

AGENDA  
SPECIAL MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
7:30 P.M.  
June 10, 1993

*Supp. Item 2:  
Resource Enhancement*  
→ *Charging for video*  
*deduct from budget*  
*donate mag. to*  
*but reflect mag. to*  
*cust. consults, etc.*  
*charitable remand*  
*trust. + other*  
*fundable*  
*budget*

1. Roll Call
2. Adoption of Agenda
3. Oral Communications

*(Stack / Stabola)*

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 of specific Agenda Items before and at the time that an Item is being considered by the Board.

CLAIMS (Items 4-6)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 4-6 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.

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

There were no Nonstandard Claims for this report period.

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

There were no Claims forwarded by the Library Director for this report period.

6. Current Claims and Payroll. (Approve)

Current Claims of \$ 11,556.06. There are no Claims for Payroll for this period. Combined total of Current Claims and Payroll of \$ 11,556.06. *(Stack / Stabola)*

887,375  
790,492

CONTINUING BUSINESS

7. FY 1992-1993 Budget

pers reduce }  
last yr - } \$

~~96,883~~  
896,883

Presentation: Library Director  
Recommendation: Review Legislative Alerts for 1993-1994 State Budget;  
Review Preliminary Budget for FY1993-1994; Authorize Layoff Notices for FY1993-1994; and Authorize Use of Services of Bruce Blanning, Blanning and Baker Associates, for Management of Implementation of Layoff Procedures.

~~Shaker / Evans~~

Done / [initials]

8. Adjourn.

- \* decision is premature
- \* people who are valuable assets do not warrant this action; wants to avoid personnel cut at this time.
- \*

\*\*\*\*\*CERTIFICATE OF POSTING\*\*\*\*\*

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for June 10, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, June 2, 1993.

Ray - staff needs to know what's next;  
Saunders - wants to wait until we know actual dollars -  
Shaker - get on with it

Worst quality for wrongful terminate such. Be creative will do it. Dist mail per - has friend who will do it.

Charlene Dumitru

(sell "bus. free cards" - \$50/yr.)

→ Include Rev. enhancements for Budget presentation.

Peter Kalamb: video

- 1) Charge for ~~CD's~~ + CD's
- 2) eliminate future purchase of ~~foreign language~~ books
- 3) eliminate free Tutor in English (ESL)
- 4) double charge for meeting room rental.
- 5) further cuts of bills - use donations to achieve reduction in staff cuts.
- 7) Telephone service cuts -

TO: Elizabeth Minter, Library Director

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

DATE: April 7, 1993

SUBJECT: Literacy Volunteers of America Board Report

The minutes of the March 23, 1993 meeting of the LVA-Placentia Board of Directors are attached.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Leslie Moreau, President, at 6:15 p.m. on Tuesday, March 23, 1993, in the Placentia Library Conference Room.

The following directors were present:

Lotte Gopalakrishnan  
Leslie Moreau

The following directors were absent:

Peggy Dinsmore (excused)  
Valarie Harris (unexcused)  
Joanne Maguire (excused)  
Maria Moreno (unexcused)  
Jess Ramirez (excused)

Melanie Daniels, Literacy Coordinator, Elizabeth Minter, Library Director, and Juliet Zaide, a potential volunteer, were also present. Because there was no quorum, the meeting was informational.

2. PRIOR MEETING MINUTES. The minutes of the January 12, 1993 meeting were circulated prior to the meeting for review by the Directors. Approval of the minutes was tabled until the next meeting.

3. TREASURER'S REPORT. The Treasurer's report for the period February 24 through March 23, 1993, showing \$957.68 in the general fund and \$3,157.68 in total funds, is included with these minutes as Exhibit 1.

Lotte Gopalakrishnan reported results from the holiday solicitation: \$205 in income, \$87 in expenses, for a net \$118. Lotte also noted \$175 income from the gift cards. After the expense of \$32.50 for the 35 cards sold, net income is \$142.50. Leslie Moreau noted that Valarie Harris sent a thank you letter to Rockwell International for their \$1,000 contribution.

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

March 23, 1993

A. Program Statistics.

B. Activities.

- 1) Tutor and Student Support Groups.
- 2) Tutor training workshops.
- 3) Literacy Bulletin Board.
- 4) Newsletter.

C. Network Activity.

- 1) Volunteer Fair.
- 2) OCLN-WPLPOC.

D. Upcoming Activities.

- 1) Student/Tutor Support Group meeting.
- 2) Library's writing contest.
- 3) Chamber of Commerce mixer.

5. REPRESENTATIVE REPORTS.

A. PLD/Legislative Informant. In Peggy Dinsmore's absence, Elizabeth Minter discussed Placentia Library District's lobbying efforts.

B. City Representatives. Elizabeth Minter also confirmed Melanie's and Joanne's information that Brea is now serviced by Orange County Library's literacy program (Read Orange County). LVA-Placentia will continue to service Yorba Linda.

6. COMMITTEE REPORTS.

A. Nominating Committee. Juliet Zaide accepted our invitation to visit our meeting, is present, and will consider further participation with our group.

B. Executive Committee. The directors reviewed the latest copy of the Master Calendar mailed with the letter of call to this meeting.

Leslie Moreau distributed copies of the "wish list" as revised at the February meeting. Elizabeth Minter requested an additional revision. After so doing, Leslie will provide copies of the "wish list" for distribution at the Chamber Mixer and Breakfast meetings, tutor workshops, and other publicity opportunities. Reference Exhibits 3 and 4.

March 23, 1993

C. Finance Committee.

1) Bowl-A-Thon. Melanie Daniels reported gross income to date of \$2,311.36. Of this amount, LVA-Placentia will net 70%, or \$1,617.95. LVA-California's 30% amounts to \$693.41.

2) Placentia Street Fair. Discussion on this project was tabled until we receive the information packet from the City in late April.

D. Program Committee. Reference the Coordinator's Report for program activities.

E. Public Relations.

1) Volunteer Fair. Leslie Moreau and Valarie Harris represented LVA-Placentia at this event. They and Melanie Daniels will follow up on the several leads generated.

2) Speakers Bureau. Leslie Moreau, Valarie Harris, and Joanne Maguire met February 27 to discuss the LVA presentation by Joanne and Esther Guzman at the April 29 Chamber breakfast meeting.

Leslie distributed copies of the promotional article submitted March 1 for the Chamber newsletter. Reference Exhibit 5. Melanie will be meeting with Esther next week to prepare further.

3) Media Release. Leslie also distributed a similar promotional article that has been updated to (a) delete references to serving Brea and (b) show current program statistics. Reference Exhibit 6.

7. OTHER BUSINESS.

A. Melanie and Leslie will represent LVA-Placentia at the LVA-California-sponsored 50/50 Management Training seminar April 24 and 25.

B. Melanie discussed correspondence from LVA-National regarding Laubach Council recruiting and from LVA-California regarding staffing. Reference Exhibits 7, 8 and 9.

C. Melanie distributed copies of the Cal Lit State Conference announcement. Reference Exhibit 10.

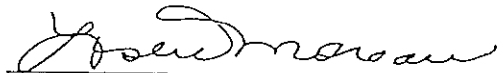
D. Elizabeth suggested LVA representation at the May 10 Family Literacy Program graduation and the June 17 blood drive.

March 23, 1993

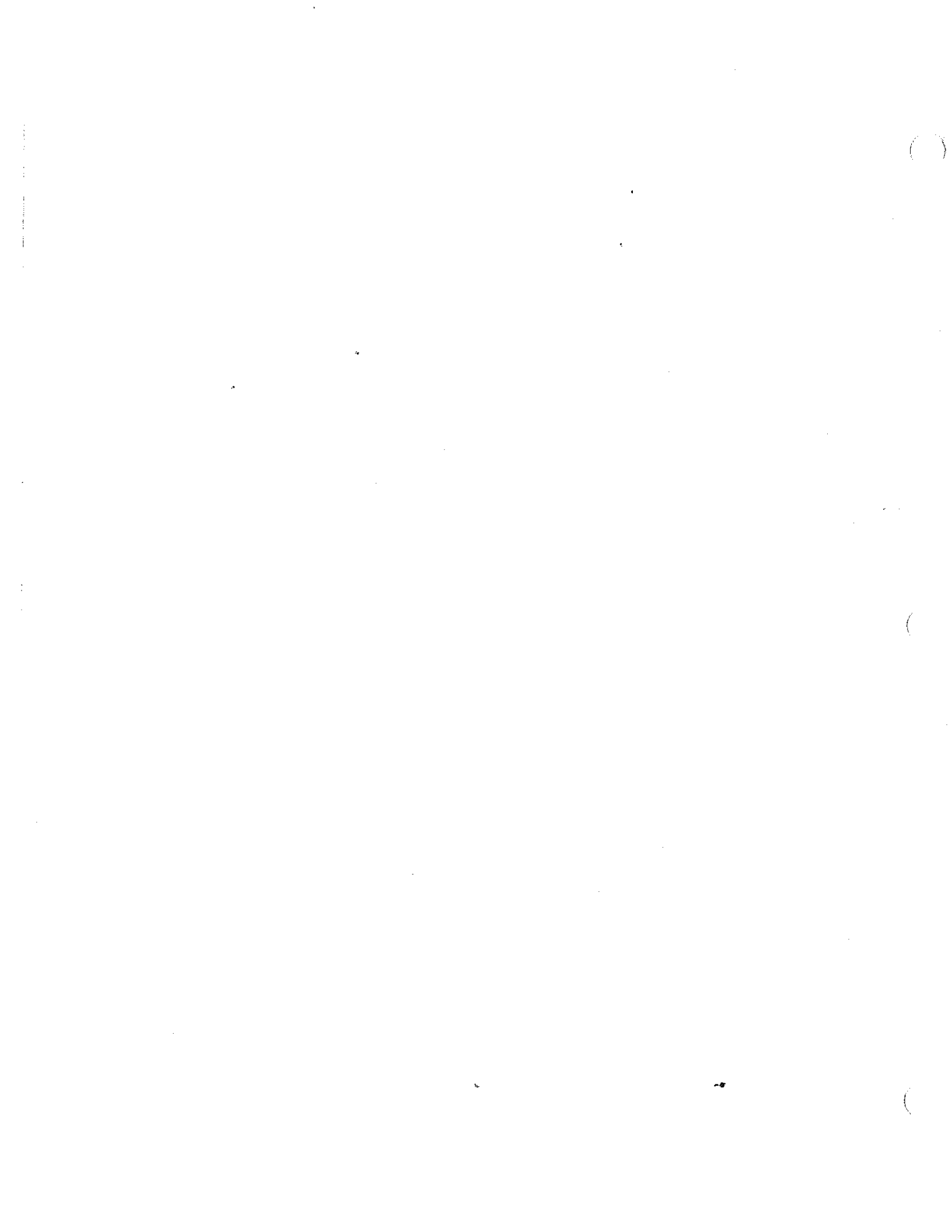
E. Melanie provided names and phone numbers for two new tutors who volunteered for other activities: Dorena Rodriguez (714-961-8780) will help with fund raising and public relations; Patricia Davis (714-528-5448) will help with hospitality and thank you notes.

8. NEXT MEETING. Since the coordinator and several of the board members will be unavailable at various times during April, the next meeting of the Board of Directors will be the regularly scheduled Tuesday, May 25, 1993.

9. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:30 p.m.



Leslie Moreau, Secretary





Post-It™ brand fax transmittal memo 7671		# of pages > 4	
To	Elizabeth M.	From	Peg Fox
Co.	PLD	Co.	SATS
Dept.		Phone #	
Fax #		Fax #	566-3049

Agenda Item 8  
Page 1

**DRAFT**

MINUTES  
SYSTEM ADVISORY BOARD MEETING  
PLACENTIA LIBRARY DISTRICT  
411 East Chapman, Placentia, Ca. 91670  
Tuesday, February 16, 1993  
7:30 p.m.

SAB Members Present:	Gigi Genereux, Chair Rilda Jamieson Meredith Martini Ted Farkas Kathi Jo Brunning Chitra Krishnaswamy	Fullerton Public Lib. Anaheim Public Lib. Orange Public Lib. Placentia Lib. Dist. Santa Ana Public Lib. Yorba Linda Public Lib.
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Council Members Present:	CarolAnn Tassios	Yorba Linda Public Lib. Dist.
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Staff:	Linda Katsouleas Peg Fox	Santiago Library System Santiago Library System
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I. CALL TO ORDER

Gigi Genereux, Chair, called the meeting to order at 7:40 p.m. in the Community Room of the Placentia Library District.

II. INTRODUCTIONS

Those present introduced themselves and welcomed the newly appointed representative from the City of Santa Ana, Kathi Jo Brunning.

III. APPROVAL OF MINUTES

MOTION: It was M/S/C (T. Farkas, C. Krishnaswamy) unanimously to approve the minutes of the meeting of October 20, 1992.

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## IV. OLD BUSINESS:

## A. SAB Chair's Report

G. Genereux read the letter and presented the plaque from the California Library Services Board. The plaque reads as follows: "The California Library Services Board presents the Outstanding System Advisory Board Award for 1992 to the Santiago Library System Advisory Board in recognition of its valuable S.L.S. Resources Directory to be used by librarians throughout Orange County and for its coordination of, and support for, citizens' interaction with their Orange County Legislative Representatives."

M. Martini stated that he had read the Award letter at an Orange City Council meeting. It was then decided to display the plaque, a few weeks at a time, in the various SLS libraries.

It was noted that a CALTAC workshop "Communicating with your Representatives" is planned for February 27 from 9 am to 3 pm at Yorba Linda Public Lib. SAB members were urged to attend this workshop, as it correlates with the Plan of Service for this year. Those planning to attend are: C. Krishnaswamy, G. Genereux and L. Katsouleas.

## B. Status Report on System Administration

L. Katsouleas gave a status report on System Administration, explaining that the Council is examining the System's future. The SLS Council has agreed not to disband or dissolve. They will continue at about the same level of service as presently exists. Proposals will be submitted by MCLS and OCPL for System Administration and Fiscal Agent. More information will be available on State funding after the CLSB meeting.

The SLS Resource Directory is in the process of being updated and will be completed very shortly. The Summer Reading Program is progressing very well. There is a "Programming on a Shoestring", Children's Services workshop on March 11 and a Reference Committee workshop "The Global Mini-Mart" planned for May 6.

Katsouleas further reported that the State Library and CLA are considering proposing some very innovative legislation (Roberti), based on a Benefit Assessment District. Library support will be removed from the

-3-

general fund of cities and counties. This proposal is still in the draft stage and has not been introduced to the Legislature as yet.

MCLS is concerned about "building bridges" between Systems. The statewide network is looking at the possibility of Orange, Los Angeles, San Luis Obispo and Santa Barbara counties as one area.

Katsouleas then discussed Internet and the fact that MCLS introduced it in Los Angeles and in Orange County. Librarians are not required to participate in it, however most do.

#### C. Library Promotion Project

G. Genereux explained the SAB project for this year is the preparation of packets, with articles of current activities from all SLS libraries which will be distributed by the library representatives when they make their annual legislative visits either in Sacramento or in the local legislative offices. SLS will purchase the packets, which will display the SLS logo, photocopy if necessary and then the packets will be assembled by SAB members and sent to the SLS office for distribution to member libraries. The visit dates will be arranged by the individual Library Directors.

### V. NEW BUSINESS

#### A. Selection of Nominating Committee

Members discussed the formation of a Nominating Committee. M. Martini made a motion that the committee of the whole report their slate of officers at the May meeting. Members voted unanimously to do so.

#### B. Discussion of Plan of Service for FY 1993-94

G. Genereux asked for some ideas for the coming fiscal year. M. Martini suggested the possibility of polling the reference librarians to see if the Resource Directory information is being utilized. Genereux suggested continuing the SAB contact with their Legislators. T. Farkas suggested following up news releases through local newspapers to readily notify the public of library-related events. The Orange County News Network was suggested as a means of communication. The Chair then suggested thinking about the various activities suggested and then contacting Genereux with additional input prior to the May meeting.

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## VI. ROUND TABLE

Those present shared news from their libraries. C. Tassios, Library Director from Yorba Linda Public Library noted that this would be the last meeting for Chitra Krishnaswamy who has been transferred by her employer. Chitra was appointed to the SAB in 1986 and has been an active, loyal participant. She will be missed by the Yorba Linda Public Library community, by SLS and the SAB members.

## VII. DATE &amp; LOCATION OF NEXT MEETING

The next SAB meeting will be held at 7:30 p.m. Tuesday, May 25, 1993 at Fullerton Public Library.

## VIII. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Peg Fox  
SLS Administrative Assistant

PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
May 17, 1993

DATE		AMOUNT
Apr 29, 1993	1	\$5,406.09
May 08, 1993	2	<u>\$1,893.90</u>
	TOTAL	<u>\$7,299.99</u>

CLAIMS TRANSMITTED FOR PAYMENT

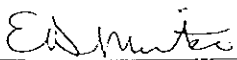
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Accl. Code	Auditor's No.
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Apr 21, 1993	May		3,796.55	030-000	
PACIFIC BELL	Apr 17, 1993	528-8236	22.20			
Payment Center	Apr 17, 1993	528-1906	193.52	215.72	070-000	
Van Nuys, CA 91388	Apr 07, 1993	251-5376	87.81			
	Apr 07, 1993	251-5377	87.81	175.62	070-005	
				391.34	Total	
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Apr 23, 1993	May		24.95	180-000	
KINKO'S	Dec 20, 1992	400260191	53.79			
P.O. Box 8033	Apr 16, 1993	400261318	43.83			
Ventura, CA 93002-8033	Apr 17, 1993	400261320	1.94			
	Apr 19, 1993	400261334	254.56			
	Apr 19, 1993	400261335	10.34			
	Apr 21, 1993	400261357	4.31	368.77	180-000	
	Apr 19, 1993	400261336		13.45	180-008	
	Feb 26, 1993	400260833	14.55			
	Apr 15, 1993	400261298	11.64			
	Apr 19, 1993	400261329	2.22			
	Apr 23, 1993	400261387	10.17	38.58	180-009	
				420.80	Total	
Law Offices of G. Keith DeBrucky 101 S. Kraemer Blvd., Ste. 202 Placentia, CA 92670	Feb 25, 1993	Feb 09, 1993	40.00			
	Apr 26, 1993	April	320.00	360.00	190-000	
CARE RESOURCES 9550 Warner Ave. Ste. 206 Fountain Valley, CA 92708	Apr 22, 1993	April	50.75			
	Apr 22, 1993	May	50.75	101.50	190-000	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Apr 19, 1993	Mar 17, 1993- Apr 15, 1993		310.95	280-000	

The claims listed above (totaling \$5,406.09 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved By

Countersigned By

Attested and/or Countersigned By

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Apr 22, 1993	May		366.44	030-000	
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Apr 24, 1993	May		163.20	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Apr 19, 1993	996-2865		21.59	070-000	
S & M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	May 03, 1993	7096		1,091.52	180-000	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	May 05, 1993	400261519		7.11	180-009	
SCOTT FORESMAN 1900 E. Lake Avenue Glenview, IL 60025-9969	Oct 21, 1992	01-69884447	17.31			
	Oct 20, 1993	01-69884439	73.32	90.63	240-009	
	Oct 20, 1993	07-69884439		40.23	180-009	
				130.86	Total	
Southern California Water Co. 130 N. Bradford Ave. Placentia, CA 92670	Apr 29, 1993	Mar 24, 1993- Apr 22, 1993		113.18	280-000	

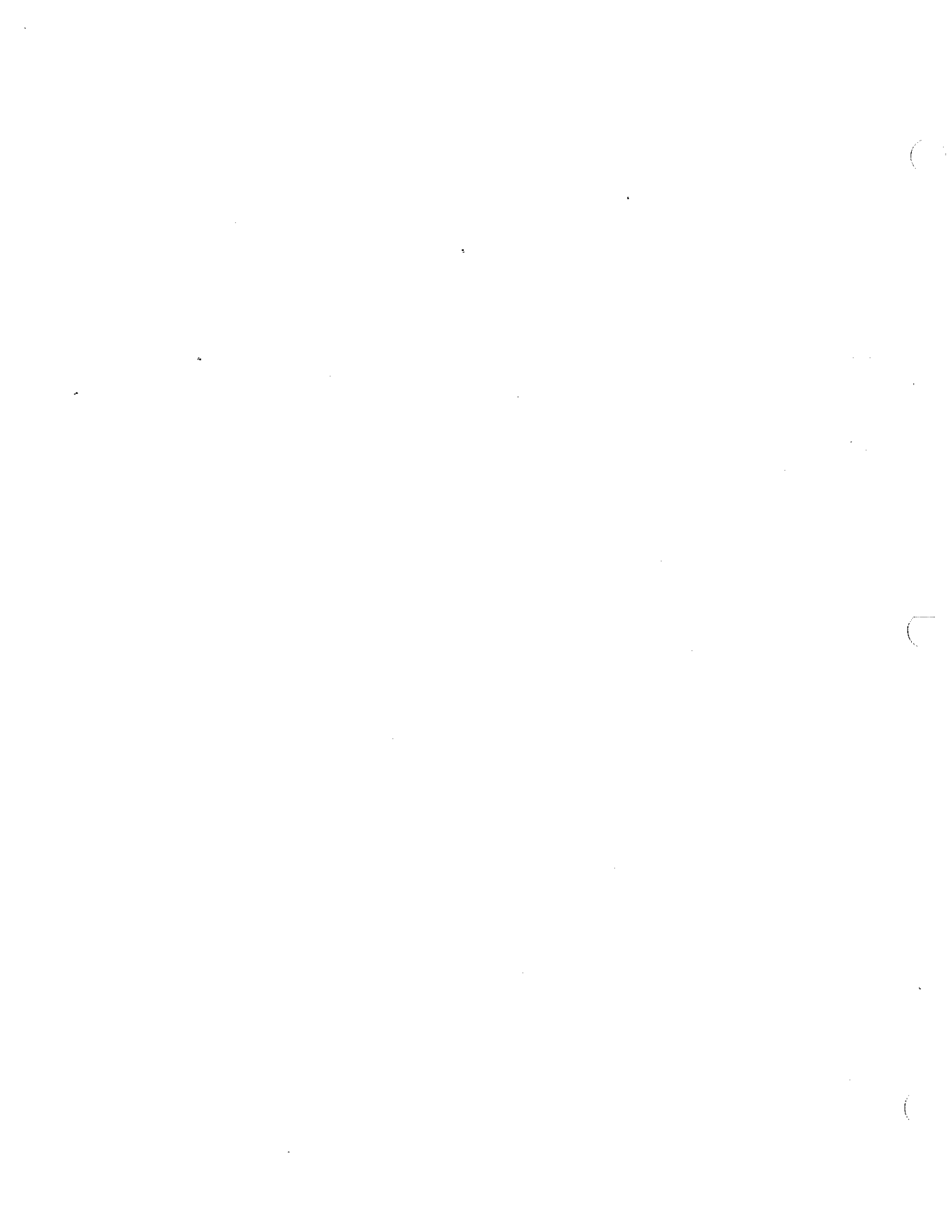
The claims listed above (totaling \$1,893.90 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*E. Shantz*

Approved By

Countersigned By

Attested and/or Countersigned By





PLACENTIA LIBRARY DISTRICT .  
 Current Claims and Payroll Dated May 17, 1993.  
 May 17, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$73.59</u>
Subtotal for Immediately		\$73.59
Regular	1	\$13,339.53
	2	\$2,199.63
	3	\$3,907.83
	4	\$2,219.86
	5	<u>\$1,301.15</u>
Subtotal for Payments		\$23,041.59
Payroll	3023	\$18,900.00
	3024	<u>\$28,200.00</u>
Subtotal for Payroll		\$47,100.00
	TOTAL	<u>\$70,141.59</u>

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

DATE: May 17, 1993  
Report No. 3017

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
PACIFIC BELL Payment Center Van Nuys, CA 91388	May 04, 1993	524-8408		63.89	070-008	
KINKO'S P.O. Box 8033 Ventura, CA 93002-8033	May 12, 1993	0400261583		9.70	180-000	

**PLEASE PAY IMMEDIATELY!!**

The claims listed above (totaling \$73.59 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Apr 16, 1993	14064398		749.29	100-000	
WESTEK COMPUTER 1001 S. Placentia Ave. Fullerton, CA 92631	Apr 15, 1993	10698-IN		141.00	130-000	
MINO-MICROGRAPHICS P.O. Box 5471 El Paso, TX 79954-5471	Apr 19, 1993	14968 000 SM		87.51	130-000	
A. R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Apr 20, 1993	6210		309.00	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Apr 21, 1993	22970		4,345.77	140-000	
				7,315.65	280-000	
	Apr 22, 1993	22986		91.80	180-000	
				11,753.22	Total	
DEMCO P.O. Box 7488 Madison, WI 53707	Mar 05, 1993	D558316		47.41	180-000	
DELL MARKETING L.P. P.O. Box 4655 Carol Stream, IL 60197-4655	Apr 08, 1993	23795016		187.10	180-000	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	May 12, 1993	338711		5.15	180-000	
THE LIBRARY STORE P.O. Box 964 Tremont, IL 61568	Apr 30, 1993	176054		59.85	180-000	

The claims listed above (totaling \$13,339.53 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
GRAY SUPPLY CO. 4415 Indianapolis Blvd. East Chicago, IN 46312-2696	Apr 28, 1993	4310680		33.76	180-000	
E Z COPY 275 N. El Cielo Rd., Ste. C-3 Palm Springs, CA 92262	May 06, 1993	33670	545.00			
	May 10, 1993	530013	16.02	561.02	180-000	
GLOBAL P.O. Box 5465 Carson, CA 90749-5465	Apr 30, 1993	13050515		20.10	180-000	
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Apr 28, 1993	32074		46.16	180-000	
	Apr 28, 1993	32073		8.25	180-008	
				54.41	Total	
CHAPS 1664 Sierra Madre Circle Placentia, CA 92670	Apr 21, 1993	6381		103.98	180-000	
B & C COMPUTER 1005 S. Ortega Way Placentia, CA 92670	Apr 29, 1993	930303	344.80			
	Apr 29, 1993	930302	608.79	953.59	180-000	
C.L.A.S.S. 1415 Koll Circle, Ste. 101 San Jose, CA 95112-4698	Apr 16, 1993	42990		159.47	180-000	
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., Ste. K Placentia, CA 92670	May 03, 1993	18519		96.90	180-000	
READER'S DIGEST Educational Services Pleasantville, NY 10570-7000	Apr 26, 1993	per beg. Jul, 1993		108.90	180-008	
<i>reviewed?</i> YELLOW PAGES National Edition 3323 Watt Avd., #223 Sacramento, CA 95821-3609	Apr 09, 1993	1714390		107.50	190-000	

The claims listed above (totaling \$2,199.63 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Apr 30, 1993	April		30.71	190-000	
PSI RESEARCH 300 N. Valley Dr. Grants Pass, OR 97526	Mar 29, 1993	210861		45.97	240-001	
CHILDREN'S PRESS P.O. Box 71049 Chicago, IL 60694-1049	Apr 16, 1993	456865	80.92	168.53	240-001	
	Apr 19, 1993	459152	87.61			
MARSHALL CAVENDISH P.O. Box 487 North Bellmore, NY 11710	Apr 15, 1993	R 227995		133.62	240-001	
REED REFERENCE P.O. Box 7247-8077 Philadelphia, PA 19170-8077	Apr 09, 1993	9309930030		1,004.06	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Apr 08, 1993	25201891	350.11	1,321.04	240-001	
	Apr 15, 1993	25256245	14.48			
	Apr 15, 1993	25256246	41.39			
	Apr 21, 1993	25290950	14.67			
	Apr 21, 1993	25288588	13.85			
	Apr 21, 1993	25288589	233.25			
	Apr 22, 1993	25302728	31.02			
Apr 30, 1993	25367368	622.27				
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Apr 06, 1993	D06 8658	375.11	656.01	240-001	
	Apr 13, 1993	D13 7896	108.56			
	Apr 20, 1993	D20 7930	26.89			
	Apr 27, 1993	D27 7837	145.45			
BAKER & TAYLOR Dept. 4160 Los Angeles, CA 90096-4160	Apr 20, 1993	D20965700R		325.48	240-001	
BOUND TO STAY BOUND P.O. Box 500806 St. Louis, Missouri 63150-0806	Apr 28, 1993	604637		222.41	240-001	

The claims listed above (totaling \$3,907.83 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	May 01, 1993	5066167-93		1,361.18	240-001	
THE H. W. WILSON CO. 950 Universtiy Ave. Bronx, NY 10452	Apr 14, 1993	94333742		617.50	240-004	
CHIVERS Box 1450 Hampton, NH 03842-0015	Apr 06, 1993	85642		25.00	240-005	
ELIZABETH D. MINTER 539 Gardenia Ave. Placentia, CA 92670	May 05, 1993	CLA Leg. Days		138.85	270-000	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 05, 1993	travel reimb.		15.33	270-000	
GIRARD CONN c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 04, 1993	travel reimb.		10.00	270-000	
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 30, 1993	travel reimb.		14.00	270-000	
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 03, 1993 May 04, 1993	chmb. breakf. travel reimb.	14.00 18.00	32.00	270-000	
MELANIE DANIELS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 30, 1993	travel reimb.		6.00	270-008	

The claims listed above (totaling \$2,219.86 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 17, 1993	petty cash	56.11		180-000	
			29.89		180-008	
			22.71		180-009	
			116.00		183-000	
			29.00		183-008	
			973.19		270-000	
			74.25		270-009	
				1,301.15	Total	

The claims listed above (totaling \$1,301.15 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

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

Agenda Item 11

Page 8

DATE: May 17, 1993  
Claim No. 3023

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's M
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	May 17, 1993	Pay # 24 May 14, 1993- May 27, 1993	17,500.00		010-000	
Account # 07605-80156 Route # 12,1000358		FICA	1,400.00	18,900.00	020-000 TOTAL	

PLEASE WIRE ON THURSDAY, May 27, 1993!!

The claims listed above (totaling \$18,900.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By



CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
 411 East Chapman Avenue  
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	May 17, 1993	Pay # 25	26,200.00		010-000	
		May 28, 1993- June 10, 1993				
Account # 07605-80156 Route # 121000358		FICA	2,000.00	28,200.00	020-000	
					TOTAL	

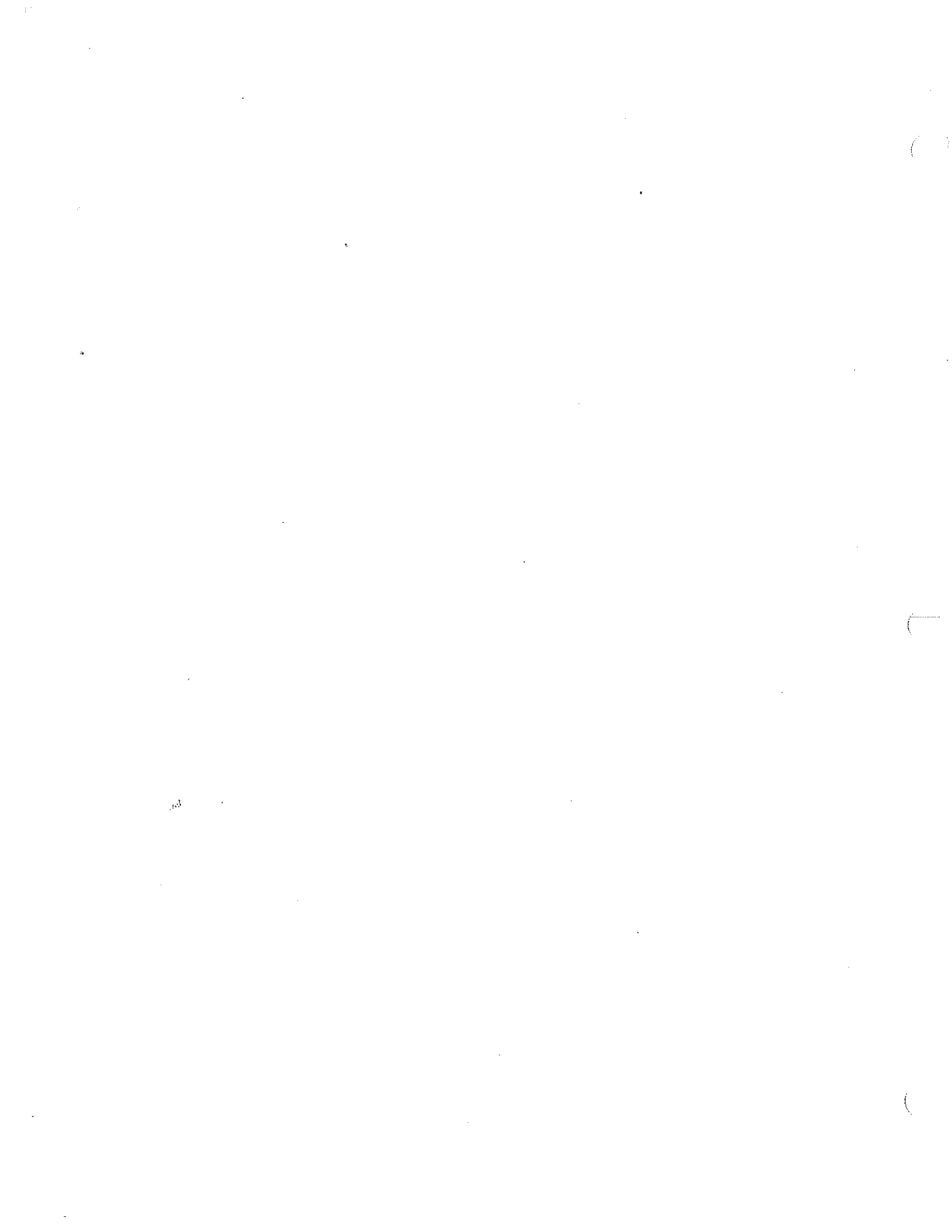
PLEASE WIRE ON THURSDAY, June 10, 1993!!

The claims listed above (totaling \$28,200.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

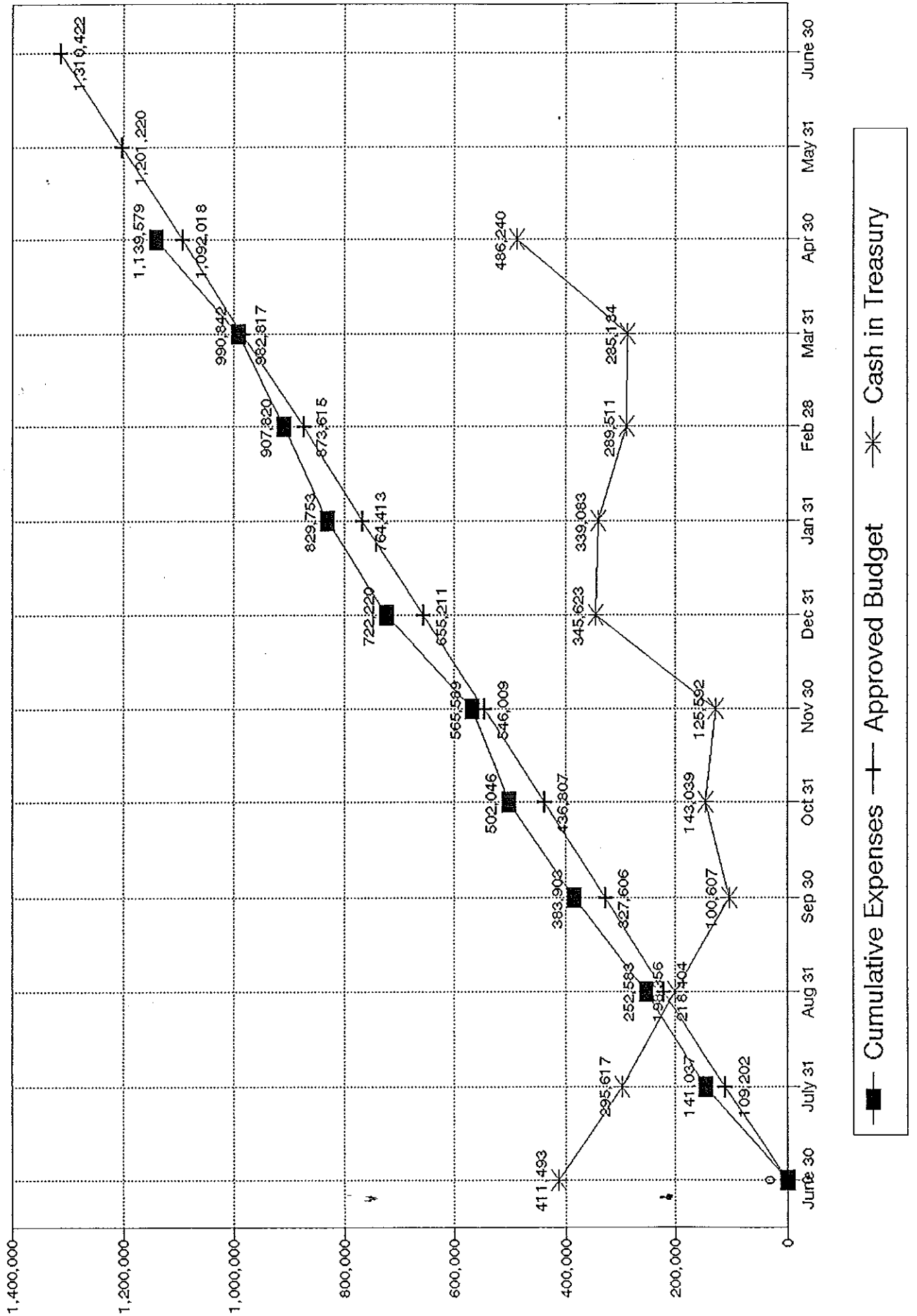
Approved By \_\_\_\_\_

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

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



# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



■ Cumulative Expenses    \* Cash in Treasury

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 17, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,300.00	814,552.98	845,166.57	298,900.71	290,276.23	84.51%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	13,804.65	298,900.71	290,276.23	48.45%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	55,909.30	71,179.72	0.00	0.00	83.46%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	71.68%
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	31,995.35	25,145.83	27,283.39	21,912.73	118.50%
623-003	Tax deed land sales	0.00	69.17	0.00	69.17	0.00	479.30%
623-010		500.00	2,396.50	484.67	0.00	0.00	0.00%
623-011		1,500.00	0.00	1,462.70	0.00	0.00	118.92%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	47,569.11	37,363.17	27,352.56	21,912.73	
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
625-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	7,675.87	6,018.86	6,119.08	4,867.51	118.09%
		6,500.00	7,675.87	6,018.86	6,119.08	4,867.51	118.09%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	32,539.73	40,760.86	3,081.24	2,003.14	65.08%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	21,493.50	23,077.31	0.00	0.00	71.65%
661-623	TOTAL INTEREST	250.00	66.33	232.72	66.33	232.72	26.53%
		30,250.00	21,559.83	23,310.03	66.33	232.72	71.27%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	0.00	0.00	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	34,221.71	18,514.17	10,223.81	1,834.36	171.11%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	51,348.00	0.00	0.00	125.00%
697-003	State - Family Literacy	9,255.00	12,500.00	9,255.00	0.00	0.00	135.06%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	73,857.71	100,334.17	10,223.81	1,834.36	133.14%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	24,091.91	(412.10)	3,899.84	0.00	80.31%
787-001	Outlawed warrant - 6 months	0.00	8,531.89	0.00	50.75	(182.25)	
787-003	TOTAL OTHER REVENUE	30,000.00	32,623.80	13,835.20	3,950.59	3,679.52	108.75%
		30,000.00	32,623.80	13,523.10	3,950.59	3,497.27	
	5071 FUND TOTAL	1,310,422.00	1,214,327.22	1,165,352.06	349,694.32	324,623.96	92.67%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 17, 1993

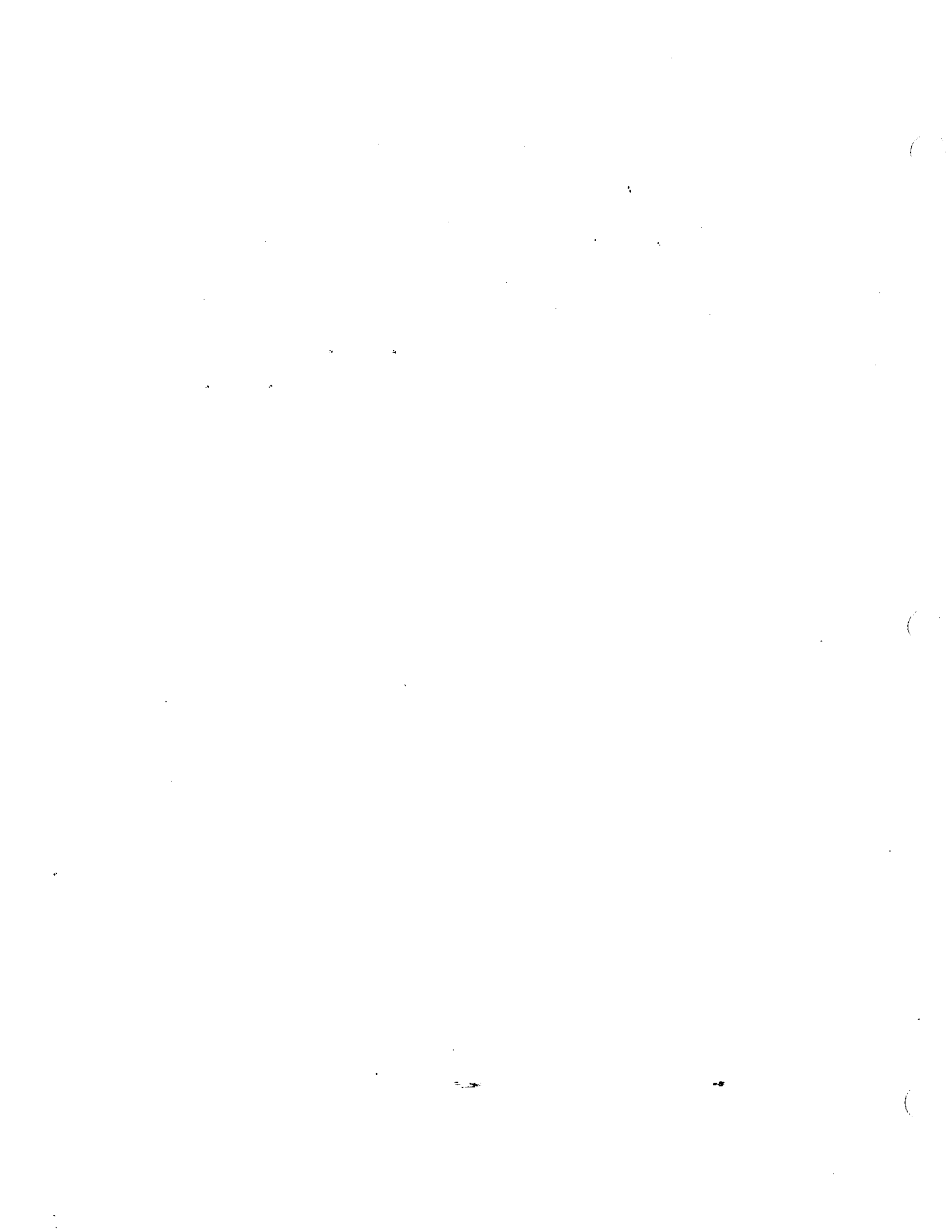
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	657,702.94	571,183.65	76,479.15	53,600.00	89.45%
020-000	Retirement	107,075.00	94,223.84	77,863.99	5,160.00	4,000.00	88.00%
	Health Insurance/Care America	36,200.00	33,047.61	19,355.20	1,794.42	(892.16)	91.29%
	Long Term Disability	0.00	1,699.11	0.00	0.00	0.00	
	Vision Service Plan	2,250.00	1,694.80	1,579.92	163.20	0.00	75.32%
	Dental	6,600.00	4,881.44	4,620.98	454.12	482.04	73.96%
	Total Employee Insurance	45,050.00	41,322.96	25,555.10	2,411.74	(340.12)	91.73%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,717.00	0.00	312.00	0.00%
032-000	Workers Compensation - General	7,750.00	4,764.85	5,419.16	1,466.00	673.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	800,594.35	681,748.90	85,516.89	58,244.88	89.28%
070-000	Communications	6,200.00	3,068.94	4,503.93	233.44	419.67	49.50%
070-003	Communications - Computer	0.00	42,358.07	0.00	38,069.94	0.00	
070-008	Communications - Literacy	1,200.00	756.65	1,019.35	62.27	113.66	63.05%
	Total Communications	7,400.00	46,183.66	5,523.28	38,394.35	533.33	624.10%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	2,847.39	3,925.49	0.00	0.00	63.28%
110-000	Insurance	16,500.00	0.00	(25,113)	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	4,224.76	7,573.16	99.08	197.00	56.33%
	HVAC	8,000.00	13,388.99	9,260.22	6,765.42	234.84	167.36%
	Carpet Cleaning	5,950.00	2,894.55	2,833.35	0.00	964.85	48.65%
	Groundskeeping, City of Placentia	23,000.00	17,525.90	25,982.08	0.00	2,628.47	76.20%
	Plumbing	750.00	523.71	0.00	79.67	0.00	69.83%
	Electrical	2,250.00	673.57	2,456.58	170.10	534.75	29.94%
	Cleaning Service	14,000.00	11,839.68	8,777.64	1,091.52	0.00	84.57%
	Locksmith	500.00	87.45	501.93	0.00	49.50	17.49%
	Other	500.00	926.36	721.31	236.36	(176.00)	185.27%
	Total Maintenance of Building & Grounds	54,950.00	47,860.21	50,538.11	8,343.07	4,236.41	87.10%
140-000	Memberships	3,500.00	3,359.00	3,083.19	0.00	15.00	95.97%
160-000	Miscellaneous Expense	0.00	0.00	349.86	0.00	278.11	

( 37,645.12 )

+ 37,645.12

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	8,913.46	7,088.24	3,24.92	3,017.49	222.84%
	Printing	11,000.00	3,464.38	2,118.97	164.82	364.63	31.49%
	EZ Copy - copy cards for sale to patrons	1,750.00	966.66	1,698.50	9.66	0.00	54.67%
	Publications	650.00	1,985.00	0.00	0.00	0.00	305.38%
	Paper	300.00	1,009.23	128.06	135.18	48.06	336.41%
	Drinking Water Service	350.00	249.50	149.70	24.95	0.00	71.29%
	Other Office Supplies	8,000.00	7,357.15	4,954.35	312.67	640.47	91.96%
	Total Office Supply Expense	26,050.00	23,335.38	16,137.82	972.20	4,070.65	91.88%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	603.09	1,679.83	0.00	270.88	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	0.00	0.00	20.89%
	Other Office Supplies	500.00	1,509.05	255.84	9.69	2.14	301.81%
	Total Literacy Office supply expense	2,800.00	2,133.03	2,030.21	9.69	273.02	76.18%
180-009	Family Literacy Supply Expense	500.00	4,185.51	461.87	3.64	6.00	837.10%
	Total Office Expense	29,350.00	30,253.92	19,087.11	985.53	4,349.67	103.08%
183-000	Postage Expense	1,500.00	1,287.71	1,167.18	0.00	173.47	85.85%
183-008	Postage Expense - Literacy	500.00	657.89	265.75	0.00	62.75	131.58%
	Total Postage Expense	2,000.00	1,945.60	1,432.93	0.00	236.22	97.28%
	Care Resources (Employee Assistance)	650.00	507.50	568.25	0.00	0.00	78.08%
	Pension Contribution & Operating Expenses	4,000.00	3,091.33	3,091.33	0.00	0.00	108.10%
	Anaheim Library	30,000.00	4,985.98	24,756.67	0.00	1,148.00	16.62%
	Clipping Service	400.00	337.81	337.81	30.71	30.71	84.45%
	Tax Collection Services & Fees by Orange County	600.00	242.95	454.46	0.00	0.00	40.49%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	324.00	648.00	0.00	202.50	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	2,336.39	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	4,127.15	2,383.89	415.00	178.88	825.43%
	Total Specialized Services	60,400.00	20,514.07	39,941.80	445.71	1,560.09	33.96%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	968.50	2,069.14	0.00	0.00	43.04%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	1,837.26	0.00	315.00	54.13%
190-013	Tax Collection Services & Fees by Orange County	15,000.00	2,337.73	1,382.79	974.00	66.95	15.58%
	Total Specialized Services	79,150.00	24,632.30	45,230.99	1,419.71	1,942.04	31.12%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 APR 1993	FY1991-92 APR 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	82.00	0.00	82.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	71,800.00	0.00	0.00	
230-000	Small Tools/Instruments		497.32	0.00		0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	171.68	0.00	34.86	4.98%
240-001	Special Department Expense- Books	85,747.00	88,711.72	98,136.61	11,659.26	8,177.69	103.46%
240-002	Special Department Expense - Video	10,000.00	957.33	4,746.42	747.59	137.24	9.57%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	26,269.91	2,801.39	0.00	318.85	95.53%
240-005	Special Department Expense - Audio	5,000.00	3,998.48	6,852.18	556.00	1,767.49	79.97%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	1,066.50	287.91	383.95	0.00	304.71%
	Total Special Department Expense	128,897.00	121,137.69	121,234.69	13,346.80	10,436.13	93.98%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,585.21	9,274.68	86.48	471.01	91.70%
270-008	Transportation/Travel - Meetings - Literacy	500.00	714.00	236.00	0.00	0.00	142.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	554.50	9.95	20.25	0.00	554.50%
	Total Transportation/Travel - Meetings	5,600.00	5,853.71	9,520.63	106.73	471.01	104.53%
	Electricity	63,000.00	45,172.07	50,475.52	0.00	4,144.69	71.70%
	Gas	6,250.00	2,242.05	4,974.25	372.13	941.74	35.87%
	Water	1,750.00	1,612.01	1,050.40	53.61	0.00	92.11%
	Total Utilities	71,000.00	49,026.13	56,500.17	425.74	5,086.43	69.05%
	TOTAL SUPPLIES & SERVICES	411,047.00	388,375.03	396,518.75	63,121.01	27,863.35	82.32%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,173.00	0.00	0.00	40.67%
400-000	Equipment	0.00	0.00	19,583.43	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	1,653.86	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	21,710.25	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	21,817.98	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	1,139,579.42	1,101,258.63	148,637.90	86,108.23	86.96%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	5,348.87	6,093.41	101.96	449.43	73.78%
	Total 009 - Family Literacy	2,450.00	6,650.77	2,596.99	407.84	321.00	271.46%





04/30/93

Page 1

Placentia Library District  
Balance Sheet  
YTD Actual Spread Sheet  
1 Period(s) Ending April 30, '1993

Part 1 of 1 Parts

04/30/93

## Assets

General Fund	12,853.35
Literacy Fund	7,368.39
County Exempt	11,648.14
Payroll Account	41,065.00
Savings (P/R Support)	6,743.52
Savings (P/R Fees)	551.28
Certificates of Deposit	20,004.57
Petty Cash/Change	0.00
	-----
Total Assets	100,234.25
	=====

## Liabilities

Manual Payroll Checks	1,984.93
Payroll Taxes Payable	(191.92)
Deferred Comp Payable	483.54
Insurance Payable	(937.08)
Credit Union Payable	(814.21)
Union Dues Payable	501.00
Other Employee Deductions	523.91
	-----
Total Liabilities	1,550.17

## Capital

Fund Balance	98,684.08
	-----
Total Capital	98,684.08
	-----
Total Liabilities and Capital	100,234.25
	=====

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,034.20
Checks Out	3496	4.50		
	3594	165.41		
	3599	55.19		
	3600	75.00		
	3601	47.00		
	3604	227.00		
	3605	519.00		
	3606	50.00		
	3607	22.71		
	3611	15.04		
TOTALS		1,180.85	0.00	

CHECKBOOK BAL

12,853.35

*Ermentrout*  
 5/10/93

04/30/93

Page 1

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

Part 1 of 1 Parts

	Total	04/30/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	18.70	18.70
Cash Register-Fines	3,304.65	3,304.65
Cash Register-Damaged Items	1.50	1.50
Cash Register-Lost Items	48.40	48.40
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	356.00	356.00
Cash Register-Reserves	129.00	129.00
Cash Register-Computer Rental	139.00	139.00
Typewriter Income	0.00	0.00
Telephone Income	144.15	144.15
Copy Machine Income	0.00	0.00
State Library Reimbursements	9,360.94	9,360.94
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,665.45	1,665.45
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,167.79	15,167.79
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	15,167.79	15,167.79
<b>Expenses</b>		
Transfers to County	14,675.82	14,675.82
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)	(33.75)	(33.75)
Office Expense (180)	392.50	392.50
Postage (183)	343.70	343.70
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	701.65	701.65
Transportation & Travel (270)	1,030.19	1,030.19
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	17,110.11	17,110.11
	-----	-----
Operating Income (Loss)	(1,942.32)	(1,942.32)

04/30/93

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Part 1 of 1 Parts

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

	Total	04/30/93
Other Income		
Other Expenses		
Net Income (Loss)	----- (1,942.32) =====	----- (1,942.32) =====

04/30/93

Page 1

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

Part 1 of 1 Parts

	04/30/93
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	104.85
Cash Register-Fines	23,762.98
Cash Register-Damaged Items	84.31
Cash Register-Lost Items	81.08
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	356.00
Cash Register-Reserves	1,426.26
Cash Register-Computer Rental	1,214.00
Typewriter Income	165.51
Telephone Income	734.01
Copy Machine Income	762.86
State Library Reimbursements	43,582.65
State Library Grants	25,000.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	13,087.75
Interest Income	10.35
Miscellaneous Income	0.00
	-----
<b>Total Income</b>	<b>125,186.36</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>125,186.36</b>
 <b>Expenses</b>	
Transfers to County	102,250.42
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	156.49
Office Expense (180)	2,230.49
Postage (183)	2,518.74
Prof. & Spec. Services (190)	506.80
Special Departmental Expense (240)	1,359.04
Transportation & Travel (270)	3,073.59
Equipment (400)	0.00
Taxes and Fees (370)	598.00
	-----
<b>Total Expenses</b>	<b>113,141.49</b>
	-----
<b>Operating Income (Loss)</b>	<b>12,044.87</b>

04/30/93

Page 2

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

Part 1 of 1 Parts

04/30/93

Other Income

Other Expenses

Net Income (Loss)

-----  
12,044.87  
=====

04/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 93 Period 10  
General Fund

Page 1

Check	Date	Payee	Amount
3585	04/30/93	U.S. Postmaster 0-5116-01 Postage (183)	145.00 145.00
3586	04/06/93	U.S. Postmaster 0-5116-01 Postage (183)	32.70 32.70
3587	04/06/93	VOID VOID	0.00
3588	04/07/93	Office Depot 0-5114-01 Office Expense (180)	14.67 14.67
3589	04/07/93	Tall Mouse 0-5114-01 Office Expense (180)	16.50 16.50
3590	04/07/93	Aaron Brothers 0-5114-01 Office Expense (180)	64.52 64.52
3591	04/08/93	Childrens Museum 0-5122-01 Transportation & Travel (270)	57.00 57.00
3592	04/08/93	O.C. Auditor 0-5102-01 Transfers to County	14,675.82 14,675.82
3593	04/08/93	The Book Place 0-5120-01 Special Departmental Expense (24	701.65 701.65
3594	04/12/93	Jeannine Walters 0-5114-01 Office Expense (180)	165.41 165.41
3595	04/14/93	Aaron Brothers 0-5114-01 Office Expense (180)	4.40 4.40
3596	04/19/93	E. D. Minter (petty 0-5116-01 Postage (183) 0-5114-01 Office Expense (180)	63.77 29.00 34.77
3597	04/21/93	Tall Mouse 0-5114-01 Office Expense (180)	9.69 9.69
3598	04/21/93	VOID void	0.00
3599	04/21/93	Clarion Sacramento 0-5122-01 Transportation & Travel (270)	55.19 55.19
3600	04/22/93	ISDOC Dinner 0-5122-01 Transportation & Travel (270)	75.00 75.00

04/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 1      Fiscal Year 93 Period 10  
General Fund

Page 2

Check	Date	Payee	Amount
3601	04/22/93	CLA - Registration 0-5122-01 Transportation & Travel (270)	47.00
3602	04/22/93	U. S. Postoffice 0-5116-01 Postage (183)	145.00
3603	04/27/93	VOID Void	0.00
3604	04/27/93	Time for Travel 0-5122-01 Transportation & Travel (270)	227.00
3605	04/27/93	Time for Travel 0-5122-01 Transportation & Travel (270)	519.00
3606	04/27/93	O.C. Am. Soc. for Lo 0-5122-01 Transportation & Travel (270)	50.00
3607	04/27/93	Smart & Final 0-5114-01 Office Expense (180)	22.71
3608	04/27/93	Office Depot 0-5114-01 Office Expense (180)	14.85
3609	04/27/93	Office Depot 0-5114-01 Office Expense (180)	26.69
3610	04/27/93	VOID VOID	0.00
3611	04/27/93	CM School Supply 0-5114-01 Office Expense (180)	15.04
Checkbook 1 Total			17,148.61



04/30/93

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

Page 3

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5102-01 Transfers to County	14,675.82
0-5114-01 Office Expense (180)	389.25
0-5116-01 Postage (183)	351.70
0-5120-01 Special Departmental Expense (240)	701.65
0-5122-01 Transportation & Travel (270)	1,030.19
	-----
	17,148.61
	=====

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

April, 1993

Prepared 5/7/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,224.89
Checks Out				
	1123	371.00		
	1128	485.50		
TOTALS		856.50	0.00	
CHECKBOOK BAL				7,368.39

*Sanwa*  
 5-7-93

04/30/93

Page 1

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

Part 1 of 1 Parts

	Total	04/30/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	120.00	120.00
Workshops Income	0.00	0.00
Books/Materials Income	0.00	0.00
Interest Income	9.96	9.96
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	129.96	129.96
Cost of Sales	-----	-----
Gross Profit (Loss)	129.96	129.96
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	485.50	485.50
	-----	-----
Total Expenses	485.50	485.50
Operating Income (Loss)	(355.54)	(355.54)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(355.54)	(355.54)
	=====	=====

04/30/93

Page 1

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

Part 1 of 1 Parts

	04/30/93
Income	
Gifts Income	852.00
Tutor Training Income	910.00
Workshops Income	40.00
Books/Materials Income	35.40
Interest Income	119.05
Miscellaneous Income	0.00
	-----
Total Income	1,956.45
Cost of Sales	-----
Gross Profit (Loss)	1,956.45
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	214.14
Tutor Training Materials	485.50
	-----
Total Expenses	1,118.64
	-----
Operating Income (Loss)	837.81
Other Income	
Other Expenses	
	-----
Net Income (Loss)	837.81
	=====

04/30/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 2 Fiscal Year 93 Period 10  
 Literacy Fund

Page 1

Check	Date	Payee	Amount
1129	04/30/93	LVA	485.50
		0-5212-02 Tutor Training Materials	485.50
		Checkbook 2 Total	485.50

04/30/93

Placentia Library District

Page 2

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5212-02 Tutor Training Materials	485.50
	485.50

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,808.98
Checks Out	767	45.00		
	780	2,040.43		
	781	33.99		
	782	23.82		
	783	17.60		
TOTALS		2,160.84	0.00	
CHECKBOOK BAL				11,648.14

*Edmunds*  
 5/10/93

04/30/93

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

Page 1  
Part 1 of 1 Parts

	Total	04/30/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	7.50	7.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	140.00	140.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	758.98	758.98
Friends Contributions	1,000.00	1,000.00
Gifts Income	100.00	100.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,109.30	1,109.30
Interest Income	16.90	16.90
Miscellaneous Income	23.80	23.80
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	3,156.48	3,156.48
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	3,156.48	3,156.48
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	200.00	200.00
Vending Machine Supplies	299.77	299.77
Vending Machine Repairs	0.00	0.00
Bank Fees & Service 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	415.94	415.94
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	825.00	825.00
Miscellaneous	120.00	120.00
Lobbyist Expense	2,040.43	2,040.43
	-----	-----
Total Expenses	3,901.14	3,901.14
	-----	-----
Operating Income (Loss)	(744.66)	(744.66)
Other Income		
Other Expenses	-----	-----



04/30/93

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)	Total (744.66) =====	04/30/93 (744.66) =====
-------------------	----------------------------	-------------------------------

04/30/93

Page 1

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

Part 1 of 1 Parts

	04/30/93
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	651.00
Microfilm/Microfich Income	202.50
Meeting Room Income	2,996.20
Test Proctoring Income	60.00
Vending Machine Income	6,450.58
Friends Contributions	3,000.00
Gifts Income	1,766.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	1,109.30
Interest Income	91.74
Miscellaneous Income	74.40
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00
	-----
<b>Total Income</b>	<b>20,218.80</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>20,218.80</b>
 <b>Expenses</b>	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	3,000.00
Vending Machine Supplies	3,293.13
Vending Machine Repairs	368.84
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	1,027.35
Friend's-Other Activities	280.20
Library Board Expenses	795.88
Gulf Arab Grant	483.36
Community Grant Expense	833.71
Miscellaneous	120.00
Lobbyist Expense	4,259.04
	-----
<b>Total Expenses</b>	<b>15,685.17</b>
	-----
<b>Operating Income (Loss)</b>	<b>4,533.63</b>
 <b>Other Income</b>	
 <b>Other Expenses</b>	
	-----

04/30/93

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

Page 2  
Part 1 of 1 Parts

Net Income (Loss)

04/30/93  
4,533.63  
=====

04/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 3      Fiscal Year 93 Period 10  
County Exempt

Page 1

Check	Date	Payee	Amount
764	04/07/93	Strouds 0-5314-03 Friend's-Director's Fund	45.22
765	04/07/93	Scholastic Book Fair 0-5314-03 Friend's-Director's Fund	26.40
766	04/19/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	299.77
767	04/19/93	Rosemary Pfortmiller 0-5322-03 Miscellaneous	45.00
768	04/19/93	Jess Ramirez 0-5322-03 Miscellaneous	45.00
769	04/19/93	Stephanie Chao 0-5322-03 Miscellaneous	30.00
770	04/19/93	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
771	04/21/93	Ralphs 0-5314-03 Friend's-Director's Fund	13.15
772	04/21/93	VOID VOID	0.00
773	04/21/93	Price Club 0-5314-03 Friend's-Director's Fund	12.54
774	04/21/93	Super Crown 0-5314-03 Friend's-Director's Fund	53.95
775	04/21/93	Courtest 1 Hr Cleane 0-5314-03 Friend's-Director's Fund	9.00
776	04/15/93	Susan Parman 0-5321-03 Community Grant Expense	825.00
777	04/21/93	Strouds 0-5314-03 Friend's-Director's Fund	6.47
778	04/21/93	Elizabeth Minter 0-5314-03 Friend's-Director's Fund	173.80
779	04/21/93	VOID VOID	0.00

04/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 93 Period 10  
County Exempt

Page 2

Check	Date	Payee	Amount
780	04/27/93	California Advocates 0-5323-03 Lobbyist Expense	2,040.43
781	04/27/93	Veronica Barba 0-5314-03 Friend's-Director's Fund	33.99
782	04/27/93	Smart & Final 0-5314-03 Friend's-Director's Fund	23.82
783	04/27/93	Courtest 1 hour Clea 0-5314-03 Friend's-Director's Fund	17.60
Checkbook 3 Total			3,901.14

04/30/93

Placentia Library District

Page 3

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
0-5304-03 Vending Machine Supplies	299.77
0-5314-03 Friend's-Director's Fund	415.94
0-5321-03 Community Grant Expense	825.00
0-5322-03 Miscellaneous	120.00
0-5323-03 Lobbyist Expense	2,040.43
	-----
	3,901.14
	=====

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

April, 1993

Prepared 5/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				41,127.23
Checks Out	562	62.23		
TOTALS		62.23	0.00	
CHECKBOOK BAL				41,065.00

*EW*  
 5/10/93

04/30/93

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

Page 1  
Part 1 of 1 Parts

	Total	04/30/93
Income		
Transfers from County	81,660.00	81,660.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	81,660.00	81,660.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	81,660.00	81,660.00
Expenses		
Salaries	52,993.31	52,993.31
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,985.72	3,985.72
Payroll Processing Fees	264.02	264.02
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,243.05	57,243.05
Operating Income (Loss)	24,416.95	24,416.95
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	24,416.95	24,416.95
	=====	=====



04/30/93

Page 1

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

Part 1 of 1 Parts

	04/30/93
Income	
Transfers from County	709,322.38
Interest Income-CD's	805.20
Interest Income-Savings	490.47
Miscellaneous Income	0.00
	-----
Total Income	710,618.05
Cost of Sales	-----
Gross Profit (Loss)	710,618.05
Expenses	
Salaries	623,854.63
Employee Benefits	(531.32)
Employer Payroll Taxes	45,762.97
Payroll Processing Fees	3,739.50
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00
	-----
Total Expenses	672,864.76
	-----
Operating Income (Loss)	37,753.29
Other Income	
Other Expenses	
	-----
Net Income (Loss)	37,753.29
	=====

04/30/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 93 Period 10  
Payroll Account

Page 1

Check	Date	Payee	Amount
560	04/12/93	Peggy Burkich	858.06
	0-5402-04	Salaries	858.06
561	04/12/93	Cynthia McClain	1,898.48
	0-5402-04	Salaries	1,898.48
562	04/30/93	Maria Cedillo	62.23
	0-5402-04	Salaries	62.23
Checkbook 4 Total			2,818.77

04/30/93

Placentia Library District

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 10 through Fiscal Year 93, Period 10

Account Name	Total
0-5402-04 Salaries	2,818.77
	----- 2,818.77 =====



TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant

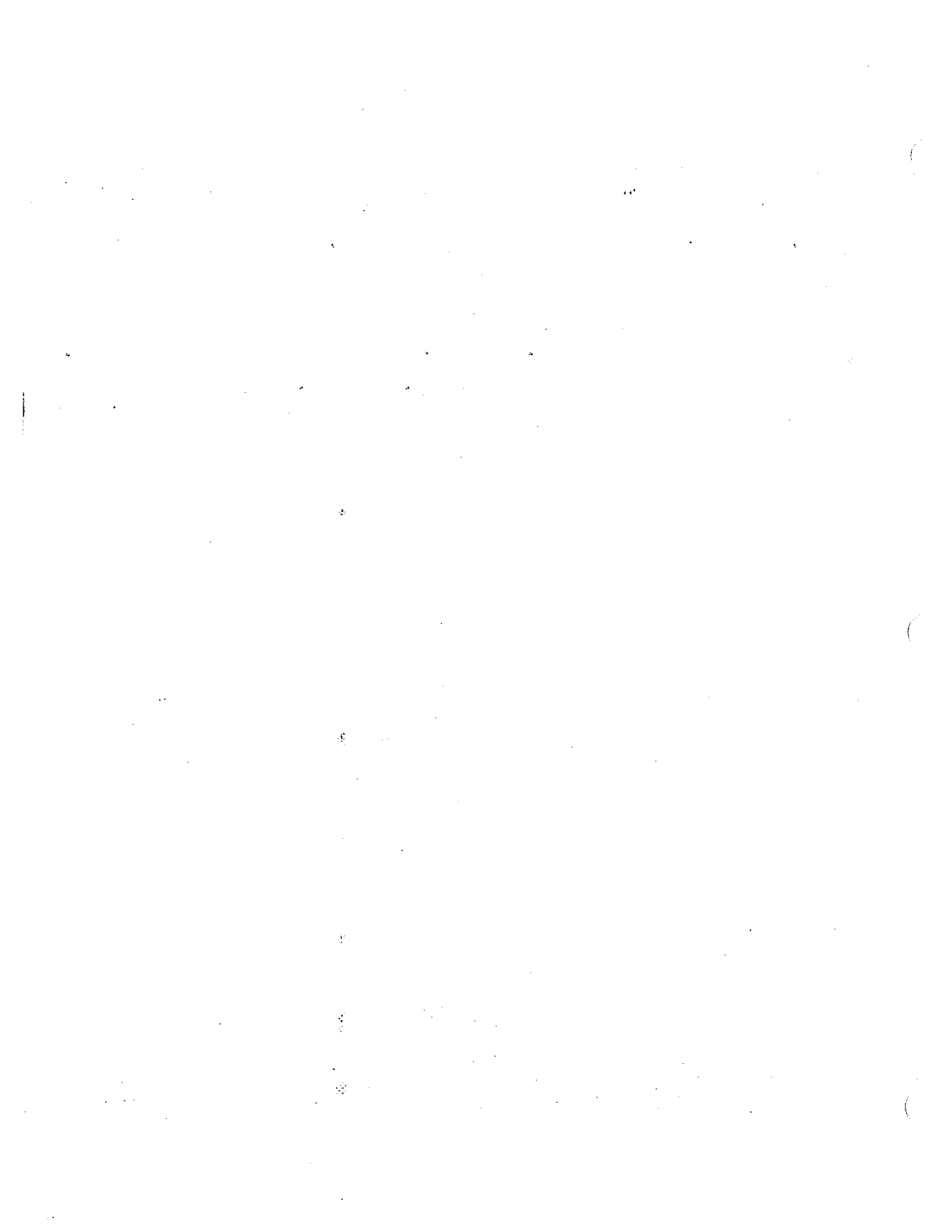
KC

DATE: May 11, 1993

SUBJECT: APRIL, 1993, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR APRIL 1993\*\*

\*\*Since the installation of the new Dynix computer system in June 1992, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.



11/30/92

Page 1

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

	11/30/92
Income	
Gifts Income	0.00
Tutor Training Income	760.00
Workshops Income	40.00
Books/Materials Income	12.00
Interest Income	70.48
Miscellaneous Income	0.00
	-----
Total Income	882.48
Cost of Sales	-----
Gross Profit (Loss)	882.48
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	69.70
	-----
Total Expenses	488.70
	-----
Operating Income (Loss)	393.78
Other Income	
Other Expenses	-----
Net Income (Loss)	393.78
	=====

11/30/92

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

Page 1

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

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



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

November, 1992

Prepared 12/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				17,616.57
Checks Out				
	3496	4.50		
	3505	70.00		
	3522	50.00		
	3524	145.20		
TOTALS		269.70	0.00	
CHECKBOOK BAL				17,346.87

*2000  
12/10/92 ✓*

11/30/92

Page 1

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

Part 1 of 1 Parts

	Total	11/30/92
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	3.50	3.50
Cash Register-Fines	2,040.19	2,040.19
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	(52.46)	(52.46)
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	129.63	129.63
Cash Register-Computer Rental	194.50	194.50
Typewriter Income	80.75	80.75
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	12,500.00	12,500.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	648.22	648.22
Interest Income	10.35	10.35
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,554.68	15,554.68
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	15,554.68	15,554.68
<b>Expenses</b>		
Transfers to County	0.00	0.00
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)	387.97	387.97
Postage (183)	363.20	363.20
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	9.20	9.20
Transportation & Travel (270)	50.00	50.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	810.37	810.37
	-----	-----
Operating Income (Loss)	14,744.31	14,744.31

11/30/92

Page 2

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

Part 1 of 1 Parts

	Total	11/30/92
Other Income		
Other Expenses		
Net Income (Loss)	<u>14,744.31</u>	<u>14,744.31</u>

11/30/92

Page 1

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

Part 1 of 1 Parts

	11/30/92
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	27.10
Cash Register-Fines	10,392.69
Cash Register-Damaged Items	22.95
Cash Register-Lost Items	(17.27)
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	759.03
Cash Register-Computer Rental	746.00
Typewriter Income	135.41
Telephone Income	307.04
Copy Machine Income	610.76
State Library Reimbursements	17,558.20
State Library Grants	12,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	7,066.89
Interest Income	10.35
Miscellaneous Income	0.00
	-----
Total Income	50,296.90
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	50,296.90
<b>Expenses</b>	
Transfers to County	28,969.02
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	36.24
Office Expense (180)	750.19
Postage (183)	1,439.56
Prof. & Spec. Services (190)	105.00
Special Departmental Expense (240)	494.20
Transportation & Travel (270)	1,692.15
Equipment (400)	0.00
Taxes and Fees (370)	0.00
	-----
Total Expenses	33,934.28
	-----
Operating Income (Loss)	16,362.62

11/30/92

Page 2

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

11/30/92

Other Income

Other Expenses

Net Income (Loss)

-----  
16,362.62  
=====

11/30/92

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 93 Period 5  
 General Fund

Page 1

Check	Date	Payee	Amount
3515	11/02/92	Monterey Glass 0-5114-01 Office Expense (180)	25.98
3516	11/03/92	U.S. Postmaster 0-5116-01 Postage (183)	143.00
3517	11/03/92	Jeannine Walters 0-5114-01 Office Expense (180)	112.44
3518	11/04/92	Jeannine Walters 0-1010-00 General Fund	83.55
3519	11/05/92	Jeannine Walters 0-1010-00 General Fund	81.29
3520	11/05/92	VOID Void	0.00
3521	11/05/92	ED Minter (Office Pe 0-5114-01 Office Expense (180)	84.71
3522	11/18/92	Diehl Evans & Co., 0-5122-01 Transportation & Travel (270)	50.00
3523	11/18/92	U.S. Postmaster 0-5116-01 Postage (183)	75.00
3524	11/18/92	U.S. Postmaster 0-5116-01 Postage (183)	145.20
3525	11/18/92	Margaret Dinsmore 0-5120-01 Special Departmental Expense (24	9.20
3526	11/25/92	Hsi-Huang Yen 0-4106-01 Cash Register-Lost Items	52.46
Checkbook 1 Total			862.83

12/30/92

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

Page 2

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

Account Name	Total
0-1010-00 General Fund	164.84
0-4106-01 Cash Register-Lost Items	52.46
0-5114-01 Office Expense (180)	223.13
0-5116-01 Postage (183)	363.20
0-5120-01 Special Departmental Expense (240)	9.20
0-5122-01 Transportation & Travel (270)	50.00
	-----
	862.83
	=====





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

November, 1992

Prepared 12/10/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,156.11
Checks Out				
	728	65.00		
	732	436.48		
TOTALS		501.48	0.00	
CHECKBOOK BAL				8,654.63

*90 minutes  
12/10/92*

11/30/92

Page 1

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending November 30, 1992

Part 1 of 1 Parts

	Total	11/30/92
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	75.00	75.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	445.00	445.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	592.15	592.15
Friends Contributions	0.00	0.00
Gifts Income	1,400.00	1,400.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
	-----	-----
Total Income	2,512.15	2,512.15
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	2,512.15	2,512.15
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	700.00	700.00
Vending Machine Supplies	436.48	436.48
Vending Machine Repairs	0.00	0.00
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	172.18	172.18
Children's-Other	39.90	39.90
Friend's-Director's Fund	12.22	12.22
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	43.56	43.56
Miscellaneous	0.00	0.00
	-----	-----
Total Expenses	1,404.34	1,404.34
	-----	-----
Operating Income (Loss)	1,107.81	1,107.81
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----
Net Income (Loss)	1,107.81	1,107.81
	=====	=====

Placentia Library District

11/30/92

Page 1

Placentia Library District  
 Income Statement For Department 03  
 YTD Actual Spread Sheet  
 1 Period(s) Ending November 30, 1992

Part 1 of 1 Parts

	11/30/92
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	408.50
Microfilm/Microfich Income	202.50
Meeting Room Income	1,826.00
Test Proctoring Income	60.00
Vending Machine Income	3,524.42
Friends Contributions	0.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Interest Income	15.98
Miscellaneous Income	30.60
Gulf Arab Grant Income	0.00
	-----
Total Income	7,734.00
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	7,734.00
<b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	1,900.00
Vending Machine Supplies	2,154.33
Vending Machine Repairs	0.00
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	39.90
Friend's-Director's Fund	394.97
Friend's-Other Activities	140.08
Library Board Expenses	100.00
Gulf Arab Grant	483.36
Miscellaneous	0.00
	-----
Total Expenses	6,085.44
	-----
Operating Income (Loss)	1,648.56
<b>Other Income</b>	
<b>Other Expenses</b>	
	-----
Net Income (Loss)	1,648.56
	=====

11/30/92

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 93 Period 5  
 County Exempt

Page 1

Check	Date	Payee	Amount
724	11/30/92	Jeannine Walters	39.90
	0-5312-03	Children's-Other	39.90
725	11/05/92	Suad Ammar	43.56
	0-5320-03	Gulf Arab Grant	43.56
726	11/12/92	Smart & Final	32.71
	0-5310-03	Children's Camp Library	32.71
727	11/12/92	Tall Mouse	36.97
	0-5310-03	Children's Camp Library	36.97
728	11/12/92	City of Anaheim	65.00
	0-5310-03	Children's Camp Library	65.00
729	11/16/92	O.C. Auditor	700.00
	0-5302-03	Vend. Mach.-Repay Capital Equip.	700.00
730	11/18/92	Donut Star	37.50
	0-5310-03	Children's Camp Library	37.50
731	11/18/92	Elizabeth Minter (of	12.22
	0-5314-03	Friend's-Director's Fund	12.22
732	11/30/92	A & R Wholesale	436.48
	0-5304-03	Vending Machine Supplies	436.48
Checkbook 3 Total			1,404.34

12/30/92

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

Page 2

For Fiscal Year 93, Period 5 through Fiscal Year 93, Period 5

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	700.00
0-5304-03 Vending Machine Supplies	436.48
0-5310-03 Children's Camp Library	172.18
0-5312-03 Children's-Other	39.90
0-5314-03 Friend's-Director's Fund	12.22
0-5320-03 Gulf Arab Grant	43.56
	-----
	1,404.34
	=====



TO: Library Board of Trustees

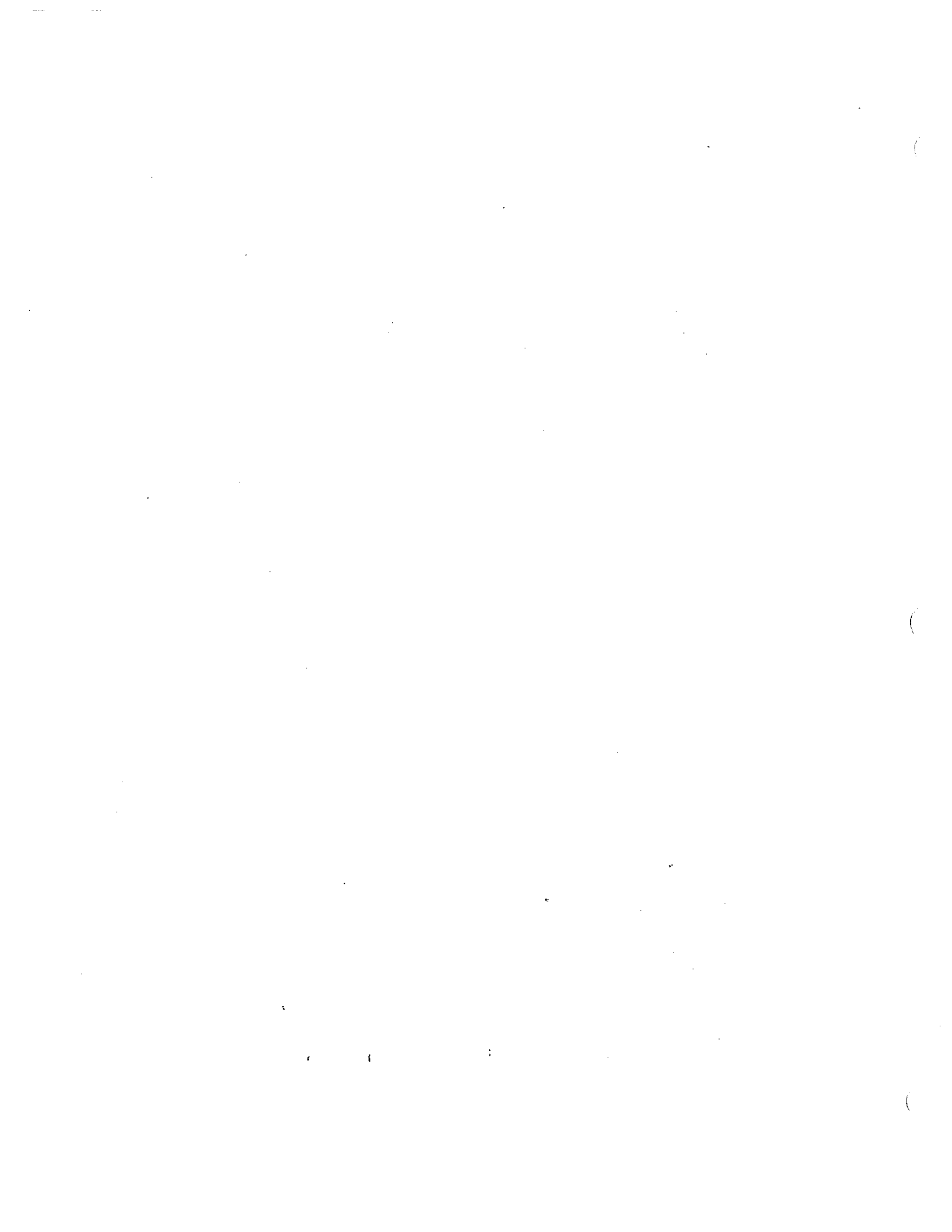
FROM: Karen Cushing, Library Assistant *KC*

DATE: December 1, 1992

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

CLIENT PROGRESS REPORT FOR NOVEMBER 1992\*\*

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





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: May 17, 1993  
 SUBJECT: APRIL, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS APRIL 1-30, 1993

Beginning Balance 04/01/93			\$ 623.17
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 758.98		
Total Materials & Supplies		\$ 299.77	
Total Repairs		0.00	
Vend Machine Loan Payback	<u>                    </u>	<u>200.00</u>	
	\$ 731.72	\$ 499.77	
Ending Balance 03/31/93			<u>\$ 855.12</u>
Check to be issued 05/11/93			\$ 400.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 03/31/93	2,300.00
April Payment	<u>200.00</u>
April Balance 04/30/93	<u>\$2,100.00</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: December 21, 1992  
 SUBJECT: **NOVEMBER, 1992, VENDING MACHINE REPORT**

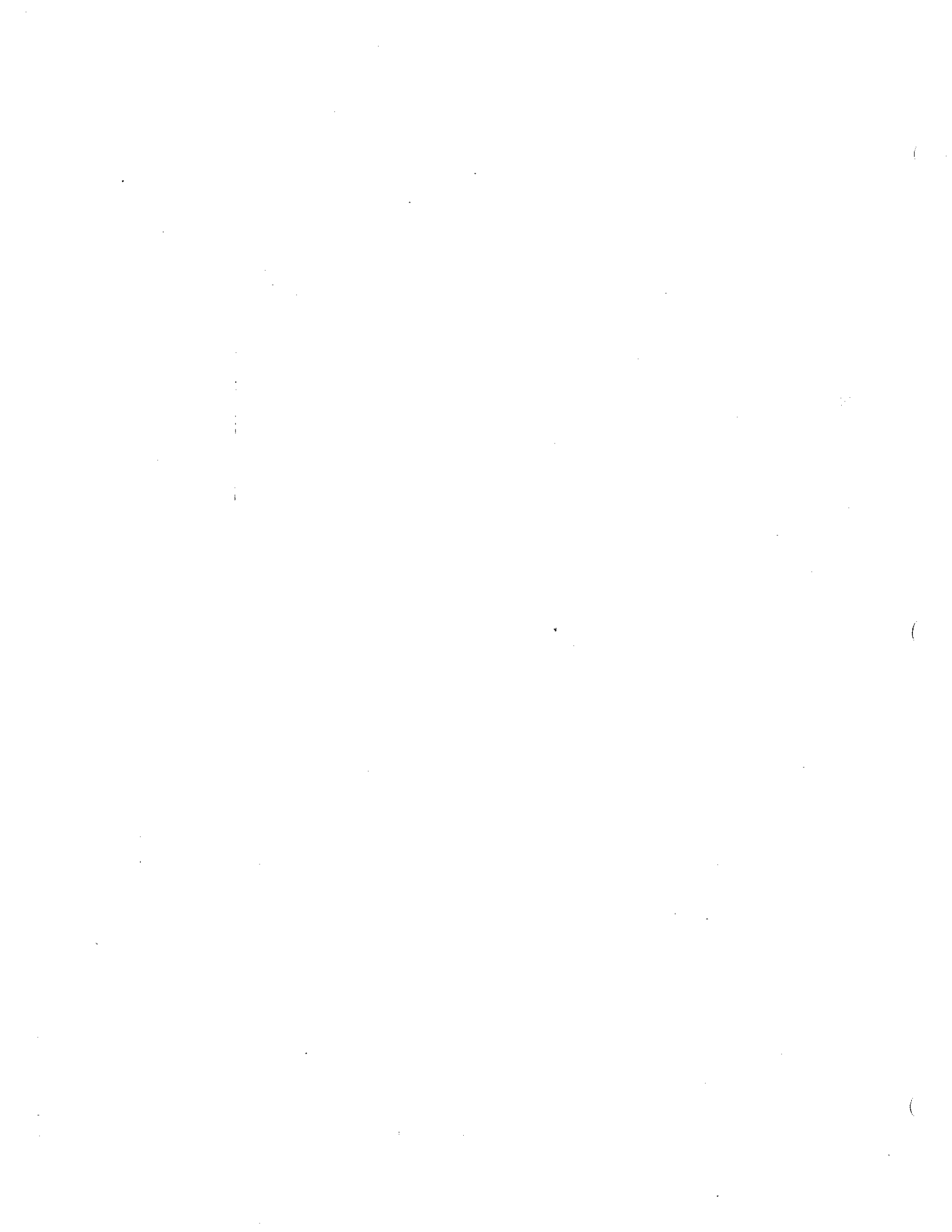
SUMMARY OF ACCOUNTS NOVEMBER 1-30, 1992

Beginning Balance 11/01/92			\$1123.74
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 591.60		
Total Materials & Supplies		\$ 436.48	
Total Repairs		0.00	
Vend Machine Loan Payback	<u>          </u>	<u>700.00</u>	
	\$ 591.60	\$ 1136.48	
Ending Balance 11/30/92			<u>\$ 578.86</u>
Check to be issued 12/21/92			\$ 200.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 09/30/92	3,700.00
November Payment	<u>700.00</u>
November Balance 11/30/92	<u>\$3,000.00</u>

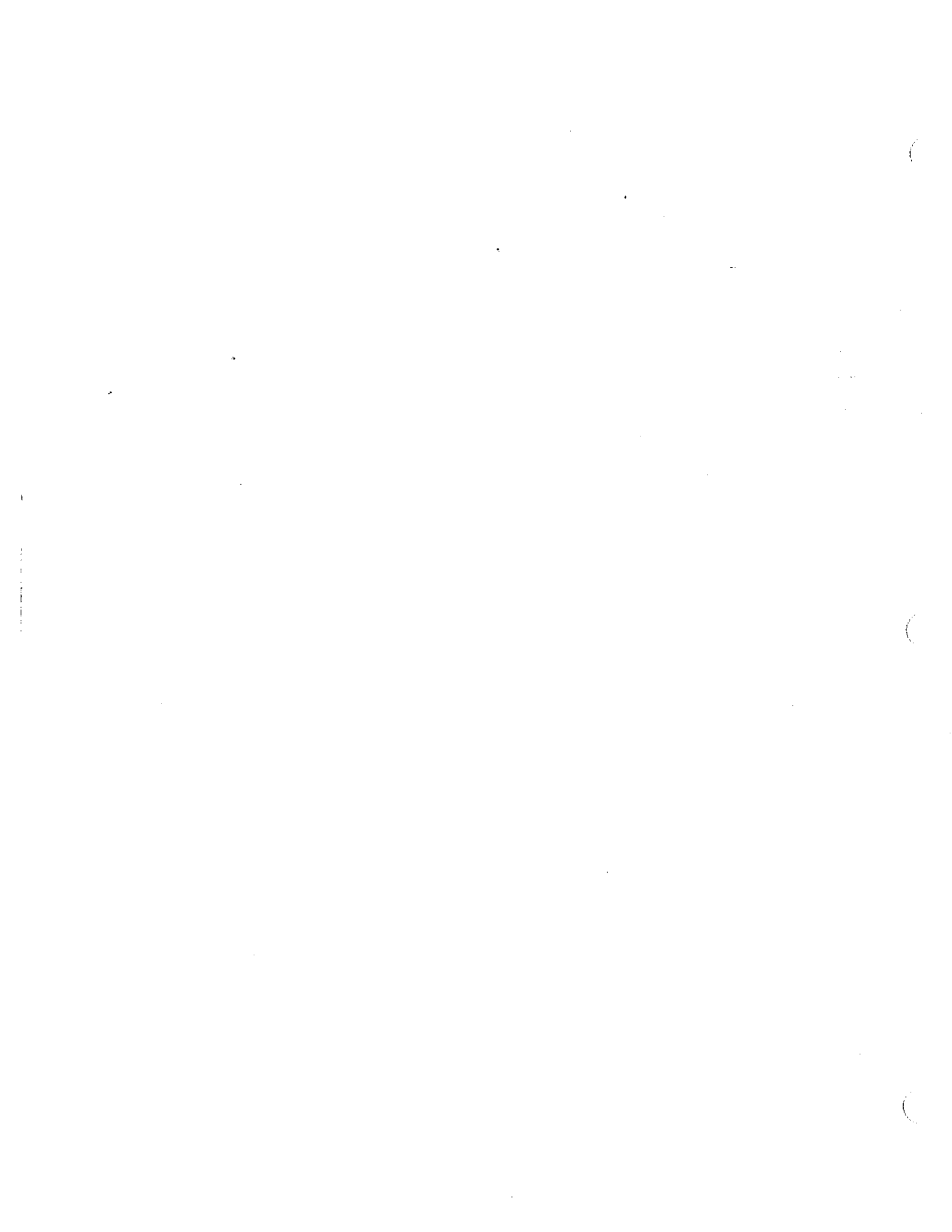
Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT  
 CIRCULATION REPORT  
 (Prepared from the Anaheim Public Library Report)  
 May 17, 1993

CATEGORY	FY1992-93 APR 1993	FY1991-92 APR 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	11,762	19,332	108,181	126,736	-14.64%
Adult Paperbacks	1,392	3,682	15,799	25,691	-38.50%
Juvenile Books	10,471	16,666	91,016	100,181	-9.15%
Juvenile Paperbacks	1,607	3,174	17,614	17,537	0.44%
TOTAL BOOKS	25,232	42,854	232,610	270,145	-13.89%
PERIODICALS	825	1,088	6,222	6,856	-9.25%
Pamphlets/Govt. Documents	92	183	869	1,152	-24.57%
Pictures	17	0	37	0	N/A
TOTAL EPHEMERAL	109	183	906	1,152	-21.35%
Total Adult Print	14,088	24,285	131,108	160,435	-18.28%
Total Juvenile Print	12,078	19,840	108,630	117,718	-7.72%
TOTAL PRINT	26,166	44,125	239,738	278,153	-13.81%
Video	2,732	2,884	24,791	10,454	137.14%
Audio	1,225	1,346	12,139	16,220	-25.16%
TOTAL AUDIO-VISUAL	3,957	4,230	36,930	26,674	38.45%
EQUIPMENT	14	16	43	75	-42.67%
UNASSIGNED	0	0	155	0	N/A
TOTAL CIRCULATION	30,137	48,371	276,866	304,902	-9.20%

April 1992 and FY 1991-92 YTD figures are estimates based on (1) actual circulation for April 1991; (2) actual circulation and circulation growth rate for July 1991-March 1992; (3) patron count for April 1991 and 1992; and (4) Yorba Linda Library being closed April 1992.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: December 21, 1992  
SUBJECT: Gift Fund Report for November, 1992

The following cash gifts to Placentia Library District were received in October, 1992:

<u>Name</u>	<u>Amount</u>
The Honorable Hassan Nazer Consul General of Saudi Arabia to Los Angeles	\$1,400.00

Prepared by: Charlene Dumitru

: Elizabeth Minter, Library Director  
FROM: Suad s. Ammar, Principal Librarian *SM*  
DATE: December 14, 1992  
Subject: Explanation of \$1,400.00 check from the Saudi Consulate

The honorable Hassan Nazer, Consul General of Saudi Arabia to Los Angeles, has been very supportive of the Gulf Arab States project since its inception, he has been also very impressed by its success.

On September 21st. I visited Mr. Nazer to return his personal sword and the other items that he had loaned us to use in the display. We discussed the project and I shared the project's success and the audiences' positive reaction to it.

Mr. Nazer admired our work and was very appreciative of the Library's efforts to promote cultural awareness. He was extremely impressed by the computer program and the quality and quantity of the hand-outs that were distributed, and offered to contribute an amount of money toward this project.

The \$1,400.00 will be used to purchase Arabic materials to upgrade the Library's existing collection.



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: May 4, 1993

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	APRIL	TOTAL
Caulford, Jeff	34.00	34.00
Covell, Fredi	9.50	49.75
Deputy, Paul	28.50	4285.75
Gleason, Gary	2.00	2.00
Goldbaum, Mae	9.25	333.00
Grandparents & Books	3.50	108.25
Ismailjee, Salehah	0.00	96.50
JTPA Students	28.00	674.00
Kremling, Karen	3.00	13.25
ROP Students	70.50	2427.25
Vesely, Pat	0.00	277.75

TEMPORARY VOLUNTEERS

TOTAL 188.25

LVA VOLUNTEERS

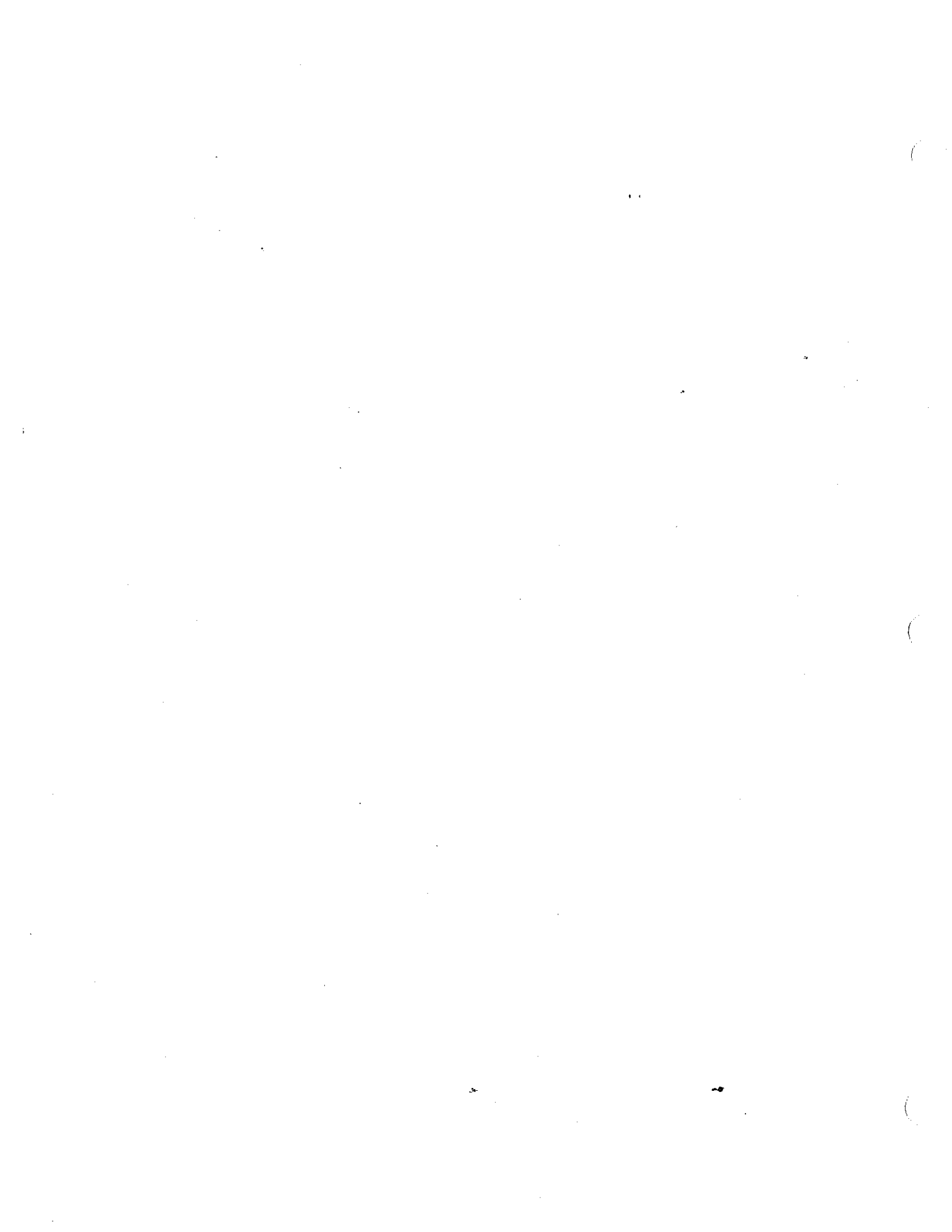
Literacy Volunteers 644.50

COMBINED TOTAL 832.75

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

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

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the literacy campaign.



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director  
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*  
 DATE: December 1, 1992  
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	NOVEMBER	TOTAL
Blan, Henry	2.50	28.75
Covell, Fredi	6.00	6.00
Deputy, Paul	37.00	4113.00
George Key School	0.00	724.25
Goldbaum, Mae	1.75	309.00
Grandparents & Books	4.50	82.25
Ismailjee, Salehah	1.00	91.25
JTPA Students	35.00	458.50
Johnson, David	2.00	2.00
Nguyen, Nina	7.50	10.50
ROP Students	71.50	2070.25
Vesely, Pat	9.00	254.50

TEMPORARY VOLUNTEERS

TOTAL 177.75

LVA VOLUNTEERS

Literacy Volunteers 358.00

COMBINED TOTAL 535.75

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



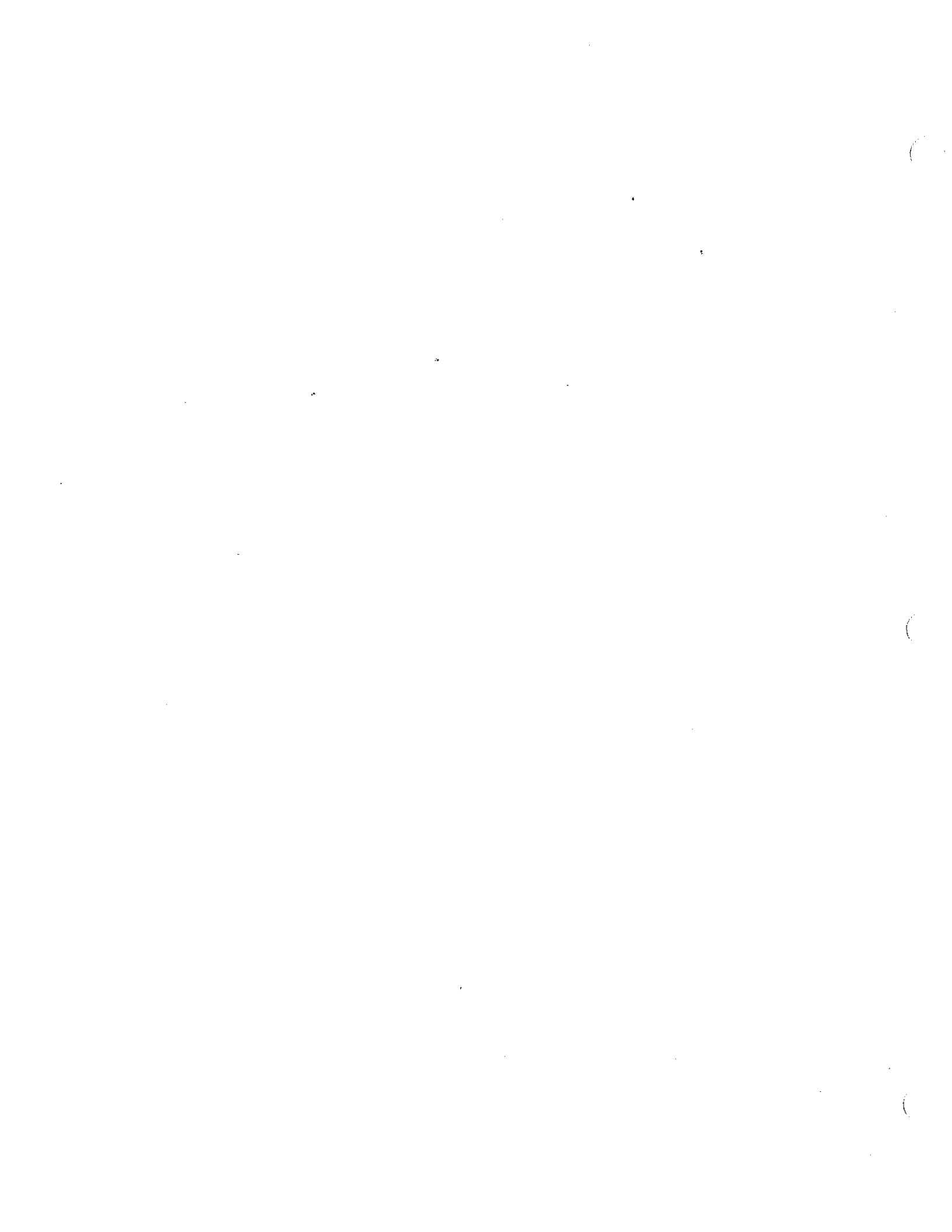
TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: May 17, 1993  
SUBJECT: **Building Maintenance Report for April, 1993**

1. **AUDIO-VISUAL AREA**

Following a survey taken over several weeks, which determined that there was very little patron demand for listening to music in the library, the listening posts were removed. Metal plates were installed over the open ends of the posts, flush with the floor.

2. **MISCELLANEOUS**

A plumber was called to clear a blockage in the garbage disposal in the staff lounge.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: May 17, 1993  
SUBJECT: Personnel Report for April, 1993.

RESIGNATIONS:

Karen Cushing, Library Assistant (Circulation/Administration) effective May 27, 1993

APPOINTMENTS:

None

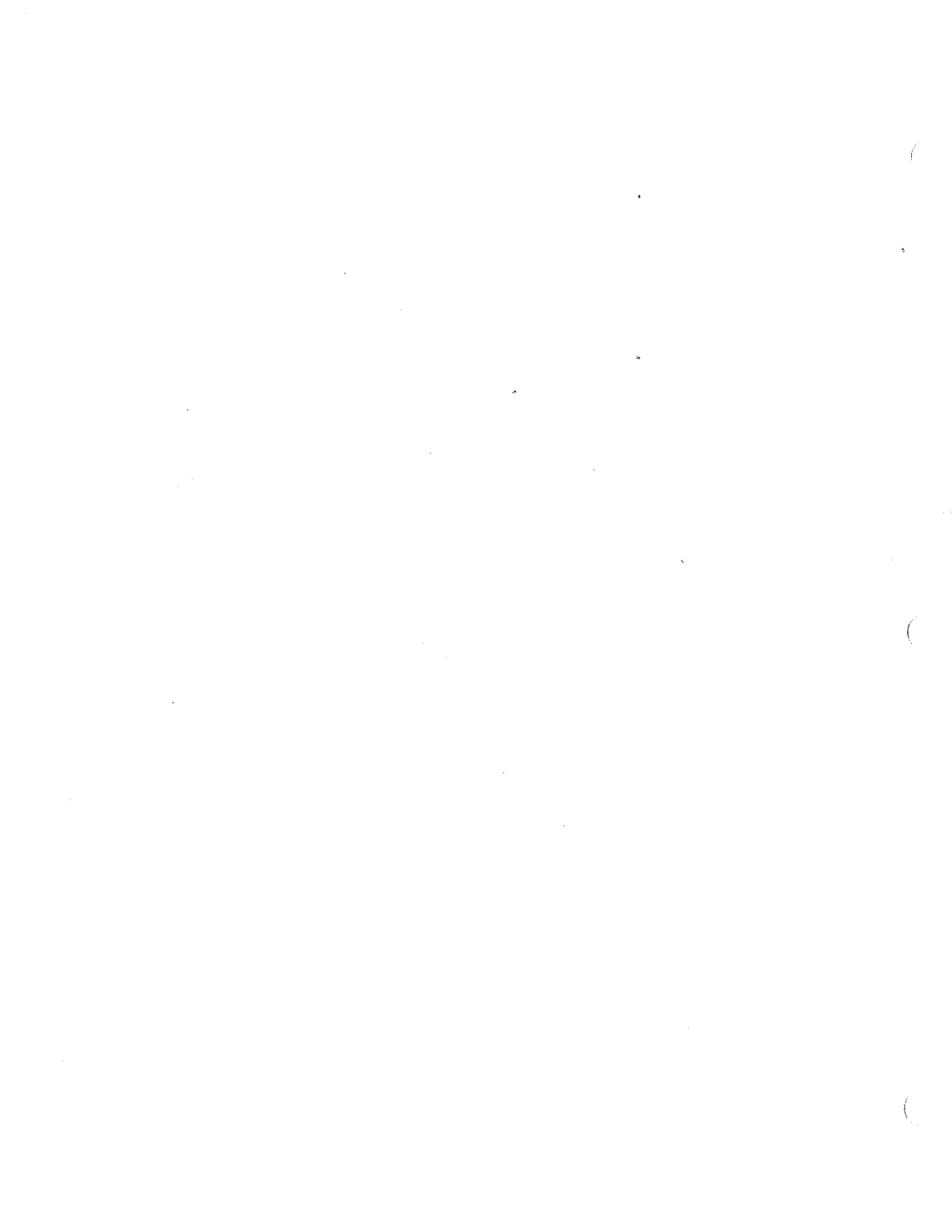
TERMINATIONS:

Maria Cedillo, Library Aide (Families for Literacy) effective 04/30/93.

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

Prepared by: Charlene Dumitru





TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: December 11, 1992  
SUBJECT: Building Maintenance Report for November, 1992

1. HVAC

On Sunday, November 29th, the air handler motor of the main HVAC unit burned out. Staff on the scene took care of the situation well. Upon smelling a slight smoky odor, the air-conditioning room was checked. It was obvious immediately that the smoke was coming from one of the two units. The units were shut down, which immediately lessened the smoke. A call was placed to our HVAC contractor. They arrived the next day. The motor was replaced on Tuesday, with the system operating normally.

2. PUBLIC TELEPHONES

Our telephone booth in the public area has been modified to accommodate a second unit at the lower ADA height (which is 48" from the top of the coin slot to the floor). The second unit has been installed by the telephone company and everything looks fine. Dale Goodman of the City of Placentia Advisory Committee on the Disabled has seen what has been done, and is pleased.

3. AUDIO-VISUAL SHELVING

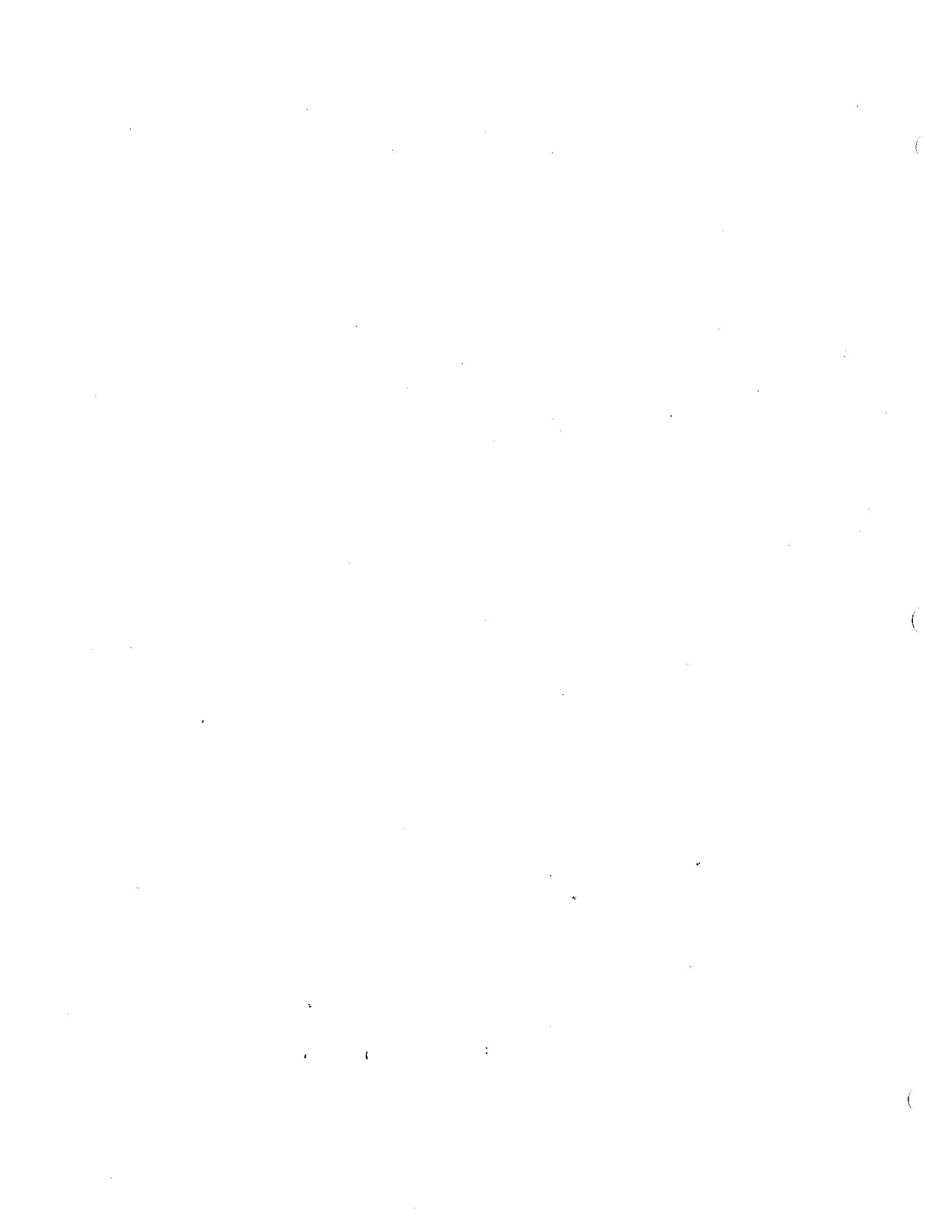
The end panels for the video and CD shelving in the southeast corner of the building arrived, and has been installed.

4. LOBBY

The Friends book sale area has received two upgrades. The repaired table top (the 4th blue-topped unit) has arrived and is gracing the Friends book sale area. Also, the backstops (which prevent books from falling behind the shelves) for the single-faced shelving have been installed.

5. LIGHTING IMPROVEMENT IN LIBRARY

The plastic lenses (light covers) have not been cleaned on a regular basis for several years. In order to increase lighting levels for patrons and staff, our cleaning service, S&M Maintenance, has agreed to dust-clean each of the estimated 1,550 plastic panels throughout the building. A small test area has been done and there definitely is more available light. This may be done on an annual basis.



Agenda Item 20

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: December 21, 1992  
SUBJECT: Personnel Report for November, 1992

RESIGNATIONS:

Elizabeth Tranchida, Part-time Clerk I (Childrens), effective December 2, 1992.

APPOINTMENTS:

None

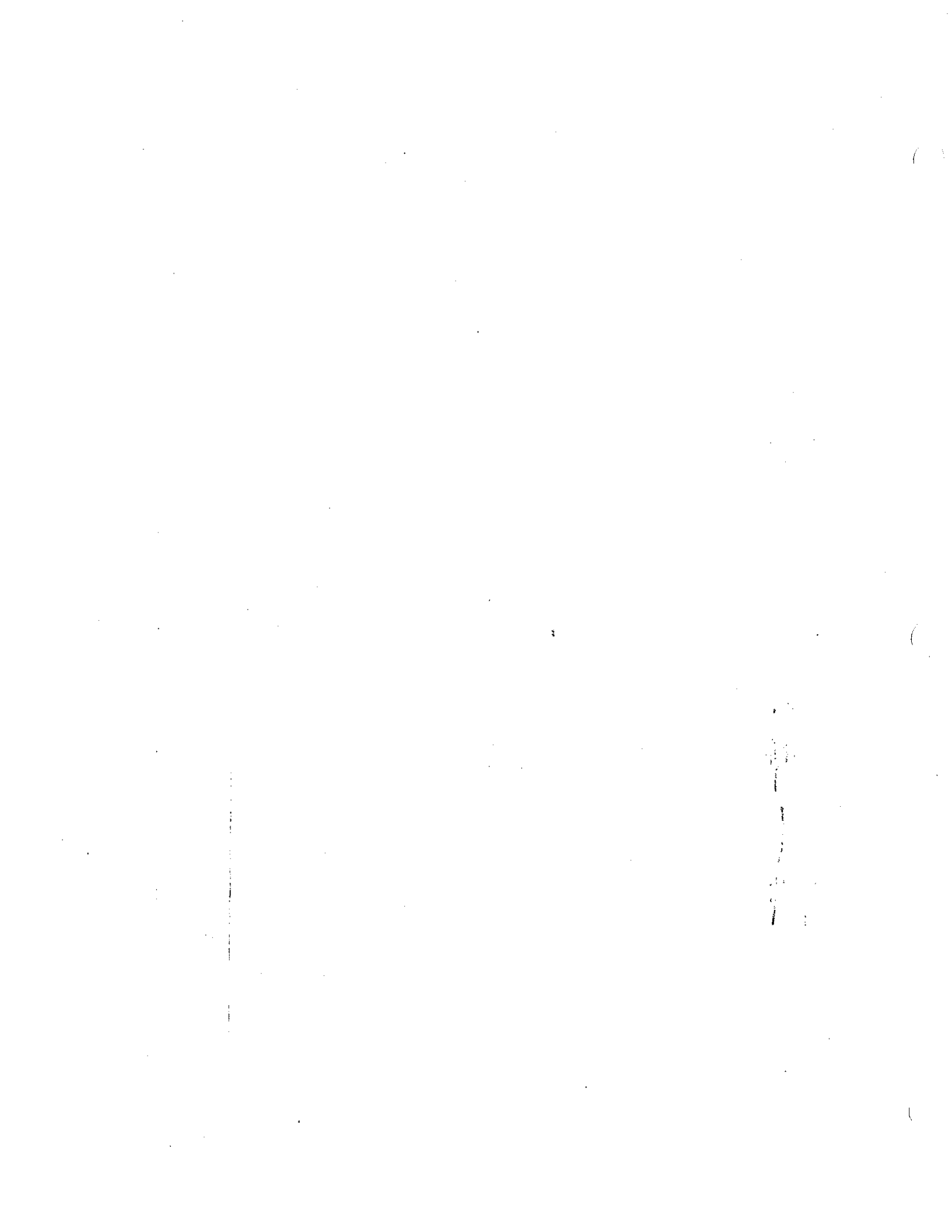
TERMINATIONS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	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	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

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	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993								0.00
May 1993								0.00
Jun 1993								0.00
TOTAL		41,428.10	8,743.32	7,358.46	1,967.39	0.00	0.00	59,497.27
AVG		4,603.12	971.48	817.61	218.60	0.00	0.00	6,610.81

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

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

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	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
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% 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	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993				0.00	0.00
May 1993				0.00	0.00
Jun 1993				0.00	0.00
TOTAL	11,154.58	3,258.00	260.30	14,672.88	7,336.44
AVG	1,239.40	362.00	28.92	1,630.32	815.16

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

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	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
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

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						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	1,931.80	1,879.74	430.38	283.44	6,673.22	11,198.58
AVG	214.64	208.86	47.82	31.49	741.47	1,244.29

FY1990-1991	SUPERVISOR	TIME BY TYPE OF WORKER				TOTAL
		CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	12.00	34.00
Aug 1990	8.00	12.00	2.00	0.00	12.00	34.00
Sep 1990	8.00	12.00	2.00	0.00	12.00	34.00
Oct 1990	10.00	15.00	2.00	2.00	15.00	44.00
Nov 1990	3.00	10.00	2.00	0.00	10.00	25.00
Dec 1990	6.00	8.00	2.00	0.00	10.00	26.00
Jan 1991	8.00	10.00	2.00	0.00	12.00	32.00
Feb 1991	6.00	10.00	2.00	4.00	10.00	32.00
Mar 1991	8.00	10.00	2.00	0.00	10.00	30.00
Apr 1991	8.00	8.00	2.00	0.00	10.00	28.00
May 1991	8.00	10.00	2.00	0.00	10.00	30.00
Jun 1991	10.00	10.00	2.00	4.00	10.00	36.00
TOTAL	91.00	127.00	24.00	10.00	133.00	385.00
AVG	7.58	10.58	2.00	0.83	11.08	32.08

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	15.00	44.00
Aug 1991	10.00	30.00	2.00	24.00	10.00	76.00
Sep 1991	10.00	15.00	2.00	10.00	15.00	52.00
Oct 1991	8.00	8.00	2.00	2.00	10.00	30.00
Nov 1991	10.00	12.00	2.00	0.00	12.00	15.00
Dec 1991	15.00	20.00	2.00	8.00	15.00	60.00
Jan 1992	10.00	12.00	2.00	0.00	12.00	36.00
Feb 1992	10.00	14.00	2.00	16.00	14.00	56.00
Mar 1992	6.00	8.00	2.00	4.00	10.00	30.00
Apr 1992	3.00	4.00	2.00	6.00	8.00	23.00
May 1992	4.00	4.00	2.00	0.00	10.00	20.00
Jun 1992	4.00	5.00	2.00	0.00	12.00	23.00
TOTAL	102.00	147.00	24.00	70.00	143.00	465.00
AVG	8.50	12.25	2.00	5.83	11.92	38.75

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	10.00	22.00
Aug 1992	6.00	6.00	2.00	0.00	12.00	26.00
Sep 1992	4.00	6.00	2.00	2.00	10.00	24.00
Oct 1992	6.00	6.00	2.00		8.00	22.00
Nov 1992	8.00	10.00	2.00	4.00	10.00	34.00
Dec 1992	8.00	8.00	2.00		10.00	28.00
Jan 1993	8.00	10.00	2.00		10.00	30.00
Feb 1993	10.00	12.00	2.00		12.00	36.00
Mar 1993	8.00	10.00	2.00		10.00	30.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	62.00	74.00	18.00	6.00	92.00	252.00
AVG	6.89	8.22	2.00	0.67	10.22	28.00



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: December 21, 1992  
SUBJECT: Travel Authorization

**BACKGROUND:**

1. Workshop on Electronic Networks and Libraries, California State University, Los Angeles, January 14, 1992. Three staff members. Registration is \$20.00 per person plus mileage, parking and lunch. Total cost estimated at \$150.00.

**RECOMMENDATION:**

Approve travel expenses as follows:

1. Electronic Networks Workshop, 3 staff; approve \$ 150.00

SOUTH STATE COOPERATIVE LIBRARY SYSTEM  
PRESENTS:  
**STEERING THE WHIZZING DIGIT:  
ELECTRONIC NETWORKS AND LIBRARIES**

California State University, Los Angeles  
Los Angeles Room  
January 14, 1993  
9:00 A.M. to 3:30 P.M.

featuring

**Steve Cisler**  
*Apple Computer Library of Tomorrow*

**Dennis Shelley**  
*Telecommunications Planning and Program Management  
County of Los Angeles*

and

**Sharon Vaughn**  
*California Library Authority for Systems and Services (CLASS)*

Electronic networks are the cornerstone of California's emerging information environment. A single high capacity digital network of networks bridging the separate domains of computing, telephony, broadcasting, motion pictures and publishing will revolutionize end user demand. What are we, as librarians, doing about this opportunity?

Steve Cisler, Senior Scientist, Apple Library of Tomorrow, will help us imagine social and organizational consequences. Dennis Shelley, Manager of the Telecommunications Planning Division of the County of Angeles, will explain the telecommunications hardware and machine connections underpinning such linkages. Sharon Vaughn, Customer Services Manager for the California Library Authority for Systems and Services, will present an overview and tour of the INTERNET.

The workshop is for staff at all levels of the organization. Hospitality begins at 8:30 A.M. Cost is \$5.00 for member library staff; \$20.00 for others. Ten scholarships are available for school librarians to attend at the member rate (call before sending payment). Cost includes program, parking and hospitality. No host lunch facilities available nearby. For more information, contact the South State Offices at the Huntington Park Library, 6518 Miles Avenue, Huntington Park, California. Phone (213) 583-1292.

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*Yes! I intend to come. Please reserve space for me.*

Name \_\_\_\_\_  
Library \_\_\_\_\_  
Address/City/State/Zip Code \_\_\_\_\_  
Job Title/Phone Number \_\_\_\_\_

*Please enclose check or purchase order payable to the South State Cooperative Library System. Send form to: South State Cooperative Library System, 6518 Miles Ave., Huntington Park, Ca., 90255. You will receive confirmation of your registration, along with directions to California State University, Los Angeles.*

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: May 17, 1993  
SUBJECT: FY1993-1994 Budget

**BACKGROUND:**

Legislative Alerts

Legislative alerts received from the CSDA lobbyist are Attachment A.

A report from the California Library Association lobbyist is Attachment B.

A report from the Independent Special Library District's lobbyist is Attachment C. Updated information from California Advocates should be available at the Board Meeting.

Preliminary Budget for Fy1992-1993

A list of Budget Assumptions, an estimate of property tax revenues, and a general budget plan will be presented at the Meeting.

The Budget Plan will include elimination of services completely on Fridays, and from 6:00 - 9:00 P.M. on Thursdays, and a reduction in staff of 4.38 full time equivalent positions with a financial impact of \$127,808. It is recommended that these changes be implemented July 1, 1993, with notice to staff being given no later than May 25, 1993.

FY1993-1994 Budget Salary Comparisons is Attachment D.

The positions recommended for elimination are:

- 1.13 Library Clerk (.63 is already vacant; 50 to be by layoff)
- 1.00 Library Assistant (1.00 will be vacant on May 27)
- 1.25 Librarian II (1.00 Reference to be by layoff; .25 Children's to be by reduction in hours)
- 1.00 Assistant Director (1.00 to be by layoff)

If the State budget is adopted as it is being discussed in the Assembly then another round of layoffs and reduction in hours will need to be implemented. The next round of cuts will leave only 40 - 44 hours of public service per week.

It is recommended that the services of Bruce Blanning, Blanning and Baker, be used to implement the reduction in force in order to assure impartial application of the District's seniority rules for layoffs.

The District's department heads and the Orange County Employee's Association have been notified of the Library Director's recommendations so that they may be prepared to address the necessary issues.

A letter from Ann M. Robinson containing suggestions for obtaining materials for the Library is Attachment E.

RECOMMENDATIONS:

①

*June 1, 1993*

1. Establish the hours of service for ~~1992-1993~~ <sup>June 1, 1993,</sup> as follows:

Sundays	1:00 P.M. - 4:45 P.M.
Mondays - Wednesdays	9:00 A.M. - 8:45 P.M.
Thursdays & Saturdays	9:00 A.M. - 5:45 P.M.
Fridays	CLOSED

2. Authorize the Library Director to proceed with reduction in staff as follows:

*Refer item 2 up to a meeting 90 days.*

1.13 Library Clerk	.63	} vacant. effects 7/1/93
1.00 Library Assistant	1.00	
1.25 Librarian II	X	
1.00 Assistant Director		

*Shaker - default*

3. ②

Request that the bargaining unit reopen its contract to negotiate elimination of the estimated 3% COLA for FY1993-1994, Shaker/Evans

3 - yes  
2 - no - stuck, wait.

*4.*

Authorize the use of the services of Bruce Blanning, Blanning and Baker, at a rate of \$85.00 per hour plus actual out of pocket expenses, not to exceed a total of \$3,500, for the implementation of layoff procedures in compliance with the District's Personnel Handbook and collective bargaining agreement.

*Open contract to show*

*Req. Allow FY1993-94. reduces loan and/or reduction of pay. b / credit of benefit. Stuck / no secured.*

*Reason for request: assets will be sold => amount by fund. - use = pay + benefit. 4-42 - West approval State - election*

ANALYSIS OF RETIREMENT INC  
July 1993  
16 yrs service

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1	Sick Hrs. 12/31/92	1,608.40
2	Sick Hrs. Eligible	800.00
3	% Regular	0.500
4	Cost Reg Sick	9,892.00
5	10% Sick Bonus	1,978.40
6	TOTAL SICK	11,870.40
7	Vac Hrs 12/31/92	294.78
8	TOTAL VAC	7,289.91
9	# Yrs Service	18.00
10	1 WK/YR BONUS	17,805.60
11	FY93 Salary	51,438.00
12	FY93 Pens Contr	3,600.66
13	5 x FY93 PENSION	18,003.30
14	Total Payout	54,969.21



ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997	
	16 yrs service	18 yrs service	20 yrs service	
1 Sick Hrs. 6/30/93	1,642.90			
2 Sick Hrs. Eligible	800.00	800.00	800.00	
3 % Regular	0.500	0.500	0.500	
4 Cost Reg Sick	9,892.00	9,892.00	9,892.00	
5 10% Sick Bonus	1,978.40	0.00	0.00	
6 TOTAL SICK	11,870.40	9,892.00	9,892.00	
7 Vac Hrs 12/31/92	182.82	240.00	240.00	
8 TOTAL VAC	4,521.14	5,935.20	5,935.20	
9 # Yrs Service	18.00	0.00	0.00	
10 1 WK/YR BONUS	17,805.60	0.00	0.00	
11 FY93 Salary	51,438.00	0.00	0.00	4,286.50
12 FY93 Pens Contr	3,600.66	0.00	0.00	8,573.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00	60,773.44
14 Total Payout	52,200.44	15,827.20	15,827.20	





ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997	
	16 yrs service	18 yrs service	20 yrs service	
1 Sick Hrs. 6/30/93	1,642.90			
2 Sick Hrs. Eligible	1,642.90	800.00	800.00	
3 % Regular	0.500	0.500	0.500	
4 Cost Reg Sick	20,314.46	9,892.00	9,892.00	
5 10% Sick Bonus	1,978.40	0.00	0.00	
6 TOTAL SICK	22,292.86	9,892.00	9,892.00	
7 Vac Hrs 12/31/92	182.82	240.00	240.00	
8 TOTAL VAC	4,521.14	5,935.20	5,935.20	
9 # Yrs Service	18.00	0.00	0.00	
10 1 WK/YR BONUS	17,805.60	0.00	0.00	
11 FY93 Salary	51,438.00	0.00	0.00	4,286.50
12 FY93 Pens Contr	3,600.66	0.00	0.00	8,573.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00	71,195.90
14 Total Payout	62,622.90	15,827.20	15,827.20	



ANALYSIS OF RETIREMENT INCENTIVE BENEFIT FOR SAL ADDOTTA

	July 1993	1995	1997
	16 yrs service	18 yrs service	20 yrs service
1 Sick Hrs. 12/31/92	1,608.40	1,638.90	8
2 Sick Hrs. Eligible	800.00	800.00	800.00
3 % Regular	0.500	0.500	0.500
4 Cost Reg Sick	9,892.00	9,892.00	9,892.00
5 10% Sick Bonus	1,978.40	0.00	0.00
6 TOTAL SICK	11,870.40	9,892.00	9,892.00
7 Vac Hrs 12/31/92	294.78	240.00	240.00
8 TOTAL VAC	7,289.91	5,935.20	5,935.20
9 # Yrs Service	18.00	0.00	0.00
10 1 WK/YR BONUS	17,805.60	0.00	0.00
11 FY93 Salary	51,438.00	0.00	0.00
12 FY93 Pens Contr	3,600.66	0.00	0.00
13 5 x FY93 PENSION	18,003.30	0.00	0.00
14 Total Payout	54,969.21	15,827.20	15,827.20

4,286.50  
 8,573.00 - 2 month Sag  
 63,542.21 Total payout  
 for 2 months  
 Sag.



**TO:** Library Board of Trustees

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

**DATE:** December 21, 1992

**SUBJECT:** Amended Fiscal Years 1990-1991 and 1991-1992 Gann Limitation  
Section of the Audit of Financial Transactions

**BACKGROUND:**

Anderson, Lynn, Besich, Munson & Cronick have submitted corrections of the Gann Limitation Schedules, part of the Audits of Financial Transactions for Fiscal Years 1990-1991 and 1991-1992, to the State of California.

The corrected report for Fiscal Year 1990-1991 is Attachment A and the corrected report for Fiscal Year 1991-1992 is Attachment B.

**RECOMMENDATION:**

Receive and file.



**TO:** Library Board of Trustees

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

**DATE:** December 21, 1992

**SUBJECT:** Notification from the California Library Services Board of funding approval of \$25,000 for the Family Literacy Program

**BACKGROUND:**

The California Library Services Board has approved second year funding for the District's Family Literacy Program in the amount of \$25,000.

A copy of the notification is Attachment A.

Programs and activities for the second year began in September, 1992, after the Library received unofficial notification of the funding.

**RECOMMENDATION:**

Receive and file.



# California Library Services Board

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

(916) 322-8476  
ATSS 492-8476

November 24, 1992

Elizabeth Minter, Library Director  
Placentia Library District  
411 E. Chapman Ave  
Placentia CA 92670-6198

Dear Ms. Minter:

I am pleased to announce that the application of **Placentia Library District** for funding a Families For Literacy (FFL) program has been approved in the amount of \$ **25,000**. The grant is effective immediately and you are encouraged to begin as soon as possible.

Funds will be sent to you in two checks. The first should arrive within six to eight weeks, and the second in February 1993. Reporting procedures will be mailed to you later. I enclose the approved FFL Budget page that supports your library's Families for Literacy proposal. Also enclosed is a **master (for duplicating)** of the **Budget Change Request** form to be used if changes in the approved FFL budget should become necessary.

It is expected that you will continue to participate fully in the California Literacy Campaign.

Our Family Literacy Specialist, Dr. Carole Talan, will be working with you on this grant. You may contact her at (916) 322-0362.

I look forward to your continued development of creative activity that would help define new ways to break the cycle of illiteracy.

Sincerely,

A handwritten signature in cursive script that reads "Gary E. Strong".

Gary E. Strong, Chief Executive Officer  
California Library Services Board

Enclosures



INSTRUCTIONS FOR  
BUDGET CHANGE REQUESTS

Use the enclosed BCR Form (CLSA Form 66) as a MASTER duplication only. Enter your information on a photocopy; mail a copy with original signature to the State Library Fiscal Office; keeping a copy for your records.

REQUIREMENT If you need to:

- 1) Move funds previously approved from one CLSA budget category to another, or
- 2) Under certain circumstances (defined below), move funds from one line item to another within the *OPERATIONS* category, you must receive written approval from the California State Library.

The CLSA budget categories are as follows:

- \* Personnel
- \* Operations
- \* Equipment
- \* Library Materials
- \* Indirect

State Library approval is also required for changes between line items within the Operations category, when the change reflects a *major* shift in the direction of the literacy service program. Routine line item adjustments do not require State Library approval.

EXCEPTIONS The exceptions to this requirement are the following types of changes:

- \* Routine adjustments within a CLSA budget category, and
- \* Shifting non-CLSA funds

STEPS

- 1) Discuss your intent with the Literacy Specialist:  
Carole Talan, Family Literacy Specialist (916)322-0362
- 2) Complete a BCR (CLSA Form 66).
  - a. Enter the "Approved CLSA Budget" column using the budget page (CLSA Form 62) or the most recently approved BCR (CLSA Form 53).
  - b. Enter the requested change amount(s) in the "Budget Change Request" column. Indicate an increase with a plus "+" and a decrease with a minus "-" in front of the figure(s). Increases in one category must be offset by decreases in others, so that the total in this column equals zero.
  - c. Enter the "Proposed CLSA Budget" column, reflecting the new budget amounts requested.
- 3) State the reason(s) for the change(s) in the "Justification for Budget Change Request" section, briefly but clearly.
- 4) Sign and date the form.
- 5) Send to:

California State Library  
Fiscal Office, Room 215, Family Literacy  
P.O. Box 942837  
Sacramento, CA 94237-0001

**BUDGET CHANGE REQUEST (BCR)  
CLSA/FAMILIES FOR LITERACY FUNDS (FY 92/93)**

**INSTRUCTIONS:**

1. See the REVERSE SIDE of THIS FORM for details.

Name of Library \_\_\_\_\_

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel				
2. Library Materials				
3. Operations Total (a-g)				
a. contract services				
b. travel				
c. office supplies				
d. printing				
e. instructional resources				
f. children's books				
g. other				
4. Equipment				
5. Indirect				
6. TOTAL		-0-		

BCR\_66.FFL (Rev. 7/91)

STATE LIBRARY USE ONLY	
Fiscal Agent/Library Rep. Signature _____	Date _____
Cor _____ Person _____	Phone # _____ Title _____ Date _____
CSL Consultant approval/signature _____ Date _____	
CSL Fiscal Office approval/signature _____ Title _____ Date _____	

**CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS**

Fiscal Year 1992/93

Placentia Library District

*Name of Library*

*Ed Winter*

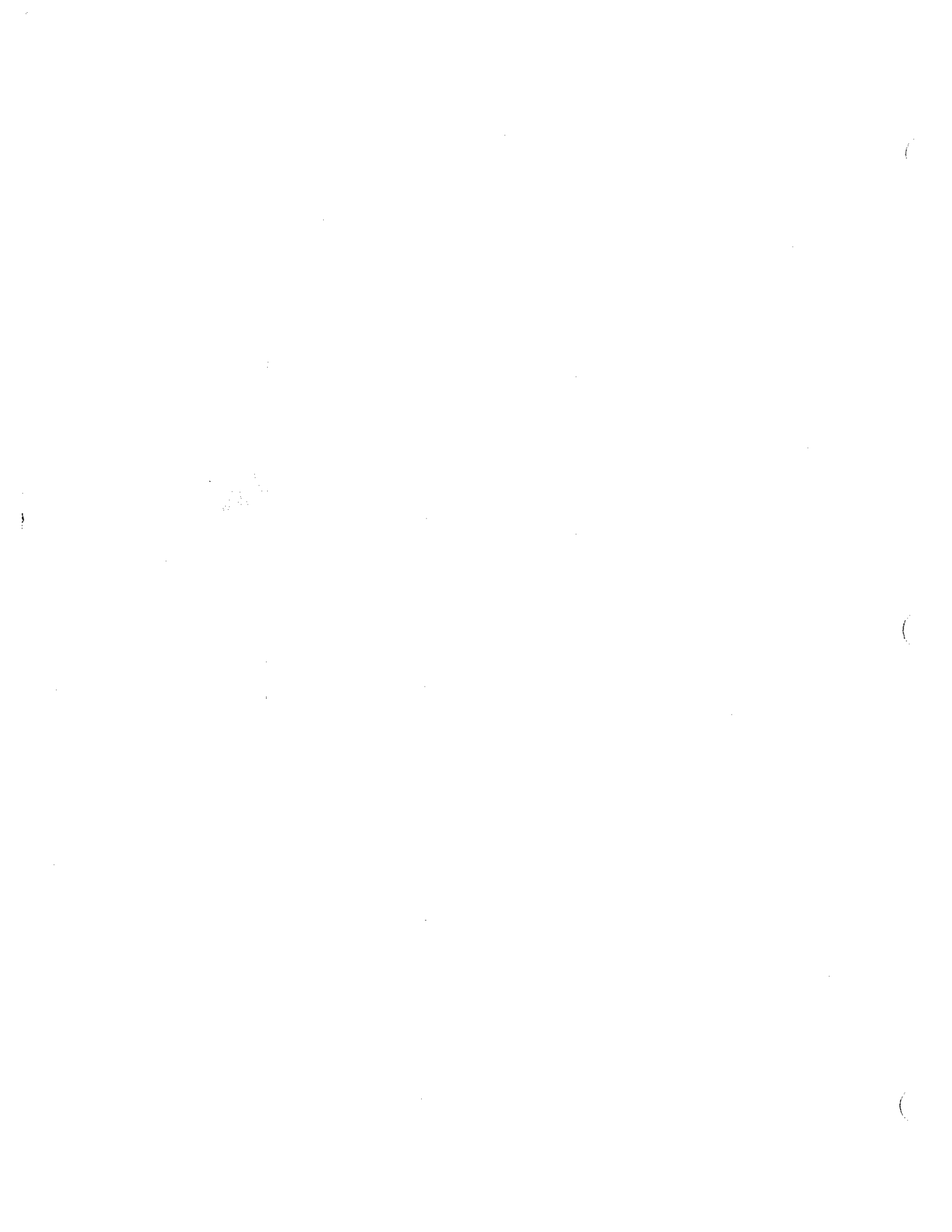
*Library Director Signature*

May 6, 1992

*Date*

CALIFORNIA STATE LIBRARY  
 FISCAL OFFICE  
 92 MAY 18 AM 10:5

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA) <i>Gary E. Strong</i> Gary E. Strong
1. Personnel	13,082.40	11,500.	24,582.40	15,900
2. Library Materials		2,100	2,100	
3. Operations	13,510.	770	14,280.	7,250
3a. Contract Services	5,960	0	5,960.	200
3b. Travel	750	125	875	500
3c. Office Supplies	200	125	325	200
3d. Printing	1,000	220	1,220	750
3e. Instructional Resources	500	300	800	500
3f. Children's Book Resources	3,200	0	3,200	3,200
3g. Other	1,900	0	1,900	1,900
4. Equipment		0	0	
5. Indirect	2,127	0	2,127	1,850
6. TOTAL	28,719.40	14,370.00	43,089.40	25,000



~~63,391~~  
~~1,281~~

~~Asst Dir.~~

1310422  
1164,894  

---

145,528

\$470,150  
~~\$490,150~~

~~470,150~~

47,728  
11,869  

---

63,693

\$123,290  
\$10,274

how much are we chasing?

- negative think but it may be ~~realistic~~ realistic
- need thinking that gives us hope
- we may get us an exemption

Mary Byrne →

Roll call

- Dennis - yes
- Erin - yes
- Stuart - no
- Erin - yes
- Uelst - no

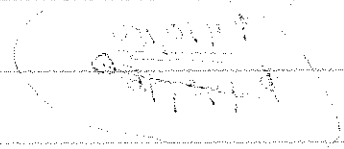
Blannig & Baker  
~~Blannig & Baker~~ →

2019

2019

Handwritten notes on the right margin, possibly a list or index.

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Main body of handwritten notes in the center, middle section.

Handwritten notes in the center, bottom section.

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Stent -  
Meet before

→ Blumig + Bekic  
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Wort .

Agenda - sky -  
Founder →

Sel - will issuing retirement meeting be  
~~best~~ brought up.

Stab  
~~Stab~~ appreciation dinner → June 24<sup>th</sup>

1. 1/2  
2. 1/2

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9. 1/2

10. 1/2 + 1/2 = 1



# CALIFORNIA ADVOCATES, INC.

Park Executive Bldg., 925 L Street, Suite 350, Sacramento, CA 95814 (916) 441-5050

June 10, 1993

## MEMORANDUM

TO: Library Coalition

FROM: Mike Belote - California Advocates, Inc.

SUBJECT: Budget Conference Committee Status

As expected, local government working group chairman Mike Gotch made a report to the Budget Conference Committee early yesterday evening. Gotch made the following points:

- o the working group is struggling and finding consensus difficult, and needs until noon Friday to complete its work;
- o the group is unanimous that a property tax shift of \$2.6 billion is too high, and that a more appropriate figure is \$1.3 billion or less;
- o the budget package should contain at least \$200 million of "mandate relief";
- o the Legislature should enact automatic "triggers" to reduce spending if the economy does not approve;
- o the sales tax should be extended for at least six months and possibly longer;
- o "loophole" closures should be considered;
- o the budget should seek to minimize impact on fire protection and law enforcement;
- o the budget should not sacrifice long term financial stability for local governments, and should protect the property tax base;
- o the Legislature should seek the full adoption of the Legislative Analyst's recommendations over time.

Gotch's comments raise a whole host of questions. For example, John Vasconcellos asked whether the contemplated \$1.3 billion cut is inclusive or exclusive of the sales tax extension. After all, six months of extended sales tax is estimated to produce \$1.4 billion, which would mean that local government was suffering no cut at all. Gotch refused



to answer even this most basic question, indicating that the working group was struggling with that and other issues. Similarly, it was unclear what he meant by "full implementation of LAO recommendations." That comment could simply mean that the Legislature should continue to proceed with his AB 1335, permitting LAFCOs to initiate consolidation proceedings. Third, it is unclear what he means by loophole closure: he may be referring to proposals to reduce the entertainment tax deduction to 50%.

Several general comments may be in order. The first is that the conference committee appears to be experiencing growing frustration, and the possibility exists that the rather productive and even cordial atmosphere may change in the next few days. It is even possible, although probably unlikely, that the resolve to complete the budget process by June 15 could unravel when the "mega-issues" are considered. Second, it is clear that no \$2.6 billion property tax shift will occur. All the major players, from Willie Brown to Jim Brulte to Ken Maddy to Mike Gotch and others agree that some lesser amount must be chosen. Third, it is clear that John Vasconcellos will insist on some cuts to local government, as he believes that the majority of the pain in this year's budget thus far has been allocated to the state. Fourth, it appears that support for the superpot concept is dwindling as the debate continues. Fifth, it looks like enterprise districts will be a major victim of the shift, as there is some perception that these districts were treated less harshly last year.

Very tough times still lie ahead, especially as the Republicans in the Senate and Assembly make themselves heard. Tim Leslie warned the conference committee recently that no revenue enhancements would be considered by his caucus unless they were accompanied by reforms in the welfare system and mandate relief. The Assembly Republican Caucus allegedly will accept no revenue enhancements at all.

In the face of all this uncertainty, the conference committee will reconvene today at 2:00 p.m., apparently to continue working on open line items in the budget. The local government piece will not be considered until at least mid-day tomorrow.

MB/el





# legislative alert

CALIFORNIA

SPECIAL

DISTRICTS

ASSOCIATION

## CONFERENCE COMMITTEE TO CONSIDER LOCAL GOVERNMENT BUDGET FRIDAY

On Tuesday, June 8, the Joint Senate/Assembly Local Government Budget Working Group held a hearing to hear from law enforcement, builders and realtors about the effects of the proposed property tax shift. During the hearing, Victor Potthorff of the California State Association of Counties said that the counties are not interested in superpot, and that it simply won't work.

The joint working group, chaired by Assemblymember Mike Gotch and Senator Charles Calderon, had been requested by the Senate/Assembly budget conference committee to come back to them with a local government piece for the state budget by Wednesday, June 9. Members on the local government working group include: Assemblymembers Gotch, Harvey, Valerie Brown, Aguiar, Isenberg, Goldsmith; and Senators Leslic, Bergeson, Calderon, and Russell.

Yesterday, Calderon and Gotch came to the conference committee and requested more time. They intend to present a local government piece of the budget to the conference committee by noon Friday. Gotch said the local government working group had come to the conclusion that a \$2.6 billion shift would be indefensible, and that the plan they will present will have a ceiling of \$1.3 billion. It is unclear whether this would also include the shift of an additional \$1.3 billion the following year.

Other suggestions the local government group is considering making are: extension of the 1/2 cent sales tax beyond what the Governor has committed to, mandate relief to the tune of about \$200 million, and some form of tax loophole closure. Gotch also referred to the working group's support of the Legislative Analyst's recommendations, and their interest in beginning to move toward that end beginning with the outcome of this year's budget debate.

Now is the time for a full-court press. Please continue to contact your local news media and legislators, and fax copies to CSDA. Thanks to your efforts, we are receiving follow-up telephone calls from reporters, and news coverage. The situation is changing rapidly, and the local government portion of the budget is fluid. Your efforts make a difference!

For up to date information on the budget debate, please call the CSDA Legislative Hotline at (800) 292-CSDA.

### FIELD POLL RESULTS

Two-thirds of Californians oppose the Governor's plan to shift property taxes from localities to the state. This information was released on Monday in a joint press conference with CSDA, ACWA, the League of Cities and the California State Association of Counties.



06/ 9/93 16:45:42

-&gt;

2332 Santiago

Page 2

JUN- 9-93 WED 14:34 MICHAEL DILLON &amp; ASSOC.

P.02

Governor's local government property tax shift. Members of the Working Group included Assemblyman Mike Gotch, Chair, and Assemblymembers Jan Goldsmith, Fred Aguiar, Valerie Brown, Philip Isenberg, and Trice Harvey. Senators included Co-Chair Chuck Calderon, Marian Bergeson, Newton Russell, Mike Thompson, Cathie Wright, and Lucy Killea. The committee hearing was unusual in that it did not involve the normal staff members from the Local Government Committees. Instead the Office of Majority Services set up the hearing. Additionally, the usual organizations representing cities, counties, and special districts were not invited to participate directly. Instead, selected witnesses representing public safety, a representative of a small county, and representatives of the Association of Realtors and California Building Industry Association were scheduled witnesses.

In his opening statement, Chairman Mike Gotch stated that the Working Group wanted to "seek a spark of information for solution and not just hear an inventory of disasters." No miracle solutions emerged from the testimony. Most of those who testified encouraged extension the sales tax. The Los Angeles County Under-Sheriff, went so far as to recommend rejection of the property tax shift and extending the sales tax for law enforcement only. The Working Group continues to meet behind closed doors and had been expected to make recommendations to the Budget Conference Committee this afternoon. However, we have just received word that the Working Group would like to postpone their recommendations until Friday. The Budget Conference Committee had hoped to wrap up its actions by Friday and this request could delay that effort.

#### IV. "SUPER POT" ETC.

As reported to you previously the Governor's budget proposes a \$2.6 billion shift of property taxes from cities, counties, and special districts to schools. The Assembly also proposes a \$2.6 billion shift, but over two years. The Senate proposes a \$1.3 billion shift. In addition, the Governor's budget proposes to give all of the special district augmentation fund monies to the counties to offset their lost property tax. The SDAF represents about \$400 million in round numbers. The Governor's budget would also give counties the remainder of special district property taxes in the amount of approximately \$1 billion. Ostensibly the counties would give this money back to special districts. However, there is no requirement that they do so. This approach is slightly different than last year's "super pot" which at least required that the special district taxes be given back to special districts. CLA is actively opposing the "super pot" approach as it would negatively impact most county special district libraries and independent special district libraries. There seems to be growing resistance to this concept. Additionally, there is increased resistance to the entire \$2.6 billion property tax shift. At this point \$1.3 billion is a more realistic number. Whether or not this number can be reduced further depends on the acceptance of alternative replacement revenues.



100

100

100



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *ed*  
DATE: December 21, 1992  
SUBJECT: **FY1992-1993 Budget**

**BACKGROUND:**

Retirement Incentive Program

Three staff members have accepted the Retirement Incentive Program approved by the Board at its September 21, 1992, Meeting.. The effective date of the retirements will be January 8, 1993.

The staff members participating are Ruth Cartwright, Rea McDonald, and Barbara Pomykata.

An estimate of the cost of the program is Attachment A.

*gift not to proceed*  
*deferred*  
*centerpoint →*  
*15000*

Legal Review

At its Special Meeting on November 30, 1992, the Board voted to file an Amicus Brief in support of the lawsuit to be filed by Calleguas Municipal Water District, Ventura County, challenging the constitutionality of the property tax shift legislation passed earlier this year.

An update on the status of the Calleguas lawsuit is Attachment B.

The California Special Districts Association response is Attachment C.

I consulted with several attorneys about the feasibility of the District filing its own lawsuit in Orange County and each one said that the costs would be over \$50,000.

I asked a local attorney, Keith deBrucky, to make a formal analysis of the situation. His response is Attachment D.

I subsequently asked Mr. deBrucky to prepare the letter of support requested by Russ Behrens, Esq., McCormick, Kidman & Behrens, to be submitted the Supreme Court of California in support of the lawsuit filed by Calleguas Municipal Water District. The letter was mailed on December 18, 1992. A copy of the letter is Attachment E.

At this time I do not know if any of the other library districts have submitted or plan to

submit a letter of support.

*Naomy Mabe  
Bill Blum  
Pete Vande*

Library Board President Peggy Dinsmore has been in touch with trustees at the other independent library districts and will have information to report at the Board meeting.

Blanning & Baker Projections

A copy of the November, 1992, State Budget Outlook prepared by Blanning & Baker Associates and received with the California Special Districts Financial Information Service is Attachment F. The projections are very grim!

Legislative Visits

The meeting with Senator John Lewis has not yet been scheduled.

*Plum on his  
budget  
concerns  
for me on a  
and - 2,500 - 3,000*

Public Information Program

A copy of the proposed brochure for distribution to the public and publication in the Placentia News Times is Attachment G.

**RECOMMENDATIONS:**

*Shub/Steve*

1. Approve expenditures for the retirement incentive program as follows:

- H. Ruth Cartwright: \$11,023.25
- Rea McDonald \$24,191.27
- Barbara Pomykata \$25,482.73

2. Approve Claim # 2070 for \$60,697.25 which includes \$56,383.88 for Salaries and \$4,313.37 for FICA.

3. Ratify submission of letter of support for the lawsuit filed by Calleguas Municipal Water District.

4. Give instruction on proceeding with the brochure and publication of information in the Placentia News Times.

*Ernest*

*5. Approval expenditure of approx 150<sup>00</sup> from Co. Budget fund  
to gift to other agency -*

*Shub/Steve*

*Barbara Pomykata  
Robert Walker  
- Retirement -  
500,000*

ESTIMATE OF RETIREMENT INCENTIVE BENEFIT FOR PARTICIPANTS

Date of Hire	CARTWRIGHT 07/17/80 12 yrs service	MCDONALD 03/31/69 23 yrs service	POMYKATA 07/06/76 16 yrs service	TOTAL
1 Sick Hrs. 12/31/92	556.54	71.10	927.05	
2 Sick Hrs. Eligible	556.54	71.10	800.00	
3 % Regular	0.250	0.500	0.375	
4 Cost Reg Sick	1,477.61	426.96	3,603.00	
5 10% Sick Bonus	591.05	85.39	960.80	
6 TOTAL SICK	2,068.66	512.35	4,563.80	7,144.81
7 Vac Hrs 12/31/92	156.36	180.46	223.01	
8 TOTAL VAC	1,660.54	2,167.32	2,678.35	6,506.22
9 # Yrs Service	12.00	23.00	16.00	
10 1 WK/YR BONUS	2,587.03	11,049.20	7,686.40	21,322.63
11 FY93 Salary	11,210.47	24,980.80	24,980.80	
12 FY93 Pension Conl	784.73	1,748.66	1,748.66	
13 5 x FY93 Pension	3,923.67	8,743.28	8,743.28	
14 Total Payout	10,239.90	22,472.15	23,671.83	56,383.88
15 Payroll Taxes	783.35	1,719.12	1,810.90	4,313.37
16 Total Expense	11,023.25	24,191.27	25,482.73	60,697.25

Dec 21, 1992

*Deborah Gray*  
 2592  
 25,500

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Dec 21, 1992	Cartwright McDonald Pomykata	56,383.88		010-000	
Account # 07605-80156 Route # 121000358		FICA	4,313.37		020-000	
				60,697.25	TOTAL	

PLEASE WIRE ON WEDNESDAY, DECEMBER 30, 1992!!!

The claims listed above (totaling \$60,697.25 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

**MCCORMICK, KIDMAN, BEHRENS & HOLZWARTH**

LAWYERS

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

3100 BRISTOL STREET

SUITE 290

COSTA MESA, CALIFORNIA 92626-3098

TELEPHONE (714) 755-3100

FAX (714) 755-3110

H. L. (MIKE) MCCORMICK\*  
ARTHUR G. KIDMAN\*  
RUSSELL G. BEHRENS\*  
WILLIAM C. HOLZWARTH\*  
SUZANNE M. TAGUE\*  
MICHAEL D. MICHAELS\*  
JANET R. MORNINGSTAR\*  
SHEILA PATTERSON  
DOUGLAS J. EVERTZ  
JOHN R. CARPENTER

\*A PROFESSIONAL CORPORATION

December 11, 1992

#13401-001

**Re: Tax Shift Litigation**

Enclosed is a copy of the original petition filed on December 10, 1992 in the California Supreme Court on behalf of Calleguas Municipal Water District and a number of other Ventura County public agencies, the Ventura County Taxpayers Association and individual taxpayers. In the petition, the Supreme Court was requested to assume original jurisdiction; to declare the recent tax shift legislation (SB 844 and SB 617) unconstitutional, and to issue a writ of mandate directing the County Auditor of Ventura County to refrain from applying the tax shift legislation in allocating the property tax revenues currently being received. As you know, an original petition for mandamus in the Supreme Court is an extraordinary remedy. The Supreme Court rarely consents to exercise its original jurisdiction, doing so only in cases involving issues of great public importance and where there is an extremely urgent need to obtaining a prompt and final resolution. We believe the challenge to the tax shift legislation is just such a case.

You have previously expressed an interest in assisting to obtain an early resolution of this important case. We now would like to request your assistance in persuading the Supreme Court to take original jurisdiction rather than remanding the matter to a lower court which will result in costly delays.

There are a number of cases cited in the petition which support the position that the Supreme Court should assume original jurisdiction under Article 6, §10 of the California Constitution in this case (Amador Valley Joint Union High Sch. Dist. v. St. Bd. of Equalization, (1978) 22 Cal. 3d 208; California Housing Finance Agency v. S. Michael Elliot, (1976) 17 Cal. 3d 575; and St. Bd. of Equalization v. Watson, (1968) 68 Cal. 2d 307). It will be of great assistance to have interested persons, public agencies and organizations request the Supreme Court to take original jurisdiction and include a description of their own concerns and circumstances which make this issue one of State-wide importance and urgency. Such requests may be made by letter or by a more formal request accompanied by points and authorities supporting the Supreme Court's assumption of original jurisdiction. At this

## McCORMICK, KIDMAN, BEHRENS &amp; HOLZWARTH

LAWYERS

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

point, it is not appropriate to submit arguments on the merits of the tax shift legislation, but merely to request the Court to accept jurisdiction. If the Supreme Court agrees to review the case, it may then be appropriate for non-parties to seek leave of the Court to submit briefs on the issues as amicus curiae (friends of the court).

If you wish to submit a request to the Supreme Court urging the Court to assume jurisdiction in either letter form or in pleading form, you should do so before December 18, 1992. The request should incorporate the following elements:

1. Identify the Original Petition for Writ of Mandate, the title of the action and the case number: Civil No. S-030172. (A copy of the title page is enclosed.)
2. Identify the party making the request, including the type of affected public agency, the citation of the agency's enabling statute (if known), and the amount of money that the tax shift will take from the agency.
3. Request that the Court assume jurisdiction.
4. Cite any facts and circumstances that affect you, your organization or your agency, demonstrating the State-wide public importance and extreme urgency of a resolution of the constitutional issues, including the irreparable harm which will be suffered by affected agencies and taxpayers if the tax shift legislation is not invalidated.

We believe that requests from a variety of entities, associations and individuals from all areas of the State will assist in persuading the Supreme Court to assume jurisdiction. If you have any questions regarding the procedure, please give Russ or me a call. Tom Anderle, general counsel for the agency, will also be happy to assist you. He can be reached at (805) 963-3826. Your participation in encouraging the Supreme Court to agree to review this issue is greatly appreciated.

Very truly yours,

MCCORMICK, KIDMAN, BEHRENS  
& HOLZWARTH

*Arthur S. Kidman*

CIVIL NO. S030172

IMMEDIATE STAY REQUESTED

IN THE SUPREME COURT OF THE STATE OF CALIFORNIA

VENTURA COUNTY TAXPAYERS ASSOCIATION, a nonprofit corporation, DONALD R. KENDALL, PATRICK H. MILLER, HERBERT J. ROBINGS, individual taxpayers, CALLEGUAS MUNICIPAL WATER DISTRICT, a municipal water district, CAMROSA WATER DISTRICT, a county water district, CASITAS MUNICIPAL WATER DISTRICT, a municipal water district, CONEJO RECREATION AND PARK DISTRICT, a recreation and park district, OJAI VALLEY SANITARY DISTRICT, a sanitary district, RANCHO SIMI RECREATION AND PARK DISTRICT, a recreation and park district, UNITED WATER CONSERVATION DISTRICT, a water conservation district, VENTURA PORT DISTRICT, a port district, and VENTURA REGIONAL SANITATION DISTRICT, a county sanitation district,

Petitioners/Plaintiffs,

vs.

NORMAN R. HAWKES, Ventura County Auditor-Controller, and DOES 1 through 20, inclusive,

Respondents/Defendants

GRAY DAVIS, Controller of the State of California; KATHLEEN BROWN, Treasurer of the State of California; THOMAS HAYES, Director of the Department of Finance of the State of California; PETE WILSON, Governor of the State of California; STATE OF CALIFORNIA, and DOES 21 through 40, inclusive,

Real Parties-in-Interest

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ORIGINAL PETITION FOR IMMEDIATE STAY AND FOR WRIT OF MANDATE;  
COMPLAINT FOR DECLARATORY RELIEF;  
MEMORANDUM OF POINTS AND AUTHORITIES IN SUPPORT THEREOF

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MCCORMICK, KIDMAN, BEHRENS & HOLZWARTH  
H.L. (MIKE) MCCORMICK  
ARTHUR G. KIDMAN  
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Placentia Library District  
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LAW OFFICES OF  
**G. Keith deBrucky**

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PLACENTIA, CALIFORNIA 92670

(714) 993-3387 • FAX (714) 993-7067

December 15, 1992

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

Hand Delivered

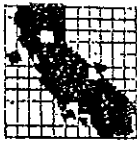
Re: Legal Challenge to 1992 Property Tax Shift

Dear Ms. Minter:

At your request, I have reviewed certain documentation provided by the law firm of McCormick, Kidman, Behrens & Holzwarth relating to a legal challenge to the so-called 1992 property tax shift. Additionally, I have spoken at some length with Russ Behrens and yourself. I have also reviewed the original Petition for Immediate Stay and for Writ of Mandate; Complaint for Declaratory Relief; and Memorandum of Points and Authorities in Support Thereof which last week was filed with the Supreme Court of the State of California. Finally, this letter is prepared for the purpose of providing same to the Board of Directors of the Placentia Library District to assist them in deciding the best course of action for the Placentia Library District with regard to the tax shift legislation.

The action brought by the Behrens law firm is for the purpose of having the California Supreme Court review the constitutionality of Senate Bills 844 and 617 which shift special district's property tax revenues to school districts, thereby reducing the amount of funds that the State must pay to the schools in order to meet its constitutionally mandated funding levels.

The lawsuit has its basis in constitutional law. The legislation, as applied, arguably violates three broad constitutional principals. First, the right of equal protection which requires both the federal and state government to tax its citizens uniformly. Second, under California law, and particularly Propositions 13 and 98 and the enabling legislation thereto, the State has a property tax structure that is being circumvented and undermined by Senate Bills 844 and 617. Third, the action argues that the tax shift would be a gift of public funds to another public entity in violation of the California Constitution.



# LEGISLATIVE ALERT

December 17, 1992

## SUIT FILED TO CHALLENGE PROPERTY TAX SHIFT

As you may have heard, a suit has been filed on behalf of a number of districts in Ventura County challenging the constitutionality of the property tax shift legislation passed earlier this year. The lead agencies filing the suit are the Calleguas Municipal Water District, the Ventura County Taxpayers Association and a number of other Ventura County special districts.

California  
Special Districts  
Association

915 L Street  
Suite 1000  
Sacramento, CA  
95814

916.442.7887

The petition to the State Supreme Court was filed on December 10, 1992. The first task is to have the State Supreme Court take jurisdiction on the case, rather than sending it to a lower court first. It is in the special districts' interest to have this case decided as quickly as possible.

The primary arguments cited by the districts in challenging SB 844 and SB 617 are:

- The legislation violates Article 13, Section 24 of the State Constitution which prohibits the Legislature from imposing taxes for local purposes;
- The legislation violates the provision of Article 13A, Section 4 of the State Constitution in that it constitutes a special tax without a two thirds vote of the people;
- The legislation violates Article 13B, Section 6 of the State Constitution in that it imposes a state mandated cost on local government without provision for state subventions to reimburse those agencies;
- The legislation violates the purpose and intent of Proposition 13 of providing effective tax relief and certainty in taxation, and thus constitutes a fraud and subterfuge on the taxpayers;
- The legislation violates Article 16, Section 6 of the California Constitution which expressly prohibits the Legislature from making or authorizing any gift of public funds to a private party or to another public entity, and prohibits the transfer of public funds collected for one local government entity to another governmental entity for a purpose unrelated to the transferring entity.

The California Special Districts Association has been asked to request the Supreme Court to take jurisdiction on the case immediately. CSDA is considering making such a request and will probably do so this week. CSDA will not be taking a position on the merits of the suit itself since this is a function which should be left up to local districts.

Questions about the suit may be directed to the Law Firm functioning on behalf of these districts, McCormick, Kidman, Behrens & Holzwarth. The lead attorney is Arthur Kidman at (714) 755-3100.

Attached is the cover sheet of the complaint which lists all of the parties involved.

Executive Director  
David Nagler

Deputy Director  
Catherine Smith

Special Events Director  
Karen Roberts

Legislative Advocate  
Ralph Heim 916.442.4504

Placentia Library District  
December 15, 1992

Page 3

Notwithstanding the above, I believe it would be useful to reevaluate the value of an amicus curiae brief until the last possible moment. The reason for this, is that it may be a better use of our limited funds to either obtain some lobby assistance for use in continuing library services.

The legislated tax shift is a particularly sensitive issue given the state of the California economy. From a legal standpoint, I believe that the petition is well-founded. However, from a political standpoint, we currently have a state that is running a huge deficit, and there is little hope that that deficit will be improved during the course of the next year. Hence, if the Supreme Court is unwilling to face this issue and sends the petition down to the Superior Court, it is unlikely that the courts will subsequently overturn the legislation. The reason for this, is that the funds that will have been shifted will no longer be available and there will be no funds from any other sources.

Finally, I remind you of our conversation of last week wherein I indicated that it is my belief that the initial cost estimates provided by the Behrens firm are extremely conservative. These amounts would only be possible if there were a multitude of filings statewide by special interest districts wherein the Behrens firm acted as counsel and were able to distribute the total cost among all of these different lawsuits. It does not appear that this in fact will take place. Hence, I believe that costs will be more in line with the above.

Should you have any questions concerning this matter, please do not hesitate to contact me. If you decide to file a letter supporting the assumption of jurisdiction by the Supreme Court, I will be able to draft this for you, or as a cost saving measure, I would be willing to review any letter which is drafted by the District.

Very truly yours,

*G. Keith de Brucky GJK*

G. Keith deBrucky

GKD:ntf

Placentia Library District  
December 15, 1992

Page 2

What does all this mean to the Placentia Library District and what, if anything, should the Placentia Library District do to protect its interests with respect to the potential loss of funds due to the tax shift legislation?

First, if money were not an issue, I would whole-heartedly recommend that we file a "me too" type of action with the Supreme Court. In reality, this action would be consolidated with the "Behrens action" and, if the Supreme Court decided to exercise its original jurisdiction and hear the matter, would be heard together. The cost of preparing the petition, even considering that a lot of the work has already been done by the Behrens firm and they are willing to share that with us, would cost several thousand dollars. Additional discovery, preparation for and attendance at all hearings, response to any motions and preparation of our own to counteract any legal actions by the defendants, would cost many more thousands of dollars. You should be prepared to spend a minimum of \$50,000.00 to bring this action through the Supreme Court, assuming that the Supreme Court does not refuse to hear the matter and send it down to the Superior Court which would require a hearing at the trial court level and then appeal to the Appellate Court before ever reaching the Supreme Court. If the matter has to be fought first in the Superior Court, then the cost will probably double. These, I believe, are realistic dollar amounts taking into consideration that we would receive some assistance from the suit filed by the Behrens firm.

Given the high cost of such a lawsuit, I recommend against this course of action. In particular, such a "me too" lawsuit would likely be consolidated with the suit filed by the Behrens law firm, and the result is likely going to be exactly the same for our particular situation as for them. If the suit filed by the Behrens firm is successful, then we will also be given relief from Senate Bills 844 and 617. Hence, we should use our limited resources to assist the Behrens firm in their efforts to bring this matter directly before the Supreme Court. Therefore, I would strongly recommend that a letter be drafted and provided to the Supreme Court requesting that they assume jurisdiction of the petition. This action was requested by Behrens' firm in their letter of December 11, 1992.

Thereafter, if the Supreme Court does assume jurisdiction, then I would recommend that we consider filing an amicus curiae brief in support of the Behrens petition. Such a brief can be as long or as detailed as desired, but I believe it could be effectively done, together with a general monitoring of the lawsuit for a cost of approximately \$5,000.00.

Supreme Court of California  
December 3, 1992

Page 2

VILLAGES TO ESTABLISH, EQUIP AND MAINTAIN PUBLIC LIBRARIES: TO PROVIDE FOR THE FORMATION, GOVERNMENT, AND OPERATION OF LIBRARY DISTRICTS; THE ACQUISITION OF PROPERTY THEREBY; THE CALLING AND HOLDING OF ELECTIONS IN SUCH DISTRICTS; THE ASSESSMENT, COLLECTION, CUSTODY AND DISBURSEMENT OF TAXES THEREIN; AND TO CREATE BOARDS OF LIBRARY TRUSTEES," approved March 12, 1909, said formation authorized and effected September 2, 1919 by the Board of Supervisors of Orange County, California. As an independent special district, we are eligible for the so-called "AB 8 Bail-Out", funds available under Revenue and Taxation Code Sections 93 and 95 et seq." However, to date, we have not received any special district augmentation funds nor do we expect to receive any.

Under the provisions of Senate Bills 844 and 617, the Placentia Library District expects to lose approximately \$127,000.00 in revenue. We have no other means of raising these revenues. Under the provisions of the Education Code, libraries are not allowed to charge fees for library services or usage. Proposition 13 took away the Placentia Library District's authority to tax. In exchange, we were provided with the same ratio of property tax on a prorata share as we had received prior to Proposition 13. The loss of \$127,000.00 is based on a total revenue calculation that includes state and federal grants as well as property tax revenues. The loss of revenues under Senate Bills 844 and 617 will have an immediate and significant impact on our ability to successfully continue providing the library services to which it is committed.

In our opinion, the shift of property tax revenues by the State Legislature is unconstitutional for the reasons that are well delineated in the Petition. If this Court is unwilling to hear this Petition, irreparable harm will occur to the special districts and the individual taxpayers (whose tax money which was specifically designated to this special district is being diverted by the state for its own discretionary use).

Finally, this issue is of immediate concern to all affected special districts statewide because it is anticipated that all counties will be distributing their property tax funds according

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

December 3, 1992

Chief Justice and Associate Justices  
of the Supreme Court of California  
3580 Wilshire Blvd., Room 213  
Los Angeles, California 90013

Re: Ventura County Taxpayers Assn., et al., vs.  
Norman R. Hawkes, et al.; Civil No. S-030172

To The Honorable Court:

We are writing this letter with regard to the ORIGINAL PETITION FOR WRIT OF MANDATE AND COMPLAINT FOR DECLARATORY RELIEF, in the referenced case which we understand was filed in this Court on December 10, 1992. The Petition challenges the constitutionality of Senate Bills 844 and 617 which were both enacted in September 1992 by the California Legislature. **Please be advised that the Placentia Library District of Orange County supports the Petition.**

Senate Bills 844 and 617 relate to the shifting of certain property tax revenues from special districts statewide to school districts. More specifically, and as it relates to this special district, the measures mandate a shift to school districts of up to 35% of property tax revenues (not to exceed 10% of total revenues from all sources) which otherwise are provided to this special district in accordance with higher legislation. The legislative intent of this measure is to reduce the amount of state constitutional funding otherwise required to be provided to the school districts and transferring that amount to the state's general fund.

The Placentia Library District of Orange County is an independent special district formed in accordance with the provisions of an act of the Legislature of the State of California entitled "AN ACT TO ALLOW UNINCORPORATED TOWNS AND

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-&gt;

2332 Santiago

Page 1

JU - 9-93 WED 14:34 MICHAEL DILLON &amp; ASSOC.

P.01

June 9, 1993

TO: ALL COOPERATIVE LIBRARY SYSTEMS FOR FORWARDING TO  
MEMBER LIBRARIES AND CLA LEGISLATIVE CONTACTS

FROM: Mike Dillon, Lobbyist  
California Library Association

RE: Legislative Update

### I. SB 566 PASSES SENATE

Just before noon the Senate passed SB 566-Roberti, the benefit assessment legislation co-sponsored by CLA and the County of Los Angeles. The vote was 27 ayes to 9 noes. The twenty-seven votes were cast by all the Democrats except Senators Wadie Deddeh and Nicholas Petris, who were not on the floor at the time of the vote, and five Republicans. The Republicans voting yes were Senators Marian Bergeson, Robert Beverly, Bill Craven, Republican Leader Ken Maddy, and Becky Morgan. Nine Republican Senators voted no. They were Senators Frank Hill, Rob Hurtt, Bill Leonard, Tim Leslie, John Lewis, Don Rogers, Cathie Wright, and Phil Wyman. Republican Senator David Kelley did not vote.

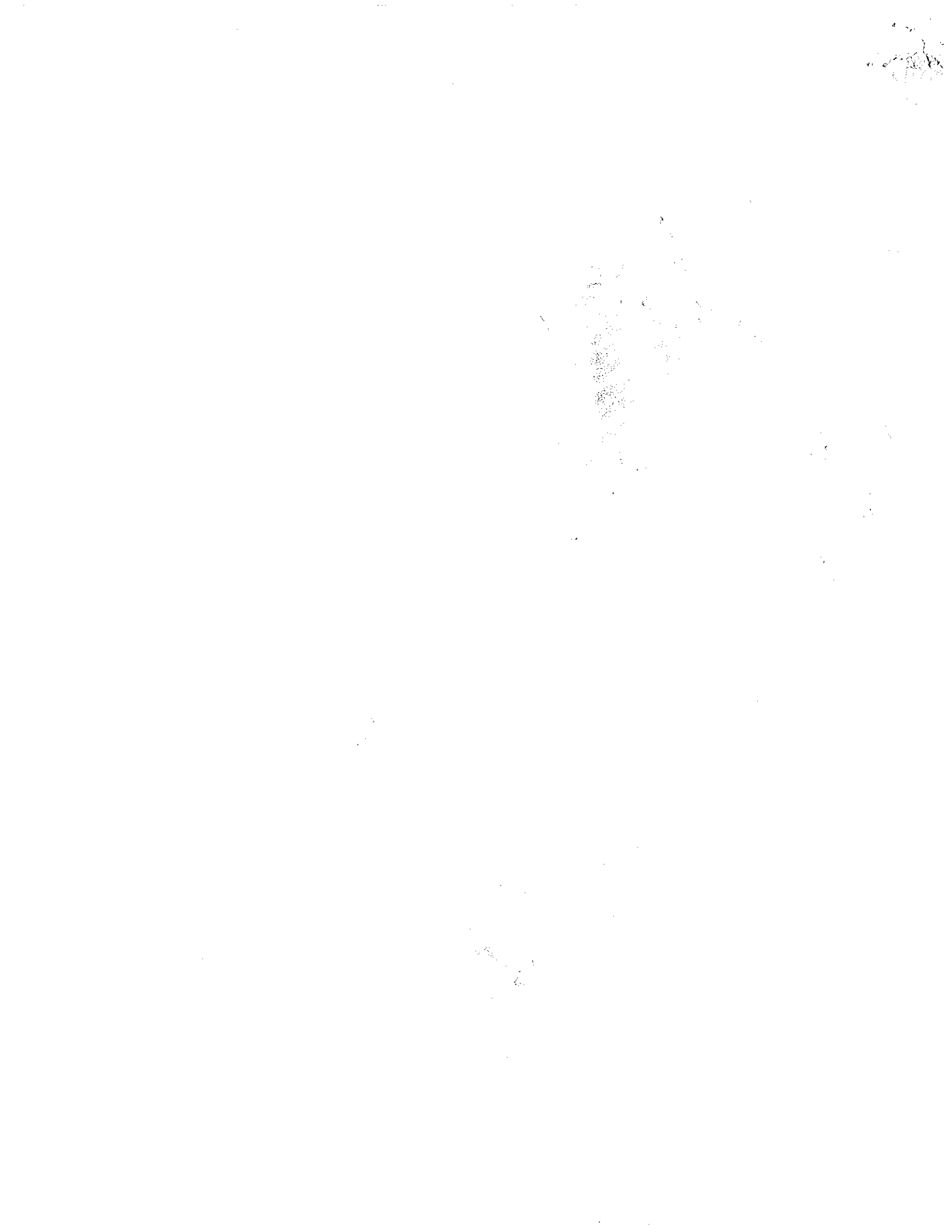
Senator Roberti, in presenting the measure on the floor, stated, "The future of all public libraries in California is jeopardized by our budget reductions and revenue shortages at all levels of government. Libraries have very limited authority to raise additional revenue and there should be some degree of local control and viable local options to preserve library services." Senator Michael Thompson also rose to support the measure, saying that "we need to ensure libraries are not only open but up to date. In recessionary times businesses and people looking for work rely more on libraries. This measure is the ultimate in local control." Republican Senator Hurtt of Orange County was the only senator speaking in opposition to SB 566.

### II. THINGS MOVING FAST

The Budget Conference Committee is still hoping to wrap up activities this week. The leadership of both houses is expecting to bring the budget bill up on the floor for vote next Tuesday. Added urgency is given to the discussions because of the need to enact any budget related legislation to extend the sales tax by June 20. This date is important in order to have retailer requirements in place by the effective date of July 1. Still to be resolved are the major issues relating to education and local government, including the property tax shift and extension of the sales tax.

### III. LOCAL GOVERNMENT WORKING GROUP

Yesterday a special Assembly/Senate Local Government Working Group met to consider the economic and other impacts of the





TO: Library Board of Trustees

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

SUBJECT: Meeting with Orange County Employee's Association of May 19, 1993

DATE: June 10, 1993

#### BACKGROUND

At the direction of the Library Board of Trustees, I met with the designated representative of the Orange County Employee's Association on May 19, 1993 to present the Board's request to reopen the MOU to discuss a variety of issues.

OCEA is unwilling to discuss any issues at this time except a six-month delay of the implementation of the 3% COLA for 1993-94. They are willing to consider an additional extension later in the year if the financial condition of the Library District indicates a continuing need.

#### RECOMMENDATIONS

Accept the OCEA offer of an extension of the implementation of the 1993-94 COLA until January 1, 1994, and authorize the Library Director to sign the agreement on behalf of the Library Board of Trustees.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
SUBJECT: Cash Balances in Funds other than General Fund  
DATE: June 10, 1993

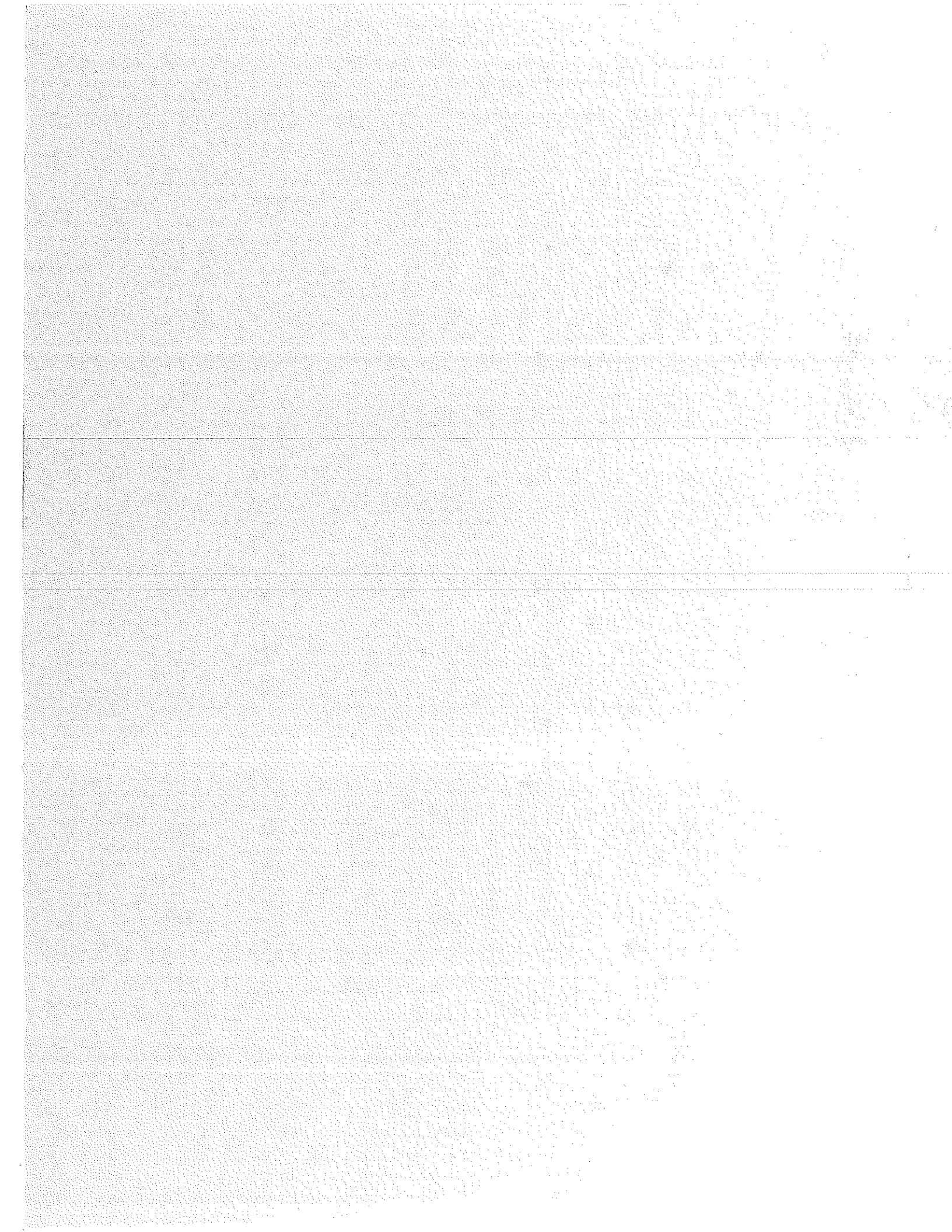
Fund balances as of April 30, 1993:

Fund 5021 - Building & Major Equipment	\$ 107,188
Fund 5031 - Automatic Replacement	51,230
Fund 5061 - Bond Redemption	298,459
Fund 5072 - Sick Leave Payoff	6,577
	<hr/>
TOTAL	\$ 463,454



Placentia Library District  
Property Tax Revenue

Object Code	Category	FY:1990-1991		FY:1991-1992		FY:1992-1993		FY:1992-1993		FY:1992-1993		FY:1993-1994		FY:1993-1994	
		Actual		Actual	Budgeted	Rev/Estimate	YTD/APRIL	Estimate	Estimate	Estimate	Estimate				
621-000	Current Secured	823,832	963,800	892,734	963,800		814,553								
623-000	Prior Secured	24,856	40,000	37,363	40,000		47,569								
	TOTAL SECURED	848,688	1,003,800	930,097	1,003,800	907,801	862,122	0	0						
621-001	PUBLIC UTILITY	25,633	29,000	27,090	29,000	28,110	14,049								
622-000	Current Unsecured	64,438	78,000	72,956	78,000		55,909								
624-000	Prior Unsecured	978	1,500	1,258	1,500		0								
	TOTAL UNSECURED	65,416	79,500	74,214	79,500	68,729	55,909	0	0						
669-000	HOMEOWNER	19,790	21,400	20,375	21,400	17,530	9,050								
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,133,700	1,051,776	1,133,700	1,022,170	941,130	894,170	766,170						
626-000	PENALTIES/DELINQUENCIES	4,289	6,500	6,019	6,500		7,676	6,500	6,500						
628-000	SUPPLEMENTAL - CURRENT	72,614	50,000	48,227	50,000		32,540	30,000	25,000						
630-000	SUPPLEMENTAL - PRIOR	2,103	4,500	3,704	4,500		4,939	4,500	4,500						
661-000	INTEREST	46,331	30,250	40,373	30,250		21,560	20,000	16,000						
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	91,250	98,323	91,250	0	66,715	61,000	52,000						
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,224,950	1,150,099	1,224,950		1,007,845	955,170	818,170						
697-000	STATE LIBRARY	144,764	55,472	123,758	55,472		73,858	60,000	60,000						
787-000	LOCAL REVENUE	13,969	30,000	17,115	30,000		32,624	35,000	32,000						
	TOTAL REVENUE	1,243,597	1,310,422	1,290,972	1,310,422		1,114,327	1,050,170	910,170						



Placentia Library District  
 FY1993-1994 Budget Salary Comparisons  
 May 1993

0% COLA  
 Thur 6-9 PM  
 All Fridays  
 1.13 Lib Clerk  
 1.0 Lib Asst  
 1.25 Libn II  
 1.00 Asst Dir

3%/6 Mo COLA  
 Thur 6-9 PM  
 All Fridays  
 1.13 Lib Clerk  
 1.0 Lib Asst  
 1.25 Libn II  
 1.00 Asst Dir

Object Code	Category	FY1992-1993 Budgeted	FY1992-1993 No Eliminations		Vacants Elim.		0% COLA		3%/6 Mo COLA	
			Budgeted With Jan Adj.	3% COLA OCEA Only	No Eliminations NO COLA	3% COLA OCEA Only	Vacants Elim 0% COLA	0% COLA	3%/6 Mo COLA	3%/6 Mo COLA
010-000	Salaries & Wages	735,250	646,135	678,896	664,588	643,017	629,754	526,486	532,340	
	FICA & Medicare	56,246	49,428	51,936	50,841	49,191	48,176	40,276	40,724	
	Pension Plan	50,829	50,829	51,850	51,850	51,850	51,850	51,850	51,850	
020-000	Total Retirement	107,075	100,257	103,786	102,691	101,041	100,026	92,126	92,574	
	Health Insurance	36,200	36,200	47,628	47,628	44,219	44,219	36,803	36,803	
	Dental Insurance	6,600	5,836	7,259	7,259	6,755	6,755	5,521	5,521	
	Vision Insurance	2,250	2,064	2,753	2,753	2,574	2,574	2,131	2,131	
030-000	Total Insurance	45,050	44,100	57,640	57,640	53,548	53,548	44,455	44,455	
	TOTAL	887,375	790,492	840,322	824,919	797,606	783,328	663,067	669,369 6,302	
	Target Savings		665,492 125,000	(49,830)	(34,427)	(7,114)	7,164	127,425	121,123	

The total salary expense change from FY93 Budgeted (\$887,375) to FY94 Recommended (\$669,369) is 25%.

The FTE change from FY93 Budgeted (27.42) to FY94 Recommended (19.54) is 29%.

