

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

August 15, 1995

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.*

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

*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. Minutes of the August 4, 1995, Special Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*Shelton / Stark*

4. Oral Communications.

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

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

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

*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).*

5. 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

CLAIMS (Items 6 - 8)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 6 - 8 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.*

6. Nonstandard Claims in excess of \$300. (Approve)  
There are no Nonstandard Claims for this period.
7. Claims forwarded by the Library Director. (Approve)  
Claims forwarded by the Library Director in the amount of \$0.00.
8. Current Claims and Payroll. (Approve)

Current Claims of \$16,336.03; Payrolls 3316, and 3317, for a cumulative payroll total of \$44,170.00  
Combined total of Current Claims and Payroll of \$60,506.03.

FINANCIAL REPORTS (Items 9 - 15)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 - 15 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.*

9. Financial Reports for July, 1995. (Receive & File)
10. County of Orange Investment Pool Portfolio Summary, July, 1995. (Receive & File)
11. Office General Ledger & Check Registers for July, 1995. (Receive & File)
12. Acquisitions Report for July, 1995. (Receive & File)
13. Overdue Collection Report for July, 1995. (Receive & File)
14. Debit Card System Reimbursement Report for July, 1995. (Receive & File)

15. Gifts Report for July, 1995. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 16 - 24)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 16 - 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.*

16. Building Maintenance Report for July, 1995. (Receive & File)
17. Personnel Report for July, 1995. (Receive, File, and Ratify Appointments)
18. Volunteer Report for July, 1995. (Receive & File)
19. Circulation Report for July, 1995. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Annual Report to the State Library of California for Fiscal Year 1994-1995. (Receive & File)
22. Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995. (Receive & File)
23. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995. (Receive & File)
24. Memorandum of Understanding for Families First Cooperative. (Receive, File and Ratify Signature by the Library Director)

**CONTINUING BUSINESS**

25. FY1995-1996 Budget.  
Presentation: Library Director  
Recommendation: Review Legislative and Orange County Bankruptcy activities
26. LSCA Title II Handicapped Remodeling Project  
Presentation: Library Director  
Recommendation: Report on status of project.

**NEW BUSINESS**

- 27. Travel Authorization for Fundraising Day in Los Angeles and the California Special District Association Annual Conference.

Presentation: Library Director  
 Recommendation: Approve.

**STAFF REPORTS**

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

**ADJOURNMENT**

- 34. Agenda Preparation for the September 19, 1995, Regular Meeting.
- 35. Review of Action Items.

*Reggy = participant in CAETAC*

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

- 36. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the August 15, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 10, 1995.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Sep 19 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Placentia Civic Center Authority Meeting
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 11-15	California Library Association Annual Conference, Santa Clara
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.
1996	
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 14-16	National Library Week
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 4-10	American Library Association Annual Conference, New York City
Jul 16 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)

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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
AUGUST 4, 1995**

**CALL TO ORDER**

The Special Meeting of the Placentia Library District Board of Trustees was called to order on August 4, 1995, at 5:30 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans; Al Shkoler and Robin Masters; and Library Director Elizabeth Minter.

**Members Absent:** None

**Others Present:** Administrative Assistant Charlene Dumitru.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Evans, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of July 18, 1995 as presented.

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

**ORAL  
COMMUNICATIONS**

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

**CLAIMS**

It was moved by Trustee Evans, seconded by Trustee Shkoler 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 \$49,278.13.

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

**LSCA TITLE II  
STATUS REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to recognize Old Hickory Construction as the lowest bidder for the Disabled Access Remodeling Project and to request a 90-day extension of bid prices with the option of an additional 90-day extension.

Minutes, Special Meeting of August 4, 1995, Page 2.

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

The Special Meeting of August 4, 1995 of the Board of Trustees of  
the Placentia Library District was adjourned at 5:53 P.M.

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Saundra M. Stark, Secretary



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
August 15, 1995

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

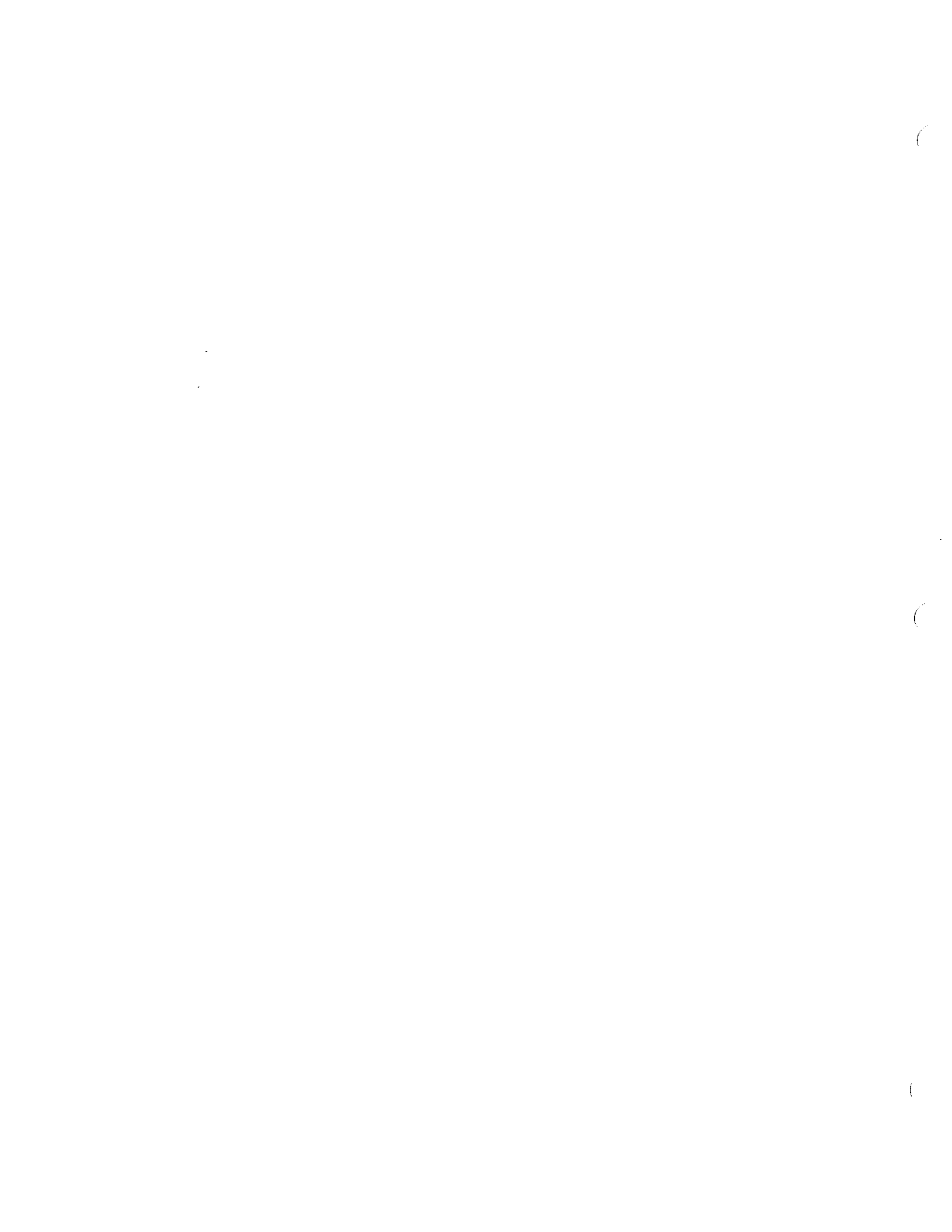


PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
August 15, 1995

DATE	REPORT NO.	AMOUNT
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TOTAL		<u>\$0.00</u>
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PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 August 15, 1995

TYPE	REPORT NO.	AMOUNT
Immediately		0.00
Subtotal for Immediately		0.00
Regular	3313	5,124.92
	3314	6,666.06
	3315	4,545.05
Subtotal for Regular		16,336.03
TOTAL CURRENT CLAIMS		16,336.03
Payroll	3316	22,085.00
	3317	22,085.00
Subtotal for Payroll		44,170.00
	TOTAL	60,506.03

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/95  
REPORT NO 3313

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
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., STE 280 Fullerton, CA 92631	Jul 31, 1995 2250		1900	00		2,950.00		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	Aug 10, 1995 004002071487		1800	08		86.15		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	August 3, 1995 21711973		1000	00		798.43		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	July, 1995		0300 1400 1800 1803 2700	00 00 00 00 00		87.90 115.00 576.04 146.00 <u>26.00</u> 950.94		
N03742-A MobileComm 101 South First Street, STE 300 Burbank, CA 91502	Aug 6, 1995 91215610895		0700	01		10.50		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	August, 1995		0300	00		213.90		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	August, 1995		1900	00		35.00		
N06572 SPS Data Communications 419 South Rennell Avenue San Dimas, CA 91773	August 3, 1995 00008004		1300	00		80.00		

The claims listed above (totaling \$5,124.92) 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 \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/95  
REPORT NO 3314

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
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92670	Aug 7, 1995 41484		1400	00		950.00		
N06819 American Library Assoc. 155 N. Wacker Drive Chicago, IL 60606	July 26, 1995 8101793		1800	00		262.57		
N06928 Metropolitn Cooperative Library System 2235 North Lake Ave., STE 106 Altadena, CA 91001	July 25, 1995 2858		0700	02		6.67		
3M RSP4754 P.O. Box 269-F St. Louis, MO 63150-0269	UM00040		1800	00		714.69		
CNC Network Services 1800 E. Miraloma Ave., STE B Placentia, CA 92670	Aug 8, 1995 3088		1400	00		4,716.00		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Aug 3, 1995 22553514 Special Account		1800	00		16.13		

The claims listed above (totaling \$6,666.06) 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 08/15/95  
REPORT NO 3315

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.G.'s Use Only	
							Doc Number	SC
N03642 Newsbank 58 Pine Street New Canaan, CT 05840	July 20, 1995 10309		2400	03		3,882.00		
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	July 26, 1995 G26 6047		2400	01		49.57		
N03833 BroDart 500 Arch Street Willaimsport, PA 17705	July 31, 1995 U131376		2400	01		17.70		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	July 27, 1995 22487893 July 31, 1995 22506555 22508794		2400	01		7.08 20.90 189.22		
	August 1, 1995 22515894 August 2, 1995 22533722		2400	01		71.73 17.51 306.44		
N11530 Simon & Schuster P.O. Box 102448 - 68 Annex Atlanta, GA 30368	July 7, 1995 5358639		2400	01		43.80		
Little, Brown and Company/Publishers 34 Beacon Street Boston, MA 02108-1493	July 20, 1995 60102973		2400	03		18.59		
Grace Products Corp. 1761 International Parkway, STE 135 Richardson, TX 75081	Aug 1, 1995 5348		2400	02		183.00		
Family Services Institute P.O. Box 16878 St. Louis, MO 63105	708		2400	03		43.95		

The claims listed above (totaling \$4,545.05) 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 08/15/95  
REPORT NO 3316

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	August 15, 1995 Pay # 18		0100	00		20,515.00		
	Aug 18, 1995 Aug 31, 1995							
	FICA		0200	00		1,570.00		
			TOTAL			22,085.00		

PLEASE WIRE ON THURSDAY, AUGUST 31, 1995

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/95  
REPORT NO 3317

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	August 15, 1995 Pay # 19 Sept 1, 1995 Sep 14, 1995		0100	00		20,515.00		
	FICA		0200	00		1,570.00		
				TOTAL			22,085.00	

PLEASE WIRE ON THURSDAY, SEPTEMBER 14, 1995

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

22,085.00

**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**DATE:** August 15, 1995  
**SUBJECT:** Financial Reports for July, 1995

**BACKGROUND:**

As of the date of the Agenda compilation, Thursday, August 10, 1995, neither the mid-month July nor final July Revenue, Expenditure, and General Ledger Reports had been received from the Orange County Auditor-Controller's Office.

If the reports arrive before the Board Meeting the Library Director's Summary will be distributed at the Meeting.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: August 15, 1995  
SUBJECT: **County of Orange Investment Pool Portfolio Summary for July, 1995**

**BACKGROUND:**

As of the date of the Agenda compilation, Thursday, August 10, 1995, the County of Orange Investment Pool Portfolio Summary for July, 1995 had not been received from the Orange County Treasurer's Office.

If the report arrives before the Board Meeting it will be distributed at the Meeting.



Placentia Library District  
Balance Sheet

July 31, 1995

Assets

General Fund - Checking	6,614.90	
Literacy Fund-Checking	54.30	
County Exempt-Checking	4,526.20	
Payroll Account	8,067.61	
Savings (P/R Support)	3,596.25	
Savings (P/R Fees)	2,162.36	
Certificates of Deposit	25,000.00	
General Fund - Savings	3,447.41	
Literacy Fund - Savings	6,284.53	
County Exempt - Savings	7,577.27	
Total Assets		67,330.83

Liabilities

Manual Payroll Checks	12,123.34	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(775.22)	
Union Dues Payable	318.58	
Other Employee Deductions	656.41	
Total Liabilities		12,556.65

Capital

Fund Balance	54,774.18	
Total Capital		54,774.18
Total Liabilities and Capital		67,330.83

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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,808.96
Checks Out	7/18/95	2,361.55		
TOTALS		2,361.55	0.00	

CHECKBOOK BAL

3,447.41

*E. J. ...*  
8/8/95



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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,084.80
Checks Out				
	4125	87.90		
	4130	10.00		
	4131	372.00		
TOTALS		469.90	0.00	
CHECKBOOK BAL				6,614.90

*Handwritten signature*  
8/8/95

07/31/95

Page 1  
Part 1 of 1 Parts

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

	Total	07/31/95
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	25.20	25.20
Cash Register-Fines	1,953.34	1,953.34
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	202.06	202.06
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	115.00	115.00
Cash Register-Computer Rental	51.00	51.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	2,746.80	2,746.80
Interest Income - checking	5.20	5.20
Interest Income - savings	9.45	9.45
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5,108.05	5,108.05
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	5,108.05	5,108.05
<b>Expenses</b>		
Transfers to County	2,361.55	2,361.55
Employee Insurance (030)	87.90	87.90
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	408.89	408.89
Postage (183)	146.00	146.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	16.00	16.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	1.61	1.61
Funds in Transit	0.00	0.00
	-----	-----

07/31/95

Page 2  
Part 1 of 1 Parts

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

	Total	07/31/95
Total Expenses	3,021.95	3,021.95
Operating Income (Loss)	2,086.10	2,086.10
Other Income		
Other Expenses		
Net Income (Loss)	2,086.10	2,086.10

07/31/95

Page 1

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

Part 1 of 1 Parts

	07/31/95
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	25.20
Cash Register-Fines	1,953.34
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	202.06
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	115.00
Cash Register-Computer Rental	51.00
Typewriter Income	0.00
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	2,746.80
Interest Income - checking	5.20
Interest Income - savings	9.45
Miscellaneous Income	0.00
	-----
Total Income	5,108.05
 <b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	5,108.05
 <b>Expenses</b>	
Transfers to County	2,361.55
Employee Insurance (030)	87.90
Food (0900)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	408.89
Postage (183)	146.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	16.00
Equipment (400)	0.00
Taxes and Fees (370)	1.61
Funds in Transit	0.00
	-----

07/31/95

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

Total Expenses	07/31/95 3,021.95 -----
Operating Income (Loss)	2,086.10
Other Income	
Other Expenses	
Net Income (Loss)	----- 2,086.10 =====

07/31/95

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 96 Period 1  
General Fund - Savings

Page

Check	Date	Payee	Amount
1005	07/18/95	O.C. Auditor	2,361.55
		0-5102-01 Transfers to County	2,361.55
		Checkbook 5 Total	2,361.55

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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,284.53
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,284.53

*Ed Muto*  
8/8/95

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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				54.30
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				54.30

54.30  
EAM  
8/8/95



7/31/95

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

	Total	07/31/95
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	0.25	0.25
Interest Income - savings	12.26	12.26
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	12.51	12.51
Cost of Sales		
	-----	-----
Gross Profit (Loss)	12.51	12.51
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	10.30	10.30
	-----	-----
Total Expenses	10.30	10.30
Operating Income (Loss)	2.21	2.21
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	2.21	2.21
	=====	=====

07/31/95

Placentia Library District  
Income Statement  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1995

Page 1  
Part 1 of 1 Parts

	07/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	0.00
Cash Register-Fines	0.00
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	0.00
Cash Register-Copy Cards-Exempt Fund	52.50
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	0.00
Cash Register-Computer Rental	0.00
Typewriter Income	0.00
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	0.00
Interest Income - checking	0.00
Interest Income - savings	0.00
Miscellaneous Income	0.00
Gifts Income	0.00
Tutor Training Income	0.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.25
Interest Income - savings	12.26
Miscellaneous Income	0.00
Donations to Literacy	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	120.00
Test Proctoring Income	0.00
Vending Machine Income	0.00
Debit Card Income	53.00
Friends Contributions	0.00
Gifts Income	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	4.36
Interest Income - savings	14.58
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00

07/31/95

Page 2

Placentia Library District  
Income Statement  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1995

Part 1 of 1 Parts

	07/31/95
Community Grant Income	0.00
Transfers from County	41,384.56
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00
Cash Register-Fines Sav	0.00
Cash Register - Lost/Damaged Sav	0.00
Cash Register-Reserves Sav	0.00
Cash Register-Computer Rental	0.00
Cash Register-Misc. Sav	0.00
Interest Income - G.F. Savings	0.00
Miscellaneous Income - Savings	0.00
Interest Income - Lit. Savings	0.00
Interest Income - Cnty Exp. Savings	0.00
	-----
Total Income	41,641.51
st of Sales	
	-----
Gross Profit (Loss)	41,641.51
Expenses	
Transfers to County	0.00
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	0.00
Postage (183)	0.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	0.00
Equipment (400)	0.00
Taxes and Fees (370)	0.00
Funds in Transit	0.00
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	10.30

07/31/95

Placentia Library District  
Income Statement  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1995

Page 3  
Part 1 of 1 Parts

	07/31/95
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	337.30
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	0.00
Meeting Room Upkeep Expenses	55.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	85.94
Lobbyist Expense	0.00
Salaries	38,941.96
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	2,936.32
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
Transfers to County - Sav	0.00
Bank Fees - G.F. Savings	0.00
	-----
Total Expenses	42,366.82
	-----
Operating Income (Loss)	(725.31)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(725.31)
	=====

07/31/95

Placentia Library District  
Cash Disbursements  
SUMMARY

Page

For Fiscal Year 96, Period 1 through Fiscal Year 96, Period 1

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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,577.27
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,577.27

*EDM*  
*8/8/95*

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

July, 1995

Prepared 8/8/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,731.34
Checks Out				
	959	44.20		
	960	85.94		
	962	75.00		
TOTALS		205.14	0.00	
CHECKBOOK BAL				4,526.20

*EDM*  
*8/8/95*

07/31/95

Page 1  
Part 1 of 1 Parts

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

	Total	07/31/95
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	120.00	120.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	53.00	53.00
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	4.36	4.36
Interest Income - savings	14.58	14.58
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	244.44	244.44
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	244.44	244.44
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	337.30	337.30
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	55.00	55.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	85.94	85.94
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	478.24	478.24
	-----	-----
Operating Income (Loss)	(233.80)	(233.80)



8-31/95

Page 2  
Part 1 of 1 Parts

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

	Total	07/31/95
Other Income		
Other Expenses		
Net Income (Loss)	----- (233.80) =====	----- (233.80) =====

07/31/95

Page 1

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

Part 1 of 1 Parts

	07/31/95
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	52.50
Microfilm/Microfich Income	0.00
Meeting Room Income	120.00
Test Proctoring Income	0.00
Vending Machine Income	0.00
Debit Card Income	53.00
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	4.36
Interest Income - savings	14.58
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	244.44
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	244.44
<b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	337.30
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	0.00
Meeting Room Upkeep Expenses	55.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	85.94
Lobbyist Expense	0.00
	-----
Total Expenses	478.24
	-----
Operating Income (Loss)	(233.80)

07/31/95

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

Page 2  
Part 1 of 1 Parts

Other Income	07/31/95
Other Expenses	
Net Income (Loss)	----- (233.80) =====

07/31/95

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 96 Period 1  
County Exempt

Page

Check	Date	Payee		Amount
958	07/17/95	Jerry Lambuth		55.00
		0-5319-03 Meeting Room Upkeep Expenses	55.00	
959	07/17/95	Elizabeth Minter (pe		44.20
		0-5308-03 Children's Summer Reading Progra	44.20	
960	07/17/95	Placentia Library Ge		85.94
		0-5322-03 Miscellaneous	85.94	
961	07/17/95	Wonders of Wildlife		175.00
		0-5308-03 Children's Summer Reading Progra	175.00	
962	07/17/95	Debra Weller		75.00
		0-5308-03 Children's Summer Reading Progra	75.00	
963	07/25/95	Home Depot		43.10
		0-5308-03 Children's Summer Reading Progra	43.10	
			-----	
Checkbook 3 Total				478.24

07/31/95

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

Page 2

For Fiscal Year 96, Period 1 through Fiscal Year 96, Period 1

Account Name	Total
0-5308-03 Children's Summer Reading Program	337.30
0-5319-03 Meeting Room Upkeep Expenses	55.00
0-5322-03 Miscellaneous	85.94
	-----
	478.24
	=====

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

Prepared August 8, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				11,188.21
	1323	348.50		
	1588	25.55		
	1599	71.44		
	1602	304.47		
	1605	21.20		
	1606	274.35		
	1609	305.83		
	1616	142.86		
	1620	953.36		
	1621	58.18		
	1629	28.86		
	1630	411.00		
	1631	175.00		
	TOTALS	3,120.60		
Checkbook balance				8,067.61

*C. J. Demetriou*  
8-11-95

07/31/95

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

	Total	07/31/95
Income		
Transfers from County	41,384.56	41,384.56
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	41,384.56	41,384.56
Cost of Sales		
	-----	-----
Gross Profit (Loss)	41,384.56	41,384.56
Expenses		
Salaries	38,941.96	38,941.96
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,936.32	2,936.32
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,878.28	41,878.28
	-----	-----
Operating Income (Loss)	(493.72)	(493.72)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(493.72)	(493.72)
	=====	=====

07/31/95

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

Page 1  
Part 1 of 1 Parts

	07/31/95
Income	
Transfers from County	41,384.56
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00
	-----
Total Income	41,384.56
Cost of Sales	
	-----
Gross Profit (Loss)	41,384.56
Expenses	
Salaries	38,941.96
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	2,936.32
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	41,878.28
	-----
Operating Income (Loss)	(493.72)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(493.72)
	=====



07/31/95

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

Page


For Fiscal Year 96, Period 1 through Fiscal Year 96, Period 1

Account Name

Total

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



TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: August 15, 1995  
 SUBJECT: Acquisitions Report

**Dollars Spent 7/1/95 to 7/31/95**

Adult Continuations Print	\$652.83
Adult Fiction	515.11
Adult Non-Fiction	1,611.04
Adult Reference	207.80
Adult CD-ROMs	18.59
Juvenile Non-Fiction	20.23
Gifts	96.08
<b>Total</b>	<b>\$3,121.68</b>

**Dollars Spent 7/1/95 to 7/31/95**

Adult Continuations Print	\$652.83
Adult Continuations Electronic	
Adult Fiction	515.11
Adult Non-Fiction	1,611.04
Adult Reference	207.80
Adult Audio	
Adult Video	
Adult CD-ROMs	18.59
Juvenile Continuations Print	
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	20.23
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	96.08
<b>Total</b>	<b>\$3,121.68</b>

Acquisitions Report, August 15, 1995, Page 2.

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$453.91
Gift Accounts	284.97

Donated Items 7/1/95 to 8/5/95

Adult Books	47	\$790.45
Juvenile Books	4	54.85

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor  
 DATE: August 15, 1995 *fb*  
 SUBJECT: ACS: Overdue Collection Report for Month of July

The report received from ACS Collection Agency on August 7, 1995 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	30	88	12	668.46	7

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Aug 1995

PLACENTIA PUBLIC LIBRARY  
411 E CHAPMAN  
411 E CHAPMAN AVE  
PLACENTIA, CA 92670  
ATTN: PEGGY BURKICH

Your consultant is:  
WELDON AND ASSOCIATES  
(714) 733-3558 Ext

PLA400 Representative is:  
OVERDUES DESK  
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	40	3,979.87	145	12,846.94	1111	73,658
LESS: Mail Return*, Dispute, Bankrpt	13	900.31	39	3,125.80	218	15,226
NET ASSIGNMENTS	27	3,079.56	106	9,721.14	893	58,432
COLLECTED						
Paid in Full	4	350.27	13	1,131.50	271	13,698
Settled in Full	2	138.95	3	272.28	74	4,000
Partial Payment	6	179.24	22	551.22	162	7,656
Resolved	0	0.00	1	0.00	23	847
TOTAL RECOVERED	12	668.46	39	1,955.00	530	26,203

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	254	49	184	159	465
	\$16,401	\$3,303	\$9,343	\$11,007	\$33,180

\* Percentage of Mail Returns - 19.5 %

STATUS CODE LEGEND

A - active (demands being sent)	ST - action stopped
PF - paid in full (MATS and/or CASH)	SU - action suspended (60 day limit)
SF - settled in full (MATS and/or CASH)	N - new account
CC - cycle completed	D - disputed
PP - partial payment (MATS and/or CASH)	MR - mail returned
TH - account thanked	BK - bankruptcy

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	561691	09/07/94	06/26/95	90.00	A	2
	26018052494434		AMT: 90.00			
	557621	11/08/94	04/21/95	151.45	CC	5
	26018053231413		AMT: 151.45			
	562819	03/14/95	07/17/95	53.98	A	1
	26018053265080		AMT: 53.98			
	559947	12/12/94	05/25/95	35.00	A,PP	4
	26053070866164		AMT: 58.90			
	557639	01/17/95	04/21/95	57.88	CC	5
	26018053257632		AMT: 57.88			
	557620	06/11/94	04/21/95	44.45	CC	5
	26018053220879		AMT: 96.28			
	562862	10/20/94	07/17/95	64.60	MR	1
	26018053239481		AMT: 64.60			
	563839	06/05/95	07/28/95	48.90	A	1
	26019004598850		AMT: 48.90			
	561878	03/11/95	06/28/95	25.00	A,PP	2
	26018053261428		AMT: 44.90			
	557619	11/17/94	04/21/95	65.00	CC	5
	26018053251742		AMT: 65.00			
	559937	01/18/95	05/25/95	0.00	PF	3
	26018053242196		AMT: 103.00			
	562854	06/13/94	07/17/95	141.60	A	1
	26018053225837		AMT: 141.60			
	561876	05/18/95	06/28/95	47.45	A	2
	26018053066504		AMT: 47.45			
	563836	05/04/95	07/28/95	43.19	A	1
	26018053265494		AMT: 43.19			
	561689	08/22/94	06/26/95	51.75	A	2
	26018053236818		AMT: 51.75			
	562857	06/07/94	07/17/95	94.63	A	1
	26018053040608		AMT: 94.63			
	563550	03/29/95	07/27/95	64.60	A	1
	560 19 1554		AMT: 64.60			
	559924	05/06/95	05/25/95	80.90	A	4
	26018053080711		AMT: 80.90			
	561698	07/09/94	06/26/95	70.00	A	2
	26018053229565		AMT: 70.00			
	562813	12/06/94	07/17/95	38.60	MR	1
	26018004631321		AMT: 38.60			

560444	03/28/95	06/06/95	109.99	MR	3
26018053202091		AMT: 109.99			
557630	02/11/95	04/21/95	65.00	A, PP	4
26018053238434		AMT: 113.74			
563582	03/01/95	07/27/95	70.60	A	1
260190532146		AMT: 70.60			
562814	04/24/95	07/17/95	116.35	A	1
26019002053981		AMT: 116.35			
559954	11/28/94	05/25/95	57.95	A	4
26018053252922		AMT: 57.95			
561622	03/28/95	06/23/95	73.20	A	2
26019005171806		AMT: 73.20			
562867	03/20/95	07/17/95	92.54	A	1
26018053214997		AMT: 92.54			
561877	07/07/94	06/28/95	93.86	A	2
26018053229334		AMT: 93.86			
562823	01/26/95	07/17/95	88.11	MR	1
26019004980512		AMT: 88.11			
559948	12/11/94	05/25/95	81.40	A	4
26019005124854		AMT: 81.40			
559925	10/08/94	05/25/95	125.00	A, PP	4
26018053156578		AMT: 197.34			
559926	02/21/95	05/25/95	45.00	A, PP	4
2018053162501		AMT: 84.90			
561696	09/24/94	06/26/95	70.85	A	2
26018053074748		AMT: 70.85			
560443	03/05/95	06/06/95	0.00	SF	2
26019004782827		AMT: 86.05			
563835	05/06/95	07/28/95	51.95	A	1
26053070898902		AMT: 51.95			
557624	11/01/94	04/21/95	43.50	MR	5
26018053094100		AMT: 51.40			
562181	09/22/92	07/06/95	65.64	A	1
26018053059509		AMT: 65.64			
562183	05/31/94	07/06/95	46.10	MR	1
26053070723431		AMT: 46.10			
561675	12/07/94	06/26/95	68.85	A	2
26018053249944		AMT: 68.85			
557625	11/30/94	04/21/95	0.00	SU, P	3
26018053109577		AMT: 58.98			
563444	07/16/94	07/25/95	140.43	A	1
26018053201192		AMT: 140.43			
561879	04/02/95	06/28/95	61.91	A	2
26019004384533		AMT: 61.91			
561678	01/05/95	06/26/95	72.80	A	2
26019004283081		AMT: 72.80			
557628	11/13/94	04/21/95	96.84	CC	5
26018053247138		AMT: 96.84			
561672	01/14/95	06/26/95	68.85	A	2
26018052599752		AMT: 68.85			
559935	11/05/94	05/25/95	66.55	A	4
26018053250918		AMT: 66.55			
559930	06/16/92	05/25/95	68.85	A	4
26019003903655		AMT: 68.85			
562849	03/29/95	07/17/95	215.35	A	1
26019004713673		AMT: 215.35			



562184	08/29/94	07/06/95	45.00	A,PP	1
26018052507144		AMT: 66.63			
563445	04/02/94	07/25/95	100.95	A	1
26018053201630		AMT: 100.95			
559939	02/01/95	05/25/95	93.75	A	4
26019004980058		AMT: 93.75			
559956	02/21/95	05/25/95	61.54	MR	3
26018052477983		AMT: 61.54			
559928	03/22/94	05/25/95	50.00	A	4
26018053100014		AMT: 50.00			
559953	01/30/95	05/25/95	0.00	SF	4
26018053254043		AMT: 52.90			
562186	10/04/94	07/06/95	44.85	A	1
26018053238897		AMT: 44.85			
561699	12/03/94	06/26/95	0.00	PF	1
26053070474043		AMT: 107.60			
559946	11/30/94	05/25/95	70.95	A	4
26018053201523		AMT: 70.95			
563448	05/03/95	07/25/95	139.13	A	1
26018053244184		AMT: 139.13			
557637	01/17/95	04/21/95	45.00	A,PP	4
26019004981262		AMT: 69.45			
559936	02/04/95	05/25/95	67.50	A	4
26018053253649		AMT: 67.50			
557632	07/28/94	04/21/95	77.00	A	4
26018053230662		AMT: 77.00			
563583	05/25/95	07/27/95	103.35	A	1
26019004980934		AMT: 103.35			
559955	11/28/94	05/25/95	80.00	A	4
26018053253219		AMT: 80.00			
557634	01/14/95	04/21/95	64.70	MR	4
26018053257814		AMT: 64.70			
563837	05/30/95	07/28/95	166.79	A	1
26018053275170		AMT: 166.79			
557629	03/14/93	04/21/95	82.95	A	4
26019003926656		AMT: 82.95			
559941	02/07/95	05/25/95	68.39	MR	3
26053071043540		AMT: 68.39			
561623	04/24/95	06/23/95	55.70	A	2
26019004601175		AMT: 55.70			
562187	08/10/94	07/06/95	197.80	A	1
26018053215580		AMT: 197.80			
561621	03/16/93	06/23/95	92.90	A	2
26019003265006		AMT: 92.90			
563838	05/18/95	07/28/95	87.33	A	1
26019004980579		AMT: 87.33			
561619	10/19/93	06/23/95	71.45	A	2
26018053195428		AMT: 71.45			
557622	11/20/94	04/21/95	35.00	CC	5
26018053005213		AMT: 63.90			
559952	06/06/92	05/25/95	110.69	A	4
26018053042091		AMT: 110.69			
559951	04/12/95	05/25/95	0.00	PF	2
26018053182707		AMT: 75.94			
559927	10/15/94	05/25/95	71.49	A	4
26018053119857		AMT: 71.49			

563586	06/09/94	07/27/95	188.65	A	1
26018053220986		AMT: 188.65			
562817	03/14/95	07/17/95	95.90	MR	1
26018053206795		AMT: 95.90			
563581	05/08/95	07/27/95	69.90	A	1
26018053159259		AMT: 69.90			
562816	04/03/95	07/17/95	205.89	A	1
26019004713426		AMT: 205.89			
559943	07/16/95	05/25/95	71.74	A	4
26018053108744		AMT: 71.74			
561694	09/24/94	06/26/95	68.95	A	2
26018053240380		AMT: 68.95			
559933	10/12/94	05/25/95	130.98	A	4
26053070977755		AMT: 130.98			
563585	04/15/95	07/27/95	109.45	A	1
26018053257392		AMT: 109.45			
561875	03/18/95	06/28/95	76.38	MR	1
26018053238103		AMT: 76.38			
559942	01/12/95	05/25/95	125.09	A	4
26018053247344		AMT: 125.09			
560447	07/09/94	06/06/95	0.00	PF	3
26018053123651		AMT: 63.73			
561687	12/17/92	06/26/95	112.95	A	2
26019004351367		AMT: 112.95			
561680	02/19/94	06/26/95	90.49	A	2
26018053198448		AMT: 90.49			
563447	04/02/95	07/25/95	118.90	A	1
26018053223188		AMT: 118.90			
560445	03/01/95	06/06/95	35.95	A	3
26019005166673		AMT: 35.95			
563834	05/30/95	07/28/95	53.04	A	1
26018053253276		AMT: 53.04			
559934	06/29/94	05/25/95	45.00	A,PF	4
26018053194934		AMT: 57.57			
563584	05/07/95	07/27/95	160.45	A	1
26019004321469		AMT: 160.45			
559944	02/06/95	05/25/95	72.60	A	4
26018053260198		AMT: 72.60			
559945	02/06/95	05/25/95	126.83	A	4
26018053260180		AMT: 126.83			
563446	04/18/94	07/25/95	104.00	A	1
26019004932893		AMT: 104.00			
563443	04/26/95	07/25/95	134.09	A	1
26053070998785		AMT: 134.09			
562815	04/23/95	07/17/95	83.45	MR	1
26018053275139		AMT: 83.45			
559938	02/07/95	05/25/95	270.40	A	4
26018053257376		AMT: 270.40			
561700	07/14/94	06/26/95	60.40	A	2
26018053220499		AMT: 60.40			
562189	10/06/94	07/06/95	51.15	MR	1
26018053235760		AMT: 51.15			
557636	01/14/95	04/21/95	60.30	A	4
26018053257509		AMT: 60.30			
559950	06/27/94	05/25/95	97.35	A	4
26018053112712		AMT: 97.35			

TOTAL STILL ON SYSTEM :

8,330.94



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edm*  
 DATE: July 18, 1995  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JUNE, 1995**

SUMMARY OF ACCOUNTS JUNE 1-30, 1995

Beginning Balance 7/01/95			\$ 107.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 53.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>\$ 53.00</u>	<u>\$ 0.00</u>	
Ending Balance 07/31/95			<u>\$ 160.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 06/30/95	9,546.20
July Payment	<u>0.00</u>
Balance 07/31/95	<u>\$ 9,546.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EM*  
 DATE: August 15, 1995  
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through August 10, 1995

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Placentia Library Recycling	\$ 26.10
<b>Total of Adopt-a-Book Donations</b>	<b>\$26.10</b>

Donations to Placentia Library Foundation

None	
<b>Total Foundation Donations:</b>	<b>\$ 0.00</b>

<b>TOTAL CASH DONATIONS</b>	
<b>Through August 10, 1995</b>	<b>\$ 26.10</b>

Prepared by: Charlene Dumitru





**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Charlene Dumitru, Administrative Assistant *CD*  
**DATE:** August 15, 1995  
**SUBJECT:** BUILDING MAINTENANCE REPORT FOR JULY, 1995

1. **Air Conditioning** - Repairs done to three of four units replacing malfunctioning pumps, chillers, motors, etc.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: August 15, 1995  
SUBJECT: PERSONNEL REPORT FOR JULY, 1995

RESIGNATIONS:

George Cervantes	Part-time Page (circulation) effective July 20, 1995
Dieu Nguyen	Part-time Page (circulation) effective August 10, 1995

TERMINATIONS:

None

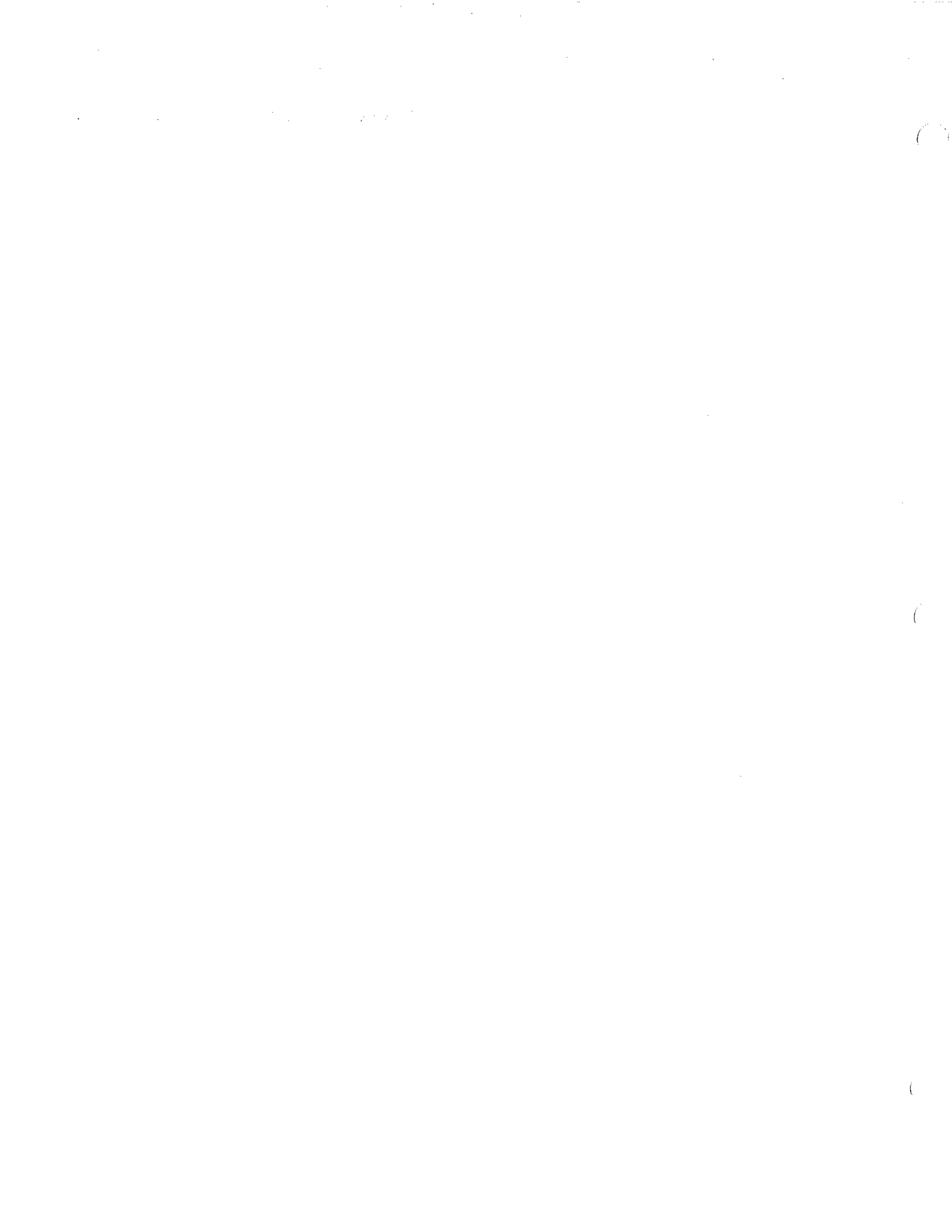
APPOINTMENTS:

None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator  
.475 FTE (19 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Gloria Clark, Volunteer Coordinator *GC*  
 DATE: August 15, 1995  
 SUBJECT: Volunteer Report for the Month of July, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 July	FY 95-96 YTD	Starting Dates	Cumulative Totals
Covington, Darlene	23.25	23.25	3/95	107.00
Deputy, Paul	30.75	30.75	7/82	5,326.75
Farris, John	12.75	12.75	1/94	147.75
Fitzgerald, Joan	23.00	23.00	10/93	479.00
Goldbaum, Mae	0.00	0.00	7/88	292.00
Joseph, Courtney	14.00	14.00		78.75
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Redinbo, Sandy	0.00	0.00	10/94	55.50
Rice, Sharon	6.50	6.50	4/95	58.75
Robinson, Marcia	6.00	6.00	9/95	10.75
Schlichter, Allan	4.00	4.00	10/93	197.25
Shaw, Dixie	3.75	3.75	5/94	36.00
Shkoler, Al	0.00	0.00		53.50
Stark, Sandra	0.00	0.00		3.75
Tapia, Gerald	4.50	4.50	6/95	5.00
Westberg, Carl	22.25	22.25	9/93	269.50
J.T.P.A.	0.00	0.00		
S.T.E.P.	84.00	84.00		
<b>TOTALS</b>	<b>234.75</b>	<b>234.75</b>		<b>7,209.75</b>

J.T.P.A. / Job Training Partnership Act.  
 S.T.E.P. / Senior Training & Employment Program

Volunteer Report for the Month of July, 1995, Page 2

**TEMPORARY VOLUNTEERS**

	FY95-96 JULY	FY95-96 YTD
Michael Chang	13.00	13.00
Chao, Christine	9.50	9.50
Chao, Hanna	19.00	19.00
Chiu, Robert	10.00	10.00
Gunewardane, Sharlini	20.00	20.00
Harnett, Tom	10.25	10.25
Kang, Jin	10.00	10.00
Knutson, Andrea	5.25	5.25
Meshreky, Mary	7.50	7.50
Nunn, Dennis	28.00	28.00
Pirayev, Odette	18.00	18.00
Rahman, Shayan	3.75	3.75
Wagner, Vella	3.5	3.5
Yada, Julie	10.25	10.25
Yang, Denny	30.25	30.25
<b>TOTAL</b>	<b>198.25</b>	<b>198.25</b>

**LVA VOLUNTEERS**

Literacy Volunteer Hours	423.00
<b>TOTAL VOLUNTEER HOURS</b>	<b>856.00</b>

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

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

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY94/95	FY95/96	FY94/95	FY95/96
January	609.75	362.75	481.00	523.00
February	455.00	511.50	680.50	509.00
March	654.00	437.50	654.00	509.00
April	352.00	554.25	603.50	467.00
May	362.50	406.25	530.50	546.50
June	383.50	386.75	479.00	297.00
July	572.25	433.00	698.50	423.00
August	506.25		488.50	
September	148.75		568.50	
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District  
 Circulation Report  
 August 15, 1995

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-9 JULY 95	FY94-95 JULY 94
1st Time Checkouts	22,509	20,536	9.61%	22,509	20,536
Phone Renewals	1,097	1,215	-9.71%	1,097	1,215
In-Building Renewals	2,401	1,912	25.58%	2,401	1,912
Total Renewals	3,498	3,127	11.86%	3,498	3,127
TOTAL CHECKOUTS	26,007	23,663	9.91%	26,007	23,663
On-Time Checkins	22,116	20,353	8.66%	22,116	20,353
Late Checkins	2,949	2,927	0.75%	2,949	2,927
TOTAL CHECKINS	25,065	23,280	7.67%	25,065	23,280
Hold Placed	450	446	0.90%	450	446
Hold Cancelled	101	82	23.17%	101	82
Hold Filled	410	436	-5.96%	410	436
Hold Expired	4	15	-73.33%	4	15
Overdue Items	906	870	4.14%	906	870
Overdue Notices	409	388	5.41%	409	388
Billing Notices	581	593	-2.02%	581	593
Patrons Registered	393	345	13.91%	393	345
Titles Added	1,101	78	1311.54%	1,101	78
Volumes Added	1,532	972	57.61%	1,532	972
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	11,135	10,202	9.15%	11,135	10,202
Juvenile Print	11,961	10,277	16.39%	11,961	10,277
Total Print	23,096	20,479	12.78%	23,096	20,479
Audio	917	1,113	-17.61%	917	1,113
Visual	1,916	2,071	-7.48%	1,916	2,071
Equipment	0	0		0	0
Total Audio Visual	2,833	3,184	-11.02%	2,833	3,184
TOTAL CIRCULATION	25,929	23,663	9.58%	25,929	23,663
Placentia Circulation	15,930	14,681	8.51%	15,930	14,681
% Placentia Circulation	61.44%	62.04%	-0.97%	61.44%	62.04%
Anaheim/Yorba Linda Circulation	4,930	4,279	15.21%	4,930	4,279
% Anaheim/Yorba Linda Circulation	19.01%	18.16%	4.68%	19.01%	18.16%
TYPES OF BORROWERS					
Adult	16,325	16,975	-3.83%	16,325	16,975
Young Adult	229	99	131.31%	229	99
Juvenile	7,074	6,347	11.45%	7,074	6,347
New Borrower	2,372	217	993.09%	2,372	217
Non Resident	0	0	0.00%	0	0
Other	7	25	-72.00%	7	25
TOTAL BORROWERS	26,007	23,663	9.91%	26,007	23,663
ATTENDANCE	36,855	33,184	11.06%	36,855	33,184
Adult Reference - In Building	1,256	1,464	-14.21%	1,256	1,464
Adult Reference - Telephone	229	231	-0.87%	229	231
Children's Reference - In Building	797	1,808	-55.92%	797	1,808
Children's Reference - Telephone	119	0	N.A.	119	0
Total Adult Reference	1,485	1,695	-12.39%	1,485	1,695
Total Children's Reference	916	1,808	-49.34%	916	1,808
Total In Building Reference	2,053	3,272	-37.26%	2,053	3,272
Total Telephone Reference	348	231	50.65%	348	231
TOTAL REFERENCE	2,401	3,503	-31.46%	2,401	3,503

New Borrower line indicates 993.09% increase because items were done in batch process





CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54	0.00			7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99	0.00			9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04	0.00			8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79	0.00			6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31	0.00			6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94	0.00			6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99	0.00			6,773.16
Mar 1992	Apr 22, 1992	4,088.44	971.48	687.48	0.00			5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63	0.00			5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.08	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.88	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,780.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,684.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995	Jul 26, 1995	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,564.68	9,073.02	2,146.99	0.00	1,732.03	73,362.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.63	616.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	350.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	584.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	588.63
May 1992	916.24	259.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	326.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,259.16	189.00	17.41	1,465.57	732.79
Apr 1995	1,213.32	204.00	23.88	1,441.20	720.60
May 1995	1,213.32	204.00	46.40	1,463.72	731.86
Jun 1995	1,213.32	204.00	4.48	1,421.80	710.90
TOTAL	16,211.14	2,724.00	256.72	18,191.86	9,095.93
AVG	1,267.60	227.00	21.39	1,515.99	757.99

DOLLARS BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	108.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	844.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	126.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,056.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
May 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Jun 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
TOTAL	2,924.34	3,118.32	578.88	23.82	8,565.78	15,211.14
AVG	243.70	259.86	48.24	1.99	713.82	1,267.60

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TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	75.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

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TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

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TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

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TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995	8.00	10.00	2.00	0.00	30.00	50.00
May 1995	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1995	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	94.00	122.00	24.00	1.00	389.00	630.00
AVG	7.83	10.17	2.00	0.08	32.42	52.50

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TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *adm*  
DATE: August 15, 1995  
SUBJECT: **Annual Report to the State Library of California for 1994-1995**

**BACKGROUND:**

Attached is a copy of the Library's annual report for the State Library of California for 1994-1995.

Filing this report is required in order to remain eligible for State and Federal funds.

**RECOMMENDATION:**

Receive and file.

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell" and "The Hon. Mr. Justice J. J. O'Connell".

**PLEASE DO NOT  
FOLD OR STAPLE**

California State Lib  
Federal-State Cooperative System for Public Library D

**CALIFORNIA PUBLIC LIBRARY REPORT 1995**

<p>REPORT YEAR equals Fiscal Year 1994-95 ending June 30, 1995</p>	<p>Library Development Services P.O. Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752</p>	<p>Due August 31, 1995 M692 DCR BASE Placentia Dist Code: P Table: 5</p>
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Type or Handwrite Changes on this page.

**DIRECTORY UPDATE**

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i> <span style="float: right;"><i>Director</i></span>	
3. Street Address. <i>411 E. Chapman Ave.</i> <i>Placentia CA 92670-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave.</i> <i>Placentia CA 92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. Library Director's INTERNET Address.	8. Library's INTERNET Address, if applicable.
9. FAX Phone. <i>(714) 528-8236</i>	10. TDD for Deaf.
11. Size Sq. Miles. <i>7.10</i>	12. House Dist. <i>39</i>
13. State Senate. <i>31</i>	14. Assembly. <i>64</i>
15. Affiliations. <del>CXA</del> , ALA, LVA, CSDA, CLC, ISDOC, <del>OCLA</del> , PLEASC, OCLN, SCLLN, NSFRE	
16. ILL Period: # Weeks. <i>3</i>	17. ILL Photocopy free up to 10 pages? <i>N</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. <i>.15/page.</i>	
19. Schedule of Main Library Service Hours. <i>M-W 12-8; Th 10-6; S 10-6; Sun 1-5.</i>	

Elizabeth D. Minter

(714) 528-1925

NAME OF CONTACT FOR QUESTIONS REGARDING REPORT DATA (Type or Print)

Phone # of Contact

Signature of Library Director.



Date. *08/10/85*

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,  
Avoid other marks/comments on page.

Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

POPULATION and OUTLETS

100. Pop. 692	100. 692
201. Pop. Children Age 0-5	201. 4,178
203. Pop. Children Age 6-14	203. 6,174
205. Registered Borrowers as of June 30.	205. 49,625
206. Children Borrowers Age 0-14	206. 2,680
207. Main Library. (if open for public service)	207. 1
208. Branches. (at least 1400 sq.ft. 7000 vols)	208. 0
209. Stations.	209. 0
210. Bookmobiles. Vehicle count.	210. 0
211. Other Outlets, Deposits.	211. 0
212. Hours per week Main Library is open.	212. 44.00

LIBRARY STAFF

251. Total count of persons employed. full and part time. (PERSONS NOT FTE)	251. 24	251. 27
252. ALA Librarians. (Full Time Equivalent) who have accredited ALA Masters.	252. 3.75	252. 3.75
253. FTE Total Librarians (ALA or other.)	253. 4.75	253. 4.75
254. FTE Special Professionals	254. 1.00	254. 1.00
255. FTE Lib. Tech. Assistants.	255. 3.50	255. 3.5
256. FTE other.	256. 5.50	256. 6.85
257. FTE Volunteers, Average FTE per week (not hours)	257. 5.40	257. 5.31



CALIFORNIA PUBLIC LIBRARY REPORT

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**INCOME**

Report whole dollars only, omit cents.  
Enter funds for operational expenses,  
and for capital outlay.

	100. 692	100. 692
301. Local Government: taxes and allocations. (includes \$'s from 305. & 307.)	301. 937,022	301. 801,264
302. State funds: CLSA and PLF.	302. 86,937	302. 74,112
303. Federal funds: LSCA or other.	303. 0	303. 0
304. Other Income. (includes \$'s detailed in 306, below.)	304. 49,480	304. 68,397
305. Special District Augmentation funds for counties and districts.	305. 0	305. 0
306. Gifts, Fines, Fees and local fund raising.	306. 106,395	306. 61,786
307. Contract Payments. from another jurisdiction.	307. 0	307. 0
308. Capital Outlay.	308.	308. 0

CALIFORNIA PUBLIC LIBRARY REPORT

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Response for  
FY 1993-94

Type Rspnse for  
1994/95 in box below.

STANDARD OPERATING EXPENDITURES

Local, State and Federal funds.

	100. 692	100. 692
401. Salaries.	401. 554,886	401. 518,988
402. Benefits. If paid by Library.	402. 138,105	402. 104,740
403. Print Materials.	403. 26,442	403. 62,888
404. Current Serial Subscriptions.	404. 5,606	404. 9,414
405. Microforms.	405. 3,938	405. 500
406. Audiovisual materials.	406. 1,180	406. 134
407. Other materials.	407. 0	407. 10,068
408. All other Operating Expenditures.	408. 375,182	408. 439,715
409. Capital outlay. Include sites, buildings, vehicles, original equipment.	409. 0	409. 71,800

**CALIFORNIA PUBLIC LIBRARY REPORT**

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding  
Type Responses in indicated area ONLY,  
Avoid other marks/comments on page.

Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

**EXPENDITURES - Detail**

501. Postage and Delivery.

100. 692

100: 692

501. 0

501: 1,768

502. Telephone and Other  
Telecommunications.

502. 9,478

502: 11,134

503. Contracted Computer Services.

503. 3,500

503: 3,500

504. Online Database Searching.

504. 0

504: 0

505. Preservation.

505. 0

505: 0

506. Expenditure for Children's  
Materials.

506. 6,619

506: 14,134

507. Adult Literacy Program.

507. 73,053

507: 55,919

508. Transfer to City/County divisions  
for services: maint, accounting, etc.

508. 10,487

508: 23,932

509. Payments for Contract Service  
to another jurisdiction.

509. 37,392

509: 37,960

510. Estimate of Services & Supplies  
benefiting the library that were  
paid for by other City/County  
Division for report year.

510. 0

510: 0

**PUBLIC LIBRARY FUND**

511. Amount of PLF funds included in  
Total Operating Expenditure.

511. 15,625

511: 16,036

512. PLF expended for Library Materials.

512. 15,625

512: 16,036

513. PLF expended for Personnel.

513. 0

513: 0

514. Hours of service provided by  
PLF-paid Personnel.

514. 0.00

514: 0

515. PLF expended on General Operating  
budget.

515. 0

515: 0

516. PLF expended on Special Projects.

516. 0

516: 0

517. PLF difference from Allocation.

517. 0

517: 0

CALIFORNIA PUBLIC LIBRARY REPORT

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Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

COLLECTIONS

All entries are annual for fiscal year,  
and are in units or items.

100. 692		100. 692
601. Books Added Cataloged.	601. 3,982	601. 2,147
602. Books Adult/YA Added Cataloged.	602. 2,697	602. 1,702
603. Books Added Uncataloged.	603. 8,477	603. 1,813
604. Children's Books. Added; Cataloged.	604. 1,285	604. 445
605. Children's Books. Added, Uncataloged.	605. 3,068	605. 474
606. Books Total Held as of June 30.	606. 153,681	606. 152,845
607. Books Children Held as of June 30.	607. 41,245	607. 41,178
608. Books Adult/YA Held as of June 30.	608. 104,672	608. 105,335
609. Leased Books. Inventory on hand.	609. 0	609. 0
610. Government Documents in separate collections.	610. 96	610. 90
611. Microfilm (reels).	611. 1,224	611. 1,234
612. Microforms (not microfilm).	612. 3,875	612. 3,399
613. Children's Audio Materials held as of June 30.	613. 0	613. 32
614. Total Audio Materials.	614. 8,877	614. 9,063
615. Films.	615. 0	615. 0
616. Children's Video Materials held as of June 30.	616. 242	616. 225
617. Total Video Materials.	617. 1,794	617. 6,531
618. Number of Current Periodical and Serial Subscriptions.	618. 242	618. 16
619. Book Titles Added (Cataloged)	619. 2,714	619. 0
620. CD-ROMS Data disks only, not Audio/Video or public catalog.	620. 10	620.
621. Serial Volumes held as of June 30.	621. 0	621.

CALIFORNIA PUBLIC LIBRARY REPORT

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Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692		
701.	0	
702.	0	
703.	0	
704.	0	
705.	0	
706.	0	
707.	0	
708.	0	
709.	0	
710.	0	
711.	26	
712.	1	

100. 692		
701.	0	
702.	0	
703.	0	
704.	0	
705.	0	
706.	0	
707.	0	
708.	0	
709.	0	
710.	0	
711.	15	
712.	3	

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751.	0	
752.	0	
753.	0	
754.	0	
755.	0	
756.	0	
757.	0	
758.	0	
759.	0	
760.	0	
761.	736	
762.	1,449	

751.	0	
752.	0	
753.	0	
754.	0	
755.	0	
756.	0	
757.	0	
758.	0	
759.	0	
760.	0	
761.	751	
762.	1,452	

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

LIBRARY SERVICES, ANNUAL.

	Response for FY 1993-94	Type Response for 1994/95 in box below.
100. 692		100. 692
801. Total Public Service Hours.	801. 2,208	801. 2,208
802. Attendance in Library.	802. 387,439	802. 312,625
803. Reference Questions. Omit Directional.	803. 36,561	803. 28,787
804. Online Database Searches.	804. 0	804. 35
805. Circulation of Children's Materials.	805. 107,364	805. 103,471
806. Circulation Non-English.	806. 4,365	806. 3,657
807. Circulation Non-Book.	807. 38,022	807. 31,608
808. Total Circulation.	808. 275,430	808. 245,879
809. Children's Circ as Percent of Total Circulation.	809. 38.98	809. 42.08
810. In-Library use of Materials.	810. 54,941	810. 49,447
811. ILL loans to others.	811. 2,812	811. 2,570
812. ILL loans received.	812. 3,298	812. 3,231
813. Pre-School Programs. Number.	813. 92	813. 65
814. Pre-School Programs. Attendance.	814. 1,116	814. 972
815. School Age Programs. Number.	815. 220	815. 267
816. School Age Programs. Attendance.	816. 7,331	816. 8,617
817. Adult Programs. Number.	817. 69	817. 75
818. Adult Programs. Attendance.	818. 1,091	818. 1,555
819. Total Programs. Number.	819. 381	819. 407
820. Total Programs. Attendance.	820. 9,538	820. 11,144

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for  
FY 1993-94

Type Response for  
1994/95 in box below.

SALARY SURVEY

Survey is of monthly ranges  
for selected classifications.  
Leave sections blank if inappropriate.  
But do not divide sections or  
add new ones. List monthly ranges,  
whole dollars only, omit cents.

		100. 692	100. 692
901. Director (monthly rate)	Begin	901. 5,900	901. 6,006
902. Director (monthly rate)	Final	902. 5,900	902. 6,006
903. Assistant Dir.	Begin	903.	903.
904. Assistant Dir.	Final	904.	904.
905. Chief Lib. Div.	Begin	905. 3,758	905. 3,825
906. Chief Lib. Div.	Final	906. 4,807	906. 4,895
907. Branch Libn.	Begin	907.	907.
908. Branch Libn.	Final	908.	908.
909. Librarian	Begin	909. 2,355	909. 2,397
910. Librarian	Final	910. 3,012	910. 3,066
911. Lib. Tech. Asst.	Begin	911. 1,990	911. 2,026
912. Lib. Tech. Asst.	Final	912. 2,547	912. 2,587
913. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin	913. 1,483	913. 1,508
914. Clerk Non-Pro. (Beginning)	Final	914. 1,896	914. 1,930
915. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin	915. 2,361	915. 2,316
916. Mgr. of Spec. Service. (non-MLS)	Final	916. 2,911	916. 2,964

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding  
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Avoid other marks/comments on page.

Type Response for  
FY 1994/95 in box below.

Special Report, 1994/95

ELECTRONIC SERVICES

100. 692

INTERNET ACCESS FOR YOUR LIBRARY

851. Library has access to the Internet for electronic mail?  
(0 = No; 1 = Yes)

851. 1

852. Library has access for other Internet services as well as e-mail?  
(e.g. Telnet, gopher, ftp, WWW, etc.) (0 = No; 1 = Yes)

852. 1

INTERNET AVAILABILITY

(Answer 853-855 only if your answer to 852 is 1 (Yes))

853. Internet available ONLY to library staff?  
(0 = No; 1 = Yes)

853. 1

854. Internet available to staff AND to patrons, but ONLY through  
a staff intermediary? (0 = No; 1 = Yes)

854. 0

855. Available to patrons for their own direct use as well as to staff?  
(0 = No; 1 = Yes)

855. 0

OTHER ELECTRONIC SERVICES

856. Is direct patron access to other electronic services available?  
(e.g. bibliographic & full text databases; multi-media products)  
(0 = No; 1 = Yes)

856. 1

ONLINE LIBRARY SYSTEMS

857. Library uses an integrated, online library system, with at  
least 2 of the following modules operational: opac,  
circulation, acquisitions, serials control?  
(0 = No; 1 = Yes)

857. 1



California State Library  
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 1995

Outlets Survey Due August 31, 1995  Mail to:	Library Development Services P. O. Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752	Placentia Dist. M692 CA0096.001
---	--	---------------------------------------

1. Outlet: *Placentia Library*

2. Director: *Elizabeth D. Minter*

3. Title: *Library Director*

4. Street Address: *411 E. Chapman Ave.*

5. Mail Address:

6. City: *Placentia*

7. Mail City:

8. County: *Orange County*

9. Zip: *92670-6198* 10. Mail Zip:

11. Public Phone: *(714) 528-1906* Ext: 12. FAX Phone: *(714) 528-8236*

13. Type of Outlet: CE  
BR = Branch; ST = Station; CE = Central Library; OT = Other Outlet

14. MSA (Metropolitan Statistical Area) Status: 2  
0 = Not in MSA; 1 = In city limits of the central city of an MSA;  
2 = In an MSA, but not w/in the central city limits.

15. This Facility is Owned by: SPDT

\*City = CITY      \*County = CNTY      \*Special District = SPDT      \*Public School = PSCH  
\*Other Public Agency = PUAG      \*Private Agency/Person/etc. = PRIV      \*Multiple = MULT

16. Degree of Adequacy of this Facility:  
Scale: 1=Poor to 10=Excellent

17. This Facility is in need of: RMDL  
\*Remodeling = RMDL \*Expansion = EXPN  
\*Remodel & Exp = RMEX \*Replacement = RPLC

CALIFORNIA LIBRARY OUTLETS SURVEY 1995

M692

Placentia Dist.

Outlet Name: Placentia Library

For OCR Scanning: Please Avoid Folding  
Type Responses in indicated area ONLY.  
WHERE THE DATA ON FILE IS CORRECT,  
YOU MAY LEAVE THE UPDATE/  
CORRECTIONS COLUMN BLANK.

	Data Currently On File	Update/Corrections For 1994/95
	100. 692	100. 692
	120. 0096.001	120. 0096.001
285. Population Served By Outlet.	285. 44,070	285. 47,020
286. Total Outlet Staff, in FTE.	286. 14.75	286. 16.35
287. Hours Open, Weekly.	287. 44	287. 44
288. Hours Open, Annually.	288. 2,208	288. 2,208
289. Total Number of Volumes Held by Outlet.	289. 153,681	289. 152,845
290. Total Annual Circulation by Outlet.	290. 275,430	290. 245,879
291. Total Outlet Operating Expenditure.	291. 1,105,339	291. 1,218,247
292. Year in which Outlet was Originally Built.	292. 1974	292. 1974
293. Year in which Outlet was Remodeled.	293.	293.
294. Size of Outlet, in sq. ft.	294. 28,800	294. 28,800
295. Number of Reader Seats in Outlet.	295. 175	295. 175

**TO:** Library Board of Trustees

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

**DATE:** August 15, 1995

**SUBJECT:** Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995

**BACKGROUND:**

Attached is a copy of the District's Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995.

Filing this report is required in order for the District to remain eligible for future Families for Literacy Grants.

**RECOMMENDATION:**

Receive and file.

CALIFORNIA STATE LIBRARY  
1994-95 FAMILIES FOR LITERACY PROGRAM

Final Report  
Monday, July 31, 1995

NAME OF LIBRARY Placentia Library District  
PERSON COMPILING REPORT Jeanne Walters FFL Coordinator  
PHONE NUMBER (714) 524-8408 Signature Title

A. Program Participants and Partners

1. Number eligible Families participating through 6/30/95 35 (families can participate in a number of different ways; not all must attend programs to participate)
2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
34	1	51	16	5	0

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic		12	14	3		1			30
Native American									
Pacific Islander									
White									
TOTAL		12	14	3		1			30

Five of the adults did not give information concerning their age.

**Ethnicity**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black	1				1
Hispanic	50	16	5		71
Native American					
Pacific Islander					
White					
<b>TOTAL</b>	<b>51</b>	<b>16</b>	<b>5</b>		<b>72</b>

**Primary Language of Children**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	50	16	5		71
Portuguese					
Vietnamese					
English	1				1
Hmong					
Pacific Island Languages					
Other					
<b>TOTAL</b>	<b>51</b>	<b>16</b>	<b>5</b>		<b>72</b>

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburgh HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

<u>Community Partner</u>	<u>Role</u>
City of Placentia	- Provided meeting facilities and support services for facilities
Placentia Chamber of Commerce	- Provided venue for community networking
Placentia/Yorba Linda Unified School District	- Provided school busses for transportation to and from the library and ESL classes
Placentia/Yorba Linda Unified School District Adult Education office	- Secured facilities for ESL classes and childcare
	- Provided ESL-teacher
	- Recommended persons for bilingual childcare worker positions
	- Prepared and sent flyers advertising the ESL classes and FFL program to Placentia residents
	- Contributed to the payment of transportation costs
Scholastic Book Fairs, Inc.	- Donated books to the FFL program for distribution to families
	- Gave books directly to participating families
	- Allowed participants to come to one of their local warehouses on a field trip, organized an appearance by Clifford, and made other special arrangements for the families' enjoyment
Yorba Linda HeadStart	- Referred families to the program

B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 12 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only pre-schoolers? Attach your list of children's books purchased for this purpose.

Initially, books were distributed to families every other week at the weekly programs. Beginning, March 1, books began to be distributed every week. A couple of copies of several book titles were taken to the programs, and the parents and children were able to choose the books that they wanted. Parents could choose one book for each child at home. This allowed the older children to benefit from the parents' involvement in the program.

List of books available for distribution

500 Palabras nuevas para ti/ 500 Words to Grow On  
Ahora sé acerca de los Animales en su Infancia  
Alexander, que era rico el Domingo pasada  
Alexander y el día terrible, horrible, espantoso,  
Animales salvajes de punto a punto  
Así es mi mundo: la Constitución  
Autobus escolar, El  
Aviones, Los  
Backyard insects  
Beach day  
Berenstain Bears go out for the team  
Birthday Cake, The  
Bosque tropical, El  
Bread, bread, bread  
Brenda's private swing  
Buenas acciones de Clifford, Los  
Bunny trouble  
Bunny runs away  
Buzz, said the bee  
(continued on next page)

- 1a. Average number of books per child actually distributed 8.4.
- 1b. Total number of books distributed as of 6/30/95 (12 months) 604.
- 1c. Number of books received by children under 5 (full fiscal year) 452.
- 1d. Number of books received by children over 5 (full fiscal year) 152.

**B1. continued**

Caballos, Los  
Cat in the Hat, The  
Clifford and the grouchy neighbors  
Clifford's birthday party  
Clifford, el gran perro colorado  
Clifford goes to Hollywood  
Clifford's manners  
Clifford's puppy days  
Clifford va de viaje  
Colors and shapes  
Conejo de pana, El  
Contento Juan (Un libro primera de lectura)  
Corduroy  
Corduroy (spanish edition)  
Cuento para la hora de dormir de Big Bird, Un  
Dia de nieve, Un  
Dressing  
Estación de los bomberos, La  
Familia de Clifford, La  
Family  
Fiesta  
Five Minutes Peace  
Freddie's Spaghetti  
Funcion de giteres, Una  
Galleton de jengibre, El  
Gallinita Roja, La  
Good Work Amelia Bedelia  
Goodnight Moon  
Green Eggs and Ham  
Grover Learns to Read  
Grow with Clifford: Grow chart.  
Halloween performance, The  
Harry y el terrible Quiensobeque  
Hats, hats, hats  
Hello, Amigos  
Hop on Pop  
House is a house for me, A  
How Spider Saved Easter  
How My Parents Learned to Eat: Cassette  
Hoy fue mi Primer dia de Escuela  
Hungry Thing Returns: cassette, The  
If you give a Mouse a Cookie  
Itchy Itchy Chicken Pox  
Just a Daydream  
Just Me and My Puppy  
Let's take a walk/vamos a caminar  
Let's eat  
Let's play/vamos a jugar



**B1. continued**

Little Bunny's Easter Surprise  
Little Red Hen, The  
Llega la noche  
Look and listen fire trucks  
Look, look, look  
Lunch boxes  
Lyle, Lyle Crocodile: Cassette  
Maravillas de la selva, Las  
Mariquita malhumorada, La  
Mi abuela y yo  
Mirame!  
Miss Nelson is missing  
Miss Nelson is missing: Cassette  
Mitten, The  
Mitten: cassette, The  
Monkey see, monkey do  
More spaghetti, I say  
Mostrando y contando  
Mother's helper  
Murmullo es silencioso, Un  
My family/ Mi familia  
My first book of counting  
My numbers/Mis numeros  
My clothes/Mi ropa  
My house/mi casa  
Neuvo bebe, El  
Oruga muy hamdriente, La  
Osos Berenstain en la oscuridad, Los  
Osos Berenstain y el cuarto desordenado  
Pastel de cumpleaños, El  
Pequeña locomotora que sí pudo, La  
Pets  
Pigs in Hiding  
Piñatas, piñates  
Playing  
Podría ser un mamífero  
Pop-Up Ballerina Bear  
Ratoncito zapata y el rey chimuelo  
Roberto Clemente, un joven heroe del beisbol  
Roller skates  
Rumpelstiltskin  
Samuel,el espantapajaros  
School Bus  
Seven blind mice  
Sheep in a jeep: cassette  
Sherman is a slowpoke  
Shopping trip  
Siempre te querre

**B1. continued**

Siete hermanos chinos, Los  
Sombreros, gorras, y cachuchas  
Sorpresa Navidena  
Sword in the stone, The  
Tamarindo Puppy, The  
Tantos ninitos!: cassette/ Teacher's Guide  
Tantos ninitos!  
Teeny Tiny Woman: cassette, The  
Ten, nine, eight  
Ternero recién nacido, El  
Tres en la tina  
Tres cerditos, Los  
Tres en la tina: Teacher's Guide/ Cassette  
Tu mama es una llama?  
Twinkle, Twinkle, Little Bug  
¡Vamos al supermercado!  
Velveteen Rabbit, The  
Ven hacia arriba!  
Visita a la estacion de bomberos de Sesame Street, Una  
Visita a la Biblioteca de Sesame Street, Una  
Visita al hospital de Sesame Street  
Vivan las formas!  
Wednesday is Spaghetti Day  
What color?/Qué color?  
Wheel away  
Where the wild things are  
Where do I put my toys?  
Where do I put my books?  
Where do I put my food?  
Where do I put my clothes?  
Working  
Yo puedo leer sobre las aves  
Yo puedo leer sobre los camiones y los carros  
Yo puedo leer sobre los dinosaurios  
Yo puedo leer sobre los indios  
Zarigüeya y el gran Creador de Fuego, La

2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family parties, events, storytimes.)

Meeting are held once a week for two hours in the Library's Meeting Room. Typically, each program consists of 30-45 minutes of stories and crafts that include both parents and children. The remainder of the two hours is used in a variety of ways that differ from week to week. Examples of some of these ways are tours of the library, training in finding library materials, training in using the library's computer catalog, training in selecting books for children, and training in creating a reading environment at home.

During the second half of the year, parents were also given opportunities to practice reading children's books out loud and to discuss the books that they had read.

- 2a. Total Number of FFL Meetings Held as of 6/30/95 (full fiscal year) 36
- 2b. Total Number of Attendees as of 6/30/95 (full fiscal year) 954
- 2c. Total Number Different Families attending programs in public library settings as of 6/30/95 (full fiscal year) 69
- 2d. Total Number Different, Eligible Families attending programs in library settings as of 6/30/95 (full year) 35
- 2e. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

All family storytimes are currently held at the Library.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

When a family joins the program, they are given a "Calendar of Home Activities". This calendar has an activity for each day of the year that can be done at home by parents and children. These activities primarily involve reading or the development of pre-reading skills. Parents are encouraged to do these activities at home and are given an opportunity to share their experiences at the following

(continued on next page)

**(B.3 continued)**

week's program. If a family has done at least one of the activities during the week, they are encouraged to continue doing them by being allowed to choose a gift for their children from a selection of stickers and small toys.

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

The English language instruction component of the FFL program is taught by a credentialed ESL teacher. Her professional training has included techniques for the inclusion of language experience stories and children's literature in classroom curriculum. Some of the techniques that she has used to expose students to literature include Directed Reading and Thinking Activities (DRTA), role playing, and pictorial charts. Assessment has been done through Cloze testing and "Who's got my answer" techniques.

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Parents have received training in book selection for their children through a video presentation entitled "Reading to your children." The video discusses the types of literature that are appropriate for different age groups, as well as different sources for books. Parents have also been given opportunities to practice choosing books for their children at the weekly programs and during a field trip to a local Scholastic Book Fairs warehouse.

- 6) Do you provide FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

At times the local elementary schools have had "in-service" days during which the students have been excused from school. Parents have been encouraged to bring their school-age children to the program on these days, and the older children have joined in the activities enthusiastically.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

Parents are given training in library skills during the weekly meetings held at the Library. This training includes a tour of each Library department given by the appropriate department head. Training in the Dewey Decimal System and use of the Library's computer catalog system is also included. Special sections such as nutrition, childcare, and health care are emphasized, and books from these sections are used as examples at programs throughout the year.

There is also a section in the Children's Department called the "Parent/Teacher" section. It contains books on reading to children at home, parenting skills, arts and crafts, and any topic that might be of interest to parents or teachers.

**(B.7. continued)**

A video entitled "Reading to your children" has also been used several times. It discusses and models parenting skills as they relate to reading.

- 8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Child care services are provided twice a week during the adult ESL classes and at appropriate times during the weekly Library program. This allows the parents to fully concentrate on their lessons. For participants who do not have their own transportation and live too far from the meeting locations to walk, transportation to the Library and the ESL classroom is also provided.

- 9) How do you recruit your families for FFL? Is that effective? Describe any effective retention strategies?

Recruitment is accomplished through brochures sent out by the Adult Education Department of the Placentia-Yorba Linda Unified School District. The FFL program is offered as a component of one of the regularly scheduled ESL classes. These brochures are written in both English and Spanish and are received by all households in Placentia.

Students receiving instruction by tutors provided by Placentia Library Literacy Services (PLLS), which is the name of the Adult Literacy Department at Placentia Library, are also encouraged to participate in the program.

This is the second year that the FFL program has used these brochures as a method of recruitment and the response from them has been very good.

There are no formal retention strategies at this time

- 10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

<u>FFL Position</u>	<u>Hours per week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
Coordinator	20	partially	Library budget
Childcare staff	22	partially	Library budget
Translator	2	yes	

11) How do you determine or measure success in your FFL program?

How do you track the progress of your adults and children as they move through their FFL involvement?  
(please attach copies of any pre and post surveys which you have developed or use)

Weekly attendance is taken and both total attendance and individual consistency is noted. It is also noted if students from a previous semester or year return to the program following a semester break.

Program evaluation forms were distributed in November and June. Participants were asked to discuss their reading habits at home and their attitudes toward reading, books, and libraries. Responses on the two forms were compared to see if changes had occurred as a result of participation in the program.

C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original Plan of Service proposal. Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

The major component of the FFL program at Placentia Library District is the weekly program which is held at the Library. The continuation of this program would not be possible were it not for the support and assistance of the entire Library staff. The Circulation Supervisor and pages can be counted on to have the meeting room set up according to the particular needs of any one week. The Library's Principal Librarian and the Literacy Departments' supervisor is always willing to discuss problems and their solutions and to serve as a sounding board for new ideas. The Children's Librarian readily shares her ideas and her experience. The Coordinator of the Adult Literacy office continually offers support and encouragement and proactively works to improve the Adult Literacy program which in turn serves to improve the FFL program.

(continued on next page)

- 2) An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Describe your relationship with Children's Services in your library and how you have worked together in FFL.

There is a continual interchange of information between the Children's Department and the FFL program. Programs developed by the Children's Librarian are used during some of the FFL weekly meetings. Books and activities used by the FFL Coordinator are recommended in turn to the Children's Librarian.

The FFL Coordinator also works 10 hours a week as an assistant in the Children's Department. This provides additional exposure to materials and resources and additional time to discuss ideas and plans with the Children's Librarian.