

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

June 20, 1995 (Tuesday)

7:30 P.M.

Library Conference Room

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

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

73⁵ 1. Roll Call. Administrative Assistant *Shtalov - about*

~~2.~~ Adoption of Agenda. *Sam / net*

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

Presentation: Library Director
Recommendation: Adopt by Motion

~~3.~~ Presentation of Certificate of Recognition to California Association for Bilingual for donation of \$200.00 for purchasing children's books in Spanish. *Cheryl Williams*

~~4.~~ Minutes of the June 6, 1995, Special Meeting. *Shtalov / Sam*

Presentation: Library Director
Recommendation: Approve by Motion

~~5.~~ Oral Communications.

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

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

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

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

6. Board President's Report.

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

Presentation: Library Board President

7. Friends of the Library Board of Directors Report.

Presentation: Principal Librarian

CLAIMS (Items 8 -10)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

There are no Nonstandard Claims for this period.

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

There were no Claims forwarded by the Library Director.

10. Current Claims and Payroll. (Approve)

Current Claims of \$32,771.98; Payrolls 3296, and 3297, for a cumulative payroll total of \$38,069.36. Combined total of Current Claims and Payroll of \$70,841.34.

FINANCIAL REPORT (Items 11 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

11. Financial Reports for May, 1995. (Receive & File)

*Motion from
Marie Hernandez.*

Esquivel/Neade.

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

GENERAL CONSENT CALENDAR (Items 18 - ²³24)

Sum / S. K. K. K. K.

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - ²³~~24~~ may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for May, 1995. (Receive & File)
19. Personnel Report for May, 1995. (Receive, File, and Ratify Appointments)
20. Volunteer Report for May, 1995. (Receive & File)
21. Circulation Report for May, 1995. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996. (Receive & File)

CONTINUING BUSINESS

24. Fiscal Year 1994-1995 Budget

Presentation: Library Director
Recommendation: No Action Recommended

Review of the status of the Settlement Agreement between the Orange County Investment Pool and the County of Orange.

Review pending legislation as it affects the Fiscal Year 1994-1995 and the Fiscal Year 1995-1996 Budgets.

- 25. Review the floor and wall materials and colors for the LSCA Title II Handicapped Remodeling Project; and a status report on the bidding process.

Schneider / N...

Presentation: Library Director
Recommendation: Make final selection of colors and materials

NEW BUSINESS

26. Nomination of Placentia Library District for a position on the Board of Directors of the Special District Workers Compensation Authority.

Presentation: Library Director
Recommendation: Adopt by Resolution

27. Circulation Policy for the CD-ROM Collection and Revision of the Fines and Fees Policy.

Presentation: Library Director
Recommendation: Adopt Circulation Policies for the CD-ROM Collection and amend the Fines & Fees Policy to include the CD-ROM Material

28. Selection of Vision Plan for Fiscal Year 1995-1996.

Presentation: Library Director
Recommendation: Select Vision Service Plan with Option Rider for Video Display Terminal Coverage

STAFF REPORTS

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

ADJOURNMENT

35. Agenda Preparation for the July 18, 1995, Regular Meeting.

*Rollin will not
be at July meeting.
9:35 PM*

36. Review of Action Items.

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

39. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the June 20, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, June 14, 1995.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jun 22-29	American Library Association Annual Conference, Chicago
Jul 18 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 15 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 19 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 17 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov	California Library Association Annual Conference
Nov 21 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 19 (Tues)	Library Board Meeting, 7:30 P.M.
Jan 2 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 16 (Tues)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 19 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 26-30	Public Library Association National Conference, Portland.
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 16 (Tues)	Library Board Meeting, 7:30 P.M.
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 21 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 18 (Tues)	Library Board Meeting, 7:30 P.M.
Jul 16 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 20-27	American Library Association Annual Conference, New York City.
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)

TO: Elizabeth Minter, Library Director
FROM: Kay Schneider, Librarian II *KS*
DATE: June 14, 1995
SUBJECT: Library Board recognition of C.A.B.E. donation

BACKGROUND:

The children's department received a donation of \$200.00 from the North Orange County Chapter of the California Association for Bilingual Educators to be used to purchase new books in Spanish. This group hosted a fund raising luncheon and fashion show in order to raise this money. Several of their members bring their classrooms to the Library on a regular basis during the school year.

RECOMMENDATION:

Invite Faith Morrison, Chapter President and teacher at John Tynes Elementary School, to the June, 1995 Library Board meeting and present her with a certificate of appreciation for the donation.



**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
JUNE 6, 1995**

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order on June 6, 1995 at 7:20 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustee Al Shkoler; and Library Director Elizabeth Minter.

Members Absent: Trustees Ray Evans and Robin Masters.

Others Present: Principal Librarian Suad Ammar; and Substitute Administrative Assistant Gloria Clark.

**ADOPTION OF
AGENDA**

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

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

MINUTES

The Minutes were corrected to add the name of Assemblyman Curt Pringle's Chief of Staff, Jeff Flint to line 6 of the Board President's Report and to change the word "of" to "on" on line 7 of Agenda Item 25, Budget Fiscal Year 1994-1995.

It was moved by Secretary, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of May 15, 1995 as corrected.

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

**ORAL
COMMUNICATIONS**

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

CLAIMS

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve Agenda Items 5 through 7: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims in the amount of \$15,433.88.

AYES: Dinsmore, Stark, Shkoler
NOES: None
ABSTAIN: None
ABSENT: None

Trustee Masters arrived at 7:30 P.M.

Mr. Allen L Hibbs, AIA, of Alexander Drake Hibbs, Inc. arrived at 7:35 P.M.

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive, file and approve Agenda Items 8 and 9: Letter of Introduction and Orange County Treasurer Investment policy Statement, Short-Term Investment Pool, received from Orange County Treasurer-Tax Collector John M. W. Moorlach, CPA, CFP, dated May 15, 1995 (Receive & File); and Endorsement of submission of Application for Library Leadership Fundraising Training Project to the American Library Association for participation by Board Secretary Stark and Library Director Minter (Receive, File & Endorse Submission).

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

**LIBRARY
SERVICES AND
CONSTRUCTION
ACT TITLE II
GRANT FROM THE
STATE LIBRARY
OF CALIFORNIA
FOR THE
DISTRICT'S
DISABLED ACCESS
REMODELING
PROJECT**

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve contract with Alexander Drake Hibbs, Inc. and authorize signature by the Library Director.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters that the bid period for the Disabled Access Remodeling Project begin June 15, 1995, and close with the bid opening at 2:30 P.M. on July 12, 1995.

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

It was moved by Trustee Masters, Seconded by Secretary Stark to authorize the release of the Request for Bids for the Disabled Access Remodeling Project.

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

**FISCAL YEAR 1994-
1995 BUDGET**

Library Director Minter discussed the status of the Orange County Investment Pool Settlement Agreement and referred to material in the Board Packet. She informed the Board of a meeting of all Water, Sanitation and Special Districts to be held on Friday, June 9, 1995 at 1:30 P.M. in the Orange County Water District Boardroom.

The Board reviewed sample public information material produced by Staff concerning Measure R.

It was moved by Trustee Masters, seconded by President Dinsmore that the Board of Trustees endorse Measure R.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to have staff produce a flyer illustrating the impact of Measure R without mentioning an endorsement.

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

Trustee Ray Evans arrive at 9:08 P.M.

The Board adjourned for a break at 9:13 P.M. and reconvened at 9:20 P.M.

It was moved by Trustee Shkoler, seconded by Trustee Masters to reconsider the vote on the endorsement of Measure R.

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

The Board adjourned for a break at 9:27 P.M. and reconvened at 9:35 P.M.

It was moved by Trustee Masters, Seconded by Trustee Evans to endorse Measure R.

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

**ADOPTION OF
RESOLUTION 95-2
AUTHORIZING THE
TRANSFER OF
LOCAL REVENUES
TO THE OFFICE OF
THE ORANGE
COUNTY
TREASURER IN
COMPLIANCE
WITH SECTION
19658 OF THE
EDUCATION CODE
OF THE STATE OF
CALIFORNIA**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 95-2: A resolution of the Board of Trustees of the Placentia Library District of Orange County to authorize the transfer of local revenue to the office of the Orange County Treasurer in compliance with Section 19658 of the Education Code of the State of California, by title only.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to adopt Resolution 95-2. Motion was adopted by roll call vote.

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

**SET DATE FOR
REGULAR BOARD
MEETINGS**

It was moved by Trustee Masters, seconded by Secretary Stark to change the date of the Regular Meeting of the Board of Trustees from the third Monday of each month to the third Tuesday of each month at 7:30 P.M.

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

**ADOPTION OF RESOLUTION 95-3 ESTABLISHING THE
DISTRICT'S GANN LIMITATION FOR FISCAL YEAR 1995-**

1996

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 95-3, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1995-1996, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt Resolution 95-3. Motion was adopted by roll call vote.

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

The Special Meeting of the Board of Trustees of the Placentia Library adjourned at 10:00 P.M.

Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
June 6, 1995

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	<u>\$0.00</u>



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 June 6, 1995

TYPE	REPORT NO.	AMOUNT
Immediately	3285	3,455.63
Subtotal for Immediately		3,455.63
Regular	3286	2,909.51
	3287	1,853.23
	3288	2,455.42
	3289	4,760.09
Subtotal for Regular		11,978.25
TOTAL CURRENT CLAIMS		15,433.88

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/06/95
REPORT NO 3285

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

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

APPROVED CLAIMS


Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	May 24, 1995		2700	00		342.86		
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	June, 1995		0300	00		1,999.72		
N03646 Vislon Service Plan - (CA) Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 45210	June, 1995		0300	00		115.10		
N03649 Dept 91 - 2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	May 23, 1995		1800	00		5.28		
	May 7, 995		1800	00		186.06		
	May 30, 1995		1800	00		<u>99.26</u>		
						290.60		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	June 8, 1995							
	528-1906		0700	00		132.60		
	May 17, 1995							
	528-8236		0700	01		18.57		
	May 7, 1995							
	253-0470		0700	01		139.40		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	May 17, 1995		0700	07		15.45		
	May 19, 1995							
	996-2865		0700	01		<u>20.25</u>		
						326.27		
	June, 1995		0300	00		381.08		

The claims listed above (totaling \$ ~~3,456.13~~ are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: June 20, 1995
SUBJECT: **Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, June 5, 1995. Library Board Secretary Sandra Stark and Library Director Elizabeth Minter attended the meeting.

The Board was informed by Library Director Minter that its nomination of Library Board President Peggy Dinsmore for the Third Annual Clara Barton Spectrum Awards for Outstanding Women in Orange County has been accepted by the Orange County American Red Cross Chapter. The awards luncheon will be held Thursday, June 22, 1995, at the Hyatt Regency Irvine. President Dinsmore's nomination was based on her volunteer efforts on behalf of the Library, the development of the volunteer literacy program in Placentia and Orange County, and her work with the California Association of Library Trustees and Commissioners in support of statewide literacy programs. The keynote speaker at the luncheon will be California First Lady Gayle Wilson.

Treasurer Marj Dailey reported that the Friends made \$1,395.20 at its May booksale.

The Friends decided to have a weekly Sunday afternoon booksale featuring paperbacks at "2 for 1" prices. The Library Volunteer Coordinator is to schedule several volunteers to help each week and the Friends Board will rotate supervision of the project. Frances Stoller volunteered for June 18 followed by Barbara Hemmerling on June 25.

Library Director Minter talked with the Board about providing several color printers for the Library's CD-ROM systems this fall. Color printing capabilities have been requested by both adults and children, especially for school-related projects. Library staff will investigate the costs of adding color printers during the summer.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 20, 1995

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	<u>\$0.00</u>

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
June 20, 1995

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	<u>\$0.00</u>



ESTABLISHED 1889

Agenda Item 8
JOHN M. W. MOORLACH, CPA, CFP
COUNTY TREASURER-TAX COLLECTOR

TELEPHONE: (714) 834-2917

TREASURER OFFICE ADDRESS
HALL OF FINANCE & RECORDS
RM. 676, 12 CIVIC CENTER PLAZA
P.O. BOX 4515
SANTA ANA, CALIFORNIA 92702
FAX: (714) 834-2912

OFFICE OF THE TREASURER-TAX COLLECTOR

May 15, 1995

ELIZABETH MINTER
PLACENTIA LIBRARY
411 E. CHAPMAN
PLACENTIA, CA 92670

DEAR ELIZABETH MINTER:

This is a letter of introduction. I am the newly appointed Orange County Treasurer-Tax Collector and I'm looking forward to serving the investment needs of the County, its mandatory participants, and any municipalities and districts that would like to utilize our department's money management services.

We will be distributing the bankruptcy liquidations on May 19th. This amount will include interest income from July 1, 1994 to December 6, 1994 for the pre-petition balances (which should be accounted for in the Comprehensive Settlement Agreement).

The distribution will also include interest income, less direct expenses to the Orange County Investment Pools, for the period of December 7, 1994 to May 5, 1995. Interest income subsequent to May 5 and up to May 19 will be disbursed as soon as possible after May 19.

It is critical to us that substantially all of your net available funds be disbursed on May 19 and forwarded to you as smoothly as possible. Accordingly, our department is working diligently with Arthur Andersen's bankruptcy team to have your checks ready for pick up on Friday morning, May 19, at 9:00 a.m.

I am sincerely working to restore the credibility of this office. Towards this end, let me share some of the issues and changes that are being pursued:

1. Oversight Committee

The Orange County Board of Supervisors has established an Oversight Committee for the Treasurer's Office. This is a "cutting-edge" concept of which the County is on the fore-front. Each Supervisor appoints one of the five members from the financial community. We meet quarterly, although we have been meeting almost every week since my appointment. They have been of great assistance in establishing investment policy and direction.

2. Investment Policy Statement

We have a preliminary investment policy statement, a copy of which is attached, for our "Short-Term Investment Pool." This pool is similar to a money market mutual fund type of account and will be provided on a \$1 net asset value format. It will be very liquid in order to meet your short-term investment needs.

ELIZABETH MINTER

May 15, 1995

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We will provide three other investment alternatives in the very near future that can offer higher yields for investable funds you may have available for longer periods of time. They will be marked-to-market and will pursue higher yields provided by longer term bonds. Our staff will assist you in determining what your appropriate investment opportunities are in order to provide the highest yields available for your short, medium and long-term needs. We will not be offering a "one fund fits all" pool, but multiple pools to more precisely meet your investment goals.

3. Assistant Treasurer

We are pleased to announce that Mr. Daniel J. Hempel will be joining our department as Assistant Treasurer. Mr. Hempel is the former Treasurer for the City of Pomona and has a strong and diversified background in fixed income investing. He comes highly recommended with high marks for creativity, innovation and strong moral character. Mr. Hempel will bring his municipal background to assist you and your staff members with your investment concerns.

4. Investment Officer

Ms. Judy Jacobson has over five years of experience with the Treasurer's office as well as over a decade of investment management experience prior to coming to the County. Ms. Jacobson is also a Certified Financial Planner, giving her a background well suited towards a concern for your municipality's financial well being.

5. Monthly Reporting

It is our immediate goal to provide you with monthly account balance statements. We are currently selecting new investment and accounting software and anticipate being on-line by July 1, 1995. Accordingly, we will have monthly financial reports available for the Board of Supervisors, the Oversight Committee, and each participant. Our emphasis will be "full disclosure," so our monthly reports will be very complete and detailed as to content and footnotes.

6. Monthly Income Allocations

We will be allocating net investment income to each participant on a monthly basis at the end of each month. It will no longer be our practice to credit investment income ten weeks after the close of a quarter. Our new accounting software will accommodate this new policy.

7. Investment Account

For your ease in withdrawing funds, our approach will be similar to a money market or checking account. We will provide you with deposit forms, withdrawal forms, and transfer forms. All transactions will be accommodated by yourself and our staff. We will not be delayed by transaction approvals by the Auditor-Controller's office. It will be our approach to function as your bank and be more accessible and prompt in our business dealings. Your monthly statement will confirm your activities and balance.

ELIZABETH MINTER
May 15, 1995
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8. Custodial Accounts

We can accommodate your request to have separate accounts, segregated from the investment pools. We will invest the account based on your specific investment policies for the funds. As additional time and attention will be required to administer these accounts you will incur a higher administrative cost.

9. School Districts

This department has a unique relationship with the school districts that it wants to continue in a professional manner. Therefore, in addition to the above changes, our department will have a window staffed by a Treasurer department employee. It will be located in Room G58 alongside our Deferred Compensation services window. If there is anything we can do in assisting in deposits, withdrawals, transfers or any other concerns, we will be available for personal contact during normal business hours.

Not to slight any of our other participants, this window is also available to meet their banking and investment needs as well.

It is time for a new dynamic. We are installing new software, we have made significant staffing changes, we have restructured our department, we are improving our internal controls, and we are modifying our interface with the Auditor-Controller's office in order to expedite transactions. We are under new management.

I ran in what may have seemed to be a rather contentious race for this position last year. It was not meant to be so, I only questioned the strategies that were utilized. I displayed my concerns for the welfare of your investments and tried to minimize the unfortunate situation we are dealing with now.

It is my hope that you will understand my actions as a method of communicating that we will take the utmost care in managing your funds. We will be at your service to work together towards full disclosure, safety of principal, liquidity, and competitive yields.

Please do not hesitate to call me, Dan, Judy, or any of our staff, should you have any questions, concerns or comments. We look forward to re-establishing a good working relationship.

Very truly yours,



John M. W. Moorlach, CPA, CFP
Treasurer-Tax Collector

JMWM:jmwm

.ttachment

**ORANGE COUNTY TREASURER
INVESTMENT POLICY STATEMENT
SHORT-TERM INVESTMENT POOL**

I. POLICY STATEMENT

It is the policy of the County of Orange ("The County") to invest public funds in a manner which will provide the maximum security of principal invested with secondary emphasis on achieving the highest yield while meeting the daily cash flow needs of the pool participants and conforming to all applicable State and County statutes governing the investment of public funds. Accordingly, the short-term investment pool shall be guided by the following underlying principles:

1. A high degree of liquidity;
2. Investment in high quality securities with an emphasis on short-term investments;
3. Stability of principal.

II. OBJECTIVES

The primary objectives, in priority order, of the County's investment activities shall be:

1. **SAFETY OF PRINCIPAL**
Safety of principal is the foremost objective of the County. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition.
2. **LIQUIDITY**
The County's short-term investment pool will be substantially liquid to enable it to meet all operating requirements which might be reasonably anticipated. "Liquidity" refers to the ability to sell at any given moment with a minimal chance of losing some portion of principal or interest.
3. **YIELD**
The County's short-term investment pool is designed with the objective of attaining a short-term current market rate of return throughout budgetary and economic cycles.

"Market rate of return" may be defined as the average yield of the Money Market Fund Index or such other index that most closely matches the average maturity of the portfolio.

III. AUTHORIZED INVESTMENTS

To the extent not inconsistent with the objectives stated above and Investment Restrictions outlined below, the assets in the short-term investment pool may be invested in the following:

1. United States Treasury notes, bonds, bills or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. Obligations issued or guaranteed by agencies or instrumentalities of the United States Government.
3. Commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical rating (A-1 / P-1 or better) as provided for by Moody's Investors Service, Inc. or Standard and Poor's Corporation. Eligible paper is further limited to issuing corporations that are organized and have operations in the United States, have total assets in excess of five hundred million dollars (\$500,000,000) and have long term debt ratings of As/AA or better from Moody's Investors Service, Inc. or Standard and Poor's Corporation. In addition, (i) no more than 30% of the total assets may be invested in commercial paper and (ii) no more than 15% of the total assets may be invested in commercial paper if the dollar-weighted average maturity of the Commercial Paper in the account exceeds 31 days.

Additionally, the short-term investment pool may not invest more than 5% of its assets in the Commercial Paper of any one issuer, and this investment may not exceed 3% of that issuer's total outstanding Commercial Paper.

4. Negotiable certificates of deposit issued by a nationally or state-chartered bank or state or federal association with total assets of at least one billion dollars, or by a state-licensed branch of a foreign bank, provided such foreign bank is one of the 75 largest foreign banks in terms of total assets.
5. Investments in repurchase agreements (pursuant to section 53601(i) "repurchase agreement" means a purchase of securities pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the County by book entry, physical delivery, or by third party custodial agreement). The term of repurchase agreements shall be for one year or less. The term "securities" for purposes of repurchase agreements shall mean securities issued or guaranteed by the U.S. Government and its agencies or instrumentalities. Such securities shall be further limited by the Investment Restrictions enumerated below. With respect to any repurchase agreement the County will require the seller to maintain the value of such securities at 102% of the repurchase price (including accrued interest).

6. The Treasurer may place orders for the execution of transactions with or through such brokers, dealers, banks and repurchase agreement counterparties as may be selected in his/her discretion.

If additional types of securities are approved for investment by public funds by State Statute, they will not be eligible for investment by the County until this policy is amended and the amendment passed by the Board of Supervisors. (Calif Govt Code Sect 53600 et seq.).

IV. INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

The following types of transactions are restricted or prohibited:

1. Borrowing for investment purposes ("Leverage") is prohibited.
2. Reverse Repurchase Agreements, as defined by California Government Code Sections 53601(i) and 53635(i) or otherwise are prohibited.
3. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, structured certificate of deposit, equity-linked securities) are not permitted. Investment in any instrument which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, collars) is prohibited.
4. No more than 10% of total assets may be invested in securities of any one issuer with the exception of obligations of the U.S. Government and its agencies or instrumentalities.
5. The average maturity of all portfolio instruments, on a dollar-weighted basis, will not exceed 120 days.
6. The remaining maturity of all portfolio instruments will be 12 months or less.
7. All investments will be U.S. dollar denominated.
8. Securities which are downgraded below the minimum acceptable rating levels must be sold within a reasonable amount of time.

V. DIVERSIFICATION AND MATURITY RESTRICTIONS

It is the policy of the County to diversify its investment portfolio. Invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

1. U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government.....100%
2. U.S. Government agencies, instrumentalities and government sponsored enterprises.....no more than 50%
3. Fully insured or collateralized CD's.....no more than 30%
4. Bankers' Acceptancesno more than 40%
5. A-1/p-1 Commercial Paper..(See II).....no more than 30%
6. Repurchase Agreements.....no more than 50%
7. Money Market Funds.....no more than 50%

The Treasurer shall also be required to diversify maturities. The Treasurer, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Treasurer may not invest more than 25% of the portfolio for a period greater than six months.

VI. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The County shall maintain a list of financial institutions which are authorized to provide investment services. Institutions shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the County. At a minimum, the County shall conduct an annual evaluation of each institution's creditworthiness to determine whether it should be on the "Qualified Institution" listing.

Securities dealers shall be required to be classified as Reporting Dealers affiliated with the New York Federal Reserve Bank as Primary Dealers, or meet certain other criteria as determined by the Treasurer and approved by the Oversight Committee. A questionnaire to be completed by financial dealers and institutions wishing to do business with the County is attached as Exhibit A.

VII. PERFORMANCE EVALUATION

The Treasurer shall submit monthly and annual reports to the Oversight Committee, the participants (upon request), the Chief Executive Officer and the Board of Supervisors containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program.

The Treasurer shall include a market report on investment activity and returns in the County's Comprehensive Annual Financial Report.

VIII. SAFEKEEPING AND COLLATERALIZATION

All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery versus payment (DVP) basis.

All securities shall be held by a third party custodian designated by the Treasurer and approved by the Oversight Committee. The third party custodian shall be required to issue a safekeeping statement to the County listing the specific instrument, rate, maturity and other pertinent information.

In order to anticipate market changes and provide a level of additional security for all funds, collateralization shall be required on the following types of investments:

- A) Certificates of Deposit
- B) Repurchase Agreements

For repurchase agreements, the minimum collateralization level shall be 102% of market value of principal and accrued interest.

IX. PRUDENCE

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

The Treasurer, acting in accordance with written procedures and this policy, shall not be held personally liable for a specific security's credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

X. MAINTAINING THE PUBLIC TRUST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

XI. DELEGATION OF AUTHORITY

The Treasurer is designated as the Investment Officer of the County and is responsible for investment management decisions and activities.

The Treasurer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy. Procedures will include reference to safekeeping, PSA Master Repurchase Agreements, wire transfer agreements, collateral and deposit agreements, banking service contracts, and other investment related activities.

The Treasurer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the County Treasurer is not present.

No officer or designee may engage in an investment transaction except as provided under terms of this policy and the procedures established by the County Treasurer and approved by the Oversight Committee.

The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

XII. INTERNAL CONTROLS

The Treasurer shall establish a system of written internal controls which will be reviewed annually with the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of the County.

XIII. COMPENSATION AGREEMENT

The Treasurer will charge 12.5 basis points to all pool participants for its direct costs. Direct costs include proper staffing, bank and custodial fees, software maintenance fees, and other indirect costs relating to the investment.

Investment earnings will be distributed to the pool participants on a monthly basis, net of the above charges. The earnings will be credited to the participants accounts on either the last day of each month or the first day of the subsequent month.

XIV. INVESTMENT POLICY ADOPTION

The County's investment policy shall be adopted by the Board of Supervisors. The policy shall be reviewed on an annual basis by the Oversight Committee and any significant modifications thereto must be approved by the Board of Supervisors.

EXHIBIT
"A"



OFFICE OF THE TREASURER-TAX COLLECTOR

BROKER/DEALER QUESTIONNAIRE

- 1) Name of Firm:
- 2) Local Address: National Address:
- 3) Telephone:
- 4) PRIMARY REPRESENTATIVE/MANAGER/PARTNER-IN-CHARGE:
Secondary representative/manager/partner-in-charge
- 5) Are you a Primary Dealer in U.S. Government Securities?
- 6) Are you a member of NASD?
- 7) What is the date of your firm's fiscal year-end?
- 8) Attached certified documentation of your capital adequacy and financial solvency. In addition, an audited financial statement must be provided within 120 days of your fiscal year-end.
- 9) Has your Firm consistently complied with the Federal Reserve Bank's Capital adequacy guidelines?
- 10) Is your firm owned by a holding company? If so, what is its name and net capitalization?
- 11) Identify the principal who will be trading with or quoting securities to our employees (attach current resumes of all persons listed).
- 12) Please identify your most directly comparable clients in our geographical area. Name, address, contact, phone #, length of relationship?
- 13) Please indicate a percentage breakdown of your client base by portfolio size.

County of Orange Treasurer-Tax Collector
Broker/Dealer Questionnaire
Page 2

- 14) Have any of your public-sector clients ever sustained or claimed a loss on a securities transaction or loss of principal arising from a misunderstanding or misrepresentation of the risk characteristics of a recommended instrument purchased through your firm? If yes, please explain.
- 15) Does your firm have any pending litigation with public-sector clients or have you been subject to any within the last five years? If yes, please explain.
- 16) Has your firm ever been subject to a regulatory, state or federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of government securities or money market instruments? If yes, please explain.
- 17) Please provide your wiring and delivery instructions.
- 18) Which instruments are offered regularly by your local desk?
- 19) Which of the above does your firm specialize in marketing?
- 20) What reports, transaction confirmations, and paper trail will we receive?
- 21) What precautions are taken by your firm to protect the interest of the public when dealing with government agencies as investors?
- 22) What training would you provide for our employees and investment officers?
- 23) Do you participate in the SIPC Insurance program? If not, please explain.
- 24) What portfolio information do you prefer from your clients?
- 25) Please include samples of research reports or market information that your firm regularly provides to clients.



Library

Leadership

Fundraising

Training

Project

Administered by

The Library Fundraising Resource Center

at the American Library Association

A project funded by W.K. Kellogg Foundation and The Carnegie Corporation of New York

Introduction

The development of public libraries in America was enhanced by the vision and philanthropy of Andrew Carnegie. The conditions of his contributions stated that local communities must provide a system of local support to preserve the libraries. Thus, a tradition of public and private partnerships in support of public library systems was begun.

Today, the budget challenges facing public libraries argue for rebuilding public/private partnerships. While libraries nationwide, are reporting record highs in demands for library services, library budgets are often flat or shrinking. Public libraries are now faced with the need to diversify their funding base through development programs, and that means that public librarians and public library board members need fundraising skills.

The American Library Association and the Indiana University Center on Philanthropy, in partnership with W.K. Kellogg Foundation and the Carnegie Corporation of New York will challenge libraries to compete for private sector funds that will sustain and increase library services that communities need and demand. In training offered by the Library Fundraising Resource Center, libraries will increase their capacity to articulate a case for support, and develop the technical skills that will lead to success in fundraising.

Project Goals

- To provide training for the library director and a volunteer from 60 site libraries, nationwide, through an intensive three-day course in fund raising skills;
- To provide follow-up counsel to project participants through regular phone contact and shared expense site-visits;
- Each selected library will develop a fundraising project for implementation during the grant time period;
- To develop a database and clearinghouse of library fundraising resources to be housed at ALA's Fund for America's Libraries.

Who Should Apply?

- Libraries serving populations up to 250,000 are eligible to apply;
- Applicant libraries must submit the completed grant application (Parts I and II, original, plus five copies);
- Each selected library must commit to sending a two-person team, consisting of a library director and a volunteer to the three-day training workshop;
- Each participating library will receive "scholarship" assistance of \$300 per person to help defray travel and lodging expenses associated with attending the three-day training workshop. Each participating library is required to provide a local match to cover the remainder of travel and lodging expenses.

Evaluation

Each selected library will be expected to develop a fundraising project for implementation during the grant period. The project should demonstrate effective use of the skills learned in training. Program reports will be due 60 days following completion of training. Additional reports may be required in order to fully cover the period of the individual library's project.

Application Deadline

Please complete Parts I and II of the Grant Application. Submit original, plus 5 copies, to Renae Brantley, Project Director, Library Fundraising Resource Center, ALA, 50 East Huron Street, Chicago, IL 60611, by 4 p.m. Friday, June 2, 1995.

Library Leadership Fundraising Training Project

PART I

GRANT APPLICATION FORM

Applying Library

Name Placentia Library District
(type or print)
Address 411 E. Chapman Avenue
City Placentia State California Zip 92670
Phone (714) 528-1925
Total Population Served 47,020

Library Director or Chief Operating Officer

Name Elizabeth D. Minter
(type or print)
Title Library Director
Signature Elizabeth D. Minter Date 05/31/95

Certification:

As Chairperson (or President) of the Board of Trustees of Placentia Library, I certify that the Board of Trustees are aware of, and by affixing my signature hereto, endorse our library's application for, and participation in this program.

Name Margaret V. Dinsmore
(type or print)
Title President library Board
Signature Margaret V. Dinsmore Date May 24, 1995

PART II

Grant Application Narrative

In narrative form, please address the following (please type; you may add up to 3 additional pages in total):

Library Readiness

1. *Does your library have a volunteer fundraising program? Briefly describe a recent successful fundraising project*

Placentia Library District has three programs involved in fundraising that use volunteers. The Friends of the Library, the Library Literacy Program, and the Placentia Library Foundation.

The Friends of the Library, organized in 1970, has been conducting both ongoing and special book sales to support special library projects. For the past two years the Friends have also sponsored an Adopt-A-Book program, including an annual Author's Luncheon, in support of the book budget. From 1981 through 1994, the Friends contributed \$76,315 to Library programs with \$36,745 of that being given in the most recent two years.

(continued on page 5)

2. *Do you have adequate financing to meet current budget operations?*

Placentia Library District does not have adequate financing to meet current budget operations.

(continued on page 5)

3. *Do you have a current library support group? Describe briefly.*

Placentia Library District has two library support groups: The Friends of the Placentia Library and the Placentia Library Foundation.

The Friends of the Placentia Library celebrated its twenty-fifth anniversary in 1994. The Friends sponsor programs and public relations activities for the Library with a special, but not exclusive, interest in the children's department and local history room. The Friends has a small membership, less than 200, and is very content with its role of providing grants for specific current year projects for the Library.

(continued on page 5)

4. *What goals/expectations do you have for participation in this project?*

- a. To identify and articulate realistic goals for the Foundation's development based upon actual fundraising experiences of other public libraries.
- b. To develop implementation steps to reach the initial goals for the Foundation.
- c. To develop a strategic plan for the first two years of the annual campaign for the Book Endowment Fund.
- d. To develop a working understanding of a balanced fundraising program including the recruitment and maintenance of volunteers and board members.
- e. To learn about the components of planned giving and deferred gifts programs.
- f. To learn when outside professional assistance is needed, and how to identify, recruit and select professional staff who are compatible with ethics and goals of the Foundation.

(continued on page 6)

5. *Complete this statement: At the end of this project, I will know I've succeeded if:*

I can implement an effective annual campaign in support of the Placentia Library Foundation's Book Endowment Fund by preparing the creative brief, designing an effective database for in-house management of all aspects of fundraising record keeping and reporting, writing effective letters, making effective presentations to potential donors and community groups, learning the techniques of effective board management for the fundraising process, and implementing as many of the processes as possible using volunteer help. I am also interested in learning about the requirements and techniques for implementing effective capital campaigns and planned giving programs. I want to learn to do these activities without having to constantly "reinvent the wheel" by making use of the experiences of others who are conducting similar campaigns. I also want to know how to select the best professional help for our Foundation so that it gets the maximum results for its financial investment.

IN ORDER TO BE A SUCCESSFUL FUNDRAISER YOU MUST HAVE A BACKGROUND OF KNOWLEDGE IN THE AREA OF FUNDRAISING AND COMMUNITY RELATIONS.

Community Readiness

6. *Have other organizations in your community sponsored fundraising drives? Tell us what you know about them.*

The City of Placentia has no major fundraising activities but various popular small projects that have been in existence for a number of years. The Boys Club (not a Boys and Girls Club) has one of the strongest local fundraising programs. It includes an annual golf tournament, several special events, and direct appeals to regular donors. An Education Foundation was established for the school district several years ago but has never been successful at fundraising. The Presbyterian Church sponsors H.I.S. House, a homeless intervention shelter for families with short term housing problems, which has broad community support using a combination of special events and direct appeals to individuals and service clubs. Likewise, the Placentia Founder's Society does minor fundraising to maintain a beautiful historic home.

7. *How would you describe wealth in your community? e.g. Are there wealthy individuals in your community? Do the corporations/businesses support not-for-profits in your community?*

There are 13,369 households in the City of Placentia with a median household income of \$50,945. While there are relatively few "wealthy" individuals there is a substantial proportion of upper middle class professional families. At the present time the largest businesses in Placentia are not visibly involved in supporting local not-for-profits. However, they seem to be actively supporting not-for-profits in other parts of Orange County which indicates that, if properly approached, they would be receptive to making local contributions.

Community Partnerships

8. *What's the best thing your library does as a partner in your community?*

The best thing that Placentia Library District does as a partner in our community is serving as a clearing house for community information by sponsoring the Placentia Pride Council and maintaining a community calendar. The other community-based program is the library literacy project which includes both adult and family components and involves collaboration with the school district adult education program, the community college district, and the Rotary Club of Placentia.

Optional Additional Information

1. *Evidence of a recent self-study or strategic plan.*

A copy of Placentia Library District's Strategic Plan from 1992, and its Mission Statement are attached.

7 ANNUAL BUDGET - 1992-1993

2000-2001

2. *Please tell us anything else about your library's need to incorporate a fundraising program that will help us understand your situation.*

The Library Foundation and the Library Board of Trustees are committed to developing sources of revenue for the Library that will provide insulation for the Library's programs and services from the political actions of legislators remote from our community. They are beginning with the Book Endowment Fund but envision the Foundation to ultimately support other Library functions. The Library Board is committed to returning to the status of a full service agency (open 7 days per week, including every weekday morning and evening) as soon as finances will permit. While endowment funds require a longer road to accomplish this goal, they are the path with the greatest long term security. Taking these first steps is the greatest challenge -- one for which we can use all the support, training and advice we can get!

Training Schedule

Please indicate your first and second choices for training locations. Every effort will be made to accommodate your location selections.

- 2 September 1995, Chicago, IL
- October 1995, Boston, MA
- January 1996, Atlanta, GA
- 1 February 1996, Denver, CO

If our first and second choice are not available any location is feasible.

Library Leadership Fundraising Training Project

Page 5

GRANT APPLICATION FORM - continuation

1. Does your library have a volunteer fundraising program? Briefly describe a recent successful fundraising project.

continued from page 2...

The Library Literacy Program has done minor fundraising by requesting sponsorship of its tutor training expenses by the Rotary Club of Placentia, and by selling tee shirts, Christmas ornaments, and other small items. Several years ago they attempted an annual giving campaign but it failed due to lack of leadership from the staff coordinator and the volunteer support organization.

The Placentia Library Foundation was incorporated in August, 1994, and is in the process of implementing an annual campaign in support of its Book Endowment Fund, a planned giving program, and a grant application program.

2. Do you have adequate financing to meet current budget operations?

continued from page 2...

Since Fiscal Year 1991-1992, the District's property tax revenue, the source of over 85% of its operating budget, has dropped from \$1,551,056 to \$860,870 in Fiscal Year 1994-1995. The cause of this dramatic change has been the elimination of post Prop 13 subsidies to local governmental agencies by the California Legislature, and, to a lesser extent, the current Orange County bankruptcy which imposed a "freeze" on the District's cash accounts.

As a result of this reduction in property tax revenue the hours of public service have been reduced from 65 per week in Fiscal Year 1992-1992 to 44 per week beginning in Fiscal Year 1993-1994.

During the same period full-time staff equivalents were reduced from 23.5 to 16.10.

The Fiscal Year 1991-1992 and 1992-1993 book expenditures were over \$141,000 per year while the Fiscal Year 1993-1994 book expenditure was \$36,892, and the Fiscal Year 1994-1995 book expenditure will be approximately \$75,000. During the past two years these expenditures were supplemented by over \$21,000 in Adopt-A-Book contributions through the Friends of the Library campaign and Author's Luncheon.

3. Do you have a current library support group? Describe briefly.

continued from page 2...

The organization of the Placentia Library Foundation grew out of a concern by Library Trustees and other community leaders, including an official representative of the Friends of the Library, that the Library needs to develop a more dependable funding source than property taxes. It desires to make the Library more independent from the whims of politicians by creating a dedicated funding source. The Library Director and several members of the Foundation Board have attended several training programs presented by the Los Angeles Chapter of the National Society of Fund Raising Executives. A copy of the Foundation's brochures is enclosed with the application.

Library Leadership Fundraising Training Project

Page 6

GRANT APPLICATION FORM - continuation

4. What goals/expectations do you have for participation in this project?

continued from page 2...

- g. To learn what the library community can do to protect itself from unscrupulous fund raising activities or practices which may reflect badly on the fundraising efforts of other libraries.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: June 6, 1995
SUBJECT: **FY 1994-1995 Budget**

BACKGROUND:

Cash Flow Analysis

The revised cash flow analysis for the second half of FY1994-1995 is Attachment A. This analysis changes on a weekly basis as new revenue and expenditure information is received.

In addition to the cash flow estimates on this worksheet the District has the funds that have been reallocated to the General Fund Account as part of the Orange County Investment Pool (OCIP) Settlement Agreement.

Bankruptcy

While the checks for the Orange County Investment Pool (OCIP) Settlement Agreement participants were issued as scheduled on May 19, 1995, the fund transfers for agencies not receiving checks were not made until the night of May 22, 1995. I talked with Steven Simeon in the Orange County Auditor Controller's Office on May 23rd and verified that the funds had indeed been transferred. However, written verification will not be available until the May financial reports are received during the second week of June.

The newspapers have been reporting that the 3% Settlement Bond Funds that were due to be paid to the OCIP Settlement Agreement participants by June 5 will not be forthcoming until at least some time in July. The District has received no communication from either the County or the OCIP Committee about this delay.

The District has also received no information about the distribution of the interest earned on the post-bankruptcy accounts which was to have been received within 5 to 10 days after the distribution of the OCIP.

Measure R Endorsement

At its May 15, 1995, Regular Meeting the Board postponed action on the endorsement of Measure R until this meeting. Copies of possible information regarding the potential impact of Measure R on Library District operations will be presented at the Meeting.

Legislative

The letter sent by Library Director to Senator Lewis and Assemblyman Pringle regarding the Board's response to their OCIP Settlement Agreement proposal is Attachment B.

Senator Wilson's veto message for Senate Bill 10XX (Killea), which provided for a 20-year shift of property tax from the Library District to Orange County to assist with financing the recovery from its bankruptcy, is Attachment C.

The request to California Advocates for assistance with approaching Senator Killea about the possibility of exempting the two independent library districts in the County from this legislation if it is reintroduced is Attachment D.

Mike Belote reported to Library Director Minter by telephone that he has talked with Jan Owen, Senator Killea's Chief of Staff, about the District's concerns and was told the following:

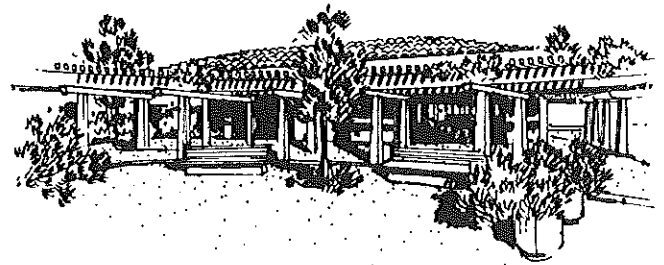
1. That when the amendment to SB10 XX (Killea) was proposed and included that they had not considered exempting the independent public library districts from the shift provisions. (This is better news than if they had considered the exemption and had deliberately decided to not do it!)
2. That she and Senator Killea remember our meeting with them earlier in the Legislative session, and that they believed us when we told them that any further cuts would directly impact the level of services offered at both libraries.
3. That they will consider the exemption of the independent public library districts of the idea of the property tax shift is resurrected.
4. That they feel strongly that this type of "grab" [of the property taxes] is unlikely to be proposed again.

Mr. Belote has assured us that he will continue to be alert for any rumors of tax shifts for Orange County and that he will be especially watchful if Measure R fails as we can anticipate some fast action in Sacramento. Library Director Minter will be out of California at that time but will be in touch with Buena Park Library Director Colleen McGregor and Mr. Belote on a regular basis.

RECOMMENDATIONS:

1. Determine whether to endorse Measure R.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

June 7, 1995

The Honorable William G. Steiner
4th Supervisorial District of Orange County
P.O. Box 687
Santa Ana, CA 92702

FAX: 834-2045

Dear Supervisor Steiner:

At its Special Meeting on June 6, 1995, the Placentia Library District Board of Trustees voted to endorse the passage of Measure R.

If you have any questions please give me a call at 528-1925.

Sincerely,

Elizabeth D. Minter
Library Director

C: William Popejoy, Orange County Administrator, FAX 834-3018
Robert Tunstall, Supervisor Steiner's Office, FAX 834-2045
Andy Czorny, OCWD, FAX 378-3372

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 June 20, 1995

TYPE	REPORT NO.	AMOUNT
Immediately	3290	6,403.92
Subtotal for Immediately		6,403.92
Regular	3291	15,226.45
	3292	2,040.30
	3293	1,424.71
	3294	3,424.05
	3295	4,252.55
Subtotal for Regular		26,368.06
TOTAL CURRENT CLAIMS		32,771.98
Payroll	3296	19,034.68
	3297	19,034.68
Subtotal for Payroll		38,069.36
	TOTAL	70,841.34

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1995
REPORT NO 3290

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	May 30, 1995		2800	00		129.26		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	June 4, 1995 524-9784		0700	01		15.17		
	June 4, 1995 524-8408		0700	08		28.45		
						43.62		
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	June 4, 1995 524-9784		0700	01		10.30		
Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670	June 6, 1995 41482		1400	00		950.00		
Placentia-Yorba Linda Unified School Dis 1301 E. Orangethorpe Avenue PlacentiaPlacentia, CA 92670	June 1, 1995		1900	09		5,400.00		

The claims listed above (totaling \$ 6,403.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 20, 1995

TYPE	REPORT NO.	AMOUNT
Immediately	3290	6,403.92
Subtotal for Immediately		6,403.92
Regular	3291	8,097.37
	3292	2,040.30
	3293	1,424.71
	3294	3,424.05
	3295	4,252.55
Subtotal for Regular		19,238.98
TOTAL CURRENT CLAIMS		25,642.90
Payroll	3296	20,692.28
	3297	20,692.28
Subtotal for Payroll		41,384.56
	TOTA	67,027.46

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A-C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	May 16, 1995		1800	00		1,488.75		
	53186		1800	08		496.25		
						1,985.00		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	May 23, 1995		1400	00		117.42		
	4680							
N03833 BroDart Co. 1609 Memorial Avenue Williamsport, PA 17705	May 17, 1995		1800	00		5.71		
	533765							
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	May 16, 1995		0700	00		3.45		
	528-1906		0700	01		15.21		
	528-8236					18.66		
N06586 Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92670	May 15, 1995		1800	08		480.00		
N06686 Office Depot P.O. Box 660337, Dept. 80 Dallas, TX 75266-0337	May 16, 1995		1800	00		106.23		
N06575 Corporate Jobs Outlook P.O. Drawer 670466 Dallas, TX 75367-0466	May 23, 1995		2400	04		152.99		
	1246							
N06786 Katerine Matas 411 E. Chapman Avenue Placentia, CA 92670	May 1995		2700	07		43.50		

The claims listed above (totaling \$ 2,909.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 6, 1995
REPORT NO 3287

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	May 24, 1995		1800	00		24.95		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	June 1, 1995		1800	00		12.88		
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	May 30, 1995 3142		4000	00		545.45		
N03940 Gaylord Box 4901 Syracuse, NY 13221-4901	May 15, 1995 0911510006		1800	00		256.74		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	May 16, 1995 528-1906 May 4, 1995 524-8784		0700	00		9.81		
			0700	01		5.15		
						14.96		
N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92670	May, 1995		2700	07		6.25		
N09110 Special Districts Workers Comp. Auth. 1030 - 15th Street, STE #00 Sacramento, CA 95814	May 12, 1995		0350	00		966.00		
N09212 Cheryl Willauer 411 E. Chapman Avenue Placentia, CA 92670	May 1995		2700	00		26.00		

The claims listed above (totaling \$ 1,853.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 1,853.23

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 6, 1995
REPORT NO 3288

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SG
Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373	May 11, 1995		1800	00		132.00		
Children's Book Council, Inc. 568 Broadway, STE 404 New York, NY 10012	May 15, 1995		1800	00		36.30		
Century Publishing 9625 Black Mountain Rd., #206 San Diego, CA 92126 <i>Note New Address</i>	May 23, 1995		1900	08		425.00		
Food Services Placentia-Yorba Linda Unif. School Dist. 4999 Casa Loma Avenue Yorba Linda, CA 92686	May 25, 1995		1900	00		25.00		
Demco Media P.O. Box 14260 Madison, WI 53707	May 24, 1995 TO31014		2400	00		323.52		
Audio Graphic Systems 810 North Waterman Avenue San Bernardino, CA 92410	May 26, 1995 143207		1800	00		314.08		
Scholastic Book Fairs 1210 North Red Gum Street Anaheim, CA 92806	June 1, 1995 10677		1800	09		1,199.52		

The claims listed above (totaling \$ 2,455.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,455.42

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 6, 1995
REPORT NO 3289

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SG
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	May 11, 1995 E11 6028		2400	01		68.46		
	May 10, 1995 E10 6040		2400	01		120.24		
	May 17, 1995 E17 6037		2400	01		331.86		
	May 23, 1995 E23997322R		2400	01		104.65		
						625.21		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	May 8, 1995 21762810		2400	01		44.53		
	21762809		2400	01		17.97		
	May 23, 1995 21905137		2400	01		317.48		
	21905139		2400	01		942.04		
	21905140		2400	01		320.24		
	21907293		2400	01		107.46		
	May 25, 1995 21934330		2400	01		9.12		
	May 23, 1995 21907294		2400	01		151.87		
	May 22, 1995 21897586		2400	01		87.26		
						1,997.97		
N06902 New Readers Press 1320 Jamesville Ave, Box 888 Syracuse, NY 13210	May 22, 1995 674469		2400	01		1,003.67		
N09167 CCH, Inc. P.O. Box 4766 Chicago, IL 60680-4766	May 12, 1995 364500		2400	01		329.00		
Library Video Company 521 Righters Ferry Road Bala Cynwyd, PA 19004	May 19, 1995 E00033260001		2400	01		285.22		
The Bookmen, Inc. 525 North Third Street Mineapolis, MN 55401	May 22, 1995 355359		2400	01		519.02		

The claims listed above (totaling \$ 4,760.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,760.09

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1995
REPORT NO 3291

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A-C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	June 13, 1995 53222 53224 53223		2800 1400 1400 1900	00 00 00 00		3,684.86 1,496.86 1,732.03 215.33 7129.08		
N01865 Yours Truly 909 E. Yorba Linda, STE H Placentia, CA 92670	June 3, 1995		1900	08		238.07		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	June 13, 1995 38539		1400	00		117.42		
N03655 Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	June 8, 1995 489281		1800	00		26.01		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	May 25, 1995		1900	00		32.71		
N03742A MobileComm 101 Suth First ST. STE 300 Burbank, CA 91502	June 4, 1995 91215610695		0700	00		10.50		
N03833 Brodart Co. 1609 Memorial Avenue Williamsport, PA 17705	June 1, 1995 537173 537095		1800 1800	00 00		9.69 527.45 537.14		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	May 31, 1995 510694		0700	02		6.44		

The claims listed above (totaling \$ 8,097.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

Page Total

8,097.37



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/20/95
REPORT NO 3296

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A/C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	June 20, 1995 Pay # 14		0100	00		19,221.81		
	June 23, 1995 - July 6, 1995							
	FICA		0200	00		1,470.47		
			TOTAL			20,692.28		
PLEASE WIRE ON THURSDAY, JULY 6, 1995								

The claims listed above (totaling \$ 2,592.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/20/95
REPORT NO 3297

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	June 20, 1995 Pay # 15		0100	00		19,221.81		
	July 7, 1995 July 20, 1995							
	FICA		0200	00		1,470.47		
			TOTAL			20,692.28		

PLEASE WIRE ON THURSDAY, JULY 20, 1995

The claims listed above (totaling \$ 2,592.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
Post-Petition Cash Flow
June 6, 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Dec	Tax Collection Charge by County Auditor		551.51	140,953.26
*Jan 3	Claim by Library Director		3,940.65	137,012.61
*Jan 5	Payroll, Claim 3226		19,034.68	117,977.93
*Jan 10	Homeowners Subvention	5,128.00		123,105.93
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,268.64
*Jan 18	Secured Property Tax	23,997.85		127,266.49
*Jan 19	Payroll, Claim 3227		19,034.68	108,231.81
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		108,856.23
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		113,470.60
*Jan 27	Public Utility Tax (impounded)	72.96		113,543.56
*Jan 27	Secured Property Tax (impounded)	62,077.83		175,621.39
*Jan	Tax Collection Charge by County Auditor		228.42	175,392.97
*Feb 2	Payroll, Claim 3234		19,034.68	156,358.29
*Feb 8	Public Utility Tax	12,493.87		168,852.16
*Feb 9	Emergency Allocation	41,886.98		210,739.14
*Feb 13	Claims at Special Board Meeting		6,460.13	204,279.01
*Feb 16	Payroll, Claim 3235		19,034.68	185,244.33
*Feb 21	Feb Claims Excl. Payroll		26,176.31	159,068.02
*Feb	Tax Collection Charge by County Auditor		31.31	159,036.71
*Mar 1	Claim 3250 by Library Director		1,229.92	157,806.79
*Mar 2	Payroll, Claim 3248		19,034.68	138,772.11
*Mar 9	Pension Fund Contribution		33,665.86	105,106.25
*Mar 9	Semi-Annual Bond Payment		35,900.00	69,206.25
*Mar 13	Claim 3251 by Library Director		1,475.07	67,731.18
*Mar 16	Payroll, Claim 3249		19,034.68	48,696.50
*Mar 20	Mar Claims Excl. Payroll		14,616.49	34,080.01
*Mar 20	Insurance		11,829.75	22,250.26
*Mar 20	Increase Petty Cash Account		9,000.00	13,250.26
*Mar 30	Secured Property Tax	56,459.39		69,709.65
*Mar 30	Payroll, Claim 3259		19,034.68	50,674.97
*Mar	Tax Collection Charge by County Auditor		141.50	50,533.47
*Apr 6	Claim 3261 by Library Director		979.69	49,553.78
*Apr 13	Payroll, Claim 3260		19,034.68	30,519.10
*Apr 17	Apr Claims Excl. Payroll		12,108.52	18,410.58
*Apr 17	Public Officials Liability Insurance		3,393.91	15,016.67
*Apr 25	Secured Property Tax	217,187.07		232,203.74
*Apr 27	Payroll, Claim 3270		19,034.68	213,169.06
*Apr 27	Anaheim Library		37,312.29	175,856.77
*Apr	Tax Collection Charge by County Auditor		564.25	175,292.52
*May 1	Claim 3274 by Library Director		3,209.17	172,083.35
*May 10	Homeowners Subvention	5,128.22		177,211.57
*May 11	Payroll, Claim 3271		19,034.68	158,176.89
*May 15	Supplemental Property Tax	6,225.23		164,402.12
*May 15	May Claims Excl. Payroll		17,783.97	146,618.15
*May 25	Payroll, Claim 3272		19,034.68	127,583.47
*May 24	Utility Tax	12,497.89		140,081.36
May	Tax Collection Charge by County Auditor		200.00	139,881.36
*Jun 6	Claims at Special Board Meeting		15,433.88	124,447.48
*Jun 6	Local Revenues & State Payments through Apr	65,881.65		190,329.13
Jun 8	Homeowners Subvention	2,197.00		192,526.13
*Jun 8	Payroll, Claim 3283		19,034.68	173,491.45
Jun 19	Unsecured Tax			173,491.45
Jun ?	Secured Property Tax	82,700.00		256,191.45
Jun 20	Jun Claims Excl. Payroll		20,000.00	236,191.45
Jun 21	Prior Year Unsecured Tax			236,191.45
*Jun 22	Payroll, Claim 3284		19,034.68	217,156.77
Jun	Tax Collection Charge by County Auditor		200.00	216,956.77
Jun 29	Local Revenues & State Payments May & Jun	9,000.00		225,956.77
		830,426.13	604,469.36	225,956.77



PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

May 16, 1995

The Honorable John R. Lewis
3063 Capitol Building
Sacramento, CA 95814

Dear Senator Lewis:

At its Regular Meeting on May 15, 1995, the Board of Directors of Placentia Library District reviewed and discussed your letter of April 25, 1995, regarding tough decisions required by elected officials as a result of the Orange County bankruptcy.

While the District's trustees have responded to your request on an individual basis through the joint letter with the Buena Park Library District Board of Trustees dated May 9, 1995, they also conducted a public review and discussion of the proposal at their meeting last night.

While the Board expressed encouragement that you and Assemblyman Pringle have been willing to participate in the development of solutions to the Orange County bankruptcy problem, it believes that the settlement negotiated for the Orange County Investment Pool participants with the County of Orange is fair and equitable for all concerned. It already provides for an extended and substantially uncertain payback period for 20% of the District's accounts in the Orange County Investment Pool.

Placentia Library District has just suffered through three years of significant cutbacks in public library services: two caused by property tax shifts enacted by the California Legislature, and one caused by the five month captivity of the District's funds in the Orange County Investment Pool. Hours of public service have been reduced from 64 per seven-day week to 44 per six-day week as a result of the reduction in staff. During the same three year period funds available for the purchase of books, magazines and other library materials were reduced from an average of \$150,000 per year to \$30,000 and \$75,000 per year. It would not be in the best interest of the public library users of Placentia Library District for the Library Board to give away 11% of its current operating budget and reserve funds.

The Board encourages you to continue your participation in the process of developing an effective resolution to the Orange County bankruptcy crisis. Together we can develop solutions that will enable all of the agencies to fully recover, including the County of Orange.

Sincerely,

Elizabeth D. Minter
Library Director

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

May 16, 1995

The Honorable Curt Pringle
2114 Capitol Building
Sacramento, CA 95814

Dear Assemblyman Pringle:

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The Board encourages you to continue your participation in the process of developing an effective resolution to the Orange County bankruptcy crisis. Together we can develop solutions that will enable all of the agencies to fully recover, including the County of Orange.

Sincerely,

Elizabeth D. Minter
Library Director

RECEIVED
MAY 15 1995
CAPITOL OFFICE

GOVERNOR PETE WILSON

To the Members of the California Senate:

I am returning Senate Bill No. 10XX without my signature.

This bill would enable the Governor to establish a County Assistance Authority for the purposes of supervising all the budgetary and fiscal affairs of Orange County. The Authority would have the power to issue evidences of indebtedness and would be able to levy taxes on behalf of the County.

Further, the Authority would be authorized to redirect property tax revenues from local entities to pay the principal and interest on debt issued by the County or the Authority if the sales tax proposal is defeated on June 27, 1995.

Having the State intervene to this level in the day-to-day management of local government affairs is not warranted at this time. Establishment of an Authority such as the one envisioned in SB 10XX is a very serious measure which should be undertaken only with extreme caution.

In the future, however, if the board of supervisors fails to show the necessary leadership to continue to lead the County through these difficult times, this issue may need to be revisited.

Cordially,

PETE WILSON

Post-it* Fax Note	7671	Date	5/16	# of Pages	1
To	Elizabeth Mantua				
From	Mike Bolote				
Co./Dept					
Phone #					
Fax #	714/ 528-8236				

STATE CAPITOL • SACRAMENTO, CALIFORNIA 95814 • (916) 445-2841



PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

May 16, 1995

Mike Belote, Esq.
California Advocates
925 "L" Street, Suite 350
Sacramento, CA 92670

FAX 916-441-5859

Dear Mike:

At its Regular Meeting on May 15, 1995, the Board of Directors of Placentia Library District reviewed and discussed SB 10 b (Killea) as amended and passed by the Senate on May 11, 1995. The Board was aware that Governor Wilson had already vetoed this bill at the time of the discussion.

The Board expressed grave concern about the impact of the property tax "redirection" included in section 30406 (b) (3). A summary of the impact of the property tax shifts of 1992-1993 and 1993-1994 as well as the captivity of the District's operating and reserve funds in the Orange County Investment Pool for five months of 1994-1995 is attached.

The Board is concerned that the content of SB 10 b (Killea) will be reintroduced if Measure R, the Orange County ½ cent sales tax measure, is defeated at the special election on June 27, 1995. In his veto message for SB 10 b (Killea) Governor Wilson stated: "...this issue may need to be revisited."

The Library Board would like to have your assistance with having any future version of SB 10 b (Killea) contain an exemption from the "redirection" of property tax for both of the independent special library districts in Orange County, Placentia and Buena Park. If it is possible for the exemption to include the county-dependent Orange County Library District, all the better.

Independent Special Library Districts, and indeed all public libraries in California, are established and governed by the Education Code. A copy of the section establishing independent special district libraries is enclosed.

In 1988 or 1989 there was a widely publicized lawsuit involving the Friends of the Monterey Park Library and the City of Monterey Park, in which the Superior Court ruled, and the Court of Appeals firmly upheld, that, for the governance of public libraries, the Education Code

Mike Belote, Esq., California Advocates, May 16, 1995, Page 2.

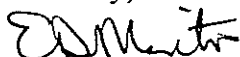
provisions take precedence over the Government Code provisions because they are more specific.

The Board is willing to take whatever steps you advise to gain this exemption from any future versions of SB 10 b (Killea). This includes traveling to Sacramento if it is necessary.

Hopefully Measure R will pass and our concerns will be moot. However, we feel that we cannot afford to wait until after the election to begin presenting our case for exemption.

Please give me a call if you have any questions about the Board's request or if I may provide you with additional information.

Sincerely,



Elizabeth D. Minter
Library Director

Placentia Library District Statistics, FY 1992-1993 through FY 1994-1995

We've Lost Property Tax Revenue

☺ 1991-92: \$1,551,056

\$400,957 was diverted by the Orange County Supervisors to other County-controlled dependent districts, leaving \$1,150,099 for the Library.

☹ 1992-93: \$1,460,082

Reduced by State transfer of 10% of the District's property taxes to the Educational Augmentation Fund. Also, \$400,957 was diverted by the Orange County Supervisors to other County-controlled dependent districts, leaving \$1,059,125 for the Library.

☹ 1993-94: \$901,426

Further reduced as a result of changes in the property tax allocation formula in the California Code. However, the County Supervisors no longer have the authority to divert any independent special district funds to County dependent districts.

☹ 1994-95: \$860,750 (Est.)

Yet further reduced because only 80% of the property taxes have been released by the County Bankruptcy Settlement.

We've Lost Hours of Public Service Per Week

1991-92: open 65.0 hours per week

1992-93: open 56.5 hours per week

1993-94: open 44.0 hours per week

1994-95: open 44.0 hours per week

We've Lost Staff in Full-Time Equivalents

1991-92: 23.50 on staff

1992-93: 21.06 on staff

1993-94: 14.75 on staff

1994-95: 16.10 on staff

We've Lost Book & Library Resources Purchasing Funds

1991-92: \$141,853 spent on library resources

1992-93: \$156,327 spent on library resources

1993-94: \$ 36,892 spent on library resources

1994-95: \$ 75,000 (Est.) will be spent on library resources

We've Maintained Circulation Per Hour of Public Service

1991-92: 115 items per hour

1992-93: 114 items per hour

1993-94: 120 items per hour

1994-95: 118 (Est) items per hour

On a Typical Day at Placentia Public Library

979 people visit the Library

815 items are borrowed, 151 items are renewed, & 18 reserves are processed

103 questions are answered at the Reference Desk

52 questions are answered in the Children's Department

79 hours of volunteer services are contributed including 14 hours of literacy tutoring

We've Answered Reference Questions for Adults & Children

1991-92: 54,951

1992-93: 26,689

1993-94: 36,561

1994-95: 51,706 (Est.)

Placentia Library District Statistics, FY 1992-1993 through FY 1994-1995

**We've Provided Children's Services from
1991 through 1995**

397 school classes with 9,918 children visited
the Library

8,187 pre-school children attended 417 story
hours

1,329 children ages 7 - 12 attended 81 after
school programs

5,004 children participated in the Summer
Reading Program

601 children and parents attended the annual
"Camp Library" overnight program

**We've Provided Adult Literacy Services
from 1991 through 1995**

16,064 volunteer tutor hours

624 adult literacy students were enrolled

542 tutors actively working with students

20 tutor training classes held

**Amount of Contributions through the
Friends of the Library Adopt-A-Book
Program**

(Including Author's Luncheon Proceeds)

1993-94: \$ 14,481

1994-95: \$ 7,500 (Est.)

Total Circulation

1991-92: 387,269 items

1992-93: 335,011 items

1993-94: 274,265 items

1994-95: 270,000 (Est.) items

TO: Library Board of Trustees

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

DATE: June 6, 1995

SUBJECT: **Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.**

BACKGROUND:

At its meeting on May 15, 1995, the Board approved a notice of Termination of Contract to Dan L. Rowland and Associates, AIA, Inc. because it is going out of business.

The District's Architect of Record for its LSCA Grant, Allen L. Hibbs, AIA, is part of a new firm: Alexander Drake Hibbs, Inc. At this point the District needs to sign a contract with Alexander Drake Hibbs, Inc. so that Mr. Hibbs may complete the work of the District's project. The contract is Attachment A.

Mr. Hibbs will be at the meeting to review the final bid documents and specifications. His status report is Attachment B.

RECOMMENDATION:

1. Approve contract with Alexander Drake Hibbs, Inc. and authorize signature by the Library Director.
2. Determine the length of the bid period and the date of bid opening.
3. Authorize the release of the request for bids.

~~Stech~~ Rob / Stech

*Jan 15 + 22
also.
Jul 12 at 2:30 pm.*

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ORANGE COUNTY WATER DISTRICT

- VIA FAX -

TO: ALL WATER, SANITATION, AND SPECIAL DISTRICTS

FROM: Andrew V. Czorny, Treasurer - Orange County Water District/OCIP Committee Member

**SUBJECT: Special Districts Meeting - Friday, June 9, 1995
Orange County Water District Boardroom
10500 Ellis Avenue, Fountain Valley**

DATE: June 5, 1995

There will be a meeting of all Water, Sanitation, and Special Districts on **Friday, June 9, 1995 at 1:30 p.m.** in the **Orange County Water District Boardroom.**

It is imperative that a member of your agency attend this meeting. The OCIP Committee members and professional staff will be discussing the current status of post-petition interest, Recovery Notes, Settlement Secured Claims, and Repayment Claims.

Additionally, from 1:30 p.m. to 2:30 p.m. we will have Bill Popejoy and Sheriff Brad Gates in attendance to discuss the outlook for the County with or without the passage of Measure "R". The tentative *meeting agenda* is as follows:

- | | | |
|-------------------------|--|--|
| 1:30 - 2:15 p.m. | Bill Popejoy
CEO County of Orange

Brad Gates
Sheriff | "The future of Orange County With and Without the Passage of Measure R" |
| 2:15 - 2:30 p.m. | | Questions and Answers |
| 2:30 - 2:45 p.m. | Pat Shea
OCIP Committee Counsel
Pillsbury, Madison & Sutro | "Current Bankruptcy Legal Issues" |
| 2:45 - 3:00 p.m. | Bernie Burke
OCIP Cte. Financial Advisor
Price Waterhouse

Jon Schotz
OCIP Cte. Financial Advisor
Saybrook Capital | "Status of the County Debt Issuances and current Repayment Schedule to Pool Participants" |
| 3:00 - ??? p.m. | | Questions and Answers |

ADJOURNMENT

MAILING ADDRESS:
P.O. BOX 8300
FOUNTAIN VALLEY
CA 92728-8300

10500 ELLIS AVENUE
FOUNTAIN VALLEY
CA 92708

TELEPHONE (714) 378-3200
FAX (714) 378-3373

Directors:

- PHILIP L. ANTHONY
- WES BANNISTER
- KATHRYN L. BARR
- JOHN V. FONLEY
- DANIEL E. GRISFT
- LAWRENCE P. KRAGMER JR.
- GEORGE OSBORNE
- LANGDON W. OWEN
- IRV PICKLER
- ARNY G. 'BUDD' QUIST

Officers

- PHILIP L. ANTHONY
President
- KATHRYN L. BARR
First Vice President
- GEORGE OSBORNE
Second Vice President
- WILLIAM R. MILLS, JR.
General Manager
- MARY E. JOHNSON
District Secretary
- CLARK IDE
General Counsel

Please make every effort to attend this very important meeting.

At 4:00 p.m. today, there will be a hearing in Judge Ryan's court regarding the recovery notes. Following the meeting, the OCIP Committee will be meeting to vote on whether the Recovery Notes are "good as gold". The results of that meeting will be faxed to you this evening by Pillsbury, Madison, & Sutro (The OCIP Committee's counsel.)

ORANGE COUNTY WATER DISTRICT

BY: _____


Andrew V. Czorny
Treasurer/Finance Director

AVC:ddd

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LAW OFFICES OF
PILLSBURY MADISON & SUTRO

SAN FRANCISCO
 LOS ANGELES
 SAN JOSE
 WASHINGTON, D.C.

WRITER'S DIRECT DIAL NUMBER

SUITE 1800
 101 WEST BROADWAY
 SAN DIEGO, CALIFORNIA 92101
 TELEPHONE (619) 234-5000
 TELECOPIER (619) 236-1998

ORANGE COUNTY
 SACRAMENTO
 MENLO PARK
 TOKYO

(619) 544-3177

June 5, 1995

To all Orange County Investment Pool Participants:

Re: County of Orange - Orange County Investment Pools
 Case No. SA94-22272-JR
 Modification of Time for Election to Change from
 Option A to Option B Relating to Liquidity Facility by
 County of Orange on Recovery Notes

Dear Pool Participant:

Under the Comprehensive Settlement Agreement ("CSA") the County of Orange was required to provide not later than today a liquidity facility, satisfactory to the Pool Committee, to support the Recovery Notes. As late as last Friday there was some question as to whether the County would be able to comply with this requirement because of objections which had been filed in the state court validation action respecting these Recovery Notes. An alternative facility using certificates of participation was proposed by the County. There were questions regarding the availability, and cost, of this facility as well.

Over this past weekend the County announced that it had resolved the objections relating to the validation action pending in state court and as a result it would be able to satisfy the liquidity facility requirement using the validation procedure. The County further advised that it had a written commitment of credit enhancement from MBIA which would ensure the success of the financing available through the validation action.

The Pool Committee takes the County at its word regarding the success it has achieved over the weekend regarding the liquidity facility required under the CSA. However, since the County does not anticipate the funding of the Recovery Bonds until the 13th of June, and in order to provide Option A Pool Participants with the maximum protection of the rights obtained under the CSA for Option A Participants, the Pool Committee has obtained a stipulation from the County extending the date on which the Pool Committee must make its determination of the

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To all Orange County Investment Pool Participants
June 5, 1995
Page 2

existence of the required liquidity facility from today June 5th to Tuesday June 13th, the date on which the County expects to complete its sale of Recovery Bonds, the proceeds of which will be paid to Option A Pool Participants on their Recovery Notes. The three-day time period within which Option A Pool Participants can switch to Option B assuming a negative finding by the Pool Committee regarding the County's liquidity facility has likewise been extended for three days following June 13th to June 16th.

Therefore, Option A Pool Participants expecting to make election decisions in the next three days should revise their calendars and await word from the Pool Committee on the County's compliance with the liquidity facility obligations which will be forthcoming on June 13, 1995.

If you have any questions, contact the undersigned.

Sincerely yours,



Patrick C. Shea

PCS:wpc

cc: Bruce Bennett, Esq.
OCIP Committee Members and Counsel



ORANGE COUNTY INVESTMENT POOL COMMITTEE

May 31, 1995

Mr. William J. Popejoy
Chief Executive Officer
County of Orange
10 Civic Center Plaza
Santa Ana, CA 92701

Re: Measure "R"

Dear Mr. Popejoy:

Thank you for meeting with the Investment Pool Committee last Wednesday, May 24, 1995, regarding Measure "R".

Following the presentation by you, Sheriff Gates, attorney Bruce Bennett and others, the Committee considered your comments and your request for support. As you know, Measure "R" is very controversial among the constituents represented by the OCIP Committee. Though not exhaustive of the concerns of our constituents, certainly among the most significant are the desire for substantial downsizing of County government at all levels, privatization, asset sales, and deep cuts in general fund expenditures. The perception of many of our constituents is that, should Measure "R" succeed, the implementation of the above measures might not take place. The Committee was impressed by the assurances given by you, Sheriff Gates, and Mr. Bennett that these measures would be implemented aggressively as part of the County adjustment process.

Additionally, Committee members, speaking on behalf of their constituents, were concerned by the lack of assurance from the County that, should Measure "R" succeed, Pool Participants repayment claims would be paid in full in the very near future. We appreciated your assurance that these claims would be paid quickly if Measure "R" passes. As you know, it has been the position of the OCIP Committee that the County make a clear statement that it intends to pay all of its bills as soon as possible. Your assurances at our meeting last week were very helpful in this regard.

Notwithstanding the desire of our constituents generally to avoid the imposition of any new taxes on taxpayers in Orange County, it is the position of the OCIP Committee that the success of Measure "R" provides

SEAN OFELLE, CHAIRMAN
OCTA

BLAKE ANDERSON
OC SANITATION DISTRICTS

PAUL BRADY JR., VICE CHAIRMAN
CITY OF IRVINE

ANDREW CZORNY
OC WATER DISTRICT

WALLY KREUTZEN
TCA

MICHAEL MARTELLI
CITY OF MOUNTAINVIEW

JOHN NELSON
OC DEPARTMENT OF EDUCATION

PATRICK C. SHEA
GENERAL COUNSEL

FREDDIE REISS
FINANCIAL ADVISOR

JON SCHOTZ
FINANCIAL ADVISOR

Mr. William J. Popejoy
May 31, 1995
Page 2

the County the earliest opportunity for successful resolution of the pending bankruptcy case and the fulfillment of its numerous financial obligations with the least delay.

For these important reasons, the Committee has voted to endorse the passage of Measure "R" and is prepared to assist you in that effort.

Very Sincerely,

Orange County Investment Pool Committee

By: Stan Oftelle
Stan Oftelle
Chairman

cc: Sheriff Brad Gates
Bruce Bennett, Esq,
Supervisors, County of Orange
Members of OCIP and Counsel
Investment Pool Participants
Patrick C. Shea, Esq.



inc.

ALEXANDER DRAKE HIBBS INC.

Architecture and Planning

Letter of Transmittal

9514

To: Ms. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92670-6198

Sent by: mail
 special delivery
 Fax/11 Pgs. other
 (714) 528-8236

Date: June 1, 1995
 Project: Placentia Library ADA
 Subject: Owner-Architect Agreement

We are transmitting enclosed
 under separate cover

Original and one (1) copy of AIA Document B141/Standard Form
of Agreement Between Owner and Architect

Remarks: Please note changes in Articles 11 and 12 from Dan L. Rowland
and Associates agreement.
If you have any questions, please feel free to call.
Please return one fully executed copy to this office for our file.
Thank you.

For your: signature use files comment and return other

Copies to: _____

By: Allen L. Hibbs, AIA
President



AIA Document B141

Standard Form of Agreement Between Owner and Architect

1987 EDITION

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION.

AGREEMENT

made as of the First day of June in the year of
Nineteen Hundred and Ninety-five.

BETWEEN the Owner: PLACENTIA LIBRARY DISTRICT
(Name and address) 411 East Chapman Avenue
Placentia, California 92670

and the Architect: ALEXANDER DRAKE HIBBS, INC.
(Name and address) 1200 N. Jefferson Street, Suite A
Anaheim, California 92807

For the following Project:
(Include detailed description of Project, location, address and scope.)

Provide Architectural/Engineering Construction Documents and Construction Administration Services in accordance with access requirements of the Americans With Disabilities Act (ADA) for the Placentia Public Library located at 411 East Chapman Avenue, Placentia, California. Services will be performed in accordance with Plans A1 and A2 which were prepared by Dan L. Rowland and Associates, AIA, Inc., attached, marked Exhibits A and B respectively.

The Owner and Architect agree as set forth below.

Copyright 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, 1977, ©1987 by The American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006. Reproduction of the material herein or substantial quotation of its provisions without written permission of the AIA violates the copyright laws of the United States and will be subject to legal prosecution.

10/16/2017

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TERMS AND CONDITIONS OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 1

ARCHITECT'S RESPONSIBILITIES

1.1 ARCHITECT'S SERVICES

1.1.1 The Architect's services consist of those services performed by the Architect, Architect's employees and Architect's consultants as enumerated in Articles 2 and 3 of this Agreement and any other services included in Article 12.

1.1.2 The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. Upon request of the Owner, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

1.1.3 The services covered by this Agreement are subject to the time limitations contained in Subparagraph 11.5.1.

ARTICLE 2

SCOPE OF ARCHITECT'S BASIC SERVICES

2.1 DEFINITION

2.1.1 The Architect's Basic Services consist of those described in Paragraphs 2.2 through 2.6 and any other services identified in Article 12 as part of Basic Services, and include normal structural, mechanical and electrical engineering services.

2.2 SCHEMATIC DESIGN PHASE

NOT APPLICABLE

2.2.1 ~~The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.~~

2.2.2 ~~The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Subparagraph 3.2.1.~~

2.2.3 ~~The Architect shall review with the Owner alternative approaches to design and construction of the Project.~~

2.2.4 ~~Based on the mutually agreed upon program, schedule and construction budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.~~

2.2.5 ~~The Architect shall submit to the Owner a preliminary estimate of construction costs based on criteria set forth in the program.~~

2.3 DESIGN DEVELOPMENT PHASE

2.3.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program,

schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

2.3.2 The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

2.4 CONSTRUCTION DOCUMENTS PHASE

2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

2.4.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

2.4.3 The Architect shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

2.4.4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.5 BIDDING OR NEGOTIATION PHASE

2.5.1 The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

2.6 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT.

2.6.1 The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

2.6.2 The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement, unless otherwise provided in this Agreement.

2.6.3 Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent shall not be unreasonably withheld.

Handwritten text, possibly a signature or name, located in the upper center of the page.

2.6.4 The Architect shall be a representative of and shall advise and consult with the Owner (1) during construction until final payment to the Contractor is due, and (2) as an Additional Service at the Owner's direction from time to time during the correction period described in the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written instrument.

2.6.5 The Architect shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and Architect in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work. *(More extensive site representation may be agreed to as an Additional Service, as described in Paragraph 3.2.)*

2.6.6 The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

2.6.7 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

2.6.8 Except as may otherwise be provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall communicate through the Architect. Communications by and with the Architect's consultants shall be through the Architect.

2.6.9 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect shall review and certify the amounts due the Contractor.

2.6.10 The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's observations at the site as provided in Subparagraph 2.6.5 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or

quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

2.6.11 The Architect shall have authority to reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable for implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

2.6.12 The Architect shall review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the construction of the Owner or of separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Architect shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.

2.6.13 The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect as provided in Subparagraphs 3.1.1 and 3.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.

2.6.14 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive and forward to the Owner for the Owner's review and records written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.

2.6.15 The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under the requirements of the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

2.6.16 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

2.6.17 The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

2.6.18 The Architect shall render written decisions within a reasonable time on all claims, disputes or other matters in question between the Owner and Contractor relating to the execution or progress of the Work as provided in the Contract Documents.

2.6.19 The Architect's decisions on claims, disputes or other matters, including those in question between the Owner and Contractor, except for those relating to aesthetic effect as provided in Subparagraph 2.6.17, shall be subject to arbitration as provided in this Agreement and in the Contract Documents.

ARTICLE 3

ADDITIONAL SERVICES

3.1 GENERAL

3.1.1 The services described in this Article 3 are not included in Basic Services unless so identified in Article 12, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services. The services described under Paragraphs 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Paragraph 3.3 are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such services described under Paragraph 3.3 are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Architect shall have no obligation to provide those services.

3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

3.2.1 If more extensive representation at the site than is described in Subparagraph 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

3.2.2 Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as described in the edition of AIA Document B352 current as of the date of this Agreement, unless otherwise agreed.

3.2.3 Through the observations by such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

3.3 CONTINGENT ADDITIONAL SERVICES

3.3.1 Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1** inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
- .2** required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
- .3** due to changes required as a result of the Owner's failure to render decisions in a timely manner.

3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Subparagraph 5.2.5.

3.3.3 Preparing Drawings, Specifications and other documentation and supporting data, evaluating Contractor's proposals, and providing other services in connection with Change Orders and Construction Change Directives.

3.3.4 Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.

3.3.5 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

3.3.6 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

3.3.7 Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the Work.

3.3.8 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where the Architect is party thereto.

3.3.9 Preparing documents for alternate, separate or sequential bids or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

3.4 OPTIONAL ADDITIONAL SERVICES

3.4.1 Providing analyses of the Owner's needs and programming the requirements of the Project.

3.4.2 Providing financial feasibility or other special studies.

3.4.3 Providing planning surveys, site evaluations or comparative studies of prospective sites.

- 3.4.4** Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.
- 3.4.5** Providing services relative to future facilities, systems and equipment.
- 3.4.6** Providing services to investigate existing conditions or facilities or to make measured drawings thereof.
- 3.4.7** Providing services to verify the accuracy of drawings or other information furnished by the Owner.
- 3.4.8** Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.
- 3.4.9** Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.
- 3.4.10** Providing detailed estimates of Construction Cost.
- 3.4.11** Providing detailed quantity surveys or inventories of material, equipment and labor.
- 3.4.12** Providing analyses of owning and operating costs.
- 3.4.13** Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
- 3.4.14** Providing services for planning tenant or rental spaces.
- 3.4.15** Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.
- 3.4.16** Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.
- 3.4.17** Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- 3.4.18** Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than 60 days after the date of Substantial Completion of the Work.
- 3.4.19** Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of Basic Services.
- 3.4.20** Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

ARTICLE 4

OWNER'S RESPONSIBILITIES

4.1 The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

4.2 The Owner shall establish and update an overall budget for the Project, including the Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs.

4.3 If requested by the Architect, the Owner shall furnish evidence that financial arrangements have been made to fulfill the Owner's obligations under this Agreement.

4.4 The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

4.5 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

4.6 The Owner shall furnish the services of geotechnical engineers when such services are requested by the Architect. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations.

4.6.1 The Owner shall furnish the services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Architect.

4.7 The Owner shall furnish structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents.

4.8 The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor has used the money paid by or on behalf of the Owner.

4.9 The services, information, surveys and reports required by Paragraphs 4.5 through 4.8 shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof.

4.10 Prompt written notice shall be given by the Owner to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

4.11 The proposed language of certificates or certifications requested of the Architect or Architect's consultants shall be submitted to the Architect for review and approval at least 14 days prior to execution. The Owner shall not request certifications that would require knowledge or services beyond the scope of this Agreement.

ARTICLE 5

CONSTRUCTION COST

5.1 DEFINITION

5.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

5.1.3 Construction Cost does not include the compensation of the Architect and Architect's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner as provided in Article 4.

5.2 RESPONSIBILITY FOR CONSTRUCTION COST

5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

5.2.2 No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto. If such a fixed limit has been established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. Fixed limits, if any, shall be increased in the amount of an increase in the Contract Sum occurring after execution of the Contract for Construction.

5.2.3 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

5.2.4 If a fixed limit of Construction Cost (adjusted as provided in Subparagraph 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in such fixed limit;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;

- .3 if the Project is abandoned, terminate in accordance with Paragraph 8.3; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

5.2.5 If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

ARTICLE 6

USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

6.1 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of the Architect's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. The Architect's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, unless the Architect is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

6.2 Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Architect's reserved rights.

ARTICLE 7

ARBITRATION

7.1 Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

7.2 Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.

7.3 No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement,

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except by written consent containing a specific reference to this Agreement signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

7.4 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

ARTICLE 8

TERMINATION, SUSPENSION OR ABANDONMENT

8.1 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Architect's services.

8.3 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect in the event that the Project is permanently abandoned. If the Project is abandoned by the Owner for more than 90 consecutive days, the Architect may terminate this Agreement by giving written notice.

8.4 Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

8.5 If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Paragraph 8.7.

8.7 Termination Expenses are in addition to compensation for Basic and Additional Services, and include expenses which are directly attributable to termination. Termination Expenses shall be computed as a percentage of the total compensation for Basic Services and Additional Services earned to the time of termination, as follows:

- .1** Twenty percent of the total compensation for Basic and Additional Services earned to date if termination occurs before or during the pre-design, site analysis, or Schematic Design Phases; or

- .2** Ten percent of the total compensation for Basic and Additional Services earned to date if termination occurs during the Design Development Phase; or
- .3** Five percent of the total compensation for Basic and Additional Services earned to date if termination occurs during any subsequent phase.

ARTICLE 9

MISCELLANEOUS PROVISIONS

9.1 Unless otherwise provided, this Agreement shall be governed by the law of the principal place of business of the Architect.

9.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

9.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion, or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion.

9.4 The Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner and Architect each shall require similar waivers from their contractors, consultants and agents.

9.5 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Owner nor Architect shall assign this Agreement without the written consent of the other.

9.6 This Agreement represents the entire and integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

9.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

9.9 The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of

the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.

ARTICLE 10

PAYMENTS TO THE ARCHITECT

10.1 DIRECT PERSONNEL EXPENSE

10.1.1 Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

10.2 REIMBURSABLE EXPENSES

10.2.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project, as identified in the following Clauses.

10.2.1.1 Expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.

10.2.1.2 Expense of reproductions, postage and handling of Drawings, Specifications and other documents.

10.2.1.3 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates.

10.2.1.4 Expense of renderings, models and mock-ups requested by the Owner.

10.2.1.5 Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and Architect's consultants.

10.2.1.6 Expense of computer-aided design and drafting equipment time when used in connection with the Project.

10.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

10.3.1 An initial payment as set forth in Paragraph 11.1 is the minimum payment under this Agreement.

10.3.2 Subsequent payments for Basic Services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in Subparagraph 11.2.2.

10.3.3 If and to the extent that the time initially established in Subparagraph 11.5.1 of this Agreement is exceeded or extended through no fault of the Architect, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Subparagraph 11.3.2.

10.3.4 When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Subparagraph 11.2.2, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

10.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

10.4.1 Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

10.5 PAYMENTS WITHHELD

10.5.1 No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been found to be liable.

10.6 ARCHITECT'S ACCOUNTING RECORDS

10.6.1 Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

ARTICLE 11

BASIS OF COMPENSATION

The Owner shall compensate the Architect as follows:

11.1 AN INITIAL PAYMENT of _____ Dollars (\$ _____) shall be made upon execution of this Agreement and credited to the Owner's account at final payment.

11.2 BASIC COMPENSATION

11.2.1 FOR BASIC SERVICES, as described in Article 2, and any other services included in Article 12 as part of Basic Services, Basic Compensation shall be computed as follows:

(Insert basis of compensation, including stipulated sums, multiples or percentages, and identify phases to which particular methods of compensation apply, if necessary.)

Services will be performed for a Fixed Fee in the amount of Three Thousand One Hundred Thirty-one Dollars and Fifty-five Cents (\$3,131.55). This fee does not include Air Conditioning Design, Fire Alarm & Evacuation System Design, or Expenses (e.g. reproductions, deliveries, photography).

11.2.2 Where compensation is based on a stipulated sum or percentage of Construction Cost, progress payments for Basic Services in each phase shall total the following percentages of the total Basic Compensation payable:

(Insert additional phases as appropriate.)

Schematic Design Phase:	N/A	percent (0 %)
Design Development Phase:	N/A	percent (0 %)
Construction Documents Phase:	\$ 408.55	percent (13 %)
Bidding or Negotiation Phase:	(Included w/Construction Phase)	percent (%)
Construction Phase:	2,723.00	percent (87 %)
Total Basic Compensation:	\$3,131.55	one hundred percent (100%)

11.3 COMPENSATION FOR ADDITIONAL SERVICES

11.3.1 FOR PROJECT REPRESENTATION BEYOND BASIC SERVICES, as described in Paragraph 3.2, compensation shall be computed as follows:

Unless otherwise stipulated, Additional Services will be performed on a Time and Materials basis utilizing the rates set forth on our Rate Schedule For Professional Services dated May 1, 1995, attached, marked Exhibit C.

11.3.2 FOR ADDITIONAL SERVICES OF THE ARCHITECT, as described in Articles 3 and 12, other than (1) Additional Project Representation, as described in Paragraph 3.2, and (2) services included in Article 12 as part of Basic Services, but excluding services of consultants, compensation shall be computed as follows:

(Insert basis of compensation, including rates and/or multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)

See Paragraph 11.3.1

11.3.3 FOR ADDITIONAL SERVICES OF CONSULTANTS, including additional structural, mechanical and electrical engineering services and those provided under Subparagraph 3.4.19 or identified in Article 12 as part of Additional Services, a multiple of One Point Fifteen (1.15) times the amounts billed to the Architect for such services.

(Identify specific types of consultants in Article 12, if required.)

11.4 REIMBURSABLE EXPENSES

11.4.1 FOR REIMBURSABLE EXPENSES, as described in Paragraph 10.2, and any other items included in Article 12 as Reimbursable Expenses, a multiple of One Point Fifteen (1.15) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

11.5 ADDITIONAL PROVISIONS

11.5.1 IF THE BASIC SERVICES covered by this Agreement have not been completed within Twelve (12) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Subparagraphs 10.3.3 and 11.3.2.

11.5.2 Payments are due and payable upon receipt (---) days from the date of the Architect's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of interest agreed upon.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

11.5.3 The rates and multiples set forth for Additional Services shall be annually adjusted in accordance with normal salary review practices of the Architect.

ARTICLE 12 OTHER CONDITIONS OR SERVICES

(Insert descriptions of other services, identify Additional Services included within Basic Compensation and modifications to the payment and compensation terms included in this Agreement.)

12. 1 LIMITATION OF LIABILITY

This firm's liability to the Owner and to all construction contractors and subcontractors on this project due to the Architect's negligent acts, errors or omissions is limited such that the total aggregate liability of the Architect to all those named shall not exceed \$50,000.

12.2 The first sentence in Article 7, Paragraph 7.1 shall be amended to read:

Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof may be subject to arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect if mutually agreed upon by both parties.

12.3 With specific respect to design requirements of the American with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Owner agrees to waive any action against Architect, and to indemnify and defend Architect against any claim arising from Architect's alleged failure to meet ADA design requirements prescribed. Owner understands that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel for purposes of interposition is advisable.

12.4 Dan L. Rowland and Associates, AIA, Inc. was originally contracted to perform services as described within this Agreement. Their services were completed and paid through 95% Construction Documents Phase. Due to the closing of Dan L. Rowland and Associates, AIA, Inc., Alexander Drake Hibbs, Inc. (ADH) has accepted the Placentia Library District's request to complete the balance of Construction Documents Phase tasks and Construction Administration Phase services for the remaining Architectural/Engineering funds originally allocated for this project.

This Agreement entered into as of the day and year first written above.


OWNER
PLACENTIA LIBRARY DISTRICT

(Signature)

Elizabeth D. Minter

(Printed name and title)

ARCHITECT
ALEXANDER DRAKE HIBBS, INC.



(Signature)

Allen L. Hibbs, AIA, President

(Printed name and title)



CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.





inc.

ALEXANDER DRAKE HERBST INC.

Architecture and Planning

RATE SCHEDULE FOR PROFESSIONAL SERVICES

May 1, 1995

<u>POSITION</u>	<u>RATE PER HOUR</u>
Principal	\$115.00
Project Manager	\$ 95.00
Project Architect	\$ 85.00
Senior Designer	\$ 65.00
Designer	\$ 55.00
Technician	\$ 45.00
Clerical	\$ 40.00

REIMBURSABLE EXPENSES WHERE APPLICABLE

Printing and Reproduction	Cost + 15%
Messenger or Special Delivery	Cost + 15%
Travel - Automobile	\$.30 Per Mile + 15%
Travel - Other Than Automobile	Cost + 15%
Consulting Engineering Services	Cost + 15%

NOTES

PAYMENT OF INVOICES ARE DUE UPON RECEIPT.

Payments due the architect shall bear interest at the legal rate commencing thirty (30) days after the date of billing.



R.L. Rowland and Associates, AIA, Inc.
 Architects and Planners
 1559 North Nevada Street, Suite 204
 Berkeley, California 94702
 (415) 771-2778

DISABLED ACCESS REMODELING
 MAIN LIBRARY
 PLACENTIA CIVIC CENTER
 415 EAST CHAPMAN AVENUE, PLACENTIA, CALIFORNIA 92670

DATE: 08/15/94
 DRAWN BY: JLB
 CHECKED BY: JLB
 PROJECT NO.: 94-001
 SHEET NO.: 101
 FLOOR PLAN

A1

EFFICIENCY NOTES

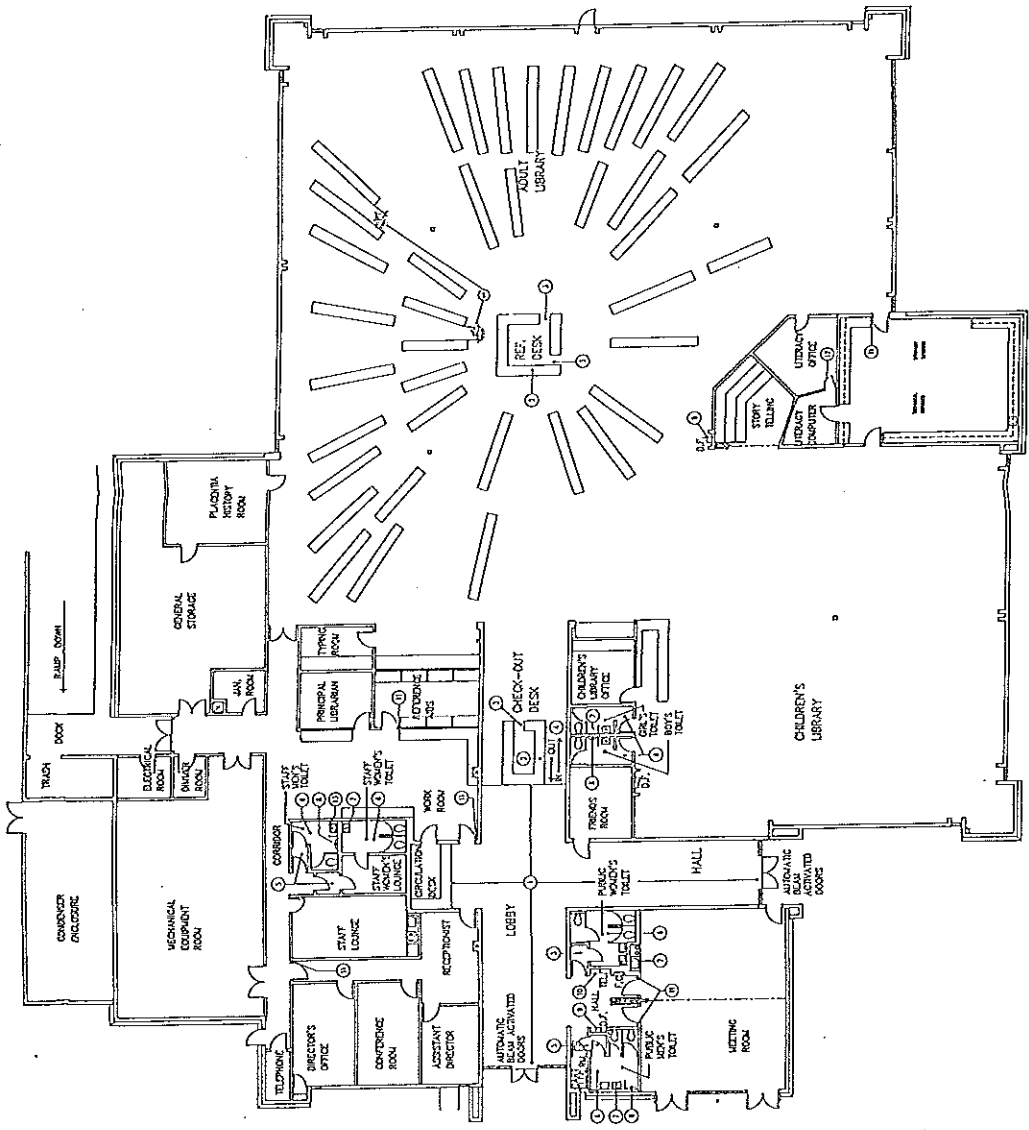
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EXHIBIT A



SCALE: 1/8"=1'-0"

FLOOR PLAN



**DISABLED ACCESS REMODELING
 MAIN LIBRARY
 PLACENTIA LIBRARY DISTRICT**

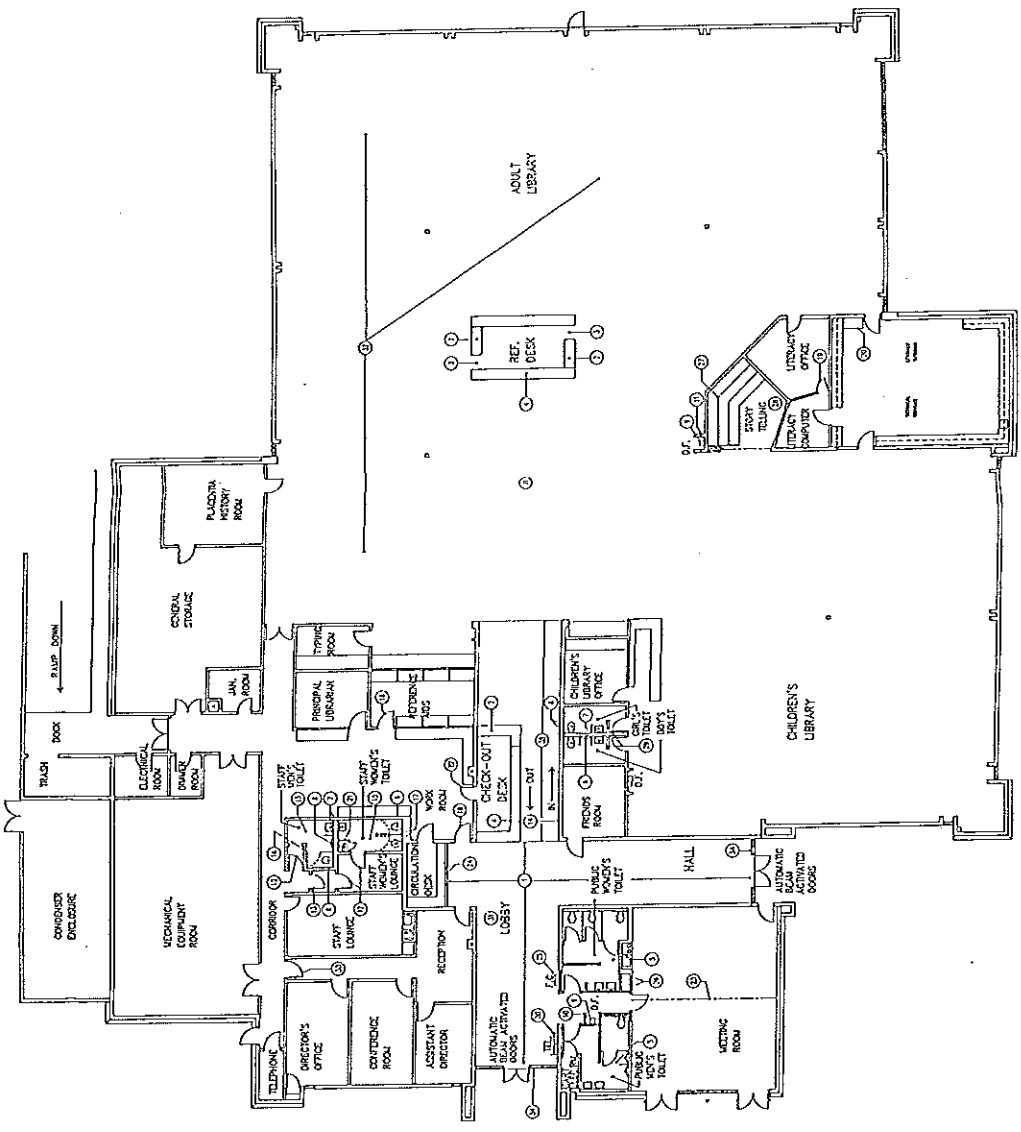
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EXHIBIT 0

SCALE 1/4" = 1'-0"



FLOOR PLAN

Fund Balance Report
 Fiscal Year 1994-1995
 June 20, 1995

Pre-Petition Balances

Funds Frozen in the Orange County Investment Pool Bankruptcy (B/S Account 8011 - Pre-Petition Cash)

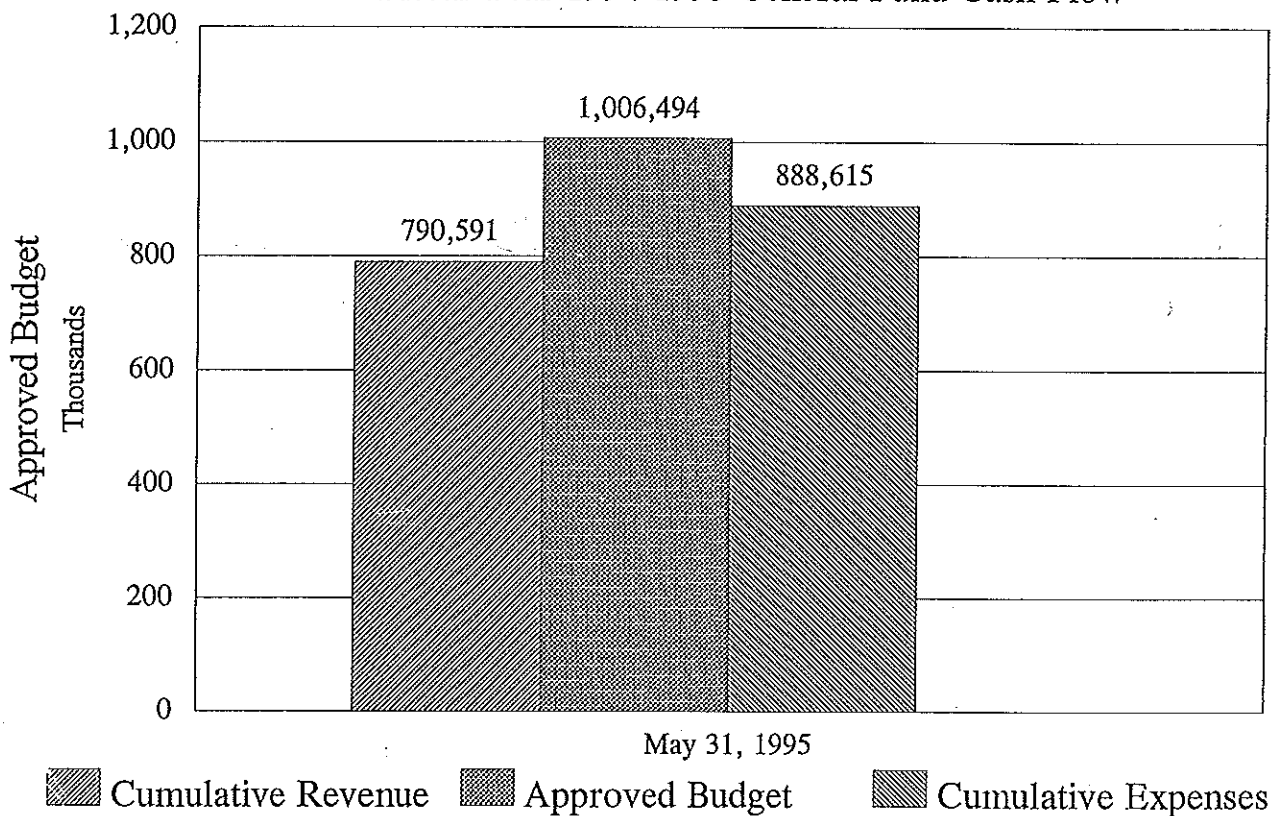
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Jan 31, 1995	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Feb 28, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Mar 31, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Apr 30, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
May 31, 1995	26,590.28	14,827.31	67,511.85	37,168.83	1,902.41	148,000.68	110,831.85
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserve	47,000.00	29,860.00	204,099.00	368,801.00	0.00	649,760.00	280,959.00

Post-Petition Balances (B/S Account 8010 - Cash)

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	0.00	0.00	0.00	173,593.27	0.00	173,593.27	0.00
Jan 31, 1995	0.00	0.00	0.00	178,501.32	0.00	178,501.32	0.00
Feb 28, 1995	0.00	0.00	0.00	140,651.27	0.00	140,651.27	0.00
Mar 31, 1995	0.00	0.00	0.00	64,571.73	0.00	64,571.73	0.00
Apr 30, 1995	0.00	0.00	0.00	227,795.76	0.00	227,795.76	0.00
May 31, 1995	78,604.49	43,831.55	199,574.23	224,607.52	5,623.82	552,241.61	327,634.09
Jun 30, 1995						0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
June 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAY 1995	FY1993-94 MAY 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	644,816.41	645,044.73	0.00	157,486.67	92.12%
6210-01	Public Utility	24,500.00	25,127.53	12,279.13	12,529.21	0.00	102.56%
6210-04	Tester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	669,943.94	657,323.86	12,529.21	157,486.67	92.47%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	44,327.82	46,171.24	0.00	0.00	88.66%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Tester Plan buyout - FY1993-1994 only	0.00	0.00	66,022.50	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	6,629.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	88,688.86	0.00	0.00	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	378.37	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	11,971.00	0.00	11,971.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	8,133.89	8,788.32	6,225.23	1,818.66	27.11%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	8,242.11	9,767.38	6,225.23	1,818.66	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	2,312.00	3,644.24	0.00	0.00	61.65%
	TOTAL TAXES	860,750.00	732,467.47	819,724.63	18,754.44	171,276.33	85.10%
6610-00	Interest	25,000.00	13,040.74	17,877.54	6,318.28	0.00	52.16%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	1,317.27	0.00	1,317.27	
	TOTAL INTEREST	25,000.00	13,040.74	19,194.81	6,318.28	1,317.27	52.16%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	12,454.23	11,893.87	5,128.22	4,897.47	88.96%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	8,043.93	32,017.00	0.00	0.00	20.11%
6970-01	State - CA Foundation Funds	13,000.00	0.00	15,625.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	11,158.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	23,000.00	0.00	0.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	22,837.93	81,800.00	0.00	0.00	26.87%
7670-00	LOCAL REVENUE	36,500.00	10,540.28	31,227.44	0.00	2,103.35	28.88%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	(749.65)	(8,185.35)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	790,591.02	955,655.40	30,200.94	179,594.42	72.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAY 1995	FY1993-94 MAY 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	464,402.00	514,886.10	35,364.00	40,000.00	92.92%
0200	Retirement	76,894.00	69,192.58	87,007.88	2,705.34	3,060.00	89.98%
	Health Insurance/Care America	24,466.00	15,397.44	23,908.21	1,186.34	(854.81)	62.93%
	Long Term Disability	2,730.00	2,284.37	3,109.49	207.67	204.00	83.68%
	Vision Service Plan	1,615.00	1,148.59	1,582.05	115.10	99.13	71.12%
	Denial	4,696.00	3,838.02	5,298.02	381.08	482.27	81.73%
0300	Total Employee Insurance	33,507.00	22,668.42	33,397.77	1,890.19	(69.41)	67.65%
0310	Unemployment Insurance	2,500.00	324.46	4,160.31	0.00	0.00	12.98%
0350	Workers Compensation - General	7,750.00	2,898.00	1,838.32	0.00	0.00	37.39%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	559,485.46	641,790.38	39,959.53	42,990.59	90.18%
0700-00	Communications - Telephone	3,500.00	1,646.99	3,341.32	167.82	224.26	47.06%
0700-01	Communications - Modem/Fax	0.00	2,332.22	0.00	216.18	0.00	
0700-02	Communications - Internet/Database	0.00	426.84	0.00	8.19	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,100.00	4,472.55	4,869.85	0.00	(37,312.29)	
0700-07	Communications - 321 Grant	0.00	102.44	0.00	34.14	0.00	
0700-08	Communications - Adult Literacy	950.00	489.28	457.15	33.57	23.74	51.50%
	Total Communications	9,550.00	9,470.32	8,668.32	459.90	(37,064.29)	99.17%
0900-00	Food - General Fund	100.00	147.33	1.99	0.00	0.00	147.33%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	
090-009	Food - Family Literacy	0.00	22.36	124.45	0.00	0.00	200.12%
	Total Food	100.00	200.12	126.44	0.00	0.00	
1000-00	Household Expense	4,500.00	3,177.16	2,706.99	0.00	0.00	70.60%
1100-00	Insurance	18,500.00	15,223.66	18,374.25	0.00	0.00	82.29%
1300-00	Maintenance of Equipment - General Fund	7,500.00	5,294.69	6,793.53	0.00	0.00	70.60%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	6,263.69	6,793.53	0.00	0.00	70.60%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAY 1995	FY1993-94 MAY 1994	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	2,155.98	1,231.20	117.42	117.42	59.89%
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	22.86%
	Groundskeeping, City of Placentia	22,000.00	17,265.03	19,707.36	0.00	0.00	78.48%
	Plumbing	750.00	765.56	1,146.60	409.57	465.22	102.07%
	Electrical	1,500.00	3,601.71	1,480.44	540.00	950.00	240.11%
	Cleaning Service	11,700.00	10,450.00	10,733.04	950.00	950.00	89.32%
	Locksmith	300.00	55.19	763.62	55.19	394.10	18.40%
	Other	500.00	3,638.32	(750.62)	175.00	81.92	727.86%
	Total Maintenance of Building & Grounds	43,850.00	38,732.79	34,311.64	2,247.18	2,008.66	88.33%
1600-00	Memberships - General Fund	3,000.00	2,090.00	2,860.00	125.00	0.00	69.67%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	2,225.00	2,860.00	125.00	0.00	74.17%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	2,439.95	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	28.03	28.03	28.03	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	28.03	2,439.95	28.03	0.00	
	Library Supplies	6,500.00	3,877.43	2,961.95	189.03	0.00	59.65%
	Printing	9,000.00	6,966.96	7,383.29	9.70	61.11	77.41%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	632.17	180.00	55.22	0.00	63.22%
	Paper	900.00	773.77	672.00	24.95	0.00	85.97%
	Drinking Water Service	325.00	274.45	249.50	227.27	0.00	84.45%
	Other Office Supplies	5,500.00	5,002.00	3,911.58	506.17	86.06	90.95%
	Total Office Supply Expense - General Fund	23,225.00	17,526.78	15,358.32	506.17	0.00	75.47%
1800-00	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,442.11	2,836.21	0.00	4.31	87.22%
	Publications	0.00	1,582.86	0.00	0.00	0.00	
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	173.48	422.03	0.00	0.00	9.64%
	Total Adult Literacy Office Supply Expense	4,650.00	4,198.45	3,270.55	0.00	4.31	90.29%
1800-09	Family Literacy Supply Expense	4,800.00	2,054.63	977.49	0.00	10.55	42.80%
	Total Office Expense	32,675.00	23,779.86	19,606.36	506.17	100.92	72.78%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAY 1995	FY1993-94 MAY 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	1,235.12	(16.93)	0.00	0.00	61.76%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00	0.00	
1803-08	Postage Expense - Adult Literacy	700.00	150.42	616.69	0.00	0.00	21.49%
1803-09	Postage Expense - Family Literacy	0.00	114.84	225.00	0.00	0.00	
	Total Postage Expense	2,700.00	1,520.33	824.76	0.00	0.00	56.31%
	Care Resources (Employee Assistance)	650.00	245.00	385.00	35.00	35.00	37.69%
	Pension Contribution & Operating Expenses	5,500.00	5,640.50	4,487.59	649.09	0.00	102.55%
	Anaheim Library Automated System	40,000.00	37,960.12	37,392.29	37,312.29	37,312.29	94.90%
	Clipping Service	375.00	359.81	325.10	32.71	32.71	95.95%
	Tax Collection Services & Fees by Orange County	250.00	138.85	304.90	0.00	0.00	55.54%
	Advertising	400.00	47.97	97.50	0.00	0.00	11.99%
	Medical Exams	525.00	760.00	504.50	285.00	47.50	144.76%
	Collection Services - Accounts Receivable	500.00	3,700.00	0.00	0.00	0.00	740.00%
	Audit	3,200.00	3,255.00	3,200.00	0.00	0.00	101.72%
	Payroll Preparation	2,800.00	2,239.65	4,641.72	176.60	84.97	79.99%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other	8,000.00	2,036.61	4,690.56	0.00	0.00	25.46%
	Total Specialized Services - General Fund	75,200.00	56,383.51	56,029.16	38,490.69	37,512.47	74.98%
1900-00	Specialized Services - LSCA II Grant	0.00	10,574.71	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	150.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,990.01		0.00		165.83%
1900-09	Specialized Services - Family Literacy	1,200.00	105.00	0.00	0.00	0.00	8.75%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	1,806.47	1,829.80	31.32	410.44	72.26%
	Total Specialized Services	80,100.00	70,859.70	58,008.96	38,522.01	37,922.91	88.46%
2000-00	Legal Notices - General Fund	700.00	141.75	110.88	0.00	0.00	20.25%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00		0.00	0.00	
	Total Legal Notices	700.00	141.75	110.88	0.00	0.00	20.25%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	35,900.00	0.00	0.00	100.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 20, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 MAY 1995	FY1993-94 MAY 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	90.67	27.21	0.00	0.00	90.67%
2400-01	Special Department Expense - Books	110,500.00	40,874.55	19,735.73	3,303.74	2,103.46	36.99%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	0.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	9,261.10	9,605.65	53.94	35.56	59.75%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	215.34	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	1,381.15	1,229.70	0.00	0.00	143.12%
2400-09	Special Department Expense - Family Literacy	500.00	715.59	17.20	0.00	0.00	38.49%
	Total Special Department Expense	151,100.00	58,160.78	31,795.50	3,357.68	2,139.02	
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	6,497.33	4,569.06	8.00	32.00	86.63%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	1,176.07		45.23		
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	61.48		61.48		
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00		0.00		
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00		0.00		
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,792.36		0.00		
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	137.00	946.64	0.00	25.00	16.12%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	1,098.37	0.00	0.00	8.67%
	Total Transportation/Travel - Meetings	9,100.00	10,428.24	6,614.07	114.71	57.00	114.60%
	Electricity	53,000.00	41,134.04	45,011.57	0.00	0.00	70.92%
	Gas	3,075.00	2,595.92	1,879.99	421.88	0.00	84.42%
	Water	1,925.00	1,674.73	1,530.82	136.88	128.73	87.00%
	Total Utilities	63,000.00	45,404.69	48,422.38	558.76	128.73	72.07%
	TOTAL SUPPLIES & SERVICES	462,275.00	321,516.12	277,564.03	45,919.44	5,292.95	69.55%
3700-00	Taxes, Assessments (Sales Tax)	300.00	1,284.00	688.32	181.00	0.00	428.00%
4000-00	Equipment - General Fund	15,000.00	4,179.84	3,026.76	0.00	0.00	
4000-07	Equipment - 321 Grant	0.00	0.00		0.00		
4000-08	Equipment - Adult Literacy	0.00	2,150.05	0.00	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00		0.00		
4000-11	Equipment - County Assigned Fund	0.00	0.00		0.00		
	Total Equipment	15,000.00	6,329.89	3,026.76	0.00	0.00	42.20%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	6,329.89	3,026.76	0.00	0.00	42.20%
	TOTAL EXPENSES	1,097,993.00	888,615.47	923,069.49	86,059.97	48,283.54	80.93%



ESTABLISHED 1889

OFFICE OF THE TREASURER-TAX COLLECTOR

Agenda Item 11

Page 8

COUNTY TREASURER-TAX COLLECTOR

TELEPHONE: (714) 834-3411

TREASURER OFFICE ADDRESS
HALL OF FINANCE & RECORDS
RM. G76, 12 CIVIC CENTER PLAZA
P.O. BOX 4515
SANTA ANA, CALIFORNIA 92702
FAX: (714) 834-2912

IN REPLY PLEASE REFER TO:

June 15, 1995

TO: Orange County Investment Pool Participants

FROM: Orange County Treasurer-Tax Collector

Listed below are the details of the Recovery Bonds distribution for those participants in the O.C.I.P. who selected Option A. The funds will be deposited into your post-petition account (listed below) on Monday, June 19, by the Orange County Treasurer's Office. The Total Distribution will be equal to the balance in the Comprehensive Settlement Agreement for Recovery Notes.


If you have any questions, please contact Price Waterhouse at (714) 435-8892.

PLACENTIA LIBRARY

Fund Number	Recovery Amount
703	2,123.97
706	9,670.87
707	5,324.32
708	272.52
702	3,808.98
Total Distribution	21,200.66



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: June 6, 1995

SUBJECT: Adoption of Resolution 95-2 authorizing the transfer of local revenues to the Office of the Orange County Treasurer in compliance with Section 19658 of the Education Code of the State of California.

BACKGROUND:

In response to the County of Orange bankruptcy the Placentia Library District Board of Trustees at its meeting on December 19, 1994, adopted Resolution 94-10 stating in part, "...that no local revenues from the General Fund Account be transferred to the Orange County Treasurer until released by Resolution by the Library Board of Trustees when it has deemed the financial emergency to be resolved."

Now that the District has received the initial payment of its Orange County Investment Pool (OCIP) Settlement Agreement it is time to consider transferring the local revenues to the District's account with the Orange County Treasurer.

The current balance to be transferred is \$65,881.65. The analysis of the transfer is Attachment A.

The Resolution authorizing the transfer is Attachment B.

RECOMMENDATION:

1. Read Resolution 95-2 by Title only.
2. Adopt Resolution 95-2 by Roll Call Vote.

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1995
REPORT NO 3291

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	June 13, 1995 53222 53224 53223		2800 1400 1400 1900	00 00 00 00		3,684.86 1,496.86 1,732.03 215.33 7,129.08		
N01865 Yours Truly 909 E. Yorba Linda, STE H Placentia, CA 92670	June 3, 1995		1900	08		238.07		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	June 13, 1995 38539		1400	00		117.42		
N03655 Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	June 8, 1995 489281		1800	00		26.01		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	May 25, 1995		1900	00		32.71		
N03742A MobileComm 101 Suth First ST. STE 300 Burbank, CA 91502	June 4, 1995 91215610695		0700	00		10.50		
N03833 Brodart Co. 1609 Memorial Avenue Williamsport, PA 17705	June 1, 1995 537173 537095		1800 1800	00 00		9.69 527.45 537.14		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	May 31, 1995 510694		0700	02		6.44		

The claims listed above (totaling \$ 15,226.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1995
REPORT NO 3292

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	\$C
N06965 Paychex, Inc. P.O. Box 25159 Santa Ana, CA 92799-5159	June 1, 1995		1900	00		202.30		
N09114 Jeannine Waiters 411 E. Chapman Avenue Placentia, CA 92670	May 1995		2700	01		2.93		
	May 1995		2700	09		16.65		
						19.58		
N09113 Executive Secretary 909 E. Yorba Linda Blvd, STE K Placentia, CA 92670	May 8, 1995 020276		1800	00		141.75		
Scholastic Book Fairs 1210 North Red Gum Street Anahelm, CA 92806	June 5, 1995 10807		2400	01		379.05		
Central Valley Video District 502 N. "E" Street Madera, CA 93638	May 24, 1995 001792		2400	09		585.97		
Alexander Drake Hibbs, Inc. 1200 N. Jefferson St., STE A Anahelm, CA 92807	June 12, 1995 001 002		1900	01		408.55		
			1900	01		260.00		
						668.55		
OmniGrafix Printing 1744 West Katella Ave., STE 9 Orange, CA 92667	June 5, 1995 30825		1800	09		43.10		

The claims listed above (totaling \$ 2,040.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Jun 20, 1995
REPORT NO 3293

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SG
N03655 Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	June 5, 1995		1800	00		86.17		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	May 25, 1995 A19966		0700	05		423.82		
N03940 Gaylord Box 4901 Syracuse, NY 13221-4901	May 26, 1995 0933059008		1800	00		13.05		
N06556 Continental Casualty Co. Spec Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	June 1995		0300	00		207.67		
N06557 CareResources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	June 1995		1900	00		35.00		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	May 30, 1995 D275160		1800	00		564.40		
N06738 Suad Ammar 411 E. Chapman Avenue Placentia, CA 92670	June 1-6, 1995		2700	01		84.25		
N06928 Metropolitan Cooperative Library System 2235 North Lake Avenue, STE 106 Alladena, CA 91001	June 5, 1995 2747		0700	02		10.35		

The claims listed above (totaling \$ 1,424.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03658 Grollier Publishing Co. 5440 N. Cumberland Avenue Chlcago, IL 60656	May 26, 1995							
	254737		2400	01		87.27		
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Apr 14, 1995		2400	01		388.36		
	D14 6032		2400	01		188.94		
	Apr 12, 1995		2400	01		201.41		
	D12 6038		2400	01		121.72		
	Apr 24, 1995		2400	01		900.43		
	D24 6043		2400	01				
	May 24, 1995		2400	01				
	E24 6039		2400	01				
N03833 Brodart Co. 500 Arch Street WilliamSPORT, PA 17705	May 30, 1995		2400	01		18.94		
	U928537		2400	01		515.00		
	U928538		2400	01		708.40		
	U928539		2400	01		17.70		
	U928542		2400	01		35.40		
	May 17, 1995		2400	01		17.70		
	U907416		2400	01		1,313.14		
	U907418		2400	01				
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	May 26, 1995		2400	01		743.30		
	21949330		2400	01		46.28		
	21951465		2400	01		183.08		
	June 6, 1996		2400	01		51.83		
	22027044		2400	01		32.60		
	June 9, 1995		2400	01		44.97		
	22063926		2400	01		4.79		
	22074260		2400	01		(38.76)		
	22074262		2400	01		1,068.09		
	22074261		2400	01				
2CM83788		2400	01					
Crabtree Publishing Co. 350 Fifth Ave. STE 3308 New York, NY 10118	May 25, 1995		2400	01		41.34		
	89909		2400	01		13.78		
	May 19, 1995		2400	01		13.78		
	89361		2400	01				

The claims listed above (totaling \$ 3,424.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1995
REPORT NO 3295

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A-C's Use Only	
							Doc Number	SG
N03660 Elizabeth Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	June 1995		0900	00		58.65		
			1600	00		64.65		
			1800	00		601.18		
			1800	08		45.90		
			1800	09		41.63		
			1803	00		23.63		
			2400	01		513.00		
			2700	00		67.00		
			2700	01		585.00		
			2700	07		245.00		
			2700	09		10.00		
					2,255.64			
N03644 Charlene Dumitru 411 E. Chapman Avenue Placentia, CA 92670	May 1995		2700	01		13.25		
Literacy Volunteers of America 5795 Widewaters Parkway Syracuse, NY 13214-1846	May 31, 1995 053376		1800	08		59.84		
Cricket Magazine P.O. Box 300 Peru, IL 61354	June 7, 1995		1800	09		291.85		
GPN P.O. Box 80669 Lincoln, NB 68501	June 7, 1995 119991		1800	09		399.00		
Simon & Schuster 200 Old Tappan Rd. Old Tappan, NJ 07675	May 23, 1995 5210562		1800	09		389.53		
	May 31, 1995 5228668		1800	09		495.81		
	May 30, 1995 999999		1800	09		56.14		
Publishers Overstock Unlimited 149 Madison Ave. New York, NY 10016	June 12, 1995 PB64157		2400	01		225.70		
Sasquatch Books 1008 Western Avenue, STE 300 Seattle, WA 98104	June 1995 15471		2400	01		65.79		

The claims listed above (totaling \$ 4,252.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/20/95
REPORT NO 3296

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	June 20, 1995 Pay # 14		0100	00		17,682.00		
	June 23, 1995 - July 6, 1995							
	FICA		0200	00		<u>1352.67</u>		
			TOTAL			19,034.68		
PLEASE WIRE ON THURSDAY, JULY 6, 1995								

The claims listed above (totaling \$ 2,592.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/20/95
REPORT NO 3297

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

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

APPROVED CLAIMS

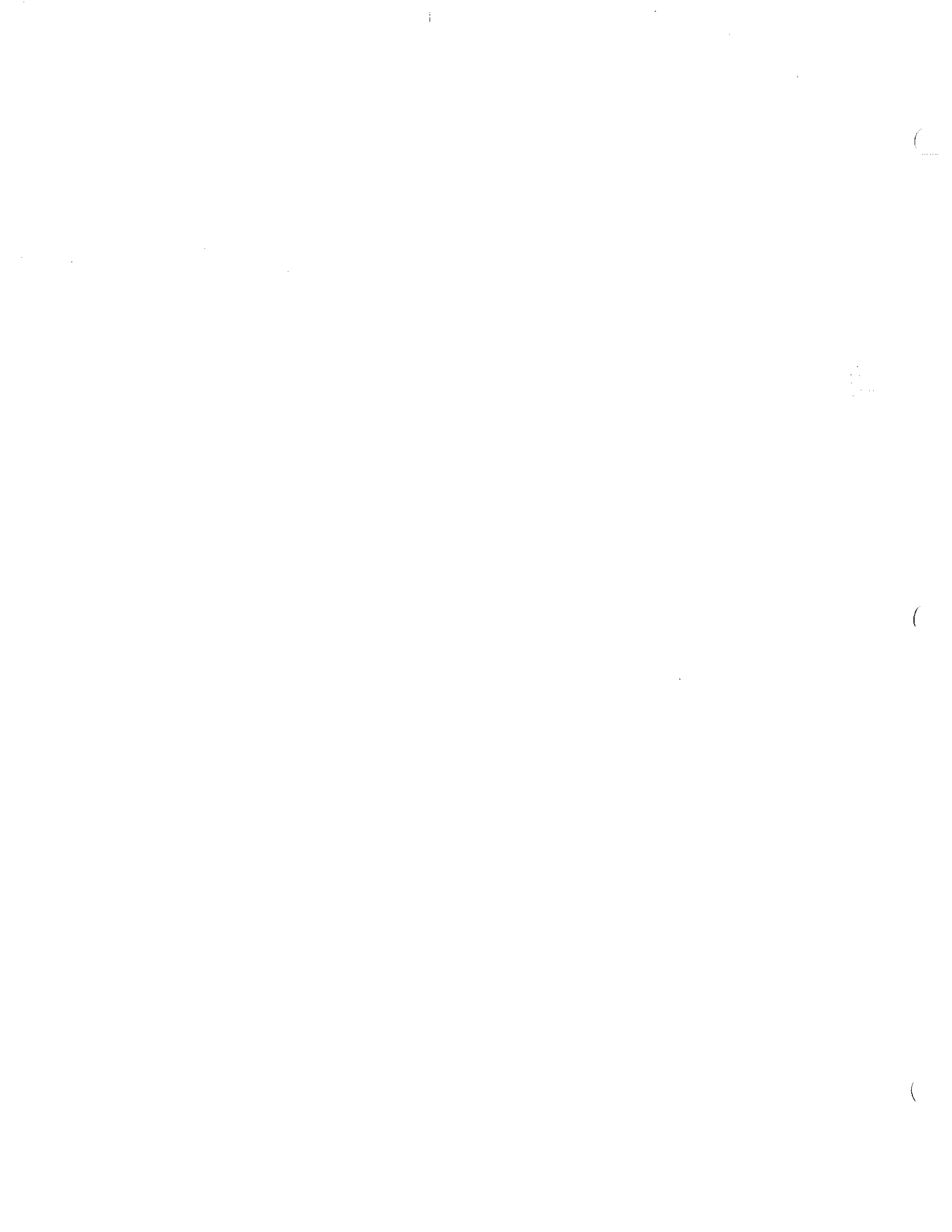
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A/C's Use Only	
							Doc Number	SG
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	June 20, 1995 Pay # 15 July 7, 1995 July 20, 1995		0100	00		17,682.00		
	FICA		0200	00		1352.67		
				TOTAL			19,034.68	
PLEASE WIRE ON THURSDAY, JULY 20, 1995								

The claims listed above (totaling \$ 2,592.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____



Salomon Brothers
Asset Management Inc
Seven World Trade Center
New York, New York 10048
212-783-7000

Salomon Brothers

June 9, 1995

Dear Pool Participants:

Non-stop weaker than expected economic data releases in May, led market participants to re-think the concept that the U.S. economy is headed toward a "soft landing" and sparked a bond market rally that produced the largest one month total return increase in the broad U.S. treasury market since June 1989. As expected at the May 23rd Federal Open Market Committee meeting, the Fed chose to leave the Fed Funds and Discount rates unchanged. We, along with many other market participants, now expect the next move by the Fed to be an easing of rates instead of a tightening. Yields on three month agency discount notes declined in May from highs of 6.30% to 5.90%.

Needless to say, the most important event of the month was the distribution of funds from the OCIP pre-petition accounts. With that distribution there remains \$3.2 billion in securities across the five accounts. Investments remain predominately in agency discount notes along with Treasury bills, high grade commercial paper, and U.S. Treasury collateralized over night investments.

Enclosed are the portfolio summaries as of May 31, 1995. As always, please feel free to call us with any questions.

Sincerely,



Steven Guterman



Nancy Noyes

County Of Orange
Pre Bankruptcy Portfolio - 200
Investment Pool Portfolio Summary
May 31, 1995

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from June 1, 1995 through June 26, 1995
- 12.1 day average maturity
- 5.95% average investment's annualized daily yield
- \$48 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
6/1/95	\$ 4	FHLB	\$ 6
6/2/95	4	FHLMC	5
6/5/95	5	FNMA	21
6/6/95	4	FFCB	7
6/7/95	2	GE Company	4
6/8/95	2	JP Morgan	1
6/9/95	4	UBS Finance	3
6/12/95	1	Treasury collateralized O/N	1
6/13/95	2	B of A comp. balances	0.1
6/14/95	1		
6/16/95	5		
6/19/95	4		
6/20/95	4		
6/21/95	3		
6/23/95	2		
6/26/95	1		
B of A comp. balances	0.1		

PLACENTIA LIBRARY DISTRICT
Revenue held in General Fund Petty Cash Accounts
SUMMARY BY MONTH - NOVEMBER 9, 1994 to MAY 31, 1995

DATE	REVENUE STATE DIR & ILL LOAN 6970-00	REVENUE STATE Found. Funds 6970-01	REVENUE STATE CLC GRANT 6970-02	REVENUE STATE FFL GRANT 6970-03	SUBTOTAL STATE REVENUE	REVENUE OTHER 7870-00	SUBTOTAL STATE & OTHER REVENUE	EXPENSE Supply Reimbursement 1800-00	EXPENSE Postage Reimbursement 1803-00	EXPENSE Spec. Dept. Reimbursement 2400-03	EXPENSE Travel 2700-01	TOTAL
NOVEMBER							2,015.82					2,015.82
DECEMBER	1,434.29				1,434.29	2,051.55	3,485.84					3,506.84
JANUARY	1,487.42		9,185.00		10,672.42	2,984.65	13,657.07		21.00			13,748.23
FEBRUARY				11,500.00	11,500.00	2,318.48	13,818.48	75.00		91.16		15,005.48
MARCH	4,621.24	16,036.00			20,657.24	5,130.37	25,787.61	12.00	12.00	1,100.00		25,823.87
APRIL	3,534.30				3,534.30	3,104.51	6,638.81	12.00	24.26			6,878.31
adj. to March*					0.00	(1,079.30)	(1,079.30)		11.50		228.00	(1,079.30)
adj. for ret. check					0.00	(17.60)	(17.60)					(17.60)
TOTALS	11,077.25	16,036.00	9,185.00	11,500.00	47,798.25	16,508.48	64,306.73	87.00	68.76	1,191.16	228.00	65,881.65
												0.00

*Correction adjustment to prev. P/C balance

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RESOLUTION NO. 95-2

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AUTHORIZE THE TRANSFER OF LOCAL REVENUE
TO THE OFFICE OF THE ORANGE COUNTY TREASURER
IN COMPLIANCE WITH SECTION 19658 OF THE EDUCATION CODE
OF THE STATE OF CALIFORNIA

WHEREAS, on December 6, 1994, the County of Orange declared bankruptcy; and

WHEREAS, as a result of the County of Orange bankruptcy, the funds held by the County of Orange in trust for the exclusive use of Placentia Library District of Orange County in accordance with the provisions of Section 19658 of the Education Code of the State of California, were frozen by the bankruptcy action and unavailable to pay the duly authorized bills and expenses of Placentia Library District of Orange County; and

WHEREAS, as a result of the County of Orange bankruptcy the Placentia Library District Board of Trustees on December 19, 1994, adopted Resolution 94-10 stating in part, "...that no local revenues from the General Fund Account be transferred to the Orange County Treasurer until released by Resolution by the Library Board of Trustees when it has deemed the financial emergency to be resolved"; and

WHEREAS, the terms of the Orange County Investment Pool Settlement Agreement providing for the repayment of 77% of Placentia Library District's balance into its account at the Office of the Orange County Treasurer were met on Tuesday, May 23, 1995;

THEREFORE, BE IT RESOLVED that the condition of financial emergency declared in Placentia Library District Board of Trustees Resolution 94-10, be declared as ongoing until all of the remaining District funds accounted for in the Orange County Investment Pool Settlement Agreement are repaid; and

BE IT FURTHER RESOLVED that, effective immediately, Placentia Library District of Orange County, in compliance with the provisions of Section 19658 of the Education Code of the State of California, will deposit with the Office of the Orange County Treasurer in trust for the exclusive use of Placentia Library District of Orange County, all local revenues collected since the declaration of financial emergency in the District's Resolution 94-10, and all future local revenues.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and forgoing was duly and regularly adopted at a Special Meeting held on the 6th day of June, 1995.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 6th day of June, 1995.

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

**County Of Orange
Pre Bankruptcy Portfolio - 274
Investment Pool Portfolio Summary
May 31, 1995**

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from June 5, 1995 through June 20, 1995
- 11.2 day average maturity
- 5.92% average investment's annualized daily yield
- \$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
<u>Date</u>	<u>Amount</u>	<u>Issuer</u>	<u>Amount</u>
6/5/95	\$ 1	FNMA	\$ 2
6/13/95	1	FFCB	0.5
6/20/95	0.5	B of A comp. balances	0.0
B of A comp. balances	0.0		

**County Of Orange
Pre Bankruptcy Portfolio - 690
Investment Pool Portfolio Summary
May 31, 1995**

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from June 1, 1995 through June 26, 1995
- 10.3 day average maturity
- 5.91% average investment's annualized daily yield
- \$79 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
<u>Date</u>	<u>Amount</u>	<u>Issuer</u>	<u>Amount</u>
6/1/95	\$ 19	FHLB	\$ 23
6/5/95	5	FHLMC	4
6/7/95	8	FNMA	23
6/8/95	5	FFCB	7
6/9/95	7	GE Company	2
6/12/95	8	JP Morgan	4
6/13/95	2	Treasury collateralized O/N	15
6/14/95	3	B of A comp. balances	1
6/16/95	4		
6/19/95	4		
6/20/95	2		
6/21/95	2		
6/23/95	5		
6/26/95	4		
B of A comp. balances	1		

**County Of Orange
Pre Bankruptcy Portfolio - 683
Investment Pool Portfolio Summary
May 31, 1995**

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from June 1, 1995 through June 26, 1995
- 10.6 day average maturity
- 5.97% average investment's annualized daily yield
- \$1.4 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
<u>Date</u>	<u>Amount</u>	<u>Issuer</u>	<u>Amount</u>
6/1/95	\$ 232	FHLB	\$ 234
6/2/95	118	FHLMC	100
6/5/95	150	FNMA	686
6/6/95	119	FFCB	141
6/7/95	87	GE Company	45
6/8/95	67	JP Morgan	35
6/9/95	67	UBS Finance	37
6/12/95	55	Harvard University	10
6/13/95	64	Treasury collateralized O/N	165
6/14/95	45	B of A comp. balances	1
6/16/95	103		
6/19/95	118		
6/20/95	75		
6/21/95	52		
6/22/95	10		
6/23/95	66		
6/26/95	25		
B of A comp balances	1		

**County Of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
May 31, 1995**

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from June 1, 1995 through June 26, 1995
- 10.0 day average maturity
- 5.90% average investment's annualized daily yield
- \$1.7 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
6/1/95	\$ 234	FHLB	\$ 514
6/2/95	112	FHLMC	41
6/5/95	159	FNMA	513
6/6/95	77	FFCB	147
6/7/95	157	Shell	50
6/8/95	215	GE Company	150
6/9/95	50	JP Morgan	60
6/12/95	86	Deutsche Bank	50
6/13/95	81	UBS Finance	40
6/14/95	81	Harvard University	10
6/15/95	98	Wal-Mart	50
6/16/95	88	Treasury collateralized O/N	107
6/19/95	65	B of A comp. balances	23
6/20/95	30		
6/21/95	40		
6/22/95	112		
6/23/95	27		
6/26/95	20		
B of A comp. balances	23		

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 6, 1995
SUBJECT: Set Date for Regular Board Meetings

BACKGROUND:

At its Regular Meeting on May 15, 1995, the Board of Trustees asked that it consider establishing a different date for its Regular Meeting.

The date suggested was the third Tuesday of each month.

The Library Director is recommending a starting time of 7:00 P.M. *7:30*

RECOMMENDATION:

Set date for Regular Board Meetings as the third Tuesday of each month at 7:00 P.M. *7:30*

Placentia Library District
Balance Sheet

May 31, 1995

Assets

General Fund - Checking	1,255.35	
Literacy Fund-Checking	3,661.28	
County Exempt-Checking	3,941.02	
Payroll Account	12,637.56	
Savings (P/R Support)	3,580.58	
Savings (P/R Fees)	2,151.48	
Certificates of Deposit	25,000.00	
General Fund - Savings	10,818.48	
Literacy Fund - Savings	6,230.48	
County Exempt - Savings	10,393.73	
Total Assets		79,669.96

Liabilities

Manual Payroll Checks	12,123.34	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,556.65

Capital

Fund Balance	67,113.31	
Total Capital		67,113.31
Total Liabilities and Capital		79,669.96

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				76,700.13
Checks Out	1002	65,881.65		
TOTALS		65,881.65	0.00	
CHECKBOOK BAL				10,818.48

Edmund
6/12/95

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				1,452.43
Checks Out				
	4088	20.00		
	4097	82.93		
	4099	67.00		
	4105	27.15		
TOTALS		197.08	0.00	
CHECKBOOK BAL				1,255.35

*20 Munk
6/12/95*

05/31/95

Page 1

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending May 31, 1995

Part 1 of 1 Parts

	Total	05/31/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	32.45	32.45
Cash Register-Fines	2,836.57	2,836.57
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	151.61	151.61
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	139.50	139.50
Cash Register-Computer Rental	124.00	124.00
Typewriter Income	0.00	0.00
Telephone Income	43.54	43.54
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,647.00	1,647.00
State Library Grants	174.00	174.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	9,926.66	9,926.66
Interest Income - checking	2.41	2.41
Interest Income - savings	127.35	127.35
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,205.09	15,205.09
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15,205.09	15,205.09
Expenses		
Transfers to County	65,881.65	65,881.65
Employee Insurance (030)	0.00	0.00
Food (0900)	13.38	13.38
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)	641.49	641.49
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	897.00	897.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	15.25	15.25
Funds in Transit	(1,881.32)	(1,881.32)
	-----	-----

/31/95

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending May 31, 1995

	Total	05/31/95
Total Expenses	65,567.45	65,567.45
Operating Income (Loss)	(50,362.36)	(50,362.36)
Other Income		
Other Expenses		
Net Income (Loss)	(50,362.36)	(50,362.36)

05/31/95

Page 1

Placentia Library District
 Income Statement For Department 01
 YTD Actual Spread Sheet
 1 Period(s) Ending May 31, 1995

Part 1 of 1 Parts

	05/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	349.83
Cash Register-Fines	22,779.85
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,677.65
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	123.66
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,592.05
Cash Register-Computer Rental	866.70
Typewriter Income	76.26
Telephone Income	392.14
Copy Machine Income	461.74
State Library Reimbursements	20,768.18
State Library Grants	32,359.00
State of California Foundation Funds	16,036.00
Other Grants	3,294.00
County Reimbursements	25,693.31
Interest Income - checking	7.85
Interest Income - savings	157.74
Miscellaneous Income	0.00

Total Income	126,796.96
Cost of Sales	

Gross Profit (Loss)	126,796.96
Expenses	
Transfers to County	101,821.12
Employee Insurance (030)	(269.34)
Food (0900)	205.61
Household Expenses (100)	240.91
Maintenance-Equip (130)	82.63
Maintenance-Bldg (140)	0.00
Memberships (160)	232.55
Office Expense (180)	1,924.63
Postage (183)	1,457.75
Prof. & Spec. Services (190)	2,204.39
Special Departmental Expense (240)	(2,020.76)
Transportation & Travel (270)	6,718.59
Equipment (400)	0.00
Taxes and Fees (370)	60.87
Funds in Transit	0.00

5/31/95

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending May 31, 1995

Page 2
Part 1 of 1 Parts

Total Expenses	05/31/95 112,658.95 -----
Operating Income (Loss)	14,138.01
Other Income	
Other Expenses	
Net Income (Loss)	----- 14,138.01 =====

05/31/95

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 95 Period 11
General Fund - Savings

Page ()

Check	Date	Payee	Amount
1001	05/08/95	Placentia Library 0-1080-00 General Fund - Savings	1,881.32 1,881.32
1002	05/31/95	O.C. Auditor 0-5102-01 Transfers to County	65,881.65 65,881.65
		Checkbook 5 Total	67,762.97

3/31/95

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

Page 2

For Fiscal Year 95, Period 11 through Fiscal Year 95, Period 11

Account Name	Total
0-1080-00 General Fund - Savings	1,881.32
0-5102-01 Transfers to County	65,881.65

	67,762.97
	=====

05/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 11
General Account

Page (1)

Check	Date	Payee	Amount	Amount
4093	05/01/95	Kinkos 0-5114-01 Office Expense (180)	12.93	12.93
4094	05/01/95	VOID void		0.00
4095	05/08/95	Egghead Software 0-5114-01 Office Expense (180)	365.27	365.27
4096	05/10/95	Smart & Final 0-5114-01 Office Expense (180)	125.72	125.72
4097	05/11/95	E.D. Minter petty ca 0-5105-01 Food (0900) 0-5114-01 Office Expense (180)	13.38 69.55	82.93
4098	05/15/95	CSUF - ext. ed. 0-5122-01 Transportation & Travel (270)	780.00	780.00
4099	05/22/95	ABA Convention 0-5122-01 Transportation & Travel (270)	67.00	67.00
4100	05/27/95	Kinkos 0-5114-01 Office Expense (180)	45.90	45.90
4101	05/23/95	Smart & Final 0-5114-01 Office Expense (180)	9.97	9.97
4102	05/23/95	Placentia Chamber 0-5122-01 Transportation & Travel (270)	30.00	30.00
4103	05/23/95	Placentia Chamber 0-5122-01 Transportation & Travel (270)	20.00	20.00
4104	05/23/95	VOID void		0.00
4105	05/30/95	Pace Graphics 0-5114-01 Office Expense (180)	27.15	27.15
Checkbook 1 Total				1,566.87

7/31/95

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

Page 2

For Fiscal Year 95, Period 11 through Fiscal Year 95, Period 11

Account Name	Total
0-5105-01 Food (0900)	13.38
0-5114-01 Office Expense (180)	656.49
0-5122-01 Transportation & Travel (270)	897.00

	1,566.87
	=====

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,230.48
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,230.48

EW
6/12/95

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,661.28
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,661.28

*23 minutes
6/12/95*

05/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending May 31, 1995

	Total	05/31/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	3.10	3.10
Interest Income - savings	12.15	12.15
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	15.25	15.25
Cost of Sales		
	-----	-----
Gross Profit (Loss)	15.25	15.25
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	(10.00)	(10.00)
	-----	-----
Total Expenses	(10.00)	(10.00)
Operating Income (Loss)	25.25	25.25
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	25.25	25.25
	=====	=====

3/31/95

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending May 31, 1995

Part 1 of 1 Parts

	05/31/95
Income	
Gifts Income	1,045.00
Tutor Training Income	270.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income - checking	58.40
Interest Income - savings	27.39
Miscellaneous Income	0.00
Donations to Literacy	2,060.82

Total Income	3,541.61
Cost of Sales	

Gross Profit (Loss)	3,541.61
Expenses	
Refunds (not in use)	0.00
Travel Expense	30.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00

Total Expenses	30.00

Operating Income (Loss)	3,511.61
Other Income	
Other Expenses	

Net Income (Loss)	3,511.61
	=====

05/31/95

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

Page 1

For Fiscal Year 95, Period 11 through Fiscal Year 95, Period 11

Account Name

Total

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

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,393.73
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				10,393.73

EW
6/14/95

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

May, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,138.66
Checks Out				
	946	143.60		
	947	54.04		
TOTALS		197.64	0.00	
CHECKBOOK BAL				3,941.02

EDM
6/12/95

7/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending May 31, 1995

	Total	05/31/95
Income		
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	210.00	210.00
Test Proctoring Income	80.00	80.00
Vending Machine Income	0.00	0.00
Debit Card Income	218.00	218.00
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	3.62	3.62
Interest Income - savings	19.46	19.46
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	568.58	568.58
Cost of Sales		
	-----	-----
Gross Profit (Loss)	568.58	568.58
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	(10.90)	(10.90)
Children's Summer Reading Program	364.57	364.57
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	70.00	70.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	423.67	423.67
	-----	-----
Operating Income (Loss)	144.91	144.91

05/31/95

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending May 31, 1995

Page 2
Part 1 of 1 Parts

	Total	05/31/95
Other Income		
Other Expenses		
Net Income (Loss)	----- 144.91 =====	----- 144.91 =====

3/31/95

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending May 31, 1995

Part 1 of 1 Parts

	05/31/95
Income	
Cash Register-Copy Cards-Exempt Fund	346.50
Microfilm/Microfich Income	63.00
Meeting Room Income	3,410.00
Test Proctoring Income	320.00
Vending Machine Income	2,094.25
Debit Card Income	1,446.00
Friends Contributions	4,850.00
Gifts Income	525.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	5,504.48
Interest Income - checking	82.67
Interest Income - savings	43.26
Miscellaneous Income	10.50
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	18,695.66
Cost of Sales	

Gross Profit (Loss)	18,695.66
Expenses	
Copy Cards Purchase	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	1,279.69
Children's Camp Library	257.10
Children's-Other	333.73
Debit Card - Repay Capital Equip.	350.00
Friend's-Director's Fund	1,142.61
Friend's-Other Activities	10.50
Library Board Expenses	1,771.61
Meeting Room Upkeep Expenses	135.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	28.50
Lobbyist Expense	5,791.64

Total Expenses	14,320.81

Operating Income (Loss)	4,374.85

05/31/95

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending May 31, 1995

Page 2
Part 1 of 1 Parts

Other Income	05/31/95
Other Expenses	
Net Income (Loss)	----- 4,374.85 =====

5/31/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 11
County Exempt

Page 1

Check	Date	Payee	Amount
942	05/06/95	Emils Housecleaning 0-5319-03 Meeting Room Upkeep Expenses	70.00 70.00
943	05/06/95	VOID void	0.00
944	05/06/95	CM School Supply 0-5308-03 Children's Summer Reading Progra	36.55 36.55
945	05/24/95	Omni Grafix 0-5308-03 Children's Summer Reading Progra	130.38 130.38
946	05/25/95	Spicers Paper 0-5308-03 Children's Summer Reading Progra	143.60 143.60
947	05/30/95	CM School Supply 0-5308-03 Children's Summer Reading Progra	54.04 54.04
Checkbook 3 Total			434.57

05/31/95

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

Page (2

For Fiscal Year 95, Period 11 through Fiscal Year 95, Period 11

Account Name	Total
0-5308-03 Children's Summer Reading Program	364.57
0-5319-03 Meeting Room Upkeep Expenses	70.00

	434.57
	=====

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

Prepared June 12, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				21,841.71
	1323	348.50		
	1362	45.03		
	1379	57.48		
	1382	58.18		
	1383	54.29		
	1404	226.95		
	1405	29.09		
	1415	167.10		
	1421	63.86		
	1422	76.64		
	1426	25.55		
	1439	42.21		
	1440	58.18		
	1441	1,426.97		
	1444	244.91		
	1446	502.86		
	1447	29.09		
	1448	51.09		
	1449	1070.42		
	1450	234.34		
	1451	271.76		
	1453	70.65		
	1457	172.63		
	1458	96.64		
	1459	162.04		
	1460	76.88		
	1462	919.66		
	1463	156.56		
	1464	58.18		
	1465	107.37		
	1466	97.66		
	1469	415.35		
	1470	72.94		
	1473	45.58		
	1474	773.19		
	1475	279.46		
	1476	28.86		
	1477	411.00		
	1478	175.00		
	TOTALS	9,204.15		
Checkbook balance				12,637.56

*C. A. Ramirez
 6-12-95*

05/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending May 31, 1995

	Total	05/31/95
Income		
Transfers from County	38,069.34	38,069.34
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	38,069.34	38,069.34
Cost of Sales		
	-----	-----
Gross Profit (Loss)	38,069.34	38,069.34
Expenses		
Salaries	58,414.58	58,414.58
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,404.58	4,404.58
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	62,819.16	62,819.16
Operating Income (Loss)	(24,749.82)	(24,749.82)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(24,749.82)	(24,749.82)
	=====	=====

('31/95

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending May 31, 1995

	05/31/95
Income	
Transfers from County	497,836.11
Interest Income-CD's	750.00
Interest-Savings-Landmark	39.73
Interest-Savings-B of A	31.06
Miscellaneous Income	0.00

Total Income	498,656.90
Cost of Sales	

Gross Profit (Loss)	498,656.90
Expenses	
Salaries	463,381.24
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	34,085.00
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	294.58

Total Expenses	497,760.82

Operating Income (Loss)	896.08
Other Income	
Other Expenses	

Net Income (Loss)	896.08
	=====

05/31/95

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

Page (1

For Fiscal Year 95, Period 11 through Fiscal Year 95, Period 11

Account Name

Total

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