

AGENDA  
 REGULAR MEETING  
 PLACENTIA LIBRARY DISTRICT  
 BOARD OF TRUSTEES  
 7:30 P.M.  
 October 19, 1992

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director  
 Recommendation: Adopt by Motion

3. Minutes of the September 21, Regular Meeting.

Presentation: Library Director  
 Recommendation: Approve by Motion

*5 tanks / even*

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

*Dr. Ted Farkas.  
 Financial  
 SLIS Research  
 Schlichter*

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

*→ stop 21 →*

*→ LVA Reba at ~~Kearney~~ Park aft. parade*

*→ Heritage Park  
 \* Book n Tape - more  
 \* More people in the Park, some  
 \* Weddy in the lot.*

*good attendance  
 passed out material - half of visit was Herpin  
 some  
 Ran out of some of the tickets*

**CLAIMS (Items 7-9)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

There are no Nonstandard Claims for this report period ~~0~~

*wait/stud,*  
*→ subject + modify that will come for Cons. & on*

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

Claims forwarded by the Library Director on September 24 and October 8, 1992, for a total of \$9,150.93.

- 9. Current Claims and Payroll. (Approve)

*Study/wait.*

Current Claims of \$20,352.25. Payrolls 2044, and 2045 for a cumulative payroll total of \$60,290.00. Combined total of Current Claims and Payroll of \$80,642.25.

**FINANCIAL REPORT (Items 10-13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Wait/Even*

Items 10-13 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

*10-13*

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

**GENERAL CONSENT CALENDAR** (Items 14-~~22~~<sup>19</sup>)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 14-~~22~~<sup>19</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.

*What / Summary*

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

- 14. Volunteer Report for September, 1992. (Receive & File)
- 15. Personnel Report for September, 1992. (Receive, File, and Ratify Appointments)
- 16. Building Maintenance Report for September, 1992. (Receive & File)
- 17. Travel Authorizations. (Approve)
- 18. Fiscal Year 1991-1992 Audit of Financial Transactions. (Receive & File)
- 19. Annual Report of Financial Transactions of Special Districts, Fiscal Year 1991-1992. (Receive & File)

**CONTINUING BUSINESS**

- 20. FY1992-1993 Budget

Presentation: Library Director  
Recommendation: Review and Adopt

- ~~21.~~ Parking

Presentation: Library Director  
Recommendation: No action recommended at this time

*Schlichter -> empty "close" spots  
best parking in the morning around 10:00 AM.  
Fisher - evening + weekends.  
Originally just Council, then police took over half the lot. -  
only valid session is security  
Council just one night / month.*

*(16-17 spots)*

**NEW BUSINESS**

- 22. Transfer \$100,000 from FUND 5061 (Bond Redemption) to FUND 5021 (General) to cover General Fund operating expenses in Fiscal Year 1992-1993.

Presentation: Library Director  
Recommendation: Motion to read Resolution 92-9 by title only; and  
Motion to Adopt Resolution 92-9

- 23. Request for Exception for Meeting Room Policy for the Orton Dyslexia Society of Orange County so that they may charge a registration fee to participants.

Presentation: Library Director  
Recommendation: Approve Exception

*Ref*  
**STAFF REPORTS**

- 24. Program Report for the month of September. (Program Committee)
- 25. Placentia Library Literacy Services Report, Literacy Coordinator. (Daniels)
- 26. Families Literacy Project Report. (Joseph) *- Room remodel.*
- 27. Publicity Materials produced for the month of September. (Cushing)
- 28. Americans with Disabilities Act Report. (Addotta)
- 29. Santiago Library System Report. (Minter)

**ADJOURNMENT**

- 30. Agenda Preparation for November 16, 1992, Regular Meeting
- 31. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the October 19, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 15, 1992.

*Charlene Dumitru*

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Oct 29 (Thur)	Independent Special Districts of Orange County Annual Dinner Meeting
Nov 2 (Mon)	Friends Board
Nov 16 (Mon)	Board of Trustees Meeting
Nov 14-17	CLA Conference, Long Beach
Dec 2 (Wed)	ISDOC Meeting
Dec 7 (Mon)	Friends Board
Dec 21 (Mon)	Board of Trustees Meeting

Agenda  
\* Park  
\* Foundation  
\* Hall & John  
\* Friends meety Sebela  
\* meet for app &  
for  
meets for pag.



MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 BOARD OF TRUSTEES  
 SEPTEMBER 21, 1992

**CALL TO ORDER**      The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:35 P.M. by Secretary Fred West.

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

**Members Absent:** President Peggy Dinsmore.

**Others Present:** Assistant Library Director Sal Addotta; Administrative Assistant Charlene Dumitru; Library Trustee Elect Al Shkoler; staff member and Orange County Employee Association Representative Cheryl Willauer; staff member Estella Wnek, and John Willauer.

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

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

President Peggy Dinsmore arrived at 7:37 P.M.

**MINUTES**            It was moved by Trustee Osborn, seconded by President Dinsmore to approve the Minutes of the Regular Meeting of the Board of Trustees of August 17, 1992 as presented

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

It was moved by Trustee Stark, seconded by President Dinsmore to approve the Minutes of the Special Meeting of the Board of Trustees of September 3, 1992 as presented.

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

**ORAL  
COMMUNICATIONS**

Library Director Minter reported that the annual meeting for the Civic Center Authority will take place on October 24, 1992 and the Annual Dinner and installation of officers for the Association of Independent Special Districts of Orange County will be on October 29, 1992.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore requested that discussion on routine Agenda items be limited so that the focus could be kept on the more important budget issues.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported on changes on the LVA board and voiced appreciation for Library Trustee participation in the LVA annual meeting.

**FINANCIAL  
CLAIMS**

It was moved by Trustee Stark, seconded by Trustee Evans to approve Agenda Items 7 through 9: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll, as presented.

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



**FINANCIAL  
REPORT**

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 10 through 13: Financial Report for August, 1992; Office Ledger and Check Registers for August, 1992; Overdue Collections Report for August, 1992; and Vending Machine Report for August, 1992, as presented.

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

**GENERAL  
CONSENT  
CALENDAR**

Request was made by Trustee Stark to consider Agenda Item 20, Travel Authorizations, separately from the other items in the General Consent Calendar.

It was moved by Secretary West, seconded by Trustee Osborn, to receive and file Agenda Items 14, 15, 16, 17, 17, 19, 21 and 22 of the General Consent Calendar: Volunteer Report for August, 1992; Personnel Report for August, 1992, Building Maintenance Report for August, 1992; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Authorization to submit application for a mini-grant from the California Council for the Humanities for a discussion series on community identity; Ratification of submission of an application to the California Association of Library Trustees and Commissioners (CALTAC) for its annual award program; Report on Election process for Library Trustees in 1992, as presented.

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

Direction was given by Trustee Stark to consider each division of Agenda Item 20, Travel Authorizations separately.

It was moved by Trustee Stark, Seconded by President Dinsmore to approve Item 3 of Agenda Item 20, attendance for Literacy Coordinator Melanie Daniels at the California State Literacy Conference at a cost of \$325.00.

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

It was moved by Trustee Stark, seconded by Trustee Osborn to deny attendance by Literacy Coordinator Melanie Daniels at the Literacy Volunteers of America National Conference in Denver unless funds become available through LVA grants.

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

It was moved by Trustee West, seconded by Trustee Osborn to ratify Items 1 and 2 of Agenda Item 20, attendance of Library Director Minter at the California Special Districts Association Annual Conference at an expense of \$125.00; and registration for Principal Librarian Suad Ammar at California State University, Fullerton for Intermediate Wordperfect 5.1 at an expense of \$110.00; and to approve items 5 and 6 of Agenda Item 20, attendance of Assistant Director Addotta at the Americans with Disabilities Act Workshop on Employment at an expense of \$70.00; and attendance of Assistant Director Addotta and President Dinsmore at the California Library Association Annual Conference at a cost not to exceed \$400.00.

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

The Regular Meeting of the Board of Trustees recessed at 8:31 P.M. and reconvened at 8:39 P.M.

**FY1992-93  
BUDGET**

Direction was given for Library Director Minter to contact other Special District Libraries to determine if any are considering contacting legal counsel to address the legal ramifications of the State Budget for the purpose of opposing the legislation.

It was moved by Trustee Stark, seconded by Trustee Evans to authorize Library Director Minter to propose the retirement the incentives presented in Agenda Item 23 to eligible staff members and to determine what the results will be on the budgets for FY1992-93 and 1993-94.

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

It was moved by Secretary West, seconded by Trustee Evans to identify Fund 5061 as the proposed source to supplement operating fund shortfalls as needed for FY1992-93.

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

**HERITAGE DAYS  
PARADE**

It was moved by Secretary West, seconded by Trustee Evans that Library Director Minter prepare the Entry Form and sign the Hold Harmless Agreement on behalf of the Board for participation in the Heritage Days Parade.

AYES: Dinsmore, West, Evans, Osborn  
NOES: Stark

**CALIFORNIA  
LIBRARY  
ASSOCIATION  
ANNUAL  
CONFERENCE**

Direction was given that Assistant Director Addotta, President Dinsmore and Trustee Elect Shkoler will attend the California Library Association and Annual Conference and that they include the State Librarian's Breakfast and the CALTAC Awards Luncheon.

**RATE FOR  
LITERACY TUTOR  
TRAINING**

It was moved by Secretary West, seconded by Trustee Evans that a non-refundable fee of \$30.00 be charged for literacy tutor training for each student who is not going to be a tutor in the Placentia Library District Literacy Program and that a non-refundable fee or surcharge over a "Placentia" registration fee, of \$5.00 be charged for literacy tutor workshops for each tutor who is not actively tutoring the Placentia Library District Literacy Program, effective November 1, 1992.

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

**STAFF REPORTS**

It was moved by Secretary West, seconded by Trustee Evans to receive and file staff Reports, Agenda Items 27 through 33, Program Report for the month of August; Literacy Office Activities; Summer Reading Program; Information for Teachers Project; California Special District Association Conference; and Publicity Materials produced for month of August.

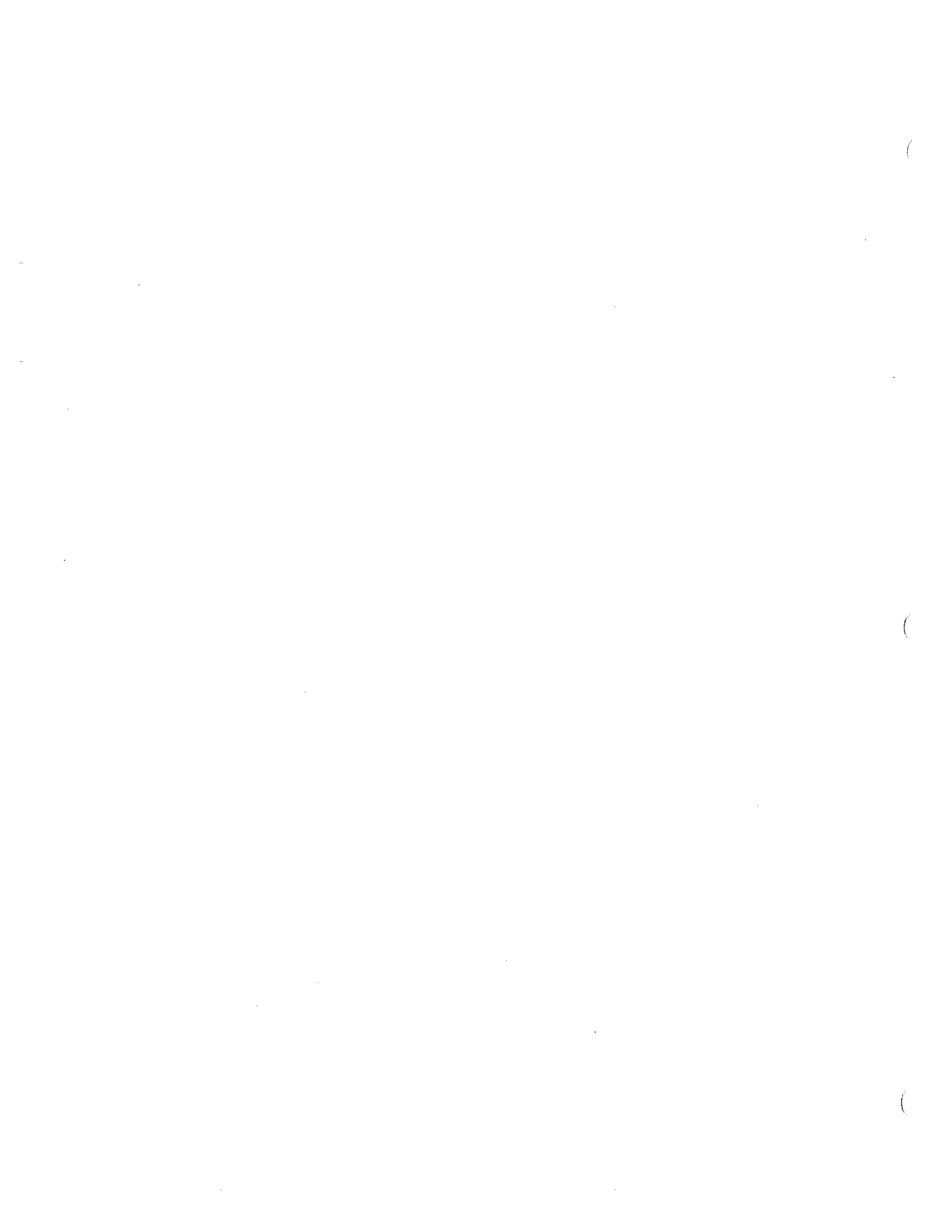
AYES: Dinsmore, West, Evans, Osborn,  
Stark  
NOES: None  
ABSTAIN: None

**ADJOURNMENT**

The Regular Meeting of the Placentia Library  
District Board of Trustees was adjourned at  
10:40 P.M.

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Fred D. West, Secretary



TO: Elizabeth Minter, Library Director  
FROM: Melanie Daniels<sup>up</sup>, Literacy Coordinator  
DATE: October 14, 1992  
SUBJECT: Minutes of LVA-Placentia Meeting

Attached is a copy of the minutes of the September meeting of LVA-Placentia's Board of Directors.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:00 p.m. on Thursday, September 17, 1992 in the Placentia Library Conference Room.

The following directors were present:

Dale Downey  
Lotte Gopalakrishnan  
Valarie Harris  
Joanne Maguire  
Leslie Moreau  
Jess Ramirez

The following directors were absent:

Peggy Dinsmore (excused)  
Maria Moreno (excused)

Melanie Daniels, Literacy Coordinator, and Nathaniel (Nate) Horton were also present. Suad Ammar, Principal Librarian, joined the meeting during agenda item 7.

2. ELECTION OF DIRECTOR. Upon motion, second and unanimous approval, Nate Horton was elected a Director.

3. OVERVIEW/ORIENTATION. Orientation materials, including a roster of the directors, the Constitution/Bylaws, Budget Statement of Income and Expense for the fiscal year ending June 30, 1993, Preliminary Budget Detail for the fiscal year, the Wish List from the March, 1992 meeting, and the September/October, 1992 issue of the Newsletter, were distributed and discussed.

4. APPROVAL OF THE MINUTES. The minutes of the August 5, 1992 meeting were circulated prior to the meeting for review by the Directors. Upon motion and second, the minutes were approved as read.

5. TREASURER'S REPORT. Lotte Gopalakrishnan reported for the period August 5, 1992 through September 17, 1992 (reference Exhibit 1 to these minutes). The balance on hand at September 17 remained \$2,666.35. Upon motion and second, the Treasurer's Report was approved as presented.



September 17, 1992

2

6. COORDINATOR'S REPORT. Melanie Daniels' report is included in these minutes as Exhibit 2. Melanie reviewed with the directors the following:

- A. Program Statistics.
- B. August and September Activities.
  - 1) Student Support Group.
  - 2) Tutor Training.
  - 3) Dyslexia Program.
  - 4) Reach for the Stars.
- C. Office Staff.
- D. Network Activity.
- E. Upcoming Activities.
- F. Newsletter.

7. COMMITTEE REPORTS.

A. Annual Meeting Committee. This ad-hoc committee met during August and early September to arrange for writing contest judges, readers and prizes, refreshments and awards, and the annual election of officers and directors. The September 8 Reach for the Stars recognition ceremony/Annual Meeting event was well attended. Reference the Coordinator's Report. This ad-hoc committee is disbanded.

B. Nominating Committee. On September 8, 1992, the following persons were elected directors (and officers, where noted) of LVA-Placentia.

Leslie Moreau	President
Valarie Harris	Vice President
Lotte Gopalakrishnan	Treasurer
Peggy Dinsmore	
Dale Downey	
Joanne Maguire	
Maria Moreno	
Jess Ramirez	

Nate Horton has been elected a director at this meeting, bringing the total members to nine. The office of Secretary remains open. The Nominating Committee will continue its recruiting efforts.

September 17, 1992

3

C. Executive Committee. Leslie Moreau reported that the Executive Committee met August 11, August 24, and by telephone conference, September 10.

1) A \$50 order for gift cards was placed with LVA-California by August 15 in order to take advantage of a 10% discount.

2) A \$30 contribution to LVA-National was authorized to recognize LVA's 30th Anniversary.

3) An opportunity to host the refreshments at the Sunday, October 11, Harvest Hoedown at Kraemer Park was declined.

A meeting of the Executive Committee is scheduled for Tuesday, September 29, at 6:00 p.m., in the Placentia Library Conference Room.

D. Finance Committee. A meeting of this Committee is scheduled for Tuesday, September 29, at 7:15 p.m., in the Placentia Library Conference Room.

E. Program Committee. Melanie Daniels reported that Faye Miltenberger is not available to participate on this committee this year. Joanne Maguire, Nate Horton and Dale Downey volunteered to serve on this committee.

F. Public Relations. Valarie Harris distributed the latest draft of the brochure. Valarie will follow up on the directors comments, and arrange for camera-ready copy and printing, so that the brochure is available for distribution at the Placentia Heritage Days fair on October 10.

G. Heritage Days (Ad Hoc). Responsibilities for LVA-Placentia's publicity activities at the Placentia Heritage Days event on October 10 are as follows:

Leslie Moreau - Coordinator  
Dale Downey - Booth set up/tear down  
Lotte Gopalakrishnan - Booth coverage schedule  
Valarie Harris - Liaison-Heritage Days City  
Committee  
Joanne Maguire - Candy give-aways  
Jess Ramirez - Parade participation

Jess Ramirez reported that the Student Support Group desired to sell food to raise funds for T-shirts. Because we had registered for a non-food booth and there is insufficient time and volunteer assistance for such an effort; the event will remain a publicity event only.

September 17, 1992

4

8. REPRESENTATIVE REPORTS.

A. PLD/Legislative Informant. We look forward to Peggy Dinsmore's return after surgery. Leslie Moreau reported that Assemblyperson Ross Johnson replied to those of us who contacted him concerning library funding and the State of California's budget. The final version of the budget does not contain the proposal whereby funding for special districts would be controlled by counties.

B. Student Representative. Jess Ramirez reported that Maria Cedillo and George Hanna had been selected by the Student Support Group to represent LVA-Placentia at the California Literacy Conference to be held September 24-26 in Sacramento. Reference the Coordinator's report and the discussion on fund raising during Heritage Days for more information about the Student Support Group's activities.

C. City Representatives. There were no reports. Nate Horton volunteered to be our Yorba Linda representative.

9. OLD BUSINESS.

A. Bowl-A-Thon. An ad-hoc committee was formed for this February, 1992 event. Valarie Harris, Nate Horton and Jess Ramirez volunteered to serve. Melanie Daniels prepared a publicity piece for publication. Reference Exhibit 3.

B. California Literacy Conference. Melanie Daniels, Maria Cedillo, George Hanna and Leslie Moreau will attend the Cal Lit Conference in Sacramento September 24, 25 and 26. Melanie will teach two sessions.

C. Literacy Office. Leslie Moreau and Melanie Daniels reported that volunteers are needed in the Literacy Office. Commitment to certain hours during the week or to certain projects during the month would be most helpful.

10. NEW BUSINESS.

A. Holiday Social. Past events were reviewed with the directors. An ad-hoc committee will be formed at the October meeting.

B. PEN Conference. Melanie Daniels will attend this conference in Santa Monica on Sunday, October 4. Board members are welcome to participate.

11. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Tuesday, October 27, 1992. Board meetings will be scheduled for the fourth Tuesday of the month.



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
October 19, 1992

DATE		AMOUNT
Sep 24, 1992	1	\$4,178.05
Oct 08, 1992	2	\$4,307.03
Oct 08, 1992	3	<u>\$665.85</u>
	TOTAL	<u>\$9,150.93</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Sep 22, 1992	October		4,151.98	030-000	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Sep 15, 1992	2291	15.00		180-000	
	Sep 21, 1992	2363	11.07		180-008	
				26.07	Total	

PPI

The claims listed above (totaling \$4,178.05 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

E. Miniter  
Approved By

\_\_\_\_\_  
Countersigned By

\_\_\_\_\_  
Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

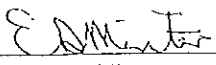
The Orange County Auditor is authorized to draw his Warrant from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Sep 22, 1992	October		454.12	030-000	
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Sep 24, 1992	October		170.96	030-000	
Employment Development Dept. P.O. Box 826219 Sacramento, CA 94230-62190634 Attn: Cashier-RB	Sep 22, 1992	per. end. Mar 31, 1992		1,849.12	031-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Sep 17, 1992 Sep 19, 1992 Sep 17, 1992	5281906 996-2865 528-8236	250.26 27.20 25.95	303.41	070-000	
S M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Sep 04, 1992	5835		1,091.52	140-000	
STAPLES Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Sep 02, 1992 Sep 02, 1992 Sep 09, 1992 Sep 16, 1992 Sep 23, 1992 Sep 23, 1992 Sep 02, 1992 Sep 09, 1992 Sep 16, 1992	002541 002664 009152 return 023651 return 002427 009238 016925	46.39 25.84 30.08 (6.43) 84.76 (15.07) 7.89 7.54 44.50	165.57	180-000	
				59.93	180-008	
				<del>170.11</del>	Total	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Sep 28, 1992 Aug 29, 1992	2403 7116	8.87 9.92	18.79	180-008	
ROSS PUBLICATIONS, INC. P.O. Box 9016 San Dimas, CA 91773-9016	Sep 31, 1992	renewal yellow pgs.		240.00	190-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$4,307.03 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved By

Countersigned By

Attested and/or Countersigned By

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

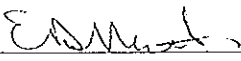
The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
California School Book Fairs 5235 E. Hunter Ave., Ste. A Anaheim, CA 92806-2052	Jan 24, 1992	6795		399.36	240-001	
Southern California Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	Sep 24, 1992	Aug 18, 1992- Sep 18, 1992		266.49	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$665.85 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Countersigned By

\_\_\_\_\_  
Attested and/or Countersigned By



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll Dated October 19, 1992  
October 19, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$759.57</u>
Subtotal for Immediately		<u>\$759.57</u>
Regular	1	\$6,534.92
	2	\$4,046.47
	3	\$5,880.75
	4	\$914.54
	5	\$650.84
	6	<u>\$1,565.16</u>
Subtotal for Payments		<u>\$20,352.25</u>
Payroll	2044	\$30,145.00
	2045	<u>\$30,145.00</u>
Subtotal for Payroll		<u>\$60,290.00</u>
	TOTAL	<u>\$80,642.25</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Oct 14, 1992	September		282.66	030-000	
PACIFIC BELL	Oct 07, 1992	251-5376	87.26			
Payment Center	Oct 07, 1992	251-5377	87.26	174.52	070-005	
Van Nuys, CA 91388	Oct 04, 1992	524-8408		69.54	070-008	
				244.06	Total	
KINKO'S	Oct, 08, 1992	2031		5.93	180-000	
P.O. Box 4074	Oct 08, 1992	1736	17.78			
Fullerton, CA 92634-4074	Oct 09, 1992	2035	86.73	104.51	180-009	
	Sep 28, 1992	2403		8.87	180-008	
				119.31	Total	
CARE RESOURCES	Oct 14, 1992	October	50.75			
23840 Hawthorne Blvd., #100	Oct 14, 1992	November	50.75	101.50	190-000	
Torrance, CA 90505						
BOB CITRON, Treasurer-Tax Collector P.O. Box 1980 Santa Ana, CA 92702	Oct 14, 1992	1st installment Joint Consolidated Secured Tax Bill	6.02 6.02	12.04	370-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$759.57 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
YELLOW PAGES 3323 Watt Ave., #223 Sacramento, CA 95821-3609	Oct 09, 1992	1714390		107.50	190-000	
PLACENTIA LIBRARY DISTRICT ACCOUNT 07603-85748 411 E. Chapman Ave. Placentia, CA 92670	Oct 19, 1992	payroll costs		1,386.79	190-000	
LVA 5795 Widewaters Pkwy. Syracuse, NY 13214	Sep 30, 1992	035530		728.50	190-008	
REED REFERENCE PUBLISHING P.O. Box 7247-8604 Philadelphia, PA 19170-8604	Sep 25, 1992 Sep 26, 1992	611270 628081	865.56 306.33	1,171.89	240-001	*
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Aug 18, 1992 Aug 18, 1992	23016518 23016517	62.73 182.73	245.46	240-001	✓
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Sep 16, 1992	LI046400		738.18	240-001	✓ <i>need bills</i>
BAKER & TAYLOR BOOKS P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Sep 08, 1992 Sep 15, 1992 Sep 22, 1992 Sep 29, 1992	J08 8652 J15 8025 J22 8047 J29 8881	668.11 127.30 169.69 545.04	1,382.84	240-001	✓
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60695-1049	Sep 16, 1992	393984		59.64	240-001	✓
FACETS MULTIMEDIA, INC. 1517 W. Fullerton Ave. Chicago, IL 60614	Sep 29, 1992	0125150.01		23.95	240-002	
Library Administrator's Digest Box 993 S. San Francisco, CA 94080	Sep 29, 1992	Oct 1992 - Sept 1993		36.00	240-004	

The claims listed above (totaling \$5,880.75 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
Library Administrator's Digest Box 993 S. San Francisco, CA 94080	Sep 29, 1992	Oct 1992 - Sep 1993		36.00	240-004	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Aug 20, 1992	20308		587.45	240-005	✓
BOOKS ON TAPE P.O. Box 7900 Newport Beach, CA 92658	Sep 08, 1992	1301133M		11.80	240-005	✓
READER'S DIGEST Educational Services Pleasantville, NY 10570	Aug 24, 1992	8344		118.80	240-008	
SCHOLASTIC INC. P.O. Box 3725 Jefferson City, MO 65102-3725	Sep 18, 1992	school yr. 1992-93		127.68	240-009	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Oct 07, 1992	travel reimb.		32.81	270-000	

The claims listed above (totaling \$914.54 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER	Oct 19, 1992	petty cash	41.38		180-000	
c/o Placentia Library District			158.56		183-000	
411 E. Chapman Ave.			343.00		270-000	
Placentia, CA 92670			107.90		787-000	
				650.84	Total	

The claims listed above (totaling \$650.84 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5021.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SPS DATA COMMUNICATIONS 419 S. Rennell Ave. San Dimas, CA 91773	Sep 24, 1992	0202	107.06			
	Oct 08, 1992	0209	80.00	187.06	190-000	
BURT C. GENTLE CO., INC. 3002 Dow Ave., Ste. 128 Tustin, CA 92680-7248	Oct 14, 1992	J-5228		1,378.10	400-111	

The claims listed above (totaling \$1,565.16 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Oct 19, 1992  
Claim No. 2044  
Page No. 1

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Oct 19, 1992	Pay # 9 Oct 16, 1992- Oct 29, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, October 30, 1992!!

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

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

DATE: Oct 19, 1992  
Claim No. 2045  
Page No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Oct 19, 1992	Pay # 10 Oct 30, 1992- Nov 12, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, November 13, 1992!!

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

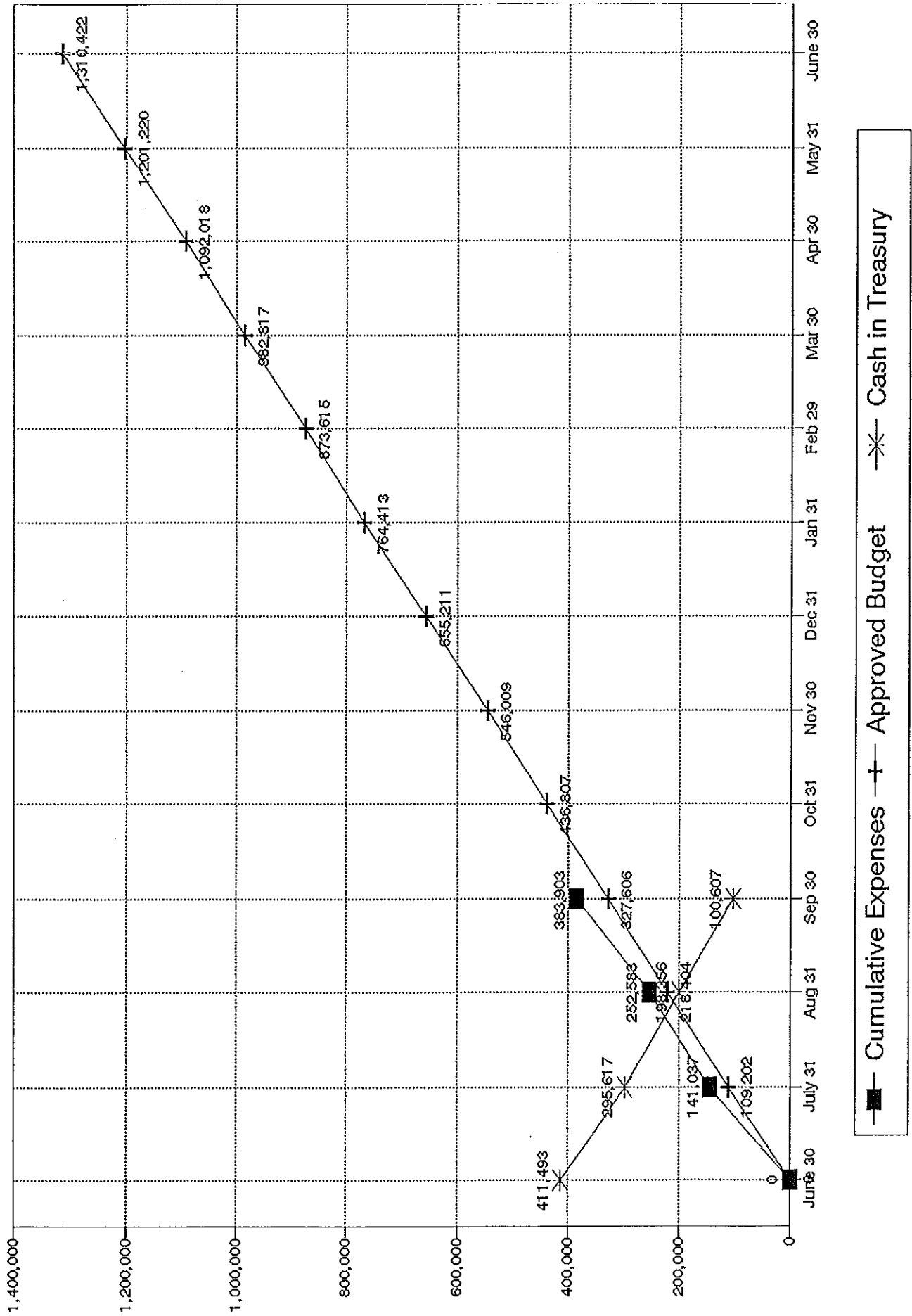
Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



■ Cumulative Expenses —\*— Approved Budget —\*— Cash in Treasury

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 19, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 SEP 1992	FY1991-92 SEP 1991	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	171,620.00	167,200.00	56,000.00	53,600.00	23.34%
020-000	Retirement	107,075.00	58,565.47	12,000.00	49,750.47	4,000.00	54.70%
	Health Insurance/Care America	36,200.00	17,410.92	8,542.73	7,647.40	2,056.11	48.10%
	Vision Service Plan	2,250.00	481.84	534.40	155.44	172.96	21.42%
	Dental	6,600.00	1,439.56	2,135.60	460.32	1,109.32	21.81%
030-000	Total Employee Insurance	45,050.00	19,332.32	11,212.73	8,263.16	3,336.39	42.91%
031-000	Unemployment Insurance	1,750.00	316.69	136.00	1,819.77	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	630.85	633.81	211.27	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	250,465.33	191,182.54	116,044.67	61,149.66	27.93%
070-000	Communications	6,200.00	1,238.72	1,451.97	422.83	724.11	19.98%
070-005	Communications - Computer	0.00	624.96	0.00	201.14	0.00	
070-008	Communications - Literacy	1,200.00	229.70	546.74	69.12	279.55	19.14%
	Total Communications	7,400.00	2,093.38	1,998.71	693.09	1,003.66	28.29%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	1,136.17	504.27	0.00	0.00	25.25%
110-000	Insurance	16,500.00	0.00	0.00	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	1,778.46	5,286.97	43.46	1,772.84	23.71%
	HVAC	8,000.00	3,822.65	7,578.33	117.42	7,343.91	47.78%
	Carpet Cleaning	5,950.00	964.85	936.75	0.00	936.75	16.22%
	Groundskeeping, City of Placentia	23,000.00	5,511.49	5,889.28	1,708.99	0.00	23.96%
	Plumbing	750.00	51.50	0.00	0.00	0.00	6.87%
	Electrical	2,250.00	135.00	860.25	0.00	678.00	6.00%
	Cleaning Service	14,000.00	3,320.04	2,183.04	1,091.52	0.00	23.71%
	Locksmith	500.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	0.00	441.46	0.00	441.46	0.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	13,805.53	17,889.11	2,917.93	9,400.12	25.12%
160-000	Memberships	3,500.00	85.00	233.47	0.00	183.47	2.43%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 SEP 1992	FY1991-92 SEP 1991	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	3,213.32	1,176.17	980.03	97.19	80.33%
	Printing	11,000.00	744.87	151.26	15.00	19.40	6.77%
	EZ Copy - copy cards for sale to patrons	1,750.00	247.50	253.00	0.00	0.00	14.14%
	Publications	650.00	0.00	0.00	0.00	0.00	0.00%
	Paper	300.00	191.42	16.48	95.51	12.56	63.81%
	Drinking Water Service	350.00	74.85	74.85	24.95	24.95	21.39%
	Other Office Supplies	8,000.00	2,081.46	42.26	765.12	175.47	26.02%
	Total Office Supply Expense	26,050.00	6,553.42	1,714.02	1,880.61	329.57	25.16%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,000.00	413.17	698.16	214.72	698.16	20.66%
	Publications	200.00	0.00	0.00	0.00	0.00	0.00%
	Paper	100.00	16.76	0.00	16.76	0.00	16.76%
	Other Office Supplies	500.00	126.47	12.07	0.00	0.00	25.29%
	Total Literacy Office supply expense	2,800.00	556.40	710.23	231.48	698.16	19.87%
180-009	Family Literacy Supply Expense	500.00	2,385.01	0.00	1,090.80	0.00	477.00%
	Total Office Expense	29,350.00	9,494.83	2,424.25	3,202.89	1,027.73	32.35%
183-000	Postage Expense	1,500.00	448.78	53.53	(6.90)	6.84	29.92%
183-008	Postage Expense - Literacy	500.00	87.00	0.00	0.00	0.00	17.40%
	Total Postage Expense	2,000.00	535.78	53.53	(6.90)	6.84	26.79%
	Care Resources (Employee Assistance)	650.00	152.25	253.75	50.75	253.75	23.42%
	Pension Contribution & Operating Expenses	4,000.00	566.88	2,169.70	0.00	1,795.00	14.17%
	Anaheim Library	30,000.00	4,985.98	4,148.00	0.00	1,432.00	16.62%
	Clipping Service	400.00	92.13	92.13	30.71	30.71	23.03%
	Tax Collection Services & Fees by Orange County	600.00	146.66	308.61	113.89	271.97	24.44%
	Advertising	750.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	750.00	162.00	81.00	81.00	0.00	21.60%
	Collection Services	1,750.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,000.00	1,000.00	0.00	1,000.00	0.00	33.33%
	Payroll Preparation	4,000.00	980.49	0.00	0.00	0.00	24.51%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	50.00	1,339.66	0.00	0.00	10.00%
	Total Specialized Services	60,400.00	8,136.39	8,392.85	1,276.35	3,783.43	13.47%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	120.00	1,234.07	120.00	35.00	5.33%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	0.00	0.00	0.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	15.67	0.00	0.00	0.00	0.10%
	Total Specialized Services	79,150.00	9,084.06	9,626.92	1,396.35	3,818.43	11.48%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 SEP 1992	FY1991-92 SEP 1991	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	500.83	0.00	373.83	0.00	100.17%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	0.00	0.00	0.00	4.98%
240-001	Special Department Expense- Books	85,747.00	55,701.47	27,743.33	434.13	7,301.23	64.96%
240-002	Special Department Expense - Video	10,000.00	0.00	2,120.28	0.00	477.45	0.00%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	15,636.93	593.61	(301.60)	237.99	56.86%
240-005	Special Department Expense - Audio	5,000.00	1,336.29	2,459.46	0.00	146.87	26.73%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	22.03	0.00	0.00	0.00	6.29%
	Total Special Department Expense	128,897.00	72,711.67	36,693.51	132.53	8,163.54	56.41%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	2,592.16	2,811.34	95.00	2,781.09	51.84%
270-008	Transportation/Travel - Meetings - Literacy	500.00	354.00	0.00	0.00	0.00	70.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	0.00	0.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	3,366.16	2,811.34	95.00	2,781.09	60.11%
280-000	Electricity	63,000.00	17,332.03	12,135.63	6,272.41	0.00	27.51%
	Gas	6,250.00	999.96	1,146.42	0.00	255.03	16.00%
	Water	1,750.00	481.10	215.86	154.06	0.00	27.49%
	Total Utilities	71,000.00	18,813.09	13,497.91	6,426.47	255.03	26.50%
	TOTAL SUPPLIES & SERVICES	411,047.00	133,437.22	91,019.99	15,274.65	28,412.75	32.46%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	297.14	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	383,902.55	282,499.67	131,319.32	89,562.41	29.30%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	7,250.00	1,347.10	2,491.04	420.60	1,012.71	18.58%
	Total 009 - Family Literacy	2,450.00	3,671.30	0.00	1,090.80	0.00	149.85%

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 19, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 SEP 1992	FY1991-92 SEP 1991	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	0.00	0.00	0.00	0.00	0.00%
621-001		29,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	992,800.00	0.00	0.00	0.00	0.00	0.00%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	0.00	65,645.15	0.00	65,645.15	0.00%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	0.00	0.00	0.00	0.00	0.00%
623-011		1,500.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	17,820.05	13,503.07	0.00	0.00	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	13,896.77	23,108.17	933.76	0.00	27.79%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	10,537.30	10,715.31	10,537.30	10,715.31	35.12%
661-623		250.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL INTEREST	30,250.00	10,537.30	10,715.31	10,537.30	10,715.31	34.83%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	17,558.20	0.00	17,558.20	0.00	87.79%
697-001	State - CA Foundation Funds	16,217.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	9,255.00	0.00	0.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	0.00	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	0.00%
	TOTAL STATE - OTHER	55,472.00	17,558.20	0.00	17,558.20	0.00	31.65%
781-503	Transfer from Other Library Funds	0.00	0.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	6,701.28	0.00	4,541.80	0.00	22.34%
787-001	Outlawed warrant - 6 months	0.00	8.00	0.00	0.00	0.00	
787-003		0.00	0.00	0.00	0.00	0.00	
	TOTAL OTHER REVENUE	30,000.00	6,709.28	0.00	4,541.80	0.00	22.36%
	5071 FUND TOTAL	1,310,422.00	73,017.38	117,826.70	33,571.06	76,360.46	5.57%



Placentia Library District  
Balance Sheet

September 30, 1992

Assets

General Fund	1,770.84	
Literacy Fund	7,361.89	
County Exempt	6,501.73	
Payroll Account	12,306.69	
Savings (P/R Support)	5,894.73	
Savings (P/R Fees)	617.66	
Certificates of Deposit	20,000.00	
Petty Cash/Change	0.00	
Total Assets		54,453.54

Liabilities

Manual Payroll Checks	544.18	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	15.00	
Insurance Payable	(468.54)	
Credit Union Payable	(785.35)	
Union Dues Payable	472.14	
Other Employee Deductions	519.34	
Total Liabilities		104.85

Capital

Fund Balance	54,348.69	
Total Capital		54,348.69
Total Liabilities and Capital		54,453.54





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

September, 1992

Prepared 10/09/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,232.34
Checks Out				
	3496	4.50		
	3498	55.00		
	3501	148.00		
	3502	110.00		
	3503	144.00		
TOTALS		461.50	0.00	
CHECKBOOK BAL				1,770.84

*EDM*  
10-9-92

09/30/92

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

Part 1 of 1 Parts

	Total	09/30/92
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	3.35	3.35
Cash Register-Fines	2,050.23	2,050.23
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	51.90	51.90
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	169.30	169.30
Cash Register-Computer Rental	159.50	159.50
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	285.04	285.04
State Library Reimbursements	17,558.20	17,558.20
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	3,458.91	3,458.91
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>23,736.43</b>	<b>23,736.43</b>
<b>Cost of Sales</b>		
	-----	-----
<b>Gross Profit (Loss)</b>	<b>23,736.43</b>	<b>23,736.43</b>
<b>Expenses</b>		
Transfers to County	22,116.90	22,116.90
Employee Insurance (030)	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)	36.24	36.24
Office Expense (180)	203.77	203.77
Postage (183)	282.10	282.10
Prof. & Spec. Services (190)	55.00	55.00
Special Departmental Expense (240)	(15.00)	(15.00)
Transportation & Travel (270)	333.00	333.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
<b>Total Expenses</b>	<b>23,012.01</b>	<b>23,012.01</b>
	-----	-----
<b>Operating Income (Loss)</b>	<b>724.42</b>	<b>724.42</b>

09/30/92

Placentia Library District                      Part 1 of 1 Parts  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending September 30, 1992

	Total	09/30/92
Other Income		
Other Expenses		
Net Income (Loss)	<u>724.42</u>	<u>724.42</u>

09/30/92

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 93 Period 3  
 General Fund

Check	Date	Payee	Amount
3487	09/02/92	Jeannine Walters 0-5114-01 Office Expense (180)	47.59
3488	09/02/92	Sal Addotta 0-5112-01 Memberships (160)	36.24
3489	09/02/92	O. C. Auditor 0-5102-01 Transfers to County	2,227.93
3490	09/02/92	VOID Void	0.00
3491	09/04/92	CSUF - Registration 0-5122-01 Transportation & Travel (270)	20.00
3492	09/04/92	U. S. Postmaster 0-5116-01 Postage (183)	145.00
3493	09/12/92	E. D. Minter 0-5114-01 Office Expense (180)	14.60
3494	09/12/92	Jeannine Walters 0-5114-01 Office Expense (180)	64.23
3495	09/15/92	Jerry Lambuth 0-5118-01 Prof. & Spec. Services (190)	55.00
3496	09/15/92	U. C. Regents 0-5120-01 Special Departmental Expense (24	4.50
3497	09/15/92	E. D. Minter 0-5114-01 Office Expense (180)	74.10
3498	09/15/92	Gov. Committee ADA 0-5122-01 Transportation & Travel (270)	55.00
3499	09/21/92	O. C. Auditor 0-5102-01 Transfers to County	19,888.97
3500	09/18/92	Placentia Library - 0-1030-00 County Exempt	1,151.96
3501	09/24/92	CLA Registration 0-5122-01 Transportation & Travel (270)	148.00
3502	09/25/92	CSUF - Registration 0-5122-01 Transportation & Travel (270)	110.00

09/30/92

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 93 Period 3  
General Fund

Check	Date	Payee	Amount
3503	09/30/92	U.S. Postmaster	144.00
		0-5116-01 Postage (183)	144.00
		Checkbook 1 Total	24,187.12

09/30/92

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

For Fiscal Year 93, Period 3 through Fiscal Year 93, Period 3

Account Name	Total
0-1030-00 County Exempt	1,151.96
0-5102-01 Transfers to County	22,116.90
0-5112-01 Memberships (160)	36.24
0-5114-01 Office Expense (180)	200.52
0-5116-01 Postage (183)	289.00
0-5118-01 Prof. & Spec. Services (190)	55.00
0-5120-01 Special Departmental Expense (240)	4.50
0-5122-01 Transportation & Travel (270)	333.00
	-----
	24,187.12
	=====

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

September, 1992

Prepared 10/07/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,361.89
Checks Out		0.00		
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,361.89

*Balance 10-7-92  
EDM*

09/30/92

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 02  
 Period Spread Sheet  
 1 Period(s) Ending September 30, 1992

	Total	09/30/92
Income		
Gifts Income	0.00	0.00
Tutor Training Income	420.00	420.00
Workshops Income	0.00	0.00
Books/Materials Income	2.00	2.00
Interest Income	9.92	9.92
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	431.92	431.92
Cost of Sales		
	-----	-----
Gross Profit (Loss)	431.92	431.92
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	431.92	431.92
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	431.92	431.92
	=====	=====



09/30/92

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

For Fiscal Year 93, Period 3 through Fiscal Year 93, Period 3

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



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

September, 1992

Prepared 10/09/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,995.31
Checks Out				
710	09/02/92	26.51		
712	09/12/92	11.60		
713	09/21/92	62.27		
714	09/28/92	355.70		
715	09/28/92	37.50		
TOTALS		493.58	0.00	
CHECKBOOK BAL				6,501.73

*ESM*  
10/9/92

09/30/92

Placentia Library District                      Part 1 of 1 Parts  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending September 30, 1992

	Total	09/30/92
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	133.50	133.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	280.00	280.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	698.65	698.65
Friends Contributions	0.00	0.00
Gifts Income	16.00	16.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	15.98	15.98
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
	-----	-----
Total Income	1,184.13	1,184.13
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	1,184.13	1,184.13
<b>Expenses</b>		
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	355.70	355.70
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	64.01	64.01
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	120.90	120.90
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	540.61	540.61
	-----	-----
Operating Income (Loss)	643.52	643.52
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----
Net Income (Loss)	643.52	643.52
	=====	=====

Placentia Library District

09/30/92

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 93 Period 3  
County Exempt

Check	Date	Payee		Amount
709	09/02/92	Jeannine Walters		31.01
		0-5314-03 Friend's-Director's Fund	31.01	
710	09/02/92	Kay Schneider		26.51
		0-5308-03 Children's Summer Reading Progra	26.51	
711	09/02/92	Suad Ammar		16.02
		0-5314-03 Friend's-Director's Fund	16.02	
712	09/12/92	ALA Graphics		11.60
		0-5314-03 Friend's-Director's Fund	11.60	
713	09/21/92	MECA Software (tax p		62.27
		0-5314-03 Friend's-Director's Fund	62.27	
714	09/28/92	A & R Wholesale		355.70
		0-5304-03 Vending Machine Supplies	355.70	
715	09/28/92	Orange Blossom Lines		37.50
		0-5308-03 Children's Summer Reading Progra	37.50	
		Checkbook 3 Total		540.61

09/30/92

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

For Fiscal Year 93, Period 3 through Fiscal Year 93, Period 3

Account Name	Total
0-5304-03 Vending Machine Supplies	355.70
0-5308-03 Children's Summer Reading Program	64.01
0-5314-03 Friend's-Director's Fund	120.90
	-----
	540.61
	=====

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

September, 1992

Prepared 10/07/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,467.11
Checks Out	549	160.42		
TOTALS		160.42	0.00	
CHECKBOOK BAL				12,306.69

*Balance 10-7-92  
Examined*

09/30/92

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

	Total	09/30/92
Income		
Transfers from County	61,270.49	61,270.49
Interest Income-CD's	400.28	400.28
Interest Income-Savings	40.15	40.15
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	61,710.92	61,710.92
Cost of Sales	-----	-----
Gross Profit (Loss)	61,710.92	61,710.92
Expenses		
Salaries	54,377.56	54,377.56
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,119.46	4,119.46
Payroll Processing Fees	409.32	409.32
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	58,906.34	58,906.34
Operating Income (Loss)	2,804.58	2,804.58
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	2,804.58	2,804.58
	=====	=====



09/30/92

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 93 Period 3  
Payroll Account

Check	Date	Payee	Amount
548	09/24/92	Mary Ellen Jackson	33.19
		0-5402-04 Salaries	33.19
549	09/24/92	Cheryl Hyman	160.42
		0-5402-04 Salaries	160.42
		Checkbook 4 Total	193.61

09/30/92

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

For Fiscal Year 93, Period 3 through Fiscal Year 93, Period 3

Account Name	Total
0-5402-04 Salaries	193.61
	-----
	193.61
	=====

TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant

KC

*Use spell  
check  
also on cables  
TV*

DATE: October 13, 1992

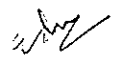
SUBJECT: SEPTEMBER, 1992, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

*Check  
spelling.*

CLIENT PROGRESS REPORT FOR SEPTEMBER 1992\*\*

\*\*Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director   
 DATE: October 19, 1992  
 SUBJECT: **SEPTEMBER, 1992, VENDING MACHINE REPORT**

SUMMARY OF ACCOUNTS SEPTEMBER 1-30, 1992

Beginning Balance 09/01/92			\$ 323.39
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 698.65		
Total Materials & Supplies		\$ 355.70	
Total Repairs		0.00	
Vend Machine Loan Payback	<u>          </u>	<u>00</u>	
	\$ 698.65	\$355.70	
Ending Balance 09/30/92			<u>\$ 666.34</u>
Check to be issued 10/18/92			\$ 200.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 08/31/92	3,900.00
September Payment	<u>0.00</u>
September Balance 09/30/92	<u>\$3,900.00</u>

Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director  
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*  
 DATE: October 13, 1992  
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	SEPTEMBER	TOTAL
Blan, Henry	7.75	7.75
Deputy, Paul	34.50	4035.50
George Key School	2.00	724.25
Goldbaum, Mae	9.00	301.25
Grandparents and Books	6.50	70.25
Hsiao, Jon	0.00	22.75
JTPA students	28.00	423.50
Kim, Mark	7.00	26.25
Landry, Varr Alan	9.50	9.50
ROP students - Jenny Duncan	91.75	1913.75
Vesely, Pat	0.00	245.50

TEMPORARY VOLUNTEERS

Total 196.00

LVA VOLUNTEERS

Literacy Volunteers Not available

-----  
 COMBINED TOTAL 196.00

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

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

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





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: October 19, 1992  
SUBJECT: Personnel Report for September, 1992

RESIGNATIONS:

David El-Hinn, Clerk (Circulation/AV), October 6, 1992

APPOINTMENTS:

Julianne George, Provisional, part-time Library Assistant (Circulation) October 3, 1992 through November 28, 1992

TERMINATIONS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: October 13, 1992  
SUBJECT: Building Maintenance Report for September, 1992

1. **PARKING LOT BOOKDROP**

The parking lot bookdrop refurbishment is complete. Two new doors were installed by R & D Door Company of Fullerton, the only company of several I contacted who would tackle such a small job. They did excellent work, and everything looks better than it did new.

2. **SMOKE DETECTOR SYSTEM**

The library's smoke detector alarm system was given its annual inspection by D&S Systems, Inc. of La Habra. Everything worked normally.

3. **AV SHELVING/LITERACY CUBICLES**

The shelving for videos and CD's has been relocated to the southeast corner of the building, where the literacy cubicles had been. All available videos and CD's are on the shelves for patrons to browse. The audio-visual area now houses the literacy tables and those processing videos and CD's. Tutors are using the tables, which are separated by partitions.

4. **GAZEBO DOOR**

For safety reasons, the Gazebo Door (northwest corner of the building) has been made off limits to all staff, volunteers, and others who use the library. Administration was concerned with the negotiability of the steps, and lighting immediately outside the door. Although the steps have been leveled, it was felt that not using the door was the safest course of action to follow. The public doors or workroom door is used during the day. At closing, the Duty Librarian lets staff exit the workroom door only. This change has proven to be much better operationally. It is easier for the Duty Librarian to know when everyone is out of the building, and most staff are nearer to their cars when exiting this way.



# Independent Special Districts of Orange County

## Meeting Notice

The next general meeting of *ISDOC* will be Thursday, October 29th. The meeting will be held at the Countryside Inn in Costa Mesa and will feature installation of officers and special recognition of outgoing officers. Bring your spouses, guests and staff.

***SPECIAL GUEST SPEAKER: Russ Beherens of McCormick, Kidman & Behrens will speak on LAFCO, recent twists in the Brown Act and the threat of next years state budget to special districts.***

*PLACE: Countryside Inn, 325 Bristol (between Red Hill and Campus)  
Costa Mesa.*

*TIME: 6:30 p.m. No host Social  
7:00 p.m. Dinner*

*COST: \$25 / person--choice of chicken or london broil.*

---

Mail To: Joan Finnegan, Treasurer  
258 Sherwood Street  
Costa Mesa, CA 92627  
Tel: 548-3690  
Fax: 646-1685

Yes, we are coming to the *ISDOC* meeting on October 29th.

NAMES: \_\_\_\_\_

\_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

Dinner choice: Chicken \_\_\_\_\_(quan)

London Broil \_\_\_\_\_(quan)

Enclosed is \$25 per person.  
Reservations must be in by Oct 23rd



TO: Library Board of Trustees

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

DATE: October 19, 1992

**SUBJECT: Fiscal Year 1991-1992 Audit of Financial Transactions**

**BACKGROUND:**

Anderson, Lynn, Besich, Munson & Cronick have completed work on the District's Audit for Fiscal Year 1991-1992 and have distributed copies to each Trustee through the mail.

**RECOMMENDATION:**

Receive and file.





TO: Library Board of Trustees

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

DATE: October 19, 1992

SUBJECT: Annual Report of Financial Transactions of Special Districts for Fiscal Year 1991-1992

**BACKGROUND:**

Attached is a copy of the Library's annual report for the Auditor of the State of California for Fiscal Year 1991-1992.

This report was prepared by the Library's Auditor and filed prior to the deadline of September 30, 1992.

Filing this report is required by State Law and the Fiscal Year 1989-1990 Report is being used to calculate the amount of the revenue reduction for Fiscal Year 1992-1993.

**RECOMMENDATION:**

Receive and file.

# ANNUAL REPORT OF FINANCIAL TRANSACCTIONS OF SPECIAL DISTRICTS

TO: State Controller  
 Division of Local Government  
 Fiscal Affairs  
 Special Districts Unit  
 P. O. Box 942850  
 Sacramento, CA 94250-5876  
 (916) 445-5153

Fiscal year ended June 30 1992

This report is due within 90 days after the end of the fiscal year.

Pursuant to Government Code Section 26909, an audit is to be filed with the State Controller within 12 months of the end of the fiscal year.

Please check if you plan next year to report via floppy diskette: 3 1/2"  5 1/4"

Principal County: ORANGE

Other Counties:

17300400000 33 09  
 PLACENTIA LIBRARY DIST  
 411 E CHAPMAN AVE  
 PLACENTIA CA 92670

**MEMBERS OF GOVERNING BODY**

	Name	Title
1.0	MARGARET DINSMORE	PRESIDENT
2.0	FRED WEST	SECRETARY
3.0	RAY EVANS	TRUSTEE
4.0	ROBERT OSBORN	TRUSTEE
5.0	SANDEA STARK	TRUSTEE
6.0		
7.0		
8.0		
9.0		

Check if mailing address has changed.

Phone ( ) Ext.

Location (if different from above)  
 Street Address

City, State, Zip Code

**GOVERNING BODY**

County Board of Supervisors

City Council

Other

**STATE USE ONLY**

Reviewed By

Date

Cleared By

Date

Report prepared by (contact person)  
 1.0 First M.I. Last CHARLES A MUNSON  
 2.0 Phone (714) 525-3555 Ext. 1  
 3.0 Address 1661 E CHAPMAN AVE  
 4.0 City FULLERTON  
 Submitted by (signature)  
 Title CLIENT'S COPY  
 Date

5.0 Independent Auditor

6.0 Contact Person CHARLES A MUNSON

7.0 Phone (714) 525-3555 Ext.

8.0 Address 1661 E CHAPMAN

9.0 City FULLERTON

**OTHER OFFICIALS**

Secretary Library Director ELIZABETH MINSTER

Mgr/Supr/Chief N/A

Attorney County Counsel

Fiscal Officer N/A

COMBINED BALANCE SHEET -- ALL FUND TYPES AND ACCOUNT GROUPS

Fiscal Year Ended June 30, 1992

District Name PLACENTIA LIBRARY DISTRICT

Part B

Page 05

LIABILITIES & EQUITY	General & Special Revenue Funds		Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only (DNKP)
	1	2						
Accounts/rents payable	26.0 \$ 76,784	\$	\$					\$ 76,784
Loans & notes payable	27.0							
Interest payable - matured/acrued	28.0	9,028						9,028
Other current liabilities (includes taxes payable)	29.0							
Compensated absences payable	30.0	55,216						55,216
Due to other governments	31.0							
Due to other funds	32.0							
Long-Term Debt - include current & long-term portion:								
General obligation bonds (pg 59)	33.0							
Revenue bonds (pg 62)	34.0							
Certificates of participation (pg 65)	35.0							
Special Assessment Bonds (pg 66)	36.0							
Federal (pg 71)	37.0							
State (pg 74)	38.0							
Time warrants (pg 77)	39.0							
Other long-term liabilities (pg 80)	40.0						675,000	675,000
Unamortized premium on LT debt	41.0							
Advances for construction	42.0							
Deferred revenue	43.0							
All other non-current liabilities	44.0							
Total liabilities (lines 26.0 thru 44.0)	45.0 \$ 141,028	\$	\$				\$ 675,000	\$ 816,028
Fund Equity:								
Contributed capital	46.0							
Investments in general fixed assets	47.0				\$ 187,732			\$ 187,732
Retained earnings	48.0							
Fund balances:								
Reserved	49.0 \$ 22,173	\$	\$					\$ 22,173
Unreserved designated	50.0 442,424							442,424
Unreserved undesignated	51.0 720,426							720,426
Total Fund Equity (lines 46.0 thru 51.0)	52.0 \$ 1,185,023	\$	\$		\$ 187,732		\$ 675,000	\$ 3,062,343
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53.0 \$ 1,326,051	\$	\$		\$ 187,732		\$ 675,000	\$ 3,878,371

# COMBINED BALANCE SHEET - ALL FUNDS TYPES AND ACCOUNT GROUPS

Fiscal Year Ended June 30 1992 District Name PLACENTA LIBRARY DISTRICT Part A

ASSETS	General & Special Revenue Funds			Debt Service Funds		Capital Projects Funds		Enterprise Funds		General Fixed Assets		General Long-Term Debt		Total Memorandum Only (DNKSP)
	1	2	3	4	5	6	7	8	9	10	11	12	13	
Cash and cash equivalents	1.0	\$ 106,403.9	\$	\$										\$ 106,403.9
Taxes receivable	2.0	82,452												82,452
Interest receivable	3.0	44,141												44,141
Accounts receivable	4.0													
Loans notes & contracts receivable	5.0													
Due from other funds	6.0													
Inventory of materials & supplies	7.0													
Other current assets	8.0													
Lease payments receivable	9.0													
Unearned finance charges	10.0													
Investments	11.0	113,246												113,246
Restricted assets	12.0													
Deferred charges	13.0													
Unamortized discount on LT debt	14.0													
Other assets PrePAID EXP'S	15.0	22,173												22,173
<b>Fixed Assets:</b>														
Land	16.0													
Buildings & improvements	17.0					\$ 81,498								\$ 81,498
Equipment	18.0					1,372,762								1,372,762
Construction in progress	19.0					423,060								423,060
<b>Total fixed assets (pg 58)</b>	<b>20.0</b>					<b>\$ 1,877,320</b>								<b>\$ 1,877,320</b>
<i>(lines 18.0 thru 19.0)</i>														
Accumulated depreciation (pg 59)	21.0					( )								( )
Net fixed assets (pg 59)	22.0					\$ 1,877,320								\$ 1,877,320
<i>(lines 20.0 thru 21.0)</i>														
Other Debits	23.0													
Am't available in debt service funds	24.0													
Amount to be provided														
<b>Total Assets</b>	<b>25.0</b>	<b>\$ 1,326,051</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 1,877,320</b>	<b>\$ 675,000</b>	<b>\$ 675,000</b>	<b>\$ 3,678,371</b>					
<i>(lines 1.0 thru 15.0 + 22.0 thru 24.0)</i>														

F. 10  
Part A

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GENERAL & SPECIAL REVENUE FUNDS

Fiscal Year Ended June 30 1992 District Name: PUCENTIA LIBRARY DISTRICT

Activity Codes (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
REVENUES	LIBRARY SERVICE				
ACTIVITY (specify):	TOTAL				
Taxes & Assessments:					
Current secured (Include supplemental roll)	1.0 \$ 991 003	\$		\$	\$ 991 003
Current unsecured (Include supplemental roll)	2.0	73045			73045
Prior year (Include supplemental roll)	3.0	28883			28883
Special district augmentation fund	4.0				
Property assessments (Service type assessments go on line 19.0)	5.0				
Special assessments (Do not include 1911 or 1913 Special Assessment Act Bonds)	6.0				
Penalties & cost on delinquent tax & assessments	7.0	6019			6019
Licenses, permits & franchises	8.0				
Fines, forfeits & penalties	9.0				
Revenue from use of money & property:					
Interest (Includes gain (loss) on investments)	10.0	119 270			119 270
Rents, concessions & royalties	11.0				
Intergovernmental:					
STATE					
Aid for construction	12.0				
Homeowners' property tax relief	13.0	20 375			20 375
Special supplemental subvention	14.0				
Other State (i.e. Timber Yield) (specify) OTHER STATE FUNDS	15.0	123 758			123 758
FEDERAL					
Aid for construction	16.0				
Other Federal (specify)	17.0				
Other governmental agencies	18.0				
Charges for current services (Include service type assessments)	19.0				
Other revenues (specify) COUNTY EXEMPT FUNDS	20.0	61 320			61 320
Total Revenues (lines 1.0 thru 20.0)	21.0	\$ 1423 673	\$	\$	\$ 1423 673

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GENERAL & SPECIAL REVENUE FUNDS

Fiscal Year Ended June 30 19 92 District Name: PLACENNA LIBRARY DISTRICT

EXPENDITURES	ACTIVITY (specify):	LIBRARY SERVICE		(c)	(d)	(e) (DNKP)
		(a)	(b)			
Salaries & wages		220	\$ 735 946	\$	\$	\$ 735 946
Employee benefits		230	134 132			134 132
Services & supplies (include contractual services)		240	501 033			501 033
Contributions to other agencies		250				
Debt Service:		260				
Retirement of long-term debt		260				
Interest on long-term debt		270	379 67			379 67
Interest on short-term notes & warrants		280				
Other (specify) <u>LEASE PAYMENTS</u> <u>(Principal Portion)</u>		290	30 000			30 000
Fixed Assets:		300				
Land (include on Page 56, line 2.0)		300				
Structures & improvements (include on Page 56, line 2.0)		310	79 85			79 85
Equipment (include on Page 56, line 2.0)		320	29 690			29 690
Total Expenditures (lines 22.0 thru 32.0)		330	\$ 1476 753	\$	\$	\$ 1476 753
Excess (Deficiency) Revenues Over (Under) Expenditures (line 21.0 less 33.0)		340	\$ <53080>	\$	\$	\$ <53080>

FIXED ASSETS & DEPRECIATION ON SCHEDULE

PA 5 6

Fiscal Year Ended June 30, 19 92 District Name: PLACENTIA LIBRARY DISTRICT

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

Activity Code (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
<b>FIXED ASSETS</b>	<b>TOTAL</b>				
Balance, beginning of year (Must agree with prior year Page 56, line 5.0)	1.0 \$ 1839646	\$			\$ 1839646
Additions (include construction in progress)	2.0 37674				37674
Less retirements	3.0				
Adjustments - increase (decrease)	4.0				
Balance, end of year (lines 1.0 thru 4.0)	5.0 \$ 1877320	\$			\$ 1877320

<b>ACCUMULATED DEPRECIATION</b>	
Balance, beginning of year (Must agree with prior year, Page 56, line 10.0)	6.0 \$
Depreciation accruals	7.0
Less net charges for plant retired	8.0
Adjustments - increase (decrease)	9.0
Balance, end of year (lines 6.0 thru 9.0)	10.0 \$ -0-
<b>NET FIXED ASSETS</b> (line 5.0 less 10.0)	11.0 \$ 1877320

Lines 12 thru 15 to be completed by districts not reporting fixed assets above. (Please check appropriate box)

- 12.0  Does not own assets, contracts for services.
- 13.0  District has not capitalized fixed assets to date.
- 14.0  Assets transferred to lessee pursuant to FASB 13.
- 15.0  Other - specify \_\_\_\_\_

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GENERAL & SPECIAL REVENUE FUNDS**

Fiscal Year Ended June 30 19 92 District Name: PLACENTIA LIBRARY DISTRICT

**OTHER FINANCING SOURCES (USES)**

Activity Codes (see instructions)	ACTIVITY (specify):					TOTAL
	(a)	(b)	(c)	(d)	(e) (DNKP)	
Proceeds of long-term debt	35.0					
Inception of lease purchase agreements	36.0					
Other (specify)	37.0					
Operating transfers in	38.0					
Operating transfers out	39.0	(	)	(	)	(
Total Other Financing Sources (Uses)	40.0	\$		\$		\$

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures & Other Financing Uses		(Total column, line 34.0 + 40.0)	
Fund Equity - Beginning Of Period	(Must agree with prior year General & Special Revenue Funds' Equity - line 46.0)	41.0	\$ < 53 080 >
Prior period adjustments		42.0	1 238 103
Residual equity transfers		43.0	
Other - (specify)		44.0	
Fund Equity - End Of Period	(lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Funds' Total Equity - Column 1 line 52.0)	45.0	\$ 1 185 023



LEASE—OBLIGATION SCHEDULE

PAGE

8 3

Activity Code (see instructions)

Fiscal Year Ended June 30 19 92 District Name: PLACENNA LIBRARY DISTRICT

This schedule is to be completed by the lessee (party in an agreement who pays lease payments) for lease obligations that:

Have a term of more than 10 years.

and

Provides for the acquisition of property at the end of the lease agreement.

	LEASE #1	LEASE #2
If more than 2 Lease—Obligations use additional page		
Description (Administration building, fire house, swimming pool, etc.)	LIBRARY BUILDING	
Name of Lessor	PLACENNA CIVIC CENTER AUTHORITY	
Name of person or organization providing any moneys expended for making an acquisition or improvement authorized or required for the purpose of such lease obligation		
Total future payments which will be required if the agency completes the unexpired term of the lease—obligation	1.0 \$ 949 720	20 \$

**OTHER LONG-TERM INDEBTNESS SCHEDULE**  
 (Include current and long-term portion of principal)

Fiscal Year Ended June 30, 19 92 District Name: PALM BEACH LIBRARY DISTRICT

Report debt by activity (i.e. Flood Control, Water, Land Reclamation, etc.)

Activity Code (see instructions)	Activity (specify):	Activity Code (see instructions)					TOTAL
		(a)	(b)	(c)	(d)	(e) (DNKP)	
Principal amount unmatured, beginning of fiscal year (Should agree with prior year Page 80, line 15.0) Adjustments -- increase (decrease) (Explain):		1.0	\$ 705,000	\$	\$	\$	\$ 705,000
Principal amount received during fiscal year		2.0					
Principal amount matured during fiscal year		3.0					
Principal amount received during fiscal year		4.0					
Principal amount matured during fiscal year		5.0	30,000				30,000
Principal amount unmatured, end of fiscal year (List payees and amounts):		6.0	\$ 675,000	\$	\$	\$	\$ 675,000
PALM BEACH CIVIC CENTER AUTHORITY		7.0					
		8.0					
		9.0					
		10.0					
		11.0					
		12.0					
		13.0					
		14.0					
* Total <small>(lines 1.0 thru 4.0 line 5.0) (lines 6.0 thru 14.0)</small>		15.0	\$ 675,000	\$	\$	\$	\$ 675,000

APPROPRIATIONS LIMIT (ANN) SCHEDULE

Fiscal Year Ended June 30 19 92 District Name: PLACENTIA LIBRARY DISTRICT

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

Appropriations limit as of the end of the fiscal year	1.0	\$ 1 387 361
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1 467 014
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	\$ (79 653)

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a - c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4.0	
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5.0	
District is totally funded by sources other than "proceeds of taxes"	6.0	
Other (explain)	7.0	



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: October 19, 1992  
 SUBJECT: FY1992-1993 Budget

*etj*

*Sanata Hill* -

**BACKGROUND:**

Property Tax Estimates

The Orange County Auditor has distributed a form letter explaining the Estimated 1992-93 Basic Levy Property Tax Revenue. Attachment A.

The Auditor also sent an Estimated 1992-93 statement for the District's Fund 5071 summarized as follows:

	BUDGETED	COUNTY ESTIMATE	LOSS
SECURED	\$963,800.00	\$849,280.15	(\$114,519.85)
PUBLIC UTILITY	29,000.00	28,109.65	(890.35)
HOMEOWNER	21,400.00	17,650.21	(3,749.79)
UNSECURED	78,000.00	59,989.07	(18,010.93)
<b>TOTAL</b>	<b>\$1,092,200.00</b>	<b>\$955,029.08</b>	<b>(\$137,170.92)</b>

The reason that the loss estimate of \$137,170.92 is higher than the \$120,888.00 mentioned in the September Board material is that the County did not give the District any credit for the \$70,782 used for bond retirement. The County's position is that this credit is not mentioned specifically in the bill as adopted and that they are not going to give it to the District.

The County Auditor also says that he intends to recalculate the amount of the transfer each year. This is not what we were told by the State Finance Office Representative at the California Special District Association Conference in September.

I immediately notified CSDA and its lobbyist about the County's position and was told that the Legislature is still working on trailer bills clarifying the exceptions and that more information will be coming. We are waiting for information on AB3027 which will be included with this report as Attachment B if it arrives on time.

Retirement Incentive Program

Information was distributed to staff immediately after the September 21st Board Meeting. Charles Munson, C.P.A., conducted a question and answer session for interested staff. Responses are due on November 16, 1992. One eligible staff member has requested an extension until December 16th.

The District has picked up a .63 FTE clerk position with the recent resignation of David El Hin.

Legal Review

I talked with Colleen McGregor at Buena Park Library District and she reported that they are not interested in actively pursuing legal action at this time because they feel they are fortunate that the loss was as low as it is. They would be willing to come and listen if they were invited.

Ms. McGregor suggested that the money would be better spent sending several of the Board Members and staff to the CSDA legal and personnel issues workshop put on by Blanning & Baker in San Diego on November 6th and 7th as many of the issues will be discussed in detail there. Registration fee is \$290 with a 10% discount for two or more from the same district. Room costs are approximately \$125 per night. Attachment C.

I made multiple attempts to talk with Bruce Banning at Blanning & Baker concerning the legal issues raised by the Board. He has not been responsive.

I met with Anthony Canzoneri of Brown, Winfield & Canzoneri, Los Angeles, and he told me that they have done some work for special districts and that they would be interested in representing the District if we proceed. Stephanie Scher, a senior in the firm, is currently representing Palos Verdes Estates which has an interest in Special Library District concerns. If the Board wants to proceed with legal counsel it needs to clarify its questions. Issues such as these can get to be very expensive and Placentia District's concerns do not necessarily match those of other independent special districts.

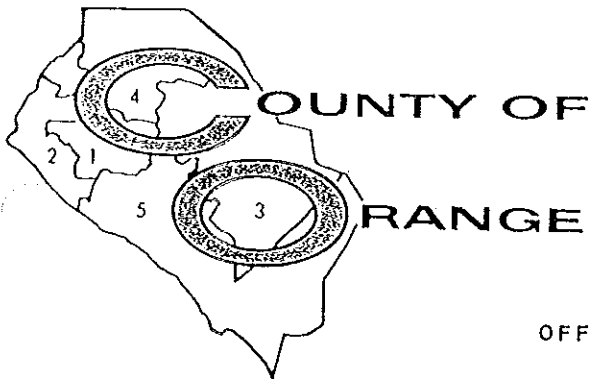
**RECOMMENDATIONS:**

1. Determine if anyone and who should attend the Blanning & Baker workshop in San Diego.
2. Determine if the District wishes to pursue legal questions, define the nature of the question, and establish budget.

STEVEN E. LEWIS  
AUDITOR-CONTROLLER

FINANCE BUILDING  
630 NORTH BROADWAY  
P. O. BOX 567  
SANTA ANA, CA. 92702-0567

TELEPHONE: 834-2450  
AREA CODE 714



OFFICE OF AUDITOR-CONTROLLER

October 7, 1992

TO: All Orange County Taxing Agencies

ATTENTION: Finance Directors

SUBJECT: Estimated 1992-93 Basic Levy Property Tax Revenue

Enclosed are estimates of property tax revenues for your agency for FY 1992-93. The combined countywide increase on the secured and unsecured tax rolls was only 5 percent. Delinquencies, refunds, and roll changes have again increased by a full percent (as a percentage of the roll) over last year.

Secured and unsecured revenues have been estimated using a 6 percent combined delinquency/roll correction/refund/impound factor. The revenue estimates have been computed in accordance with the property tax allocation factors mandated in the California Revenue and Taxation Code, as amended by recent legislation discussed below.

The 1992-93 State-assessed public utility roll increased by 2.03 percent. The enclosure reflects your share of the revenue attributable to the public utility roll. The sum of the "Secured" and "Public Utility" revenue estimates shown on the enclosure is the total secured tax revenue estimate for your agency.

We estimate that revenue from the supplemental tax roll will equal approximately 3 percent of the total of your local secured tax revenue estimate. The supplemental roll estimate is highly variable due to the uncertainties associated with preparing the supplemental roll.

Senate Bills 844 and 617 (Chapters 700 and 699, respectively of the 1992 Statutes), chaptered as part of the State budget package, require a shift of property taxes from cities, counties, and special districts to a new Educational Revenue Augmentation Fund for school districts. Generally, the shift for cities is 9 percent of FY 1991-92 property taxes plus annual tax increment. Generally, the shift for special districts is 35 percent of FY 1991-92 property taxes, other than tax revenues pledged to debt service, plus annual tax increment, limited to 10 percent of

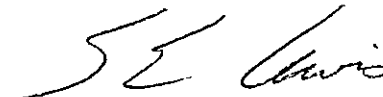
total revenues as reported in the latest State Controller's Report on Financial Transactions Concerning Special Districts.

The enclosed estimates reflect the tax shift as computed under the new statutes as we currently interpret them. Statewide guidelines on implementation of these statutes are currently being drafted. These guidelines will probably differ from our interpretation of the statutes, and future legal interpretations or Legislative clean-up bills may also change the tax shift computations. In these cases, we will adjust our tax allocation files as necessary to ensure that each taxing agency receives the correct amount of property taxes under the latest interpretation of the law.

For example, the statutes do not define what is meant by "revenues pledged to debt service," which are excluded from the computation of the 35 percent tax shift for special districts. Future statewide guidelines or legal interpretation may include taxes pledged for the payment of principal and interest on certificates of participation (COPs) under this debt service exclusion. In the meantime, we have not included COPs in the debt service exclusion. We will adjust the allocation files to reverse these amounts from the tax shift if we receive guidance on this issue indicating that COPs are excluded.

In the interests of getting property tax revenue estimates to you at the earliest possible date, we have implemented the State-mandated property tax shift using the best information we have at this time. It is our hope that this will enable you to plan better, and it will enable us to begin apportioning property taxes so that you can receive the tax revenues needed to run your operations. Again, we will adjust allocation files as needed throughout the year as we receive direction on specific questions on implementation of Senate Bills 844 and 617.

We hope this information will help you in preparing or amending your FY 1992-93 budget. If you have questions or desire additional information, please call Neal Gruber on 834-4437.



Steven E. Lewis  
Auditor-Controller

JMM: jr  
Enclosure

TaxRev/JMM





# LEGISLATIVE ALERT

## LOCAL GOVERNMENT CLEAN-UP LEGISLATION

California  
Special Districts  
Association

915 L Street  
Suite 1000  
Sacramento, CA  
95814

916.442-7887

On Friday, October 9, 1992, the Legislature passed AB 3027, which is designed to clarify a number of provisions contained in SB 844 and SB 817, the local government property tax shift bills.

The main provision for special districts is the section defining "revenues pledged to debt service." The new definition reads as follows:

"revenues that are pledged to debt service include only those amounts required to pay debt service costs in the 1991-92 fiscal year on debt instruments issued by a special district for the acquisition of capital assets."

In addition to this new definition, Senator Bergeson had the attached letter printed in the Senate Journal, which further clarifies the new definition.

AB 3027 also clarified that "less-than-countywide districts," such as county free libraries, fire departments and road districts that had their own property tax rates prior to Proposition 13, are special districts and not county departments as CSAC had argued.

CSAC argued that these entities are county departments and should be counted as part of the counties' property tax shift. Since all of these entities receive revenues from the SDAF, and since the law is clear that only special districts may receive revenues from the SDAF, AB 3027, over CSAC's objections, defines them as special districts.

Finally, AB 3027 clarifies that no property tax adjustment will take place due to jurisdictional changes that take place after the 1991-92 fiscal year.

The effect of this provision is to ensure that consolidations, annexations and other jurisdictional changes will not reduce the \$375 million special districts will shift to schools. Some special districts have considered jurisdictional changes as a way of avoiding the property tax shift, but this provision makes it clear that those agencies that do jurisdictional changes will continue to lose their share of property tax revenue as if the jurisdictional change did not occur.

If you have any questions, please call CSDA at (916) 442-7887.

Executive Director  
*David Nagler*

Deputy Director  
*Catherine Smith*

Special Events Director  
*Karen Roberts*

Legislative Advocate  
*Ralph Heim 916.442-4534*

SELECT COMMITTEES  
 CHAIRMAN  
 PLANNING FOR  
 CALIFORNIA'S GROWTH  
 INFANT AND CHILD CARE  
 AND DEVELOPMENT  
 SOURCE REDUCTION AND  
 RECYCLING MARKET  
 DEVELOPMENT



Agenda Item 20  
 Attachment B  
 Page 2 of 2

STANDING COMMITTEES:  
 CHAIRMAN,  
 LOCAL GOVERNMENT  
 APPROPRIATIONS  
 ELECTIONS & REAPPORTIONMENT,  
 HEALTH & HUMAN SERVICES  
 NATURAL RESOURCES  
 TRANSPORTATION

## California State Senate

MARIAN BERGESON

SENATOR

THIRTY-SEVENTH DISTRICT

CHAIRMAN

LOCAL GOVERNMENT COMMITTEE

October 9, 1992

Rick Rollens  
 Secretary of the Senate  
 State Capitol  
 Sacramento, California

Dear Rick:


This letter clarifies a provision of Section 10 of Assembly Bill 3027 which the Senate passed earlier today, specifically the term "revenues that are pledged to debt service."

First, by "acquisition of capital assets" I intend to include both the purchase of capital assets and the construction of those assets.

Second, by "debt instruments issued by a special district" I intend to include debt instruments such as bonds and certificates of participation. Also included are contracts and other legally-binding agreements between a special district and the state or federal government to pay back a loan from the state or federal government and long-term water supply contracts with the State Water Project or federal water projects which include a pledge of property tax revenue as security for payment.

Third, the language inadvertently failed to address bond issues and similar debt issuances made in the 1991-92 fiscal year if loan payments had not been made in 1991-92, or if payments were made only during part of that year. I intended to include in the debt service exclusion those project which were in the pipeline before July 1, 1992. I will address this in legislation when the new Legislature convenes.

Cordially,

  
 MARIAN BERGESON  
 Senator, 37th District

# The Special District Management Fall Conference Offers You --

Up to the minute vital information to assist you in managing your District and employees. The impact on Special Districts of the new state budget and the November elections. The latest court decisions and federal and state legislation. Where Special Districts fit in the legislative process. New approaches to employer-employee relations. Financing and sources of funding. Health care cost containment, sexual harassment, the new Americans with Disabilities Act, and much, much more.

Presented by renowned experts in their fields... legislators, key staff members, attorneys, arbitrators, negotiators, and PERS members.

An opportunity to meet with Special District leaders to exchange ideas, problems, and solutions plus a chance to get your specific questions answered on the spot.

On the bay in downtown San Diego is the San Diego Marriott Hotel & Marina... offering the city's largest, most versatile facilities for both meetings and pleasure, with rooms overlooking the harbor or city lights.

Ten minutes from the San Diego International Airport. Adjoining Seaport Village and acres of Embarcadero parkland. Walking distance to Horton Plaza. Known for its celebrated weather, historic charm and enviable recreation.

Whatever your pleasure is, be it wildlife at the San Diego Zoo and Wild Animal Park, or seafife at Sea World, you will find it in San Diego.

Airport transportation available through Super Shuttle. Call (619) 278-8877.

## Comments from Attendees at Last Year's Conference:

*Well worth time and expense with all the political issues we have in California. Session is very timely.*

*...Board Member, Water District*

*I have always enjoyed the Blanning & Baker programs. They are informative and provide good overall programs for Board Members and Managers.*

*...General Manager, Community Services District*

*Learned a great deal. Networking with attendees brought out the commonality of problems. Speakers offered solutions.*

*...Trustee, Mosquito Abatement District*

*Well organized, presentation valuable, many good speakers. I believe that it was worthwhile and certainly worth the expense. This conference gave me some ideas to incorporate into the District program.*

*...Manager, Mosquito Abatement District*

## SPECIAL DISTRICT MANA

PR

FRIDAY, NOVEMBER 6

### Morning Session

RETIREMENT PLANS AND HEALTH BENEFITS --

Bill Crist

Health care cost containment strategies, alternative retirement plans for Special Districts, raids on retirement funds, and the impact of Proposition 162, the Pension Protection Initiative.

DISPUTE RESOLUTION TECHNIQUES --

Bonnie Castrey

Applying mediation, factfinding and arbitration to contract negotiations, grievances and discipline, plus new innovative management/labor cooperation approaches.

Lunch Speaker

Hon. Cathie Wright

### Afternoon Session

THE LABOR/MANAGEMENT RELATIONSHIP IN SPECIAL DISTRICTS -- Bruce Blanning  
Understanding the needs and objectives of Special District management, employees and unions and developing effective strategies and programs for conducting business in a positive atmosphere without labor unrest.

LEGAL IMPLICATIONS AND NEW LEGISLATION --

Dennis Moss

The new federal Americans with Disabilities Act, recent family/pregnancy leave legislation, new court interpretations of the overtime requirements of the Fair Labor Standards Act, and other 1992 federal and state laws.

# MENT FALL CONFERENCE

RA

SATURDAY, NOVEMBER 7

## Morning Session

**FINANCING SPECIAL DISTRICTS -- Fred Silva**  
What the state budget did to Special District funding this year, what this means for future financing, and the Legislature's view of Special Districts as a form of local government.

**"HOT" LEGAL ISSUES -- Larry Newberry**  
Sexual harassment, discrimination, Skelly rights/discipline/at-will employment, drug testing, and how to deal with real-life legal problems.

**PANEL DISCUSSION -- Bruce Blanning, Larry Newberry and Dennis Moss**  
The panel addresses questions from conference attendees on any labor relations or legal issue.

## OVERVIEW

### Friday

8:30 -- Registration  
9:00 -- Introductory Remarks  
9:15 -- Morning Session  
12:00 -- Lunch/Speaker  
1:45 -- Afternoon Session  
4:30 -- End of First Day

### Saturday

9:00 -- Morning Session  
12:00 -- End of Conference

Assemblywoman **Cathie Wright**, the lunch speaker on Friday, is the Vice-Chair of the Assembly Committee on Ways and Means and served a key and independent role in this year's state budget deliberations. A Republican from Simi Valley with twelve years service in the Assembly, Ms. Wright has received more than 100 awards and commendations from a wide variety of organizations.

**Chief Fiscal Policy Advisor to the President Pro Tem of the California Senate, Fred Silva** analyzes fiscal policy issues facing the state, including state and local finance and tax policy. Previously, he was Principal Consultant to the Senate Local Government Committee.

**Board President of the California Public Employees' Retirement System, Bill Crist**, is a specialist in economics, health benefits, and public sector collective bargaining. A CSU professor, Mr. Crist was formerly President of the California Faculty Association.

**Labor Arbitrator Bonnie Castrey** offers a wide range of dispute resolution services, including arbitration, mediation, fact finding, educational programs, and intraorganizational conflict management. A member of the Industrial Relations Research Association and American Arbitration Association, Ms. Castrey is Past President of the Society for Professionals in Dispute Resolution (SPIDR). For ten years, she was a Commissioner for the Federal Mediation and Conciliation Service.

**Deputy City Attorney for Personnel and Labor Relations with the City of Pasadena, Larry Newberry**, worked closely with many Special Districts as a Senior Attorney with Blanning & Baker Associates, Inc. A former manager of labor relations for several major companies, Mr. Newberry has extensive labor negotiations and litigation experience.

**Bruce Blanning, President of Blanning & Baker Associates, Inc.**, authors the Special Districts Information Service and has served as the Labor Relations Consultant to CSDA and many individual Special Districts. He has negotiated countless labor contracts, represented clients in arbitrations and labor board proceedings, and provided training and strategy development at the state and local levels.

**Labor Attorney Dennis Moss** has represented clients in court, before the National Labor Relations Board and the California Public Employment Relations Board, EEOC, DFEH, and a wide variety of other administrative agencies and arbitrations. A labor lawyer for more than 15 years, Mr. Moss currently assists Special Districts as Senior Attorney for Blanning & Baker Associates, Inc.

SPECIAL DISTRICT MANAGEMENT FALL CONFERENCE

Blanning & Baker Associates, Inc.  
505 North Brand Boulevard, Suite 780  
Torrance, California 91203

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

## How to Enroll...

### To Register...

Fill out, clip and return the enrollment form to Blanning & Baker Associates, Inc. at the above address; FAX the enrollment form to (818) 247-2348; or phone in your reservation by calling (818) 247-0458.

### Registration Fee...

No increase from previous years -- still \$290, reduced by 10% if a District sends more than one attendee. The fee covers tuition, Friday lunch, morning and afternoon refreshments, and all handout materials, including the Fall conference notebook filled with material covering each conference topic. Transportation, lodging and other

meals are not included. Payment may be included with registration, billed, or by MasterCard or Visa.

### Hotel Accommodations...

Conference attendees may take advantage of a special reduced rate at the San Diego Marriott Hotel & Marina of \$115.00 for a single or double cityview room by calling the San Diego Marriott at 619-234-1500 or 800-228-9290. Be sure to identify yourself as an attendee of the Special District Management Fall Conference. Accommodations are on an "as available" basis, so early registration is advised.

Clip here  and mail to the above address.

### Registration for Special District Management Fall Conference

Please enroll the following in the conference.

Name (Please Print)	Title
Name	Title
Name	Title

Please attach an additional sheet if you are registering more than three individuals.

Organization/Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

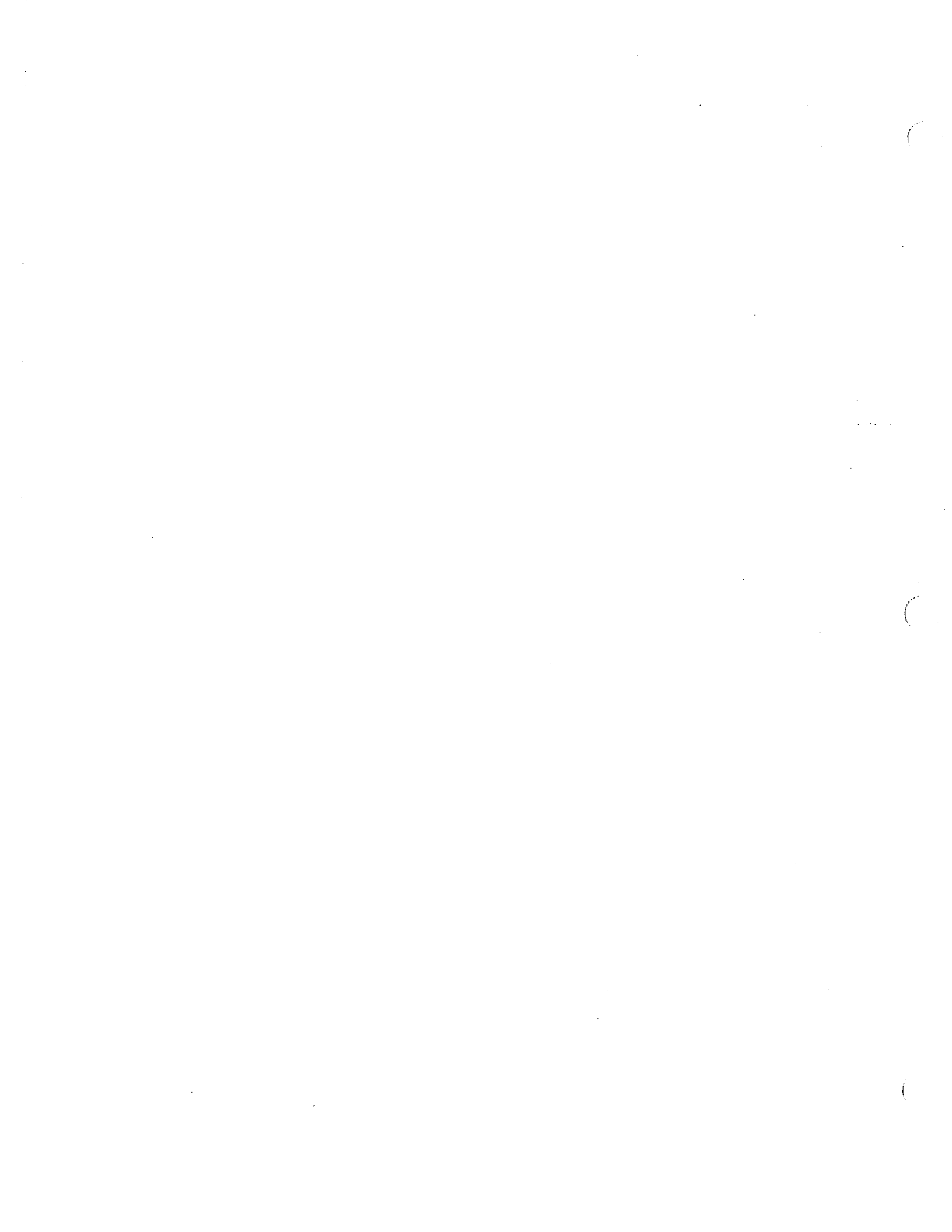
Authorizing Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Check enclosed, payable to Blanning & Baker Associates, Inc.

Visa or  MasterCard Account Number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Please bill  me  my agency.



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *ed7*

DATE: October 19, 1992

SUBJECT: Reserved Parking Spaces

*31 places reserved.  
\* reserved during the week hours  
\* during City Council meeting.*

**BACKGROUND:**

At its meeting on April 13, 1992, the Library Board discussed the lack of adequate public parking spaces in the Civic Center Parking Lot. At that time it was agreed that part of the problem was the heavy use by Yorba Linda Library patrons because they were using the Placentia Library while their facility was closed for remodeling. It was agreed that the issue would be reviewed at the October Board Meeting, after completion of the Yorba Linda project and the beginning of the school year.

Since the opening of the Yorba Linda Library in early summer there has not been a problem finding public parking spaces in the lot regardless of the time of day. There have been no complaints from patrons about having to park on the street.

There has been a problem with lighting in the parking lot but the City has readjusted the timers and the lights seem to be on past Library closing.

The City Council has the legal authority under the California Government Code Section 54030 to regulate parking in public parking lots. This includes the assignment of reserved parking spaces and other rules. It is not a matter for negotiation under the Joint Powers Authority.

The Library Board would need to decide whether any petition to the City Council for changes in the assignment of reserved parking in the Civic Center Parking Lot should come from the Library Board as a body or be left to individual lobbying efforts. Neither the Library Director nor the City Manager can unilaterally affect changes in parking lot policy without the approval of the City Council.

The issue of the expansion of the parking lot could be suggested for active consideration. However, the development of any expansion would be a shared cost for the Library and the City.

**RECOMMENDATION:**

No action is recommended at this time.

*Take some action -  
→ Start conversation with  
City Council.*

*Ad has omitted →  
Chen - Sacramento  
Al Skelton*





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: October 19, 1992  
SUBJECT: Transfer of \$100,000 from FUND 5061 (Bond Redemption) to FUND 5071 (General) to cover operating expenses for Fiscal Year 1992-1993

**BACKGROUND:**

It is estimated that \$100,000 is the amount that will need to be transferred from FUND 5061 to FUND 5071 to ensure an adequate general fund balance to carry operating expenses until the December property taxes are received.

**RECOMMENDATION:**

1. Motion to read Resolution 92-9 by title only. *Stuck/Evans*
2. Motion to adopt Resolution 92-9. *As Amended / Evans*

RESOLUTION NO. 92-9

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO TRANSFER FROM FUND 5061 TO FUND 5071

WHEREAS, at its meeting of September 21, 1992, the Board of Trustees of the Placentia Library District of Orange County identified Fund 5061 as the source to supplement operating fund shortfalls for the Fiscal Year 1992-93; and

WHEREAS, \$ 100,000.00 is required in Operating Fund 5071 in order to maintain library operation at the budgeted level; therefore,

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees authorize a transfer of \$ 100,000.00 from Fund 5061, Bond Redemption Fund, to Fund 5071, Operating Fund, effective October 19, 1992.

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

State of California	)
	) ss.
County of Orange	)



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

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

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



Fullerton Office:  
Donald F. Lynn, CPA  
Charles A. Munson, CPA  
Edward A. Cronick, CPA

*Anderson, Lynn, Bezich, Munson & Cronick*  
*An Accountancy Corporation*

---

San Pedro Office:  
Kenneth M. Bezich, CPA  
John E. Rose, CPA  
Frank V. Pilichi, CPA

November 20, 1992

State Controller  
Division of Local Government Fiscal Affairs  
Special Districts Unit  
P. O. Box 942850  
Sacramento, CA 94250-5876

Re: Placentia Library District  
June 30, 1991 and 1992  
Appropriations Limit (Gann) Schedule

Enclosed please find amended Appropriations Limit (Gann) Schedules for June 30, 1991 and June 30, 1992.

As previously filed, the total annual appropriations subject to the limit as of the end of the fiscal year (line 2.0), included appropriations for the debt service and capital outlay funds that are exempt and should not have been included.

Sincerely,

**CLIENT'S COPY**  
*Charles A. Munson*  
Charles A. Munson, CPA

cc: E. Minter, Director  
Placentia Library

Amended APPROPRIATIONS LIMIT (GANN) SCHEDULE

Fiscal Year Ended JUNE 30 19 91 District Name: PLACENTIA LIBRARY DISTRICT

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

Appropriations limit as of the end of the fiscal year	1.0	1,302,198
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1,273,624
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	28,574

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4.0	
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5.0	
District is totally funded by sources other than "proceeds of taxes"	6.0	
Other (explain) _____	7.0	

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

October 19, 1992

Orange County Auditor  
P.O. Box 567  
Santa ana, CA 92702

SUBJECT: Request for Interfund Transfer

At its meeting on October 19, 1992, the Board of Trustees of the Placentia Library District approved the transfer of \$ 100,000.00 from its FUND 5061, Bond Redemption Fund, to FUND 5071, General Fund.

If you have any questions, please contact Library Director Elizabeth Minter at 528-1925.

Yours truly,

---

Margaret V. Dinsmore  
President

---

Fred W. West  
Secretary

---

Trustee

EDM/cd



Amended APPROPRIATIONS LIMIT (C IN) SCHEDULE

Fiscal Year Ended June 30 19 92 District Name: PACENNA LIBRARY DISTRICT

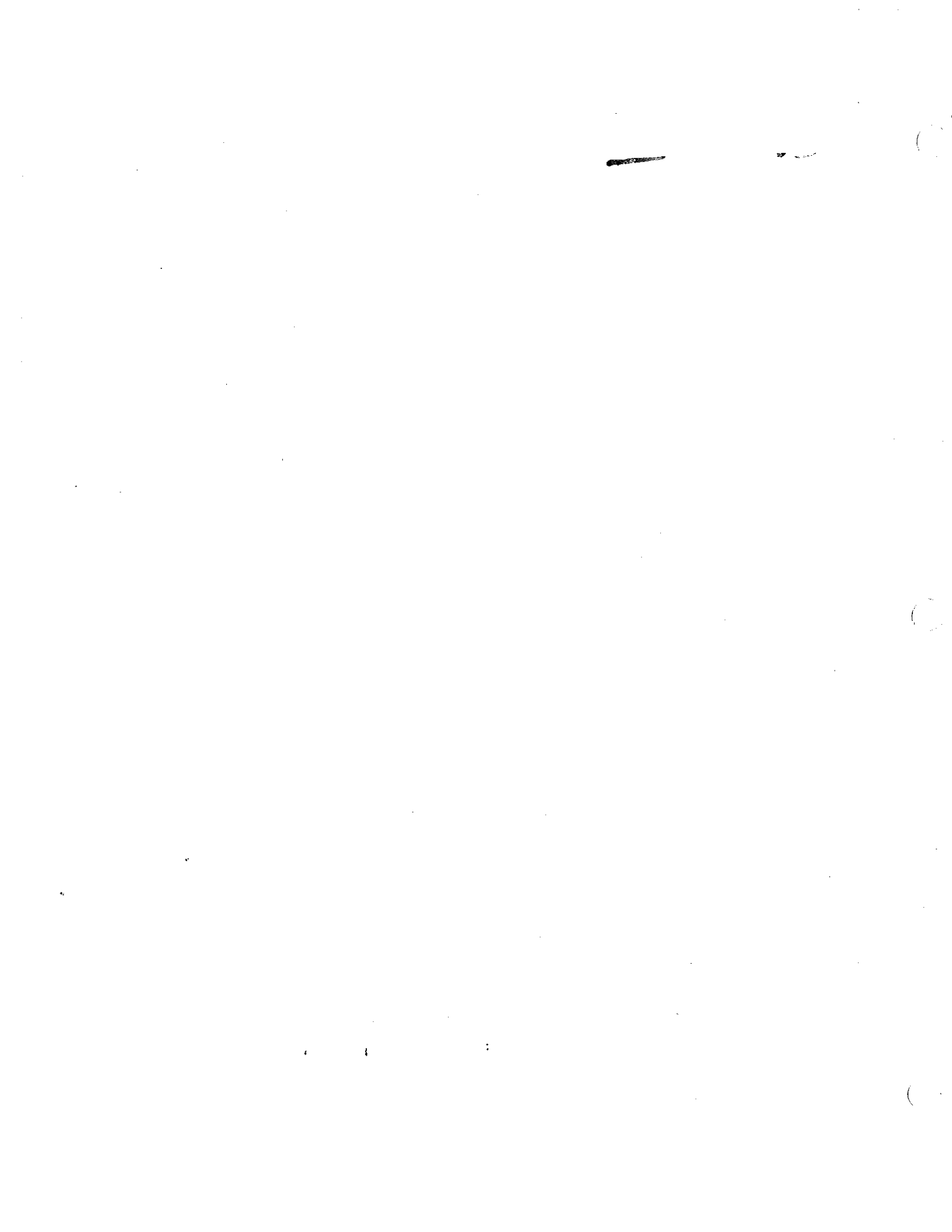
Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

Appropriations limit as of the end of the fiscal year	1.0	\$ 1 327 361
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1 355 560
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	\$ 31 801

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a - c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4.0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5.0
District is totally funded by sources other than "proceeds of taxes"	6.0
Other (explain)	7.0





Karen Cusby -  
use spell check for report

Steff Teij  
+ Hil Nish

→ Fact Sheet:

1)

Ros John  
Front Hill :

Peggy Dingler + Al Shuler  
~~Stark~~

+ Al



Blaming + Baker }

Travel Auth -

(✓) all check out hill notes

1) Transport -

Family life site - 5:30 - 7:15

2) Describe Hill Site

Antenna:

Survey - Oct 20th

Tue, + Thurs - Health, Street

Mon + Weds -

\$35,000.

Handwritten notes at the top of the page, possibly including a title or header.

Handwritten notes on the left side, possibly describing a process or method.

Handwritten notes in the center, possibly detailing a specific step or observation.

Handwritten notes on the right side, possibly including a reference or a specific value.

Handwritten notes at the bottom right, possibly concluding a section or providing a final note.

TO: Library Board of Trustees

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

DATE: October 19, 1992

SUBJECT: Request for Meeting Room Policy Exception

**BACKGROUND:**

The Library has received a Meeting Room request from the Orton Dyslexia Society of Orange County to offer a class for a group of up to 10 adult dyslexics. The request is summarized in Attachment A.

The request is out of compliance with the Library's Meeting Room Policy, Attachment B, in two areas:

1. Participants would be charged \$15.00 per week
2. The Society wishes to pay \$80.00 per month, approximately \$10.00 per session, when the normal rental rate would be \$20.00 per session. *\$20.00 per*

The Society is a non-profit, educational organization with a mission compatible with that of the Library's literacy program.

**RECOMMENDATION:**

That the Orton Dyslexia Society of Orange County be granted permission to offer its adult dyslexia class at the Placentia Library from November, 1992, through March, 1993, at a rate of \$10.00 per session payable the night of each session; and that the Society be authorized to charge a fee not to exceed \$15.00 per participant per class.

*Make sure avoid conflict with the 5 month*  
*to \$20 per session - the reg. city standard*  
*the need to.* *EM*

*yes: Strub, West, Linn*  
*No: Osborn, Donner*

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels<sup>ud</sup>, Literacy Coordinator

DATE: October 14, 1992

SUBJECT: Request for Dispensation of Meeting Room Policy

#### Background

On September 1, the Orton Dyslexia Society of Orange County gave a well attended program on dyslexia at the Library for PLLS participants and the general public. The large turnout, vigorous audience participation and comments collected by the Society on response cards point to a strong need for accessible dyslexia services in the North Orange County area.

The Orton Dyslexia would like to offer a class at the Library for up to 10 adult dyslexics. The class would use a series of videotapes and workbooks providing intensive practice in sound/symbol relationships, along with work on writing and grammar. The tapes have been well received in the literacy community.

The class would meet Wednesdays and Thursdays from 6 to 8pm, beginning in November, 1992 and continuing through the end of March, 1993. The Society would provide participant screening, trained instructor, materials, and publicity. The Library need only provide the space and a VCR.

The Orton Dyslexia Society is a non profit, educational organization. To cover the costs of the materials and the instructor for this type of class, the Society normally charges each participant \$15 per week, which is billed directly to the participant on a monthly basis. Scholarships are available to those who would not be able to participate otherwise.

The Society will pay the Library \$80 per month for the use of the conference room for the 5 month class.

#### Request

The Library's meeting room policy does not allow the use of Library facilities for meetings where a fee is charged for materials or an instructor. Since this program meets a community need and complements the type of assistance provided by the Library's Literacy Services, I request that a one time dispensation of the policy be granted and the Orton Dyslexia Society be allowed to charge participants in the class, excepting those who request scholarships.

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT  
MEETING ROOM POLICIES AND REGULATIONS

Approved: November 12, 1990

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the library program. The room may also be used by community groups or organizations (businesses, realty, energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. A fee of \$20 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc....
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.
7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage

#6-82  
Continued

- area after the meeting. If the library staff has to set up chairs or return them an additional fee of \$10 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
  9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
  10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
  11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
  12. Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
  13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
  14. Alcoholic beverages are prohibited.
  15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization or group using the facility, or by any disciplinary action taken by the group.
  16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.
  17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

#6-82  
Continued

18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event is related to the improvement or betterment of the library. Vending of any article or service will not be permitted.
20. Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: When used as one room, the maximum capacity will be 139 standing and seating shall be limited to 100. When the room is divided, each side will be limited to 50 people.
23. Charge for multi-use of Meeting and Conference Rooms by the same group will be \$20 for each room used, with an additional fee of \$5 if any refreshments are served.
24. It is required when a group needs a key for the Meeting Room, that applicant is to sign the necessary form.
25. Organizations requiring the presence of a Page, will incur the cost of the Page's wages.

The following equipment is available to the Meeting Room:

1. 74 chairs
2. 12 tables (6' x 2 1/2')
3. 1 lectern
4. 2 wall screens
5. 1 pointer
7. Piano
8. Television set
9. 2 flags (American and State flag)
10. 1 blackboard





TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian  
DATE: October 14, 1992  
SUBJECT: Program Committee Report

**Consumer Safety:** On the evening of October 27th the Library will present two programs focusing on consumer safety. At 6:00 P.M. officer José Vargas from the Santa Ana Police Department will speak about crimes committed against the Hispanic population. His program will be presented in Spanish.

At 7:30 P.M. Placentia Police officer Corinne Loomis will speak about auto theft, mail box theft, and credit card and check fraud, she will explain how individuals can protect themselves against crimes of fraud, about what they can, and should do if they become victims of these crimes.

**Services to the Handicapped:** On September 30th, I attended a workshop offered by the Braille Institute, Orange County Center. The program director and staff talked about the various services the Center offers either directly, or through some libraries in the County, they talked about their regulations and procedures and shared an impressive collection of catalogs, bibliographies and Reference tools.

After talking to the staff and to the librarians that offer this service, I was convinced that with a minimum amount of staff time the Library will be able to offer this free service to those who need it in our community.

I have since requested and received a list of the Placentia residents that use the Institute's services directly. Forty-one Placentia residents, and fifty-nine from neighbouring communities, with handicaps that make them unable to read, will be able to use the Library to check out Talking Books and/or the equipment to listen to them.

Making this service available, and advertizing it through newspaper articles, cable messages, the Placentia Committee on the Disabled, and through direct mailings to the Placentia Braille users will attract at least forty-one new Placentia families to the Library.

**Calendar of Events:** The Program Committee is working on next year's calendar of events keeping in mind the City's ethnic diversity and making a special effort to recognize the various holidays and festivities, and to work closely with the various groups for possible programs or displays.

# PLACENTIA LIBRARY DISTRICT

## PROGRAM STATISTICS

DEPARTMENT	SEPTEMBER 92	
	# PROGRAMS	# ATTENDEES
<b>ADULT SERVICES</b>		
Banned Books Week	1	20
<b>CHILDREN'S SERVICES</b>		
Grandparents and Books	13	46
Visits by Classrooms	6	180
Story Hours	7	110
<b>LITERACY SERVICES</b>		
Dyslexia Lecture	1	41
Reach for the Stars	1	49
Informally Yours	1	20
Tutor Workshops	3	73
Tutor Workshop Followup	1	16
Tutor inservice - ESL	1	7
Student Support Group	1	6

## Humanists Assessment of CCH Project Activity

Name: Fadwa El Guindi

Discipline: Anthropology

Title of Project: Gulf Arab States: Beyond Camels, Oil, and Sand Dunes

Describe and Evaluate your role:

Project Director Suad Ammar had contacted me at the very early phases of conceptualizing of the project. We held meetings discussing plans of implementation and I was invited to be consultant for the project. Throughout the phases of research Ms. Ammar was in contact with me discussing various aspects. I contributed a brochure describing in a generalized way the culture of the Arab Gulf. My expertise as anthropologist of the Arab East was very valuable in addressing the main theme of the project. The emphasis on culture and the comparative cross-cultural perspective provide a perspective that enhances understanding among public audiences. The use of an ethnographic film in one presentation was a needed dimension. In fact I feel that in addition to the exhibit of written material and artifacts the visual should have had a larger role in the project. I am a visual anthropologist and I recognize the significance of integrating visual ethnographic material to provide a more realistic and more intimate comprehension of other cultures.

I was also invited to be the keynote speaker on the Opening night in Placentia and again in Bakersfield. From the responses of the audience I came in contact with the public felt quite enriched by the project, the available literature, the presentations and the display. Ms. Ammar undertook a thankless job but completed successfully and with great competence. Her sense of responsibility and respect for thoroughness in research and scholarship made it quite comfortable and easy to work with her since there was no need to persuade her to avoid the pitfall of oversimplifying material to point of trivializing it. She understood quite well how to maintain a balance between accessibility to the public and its needs and sound reliable information based on research. She respect scholarly opinion and integrated their input with balance and integrity. Her leadership and energy throughout the phases of this project, from its inception to her presence in almost every presentation in the various libraries, is exemplary and was key to what I consider to be a successful educational relevant project.

Overall the project was very timely, as international political events were focused on the Gulf and the American public was eager, enthusiastic and ready to learn more of the region. I would like to see more projects on the Arab East because it is among the least understood and most stereotyped cultural areas in America.



HUMANIST'S ASSESSMENT OF CCH PROJECT ACTIVITY

Name: Dr Abdulla M. Sindi  
 Discipline/Department: Political Science (Fullerton College)  
 Title of Project: Arab Gulf States

Describe and evaluate your role in the activities of the CCH-funded project in which you were involved. Please consider the following questions in your evaluations: Were you involved in the planning of the project? In what ways? In what other capacities were you involved (e.g., as a resource person, panelist, participant, advisor)? Did you feel that the humanities disciplines, and yours in particular, were effective or valuable in addressing the issues central to the project? Specifically, how did you use your discipline to address these issues? Briefly, what were the strengths and weaknesses of the project overall? Attach additional sheets if necessary.

I had the privilege and honor to be in a small part, associated with the Project: The Arab Gulf States. When Ms. Suad Ammar asked me to be one of the speakers on this project, I gladly accepted. I realized the importance and strength of such a project to the American people whose interests in the Middle East include the spiritual, cultural, historical, political and economic.

Signature: Abdulla Sindi  
 Participating Humanist

aspects. However, the only weakness I found with this project is the avoidance of political issues which cannot be underestimated especially in the aftermath of a major war which the U.S. waged against Iraq last year.

CALIFORNIA  
COUNCIL  
FOR THE  
HUMANITIES

312 Sutter Street  
Suite 601  
San Francisco  
CA 94108  
415/391-1474



HUMANIST'S ASSESSMENT OF CCH PROJECT ACTIVITY

Name: Henry E. Chambers

Discipline/Department: Department of History, CSU, Sacramento

Title of Project: Gulf Arab States

Describe and evaluate your role in the activities of the CCH-funded project in which you were involved. Please consider the following questions in your evaluations: Were you involved in the planning of the project? In what ways? In what other capacities were you involved (e.g., as a resource person, panelist, participant, advisor)? Did you feel that the humanities disciplines, and yours in particular, were effective or valuable in addressing the issues central to the project? Specifically, how did you use your discipline to address these issues? Briefly, what were the strengths and weaknesses of the project overall? Attach additional sheets if necessary.

I served as one of the lecturers for the Library Exhibition, giving two talks, one at Santa Maria in January, 1992 and a second at the Coronado Public Library in June, 1992. For both talks I had discussed with the Project Director Suad Ammar what sort of talk would best suit the nature of the exhibition and the audience. So in that small way I participated in the planning. As for the project itself that clearly was Mrs. Ammar's work.

The purpose of the exhibition was to introduce Gulf Arab life to the general public, a life beyond stereotypes. As far as I can tell the exhibition did its task well. Its very travelling nature and its appearance at libraries rather than just academic surroundings contributed effectively to achieving that end. Mrs. Ammar carefully instructed me as well as the other lecturers I am sure that the primary focus of our talks should be cultural rather than political. And I did my best to do just that. I especially felt that the question-answer sessions after the formal talk was very effective. At each lecture I lingered as long as possible until I had the opportunity to talk with whomever wanted to continue. Indeed, at Coronado the entire session - lecture, question and answer, and small-talk conversations lasted in entirety about two hours or so. From everything I could tell the audiences enjoyed themselves.

In the past two years I have travelled extensively to the Middle East, and I tried to use my personal observations as well as book knowledge to personalize the talk. My own 1990 trip to Iraq and Emirates made for a good store of material. Comparisons between the Gulf states and the other Middle East countries offered good comparisons to elucidate the Gulf.

The program's sole weakness, if I must state one, was the limited amount of material and displays that Mrs. Ammar could transport from Library to Library. As one who thoroughly enjoys the region's complexities, I would have liked even more. But as an introduction to the general public, the exhibition was a fine one. I especially appreciated the computerized video display on the region where the public could ask questions.

Signature: \_\_\_\_\_

CALIFORNIA  
COUNCIL  
FOR THE  
HUMANITIES

312 Sutter Street  
Suite 601  
San Francisco  
CA 94108  
415/391-1474

**HUMANITIES**

HUMANIST'S ASSESSMENT OF CCH PROJECT ACTIVITY

Name: Thomas H. Mitchell

Discipline/Department: Political Science/School of Inter. Relations, USC

Title of Project: "Gulf Arab States: Beyond Omelets, Oil & Sand Dunes"

Describe and evaluate your role in the activities of the CCH-funded project in which you were involved. Please consider the following questions in your evaluations: Were you involved in the planning of the project? In what ways? In what other capacities were you involved (e.g., as a resource person, panelist, participant, advisor)? Did you feel that the humanities disciplines, and yours in particular, were effective or valuable in addressing the issues central to the project? Specifically, how did you use your discipline to address these issues? Briefly, what were the strengths and weaknesses of the project overall? Attach additional sheets if necessary.

(see attached sheet)

August 10, 1992

Dear Susan:

Congratulations on a job well-done. First endorsed my evaluation form for the CCH. It was a pleasure to work with you on this. All the best.

Tom Mitchell

Signature:

Thomas H. Mitchell

Thomas H. Mitchell

I served as one of 11 guest speakers for "The Gulf Arab States" project. I made a presentation on the history and cultural institutions of the region in connection with the opening of the exhibit at the Pasadena Public Library in December 1990. I sought to use my social sciences background to offer as balanced and informative a presentation as possible, geared to those with a minimal background concerning the issues/history of the region. Given my training as a Political Scientist, I tended to focus on the emergence of modern nation states in the region and the prospects for stability in the midst of profound political and social change, particularly since the discovery of oil.

This was a very well conceptualized and organized educational project. Plans were made far in advance and the advertising and on-site arrangements were excellent. As a result, I could focus on my role as a guest speaker without distraction. The public exhibit travelled to 11 sites across California and was therefore accessible to a wide segment of the state's population. The guest speaker presentations were well-attended and the month long public exhibit at each site enabled regular library patrons to also benefit from this project. Both the speaker series and the public exhibit itself were intended to provide balanced and useful information and perspectives about this vital region of the world. Given the many controversies and conflicts which characterize the region, this is no small accomplishment.

The only weakness or criticism I can cite (and it is not all that significant) is that it might have been helpful to have had more information about the issues dealt with by the other 10 guest speakers. I suspect there was considerable diversity with respect to focus and speaking style. Perhaps I should have simply taken the initiative and contacted my fellow speakers directly.

Having been involved in other sorts of community outreach educational projects over the years, I would rank "The Gulf Arab States" as one of the best. Both the organizer, Suad Ammar of Placentia Library, and the CCH should be very proud of what was accomplished with this project. It could well serve as a model for future community outreach projects.



TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, <sup>MD</sup>Literacy Coordinator

DATE: October 14, 1992

SUBJECT: Status Report - Placentia Library Literacy Services

#### PROGRAM STATISTICS

Active tutors: 130

Active students: 139

Inactive tutors: 15

Students waiting to be matched: 67

Percentage of tutors reporting: 28%

Tutoring hours reported: 229

Other volunteer hours reported: 511

Total volunteer hours reported: 740

#### ACTIVITIES/PROGRAMS

Continuing Education for Tutors - I conducted an afternoon workshop on ESL techniques on September 16; 7 tutors attended this session.

Tutor Training Workshop - 26 people started our workshop on September 21 (including one person from the July class who needed to make up two sessions). On October 8, 24 people completed the class, including one person who will be tutoring for LVA-Anaheim.

"Informally Yours" Concert - Founders Plus of the OC Performing Arts Center sponsored a concert on September 25 for PLLS participants as well as the public. The concert was in honor of Literacy Month. 20 people were in attendance.

Literacy Bulletin Board - From mid-August to mid-September, our bulletin board announced International Literacy Day as the date for our recognition event. The mid-September to mid-October board features the winning student writings from our "Reach for the Stars" contest.

#### CALIFORNIA LITERACY STATE CONFERENCE

I attended California Literacy's annual state conference in Sacramento September 24-26. I presented two workshops on tutoring techniques. I attended workshops on diversifying service, training tutors, workplace literacy, and multi-cultural literacy issues. Much of the material will be helpful as our recruitment efforts for volunteers and learners expand. I also had an opportunity to speak with Al Bennett and Carole Talan of the State Library regarding funding for CLC and FFL programs. Both promised that letters would be out soon; we have since heard

about our FFL funding. Maria Cedillo, a PLLS basic reading student, and George Hanna, a former ESL student and current tutor, attended the conference through a scholarship from LVA-Placentia. LVA-Placentia President Leslie Moreau also attended.

#### HEALTHY START PROGRAM COLLABORATION

The Placentia Library agreed to provide tutor training as requested by the administrator of the PYLUSD's Healthy Start grant, as well as provide homework assistance to participating children. I met with Lynette Ward, the program director, on October 8 to discuss the tutor training. She would like an initial 2-3 hour training that will assist tutors of math and science students but she does not need training for basic literacy tutors. We agreed that perhaps a more general training in the areas of listening skills, learning styles, questioning strategies, etc. would be appropriate for her tutors. I will be speaking with her later this week regarding possible dates and locations for the training.

#### DONATION OF MATERIALS

Diamond Comics of Los Angeles has donated over 5,000 comic books to PLLS. We have made them freely available to tutors and students, as well as sharing them with the Orange County Public Library's Literacy Program, LVA-Anaheim, and the Camp Fire Boys and Girls' Prime Time Literacy Program. Diamond Comics believes that they will be able to donate 2,000-3,000 comic books to us several times a year, on the condition that we pick them up. Jess Ramirez, a PLLS basic reading student, has helped with this requirement by driving his truck to Los Angeles.

#### SPACE

The tutoring workstations have been set up in the space formerly occupied by the audio-visual collection, and a letter written to tutors explaining the change of location. Most of the tutors enjoy the privacy of the new location.

#### DEPARTMENT OF EDUCATION 321 FUNDING APPLICATION

In May of this year we submitted a Letter of Intent to apply for supplemental funds under Section 321 of the federal Adult Basic Education Act (PL 100-297). The grant application was due September 1, and required the signature of August Huesca, the authorized representative of our local adult education provider. I failed to obtain this signature by the grant deadline. I did not complete the grant application until very near the deadline, and when I tried to contact Mr. Huesca, Provost of the North Orange County Community College District, he was unavailable. I explained the situation to his assistant, but she told me that

she did not have the authority to sign in his stead. I realize now that I should have contacted him well before the grant deadline to make an appointment for the signature, particularly at the start of the fall term. I underestimated the amount of time needed to prepare the grant as I completed preparations for our Literacy Month programs and handled support requests from our July tutor workshop graduates.

I deeply regret that my error caused us to lose this funding opportunity. The grant would have provided \$3,500 for staff development and networking, and up to \$295 for assessment and instructional resources.

#### NETWORK ACTIVITY

I attended the Placentia Community Services Network meeting on September 17. The network is co-sponsoring a Volunteer Fair to be held in late February, 1993, at the Library. The Fair will benefit agencies in Placentia needing volunteers and individuals looking for a convenient way of discovering a variety of volunteer opportunities.

I attended the Orange County Literacy Network Board of Directors meeting on October 1. OCLN is celebrating its 2nd anniversary on Thursday, November 12 with a brief awards ceremony and installation of new board members. My term on the board will expire in February.

#### UPCOMING ACTIVITIES

The PLLS Student Support Group will meet on Monday, October 19 at 6pm.

The PLLS Tutor Support Group will meet on Monday, October 26 at 6:30pm.

#### NEWSLETTER

The deadline for the November-December issue of "Placentia Reads" is October 22; the issue will be distributed the first week in November.



TO: Elizabeth Minter, Library Director

*Gwen Joseph*  
FROM: Gwen Joseph, Families for Literacy

DATE: October 14, 1992

SUBJECT: Status Report - Families for Literacy

Locations: While I am still working out the final plans, I believe both the HeadStart and Healthy Start classes will be held at Room 3, next to HeadStart. Room facilities within the Healthy Start school campuses ( Ruby Drive, Kraemer, and Valencia ) is very limited. Also as the City is currently building storage and computer space into Room 3 and replacing the carpeting, it will offer a nicer, higher quality learning environment than could be developed in one of the schools. One set of English classes is due to begin on October 26.

Tutors: I currently have 5 tutors plus Sylvia Macaluso ( a bilingual tutor paid by HeadStart ). I am desparately trying to locate at least 5 more tutors to insure that no group has more than 4 learners. Unfortunately, the morning hours make it difficult for many people. I will not begin the second set of English classes until I have enough tutors to guarantee success.

Class Structure: This year all students will use a main text, English for a Changing World, which is the same text used by the ESL classes in the PYLUSD. This will allow us to channel students into the District's evening and summer classes as needed. The textbooks will not be consummable but paper and pencils will be supplied to the students. Supplemental materials will be available to the tutors both in the Literacy Office and at HeadStart.

Coordinator Time: Since only the first half of our grant is guaranteed, I plan to focus a large portion of my time on "fundraising", and volunteer tutor recruitment. I believe that if we are to have this program for years in to the future funding sources outside of the government must be located.



TO: Library Board of Trustees  
FROM: Karen Cushing *KC*  
DATE: October 13, 1992  
SUBJECT: Publicity Materials produced for the Month of September

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The Program Committe has continued to keep busy throughout the month of September developing flyers, materials and press releases to advertise Fall library events. These events include: Banned Books Week (September 27th - October 3rd), Grandparents and Books, Children's Fall Story Times, Literacy-sponsored Cello Recital, and International Literacy Day (September 8th). Please see attached materials.

To insure maximum press coverage, all library press releases are now sent to the following publications:

Anaheim Bulletin  
Fullerton Observer  
Los Angeles Times - Orange County Edition  
North County News (Formally Placentia-News Times)  
Orange County Register  
Orange County News Channel

We also advertise all events on our own Placentia Library Cable Station - Station #69. If you have cable at home, you may want to watch this!

# GRANDPARENTS AND BOOKS PROGRAM AT THE PLACENTIA LIBRARY!

Older adult volunteers are being sought for the Grandparents and Books program at the Placentia Library. If you are an older adult who enjoys children and would like to assist up to 1 hour a week reading and presenting stories to children in the library, please call Barbara Pomykata at 528-1906.

Volunteers will be given step-by-step training and ideas about how to read aloud and present books to children.

PLACENTIA LIBRARY DISTRICT  
411 E. CHAPMAN AVE.  
528-1906



GRANDPARENTS AND BOOKS



# Placentia Library District Celebrates The First Amendment

Dr. Sterling Steele,  
President of the ACLU,  
Orange County Chapter

will discuss

## *Banned Books*

Tuesday, September 29

7:00 PM

Library Meeting Room

411 E. Chapman Ave.  
Placentia, CA 92670

**BANNING  
BOOKS  
BURNS  
ME UP!**

# BOOKING BRAVING BURNS ME UP!

## Banned in California

*American Heritage Dictionary* was banned in the Folsom school libraries in 1982 due to "objectional" language.  
Call #: R 423

*The Chisholms* by Evan Hunter was removed from Granada High School in Livermore in 1981 due to poor literary quality, gratuitous violence, as well as explicitly sexual passages. Call #: Fiction

*Little Red Riding Hood* was banned by two school districts, Culver City and Empire, in 1990 because an illustration showing a basket with a bottle of wine, bread and butter could be seen as condoning the use of alcohol. Call #: 398.2

*Queen of the What If's* by Norma Klein was pulled from the middle school library in Tracy in 1989 because its sexual content made it inappropriate for middle school students.  
Call #: Young Adult Fiction

*Tarzan* by Edgar Rice Burroughs was removed from the Los Angeles Public Library in 1929 because Tarzan was allegedly living in sin with Jane. Call #: Fiction

*Trout Fishing in America* by Richard Brautigan was removed from the Redding high school library in 1978 due to "unsuitable obscene and sexual references."  
Call #: Fiction

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

714-528-1906

# Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

## **BANNED BOOKS WEEK** **SEPTEMBER 27TH - OCTOBER 3RD, 1992**

### "Banned In California"

A selected bibliography of books banned and challenged in California.

*American Heritage Dictionary.* R 423 A5125 1982  
Removed in school libraries in Anchorage, Alaska; Cedar Lake, Indiana; Eldon, Missouri and Folsom, California (1982) due to "objectionable" language.

*My Sweet Audrina.* V.C. Andrews. F ANDREWS  
Rejected for purchase by the Hayward, California school trustees in 1985 because of "rough language" and "explicit sex scenes."

*I Know Why the Caged Bird Sings.* Maya Angelou. BIOG ANGELOU  
Removed from a Banning, California eighth-grade class in 1991 after several parents complained about explicit passages involving child molesting and rape.

*In the Beginning: Science Faces God in the Book of Genesis.*  
Isaac Asimov. 222.11 A832I  
Official of the Christian Research Center in San Diego, California in 1981 requested school administrators to keep this title out of all high school libraries because Asimov "subjects the Bible to merciless and unremitting destructive attack."

*Deenie,* by Judy Blume. J F BLUME  
Challenged in the Cotati-Rohnert Park, California School District because the novel allegedly undermines parental moral values.

*Forever.* Judy Blume. YA F BLUME  
Challenged at the Moreno Valley, California Unified School District libraries in 1987 because it "contains profanity, sexual situation, and themes that allegedly encourage disrespectful behavior."

*Placentia News-Times 9/24/92*

## **AROUND TOWN**

### **YMCA begins sign-ups for boys, girls soccer**

The Yorba Linda/Placentia Family YMCA is now taking sign-ups for the Youth and Itty Bitty Soccer programs. Youth soccer, for 5 to 8 year old boys and girls, begins Oct. 5 for 7 weeks. Itty Bitty soccer, for 3 to 4 year old boys and girls, runs for six weeks, beginning Oct. 13. For information, call the YMCA at 777-9622.

10 years, 3:30 to 4:30 p.m. Thursdays.

### **Round Table Club holds meeting Oct. 7**

The Placentia Round Table Women's Club will hold its first meeting of the new fiscal year on Oct. 7 at the club house, 901 N. Bradford, Placentia, across from Valencia High School.

### **Story times continue at library until Dec. 7**

Story hours, toddler times and after school specials will continue through the week of Dec. 7 at Placentia Library District, 411 E. Chapman Ave.

Pre-school story time for ages 3-6 will be offered from 10:30 to 11:15 a.m. Mondays; Toddler times for 2 year olds, accompanied by an adult, 1 to 1:45 p.m. Tuesdays; Preschool story time for ages 3-6 from 1 to 1:45 p.m. Wednesdays; and after school specials for ages 7-

### **ACLU president will speak on censorship**

Sterling Steele, president of the Orange County Chapter of the American Civil Liberties Union, will speak on the Freedom to Read at 7 p.m. Tuesday at the Placentia Library. Challenged or banned books will be displayed at the library during National Banned Books Week 1992, Sept. 27 through Oct. 3. The public is encouraged to view the display and attend the lecture.

**A20** Placentia News-Times September 24, 1992

## **HOT TICKET**

### **Pair comes together for concert in library**

Cellist Semyon Fridman and pianist Sandy McCune will present their "Informally, yours" musical program at 4 p.m. on Friday, at the Placentia Library, 411 E. Chapman Ave.

The free concert is open to the public.

For information, call 524-8408.

**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

Los Angeles  
Times Daily SEP 24 1992

Cellist Semyon Fridman will perform Friday, Sept. 25, at 4 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia, as part of the Orange County Performing Arts Center's "Informally Yours" series. (714) 524-8408. FREE

**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

PLACENTIA NEWS TIMES  
Weekly SEP 17 1992

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*ABC:  
AMERICA  
BEFORE  
COLUMBUS*

A PLAY PRESENTED BY THE  
EL DORADO HIGH SCHOOL  
DRAMA CLUB

OCTOBER 15, 1992 7:00PM & 8:00PM

PLACENTIA LIBRARY  
411 EAST CHAPMAN

*EVERYONE WELCOME!*



October 1, 1992 Placentia News-Times A3

## COMMUNITY

# Banned books defended

## Library marks national event

By Pamela Krebs  
North County News

"Hamlet," "The Bible" and "My Friend Flicka" all were banned at one time or another.

Sterlyn Steele exercised his First Amendment rights Tuesday at the Placentia Library to defend all books that have been subject to censorship as part of National Banned Books Week.

The library is participating in the event because it wants to be a complete information center by addressing issues that coincide with national issues.

Steele, president of the Orange County chapter of the American Civil Liberties Union, cited various court cases in U.S. history where individuals were imprisoned for opposing wars and possessing books or films of an objectionable nature. Depriving anyone any form of expression violates First Amendment rights, he said.

"The First Amendment is a crucial amendment ... It provides protection against the tyranny of the majority," Steele said.

He stressed the importance of ensuring the availability of unorthodox or unpopular viewpoints to all who wish to read them.

"Freedom of expression provides society with the balance between stability and change," Steele said.

Suad Ammar, principal librarian, who coordinated the event, came to the United States from Iran. Iranians don't have civil liberties, she said. On several occasions when she read Iranian newspapers, the pages included white space because of the work of government censors.

"This makes you appreciate the freedom to read," she said.

From March 1991 to March 1992, 94 books were banned or challenged according to "Intellectual Freedom."

Without free speech, societies become closed resulting in people accepting things at face value, he said. And, he added, the political process functions most effectively under the First Amendment.

Steele has defended books he has never read and those he doesn't care to. He will continue with his fight to preserve free speech as a member of the ACLU.

"You don't have to buy it and you don't have to read it ... Free speech is free speech," Steele said.

**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

Los Angeles  
Times Daily SEP 17 1992

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**pacific clippings**  
post office box 11700  
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Los Angeles  
Times Daily SEP 25 1992

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**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

THE ORANGE COUNTY  
REGISTER  
Daily SEP 25 1992

Music: Cellist Semyon Fridman and pianist Sandy McCune will perform at 4 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 524-8408.

**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

FULLERTON OBSERVER  
WEEKLEY  
SEP 15 1992

September 8 — International Literacy Day, celebrate the accomplishments of adult literacy students, volunteer tutors, and those who support the efforts, special recognition event, "Reach for the Stars," 7-9 pm, Placentia Library, 411 E. Chapman Ave., 524-8408.

**pacific clippings**  
post office box 11700  
santa ana, calif. 92711

FULLERTON OBSERVER  
WEEKLEY  
OCT 01 1992

September 29 — Freedom to Read, presented by Dr. Sterling Steele, part of the National Banned Books Week 1992, 7 pm, Placentia Library, 411 E. Chapman Ave., 528-1906.



# STORIES GRANDMOTHER TOLD: FOLKTALES.



**FALL STORY HOURS**  
SEPTEMBER 21 THROUGH DECEMBER 11

**PRESCHOOL STORY HOURS AGES 3 - 6**

MONDAYS 1:00PM-1:45PM

OR

WEDNESDAYS 10:30AM-11:15AM

**TODDLER TIMES AGE 2 WITH AN ADULT**

TUESDAYS 10:30AM-11:00AM

**AFTER SCHOOL SPECIALS AGES 7 - 10**

STORIES! CRAFTS! MOVIES! THURSDAYS 3:30PM-4:30PM

REGISTRATION REQUIRED

PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia CA 92670

FOR MORE INFORMATION CALL: Suad Ammar  
528-1906

FOR IMMEDIATE RELEASE

Consumer safety will be the theme of two programs to be presented in the Placentia Library District Meeting Room on the evening of Tuesday, October 27th. The programs will be presented by Officer José Vargas of the Santa Ana Police Department and Officer Corinne Loomis of the Placentia Police Department. Both programs are open to the public and presented without charge.

Both speakers will explain how individuals can protect themselves against crimes of fraud, and what they can, and should, do if they become victims of a consumer crime.

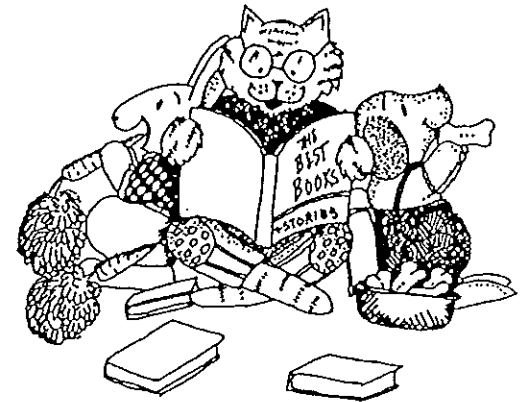
Officer Vargas' program will begin at 6:00 P.M. and focus on fraud crimes committed against the Hispanic population. His program will be presented in Spanish.

Officer Loomis' program will begin at 7:30 P.M. and will focus on auto theft, and credit card and check fraud. Her program will be presented in English.

# # # # #

# STORIES! STORIES! STORIES!

# GRANDPARENTS AND BOOKS!



COME LISTEN TO GREAT STORIES READ ALOUD BY  
"GRANDPARENTS" EACH TUESDAY AFTER SCHOOL.

3:30PM - 5:00PM  
IN THE CHILDREN'S DEPARTMENT.

ALL AGES WELCOME! NO REGISTRATION.



PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE





TO: Elizabeth Minter, Library Director  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: October 14, 1992  
SUBJECT: ADA Workshop of Employment

Of the two morning speakers, Rich Pimentel of Milt, Wright & Associates, Inc. was the most interesting. His talk was mostly inspiration with confirmation to those who are conscious of, or are at least willing to learn about their requirements in the employment area.

The second morning speaker, Robyn Cox a workers compensation/rehabilitation counselor with Regain, Inc., talked about ADA and workers compensation. It was not clear what her point was.

The highlight of the luncheon awards program was Placentia's current Mayor, John Tynes, receiving the Elected Official of the Year Award from the Orange County Committee for Employment of Persons with Disabilities, Inc. for having "...taken actions and fostered an atmosphere in which issues of citizens with disabilities have been advanced, and community awareness has been vastly increased."

The afternoon session was a panel presentation in technical assistance resources available to help in implementation of the ADA. We learned about the Job Accommodation Network (JAN), a toll-free consulting service that provides information about job accommodation and the employability of people with functional limitations.

Also discussed was the Pacific Disability and Business Technical Assistance Center (DBTAC), whose goal is to build relationships of trust and partnership between the business and the disability communities in order to promote a harmonious implementation of the ADA. They provide technical assistance, information, referral, training, and consultation on responsibilities and rights under the ADA.

It was profitable to have attended.



TO: Library Board of Trustees

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

DATE: October 19, 1992

**SUBJECT: Santiago Library System Report**

Nora Jacobs has resigned her position as Executive Director of the Santiago Library System in order to accept a position as a Reference Librarian for the Yorba Linda Public Library.

The Executive Board of Santiago Library System, consisting of the directors of its member libraries, has decided to not hire a replacement Executive Director at this time.

Instead the Board has contracted with the Metropolitan Cooperative Library System, serving all the city libraries in Los Angeles County and several in Ventura County with the exception of the County Library of Los Angeles and the Pasadena Public Library, to provide administrative services for Santiago.

The advantage of contracting with MCLS is that its Executive Director is an experienced professional public librarian who has demonstrated that she knows how to operate a system effectively. SLS had already contracted with MCLS for back-up reference service.

If things go well during the first few months of the contract with MCLS it is reasonable to expect that the relationship between SLS and MCLS will be strengthened during the next few years.

MCLS members pay dues on a sliding scale based upon their size. However, they have a significantly more active continuing education and library development program than SLS has ever had.

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