

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

April 18, 1994

7:30 P.M.

Library Conference Room

1. Roll Call. Administrative Assistant *Ed. Direct*

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion *Shelton / Stark*

3. Minutes of the March 21, 1994, Regular Meeting, and the March 27, 1994, Special Meeting. *Stark / Shelton*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Director

7. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

CLAIMS (Items 8 - 10)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$15,300.93

10. Current Claims and Payroll. (Approve)

Current Claims of \$56,484.17; Payrolls 3132, and 3133, for a cumulative payroll total of \$43,060.00. Combined total of Current Claims and Payroll of \$99,544.17.

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.

11. Financial Reports for March, 1994. (Receive & File)

12. Office General Ledger & Check Registers for March, 1994. (Receive & File)

West/Stark

13. Overdue Collection Report for March, 1994. (Receive & File)
14. Vending Machine Report for March, 1994. (Receive & File)
15. Gifts Report for March, 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.

16. Building Maintenance Report for March, 1994. (Receive & File)
17. Personnel Report for March, 1994. (Receive, File, and Ratify Appointments)
18. Volunteer Report for March, 1994. (Receive & File)
19. Circulation Report for March, 1994. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Travel Authorizations. (Approve)
22. Family Literacy Grant Application for 1994-1994. (Approve and Autorize Submission to the State Library of California)
23. Literacy Department Request to Replace its Office Computer from the Placentia Library Literacy Services Account at an Amount Not to Exceed \$1,400. (Approve)

CONTINUING BUSINESS

24. FY1994-1995 Budget.

Presentation: Library Director
Recommendation: Adopt Policy

Met with me April 24
Shel

25. Review Changes in Brown Act.

Presentation: Library Director

26. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director

No Action

NEW BUSINESS

27. Establishment of Operating Policy for the Coin-Operated Computer Printers.

Presentation: Library Director

Recommendation: Adopt Policy

sketch / 2000

28. Review of Public Officials Liability Insurance Proposals for 1994-1995.

Presentation: Library Director

Recommendation: Determine Level of Benefit and Select Vendors

*not sketch - / worst -
no binder*

29. AARP Request for Use of Meeting Room for Monthly Meetings at No Charge.

Presentation: Library Director

Recommendation: Adopt Policy

Take new policy with full plan with no binder

*Approved based on the info from
Power to the People*

NO - sketch

30. Program Plans for 75th Anniversary Celebration

Presentation: Principal Librarian

Recommendation: Determine Program

STAFF REPORTS

31. Program Report for the Month of March, 1994. (Program Committee)
32. Children's Services Report for the Month of March, 1994. (Schneider)
33. Acquisitions Report for March, 1994. (Shook)
34. Publicity Materials produced for the Month of March, 1994. (Willauer)

35. Placentia Library Literacy Services Report for the Month of March, 1994. (Matas and Byrne)
36. Families for Literacy Project Report for the Month of March, 1994. (Walters)
37. Placentia Pride Committee Report for March, 1994.. (Ammar)

ADJOURNMENT

38. Agenda Preparation for May 16, 1994, Regular Meeting.
39. Review of Action Items.
40. Adjourn

1) Staff recruit done
2) per P Mont of taped read.
1 year.
4) Foundate hour P over 2
75-4 Am Cap
3) Hist hour updated -

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the April 18, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 13, 1994.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Mar 22-26	Public Library Association 5th National Conference, Atlanta
Apr 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Apr 18 (Mon)	Library Board Meeting, 7:30 P.M.
Apr 25 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
May 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
May 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 27 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 29 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Sep 19 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 29 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Oct 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Oct 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 21, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 22, 1994 at 7:30 P.M. by Secretary Sandra Stark.

ROLL CALL

Members Present: Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore.

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar, and Placentia Resident Robin Masters.

ADOPTION OF

It was moved by Trustee Shkoler, seconded by Trustee West

AGENDA

to adopt the Agenda as presented.

AYES: Stark, Evans, Shkoler, West

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

MINUTES

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of February 22, 1994.

AYES: Shkoler, West

NOES: None

ABSTAIN: Stark, Evans

ABSENT: Dinsmore

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Special Meeting of March 7, 1994.

AYES: Star, Evans, Shkoler, West

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

President Dinsmore arrived at 7:35 P.M.

**ORAL
COMMUNICATIONS**

Library Director Minter reported that she had received a plaque in recognition for meeting the literacy needs of the community which was presented to her at the California Literacy Campaign ten year anniversary meeting which was held in San Francisco on March 21, 1994.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she and Trustee Shkoler had attended the Independent Special District Selection Committee meeting on March 17, 1994 to elect representatives to the Orange County Local Area Formation Commission (LAFCO).

President Dinsmore also reported that she and Trustee Shkoler attended the annual trustee workshop held at the Los Angeles Public Library on March 5, 1994 and that they participated in a tour of the new central library.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends of the Library have approved a dues increase effective for 1995. She encouraged all Trustees to pay their renewals as soon as possible.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that March 16, 1994 was the final meeting for several outgoing members of the LVA-Placentia Board, Leslie Moreau, Valarie Harris and Lotte Gopalakrishnan. On behalf of the Library Board, President Dinsmore presented LVA honorees with framed certificates of recognition of service at the meeting.

**PLACENTIA-
YORBA LINDA
ADULT SCHOOL**

President Dinsmore also reported that Placentia-Yorba Linda Adult School Administrator, Ron Cozort and former Placentia Library Literacy Coordinator, Laura Curran have agreed to serve on the LVA-Placentia Board of Directors. Nomination and election of officers will take place at the April meeting.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Secretary Stark reported that she, Trustee West, Friends President Pat Irot and Attorney David Hiskey would serve as initial members of the Board of Directors for the Placentia Library Foundation and requested that the Board make recommendations of names for the fifth member. A meeting of the Foundation Board was set for Thursday, April 7, 1994 at 9:00 A.M. to select the final name for the Foundation Board.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$54,816.22.

**FINANCIAL
REPORT**

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

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Agenda Items 13 through 17: Financial Reports for January, 1994; Office General Ledger and Check Registers for January, 1994; Overdue Collection Report for January, 1994; Vending Machine Report for January, 1994; and Gifts Report for January, 1994.

**GENERAL
CONSENT
CALENDAR**

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

At the request of Library Director Minter the Board agreed to consider Agenda Items 25, 26 and 29 separately from the rest of the General Consent Calendar.

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 18 through 24, 27 through 28 and 30:

Building Maintenance Report for February, 1994; Personnel Report for February, 1994; Volunteer Report for the Month of February, 1994; Circulation Report for February, 1994; Review of Shared Maintenance costs with the City of Placentia under the Joint Powers Authority; Travel Authorizations; Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District; State Librarian's Report on Status of California Public Libraries, 1993; Public Opinion About the Roles of the Public Library in the Community, Gallup Poll Results; and Designation of Placentia Library District as a Participant in the Reference Evaluation Program by the State Library of California.

**FY 1994-1995
BUDGET**

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

Tom Shipkey of Shipkey Insurance arrived at 8:30 P.M.

It was moved by Trustee Shkoler, seconded by Trustee West to oppose SB1666 designed to shift "historical" property tax from enterprise independent special districts.

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

**REVIEW CHANGES
IN BROWN ACT**

It was moved by Trustee West, seconded by Trustee Evans to defer consideration of Agenda Item 26, Review of Changes in Brown Act until the Regular Meeting of April 18, 1994.

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

**SEATING OF
INDEPENDENT
SPECIAL DISTRICT
REPRESENTATIVES
ON THE LOCAL
AGENCY
FORMATION
COMMISSION OF
ORANGE COUNTY**

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive and file Agenda Item 30, Report on Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County.

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

The Board agreed to consider Agenda Item 34 out of sequence for the convenience of Tom Shipkey of Shipkey Insurance Agency.

**REVIEW OF
BUILDING AND
LIABILITY
INSURANCE
PROPOSALS FOR
1994-1995**

It was moved by Trustee Shkoler, seconded by Trustee West to approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$12,603.00 and the addition of \$1 million liability coverage for \$600 for April 1, 1994 through March 31, 1995 and to approve payment of Claim 3114 in the amount of \$13,203.00.

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

**RENEWAL OF
CALIFORNIA
LIBRARY
ASSOCIATION
PERSONAL AND
INSTITUTIONAL
MEMBERSHIPS**

It was moved by Trustee West, seconded by Trustee Shkoler to reconsider the action taken at the February 22, 1994, Regular Meeting to approve payment of personal memberships to California Library Association (CLA).

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve payment of personal memberships in CLA only for those Trustees and Staff requesting that they be paid.

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

**REVIEW OF
PROCEDURES FOR
THE COMPUTER
TYPEWRITER
ROOM**

It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Computer/Typewriter Room Public Use Policy and to amend the Finds and Fees Schedule as Adopted June 21, 1993, to include the Computer rental fee of \$4.00 per hour, prorated in 15 minute intervals.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee West to receive and file Agenda Items 35 through 41: Program Report for the Month of February, 1994; Children's Services Report for the Month of February, 1994; Acquisitions Report for February, 1994; Publicity Materials produced for the Month of February, 1994; Placentia Library Literacy Services Report for the Month of February, 1994; Families for Literacy Project Report for the Month of February, 1994; and Solicitation of Paperback Books from Local Bookstores.

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

It was moved by Secretary Stark, seconded by Trustee Evans pursuant to the Brown Act, Section 54957.6 the Board go into closed session to discuss the job performance and salary of the Library Director.

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

The Board went into closed session at 9:10 P.M.

The Board reconvened in open session at 9:54 P.M.

**PERFORMANCE
EVALUATION AND
SALARY FOR THE
LIBRARY
DIRECTOR**

It was moved by Trustee Shkoler, seconded by Trustee West that the increase in annual salary to \$70,800.00 approved at the Special Meeting of March 7, 1994, be made effective January 1, 1994.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:56 P.M.

Saundra M. Stark, Secretary

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
March 27, 1994
Library Conference Room

CALL TO ORDER The Special Meeting of the Placentia Library District Board of Trustees was called to order on March 27 1994, at 4:05 P.M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore; Trustees Al Shkoler and Fred West.

Members Absent: Secretary Sandra Stark, Trustee Ray Evans

ADOPTION OF AGENDA It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Agenda as presented.

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

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

PURCHASE OF VENDING SYSTEM FOR PRINTERS ATTACHED TO DATABASES ON REFERENCE COMPUTERS Trustee Shkoler announced that he would abstain from voting on the issue because of potential future business dealings with the vendor. He stated that he has had no business relationship with XCP up to this point and will have no involvement in the District's purchase of equipment from them. He disclosed that he assisted the Library Director with the analysis of technical aspects of the operation of the XCP equipment and its interface with existing District equipment and software.

It was moved by Trustee West, seconded by President Dinsmore:

1. to approve purchase from XCP of Dryden, New York and Walnut Creek, California, of vending equipment for 4 printers attached to public access databases on reference computers comprised of the following: a vending card encoder/dispenser and base; 4 card readers; 4 software packages; a program set; and 1,000 vending cards; at a cost not to exceed \$11,055;
2. to approve purchase of 2 300/500 dots per inch switchable, 4 pages per minute laser printers; and 2 300 dots per inch 4 pages per minute laser printers; 4 sets of cables; and a table; at a cost not to exceed \$3,832.

Total project cost not to exceed \$14,887 to be paid from Fund 702 with the proceeds from the vending system to be used to replace the funds in Fund 702 until it is repaid in full.

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

ADJOURNMENT

The Special Meeting of the Placentia Library District Board of Trustees was adjourned at 4:23 P.M.

Margaret V. Dinsmore, President

TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, April 4, 1994. Library Director Elizabeth Minter and Trustee Al Shkoler attended the Meeting.

Membership Chairperson Ted Farkas reported 10 additional members have paid their dues, a mixture of new members and renewals. President Irot announced that they are mailing the Library's volunteer job descriptions with the Friends membership cards.

The Friends requested that the Library Director find out if the lighting in the ongoing booksale area could be increased.

The next Super Booksale will be May 12, 14 and 15. President Irot showed the Board the flyer and bookmark that were prepared by Library staff and asked the Library Director to put up the posters provided by the Friends.



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
April 18, 1994

DATE	REPORT NO.	AMOUNT
March 23, 1994	3122	\$3,631.73
March 28, 1994	3123	8,685.00
April 4, 1994	3124	1,586.08
April 9, 1994	3125	<u>1,398.12</u>
TOTAL		<u>\$15,300.93</u>

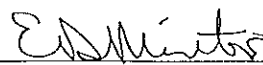
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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 Acc				Number	
N01074 Southern Calif. Gas Co. P.O. Box C Monterey Park, CA 91756	Mar. 7, 1994 Feb-Mar		1800	00		437.50		
N03645 CareAmerica 20500 Nordhoff St. Chatsworth, CA 91311-6104	April, 1994		0300	00		2,700.25		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	March 8, 1994 0400264355		1800	08		17.46		
			1800	00		3.22		
						20.68		
N03655 LaSalle Paper 1298 N. Bluegum St. Anaheim, CA 92805	March 3, 1994 176277		1800	00		39.79		
N03659 Southern Calif. Water Co. 130 N. Bradford Avenue Placentia, CA 92670	Mar. 1, 1994 Jan - Feb		2800	00		113.18		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	March, 7, 1994 251-5376 251-5377 524-8408		0700	00		86.39		
			0700	00		86.39		
			0700	08		31.20		
						203.98		
Dick's Lock and Safe 602 West Chapman Ave. #F Placentia, CA 92670	Mar. 23, 1994		1400	00		116.35		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 3,631.73) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 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 Number	SC
XCP 40 Elm Street Dryden, NY 13053-9624	Proforma Invoice March 28, 1994		4000	00		8,685.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 8,685.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____


ATTESTED AND/OR COUNTERSIGNED BY _____

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	SC
							Number	
N03646 Vision Service Plan Attn: Stefanie Gunels P.O. Box 45210 San Francisco, CA 94145-5210	March 22, 1994 April		0300	00		191.03		
N03659 Southern Calif. Water Co. P.O. Box 9016 San Dimas, CA 91773-9016	March 30, 1994		2800	00		74.18		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	April 12, 1994 996-2865 March 17, 1994 528-1906		0700	00		72.81 162.21		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	March 17, 1994 528-8236					19.92 254.94		
Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92686	March 20, 1994 19486		1400	00		1,065.93		

The claims listed above (totaling \$ 1,586.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

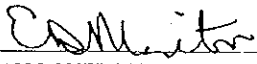
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SG
N03648 Cascade Drinking Water 1080 S. Cypress, Unit D La Habra, CA 90631	Mar. 29, 1994		1800	00		24.95		
N03649 Staples Dept. 91 - 2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Mar 26, 1994		1800	00		268.17		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92670	April 7, 1994		1400	00		950.00		
California Library Assoc. 717 "K" Street, STE 300 Sacramento, CA 95814	Jan-Dec 1994 Dinsmore Shkoler Shook		1600	00		35.00 35.00 85.00 115.00		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,398.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
April 18, 1994

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3127	310.28
Subtotal for Immediately		310.28
Regular	3128	9,956.47
	3129	1,867.13
	3130	2,072.94
	3131	<u>42,277.35</u>
Subtotal for Regular		56,173.89
TOTAL CURRENT CLAIMS		56,484.17
Payroll	3132	21,530.00
	3133	<u>21,530.00</u>
Subtotal for Payroll		43,060.00
	Total	<u>99,544.17</u>

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
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93002-8033	March 30, 1994 004002064905		1800	08		22.63		
	April 10, 1994 004002065067		1800	09		1.62 24.25		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	April 4, 1994 524-8408		0700	08		32.36		
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Feb. 16, 1994		0700	00		0.13		
	Mar. 16, 1994					0.37 .50		
N09141 Dick's Lock & Safe 602 West Chapman #F Placentia, CA 92670	March 30, 1994 72348		1400	00		253.17		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 310.28) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N00037 BSI Consultants 16880 W. Bernardo Dr., STE 100 San Diego, CA 92127-1616	March 16, 1994		1900	00		999.78		
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Jan. 12, 1994 23101 Mar. 24, 1994 23116 23117 April 7, 1994 52343		1800	00		128.49		
			2800	00		3715.12		
			1400	00		2629.82		
			1400	00		391.69		
			1400	00		462.23		
						7327.35		
N03644 Charlene Dumitru 411 E. Chapman Placentia, CA 92670	March, 1994		2700	00		11.00		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	March 23, 1994		1000	00		916.50		
N03653 Bear State 13321 Alondra Blvd., # N Santa Fe Springs, CA 90670	April 5, 1994 35532		1400	00		117.42		
N03658 Grolier Educational Corp. P.O. Box 1716 Danbury, CT 06816	Feb. 25, 1994 953320		2400	01		584.42		

The claims listed above (totaling \$ 9,956.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	Doc	SC
			Rev/ BS Acct	Objt/ Rev			Number	
N03660 Elizabeth Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	April 18, 1994		0900	00		1.99		
	2/23/94-3/21/94		1800	00		176.00		
			1800	08		79.40		
			1800	09		98.95		
			2400	09		17.20		
			2700	00		148.00		
			2700	07		51.00		
			2700	08		10.00		
					582.54			
N03833 BroDart Automaton P.O. Box 3488 Williamsport, PA 17705	Feb. 24, 1994		0700	05		423.82		
	Mar. 23, 1994	A16465						
	March 21, 1994	U287737	2400	01		11.59		
	March 21, 1994	U283443	2400	01		245.66		
	March 21, 1994	U283438	2400	01		131.07		
					812.14			
N03841 Highsmith Co. Inc. P.O. Box 800 Ft. Atkinson, WI 53538-0800	Mar. 11, 1994		4000	00		130.91		
		3069085-001						
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Mar. 17, 1994		2400	01		10.28		
		27937230						
N03847 OCLC, Inc. Dept. 630 Columbus, OH 43265-0630	March 31, 1994		1900	00		15.12		
		339187						
N03851 Reed Reference Publishing P.O. Box 7247-0466 Philadelphia, PA 19170-0466	January 21, 1994		2400	01		158.07		
	January 21, 1994		2400	01		158.07		
		879931				316.14		

The claims listed above (totaling \$ 1,867.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 18, 1994
REPORT NO 3130

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009	March 17, 1994 0082993		2400	04		395.00		
	March 24, 1994 0083174		2400	04		<u>745.99</u>		
						1,140.99		
N03936 Mino/Dataplex P.O. Box 39271 Jackson, MS 39271	March 25, 1994 3601408		1300	00		312.55		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	April 12, 1994		0300	00		204.00		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	April, 1994		1900	00		35.00		
	May, 1994					<u>35.00</u>		
						70.00		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	March, 1994		2700	08		7.50		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92707	March 31, 1994		1900	00		306.30		
N09137 NTC Publishing Group P.O. Box 554 Skokie, IL 60076	Feb. 25, 1994 B0169170		2400	01		22.27		
	March 3, 1994 B0170527					<u>9.33</u>		
						31.60		

The claims listed above (totaling \$ 2,072.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc	Rev			Number	
City of Anaheim Division of Collections P.O. Box 3222 Anahelm, CA 92805	April 5, 1994		0700	05		37,312.29		
Coast Media Newspapers P.O. Box 1902 Culver City, CA 90232-1902	April 23, 1994		1900	08		150.00		
Toucan Valley Publications 142 N. Milpitas Blvd. STE 260 Milpitas, CA 95035	Feb 21, 1994 2609		2400	00		27.21		
C.L.A.S.S. 1415 Koil Circle, STE 101 San Jose, CA 95112-4698	Mar 11, 1994 55337 March 24, 1994 56114		1600	00		150.00		
American Booksellers Assoc. 828 S. Broadway Tarrytown, NY 10591			1600	00		125.00		
U.S. Government Printing Office P.O. Box 371975M Pittsburgh, PA 15250-7975			2400	04		31.00		
CCH Incorporated 4025 W. Peterson Ave. Chicago, IL 60646	March 18, 1994 05807622		2400	04		283.00		
A. T. Kratter & Co 3899 Homboldt Drive Huntington Beach, CA 92649-2125	04/14/94 93003		4000	00		2,895.85		

The claims listed above (totaling \$ 42,277.35) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	April 18, 1994 Pay # 10 Apr 29, 1994 May 12, 1994		0100-	00		20,000.00		
	FICA		0200-	00		<u>1,530.00</u>		
				TOTAL		21,530.00		
PLEASE WIRE ON THURSDAY, MAY 12, 1994!								

The claims listed above (totaling \$ 21,530.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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 Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	April 18, 1994 Pay # 11		0100-	00		20,000.00		
	May 13, 1994 May 26, 1994							
	FICA		0200-	00		<u>1,530.00</u>		
			TOTAL			21,530.00		
PLEASE WIRE ON THURSDAY, MAY 26, 1994!								

The claims listed above (totaling \$ 21,530.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District

Fund Balance Report

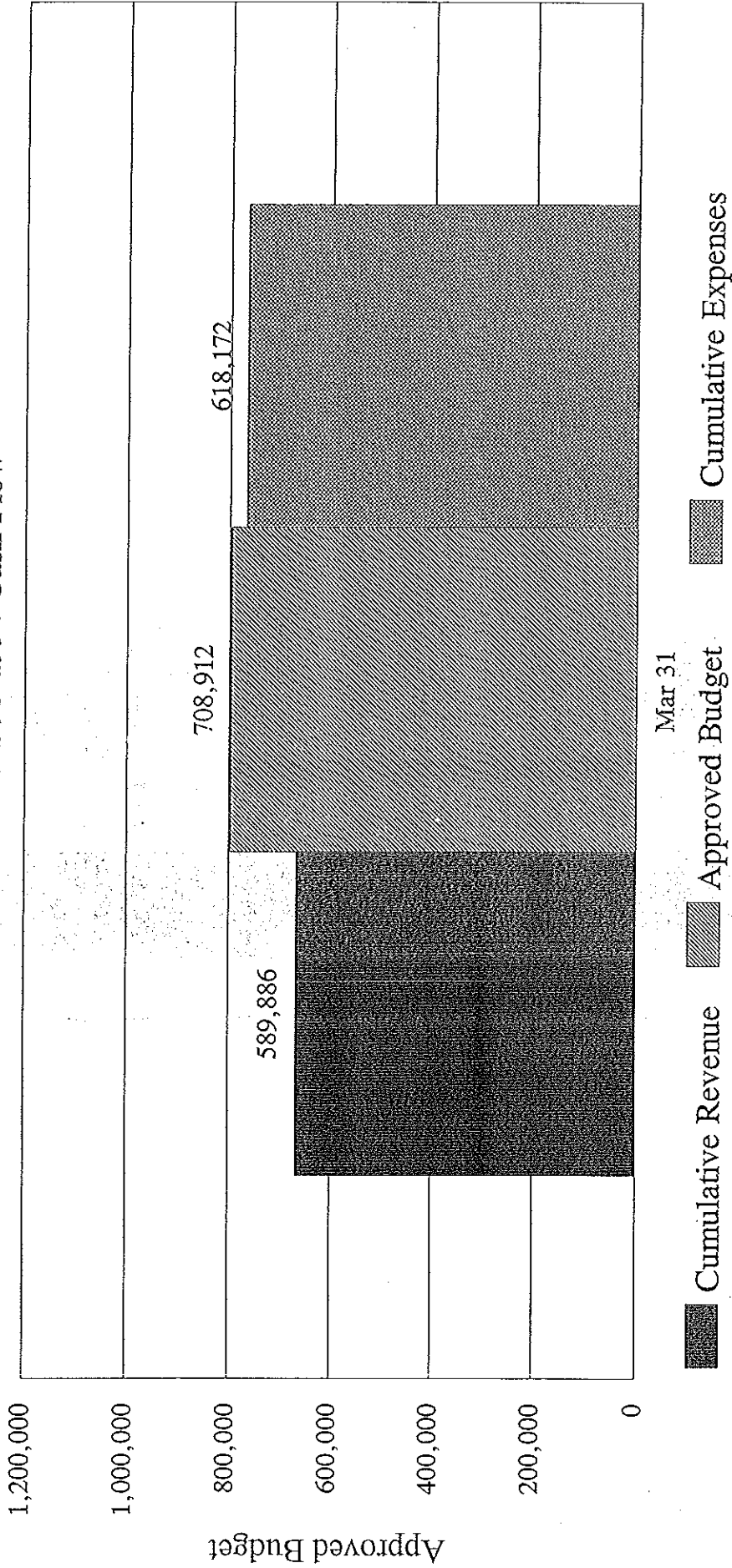
Fiscal Year 1993-1994

April 18, 1994

	Fund 702 Mai Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	848,758.11	469,626.88
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	727,409.18	469,626.88
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	663,897.95	469,626.88
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	632,300.57	442,902.54
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	570,757.25	442,902.54
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	576,409.26	442,902.54
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	809,918.66	451,977.75
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	825,518.69	451,977.75
Feb 28, 1994	110,038.61	54,314.70	280,655.57	350,845.52	6,968.87	802,823.27	451,977.75
Mar 31, 1994	103,467.41	55,358.06	286,038.97	283,848.26	7,102.72	735,815.42	451,967.16
Apr 30, 1994						0.00	0.00
May 31, 1994						0.00	0.00
Jun 30, 1994						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 1993-1994 Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 21, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAR 1994	FY1992-93 MAR 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	404,848.45	515,652.27	41,016.46	48,781.03	59.24%
621-001	Public Utility	24,198.00	12,279.13	14,049.42	41,016.46	0.00	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	417,127.58	529,701.69		48,781.03	58.95%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	46,171.24	55,909.30	0.00	0.00	118.38%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	2,330.35	0.00	2,330.35	0.00	
623-010		0.00	4,298.65	2,396.50	0.00	2,396.50	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	88,688.86	20,216.55	2,330.35	2,396.50	132.04%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00			
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		0.00	2,158.05	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,948.72	29,458.49	226.70	0.00	33.34%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	17,877.54	21,493.50	4,165.34	4,190.59	71.51%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	17,877.54	21,493.50	4,165.34	4,190.59	71.51%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	26,313.99	23,997.90	1,905.23	0.00	65.78%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	11,159.00	12,500.00	11,158.00	0.00	111.58%
697-003	State - Family Literacy	22,000.00	23,000.00	12,500.00	11,500.00	0.00	104.55%
697-004	State - Grandparents & Books	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	85,000.00	60,471.99	63,633.90	24,563.23	12,500.00	71.14%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	23,298.42	20,192.07	5,000.99	2,453.17	66.57%
787-001	Outlawed warrant - 6 months	0.00	(7,001.81)	8,481.14	762.13	8,473.14	
787-003	Reissued Checks, Acct 767	0.00	570.24	0.00	0.00	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	16,866.85	28,673.21	5,763.12	10,926.31	48.19%
	5071 FUND TOTAL	1,063,371.00	667,951.47	864,632.90	78,065.20	78,794.43	62.81%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 18, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAR 1994	FY1992-93 MAR 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	436,686.10	581,223.79	55,800.00	50,219.91	79.07%
020-000	Retirement	90,844.00	81,017.88	89,063.84	4,323.99	3,440.00	89.18%
	Health Insurance/Care America				6,782.68	2,992.43	
	Long Term Disability	28,856.00	22,023.00	31,253.19			
	Vision Service Plan		2,701.49	1,699.11		566.58	76.32%
	Dental	1,660.00	1,291.89	1,531.60	253.40	178.72	77.82%
030-000	Total Employee Insurance	34,966.00	4,333.48	4,427.32	964.54	497.96	112.01%
031-000	Unemployment Insurance		30,349.86	38,911.22	10,199.32	4,235.69	88.26%
035-000	Workers Compensation - General	24,000.00	4,160.31	2,579.76	1,696.91	413.95	0.00%
		7,750.00	1,838.32	3,298.85	893.00	1,334.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	554,052.47	715,077.46	72,913.22	59,643.55	78.11%
070-000	Communications	3,500.00	2,688.94	2,835.80	580.75	265.14	76.83%
070-005	Communications - Computer	5,100.00	4,446.03	4,289.13	771.98	846.93	42.22%
070-008	Communications - Literacy	950.00	401.05	664.38	63.60	95.57	78.91%
	Total Communications	9,550.00	7,536.02	7,789.31	1,416.33	1,207.64	0.00%
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	124.45	32.26	32.69	0.00	124.45%
	Total Food	100.00	124.45	32.26	32.69	0.00	39.79%
100-000	Household Expense	4,500.00	1,790.49	2,847.39	0.00	0.00	93.75%
110-000	Insurance	16,000.00	14,999.25	0.00	13,203.00	0.00	86.41%
130-000	Maintenance of Equipment	7,500.00	6,480.98	4,125.68	1,067.00	217.94	6.64%
	HVAC	15,000.00	996.36	6,623.57	234.84	649.37	0.00%
	Carpet Cleaning	3,500.00	0.00	2,894.55		0.00	70.54%
	Groundskeeping, City of Placentia	23,000.00	16,223.62	17,525.90	3,260.42	3,690.56	0.00%
	Plumbing	750.00	0.00	444.04	0.00	0.00	0.00%
	Electrical	1,500.00	1,015.22	503.47	205.00	0.00	67.68%
	Cleaning Service	11,700.00	8,833.04	10,748.16	1,900.00	1,130.52	75.50%
	Locksmith	300.00	116.35	87.45	116.35	0.00	38.78%
	Other	500.00	311.00	690.00	0.00	0.00	62.20%
140-000	Total Maintenance of Building & Grounds	56,250.00	27,495.59	39,517.14	5,716.61	5,470.45	48.88%
160-000	Memberships	3,500.00	2,470.00	3,359.00	110.00	805.00	70.57%
170-000	Miscellaneous Expense	0.00	2,439.95	0.00	24.95	0.00	

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OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAR 1994	FY1992-93 MAR 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,658.95	8,588.54	48.86	334.60	22.12%
	Printing	13,000.00	6,941.01	3,299.56	144.19	129.14	53.39% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	947.00	0.00	0.00	18.00%
	Publications	1,000.00	180.00	1,985.00	0.00	0.00	56.00%
	Paper	1,200.00	672.00	874.05	39.79	79.17	61.42%
	Drinking Water Service	325.00	199.60	224.55	24.95	24.95	55.69%
	Other Office Supplies	6,000.00	3,341.40	7,044.48	313.66	718.75	44.76%
	Total Office Supply Expense	29,025.00	12,992.96	22,963.18	571.45	1,286.61	
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,809.27	603.09	187.71	0.00	100.33% ERR
	Publications	0.00	0.00	0.00	0.00	0.00	24.62%
	Paper	50.00	12.31	20.89	0.00	0.00	9.80%
	Other Office Supplies	1,800.00	176.43	1,499.36	0.00	1,073.91	64.47%
	Total Literacy Office supply expense	4,650.00	2,998.01	2,123.34	187.71	1,073.91	
180-009	Family Literacy Supply Expense	4,800.00	858.41	4,181.87	567.44	608.64	17.88%
	Total Office Expense	38,475.00	16,849.38	29,268.39	1,326.60	2,969.16	43.79%
183-000	Postage Expense	2,000.00	(254.95)	1,287.71	(15.00)	206.70	-12.75%
183-008	Postage Expense - Literacy	700.00	479.69	657.89	0.00	87.00	68.53%
183-009	Postage Expense - Family Literacy	0.00	225.00	29.00	0.00	0.00	16.66%
	Total Postage Expense	2,700.00	449.74	1,974.60	(15.00)	293.70	
	Care Resources (Employee Assistance)	650.00	280.00	507.50	70.00	101.50	43.08%
	Pension Contribution & Operating Expenses	5,000.00	4,487.59	4,323.90	678.99	0.00	89.75%
	Anaheim Library	40,000.00	80.00	4,986.98	0.00	0.00	0.20%
	Clipping Service	375.00	292.39	307.10	65.42	30.71	77.97%
	Tax Collection Services & Fees by Orange County	250.00	304.90	242.95	37.32	31.37	121.96%
	Advertising	400.00	97.50	347.50	0.00	0.00	24.38%
	Medical Exams	525.00	457.00	324.00	40.50	40.50	87.05%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	0.00	0.00	108.47%
	Payroll Preparation	3,625.00	4,250.45	2,367.28	1,219.46	0.00	117.25%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	3,675.66	3,712.15	1,591.66	340.71	122.52%
	Total Specialized Services	58,275.00	17,125.49	20,068.36	3,702.75	544.79	29.39%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	0.00	968.50	0.00	120.00	0.00%
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,212.59	1,363.73	108.36	5.99	12.13%
	Total Specialized Services	70,675.00	18,338.08	23,212.59	3,811.11	670.78	25.95%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAR 1994	FY1992-93 MAR 1993	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	521.08	0.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	35,900.00	0.00	35,900.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	497.32	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	16,301.51	77,052.46	752.87	2,790.06	93.07%
240-002	Special Department Expense - Video	500.00	0.00	209.74	0.00	0.00	0.00%
240-003	Special Department Expense - Special Department Expense - Periodicals	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	8,115.10	26,269.91	740.92	941.20	101.44%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	3,442.48	0.00	822.50	47.20%
240-006	Special Department Expense - Special Department Expense - Literacy	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	1,229.70	118.80	1,125.28	0.00	
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	682.55	0.00	0.00	0.00%
	Total Special Department Expense	34,229.00	26,826.32	107,790.89	2,619.07	4,553.76	78.37%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	4,113.06	4,498.73	1,547.50	141.65	137.10%
270-008	Transportation/Travel - Meetings - Literacy	850.00	882.14	714.00	18.00	360.00	103.78%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	985.37	534.25	99.37	114.25	131.38%
	Total Transportation/Travel - Meetings	4,600.00	5,980.57	5,746.98	1,664.87	615.90	130.01%
280-000	Electricity	63,000.00	41,296.45	45,172.07	7,013.59	5,919.79	65.55%
	Gas	3,850.00	1,709.32	1,869.92	979.39	573.69	44.40%
	Water	1,925.00	1,327.91	1,558.40	246.76	180.10	68.98%
	Total Utilities	68,775.00	44,333.68	48,600.39	8,239.74	6,673.58	64.46%
	TOTAL SUPPLIES & SERVICES	363,454.00	212,125.38	275,283.02	75,116.97	23,477.91	60.01%
370-000	Taxes, Assessments (Sales Tax)	625.00	688.32	610.04	664.00	0.00	110.13%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	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	0.00	0.00	0.00	0.00	0.00	
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,063,370.00	766,866.17	990,970.52	148,694.19	88,121.46	72.12%

Placentia Library District
Balance Sheet

March 31, 1994

Assets

General Fund	21,290.92	
Literacy Fund	7,836.18	
County Exempt	13,083.42	
Payroll Account	23,526.16	
Savings (P/R Support)	2,779.70	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		93,612.68

Liabilities

Manual Payroll Checks	1,235.13	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	383.36	
Other Employee Deductions	656.41	
Total Liabilities		709.73

Capital

Fund Balance	92,902.95	
Total Capital		92,902.95
Total Liabilities and Capital		93,612.68

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

March, 1994

Prepared 4/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				21,507.92
Checks Out				
	3742	21.40		
	3904	109.10		
	3905	46.50		
	3906	40.00		
TOTALS		217.00	0.00	

CHECKBOOK BAL 21,290.92

D. Smith
4/12/94

03/31/94

Page 1
 Part 1 of 1 Parts

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

	Total	03/31/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	71.75	71.75
Cash Register-Fines	3,216.05	3,216.05
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	120.40	120.40
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	166.50	166.50
Cash Register-Computer Rental	118.75	118.75
Typewriter Income	0.00	0.00
Telephone Income	45.42	45.42
Copy Machine Income	96.56	96.56
State Library Reimbursements	1,053.36	1,053.36
State Library Grants	0.00	0.00
State of California Foundation Fund	15,625.00	15,625.00
Other Grants	0.00	0.00
County Reimbursements	2,718.28	2,718.28
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	23,232.07	23,232.07
Cost of Sales		
	-----	-----
Gross Profit (Loss)	23,232.07	23,232.07
Expenses		
Transfers to County	30,423.87	30,423.87
Employee Insurance (030)	(180.27)	(180.27)
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)	252.74	252.74
Postage (183)	134.00	134.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	217.34	217.34
Transportation & Travel (270)	159.00	159.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	31,006.68	31,006.68
	-----	-----
Operating Income (Loss)	(7,774.61)	(7,774.61)

03/31/94

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

Page 2
Part 1 of 1 Parts

	Total	03/31/94
Other Income		
Other Expenses		
Net Income (Loss)	----- (7,774.61) =====	----- (7,774.61) =====

03/31/94

Page 1

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

Part 1 of 1 Parts

	03/31/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	216.28
Cash Register-Fines	20,488.42
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	1,112.57
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,155.43
Cash Register-Computer Rental	814.00
Typewriter Income	73.79
Telephone Income	375.79
Copy Machine Income	188.81
State Library Reimbursements	26,230.70
State Library Grants	34,158.00
State of California Foundation Funds	15,625.00
Other Grants	0.00
County Reimbursements	11,895.23
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	112,334.02
Cost of Sales	

Gross Profit (Loss)	112,334.02
Expenses	
Transfers to County	87,404.63
Employee Insurance (030)	(1,442.16)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	45.00
Office Expense (180)	1,849.22
Postage (183)	654.80
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	862.62
Transportation & Travel (270)	4,642.39
Equipment (400)	149.83
Taxes and Fees (370)	664.00

Total Expenses	95,013.33

Operating Income (Loss)	17,320.69

03/31/94

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

Page 2
Part 1 of 1 Parts

03/31/94

Other Income

Other Expenses

Net Income (Loss)

17,320.69
=====

03/31/94

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 94 Period 9
 General Account

Page 1

Check	Date	Payee	Amount
3737	03/01/94	Smart & Final 0-5114-01 Office Expense (180)	50.78
3738	03/01/94	American Red Cross 0-5122-01 Transportation & Travel (270)	70.00
3739	03/03/94	U.S. Postoffice 0-5116-01 Postage (183)	146.00
3740	03/03/94	Mary Fyda-Mar 0-4106-01 Cash Register-Lost Items	42.00
3741	03/03/94	CALTAC 0-5122-01 Transportation & Travel (270)	40.00
3742	03/16/94	ALA Graphics 0-5120-01 Special Departmental Expense (24)	21.40
3743	03/16/94	Smart & Final 0-5114-01 Office Expense (180)	27.81
3744	03/16/94	Tall Mouse 0-5114-01 Office Expense (180)	18.92
3745	03/16/94	Little Professor 0-5120-01 Special Departmental Expense (24)	11.60
3746	03/16/94	Placentia Chamber 0-5122-01 Transportation & Travel (270)	9.00
3747	03/17/94	Target 0-5114-01 Office Expense (180)	11.21
3748	03/21/94	E.D. Minter (petty c 0-5120-01 Special Departmental Expense (24) 0-5114-01 Office Expense (180)	85.82
3749	03/21/94	O.C. Auditor 0-5102-01 Transfers to County	30,423.87
3750	03/21/94	trans to County Exem 0-4134-01 Miscellaneous Income	1,000.00
3901	03/21/94	Office Depot 0-5114-01 Office Expense (180)	28.90

03/31/94

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 94 Period 9
 General Account

Page 2

Check	Date	Payee	Amount
3902	03/21/94	VOID void	0.00
3903	03/22/94	Jeannine Walters 0-5120-01 Special Departmental Expense (24	58.04
3904	03/30/94	Little Professor 0-5120-01 Special Departmental Expense (24	109.10
3905	03/30/94	Pace Graphics 0-5114-01 Office Expense (180)	46.50
3906	03/30/94	Placentia Chamber 0-5122-01 Transportation & Travel (270)	40.00
Checkbook 1 Total			32,240.95

03/31/94

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

Page 3

For Fiscal Year 94, Period 9 through Fiscal Year 94, Period 9

Account Name	Total
0-4106-01 Cash Register-Lost Items	42.00
0-4134-01 Miscellaneous Income	1,000.00
0-5102-01 Transfers to County	30,423.87
0-5114-01 Office Expense (180)	252.74
0-5116-01 Postage (183)	146.00
0-5120-01 Special Departmental Expense (240)	217.34
0-5122-01 Transportation & Travel (270)	159.00

	32,240.95
	=====

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

March, 1994

Prepared 4/12/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,836.18
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,836.18

Edmund
4/12/94

03/31/94

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

Page 1
 Part 1 of 1 Parts

	Total	03/31/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.65	6.65
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6.65	6.65
 Cost of Sales		
	-----	-----
Gross Profit (Loss)	6.65	6.65
 Expenses		
Refunds (not in use)	0.00	0.00
Travel 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)	6.65	6.65
 Other Income		
 Other Expenses		
	-----	-----
Net Income (Loss)	6.65	6.65
	=====	=====

03/31/94

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

Page 1
Part 1 of 1 Parts

	03/31/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	62.40
Miscellaneous Income	0.00

Total Income	782.40
Cost of Sales	

Gross Profit (Loss)	782.40
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00

Total Expenses	797.00

Operating Income (Loss)	(14.60)
Other Income	
Other Expenses	

Net Income (Loss)	(14.60)
	=====

03/31/94

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

Page 1

For Fiscal Year 94, Period 9 through Fiscal Year 94, Period 9

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

03/31/94

Page 1
Part 1 of 1 Parts

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

	Total	03/31/94
Income		
Cash Register-Copy Cards-Exempt Fun	45.00	45.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	300.00	300.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	819.13	819.13
Friends Contributions	1,000.00	1,000.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	10.58	10.58
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Total Income	2,194.71	2,194.71
Cost of Sales		
Gross Profit (Loss)	2,194.71	2,194.71
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	294.03	294.03
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	708.99	708.99
Friend's-Director's Fund	30.16	30.16
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Total Expenses	1,033.18	1,033.18
Operating Income (Loss)	1,161.53	1,161.53
Other Income		
Other Expenses		

03/31/94

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

Page 2
Part 1 of 1 Parts

Net Income (Loss)	Total 1,161.53 =====	03/31/94 1,161.53 =====
-------------------	----------------------------	-------------------------------

03/31/94

Page 1

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

	03/31/94
Income	
Cash Register-Copy Cards-Exempt Fund	605.25
Microfilm/Microfich Income	0.00
Meeting Room Income	2,637.00
Test Proctoring Income	160.00
Vending Machine Income	4,920.05
Friends Contributions	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	86.25
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	16,201.42
Cost of Sales	

Gross Profit (Loss)	16,201.42
Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	2,554.42
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	828.99
Friend's-Director's Fund	324.11
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73

Total Expenses	11,843.49

Operating Income (Loss)	4,357.93
Other Income	
Other Expenses	

03/31/94

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)

03/31/94
4,357.93
=====

03/31/94

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 94 Period 9
County Exempt

Page

Check	Date	Payee	Amount
860	03/01/94	A & R Wholesale 0-5304-03 Vending Machine Supplies	272.84
861	03/15/94	Aaron Brothers 0-5314-03 Friend's-Director's Fund	30.16
862	03/22/94	Smart & Final 0-5304-03 Vending Machine Supplies	21.19
863	03/22/94	World Book/Childcraf 0-5312-03 Children's-Other	708.99
Checkbook 3 Total			1,033.18

03/31/94

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

Page 2

For Fiscal Year 94, Period 9 through Fiscal Year 94, Period 9

Account Name	Total
0-5304-03 Vending Machine Supplies	294.03
0-5312-03 Children's-Other	708.99
0-5314-03 Friend's-Director's Fund	30.16

	1,033.18
	=====

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

March, 1994

Prepared April 11, 1994

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				23,749.34
Checks Out	249	184.70		
	264	38.48		
TOTALS		223.18		
Checkbook balance				23,526.16

03/31/94

Page 1
 Part 1 of 1 Parts

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

	Total	03/31/94
Income		
Transfers from County	60,075.00	60,075.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	60,075.00	60,075.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	60,075.00	60,075.00
Expenses		
Salaries	37,846.99	37,846.99
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,840.76	2,840.76
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	15.37	15.37
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	40,703.12	40,703.12
Operating Income (Loss)	19,371.88	19,371.88
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	19,371.88	19,371.88
	=====	=====

03/31/94

Page 1

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

	03/31/94
Income	
Transfers from County	469,346.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00

Total Income	469,359.47
Cost of Sales	-----
Gross Profit (Loss)	469,359.47
Expenses	
Salaries	422,412.10
Employee Benefits	0.00
Employer Payroll Taxes	30,831.61
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	136.09
Miscellaneous - Unknown	0.00

Total Expenses	455,171.57
Operating Income (Loss)	14,187.90
Other Income	
Other Expenses	

Net Income (Loss)	14,187.90
	=====

03/31/94

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

Page 1

For Fiscal Year 94, Period 9 through Fiscal Year 94, Period 9

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

TO: Elizabeth Minter, Library Director
FROM: Peggy Burkich, Circulation Supervisor *PB*
DATE: April 13, 1994
SUBJECT: **ACS: Overdue Collection Report for the month of March**

An updated report has been received from ACS Collection Agency on April 4th.

A breakdown of the patrons listed was as follows:

- 1- No patrons "ACTIVE" (demands being sent)
- 2- None "MAIL RETURNED"
- 3- One patron "PAID IN FULL"
4. One patron "ACTION SUSPENDED"
5. 10 patrons " CYCLE COMPLETE"

The total amount recovered for the month of March was \$220.89

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 APR 1994

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: KAREN CUSHING

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	0	0.00	871	52,061.58
LE Mail Return*, Dispute, Bankrpt	0	0.00	4	623.84	166	10,589.50
NET ASSIGNMENTS	0	0.00	-4	(623.84)	705	41,472.08
COLLECTED						
Paid in Full	0	0.00	2	146.95	246	11,541.15
Settled in Full	1	15.99	1	15.99	63	3,095.37
Partial Payment	0	0.00	1	32.95	129	6,780.37
Resolved	0	0.00	1	25.00	18	659.58
TOTAL RECOVERED	1	15.99	5	220.89	456	22,076.47

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	297
	\$15,870	\$3,130	\$6,814	\$7,865	\$17,957

* Percentage of Mail Returns - 19.1 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
			12/21/93	87.25	CC	5
			AMT: 87.25			
			12/21/93	137.85	CC	5
			AMT: 137.85			
			12/21/93	109.45	CC	5
			AMT: 109.45			
			12/21/93	25.00	SU,P	3
			AMT: 57.95			
			12/21/93	217.66	CC	5
			AMT: 217.66			
			12/21/93	58.84	CC	5
			AMT: 58.84			
			12/21/93	75.95	CC	5
			AMT: 75.95			
			12/21/93	79.45	CC	5
			AMT: 79.45			
			12/21/93	79.10	CC	5
			AMT: 79.10			
			12/21/93	0.00	SF	5
			AMT: 15.99			
			12/21/93	82.95	CC	5
			AMT: 82.95			
			12/21/93	165.90	CC	5
			AMT: 165.90			
				1,119.40		

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: April 18, 1994
SUBJECT: APRIL, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS MARCH 1-31, 1994

Beginning Balance 02/01/94		\$1,129.77
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 739.13	
Total Materials & Supplies		294.03
Total Repairs		
	_____	_____
	\$ 739.13	\$294.03
Ending Balance 03/31/94		<u>\$ 1,574.87</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edj*
 DATE: April 18, 1994
 SUBJECT: Gift Fund Report for March 1994

The following cash gifts to Placentia Library District were received in March 1994.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Lois Anderson	\$ 50.00
Wendy Ciulik	50.00
Margaret Cooper	100.00
Dennis Ferris	100.00
Sue Hartmann	15.00
Lois M. Jones	27.00
Alan, Cindy & Matthew Levine	50.00
Kyle Rispe	5.00
Justina Wyatt	<u>10.00</u>
Total Adopt-a-Book for March	\$ 115.00

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: April 18, 1994
SUBJECT: Building Maintenance Report for March, 1994.

1. **Computers** - Computer in Administrative Office was repaired for hard drive failure.
2. **Security** - Alarms on Emergency Exit doors were repaired. All outside access doors were fitted with new keys and Director's Office and Administrative Office were fitted with new keys.
3. **Air Conditioning** - Regular maintenance service was done in March.
4. **Ceiling Tiles** - Repairs were completed on ceiling tiles damaged in earthquake.
5. **Tiles** - All loose and broken tiles in walkways have been repaired.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: April 18, 1994
SUBJECT: Personnel Report for March, 1994

RESIGNATIONS:

Patricia Alonzo, part-time Library Aide (childcare, Families for Literacy),
effective March 4, 1994.

Julianne George, part-time Clerk I (circulation), effective April 10, 1994.

APPOINTMENTS:

None

OPEN POSITIONS:

Part-time (15 hours/week) Clerk I

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator *MEB*
 DATE: April 18, 1994
 SUBJECT: Volunteer Report for the month of March

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	MARCH	TOTAL
Brown, Jill	7.00	44.00
Cervantes, George	93.00	103.50
Cummings, Dottie	7.00	85.25
Deputy, Paul	60.75	4,72.75
Devlin, Tom	4.50	33.00
Farris, Jon	18.75	59.00
Fitzgerald, Joan	27.00	145.00
Garcia, Patty	16.00	23.25
Goldbaum, Mae	9.50	408.75
Grandparents & Books	2.50	147.25
Gundelfinger, Jason	0	43.25
Hou, Howard	1.75	22.75
Irot, Pat	0	8.00
Jenkins, Christina	8.00	16.00
Jenkins, Heidi	8.00	16.00
Jertberg, Pat	0	2.00
Lew, David	5.25	30.75
Lord, Audrey	21.50	77.25
Markl, Theresa	5.25	15.50
Redinbo, Sandy	0	10.00
Reesman, Colleen	4.00	71.25
ROP Students	22.75	2,747.75
Ryan, Kristin	18.00	80.25
Schlichter, Allan	10.00	40.00
Shkoler, Al	6.50	13.75
Simmermacher, Margie	9.75	26.00
Smith, Cyrise	0	30.25
S.T.E.P	80.00	620.00
Trainor, Joe	6.50	78.50
Vaugman, Joseph	0	8.50
Westberg, Carl	13.50	74.25

TEMPORARY VOLUNTEERS

Avila, Sylvia	6.00
Dowdee, Janel	6.00
House, Christian	13.00

LVA VOLUNTEERS

Literacy Volunteers	654.00
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TOTAL 1,145.75

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

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

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

Placentia Library District
Circulation Report
April 18, 1994

use these figures

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 MAR 94	FY92-93 MAR 93
1st Time Checkouts	173,568	212,257	-18.23%	21,086	27,108
Phone Renewals	13,471	15,495	-13.06%	1,710	1,882
In-Building Renewals	19,524	18,984	2.84%	2,511	3,335
Total Renewals	32,995	34,479	-4.30%	4,221	5,217
TOTAL CHECKOUTS	206,563	246,736	-16.28%	25,307	32,325
On-Time Checkins	169,005	202,301	-16.46%	19,918	26,365
Late Checkins	34,518	51,291	-32.70%	4,717	5,991
TOTAL CHECKINS	203,523	253,592	-19.74%	24,635	32,356
Hold Placed	3,742	3,616	3.48%	496	539
Hold Cancelled	576	385	49.61%	79	115
Hold Filled	3,049	2,919	4.45%	414	389
Hold Expired	156	104		16	28
Overdue Items	12,018	7,318		1,835	2,358
Overdue Notices	5,358	3,365		794	1,054
Billing Notices	5,729	7,375	-22.32%	853	1,411
Patrons Registered	3,018	4,975	-39.34%	441	566
Titles Added <i>to New Titles</i>	1,872	3		16	0
Volumes Added <i>to Renewal Cellar</i>	16,948	12,960	30.77%	1,907	1,380
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	97,431	117,880	-17.35%	12,165	15,309
Juvenile Print	81,078	97,404	-16.76%	9,847	12,705
Total Print	178,509	215,284	-17.08%	22,012	28,014
Audio	11,965	10,953	9.24%	1,364	1,486
Visual	17,251	22,146	-22.10%	1,931	2,811
Equipment	5	36		0	14
Total Audio Visual	29,221	33,135	-11.81%	3,295	4,311
TOTAL CIRCULATION	207,730	248,419	-16.38%	25,307	32,325
Placentia Circulation <i>Placentia by Resident Patron</i>	115,962	141,390	-17.98%	14,267	17,859
% Placentia Circulation	55.82%	56.92%		56.38%	55.25%
Anaheim/Yorba Linda Circulation	47,110	57,926		0	8,075
% Anaheim/Yorba Linda Circulation	22.68%	23.32%			24.98%

Circulation by

TYPES OF BORROWERS	
Adult	24,847
Young Adult	62
Juvenile	6,311
New Borrower	104
Non Resident	0
Other	0
TOTAL BORROWERS	32,325

Post-It™ brand fax transmittal memo 7671 # of pages 1

From *E. Mentz*

To *Dennis K.*

Co. *714-528-1925*

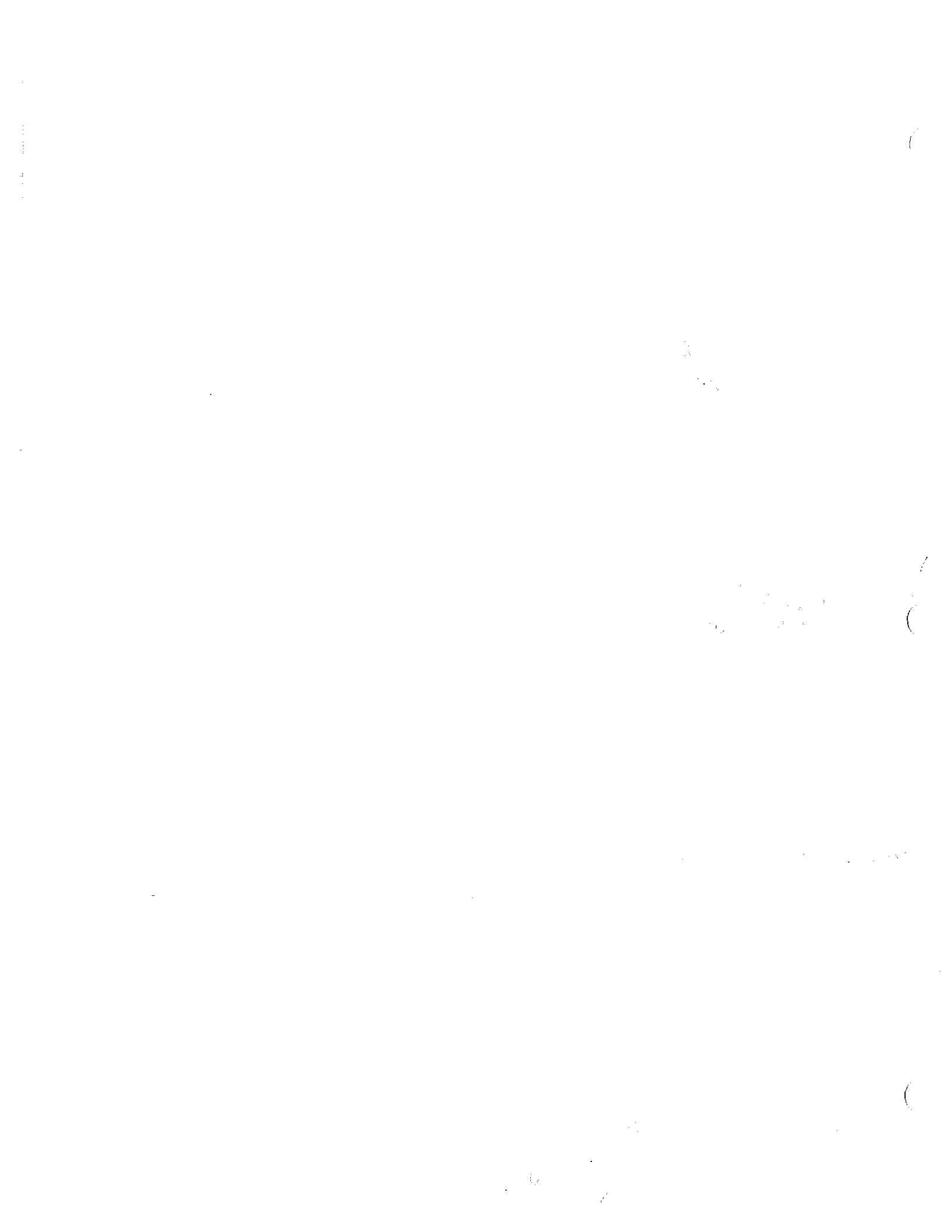
Phone # *714-528-8236*

Dept. *609-451-2844*

Fax # *609-451-2844*

80
50
20
2.5%

17,859
22
2 17952
9,333



CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.69	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68				6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	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				7,980.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,816.21
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	CIV CTR 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	5,715.20	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								0.00
Apr 1994	Apr 7, 1994				462.23			462.23
May 1994								0.00
Jun 1994								0.00
TOTAL		34,351.93	7,771.84	6,694.44	1,189.23	1,796.25	234.50	52,038.19
AVG		4,293.99	971.48	836.81				6,504.77

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

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

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

FY1993-1994	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994				0.00	0.00
Apr 1994				0.00	0.00
May 1994				0.00	0.00
Jun 1994				0.00	0.00
TOTAL	10,342.30	2,743.00	303.57	13,388.87	6,694.44
AVG	1,292.79	342.88	37.95	1,673.61	836.80

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	766.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

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

FY1993-1994	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	2,113.74	2,044.80	385.92	381.12	5,416.72	10,342.30
AVG	264.22	255.60	48.24	47.64	677.09	1,292.79

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1990	8.00	12.00	2.00	0.00	48.00	70.00
Sep 1990	8.00	12.00	2.00	0.00	48.00	70.00
Oct 1990	10.00	30.00	2.00	4.00	60.00	106.00
Nov 1990	3.00	10.00	2.00	0.00	20.00	35.00
Dec 1990	6.00	8.00	2.00	0.00	40.00	56.00
Jan 1991	8.00	20.00	2.00	0.00	36.00	66.00
Feb 1991	6.00	10.00	2.00	8.00	40.00	66.00
Mar 1991	8.00	10.00	2.00	0.00	40.00	60.00
Apr 1991	8.00	8.00	2.00	0.00	40.00	58.00
May 1991	8.00	20.00	2.00	0.00	60.00	90.00
Jun 1991	10.00	10.00	2.00	8.00	40.00	70.00
TOTAL	91.00	162.00	24.00	20.00	520.00	817.00
AVG	7.58	13.50	2.00	1.67	43.33	68.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	BLDG MAINT MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	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

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

FY1993-1994	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	BLDG MAINT MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994						0.00
Apr 1994						0.00
May 1994						0.00
Jun 1994						0.00
TOTAL	68.00	80.00	16.00	16.00	246.00	426.00
AVG	8.50	10.00	2.00	2.00	30.75	53.25

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: January 17, 1994
SUBJECT: Travel Authorizations

BACKGROUND:

1. California Special District Association Spring Conference, Palm Springs, April 21 and 22, 1994. (Attachment A)

Registration is \$150 per person and rooms are \$95.00 per night. Registration includes morning coffee breaks, Thursday lunch and evening reception. Mileage and other meals are additional. No participation is recommended.

2. California Association of Library Trustees and Commissioners Board of Directors Meeting and California Library Association/CALTAC Legislative Day, Sacramento, May 2 and 3, 1994.

Registration, transportation, room, and meals not to exceed \$375 for President Dinsmore. Dinsmore's participation is required as part of the District's commitment to her serving on the Board of Directors of CALTAC.

3. Southern California Library Literacy Network 1994 Conference/Planning Retreat, UCLA Conference Center, Lake Arrowhead, May 22-24, 1994. (Attachment B.)

\$125 plus mileage and miscellaneous meal expenses, not to exceed \$200 for Literacy Coordinator Matas. Matas' participation required as part of the State Library Literacy Grant and the travel expenses will be charged against that Grant.

4. American Booksellers Association Convention, Los Angeles Convention Center, May 28 - 31, 1994. (Attachment C)

Day badges for ABA institutional members are \$40 each for Shook, Byrne, Schneider, McClain and Willauer; plus mileage, parking and meal expenses. Total cost not to exceed \$300.

\$ 350 - add Shook

Travel Authorizations, April 18, 1994, Page 2.

RECOMMENDATION

Approve travel expenses as follows:

1. CLA/CALTAC Legislative Day and CALTAC Board Meeting;
Dinsmore: \$ 375.00

2. SCLLN 1994 Conference/Planning Retreat; Matas; to be paid from
the Literacy Grant: \$ 200.00

3. American Booksellers Association Exhibits; Shook, Byrne,
Willauer, McClain, and Schneider ~~\$ 300.00~~

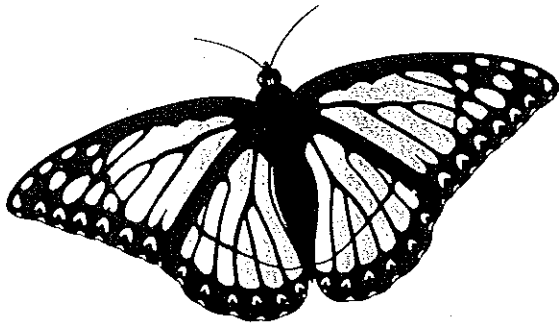
~~350.00~~
~~300.00~~

Shook / WAT

WAT

925

1994 "FIRST EVER" CSDA SPRING CONFERENCE



April 21-22, 1994
Thursday and Friday

CSDA invites you to be part of its first ever CSDA Spring Conference. This day and a half "mini-conference" offers many exciting speakers and program including:

- *sexual harassment*
- *California Environmental Quality Act (CEQA)*
- *performance evaluations - staff and managers*
- *privatization of public services*
- *how to comply with public meeting law*
- *and more!*

A keynote presentation by Robert Hawkins author of "Self Government by District: Myth or Reality" will inform participants of possible future changes and challenges facing special districts. Hawkins renowned book on special districts has been a key reference for district proponents for close to a quarter century.

Never before has a conference had so much to offer its attendees in such a short time.

The spring conference will be held at the Hyatt Regency Suites in Palm Springs. A special CSDA room rate of \$95 is being offered to conference participants. Call immediately for reservations to guarantee this rate - (619) 322-9000 or (800) 233-1234.



Registration materials are in the mail. For additional information on the conference call CSDA at (916) 442-7887.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator ^{SA}
DATE: April 12, 1994
SUBJECT: **Southern California Library Literacy Network 1994
Conference/Planning Retreat**

The Southern California Library Literacy Network (SCLLN) is having a strategic planning retreat at the University of California at Los Angeles Conference Center at Lake Arrowhead.

All literacy coordinators are encouraged to attend the retreat which is scheduled to start at 3:30 pm May 22, 1994 and conclude May 24, 1994 at 1:00 pm.

The cost is \$125 and covers lodging and meals. Registration information and a check for the \$125 are due by May 5, 1994.

INTER-OFFICE MEMO

TO: Elizabeth Minter, Library Director
FROM: Cindy McClain, Reference Librarian
Date: April 14, 1994
SUBJECT: Request To Attend the American Booksellers Association
Programs and Exhibits

The following employees would like to attend only the exhibits
at the ABA convention:

Julie Shook, and Mary Byrne---May 28
Kay Schneider, Cindy McClain, and Cheryl Willauer---May 29

Price for each exhibit badge is \$40 for ABA institutional
members.

TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Submission of application for Fiscal Year 1994-1995 Families for Literacy Grant to the State Library of California.

BACKGROUND:

Placentia Library District is eligible to submit an application to the State Library of California for the fourth year of funding for its Families for Literacy program.

The Application was prepared by the Families for Literacy Coordinator, Jeannine Walters, with the assistance of Principal Librarian Suad Ammar.

A copy of the Application is Attachment A.

RECOMMENDATION:

Approve submission of the Application; and receive and file the Application.



PLACENTIA LIBRARY DISTRICT
FAMILIES FOR LITERACY GRANT APPLICATION
FISCAL YEAR 1994-1995

I. RATIONALE AND INTEGRATION.

Placentia Library has a long history of being committed to providing literacy services to the community. The Families For Literacy program is an extension of this commitment. The Library's primary goal is to provide service through the program to adult learners who are already enrolled in the Library's literacy program. As time and resources allow, services will be extended to other eligible residents who have not yet taken advantage of the library's program.

The Families program currently consists of two groups. One group consists of adult learners who meet individually or in small group settings with a tutor who has been trained and provided by the Library's literacy program. The second group consists of adult ESL students who are taught by a certified ESL teacher provided and paid for by the Placentia-Yorba Linda Unified School District's Adult Education department. Integration of these two groups has not always been possible in the past, due partly to cultural and linguistic differences. The majority of the adults taught by the ESL teacher are Hispanic and have English skills that range from high to very low. The adults studying with Placentia Library Literacy Services (PLLS) tutors have moderate to high English skills and tend to be White or Asian.

Different methods have been used in the past to meet the needs of each group. These methods will be continued and expanded.

Weekly programs at the library are planned for both groups. Response from the ESL students has been enthusiastic. On the other hand, participation by individual tutors and their students has been less than anticipated. Meetings will be held to discuss impediments to their participation and possible resolutions.

Training of the PLLS tutors is arranged by the Library's Literacy Campaign Coordinator. Introduction to and training for the Families program is included as part of the tutor training workshops. Folders containing a children's book, follow-up activities, and a suggested reading list are provided for the use of tutors with eligible students.

Regular meetings are held between the Families Coordinator and the ESL teacher to discuss continued incorporation of Families For Literacy goals into the ESL curriculum. Periodic meetings are held throughout the year to discuss course content, literature selection, and evaluation of current course progress. Childcare is provided while the ESL classes are in session. The ESL classroom and the childcare facility are adjacent to each

other so that the FFL Coordinator can easily move between the two rooms to supervise both programs. A similar arrangement will be requested for next year.

So far, recruitment of students has not been a problem. The PLLS office often has a list of students waiting to be matched with tutors. Recruitment of students has been accomplished through flyers sent out by the Adult Education department to every residence in the district, and through flyers distributed to district elementary schools. The Library has also paid for advertising space in the City's quarterly newsletter which is distributed to all city residents. Recently, the Literacy office has been approached by a local Migrant Education program and a local homeless shelter who are seeking Literacy services for their clients.

Motivation strategies to be employed are:

- ♦ book distribution on a frequent and regular basis
- ♦ opportunities for participants to share their at-home experiences
- ♦ programs that reflect the needs and interests of the participants with opportunity for student involvement in planning and implementation
- ♦ and field trips

The implementation of these goals and strategies would not be possible without the assistance and cooperation of other library staff members. The recruitment of students and tutors, student assessment, and tutor training are all overseen and implemented by the Literacy Coordinators. The Literacy and FFL Coordinators meet regularly to ensure that the interaction between the two programs is running as smoothly as possible. In addition to recruiting students and tutors for both programs, the PLLS office staff frequently help the FFL Coordinator complete administrative tasks, make telephone calls, and prepare materials for the weekly programs.

The Children's Librarian contributes to the team effort by sharing her expertise in children's literature, pre-literate skills, and story-related activities. She is always willing to share books, materials, ideas, and advice. She participates in special programs, conducts some of the storytimes, and has substituted when the FFL Coordinator was out of town. She also encourages FFL participants to participate in the activities sponsored by the Children's Department.

The Library's Principal Librarian provides general oversight, supervision, budgetary advice, scheduling and personnel help, and provides opportunities for staff training and development. She also personally conducts a tour of the Reference department and explains its services to FFL participants during the tour of the library.

II. POPULATION TO BE SERVED.

The City of Placentia has a population of approximately 42,000. This figure is based on information gathered during the 1990 census. The various ethnic groups comprising the population are White (65.2%); Hispanic (24.7%); Asian and Pacific Islander (7.9%); American Indian, Eskimo, and Aleutian (0.3%); and Other (0.2%).

The goal of the Library's adult literacy services program is to serve the needs of anyone in the Placentia-Yorba Linda area with basic literacy or ESL skills. Consistent with the overall population figures, most of the current students in the program are a member of one of the three largest ethnic groups in the city. Recent immigrants form an important subset in our Families program, and negotiations are currently underway to collaborate with a Migrant Education program and a homeless shelter.

There are currently nine families enrolled in the adult literacy program who meet with an individual tutor or in a small group setting who are eligible for the Families For Literacy program. There are also eligible families enrolled in the adult literacy program who meet with a teacher from the school district's Adult Education program. Twenty-one of these families currently participate in the Families program on a regular basis.

III. REQUIRED SERVICES

A. ACQUISITION OF BOOKS. Current plans are to distribute books at least twice a month to each eligible family in the program. Books will include both published books purchased for distribution, as well as home-made books assembled by the adults and children together. Books will be distributed at the weekly programs or given to the individual tutors to give to their students if the students are unable to attend the programs.

Because many of the participating adults in the Families program are ESL students, books written in the adults' and children's native language have been purchased. Many of these books are translations of books that were originally written in English. Books that have been originally written in a language other than English will be included in the coming year. These books tend to contain non-English cultural elements as a natural part of the story which helps both the adults and children to form a natural empathetic bond with the story's characters, and encourages the idea that reading is for everyone from all cultural backgrounds.

Contact is being maintained with Scholastic Book Fairs, Inc. which has generously donated hundreds of dollars worth of books to the program in the past. Catalogs of children's books published in both English and Spanish have been collected, and the actual ordering of titles will begin in August and continue throughout the year.

B. REGULAR MEETING OF PARENTS AND CHILDREN IN PUBLIC LIBRARY SETTINGS. Weekly meetings are currently being held at the library. These meetings consist of a storytime in which active participation of both adults and children is encouraged. The storytime is followed by an activity highlighting and expanding on some aspect of the stories shared.

The library program's schedule has been set to complement the ESL class schedule. The ESL classes are currently held from 9-11 A.M. on Mondays and Wednesdays and the library program is held from 9-11 A.M. on Tuesdays. The exact days and times for next year's program have yet to be set, and will be determined in conjunction with the Adult Education Department, the Library, and the results of a questionnaire to be administered to eligible families in June.

C. PROMOTION OF THE ENJOYMENT OF READING AND LITERATURE. During our weekly meetings, children's literature is presented in a variety of ways. Flannel board stories, puppetry, participatory stories that require a response from the listeners, and wordless picture books that allow the children to create their own storyline are some examples. Programs also include crafts and cooking that relate to some aspect of the stories that have been shared. Plans for the future include instructions and practice for making puppets at home.

The use of fingerplays and songs has been attempted and has been temporarily discontinued due to the difficulty of translating rhymes from one language to another. However, a recently-hired childcare worker from Ecuador is interested in teaching songs and fingerplays in Spanish, which should help us build a beginning collection that can be used in the future.

D. USE OF CHILDREN'S MATERIAL FOR ADULT LITERACY INSTRUCTION. Prepared packets for the use of PLLS tutors and their students are available in the PLLS office. Each packet contains a children's book that is to be read by the adult learner with the help of their tutor. When the book has been mastered, the student can take it home to share with his or her child or children.

The ESL teacher has been incorporating children's literature into the regular ESL curriculum. She initially tried to introduce a new story each week, but due to several holidays and the continual addition of new students, she has had to slow down the rate at which new material is introduced. Copies of stories to be read at the library storytime are distributed in advance so that the adult learners can gain additional familiarity with them.

The writing of stories is encouraged in both groups and copies of their work kept on file.

E. INSTRUCTION FOR PARENTS IN SELECTING BOOKS, LITERATURE APPRECIATION AND READ-ALOUD SKILLS. Several methods for instructing and encouraging the selection of quality children's literature are currently employed and will be continued and expanded.

The primary method is modeling during the weekly storytime. Only quality literature recommended by professionals in the field and through personal experience is selected to be shared during the story sessions. Time is set aside for the adults during the programs at the beginning of the year to discuss different genres of children's literature and appropriate materials for different age and developmental levels. Discussions also include aspects of specific books that make the book appealing to children. Adults and children are then given time and encouraged to find books in the library that appeal to them.

Handouts and bookmarks are currently being developed that will list recommended titles that can be found in the library.

Something new that will be tried in the coming year is to have adults and children break up into small groups, and allow the adults to practice reading aloud to the children in their group.

F. SERVICES TO ENHANCE FULL FAMILY PARTICIPATION. By working with the mothers and pre-school aged children, it is hoped that the enjoyment and satisfaction derived from their experiences at the library will be shared and reproduced at home. Already fathers and older siblings are coming to the library both with and without the mothers and pre-schoolers.

To reinforce the program's commitment to the whole family, it will be important to plan events that can include all family members. A Christmas and End-of-year event held during the evening or on a week-end are possible solutions. These events would include at least a storytime, presentation by mothers and pre-schoolers, a tour of the library, and refreshments.

G. ASSISTANCE TO PARENTS IN USING ALL LIBRARY SERVICES. An important part of Placentia's Families program is a tour and orientation to the Library. Each week a different library department is highlighted and a staff member from that department explains its purpose and function. Adults are encouraged to apply for library cards, and the process of finding a book, checking it out, and returning it are explained. Areas of special interest, such as nutrition, parenting, and childcare are highlighted and adults are shown how to find the information in these sections that they want and need. Time is allocated each week for participants to browse and check-out library materials.

Participants are also informed and encouraged to attend the programs and activities sponsored by the library's Children's

Department. Plans are currently being made to produce Spanish translations of all publicity materials for these programs.

H. OTHER SERVICES. Transportation and childcare are two additional services that are currently being offered. Three paid childcare workers and one volunteer interact with the children while the adults are in class. This allows the adults to fully concentrate on their lessons and allows the childcare workers to introduce new material and reinforce stories, songs, and games previously learned during the library programs.

Transportation is an essential ingredient in the success of our program. Placentia does not currently have any form of public transportation. Many of the participants do not have their own source of transportation and live too far from the library to walk. Without outside assistance in this area, many of our families would not be able to participate. Transportation is currently being funded by a local Healthy Start grant.

IV. STAFF RESOURCES.

The staff involved and the percentage of their time that is devoted to Families For Literacy is as follows:

Jeannine Walters, Families For Literacy Coordinator (18 hours per week)	100%
Katherine Matas and Mary Byrne, CLC Coordinators (6 hours per week)	20%
Suad Ammar, Principal Librarian (4 hours per week)	10%
Kay Schneider, Children's Librarian (2.4 hours per week)	8%
Elizabeth Minter, Library Director (2 hours per week)	5%
All other library staff (12 hours per week)	10%

V. EVALUATION COMPONENT.

Quantitative measures of evaluation to be used include:

Attendance statistics of participation in Family program activities.

Use of prepared folder materials by individual tutors and their students.

Qualitative measures of evaluation to be used include:

Fall and Spring family reading surveys

Portfolio of materials completed during the library programs, tutor sessions, and at home during the program year.

Tutor and Coordinator evaluation of behavioral and attitudinal changes.

VI. PROSPECTS FOR CONTINUANCE IN THE FUTURE.

Placentia Library has made a commitment to continue to offer literacy programs as part of the regular on-going package of services. This commitment was made evident during this last year when budget cuts required lay-offs of library employees, including the Literacy and Families For Literacy Coordinators. Rather than discontinuing these programs, staff were transferred from other departments which were already facing staff shortages to fill the vacancies in these programs and were given training so the programs could continue as smoothly as possible.

The financial future of libraries in general continue to be uncertain, however. Benefits and partial salary for the Families Coordinator as well as some administrative costs in running the program are currently being underwritten by the library. Without outside funding, however, staff time, book distribution, weekly programs, and outreach to participants with special needs will need to be severely reduced.

VII. YEARS FUNDED AND LESSONS LEARNED.

1993-1994 is the third year that Placentia Library District has received grant funds to operate a Families For Literacy program.

A new collaborative effort between the Library and the local school district began during this last year. The Adult Education department agreed to provide an ESL teacher and help in recruiting students and the Library agreed to provide childcare during the ESL classes and a weekly Families program. Both the ESL classes and the Families programs were held at the Whitten Center, a site that had been used for a component of the FFL program previously.

Due to continued low attendance during the fall, several changes were made half-way through the year. The ESL classes were moved to another City-owned facility in a different part of Placentia, and the weekly Families program was moved to the Library. A new ESL teacher was hired and transportation to the ESL class site and the Library was provided.

Transportation is a critical factor in the success of our

program. Transportation funds have been provided through a local Healthy Start grant, and similar funds will be available for our use next year. Having a reliable transportation source has allowed many of the families to participate on a regular basis, and will continue to be an area requiring program involvement.

The current ESL teacher has a background working with children and is very supportive of FFL methods and goals. Her cooperation is helping to ensure good participation from her students. As stated in the "Lessons learned" section of the application, cooperation on the part of the tutor or teacher is definitely necessary for the program to succeed.

Because FFL is no longer meeting at the same location as HeadStart, the relationship between the two programs has been temporarily suspended. Plans are being made to meet with the local HeadStart director to determine what type of relationship will exist in the future.

VIII. WHY ANOTHER YEAR

Due to staff changes as well as changes in methods of implementing the program, concentration this year has primarily been on maintaining and strengthening the existing program. Now that the program's foundation has been solidly re-established, renewed effort and time will be spent during the next year soliciting community funds and in-kind services, as well as seeking networking opportunities with other community organizations. Groundwork has already begun in these areas, but additional time is needed to develop existing possibilities and seek out new ones. Continued State funding during this next fiscal year will allow Placentia Library's existing Families program to continue while outside funding sources are being sought and developed.

Many of the families currently in the program have just started coming to the Library on their own. It takes time for new habits to develop, and continuing the program for another year will help to reinforce the participants own efforts. Discontinuing the program may cause the families to lose faith in the Library.

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Fiscal Year 1994/95

Placentia Library District
Name of Library

Library Director Signature

Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA) Gary E. Strong
1. Personnel	17,150	29,213	46,363	
2. Library Materials		1,500	1,500	
3. Operations				
3a. Contract Services	500		500	
3b. Travel	500		500	
3c. Office Supplies	350		350	
3d. Printing	900		900	
3e. Instructional Resources	900		900	
3f. Children's Book Resources	4,500	500	5,000	
3g. Other		7,600	7,600	
4. Equipment				
5. Indirect	116		116	
6. TOTAL	24,916	38,813	64,000	

BUDGET SPECIFICATIONS

ITEM 3G. Other - These monies will be used to provide transportation for program participants to and from the library.

TIME LINE

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Reserve sites	x				x						
Advertise for tutors and students	x	x	x	x	x	x	x	x	x	x	x
Plan/order materials	x	x	x	x	x	x	x	x	x	x	x
Set library visits and trips	x	x	x	x							
Meet with tutors	x	x	x	x	x	x	x	x	x	x	x
Conduct meetings with FFL, CLC, and Children's Librarian	x	x	x	x	x	x	x	x	x	x	x
Begin telephone tree to notify returning students	x				x						
Conduct tutor training	x					x			x		
Establish and maintain childcare program	x	x	x	x	x	x	x	x	x	x	x
Monitor student portfolios	x	x	x	x	x	x	x	x	x	x	x
Conduct family activity survey	x	x				x					x
Present Families program to community groups			x	x		x	x	x	x	x	x
Canvas community for contributions	x	x	x	x	x	x	x	x	x	x	x
Christmas party					x						

