

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

October 17, 1995

7:30 P.M.

Library Conference Room

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

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

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

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

Presentation: Library Director

Recommendation: Adopt by Motion

3. Minutes of the September 19, 1995, Regular Meeting.

Presentation: Library Director

Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

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

Placentia Library District Board of Trustees, Regular Meeting Agenda, October 17, 1995, Page 2.

5. Presentation of Volunteer Certificates of Achievement to the following Volunteers in the Summer Reading Program in the Children's Department: Odette Pirayer, 40 hours; Shalini Gunawardane, 43 hours; Dennis Nunn, 60 hours; Hanny Chao, 64 hours; and Robert Chiu, 144 hours.

Presentation: Library Board President

6. Board President's Report.

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

Presentation: Library Board President

7. Friends of the Library Board of Directors Report.

Presentation: Library Director

CLAIMS (Items 8 - 10)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 - 10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims in the amount of \$9,549.17.

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

Claims forwarded by the Library Director in the amount of \$4,366.71..

10. Current Claims and Payroll. (Approve)

Current Claims of \$31,341.14; Payrolls 3336, 3337, and 3338, for a cumulative payroll total of \$66,255.00 Combined total of Current Claims and Payroll of \$97,596.14.

Item 10a should be considered as a separate item.

- 10a. Authorize Transfer of \$70,000.00 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to be reversed in December after the tax revenues have been received.

Presentation: Library Director

Recommendation: Approve by Motion

FINANCIAL REPORTS (Items 11 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 18 - 25)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 25 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for September, 1995. (Receive & File)
19. Personnel Report for September, 1995. (Receive, File, and Ratify Appointments)
20. Volunteer Report for September, 1995. (Receive & File)
21. Circulation Report for September, 1995. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Fiscal Year 1994-1995 Audit of Financial Transactions Management Letter and Fiscal Year 1994-1995 Audit of Financial Transactions. (Receive & File)
24. Annual Report of Financial Transactions of Special Districts, Fiscal Year 1994-1995. (Receive & File)
25. Fiscal Year 1994-1995 Audit of Financial Transactions and Minutes of the October 2, 1995, Annual Meeting of the Placentia Civic Center Authority Commission. (Receive & File)

CONTINUING BUSINESS

26. Orange County Bankruptcy Settlement Agreement.

Presentation: Library Director
Recommendation: Approve Settlement Agreement

NEW BUSINESS

27. Resoution 95-9 Establishing Placentia Library District of Orange County as an "Incorporating Agency" for the purpose of compliance with the Political Reform Act and the Model Conflict of Interest Code of the Fair Political Practices Commission.

Presentation: Library Director
Recommendation: Adopt Resolution 95-9

28. Resolution 95-10 by the Placentia Library District of Orange County Adopting and Incorporating the Operational Area Agreement of the County of Orange and Political Subdivisions.

Presentation: Library Director
Recommendation: Adopt Resolution 95-10

29. Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation; and authorize purchase electronic copy of the Placentia Library District cardholder database at a cost not to exceed \$1,000, to be paid from the County Exempt Fund.

Presentation: Library Director
Recommendation: Approve preparation of letter and authorize purchase from the County Exempt Fund

30. Authorization to Solicit Bids for Purchase, Lease Purchase, or Lease of Photocopiers.

Presentation: Library Director
Recommendation: Authorize Solicitation of Bids

STAFF REPORTS

31. Program Report for the Month of September, 1995. (Program Committee)
32. Children's Services Report for the Month of September, 1995. (Schneider)
33. Publicity Materials produced for the Month of September, 1995. (Willauer)
34. Placentia Library Literacy Services Report for the Month of September, 1995. (Matas)
35. Families for Literacy Project Report for the Month of September, 1995. (Walters)
36. Placentia Pride Committee Report for September, 1995. (Ammar)

ADJOURNMENT

37. Agenda Preparation for the November 21, 1995, Regular Meeting.

38. Review of Action Items.

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

39. Adjourn

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

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

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Oct 19 (Thur) Chamber Mixer, Corporate America, 5:30-7:30 P.M.
Oct 26 (Thur) Chamber Breakfast, Alta Vista Country Club, 7:15 A.M.
Nov 2 (Thur) Placentia Library Foundation Meeting, 11:30 A.M.
Nov 2-5 Friends of the Library Booksale
Nov 6 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 11-15 California Library Association Annual Conference, Santa Clara
Nov 17 Camp Library
Nov 21 (Tues) Library Board Meeting, 7:30 P.M.
Dec 4 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 19 (Tues) Library Board Meeting, 7:30 P.M.

1996

Jan 2 (Tues) Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 16 (Tues) Library Board Meeting, 7:30 P.M.
January 19-25 American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues) Library Board Meeting, 7:30 P.M.
Mar 4 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 17-20 NSFRE International Conference, Convention Center, Los Angeles
Mar 19 (Tues) Library Board Meeting, 7:30 P.M.
Mar 26-30 Public Library Association National Conference, Portland.
Apr 1 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-20 National Library Week
Apr 16 (Tues) Library Board Meeting, 7:30 P.M.
May 6 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 21 (Tues) Library Board Meeting, 7:30 P.M.
Jun 3 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 18 (Tues) Library Board Meeting, 7:30 P.M.
Jul 4-10 American Library Association Annual Conference, New York City
Jul 16 (Tues) Library Board Meeting, 7:30 P.M.
Aug 20 (Tues) Library Board Meeting, 7:30 P.M.
Sep 3 (Tues) Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 17 (Tues) Library Board Meeting, 7:30 P.M.
Oct 7 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 19, 1995**

CALL TO ORDER

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

ROLL CALL

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

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Senior Library Volunteer Paul Deputy; Library Volunteers Joan Fitzgerald, Mae Goldblum and Carl Westburg; and Special District Risk Management Authority representatives James W. Towns and Gene DeYoung.

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

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Evans, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of August 15, 1995 as presented.

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

**ORAL
COMMUNICATIONS**

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

**PRESENTATION OF
VOLUNTEER
CERTIFICATES**

President Dinsmore and Senior Library Volunteer Paul Deputy presented Certificates of Achievement to the following Volunteers: Joan Fitzgerald for 500 hours; Mae Goldblum for 300 hours; and Carl Westburg and Dr. Allan Schlichter for 200 hours volunteer service to the Library.

**ESTABLISH
RECORDS
RETENTION
POLICY**

It was moved by Secretary Stark, seconded by Trustee Masters that the Library Director be designated as the custodian of all records of the Placentia Library District; and that the following schedule for records retention be implemented:

| | |
|--|--------------|
| Board of Trustee Minutes, Agendas & Agenda Documents | Indefinitely |
| Audits | Indefinitely |
| Annual Reports to the State Library | Indefinitely |
| Annual Report of Financial Transactions to the State Auditor | Indefinitely |
| Personnel Records | Indefinitely |
| Monthly Financial Reports from the Orange County Auditor | Indefinitely |
| Bond Payment Records | Indefinitely |
| Pension Fund Annual Census and Report | Indefinitely |
| Library-published reports, studies, publications | Indefinitely |
| Insurance Policies | 10 Years |
| Payroll Records and Reports | 10 Years |
| Grant Reports | 10 Years |
| Grant Applications--funded | 10 Years |
| FPPC Conflict of Interest Statements for Staff | 7 Years |
| Grant Applications--unfunded | 5 Years |
| Library System printouts | 5 Years |
| Budget forms for Orange County Auditor | 5 Years |
| Checks | 5 Years |
| Bank Statements | 5 Years |
| Board Meeting Recordings | 3 Years |

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

**ESTABLISH
MILEAGE
REIMBURSEMENT
RATE POLICY**

It was moved by Trustee Evans, seconded by Trustee Masters to set the mileage reimbursement rate as the "Standard Mileage Rate" as authorized each year by the Internal Revenue Service.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 30 through 35: Program Report for Month of September, 1995; Children's Services Report for Month of September, 1995; Publicity Materials produced for the Month of September, 1995; Placentia Library Literacy Services Report for Month of September, 1995; Families for Literacy Project Report for the Month of September, 1995; and Placentia Pride Committee Report for Month of September, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:15 P.M.

Saundra M. Stark, Secretary



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: October 17, 1995
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, October 2, 1995. Trustee Al Shkoler and Library Director Elizabeth Minter attended the Meeting.

President Irot reported that the Book Store generated \$263.01 in sales between its opening on September 16 and the last September deposit on September 28. The Board requested that staff prepare a sign for the store and bookmarks. Library Director Minter reported that staff is still working on getting the cash register reprogrammed. Volunteers for daytime hours are still needed.

President Irot reported that the sorting area is being organized and that volunteers are needed to keep up with the influx of gift materials.

The Board discussed plans for the Semiannual Book Sale on November 2-5. Volunteers to help setup and work at the sale are still needed.

The Friends contributed \$250 to the Foundation General Fund to cover the costs of publishing the second issue of *Placentia Library Notations*.

The Board discussed selection of an author for the luncheon. It was agreed that the Library Director will contact Ciji Ware for assistance.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 17, 1995

| DATE | REPORT NO. | AMOUNT |
|----------|------------|-------------------|
| 09/26/95 | 3327 | \$9,549.17 |
| TOTAL | | <u>\$9,549.17</u> |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/26/95
REPORT NO 3327

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

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

| APPROVED CLAIMS | | | | | | | A C's Use Only |
|---|-------------------|------|--------------------------|---------------------|-------------|----------|----------------|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number |
| | | | | | | | SC |
| Special District Risk Management Authority 2400 Venture Oaks Way, STE 460 Sacramento, CA 95833-3291 | Sept. 25, 1995 | | 1100 | 00 | | 9,549.17 | |

The claims listed above (totaling \$ 9549.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

9,549.17

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

| <u>DATE</u> | <u>REPORT NO.</u> | <u>AMOUNT</u> |
|-------------|-------------------|-------------------|
| 09/28/95 | 3326 | \$4,366.71 |
| TOTAL | | <u>\$4,366.71</u> |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/28/95
REPORT NO 3326

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | Only |
|---|-------------------|------|--------------------------|---------------------|-------------|----------|----------------|------|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388 | Sept 7, 1995 | | | | | | | |
| | 253-0470 | | 0700 | 01 | | 140.28 | | |
| | Aug 7, 1995 | | | | | | | |
| | 253-0470 | | 0700 | 01 | | 139.72 | | |
| | Aug 4, 1995 | | | | | | | |
| 524-9784 | | 0700 | 01 | | 15.05 | | | |
| Aug 4, 1995 | | | | | | | | |
| 524-8408 | | 0700 | 01 | | | 24.97 | | |
| | | | | | | 320.02 | | |
| N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367 | September 1995 | | 0300 | 01 | | 1,999.72 | | |
| | October 1995 | | 0300 | 01 | | 2,046.97 | | |
| | | | | | | 4,046.69 | | |

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 4,366.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 October 17, 1995

| TYPE | REPORT NUMBER | AMOUNT |
|--------------------------|---------------|-----------|
| Immediately | 3328 | 1,169.47 |
| | 3329 | 1,294.70 |
| Subtotal for Immediately | | 2,464.17 |
| Regular | 3330 | 14,737.70 |
| | 3331 | 3,233.02 |
| | 3332 | 2,638.71 |
| | 3333 | 3,533.16 |
| | 3334 | 3,480.72 |
| | 3335 | 1,253.66 |
| Subtotal for Regular | | 28,876.97 |
| TOTAL CURRENT CLAIMS | | 31,341.14 |
| Payroll | 3336 | 22,085.00 |
| | 3337 | 22,085.00 |
| | 3338 | 22,085.00 |
| Subtotal for Payroll | | 66,255.00 |
| TOTAL | | 97,596.14 |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3328

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|---|--------------------------------|------|--------------------------|---------------------|-------------|------------------|-----------------|------|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc | Only |
| | | | | | | | Number | SC |
| N03646 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048 | Oct 26, 1995 | | 0300 | 00 | | 290.10 | | |
| N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179 | Sept 24, 1995 011958 | | 1800 | 00 | | 24.95 | | |
| N03650 Kinko's Customer Admin. Services P.O. Box 8033 Ventura, CA 93002-8033 | Oct 4, 1995 004002072282 | | 1800 | 00 | | 3.23 | | |
| | Oct 9 1995 004002072368 | | 1800 | 00 | | 15.95 | | |
| | Sept. 26, 1995 004002072129 | | 1800 | 00 | | 2.26 | | |
| | Sept 25, 1995 004002072110 | | 1800 | 00 | | 4.26 | | |
| | Oct. 10, 1995 004002072378 | | 1800 | 09 | | 22.63 48.33 | | |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388 | Sept 17, 1995 528-1906 | | 0700 | 00 | | 122.02 | | |
| | Sept 19, 1995 996-4983 | | 0700 | 01 | | 183.21 | | |
| | Sept 19, 1995 996-2865 | | 0700 | 01 | | 52.08 | | |
| | Sept 17, 1995 528-8236 | | 0700 | 01 | | 17.52 | | |
| | Sept 17, 1995 528-6022 | | 0700 | 08 | | 30.66 | | |
| N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306 | October, 1995 | | 0300 | 00 | | 400.60 400.60 | | |

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,169.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,169.47

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|--|--------------------------------------|------|--------------------------|---------------------|-------------|--------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670 | Sept 28, 1995 | | 2800 | 00 | | 309.69 | | |
| N03742-A MobileComm 101 South First Street STE 300 Burbank, CA 91502 | October 6, 1995 91215611095 | | 0700 | 00 | | 10.66 | | |
| N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192 | August 18, 1995 018 303 3566 001 | | 0700 | 00 | | 5.00 | | |
| | October 16, 1995 018 100 5312 001 | | 0700 | 00 | | 5.92 | | |
| | October 16, 1995 018 297 1115 001 | | 0700 | 00 | | 8.43 | | |
| | October 18, 1995 018 303 5366 001 | | 0700 | 00 | | 5.00 | | |
| | | | | | | | 24.35 | |
| N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670 | October 6, 1995 | | 1400 | 00 | | 950.00 | | |

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,294.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3330

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|--|--------------------|-----------|---------------|---------------------|-------------|------------------|----------------|------|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc | Only |
| | | | BS Acct | | | | Number | SC |
| N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670 | Sept. 11, 1995 | | 2800 | 00 | | 5,423.86 | | |
| | | 53362 | 1400 | 00 | | 1,663.49 | | |
| | October 5, 1995 | | 2800 | 00 | | 5,607.26 | | |
| | | 53387 | 1400 | 00 | | <u>1,399.63</u> | | |
| | | | | | | 14,094.24 | | |
| N01858 SmileMakers P.O. Box 2543 Spartanburg, SC 29304-9825 | September 14, 1995 | | 1800 | 00 | | 44.20 | | |
| | | 183903 | | | | | | |
| N01889 Connect, Inc. 515 Ellis Street Mt. View, CA 94043-2242 | July 31, 1995 | | 0700 | 07 | | 17.36 | | |
| | | 144950507 | | | | | | |
| | August 31, 1995 | | 0700 | 07 | | 12.87 | | |
| | | 144950508 | | | | | | |
| | Sept. 30, 1995 | | 0700 | 07 | | <u>11.42</u> | | |
| | | 144950509 | | | | 41.65 | | |
| N09134 Central Valley Video District 502 N. "E" Street Madera, CA 93638 | June 14, 1995 | | 1800 | 09 | | 363.33 | | |
| | | 001985 | | | | | | |
| N03655 Spicers Paper 1298 Bluegum Street Anaheim, CA 92805 | October 3, 1995 | | 1800 | 00 | | 47.19 | | |
| | | 601584 | | | | | | |
| | October 4, 1995 | | 1800 | 00 | | <u>72.73</u> | | |
| | | 603176 | | | | 119.92 | | |
| N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711 | September 29, 1995 | | 1900 | 00 | | 32.71 | | |
| | | | | | | | | |

The claims listed above (totaling \$ 14,737.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|---|-------------------|--------|--------------------------|---------------------|-------------|--------|-----------------|------|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc | Only |
| | | | | | | | Number | SC* |
| N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670 | October, 1995 | | 0300 | 00 | | 24.45 | | |
| | | | 1000 | 00 | | 27.23 | | |
| | | | 1800 | 00 | | 604.39 | | |
| | | | 1800 | 08 | | 13.91 | | |
| | | | 1800 | 09 | | 56.74 | | |
| | | | 1900 | 00 | | 100.00 | | |
| | | | 2700 | 01 | | 876.00 | | |
| | | | 2700 | 03 | | 275.00 | | |
| | | | 2700 | 07 | | 279.00 | | |
| | | | | | 2,256.72 | | | |
| N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705 | Sept. 28, 1995 | A21219 | 0700 | 05 | | 423.82 | | |
| N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630 | July 31, 1995 | 513501 | 0700 | 02 | | 264.08 | | |
| N03940 Gaylord Bros. Box 4901 Syracuse, NY 13221-4901 | Oct 2, 1995 | 5759 | 1800 | 00 | | 39.50 | | |
| N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694 | October, 1995 | | 0300 | 00 | | 213.90 | | |
| N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708 | October, 1995 | | 1900 | 00 | | 35.00 | | |

The claims listed above (totaling \$ 3,233.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3332

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|--|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N06566 Regency Lighting 16665 Arminta Street Van Nuys, CA 91406 | August 17, 1995 238999 | | 1000 | 00 | | 236.36 | | |
| N06569 Demco P.O. Box 7488 Madison, WI 53707-7488 | Sept. 12, 1995 349989 Sept 25, 1995 C52680 | | 1800 | 00 | | 141.24 -1.46 <u>139.78</u> | | |
| N06572 SPS Data Communications 419 S. Rennell Avenue San Dimas, CA 91733 | Oct 3, 1995 00010002 Oct 3, 1995 00010003 | | 1300 | 00 | | 290.11 <u>128.49</u> <u>418.60</u> | | |
| N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612 | Oct. 2, 1 1995 Verdoza | | 1900 | 00 | | 47.50 | | |
| N06965 Paychex P.O. Box 25159 Santa ana, CA 92799 | Sept. 28, 1995 19950928 | | 1900 | 00 | | 85.90 | | |
| N09110 Spacial Districts Workers Comp. Auth. 1030 - 15th Street, STE 300 Sacramento, CA 95814 | Sept, 13, 1995 Year End Balance 2nd Quarter | | 0350 | 00 | | 306.00 <u>1,391.00</u> <u>1,697.00</u> | | |
| N09212 Cheryl Willauer 411 E. Chapman Placentia, CA 92670 | August, 1995 | | 2700 | 01 | | 13.57 | | |

The claims listed above (totaling \$ 2,638.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3333

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

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

| APPROVED CLAIMS | | | | | | | A C's Use Only | |
|---|--|------|--------------------------|---------------------|-------------|-------------------------|----------------|-----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC, |
| Color Optic Literature Display Systems 2311 Thomas Street Hollywood, FL 33020 | Sept 12, 1995 3129 | | 1800 | 00 | | 122.63 | | |
| AMS Contracts 11 Chesterfield Mission Viejo, CA 92692 | Aug/Sept 2486 | | 1400 | 00 | | 448.00 | | |
| Educational Software Institute 4213 South 94th Street Omaha, NE 68127 | Sept 15, 1995 115117 | | 1800 | 08 | | 62.79 | | |
| PC Systems Design Corp. 3040 Saturn Street Brea, CA 92621 | Sept 16, 1995 125512 October 4, 1995 126355 | | 1300 | 00 | | 174.56 <u>110.00</u> | | |
| Custom Business Solutions, Inc. 8535 Stanton Ave. Buena Park, CA 90620 | Sept. 28, 1995 1350 | | 1800 | 00 | | 37.95 | | |
| SCALE School of Education Univ of North Carolina at Chapel Hill 140 1/2 E. Franklin Street Chapel Hill, NC 27599-3505 | August 22, 1995 Prepay of P.O. 5745 | | 1800 | 08 | | 58.00 | | |
| Ellison Educational Equipment] Box 8209 Newport Beach, CA 92658-8209 | Sept 29, 1995 291673 | | 1800 | 00 | | 778.27 | | |
| 3M Customer Service Attn: Angela Huston P.O. Box 33900 St. Paul, MN 55133-3900 | Aug. 1, 1995 QLF28573 | | 1300 | 00 | | 657.00 | | |
| C.L.A.S.S. 1671 The Alameda, STE 100 San Jose, CA 95126-2222 | Oct. 4, 1995 78077 | | 1800 | 00 | | 668.00 | | |
| Lowry Computer Products 7100 Whitmore Lake Road Brighton, MI 48116 | Sept 25, 1995 53681 | | 1800 | 00 | | 415.96 | | |

The claims listed above (totaling \$ 3,533.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3334

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

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

| APPROVED CLAIMS | | | | | | | A/C's Use Only | |
|---|--------------------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| N01945 Home Planners, Inc. 3275 West Ina Road, STE 110 Tucson, AZ 85741 | Sept 15, 1995 630492 | | 2400 | 01 | | 11.22 | | |
| N01962 Taylor Publishing Company 1550 West Mockingbird Dallas, TX 75235 | Sept 13, 1995 323923 | | 2400 | 01 | | 5.47 | | |
| | Sept. 26, 1995 381830 | | 2400 | 01 | | 9.97 | | |
| | Sept 22, 1995 362343 | | 2400 | 01 | | 9.97 | | |
| | Sept 20, 1995 345124 | | 2400 | 01 | | 6.47 | | |
| | | | | | | <u>31.88</u> | | |
| N03643 Recorded Books 270 Skipjack Road Prince Frederick, MD 20678 | Sept 22, 1995 350533 | | 2400 | 05 | | 11.90 | | |
| | Sept 22, 1995 350480 | | 2400 | 05 | | 315.35 | | |
| | | | | | | <u>327.35</u> | | |
| N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049 | Sept 11, 1995 J11 6066 | | 2400 | 01 | | 119.20 | | |
| | August 7, 1995 H06 C01403 S | | 2400 | 01 | | 94.50 | | |
| | | | | | | <u>213.70</u> | | |
| N03832 Books on Tape P.O. Box 7900 Newport Beach, CA 92658 | Sept 21, 1995 2075247M | | 2400 | 05 | | 160.49 | | |
| N03851 Reed Reference Publishing P.O. Box 7247-066 Philadelphia, PA 19170-0466 | Sept 22, 1995 617726 | | 2400 | 01 | | 517.81 | | |
| | Sept 30, 1995 731450 | | 2400 | 01 | | 359.68 | | |
| | | | | | | <u>877.49</u> | | |
| N06904 SIRS P.O. Box 2348 Boca Raton, FL 33427-2348 | Sept 8, 1995 299148 | | 2400 | 01 | | 1,346.88 | | |
| | Oct 21, 1995 297213 | | 2400 | 01 | | 511.81 | | |
| | | | | | | <u>1,858.69</u> | | |

The claims listed above (totaling \$ 3,480.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3335

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

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

| APPROVED CLAIMS | | | | | | | A C's Use Only | | |
|---|---|------------------------------|---------------|---------------------|-------------|---------|----------------|----|--|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc | | |
| | | | BS Acct | | | | Number | SC | |
| N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361 | Sept 29, 1995 23143344 | | 1800 | 00 | | 30.64 | | | |
| | Sept 25, 1995 23078789 | | 1800 | 00 | | 16.42 | | | |
| | August 8, 1995 22585330 | | 2400 | 01 | | 23.41 | | | |
| | August 15, 1995 22650763 | | 2400 | 01 | | 99.29 | | | |
| | Sept 15, 1995 22983272 | | 2400 | 01 | | 67.03 | | | |
| | Sept. 12, 1995 22931302 | | 2400 | 01 | | 17.42 | | | |
| | | 22931301 | | 2400 | 01 | | 65.51 | | |
| | Sept. 18, 1995 23000625 | | 2400 | 01 | | 19.65 | | | |
| | Sept. 27, 1995 23111417 | | 2400 | 01 | | 73.35 | | | |
| | October 3, 1995 23171250 | | 2400 | 01 | | 174.14 | | | |
| | Aug 22, 1995 22730255 | | 2400 | 01 | | 4.01 | | | |
| | | 22730254 | | 2400 | 01 | | 42.47 | | |
| | Sept 25, 1995 2CM62317 | | 2400 | 01 | | (42.71) | | | |
| | | | | | | 590.63 | | | |
| | N06667 Upstart P.O. Box 800 Fort Atkinson, WI 53538-0800 | Sept 22, 1995 3726512-001 | | 2400 | 01 | | 120.11 | | |
| N09111A EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901 | Sept 28, 1995 0109637 | | 2400 | 04 | | 454.85 | | | |
| N09178A Grolier Publishing Company P.O. Box 71049 Chicago, IL 60694-1049 | Sept. 21, 1995 291116 | | 2400 | 01 | | 88.07 | | | |

The claims listed above (totaling \$ 1,253.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3336

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

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

| APPROVED CLAIMS | | | | | | | A C's Use Only | |
|--|--|------|--------------------------|---------------------|-------------|-----------------------|----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | October 17, 1995 Pay #22 Oct. 13, 1995 Oct 26, 1995 | | 0100 | 00 | | 20,515.00 | | |
| | FICA | | 0200 | 00 | | 1,570.00 22,085.00 | | |
| PLEASE WIRE ON THURSDAY, OCTOBER 26, 1995 | | | | | | | | |

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3337

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|--|--|------|--------------------------|---------------------|-------------|------------------------------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | October 17, 1995 Pay #22 Oct. 27, 1995 Nov. 9, 1995 | | 0100 | 00 | | 20,515.00 | | |
| | FICA | | 0200 | 00 | | <u>1,570.00</u> 22,085.00 | | |
| PLEASE WIRE ON THURSDAY, NOVEMBER 9, 1995 | | | | | | | | |

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95
REPORT NO 3338

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

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

| APPROVED CLAIMS | | | | | | | A.C.'s Use Only | |
|--|-------------------------------|------|--------------------------|---------------------|-------------|------------------------------|-----------------|----|
| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358 | October 17, 1995 Pay #24 | | 0100 | 00 | | 20,515.00 | | |
| | Nov 10, 1995 Nov. 23, 1995 | | | | | | | |
| | FICA | | 0200 | 00 | | <u>1,570.00</u> 22,085.00 | | |
| PLEASE WIRE ON WEDNESDAY, NOVEMBER 22, 1995 | | | | | | | | |

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,085.00

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Claims and Payroll To Be Paid Before Tax Revenues Are Received

| Claim # | Date | Amount |
|---------------------|--------|-------------------------|
| 3319 | Sep 19 | 15,945.74 |
| 3320 | Sep 19 | 586.05 |
| 3321 | Sep 19 | 1,546.02 |
| 3322 | Sep 19 | 1,954.07 |
| 3323 | Sep 19 | 888.10 |
| 3325 | Oct 12 | 22,085.00 |
| 3326 | Sep 28 | 4,366.71 |
| 3328 | Oct 17 | 1,169.47 |
| 3329 | Oct 17 | 1,294.70 |
| 3330 | Oct 17 | 14,737.70 |
| 3331 | Oct 17 | 3,233.02 |
| 3332 | Oct 17 | 2,638.71 |
| 3333 | Oct 17 | 3,533.16 |
| 3334 | Oct 17 | 3,480.72 |
| 3335 | Oct 17 | 1,253.66 |
| 3336 | Oct 26 | 22,085.00 |
| 3337 | Nov 9 | 22,085.00 |
| 3338 | Nov 22 | 22,085.00 |
| November Expenses | | <u>30,000.00</u> |
| Total Claims | | 174,967.83 |
| Cash 9/30/95 | | 106,857.91 |
| Cash Deficit | | <u>68,109.92</u> |

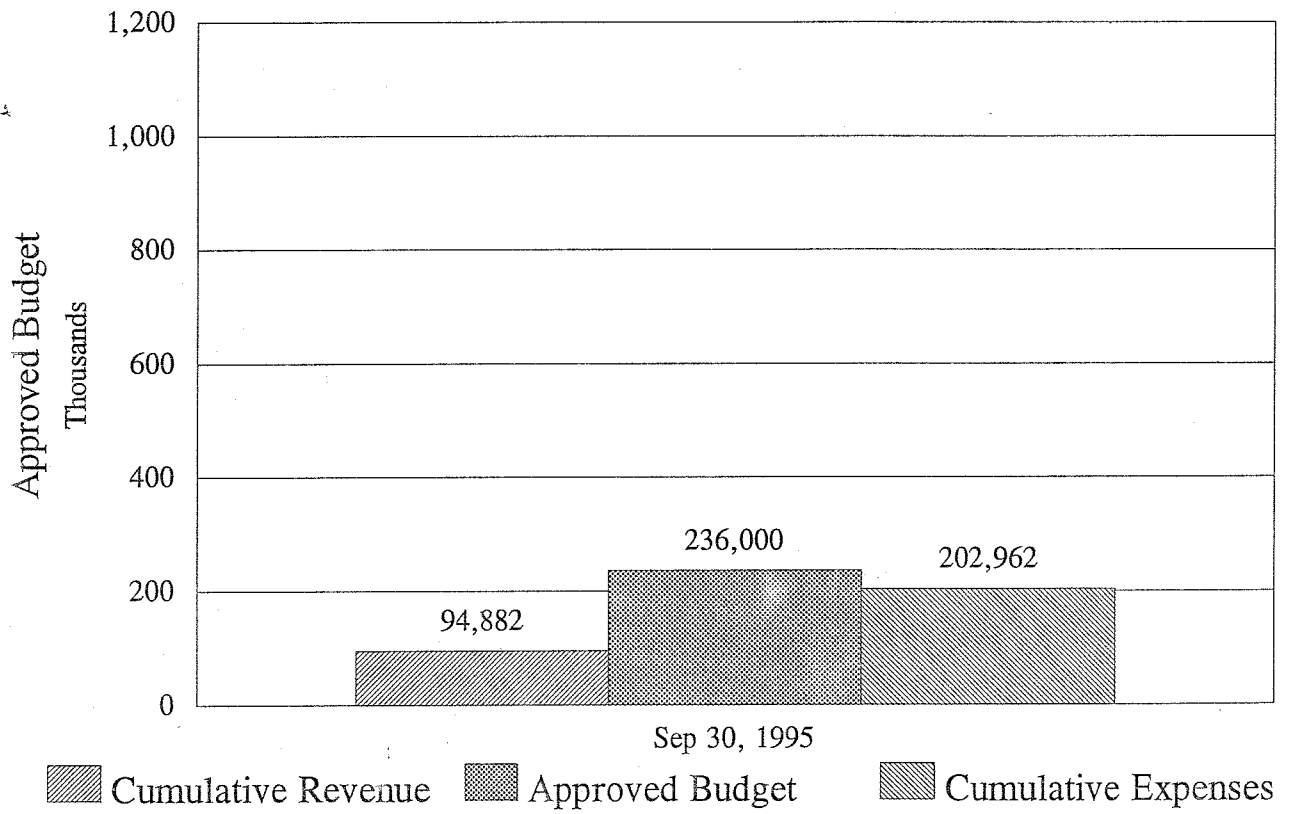
RECOMMENDATION:

Authorize transfer of \$70,000 from FUND 706 (Bond Redemption) to FUND 707 to be reversed in December after the tax revenues have been received.



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow



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

| OBJECT CODE | DESCRIPTION | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 SEP 1995 | FY1994-95 SEP 1994 | FY94 YTD % OF BUD |
|-------------|--|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 6210-00 | Prop. Taxes - current secured | 700,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6210-01 | Public Utility | 25,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6210-04 | Teeter Plan - current delinquent | 725,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | TOTAL PROP. TAXES - CURRENT SECURED | | | | | | |
| 6220 | PROP. TAXES - CURRENT UNSECURED | 50,000.00 | 40,060.75 | 39,701.89 | 0.00 | 39,701.89 | 80.12% |
| 6230-00 | Prop. Taxes - Prior Secured | 53,000.00 | 19,026.24 | (269.26) | 0.00 | 0.00 | |
| 6230-01 | Prior year's secured final apportionment | 0.00 | 3,448.47 | 7,532.49 | 3,448.47 | 0.00 | |
| 6230-02 | Secured prior years | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-03 | Tax deed land sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-04 | Teeter Plan buyout - FY1993-1994 only | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-10 | Release of impounds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-11 | (1994 ERAF Refund) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - PRIOR SECURED | 53,000.00 | 22,474.71 | 7,263.23 | 3,448.47 | 0.00 | 42.41% |
| 6240 | TOTAL PROP. TAXES PRIOR UNSECURED | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6250 | TAXES - SPECIAL DISTRICT AUGMENTATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6260 | PENALTIES & COSTS ON DELINQUENT TAXES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6280-00 | Property taxes current supplemental | 8,500.00 | 2,578.41 | 1,908.66 | 2,578.24 | 727.68 | 30.33% |
| 6280-01 | Final supplemental for prior years | 0.00 | 396.78 | 108.22 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT | 8,500.00 | 2,975.19 | 2,016.88 | 2,578.24 | 727.68 | |
| 6300 | PROP. TAXES SUPPLEMENTAL - PRIOR | 2,500.00 | 430.23 | 1,687.58 | 0.00 | 0.00 | 17.21% |
| 6540 | PENALTIES & COSTS ON DELINQUENT TAXES | 0.00 | 398.88 | | 0.00 | | |
| | TOTAL TAXES | 839,500.00 | 66,339.76 | 50,669.58 | 6,026.71 | 40,429.57 | 7.90% |
| 6610-00 | Interest | 25,000.00 | 6,462.46 | 6,722.46 | 0.00 | 6,722.46 | 25.85% |
| 6610-01 | Interest - old bond fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6610-23 | Interest on impounded taxes released | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL INTEREST | 25,000.00 | 6,462.46 | 6,722.46 | 0.00 | 6,722.46 | 25.85% |
| 6690 | STATE - HOMEOWNER PROP TAX RELIEF | 15,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-00 | State - ILL & Direct Loan Reimbursement | 19,000.00 | 5,326.14 | 0.00 | 3,889.60 | 0.00 | 28.03% |
| 6970-01 | State - CA Foundation Funds | 16,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-02 | State - CA Literacy Campaign | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-03 | State - Family Literacy | 20,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 50.00% |
| 6970-04 | State - Dept of Education 321 Grant | 10,000.00 | 0.00 | 3,294.00 | 0.00 | 3,294.00 | |
| 6970-05 | State - LSQA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 697-007 | State - Timber Yield Apport | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL STATE - OTHER GOVERNMENTAL | 75,000.00 | 15,326.14 | 3,294.00 | 3,889.60 | 3,294.00 | 20.43% |
| 7130-00 | BANKRUPTCY RECOVERY DISTRIBUTIONS | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7670-00 | LOCAL REVENUE | 34,000.00 | 6,753.93 | 4,651.63 | 4,799.43 | 2,097.66 | 19.86% |
| 7680 | 6-MONTH EXPIRED (OUTLAWED) CHECKS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7810 | TRANSFER FROM OTHER LIBRARY FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | FUND 707 TOTAL | 994,000.00 | 94,882.29 | 65,337.67 | 14,715.74 | 52,543.69 | 9.55% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 3071
(Prepared from the Orange County Auditor's Report)
October 17, 1995

| OBJECT CODE | DESCRIPTION | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 SEP 1995 | FY1994-95 SEP 1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 0100 | Salaries & Wages | 499,767.00 | 139,725.43 | 144,500.00 | 54,585.81 | 41,800.00 | 27.96% |
| 0200 | Retirement | 76,894.00 | 10,691.41 | 11,054.25 | 4,175.81 | 3,197.70 | 13.90% |
| | Health Insurance/Care America | 24,466.00 | 4,649.11 | 2,619.37 | 3,719.98 | 2,341.29 | 19.00% |
| | Long Term Disability | 2,730.00 | 635.47 | 415.34 | 207.67 | 0.00 | 23.28% |
| | Vision Service Plan | 1,615.00 | 312.18 | 271.78 | 115.10 | 135.89 | 19.33% |
| | Dental | 4,696.00 | 1,201.80 | 816.60 | 408.30 | 408.30 | 25.59% |
| 0300 | Total Employee Insurance | 33,507.00 | 6,798.56 | 4,123.09 | 4,423.83 | 2,885.48 | 20.29% |
| 0310 | Unemployment Insurance | 2,500.00 | 0.00 | 1,414.03 | 91.00 | 0.00 | 0.00% |
| 0350 | Workers Compensation - General | 7,750.00 | 0.00 | 0.00 | 966.00 | 0.00 | 0.00% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 620,418.00 | 157,215.40 | 161,091.37 | 64,242.45 | 47,883.18 | 25.34% |
| 0700-00 | Communications - Telephone | 3,500.00 | 230.38 | 510.35 | 281.81 | 11.71 | 6.58% |
| 0700-01 | Communications - Modem/Fax | 0.00 | 634.11 | 236.55 | 381.62 | 192.57 | |
| 0700-02 | Communications - Internet/Database | 0.00 | 39.60 | 25.95 | 56.62 | 0.00 | |
| 0700-05 | Communications - Cataloging & Acquisitions Vendor | 5,100.00 | 423.82 | 1,019.06 | 847.64 | 0.00 | |
| 0700-07 | Communications - 321 Grant | 0.00 | 31.29 | 0.00 | 31.76 | 0.00 | |
| 0700-08 | Communications - Adult Literacy | 950.00 | 47.62 | 89.36 | 63.81 | 62.64 | 5.01% |
| | Total Communications | 9,550.00 | 1,406.82 | 1,881.27 | 1,663.26 | 266.92 | 14.73% |
| 0900-00 | Food - General Fund | 100.00 | 35.00 | 0.00 | 58.65 | 0.00 | 35.00% |
| 0900-07 | Food - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-08 | Food - Adult Literacy | 0.00 | 0.00 | 30.43 | 0.00 | 0.00 | |
| 0900-09 | Food - Family Literacy | 0.00 | 0.00 | 0.00 | 13.38 | 0.00 | |
| | Total Food | 100.00 | 35.00 | 30.43 | 72.03 | 0.00 | 35.00% |
| 1000-00 | Household Expense | 4,500.00 | 904.05 | 690.89 | 0.00 | 0.00 | 20.09% |
| 1100-00 | Insurance | 18,500.00 | 9,549.17 | 0.00 | 0.00 | 0.00 | 51.62% |
| 1300-00 | Maintenance of Equipment - General Fund | 7,500.00 | 80.00 | 2,498.50 | 82.63 | 0.00 | 1.07% |
| 1300-07 | Maintenance of Equipment - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-08 | Maintenance of Equipment - Adult Literacy | 0.00 | 0.00 | 969.00 | 0.00 | 0.00 | |
| 1300-09 | Maintenance of Equipment - Family Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Maintenance of Equipment | 7,500.00 | 80.00 | 3,467.50 | 82.63 | 0.00 | 1.07% |

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

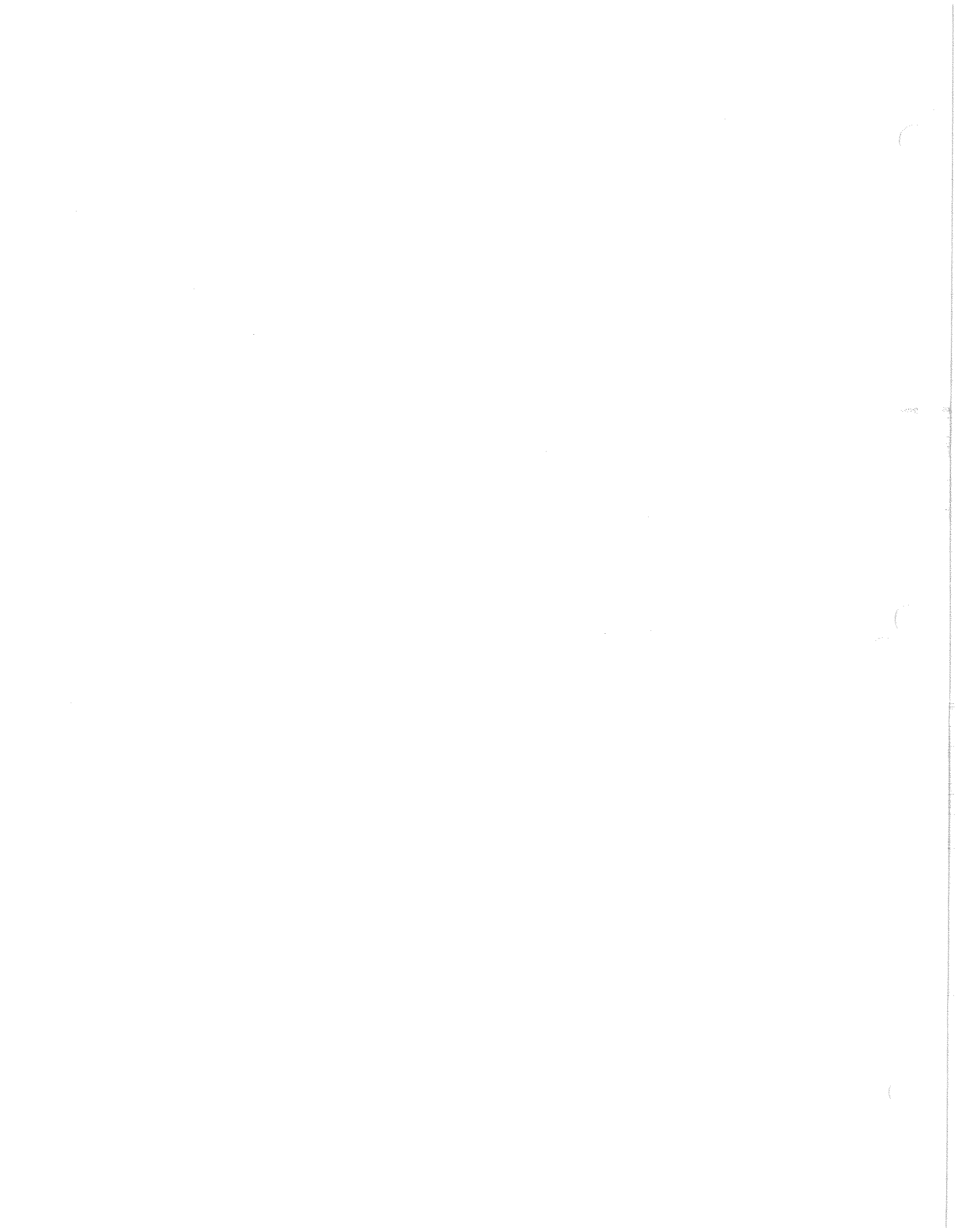
| OBJECT CODE | DESCRIPTION | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 SEP 1995 | FY1994-95 SEP 1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 1400-00 | HVAC | 3,600.00 | 2,169.74 | 117.42 | 234.84 | 0.00 | 60.27% |
| | Carpet Cleaning | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Groundskeeping, City of Placentia | 22,000.00 | 2,273.40 | 1,696.82 | 4,714.49 | 0.00 | 10.33% |
| | Plumbing | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Electrical | 1,500.00 | 540.00 | 626.00 | 0.00 | 0.00 | 36.00% |
| | Cleaning Service | 11,700.00 | 2,850.00 | 2,850.00 | 950.00 | 950.00 | 24.36% |
| | Locksmith | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Other | 500.00 | 4,831.00 | 1,989.48 | 0.00 | 1,814.48 | 966.20% |
| | Total Maintenance of Building & Grounds | 43,850.00 | 12,664.14 | 7,279.72 | 5,899.33 | 2,764.48 | 28.88% |
| 1600-00 | Memberships - General Fund | 3,000.00 | 0.00 | 50.00 | 64.65 | 0.00 | 0.00% |
| 1600-07 | Memberships - 321 Grant | 0.00 | 135.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1600-08 | Memberships - Adult Literacy | 0.00 | 0.00 | 135.00 | 0.00 | 0.00 | 0.00% |
| 1600-09 | Memberships - Family Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Memberships | 3,000.00 | 135.00 | 185.00 | 64.65 | 0.00 | 4.50% |
| 1700-00 | Miscellaneous Expense - General Fund | 0.00 | (702.50) | 0.00 | 702.50 | 0.00 | 0.00% |
| 1700-07 | Miscellaneous Expense - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1700-08 | Miscellaneous Expense - Adult Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1700-09 | Miscellaneous Expense - Family Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Miscellaneous Expense | 0.00 | (702.50) | 0.00 | 702.50 | 0.00 | 0.00% |
| | Library Supplies | 6,500.00 | 1,436.69 | 719.20 | 1,740.77 | 56.00 | 22.10% |
| | Printing | 9,000.00 | 46.00 | 479.95 | 1,643.38 | 367.32 | 0.51% |
| | EZ Copy - copy cards for sale to patrons | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Publications | 1,000.00 | 16.13 | 196.45 | 217.88 | 99.00 | 1.61% |
| | Paper | 900.00 | 0.00 | 231.21 | 112.18 | 231.21 | 0.00% |
| | Drinking Water Service | 325.00 | 74.85 | 74.85 | 24.95 | 24.95 | 23.03% |
| | Other Office Supplies | 5,500.00 | 717.92 | 266.45 | 1,460.27 | 0.00 | 13.05% |
| 1800-00 | Total Office Supply Expense - General Fund | 23,225.00 | 2,291.59 | 1,968.11 | 5,199.43 | 778.48 | 9.87% |
| 1800-07 | Literacy Dept Educ 321 Grant Supply Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Printing | 2,800.00 | 86.15 | 9.70 | 496.25 | 0.00 | 3.08% |
| | Publications | 0.00 | 47.05 | 1,523.16 | 480.00 | 0.00 | 0.00% |
| | Paper | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Other Office Supplies | 1,800.00 | 0.00 | 0.00 | 154.77 | 0.00 | 0.00% |
| 1800-08 | Total Adult Literacy Office Supply Expense | 4,650.00 | 133.20 | 1,532.86 | 1,131.02 | 0.00 | 2.86% |
| 1800-09 | Family Literacy Supply Expense | 4,800.00 | 216.05 | 1,389.72 | 3,960.12 | 0.00 | 4.50% |
| | Total Office Expense | 32,675.00 | 2,640.84 | 4,890.69 | 10,290.57 | 778.48 | 8.08% |

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

| OBJECT CODE | DESCRIPTION | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 SEP 1995 | FY1994-95 SEP 1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 1803-00 | Postage Expense - General Fund | 2,000.00 | 133.00 | 56.51 | 215.87 | (71.35) | 6.65% |
| 1803-04 | Postage Expense - LSCA II Grant | 0.00 | 0.00 | 19.95 | 0.00 | 0.00 | 0.00% |
| 1803-08 | Postage Expense - Adult Literacy | 700.00 | 0.00 | 36.54 | 32.00 | 0.00 | 0.00% |
| 1803-09 | Postage Expense - Family Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Postage Expense | 2,700.00 | 133.00 | 113.00 | 247.87 | (71.35) | 4.93% |
| | Care Resources (Employee Assistance) | 650.00 | 70.00 | 0.00 | 35.00 | 0.00 | 10.77% |
| | Pension Contribution & Operating Expenses | 5,500.00 | 675.52 | 2,862.14 | 0.00 | 2,145.00 | 12.28% |
| | Anaheim Library Automated System | 40,000.00 | 26.23 | 0.00 | 0.00 | 0.00 | 0.07% |
| | Clipping Service | 375.00 | 65.42 | 65.42 | 32.71 | 0.00 | 17.45% |
| | Tax Collection Services & Fees by Orange County | 250.00 | 96.57 | 138.85 | 0.00 | 60.10 | 38.63% |
| | Advertising | 400.00 | 0.00 | 0.00 | 25.00 | 0.00 | 0.00% |
| | Medical Exams | 525.00 | 47.50 | 190.00 | 0.00 | 0.00 | 9.05% |
| | Collection Services - Accounts Receivable | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Audit | 3,200.00 | 2,950.00 | 2,950.00 | 275.00 | 2,950.00 | 92.19% |
| | Payroll Preparation | 2,800.00 | 401.10 | 319.47 | 202.30 | 0.00 | 14.33% |
| | Election Expenses | 13,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Staff Training in Library | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Other (including OCIP Settlement Allocations) | 8,000.00 | 8.00 | 584.96 | 657.15 | 578.50 | 0.10% |
| 1900-00 | Total Specialized Services - General Fund | 75,200.00 | 4,340.34 | 7,110.84 | 1,227.16 | 5,733.60 | 5.77% |
| 1900-01 | Specialized Services - LSCA II Grant | 0.00 | 1,489.14 | 0.00 | 668.55 | 0.00 | |
| 1900-07 | Specialized Services - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-08 | Specialized Services - Adult Literacy | 1,200.00 | 0.00 | 900.00 | 663.07 | 0.00 | 0.00% |
| 1900-09 | Specialized Services - Family Literacy | 1,200.00 | 0.00 | 0.00 | 5,400.00 | 0.00 | 0.00% |
| 1900-18 | Tax Collection Services & Fees by Orange County | 2,500.00 | 100.15 | 99.25 | 7.49 | 99.25 | 4.01% |
| | Total Specialized Services | 80,100.00 | 5,929.63 | 8,110.09 | 7,966.27 | 5,832.85 | 7.40% |
| 2000-00 | Legal Notices - General Fund | 700.00 | 112.50 | 0.00 | 0.00 | 0.00 | 16.07% |
| 2000-01 | Legal Notices - LSCA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Legal Notices | 700.00 | 112.50 | 0.00 | 0.00 | 0.00 | 16.07% |
| 2100-00 | Rents/Leases-Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2200-00 | Semi-Annual Bond Payment | 35,900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2300-00 | Small Tools/Instruments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

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

| OBJECT CODE | DESCRIPTION | FY 1995-96 BUDGETED | FY 1995-96 YTD | FY 1994-95 YTD | FY 1995-96 SEP 1995 | FY 1994-95 SEP 1994 | FY 94 YTD % OF BUD |
|-------------|---|---------------------|----------------|----------------|---------------------|---------------------|--------------------|
| 2400-00 | Special Department Expense - Miscellaneous | 100.00 | 0.00 | 0.00 | 323.52 | 0.00 | 0.00% |
| 2400-01 | Special Department Expense - Books | 110,500.00 | 3,415.84 | 3,700.26 | 9,979.13 | 310.96 | 3.09% |
| 2400-02 | Special Department Expense - Video | 11,000.00 | 183.00 | 0.00 | 27.45 | 0.00 | 1.66% |
| 2400-03 | Special Department Expense - Electronic | 0.00 | 3,944.54 | 5,622.38 | (1,191.16) | 0.00 | -3.15% |
| 2400-04 | Special Department Expense - Periodicals | 15,500.00 | (488.33) | 1,138.66 | 152.99 | 8,068.46 | 0.00% |
| 2400-05 | Special Department Expense - Audio | 13,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2400-07 | Special Department Expense - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2400-08 | Special Department Expense - Adult Literacy | 500.00 | 0.00 | 554.66 | 0.00 | 0.00 | 0.00% |
| 2400-09 | Special Department Expense - Family Literacy | 500.00 | 0.00 | 0.00 | 2,513.40 | 0.00 | 0.00% |
| | Total Special Department Expense | 151,100.00 | 7,055.05 | 17,945.76 | 11,805.33 | 8,379.42 | 4.67% |
| 2600-00 | Transportation/Travel - General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-00 | Transportation/Travel - Meetings, Staff Out of Town | 7,500.00 | 423.82 | 150.50 | 93.00 | 29.50 | 5.65% |
| 2700-01 | Transportation/Travel - Meetings, Staff Local | 0.00 | 24.50 | 12.50 | 691.68 | 12.50 | |
| 2700-02 | Transportation/Travel - Meetings, Board Out of Town | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-03 | Transportation/Travel - Meetings, Board Local | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-04 | Transportation/Travel - Meetings, LSCA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-07 | Transportation/Travel - Meetings, 321 Grant | 0.00 | 0.00 | 0.00 | 839.56 | 0.00 | |
| 2700-08 | Transportation/Travel - Meetings - Adult Literacy | 850.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00% |
| 2700-09 | Transportation/Travel - Meetings - Family Literacy | 750.00 | 0.00 | 20.00 | 26.65 | 0.00 | 0.00% |
| | Total Transportation/Travel - Meetings | 9,100.00 | 448.32 | 189.00 | 1,650.89 | 42.00 | 4.93% |
| | Electricity | 58,000.00 | 4,618.99 | 5,636.36 | 7,340.70 | 0.00 | 7.96% |
| | Gas | 3,075.00 | 217.36 | 0.00 | 342.86 | 0.00 | 7.07% |
| | Water | 1,925.00 | 519.42 | 501.40 | 129.26 | 179.34 | 26.98% |
| 2800-00 | Total Utilities | 63,000.00 | 5,355.77 | 6,137.76 | 7,812.82 | 179.34 | 8.50% |
| | TOTAL SUPPLIES & SERVICES | 462,275.00 | 45,746.79 | 50,921.11 | 48,258.15 | 18,172.14 | 9.90% |
| 3700-00 | Taxes, Assessments (Sales Tax) | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-00 | Equipment - General Fund | 15,000.00 | 0.00 | 1,131.38 | 545.45 | 0.00 | |
| 4000-07 | Equipment - 321 Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-08 | Equipment - Adult Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-09 | Equipment - Family Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-11 | Equipment - County Assigned Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Equipment | 15,000.00 | 0.00 | 1,131.38 | 545.45 | 0.00 | 0.00% |
| 4200-00 | Structures/Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EQUIPMENT EXPENSE | 15,000.00 | 0.00 | 1,131.38 | 545.45 | 0.00 | 0.00% |
| 5600 | INVESTMENT POOL LOSS | 0.00 | 0.00 | 0.00 | 34,733.31 | 0.00 | 0.00 |
| | TOTAL EXPENSES | 1,097,993.00 | 202,962.19 | 213,143.86 | 147,779.36 | 66,055.32 | 18.48% |



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

September 1995

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 3,416.53 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |

CHECKBOOK BAL

3,416.53

E. M. Munt
10/9/95

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

September 1995

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 5,128.04 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |
| CHECKBOOK BAL | | | | 5,128.04 |

Edment
10/9/95

09/30/95

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1995

Page 1
Part 1 of 1 Parts

| | Total | 09/30/95 |
|-------------------------------------|-----------|-----------|
| Income | | |
| Cash Register-Audio Visual | 0.00 | 0.00 |
| Cash Register-Mis. | 16.75 | 16.75 |
| Cash Register-Fines | 1,570.24 | 1,570.24 |
| Cash Register-Damaged Items-Not in | 0.00 | 0.00 |
| Cash Register-Lost Items | 70.43 | 70.43 |
| 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 | 147.00 | 147.00 |
| Cash Register-Computer Rental | 5.00 | 5.00 |
| Typewriter Income | 0.00 | 0.00 |
| Telephone Income | 0.00 | 0.00 |
| Copy Machine Income | 0.00 | 0.00 |
| State Library Reimbursements | 1,436.54 | 1,436.54 |
| State Library Grants | 10,000.00 | 10,000.00 |
| State of California Foundation Fund | 0.00 | 0.00 |
| Other Grants | 0.00 | 0.00 |
| County Reimbursements | 944.94 | 944.94 |
| Interest Income - checking | 0.00 | 0.00 |
| Interest Income - savings | 0.00 | 0.00 |
| Miscellaneous Income | 0.00 | 0.00 |
| | ----- | ----- |
| Total Income | 14,190.90 | 14,190.90 |
| Cost of Sales | | |
| | ----- | ----- |
| Gross Profit (Loss) | 14,190.90 | 14,190.90 |
| Expenses | | |
| Transfers to County | 14,096.73 | 14,096.73 |
| Employee Insurance (030) | 0.00 | 0.00 |
| Food (0900) | 0.00 | 0.00 |
| Household Expenses (100) | 0.00 | 0.00 |
| Maintenance-Equip (130) | 0.00 | 0.00 |
| Maintenance-Bldg (140) | 0.00 | 0.00 |
| Memberships (160) | 0.00 | 0.00 |
| Office Expense (180) | 299.56 | 299.56 |
| Postage (183) | 0.00 | 0.00 |
| Prof. & Spec. Services (190) | 0.00 | 0.00 |
| Special Departmental Expense (240) | 0.00 | 0.00 |
| Transportation & Travel (270) | 112.00 | 112.00 |
| Utilities (280) | 0.00 | 0.00 |
| Equipment (400) | 0.00 | 0.00 |
| Taxes and Fees (370) | (4.70) | (4.70) |
| Funds in Transit | 0.00 | 0.00 |

09/30/95

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1995

Page 2
Part 1 of 1 Parts

| | Total | 09/30/95 |
|-------------------------|-----------------------------|-----------------------------|
| Total Expenses | ----- 14,503.59 ----- | ----- 14,503.59 ----- |
| Operating Income (Loss) | (312.69) | (312.69) |
| Other Income | | |
| Other Expenses | | |
| Net Income (Loss) | ----- (312.69) ===== | ----- (312.69) ===== |

09/30/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

| | 09/30/95 |
|---------------------------------------|------------------|
| Income | |
| Cash Register-Audio Visual | 0.00 |
| Cash Register-Mis. | 70.25 |
| Cash Register-Fines | 5,433.47 |
| Cash Register-Damaged Items-Not in Us | 0.00 |
| Cash Register-Lost Items | 603.33 |
| Cash Register-Copy Cards | 0.00 |
| Cash Register-Fax/Laminator | 0.00 |
| Cash Register-Childrens | 0.00 |
| Cash Register-Publications | 0.00 |
| Cash Register-Reserves | 396.74 |
| Cash Register-Computer Rental | 132.50 |
| Typewriter Income | 15.68 |
| Telephone Income | 45.86 |
| Copy Machine Income | 0.00 |
| State Library Reimbursements | 5,326.14 |
| State Library Grants | 10,000.00 |
| State of California Foundation Funds | 0.00 |
| Other Grants | 0.00 |
| County Reimbursements | 3,691.74 |
| Interest Income - checking | 5.20 |
| Interest Income - savings | 9.45 |
| Miscellaneous Income | 0.00 |
| | ----- |
| Total Income | 25,730.36 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 25,730.36 |
| Expenses | |
| Transfers to County | 22,929.99 |
| Employee Insurance (030) | 87.90 |
| Food (0900) | 34.32 |
| Household Expenses (100) | 12.19 |
| Maintenance-Equip (130) | 0.00 |
| Maintenance-Bldg (140) | 115.00 |
| Memberships (160) | 0.00 |
| Office Expense (180) | 1,159.59 |
| Postage (183) | 133.00 |
| Prof. & Spec. Services (190) | 100.00 |
| Special Departmental Expense (240) | (487.33) |
| Transportation & Travel (270) | 1,420.00 |
| Utilities (280) | (217.76) |
| Equipment (400) | 0.00 |
| Taxes and Fees (370) | (5.49) |
| Funds in Transit | 0.00 |

09/30/95

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

| | 09/30/95 |
|-------------------------|-----------------------------|
| Total Expenses | ----- 25,281.41 ----- |
| Operating Income (Loss) | 448.95 |
| Other Income | |
| Other Expenses | |
| Net Income (Loss) | ----- 448.95 ===== |

09/30/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 3
General Account

Page 1

| Check | Date | Payee | Amount |
|-------------------|-----------|-------------------------------|--------|
| 4151 | 09/05/95 | Smart & Final | 24.45 |
| | 0-5114-01 | Office Expense (180) | 24.45 |
| 4152 | 09/05/95 | Toys R Us | 31.74 |
| | 0-5114-01 | Office Expense (180) | 31.74 |
| 4153 | 09/05/95 | Egghead Software | 182.18 |
| | 0-5114-01 | Office Expense (180) | 182.18 |
| 4154 | 09/19/95 | Calif Literacy Confe | 100.00 |
| | 0-5122-01 | Transportation & Travel (270) | 100.00 |
| 4155 | 09/20/95 | Placentia Chamber Co | 12.00 |
| | 0-5122-01 | Transportation & Travel (270) | 12.00 |
| 4156 | 09/25/95 | Smart & Final | 13.91 |
| | 0-5114-01 | Office Expense (180) | 13.91 |
| 4157 | 09/25/95 | Tall Mouse | 47.28 |
| | 0-5114-01 | Office Expense (180) | 47.28 |
| Checkbook 1 Total | | | 411.56 |

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

September 1995

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 2,889.94 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |
| CHECKBOOK BAL | | | | 2,889.94 |

EDM
10/9/95

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Fund Petty Cash Checking Account

September 1995

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 3,602.17 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |
| CHECKBOOK BAL | | | | 3,602.17 |

EDM
10/9/95

09/30/95

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending September 30, 1995

Page 1
Part 1 of 1 Parts

| | Total | 09/30/95 |
|----------------------------|--------|----------|
| Income | | |
| Gifts Income | 0.00 | 0.00 |
| Tutor Training Income | 120.00 | 120.00 |
| Workshops Income | 0.00 | 0.00 |
| Book/Materials Income | 0.00 | 0.00 |
| Interest Income - checking | 2.95 | 2.95 |
| Interest Income - savings | 5.34 | 5.34 |
| Miscellaneous Income | 0.00 | 0.00 |
| Citizenship Tests (CASAS) | 24.00 | 24.00 |
| Citizenship Tests (CASAS) | 0.00 | 0.00 |
| Donations to Literacy | 0.00 | 0.00 |
| | ----- | ----- |
| Total Income | 152.29 | 152.29 |
| Cost of Sales | | |
| | ----- | ----- |
| Gross Profit (Loss) | 152.29 | 152.29 |
| Expenses | | |
| Refunds (not in use) | 0.00 | 0.00 |
| Travel Expense | 0.00 | 0.00 |
| Equipment Expense | 0.00 | 0.00 |
| Refreshments | 0.00 | 0.00 |
| Printing | 0.00 | 0.00 |
| LVA Expenses | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Tutor Training Materials | 0.00 | 0.00 |
| Bank Fees | 0.00 | 0.00 |
| | ----- | ----- |
| Total Expenses | 0.00 | 0.00 |
| Operating Income (Loss) | 152.29 | 152.29 |
| Other Income | | |
| Other Expenses | | |
| | ----- | ----- |
| Net Income (Loss) | 152.29 | 152.29 |
| | ===== | ===== |

09/30/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

| | 09/30/95 |
|----------------------------|----------|
| Income | |
| Gifts Income | 0.00 |
| Tutor Training Income | 120.00 |
| Workshops Income | 0.00 |
| Book/Materials Income | 0.00 |
| Interest Income - checking | 4.12 |
| Interest Income - savings | 27.67 |
| Miscellaneous Income | 0.00 |
| Citizenship Tests (CASAS) | 24.00 |
| Citizenship Tests (CASAS) | 0.00 |
| Donations to Literacy | 0.00 |
| | ----- |
| Total Income | 175.79 |
| Cost of Sales | ----- |
| Gross Profit (Loss) | 175.79 |
| Expenses | |
| Refunds (not in use) | 0.00 |
| Travel Expense | 0.00 |
| Equipment Expense | 0.00 |
| Refreshments | 0.00 |
| Printing | 0.00 |
| LVA Expenses | 0.00 |
| Miscellaneous | 0.00 |
| Tutor Training Materials | 0.00 |
| Bank Fees | 20.30 |
| | ----- |
| Total Expenses | 20.30 |
| | ----- |
| Operating Income (Loss) | 155.49 |
| Other Income | |
| Other Expenses | |
| | ----- |
| Net Income (Loss) | 155.49 |
| | ===== |

09/30/95

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

Page 1

For Fiscal Year 96, Period 3 through Fiscal Year 96, Period 3

Account Name

Total

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

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

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 8,437.30 |
| Checks Out | | | | |
| TOTALS | | 0.00 | 0.00 | |
| CHECKBOOK BAL | | | | 8,437.30 |

ESM
10/5/95

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

Prepared 10/9/95

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 3,980.42 |
| Checks Out | 972 | 55.00 | | |
| TOTALS | | 55.00 | 0.00 | |
| CHECKBOOK BAL | | | | 3,925.42 |

EDM
10/9/95

09/30/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1995

| | Total | 09/30/95 |
|-------------------------------------|----------|----------|
| Income | | |
| Cash Register-Copy Cards-Exempt Fun | 30.00 | 30.00 |
| Microfilm/Microfich Income | 0.00 | 0.00 |
| Meeting Room Income | 180.00 | 180.00 |
| Test Proctoring Income | 40.00 | 40.00 |
| Vending Machine Income | 0.00 | 0.00 |
| Debit Card Income | 79.00 | 79.00 |
| Friends Contributions | 0.00 | 0.00 |
| Gifts Income | 0.00 | 0.00 |
| Special Gifts (Non Library) | 0.00 | 0.00 |
| Children's Dept Income | 0.00 | 0.00 |
| Lobbyist Income | 0.00 | 0.00 |
| Interest Income - checking | 3.23 | 3.23 |
| Interest Income - savings | 15.61 | 15.61 |
| Miscellaneous Income | 0.00 | 0.00 |
| Gulf Arab Grant Income | 0.00 | 0.00 |
| Community Grant Income | 0.00 | 0.00 |
| | ----- | ----- |
| Total Income | 347.84 | 347.84 |
| Cost of Sales | | |
| | ----- | ----- |
| Gross Profit (Loss) | 347.84 | 347.84 |
| Expenses | | |
| Copy Cards Purchase | 0.00 | 0.00 |
| Vend. Mach.-Repay Capital Equip. | 0.00 | 0.00 |
| Vending Machine Supplies | 0.00 | 0.00 |
| Vending Machine Repairs | 0.00 | 0.00 |
| Bank Fees & Services Charges | 0.00 | 0.00 |
| Children's Summer Reading Program | 0.00 | 0.00 |
| Children's Camp Library | 0.00 | 0.00 |
| Children's-Other | 0.00 | 0.00 |
| Debit Card - Repay Capital Equip. | 0.00 | 0.00 |
| Friend's-Director's Fund | 0.00 | 0.00 |
| Friend's-Other Activities | 0.00 | 0.00 |
| Library Board Expenses | (300.14) | (300.14) |
| Meeting Room Upkeep Expenses | 55.00 | 55.00 |
| Gulf Arab Grant | 0.00 | 0.00 |
| Community Grant Expense | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| Lobbyist Expense | 0.00 | 0.00 |
| | ----- | ----- |
| Total Expenses | (245.14) | (245.14) |
| | ----- | ----- |
| Operating Income (Loss) | 592.98 | 592.98 |

09/30/95

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

Page 1
Part 1 of 1 Parts

| | 09/30/95 |
|--------------------------------------|----------|
| Income | |
| Cash Register-Copy Cards-Exempt Fund | 127.50 |
| Microfilm/Microfich Income | 0.00 |
| Meeting Room Income | 575.00 |
| Test Proctoring Income | 200.00 |
| Vending Machine Income | 0.00 |
| Debit Card Income | 188.00 |
| Friends Contributions | 0.00 |
| Gifts Income | 0.00 |
| Special Gifts (Non Library) | 0.00 |
| Children's Dept Income | 0.00 |
| Lobbyist Income | 0.00 |
| Interest Income - checking | 11.41 |
| Interest Income - savings | 45.61 |
| Miscellaneous Income | 0.00 |
| Gulf Arab Grant Income | 0.00 |
| Community Grant Income | 0.00 |
| | ----- |
| Total Income | 1,147.52 |
| Cost of Sales | |
| | ----- |
| Gross Profit (Loss) | 1,147.52 |
| Expenses | |
| Copy Cards Purchase | 0.00 |
| Vend. Mach.-Repay Capital Equip. | 0.00 |
| Vending Machine Supplies | 0.00 |
| Vending Machine Repairs | 0.00 |
| Bank Fees & Services Charges | 0.00 |
| Children's Summer Reading Program | 355.56 |
| Children's Camp Library | 0.00 |
| Children's-Other | 0.00 |
| Debit Card - Repay Capital Equip. | 160.00 |
| Friend's-Director's Fund | 0.00 |
| Friend's-Other Activities | 0.00 |
| Library Board Expenses | 314.57 |
| Meeting Room Upkeep Expenses | 255.94 |
| Gulf Arab Grant | 0.00 |
| Community Grant Expense | 0.00 |
| Miscellaneous | 0.00 |
| Lobbyist Expense | 0.00 |
| | ----- |
| Total Expenses | 1,086.07 |
| | ----- |
| Operating Income (Loss) | 61.45 |

09/30/95

Page 2

Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1995

| | Total | 09/30/95 |
|-------------------|---------------|---------------|
| Other Income | | |
| Other Expenses | | |
| Net Income (Loss) | <u>592.98</u> | <u>592.98</u> |

09/30/95

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

09/30/95

Other Income

Other Expenses

Net Income (Loss)

61.45
=====

09/30/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 96 Period 3
County Exempt

Page 1

| Check | Date | Payee | Amount |
|-------|----------|--|--------|
| 971 | 09/30/95 | VOID void | 0.00 |
| 972 | 09/20/95 | Emil's Cleaning | 55.00 |
| | | 0-5319-03 Meeting Room Upkeep Expenses | 55.00 |
| | | Checkbook 3 Total | 55.00 |

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

Prepared October 09, 1995

| | NUMBER | DEBITS | CREDITS | BALANCE |
|-------------------|--------|--------|---------|-----------|
| Statement Balance | | | | 29,593.21 |
| | 1720 | 83.34 | | |
| | 1729 | 69.45 | | |
| | 1753 | 105.28 | | |
| | 1761 | 279.46 | | |
| | 1762 | 28.86 | | |
| | TOTALS | 566.39 | | |
| Checkbook balance | | | | 29,026.82 |

C. Demitrow
10-8-95

09/30/95
Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending September 30, 1995

| | Total | 09/30/95 |
|-------------------------------|-----------|-----------|
| Income | | |
| Transfers from County | 44,170.00 | 44,170.00 |
| Interest Income-CD's | 0.00 | 0.00 |
| Interest-Savings-Landmark | 0.00 | 0.00 |
| Interest-Savings-B of A | 0.00 | 0.00 |
| Miscellaneous Income | 0.00 | 0.00 |
| | ----- | ----- |
| Total Income | 44,170.00 | 44,170.00 |
| Cost of Sales | ----- | ----- |
| Gross Profit (Loss) | 44,170.00 | 44,170.00 |
| Expenses | | |
| Salaries | 41,271.57 | 41,271.57 |
| Prepaid Salaries | 0.00 | 0.00 |
| Employee Benefits | 0.00 | 0.00 |
| Employer Payroll Taxes | 3,114.51 | 3,114.51 |
| Payroll Processing Fees | 0.00 | 0.00 |
| Bank Fees and Service Charges | 0.00 | 0.00 |
| Miscellaneous - Unknown | 0.00 | 0.00 |
| | ----- | ----- |
| Total Expenses | 44,386.08 | 44,386.08 |
| Operating Income (Loss) | (216.08) | (216.08) |
| Other Income | | |
| Other Expenses | ----- | ----- |
| Net Income (Loss) | (216.08) | (216.08) |
| | ===== | ===== |

09/30/95

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending September 30, 1995

Page 1
Part 1 of 1 Parts

| | 09/30/95 |
|-------------------------------|------------|
| Income | |
| Transfers from County | 149,024.12 |
| Interest Income-CD's | 0.00 |
| Interest-Savings-Landmark | 0.00 |
| Interest-Savings-B of A | 0.00 |
| Miscellaneous Income | 0.00 |
| | ----- |
| Total Income | 149,024.12 |
| Cost of Sales | ----- |
| Gross Profit (Loss) | 149,024.12 |
| Expenses | |
| Salaries | 119,708.39 |
| Prepaid Salaries | 0.00 |
| Employee Benefits | 0.00 |
| Employer Payroll Taxes | 9,016.68 |
| Payroll Processing Fees | 0.00 |
| Bank Fees and Service Charges | 0.00 |
| Miscellaneous - Unknown | 0.00 |
| | ----- |
| Total Expenses | 128,725.07 |
| Operating Income (Loss) | 20,299.05 |
| Other Income | |
| Other Expenses | ----- |
| Net Income (Loss) | 20,299.05 |
| | ===== |

09/30/95

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


Page 1

For Fiscal Year 96, Period 3 through Fiscal Year 96, Period 3

Account Name

Total

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

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: October 17, 1995
 SUBJECT: Acquisitions Report

Dollars Spent 9/1/95 to 9/30/95

| | |
|---------------------------|-------------------|
| Adult Continuations Print | \$119.20 |
| Adult Fiction | 536.29 |
| Adult Non-Fiction | 42.26 |
| Gifts | 312.03 |
| Total | \$1,009.78 |

Dollars Spent 7/1/95 to 9/30/95

| | |
|-----------------------------------|--------------------|
| Adult Continuations Print | \$821.60 |
| Adult Continuations Electronic | |
| Adult Fiction | 1,624.00 |
| Adult Non-Fiction | 1,701.49 |
| Adult Reference | 207.80 |
| Adult Audio | |
| Adult Video | 183.00 |
| Adult CD-ROMs | 18.59 |
| Juvenile Continuations Print | 94.50 |
| Juvenile Continuations Electronic | |
| Juvenile Fiction | |
| Juvenile Reference | |
| Juvenile Non-Fiction | 20.23 |
| Juvenile Audio | |
| Juvenile Video | |
| Juvenile CD-ROMs | |
| Gifts | 444.81 |
| Total | \$5,5116.02 |

Outstanding Orders:
 Regular Accounts
 Gift Accounts

Dollars Encumbered:
 \$1150.47
 1,310.19

Donated Items 7/1/95 to 10/7/95

| | | |
|-----------------|-----|------------|
| Adult Books | 168 | \$2,611.05 |
| Juvenile Books | 70 | 615.95 |
| Adult Videos | 25 | 560.00 |
| Juvenile Videos | 5 | 110.00 |
| Audio CDs | 34 | 575.00 |

(These figures do not include paperbacks.)

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

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

A summary of the current status is as follows:

| FY 1995-96 | # New Accounts Submitted | Total # Active Accounts | # Paid In Full Curr. Month | Amount Received Curr. Month | # Written Off Suspended Curr. Month |
|------------|--------------------------|-------------------------|----------------------------|-----------------------------|-------------------------------------|
| July | 30 | 88 | 12 | 668.46 | 7 |
| August | 24 | 67 | 14 | 671.67 | 24 |
| September | 22 | 58 | 18 | 759.81 | 13 |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| TOTAL YTD | 76 | 213 | 44 | 2,099.94 | 44 |

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 Oct 1995

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

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

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

| | MONTH TO DATE | | YEAR TO DATE | | INCEPTION TO DATE | |
|---|---------------|----------|--------------|-----------|-------------------|----------|
| | # | \$ | # | \$ | # | \$ |
| GROSS ASSIGNMENTS | 22 | 1,545.77 | 191 | 16,230.05 | 1157 | 77,041.4 |
| LESS: Mail Return*, Dispute, Bankrpt | 3 | 292.25 | 55 | 4,736.74 | 234 | 16,837.0 |
| NET ASSIGNMENTS | 19 | 1,253.52 | 136 | 11,493.31 | 923 | 60,204.4 |
| COLLECTED | | | | | | |
| Paid in Full | 2 | 130.29 | 19 | 1,564.12 | 277 | 14,131.1 |
| Settled in Full | 3 | 173.40 | 8 | 641.53 | 79 | 4,369.1 |
| Partial Payment | 10 | 348.85 | 40 | 1,073.56 | 180 | 8,178.7 |
| Resolved | 3 | 107.27 | 4 | 107.27 | 26 | 955.1 |
| TOTAL RECOVERED | 18 | 759.81 | 71 | 3,386.48 | 562 | 27,634.5 |

| Age of accounts when started | 0-30 | 31-60 | 61-90 | 91-120 | over 120 |
|------------------------------|----------|---------|----------|----------|----------|
| | 254 | 51 | 203 | 170 | 479 |
| | \$16,401 | \$3,489 | \$10,845 | \$11,728 | \$34,152 |

* Percentage of Mail Returns - 20.1 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

| PATIENT / DEBTOR | ACS # | DATE LAST PMT / CHG | DATE ASSIGNED | BALANCE OF ACCOUNT | STAT CODE | DEMAND # |
|------------------|-----------------|------------------------|------------------|-----------------------|--------------|-------------|
| | 566762 | 11/13/93 | 09/26/95 | 65.00 | A | 1 |
| | 26018052494913 | | AMT: 65.00 | | | |
| | 562819 | 03/14/95 | 07/17/95 | 25.00 | A,PP | 5 |
| | 26018053265080 | | AMT: 53.98 | | | |
| | 561878 | 03/11/95 | 06/28/95 | 25.00 | CC | 5 |
| | 26018053261428 | | AMT: 44.90 | | | |
| | 562854 | 06/13/94 | 07/17/95 | 141.60 | A | 5 |
| | 26018053225837 | | AMT: 141.60 | | | |
| | 564836 | 05/23/95 | 08/16/95 | 0.00 | SU,P | 1 |
| | 26053071119084 | | AMT: 69.25 | | | |
| | 563836 | 05/04/95 | 07/28/95 | 43.19 | A | 4 |
| | 26018053265494 | | AMT: 43.19 | | | |
| | 564835 | 04/30/95 | 08/16/95 | 78.95 | A | 3 |
| | 26019002933224 | | AMT: 78.95 | | | |
| | 562857 | 06/07/94 | 07/17/95 | 94.63 | A | 5 |
| | 26018053040608 | | AMT: 94.63 | | | |
| | 563550 | 03/29/95 | 07/27/95 | 64.60 | A | 4 |
| | 560 19 1554 | | AMT: 64.60 | | | |
| | 564508 | 05/22/95 | 08/15/95 | 0.00 | SF | 2 |
| | 26018053280964 | | AMT: 59.00 | | | |
| | 565026 | 06/10/95 | 08/18/95 | 55.85 | A | 2 |
| | 26018053283018 | | AMT: 55.85 | | | |
| | 564621 | 05/31/95 | 08/15/95 | 83.40 | A | 3 |
| | 260190533281426 | | AMT: 83.40 | | | |
| | 561698 | 07/09/94 | 06/26/95 | 70.00 | CC | 5 |
| | 26018053229565 | | AMT: 70.00 | | | |
| | 564833 | 06/06/95 | 08/16/95 | 41.40 | A,PP | 3 |
| | 26018052440130 | | AMT: 92.82 | | | |
| | 563582 | 03/01/95 | 07/27/95 | 70.60 | A | 4 |
| | 260190532146 | | AMT: 70.60 | | | |
| | 562814 | 04/24/95 | 07/17/95 | 116.35 | A | 5 |
| | 26019002053981 | | AMT: 116.35 | | | |
| | 566759 | 06/26/95 | 09/26/95 | 59.65 | A | 1 |
| | 26018053272318 | | AMT: 59.65 | | | |
| | 566811 | 06/26/95 | 09/27/95 | 84.80 | A | 1 |
| | 26018053286300 | | AMT: 84.80 | | | |
| | 566808 | 07/23/95 | 09/27/95 | 96.92 | A | 1 |
| | 26018053238111 | | AMT: 96.92 | | | |
| | 564618 | 06/06/95 | 08/15/95 | 61.97 | SU | 1 |
| | 26018053231223 | | AMT: 61.97 | | | |

| | | | | | |
|----------------|----------|-------------|--------|------|---|
| 561622 | 03/28/95 | 06/23/95 | 73.20 | CC | 5 |
| 26019005171806 | | AMT: 73.20 | | | |
| 562867 | 03/20/95 | 07/17/95 | 69.95 | A,PP | 5 |
| 26018053214997 | | AMT: 92.54 | | | |
| 561877 | 07/07/94 | 06/28/95 | 93.86 | CC | 5 |
| 26018053229334 | | AMT: 93.86 | | | |
| 565028 | 05/31/95 | 08/18/95 | 0.00 | SF | 1 |
| 26018052351318 | | AMT: 98.40 | | | |
| 566274 | 07/19/95 | 09/13/95 | 77.00 | A | 1 |
| 26018053228070 | | AMT: 77.00 | | | |
| 566765 | 10/18/93 | 09/26/95 | 65.90 | A | 1 |
| 26018053123206 | | AMT: 65.90 | | | |
| 566758 | 06/26/95 | 09/26/95 | 35.00 | A,PP | 1 |
| 26018053284875 | | AMT: 58.90 | | | |
| 566810 | 04/28/94 | 09/27/95 | 70.06 | A | 1 |
| 26019004630778 | | AMT: 70.06 | | | |
| 565030 | 11/28/94 | 08/18/95 | 58.94 | A | 2 |
| 26019004461216 | | AMT: 58.94 | | | |
| 563835 | 05/06/95 | 07/28/95 | 51.95 | A | 4 |
| 26053070898902 | | AMT: 51.95 | | | |
| 562181 | 09/22/92 | 07/06/95 | 0.00 | PF | 4 |
| 26018053059509 | | AMT: 65.64 | | | |
| 564507 | 06/01/95 | 08/15/95 | 58.06 | A | 3 |
| 26018053280295 | | AMT: 58.06 | | | |
| 566761 | 03/08/95 | 09/26/95 | 70.03 | A | 1 |
| 26019003978681 | | AMT: 70.03 | | | |
| 561675 | 12/07/94 | 06/26/95 | 68.85 | CC | 5 |
| 26018053249944 | | AMT: 68.85 | | | |
| 564620 | 06/05/95 | 08/15/95 | 59.35 | A,PP | |
| 26018053078871 | | AMT: 80.91 | | | |
| 563444 | 07/16/94 | 07/25/95 | 140.43 | A | 4 |
| 26018053201192 | | AMT: 140.43 | | | |
| 566812 | 07/17/93 | 09/27/95 | 69.95 | A | 1 |
| 26018053120210 | | AMT: 69.95 | | | |
| 561879 | 04/02/95 | 06/28/95 | 61.91 | CC | 5 |
| 26019004384533 | | AMT: 61.91 | | | |
| 566754 | 06/26/95 | 09/26/95 | 76.15 | A | 1 |
| 26018053242329 | | AMT: 76.15 | | | |
| 561678 | 01/05/95 | 06/26/95 | 72.80 | CC | 5 |
| 26019004283081 | | AMT: 72.80 | | | |
| 566276 | 07/03/95 | 09/13/95 | 99.20 | A | 1 |
| 26053071074586 | | AMT: 99.20 | | | |
| 561672 | 01/14/95 | 06/26/95 | 68.85 | CC | 5 |
| 26018052599752 | | AMT: 68.85 | | | |
| 564504 | 11/02/93 | 08/15/95 | 65.00 | A,PP | 3 |
| 26018053106169 | | AMT: 69.95 | | | |
| 562849 | 03/29/95 | 07/17/95 | 215.35 | A | 5 |
| 26019004713673 | | AMT: 215.35 | | | |
| 566281 | 07/24/95 | 09/13/95 | 0.00 | A,PP | 1 |
| 26053071122005 | | AMT: 109.00 | | | |
| 566760 | 04/05/94 | 09/26/95 | 58.85 | A | 1 |
| 26053070693824 | | AMT: 58.85 | | | |
| 566763 | 05/08/95 | 09/26/95 | 80.35 | A | 1 |
| 26018053110450 | | AMT: 80.35 | | | |
| 562184 | 08/29/94 | 07/06/95 | 45.00 | A,PP | 5 |
| 26018052507144 | | AMT: 66.63 | | | |

| | | | | | |
|----------------|----------|-------------|--------|------|---|
| 563445 | 04/02/94 | 07/25/95 | 100.95 | A | 4 |
| 26018053201630 | | AMT: 100.95 | | | |
| 565029 | 01/29/95 | 08/18/95 | 0.00 | PF | 1 |
| 26053070643381 | | AMT: 66.60 | | | |
| 564503 | 11/08/93 | 08/15/95 | 47.80 | A | 3 |
| 26053070815302 | | AMT: 47.80 | | | |
| 562186 | 10/04/94 | 07/06/95 | 44.85 | A | 5 |
| 26018053238897 | | AMT: 44.85 | | | |
| 563448 | 05/03/95 | 07/25/95 | 139.13 | A | 4 |
| 26018053244184 | | AMT: 139.13 | | | |
| 566277 | 06/07/95 | 09/13/95 | 55.54 | A | 1 |
| 26053071133242 | | AMT: 55.54 | | | |
| 563837 | 05/30/95 | 07/28/95 | 166.79 | A | 4 |
| 26018053275170 | | AMT: 166.79 | | | |
| 566279 | 06/02/95 | 09/13/95 | 55.00 | A | 1 |
| 26053071077662 | | AMT: 55.00 | | | |
| 561623 | 04/24/95 | 06/23/95 | 55.70 | CC | 5 |
| 26019004601175 | | AMT: 55.70 | | | |
| 564834 | 08/08/94 | 08/16/95 | 84.80 | A | 3 |
| 26018053194827 | | AMT: 84.80 | | | |
| 562187 | 08/10/94 | 07/06/95 | 197.80 | A | 5 |
| 26018053215580 | | AMT: 197.80 | | | |
| 566764 | 05/08/95 | 09/26/95 | 51.00 | A | 1 |
| 2018053111748 | | AMT: 51.00 | | | |
| 561621 | 03/16/93 | 06/23/95 | 92.90 | CC | 5 |
| 26019003265006 | | AMT: 92.90 | | | |
| 563838 | 05/18/95 | 07/28/95 | 87.33 | A | 4 |
| 26019004980579 | | AMT: 87.33 | | | |
| 561619 | 10/19/93 | 06/23/95 | 71.45 | CC | 5 |
| 26018053195428 | | AMT: 71.45 | | | |
| 563581 | 05/08/95 | 07/27/95 | 46.95 | A,PP | 4 |
| 26018053159259 | | AMT: 69.90 | | | |
| 564615 | 05/20/95 | 08/15/95 | 82.45 | A | 3 |
| 26018053280808 | | AMT: 82.45 | | | |
| 562816 | 04/03/95 | 07/17/95 | 135.00 | A,PP | 5 |
| 26019004713426 | | AMT: 205.89 | | | |
| 564832 | 06/06/95 | 08/16/95 | 97.74 | A | 3 |
| 26018052779081 | | AMT: 97.74 | | | |
| 561694 | 09/24/94 | 06/26/95 | 68.95 | CC | 5 |
| 26018053240380 | | AMT: 68.95 | | | |
| 565027 | 05/16/95 | 08/18/95 | 73.09 | A | 2 |
| 26018053280360 | | AMT: 73.09 | | | |
| 566757 | 06/28/95 | 09/26/95 | 50.00 | A | 1 |
| 26018053286466 | | AMT: 47.95 | | | |
| 566280 | 06/04/95 | 09/13/95 | 49.92 | A | 1 |
| 26018053209518 | | AMT: 49.92 | | | |
| 561687 | 12/17/92 | 06/26/95 | 112.95 | MR | 5 |
| 26019004351367 | | AMT: 112.95 | | | |
| 563447 | 04/02/95 | 07/25/95 | 118.90 | MR | 2 |
| 26018053223188 | | AMT: 118.90 | | | |
| 566753 | 07/20/95 | 09/26/95 | 59.20 | A | 1 |
| 26018053221760 | | AMT: 59.20 | | | |
| 564505 | 05/31/95 | 08/15/95 | 45.30 | SU,P | 2 |
| 26018053215028 | | AMT: 52.45 | | | |
| 560445 | 03/01/95 | 06/06/95 | 35.95 | CC | 5 |
| 26019005166673 | | AMT: 35.95 | | | |

| | | | | | |
|----------------|----------|-------------|--------|----|---|
| 563834 | 05/30/95 | 07/28/95 | 53.04 | A | 4 |
| 26018053253276 | | AMT: 53.04 | | | |
| 564616 | 05/27/95 | 08/15/95 | 95.82 | A | 3 |
| 26018053281202 | | AMT: 95.82 | | | |
| 566809 | 07/20/95 | 09/27/95 | 83.35 | A | 1 |
| 26018053294379 | | AMT: 83.35 | | | |
| 563443 | 04/26/95 | 07/25/95 | 134.09 | A | 4 |
| 26053070998785 | | AMT: 134.09 | | | |
| 561700 | 07/14/94 | 06/26/95 | 60.40 | MR | 5 |
| 26018053220499 | | AMT: 60.40 | | | |

TOTAL STILL ON SYSTEM :

5,839.04

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: October 17, 1995
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR SEPTEMBER, 1995

SUMMARY OF ACCOUNTS SEPTEMBER 1-30, 1995

| | | | |
|--------------------------------|-------------------|----------------|------------------|
| Beginning Balance 9/01/95 | | | \$ 56.00 |
| | <u>Income</u> | <u>Expend.</u> | |
| Total Deposits | \$ 79.00 | | |
| Total Materials & Supplies | | 0.00 | |
| Total Repairs | | 0.00 | |
| Debit Card System Loan Payback | <u> </u> | <u>0.00</u> | |
| | \$ 79.00 | \$ 0.00 | |
| Ending Balance 09/30/95 | | | <u>\$ 135.00</u> |

SUMMARY OF LOAN PAYBACK

| | |
|---------------------------------|--------------------|
| Original Loan Amount (07/01/94) | \$ 11,008.20 |
| Payback Balance 08/31/95 | 9,386.20 |
| September Payment | <u>0.00</u> |
| Balance 09/30/95 | <u>\$ 9,386.20</u> |

Prepared by: Charlene Dumitru

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

The following cash gifts to Placentia Library District were received through October 10, 1995

Donations to Adopt-a-Book program:

| <u>Name</u> | <u>Amount</u> |
|--|---------------|
| Mary Ann Amemiya-Vinson | 50.00 |
| Deane Cassidy | 25.00 |
| Mary and Leland Castner | 50.00 |
| Jennifer and Gary Cattelino | 50.00 |
| Linda and Richard Chalcraft | 25.00 |
| Wendy Ciulik | 50.00 |
| Margaret F. Coston | 15.00 |
| Laura Curran | 25.00 |
| Sue and Bob D'Amato | 100.00 |
| Viola Dent | 15.00 |
| Lawrence A. Doeling | 10.00 |
| Harriett Fahy | 50.00 |
| Bess Farkas | 50.00 |
| Joanne and Bill Gallagher | 100.00 |
| Dale Goodman | 5.00 |
| Marie and Bruce Groff | 50.00 |
| Sue and Pat Hartmann | 25.00 |
| Barbara and Ed Hemmerling | 50.00 |
| Patricia R. Jertberg | 25.00 |
| Lois Jones | 25.00 |
| Kim Kahrilas | 50.00 |
| Margaret Kendrick in honor of Margaret V. Dinsmore | 50.00 |
| Arline Kennedy | 100.00 |
| Nancy Kennedy | 50.00 |
| Maureen and Daniel Lantz in memory of Albert D. Hammel | 25.00 |
| Kaye Lennon | 25.00 |
| Doris Libbea | 25.00 |
| Howard Longballa | 15.00 |
| Helen and Bob Matteson | 15.00 |
| Dennis O'Hern | 25.00 |
| Jeanne and Bob Olson | 100.00 |
| Vera and Jacob Paperman | 50.00 |
| Florence E. Purdy | 100.00 |

| | |
|---|--------|
| Joanne Rains | 25.00 |
| Sue Rheinschild | 50.00 |
| Joyce R. Rosenthan in memory of Richard and Rachel Kemmel | 50.00 |
| Shirley and Allen Schlichter | 25.00 |
| Dennis J. Spiro, O.D., Ph.D. | 100.00 |
| Audrey and Bill Snow | 50.00 |
| John and Clairee Tynes | 25.00 |
| Evelyn B. Van Gelder | 25.00 |
| Mr. & Mrs. J. C. Wang | 25.00 |
| Velda and Ed Wittstock | 25.00 |
| Amount received through donation box | 47.90 |

Total of Adopt-a-Book Donations **\$ 1,782.90**


Donations to Placentia Library Foundation Operations Fund:

Al Penry **\$250.00**

Total Foundation Operating Expenses Donations: **\$ 250.00**

TOTAL CASH DONATIONS
Through October 10, 1995 **\$ 2,122.90**

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: October 17, 1995
SUBJECT: BUILDING MAINTENANCE REPORT FOR SEPTEMBER, 1995

1. **Air Conditioning** - Replacement of motor in HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Automatic Doors** - Repaired after damage done by patron. See attached report.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: October 5, 1995
SUBJECT: **Power failure, damage to electric doors.**

At approximately 11:30 a.m. on Thursday October 5, 1995 there was a brief power failure, everything came back to normal after a few seconds.

About fifteen minutes later there was another failure, this time it lasted for about fifteen minutes during which time the auxiliary lights came on and patrons went on with using the library without any complaints. One patron, however forced his way out the automatic doors causing a magnetic strip to fall off and the door to be out of order.

Peggy got in touch with the company and they tried to help her reset the "eye" over the phone. That enabled the door to lock but not to function properly. The repairman was asked to come and fix it because we did not feel that it was completely secure and safe to be left in this condition over night.

The repairman came at 5:15 and was able to repair it immediately. He was given a purchase order and the paper work was signed.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: October 17, 1995
SUBJECT: PERSONNEL REPORT FOR SEPTEMBER, 1995

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:


Girard Conn, Clerk I - Circulation, increase in hours from 32 to 40 per week.

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator 

DATE: October 17, 1995

SUBJECT: Volunteer Report for the Month of September 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR | FY 95-96 September | FY 95-96 YTD | Starting Dates | Cumulative Totals |
|--------------------|-----------------------|-----------------|-------------------|----------------------|
| Covington, Darlene | 12.50 | 73.75 | 3/95 | 144.75 |
| Deputy, Paul | 48.50 | 173.25 | 7/82 | 5475.75 |
| Farris, John | 3.00 | 35.25 | 1/94 | 174.75 |
| Fitzgerald, Joan | 24.25 | 77.50 | 10/93 | 553.50 |
| Goldbaum, Mae | 3.25 | 3.25 | 7/88 | 295.25 |
| Joseph, Courtney | 6.50 | 29.50 | | 93.00 |
| Marquardt, Melvin | 7.50 | 0.00 | 9/95 | 7.50 |
| Moore, Susan | 0.00 | 6.25 | 8/95 | 6.25 |
| Nakamoto, Blanca | 0.00 | 0.00 | 10/94 | 88.50 |
| Redinbo, Sandy | 0.00 | 0.00 | 10/94 | 55.50 |
| Reynolds, Penny | 4.00 | 0.00 | 9/95 | 4.00 |
| Rice, Sharon | 0.00 | 25.50 | 4/95 | 93.75 |
| Robinson, Marcia | 7.75 | 14.75 | 9/95 | 22.50 |
| Schlichter, Allan | 8.00 | 16.00 | 10/93 | 211.25 |
| Shaw, Dixie | 7.00 | 9.75 | 5/94 | 46.00 |
| Shkoler, Al | 0.00 | 0.00 | | 53.50 |
| Stark, Sandra | 3.50 | 3.50 | | 7.25 |
| Tapia, Gerald | 2.00 | 4.50 | 6/95 | 7.00 |
| Westberg, Carl | 9.25 | 49.75 | 9/93 | 292.50 |
| J.T.P.A. | 0.00 | 0.00 | | |
| S.T.E.P. | 78.00 | 174.00 | | |
| TOTALS | 225.00 | 696.50 | | 7,632.50 |

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

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

TEMPORARY VOLUNTEERS

| | FY95-96 September | FY95-96 YTD |
|-----------------------|----------------------|----------------|
| Ashbough, Amanda | 0.00 | 15.50 |
| Bone, Shawanda | 10.25 | 14.25 |
| Capris, Marcelle | 0.00 | 1.50 |
| Chang, Michael | 0.00 | 13.00 |
| Chao, Christine | 0.00 | 9.50 |
| Chao, Hanna | 6.00 | 64.00 |
| Chao, Sunny | 15.00 | 15.00 |
| Chiu, Robert | 1.50 | 143.50 |
| Deeble, Blake | 24.50 | 24.50 |
| Ekelund, Lindsey | 0.00 | 34.50 |
| Gunewardane, Sharlini | 0.00 | 42.50 |
| Harnett, Tom | 10.25 | 24.50 |
| Kang, Jin | 0.00 | 27.75 |
| Knutson, Andrea | 0.00 | 5.25 |
| Meiners, Christie | 6.00 | 6.00 |
| Meshreky, Mary | 0.00 | 9.50 |
| Nunn, Dennis | 0.00 | 55.75 |
| Pirayev, Odette | 2.00 | 38.50 |
| Rahman, Shayan | 0.00 | 13.75 |
| Theodros, Rahcel | 9.50 | 9.50 |
| Valdivia, Jason | 6.5 | 23.25 |
| Vo, Tai | 6.00 | 6.00 |
| Wagner, Vella | 0.00 | 0.00 |
| Wang, Suching | 3.50 | 3.50 |
| Yada, Julie | 2.75 | 16.00 |
| Yang, Denny | 25.50 | 68.75 |
| TOTAL | 129.25 | 685.75 |

LVA VOLUNTEERS

| | |
|------------------------------|---------------|
| Literacy Volunteer Hours | 377.50 |
| TOTAL VOLUNTEER HOURS | 731.75 |

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

| | Regular/Temp. Volunteers | | Literacy Volunteers | |
|-----------|--------------------------|---------|---------------------|---------|
| | FY94/95 | FY95/96 | FY94/95 | FY95/96 |
| January | 609.75 | 362.75 | 481.00 | 523.00 |
| February | 455.00 | 511.50 | 680.50 | 509.00 |
| March | 654.00 | 437.50 | 654.00 | 509.00 |
| April | 352.00 | 554.25 | 603.50 | 467.00 |
| May | 362.50 | 406.25 | 530.50 | 546.50 |
| June | 383.50 | 386.75 | 479.00 | 297.00 |
| July | 572.25 | 433.00 | 698.50 | 423.00 |
| August | 506.25 | 573.00 | 488.50 | 333.50 |
| September | 148.75 | 354.25 | 568.50 | 377.50 |
| October | 264.75 | | 708.50 | |
| November | 248.75 | | 563.00 | |
| December | 216.00 | | 329.00 | |

Placentia Library District
Circulation Report
October 17, 1995

| | FY 95-96 YTD | FY94-95 YTD | % CHANGE FY95 TO FY96 | FY95-96 SEP 95 | FY94-95 SEP 94 |
|------------------------------------|--------------|-------------|--------------------------|-------------------|-------------------|
| 1st Time Checkouts | 53,799 | 52,967 | 1.57% | 14,381 | 15,988 |
| Phone Renewals | 2,627 | 3,334 | -21.21% | 929 | 1,017 |
| In-Building Renewals | 5,952 | 5,760 | 3.33% | 1,710 | 1,860 |
| Total Renewals | 8,579 | 9,094 | -5.66% | 2,639 | 2,877 |
| TOTAL CHECKOUTS | 62,378 | 62,061 | 0.51% | 17,020 | 18,875 |
| On-Time Checkins | 56,705 | 53,310 | 6.37% | 14,594 | 14,785 |
| Late Checkins | 8,592 | 8,599 | -0.08% | 3,107 | 2,619 |
| TOTAL CHECKINS | 65,297 | 61,909 | 5.47% | 17,701 | 17,404 |
| Hold Placed | 1,255 | 1,196 | 4.93% | 422 | 440 |
| Hold Cancelled | 203 | 229 | -11.35% | 59 | 66 |
| Hold Filled | 1,130 | 1,069 | 5.71% | 348 | 326 |
| Hold Expired | 6 | 30 | -80.00% | 1 | 8 |
| Overdue Items | 2,484 | 2,666 | -6.83% | 899 | 855 |
| Overdue Notices | 1,128 | 1,226 | -7.99% | 413 | 386 |
| Billing Notices | 1,509 | 1,683 | -10.34% | 421 | 454 |
| Patrons Registered | 1,128 | 995 | 13.37% | 455 | 364 |
| Titles Added | 2,693 | N/A | | 548 | 828 |
| Volumes Added | 4,212 | N/A | | 1,532 | 972 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 28,611 | 20,913 | 36.81% | 8,379 | 8,876 |
| Juvenile Print | 27,080 | 26,214 | 3.30% | 6,596 | 7,105 |
| Total Print | 55,691 | 47,127 | 18.17% | 14,975 | 15,981 |
| Audio | 2,506 | 3,104 | -19.27% | 803 | 985 |
| Visual | 4,629 | 6,245 | -25.88% | 1,562 | 1,909 |
| Equipment | 0 | 0 | | 0 | 0 |
| Total Audio Visual | 7,135 | 9,349 | -23.68% | 2,965 | 2,894 |
| TOTAL CIRCULATION | 62,826 | 64,476 | -2.56% | 17,340 | 18,875 |
| Placentia Circulation | 38,119 | 38,829 | -1.83% | 9,934 | 10,708 |
| % Placentia Circulation | 60.67% | 60.22% | 0.75% | 57.29% | 56.73% |
| Anaheim/Yorba Linda Circulation | 12,065 | 12,001 | 0.53% | 3,358 | 3,771 |
| % Anaheim/Yorba Linda Circulation | 19.20% | 18.61% | 3.17% | 19.37% | 19.98% |
| TYPES OF BORROWERS | | | | | |
| Adult | 42,006 | 48,035 | -12.55% | 12,265 | 14,373 |
| Young Adult | 507 | 376 | 34.84% | 126 | 125 |
| Juvenile | 15,539 | 16,872 | -7.90% | 3,230 | 4,084 |
| New Borrower | 5,017 | 790 | 535.06% | 1,399 | 293 |
| Non Resident | 0 | 0 | 0.00% | 0 | 0 |
| Other | 14 | 36 | -61.11% | 0 | 0 |
| TOTAL BORROWERS | 63,083 | 64,476 | -2.16% | 17,020 | 18,875 |
| ATTENDANCE | | | | | |
| Adult Reference - In Building | 4,024 | 4,834 | -16.76% | 1,372 | 1,567 |
| Adult Reference - Telephone | 879 | 1,000 | -12.10% | 357 | 367 |
| Children's Reference - In Building | 2,127 | 3,791 | -43.89% | 809 | 943 |
| Children's Reference - Telephone | 251 | 25 | N.A. | 84 | 25 |
| Total Adult Reference | 4,903 | 5,834 | -15.96% | 1,729 | 1,934 |
| Total Children's Reference | 2,378 | 3,816 | -37.68% | 893 | 968 |
| Total In Building Reference | 6,151 | 8,625 | -28.68% | 2,181 | 2,510 |
| Total Telephone Reference | 1,130 | 1,025 | 10.24% | 441 | 392 |
| TOTAL REFERENCE | 7,281 | 9,650 | -24.55% | 2,945 | 2,902 |

New Borrower line indicates 535.06% increase because items were done in batch process

Corrected

Placentia Library District
Circulation Report
October 17, 1995

| | FY 95-96 YTD | FY94-95 YTD | % CHANGE FY95 TO FY96 | FY95-96 SEP 95 | FY94-95 SEP 94 |
|-------------------------------------|--------------|-------------|--------------------------|-------------------|-------------------|
| 1st Time Checkouts | 53,799 | 52,967 | 1.57% | 14,381 | 15,988 |
| Phone Renewals | 2,627 | 3,334 | -21.21% | 929 | 1,017 |
| In-Building Renewals | 5,952 | 5,760 | 3.33% | 1,710 | 1,860 |
| Total Renewals | 8,579 | 9,094 | -5.66% | 2,639 | 2,877 |
| TOTAL CHECKOUTS | 62,378 | 62,061 | 0.51% | 17,020 | 18,875 |
| On-Time Checkins | 56,705 | 53,310 | 6.37% | 14,594 | 14,785 |
| Late Checkins | 8,592 | 8,599 | -0.08% | 3,107 | 2,619 |
| TOTAL CHECKINS | 65,297 | 61,909 | 5.47% | 17,701 | 17,404 |
| Holdings Placed | 1,255 | 1,196 | 4.93% | 422 | 440 |
| Holdings Cancelled | 203 | 229 | -11.35% | 59 | 66 |
| Holdings Filled | 1,130 | 1,069 | 5.71% | 346 | 326 |
| Holdings Expired | 6 | 30 | -80.00% | 1 | 8 |
| Overdue Items | 2,484 | 2,666 | -6.83% | 899 | 855 |
| Overdue Notices | 1,128 | 1,226 | -7.99% | 413 | 386 |
| Billing Notices | 1,509 | 1,683 | -10.34% | 421 | 454 |
| Patrons Registered | 1,128 | 995 | 13.37% | 455 | 364 |
| Titles Added | 2,693 | N/A | | 548 | 828 |
| Volumes Added | 4,212 | N/A | | 1,532 | 972 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 28,611 | 20,913 | 36.81% | 8,379 | 8,876 |
| Juvenile Print | 27,080 | 26,214 | 3.30% | 6,596 | 7,105 |
| Total Print | 55,691 | 47,127 | 18.17% | 14,975 | 15,981 |
| Audio | 2,506 | 3,104 | -19.27% | 803 | 985 |
| Visual | 4,629 | 6,245 | -25.88% | 1,562 | 1,909 |
| Equipment | 0 | 0 | | 0 | 0 |
| Total Audio Visual | 7,135 | 9,349 | -23.68% | 2,965 | 2,894 |
| TOTAL CIRCULATION | 62,378 | 62,061 | 0.51% | 17,020 | 18,875 |
| Placentia Circulation | 38,119 | 38,829 | -1.83% | 9,934 | 10,708 |
| % Placentia Circulation | 61.11% | 62.57% | -2.33% | 58.37% | 56.73% |
| Anaheim/Yorba Linda Circulation | 12,065 | 12,001 | 0.53% | 3,358 | 3,771 |
| % Anaheim/Yorba Linda Circulation | 19.34% | 19.34% | 0.01% | 19.73% | 19.98% |
| TYPES OF BORROWERS | | | | | |
| Adult | 42,006 | 48,035 | -12.55% | 12,265 | 14,373 |
| Young Adult | 507 | 376 | 34.84% | 126 | 125 |
| Juvenile | 15,539 | 16,872 | -7.90% | 3,230 | 4,084 |
| New Borrower | 5,017 | 790 | 535.06% | 1,399 | 293 |
| Non Resident | 0 | 0 | 0.00% | 0 | 0 |
| Other | 14 | 36 | -61.11% | 0 | 0 |
| TOTAL BORROWERS | 63,083 | 64,476 | -2.16% | 17,020 | 18,875 |
| ATTENDANCE | | | | | |
| Adult Reference -- In Building | 4,024 | 4,834 | -16.76% | 1,372 | 1,567 |
| Adult Reference -- Telephone | 879 | 1,000 | -12.10% | 357 | 367 |
| Children's Reference -- In Building | 2,127 | 3,791 | -43.89% | 809 | 943 |
| Children's Reference -- Telephone | 251 | 25 | N.A. | 84 | 25 |
| Total Adult Reference | 4,903 | 5,834 | -15.96% | 1,729 | 1,934 |
| Total Children's Reference | 2,378 | 3,816 | -37.68% | 893 | 968 |
| Total In Building Reference | 6,151 | 8,625 | -28.68% | 2,181 | 2,510 |
| Total Telephone Reference | 1,130 | 1,025 | 10.24% | 441 | 392 |
| TOTAL REFERENCE | 7,281 | 9,650 | -24.55% | 2,945 | 2,902 |

New Borrower line indicates 535.06% increase because items were done in batch process



CITY OF PLACENTIA INVOICES

| PERIOD COVERED FY1992-1993 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|--------------|-----------------|-----------|-----------|-------------------|---------------------|------------------|-----------|
| Jul 1992 | Aug 27, 1992 | 6,272.41 | 971.48 | 737.51 | 0.00 | | | 7,981.40 |
| Aug 1992 | Oct 22, 1992 | 6,524.22 | 971.48 | 935.65 | 116.60 | | | 8,547.95 |
| Sep 1992 | Oct 22, 1992 | 6,171.20 | 971.48 | 764.06 | 660.13 | | | 8,566.87 |
| Oct 1992 | Nov 24, 1992 | 4,992.07 | 971.48 | 696.64 | 307.17 | | | 6,967.36 |
| Nov 1992 | Dec 18, 1992 | 4,232.76 | 971.48 | 957.68 | 0.00 | | | 6,161.92 |
| Dec 1992 | Feb 24, 1993 | 2,965.93 | 971.48 | 743.27 | 84.42 | | | 4,765.10 |
| Jan 1993 | Feb 24, 1993 | 2,953.86 | 971.48 | 768.77 | 173.14 | | | 4,867.25 |
| Feb 1993 | Apr 21, 1993 | 3,525.55 | 971.48 | 969.05 | 288.92 | | | 5,755.00 |
| Mar 1993 | Apr 21, 1993 | 3,790.10 | 971.48 | 785.83 | 337.01 | | | 5,884.42 |
| Apr 1993 | Jun 10, 1993 | 4,325.98 | 971.48 | 694.27 | 0.00 | | 3,614.72 | 9,606.45 |
| May 1993 | Jun 21, 1993 | 4,707.57 | 971.48 | 1,072.18 | 0.00 | | | 6,751.23 |
| Jun 1993 | Jul 29, 1993 | 5,952.07 | 971.48 | 1,036.71 | 0.00 | | | 7,960.26 |
| TOTAL | | 56,413.72 | 11,657.76 | 10,161.62 | 1,967.39 | 0.00 | 3,614.72 | 83,815.21 |
| AVG | | 4,701.14 | 971.48 | 846.80 | 163.95 | | | 6,984.60 |

| PERIOD COVERED FY1993-1994 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|--------------|-----------------|-----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1993 | Sep 2, 1993 | 5,529.93 | 971.48 | 727.93 | 0.00 | | | 7,229.34 |
| Aug 1993 | Oct 11, 1993 | 5,715.29 | 971.48 | 734.39 | 0.00 | 1,796.25 | | 9,217.41 |
| Sep 1993 | Dec 15, 1993 | 4,803.98 | 971.48 | 1,063.29 | 0.00 | | | 6,838.75 |
| Oct 1993 | Dec 15, 1993 | 3,885.50 | 971.48 | 619.84 | 0.00 | | | 5,476.82 |
| Nov 1993 | Dec 15, 1993 | 3,688.52 | 971.48 | 908.50 | 0.00 | | 234.50 | 5,803.00 |
| Dec 1993 | Feb 10, 1994 | 3,664.30 | 971.48 | 982.15 | 335.31 | | | 5,953.24 |
| Jan 1994 | Mar 14, 1994 | 3,349.29 | 971.48 | | 0.00 | | | 4,320.77 |
| Feb 1994 | Mar 24, 1994 | 3,715.12 | 971.48 | 1,658.34 | 391.69 | | | 6,736.63 |
| Mar 1994 | Jun 10, 1994 | 3,801.89 | 971.48 | 748.54 | 0.00 | | | 5,521.91 |
| Apr 1994 | Jun 10, 1994 | 3,952.49 | 971.48 | 755.39 | 2,264.69 | | 1,605.50 | 9,549.55 |
| May 1994 | Jun 14, 1994 | 4,332.79 | 971.48 | 785.36 | 387.88 | | | 6,477.51 |
| Jun 1994 | Jul 22, 1994 | 5,636.36 | 971.48 | 725.34 | 0.00 | 0.00 | 0.00 | 7,333.18 |
| TOTAL | | 52,075.46 | 11,657.76 | 9,709.07 | 3,379.57 | 1,796.25 | 1,840.00 | 80,458.11 |
| AVG | | 4,339.62 | 971.48 | 809.09 | 281.63 | | | 6,704.84 |

| PERIOD COVERED FY1994-1995 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|--------------|-----------------|----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1994 | Aug 19, 1994 | 5,482.30 | 609.68 | 1,036.62 | 443.32 | 0.00 | 0.00 | 7,571.92 |
| Aug 1994 | Sep 19, 1994 | 5,954.67 | 900.00 | 711.90 | 0.00 | 0.00 | 0.00 | 7,566.57 |
| Sep 1994 | Oct 20, 1994 | 5,588.85 | 900.00 | 688.04 | 107.50 | 0.00 | 0.00 | 7,284.39 |
| Oct 1994 | Nov 16, 1994 | 4,312.18 | 900.00 | 691.73 | 107.50 | 0.00 | 0.00 | 6,011.41 |
| Nov 1994 | Jan, 1995 | 3,091.73 | 900.00 | 720.39 | 0.00 | 0.00 | 0.00 | 4,712.12 |
| Dec 1994 | Jan 11, 1995 | 3,837.58 | 0.00 | 710.90 | 107.50 | 0.00 | 0.00 | 4,655.98 |
| Jan 1995 | Feb 15, 1995 | 3,408.78 | 1,530.00 | 927.11 | 107.50 | 0.00 | 0.00 | 5,973.39 |
| Feb 1995 | Mar 9, 1995 | 3,584.55 | 765.00 | 713.10 | 107.50 | 0.00 | 0.00 | 5,170.15 |
| Mar 1995 | Apr 11, 1995 | 3,645.82 | 765.00 | 709.87 | 153.34 | 0.00 | 0.00 | 5,274.03 |
| Apr 1995 | May 8, 1995 | 3,655.84 | 765.00 | 720.60 | 0.00 | 0.00 | 0.00 | 5,141.44 |
| May 1995 | Jun 13, 1995 | 3,684.86 | 765.00 | 731.86 | 215.33 | 0.00 | 1,732.03 | 7,129.08 |
| Jun 1995 | Jul 26, 1995 | 4,618.99 | 765.00 | 710.90 | 797.50 | | | 6,892.39 |
| TOTAL | | 50,866.15 | 9,564.68 | 9,073.02 | 2,146.99 | 0.00 | 1,732.03 | 73,382.87 |
| AVG | | 4,238.85 | 797.06 | 756.09 | 178.92 | | | 6,671.17 |

| PERIOD COVERED FY1995-1996 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR FIRE INS | CIV CTR BONDS | TOTAL |
|-------------------------------|--------------|-----------------|----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1995 | Aug 11, 1995 | 5,270.46 | 724.83 | 835.38 | 0.00 | 0.00 | 0.00 | 6,830.67 |
| Aug 1995 | Sep 11, 1995 | 5,423.86 | 720.61 | 835.38 | 107.50 | 0.00 | 0.00 | 7,087.35 |
| Sep 1995 | Oct 5, 1995 | 5,607.26 | 523.47 | 835.38 | 40.78 | | | 7,006.89 |
| Oct 1995 | | | | | | | | 0.00 |
| Nov 1995 | | | | | | | | 0.00 |
| Dec 1995 | | | | | | | | 0.00 |
| Jan 1996 | | | | | | | | 0.00 |
| Feb 1996 | | | | | | | | 0.00 |
| Mar 1996 | | | | | | | | 0.00 |
| Apr 1996 | | | | | | | | 0.00 |
| May 1996 | | | | | | | | 0.00 |
| Jun 1996 | | | | | | | | 0.00 |
| TOTAL | | 16,301.58 | 1,968.91 | 2,506.14 | 148.28 | 0.00 | 0.00 | 20,924.91 |
| AVG | | 5,433.86 | 656.30 | 835.38 | 49.43 | | | 6,974.97 |

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

| FY1993-1994 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|-------------|-----------|-----------|----------|-------------------|----------|
| Jul 1993 | 1,212.44 | 224.00 | 19.41 | 1,455.85 | 727.93 |
| Aug 1993 | 1,212.44 | 224.00 | 32.34 | 1,468.78 | 734.39 |
| Sep 1993 | 1,403.88 | 687.00 | 35.69 | 2,126.57 | 1,063.29 |
| Oct 1993 | 992.92 | 224.00 | 22.76 | 1,239.68 | 619.84 |
| Nov 1993 | 1,433.52 | 309.00 | 74.48 | 1,817.00 | 908.50 |
| Dec 1993 | 1,466.11 | 440.00 | 58.20 | 1,964.31 | 982.16 |
| Jan 1994 | 1,407.67 | 343.00 | 25.87 | 1,776.54 | 888.27 |
| Feb 1994 | 1,213.32 | 292.00 | 34.82 | 1,540.14 | 770.07 |
| Mar 1994 | 1,162.20 | 292.00 | 42.87 | 1,497.07 | 748.54 |
| Apr 1994 | 1,125.36 | 366.00 | 19.41 | 1,510.77 | 755.39 |
| May 1994 | 1,213.32 | 309.00 | 48.39 | 1,570.71 | 785.36 |
| Jun 1994 | 1,213.32 | 207.00 | 30.35 | 1,450.67 | 725.34 |
| TOTAL | 15,056.50 | 3,917.00 | 444.59 | 19,418.09 | 9,709.05 |
| AVG | 1,254.71 | 326.42 | 37.05 | 1,618.17 | 809.09 |

TOTAL DOLLARS SPENT

| FY1994-1995 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|-------------|-----------|-----------|----------|-------------------|----------|
| Jul 1994 | 1,660.80 | 360.00 | 52.44 | 2,073.24 | 1,036.62 |
| Aug 1994 | 1,213.32 | 204.00 | 6.48 | 1,423.80 | 711.90 |
| Sep 1994 | 1,151.10 | 204.00 | 20.97 | 1,376.07 | 688.04 |
| Oct 1994 | 1,151.10 | 204.00 | 28.36 | 1,383.46 | 691.73 |
| Nov 1994 | 1,213.32 | 204.00 | 23.46 | 1,440.78 | 720.39 |
| Dec 1994 | 1,213.32 | 204.00 | 4.48 | 1,421.80 | 710.90 |
| Jan 1995 | 1,495.74 | 354.00 | 4.48 | 1,854.22 | 927.11 |
| Feb 1995 | 1,213.32 | 189.00 | 23.88 | 1,426.20 | 713.10 |
| Mar 1995 | 1,259.16 | 189.00 | 17.41 | 1,465.57 | 732.79 |
| Apr 1995 | 1,213.32 | 204.00 | 23.88 | 1,441.20 | 720.60 |
| May 1995 | 1,213.32 | 204.00 | 46.40 | 1,463.72 | 731.86 |
| Jun 1995 | 1,213.32 | 204.00 | 4.48 | 1,421.80 | 710.90 |
| TOTAL | 15,211.14 | 2,724.00 | 256.72 | 18,191.86 | 9,095.93 |
| AVG | 1,267.60 | 227.00 | 21.39 | 1,515.99 | 757.99 |

TOTAL DOLLARS SPENT

| FY1995-1996 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|-------------|----------|-----------|----------|-------------------|----------|
| Jul 1995 | 1,213.32 | 204.00 | 32.34 | 1,449.66 | 724.83 |
| Aug 1995 | 1,213.32 | 204.00 | 23.89 | 1,441.21 | 720.61 |
| Sep 1995 | 853.52 | 174.00 | 19.41 | 1,046.93 | 523.47 |
| Oct 1995 | | | | 0.00 | 0.00 |
| Nov 1995 | | | | 0.00 | 0.00 |
| Dec 1995 | | | | 0.00 | 0.00 |
| Jan 1996 | | | | 0.00 | 0.00 |
| Feb 1996 | | | | 0.00 | 0.00 |
| Mar 1996 | | | | 0.00 | 0.00 |
| Apr 1996 | | | | 0.00 | 0.00 |
| May 1996 | | | | 0.00 | 0.00 |
| Jun 1996 | | | | 0.00 | 0.00 |
| TOTAL | 3,280.16 | 582.00 | 75.64 | 3,937.80 | 1,968.90 |
| AVG | 1,093.39 | 194.00 | 25.21 | 1,312.60 | 656.30 |

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

| FY1994-1995 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul 1994 | 248.88 | 306.72 | 48.24 | 0.00 | 1,056.96 | 1,660.80 |
| Aug 1994 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Sep 1994 | 186.66 | 255.60 | 48.24 | 0.00 | 660.60 | 1,151.10 |
| Oct 1994 | 186.66 | 255.60 | 48.24 | 0.00 | 660.60 | 1,151.10 |
| Nov 1994 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Dec 1994 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Jan 1995 | 311.10 | 255.60 | 48.24 | 0.00 | 880.80 | 1,495.74 |
| Feb 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Mar 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Apr 1995 | 248.88 | 255.60 | 48.24 | 23.82 | 682.62 | 1,259.16 |
| May 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Jun 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| TOTAL | 2,924.34 | 3,118.32 | 578.88 | 23.82 | 8,565.78 | 15,211.14 |
| AVG | 243.70 | 259.86 | 48.24 | 1.99 | 713.82 | 1,267.60 |

DOLLARS BY TYPE OF WORKER

| FY1995-1996 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|----------|
| Jul 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Aug 1995 | 248.88 | 255.60 | 48.24 | 0.00 | 660.60 | 1,213.32 |
| Sep 1995 | 248.88 | 204.08 | 48.24 | 0.00 | 352.32 | 853.52 |
| Oct 1995 | | | | | | 0.00 |
| Nov 1995 | | | | | | 0.00 |
| Dec 1995 | | | | | | 0.00 |
| Jan 1996 | | | | | | 0.00 |
| Feb 1996 | | | | | | 0.00 |
| Mar 1996 | | | | | | 0.00 |
| Apr 1996 | | | | | | 0.00 |
| May 1996 | | | | | | 0.00 |
| Jun 1996 | | | | | | 0.00 |
| TOTAL | 746.64 | 715.28 | 144.72 | 0.00 | 1,673.52 | 3,280.16 |
| AVG | 248.88 | 238.43 | 48.24 | 0.00 | 557.84 | 1,093.39 |

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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


TIME BY TYPE OF WORKER

| FY1994-1995 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1994 | 8.00 | 12.00 | 2.00 | 0.00 | 48.00 | 70.00 |
| Aug 1994 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Sep 1994 | 6.00 | 10.00 | 2.00 | 0.00 | 30.00 | 48.00 |
| Oct 1994 | 6.00 | 10.00 | 2.00 | 0.00 | 30.00 | 48.00 |
| Nov 1994 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Dec 1994 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jan 1995 | 10.00 | 10.00 | 2.00 | 0.00 | 40.00 | 62.00 |
| Feb 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Mar 1995 | 8.00 | 10.00 | 2.00 | 1.00 | 31.00 | 52.00 |
| Apr 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| May 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jun 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| TOTAL | 94.00 | 122.00 | 24.00 | 1.00 | 389.00 | 630.00 |
| AVG | 7.83 | 10.17 | 2.00 | 0.08 | 32.42 | 52.50 |

TIME BY TYPE OF WORKER

| FY1995-1996 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Aug 1995 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Sep 1995 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Oct 1995 | | | | | | 0.00 |
| Nov 1995 | | | | | | 0.00 |
| Dec 1995 | | | | | | 0.00 |
| Jan 1996 | | | | | | 0.00 |
| Feb 1996 | | | | | | 0.00 |
| Mar 1996 | | | | | | 0.00 |
| Apr 1996 | | | | | | 0.00 |
| May 1996 | | | | | | 0.00 |
| Jun 1996 | | | | | | 0.00 |
| TOTAL | 24.00 | 28.00 | 6.00 | 0.00 | 76.00 | 134.00 |
| AVG | 8.00 | 9.33 | 2.00 | 0.00 | 25.33 | 44.67 |

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: October 17, 1995

SUBJECT: Fiscal Year 1994-1995 Audit of Financial Transactions Management Letter and Fiscal Year 1994-1995 Audit of Financial Transactions

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1994-1995 and have distributed copies to each Trustee through the mail.

The Management Letter for the Audit dated September 13, 1995, is Attachment A.

The only reportable condition is the absence of a fixed asset listing.

The receipt of these reports is the final action for the 1994-1995 audit process.

RECOMMENDATION:

Receive and file.

Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

Board Of Trustees
Placentia Library District

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1995, and have issued our report thereon dated September 13, 1995.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1995, we examined its internal control structure in order to determine the procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure.

The management of the Placentia Library District is responsible for the design and operation of its internal control structure. In planning our audit, we evaluate the design and judgments by management regarding the expected benefits and related risks of the internal control structure. The objectives of the internal control structure are to provide reasonable assurance that assets are safeguarded against unauthorized use or disposition, and that transactions are recorded in accordance with management's authorization. We do not intend to permit the preparation of financial statements in accordance with generally accepted accounting principles because of inherent limitations in any internal control structure. However, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

Agenda Item 23
Approved

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The reportable condition is the absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.


Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
September 13, 1995

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: October 17, 1995
SUBJECT: **Annual Report of Financial Transactions of Special Districts for Fiscal Year 1994-1995**

BACKGROUND:

Attached is a copy of the Library's annual report for the Auditor of the State of California for Fiscal Year 1994-1995.

This report was prepared by the Library's Auditor and filed prior to the deadline of September 30, 1995.

RECOMMENDATION:

Receive and file.

ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

TO: State Controller
 Division of Accounting
 and Reporting
 Special Districts Unit
 P. O. Box 942850
 Sacramento, CA 94250-5876
 (916) 445-5153

Fiscal year ended JUNE 30 1995
 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.

| | | | | | | | |
|-----|-------------------------------------|-----------------------------|--------|---------|--------------------------|------|--------------------|
| 1 | Report prepared by (contact person) | First M.I. Last | MUNSON | Address | 2501 E. CHAPMAN AVE #280 | City | FULLERTON CA 92631 |
| 2.0 | Phone | (714) 449-9909 | Ext. | | | | |
| 3.0 | Address | 2501 E. CHAPMAN AVE #280 | | | | | |
| 4.0 | City | FULLERTON CA 92631 | | | | | |
| | Submitted by (signature) | <i>Charles A. Munson</i> | | | | | |
| | Title | C. P. A. | | | | | |
| | Date | 9/27/95 | | | | | |
| 5.0 | Independent Auditor | MUNSON CRONICK & ASSOCIATES | | | | | |
| 6.0 | Contact Person | CHARLES A MUNSON | | | | | |
| 7.0 | Phone | (714) 449-9909 | Ext. | | | | |
| 8.0 | Address | 2501 E. CHAPMAN AVE #280 | | | | | |
| 9.0 | City | FULLERTON CA 92631 | | | | | |

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

Principal County: ORANGE

Other Counties:

MAILING ADDRESS (Please affix label below &
 correct label if necessary)

17300+0000 33 07

PLACENTIA LIBRARY DIST
 411 E CHAPMAN AVE
 PLACENTIA CA 92570

| MEMBERS OF GOVERNING BODY | | |
|---------------------------|-------------------|-----------|
| # | Name | Title |
| 1.0 | MARGARET DINSMORE | PRESIDENT |
| 2.0 | SAUNDEA STARK | SECRETARY |
| 3.0 | RAY EVANS | TRUSTEE |
| 4.0 | ROBIN MASTERS | TRUSTEE |
| 5.0 | AL SHKOLER | 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

OTHER OFFICIALS

Secretary Library Director
 ELIZABETH MINTER

Mgr/Sup/Chief
 N/A

Attorney
 COUNTY COUNCIL

Fiscal Officer
 N/A

STATE USE ONLY

Reviewed By
 Date

Cleared By
 Date

COMBINED BALANCE SHEET - ALL FU TYPES AND ACCOUNT GROUPS

AGE 0 5

Fiscal Year Ended June 30 19 95

District Name PLACENTIA 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 (DNKIP) |
|---|---------------------------------|--------------------|------------------------|------------------|----------------------|------------------------|-------------------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 1.0 Cash and cash equivalents | \$ 634,224 | \$ | | | | | \$ 634,224 |
| 2.0 Taxes receivable | 69,624 | | | | | | 69,624 |
| 3.0 Interest receivable | 7,279 | | | | | | 7,279 |
| 4.0 Accounts receivable | 7,939 | | | | | | 7,939 |
| 5.0 Loans notes & contracts receivable | | | | | | | |
| 6.0 Due from other funds | | | | | | | |
| 7.0 Inventory of materials & supplies | | | | | | | |
| 8.0 Other current assets | | | | | | | |
| 9.0 Lease payments receivable | | | | | | | |
| 10.0 Unearned finance charge | | () | | | | | () |
| 11.0 Investments | 124,625 | | | | | | 124,625 |
| 12.0 Restricted assets | | | | | | | |
| 13.0 Deferred charges | | | | | | | |
| 14.0 Unamortized discount on LT debt | | | | | | | |
| 15.0 Other assets | 18,818 | | | | | | 18,818 |
| Fixed Assets: | | | | | | | |
| 16.0 Land | | | | | | | |
| 17.0 Buildings & improvements | | | | | \$ 81,498 | | \$ 81,498 |
| 18.0 Equipment | | | | | 1,383,219 | | 1,383,219 |
| 19.0 Construction in progress | | | | | 445,372 | | 445,372 |
| Total fixed assets | | | | | \$ 1,910,089 | | \$ 1,910,089 |
| (lines 16.0 through 19.0) | | | | | | | |
| 20.0 Accumulated depreciation (page 56) | | | | | () | | () |
| 21.0 Net fixed assets | | | | | \$ 1,910,089 | | \$ 1,910,089 |
| (lines 20.0 through 21.0) | | | | | | | |
| 22.0 Other Debits | | | | | | | |
| Amt available in debt service funds | | | | | | | |
| 23.0 | | | | | | | |
| 24.0 Amount to be provided | | | | | | \$ 565,000 | \$ 565,000 |
| Total Assets | \$ 862,569 | \$ - | \$ - | \$ - | \$ 1,910,089 | \$ 565,000 | \$ 3,337,652 |
| (lines 1.0 thru 15.0 + 22.0 thru 24.0) | | | | | | | |

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Fiscal Year Ended June 30 19 95 District Name PLACENTIA LIBRARY DISTRICT PAGE 0 of 5
 Part B

| 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/warrants payable | 26.0 | \$ 50,044 | \$ | \$ | \$ | | | \$ 50,044 |
| Loans & notes payable | 27.0 | | | | | | | |
| Interest payable - matured/accrued | 28.0 | 7,996 | | | | | | 7,996 |
| Other current liabilities (include taxes payable) | 29.0 | | | | | | | |
| Compensated absences payable | 30.0 | 12,847 | | | | | | 12,847 |
| 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 (page 62) | 34.0 | | | | | | | |
| Certificates of participation (pg. 65) | 35.0 | | | | | | | |
| Sp. Assmt. Bd. (pg. 68, col. 2 only) | 36.0 | | | | | | | |
| Federal (page 71) | 37.0 | | | | | | | |
| State (page 74) | 38.0 | | | | | | | |
| Ting warrants (page 77) | 39.0 | | | | | | | |
| Other long-term liabilities (pg. 80) | 40.0 | | | | | | 565,000 | 565,000 |
| 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 | 45.0 | \$ 70,891 | \$ | \$ | \$ | | \$ 565,000 | \$ 635,791 |
| Fund Equity: | | | | | | | | |
| Contributed capital | 46.0 | | | | | | | |
| Investments in general fixed assets | 47.0 | | | | | | | |
| Retained earnings | 48.0 | | | | | | | |
| Fund balances: | | | | | | | | |
| Reserved | 49.0 | \$ 18,278 | \$ | | | | | |
| Unreserved designated | 50.0 | 243,576 | | | | | | |
| Unreserved undesignated | 51.0 | 579,408 | | | | | | |
| Total Fund Equity | 52.0 | \$ 791,182 | \$ | \$ | \$ 1,910,089 | | \$ 565,000 | \$ 2,701,771 |
| (lines 48.0 through 51.0) | | | | | | | | |
| Total Liabilities & Fund Equity | 53.0 | \$ 812,569 | \$ | \$ | \$ 1,910,089 | | \$ 565,000 | \$ 3,337,658 |
| (lines 45.0 + 52.0) | | | | | | | | |

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

Page 10

Page 10

Fiscal Year Ended JUNE 30 19 95 District Name: PLACENTIA LIBRARY DISTRICT

REVENUES

| Activity Codes (see instructions) | (a) | (b) | (c) | (d) | (e) (DNKP) |
|---|-----------------|-----|-----|-----|------------|
| ACTIVITY (specify): | LIBRARY SERVICE | | | | TOTAL |
| Taxes & Assessments: | | | | | |
| Current secured (include supplemental roll) | 1.0 \$ 703,522 | \$ | \$ | \$ | \$ 703,522 |
| Current unsecured (include supplemental roll) | 20 47,126 | | | | 47,126 |
| Prior year (include supplemental roll) | 30 9,582 | | | | 9,582 |
| Special district augmentation fund | 4.0 | | | | |
| Property assessments | 5.0 | | | | |
| Special assessments (service-type assessments go on line 19.0) | 6.0 | | | | |
| Penalties & cost on delinquent tax & assessments (Mello/Roos, Mark/Roos Bonds only) | 7.0 | | | | |
| Licenses, permits & franchises | 8.0 | | | | |
| Fines, forfeits & penalties | 9.0 | | | | |
| Revenue from use of money & property: | | | | | |
| Interest (includes gain/loss) on investments | 10.0 23,910 | | | | 23,910 |
| Rents, concessions & royalties | 11.0 | | | | |
| Intergovernmental: | | | | | |
| STATE | | | | | |
| Aid for construction | 12.0 | | | | |
| Homeowners' property tax relief | 13.0 12,454 | | | | 12,454 |
| Special supplemental subvention (repealed) | 14.0 | | | | |
| Other State Funds (State water; timber yield) | 15.0 74,112 | | | | 74,112 |
| FEDERAL | | | | | |
| Aid for construction | 16.0 | | | | |
| Other Federal (specify) | 17.0 | | | | |
| Other governmental agencies (include Redevelopment pass through) | 18.0 | | | | |
| Charges for current services (include service-type assessments) | 19.0 | | | | |
| Other revenues OTHER COUNTY REVENUE | 20.0 54,164 | | | | 54,164 |
| COUNTY EXEMPT FUNDS (specify) | 20.0 27,234 | | | | 27,234 |
| Total Revenues (lines 1.0 through 20.0) | 21.0 \$ 952,104 | \$ | \$ | \$ | \$ 952,104 |

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

Fiscal Year Ended June 30 19 95 District Name: PLACENTIA LIBRARY DISTRICT

| EXPENDITURES Activity Codes (see instructions) | (a) | | (b) | | (c) | | (d) | | (e) (DNKP) | |
|---|-----------------|-----------|-----|--|-----|--|-----|--|------------|-----------|
| | LIBRARY SERVICE | 09 | | | | | | | | TOTAL |
| 22.0 Salaries and wages | \$ | 473,762 | \$ | | \$ | | \$ | | \$ | 473,762 |
| 23.0 Employee benefits | | 102,150 | | | | | | | | 102,150 |
| 24.0 Services and supplies (include contractual services) | | 302,485 | | | | | | | | 302,485 |
| 25.0 Contributions to outside agencies | | | | | | | | | | |
| 26.0 Debt Service: Retirement of long-term debt | | 40,000 | | | | | | | | 40,000 |
| 27.0 Interest on long-term debt | | 32,535 | | | | | | | | 32,535 |
| 28.0 Interest on short-term notes and warrants | | | | | | | | | | |
| Other | | | | | | | | | | |
| 29.0 | | 37,287 | | | | | | | | 37,287 |
| | | 138,303 | | | | | | | | 138,303 |
| | | 23,722 | | | | | | | | 23,722 |
| Fixed Assets: | | | | | | | | | | |
| Land | | | | | | | | | | |
| Structures and improvements | | | | | | | | | | |
| Equipment | | 3,188 | | | | | | | | 3,188 |
| 33.0 Total Expenditures (lines 22.0 through 32.0) | \$ | 1,154,032 | \$ | | \$ | | \$ | | \$ | 1,154,032 |
| 34.0 Excess (Deficiency) Revenues Over (Under) Expenditures (line 21.0 less 33.0) | \$ | (201,928) | \$ | | \$ | | \$ | | \$ | (201,928) |

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

Fiscal Year Ended June 30 19 95 District Name: PLACENTA LIBRARY DISTRICT

| OTHER FINANCING SOURCES (USES) | | (a) | (b) | (c) | (d) | (e) (DNKP) |
|-----------------------------------|--|------|-------|-----|-----|------------|
| Activity Codes (see instructions) | ACTIVITY (specify): | | | | | TOTAL |
| | Proceeds of long-term debt | 35.0 | | | | |
| | Inception of lease purchase agreements | 36.0 | | | | |
| | Other (specify) | 37.0 | | | | |
| | Operating transfers in (intra-district) | 38.0 | | | | |
| | Operating transfers out (intra-district) | 39.0 | () | () | () | () |
| | Total Other Financing Sources (Uses) (lines 35.0 through 39.0) | 40.0 | \$ 0- | \$ | \$ | \$ 0- |

| | | | |
|--|--|------|--------------|
| Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures & Other Financing Uses | (Total column, line 34.0 + 40.0) | 41.0 | \$ (201,928) |
| Fund Equity - Beginning Of Period | (Must agree with prior year General & Special Revenue Funds' Equity - line 46.0) | 42.0 | 993,610 |
| Prior period adjustments | | 43.0 | - |
| Residual equity transfers | (to/from outside agencies) | 44.0 | - |
| Other | (specify) | 45.0 | - |
| Fund Equity - End Of Period | (lines 41.0 through 45.0) (Must agree with Balance Sheet, General & Special Revenue Funds' Total Equity - Column 1 line 52.0) | 46.0 | \$ 791,682 |

FIXED ASSETS & DEPRECIATION SCHEDULE

Fiscal Year Ended JUNE 30 19 95 District Name: PLACENTA LIBRARY DISTRICT

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

| Activity Code (see instructions) | (a) | (b) | (c) | (d) | (e) (DNKP) |
|--|-----|--------------|-----|-----|--------------|
| FIXED ASSETS | | | | | TOTAL |
| Balance, beginning of year (must agree with prior year page 56, line 5.0) | 1.0 | \$ 1,906,301 | \$ | \$ | \$ 1,906,301 |
| Additions (include construction in progress) | 2.0 | 3,788 | | | 3,788 |
| Less retirements | 3.0 | | | | |
| Adjustments -- increase (decrease) | 4.0 | | | | |
| Balance, end of year (lines 1.0 through 4.0) | 5.0 | \$ 1,910,089 | \$ | \$ | \$ 1,910,089 |

| ACCUMULATED DEPRECIATION | | | | | |
|---|------|--------------|----|----|--------------|
| 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 through 9.0) | 10.0 | \$ | \$ | \$ | \$ |
| NET FIXED ASSETS (line 5.0 less 10.0) | 11.0 | \$ 1,910,089 | \$ | \$ | \$ 1,910,089 |

| ENTERPRISE ONLY | | | | | |
|--|--------|-----|-----|-----|-----|
| Total depreciation + amortization (from income statement) | (12.0) | \$ | \$ | \$ | \$ |
| Less amortization included | (13.0) | () | () | () | () |
| Add/subtract capitalized depreciation | (14.0) | | | | |
| Other (specify) | (15.0) | | | | |
| TOTAL (should agree with line 7) | (16.0) | \$ | \$ | \$ | \$ |

OTHER LONG-TERM INDEBTEDNESS SCHEDULE

(Include current and long-term portion of principal)

Fiscal Year Ended JUNE 30 19 95 District Name: PLACENTIA LIBRARY DISTRICT

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

| Activity Code (see instructions) | (a) | (b) | (c) | (d) | (e) (DNKP) |
|---|-----------------|-----|-----|-----|------------|
| Activity (specify): | LIBRARY SERVICE | | | | |
| 1.0 Principal amount unmatured, beginning of fiscal year | \$ 605,000 | | | | \$ 605,000 |
| 2.0 Adjustments - increase (decrease) (explain) | | | | | |
| 3.0 Principal amount received during fiscal year | | | | | |
| 4.0 Principal amount matured during fiscal year | 40,000 | | | | 40,000 |
| 5.0 Principal amount unmatured, end of fiscal year | | | | | |
| 6.0 PLACENTIA CIVIC CENTER AUTHORITY (list payees and amounts) | \$ 565,000 | | | | \$ 565,000 |
| 7.0 | | | | | |
| 8.0 | | | | | |
| 9.0 | | | | | |
| 10.0 | | | | | |
| 11.0 | | | | | |
| 12.0 | | | | | |
| 13.0 | | | | | |
| 14.0 | | | | | |
| 15.0 * Total (lines 1.0 through 4.0 less line 5.0) (lines 6.0 through 14.0) | \$ 565,000 | | | | \$ 565,000 |

LEASE - OBLIGATION SCHEDULE

PAGE

| | |
|----|---|
| 0 | 3 |
| 09 | |

Activity Code (see instructions)

Fiscal Year Ended JUNE 30 19 95 District Name: PLACENTIA LIBRARY DISTRICT

To be reported only by the lessee where the agreement was for a period in excess of ten years.
The lessee is the party to the agreement who pays on the lease obligation.

| If more than 2 Lease - Obligations use additional page Description <small>(administration building, fire house, swimming pool, etc.)</small> | LEASE #1 | LEASE #2 |
|---|--|--|
| Form of Lease - Obligation: | <p><u>LIBRARY BUILDING</u></p> <p><input type="checkbox"/> Contract</p> <p><input checked="" type="checkbox"/> Lease</p> <p><input type="checkbox"/> Other</p> | <p><input type="checkbox"/> Contract</p> <p><input type="checkbox"/> Lease</p> <p><input type="checkbox"/> Other</p> |
| Can agency cancel agreement? | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| Does agreement provide for acquisition of facility upon termination? | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| Name of Lessor | <u>PLACENTIA CNIC CENTER AUTHORITY</u> | |
| 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 | <p><u>1.0</u> \$ <u>735,447</u></p> | <p><u>2.0</u> \$</p> |

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Fiscal Year Ended JUNE 30 1995 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 | \$ 1,540,634 |
| Total annual appropriations subject to the limit as of the end of the fiscal year | 2.0 | 1,038,196 |
| Amount (over)/under the appropriation limit <small>(line 1.0 less 2.0)</small> | 3.0 | \$ 502,438 |

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 17, 1995

SUBJECT: Fiscal Year 1994-1995 Audit of Financial Transactions and Minutes of the October 2, 1995, Annual Meeting of the Placentia Civic Center Authority Commission

BACKGROUND:

The Annual Meeting of the Placentia Civic Center Authority Commission was held on October 2, 1995. Library District Representative Ray Evans and Library Director Minter attended. Library Representative Peggy Dinsmore was unable to attend because she was out of town.

The Minutes of the October 3, 1994, Meeting are Attachment A.

The Report on Audit of Financial Statements for the year ended June 30, 1995, is Attachment B.

The draft of the Minutes for the October 2, 1995, Meeting are Attachment C.

RECOMMENDATION:

Receive and file.

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 3, 1994 - 7:30 p.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission scheduled for October 3, 1994 was called to order at 8:00 p.m.

ROLL CALL

| | |
|------------------------|--|
| Commissioners Present: | Kathryn A. McKnight Carl Van Gorden John O. Tynes |
| Absent: | Carol Downey Leonard Rich |
| Others Present: | Howard L. Longballa, Secretary Carolyn Davis, Treasurer |

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 11, 1993 meeting were approved.

ELECTION OF OFFICERS:

Commissioner Van Gorden was elected to serve as President and Howard L. Longballa was reelected to the position of Secretary.

FINANCIAL REPORT:


The Authority received an unqualified "clean" opinion from the outside certified public accountants. The history and purpose of the Authority was discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

OTHER BUSINESS:

Since the completion of the Yorba Linda Library, the Placentia Library parking problems have diminished.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:20 p.m. until the next meeting to be held the first Monday in October 1995 at 7:30 p.m.


Howard L. Longballa Secretary

PLACENTIA CIVIC CENTER AUTHORITY

FINANCIAL STATEMENTS

**WITH REPORT ON AUDIT BY CERTIFIED
PUBLIC ACCOUNTANTS**

JUNE 30, 1995

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A PARTNERSHIP INCLUDING ACCOUNTANCY CORPORATIONS

18401 VON KARMAN AVE., SUITE 200
IRVINE, CALIFORNIA 92715-1542
PHONE (714) 757-7700
FAX (714) 757-2707

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MICHAEL R. LUDIN, CPA
CRAIG W. SPRAKER, CPA
PHILIP H. HOLTkamp, CPA
THOMAS M. PERLOWSKI, CPA
HARVEY J. SCHROEDER, CPA

September 1, 1995

INDEPENDENT AUDITORS' REPORT

Governing Board
Placentia Civic Center Authority
Placentia, California

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of, and for the year ended, June 30, 1995. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 1995, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

The statistical information on page 13 is not a required part of the combined financial statements or supplementary information. We did not audit or apply limited procedures to such information and do not express any assurance on such information.

Diehl, Evans and Company

-1-

OTHER OFFICES AT:

2965 ROOSEVELT STREET
CARLSBAD, CA 92008-2389
(619) 729-2343
FAX (619) 729-2234

613 W. VALLEY PARKWAY, SUITE 330
ESCONDIDO, CA 92025-2598
(619) 741-3141
FAX (619) 741-9890

COMBINED BALANCE SHEET -
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

June 30, 1995

| | Governmental Fund Types | | | Account Group | Totals (Memorandum Only) |
|--|-------------------------|-----------------|-------------------|---|-----------------------------|
| | Revenue | Working Capital | Debt Service | Lease Payments Receivable and Bonds Payable | |
| ASSETS | | | | | |
| Investments held by trustee (Note 3) | \$ 188,896 | \$ 5,411 | \$ 132,237 | \$ - | \$ 326,544 |
| Accrued interest receivable | 2,920 | 18 | 4,197 | - | 7,135 |
| Due from other funds | 5,934 | - | 95,000 | - | 100,934 |
| Lease payments receivable (Note 2) | - | - | - | 1,546,560 | 1,546,560 |
| Unearned lease finance charges (Note 1b) | - | - | - | (303,705) | (303,705) |
| Amount available for debt service | - | - | - | 172,145 | 172,145 |
| TOTAL ASSETS | <u>\$ 197,750</u> | <u>\$ 5,429</u> | <u>\$ 231,434</u> | <u>\$ 1,415,000</u> | <u>\$ 1,849,613</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| LIABILITIES: | | | | | |
| Revenue bonds payable (Note 4) | \$ - | \$ - | \$ - | \$ 1,415,000 | \$ 1,415,000 |
| Due to other funds | <u>95,000</u> | <u>-</u> | <u>5,934</u> | <u>-</u> | <u>100,934</u> |
| TOTAL LIABILITIES | <u>95,000</u> | <u>-</u> | <u>5,934</u> | <u>1,415,000</u> | <u>1,515,934</u> |
| FUND BALANCES (NOTE 5): | | | | | |
| Reserve for debt service | 77,145 | - | 95,000 | - | 172,145 |
| Reserve for bond reserves | - | - | 130,500 | - | 130,500 |
| Reserve for working capital | - | 2,000 | - | - | 2,000 |
| Unreserved | <u>25,605</u> | <u>3,429</u> | <u>-</u> | <u>-</u> | <u>29,034</u> |
| TOTAL FUND BALANCES | <u>102,750</u> | <u>5,429</u> | <u>225,500</u> | <u>-</u> | <u>333,679</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 197,750</u> | <u>\$ 5,429</u> | <u>\$ 231,434</u> | <u>\$ 1,415,000</u> | <u>\$ 1,849,613</u> |

See independent auditors' report and notes to financial statements.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the year ended June 30, 1995

| | <u>Revenue</u> | <u>Working Capital</u> | <u>Debt Service</u> | <u>Totals (Memorandum Only)</u> |
|--|-------------------|----------------------------|-------------------------|---|
| REVENUES: | | | | |
| Lease payments received - finance charges | \$ 84,335 | \$ - | \$ - | \$ 84,335 |
| Interest on investments | <u>7,724</u> | <u>135</u> | <u>5,595</u> | <u>13,454</u> |
| TOTAL REVENUES | <u>92,059</u> | <u>135</u> | <u>5,595</u> | <u>97,789</u> |
| EXPENDITURES: | | | | |
| Interest | - | - | 84,335 | 84,335 |
| Bond principal payment | <u>-</u> | <u>-</u> | <u>190,000</u> | <u>190,000</u> |
| TOTAL EXPENDITURES | <u>-</u> | <u>-</u> | <u>274,335</u> | <u>274,335</u> |
| OTHER FINANCING SOURCES (USES): | | | | |
| Lease payments received - principal | 176,665 | - | - | 176,665 |
| Operating transfers in | 5,594 | - | 274,334 | 279,928 |
| Operating transfers out | <u>(274,334)</u> | <u>-</u> | <u>(5,594)</u> | <u>(279,928)</u> |
| TOTAL OTHER FINANCING SOURCES (USES) | <u>(92,075)</u> | <u>-</u> | <u>268,740</u> | <u>176,665</u> |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES | (16) | 135 | - | 119 |
| FUND BALANCES - JULY 1, 1994 | <u>102,766</u> | <u>5,294</u> | <u>225,500</u> | <u>333,560</u> |
| FUND BALANCES - JUNE 30, 1995 | <u>\$ 102,750</u> | <u>\$ 5,429</u> | <u>\$ 225,500</u> | <u>\$ 333,679</u> |

See independent auditors' report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 1995

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

- a. The financial statements have been prepared on the modified accrual basis. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.

c. Investments in U.S. Government securities are stated at amortized cost. (See Note 3).

d. The accounts of the Authority are organized on the basis of funds and account groups as follows:

Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.

Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.

Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.

Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.

- e. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

2. HISTORY AND ORGANIZATION:

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District), for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and the Library District in proportion to the contributions made by each.

See independent auditors' report.

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

June 30, 1995

2. HISTORY AND ORGANIZATION (CONTINUED):

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and the Library District for semiannual rental payments of \$94,600 and \$35,900 respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

3. CASH AND INVESTMENTS:

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Investments at June 30, 1995 were held by the trustee and consisted of the following:

| | <u>Cost</u> | <u>Market Value</u> |
|----------------------------|-------------------|---------------------|
| Investments: | | |
| Mutual Funds | \$ 6,962 | \$ 6,962 |
| U.S. Treasury Bills | <u>319,582</u> | <u>328,619</u> |
| Total Cash and Investments | <u>\$ 326,544</u> | <u>\$ 335,581</u> |

Authorized Investments:

Per Sections 7.02 and 7.03 of the bond indenture, monies in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Monies may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Investments:

Category 1:

 Mutual Funds insured by the Securities
 Investors Protection Corporation (SIPC) \$ 6,962

Category 2

 Investments acquired through a financial
 institution's investment department and
 held in the same financial institution's trust
 department and recorded in the City's name
 in the records of the financial institution.

319,582
\$ 326,544

See independent auditors' report.

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

June 30, 1995

4. REVENUE BONDS PAYABLE:

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with First Interstate Bank as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 1999, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 1995 were as follows:

| | |
|------------------------|---------------------|
| Balance, July 1, 1994 | \$ 1,605,000 |
| Principal payments | <u>190,000</u> |
| Balance, June 30, 1995 | <u>\$ 1,415,000</u> |

Future debt service requirements are as follows:

| Year Ending June 30 | Principal | | Interest | | Total |
|------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | Series A | Series B | Series A | Series B | |
| 1996 | \$ 150,000 | \$ 40,000 | \$ 43,000 | \$ 30,885 | \$ 263,885 |
| 1997 | 150,000 | 45,000 | 34,750 | 28,525 | 258,275 |
| 1998 | 175,000 | 45,000 | 25,812 | 26,005 | 271,817 |
| 1999 | 175,000 | 50,000 | 16,100 | 23,345 | 264,445 |
| 2000 | 200,000 | 55,000 | 5,601 | 20,373 | 280,974 |
| 2001 - 2005 | <u>-</u> | <u>330,000</u> | <u>-</u> | <u>49,310</u> | <u>379,310</u> |
| | <u>\$ 850,000</u> | <u>\$ 565,000</u> | <u>\$ 125,263</u> | <u>\$ 178,443</u> | <u>\$ 1,718,706</u> |

5. FUND BALANCES:

Per section 5.02 of the bond indentures, excess monies from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and the Library District for base or additional rent previously paid.

See independent auditors' report.

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Agenda Item 25
Attachment B
Page 10

COMBINING BALANCE SHEET -
ALL DEBT SERVICE FUNDS

June 30, 1995

| | <u>Series A Bonds</u> | | <u>Series B Bonds</u> | | |
|--|--|-------------------------------------|--|-------------------------------------|-------------------|
| | <u>Interest and Retirement</u> | <u>Debt Service Reserve</u> | <u>Interest and Retirement</u> | <u>Debt Service Reserve</u> | <u>Totals</u> |
| ASSETS | | | | | |
| Investments held by trustee | \$ - | \$ 96,333 | \$ - | \$ 35,904 | \$ 132,237 |
| Accrued interest receivable | - | 3,060 | - | 1,137 | 4,197 |
| Due from other funds | <u>75,000</u> | <u>-</u> | <u>20,000</u> | <u>-</u> | <u>95,000</u> |
| TOTAL ASSETS | <u>\$ 75,000</u> | <u>\$ 99,393</u> | <u>\$ 20,000</u> | <u>\$ 37,041</u> | <u>\$ 231,434</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| LIABILITIES: | | | | | |
| Due to other funds | \$ - | \$ 4,793 | \$ - | \$ 1,141 | \$ 5,934 |
| FUND BALANCES: | | | | | |
| Reserved for debt service | 75,000 | - | 20,000 | - | 95,000 |
| Reserve for bond reserves | <u>-</u> | <u>94,600</u> | <u>-</u> | <u>35,900</u> | <u>130,500</u> |
| TOTAL FUND BALANCES | <u>75,000</u> | <u>94,600</u> | <u>20,000</u> | <u>35,900</u> | <u>225,500</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 75,000</u> | <u>\$ 99,393</u> | <u>\$ 20,000</u> | <u>\$ 37,041</u> | <u>\$ 231,434</u> |

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL DEBT SERVICE FUNDS

For the year ended June 30, 1995

| | <u>Series A Bonds</u> | | <u>Series B Bonds</u> | | <u>Totals</u> |
|--|--|-------------------------------------|--|-------------------------------------|-------------------|
| | <u>Interest and Retirement</u> | <u>Debt Service Reserve</u> | <u>Interest and Retirement</u> | <u>Debt Service Reserve</u> | |
| REVENUES: | | | | | |
| Interest on investments | \$ - | \$ 4,067 | \$ 1 | \$ 1,527 | \$ 5,595 |
| EXPENDITURES: | | | | | |
| Interest | 51,250 | - | 33,085 | - | 84,335 |
| Bond principal payment | <u>150,000</u> | - | <u>40,000</u> | - | <u>190,000</u> |
| TOTAL EXPENDITURES | <u>201,250</u> | - | <u>73,085</u> | - | <u>274,335</u> |
| OTHER FINANCING SOURCES (USES): | | | | | |
| Operating transfers in | 201,250 | - | 73,084 | - | 274,334 |
| Operating transfers out | - | <u>(4,067)</u> | - | <u>(1,527)</u> | <u>(5,594)</u> |
| TOTAL OTHER FINANCING SOURCES (USES) | <u>201,250</u> | <u>(4,067)</u> | <u>73,084</u> | <u>(1,527)</u> | <u>268,740</u> |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES | - | - | - | - | - |
| FUND BALANCES - JULY 1, 1994 | <u>75,000</u> | <u>94,600</u> | <u>20,000</u> | <u>35,900</u> | <u>225,500</u> |
| FUND BALANCES - JUNE 30, 1995 | <u>\$ 75,000</u> | <u>\$ 94,600</u> | <u>\$ 20,000</u> | <u>\$ 35,900</u> | <u>\$ 225,500</u> |

See independent auditors' report.

COMBINED BALANCE SHEET -
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

SERIES A BONDS

June 30, 1995

| | <u>Governmental Fund Types</u> | | | <u>Account Group</u> | <u>Totals</u> |
|--|--------------------------------|------------------------|---------------------|--|--------------------------|
| | <u>Revenue</u> | <u>Working Capital</u> | <u>Debt Service</u> | <u>Lease Payments Receivable and Bonds Payable</u> | <u>(Memorandum Only)</u> |
| ASSETS | | | | | |
| Investments held by trustee | \$ 102,890 | \$ 2,696 | \$ 96,333 | \$ - | \$ 201,919 |
| Accrued interest receivable | 1,659 | 9 | 3,060 | - | 4,728 |
| Due from other funds | 4,793 | - | 75,000 | - | 79,793 |
| Lease payments receivable | - | - | - | 865,920 | 865,920 |
| Unearned lease finance charges | - | - | - | (125,262) | (125,262) |
| Amount available for debt service | - | - | - | 109,342 | 109,342 |
| TOTAL ASSETS | <u>\$ 109,342</u> | <u>\$ 2,705</u> | <u>\$ 174,393</u> | <u>\$ 850,000</u> | <u>\$ 1,136,440</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| LIABILITIES: | | | | | |
| Revenue bonds payable | \$ - | \$ - | \$ - | \$ 850,000 | \$ 850,000 |
| Due to other funds | <u>75,000</u> | <u>-</u> | <u>4,793</u> | <u>-</u> | <u>79,793</u> |
| TOTAL LIABILITIES | <u>75,000</u> | <u>-</u> | <u>4,793</u> | <u>850,000</u> | <u>929,793</u> |
| FUND BALANCES: | | | | | |
| Reserve for debt service | 34,342 | - | 75,000 | - | 109,342 |
| Reserve for bond reserves | - | - | 94,600 | - | 94,600 |
| Reserve for working capital | - | 1,000 | - | - | 1,000 |
| Unreserved | <u>-</u> | <u>1,705</u> | <u>-</u> | <u>-</u> | <u>1,705</u> |
| TOTAL FUND BALANCES | <u>34,342</u> | <u>2,705</u> | <u>169,600</u> | <u>-</u> | <u>206,647</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 109,342</u> | <u>\$ 2,705</u> | <u>\$ 174,393</u> | <u>\$ 850,000</u> | <u>\$ 1,136,440</u> |

See independent auditors' report.

COMBINED BALANCE SHEET -
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

SERIES B BONDS

June 30, 1995

| | <u>Governmental Fund Types</u> | | | <u>Account Group</u> | <u>Totals</u> (Memorandum Only) |
|--|--------------------------------|------------------------|---------------------|--|------------------------------------|
| | <u>Revenue</u> | <u>Working Capital</u> | <u>Debt Service</u> | <u>Lease Payments Receivable and Bonds Payable</u> | |
| ASSETS | | | | | |
| Investments held by trustee | \$ 86,006 | \$ 2,715 | \$ 35,904 | \$ - | \$ 124,625 |
| Accrued interest receivable | 1,261 | 9 | 1,137 | - | 2,407 |
| Due from other funds | 1,141 | - | 20,000 | - | 21,141 |
| Lease payments receivable | - | - | - | 680,640 | 680,640 |
| Unearned lease finance charges | - | - | - | (178,443) | (178,443) |
| Amount available for debt service | - | - | - | 62,803 | 62,803 |
| TOTAL ASSETS | <u>\$ 88,408</u> | <u>\$ 2,724</u> | <u>\$ 57,041</u> | <u>\$ 565,000</u> | <u>\$ 713,173</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| LIABILITIES: | | | | | |
| Revenue bonds payable | \$ - | \$ - | \$ - | \$ 565,000 | \$ 565,000 |
| Due to other funds | <u>20,000</u> | <u>-</u> | <u>1,141</u> | <u>-</u> | <u>21,141</u> |
| TOTAL LIABILITIES | <u>20,000</u> | <u>-</u> | <u>1,141</u> | <u>565,000</u> | <u>586,141</u> |
| FUND BALANCES: | | | | | |
| Reserve for debt service | 42,803 | - | 20,000 | - | 62,803 |
| Reserve for bond reserves | - | - | 35,900 | - | 35,900 |
| Reserve for working capital | - | 1,000 | - | - | 1,000 |
| Unreserved | <u>25,605</u> | <u>1,724</u> | <u>-</u> | <u>-</u> | <u>27,329</u> |
| TOTAL FUND BALANCES | <u>68,408</u> | <u>2,724</u> | <u>55,900</u> | <u>-</u> | <u>127,032</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 88,408</u> | <u>\$ 2,724</u> | <u>\$ 57,041</u> | <u>\$ 565,000</u> | <u>\$ 713,173</u> |

See independent auditors' report.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

SERIES B BONDS

For the year ended June 30, 1995

| | <u>Revenue</u> | <u>Working Capital</u> | <u>Debt Service</u> | <u>Totals (Memorandum Only)</u> |
|--|------------------|----------------------------|-------------------------|---|
| REVENUES: | | | | |
| Lease payments - finance charges | \$ 33,085 | \$ - | \$ - | \$ 33,085 |
| Interest on investments | <u>3,891</u> | <u>68</u> | <u>1,528</u> | <u>5,487</u> |
| TOTAL REVENUES | <u>36,976</u> | <u>68</u> | <u>1,528</u> | <u>38,572</u> |
| EXPENDITURES: | | | | |
| Interest | - | - | 33,085 | 33,085 |
| Bond principal payment | <u>-</u> | <u>-</u> | <u>40,000</u> | <u>40,000</u> |
| TOTAL EXPENDITURES | <u>-</u> | <u>-</u> | <u>73,085</u> | <u>73,085</u> |
| OTHER FINANCING SOURCES (USES): | | | | |
| Lease payments received - principal | 38,715 | - | - | 38,715 |
| Operating transfers in | 1,527 | - | 73,084 | 74,611 |
| Operating transfers out | <u>(73,084)</u> | <u>-</u> | <u>(1,527)</u> | <u>(74,611)</u> |
| TOTAL OTHER FINANCING SOURCES (USES) | <u>(32,842)</u> | <u>-</u> | <u>71,557</u> | <u>38,715</u> |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES | 4,134 | 68 | - | 4,202 |
| FUND BALANCES - JULY 1, 1994 | <u>64,274</u> | <u>2,656</u> | <u>55,900</u> | <u>122,830</u> |
| FUND BALANCES - JUNE 30, 1995 | <u>\$ 68,408</u> | <u>\$ 2,724</u> | <u>\$ 55,900</u> | <u>\$ 127,032</u> |

See independent auditors' report.

STATISTICAL INFORMATION

INSURANCE COVERAGE

June 30, 1995

Insurance coverage of the Authority at June 30, 1995 on policies issued to the City of Placentia includes the following:

| <u>Description</u> | <u>Amount of Coverage</u> | <u>Expiration Date</u> |
|--------------------------|--|------------------------|
| Fire, including contents | \$ 4,313,861 | May 15, 1996 |
| Umbrella liability | \$ 10,000,000 excess of \$100,000 self-insured retention | July 1, 1996 |

See independent auditors' report.

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 2, 1995 - 7:30 p.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 7:35 p.m.

ROLL CALL:

Commissioners Present: Carl Van Gorden
Ray Evans
John O. Tynes
Carol Downey

Absent: Peggy Dinsmore

Others Present: Howard L. Longballa, Secretary
Carolyn Davis, City Treasurer
Elizabeth Minter, Placentia Library Director

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 3, 1994 meeting were approved.

ELECTION OF OFFICERS:

Commissioner John O. Tynes was elected to serve as President and Howard L. Longballa was reelected to the position of Secretary.

OATH OF OFFICE:


Secretary Longballa reported that Library Board appointees Peggy Dinsmore and Ray Evans were sworn in on January 16, 1995 by the Library Director.

FINANCIAL REPORT:

Once again, the Civic Center Authority received an unqualified "clean" opinion from the outside certified public accountants. The history and purpose of the Authority were discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:50 p.m. until the next meeting to be held the first Monday in October 1996 at 7:30 p.m.


Howard L. Longballa, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 17, 1995
SUBJECT: Orange County Bankruptcy Settlement Agreement

BACKGROUND:

There continues to be some confusion about whether the Orange County Investment Pool participants are being advised by the Orange County Investment Pool Bankruptcy Committee to sign the Settlement Agreement.

Attachments A, B and C are the communications that the District has received during the past week.

I advise the Board to await recommendations from Patrick Shea. If these recommendations are received prior to the Board Meeting, the Settlement Agreement Document will be presented for adoption.

RECOMMENDATION:

Approve Settlement Agreement if it is available at the time of the Meeting.

JANICE MITTERMEIER
CHIEF EXECUTIVE OFFICER

COUNTY ADMINISTRATIVE OFFICE
ROBERT E. THOMAS HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA, 3RD FLOOR
SANTA ANA, CA 92701-4062

TELEPHONE: (714) 834-6200

FAX: (714) 834-3018



COUNTY ADMINISTRATIVE OFFICE

October 10, 1995

TO: Orange County City Mayors
Orange County City Managers
Orange County Transportation Authorities
Orange County Water Districts
Orange County Sanitation Districts
Orange County School Districts
Orange County Transportation Authority
Orange County Pool Participants

RE: Orange County Consensus Plan Joint Agreement

Yesterday, October 9, 1995, Governor Pete Wilson signed legislation which will enable the County of Orange to implement a locally developed consensus plan designed to bring the County out of bankruptcy. While the signing of this legislation is an important first step, we now look forward to receiving executed copies of the Joint Agreements from the pool participants who voted to approve the proposed recovery plan.

These executed agreements, along with the legislation now enacted, form the foundation of the County's Plan of Adjustment which must be filed with the Federal Bankruptcy Court. To meet our obligations to our bond holders and vendors and to avoid the potential for appointment of a State Trustee, the Plan of Adjustment needs to be filed by December 15, 1995. Because the terms of the Joint Agreement will be incorporated into the Plan, we must receive your signed copy of the attached Joint Agreement as soon as possible.

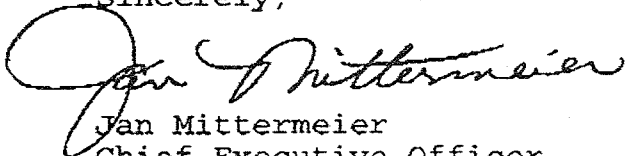
I know we have all welcomed the bright economic news in recent days proclaiming Orange County's growing strength in sales, low unemployment rate, and housing market improvements. Moving the County out of its current state of bankruptcy without raising taxes or seriously impacting the quality of life of most residents can only help the County's economic resurgence and national image.

I therefore urge the immediate consideration and approval of the Joint Agreement by your respective councils or boards. My office

would be pleased to assist you with any needed presentations or to be available to answer the questions of your elected officials, staff, or citizens. Please contact me at 834-6200 if I can be of any assistance to you.

In closing, I would like to acknowledge the many people who worked so hard to draft the terms and conditions of the final consensus Joint Agreement including Paul Brady from the City of Irvine, Stan Oftelie from the Orange County Transportation Authority, Ken Jones from the Orange County schools, Andre Czorny from the Orange County water districts, Kevin Murphy from the City of Newport Beach, Bill Woollett from the transportation corridor authorities, and Don McIntyre from the Orange County sanitation districts. To these people and their legal representatives, we owe a great deal of thanks.

Sincerely,



Jan Mittermeier
Chief Executive Officer
County of Orange

Attachment

cc: Members, Orange County Board of Supervisors
Paul Brady, City of Irvine
Stan Oftelie, Orange County Transportation Authority
Ken Jones, Fullerton Joint Union High School District
Andre Czorny, Orange County Water District
Kevin Murphy, City of Newport Beach
Bill Woollett, Transportation Corridor Agencies
Don McIntyre, County Sanitation Districts of Orange County

CK:ck

OCT 10 1995

EXECUTION COPY

SEPTEMBER 6, 1995

**JOINT AGREEMENT (the "Agreement") OF THE COUNTY OF ORANGE,
THE OFFICIAL INVESTMENT POOL PARTICIPANTS' COMMITTEE
AND EACH OPTION A POOL PARTICIPANT FOR RESOLUTION OF
ALL CLAIMS AGAINST THE COUNTY OF ORANGE**

1. Definitions. Capitalized terms not defined herein shall have the meanings ascribed to such terms in the Comprehensive Settlement Agreement re: Orange County Investment Pools (the "Comprehensive Settlement Agreement"), in the form approved by the United States Bankruptcy Court for the Central District of California ("Bankruptcy Court") in an order entered on May 2, 1995.

2. Reallocation of Bradley-Burns Sales Tax; Alternatively, Deposit of Funds by OCTA. The County of Orange (the "County"), the Orange County Transportation Authority ("OCTA"), the Orange County Transit District ("OCTD"), and the Official Investment Pool Participants' Committee (the "OCIP Committee") agree to support the passage by the California legislature (the "Legislature") and the approval thereof by the Governor of the State of California (the "Governor") of legislation providing for one of the following alternatives, which alternatives shall be selected by the County in the County's sole and absolute discretion: (a) the deposit by OCTA with the County of Orange of \$38 million per year for a term of 15 years commencing on July 1, 1996; or (b) the reallocation to and/or retention by the County of a portion of the Bradley-Burns Sales Tax currently allocated to the OCTA or to the OCTD in the sum of \$38 million per year for a term of fifteen (15) years commencing on July 1, 1996. The draft alternative legislation attached to this Agreement as Exhibit "A" represents a form which is acceptable to the County, OCTD, the OCIP Committee and OCTA for the legislation implementing the terms of this paragraph 2. The undersigned holders of Settlement Secured Claims and/or Repayment Claims (collectively, the "Option A Pool Participants") agree that they do not and will not object to the passage and approval of

legislation which is generally in the form attached to this Agreement as Exhibit "A."

3. Transfer of Motor Vehicle Fuel Taxes. The County, the OCTA, the OCTD agree to support the passage by the Legislature and the approval thereof by the Governor of legislation that allocates to OCTA \$23 million of the County's yearly apportionment of Motor Vehicle Fuel Taxes for a period of sixteen (16) years commencing on July 1, 1997. (The draft legislation attached to this Agreement as Exhibit "A" represents a form which is acceptable to the County, OCTD, the OCIP Committee and OCTA for the legislation implementing the terms of this paragraph 3. The undersigned Option A Pool Participants agree that they do not and will not object to the passage and approval of legislation which is generally in the form attached to this Agreement as Exhibit "A.") The County agrees to pay, subject to all bankruptcy defenses, limitations and objections, all eligible costs, as determined by the County, for Arterial Highway Financing Program projects originally programmed by OCTA or the County prior to and including June 30, 1995, and OCTA shall not be obligated to pay any of such eligible costs.
4. Reallocation of Property Taxes (Harbors, Beaches & Parks). The County and the OCIP Committee agree to support the passage by the Legislature and the approval thereof by the Governor of legislation providing for the reallocation to the County of property taxes currently allocated and paid to the Orange County fund commonly known as Harbors, Beaches and Parks in an amount equal to \$4 million per year (plus any related allocation to such fund of future years' tax increments) for a period of twenty (20) years commencing on July 1, 1996. The draft legislation attached to this Agreement as Exhibit "A" represents a form which is acceptable to the County, OCTD, the OCIP Committee and OCTA for the legislation implementing the terms of this paragraph 4. The undersigned Option A Pool Participants agree that they do not and will not object to the passage and approval of legislation generally in the form attached to this Agreement as Exhibit "A."
5. Reallocation of Property Taxes (Flood Control). The County and the OCIP Committee agree to support the passage by the Legislature and the approval thereof by the Governor of legislation providing for the reallocation to the County of property taxes currently allocated and paid to the Orange County

Flood Control District in an amount equal to \$4 million per year (plus any related allocation to that district of future years tax increments) for a period of twenty (20) years commencing on July 1, 1996. The draft legislation attached to this Agreement as Exhibit "A" represents a form which is acceptable to the County, OCTD, the OCIP Committee and the OCTA for the legislation implementing the terms of this paragraph 5. The undersigned Option A Pool Participants agree that they do not and will not object to the passage and approval of legislation generally in the form attached to this Agreement as Exhibit "A."

6. Reallocation of Property Taxes (Development Authority). The County and the OCIP Committee agree to support passage by the Legislature and the approval thereof by the Governor of legislation providing for the transfer from the Orange County Development Agency ("OCDA") to the County's general fund of an amount equal to \$4 million per year for a period of twenty (20) years commencing on July 1, 1996. The draft legislation attached to this Agreement as Exhibit "A" represents a form which is acceptable to the County, OCTD, the OCIP Committee and the OCTA for the legislation implementing the terms of this paragraph 6. The undersigned Option A Pool Participants agree that they do not and will not object to the passage and approval of legislation generally in the form attached to this Agreement as Exhibit "A."
7. Segregation of Redirected Revenues. All of the revenues to be directed to or received by the County pursuant to legislation enacted in accordance with paragraphs 2 through 6 hereof shall be accounted for and reserved for the performance of the County's obligations pursuant to a confirmed plan of adjustment, including payment of debt service on post-petition indebtedness or Certificates of Participation approved by the Bankruptcy Court. Funds may be released from the restrictions described in the preceding sentence to the extent that funds from the County's general fund are applied to obligations of the County under such plan.
8. Plan of Adjustment. The County shall, as promptly as practicable, and in any event no later than January 1, 1996, prepare and file with the Bankruptcy Court a plan of adjustment (the "Plan of Adjustment") and a Disclosure Statement with respect to such Plan of Adjustment. The Plan of Adjustment shall contain, in substance, the following terms and conditions:

- a) The Plan of Adjustment may provide for the payment of the allowed amount of all County vendor allowed claims as of the Petition Date.
- b) The Plan of Adjustment may provide for the payment of the allowed amount of all allowed claims asserted by County employees.
- c) The Plan of Adjustment may provide for payment, in full, of all allowed claims under the County's short-term note debt which constitute "Senior Claims" as that term is defined in the Comprehensive Settlement Agreement.
- d) The Plan of Adjustment may provide for the replenishment of those reserve accounts required to be maintained in accordance with the documentation governing Certificates of Participation issued on behalf of the County to the extent required by such documentation through the payment of past due lease obligations for such Certificates of Participation to cure any default resulting from non-payment of such lease obligations, in an amount not to exceed \$15 million.
- e) The Plan of Adjustment shall provide for the appointment of a Representative pursuant to Bankruptcy Code section 1123(b)(3)(B), defined below, to enforce, prosecute and collect upon all Pool-Related Claims, as such term is defined in the Comprehensive Settlement Agreement, and such Representative's authority shall include determining whether, and on what terms, to settle any or all of such Claims.
- f) The Plan of Adjustment shall provide for the establishment of a fund in the amount of \$50 million (the "Litigation Fund") to enable the Representative to prosecute, enforce and collect upon Pool-Related Claims, including without limitation to pay for the services of lawyers, accountants, expert witnesses, consultants, and to the extent the Professional Fee Reserve established pursuant to the Comprehensive Settlement Agreement is insufficient, counsel for the OCIP Committee and/or his designee and to pay other costs and fees related to the prosecution, enforcement and collection of Pool-Related Claims.

- g) The Plan of Adjustment shall provide that all Settlement Secured Claims allowed pursuant to the Comprehensive Settlement Agreement shall be subordinated to Senior Claims for purposes of determining distributional entitlements under the Plan of Adjustment and, upon the Effective Date of the such Plan, have recourse only to net proceeds of Pool-Related Claims and the Litigation Fund in accordance with the terms and conditions described in Paragraph 9. The security interest which collateralizes the Settlement Secured Claims pursuant to the Comprehensive Settlement Agreement shall be modified and released only to the extent necessary to permit all Pool-Related Claims to become fully subject to the control of the Representative and to permit the distributions of net proceeds of Pool-Related Claims and of the Litigation Fund in accordance with Paragraph 9, below.
- h) The Plan of Adjustment shall provide that all Repayment Claims allowed pursuant to the Comprehensive Settlement Agreement shall, upon the Effective Date of such Plan, have recourse only to net proceeds of Pool-Related Claims and the Litigation Fund in accordance with the terms and conditions described in Paragraph 9. The security interest which collateralizes the Repayment Claims pursuant to the Comprehensive Settlement Agreement shall be modified and released only to the extent necessary to permit all Pool-Related Claims to become fully subject to the control of the Representative and to permit the distributions of net proceeds of Pool-Related Claims and of the Litigation Fund in accordance with Paragraph 9, below.
- i) Except as otherwise provided in this Agreement, the Plan of Adjustment shall provide that all claims based upon or arising out of deficiencies in County-Administered Accounts resulting from investment losses in the Orange County Investment Pools ("County-Administered Account Claims") held by the County will receive the same treatment as County-Administered Account Claims held by Option A Pool Participants.
- j) The Plan of Adjustment may provide for payment, without interest in accordance with Paragraph 10(e) below, of County-Administered

Account Claims held by Option A Pool Participants over a period of up to twenty years beginning on the Effective Date of such Plan, as shown on the cash flow projections attached hereto as Exhibit B.

9. The Representative. Matters relating to the Pool-Related Claims and the Representative:

- a) The Pool-Related Claims of the County and of the Option A Pool Participants shall be enforced, prosecuted and collected upon by the Representative. The net proceeds, if any, of such enforcement, prosecution and collection efforts shall be distributed at such times and in such amounts as may be determined by the Representative in his sole and absolute discretion. Distributions shall be applied as among the holders of Pool-Related Claims as follows:
 - i) The first \$53,000,000 shall be distributed, to the holders of Repayment Claims who are School Pool Participants, *pro rata*, in accordance with the allowed amounts of such claims and shall be applied to reduce the allowed amounts of such claims.
 - ii) After the distribution of \$53,000,000 in accordance with paragraph (i), the next \$324,000,000 shall be distributed, to the holders of Settlement Secured Claims, *pro rata*, in accordance with the allowed amounts of such Claims and shall be applied to reduce the allowed amounts of such Claims.
 - iii) After the distribution of \$377,000,000 in accordance with paragraphs (i) and (ii), the next \$176,000,000 shall be distributed to the County of Orange.
 - iv) After the distribution of \$553,000,000 in accordance with paragraphs (i), (ii) and (iii), the next \$687,000,000 until aggregate distributions equal \$1,240,000,000 shall be distributed as follows:
 - a) The Secured Claim Percentage of such amounts shall be distributed to Option A Pool Participants and shall be

applied to the allowed amount of the remaining Repayment Claims, *pro rata*, in accordance with the allowed amounts of such Claims.

- b) 100% minus the Secured Claim Percentage of such amounts shall be distributed to the County of Orange.

- v) After the distribution of \$1,240,000,000 in accordance with paragraphs (i), (ii), (iii) and (iv), the next \$400,000,000 until aggregate distributions equal \$1,640,000,000 shall be distributed as follows:
 - a) 25% of such amounts shall be distributed to OCTA.
 - b) 75% of such amounts shall be distributed to the County of Orange.

- vi) After the distribution of \$1,640,000,000 in accordance with paragraphs (i), (ii), (iii), (iv) and (v), the next \$125,000,000, until aggregate distributions equal \$1,765,000,000 shall be distributed to OCTA.

- vii) Amounts in excess of \$1,765,000,000 shall be distributed as follows:
 - a) The Secured Claim Percentage of such amounts shall be distributed to Option A Pool Participants and shall be applied based upon each Option A Pool Participants' Investment Balance on December 6, 1994, as shown on Exhibit 2, as revised, to the Comprehensive Settlement Agreement.
 - b) 100% minus the Secured Claim Percentage of such amounts shall be distributed to the County of Orange.

- b) Subject to the waiver of certain interest set forth in Paragraph 10(e), the County shall apply first net litigation proceeds received by the

County pursuant to this paragraph to the repayment of allowed County-Administered Account Claims held by Option A Pool Participants arising out of County-Administered Accounts numbered 106, 109, 118, 139, 156, 180, 213, 264, 265, 300, 459, 477, and 506, and such other County-Administered Accounts as are subsequently identified by agreement of the OCIP Committee and the County, to the extent that such Option A Pool Participant County-Administered Account Claims are not previously paid.

- c) The Representative shall be Thomas W. Hayes. In the event Mr. Hayes is unable or unwilling to continue to serve as the Representative, an individual or entity selected by the County and approved by the OCIP Committee shall be the Representative. The Representative may contract with Metropolitan West Securities, Inc., or another person or entity, on such terms and conditions as the Representative shall deem appropriate, for the provision of analytical support and asset management services to the Representative. The Representative shall receive reasonable compensation for his services from the Litigation Fund and/or the proceeds of the prosecution, enforcement and collection of Pool-Related Claims. The agreement containing the terms of the Representative's compensation shall be filed under seal with the Bankruptcy Court.
- d) Both the Representative and Metropolitan West Securities, Inc. shall be indemnified by the Litigation Fund and the litigation proceeds from and against any and all claims which may be asserted against them by reason of any action taken by either of them as Representative or the Representative's agent, respectively. The indemnification described in the preceding sentence shall include payment of attorneys' fees and any other costs incurred in defense of any claims asserted against the Representative or the Representative's agent.
- e) The Representative shall keep counsel for the OCIP Committee informed concerning the progress of the Representative's efforts to prosecute, collect and/or settle Pool-Related Claims. In particular, Exhibit 6 to the Comprehensive Settlement Agreement shall be amended to substitute "counsel for the OCIP Committee" for the

words "Designated Counsel" wherever such words appear in such Exhibit. Notwithstanding the foregoing, the Representative shall retain the sole and absolute discretion in all matters concerning the prosecution, collection, settlement and compromise of Pool-Related Claims subject only to such jurisdiction as may be retained by the Bankruptcy Court pursuant to the Plan of Adjustment.

10. Certain Agreements of the Option A Pool Participants. Each Option A Pool Participant:

- a) In its capacity as a holder of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees not to reject any Plan of Adjustment containing substantially the terms described in this Agreement;
- b) In its capacity as a holder of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees that it intends to accept any Plan of Adjustment containing substantially the terms described in this Agreement;
- c) In its capacity as a holder of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees not to oppose confirmation by the Bankruptcy Court of any Plan of Adjustment containing substantially the terms described in this Agreement whether or not such Option A Pool Participant accepts such Plan of Adjustment. Notwithstanding the foregoing, if Bankruptcy Code section 943 is deemed not to be satisfied, such provision is waived by each Option A Pool Participant to the fullest extent permitted by law;
- d) In its capacity as a holder of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees that the treatment of Settlement Secured Claims, Repayment Claims, and County-Administered Account Claims described in this Agreement complies in all respects with all applicable requirements of Bankruptcy Code section 943 whether or not any class comprised of holders of Settlement Secured Claims, any class comprised of holders of Repayment Claims, or any class comprised of holders of County-

Administered Account Claims accepts the Plan of Adjustment in accordance with Bankruptcy Code section 1124. Notwithstanding the foregoing, if Bankruptcy Code section 943 is deemed not to be satisfied, such provision is waived by each Option A Pool Participant to the fullest extent permitted by law;

- e) Waives any right to post-petition, post-confirmation or post-effective date interest on any County-Administered Account Claim. Notwithstanding any provision hereof, each Option A Pool Participant does not waive nor intend to waive any claim for any interest that it may have against any third party;
- f) If not a School Pool Participant, agrees to subordinate its County-Administered Account Claims to any County-Administered Account Claim of School Pool Participants based upon losses in County-Administered Accounts numbered 664, 666, 668, 669, 670, 673, 675, 676, 677, 678, 680, 684, 685, 686, and 687;
- g) Agrees to suspend, pursuant to a stipulation acceptable to the County, all appeals relating to the Bankruptcy Court's June 27, 1995, Order Approving Compromise Of Controversy Respecting Validity Of Note Debt or its June 27, 1995, Order Approving Second Amended Note Modification And Extension Agreement, or any order or findings related thereto; and
- h) Agrees to dismiss with prejudice, upon entry of an order approving a Plan of Adjustment, all appeals relating to the Bankruptcy Court's June 27, 1995, Order Approving Compromise Of Controversy Respecting Validity Of Note Debt or its June 27, 1995, Order Approving Second Amended Note Modification And Extension Agreement, or any order or findings related thereto.

11. Certain Agreements of the Pool Committee. The Pool Committee:

- a) In its capacity as a representative of holders of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees that it shall support the acceptance by all Option A

Pool Participants of any Plan of Adjustment containing substantially the terms described in this Agreement;

- b) Agrees that it shall urge acceptance by all holders of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, of any Plan of Adjustment containing substantially the terms contained in this Agreement;
- c) In its capacity as a representative of holders of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims who execute this Agreement or who accept the Plan of Adjustment, agrees not to oppose confirmation by the Bankruptcy Court of any Plan of Adjustment which contains substantially the terms described in this Agreement whether or not such Plan of Adjustment is accepted by any or all Option A Pool Participants;
- d) In its capacity as a representative of holders of Settlement Secured Claims, Repayment Claims, and/or County-Administered Account Claims, agrees that any Plan of Adjustment containing substantially the terms described in this Agreement complies in all respects with all applicable requirements of Bankruptcy Code section 943 whether or not any class comprised of holders of Settlement Secured Claims, any class comprised of holders of Repayment Claims, or any class comprised of holders of County-Administered Account Claims accepts the Plan of Adjustment in accordance with Bankruptcy Code section 1124;
- e) Agrees to suspend, pursuant to stipulation acceptable by the County, all appeals relating to the Bankruptcy Court's June 27, 1995, Order Approving Compromise Of Controversy Respecting Validity Of Note Debt or its June 27, 1995, Order Approving Second Amended Note Modification And Extension Agreement, or any order or findings related thereto; and
- f) Agrees to dismiss with prejudice, upon entry of an order approving a Plan of Adjustment, all appeals relating to the Bankruptcy Court's June 27, 1995, Order Approving Compromise Of Controversy Respecting Validity Of Note Debt or its June 27, 1995, Order

Approving Second Amended Note Modification And Extension Agreement, or any order or findings related thereto.

12. Other Revenue Diversions. Except as specifically set forth herein, the County agrees not to request of the Legislature, nor otherwise support if requested or approved by any entity other than the County, the diversion of revenue allocated to the undersigned Option A Pool Participant for the purpose of financing the repayment of claims in the County's debt adjustment case or the payment of claims under the County's Plan of Adjustment.
13. Effectiveness of this Agreement. This Agreement shall not become effective unless:
- a) This Agreement has been executed by authorized representatives of:
 - i) The County of Orange;
 - ii) The Official Investment Pool Participants' Committee of the Orange County Investment Pools Bankruptcy Case;
 - iii) The Orange County Transportation Authority; and
 - iv) Each Option A Pool Participant.
- The County may waive the requirement contained in section 13(a)(iv) of this Agreement by written notice sent to counsel to the OCIP Committee.
- b) The Legislature passes and the Governor approves legislation which effectuates and is consistent with the reallocations of revenue described in Paragraphs 2 through 6, above, and Exhibit A.
 - c) The Bankruptcy Court approves this Agreement. For the purposes of implementing the provisions of this paragraph 13(c), all of the parties to this agreement consent to any request that the Bankruptcy Court shorten time or otherwise accelerate a hearing on any motion to

approve this Agreement, provided that each party to this agreement is given at least three (3) days notice of the date and time of any hearing on any motion to approve this Agreement.

14. Cooperation and Best Efforts in Seeking Bankruptcy Court Orders. Each party to this Agreement agrees to cooperate with the County in seeking, and not to hinder or interfere with any proceedings to obtain, the order or orders described in Section 13(c) of this Agreement.
15. Distribution of Amounts in County-Administered Accounts. As promptly as practicable following the effectiveness of this Agreement, the County shall distribute to Option A Pool Participants, to the extent they are lawfully entitled to such amounts under applicable non-bankruptcy law, cash accounted for as available for distribution (i.e. cash balances net of pro-rata allocations of investment losses and Withheld Proceeds based on December 6, 1994, revised balances) on account of funds placed with the County on behalf of Option A Pool Participants and accounted for in County-Administered Accounts numbered 106, 109, 118, 139, 156, 180, 213, 264, 265, 300, 459, 477, and 506, and such other County-Administered Accounts as are subsequently identified by agreement of the OCIP Committee and the County. Each Option A Pool Participant agrees not to object to any future distribution proposed by the County to any other entity, to the extent such entity is lawfully entitled to such amounts under applicable non-bankruptcy law, of cash accounted for as available for distribution (i.e. cash balances net of pro-rata allocations of investment losses and Withheld Proceeds based on December 6, 1994, revised balances) on account of funds placed with the County on behalf of such entity and accounted for in County-Administered Accounts numbered 106, 109, 118, 139, 156, 180, 213, 264, 265, 300, 459, 477, and 506, and such other County-Administered Accounts as are subsequently identified by agreement of the OCIP Committee and the County.
16. Effective Date of Legislation. The legislation proposed in Paragraphs 2 through 6 shall not take effect unless and until the Plan of Adjustment in accordance with this Agreement is confirmed.
17. Limited Waiver of Certain Interest; Subordination. To the extent the County has the authority and ability to do so, the County waives any right

to, post-petition, post-confirmation, or post-effective date interest on any County-Administered Account Claim, but solely to the extent such interest would be paid by or from another County-Administered Account or the County General Fund. Notwithstanding any provision hereof, the County does not waive nor intend to waive any claim for any interest that it may have against any third party. To the extent the County has the authority and ability to do so, the County agrees to subordinate its County-Administered Account Claims to County-Administered Account Claims of School Pool Participants based upon County-Administered Accounts numbered 664, 666, 668, 669, 670, 673, 675, 676, 677, 678, 680, 684, 685, 686, and 687.

18. Orange County Recovery Committee. There shall be established a committee ("OCR Committee") consisting of five (5) members: the Representative, two members to be appointed by the County, and two members to be appointed by the OCIP Committee, provided, however, one of the members appointed by the OCIP Committee shall be a city representative. OCR Committee shall review and evaluate any Plan of Adjustment (the "Plan") and Disclosure Statement filed with the Bankruptcy Court to determine if the Plan is inconsistent with any term of this Agreement or the Comprehensive Settlement Agreement to the extent not modified by this Agreement.
19. Effect of Comprehensive Settlement Agreement. Each Option A Pool Participant hereby fully and finally waives and relinquishes any and all obligations, duties and restrictions imposed upon the County by the Comprehensive Settlement Agreement to the extent inconsistent with this Agreement.
20. No Third-Party Beneficiaries. Nothing contained in this Agreement is intended to confer any rights or remedies under or by reason of this Agreement on, or waive any claims against, any person or entity other than the Parties hereto.
21. No Representations or Warranties. Except as expressly set forth in this Agreement, none of the Parties hereto makes any representation or warranty, written or oral, express or implied.

22. Applicable Law. This Agreement shall be governed in all respects, including the validity, interpretation and effect, by title 11 of the United States Code and the laws of the State of California, without giving effect to the principles of conflicts of law thereof.
23. Consent to Entry of Orders and Judgments by Bankruptcy Court. Each Party hereto hereby consents to the determination by the Bankruptcy Court, as a "core proceeding" within the meaning of 28 U.S.C. § 157 or any successor provision, and to have the Bankruptcy Court hear and determine and enter appropriate orders and judgments, in any action brought to enforce, interpret, reform or rescind this Agreement or any of the provisions hereof and over any action to determine or declare the rights of any of the Parties under this Agreement.
24. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
25. No Admissions. Neither this Agreement, nor any of the terms hereof, nor any negotiations or proceedings in connection herewith, shall constitute or be construed as or be deemed to be evidence of an admission on the part of any Party of any liability or wrongdoing whatsoever, or the truth or untruth, or merit or lack of merit, of any claim or defense of any Party or directly or indirectly impair or adversely affect any rights or claims not released, modified, waived or otherwise affected under this Agreement; nor shall this Agreement, or any of the terms hereof, or any negotiations or proceedings in connection herewith, or any performance or forbearance hereunder, be offered or received in evidence or used in any proceeding against any Party, or used in any proceeding, or otherwise, for any purpose whatsoever except with respect to (a) effectuation and enforcement of this Agreement and (b) any proceedings in the Bankruptcy Court to approve this Agreement and the execution and delivery hereof.
26. Due Authorization. Each Party to this Agreement hereby represents and warrants that such Party is duly-authorized to enter into this Agreement.

OCT-12-1995 13:33

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P.22

THE COUNTY OF ORANGE

BY: *[Signature]*

ITS: CHAIRMAN

THE OFFICIAL INVESTMENT POOL PARTICIPANTS' COMMITTEE

BY: *[Signature]*

ITS: CHAIRMAN

NAME OF OPTION A POOL PARTICIPANT

BY: _____

ITS: _____

LOW OFFICES OF
PILLSBURY MADISON & SUTRO

SAN FRANCISCO
LOS ANGELES
SAN DIEGO
WASHINGTON, D.C.
WHILEN'S DIRECT DIAL NUMBER

SUITE 1800
101 WEST BROADWAY
SAN DIEGO, CALIFORNIA 92101
TELEPHONE (619) 534 5000
TELECOPIER (619) 536 1006

ORANGE COUNTY
SACRAMENTO
MENLO PARK
TOKYO

(619) 544-3177

October 12, 1995

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange
Case No. SA-94-22272-JR

Letter from County CEO dated October 10, 1995
Regarding "Orange County Consensus Plan Joint
Agreement"

Dear Pool Participants:

I have received from many of you copies of a "Memorandum" dated October 10, 1995, from the County Chief Executive Officer, Janice Mittermeier, regarding the above matter. I have also received your numerous phone calls and phone messages questioning this correspondence.

In her Memorandum, the CEO directs you to approve the Joint Agreement, a copy of which she attaches.

The County has not reached final agreement with the Investment Pool Committee regarding material aspects of the Agreement. We have been in discussions with Counsel for the County regarding these matters.

The Investment Pool Committee has not recommended approval of the Joint Agreement. The County is fully aware of this.

Please await further advice from the Investment Pool Committee before taking any action regarding the document forwarded to you by the County CEO, or any other form of Agreement provided from any source other than the Investment Pool Committee. At such time as the Investment Pool Committee is prepared to recommend any form of agreement to Pool Participants, you will receive such agreement directly from the

ORANGE COUNTY INVESTMENT POOL,
PARTICIPANTS' DISTRIBUTION LIST
October 12, 1995
Page 2

Pool Committee along with correspondence explaining its substance and directions for the appropriate actions to be taken by Pool Participants. Responses by Pool Participants will be made back to representatives of the Pool Committee, not to the County.

Should you have any questions please contact the undersigned.

Very truly yours,



Patrick C. Shea

PCS:bc

cc: Bruce Bennett, Esq.
Official Committee of Pool Participants & Counsel



Agenda Item 26
Attachment C
JANICE MITTERMEIER
CHIEF EXECUTIVE OFFICER

COUNTY ADMINISTRATIVE OFFICE
ROBERT E. THOMAS HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA, 3RD FLOOR
SANTA ANA, CA 92701 4062

TELEPHONE: (714) 834-6200

FAX: (714) 834-3018

COUNTY ADMINISTRATIVE OFFICE

October 12, 1995

Patrick Shea, Esq.
Pillsbury Madison and Sutro
Suite 160
101 West Broadway
San Diego, California 92101

Dear Mr. Shea:

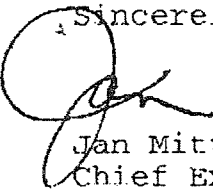
I was surprised by the tone and content of your letter of October 12, 1995 to the Orange County Investment Pool Participants. I was equally surprised to learn that many of your constituent boards and councils have yet to receive a copy of the Joint Agreement. The Board of Supervisors and Mr. Stan Oftelie, on behalf of the Orange County Pool Participants' Committee, signed the Joint Agreement on September 7, 1995 (copy of signature page attached).

My letter dated October 10, 1995 sought to inform pool participants of the Governor's October 9 signature on the four legislative bills passed in reliance on the Joint Agreement, and to express my gratitude for efforts the pool participants have devoted to passage of the legislation and to drafting and approving the Joint Agreement. As you know, the California Legislature and the Governor approved the legislation called for in the Joint Agreement based on the commitments by the OCIP, the OCTA and others to execute the Joint Agreement. Accordingly, because the time for drafting and filing the Plan of Adjustment with the Court is now upon us, I urge and continue to urge pool participants to return their signed agreements to the County as soon as possible. Contrary to your letter, however, my letter did not "direct" pool participants to sign the Joint Agreement.

Secondly, your letter implies that, notwithstanding Mr. Oftelie's signature evidencing OCIP's approval of the Joint Agreement, the pool participants are continuing to attempt to renegotiate the terms of the Joint Agreement. The County has requested orally and in writing any remaining obstacles there may be to all pool participants signing the Joint Agreement. Consistent with its October 7 signature on the Joint Agreement, the OCIP has not once written to identify any remaining obstacles or outstanding issues.

Given OCIP's approval of the Joint Agreement, the California Legislature and Governor's approval of legislation called for by the Joint Agreement, and the fact that the deadline for proposing a plan of adjustment is drawing near, I continue to urge OCIP to provide its constituents with copies of the Joint Agreement, and that the pool participants' elected boards and councils be given an opportunity to consider and approve the Joint Agreement.

Sincerely,



Jan Mittermeier
Chief Executive Officer

Attachment

CC: Orange County Pool Participants
Orange County Board of Supervisors

CK:ck

THE COUNTY OF ORANGE

BY: [Signature]
ITS: CHAIRMAN

THE OFFICIAL INVESTMENT POOL PARTICIPANTS' COMMITTEE

BY: [Signature]
ITS: CHAIRMAN

NAME OF OPTION A POOL PARTICIPANT

BY: _____
ITS: _____

TO: Library Board of Trustees

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

DATE: October 17, 1995

SUBJECT: Resolution 95-9 Establishing Placentia Library District of Orange County as an "Incorporating Agency" for the purpose of compliance with the Political Reform Act and the Model Conflict of Interest Code of the Fair Political Practices Commission

BACKGROUND:

The District has received Amended Regulation 18730 for the Fair Political Practices Commission of the State of California and is required to incorporate it in the District's Conflict of Interest Policy. The Amended Regulation is Attachment A.

The Memo from the Offices of the County Counsel County of Orange dated September 6, 1995, recommends that the District incorporate the Model Code by reference in its policy by Resolution. By doing this the District will be able to automatically update its Policy each year without Board action. The Memo is Attachment B.

Resolution 95-9 is Attachment C.

RECOMMENDATION:

1. Read Resolution 95-9 by title only.
2. Adopt Resolution 95-9.



RAVI MEHTA
CHAIRMAN

FAIR POLITICAL PRACTICES COMMISSION .

June, 1995

RECEIVED
JUN 5 1995

COUNTY COUNSEL'S OFFICE

TO: County Counsels, County Clerks, Clerks of the Board of Supervisors

FROM: Technical Assistance Division (916) 322-5660

RE: Amended Regulation 18730

Attached is a copy of the recently amended Commission Regulation 18730 for counties and other agencies within the county's jurisdiction which have incorporated Regulation 18730 as the body of their conflict of interest codes. No action by the agency is necessary to make these changes effective.

Subdivision (b), subsections (8), (8.1), and (9), were amended to reflect the statutory adjustment to the gift limit amounts and to reflect the honoraria ban in effect for local officials contained in Government Code Sections 89501-89506.

As the code reviewing body, you must forward a copy of amended Regulation 18730 to all agencies within your jurisdiction that have incorporated Regulation 18730.

If an agency has not incorporated Regulation 18730, the language in the code must be amended within 90 days from the date of this notice to reflect the statutory changes. For information on the benefits of incorporating Regulation 18730, please contact this office.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations)

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and

C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice

² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments,

interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting. Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property³ is required to be

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and

⁴ Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (b), (c), (d), and (e) of Government Code Section 89502 shall apply to the prohibitions in this section.

(B) No member of the governing board of a special district or designated employee of a local government agency shall accept any honorarium.

Subdivisions (b), (c), and (e) of Government Code Section 89502 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts of \$280 or More.

(A) No member of a state board or commission, and no designated employee of a state agency, shall accept gifts with a total value of more than two hundred eighty dollars (\$280) in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (b), (c), (d), and (e) of Government Code Section 89504 shall apply to the prohibitions in this section.

(B) No member of the governing board of a special district, or designated employee of a local government agency shall accept any gifts with a total value of more than two hundred

eighty dollars (\$280) in a calendar year from any single source.

Subdivision (d) of Government Code Section 89504 shall apply to this section.

(9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred and eighty dollars (\$280) or more in value provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the

rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Manner of Disqualification. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code

Sections 81000 - 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: Authority: Section 83112, Gov. Code
Reference: Sections 87300-87302, 89501, 89502, 89503,
and 89504, Gov. Code

History

- (1) New section filed 4-2-80 as an emergency; effective upon filing. Certificate of Compliance included.
- (2) Editorial correction.
- (3) Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter.
- (4) Amendment of subsection (b) (7) (B)1. filed 1-26-83; effective thirtieth day thereafter.
- (5) Amendment of subsection (b) (7) (A) filed 11-10-83; effective thirtieth day thereafter.
- (6) Amendment filed 4-13-87; effective thirtieth day thereafter.
- (7) Amendment of subsection (b) filed 10-21-88; effective thirtieth day thereafter.
- (8) Amendment filed 8-28-90; effective thirtieth day thereafter.
- (9) Amendment filed 8-7-92; effective thirtieth day thereafter.
- (10) Amendment filed 2-5-93; effective upon filing.
- (11) Amendment filed 3-14-95; effective upon filing.

AMENDMENT
TO
CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendices in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the District.

Designated employees shall file statements of economic interests with the District's Political Reform Act Filing Officer who will make the statements available for public inspection and reproduction. (Government Code section 81008). Upon receipt of the statements of the District Board of Trustees and Chancellor, the District shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the District.

SAMPLE

APPENDIX "A-1"

DESIGNATED PERSONS FOR DISCLOSURE PURPOSES

1. The persons occupying the following positions are Designated Employees and must disclose the financial interests defined in categories 1-4 of Appendix "A-2".
 - a. Members of the Board of Trustees
 - b. Chancellor/President
 - c. Vice Chancellors/Vice Presidents
 - d. Director of Personnel Services
 - e. Business Manager

2. The persons occupying the following positions are Designated Employees and must disclose the financial interests defined in Category 2 of Appendix "A-2".
 - a. Supervisor of Auxiliary Services
 - b. Director, Financial and Administrative Services
 - c. Administrative Deans
 - d. Executive Deans
 - e. Supervisor, Risk Management
 - f. Buyer
 - g. Assistant Buyer
 - h. Bookstore Manager
 - i. Director of Maintenance and Operations
 - j. Director of Contract Education

3. The persons occupying the following positions are Designated Employees and must disclose the financial interests defined in Category 3 of Appendix "A-2".
 - a. Administrative Dean, Facility Planning & Campus Services
 - b. Director, Financial and Administrative Services
 - c. Director of Maintenance and Operations
 - d. Director of Contract Education

SAMPLE

APPENDIX "A-2"

INVESTMENTS AND INCOME THAT MUST BE REPORTED

Category 1:

Interests in real property, other than a principal residence located within the jurisdiction, if the interest in real property may foreseeably be affected materially by any decision made or participated in by the designated person or designated employee by virtue of his position.

Category 2:

Investments in or income from business entities which manufacture, distribute, lease, retail or sell supplies, materials, books, foods, machinery, parts, equipment, or vehicles to the District. Investments in business entities are reportable only to the extent that they do business with the District, they have done business with the District during the two years prior to the time that a disclosure statement is required to be filed by this Code, or they plan to do business with the District. Income is not reportable where the income is received from a source which is not doing business with the District, not planning to do business with the District, or has not done business with the District during the two years prior to the time that a disclosure statement is required to be filed under this Code.

Category 3:

Investments in or income from business entities which are contractors, architects, engineers, appraisers, auditors, attorneys, management consultants, educational consultants and travel agents engaged in the performance of work or services utilized by the District. Investments in business entities are reportable only to the extent that they do business with the District, they have done business with the District during the two years prior to the time that a disclosure statement is required to be filed by this Code, or they plan to do business with the District. Income is not reportable where the income is received from a source which is not doing business with the District, not planning to do business with the District, or has not done business with the District during the two years prior to the time that a disclosure statement is required to be filed under this Code.

Category 4:

Income from employee organizations that represent district employees, that plan to represent district employees, and income from district employees.

SAMPLE



Writer's Direct Dial Number

OFFICES OF
THE COUNTY COUNSEL
COUNTY OF ORANGE

10 CIVIC CENTER PLAZA
MAILING ADDRESS: P.O. BOX 1379
SANTA ANA, CALIFORNIA 92702-1379

714/834-3300
FAX 714/834-2359

September 6, 1995

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

Agenda Item 27
Attachment B
TERRY C. ANDRUS
COUNTY COUNSEL

LAURENCE M. WATSON
ASSISTANT

JAMES F. MEADE
ASSISTANT

| | |
|-----------------------|-----------------------|
| EDWARD N. DURAN | GEOFFREY K. HUNT |
| RICHARD D. OVIEDO | JACK W. GOLDEN |
| BENJAMIN P. DE MAYO | DEBORAH M. GMEINER |
| HOWARD SERBIN | CHRISTOPHER J. MILLER |
| GENE AXELROD | ROBERT G. OVERBY |
| ROBERT L. AUSTIN | PAMELA KEMP PARKER |
| DONALD H. RUBIN | LISA PESKAY MALMSTEN |
| CAROL D. BROWN | BARBARA H. EVANS |
| BARBARA L. STOCKER | MICHELLE BEN-HUR |
| JAMES L. TURNER | DANIEL P. TORRES |
| NICHOLAS S. CHRISOS | JOHN H. ABBOTT |
| THOMAS F. MORSE | MICHELLE L. PALMER |
| WANDA S. FLORENCE | WARD BRADY |
| HOPE E. SNYDER | CHRISTOPHER M. DARGAN |
| THOMAS C. AGIN | JANELLE M. BROCK |
| SHERIE A. CHRISTENSEN | RACHEL M. BAVIS |
| SUSAN M. NILSEN | ELIZABETH L. KOLAR |
| SARA L. PARKER | ANN E. FLETCHER |
| ADRIENNE K. SAURO | IRVING BERGER |
| KARYN J. DRIESSEN | YASMIN B. KAMKAR |
| KATHY PAUL | AMY E. HOYT |
| KAREN R. PRATHER | MARGARET E. EASTMAN |
| JIM PERSINGER | MARCUS S. SHORE |

DEPUTIES

NOTICE

Recent amendments to the Political Reform Act prohibit the receipt by local elected officials or designated employees of any honoraria, or of gifts in excess of \$280.00 or more in a calendar year, from a single source.

The Fair Political Practices Commission has amended its Model Conflict of Interest Code (Section 18730 of Title 2 of the California Code of Regulations) to reflect these statutory amendments. A copy of the new Model Code, as amended on March 14, 1995, is enclosed, along with a notice (dated June, 1995) from the Commission.

If your agency has incorporated the Model Code by reference, you are not required to make any changes to your Code. Your Code is deemed to change automatically when the Commission amends the Model Code. (However, you may want to distribute the amended Code to your designated employees, or post it, so that these employees will be aware of the changes.)

If your agency has NOT incorporated the Model Code by reference, then you must amend your Code within 90 days to reflect the amendments to the Political Reform Act. (See Subsection (b)(9)(e) of the new Model Code, changing the disqualifying gift limit from \$250.00 to \$280.00.) You may also wish to amend your Code to incorporate Subsections (b)(8) and (b)(8.1) of the new Model Code, but there is no legal requirement that you do so.

Since, if you are a "non-incorporating" agency, you will be amending your Code, you may wish to amend it by becoming an "incorporating" agency. That would require a resolution:

- (a) incorporating the Model Code as the Agency Code,
- (b) specifying the official with whom Statements of Economic Interest are to be filed,
- (c) designating employees who are required to file such Statements*, and
- (d) establishing the disclosure categories for these employees*.

(* these segments are already in your Codes.)

A sample "incorporating" code is enclosed for your convenience.

If you have any questions about the requirement to amend your Code (or about the obviously beneficial process of incorporating the Model Code) please contact James F. Meade, Assistant County Counsel, 834-3318.

RESOLUTION NO. 95-9

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE MODEL CONFLICT OF INTEREST CODE
AS ISSUED AND AMENDED BY THE FAIR POLITICAL PRACTICES COMMISSION

WHEREAS, the State of California enacted Proposition 9 of 1974, establishing the Political Reform Act as administrated by the Fair Political Practices Commission under Title 2 of the California Code of Regulations, Sections 18100 et seq., and

WHEREAS, the Act established the requirement of government agencies to enact a Conflict of Interest Code, requiring Public Officials to disclose private economic interests and to disqualify from participating in decisions of which they may have a financial interest, and

WHEREAS, the Placentia Library District has in the past maintained its own Conflict of Interest Code, and

WHEREAS, the Fair Political Practices Commission has established a Model Conflict of Interest Code (2 Cal. Code of Regs. 18730),

THEREFORE, BE IT RESOLVED that the Board of Trustees of Placentia Library District adopts the Model Conflict of Interest Code as issued and amended by the Fair Political Practices Commission.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth day of October, 1995.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of October, 1995.

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

TO: Library Board of Trustees

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

DATE: October 17, 1995

SUBJECT: **Resolution 95-10 by the Placentia Library District of Orange County Adopting and Incorporating the Operational Area Agreement of the County of Orange and Political Subdivisions**

BACKGROUND:

All political subdivisions of the County of Orange are required by Senate Bill 1841, the Standardized Emergency Management System (SEMS) to use a standardized method for responding to and managing emergencies.

Attachment A is a letter from Supervisor William Steiner explaining why SEMS needs to be adopted by Placentia Library District.

Attachment B is a Staff Report on comments from previous draft versions of the Agreement.

Attachment C is the Operation Area Agreement as presented for adoption.

Attachment D is Resolution 95-10.

RECOMMENDATION:

1. Read Resolution 95-10 by title only.
2. Adopt Resolution 95-10.



SUPERVISOR, FOURTH DISTRICT
WILLIAM G. STEINER

ORANGE COUNTY BOARD OF SUPERVISORS
ORANGE COUNTY HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA, SANTA ANA, CALIFORNIA 92701
PHONE: 714/834-3440 FAX: 714/834-2045

October 4, 1995

TO: City Managers
Special District General Managers
School District Administrators
Department of Education Superintendent

At this time the County Emergency Management Council invites your jurisdiction to join the County in forming the Orange County Operational Area, required by the Standardized Emergency Management System (SEMS). The August 29, 1995 Draft Operational Area Agreement has been revised to incorporate comments received from Cities, Department of Education, School and Special Districts. Attached are a ~~strikeout~~ copy of the Operational Area Agreement showing the changes made, and a final copy to be presented to your governing board. Also attached is a staff report which addresses the common comments and questions received.

Please call Loletta Barrett at (714) 834-7259 and advise her of the date you will present the Agreement to your governing board. As soon as your governing board has taken action on the Agreement, please inform Loletta and then send an original signatory page to her as indicated in the Agreement. She will distribute copies to all other jurisdictions.

Cities should also please note that the Operational Area Agreement supersedes the Unified Orange County-Cities Emergency Management Agreement dated July 14, 1981 (OCCEMO); therefore action to withdraw from OCCEMO should be considered and can be accomplished pursuant to the withdrawal provision of the OCCEMO Agreement.

It is imperative that your jurisdiction take action on the Agreement as soon as possible. The Board of Supervisors must take action to meet SEMS requirements and maintain the eligibility of Orange County jurisdictions for reimbursement of personnel response costs incurred during an emergency. It is the intent of the Emergency Management Council to present the Agreement with signatory pages to the Board of Supervisors at the November 7, 1995 meeting to allow adequate time for consideration of the Agreement before the SEMS deadline.

With this Agreement the County, Cities, Department of Education, School and Special Districts embark on a joint opportunity to plan, coordinate, communicate, respond and recover from future emergencies, for the benefit of all of our constituents.

Sincerely,

A handwritten signature in cursive script that reads "William G. Steiner".

William G. Steiner, Supervisor, Fourth District
Chairman, Orange County Emergency Management Council
cc: Emergency Services Coordinators

STAFF REPORT ON COMMENTS REGARDING AUGUST 29, 1995 DRAFT OPERATIONAL AREA AGREEMENT

Written comments and suggested changes to the Draft Operational Area Agreement, (Agreement), were received from the following nineteen Subdivisions between September 6 and September 29. Some additional Subdivisions share attorneys and did not send a duplicate response.

| | | |
|--------------------------------|--------------------------------|---------------------|
| Department of Education | Anaheim | Costa Mesa |
| Dana Point | Huntington Beach | La Habra |
| Lake Forest | Los Alamitos | Orange |
| Placentia | Santa Ana | Laguna Hills/Tustin |
| Irvine Ranch Water District | Municipal Water District | |
| Santa Margarita Water District | Santiago County Water District | |
| Sanitation Districts | Tustin Unified School District | |

There were many common comments and changes have been incorporated in the Agreement to clarify these areas. The time taken to comment and improve the Agreement is sincerely appreciated. Summary explanations and answers to the common questions raised are provided below. Legal references and a list of abbreviations and acronyms are attached.

1. What is the purpose of the Operational Area Agreement?

The purpose of the Agreement is to establish a starting point for the Operational Area required by the Standardized Emergency Management System, (SEMS). SEMS requires the Board of Supervisors, (Board), to establish an Operational Area of all of the Subdivisions in the County by December 1, 1995. However, SEMS also states that non-participation of any Subdivision does not affect the authority and responsibility of the Operational Area. In addition, absent any other member agency of the Operational Area taking the responsibility, the County is responsible for acting as the Operational Area lead.

Although multiple approaches have been used across the State, Orange County has chosen an inclusive approach which actively seeks the participation of all Subdivisions in the geographic area as equals in order to ensure that the emergency needs and resources of all Subdivisions are considered. The Agreement establishes a beginning framework for the administrative and emergency organization of the Operational Area, which will be further developed by the member Subdivisions.

The intent is to build a strong Operational Area to allow all the Subdivisions in the County to communicate, act and speak together with one voice to our State and Federal counterparts, in both response and recovery from a major emergency affecting several counties. It will allow Orange County to compete for emergency resources with other counties and provide the structure to employ those resources where they are most needed.

2. *Why are there so many organizations and groups being formed and what is their purpose and relationship?*

The multiple organizations are a result of an approach designed to meet both legal requirements, as well as ensure that all Subdivisions, emergency functions and perspectives are fully represented in the planning and operation of the Operational Area. Organization charts are attached which detail the administrative and emergency operations organization for the Operational Area. Priority was placed on ensuring representation, while attempting to maintain groups of a workable size. Generally, all meetings will be subject to the Ralph M. Brown Act, including posting of meeting locations and agendas.

Administrative Organization

The signatory Subdivisions form the Operational Area Council. The Executive Board of the Council will present and request approval of major policy issues at the regular meetings of the Subdivisions' governing bodies, including any formal plans, fees if any, and amendments to the Agreement. This is to ensure that formal action is taken on any major item which impacts a Subdivision. Member Subdivisions will receive copies of the minutes of the Executive Board meetings. Should it ever become necessary for a meeting of the Council to be held to simultaneously brief the Subdivisions, we have added a provision for a meeting of Council representatives.

The Executive Board is formed of representatives at the executive level to provide direction to the Operational Area on a regular basis. The membership is balanced between municipal functional experts, county-wide mutual aid coordinators, and Subdivision representatives. They will meet quarterly to direct and review the work completed by the Operational Area Manager and OCEMO, (Orange County Emergency Management Organization), on the Operational Area plan, training and exercises. The Executive Board will receive copies of the OCEMO Representative Board minutes.

OCEMO is an expansion of the membership, empowerment of, and direction to, the existing organization, OCCEMO, (Orange County-Cities Emergency Management Organization). OCEMO is formed of staff level representatives from all signatory Subdivisions and, by approval of OCEMO and the Executive Board, representatives of organizations which play a major role in emergencies such as the Red Cross shelter personnel. These representatives will be directly involved in the development of recommended plans, procedures, training and exercises for the Operational Area. The full OCEMO membership will be convened by the OCEMO/Representative Board President as appropriate. However, due to the potentially large size of this group, it is expected that working committees of similar organizations will be formed to work on appropriate areas.

The OCEMO Representative Board is formed of staff level representatives of the cities, the County, the school districts, and one representative from each of the types of special districts. The Representative Board will be responsible for planning and implementing the work to establish the Operational Area plans, procedures, etc., including forming committees of OCEMO members to complete the work. The OCEMO President will be directly responsible for reporting OCEMO progress at the quarterly meetings of

the Executive Board. All OCEMO members will receive copies of Representative Board minutes.

Emergency Organization

The organization formed during emergencies is separate from the Administrative Organization. The Operational Area Emergency Organization follows the SEMS required 5-functions, and includes a pre-designated Operational Area Coordinator who is responsible for the direction of the Operational Area Emergency Operations Center, (OAEOC), in its role of communicating and coordinating between Subdivisions and mutual aid systems, but who does not direct the emergency response. The Operational Area Coordinator is a pre-designated assignment to ensure that the OAEOC, which will be located in the County EOC, is activated and staffed in a timely manner. The Mutual Aid Coordinators for Fire & Rescue, Law Enforcement, Public Works and Health Care are designated as Coordinator during specific emergencies. For practical reasons, although they will have two different sets of responsibilities, the Mutual Aid Coordinator designated to be Coordinator for each emergency is the same as the Director of Emergency Services pre-designated by the County for an emergency. The Coordinator will have direct contact with and advice from the other Mutual Aid Coordinators, who will function in the OAEOC both as Mutual Aid Coordinators and Operational Area Executive Board members.

The Agreement makes provisions for the use of a Unified Command which will be facilitated by all Mutual Aid Coordinators being responsible for providing a representative in the OAEOC. In addition, the Multi-Agency Command System is incorporated in the OAEOC, as the Mutual Aid Coordinators are members of the Executive Board, and affected Subdivisions will be actively providing policy advice to the Operational Area Coordinator. As situations change, the Executive Board is empowered to appoint a successor to the initial response Coordinator to ensure appropriate expertise is maintained.

In addition, a representative of the Board of Supervisors is specifically included on the Executive Board to ensure timely declaration of county-wide emergencies for the benefit of all Orange County Subdivisions.

3. How will the Operational Area be funded?

It is the intent of the Agreement to maximize the use of existing resources to the greatest extent possible and to capitalize on the development of Operational Area operating procedures already being completed by Subdivision representatives in OCCEMO.

Operational Area Emergency Operations Center (OAEOC)

The County has offered the use of the County EOC during Operational Area activations. Because the County EOC already exists and the County funds the phone lines, copiers, faxes, etc., the collocation of the OAEOC and County EOC means there will be no need to build/develop/fund an OAEOC, thereby achieving an efficient use of scarce resources.

Operational Area Administration (staff and materials for plans, procedures, Executive Board and OCEMO meeting agendas and minutes, mailings, etc.)

At this time, the State has indicated that it will reallocate Federal Emergency Management Assistance, (EMA), administrative grants, taking them away from the cities and counties who currently receive them. The State will use a portion of the EMA funds to allocate a minimum of \$30,000 to each Operational Area. This is intended to fund half of the salary and benefits of one position. Each Operational Area will be required to provide staff time to match the grant awarded, but the time spent by all Subdivisions on the Operational Area, (ie. participating in development and review of the Operational Area plan), may be counted toward that match. It should be noted that the State has admitted that it believes a minimum of two full time staff will be necessary to complete the work of the larger Operational Areas.

The remaining EMA grant funds will be allocated to the fifty-eight Operational Areas in the State on a per capita basis. It is estimated that our Operational Area will be eligible to receive approximately \$200,000. It is the intent of the Agreement to maximize the use of such existing resources.

The draft Operational Area Agreement requires the Executive Board to direct the development of a budget and staffing for the Operational Area and to seek funding for its operation, including an EMA grant. Included in that budget and staffing will be the duties of the Operational Area Manager, and any other staff support the Executive Board requests to administer the Operational Area. The Executive Board is therefore tasked with determining the Operational Area requirements of SEMS and developing a plan to meet them.

Should the EMA grant funds be discontinued, the Executive Board would be responsible for one or both of the following, or other alternatives, to ensure the work of the Operational Area is completed: reduce the budget and staffing and/or investigate alternative funding sources, including fees to member Subdivisions. The latter would require presentation and approval of the budget, staffing and fees by the governing body of each signatory Subdivision. It would be necessary for a majority of all Subdivisions to approve the budget and staffing and to adopt fees before such fees would be implemented. Subdivisions not approving the fees can withdraw from the Agreement. Alternatively, if continued participation is desired, such Subdivisions may continue as non-voting members.

As an example ONLY:

1. Assume maintenance of the Operational Area requires \$200,000 (the estimated EMA grant).
2. Using only a per capita residential population measure (1990 U.S. Census Bureau)
Santa Ana, with the largest residential population, 304,857/2,512,198 million, might anticipate a \$24,270 annual share. Villa Park, with the smallest residential population, 6,332/2,512,198 million, might anticipate a \$504 annual share.

3. These estimates do not include the school and special districts. If these districts also share in the expenses, other Subdivisions' fees would be lower.

Emergency Activation of the OAEOC

The State mandated legal requirements for activation of the OAEOC are included in the Agreement. They are very broad and include circumstances which would not require the County to activate the EOC for its own use. Activation of the OAEOC provides an impacted Subdivision with a multitude of resources through Operational Area coordination with all other Subdivisions and direct access to the State. The County has volunteered the use of its EOC and initial Operational Area staffing for any incident. However, the County may be ineligible for any direct State or Federal reimbursement for staffing the OAEOC if the County could not legally declare an emergency.

The intent of the Agreement is to allow the County to submit costs of the OAEOC to the impacted Subdivision, with the Subdivision including the costs in its claim for reimbursement, as allowed in State and Federal claiming procedures. In addition, other Subdivisions will be requested to provide secondary OAEOC staffing. The Agreement allows the Executive Board to develop policy and procedures for reimbursement of the County and/or other Subdivisions, from the Subdivisions receiving the benefit of the OAEOC, should it ever be necessary. This major policy issue and procedure would be submitted to the member Subdivisions for approval. There are similar provisions for reimbursement of costs in mutual aid agreements. The State has recently completed a draft of the Emergency Managers Mutual Aid Agreement which may provide a model for appropriate policy and procedures for the OAEOC.

To provide some perspective on potential OAEOC activation costs, the County activated the County EOC during the 1995 Winter Storms in which over \$57 million in public and private damage was sustained in the Operational Area. County Emergency Management staff conducted significant coordination activities on behalf of the cities, county, school and special districts. The reimbursement claims for activation of the EOC, for approximately 280 person hours from January 4, 1995 to March 13, 1995, totaled only \$5,664. Had this emergency not affected the County, the County would have been ineligible for reimbursement for the activation of the EOC.

4. What is being required of the Subdivisions?

SEMS requires all Subdivisions wishing to maintain their eligibility for reimbursement of emergency response costs to be in compliance with SEMS by December 1, 1996. Participation in the Operational Area is only one component and Subdivisions need to assess their own SEMS compliance requirements. It is the intent of the Operational Area Agreement to bring together Subdivisions to share information, skills and expertise to assist all Subdivisions to achieve compliance.

The Agreement specifies that each Subdivision is responsible for complying with SEMS, as well as to participate to the maximum extent possible in the Operational Area. Participation in the Operational Area is detailed in Section K of the Agreement, but each

Subdivision will address the level of their participation individually, depending upon it's resources and expertise. There are four areas of participation:

Executive- All signatory Subdivisions will be requested to consider major policy issues such as amendments to the Agreement and any fees should they become necessary, and to designate two representatives: one from their governing body and one from the staff responsible for emergency management issues. Meetings of the governing body representatives are not anticipated to be regular or frequent.

Executive, administration- Subdivisions may have Executive staff selected to act as Executive Board members, with the requirement to direct OCEMO in the development of the Operational Area, and to direct the Operational Area Manager. The Executive Board will meet quarterly.

Staff, administration- The development of an Operational Area administrative and emergency organization, plan, procedures, training and exercises which meets its member Subdivision's needs will require input from all Subdivisions. The Operational Area can only serve needs which have been identified and planned for. The level of staff participation in OCEMO, and in reviewing plans, policies and procedures, will determine the quality of the communication and incorporation of each Subdivision's capabilities, resources and risks faced. Each Subdivision will need to determine the extent of it's own participation.

Staff, emergency- Secondary staff of the OAEOC during an emergency may be requested of Subdivisions from staff trained in emergency management or, if necessary, from other staff who can support trained staff.

**ORANGE COUNTY OPERATIONAL AREA AGREEMENT
RELEVANT REGULATIONS, CODES, ORDINANCES AND AGREEMENTS
AND ABBREVIATIONS/ACRONYMS**

LEGAL REFERENCES

PAGE 1

Political Subdivisions defined

The California Emergency Services Act, Government Code Section 8557 (c)

General Emergency preparedness and response compliance

The California Emergency Services Act, Government Code Section 8550 et seq., and The Standardized Emergency Management System Regulations, Title 19 California Code of Regulations Section 2400 et seq.

Operational Area purpose defined

Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 & 2409

OCCEMO Agreement reference

UNIFIED ORANGE COUNTY-CITIES EMERGENCY MANAGEMENT AGREEMENT dated July 14, 1981.

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Geographic Area of County defined as Operational Area

Title 19 California Code of Regulations Section 2409

City County Emergency Management Planning Board Ordinance requirement met
COUNTY Ordinance No. 3915 Section 3-1-5 of the Codified Ordinances of the County of Orange

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Standardized Emergency Management System (SEMS)

Title 19 California Code of Regulation Section 2400 et seq.

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Responsibilities of the Operational Area Lead

Title 19 California Code of Regulation Section 2409 (e).

Powers and responsibilities granted by law to Board of Supervisors to proclaim an emergency in the County geographic area.

COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange and County of Orange Board of Supervisors Resolution 95-386

The Operational Area Manager defined as COUNTY Emergency Manager
COUNTY Ordinance No. 3915, of the Codified Ordinances of the County of Orange and
County of Orange Board of Supervisors Resolution 95-386

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Ability to Command Aid of Citizens

COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of
Orange

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Conditions for activation of the Operational Area Emergency Operations Center.

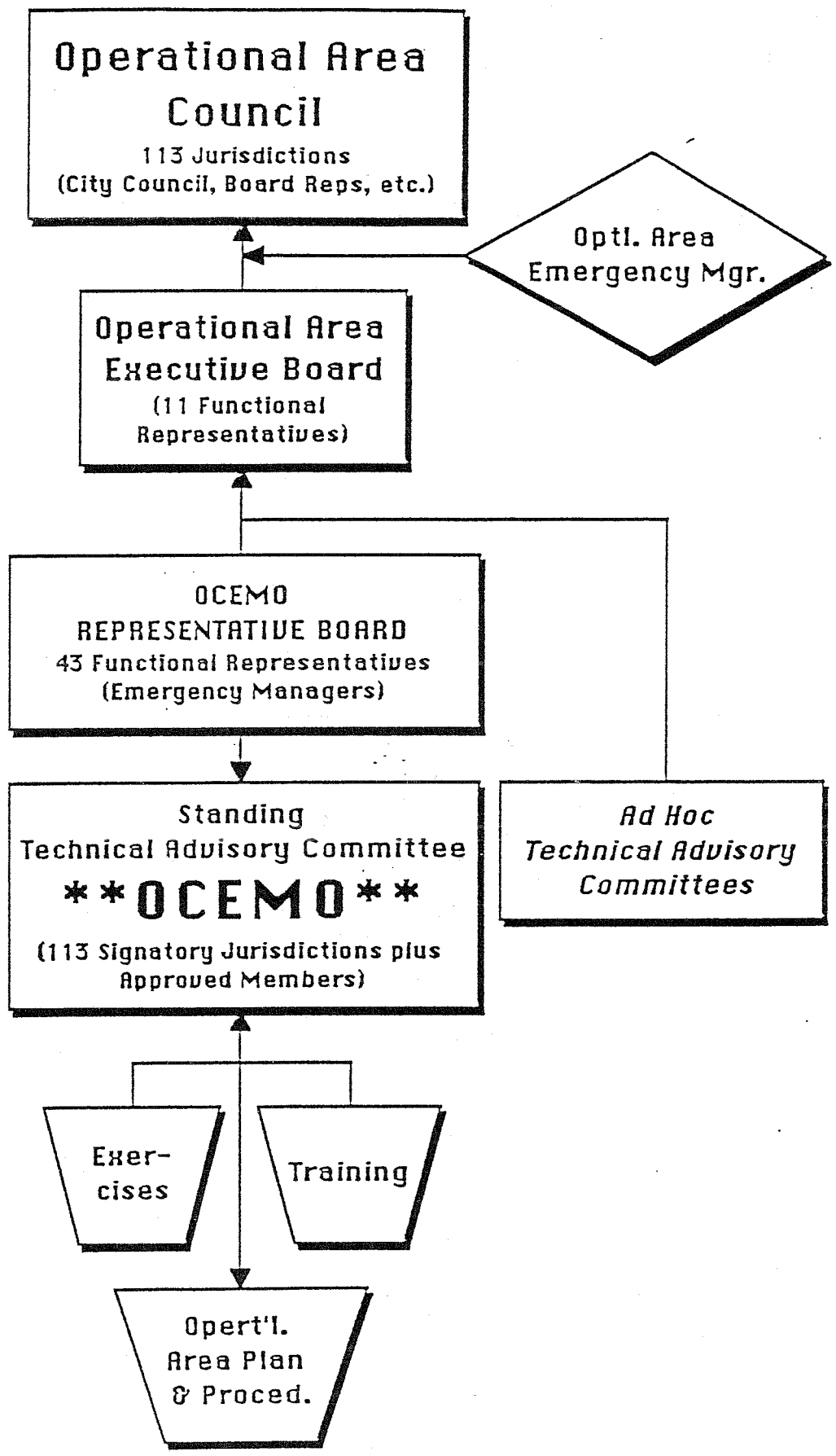
Title 19 California Code of Regulations Section 2409 (f).

Request for Governor's Proclamation.

Government Code Section 8558(b)

ABBREVIATIONS AND ACRONYMS

| | |
|-----------------------|---|
| COUNTY- | County of Orange |
| SUBDIVISION- | Cities, School and Special Districts |
| Parties- | All signatories to the Operational Area Agreement |
| Agreement- | Operational Area Agreement |
| SEMS- | Standardized Emergency Management System |
| OCEMO- | Orange County Emergency Management Organization |
| EOC- | Emergency Operations Center |
| OAEOC- | Operational Area Emergency Operations Center |
| Council- | Operational Area Council |
| Executive Board- | Operational Area Council Executive Board |
| Representative Board- | OCEMO Representative Board |
| Executive Council- | OCEMO Representative Board Executive Council |
| Coordinator- | Operational Area Coordinator |



OPERATIONAL AREA EXECUTIVE BOARD

(11 Functional Representatives)

Chair of the Orange County Board of Supervisors
Orange County City Engineers' and Public Works Directors' Association
Environmental Management Agency - Public Works Mutual Aid Coord.
Orange County Fire Chiefs' Association
Fire & Rescue Mutual Aid Coordinator
Independent Special Districts
Health Care Mutual Aid Coordinator
Orange County Police Chiefs' and Sheriff Association
Orange County Sheriff/Coroner - Law Mutual Aid Coordinator
Orange County City Managers' Association
Department of Education

OCEMO REPRESENTATIVE BOARD

(43 Functional Representatives for 113 Jurisdictions)

| | | | |
|----|--|----|-----------------|
| 31 | Cities | 31 | Representatives |
| 1 | County | 1 | Representative |
| 9 | Sanitation Districts | 1 | Representative |
| 6 | Sanitary Districts | 1 | Representative |
| 33 | Dept. of Educ. and School Districts .. | 1 | Representative |
| 20 | Water and Irrigation Districts | 1 | Representative |
| 5 | Community Service Districts | 1 | Representative |
| 1 | OCTA | 1 | Representative |
| 1 | Vector Control District | 1 | Representative |
| 1 | Cemetery District | 1 | Representative |
| 2 | Parks Districts | 1 | Representative |
| 2 | Library Districts | 1 | Representative |
| 1 | Storm District | 1 | Representative |

**** OPERATIONAL AREA COORDINATOR ****
EMERGENCY RESPONSE ASSIGNMENTS
FOR MUTUAL AID COORDINATORS

Law Enforcement

Tsunami
Nuclear Power Plant Emergency
Civil Disturbance
Terrorism
Act of War
Earthquake

Fire and Rescue

Fire
Mass Casualty

Hazardous Materials Release

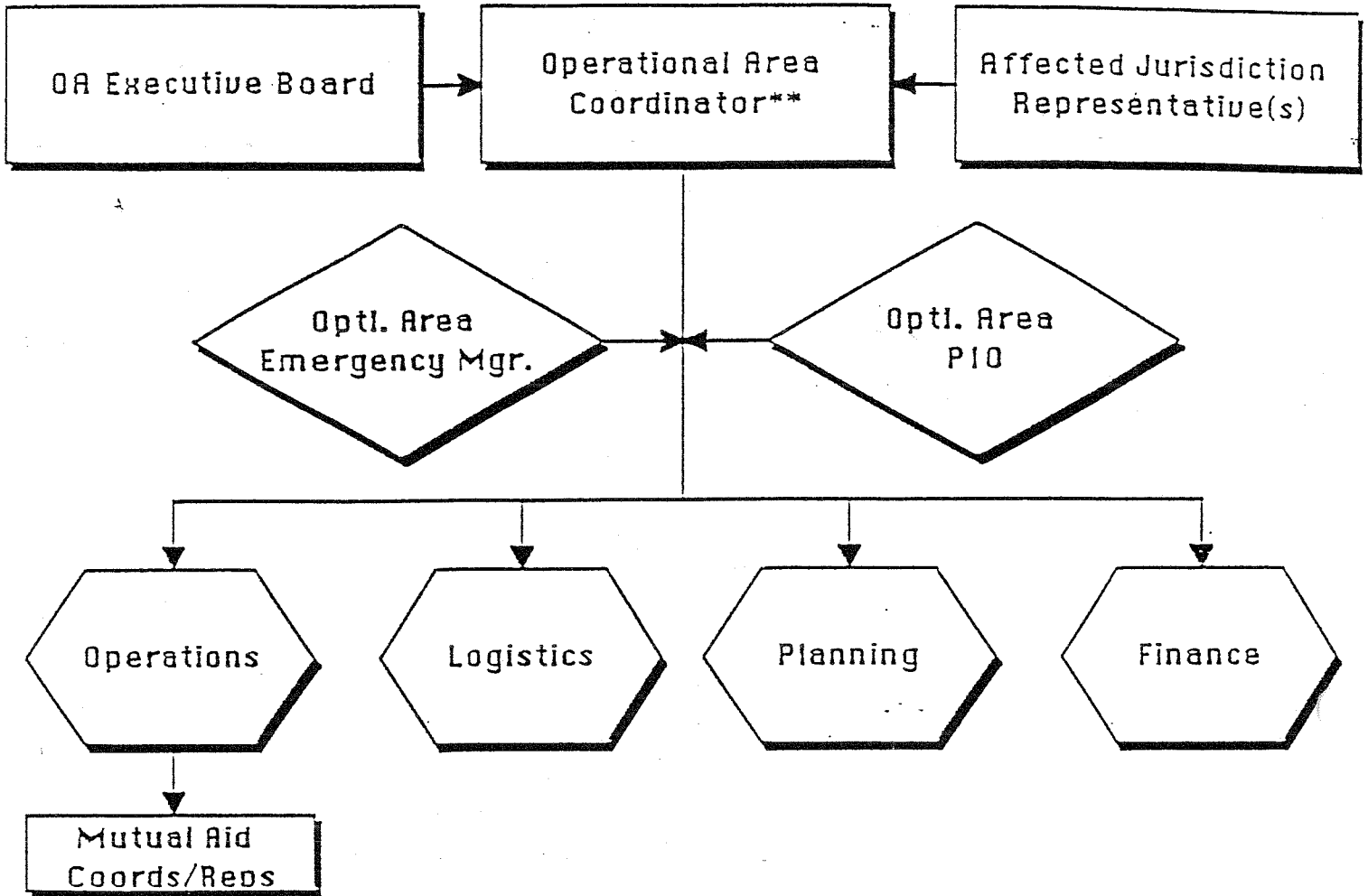
Public Works

Flood
Storm
Dam Failure
Oil Spill

Health Care

Threat of or declared Epidemic

Any emergency not specifically mentioned above will be assigned to a mutual aid coordinator as defined by the type of emergency and any applicable state or Federal laws.



* EOC staffed by County and then by non-affected jurisdictions.

** Mutual Aid Coordinator designated according to type of emergency.
Law, Fire & Rescue, Public Works, Health Care.

OPERATIONAL AREA AGREEMENT

**OF THE COUNTY OF ORANGE
AND POLITICAL SUBDIVISIONS**

October 3, 1995

**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

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**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

THIS AGREEMENT is entered into this _____ day of _____, 1995, which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as "COUNTY," and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (c) of The California Emergency Services Act, Government Code Section 8550 et seq., (" The Emergency Services Act"), which are signatories hereto, hereinafter referred to as "SUBDIVISIONS", collectively referred to as the "Parties".

W I T N E S S E T H:

WHEREAS, it is the intent of the Parties hereto, in accordance with The Emergency Services Act and The Standardized Emergency Management System Regulations, Title 19 California Code of Regulations Section 2400 et seq., to coordinate preparedness and response efforts for the safety of persons and property from the effects of natural, man-made, or war-caused disasters, hereinafter referred to as "emergencies," and,

WHEREAS, the purpose of an Operational Area , as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities between the COUNTY and all Subdivisions in the geographic area of the County, and to serve as the coordination and communication link with the regional level of the State; and

WHEREAS, the declared purposes of this Agreement are to provide for the establishment and direction of the Operational Area; the cooperative and mutual handling of the duties and responsibilities of the Operational Area lead Agency; the coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

WHEREAS, any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the Operational Area.

NOW THEREFORE, the Parties hereto agree as follows:

A. EXISTING AGREEMENTS: Nothing contained in this Agreement shall be construed as superseding or modifying any existing agreements, including mutual aid agreements, except this Agreement supersedes the existing UNIFIED ORANGE COUNTY-CITIES EMERGENCY MANAGEMENT AGREEMENT dated July 14,

1981; and nothing herein shall be construed as preventing any Party from entering into or modifying mutual aid agreements.

B. OPERATIONAL AREA ESTABLISHED: The entire geographic area of Orange County constitutes an Operational Area for the purposes of emergency mitigation, preparedness, response, and recovery, as required by Title 19 California Code of Regulations Section 2409.

C. CITY-COUNTY EMERGENCY MANAGEMENT PLANNING BOARD: For the purposes of COUNTY Ordinance No. 3915 Section 3-1-5 of the Codified Ordinances of the County of Orange, as presently existing or as hereafter amended, the Council created under this Agreement constitutes the City County Emergency Management Planning Board and this Agreement defines its membership, powers, duties, divisions, services and staff.

D. LOCAL AUTHORITY: In the event of an actual or threatened emergency, each jurisdiction shall retain the authority provided for by law respecting its jurisdiction.

E. DEFINITIONS: The following terms as used in this Agreement shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth below:

- (1) **Operational Area Coordinator** shall mean that position affiliated with a public agency as designated in Section G of this Agreement, to provide direction and coordination of the Operational Area during times of emergency.
- (2) **Emergency** shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the County caused by such conditions as air pollution, civil disturbance, sudden and severe energy shortage, drought, or earthquake or other conditions, the Governor's warning of an earthquake or volcanic prediction, epidemic, fire, flood, hazardous material release, plant or animal infestation or disease, riot, storm, or war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a Subdivision or County, requiring the combined forces of the Operational Area to manage.
- (3) **Unified command** shall mean a unified team effort which allows all agencies with, either geographical or functional responsibility, to manage an emergency by establishing a common set of emergency objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

F. OPERATIONAL AREA COUNCIL, EXECUTIVE BOARD AND SUBCOMMITTEES:

- (1) **Operational Area Council.** Title 19 California Code of Regulations Section 2400 *et seq.* establishing the Standardized Emergency Management System hereinafter referred to as SEMS, allows the COUNTY and all SUBDIVISIONS to have representation in the Operational Area. Therefore, the Operational Area Council, hereinafter referred to as the "Council", is hereby created to include the signature Parties to this Agreement. The Parties acknowledge that the Council is not a separate legal entity and that it is not their intention to form a joint powers authority.
 - a. **Membership.** All SUBDIVISIONS in the County of Orange, including cities, school and special districts, and the COUNTY, by approval and execution of this Agreement, are members of the Council. Each Council Member shall designate a representative and an alternate from its governing body to serve as its representative.
 - b. **Responsibilities.** The members of the Council shall have authority over the major policy issues of the Operational Area, as determined by the Executive Board, including the adoption of and amendments to this Agreement and adoption of any Operational Area fees. However, whenever a majority of all members of the Council determine that an issue should be brought before the Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in the first sentence of this subsection. It is not the intent of this Agreement that there be regular meetings of the Council. The Executive Board shall submit major Operational Area policy issues to Council members for consideration at their respective governing body meetings. The approval by a majority of the governing bodies of all Council members shall be sufficient for adoption of any Operational Area business, including the amendment of this Agreement, and adoption of any Operational Area fees.
 - c. **Representatives Meeting.** Should it be necessary for the Council to meet, the representative or alternate of each member of the Council, shall be entitled to one vote. The representatives present shall, by majority vote, select a Chair Pro Tem from among the representatives present. A majority of all representatives of the members of the Council shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present

and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair Pro Tem shall not be counted. The representatives of the Council may meet as necessary as determined by the Executive Board or as requested by a majority of the members of the Council.

(2) Operational Area Executive Board.

- a. Creation of the Operational Area Executive Board.** The Council shall have an Executive Board, hereinafter referred to as Executive Board, consisting of eleven voting members.
- 1) **Members.** Members are as follows:
 - a) A member of the COUNTY Board of Supervisors
 - b) A representative from the Orange County City Engineers' and Public Works Directors' Association
 - c) The Orange County Fire & Rescue Mutual Aid Coordinator
 - d) A representative from the Orange County Fire Chiefs' Association
 - e) The Orange COUNTY Sheriff-Coroner- Law Enforcement Mutual Aid Coordinator
 - f) A representative from Independent Special Districts of Orange County
 - g) A representative from the Orange COUNTY Health Care Agency- Health Care Mutual Aid Coordinator
 - h) A representative from the Orange County Police Chiefs' and Sheriff Association
 - i) A representative selected jointly from the Orange County-City Manager's Association and the League of Cities.

- j) A representative selected jointly by the Orange County Superintendent of Schools, Community Colleges and School Districts
 - k) A representative from the COUNTY Environmental Management Agency- Public Works Mutual Aid Coordinator
- 2) **Terms, Alternates and Voting.** Executive Board members shall be appointed by their respective organization every two years and shall serve at the discretion of their organization for two years. An alternate shall also be designated to serve the same term for each Executive Board member appointed. Each Executive Board member, or alternate in the absence of any voting member, shall be entitled to one vote. A majority of the Executive Board shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair shall not be counted.
- 3) **Operational Area Executive Board Chair and Vice-Chair.** The Chair and Vice Chair shall be elected every two years by the Executive Board. In the absence of both the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.
- 4) **Meetings.** The Executive Board shall meet quarterly or as designated by the Executive Board Chair.
- b. **Responsibilities/Policy/Advisory Duties.** The Executive Board shall have responsibility for the overseeing the actions of the Operational Area Manager in the daily operations and administration of the Operational Area. The Executive Board shall also have responsibility for the development, establishment and implementation of the policies of the Operational Area, and shall keep the Council informed of its actions. The Executive Board shall determine which major policy issues of the Operational Area issues require Council members' approval and shall seek such approval. However, whenever a majority of all members of the

Council determine that an issue should be brought before the entire Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in this subsection.

- 1) **Policy and Operational Area Emergency Plan.** The Executive Board is responsible for the establishment of Operational Area policy and the development and implementation by December 1, 1996, of the Operational Area Emergency Plan, including mitigation, preparation, response and recovery, and for the ongoing exercise and maintenance of the plan as required by SEMS.
- 2) **Operational Area Budget and Operating Staff.** The Executive Board shall have the responsibility to direct the development of and approve the Operational Area annual operating budget and staffing utilizing resources made available to the Operational Area by the State Office of Emergency Services through the Federal Emergency Management Assistance Program, and to monitor the expenditures of the Operational Area. This shall include the responsibility to seek grants from other sources to sustain the preparedness and response efforts of the Operational Area as further detailed in Section L of this Agreement, and, if necessary, to recommend for adoption by the members of the Council, any Operational Area fees to sustain the Operational Area. In the event the Executive Board recommends adoption of fees, the Executive Board shall be responsible for directing the development of and submitting the Operational Area annual budget and staffing to the members of the Council for approval.
- 3) **Laws, Rules, Legislation and Regulations.** The Executive Board shall review and recommend for action or adoption by the members of the Council, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules and regulations necessary to implement such plans and agreements. The Executive Board shall also study, review, and make recommendations on State and Federal legislation and policy as appropriate, and on matters referred to it in writing by Council members.
- 4) **Recovery Operations.** During the recovery phase of an emergency, the Executive Board shall provide advice to the members of the Council regarding rebuilding and cost

recovery. The Executive Board shall direct the Operational Area Manager, as designated in Section H of this Agreement, to coordinate with the State Office of Emergency Services as needed in this process.

- 5) **Successor to the Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint an Operational Area Coordinator to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement.

c. Subcommittees and Technical Advisory Groups.

- 1) **Establishment, Support and Coordination.** The Executive Board may establish standing and ad hoc Subcommittees and Technical Advisory Groups to complete its work and to ensure communication and coordination between all interested persons or groups, including but not limited to the COUNTY, SUBDIVISIONS, Orange County Emergency Management Organization, Communications Systems, Transportation, Care and Shelter. Subcommittees and Technical Advisory Groups may each elect a Chairperson and shall provide appropriate staff support from their members. The Operational Area Manager shall provide coordination between these Subcommittees or Technical Advisory Groups and the Executive Board only.
- 2) **OCEMO.** There is hereby established a standing Subcommittee to the Executive Board, the Orange County Emergency Management Organization, hereinafter referred to as "OCEMO". All Council members shall be expected to participate in OCEMO, to the maximum extent possible, with the understanding that the cooperative establishment of the Operational Area Plan, policies and procedures, training and exercises is necessary to ensure that the Operational Area Plan, policies, procedures, training and exercises meet the emergency needs of the SUBDIVISIONS, COUNTY, and Operational Area.

a) **Members.**

1. **Standing Members.** Standing members include the emergency services coordinators designated annually in writing to the Operational Area Manager by each Party which is a signatory to this Agreement. The COUNTY Emergency Manager shall be the COUNTY Standing member.
2. **Approved Members.** Designated representatives from other public, non-profit and private emergency response, recovery and management agencies may actively participate as approved members in OCEMO Committees. These agencies may include: Orange County Disaster Recovery Alliance, Volunteer Agencies Active In Disasters, American Red Cross, Volunteer Emergency Preparedness Organization, utilities, military bases, universities and colleges, and the State Office of Emergency Services. Membership shall be granted by the Executive Board annually, upon recommendation made by majority vote of standing members of OCEMO.
3. **Associate Members.** Members of other organizations may participate as non-voting Associate members.

b) **Voting.** Each of the Standing and Approved members shall be entitled to one vote. The Representative Board shall determine the issues which require approval of the voting members of OCEMO. However, whenever a majority of all members of OCEMO determine that an issue should be brought before the entire OCEMO membership, it shall be done so irrespective of the fact that the Representative Board has failed to identify it as an issue. It is not the intent of this Agreement that there be regular meetings of OCEMO. Any member of OCEMO may attend and be heard at the Representative Board meetings and participate in Representative Board committees. The Chair may

convene a meeting of OCEMO and/or conduct a vote by proxy. Unless otherwise provided herein, a vote of the majority of those qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.

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c) **Chair and Vice-Chairs.** The Chair, First and Second Vice Chair shall be elected annually by the Representative Board and shall serve both as the officers of the Representative Board and OCEMO. In the event a tie vote occurs, the vote of the Chair shall not be counted. In the absence of all officers, the members of the Representative Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.

d) **Representative Board.** OCEMO shall have a Representative Board, hereinafter referred to as "Representative Board".

1. **Membership.** The membership of the Representative Board shall be comprised of the following standing members:

- a. The COUNTY Emergency Manager/
Operational Area Manager
- b. The Cities' Emergency Services
Coordinators
- c. One representative selected jointly
by the Orange County
Superintendent of Schools,
Community Colleges and School
Districts
- d. One representative selected jointly
by the Water and Irrigation Districts
- e. A representative from the Orange
County Transportation Authority

- f. One representative selected jointly by the Sanitation Districts
 - g. One representative selected jointly by the Sanitary Districts
 - h. A representative from the Parks and Recreation District
 - i. A representative selected jointly by the Library Districts
 - j. A representative from the Cemetery District
 - k. A representative from the Vector Control District
 - l. A representative from the Storm District
 - m. A representative selected jointly by the Community Services Districts
2. **Voting.** Each of the Representative Board members shall be entitled to one vote. A majority of the Representative Board shall constitute a quorum for the transaction of business relating to OCEMO. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.
3. **Committees.** The Representative Board may establish Committees to accomplish the OCEMO duties. All OCEMO members are expected to participate in the Committees to the maximum extent possible.

- e) **Executive Council.** The OCEMO Executive Council shall consist of the OCEMO Chair, First and Second Vice Chair, the immediate past Chair, and the COUNTY Emergency Manager/Operational Area Manager. The Executive Council may meet at the request of the Chair to develop agendas and plans, and to analyze issues to be presented to the OCEMO Representative Board.
- f) **Staff Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
- g) **Purpose.** As a Subcommittee responsible to the Executive Board, the purposes of OCEMO include the following:
 - 1. **Operational Area Plan.** Development and maintenance of the Operational Area Emergency Plan as described in SEMS and approved by the Executive Board.
 - 2. **Standard Operating Procedures.** Development and maintenance of Operational Area standard operating procedures and Operational Area Emergency Operations Center procedures and guidelines for use during emergencies, reviewed and approved by the Operational Area Mutual Aid Coordinators.
 - 3. **Emergency Training and Exercises.** Coordinate an annual Operational Area exercise as required by SEMS and coordinate training of personnel who are part of the Operational Area Emergency Organization.
 - 4. **Efficiency and Effectiveness.** Identify, examine and develop plans and programs of concern to all SUBDIVISIONS and the COUNTY, and coordinate the development of appropriate plans and programs leading

toward an integrated Operational Area approach to preparedness for emergencies, including use of cost efficient and effective, coordinated public education and individual emergency preparedness programs.

5. **Legislation.** Review and report on legislation impacting emergency plans and programs and propose concepts for new legislation for consideration by the Executive Board.
 6. **Plans and Agreements.** Review proposals of emergency mutual aid plans and agreements and make recommendations on approval of such proposals to the Executive Board.
 7. **After Action Reports.** Develop after action reports for the Executive Board, following emergencies in which the Operational Area is activated.
 8. **Other.** Other duties and responsibilities as delegated by the Executive Board.
- h) **Meetings.** The Representative Board shall meet every other month. Special meetings of the Representative Board may be called by the Chair. Committees shall meet twice a month until the Operational Area Emergency Plan and procedures, exercise schedule and training, as required by SEMS are completed, and as necessary thereafter.
- i) **Finances.** OCEMO has no authority to bind the COUNTY or any SUBDIVISION to any financial arrangement.
- d. **Operational Area Executive Board Emergency Advisory Capacity.** The Executive Board may be convened by the Chair to review the potential or actual emergency situation and make and receive appropriate recommendations from the Operational Area Coordinator, as designated below, and Council members.

G. CREATION AND POWERS AND DUTIES OF OPERATIONAL AREA COORDINATOR:

- (1) **Operational Area Coordinator.** By this Agreement, Council designates an Operational Area Coordinator, hereinafter referred to as "Coordinator". Based on the type of disaster described below, the initial response Coordinator shall be the incumbent of the position designated below:
 - a. **Law Enforcement Mutual Aid Coordinator.** The Law Enforcement Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where evacuation, law and order are of the highest priority as related to earthquake, tsunami, nuclear power plant emergency, civil disturbance, terrorism, or act of war.
 - b. **Fire and Rescue Mutual Aid Coordinator.** The Fire and Rescue Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where the life or safety of the public is threatened due to fire, mass casualty emergency, or hazardous materials release.
 - c. **Public Works Mutual Aid Coordinator.** The Public Works Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where public works, or environmental protection resources shall be the primary method used for mitigation and recovery such as during flood, storm, dam failure or oil spill.
 - d. **Health Care Mutual Aid Coordinator.** The Health Care Mutual Aid Coordinator is designated as the as the initial response Coordinator for emergencies where there is a threat of an epidemic or a declared epidemic.
 - e. **Alternates to the Operational Area Coordinator.** Each incumbent of a position eligible to act as the initial response Coordinator shall annually designate, in writing by name and in order of succession, a minimum of two alternates. This designation shall be filed with the Operational Area Manager as described in Section H of this Agreement, no later than July 1st of each year.
 - f. **Line of Succession.** In the event that neither the designated initial response Coordinator nor either of the designated alternates is available to serve in the capacity of the initial response Coordinator, the following line of succession shall be used to

ensure continuity of Operational Area operations during times of emergency:

- 1) **Law Enforcement Mutual Aid Coordinator and two designated alternates.**
 - 2) **Fire and Rescue Mutual Aid Coordinator and two designated alternates.**
 - 3) **Public Works Mutual Aid Coordinator, and two designated alternates.**
 - 4) **Health Care Agency Mutual Aid Coordinator and two designated alternates.**
- (2) **Unified Command and Joint Operational Area Coordinator.** Where appropriate, the Coordinator shall use a unified command, which is standard procedure for emergencies which involve multiple jurisdictions or professional disciplines.
- (3) **Successor to the Initial Response Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint successor Operational Area Coordinator(s) to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement. The successor Coordinator(s) shall have the same powers and duties as the initial response Coordinator, as specified in Section G (4) of this Agreement.
- (4) **Powers and Duties.** The Coordinator shall direct and coordinate the Operational Area during times of emergency. The Coordinator shall have the following duties and powers:
- a. **Direction and Coordination.** Serve as key decision maker, in the Operational Area Emergency Operations Center providing direction and coordination necessary to accomplish the purposes of this Agreement and responsibilities of the Operational Area Lead as specified in Title 19 California Code of Regulations Section 2409 (e).
 - b. **Operational Area Representative.** Represent the Operational Area in all dealings with the public or private agencies on matters pertaining to emergencies as defined herein.

- c. **Emergency Public Information.** Appoint a Public Information Officer to coordinate the dissemination of all emergency information, press releases, and public statements, to prevent conflicting information, misinformation, and the initiation of rumors, as appropriate to the type of emergency confronting the Operational Area.
- d. **Emergency Proclamations.** Each SUBDIVISION shall retain the powers and responsibilities granted by law to proclaim an emergency in its jurisdiction, according to procedures set forth by the jurisdiction. The COUNTY Board of Supervisors shall retain the powers and responsibilities granted by law to proclaim an emergency in the County geographic area, according to procedures set forth in COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.

H. CREATION OF POSITION AND POWERS AND DUTIES OF OPERATIONAL AREA MANAGER:

- (1) **Operational Area Manager.** The position of the Operational Area Manager is hereby created. The Operational Area Manager shall be the COUNTY Emergency Manager as specified by COUNTY Ordinance No. 3915, Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.
- (2) **Powers and Duties.** The Operational Area Manager shall have the following powers and duties:
 - a. **Staff to the Operational Area Executive Board.** Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and coordinate all activities of assigned Operational Area staff with the Executive Board.
 - b. **Daily Coordination and Assistance.** Direct the daily coordination and cooperation between the Operational Area staff and the Operational Area Emergency Organization, and Executive Board Subcommittees, including OCAMO. Resolve questions of authority and responsibility that may arise between them, and work closely with and assist the Executive Board, as required.

- c. **Emergency Operations Center Maintenance.** Maintain the Operational Area Emergency Operations Center in a constant state of readiness, providing staff as needed to support the Emergency Operations Center operations during times of emergency in order to coordinate emergency information between the COUNTY and all SUBDIVISIONS, state and federal agencies, and volunteer organizations.
- d. **Notification of Emergency Operation Center Activation.** Notify the Executive Board and Board of Supervisors of an Emergency Operations Center activation as soon as practical, and keep the Executive Board and Board of Supervisors informed on all aspects of a current emergency situation as soon as information becomes available.
- e. **OCEMO Support.** Provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
- f. **Budget and Staffing.** Develop an annual operating budget and staffing recommendations and monitor the Operational Area expenditures at the direction of and for the approval of the Executive Board.
- g. **After Action Reports.** Coordinate with OCEMO the development of after action reports for the Executive Board, following emergencies in which the Operational Area is activated.

L OPERATIONAL AREA EMERGENCY PLAN: Under the direction of the Executive Board, OCEMO shall be responsible for ensuring the development and maintenance of the Operational Area Emergency Plan, which shall provide for the effective mobilization of all of the resources of the Operational Area, both public and private, to meet any condition constituting an emergency; and shall provide for the organization, powers and duties, and staff of the Operational Area Emergency Organization as described in Section M of this Agreement.

- (1) **Compliance.** The Operational Area Emergency Plan shall comply with applicable local, state and federal planning criteria, analyze the risks faced by the Operational Area, assign functional responsibilities to Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and personnel, and assign lines of succession for the members of the Operational Area Emergency Organization.

- (2) **Functional assignments.** The Operational Area Emergency Plan shall include the functions assigned to the mutual aid organizations, COUNTY agencies/departments and SUBDIVISIONS, and it shall be the responsibility of the agency/department heads and SUBDIVISIONS to appoint coordinators who shall report to the Emergency Operations Center and carry out the assigned duties as appropriate.
- (3) **Adoption.** The Emergency Plan shall not be effective until adopted by the Executive Board and a majority of all Council members.

J. COUNTY SPECIFIC RESPONSIBILITIES. The COUNTY shall act as the Operational Area Lead Agency. The Operational Area Lead Agency shall have the following responsibilities to the Operational Area in addition to those member responsibilities specified under Section K of this Agreement:

- (1) **24 Hour Contact Point.** The COUNTY shall provide the 24 hour contact point for the Operational Area and act as lead in activating the Operational Area Emergency Operations Center, hereinafter referred to as "OAEOC".
- (2) **Operational Area Emergency Operations Center.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Road, in Silverado, California and Alternate Emergency Operations Center, as designated, shall serve as the OAEOC.
- (3) **Initial EOC Activation Staffing.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (4) **EOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.
- (5) **Operational Area Council Executive Board Support.** The COUNTY shall provide support to the Executive Board for agendas and minutes for meetings and coordinating follow up only. Staff support to Subcommittees and Technical Advisory Groups shall be provided by Council members and their representatives.
- (6) **OCEMO Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.

K. OPERATIONAL AREA COUNCIL MEMBER RESPONSIBILITIES:
Members of the Operational Area Council shall have the responsibilities as set forth below:

- (1) **Participation.** Actively participate as a member in the Council, Executive Board if designated, Subcommittees and Technical Advisory Groups including OCEMO, and in the Operational Area Emergency Organization, including providing staff to support the work of the Executive Board, Subcommittees and Technical Advisory Groups.
- (2) **Emergency Plan and Organization.** Maintain an emergency plan and organization to provide for the emergency needs in the SUBDIVISION according to SEMS, and coordinate with and, where able, support other SUBDIVISIONS, the COUNTY, and the OAEOC.
- (3) **Emergency Management Program.** Develop an emergency management program which shall provide for the needs of the SUBDIVISION, which shall be complementary to and compatible and coordinated with the needs of the Operational Area in the event of an emergency.
- (4) **Emergency Assistance.** Provide assistance during an emergency:
 - a. **Capabilities and Agreements.** SUBDIVISIONS shall offer assistance within the limits of capabilities and according to applicable mutual aid agreements.
 - b. **EOC Staffing.** SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (5) **Resource list.** Maintain a current resource listing of the facilities, equipment and supplies available in the jurisdiction for use in the event of an emergency.
- (6) **Cooperation.** Promote cooperation among all SUBDIVISIONS in order to improve the overall Operational Area emergency management program.
- (7) **Training and Exercises.** Assure training and exercises within the SUBDIVISION and Operational Area, maintain a thorough knowledge of the Operational Area Emergency Plan and ensure that the supporting services and key personnel are properly trained and organized to meet all of their responsibilities in the event of an emergency.

- (8) **Emergency Notifications.** Ensure that internal and Operational Area emergency notification lists are kept current.
- (9) **Procedures.** Develop SUBDIVISION procedures which outline the steps necessary to complete tasks as a member of the Operational Area.
- (10) **Critical Personnel.** Identify at least two alternates for each person deemed critical to SUBDIVISION and Operational Area operations, either to serve in the capacity of the primary contact when (s)he is not available, or to facilitate 24 hour operation when needed in times of emergency.

L. OPERATIONAL AREA EXPENSES AND REVENUES

- (1) **Minimum costs/efficiency.** All costs shall be kept to a minimum, and efficiencies in use of staff, materials, etc. shall be a priority.
- (2) **Costs of Operational Area EOC Emergency Activation.** The COUNTY declares its willingness to provide the Operational Area 24 hour contact point, the OAEOC and initial OAEOC staffing, and to activate the OAEOC as required by SEMS as set forth in Section N (4) of this Agreement. The COUNTY shall exercise prudence in the staffing and level of activation, and shall deactivate the OAEOC when requested by SUBDIVISION(s) or as soon as practical, as allowed by law. The COUNTY is to act as a member of the Operational Area only and shall not be solely responsible for the costs of activating the OAEOC. The Executive Board shall be responsible for the development of policy and procedures similar to other mutual aid agreements where in SUBDIVISION(s) requiring activation of the OAEOC shall be responsible for reimbursement of the COUNTY and other SUBDIVISIONS for the cost of activation, if the COUNTY does not activate the OAEOC for its use, and cannot legally declare an emergency for the purposes of reimbursement from the State or Federal governments.
- (3) **Operational Area Administrative Expenses.** The Executive Board shall be responsible for acquisition and distribution of Emergency Management Assistance grant funds, and any other funds, to cover the administrative costs of the Operational Area, including any reimbursement to the COUNTY for services requested of the COUNTY pursuant to this subsection. The Executive Board shall be responsible for determining the potential source of, and for acquiring funds or staff time to match the grant(s). The COUNTY shall provide administrative staffing for the Operational Area, as determined by the Executive Board and/or Council in the annual budget, to carry out the duties as delineated in Section H of this Agreement. The COUNTY is to act as a member of the Operational Area

- (4) **Emergency Expenses.** During emergencies, all Parties shall be expected to participate, according to mutual aid and other agreements, and to the maximum extent possible, with the understanding that during an emergency the priority is life, safety, property and the environment, regardless of which jurisdiction is impacted.
- (5) **Emergency Aid to Parties.** Nothing herein shall be construed to restrict or control any Party's right or ability to apply for or receive emergency aid, loans or grants from any source including the State and Federal government. Neither any Party nor the Operational Area shall have any claim upon or interest in any emergency aid funds obtained by any other Party for its emergency expenses, with the exception that SUBDIVISIONS may be responsible for reimbursement of OAEOC activation costs as set forth in Section (L) of this Agreement.

M. DESCRIPTION, FUNCTION AND DUTIES OF THE OPERATIONAL AREA EMERGENCY ORGANIZATION

- (1) **Description.** All officers and employees of the Parties, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons pressed into service under the provisions of COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange as presently existing or as hereafter amended, shall constitute the Operational Area Emergency Organization, and shall be charged with duties incidental to the protection of life and property in the Operational Area during times of emergency.
- (2) **Functions and Duties.** The functions and duties of the Operational Area Emergency Organization shall be distributed among such Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and staff as the Operational Area Emergency Plan shall prescribe. The form of the organization, titles and terminology shall conform to SEMS.

N. ACTIVATION OF THE OPERATIONAL AREA EMERGENCY OPERATIONS CENTER

- (1) **Location.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Rd., Silverado, California, or alternate as designated, shall serve as the OAEOC. Communication connection to the OAEOC shall be the responsibility of each SUBDIVISION and Mutual aid Coordinator or their representative.

(2) **Virtual Operational Area EOC.** The OAEOC shall be used as the communication and coordination center and in so far as possible, function as a virtual OAEOC, utilizing any available telecommunication resources so that Parties may communicate without collocation. However, to ensure communication, it may be necessary for representatives and any support staff they may require to be present at the OAEOC. SUBDIVISIONS not present shall be responsible for establishing direct contact with the OAEOC.

(3) **Staff for the Operational Area Emergency Operations Center**

a. **OAEOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.

b. **Initial Activation and Beyond.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing. emergency management or other mutual aid shall be used to staff the OAEOC as necessary.

c. **Mutual Aid Coordinators.** Mutual Aid Coordinators may be present in the OAEOC, but if not present, shall be responsible for establishing direct contact with the OAEOC.

(4) **Required Activation:**

a. **Support to Emergency.** The Operational Area functions as support to the local government and field response and does not command the emergency response directly.

b. **Conditions.** Activation of the OAEOC is required by SEMS, Title 19 California Code of Regulations Section 2409 (f), under the following conditions:

1) **On Request.** "A local government within the Operational Area has activated its EOC and requested activation of the Operational Area to support their emergency operations."

2) **Two City Local Emergency.** "Two or more cities within the Operational Area have declared or proclaimed a local emergency."

- 3) **COUNTY and City Local Emergency.** “The County and one or more cities have declared or proclaimed a local emergency.”
- 4) **Request for Governor’s Proclamation.** “A city, city and County, or County has requested a governor’s proclamation of a state of emergency, as defined in Government Code 8558(b).”
- 5) **State of Emergency.** “A state of emergency is proclaimed by the governor for the County or two or more cities within the Operational Area.”
- 6) **Request for Outside Resources.** “The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.”
- 7) **Request for Operational Area Resources.** “The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.”

c. **Activation Levels.** The OAEOC activation levels are described below:

- 1) **Activation Level One.** Level One shall mean activation of the OAEOC at a minimum level with COUNTY emergency management staff to prepare the OAEOC and notify the Operational Area Emergency Organization and coordinate information among the members of the Operational Area and with Regional State officials as required by SEMS.
- 2) **Activation Level Two.** Level Two shall mean partial activation of the OAEOC, staffed by the Operational Area Coordinator or alternate, COUNTY emergency management personnel, along with personnel from COUNTY agencies/departments and other personnel.

selected to meet the functional needs of the emergency Operational Area Emergency Organization during times of emergency.

- 3) **Activation Level Three.** Level Three shall mean full activation of the OAEOC, including all personnel as indicated at level two plus the Executive Board, who shall serve as the Policy Group to advise the Coordinator on the use of resources in response to the disaster, establish policies, rules and regulations regarding the disaster and the subsequent recovery operations, and prioritize resources to effectively mitigate the disaster.

O. EFFECTIVE DATE: This Agreement shall become effective upon the approval and execution by the COUNTY Board of Supervisors and at least one SUBDIVISION. Any SUBDIVISION in Orange County may become a Party hereto by executing this Agreement. Notice shall be provided to the COUNTY upon a SUBDIVISION's execution of this Agreement as indicated in Section T of this Agreement.

P. WITHDRAWAL: Any Party may withdraw from this Agreement by providing written notice to the COUNTY. Said notice shall be given 30 days before withdrawal from this Agreement.

Q. SUSPENSION OF VOTING PRIVILEGES: In the event Operational Area fees are adopted, a Party's failure to pay said fees within 60 days after said fees become due, shall result in the immediate suspension of that Party's voting privileges in matters considered by any body, board, subcommittee, committee, or group established by this Agreement. Voting privileges shall be restored upon payment.

R. INDEMNIFICATION: Each Party shall defend, indemnify and hold harmless the other Parties, and their officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions, administrative proceedings, demands, and litigation, and all expenses and costs relating to acts or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of or incidental to performance under this Agreement. No Party assumes liability for the acts or omissions of persons other than that Party's respective officers, agents, employees or representatives.

S. COUNTERPARTS: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

T. AMENDMENT: This Agreement may not be amended or modified except in a writing executed by a majority of all Parties.

U. **NOTICE:** Notice to members shall be deemed given when mailed to them, first class, postage prepaid, or faxed to the address or fax number set out by their signatures.

V. **SEVERABILITY:** Should any part, term or provision of this Agreement be determined by a court to be illegal or unenforceable, the remaining portions or provisions of this Agreement shall nevertheless be carried into effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

DATED: _____

COUNTY OF ORANGE, a political sub-
division of the State of California

By _____
Chairman of the Board of Supervisors

SIGNED AND CERTIFIED THAT A
COPY OF THIS DOCUMENT HAS BEEN
DELIVERED TO THE CHAIRMAN OF
THE BOARD:

Kathleen Goodno
Acting Clerk of the Board of Supervisors
of Orange County, California
NOTICE TO THE COUNTY OF ORANGE
TO BE GIVEN TO:
Loletta M. Barrett, Emergency Manager
2644 Santiago Canyon Rd.
Silverado, CA 92676-9719
FAX: (714) 834-7354

APPROVED AS TO FORM:
Lawrence M. Watson
Chief Assistant County Council

By _____
Ann E. Fletcher, Deputy

Dated: _____

**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

DATED: _____

Placentia Library District of Orange County

By _____
(signature)

(type name)

(title)

ATTEST:

By _____
(signature)

(type name)

(title)

Date _____

NOTICE TO SPECIAL DISTRICT TO BE GIVEN TO:

Ms. Elizabeth D. Minter, Library Director
Placentia Library District of Orange County
411 East Chapman Ave.
Placentia, CA 92670
FAX: (714) 528-8236

APPROVED AS TO FORM:

(signature)

(type name)

(title)

Dated _____

RESOLUTION NO. 95-10

A RESOLUTION OF THE BOARD OF TRUSTEES
ESTABLISHING THE PARTICIPATION OF
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
IN THE ORANGE COUNTY OPERATIONAL AREA AS REQUIRED BY
THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

WHEREAS, the Standardized Emergency Management Systems (SEMS) is the result of Senate Bill 1841, which requires that the County, cities, school districts, and special districts use a standardized method for responding to and managing emergencies; and

WHEREAS, the County Emergency Management Council has designed an organizational structure and Operational Area Agreement in compliance with Senate Bill 1841,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Placentia Library District authorized its President, Secretary, and Library Director to sign the Operational Area Agreement of the county of Orange and Political Subdivisions dated October 3, 1995.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:


State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth day of October, 1995.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of October, 1995.

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

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: October 17, 1995

SUBJECT: Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation; and authorize purchase electronic copy of the Placentia Library District cardholder database at a cost not to exceed \$1,000, to be paid from the County Exempt Fund

BACKGROUND:

The State Library of California has issued a clarification of the confidentiality of library registration files as defined in the Public Records Act, Government Code Title 1, Division 7, Chapter 3.5 Section 6267.

This requirement means that the District cannot make the name/address information in its patron database available to the Friends, Foundation or any other group or individual without a court order.

This leave the plans for a general fundraising appeal with two options:

1. Distribute the appeal from the Foundation to carrier route (Resident/Patron form of address) or a purchased/rented mailing list
2. Distribute the appeal from the Library Board requesting that cardholders support the Adopt-A-Book program sponsored by the Placentia Library Foundation. A legal opinion is being sought to be sure that this option is within the scope of the public records law.

If the appeal is to be made to District cardholders, the database will need to be provided in an electronic format to be useable by the mailing contractor. The cost of the database preparation will be approximately \$900.

RECOMMENDATION:

Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation.

Authorize the purchase of the District's cardholder database in electronic format from DYNIX at a cost not to exceed \$1,000 to be paid from the County Exempt Fund.

Features

- ▶ The VendaCard® Debit/Credit Controller displays the status of the VendaCard®. If the value is adequate (exceeding the preset vend price) a vend can be made.
- ▶ Each time a debit vend is made, the vend price is subtracted and the remaining debit value on the card is displayed. When you press the return button, the VendaCard®, (with the remaining value) is returned with the new value written on the magnetic stripe.
- ▶ Equipped with a 5-year back-up battery that insures the inserted card value is saved if power is removed from the VendaCard® Controller.
- ▶ Each VendaCard Controller can be programmed to accept cash or units value debit VendaCards®. There are 3,800 individual credit PIN accounts.
- ▶ Price per vend is set at each 5812 system. A VendaCard® can be used to access a machine that debits \$.10 per copy, on another machine that debits \$1.29 per vend and on another that debits .157 per minute usage.
- ▶ Two vend prices at each 5812, ie: \$.086 letter size and \$.124 for legal size or per minute of timed usage
- ▶ Has internal electronic meters for four debit access codes and 3,800 credit accounts.
- ▶ 8 different programmable lockout values for credit accounts
- ▶ TimeVend: programmable price, selectable time duration and time vend delay
- ▶ Write-Read-Verify of magnetic stripe

Design Specifications

Dimensions: 4" Height x 4" Width x 8" Length
Weight: 4lbs. 12 oz. **Shipping Weight:** 7lbs.
Color: Neutral Gray
Attachment: Two #10 Screws or Velcro™

Operator Specifications

Pricing:
Programming in cash, units or time
Price per vend: 0.000 to 99.999
Price per minute: 0.000 to 99.999
Units per vend: 0 to 255
Access Codes: 65,000 available
Active Access Codes (Debit): 4
Active Access Codes (Credit): 4
Active Credit PINS: 3,800
Lock Out Values (Credit): 8
Metering:
Debit non-volatile electronic meters: 22
Credit non-volatile electronic meters: 3800
Read-Write Verification: 1-5 Cycles
Audit:
Debit: Total value, total copies, total cash, total cash 1, total cash 2,
total units, total units 1, total units 2, credit totals for 3,800 PIN
accounts

General Specifications


Power Input Transformer: 115/220/240VAC, 50/60Hz.
Power Output Transformer: 24VAC, 50/60Hz., 800ma.
Magnetic Media Operating Range
High Energy: 3,200 to 4,000
Low Energy: 300 to 600 Oersted
Magnetic Stripe Specification: .20" wide
Card Specification: CR-50/CR-80, .010"-.040" thickness
Control Lines: 2
Price/Units Line #1: N/O Relay Contact 1 Amp
Price/Units Line #2: N/O Relay Contact 1 Amp
Vend Reset, Signal Input: 2
Reset Line #1: 5-36 Volts AC/DC
Reset Line #2: 5-36 Volts AC/DC
Pulse Duration: 100 Microsecond Minimum
Visual Display: 16 Character Alphanumeric Backlit Supertwist
Interface: 9-Position Male Amp Mate & Lok® Amp#1-4802-77-0
Machine Harness: Specify
Operating Temperature: 0-40°
Serial 9-pin subminiature "D" connector: for PC programming
and external communications
1200 Baud Modem Board: Optional
RS-485 Board: Optional
Printer Specifications: RS-232C, 40 Column

To complete installation, a machine harness is required. Please specify make and model of copier, reader printer or computer printer. Each machine harness is designed for a particular office machine. Please note keyed different or keyed alike when ordering multiple units.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian ~~A~~
 DATE: October 17, 1995
 SUBJECT: Program Committee Report for the Month of September 1995.

| PLACENTIA LIBRARY DISTRICT | | |
|-----------------------------|--------------|-------------|
| PROGRAM STATISTICS | | |
| DEPARTMENT | SEPTEMBER 95 | |
| | # PROGRAMS | # ATTENDEES |
| <i>ADULT SERVICES</i> | | |
| Placentia Pride | 1 | 6 |
| <i>CHILDREN'S SERVICES</i> | | |
| Class Visits to the Library | 2 | 111 |
| Story Hours | 2 | 24 |
| <i>LITERACY SERVICES</i> | | |
| Tutor Training | 1 | 18 |
| Citizenship Exam | 1 | 5 |
| Families For Literacy | 4 | 49 |

To: Elizabeth Minter, Library Director

From: Kay Schneider, Librarian II Children's Department 

Date: October 8, 1995

Subject: October Activities in the Children's Department

Library Card Sign Up Month

September was Library Card Sign Up month in the children's department. All of the children in our elementary schools were invited to come to the Library to get and use a Library card. The children who got their cards this month received a pencil and were entered into a contest for paperback books. Twenty happy children won paperback books.

PreSchool Story Hours

Fall story hours for children ages 3 - 6 began in September. This bi-weekly series is called A Walk in the Jungle and it will run from September 25 through December 7. Some of the weekly themes include: Crocodile Smiles, Tiger Tales, Hip-Hippo-Ray, Monkey Shines and will also include seasonal holiday themes. The story hours feature flannel stories, cut & tell stories, puppets and crafts.

Camp Library

The staff of the Children's department is busily preparing for the 9th annual Camp Library to be held on the night of November 17. The evening will begin with a program presented by Gary Beeno called "Kids Love Music." Other activities will include making large turkeys, a scavenger hunt, a book stacking contest, stories told by members of the Storytellers Guild, and a play presented by the El Dorado High School drama class. Should be a great evening!

In & Out Burger

Children are now reading for meals! They pick up bookmarks in the children's department and record the books they have read on them. They then bring the bookmarks back to the Library to be stamped. When they have 5 "stamped" titles on their bookmarks they may take them to the In & Out Burger for a hamburger, fries and a coke. Parents and children think it is great!

Kids Night Out

Kay and Cheryl are presenting evening story times for children and their parents. They began the first Monday in October and will continue for all five Mondays in October. The first session was attended by 12 parents and children and the second grew to 25. The parents and children are introduced to quality children's stories and to ways in which they might be used in the learning experience of the child. A craft related to the weekly theme is always included in the activities. It has been lots of work and lots of fun.

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer, Library Assistant ^{aw}
DATE: October 11, 1995
SUBJECT: **Publicity materials produced for September 1995.**

Information on the Placentia Library cable channel #53:

1. Friends of the Library on-going booksale, plus information on the upcoming November sale.
2. Placentia Library Literacy Services offering INS-approved citizenship exam.
3. Story Time for children, including the evening story time starting in October.
4. Afterschool specials for children ages 7-12.
5. Placentia Library Trustees.
6. Hours and location of the Library.
7. North Story Circle meeting featuring storytelling and workshops.
8. September quotes.
9. Placentia Pride Seminar "Estate Planning".
10. Placentia Literacy Services asking for volunteers to become tutors.

Newspaper articles published:

1. Seminar - Living Trusts.
2. September is library card sign-up month.
3. Library subscribes to want-ad service.
4. New fall session of pre-school storyhours has begun at Placentia Library.
5. Memorial service for historian Virginia Carpenter.
6. Volunteers honored at the Library Board Meeting.
7. Opening chapter at library.
8. Keith deBrucky presents seminar on estate planning at the Library.
9. The Library offers special programs for children.
10. April Ottavian's column - Surprise! Grocery store gives library unexpected exposure.
11. Orchid Species Society of Southern California to meet at Library.
12. Hours and location of Placentia Library.
13. If we neglect libraries, are we burning books without using matches?
14. Libraries across the nation are struggling to preserve collections from smart thieves.

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The Register
Daily

SEP 11 1995

SEMINARS/CLASSES

▶ MONDAY 332

How to Get a Job in 45 Days, 6:30-8 p.m., Woman's World, 1551 N. Tustin Ave., No. 660, Santa Ana. Free. 836-5072. **Career Options**, 6:30-8 p.m., Womens Focus, 210 W. Main St., No. 204, Tustin. Free. Reservations. 731-8992.

Understanding Living Trusts, 7 p.m., Placentia Library, 411 E. Chapman, Placentia. Presenter: Scott A. Bourdelais. 541-9569.

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Agenda Item 33
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The Register
Daily

SEP 29 1995

PLACENTIA 332

A new fall session of preschool story hours has begun at the library, 411 E. Chapman Ave. Students will meet at 1 p.m. Mondays and at 10:30 a.m. Thursdays. Children 3 to 6 years old will be entertained by stories, puppets, flannel boards, crafts and movies. On Mondays, children meet from 6:30 to 7:15 p.m. for pajama story time. No registration is required for these free programs, which last about 45 minutes. Call (714) 528-1906.

- Sharilyn Miller
(714) 704-3704

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The Register

Daily SEP 13 1995

PLACENTIA

This is library card sign-up month for kids. Every youngster who signs up for a library card will receive a free decorated pencil and get to enter a drawing for a free paperback book, library assistant Cheryl Wil-lauer said. "The idea is to encourage children to come and learn to use their library — not just for studying, but for fun too," Wil-lauer said.

- Ann Pepper/(714) 704-3777

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Placentia News

Weekly SEP - 7 1995

Library subscribes to want-ad service

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

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

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

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Los Angeles Times

OC Edition SEP - 4 1995

Daily

MONDAY
SEPT.

332

11

■ Postal Reclassification Seminar

Sponsor/Group: Pitney Bowes Software Systems

Where: Hyatt Regency Irvine, 17900 Jamboree Road

Time: 9 a.m. to noon

Admission: \$195

Information/Reservations: (300) 624-5377, Ext. 5969

■ Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdelais

Where: Placentia Library, 411 E. Chapman Ave.

Time: 7 p.m.

Admission: Free

Information/Reservations: (714) 541-9569

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Placentia News
Weekly

SEP 21 1995

332



Virginia Carpenter

Memorial service today for historian

Virginia Lewis Carpenter never married or had any children. Nevertheless, this tireless historian and busy volunteer has left behind a lasting legacy in her historical accounts of the North Orange County region.

Born Dec. 7, 1905, she died from natural causes June 5, 1995.

A memorial service will be held in her honor at 1:30 p.m. today, at McAuley & Wallace Mortuary, 902 N. Harbor Blvd., Fullerton.

Carpenter was especially known by local residents at "Placentia's historian." She penned "A Child's History of Placentia" and "A Pleasant Place" while working at the Placentia library from 1952 to 1971.

partly as a response to the plight of school children who came to the library searching for books on the city for their homework.

Carpenter was also an accomplished artist and crafter who lived most of her life in southern California.

For information, call 525-4721.

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The Register
Daily SEP 15 1995

PLACENTIA 332

Four volunteers will be honored Tuesday for their service to the public library. They are Mae Goldbaum and Carl Westberg, who have given more than 300 hours to the library; Allan Schlichter, who has given more than 200 hours; and Joan Fitzgerald, who has donated more than 500 hours of service to the library. The four will receive certificates recognizing their work from Paul Deputy, known in the city as the King of Volunteers. Deputy has given more than 5,300 hours of volunteer service to the library. The recognition will be conducted at the regular 7:30 p.m. meeting of the library board of trustees.

- Ann Pepper/(714) 704-3777

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Placentia News
Weekly SEP 28 1995

Library offers free preschool story hour

332
A new fall session of preschool story hours began Monday at the library, 411 E. Chapman Ave., which will continue to meet Mondays at 1 p.m. and Thursdays at 10:30 a.m.

Children aged 3 to 6 will be entertained by stories, puppets, flannel boards, crafts and movies. No registration is required for these free programs, which last about 45 minutes.

For information, call 528-1906.

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The Register
Daily SEP 20 1995

PLACENTIA 332

A memorial service for Placentia historian Virginia Carpenter will take place at 1:30 p.m. Thursday at McAuley & Wallace Mortuary, 902 N. Harbor Blvd. Carpenter lived most of her life in Southern California, worked for many years at the Placentia Public Library and penned several historical books about Placentia and Orange County, including the children's book "Placentia: A Pleasant Place." She died June 5. For information about the service, call (714) 525-4721.

- Sharilyn Miller/(714) 704-3704

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The Register
Daily SEP 22 1995

Opening chapter at library

³³²
CITIES: The county-owned branch at Leisure World in Seal Beach turns private in bankruptcy aftermath.

By **DEBORAH BELGUM**
The Orange County Register

SEAL BEACH — A few glitches have developed in turning the county library at Leisure World into an exclusive, private book collection.

The library, which will be used only by Leisure World residents, opens today.

Paul Snow, head of the library committee, and several volunteers have spent nearly two months trying to figure out how to install a new computer system because the county took out its own.

"For a few of us, it's been a headache," he groaned.

After the bankruptcy, Orange County planned to close the Leisure World library and five other branches. But the retirement community's 8,400 residents didn't want it shut. So the Golden



MINDY SCHAUER/The Orange County Register

BOOK MARKERS: Leisure World library volunteers Doris Eastman, left, and Eileen Kindt get books ready for the opening today of the private collection at the senior citizens development.

Rain Foundation, which runs Leisure World, bought the library in June, paying \$260,000 for the building, furniture and 35,000 books.

It is the first branch to leave the county system. The Mission Viejo branch will be taken over by that city next summer.

Two county library branches in Garden Grove and one each in La Palma, Silverado and Villa Park continue to operate on reduced schedules.

Volunteers have done weeks of tedious tasks to get the Leisure World library ready for today's opening. It has been shut since

July 28 for the changeover.

On Thursday, a group of women, with black felt-tip pens, huddled at one table, meticulously blacking out the phrase "Orange County Public Library" on hundreds of yellow renewal slips.

"We went to college to learn to do this," joked Edith Miller.

Residents say the Leisure World library is vital.

"I was going to start protesting at the main gate of Leisure World if they didn't keep this library," said Eileen Kindt, a library volunteer. "To take away our library, that's half our life."

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Placentia News
Weekly SEP 28 1995

► Estate, wills, power of attorney... just what are they and do we need one? Keith deBruckey, local attorney and president of the Chamber of Commerce will sort all of this out for us tonight 7:30 p.m. Placentia Library's Community Room.

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The Register
Daily SEP 23 1995

PLACENTIA 332

The library, 411 E. Chapman Ave. in the Civic Center, offers special programs for children. For more information call the children's department at (714) 528-1906.

— Ann Pepper/(714) 704-3777

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Placentia News
Weekly SEP 21 1995

PEOPLE

Surprise! Grocery store gives library unexpected exposure

News update...asked the question a while back, Surf Burger...where? Yorba Linda at Rose says Carol Gallo, C of C director and big supporter, of course, of Placentia's businesses.



APRIL OTTAVIAN

On the road again...not singing the song, but telling everyone that Jody Downey bicycled her way from Boston to New York City raising donations for Boston's Hospice for AIDS patients. Over 3,000 riders from all over the country joined up for the peddle-a-thon.

Have you seen the television commercial featuring Vons' spokesman Bob Davila and a Vons' checker? He gives the checker what he thinks is a credit card to pay for his groceries only to have the checker say, "But Mr. Davila, that's your library card." Guess which library? Placentia! Eagle eyes Martha Houston and Mary Castner spotted our Library logo on the card. Forget the low prices Mr. Davila, THANKS for the publicity! (Take note Friends of the Library...is that Mr. Guest Speaker Davila?)

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Los Angeles Times
OC Edition SEP 14 1995
Daily

PLACENTIA 132
■ Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.

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Los Angeles Times
OC Edition SEP - 2 1995
Daily

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

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator
DATE: October 17, 1995
SUBJECT: **Placentia Library Literacy Services Report for the month of September**

Program Statistics

Active tutors: 60
Active students: 76
Students waiting to be matched: 38
Percentage of tutors reporting (September hours): 88%
Tutoring hours reported: 249
Other volunteer hours reported: 128.5
Total volunteer hours: 377.5

Citizenship Exam. The citizenship exam was administered Saturday, September 23, 1995. Five people took the exam. The next exam is scheduled for Saturday, October 21.

Fund Raising Day. September 11, 1995, Literacy Coordinator Matas attended the National Society of Fund Raising Executives (NSFRE) Fund Raising Day in Los Angeles. Workshop topics were of equal value when considering donors or volunteers. Topics of interest included getting your message across to people of various ethnic groups and dealing with volunteer burnout.

H.I.S. (Homeless Intervention and Shelter) House. Located in Placentia, H.I.S. House provides transitional shelter to individuals and families who are homeless to enable them to regain self-sufficiency. Residents stay for 60 to 90 days while they develop a source of permanent income and save money for permanent housing. H.I.S. House Program Director, Patricia Arledge, and Literacy Coordinator Matas met on September 14, 1995 to discuss the need of H.I.S. House residents to know what resources are available to them at the library and to know how they can access those resources. A library tour as part of each new resident's orientation seemed to answer this need. Since the Literacy Coordinators are familiar with all parts of the library, they seemed to be the most logical ones to conduct these tours. A tour check list has been designed to include a general library tour and items of special interest to individuals trying to regain self-sufficiency. New residents will call the Literacy Office to schedule a tour. At the end of the tour, the tour check list will be signed by the person conducting the tour and given to the resident to take back to H.I.S. House.

Southern California Library Literacy Network (SCLLN). The September 19, 1995 meeting was attended by Literacy Coordinator Matas and Board President Dinsmore. Joan Andre and counselor, gave a presentation on Attention Deficit Disorder (ADD) and coping skills. The presentation included ways tutors can structure their tutoring sessions to help learners out of their tutoring time.

