

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
June 15, 1992

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the May 11, 1992, 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.

5. Friends of the Placentia Library Report.

Presentation: Library Director

6. Board President's Report.

Presentation: Library Board President

7. Literacy Volunteers of America Board Report.

Presentation: Library Board President

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 \$2,568.95 for expenses for the Planning Retreat.

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

Claims forwarded by the Library Director in the amount of \$7,077.66.

10. Current Claims and Payroll. (Approve)

Current Claims of \$86,477.96. Payrolls 92-13 and 92-14 for a cumulative payroll total of \$50,000.00. Payroll 14 to be paid from FY1992-1993 funds. Combined total of Current Claims and Payroll of \$136,477.96. Current Claims includes the transfer of \$18,899.43 from Fund 5031 to Fund 5071 to replenish the expenses of the Office Automation Project.

FINANCIAL REPORT (Items 11-14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11-14 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

11. Financial Report for May, 1992. (Receive & File)

12. Office General Ledger & Check Registers for May, 1992. (Receive & File)

13. Overdue Collection Report for May, 1992. (Receive & File)

14. Vending Machine Report for May, 1992. (Receive & File)

GENERAL CONSENT CALENDAR (Items 15-24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15-24 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.

The Circulation Report for April and May, 1992, will not be available because of problems with the installation of the new Library system, DYNIX. It looks as if the figures for these reports may be lost permanently. There may be a report for June if the problems are resolved in time.

15. Volunteer Report for May, 1992. (Receive & File)
16. Personnel Report for May, 1992. (Receive, File, and Ratify Appointments)
17. Building Maintenance Report for May, 1992. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
19. Orange County Augmentation Funds Application. (Receive & File)
20. Report on upgrade of automated library system. (Receive & File)
21. Report on Staff Appreciation Dinner. (Receive & File)
22. Travel Authorizations. (Approve)
23. Civic Center Building Insurance Policy and Certificate of Insurance. (Receive & File)
24. Extension of leave with pay for Principal Librarian Suad Ammar. (Approve)

CONTINUING BUSINESS

25. Development of Plan of Service for FY1992-93.

Presentation: Library Director
Recommendation: Adopt by Resolution

26. Collective Bargaining Agreement

Presentation: Library Director
Recommendation: Tentative Approval

CLOSED SESSION

Pursuant to California Government Code Section 54957 a closed session will be held to discuss issues relating to collective bargaining.

NEW BUSINESS

27. Adoption of Fines & Fees Schedule for FY1992-1993. (Resolution)

Presentation: Library Director
Recommendation: Adopt Fines & Fees Schedule for FY1992-1993

28. FY1992-1993 Budget (Resolution)

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

29. Replacement of Security System Equipment

Presentation: Library Director
Recommendation: Approve Replacement and Purchase of Additional Equipment and Supplies

30. Authorization for Bert Gentle Company to Move and Seismically Re-Install the Audio Visual Shelving and to Purchase End Panels.

Presentation: Library Director
Recommendation: Approve

31. Agreement with City of Placentia for the District to Purchase Two Pages in Four Issues of the Placentia Quarterly in FY1992-1993.

Presentation: Library Director
Recommendation: Approve

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

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

33. Renewal of Dental and Vision Plans.

Presentation: Library Director
Recommendation: Renew Coverage with Ameritas

34. Distribution of Request for Proposals to Architects for Building Changes and Cost Estimates in Response to Access Requirements for the Americans with Disabilities Act.

Presentation: Library Director
Recommendation: Approve Distribution of Request for Proposals

STAFF REPORTS

- 35. Overview of events in the Library for the month of May. (Program Committee)
- 36. California Literacy Campaign, Literacy Coordinator. (Daniels)
- 37. Family Literacy Grant. (Joseph)
- 38. Grandparents and Books Project. (Schneider)
- 39. Gulf Arab States Project. (Byrne)

ADJOURNMENT

- 40. Agenda Preparation for July 13, 1992, Regular Meeting
- 41. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the June 15, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 11 1992.

Charlene Dumitru

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MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 11, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:35 P.M. by President Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Saundra Stark; and Library Director Elizabeth Minter.

Members Absent: Trustee Bob Osborn

Others Present: Assistant Library Director Sal Addotta; and Administrative Assistant Charlene Dumitru.

ADOPTION OF AGENDA

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

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

MINUTES

It was moved by Secretary West, seconded by Trustee Evans to approve the Minutes of March 30, 1992, Special Meeting as amended.

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

It was moved by Trustee Evans, seconded by Secretary West to approve the Minutes of April 13, 1992, Regular Meeting as presented.

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

Trustee Osborn arrived at 7:40 P.M.

Minutes, Regular Meeting of May 11, 1992, Page 2.

ORAL COMMUNICATIONS None

FRIENDS Library Director Minter reported that the Friends Board requested that the Library Board consider having a sister library relationship with the public library of Billings, Montana. Library Board consensus was to have the Friends get more information re the format of the proposed relationship. Library Director Minter will talk to Friends President Pat Irot.

It was announced that the next Special Booksale will be Saturday June 6, 1992 at the Library, with the theme being Children's Books.

Agenda Item 9 was discussed before Item 7.

ORANGE COUNTY LITERACY NEEDS Literacy Coordinator Melanie Daniels gave an overview of the Orange County Literacy Needs Assessment Report.

LITERACY VOLUNTEERS OF AMERICA The Library Board received the minutes from the Literacy Volunteers of America meeting of April 1, 1992.

FINANCIAL CLAIMS It was moved by Trustee Stark, seconded by Trustee Evans to approve Agenda Items 10 through 12: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll as presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

FINANCIAL REPORT It was moved by Trustee Stark, seconded by Trustee Osborn to approve Agenda Items 13 through 16: Financial Report for April, 1992; Office Check Registers for April, 1992; Overdue Collection Report for April, 1992; and Vending Machine Report for April, 1992 as presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

Minutes, Regular Meeting of May 11, 1992, Page 3.

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary West, seconded by Trustee Stark, to receive and file Agenda Item 19, Building Maintenance Report for April, 1992, and that we obtain a copy of the Placentia Civic Center Authority fire insurance policy and keep it on file and to include a copy of the certificate of insurance with next month's Building Maintenance Report.

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

It was moved by Trustee Stark, seconded by Secretary West, to receive and file Agenda Items 17, 20 and 23 of the General Consent Calendar: Volunteer Report for April, 1992; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; and Orange County Augmentation Funds Application; to receive, file and ratify Agenda Item 18, Personnel Report for April, 1992; and to approve Agenda Items 21 and 22, Family Literacy Grant Application for Second Year Funding; and State Department of Education Grant for Funding Under Sections 321-326 of Public Law 100-297, as presented.

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

**CONTINUING
BUSINESS**

It was moved by Trustee Evans, seconded by Secretary West to ratify the selection of the Gabriellino Room in the University Center at California State University, Fullerton at a cost of \$270.00, and to approve payment to Marriott Catering for actual costs relating to the Library's planning retreat to be held May 15 and 16, 1992.

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

**STAFF
APPRECIATION
DINNER**

It was decided that the Staff Appreciation Dinner would be held on Friday, June 12, 1992. Trustee Stark will be hosting the

Minutes, Regular Meeting of May 11, 1992, Page 4.

affair at her home.

The meeting was adjourned for a break at 9:25 p.m.

The general meeting of the Board of Trustees resumed at 9:30 p.m.

**STAFF
PARKING
POLICY**

It was moved by Secretary West, seconded by Trustee Evans to adopt a policy providing that Library employees may park in designated areas of the Civic Center parking lot as indicated on the map in Agenda Item 26.

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

**LITERACY/
AUDIO-VISUAL
SPACE
RE-ALLOCATION**

Direction was given to ^{POSTPONE} table action on this item until next month's budgetary discussion.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Secretary West to purchase two conference registrations at \$75.00 each for the American Booksellers Association Conference to be held in Anaheim, May 24-31, 1992.

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

It was moved by Trustee Stark, seconded by Secretary West to ratify President Dinsmore's attendance and expenses at the California Society of Municipal Finance Officers 1992 Legislative Seminar on Local Government Finance on Monday, May 4, 1992, in Sacramento.

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

It was moved by Secretary West, seconded by Trustee Evans that we approve the attendance of Assistant Library Director Addotta and

Minutes, Regular Meeting of May 11, 1992, Page 5.

President Dinsmore at the American Library Association Conference, June 25-July 2, 1992, in San Francisco, and authorize the payment of preregistration expenses and prepayment of per diem expenses not to exceed \$50.00 per day per person; including expenses of \$1226.00 for Addotta and \$870.00 for Dinsmore.

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

**GANN LIMIT
ESTABLISHMENT**

It was moved by Secretary West, seconded by Trustee Evans to read Resolution 92-1 by Title only.

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

Administrative Assistant Dumitru read the title:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1992/93

It was moved by Secretary West, seconded by Trustee Evans to adopt Resolution 92-1 by Roll Call Vote.

Administrative Assistant Dumitru called the roll:

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

STAFF REPORTS

It was moved by Trustee Evans, seconded by Trustee Stark to receive and file staff reports, Agenda Items 30 through 35.

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

Minutes, Regular Meeting of May 11, 1992, Page 6.

CLOSED SESSION

It was moved by Trustee Stark, seconded by Secretary West to go into closed session pursuant to California Government Code Section 54957, to discuss issues related to collective bargaining.

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

President Dinsmore adjourned the Board to closed session at 10:18 p.m.

President Dinsmore reconvened the regular meeting at 11:00 p.m.

**AGENDA
PREPARATION**

1. Civic Center Authority fire insurance policy - obtain a copy to keep on file; include a copy of the certificate of insurance with June 1992 board packet
2. Literacy/Audio-Visual space re-allocation - discuss at June 1992 board meeting under budgetary considerations
3. Planning Retreat - review results and take appropriate action
4. Children's Magazines - discuss a comic book section

ADJOURNMENT

The Regular Meeting of the Placentia Library Board of Trustees was adjourned at 11:03 p.m.

Fred D. West, Secretary

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator

DATE: 06/03/92

SUBJECT: Status Report - Literacy Volunteers of America (LVA)

May 13 Meeting

The minutes of LVA-Placentia's May 13 meeting have not yet been distributed. The meeting was conducted by Lotte Gopalakrishnan, Treasurer, in the absence of the President and Vice-President. Since Valarie Harris and Leslie Moreau were the only other Directors present, a quorum was not established.

Treasurer's report: The balance on hand as of May 13, 1992 is \$2,450.02, including \$1,500 in restricted funds (Rockwell International's gift for instructional materials and the David E. Snow Scholarship Fund).

Coordinator's report: I shared the information contained in my May status report.

Executive committee: The draft budget was discussed, and a revised draft will be presented at the June meeting.

Bylaw committee: The proposed revisions to the bylaws will be voted on at the June meeting.

Calendar committee: The Directors present agreed to research community events for Placentia, Yorba Linda, and Brea to assist in scheduling LVA events for the coming year.

Resource Development committee: The committee expects to net \$292.50 from the \$390 collected from the Human Race fundraiser. The production of the brochure to be used in a direct mail solicitation will be a project for the coming year.

PLD Planning Session: Valarie Harris will represent LVA-Placentia at the planning session to be held May 15-16 at CSUF.

New Business: Valarie Harris volunteered to write articles for submission to weekly newspapers such as the Yorba Linda Star. The idea will be discussed further at the June meeting. The Directors present supported the idea of sponsoring a local student writing competition to complement LVA National's "Reach for the Stars" but agreed to discuss details at the June meeting.

The next meeting of the LVA-Placentia Board of Directors is scheduled for Wednesday, June 10, at 5:15pm.

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PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims in Excess of \$300.00
June 15, 1992

DATE		AMOUNT
June 15, 1992	1	<u>\$2,568.95</u>
	TOTAL	<u>\$2,568.95</u>

DATE: June 15, 1992
Report No. 1

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BARBARA SHAW SEMINARS 1222 Cambridge Drive Lafayette, CA 94549	May 26, 1992			2189.06	190-000	
MARRIOTT CORPORATION Cal State Fullerton 800 N. State College Blvd. Fullerton, CA 92634	May 15, 1992 May 25, 1992 May 15, 1992	52895 52898 Deposit	372.72 507.17 (500.00)	379.89	190-000	

PLEASE PAY IMMEDIATELY !

The claims listed above (totaling \$2,568.95) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
June 15, 1992

DATE	AMOUNT
May 15, 1992 1	\$1,207.70
May 23, 1992 1	<u>\$5,869.96</u>
TOTAL	<u>\$7,077.66</u>

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

DATE: May 23, 1992
Report No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	May 19, 1992	June		3,533.28	030-000	
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	Apr 13, 1992	May	202.28	729.26	030-000	
	May 18, 1992	June	526.98			
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	May 21, 1992	0612166		5.31	180-000	
PURITUN WATER 1080 So. Cypress Unit D La Habra, CA 90631	May 23, 1992	June		29.95	180-000	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Mar 30, 1992	3294	14.55	22.09	180-009	
	May 08, 1992	16036	7.54			
SYLVIA MACALUSO 1740 Imperial Terrace #A Anaheim, CA 92807	May 15, 1992	June		315.00	190-009	
ALSC PRECONFERENCE, ALA 50 E. Huron St. Chicago, IL 60611	May 22, 1992	Addotta seminar		150.00	270-000	
SOUTHERN CALIF. GAS CO. P.O. Box C Monterey Park, CA 91756	May 18, 1992	Apr 15, 1992- May 14, 1992		1,085.07	280-000	

The claims listed above (totaling \$5,869.96) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

DATE: May 15, 1992
Report No. 1CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL	May 07, 1992	251-5376	418.52		070-005	
Payment Center	May 07, 1992	251-5377	418.52	837.04	070-005	
Van Nuys, CA 91388	May 04, 1992	524-8408		99.13	070-008	
				936.17	Total	
KINKO'S	May 08, 1992	16039	116.13		180-000	
P.O. Box 4074	May 13, 1992	15861	41.48		180-000	
Fullerton, CA 92634-4074				157.61	180-000	
	Apr 15, 1992	15966	8.73		180-008	
	May 11, 1992	15858	13.72		180-008	
	May 13, 1992	15863	42.17		180-008	
				64.62	180-008	
	May 08, 1992	16711	44.99		180-009	
	Mar 09, 1992	13275	4.31		180-009	
				49.30	180-009	
				271.53	Total	

The claims listed above (totaling \$1,207.70) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated June 15, 1992
 June 15, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	\$3,283.16
	2	\$923.26
Subtotal for Immediately		\$4,206.42
Regular	1	\$9,839.60
	2	\$583.57
	3	\$16,189.59
	4	\$2,996.07
	5	\$2,720.54
Subtotal for Regular		\$32,329.37
Fund 5031	1	\$7,571.04
FY1992-1993 Services	1	\$42,371.13
Subtotal for Payments		\$86,477.96
Payroll	92-13	\$16,000.00
	93-01	\$34,000.00
Subtotal for Payroll		\$50,000.00
	TOTAL	\$136,477.96
Interfund Transfer		\$18,899.43

DATE: June 15, 1992
Report No. 1

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
AMERITAS LIFE INSUR. CO. 5900 O Street P.O. Box 81889 Lincoln, NE 68501-1889	Jun 8, 1992	July		985.90	030-000	
CA VISION SERVICE PLAN ATTN: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	May 22, 1992	June		155.44	030-000	
SPEC DIST. WORK. COMP. AUTI 1030 15th Street Sacramento, CA 95814	Jun 1, 1992		155.00		032-000	
	May 21, 1992		1,186.00		032-000	
				1,341.00	Total	
CNA Continental Casualty Co. Spec Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	No Date	May		208.31	032-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	May 17, 1992	528-1906	278.40			
	May 17, 1992	528-8236	23.29			
	May 19, 1992	996-2865	12.52	314.21	070-000	
	Jun 4, 1992	524-8408	61.69	61.69	070-008	
				375.90	Total	
GWEN D. JOSEPH Placentia Library District 411 East Chapman Avenue Placentia, CA 92670	May 22, 1992			36.27	100-009	
				32.04	180-009	
				148.30	240-009	
				216.61	Total	

PLEASE PAY IMMEDIATELY !

The claims listed above (totaling \$3,283.16) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
STAPLES, INC Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	May 8, 1992	58503	30.63		180-000	
	May 13, 1992	38111	47.60		180-000	
	May 20, 1992	60118	92.51		180-000	
	May 27, 1992	1 00412	131.49		180-000	
	May 27, 1992	1 00404	8.93		180-008	
	May 27, 1992	1 00420	5.93		180-009	
	Jun 3, 1992	110064	132.87		180-000	
			14.09		180-008	
	Jun 10, 1992	4 01398	28.38		180-000	
	Jun 10, 1992	4 01380	7.00		180-008	
	Jun 11, 1992	1 23117	(14.09)		108-008	
				463.48	180-000 Tot	
				15.93	180-008 Tot	
				5.93	180-009 Tot	
				485.34	Total	
KINKOS P.O. Box 4074 Fullerton, CA 92634-4074	May 27, 1992	16001	9.70		180-009	
	Jun 1, 1992	16023	5.93		180-000	
	Jun 2, 1992	16027	52.13		180-008	
	Jun 5, 1992	17013	34.48		180-008	
	Jun 9, 1992	16160	146.54		180-000	
				152.47	180-000 Tot	
				86.61	180-008 Tot	
				9.70	180-009 Tot	
				248.78	Total	
ORANGE COUNTY REGISTER P.O. Box 11942 Santa Ana, CA 92711	May 12, 1992	Jun 92 - May 93		116.37	240-004	
SOUTHERN CA WATER P.O. Box 9016 San Dimas, CA 91773-9016	May 27, 1992	Apr/May		72.77	280-000	

PLEASE PAY IMMEDIATELY !

The claims listed above (totaling \$923.26) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
LESWAT LIGHTING SYSTEMS 2022-E South Grand Avenue Santa Ana, CA 92705	May 20, 1992	1500-1		29.01	100-000	
CITY OF PLACENTIA 401 East Chapman Avenue Placentia, CA 92670	May 22, 1992	22784		2,749.92	140-000	
				4,817.50	280-000	
				7,567.42	Total	
A.R. KAPPE 23784 Peach Blossom Court Murrieta, CA 92562	May 13, 1992	6203		121.50	140-000	
BEAR STATE AIR COND. 13321 Alondra Blvd, # R Santa Fe Springs, CA 90670	May 5, 1992	21441	627.88		140-000	
	Jun 2, 1992	21627	117.42		140-000	
				745.30	140-000 Tot	
SM GENERAL & JANITORIAL 3410-I W. MacArthur Blvd. Santa Ana, CA 92704	May 30, 1992	5637		1,091.52	140-000	
GLOBAL COMPUTER SUPPLIES P.O. Box 5465 Carson, CA 90749-5465	Apr 17, 1992	12042432		19.95	180-000	
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd. Placentia, CA 92670	May 8, 1992	17115		107.95	180-000	
THE LIBRARY STORE 112 E. South Street P.O. Box 964 Tremont, IL 61568	Jun 1, 1992	142124		9.98	180-000	
GAYLORD BROS. P.O. Box 4901 Syracuse, NY 13221-4901	Jun 1, 1992	0535441000		22.36	180-000	
SIR SPEEDY 1279 E Imperial Highway Placentia, CA 92670	Jun 2, 1992	12588		124.61	180-111	

The claims listed above (totaling \$9,839.60) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
GRAY SUPPLY COMPANY 4415 Indianapolis Blvd. East Chicago, Indiana 46312-2696	May 1, 1992	3805180		28.80	180-000	
LASALLE PAPER COMPANY Department 61389 El Monte, CA 91735	May 29, 1992 Sep 25, 1991	0612600 0686950		10.29 9.57 19.86	180-000 180-000 180-000 Tot	
DEMCO SUPPLY INC. P.O. Box 7488 Madison, WI 53707	Jun 9, 1992	D346810		34.83	180-000	
AMERICAN LIBRARY ASSOC 50 East Huron Street Chicago, IL 60611-2795	May 19, 1992	007566		26.40	180-000	
BRODART CO. 1609 Memorial Ave Williamsport, PA 17705	Jun 3, 1992	299642		235.02	180-000	
DRAN STATIONERS 173 N. Kraemer Blvd Anaheim, CA 92806	Jun 8, 1992	306240		14.56	180-000	
ARROW STAR 6087 Buford Hwy., Suite G Norcross, GA 30071	Feb 14, 1992	72003729		77.26	180-000	
QUILL CORPORATION P.O. Box 94081 Palatine, IL 60094-4081	May 11, 1992	4100812		77.49	180-000	
NEW READERS PRESS 1320 Jamesville Avenue, Box 888 Syracuse, NY 13210-0888	May 26, 1992	490156		38.64	180-008	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	May 29, 1992	May		30.71	190-000	

The claims listed above (totaling \$583.57) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____ Countersigned By _____ Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
MD MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Apr 24, 1992	Drury	40.50			
	Apr 27, 1992	Patel	40.50	81.00	190-000	
	May 15, 1992	Brost	40.50	40.50	190-000	
				121.50	190-000 Tot	
CARE RESOURCES 9550 Wamer Ave, Suite 206 Fountain Valley, CA 92708	Jun 1, 1992	June		50.75	190-000	
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Apr 30, 1992	A11855		156.23	190-000	
	May 8, 1992	A11876		423.82	190-000	
	May 28, 1992	A12113		(215.50)	190-000	
				364.55	190-000 Tot	
CITY OF ANAHEIM Division of Collections 200 S. Anaheim Blvd. P.O. Box 3222 Anaheim, CA 92805	May 18, 1992	LI045297		548.00	190-000	
	May 18, 1992	LI045295		10,258.46	190-000	
	May 18, 1992	LI045296		4,326.21	190-000	
				15,132.67	190-000 Tot	
PLACENTIA CHAMBER OF COM 201-C Yorba Linda Blvd. Placentia, CA 92670	Jun 4, 1992	Apr/June		120.00	240-000	
	Jun 5, 1992	Jan/Mar		200.00	240-000	
				320.00	240-000 Tot	
G.K. HALL P.O. Box 7777 W8775 Philadelphia, PA 19175	May 28, 1992	D817429		12.93	240-001	
THE WRIGHT GROUP 19201 120th Avenue, NE Bothell, WA 98011-9512	May 22, 1992	264477.90		19.05	240-001	
	May 22, 1992	6572.90		(7.41)	240-001	
	May 22, 1992	264477.91		7.41	240-001	
				19.05	240-001 Tot	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	May 8, 1992	1851001		71.13	240-001	
CHILDREN'S PRESS P.O. Box 71049 Chicago, IL 60694-1049	Apr 20, 1992	358887		97.01	240-001	

The claims listed above (totaling \$16,189.59) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

DATE: Jun 15, 1992
Report No. 4

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Mar 2, 1992	21293347		859.45	240-001	
	Mar 25, 1992	21543401		23.22	240-001	
	Mar 25, 1992	21543402		565.46	240-001	
	Apr 27, 1992	21873227		345.90	240-001	
	May 14, 1992	22063468		15.02	240-001	
	May 14, 1992	22063469		17.60	240-001	
	May 14, 1992	22063470		55.85	240-001	
	Jun 4, 1992	22268408		77.21	240-001	
				1,959.71	240-001 Tot	
SIRS P.O. Box 2348 Boca Raton, Florida 33427-2348	Mar 4, 1992	224516		566.28	240-001	
VIDEO TREASURES P.O. Box 75368 Charlotte, NC 28275	Dec 13, 1991	43229		19.98	240-002	
EDUCATIONAL VIDEO CENTER 60 East 13th Street, 4th Floor New York, NY 10003	Dec 4, 1991	251		168.00	240-002	
LIBRARY HOTLINE Subscription Dept. P.O. Box 713 Brewster, NY 10509-0713	May 29, 1992	00201863		74.00	240-004	
EBSCO SUBSCRIPTION SVCS. P.O. Box 92901 Los Angeles, CA 90009	May 7, 1992	0052386		5.00	240-004	
	May 18, 1992	02015		68.07	240-004	
	May 18, 1992	012016		(2.42)	240-004	
				70.65	240-004 Tot	
CAREERTRACK PUBLICATIONS 3085 Center Green Dr. MS20-13 Boulder, CO 80301-5408	Mar 25, 1992	1253301		115.68	240-005	
Jeannine Walters Placentia Library District 411 East Chapman Avenue Placentia, CA 92670	No Date	May		21.77	270-000	

The claims listed above (totaling \$2,996.07) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
MARGARET V. DINSMORE 2108 N. Rosemont Placentia, CA 92670	Jun 9, 1992	Jun 9, 1992		7.50	270-000	
	Jun 9, 1992	Jun 7, 1992		4.60	270-000	
				12.10	270-000 Tot	
MELANIE DANIELS 473 N. 9th Street Colton, CA 92324	Jun 8, 1992	May 30, 1992		57.30	270-008	
GWEN JOSEPH 413 Clairmont Ave Placentia, CA 92670	Apr 13, 1992	Mar/Apr	200.02		180-009	
			96.04		240-009	
				296.06	Subtotal	
	No Date	Nov-May		54.49	270-009	
				350.55	Total	
SYSTEMS SOURCE 3955 Birch St, Sulte 101 Newport Beach, CA 92660	May 4, 1992	7588/LT		591.54	400-111	
ELIZABETH D. MINTER Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	Jun 12, 1992	Petty Cash	88.83		090-000	
			40.30		180-000	
			33.69		180-008	
			4.49		180-009	
			88.22		183-000	
			90.22		183-008	
			500.00		190-000	
			79.80		240-000	
			9.50		240-001	
			420.00		270-000	
		354.00		270-008		
				1,709.05	Total	

The claims listed above (totaling \$2,720.54) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

DATE: June 15, 1992
Report No. 1

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SPS DATA COMMUNICATIONS 419 S. Rennell Ave. San Dimas, CA 91772	May 20, 1992	0160	211.31		190-000	
	May 29, 1992	0170	80.00		190-000	
				291.31	190-000 Tot	
DYNIX, INC 151 East 1700 South Provo, Utah 84606-6161	May 6, 1992	20871	56.41		180-000	
	May 6, 1992	20872	94.82		180-000	
	May 6, 1992	20873	101.48		400-000	
	May 6, 1992	20874	584.04		400-000	
	May 6, 1992	23675	2,132.98		400-000	
	May 6, 1992	20876	4,310.00		400-000	
				151.23	180-000 Tot	
				7,128.50	400-000 Tot	
				7,279.73	Total	

The claims listed above (totaling \$7,571.04) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CITY OF ANAHEIM Division of Collections 200 S. Anaheim Blvd. P.O. Box 3222 Anaheim, CA 92805	May 18, 1992	LI045298		17,272.18	240-01	
Brodart Company MCNAUGHTON BOOK SERVICE P.O. Box 3488 Williamsport, PA 17701	May 6, 1992	M078859		14,460.91	240-001	
DUN'S MARKETING SERVICES P.O. Box 71711 Chicago, IL 60694-1711	92/05/01	5066167-92		1,301.58	240-000	
EBSCO SUBSCRIPTION SVCS P.O. Box 92901 Los Angeles, CA 90009	Feb 20, 1992	EP 0374		9,336.46	240-004	

FY1992-1993 SERVICES

The claims listed above (totaling \$42,371.13) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jun 15, 1992	Pay #14 Jun 26, 1992- Jul 9, 1992	31,620.00		010-000	
Account #07605-80156 Route #121000358		Fica	2,380.00		020-000	
				34,000.00		

Please Wire On Friday, Jul 10, 1992!!

The claims listed above (totaling \$34,000.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jun 15, 1992	Pay #13	14,880.00		010-000	
		Jun 12, 1992- Jun 25, 1992				
Account #07605-80156 Route #121000358		Fica	1,120.00		020-000	
				16,000.00		

Please Wire On Friday, Jun 26, 1992!!

The claims listed above (totaling \$16,000.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

 Approved By

 Countersigned By

 Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

June 15, 1992

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

SUBJECT: Request for Interfund Transfer

At its meeting on June 15, 1992, the Board of Trustees of the Placentia Library District approved the transfer of \$18,899.43 from its FUND 5031, Automation Replacement Fund, to FUND 5071, General Fund.

This was the amount spent on the District's Office Automation Project in February, 1992.

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

Yours truly,

Peggy Dinsmore
President

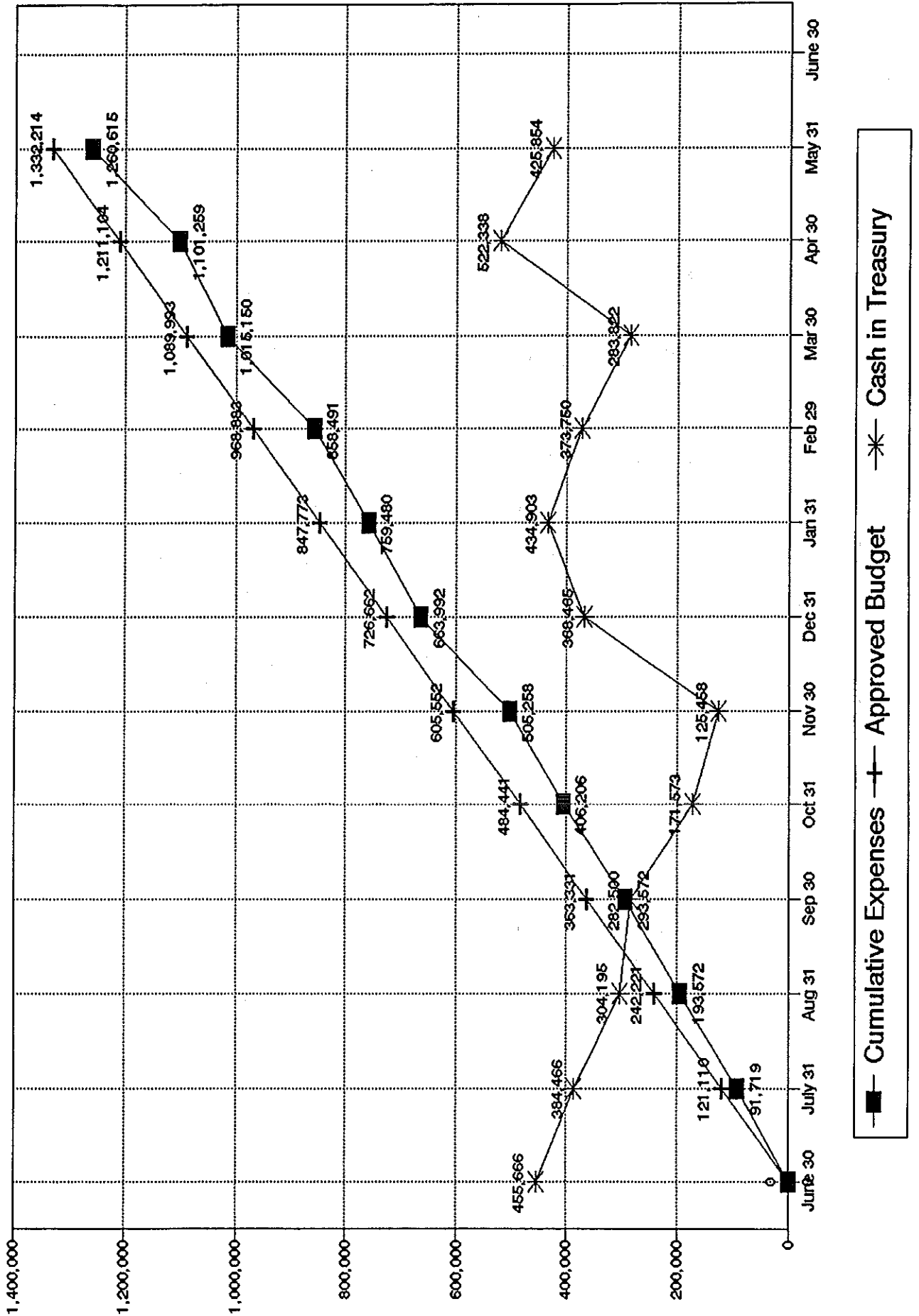
Fred W. West
Secretary

Trustee

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PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



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

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 8, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	MAY FY92 YTD	MAY FY91 YTD	FY92 MAY 1992	FY91 MAY 1991	FY92 YTD % OF BUD
621-000	Prop. Taxes - current secured	900,739.00	892,734.23	823,831.80	47,567.66	48,254.56	99.11%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	27,684.00	13,804.65	25,633.05	0.00	13,028.31	49.87%
622-000	PROP. TAXES - CURRENT UNSECURED	928,423.00	906,538.88	849,464.85	47,567.66	61,282.87	97.64%
623-000	Prop. Taxes - Prior Secured	68,304.00	71,179.72	58,426.83	0.00	0.00	104.21%
623-001	Secured final apportionment	25,000.00	0.00	0.00	0.00	0.00	
623-002	Secured prior years	0.00	10,269.97	11,360.50	0.00	0.00	
623-010		0.00	25,145.83	6,677.20	0.00	0.00	
623-011		0.00	484.67	6,818.36	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	0.00	1,462.70	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR UNSECURED	25,000.00	37,363.17	24,856.06	0.00	0.00	149.45%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	4,000.00	0.00	0.00	0.00	0.00	0.00%
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	6,018.86	4,288.78	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,000.00	6,018.86	4,288.78	0.00	0.00	150.47%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	60,000.00	47,827.84	82,867.46	7,066.98	24,578.62	79.71%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	3,703.65	2,103.03	0.00	0.00	
661-000	Interest	45,000.00	23,077.31	26,756.82	0.00	0.00	51.28%
661-623	TOTAL INTEREST	0.00	232.72	1,839.42	0.00	0.00	
	TOTAL INTEREST	45,000.00	23,310.03	28,596.24	0.00	0.00	51.80%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	20,000.00	17,318.38	16,820.64	7,131.10	6,928.31	86.59%
697-000	State - LL & Direct Loan Reimbursement	93,000.00	18,514.17	123,964.96	0.00	0.00	
697-001	State - CA Foundation Funds	0.00	16,217.00	0.00	0.00	0.00	
697-002	State - CA Literacy Campaign	0.00	51,348.00	0.00	0.00	0.00	
697-003	State - Family Literacy	0.00	9,255.00	0.00	0.00	0.00	
697-004	State - Grandparents & Books	0.00	5,000.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	93,000.00	100,334.17	123,964.96	0.00	0.00	107.89%
787-000	Other Revenue	20,000.00	(412.10)	10,547.59	0.00	701.18	
787-001	Outlawed warrant - 6 months	0.00	0.00	356.55	0.00	100.30	
787-003	TOTAL OTHER REVENUE	0.00	15,041.86	0.00	1,106.66	0.00	
	TOTAL OTHER REVENUE	20,000.00	14,629.76	10,904.14	1,106.66	801.48	73.15%
	5071 FUND TOTAL	1,263,727.00	1,228,224.46	1,202,292.99	62,872.40	93,591.28	97.19%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 8, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	MAY FY92 YTD	MAY FY91 YTD	FY92 MAY 1992	FY91 MAY 1991	FY92 YTD % OF BUD
010-000	Salaries & Wages	697,087.00	651,583.65	599,948.00	80,400.00	75,000.00	93.47%
020-000	Retirement	100,658.00	83,863.99	84,162.64	6,000.00	42,162.64	83.32%
	Health Insurance/Care America	0.00	25,837.06	28,887.63	6,481.86	1,811.22	
	Vision Service Plan	0.00	1,908.32	1,573.55	328.40	143.05	
	Dental	0.00	4,629.98	6,361.02	0.00	637.70	
030-000	Total Employee Insurance	75,000.00	32,375.36	36,822.20	6,810.26	2,591.97	43.17%
031-000	Unemployment Insurance	0.00	1,717.00	2,115.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	0.00	6,052.97	7,434.02	633.81	200.23	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	872,745.00	775,592.97	730,481.86	93,844.07	119,954.84	88.87%
070-000	Communications	6,000.00	5,490.97	4,556.70	987.04	557.69	
070-008	Communications - Literacy	0.00	1,118.48	547.50	99.13	0.00	
	Total Communications	6,000.00	6,609.45	5,104.20	1,086.17	557.69	110.16%
100-000	Household Expense	3,000.00	4,413.74	2,865.00	488.25	416.47	147.12%
110-000	Insurance	13,500.00	14,716.87	13,065.63	14,742.00	1,694.10	109.01%
130-000	Maintenance of Equipment	4,000.00	7,575.16	1,868.13	0.00	506.37	189.38%
	HVAC		10,053.23	2,011.31	793.01	280.00	
	Carpet Cleaning		2,838.35	3,747.00	0.00	0.00	
	Groundskeeping, City of Placentia		27,641.04	21,373.66	1,658.96	1,825.06	
	Plumbing		0.00	201.71	0.00	0.00	
	Electrical		2,274.33	0.00	0.00	0.00	
	Cleaning Service		10,960.68	12,006.72	2,183.04	1,091.52	
	Locksmith		587.34	0.00	85.41	0.00	
	Other		1,080.98	2,657.10	177.42	31.72	
140-000	Total Maintenance of Building & Grounds	43,419.00	55,435.95	41,997.50	4,897.84	3,228.30	127.68%
160-000	Memberships	2,750.00	3,452.19	2,199.00	369.00	0.00	125.53%
170-000	Miscellaneous Expense	0.00	349.86	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	MAY FY92 YTD	APR FY91 YTD	FY1991-92 MAY 1992	FY91 APR 1991	FY92 YTD % OF BUD
	Library Supplies		4,738.68	220.00	277.96	0.00	
	Printing		3,106.76	2,117.15	987.79	0.00	
	EZ Copy - copy cards for sale to patrons		1,698.50	1,783.45	0.00	318.00	
	Publications		613.82	189.59	613.82	0.00	
	Paper		265.56	326.49	53.75	0.00	
	Drinking Water Service		199.60	0.00	49.90	0.00	
	Other Office Supplies		8,369.97	10,598.59	891.85	974.14	
180-000	Total Office Supply Expense	22,000.00	19,012.89	15,235.27	2,875.07	1,292.14	86.42%
180-007	Grandparents & Books Supply Expense	0.00	457.21	0.00	0.00	0.00	
	Printing		1,994.51	1,526.76	314.68	0.00	
	Publications		179.87	78.63	85.33	0.00	
	Paper		0.00	0.00	0.00	0.00	
	Other Office Supplies		496.02	408.21	240.18	27.60	
180-008	Total Literacy Office supply expense	0.00	2,670.40	2,013.60	640.19	27.60	
180-009	Family Literacy Supply Expense	0.00	461.87	0.00	0.00	0.00	
	Total Office Expense	22,000.00	22,602.37	17,248.87	3,515.26	1,319.74	102.74%
183-000	Postage Expense	0.00	1,265.87	1,660.75	98.69	270.73	
183-008	Postage Expense - Literacy	0.00	323.75	231.88	58.00	0.00	
	Total Postage Expense	0.00	1,589.62	1,892.63	156.69	270.73	
	Care Resources (Employee Assistance)		710.50	553.00	152.25	0.00	
	Pension Contribution & Operating Expenses		3,638.85	4,138.14	547.52	(35,409.78)	
	Anaheim Library		25,830.67	43,455.09	1,074.00	0.00	
	Clipping Service		368.52	336.10	30.71	0.00	
	Tax Collection Services & Fees by Orange County		454.46	2,512.15	0.00	924.51	
	Advertising		0.00	0.00	0.00	0.00	
	Medical Exams		648.00	0.00	0.00	0.00	
	Collection Services		1,575.00	0.00	0.00	0.00	
	Audit		2,800.00	0.00	0.00	0.00	
	Payroll Preparation		3,420.25	0.00	1,083.86	0.00	
	Staff Training in Library		1,000.00	0.00	0.00	0.00	
	Other		4,911.26	9,809.17	2,527.37	583.70	
190-000	Total Specialized Services	80,000.00	45,357.51	60,803.65	5,415.71	(33,870.86)	56.70%
190-001	Specialized Services - City of Anaheim	0.00	0.00	9,402.00	0.00	1,410.00	
190-008	Specialized Services - Literacy	0.00	2,069.14	5,688.48	0.00	342.87	
190-009	Specialized Services - Family Literacy	0.00	2,152.26	0.00	315.00	0.00	
190-018	Tax Collection Services & Fees by Orange County	0.00	13,512.25	0.00	12,129.46	0.00	
	Total Specialized Services	80,000.00	63,091.16	75,894.13	17,860.17	(32,117.99)	78.86%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	MAY FY92 YTD	APR FY91 YTD	FY1991-92 MAY 1992	APR 1991	FY92 YTD % OF BUD
200-000	Legal Notices	0.00	600.27	0.00	0.00	0.00	
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	71,800.00	0.00	0.00	100.00%
240-000	Special Department Expense - Miscellaneous		345.68	0.00	174.00	0.00	
240-001	Special Department Expense - Books		112,805.98	89,738.34	14,669.37	9,894.12	
240-002	Special Department Expense - Video		4,927.57	5,491.16	181.15	701.80	
240-003	Special Department Expense - City of Anaheim		3,776.83	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals		3,898.89	10,233.49	1,097.50	0.00	
240-005	Special Department Expense - Audio		7,346.14	4,868.73	493.96	335.65	
240-007	Special Department Expense - Grandparents & Bks		4,461.67	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy		346.17	0.00	58.26	0.00	
	Total Special Department Expense	130,000.00	137,908.93	110,331.72	16,674.24	10,931.57	106.08%
260-000	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings		9,923.39	7,026.84	648.71	997.94	
270-008	Transportation/Travel - Meetings - Literacy	10,000.00	236.00	749.23	0.00	60.00	
270-009	Transportation/Travel - Meetings - Family Literacy		9.95	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,000.00	10,169.34	7,776.07	648.71	1,057.94	101.69%
280-000	Electricity		54,543.96	50,316.12	4,068.44	3,995.65	
	Gas		5,653.43	6,932.51	679.18	1,110.73	
	Water		1,286.53	1,639.38	236.13	89.17	
	Total Utilities	58,000.00	61,483.92	58,888.01	4,983.75	5,195.55	106.01%
370-000	TOTAL SUPPLIES & SERVICES	444,469.00	461,940.83	410,930.89	65,422.08	(6,939.53)	103.93%
	Taxes, Assessments (Sales Tax)	0.00	1,262.82	0.00	89.82	0.00	
400-000	Equipment	15,000.00	19,583.43	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	472.96	0.00	0.00	0.00	
400-111	Equipment	0.00	1,653.86	6,091.13	0.00	0.00	
	Total Equipment	15,000.00	21,710.25	6,091.13	0.00	0.00	144.74%
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	21,817.98	6,091.13	0.00	0.00	145.45%
	TOTAL EXPENSES	1,332,214.00	1,260,614.60	1,147,503.88	159,355.97	113,015.31	94.63%
	Total 007 - Grandparents & Books		4,918.88	0.00	0.00	0.00	
	Total 008 - Literacy		6,417.77	9,230.69	797.32	430.47	
	Total 009 - Family Literacy		2,970.25	0.00	373.26	0.00	

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TO: Elizabeth Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant
DATE: June 15, 1992
SUBJECT: Office General Ledger



The analysis and data entry of revenue and cash disbursements for the Fiscal Year 91-92 has been completed. Nancy Cronick of the firm of Anderson, Lynn, Bezich, Munson & Cronick Accounting Corporation will be in on Monday, June 15, 1992 to assist in installing software and completing the printing of accounting reports through trial balances for this period.

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

May, 1992

Prepared 06/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				26,728.33
Checks Out				
3419	05/13/92	500.00		
3420	05/21/92	4.95		
3423	05/28/92	354.00		
3424	06/01/92	38.18		
3425	06/02/92	9.50		
3452	06/05/92	25,978.01		
3453	06/05/92	145.00		
3454	06/05/92	58.79		
3456	06/05/92	10.00		
Deposits				
	06/01/92		188.95	
	06/02/92		109.66	
	06/02/92		135.20	
	06/03/92		77.75	
	06/04/92		58.65	
	06/05/92		82.40	
	06/05/92		331.00	
TOTALS		27,098.43	983.61	
CHECKBOOK BAL				613.51

*Edmund
6/8/92*

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$
						810	11
	5/1	fines TO OCA 3452		✓	10.85	820	96
	5/5	fines TO OCA 3452		✓	2.00	827	96
	5/6	fines TO OCA 3452		✓	13.25	844	21
3416	5/7	Elizabeth Mintz petty cash (office)	89.33	573		751	88
	5/7	fines TO OCA 3452		✓	30.15	782	03
	4/1	Carst deposit of 30.75 Balanced 5-8-92 edw	.25	✓		781	78
3417		Pleasantia Library transfer wrong deposit #134-01	45 -	5-7		736	78
	5/11	fines TO OCA 3452		✓	18.60	755	38
	5/11	fines TO OCA 3452		✓	13.38	768	76
	5/11	fines TO OCA 3452		✓	32.00	800	76
	5/12	fines TO OCA 3452		✓	26.85	827	61
	5/13	fines TO OCA 3452		✓	28 -	855	61
	5/14	fines TO OCA 3452		✓	5.30	860	91

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

1/11

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (-) IF ANY	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							860	91
3418	5/12	Smart + Final Refreshments for Planning Retreat	\$ 88 83	✓	5/14-01		772	08
3419	5/13	Marriott Catering Planning Retreat Food Service	500 00	✓	5/18-01		272	08
	5/15	Fines TO OCA 3452		✓		8 25	280	33
	5/15	Direct loan Reimbursement TO OCA 3452		✓		12,893 65	13,173	98
	5/18	copy machine refund TO OCA 3452		✓		390 24	13,564	22
	5/18	fines TO OCA 3452		✓		35 20	13,599	42
	5/19	fines TO OCA 3452		✓		50 95	13,650	37
3420	5/21	Children's book council	4 95	✓	5/14-01		13,645	42
3421	5/21	ABA Contribution	2 80	✓	5/22-01		13,365	42
	5/20	fines TO OCA 3452		✓		165 60	13,331	02
	5/21	fines TO OCA 3452		✓		217 28	13,748	30
	5/22	State funds TO OCA 3452		✓		10,529 50	24,277	80
	5/22	Reimburse for ABA TO OCA 3452		✓		80 -	24,357	80

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (*) (-)	DEPOSIT/CREDIT (+)	BALANCE	
			\$					\$	
								24,357	80
	5/22	fines TO OCA 3452			✓		117 85	24,475	65
	5/24	fines TO OCA 3452			✓		149 30	24,624	95
	5/27	Petty cash reimbursement			✓		1251 63	25,876	58
	5/27	fines TO OCA 3452			✓		143 75	26,020	33
3422		Radio Shack warranty	79	80		5-21		25,940	53
3423		June to travel literary travel	354	00				25,586	53
			5	122-01					
	5/25	fines TO OCA 3452			✓		195 10	25,781	63
	5/29	fines TO OCA 3452			✓		87 75	25,869	38
	6/1	fines TO OCA 3452					188 95	26,058	33
3424		Jeanine Maltus jewelry	38	18				26,020	15
			5	14-01					
3425	6/2	U.S. Regents travel	9	50				26,010	65
			5	20-01					
	6/2	telephones TO OCA 3452					109 66	26,120	31
	6/2	fines TO OCA 3452					135 20	26,255	51

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

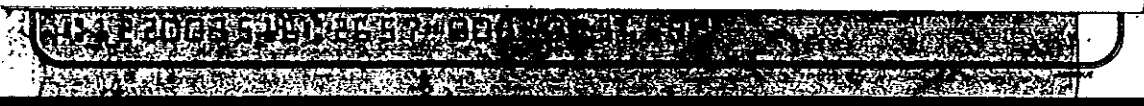
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							26,255	51
	6/3	fees to OCA 3452	\$		\$	27 75	26,333	26
	6/4	fees to OCA 3452				58 65	26,391	91
	6/5	fees to OCA 3452				82 40	26,474	31
3451	6/5	Orange County Audits Transfer funds		✓			26,474	31
	6/5	Petty Cash Reimbursement				331 00	26,805	31
3452	6/5	Orange County Audits Transfer Funds	25,979 01				827	30
			5102-01					
3453	6/5	U.S. Postmaster Pleasanton stamps	145 00				682	30
			5116-01					
3454	6/5	Elizabeth Minter Office Petty Cash Reim	58 79				623	51
			5114-01					
3455	6/5	Mildred Daniels 770-008 Attorney	59 30				623	51
3456	6/5	Auditor - Controller bank fees	10 -				613	51
			5114-01					
		Balance as of 6/8/92					613	51
	6/8	EDD (disability) Payroll reimbursement				1478 89	2,092	40
	6/8	Fees				84 80	2,177	20

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	FEE (FANY) (-)	DEPOSIT/CREDIT		BALANCE	
			(-)				(+)		\$	
									2,177	20
	6/9	Fines	\$			\$	71	95	2,249	15
	6/10	Fines					28	00	2,277	15
	6/11	Fines					46	50	2,323	65
	6/12	Fines					26	00	2,349	65
	6/12	Stamp reimbursement					5	09	2,354	74
3457		V.O.I.D			✓					
3458	6/12	Placantia hily Dist Acct 0932 Rendle clock	140	00						

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.



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

May, 1992

Prepared 06/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,273.13
Checks Out				
670	05/21/92	37.71		
672	05/21/92	208.33		
673	05/21/92	60.00		
674	05/21/92	15.00		
675	05/21/92	65.00		
676	05/21/92	14.78		
677	06/02/92	165.00		
678	06/02/92	165.00		
679	06/02/92	50.45		
680	06/02/92	104.82		
681	06/06/92	62.81		
682	06/06/92	522.94		
683	06/06/92	65.60		
Deposits				
	06/03/92		40.00	
	06/04/92		100.00	
	06/05/92		266.95	
	06/05/92		250.00	
TOTALS		1,537.44	656.95	
CHECKBOOK BAL				6,392.64

EDM
6/8/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (FANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									7031	71
	4/30	Interest	\$		✓		\$	13 12	7044	83
	4/8	Debit Check printing		14 26	✓				7030	57
aw 9 order	5/4	Meeting Room (2)			✓			40 00	7070	57
		Ck 1035 issued 2/11, payment 3/27, not cleared 2/13		385 16	✓				6685	41
		See ck 654. AIR Wholesale Balanced 5-8-92 2pm								
667	5/13	Orange County Audits pending payment		400	✓				6285	41
	5/11	Meeting room			✓			25 -	6310	41
	5/11	vending machine			✓			223 25	6533	66
	5/12	meeting room			✓			70 -	6603	66
	5/14	Meeting room			✓			45 00	6648	66
	5/15	Meeting room			✓			25 00	6673	66
	5/15	Vending machine			✓			242 95	6916	61
	5/18	test			✓			20 -	6936	61

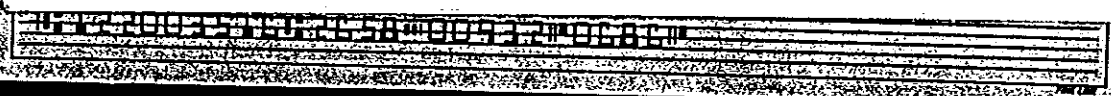
REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	T	FEE (FANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							6936	61
668	5/20	La Salle Papers Duff Bus 5320-03	149	13	✓		6787	48
	7/20	meeting room			✓	25 00	6812	48
	9/21	meeting room			✓	25 00	6837	48
669	5/21	Accurate Mending 5306-03	73	75	✓		6763	73
670	5/21	Christopher's Flowers Staff 5314-03	37	71	✓		6726	02
671	5/21	Mary Bynne Duff 5310-10			✓			
672	5/21	Herald Hewitt Duff 5320-03	208	33			6517	69
673	5/21	FOCUS Lunches ALA Conference 5322-03	60	-			6457	69
674	5/21	Maisha Pallak ALA Conference 5322-03	15	-			6442	69
675	5/21	ALTA Malo ALA Conference 5322-03	65	-			6377	69
676	5/21	Juanita Walter Duff 5320-03	14	78			6362	91
		Mending machines			✓	257 50	6620	41
677	6/2	Herald Hewitt Duff 5320-03	165	-			6455	41

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.



RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (FANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							6455	41
678	6/2	Henry Chambers Nuff Grant	365 -		\$	\$	6290	41
679	6/2	Mary Byrne 5329-03 Nuff Grant - travel	50 45				6239	96
680	6/2	La Salle Paper SRP - 4-22-03	104 82				6135	14
	5/28	meeting room		✓		25 -	6160	14
	5/29	meeting room		✓		25 -	6185	14
	5/29	reending machine		✓		178 55	6363	69
	6/3	meeting room				40 -	6403	69
	6/4	meeting room 80 test 20				100 -	6503	69
681	6/6	Mary Byrne 5320-03 Nuff Grant - travel	62 81				6440	88
682	6/6	A + R Wholesale reending supplies	522 94				5917	94
683	6/6	Accurate Vending Repair 5306-03	65 60				5852	34
	6/5	Vending machine				266 95	6119	29
	6/5	Friends Contribution to staff				250 00	6369	29

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (FANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	\$
							6369	29
	5/15	Credit Memo	\$	✓	\$	10 00	6379	29
	5/31	Interest Balanced 4/21/92 adv.		✓		13 35	6392	64
	6/8	Meeting room				20 00	6412	64
	6/9	Meeting room				25 00	6437	65
	6/11	Meeting room				25 00	6462	64
	6/11	Vending				242 25	6704	89
	6/12	Meeting Room				25 00	6729	89
684	6/15	Staples	13 39				6716	50
685	6/12	Margaret Desimone	52 90				6663	60

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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

May, 1992

Prepared 06/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,534.17
Checks Out				
1122	05/21/92	199.77		
Deposits				
	06/02/92		2.00	
TOTALS		199.77	2.00	
CHECKBOOK BAL				6,336.40

6/8/92
Erin

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE IF ANY (-)	DEPOSIT/CREDIT (+)	BALANCE	
						\$	\$
						6439	94
	4/17	tutor training		✓	20 -	6459	94
	4/21	tutor training		✓	20 -	6479	94
	4/23	tutor training		X	20 -	6499	94
	4/23	silent auction		✓	15 50	6515	44
	4/24	tutor training		✓	20 -	6535	44
	4-27	workbook		✓	2 50	6537	94
	4/28	silent auction		/	18 -	6555	94
	4/29	tutor training + auction ⁴⁰		✓	52	6607	94
	11/21	transfer of wrong dept ¹² to general fund. CA 11/21	97 70	4-17		6510	24
	4/30	Interest		✓	11 93	6522	17
	5/21	Calif School Book Fairs	199 77	adm		6322	40
	5/2	books			2 00	6324	40
	5/31	Interest			12 00	6336	40

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

Balanced 6-8-92 adm

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TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*
 (for Karen Cushing who is on vacation)

DATE: June 13, 1992

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

CLIENT PROGRESS REPORT FOR APRIL 1992

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	49	3,756.81	849	49,875.25
LESS: Mail Return*, Dispute, Bankrpt	1	42.17	15	1,051.36	160	7,803.46
NET ASSIGNMENTS	-1	(42.17)	34	2,705.45	689	40,071.79
COLLECTED						
Paid in Full	2	44.95	19	786.58	243	11,342.35
Settled in Full	0	0.00	1	42.00	62	3,079.38
Partial Payment	2	315.60	18	771.62	128	6,747.42
Resolved	0	0.00	1	59.00	16	629.58
TOTAL RECOVERED	4	360.55	39	1,659.20	449	21,798.73

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

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edp*
DATE: June 15, 1992
SUBJECT: MAY, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS MAY 1-31, 1992

Beginning Balance 05/01/92		\$ 872.94
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 1137.00	
Total Materials & Supplies		\$ 368.94
Total Repairs		121.25
Vend Machine Loan Payback		<u>400.00</u>
	\$ 1137.00	\$ 890.19
Ending Balance 05/31/92		<u>\$ 1,119.75</u>
Check to be issued 6/15/92		\$ 600.00
		520

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 04/30/92	5,300.00
May Payment	<u>400.00</u>
May Balance 05/31/92	<u>\$4,900.00</u>

$$\begin{array}{r} 1873 \\ 1937 \\ \hline 2810 \\ 890 \\ \hline 1120 \\ 650 \\ \hline 520 \end{array}$$

Prepared by: Sal Addotta *Sma*

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PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: June 2, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	MAY	TOTAL
Canter, Chad	26.75	38.25
Deputy, Paul	39.00	3946.75
George Key School	6.00	718.25
Goldbaum, Mae	9.50	273.25
Grandparents and Books	6.00	38.50
Kim, Mark	0.00	17.25
Mohindra, Ankur	0.00	4.00
ROP students - Jenny Duncan	64.00	1525.50
Vesely, Pat	9.00	198.75

TEMPORARY VOLUNTEERS

Ismailjee, Salehah	2.00	2.00
Nolasco, Anthony	6.50	6.50

Total 168.75

LVA VOLUNTEERS

Literacy Volunteers Not available

COMBINED TOTAL 168.00

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

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

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

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TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: June 15, 1992
SUBJECT: Personnel Report for May, 1992

RESIGNATIONS:

Tammy Saucedo, Library Page, (part time) Circulation
Department effective 05/11/92
Cristin Goldman, Library Page, (part time) Circulation
Department effective 05/16/92

APPOINTMENTS:

Tracy Brost, Library Page (substitute), Circulation
Department, effective 05/12/92
Maria Cedillo, Library Aide, (part time) Family Literacy
Department, effective 05/12/92
Ramona Chavez, Library Aide, (part time) Family Literacy
Department, effective 05/15/92
Maria Hernandez, Library Aide, (part time) Family
Literacy Department effective 05/15/92
Rubisela Villalobos, Library Aide, (part time) Family
Literacy Department, effective 05/15/92
Susan Drury, Library Assistant (substitute), Reference
Department, effective 05/16/92

TERMINATIONS:

None.

OPEN POSITIONS:

None.

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: June 15, 1992
SUBJECT: Building Maintenance Report for May, 1992

1. ADULTS MEN'S RESTROOM

A patron reported that a partition in the adult men's restroom was coming loose. It was removed for safety reasons, and City maintenance was contacted for repairs. All work was completed within 3 days.

2. PERIODICALS STORAGE AREA

Following a recommendation of the Safety Committee, reflective tape was installed along the sides of the bookstacks in the periodicals storage area. The tape is very effective. Many thanks to volunteer Paul Deputy for carrying out this project.

3. NEW TERMINAL AT THE CHECK-IN DESK

A second terminal has been installed at the checkin area, thereby allowing us to increase service at that desk, especially at busy times.

4. NEW OFFICE COPIER

EZ Copy, Inc., our current supplier of copy machines, has informed us that our new office copier will be arriving during the last week in July. This is the machine that was supposed to be here in February.

5. NEW SECURITY SYSTEM

See Agenda Item 29 for details.

6. REMODELING IN RESPONSE TO ACCESS REQUIREMENTS OF ADA

See Agenda Item 34 for a follow-up.

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CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992								0.00
Jun 1992								0.00
TOTAL		47,225.83	10,793.17	13,497.78	210.73	0.00	0.00	71,727.51
AVG		4,722.58	1,079.32	1,349.78	21.07	0.00	0.00	7,172.75

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992				0.00	0.00
Jun 1992				0.00	0.00
TOTAL	19,757.63	6,245.50	992.41	26,995.54	13,497.77
AVG	1,975.76	624.55	99.24	2,699.55	1,349.78

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992						0.00
Jun 1992						0.00
TOTAL	3,139.28	4,575.11	462.22	1,949.00	9,632.02	19,757.63
AVG	313.93	457.51	46.22	194.90	963.20	1,975.76

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 15, 1992
SUBJECT: Orange County Augmentation Funds Application

BACKGROUND:

The District's request for Special District Augmentation Funds for FY1992-1993 was not approved by the County Supervisors.

While the concept of the project was warmly received the Board had set a policy of not providing any funds to independent special districts for the upcoming year. It is unfortunate that they chose to not inform the independent special districts of this policy before they invited the applications for the funds.

A copy of the final recommendation to the Board of Supervisors from the County Administrator is attached.



COUNTY ADMINISTRATIVE OFFICE

June 5, 1992

TO: Members, Board of Supervisors

FROM: County Administrative Officer

SUBJECT: **SPECIAL DISTRICT AUGMENTATION FUND (SDAF) REPORT -
FINAL DETERMINATION ADDENDUM TO AGENDA ITEM NO. 50
OF JUNE 9, 1992**

The Special District augmentation Fund (SDAF) was created in 1979 as part of Assembly Bill 8, which was enacted by the Legislature to solve the long term financing problems of local governments in the wake of the passage of Proposition 13.

In the first year of Proposition 13, the State of California "bailed out" all local taxing agencies (cities, schools, counties, and special districts) by making one time State assistance payments out of the State's accumulated surplus, for a total of over \$4 billion statewide. Orange County received \$10.8 million.

After bailing out local government in the first year of Prop 13, the Legislature enacted AB 8, which provided a permanent funding mechanism to maintain solvency in local government. To accomplish this permanent "bail out," the Legislature shifted property taxes from school districts to non-school district local governments, and assumed the funding of this portion of school district revenues directly from the State's general fund.

As part of the tax shift from schools to other local agencies, the Legislature determined, in Section 98.6 of the Revenue and Taxation Code, that the amount of "bail out" provided to special districts should be placed into a special district augmentation fund in each County to be distributed to special districts by each County Board of Supervisors. This was intended to decrease reliance upon property tax revenues by special districts, which could levy fees or benefit assessments to replace property taxes, such as water districts, sanitary districts, and lighting districts.

June 5, 1992
Page 2

The intention of the augmentation fund is to give the Board of Supervisors discretion in determining how to allocate the funds to best meet the needs in each County. The Orange County Board of Supervisors has retained this flexibility each year by not committing itself to any allocation based on formula. This recognizes the fact that priorities change each year, and flexibility must be retained to allocate the augmentation funds where the need is greatest.

FISCAL YEAR 1992/93 SCHEDULE

Section 98.6 of the Revenue and Taxation Code establishes key dates for the SDAF allocation process. All of these legal mandates have been met for the FY 1992/93 calendar.

This year's process began in March when courtesy advisements were sent to all independent districts advising them of the April 15th application due date. In March, the Tax Allocation Task force met and reviewed the 1992/93 calendar and reaffirmed the Board's allocation policy. Applications were distributed to all special districts, resulting in the receipt of nine (9) requests for Special District Augmentation funding. These requests were analyzed by CAO staff, in cooperation with the Task Force and the Special Districts.

Five Independent Special Districts presented their application for funds to the Tax Allocation Task Force on May 21, 1992. Based on Board Policy, information received from the May 21st meeting, the June 2nd public hearing, and subsequent conversations with Independent Special Districts, has been evaluated, culminating in the funding recommendations listed in Attachment A.

ALLOCATION POLICY

The allocation policy is consistent with your Board's direction to make funding available to districts to assist them in their transitions to self-supporting financing systems. The current SDAF allocation policy is based on the following four principles:

1. Relative need, which tends to focus on size of the population served and the consequences of not funding the services;
2. Progress made toward both increased efficiency via improved management practices and/or consolidations, and ultimate self-sufficiency for enterprise districts capable of obtaining ongoing fee and one-time grant income;

June 5, 1992
Page 3

3. One-time aid for unique, unusual, unanticipated and unfunded emergencies; and
4. The district's ability to absorb any appropriation within its Gann limit.

AVAILABLE FINANCING

Fiscal Year 1992/93 available financing is projected to be \$75,800,000 (see Attachment A). Fiscal Year 1991-92 financing was originally estimated at \$74.9 million; actual revenues are now projected to be \$74.3 million.

For Fiscal Year 1991/92, your Board directed that in the event less than the estimated \$74,900,000 becomes available, such reduction shall be shared proportionately by each recipient Dependent district based on the size of its initial SDAF allocation, as a percentage of the total.

PRIMARY DISTRIBUTION

Garden Grove Sanitary District - This request is to provide funding for the operation and maintenance of a landfill gas migration control system and for a study of options to permanently stabilize Longsdon Landfill and evaluate the highest and best use of the property. No allocation of funding is recommended. The Task Force's recommendation is based on your Board's policy not to fund operational/maintenance expenses. The Task Force believes the District has sufficient means to finance these projects.

Midway City Sanitary District - This request is to provide funding for the replacement of underground storage tanks and to support AB 939 Education Program (Source Reduction and Recycling Plan). No allocation of funding is recommended at this time, as the intended use of funding does not fall within your Board's adopted allocation policy.

Silverado-Modjeska Parks and Recreation District - This request is to augment last year's allocation of \$38,683 to continue and complete the upgrade and repair of park facilities. The Task Force does not recommend funding based your Board's policy of allocating funds for one-time aid for unusual, unanticipated and unfunded emergencies.

June 5, 1992
Page 4

Placentia Library District - The District reduced its initial request from \$90,000 to \$41,000 to provide funding to establish an after school homework assistance/literate families program. Although the Task Force recognizes this as a commendable program, no allocation of funding is recommended, as the intended use of the funds does not fall within your Board's adopted allocation policy.

Tri-Cities Municipal Water District - This District has been importing water from the Metropolitan Water District to serve its population. The District reduced its initial request from \$783,000 to \$300,000, as the likelihood of passage of AB 3214 became remote. Their request for funding would supplement financing of a joint project with the Marine Corps to provide new water importation pipelines to meet the growing needs of the area. The Task Force does not recommend funding, as use of funding does not fall within your Board's adopted allocation policy. The District appears to have the means of collecting additional revenues to meet this project cost.

Orange County Fire District - The District is taking positive action to structure their financing to meet the requirements of Phase II of the Fire Equity Study/Independent District Formation. The Task Force in conjunction with the CAO recommends \$41,601,774 be allocated to Fire in FY 1992/93. This reflects a \$37,323,406 reduction in the District's initial request which included plans to fully finance extraordinary expenses due to their transition to an independent Fire Protection District. The resultant funding represents the upcoming year's estimated Structural Fire Fund contribution plus the first year amount of a three-year funding plan for extraordinary expenses related to district formation.

Orange County Flood Control District - The Task Force and CAO recognize the continuing need to finance the local share of the Santa Ana Mainstem Project. However, other priorities for Fiscal Year 1992/93 SDAF funding warrant that the initial request of \$32,000,000 be reduced by \$4,455,367. The reduction is a result of agreed upon adjustments to the District's proposed budget for Fiscal Year 1992/93. The \$27,544,633 allocation will assist the District in meeting a major portion of the County's Fiscal Year 1992/93 commitment (1/9th of \$202 million) to fund its share of the Santa Ana Mainstem Project.

Harbors, Beaches & Parks District (HB&P) - The Task Force and CAO recommend an allocation of \$500,000. Other priorities for Fiscal Year 1992/93 SDAF funding warrant that the initial request of \$1,000,000 be reduced. \$2 million Urban Parks funds will remain funded as part of the HB&P budget for Fiscal Year 1992/93.

June 5, 1992
Page 5

Orange County Library District - The Task Force and CAO recommend an allocation of \$6,077,793. This reflects a \$3,364,720 reduction from the requested \$9,442,513, and represents the financing of capital purchases, deferral of various acquisitions, and adjustments to their Fiscal Year 1992-93 budget.

FISCAL YEAR 1992/93 SECONDARY DISTRIBUTION

In the event that more than the estimated \$75,800,000 becomes available in Fiscal Year 1992/93, the Task Force recommends that the additional portion be split evenly between the Library District and the Flood Control District.

In the event less than the estimated \$75,800,000 is available, it is recommended that the reduction be proportionately shared by the recipient Dependent districts based on the size of the initial allocation, as a percentage of the total initial SDAF allocation.

In the event that the distribution of all or part of the allocation made by your Board to any district will cause that district to exceed its Gann limit as determined by the Orange County Auditor-Controller, the district's allocation shall be reduced to meet its Gann limit. The excess shall be shared proportionately by each Dependent district based on the size of its initial allocation.

RECOMMENDED ACTIONS:

1. Approve the distribution of the Fiscal Year 1992/93 Special District augmentation Fund as recommended in Attachment A of the County Administrative Officer's letter dated June 5, 1992.
2. Direct the County Administrative Office to notify each Special District of the Funding determination pursuant to revenue and Taxation Code Section 98.6(h).
3. In the event that the distribution of all or part of the allocation made by your Board to any district will cause that district to exceed its Gann limit as determined by the Orange County Auditor-Controller, the district's allocation shall be reduced to meet its Gann limit. The excess shall be shared proportionately by each Dependent district, based on the size of its initial allocation.
4. In the event that more than the estimated \$75,800,000 becomes available, 50% of the unanticipated revenue shall be allocated to Flood Control District up to its Gann limit, with the remaining of any additional funds allocated to the Orange County Library District.

June 5, 1992
Page 6

5. In the event less than the estimated \$75,800,000 is available, it is recommended that the reduction be proportionately shared by the recipient Dependent districts based on the size of the initial allocation, as a percentage of the total initial SDAF allocation.
6. Allocations are to be based on current FBA and property tax revenue estimates. CAO is directed to take any variance in these amounts into consideration when recommending Fiscal Year 1993-94 SDAF funding levels.


Ernie Schneider

SB:kl

**COUNTY ADMINISTRATIVE OFFICE
SPECIAL DISTRICT AUGMENTATION ALLOCATION
FISCAL YEARS 1991-92 & 1992-93**

<u>DISTRICT</u>	<u>FY 1991-92 DISTRICT REQUESTS</u>	<u>FY 1991-92 RECOMMENDED FUNDING</u>	<u>FY 1991-92 ACTUAL FUNDING *</u>	<u>FY 1992-93 DISTRICT REQUESTS</u>	<u>TASK FORCE RECOMMENDED FUNDING FOR FY 92-93</u>
DEPENDENT DISTRICTS					
FIRE DEPARTMENT	37,359,000	37,359,000	37,059,275	78,925,150	41,601,774
FLOOD	35,000,000	21,504,357	21,331,831	32,000,000	27,544,633
HARBOR, BEACHES, PARKS	13,700,000	11,000,000	10,911,749	1,000,000	500,000
LIBRARY	7,180,490	4,761,943	4,723,739	9,442,513	6,077,793
NORTH TUSTIN CSA NO. 5	161,317	161,317	160,023	0	0
INDEPENDENT DISTRICTS					
CAPISTRANO BEACH SANITARY DIST	200,000	0		0	0
GARDEN GROVE SANITARY DIST.	120,000	0		170,400	0
MIDWAY CITY SANITARY DIST.	100,000	0		200,000	0
SILVERADO MODJESKA REC/PARK	200,000	38,683	38,683	100,000	0
PLACENTIA LIBRARY DISTRICT	0	0		90,000 (1)	0
TRI-CITIES MUNICIPAL WATER DIST.	0	0		783,000 (2)	0
ADMINISTRATIVE COSTS	<u>74,700</u>	<u>74,700</u>	<u>74,700</u>	<u>75,800</u>	<u>75,800</u>
TOTAL REQUIREMENT	<u>94,095,507</u>	<u>74,900,000</u>	<u>74,300,000</u>	<u>122,786,863</u>	<u>75,800,000</u>
AVAILABLE FUNDING	<u>74,900,000</u>	<u>74,900,000</u>	<u>74,300,000</u>	<u>75,800,000</u>	<u>75,800,000</u>
EXCESS REQUIREMENT OVER AVAILABLE FINANCING	19,195,507	0	0	46,986,863	0

* Tax revenues were less than anticipated; therefore, the allocation amounts were adjusted accordingly.

NOTES:

- (1) Placentia Library reduced amount of request to \$41,000 when they presented testimony to the Task Force on May 21, 1992.
- (2) Tri-Cities Municipal Water District reduced amount of request to \$300,000 when they presented testimony to the Task Force on May 21, 1992.

If additional funds become available, the Task Force recommends the allocation be split evenly between the Library District and the Flood Control District.

If available financing is less than \$75,800,000, the Dependent Districts will take proportionate cuts in their FY 1992-93 allocations.

TO: Elizabeth Minter
FROM: Kay Schneider ^{KS} & Peggy Burkich ^{PB}
DATE: June 4, 1992
SUBJECT: Dynix and Brodart

Brodart

Peggy has installed the hardware for our Acquisitions System. The database software has arrived and we plan to install it on Thursday. We then install PC Rose, set up our ordering codes and we will be ready to order from Brodart. We sent our Cataloging and Processing specifications to them last week and they have been received and their Head of Cataloging is supposed to go over them and call back at the end of this week. As soon as we have agreed to these, Brodart will send us a trial run of cataloged and processed books to see if they meet our specifications. The staff of the Brodart Company have been very helpful and professional and I have high expectations for our association with them.

Dynix

There have been many problems and complications with the installation of our new Circulation and On Line Catalog System. Pat Earnest, Head of Technical Services at Anaheim, has talked extensively with the President of the Company and now feels that they are fully aware of our situation and are taking the needed steps to remedy the situation. Already many adjustments in the software have "fixed" some of the more bizarre problems. We are now able to begin entering the 1500 new card registrations, patrons are able to place reserves on books and the check in/out system is functioning as it should. Circulation statistics will hopefully again be available for June.

TO: Elizabeth Minter
FROM: Kay Schneider
DATE: June 5, 1992
SUBJECT: Estimated Circulation Figures for April and May of 1992

Circulation records for April and May were, as we know, wiped out by the new computer system so it is impossible for us to determine exactly how much circulation was done by our Library during that period. However, I thought that if we could see a consistency in the ratio of books checked out to the number of patrons who enter the building that we could come up with an accurate "estimate." I did determine that we do consistently check out books with a 1.1 to 1.2 ratio to the patrons attending. I multiplied the mechanically registered number of patrons entering the building for April and May by the previously determined 1.15 ratio to determine what the total circulation of materials would be. Therefore I think we could safely accept these estimated circulation totals for April and May of 1992. Of course, there is no item break down, but at least we would not have lost the total of materials checked out during these times.

Month	Total Circulation	Total Patron Attendance	Ratio of Material checked to Patron Attendance (Rounded)
April 1991	28,523	26,667	1.1
May 1991	27,413	23,667	1.2
Sept. 1991	23,898	21,012	1.1
Oct. 1991	27,093	24,918	1.1
Nov. 1991	29,187	22,112	1.1
Dec. 1991	21,736	19,727	1.1
Total Circ for all of 1991	296,787	237,918	1.2

Jan. 1992	31,811	26,003	1.2
Feb. 1992	30,651	24,624	1.2
March 1992	37,818	31,889	1.2
	Estimated Total	Patron Attendance	
APRIL 1992	33,304	30,699	1.15
MAY 1992	33,816	29,405	1.15

***The Yorba Linda Public Library was closed during this period which accounts for the increase in patron attendance and circulation from April and May of 1991.**

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 15, 1992
SUBJECT: Staff Appreciation Dinner

BACKGROUND:

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

It was attended by four Trustees, six Friends of the Library Board members, nineteen staff members and one guest.

President Dinsmore presented Fifteen Year Service pins to Barbara Pomykata, Cheryl Willauer and Katherine Matas. She presented Five Year Service pins to Jeannine Walters, Cheryl Hyman and Mary Ellen Jackson.

The setting was beautiful, the food was wonderful and plentiful, and each of the tables was full of conversation and laughter.



PLACENTIA LIBRARY DISTRICT

*Fourteenth Annual
Employee
Recognition Dinner*

June 12, 1992

** Fifteen Years **

*Barbara Pomykata
Cheryl Willauer
Katherine Matas*

** Five Years **

*Jeannine Walters
Cheryl Hyman
Mary Ellen Jackson*

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 8, 1992
SUBJECT: Travel Authorizations

BACKGROUND:

Literacy Coordinator and two students from the Student Support Group to attend the Adult Learner Conference at Laney College, Oakland, CA, on Saturday, May 30, 1992. Costs to include three round trip airplane tickets plus ground transportation. Conference registration and NOON meal were provided without charge to the participants. Total cost not to exceed \$400 with funds to come from the California Literacy Campaign Grant.

RECOMMENDATION:

Approve.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: June 8, 1992
SUBJECT: Civic Center Building Insurance Policy and Certificate
of Insurance

BACKGROUND:

At its meeting on May 11, 1992, the Library Board requested that copies of the Certificate of Insurance and the insurance policy for the Civic Center properties covered by the Joint Powers Agreement with the City of Placentia be provided to each Trustee.

The District will be receiving a certified copy of the policy in four to six weeks.

RECOMMENDATION:

Receive and file.

SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE, SUITE K
P.O. BOX 686
TUSTIN, CALIFORNIA 92681
(714) 731-5801 FAX (714) 730-4876

TO: Elizabeth Minter, Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

DATE: 6/4/92

SUBJECT: Re: Insurance Certificate

Dear Elizabeth:

Enclosed is copy of the certificate and policy forms that Kim had faxed to us. She has ordered a certified copy of the policy for you as requested and will forward as soon as received. This normally takes about 4-6 weeks.

Please note the memo she had sent to the insurance company requesting the addition of 411 E. Chapman.

If you have any questions, please call.

Best regards,


Rose Kyger

ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

6/1/92

PRODUCER

ASAKA, ORTIZ & VARELA INSURANCE
P.O. BOX 14060
ORANGE, CA 92613

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

COMPANIES AFFORDING COVERAGE

CODE SUB-CODE

INSURED

CITY OF PLACENTIA
PLACENTIA CIVIC CENTER AUTHORITY
401 E. CHAPMAN AVE.
PLACENTIA, CA 92670

COMPANY LETTER **A** INDUSTRIAL INDEMNITY
COMPANY LETTER **B**
COMPANY LETTER **C**
COMPANY LETTER **D**
COMPANY LETTER **E**

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY				GENERAL AGGREGATE \$
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OPS AGGREGATE \$
	CLAIMS MADE OCCUR				PERSONAL & ADVERTISING INJURY \$
	OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE \$
					FIRE DAMAGE (Any one fire) \$
					MEDICAL EXPENSE (Any one person) \$
	OMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
					AGGREGATE \$
	OTHER THAN UMBRELLA FORM				STATUTORY \$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				(EACH ACCIDENT) \$
					(DISEASE-POLICY LIMIT) \$
					(DISEASE-EACH EMPLOYEE) \$
	OTHER				
A	PROPERTY	SM894-3141	4/1/92	4/1/93	BLANKET PROPERTY LIMIT \$8,960,759, SPECIAL FORM, \$1,000 DEDUCTIBLE REPLACEMENT COST COVERAGE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

INCLUDED IN ABOVE PROPERTY LIMIT: 411 E. CHAPMAN AVE., PLACENTIA

CERTIFICATE HOLDER

PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Bill O'Hara

COMMERCIAL PACKAGE POLICY

Industrial Indemnity
a Crum and Forster organization

DECLARATIONS

PRODUCER CODE #12397

Item Renewal of: **SM 894-3100** Date Issued: **3/28/91/ML/sp** Policy No. **SM 894-3141**

1. NAMED INSURED AND ADDRESS
CITY OF PLACENTIA
PLACENTIA CIVIC CENTER AUTHORITY
401 E. CHAPMAN AVENUE
PLACENTA, CA 92670

RETURN TO
COMPANY
IF CANCELLED

2. POLICY PERIOD: From: **4/1/91** To: **4/1/94** 12:01 A.M. Standard Time at Your Mailing Address Shown Above.

3. THIS INSURANCE POLICY IS ISSUED BY: <input type="checkbox"/> Industrial Indemnity Company <input type="checkbox"/> Industrial Indemnity Company of Alaska <input type="checkbox"/> Industrial Indemnity Company of The Northwest <input type="checkbox"/> Industrial Insurance Company of Hawaii, Ltd. <input type="checkbox"/> Industrial Indemnity Company of Idaho <input checked="" type="checkbox"/> California Insurance Company <input type="checkbox"/>	Producer Name and Address CALIFORNIA INSTITUTIONAL INSURANCE AGENCY, INCORPORATED 3838 CAMINO DEL RIO NORTH, SUITE 222 SAN DIEGO, CALIFORNIA 92108-0046
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. FORM OF BUSINESS: Individual Joint Venture Partnership Corporation MUNICIPALITY

5. BUSINESS DESCRIPTION: **MUNICIPALITY - STATE OF CALIFORNIA**

6. In return for the payment of premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

This policy consists of the following coverage part(s) for which a premium is indicated.
 This premium may be subject to adjustment.

Coverage Part(s)	Coverage Part Declarations Form (Number and Edition Date)	Advance Premium
Commerical Property Coverage Part	CP7000 (10/87)	INCLUDED
Commercial Inland Marine Coverage Part	CM7006 (08/87)	INCLUDED
Commercial General Liability Coverage Part		
Commercial Auto Coverage Part		
Commercial Crime Coverage Part		
Other (Specify)		

7. FORMS AND ENDORSEMENTS APPLICABLE TO ALL COVERAGE PARTS (Number and Edition Date)
LF464R1 (2/81), CP14R1 (5/88), AND ENROSEMENT NO. 1

8. Total Advance Premium
\$ 10,272 (Includes \$ **51** Tax and/or Surcharge)

Premium is Payable: <input type="checkbox"/> Direct Bill <input checked="" type="checkbox"/> At Inception <input checked="" type="checkbox"/> See Premium Payment Schedule	Client No. V
Audit Period: Annual (Unless otherwise Stated): <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> NONE	Group No. _____ Group Name: _____

C. Dale Lewis

**COMMERCIAL PROPERTY COVERAGE PART
DECLARATIONS**

Policy No: SM 894-3141

Effective Date: 4/1/91
12:01 A.M., Standard Time

DESCRIPTION OF PREMISES

Prem. No. Bldg. No. Location, Construction & Occupancy

MUNICIPALITY - STATE OF CALIFORNIA

COVERAGES PROVIDED—Insurance at the Described Premises applies only for coverages for which a limit of insurance is shown.

PREM. BLDG. NO.	COVERAGE	CO. INSURANCE	LIMIT OF INSURANCE	DEDUCTIBLE (if other than \$250)	COVERED CAUSE OF LOSS (Form and Edition Date)	RATES
	BLANKET ALL PROPERTY EARNINGS INS. (RENTAL INTER.)	8 1/3% REC.	\$378,400	AS PER FORM	SD1P (7/83), SA 22 (8/84) CP0032 (7/88), CP1030 (7/88)	

COVERAGE OPTIONS—The following coverage options are provided when designated by a and an entry under the Premises listed below.

COVERAGE:	Prem. ___ Bldg. ___	Prem. ___ Bldg. ___	Prem. ___ Bldg. ___
BUILDING:			
<input type="checkbox"/> Replacement cost (x)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inflation Guard	___ %	___ %	___ %
<input type="checkbox"/> Agreed Value (expiration date)	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
PERSONAL PROPERTY			
<input type="checkbox"/> Replacement cost (x)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Replacement cost (incl. stock) (x)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inflation Guard	___ %	___ %	___ %
<input type="checkbox"/> Agreed Value (expiration date)	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
BUSINESS INCOME			
<input type="checkbox"/> Monthly Limit of Indemnity (Fraction)	_____	_____	_____
<input type="checkbox"/> Maximum Period of Indemnity (x)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Agreed Value (expiration date)	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> OTHER (Describe)	_____	_____	_____

MORTGAGE HOLDER(S)

Prem. No. Bldg. No. Mortgage Holder Name and Mailing Address

FORMS AND ENDORSEMENTS (other than applicable Forms and Endorsements shown elsewhere in the policy)

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

<u>Applicable to All Coverages</u>	<u>Applicable to Specific Premises/Coverages</u>
1P464 RL (2/81)	Prem./Bldg. No. Coverages Form(s)

**SPECIAL DISTRICTS
ALL PROPERTY FORM
COVERAGE**

1. PROPERTY COVERED

On all property of an insurable nature, both real and personal, now existing or hereafter acquired, including bullion and manuscripts, and improvements and betterments as hereinafter defined; and to the extent that the named insured shall be liable by law for loss thereto or shall prior to loss have specifically assumed liability therefore, on property of others held in trust, or on consignment or commission or joint account, or left for storage or repairs; all anywhere within the limits of the State of California.

- A. Limits: _____ Basic Perils
- B. Limits: \$8,800,141. Comprehensive Perils — Buildings
- C. Limits: INCLUDED Comprehensive Perils — Personal Property
- D. It is expressly stipulated and made a condition of this policy that in event of loss, this Company shall be liable for no greater proportion thereof than the amount hereby insured bears to the stipulated sum of \$ 8,800,141. nor for more than the proportion which this policy bears to the total insurance thereon.
- E. It is however, hereby made a further condition of this policy, that if additions to or enlargements of the property described in this policy shall have been made since 4/1/91, the replacement value whereof at the time of loss shall be at least equal to five per cent of said stipulated sum then this Company shall be liable for no greater proportion of such loss than the amount hereby insured bears to the aggregate of said stipulated sum and of a sum equal to 100% of the replacement value of such additions or enlargements nor for more than the proportion which this policy bears to the total insurance thereon.

2. DEDUCTIBLE CLAUSE

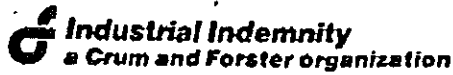
- A. This Company shall be liable only when the whole loss exceeds \$ 1,000. and then only for the amount of such excess, but, in the event there is any other insurance covering the property (or which would have covered the property except for the existence of this insurance) against the peril(s) which caused the loss (whether collectible or not), then this company shall be liable for only its proportion of the amount of such excess, such proportion shall be determined in the same manner as this Company's proportion of the whole loss would be determined.
- B. The "Whole Loss": as used herein is defined as the amount which would be recoverable under this policy and any other insurance covering the property (or which would have covered the property except for the existence of this insurance) against the peril(s) which caused the loss (whether collectible or not), in any one occurrence, disregarding this deductible clause and any other deductible provisions in this policy or in such other insurance policies.
- C. If this policy covers on two or more items or insurance, the provisions of the deductible clause shall apply separately to each item to which this deductible clause applies.
- D. The provisions of this deductible clause shall supersede any other deductible provisions in the policy to which this deductible clause is attached, except if this policy insured against loss by earthquake or volcanic eruption, the provisions of this deductible clause shall not apply to the amount of such loss recoverable under this policy.

3. EXTENSION OF COVERAGE

- A. **EXTRA EXPENSE TO CONTINUE NORMAL OPERATIONS:** The Insured may apply up to \$ N/A to cover, in the event of damage to or destruction of any building, the extra expense necessarily incurred and actually disbursed by the named insured in order to continue as nearly as practicable his normal operations for the period of time, commencing with the date of damage or destruction and not limited by the date of expiration of this policy, required with the exercise of due diligence and dispatch to restore the building to a tenable condition. The term "normal" shall mean the condition that would have existed had no loss occurred.
- B. **VALUABLE PAPERS AND RECORDS:** The Insured may apply up to \$ N/A as the result of any one loss occurrence to cover valuable papers and records consisting of books or accounts, manuscripts, abstracts, drawings, and card index systems, film tape, disc drum, cell and other magnetic recording or storage media for electronic data processing, and other records, all the property of the Insured. This Extension of Coverage covers only the cost of research and other expense necessarily incurred by the insured to reproduce, replace or restore such valuable papers and records. Money or Securities are not to be considered valuable papers.
- C. **OUT-OF-STATE:** The Insured may apply up to Five Percent (5%) of the amount specified under Paragraph 1. But in any event not to exceed this Company's pro rata proportion of Fifty Thousand Dollars (\$50,000.00) in the aggregate as the result of any one occurrence, to cover property which if located within the designated State would be covered under Paragraph 1 of this policy, while temporarily located elsewhere but within the limits of that part of continental North America included within the United States of America and Canada, and in the state of Hawaii.
- D. **COST OF INVENTORY AND APPRAISEMENT:** This policy may be extended for this Company's pro rata proportion of an additional amount of not more than Five Thousand Dollars (\$5,000.00) to cover the reasonable cost expended by the named insured for an inventory or appraisal when the Company requests such inventory or appraisal.

SCHEDULE OF LOCATIONS

143 S. BRADFORD, PLACENTIA, CA Clubhouse - 3765 Sq. Ft.	BUILDING	\$188,754
120 S. BRADFORD, PLACENTIA, CA Clubhouse - 8100 Sq. Ft.	BUILDING	\$415,760
120 S. BRADFORD, PLACENTIA, CA Trailer/Clubhouse - 1500 Sq. Ft.	BUILDING	\$ 77,174
1530 S. VALENCIA, PLACENTIA, CA Firestation - 4530 Sq. Ft.	BUILDING	\$232,615
117 W. MAIN ST., PLACENTIA, CA Storage - 1630 Sq. Ft.	BUILDING	\$ 39,676
112 N. MAIN ST., PLACENTIA, CA Clubhouse - 1550 Sq. Ft.	BUILDING	\$ 79,739
2101 TUFFREE ST., PLACENTIA, CA Gym - 6660 Sq. Ft.	BUILDING	\$341,887
201 W. BRADFORD, PLACENTIA, CA Clubhouse - 10420 Sq. Ft.	BUILDING	\$534,778
1200 W. CARLSBAD, PLACENTIA, CA Clubhouse - 875 Sq. Ft.	BUILDING	\$ 45,112
1200 W. BRADFORD, PLACENTIA, CA Restroom - 375 Sq. Ft.	BUILDING	\$ 19,461
2210 W. VALENCIA, PLACENTIA, CA Clubhouse - 1575 Sq. Ft.	BUILDING	\$ 81,022
1001 E. PALM, PLACENTIA, CA Restroom - 531 Sq. Ft.	BUILDING	\$ 27,464
900 S. MELROSE, PLACENTIA, CA Restroom - 531 Sq. Ft.	BUILDING	\$ 27,464
900 S. MELROSE, PLACENTIA, CA Clubhouse - 2650 Sq. Ft.	BUILDING	\$136,170
974 MELROSE, PLACENTIA, CA Clubhouse - 11540 Sq. Ft.	BUILDING	\$592,234
974 MELROSE, PLACENTIA, CA Classroom - 5130 Sq. Ft.	BUILDING	\$263,396
974 MELROSE, PLACENTIA, CA Administration Bldg. - 1232 Sq. Ft.	BUILDING	\$ 62,634
1701 ATWOOD, PLACENTIA, CA Office - 2650 Sq. Ft.	BUILDING	\$136,170
1701 ATWOOD, PLACENTIA, CA Restrooms - 600 Sq. Ft.	BUILDING	\$ 31,003
135 E. PALM, PLACENTIA, CA Clubhouse - 3500 Sq. Ft.	BUILDING	\$179,776
2999 E. LA JOLLA, PLACENTIA, CA Office - 5018 Sq. Ft.	BLDG/BPP	\$364,769
2999 E. LA JOLLA, PLACENTIA, CA Maintenance Bldg. - 5592 Sq. Ft.	BUILDING	\$287,143
401 E CHAPMAN, PLACENTIA, CA (Includes Personal Property)		
Civic Center Bldg. - 50000 Sq. Ft.	BLDG/BPP	\$4,796,558



Commercial Property Package Policy Premium Summary

PRODUCER NAME AND ADDRESS CALIFORNIA INSTITUTIONAL INSURANCE AGENCY, INC. - P.O. BOX 882288 SAN DIEGO, CA 92168-2288	POLICY NUMBER SM 894-3141	INSURED CITY OF PLACENTIA
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> ANNIVERSARY <input type="checkbox"/> RENEWAL <input type="checkbox"/> CHANGES <input type="checkbox"/> REWRITE		EFFECTIVE DATE 04-01-92
		ENDORSEMENT NUMBER (ENTER IF ISSUED AFTER POLICY INCEPTION) 2

	POLICY COVERAGES	ANNUAL OR INSTALLMENT PREMIUM	THREE YEAR PREMIUM	COMM. %
SECTION A	BLANKET PROPERTY LIMIT: <u>\$8,960,759.</u> BUSINESS INCOME (RENTAL INTERRUPTION) LIMIT: <u>\$378,400.</u>	INCLUDED		
SECTION B	MISCELLANEOUS PROPERTY LIMIT: <u>\$80,006.</u>	INCLUDED		
SECTION C				
SECTION D				
SECTION E				
TOTAL POLICY PREMIUM ▶		\$10,337.	*	*

* PAYABLE BY INSTALLMENTS
IF INDICATED BY SEE INSTALLMENT
PREMIUM ENDORSEMENT ATTACHED

**AKASAKA, ORTIZ & VARELA
INSURANCE ASSOCIATES, INC.**
P. O. BOX 14080
ORANGE, CA 92613
714-938-1428 FAX 714-938-1420

May 8, 1992

To: CIIA
Attn: Bill Reay

Re: City of Placentia
Policy #: SM894-3141

Dear Bill:

Effective 4/1/92 please amend the policy as follows:

Amend Business Income limit : \$100,000

Amend square feet at 401 E. Chapman Ave to : 35,120

Add: 411 E. Chapman Ave., Placentia : 29,230 square feet
(occupied as a library)

Do not hesitate to call me should you have any questions.

Best Regards,

Kim Price
Account Manager
x258

D 6/15

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C O N F I D E N T I A L

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 8, 1992
SUBJECT: Extension of Leave With Pay for Principal Librarian
Suad Ammar

BACKGROUND:

Principal Librarian Suad Ammar has been on sick leave since she was in an automobile accident on April 19, 1992. I anticipate that Ms. Ammar will return to work sometime in June.

Ms. Ammar will not have adequate sick leave or vacation hours to carry her until the end of June.

Ms. Ammar currently accrues 12 days (96 hours) of sick leave, 20 days (160 hours) of vacation, and 1 personal day (8 hours) per year.

RECOMMENDATION:

I recommend that Ms. Ammar be permitted to use up to 120 hours of paid leave in advance of accrual with the hours to be paid back from sick, vacation, and personal leave accrual as they are earned, until the full amount is paid back.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dmz*
DATE: June 15, 1992
SUBJECT: Development of a Plan of Service for FY1992-1993

BACKGROUND:

In early June copies of the Planning Retreat Report were distributed to Library Trustees and the other participants.

At this time the Board may complete and formalize the Mission Statement and 1992-93 Placentia Library District Goals.

A timetable for the Goals as adopted can be presented at the July Board meeting.

RECOMMENDATION:

Adopt the Mission Statement by Resolution.

Adopt the 1992-93 Placentia Library District Goals by motion.

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Placentia Library District MISSION STATEMENT:

To provide library services and materials that are responsive to the informational, recreational, educational and cultural needs of all members of the community.

The Purpose of the Placentia Library District is to:

- Acquire, organize and maintain a collection of print and non-print materials to meet the informational, educational, and recreational reading, listening and viewing needs of the residents of the District and other eligible users.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- Collect, preserve, and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

1992-93 PLACENTIA LIBRARY DISTRICT GOALS

After discussion, consolidation and prioritization of the list of suggested goal ideas, the group agreed on the following one-year goal statements for the Placentia Library District:

- TO IDENTIFY, DEVELOP AND ESTABLISH AN OUTREACH PROGRAM FOR NON-USERS.**

- TO COMMUNICATE LIBRARY SERVICES AND RESOURCES TO THE COMMUNITY.**

- TO OPTIMIZE USE OF THE PHYSICAL PLANT.**

- TO EXAMINE THE COLLECTION TO REFLECT THE CHANGING NEEDS OF THE COMMUNITY.**

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
DATE: June 15, 1992
SUBJECT: Collective Bargaining Agreement

BACKGROUND:

In response to the Orange County Employees Association's request of May 20, 1992, and with direction given to me by the Library Board of Trustees at its meeting of May 11, 1992, I met with OCEA Representative Richard Brown on May 28, 1992.

We reviewed the expiring contract and agreed to propose a new three year contract that carries forward the provisions of the expiring contract.

The economic package includes a 4.2% salary increase for FY1992-1993 to become effective July 1, 1992. The remaining two years remain tied to the March report of the Bureau of Labor Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area.

Article IX needs to be corrected to show that the 100% of health insurance premiums is for the full time employee with pro-rated benefits for part-time employees working twenty or more hours per month.

The Salary Scale for Fiscal Year 1992-1993 is attached as Appendix B and the revised "Placentia Library District Employees Manual is also attached. Both are official parts of the Memorandum of Understanding.

Once the MOU is ratified by the employees it will be brought back to the Board for formal adoption.

RECOMMENDATION:

That the Board give tentative agreement to the Memorandum of Understanding with the correction in the health insurance wording, and authorize the Library Director to implement the salary adjustments for ~~the~~ July 1, 1992, subject to receiving formal notification of the ratification of the agreement by the Library Staff.

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

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

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

ARTICLE I

SALARIES

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

First Year

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

Second Year Effective July 1, 1993

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

Third Year Effective July 1, 1994

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

Meet and confer sessions, limited to salary only, can be reopened in the event the percent rise as described above exceeds seven (7) percent at the end of the second year.

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

ARTICLE II

RECOGNITION

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

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

ARTICLE III

CHECKOFF

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

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

ARTICLE IV

EMPLOYEE RIGHTS

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

ARTICLE V

MANAGEMENT RIGHTS

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

organization and the technology of performing its work.

ARTICLE VI

NON-DISCRIMINATION

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

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

ARTICLE VII

ASSOCIATION REPRESENTATION

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

ARTICLE VIII

MERIT PAY PLAN

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

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

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

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

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

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

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

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

ARTICLE IX

FRINGES

AS DEFINED IN EMPLOYEES MANUAL

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

THE DISTRICT and THE ASSOCIATION have agreed to the following:

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

ARTICLE X

GRIEVANCE PROCEDURE

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

1. First Step

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

2. Second Step

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

3. Third Step

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

If submitted to the Board of Trustees, the Board shall meet with the employee and/or the designated representative at the next regularly scheduled Board Meeting. The Board of Trustees may affirm, reverse, or modify as it deems appropriate, the disposition made at the Second Step. The Board of Trustees shall deliver

it's decision to the employee and/or designated representative within five (5) working days after said meeting, and such decision shall be final and binding on both parties.

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

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

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

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

ARTICLE XII

MISCELLANEOUS

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

ARTICLE XIII

EXISTING CONDITIONS OF EMPLOYMENT

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

ARTICLE XIV

DURATION AND TERMINATION

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

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

PLACENTIA LIBRARY DISTRICT

LIBRARY DIRECTOR

PLACENTIA LIBRARY DISTRICT
CHAPTER OF THE ORANGE COUNTY
EMPLOYEES ASSOCIATION

OCEA PRESIDENT

OCEA REPRESENTATIVE

ASSOCIATION CHAPTER
REPRESENTATIVE

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PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1992-1993
With 4.2% Increase over Fiscal Year 1991-1992

Classification	1	2	3	4	5	6	7	8	9	10
CLERK I	HR	8.30	8.72	8.94	9.17	9.39	9.63	9.87	10.11	10.62
	PP	664.38	697.72	733.57	733.57	751.07	770.25	789.42	808.59	849.44
	PP	17,273.86	18,140.80	18,595.95	19,072.77	19,527.91	20,026.41	20,524.90	21,023.39	22,085.40
	MO	1,439.49	1,511.73	1,549.66	1,589.39	1,627.32	1,668.87	1,710.41	1,751.95	1,840.45
CLERK II	HR	9.39	9.87	10.11	10.36	10.62	10.89	11.16	11.44	12.01
	PP	751.07	789.42	808.59	828.60	849.44	871.11	892.79	915.29	961.14
	PP	19,527.91	20,524.90	21,023.39	21,543.56	22,085.40	22,648.91	23,212.43	23,797.61	24,989.66
	MO	1,627.32	1,710.41	1,751.95	1,795.29	1,840.45	1,887.41	1,934.37	1,983.13	2,082.47
LIBRARY ASST	HR	11.15	11.71	12.00	12.31	12.94	13.25	13.25	13.59	14.24
	PP	891.95	936.97	960.31	1,006.99	1,035.23	1,061.38	1,061.38	1,087.01	1,141.20
	PP	23,190.75	24,361.13	24,967.99	26,181.71	26,918.61	27,568.19	27,568.82	28,262.37	29,671.16
	MO	1,932.57	2,030.10	2,080.67	2,181.81	2,243.22	2,297.40	2,297.40	2,355.20	2,472.59
LIBRARIAN I	HR	13.19	13.86	14.20	14.55	14.92	15.30	15.67	16.07	16.87
	PP	1,055.34	1,108.69	1,136.20	1,163.71	1,193.72	1,223.72	1,253.73	1,285.31	1,349.60
	PP	27,438.78	28,825.89	29,541.22	30,256.35	31,036.60	31,036.60	32,597.09	33,420.69	35,089.56
	MO	2,286.56	2,402.15	2,461.76	2,521.36	2,586.38	2,586.38	2,611.18	2,785.06	2,924.13
LIBRARIAN II	HR	15.36	16.13	16.55	16.95	17.38	17.81	18.26	18.70	19.65
	PP	1,228.73	1,290.41	1,323.76	1,356.27	1,390.44	1,424.62	1,456.31	1,496.31	1,572.17
	PP	31,946.89	33,550.73	34,417.68	35,262.84	36,151.56	37,040.18	38,904.11	38,904.11	40,876.41
	MO	2,662.24	2,795.89	2,868.14	2,938.58	3,012.63	3,086.69	3,242.01	3,242.01	3,406.37

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SECTION I GENERAL RULES

Introduction

The *Placentia Library District Employee's Manual* is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

This Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all who seek its services. We hope you will enjoy working here and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on Fridays and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M., respectively.

Work Schedules

The Library work week starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rated percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for certain benefits.

Work schedules are prepared to provide proper coverage of services for our patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of our patrons.

Tardiness

Promptness is essential to adequate library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, or Administrative Assistant must be notified.

Keys

Keys are controlled by the Library Director and distributed and

maintained by the Administrative Assistant. She records and issues keys for any equipment or lock within the building. Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis. Keys are available at the check out desk for normal library operation.

A key is issued to users of the meeting room when their meeting scheduled conflicts with the library schedule. It is to be returned to the inside book drop after the meeting room is properly secured.

Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

Telephone Calls and Conversation

The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Employee Parking

All Library and City employees are to park in the eastern parking rows or the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.

[insert diagram]

You and the Patron

Patrons form opinions of library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgment of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try not to keep them waiting. SMILE.

Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midriiffs, thongs, bare feet in sandals, and tee shirts with slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

Patron Complaints

When any patron brings complaint against materials or policies of the Placentia Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern. If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss said complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons. Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placentia Library District. These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final check is issued.

SECTION II HIRING PRACTICES

Appointment and Examination

Appointments to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the library service as provided in the rules and policies.

Seniority

Seniority shall be observed in effecting such reduction in

personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff, total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

Discrimination

No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

Fair Employment

No question in any test, or in any application form, or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile insurance coverage.

Bilingual Pay

Certain employees who have the ability to write and speak in a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual Pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred." In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be

eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

SECTION III COMPENSATION

Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis. No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by the Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive 50 percent of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time requested to be worked. The standard work week at Placentia

Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

SECTION IV TERMINATION OF EMPLOYMENT

Resignations

When employees terminate their employment with the Library, a letter of resignation should be written to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance of termination.

Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

SECTION V. DISCIPLINARY ACTION

Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self-conformity is the goal to strive for. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

Abolition of Position

Whenever in the judgement of the Library Board it becomes

necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

Types

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

Grounds

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence
- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor or use of dangerous drugs or narcotics during the work day, or reporting to work under the influence of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the work day
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse or gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service
- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following

procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. The authority proposing the disciplinary action shall give the affected employee a reasonable opportunity to review and consider the documents and materials set forth in paragraphs A and B above; and then shall give the affected employee the right to respond, either orally or in writing at the employee's option, to the authority proposing the disciplinary action.
- D. When, in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

SECTION VI FRINGE BENEFITS

Rest Periods

A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from your work assignment.

Vacations

Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the second pay period of each month at a rate of ten (10) working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours). The Library Director is authorized to

schedule vacation time for employees with more than thirty (30) working days of accrued vacation until the accrued vacation balance is under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 floating holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one fifth their weekly pay. Extra-help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the work week of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on the Sunday preceding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed. Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

Sick Leave

A. Sick Leave

1. Sick leave is granted to employees in case of illness or disability. A written statement from your doctor authorizing you to return to work after a three-consecutive-day sick leave absence may be required by the Library Director.
2. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the second pay period of each month.
3. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.
4. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will

be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean father, father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

5. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
 - a. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his normal work duties as indicated by a doctor's report.
 - b. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.
 - c. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

B. Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

Leave of Absence Without Pay

A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library

Director. An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

B. Pregnancy Leave

A pregnant employee will be permitted to work as long as, and return to work when, she is able to safely perform the duties of her position as recommended by her attending physician. A pregnant employee shall be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery therefrom. The cumulative total is not to exceed four months. The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four month maximum.

C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions. A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 6:00 P.M., Monday through Friday.

Travel Reimbursement

Employees will be reimbursed for travel in their own vehicle when performing district required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

Unemployment insurance

The Placentia Library District pays the premium for unemployment insurance for all employees.

Worker's Compensation

The Placentia Library District extends Worker's Compensation to all employees, volunteers are covered, also any injury occurring on duty, however minor, must be reported to the library director's office at once.

It is to the benefit of all to observe good safety practices.

Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center; a source of confidential aid for finding solutions to personal problems you or your family might experience that affect your ability to work.

Whatever you discuss with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

Long-Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university which strengthen professional library abilities and afford professional library advancement.

Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

Orange County Employees Association (OCEA)

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine which describes special events and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at, 401 Civic Center Drive West, Santa Ana, California 92702.

Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

SECTION VII HISTORY & GOVERNANCE

Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

History

The Placentia Library District was formed in September, 1919 pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 19600 through 19734). In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present Library at 411 East Chapman in the Civic Center. The District joined the City in a Joint-Powers Authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people. In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System. Membership in the System provides an expanded source of books, reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

Responsibilities of Public Office

Public officials are all elective officials of the District and the members of all official boards, commissions, and committees of the district.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be above reproach.

Dedicated Service

Public officials and employees should not exceed their authority

or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

Use of Public Property

No official or employee shall request or permit the use of district-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any district employee during working hours for personal convenience or profit.

Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict of Interest: General

A. Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch. 5 of the Education Code of the State of California.

B. Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgment as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

C. Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

D. Gifts

No public official or employee shall receive or agree to receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection there-with reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

E. Conflict of Interest --

A conflict of interest exists in a matter before an official for consideration or determination if:

1. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
2. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.
3. The public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall

be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: June 15, 1992
SUBJECT: Fines and Fees Schedule for FY1992-1993 *adm*

BACKGROUND:

Attached is a copy of the proposed Fine and Fees Schedule as recommended by the Library Directors of the Anaheim Library Consortium.

The sections for Overdue Fines, Maximum Fines/Item Accumulated, Reserves, and Lost Materials need to be the same for the entire Consortium because they are calculated by the System.

The sections for Multipurpose Room and Interlibrary Loan should be excluded from the Resolution.

RECOMMENDATION:

1. Motion to read Resolution by title only.
2. Motion to adopt Resolution.

04/15/92

RECOMMENDED FINE/FEE INCREASE

<u>OVERDUE FINES/DAY</u>	<u>Present Fine/Fee</u>	<u>Recommended Fine/Fee</u>
Books-Adult	\$.10	\$.20
Books-Children	.10	.20
Magazines	.10	.20
Records/Cassettes	.10	.20
Pamphlets	.10	.20
Videos	Rental	2.00
Compact Disks	N/A	.20
Books on Tape	.10	.20

MAXIMUM FINES/ITEM ACCUMULATED

Books-Adult	\$ 5.00	\$10.00
Books-Children	5.00	10.00
Magazines	2.00	10.00
Records/Cassettes	5.00	10.00
Pamphlets	2.00	10.00
Videos	N/A	10.00
Compact Disks	N/A	10.00
Books on Tape	5.00	10.00

RESERVES

Books-Adult	\$.25	\$.50
Books-Children	.25	.50
Magazines	N/A	.50
Records/Cassettes	.25	.50
Pamphlets	N/A	.50
Videos	N/A	.50
Compact Disks	N/A	.50
Books on Tape	.25	.50

LOST MATERIALS

		<u>Default Price *</u>		<u>Default Price *</u>
Books-Adult	Item Cost + \$2.00	\$15.00	Item Cost + \$5.00	\$25.00
Books-Children	Item Cost + \$2.00	10.00	Item Cost + \$5.00	15.00
Magazines	\$ 3.00	3.00	Item Cost + \$2.00	3.00
Records/Cassettes	Item Cost + \$2.00	5.00	Item Cost + \$5.00	10.00
Pamphlets	2.00	2.00	Item Cost + \$2.00	2.00
Videos	Cost + Rent + \$5.00	30.00	Cost + Rent + \$5.00	50.00
Compact Disks	N/A	12.00	Item Cost + \$5.00	15.00
Books on Tape	Item Cost + \$2.00	20.00	Item Cost + \$5.00	30.00
Paperback-Adult	Item Cost + \$2.00	3.50	Item Cost + \$5.00	5.00
Paperback-Juvenile	Item Cost + \$2.00	2.00	Item Cost + \$5.00	3.50
Foreign Language Paperback	Item Cost + \$2.00	6.00	Item Cost + \$5.00	9.00

MULTIPURPOSE ROOM USE

One (1) MP Room Used	\$10.00	\$20.00
Two (2) MP Rooms Used	15.00	30.00
Three (3) MP Rooms Used	20.00	40.00

INTERLIBRARY LOAN (For Patrons)**

-0-

\$ 1.00

*Default price will be used in the event the item cost is not available. The processing fee of \$2.00 or \$5.00 is not part of the default price and needs to be added for total amount due.

**Interlibrary Loans to other Libraries will remain free of charge

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 15, 1992
SUBJECT: FY 1992-1993 Budget

The Budget will be presented at the Board Meeting.

Discussion can be continued until later in June or the July Regular meeting.

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TO: Library Board of Trustees Agenda Item 29
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: June 15, 1992
SUBJECT: Purchase of a New 3M Security System

BACKGROUND:

The Library has had a 3M security system to protect library materials from theft since 1977.

Before that, staff had known that too many items were not on the shelf that should have been (circulating as well as reference items).

A general inventory in 1973 and a follow-up inventory of the adult reference collection in 1975 revealed that 5% of the adult reference items were missing.

Using this 5% loss rate and the 1977 replacement cost of only the reference materials, we estimated that at a \$10,000 purchase price for a security system we would amortize our investment within two years.

The public liked the system and said many nice things about it. Staff also were pleased since library materials began being available once again (we still had a manual circulation system).

As reported at last month's board meeting, our 15 year old system is not operating properly. The entrance gate is one of their original models and is not repairable. It would cost \$1,500 to replace. The exit gate also is not working.

3M has a new system which is more attractive, has no gates to interfere with patron movement, a plus when you consider the Americans with Disabilities Act (ADA) and barriers, or tempt children to play with or on which to get hurt.

The new system is designed to be used with 3M security strips (which we have been using) and with the new 3M security labels, which can be imprinted with a library message and do not look like security devices. The security labels are not appropriate for regular books or magazines, but can be used on paperback books, pamphlets, and other similar items. They are applied more easily and quickly and will reduce installation time greatly.

The system is completely safe for magnetic media and will not harm videocassettes, audio cassettes or computer diskettes.

It complies with occupational safety and health guidelines, and the ADA Guidelines for Buildings and Facilities.

3M is offering a 12% discount on purchases through June 30, 1992, and also is offering us a trade-in of \$950 on our old system.

We have received a proposal from 3M for a new Model 3402-B Security System, including costs for peripheral hardware, detection strips and labels, and a one-time printing plate charge for the security label message for a total cost of \$13,623.21.

The cost includes installation and a full parts/labor service agreement for the first year.

RECOMMENDATION:

To approve the purchase of the 3M Model 3402-B Security System with peripherals, as mentioned above, for \$13,623.21.

NOT TO EXCEED

3M MODEL 3402-B SECURITY SYSTEM

MODEL 3402-B system	\$8,950.00
Trade-in	(950.00)
Net price with trade-in	8,000.00
12% discount to 6-30-92	(960.00)
Subtotal equipment	7,040.00
7.75% tax	545.60
Parts/labor 1 yr	510.00
Freight	450.00
Total System Price	<u>\$8,545.60</u> (includes installation)

Analysis of costs involved with changing to a new security system

Security labels 15,000 @ 0.175	\$2,400.00
One time printing plate charge	300.00
Set-up charge per order	125.00
Model 2011 Mag Media resensitizer	220.00
Model 2001 Mag Media desensitizer	90.00
Model 874 contact resensitizer	475.00
Video strips with cover-up labels 2000 @ 0.21	420.00
Compact disc strips with overlays 1000 @ 0.625	625.00
Audio strips with cover-up labels 3500 @ 0.20	700.00
Subtotal	5,355.00
12% discount to 6-30-92	(642.60)
net	4,712.40
7.75% tax	365.21
Total	<u>\$5,077.61</u>

GRAND TOTAL \$13,623.21

3M Model 3400-B Detection System

Specifications

Components:

The Model 3400 Series systems consist of detection panels that are mounted directly to the floor. The electronics are contained within the lower part of the panels. A yellow alarm light and an audible alarm are built into the panels.

Power requirements (U.S. only):

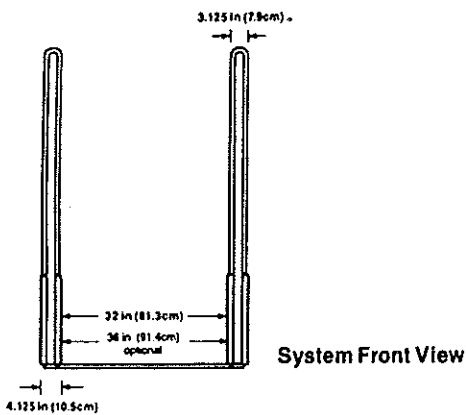
The 3M Model 3400-B is a sophisticated computer-based device which requires high quality, surge- and noise-free electrical power for optimum performance. U.L. requires that EAS systems be connected to an electrical outlet that is not controlled by switches (e.g. light switches). The following guidelines for power will meet the requirements of the Model 3400-B.

Energy profile:

The system operates on a standard 110/120 volt 60 Hz circuit. An internal switch to select international power options is standard. Electronics are self-contained and are designed for continuous operation. The system requires a maximum operating current of 6 amps at 120 volts.

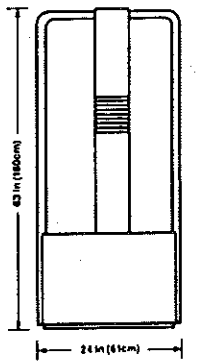
Model 3401-B:

The Model 3401-B system consists of two detection panels forming a single corridor of protection.



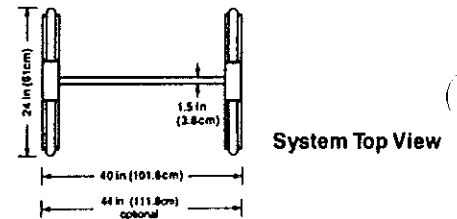
Shipping weight:

Total packaged weight of the Model 3401-B is approximately 166 pounds (75.3 Kg).



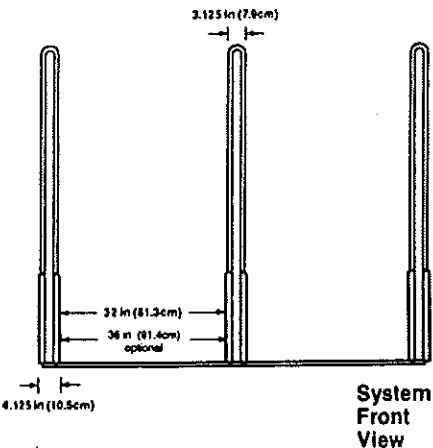
Dimensions:

The corridor is 32.0 inches (81.3 cm) wide inside the detection panels — 36.0 inches (91.4 cm) optional — and will comfortably accommodate all traffic, including wheelchairs. The electrical power cord is 14 feet.



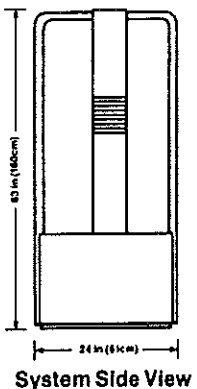
Model 3402-B:

The Model 3402-B system consists of three detection panels forming two corridors of protection.



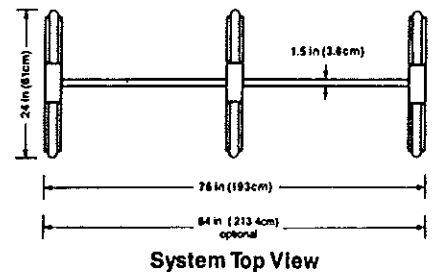
Shipping weight:

Total packaged weight of the Model 3402-B is approximately 229 pounds (103.8 Kg).



Dimensions:

The corridors are each 32.0 inches (81.3 cm) wide inside the detection panels — 36.0 inches (91.4 cm) optional — and will comfortably accommodate all traffic, including wheelchairs. The electrical power cord is 14 feet.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 15, 1992
SUBJECT: Authorization for Bert Gentle Company to move and seismically re-install the audio visual shelving and to purchase end panels

BACKGROUND:

This issue was presented at the Board Meeting on May 11, 1992.

The purpose of moving the videos and audio disks to an open stacks area is to increase accessibility to the public and to make more clerical time available to staff the check-in and check-out desks.

It is preferable to do this task during the months with the lowest average circulation, July and August, rather than wait until mid-winter when the library is at its busiest.

Because of the highly technical nature of seismic installation of library shelving staff has not sought other bids. Bert Gentle is the only known vendor in Southern California.

RECOMMENDATION:

To authorize Bert Gentle Company to move and seismically re-install the video shelving as set out in plan Q-11112 A-1 and to purchase end panels as indicated in the plan at a cost of \$995.10.



April 8, 1992

**Burt C. Gentle
Co., Inc.**

Elizabeth Minter
PLACENTIA PUBLIC LIBRARY
411 E. Chapman
Placentia, CA. 92670

Subject(s): Our Meeting

Dear Elizabeth:

Following is the information you requested on the several items we discussed during our recent meeting.

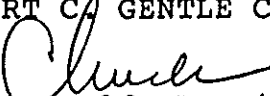
1. Value of Existing Bookstacks:
We counted the existing units and arrived at 270 Double-Faced and 35 Single-Faced sections with a current replacement value of \$135,000.00. This includes the basic shelving with tops, ends, accessories, installation and tax.
2. Legs for Damaged Table Top:
Your cost for 4 legs with hardware is \$179.00 delivered, including tax.
3. Repair of Damaged Table Top:
We have a woodshop source in Placentia* that will "repair" the top for \$100.00, if you deliver and pickup.
*Melrose @ Orangethorpe
4. Backstop for Friends Shelving:
Cost for 16 Backstops (3" high formed lip across back of shelf) is \$104.00 including delivery and tax.
5. Relocate Video Shelving:
See plan Q-11112 A-1 enclosed.
Cost is as follows:

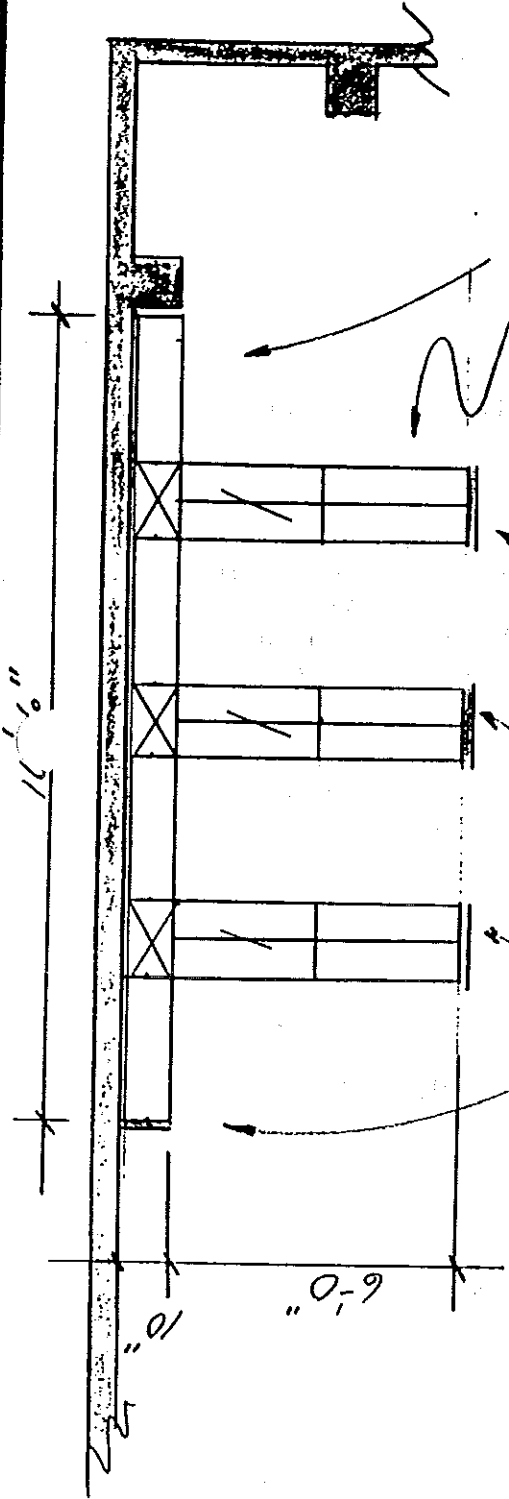
End Panels.....	\$440.00
7.75% Sales Tax.....	35.10
Labor.....	520.00
Total:	<u>\$995.10</u>

I think this brings us up to date. Let me know how to proceed.

Respectfully yours,

BURT C. GENTLE CO., INC.


C.J. Held, President
CJH:pjd



EXISTING SHELVING
UNITS RELOCATED
& ANCHORED.

NEW END PANELS

PLAN

SCALE: 1/4" = 1'-0"

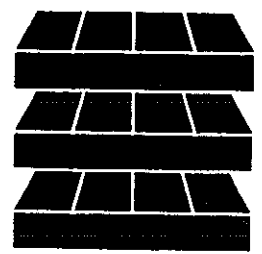
PLACENTIA PUBLIC LIBRARY

VIDEO SHELVING PLAN

**Burt C. Gentle
Co., Inc.**

3002 Dow Avenue
Suite 128
Tustin, CA 92680-7248
(714) 730-3650
(714) 730-3931 FAX

DRN: CJH	DATE: 4-8-92
GKD:	DATE:
SCALE: AS SHOWN	REV.
DWG. NO: D-11112 A-1	
SHT.	OF



TO: Library Board of Trustees

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

DATE: May 11, 1992

SUBJECT: Reallocation of Space for Literacy and Audio Visual Services

BACKGROUND:

There are a number of building and space allocation issues that will undoubtedly come up as a result of the development of a strategic plan for the Library.

While some of these issues can be implemented easily and relatively inexpensively, others may have major ramifications on the allocation of space. There is some merit to trying to take a look at the total picture before beginning to make minor changes. However, at the Board's instruction I have prepared this report on the audio-visual and literacy areas only.

One of the changes that should be considered is moving the literacy tutoring cubicles into the audio-visual closed stack area and moving the videos and compact disks into an open stack area.

The cubicles as they are currently configured are frequently used by groups of teenagers who are trying to get out of sight of the reference staff. This area has become difficult to patrol and patrons are offended when asked to leave the cubicles for tutors and students. Sometimes tutors and students are denied access because others are using these spaces for group study. By moving the cubicles into the audio-visual closed stack area there will be greater privacy for the tutors and students, greater accessibility to the literacy staff and materials, and conversations will not carry over into the open stack areas.

Closed stack audio-visual materials departments are rarely seen in contemporary public libraries. They still exist but are becoming increasingly rare. The cost of staffing an optional public service desk is a significant factor. In this Library there are daily patron complaints about the restricted hours of the audio-visual department -- this public service is not currently staffed during all the regular library hours, nor is there adequate staff at this time to extend the hours. There are also daily complaints that the Library does not have an audio-visual bookdrop -- something that needs to be included in next year's budget.

Reallocation of space, May 11, 1992, Page 2.

At this Library patrons who come in just to check out audio-visual items still have to wait at two public service desks: at the audio-visual desk to select and pick up the items and at the checkout desk to have the items checked out and go through the security system.

Until recently the audio-visual items were not in the circulation system and a separate audio-visual circulation system was maintained on a computer in the audio-visual room. This is no longer necessary. All items are now cataloged on and circulated through the main system. Since the Library has dropped its registration fee for audio visual materials there is no longer a membership file to maintain.

When you ask the staff from the audio-visual department about why they don't want the videos and compact disks put on open access they always respond that they enjoy the public contact and the opportunity to assist the patrons. This is a luxury that the Library can ill afford when at the same time there are significant lines at the checkout desk and not enough staff around to operate the second checkout terminal.

There are several costs involved with making such a switch. The shelving in the closed stacks will need to be moved and seismically re-installed. Decorative end panels will be needed to complement existing shelving in the area. Burt Gentle Company has given us an estimate of approximately \$1,000.

The main gate of the 3M Security System has been malfunctioning for several months. We have been told that the repair will be as expensive as a replacement since the current gate is no longer manufactured. 3M has not yet given us the cost information on the replacement despite multiple phone calls. This cost will need to be addressed regardless of the decision about the audio-visual stacks. However, the newer gates are more sensitive to the types of security used with the audio-visual items.

As a deterrent to theft many libraries have been putting compact disks in special circulation cases that are opened at the circulation desk. The cost is approximately \$1.00 per case with a reasonable long life expectancy.

The issue of theft of materials is always important. Reasonable caution can be taken with the security system but it is not perfect. We need to weigh the loss of items against the cost of operating an additional public service desk and restricting access by the public to the hours that the audio-visual desk is operating. The trend is away from operating limited service

Reallocation of space, May 11, 1992, Page 3.

departments and toward open access for all types of library materials.

One aspect of the audio-visual room service that may indeed suffer is the individual listening services. Staff has not been able to provide me with statistics on the use of this service except to say that it is not used on a daily basis. I have suggested to them that if the equipment can be set up with automatic changing capabilities that the service could still be provided on a limited basis from the reference desk.

There are additional space issues of concern in the literacy area. The most significant is the doorway from the literacy computer area into the literacy coordinator's office. The angle with the wall makes it very difficult to enter the room with a book truck or wheel chair.

RECOMMENDATION:

To approve moving the compact disks and videos to open stacks and the literacy cubicles to the audio-visual closed stack area in budget year 1992-1993.

ITEM 7

Agenda Item 31

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: June 15, 1992
SUBJECT: Agreement with City of Placentia for the District to purchase two pages in four issues of the Placentia Quarterly in FY1992-1993

BACKGROUND:

As part of its public information plan for FY1992-1993 the staff is recommending the purchase of two pages in each issue of the Placentia Quarterly.

This publication will be mailed to the households in the City of Placentia, distributed to all businesses in Placentia, and distributed at the Library.

The City staff has been receptive to our discussions and a proposed budget is attached in the attached memo from Steve Pischel to Jim Soto.

The Library will be responsible for preparing its own copy on the Ventura Software.

The first deadline for articles is July 8 so the City will need to be notified right away if the Library is going to participate in the Fall/Back to School issue.

RECOMMENDATION:

That the Library Director be authorized to proceed with negotiations with the City of Placentia for placement of two Library pages in each issue of the Placentia Quarterly and to commit the Library if appropriate at a cost not to exceed \$8,000.

MEMORANDUM

City of Placentia

TO: Elizabeth Minter
FROM: Steve Pischel
DATE: June 10, 1992
SUBJECT: Placentia Quarterly Newsletter

Attached please find specifics of the information we discussed on the Placentia Quarterly Newsletter. The proposal is currently being reviewed by Jim Soto and Bob D'Amato. I will contact you with their input as soon as they have made their recommendations.

In the meantime, feel free to contact me if you have any question or concerns. Thank you.

SDP/mw

MEMORANDUM

City of Placentia

TO: Jim Soto - Director
FROM: Steve Pischel - Superintendent
DATE: June 9, 1992
SUBJECT: Placentia Quarterly Newsletter

Last week I was contacted by City Administrator Bob D'Amato and Librarian Elizabeth Minter regarding the Placentia Quarterly. The library has an interest in including material in the City newsletter each quarter. On June 4, 1992, I met with Ms. Minter along with Shirley Christian to discuss the feasibility of such and a summary is included below.

Current format:

2 large issues - direct mail
2 small (single page of 11" x 17") issue-limited direct mail.

Proposal

2 large issues - direct mail
To include 2 pages (8 1/2" x 11") of library information/material.

2 small issues (2-3 pages of 11" x 17") direct mail. To include 2 pages (8 1/2" x 11") of library information/material

Library Contribution: total for 4 issues

Paper (11" x 17") 18,000/issue	
\$20.00 per 1,000	\$1,440.00
Ink/plates	400.00
Folding/stapling/collating	2,000.00
3 oz./1 oz.	
Mailing (15,600-to all Placentia businesses and residences).	4,100.00

Total library commitment for F.Y 1992-93 would be \$7,940.00

The library has the same software as Shirley (Ventura Publishing), which would make things fairly simple to produce. The City would still have the lead on lay-out and production but would work closely with the library staff to meet their needs. The major benefit to the City is that the "small" issues (as well as the large) could be direct mailed to all businesses and residents.

Upon your approval, I will proceed with the above proposal to finalize an agreement between the City of Placentia and the Placentia Library District. Thank you for your assistance.

cc: Bob D'Amato
Shirley Christian
✓Elizabeth Minter

SDP/mw

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: June 15, 1992
SUBJECT: Holiday and Library Closing Schedule for Calendar Years
1993 and 1994

BACKGROUND:

Attached is a copy of the proposed Holiday and Library Closing Schedule for Calendar Years 1993 and 1994. It reflects the same holidays and Library closings as previous schedules.

RECOMMENDATION:

1. Motion to read Resolution by title only.
2. Motion to adopt Resolution.

PLACENTIA LIBRARY DISTRICT
HOLIDAY
SCHEDULE

CALENDAR YEAR 1993/94

THE LIBRARY WILL BE CLOSED:

1993

New Year's Day	Friday	January 1*
Day Before a Monday Holiday	Sunday	February 14
Washington's Birthday	Monday	February 15*
Easter	Sunday	April 11
Day Before a Monday Holiday	Sunday	May 30
Memorial Day	Monday	May 31*
Independence Day	Sunday	July 4*
Day after Independence Day	Monday	July 5
Day Before a Monday Holiday	Sunday	September 5
Labor Day	Monday	September 6*
Veteran's Day	Thursday	November 11*
Thanksgiving Day	Thursday	November 25*
Day After Thanksgiving	Friday	November 26*
Day Before Christmas	Friday	December 24*
Christmas Day	Saturday	December 25*
New Year's Eve	Friday	December 31*

1994

New Year's Day	Saturday	January 1*
Day Before a Monday Holiday	Sunday	February 20
Washington's Birthday	Monday	February 21*
Easter	Sunday	April 3
Day Before a Monday Holiday	Sunday	May 29
Memorial Day	Monday	May 30*
Day Before a Monday Holiday	Sunday	July 3
Independence Day	Monday	July 4*
Day Before a Monday Holiday	Sunday	September 4
Labor Day	Monday	September 5*
Veteran's Day	Friday	November 11*
Thanksgiving Day	Thursday	November 24*
Day After Thanksgiving	Friday	November 25*
Day Before Christmas	Saturday	December 24*
Christmas Day	Sunday	December 25*
Day After Christmas	Monday	December 26
New Year's Eve	Saturday	December 31*

*Official paid holidays plus one floating holiday (birthday)

Adopted by the Board of Trustees
Fred W. West, Secretary

Date

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edj*
DATE: June 15, 1992
SUBJECT: Renewal of Dental and Vision Plans

BACKGROUND:

Vision insurance has held its premium for another year. I did not seek any additional information about other carriers.

The current dental plan, Ameritas Indemnity, announced a 15% increase so I asked Anderson and Anderson to collect other bids. this information is attached.

The Ameritas renewal cost for employees currently covered is \$6,375.84, (80% or 90% preventive/\$50 deductible/80% or 90% major).

These are several *indemnity* plans on the list that show a lower annual cost for the coverage:

Fortis	\$5,012.40	(100% preventive/\$50 deductible/50% major)
CDHP	\$5,948.16	(80% preventive/\$50 deductible/50% major)
Principal	\$4,585.92	(100% preventive/\$50 deductible/50% major)

The main difference is the level of coverage for major procedures and at the cost of crowns and bridge work this could have a significant financial impact on staff.

RECOMMENDATION:

To renew current coverage with Ameritas Indemnity.

Placentia Library

Current Plan Renewal

Dental Rates & Benefit Summary	Ameritas Indemnity	Ameritas Indemnity	Ameritas Option 1	Ameritas Option 2
Annual Deductible	\$50	\$50	\$75	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

Rates:				
EE Only	14	\$31.83	\$30.21	\$29.21
Add'l + Dependents	2	\$42.85	\$39.40	\$39.59
Monthly Total		\$531.32	\$501.74	\$488.12
Annual Total		\$6,375.84	\$6,020.88	\$5,857.44

Placentia Library

Dental Rates & Benefit Summary	Current Plan		Renewal	
	Ameritas Indemnity	Ameritas Indemnity	The Principal PPO	The Principal Non-PPO
Annual Deductible	\$50	\$50	\$50	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	100%
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	80%
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	50%	50%
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

Rates:			
EE Only	14	\$27.68	\$31.83
Add'l + Dependents	2	\$37.26	\$42.85
Monthly Total		\$462.04	\$531.32
Annual Total		\$5,544.48	\$6,375.84
			\$21.92
			\$37.64
			\$382.16
			\$4,585.92

Placentia Library

Dental Rates & Benefit Summary	Current Plan		Renewal	
	Ameritas Indemnity	Ameritas Indemnity	CDHP Indemnity	Fortis Indemnity
Annual Deductible	\$50	\$50	\$50	\$50
Calendar Maximum	\$1,500	\$1,500	\$1,500	\$1,500
Preventive	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	100%
Routine	90% PPO or 80% Non-PPC	90% PPO or 80% Non-PPC	80%	80%
Major	55% PPO or 50% Non-PPC	55% PPO or 50% Non-PPC	50%	50%
Orthodontics	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage	No Ortho Coverage

Rates:				
EE Only	14	\$27.68	\$31.83	\$26.27
Add'l + Dependents	2	\$37.26	\$42.85	\$24.96
Monthly Total		\$462.04	\$531.32	\$417.70
Annual Total		\$5,544.48	\$6,375.84	\$5,012.40

TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: June 15, 1992

SUBJECT: Distribution of Request for Proposals to Architects for Building Changes and Cost Estimates in Response to Access Requirements for the Americans with Disabilities ACT (ADA)

BACKGROUND:

Over the last few months we have been increasingly aware of the need for the Library to change some of the physical aspects of our facility.

The City of Placentia Advisory Committee on the Disabled has released its Needs Assessment on Civic Center and Administrative Buildings (which included the Library at our request) recently. Our automatic front doors received highest marks, with other areas meeting varying degrees of accessibility.

The lobby flooring was judged as being "difficult" for walker and wheelchair bound individuals; lavatories meet minimum legal standards, but were largely inaccessible; drinking fountains were marginally accessible; and telephone access was judged as not having meet accessibility criteria.

One of the outcomes of the Planning Retreat was the possibility of redesigning and moving the checkout desk several feet closer to the workroom wall and creating a doorway at that point. This would do at least 2 things: (1) greatly increase patron accessibility with a wider walkway and a lower counter, and (2) allow us to reduce the minimum staffing levels required from two to one.

Other areas of concern are the lighting and ventilation in the Children's Storyhour Room and the door between the Literacy Coordinator's office and the Literacy Computer Center.

The closeness of bookstacks may also be an area of concern.

We have just received an alert from the State Library concerning the possibility of LSCA Title public library construction funds within the next 90 days.

We would apply under a remodeling project to provide access by persons with disabilities, in communities serving general populations.

Local matching funds for each project must be at least 50% of

project cost. However, projects that provide a local match of significantly more than a bare 50% of project cost will stand a better chance of approval.

We plan to have a local percentage of 67% with only 33% of LSCA funding to increase our chances of approval.

Because of the urgency in this matter, and the fact that the State Library has yet to issue an application form, we need to move as quickly as possible if we desire to apply for matching funds to help us with our accessibility requirements.

RECOMMENDATION:

1. That the Library Director be authorized to pursue the grant application process.
2. That the Library Director proceed in obtaining the necessary design documents and a detailed cost estimate, to be included with a written discussion of how the project responds to the demographics of the community.

CALIFORNIA STATE LIBRARY

LIBRARY—COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



TELEPHONE: (916) 445-2585

MEMORANDUM

TO: CALIFORNIA PUBLIC LIBRARY DIRECTORS
BOND ACT UNFUNDED PROJECTS
STATE ADVISORY COUNCIL ON LIBRARIES

FROM: GARY E. STRONG, California State Librarian

Gary E Strong

DATE: June 5, 1992

SUBJECT: LSCA TITLE II LIBRARY CONSTRUCTION FUNDS

This is to alert you to the possibility that in the coming months California may receive as much as \$6 or \$7 million of LSCA Title II public library construction funds, and that we may have only 90 days to award it. To repeat: this is a possibility, far from a certainty. This memorandum is to tell you how the State Library expects to respond to that challenge, should it become a reality.

Background.

Congress is considering a number of ways to help the economy. One of the ways being discussed is to put money into public works construction jobs, much as was done with the Jobs Bill in 1983. As with the Jobs Bill, funds would be appropriated to existing federal construction programs, possibly including Title II of the Library Services and Construction Act (LSCA). To help construction get underway more swiftly than was the case with the Jobs Bill, also being considered is a requirement that all funds be "obligated" (i.e., awarded) within 90 days of the bill becoming law.

Types of projects to be invited.

Should such an appropriation be made for LSCA Title II, I anticipate that I will issue invitations for the following types of library projects:

- Projects that applied for California Library Construction and Renovation Bond Act funds in either Phase I or Phase II and were evaluated as Competitive or Very Competitive, but were not approved.
- New construction and remodeling projects serving communities with high ethnic and cultural diversity, low income, or high unemployment. Please note that Title II limits remodeling of existing facilities to providing improved access to physically handicapped people, promoting energy conservation, introducing new technologies or providing safe

NEW PARALLEL?

LSCA TITLE II CONSTRUCTION FUNDS ALERT, P. 2

JUNE 5, 1992

NEW PLAN
working environments, and that general remodeling as such is not eligible. Expansion of an existing facility can be combined with its remodeling.

- Remodeling to provide access by persons with disabilities, in communities serving general populations.
- New buildings for communities serving general populations.

We have not yet determined specific definitions for those types of projects nor specific priorities among them. They will be included in the application materials.

LSCA requirements.

Keep in mind that this would be an LSCA process under the existing LSCA law and regulations. In particular, LSCA has the following requirements for local matching funds:

- X • *Local matching funds for each project must be at least 50% of project cost. Local matching funds may include expenditures from almost any source, including donated funds, taxes (including bonds), FHA loans, or federal CDBG (this is a change from former LSCA prohibition). Eligible objects of expenditure include construction, furnishings, architectural plans, land acquisition, or other project-related costs. Any expenditure made up to 3 years prior to date of grant approval may be included toward match. *The local match must be actual expenditure.* Not eligible are any donated land, materials or labor, nor the value or cost of land purchased over three years ago.*
- Total local matching funds from all projects combined must exceed the federal funds by an "overmatch" of as much as one-third. The Title II awards just made May 1 illustrate the overmatch requirement. For those awards, the federal Title II appropriation to California was \$1,462,829; to receive and award that amount required an aggregate statewide local match from all approved projects combined of at least \$1,931,201, some \$468,372 more than the appropriation. Although each of the applications submitted offered at least the minimum match of 50%, only two of them provided significant overmatch. Only by approving those two could the required overmatch of \$468,372 be provided. Because the two projects required the entire \$1,462,829 available for award, no other project, regardless of its merits, could be approved. Fortunately, the two approved projects were highly meritorious, and were strong candidates for approval regardless of their overmatch potential.

✓ { *In other words, all other things being equal, projects that provide a local match of significantly more than a bare 50% of project cost will stand a better chance of approval.*

LSCA TITLE II CONSTRUCTION FUNDS ALERT, P. 3

Application requirements.

There will be an application form. Enclosures appropriate to the type of project will also be required. If the intent of an appropriation remains the speedy creation of construction jobs, we will require that applicants be in at least the following stages of design:

- Former Bond Act applicants need not design beyond what was required under Phase I or Phase II, since that level of planning is enough for them to move rapidly to completion of design and into construction. They will need to submit the same applications forms as all others.
- ✓ • All other applicants will have to include schematic drawings and outline specifications (or if remodeling, comparable design documents) and a detailed cost estimate, together with a written, quantified discussion of how the project responds to the demographics of the community.

Successful applicants should not assume that the plans they submit are approved as such. We will review the proposed designs of Bond Act applicants that choose to apply for Title II funds and of other (new) applicants. Approved applicants will have to address any problems we identify in functionality or in principles of good public construction.

Because a local governing body fiscal resolution may take more time to enact than the limited time for making application will permit, we will not require such with the application. We will instead require some other evidence of local government intent and ability to provide required funding, probably by signature of appropriate officers.

Schedule.

A 90-day obligation requirement will require rapid work on the part of all. I intend to issue application materials as soon as it appears that such an appropriation will be signed into law. All applications will be due 45 days after the 90-day period begins. (For all practical purposes, that means that only those jurisdictions that have already begun design when the bill is signed will be able to apply.) The remaining 45 days of the 90-day period will be required to evaluate the applications, decide on awards (including any negotiations needed with applicants), and file the federal reports that obligate the money.

In conclusion.

Since application materials have not been developed, please do not ask for them at this time. However, if you have questions about the prospective application requirements and process, please send them *in writing* to Cy Silver, Title II Program Manager, at (mail) 1001 - 6th Street, Suite 300, Sacramento 95814, or (fax) 916/323-1870. We will address those questions in the application materials at the latest, earlier if possible.

Again, there is no certainty that any special appropriation will be made, or if made, that it will require the above conditions. This memorandum is to advise you of the direction we anticipate taking with such an appropriation. For current information about the prospects of an appropriation, you may want to keep in touch with your federal legislators.

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TO: Elizabeth Minter
FROM: Kay Schneider
DATE: June 4, 1992
SUBJECT: Overview of Library Activities from the Program Committee

PROGRAMS IN THE LIBRARY

Literacy Tutor Training Meetings were held in the Library on May 4, 11 & 14. Fourteen to fifteen trainees plus three trainers attended each of these three sessions. These new graduates are now ready to be matched with students presently on the waiting list.

A Tutor Meeting and farewell presentation for volunteer Karen Bishop was held on May 25. This meeting was held in the Library and attended by 25 Literacy tutors and staff. Karen will be missed by tutors and Library staff.

Craft Session and Story Hours were presented 6 times in May and were attended by 146 children ages 2 - 9.

Grandparents and Books continued each Tuesday and were attended by 51 Children of all ages.

Families for Literacy visited the Library on May 1st & May 29. The adults participated in library activities with Gwen Joseph while the children enjoyed stories, crafts and activities presented in English & Spanish by myself and Beverly Booth (GAB volunteer and retired ESL teacher).

School visits Five classrooms (112 children) visited the Library for tours and stories during the month of May.

PROGRAMS OUTSIDE THE LIBRARY

Families for Literacy Booth I took a large poster advertising the FFL program, flyers in Spanish and about 80 books to give away and set up a booth at the Head Start celebration of Cinco De Mayo. Most of the books that I gave away that evening were in Spanish and I inserted the "Why Read To Your Children" flyer in each of the books in hopes that it would reach the parents. I talked with lots of parents and children that evening and I feel it was worth the effort and increased the Library visibility in the community.

The Human Race LVA participated in the Human Race on May 9. Two Literacy volunteers were walkers in the Race to raise monies for non-profit organizations. PLLS staffed a table

during Wally Amos' appearance at Nordstrom's.

Families for Literacy During the month of May there were three Family programs at Head Start in which a total of 90 adults and their children participated in learning activities. Also, there were five tutors working with 35 - 38 students each Thursday.

SPECIAL DISPLAYS

National Fitness Month was observed in the Children's Department with a poster and a display of sports, dance, exercise, yoga and fitness books. Many of these books were quickly checked out.

Young Authors I contacted Van Buren School when Elizabeth read about their successful young authors project in the Times. I asked them if they would like to display their students work in our display case and they were very enthusiastic. In just a few days they came and set up a display of books written and illustrated by Van Buren fourth graders. Many parents and students have stopped by to view their work on display. The teachers were so pleased with the idea that they asked to reserve the display case for next year.

A **Bulletin Board** featuring the activities of **Families for Literacy** was placed in the entryway by Gwen.

The Literacy Department put up a large **display** in the entryway promoting interest in the **Human Race**.

TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels, ^{MD}Literacy Coordinator
DATE: 06/03/92
SUBJECT: Bay Area Adult Learner Conference

On May 30 I accompanied Barbara Caduff and Esther Guzman, two of our students, to the Bay Area Adult Learner Conference at Laney College in Oakland. We were invited to attend this event when two members of the New Reader Council of the Bay Area presented a learner involvement workshop for our students in February.

The one day conference was planned and executed by adult learners active in the New Reader Council. Staff from the library literacy programs assisted and presented some of the workshops, but it was inspiring to see what these students have accomplished. Over 400 students were in attendance, including 4 from Southern California. Barbara and Esther were the only students representing a library literacy program; the other 2 were from the San Diego Literacy Network and California Literacy, Inc.

The opening session featured Curtis Aikens as the keynote speaker. Formerly a student with the Marin County Library Literacy Program, Curtis is the author of "The Greengrocer's Guide to the Harvest" and appears regularly on ABC-TV's Home Show. He gave eloquent testimony to the power of literacy programs to change lives.

There were 35 workshop sessions covering topics such as spelling, comprehension, computers, learning styles, writing, student discussion groups, the Bible, managing stress, self-esteem, public speaking, family literacy, resumes, and passing the driving test. Many of the sessions were structured to maximize participant sharing.

The closing session included remarks from Gary Strong, who acknowledged the role new readers have played in the passage of the California Library Literacy Services Act and told the audience that "what I've seen today is what's right with us." The conference concluded with an open mike session in which dozens of learners shared their experiences and hopes for the future. Barbara stood and spoke to the crowd about the need for more students to get involved in learner groups.

It was a motivating and learning experience for all of us. We hope that our renewed enthusiasm will inspire our student support group to continue to grow and enhance literacy services for all of our learners.

TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels, ^{md}Literacy Coordinator
DATE: 06/03/92
SUBJECT: Status Report - Literacy Services

PROGRAM STATISTICS

Active tutors: 94
Active students: 108
Inactive tutors: 34
Students waiting to be matched: 43
Percentage of tutors reporting: 51%
Tutoring hours reported: 321.75
Other volunteer hours reported: 476
Total reported volunteer hours: 797.75

MAY ACTIVITIES

Tutor Training - Our evening tutor training workshop graduated 14 new tutors on May 14.

Student Support Group - Two members of the group, Barbara Caduff and Esther Guzman, accompanied me to the Bay Area Adult Learner Conference on May 30. Over 400 adult learners were present; of the 4 Southern California student delegates only Barbara and Esther represented library literacy programs. Additional information is detailed in the conference status report. A meeting of the group is scheduled for June 20 to discuss the conference, set a date for the learner picnic, and discuss the nomination of a student representative to the LVA Board of Directors.

Wally Amos Event - On May 9 we staffed a table at the Nordstroms store in the Brea Mall to share information about the literacy program. Wally "Famous" Amos invited us to share the publicity opportunity since he was there promoting his new children's book. I was pleased that two of our students, Esther Guzman and Jess Ramirez, volunteered to help staff the table. Several tutors and students came out to meet Wally, along with Peggy Dinsmore and Karen Cushing.

Tutor Meeting - On May 19 we held our final tutor meeting of the program year. The evening began with an acknowledgement of volunteer Karen Bishop's contributions to PLLS, and Peggy Dinsmore and Ray Evans presented Karen with her certificate, poster, and an LVA tote bag. The remainder of the meeting was devoted to a discussion of the scheduling, format, and content of the tutor inservice meetings for the 1992-93 program year.

Other Activities - On May 5 I attended the literacy staff meeting. Discussion centered on the Families for Literacy and Dept. of Education 321 grant applications. On May 4 I spoke to the Girls' League at Brea-Olinda High School and they are interested in being trained as tutors.

STAFF

Dottie Cummings and Liz Tranchida have continued to cover Lusi Garcia's hours while Lusi remains on maternity leave. Lusi has not yet confirmed her return date but promised to let me know by June 8. We are entering June without office volunteers, despite my recruitment efforts with our new and existing tutors. All of our previous office volunteers have moved away or started new jobs except Lotte Gopalakrishnan, who is vacationing during the entire month of June. I'm still hopeful that we will get a JTPA summer youth worker after June 22. We do have a community service volunteer who will be able to give us some evening and weekend hours in June.

NETWORK ACTIVITY

I attended the Orange County Literacy Network (OCLN) quarterly meeting on May 1. The meeting focused on Lisa Yesson's presentation of "Adult Literacy Needs in Orange County," a report commissioned by OCLN.

LVA-Placentia participated in the Human Race on May 9. They collected \$390 and expect to net \$292.50 from that event. The minutes of their May 13 meeting have not yet been distributed. I met with LVA state and national staff representatives on May 28 to hear LVA's plans for a countywide "Strike for Literacy" Bowl-a-thon in February, 1993 and a combined national and state sponsored event to be held on September 8, 1992 in Beverly Hills. The September event will honor winners of LVA's student writing competition and introduce LVA to the Hollywood community. Alex Trebek will emcee the event and Meryl Streep will be one of the celebrities reading student essays. The event is called the "30 Star Salute to Literacy", in honor of LVA's 30th anniversary. It also represents the second phase of LVA's Stars in Literacy campaign.

The Southern California Library Literacy Network (SCLLN) held its annual planning conference May 17-19 in Newport Beach. A highlight of the conference was the unveiling of the minority tutor recruitment campaign, which will begin in August.

Gwen Joseph and I were the featured speakers at the May 21 meeting of the Placentia Community Services Network. Since the Network's focus is on education this year, there was keen interest in our services. The Education Subcommittee of the Network is planning to assist in the recruitment and referral of

volunteers to both library and school based tutoring programs.

I attended the American Booksellers Association trade show on May 25 and spoke with several publishers regarding family literacy materials. I also spoke with Phil Yeh of Cartoonists Across America, an organization that creates murals and graphic novels to benefit the literacy movement.

UPCOMING ACTIVITIES

Our student support group will meet June 20 to hear about the May 30 Adult Learner Conference, plan the learner family picnic, and discuss the nomination of a student representative to the LVA Board of Directors.

The May tutor workshop followup meeting is scheduled for July 6 at 6:30pm.

The next tutor training workshop begins July 13 and ends July 30.

"Placentia Reads," our literacy program newsletter, will be distributed in early July. The submission deadline for the July-August issue is June 12.

The Placentia-Yorba Linda School District will sponsor an English Conversation class from June 24 to August 12 to assist many of the English as a Second Language (ESL) students who have been on our waiting list. The class will meet Monday-Friday, 9am to noon, at a nearby school.

TO: Elizabeth Minter, Library Director
FROM: ^{WJ} Gwen Joseph, Families for Literacy Coordinator
DATE: June 4, 1992
SUBJECT: Status Report, Families for Literacy Program

Our "graduation" ceremony today was the culmination of this year's program. Twenty-six students received certificates and book sets in recognition of their work to improve their English. Each group was responsible for an activity/statement in English. The presentations ranged from nursery rhymes to spontaneous statements in English. Five students who have not just participated in but have assisted in the success of the program were given tickets for their families to Disneyland this summer. Robert D'Amato, the Placentia City Administrator was in attendance and presented 7 families with free passes to the city's 4th of July celebration this summer. Also in attendance were Peggy Dinsmore, Elizabeth Minter, Melanie Daniels, and Kay Schneider.

Special thanks to Kay Schneider for supplying refreshments for the ceremony. The ceremony exceeded my expectations for both student involvement and appreciation.

Our last families program will be on June 5 at the baseball diamond near HeadStart. The families are all bringing salads and desserts and PLLS is supplying hot dogs, hot dog buns, sodas, and condiments for a big group picnic. Ten more students who were attending the HeadStart field trip on Thursday will be honored.

During the summer work on room 3 should be completed. HeadStart has committed to paying for 10 hours per week of a bilingual assistant for the program. Books donated to the program for use in our lending library next year have been catalogued and are ready for use. Both computers are in storage and will be set up once the cabinets have been installed in room 3. We have established a list of this year's students who will make phone calls for us in the fall to inform all of this year's students about the resumption of the program. I hope to establish a "Big Sister" program matching returning students with new students in hopes that attendance will become more consistent.

We visited the library again on May 29th. This visit allowed the adults to just be patrons and put to use all the library skills we have taught them. All the adults thoroughly enjoyed their time and I believe motivated them to continue to use the library this summer.

The Families program was the front page story of the Placentia News Times on May 28. The article has brought in several phone calls from people interested in volunteering for the program.

Fifteen students from the Families program will be participating in the ESL class being offered through the Literacy Office by the Placentia Yorba Linda Unified School District.

Beverly Booth, a bilingual participant in the Grandparents and Books program has agreed to run bilingual story times this summer for the Families program. We are trying to arrange transportation from HeadStart through the City of Placentia especially for this program.

The Families for Literacy program has been extremely successful this year. I have found my position both personally motivating and educational. It has been a real pleasure.

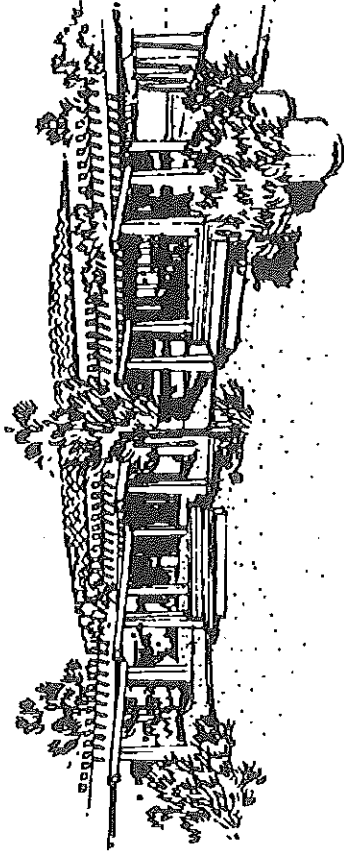
TO: Elizabeth Minter
FROM: Kay Schneider
DATE: June 4, 1992
SUBJECT: Grandparents and Books

Our "Grandparents" are continuing to do an excellent job choosing and presenting stories to children in the early afternoons on Tuesdays. There are now several parents who are bringing their children to the Library especially to hear the stories and this is, of course, one of the things we were hoping would eventually happen. During the month of June, 51 children enjoyed these stories. We are looking forward to our summer daytime GAB schedule.

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Placentia, California

Placentia Library District Employee Manual



Adopted by the Library Board of Trustees

June 15, 1992

PLACENTIA LIBRARY DISTRICT
MISSION STATEMENT

Adopted by the Library Board of Trustees

June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY
DISTRICT IS TO:

- ❑ Acquire, organize and maintain a collection of print and non print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- ❑ Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- ❑ Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- ❑ Collect, preserve and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

SECTION I GENERAL RULES

Introduction

The Placentia Library District Employee's Manual is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

This Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all who seek its services. We hope you will enjoy working for the District and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on days and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M., respectively.

Work Schedules

The Library work week starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rata percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for paid benefits.

Work schedules are prepared to provide proper coverage of services for Library patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of public service schedules.

Tardiness

Promptness is essential to adequate Library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, Administrative Assistant or, in the absence of all of the above the Librarian-in-charge, must be notified.

Keys

Keys are controlled by the Library Director. They are distributed and maintained by the Administrative Assistant, who records and issues keys for any equipment or lock within the building.

Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis.

Keys are available at the check out desk for normal Library operation.

A key is issued to users of the Meeting Room when their meeting schedule is outside the Library's schedule. It is to be returned to the book drop beside the main entrance after the Meeting Room is properly secured.

Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

Telephone Calls and Conversations

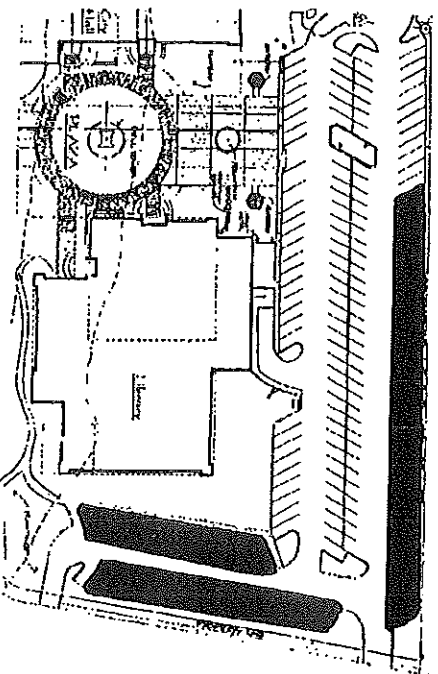
The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Incoming calls should be answered promptly with a smile in your voice, giving the name of the Library and your own name. Always offer to take a message if the person being called is not available.

Employee Parking

All Library and City employees are to park in the eastern parking rows or the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.



You and the Patron

Patrons form opinions of Library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgment of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try to not keep them waiting. SMILE.

Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midrifts, thongs, bare feet in sandals, and tee shirts with slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

Patron Complaints

When any patron brings complaint against materials or policies of the Placenta Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern.

If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss her/his complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons.

Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placentia Library District.

These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final pay check is issued.

SECTION II HIRING PRACTICES

Appointment and Examination

Appointments to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the Library service as provided in the rules and policies.

Seniority

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff, total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

Discrimination

No person shall be employed, promoted, demoted or discharged or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

Fair Employment

No question in any test, or in any application form, or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile insurance coverage.

Bilingual Pay

Certain employees who have the ability to write and speak a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual Pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred." In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

SECTION III COMPENSATION

Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis.

No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by the Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive a pro rata share of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time worked at the request of the Library Director or Assistant Library Director. Non-exempt employees may not work extra hours without the prior written approval of the Library Director or Assistant Library Director. The standard work week at Placentia Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate or with compensatory time equal to time and one-half of the time worked. Compensatory time off need not be taken within the same pay period but should be taken as close to the overtime occurrence as possible.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

SECTION IV TERMINATION OF EMPLOYMENT

Resignations

When employees terminate their employment with the Library, a letter of resignation should be submitted to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance of termination.

Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

SECTION V. DISCIPLINARY ACTION

Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self conformity is the goal. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

Abolition of Position

Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

Types of Disciplinary Action

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

Grounds for Disciplinary Action

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence
- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor or use of dangerous drugs or narcotics during the work day, or reporting to work under the influence of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the workday
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse or gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service

- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. The authority proposing the disciplinary action shall give the affected employee a reasonable opportunity to review and consider the documents and materials set forth in paragraphs A and B above; and then shall give the affected employee the right to respond, either orally or in writing at the employee's option, to the authority proposing the disciplinary action.
- D. When, in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

SECTION VI FRINGE BENEFITS

Rest Periods

A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from the work assignment.

Vacations

Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the last pay period of each month at a rate of ten (10) working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours). The Library Director is authorized to schedule vacation time for employees with more than thirty (30) working days of accrued vacation until the accrued vacation balance is under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 Floating Holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one fifth their weekly pay. Extra help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the work week of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on the Sunday preceding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed.

Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

Sick Leave

A. Sick leave is granted to employees in case of illness or disability. A written statement from her/his doctor authorizing an employee to return to work after a three-consecutive-day sick leave absence may be required by the Library Director.

B. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the last pay period of each month.

C. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.

D. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean father, father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

E. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

1. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would

the employee from performing his normal work duties as indicated by a doctor's report.

2. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.

3. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

Leave of Absence Without Pay

A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library Director.

An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

B. Pregnancy Leave

A pregnant employee will be permitted to work as long as, and return to work when, she is able to safely perform the duties of her position as recommended by her attending physician.

A pregnant employee shall be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery therefrom. The cumulative total is not to exceed four months.

The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four month maximum.

C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 6:00 P.M., Monday through Friday.

Travel Reimbursement

Employees will be reimbursed for travel in their own vehicles when performing District-required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

Unemployment Insurance

The Placenta Library District pays the premium for unemployment insurance for all employees.

Worker's Compensation

The Placenta Library District extends Worker's Compensation to all employees and volunteers.

Any injury occurring on duty however minor, must be reported to the Library Director's Office or the Librarian-in-Charge at once.

It is to the benefit of all to observe good safety practices.

Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center, a source of confidential aid for finding solutions to personal problems the employee or her/his family might experience that affect her/his ability to work.

Whatever an employee discusses with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

Long-Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university which strengthen professional library abilities and afford professional library advancement. Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

Orange County Employees Association (OCEA)

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine which describes special events and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at, 401 Civic Center Drive West, Santa Ana, California 92702.

Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

SECTION VII HISTORY & GOVERNANCE

Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

History

The Placentia Library District was formed in September, 1919 pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 19600 through 19734).

In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. This building was designed

of Los Angeles. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present Library at 411 East Chapman in the Civic Center. The District joined the City in a Joint-Powers Authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System. Membership in the System provides an expanded source of books, reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

Responsibilities of Public Office

Public officials are all elective officials of the District and the members of official boards, commissions, and committees of the District.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be above reproach.

Dedicated Service

Public officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with

other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

A. Use of Public Property

No official or employee shall request or permit the use of District-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any District employee during working hours for personal convenience or profit.

B. Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch. 5 of the Education Code of the State of California.

Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgment as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Gifts

No public official or employee shall receive or agree to receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection therewith reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

Conflict of Interest

A conflict of interest exists in a matter before an official for consideration or determination if:

- A. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
- B. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.
- C. The public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.