

send 4 amount
to Dale Doolan.

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

November 8, 1993
7:30 P.M.
Library Conference Room

1. Roll Call: Administrative Assistant 7:34 pm
2. Adoption of Agenda. *Stark/Evans.*
Presentation: Library Director
Recommendation: Adopt by Motion
3. Minutes of the August ^{*Stark/Sabala*} 9, and October 18, 1993, Regular Meetings.
Presentation: Library Director
Recommendation: Approve by Motion
4. Oral Communications.

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

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

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

5. Board President's Report.
Presentation: Library Board President
6. Friends of the Library Board of Directors Report.
Presentation: ~~Frank West~~
~~Library Board President~~
7. Literacy Volunteers of America Board of Directors Report.
Presentation: Library Board President

*CALTAG Bd.
minutes - Chamber.
LVA amount +
objt - book costs.*

*Fundraising -
Bill Stearns
Bob D'Amico
5*

8. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

*no new report
Mon 9 month collection - to pg exp part
out of fund -*

CLAIMS (Items 9 - 11)

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)

Claims forwarded by the Library Director in the amount of \$8,233.19.

11. Current Claims and Payroll. (Approve)

Current Claims of \$ 10,899.55; Payrolls 3080, and 3081, for a cumulative payroll total of \$38,760.00. Combined total of Current Claims and Payroll of \$49,659.55.

Stark / Stark

FINANCIAL REPORT (Items 12 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 14 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Overdue Collection Report for October, 1993. (Receive & File)

13. Vending Machine Report for October, 1993. (Receive & File)

14. Gifts Report for July through October, 1993. (Receive & File)

Stark / Enon

GENERAL CONSENT CALENDAR (Items 15 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 - 20 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.

- Wnt / SAAR*
15. Building Maintenance Report for October, 1993. (Receive & File)
 16. Personnel Report for October, 1993. (Receive, File, and Ratify Appointments)
 17. Volunteer Report for the Month of October, 1993. (Receive & File)
 18. Minutes from Placentia Civic Center Authority Annual Meeting. (Receive & File)
 19. Fiscal Year 1992-1993 Audit of Financial Transactions. (Receive & File)
 20. Annual Report of Financial Transactions of Special Districts, Fiscal Year 1992-1993. (Receive & File)

CONTINUING BUSINESS

21. Review of Proposed Contract 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: Review and Approve

NEW BUSINESS

STAFF REPORTS

22. Program Report for the Month of October, 1993. (Program Committee)
23. Children's Services Report for the Month of October, 1993. (Schneider)
24. Acquisitions Report for July through October, 1993. (Shook)
25. Publicity Materials produced for the Month of October, 1993. (Willauer)

- 26. Placentia Library Literacy Services Report for the Month of October. (Matas and Byrne)
- 27. Families for Literacy Project Report for the Month of October. (Walters)

ADJOURNMENT

28. Agenda Preparation for December 20, 1993, Regular Meeting.

Election of Officers

29. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 8, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 4, 1993.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Nov 12 (Fri)	Camp Library
Nov 13-16	CLA Annual Conference, Oakland
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.
Jan 29 (Sat)	Friend's Author's Luncheon, 12:00 NOON



**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 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

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to establish Library Hours of Service as specified in Staff Recommendation A, as follows:

Sunday	1:00 P.M. - 5:00 P.M.
Monday	12:00 P.M. - 8:00 P.M.
Tuesday	12:00 P.M. - 8:00 P.M.
Wednesday	12:00 P.M. - 8:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.

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

After discussion regarding levels of public service in relation to Service Hours it was moved by Trustee Shkoler, seconded by Trustee Evans to reconsider the vote on the previous motion to establish Library Hours of Service as specified in Staff Recommendation A.

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

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive and file Agenda Items 14 through 16: Program Report for the Month of July, 1993; Children's Services Report for the Month of July, 1993; Publicity Materials produced for the Month of July, 1993.

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

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

Sandra M. Stark, Secretary

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that Principal Librarian Suad Ammar's brother had passed away in Kuwait. She also reported the birth of Library Clerk Julianne George's daughter Kayley. President Dinsmore complimented the enthusiasm of the student volunteers who dressed in costume and participated in the Heritage Day Parade. She announced that the Library had been awarded a trophy in the Novelty category for participation in the Parade.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends of the Library will be holding their semi-annual booksale on November 4, 6 and 7.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore reported that the Annual Meeting of the Literacy Volunteers of America was held on September 9, 1993. Board members Juliet (Zaida), Dale Goodman, Jan Brant and Coleen McGlinn were reappointed and Jess Avila was appointed as a new member of the Board.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Trustee ^{Secretary Stark} ~~Sinkler~~ reported that Secretary Stark, Library Director Minter and he had attended the National Society of Fund Raising Executives' Workshop on September 26-27. He said that the Library was moving in the right direction by establishing a Foundation. He reported that it had been discussed at the workshop that most persons or organizations making large donations do so after a long association. The purpose of the Foundation is partly to build and develop relationship throughout the community over a long period of time.

Secretary Stark suggested that the Foundation could begin raising funds through the sale of "Men of Mystery" calendars which feature portraits of authors of mystery novels. She will make the initial donation of \$200.00 to purchase the first 50 calendars which will be resold at \$11.00 retail price.

**REVIEW OF
PROPOSAL FROM
BSI CONSULTANTS**

For the convenience of Steve Kozak of BSI Consultants, Agenda Item 24 will be considered at this time.

It was moved by Trustee West, seconded by Trustee Evans to proceed with the Study, authorize the Library Director to approve the final contract and to sign the agreement with BSI Consultants, Inc. and that the cost for the study will be paid from the General Fund.

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

CLAIMS

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 9 through 11 Nonstandard Claims; Claims forwarded by Library Director; and Current Claims and Payroll in the amount of \$73,878.67.

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 16: Financial Report for September, 1993; Office General Ledger and Check Registers for September, 1993; Overdue Collection Report for September, 1993; Vending Machine Report for September, 1993; and Gifts Report for July through October, 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: Circulation Report for July through September, 1993; Volunteer Report for September, 1993; Review of Shared maintenance Costs with the City of Placentia under the Joint Powers Authority; Building Maintenance Report for September, 1993; Personnel Report for September, 1993; Travel Authorizations; and Report on Placentia Civic Center Authority Annual Meeting.

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

**REQUEST TO
INSTALL
PROJECTION
SCREEN IN
LIBRARY MEETING
ROOM**

It was moved by Trustee West, seconded by Trustee Shkoler to accept the request of the Southern California Orchid Species Society, Inc. to install a Projection Screen in the Library Meeting Room on the condition that there is no right of removal by the Southern California Orchid Species Society.

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

**DATE FOR
NOVEMBER
BOARD MEETING**

It was moved by Trustee West, seconded by Trustee Shkoler to change the date of the Regular Meeting of the Board of Trustees for November to Monday, November 8, 1993.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 27 through 31: Program Report for the Month of September, 1993; Children's Services Report for the Month of September, 1993; Publicity Materials produced for the Month of September, 1993; Placentia Library Literacy Services Report; and Family Literacy Project Report.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees was adjourned at 9:22 P.M.

Saundra M. Stark, Secretary

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TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator ^{YLM}
DATE: November 3, 1993
SUBJECT: Literacy Volunteers of America Board Report for the month of October

The Board of Directors of Literacy Volunteers of America-Placentia met on October 26, 1993. Suad Ammar and I attended.

The LVA booth at Heritage Days was discussed and deemed somewhat successful. The Board spent some time brainstorming ideas that might make next year's participation more successful.

LVA Board member Jan Brandt has been working on consolidating the LVA mailing list.

The Board discussed offering a 50/50 Program Management Training Workshop at Placentia Library in January 1994. There still needs to be some investigation into funding sources for the workshop.

Peggy Dinsmore updated the Board on all recent legislation that has or will affect the Library.

LVA Board member Lotte Gopalakrishnan volunteered to work with Nancy Coffee and Mary Byrne to coordinate the December 13, 1993 Holiday Party.

Three of the LVA Board members planned to attend the October 29, 1993 Orange County Literacy Network's 1 st Annual Conference in Irvine.

The next meeting is scheduled for November 23, 1993 at 6:00 p.m.



PLACENTIA LIBRARY DISTRICT
Summary of Claims forwarded by the Library Director
November 4, 1993

DATE	REPORT NUMBER	AMOUNT
Oct 27, 1993	3079	<u>\$8,233.19</u>
	TOTAL	\$8,233.19

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

October 27, 1993
3075

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	
Vendor Code Payee Name and Address	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00642 A Employment Development Dept P.O. Box 826880 MIC 19 Sacramento	Nov 3, 1993 032-0265-3		0310	00		2,313.31		
N03645 CareAmerica 20500 Nordhoff St. Chatsworth, CA 91311-6104	November 1993 801-200082		0300	00		5,595.58		
N03650 Kinko's National A/R P.O. Box 833 Ventura, CA 93002-8033	Oct. 25, 1993 0400263243		1800	00		4.85		
	Oct 16, 1993 040026317		1800	00		90.93		
				TOTAL		95.78		
	Oct. 18, 1993		1800	09		6.47		
N03648 Cascade Drinking Water 1080 S. Cypress, Unit D La Habra, CA 90631	Oct 20, 1993		1800	00		24.95		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	October 7, 1993 251-5376		0700	00		88.00		
	October 7, 1993 251-5376		0700	00		88.00		
N03847 OCLC, Inc. Dept 630 Box ONB Columbus, OH 43265	Sept. 30, 1993 328814		1900	00		21.10		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$8,233.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated November 8, 1993
 November 8, 1993

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3082	\$2,932.53
Subtotal for Immediately		\$2,932.53
Regular	3076	\$1,732.79
	3077	1,829.12
	3078	984.42
	3079	<u>3,420.69</u>
Subtotal for Payments		\$10,899.55
Payroll	3080	\$19,380.00
	3081	<u>19,380.00</u>
Subtotal for Payroll		\$38,760.00
	Total	<u>\$49,659.55</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov 8, 1993
REPORT NO 3076

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	
N03644 Charlene Dumitru 411 E. Chapman Placentia , Ca 92670	Oct 1993		2700	'00		9.00		
N03651 Waxie Sanitary Supply P .O. Box 81006 San Diego, Ca 92138-1006	Oct 27, 1993 15772130		1000	00		912.97		
N03652 E.H.L. Inc., DBA 573 Mercury Lane, Ste. A Brea, CA 92621	Oct 19, 1993 2416		1300	00		169.26		
	Oct 12, 1993 2429		1300	00	TOTAL	418.80 588.06		
N03653 Bear State 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Oct 26, 1993 34220		1300	00		117.42		
N03655 LaSalle Paper 1298 Bluegum Street Anaheim, C 92806	Oct 26, 1993 41316		1800	00		39.92		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	332		1900	00		65.42		

The claims listed above (totaling \$1,732.79) 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 Nov. 8, 1993
REPORT NO 3077

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
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Oct 12, 1993 K12 8884		2400	01		258.15		
	Oct 5, 1993 K05 8076		2400	01		643.99		
	Sep 28, 1993		2400	01		<u>295.91</u>		
					Total	1,198.05		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Oct 20, 1993 26676514		2400	01		4.19		
	Oct 7, 1993		2400	04		<u>125.20</u>		
					Total	129.39		
N03843 La Opinion P.O. Box 15268 Los Angeles, CA 90015	Oct 18, 1993 13-372:8		2400	04		140.00		
N03845 Marshall Cavendish P.O. Box 587/2415 Jerusalem Ave North Bellmore, NY 11710	Oct 13, 1993 R 240665		2400	01		133.62		
N03851 Reed Reference Publishing P.O. Box 7247-8599 Phila., PA 19170-8599	Oct 21, 1993 374229		2400	04		46.33		
N03925 Ebsco P.O. Box 92901 Los Angeles, CA 90009	Jul 22, 1993 0071662		2400	04		177.53		
	Aug 13, 1993 072182		2400	04		<u>3.00</u>		
					Total	180.53		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-6101	Nov 16, 1993		6700	00		1.20		

The claims listed above (totaling \$1,829.12) 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 Nov 4, 1993
REPORT NO 0378

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
N06569 Demco P.O. Box 7488 Madison, WI 53707	Oct 13, 1993 D750271		1800	00		299.25		
N06570 Chaps Reproductions 1664 Sierra Madre Circle Placentia, CA 92670	Oct. 29, 1993 7628		1800	00		264.80		
Katherine Matas 411 E. Chapman Placentia, CA 92670	Oct 1993		2700	00		15.00		
Childrens Press 5440 Cumberland Ave. Chicago, Illinois 60656	Sep 21, 1993 508767		2400	01		94.37		
Integrated Design Products, Inc. 11740 San Vicente Blvd., Suite 206 Los Angeles, CA 90049			1300	00		175.00		
Pro Systems P.O. Box 909 San Juan Capistrano, CA 92693	Nov 1, 1993 944378		1400	00		136.00		

The claims listed above (totaling \$984.42) 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 Nov 4, 1993
REPORT NO 3079

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
N03849 Placentia Library District 411 E. Chapman Placentia, CA 92670	Nov 3, 1993		1900	00		1,070.53		
N03912 California Special Districts 915 "L" Street, STE 100 Sacramento, CA 95814	Oct 1993		1600	00		660.00		
Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	Nov 4, 1993		0900	09		26.20		
			1800	00		291.94		
			1803	00		171.90		
			1900	00		12.12		
			2700	00		873.00		
			2700	08		10.00		
			2700	09		10.00		
						1,395.16		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	Nov 2, 1993		1900	00		295.00		

The claims listed above (totaling \$3,420.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov. 8, 1993
REPORT NO 3080

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Nov 8, 1993 Pay #26		0100-	00		18,000.00		
	Dec 09, 1993- Dec 23, 1993							
	FICA		0200-	00		<u>1,380.00</u>		
			TOTAL			19,380.00		

PLEASE WIRE ON THURSDAY, DECEMBER 23, 1993!

The claims listed above (totaling \$ 19,380.00) 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

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Nov 8, 1993 Pay #01 Dec 24, 1993- January 6, 1993		0100-	00		18,000.00		
	FICA		0200-	00		<u>1,380.00</u>		
				TOTAL			19,380.00	
PLEASE WIRE ON THURSDAY, JANUARY 6, 1993!								

The claims listed above (totaling \$ 19,380.00) 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 Nov 4, 1993
REPORT NO 3082

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
N03646 Vision Service Plan Attn: Scott L. Whitwell P.O. Box 45210 San Francisco, CA 94145-5210	Nov 1, 1993		0300	00		154.27		
N03650 Kinko's Natinal A/P P.O. Box 8033 Ventura, CA 93002-8033	Oct 13, 1993 0400263148 Nov 3, 1993 0400263323		1800	00		5.39 <u>12.93</u> 18.32		
N03659 Southern Calif Water Co 130 N. Bradford Ave. Placentia, CA 92680	Oct 26, 1993		2800	00		167.04		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Oct 19, 1993 998-2865 Oct 17, 1993 528-8236 Oct 17, 1993 528-1906		0700	00		14.33 21.85 <u>147.23</u> 183.41		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	November 1993		0300	00		509.49		
Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92680	Oct 14, 1993		1400	00		1,900.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$2,932.53) 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 _____

TO: Elizabeth Minter
FROM: Peggy D. Burkich *PDB*
DATE: November 3, 1993
SUBJECT: Overdue Collection Report

Anaheim sends us a copy of ALL of the overdue notices that are sent out on a daily basis. Each of these notices is then scanned by the circulation staff for a balance due of \$50.00 or more. Once this list has been compiled each title on the notices is checked against the shelves to insure that they have not been returned. As soon as these steps have been completed then the names of these delinquent patrons will be turned over to *Advanced Collection System, Inc.*

A list of approximately 50 delinquent patrons has been compiled and are now in the process of being double checked. As soon as all of the needed steps have been completed and our process seems to be working smoothly, we will begin sending these names on to the agency. The first names should reach the collection agency within the next three weeks. ACS will then send the appropriate letters to these patrons and hopefully they will respond by returning long overdue materials and paying their fines.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 4, 1993
 SUBJECT: **OCTOBER, 1993, VENDING MACHINE REPORT**

SUMMARY OF ACCOUNTS OCTOBER 1- 31, 1993

Beginning Balance 10/01/93			(\$227.53)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 622.52		
Total Materials & Supplies		593.78	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 418.75	\$ 593.78	
Ending Balance 10/31/93			<u>(\$198.79)</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: November 8, 1993
SUBJECT: Gift Fund Report for July through October, 1993

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

<u>Name</u>	<u>Amount</u>
Friends of the Library Adopt-A-Book	\$ 3,383.00

Individual donors are listed on following page.

Prepared by: Charlene Dumitru

Friends of the Library
Adopt-A-Book Donor List

Mr/Mrs Peter Irot	50	Placentia Art Assoc.	100
Mr/Mrs Pat McHugh	100	Susan Parman	50
Peggy Vincent	50	Dennis O'Hern	15
Beverly Johnson	100	Patrick McHugh	40
Jean Coleman	20	Lucille Henderson	15
Kim Kahrilas	15	Robert Riley	20
April Goff	12	Anonymous	5
Renee J. Scott	15	Joyce R. Rosenthal	18
John/Harriett Fahy	50	Mary Ann Amemlya	10
Howard Kay	50	Marla Anderson	15
Trish Luckett	15	Jean Lasley	11
Jerry/Pat Conn	20	Dorothy Freeman	48
April Ottavian	25	Leonard B. Rich	30
Mary Tanaka	50	Ron Potts	36
David Snow	20	Florine Gelfer	15
Ron Frank	10	Elizabeth Minter	100
Bruce Groff	50	Al & Gloria Shkoler	25
Marna J. Reames	25	Doris Faust	24
Marian E. Gibson	100	Ann M. Robinson	75
Arline Kennedy	50	Leslie Moreau	100
J. L. Vaughan	15	Joyce Larson	200
Velda Wittstock	27	Bob & Sue D'Amato	50
Audrey M. Snow	60	Bob & Jeanne Olsen	14
Christine Elliott	35	Ruth Cain	27
Barbara Hemmerling	50	Rachna B. Pandya	12
Susan J. Wilson	27	Howard Longballa	15
Aldean Cassidy	20	Pat Fisher	15
George Gooche	50	Helen B. Strachan	25
William & Joanne Gallagher	100	Dorothy Freeman	32
Sandy Koizumi	60	Mary P. Hobbs	30
Lawrence A. Doeling	25	Norma S. Chiong	50
Alex Chen	20	E. Joan Carroll	25
Michael Maertzweiler	15	Holly G. Kurtz	15
John & Doris McCann	15	Margaret V. Dinsmore	270
Dennis Spiro	100	Betty E. Buell	30
Joanne Rains	14		
Sandra Stark	100	CUMULATIVE TOTAL	<hr/> 3383
Ruth Cain	51		
Natividad Ysais	15		
John Roberts	15		
Evelyn Van Gelder	15		
Ya-Chen Tsai	15		
Nancy Hamell	50		
Carolyn Davis	25		
Dorothy Freeman	50		
Viola Dent	25		

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant
DATE: November 8, 1993
SUBJECT: Building Maintenance Report for October, 1993

1. **Copy Machines** - EZ Copy technicians were called three times to repair problems with jammed copies and to correct problem with dirty copies; however the problem still remains.
2. **Personal Computers** - Automated Office Systems made two calls for repair work on computers in Library Director's office and Children's office.
3. **Vending Machine** - Accurate Vending has not yet responded to several calls regarding problems with soda vending.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: November 8, 1993
SUBJECT: Personnel Report for October, 1993

RESIGNATIONS:

Rebecca Green, part-time Page (Circulation)

APPOINTMENTS:

Gloria Clark, substitute Clerk I, (Circulation/Administration)

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator *MEB*
 DATE: November 2, 1993
 SUBJECT: Volunteer Report for the month of October

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	OCTOBER	TOTAL
Amirhoushmand, Pardis	4.00	4.00
Brown, Jill	5.00	5.00
Cummings, Dottie	14.00	21.00
Cymbor, Charles	19.75	32.25
Deputy, Paul	47.00	4,476.50
Devlin, Tom	5.00	5.00
Fitzgerald, Joan	19.00	19.00
Goldbaum, Mae	8.50	375.00
Grandparents & Books	5.50	130.25
Gundelfinger, Jason	18.00	19.00
Merid, Esseye	13.75	18.25
Negami, Kumi	4.25	4.25
Nguyen, Binn	4.25	4.25
Nguyen, Thuy Trang	8.00	8.00
Reesman, Colleen	17.00	17.00
ROP Students	11.75	2,617.50
S.T.E.P	80.00	240.00
Trainor, Joe	17.00	22.00
Westberg, Carl	4.50	4.50

TEMPORARY VOLUNTEERS

Avila, Sylvia	9.25
Castillo, Reuben	3.00
Heritage Day Volunteers	21.00
Ingram, Megan	14.00
Le, Hoang	20.00
Le, Phuong	20.00
Newhouse, Nicole	19.25
Ngo, Tu	20.00
Nguyen, Tran	20.00
Waite, Chris	20.00

LVA VOLUNTEERS

Literacy Volunteers

531.50

TOTAL 1,511.00

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

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

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

MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 11, 1993 - 7:30 p.m.
Placentia City Hall

The meeting of the Placentia Civic Center Authority Commission scheduled for October 11, 1993 was called to order at 7:35 p.m.

ROLL CALL

Commissioners Present:	Kathryn A. McKnight Leonard Rich John O. Tynes
Absent:	Carol Downey Carl Van Gorden
Others Present:	Howard L. Longballa, Secretary Carolyn Davis, Treasurer Bob D'Amato, City Administrator ✓ Elizabeth Minter, Library Director Al Shkoler, Library Trustee Peggy Dinsmore, Library Trustee

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 5, 1992 meeting were approved.

ELECTION OF OFFICERS:

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

FINANCIAL REPORT:


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

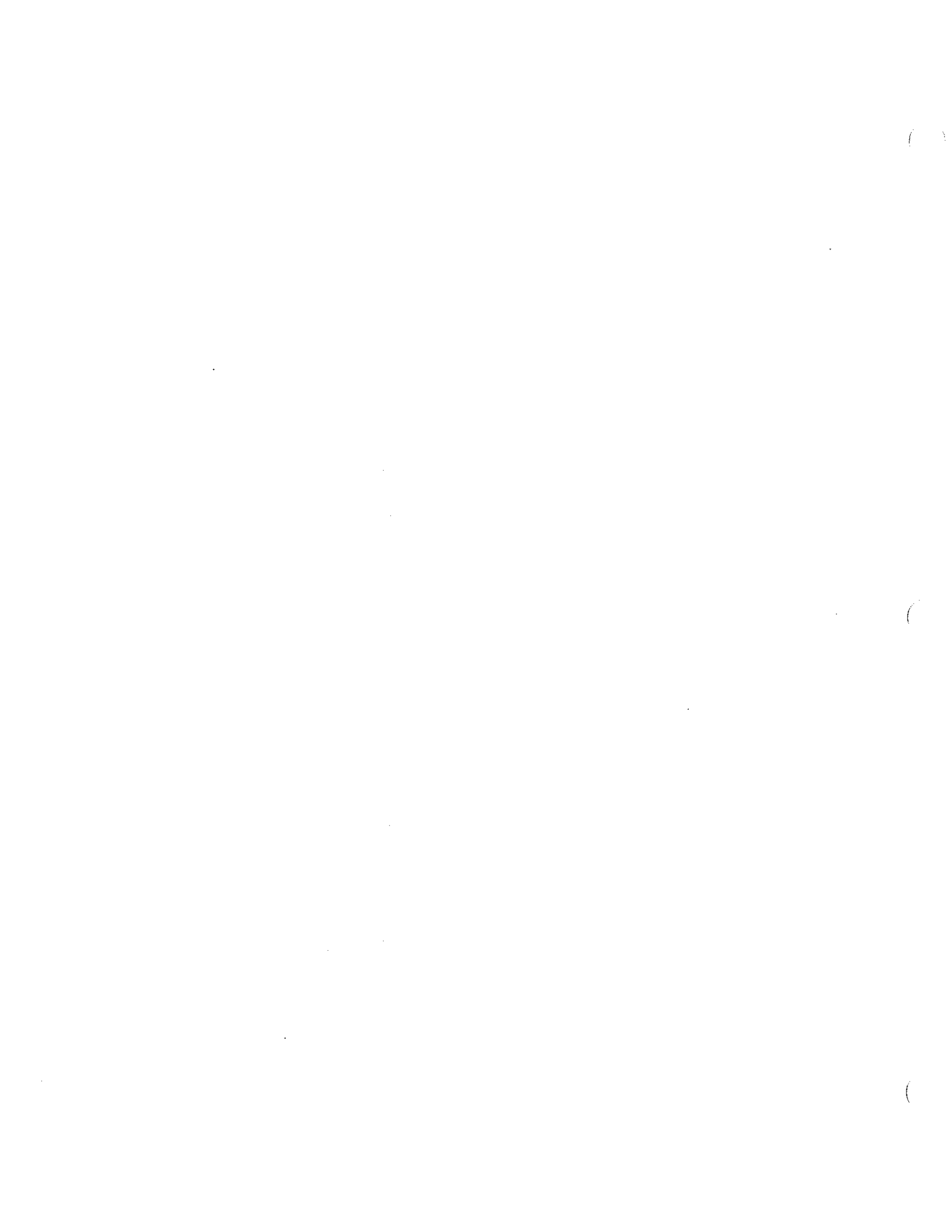
OTHER BUSINESS:

The problem of car poolers (park and ride) using the "premium" parking stalls was discussed. An action plan was developed whereby flyers will be placed on their windshields directing them to park at the east end of the parking lot. Signage will be developed and posted designating the east parking lot for employees and car pooling.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:50 p.m. until the next meeting to be held the first Monday in October 1994 at 7:30 p.m.


Howard L. Longballa Secretary



TO: Library Board of Trustees

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

DATE: November 8, 1992

SUBJECT: Fiscal Year 1992-1993 Audit of Financial Transactions

BACKGROUND:

Anderson, Lynn, Besich, Munson & Cronick have completed work on the District's Audit for Fiscal Year 1992-1993 and have distributed copies to each Trustee through the mail.

RECOMMENDATION:

Receive and file.

TO: Library Board of Trustees

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

DATE: November 8, 1993

SUBJECT: Annual Report of Financial Transactions of Special Districts for Fiscal Year 1992-1993

BACKGROUND:

Attached is a copy of the Library's annual report for the Auditor of the State of California for Fiscal Year 1992-1993.

This report was prepared by the Library's Auditor and filed prior to the deadline of September 30, 1993.

RECOMMENDATION:

Receive and file.

ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

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

Fiscal year ended June 30 1993

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

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

Please check if you plan next year to report via floppy diskette: 3 1/2 5 1/4
Principal County: ORANGE
Other Counties:

MAILING ADDRESS (Please affix label below & correct label if necessary)
1730040000 33 09
PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVENUE
PLACENTIA, CA 92670

MEMBERS OF GOVERNING BODY table with columns Name, Title and rows for Margaret Dinsmore, Sandra Stark, Fred West, Ray Evans, Al Skuler, etc.

Check if mailing address has changed.
Phone () Ext.
Location (if different from above)
Street Address
City, State, Zip Code
GOVERNING BODY
County Board of Supervisors
City Council
Other

OTHER OFFICIALS table with rows for Secretary, Mgr/Supv/Chief, Attorney, Fiscal Officer.

STATE USE ONLY
Reviewed By
Date
Cleared By
Date

Report prepared by (contact person)
First M.I. Last
Charles A Munson
Phone (714) 525-3555 Ext.
Address 1661 E Chapman
City Fullerton
Submitted by (signature)
Title
Date SEP 28 1993
Independent Auditor
Contact Person
Charles A Munson
Phone (714) 525-3555 Ext.
Address 1661 E Chapman
City Fullerton

CLIENT'S COPY

COMBINED BALANCE SHEET - ALL FUNDS TYPES AND ACCOUNT GROUPS

Fiscal Year Ended June 30 19 93 District Name Placentia Library District

ASSETS	General & Special Revenue Funds 1	Debt Service Funds 2	Capital Projects Funds 3	Enterprise Funds 4	General Fixed Assets 5	General Long-Term Debt 6	Total Memorandum Only (DNKI)
Cash and cash equivalents	1.0 \$ 905,348	\$	\$	\$			\$ 905,348
Taxes receivable	2.0 85,543						85,543
Interest receivable	3.0 8,561						8,561
Accounts receivable	4.0						
Loans notes & contracts receivable	5.0						
Due from other funds	6.0						
Inventory of materials & supplies	7.0						
Other current assets	8.0						
Lease payments receivable	9.0						
Unearned finance charge	10.0						
Investments	11.0 116,531						116,531
Restricted assets	12.0						
Deferred charges	13.0						
Unamortized discount on LIT debt	14.0						
Other assets PREPAID EXP'S	15.0 26,905						26,905
Fixed Assets:							
Land	16.0				\$ 81,498		\$ 81,498
Buildings & improvements	17.0				1,383,219		1,383,219
Equipment	18.0				424,138		424,138
Construction in progress	19.0						
Total fixed assets (pg 56) (lines 16.0 thru 19.0)	20.0				\$ 1,888,855		\$ 1,888,855
Accumulated depreciation (pg 56)	21.0				()		()
Net fixed assets (pg 56) (lines 20.0 thru 21.0)	22.0				\$ 1,888,855		\$ 1,888,855
Other Debits							
Amount available for debt service LIT	23.0					640,000	640,000
Amount to be provided	24.0					640,000	640,000
Total Assets (lines 1.0 thru 15.0 + 22.0 thru 24.0)	25.0	\$ 1,142,888	\$	\$	\$ 1,888,855	\$ 640,000	\$ 3,671,743

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Fiscal Year Ended June 30 19 93

District Name Maccentia Library District

LIABILITIES & EQUITY	General & Special Revenue Funds		Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets		General Long-Term Debt	Total Memorandum Only (DNKP)
	1	2				3	4		
Accounts/warrants payable	26.0 \$ 78,890	\$	\$	\$	\$				\$ 78,890
Loans & notes payable	27.0								
Interest payable - matured/acrued	28.0	9,028							9,028
Other current liabilities (include taxes payable)	29.0								
Compensated absences payable	30.0	34,981							34,981
Due to other governments	31.0								
Due to other funds	32.0								
Long-Term Debt - include current & long-term portion:									
General obligation bonds (pg 59)	33.0								
Revenue bonds (pg 62)	34.0								
Certificates of participation (pg 65)	35.0								
Special Assessment Bonds (pg 68)	36.0								
Federal (pg 71)	37.0								
State (pg 74)	38.0								
Time warrants (pg 77)	39.0								
Other long-term liabilities (pg 80)	40.0								
Unamortized premium on LT debt	41.0							640,000	640,000
Advances for construction	42.0								
Deferred revenue	43.0								
All other non-current liabilities	44.0								
Total liabilities (lines 26.0 thru 44.0)	45.0 \$ 122,899	\$	\$	\$	\$			\$ 640,000	\$ 762,899
Fund Equity:									
Contributed capital	46.0								
Investments in general fixed assets	47.0							\$ 1,888,855	1,888,855
Retained earnings	48.0								
Fund balances:									
Reserved	49.0 \$ 26,905	\$	\$	\$	\$				26,905
Unreserved designated	50.0	304,798							304,798
Unreserved undesignated	51.0	688,286							688,286
Total Fund Equity (lines 46.0 thru 51.0)	52.0 \$ 1,019,989	\$	\$	\$	\$			\$ 1,888,855	\$ 2,908,844
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53.0 \$ 1,142,888	\$	\$	\$	\$			\$ 640,000	\$ 3,671,743

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

Fiscal Year Ended June 30 19 93

District Name: Placenta Library District

REVENUES

Activity Codes (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
ACTIVITY (specify):	LIBRARY SERVICE				
Taxes & Assessments:					
Current secured (Include supplemental roll)	1.0 \$ 404,218	\$	\$	\$	\$ 904,218
Current unsecured (Include supplemental roll)	2.0 45,680				45,680
Prior year (Include supplemental roll)	3.0 49,942				49,942
Special district augmentation fund	4.0				
Property assessments (Service type assessments go on line 19.0)	5.0				
Special assessments (Do not include 1911 or 1915 Special Assessment Act Bonds)	6.0				
Penalties & cost on delinquent tax & assessments	7.0 7,676				7,676
Licenses, permits & franchises	8.0				
Fines, forfeits & penalties	9.0				
Revenue from use of money & property:					
Interest (Includes gains (loss) on investments)	10.0 54,158				54,158
Rents, concessions & royalties	11.0				
Intergovernmental:					
STATE					
Aid for construction	12.0				
Homeowners' property tax relief	13.0 18,101				18,101
Special supplemental subvention	14.0				
Other State (i.e. Timber Yield) (specify) OTHER STATE FUNDS	15.0 105,612				105,612
FEDERAL					
Aid for construction	16.0				
Other Federal (specify)	17.0				
Other governmental agencies	18.0				
Charges for current services (Include service type assessments)	19.0				
Other revenues OTHER COUNTY FUNDS (specify) COUNTY EXEMPT FUNDS	20.0 41,968 39,589				41,968 39,589
Total Revenues (lines 1.0 thru 20.0)	21.0 \$ 1,266,944	\$	\$	\$	\$ 1,266,944

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

Fiscal Year Ended June 30 19 93 District Name: Placentia Library District

EXPENDITURES		(a)	(b)	(c)	(d)	(e) (DNKP)
Activity Codes (see instructions)	ACTIVITY (specify):	0	9			TOTAL
		LIBRARY SERVICE				
220	Salaries & wages	\$ 772,896	\$	\$	\$	\$ 772,896
230	Employee benefits	146,604				146,604
240	Services & supplies (include contractual services)	405,081				405,081
250	Contributions to other agencies					
260	Debt Service: Retirement of long-term debt					
270	Interest on long-term debt	37,072				37,072
280	Interest on short-term notes & warrants					
290	Other (specify) LEASE PYMTS (PRINC PORTION)	23,790				23,790
		35,000				35,000
300	Fixed Assets: Land (include on Page 56, line 2.0)					
310	Structures & improvements (include on Page 56, line 2.0)	9,079				9,079
320	Equipment (include on Page 56, line 2.0)	2,456				2,456
330	Total Expenditures (lines 22.0 thru 32.0)	\$ 1,431,978	\$	\$	\$	\$ 1,431,978
340	Excess (Deficiency) Revenues Over (Under) Expenditures (line 21.0 less 33.0)	\$ (165,034)	\$	\$	\$	\$ (165,034)

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

Page 10

Part C

Fiscal Year Ended June 30, 1993 District Name: Placenta Library District

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

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures & Other Financing Uses (Total column, line 34.0 + 40.0)	41.0	\$ (165,034)
Fund Equity - Beginning Of Period (Must agree with prior year General & Special Revenue Funds' Equity - line 46.0)	42.0	1,185,023
Prior period adjustments	43.0	
Residual equity transfers	44.0	
Other - (specify)	45.0	
Fund Equity - End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet, General & Special Revenue Funds' Total Equity - Column 1 line 52.0)	46.0	\$ 1,019,989

FIXED ASSETS & DEPRECIATION SCHEDULE

Fiscal Year Ended June 30 19 93 District Name: Placentia Library District

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

Activity Code (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
FIXED ASSETS	Activity (specify): LIBRARY SERVICE				
Balance, beginning of year (Must agree with prior year Page 56, line 5.0)	1.0 \$ 1,877,320	\$			\$ 1,877,320
Additions (include construction in progress)	2.0 11,535				11,535
Less retirements	3.0				
Adjustments - Increase (decrease)	4.0				
Balance, end of year (lines 1.0 thru 4.0)	5.0 \$ 1,888,855	\$			\$ 1,888,855

ACCUMULATED DEPRECIATION					
Balance, beginning of year (Must agree with prior year Page 56, line 10.0)	6.0 \$	\$			\$
Depreciation charges	7.0				
Less net charges for plant retired	8.0				
Adjustments - Increase (decrease)	9.0				
Balance, end of year (lines 6.0 thru 9.0)	10.0 \$ -0-	\$			\$ -0-
NET FIXED ASSETS (line 5.0 less 10.0)	11.0 \$ 1,888,855	\$			\$ 1,888,855

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

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

OTHER LONG-TERM DEBTINESS SCHEDULE

F E 8 0

(Include current and long-term portion of principal)

Fiscal Year Ended June 30 19 93 District Name: Placentia Library District

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

Activity Code (see instructions)	(a)	(b)	(c)	(d)	(e) (DNKP)
Activity (specify):	LIBRARY SERVICE				
Principal amount unmatured, beginning of fiscal year (Should agree with prior year Page 80, line 15.0)	1.0 \$ 675,000	\$	\$	\$	\$ 675,000
Adjustments - increase (decrease) (Explain):	2.0				
Principal amount received during fiscal year	3.0				
Principal amount matured during fiscal year	4.0				
Principal amount unmatured, end of fiscal year (List payees and amounts):	5.0	35,000			35,000
Placentia Civic Center Authority	6.0	640,000	\$	\$	\$ 640,000
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				
	12.0				
	13.0				
	14.0				
* Total (lines 1.0 thru 4.0 less line 5.0) (lines 6.0 thru 14.0)	15.0	640,000	\$	\$	\$ 640,000

LEASE--OBLIGATION SCHEDULE

Activity Code (see instructions)

Fiscal Year Ended June 30 19 93 District Name: Placentia Library District

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

Have a term of more than 10 years.
and

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

	LEASE #1	LEASE #2
If more than 2 Lease -- Obligations use additional page		
Description (Administration building, fire house, swimming pool, etc.)	Library Building	
Name of Lessor	Placentia Civic Center Authority	
Name of person or organization providing any moneys expended for making an acquisition or improvement authorized or required for the purpose of such lease obligation		
Total future payments which will be required if the agency completes the unexpired term of the lease -- obligation	1.0 \$ 877,603	2.0 \$

APPROPRIATIONS LIMIT (VANN) SCHEDULE

PA.

8 9

Fiscal Year Ended June 30 19 93 District Name: Placentia Library District

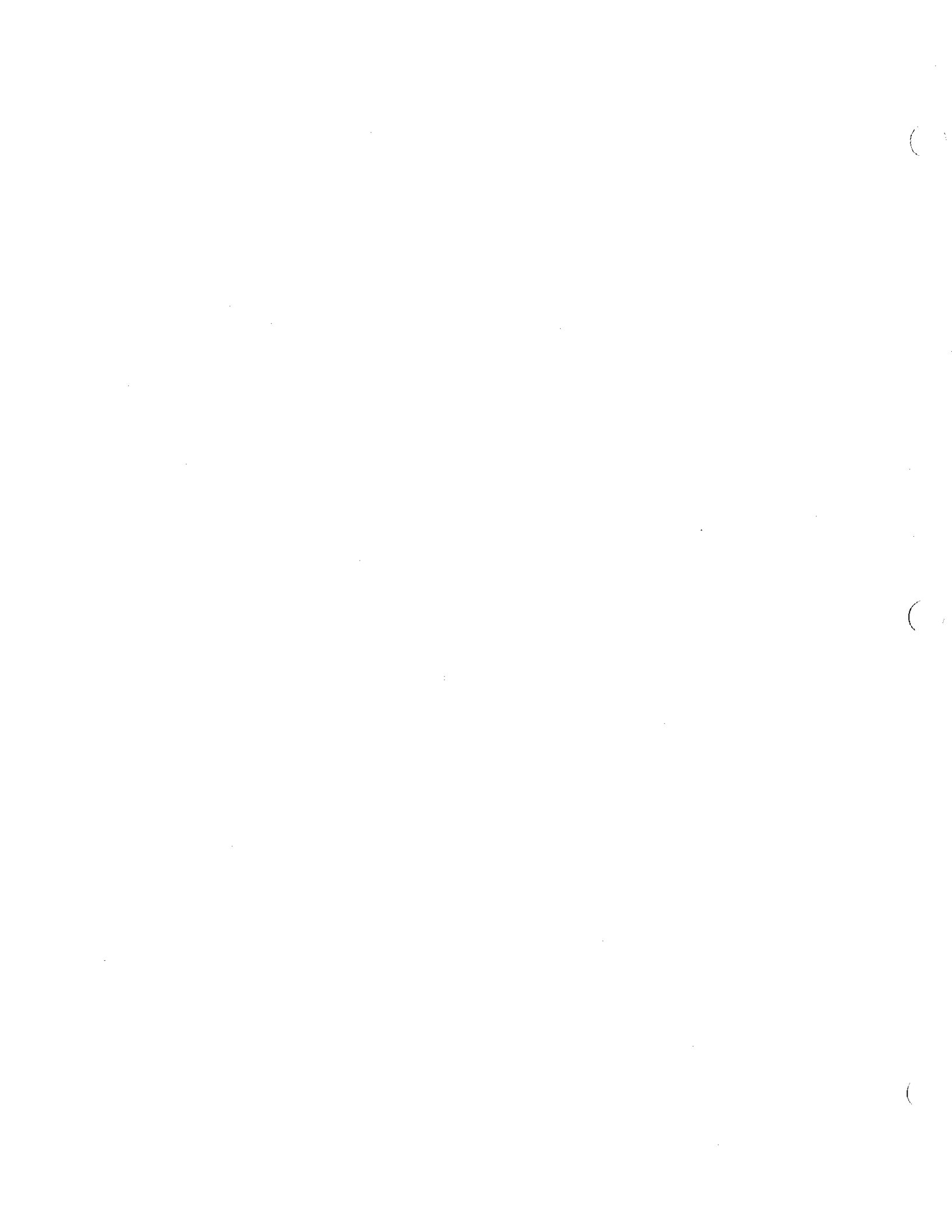
Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites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

Appropriations limit as of the end of the fiscal year	1.0	\$ 1,412,472
Total annual appropriations subject to the limit as of the end of the fiscal year	2.0	1,339,071
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3.0	\$ 73,401

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

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

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



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: November 8, 1993

SUBJECT: Review of Proposed Contract from BSI Consultants, Inc. on the Study of alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

BACKGROUND:

Attached is a copy of the proposed contract from BSI Consultants.

RECOMMENDATION:

Review and Approve.

*Smith 1.0 3/1/94
attached to proposal*





BSI Consultants, Inc.

DRAFT

November 3, 1993

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

**Subject: Proposal to Provide Professional Services to Study
Alternative Organizational and Financing Structures for
the Placentia Library District**

Dear Ms. Minter:

Thank you for the opportunity to submit this proposal to the Placentia Library District to complete an analysis of alternative organizational and financing structures. The Scope of Services which we have developed is based upon our recent meeting and our understanding of the issues to be examined as discussed at the Board of Director's meeting on October 18, 1993. The alternatives to be reviewed as part of this study will include:

- maintain present form of governance;
 - consolidation with the City of Placentia;
 - formation of a subsidiary district with the City;
 - consolidation with the County of Orange; and
 - ~~private~~, non-profit foundation.
- public*

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 Placentia.

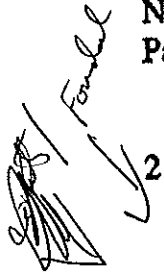
Given the nature of this engagement, we believe that this project will require a cooperative effort between staff of the Placentia Library District, the City of Placentia and BSI. The specific services which BSI would complete as part of this study are outlined below.

Scope of Services

1. Prior to the start of work, meet with Library 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.

Ms. Elizabeth D. Minter
Placentia Library District
November 3, 1993
Page Two

DRAFT

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2. Review LAFCO requirements for consolidation of the Library District with the City of Placentia or the County of Orange, and for formation of a subsidiary district. 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 Placentia 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. This will include a review of funding from a private, non-profit foundation.

Ms. Elizabeth D. Minter
Placentia Library District
November 3, 1993
Page Three

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- County / Placentia*
9. Based upon the information developed, prepare a Comprehensive Fiscal Analysis for the existing organization structure, consolidation of the Library District with the City of Placentia, 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.

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

The Library District shall designate a staff member to manage and coordinate project activities with. BSI will coordinate the gathering of information through the project leader. The project leader 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. The Library District will be responsible for the preparation of any resolutions to be considered by the Board of Directors.

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 Placentia, coordinating with LAFCO or other agencies as required, and determining requirements to establish a private library foundation.

Ms. Elizabeth D. Minter
Placentia Library District
November 3, 1993
Page Four

DRAFT

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 seven thousand five hundred dollars (\$7,500.00). 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.

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

SVK:bmcc
proposals\placentia\libdist.kdk

TO: Eliabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: November 3, 1993
SUBJECT: Program Committee report for the month of October

Placentia Pride Council: The Community Calendar is proving to be a good idea, patrons have commented on it and it's usefulness, some suggested that more information need to be included on the cards.

The 75th Anniversary: The Committe will continue working on the various Anniversary events. A thank you letter was sent to Mr. Dennis O'Hern, "Yours Truly" for the donation of 500 Anniversary balloons.

Display Case: Literacy Volunteers of America-Placentia Chapter is using the large display case to promote the Joan Walsh Anglund ornament. Two of Anglund's books and a poster are also included. The display promotes the Library's literacy program as well.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	OCTOBER 93	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES	0	0
CHILDREN'S SERVICES		
After School Specials	1	17
Grandparents & Books	12	41
Group Visits	6	110
Magic Workshop	1	61
Story Hours	4	91
LITERACY SERVICES		
Student Support Group	1	9
Tutor Train. Workshop	3	18
Testers' Training	1	2

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: November 2, 1993
SUBJECT: Activities in the Children's Department

Hocus Pocus: Magic Workshop - Professional magician, Don Lachman, presented a 2 hour magic workshop on Saturday, October 30. This workshop was attended by 61 children and parents and it was given rave reviews by those present. Esther Guzman, Library Aide in the Children's department, donated 50 decorated Halloween cupcakes for each of the children and it just was a very special Halloween Eve afternoon event. There was \$4.00 charge per child to cover expenses.

Camp Library - The staff of the Children's department has been spending lots of time preparing for a night full of fun for 50 children and their parents on the night of November 12. This year the evening will begin with a performance by the Racquettes, courtesy of Elizabeth Minter. After the performance the audience will break into 4 small groups to learn dance steps and a short routine which they will then perform. This opening event should be great fun and a nice ice breaker. The parents and children will then move on to the craft session and make big hanging turkeys covered with beans, peas, candy, pasta, etc. After a break we will have a Library scavenger hunt, play Win, Lose or Draw (drawing and guessing children's book titles) and then divide into small groups again to practice a Reader's theatre which will be performed for the entire gathering. Songs (lead by Jeannine Walters), food and a movie until midnight will finish off the evening. Jerry Conn will once again put on his badge to be our "Sheriff" and all around helper. He will be the one who gets to stay awake the entire night in case of trouble. Someone almost always needs to go home in the middle of the night. A continental breakfast will be served to the children and parents as they stagger for their cars the next morning. It must be fun - we have families who come back for more every year. The event is sponsored by the Friends of the Placentia Library and a fee of \$3.00 per person will be charged to help with the cost.

After School Specials - This after school craft program for children ages 7 - 12 began again on October 27, just in time for Halloween. Each of the 22 children attending listened to a story about Halloween on the frontier and enjoyed painting a face on a real pumpkin that they then were able to take home. These craft activities will continue through the first week in December.

Story Hours & Grandparents and Books - Four story hours sessions were attended by 91 children during the month of October and 41 children listened to stories after school read by our Grandparent volunteers.

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Reference Librarian *JS*
DATE: November 2, 1993
SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered	Number of Books
Regular Accounts	\$693.35	47
Gift Accounts	\$601.22	42
Totals	\$1294.57	89

Dollars Spent 7/1/93 to 10/31/93

Continuations	\$5650.31
Fiction	\$1287.02
Non-fiction	\$294.25
Juvenile	\$898.10
Audio	\$1074.60
Gifts	\$41.50
Total	\$9245.78

TO: Library Board of Trustees
FROM: Cheryl Willauer
DATE: November 3, 1993
SUBJECT: Publicity materials produced for October 1993

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

Publicity materials attached are: Newspaper article from the Placentia News and the Orange County Los Angeles Times promoting the Hocus Pocus Magic Workshop, article from the Placentia News promoting the Friends of the Library Book Sale, article from the Register on the City of Placentia demographics.

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

Los Angeles Times OC Edition
Daily OCT 21 1992

■ A "Hocus Pocus" magic workshop for
ages 5 to 12, children, will be held Oct. 30
from 1:30 to 3:30 p.m. at the Placentia Li-
brary, 411 E. Chapman Ave., Placentia. \$4.
pre-registration required. (714) 528-1906.

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santa ana, calif. 92711

Placentia News
Weekly OCT 7 1992

**Friends of Library
to host book sale**

332
Placentia Friends of the Library
will have a used book sale begin-
ning Nov. 4 at 411 E. Chapman Ave.
Members are invited to the sale
from 4 to 7 p.m. Nov. 4 and the
public can shop from 10 a.m. to 5
p.m. Nov. 6 and 1 to 3 p.m. Nov. 7.

Proceeds support the children's
summer reading program.

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

The Register
Daily OCT 11 1992

CITY RESUME

PLACENTIA 332

City Hall: 401 E. Chapman Ave., (714)
993-8117

Location: 7.2 square miles. A city in
northern Orange County bordered by
Brea, Yorba Linda, Fullerton and
Anaheim.

Population: 43,096 (1992)

Demographics: 52 percent white, 24
percent Hispanic, 24 percent other eth-
nic groups; averages 3.07 people per
household compared with 2.91 county-
wide; 26 percent of population under

age 18; 33 percent of population is un-
married; median income \$50,945;
13,733 housing units with 2.7 percent
vacancy; median home value is
\$252,800, median rent is \$820 (1992).

Taxable sales: \$242 million in 1992, up
1 percent from 1991

Business licenses: 3,750

Local business count: 2,231

Chamber of Commerce: 201 E. Yorba
Linda Blvd., (714) 528-1873

Largest employer (non-govern-

ment): Placentia Linda Hospital, 368
employees

Utilities: Telephone: Pacific Bell, (800)
300-2355. Electricity: Southern Califor-
nia Edison, (714) 835-5200. Gas: South-
ern California Gas Co., (714) 634-0251.
Water: Southern California Water Co.,
(714) 528-1462 and Yorba Linda Water
District, (714) 777-3018. Trash: Placentia
Disposal, (714) 630-8610.

Business fees: For a new business li-
cense, a flat fee of \$33 is required the
first year; fees in subsequent years are
based on gross receipts. The exceptions

are fees for general contractors — a flat
fee of \$105 — and subcontractors, \$60.

Special business areas: Placida Santa
Fe, at Santa Fe Street and Bradford Ave-
nue. There are some major retail cen-
ters along Yorba Linda Boulevard.
Southern Placentia is more of an indus-
trial area.

**Types of business especially plenti-
ful:** Retail and service

Other items of interest: Early Spanish
settlers called the area "peor que
nada," meaning "worse than nothing."

The word "Placentia" could be a deriva-
tive of a Spanish word meaning "plea-
sure" or "pleasant." The city says the
name means "pleasant place." The city
hosts its annual Festival of Arts and Cul-
tures Street Faire in June and Heritage
Days Festival and Parade in October.

Compiled by Melodie Nyman Posada.
Information provided by the Placentia
City Hall, Placentia Chamber of Com-
merce, state Board of Equalization and
the 1990 U.S. census.

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

Los Angeles Times OC Edition
Daily OCT 28 1993

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

Los Angeles Times OC Edition
Daily

OCT 28 1993

■ A "Hocus Pocus" magic workshop for ages 5 to 12, children, will be held Saturday, Oct. 30, from 1:30 to 3:30 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. \$4. pre-registration required. (714) 528-1906.

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santa ana, calif. 92711

Placentia News
Weekly OCT 14 1993

Library offers magic workshop for children

332
The children's department at Placentia Library will offer a magic workshop for children ages 5 to 12 years on Oct. 30. The "Hocus Pocus Magic Workshop" will be taught by Don Lachman, a professional magician.

The program will be offered from 1:30 to 3:30 p.m. in the meeting room at Placentia Library, 411 E. Chapman Ave. There is a \$4 materials fee and each child will receive a magic kit containing six magic tricks.

Registration is required as space is limited to 50 children. To register or for more information, call 528-1906.

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

Los Angeles Times OC Edition
Daily OCT 21 1993

- A "Hocus Pocus" magic workshop for ages 5 to 12, children, will be held Oct. 30, from 1:30 to 3:30 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. \$4. pre-registration required. (714) 528-1906.
- Richard Moriarty's 13th Annual Halloween Costume Ball will be held Oct. 30 from 8 p.m. to 2 a.m. at Bacchus, 3555 Via Oporto, Newport Beach. \$20 to \$25. (714) 662-7025.

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

Los Angeles Times OC Edition
Daily OCT 24 1993

- A "Hocus Pocus" magic workshop for ages 5 to 12, children, will be held Saturday, Oct. 30, from 1:30 to 3:30 p.m. at the Placentia Library, 411 E. Chapman Ave., Placentia. \$4. pre-registration required. (714) 528-1906.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *MEB*

DATE: November 3, 1993

SUBJECT: **Placentia Library Literacy Services Report for the month of October**

Program Statistics

Active tutors: 35
 Active students: 57
 Inactive tutors: 2
 Tutors available to be matched: 6
 Students waiting to be matched: 47
 Percentage of tutors reporting (Oct. hours) = 89%
 Tutoring hours reported: 282.5
 Other volunteer hours reported: 249
 Total volunteer hours (Oct.): 531.5

CASAS Workshop. Wednesday October 6, 1993, Suad Ammar and Katie Matas attended a workshop to learn about the CASAS (Comprehensive Adult Student Assessment System) testing that is required of all agencies receiving ABE/321 grant funds. Every student entering the literacy program during the months of October and November are required to take the CASAS pre-test. Information from these pre-tests will be sent to CASAS in March 1994. The tests evaluate the student's reading or listening comprehension level on a scale of 1 to 4 with one being a beginning level and four being high school level. The CASAS tests could be used to replace the placement tests the literacy department currently uses to evaluate new students.

Tutor Training. An LVA tutor training workshop was held on three consecutive Saturday's beginning October 9, 1993. Lietta Wood, Deane Cassidy, and Nancy Coffee worked together to teach five new tutors plus Katie Matas. Each of the five new tutors was assigned a student on the last day of class. Nancy Coffee completed her training as a tutor trainer. There will be a follow-up meeting for all the new tutors Saturday December 4, 1993. At that time they will have an opportunity to ask any questions or concerns they may have discovered during their first month of tutoring. An LVA board member will be at the follow up meeting to present each tutor with a certificate and LVA pin, and to present Nancy Coffee with a certificate acknowledging her as an official "tutor trainer."

Heritage Days. LVA of Placentia had a booth at the Heritage Days Celebration. They distributed a variety of pamphlets advertising Placentia Library Literacy Services.

Monterey Park. Thursday October 14, 1993, Mary Byrne and Katie Matas spent the day with Jim Roberts, the Literacy Program Administrator at Monterey Park Library. Jim

was most generous with his time and shared ideas and materials that he found valuable in his program. Mary and Katie had the opportunity to observe Jim teach an ESL writing class (one of several classes offered each week at Monterey Park Library).

Student/Tutor Support Group. The October meeting of the student/tutor support group was attended by a combination of six students and tutors. Everyone present participated in an activity in which one person wrote a sentence to begin a story and each subsequent person wrote a sentence to continue the story. The group decided this would be a good activity to use in individual tutoring sessions.

Networking. Jeannine Walters and Mary Byrne attended the October 20th Chamber of Commerce Mixer at Fullerton Savings.

Mary Byrne represented Placentia Library Literacy Services at the October 21st meeting of Placentia Community Network and made the need for volunteer tutors known.

Upcoming Events. Placentia Library Literacy Services' Holiday Party is scheduled for Monday evening December 13, 1993.

TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: November 3, 1993
SUBJECT: Families For Literacy - Report for the month of October

We continue to average 10 children each Monday and Wednesday that we provide childcare.

Four families are regularly attending the Tuesday component of the program. Books read include "My Face" and "Whose mouse are you?" Spanish editions of "Whose mouse are you" were handed out. Adults helped the children put together a book containing their name, address, phone number, and information about their families and themselves.

We ended the month with a Halloween party on October 26. Approximately 40 adults and children attended. Activities included reading stories, helping the children with Halloween crafts, decorating and eating cupcakes, and making trick-or-treat bags to take home. We talked about the programs offered each week on Tuesdays, and hopefully some of those who came for the party will return for the regular programs.

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