

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
July 13, 1992

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

West / Dennis

3. Minutes of the June 15, 1992, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

*is amended -
West / Stead*

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.

5. Board President's Report.

Presentation: Library Board President

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

CLAIMS (Items 7-10)

Presentation: Library Director
Recommendation: Approve by Motion

Items 7-10 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.

Stack / out

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

There were no Nonstandard Claims for this period.

8:00 return to previous

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

Claims forwarded by the Library Director in the amount of \$7,500.00.

- 9. Current Claims and Payroll. (Approve)

Current Claims of \$36,199.69. Payrolls 93-02, 93-03, and 93-04 for a cumulative payroll total of \$90,435.00. Combined total of Current Claims and Payroll of \$126,634.68.

- 10. Establish Ceiling for Payroll Authorizations for FY1992-1993. (Approve)

The Orange County Auditor's Office is requiring that the Library Board submit to them a statement of the maximum amount to be transferred during Fiscal Year 1992-1993 for any payroll period. The requirement of this statement is in addition to the statutory requirement of a signed warrant for each payroll.

FINANCIAL REPORT (Items 11-14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11-14 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.

- 11. Financial Report for June, 1992. (Receive & File)
- 12. Office General Ledger & Check Registers for June, 1992. (Receive & File)
- 13. Overdue Collection Report for June, 1992. (Receive & File)
- 14. Vending Machine Report for June, 1992. (Receive & File)

Stack / out

GENERAL CONSENT CALENDAR (Items 15-23)

Presentation: Library Director
Recommendation: Approve by Motion

Done around 8:23 PM

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.

17, 19, 21-23

The Circulation Reports for April and May, 1992, were not available because of problems with the installation of the new Library system, DYNIX. It looks as if the figures for these reports may be lost permanently. As of the publication of this Agenda it is not known if there will be a report for June.

- 15. Volunteer Report for June, 1992. (Receive & File)
- 16. Personnel Report for June, 1992. (Receive, File, and Ratify Appointments)
- 17. Building Maintenance Report for June, 1992. (Receive & File)
- ~~18.~~ Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File) *not received*
- 19. Final Report on Staff Appreciation Dinner. (Receive & File) *Ratify*
- 20. Travel Authorizations. (Approve) *not done*
- 21. Report on purchase of replacement security system. (Receive & File)
- 22. Report on purchase of pages for Placentia Library District in the Placentia Quarterly. (Receive & File)
- 23. Transmittal of Report on Election process for Library Trustees in 1992. (Receive & File)

CONTINUING BUSINESS

- 24. Collective Bargaining Agreement

Presentation: Library Director
Recommendation: Adopt by Resolution

25. FY1992-1993 Budget

Presentation: Library Director
Recommendation: Adopt Budget for FY1992-1993 by Resolution

26. Holiday & Closing Schedule for Calendar Years 1993 and 1994. (Resolution)

Presentation: Library Director
Recommendation: Adopt Holiday and Closing Schedule for Calendar Years 1993 and 1994

27. Renewal of Dental and Vision Plans.

Presentation: Library Director
Recommendation: Select Provider

NEW BUSINESS

28. Establish salaries for exempt staff for FY1992-1993.

Presentation: Library Director
Recommendation: Adopt Recommendation

29. Establish date for Regular Board Meetings .

Presentation: Library Director
Recommendation: Select the Monday following the second Friday of each month

30. Request from Library Assistant Cheryl Willauer to waive her payment for dependent coverage on her medical insurance from the time she enrolled her dependents in March, 1992, until the end of June, 1992, at a cost of \$1,086.24.

Presentation: Library Director
Recommendation: Determine extent of coverage

31. Selection of Auditor for Fiscal Year 1991-1992.

Presentation: Library Director
Recommendation: Approve Recommendation and Authorize Library Director to Sign Letter of Agreement

STAFF REPORTS

*Admitt.
Charis
Pres. Dist. - Med.*

- 32. ~~Overview of events in the Library for the month of June.~~ (Program Committee)
- 33. California Literacy Campaign, Literacy Coordinator. (Daniels)
- ~~34.~~ Family Literacy Grant. (Joseph)
- ~~35.~~ Grandparents and Books Project. (Schneider)
- 36. Gulf Arab States Project. (Byrne)
- 37. American Library Association Conference. (Addotta)

ADJOURNMENT

- 38. Agenda Preparation for July 13, 1992, Regular Meeting
- 39. Adjourn

*Placentia Council book
Sep.
Parking
Sep/Oct.*

*Crista Mason
→ Marilyn Gould. (Crista Mason)
author's day.*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 13, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 9, 1992.

Charlene Dumitru

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TO: Library Board of Trustees

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

DATE: July 10, 1992

SUBJECT: Absence for Sick Leave

I found out this week that I will need to be absent from work for three to four weeks beginning Wednesday, July 15th.

I will be having abdominal surgery on that date.

I have been told by my surgeon that since I have a "sedate" job that I will be allowed to return on a part time basis in several weeks.

The staff is aware of my situation and everything will be in good hands with Sal, Suad and Charlene.

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 15, 1992

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

ROLL CALL **Members Present:** President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Sandra Stark; and Library Director Elizabeth Minter. *Bob Osborn*

Members Absent: None

ADOPTION OF AGENDA Direction was given to amend the agenda by continuing Item 18 to a future meeting. It was moved by Trustee Stark, seconded by Trustee Evans to adopt the Agenda as amended.

AYES: Dinsmore, Evans, Osborn, Stark
West

NOES: None

ABSTAIN: None

MINUTES It was moved by Trustee Stark, seconded by Trustee Evans to approve the minutes as corrected.

AYES: Dinsmore, Evans, Osborn, Stark
West

NOES: None

ABSTAIN: None

ORAL COMMUNICATIONS None

FRIENDS Library Director Elizabeth Minter presented an oral report on the activities of the Friends, including the results of the booksale.

BOARD PRESIDENT'S REPORT President Dinsmore reported on contact with the Orange County Board of Supervisors for augmentation funding and on ways of promoting the Library.

LITERACY VOLUNTEERS OF AMERICA REPORT President Dinsmore reported on the plans for McFadden School as discussed with Bob D'Amato, and the Family Literacy Graduation and picnic. A meeting of the nominating committee for LVA is scheduled for June 16 and they are looking for prospective board members.

**FINANCIAL
CLAIMS**

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll as presented.

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

**FINANCIAL
REPORT**

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 11 through 14: Financial Report for May, 1992; Office Check Registers for May, 1992; and Vending Machine Report for May, 1992 as presented.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Osborn, seconded by Trustee Evans, to receive and file Agenda Items 15 through 24 of the General Consent Calendar: Volunteer Report for May 1992; Personnel Report for May, 1992, Building Maintenance Report for May 1992; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Orange County Augmentation Funds Application; Report on upgrade of automated library system; Report on Staff Appreciation Dinner; Travel Authorizations; Civic Center Building Insurance Policy and Certificate of Insurance; and Extension of leave with pay for Principal Librarian Suad Ammar.

**CONTINUING
BUSINESS**

Direction was given to modify the Library Statement of Purpose to include the word cultural.

**DEVELOPMENT OF
PLAN OF SERVICE
FOR FY 1992-93**

It was moved by Trustee Stark, seconded by Secretary West to read Resolution 92-2 by title only.

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

It was moved by Secretary West, seconded by Trustee Evans to adopt Resolution 92-2 as amended. Motion approved by roll call.

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

It was moved by Secretary West, seconded by Trustee Evans to adopt the 92-93 Placentia Library District goals of the Planning session.

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

**COLLECTIVE
BARGAINING
AGREEMENT**

Direction was given to modify the Memorandum of Understanding to allow for reopening of wage negotiations in the second and third year if the cost of living index falls below 1% or exceeds 7% annually.

It was moved by Secretary West, seconded by Trustee Osborn to approve the Collective Bargaining Agreement in the Memorandum of Understanding as modified.

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

**RESOLUTION TO
ADOPT FINES AND
FEES SCHEDULE
FOR FY1992-93**

It was moved by Trustee Stark, seconded by Trustee Osborn to read Resolution 92-3 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Osborn to adopt Resolution 92-3 Fines & Fees Schedule for FY1992-1993. Motion was approved by roll call.

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

**FY1992-1993
BUDGET**

It was agreed to defer Agenda Item 28 until the July Board Meeting.

**REPLACEMENT OF
SECURITY SYSTEM
EQUIPMENT**

It was moved by Secretary West, seconded by Trustee Evans to approve the purchase of the 3M Model 3402-B Security System with peripherals, for an amount not to exceed \$13,623.21.

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

Direction was given for further negotiation to be attempted in regard to trade in value, discounts on equipment, additional supplies or better terms to be negotiated by Sal Addotta.

**AUDIO VISUAL
SHELVING**

It was moved by Secretary West, seconded by Trustee Evans to approve moving the compact disks and videos to open stacks and the literacy cubicles to the audio-visual closed stack area in budget year 1992-93 and to authorize expenditure of \$995.10 for end panels for shelving.

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

**PURCHASE OF
PAGES IN THE
PLACENTIA
QUARTERLY**

It was moved by Trustee Osborn, seconded by Trustee Evans to proceed with negotiations with the City of Placentia for placement of two Library pages in each issue of the Placentia Quarterly and to commit the Library if appropriate at a cost not to exceed \$8,000.

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

**HOLIDAY AND
CLOSING
SCHEDULE FOR
CALENDAR YEARS
1992 AND 1993**

It was moved by Trustee Osborn, seconded by Secretary West to read Resolution 92-4 by title only.

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

It was moved by Trustee Osborn, seconded by Secretary West to adopt Resolution 92-4.

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

**RENEWAL OF
DENTAL AND
VISION PLANS**

It was moved by Trustee Osborn, seconded by President Dinsmore to approve renewal of current coverage with Ameritas Indemnity.

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

It was moved by Secretary West, seconded by Trustee Evans to obtain more information from Ameritas regarding the renewal rates and to obtain quotes from other companies.

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

RESOLUTION 92-4

It was moved by Trustee Stark, seconded by Secretary West to reopen discussion and motion on Resolution 92-4.

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

It was moved by Trustee Stark, seconded by Secretary West to postpone voting on Resolution 92-4 until more information can be obtained regarding Federal Government observance of December 26 as the Christmas Holiday when December 25 falls on a weekend.

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

**DISTRIBUTION OF
REQUEST FOR
PORPOSALS TO
ARCHITECTS FOR
BUILDING
CHANGES AND
COST ESTIMATES
IN RESPONSE TO
ACCESS
REQUIREMENTS
FOR THE
AMERICANS WITH
DISABILITIES
ACT**

It was moved by Trustee Stark, seconded by Secretary West to authorize Library Director Minter to proceed in obtaining the necessary design documents and a detailed cost estimate, to be included with a written discussion of how the project responds to the demographics of the community.

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

STAFF REPORTS

It was moved by Secretary West, seconded by Trustee Evans to receive and file staff reports, Agenda Items 35 through 38.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library Board of Trustees was adjourned at 10:45 p.m.

Fred D. West, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims in Excess of \$300.00
July 13, 1992

DATE		AMOUNT
July 13, 1992	1	<u>\$0.00</u>
	TOTAL	<u>\$0.00</u>

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PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
July 13, 1992

DATE	AMOUNT
June 22, 1992 1	\$7,500.00
TOTAL	\$7,500.00

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	June 22, 1992	Pay # 13	6,975.00		010-000	
		June 12, 1992 - June 25, 1992				
Account # 07605-80156 Route # 121000358		FICA	525.00	7,500.00	020-000	

Please Pay Immediately

The claims listed above (totaling \$7,500.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.



 Approved By

 Countersigned By

 Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated July 13, 1992
 July 13, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	\$10,165.17
Subtotal for Immediately		\$10,165.17
Regular	1	\$7,471.32
	2	2,377.85
	3	13,710.60
	4	2,293.74
Subtotal for Regular		\$25,853.51
Fund 5031	1	\$181.00
Subtotal for Payments		\$36,199.68
Payroll	93-02	\$30,145.00
	93-03	30,145.00
	93-04	<u>30,145.00</u>
Subtotal for Payroll		\$90,435.00
	TOTAL	<u>\$126,634.68</u>

DATE: July 10, 1992
Report No. 2002

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CareAmerica P.O. Box 5049 Chatsworth, CA 91313-5049	July, 1992	801-039534	7,543.74	7,543.74	030-000	
CNA Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Jun 30, 1992		208.31	208.31	030-000	
Pacific Bell Payment Center VanNuys, CA 91388	Jun 7, 1992		88.41		070-000	
	Jun 7, 1992		88.41		070-000	
	Jun 17, 1992		489.34		070-000	
	Jun 19, 1992		25.04		070-000	
	Jun 17, 1992		44.48		070-000	
				735.68	TOTAL	
Waxie P.O. Box 81006 San Diego, CA 92138-1006	Jun 18, 1992	11528270	523.88	523.88	100-000	
Kinko's P.O. Box 4074 Fullerton, CA 92634-4074	Jun 14, 1992	16180	123.74		180-000	
	Jun 17, 1992	16266	221.44		180-009	
				345.18	TOTAL	
Staples 131 E. Imperial Hwy. Fullerton, CA 92621	July 1, 1992	001747	38.98	38.98	180-000	
Gwen Joseph Placentia Library Literacy Services 411 E. Chapman Placentia, CA 92680	Jun 14, 1992		89.72		180-009	
			22.03		240-009	
			32.26		050-009	
				144.01	TOTAL	
The Gas Company P.O. Box C Monterey Park, CA 9756	Jun 23, 1992		468.73	468.73	280-000	
Southern Calif. Water Company 130 N. Bradford Avenue Placentia, CA 92670	Jun 25, 1992		156.66	156.66	280-000	

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$10,165.17) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
Westek Computer Services, Inc 1630 S. Sunkist St., STE S Anaheim, CA 92806	07/09/92	1BM023-92	1,735.00	1,735.00	130-000	
Manwill Plumbing co. 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	06/19/92	16696	51.50	51.50	140-000	
SM Gen & Janitorial Contracting 3410-L W. MacArthur Blvd. Santa Ana, CA 92704	06/30/92	5677	1,137.00	1,137.00	140-000	
Bear State 13321 Alondra Blvd., #N Santa Fe Springs, CA 92607	07/07/92 07/07/92 07/07/92	21692 21713 21714	1,443.21 2,027.17 117.42		140-000 140-000 140-000	
				3,587.80	TOTAL	
WordPerfect Corporation P.O. Box 31453 Salt Lake City, UT 84131-0453	06/10/92	943001	175.63	175.63	180-000	
LaSalle Paper 1298 Bluegum Street Anaheim, CA	06/24/92 06/26/92 07/01/92	614260 614364 614605	11.81 80.11 3.99		180-000 180-000 180-000	
				95.91	TOTAL	
The Library Store P.O. Box 964 Tremont, IL 61568	06/24/92 06/24/92 07/03/92	143880 143887 144764	71.78 149.50 59.85		180-000 180-000	
				281.13	TOTAL	
Kinko's P.O. Box 4074 Fullerton, CA 92634-4074	06/25/92 06/29/92 06/29/92 07/02/92 07/10/92	17150 16290 17179 16304 17108	15.09 103.44 47.41 16.32 158.39		180-000 180-000 180-000 180-000 180-000	
				340.65	TOTAL	
American Library Assoc. 50 East Huron St. Chicago, IL 60611-2795	06/25/92 06/25/92	009938 009986	34.85 31.85		180-000 180-000	
				66.70		

The claims listed above (totalling \$7,471.32) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

DATE: July 10, 1992
Report No. 2004

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
Puritun Water Company 1080 S. Cypress, Unit D La Habra, CA 90631	06/25/92	PLA001	24.95	24.95	180-000	
Brodart Co. 1609 Memorial Avenue Williamsport, PA 17705	06/26/92	303185	183.75	183.75	180-000	
Doran Stationers 1173 N. Kraemer Blvd. Anaheim, CA 92806	07/01/92	308501	23.02	23.02	180-000	
Systems Source, Inc. 3955 Birch St., STE 101 Newport Beach, CA 92660	07/06/92	19350	27.96	27.96	180-000	
EZ Copy 275 N. El Cielo Rd., STE C-3 Palm Springs, CA 92262	07/07/92	33695	247.50	247.50	180-000	
Jeffco, Inc. 1671 S. Research Loop Tucson, AZ 85710	07/02/92	164568	172.51	172.51	180-000	
Global Computer Supplies P.O. Box 5465 Carson, CA 90749-5465	06/17/92	12064221	11.51		180-008	
	06/17/92	12064287	6.14		180-008	
				17.65	TOTAL	
California School Book Fairs 5235 E. Hunter Ave., STE A Anaheim, CA 92807-2052	06/21/92	7792	983.05	983.05	180-009	
City of Anaheim Division of Collections P.O. Box 3222 Anaheim, CA 92805	06/16/92	LI045512	616.00	616.00	190-000	
Pacific Clippings Box 11789 Santa Ana, CA 92711	06/30/92	332	30.71	30.71	190-000	
Care Resources, Inc. 9550 Warner Ave., STE 206 Fountain Valley, CA 92708	07/01/92		50.75	50.75	190-000	

The claims listed above (totaling \$2,377.85) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
MD Medical Clinics 1300 N. Kraemer Blvd. Anaheim, CA 92806	07/02/92		81.00	81.00	190-000	
Placentia Library District 411 E. Chapman Placentia, CA 92806	07/08/92		980.49	980.49	190-000	
Bankcroft-Whitney P.O. Box 7005 San Francisco, CA 94120-7005	06/05/92	1996001	274.78		240-001	
	06/12/92	0091002	67.90		240-001	
	06/26/92	0190001	63.64		240-001	
				406.32		
Matthew Bender Broome Corp. Park RR 2, Box 34H Conklin, NY 13748-9802	06/10/92	43080542	461.98	461.98	240-001	
City of Anaheim Division of Collections P.O. Box 3222 Anaheim, CA 92805	06/16/92	LI045513	6,687.86		240-001	
	06/30/92	LI045639	4,359.98		240-001	
				11,047.84		
Ingram P.O. Box 845361 Dallas, TX 75284-5361	06/25/92	22484993	13.55	13.55	240-001	
Standard & Poor's Corporation P.O. Box 7247-0207 Philadelphia, PA 19170-0207	06/20/92	5649653	592.62	592.62	240-001	
The Cobb Group, Inc. P.O. Box 35160 Louisville, KY 40232	06/16/92	I:1951455	52.80	52.80	240-004	
Library Hotline Subscription Dept. P.O. Box 713 Brewster, NY 10509-0713	07/01/92		74.00	74.00	240-004	

The claims listed above (totaling \$13,710.60) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

DATE: July 10, 1992
Report No. 2006

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
G. K. Hall P.O. Box 7777 W8775 Philadelphia, PA 19175	03/02/92 ✓	D546041	665.87		240-005	
	03/10/92 ✓	D580866	6.47		240-005	
	04/02/92 ✓	D669570	6.47		240-005	
				678.81	TOTAL	
Recorded Books 270 Skipjack Rd. Prince Frederick, MD 20678	06/09/92		17.85		240-005	
	06/11/92		7.00		240-005	
	06/22/92		489.95		240-005	
	06/24/92		11.90		240-005	
	06/30/92		11.90		240-005	
				538.60		
Audio Scholar P.O. Box 1456 Mendocino, CA 95460	06/18/92	L0218	12.21	12.21	240-005	
Books on Tape P.O. Box 7900 Newport Beach, CA 92658	07/01/92	1263267M	9.64	9.64	240-005	
Rose Records 214 S. Wabash Chicago, IL 60604	07/07/92	14341	13.89	13.89	240-005	
Bob Osborn 625 W. Palm Placentia, CA 92680	03/20/92		10.00	10.00	270-000	
Margaret V. Dinsmore 2108 N. Rosemont Placentia, CA 92680	07/07/92		610.59	610.59	270-000	
Yellow Cab Co. 1619 East Lincoln Avenue Anaheim, CA 92805	07/08/92		420.00	420.00	270-009	

The claims listed above (totaling \$2,293.74) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: July 10, 1992
Report No. 2007

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5031

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
Dynix, Inc. 1760 West 2100 South P.O. Box 27727 Salt Lake City, UT 84127	07/01/92	22273	181.00	181.00	400-000	

The claims listed above (totaling \$181.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: 07/13/92
 Claim No. 2008
 Page No. 1

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	July 13, 1992	Pay # 13 July 10, 1992 July 23, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, JULY 24, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	July 13, 1992	Pay # 3	28,000.00		010-000	
		July 24, 1992 Aug 6, 1992				
Account # 07605-80156 Route # 121000358		FICA	2,145.00	30,145.00	020-000	
					TOTAL	

PLEASE WIRE ON FRIDAY, AUGUST 7, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	July 13, 1992	Pay # 4	28,000.00		010-000	
		Aug 7, 1992 Aug 20, 1992				
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	


PLEASE WIRE ON FRIDAY, AUGUST 21, 1992!!

The claims listed above (totaling \$30,145.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

 Approved By

 Countersigned By

 Attested and/or Countersigned By

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: July 13, 1992
SUBJECT: **Establishing Payroll Transfer Limits for Fiscal Year 1992-1993.**

BACKGROUND:

The Orange County Auditor's Office is requiring that the Library Board submit to them a statement of the maximum amount to be transferred during Fiscal Year 1992-1993 for any payroll period. The requirement of this statement is in addition to the statutory requirement of a signed warrant for each payroll.

RECOMMENDATION:

That the maximum amount to be transferred from FUND 5071 to the Bank of America Payroll Account during Fiscal Year 1992-1993 for each payroll period is \$32,500, with \$29,000 for salaries and \$2,250 for retirement.

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Placentia Library District
Balance Sheet

June 30, 1992

Assets

General Fund	1,633.10	
Literacy Fund	6,537.51	
County Exempt	6,289.89	
Payroll Account	30,936.30	
Savings (P/R Support)	5,460.86	
Savings (P/R Fees)	(1,309.68)	
Certificates of Deposit	20,000.00	
Petty Cash/Change	0.00	
Total Assets		69,547.98
		=====

Liabilities

Manual Payroll Checks	(3,033.40)	
Payroll Taxes Payable	1,796.35	
Deferred Comp Payable	(35.00)	
Insurance Payable	345.98	
Credit Union Payable	(1,967.25)	
Union Dues Payable	(44.50)	
Other Employee Deductions	519.34	
Total Liabilities		(2,418.48)

Capital

Fund Balance	71,966.46	
Total Capital		71,966.46
Total Liabilities and Capital		69,547.98
		=====

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

June, 1992

Prepared 07/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,393.26
Checks Out				
3425	06/02/92	9.50		
3462	06/23/92	14.95		
3463	06/25/92	50.00		
3464	06/30/92	118.00		
3465	07/01/92	32.55		
3466	07/07/92	145.00		
3467	07/07/92	57.00		
3468	07/08/92	98.44		
Deposits				
	07/01/92		70.66	
	07/02/92		72.75	
	07/03/92		30.64	
	07/07/92		331.85	
	07/07/92		1,355.05	
	07/07/92		60.00	
	07/07/92		7.18	
	07/08/92		115.20	
TOTALS		525.44	2,043.33	
CHECKBOOK BAL				3,911.15

Edm
 7-8-92

07/01/92

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1992

Page 1
Part 1 of 1 Parts

	06/30/92
Income	
Cash Register-Audio Visual	1,078.44
Cash Register-Misc.	302.22
Cash Register-Fines	11,499.66
Cash Register-Damaged Items	88.31
Cash Register-Lost Items	525.54
Cash Register-Copy Cards	1,303.57
Cash Register-Fax/Laminator	108.80
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	377.49
Cash Register-Computer Rental	574.48
Typewriter Income	46.13
Telephone Income	925.13
Copy Machine Income	494.40
State Library Reimbursements	41,937.36
State Library Grants	35,301.00
State of California Foundation Funds	16,217.00
Other Grants	30,302.00
County Reimbursements	9,705.08
Interest Income	83.75
Miscellaneous Income	674.55
Total Income	151,544.91
Cost of Sales	
Gross Profit (Loss)	151,544.91
Expenses	
Transfers to County	140,330.41
Employee Insurance (030)	0.00
Household Expenses (100)	51.59
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	82.00
Memberships (160)	70.00
Office Expense (180)	2,854.93
Postage (183)	1,244.74
Prof. & Spec. Services (190)	2,414.00
Special Departmental Expense (240)	297.03
Transportation & Travel (270)	4,243.00
Equipment (400)	0.00
Taxes and Fees (370)	1,262.82
Total Expenses	152,850.52
Operating Income (Loss)	(1,305.61)

07 '01/92

Page 2

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1992

Part 1 of 1 Parts

06/30/92

Other Income

Other Expenses

Net Income (Loss)

(1,305.61)
=====

06/30/92

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 92 Period 12
 General Fund

Page 1

Check	Date	Payee	Amount
3424	06/01/92	Jeannine Walters 0-5114-01 Office Expense (180)	38.18
3425	06/02/92	U.C. Regents 0-5120-01 Special Departmental Expense (24)	9.50
3451	06/02/92	VOID O.C. Auditor	0.00
3452	06/02/92	O. C. Auditor 0-5102-01 Transfers to County	25,978.01
3453	06/05/92	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3454	06/05/92	Elizabeth Minter 0-5114-01 Office Expense (180)	58.79
3455	06/05/92	VOID Melanie Daniels	0.00
3456	06/05/92	O.C. Auditor 0-5114-01 Office Expense (180)	10.00
3457	06/12/92	VOID none	0.00
3458	06/12/92	Placentia Lib Dist. 0-5322-03 Miscellaneous	140.00
3459	06/16/92	UPS 0-5116-01 Postage (183)	34.25
3460	06/16/92	Time to Travel 0-5122-01 Transportation & Travel (270)	282.00
3461	06/18/92	Disneyland 0-5118-01 Prof. & Spec. Services (190)	812.00
3462	06/23/92	Loretta Baxter 0-4106-01 Cash Register-Lost Items	14.95
3463	06/25/92	Woodman Accident 0-5118-01 Prof. & Spec. Services (190)	50.00
3464	06/30/92	Time to Travel 0-5122-01 Transportation & Travel (270)	118.00

06/30/92

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 92 Period 12
General Fund

Page 2

Check	Date	Payee	Amount
-----			-----
		Checkbook 1 Total	27,690.68

06/30/92

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

Page 3

For Fiscal Year 92, Period 12 through Fiscal Year 92, Period 12

Account Name	Total
0-4106-01 Cash Register-Lost Items	14.95
0-5102-01 Transfers to County	25,978.01
0-5114-01 Office Expense (180)	106.97
0-5116-01 Postage (183)	179.25
0-5118-01 Prof. & Spec. Services (190)	862.00
0-5120-01 Special Departmental Expense (240)	9.50
0-5122-01 Transportation & Travel (270)	400.00
0-5322-03 Miscellaneous	140.00

	27,690.68
	=====

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

June, 1992

Prepared 07/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,537.51
Checks Out		0.00		
Deposits	07/08/92		40.00	
TOTALS		0.00	40.00	
CHECKBOOK BAL				6,577.51

*EDM
7/8/92*

07/01/92

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1992

Page 1
Part 1 of 1 Parts

	06/30/92
Income	
Gifts Income	40.00
Tutor Training Income	1,888.47
Workshops Income	9.00
Books/Materials Income	28.75
Interest Income	183.20
Miscellaneous Income	508.67

Total Income	2,658.09
Cost of Sales	

Gross Profit (Loss)	2,658.09
Expenses	
Refunds (not in use)	0.00
Travel Expenses	491.00
Refreshments	76.57
Printing	0.00
Miscellaneous	227.52

Total Expenses	795.09

Operating Income (Loss)	1,863.00
Other Income	
Other Expenses	

Net Income (Loss)	1,863.00
	=====

06/30/92

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

Page 1

For Fiscal Year 92, Period 12 through Fiscal Year 92, Period 12

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

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

June, 1992

Prepared 07/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,037.68
Checks Out				
674	05/21/92	15.00		
685	06/12/92	52.90		
689	06/18/92	200.00		
691	07/01/92	90.00		
Deposits				
	07/01/92		20.00	
	07/02/92		25.00	
	07/03/92		133.90	
TOTALS		357.90	178.90	
CHECKBOOK BAL				5,858.68

edw
7/8/92

07/01/92

Placentia Library District
 Income Statement For Department 03
 YTD Actual Spread Sheet
 1 Period(s) Ending June 30, 1992

Page 1
 Part 1 of 1 Parts

	06/30/92
Income	
Microfilm/Microfich Income	115.48
Meeting Room Income	2,517.00
Test Proctoring Income	160.00
Vending Machine Income	8,312.50
Friends Contributions	5,368.50
Gifts Income	11.79
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Interest Income	214.66
Miscellaneous Income	4,701.03
Gulf Arab Grant Income	13,461.36

Total Income	34,862.32
Cost of Sales	

Gross Profit (Loss)	34,862.32
Expenses	
Vend. Mach.-Repay Capital Equip.	3,016.54
Vending Machine Supplies	5,187.21
Vending Machine Repairs	261.85
Bank Fees & Service Charges	19.35
Children's Summer Reading Program	1,630.25
Children's Camp Library	100.00
Children's-Other	204.29
Friend's-Director's Fund	1,182.26
Friend's-Other Activities	4,844.59
Library Board Expenses	2,268.19
Gulf Arab Grant	16,570.76
Miscellaneous	2,721.14

Total Expenses	38,006.43

Operating Income (Loss)	(3,144.11)
Other Income	
Other Expenses	

Net Income (Loss)	(3,144.11)
	=====

06/30/92

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 92 Period 12
 County Exempt

Page 1

Check	Date	Payee	Amount
677	05/02/92	Gerald Hewitt	165.00
		0-5320-03 Gulf Arab Grant	165.00
678	06/02/92	Henry Chambers	165.00
		0-5320-03 Gulf Arab Grant	165.00
679	06/02/92	Mary Byrne	50.45
		0-5320-03 Gulf Arab Grant	50.45
680	06/02/92	La Salle Paper	104.82
		0-5308-03 Children's Summer Reading Progra	104.82
681	06/06/92	Mary Byrne	62.81
		0-5320-03 Gulf Arab Grant	62.81
682	06/06/92	A&R Wholesale	522.94
		0-5304-03 Vending Machine Supplies	522.94
683	06/06/92	Accurate Vending	65.60
		0-5306-03 Vending Machine Repairs	65.60
684	06/13/92	Staples	13.39
		0-5320-03 Gulf Arab Grant	13.39
685	06/12/92	Margaret Dinsmore	52.90
		0-5320-03 Gulf Arab Grant	52.90
686	06/18/92	Saundra Stark	550.33
		0-5316-03 Friend's-Other Activities	550.33
687	06/18/92	A & R Wholesale	273.54
		0-5304-03 Vending Machine Supplies	273.54
688	06/18/92	David Schlatter	250.00
		0-5308-03 Children's Summer Reading Progra	250.00
689	06/18/92	Orange Blossom Lines	200.00
		0-5308-03 Children's Summer Reading Progra	200.00
690	06/25/92	California Scholasti	328.10
		0-5308-03 Children's Summer Reading Progra	328.10
Checkbook 3 Total			2,804.88

06/30/92

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

Page

For Fiscal Year 92, Period 12 through Fiscal Year 92, Period 12

Account Name	Total
0-5304-03 Vending Machine Supplies	796.48
0-5306-03 Vending Machine Repairs	65.60
0-5308-03 Children's Summer Reading Program	882.92
0-5316-03 Friend's-Other Activities	550.33
0-5320-03 Gulf Arab Grant	509.55
	<u>2,804.88</u>

07/01/92

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending June 30, 1992

	06/30/92
Income	
Transfers from County	791,142.02
Interest Income-CD's	1,613.22
Interest Income-Savings	187.19
Miscellaneous Income	129.68

Total Income	793,072.11
Cost of Sales	-----
Gross Profit (Loss)	793,072.11
Expenses	
Salaries	698,511.01
Employee Benefits	0.00
Employer Payroll Taxes	56,949.47
Payroll Processing Fees	4,082.86
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	759,543.34
Operating Income (Loss)	33,528.77
Other Income	
Other Expenses	-----
Net Income (Loss)	33,528.77
	=====

06/30/92

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 92 Period 12
Payroll Account

Page

Check	Date	Payee		Amount
535	06/03/92	Maria Hernandez		127.44
		0-2010-00 Manual Payroll Checks	127.44	
536	06/03/92	Rubisela Villalobos		63.72
		0-2010-00 Manual Payroll Checks	63.72	
537	06/03/92	Ramona Chavez		63.72
		0-2010-00 Manual Payroll Checks	63.72	
538	06/03/92	Mary Ellen Jackson		249.31
		0-2010-00 Manual Payroll Checks	249.31	
539	06/16/92	Elizabeth Tranchida		534.26
		0-2010-00 Manual Payroll Checks	534.26	
540	06/30/92	Glendale Fed. Saving		50.00
		0-2030-00 Deferred Comp Payable	50.00	
541	06/30/92	Karen Cushing		502.31
		0-2010-00 Manual Payroll Checks	502.31	
		Checkbook 4 Total		1,590.76

06/30/92

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

Page 2

For Fiscal Year 92, Period 12 through Fiscal Year 92, Period 12

Account Name	Total
0-2010-00 Manual Payroll Checks	1,540.76
0-2030-00 Deferred Comp Payable	50.00

	1,590.76
	=====

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TO: Library Board of Trustees
 FROM: Karen Cushing, Library Assistant *KC*
 DATE: July 9, 1992
 SUBJECT: JUNE, 1992, OVERDUE COLLECTION REPORT
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR JUNE 1992**

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	‡	\$	‡	\$	‡	\$
GROSS ASSIGNMENTS	0	0.00	49	3,756.81	849	49,875.25
LESS: Mail Return*, Dispute, Bankrpt	0	0.00	15	1,051.36	160	9,803.46
NET ASSIGNMENTS	0	0.00	34	2,705.45	689	40,071.79
COLLECTED						
Paid in Full	1	51.85	20	838.43	244	11,394.20
Settled in Full	0	0.00	1	42.00	62	3,079.38
Partial Payment	0	0.00	18	771.62	128	6,747.42
Resolved	1	5.00	2	64.00	17	634.58
TOTAL RECOVERED	2	56.85	41	1,716.05	451	21,855.58

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	275
	\$15,870	\$3,130	\$6,814	\$7,865	\$15,771

**Please note that due to some problems associated with the installation of our new computer system, we did not receive the necessary information needed to submit patron names to ACS in June. This should be remedied by next month, with the goal of getting caught up at that point.

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: July 13, 1992
 SUBJECT: JUNE, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JUNE 1-30, 1992

Beginning Balance 06/01/92		\$ 1119.75
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 851.55	
Total Materials & Supplies		\$ 796.48
Total Repairs		65.50
Vend Machine Loan Payback		<u>0.00*</u>
	\$ 851.55	\$ 861.98
Ending Balance 06/30/92		<u>\$ 1,109.32</u>
Check to be issued 7/13/92		\$ 0.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 04/30/92	4,900.00
June Payment*	<u>0.00</u>
June Balance 06/30/92	<u>\$4,900.00</u>

* Check in the amount of \$600.00 authorized an Board Meeting of June 15, 1992 has not yet been issued.

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PLACENTIA LIBRARY DISTRICT
 INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: July 3, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JUNE	TOTAL
Canter, Chad	16.00	54.25
Deputy, Paul	25.50	3972.25
George Key School	2.00	720.25
Goldbaum, Mae	8.25	281.50
Grandparents and Books	7.25	45.75
Hsiao, Jon	.50	.50
Manalastes, Jennifer	12.25	60.50
Matsumoto, Joyce	15.50	82.50
ROP students - Jenny Duncan	99.25	1624.75
Sayegh, Clemence	7.00	7.00
Siedentop, Nick	15.50	15.50
Vesely, Pat	16.25	215.00
TEMPORARY VOLUNTEERS		
Nolasco, Anthony	11.75	18.25
	<u>215.00</u>	
Total	215.00	
LVA VOLUNTEERS		
Literacy Volunteers	Not available	

COMBINED TOTAL	215.00	

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

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

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

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TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: July 13, 1992
SUBJECT: Personnel Report for June, 1992

RESIGNATIONS:

APPOINTMENTS:

None

TERMINATIONS:

Maliha Haq, Substitute Page (Circulation), June 26, 1992

Jason Taylor, Substitute Page (Circulation), June 26, 1992

OPEN POSITIONS:

None.

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees Agenda Item 17
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: July 13, 1992
SUBJECT: Building Maintenance Report for June, 1992

1. HVAC

We had leaks in two chiller units and a condenser coil which caused a few days of discomfort. All repairs were completed by July 2, 1992. The system has been normal during this recent hot, muggy weather.

2. EARTHQUAKE DAMAGE

The two temblors of June 28, 1992 caused no structural damage. Several carts worth of adult books were shaken to the floor. No children's books fell, due mostly to the short height (5 feet) of the stacks in that area. The adult books that did fall were only from stacks lined up such that they got the full affect of the shaking/rolling motion of the quakes. We also had a few ceiling tiles fall out.

3. WATER LEAK

A water leak was discovered June 12, 1992 coming from behind a wall adjacent to the check-in desk/workroom area. Fortunately, it was a very slow leak and presented no immediate danger or safety hazard. We immediately called the plumber and he arrived shortly thereafter. He had to hammer through the drywall to find the source of the water. It turned out to be a tiny hole in a junction of copper and galvanized pipes. The repair was completed within an hour of the plumber's arrival. City maintenance staff replaced the damaged drywall and repainted for us. Because of it's location, most people will never notice the repair.

4. CARRELS/CHAIRS IN MAIN LIBRARY

A routine safety check revealed a study carrel and a few chairs in need of slight repairs. Some metal screws which provide part of the pressure to hold them together were missing. Again, City staff made the necessary repairs.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 13, 1992
SUBJECT: **Staff Appreciation Dinner**

BACKGROUND:

The Fourteenth Annual Staff Appreciation Dinner was held at the home of Trustee Sandra Stark on Friday, June 12, 1992.

At its meeting on May 11, 1992, the Library Board of Trustees approved a budget of \$500.00 for the dinner.

The Friends of the Library contributed \$250.00.

Bills submitted and approved by the Library Director for payment totaled \$550.33.

The Library Board's share of the costs was \$300.33.

RECOMMENDATION:

Ratify the Library Director's approval of \$550.33 for the expenses for the Staff Appreciation Dinner on June 12, 1992.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 13, 1992
SUBJECT: Travel Authorizations

1. WordPerfect Shortcuts
Library Assistant Karen Cushing and Librarian Kay Schneider
Tuesday, August 11, Anaheim, full day
Total cost \$290.00 plus mileage and lunch
2. Essential Wordperfect; Skill Building Seminar for Intermediate Users
Library Director Elizabeth Minter and Assistant Library Director Sal Addotta
Tuesday August 18, 1992, full day, *Warden Super*
Total cost \$258.00 plus mileage and lunch

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TO: Library Board of Trustees Agenda Item 21
FROM: Sal Addotta, Assistant Library Director
DATE: July 10, 1992 *Sma*
SUBJECT: New 3M Security System

As requested, I have negotiated with 3M to lower the total package cost of our new security system.

They could not offer a higher trade-in, but they are giving us a 20% new system discount on the security labels, video, compact disc and audio cassette strips.

In addition, they are giving us 5,000 security labels free (we originally ordered 15,000).

The new total package price is \$12,275.37, a \$1,347.84 savings or 9.89% below the original price of \$13,623.21.

I ordered the new system on June 24, 1992; the equipment should arrive in about one month, with the strips and labels arriving in about one week.

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Library Security Systems Proposal

75-0299-6230-7 (Form 34050)

PLACENTIA LIBRARY DISTRICT		TOTALS	
Contact Name	Phone Number	Size Of Collection	9,090.73
SAL ADDOTTA	714-528-1925	Annual Unit Loss	3,184.64
Address		Cost Per Unit Lost:	
411 East Chapman Ave.		Material	12,275.37
City - County - State - Zip		Processing	PG. # 5307
PLACENTIA, CA 92670		Total Unit Cost	
		Total Annual Cost of Loss	

System Description

Marker	Quantity	Unit Price	Item Price

Equipment	Quantity	Unit Price	Item Price
Model 3402B (surface cable)	1	8,950.00	8,950.00
Model 874 Contact Resensitizer	1	475.00	475.00
Model 2011 Magmedia Resensitizer	1	220.00	220.00
Model 2001 Magmedia Desensitizer	1	90.00	90.00
Subtotal Markers			9,735.00
Deduct: 12% "12/12 Program" discount (valid through 6/30/92)			(1,168.20)

Service Agreement	Equipment	Type	Duration	Sales Tax	Rate	Subtotal Equipment
					7.25%	8,566.80
						663.93
						(950.00)
						510.00
						300.00
						Total System Price 9,090.73

Other Information: Monthly Lease Payment _____ For _____ Months

Installation included in above prices.

As Representative: ART LEONCIO *Signature* 1-800-328-0067 (3) Date: 6/23/92

Quotations are good for 90 days from the above date. Prices quoted herein are subject to the terms and conditions on reverse side of this proposal.



Library Security Systems Proposal

75-0209-6230-7 (Form 34050)

Library PLACENTIA LIBRARY DISTRICT		Size Of Collection	Attachment A Page 2
Contact Name SAL ADDOTTA	Phone Number 714-528-1925	Annual Unit Loss	
Address 411 EAST CHAPMAN AVE		Cost Per Unit Lost: Material	
City, County, State, Zip PLACENTIA, CA 92670		Processing	
		Total Unit Cost	
		Total Annual Cost of Loss	

System Description

Marker	Quantity	Unit Price	Item Price
Tattle Tape security labels *	10,000	0.15	1,500.00
Video cassette strips with cover-up	2,000	0.21	420.00
Compact disc strips with overlay	1,000	1.07	1,070.00
Audio cassette strips with cover-up	3,600	0.18	648.00
Subtotal Markers			3,638.00
Deduct: 20% New system discount			727.60
Sub-total			2,910.40
Deduct: 12% "12/12 Program" discount (Valid through 6/30/92)			349.25
NET PRICE			2,561.15

Service Agreement

Equipment	Type	Duration	Sales Tax	Rate	Price
				7.75%	198.49
	CUSTOM PRINT PLATE CHARGE				300.00
	CUSTOM PRINT SET-UP CHARGE				125.00
TOTAL STRIP & LABEL PRICE					3,184.64

Other Information

Monthly Lease Payment _____ For _____ Months

* Additional 5000 security labels gratis, ref. from Leslie

Sales Representative: **ART LEONCIO** 1-800-328-0067 (3) Date: **6/23/92**

Quotations are good for 90 days from the above date. Prices quoted herein are subject to the terms and conditions on reverse side of this proposal.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 13, 1992
SUBJECT: **Purchase of Pages in the *Placentia Quarterly***

BACKGROUND:

At its meeting on June 15, 1992, the Library Board of Trustees authorized the Library Director to proceed with negotiations with the City of Placentia to purchase two pages in each issue of the *Placentia Quarterly* in Fiscal Year 1992-1993.

With the uncertain financial picture with the State of California the City of Placentia has not yet committed to producing four issues of the *Quarterly*. However the Library has been assured that it can purchase space in each issue purchased at a rate of slightly less than \$2,000.00 per issue.

The deadline for the Fall issue is July 17. Principal Librarian Suad Ammar and Library Assistant Karen Cushing are responsible for preparing and submitting the Library's copy by the assigned deadline.

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REGISTRATION & ELECTIONS DIVISION

DONALD TANNEY
REGISTRAR OF VOTERS
1300 S. Grand Avenue
Santa Ana, CA 92705
(714) 567-7600
TDD (714) 567-7608

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

May 28, 1992

To: Special District Secretary
From: Registrar of Voters
Subject: Election Information for November 3, 1992
Special District Election

Enclosed is a Transmittal of Election Information form to be completed and returned to the Registrar of Voters office by July 1, 1992 as required by Elections Code §23510.5.

On the Transmittal of Election form please list the names of directors who will be up for election in November 1992. Please remember to list any director that has been appointed to his/her position since your last election. Directors appointed to fill a vacancy which had been scheduled for election in 1994 must file for the two year unexpired term at this time.

You are also asked if the district will or will not pay for Statements of Qualification by candidates for the district and the number of words the district authorizes may be used in such statements (200/400 words).

Pursuant to Election Code §23526 and §23527 the District is required to submit a current map showing the boundaries of the district and the boundaries of the divisions of the district, if any. Due to some recent problems we have experienced regarding district boundary changes this is a mandatory requirement.

I have enclosed a copy of the Candidate's Handbook for your information. If you have any questions please call me at 567-7567.

Very truly yours,

Beverly Warner
Election Section Supervisor

BW
Enclosures

TRANSMITTAL OF ELECTION INFORMATION
SPECIAL DISTRICT
(EC §23510.5, §23526, §23527)

PLACENTIA LIBRARY DISTRICT

To the Registrar of Voters of Orange County:

Attached hereto is a map showing the boundaries of this district and the boundaries of the divisions of the district, if any, in which a director is to be elected at the general district election to be held November 3, 1992.

THE ELECTIVE OFFICES FOR WHICH AN ELECTION WILL BE HELD WITHIN THE DISTRICT ARE:

Three directors to be elected at large

_____ to be elected at large
(other office)

Directors to be elected in the following divisions:

One director in division _____

One director in division _____

One director in division _____

One director in division _____

One assessor _____

Please list below the names of the incumbents/appointed incumbents for the above positions:

Margaret V. Dinsmore (4 years)

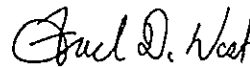
Robert E. Osborn (2 years)

Fred D. West (4 years)

The district authorizes the candidate's statement to contain no more than:
(200) or (400) words. (Circle one)

The district (will) (will not) pay for candidate's statement of qualification.
(Circle one)

Dated July 1, 1992



Fred D. West
Secretary of the _____
Placentia Library District

(District Seal)

NOTE: The above information and boundary map must be filed in the office of the Registrar of Voters by July 1, 1992.

The secretary may personally deliver on or before the above date or may deliver by certified mail if it will be received by the Registrar of Voters in the ordinary course of the mails on or before the above date. (EC §23504)

**HANDBOOK FOR CANDIDATES
OF
SCHOOL DISTRICTS
AND
SPECIAL DISTRICTS**

TUESDAY, NOVEMBER 3, 1992



This handbook is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, the Handbook is not intended to provide legal or factual advice. Candidates and others using the Handbook must bear full responsibility to make their own determinations as to all legal standards and duties, and as to all factual matter, contained in the Handbook.

ORANGE COUNTY

REGISTRATION AND ELECTIONS DIVISION

GENERAL SERVICES AGENCY

1300 "C" SOUTH GRAND AVENUE

SANTA ANA, CALIFORNIA 92705

714-567-7600

7558

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ELECTION CALENDAR - TUESDAY, NOVEMBER 3, 1992

All section references are to the Elections Code unless stated otherwise.

June 26
(E-130)

CONSOLIDATION OF ELECTIONS - Schools - Notice Last day for county superintendent of schools to notify governing boards in writing that consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area. Ed. Cd. §5323, §5340

July 1
(E-125)

BOUNDARY MAP Last day for secretary of district to file with the Registrar of Voters a map showing the boundaries of the district and the divisions, if any, and a statement indicating whether the directors will be elected at large or by division. §23526

July 1
(E-125)

NOTICE OF ELECTIVE OFFICES District Secretary's Transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain:

- (1) The elective offices of the district to be filled at the next general district election;
- (2) Whether the district or the candidate is to pay for the publication of a candidate's statement of qualification pursuant to Election Code section 10012.

§23510.5

July 3
(E-123)

SPECIFICATIONS OF ELECTION ORDER At least 123 days before the election, the governing board of the district shall, by resolution delivered to the county superintendent of schools and the Registrar of Voters, specify the following:

- (a) Date of the election
- (b) Purpose of the election Ed. Cd. §5320, §5322

July 6
(E-120)

DELIVER NOTICE OF ELECTION TO REGISTRAR OF VOTERS At least 120 days prior to the date of the election the county superintendent of schools shall deliver to the Registrar of Voters, copies of the order of election and the formal notice of election. Ed. Cd. §5324, §5325, §5361

July 6
thru
August 5
(E-120-90)

NOTICE OF ELECTION Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election and shall name the offices for which candidates may be nominated; where filing petitions may be obtained; and that appointment to each elective office will be made as prescribed by Election Code section 23520 or Education Code section 5328 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Election Code section 23520 or Education Code section 5326.

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

ELECTION CALENDAR - TUESDAY, NOVEMBER 3, 1992 Page 4

The Registrar of Voters shall deliver a copy of the published notice to each special district secretary, who shall post it. The notice shall include the qualifications required by the principal act for each office for which candidates may be nominated.

§23511, Ed. Cd. §5328.5, §5361, §5363

July 6
thru
August 5
(E-120-90)

GENERAL PRESS RELEASE Between these dates the Registrar of Voters shall publish a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information. §23511

July 13
thru
August 7 5:00 pm
(E-113-88)

NOMINATION PERIOD Between these dates declaration of candidacy forms shall be available from the Registrar of Voters. There is no fee. The declaration of candidacy form must be filed in the office of the Registrar of Voters by August 7, 1992, 5:00 pm. The candidate's statement (of qualifications) (optional) must be filed at the same time as the declaration of candidacy is filed. §10012, §23512, Ed. Cd. §5012

July 13
thru
August 7 5:00 pm
(E-113-88)

CANDIDATE'S STATEMENT (OF QUALIFICATIONS) Each candidate may prepare a candidate's statement (of qualifications) on a form provided by the Registrar of Voters. The statement may contain no more than 200 words unless the governing body of the district has authorized a 400 word statement. The statement must be filed at the same time the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the nomination period and until 5:00 pm of the next working day after the close of the nomination period.

If the nomination period is extended because an incumbent eligible for reelection failed to file nomination documents, candidates filing during the extended filing period may file a candidate's statement. The next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed.

§10012, §23521.5

The Registrar of Voters will estimate the total cost of printing and handling the candidate's statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid at the time the candidate's statement is filed. If there is an underpayment, the candidate may be required to pay the balance of the cost incurred.

§10012

The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidates' statements will be available for public inspection at the Registrar of Voters office for 10 days prior to being submitted for printing. §10012.7, §10013.5

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

ELECTION CALENDAR - TUESDAY, NOVEMBER 3, 1992 Page 5

- August 7
(E-88) CONSOLIDATION OF ELECTIONS Resolution requesting consolidation with this election must be filed no later than 88 days prior to the election. §23302, Ed. Cd. §5342
- August 7 5:00 pm
(E-88) LAST DAY FOR CANDIDATES TO FILE Last day to file declaration of candidacy and candidate's statement (of qualifications) with the Registrar of Voters. §23512, Ed. Cd. §5012
- EXCEPTION: If filing period is extended because an incumbent, eligible for reelection, failed to file a declaration of candidacy, the filing deadline is extended until 5:00 pm., August 12. §23521.5, §24005, Ed. Cd. §5012.5
- August 7 5:00 pm
(E-88) LAST DAY FOR CANDIDATES TO WITHDRAW No candidate shall withdraw his/her declaration of candidacy after 5:00 pm on the 88th day prior to the election unless the filing period has been extended until the 83rd day, in which case a candidate has until 5:00 pm of the 83rd day prior to the election to withdraw. §23512, §23521.5, Ed. Cd. §5012
- August 8
thru
August 12 5:00 pm
(E-87-83) EXTENSION OF FILING PERIOD IF INCUMBENT FAILS TO FILE If an incumbent, eligible for reelection, fails to file his/her declaration of candidacy by August 7, 5:00 pm, there is a 5-day extension allowed for any person OTHER THAN THE INCUMBENT to file a declaration of candidacy for such office.
- NOTE:* There is no extension of the nomination period for any office where there is no incumbent eligible to be elected. §23521.5, §24005, Ed. Cd. §5012.5
- August 12 5:00 pm
(E-83) PETITION TO HOLD ELECTION Last day, if nominees do not exceed offices to be filled, to file with the Registrar of Voters a petition requesting the election to be held. Petition must be signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division. §23520, Ed. Cd. §5326
- August 13
(E-82) RANDOMIZED ALPHABET On this day the Secretary of State shall conduct a drawing of the letters of the alphabet, the results of which shall be known as a randomized alphabet, to determine the order in which candidates appear on the November election ballot. §10217
- September 7*
(E-57) WRITE-IN CANDIDATES First day nomination papers are available for a write-in candidate. Must be filed by October 20, 5:00 pm. §7301
- September 24
(E-40) SAMPLE BALLOTS MAILED Starting approximately this date, sample ballots will be mailed to eligible voters. §10010, §23540, §24003
- October 5
(E-29) CAMPAIGN STATEMENTS DUE - SEPTEMBER PRE-ELECTION The last day to file campaign statements for candidates and committees covering the period ending September 30. GC §84200.5, §84200.7(b)

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

ELECTION CALENDAR - TUESDAY, NOVEMBER 3, 1992

- October 5
(E-29) REGISTRATION CLOSES The last day to register to vote in this election. §301, §305
- October 5
thru
October 27
(E-29-7) ABSENTEE BALLOTS Between these dates applications for regular absentee ballots shall be made to the Registrar of Voters. Applications received prior to October 5 will be kept and processed during this application period. §1002
- October 20 5:00 pm DEADLINE FOR WRITE-IN CANDIDATES TO FILE Last day to file as a write-in candidate for this election. §7301
- October 22
(E-12) CAMPAIGN STATEMENTS DUE - OCTOBER PRE-ELECTION The last day to file campaign statements for candidates and committees covering the period ending October 17. GC §84200.5, §84200.7(b)
- October 28
thru
November 3 8:00 pm ABSENTEE BALLOTS - EXTENDED PERIOD During this period absentee ballots are available when conditions prevent voting at polling place. Written application signed under penalty of perjury is required. §1017
- November 3
(E-0) ELECTION DAY All polls will be open from 7:00 am to 8:00 pm. Ballots will be centrally counted at the Registrar of Voters office. §2603, §14206, §17050
- November 5
(E+2) COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS Votes will be canvassed by the Registrar of Voters. §17081, §23550
- November 18
(E+15) CERTIFICATE OF ELECTION The Registrar of Voters shall make and deliver to each person elected a certificate of election signed by the Registrar of Voters. §17112, §23555
- December 4
(E+31) DATE OF TAKING OFFICE Elected school board members take office on the first Friday in December after the general election. Ed. Cd. §5017
- District officers, elected or appointed, take office at NOON on this day, AFTER taking the official oath and executing such bond as may be required by the principal act. §23556
- *EXCEPTIONS:
Elected directors of Municipal Water Districts take office at noon on January 4, 1993. GC §24200
- January 31, 1993
(E+89) SEMI-ANNUAL CAMPAIGN STATEMENT FILING DEADLINE Last day to file semi-annual campaign statements, if required, for all candidates and committees making or receiving contributions or making expenditures during the period ending December 31, 1992. GC §84200

**Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

SCHOOL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED
 TUESDAY, NOVEMBER 3, 1992

OFFICES TO BE FILLED

NUMBER TO BE ELECTED

COMMUNITY COLLEGE DISTRICTS

Coast	1 Member each, Trustee Areas 2, 3, 4
North Orange County	2 Members, Trustee Area 1 1 Member each, Trustee Areas 3, 4
Rancho Santiago	3 Members, Trustee Area 1 1 Member, Trustee Area 3
Saddleback	1 Member each, Trustee Areas 1, 3, 6, 7

HIGH SCHOOL DISTRICTS

Anaheim Union	2 Members
Fullerton Joint Union	2 Members
Huntington Beach Union	2 Members Full Term, 1 Unexpired Term

UNIFIED DISTRICTS

Brea-Olinda Unified	3 Members
Capistrano Unified	1 Member each, Trustee Areas 1, 2, 3, 5
Laguna Beach Unified	2 Members
Los Alamitos Unified	3 Members
Placentia-Yorba Linda Unified	3 Members
Saddleback Valley Unified	3 Members
Tustin Unified	3 Members

ELEMENTARY SCHOOL DISTRICTS

Anaheim City	2 Members
Buena Park	2 Members
Centralia	2 Members
Cypress	2 Members
Fountain Valley	2 Members
Fullerton	2 Members
Huntington Beach City	2 Members
La Habra City	2 Members
Lowell Joint	2 Members
Magnolia	2 Members
Ocean View	2 Members
Savanna	2 Members
Westminster	2 Members

SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED Page 8
NOVEMBER 3, 1992

COMMUNITY SERVICES DISTRICT

Capistrano Bay	2 Directors
Rossmoor	3 Directors
Surfside Colony	1 Director Full Term, 1 Unexpired Term

IRRIGATION DISTRICTS

Carpenter	1 Director each, Div. 1, 2, 5
Serrano	1 Director each, Div. 2, 3, 5

PARK AND RECREATION DISTRICT

Capistrano Bay	2 Directors
----------------	-------------

SANITARY DISTRICT

Capistrano Beach	3 Directors
Costa Mesa	2 Directors
Dana Point	2 Directors
Garden Grove	2 Directors
Midway City	2 Directors Full Term, 1 Unexpired Term

STORM WATER DISTRICTS

Surfside Colony	3 Trustees (2 year terms)
-----------------	---------------------------

CALIFORNIA WATER DISTRICTS

El Toro	4 Directors
Irvine Ranch	2 Directors Full Term, 1 Unexpired Term
Moulton Niguel	1 Director each, Div. 1, 5, 6, 7

COUNTY WATER DISTRICTS

Capistrano Beach	3 Directors
East Orange	2 Directors
Laguna Beach	2 Directors
Los Alamitos	3 Directors
Mesa Consolidated	1 Director each, Div. 1, 2, 3
Santiago	3 Directors
South Coast	4 Directors
Trabuco Canyon	2 Directors
Yorba Linda	2 Directors

INDEPENDENT WATER DISTRICT

Orange County	1 Director each, Div. 2, 3, 4, 6
---------------	----------------------------------

MUNICIPAL WATER DISTRICTS

Coastal	1 Director each, Div. 1, 2, 5
Municipal Water of Orange County	1 Director each, Div. 3, 4
Tri-Cities	1 Director each, Div. 1, 2

LIBRARY DISTRICTS

Buena Park	3 Trustees
Placentia	3 Trustees

NOMINATION PROCEDURES

DECLARATION OF CANDIDACY

The first day to file as a candidate is July 13, 1992. Forms for declaration of candidacy are available at the Registrar of Voters office, 1300-C South Grand Avenue, Santa Ana. Candidates for school board members or special district directors do not have to obtain signatures of registered voters on their declaration of candidacy. The signature of the candidate is required. The ballot designation may be left blank if the candidate does not want a ballot designation to appear under his/her name on the ballot.

The candidate must take the Oath of Allegiance before the deputy receiving the form. (The Oath may be taken before a Notary Public.)

There is no filing fee. The last day to file as a candidate is August 7, 1992, 5:00 p.m.

The last day to withdraw as a candidate is August 7, 1992, 5:00 p.m.
§23512, Ed. Cd. §5012

EXCEPTION: If a declaration of candidacy for an incumbent elective member of a school district or director of a special district is not filed by 5:00 p.m. on August 7, 1992, the filing period is extended until 5:00 p.m. on August 12, 1992 for those offices in which the incumbent failed to file. During this extended period, candidates, other than the incumbent, can file a declaration of candidacy. This does not apply if there is no incumbent eligible to be reelected.

Candidates who file during this extended period cannot withdraw from the election.
§23521.5, Ed. Cd. §5012.5

No candidate's name shall be printed on a ballot unless he/she has filed a declaration of candidacy.

QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

GENERAL QUALIFICATIONS

A person is not eligible to be elected or appointed to a county or district office unless he/she is a registered voter of the county or district in which the duties of the offices are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. GC §24001

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment. §75

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. GC §275.2

Successful candidates must qualify for office by taking the oath of office and must execute such bonds as may be required by the principal act. §23556

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. GC §1020

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. GC §1021

No duty is imposed upon the Registrar of Voters to determine whether or not a candidate meets the requirements for holding office. The declaration of candidacy which each candidate must file states that the candidate, if elected, will qualify for the office. The declaration of candidacy also states that the candidate will not withdraw before the election. §23512, §23512.2

QUALIFICATIONS - SCHOOL BOARD MEMBER

- (a) Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Ed. Cd. §35107

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate. Ed.Cd. §5030

QUALIFICATIONS FOR HOLDING OFFICE AND VOTING WITHIN SPECIAL DISTRICTS

COMMUNITY SERVICES DISTRICTS

- DIRECTOR - Shall be a "registered elector" (registered voter) residing within the district.
VOTER - Shall be a registered voter in the district. GC §61200, §61016

IRRIGATION DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §21100, §21551, Calif. Cons. Art. II.2

PARK AND RECREATION DISTRICTS

- DIRECTOR - Shall be a qualified registered voter in the district or a qualified voter of this state and an owner of real property within the district. Pub.Res.Cd. §5783.3, §5781.4

SANITARY DISTRICTS

- DIRECTOR - Shall be a resident elector (registered voter) in the district.
VOTER - Shall be a registered voter in the district. H & S Cd. §6464, §6561

STORM WATER DISTRICT

- TRUSTEE - Shall be a freeholder of the district and shall have resided in district one year preceding election; provided that when unincorporated territory is included with incorporated territory at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.
VOTER - Shall be a registered voter in the district.
West's Water Cd. App. §13-5; Deering's Unccd. Water Cd. §6176.5

CALIFORNIA WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §35177, §35178, §35188, §35189, §35190, §35212, §35213

COUNTY WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §30500, §30700, §30735

ORANGE COUNTY INDEPENDENT WATER DISTRICT

- DIRECTOR - Shall be a resident of district, owner of land in division
VOTER - Shall be a registered voter in the district or division, if any.
West's Water Cd. App. §40-11;
Deering's Unccd. Water Cd. §5683.9, §5683.11

MUNICIPAL WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Cd. §71170, §71250, §71453, §71501, EC §100

LIBRARY DISTRICTS

- TRUSTEE - Shall be a registered voter in the district.
VOTER - Shall be a registered voter in the district. Ed. Cd. §19611, §19702

With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination papers to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior, municipal, or justice court judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.
- (3) No more than three words designating either the current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed, as a nominated candidate, in-lieu of an election, pursuant to Education Code sections 5326 and 5328 or Election Code sections 8873, 9373, 9723, 22844, or 23520.

An election official is not permitted to accept a designation which:

- (1) Would mislead the voter.
- (2) Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) Abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) Uses a word or prefix, such as "former" or "ex-", which means a prior status. The only exception is the use of the word "retired."
- (5) Uses the name of any political party, whether or not it has qualified for the ballot.
- (6) Uses a word or words referring to a racial, religious, or ethnic group.
- (7) Refers to any activity, which activity is prohibited by law.

BALLOT DESIGNATIONS FOR CANDIDATES (continued) Page 13
(§10211)

If upon checking the nomination papers the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested. The candidate shall, within three days from the date of receipt of the notice, appear before the election officer and provide an alternate designation. In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except when specifically requested by the Registrar of Voters to change an unacceptable designation.

In all cases words so used will be printed in eight-point roman uppercase and lowercase type except that if the designation selected is so long that it would conflict with the space requirements of Elections Code sections 10207 and 10221, the election official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

APPOINTMENT OF SCHOOL BOARD MEMBERS

If a school district or community college district election is not held because of a condition listed in section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election.
Ed. Cd. §5328

APPOINTMENT OF SPECIAL DISTRICT NOMINEES

If a district election is not held because of a condition listed in Elections Code 23520, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make such appointments. If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office. §23520

CANDIDATE'S STATEMENT (OF QUALIFICATIONS)
(\$10012)

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county or district, may prepare a candidate's statement on an appropriate form provided by the Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the Registrar of Voters when his/her nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the Registrar of Voters no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

NOTE: In the event that the nomination period is extended because an incumbent eligible to be elected did not file nomination papers, a candidate's statement may be withdrawn during the extended nomination period and until 5:00 p.m. of the next working day after the close of the extended nomination period. §23512

The Registrar of Voters will send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.

Pursuant to Elections Code section 10012.7, all candidates' statements shall remain confidential until the expiration of the filing deadline.

The Registrar of Voters will estimate the total cost of printing and handling the candidates' statements filed pursuant to this section, and will require each candidate having a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The Registrar of Voters will determine the cost for each candidate and will refund any excess amount paid within 30 days of the election. An invoice will be sent if any additional amount is required to be paid by the candidate.

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order or certified check, or the statement will not be printed in the voter's pamphlet.

NOTE: Orange County is no longer required under the provisions of the Federal Voting Rights Act to print bilingual election materials. Candidate statements (of qualifications) will therefore be printed in English only unless the candidate requests that the statement also be printed in Spanish at the candidate's expense. If the candidate also wants a Spanish statement, the deposit will be double the cost of an English only statement.

Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

CANDIDATE'S STATEMENT (OF QUALIFICATIONS) (continued) Page 15
(§10012)

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. Such decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the nomination papers.

Copies of all candidates' statements will be available for public inspection at the Registrar of Voters office 10 days prior to being submitted for printing, in conformance with Elections Code section 10013.5.

DEPOSIT AMOUNT REQUIRED FOR SCHOOL DISTRICT CANDIDATE'S STATEMENT

<u>SCHOOL DISTRICT</u>	<u>200 WORD STATEMENT</u>
Coast Community College	\$2,400
North Orange County Community College	2,550
Rancho Santiago Community College	1,350
Saddleback Community College	2,600
Anaheim Union High School	1,050
Fullerton Joint Union High School	900
Huntington Beach Union High School	1,300
Brea-Olinda Unified School	300
Capistrano Unified School	1,000
Laguna Beach Unified School	350
Los Alamitos Unified School	400
Placentia-Yorba Linda Unified School	650
Saddleback Valley Unified School	850
Tustin Unified School	500
Anaheim City	600
Buena Park School	300
Centralia School	350
Cypress School	350
Fountain Valley School	400
Fullerton School	550
Huntington Beach City School	500
La Habra City School	300
Lowell Joint	250
Magnolia School	300
Ocean View School	550
Savanna School	250
Westminster School	400

The amounts listed above are for 200 word statements. In the event that a school district authorizes a 400 word statement, the deposit amount will be increased accordingly.

Any candidate needing information applicable to indigents should check with the election clerk.

DEPOSIT AMOUNT REQUIRED FOR SPECIAL DISTRICT CANDIDATE'S STATEMENT

<u>SPECIAL DISTRICT</u>	<u>200 WORD STATEMENT</u>
Capistrano Bay Community Services District	\$ 250
Rossmoor Community Services District	200
Surfside Colony Community Services District	200
Carpenter Irrigation District, Div. 1, 2, 5	200
Serrano Irrigation District, Div. 2, 3, 5	200
Capistrano Bay Park & Recreation District	300
Capistrano Beach Sanitary District	250
Costa Mesa Sanitary District	550
Dana Point Sanitary District	250
Garden Grove Sanitary District	550
Midway City Sanitary District	500
Surfside Colony Storm Water District	200
El Toro Water District	400
Irvine Ranch Water District	700
Moulton Niguel Water District, Div. 1, 5, 6	250
Div. 7	200
Capistrano Beach County Water District	250
East Orange County Water District	450
Laguna Beach County Water District	300
Los Alamitos County Water District	300
Mesa Consolidated Water District, Div. 1, 2, 3	250
Santiago County Water District	200
South Coast Water District	250
Trabuco Canyon Water District	200
Yorba Linda Water District	450
Orange County Water District, Div. 2	750
Div. 3	500
Div. 4	1,300
Div. 6	1,050
Coastal Municipal Water District, Div. 1, 2	400
Div. 5	350
Municipal Water District of Orange County, Div. 3	1,250
Div. 4	1,500
Tri-Cities Municipal Water District, Div. 1, 2	250
Buena Park Library District	400
Placentia Library District	350

The amounts listed above are for 200 word statements. In the event that a district authorizes a 400 word statement, the deposit amount will be increased accordingly.

Any candidate needing information applicable to indigents should check with the election clerk.

WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT
(\$47)

The following are the guidelines for computing the word count:

The title of the office, name, age and occupation lines, and the signature are not included in the word count - only the text is counted.

Dictionary words one word
The words "a", "the", "and", "an" are counted as individual words.

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. one word

Geographical names - County of Orange, San Juan Capistrano. one word

Whole numbers - Digits (1 or 10 or 100, etc.) one word
Spelled out (one or ten or one hundred) one for each word

Numeric combinations (1973, 18 1/2, 1971-73, 5%) one word

Dates - all digits (4/8/86) one word
Words and digits (April 8, 1986) two words

Monetary amounts (if the dollar sign is used with figures - \$1,000) one word
Spelled out (one thousand dollars) one for each word

Regularly hyphenated words (if dictionary shows it in hyphenated form). . . one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed.

The submitted statement should be typed. No word will be printed in "ALL CAPS" or underlined. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

The candidate must sign and date the statement before it is filed. All statements are confidential until the expiration of the filing deadline.

The candidate is required to pay the estimated cost of the statement and sign a deposit agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed deposit agreement will be given to the candidate.

The statement must be filed at the same time that the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period.

NOTE: If the nomination period is extended, because an incumbent, eligible to be elected, failed to file a declaration of candidacy, the next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed.

BALLOT ORDER OF CANDIDATES

The Secretary of State will conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure will be as follows: Each letter of the alphabet will be written on a separate slip of paper each of which will be folded and inserted into a capsule. Each capsule will be opaque and of uniform weight, color, size, shape, and texture. The capsules will be placed in a container which will be shaken vigorously in order to mix them thoroughly. The container will then be opened and the capsules removed at random one at a time. Each capsule will be opened one at a time and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. The date of the drawing for the general election will be August 13, 1992. §10217

Names of candidates will appear on the ballot according to the randomized alphabet.

WRITE-IN CANDIDATES

Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office must file:

- (a) A statement of write-in candidacy which shall contain the following information:
 - (1) Candidate's name.
 - (2) Residence address.
 - (3) A declaration stating that he/she is a write-in candidate.
 - (4) The title of the office for which he/she is running.
 - (5) The date of the election.

The statement and nomination papers will be available from the Registrar of Voters on September 7, 1992. The statement and nomination papers shall be delivered to the election official responsible for the conduct of the election no later than the 14th day prior to the election, October 20, 1992, 5:00 p.m.

No fee or charge is required of a write-in candidate. §7300, §7301, §7304

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual is issued his/her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the Registrar of Voters will give the individual a blank form of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 6 of Division 9, Article 3 of the Elections Code. The Registrar of Voters will inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure within the meaning of Elections Code section 12511, the Secretary of State will provide a blank form and a copy of the provisions of Chapter 6 of Division 9 of the Elections Code to the individual filing, in accordance with Title 9, (commencing with section 81000) of the Government Code, an initial campaign statement on behalf of the committee. §12520

The Registrar of Voters will accept at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and will retain them for public inspection until 30 days after the election. §12523

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 9 of the Elections Code is a public record open for public inspection. §12524

In no event shall a candidate for public office be required to subscribe to or endorse the code. §12525

CAMPAIGN DISCLOSURE FILING SCHEDULE

<u>Type of Statement</u>	<u>Period Covered*</u>	<u>Filing Deadline</u>
September Pre-Election	July 1 - September 30	October 5
October Pre-Election**	October 1 - October 17	October 22
Semi-Annual	The day after the closing date of the last statement OR January 1 if no previous statement has been filed through December 31, 1992	January 31, 1993

*The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.

**The October Pre-Election Statements must be delivered in person or guaranteed overnight mail through the United States Postal Service.

ALL CANDIDATES ARE REQUIRED TO FILE CAMPAIGN DISCLOSURE STATEMENTS. For detailed information on Campaign Disclosure Statements see the 1992 Information Manual on Campaign Disclosure Provisions of the Political Reform Act. The information manual is prepared by the Fair Political Practices Commission and it is included in each candidate's campaign disclosure kit.

USE OF SURPLUS CAMPAIGN FUNDS

Upon leaving any elective office, or at the end of the post election reporting period following the defeat of a candidate for elective office, whichever occurs last, surplus campaign funds raised prior to January 1, 1989, under the control of a former candidate or officeholder or his/her controlled committee shall be used or held for the following purposes:

- (a) The repayment of personal or committee loans or other obligations if there is a reasonable relationship to political, legislative, or governmental activity.
- (b) The payment of outstanding campaign expenses.
- (c) Contributions to any candidate, committee, or political party, except where otherwise prohibited by law.
- (d) The pro rata repayment of contributors.
- (e) Donations to any religious, scientific, educational, social welfare, civic, or fraternal organization no part of the net earnings of which inures to the benefit of any private shareholder or individual or to any charitable or nonprofit organization which is exempt from taxation under subsection (c) of section 501 of the Internal Revenue Code or section 17214 or sections 23701a to 23701j, inclusive, or section 23701(l), 23701n, 23701p, or 23701s of the Revenue and Taxation Code.
- (f) Except where otherwise prohibited by law, held in a segregated fund for future political campaigns, not to be expended except for political activity reasonably related to preparing for future candidacy to elective office. §12400

CAMPAIGN LITERATURE

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than six-point type, which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). GC §84305

NOTE: The treasurer's name and committee identification number are not required on mass mailings.

"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. GC §82041.5

(a) Whenever any person makes an expenditure for the purpose of financing communications expressly advocating the election or defeat of a clearly identified candidate, or solicits any contribution through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general public political advertising, such communication --

CAMPAIGN LITERATURE (continued)

- (1) if paid for and authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state that the communication has been paid for by such authorized political committee, or
 - (2) if paid for by other persons but authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state that the communication is paid for by such other persons and authorized by such authorized political committee;
 - (3) if not authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state the name of the person who paid for the communication and state that the communication is not authorized by any candidate or candidate's committee.
- (b) No person who sells space in a newspaper or magazine to a candidate or to the agent of a candidate, for use in connection with such candidate's campaign, may charge any amount for such space which exceeds the amount charged for comparable use of such space for other purposes. 2 U.S.C. §441d

POLITICAL ADVERTISEMENT REQUIREMENTS

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in ten-point roman type, whichever is larger, the words "Paid Political Advertisement." Such words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. §11708

SIMULATED BALLOT REQUIREMENTS

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of such statement or words or in ten-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official sample ballot prepared by the county clerk, registrar of voters, or the Secretary of State.

This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof).

Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. §11709

PENAL PROVISIONS

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe such a name to such a petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years. §29300

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §29301

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his possession, entitled to be filed under the provisions of this code. §29302

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §29303

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §29304

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. §29305

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to sections 10012 or 27317, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). §29451

No person, on election day, shall, within 100 feet of a polling place:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14216.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. §29470

PENAL PROVISIONS (continued)

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the absentee voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provisions of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by section 29470, or by any other provision of law. §29473

SERVICES TO CANDIDATES

INDEXES

All candidates are entitled to purchase indexes. These are printed lists of registered voters by precinct, listed by address with the street names arranged alphabetically and street numbers in numerical order for a given street name.

Each candidate may purchase up to two copies (sets) of indexes for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indexes sell for 50 cents per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar's office or by writing a letter to the Registrar's office requesting indexes for a certain district. You will be asked to complete a statement of use to purchase voter registration information.

MAPS

A set of precinct maps is on our public counter. If you wish to purchase maps of the district in which you are a candidate, our Map Unit will supply you with the information needed to order maps.

POSTCARD REGISTRATION FORMS

For candidates and committees wishing to conduct registration drives to register voters, postcard registration forms are available at the Registrar of Voters office from the Outreach Coordinator. You may obtain the amount of registration forms you deem necessary. You will be asked to complete a Statement of Distribution form at the time the forms are issued to you.

COMPUTER TAPES

Candidates may purchase magnetic tape copies of the Orange County registered voter file. The file is in alphabetical sequence and can be ordered with the names of all voters in Orange County or just the voters in a particular city or district.

The candidate must fill out a written request form containing a signed declaration that the tape data purchased will be used only for election purposes.

Tape copies are usually available within seven days of placing the order (depending on job scheduling). The cost of the product is payable in advance at the time the product is requested.

Please ask the clerk at the public counter for further information if you are interested in ordering tape copies of the registered voter file or other available computer products.

ABSENTEE BALLOT APPLICATIONS

Chapter 6 of Division 1 of the Elections Code was added to the Elections Code effective January 1, 1986. It states in part: The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for an absent voter's ballot which conforms to the requirements of section 1006. This format shall be followed by all individuals, organizations and groups who distribute applications for an absent voter's ballot.

If you choose to distribute applications for absent voter's ballots, you will be asked to complete a statement of distribution plans before receiving a camera ready copy of the application. You will be given a list of the application requirements and the Elections Code sections covering penal provisions which have been added to the code by the 1987 statutes.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: July 13, 1992
SUBJECT: **Collective Bargaining Agreement**

BACKGROUND:

At its meeting on June 15, 1992, the Library Board of Trustees gave tentative approval to the proposed Memorandum of Understanding as presented subject to the revision of the wording in Article IX concerning the pro-rata share of benefits for part time employees and the addition in Article I, Section A of a provision for opening that part of the contract in the second and/or third year if the Consumer Price Index is less than one (1) percent at the end of each year.

Both of these conditions were met and the 4.2% salary increase for all employees covered by the MOU was implemented on July 1.

RECOMMENDATION:

1. To read Resolution 92-5 by title only. *wat / [signature]*
2. To adopt Resolution 92-5. *wat / [signature]*

RESOLUTION 92-5

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AND THE PLACENTIA LIBRARY DISTRICT EMPLOYEES ASSOCIATION, A CHAPTER OF THE ORANGE COUNTY EMPLOYEES ASSOCIATION

WHEREAS, the employees of the Placentia Library District of Orange County are represented by the Orange County Employees Association; and

WHEREAS, the representatives of the Orange County Employees Association and the Library Director representing the Board of Trustees of the Placentia Library District of Orange County have met and conferred; and

WHEREAS, The Memorandum of Understanding signed by both representatives on June 25, 1992, depicts the agreement resulting from the negotiations.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees accepts the Memorandum of Understanding dated June 25, 1992, the Salary Schedule referred to as Appendix A, and the Placentia Library District Employee Manual referenced therein and implements such on July 1, 1992.

AYES: TRUSTEES:
NOES: TRUSTEES
ABSTAIN: TRUSTEES:
ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Fred D. West, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of July, 1992.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of July, 1992.

Fred D. West, Secretary
Board of Trustees of the Placentia Library District
of Orange County

MEMORANDUM OF UNDERSTANDING
BETWEEN
PLACENTIA LIBRARY DISTRICT
AND
PLACENTIA LIBRARY DISTRICT CHAPTER
OF THE
ORANGE COUNTY EMPLOYEES ASSOCIATION

The wages, hours and conditions of employment that are set forth in this Memorandum have been discussed and jointly proposed by and between the staff officials of the Placentia Library District Chapter of the Orange County Employees Association (hereinafter called "THE ASSOCIATION") and shall apply to all the employees of THE DISTRICT working in the classifications set forth in Appendix "A."

The terms and conditions of employment that are set forth in this Memorandum have been discussed in good faith between the staff officials of THE DISTRICT and THE ASSOCIATION. THE ASSOCIATION agrees to recommend acceptance by its members of all the terms and conditions of employment as set forth herein, and the staff officials of THE DISTRICT agree to recommend to the Placentia Library Board of Trustees that the terms and conditions of employment as set forth herein be implemented by resolution of the Board of Trustees. Upon the adoption of such a resolution, all the terms and conditions of this Memorandum so incorporated shall become effective without further action by either party.

ARTICLE I

SALARIES

- A. Wages for the various job classes shall be set forth in Appendix "B" attached to this Memorandum, and by this reference made a part hereof, and shall reflect the following wage increases agreed upon for all classifications represented by THE ASSOCIATION.

First Year

Effective July 1, 1992, THE DISTRICT shall grant a four and two-tenths (4.2) percent general salary increase to all the classifications represented by THE ASSOCIATION.

Second Year Effective July 1, 1993

An increase equal to the percent rise (to the nearest tenth (0.1) of one percent in the cost-of-living for the period March 1992 to March 1993 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than three (3) percent, nor more than five (5) percent for all classifications represented by THE ASSOCIATION.

Third Year Effective July 1, 1994

An increase equal to the percent rise (to the nearest tenth (0.1) of one percent in the cost-of-living for the period March 1993 to March 1994 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than three (3) percent, nor more than five (5) percent for all classifications represented by THE ASSOCIATION.

Meet and confer sessions, limited to salary only, can be reopened in the event the percent rise as described above exceeds seven (7) percent or is less than one (1) percent at the end of each year.

- B. All employees in job classes listed in Appendix "A" as covered by the terms and conditions receive all of the benefits, including, but not limited to holidays, vacation, sick leave, health and welfare benefits, and grievance procedure that are provided to employees of THE DISTRICT as set forth in resolutions adopted by the Board of Trustees of the Placentia Library District for such purposes. The staff officials of THE DISTRICT will not recommend any revision or modification to such conditions or benefits without first discussing such recommendations with THE ASSOCIATION.

ARTICLE II

RECOGNITION

THE DISTRICT hereby recognizes THE ASSOCIATION as the representative for the Placentia Library District employees as represented within this Memorandum of Understanding to the fullest extent allowable under California law applying to public employees.

As public employees, such employees shall have the right to discuss individual problems of employment with THE DISTRICT, provided that upon request of the employee, THE ASSOCIATION shall be kept fully informed and have the right to be present at all such meetings between THE DISTRICT and the individual.

ARTICLE III

CHECKOFF

THE DISTRICT agrees to check off for the payment of all regular monthly ASSOCIATION dues, and to deduct such payments from the wages of all ASSOCIATION members and employees when authorized to do so by said members and employees, and remit such payments to THE ASSOCIATION in accordance with the terms of signed payroll deduction authorizations.

THE ASSOCIATION shall be privileged to change the amount of monthly dues upon thirty (30) days written notification to THE DISTRICT and all affected employees.

ARTICLE IV

EMPLOYEE RIGHTS

Employees of THE DISTRICT shall have all rights granted to public employees under California law applicable to special districts. Employees of THE DISTRICT shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees of THE DISTRICT also have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with THE DISTRICT. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by THE DISTRICT, or any employee organization, because of his or her exercise of these rights.

ARTICLE V

MANAGEMENT RIGHTS

THE DISTRICT management retains all inherent rights and responsibilities of management except where specifically limited by this agreement. The rights of THE DISTRICT management include but are not limited to the right to consider the merits, necessity, or organization of any service or activity provided by law; the exclusive right to determine the mission of THE DISTRICT; set standards of service; determine the procedure and standards of selection for employment and promotion; direct the employees; take disciplinary action for just cause; relieve employees from duty because of lack of work, or other legitimate reasons; maintain the efficiency of DISTRICT operations; determine the methods, means, and personnel by which DISTRICT operations are to be conducted; determine the content of job

classifications and exercise control and discretion over its organization and the technology of performing its work.

ARTICLE VI

NON-DISCRIMINATION

THE DISTRICT and THE ASSOCIATION agree that the provisions of the Memorandum of Understanding shall be applied to employees without discrimination by reasons of physical handicap, marital status, or medical condition (as defined under the Fair Employment Practices Act), or race, religion, color, sex, age, national origin of ancestry.

THE ASSOCIATION shall not discriminate in membership or representation on any basis cited above in this article.

ARTICLE VII

ASSOCIATION REPRESENTATION

A duly authorized representative of THE ASSOCIATION shall be permitted reasonable time to enter the Library during working hours in order to transact business in connection with the administration of this agreement.

ARTICLE VIII

MERIT PAY PLAN

The Pay Plan for the Placentia Library District shall be a merit plan consisting of ten (10) salary steps for each classification.

Merit pay increases shall be granted solely upon approval of the Library Director for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of his or her position.

An employee who demonstrates these abilities in performance of his or her assigned duties shall receive merit pay increases as follows:

- A. To the third (3) step of the salary schedule after completion of six (6) months of service in the first (1) step.
- B. To the fifth (5) step after completion of one (1) year of service in the third (3) step.
- C. To the seventh (7) step after completion of one (1) year of service in the fifth (5) step.

- D. To the ninth (9) step after completion of one (1) year of service in the seventh (7) step.
- E. Meritorious tenth (10) step at the discretion of the Library Director. To be eligible for an additional five (5) percent or tenth (10) step the employee must have been at the top of their classification for four (4) years and have demonstrated to the Library Director's satisfaction four (4) years of growth and progression in their work.

In such cases as may occur wherein an employee demonstrates ability and proficiency greater than that described above, said employee may be given an advancement of three (3) or four (4) salary steps.

In such cases as may occur wherein an employee shall demonstrate ability and proficiency less than that described above, said employee may be given a one (1) step advancement or no merit advancement.

The Library Director shall consult with an employee on his or her job performance when said employee is evaluated for merit advancement. A copy of each performance evaluation shall be made out with the consultation of the employee's immediate supervisor.

ARTICLE IX

FRINGES

AS DEFINED IN EMPLOYEES MANUAL

- A. Leave of Absence
- B. Educational Benefits
- C. Holidays
- D. Vacations
- E. Medical, Dental, Optical, and Employee Assistance Ins.
- F. Retirement/Social Security
- G. Overtime
- H. Part-Time Employees
- I. Rest Periods
- J. Unemployment Coverage
- K. Travel reimbursement
- L. Credit Union

THE DISTRICT and THE ASSOCIATION have agreed to the following:

Continued payment of one-hundred (100) percent of the health insurance premiums will be carried on as in the past as long as these premiums do not exceed an annual increase of twenty (20) percent for the three (3) years of this contract. Premium increases in excess of twenty-five (25) percent for any year

would in turn require negotiation through the representation of OCEA.

The District shall continue to pay one-hundred (100) percent of the health insurance premium for full-time employees. Part-time employees (working twenty (20) hours or more per week) shall receive a pro-rated benefit for health insurance premiums.

ARTICLE X

GRIEVANCE PROCEDURE

A. Employee grievances shall be handled in the following manner:

1. First Step

An attempt shall be made to adjust all grievances on an informal basis between the employee and/or his or her designated representative and the employee's supervisor within five (5) working days after the occurrence of the incident involved in the grievance. The supervisor shall deliver his or her answer within five (5) working days after submission of the grievance.

2. Second Step

If the grievance is not satisfactorily adjusted in the First Step, it shall be submitted in writing to the Library Director within five (5) working days after the answer is received by the employee and/or the designated representative. The Library Director shall meet with the employee and/or the designated representative within ten (10) working days after submission of the grievance at the Second Step. The Library Director shall review the grievance and may affirm, reverse, or modify as deemed appropriate, the disposition made at the First Step and shall deliver his or her answer to the employee and/or the designated representative within five (5) working days after said meeting.

3. Third Step

If the grievance is not satisfactorily adjusted in the Second Step, it shall be submitted to the Board of Trustees for a final and binding decision, or, if the Board of Trustees and the employee and/or the designated representative agree, it shall be submitted to an impartial arbitrator for a final and binding decision. Such submission must occur within thirty (30) days after the Director's answer is received.

If submitted to the Board of Trustees, the Board shall meet with the employee and/or the designated representative at the next regularly scheduled Board Meeting. The Board of Trustees may affirm, reverse, or modify as it deems appropriate, the disposition made at the Second Step. The Board of Trustees shall deliver it's decision to the employee and/or designated representative within five (5) working days after said meeting, and such decision shall be final and binding on both parties.

In order to request arbitration, either party shall serve written notice to the other party specifying the grievance to be submitted. The parties shall thereafter attempt to resolve the issue and select the arbitrator. If such written notification and selection of the artibrator is not completed within thirty (30) days after the Library Director's answer is received by the employee and/or the designated representative, then either party may take action to compel arbitration. Failure to take action to compel arbitration within thirty (30) days will conclusively be deemed abandonment of the right to compel arbitration.

All expenses of the arbitration shall be borne equally by the parties.

The arbitrator's decision shall be final and binding on both parties, it being agreed that the arbitrator shall have no powers to add or subtract from nor to modify any of the terms of any MEMORANDUM OF UNDERSTANDING between the parties and that the arbitrator's award shall be consistent with and controlled by the Personnel Rules, Ordinances and Resolutions of the Placentia Library District, and the Laws and Constitution of the State of California.

- B. Any alleged violation of the MEMORANDUM OF UNDERSTANDING, any alleged improver treatment of an employee, or any alleged violation of commonly accepted safety practices and procedures shall be considered a matter subject to review through the grievance procedure.
 - 1. No supervisor shall be represented in grievance matters by an employee whom he may supervise.
- C. Any adoption, deletion, or revision of DISTRICT policy as may be suggested or recommended by any employee organization shall not be considered to be a matter subject to review through the grievance procedure.

ARTICLE XII

MISCELLANEOUS

- A. If any part of this Agreement is rendered or declared invalid by reason of any existing or subsequently enacted legislation, government regulation or order, or degree of court, the invalidation of such part of this Agreement shall not render invalid the remaining parts of this Agreement.
- B. This Agreement can be altered or amended only by a written agreement between the parties hereto.
- C. During the term of this Agreement, THE ASSOCIATION shall be the sole and exclusive representative of bargaining unit employees, except that during the period between ninety (90) and one-hundred and twenty (120) days before the termination of this Agreement, any other representative may seek the status of the majority representative of bargaining unit employees.

ARTICLE XIII

EXISTING CONDITIONS OF EMPLOYMENT

Except as expressly provided herein, the adoption of this MEMORANDUM OF UNDERSTANDING shall not change existing benefits, and terms and conditions of employment which have been established in prior MEMORANDA OF UNDERSTANDING.

ARTICLE XIV

DURATION AND TERMINATION

- A. This agreement shall be and remain in effect from the 1st day of July, 1992, to and including the 30th day of June, 1995, and from year to year thereafter, provided that should either party desire to terminate this agreement or to modify any portion of and terms hereof, it shall notify the other party in writing not less than ninety (90) days prior to the 1st day of July, 1995, or any 1st day of July of any year thereafter.
- B. In the event a written notice to terminate or to modify is given pursuant to the preceding paragraph A, the parties shall submit their proposals for changes herein no later than March 31, 1995. Negotiations upon such proposed changes shall begin as soon as mutually convenient for the parties. During these negotiations this agreement shall remain in full force and effect.

In witness whereof the parties hereto have set their hands
this 25th day of June, 1992.

PLACENTIA LIBRARY DISTRICT

Elizabeth D. Martin
LIBRARY DIRECTOR

PLACENTIA LIBRARY DISTRICT
CHAPTER OF THE ORANGE COUNTY
EMPLOYEES ASSOCIATION

Richard A. Reynolds
OCEA REPRESENTATIVE

Cheryl R. Willauer
ASSOCIATION CHAPTER
REPRESENTATIVE

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Resolution 92-5
Resolution 92-6

PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1992-1993

Classification	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	8.30	8.52	8.72	8.94	9.17	9.39	9.63	9.87	10.11	10.62
	PP	664.38	681.88	697.72	733.57	733.57	751.07	770.25	789.42	808.59	849.44
	AN	17,273.86	17,729.00	18,140.80	18,595.95	19,072.77	19,527.91	20,026.41	20,524.90	21,023.39	22,085.40
	MO	1,439.49	1,477.42	1,511.73	1,549.66	1,589.39	1,627.32	1,668.87	1,710.41	1,751.95	1,840.45
CLERK II	HR	9.39	9.63	9.87	10.11	10.36	10.62	10.89	11.16	11.44	12.01
	PP	751.07	770.25	789.42	808.59	828.60	849.44	871.11	892.79	915.29	961.14
	AN	19,527.91	20,026.41	20,524.90	21,023.39	21,543.56	22,085.40	22,648.91	23,212.43	23,797.61	24,989.66
	MO	1,627.32	1,668.87	1,710.41	1,751.95	1,795.29	1,840.45	1,887.41	1,934.37	1,983.13	2,082.47
LIBRARY ASST	HR	11.15	11.43	11.71	12.00	12.31	12.94	13.25	13.59	13.59	14.24
	PP	891.95	914.46	936.97	960.31	1,006.99	1,035.23	1,061.38	1,087.01	1,087.01	1,141.20
	AN	23,190.75	23,775.94	24,361.13	24,967.99	26,181.71	26,918.61	27,568.19	28,262.37	28,262.37	29,671.16
	MO	1,932.57	1,981.33	2,030.10	2,080.67	2,181.81	2,243.22	2,297.40	2,297.40	2,355.20	2,472.59
LIBRARIAN I	HR	13.19	13.51	13.86	14.20	14.55	14.92	15.30	15.67	16.07	16.87
	PP	1,055.34	1,081.18	1,108.69	1,136.20	1,163.71	1,193.72	1,223.72	1,253.73	1,285.31	1,349.60
	AN	27,438.78	28,131.50	28,825.89	29,541.22	30,256.35	31,036.60	31,036.60	32,597.09	33,420.69	35,089.56
	MO	2,286.56	2,342.55	2,402.15	2,461.76	2,521.36	2,586.38	2,586.38	2,611.18	2,785.06	2,924.13
LIBRARIAN II	HR	15.36	15.74	16.13	16.55	16.95	17.38	17.81	18.26	18.70	19.65
	PP	1,228.73	1,259.57	1,290.41	1,323.76	1,356.27	1,390.44	1,424.62	1,496.31	1,496.31	1,572.17
	AN	31,946.89	32,748.81	33,550.73	34,417.68	35,262.84	36,151.56	37,040.18	38,904.11	38,904.11	40,876.41
	MO	2,662.24	2,729.73	2,795.89	2,868.14	2,938.58	3,012.63	3,086.69	3,242.01	3,242.01	3,406.37

APPROVED: _____ Date: July 13, 1992

Signature: Margaret V. Dinsmore, President Board of Trustees

Signature: Fred D. West, Secretary Board of Trustees

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