

**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING**

**April 17, 1995**

**7:30 P.M.**

**Library Conference Room**

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

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

1. Roll Call. Administrative Assistant

2. Adoption of Agenda. *no / pay*

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

Presentation: Library Director

Recommendation: Adopt by Motion

3. *as council* Minutes of the March 20, 1995, Regular Meeting, and the April 3, 1995, Adjourned Regular Meeting. *all / pay* *stuck about* *stuck / pay* *most - action*

Presentation: Library Director

Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

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

5. Board President's Report.

> Night of 1,000 Stars.

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Principal Librarian

7. Literacy Volunteers of America, Placentia Chapter Board of Directors Report.

Presentation: Library Board President

8. Santiago Library System Advisory Board Minutes for its October 25, 1995, Regular Meeting..

Presentation: Library Director

CLAIMS (Items 9 -11)

Al Ray      Start abstain

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 - 11 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.*

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$979.69.

11. Current Claims and Payroll. (Approve)

Current Claims of \$49,420.81; Payrolls 3270, 3271, and 3272, for a cumulative payroll total of \$57,104.04. Combined total of Current Claims and Payroll of \$106,524.85.

**FINANCIAL REPORT (Items 12 - 17)**

stuck / peng

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 12 - 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

12. Financial Reports for March, 1995. (Receive & File)
13. Office General Ledger & Check Registers for March, 1995. (Receive & File)
14. Overdue Collection Report for March, 1995. (Receive & File)
15. Debit Card System Reimbursement Report for March, 1995. (Receive & File)
16. Gifts Report for March, 1995. (Receive & File)
17. County of Orange Investment Pool Portfolio Summary, March, 1995. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 18 - 26)**

27 AL / peng

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - ~~26~~<sup>27</sup> may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

18. Building Maintenance Report for March, 1995. (Receive & File)
19. Personnel Report for March, 1995. (Receive, File, and Ratify Appointments)
20. Volunteer Report for March, 1995. (Receive & File)
21. Circulation Report for March, 1995. (Receive & File)
22. Review of Status of the LSCA Title II Handicapped Remodeling Project. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Submission of the Letter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996. (Receive & File)
25. Submission of the Annual Report of the Employee Benefit Plan (Pension Fund) Form 5500-C/R, as prepared by Plan Administrator Dun & Bradstreet, to the Internal Revenue Service. (Receive & File)

- 26. Adoption of Guidelines for the Families for Literacy Fund Funding Agreement with the California State Library Foundation, March 29, 1995. (Approve submission of the Funding Agreement; and receive and file the Guidelines and Funding Agreement.)
- 27. Submission of Families for Literacy Grant Application to the State Library of California for Fiscal Year 1995-1996. (Receive, File and Approve Submission))

**CONTINUING BUSINESS**

- 28. Fiscal Year 1994-1995 Budget

Presentation: Library Director  
 Recommendation: Action as required.

- Review of the status of the Settlement Agreement between the Orange County Investment Pool and the County of Orange.
- Review pending legislation as it affects the Fiscal Year 1994-1995 and the Fiscal Year 1995-1996 Budgets.
- Pursuant to California Government Code Section 54956.9 a closed session will be held to discuss whether the District, based on existing facts and circumstances, needs to initiate litigation as a result of the Orange County Investment Pool Bankruptcy filing.

**NEW BUSINESS**

- 29. Review Public Officials Liability Insurance Proposals for 1994-1995.

Presentation: Library Director  
 Recommendation: Approve renewal of policy

*All pay approved from  
 pl/Stuck - Apr Clai  
 2307*

- 30. Storage Space Rental Contract

Presentation: Library Director  
 Recommendation: Approve contract with Discount Self Storage, Placentia, at a cost not to exceed \$60.00 per month, with six month prepayment; and moving costs by a vendor to be selected by the Library Director at an amount not to exceed \$400.00.

*ac - exp - for 6 month + pre*

*deferred to  
 May*

- 31. Travel Authorizations

Presentation: Library Director  
 Recommendation: Approve payment of registration fees at California State University, Fullerton, for classes in the Library Automation Certification Program, as requested, for Elizabeth Minter, Suad Ammar, Kay Schneider and Julie Shook, and registration, airline and ground travel expenses for Suad Ammar to attend the American Bookseller's Association Conference and Exhibits in Chicago, June 2-5, 1995, at a cost not to exceed \$500.00.

*Apr - All but sub  
 Nov - Stuck*

- 32. Extension of Contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1994-1995.

Presentation: Library Director
Recommendation: Approve contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1994-1995 at an amount not to exceed \$2,950 without disclosure to the Library Director and presentation of a new fee estimate before incurring additional costs.

STAFF REPORTS

- 33. Acquisitions Report for March, 1995. (Shook)
34. Program Report for the Month of March, 1995. (Program Committee)
35. Children's Services Report for the Month of March, 1995. (Schneider)
36. Publicity Materials produced for the Month of March, 1995. (Willauer)
37. Placentia Library Literacy Services Report for the Month of March, 1995. (Matas)
38. Families for Literacy Project Report for the Month of March, 1995. (Walters)
39. Placentia Pride Committee Report for March, 1995. (Ammar)

ADJOURNMENT

- 40. Agenda Preparation for May 15, 1995, Regular Meeting.
41. Review of Action Items.

Handwritten notes: Staff dinner, Collect bags, Discussed, June 1st date, storage.

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

- 42. Adjourn

Handwritten note: 8:56 pm

CERTIFICATION OF POSTING

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the April 17, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 12, 1995.

Handwritten signature: Charlene Dumitru

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

May 1 (Mon)	California Special Districts Association Legislative Day, Sacramento
May 1 (Mon)	CALTAC Board of Directors Meeting, Sacramento (Dinsmore)
May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
May 2 (Tues)	California Library Association Legislative Day, Sacramento (Dinsmore)
May 4 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
May 15 (Mon)	Library Board Meeting, 7:30 P.M.
June 3 - 7	American Booksellers Association, Chicago
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 17 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 16 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov	California Library Association Annual Conference
Nov 20 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 18 (Mon)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Mar 26-30	Public Library Association National Conference, Portland.
Jun 20-27	American Library Association Annual Conference, New York City.

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
MARCH 20, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 20, 1995 at 7:40 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Trustees Ray Evans and Robin Masters; and Library Director Elizabeth Minter.

**Members Absent:** Secretary Sandra Stark; Trustee Al Shkoler

**Others Present:** Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Evans, seconded by Trustee Masters that the Minutes of the Regular Meeting of the Board of Trustees of February 21, 1995, be approved as presented.

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

Trustee Shkoler arrived at 7:46 P.M.

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore discussed an article on privatization of public agencies published in the *Los Angeles Times Orange County Business Section* of March 13, 1995. She also discussed an article on the Brown Act published in the *CSDA News* of March, 1995.

President Dinsmore reported that she will be attending the California Association of Library Trustees and Commissioners (CALTAC) Board of Directors Meeting and California Library Association Legislative Day in Sacramento on May 1-2, 1995.

**FRIENDS OF THE  
LIBRARY**

Library Director Minter referred to the Friends of the Library Report in the Board packet.

**LITERACY  
VOLUNTEERS OF  
AMERICA**

President Dinsmore referred to the Literacy Volunteers of America (LVA) Board Report in the Board packet. She discussed the proposed dissolution of the LVA-Placentia affiliate and requested the Board's opinion on this matter. It was the consensus of the Trustees present that the action proposed by the LVA-Placentia Board of Directors in the Board packet is acceptable. The Library Director was asked to prepare a thank-you letter to the LVA-Placentia affiliate for its sixteen years of service.

Mr. Thomas Shipkey, President of Shipkey Insurance Agency, Inc. arrived at 7:55 P.M.

**PROPERTY  
INSURANCE  
RENEWALS FOR  
1994-1995**

Agenda Item 25 was considered at this time for the convenience of Mr. Shipkey.

It was moved by Trustee Evans, seconded by Trustee Masters to approve renewal of property insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$11,829.75, and to approve payment of Claim 3252 in the amount of \$11,829.75.

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

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$2,928.51; and Current Claims and Payroll in the amount of \$61,685.85.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Evans, seconded by Trustee Masters to receive and file Agenda Items 11 through 16: Financial Reports for February, 1995; Office General Ledger & Check Registers for February, 1995; Overdue Collection Report for February, 1995; Debit Card System Reimbursement Report for February, 1995; and Gifts Report for February, 1995; and County of Orange Investment Pool Portfolio Summary, February, 1995.



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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive, file and approve Agenda Items 17 through 23: Building Maintenance Report for February, 1995 (Receive & File); Personnel Report for February, 1995 (Receive, File and Ratify Appointments); Volunteer Report for February, 1995 (Receive & File); Circulation Report for February, 1995 (Receive & File); and Review of Status of the LSCA Title II Handicapped Remodeling Project (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of the Mid-Year Report to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for FY 1994-95 (Receive & File).

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

**FY94-95 BUDGET**

Library Director Minter reported on the status of the Orange County Investment Pool Bankruptcy. Secretary Stark, and Library Director Minter attended the Investors Meeting on March 17, 1995, where a settlement of the Orange County Investment Pool Bankruptcy Case was presented. Formal documentation regarding the conditions of the Settlement are expected to be available later in the week. It was the consensus of the Board to defer action on the Settlement Proposal until the settlement agreement documents are received.

It was moved by Trustee Shkoler, seconded by Trustee Evans to establish a 30-day renewable Certificate of Deposit at Sanwa Bank for monies held in the General Fund in excess of the established petty cash amount.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the establishment of interest bearing accounts to manage the District's three petty cash checking accounts as follows:

Convert General Fund Checking Account 265700860 to an interest bearing Market Value Checking Account; and to open new interest bearing Market Value Savings Accounts for General Fund, Literacy Fund and County Exempt Fund.

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

#### STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 26 through 32: Acquisitions Report for February, 1995; Program Report for Month of February, 1995; Children's Services Report for Month of February, 1995; Publicity Materials produced for the Month of February, 1995; Placentia Library Literacy Services Report for Month of February, 1995; Families for Literacy Project Report for the Month of February, 1995; and Placentia Pride Committee Report for Month of February, 1995.

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

At 8:52 P.M. the Regular Meeting of the Board of Trustees of the Placentia Library District adjourned until Saturday, March 25, 1995 at 9:00 A.M. in the Library Conference Room.

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Margaret V. Dinsmore, President

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
ADJOURNED REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 3, 1995**

**CALL TO ORDER**

The Meeting of the Placentia Library District Board of Trustees adjourned from March 20, 1995 was reconvened on April 3, 1995 at 6:00 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustee Ray Evans; and Library Director Elizabeth Minter.

**Members Absent:** Trustees Al Shkoler and Robin Masters

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and City of Placentia Finance Director Howard Longballa.

**ORAL  
COMMUNICATIONS**

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

Trustee Shkoler arrived at 6:08 P.M.

Bernie Burke, a partner of the firm of Price Waterhouse, LLP, arrived at 6:20 P.M.

**FY 1994-95 BUDGET**

It was moved by President Dinsmore, seconded by Trustee Evans to accept Option A of The Agreement to Become Settling Non-County Pool Participant and to authorize signature and processing of the required documents.

<b>AYES:</b>	Dinsmore, Evans, Shkoler
<b>NOES:</b>	Stark
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Masters

The Regular Meeting of April 3, 1995 of the Board of Trustees of the Placentia Library District was adjourned at 6:27 P.M.

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Sandra M. Stark, Secretary



TO: Library Board of Trustees

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

DATE: April 17, 1995

**SUBJECT: Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, April 3, 1995. Library Director Elizabeth Minter attended the Meeting.

The Board agreed to pay for repainting the National Library Week street banners for Kraemer Boulevard and Chapman Avenue. They also volunteered to provide the refreshments for the National Library Week program scheduled for April 12.

Plans for both the ongoing booksale and the semi-annual sale scheduled for May 18-21 were discussed.

The Board continued its discussion of the requirements for providing members of an audience for a videotaping of the talk-show, Leeza. The Board asked Treasurer Dailey to proceed with planning a trip to Leeza's show in the Fall.

The Board also discussed by-laws changes and the scheduling of an annual general meeting since for the past two years the author's luncheon has been held in the month previously used for the membership meeting.

The Board approved a \$1,500 contribution to the 1995 Summer Reading Program.

The next meeting is scheduled for Monday, May 1, 1995. Board Secretary Sandra Stark is scheduled to attend as the representative of the Library Board.



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KEM*  
DATE: April 17, 1995  
SUBJECT: Literacy Volunteers of America Board Report for the month of March

The Board of Directors of Literacy Volunteers of America-Placentia met on March 27, 1995. Literacy Coordinator Matas and Principal Librarian Ammar attended the meeting.

The Board members voted to donate the \$1,540.82 left in the LVA-Placentia account to Placentia Library Literacy Services to be used toward the purchase of a computer with a CD ROM drive for use by literacy students and their tutors.

The final action of the Board was a vote to dissolve the LVA-Placentia affiliate.







# ANTIAGO LIBRARY SYSTEM

C/O FULLERTON PUBLIC LIBRARY  
353 W. COMMONWEALTH AVE.  
FULLERTON, CA. 92632

714/526-7376 PHONE  
714/526-7389 FAX

MINUTES  
SYSTEM ADVISORY BOARD MEETING  
PLACENTIA LIBRARY DISTRICT - BOARD ROOM  
411 E. Chapman Avenue, Placentia  
Tuesday, October 25, 1994  
6:30 p.m.

SAB  
Members  
Present:

Marty Martini, Chair  
Rilda Jamieson  
Gigi Genereux  
Ted Farkas  
Randie Noell

Orange Pub. Lib.  
Anaheim Pub. Lib.  
Fullerton Pub. Lib.  
Placentia Lib. Dist.  
Yorba Linda Pub. Lib.

Council  
Members  
Present:

CarolAnn Tassios

Yorba Linda Public Lib.

Staff:

Linda Katsouleas  
Peg Fox

Santiago Library System  
Santiago Library System

I. CALL TO ORDER

Marty Martini, Chair, called the meeting to order at 6:40 p.m.

II. INTRODUCTIONS

Those present introduced themselves.

-2-

### III. APPROVAL OF MINUTES

**ACTION:** It was M/S/C (G. Genereux/T. Farkas) unanimously to approve the minutes of September 7, 1994.

### IV. OLD BUSINESS

#### A. CLSB Award Dinner Meeting - November 10, 1994

L. Katsouleas gave an update on the November dinner. Plans are moving forward and various members of the SAB offered to help the night of the dinner. We have received about 100 reservations for the event. The Hyatt Regency Alicante is a lovely facility. The reception is planned for the atrium with a bar setup and the piano entertainment there. The Medallion Room has an occupancy of 150, will be decorated with the balloons and the books to be donated by Friends of the Yorba Linda Library. The Friends of the Anaheim Public Library have donated a centerpiece for the head table.

#### B. Status report on the Plan of Service Specialized Resources Project

The discussion on this agenda item was delayed until after the November 10 dinner.

### V. NEW BUSINESS

#### A. Resignation of Executive Director, Linda Katsouleas

Linda K. announced that she had accepted a position with the Oxnard Public Library. Bea Chute will be Interim Executive Director for both MCLS and SLS. MCLS is working on some visioning plans and anticipates that the final hiring process will probably be in late winter or early spring. SAB members expressed their regret that SLS will be losing Linda and wished her well in Oxnard.

### VI. REPORTS

#### A. SAB Chair's Report - M. Martini

The Chair had no report at this time.

-3-

B. System Chair's Report - C. Tassios

C. Tassios reported that she and Pat Baur of Caltac had attended a recent meeting of the "Networking Task Force Steering Committee", which has been existence for 10 years. Some of the topics discussed were: Electronics in the library; moving into the new information age; training and retraining. One of the discussions focused on whether or not networking will replace Systems. They discussed technology and where it is going. The SAB members were interested in the use of technology by library patrons.

C. System Director's Report - L. Katsouleas

L. Katsouleas reported on the League of California Cities booth. The Internet was featured as well as CDROM. The booth was very popular, particularly with city staff. Our librarians distributed pins and bookmarks and felt it was a very positive experience for them.

L. Katsouleas also reported on the "Reinventing Systems" meeting she attended as well as the very positive reaction of our librarians to Susan Berk's workshops. The SLS/CSD will be working with Serra Cooperative Library System's Children's Division for their summer reading program. This program will be partially funded by Wells Fargo Bank.

VI. ROUND TABLE

Those present shared news from their libraries.

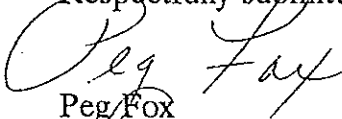
VII. DATE AND LOCATION OF NEXT REGULAR MEETING

The next meeting of the SAB will be held on February 28, 1995 at 6:30 p.m.,

VIII. ADJOURNMENT

There being no further business the meeting adjourned at 8:00 p.m.

Respectfully submitted,



Peg Fox  
SLS Administrative Assistant



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
April 17, 1995

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
April 17, 1995

DATE	REPORT NO.	AMOUNT
April 6, 1995	3261	\$979.69
TOTAL		\$979.69

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/06/95  
REPORT NO 3261

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	Mar. 24, 1995		2800	00		504.76		
N03646 Vision Service Plan - (CA) Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	Mar 24, 1995		0300	00		115.10		
N03648 Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	Mar. 25, 1995		1800	00		24.95		
N03650 Kinko's Copy Center P.O. Box 8033 Ventura, CA 93002-8033	Mar. 29, 1995		1800	00		16.16		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Mar 29, 1995		2800	00		77.76		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Mar 17, 1995 528-1906 528-8236 996-2865 528-6022		0700	00		115.26		
			0700	01		18.25		
			0700	01		18.13		
			0700	07		15.45		
						167.09		
N03825 Dept. 91 - 2504992996 Staples Credit Plan P.O.Box 182378 Columbus, OH 43218-2378	March 13, 1995		1800	00		73.87		

The claims listed above (totaling \$ 979.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 April 17, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately	3262	1,331.08
Subtotal for Immediately		1,331.08
Regular	3263	37,312.29
	3264	6,326.13
	3265	1,639.08
	3266	729.58
	3268	1,382.76
	3269	699.89
Subtotal for Regular		48,089.73
TOTAL CURRENT CLAIMS		49,420.81
Payroll	3270	19,034.68
	3271	19,034.68
	3272	19,034.68
Subtotal for Payroll		57,104.04
	TOTAL	106,524.85

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3262

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	April, 1995		0300	00		381.08		
N06785 Hector Vargas Cleaning 318 Capistrano St. Placentia, CA 92670	April 7, 1995 41480		1400	00		950.00		

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$ 1,331.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3263

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
City of Anaheim Division of Collections P.O. Box 3222 Anaheim, CA 92805	March 4, 1995 LI000000016		1900	00		37,312.29		

The claims listed above (totaling \$ 37,312.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

37,312.29

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 18, 1994  
REPORT NO 3164

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

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

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

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

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

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

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

Page Total

2,232.56

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3265

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	Doc Number	SC
			Rev/ BS Acc	Obj/ Rev				
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	March 31, 1995 332		1900	00		32.71		
N03660A Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	April 12, 1995		1000	00		240.91		
			1800	00		131.07		
			1800	09		202.95		
			1803	00		1.94		
			1900	00		38.79		
			1900	08		25.00		
			1900	09		10.00		
			2700	01		65.00		
			2700	07		100.00		
			2700	08		111.00		
						926.66		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	March 30, 1995		0700	05		423.82		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	March 16, 1995 March 16, 1995		0700	00		12.65		
			0700	00		0.57		
						13.22		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	April, 1995		0300	00		207.67		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	April, 1995		1900	00		35.00		

The claims listed above (totaling \$ 1,639.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

1,639.08

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3266

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	March 23, 1995 C23 6035		2400	01		20.90		
	March 16, 1995 C16 6030		2400	01		46.60 67.50		
N03833 BroDart Co. 500 Arch Street Williamsport, PA 17705	March 8, 1995 U788796		2400	01		16.50		
	U788797		2400	01		24.90 41.40		
N03842 Ingram P.O. Box 845361 Dallas, TX 75284-5361	March 7, 1995 21163442		2400	01		12.89		
	21161558		2400	01		231.37 244.26		
N03845 Marshall Cavendish P.O. Box 587 North Bellmore, NY 11710	March 3, 1995 R 289995		2400	01		133.62		
Business Communications, Inc. Accounts Receivable Dept. Five Penn Plaza New York, NY 10001	March 14, 1995 U106389618500		2400	01		242.80		

The claims listed above (totaling \$ 729.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

729.58

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3268

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	March 13, 1995 D216675		1800	00		126.35		
N06669 Dun & Bradstreet Pension Svcs. Department 4003 Los Angeles, CA 90096-4003	March 30, 1995 74416		1900	00		150.00		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	April 1, 1995		1900	00		95.00		
N06779B 3M RSP4754 P.O. Box 269-F St. Louis, MO 53150-0269	Feb. 28, 1995		1300	00		583.66		
N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92670	March, 1995		2700	01		36.50		
N06787 IDP 2118 Wilshire Blvd., STE 451 Santa Monica, CA 90403	April 1, 1996		1300	00		245.00		
N06931 D & S Systems, Inc. 611-H South Palm St. La Habra, CA 90631	March 21, 1995 09981		1400	00		146.25		

The claims listed above (totaling \$ 1,382.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,382.76

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 17, 1995  
REPORT NO 3269

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06965 Paychex, Inc. P.O. Box 25159 Santa Ana, CA 92799-5159	March 30, 1995		1900	00		260.28		
N09114 Jeannine Walters 411 E. Chapman Ave. Placentia, CA 92670	December, 1994		2700	01		6.55		
	March, 1995		2700	01		5.45		
						12.00		
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	Mar 24, 1995 21050		1400	00		355.99		
Chronicle of Philanthropy P.O. Box 1989 Marion, OH 43305-1955	March 16, 1995		1800	00		67.50		
Mobilecomm 101 South First Street, STE 300 Burbank, CA 91502	April 5, 1995 91215610495		1900	00		4.12		

The claims listed above (totaling \$ 699.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

699.89



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/95  
REPORT NO 3270

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	April 17, 1995 Pay # 9 Apr 14, 1995 Apr 27, 1995		0100-	00		17,682.00		
	FICA		0200-	00		1,352.67		
				TOTAL			19,034.68	
PLEASE WIRE ON THURSDAY, APRIL 27, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total 19,034.67

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/95  
REPORT NO 3271

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	April 17, 1995 Pay # 10		0100-	00		17,682.00		
	Apr 28, 1995 May 11, 1995							
	FICA		0200-	00		<u>1,352.67</u>		
			TOTAL			19,034.68		
PLEASE WIRE ON THURSDAY, MAY 11, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

19,034.67

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

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

APPROVED CLAIMS							A-G's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	April 17, 1995 Pay # 11 May 12, 1995 to May 25, 1995		0100-	00		17,682.00		
	FICA		0200-	00		1,352.67		
				TOTAL			19,034.68	
PLEASE WIRE ON THURSDAY, MAY 25, 1995								

The claims listed above (totaling \$ 19,034.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

19,034.67



Placentia Library District  
 Fund Balance Report  
 Fiscal Year 1994-1995  
 April 17 1995

Pre-Petition Balances  
 Funds Frozen in the Orange County Investment Pool Bankruptcy

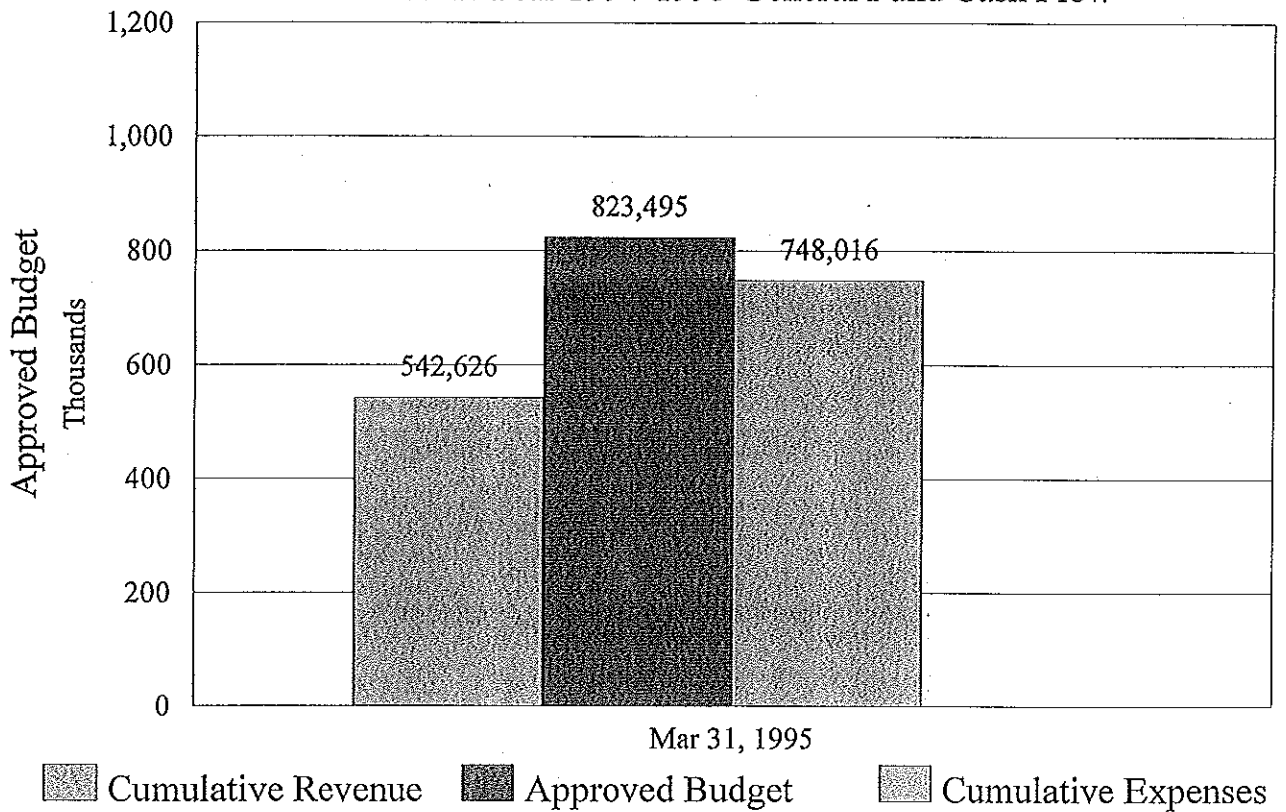
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Jan 31, 1995	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Feb 28, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Mar 31, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	368,801.00	0.00	649,760.00	280,959.00

Post-Petition Balances (Actual Cash Available)

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	0.00	0.00	0.00	173,593.27	0.00	173,593.27	0.00
Jan 31, 1995	0.00	0.00	0.00	178,501.32	0.00	178,501.32	0.00
Feb 28, 1995	0.00	0.00	0.00	140,651.27	0.00	140,651.27	0.00
Mar 31, 1995	0.00	0.00	0.00	64,571.73	0.00	64,571.73	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00

# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1994-1995 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
April 17, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAR 1995	FY1993-94 MAR 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	427,065.09	404,848.45	56,600.89	41,016.46	61.01%
6210-01	Public Utility	24,500.00	12,598.32	12,279.13	0.00	0.00	51.42%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	439,663.41	417,127.58	56,600.89	41,016.46	60.69%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	44,327.82	46,171.24	0.00	0.00	88.66%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269,26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	66,022.50	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	6,629.00	0.00	2,330.35	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	88,688.86	0.00	2,330.35	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	378.37	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	6,969.66	0.00	226.70	6.36%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	7,948.72	0.00	226.70	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	2,312.00	3,644.24	0.00	0.00	61.65%
	TOTAL TAXES	860,750.00	495,961.71	565,738.69	56,600.89	43,573.51	57.62%
6610-00	Interest	25,000.00	6,722.46	17,877.54	0.00	4,165.34	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	17,877.54	0.00	4,165.34	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	7,326.01	6,996.40	0.00	0.00	52.33%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	8,043.93	26,313.99	0.00	1,905.23	20.11%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	11,158.00	0.00	11,158.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	23,000.00	0.00	11,500.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	22,837.93	60,471.99	0.00	24,563.23	26.87%
7670-00	LOCAL REVENUE	36,500.00	10,540.28	23,868.66	0.00	5,006.99	28.88%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	(762.13)	(7,001.81)	0.00	762.13	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	542,626.26	667,951.47	56,600.89	78,065.20	49.42%

PLACENTIA LIBRARY DISTRICT  
Revenue held in General Fund Petty Cash Accounts  
SUMMARY BY MONTH - NOVEMBER 9, 1994 to MARCH 31, 1995

DATE	REVENUE STATE DIR & ILL LOAN 6970-00	REVENUE STATE Found. Funds 6970-01	REVENUE STATE CLC GRANT 6970-02	REVENUE STATE FFL GRANT 6970-03	SUBTOTAL STATE REVENUE	REVENUE OTHER REVENUE 7870-00	SUBTOTAL STATE & OTHER REVENUE	EXPENSE Supply Reimbursement 1800-00	EXPENSE Postage Reimbursement 1803-00	EXPENSE Spec. Dept. Reimbursement 2400-03	TOTAL
NOVEMBER						2,015.82	2,015.82				2,015.82
DECEMBER	1,434.29				1,434.29	2,051.55	3,485.84		21.00		3,506.84
JANUARY	1,487.42		9,185.00		10,672.42	2,984.65	13,657.07			91.16	13,748.23
FEBRUARY				11,500.00	11,500.00	2,318.48	13,818.48	75.00	12.00	1,100.00	15,005.48
MARCH	4,621.24	16,036.00			20,657.24	5,130.37	25,787.61	12.00	24.26		25,823.87
TOTALS	7,542.95	16,036.00	9,185.00	11,500.00	44,263.95	14,500.87	58,764.82	87.00	57.26	1,191.16	60,100.24





PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 17, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAR 1995	FY1993-94 MAR 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	393,674.00	436,686.10	35,564.00	55,800.00	78.77%
0200	Retirement	76,894.00	63,781.90	81,017.88	2,705.34	4,323.99	82.95%
	Health Insurance/Care America	24,466.00	14,770.02	22,023.00	3,508.23	6,782.68	60.37%
	Long Term Disability	2,730.00	1,869.03	2,701.49	415.34	2,198.70	68.46%
	Vision Service Plan	1,615.00	918.39	1,291.89	253.40	253.40	56.87%
	Dental	4,696.00	3,075.86	4,333.48	762.16	964.54	65.50%
0300	Total Employee Insurance	33,507.00	20,633.30	30,349.86	4,939.13	10,199.32	61.58%
0310	Unemployment Insurance	2,500.00	324.46	4,160.31	0.00	1,696.91	12.98%
0350	Workers Compensation - General	7,750.00	2,898.00	1,838.32	966.00	893.00	37.39%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	481,311.66	554,052.47	43,974.47	72,913.22	77.58%
0700-00	Communications - Telephone	3,500.00	1,350.69	2,688.94	303.93	580.75	38.59%
0700-01	Communications - Modem/Fax	0.00	2,079.66	0.00	570.96		
0700-02	Communications - Internet/Database	0.00	418.65	0.00	22.60		
0700-05	Communications - Cataloging & Acquisitions Vendor	5,100.00	4,048.73	4,446.03	1,334.39	771.98	
0700-07	Communications - 321 Grant	0.00	35.18	0.00	15.45		
0700-08	Communications - Adult Literacy	950.00	455.71	401.05	72.42	63.60	47.97%
	Total Communications	9,550.00	8,388.62	7,536.02	2,319.75	1,416.33	87.84%
0900-00	Food - General Fund	100.00	147.33	0.00	0.00	0.00	147.33%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00		
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00		
090-009	Food - Family Literacy	0.00	22.36	124.45	15.37	32.69	200.12%
	Total Food	100.00	200.12	124.45	15.37	32.69	200.12%
1000-00	Household Expense	4,500.00	2,168.53	1,790.49	382.58	0.00	48.19%
1100-00	Insurance	18,500.00	11,829.75	14,999.25	11,829.75	13,203.00	63.94%
1300-00	Maintenance of Equipment - General Fund	7,500.00	4,466.03	6,480.98	80.00	1,067.00	59.55%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00		
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00		
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00		
	Total Maintenance of Equipment	7,500.00	5,435.03	6,480.98	80.00	1,067.00	59.55%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 17, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAR 1995	FY1993-94 MAR 1994	FY94 YTD % OF BUD
1400-00	Total Maintenance of Building & Grounds	43,850.00	33,287.74	27,495.59	4,652.61	5,716.61	75.91%
1600-00	Memberships - General Fund	3,000.00	1,965.00	2,470.00	50.00	110.00	65.50%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	2,100.00	2,470.00	50.00	110.00	70.00%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	2,439.95	0.00	24.95	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	2,439.95	0.00	24.95	
1800-00	Library Supplies	6,500.00	3,562.05	1,658.95	438.72	48.86	54.80%
	Printing	9,000.00	6,941.10	6,941.01	1,584.62	144.19	77.12%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	564.67	180.00	0.00	0.00	56.47%
	Paper	900.00	582.26	672.00	141.41	39.79	64.70%
	Drinking Water Service	325.00	224.55	199.60	49.90	24.95	69.09%
	Other Office Supplies	5,500.00	4,569.79	3,341.40	485.09	313.66	83.09%
	Total Office Supply Expense - General Fund	23,225.00	16,444.42	12,992.96	2,699.74	571.45	70.80%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,442.11	2,809.27	538.63	187.71	87.22%
	Publications	0.00	1,582.86	0.00	0.00	0.00	0.00%
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	173.48	176.43	0.00	0.00	9.64%
	Total Adult Literacy Office Supply Expense	4,650.00	4,198.45	2,998.01	538.63	187.71	90.29%
1800-09	Family Literacy Supply Expense	4,800.00	1,851.68	858.41	101.53	567.44	38.58%
	Total Office Expense	32,675.00	22,494.55	16,849.38	3,339.90	1,326.60	68.84%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 17, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAR 1995	FY1993-94 MAR 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	1,233.18	(254.95)	257.30	(15.00)	61.66%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00		
1803-08	Postage Expense - Adult Literacy	700.00	150.42	479.69	82.56	0.00	21.49%
1803-09	Postage Expense - Family Literacy	0.00	114.84	225.00	0.00	0.00	
	Total Postage Expense	2,700.00	1,518.39	449.74	339.86	(15.00)	56.24%
	Care Resources (Employee Assistance)	650.00	175.00	280.00	70.00	70.00	26.92%
	Pension Contribution & Operating Expenses	5,500.00	4,841.41	4,487.59	673.23	678.39	88.03%
	Anaheim Library Automated System	40,000.00	647.83	80.00	0.00	0.00	1.62%
	Clipping Service	375.00	294.39	292.39	32.71	65.42	78.50%
	Tax Collection Services & Fees by Orange County	250.00	138.85	304.90	0.00	37.32	55.54%
	Advertising	400.00	47.97	97.50	0.00	0.00	11.99%
	Medical Exams	525.00	380.00	457.00	95.00	40.50	72.38%
	Collection Services - Accounts Receivable	500.00	3,700.00	0.00	3,700.00	0.00	740.00%
	Audit	3,200.00	3,255.00	3,200.00	0.00	0.00	101.72%
	Payroll Preparation	2,800.00	1,802.77	4,250.45	287.95	1,219.46	64.38%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other	8,000.00	1,993.70	3,675.66	648.66	1,591.66	24.92%
	Total Specialized Services - General Fund	75,200.00	17,276.92	17,125.49	5,507.55	3,702.75	22.97%
1900-00	Specialized Services - LSCA II Grant	0.00	10,574.71	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,965.01		259.26		163.75%
1900-09	Specialized Services - Family Literacy	1,200.00	95.00	0.00	0.00	0.00	7.92%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	1,210.90	1,212.59	141.50	108.36	48.44%
	Total Specialized Services	80,100.00	31,122.54	18,338.08	5,908.31	3,811.11	38.85%
2000-00	Legal Notices - General Fund	700.00	141.75	110.88	141.75	0.00	20.25%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	110.88	141.75	0.00	20.25%
	Total Legal Notices	700.00	141.75	221.76	283.50	0.00	
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	35,900.00	0.00	35,900.00	100.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 17, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAR 1995	FY1993-94 MAR 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	90.67	0.00	83.67	0.00	90.67%
2400-01	Special Department Expense - Books	110,500.00	36,858.23	16,301.51	5,288.98	752.87	33.36%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	15,500.00	9,207.16	8,115.10	620.99	740.92	59.40%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	215.34	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	1,381.15	1,229.70	309.40	1,125.28	143.12%
2400-09	Special Department Expense - Family Literacy	500.00	715.59	0.00	0.00	0.00	
	Total Special Department Expense	151,100.00	54,090.52	26,826.32	6,303.04	2,619.07	35.80%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings Staff Out of Town	7,500.00	6,489.33	4,113.06	1,015.04	1,547.50	86.52%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	1,004.34	0.00	232.00	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,692.36	0.00	445.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	26.00	882.14	20.00	18.00	3.06%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	985.37	99.37	99.37	8.67%
	Total Transportation/Travel - Meetings	9,100.00	9,976.03	5,980.57	1,732.04	1,664.87	109.63%
	Electricity	58,000.00	37,488.22	41,296.45	3,584.55	7,013.59	64.63%
	Gas	3,075.00	1,669.28	1,709.32	461.60	979.39	54.29%
	Water	1,925.00	1,460.09	1,327.91	80.62	246.76	75.85%
2800-00	Total Utilities	63,000.00	40,617.59	44,333.68	4,126.77	8,239.74	64.47%
	TOTAL SUPPLIES & SERVICES	462,275.00	259,271.16	212,125.38	41,221.73	75,116.97	56.09%
3700-00	Taxes, Assessments (Sales Tax)	300.00	1,103.00	688.32	1,103.00	664.00	367.67%
4000-00	Equipment - General Fund	15,000.00	4,179.84	0.00	0.00	0.00	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	2,150.05	0.00	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	6,329.89	0.00	0.00	0.00	42.20%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	6,329.89	0.00	0.00	0.00	42.20%
	TOTAL EXPENSES	1,097,993.00	748,015.71	766,866.17	86,299.20	148,694.19	68.13%

Placentia Library District  
Balance Sheet

March 31, 1995

Assets

General Fund - Checking	5,154.21	
Literacy Fund-Checking	1,534.97	
County Exempt-Checking	2,346.90	
Payroll Account	41,214.68	
Savings (P/R Support)	3,580.58	
Savings (P/R Fees)	2,151.48	
Certificates of Deposit	25,000.00	
General Fund - Savings	53,950.72	
Literacy Fund - Savings	6,176.60	
County Exempt - Savings	9,685.99	
Total Assets		150,796.13
		=====

Liabilities

Manual Payroll Checks	12,123.34	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,556.65

Capital

Fund Balance	138,239.48	
Total Capital		138,239.48
		-----
Total Liabilities and Capital		150,796.13
		=====

PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 0937-19337  
General Fund Petty Cash Savings Account

March, 1995

Prepared 4/5/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				53,950.72
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				53,950.72

*Edment*  
*4/5/95*

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

March, 1995

Prepared 4/10/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,321.76
Checks Out				
	4058	64.65		
	3061	25.00		
	3068	77.90		
TOTALS		167.55	0.00	
CHECKBOOK BAL				5,154.21

*EM*  
4/10/95

03/31/95

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

	Total	03/31/95
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	126.80	126.80
Cash Register-Fines	2,263.75	2,263.75
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	119.97	119.97
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	132.50	132.50
Cash Register-Computer Rental	70.35	70.35
Typewriter Income	0.00	0.00
Telephone Income	27.86	27.86
Copy Machine Income	0.00	0.00
State Library Reimbursements	4,621.24	4,621.24
State Library Grants	0.00	0.00
State of California Foundation Fund	16,036.00	16,036.00
Other Grants	0.00	0.00
County Reimbursements	3,646.93	3,646.93
Interest Income - checking	1.31	1.31
Interest Income - savings	30.39	30.39
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	27,077.10	27,077.10
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	27,077.10	27,077.10
<b>Expenses</b>		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	142.55	142.55
Office Expense (180)	164.01	164.01
Postage (183)	(14.13)	(14.13)
Prof. & Spec. Services (190)	35.00	35.00
Special Departmental Expense (240)	6.00	6.00
Transportation & Travel (270)	10.00	10.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	3.91	3.91
	-----	-----
Total Expenses	347.34	347.34



3/31/95

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

	Total	03/31/95
Operating Income (Loss)	----- 26,729.76	----- 26,729.76
Other Income		
Other Expenses		
Net Income (Loss)	----- 26,729.76 =====	----- 26,729.76 =====

03/31/95

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

Page 1  
Part 1 of 1 Parts

	03/31/95
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	286.67
Cash Register-Fines	17,386.25
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,399.85
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	123.66
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,315.55
Cash Register-Computer Rental	687.10
Typewriter Income	56.68
Telephone Income	276.42
Copy Machine Income	461.74
State Library Reimbursements	15,586.88
State Library Grants	32,185.00
State of California Foundation Funds	16,036.00
Other Grants	3,294.00
County Reimbursements	15,459.41
Interest Income - checking	1.31
Interest Income - savings	30.39
Miscellaneous Income	0.00
	-----
Total Income	104,747.91
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	104,747.91
<b>Expenses</b>	
Transfers to County	35,939.47
Employee Insurance (030)	(269.34)
Food (0900)	192.23
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	232.55
Office Expense (180)	1,126.87
Postage (183)	1,323.31
Prof. & Spec. Services (190)	2,165.60
Special Departmental Expense (240)	(2,040.76)
Transportation & Travel (270)	5,044.78
Equipment (400)	0.00
Taxes and Fees (370)	44.34
	-----
Total Expenses	43,759.05

03/31/95

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

	03/31/95
Operating Income (Loss)	----- 60,988.86
Other Income	
Other Expenses	
Net Income (Loss)	----- 60,988.86 =====

03/31/95

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 95 Period 9  
 General Account

Page (

Check	Date	Payee		Amount
4057	03/02/95	Bolins Mail Service		10.13
		0-5116-01 Postage (183)	10.13	
4058	03/08/95	Cosco/Price Club		64.65
		0-5112-01 Memberships (160)	64.65	
4059	03/15/95	Placentia Chamber		6.00
		0-5120-01 Special Departmental Expense (24	6.00	
4060	03/18/95	Toys R Us		132.04
		0-5114-01 Office Expense (180)	132.04	
4061	03/18/95	Valencia Drama Dept.		25.00
		0-5118-01 Prof. & Spec. Services (190)	25.00	
4062	03/20/95	Smart & Final		11.83
		0-5114-01 Office Expense (180)	11.83	
4063	03/21/95	Tall Mouse		32.14
		0-5114-01 Office Expense (180)	32.14	
4064	03/22/95	Placentia Chamber		10.00
		0-5122-01 Transportation & Travel (270)	10.00	
4065	03/22/95	Martha Villareal		10.00
		0-5118-01 Prof. & Spec. Services (190)	10.00	
4066	03/22/95	VOID void		0.00
4067	03/24/95	Plac Lib Gen Fund Sa		53,317.32
		0-1080-00 General Fund - Savings	53,317.32	
4068	03/24/95	Tiger Direct		77.90
		0-5112-01 Memberships (160)	77.90	
			<hr/>	
Checkbook 1 Total				53,697.01

03/31/95

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

Page

For Fiscal Year 95, Period 9 through Fiscal Year 95, Period 9

Account Name	Total
0-1080-00 General Fund - Savings	53,317.32
0-5112-01 Memberships (160)	142.55
0-5114-01 Office Expense (180)	176.01
0-5116-01 Postage (183)	10.13
0-5118-01 Prof. & Spec. Services (190)	35.00
0-5120-01 Special Departmental Expense (240)	6.00
0-5122-01 Transportation & Travel (270)	10.00
	-----
	53,697.01
	=====

PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 0935-19338  
Literacy Fund Petty Cash Savings Account

March, 1995

Prepared 4/10/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,206.60
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,206.60

*EDMunk*  
4/10/95

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

March, 1995

Prepared 4/10/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				1,534.97
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				1,534.97

*2000mk*  
*4/10/95*

03/31/95

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

	Total	03/31/95
Income		
Gifts Income	45.00	45.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	4.97	4.97
Interest Income - savings	3.51	3.51
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	83.48	83.48
Cost of Sales		
	-----	-----
Gross Profit (Loss)	83.48	83.48
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	83.48	83.48
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	83.48	83.48
	=====	=====



/31/95

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

	03/31/95
Income	
Gifts Income	1,045.00
Tutor Training Income	180.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income - checking	52.91
Interest Income - savings	3.51
Miscellaneous Income	0.00
Donations to Literacy	0.00
	-----
Total Income	1,361.42
Cost of Sales	
	-----
Gross Profit (Loss)	1,361.42
Expenses	
Refunds (not in use)	0.00
Travel Expense	30.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
	-----
Total Expenses	30.00
	-----
Operating Income (Loss)	1,331.42
Other Income	
Other Expenses	
	-----
Net Income (Loss)	1,331.42
	=====

03/31/95

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

Page (

For Fiscal Year 95, Period 9 through Fiscal Year 95, Period 9

Account Name	Total
0-1090-00 Literacy Fund - Savings	6,173.09
	-----
	6,173.09
	=====

PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 0933-19339  
County Exempt Fund Petty Cash Savings Account

March, 1995

Prepared 4/5/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,685.99
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,685.99

*20 minutes*  
*4/10/95*

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

March, 1995

Prepared 4/10/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,574.90
Checks Out	938	228.00		
TOTALS		228.00	0.00	
CHECKBOOK BAL				2,346.90

*EDMunk*  
*4/10/95*

3/31/95

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

	Total	03/31/95
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	240.00	240.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	85.00	85.00
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	7.90	7.90
Interest Income - savings	5.49	5.49
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	415.89	415.89
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	415.89	415.89
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	8.00	8.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	228.00	228.00
	-----	-----
Total Expenses	236.00	236.00
	-----	-----
Operating Income (Loss)	179.89	179.89

03/31/95

Page 2 (

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

Part 1 of 1 Parts

	Total	03/31/95
Other Income		
Other Expenses		
Net Income (Loss)	----- 179.89 =====	----- 179.89 =====

3/31/95

Page 1

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

Part 1 of 1 Parts

	03/31/95
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	254.50
Microfilm/Microfich Income	63.00
Meeting Room Income	2,990.00
Test Proctoring Income	240.00
Vending Machine Income	2,094.25
Debit Card Income	988.00
Friends Contributions	3,350.00
Gifts Income	525.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	5,504.48
Interest Income - checking	76.36
Interest Income - savings	5.49
Miscellaneous Income	10.50
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	16,101.58
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	16,101.58
<b>Expenses</b>	
Copy Cards Purchase	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	915.12
Children's Camp Library	257.10
Children's-Other	333.73
Debit Card - Repay Capital Equip.	350.00
Friend's-Director's Fund	1,142.61
Friend's-Other Activities	10.50
Library Board Expenses	1,734.97
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	28.50
Lobbyist Expense	5,684.16
	-----
Total Expenses	13,742.12
	-----
Operating Income (Loss)	2,359.46

03/31/95

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

Page 2 ( )  
Part 1 of 1 Parts

Other Income	03/31/95
Other Expenses	
Net Income (Loss)	----- 2,359.46 =====



03/31/95

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 95 Period 9  
County Exempt

Page . 1

Check	Date	Payee	Amount
937	03/01/95	World Almanac Educat 0-5308-03 Children's Summer Reading Progra	8.00
938	03/20/95	Placentia Library Ge 0-5323-03 Lobbyist Expense	228.00
939	03/20/95	Placentia Lib C.E. S 0-1100-00 County Exempt - Savings	9,680.50
Checkbook 3 Total			9,916.50

03/31/95

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

Page ( 2

\* For Fiscal Year 95, Period 9 through Fiscal Year 95, Period 9

Account Name	Total
0-1100-00 County Exempt - Savings	9,680.50
0-5308-03 Children's Summer Reading Program	8.00
0-5323-03 Lobbyist Expense	228.00
	-----
	9,916.50
	=====

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

Prepared April 8, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				41,552.15
	1218	60.04		
	1252	65.34		
	1253	41.56		
	1260	170.53		
	TOTALS	337.47		
Checkbook balance				41,214.68

03/31/95

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending March 31, 1995

	Total	03/31/95
Income		
Transfers from County	57,379.81	57,379.81
Interest Income-CD's	750.00	750.00
Interest-Savings-Landmark	27.27	27.27
Interest-Savings-B of A	31.06	31.06
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	58,188.14	58,188.14
Cost of Sales		
	-----	-----
Gross Profit (Loss)	58,188.14	58,188.14
Expenses		
Salaries	36,564.58	36,564.58
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,754.49	2,754.49
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	67.40	67.40
	-----	-----
Total Expenses	39,386.47	39,386.47
	-----	-----
Operating Income (Loss)	18,801.67	18,801.67
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	18,801.67	18,801.67
	=====	=====

03/31/95

Page 1

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1995

Part 1 of 1 Parts

	03/31/95
Income	
Transfers from County	421,697.43
Interest Income-CD's	750.00
Interest-Savings-Landmark	39.73
Interest-Savings-B of A	31.06
Miscellaneous Income	0.00
	-----
Total Income	422,518.22
Cost of Sales	-----
Gross Profit (Loss)	422,518.22
Expenses	
Salaries	366,007.60
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	26,742.84
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	294.58
	-----
Total Expenses	393,045.02
	-----
Operating Income (Loss)	29,473.20
Other Income	
Other Expenses	-----
Net Income (Loss)	29,473.20
	=====

03/31/95

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

Page ( 1

For Fiscal Year 95, Period 9 through Fiscal Year 95, Period 9

Account Name

Total

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

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: April 17, 1995  
 SUBJECT: ACS: Overdue Collection Report for Month of March

The report received from ACS Collection Agency on April 5, 1995.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December	7	25	2	262.69	0
January	12	8	0	13.84	19
February	12	18	2	268.39	7
March	6	19	1	32.35	5
April					
May					
June					
TOTAL YTD	97	223	24	2,314.49	73

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

AMT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	555724	01/03/95	03/21/95	69.71	A	1
	26018053255305		AMT: 69.71			
	553120	01/19/94	01/01/95	126.56	A	3
	26018053239390		AMT: 126.56			
	553121	08/15/94	01/01/95	206.92	A	3
	26018053243673		AMT: 206.92			
	554742	11/30/94	03/01/95	73.35	MR	1
	260180533237485		AMT: 73.35			
	555726	11/13/94	03/21/95	86.74	A	1
	26018053247195		AMT: 86.74			
	554739	03/25/93	03/01/95	65.00	MR	1
	26018053095933		AMT: 65.00			
	550170	09/01/94	12/05/94	77.05	CC	5
	26019004714358		AMT: 77.05			
	554749	06/09/92	03/01/95	119.85	A	2
	26019004312443		AMT: 119.85			
I	555723	05/24/94	03/21/95	45.00	A	1
	26018053058329		AMT: 45.00			
	555722	12/12/95	03/21/95	70.54	A	1
	26018053224715		AMT: 70.54			
	554751	01/26/93	03/01/95	67.74	MR	1
	26019003745		AMT: 67.74			
	551698	10/24/94	12/29/94	103.49	CC	5
	26018053231801		AMT: 103.49			
	554744	11/08/95	03/01/95	46.55	A	2
	26018053251395		AMT: 46.55			
J	553123	08/03/94	01/01/95	154.70	A	3
	26018053228807		AMT: 154.70			
J	553119	05/05/93	01/01/95	55.90	A	3
	26019003970381		AMT: 55.90			
	551700	10/24/94	12/29/94	81.95	CC	5
	26018053235844		AMT: 81.95			
	553193	11/05/94	02/01/95	83.75	A	3
	26018053250835		AMT: 83.75			
	553191	06/02/94	02/01/95	69.45	A	3
	26018053224509		AMT: 69.45			
	555721	12/22/94	03/21/95	35.15	A	1
	26018053161776		AMT: 35.15			
K	553195	11/06/94	02/01/95	49.68	A,PP	3
	26018053240661		AMT: 49.74			



551703	09/01/94	12/29/94	58.00	CC	5
26019004783536		AMT: 86.26			
551701	10/22/94	12/29/94	138.75	CC	5
26018053245710		AMT: 138.75			
555725	11/15/94	03/21/95	59.96	A	1
26018053245910		AMT: 59.96			
554736	12/20/94	03/01/95	44.82	A	2
26019004781163		AMT: 44.82			

TAL STILL ON SYSTEM :

1,990.61



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edj*  
 DATE: April 17, 1995  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR MARCH, 1995

SUMMARY OF ACCOUNTS MARCH 1-31, 1995

Beginning Balance 3/01/95			\$569.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 85.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u>          </u>	<u>0.00</u>	
	\$ 85.00	\$0.00	
Ending Balance 3/31/95			<u>\$ 654.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 02/28/95	10,658.20
March Payment	<u>0.00</u>
Balance 03/31/95	<u>\$ 10,658.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *ed*  
 DATE: April 17, 1995  
 SUBJECT: Gift Fund Report

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

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Maggie Cooper	\$ 10.00
Patricia Martinez	10.00
Patrick McDonald	40.00
Wallace Nevitt	50.00
Rod Raghavan	10.00
<b>Total of Adopt-a-Book Donations</b>	<b>\$120 .00</b>

Donations to Placentia Library Foundation

	\$0.00
<b>Total Foundation Donations:</b>	<b>\$ 0.00</b>

Other Donations:

Shirley Christian (for advertising for Literacy program)	\$25.00
Doyle Bouse (to Literacy)	40.00

**TOTAL CASH DONATIONS**  
**Through April 14, 1995** **\$ 185.00**

Prepared by: Charlene Dumitru



Salomon Brothers  
Asset Management Inc  
Seven World Trade Center  
New York, New York 10048  
212-783-7000

April 6, 1995

Salomon Brothers

Dear Pool Participants:

Continuing signs of a slowing economy were apparent in economic data released throughout the month of March and, as expected, the Federal Reserve Board chose not to raise short term interest rates at the Federal Open Market Committee meeting held March 28. In the very short term treasury and agency markets interest rates increased very slightly across the month. We expect short term interest rates to continue to remain stable in the month ahead.

In the longer term fixed income markets, trading in the foreign exchange held the world's attention in March. A combination of a meltdown in the Latin American financial markets and the US dollar in free-fall versus both Japanese yen and the German deuschemark added volatility to the US fixed income markets.

Enclosed are the portfolio summaries as of March 31, 1995. The OCIP was further split into a total of five separate accounts on March 16. As always, please feel free to call us with any questions.

Sincerely,



Steven Guterman



Nancy Noyes

**County Of Orange  
Pre Bankruptcy Portfolio - 683  
Investment Pool Portfolio Summary  
March 31, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from April 3, 1995 through May 1, 1995
- 10.8 day average maturity
- 6.00% average investment's annualized daily yield
- \$3.7 billion in portfolio investments

**Maturity Schedule (in million dollars)**

<u>Date</u>	<u>Amount</u>
4/3	\$ 814
4/4	222
4/5	186
4/6	203
4/7	299
4/10	271
4/11	176
4/12	170
4/13	427
4/17	316
4/18	152
4/20	57
4/24	14
4/25	83
4/26	34
4/27	55
4/28	181
5/1	30
B of A comp. balances	2

**Issuer Breakdown (in million dollars)**

<u>Issuer</u>	<u>Amount</u>
FNMA	\$1,035
FHLB	1,404
FHLMC	504
Treasury collateralized O/N	393
SLMA	15
FFCB	160
TVA	179
B of A comp. balances	2



**County Of Orange  
Pre Bankruptcy Portfolio - 690  
Investment Pool Portfolio Summary  
March 31, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from April 3, 1995 through May 1, 1995
- 11.0 day average maturity
- 5.98% average investment's annualized daily yield
- \$777 million in portfolio investments

**Maturity Schedule (in million dollars)**

<u>Date</u>	<u>Amount</u>
4/3	\$ 125
4/4	54
4/5	38
4/6	44
4/7	79
4/10	67
4/11	25
4/12	57
4/13	85
4/17	88
4/18	28
4/20	10
4/24	3
4/25	17
4/26	6
4/27	10
4/28	33
5/1	6
B of A comp. balances	2

**Issuer Breakdown (in million dollars)**

<u>Issuer</u>	<u>Amount</u>
FNMA	\$ 268
FHLB	281
FHLMC	111
Treasury collateralized O/N	50
FFCB	30
SLMA	3
TVA	32
B of A comp. balances	2

**County Of Orange  
Pre Bankruptcy Portfolio - 200  
Investment Pool Portfolio Summary  
March 31, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from April 3, 1995 through April 28, 1995
- 11.0 day average maturity
- 5.83% average investment's annualized daily yield
- \$39 million in portfolio investments

**Maturity Schedule (in million dollars)**

<u>Date</u>	<u>Amount</u>
4/3	\$ 6
4/4	3
4/5	3
4/6	3
4/7	3
4/10	2
4/11	3
4/12	2
4/13	3
4/17	4
4/18	2
4/20	1
4/24	1
4/25	2
4/28	1
B of A comp. balances	1

**Issuer Breakdown (in million dollars)**

<u>Issuer</u>	<u>Amount</u>
FNMA	\$ 14
FHLB	12
FHLMC	4
Treasury collateralized O/N	2
FFCB	2
SLMA	1
TVA	4
B of A comp. balances	1

**County Of Orange  
Pre Bankruptcy Portfolio - 274  
Investment Pool Portfolio Summary  
March 31, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from April 3, 1995 through April 24, 1995
- 10. day average maturity
- 5.58% average investment's annualized daily yield
- \$1.6 million in portfolio investments

**Maturity Schedule (in million dollars)**

<u>Date</u>	<u>Amount</u>
4/3	\$ .3
4/4	.1
4/6	.3
4/10	.2
4/17	.3
4/24	.1
B of A comp. balances	.1

**Issuer Breakdown (in million dollars)**

<u>Issuer</u>	<u>Amount</u>
FNMA	\$ 1.2
FHLMC	.2
B of A comp. balances	.1

**County Of Orange  
Post Bankruptcy Portfolio  
Investment Pool Portfolio Summary  
March 31, 1995**

- All investments are in Treasury or Agency securities
- Maturities range from April 3, 1995 through April 28, 1995
- 9.6 day average maturity
- 5.81% average investment's annualized daily yield
- \$837 million in portfolio investments

**Maturity Schedule (in million dollars)**

<u>Date</u>	<u>Amount</u>
4/3	\$ 131
4/4	70
4/5	85
4/6	77
4/7	44
4/10	59
4/11	85
4/12	30
4/13	103
4/17	47
4/18	31
4/20	7
4/25	3
4/26	5
4/27	16
4/28	22
B of A comp. balances	23

**Issuer Breakdown (in million dollars)**

<u>Issuer</u>	<u>Amount</u>
FNMA	\$ 302
FHLMC	83
Treasury collateralized O/N	44
FHLB	295
FFCB	51
TVA	40
B of A comp. balances	23

TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant *CD*  
DATE: April 17, 1995  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR MARCH, 1995**

1. **Fire Alarm** - A Fire Alarm occurred on March 21, 1995. Fire Department responded to the alarm, but no fire was located. Full report is attached (Attachment A).
2. **Air Conditioning** - Regular monthly Air Conditioning Maintenance.
3. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting. Faulty balast near Children's Department was replaced. *act Room*
4. **Floor Tiles** - Loose floor tiles were repaired.
5. **Plumbing** - Water heater in Staff Room replaced due to leak in unit.

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: March 21, 1995  
SUBJECT: **Fire Alarm.**

At around 3:05 p.m. on Tuesday March 21, 1995 the fire alarm was activated. The staff immediately helped in evacuating the building and left immediately after. I went to the Police Department to check if the alarm was activated there, it had been and the Fire Department had been dispatched. Lieutenant Babcock inspected the building while waiting for the Firemen to arrive. Nothing was visibly suspicious. He could not see any fire or smoke. Eleven minutes later three firemen arrived.

The panel that indicates the location of the fire had shown the Children's Department to be the source of the fire, The firemen silenced the alarm bell and inspected the building. There was a light (not red) in the smoke detector located in the boys restrooms, and a faint burning smell in front of the public display case adjacent to the Children's Department. The firemen were not certain of the cause of the alarm. They suggested that the alarm system company and an electrician should be notified, to determine the cause of the alarm since they found no fire, smoke or a source for either. They then announced that the building was safe and that patrons may be re-admitted to the Library.

An hour later, the alarm system serviceman inspected the boys' restroom smoke detector and found it to be wet. The reason may either be a water leak over the smoke detector (due to the rain), or somebody squirted it with a water gun. He removed the detector, wiped it dry and returned it suggesting that someone should check the roof for leaks.

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: April 17, 1995  
SUBJECT: PERSONNEL REPORT FOR MARCH, 1995.

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

Mark Schick, Part-time Page (circulation), effective March 18, 1995

OPEN POSITIONS:


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

Prepared by: Charlene Dumitru





TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator 

DATE: April 6, 1995

SUBJECT: Volunteer Report for the Month of March, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 March	FY94-95 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	8.00	49.50		49.50
Covington, Darlene	14.25	14.25	3/95	14.25
Deputy, Paul	45.75	381.50	7/82	5,216.00
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	27.25	209.25	10/93	376.50
Goldbaum, Mae	7.25	45.75	7/88	280.00
Hodson, Daulphine	0.00	8.25	10/94	8.25
Housewright, Linnea	2.00	27.00		52.00
Markl, Theresa	4.00	20.75	1/94	51.75
Maru, Hansa	28.75	28.75	3/95	28.75
Nakamoto, Blanca	16.50	61.25	10/94	61.25
Nguyen, Dieu	0.00	52.75	8/94	52.75
Rane, Sarita	0.00	23.25	10/94	23.25
Redinbo, Sandy	6.50	44.25	10/94	44.25
Reesman, Colleen	0.00	6.50	10/93	81.50
Rucker, Alison	14.50	69.50	10/94	69.50
Rucker, Ashley	15.00	40.00	10/94	40.00
Rucker, Kathrine	14.00	72.50	10/94	72.50
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	0.00	43.50		43.50
Schlichter, Allan	10.00	71.25	10/93	169.25
Scott, Mabelle	4.00	4.00	3/95	4.00
Shaw, Dixie	3.00	18.50	5/94	23.75
Shkoler, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Sandra	0.00	2.75		2.75
Trainor, Joe	0.00	1.00	9/93	102.20
Tran, Elizabeth	4.00	4.00	3/95	4.00
Westberg, Carl	9.50	103.00	9/93	243.50
J.T.P.A.	34.25	64.25		
S.T.E.P.	169.00	936.00		
<b>TOTALS</b>	<b>437.50</b>	<b>2,464.50</b>		<b>7,503.00</b>

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

**TEMPORARY VOLUNTEERS**

	FY 94-95 MARCH	FY 94-95 YTD		FY 94-95 MARCH	FY 94-95 YTD
Baker, David	0.00	60.00	Li, Ho Man	0.00	16.00
Belwood, Kevin	0.00	114.75	Liao, James	0.00	2.25
Brown, Jill	0.00	37.00	Magart, Gale	0.00	2.50
Brown, Lizette	0.00	10.50	Marshack, Marsha	0.00	27.00
Bujanda, Joshua	0.00	30.00	Mendez, Juan	0.00	20.00
Burke, Marsha	7.50	72.50	Molina, Enid	0.00	15.00
Chang, Michael	3.00	3.00	Moore, Matthew	8.00	40.50
Chang, Yoo-Shun	0.00	1.00	O'Hara, Peggy	0.00	35.00
Chiu, Andrew	7.00	7.00	Rea, Tim	0.00	41.00
Choi, Eugene	0.00	1.00	Roche, Gina	0.00	5.50
Chotalia, Ameer	0.00	2.25	Rodriguez, Adriana	0.00	39.25
Cipres, Marcella	10.00	12.50	Sanford, Matt	0.00	4.00
Driskel, Valerie	10.00	72.50	Seto, Cheryl	0.00	13.50
Fragaio, Maile	0.00	1.00	Summerfield, Becky	0.00	13.25
Harnett, Tom	7.50	10.00	Vu, Mailisia	0.00	1.00
Hill, Ryan	41.25	77.50	Vuu, Hai	0.00	1.00
House, Christine	0.00	6.50	Yu, James	0.00	2.25
Hovey, Michael	0.00	192.50	Yu, Janet	0.00	1.00
Hwang, Yuan	0.00	1.00			
Jones, Chris	0.00	96.50			
Krupica, Bob	0.00	12.00			
<b>TOTAL</b>	<b>86.25</b>	<b>821.00</b>	<b>TOTAL</b>	<b>8.00</b>	<b>280.00</b>

**LVA VOLUNTEERS**

Literacy Volunteer Hours	509.00
<b>TOTAL VOLUNTEER HOURS</b>	<b>946.50</b>

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

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

31,268.50

8,168.50  
 3,268.50  
 -----  
 11,437.00


Placentia Library District  
Circulation Report  
April 17, 1995

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 MAR 95	FY93-94 MAR 94
1st Time Checkouts	158,676	173,568	-8.58%	19,473	21,086
Phone Renewals	10,365	13,471	-23.06%	1,256	1,710
In-Building Renewals	20,987	19,524	7.49%	2,860	2,511
Total Renewals	31,352	32,995	-4.98%	4,116	4,221
TOTAL CHECKOUTS	190,028	206,563	-8.00%	23,589	25,307
On-Time Checkins	150,895	169,005	-10.72%	18,584	19,918
Late Checkins	30,353	34,518	-12.07%	3,679	4,717
TOTAL CHECKINS	181,248	203,523	-10.94%	22,263	24,635
Hold Placed	3,625	3,742	-3.13%	445	496
Hold Cancelled	674	576	17.01%	86	79
Hold Filled	3,094	3,049	1.48%	358	414
Hold Expired	76	156	-51.28%	3	16
Overdue Items	9,772	12,018	-18.69%	1,152	1,835
Overdue Notices	4,505	5,358	-15.92%	556	794
Billing Notices	5,377	5,729	-6.14%	645	853
Patrons Registered	3,199	3,018	6.00%	421	441
Titles Added	3,175	1,860	70.70%	874	16
Volumes Added	5,273	13,988	-62.30%	1,333	1,907
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	90,169	97,431	-7.45%	11,389	12,165
Juvenile Print	77,597	81,078	-4.29%	9,731	9,847
Total Print	167,766	178,509	-6.02%	21,120	22,012
Audio	8,965	11,965	-25.07%	994	1,364
Visual	15,710	17,251	-8.93%	1,475	1,931
Equipment	0	5		0	0
Total Audio Visual	24,675	29,221	-15.56%	2,469	3,295
TOTAL CIRCULATION	192,441	207,730	-7.36%	23,589	25,307
Placentia Circulation	111,586	115,962	-3.77%	12,089	14,267
% Placentia Circulation	57.98%	55.82%	3.87%	51.25%	56.38%
Anaheim/Yorba Linda Circulation	39,230	47,110	-16.73%	4,557	5,800
% Anaheim/Yorba Linda Circulation	20.39%	22.68%	-10.11%	19.32%	22.92%
TYPES OF BORROWERS					
Adult	143,052	161,641	-11.50%	15,528	19,773
Young Adult	1,581	1,257	25.78%	178	196
Juvenile	41,801	42,025	-0.53%	4,308	4,912
New Borrower	5,941	2,741	116.75%	1,087	423
Non Resident	0	0	0.00%	0	0
Other	68	67	1.49%	14	3
TOTAL BORROWERS	192,443	207,731	-7.36%	21,115	25,307
ATTENDANCE	203,223	236,568	-14.10%	37,351	44,711
Adult Reference - In Building	18,210	14,338	27.01%	3,122	2,932
Adult Reference - Telephone	3,217	2,518	27.76%	512	471
Children's Reference - In Building	10,338	5,974	73.05%	1,125	1,015
Children's Reference - Telephone	522	0	N.A.	78	0
Total Adult Reference	21,427	16,856	27.12%	3,431	3,403
Total Children's Reference	10,860	5,114	112.36%	1,203	1,015
Total In Building Reference	28,548	20,312	40.55%	4,247	3,947
Total Telephone Reference	3,739	2,518	48.49%	590	471
TOTAL REFERENCE	32,287	22,830	41.42%	4,837	4,418

162444



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: April 17, 1995

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

**BACKGROUND:**

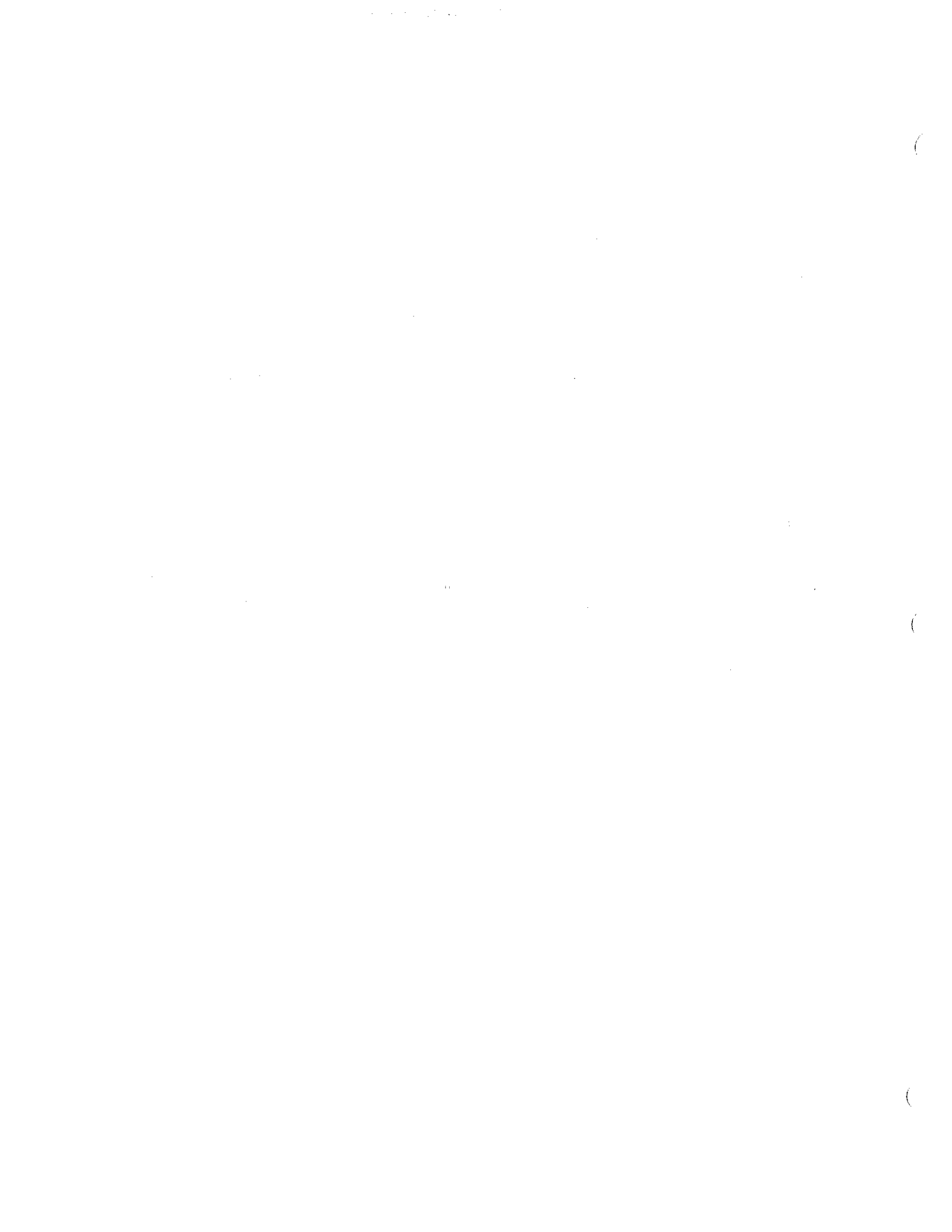
There has been no activity with the architect or the State Library during this report period.

Plans for the project remain on hold pending the distribution of the remaining funds in the Orange County Investment Pool (OCIP).

If the OCIP is distributed before the Board Meeting on May 15, 1995, this item will appear in the Continuing Business section for a determination on whether to proceed with the project.

**RECOMMENDATION:**

Receive and file.



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54	0.00			7,965.57
Aug 1991	Nov 26, 1991	6,088.00	914.76	2,317.99	0.00			9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04	0.00			8,080.06
Oct 1991	Jan 16 1992	4,868.80	971.48	1,089.79	0.00			6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31	0.00			6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94	0.00			6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99	0.00			6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48	0.00			5,727.40
Apr 1992	May 22, 1992	4,817.50		588.63	0.00			5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
<b>TOTAL</b>		<b>58,285.45</b>	<b>10,572.84</b>	<b>14,806.68</b>	<b>761.37</b>	<b>0.00</b>	<b>0.00</b>	<b>84,426.34</b>
<b>AVG</b>		<b>4,857.12</b>	<b>881.07</b>	<b>1,233.89</b>	<b>63.45</b>	<b>0.00</b>	<b>0.00</b>	<b>7,035.53</b>

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,668.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	698.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,887.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,765.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
<b>TOTAL</b>		<b>56,413.72</b>	<b>11,657.76</b>	<b>10,161.62</b>	<b>1,967.39</b>	<b>0.00</b>	<b>3,614.72</b>	<b>83,815.21</b>
<b>AVG</b>		<b>4,701.14</b>	<b>971.48</b>	<b>846.80</b>	<b>163.95</b>			<b>6,984.60</b>

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,684.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
<b>TOTAL</b>		<b>52,075.46</b>	<b>11,657.76</b>	<b>9,709.07</b>	<b>3,379.57</b>	<b>1,796.25</b>	<b>1,840.00</b>	<b>80,458.11</b>
<b>AVG</b>		<b>4,339.62</b>	<b>971.48</b>	<b>809.09</b>	<b>281.53</b>			<b>6,704.84</b>

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
<b>TOTAL</b>		<b>38,906.46</b>	<b>7,269.68</b>	<b>6,909.66</b>	<b>1,134.16</b>	<b>0.00</b>	<b>0.00</b>	<b>54,219.96</b>
<b>AVG</b>		<b>4,322.94</b>	<b>807.74</b>	<b>767.74</b>	<b>126.02</b>			<b>6,024.44</b>

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 60% LIBRARY	
Jul 1991	2,510.83	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	584.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,162.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	268.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.16
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 60% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	268.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.64	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,682.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 60% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.60
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	326.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 60% LIBRARY	
Jul 1994	1,680.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,259.16	189.00	17.41	1,465.57	732.79
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	11,571.18	2,112.00	181.96	13,865.14	6,932.57
AVG	1,285.69	234.67	20.22	1,540.57	770.29



DOLLARS BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.40	1,390.20	44.36	561.60	695.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	868.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.48	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.76
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	675.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,126.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	678.88	476.40	7,927.00	15,056.50
AVG	269.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,161.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,161.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	2,177.70	2,351.52	434.16	23.82	6,583.98	11,671.18
AVG	241.97	261.28	48.24	2.65	731.55	1,285.69

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

TIME BY TYPE OF WORKER						
FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	16.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	16.00	20.00	2.00	18.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	18.00	66.00	108.00
Mar 1992	8.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	642.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

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

TIME BY TYPE OF WORKER						
FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	68.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	62.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER						
FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	70.00	92.00	18.00	1.00	299.00	480.00
AVG	7.78	10.22	2.00	0.11	33.22	53.33

TO: Library Board of Trustees

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

DATE: April 17, 1995

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

**BACKGROUND:**

Placentia Library District is eligible to submit a Letter of Intent to apply to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996.

The Letter of Intent was prepared by Literacy Coordinator Katie Matas.

A copy of the Letter of Intent is Attachment A.

**RECOMMENDATION:**

Receive and File.

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

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

Agenda Item 24  
 Attachment A  
 Submit to: Management Planning &  
 Development Unit  
 P.O. Box 944272  
 Sacramento, CA 947  
 John Roman  
 (916) 657-2462

LETTER OF INTENT--FY 1995-96 (rev. 2/95)

**SUBMISSION DEADLINE - APRIL 3, 1995**

This COMPLETED LETTER OF INTENT must be RECEIVED BY CDE BY APRIL 3, 1995 in order for applicant agencies to receive their application packet for Adult Basic Education (ABE) Section 321, 322, and/ 326 funding for FY 1995/96. Agencies that fail to meet this deadline will not be considered for funding during the 1995/96 fiscal year. The application packets will be mailed from CDE by mid-April, 1995, AND MUST BE RETURNED BY MAY 15, 1995.

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

COUNTY CODE	OR	DIST/VENDOR CODE
3 0		5 9 2

Date received: \_\_\_\_\_  
 Date reviewed: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

"A" Section 321  
 Current HHUs FY 1994-95

ABE	10
ESL	8
ESL-Citizenship	

"B" Section 322  
 Current HHUs  
 FY 1994-95

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"C" Section 326  
 Current HHUs  
 FY 1994-95

--	--

"D" Section 321  
 Requested HHUs FY 1995-96

ABE	15
ESL	10
ESL-Citizenship	

"E" Section 322  
 Requested HHUs  
 FY 1995-96

--	--

"F" Section 326  
 Requested HHUs  
 FY 1995-96

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**CERTIFICATION FROM COMMUNITY BASED ORGANIZATIONS**

The below named signatory certifies that the applicant agency will comply with the requirements of the Single Audit Act of 1984 (P.L. 98-502). This means that agencies receiving more than \$25,000 in combination of all federal funds procure an audit.

Signature of Authorized Agent

Printed Name of Authorized Agent

X *E. Minter*

Elizabeth D. Minter

**CERTIFICATION - ALL APPLICANT PROVIDERS**

The below named signatory certifies that s/he is the authorized representative of the Applicant Agency and agrees to administer the Adult Basic Education Program in accordance with all the provisions of this program as well as all laws and regulations pertaining to the Adult Basic Education Act (P.L. 100-297), as amended by the National Literacy Act (P.L. 102-73).

Signature of Authorized Agent

Printed Name of Authorized Agent

X *E. Minter*

Elizabeth D. Minter

Title

Date

Library Director

March 23, 1995

TO: Library Board of Trustees

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

DATE: April 17, 1995

**SUBJECT: Submission of the Annual Report of the Employee Benefit Plan (Pension Fund) Form 5500-C/R, as prepared by Plan Administrator Dun & Bradstreet, to the Internal Revenue Service**

**BACKGROUND:**

Dun and Bradstreet (formerly referred to as National Associates), the District's Pension Plan Administrator, has prepared the Annual Report of the Employee Benefit Plan (Pension Fund) Form 5500-C/R for submission to the Internal Revenue Service.

A copy of Form 5500-C/R is Attachment A.

**RECOMMENDATION**

Receive and File.

Form **5500-C/R**  
Department of the Treasury  
Internal Revenue Service  
Department of Labor  
Pension and Welfare Benefits  
Administration  
Pension Benefit Guaranty  
Corporation

**TAXPAYER'S COPY**  
**Return/Report of Employee Benefit Plan**  
(With fewer than 100 participants)

OMB No. 1210-0016

**1993**

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 and sections 6039D, 6047(e), 6057(b), and 6058(a) of the Internal Revenue Code.  
▶ See separate instructions.

This Form is ( )  
to Public Inspection

For the calendar plan year 1993 or fiscal plan year beginning **July 1, 1993**, and ending **June 30, 1994**

You must check either box (5) or (6), whichever is applicable. See Instructions.

For IRS Use Only  
EP-ID

**A** If (1) through (4) do not apply to this year's return/report, leave the boxes unmarked. This return/report is:

- (1)  the first return/report filed for the plan;
- (2)  an amended return/report;
- (3)  the final return/report filed for the plan; or
- (4)  a short plan year return/report (less than 12 months).

- (5) **Form 5500-C filer check here**  
(Complete only pages 1 and 3 through 6.) (Code section 6039D filers see instructions on page 5.)
- (6) **Form 5500-R filer check here**  
(Complete only pages 1 and 2. Detach pages 3 through 8 before filing.) If you checked box (1) or (3), you must file a Form 5500-C. (See page 6 of the Instructions.)

If the preprinted information in 1a through 6d is incorrect, please correct it; if any information is missing, please add it. Be sure to include this page with your completed return/report.

- B** IF YOU CORRECT ANY OF THE PREPRINTED INFORMATION OR ADD MISSING INFORMATION IN 1a THROUGH 6d, CHECK HERE ▶
- C** If your plan year changed since the last return/report, check here ▶
- D** If you filed for an extension of time to file this return/report, check here and attach a copy of the approved extension ▶

**1a** Name and address of plan sponsor (employer, if for a single-employer plan)  
(Address should include room or suite no.)  
  
Placentia Library District Of Orange County  
411 East Chapman Avenue  
Placentia, CA 92670

**1b** Employer identification number (EIN)  
95-3197792  
**1c** Sponsor's telephone number  
(714) 528-1906  
**1d** Business code (see instructions, page 1)  
8200  
**1e** CUSIP issuer number  
N/A

**2a** Name and address of plan administrator (if same as plan sponsor, enter "Same")  
  
Same

**2b** Administrator's EIN  
  
**2c** Administrator's telephone number

**3** If you are filing this page without the preprinted historical plan information and the name, address, and EIN of the plan sponsor or plan administrator changed since the last return/report filed for this plan, enter the information from the last return/report in 3a and/or 3b and complete 3c.

- a** Sponsor ..... EIN ..... Plan number .....
- b** Administrator ..... EIN .....
- c** If 3a indicates a change in the sponsor's name, address, and EIN, is this a change in sponsorship only? (See instruction 3c on page 8 for the definition of sponsorship.) Enter "Yes" or "No." ▶ .....

**4** ENTITY CODE. (If not shown, enter the applicable code from page 8 of the Instructions.) ▶  
**5a** Name of plan ▶ Placentia Library District Of Orange County Money Purchase Pension Plan

**A**  
**5b** Effective date of plan (mo., day, yr.)  
07/01/73  
**5c** Three-digit plan number ▶ 001

5									
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All filers must complete 6a through 6d, as applicable.

**6a**  Welfare benefit plan  Pension benefit plan  
(If the correct codes are not preprinted below, enter the applicable codes from page 9 of the instructions in the boxes.)

**6c** Pension plan features. (If the correct codes are not preprinted below, enter the applicable pension plan feature codes from page 9 of the instructions in the boxes.)

K									
---	--	--	--	--	--	--	--	--	--

**6d**  Fringe benefit plan. Attach Schedule F (Form 5500). See Instructions.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of employer/plan sponsor ▶ *Elizabeth Minter* Date ▶ 3/28/95  
Type or print name of individual signing for employer/plan sponsor Elizabeth Minter  
Signature of plan administrator ▶ *Elizabeth Minter* Date ▶ 3/28/95  
Type or print name of individual signing for plan administrator Elizabeth Minter

6 a Check investment arrangement(s): (1) <input type="checkbox"/> Master trust (2) <input type="checkbox"/> Common/Collective trust (3) <input type="checkbox"/> Pooled separate account		N/A	Yes
7 a Total participants: (1) At the beginning of plan year ▶ 29	(2) At the end of plan year ▶ 24		
b Enter number of participants with account balances at the end of the plan year (defined benefit plans do not complete this item) ▶ 36			
c (1) Were any participants in the pension benefit plan separated from service with a deferred vested benefit for which a Schedule SSA (Form 5500) is required to be attached? (See instructions.)		7c(1)	
(2) If "Yes," enter the number of separated participants required to be reported ▶			
8 a Was this plan terminated during this plan year or any prior plan year? If "Yes," enter the year ▶		8a	
b Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of PBGC?		8b	N
c If 8a is "Yes", and the plan is covered by PBGC, is the plan continuing to file PBGC Form 1 and pay premiums until the end of the plan year in which assets are distributed or brought under the control of PBGC?		8c	N
9 Is this a plan established or maintained pursuant to one or more collective bargaining agreements?		9	
10 If any benefits are provided by an insurance company, insurance service, or similar organization, enter the number of Schedules A (Form 5500), Insurance Information, that are attached. If none, enter -0- ▶ 0			
11 a (1) Were any plan amendments adopted during the plan year?		11a(1)	
(2) Enter the date the most recent amendment was adopted ▶ Month 07 Day 01 Year 91			
b If 11a is "Yes," did any amendment result in a retroactive reduction of accrued benefits for any participant?		11b	
c If 11a is "Yes," did any amendment change the information contained in the latest summary plan description or summary description of modifications available at the time of the amendment?		11c	
d If 11c is "Yes," has a summary plan description or summary description of modifications that reflects the plan amendments referred to in 11c been both furnished to participants and filed with the Department of Labor?		11d	
12 a If this is a pension benefit plan subject to the minimum funding standards, has the plan experienced a funding deficiency for this plan year? Defined benefit plans must answer this question. Attach Schedule B (See instructions)		12a	N
b If 12a is "Yes," have you filed Form 5330 to pay the excise tax?		12b	N
13 a Total plan assets as of the beginning 415,316 and end 387,236 of the plan year			
b Total liabilities as of the beginning 0 and end 0 of the plan year			
c Net assets as of the beginning 415,316 and end 387,236 of the plan year			
14 For this plan year, enter: a Plan income 67,417 d Plan contributions 33,666			
b Expenses 93,497 e Total benefits paid 91,335			
c Net Income (loss) (subtract 14b from 14a) ▶ (26,080)			
15 The following applies to item 15: (i) you may NOT use N/A in response to any line item, and (ii) if "Yes" is checked, you must enter a dollar amount in the amount column.		Yes	No
During this plan year:			Amount
a Was this plan covered by a fidelity bond?	X		50,000
b If 15a is "Yes," enter the name of the surety company ▶ Employers Mutual			
c Was there any loss to the plan, whether or not reimbursed, caused by fraud or dishonesty?		X	
d Was there any sale, exchange, or lease of any property between the plan and the employer, any fiduciary, any of the five most highly paid employees of the employer, any owner of a 10% or more interest in the employer, or relatives of any such persons?		X	
e Was there any loan or extension of credit by the plan to the employer, any fiduciary, any of the five most highly paid employees of the employer, any owner of a 10% or more interest in the employer, or relatives of any such persons?		X	
f Did the plan acquire or hold any employer security or employer real property?		X	
g Has the plan granted an extension on any delinquent loan owed to the plan?		X	
h Has the employer owed contributions to the plan which are more than 3 months overdue?		X	
i Were any loans by the plan or fixed income obligations due the plan classified as uncollectible or in default as of the close of the plan year?		X	
j Has any plan fiduciary had a financial interest in excess of 10% in any party providing services to the plan or received anything of value from any such party?		X	
k Did the plan at any time hold 20% or more of its assets in any single security, debt, mortgage, parcel of real estate, or partnership/joint venture interests?		X	
l Did the plan at any time engage in any transaction or series of related transactions involving 20% or more of the current value of plan assets?		X	
m Were there any noncash contributions made to the plan the value of which was set without an appraisal by an independent third party?		X	
n Were there any purchases of nonpublicly traded securities by the plan the value of which was set without an appraisal by an independent third party?		X	
o Has the plan reduced or failed to provide any benefit when due under the plan because of insufficient assets?		X	
16 a Is the plan covered under the Pension Benefit Guaranty Corporation termination insurance program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not determined			
b If 16a is "Yes" or "Not determined," enter the employer identification number and the plan number used to identify it. Employer identification number ▶ N/A Plan number ▶ N/A			

1-25-95

Form **5558**  
(Rev. June 1992)  
Department of the Treasury  
Internal Revenue Service

# Application for Extension of Time To File Certain Employee Plan Returns

OMB No. 1545-0212  
Expires 5-31-95  
File With IRS On

For Paperwork Reduction Act Notice, see Instructions on back.

Name of taxpayer or plan sponsor (see Instructions) **Placentia Library District Of Orange County**  
 Number, street, and room or suite no. (If a P.O. box, see Instructions.) **411 East Chapman Avenue**  
 City or town, state, and ZIP code **Placentia, CA 92670**

Identification Number.--Check applicable box and enter number (see Instructions).  
 Employer identification number (EIN). Filers checking any box in 1a through 1d must enter an EIN. All other filers see specific instructions.  
**95-3197792**  
 Social security number. Form 5330 filers see Instructions.

- 1 I request an extension of time until (see instructions) **04/17/95** (check appropriate block(s))
- a  To file Form 5500, Annual Return/Report of Employee Benefit Plan (with related schedules).
  - b  To file Form 5500-C/R, Return/Report of Employee Benefit Plan (with related schedules).
  - c  To file Form 5500EZ, Annual Return of One-Participant Pension Benefit Plan (with related schedules).
  - d  To file Form 5330, Return of Excise Taxes Related to Employee Benefit Plans, for tax year beginning and ending
- 2 If you checked 1d above, are you electing to be taxed under ERISA section 2003(c)(1)(B)?  Yes  No
- 3a If you have never filed a Form 5500, 5500-C/R, or 5500EZ for your plan, check this box
- b If you checked 3a, enter the name, address, and EIN of the plan administrator


4 Complete the following for the plan(s) covered by this application (see How To File):	Plan name	Plan number	Plan year ending		
			Month	Day	Year
	Placentia Library District Of Orange County Money Purchase Pension Plan	001	06	30	94

- 5a Has an extension of time to file Form 5330 been previously granted for this tax year?  Yes  No
- b If "Yes," enter the date(s) to which the extension was granted
- 6 Attach a detailed statement explaining why you need the extension (see instructions) \* see below
- 7 If the extension is for Form 5330, enter the amount of tax estimated to be due on Form 5330. Pay this amount with this application **1345**

Caution: Interest on a late payment of tax accrues at the rate established under section 6621(a)(2) of the Internal Revenue Code from the regular due date of the return until paid. (See specific instructions for the penalty for late payment of tax.)

Under penalties of perjury, I declare that to the best of my knowledge and belief the statements made on this form are true, correct, and complete, and that I am authorized to prepare this application.

**Nand K. Anand/Enrolled Actuary #93-4545** **January 24, 1995**

Signature 

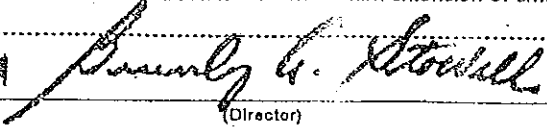
Date

Note: The person who signs this form may be an employer or plan administrator filing Form 5500, 5500-C/R, 5500EZ, or 5330; a disqualified person filing Form 5330; an attorney or certified public accountant qualified to practice before the IRS; a person enrolled to practice before the IRS; or a person holding a power of attorney.

Notice to Applicant.--The Internal Revenue Service will indicate below whether the extension is granted or denied and will return this application to you.

- This application IS approved to (You MUST attach a copy of this form to each return that was granted an extension.) **04-17-95**
- The application IS NOT approved. However, in view of the reasons stated in the application, a 10-day grace period is granted from the date shown below or the due date of the return, whichever is later. This 10-day grace period constitutes a valid extension of time for purposes of elections otherwise required to be made on a timely filed return. (You MUST attach a copy of this form to each return you file that is granted a grace period.)
- This application IS NOT approved. After consideration of the reasons stated in your application, we have determined that an extension is not warranted. (The 10-day grace period is not granted.)
- This application cannot be considered, because it was filed after the due date of the return.
- This application cannot be considered because the maximum extension of time allowed is 2 1/2 months (6 months for Form 5330).
- Other

FEB 10 1995 F Y (Date)

  
By: (Director)

\* This extension of time will enable the Plan Administrator to gather all necessary data to complete the above filing.



**SCHEDULE P**  
**(Form 5500)**

Department of the Treasury  
Internal Revenue Service

**Annual Return of Fiduciary  
of Employee Benefit Trust**

▶ File as an attachment to Form 5500, 5500-C/R, or 5500EZ.  
▶ For the Paperwork Reduction Notice, see page 1 of the Form 5500 Instructions.

OMB No. 1510-0018

**1993**

This Form Is Open to  
Public Inspection.

For trust calendar year 1993 or fiscal year beginning **July 1, 1993**, and ending **June 30, 1994**

Please type or print	1a Name of trustee or custodian <b>First American Trust Co.</b>
	b Number, street, and room or suite no. (If a P.O. box, see the instructions for Form 5500, 5500-C/R, or 5500EZ.) <b>P.O. Box 267</b>
	c City or town, state, and ZIP code <b>Santa Ana, CA 92702</b>

2a Name of trust <b>Placentia Library District Of Orange County Money Purchase Pension Trust</b>	b Trust's employer identification number <b>33 6002913</b>
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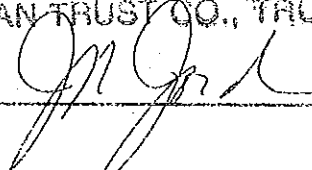
3 Name of plan if different from name of trust  
**Placentia Library District Of Orange County  
Money Purchase Pension Plan**

4 Have you furnished the participating employee benefit plan(s) with the trust financial information required to be reported by the plan(s)?  Yes  No

5 Enter the plan sponsor's employer identification number as shown on Form 5500, 5500-C/R, or 5500EZ	<b>95 3197792</b>
--	-------------------

Under penalties of perjury, I declare that I have examined this schedule, and to the best of my knowledge and belief it is true, correct, and complete.

**FIRST AMERICAN TRUST CO., TRUSTEE**

Signature of fiduciary ▶  Date ▶ **3/31/95**

**Instructions**

(Section references are to the Internal Revenue Code.)

**Purpose of Form**

You may use this schedule to satisfy the requirements under section 6033(a) for an annual information return from every section 401(a) organization exempt from tax under section 501(a).

Filing this form will start the running of the statute of limitations under section 6501(a) for any trust described in section 401(a), which is exempt from tax under section 501(a).

**Who May File**

1. Every trustee of a trust created as part of an employee benefit plan as described in section 401(a).
2. Every custodian of a custodial account described in section 401(f).

**How To File**

File Schedule P (Form 5500) for the trust year ending with or within any participating plan's plan year. Attach it to the Form 5500, 5500-C/R, or 5500EZ filed by the plan for that plan year. A separately filed Schedule P (Form 5500) will not be accepted.

If the trust or custodial account is used by more than one plan, file one Schedule P (Form 5500). If a plan uses more than one trust or custodial account for its funds, file one Schedule P (Form 5500) for each trust or custodial account.

**Trust's Employer Identification Number**

Enter the trust employer identification number (EIN) assigned to the employee benefit trust or custodial account, if one has been issued to you. The trust EIN should be used for transactions conducted for the trust. If you do not have a

trust EIN, enter the EIN you would use on Form 1099-R to report distributions from employee benefit plans and on Form 941 or 941E to report withheld amounts of income tax from those payments.

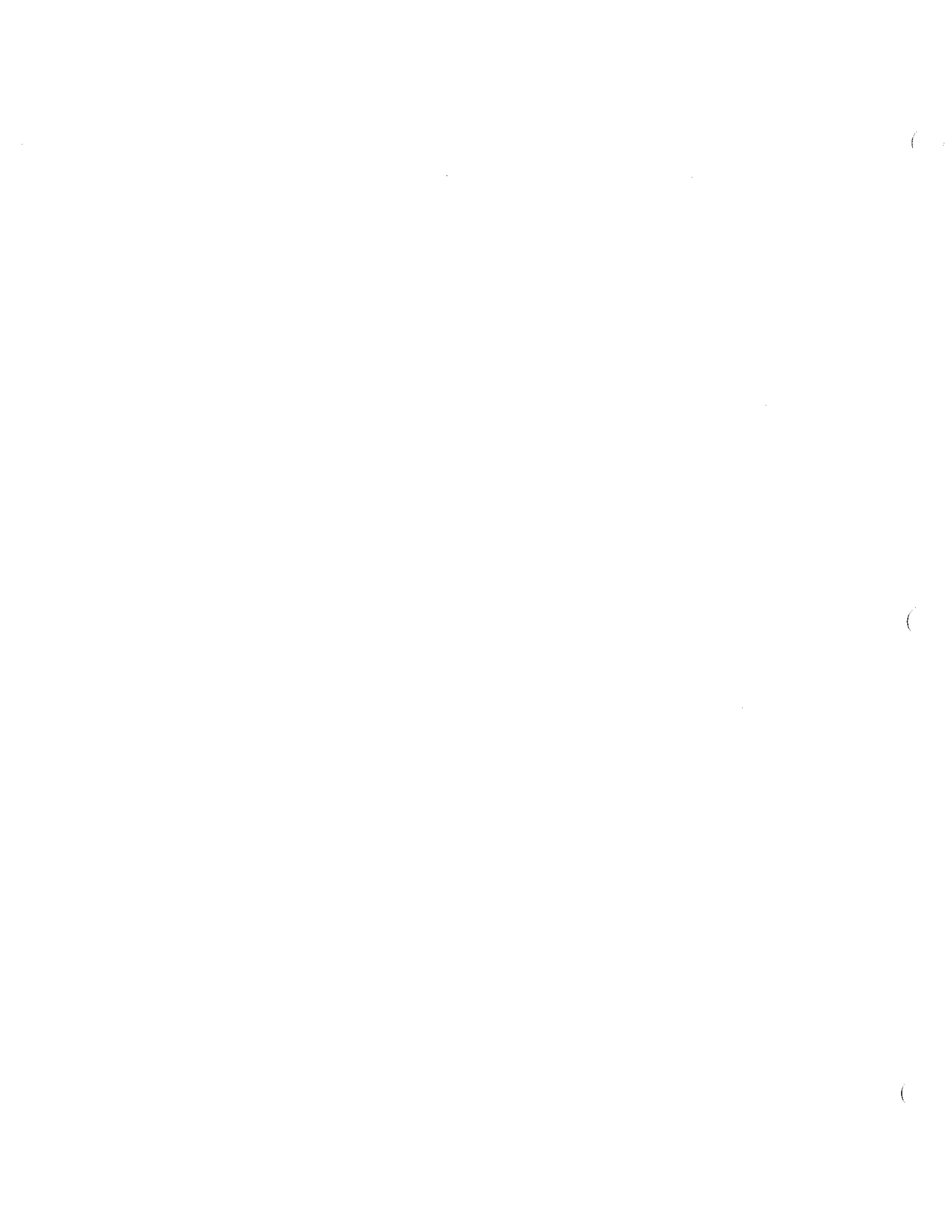
**Note:** Trustees who do not have an EIN may apply for one on Form SS-4, Application for Employer Identification Number. You must be consistent and use the same EIN for all trust reporting purposes.

**Signature**

The fiduciary (trustee or custodian) must sign this schedule. If there is more than one fiduciary, the fiduciary authorized by the others may sign.

**Other Returns and Forms That May Be Required**

- Form 990-T.--For trusts described in section 401(a), a tax is imposed on income derived from business that is unrelated to the purpose for which the trust received a tax exemption. Report this income and tax on Form 990-T, Exempt Organization Business Income Tax Return. (See sections 511 through 514 and the related regulations.)
- Form 1099-R.--If you made payments or distributions to individual beneficiaries of a plan, report those payments on Form 1099-R. (See the instructions for Forms 1099, 1098, 5498, and W-2G.)
- Form 945.--If you made payments or distributions to individual beneficiaries of a plan, you may be required to withhold income tax from those payments. Form 945, Annual Return of Withheld Federal Income Tax, is new and will be used to report taxes withheld from nonpayroll items effective January 1994. Do not use Form 941 or 941E for amounts withheld after the fourth quarter of 1993 for nonpayroll items. (See Circular E, Employer's Tax Guide (Pub. 15), for more information.)



TO: Library Board of Trustees

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

DATE: April 17, 1995

**SUBJECT: Adoption of Guidelines for the Families for Literacy Fund Funding Agreement with the California State Library Foundation, March 29, 1995**

**BACKGROUND:**

The State Library of California has announced that Placentia Library District is eligible to receive funding from the California State Library Foundation to purchase books at a discount to distribute to the eligible families in the District's Families for Literacy Program.

In the Funding Agreement the District agrees to provide information about the purchases generated from this fund in its mid-year and annual reports to the California State Library.

The Funding Agreement was prepared by the Families for Literacy Coordinator, Jeannine Walters.

A copy of the Guidelines and Application is Attachment A.

**RECOMMENDATION:**

Approve submission of the Funding Agreement; and receive and file the Guidelines and Funding Agreement.



CALIFORNIA  
S T A T E  
L I B R A R Y  
F O U N D A T I O N


FAMILIES FOR LITERACY FUND  
FUNDING AGREEMENT

To: California State Library Foundation  
1225 8th Street, Suite 345  
Sacramento, CA 95814  
(916) 447-6331

PRESERVING  
PROTECTING  
AND PROMOTING  
CALIFORNIA'S  
RICH CULTURAL  
HERITAGE

From: Library Placentia Library District  
Contact Jeannine Walters  
Street 411 East Chapman Avenue  
City, State, ZIP Placentia, CA 92670  
Phone (714) 524-8408

The Placentia Library District Library agrees to abide by the California State Library Foundation FAMILIES FOR LITERACY FUND Guidelines January 1995, hereby incorporated by reference. The Placentia Library District Library will receive funding from this program to purchase books at a discount to distribute to the eligible families in the Library's FFL program and will include information about the purchases generated from this fund in its mid-year and annual reports to the California State Library.

Signature   
Title Library Director  
for Placentia Library District Library

Date March 29, 1995

(916) 447-6331  
1225 - 8TH STREET  
SUITE 345  
SACRAMENTO, CA

**CALIFORNIA STATE LIBRARY FOUNDATION  
FAMILIES FOR LITERACY FUND  
GUIDELINES  
January 1995**

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At the direction of Huell Howser Productions and Wells Fargo Bank, KPBS will distribute twice yearly royalty checks to the California State Library Foundation for the **FAMILIES FOR LITERACY FUND**. The monies received for distribution by the California State Library Foundation **FAMILIES FOR LITERACY FUND** are directed from Huell Howser Productions' share of the total royalty from KPBS's distribution of videocassettes programs from the series *California's Gold*.

The California State Library Foundation **FAMILIES FOR LITERACY FUND** shall only be used to purchase children's books for distribution to Families for Literacy (FFL) families in the 37 FFL programs throughout California. The recipient libraries agree to use Families for Literacy Funds for this purpose only. This fund will support the FFL programs' goal to build home libraries.

To be eligible for an FFL program, a family must have at least one primary caregiver in need of literacy instruction and be currently receiving it, and have at least one pre-school age child.

The California State Library will provide a list of the current 37 eligible FFL programs and number of families that they serve. The California State Library Foundation will distribute the monies to each of these FFL programs.

FY 94/95 monies from the California State Library Foundation **FAMILIES FOR LITERACY FUND** will be distributed to the 33 libraries with FFL programs in FY 93/94 based on the number of families they served that year. The 4 newly funded FFL programs will receive monies based on the number of families projected to be served this year in their (FY 94/95) FFL applications.

The local library administering the FFL program shall purchase high quality paperback books at a discount and distribute the books to the eligible families in their FFL program.

The FFL programs provide a mid-year (mid-February) and a final report (late July, early August) of their program activities to the California State Library. This report shall include the number of families served, number of children served, the ethnicity of the children, the number of books given away, and the amount of funds expended.

The California State Library Foundation will review the report and provide a condensed report to Huell Howser Productions, Wells Fargo Bank, and KPBS.



TO: Library Board of Trustees

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

DATE: April 17, 1995

**SUBJECT: Submission of application for Fiscal Year 1995-1996 Families for Literacy Grant to the State Library of California.**

**BACKGROUND:**

Placentia Library District is eligible to submit an application to the State Library of California for the fifth year of funding for its Families for Literacy program.

The Application was prepared by the Families for Literacy Coordinator, Jeannine Walters, with the assistance of Principal Librarian Suad Ammar.

A copy of the Application is Attachment A.

**RECOMMENDATION:**

Approve submission of the Application; and receive and file the Application.

**PLACENTIA LIBRARY DISTRICT  
FAMILIES FOR LITERACY GRANT APPLICATION  
FISCAL YEAR 1995-1996**

**I. RATIONAL AND INTEGRATION**

The Placentia Library District has had an FFL program for four years. From its inception, it has primarily served ESL adult learners and their families. The majority of the original participants were adults involved with the Placentia HeadStart program. They received their ESL and literacy instruction from individual and small group tutors. During the 1992/1993 program year, it became increasingly difficult to find tutors for these students and an arrangement was made with the Placentia-Yorba Linda Unified School District Adult Education Office. They were to provide a certified ESL instructor in exchange for childcare services during the ESL classes. This arrangement has been in effect for the past two years. Four hours of ESL instruction are provided each week and a 2-hour weekly program is held at the Library.

This same format will be used during the coming year, as well. The FFL Coordinator will meet with the ESL instructor during the summer to coordinate the curriculum of the ESL classes with the content and philosophy of the FFL program. Regular interaction between the ESL instructor and the FFL Coordinator will continue throughout the year.

The content of the weekly Library programs will vary from week to week. Four major topics will be stressed throughout the next program year. These are: the review and reinforcement of English language skills learned in the ESL classes, story-telling and read-aloud techniques, parenting skills, and library skills. The English language skills will most likely be emphasized at the beginning of the program. The other components will be introduced and developed throughout the year in a manner and at a level consistent with the adult learners ability to understand and participate. The needs of the students will be of primary importance and flexibility and change in the lesson plans is expected.

The reinforcement of English language skills will primarily be done through simple conversations and question and answer sessions. A list of vocabulary words learned by the students will be compiled, and sample conversations and questions will be written using words from this list. This list will be derived from their ESL lessons.

The other elements of the program will be introduced more slowly and developed at a rate appropriate to the adult learners ability to understand and participate. Story-telling and read-aloud techniques will be modeled through storytimes in which both adults and children will be asked to participate. The adults may also be asked to help plan and implement some of the storytimes, thereby giving them a chance to practice, receive feedback, and share ideas and experiences in reading aloud. They will also receive instruction in selecting quality books, choosing age-appropriate books for their children, and in incorporating fingerplays,



songs, and activities into their reading times.

Outside speakers will be sought to speak on different topics of interest to parents. Provisional topics may include discipline, nutrition, immunization, general health information, nurturing skills, developing self-esteem, and school readiness. The local university, hospital, school district, County Department of Health, and the City of Placentia's Human Services Department will be some of the sources contacted and asked to provide speakers on these topics.

Library skills will be introduced through tours of the Library and introductions to its various departments. Instructions for obtaining a library card and using the library's computerized card catalog will also be included.

Recruitment of the students for the ESL/FFL classes will be accomplished through three methods:

- First, a brochure will be prepared by the Adult Education office and sent to every household in Placentia.
- Second, flyers advertising the FFL program will be distributed to the four elementary schools in the district with a high enrollment of children from "at risk" families.
- Third, during the summer, letters will be written and phone calls made to eligible families in the Library's adult literacy program and their tutors. They will be told about the program and invited to attend the weekly meetings. As new students and tutors join the adult literacy program during the year, they will also be told about the program.

New tutors will be introduced to the program at each of the four tutor training workshops held during the year. Interested tutors will receive additional information and training at two FFL training workshops that will be scheduled during the year. Tutors working with eligible families will be contacted throughout the year both to determine the extent to which they are incorporating FFL techniques and to offer them advice and support.

The FFL Coordinator will be assisted in carrying out this program by the Library's Principal Librarian, the Adult Literacy Coordinator, and the Children's Librarian. The Library's Principal Librarian will continue to provide general oversight, supervision, budgetary advice, scheduling and personnel help. She will also make arrangements for the tour of the Reference Department which will be part of the general Library tour held during the year.

The Adult Literacy Coordinator will primarily be responsible for recruiting and training tutors for the Adult Literacy program. She will also be responsible for overseeing the tutor/student matches, and rematching tutors/ students as needed. Also, many of the FFL adult learners receiving literacy instruction through the Adult Education ESL classes choose to apply for an individual tutor. The Adult Literacy Coordinator would oversee their tutor matches as well.

She will also be responsible for administering tests and discussing test results as needed.

The Children's Librarian will assist by providing program ideas, books, and materials as needed. She will provide names and means of contact for speakers that would be appropriate for the FFL program that she may encounter as part of her regular duties. She will provide advice on choosing quality children's literature materials for use in the program.

## II. POPULATION TO BE SERVED

The City of Placentia has a population of approximately 44,082. The various ethnic groups comprising the population are White (76.3%), Hispanic groups (24.2%), Asian (8.2%), Black (1.9%), and Other (13.6%). There are 10,520 (23.8 %) people that live within a family group and 4,209 persons (9.55%) that are married and have children. The household income of 8.6% of the population is below \$15,000.00. This information is taken from the Community Economic Profile prepared by the Placentia Chamber of Commerce in September 1994.

The majority of the adult learners currently involved in both the Adult Literacy program and the FFL program are Hispanic or Asian. It is expected that the majority of adult learners next year will also belong to one of these two ethnic groups. Some of the students in past programs have been referred by the Migrant Education office and the Placentia and Yorba Linda HeadStart programs. These families represent members of the community living at the lower economic levels.

There are currently 18 adult learners involved in the Adult Literacy program who are eligible to participate in the FFL program. Of the 57 students currently enrolled in the Adult Education ESL class, 43 have participated in the FFL program at some time during the current year.

## III. REQUIRED SERVICES

### A. Acquisition of Books

Books for ownership will be distributed to eligible families once a week at the Library during the weekly program. Families will be able to choose from a selection of quality paperback books and will be able to take home 1 book for each child per family. A log will be kept of the ages of the children receiving these books.

The majority of these books will be either purchased or donated. There will be some lessons in which the children and adults will create their own books to take home.

Books for distribution will include both those written in English and in the students' native languages. This will enable the adult learners to use the books immediately, especially at the beginning of the program year. Books originally written in a language other than English will be included as much as possible. Cultural and ethnic elements unique to the culture from which the book comes will thereby be included in the family's reading experiences.

B. Regular meetings of parents and children in public library settings

Meetings will be held every week at the Library. The meetings will typically be divided into two segments. The first segment will consist of activities only involving the adults. These activities will include the review and reinforcement of English language skills, lectures on parenting topics from outside speakers, instruction in read-aloud skills, instruction in using the library, etc. The second segment will bring the adults and children together. Together, they will listen to stories, sing songs, do fingerplays, and other activities related and derived from the children's literature material. The storytimes will initially be conducted by the FFL Coordinator, but as the adult learners become more proficient in their reading and English skills, they will also have opportunities to help in presenting the stories.

Books to be used during the storytimes will depict people from other cultures and ethnic groups, including literature and folktales from other countries.

Opportunities will also be provided during these weekly meetings for adults to share their experiences of reading at home with their children. A reading log will be given to each family as they join the program. On it they will be able to keep track of the books that they and their children share together at home. If parents read a certain amount of books each month, they will become eligible to go on a field trip at the end of the semester.

Each regularly participating family will also be given a "Calendar of Home Activities" which contains activities for every day of the year that parents and children can do at home together. At the weekly meetings they will have a chance to share the activities that they did at home during the previous week. They will also earn a point for each activity that they did and when they have accumulated a certain number of points, they will be able to choose books for ownership from a selection of hard-cover books.

C. Promotion of the enjoyment of reading and literature

Different techniques for telling stories will be modeled during the weekly programs. These will include the use of puppets, creative dramatics, songs, flannel boards, and fingerplays. A small collection of songs and fingerplays in Spanish already exists. Participants in the program will be asked to add to this collection if they know any songs or fingerplays that aren't already a part of the collection.

Adults will also be given opportunities to help plan some of the weekly programs. They will help choose and present some of the stories and help plan activities to expand on concepts and ideas presented in the stories.

D. Use of children's material for adult literacy instruction

Prepared packets for the use of Adult Literacy tutors and their students are available in the Library's Adult Literacy office. Each packet contains a children's book that is to be read by the adult learner with the help of their tutor. When the book has been mastered, the student can take the book home to share with his or her family.

The material taught by the Adult Education ESL teacher will be reinforced during the weekly Library programs using children's literature. Books using words within the adult learners' vocabularies will be chosen by the Coordinator and the adult learners. The adults will be encouraged to read books out loud to each other and the children. Adult learners will also be given opportunities to help plan and present storytimes to the children as part of the weekly meetings. Children's books will be used to reinforce the adult learners' English skills and to help them practice reading out loud to children.

E. Instruction for parents in selecting books, literature appreciation, and read-aloud skills

Instruction in these skills will take place in several ways. Initially, these techniques will be modeled with the books used for adult instruction and weekly storytimes.

Later lesson plans will incorporate information on the different genres of children's literature. The importance of considering a child's age and interests will be discussed. Adults will also be informed of the different sources of reading material available in the community. The adult learners will be given opportunities to talk about whether or not they liked a particular book that was used in the program. Reading logs will be checked periodically. This will provide another opportunity for parents to discuss which books they and their children liked and which ones they didn't like.

Adults will also be given opportunities to practice read-aloud skills during the weekly programs. They will be able to practice reading out loud first to other adult students and then to the children as part of the adult/child interaction time.

F. Services to enhance full family participation

By working with the mothers and pre-school aged children, it is hoped that the enjoyment and satisfaction derived from their experiences at the library will be shared and reproduced at home. Eligible adult learners will also be able to choose books at the weekly meetings to be

taken home and kept by older brothers and sisters in the family. It will be emphasized to the adult learners that other members of their family are welcome to come to the programs as their schedules allow.

G. Assistance to parents in using all library services

One of the components of the adult instructional part of the program will be library skills. Participants will be given a tour of the library, introduced to the different departments, and instructed in ways to find books at the library. Participants will be given opportunities to get library cards throughout the year. The procedures for the check-out, return, and renewal of books and the fine policies will be explained and reviewed periodically as well.

Flyers and verbal communication about programs sponsored by other Library Departments will be given to participants and they will be encouraged to attend.

Information about the City's Park and Recreation programs and other community services available to families will also be publicized.

H. Other services

Childcare will be provided during the morning ESL classes. During this past year, there have been generally between 20-30 children each morning. By providing childcare we assist parents in concentrating on their lessons. It is also beneficial for the children as many of them have never been separated from their mothers. By having a separate classroom for them, they are able to develop coping skills for separation from their parents that will be needed when they begin school. They are also able to begin developing their social skills. Interns from a Child Development program at a nearby university are being sought to work in this area and to incorporate the teaching of some basic skills during the four hours that the children are in childcare each week.

Transportation to the ESL classes and the Library is also provided. The majority of the students live at a distance that is too far to walk from the ESL classroom and the Library. This is especially true of the students who have been referred by a HeadStart program in another town. There is no reliable source of public transportation in the city and many of the adult learners in the program do not have their own source of transportation. Without the transportation provided by the program, the majority of students would not be able to participate.

## V. EVALUATION COMPONENT

### Quantitative

Reading logs - Reading logs will be given to each family participating in the program. Each month the logs will be checked and records kept of the number of books read by each family. At the end of the year, the records will be checked to see if the number of books read each month by a family increased, decreased, or remained the same.

"Calendar of Home Activities"- A "Calendar of Home Activities" will be given to a family after they have participated in the program for a month. Each week, the families will be asked to talk about the activities that they did at home during the previous week. Records will be kept of the number of activities done by each family on a weekly and monthly basis. At the end of the year, the records will be checked to see if the number of activities done by a family during a week and during a month has increased, decreased or remained the same throughout the year.

Attendance statistics - Attendance will be taken at each meeting and attendance statistics compiled at the end of each month, in December, and in June. Statistics will also be compiled on the number of programs that each individual family has attended during the year and on the percentage of families that consistently attend programs.

Use of prepared folders by tutors and students - When a tutor and student have completed one of the prepared packets available in the Adult Literacy office, the tutor is to fill out a form available in the packet and turn it into the office to signify that a packet has been used. A record will be kept of number of forms turned in.

### Qualitative

Responses from the Hansen Family Literacy survey - A survey will be given four times a year, at the beginning and end of each semester. This survey measures both the family's attitudes toward reading and their actual reading behavior. Responses given by a family on the survey at different times of the year will be compared to see if their reading attitudes and behavior have changed while in the program.

## VI. PROSPECTS FOR CONTINUANCE IN THE FUTURE

Placentia Library has made a commitment to offer literacy programs as one of the regular services that it provides to the community. It has an established Literacy department and continues to provide staff and resources for the continuation of the literacy programs.

Currently, the Library is able to provide funds for benefits and partial salaries for some of the

employees needed to successfully administer the program. Costs for office supplies and some of the printing costs will also be supplied. Outside funding to underwrite other portions of the program is being sought, but no sources have been found to date.

State funding will be necessary for the continuance of this program during the 1995-1996 year.

## VII. YEARS FUNDED AND LESSONS LEARNED

1994-1995 is the fourth year that Placentia Library District has received funds for a Families for Literacy program.

The primary interest of the adult learners who join the program is to improve their English. Therefore, English instruction will need to be emphasized during the beginning phases of the program. As the learners' English skills improve, the other components of the program, such as book selection, library skills, read-aloud techniques, and parenting skills will be introduced slowly and in small increments. Books in other languages will also need to be used initially for the practice of read-aloud techniques. English books can be used when the adult learners' comfort in reading English out loud increases.

During the past year, there has been a high incidence of families who stop coming after attending one or two programs. Incentives will be introduced this year to motivate continued participation and to reward the families that do attend consistently.

## VIII. WHY ANOTHER YEAR

Placentia Library District has consistently been seeking local funding sources to recoup revenues that were reallocated by outside sources during the last two years. Fund-raising workshops have been attended and foundations formed to accomplish this task. However, not enough money yet has been raised to cover the losses, and all of the Library's departments continue to be understaffed and underfunded. Yet, the Library continues to support the FFL program by providing staff and resources that are needed by other departments because they see this program as a valuable service that meets the needs of an under-served portion of the community.

The FFL program is also valued by the students. Each year they ask if it will be continuing during the following year. They look to it as a source of support, help, and information. It provides information and skills that they have not been able to obtain elsewhere, and allows them to learn these skills while spending time with their children.

There has been an increase in library use by speakers of other languages and several of the FFL participants have become regular library users. By continuing for another year, the program would seek to reinforce skills learned by returning participants and to introduce new skills to both returning adult learners as well as new.





CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Fiscal Year 1995/96

Placentia Library District

Name of Library

*E. D. Martin*

Library Director Signature

*Apr 13, 1995*

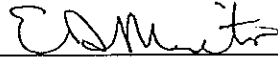
Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Dr. Kevin Starr
1. Personnel	14,400	31,567	45,967	
2. Library Materials				
3. Operations				
3a. Contract Services				
3b. Travel		500	500	
3c. Office Supplies		500	500	
3d. Printing	600	200	800	
3e. Instructional Resources		200		
3f. Children's Book Resources	4,000		4,000	
3g. Other	4,000			
4. Equipment				
5. Indirect		116	116	
6. TOTAL	23,000	33,083	56,083	

1995/96 CLAIM FORM  
California Library Services Act  
Families For Literacy (Educ. Code Sec. 18735)

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purpose indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.



Library Director (signature)

Elizabeth D. Minter

Typed Name of Signator

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District  
Name of Authorized Library

Address 411 E. Chapman Ave., Placentia, CA 92670

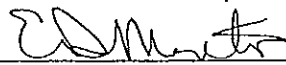
Date April 17, 1995

Amount Claimed:

CLSA Literacy \$ _____	State Library Fiscal Office Use Only
PCA #53249	Office Use Only

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By   
Official Representative of Fiscal Agent

Library Director  
Title

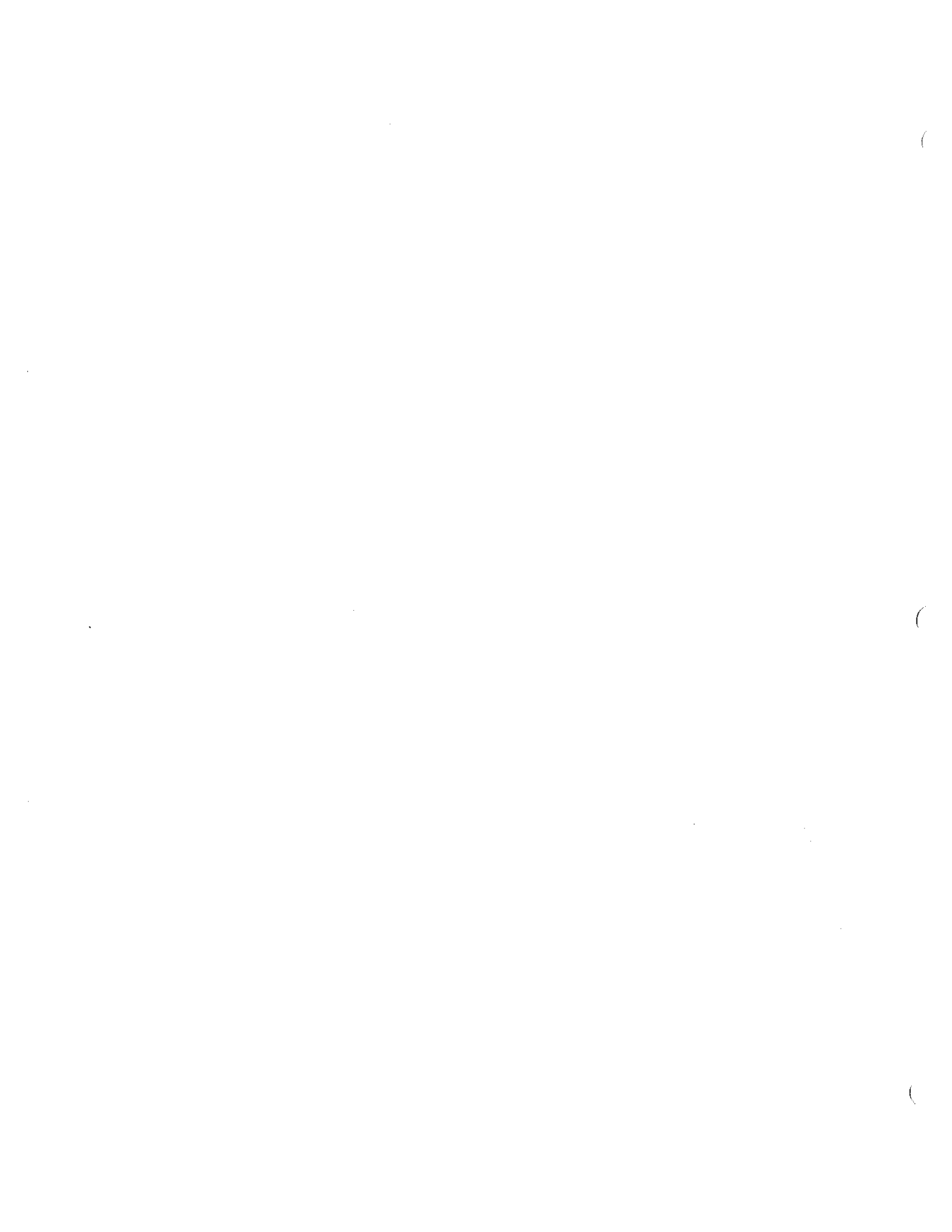
Note: Warrant to be issued for payment to the library to be addressed to:

Elizabeth D. Minter  
(Authorized agency to receive, disburse and account for CLSA funds)

411 E. Chapman Ave., Placentia, CA 92670  
(Address of above agency)

Approval by State

STATE LIBRARY FISCAL OFFICE
BY: _____
DATE: _____



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edw*  
DATE: April 17, 1995  
SUBJECT: **FY 1994-1995 Budget**

**BACKGROUND:**

**Cash Flow Analysis:**

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

**Bankruptcy:**

Library Director Minter attended a meeting of representatives of the members of the Orange County Investment Pool (OCIP) Bankruptcy on April 12, 1995, at Irvine City Hall. Members of the Committee answered questions about the settlement process but no new information was announced. The revised deadline for submitting approved Settlement Agreements is Tuesday, April 18, 1995.

Also discussed at the meeting were letters of March 31 (Attachment B) and April 3 (Attachment C) from Ronald Rus, Esq. (representing Yorba Linda Water District, et. al.) to Committee Attorney Patrick Shea.

A copy of the formal pleading by the Committee to the U.S. Bankruptcy Court for the Settlement Agreement is Attachment D. This document contains the "trust" argument that will be used again by the Committee in the Orange County Bankruptcy activities.

**Legislative:**

No legislative information has been received since the last Board Meeting.

**RECOMMENDATIONS:**

Action as required.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing transparency to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from initial receipt to final entry in the accounting system, ensuring that all necessary information is captured and verified.

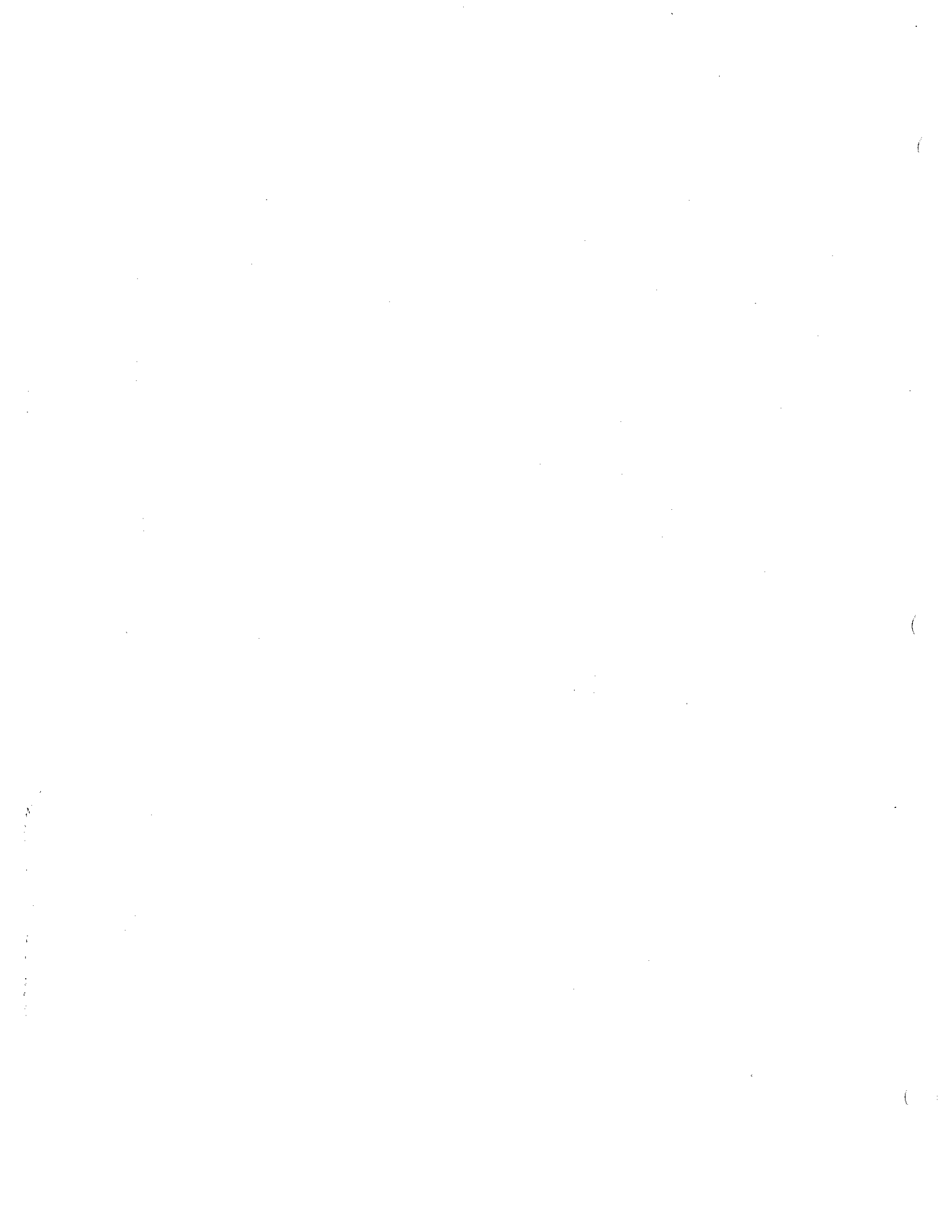
3. The third part of the document addresses the role of the accounting department in monitoring and controlling the company's financial performance. It discusses how regular audits and reviews can help identify areas for improvement and prevent potential issues.

4. The fourth part of the document provides a summary of the key points discussed and offers recommendations for further action. It encourages the company to continue to refine its financial processes and to stay up-to-date with the latest accounting practices.

5. The final part of the document concludes with a statement of appreciation for the cooperation and support of all employees and stakeholders. It expresses confidence in the company's future success and commitment to maintaining high standards of financial integrity.

Placentia Library District  
Post-Petition Cash Flow  
April 17 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Jan 3	Claim by Library Director		3,940.65	137,564.12
*Jan 5	Payroll, Claim 3226		19,034.68	118,529.44
*Jan 10	Homeowners Subvention	5,128.00		123,657.44
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,820.15
*Jan 18	Secured Property Tax	23,997.85		127,818.00
*Jan 19	Payroll, Claim 3227		19,034.68	108,783.32
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		109,407.74
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		114,022.11
*Jan 27	Public Utility Tax (impounded)	72.96		114,095.07
*Jan 27	Secured Property Tax (impounded)	62,077.83		176,172.90
*Feb 2	Payroll, Claim 3234		19,034.68	157,138.22
*Feb 8	Public Utility Tax	12,493.87		169,632.09
*Feb 9	Emergency Allocation	41,886.98		211,519.07
*Feb 13	Claims at Special Board Meeting		6,460.13	205,058.94
*Feb 16	Payroll, Claim 3235		19,034.68	186,024.26
*Feb 21	Feb Claims Excl. Payroll		26,176.31	159,847.95
*Mar 1	Claim 3250 by Library Director		1,229.92	158,618.03
*Mar 2	Payroll, Claim 3248		19,034.68	139,583.35
*Mar 9	Pension Fund Contribution		33,665.86	105,917.49
*Mar 9	Semi-Annual Bond Payment		35,900.00	70,017.49
*Mar 13	Claim 3251 by Library Director		1,475.07	68,542.42
*Mar 16	Payroll, Claim 3249		19,034.68	49,507.74
*Mar 20	Mar Claims Excl. Payroll		14,616.49	34,891.25
*Mar 20	Insurance		11,829.75	23,061.50
*Mar 20	Increase Petty Cash Account		9,000.00	14,061.50
*Mar 30	Secured Property Tax	56,459.39		70,520.89
*Mar 30	Payroll, Claim 3259		19,034.68	51,486.21
*Apr 6	Claim 3261 by Library Director		979.69	50,506.52
*Apr 13	Payroll, Claim 3260		19,034.68	31,471.84
*Apr 17	Apr Claims Excl. Payroll		12,108.52	19,363.32
*Apr 17	Public Officials Liability Insurance		3,393.91	15,969.41
Apr 18	Prior Year Secured Tax	4,000.00		19,969.41
Apr 26	Secured Property Tax	158,000.00		177,969.41
*Apr 27	Payroll, Claim 3270		19,034.68	158,934.73
*Apr 27	Anaheim Library		37,312.29	121,622.44
May 10	Homeowners Subvention	5,128.00		126,750.44
*May 11	Payroll, Claim 3271		19,034.68	107,715.76
May 15	Supplemental Property Tax	2,000.00		109,715.76
May	May Claims Excl. Payroll		24,000.00	85,715.76
May 18	Secured Property Tax	82,700.00		168,415.76
*May 25	Payroll, Claim 3272		19,034.68	149,381.08
May 25	Utility Tax	12,300.00		161,681.08
Jun 8	Homeowners Subvention	2,197.00		163,878.08
*Jun 8	Payroll		19,034.68	144,843.40
Jun 19	Unsecured Tax			144,843.40
Jun	Jun Claims Excl. Payroll		24,000.00	120,843.40
Jun 21	Prior Year Unsecured Tax			120,843.40
*Jun 22	Payroll		19,034.68	101,808.72





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March 31, 1995

REFERENCE NUMBER:

2031-0001

VIA FACSIMILE AND U.S. MAIL

Patrick C. Shea, Esq.  
PILLSBURY, MADISON & SUTRO  
101 West Broadway  
Suite 1800  
San Diego, California 92101-8083

Re: In re County of Orange, Orange County Investment  
Pools (Administratively Consolidated)  
Case No. SA94-22272 JR

Dear Pat:

Your letter to all Orange County Investment Pool Participants dated March 29, 1995, and the "Comprehensive Settlement Agreement re Orange County Investment Pools" ("Settlement Agreement") has been received by this firm's clients.

You state in your letter that The Official Investment Pool Participants' Committee of the Orange County Investment Pools Bankruptcy Case ("Committee") "was appointed by the Bankruptcy Court to act on behalf of the collective interests of the Non-County Pool Participants...[and]...that the Committee has negotiated the Settlement Agreement with the...County[.]" You then state that "[n]either the Committee nor its professionals represents the interests of any particular Pool Participant[.]" In the Settlement Agreement, at paragraph B of the Recitals, it is provided that while the Committee and its professionals were involved in the negotiations leading to the Settlement Agreement, neither makes any "representations or warranties regarding the substance of this Agreement or the accuracy of the Exhibits thereto."

Yet, the Settlement Agreement provides for the creation of a \$15 million professional fee reserve account to be funded by

Patrick Shea, Esq.  
March 31, 1995  
Page 2

each Pool Participant choosing either Option A or Option B; and in Paragraph 35, that "each Party has had its interests represented in the drafting of this Agreement[.]"

While we understand that the Committee and its professionals may not represent any individual Pool Participant, we do not understand how the Committee and its professionals can at once claim to have been appointed to act on behalf of the collective interests of the Pool Participants, negotiate an agreement on their behalf, set up a professional fee account funded from the participants, and have parties acknowledge that their interests were represented in the drafting of the Settlement Agreement; and then refuse to make any warranties or representations regarding the substance of the document or the accuracy of the exhibits. If the Committee and its professionals, who negotiated the Settlement Agreement acting on behalf of the collective interests of the Pool Participants cannot or will not tell the Pool Participants, at the very least, *what the document says and means*, and stand behind it, who can?

Based on only an initial review, we have the following preliminary questions:

1. The Executive Summary which accompanied the Settlement Agreement states that Pool Participants choosing Option B reserve all rights against the County except to prevent or to recover distribution of funds. Paragraph 7b of the Settlement Agreement appears to affect a waiver of rights as to the trust theory which goes beyond the description in the Executive Summary.

Since you acted on behalf of our clients' interests (as part of the collective interests you represent) in the negotiating and drafting of the Settlement Agreement, we request an opinion letter from Pillsbury, Madison & Sutro that Paragraph 7b operates only to prevent Pool Participants choosing Option B from seeking to prevent or recover any distributions of funds, *but that it preserves all rights to establish a claim against the County on a trust theory and that the trust theory itself is not being waived.*

2. Please explain the legal and ethical basis upon which the attorney professionals for the Committee and all Subcommittees negotiated an agreement which requires parties whose interests they represent, albeit collectively, to be *forced* to choose between receiving the pro rata share of their funds,

Patrick Shea, Esq.  
March 31, 1995  
Page 3

but releasing the attorney professionals from all claims, or rejecting the agreement and risk receiving no part of their rightful funds for an indefinite period of time. For most Pool Participants, the latter is economically and politically infeasible. Thus, in order to receive prompt access to their own money, the Pool Participants choosing Option B are forced to release the attorney professionals. There is a serious ethical issue here.

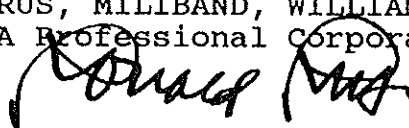
3. Please explain the legal and ethical basis upon which the attorney professionals negotiated an agreement which forces parties choosing Option B to pay into a professional fee reserve fund, when the Option B participants do not want their interests to be represented by such professionals and will receive no benefit from the services to be provided by the attorney professionals. You are in essence requiring non-clients to pay your fees for services to be rendered to third parties. There is likewise a serious ethical issue here.

While your letter and the Settlement Agreement repeatedly state that there is a lack of information and the information which is available is suspect, do you intend to advise the Pool Participants, whose collective interests you represent, of the Report of the State Auditor concluding that a trust relationship in fact existed between the Pool Participants and the County and that the trust was violated?

Given the April 17, 1995 deadline, we look forward to a response no later than Wednesday, April 5, 1995, so that our clients can analyze their alternatives and have sufficient time to place the matter of the Settlement Agreement on the agendas for consideration by their respective governing boards.

Very truly yours,

RUS, MILIBAND, WILLIAMS & SMITH  
A Professional Corporation

  
RONALD RUS

RR:cal  
219\40440 cl (2031-0001)  
cc: Service List



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April 3, 1995

REFERENCE NUMBER:

2031-0001

VIA FACSIMILE AND U.S. MAIL

Patrick C. Shea, Esq.  
PILLSBURY, MADISON & SUTRO  
101 West Broadway  
Suite 1800  
San Diego, California 92101-8083

Re: In re County of Orange, Orange County Investment  
Pools (Administratively Consolidated)  
Case No. SA94-22272 JR

Dear Pat:

By now I trust you have had an opportunity to review the California State Auditor's findings and recommendations to the Governor of the State of California and the legislative leaders of the State Senate and Assembly as contained in his March 28, 1995 report: "Orange County: Treasurer's Investment Strategy Was Excessively Risky and Violated the Public Trust" ("Auditor's Report"). You will recall that at your request I provided you with a copy of the Auditor's Report on March 30, 1995, following the hearings conducted by Judge Ryan that day.

The first delineated finding in the Summary section of the Auditor's Report is the following:

"The former treasurer violated his trust responsibilities to participants in the investment pool. When the county and other public entities deposit their funds into the county treasury, a trust relationship is established between the treasurer and these entities;" (Emphasis added.)

This finding is discussed in detail in Chapter 2 starting at page 25 of the Auditor's Report.

Patrick Shea, Esq.  
April 3, 1995  
Page 2

As reported to the Governor and the Legislature, the County of Orange concur with the findings contained in the Auditor's Report. This fact is set forth at page S-3 of the report where it is stated:

"In its response, the county states that it generally concurs with the findings and recommendations and discusses the actions that have already been taken to address the deficiencies. However, the county's auditor-controller disagrees with the appendix to the report concerning the transfer of restricted funds..."<sup>1</sup>

The State Auditor's conclusion about the concurrence of the County of Orange with respect to this finding is apparently based on the March 24, 1995 letter from Gaddi H. Vasquez, Chairman of the Board of Supervisors addressed to Mr. Sjoberg which states:<sup>2</sup>

"Based on the limited time available to review the draft Report, we generally concur with your findings and recommendations. The past investment practices and management of the Treasurer's operations caused the current financial crisis, the impact of which all residents in Orange County will feel for many years."

It is also based on the concurring statement from the Office of the Treasurer-Tax Collector for the County of Orange, dated March 22, 1995 signed by John Moorlach, the Treasurer-Tax Collector, as follows:<sup>3</sup>

"In general, we concur with the findings and recommendations offered in the report...."

---

<sup>1</sup> The County generally concurs with the Auditor's Report, while specifically disagreeing with a certain aspect of it. Significantly, the County does not dispute the Auditor's Report's finding that a trust relationship existed between the County Treasurer and the depositing entities.

<sup>2</sup> Page 57 of the Auditor's Report.

<sup>3</sup> Page 59 of the Auditor's Report.

Patrick Shea, Esq.  
April 3, 1995  
Page 3

In light of the concurrence of the County of Orange with the finding of the State of California that funds on deposit with the County Treasurer are held in trust and that a trust relationship was "established" between the County Treasurer and the depositing entities, does the OCIP Committee intend to make full disclosure to the Pool Participants of not only the State Auditor's findings, but also the County's admissions regarding the trust theory?

As a follow up to our correspondence to you of March 31, 1995 on the issue of the \$15 million professional fee reserve fund, and considering Judge Ryan's reported statements at the compensation hearing last Friday morning to John Poppin that Pool Participants could "opt out" of the reserve fund, would you please advise what steps you have taken to disclose to all Pool Participants their right to "opt out" of this fund, and in what manner the Settlement Agreement is to be modified to provide for the exercise of such right.

I look forward to your immediate response in this regard.

Very truly yours,

RUS, MILIBAND, WILLIAMS & SMITH  
A Professional Corporation



RONALD RUS

RR:df  
219\41719 df (2031-0001)  
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Committee

6

7

8 UNITED STATES BANKRUPTCY COURT

9 CENTRAL DISTRICT OF CALIFORNIA

10

11 In re )  
12 COUNTY OF ORANGE, a political )  
subdivision of the State of )  
13 California, ORANGE COUNTY )  
INVESTMENT POOLS, an )  
14 instrumentality of the County )  
of Orange, )  
15 Debtors. )

Case No. SA 94-22272-JR  
(Administratively Consolidated with  
Case No. SA 94-22273-JR)

Chapter 9

OFFICIAL INVESTMENT POOL PARTICIPANTS'  
COMMITTEE'S MEMORANDUM OF POINTS AND  
AUTHORITIES IN SUPPORT OF APPROVAL OF  
COMPREHENSIVE SETTLEMENT AGREEMENT RE  
ORANGE COUNTY INVESTMENT POOLS AND  
TRANSACTIONS CONTEMPLATED THEREBY;  
DECLARATION OF M. FREDDIE REISS

Date: May 2, 1995  
Time: 9:30 a.m.  
Place: Courtroom 606  
6th Floor  
34 Civic Center Plaza  
Santa Ana, CA 92701

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TABLE OF CONTENTS

	<u>Page</u>
1	
2	
3 I. INTRODUCTION . . . . .	1
4 II. FACTUAL BACKGROUND . . . . .	1
5 III. SUMMARY OF COMPREHENSIVE SETTLEMENT AGREEMENT . . . . .	3
6 A. Option A . . . . .	4
7 B. Option B . . . . .	8
8 C. Non-Settling Participants . . . . .	8
9 D. Procedures . . . . .	8
10 IV. THE COMPREHENSIVE SETTLEMENT AGREEMENT IS REASONABLE, 11 FAIR AND EQUITABLE . . . . .	9
12 A. The participants have meritorious claims to the 13 funds held in the Pools . . . . .	12
14 1. California Government Code Section 27100.1 15 creates an express trust with respect to the 16 funds invested in the Fund by the Pool 17 Participants . . . . .	12
18 2. The contextual and legislative history of 19 Government Code section 27100.1 establishes 20 the drafters' intent that, in the event of a 21 county bankruptcy filing, such funds remain 22 the property of the depositor and are deemed 23 to be held in trust by the county . . . . .	15
24 3. The trust status of the funds is further 25 supported by statutes and case law existing 26 prior to the enactment of section 27100.1 . . . . .	17
27 V. THE COUNTY BREACHED ITS DUTIES AS TRUSTEE OF THE 28 POOLS. . . . .	22
A. The County's duties as Trustee are the same as those of any trustee. . . . .	22
B. The County breached its duties to protect and preserve the trust and to invest prudently. . . . .	26
1. Description of the duty to invest prudently. . . . .	26
2. The County breached its duties to protect and preserve the trust and to invest prudently by investing in highly interest rate sensitive	

1	securities at a time when interest rates were	
2	historically low. . . . .	28
3	3. The County failed to diversify the Pools. . .	31
4	4. The County breached its duties by excessively	
5	leveraging investments in the Pools. . . . .	31
6	C. The County breached its duty of loyalty and its	
7	duty to avoid conflicts of interest with the Non-	
8	County Pool Participants. . . . .	33
9	VI. RISKS OF LITIGATION . . . . .	40
10	VII. CONCLUSION . . . . .	46
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

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2 Page(s)

3 Cases

4 Alma W. v. Oakland Unified Sch. Dist.,  
123 Cal. App. 3d 133 (1981) . . . . . 41

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6 (In re B.I. Fin. Serv. Group, Inc.),  
7 854 F.2d 351 (9th Cir. 1988) . . . . . 13, 36

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496 U.S. 53 (1990) . . . . . 37

9 Board of Law Library Trustees v. Lowery,  
67 Cal. App. 2d 480, 154 P.2d 719 (1945) . . . . . 20

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11 242 U.S. 470 (1917) . . . . . 15

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13 41 F.3d 92 (3d Cir. 1994) . . . . . 36, 37

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31 Cal. 2d 254, 185 P.2d 17 (1947) . . . . . 22

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231 Cal. App. 2d 685, 42 Cal. Rptr. 64 (1965) . . . . . 27

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17 838 F.2d 612 (1st Cir. 1988) . . . . . 37

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132 Cal. App. 3d 496  
19 183 Cal. Rptr. 188 (1982) . . . . . 28

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187 Cal. 181, 201 P. 120 (1921) . . . . . 21

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22 265 U.S. 1  
44 S.Ct. 424 (1924) . . . . . 37

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24 (9th Cir. 1978), cert. denied,  
499 U.S. 956 (1980) . . . . . 9

25 Dibb v. County of San Diego,  
26 8 Cal. 4th 1200  
36 Cal. Rptr. 2d 55 (1994) . . . . . 21

27

28

1	Elliott v. Bumb,	
	356 F.2d 749 (9th Cir.),	
2	cert. denied 385 U.S. 829 (1966) . . . . .	13
3	Estate of Beach,	
	15 Cal. 3d 623, 125 Cal. Rptr. 570 (1975),	
4	cert. denied 434 U.S. 1046 (1978) . . . . .	28
5	Estate of Collins,	
	72 Cal. App. 3d 663, 139 Cal. Rptr. 644 (1977) . . . . .	27, 28
6		
	Evans v. Superior Court,	
7	14 Cal. 2d 563, 96 P.2d 107 (1939) . . . . .	22
8	Florida Trailer & Equip. Co. v. Deal,	
	284 F.2d 567 (5th Cir. 1960) . . . . .	11
9		
	Goldberg v. New Jersey Lawyers' Fund,	
10	932 F. 2d 273 (3rd Cir. 1991) . . . . .	12
11	Griffin v. Oceanic Contractor's, Inc.,	
	458 U.S. 564 (1982) . . . . .	15
12		
	Heyman v. Kemp (In re Teltronics, Ltd.),	
13	649 F.2d 1236 (7th Cir. 1981) . . . . .	38
14	In re California Trade Technical Schools, Inc.,	
	923 F.2d 641 (9th Cir. 1991) . . . . .	13
15		
	In re Equity Funding Corp. of America,	
16	416 F. Supp. 132 (C.D. Cal. 1975) . . . . .	11
17	In re Lusk Corp.,	
	462 F.2d 187 (9th Cir. 1972) . . . . .	36
18		
	In re Richmond School District,	
19	133 B.R. 221 (Bankr. N.D. Cal. 1991) . . . . .	40
20	In re Texaco, Inc.,	
	84 B.R. 893 (Bankr. S.D.N.Y. 1988) . . . . .	10
21		
	In re Universal Trend, Inc.,	
22	114 B.R. 936 (Bankr. N.D. Ohio 1990) . . . . .	36
23	Jeff D. v. Andrus,	
	899 F.2d 753 (9th Cir. 1989) . . . . .	9
24		
	Martin v. Kane (In Re A & C Properties),	
25	784 F.2d 1377 (9th Cir.),	
	cert. denied, 479 U.S. 854 (1986) . . . . .	10-12
26		
	Metropolitan Water District v. Adams,	
27	32 Cal. 2d 620, 197 P.2d 543 (1948) . . . . .	19
28		

1	Miller & Lux v. Batz, 142 Cal. 447, 76 P. 42 (1904) . . . . .	20
2		
3	Mize v. Crail, 29 Cal. App. 3d 797, 106 Cal. Rptr. 34 (1973) . . . . .	21
4	Nelson v. Guaranty Trust Co., 60 F.2d 463 (9th Cir. 1932) . . . . .	36
5		
6	Official Committee of Unsecured Creditors of Columbia Gas Transmission Corp. v. Columbia Gas Systems Inc. (In re Columbia Gas Systems Inc.), 997 F.2d 1039 (3d Cir. 1993) . . . . .	37
7		
8	Pomona City School District v. Payne, 9 Cal. App. 2d 510, 50 P.2d 822 (1935) . . . . .	19
9		
10	Protective Comm. for Independent Stockholders of TMT Trailer Ferry, Inc. v. Anderson, 390 U.S. 414 (1968) . . . . .	10, 12
11		
12	Schlecht v. Thornton (In re Thornton), 544 F. 2d 1005 (9th Cir. 1976) . . . . .	13, 36
13	Schuyler v. Littlefield, 232 U.S. 707 34 S.Ct. 466 (1914) . . . . .	37
14		
15	Sierra Steel, Inc. v. S & S Steel Fabrication (In re Sierra Steel, Inc.), 96 B.R. 271 (Bankr. 9th Cir. 1989) . . . . .	13
16		
17	Toys "R" Us, Inc. v. Esgro, Inc. (In re Esgro, Inc.), 645 F.2d 794 (9th Cir. 1981) . . . . .	13, 36
18		
19	Turley v. Mahan & Rowsey, Inc. (In re Mahon & Rowsey, Inc.), 817 F.2d 682 (10th Cir. 1987) . . . . .	37
20		
21	United States v. Alaska Nat'l Bank (In re Walsh Constr., Inc.), 669 F.2d 1325 (9th Cir. 1982) . . . . .	10, 12
22		
23	United States v. Bekins, 304 U.S. 27 (1938) . . . . .	40
24		
25	United States v. Ron Pair Enterprises, Inc., 489 U.S. 235 (1989) . . . . .	15
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27		
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Section 16006 (West 1991) . . . . . 26, 30

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Section 179 comment f . . . . . 36

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1 I. INTRODUCTION.

2 After weeks of negotiation, the Investment Pool  
3 Participants' Committee (the "Committee") and the Debtor have  
4 reached the terms of an optional comprehensive settlement (the  
5 "Comprehensive Settlement") of the "Pool case." While no  
6 settlement is completely satisfactory to any party, the Committee  
7 has determined that under all the facts and circumstances of this  
8 case, including its factual complexity and the cost and delay  
9 inherent in the litigation process, which delay would seriously  
10 harm many of the Participants, the Comprehensive Settlement  
11 provides the best means of expediting access to the funds  
12 remaining in the Orange County Investment Pools (the "Pools").  
13 Thus, the Committee thinks that the settlement is reasonable,  
14 fair and equitable, and should be approved by this Court.

15  
16 II. FACTUAL BACKGROUND.

17 The County of Orange and the Orange County Investment Pools  
18 cases were filed pursuant to Chapter 9 of the United States  
19 Bankruptcy Code on December 6, 1994, in the face of a liquidity  
20 crisis created by investment losses of over \$2 billion in the  
21 Orange County Investment Pools. The Pools contained many funds  
22 held in the Orange County Treasury, including those held by the  
23 County on behalf of other public entities. The Pools were  
24 managed by the Orange County Treasurer, Robert Citron.

25 The Official Investment Pool Participants' Committee was  
26 appointed by the Office of the United States Trustee on or about  
27 December 21, 1994. The Committee's constituency is comprised of  
28 over 190 entities which had, pursuant to various state statutes

1 or by contract, mandatorily or voluntarily invested funds with  
2 Orange County through its County Treasury. Within a short time  
3 after the bankruptcy cases were filed, it quickly became apparent  
4 that the Participants' individual situations were governed by a  
5 large number of factual permutations, including varying degrees  
6 of urgency of the Participants' needs to access their invested  
7 funds.

8         The Participants have contended from the outset that  
9 Government Code Section 27100.1 entitles them to immediate access  
10 to their funds. The County has vehemently disagreed. Because  
11 the filing of the Chapter 9 petitions severely impaired the  
12 liquidity and threatened the continued operations of many  
13 Participants, the Committee began working immediately with the  
14 Debtor to establish a procedure for obtaining emergency  
15 distributions which provided the Participants with enough of  
16 their funds to meet their short term needs, while preserving  
17 issues to be litigated.

18         The Committee also immediately began analysis of the issues  
19 affecting the Participants' rights in the case. Information  
20 needed to perform the requisite factual analysis was not always  
21 forthcoming or available. As time went on, the Debtor's and the  
22 Committee's financial professionals discerned that the facts  
23 surrounding the parties' rights to the funds in the Pools were  
24 exceedingly complex. What emerged from the limited information  
25 available was the realization that, while state law apparently  
26 entitles the Participants to 100% recovery, as a practical  
27 matter, the road to realizing such a recovery would in all  
28 likelihood be longer than many Participants could endure. (In

1 this regard, see Declaration of M. Freddie Reiss demonstrating  
2 the rate at which Participants are requiring access to their  
3 invested funds, filed on or about March 31, 1995 and the  
4 Declaration of John L. Nelson filed concurrently herewith,  
5 demonstrating that it is vital for the schools to receive their  
6 funds by mid-May of 1995.) Accordingly, the Committee quickly  
7 concluded that negotiating a settlement which would provide early  
8 access to invested funds for those entities requiring such early  
9 access, while preserving the independent rights of constituents  
10 who had the luxury of time, and the ability and desire to spend  
11 it in litigation in order to maximize their recoveries, would  
12 serve its constituency best, in a global sense. Thus, the  
13 Comprehensive Settlement Agreement<sup>1</sup> was negotiated with the  
14 Debtor.

15

16 III. SUMMARY OF COMPREHENSIVE SETTLEMENT AGREEMENT.

17 The Comprehensive Settlement Agreement provides that Pool  
18 Participants may elect to have their respective rights in the  
19 Orange County Investment Pools treated in one of three ways, as  
20 outlined herein. Financial schedules (Exhibits 1, 2 and 3)  
21 attached to the Comprehensive Settlement Agreement set forth a  
22 compilation of how each Participant's rights will be treated  
23 under the Comprehensive Settlement Agreement.

24 Participants who elect Option A will receive cash which  
25 averages approximately 77% of their respective December 6, 1994  
26 investment balances in the Pools (less any Interim Distributions

27

28 <sup>1</sup> As used herein, "Comprehensive Settlement Agreement" shall refer to and mean the Comprehensive Settlement Agreement re Orange County Investment Pools.

1 received by such Participant during the course of the case),  
2 together with certain notes and allowed claims against the County  
3 for the balance of their investments. In return, the Option A  
4 Participants will release all claims against the County and other  
5 persons, entities, and parties as described in the Comprehensive  
6 Settlement Agreement, and will assign all Pool-related Claims to  
7 the County. It is intended that under the Comprehensive  
8 Settlement Agreement, Participants electing Option A will only  
9 receive the consideration provided for in the Comprehensive  
10 Settlement Agreement, and, except as specifically provided, that  
11 they will not retain litigation rights or claims against any  
12 person, entity or party related to the investment Pools and/or  
13 this case.

14 Participants who elect Option B will receive the above cash  
15 distribution only, and will execute limited releases, but will  
16 reserve most of their litigation rights against the County.

17 Participants who choose not to settle will not receive any  
18 distribution and will retain their present rights and claims.

19 The Comprehensive Settlement Agreement provides that  
20 Settling Pool Participants shall establish a Professional Fee  
21 Reserve in the approximate amount of up to \$14.5 million, for  
22 payment of professional fees for the Committee and the  
23 Subcommittees, upon Court approval.

24 A. Option A.

25 The precise treatment of Participants electing Option A will  
26 be determined by whether the Participant is a "Non-School  
27 Participant" or a "School Participant." Non-School Participants  
28 who elect Option A shall receive items 1-4 below.