

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

November 14, 1994

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

7:31 pm

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

Stank / Evans

3. Minutes of the October 17, 1994, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Stank / Shtab

Alister - Rzy

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).

Trustee Toolkit being updated.

~~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

~~6.~~ Friends of the Library Board of Directors Report.

Presentation: Library Board President

~~7.~~ Placentia Library Foundation Board of Directors Report and Request to Lease and Operate the District's Vending Machine.

Presentation: Trustees Stark and West

Recommendation: Approve lease of vending machine effective November 1, 1994, at \$1.00 per year, with the Foundation responsible for all costs of operation.

Stark / West

7a. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

CLAIMS (Items 8 -10)

Presentation: Library Director
Recommendation: Approve by Motion

Stark / West

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

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$3,992.57.

10. Current Claims and Payroll. (Approve)

Current Claims of \$28,388.98; Payrolls 3215, and 3216, for a cumulative payroll total of \$44,997.70
Combined total of Current Claims and Payroll of \$73,386.68.



FINANCIAL REPORT (Items 11 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 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.

Wendy Stone

- 11. Financial Reports for October, 1994. (Receive & File)
- 12. Office General Ledger & Check Registers for October, 1994. (Receive & File)
- 13. Overdue Collection Report for October, 1994. (Receive & File)
- 14. Debit Card System Reimbursement Report for October, 1994. (Receive & File)
- 15. Gifts Report for October, 1994. (Receive & File)

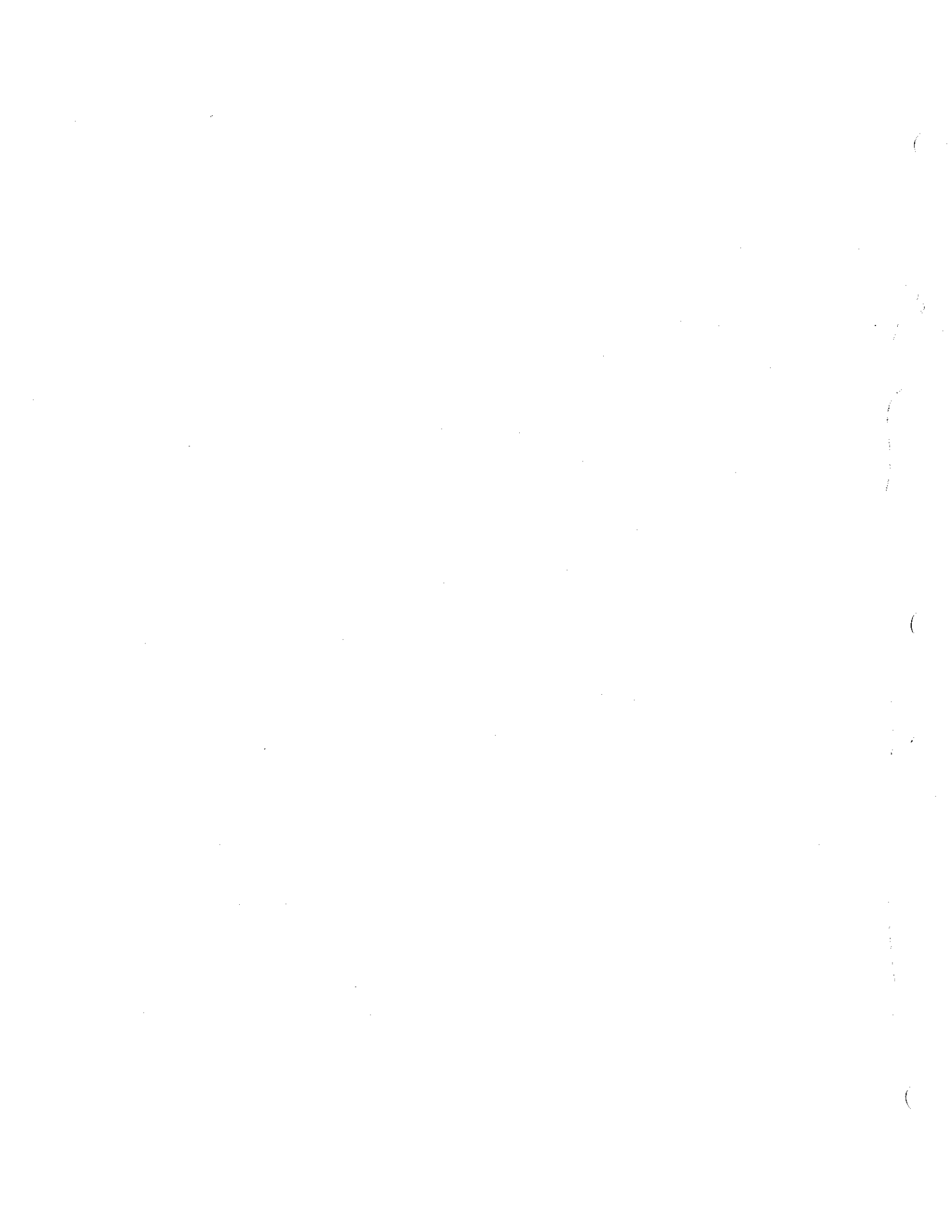
GENERAL CONSENT CALENDAR (Items 16 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 - 23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

She/Car

- 16. Building Maintenance Report for October, 1994. (Receive & File)
- 17. Personnel Report for October, 1994. (Receive, File, and Ratify Appointments)
- 18. Volunteer Report for October, 1994. (Receive & File)
- 19. Circulation Report for October, 1994. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 21. Submission of Placentia Library Literacy Services' Plan of Service for 1994-1995 to the State Library of California. (Receive & File)
- 22. Submission of Placentia Library Literacy Services' Report for the First Quarter of 1994-1995 to the State Library of California. (Receive & File)
- 23. Submission of the District's Certification for the Public Library Fund Grant for 1994-1995 to the State Library of California. (Receive & File)



CONTINUING BUSINESS

24. Adoption of Corrected Resolution 94-6.

A typographical error was made in the preparation of Resolution 94-6 which adopted the Fiscal Year 1994-1995 Budgets. The Orange County Auditor's Office has requested that a corrected resolution be adopted and submitted for the official files in its Office.

Presentation: Library Director
Recommendation: Adopt Resolution 94-6 as Corrected November 14, 1994.

25. Review of Project Status and Presentation of the Color Boards for the LSCA Title II Handicapped Remodeling Project.

Presentation: Library Director
Recommendation: Select colors and finishes for project.

NEW BUSINESS

STAFF REPORTS

26. Program Report for the Month of October, 1994. (Program Committee)
27. Children's Services Report for the Month of October, 1994. (Schneider)
28. Acquisitions Report for October, 1994. (Shook)
29. Publicity Materials produced for the Month of October, 1994. (Willauer)
30. Placentia Library Literacy Services Report for the Month of October, 1994. (Matas)
31. Families for Literacy Project Report for the Month of October, 1994. (Walters)
32. Placentia Pride Committee Report for October, 1994. (Ammar)

ADJOURNMENT

33. Agenda Preparation for the December 19, 1994, Regular Meeting.
34. Review of Action Items.

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

35. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 14, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, November 9, 1994.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Nov 14-20	Children's Book Week
Nov 18 (Fri)	Rose Institute Presentation of Preliminary Findings on Orange County Governmental Study, Irvine City Hall, 1:00 P.M.
Nov 18 (Fri)	Camp Library.
Dec 2 (Fri)	Elected Trustees take Office at NOON, after taking the official oath of office.
Dec 5 (Mon)	LVA Placentia Board Meeting, 6:30 P.M. (Dinsmore)
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore Stark)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 3 (Tues)	Semi-annual campaign statement due for the period ending December 31, 1994.
Jan 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jan 28 (Sat)	Friends Author's Luncheon, Alta Vista Country Club, NOON
Feb 3-9	American Library Association Midwinter Meeting, Philadelphia
Feb 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 21 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 20 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 23-25	Public Library Association Annual Seminars, Chicago.
Apr 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark Dinsmore)
Apr 9-15	National Library Week: Libraries Change Lives.
Apr 17 (Mon)	Library Board Meeting, 7:30 P.M.
May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore Stark)



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

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 17, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 17, 1994 at 7:33 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Members Absent: Trustees Ray Evans and Al Shkoler

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Trustee-elect Robin Masters.

**ADOPTION OF
AGENDA**

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

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

Trustee Shkoler arrived at 7:36 P.M.

MINUTES

It was requested that some typographical errors in the Minutes be corrected.

It was moved by Trustee West, seconded by Secretary Stark that the Minutes of the Regular Meeting of the Board of Trustees of September 19, 1994, be approved as corrected.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore expressed appreciation for the 75th Anniversary Celebration held on October 16, 1994, and complimented Suad Ammar, Cheryl Willauer and all the Staff for their work in preparation for the event. President Dinsmore reported that the program went well and that the audience enjoyed seeing Huell Howser.

**FRIENDS OF THE
LIBRARY**

Library Director Minter reported that the Friends of the Library Booksale will be held November 3-6, 1994.

The Friends will be sending two representatives to the California Library Association Friends Day on November 10, 1994.

Library Director Minter also reported that the new shelving the Friends purchased for the Children's Department has been installed.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore referred to the Literacy Volunteers of America Report for the month of September as presented in the Board Packet.

**PLACENTIA
LIBRARY
FOUNDATION**

Trustee West reported that the formation of the Placentia Library Foundation was announced at the 75th Anniversary Celebration. Three inaugural donors were acknowledged at the Ceremony.

CLAIMS

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$5,409.64; and Current Claims and Payroll in the amount of \$75,763.17.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to approve Agenda Items 12 through 16: Financial Reports for September, 1994; Office General Ledger and Check Registers for September 1994; Overdue Collection Report for September, 1994; Vending machine report for September, 1994; and Gifts Report for September, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Secretary Stark to receive, file and approve Agenda Items 17 through 26: Building Maintenance Report for June, 1994 (Receive & File); Personnel Report for September, 1994 (Receive, File & Ratify Appointments); Volunteer Report for September, 1994 (Receive & File); Circulation Report for September, 1994 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report of Financial Transactions of Special Districts, Fiscal Year 1993-1994 (Receive & File); Fiscal Year 1994-1995 Audit of Financial Transactions Management Letter (Receive & File); Transmittal of the Meeting Room Policy as revised September 19, 1994 (Receive & File); Transmittal of the Conflict of Interest Code as revised September 19, 1994 (Receive & File); Submission of the 321 Grant (California Department of Education for Adult Literacy Program) General Assurances Documents for Fiscal Year 1994-1995 (Receive & File).

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

LSCA TITLE II

It was moved by Trustee Shkoler, seconded by Trustee West to Receive and File status report submitted by Dan L. Rowland and Associates, AIA, Inc. Architecture and Planning on the LSCA Title II handicapped accessibility remodeling project of the Library.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 29 through 35: Program Report for the Month of September, 1994; Children's Services Report for the Month of September, 1994; Acquisitions Report for September, 1994; Publicity Materials produced for the Month of June 1994; Placentia Library Literacy Services Report for the Month of September, 1994; Families for Literacy Project Report for the Month of September, 1994; and Placentia Pride Committee Report for the Month of September, 1994.

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

Minutes, Regular Meeting of October 17, 1994, Page 4

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:45 P.M.

Sandra M. Stark, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: October 17, 1994
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Tuesday, October 3, 1994. Library Director Elizabeth Minter and Trustee Ray Evans attended the Meeting.

The Board spent most of its meeting discussing the schedules and volunteer needs for the Library's 75th Anniversary Celebration on October 16, 1995.

The next Super Booksale will be November 3, 5 and 6. The Library has prepared bookmarks and will prepare the flyers in the next week or two.

The next meeting is scheduled for Monday, November 7, 1994. Trustee Shkoler is scheduled to attend as the representative of the Library Board.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ehz*
DATE: November 14, 1994
SUBJECT: **Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, November 7, 1994. Library Director Elizabeth Minter and Trustee Al Shkoler attended the Meeting.

The Board spent most of its meeting discussing the schedules and volunteer needs for the Super Booksale scheduled for November 3, 5 and 6.

The Friends approved payment for the new picture book shelving in the southwest corner of the Children's Department. A plaque commemorating the gift will be installed in the next few weeks.

The Board discussed the plans for the 1995 Author's Luncheon scheduled for January 28, 1995, at Alta Vista Country Club. Since there are only eight seats per table the goal is to sell 28 tables, 224 tickets. Last year approximately 180 tickets were sold.

Treasurer Marge Dailey was asked to represent the Friends Board at the SLS SAB Banquet on November 10, 1995 at the Hyatt Alicante in Garden Grove.

President Pat Irot and Board Member Nita Godwin agreed to attend the Friends Day activities and luncheon at the California Library Association Meeting in Anaheim on Monday, November 14, 1995.

The next meeting is scheduled for Monday, December 5, 1994. President Dinsmore is scheduled to attend as the representative of the Library Board.





Placentia Library Foundation

411 East Chapman Avenue, Placentia, CA

92670-6198

714-528-1925

Board of Directors

Sandra M. Stark

President

Fred D. West

Secretary

David D. Hiskey, Esq.

A.C. "Pat" Irot

Charles A. Munson, C.P.A.

Elizabeth D. Minter

Ex Officio

November 10, 1994

Placentia Library District
Board of Trustees
411 E. Chapman Ave.
Placentia, CA 92670

Dear Board of Trustees:

As the foundation is getting underway, the suggestion was made that we look for a source of funds to cover our minimal operational costs so that all funds contributed to the foundation will go directly into our endowment fund.

Elizabeth Minter suggested that we ask the Board of Trustees to lease the vending machine to the foundation for \$1.00 a year to use the profits for our operational costs.

On a motion by Pat Irot and a second by Charles Munson the Library Foundation formally requests the Library District to lease the vending machine to the Foundation for \$1.00 per year with the beginning date of November 1, 1994.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Fred D. West".

Fred D. West
Secretary

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: November 14, 1994
SUBJECT: Literacy Volunteers of America Board Report for the month of October

The Board of Directors of Literacy Volunteers of America-Placentia met on October 24, 1994. Literacy Coordinator Matas and Principal Librarian Ammar attended the meeting.

The value of participating in the annual Heritage Days Festival was discussed. Board members felt that the exposure of participating in the parade might be of as much value as staffing a booth. The possibility of participating in next year's Yorba Linda Fiesta Day was also discussed.

Due to the continued absence of the Student Representative to the LVA Board, the need for a new person in that position was discussed. Literacy Coordinator Matas was asked to try to find another student who would be interested in taking over the position of Student Representative.

It was suggested that due to busy schedules during the month of December, the annual holiday party be held in mid-January and have a winter/pre-Valentine's Day theme. A committee composed of one person from each portion of the Literacy Program (staff, LVA Board, students, and tutors) will be formed to do the planning of the event.

Last month's recognition program was deemed a success. Possibilities for next year's program were discussed.

The next meeting is scheduled for December 5, 1994 at 6:30 P.M.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 14, 1994

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
November 14, 1994

DATE	REPORT NO.	AMOUNT
10/27/94	3205	\$3,081.19
11/01/94	3206	911.38
TOTAL		\$3,992.57

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

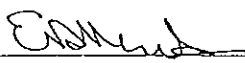
DATE 10/27/94
REPORT NO 3205

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 702

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	November, 1994		0300	00		2,675.25		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Oct. 24, 1994		1800	00		24.95		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Oct 15, 1994 004002067435 Oct 24, 1994 004002067551		1800	00		4.26 <u>3.10</u> 7.36		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Oct 17, 1994 528-1906 Oct 17, 1994 528-8236 Oct 7, 1994 251-5376 Oct 7, 1994 251-5377		0700	00 01 01 01		167.22 12.36 87.00 87.00		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Oct 16, 1994		0700	00		20.05		

The claims listed above (totaling \$3,081.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,081.19

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov. 1, 1994
REPORT NO 3206

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 5210 San Francisco, CA 94145-5210	Oct. 25, 1994		0300	00		186.21		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Oct 29, 1994 004002067633		1800	00		4.26		
	Oct. 31, 1994 0040020677662		1800	00		8.73		
	Oct. 31, 1994 004002067632		1800	09		15.09		
						28.08		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Oct 26, 1994		2800	00		156.11		
N03652 Pacific Bell Payment Center Van Nuys, CA 91388	Oct. 19, 1994 996-2865		0700	01		23.72		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	Oct 22, 1994		0300	00		353.86		
N06965 Paychex 200 E. Sanpointe STE 100 P.O. Box 25159 Santa Ana, CA 92799	Oct 27, 1994 19941027		1900	00		163.40		

The claims listed above (totaling \$ 911.38) 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.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

911.38



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
November 14, 1994

TYPE	REPORT NUMBER	AMOUNT
Immediately	3207	1,657.95
Subtotal for Immediately		1,657.95
Regular	3208	9,181.99
	3209	3,751.68
	3210	2,895.85
	3211	1,625.78
	3212	1,062.68
	3213	540.60
	3214	7,155.36
Subtotal for Regular		26,213.94
TOTAL CURRENT CLAIMS		27,871.89
Payroll	3215	22,498.85
	3216	22,498.85
Subtotal for Payroll		44,997.70
	TOTAL	72,869.59

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3207

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03649 Dept. 91 - 2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	Nov. 7, 1994		1800	00		259.52		
N06556 Continental Casualty Co. Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	November		0300	00		207.67		
N06686 Office Depot, Inc. P.O. Box 660337 Dept. 80 Dallas, TX 75266-0337	Nov. 8, 1994		1800	00		240.76		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92670	Nov. 6, 1994		1400	00		950.00		
<u>PLEASE PAY IMMEDIATELY!</u>								

The claims listed above (totaling \$ 1,657.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,657.95

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3208

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N01035 City of Placentia 401 E.Chapman Avenue Placentia, CA 92670	Oct. 20, 1994 52697		2800	00		5,588.85		
			1400	00		1,588.04		
			1400	00		107.50		
						7,284.39		
N03644 Charlene Dumitru 411 E. Chapman Placentia, CA 92670	October, 1994		2700	01		12.00		
N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Placentia, CA 92670	October 1994		0900	09		100.49		
			1800	00		235.45		
			1800	09		8.24		
			1900	00		6.50		
			2700	00		903.68		
			2799	00		35.00		
			2700	03		175.00		
			2700	07		6.00		
			1,470.36					
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	Oct. 18, 1994 1692		1300	00		265.11		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Nov. 1, 1994 36851		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Oct 28, 1994		1900	00		32.71		

The claims listed above (totaling \$ 9,181.99) 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

9,181.99

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3209

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

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

APPROVED CLAIMS							A.C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03833 Brodart Automation 500 Arch Street Williamsport, PA 17705	Oct. 14, 1994 U573487		2400	01		17.12		
	Oct 14, 1994 U573484					428.03		
	Oct 14, 1994 U573485					858.73		
	Oct 11, 1994 U565886					549.58		
	Oct 11, 1994 U565888					15.89		
	Oct 11, 1994 U565887					315.12		
	Oct 28, 1994 U598042					392.67		
	Oct 28, 1994 U598043					17.70		
	Oct 28, 1994 U598044					51.31		
	Oct 19, 1994 U581196					19.09		
	Oct 24, 1994 U588248					554.46		
	Oct 24, 1994 U588249					39.89		
	Oct 24, 1994 U588251					34.21		
						3,293.80		
	N03851 Reed Reference Publishing P.O. Box 7247-0466 Philadelphia, PA 19170-0466	Sept. 26, 1994 186502					343.39	
N06897 Information Plus 2812 Exchange Street Wylie, TX 75098-9990	Nov. 1, 1994 9428640-IN					114.49		

The claims listed above (totaling \$ 3,751.68) 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

3,751.68

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3210

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N3642 Newsbank 56 Pine Street New Canaan, CT 06840	July 25, 1994 RT90219					1,791.00		
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Oct. 19, 1994 K19 C01058S					186.75		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Oct 4, 1994 29627578		2400	01		15.99		
	Oct 13, 1994 29726298					18.74		
	Oct 13, 1994 29726297					46.44		
	Oct 13, 1994 29726296					344.05		
	Oct. 13, 1994 29724309					18.59		
	Oct. 12, 1994 29710305					16.79		
	Oct. 11, 1994 29692794					96.12		
	Oct. 11, 1994 29692793					8.59		
	Oct 4, 1994 29627577					164.18		
	Oct 5, 1994 29642440					18.15		
	Sept. 29, 1994 29589279					14.64		
						762.28		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA	Oct. 17, 1994 Nov 94-Nov 95					155.82		

The claims listed above (totaling \$ 2895.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 2,895.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3211

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03654 The Library Store, Inc. P.O. Box 964 Tremont, IL 61568	Oct. 7, 1994		1800	00		19.74		
N03660A Elizabeth D. Minter 411 E. Chapman Avenue Placentia, CA 92670	October, 1994		2700	00		183.48		
N03755 Golden West Publishing, Inc. P.O. Box 11969 Santa Ana, CA 92711-1969	Oct. 29, 1994		1900	00		47.97		
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	Oct. 27, 1994 A18503		0700	05		423.82		
N03912 California Special Districts Assoc 915 L Street Sacramento, CA 95814	November 1994		1600	00		891.00		
N03936 Dataplex, Inc. P.O. Box 710005 Jackson, MS 39271-0005	Oct. 25, 1994 3602469		1800	00		59.77		

The claims listed above (totaling \$ 1,625.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,625.78

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3212

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06573 First American Trust 421 N. Main Street Santa Ana, CA 92702	Oct. 7, 1994		1900	00		606.04		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	Oct. 11, 1994		1900	00		190.00		
N06738 Suad S. Ammar 411 E. Chapman Avenue Placentia, CA 92670	Oct, 1994		2700	07		84.93		
N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92670	Oct, 1994		2700	07		14.86		
N06788 PRO Systems P.O. Box 909 San Juan Capistrano, CA 92693	Oct. 25, 1994 95PLC024		1400	00		136.00		
N06901 Margaret Dismore 411 E. Chapman Avenue Placentia, CA 92670	Oct, 1994		2700	07		10.87		
N06919 OCLC Dept 630 Columbus, OH 43265-0630	Sept. 30, 1994		0700 1900	02 00		12.88 <u>7.10</u> 19.98		

The claims listed above (totaling \$ 1,062.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,062.68

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov. 14, 1994
REPORT NO 3213

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Accf				Number	
N06928 Metropolitl Cooperative Library 2235 N. Lake Avenue, STE 106 Altadena, CA 91001	Nov. 4, 1994 2379		0700	02		29.78		
	Oct. 11, 1994 2309					<u>5.26</u> 35.04		
N09114 Jeannine Walters 411 E. Chapman Avenue Placentia, CA 92670	October 1994		2700	01		1.25		
N09213 VSE Electrical Contractors 440 Crowther Avenue Placentia, CA 92670	Oct. 20, 1994 10029		1800	00		30.00		
N10224 Curriculum Assoc Dept AR P.O. Box 2001 N. Billerica, MA 01862-0901	Oct. 6, 1994 855313		2400	09		59.31		
Girard Conn 411 E. Chapman Avenue Placentia, CA 92670	Jul-Oct., 1994		2700	01		10.25		
SmileMakers P.O. Box 2543 Spartanburg, SC 29304-9825	Sept. 29, 1994 38995		1800	00		49.00		
Yours Truly 909 E. Yorba Linda Blvd, STE H Placentia, CA 92670	Oct. 14, 1994 9409020		1900	08		355.75		

The claims listed above (totaling \$ 540.60) 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

540.60

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Nov. 14, 1994
REPORT NO 3214

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Dan L. Rowland & Associates 1290 N. Hancock St., STE 204 Anaheim, CA 92807	Oct. 31, 1994		1900	01		6,945.45		
						89.26		
						7,034.71		
Julie Shook 411 E. Chapman Avenue Placentia, CA 92670	Oct., 1994		2700	01		29.06		
Pound Photographs 119 N. Bradford Ave. Placentia, CA 92670	Oct. 13, 1994		1900	00		91.59		
Gateway Education Products 1050 W. Katella, STE D Orange, CA 92667	Oct. 23, 1994 02089372DI		2400	08		517.09		

The claims listed above (totaling \$ 7,672.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

7,672.45

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3215

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

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

APPROVED CLAIMS							A.C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Nov. 14, 1994 Pay # 25		0100-	00		20,900.00		
	Nov 25, 1994 Dec. 8, 1994							
	FICA		0200-	00		1,598.85		
			TOTAL			22,498.85		
PLEASE WIRE ON THURSDAY, DEC. 8, 1994!								

The claims listed above (totaling \$ 22,498.85) 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

22,498.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/14/94
REPORT NO 3216

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Nov. 14, 1994 Pay # 26 Dec. 9, 1994 Dec. 22, 1994		0100-	00		20,900.00		
	FICA		0200-	00		1,598.85		
				TOTAL		22,498.85		
PLEASE WIRE ON THURSDAY, DEC. 22, 1994!								

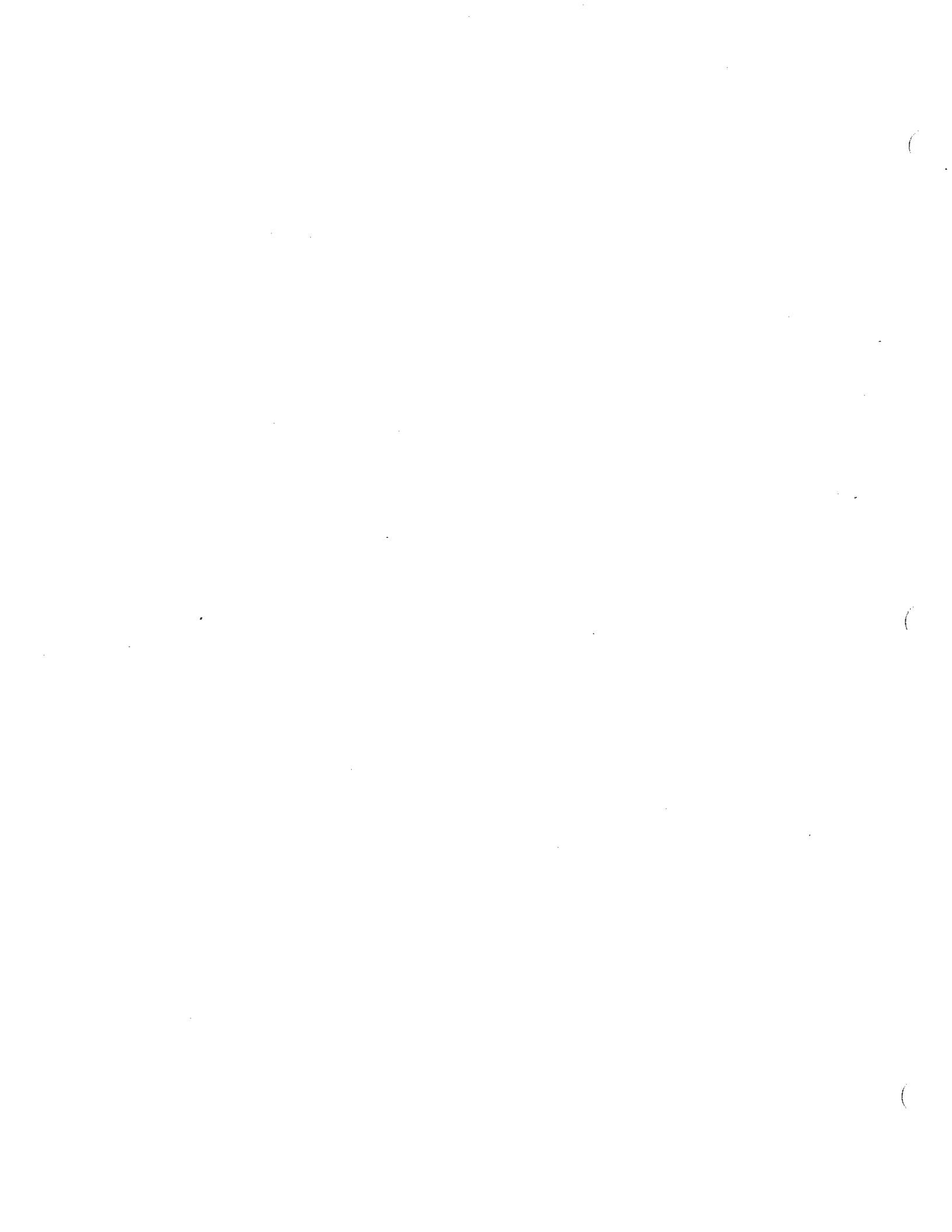
The claims listed above (totaling \$ 22,498.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 22,498.85

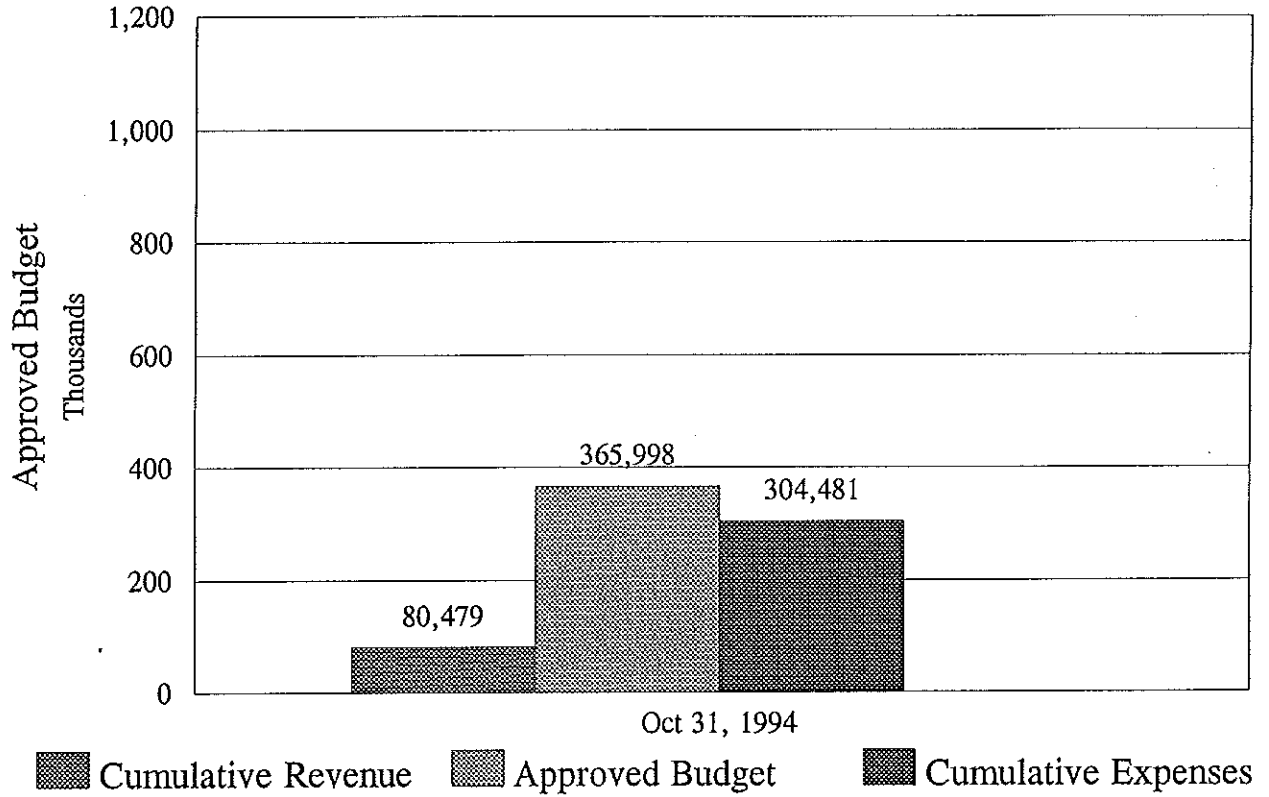


Placentia Library District
 Fund Balance Report
 Fiscal Year 1994-1995
 November 14, 1994

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994						0.00	0.00
Dec 31, 1994						0.00	0.00
Jan 31, 1995						0.00	0.00
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
November 14, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 OCT 1994	FY1993-94 OCT 1993	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	24,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	39,701.89	43,073.55	0.00	0.00	79.40%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(269.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	16,037.36	0.00	0.00	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	4,354.64	0.00	(2,999.86)	6.36%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	5,333.70	0.00	(2,999.86)	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	1,687.58	3,644.24	0.00	0.00	45.00%
	TOTAL TAXES	860,750.00	50,669.58	70,246.90	0.00	(2,999.86)	5.89%
6610-00	Interest	25,000.00	6,722.46	8,533.94	0.00	0.00	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	8,533.94	0.00	0.00	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	1,288.77	10,396.65	1,288.77	0.00	3.22%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	11,500.00	11,500.00	0.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	16,082.77	21,896.65	12,788.77	0.00	18.92%
7670-00	LOCAL REVENUE	36,500.00	7,003.91	8,926.73	2,352.28	0.00	19.19%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(8,377.24)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	80,478.72	101,226.98	15,141.05	(2,999.86)	7.33%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 14, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 OCT 1994	FY1993-94 OCT 1993	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	186,300.00	238,086.10	41,800.00	34,000.00	37.28%
0200	Retirement	76,894.00	14,251.95	17,167.00	3,197.70	2,600.00	18.53%
	Health Insurance/Care America	24,466.00	4,293.35	9,955.56	1,673.98	991.86	17.55%
	Long Term Disability	2,730.00	623.01	225.35	207.67	225.35	
	Vision Service Plan	1,615.00	478.78	630.82	207.00	93.59	29.85%
	Dental	4,696.00	1,197.68	1,894.91	381.08	509.49	25.50%
0300	Total Employee Insurance	33,507.00	6,592.82	12,706.64	2,469.73	1,820.29	19.88%
0310	Unemployment Insurance	2,500.00	1,414.03	136.00	0.00	136.00	0.00%
0350	Workers Compensation - General	7,750.00	966.00	749.49	966.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	209,524.80	268,845.23	48,433.43	38,556.29	33.77%
0700-00	Communications - Telephone	3,500.00	521.95	1,234.32	11.60	551.13	14.91%
0700-01	Communications - Modem/Fax	0.00	353.08	0.00	116.53	0.00	
0700-02	Communications - Internet/Database	0.00	293.95	0.00	268.00	0.00	
0700-05	Communications - Computer	5,100.00	1,442.88	2,135.95	423.82	423.82	
0700-08	Communications - Adult Literacy	950.00	123.99	308.00	34.63	45.30	13.05%
	Total Communications	9,550.00	2,735.85	3,678.27	854.58	1,020.25	28.65%
0900-00	Food - General Fund	100.00	19.80	0.00	19.80	0.00	19.80%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	30.43	0.00	0.00	0.00	
090-009	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Food	100.00	50.23	0.00	19.80	0.00	50.23%
1000-00	Household Expense	4,500.00	690.89	877.52	0.00	0.00	15.35%
1100-00	Insurance	18,500.00	0.00	1,796.25	0.00	1,796.25	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	2,673.50	3,498.99	175.00	0.00	35.65%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	3,642.50	3,498.99	175.00	0.00	0.36

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 14, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 OCT 1994	FY1993-94 OCT 1993	FY94 YTD % OF BUD
	HVAC						
	Carpet Cleaning	3,600.00	352.26	526.68	234.84	117.42	9.79%
	Groundskeeping, City of Placentia	3,500.00	800.00	0.00	800.00	0.00	22.86%
	Plumbing	22,000.00	5,398.34	7,457.13	3,701.52	1,705.87	24.54%
	Electrical	750.00	0.00	0.00	0.00	0.00	0.00%
	Cleaning Service	1,500.00	1,131.71	519.86	505.71	229.50	75.45%
	Locksmith	11,700.00	3,800.00	2,183.04	950.00	0.00	32.48%
	Other	300.00	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Building & Grounds	500.00	1,989.48	175.00	0.00	0.00	397.90%
1400-00		43,850.00	13,471.79	10,861.71	6,192.07	2,052.79	30.72%
	Memberships - General Fund	3,000.00	50.00	135.00	0.00	0.00	1.67%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	185.00	135.00	0.00	0.00	6.17%
	Miscellaneous Expense - General Fund	0.00	0.00	0.00	0.00	0.00	
1700-00	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	
	Library Supplies	6,500.00	1,454.70	917.44	735.50	183.85	22.38%
	Printing	9,000.00	3,424.41	4,222.08	2,944.46	75.96	38.05%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	232.45	0.00	36.00	0.00	23.25%
	Paper	900.00	440.85	451.21	209.64	0.00	48.98%
	Drinking Water Service	325.00	99.80	99.80	24.95	24.95	30.71%
	Other Office Supplies	5,500.00	974.06	1,787.28	707.61	345.88	17.71%
1800-00	Total Office Supply Expense - General Fund	23,225.00	6,626.27	7,477.81	4,658.16	630.64	28.53%
	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
1800-07	Printing	2,800.00	1,407.23	2,492.91	1,397.53	0.00	50.26%
	Publications	0.00	1,523.16	0.00	0.00	0.00	
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	128.57	76.29	128.57	0.00	7.14%
1800-08	Total Adult Literacy Office Supply Expense	4,650.00	3,058.96	2,581.51	1,526.10	0.00	65.78%
1800-09	Family Literacy Supply Expense	4,800.00	1,495.76	(144.33)	106.04	67.88	31.16%
	Total Office Expense	32,675.00	11,180.99	9,914.99	6,290.30	696.52	34.22%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 14, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 OCT 1994	FY1993-94 OCT 1993	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	825.57	(403.30)	769.06	0.00	41.28%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	700.00	67.86	392.69	31.32	0.00	9.69%
1803-09	Postage Expense - Family Literacy	0.00	83.52	0.00	83.52	0.00	
	Total Postage Expense	2,700.00	996.90	(10.61)	883.90	0.00	36.92%
	Care Resources (Employee Assistance)	650.00	0.00	70.00	0.00	0.00	0.00%
	Pension Contribution & Operating Expenses	5,500.00	3,562.14	3,409.20	700.00	754.75	64.77%
	Anaheim Library Automated System	40,000.00	647.83	80.00	647.83	0.00	1.62%
	Clipping Service	375.00	98.13	128.84	32.71	32.71	26.17%
	Tax Collection Services & Fees by Orange County	250.00	138.85	186.99	0.00	0.00	55.54%
	Advertising	400.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	525.00	237.50	254.50	47.50	214.00	45.24%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	2,950.00	2,950.00	0.00	0.00	92.19%
	Payroll Preparation	2,800.00	712.37	1,960.46	392.90	0.00	25.44%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00%
	Other	8,000.00	836.60	1,795.09	251.64	1,302.36	10.46%
1900-00	Total Specialized Services - General Fund	75,200.00	9,183.42	10,835.08	2,072.58	2,303.82	12.21%
1900-01	Specialized Services - LSCA II Grant	0.00	3,540.00	0.00	3,540.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,350.00	0.00	450.00	0.00	112.50%
1900-09	Specialized Services - Family Literacy	1,200.00	95.00	0.00	95.00	0.00	7.92%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	99.25	21.84	0.00	0.00	3.97%
	Total Specialized Services	80,100.00	14,267.67	10,856.92	6,157.58	2,303.82	17.81%
2000-00	Legal Notices - General Fund	700.00	0.00	70.88	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	700.00	0.00	70.88	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 14, 1994

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 OCT 1994	FY1993-94 OCT 1993	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense - Books	110,500.00	5,061.48	9,956.49	1,361.22	2,028.72	4.58%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	7,316.13	0.00	1,693.75	0.00	55.38%
2400-04	Special Department Expense - Periodicals	15,500.00	8,583.17	6,350.49	514.71	257.46	0.00%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	554.66	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	151,100.00	21,515.44	17,486.99	3,569.68	2,286.18	14.24%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	693.50	819.24	743.00	95.00	11.91%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	673.48	0.00	660.98	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	524.00	0.00	524.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,117.70	0.00	1,117.70	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	826.14	0.00	0.00	0.71%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	8.00	45.00	0.00	8.67%
	Total Transportation/Travel - Meetings	9,100.00	3,279.68	1,653.38	3,090.68	95.00	36.04%
	Electricity	58,000.00	17,073.33	21,904.86	11,436.97	5,715.29	29.44%
	Gas	3,075.00	0.00	283.07	0.00	0.00	0.00%
	Water	1,925.00	869.33	625.73	367.93	168.67	45.16%
	Total Utilities	63,000.00	17,942.66	22,813.66	11,804.90	5,883.96	28.48%
	TOTAL SUPPLIES & SERVICES	462,275.00	89,959.60	83,633.95	39,038.49	16,136.77	19.46%
370-000	Taxes, Assessments (Sales Tax)	300.00	0.00	24.32	0.00	24.32	0.00%
400-000	Equipment	15,000.00	2,846.61	0.00	1,715.23	0.00	
400-007	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - CLC Grant	0.00	2,150.05	0.00	2,150.05	0.00	
400-009	Equipment - FFL Grant	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	4,996.66	0.00	3,865.28	0.00	33.31%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	4,996.66	0.00	3,865.28	0.00	33.31%
	TOTAL EXPENSES	1,097,993.00	304,481.06	352,503.50	91,337.20	54,717.38	27.73%

Placentia Library District
Balance Sheet

October 31, 1994

Assets

General Fund	902.22	
Literacy Fund	7,483.22	
County Exempt	<u>14,457.10</u>	
Payroll Account	42,861.10	
Savings (P/R Support)	2,803.31	} B & A mid - Jan - roll over.
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	Handwritten (25,000.00)	
Total Assets		<u>95,418.97</u> =====

Liabilities

Manual Payroll Checks	12,040.98	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,247.03

Capital

Fund Balance	83,171.94	
Total Capital		<u>83,171.94</u>
Total Liabilities and Capital		<u>95,418.97</u> =====



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

October, 1994

Prepared 11/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				16,784.61
Checks Out				
	3979	100.00		
	4002	75.00		
	4010	15,451.39		
	4014	210.00		
	4015	21.00		
	4016	25.00		
TOTALS		15,882.39	0.00	
CHECKBOOK BAL				902.22

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Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1994

	Total	10/31/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	20.85	20.85
Cash Register-Fines	2,191.27	2,191.27
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	142.55	142.55
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	69.00	69.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	160.70	160.70
Cash Register-Computer Rental	169.50	169.50
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	1,459.74	1,459.74
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	4,213.61	4,213.61
Cost of Sales		
	-----	-----
Gross Profit (Loss)	4,213.61	4,213.61
Expenses		
Transfers to County	15,451.39	15,451.39
Employee Insurance (030)	0.00	0.00
Food (0900)	72.50	72.50
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)	209.76	209.76
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	7.50	7.50
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	1,119.58	1,119.58
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	16,860.73	16,860.73

10/31/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1994

	Total	10/31/94
Operating Income (Loss)	(12,647.12)	(12,647.12)
Other Income		
Other Expenses		
Net Income (Loss)	----- (12,647.12) =====	----- (12,647.12) =====

10/31/94

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1994

	10/31/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	77.27
Cash Register-Fines	7,107.29
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	616.33
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	6.00
Cash Register-Childrens	110.00
Cash Register-Publications	0.00
Cash Register-Reserves	663.55
Cash Register-Computer Rental	366.00
Typewriter Income	25.95
Telephone Income	77.10
Copy Machine Income	461.74
State Library Reimbursements	1,288.77
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	6,492.34
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	32,086.34
Cost of Sales	

Gross Profit (Loss)	32,086.34
Expenses	
Transfers to County	24,468.37
Employee Insurance (030)	(269.34)
Food (0900)	118.49
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	479.31
Postage (183)	875.48
Prof. & Spec. Services (190)	514.10
Special Departmental Expense (240)	(1,000.00)
Transportation & Travel (270)	4,143.78
Equipment (400)	0.00
Taxes and Fees (370)	0.00

Total Expenses	29,330.19



10/31/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1994

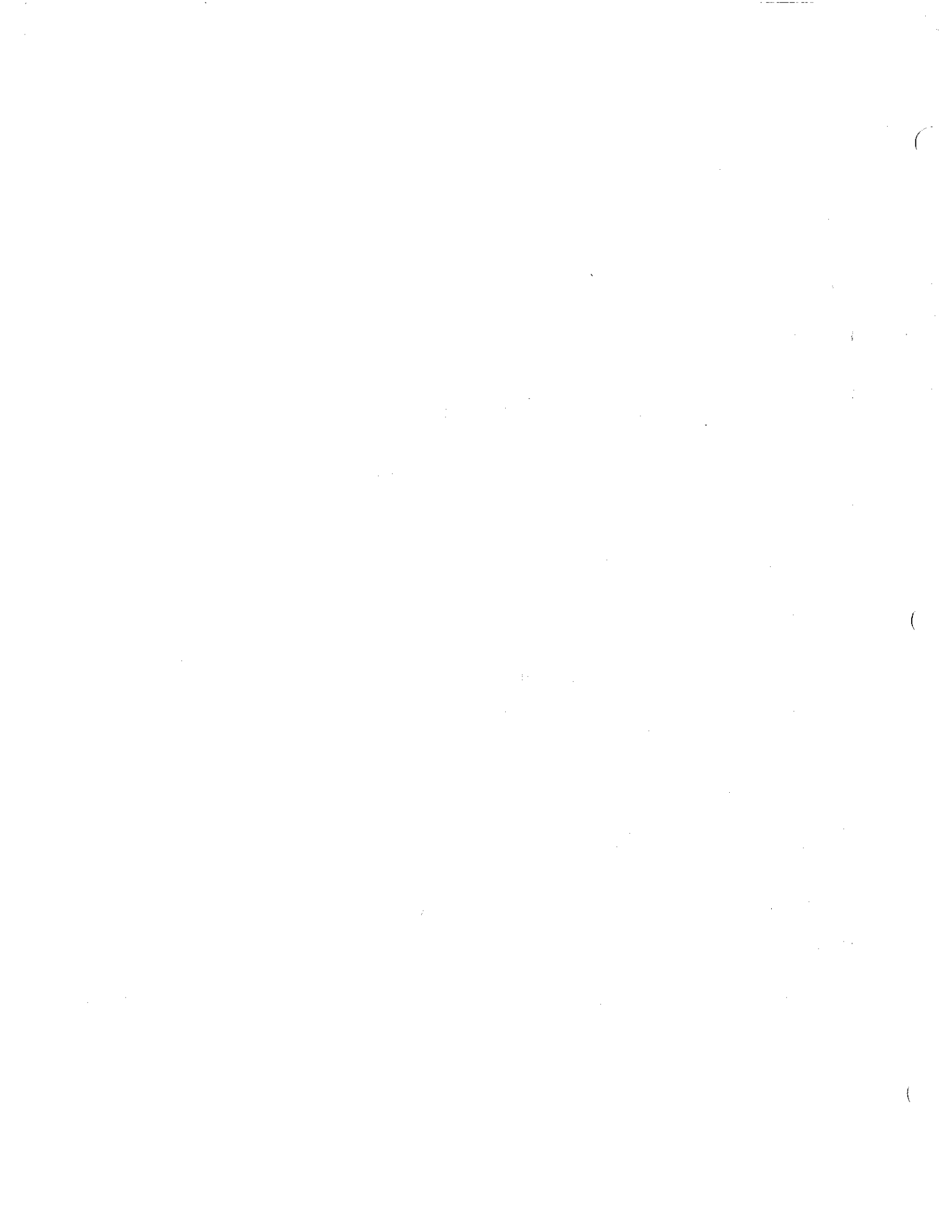
Operating Income (Loss)	10/31/94 2,756.15
Other Income	
Other Expenses	
Net Income (Loss)	----- 2,756.15 =====

10/31/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 95 Period 4
General Account

Page

Check	Date	Payee	Amount
4003	10/03/94	One Hour Cleaners 0-5118-01 Prof. & Spec. Services (190)	7.50 7.50
4004	10/04/94	Smart & Final 0-5114-01 Office Expense (180)	44.91 44.91
4005	10/04/94	Time to Travel 0-5122-01 Transportation & Travel (270)	356.00 356.00
4006	10/04/94	Hyatt Regency - San 0-5122-01 Transportation & Travel (270)	547.68 547.68
4007	10/04/94	Art Emporium 0-5114-01 Office Expense (180)	71.92 71.92
4008	10/15/94	CM School Supplies 0-5114-01 Office Expense (180)	29.00 29.00
99	10/15/94	VOID void	0.00
4010	10/19/94	O.C. Auditor 0-5102-01 Transfers to County	15,451.39 15,451.39
4011	10/19/94	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	6.00 6.00
4012	10/30/94	Smart & Final 0-5105-01 Food (0900)	72.50 72.50
4013	10/30/94	Egghead Software 0-5114-01 Office Expense (180)	91.44 91.44
4014	10/31/94	Santiago Library Sys 0-5122-01 Transportation & Travel (270)	210.00 210.00
4015	10/31/94	Veronica Barba 0-5114-01 Office Expense (180)	21.00 21.00
4016	10/31/94	City of Placentia 0-5114-01 Office Expense (180)	25.00 25.00
Checkbook 1 Total			16,934.34



'31/94

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

Page 2

For Fiscal Year 95, Period 4 through Fiscal Year 95, Period 4

Account Name	Total
0-5102-01 Transfers to County	15,451.39
0-5105-01 Food (0900)	72.50
0-5114-01 Office Expense (180)	283.27
0-5118-01 Prof. & Spec. Services (190)	7.50
0-5122-01 Transportation & Travel (270)	1,119.68

	16,934.34
	=====



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

October 1994

Prepared 11/7/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,483.22
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,483.22

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10/31/94

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending October 31, 1994

Page 1
Part 1 of 1 Parts

	Total	10/31/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	40.00	40.00
Interest Income	6.33	6.33
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	46.33	46.33
Cost of Sales		
	-----	-----
Gross Profit (Loss)	46.33	46.33
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
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	46.33	46.33
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	46.33	46.33
	=====	=====



10/31/94

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1994

Page 1
Part 1 of 1 Parts

	10/31/94
Income	
Gifts Income	1,000.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income	23.07
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	1,133.07
Cost of Sales	-----
Gross Profit (Loss)	1,133.07
Expenses	
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

Total Expenses	0.00
Operating Income (Loss)	1,133.07
Other Income	
Other Expenses	

Net Income (Loss)	1,133.07
	=====



10/31/94

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

Page

For Fiscal Year 95, Period 4 through Fiscal Year 95, Period 4

Account Name

Total

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

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

October, 1994

Prepared 11/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,836.71
Checks Out	914	379.61		
TOTALS		379.61	0.00	
CHECKBOOK BAL				14,457.10

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Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1994

Page 1
Part 1 of 1 Parts

	Total	10/31/94
Income		
Cash Register-Copy Cards-Exempt Fun	29.50	29.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income - <i>Lobbyist</i>	445.00	445.00
Test Proctoring Income	20.00	20.00
Vending Machine Income - <i>Friends</i>	568.60	568.60
Debit Card Income	152.00	152.00
Friends Contributions	0.00	0.00
Gifts Income	25.00	25.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	1,822.52	1,822.52
Interest Income	10.95	10.95
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	3,073.57	3,073.57
 Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,073.57	3,073.57
 Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	379.61	379.61
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	10.50	10.50
Library Board Expenses	524.64	524.64
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	914.75	914.75
	-----	-----
Operating Income (Loss)	2,158.82	2,158.82
 Other Income		
 Other Expenses		

10/31/94

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1994

	Total	10/31/94
Net Income (Loss)	----- 2,158.82 =====	----- 2,158.82 =====



10/31/94

Page 1

Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1994

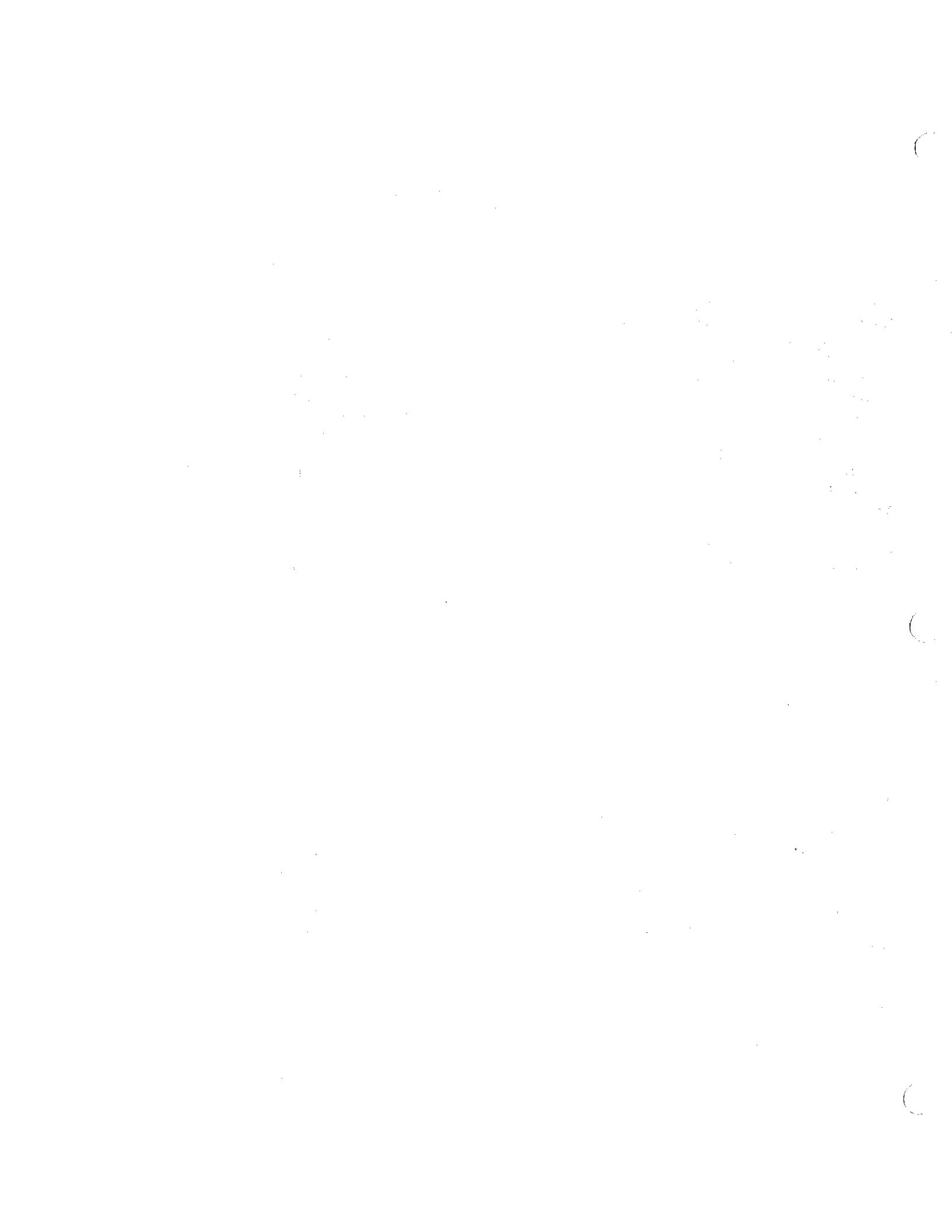
	10/31/94
Income	
Cash Register-Copy Cards-Exempt Fund	97.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,405.00
Test Proctoring Income	120.00
Vending Machine Income	1,860.80
Debit Card Income	349.00
Friends Contributions	3,350.00
Gifts Income	225.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	3,689.56
Interest Income	39.15
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	11,135.51
 Cost of Sales	

Gross Profit (Loss)	11,135.51
 Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,036.74
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	907.12
Children's Camp Library	0.00
Children's-Other	333.73
Friend's-Director's Fund	67.87
Friend's-Other Activities	10.50
Library Board Expenses	1,262.10
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	2,733.78

Total Expenses	6,351.84

Operating Income (Loss)	4,783.67
 Other Income	
 Other Expenses	



1 31/94

Page 2

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1994

Part 1 of 1 Parts

Net Income (Loss)

10/31/94

4,783.67
=====

10/31/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 4
County Exempt

Page

Check	Date	Payee	Amount
909	10/03/94	Lake Center Cleaners 0-5316-03 Friend's-Other Activities	10.50
910	10/06/94	Lake Center Cleaners 0-5318-03 Library Board Expenses	6.75
911	10/06/94	VOID void	0.00
912	10/06/94	John Hale 0-5318-03 Library Board Expenses	100.00
913	10/14/94	Marie Schmidt 0-5318-03 Library Board Expenses	62.50
914	10/15/94	A&R Wholesale 0-5304-03 Vending Machine Supplies	379.61
915	10/16/94	Alta Vista Country C 0-5318-03 Library Board Expenses	355.39
Checkbook 3 Total			914.75

1 11/94

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

Page 2

For Fiscal Year 95, Period 4 through Fiscal Year 95, Period 4

Account Name	Total
0-5304-03 Vending Machine Supplies	379.61
0-5316-03 Friend's-Other Activities	10.50
0-5318-03 Library Board Expenses	524.64

	914.75
	=====

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

Prepared November 8, 1994

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				44,024.66
	797	28.86		
	811	1067.52		
	825	38.32		
	835	28.86		
	TOTALS	1,163.56		
Checkbook balance				42,861.10

10/31/94

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending October 31, 1994

	Total	10/31/94
Income		
Transfers from County	9,097.70	9,097.70
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	9,097.70	9,097.70
Cost of Sales	-----	-----
Gross Profit (Loss)	9,097.70	9,097.70
Expenses		
Salaries	40,405.56	40,405.56
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,002.19	3,002.19
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	43,407.75	43,407.75
Operating Income (Loss)	(34,310.05)	(34,310.05)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(34,310.05)	(34,310.05)
	=====	=====



10/31/94

Placentia Library District
 Income Statement For Department 04
 YTD Actual Spread Sheet
 1 Period(s) Ending October 31, 1994

10/31/94

Income	
Transfers from County	198,183.54
Interest Income-CD's	0.00
Interest Income-Savings	12.46
Miscellaneous Income	0.00

Total Income	198,196.00
Cost of Sales	-----
Gross Profit (Loss)	198,196.00
Expenses	
Salaries	156,210.41
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	11,573.08
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	167,783.49
Operating Income (Loss)	30,412.51
Other Income	
Other Expenses	-----
Net Income (Loss)	30,412.51
	=====

Salaries YTD 10/31 act \$ 186,300
minus pay period 20,900
165,400.00
Actual thru 10/31 156,210.41
excess transfers: \$ 9,189.59



10/31/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 95 Period 4
Payroll Account

Page

Check	Date	Payee	Amount
602	10/31/94	Dieu Nguyen	16.62
		0-5402-04 Salaries	16.62
		Checkbook 4 Total	16.62

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: November 14, 1994
 SUBJECT: ACS: Overdue Collection Report for the Month of August

The report received from ACS Collection Agency on October 4, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	55	132	19	1,737.22	30

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 04 Nov 1994

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
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	
	#	\$	#	\$	#	\$
CROSS ASSIGNMENTS	18	1,456.25	83	7,574.63	954	59,636.21
DESS: Mail Return*, Dispute, Bankrpt	3	277.52	15	1,997.81	177	11,963.47
NET ASSIGNMENTS	15	1,178.73	68	5,576.82	777	47,672.74
COLLECTED						
Paid in Full	2	172.40	12	910.09	256	12,304.29
Settled in Full	0	0.00	9	648.64	71	3,728.02
Partial Payment	2	130.65	12	357.78	140	7,105.20
Resolved	0	0.00	5	213.30	22	847.88
TOTAL RECOVERED	4	303.05	38	2,129.81	489	23,985.39

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	159	130	372
	\$15,870	\$3,130	\$7,210	\$8,140	\$24,861

* Percentage of Mail Returns - 18.6 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

CLIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	543250		07/26/94	59.85	A	5
	26018052441088		AMT: 59.85			
	547087	02/28/94	09/29/94	93.09	A	1
	26019004396750		AMT: 93.09			
	546605	12/09/93	10/06/94	77.23	A	1
	26018053095958		AMT: 77.23			
	546608	05/09/94	10/06/94	61.74	A	1
	26018053217255		AMT: 61.74			
	546614		10/06/94	83.45	A	1
	26019004941936		AMT: 83.45			
	542323		07/20/94	78.63	CC	5
	26018053212033		AMT: 78.63			
	548102	01/09/94	11/02/94	59.40	A	1
	26018052610583		AMT: 59.40			
	546610	05/03/94	10/06/94	53.60	A	1
	26018053220226		AMT: 53.60			
	542295	05/09/94	07/20/94	45.00	CC	5
	26018052604297		AMT: 73.85			
	542122		07/14/94	76.53	CC	5
	26019004469359		AMT: 76.53			
	543253		07/26/94	114.35	A	5
	26018053199305		AMT: 114.35			
	545193	11/16/93	08/24/94	69.90	A	4
	26053070930069		AMT: 69.90			
	547085	02/15/94	09/29/94	88.30	A	1
	26018053093052		AMT: 88.30			
	543251		07/26/94	57.00	A	5
	26053070860589		AMT: 57.00			
	542331		07/20/94	42.20	CC	5
	26019003971504		AMT: 42.20			
	545195	05/14/94	08/24/94	55.80	A	4
	26018053223329		AMT: 55.80			
	545192	05/14/94	08/24/94	0.00	PF	4
	26018053223410		AMT: 79.95			
	542324		07/20/94	49.50	SU,P	2
	26018053209302		AMT: 49.50			
	548103	05/01/94	11/02/94	55.90	A	1
	26018053220325		AMT: 55.90			
	542121		07/14/94	36.00	CC	5
	26018053024446		AMT: 65.00			

542294	05/12/94	07/20/94	102.09	CC	5
26018053220556		AMT: 102.09			
543255		07/26/94	50.94	A	5
26019004383428		AMT: 50.94			
548100	02/10/94	11/02/94	75.87	A	1
26019004384012		AMT: 75.87			
542127		07/14/94	157.00	MR	5
26018053095040		AMT: 157.00			
542297	03/30/94	07/20/94	56.06	CC	5
26018053215358		AMT: 56.06			
546612	05/02/94	10/06/94	90.06	A	1
26018053220085		AMT: 90.06			
542120		07/14/94	0.00	PF	5
26053070644033		AMT: 92.45			
542118		07/14/94	119.89	CC	5
26018053209815		AMT: 119.89			
547082	02/08/94	09/29/94	84.09	A	1
26018053208379		AMT: 84.09			
543252		07/26/94	69.55	A,PF	5
26019003659083		AMT: 130.89			
548098	08/24/94	11/02/94	124.65	A	1
26018053182996		AMT: 124.65			
543260		07/26/94	25.00	A,PF	5
26019004071247		AMT: 92.17			
542328		07/20/94	63.40	CC	5
26018053213965		AMT: 63.40			
543256		07/26/94	140.00	A	5
26019004066023		AMT: 140.00			
542329		07/20/94	140.00	CC	5
26019004066023		AMT: 140.00			
542332		07/20/94	43.90	CC	5
26018053202570		AMT: 43.90			
546607	03/21/94	10/06/94	66.05	A	1
26018053206639		AMT: 66.05			
548099	02/26/93	11/02/94	52.73	A	1
26018053186179		AMT: 52.73			
547086	02/15/94	09/29/94	62.08	A	1
26018053209476		AMT: 62.08			
547083	01/31/94	09/29/94	108.35	A	1
26018052997758		AMT: 108.35			
540289		06/20/94	49.90	SU,P	5
26018052779438		AMT: 49.90			
543257		07/26/94	53.90	SU,P	3
26053070880058		AMT: 53.90			
542119		07/14/94	123.22	CC	5
26018053213270		AMT: 123.22			
543261		07/26/94	130.25	A	5
26018053159283		AMT: 130.25			
542124		07/14/94	74.78	CC	5
26019003675717		AMT: 74.78			
542327		07/20/94	83.65	CC	5
26018053052645		AMT: 83.65			
545196	04/25/94	08/24/94	41.90	A	4
26018053213148		AMT: 41.90			
542296	03/15/94	07/20/94	136.10	CC	5
26018053173169		AMT: 136.10			

	542125		07/14/94	107.45	CC	5
	26019004201448		AMT: 176.76			
	543258		07/26/94	35.00	SU,P	1
	26018053098176		AMT: 35.00			
OF	547084	02/09/94	09/29/94	160.76	A	1
	26018053198265		AMT: 160.76			
MI	543259		07/26/94	39.90	A	5
	26018053002715		AMT: 39.90			
	545194	12/15/93	08/24/94	63.85	MR	3
	26019004631495		AMT: 63.85			
I M	548101	01/08/94	11/02/94	58.90	A	1
	26018052701572		AMT: 58.90			
	545191	05/14/94	08/24/94	56.67	MR	2
	26018052521798		AMT: 56.67			

TOTAL STILL ON SYSTEM :

4,105.41



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 14, 1994
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR OCTOBER, 1994**

SUMMARY OF ACCOUNTS OCTOBER 1-31, 1994

Beginning Balance 10/01/94			\$213.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 152.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>0.00</u>	
	<u>\$ 152.00</u>	<u>\$ 0.00</u>	
Ending Balance 10/31/94			<u>\$ 365.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 09/30/94	11,008.00
October Payment	<u>0.00</u>
October Balance 10/31/94	<u>\$ 11,008.20</u>

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: November 14, 1994
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through November 10, 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
John Tynes Elementary School	\$ 500.00
Beverly Johnson	100.00
Dennis J. Spiro, O.D., PhD.	100.00
Mary Tanaka	100.00
Nancy M. Hamell	50.00
Barbara & Ed Hemmerling	50.00
Kristin Ryan	50.00
Total of Adopt-a-Book Donations	\$ 950.00

Donations to Placentia Library Foundation


Gordon & Dixie Shaw	\$500.00
Allan & Sandra Stark	500.00
Al Shkoler	100.00
Margaret Cooper	100.00
Charles & Kathleen Frazee	50.00
Michael Maertzweiler	50.00
Total Foundation Donations:	\$ 1,300.00

**TOTAL DONATIONS
 FOR OCTOBER**

Prepared by: Charlene Dumitru



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant 

DATE: November 14, 1994

SUBJECT: **BUILDING MAINTENANCE REPORT FOR OCTOBER, 1994.**

1. **Air Conditioning** - Regular Air Conditioning Maintenance for month. Thermostats were adjusted for winter season.
2. **Computers** - Repairs were done on Dynix System.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: November 14, 1994
SUBJECT: PERSONNEL REPORT FOR OCTOBER, 1994

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

.475 FTE (19 hours) Clerk I, Circulation
.50 FTE Library Aide, Technical Services

Prepared by: Charlene Dumitru

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TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator *GC*

DATE: November 14, 1994

SUBJECT: Volunteer Report for the Month of October, 1994

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 October	FY94 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	15.25	18.50		18.50
Deputy, Paul	41.75	138.75	7/82	4,973.30
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	16.50	76.50	10/93	243.75
Goldbaum, Mae	4.75	21.25	7/88	255.50
Hodson, Daulphine	4.00	4.00	10/94	4.00
Housewright, Linnea	6.00	14.00		39.00
Markl, Theresa	0.00	6.00	1/94	37.05
Nakamoto, Blanca	14.00	14.00	10/94	14.00
Nguyen, Dieu	0.00	52.75	8/94	52.75
Rane, Sarita	9.25	9.25	10/94	9.25
Redinbo, Sandy	4.75	4.75	10/94	4.75
Reesman, Colléen	0.00	6.50	10/93	81.50
Rucker, Alison	2.50	2.50	10/94	2.50
Rucker, Ashley	2.50	2.50	10/94	2.50
Rucker, Kathrine	6.00	6.00	10/94	6.00
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	12.00	15.00		15.00
Schlichter, Allan	8.00	30.00	10/93	128.10
Shaw, Dixie	1.50	5.00	5/94	10.25
Shkoier, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Sandra	0.00	2.75		2.75
Trainor, Joe	0.00	1.00	9/93	102.20
Westberg, Carl	18.25	56.00	9/93	196.55
TOTALS	167.00	548.25		6,587.25

Volunteer Report for the Month of October, 1994, Page 2.

TEMPORARY VOLUNTEERS

	FY94-95 October	FY94 YTD
Baker, David	28.25	30.25
Belwood, Kevin	0.00	114.75
Brown, Jill	13.25	26.25
Brown, Lizette	0.00	10.50
Burke, Marsha	9.50	29.50
Chang, Yoo-Shun	1.00	1.00
Chotalia, Ameer	2.25	2.25
Driskel, Valerie	7.00	27.00
House, Christine	6.50	6.50
Hovey, Michael	0.00	192.50
Jones, Chris	0.00	95.50
Li, Ho Man	0.00	16.00
Liao, James	2.25	2.25
Marshack, Marsha	9.50	24.50
O'Hara, Peggy	0.00	35.00
Rea, Tim	0.00	41.00
Roche, Gina	0.00	5.50
Rodriguez, Adriana	16.00	25.00
Sanford, Matt	0.00	4.00
Seto, Cheryl	0.00	13.50
Summerfield, Becky	0.00	13.25
Yu, James	2.25	2.25
TOTALS	97.75	718.25

LVA VOLUNTEERS

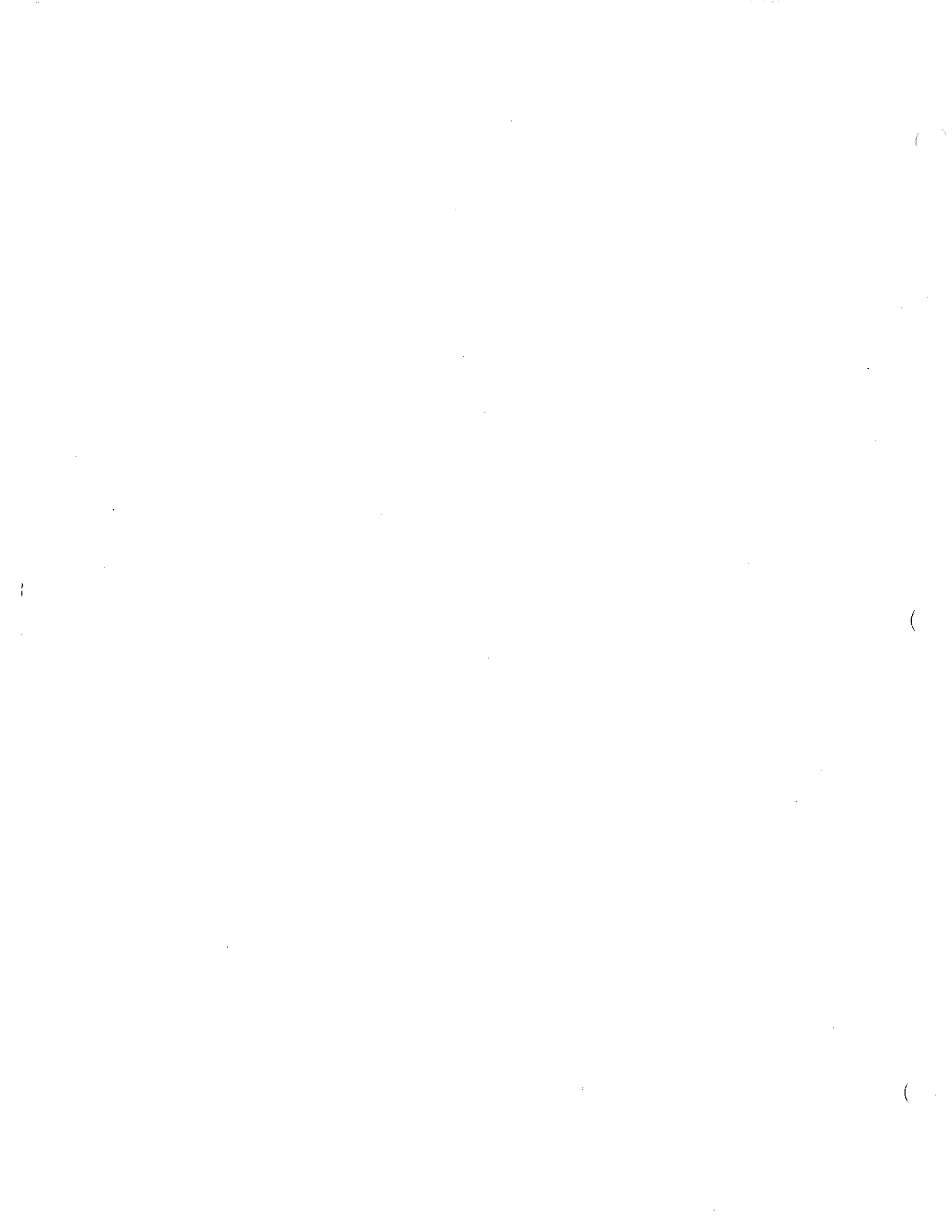
Literacy Volunteers	708.50
TOTAL	973.25

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	
	1993	1994	1993	1994
January	167.25	609.75	799.00	481.00
February	159.00	455.00	727.00	680.50
March	224.25	654.00	620.50	654.00
April	188.25	352.00	644.50	603.50
May	148.50	362.50	403.00	530.50
June	286.75	383.50	680.00	479.00
July	471.75	572.25	N/A	698.50
August	401.25	506.25	N/A	488.50
September	178.50	148.75	516.50	568.50
October	472.75	264.75	531.50	708.50
November	472.00		520.00	
December	385.75		361.00	

Placentia Library District
Circulation Report
November 14, 1994

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 OCT 94	FY93-94 OCT 93
1st Time Checkouts	71,817	83,096	-13.57%	18,850	17,280
Phone Renewals	4,424	6,229	-28.98%	1,090	1,409
In-Building Renewals	8,427	7,719	9.17%	2,867	2,052
Total Renewals	12,851	13,948	-7.86%	3,757	3,461
TOTAL CHECKOUTS	84,668	97,044	-12.75%	22,607	20,741
On-Time Checkins	70,149	83,857	-16.35%	16,839	16,138
Late Checkins	12,069	14,712	-17.96%	3,470	3,380
TOTAL CHECKINS	82,218	98,569	-16.59%	20,309	19,518
Holds Placed	1,636	1,775	-7.83%	440	375
Holds Cancelled	315	271	16.24%	86	53
Holds Filled	1,431	1,448	-1.17%	362	304
Holds Expired	45	78	-42.31%	50	50
Overdue Items	3,682	4,696	-21.59%	1,016	1,071
Overdue Notices	1,700	2,098	-18.97%	474	492
Billing Notices	2,242	2,104	6.56%	559	534
Patrons Registered	1,424	1,079	31.97%	429	413
Titles Added	131	1,842	-92.89%	1,078	9
Volumes Added	986	5,068	-80.54%	1,460	2,378
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	39,605	43,637	-9.24%	10,892	9,759
Juvenile Print	35,159	38,801	-9.39%	8,945	8,151
Total Print	74,764	82,438	-9.31%	19,837	17,910
Audio Visual	4,229	5,732	-26.22%	1,125	1,211
Equipment	0	5	-8.77%	1,845	1,620
Total Audio Visual	12,319	14,605	-15.65%	2,970	2,831
TOTAL CIRCULATION	87,083	97,043	-10.26%	22,607	20,741
Placentia Circulation	51,425	54,808	-6.17%	12,596	11,710
% Placentia Circulation	59.05%	56.48%	4.56%	55.72%	56.46%
Anaheim/Yorba Linda Circulation	16,625	21,832	-23.85%	4,624	4,502
% Anaheim/Yorba Linda Circulation	19.09%	22.50%	-15.14%	20.45%	21.71%
TYPES OF BORROWERS					
Adult	65,596	74,363	-11.79%	17,561	16,275
Young Adult	564	529	6.62%	188	128
Juvenile	19,800	20,933	-5.41%	4,561	4,061
New Borrower	1,077	1,157	-6.91%	287	275
Non Resident	0	0	0.00%	0	0
Other	46	60	-23.33%	0	3
TOTAL BORROWERS	87,083	97,042	-10.26%	22,597	20,742
ATTENDANCE					
Adult Reference - In Building	4,834	5,616	-13.92%	2,181	2,454
Adult Reference - Telephone	1,000	1,115	-10.31%	444	513
Children's Reference - In Building	3,791	1,563	142.55%	1,176	557
Children's Reference - Telephone	25	0	N.A.	171	0
Total Adult Reference	5,834	6,731	-13.33%	2,625	2,967
Total Children's Reference	3,816	1,563	144.15%	1,347	557
Total In Building Reference	8,625	7,179	20.14%	3,357	3,011
Total Telephone Reference	1,025	1,115	-8.07%	615	513
TOTAL REFERENCE	9,650	8,294	16.35%	3,972	3,524



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				7,965.57
Aug 1991	Nov 25, 1991	6,088.00	914.76	2,317.99				9,318.75
Sep =C+1	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,078.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,658.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63				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				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.88	971.48	788.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,960.26
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				7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39		1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29				6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84				5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50			234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48					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	748.64				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		62,075.46	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								0.00
Nov 1994								0.00
Dec 1994								0.00
Jan 1995								0.00
Feb 1995								0.00
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		17,025.82	2,409.68	2,436.56	550.82	0.00	0.00	22,422.88
AVG		5,675.27	803.23	812.19	183.61			7,474.29

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TOTAL DOLLARS SPENT

FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	588.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

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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	698.64
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	328.00	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	1,038.71
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

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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	1,468.11	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	42.67	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	444.69	19,418.09	9,709.04
AVG	1,264.71	326.42	37.05	1,618.17	809.09

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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				0.00	0.00
Nov 1994				0.00	0.00
Dec 1994				0.00	0.00
Jan 1995				0.00	0.00
Feb 1995				0.00	0.00
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	4,025.22	768.00	79.89	4,873.11	2,436.56
AVG	1,341.74	256.00	26.63	1,624.37	812.19

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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	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

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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	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	188.66	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	48.24		660.60	1,213.20
Feb 1993	311.00	308.72	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	308.72	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

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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	2,984.96	578.88	476.40	7,927.00	15,056.50
AVG	269.11	247.08	48.24	39.70	660.58	1,264.71

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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	188.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994						0.00
Nov 1994						0.00
Dec 1994						0.00
Jan 1995						0.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	684.42	817.92	144.72	0.00	2,378.16	4,026.22
AVG	228.14	272.64	48.24	0.00	792.72	1,341.74

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TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul 1991	12.00	15.00	2.00	0.00		90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00		30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00		60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00		40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00		48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00		60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00		48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00		56.00	108.00
Mar 1992	6.00	8.00	2.00	4.00		20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00		24.00	39.00
May 1992	4.00	4.00	2.00	0.00		30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00		36.00	47.00
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		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
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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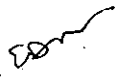
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TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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							0.00
Nov 1994							0.00
Dec 1994							0.00
Jan 1995							0.00
Feb 1995							0.00
Mar 1995							0.00
Apr 1995							0.00
May 1995							0.00
Jun 1995							0.00
TOTAL	22.00	32.00	6.00	0.00		108.00	168.00
AVG	7.33	10.67	2.00	0.00		36.00	56.00

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TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: November 14, 1994

SUBJECT: **Submission to the State Library of California of the Plan of Service for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995**

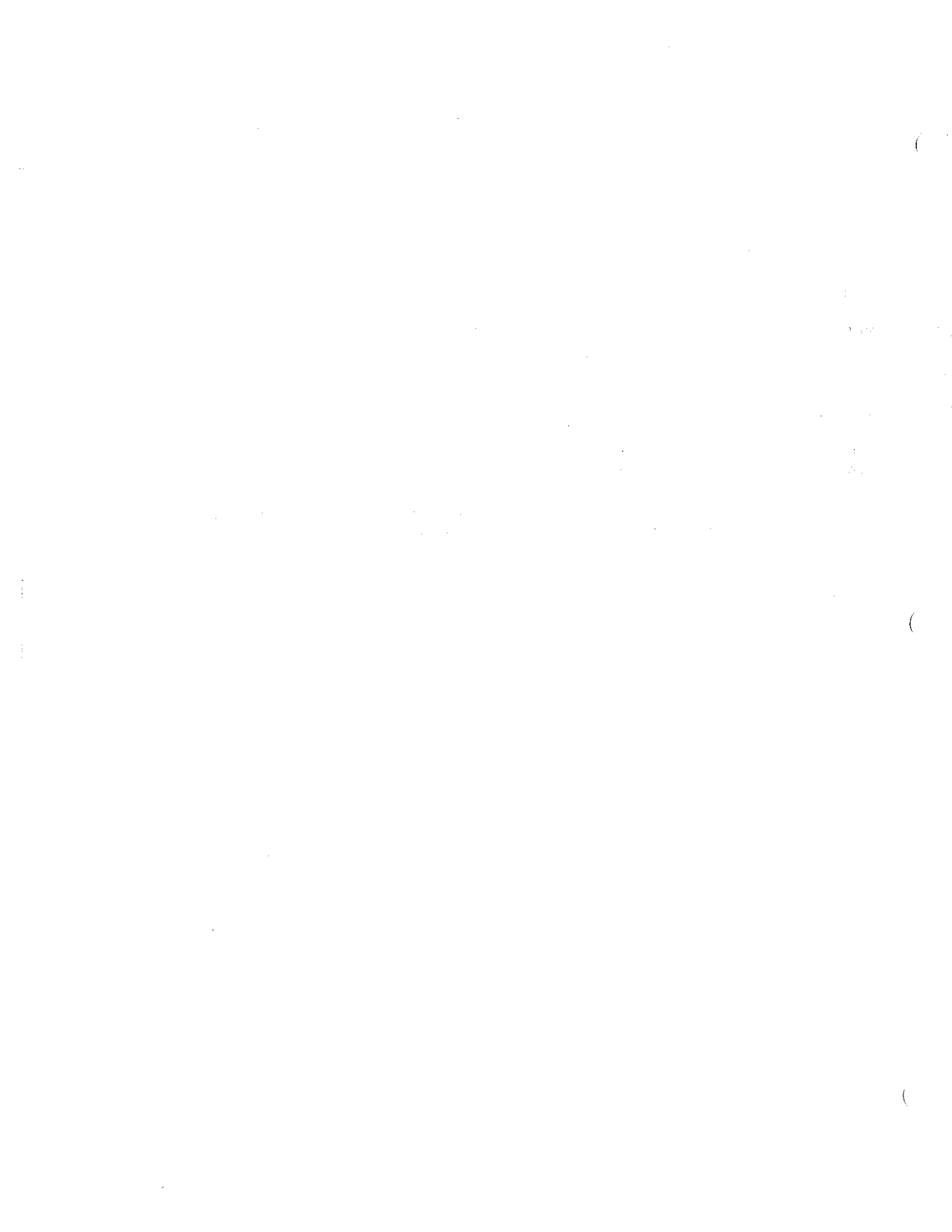
BACKGROUND:

Attached is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 1994-1995.

Filing the Plan of Service with the State Library of California is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

RECOMMENDATION:

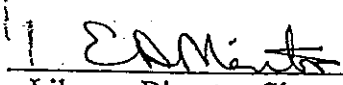
Receive and file.



CLSA Program Budget Request for California Library Literacy Service Programs
Fiscal Year 1994/95

Placentia Library District

Name of Library


Library Director Signature

October 28, 1994

Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Dr. Kevin Starr
1. Personnel (Inc. Benefits)	2,185	38,942	41,127	
2. Library Materials	-0-	185	185	
3. Operations Total (3a-3g)	7,000	3,000	10,000	
3a. Contract Services	800	-0-	800	
3b. Travel	800	750	1,500	
3c. Office Supplies	900	1,000	1,900	
3d. Printing	2,600	-0-	2,600	
3e. Instructional Resources	500	1,000	1,500	
3f. Communications	900	-0-	900	
3g. Other	500	250	750	
4. Equipment	-0-	3,500	3,500	
5. Indirect	-0-	-0-	-0-	
6. TOTAL	9,185	45,627	54,812	

CLSA California Library Literacy Service

PLAN OF SERVICE ABSTRACT (CLSA-46 page 1)

1. Library Name: Placentia Library District

2. Address: 411 E. Chapman Ave.

Placentia, CA 92670

3. Contact Person: Katie Matas

4. Telephone No. (714) 524-8408

5. Electoral District(s): Assembly: 72

State Senate: 33

6. # of literacy FTE 1

7. Principal Outcomes: _____

Goals

Number of Adult Learners To Be Served 150

Number of Tutors To Be Trained 85

Number of Library Branches To Be Included NA

8. Proposed Program Operating Budget

CLSA Request: \$ 9,185

Other Revenues: \$ 45,627

TOTAL : \$ 54,812

9. Signature 
Library Director

10. Date: October 31, 1994

CLLS Plan of Service Narrative, Matching Funds

CLSA-46D

Library Name Placentia Library District

10/94

Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 1994/95.

1. Recruiting adult learners

Overall objective: Recruit 75 new adult learners during FY 1994/95.

- A. Encourage referrals through local human service providers at the monthly meetings of the Placentia Community Service Organization Network.
- B. Encourage learner-to-learner referrals.
- C. Distribute flyers to local employers to encourage learner referrals.
- D. Encourage workplace literacy referrals through articles in Chamber of Commerce and Rotary Club newsletters.
- E. Keep the Southern California Library Literacy Network (SCLLN) informed of PLLS services and continue to cooperate in mutual referrals.

2. Recruiting volunteers

Overall objective: Recruit 85 volunteer tutors and a minimum of 15 other volunteers to support program operations (tutor training, intake and assessment, referral, tutor/learner support activities, etc.) during FY 1994/95.

- A. Continue listing tutor training workshops in the North Orange County Community College District Continuing Education Class Schedule.
- B. Participate in CSUF Internship Day in April.
- C. Continue use of literacy bulletin board, local cable station, flyers, and library activity calendar to encourage library patrons to volunteer for PLLS.
- D. Update volunteer job descriptions with Volunteer Center of Orange County and continue to accept referrals of volunteers from that agency.
- E. Contact counselors at the local high schools to encourage college bound students to volunteer.
- F. List tutor training workshops in Placentia Quarterly.
- G. Distribute flyers to local employers to recruit volunteers.

3. Training

Overall objectives: Train 85 new tutors in learner centered approach of teaching basic skills; train a minimum of 15 other volunteers to assist in implementation of program goals during FY 1994/95.

- A. In conjunction with the North Orange County Community College District, conduct 4 tutor training workshops: July, October, January, and May.
- B. Conduct 3 tutor training workshops independently in March, April and May.
- C. Conduct tester's training and training in office procedures as needed.

4. Matching

Overall objectives: Match 85 trained tutors with adult learners, and match 15 trained volunteers to specific jobs within PLLS during FY 1994/95.

- A. Continue current strategy of matching tutors and learners on basis of compatible schedules, geographic proximity, expressed preferences of tutor/learner, and similarity of interests wherever possible. Information for matching is gathered from intake forms (both tutor and learner), interviews/conversation (both), learner assessment, and observation of tutors in workshop.
- B. Attempt to match each student with a tutor within 60 days of the student's application.
- C. Circulate specific job descriptions for each volunteer position to the Volunteer Center of Orange County, Placentia Quarterly, at volunteer recruitment events (CSUF Internship Day, Placentia volunteer fair), at tutor workshops and within program newsletter. Interview applicants before matching.

5. Support of learners and tutors

Overall objectives: Increase tutor participation in tutor support activities to 75% and involve a minimum of 15% of adult learners in learner support activities during FY 1994/95.

- A. Conduct 3 continuing education events for tutors during the year: January, March, and May.
- B. Keep tutors informed of literacy related inservice training opportunities sponsored by other agencies, including OTAN.
- C. Continue distribution of "Placentia Reads" (PLLS program newsletter) to learners, tutors, and supporters. Each issue contains samples of student writing, along with tips and other information of use to tutors and learners.
- D. Implement process of contacting tutors who have not fulfilled their continuing education requirements and encouraging compliance.

- E. Purchase support materials: books, workbooks, books-on-tape, magazines and newspapers.
- F. Hold annual recognition event in September and a minimum of 2 social events for program participants during the year (January and June).

6. Communications

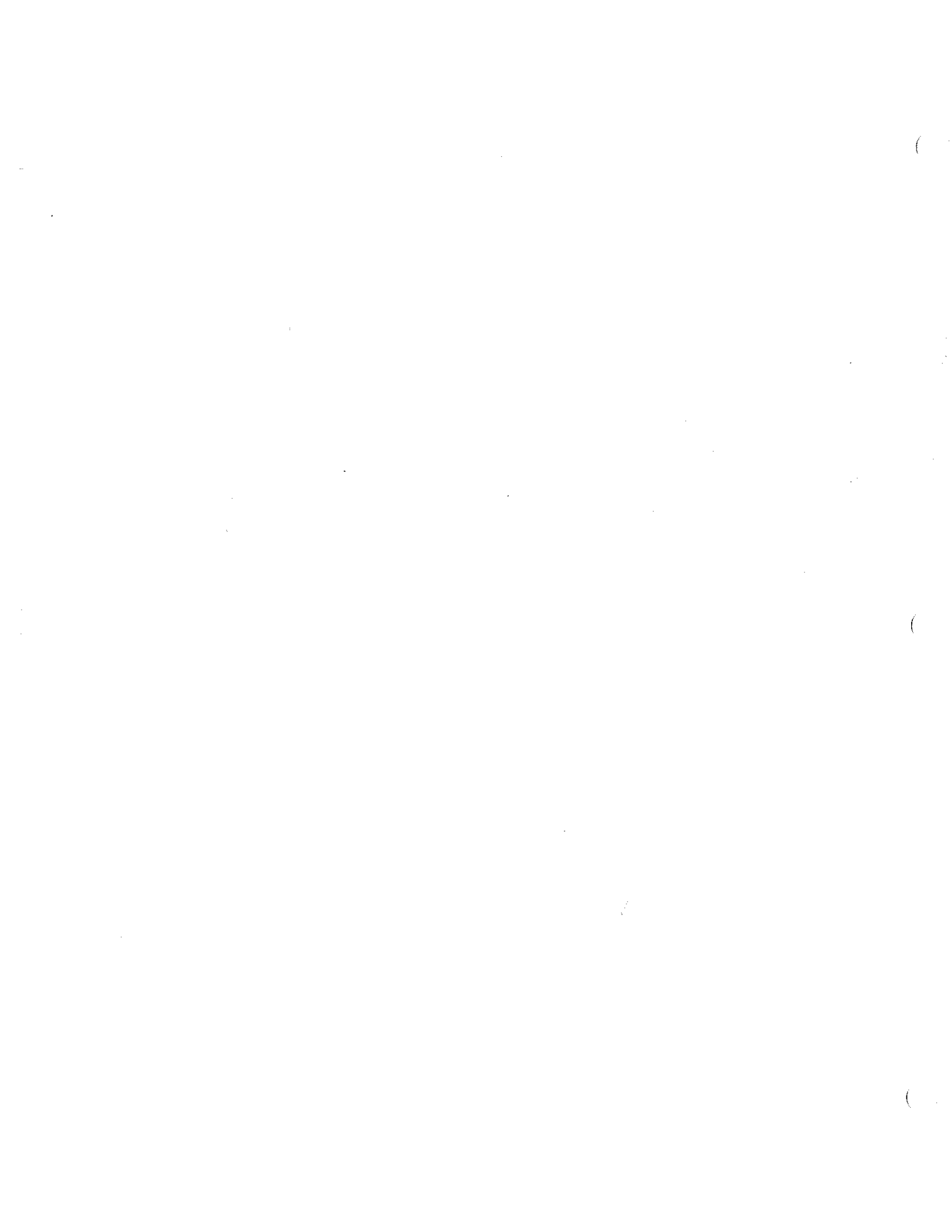
Overall objective: Provide community visibility to support tutor/learner recruitment objectives during FY 1994/95.

- A. Participate in 4 local events: Placentia Heritage Days Festival (October), CSUF Internship Day (April), Chamber of Commerce Business Expo (May), Placentia Festival of Cultures and Street Fair (June).
- B. Attend Chamber Mixers and other functions on a regular basis.
- C. Submit regular press releases regarding PLLS events and participant accomplishments.
- D. Provide speakers to local service groups and other organizations.
- E. Participate in joint media ventures with SCLLN.
- F. Distribute a bimonthly newsletter "Placentia Reads" to PLLS participants and community supporters.
- G. Include prominent members of the community as guest readers of learner essays at annual recognition event.

7. Planning and evaluation

Overall objectives: Obtain information regarding program efficacy to use in planning during FY 1994/95.

- A. Monitor number of matches, tutoring hours and other volunteer hours through monthly reports completed by volunteers and by telephone contact through phone tree. Compile in a monthly report for Placentia Library Board of Trustees.
- B. CALPEP Semi-Annual reports will provide information on learner progress, along with overall progress toward program goals.
- C. Participants will evaluate individual tutor workshops and tutor/learner support events as they occur.



TO: Library Board of Trustees

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

DATE: November 14, 1994

SUBJECT: 1st Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995

BACKGROUND:

Attached is a copy of the District's 1st Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995.

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

RECOMMENDATION:

~~Receive~~ and file.



CALIFORNIA LIBRARY LITERACY SERVICE
 Quarterly Financial Report (Fiscal Year 94-95)

Placentia Library District 1st Quarter July-September 2nd Quarter October-December 3rd Quarter January-March 4th Quarter April-June

Instructions:
 1. Submit one original plus two copies of this report with other reports required.
 2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)	
1. Personnel	2,185	38,942	41,127	2,185	5,715	2,185	5,715	7,900	
2. Library Materials	0	185	185	-0-	-0-	-0-	-0-	-0-	
3. Operations	7,000	3,000	10,000	1,524	-0-	1,524	-0-	1,524	
4. Equipment	-0-	3,500	3,500	-0-	3,119	-0-	3,119	3,119	
5. Indirect	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
6. Total	9,185	45,627	54,812	3,709	8,834	3,709	8,834	12,543	

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)	
3a. Contract Services	800	-0-	800	450	-0-	450	-0-	450	
3b. Travel	800	750	1,550	82	-0-	82	-0-	82	
3c. Office Supplies	900	1,000	1,900	159	-0-	159	-0-	159	
3d. Printing	2,600	-0-	2,600	42	-0-	42	-0-	42	
3e. Instr. Resources	500	1,000	1,500	-0-	-0-	-0-	-0-	-0-	
3f. Communications	900	0	900	706	-0-	706	-0-	706	
3g. Other	500	250	750	85	-0-	85	-0-	85	
TOTAL	7,000	3,000	10,000	1,524	-0-	1,524	-0-	1,524	

Signature of Representative of Fiscal Agent or of Library receiving funds
 Title Library Director
 Date October 28, 1994
 Contact Person Charlene Dumitru
 Admin. Ass't (714) 528-1925
 Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

In-Kind Resource Development (Fiscal Year 94/95)

Placentia Library 1st Quarter July-September 2nd Quarter October-December 3rd Quarter January-March 4th Quarter April-June

Instructions: 1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

1. IN KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space				840			840	840	5,000
b) Materials						50	50	50	1,000
c) Equipment							0	0	500
d) Printing				133			133	133	1,500
e) Professional Services			100				100	100	1,500
f) Other							0	0	500
COLUMN TOTALS FOR QTR	0	0	100	973	0	50	1,123		
COLUMN TOTALS FOR YTD	0	0	100	973	0	50		1,123	
TOTALS:									
2. VOLUNTEER HOURS									
a) Literacy Instruction									
b) Talent/Support Services									
							881	881	4,000
							212	212	2,000

Comments: Double Check: The sum of Line 'QTR' and 'YTD' GRAND Totals
MUST EQUAL the sum of Column 'QTR' and 'YTD' GRAND Totals.

Katie Matas

Contact Person

Literacy Coordinator

Title

[Signature]
Signature of person submitting report

Library Director

714 524-8408

Telephone Number

Date

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 94/95)

Placentia Library District
Name of Library

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.	77	77
2. Adult Learners who began during quarter	2.	16	16
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	4	
b. Learners who became physically inaccessible this quarter	3b.	5	
c. Learners who left program for other reasons	3c.	8	
d. Learners who left program WITHOUT notification	3d.	1	
e. TOTAL (Sum of Items #3a thru #3d)	3e.		18
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.	92	92
5. Adult Learners referred to other programs (never instructed) this quarter	5.	1	1

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, 4th quarters = #2 above plus #6 from previous quarter)	6.	92	92
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, 4th quarters = #5 above plus #7 from previous quarter)	7.	1	1

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at end of quarter (#1 plus #2 minus #3e)	8.	75	75
9. Prospective Adult Learners awaiting instruction at end of quarter	9.	29	29

Adult Learner Activity Report (continued)

Characteristics of Adult Learners receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age and gender EACH equal Item #8 on previous page. ***

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	37	1	25			12			75


11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	4	17	26	12	6	3	2	5	75

12. Gender	Male	Female	TOTAL
	21	54	75

Double Check:

Do Items #10, #11, & #12 = #8 on previous page?

Placentia Library District
Name of Library


Signature of person submitting this report

Library Director
Title Date

Katie Matas
Contact Person

Literacy Coordinator 714 524-8408
Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 94/95)

Placentia Library District _____

Name of Library _____

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from previous quarter's Tutor report)	1.	1	46
2. Tutors who began instructing during quarter	2.		16
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	11	
b. Tutors who left WITHOUT notification	3b.	2	
c. TOTAL tutors who left (#3a plus #3b)	3c.		13
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		60
5. Number of tutors trained during quarter	5.		23
6. Number of pre-service tutor workshops offered during quarter	6.		2

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st Quarter = #4 above) (2nd, 3rd, 4th quarters = #2 above plus #7 from previous quarter)	7.		60
8. Cumulative total tutors trained this fiscal year-to-date (1st Quarter = #5 above) (2nd, 3rd, 4th quarters = #5 above plus #8 from previous quarter)	8.		23

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		49
10. Prospective tutors awaiting training/matching at end of quarter	10.		19

Tutor Activity Report (continued)

Characteristics of Tutors instructing at end of quarter.

*** BE SURE that TOTALS for ethnicity, age and gender EACH equal Item #9 on previous page. ***

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	5		4			39		1	49

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	1	13	5	13	4	6	5	2	49

13. Gender	Male	Female	TOTAL
	8	41	49

Double Check:
Do Items #11, #12, & #13 = #9 on previous page?

14a. Number of public sites used for literacy instruction during quarter	2
14b. Number of private homes used for literacy instruction during quarter	8

15. Legislative districts in which instruction occurred during quarter
a. State Assembly District #(s): <u>72</u>
b. State Senate District #(s): <u>33</u>
c. U.S. Congressional District #(s): <u>39</u>

Placentia Library District
Name of Library


Signature of person submitting this report

Library Director
Title Date

Katie Matas
Contact Person

Literacy Coordinator 714 524-8408
Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Action Plan (Fiscal Year 94/95)

Placentia Library District
Name of Library

1ST QUARTER
JULY - SEPTEMBER

2ND QUARTER
OCTOBER-DECEMBER

3RD QUARTER
JANUARY-MARCH

4TH QUARTER
APRIL-JUNE

Instructions:

1. Submit one original plus two copies of this report with other reports required.
2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

1. What were your principal challenges for this past quarter?

1. Recruiting new tutors
2. Providing support to the tutors and students in the program
3. Establishing a working relationship with local businesses interested in supporting literacy instruction for their employees who need it.

2. How did you address these challenges?

1. Held the annual recognition program with Phil Yea of Cartoonists Across America as the featured speaker and invited the community to attend.
2. Offered a one-day tutor training course for new tutors who wanted to begin tutoring quickly.
3. Offered another 15-hour tutor training course
4. Held a tutor training follow-up session
5. Held the annual literacy program picnic for students, tutors and families.
6. Had an intern from California State University Fullerton contact local businesses by letter and telephone to assess their literacy needs.

3. Based on these actions, what do you see as the principal challenges you face in the next quarter

1. Recruiting new tutors
2. Providing support to the tutors and students in the program.
3. Promoting the CALPEP forms and getting the tutors and students to complete and return them.

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network
2. Continued communication with local businesses through the Placentia Chamber of Commerce
3. Worked with local Adult Education to provide classes for students in the Families for Literacy Program
4. Asked for and received a donation from Rotary Club of Placentia to purchase tutor training materials.

5. What were your communication strategies for this quarter with respect to target audience, methods, and desired outcomes?

1. To include information on the literacy program in the city newsletter, the local cable TV channel, and in press releases to local newspapers.
2. To list tutor training classes in the community college adult education catalog.
3. To attend Placentia Chamber Mixers and breakfasts.
4. Contact new tutors by mail or phone to encourage them to participate in the tutor training follow-up sessions.


6. How were strategies implemented and what outcomes were achieved?

1. One of the adult learners from the program participated in the taping of a cable TV program discussing literacy and what it was like to learn to read as an adult. The program will be aired at a later date and should attract potential tutors and learners.
2. The city newsletter is distributed to every home in Placentia thereby providing every resident with information about the literacy program. The same is true of press releases in local newspapers.
3. Wide circulation of the Adult Education catalog gave the literacy program broad exposure.
4. Attendance at Chamber of Commerce functions provides the literacy program with visibility in the local business community.
5. Participated in the City's annual Heritage Day Celebration distributing literacy program brochures and answering questions.

7. Based on outcomes attained, what do you plan for next quarter?

1. Offer a 15-hour tutor training workshop.
2. Arrange a holiday celebration for tutors and learners to get to know each other and share experiences.
3. Attend Placentia Chamber mixers and functions.
4. Network with local and regional literacy providers, share ideas and information.
5. Speak at various functions to civic and service organizations.

Placentia Library District
Name of Library


Signature of person submitting this report


Library Director

Title

Date

Katie Matas
Contact Person

Literacy Coordinator 714 524-8408
Title Phone

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: November 14, 1994
SUBJECT: Submission of the District's Certification for the Public Library Fund Grant for 1994-1995 to the State Library of California

BACKGROUND:

Each year the District is required to certify to the State Library of California certain library appropriation information in order to establish eligibility to receive a grant from the Public Library Fund.

One of the requirements for eligibility requirements is maintenance of effort -- the jurisdiction may not spend less for library services than it had the previous year.

A copy of the Certification for Fiscal Year 1994-1995 is attached.

RECOMMENDATION:

Receive and File.



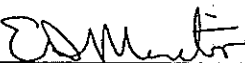
ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND
California State Education Code Part II
Chapter 1.5, Section 18010 et seq.
Fiscal Year 1994-95

FILING DATE: December 1, 1994

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 139, Statutes of 1994, item 6120-221-001, Provision 1, "Notwithstanding any other provision of the law, for the 1994-95 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1994."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Special District Augmentation Funds, for counties and districts
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay
 - Amount for facility maintenance and administration (whether or not included in library allocation)
 - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
 - California Library services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Construction Act (LSCA) funds
 - Appropriation or allocation for major capital improvements (see definition over)
6. Certification. Complete both entries. FY 1993-94 FY 1994-95
 - a. Local revenue appropriated (see para. 4 above) 929,845 936,250

(A 100% maintenance of effort has been authorized for the 1994-95 year)

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein; that data for the report are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1994-95.

Signature of Fiscal Officer  Date October 31, 1994

Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925

Address 411 E. Chapman Avenue, Placentia, CA 92670

Mail to: PUBLIC LIBRARY FUND, California State Library, Fiscal Office
P.O. Box 942837, Sacramento, CA 94237-0001.
(For Federal Express/hand delivery: 900 N Street, 3rd Floor, Sacramento, CA 95814)

PUBLIC LIBRARY FINANCE
(Education code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: November 14, 1993
SUBJECT: Correct Budget Resolution 94-6

BACKGROUND:

At its meeting on July 18, 1994, the Library Board adopted Resolution 94-6, the Fiscal Year 1994-1995 Budgets for the Placentia Library District.

After that meeting copies of the forms and the Budget Resolution were submitted to the Orange County Auditor.

A typographical error was made in the preparation of Resolution 94-6. The amount of the Fund 707 appropriation was listed as \$1,027,113 instead of \$1,097,993. All other forms were correct.

The Orange County Auditor's Office has requested that a corrected Resolution be adopted and submitted for the official files in its Office.

A copy of the corrected Resolution is attached.

RECOMMENDATION:

1. Read Resolution 94-6 as Corrected November 14, 1994, by Title only. *Went/2004*
2. Adopt Resolution 94-6 as Corrected November 14, 1994.

RESOLUTION 94-6
AS CORRECTED NOVEMBER 14, 1994

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1994-1995 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1994-1995 were reviewed at the Regular Meeting of the Board of Trustees on July 18, 1994; and

WHEREAS, the tax rates levied are in accordance with Sections 93 and 97.65 of the Revenue and Taxation Code; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1994-1995, and implements such on July 1, 1994 as follows: FUND Budget Unit 702 for \$155,587, FUND Budget Unit 703 for \$30,727, FUND Budget Unit 706 for \$117,058, FUND Budget Unit 707 for \$1,097,993, and FUND Budget Unit 708 for \$7,775.

AYES: TRUSTEES: Dinsmore, Evans, Shkoler, West

NOES: TRUSTEES: None

ABSTAIN: TRUSTEES: None

ABSENT: TRUSTEES: Stark

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the ~~eighteenth~~ ^{fourteenth} day of ~~July~~ ^{November}, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this ~~eighteenth~~ ^{fourteenth} day of ~~July~~ ^{November}, 1994.

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

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edw*
DATE: November 14, 1994
SUBJECT: Status Report for Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.

BACKGROUND:

The project Status Report as prepared by Allen L. Hibbs, AIA, is Attachment A.

The Board will be asked to have a Special Meeting to adopt the final Plans and Specifications and to authorize the bidding process as soon as the plans are approved by the State of California.

Mr. Hibbs will be arriving at the meeting at approximately 8:00 P.M. to review the color boards and lead the Board through the decision making process for items needed to complete the bid specifications document.

RECOMMENDATION:

Select colors and materials for remodeling finishes and make other determinations necessary to complete the bid specifications document.



Dan L. Rowland and Associates, AIA, Inc.
Architecture and Planning

November 8, 1994

9235-1

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670-6198

Attention: Elizabeth D. Minter, Library Director

Subject: Disabled Access Remodeling Main Library
Status Report

Dear Ms. Minter:

1. Chris Becker, Director of Public Works, City of Placentia, has technical specification sections and is preparing the Boiler Plate (Contractual Requirements). First typed draft is expected on Monday, November 14, 1994.
2. State requires review of plans and specifications prior to bid release. The anticipated review period is 22 days from receipt of documents. DLRA will send plans and draft specifications to state agencies on November 14, 1994 as follows:
 - A. Steve Haidet
Division of the State Architect
400 "P" Street, Fifth Floor
Sacramento, CA 95814
Two (2) Sets
 - B. Cy H. Silver
Facilities Planning Consultant
California State Library
Library Development Services
900 "N" Street, Fifth Floor
Sacramento, CA 95814
One (1) Set
3. Color boards will be completed for Staff and Board review by November 14, 1994. All color selections will be noted on plans along with any comments required by State review.

Sincerely,

DAN L. ROWLAND AND ASSOCIATES, AIA, INC.

Allen L. Hibbs, AIA
Principal

AH/pd

a:wp/misc/stat3

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian *SA*
 DATE: November 9, 1994
 SUBJECT: Program Committee Report for the Month of October, 1994.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	AUGUST 94	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Placentia Pride	1	5
<i>CHILDREN'S SERVICES</i>		
After School Special	1	9
Group Visits	2	44
Story Hours	9	160
<i>LITERACY SERVICES</i>		
Families For Literacy	4	131
Tutor Training	4	15



TO: Elizabeth Minter, Library Director

FROM: Kay Schneider *Cheryl Willauer*

DATE: November 8, 1994

SUBJECT: Children's Services Report for October

Every Child... a Library Card! - This was the third year for our campaign to encourage all Placentia children to get and to use a Placentia Library District card. This special promotion was publicized with flyers and bookmarks sent through the schools to parents and children and by a very large and colorful bulletin board. Each child who registered for a new card during September and October received a pencil and was eligible to enter a drawing for new paperback books. The children getting their first Library cards were very excited at the special treatment and incentives.

This year 164 children received new cards during September and October which was an increase of 14% over 1993's total for the same two months.

Fall Story Hours & After School Specials are well under way. In addition to the on going Monday afternoon story hours we have added a Thursday morning story time. This morning program had been eliminated last year after the staff cutbacks. There are currently three programs being offered weekly. Ten programs this month have been attended by 169 children.

North Story Circle of the SouthCoast Story Tellers Guild - The storytellers guild is an organization of professional and learning storytellers. They have been telling stories, presenting workshops and promoting storytelling for four years and decided that the group was becoming large enough to expand into North County. It is very exciting that they have chosen to meet at the Placentia Library each month. The first part of each meeting will be devoted to formal instruction and the last half will be open storytelling. This program is open to the public and children and families will find the Sunday afternoons of stories to be lots of fun.

Our first meeting was on October 30 and was attended by 21 storytellers and listeners. Master storyteller Jim Lewis presented a workshop on how to organize a new story and this was followed by "scary stories" and refreshments. It was a fun afternoon and I am sure that it will quickly grow in popularity.

Displays -"Scary Stories" were displayed for the month of October and they went out very quickly. We looked for returned Halloween books each morning to keep the display full. They were very popular!

New Shelving - The new picture book shelving is wonderful! Now there is room for all of our collection to be organized and available. I have observed that many more of the picture books are being circulated. I feel that it is because our patrons are much more easily able to locate the materials they are seeking and it is also a much more appealing and attractive presentation. Many thanks to our fantastic Friends of the Placentia Library!

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Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$4,432.65
Gift Accounts	550.52
Juv. Reference*	1,160.60
Juv. Non-Fiction*	1,970.80

*To be invoiced 12/1/94

Donated Items 7/1/94 to 11/5/94

Adult Books	203	\$3,786.65
Juvenile Books	9	83.65
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00

(These figures do not include paperbacks.)

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian
 DATE: November 5, 1994 
 SUBJECT: Acquisitions Report

Dollars Spent 10/1/94 to 10/31/94

Adult Continuations Print	\$25.49
Adult Continuations Electronic	
Adult Fiction	1,954.13
Adult Non-Fiction	427.31
Adult Reference	
Adult Audio	
Adult Video	101.90
Juvenile Continuations Print	51.88
Juvenile Continuations Electronic	
Juvenile Fiction	50.97
Juvenile Reference	
Juvenile Non-Fiction	150.90
Juvenile Audio	
Juvenile Video	
Gifts	429.78
Total	\$3,192.36

Dollars Spent 7/1/94 to 10/31/94

Adult Continuations Print	\$666.61
Adult Continuations Electronic	7,753.75
Adult Fiction	1,954.13
Adult Non-Fiction	427.31
Adult Reference	
Adult Audio	
Adult Video	101.90
Juvenile Continuations Print	51.88
Juvenile Continuations Electronic	
Juvenile Fiction	675.32
Juvenile Reference	77.01
Juvenile Non-Fiction	772.35
Juvenile Audio	
Juvenile Video	
Gifts	1,799.93
Total	\$14,280.19

TO: Elizabeth D. Minter, Library Director
FROM: Cheryl Willauer (W)
DATE: November 8, 1994
SUBJECT: Publicity materials produced for October 1994

Information added for this month on Channel 53 the Placentia Library cable channel included October quotes, Literacy asking for volunteers to take the tutor training courses and help to change a life, the Friends of the Library huge used book sale coming up in November, Children's storyhour starting October 3rd, Afterschool Specials starting October 26, the Anniversary Celebration October 16 with special note of Virginia Carpenter being the guest of honor and Huell Howser being the keynote speaker.

Newspaper articles include, several articles on the 75th Anniversary celebration, children's storyhour, Literacy Awards function, articles on the Placentia History Room, Friends of the Library Booksale, commentaries on the Educational Augmentation Funds, and Community Profile on Suad Ammar.

Placentia News
Weekly OCT 13 1994

Paging 332 local history

Love affair between city and its library celebrates 75th year

By Joe Bel Bruno
North County News

History will be on the minds of Placentia residents on Sunday. Hundreds are expected to turn out to the Placentia Library to help celebrate its 75th anniversary. City officials, literacy advocates and others who attend the event will pause to look back in time on the library's evolution.

"The only thing I can say is that at 75 we are quite alive in spite of everything, and we hope to continue to be," Principal Librarian Suad Ammar said.

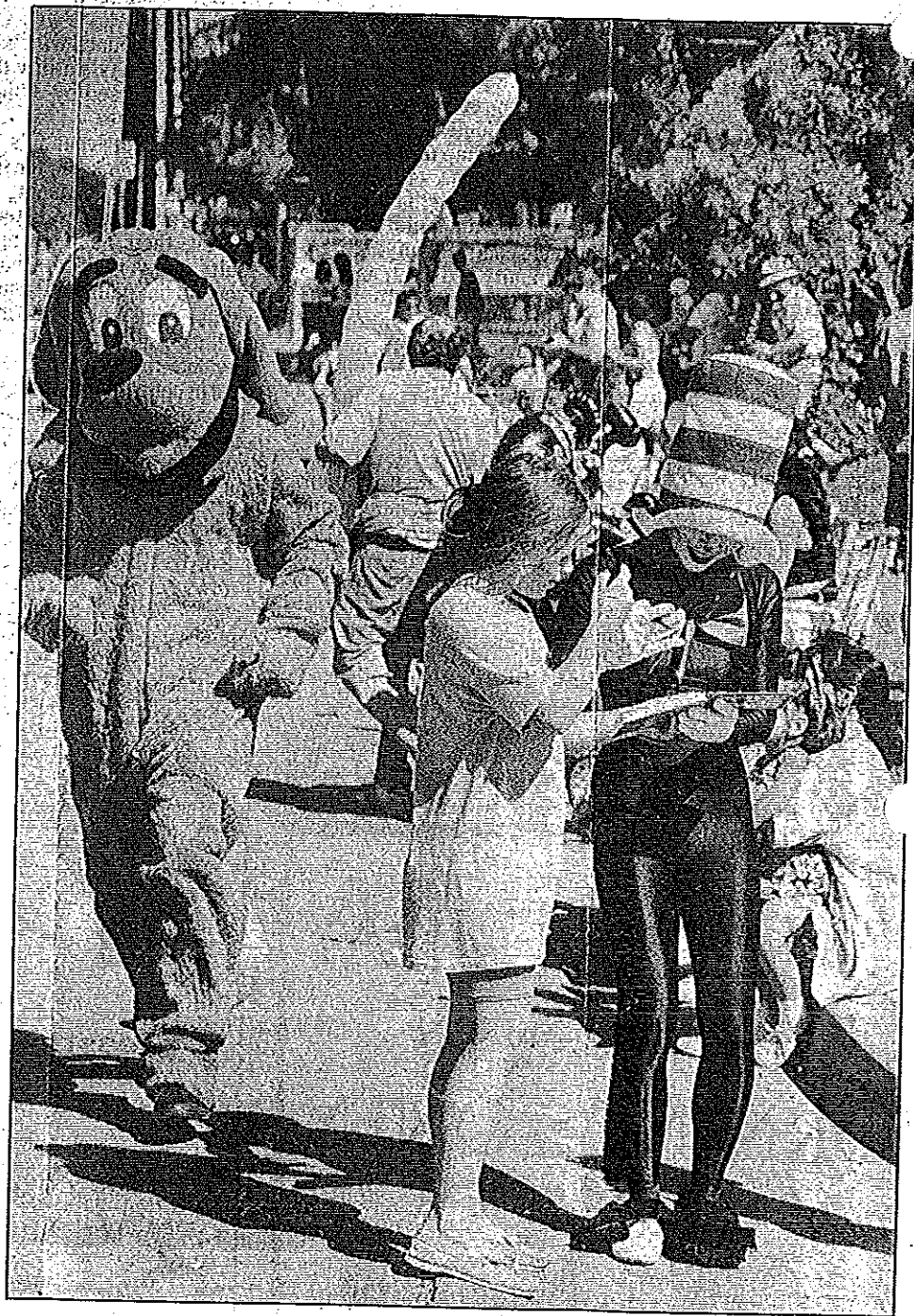
When Placentians began borrowing books at the small library depot in downtown Santa Fe, Woodrow Wilson lived in the White House. The world was recovering from World War I and the United Nations was being formed.

Fifteen presidents later, the library still stands. It marks the resilience of a community that clung together through good and bad times, city historian Cecil Rospaw said.

"In many cities, the library is truly at the center," he said. "It is a place of learning, a place where meetings are held and has always been much loved. Same thing here, and we're proud it has lasted so long."

There have been many times in which the love affair between residents and the small library almost came to an end, Rospaw said. The Great Depression affected the library.

Last year the library experienced difficult times as state lawmakers siphoned local tax dollars from the district. In response, the library was forced to close one day a week and curtail hours.



In total, the state took 11 percent of the library's budget or \$128,000. Placentia is one of a handful of libraries that are not part of the city or a county system, relying instead on money collected from special tax district.

"We've gone through some hard times and we're still here," Ammar said. "The reason is really the community. They helped out when they knew we were in trouble, and that will be the case in the future. We're a community that helps each other."

Clifford the costumed dog entertains the Dr. Seuss character from "The Cat in the Hat" during last weekend's 30th annual Heritage Festival Parade. Clifford and the Cat were on hand to bring attention to the fact that the Placentia Library is celebrating its 75th year

Jack Hancock
North County News

Pacific Clippings
Post Office Box 11789
Santa Ana, Calif. 92711
Placentia News
Weekly July 20, 85

DEDICATION

New room gives students sense of local history

By Joe Beltramo
North County News

The idea started when library or-
ganizers were looking for a place
where school children could learn
about their hometown.
Finding information on United
States history could be obtained by
picking up a social studies book.
But students would be hard-
pressed to get information on who
founded the town, local lore and
what life was like in the early days.
Passing this information on to fu-
ture generations was one reason
members of the Placentia Library

and city's Historical Committee
joined forces. The 75th anniver-
sary celebration for the library was
also the dedication of the Pla-
centia History Room.
We were concerned that there
was no place in town that really
was the center for history, where
residents can go to find out about
where they live, committee mem-
ber Marie Schmidt said. This was
our goal, and we're getting there.
Beginning collecting books relating to
California history in the mid-1980s,
she said. When the main library
moved to new quarters in the Civic

Center, one of the rooms was ded-
icated to California history.
The room has been open to li-
brary patrons, who must request to
use it.
In past months, the Placentia
Historical Committee and Friends
of the Library have sorted through
and picked out local information.
The research will be repackaged
and opened as the Placentia His-
tory Room.
Though there will be grand open-
ing of the room on Sunday, the lo-
cal history room will never be com-
pleted. Residents are being asked
to contribute with personal arti-

facts, journals and anything else
that would help convey to future
generations what life was like.
"I think the push is going to be to
push the historical in the sense of
people, and what they have to offer
the room," Principal Librarian
Sue Annmar said. Family por-
traits, scrapbooks, journals are
important because every thing
adds to the community. You don't
have to be famous to have some-
thing in there, even journals fifty
years from now will be important
to show what life was like in Pla-
centia."
All residents are invited to sub-

¶ We were concerned that there was no place in town that really was the center for history, where residents can go to find out about where they live. This was our goal, and we're getting there. ¶

Marie Schmidt
-Library Committee member

Please see HISTORY ROOM/7

HISTORY ROOM: City is featured

FROM 3
memorabilia of Placentia to be
deposited in the room and retained
for history.
Included in there are yearbooks
that date back to Valencia High
School's very first, old community

newspapers and city documents.
With the help of residents, it will
get even better, according to com-
mittee member Pat Inot.
This has been a really big deal
for us because we know it will
serve as an important tool for the
future," said Inot, who is a mem-

ber of Friends of the Placentia Li-
brary. "It has really been a labor
of love. We hope residents will con-
tinue to donate items and keep it
alive."
Other members of the commit-
tee include Pat Verberg, Julie
Shook and de Graaf.

All booked up

Hundreds of Placentia residents turn out over the weekend to help the city's beloved library celebrate its 75th birthday

By Joe Bel Bruno
North County News

It was perhaps the biggest day for anyone that ever walked into the Placentia Library and checked out a book.

Hundreds of residents turned out Sunday to commemorate the Placentia Library District's 75 years serving the community.

They celebrated how the library has grown from just a few hundred customers in 1919 to an estimated 30,000 today.

Principal Librarian Suad Ammar

said the event is a chance to rejoice in the library's relationship with residents.

"This is a true hometown library, there is such a family feel here," said Ammar, who began there in the 1970s as a research assistant.

"We know the patrons, what they want and what they like to read. Our staff know at least 25 percent of those who come in here by name — you won't get that at a big library."

History was the key element to Sunday's celebration, held outside at the City Hall courtyard. A historical reading from books written on the town

was held, conveying to residents what the early days in town were like.

Larry de Graaf, a California State University, Fullerton professor and Placentia resident, said the city should be proud the library has lasted through the years.

"It has grown, just like our town. We should be very proud of the accomplishments we have made here," said de Graaf, who is also a member of the Placentia Historical Committee.

"A lot of people have grown up on this library, and (the celebration) is

Please see LIBRARY/8

LIBRARY

FROM 1

like paying our respects.

City historian Virginia Carpenter was given a special citation during the celebration. Carpenter, 89, was a former librarian and has written several books on Placentia.

Education began as the reason community leaders banded together to form it in 1919 — a year when President Woodrow Wilson lead the nation just after World War I.

With Placentia yet to be incorporated and the Orange County Library system a distant dream, residents were forced to form a special library district funded by local

property taxes.

Placentia, along with Buena Park, today are anachronisms as only a handful of independent libraries are still left in the state.

Supporters say though it has grown from a few hundred to more than 30,000 patrons, the library has retained its small town charm.

Being independent allows the library to offer specialized programs, including sleep-overs for young readers and daily story hours. It was the first library in the state to join the Literacy Volunteers of America, and offer specialized courses to help families learn English.

The library also co-sponsored a program in 1992 with the California Council on the Humanities to find ways to preserve the meaning of

community in Placentia.

"The large systems tend to be more bureaucratic," said Library Director Elizabeth Minter, whose annual budget is just over \$1 million. "Here we have our pulse on the community and more control."

However, Minter points out a downside to being autonomous is it concentrates financial troubles faced by all libraries. While Placentia continues to struggle, lean times have forced many special district libraries to switch to county or city systems.

Placentia went through difficult times in 1992 as state lawmakers siphoned \$128,000 in local tax dollars from the district. In response, the library was forced to close one day a week and curtail hours.

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

The Register
 Daily

OCT 16 1991

Placentia library making a little history of its own

CITIES: One of state's few independent libraries will celebrate its 75th birthday with a focus on local history.

BY JOE BEL BRUNO
 North County News

PLACENTIA — You might call them history sleuths, tracking down pieces of the past and fitting them together like a pieceless jigsaw puzzle.

Marie Schmidt, and Pat Irot are among those who have sifted through a dusty back room at the Placentia Library, where decades of local history is stored. Their findings are varied: a newspaper reporting the assassination of Abraham Lincoln, strips of rusted barbed wire taken from local ranches, oil-survey maps used by the city founder, and letters penned by settlers in the 1800s.

The team of history buffs has transformed the tiny room into a museum crammed with local artifacts. The items go on display

today when the Placentia History Room opens as part of the library's 75th-anniversary celebration.

"We are really concerned with preserving the history of this community, letting our children and grandchildren know how this town started," said Schmidt, one of dozens of volunteers who keep the library going. "It is all worth the detective work to help educate."

Education was the reason community leaders banded together to form the library in 1919, when orange trees outnumbered residents in Placentia. With Placentia yet to be incorporated — the city was formed in 1926 — and no Orange County Library system, residents' only option was to form a special library district funded by local property taxes.

Placentia, along with Buena Park, is among only a handful of independent libraries remaining in the state. Supporters say though it has grown from a few hundred patrons to more than 30,000, the library has retained its small-town charm.

Principal librarian Suad Am-

mar said the library is a place where workers greet patrons by name. This is one secret behind the library's longevity, she said.

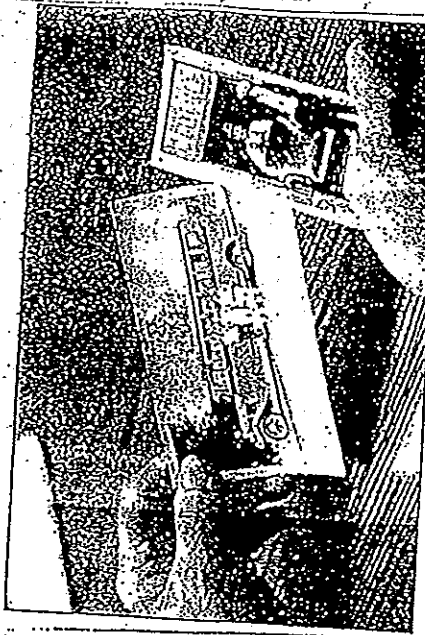
"This is a true hometown library. There is such a family feel here," said Annmar, who began there in the 1970s as a research assistant. "We know the patrons, what they want and what they like to read. Our staff know at least 25 percent of those who come in here by name — you won't get that at a big library."

Being independent allows the library to offer more specialized programs, including sleep-overs for young readers and daily story hours. It was the first library in the state to join the Literacy Volunteers of America, and offer specialized courses to help families learn English.

The library also co-sponsored a program in 1992 with the California Council on the Humanities to find ways to preserve a sense of community in Placentia.

"The large systems tend to be more bureaucratic," said library director Elizabeth Minter, whose annual budget is just over \$1 million. "Here we have our pulse on

- ▶ The Placentia Library's 75th Anniversary Party.
- ▶ The Civic Center courtyard, 401 E. Chapman Ave.
- ▶ Today, at 2 p.m.
- ▶ Hundreds of people are expected to turn out for the celebration, which will feature a keynote address by author Huell Howser and a dedication to city historian Virginia Carpenter. The new Placentia History Room also will be opened. The event is free. For more information call (714) 528-1306.



JEBB HARRIS/The Orange County Register
 GLIMPSE OF HISTORY: Volunteers at the Placentia Library, which is marking its 75th anniversary, catalog and organize the collection of local historical items, including these two vintage photographs.

makers siphoned \$128,000 in local tax dollars from the district — about 11 percent of the annual budget. The library was forced to close one day a week and curtail hours.

Hard times have forced the li-

brary to rely on volunteers who put in 179 hours each week. "They (volunteers) are very vital for ongoing operations," Annmar said. "I don't know where we would be without them."

the community and more control."

The downside of autonomy, Minter said, is concentration of financial troubles faced by all libraries. While Placentia continues to struggle, lean times have forced many special-district libraries to join county or city systems.

Placentia went through difficult times in 1992 as state law-

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Fullerton News Tribune
Weekly, Dec 1, 0-6-1994

Districts, agencies often must interact

Mr. G. J. Brown's article reminded me how redevelopment agencies interact with "Educational Revenue Augmentation Funds" to adversely impact local school districts.

The first way is that redevelopment diverts property taxes that are due on generally inflating real estate values. Every time a property is sold, its taxes are adjusted. In the redevelopment areas, all of the upward adjustments for the increased sales prices go 100 percent to the Redevelopment Agency.

This means that none of those increased property taxes go to the school districts. That puts pressure on the state to make up the difference.

Now recently the state created county Education Revenue Augmentation Funds. These ERA Funds operate as sort of miniature Serrano-Priest units. They collect property taxes from the county and the cities and special districts, such as the Placentia Library District.

Then they redistribute the money to certain poor school districts. Just like local property tax dollars, ERA Fund payments to school districts will offset the amount that the state of California pays as state aid under the Revenue Limit program.

What this means is that the more that redevelopment agencies divert property taxes from the local school districts, the more that those districts need money from the county's ERA Fund.

Right now, only the Santa Ana and Garden Grove school districts receive ERA money. Significantly, there is a Redevelopment Agency in each of those communities. If redevelopment continues in Fullerton, our local districts may soon need ERA fund money, too.

Redevelopment steadily creates more and more pressure on the state and on ERA Funds to make up property tax dollars that the school districts lose. If needs to be stopped statewide and the place to start stopping it is here in Fullerton.

Doug Gilmour
Fullerton

Schools in need of higher income

It was glad that G. J. Brown pointed out that the state usually reduces state aid payments to school districts to the same extent that a school district's property tax income increases. This is called the "Revenue Limit" formula.

However, once a district exceeds the revenue limit, it can keep its additional property taxes. These districts are called "Basic Aid" districts.

Orange County has three affluent Basic Aid districts which keep all of the increases to their revenue: Newport Mesa School District, Laguna Beach School District, and the Saddleback Community College District.

Significantly, the cities of Laguna Beach and Newport Beach do not have redevelopment agencies that divert property taxes from the local school districts. And most of the taxpaying area of the Saddleback District is free from redevelopment.

Eliminating Fullerton's redevelopment "tax increment districts" will put more property taxes into the coffers of Fullerton's and Placentia's school districts. This higher income will push these school districts closer toward the Basic Aid threshold.

Recalls group's point is proven

Mr. G. J. Brown's letter was very informative. I'll need to find a source to check some of his statements, but one, labeled "a garble of fantasy, distortion and half-truth," seems quite obvious. He states that "Fullerton would get only its usual share — about 16.5 percent" of the money collected by the Redevelopment Agency had the city collected it.

Seems as if he has proven the Recall Committee's point — 16.5

percent of the \$9-plus-million that goes into the agency's coffers is approximately \$1.6 million; \$1.6 as opposed to \$1.8 million narrows the difference to a small adjustment in accounting practice — not the realm of "fantasy."

Dick Sayles
Fullerton

City, county now get big, fat zero

Mr. G. J. Brown states in his letter that "school districts and community college districts receive a portion of the redevelopment tax increments."

It appears that Mr. Brown is referring to the recently enacted

ERA Fund provisions of Health and Safety Code Sections 33680 through 33683 and a companion ERA Fund provision of Education Code Section 42238.

Basically, all of the non-school local governments, that is, governments in redevelopment zones, now have 16 percent (in our case, about \$1.5 million) of property taxes paid (about \$9.3 million) in their areas taken away from city and county governments and put into an ERA Fund that goes into poorer county school districts. The remaining 84 percent goes to the Redevelopment Agency for debt service and to finance other projects.

Only recipient districts get ERA Fund money. There are only two recipients in Orange County: Santa Ana Unified and Garden Grove school districts. Local districts do NOT get the money.

In our case, about \$1.5 million (16 percent of \$9.4 million) of the agency tax increment income per year goes to Garden Grove and Santa Ana schools. Property taxes within the redevelopment zone are frozen until the zone is removed. City and county governments get none of the money.

If the agency were abolished, about \$5 million per year (50 percent of \$9.4 million) would go to local school districts, about \$1 million would have to be retained to service outstanding debts of the agency. The ERA Fund portion would remain a 16 percent share (about \$544,000) of a smaller pie (\$3.4 million). The remainder of about \$2.9 million would go to city and county government.

That is a considerable improvement over the big, fat zero Fullerton and the county gets now. The residents of redevelopment zones would still be supporting local schools the way property taxes should, and the ERA Fund as well, but not as heavily.

Jim Rector
Fullerton

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Placentia News
Weekly OCT 13 1994

PEOPLE



**APRIL
OTTAVIAN**

Did you know that at the library's 75th anniversary celebration, the Placentia History Room will be dedicated? But how did this room come out? In the mid-50s, the then librari-

Please see APRIL/11

APRIL

FROM 10

an, Mae Barless, began collecting books relating to California history. The secured room is open to patrons on request as the need for research on specific matters is required. In the past months, the Placentia Historical Committee, with representatives of Friends of the Library, have cataloged much material which has found its way to the library as a depository for Placentia historical items.

"I'm told it's been a labor of love and the Library Board has agreed that the room will be renamed, The Placentia Room. This will ensure that Placentians and others who have Placentia memorabilia now have a safe place where the items will be retained for posterity.

On Oct. 16 as the library celebrates its anniversary with guest Huell Howser, the Placentia Room will be open and Historical Committee members will be on hand to explain items on display. Of particular interest to News Times

readers is a framed copy of the very first front page of the News Times published in April 1971. This item is a gift from Nell Shelley, widow of Earl Shelley who inaugurated its publication.

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Placentia News
Weekly OCT 20 1994

Story hour for children offered at area library

The "Alphabeasts" pre-school story hour for children, aged 3 through 6, continues through Dec. 8, at the Placentia Library, 411 E. Chapman Ave. Participants are invited to enjoy stories, crafts, puppets, movies and fun.

Hours are Monday, 1 p.m. to 1:45 p.m.; and Thursday, 10:30 a.m. to 11:15 a.m.

The library is also sponsoring an After-School Specials program for kids, aged 7 through 12, beginning Oct. 27. Stories, crafts and games will be offered. For information, call 528-1906.

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Los Angeles Times
OC Edition
Daily

OCT 22 1994

Orchid Species Society of Southern California: Second Sunday Monthly at 2 p.m., Placentia Library, 411 E. Chapman Ave., Placentia.

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Los Angeles Times
OC Edition
Daily

OCT 12 1994

Library to Celebrate 75th Anniversary

PLACENTIA—History buffs in North County can indulge their passion at the Placentia Library District's 75th anniversary party at 1 p.m. Sunday.

Public television show host Huell Howser will be the guest speaker for the event, which celebrates the library's humble beginnings in 1919. One resident gained the support of neighbors and the Orange County Board of Supervisors to form the district.

Featured will be a display of winning photos from an amateur photography contest, a montage of library milestones with newspaper clippings about each event, a parade of storybook characters, recognition of some of Placentia's 75-year-old residents and dedication of the library's History Room.

Cal State Fullerton instructor Joseph Arnold will give readings from oral histories, sampling stories from pioneers, industrialists and residents. Longtime Placentia historian, author and former librarian Virginia Carpenter will be honored.

The celebration will take place at the Placentia Civic Center complex, 401 E. Chapman Ave. The event is free, but donations will be accepted to support the "adopt-a-book" program. Information: (714) 528-8248.

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The Register
Daily
OCT 24 1994

pacific clippings

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santa ana, calif. 92711

Placentia News
Weekly
OCT 29 1994

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily
OCT 11 1994

O.C. PICK

332
Money Concepts Financial Planning Centre presents "How to Survive and Prosper in the 21st Century." Speakers will talk about retiring or being laid off, rising taxes, investment risk and avoiding costly investment mistakes. Free 7-9 p.m. Placentia Library, 411 E. Chapman Avenue, Placentia, (714) 738-4739.

'26 Chevy Depot Hack drawing on display

332
Placentia artist Ted Carrier will have his drawing of a 1926 Chevy Depot Hack on display at the Placentia Library.

Also on display is a collection of automotive books, scale model cars and other auto-related items. The items will be on display in the library during normal operating hours through October. The library is located at 411 E. Chapman Ave.

PLACENTIA

Reading Teachers Honored at Dinner

332
Who: Literacy tutors at Placentia Library

Contribution: About 70 volunteer tutors in the Placentia Library Literacy Service were recognized at a recent dinner. They each spend about two hours per week teaching reading skills to adults who are functionally illiterate or who don't speak English. Placentia's literacy program began in 1980 and is the oldest in the county. Information: (714) 524-8408.

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Placentia News
Weekly
OCT 20 1994

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Los Angeles Times
OC Edition
Daily
OCT 27 1994

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post office box 11789
santa ana, calif. 92711

The Register
Daily
OCT 11 1994

Young readers invited to library slumber fete

332
Children and their parents interested in the Placentia Library Children's Department's eighth annual Camp Library sleep-over on Nov. 18, are encouraged to register, starting Oct. 25.

The Camp Library sleep-over is held as part of the national celebration of Children's Book Week and is designed to stimulate young people's interest in reading.

Children, 4 through 12, and their parents will spend the night in the

library, beginning at 7:30 p.m. Overnighters will enjoy entertainment, games, crafts, movies, food and fun.

Participation is limited to the first 50 children; cost is \$3. For information, call 528-1906.

SUNDAY, OCT 30 332

Storytelling (Placentia Public Library, 411 E. Chapman Ave., Placentia, (714) 496-1960). Jim Lewis and Bill Quillinan of the South Coast Storytellers Guild present "How to Learn a Story." An informal story swap will follow. 1 p.m. FREE

pacific clippings

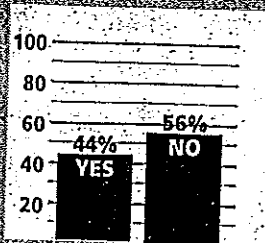
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Placentia News
Weekly
OCT 06 1994

TODAY

332
Trust seminar: Understanding Living Trusts, a free seminar on financial planning, 7:30 p.m. Placentia Library, 411 E. Chapman Ave. Call 541-9569 for information.

332
YESTERDAY'S QUESTION:
IF YOUR LOCAL LIBRARY HAD A COMPUTER FROM WHICH YOU COULD ACCESS THE INTERNET, WOULD YOU USE IT?
(199 RESPONSES)



County line is not a scientific sampling of county opinion.

pacific clippings

post office box 11789
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Placentia News
Weekly

OCT 06 1994

PEOPLE



**APRIL
OTTAVIAN**

**Chance to
smell flowers
at mixer**

"Stop and smell the roses," but at Nadine's Florist her motto is "Stop and smell the flowers" and that's just what a bunch of "worked all day," weary people did, but not tired and weary for long.

All those who met at Nadine's and breathed all those natural lush fragrances perked right up, smiling, dropping business cards in a bowl for drawings, meeting fellow business owners and chatting with newcomers.

On hand for the September Chamber Mixer were Steve Parish (he greeted everyone coming in), Nita Causey, Lynne

"Read to avoid extinction" was the nationally known cartoonist Phil Yeh's message to his young audience. Youngsters gathered in Placentia Library's community room, eagerly participated in the making of a cartoon.

The message both in the drawing and on the dinosaur T-shirts was the importance of reading. Spotted Christina Jenkin and Daniel Meyer among the 25 having lots of fun that afternoon.

Remember this Saturday is the 39th annual Heritage Festival and Parade. Start the morning with a pancake break-

..... Please see APRIL 14

APRIL

FROM 10

fast at Kraemer Park, watch the parade, join the mayor's reception at Backs Community Building and take the shuttle between the park and Bradford House (the historic home will be open for visitors and all kinds of crafts and food booths will be on the front lawn).

Don't forget the cake walk and salsa contest, antique car show and parade entry awards ceremony. This is the last reminder from the library folks who will award a special trophy for best use of its theme "Happy 75th anniversary Placentia Library."

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Los Angeles Times

OC Edition OCT 27 1994
Daily

PLACENTIA 332

Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open noon to 8 p.m. Monday through Wednesday; 10 a.m. to 6 p.m. Thursday and Saturday; 1 to 5 p.m. Sunday.

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The Register
Daily

OCT 27 1994

PLACENTIA 332

The Placentia Library holds a story hour for children Mondays and Fridays until Dec. 8. Participants are invited to enjoy stories, crafts, puppets and movies. "Being a small library allows us to have specialized programs like this," principal librari-

an Suad Ammar said. The library is at 411 E. Chapman Ave. For more information and times, call (714) 528-1906.

- Joe Bel Bruno/(714) 704-3704

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Placentia News
Weekly OCT 06 1994

IN YOUR OPINION

New Placentia History Room for all residents

At the 75th anniversary celebration of the Placentia Library District, the Placentia History Room will be dedicated.

In the mid-1950s, Librarian Mae Barless began collecting books relating to California history. The library was on Bradford Avenue at that time. When the main library moved to new quarters in the Civic Center, one of the rooms was dedicated to California history. The secured room is opened to patrons on request as the need for research on specific matters is required.

In past months, the Placentia Historical Committee, with representatives of Friends of the Library, have catalogued much material that has found its way to the library as a depository for Placentia historical items.

It has been a labor of love and the library board has agreed that the room will be renamed the Placentia Room.

LETTERS POLICY

The North County News welcomes opinions from our readers. Letters should be typewritten and double spaced (or legibly printed) and not exceed more than one page in length. Submissions must be signed and include an address and telephone number for verification. Letters will be edited for length, grammar and clarity. Submissions which are libelous or in poor taste will not be published.

that once deposited in this room, with appropriate signed documents, the items will be retained for posterity.

On Oct. 16, as the library celebrates its anniversary with guest Huell Howser, the Placentia Room will be manned with members of the Historical Committee, who will explain items which are on open display to visitors.

Of particular interest to Placentia News-Times readers is a framed copy of the very first front page of the News-Times published in April 1971. This item is a gift from Nell Shelley, widow of Earl Shelley who inaugurated its publication.

The Placentia Historical Committee is anxious for the community to be aware that this room welcomes donations of Placentia ephemera.

Marie Schmidt

Placentia Historical Committee

The import of this is that Placentians and others who have memorabilia of Placentia, can be sure

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Los Angeles Times
OC Edition
Daily OCT 20 1994

OCT. 30 332

Storytelling (Placentia Public Library, 411 E. Chapman Ave., Placentia, [714] 496-1960). Jimi Lewis and Bill Quillinan of the South Coast Storytellers Guild present "How to Learn a Story." An informal story swap will follow.
1 p.m. FREE

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Placentia News
Weekly OCT 20 1994

Library Friends throw semi-annual book sale

The Friends of the Placentia Library organization is sponsoring its semi-annual super used book sale, open to everyone on Nov. 5 and Nov. 6. The sale takes place in the library meeting room at 411 E. Chapman Ave.

Check with the library for specific hours.

The organization is seeking donations of used books, records and tapes. Volunteers are needed to help sort and price all the materials being sold. For information, call 528-1906.

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santa ana, calif. 92711

The Register
Daily

OCT 13 1994

PLACENTIA 332

Residents are gearing up for Sunday's 75th anniversary party for the library. The celebration will begin at 2 p.m. and feature dramatic readings and proclamations. Honors will be given to local author Virginia Carpenter. Public-television commentator Huell Howser will be keynote speaker.

- Joe Bel Bruno/(714) 704-3704

PROFILE:

Suad Ammar

Head Librarian

► Name: Suad Ammar

► Nickname: "Not that I know of," she said.

► Job Title: Principal Librarian for the Placentia Library District. She began as a library assistant in 1973 when she worked 8-hours a week at \$2 an hour. "I've been here ever since, 21-years," she said.

► Immediate Family: Sons Marwan and Sam; daughters Renda and Nayla; grandchildren David and Daniel. Her four children attended and graduated from schools in the Placentia Yorba Linda Unified School District.

► Other Family in the Communi-

Please see PROFILE/6



M. Loren Hernandez

Suad Ammar is the head librarian for the Placentia Library.

PROFILE

FROM 5

ty: Nephews and nieces in the area.

► Education: Bachelor of Arts in Arabic Literature from Serian University in Damascus and Masters degree in Library Science from California State University, Fullerton.

► Training or Certifications: Certified tutor-trainer by the Literacy Volunteers of America.

► Hobbies: "I'm a crafts person, I like working with my hands," she said. She is interested in exotic photo albums using silk flowers, jewels and other materials. Suad also enjoys walking and sports.

► Clubs and Organizations: American Task Force for Lebanon; Lebannese Ladies Cultural Society; American Library Association; Placentia Pride; Chamber of Commerce

ambassador to the library, and a member of the Literacy Volunteers of America for the past 15-years; chairperson of the library's 75th Anniversary Committee.

► Home Town: Ain Ebel, Lebanon.

► Worked in Placentia: "Though I don't live in Placentia, I consider it to be my hometown. I count it as my home because of the special relationship I have with this town," said Suad, who lives in Corona.

► Best Thing About Placentia: "The people — they are very friendly and appreciate what you do for them. They take interest in your life as a professional and as a person. I found it very rewarding to work at the reference desk with the various organizations, you meet so many people that way. It gives me a pleasure to work for them because they are very appreciative of our services."

► Worst Thing About Placentia: "The worst thing is that it is not really my hometown. I can't really claim it to be my home. The worst thing is that I have to leave it at night. I am here all day and most weekends, so I'm always here in town. I love it. The neighbors when I lived in Placentia for one year in the early-1970s are still very close friends. Their names are Woody and Wanda Yocum made me feel at home when I first moved to the United States, and I'll never forget how they helped me."

► Describe Yourself: "That's not fair. I'd like to think of myself as a faithful friend, a loving mother, and a dedicated worker. I hope people think of me the same way."

► Favorite Sports Team: "The Auburn Tigers, which is a the college team. My son-in-law is a graduate of the university, and my grandchildren are being raised in Alabama, so I have to say the tigers," she said.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: November 14, 1994
SUBJECT: Placentia Library Literacy Services Report for the month of October

Program Statistics

Active tutors: 54
Active students: 74
Students waiting to be matched: 36
Percentage of tutors reporting (October hours): 87%
Tutoring hours reported: 377
Other volunteer hours reported: 331.5
Total volunteer hours: 708.5

Tutor Training Workshop. A 15-hour tutor training workshop began Tuesday, October 4, 1994. There are 15 people taking the class which will conclude November 1. Fourteen of the newly trained tutors will be matched with waiting students. One individual taking the workshop is already tutoring in our program and is attending for more training.

Staff Development. October 11, 1994, Literacy Coordinators Matas and Walters attended a program entitled "Effective Volunteer Management" presented by the Greater Los Angeles Chapter of National Society of Fund Raising Executives. The speaker was Sharon Selico from KCET television Volunteer Center.

Networking. Literacy Coordinator Matas represented the Literacy Program at the Chamber Mixer and the Placentia Community Network.

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TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*
DATE: November 14, 1994
SUBJECT: Families For Literacy Report for the month of October

Program Statistics.

Attendance

October 5	15 adults	17 children	32 TOTAL
October 12	13 adults	19 children	32 TOTAL
October 19	16 adults	12 children	28 TOTAL
October 25	16 adults	23 children	39 TOTAL

Current Program Status. During the month of October, FFL participants were introduced to the resources and services of the Library. Tours of the Literacy, Circulation, Children's, and Reference departments were given by the appropriate department heads. The location of books in the Library and the Dewey Decimal System were also discussed.

The last meeting of the month was a Halloween party. Halloween stories were read and parents and children decorated trick-or-treat bags to hold candy that was passed out at the end of the program.

Training. A lecture and luncheon at the Los Angeles Music Center on October 11 was attended by Library Director Minter, Adult Literacy Coordinator Matas, and FFL Coordinator Walters. The topic of both the lecture and the luncheon speakers was working with volunteers.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: November 9, 1994
SUBJECT: **Placentia Pride Council Report for the Month of October, 1994.**

The meeting was held on Thursday October 20, 1994. Five members were in attendance.

Legal workshops: It was decided that the "Family Law" workshop will be held on Monday November 7, 1994. Press releases were sent to local newspapers, and Mr. Mary Reid, the Council President will work with Ms. Dale Goodman on producing a flyer to be posted at the Library, and distributed to local interested agencies. The next seminar will be held on December 1, "Consumer rights" will be the topic of discussion. Mr. Reid will contact the City to see about the availability of the Whitten Center for holding a seminar on Immigration Law in that location.

