy Manual Update, 915 L Street, Suite 1000, Sacramento, CA 95814. If you are ordering the computer disk, please note which size disk you desire.

Order today and receive the 1994 Policy Manual Update packet.

Don't have a CSDA Policy Manual? Call CSDA at (916) 442-7887 and we will send you information on how to order this valuable resource. It is a must for every district! ↵

CSDA Member Services

Continued from page 1

special districts on a variety of issues including: legislation and regulation; legal and statutory requirements; finances, human resources, public relations, education, and media relations;

Staff research assistance and resource library for districts;

Insurance Programs

Through one of CSDA's subsidiary agencies, Special District Risk Management Authority (SDRMA), member districts can obtain risk management services. CSDA's other subsidiary agency, Special District Workers' Compensation Authority (SDWCA), districts are offered workers' compensation insurance. In addition, CSDA members now have access to a health insurance consultant.

Finance Program

The CSDA Finance Corporation offers a menu of affordable financing programs: Certifications of Participation (COPs), Small Lease Purchases, Tax Revenue Anticipation Notes (TRANS), Pension Obligation Bonds, and investment management services.

Special Projects

In addition to these ongoing services, CSDA has recently undertaken two significant special projects. During the 1993 state budget battle, CSDA staff and consultants offered 13 regional workshops — at no cost to CSDA members — on grassroots lobbying and coalition building. The limited impact felt by special districts in the 1993-94 state budget can be attributed to districts' grassroots organization. In 1994, CSDA initiated an extensive study as to the role of special districts in California local government. This briefing

paper will be used to educate legislators; legislative staff, media representatives and members of the public on the effectiveness and cost efficiency of special districts.

The CSDA Budget

During the years of enormous growth in member services as well as CSDA's role in battling the State Budget, the Association's financial picture has changed significantly. The first threat to special districts in the State Budget was seen in 1992. At that time, CSDA had an annual budget of \$464,550 with a reserve of \$123,316.09. In response to the 1992-93 proposed property tax shift, CSDA spent \$27,780 on efforts specifically for battling this legislative threat. Other Association programs such as the CSDA Finance Corporation and the education program suffered as districts cutback on capitol improvements and training. These cutbacks by the membership reflected in the 1992 year end financial statement.

In 1993, the CSDA Board of Directors prepared for another property tax shift in the 1993-94 State Budget deliberations. All indicators pointed toward another tough year with discussions about superpot, restructuring and consolidation being heard frequently in the State Capitol. During the 1993 calendar year, the Association spent \$133,677.52 on efforts related to the State Budget. These activities include the regional grassroots lobbying seminars, an addition of a full-time Deputy Director of Public Policy, a Field Poll Report, Legislative Fax Alert Network, and the funding of a State Budget Task Force. By year-end 1993, CSDA's reserves had dwindled to \$65,599.68. Currently, CSDA has reserves of less than \$50,000 with the possibility of another state budget

battle — this year, or maybe next — looming on the horizon.

The Next Twenty-five Years

Association members should be proud of the growth and success this organization has experienced over the past twenty-five years. Membership services have been expanded and the political clout of special districts has been tremendously increased. CSDA members haven't experienced a dues increase in the past 10 years.

The CSDA Board of Directors is now actively looking to the future of CSDA. They are identifying the Association's strengths and weaknesses. The Board is looking at ways to improve the services offered to members; what the future staffing structure should be; and where CSDA would like to be when it celebrates its 50th anniversary.

Positive change and continued growth are the two key goals of these activities. What services do special districts desperately need? How much will it cost to continue to provide these services? How do we continue to strengthen our voice in the State Capitol? How can this Association help to ensure the future of California's special districts?

The questions are difficult, but the answers may even be tougher.

Board Update

The CSDA Board of Directors met on June 10, 1994 in Sacramento. The following topics of interest were discussed:

- The Membership Recruitment Committee will be conducting its second mailing to potential new members. CSDA and SDRMA are working together on these activities.

- CSDA approved the bylaws of the San Mateo County Local Chapter. With the inclusion of San Mateo County, there are now 16 local chapters.

- Proposed CSDA Bylaws changes will be mailed to CSDA members for possible approval. Staff will be developing a mail ballot to be sent to all members in July.

- Harry Ehrlich, Assistant General Manager of the Olivenhain Municipal Water District was selected to fill the vacancy in Region 6.

- The Board approved the final version of the CSDA Board of Directors Policy Manual.

Employment Opportunities

General Manager. Monte Vista Water District, Montclair, California. The Monte Vista Water District supplies water to 12,000 residential, commercial, agricultural, and industrial users. Reporting to a five-member Board, the new General Manager will be a proactive and participative leader with strong interpersonal skills and a customer service orientation. The Manager will lead a staff of 30 and manage a \$5.7 million budget. A Bachelor's degree in public or

business administration or a related field is required; master's degree is preferred. SALARY: Open, depending on qualifications. APPLY BY: July 29, 1994. APPLY TO: If interested in this outstanding opportunity, please send your resume with current salary and five work-related references to Bob Murrery or Bobbi Peckham, David M. Griffith & Associates, 5715 Marconi Avenue, Suite A, Carmichael, CA 95608, (916) 485-8102.

SDRMA Report

From the Deputy Director/Risk Manager

by C. Paul Frydendal

New Member Report

Nipomo CSD, San Luis Obispo County, joined SDRMA effective July 1, 1994. The District provides water and sewer services for its residents. We anticipate several additional districts that are in various stages of the admission process, to join SDRMA in the near future.

Property Appraisal - Update #2

After a painstaking bidding and review process, SDRMA has executed a contract with Valuation Resource Management, Inc. (VRM), a nationally recognized property appraisal firm, to provide our member districts with current and accurate information on the value of their property and contents. At no cost to our members, VRM staff will visit our member districts to measure, photograph, evaluate, and appraise each of the districts' buildings. (Districts that have no buildings or have valued their buildings under a specified amount will not be appraised.) These appraisals will provide members, SDRMA, and our excess carrier with current and consistent information. This will allow SDRMA to continue to provide consistently low property rates. In addition, this information will allow the member districts and the excess carrier to be more comfortable with the coverages that are being provided to each and every district.

As of the end of June, we expect that nearly 40 of our members will have been visited by the VRM staff. As their work progresses, we will continue to send our letters to districts in specific regions of the state. The letters will introduce the VRM staff and provide members' staff with an approximate time frame for the appraiser's visits. We expect that all appraisals will be completed prior to February 1995. Questions can be directed to Paul Frydendal at 1(800) 537-7709.

From the Loss Control Officer

by Murphy J. Lott

Contracts

Contracts tend to be items which are, many times, signed and filed without much thought or review. Most construction contracts are written, or "boilerplated," by the district's project engineer or attorney so why read the things? Others may be provided by the contractor and any agency which approves a contractor supplied document without critical review is asking for problems. You need to protect your agency from contractual liabilities and expensive lawsuits which may result from inadequately written contracts.

In the case of construction contracts the areas of concern are many and may be quite diverse, depending on the scope of work to be accomplished under the contract. The more complex a project, the more complex a contract must be to define responsibilities and liabilities. This also means much more time needs to be allocated to thorough review of the document language by the district, district council, and

engineer. Liability may assume many guises in construction projects, but for the purpose of this article third party liability will be discussed.

What, or who is a third party? A third party is anyone who suffers a loss as a result of a particular activity, other than the owner or contractor. Let us assume that your district has contracted a pipeline installation on a residential street containing sidewalks, curbs and stormdrains and which branches off the State highway. In this case you have a number of potential third parties who may claim damages against the contractor and the district as project owner. Among these are the residential property owners, a user of the street or sidewalk, the city or county responsible for the street, sidewalk and curb maintenance, the State as owner of the highway easement and stormdrain system, utility purveyors and possibly other local agencies such as the fire department or school district.

How does one protect the owner-district as much as possible from third party claims? The liability for a project must be assumed by the contractor since the contractor is in the best position to control events related to the project. A minimum of two specific sections need to be in place within a contract in order to transfer risk from the district to the contractor; a "hold harmless" and insurance requirement. The hold harmless should be written so as to shift all liability, other than that solely the responsibility of the district, to the contractor. It should also require that the district be named as "additional insured", by endorsement, on each insurance policy purchased by the contractor. The insurance requirement section should describe each type of coverage required for the project as well as minimum financial solvency for the insurance

companies providing the coverage.

There is much more to consider when analyzing a contract and, as always, SDRMA recommends that district council be involved with the authoring and review of all such documents.

Coming Events

July 11
Workshop
Eureka

August 4-5
Board Meeting
Sacramento

September 1-2
Board Meeting
Sacramento

September 28
Annual Meeting
Monterey

Newsbriefs

Continued from page 1

write directly to: Senate Publications, 1020 N Street, Room B-53, Sacramento, CA 95814. Enclose a check for \$4.31 (includes sales tax) payable to Senate Rules Committee. Refer to Senate Publication Number 583-S when ordering.

A Little Bit of History

English turnpike trusts established over 500 years ago are said to be the beginning of special districts. Here in the States, during the 19th century special transportation districts for turnpikes, canals and bridges were established. The first two irrigation districts were established in California under the Wright Act in 1887. The number of special districts grew to just under 50 within eight years.

Directors Elections to be Held at Annual Conference

The California Special Districts Association will elect new members to its Board of Directors as part of its annual conference in Monterey on September 28-30, 1994

The Board of Directors is CSDA's governing body and is responsible for all policy decisions affecting CSDA's member services and legislative program. Its functions are crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the state administration.

Just as the Board sets the tone for CSDA, the officers, regional directors and Association representatives set the tone of the Board. Serving on CSDA's Board is the most effective way for local districts and local officials to influence statewide affecting special districts. What is involved with serving on the Board? It means traveling to Sacramento for all board meetings, usually eight per year. Travel expenses are reimbursed by CSDA. It requires an interest in the issues confronting special districts statewide. One of the Board's

important functions is to direct CSDA's Legislative Advocate in Sacramento. Board members are intimately involved in the formation of bills designed to improve the operation of special districts, and they are responsible for determining CSDA's position on the numerous bills introduced each year that affect districts.

Election Rules

Each of the CSDA's six regional subdivisions has three seats on the Board. The accompanying chart indicates which seats are up for election in 1994. CSDA Bylaws include the following rules governing election of board members:

- * Candidates must be affiliated with a district located within the geographical region they seek to represent.
- * Directors are elected at-large by those attending the annual conference.
- * The four board members representing specialized associations are appointed or elected by their respective associations; they are not elected at the annual conference.
- * The officers of the Board of,

Directors are elect from board membership.

Nomination Procedures

Incumbent directors are asked to announce their intentions to seek reelection prior to the conference. Those seeking reelection are listed as candidates.

Others interested in running may be nominated by completing the accompanying nomination form (see

back page) and returning it to CSDA headquarters in Sacramento (Attn: Catherine Smith, 915 L Street, Suite 1000, Sacramento, CA 95814). Sending in the form will ensure the candidate's name will appear on the ballot.


Nominations will also be taken from the floor at the annual conference.

Contact CSDA if you have any questions regarding the upcoming elections.

25th Anniversary Celebration

Join CSDA is celebrating
Its 25th Anniversary!

Hyatt Regency Monterey
September 28-30, 1994



Education opportunities, legislative updates, special presentations, networking, and more.

A Wednesday night reception will be held at the world-famous Monterey Bay Aquarium.

Registration materials will be in the mail soon.

CSDA Board of Directors Seats up for election in 1994

Region 1 (North)	Mannie Sousa (Seat A) Vacancy (Seat B)
Region 2 (North Central)	Michael Glaze (Seat A) Vacancy (Seat B)
Region 3 (Bay Coastal)	Carol Severin (Seat A)
Region 4 (Central Valley)	Ken Sonksen (Seat A)
Region 5 (South Central)	Sally Jordan (Seat A)
Region 6 (South)	Harry Ehrlich (Seat A)

Seat A: expires in 1994 - term runs until 1997
Seat B: expires in 1995 - term runs until 1998
Seat C: expires in 1996 - term runs until 1999

PA 501s [4] Oct. 6


(What can this mean to you?)

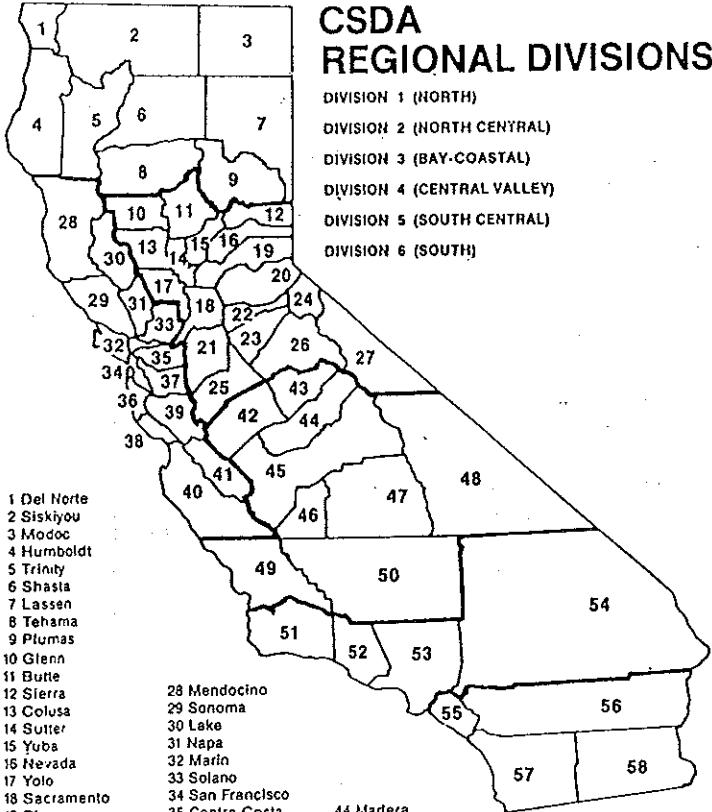
PA 501s is the call number for a unique class in Special District Administration available for the first time at the USC School of Public Administration, Sacramento Center. Registration deadline is Oct. 6.

[4] means you receive 4 units of graduate units upon completion. And, should you qualify for admission, this credit can be applied toward a Master of Public Administration degree from one of the top rated schools of public administration in the entire nation.

USC School of Public Administration Sacramento Center means you will study in Sacramento, on a fully accredited, permanent campus, not in an extension program. Over 600 men and women have earned masters and doctorates from the Center since it opened in 1971. *Problems in Special District Administration* is open to anyone with a baccalaureate degree and a desire to master effective management skills and leadership techniques. Call us for information.

USC, School of Public Administration
Sacramento Center
1201 J St. Sacramento, CA 95814
916/442-6911





**CSDA
REGIONAL DIVISIONS**

- DIVISION 1 (NORTH)
- DIVISION 2 (NORTH CENTRAL)
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- DIVISION 5 (SOUTH CENTRAL)
- DIVISION 6 (SOUTH)

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- 2 Siskiyou
- 3 Modoc
- 4 Humboldt
- 5 Trinity
- 6 Shasta
- 7 Lassen
- 8 Tehama
- 9 Plumas
- 10 Glenn
- 11 Butte
- 12 Sierra
- 13 Colusa
- 14 Sutter
- 15 Yuba
- 16 Nevada
- 17 Yolo
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