

REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

October 18, 1993

7:30 P.M.

Library Meeting Room

1. Roll Call: Administrative Assistant 7:34  
*Sandra Skud- 7:36 pm*
2. Adoption of Agenda.  
*Al / Fred*  
Presentation: Library Director  
Recommendation: Adopt by Motion
3. Minutes of the August 9, and September 20, 1993, Regular Meetings. and October 6, 1993, Study Session.  
*Rest meet* *Sketch / Draw*  
Presentation: Library Director  
Recommendation: Approve by Motion
4. Oral Communications. *✓ Steve Kozak, BSI*  
*Rob Martin*  
At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.  
  
In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.  
  
In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.
5. Board President's Report.  
Presentation: Library Board President  
*Saad's*  
*Julianne - Baby Girl*  
*Trophy from parade.*
6. Friends of the Library Board of Directors Report.  
Presentation: ~~Library Board President~~  
*Liby Director*

7. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

*Obey to 84*

*(Report Messy)  
Jesse Avila - new bd member  
Juliet Zaida  
Dale Goodman  
Jon Barent  
Colleen Mc Glin.*

8. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

*→ NSFRE  
→ Lib. Foundation*

**CLAIMS (Items 9 - 11)**

*[Signature]*

Presentation: Library Director  
Recommendation: Approve by Motion

Items 9 - 11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Non-Standard Claims for this report period.

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

There are no Claims forwarded by the Library Director.

11. Current Claims and Payroll. (Approve)

Current Claims of \$18978.67. Payrolls 3072, 3073 and 3074, for a cumulative payroll total of \$54,900.00. Combined total of Current Claims and Payroll of \$73,878.67.

*Fred / g,*

**FINANCIAL REPORT (Items 12 - 16)**

Presentation: Library Director  
Recommendation: Approve by Motion

*West / sm*

Items 12 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Report for September, 1993. (Receive & File)

13. Office General Ledger & Check Registers for September, 1993. (Receive & File)

- 14. Overdue Collection Report for September, 1993. (Receive & File)
- 15. Vending Machine Report for September, 1993. (Receive & File)
- 16. Gifts Report for July through September, 1993. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 17 - 23)**

Presentation: Library Director  
 Recommendation: Approve by Motion

Items 17 - 23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 17. Circulation Report for July through September, 1993. (Receive & File)
- 18. Volunteer Report for September, 1993. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 20. Building Maintenance Report for September, 1993. (Receive & File)
- 21. Personnel Report for September, 1993. (Receive, File, and Ratify Appointments)
- 22. Travel Authorizations. (Approve)
- 23. Report on Placentia Civic Center Authority Annual Meeting. (Receive & File)

*Don't  
submit*

**CONTINUING BUSINESS**

- 24. Review of Proposal from BSI Consultants Inc. on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director  
 Recommendation: Discuss Issues, Determine Whether to Proceed with the Study, and Award Contract

*\* Dated: Book book  
 about used video,  
 \* Reminded proposal*

**NEW BUSINESS**

- 25. Request from Southern California Orchid Species Society, Inc., to Install Projection Screen in the Library Meeting Room.

Presentation: Library Director  
 Recommendation: Approve

- 26. Date for November Regular Meeting.

Presentation: Library Board President  
 Recommendation: Set date for Tuesday, November 16, 1993.

**STAFF REPORTS**

- 27. Program Report for the Month of September, 1993. (Program Committee)
- 28. Children's Services Report for the Month of September, 1993. (Schneider)
- 29. Publicity Materials produced for the Month of September, 1993. (Willauer)
- 30. Placentia Library Literacy Services Report. (Matas and Byrne)
- 31. Family Literacy Project Report. (Walters)

**ADJOURNMENT**

- 32. Agenda Preparation for November, 1993, Regular Meeting.
- 33. Adjourn.

*Handwritten notes:*  
 → Audit  
 → ~~Patry~~ BSI  
 → ~~Patry~~ Placent Hg In

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the October 18, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, October 13, 1993.

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## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Nov 1 (Mon)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 12 (Fri)	Camp Library
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 23 (Tue)	Senate Local Government Committee Hearing on Reorganizing Local Governments, Santa Ana
Dec 6 (Mon))	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 20, 1993**

**CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 20, 1993, at 7:31 P.M. by President Dinsmore.

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

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and past employee Robin Masters.

**ADOPTION OF AGENDA** It was requested that the Agenda be amended to exclude the Minutes of the August 8, 1993 Regular Meeting of the Board of Trustees and the Circulation Report.

It was moved by Trustee Shkoler, seconded by Secretary Stark to adopt the Agenda as amended.

AYES: Dinsmore, Stark, Evans, Shkoler,  
West

NOES: None

ABSTAIN: None

**MINUTES** It was moved by Trustee West, seconded by Trustee Shkoler to approve the Minutes of the Special Meeting of August 31, 1993.

AYES: Dinsmore, Stark, Shkoler, West

NOES: None

ABSTAIN: Evans

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

Minutes, Regular Meeting of September 20, 1993, Page 2

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that four cars have been ordered for the Heritage Day Parade on October 9, 1993.

Following a discussion of schedules it was determined that President Dinsmore, Trustee West, and Library Director Minter are the only ones available to participate in the Parade. The Library Director was asked to invite additional riders from the Friends Board and the Literacy Volunteers of America (LVA) Board.

It was moved by Secretary Stark, seconded by Trustee Evans to approve the expenditure of \$100.00 payable to John Hale of Anaheim for the use of four antique automobiles in the Parade.

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

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that historical novelist Ciji Ware has agreed to speak at a fund raiser luncheon scheduled for January 29, 1994. Ms. Ware's fee for speaking is \$200.00 and the Friends will try to find a sponsor for the fee.

President Dinsmore reported that the Friends have agreed to pay up to \$300 apiece for travel and housing costs for two staff members to attend the California Library Association (CLA) convention in Oakland in November.

**LITERACY  
VOLUNTEERS OF  
AMERICA**

President Dinsmore reported that attendance was excellent at the LVA Annual Meeting on September 9, 1993. LVA is selling ornaments designed by Joan Walsh Anglund as a fundraiser. The ornaments will be on display and available for purchase in the Library.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Trustee West reported that Trustee Stark, Library Director Minter, and he would be attending the National Society of Fund Raising Executives' Workshop on September 26-27, 1993 and a fundraising seminar sponsored by Marketing Communications to be held on September 30, 1993 in Buena Park. Trustee West reported that he had spoken with attorney David Hiskey who is will be available for advice regarding the Foundation, but will not be drawing up the actual Foundation documents.



Minutes, Regular Meeting of September 20, 1993, Page 3

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 4 through 6: Nonstandard Claims; Claims forwarded by Library Director in the amount of \$516.84; and Current Claims and Payroll in the amount of \$60,935.71.

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

**FINANCIAL  
REPORT**

It was moved by Trustee West, seconded by Trustee Evans to approve the Agenda Items 12 through 15: Financial Report for July and August, 1993; Office General Ledger and Check Registers for July and August, 1993; Overdue Collection Report for August, 1993; Vending Machine Report for August, 1993.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 17 through 23: Volunteer Report for July and August, 1993; Review of Shared maintenance Costs with the City of Placentia under the Joint Powers Authority; Building Maintenance Report for July and August, 1993; Personnel Report for August, 1993; Travel Authorizations; Submission of Application to the State Library of California for a Library Services and Construction Act Grant of \$5,000 to serve Hispanic Immigrant Populations; Annual report to the State Library of California for 1992-1993.

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

Minutes, Regular Meeting of September 20, 1993, Page 4

**BUDGET  
FY 1993-1994**

It was moved by Trustee Shkoler, seconded by Trustee West to authorize the addition of .25 FTE Library Assistant to the Adult Services Reference Desk, to ratify the transfer of .75 FTE Librarian II from Literacy to Adult Services Reference Desk, and .75 FTE Library Assistant from Adult Service Reference Desk to Literacy, and to adopt the Placentia Library District Organization Chart for FY 1993-1994 as presented.

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

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 93-6 by Title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 93-6: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Fiscal Year 1993-1994 budgets for the Placentia Library District. Motion was approved by roll call vote:

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

**LIBRARY  
SERVICES AND  
CONSTRUCTION  
ACT TITLE II  
GRANT**

It was moved by Trustee Shkoler, seconded by Secretary Stark to decline acceptance of the Library Services and Construction Act Title II Grant from the State Library of California.

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

Minutes, Regular Meeting of September 20, 1993, Page 5

**PLACENTIA CIVIC  
CENTER  
AUTHORITY  
ANNUAL MEETING**

It was moved by President Dinsmore, seconded by Trustee Evans that President Dinsmore and Secretary Stark be designated to attend the Placentia Civic Center Authority Annual Meeting on October 4, 1993.

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

**STUDY OF  
ALTERNATIVES  
FOR DELIVERY OF  
PUBLIC LIBRARY  
SERVICES TO THE  
CONSTITUENTS OF  
THE PLACENTIA  
LIBRARY DISTRICT**

The Board gave direction to invite BSI consultant Jeff Cooper to meet with the Board in October to discuss participation in study.

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

**STAFF REPORTS**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 28 through 32: Program Report for the Month of August, 1993; Children's Services Report for the Month of August, 1993; Publicity Materials produced for the Month of August, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report.

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

**ADJOURNMENT**

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:52 P.M.

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Saundra M. Stark, Secretary



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 9, 1993**

**CALL TO ORDER**      The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 9, 1993, at 7:40 P.M. by President Peggy Dinsmore.

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

**Members Absent:** None

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

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

**AYES:**            Dinsmore, Stark, Shkoler, Evans, West  
**NOES:**            None  
**ABSTAIN:**        None

**MINUTES**             It was moved by Trustee West, seconded by Secretary Stark to approve the Minutes of the Regular Meeting of July 19, 1993 as presented.

**AYES:**            Dinsmore, Stark, Shkoler, Evans, West  
**NOES:**            None  
**ABSTAIN:**        None

**ORAL COMMUNICATIONS**      Placentia resident Mary Tanaka suggested that the Library might benefit from more extensive automation and proposed that electronics firms be contacted to solicit donations of computer equipment to the Library.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that the retirement dinner for Assistant Library Director Sal Addotta will take place on August 12, 1993 and programs will be available within a few days for those who are attending.

**FINANCIAL CLAIMS**

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 6 through 8: Nonstandard Claims; Claims forwarded by the Library Director; and Current Claims and Payroll in the amount of \$62,362.55 as presented.

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 9 through 12: Vending Machine Report for June, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Personnel Report for June, 1993; and Travel Authorizations.

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

**FY1993-1994 BUDGET**

Library Director spoke about the budget cutbacks and staff reductions and the number of employees required to provide public service.

It was moved by Trustee Shkoler, seconded by Trustee Evans to open discussion to public comments.

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

Placentia resident Ramon Olayo addressed the Board <sup>requesting</sup> stating that as many service hours as possible be retained. He indicated his belief that funds have been misappropriated by larger government bodies and that the public could help by writing letters to their State legislators.

Placentia resident Carl Westberg asked the Board to define how many employees were required per hour of operation. He encouraged donations for the purchase of Library materials and also for staffing.

Placentia resident Dean Cassidy read a letter she had received from Senator John Lewis regarding Senate Bill 566. She encouraged members of the public to continue to contact State legislators.

Placentia resident Howard Gailey stated that the City of Placentia should give funding to the Library. He expressed his disapproval that historical property tax designated to the Library has been appropriated by other agencies.

Santa Ana resident and Placentia Library cardholder Edie O'Neil suggested that organizations and special interest groups be contacted to solicit donations to purchase books for the Library.

Placentia resident April Ottavian suggested special fundraisers for the Library and asking radio stations in the area to donate advertising time to promote the fundraisers.

Placentia resident Susan Graham suggested that the Library stagger hours of operation and that the Library be kept open on Fridays and Sundays. She suggested that the Library should assist patrons in writing letters to the State legislators.

Placentia resident Betty Meade discussed opportunities for publicity and more fundraisers to support the Library.

Placentia resident Ted Farkas stated that most adults would like Library service available in the evenings and on weekends, but that student need afternoon hours. He said he would like to have Saturday and Sunday

and two or three evenings per week retained. He supports charging for Library Services, but exempting children and low income persons from fees. He stated that no one should be denied access to the Library. He felt that Children's services were most important and then References services. He stated that he did not believe funding would be available from the State.

Placentia Resident and President of the Literacy Volunteers of America Board Leslie Moreau asked what amount would be needed from a Benefit Assessment District to support the Library. She reminded those present at the meeting the Library had provided sample letters to the legislature for the last several months.

Placentia Resident Marlene Montooth suggested extending the use of Library Volunteers. She also spoke in favor of all adult library users paying a \$10.00 per year fee for a Library Card, but children being exempt from any usage fees.

Placentia Resident Heidi Jenkins stated that many families cannot afford to pay Library usage fees and that charging such fees would discourage reading.

Placentia Resident Dixie Shaw suggested a donation box be placed in the foyer. She stated that the Library should advertise for Volunteers at the upcoming Volunteer Fair. She encouraged donations for the purchase of Library materials through the Friends of the Library.

Placentia Mayor Maria Morena commended the Library Board and Staff on their efforts in contacting State Legislators. She suggested that the Library investigate the possibility of funding through United Way and encouraged the establishment of a Library Foundation.

Placentia resident Susan Graham stated that even those who do not use the Library themselves should understand that the Library benefits the entire community.

It was moved by Trustee Shkoler, seconded by Secretary Stark to close the public discussion.

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



Minutes, Regular Meeting of August 9, 1993

Page 5

It was moved by Trustee West, seconded by Trustee Evans that the Library should not institute mandatory fees for Library use.

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

**ADJOURNMENT**

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 10:38 P.M.

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Sandra M. Stark, Secretary



**MINUTES  
STUDY SESSION  
PLACENTIA LIBRARY DISTRICT**

**October 13, 1993  
5:00 P.M.  
Library Conference Room**

**CALL TO ORDER**

The Study Session of the Placentia Library District Board of Trustees was called to order on October 13, 1993, at 5:09 P.M. by President Peggy Dinsmore.

**ROLL CALL**

Members Present: President Peggy Dinsmore; <sup>(Ray Evans)</sup> Secretary Sandra Stark; and Al Shkoler; and Library Director Elizabeth Minter.

Members Absent: Trustee Fred West.

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; Placentia City Administrator Bob D'Amato; Placentia Library Staff Member Mary Byrne; and BSI Consultants Senior Vice President Jeffrey M. Cooper, P.E.; and BSI Consultants Vice President K. Dennis Klingelhofer, P.E.

**ADOPTION OF  
AGENDA**

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

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

Trustee Fred D. West arrived at 5:16 P.M.

**ORAL  
COMMUNICATION**

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

**STUDY  
OF ALTERNATIVES  
FOR DELIVERY OF  
PUBLIC LIBRARY  
SERVICES TO THE  
CONSTITUENTS OF  
THE PLACENTIA  
LIBRARY DISTRICT**

BSI Consultants, Inc. Vice Presidents, Jeffrey M. Cooper and K. Dennis Klingelhofer presented a review of scope of services proposal by BSI Consultants.

The Study Session of the Placentia Library District Board of Trustees was adjourned at 6:12 P.M.

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Sandra M. Stark, Secretary



**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EMH*  
**DATE:** October 18, 1993  
**SUBJECT:** Friends of the Library Board of Directors' Report

The Friends of the Library Board of Directors held its regular monthly meeting on October 4, 1993. Trustee Sandra Stark and Library Director Minter represented the Library.

The semi-annual booksale is scheduled for November 4 - 7. Library staff offered to prepare the flyer and bookmarks to promote this event.

The Friends Board approved plans for an author's luncheon featuring historical novelist and radio news personality Ciji Ware on Saturday, January 29, 1994.



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll Dated October 18, 1993.

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3067	\$3,299.17
	3068	<u>\$336.83</u>
Subtotal for Immediately		\$3,636.00
Regular	3069	\$10,624.96
	3070	\$3,903.81
	3071	<u>\$813.90</u>
Subtotal for Payments		\$18,978.67
Payroll	3072	\$18,300.00
	3073	\$18,300.00
	3074	<u>\$18,300.00</u>
Subtotal for Payroll		\$54,900.00
	Total	<u>\$73,878.67</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE October 18, 1993  
REPORT NO 3067

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Sep 15, 1993 October		0300	00		1,795.76		
VISION SERVICE PLAN Attn: Scott L. Whitwell P.O. Box 45210 San Francisco, CA 94145-5210	Sep 22, 1993 October		0300	00		93.59		
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Sep 22, 1993 October		0300	00		509.49		
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Oct 01, 1993 September		0300	00		225.35		
PACIFIC BELL Payment Center Van Nuys, CA 91388	Sep 17, 1993 528-8236 Sep 17, 1993 528-1906 Sep 19, 1993 996-2865 Oct 04, 1993 524-8408					15.97 272.51 <u>15.37</u> 303.85 <u>45.30</u>		
			Total			349.15		
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Sep 22, 1993 October		1800	00		24.95		
STAPLES Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Sep 29, 1993 29751		1800	00		300.88		
<b><i>PLEASE PAY IMMEDIATELY!</i></b>								

The claims listed above (totaling \$3,299.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



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

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

APPROVED CLAIMS							A.C.'s Use Only		
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Sep 18, 1993 0400262886					12.93			
	Sep 18, 1993 0400262891		1800	00		63.03 75.96			
	Sep 29, 1993 0400263000					12.93			
	Oct 07, 1993 0400263085		1800	09		54.95 67.88			
				Total			143.84		
							168.67		
Southern California Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	Sep 30, 1993 8/20/93-9/21/93		2800	00					
Orange County Tax Collector c/o Robert L. "Bob" Citron P.O. Box 1980 Santa Ana, CA 92702	Oct 14, 1993 1st & 2nd installment		3700	00		24.32			

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$336.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct 18, 1993  
REPORT NO 3069

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Employment Developtent Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-62190614	Sep 16, 1993 per end 6/30/93		0310	00		136.00		
AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Sep 16, 1993 18 100-5312 001		0700	00		0.69		
PACTEL MERIDIAN SYSTEMS P.O. Box 100422 Pasadena, CA 91189-0422	Sep 14, 1993 BS086856		0700	00		246.59		
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Sep 29, 1993 A15660		0700	05		423.82		
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Oct 12, 1993 23096 Oct 11, 1993 23090		1100 1400 2800 Total	00 00 00		1,796.25 1,705.87 <u>5,715.29</u> 9,217.41		
A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Oct 05, 1993 6212		1400	00		229.50		
BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Oct 05, 1993 34195		1400	00		117.42		
Automated Office Products 573 Mercury Ln., Ste. A Brea, CA 92621	Sep 23, 1993 2261		1800	00		45.00		
DEMCO P.O. Box 7488 Madison, WI 53707	Sep 08, 1993 D711950 Sep 10, 1993 D714239					183.85 <u>24.68</u> 208.53		

The claims listed above (totaling \$10,624.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
OCLC INC. Dept. 630 Box ONB Columbus, OH 43265	Aug 31, 1993 327107		1900	00		160.36		
M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Oct 02, 1993 Green,Bui,Villela Alonzo,Mejia		1900	00		214.00		
BLANNING & BAKER ASSOC. 505 N. Brand Blvd., Ste. 780 Glendale, CA 91203	Sep 17, 1993 June & July		1900	00		1,142.00		
FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Oct 07, 1993 per end 9/30/93		1900	00		754.75		
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Sep 30, 1993 Aug & Sep		1900	00		65.42		
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	Oct 01, 1993 0048939-93		2400	01		455.41		
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Aug 31, 1993 H31 8143					39.34		
	Sep 07, 1993 J07 7790					223.86		
	Sep 14, 1993 J14 8852					198.95		
	Sep 15, 1993 J15 6383					625.66		
	Sep 21, 1993 J21 7495		2400	01		<u>24.06</u> 1,111.87		

The claims listed above (totaling \$3,903.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct 18, 1993  
REPORT NO 3071

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

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

APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Sep 17, 1993 1128001		2400	01		135.50		
REED REFERENCE PUBLISHING P.O. Box 7247-0466 Philadelphia, PA 19170-0466	Sep 27, 1993 801714 RDN		2400	01		325.94		
EBSCO P.O. Box 92901 Los Angeles, CA 90009	July 22, 1993 71662					177.53		
	Aug 13, 1993 72182		2400	04		<u>3.00</u> 180.53		
Library Administrator's Digest Box 993 So. San Francisco, CA 94080	Sep 21, 1993 10/93-9/94		2400	04		36.00		
FACTS ON FILE P.O. Box 10731 Newark, NJ 07193-0731	Aug 30, 1993 83820		2400	04		40.93		
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Oct 14, 1993 meeting travel reimb.					62.00		
	Sep 20, 1993 CLS meeting					7.50		
	Sep 30, 1993 chamber break		2700	00		<u>10.00</u> 79.50		
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Oct 14, 1993 travel reimb.		2700	00		15.50		

The claims listed above (totaling \$813.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct 18, 1993  
REPORT NO 3072

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Oct 18, 1993 Pay #35		0100-	00		17,000.00		
	Oct 29, 1993- Nov 11, 1993							
	FICA		0200-	00		<u>1,300.00</u>		
			TOTAL			18,300.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 11, 1993!								

The claims listed above (totaling \$ 18,300.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct 18, 1993  
REPORT NO 3073

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Oct 18, 1993 Pay #36		0100-	00		17,000.00		
	Nov 12, 1993- Nov 25, 1993							
	FICA		0200-	00		1,300.00		
			TOTAL			18,300.00		
PLEASE WIRE ON WEDNESDAY, NOVEMBER 24, 1993!								

The claims listed above (totaling \$ 18,300.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE Oct 18, 1993  
REPORT NO 3074

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 5071 AGENCY 707

APPROVED CLAIMS							A. C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Oct 18, 1993 Pay #37		0100-	00		17,000.00		
	Nov 26, 1993- Dec 09, 1993							
	FICA		0200-	00		<u>1,300.00</u>		
			TOTAL			18,300.00		
PLEASE WIRE ON THURSDAY, DECEMBER 9, 1993								

The claims listed above (totaling \$ 18,300.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

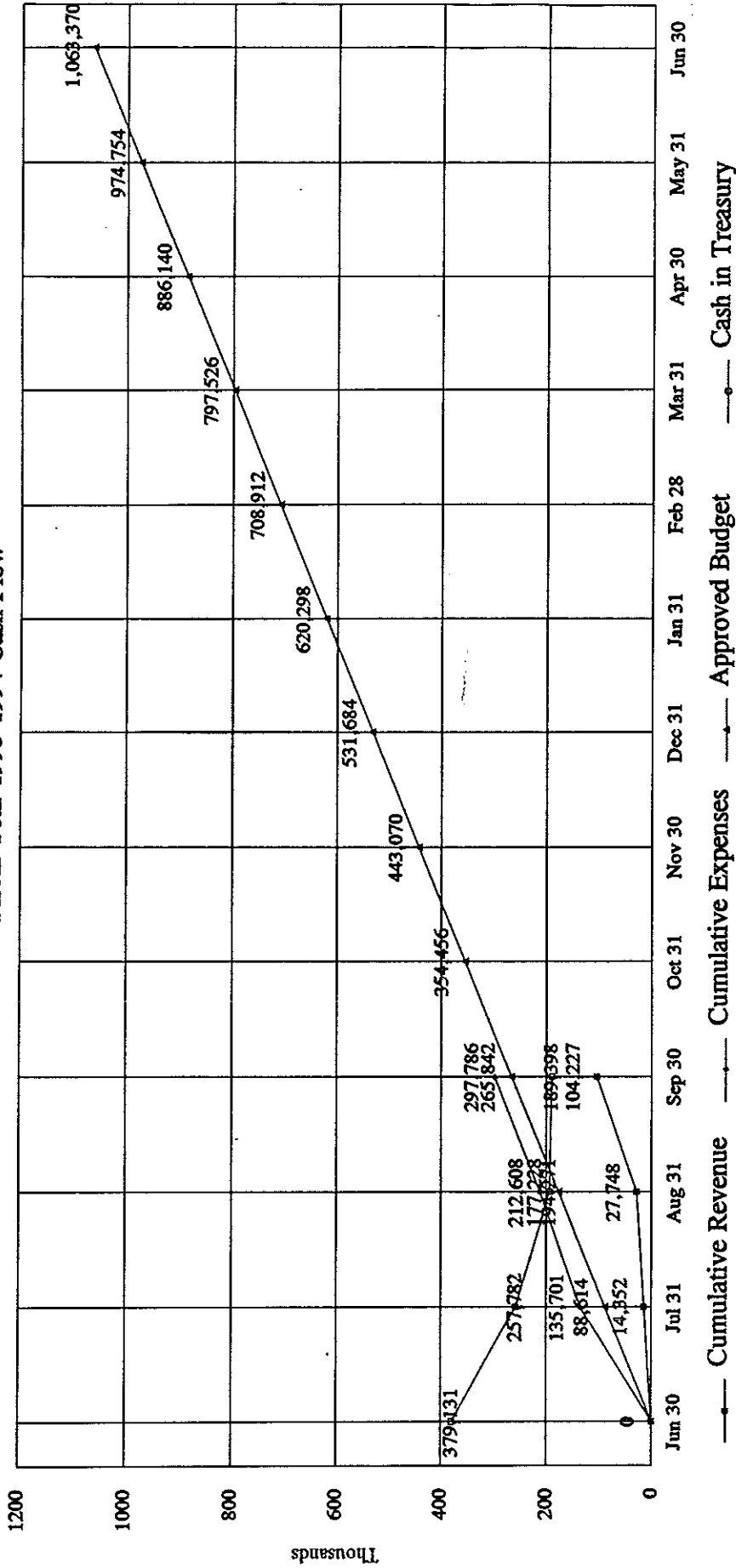
ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_





# Placentia Library District

Fiscal Year 1993-1994 Cash Flow



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 18, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 SEP 1993	FY1992-93 SEP 1992	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	43,073.55	0.00	43,073.55	0.00	6.30%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	43,073.55	0.00	43,073.55	0.00	6.09%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	0.00	0.00	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	67,166.00	16,037.36	0.00	16,037.36	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	32,074.72	17,820.05	16,037.36	0.00	47.75%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	0.00	2,158.05	0.00	2,158.05	0.00	
626-623		0.00	<del>2,158.05</del> 4,316.10	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	4,316.10	1,556.79	2,158.05	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	14,385.34	13,896.77	8,333.56	933.76	60.34%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	7,288.48	4,938.99	3,644.24	0.00	364.42%
661-000	Interest	25,000.00	8,533.94	10,537.30	8,533.94	10,537.30	34.14%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	8,533.94	10,537.30	8,533.94	10,537.30	34.14%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	12,489.26	17,558.20	10,396.65	17,558.20	31.22%
697-001	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	11,500.00	0.00	52.27%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	23,989.26	17,558.20	21,896.65	17,558.20	28.22%
781-503	Transfer from Other Library Funds	65,000.00	0.00	0.00	0.00	0.00	
787-000	Other Revenue	35,000.00	15,163.50	6,701.28	8,926.73	4,541.80	43.32%
787-001	Outlawed warrant - 6 months	0.00	(16,850.38)	8.00	(8,377.24)	0.00	
787-003		0.00	0.00	0.00	0.00	0.00	
	TOTAL OTHER REVENUE	35,000.00	(1,686.88)	6,709.28	549.49	4,541.80	-4.82%
	5071 FUND TOTAL	1,063,371.00	131,974.51	73,017.38	104,226.84	33,571.06	12.41%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 18, 1993

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 SEP 1993	FY1992-93 SEP 1992	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	204,066.10	171,620.00	51,700.00	56,000.00	36.95%
020-000	Retirement	90,844.00	14,567.00	58,565.47	3,690.00	49,750.47	16.04%
	Health Insurance/Care America	28,856.00	8,963.70	17,410.92	2,588.24	7,647.40	31.06%
	Long Term Disability	0.00	0.00	0.00			
	Vision Service Plan	1,660.00	537.23	481.84	184.25	155.44	32.36%
	Dental	3,869.00	1,385.42	1,439.56	931.30	460.32	35.81%
030-000	Total Employee Insurance	34,385.00	10,896.35	19,332.32	3,703.79	8,263.16	31.66%
031-000	Unemployment Insurance	24,000.00	0.00	316.69	0.00	1,319.77	0.00%
032-000	Workers Compensation - General	7,750.00	749.49	630.85	749.49	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	230,288.94	250,465.33	59,983.28	116,044.67	32.47%
070-000	Communications	3,500.00	683.19	1,238.72	181.04	422.83	19.52%
070-005	Communications - Computer	5,100.00	1,712.13	624.96	1,112.87	201.14	
070-008	Communications - Literacy	950.00	262.70	229.70	198.03	69.12	27.65%
	Total Communications	9,550.00	2,658.02	2,093.38	1,492.94	693.09	27.83%
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	32.26	0.00	0.00	
	Total Food	100.00	32.26	32.26	0.00	0.00	32.26%
100-000	Household Expense	4,500.00	877.52	1,136.17	0.00	0.00	19.50%
110-000	Insurance	16,000.00	0.00	0.00	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	3,498.99	1,778.46	142.84	43.46	46.65%
	HVAC	15,000.00	409.26	3,822.65	174.42	117.42	2.73%
	Carpet Cleaning	3,500.00	0.00	964.85	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	5,751.26	5,511.49	1,699.41	1,708.99	25.01%
	Plumbing	750.00	0.00	51.50	0.00	0.00	0.00%
	Electrical	1,500.00	290.36	135.00	290.36	0.00	19.36%
	Cleaning Service	11,700.00	2,183.04	3,320.04	0.00	1,091.52	18.66%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	175.00	0.00	175.00	0.00	35.00%
140-000	Total Maintenance of Building & Grounds	56,250.00	8,808.92	13,805.53	2,339.19	2,917.93	15.66%
160-000	Memberships	3,500.00	135.00	85.00	135.00	0.00	3.86%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 SEP 1993	FY1992-93 SEP 1992	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	733.59	3,213.32	427.51	980.03	9.78%
	Printing	13,000.00	4,146.12	744.87	2,135.77	15.00	31.89% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	247.50	0.00	0.00	0.00%
	Publications	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Paper	1,200.00	451.21	191.42	436.51	95.51	37.60%
	Drinking Water Service	325.00	74.85	24.95	24.95	765.12	23.03%
	Other Office Supplies	6,000.00	1,441.40	2,081.46	1,004.30	765.12	24.02%
	Total Office Supply Expense	29,025.00	6,847.17	6,553.42	4,029.04	1,880.61	23.59%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,482.91	413.17	496.25	214.72	89.03% ERR
	Publications	0.00	0.00	0.00	0.00	0.00	
	Paper	50.00	12.31	16.76	4.96	16.76	24.62% ERR
	Other Office Supplies	1,800.00	76.29	126.47	0.00	0.00	4.24% ERR
	Total Literacy Office supply expense	4,650.00	2,581.51	556.40	501.21	231.48	55.52% ERR
180-009	Family Literacy Supply Expense	4,800.00	(212.21)	2,385.01	(255.36)	1,090.80	-4.42%
	Total Office Expense	38,475.00	9,216.47	9,494.63	4,274.69	3,202.89	23.95%
183-000	Postage Expense	2,000.00	(403.30)	448.78	(403.30)	(6.90)	-20.17%
183-008	Postage Expense - Literacy	700.00	362.69	87.00	58.00	0.00	56.10%
183-009	Postage Expense - Family Literacy	0.00	29.00	29.00	0.00	0.00	
	Total Postage Expense	2,700.00	18.39	564.78	(345.30)	(6.90)	0.68%
	Care Resources (Employee Assistance)	650.00	70.00	152.25	35.00	50.75	10.77%
	Pension Contribution & Operating Expenses	5,000.00	2,854.45	566.88	2,654.45	0.00	53.09%
	Anaheim Library	40,000.00	80.00	4,985.98	80.00	0.00	0.20%
	Clipping Service	375.00	96.13	92.13	32.71	30.71	25.63%
	Tax Collection Services & Fees by Orange County	250.00	186.99	146.86	163.33	113.89	74.80%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	40.50	162.00	40.50	81.00	7.71%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	2,950.00	1,000.00	2,950.00	1,000.00	100.00%
	Payroll Preparation	3,625.00	1,960.46	980.49	0.00	0.00	54.08% ERR
	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	3,000.00	492.73	50.00	392.73	0.00	16.42% ERR
	Other	50.00	8,531.26	8,136.39	6,348.72	1,276.35	14.64%
	Total Specialized Services	56,275.00	8,531.26	8,136.39	6,348.72	1,276.35	14.64%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-001	Specialized Services - Literacy	1,200.00	0.00	120.00	0.00	120.00	0.00%
190-008	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-009	Tax Collection Services & Fees by Orange County	10,000.00	21.84	15.87	0.00	0.00	0.22%
190-018	Total Specialized Services	70,875.00	8,553.10	9,084.06	6,348.72	1,396.35	12.10%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 SEP 1993	FY1992-93 SEP 1992	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	70.88	500.83	0.00	373.83	10.13%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	7,927.77	55,701.47	1,408.05	434.13	45.26%
240-002	Special Department Expense - Video	500.00	0.00	0.00	0.00	0.00	0.00%
240-003	Special Department Expense - City of Anahelirn	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	6,063.03	15,636.93	2,247.99	(301.60)	76.16%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	1,338.29	0.00	0.00	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	1,500.00	0.00	22.03	0.00	0.00	0.00%
240-009	Total Special Department Expense	34,229.00	15,200.81	72,711.67	3,656.04	132.53	44.41%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	724.24	2,592.16	653.62	95.00	24.14%
270-008	Transportation/Travel - Meetings - Literacy	850.00	828.14	354.00	819.89	0.00	97.19%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	8.00	420.00	0.00	0.00	1.07%
	Total Transportation/Travel - Meetings	4,600.00	1,558.38	3,366.16	1,473.51	95.00	33.88%
	Electricity	63,000.00	16,189.57	17,332.03	5,529.93	6,272.41	25.70%
	Gas	3,850.00	283.07	999.96	0.61	0.00	7.35%
	Water	1,925.00	457.06	481.10	146.64	154.06	23.74%
	Total Utilities	68,775.00	16,929.70	18,813.09	5,677.18	6,426.47	24.62%
	TOTAL SUPPLIES & SERVICES	353,454.00	67,558.44	133,466.22	25,195.01	15,274.65	19.11%
370-000	Taxes, Assessments (Sales Tax)	625.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	297,847.38	383,931.55	85,178.29	131,319.32	28.01%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,063.04	1,347.10	1,578.13	420.60	48.66%
	Total 009 - Family Literacy	8,250.00	(171.95)	3,671.30	(255.36)	1,090.80	-2.08%



Placentia Library District  
Balance Sheet

September 30, 1993

Assets

General Fund	2,466.68	
Literacy Fund	7,976.45	
County Exempt	9,403.17	
Payroll Account	26,392.12	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	945.47	
Certificates of Deposit	25,000.00	
Total Assets		73,947.99

Liabilities

Manual Payroll Checks	881.67	
Payroll Taxes Payable	(191.94)	
Deferred Comp Payable	44.50	
Insurance Payable	(491.04)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	523.91	
Total Liabilities		426.89

Capital

Fund Balance	73,521.10	
Total Capital		73,521.10
Total Liabilities and Capital		73,947.99

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

September, 1993

Prepared 10/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,761.64
Checks Out	3652	65.96		
	3677	150.00		
	3679	75.00		
	3680	4.00		
TOTALS		294.96	0.00	
CHECKBOOK BAL				2,466.68

*Edmunds*  
10/14/93



09/30/93

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

	Total	09/30/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	27.40	27.40
Cash Register-Fines	2,197.95	2,197.95
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	147.08	147.08
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	111.80	111.80
Cash Register-Computer Rental	72.50	72.50
Typewriter Income	0.00	0.00
Telephone Income	42.59	42.59
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,099.02	2,099.02
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	2,860.22	2,860.22
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>7,558.56</b>	<b>7,558.56</b>
<b>Cost of Sales</b>		
	-----	-----
<b>Gross Profit (Loss)</b>	<b>7,558.56</b>	<b>7,558.56</b>
<b>Expenses</b>		
Transfers to County	23,239.66	23,239.66
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	(20.20)	(20.20)
Postage (183)	161.95	161.95
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	225.00	225.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
<b>Total Expenses</b>	<b>23,606.41</b>	<b>23,606.41</b>
	-----	-----
<b>Operating Income (Loss)</b>	<b>(16,047.85)</b>	<b>(16,047.85)</b>

09/30/93

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

	Total	09/30/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(16,047.85)</u>	<u>(16,047.85)</u>

09/30/93

Page 1

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

Part 1 of 1 Parts

	09/30/93
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	26.48
Cash Register-Fines	6,845.08
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	468.41
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	420.53
Cash Register-Computer Rental	251.50
Typewriter Income	26.08
Telephone Income	167.64
Copy Machine Income	92.25
State Library Reimbursements	10,403.06
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,535.48
Interest Income	0.00
Miscellaneous Income	0.00
	-----
<b>Total Income</b>	<b>33,736.51</b>
<b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>33,736.51</b>
<b>Expenses</b>	
Transfers to County	31,601.32
Employee Insurance (030)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	954.65
Postage (183)	106.65
Prof. & Spec. Services (190)	143.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	2,165.44
Equipment (400)	0.00
Taxes and Fees (370)	0.00
	-----
<b>Total Expenses</b>	<b>34,971.06</b>
	-----
<b>Operating Income (Loss)</b>	<b>(1,234.55)</b>

09/30/93

Page 2

Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

09/30/93

Other Income

Other Expenses

Net Income (Loss)

-----  
(1,234.55)  
=====

09/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 94 Period 3  
General Account

Page 1

Check	Date	Payee	Amount
3672	09/02/93	One Hour Foto 0-5114-01 Office Expense (180)	14.31
3673	09/02/93	VOID void	0.00
3674	09/21/93	U.S. Postmaster 0-5116-01 Postage (183)	148.00
3675	09/21/93	Foto Hall 0-5114-01 Office Expense (180)	12.12
3676	09/21/93	U.S. Postmaster 0-5116-01 Postage (183)	9.95
3677	09/21/93	Calif. Library Assoc 0-5122-01 Transportation & Travel (270)	150.00
3678	09/23/93	O.C. Auditor 0-5102-01 Transfers to County	23,239.66
3679	09/23/93	ISDOC 0-5122-01 Transportation & Travel (270)	75.00
3680	09/23/93	Suad Ammar 0-5116-01 Postage (183)	4.00
Checkbook 1 Total			23,653.04

09/30/93

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

Page 2

For Fiscal Year 94, Period 3 through Fiscal Year 94, Period 3

Account Name	Total
0-5102-01 Transfers to County	23,239.66
0-5114-01 Office Expense (180)	26.43
0-5116-01 Postage (183)	161.95
0-5122-01 Transportation & Travel (270)	225.00
	<hr/>
	23,653.04
	<hr/> <hr/>

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

September, 1993

Prepared 10/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,976.45
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,976.45

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*10/14/93*

09/30/93

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

	Total	09/30/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.55	6.55
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6.55	6.55
Cost of Sales	-----	-----
Gross Profit (Loss)	6.55	6.55
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	6.55	6.55
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	6.55	6.55
	=====	=====



09/30/93

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

	09/30/93
Income	
Gifts Income	0.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	22.67
Miscellaneous Income	0.00
	-----
Total Income	125.67
Cost of Sales	-----
Gross Profit (Loss)	125.67
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
	-----
Total Expenses	0.00
	-----
Operating Income (Loss)	125.67
Other Income	
Other Expenses	
	-----
Net Income (Loss)	125.67
	=====

09/30/93

Placentia Library District  
Cash Disbursements  
SUMMARY

Page 1

For Fiscal Year 94, Period 3 through Fiscal Year 94, Period 3

Account Name

Total

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

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

September, 1993

Prepared 10/14/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,403.17
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,403.17

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10/14/93*

09/30/93

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

	Total	09/30/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	67.50	67.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	280.00	280.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	418.75	418.75
Friends Contributions	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	509.64	509.64
Interest Income	8.03	8.03
Miscellaneous Income	225.00	225.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,508.92	1,508.92
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	1,508.92	1,508.92
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	1,508.92	1,508.92
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----
Net Income (Loss)	1,508.92	1,508.92

09/30/93

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

Total  
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09/30/93  
=====

09/30/93

Page 1

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

Part 1 of 1 Parts

	09/30/93
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	165.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,062.00
Test Proctoring Income	20.00
Vending Machine Income	1,675.06
Friends Contributions	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	3,028.92
Interest Income	28.20
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
<b>Total Income</b>	<b>7,673.76</b>
<b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>7,673.76</b>
<b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	665.24
Vending Machine Repairs	59.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	144.00
Children's Camp Library	0.00
Children's-Other	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	320.30
Miscellaneous	1,689.76
Lobbyist Expense	4,117.78
	-----
<b>Total Expenses</b>	<b>6,996.08</b>
	-----
<b>Operating Income (Loss)</b>	<b>677.68</b>
<b>Other Income</b>	
<b>Other Expenses</b>	
	-----
<b>Net Income (Loss)</b>	<b>677.68</b>

09/30/93

Page 2

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

Part 1 of 1 Parts

09/30/93

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09/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 94 Period 3  
County Exempt

Page 1

Check	Date	Payee	Amount
831	09/30/93	VOID void	0.00
Checkbook 3 Total			0.00



09/30/93

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

Page 2

For Fiscal Year 94, Period 3 through Fiscal Year 94, Period 3

Account Name	Total
<hr/>	
	0.00
	<hr/>

09/30/93

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending September 30, 1993

	Total	09/30/93
<b>Income</b>		
Transfers from County	55,530.00	55,530.00
Interest Income-CD's	7.78	7.78
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>55,537.78</b>	<b>55,537.78</b>
<b>Cost of Sales</b>	-----	-----
<b>Gross Profit (Loss)</b>	<b>55,537.78</b>	<b>55,537.78</b>
<b>Expenses</b>		
Salaries	45,988.17	45,988.17
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,280.08	3,280.08
Payroll Processing Fees	346.98	346.98
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
<b>Total Expenses</b>	<b>49,615.23</b>	<b>49,615.23</b>
	-----	-----
<b>Operating Income (Loss)</b>	<b>5,922.55</b>	<b>5,922.55</b>
<b>Other Income</b>		
<b>Other Expenses</b>	-----	-----
<b>Net Income (Loss)</b>	<b>5,922.55</b>	<b>5,922.55</b>
	=====	=====

09/30/93

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1993

Page 1  
Part 1 of 1 Parts

	09/30/93
Income	
Transfers from County	218,667.00
Interest Income-CD's	7.78
Interest Income-Savings	0.00
Miscellaneous Income	0.00
	-----
Total Income	218,674.78
Cost of Sales	-----
Gross Profit (Loss)	218,674.78
Expenses	
Salaries	185,882.09
Employee Benefits	0.00
Employer Payroll Taxes	13,850.75
Payroll Processing Fees	936.91
Bank Fees and Service Charges	88.16
Miscellaneous - Unknown	0.00
	-----
Total Expenses	200,757.91
	-----
Operating Income (Loss)	17,916.87
Other Income	
Other Expenses	
	-----
Net Income (Loss)	17,916.87
	=====

09/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 94 Period 3  
Payroll Account

Page 1

Check	Date	Payee		Amount
568	09/30/93	Karen Turner		564.45
		0-5402-04 Salaries	564.45	
569	09/30/93	Ryan Bronker		114.05
		0-5402-04 Salaries	114.05	
570	09/30/93	Kelly Chambers		118.44
		0-5402-04 Salaries	118.44	
		Checkbook 4 Total		796.94

09/30/93

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

Page 2

For Fiscal Year 94, Period 3 through Fiscal Year 94, Period 3

Account Name	Total
0-5402-04 Salaries	796.94
	-----
	796.94
	=====



TO: Elizabeth Minter  
FROM: Peggy D. Burkich *PDB*  
DATE: October 13, 1993  
SUBJECT: Overdue Collection Report

Most of the circulation problems created by the switch to Dynix have been resolved to the point that we will be able to reinstate the service provided by *Advanced Collection Systems, Inc.* within the next month.

Hopefully, this will lead to many of our very old overdues being returned to the Library and the fines being collected.





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: October 18, 1993  
SUBJECT: SEPTEMBER, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS SEPTEMBER 1- 30, 1993

Beginning Balance 09/01/93			(\$646.28)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 418.75		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Vend Machine Loan Payback		0.00	
	<u>\$ 418.75</u>	<u>\$ 0.00</u>	
Ending Balance 08/31/93			<u>(\$227.53)</u>

Prepared by: Charlene Dumitru

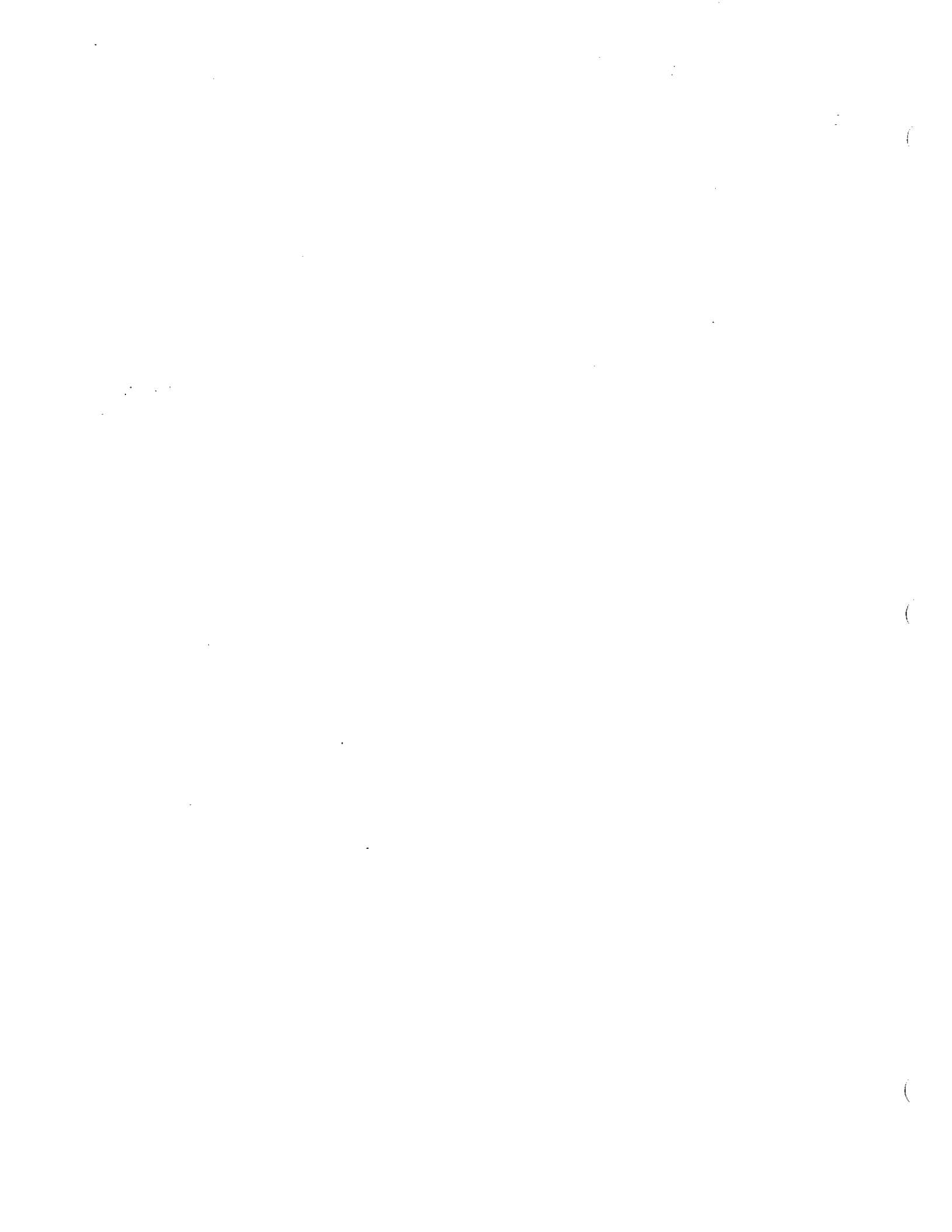


TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: October 18, 1993  
SUBJECT: Gift Fund Report for September, 1993

The following cash gifts to Placentia Library District were received in July, August and September, 1993.

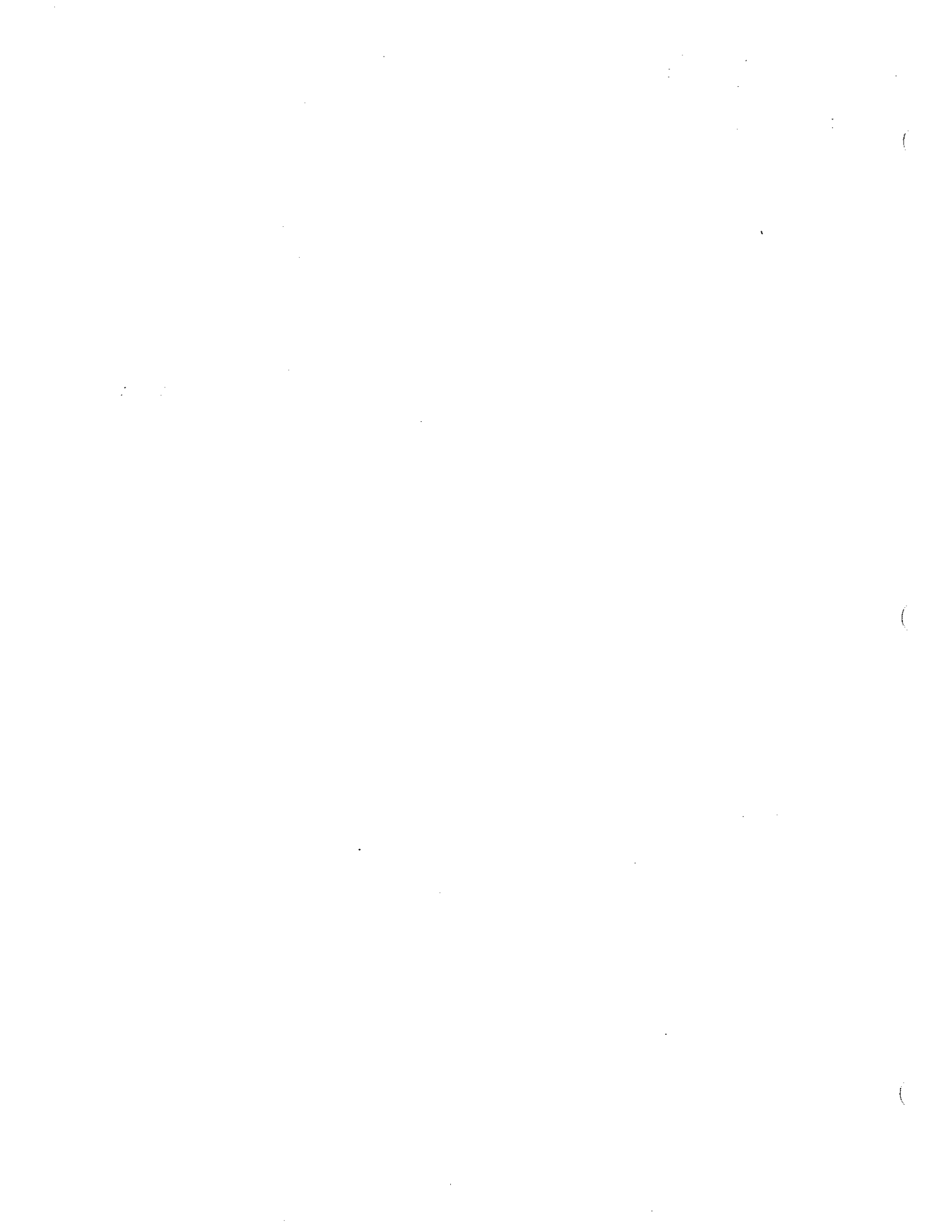
<u>Name</u>	<u>Amount</u>
Bank of America Foundation Matching funds gift awarded to Literacy as matching donation made by Margaret V. Dinsmore in January, 1993	\$ 200.00
Friends of the Library Adopt-A-Book	\$ 2,066.00

Prepared by: Charlene Dumitru



**TO:** Library Board of Directors  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** October 18, 1993  
**SUBJECT:** Circulation Report for July through September, 1993

The Circulation Report will be handed out at the Board Meeting.



Placentia Library District  
Circulation Report  
September, 1993

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 SEP 93	FY92-93 SEP 92
1st Time Checkouts <i>C6109</i>	65,816	67,817	-2.95%	17,216	25,644
Phone Renewals <i>C7</i>	4,820	4,127	16.79%	1,400	1,585
In-Building Renewals <i>C8</i>	5,667	4,516	25.49%	1,703	1,950
Total Renewals <i>C771+C772</i>	10,487	8,643	21.34%	3,103	3,535
TOTAL CHECKOUTS <i>C770+C773</i>	76,303	76,460	-0.21%	20,319	29,179
On-Time Checkins <i>C14</i>	67,719	63,908	5.96%	16,324	22,520
Late Checkins <i>C15</i>	11,332	17,432	-34.99%	3,348	6,289
TOTAL CHECKINS <i>C776+C777</i>	79,051	81,340	-2.81%	19,672	28,809
Holdings Placed <i>C47</i>	1,400	1,153	21.42%	387	424
Holdings Cancelled <i>C48</i>	218	33	560.61%	60	7
Holdings Filled <i>C49</i>	1,144	1,220	-6.23%	323	261
Holdings Expired <i>C50</i>	34	0	0.00%	13	0
Overdue Items <i>C58</i>	3,625	0	0.00%	1,320	0
Overdue Notices <i>C65</i>	1,606	0	0.00%	547	0
Billing Notices <i>C71</i>	1,570	0	0.00%	626	0
Patrons Registered <i>C75</i>	666	1,890	-64.76%	396	724
Titles Added <i>C77</i>	1,833	3	61000.00%	0	0
Volumes Added <i>C78</i>	2,690	6,464	-58.38%	966	908
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print <i>294 296 298 301 302 303 307 308 309 311 312 315 317</i>	33,878	36,105	-6.17%	9,933	14,400
Juvenile Print <i>304 305 306</i>	30,650	29,798	2.86%	7,292	10,870
Total Print <i>795+796</i>	64,528	65,903	-2.09%	17,225	25,270
Audio <i>295 297 299 310</i>	4,521	3,477	30.03%	1,323	1,399
Visual <i>313 314 316</i>	7,248	6,983	3.79%	1,770	2,474
Equipment <i>300</i>	5	0		1	0
Total Audio Visual <i>@ sum 799 ... 801</i>	11,774	10,460	12.56%	3,094	3,873
TOTAL CIRCULATION <i>797+802</i>	76,302	76,363	-0.08%	20,319	29,143
Placentia Circulation <i>371</i>	43,098	44,674	-3.53%	11,116	16,994
% Placentia Circulation <i>+ C 806/C804</i>	56.48%	58.50%	-3.45%	54.71%	58.31%
Anaheim/Yorba Linda Circulation <i>378 362</i>	17,330	14,455	19.89%	4,476	3,385
% Anaheim/Yorba Linda Circulation <i>809/804</i>	22.71%	18.93%	19.99%	22.03%	11.62%
<b>TYPES OF BORROWERS</b>					
Adult <i>505 506 507 513 514 515</i>	58,088	9,116	537.21%	16,475	3,957
Young Adult <i>516</i>	401	75	434.67%	88	33
Juvenile <i>509</i>	16,872	2,170	677.51%	3,478	1,020
New Borrower <i>510</i>	882	4,165	-78.82%	274	1,589
Non Resident <i>511</i>	0	3	-100.00%	0	3
Other <i>508+512</i>	58	0	0.00%	3	0
TOTAL BORROWERS	76,301	15,529	391.35%	20,318	6,602





TO: Elizabeth Minter, Library Director  
 FROM: Mary Byrne, Volunteer Coordinator *MB*  
 DATE: October 11, 1993  
 SUBJECT: Volunteer Report for September 1993

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	SEPTEMBER	TOTAL
Cummings, Dottie	7.00	7.00
Cymbor, Charles	12.50	12.50
Deputy, Paul	31.00	4,429.50
Goldbaum, Mae	2.25	366.50
Grandparents & Books	1.00	124.75
Gundelfinger, Jason	1.00	1.00
Merid, Esseye	4.50	4.50
ROP Students	27.00	2,605.75
S.T.E.P	80.00	240.00
Trainor, Joe	5.00	5.00
LVA VOLUNTEERS		
Literacy Volunteers	516.50	
TEMPORARY VOLUNTEERS		
Reduko, Sandra	8.00	
	<hr/>	
TOTAL	695.75	

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

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

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

**TO:** Mary Byrne, Volunteer Co-ordinator  
**FROM:** Jeannine Walters, Children's Clerk *JW*  
**SUBJECT:** GAB Volunteer Hours for September  
**DATE:** October 7, 1993

The GAB program for the fall began on September 28. We had two sessions on that day which totals 1 hour of volunteer time.

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
<b>TOTAL</b>		<b>53,101.53</b>	<b>10,977.12</b>	<b>11,406.94</b>	<b>76.00</b>	<b>1,694.10</b>	<b>1,206.09</b>	<b>76,461.78</b>
<b>AVG</b>		<b>4,425.13</b>	<b>914.76</b>	<b>950.58</b>	<b>6.33</b>	<b>141.18</b>	<b>100.61</b>	<b>6,538.48</b>

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ 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	6,066.00	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	4,668.60	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	566.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,832.91
Jun 1992	Jul 29, 1992	6,178.06	971.48	696.15	381.50			8,229.21
<b>TOTAL</b>		<b>58,285.45</b>	<b>12,736.13</b>	<b>14,806.68</b>	<b>761.37</b>	<b>0.00</b>	<b>0.00</b>	<b>86,589.63</b>
<b>AVG</b>		<b>4,857.12</b>	<b>1,061.34</b>	<b>1,233.89</b>	<b>63.45</b>	<b>0.00</b>	<b>0.00</b>	<b>7,215.60</b>

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.78	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	64.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,807.25
Feb 1993	Apr 21, 1993	3,625.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,960.26
<b>TOTAL</b>		<b>56,413.72</b>	<b>11,657.76</b>	<b>10,161.62</b>	<b>1,967.39</b>	<b>0.00</b>	<b>3,614.72</b>	<b>83,815.21</b>
<b>AVG</b>		<b>4,701.14</b>	<b>971.48</b>	<b>846.80</b>	<b>163.95</b>	<b>0.00</b>	<b>0.00</b>	<b>6,984.60</b>

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993								0.00
Oct 1993								0.00
Nov 1993								0.00
Dec 1993								0.00
Jan 1994								0.00
Feb 1994								0.00
Mar 1994								0.00
Apr 1994								0.00
May 1994								0.00
Jun 1994								0.00
<b>TOTAL</b>		<b>11,245.22</b>	<b>1,942.96</b>	<b>1,462.32</b>	<b>0.00</b>	<b>1,796.25</b>	<b>0.00</b>	<b>16,446.75</b>
<b>AVG</b>		<b>5,622.61</b>	<b>971.48</b>	<b>731.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,223.38</b>

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
<b>TOTAL</b>	<b>17,262.78</b>	<b>5,201.00</b>	<b>350.05</b>	<b>22,813.83</b>	<b>11,406.92</b>
<b>AVG</b>	<b>1,438.57</b>	<b>433.42</b>	<b>29.17</b>	<b>1,901.15</b>	<b>950.58</b>

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	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
<b>TOTAL</b>	<b>21,743.84</b>	<b>6,795.50</b>	<b>1,074.00</b>	<b>29,613.34</b>	<b>14,806.67</b>
<b>AVG</b>	<b>1,811.99</b>	<b>566.29</b>	<b>89.50</b>	<b>2,467.78</b>	<b>1,233.89</b>

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 60% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	784.06
Oct 1992	1,092.00	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.06	417.00	32.34	2,073.42	1,036.71
<b>TOTAL</b>	<b>15,582.89</b>	<b>4,310.00</b>	<b>386.30</b>	<b>20,279.19</b>	<b>10,139.60</b>
<b>AVG</b>	<b>1,298.57</b>	<b>359.17</b>	<b>32.19</b>	<b>1,689.93</b>	<b>844.97</b>

FY1993-1994	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993				0.00	0.00
Oct 1993				0.00	0.00
Nov 1993				0.00	0.00
Dec 1993				0.00	0.00
Jan 1994				0.00	0.00
Feb 1994				0.00	0.00
Mar 1994				0.00	0.00
Apr 1994				0.00	0.00
May 1994				0.00	0.00
Jun 1994				0.00	0.00
<b>TOTAL</b>	<b>2,424.88</b>	<b>448.00</b>	<b>51.75</b>	<b>2,924.63</b>	<b>1,462.32</b>
<b>AVG</b>	<b>1,212.44</b>	<b>224.00</b>	<b>25.88</b>	<b>1,462.32</b>	<b>731.16</b>

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
<b>TOTAL</b>	<b>2,479.87</b>	<b>3,672.73</b>	<b>521.70</b>	<b>437.20</b>	<b>10,151.32</b>	<b>17,262.82</b>
<b>AVG</b>	<b>206.66</b>	<b>306.06</b>	<b>43.48</b>	<b>36.43</b>	<b>845.94</b>	<b>1,438.57</b>

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	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
<b>TOTAL</b>	<b>3,360.24</b>	<b>4,799.30</b>	<b>556.26</b>	<b>1,949.00</b>	<b>11,049.04</b>	<b>21,743.84</b>
<b>AVG</b>	<b>282.52</b>	<b>399.94</b>	<b>46.36</b>	<b>162.42</b>	<b>920.75</b>	<b>1,811.99</b>

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
<b>TOTAL</b>	<b>2,740.67</b>	<b>2,697.66</b>	<b>575.10</b>	<b>474.00</b>	<b>9,139.48</b>	<b>15,626.89</b>
<b>AVG</b>	<b>228.39</b>	<b>224.81</b>	<b>47.93</b>	<b>39.50</b>	<b>761.62</b>	<b>1,302.24</b>

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993						0.00
Oct 1993						0.00
Nov 1993						0.00
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
<b>TOTAL</b>	<b>496.00</b>	<b>511.20</b>	<b>96.48</b>	<b>0.00</b>	<b>1,321.20</b>	<b>2,424.88</b>
<b>AVG</b>	<b>248.00</b>	<b>255.60</b>	<b>48.24</b>	<b>0.00</b>	<b>660.60</b>	<b>1,212.44</b>

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1990	8.00	12.00	2.00	0.00	48.00	70.00
Sep 1990	8.00	12.00	2.00	0.00	48.00	70.00
Oct 1990	10.00	30.00	2.00	4.00	60.00	106.00
Nov 1990	3.00	10.00	2.00	0.00	20.00	35.00
Dec 1990	6.00	8.00	2.00	0.00	40.00	56.00
Jan 1991	8.00	20.00	2.00	0.00	36.00	68.00
Feb 1991	6.00	10.00	2.00	8.00	40.00	66.00
Mar 1991	8.00	10.00	2.00	0.00	40.00	60.00
Apr 1991	8.00	8.00	2.00	0.00	40.00	58.00
May 1991	8.00	20.00	2.00	0.00	60.00	90.00
Jun 1991	10.00	10.00	2.00	8.00	40.00	70.00
<b>TOTAL</b>	<b>91.00</b>	<b>162.00</b>	<b>24.00</b>	<b>20.00</b>	<b>520.00</b>	<b>817.00</b>
<b>AVG</b>	<b>7.58</b>	<b>13.50</b>	<b>2.00</b>	<b>1.67</b>	<b>43.33</b>	<b>68.08</b>

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
<b>TOTAL</b>	<b>112.00</b>	<b>200.00</b>	<b>24.00</b>	<b>80.00</b>	<b>542.00</b>	<b>901.00</b>
<b>AVG</b>	<b>9.33</b>	<b>16.67</b>	<b>2.00</b>	<b>6.67</b>	<b>45.17</b>	<b>75.08</b>

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

FY1993-1994	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993						0.00
Oct 1993						0.00
Nov 1993						0.00
Dec 1993						0.00
Jan 1994						0.00
Feb 1994						0.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
<b>TOTAL</b>	<b>16.00</b>	<b>20.00</b>	<b>4.00</b>	<b>0.00</b>	<b>60.00</b>	<b>100.00</b>
<b>AVG</b>	<b>8.00</b>	<b>10.00</b>	<b>2.00</b>	<b>0.00</b>	<b>30.00</b>	<b>50.00</b>

TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant *cd*  
DATE: October 18, 1993  
SUBJECT: Building Maintenance Report for September, 1993

1. **Meeting Room Carpet**

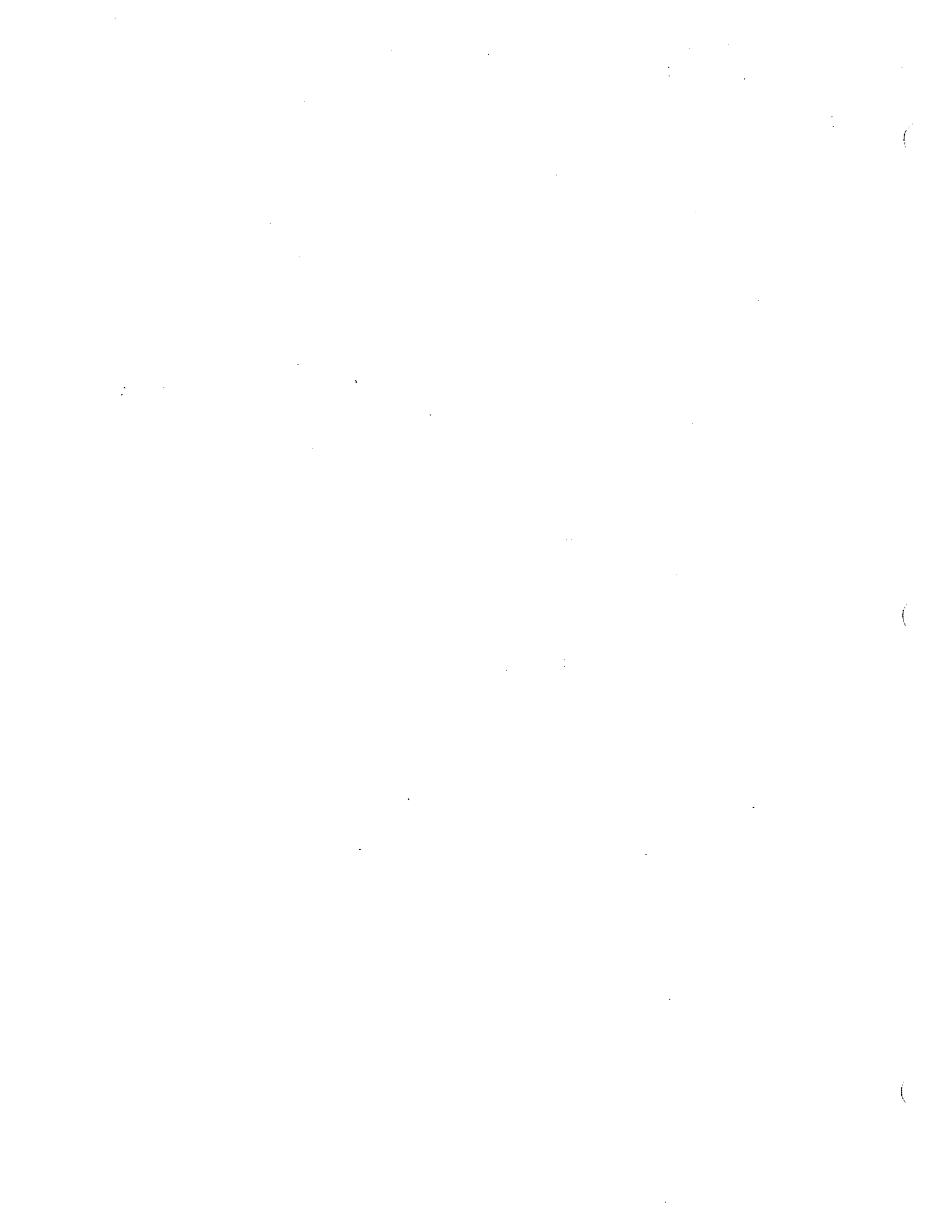
Under the director of Circulation Supervisor Burkich, teenage volunteers have replaced most of the soiled or damaged carpet squares in the Meeting Room.

2. **Air Conditioning System**

The timer on the air conditioning systems has been reset to reflect the new operating hours. Maintenance report indicates that the system requires cleaning due to the debris which has fallen from the trees outside the air conditioning unit.

3. **Personal Computers**

The computer in Principal Librarian Ammar's office has been upgraded from a 286 to 386 with 4 Mbyte RAM.





**TO:** Library Board of Trustees  
**FROM:** Elizabeth Minter, Library Director  
**DATE:** October 18, 1993  
**SUBJECT:** Personnel Report for September, 1993

**RESIGNATIONS:**

None

**APPOINTMENTS:**

Shyam Kubhami, part-time page (Circulation), effective September 30, 1993  
Robin Masters, substitute librarian (Reference), effective September 30, 1993

**OPEN POSITIONS:**

None

**Prepared by:** Charlene Dumitru



**TO:** Library Board of Directors  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**DATE:** October 18, 1993  
**SUBJECT:** Travel Authorizations

**There are no travel authorizations requested for this period.**



**TO:** Library Board of Directors  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** October 18, 1993  
**SUBJECT:** Report on Placentia Civic Center Authority Annual Meeting

The Civic Center Authority met on October 11, 1993.

Library Board President Peggy Dinsmore, Library Trustee Al Shkoler and Library Director Elizabeth Minter attended the meeting.

The Authority reviewed the annual financial report of the auditors and discussed the use of the Civic Center parking lot by carpoolers (people who leave their cards in the Civic Center lot while they carpool with others). It was agreed to encourage carpoolers to use the southeast side of the parking lot. The City Manager will develop a flyer and signage.



TO: Library Board of Directors

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

DATE: October 18, 1993

SUBJECT: **Review of Proposal from BSI Consultants, Inc., on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District**

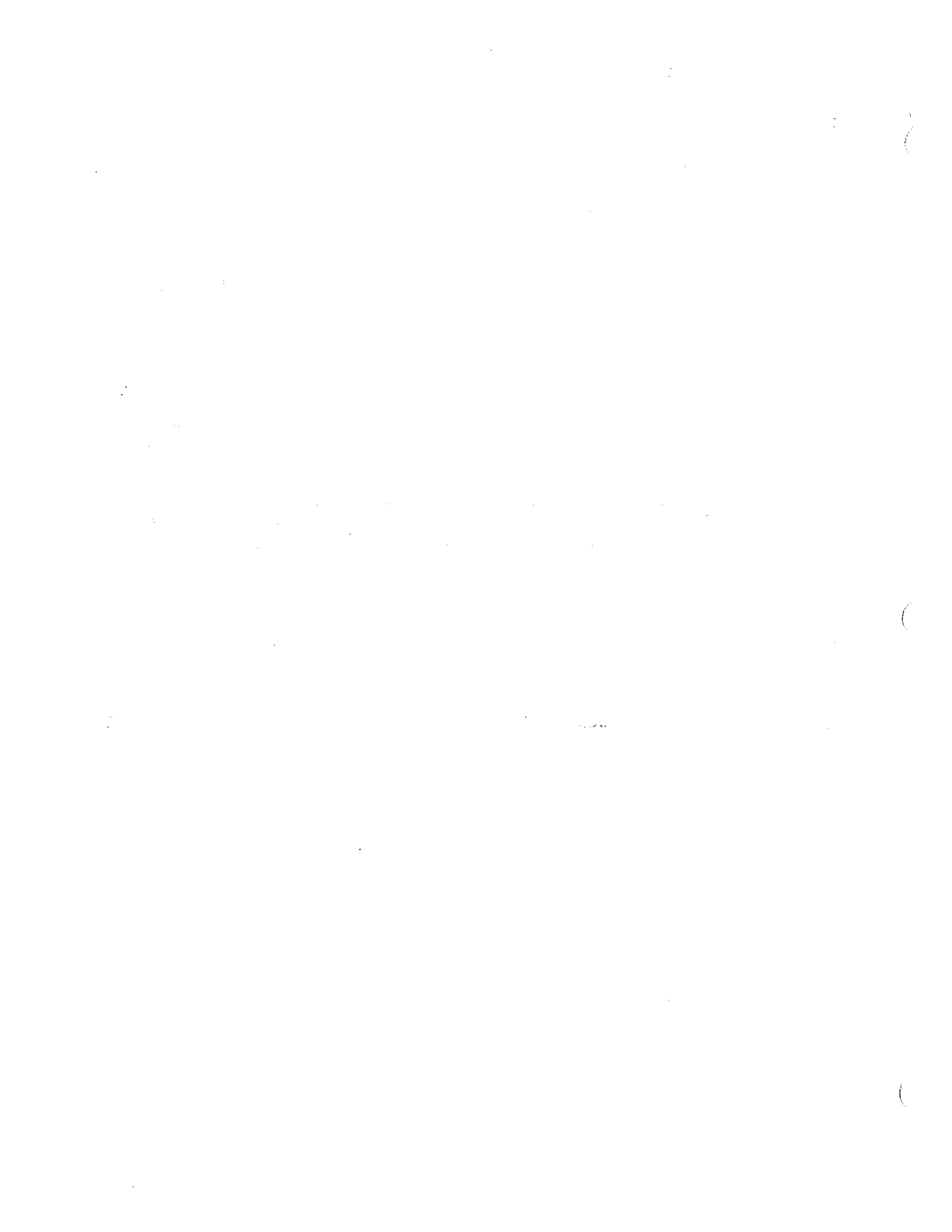
**BACKGROUND:**

At its Study Session on October 13, 1993, the Library Board reviewed a proposal from BI Consultants, Inc. to the Buena Park Library District to provide professional services to study the consolidation of the Library District with the City of Buena Park. (Attachment A)

On October 14, 1993, I discussed the proposal for a study for Placentia Library District with BI Vice-president Jeffrey M. Cooper. He is proposing the same scope of services as Buena Park with the addition of a fourth alternative of maintaining the Special District. He is proposing a cost of \$7,500.

**RECOMMENDATIONS:**

- 1) Determine whether to proceed with the study.
- 2) Determine how to finance the study. General Fund.
- 3) Authorize the Library ~~Board~~ <sup>Director</sup> to approve final contract and to sign the agreement with BSI Consultants, Inc.







September 29, 1993

Ms. Colleen McGregor  
Library Director  
Buena Park Library District  
7150 La Palma Drive  
Buena Park, CA 90620

**Subject: Proposal to Provide Professional Services to Study the Consolidation of the Library District with the City of Buena Park**

Dear Ms. McGregor:

BSI Consultants, Inc. is pleased to submit this proposal to the Buena Park Library District to complete an analysis of the feasibility for consolidation of the Buena Park Library District with the City of Buena Park. The Scope of Services which we have developed are based upon our meeting of last week and our understanding of the issues to be examined. The three alternatives which will be reviewed as part of this study will include:

- *mainly independent special district*  
consolidation with the City of Buena Park;
- formation of a subsidiary district with the City; and
- consolidation with the County of Orange.
- ~~become a privately-funded library~~ *becoming a privately-funded library*

The study to be prepared will be a decision making-tool for the Library District and the City to identify and evaluate the fiscal impact of the consolidation of the Library District with the City of Buena Park.

Given the nature of this engagement, we believe that this project will require a cooperative effort between staff of the Buena Park Library District, the City of Buena Park and BSI. The specific services which BSI would complete as part of this study are outlined below.

### Scope of Services

1. Prior to the start of work, meet with staff to review project objectives, project timeline and project deliverables. Gather available information including budget documents, organization charts, job descriptions, policy and procedures and any other available information.
2. Review LAFCO requirements for consolidation of the Library District with the City of Buena Park or the County of Orange and for formation of a subsidiary district. Review prior analysis completed by the Library District's legal counsel and update

- based upon legislative changes, if any. Meet with LAFCO staff and identify specific actions which must be taken by either the Library District or the City and the timeline of events for each alternative reviewed. Document actions and timelines for each alternative.
3. Review the Library District's current boundaries and identify impact of each alternative change in organization on parcels currently in the Library District (i.e., detachment of certain parcels that are outside of Buena Park City limits).
  4. Prepare a financial summary listing all assets and liabilities of the Library District. Working with Library District staff, prepare a 3-year historical summary of revenues and expenditures for the Library District. Based upon this information, prepare a 5-year projection of costs, including one-time (transition) costs, operating cost, capital costs and future capital replacement reserves working with the City's Finance Director.
  5. Project property tax and other revenues which would be transferred to the City or subsidiary district, including any limitations on use of those funds, for a 5-year period based upon discussions with LAFCO staff. Review projected revenue exchange with City staff.
  6. Identify and analyze opportunities for the consolidation of activities such as building maintenance, administrative support, legal services, risk management, and other activities which would result in costs savings if the Library District's operations were to be consolidated with the City.
  7. Analyze the financial impact on the City of hiring current employees of the Library District. This would include reviewing current salaries and benefits for library staff in relationship to the City's compensation schedules. Other factors such as seniority rights, vacation and sick leave rights and credits, pension rights and other employee benefits would also be evaluated. Identify issues and estimated cost for effecting the transfer of library employees to the City working with the City's Director of Administrative Services.
  8. Identify and analyze alternative revenue sources for funding library services if current revenues or revenue to be transferred to the City would be inadequate to maintain the present level of library services.

9. Based upon the information developed, prepare a Comprehensive Fiscal Analysis for the consolidation of the Library District with the City of Buena Park or the formation of a subsidiary district. Meet with Library District and City staff to review draft report and based upon comments received, finalize report for submittal to the Library Board of Directors and City Council.
10. Assist Library District and City staff in presenting the various alternatives reviewed to elected officials as requested.

### **Project Team**

BSI's Project Team members for this project will include Mr. Jeffrey M. Cooper, P.E. who will be Principal-in-Charge for this project, and will assist the Project Manager and the agencies to ensure that all project objectives are met. Mr. K. Dennis Klingelhofer, P.E. will be BSI's Project Manager and will direct and coordinate all aspects of the project. He will be responsible for working closely with both Library District and City staff during all phases of the project. Mr. Stephen V. Kozak, Jr. will assist the project team in identifying LAFCO requirements and in the completion of the fiscal analysis for each alternative identified. Each team member is committed to the successful completion of this study and to working closely with staff members during each phase of work.

### **Agency Responsibilities**

Each agency shall designate a staff member to manage and coordinate project activities with. BSI will coordinate the gathering of information through the designated agency project leader. The project leader for each agency will assist in the scheduling of meetings with agency staff including outside consultants such as legal and personnel specialist, and will assist BSI in gathering the information needed for this analysis. Appropriate staff will assist BSI in the identification of the assets and liabilities of the Library District and in analyzing the fiscal impact of consolidation with the City. Each agency will be responsible for the preparation of any resolutions to be considered by their governing body.

### **Implementation Services**

Once the preferred alternative has been identified, BSI can assist the Library District and City staff in preparing any required documentation for the consolidation of the Library District with the City of Buena Park and coordinating with LAFCO or other agencies as required.

Ms. Colleen McGregor  
Buena Park Library District  
September 29, 1993  
Page Four

Agenda Item 24  
Page 4  
Attachment A

### Terms

BSI will complete the tasks described under Scope of Services on a time and materials basis per the attached hourly rate schedule. Reimbursable expenses will be invoiced as costs are incurred. Our estimated fee for the completion of this work including reimbursable expenses will not exceed ten thousand dollars (\$10,000.00). Additional services including implementation services, if requested and authorized by the Library District or City, will be provided on a time and material basis as authorized.

### Summary

BSI appreciates the opportunity of submitting our proposal to you for this project. We are confident that we can complete this assignment based upon the experience and knowledge of our proposed Project Team members. Prior to the start of work, we will prepare a detailed schedule for your review. However, we would expect that all work can be completed within a 60-day period. Should you require any additional information from us please let us know. We are ready to begin work upon receipt of your authorization to proceed.

Sincerely,

BSI CONSULTANTS, INC.



*for* K. Dennis Klingelhofer, P.E.  
Vice President  
Management and Finance



Jeffrey M. Cooper, P.E.  
Senior Vice President  
Management and Finance

KDK:bmcc  
proposals\buena\par\libdist.kdk

# BSI CONSULTANTS, INC.

## SCHEDULE OF HOURLY RATES

Agenda Item 24

Page 5

Attachment A

### PROFESSIONAL PERSONNEL:

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Expert Testimony	185.00	Technician I	35.00
Senior Principal Consultant	185.00	Principal Landscape Architect	135.00
Principal Consultant	146.00	Senior Landscape Architect	103.00
Principal Engineer	135.00	Landscape Architect	98.00
Senior Associate	113.00	Associate Landscape Architect	92.00
Associate	103.00	Assistant Landscape Architect	70.00
Senior Engineer	103.00	Licensed Land Surveyor	87.00
Engineer III	92.00	Supervising Land Surveyor	81.00
Engineer II	81.00	2-Person Survey Crew	163.00
Engineer I	70.00	3-Person Survey Crew	198.00
Senior Specialist	103.00	Senior Survey Analyst	81.00
Specialist III	92.00	Survey Analyst	70.00
Specialist II	81.00	Senior Right-of-Way Agent	92.00
Specialist I	70.00	Right-of-Way Agent	70.00
Planner II	81.00	Assistant Right-of-Way Agent	55.00
Planner I	70.00	Senior Inspector	70.00
Senior Designer	87.00	Inspector	60.00
Designer	70.00	Senior Contract Administrator	71.00
Senior Draftsperson	60.00	Contract Administrator	61.00
Draftsperson	48.00	Nuclear Gauge & Operator	48.00
Engineering Assistant	60.00	Building Official	94.00
Plan Checker IV	92.00	Senior Programmer	76.00
Plan Checker III	81.00	Programmer	60.00
Plan Checker II	76.00	Cadd Designer	81.00
Plan Checker I	70.00	Cadd Operator II	70.00
Technician VI	76.00	Cadd Operator I	60.00
Technician V	65.00	Word Processor III	60.00
Technician IV	55.00	Word Processor II	48.00
Technician III	46.00	Word Processor I	39.00
Technician II	39.00	Clerical	33.00

### EQUIPMENT:

<u>TYPE</u>	<u>HOURLY RATE</u>
-------------	--------------------

Dynaflect	125.00
Inroads CADD Design	24.00
Microstation CADD Drafting	12.00
Plotter	11.00

Out-of-pocket expenses (blueprinting, reproduction, and printing) will be invoiced at cost plus 15%. A 15% fee for administration, coordination and handling will be added to subcontracted services. Mileage will be invoiced at \$0.36/mile. This Schedule of Hourly Rates is effective as of April 1, 1992. Rates may be adjusted after that date to compensate for labor cost increases and other increases due to inflationary trends.





**TO:** Library Board of Directors  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** October 18, 1993  
**SUBJECT:** Request from Southern California Orchid Species Society, Inc. to Install Projection Screen in Library Meeting Room

**BACKGROUND**

The Library Board has received a request from the Southern California Orchid Species Society, Inc. to install a projection screen in the Library Meeting Room. (Attachment A)

This proposal has been reviewed by the Library's Program Committee and it has no objections. (Attachment B)

There are already two small retractable screens in the Meeting Room; however, a larger screen would undoubtedly be used by many groups.

The only concern is the statement in the proposal that the group be allowed to remove the screen if they stop using the Meeting Room. I would recommend that the Board require this to be an outright gift (with no right of removal) since it is being installed on the Meeting Room wall.

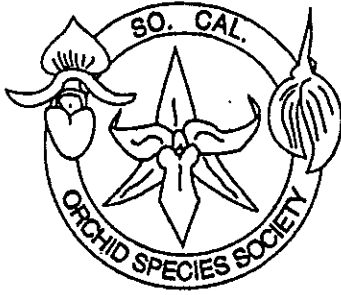
**RECOMMENDATION**

Accept the gift on condition that there is no right of removal by the Southern California Orchid Species Society.

*Went // S. Kolar*







# Southern California Orchid Species Society, Inc.

Pat Worthington, President  
580 Mystic Way  
Laguna Beach, CA 92651

October 11, 1993

Trustees, Placentia Library  
411 E. Chapman Ave  
Placentia, CA

## Proposal to Install Projection Screen in Library Meeting Room:

Present Situation: Our society meets in the Placentia Library Meeting Room on the second Sunday afternoon of each month. We have met there since before I became a member and have no interest in meeting elsewhere; we are very satisfied with the room and the facilities.

Our programs usually include a speaker who usually shows colored slides of orchids in flower. We have used both of the screens built into the room at different times. Images projected on the right hand screen, nearest the patio, are severely degraded by stray light leaking through the curtains. The one on the left is less affected by the light, but the available space for seating is restricted by the tables we set up for refreshments next to the kitchen alcove.

We recently experimented with a large portable screen set up against the east wall of the room, opposite the windows to the patio. This arrangement is very satisfactory for viewing the slides, but the portable screen is very heavy and awkward to move about and it requires a fail-safe procedure for getting the screen to each meeting.

The Society also owns a large (approx. 70" x 70"), high quality projection screen which is designed to be hung from wall brackets and generally left in place. The screen rolls up and down in the usual manner and the screen package can be unhooked from the wall brackets if necessary.


Proposal: At our regular Board meeting on October 10, the Society authorized me to make the following proposal to the Trustees:

1. Permanent brackets for the large screen be installed on the east wall of the meeting room. The Society will provide the brackets and will pay the cost of installation, subject to the Board's approval of the estimated cost. The installation would be performed by, or at the direction of, the Library. The installed brackets would become the property of the Library.
2. The Society will hang its large screen from the brackets and leave it there as long as the Society continues to meet in the room. The screen will remain the property of the Society, but the Society gives permission in advance for its use by other users of the room.
3. In the event that the Society ceases to meet in the room, the Society shall have the right to remove the screen, but not the brackets.
4. In the event that the Society ceases to meet in the room and chooses to remove the screen, the Trustees shall have the right to remove the brackets at the Society's expense.

We hope that this proposal meets with your approval. We are prepared to discuss alternatives if you wish.

Sincerely,

(714) 494-1391

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: October 12, 1993  
SUBJECT: Program Committee's response to the Orchid Society's  
proposal to install a large screen.

The Committee members were asked to read the proposal and respond to it in writing. The responses were very positive, however, the members had one concern about who will be responsible for repairing any damages that may occur due to repeated usage or vandalism.

**TO:** Library Board of Directors  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** October 18, 1993  
**SUBJECT:** Date for November Regular Meeting

**BACKGROUND**

The November Regular Meeting of the Library Board of Trustees is scheduled for Monday, November 15, 1993.

Board President Peggy Dinsmore will be attending the California Library Association Conference in Oakland from November 12 through November 15.

**RECOMMENDATION**

Set the November Regular Meeting of the Library Board of Trustees for Tuesday, November 16, 1993.

~~November 15~~  
November 8



TO: Eliabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian SA  
DATE: October 11, 1993  
SUBJECT: Program Committee report for the month of September

**Placentia Pride Council:** The Council met on September 2, 1993. Dr. Susan Parman chaired the meeting and shared with the group a handbook on starting and organizing a Humanities Council. Excited about the idea, the Council selected a committee to study the handbook and report to the group in November. The committee members are, Gloria Shkoler, Dale Goodman, Juliette Zaidi, Becky Lightfoot, Susan Parman and Suad Ammar.

Sandra Stark introduced the idea of maintaining a monthly community calendar to be displayed in the Library lobby. The idea is to alert the community of upcoming events, once this is established as "The Community Calendar," then people will start thinking of the Library as the natural place to go to for this type of information. Dixie Shaw has the October calendar already posted in the lobby.

**The 75th Anniversary:** As the kick-off of the year long Anniversary celebrations, four Library volunteers walked in the Heritage Days Parade as, the Velveteen Rabbit, Clifford the Dog, Curious George and the Cat in the Hat, and two others carried a banner wishing the Library a happy anniversary year. They all carried colorful balloons imprinted with the anniversary logo, donated by Mr. Dennis O'Hern, a Placentia Chamber member and owner of Your's Truly. The Library entry won second place for "Novelty."

I contacted Dr. Paul Lester, a professor at California State University, Fullerton (CSUF) to help with the photography contest, and he agreed to help (or have his students help) with the planning, execution and judging of the contest. Dr. Darryl Curran, Chairman of the Art Department at CSUF also agreed to ask the Museum History students to help with the mural.

The cake should be ready for display before the end of October.

**Display Case:** The Placentia Historical Committee is using two of the Library's display cases for a special October display to coincide with the Heritage Days' events. Orange crate labels, books about Placentia by Placentia authors, and artifacts from the Samuel Kraemer Home encompassing the prehistoric, the Spanish and the Ranching Periods make up the contents of this historic display.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	September 93	
	# PROGRAMS	# ATTENDEES
<b>ADULT SERVICES</b>		
Placentia Pride	1	15
Heritage Day Parade	1	10
<b>CHILDREN'S SERVICES</b>		
Visits by Classrooms	3	88
<b>LITERACY SERVICES</b>		
Student-Tutor Meeting	1	9
Volunteer Fair	1	36
Tester Training	1	3
Volunteer Recognition	1	45

TO: Elizabeth Minter  
FROM: Kay Schneider *KS*  
DATE: October 12, 1993  
SUBJECT: Activities in the Children's Department

**Every Child... a Library Card!** - This is the second fall that the Children's department has sent letters through the schools to parents and children inviting them to come to the Library and register for a new Library card. A "Readersaurus" bookmark and a bookmark explaining our new hours were attached to these letters. Each child who comes in and gets a new card receives a pencil, is eligible to enter a drawing for new paperback books and has their name posted in the Children's department. The children getting their first Library cards are very excited at the special treatment and incentives. The purpose of this promotion is, of course, to encourage all of the children to get and to use a Placentia Library card.

**Newsletter for Preschool, Primary and Intermediate Teachers** - The fall issue of this newsletter has been prepared and delivered to the staff members of the Placentia Elementary Schools by the Children's department. This issue promoted upcoming events, explained how and why it is important for the teachers to use the assignment alert system, invited classrooms to visit the Library and alerted them to our new hours. Each teacher also received a small poster for their classroom with our new hours and a copy of the assignment alert form. The newsletter has proved to be an effective communication tool in the past.

#### **Upcoming events in the Children's Department for October & November**

**Hocus Pocus: A Magic Workshop** - Professional magician, Don Lachman, will present a magic workshop for children ages 5 - 12 on Saturday, **October 30** from 1:30 P.M. to 3:30 P.M. This workshop is available to the first 50 children who register and a parent is welcome to attend with them. Each child will be charged \$4.00 for a magic kit with 6 tricks that they can take home.

**Camp Library** - Once again Camp Library is upon us. Fifty children accompanied by a parent will be spending the night in the Library on **November 12**. The evening will begin with a performance by the Raquettes who will then teach the children and parents some dance steps and they can try a dance together. Later, games, a scavenger hunt, crafts, stories and lots of food will be enjoyed by all.

**Stuart Little** - The El Dorado drama class will present the play, **Stuart Little**, adapted from E.B. White's classic children's story on Tuesday, **November 30** from 7:00 P.M. - 8:00 P.M. in the meeting room of the Library. This has been a very popular event in past years.



TO: Library Board of Trustees  
FROM: Cheryl Willauer *CP*  
DATE: October 13, 1993  
SUBJECT: Publicity materials produced for September 1993

Information added this month to Channel 20, our Placentia Library cable station, includes the September quotes, and the information on the 50.41% loss in revenue and new hours, the upcoming Magic Workshop being held for children on October 30; Literacy tutor training; Around the World storytimes; and Afterschool Specials; and asking for volunteers.

Publicity materials attached are: Newsletters sent out to the Elementary, Junior High, and High School teachers. Attached to the newsletters were posters announcing the new hours that can be posted in the classrooms. A brochure was also generated to pass out to every elementary child to inform them about the Every Child a Library Card campaign (and the children's programs) at the Library. Attached to each brochure is a Readerosaurus bookmark and the Library bookmark which has the hours and the fines and fees schedule. Newspaper article from the Placentia News on the impact of the Library's budget cuts, article from the Buena Park Independent mostly covering Buena Park Library District study on a proposal to have their city take over the Library, Placentia was mentioned as being the only other District Library in Orange County, and article from Los Angeles Times on the problems of overdue items.

Attended the News Media Workshop put on jointly by the Orange County News, the Placentia Chamber of Commerce and the Placentia Founders Society on Saturday September 25. The main speaker was Janlee Watson executive editor for the North County News. This was very useful; items covered was how to do a press release, who to contact not only at the Orange County News but also at the L.A. Times and cable channels. Another benefit was learning about and meeting people from all the other service organizations in Placentia.

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Buena Park  
Independent SEP 8 1993  
Bi-Weekly

## Historic Homes May Be <sup>332</sup>Moved Under Relocation Plan For Toyota Dealer

**BUENA PARK** — A proposal to relocate historic homes at the Whitaker Jaynes Estate on Manchester Boulevard to a new site on Beach Boulevard has the approval of the City Redevelopment Agency (City Council) as part of an agreement to move Buena Park Toyota to the Manchester site.

In other actions Tuesday, the elected officials agreed to a work session with the Buena Park Library District on a proposal to have the city take over the library.

The council also ordered staff to look into comments by Max Schulman dealing with a Nov. 12, 1992, staff report on fire department reorganization. The report discussed contracting with the county as one of four options. Schulman claimed a letter from the Mayor denied this issue had been considered.

Dean Dixon, a spokesman for the Buena Park Historical Society, expressed support for re-locating two historic buildings to a site across the street from the Buena Park Civic Center. He said

CONTINUED ON PAGE 2

## Relocation...

CONTINUED FROM PAGE 1

the plan called for the establishment of a home which would include the First Congregational Church, other old homes, and the re-located Whitaker buildings.

The city council members, presiding as the city agency, approved an agreement to negotiate with Buena Park Toyota, now located at Western and Beach avenues. The proposal calls for the agency to use a one-acre site at the southeast corner of Beach and Manchester Boulevards.

The city currently has an auto row on the Manchester Boulevard and has acquired land westerly to Beach Boulevard for the extension of the dealership row. There is a negotiating period for the dealer and the agency to extend the time for the development of a development agreement.

The Whitaker Jaynes Estate contains a home built by the brother of the city founder, James Whitaker, and another small house on the property that belonged to another history city family.

Present at meeting were Colleen McCallister, chair of the Buena Park Library District, and board member Ed Martin. Before the council was a letter from the district requesting a study on the possibility of the city's operation of the library.

A similar study will be made with the county Library district trustees, concerned about the laws dealing with special districts, agreed to conduct studies in anticipation of any such change. Buena Park library is only one of two such agencies in the county (the other is the Placentia Library District).

Most of the libraries in the county are operated by the cities, but several cities such as Anaheim have municipal libraries.

The library study will be considered at a meeting between the Buena Park City Council and the Library District.

The council and agency meeting was held on Monday because of the Labor Day holiday. Despite the plea of the daughter of the owner of the property at 5752 Kingman for a variance for a fence that exceeds city code height limits, city council denied the variance by the planning commission.

The daughter said a high degree of violence, including a murder, robberies, rape, and drug use was the reason for the high fence.

Police Chief Richard Tefank said the crime rate at the site itself had decreased since the fence was erected.

Elected officials said the approval of the variance would create a precedent and agreed there were no other options to curb the crime threat.

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Placentia News

Weekly

SEP 16 1993

# Library's hard times

UPDATE

## Children's programs eliminated by budget cuts

By Lisa O'Neill  
North County News

The afternoon preschool story hour is still intact. So is the after-school special, a reading and activities program for children ages 7-11.

But a cut of more than \$300,000 from its 1993-94 budget has forced the Placentia Library District to eliminate, among other services, several of the children's programs.

The first-grade story hour, toddler time and the morning preschool story hour are all gone. And a proposed Saturday morning story time will not be implemented.

"When we lost 50 percent of our funding and (some) staff, we had to cut down on a number of programs," said Kay Schneider, the children's librarian, who has worked at the Placentia Library for three years.

Schneider said that one of the

goals of the children's programs is to introduce children to quality literature at a very young age.

Story hours usually last about 45 minutes, but Schneider said a lot more work goes into them.

"They're time-consuming in preparation, planning and presentation," she said.

Schneider, whose budget for the children's department is zero, said she's been approached by a lot of mothers who are disappointed that their children will

not be able to participate in the programs. But, she says, the mothers have been supportive and have offered to volunteer at the library.

One program that will be retained is the grandparents and books program, in which senior citizens volunteer to read to children. The 2½-year-old program is offered on Tuesdays in three half-hour sessions.

Library Director Elizabeth Minter initiated a contribution

card after the budget cuts. Donors can direct their contributions and could request that their money go for children's programs.

Schneider said that the children's section also will rely more heavily on book donations.

Minter said that the cuts affecting the materials budget and the children's programs are certainly the most important budget concerns.

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

The Register  
Daily OCT 01 1993

**Library needs map storage:  
The Placentia Library History**

Room is devoted to the acquisition, organization and preservation of materials relevant to the history of Placentia and its vicinity.

The collection includes information of our geographic, agricultural, economic, social and political development.

As the volunteers of the Historical Committee and Friends of the Library, we would like to ask if there is a benefactor who could donate a storage unit for large maps, which need to be stored flat.

— P.I., Placentia

Anyone who would like to donate a map storage unit can call the library at (714) 528-1906 or Pat at (714) 996-8390.

# Library Books That 'Walk'

■ **Public service:** In a time of shrinking budgets and other recession-related woes, librarians are getting tougher about the age-old problem of unreturned volumes.

By JEFF BRAZIL  
TIMES STAFF WRITER

ANAHEIM—There's the man who checked out "All About Elvis" from the Anaheim Central Library some 2,560 days ago and kept it. And kept it.

At 10 cents a day he would owe about \$256, except that in September, 1986, he also checked out "The Boy Who Dared to Rock" and the definitive "Elvis." If not for the kindness of librarians, who tend to be a forgiving lot, he would have to pay some \$770 in overdue fines—more than enough for a round-trip sally to The King's Graceland Mansion in Memphis—if he brought the books back today.

Then there's the Anaheim woman who borrowed "Raquel Welch: Sex Symbol to Superstar" at least 93 months ago and never returned it. And the Garden Grove kid who signed out "The Day Jimmy's Boa Ate the Wash" in the summer of 1985. And the would-be Hemingway who checked out "How to Write a Novel" in February, 1987.

As if libraries don't have enough to contend with these days—shrinking staffs, branches open only two days a week, homeless lobby loiterers—it seems more people keep walking off with books. Which is fine, except that they don't bring them back.

Librarians are not taking this lying down. Outsmarting the

Please see LIBRARIES, B7

## O.C. Library Fines

Orange County's libraries collected more than \$1.6 million in fines for fiscal 1992-93 for overdue books. In addition to the county system, there are nine city-run or special district library systems.

Library	No. of libraries	Fines Collected	Percent of budget
Orange County System	27	\$861,000	3.2%
Anaheim <sup>1</sup>	5	\$90,000	2.2
Buena Park <sup>1</sup>	1	75,000	4.2
Fullerton <sup>2</sup>	2	78,000	3.0
Huntington Beach <sup>1</sup>	4	120,000	3.6
Newport Beach	4	142,000	4.0
Orange <sup>1</sup>	3	100,000	3.2
Placentia <sup>3</sup>	1	26,000	2.0
Santa Ana	3	92,000	2.0
Yorba Linda	1	68,000	3.9
<b>Total</b>	<b>51</b>	<b>\$1.65 million</b>	<b>3.2%</b>

## How Other Libraries Compare

New York City	82	\$1.3 million	1.6%
Boston	26	137,000	0.5
San Francisco	27	156,000	0.8
Los Angeles County	94	1.7 million	2.7

<sup>1</sup> Estimated  
<sup>2</sup> Includes miscellaneous fees  
<sup>3</sup> Projected for fiscal year 1992-93  
\* Other included library systems. Research by JEFF BRAZIL, Los Angeles Times

santa ana, calif. 92711

Los Angeles Times OC Edition  
Daily

OCT 5 1992

ing grandchildren at a meeting  
and Ken Swanson discuss prob  
Photo by

na Browers plays with grandson Christopher, 3, whom  
e is raising. Below, Earl Breault, right, Billie Swanson

# LIBRARIES: Measures Toughened to Get Books Back

Continued from B1  
"cliquept" requires pluck, stick-  
tiveness and a willingness to  
tactics that are, excuse the pun,  
zel.

Many librarians are hiring collection agencies that specialize in picking down sticky-fingered book borrowers. Some use computers that automatically telephone people whose books are overdue and remind them to bring the books back. Some ask Boy Scouts to pen polite letters. Others have recruited fast-food restaurants to send burgers for overdue books. The Placentia Library actually had a police detective track down a man who borrowed 35 art books, worth some \$700, and subsequently "lost" them.

"It's a crazy business we're in," said Huntington Beach library director Ron Hayden. "Can you imagine another business where you basically take someone's word that they'll bring your property back?"

People who borrow books but never return them have been the bane of public libraries for years. Articles in library trade journals on the subject date as far back as the 1880s, with titles like "Upping the Ante on Overdues" and "Book 'Em, or Case of the Missing Book."

A sluggish economy, though, always makes the problem worse, library officials say. When times get tough, book-buying budgets dry up. So do family budgets, which means more people borrow books from the library. Which means that more books aren't returned or, in the librarian's lexicon, "walk."

Popular titles that have disappeared from the shelves of Orange County's 51 libraries over the last six years include "What Wives Wish Their Husbands Knew About Women," "The Joy of Sex" (a clear favorite among those who keep books, librarians say), the "Beverly Hills Diet Book" and Dr. Seuss' "The Lorax," whose theme, ironically, teaches children to be responsible with stuff that isn't theirs.

Often-kept authors: fright writer Stephen King, children's scribe Judy Blume and romance novelist Sydney Sheldon.

"We don't even try to order anything on Madonna or Michael Jackson anymore. They just go," said Peggy Burkich, circulation

**'The public doesn't realize what they're doing when they keep that one book or two. . . . People are funny about library books. They know their taxes help support the libraries, so in some way they feel like the book is more their book than it really is.'**

WANDA WELDON  
Library book retrieval consultant

away in basement archives. In fact, most librarians confess they usually don't discover missing books until a reader makes an inquiry. And the sad fact is, after a book is several months overdue and the borrower has refused to come forward, most libraries lose hope of ever getting the book back and write it off.

"Most librarians are forced to do so many jobs that something's got to give," said Robert Burgin, an associate professor in the library school at North Carolina Central who has conducted surveys on overdue books. If a library loses 2% of its books every year, Burgin said, "that's just part and parcel of being a library."

Huntington Beach has one of the few library systems in Orange County that closely monitors overdue books. "We take it much more seriously than other libraries," said Hayden, the Huntington Beach library director.

In fiscal year 1992-93, library patrons in Huntington Beach kept nearly 5,100 titles. The price tag: \$71,890. The year before: 4,800 books worth \$62,000.

By comparison, the average bank robbery nets about \$3,200, according to U.S. Department of Justice statistics. Measured in sheer dollar loss, \$62,000 in unreturned library books is equivalent to 19 bank robberies.

What's more, if you apply the industry's most conservative figures to the 161 million books checked out by all public libraries in California in fiscal year 1991-92, the number of unreturned books would approach 805,000. Nationwide, it's undoubtedly into the millions, said George Needham, executive director of the American Public Library Assn. in Chicago.

If you take the number of books and multiply it times today's average \$20 cover price, "it could put a little dent in the national deficit," Needham said.

Wanda Weldon, whose Irvine consulting firm specializes in helping libraries retrieve overdue books, said, "The public doesn't realize what they're doing when they keep that one book or two." Because somebody else is doing the same thing. And someone else. And someone else. And so on.

"It's not so much that the public is out to take the books," said Weldon. People simply forget they have them. Or they move. Or they lose them and are too embarrassed to report it. Or sometimes, she said, they simply can't bring themselves to part with them.

Who are the culprits?

With the exception of senior citizens—who become "apologetic" if they have to pay even a 20-cent late fine on a book," according to Margaret-Rose Prete from the An-

heim Central Library—anyone is a candidate. Teachers. Accountants. Artists. In fact, a member of Friends of the Library in Placentia had kept books for more than two years despite repeated requests from the library to bring them back.

Whatever the reasons, all of them has put strapped-for-cash librarians in a dilemma.

In the past, librarians tended to be understanding of scofflaw borrowers. But the rising cost of books, shrinking budgets and increasing number of borrowers forcing them to act more like Dirty Harry and less like Mister Rogers.

Still a merciful bunch, librarians say they will forgo overdue fines even after several years—as long as they get their books back. They are even protective of their patrons, refusing to provide names of people who borrow their books even the ones who don't return them.

"Librarians aren't good at that sort of thing," said Elizabeth Miller, Placentia's library director. "Every bit of our training is helping people."

The subject date as far back as the 1880s, with titles like "Upping the Ante on Overdues" and "Book 'Em, or Case of the Missing Book."

A sluggish economy, though, always makes the problem worse, library officials say. When times get tough, book-buying budgets dry up. So do family budgets, which means more people borrow books from the library. Which means that more books aren't returned or, in the librarian's lexicon, "walk."

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Of-kept authors: fright-writer Stephen King, children's scribe Judy Blume and romance novelist Sydney Sheldon.

"We don't even try to order anything on Madonna or Michael Jackson anymore. They just go," said Peggy Burkich, circulation supervisor for the library in Placentia and as such is the unofficial tracker of missing tomes.

Precise tallies are hard to come by, but a handful of studies by library researchers around the country suggest that between 0.5% and 3% of all books and other materials checked out are never checked back in.

Doesn't sound like much until you consider this:

Between July, 1992, and June, 1993, the 27 libraries in the Orange County system checked out 3,853,000 items, most of them books. Using the library trade's most conservative estimate—0.5%—that's roughly 34,000 books that never made it back to the shelf. Factor in the cost of an average hardback today and the losses quickly add up.

"Which is exactly why we've hired a collection agency," said Dan Vossin, regional manager for the county-operated libraries.

Vossin and other librarians say few libraries know exactly how many books "walk" every year. Because the vast majority of books do come back, keeping up with the returns as well as new releases is a difficult task for overburdened staffs.

In addition, most libraries in recent years have become computerized. As a result, records of books checked out before the computers were installed are often stashed

said, "that's just part and parcel of being a library."

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consulting firm specialize in libraries retrieve books and items. The public knows what they're doing. They keep that one book because somebody else is going to take the book. Or they move them and are too embarrassed to report it. Or sometimes they simply can't bring themselves to part with them.

Who are the culprits? With the exception of citizens who become late in paying their bills, most are not.

Who are the culprits? With the exception of citizens who become late in paying their bills, most are not.

Still open Saturdays!  
 NEW HOURS  
 Beginning  
 September 3, 1993

Septiembre es el mes para  
 escribirse por una tarjeta de la  
 biblioteca. Es una meta del distrito  
 de la biblioteca de Placentia de  
 animar a cada niño a tener y usar  
 una tarjeta de la biblioteca.

Cada niño que viene a la biblioteca  
 con sus padres y se escribe por  
 una nueva tarjeta de la biblioteca  
 durante el mes de Septiembre  
 recibirá un lapiz de la biblioteca y  
 será elegible para entrar a una rifa  
 para ganar libros nuevos. Viente  
 ganadores serán escogidos. Venga  
 HOY, escribese por su TARJETA  
 DE BIBLIOTECA, y comiense a sacar  
 GRAN LIBROS!

Tarjetas de la biblioteca son gratis  
 para todos los residentes de  
 California. Se requiere una prueba  
 de domicilio y una firma de un padre  
 o firma de un guardian.

La biblioteca es un gran lugar en  
 donde pueden venir estudiantes  
 despues de la escuela a estudiar y a  
 completar su tarea. La biblioteca  
 tambien presenta programas gratis y  
 eventos especiales durante todo el  
 año.



## Become A Readerosaurus

Sign-Up For A Library Card  
 At The Placentia Library



In October

**PLACENTIA LIBRARY DISTRICT**  
 411 East Chapman Avenue, Placentia, CA 92670

Reference Services, Reserves &  
 Telephone Renewals

(714) 528-1906

**HOURS**  
 Effective September 3, 1993

Monday - Wednesday. 12:00 NOON - 8:00 PM  
 Thursday ..... 10:00 AM - 6:00 PM  
 Friday ..... CLOSED  
 Saturday ..... 10:00 AM - 6:00 PM  
 Sunday ..... 1:00 PM - 5:00 PM

*Reduction in hours is a direct result of the shift  
 of the District's property tax revenue by the  
 State Budget to other State programs.*



# EVERY CHILD . . . A LIBRARY CARD !

Become a  
**READERSAURUS...**  
Get your new Library card NOW !

October is Library Card Sign-up month in Placentia!








It is the goal of the Placentia Library District to encourage every child to have and to use a Library card.

Every child who comes into the Library with a parent and signs up for a new Library Card during September or October will receive a Library pencil and be eligible to enter a drawing to win new BOOK. Twenty lucky winners will be drawn.




Come in NOW, sign up for your new LIBRARY CARD, and begin checking out GREAT BOOKS right away.

Library cards are free to all California residents. Proof of address and a parent or guardian's signature is required.

With your new Library card you may check out:

-  Picture books
-  Easy readers for the beginning reader
-  Mysteries
-  Science Fiction
-  Adventures
-  Non-fiction and reference materials to help complete homework assignments
-  Lots, lots more!

Also available for check out are:

-  Children's magazines
-  Records
-  Educational and entertainment videos

The Library is a great place for students to come for after school study and completing homework.

The Librarians are always ready to guide students to the books and reference materials needed to complete homework assignments.

The Placentia Library also presents free programs for children during the entire year. PreSchool story hours for children ages 3 - 6 and After School Specials for ages 6 - 9 are all part of the fun!

"Grandparent" volunteers read aloud to children after school each Tuesday afternoon. Watch for special events all year long.

Camp Library is a family event held each November in celebration of Children's Book Week. Children and a parent stay all night in the Library and enjoy games, crafts, stories and lots of fun.



Be A Readerosaurus!

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Still open Saturdays!  
**NEW HOURS**  
Beginning  
September 3, 1993

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of the District's property tax revenue by the  
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**Apatosaurus...**weighed about 30 tons and ate only plants and leaves, which it swallowed whole. It purposely digested pebbles to help grind the food.



**Dimetrodon...**meaning "two long teeth." The sail on its back was used as a solar panel to warm the blood as it circulated through its body.



**Euoplocephalus...**used its bony tail to swing in defense against predators. Heavily armoured over most of its body, even the eyelids had a bony structure.



**Pterosaur...**from the word Pterodactylus meaning "wing finger." The largest of the pterosaurs had a wing span of about 50 feet, nearly the size of a small airplane.



**Stegosaurus...**meaning "roofed reptile" because of the bony plates along its back. Judging from the small size of the skull, the Stegosaurus probably had the smallest brain of any dinosaur.



**Triceratops...**meaning "three horned face." It used these horns to charge at opponents. The large plate along the back of the head served as a shield for its body.



**Tyrannosaurus...**means "tyrant reptile." It was the largest meat eating dinosaur. The thick tail served as a weight to counterbalance the massively heavy skull.



**Readerosaurus...**any present day creature that gets into reading in a really BIG way.

**PLACENTIA LIBRARY DISTRICT  
FINES AND FEES SCHEDULE**  
Adopted by the Library Board of Trustees  
June 21, 1993  
Effective July 1, 1993

FINES	PER DAY
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Disks	\$ .20
Videos	2.00

There is a two day grace period on fines for all items except videos. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM	MAXIMUM
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Disks, and Videos	\$ 10.00

RESERVES & SHELF CHECKS	PER ITEM
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Disks, Videos	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

LOST MATERIALS	DEFAULT*
Adult Books	Item Cost + \$5.00 \$ 25.00
Children's Books	Item Cost + \$5.00 15.00
Magazines	Item Cost + \$2.00 3.00
Records/Cassettes	Item Cost + \$5.00 10.00
Pamphlets	Item Cost + \$2.00 2.00
Videos	Item Cost + \$5.00 50.00
Compact Discs	Item Cost + \$5.00 15.00
Books on Tape	Item Cost + \$5.00 30.00
Paperback - Adult	Item Cost + \$5.00 5.00
Paperback - Children's	Item Cost + \$5.00 3.50
Paperback - Foreign Language	Item Cost + \$5.00 9.00

\*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 the total amount due.

SPECIAL SERVICES	PER ITEM
Laminating, per linear foot	\$ 3.50
Fax, sending, use of telephone credit card, plus	5.00
Fax, receiving per page	1.00
Printing per page	.10

MULTIPURPOSE ROOM	PER DAY
No set-up	\$ 30.00
Set-up fee	10.00
Clean-up fee	10.00

RETURNED CHECKS	PER CHECK
	\$ 10.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use.

Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.

Placentia Library District  
**Information for Teachers**  
Preschool - Primary- Intermediate Edition



Placentia Library District 411 East Chapman Avenue Placentia, CA 92670

714-528-1925

**ASSIGNMENT ALERT**

Each school year area students visit the Placentia Library looking for information they need to complete school assignments. The Placentia Library invites teachers to assist us with making this a productive and positive experience for their students.

The ASSIGNMENT ALERT is designed for you to notify us of upcoming assignments. By using the ASSIGNMENT ALERT, teachers and librarians together can make sure that students will find what they need when they come to the library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all of the available material. If the Library knows in advance, the staff will place the requested materials on RESERVE so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select material they wish to be put on RESERVE for their classroom. If this is not convenient, Library staff will select the items based upon the information provided by the teacher. Library staff will be happy to assist teachers in locating needed materials and answering any questions.

Thank you for helping us provide quality Library service to the students of our community.



**LIBRARY HOURS**

Monday - Wednesday... 12:00 NOON- 8:00P.M.  
Thursday & Saturday ..... 10:00 A.M.-6:00P.M.  
Friday ..... CLOSED  
Sunday ..... 1:00 P.M.-5:00 P.M.

**EVERY CHILD....  
A LIBRARY CARD!**

October is Library Card Sign-Up Month in Placentia!

It is the Library's goal to encourage all of the children in Placentia to own and to use a Library card.

The Library will be sending a letter through the schools to parents and students inviting them to come to the library in October and register for a borrowers card. The letters will have a special Library bookmark attached to it.

Each child in grades K to 8 applying for his/her first card will receive a pencil and be eligible to enter drawing for new books.

Library cards are provided free of charge to all residents of the area. Proof of address and a parent or guardian's signature is required at the time of registration. A Library Card will allow children to check out books, other library material and attend special programs throughout the year. All of this for no charge at all! It's the best card of all to own.

Our special THANKS to the schools for their help in getting our children carded!

Information for Teachers, Preschool - Primary - Intermediate Edition, is published in September, December, March and May by the staff of Placentia Library District, Kay Schneider, M.L.S., Editor.

## 7th ANNUAL CAMP LIBRARY

In observance of Children's Book Week, a National Celebration to encourage children's enjoyment of reading, the Placentia Children's Department will host the Seventh Annual Camp Library.

Children, ages four to twelve accompanied by a parent, will spend a whole night in the Library on November 12, 1993 from 7:30 P.M. - 7:30 A.M.

*Camp Library is sponsored by the Friends of the Placentia Library*

### STUART LITTLE

The El Dorado drama class will present the play adapted from E. B. White's classic story *Stuart Little* on Tuesday, November 30 from 7:00 P.M. - 8:00 P.M. in the meeting room at the Library. Admission is free and limited to the first 100 people.

### HOCUS POCUS MAGIC

Professional magician Don Lachman will present a magic workshop for children ages 5 - 12 years old on Saturday, October 30. Registration begins October 1, and there is a \$4.00 charge. Space is limited.

### GRANDPARENTS AND BOOKS

Older adult volunteers (many of whom are retired teachers) read and share wonderful stories with children after school each Tuesday afternoon from 3:30pm - 5:00pm in the Children's Department of the Placentia Library.

This intergenerational program promotes the joy of stories and reading and is a great opportunity for children to meet and share stories with a "Library Grandparent".

### TOP HATS AND TALES: PUTTING ON THE BOOK 1993 Summer Reading Program

During the summer 1,131 children read 13,825 books for enjoyment and prizes as participants in the Summer Reading Program at the Placentia Library!

Star Reader certificates and free meals at the Whole Enchilada were earned by 330 children, each of whom read a minimum of 25 books and made at least 5 visits to the Library

Each elementary school will receive a list of their students who completed the Summer Reading Program.

## CLASS VISITS

Teachers are invited to schedule visits to the Library so that students may learn about the Library's resources and the best way to use them. <sup>Agenda Item 29</sup> <sub>Page 3</sub>

Any of the following activities may be requested for your visit:

📖 Tour of the Library.

📖 Instruction in general library skills including using the computer catalog, the Dewey Decimal System, the magazine and newspaper indexes, etc.

📖 Specialized library skills instruction for a particular assignment, e.g. poetry resources, biographical sources.

📖 Storyhour and/or booktalks

Class visits to the Library and librarian visits to the classrooms should be requested at least 2 weeks in advance of the desired date.

For grades preschool through 6th, please contact Kay Schneider at 714-528-1925 for additional information and scheduling.

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The Library will be closed to observe the following holidays:

Veterans Day  
Thursday November 11

Thanksgiving  
Thursday November 25 &  
Friday November 26

Congratulations to M O R S E ELEMENTARY for having the most students actually complete the summer reading program and earn their Star Reader certificates.

Congratulations also to BROOKHAVEN ELEMENTARY for the second year in a row for having the most students participate in the summer reading program.

*The Summer Reading Program is sponsored annually by the Friends of the Placentia Library.*

# Placentia Library District Information for Teachers

Junior and Senior High School Edition



Placentia Library District ■ 411 East Chapman Avenue ■ Placentia CA 92670 ■ 714-528-1925

## ASSIGNMENT ALERTS IMPROVE STUDENT SERVICES

Each school year area students visit the Placentia Library looking for the information they need to complete school assignments. Placentia Library invites teachers' cooperation to make this a productive and positive experience for their students.

The ASSIGNMENT ALERT is designed to notify the Library staff of upcoming assignments. By using the ASSIGNMENT ALERT, teachers and librarians together can make sure that students will find what they need when they come to the Library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all the available material. If the Library knows in advance, the staff will place the requested materials on RESERVE so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select material they wish to reserve for their

classes. If this is not convenient Library staff will select the items based upon the information provided by the teacher. Library staff will be happy to assist teachers in locating needed materials and answering any questions.

In this time of budgets cuts and fewer available resources, it is more important than ever to work toward having needed materials available to students.

Teachers who participate in the program will receive an American Library Association poster for their classroom.

For more information call Suad Ammar or Julie Shook in the Reference Department at 528-1925.

### MAY WE SUGGEST

- ☐ Take some time to visit the Library and become familiar with the collection and reference sources.
- ☐ Please try to give the Library advance notice of major assignments.

### LIBRARY HOURS

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Information for Teachers, Junior and Senior High School Edition, is published in September, December, March and May by the staff of Placentia Library District, Julie Shook, M.L.S., Editor.

September - November, 1993

## HOMEWORK ASSISTANCE PROGRAM

Placentia Library District, in conjunction with a Healthy Start grant awarded by the federal government to the Placentia Yorba Linda Unified School District, is offering a special homework assistance program to students at Kraemer Junior High School.

Students working on special projects, or who require special assistance, or the use of reference materials that are not available at their school can receive help from the library staff and specially trained volunteers after school Monday through Thursday.

Students will sign in upon arrival, and be given bus tickets just before their departure at 4:30 P.M. A late bus will pick up the students and return them to their home areas.

**KRAEMER TEACHERS** - Please encourage your students to take advantage of this program. Feel free to call the Library or send us an Assignment Alert.

For more information on this program, please contact the Placentia Library Literacy Services Office at 524-8408.

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### ALL HIGH SCHOOL TEACHERS

*The Library is looking for motivated students to train as volunteer peer tutors for a community service project. For information please call the Literacy Office at 524-8408.*

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### SPOTLIGHT ON REFERENCE TOOLS

**Orange County Register On CD-ROM**

Placentia Library now has the *Orange County Register* on CD-ROM.

The computer is located at the Reference Desk. It is full-text, and goes back to 1987.

There are two search levels:

- 📖 Level 1 is basic searching, with prompts to assist the novice searcher.
- 📖 Level 2 is more advanced, and gives several search options, like all-text, index terms, key words, phrases, subject terms and the use of Boolean operators.

This is a very valuable resource, especially for research on topics of local and regional importance, like the McColl dump, Orange County politics, crimes, ecological disasters, school sports, and local celebrities.

Teachers are invited to schedule visits to the Library so that students may learn about the Library's resources and the best way to use them. Any of the following activities may be requested for your visit:  
Tour of the Library.

- 📖 Instruction in general library skills, including using the computer catalog, the Dewey Decimal System, the magazine and newspaper indexes, etc.
- 📖 Specialized library skills instruction for a particular assignment, e.g. poetry resources, biographical sources.
- 📖 Booktalks.

Class visits to the Library and librarian visits to classrooms should be requested at least 2 weeks in advance of the desired date. Due to budget cuts, the Placentia Library has been forced to reduce its hours. The only morning the Library is open for class visits is on Thursday. Afternoon class visits are possible Monday through Thursday.

For junior and senior high school classes please contact Julie Shook or Suad Ammar at 528-1925 for additional information and scheduling.

### FRIENDS OF THE LIBRARY ADOPT- A-BOOK PROGRAM

The Friends of the Placentia Library invite Library supporters to contribute to the District's book budget for 1993-94. These funds will be used to offset District revenues lost through the 1993-94 State Budget.

Donations will be used to purchase Library materials. Patrons may designate a subject category for their purchase. Recognition bookplates will be affixed to each purchased item.

A Placentia Preferred Patron Card will be offered to any donor of \$50.00 or more. The identification card entitles the donor to 12 months of free fines and reserves from the date of the donation.

A \$100.00 donation will entitle the donor to receive a Preferred Patron Card valid for all family members living at the same address for free fines and reserves for 12 months from the date of the donation.

Contributions should be made payable to "Friends of the Placentia Library." All contributions are tax deductible.

# Placentia Library District



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

## ASSIGNMENT ALERT

Please complete this form, and send it with a copy of your assignment to the Placentia Library at least one week before the assignment is given to your students. This allows the Library staff enough time to gather available materials and hold them on reserve for the duration of the assignment.

I. If you are placing any restrictions on the types of materials that may be used in this assignment please check the items students may not use:

- BOOKS                       ENCYCLOPEDIAS                       MAGAZINES  
 PAMPHLETS                       VIDEOS                       OTHER: \_\_\_\_\_  
(please specify)

II. Special instructions or additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Date assignment due:     \_\_\_/\_\_\_/\_\_\_

IV. Name of teacher: \_\_\_\_\_

V. School: \_\_\_\_\_

VI. Grade: \_\_\_\_\_

*If you have any questions please call 714-528-1925:*

For K-6 grades:     Please ask for Kay Schneider  
For 6-12 grades:    Please ask for Julie Shook or Suad Ammar





# Placentia Library District

411 East Chapman Avenue, Placentia, CA 92670

## Hours of Public Service

Effective September 3, 1993

Monday - Wednesday ..... 12:00 NOON - 8:00 P.M.

Thursday ..... 10:00 A.M. - 6:00 P.M.

Friday ..... CLOSED

Saturday ..... 10:00 A.M. - 6:00 P.M.

Sunday ..... 1:00 P.M. - 5:00 P.M.

Reduction in hours is a direct result of the shift of the District's property tax revenues by the State Budget to other State programs.



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KM*  
DATE: October 12, 1993  
SUBJECT: Placentia Library Literacy Services  
Report for the month of September

**Program Statistics**

Active tutors: 36  
Active Students: 77  
Inactive tutors: 20  
Tutors available to be matched: 6  
Students waiting to be matched: 63  
Percentage of tutors reporting (Sept. hours): 100%  
Tutoring hours reported: 188.5  
Other volunteer hours reported: 328  
Total reported volunteer hours (Sept.): 516.5

**Partners In Pride.** At 7:00 pm on Thursday September 9, 1993, Placentia Library Literacy Services and LVA - Placentia held the annual meeting and recognition ceremony. The theme for this year was PLLS and LVA Partners In Pride.

Principal Librarian, Suad Ammar, acted as mistress of ceremonies. Peggy Dinsmore, Library Board President, opened the program with greetings from the Library Trustees. LVA Board President, Leslie Moreau, conducted the annual meeting portion of the program.

Awards were presented for Community Support, Program Support, Students of the Year (Basic Reading and ESL) and Tutors of the Year. A new special award was presented. The Don A. Schweitzer Award of Excellence was presented by Julie Schweitzer to Nancy Coffee.

**Placentia Community Network.** Orange County Supervisor William G. Steiner was a guest speaker at the September meeting of the Placentia Community Network. Supervisor Steiner gave a short presentation telling about his experience as head of the Orangewood Children's Home before being appointed to the Supervisor position. He acknowledged the tight financial times and emphasized his belief in the need for a strong business base.

Following Mr. Steiner's talk, the representative for each organization present was allowed 3 minutes to explain the purpose of their group.

The final portion of the meeting was a tour of H.I.S. House, a transitional shelter for homeless individuals and families, sponsored by the Placentia Presbyterian Church.

**Volunteer Fair.**

Placentia Library Literacy Services & Placentia Community Network co-sponsored the Volunteer Fair on Sunday, September 19, 1993.

18 Community Organizations participated in this effort to recruit volunteers. PLLS & Friends of Placentia Library shared a table & recruited a literacy tutor, a volunteer for the library 2 for the Literacy office and received a cash donation.

**Student/Tutor Support Group.** The September 20, 1993 meeting was attended by a combination of nine students and tutors. The highlight of the meeting was the showing of a video entitled "Breaking the Accent Barrier." The video was well received by both students and tutors.

**CALPEP (California Adult Learner Progress Evaluation Process).** On September 20, 1993, Suad, Mary and Katie attended a workshop at Norwalk Library on how to use the new CALPEP student evaluation form. The new form will replace two forms used in the past. The new form will be used beginning November and then at six month intervals thereafter.

**Upcoming Events.** LVA of Placentia will have a booth at the Heritage Days celebration. There are two tutor training workshops planned the first one is scheduled for October 9, 16, 23, 1993 from 9 am - 4 pm and the second one is scheduled for five Tuesday evenings beginning January 11, 1994 from 6 pm - 9 pm.

TO: Elizabeth D. Minter, Library Director  
FROM: Jeannine Walters, Families for Literacy Coordinator  
DATE: October 13, 1993  
SUBJECT: Status Report - Families for Literacy

We are now into the second month of this year's program. The Monday and Wednesday childcare sessions are almost full, averaging 15 children each day. Irene Mejia, one of our childcare workers, resigned, effective October 6, and so I will be helping with the children until another childcare worker can be found.

We have 5 families that are attending the Tuesday programs on a regular basis. Highlights of these programs include our making a "book snake" after we read the book "Cricter", and making chocolate chip cookies, finger puppets, and chocolate chip hats after reading "Little Bear's Friend" and "If You Give a Mouse a Cookie."

I will be contacting the principals at Ruby Drive Elementary school and Tynes Elementary school to inform them of our program. Many of the students from eligible families attend these schools, and I hope that we will be able to recruit more families through them.

