

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
May 11, 1992

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

West/Evans

*add
per
blocks*

~~3.~~ Recognition of Literacy Volunteer Karen Bishop. *(not here)*

Presentation: Library Board President

4. Minutes of the March 30, 1992, Special Meeting and the April 13, 1992, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

West/Evans

Evans/West

5. Oral Communications.

7:40 - @-bon account

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.

6. Friends of the Placentia Library Report.

Presentation: Library Director

*Get them to a plan -
Talk with Billy,*

7. Board President's Report.

Presentation: Library Board President

Report on legislative issues affecting public libraries and special districts.

8. Literacy Volunteers of America Board Report.

Presentation: Library Board President

9. Orange County Literacy Needs Assessment Report.

Presentation: Literacy Coordinator

CLAIMS (Items 10-12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10-12 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.

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

Nonstandard Claim in the amount of \$11,163.90 for invoice from Orange County for property tax collection services for FY1991-1992.

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

Claims forwarded by the Library Director in the amount of \$11,542.00.

12. Current Claims and Payroll. (Approve)

Current Claims of \$32,520.46 and Payrolls 11 and 12 for a cumulative payroll total of \$57,600.00. Total Current Claims of \$90,120.46.

Stub - Enon

7,985

FINANCIAL REPORT (Items 13-16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13-16 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.

- 13. Financial Report for April, 1992. (Receive & File)
- 14. Office Check Registers for April, 1992. (Receive & File)
- 15. Overdue Collection Report for April, 1992. (Receive & File)
- 16. Vending Machine Report for April, 1992. (Receive & File)

stuck/ask

GENERAL CONSENT CALENDAR (Items 17-23)

Stu

Presentation: Library Director
Recommendation: Approve by Motion

17 18
20 21 22 23

Items 17-23 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.

The Circulation Report for April, 1992, will not be available until an unspecified future date because of problems with the installation of the new system.

- 17. Volunteer Report for April, 1992. (Receive & File)
- 18. Personnel Report for April, 1992. (Receive, File, and Ratify Appointments)
- 19. Building Maintenance Report for April, 1992. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 21. Family Literacy Grant Application for Second Year Funding. (Approve)

19

- ~~22.~~ State Department of Education Grant for Funding Under Sections 321-326 of Public Law 100-297. (Approve Submission of Letter of Intent)
- ~~23.~~ Orange County Augmentation Funds Application. (Receive & File)

CONTINUING BUSINESS

- ~~24.~~ Development of Plan of Service for FY1992-93.

Presentation: Library Director
Recommendation: Review Arrangements

- ~~25.~~ Staff appreciation dinner.

Presentation: Library Board President
Recommendation: Adopt Recommendation

NEW BUSINESS

- ~~26.~~ Revision of Parking Policy for Library Staff. *Ward / Es...*

Presentation: Library Director
Recommendation: Review and Adopt Recommendations

- ~~27.~~ Re-allocation of Space for Literacy and Audio-Visual Services.

Presentation: Library Director
Recommendation: Review and Adopt Recommendations

- ~~28.~~ Travel Authorizations.

Presentation: Library Director
Recommendation: Approve Recommendations

- ~~29.~~ Establish Gann Limit for Fund 5071 (General Fund) for Fiscal Year 1992-1993.

Presentation: Library Director
Recommendation: Read Resolution by Title Only

Review and Adopt Resolution 92-1 by
Roll Call Vote

STAFF REPORTS *(New file Em (Shel))*

- 30. Overview of events in the Library for the month of April. (Program Committee)
- 31. General ledger for accounts handled outside the Orange County Auditor's Office. (Dumitru)
- 32. California Literacy Campaign, Literacy Coordinator. (Daniels)
- 33. Family Literacy Grant and Conference. (Joseph)
- 34. Grandparents and Books Project. (Schneider)
- 35. Gulf Arab States Project. (Byrne)

CLOSED SESSION *Shel/Wendy*

- 36. Pursuant to California Government Code Section 54957 a closed session will be held to discuss issues relating to collective bargaining.

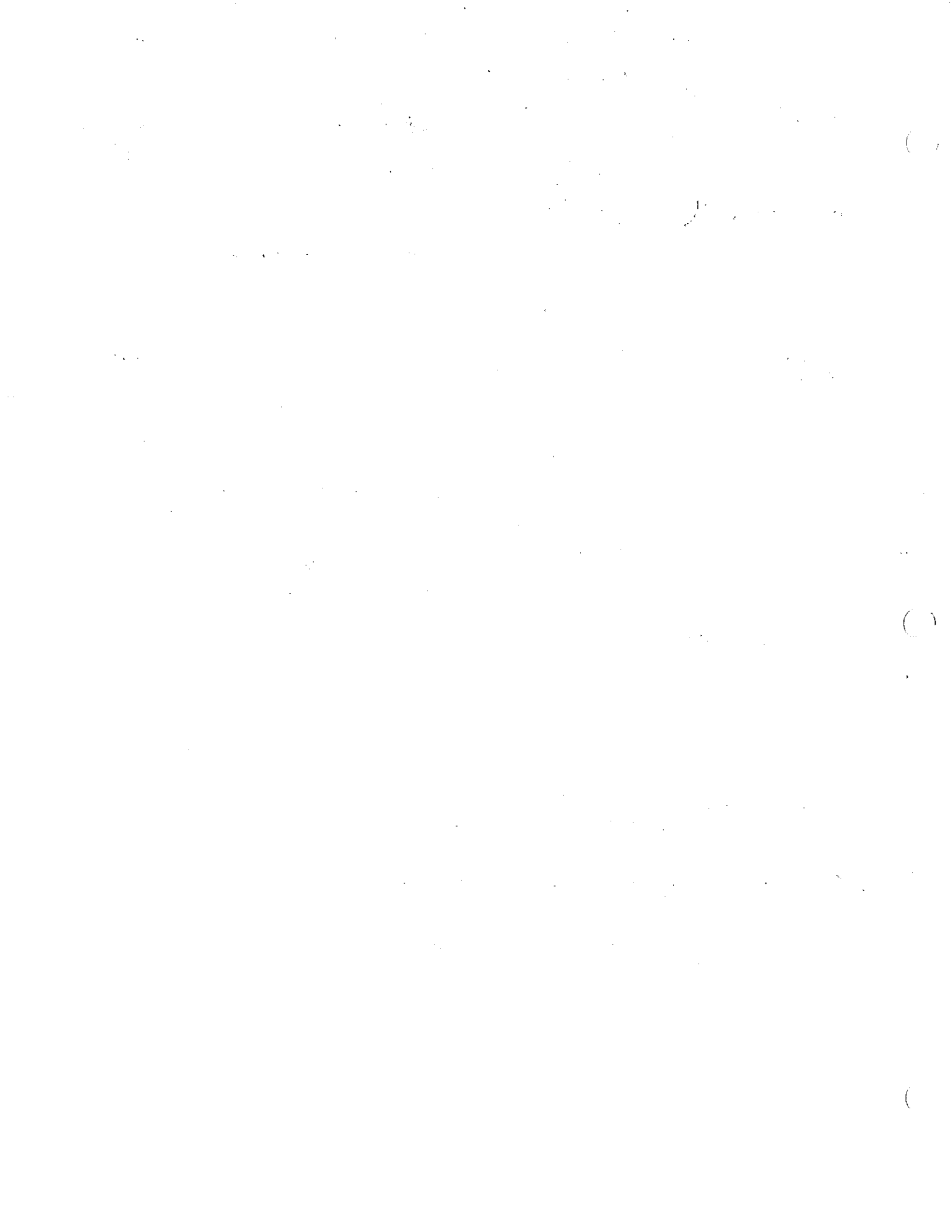
ADJOURNMENT

- 37. Agenda Preparation for June 8, 1992, Regular Meeting
- 38. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the May 11, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, May 6, 1992.

Charlene Dumitru



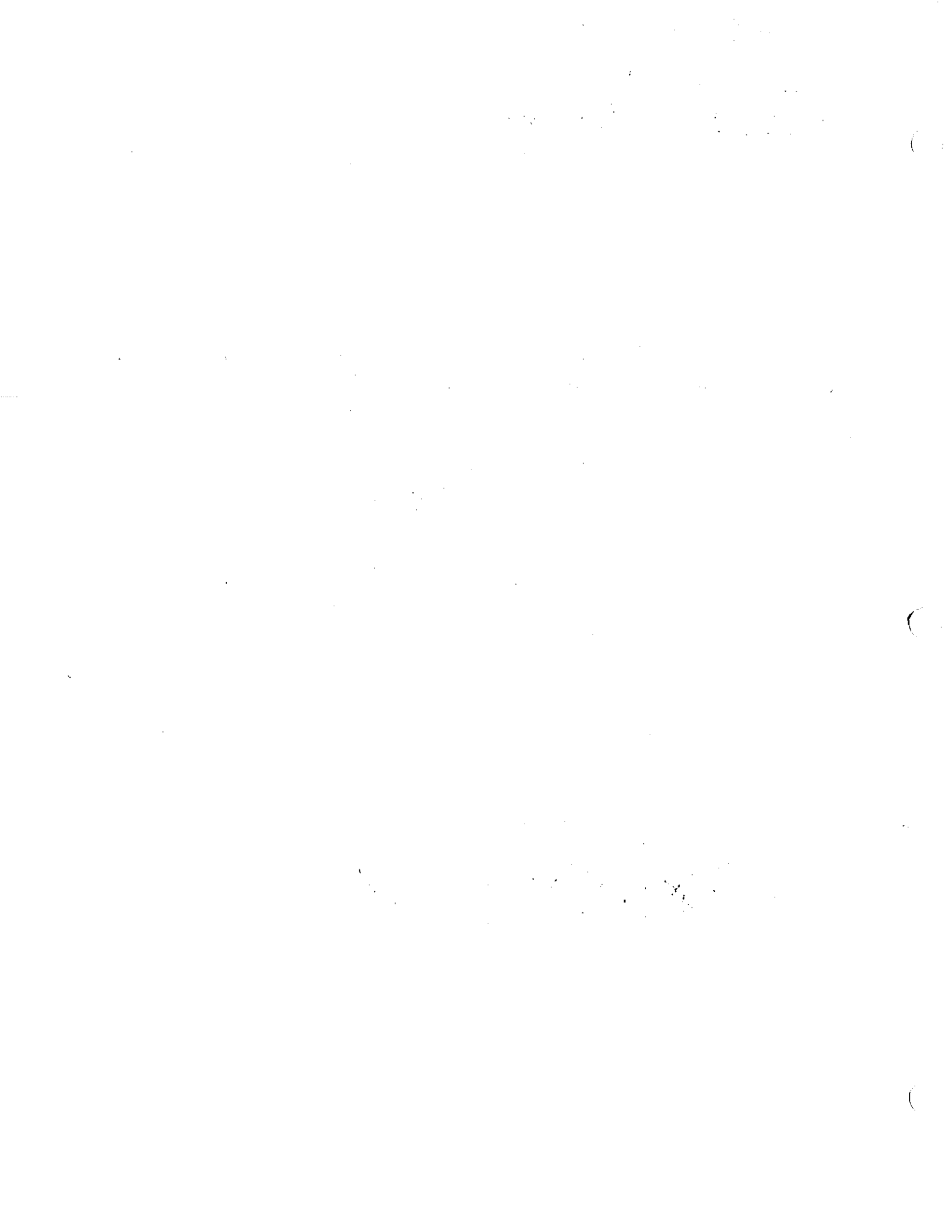
CALENDAR FOR LIBRARY BOARD OF TRUSTEES

May 15-16 Board Planning Sessions
Jun 8 (Mon) Board of Trustees Meeting
Jun 25-Jul 2 ALA Annual Conference, San Francisco
Jul 6 (Mon) Friends Board, Osborn
Jul 13 (Mon) Board of Trustees Meeting
Jul 29 (Wed) ISDOC Meeting
Aug 10 (Mon) Board of Trustees Meeting
Sep 9-12 CSDA Annual Conference, San Diego
Sep 14 (Mon) Board of Trustees Meeting
Sep 28-29 Special District Board Management Institute,
Administration, Sacramento
Sep 30 (Wed) ISDOC Meeting
Sep 27-Oct 3 ALA Banned Books Week
Oct 12 (Mon) Board of Trustees Meeting
Nov 9 (Mon) Board of Trustees Meeting
Nov 14-17 CLA Conference, Long Beach
Dec 2 (Wed) ISDOC Meeting
Dec 14 (Mon) Board of Trustees Meeting

Jun

Aug

*11:50 - Agendas
+ Budget
+ Children's Magazine + Comics
book section
11:03 P.M.*



MINUTES
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
March 30, 1992

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order at 6:32 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, and Sandra Stark; and Library Director, Elizabeth Minter.

Members absent: Trustee Bob Osborn

Others present: Administrative Assistant Charlene Dumitru, and President Thomas Shipkey of Shipkey Insurance Agency.

ADOPTION OF AGENDA

It was moved by Trustee Stark, seconded by Trustee Evans to adopt the Agenda.

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

FINANCIAL CLAIMS

It was moved by Secretary West, and seconded by Trustee Evans to approve Current Claims dated March 30, 1992 of \$15,746.24 as presented.

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

PROPERTY AND LIABILITY INSURANCE

It was moved by Secretary West, and seconded by Trustee Evans to renew the Property and Liability Insurance as presented by Shipkey Insurance Agency, Inc., increasing the coverage for the premium year to include computer equipment and systems, and changing

Mintues, Special Meeting of March 30, 1992, Page 2.

the coverage of the collection and furnishings
from depreciated value to replacement value,
for a renewal premium of \$11,542.00

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: ~~None~~ Stark

ABSTAIN: None

Direction was given to investigate other
sources of Property and Liability Insurance to
obtain a comparison of rates and coverage
available from other companies before the next
renewal period.

President Dinsmore adjourned the Special
Meeting at 7:30 P.M.

Fred D. West, Secretary

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 13, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:34 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Sandra Stark and Bob Osborn; and Library Director Elizabeth Minter.

Members absent: None

Others present: City Manager, Bob D'Amato; Friends of the Library President Pat Irot; Volunteer Ruth Cain; Assistant Library Director Sal Addotta; and Administrative Assistant Charlene Dumitru.

RECOGNITION OF VOLUNTEERS

President Dinsmore presented Friends of the Library Volunteer Ruth Cain with a certificate of commendation for her outstanding volunteer service to the library.

Literacy volunteer, Karen Bishop, was unable to attend the meeting and a certificate of commendation will be presented to her at the May 11, 1992, Board Meeting.

MINUTES

It was moved by Trustee Evans, seconded by Secretary West to approve the Minutes of March 9, 1992, Regular Meeting as presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

Direction was given to rewrite the Minutes of March 30, 1992, to include direction to investigate alternative providers of property and liability insurance policies, and to present them at the May 11, 1992, Board Meeting for approval.

**ADOPTION OF
AGENDA**

It was moved by Secretary West, seconded by Trustee Evans to adjust the Agenda in order to address items 23 and 28 and then return to the original order presented.

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

**ORAL
COMMUNICATIONS**

None

**SHARED MAINTENANCE
COSTS**

City Administrator Bob D'Amato explained changes in maintenance costs from 1989 to 1992 citing extraordinary repair costs for electrical work and the fountains.

It was moved by Secretary West and seconded by Trustee Stark that a committee be formed with Secretary West to act as contact with City of Placentia to investigate ways to lower maintenance costs or to find alternate ways to use the central quad area and possible different use of the fountains.

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

**PARKING LOT
RESERVED SPACES**

Direction was given to postpone discussion of this subject to the agenda for October.

**FRIENDS OF THE
LIBRARY**

Friends President Pat Irot reported on a suggestion from a puppeteer group to trade use of the meeting room for free puppet shows. The group has been advised to submit its request to the Library Director.

CALIFORNIA ROOM

It was moved by Trustee Stark and seconded by Secretary West to designate Friends President Pat Irot and Assistant Library Director Sal Addotta as the Board's representatives to the Committee on the California Room.

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

Direction was given to develop a time frame over the next three months to define the basic format and the content of the collection and preliminary plans for the physical layout of the California Room.

**LITERACY
VOLUNTEERS OF
AMERICA**

Minutes from the Literacy Volunteers of America meeting of March 4, 1992 were received and filed. It was understood that in the future the Literacy Coordinator will obtain approval for request lists before submitting to LVA Placentia.

FINANCIAL CLAIMS

It was moved by Secretary West and seconded by Trustee Evans to add the amount of \$3,200 for the provision of Liability Insurance to the claims as the invoice had been received after the agenda was posted and needed to be paid immediately; and to approve Agenda Item 9 through 11: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director as presented; and Current Claims and Payroll as amended.

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

FINANCIAL REPORT

It was moved by Secretary West, and seconded by Trustee Evans to approve Agenda Items 12 through 15: Financial Report for March; Overdue Collection Report for February and March, 1992; and Vending Machine Report for March.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary West, and seconded by Trustee Evans, to receive and file Agenda Items 16 through 21 of the General Consent Calendar; Circulation Report for March, 1992; Volunteer Report for March, 1992, Personnel Report for March, 1992, Building Maintenance Report for March, 1992; Contribution to LVA Placentia Scholarship Fund; Travel request for Literacy Coordinator and two adult learners to be funded from the California Literacy Campaign Grant at cost not to exceed

\$350.00, noting the expenditures on Agenda Items 20 and 21.

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

CONTINUING BUSINESS It was moved by Secretary West, and seconded by Trustee Evans to approve selection of Barbara Shaw Seminars of Lafayette, CA, for facilitation services on May 15 and 16, 1992, at a cost of \$2,250.00 plus air fare, ground transportation, hotel and meal expenses for the facilitator and recorder, and authorize payment of a non-refundable booking fee of \$500; and to authorize Library Director Elizabeth Minter to select a site for the planning sessions on May 15 and 15, 1992, for 30 adults and to sign the contract; and to approve selection criteria for public representatives to the planning process and authorize the Library Director to extend invitation to nominated participants.

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

**ORANGE COUNTY
AUGMENTATION FUNDS** It was moved by Secretary West, and seconded by Trustee Evans to endorse concepts presented in the report and to apply for the Orange County Augmentation Funds.

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

**DEFERRED
COMPENSATION** It was moved by Secretary West, and seconded by Trustee Evans to approve staff recommendation for payment of \$278.11 to Nationwide Insurance Cash Clearing Account for interest lost to staff contributors to the deferred compensation program because the Library did not process the deductions in a timely manner.

**CARPET AND
UPHOLSTERY
CLEANING
CONTRACTS**

It was moved by Trustee Evans, and seconded by Secretary West to approve the recommendation to accept the contract with INTEX for carpet and upholstery cleaning at the price of \$5,899.90 per year for a two-year period.

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

The meeting was adjourned for a break at 10:00 p.m.

The general meeting of the Board of Trustees resumed at 10:15 p.m.

**ESTABLISHMENT
OF RULES FOR
ORAL COMMUNICATION
AT MEETINGS OF THE
LIBRARY BOARD OF
TRUSTEES**

It was moved by Secretary West, and seconded by Trustee Stark that oral communications be limited to 5 minutes per person per agenda item and that the Administrative Assistant be responsible for assisting the presiding officer with monitoring the length of each presentation and give a warning at the end of 4 minutes and at the end of 5 minutes.

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

**REQUEST FOR
EXTENDED HOURS
FOR DISTRIBUTION
OF TAX FORMS**

It was moved by Trustee Stark, and seconded by Trustee Evans to approve the use of extended hours from April 13-15, 1992, for the distribution of income tax forms at the Library.

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

**HEALTHY START
GRANT**

It was moved by Secretary West, and seconded by Trustee Evans to approve the participation of the Library's Family Literacy program in the Healthy Start Grant proposal of the Placentia Yorba Linda Unified School District.

AYES: Dinsmore, Evans, Osborn,

Stark, West
NOES: None
ABSTAIN: None

**TRANSFER OF
CATALOGING
SERVICES**

It was moved by Trustee Osborn, and seconded by Trustee Evans to designate Brodart Books Division as a source for cataloging and physical processing at the rates outlined in the letter of April 8, 1992, from Michael Wilder, Brodart Manager of Automated Technical Services.

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

**STAFF APPRECIATION
DINNER**

It was moved by Trustee Evans, and seconded by Secretary West to direct Library Director Minter to investigate alternatives and costs for the staff appreciation dinner.

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

STAFF REPORTS

Staff reports, Agenda Items 34 through 41, were received and filed.

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 11:20 p.m.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
DATE: May 11, 1992
SUBJECT: Friends of the Placentia Library Report

The Friends Board held its regular meeting on May 4, 1992. Trustee Fred West and Library Director Elizabeth Minter attended parts of the meeting.

The Friends have been discussing the idea of recommending to the Board of Trustees the establishment of a sister library relationship with the Public Library of Billings, Montana. The sister of one of the Friends Board members is a Trustee of the Billings Library.

The next Friends booksale will be held on Saturday, June 6.

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Agenda Item 7

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: May 11, 1992
SUBJECT: Board President's Report

Attached are the materials for Legislative Day.

RECOMMENDATION: SUPPORT Senate Bill 267 (Kopp) and Assembly Bill 2276
(Cortese) to exempt library magazine, newspaper, and journal
subscriptions from sales tax.

--Presented by public library supporters in Orange County--
(Santiago Library System)

SALES TAX EXEMPTION FOR LIBRARY MAGAZINE, NEWSPAPER & JOURNAL SUBSCRIPTIONS

Two bills have been proposed to address an important issue for California libraries: the sales tax on library magazine, newspaper, and journal subscriptions. Assembly Bill 2276 (Cortese) would exempt subscriptions to these periodical publications from the sales tax, and would require that every fine or fee imposed by an academic, public or school library be deposited by the library in a fund or account for the library's use. Senate Bill 267 (Kopp) would also exclude subscription periodicals from the sales tax.

Library users rely on magazines, newspapers, and journals for many reasons. Students of all ages need to keep up with research and popular materials. Job seekers who cannot afford a subscription of their own rely on the newspaper want ads. And people of diverse backgrounds, from all walks of life, turn to periodical publications for current information, education, and personal enrichment.

Traditionally, academic and public libraries have provided access to a wide range of newspapers, magazines, and journals. They have done so even as the cost of subscriptions to these periodicals increases approximately 10% per year.

In 1992, this once extensive and resource-rich pool of resources in California has been deeply hurt by two factors: Significant budget cuts to academic and public libraries, and the 1991 State Legislature action (SBX 5) to take away the sales tax exemption once granted to libraries. This situation seriously affects libraries' ability to meet the education and information needs of their communities, and to contribute to the future well-being of our State.

IN ORANGE COUNTY, these actions have resulted in more than \$425,000 worth of cancelled library subscriptions to magazines, newspapers, and journals. The two major public universities--University of California, Irvine and California State University, Fullerton--estimate at least \$300,000 in cutbacks, losing thousands of journal titles available nowhere else in the county. The eight community colleges estimate approximately \$10,000 of cutbacks. And the public libraries have cut more than \$115,000 worth of periodical subscriptions.

The sales tax imposed since July, 1991 further cuts the funds that public and academic libraries can invest in magazine, newspaper, and journal subscriptions. California is the only state in the nation which taxes library periodical subscriptions. (Pennsylvania rescinded its sales tax on library periodicals in 1991.) Many have argued that it makes no sense to tax purchases made with state money to begin with. AB 2276 and SB 267 seek to rectify this situation and to emphasize the public benefit from library subscriptions to magazines, newspapers, and journals.

RECOMMENDATION: SUPPORT continued State funding in FY 92/93 for the
successful California Library Literacy Service and Families for
Literacy programs.

--Presented by public library supporters in Orange County--
(Santiago Library System)

LITERACY & LIBRARIES, 1992

More than 5 million adult Californians are functionally illiterate, lacking basic reading, writing and computational skills beyond a fourth-grade level. For example, a functionally illiterate adult is unable to fill out an employment application, follow written instructions, or read a newspaper.

The California Library Literacy Service and its predecessor, the California Literacy Campaign, have reached and continue to connect with people--native English-speaking adults--served by no other literacy training programs. They also provide an additional benefit: They teach literacy learners to use libraries, the gateways to lifelong learning.

It is estimated that more than 20,000 Californians are receiving literacy training through California Library Literacy Service programs during FY 1991-92. Eighty-four (84) public libraries (that is, half the public libraries statewide) participate, 44 of which have completed a five-year establishment period and are primarily supported with local funds totaling \$4.5 million.

Thanks to this State support for literacy, in Orange County more than 4,300 illiterate adults since 1984 have learned or are learning to read through public library literacy programs. Tutoring them in enriching one-to-one experiences have been more than 3,100 volunteers, working a total of approximately 125,000 hours.

State law permits a match of State to local funds at a maximum \$1 to \$1 ratio. The match level this fiscal year (1991-92) is \$1 State to \$7.70 local. It would take augmentation of \$4.5 million in FY 1992-93 to bring the match of State to local funds for literacy to \$1 State to \$1 local.

STATE FUNDING FOR LIBRARY LITERACY PROGRAMS IN O.C.*

LIBRARY NAME	# YEARS OF STATE FUNDING	# PEOPLE TUTORED	# VOLUNTEERS	TOTAL # HOURS
Huntington Beach P.L.	6 yrs.	943	937	35,713
Newport Beach P.L.	4 yrs.	441	515	24,652
Orange County P.L.	1 yr. (just begun)	N/A	N/A	N/A
Placentia Lib. Dist.	5 yrs.	595	483	23,168
Santa Ana P.L.	7 yrs.	2,382	1,218	40,124

*NOTE: Local literacy tutoring programs in Anaheim, Buena Park, Fullerton and Yorba Linda libraries were begun by a separate California Literacy Campaign grant to Placentia Library District, but do not receive State funds. Orange (City) Public Library offers a literacy tutoring program funded by federal Library Services & Construction Act monies.

RECOMMENDATION: SUPPORT funding for the Public Library Fund (PLF) at \$10,176,000 in FY 92/93 (same amount as funded in FY 91/92), as presented in budget versions proposed by Governor, Assembly, and Senate.

--Presented by public library supporters in Orange County--
(Santiago Library System)



SANTIAGO LIBRARY SYSTEM
C/O FULLERTON PUBLIC LIBRARY
353 W. COMMONWEALTH AVE.
FULLERTON, CA 92632
(714) 738-6348
(714) 447-3280 FAX

The Public Library Fund And What It Means to Libraries in Orange County

During FY 91/92, the State-mandated Public Library Fund (PLF) provided \$903,870 to help public libraries throughout Orange County. (See details on back of page.) Yet this amount represented only 21% of the monies that could go to our public libraries via PLF, for this local assistance item has never been fully funded.

Created in 1982, the Public Library Fund was established to replace some of the property-tax revenues lost to libraries as a result of Proposition 13, as well as to provide funding for new library programs. PLF's statutory provisions call for it to provide 10% of the funding for the operation of local public libraries. There is no separate legislation for PLF; it is a line item in the State Library's budget. The percentage of State funding allocated to PLF has dropped each year since FY 89/90, when it reached its peak thus far at 52% of full funding. In FY 91/92, State support for PLF dropped to 21% of full funding, a cut of more than \$6 million beyond the previous year.

In FY 92/93, the Governor's budget calls for \$10,176,000 to finance PLF—the same amount as in FY 91/92. Senate and Assembly versions of the budget also call for PLF funding to remain intact at \$10 million. This means PLF would continue to be funded at 21%.

Public libraries have used the money from the PLF to restore or add staff positions, making possible more public service hours. The funds have been used for technology which has allowed existing staff to become more productive and to improve services. The PLF has been used to supplement local book funds. All of this has helped libraries to offer better service.

In addition, PLF is used by local public libraries as a floor for basic library services, thus providing an opportunity for them to offset local budget pressures or to sustain current operations in order to meet PLF's "maintenance-of-effort" requirement.

See back of page for PLF impact on public libraries in Orange County ...

**The Public Library Fund
And What It Means to Libraries in Orange County**

LIBRARY NAME	PLF REC'D, 1989-90 (52%)	PLF REC'D, 1990-91 (42%)	PLF REC'D, 1991-92 (21%); PROPOSED 1992-93
Anaheim Public Library	\$196,156 (Helped to lease automated catalog)	\$155,411 (Bought fewer books)	\$102,103 (Bought still fewer books)
Buena Park Library/Dist.	\$53,154 (Bought books & mat'ls, helped to hire staff)	\$41,769 (Purchased fewer materials)	\$26,055 (Continued to reduce materials purchased)
Fullerton Public Library	\$89,687 (Applied to general library operations)	\$70,054 (Slowed implementing of automated public access catalog)	\$43,156 (Helped to install & enhance automated catalog)
Huntington Beach Public Library	\$151,513 (Applied to general library operations)	\$120,165 (Reduced book purchases, standing orders, bldg. maint.)	\$68,243 (Reduced book & A-V buying)
Newport Beach Public Library	\$56,125 (Purchased books & other circ. materials)	\$45,000 (Purchased fewer materials)	\$25,124 (Bought still fewer materials)
Orange County Public Library	\$935,353 (Provided 6th-day open hours; bought foreign-lang. mat'ls.)	\$781,000 (Bought fewer books & A-V mat'ls.)	\$460,952 (Reduced materials purchased; helped to hire staff)
Orange (City) Public Library	\$85,432 (Bought books & A-V mat'ls.)	\$67,546 (Bought fewer books & A-V mat'ls.)	\$42,073 (Continued to buy even fewer books & mat'ls.)
Placentia Library District	\$34,426 (Bought A-V mat'ls, helped to hire staff)	\$27,181 (Bought fewer books & A-V mat'ls.)	\$16,217 (Reduced materials purchased)
Santa Ana Public Library	\$176,114 (Bought books-40% of book budget)	\$148,011 (Bought fewer books)	\$99,822 (Bought still fewer books)
Yorba Linda Public Library	\$38,460 (Bought automated reference services & equipment)	\$32,863 (Reduced funding for automated reference items)	\$20,122 (Further reduced funding for automated reference items)

RECOMMENDATION: SUPPORT Senate Bill 1230 (Public Library Learning & Literacy Expansion Act of 1992) for inclusion on the November, 1992, statewide ballot.

--Presented by public library supporters in Orange County--
(Santiago Library System)

PUBLIC LIBRARY LEARNING & LITERACY EXPANSION ACT OF 1992
[SB 1230 - Bond Act]

The Public Library Learning & Literacy Expansion Act of 1992 (Senate Bill 1230) is a public library construction and renovation bond act proposal. This measure seeks to expand upon the success of Proposition 85, the Library Construction and Renovation Bond Act of 1988, which received statewide voter approval of \$75 million to build and renovate public libraries throughout California.

As currently proposed, SB 1230 would:

- Provide \$150 million of State General Obligation Bond funds for public library construction and remodeling. Purchase of furnishings and equipment would be allowed if the overall project involves some renovation or new construction.
- Require a 35% match of local funds to 65% of State funding for each proposed library building project.
- Go before California voters in November, 1992.

The Need:

Even as the \$75 million of Prop. 85 allocations are being spent on 22 construction grants, there is immediate and documented need for approximately \$350 million for worthy and important projects which went without state funds. (As part of that need, 17 projects totaling \$104 million that did not receive Prop. 85 funds were considered to be "very competitive" or "competitive" and would have been funded if additional State funds had been available.) Further, there is tremendous long-term need of over \$1 billion in California for public library construction and renovation.

The Rationale:

Public library construction benefits all citizens. Children, young adults, adults, senior citizens, well-educated people as well as those seeking literacy skills, and all individuals regardless of their ethnic or cultural background benefit from the lifelong educational opportunities provided by the enhanced availability of library services. Public library construction also fosters long-term economic opportunities by making Californians more productive and competitive in the world marketplace, as well as stimulating the economy by providing construction jobs at the local level.

Status of SB 1230:

Senator Barry Keene introduced SB 1230 in 1991. While bonds for public library construction have not been included in the leadership's "package" for the June ballot, SB 1230 continues to make progress in the Legislature toward the goal of being placed on the November ballot. After passing the Senate by the required two-thirds vote, it was amended in and unanimously passed out of the Assembly Local Government Committee. The next stop for the bill is the Assembly's Banking, Finance and Bonded Indebtedness Committee.

THE SACRAMENTO NEWSLETTER

Report on California Legislation, Government, and Politics

Policies established by Floyd and Agnes Booe

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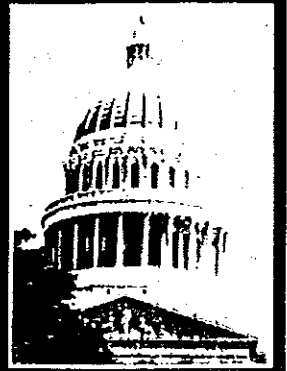
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FEBRUARY 24, 1992

45th Year - 2302nd Edition

GOOD NEWS FOR READERS: Sixty-one of California's 119 state lawmakers are urging Gov. PETE WILSON and the Legislature's bipartisan leadership to include libraries in the proposed 1992 job-creating bond package, according to Assem. STEVE CLUTE (D-Riverside).

"The Legislature's rank and file, both Democrats and Republicans, are telling the leadership that public libraries have been neglected too long," Clute told *Newsletter*.

Clute released the unusual letter signed by a majority of the entire Legislature. The letter is addressed to Wilson, Sen. President pro Tem DAVID ROBERTI (D-Los Angeles), Assem. Speaker WILLIE BROWN (D-San Francisco), Sen. Minority Leader KEN MADDY (R-Fresno) and Assem. Minority Leader BILL JONES (R-Visalia).

"One of the most American things about America is the emphasis we place on public schools and public libraries. In fact, libraries are the most accessible and cost-effective public educational institutions we've got," Clute said. "Those of us who signed the letter simply want to give the people of California the chance to vote on library bonds this year."

Wilson and the four legislative leaders are currently negotiating details of the bond package for the June and November statewide ballots.

The proposed library bond issue would provide 65% of the costs of public library construction and renovation projects, with local communities responsible for raising the remaining 35%.

Clute is the State Assembly representative to the California Library Construction and Renovation Board, which oversees the distribution of bond act revenues to local library projects. He is a long-time advocate of public libraries.

RECOMMENDATION: OPPOSE any further cuts in FY 92/93 to State-funded library programs, because of the danger this poses to \$12 million in federal library funds annually coming to California.

--Presented by public library supporters in Orange County--
(Santiago Library System)

Threat to Federal LSCA Funding to California

In 1992-93 (Program Year 1993), approximately \$12 million in federal Library Services and Construction Act (LSCA) funds to California are in jeopardy because of the State's continuing fiscal crisis. This money represents the only real venture capital available to libraries throughout California. It is threatened because the federal Act requires maintenance of effort in State aid to libraries, a requirement California cannot meet.

The national recession, deepened statewide by climbing unemployment rates, an exploding population, and natural disasters, has contributed to our State's soaring deficit. Numerous program budget cuts to the California Library Services Act and an additional "trigger reduction" factor significantly lowered State funding for library programs. However, a \$6 million reduction in the Public Library Finance allocation, taking it from \$16.6 million to \$10.6 million, is the primary cause of California's failure to meet the LSCA maintenance-of-effort requirement.

The California State Library has filed a request for a waiver of LSCA maintenance-of-effort requirements for Program Year 1993. This request was documented and is supported by the State Department of Finance. However, because a similar waiver was granted in Program Year 1992 (FY 1991-92), it may not be given again. Due to cuts to State funding for library programs, the annual \$12 million in LSCA funds may be in danger.

What Is LSCA?

The federal Library Services & Construction Act, Public Law 101-254, was enacted in 1957 and most recently amended in 1990. LSCA Titles I, II, and III funds are administered by the California State Librarian. Title I funds are targeted to provide a variety of public library services, including a full range of services to various disadvantaged populations, assistance in preparing for growth in many of California's diverse ethnic groups, and services to the elderly. Title II funds are used to help local jurisdictions in constructing public library facilities, and Title III funds encourage the planning and development of cooperative networks and resource sharing among libraries.

How Has LSCA Affected Orange County Residents?

- In recent years, federal LSCA funds to library jurisdictions in Orange County have:
- Started "Grandparents and Books" programs for children;
 - Begun County Library service to homeless youngsters in the Orangewood Children's Home;
 - Supported a computerized community information database in English and Spanish countywide;
 - Established service programs and purchased materials to serve Hispanic residents in Fullerton and Orange, and Vietnamese residents in Santa Ana.

Statewide, each year some 3 million Californians directly benefit from LSCA projects. Currently more than 178 active LSCA grants statewide are being actively monitored by the California State Library. Federal funds used in this way to aid libraries are among the most visible benefits that citizens see as a return for their federal tax dollars.

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TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, ^{MD}Literacy Coordinator

DATE: 05/06/92

SUBJECT: Literacy Volunteers of America (LVA) - Placentia

Attached is a copy of the minutes for the April meeting of the LVA-Placentia Board of Directors, per your request.

As an additional point of information regarding LVA, representatives from both LVA's state and national offices will meet with Orange County literacy providers on Thursday, May 28, from 4:30-6pm at Evelyn Renner's office in Anaheim. The purpose of the meeting is to discuss plans for an Orange County literacy bowl-a-thon in September, 1992.

MINUTES
MEETING OF BOARD OF DIRECTORS
OF
LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Diane Hagstrand, Vice President, at 5:35 p.m. on Wednesday, April 1, 1992 in the Placentia Library Conference Room.

The following directors were present:

Peggy Dinsmore
Lotte Gopalakrishnan
Diane Hagstrand
Valarie Harris
Leslie Moreau

The following directors were absent:

Stephen McLean
Alex Moreno
Maria Moreno
Evelyn Young

Melanie Daniels, Coordinator, was also present.

1. **APPROVAL OF THE MINUTES.** The minutes of the March 4, 1992 meeting, circulated prior to the meeting for review by the Directors, upon motion and second, were approved as recorded.

2. **TREASURER'S REPORT.** Lotte Gopalakrishnan reported for the period March 4 - April 1, 1992 (reference Exhibit 1 to these minutes). The balance on hand at April 1, 1992 is \$1,199.27.

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

A. **Program Statistics.**

B. **March Activities.**

- 1) Tutor training workshops.
- 2) Tutor continuing education series.

April 1, 1992

3) Student support group meeting.

4) Tester training session.

C. Office Staff.

D. Literacy Network Activity.

1) Southern California Library Literacy Network (SCLLN).

2) LVA-Orange County.

3) Families for Literacy (FFL).

E. Newsletter. The copy deadline for the next newsletter is extended to April 10, 1992. Debbie Cetin will again donate her desktop publishing skills and time to produce camera-ready copy.

F. Future Activities.

1) A Silent Auction will be held the week beginning April 5. Proceeds benefit PLLS.

2) A tutor meeting is scheduled for May 19 at 7:00 p.m. to discuss next year's Continuing Education Series. The turnout for recent programs in the series has been disappointing.

4. COMMITTEE REPORTS.

A. Executive Committee. Executive Committee members Diane Hagstrand, Lotte Gopalakrishnan, Leslie Moreau and Valarie Harris met with Melanie Daniels on March 24. The committee began planning for the affiliate's next fiscal year by composing a list of planned activities and associated materials. Various fund raising activities in which the affiliate may participate were also discussed. The committee's goal is to present a draft workplan/budget at the May meeting. To this end, the committee's next meeting is scheduled for Monday, April 13 from 7:00 to 8:00 p.m.

B. Bylaw Committee. Ad-hoc committee members Leslie Moreau and Valarie Harris met with Melanie Daniels on March 24 and reviewed and proposed revisions to the Bylaws. Lotte Gopalakrishnan also contributed to the meeting. The group will meet again April 13 from 6:00 to 7:00 p.m.

April 1, 1992

C. Resource Development Committee. Leslie Moreau distributed copies of the Volunteer Center's package of materials for use in LVA-Placentia's participation in the Volunteer Center's May 9 fund-raiser, The 1992 Human Race.

Distribution of the new general-mailing brochure remains on hold pending additional funding.

D. Calendar Committee. Diane Hagstrand reported that input for the 1992 calendar year consolidated schedule of events is not yet available.

5. NEW BUSINESS.

A. Upon motion, second, discussion and unanimous approval, the video "Breaking the Accent Barrier" at a purchase price of approximately \$70 will be added to the affiliate's resource library. It is expected that the video will prove as useful as the recently purchased accent reduction audio cassettes.

B. Melanie Daniels discussed correspondence from the City of Placentia about the third annual Festival of Arts and Cultures Street Faire. The directors agreed to forego participation in this event this year.

C. Melanie Daniels distributed copies of *LLA/LVAction Alert and the Reader*.

6. NEXT MEETING. The next two meetings of the Board of Directors are scheduled for 5:30 p.m. on the second Wednesday of each month, May 13, 1992 and June 10, 1992.

7. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 7:25 p.m.



Leslie Moreau, Secretary

April 1, 1992

Approved:

Absent
Steve McLean

Peggy Dinsmore

Lotte Gopalakrishnan

Diane Hagstrand

Valarie Harris

Absent
Maria Moreno

Absent
Alexandro Moreno

Absent
Evelyn Young

LITERACY VOLUNTEERS - PLACENTIA AFFILIATES

TREASURER'S REPORT

April 1, 1992

Balance on hand March 4, 1992 \$1,256.97

INCOME

None

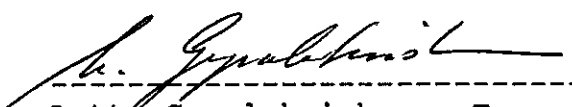
EXPENSES

Accent reduction cassettes from Video Language Production	\$ 57.70	
Total Expenses	\$ 57.70	57.70

Balance on hand April 1, 1992 \$1,199.27
=====

EXPLANATIONS:

David E. Snow Scholarship Fund (included in above balance)	\$ 200.00
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Lotte Gopalakrishnan, Treasurer

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels^{MD}, Literacy Coordinator

DATE: 05/06/92

SUBJECT: Orange County Literacy Needs Assessment

The Orange County Literacy Network commissioned a report on the County's adult literacy needs. The report, "Adult Literacy Needs in Orange County," was released at the OCLN meeting on May 1, 1992. Attached is the report's demographic information for Placentia.

I would be pleased to do a brief presentation on the report at the next board meeting.

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Placentia

7.2 square miles

	1980	1990	% Chg 80-90	2000	% Chg 90-2000
POPULATION	35,041	41,259	17.7%	47,432	15.9%
Race/Ethnicity					
White		26,912			
Black		696			
Asian		3,272			
Hispanic		10,174			
Other		205			
Total Households		13,432			
Households with Income < \$15,000		868 (6.5%)			
AFDC Recipients		910			

SCHOOL DISTRICT INFORMATION

Name of primary school district:	Placentia-Yorba Linda
Student Enrollment:	19,240
Parent Education Level:	3.66
Students with LEP:	
Hispanic	1,980
Asian	260
Other	0
Total	2,240
12th Grade CAP Reading Score:	300 (7/15)
High School Dropout Count (Rate):	56 (1.4%)
Other school districts for this city:	None

SPECIAL POPULATIONS

Selected Group Quarters	
Shelters	10
On Street	0
Other	44
Total	54

The information in these profiles has been obtained from a variety of sources. This data reflects the most current data available at the publication of this report. The following data is from 1991 unless otherwise noted.

POPULATION

1980 and 1990 population information is based on U.S. Census Data. This Census information was obtained from the Orange County Board of Supervisor's 1990 Census Report, Volume I, Public Law 94-171, Population and Housing Counts of April 1991.

Population projections for the year 2000 are based on estimates from the Research Department of the Orange County Register. Their projections are from the Orange County Department of Demographics of the Orange County Forecast and Analysis Center.

City population data includes all ages. Adult population figures were not readily available for 1980 and year 2000 projections. While the focus of this report is on adult learners, for purposes of this analysis this distinction has minimum impact since over 75 percent of the total Orange County population is over 18 years of age.

Race/ethnicity

Racial and ethnic data is also based on 1990 U.S. Census Data. For purposes of this report, the racial and ethnic data is presented in the "Hispanic exclusive" convention. According to the 1990 Census Report, Volume I, Public Law 94-171, the census questionnaire included questions about racial identity and on Hispanic origin. For example, a person could classify themselves as White and of Hispanic origin. For this report, the White and Black figures refer to the Non-Hispanic White and Non-Hispanic Black populations.

Total Households & Household Income less than \$15,000

A household is the person or persons occupying a housing unit. This information was obtained from the Research Department of the Orange County Register. The Register data was provided by zip code from the National Planning Data Corporation. This category involved calculations for cities with more than one zip code (as specified in the table of contents).

AFDC Recipients

Aid to Families with Dependent Children (AFDC) information was provided by the County of Orange Social Services Agency. This figure reflects the total number of AFDC recipients from June 1990 to July 1991.

SCHOOL DISTRICT INFORMATION

Many cities are served by more than one school district. Due to space limitation only one school district could be shown for each profile page. The designations for primary school district and other school districts for this city are from the 1991 California Cities, Towns and Counties: Basic Data for all Municipalities and Counties. This publication based these designation on the 1989 California Public School Directory. If this Directory showed a school had at least one school located in the city on the profile page, they showed that district as serving that city. The district shown on the profile page is either the only district for that city or the district with the highest grade level. Information on the other school districts for each city can be found on other profile pages.

Data on student enrollment and students with limited-English Proficiency (LEP) is from the Coalition for Children, Adolescents and Parent's 1991 Multicultural Orange County: Population Profile. LEP in this context does not assess intelligence levels, capacity for learning or non-literacy in the native language. LEP is only an indication of the student's lack of English fluency. All numbers from this report are based on April 1989 figures furnished by the California State Department of Education and are rounded off.

Parent education level and 12th grade California Assessment Program (CAP) reading scores are from the California State Department of Education's Four Year School District Summary, 1989-90. Parent education levels range from one to five; one for those parents who did not graduate high school to five for parents with advanced degrees. For example, an index of 3.00 would mean, on the average, the parents of students at that school district have attended some college.

12th grade CAP reading scores were selected as an general indicator of the skills level of adults upon high school graduation. CAP scores range from 100 to 400 and are ranked for the fifteen Orange County school districts in the parentheses following the district average.

High school dropout counts (rates) are based on the Orange County Department of Education's 1991 Orange County Racial and Ethnic Survey. The data in this survey was abstracted from the California Basic Educational Data Systems (CBEDS) reports filed by Orange County schools to the California State Department of Education for Fall 1991. The dropout count reflects the total number of 10th, 11th and 12th grade dropouts from 1990 to 1991. The dropout rates are based on the percentage of 10th, 11th and 12th grade enrollments for each district.

SPECIAL POPULATIONS

Selected group quarters represents all persons not living in a household but in an institutional or noninstitutional setting. Examples of noninstitutional group quarters include, but are not limited to: halfway houses, jails, emergency shelters and visible street locations. This information is from the Orange County Board of Supervisor's 1990 Census Report, Volume II, Summary Tape File 1, City and Community Profiles, October 1991. The 1990 Census attempted to measure these populations based on a survey taken on March 20 and 21, 1990. This snapshot was not intended to produce a count of the homeless in Orange County, rather it was designed to augment traditional Census data procedures.

Appendix I contains hundreds of pieces of information. Every reasonable precaution was taken in the preparation of this report. Despite these efforts it is possible that some of the information contained in this Appendix may be subject to error. If any piece of information is believed to be inaccurate, please contact the Orange County Literacy Network.

AGENDA ITEM 10

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims in Excess of \$300.00
May 11, 1992

DATE		AMOUNT
May 11, 1992	1	<u>\$11,163.90</u>
	TOTAL	<u>\$11,163.90</u>

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

DATE: May 11, 1992
Report No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
COUNTY OF ORANGE Auditor-Controller P.O. Box 567 Santa Ana, CA 92702	May 04, 1992	2089933		11,163.90	190-018	

The claims listed above (totaling \$11,163.90) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

AGENDA ITEM 11

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 11, 1992

DATE		AMOUNT
Apr 29, 1992	1	<u>\$11,542.00</u>
TOTAL		<u>\$11,542.00</u>

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

DATE: Apr 29, 1992
Report No. 1

Please return to district pd 5-5-92

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SHIPKEY INSURANCE AGENCY 14751 Plaza Drive, STE K P.O. Box 686 Tustin, CA 92681	Apr 29, 1992	74267	Policy # 8X51188-93	11,542.00	110-000	01-013873

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$11,542.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

[Signature]
Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated May 11, 1992
 May 11, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	\$6,240.87
	2	<u>\$2,470.77</u>
Subtotal for Immediately		\$8,711.64
Regular	1	\$7,995.18
	2	\$6,823.92
	3	\$6,125.05
	4	\$1,221.12
	5	<u>\$1,643.55</u>
Subtotal for Payments		\$23,808.82
Payroll	92-11	\$28,800.00
	92-12	<u>\$28,800.00</u>
Subtotal for Payroll		\$57,600.00
	TOTAL	<u>\$90,120.46</u>

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

DATE: May 11, 1992
Report No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
VISION SERVICE PLAN Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Apr 24, 1992	May		172.96	030-000	
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Apr 18, 1992	May		3,533.28	030-000	
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	May 07, 1992	April		211.27	032-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Apr 07, 1992	251-5376	89.76			
	Apr 07, 1992	251-5377	89.76			
	Apr 17, 1992	528-1906	216.86			
	Apr 19, 1992	996-2865	192.67			
	Apr 17, 1992	528-8236	24.77	613.82	180-000	
	Apr 04, 1992	524-8408		85.33	180-008	
				699.15	Total	
S & M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	May 01, 1992	25599		1,091.52	140-000	
PURITUN WATER CO. 1080 So. Cypress Unit D La Habra, CA 90631	May 01, 1992	May		24.95	180-000	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Apr 11, 1992	3465	110.94			
	May 06, 1992	23370	172.4			
	Apr 23, 1992	15938	9.71	283.34	180-000	
	Apr 27, 1992	16799	24.04			
	Apr 28, 1992	16802	48.49			
	Apr 30, 1992	15886	23.66			
	May 04, 1992	15901	56.04	161.94	180-008	
	Mar 31, 1992	3303	20.22			
	Apr 20, 1992	3365	42.24	62.46	180-009	
				507.74	Total	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$6,240.87) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

DATE: May 11, 1992
Report No. 2

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.	
STAPLES Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Apr 13, 1992	statement	97.94		180-000		
	Apr 23, 1992	finance chg.	3.88		180-000		
	Apr 22, 1992	45464	131.43		180-000		
	Apr 08, 1992	54579	116.00		180-000		
	Apr 29, 1992	57090	93.63		180-000		
	May 06, 1992	258179	11.84		180-000		
				12.34		180-008	
	Mar 18, 1992	40961	18.91		180-000		
				29.80		180-008	
	Mar 11, 1992	44050	145.36		180-000		
			79.21		180-008		
	Apr 08, 1992	54580	9.09		180-008		
	Apr 22, 1992	45465	45.12		180-008		
				618.99	180-000		
				175.56	180-008		
				794.55	Total		
CARE RESOURCES 3840 Hawthorne Blvd., #100 Torrance, CA 90505	May 07, 1992	June		50.75	190-000		
SYLVIA MACALUSO 1740 Imperial Terrace Apartment A Anaheim, CA 92807	Apr 15, 1992	May		315.00	190-009		
WHEREHOUSE P.O. Box 2831 Torrance, CA 90509-2831 Attn: Rosa Singson	Mar 30, 1992	22665		471.28	240-005		
So. Calif. Gas Co. P.O. Box C Monterey Park, CA 91756	Apr 17, 1992	Mar 17, 1992- Apr 15, 1992		679.18	280-000		
SO CALIF. WATER P.O. Box 9016 San Dimas, CA 91773-9016	Apr 27, 1992	Mar 23, 1992- Apr 21, 1992		160.01	280-000		

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$2,470.77) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: May 11, 1992
Report No. 1

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CLASS 1415 Koll Circle Ste. 101 San Jose, CA 95112-4698	Mar 11, 1992	31929	150.00	285.00	070-000	
			135.00		160-000	
					Total	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	May 04, 1992	211105152		488.25	100-000	
Certified Termite & Pest Control P.O. Box 31 Atwood, CA 92601	Apr 26, 1992	66111		175.00	140-000	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	Apr 21, 1992	21341	675.59	793.01	140-000	
			117.42			
DICK'S LOCK & SAFE 602 W. Chapman #E Placentia, CA 92670	Apr 28, 1992	69077		85.41	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Apr 22, 1992	22759	1,658.96	5,727.40	140-000	
			4,068.44		280-000	
					Total	
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, CA 92705	Apr 23, 1992	72716		109.40	180-000	
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	May 06, 1992	20611102		53.75	180-000	
3M RSP4754 (LO) P.O. Box 33844 St. Paul, MN 55133-3844	Apr 27, 1992	LA55565		187.50	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Apr 03, 1992	289817		90.46	180-000	

The claims listed above (totaling \$7,995.18) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

DATE: May 11, 1992
Report No. 2

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	May 06, 1992	2301926		24.84	180-000	
E Z COPY 275 N. El Cielo Rd. Ste. C-3 Palm Springs, CA 92262	May 04, 1992	233694		378.75	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Apr 30, 1992	April		30.71	190-000	
ALBM&C 1661 E. Chapman Ave. Fullerton, CA 92631-4097	Apr 30, 1992	new computer system		1,375.00	190-000	
FIRST AMERICAN TRUST 421 N. Main St. Santa Ana, CA 92702	Apr 09, 1992	per end Mar 31, 1992		547.52	190-000	
PLACENTIA LIBRARY DISTRICT ACCOUNT #07603-85748 411 E. Chapman Ave. Placentia, CA 92670	May 11, 1992	payroll admin costs		1,083.86	190-000	
CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anaheim, CA 92805	May 04, 1992	LI045167	1,074.00		190-000	
	May 04, 1992	LI045168	2,005.94		240-001	
				3,079.94	Total	
GTE DIRECTORIES Yellow Page Advertising P.O. Box 619480 D/FW Airport, TX 75261-9480	Apr 21, 1992	Apr, 1992- Mar, 1993		174.00	240-000	
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 94139-1525	May 08, 1992	1852002		129.30	240-001	

The claims listed above (totaling \$6,823.92) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: May 11, 1992
Report No. 3

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
QUALITY BOOKS 918 Sherwood Dr. Lake Bluff, IL 60044-2204	Nov 26, 1991	297196	287.09			
	Sept 26, 199	292634R	(32.27)			
	Jun 11, 1991	285285	17.43	272.25	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Mar 02, 1992	21293348	11.90			
	Apr 09, 1992	21703891	4.17			
	Apr 09, 1992	21703890	21.83			
	Apr 17, 1992	217820210	841.47	879.37	240-001	
GREENHAVEN PRESS P.O. Box 289009 San Diego, CA 92198-0009	Apr 23, 1992	68846		701.78	240-001	
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Apr 20, 1992	349688	75.08			
	Apr 04, 1992	352353	39.76	114.84	240-001	
DUN'S MARKETING SERVICES P.O. Box 71711 Chicago, IL 60694-1711	Mar 01, 1992	5067819-92	670.91			
	Mar 01, 1992	0077925-92	506.65			
	Mar 01, 1992	0005723-92	358.43			
	Mar 01, 1992	0077698-92	687.07			
	Mar 01, 1992	0066593-92	1,384.92	3,607.98	240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	Mar 25, 1992	R198796	125.83			
	Apr 03, 1992	R199728	121.44	247.27	240-001	
NEW READERS PRESS 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Apr 20, 1992	483171	62.15		240-001	
	Apr 20, 1992	483170	58.26		240-009	
				120.41	Total	
VIDEO LANGUAGE PRODUCTS P.O. Box 30675 Los Angeles, CA 90030-0675	Apr 20, 1992	17988		69.40	240-002	
CALIFORNIA STATE LIBRARY FOUNDATION P.O. Box 942837 Sacramento, CA 94237-0001	Apr 17, 1992	20321		111.75	240-002	

The claims listed above (totaling \$6,125.05) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

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

DATE: May 11, 1992
Report No. 4

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
THE H.W. WILSON CO. 950 University Ave. Bronx, NY 10452	Apr 01, 1992	R9203825	525.00	575.00	240-004	
	Apr 01, 1992	R9200194	50.00			
FACTS ON FILE 460 Park Ave. South New York, NY 10016	Apr 20, 1992	48862		522.50	240-004	
BOOKS ON TAPE P.O. Box 7900 Newport Beach, CA 92658	Apr 14, 1992	1222366M	5.39	10.78	240-005	
	Apr 30, 1992	1230992M	5.39			
RECORDED BOOKS INC. 270 Skipjack Rd. Prince Frederick, MD 20678	Apr 03, 1992	51052	5.95	11.90	240-005	
	Apr 29, 1992	2554	5.95			
SUAD S. AMMAR 411 E. Chapman Ave. Placentia, CA 92670	Apr 15, 1992	travel reimb.		52.19	270-000	
MARGARET V. DINSMORE 2108 N. Rosemont Placentia, CA 92670	Apr 15, 1992	travel reimb.		16.25	270-000	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Apr 29, 1992	travel reimb.		23.19	270-000	
Metropolitan Cooperative Library System 2235 N. Lake Ave., Ste. 106 Altadena, CA 91001	Apr 06, 1992	luncheon Mar 26, 1992		9.31	270-000	

The claims listed above (totaling \$1,221.12) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: May 11, 1992
Report No. 5

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	May 11, 1992	petty cash	2.42		140-000	
			55.00		160-000	
			138.62		180-000	
			98.69		183-000	
			58.00		183-008	
			1,140.00		190-000	
			61.00		270-000	
			89.82		370-000	
			1,643.55	Total		

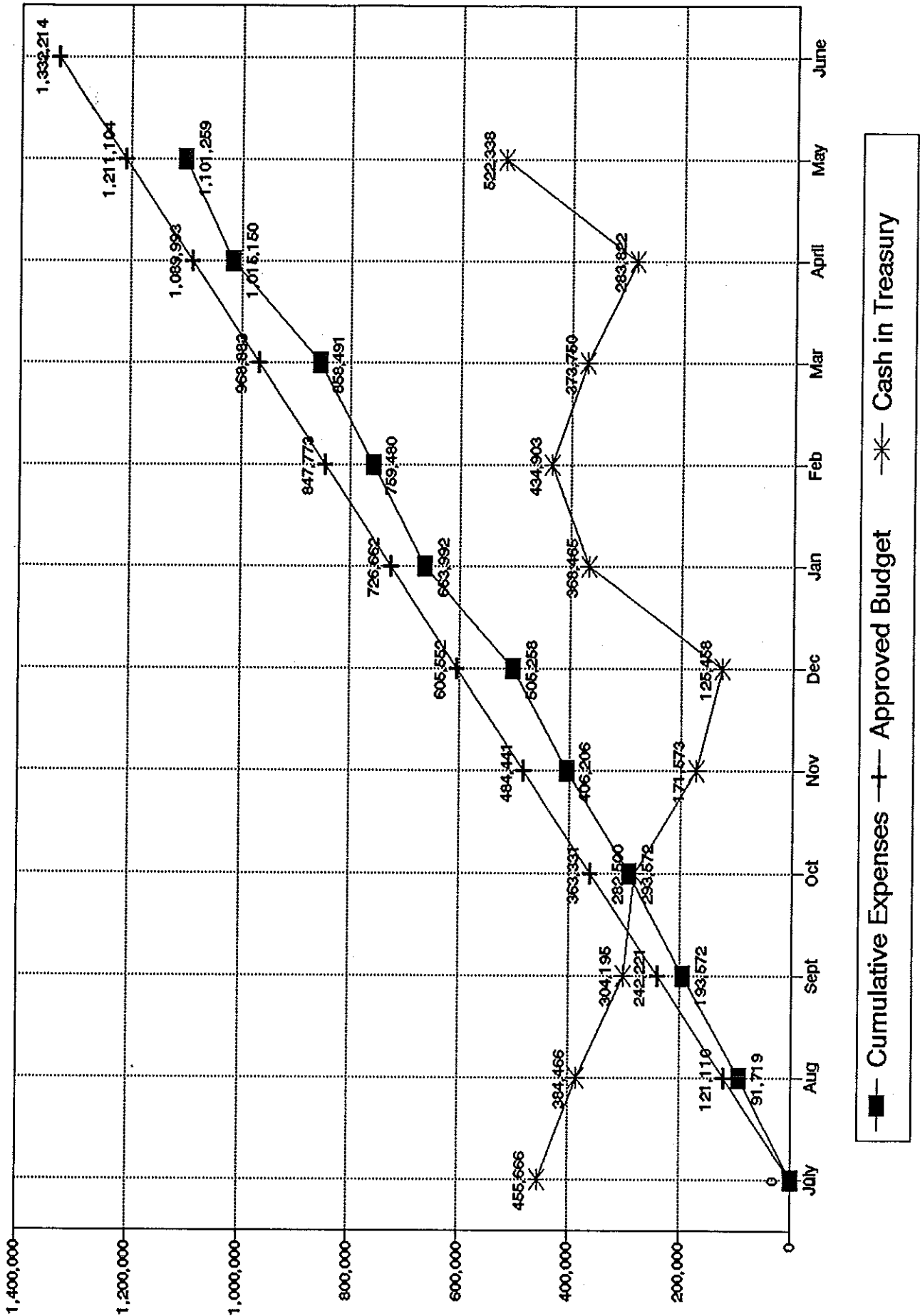
The claims listed above (totaling \$1,643.55) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



Cumulative Expenses —+— Approved Budget
 Cash in Treasury

PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 May 11, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	APR FY92 YTD	APR FY91 YTD	FY92 APR 1992	FY91 APR 1991	FY92 YTD % OF BUD
621-000	Prop. Taxes - current secured	900,739.00	845,168.57	775,577.24	290,276.23	264,447.43	93.83%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	27,684.00	13,804.65	12,604.74	0.00	0.00	49.87%
		928,423.00	858,971.22	788,181.98	290,276.23	264,447.43	92.52%
622-000	PROP. TAXES - CURRENT UNSECURED	68,304.00	71,179.72	58,426.83	0.00	0.00	104.21%
623-000	Prop. Taxes - Prior Secured	25,000.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	10,289.97	11,360.50	0.00	0.00	
623-002	Secured prior years	0.00	25,145.83	6,677.20	21,912.73	4,351.60	
623-010		0.00	484.67	6,818.36	0.00	0.00	
623-011		0.00	1,462.70	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	25,000.00	37,363.17	24,856.06	21,912.73	4,351.60	149.45%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	0.00	0.00	0.00	0.00	
626-000	Penalties & Costs - delinquent taxes	4,000.00	0.00	0.00	0.00	0.00	0.00%
626-623		0.00	6,018.86	4,288.78	4,867.51	3,392.81	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,000.00	6,018.86	4,288.78	4,867.51	3,392.81	150.47%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	60,000.00	40,760.86	58,288.84	2,003.14	8,192.88	67.93%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	3,703.65	2,103.03	0.00	0.00	
661-000	Interest	45,000.00	23,077.31	26,756.82	0.00	0.00	51.28%
661-623		0.00	232.72	1,839.42	232.72	0.00	
	TOTAL INTEREST	45,000.00	23,310.03	28,596.24	232.72	0.00	51.80%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	20,000.00	10,187.28	9,892.33	0.00	0.00	50.94%
697-000	State - ILL & Direct Loan Reimbursement	93,000.00	18,514.17	123,964.96	1,834.36	6,370.65	
697-001	State - CA Foundation Funds	0.00	16,217.00	0.00	0.00	0.00	
697-002	State - CA Literacy Campaign	0.00	51,348.00	0.00	0.00	0.00	
697-003	State - Family Literacy	0.00	9,255.00	0.00	0.00	0.00	
697-004	State - Grandparents & Books	0.00	5,000.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	93,000.00	100,334.17	123,964.96	1,834.36	6,370.65	107.89%
787-000	Other Revenue	20,000.00	(412.10)	9,846.41	0.00	0.00	
787-001	Outlawed warrant - 6 months	0.00	0.00	256.25	(182.25)	0.00	
787-003		0.00	13,935.20	0.00	3,679.52	0.00	
	TOTAL OTHER REVENUE	20,000.00	13,523.10	10,102.66	3,497.27	0.00	67.62%
	5071 FUND TOTAL	1,263,727.00	1,165,352.06	1,108,701.71	324,623.96	286,755.37	92.22%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 May 11, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	APR FY92 YTD	APR FY91 YTD	FY92 APR 1992	FY91 APR 1991	FY92 YTD % OF BUD
010-000	Salaries & Wages	697,087.00	571,183.65	524,948.00	53,600.00	50,000.00	81.94%
020-000	Retirement	100,658.00	77,863.99	42,000.00	4,000.00	4,000.00	77.35%
	Health Insurance/Care America	0.00	19,355.20	27,076.41	(802.16)	3,185.60	
	Vision Service Plan	0.00	1,579.92	1,430.50	0.00	143.05	
	Dental	0.00	4,629.98	5,723.32	462.04	554.66	
030-000	Total Employee Insurance	75,000.00	25,565.10	34,230.23	(340.12)	3,883.31	34.09%
031-000	Unemployment Insurance	0.00	1,717.00	2,115.00	312.00	1,134.00	0.00%
032-000	Workers Compensation - General	0.00	5,419.16	7,233.79	673.00	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	872,745.00	681,748.90	610,527.02	58,244.88	59,228.58	78.12%
070-000	Communications	6,000.00	4,503.93	3,999.01	419.67	576.80	
070-008	Communications - Literacy	0.00	1,019.35	547.50	113.66	56.76	
	Total Communications	6,000.00	5,523.28	4,546.51	533.33	633.56	92.05%
100-000	Household Expense	3,000.00	3,925.49	2,448.53	0.00	0.00	130.85%
110-000	Insurance	13,500.00	(25.13)	11,371.53	0.00	3,200.00	-0.19%
130-000	Maintenance of Equipment	4,000.00	7,575.16	1,361.76	197.00	0.00	189.38%
	HVAC		9,260.22	1,731.31	234.84	117.42	
	Carpet Cleaning		2,898.35	3,747.00	964.85	0.00	
	Groundskeeping, City of Placentia		25,982.08	19,548.60	2,628.47	5,511.03	
	Plumbing		0.00	201.71	0.00	0.00	
	Electrical		2,274.33	0.00	362.50	0.00	
	Cleaning Service		8,777.64	10,915.20	0.00	1,091.52	
	Locksmith		501.93	0.00	49.50	0.00	
	Other		903.56	2,625.38	6.25	209.25	
140-000	Total Maintenance of Building & Grounds	43,419.00	50,538.11	38,789.20	4,236.41	6,929.22	116.40%
160-000	Memberships	2,750.00	3,083.19	2,199.00	15.00	0.00	112.12%
170-000	Miscellaneous Expense	0.00	349.86	0.00	278.11	0.00	

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	APR FY92 YTD	APR FY91 YTD	FY92 APR 1992	FY91 APR 1991	FY92 YTD % OF BUD
	Library Supplies		4,460.72	220.00	389.97	0.00	
	Printing		2,118.97	2,117.15	364.63	0.00	
	EZ Copy - copy cards for sale to patrons		1,698.50	1,465.45	0.00	259.00	
	Publications		0.00	189.59	0.00	0.00	
	Paper		211.81	326.49	131.81	64.03	
	Drinking Water Service		149.70	0.00	0.00	0.00	
	Other Office Supplies		7,498.12	9,624.45	3,184.24	530.52	
180-000	Total Office Supply Expense	22,000.00	16,137.82	13,943.13	4,070.65	853.55	73.35%
180-007	Grandparents & Books Supply Expense	0.00	457.21	0.00	0.00	0.00	
	Printing		1,679.83	1,526.76	270.88	151.00	
	Publications		94.54	78.63	0.00	0.00	
	Paper		0.00	0.00	0.00	0.00	
	Other Office Supplies		255.84	380.61	2.14	0.00	
180-008	Total Literacy Office supply expense	0.00	2,030.21	1,986.00	273.02	151.00	
180-009	Family Literacy Supply Expense	0.00	461.87	0.00	6.00	0.00	
	Total Office Expense	22,000.00	19,087.11	15,929.13	4,349.67	1,004.55	86.76%
183-000	Postage Expense	0.00	1,167.18	1,390.02	173.47	0.00	
183-008	Postage Expense - Literacy	0.00	265.75	231.88	62.75	0.00	
	Total Postage Expense	0.00	1,432.93	1,621.90	236.22	0.00	
	Care Resources (Employee Assistance)		558.25	553.00	0.00	50.75	
	Pension Contribution & Operating Expenses		3,091.33	39,547.92	0.00	0.00	
	Anaheim Library		24,756.67	43,455.09	1,148.00	29,068.35	
	Clipping Service		337.81	305.39	30.71	30.71	
	Tax Collection Services & Fees by Orange County		454.46	1,587.64	0.00	46.02	
	Advertising		0.00	0.00	0.00	0.00	
	Medical Exams		648.00	0.00	202.50	0.00	
	Collection Services		1,575.00	0.00	0.00	0.00	
	Audit		2,800.00	0.00	0.00	0.00	
	Payroll Preparation		2,336.39	0.00	0.00	0.00	
	Staff Training in Library		1,000.00	0.00	0.00	0.00	
	Other		2,383.89	9,225.47	178.88	629.98	
190-000	Total Specialized Services	80,000.00	39,941.80	94,674.51	1,560.09	29,825.81	49.93%
190-001	Specialized Services - City of Anaheim	0.00	0.00	7,992.00	0.00	0.00	
190-008	Specialized Services - Literacy	0.00	2,069.14	5,345.61	0.00	135.96	
190-009	Specialized Services - Family Literacy	0.00	1,837.26	0.00	315.00	0.00	
190-018	Tax Collection Services & Fees by Orange County	0.00	1,382.79	0.00	66.95	0.00	
	Total Specialized Services	80,000.00	45,230.99	108,012.12	1,942.04	29,961.77	56.54%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	APR FY92 YTD	APR FY91 YTD	FY92 APR 1992	FY91 APR 1991	FY92 YTD % OF BUD
200-000	Legal Notices	0.00	600.27	0.00	0.00	0.00	
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	82.00	0.00	
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	71,800.00	0.00	0.00	100.00%
240-000	Special Department Expense - Miscellaneous		171.68	0.00	34.86	0.00	
240-001	Special Department Expense- Books		98,136.61	79,844.22	8,177.69	44,580.84	
240-002	Special Department Expense - Video		4,746.42	4,789.36	137.24	114.33	
240-003	Special Department Expense - City of Anaheim		3,776.83	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals		2,801.39	10,233.49	318.85	8,142.37	
240-005	Special Department Expense - Audio		6,852.16	4,533.08	1,767.49	673.44	
240-007	Special Department Expense - Grandparents & Bks		4,461.67	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy		287.91	0.00	0.00	0.00	
	Total Special Department Expense	130,000.00	121,234.69	99,400.15	10,436.13	53,510.98	93.26%
260-000	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	10,000.00	9,274.68	6,028.90	471.01	1,397.59	
270-008	Transportation/Travel - Meetings - Literacy		236.00	689.23	0.00	45.00	
270-009	Transportation/Travel - Meetings - Family Literacy		9.95	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,000.00	9,520.63	6,718.13	471.01	1,442.59	95.21%
280-000	Electricity		50,475.52	46,320.47	4,144.69	12,272.31	
	Gas		4,974.25	5,821.78	941.74	1,329.99	
	Water		1,050.40	1,550.21	0.00	44.78	
	Total Utilities	58,000.00	56,500.17	53,692.46	5,086.43	13,647.08	97.41%
370-000	TOTAL SUPPLIES & SERVICES	444,469.00	396,518.75	417,870.42	27,863.35	110,329.75	89.21%
	Taxes, Assessments (Sales Tax)	0.00	1,173.00	0.00	0.00	0.00	
400-000	Equipment	15,000.00	19,583.43	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	472.96	0.00	0.00	0.00	
400-111	Equipment	0.00	1,653.86	6,091.13	0.00	521.00	
	Total Equipment	15,000.00	21,710.25	6,091.13	0.00	521.00	144.74%
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	21,817.98	6,091.13	0.00	521.00	145.45%
	TOTAL EXPENSES	1,332,214.00	1,101,258.63	1,034,488.57	86,108.23	170,079.33	82.66%
	Total 007 - Grandparents & Books		4,918.88	0.00	0.00	0.00	
	Total 008 - Literacy		5,620.45	8,800.22	449.43	388.72	
	Total 009 - Family Literacy		2,596.99	0.00	321.00	0.00	

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

Agenda Item 14
General Fund
Page 1

April, 1992

Prepared 05/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,713.07
Checks Out				
3409	04/21/92	50.00		
3410	04/21/92	180.00		
3411	04/24/92	55.00		
3412	04/29/92	270.00		
3413	04/29/92	1,203.66		
3414	04/30/92	145.00		
3415	05/04/92	63.40		
3416	05/07/92	89.33		
Deposits				
	05/01/92		10.85	
	05/04/92		63.85	
	05/05/92		7.00	
	05/06/92		13.25	
	05/07/92		30.15	
TOTALS		2,056.39	125.10	
CHECKBOOK BAL				781.78

5-8-92
EAM

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE IF ANY (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	\$
							1764	24
	4/7	fees TO OCA 3413	\$		\$	7 50	1771	94
	4/8	fees TO OCA 3413				59 10	1830	84
	4/9	fees TO OCA 3413				19 00	1849	84
	4/10	fees TO OCA 3413				24 80	1874	64
	4/11	Correct deposit 3/25/92 Entered 104.95 actual 104.75	.20	✓			1874	44
	3/27	NSF Check + fee	13 25	✓			1761	19
	3/11	Check printing Bal 4/11/92 edun	15 39	✓			1845	80
	4/13	fees TO OCA 3413		✓		53 85	1899	65
	4/14	fees TO OCA 3413		✓		26 55	1926	20
3405	4/15	Barbara Shaw	500 -	4-27			1426	20
	4/15	fees TO OCA 3413		✓		6 80	1433	00
	4/16	fees TO OCA 3413		✓		28 05	1461	05
	4/17	fees (transfer from 3/31 wrong deposit to treasury)		✓		97 70	1558	75

REMEMBER TO RECORD AUTOMATIC PAYMENTS/DEPOSITS ON DATE AUTHORIZED.

⑆ 22003516⑆ 2657⑆ 00860⑆ 3417⑆

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
								\$	
								1558	25
	4/17	finer TO OCA 3413			✓	\$ 18	95	1577	70
	4/17	County Reimbursement			✓	904	92	2482	62
	4/20	finer TO OCA 3413			✓	19	90	2502	52
3406		Radio Shack pagers	129	08	400			2373	62
3407		State Board of Equalization business tax	89	82	407			2283	62
3408		CLA Registration	11	-	407			2272	62
	4/21	deposit - finer TO OCA 3413			✓	32	19	2304	81
	4/21	deposit - finer TO OCA 3413			✓	18	25	2323	56
3409	4/21	Calif. Soc. Municipal Yarn Registration - Business	50	-				2273	56
3410	4/21	Blanning + Baker sp. Dist. Info. Service	180	-				2093	56
	4/22	finer TO OCA 3413			✓	15	92	2109	48
	4/23	Revenue TO OCA 3413 for a coin typewriter			✓	26	10	2135	58
	4/23	finer TO OCA 3413			✓	21	25	2157	33

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 22003516⑆ 2657⑆ 00860⑆ 3417⑆

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
	4/24	fines TO OCA 3413			✓		19	31	2157	33
3411	4/24	CALTAC membership 5 TRUSTEES + EDM 160-000	55	00					2176	64
	4-27	fines TO OCA 3413			✓		40	95	2162	59
	4/28	fines TO OCA 3413			✓		15	-	2177	59
3412	4/29	CSUF Planning Seminar	270	-					1907	59
	4/29	fines TO OCA 3413			✓		9	06	1916	65
	4/29	TO OCA 2413 Pay Phone Revenue 87.92 Travel Expense Referred 97.00			✓		184	92	2101	57
	4/29	Meeting Room Should be Credit Debit			✓		45	00	2146	57
3413	4/29	Orange County Auditor	1203	66					942	91
3414	4/30	U.S. Postmaster - Pleasanton Stamps & stamps (299)	145	00					797	91
	4/30	fines			✓		11	75	809	66
	5/4	fines, computers			✓		63	85	873	51
3415	5/4	Joannine Walters	63	40					810	11

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 1 22003516⑆ 2657⑆ 00860⑆ 3417⑆

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (FANY) (+)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	\$
							810	11
	5/1	fines	\$		\$	10 85	820	96
	5/5	fines				7 00	827	96
	5/6	fines				13 25	841	21
3416	5/7	Elizabeth Minter petty cash (office)	89 33				751	88
	5/7	fines				30 15	782	03
	4/1	Correct deposit of \$20.75 Balanced 5-8-92 edw			.25 ✓		781	78

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 22003516 2657 00860 3417 ⑆



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

Agenda Item 14
County Exempt
Page 1

April, 1992

Prepared 05/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,060.42
Checks Out				
661	05/04/92	100.00		
662	05/08/92	368.94		
663	05/08/92	204.47		
664	05/08/92	75.00		
665	05/08/92	38.85		
666	05/08/92	47.50		
Deposits				
	05/01/92		234.75	
	05/04/92		40.00	
	05/05/92		20.00	
	05/06/92		20.00	
	05/07/92		45.00	
	05/07/92		100.00	
TOTALS		834.76	459.75	
CHECKBOOK BAL				6,685.41

Edm
5/8/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
									7,043	83
	4/13	meeting room			✓		45	-	7,088	83
	4/14	meeting room			✓		25	-	7,113	83
	4/15	meeting room			✓		20	-	7,133	83
	4/16	meeting room			✓		27	-	7,160	83
	4/17	sewing machine			✓		156	90	7,317	73
659	4/21	La Salle Paper Half Grade Grant	124	71	✓	424			7,193	92
660		A+R Wholesale Dist sewing supplies	342	60	✓	429			6,850	42
	4/21	meeting room			✓		20	-	6,870	42
	4/22	meeting room			✓		40	-	6,910	42
	4/23	meeting room			✓		25		6,935	42
	4/24	sewing machine			✓		200	95	7,136	37
	4/27	meeting room; test proctoring			✓		45	00	7,181	37
		VOID			✓					

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

12200351612658009321066711

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	\$
							2181	37
	4/30	Room rental + tests	\$		\$	\$ 45 25	2227	12
661	5/4	Layla Khasbaini Half Arab - refreshment	100 -				7127	12
	5/11	Vending machine				234 75	7361	80
	5/5	Meeting room				20 -	7381	80
	5/6	meeting room				20	7401	87
	4/3	vending machine dep. under mesa				219 60	7621	47
	5/7	Meeting Room				45 -	7666	47
	5/7	Half Arab				100	7766	47
662	5/8	A + R Wholesale supplies	368 94				7397	53
663	5/8	Luad Ammar Half Arab	204 47				7193	06
664	5/8	Orange Blossom SRP - Friends	75 -				7118	06
665	5/8	Mary Byrne Half Arab	38 85				2079	21
666	5/8	Accurate Vending repairs	47 50				7031	71

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 1220035161 2658 00932 0667 ⑆

FINE LINE

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	FEE (IF ANY)	DEPOSIT/CREDIT		BALANCE	
			(-)			(-)	(+)	\$		
	4/30	Interest	\$		✓	\$	13	12	7031	71
	4/8	Debit Clock printing		14 26	✓				7044	83
Out order	(574)						40	00	7030	57
		Ck 635 issued 2/11; payment stopped 3/27; had cleared 2/13 See ck 654. A/R Wholesale Balanced 5-8-92 Epm		385 16	✓				6685	41

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆0122003516⑆2658⑆00932⑆0667⑆

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

Agenda Item 14
Literacy Account
Page 1

April, 1992

Prepared 05/08/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,562.17
Checks Out				
1118	03/03/92	20.00		
1120	04/15/92	20.00		
Deposits				
TOTALS		40.00	0.00	
CHECKBOOK BAL				6,522.17

edw
5/8/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							5994	24
	4/2	class	\$	✓	\$	20 -	6014	24
	4/6	literacy tutors		✓		153 -	6167	24
	4/7	literacy tutors		✓		20 -	6187	24
	4/8	literacy tutors		✓		40 -	6227	24
	4/8	literacy tutor training		✓		20 -	6247	24
	3/31	deposit (needs to be transferred to Gen Fund)		✓		9770	6247	24
	3/31	Interest adm bal 3/1/92		✓		1156	6356	44
1119	4/15	LVA Placentia	250 -	✓	429		6106	44
1120	4/15	LVA National	20 -	✓			6086	44
	4/15	literacy tutors		✓		40	6126	44
	4/15	silent auction fundraiser		✓		273	6399	44
	4/16	tutor training		✓		20	6419	44
	4/16	silent auction fundraiser		✓		1950	6438	94
				✓		100	6439	94

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

1119 4/15 LVA Placentia 250 - 429 6106 44

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE IF ANY (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
							6439	94
	4/17	tutor training	\$ 20 -	✓	\$	20 -	6459	94
	4/21	tutor training		✓		20 -	6479	94
	4/23	tutor training		X		20 -	6499	94
	4/23	silent auction		✓		15 50	6515	44
	4/24	tutor training		✓		20 -	6535	44
	4-27	workbook		✓		2 50	6537	94
	4/28	silent auction		✓		18 -	6555	94
	4/29	tutor training ⁴⁰ + auction ¹²		✓		52 -	6607	94
1/21	4/17	transfer of wrong dept	97 70	4/17			6510	24
	4/30	Interest		✓		11 93	6522	17
		Balance 5:09						

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

012-41-109-51-0025-1-2-20

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TO: Library Board of Trustees
 FROM: Karen Cushing, Library Assistant *KC*
 DATE: May 5, 1992
 SUBJECT: APRIL, 1992, OVERDUE COLLECTIONS REPORT
 as provided by Advanced Collection systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR APRIL 1992

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
G. JS ASSIGNMENTS	0	0.00	49	3,756.81	849	49,875.25
LESS: Mail Return*, Dispute, Bankrpt	2	65.00	14	1,009.19	159	9,761.29
NET ASSIGNMENTS	-2	(65.00)	35	2,747.62	690	40,113.96
COLLECTED						
Paid in Full	2	98.41	17	741.63	241	11,297.40
Settled in Full	0	0.00	1	42.00	62	3,079.38
Partial Payment	0	0.00	16	456.02	126	6,431.82
Resolved	0	0.00	1	59.00	16	629.58
TOTAL RECOVERED	2	98.41	35	1,298.65	445	21,438.18

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	275
	\$15,870	\$3,130	\$6,814	\$7,865	\$15,771

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *eds*
 DATE: May 11, 1992
 SUBJECT: APRIL, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS APRIL 1-30, 1992

Beginning Balance 4/1/92		\$ 441.04
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 774.50	
Total Materials & Supplies		\$ 342.60
Total Repairs		0.00
Vend Machine Loan Payback		0.00
	\$ 774.50	\$ 342.60
Ending Balance 4/30/92		<u>\$ 872.94</u>
Check to be issued 5/11/92		\$ 400.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 3/31/92	5,300.00
April Payment	0.00
April Balance 4/30/92	<u>\$5,300.00</u>

Prepared by: Charlene Dumitru

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PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DS*
 DATE: May 4, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	APRIL	TOTAL
Canter, Chad	11.50	11.50
Deputy, Paul	25.25	3907.75
George Key School	5.25	712.25
Goldbaum, Mae	3.75	263.75
Grandparents and Books	6.00	32.50
Kim, Mark	4.00	17.25
Mohindra, Ankur	0.00	4.00
ROP students - Jenny Duncan	96.50	1461.50
Vesely, Pat	22.75	189.75
TEMPORARY VOLUNTEERS		
Ojeda, Richard	5.00	5.00
	<u>Total</u>	<u>180.00</u>
LVA VOLUNTEERS		
Literacy Volunteers	Not available	

	COMBINED TOTAL	180.00

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.

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TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 11, 1992
SUBJECT: Personnel Report for April, 1992

RESIGNATIONS:

None.

APPOINTMENTS:

Amit K. Patel, Library Page (substitute), Circulation
Department, effective 05/02/92

TERMINATIONS:

None.

OPEN POSITIONS:

None.

Prepared by: Charlene Dumitru

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AGENDA ITEM 19

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

1. HVAC

We had two service calls for a "warm" building. One on the 15th concerned a bad low-water temperature cutout on the west chiller; a new control was installed and operation was normal. At the same time a zone problem was checked and a bad thermostat was found in the Principal Librarian's office; it was replaced and normal operation was resumed. On the 28th a Freon leak was detected. The system was recharged and normal operation was resumed.

2. PUBLIC PC

A patron reported the printer in the public computer room was not working. A visual inspection did not reveal the problem, and we placed a service call. Al Shkoler, from whom the Friends made their purchase, came and made a minor adjustment and everything was fine.

3. 3M SECURITY SYSTEM

The entrance gate of our security system has malfunctioned. We have received a repair estimate of \$1,500. We are currently investigating alternative options and will have an update within the next two months.

4. EXIT DOOR ALARMS

Two of our exit doors now have alarms. The east emergency exit door (which is usually kept locked), and the main employee entrance/exit door (by the loading dock area, which is locked just before closing) both have been refitted and are fully operational.

5. PEST CONTROL

Certified Termite & Pest Control of Placentia did our annual

"bug" spraying, inside and out, for less than the company we have been using (\$175 rather than \$275). They sprayed baseboards inside and outside, offices, bathrooms, employee lounge, storerooms, meeting rooms, electrical rooms, janitor's closet, A/C room, outside bookdrop, and the outside A/C equipment area.

6. **EDISON REBATE**

The replacement Edison rebate check has arrived and was hand delivered by Library Director Minter to City Finance Director Howard Longballa. The check, made out to City of Placentia (because of the one electric meter for the Civic Center), will go into a trust and agency account for us from which will be deposited into FBU 5021, our Major Equipment and Structure account.

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	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								0.00
May 1992								0.00
Jun 1992								0.00
TOTAL		42,408.33	8,629.88	12,911.15	210.73	0.00	0.00	64,160.09
AVG		4,712.04	958.88	1,434.57	23.41	0.00	0.00	7,128.90

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				0.00	0.00
May 1992				0.00	0.00
Jun 1992				0.00	0.00
TOTAL	18,842.70	6,021.50	958.08	25,822.28	12,911.14
AVG	2,093.63	669.06	106.45	2,869.14	1,434.57

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

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992						0.00
May 1992						0.00
Jun 1992						0.00
TOTAL	3,045.29	4,475.47	415.20	1,790.00	9,116.74	18,842.70
AVG	338.37	497.27	46.13	198.89	1,012.97	2,093.63

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dz*
DATE: May 11, 1992
SUBJECT: Family Literacy Grant Application for Second Year
Funding

BACKGROUND:

The Literacy Coordinator, Family Literacy Coordinator and Children's Librarian have prepared the application for second year funding for the State Library's Family Literacy Program.

A copy of the application packet is attached.

RECOMMENDATION:

Approve submission of the application and authorize the Library Director to sign the Grant Application, Claim Form, and Certification.

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, ^{MD}Literacy Coordinator

DATE: 05/06/92

SUBJECT: Families for Literacy (FFL) Grant Application

Attached is the completed FFL grant application (Claim Form, Plan of Service, and Budget Request) for your approval and signature.

**1992/93 CLAIM FORM
California Library Services Act
Families For Literacy (Educ. Code Sec. 18735)**

Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

Library Director (signature) Elizabeth Minter
Typed Name of Signator

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 E. Chapman Ave., Placentia, Calif. 92670

Date May 6, 1992

Amount Claimed:

CLSA Literacy \$ _____ PCA #53249	State Library Fiscal Office Use Only Office Use Only
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CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By _____ Library Director
Official Representative of Fiscal Agent Title

Note: Warrant to be issued for payment to the library to be addressed to:

Elizabeth Minter
(Authorized agency to receive, disburse and account for CLSA funds)

411 E. Chapman Ave., Placentia, Calif. 92670
(Address of above agency)

Approval by State

STATE LIBRARY FISCAL OFFICE BY: _____ DATE: _____

PLACENTIA LIBRARY DISTRICT
FAMILIES FOR LITERACY GRANT APPLICATION
FISCAL YEAR 1992-93

The Placentia Library District's Families for Literacy program was first funded in the fall of 1991. Designed to work with the local HeadStart program and the Library's existing Literacy Program participants, the involvement of only 15 families was expected. The community served by HeadStart, 1.8 miles from the library, has embraced the program and more than 60 caregivers to young children have actually participated.

Much of our time at the beginning of the program was devoted to designing a process which would be relevant and interesting to the parents in this community. With the assistance of the HeadStart Director, the Literacy Program Coordinator, the Children's Librarian, and the Families for Literacy Coordinator, we feel we have developed a program that fulfills all the expectations of the State and fits the needs of our families.

In explaining the functioning of our current, and proposed, Families program it must be clearly stated that all Families for Literacy adult participants are also participants in the Placentia Library's Literacy Services program.

The FFL program has basically two components: adult tutoring and family experiences. Adult learners currently attend classes without their children for three hours per week. These class sessions correspond to the class times of the HeadStart program. During these tutoring sessions the focus is on developing literacy skills but time is devoted at the beginning of each session to discuss parenting issues such as setting limits, natural and logical consequences, parents as teachers, how to help with homework, selecting books for the family, etc. Through these short discussion sessions the adult learners have developed an informal support group which has now grown to their involvement and sharing together outside of group time. Work in the language groups includes time devoted to the stories and activities that will be shared at that week's family experience time.

The family experience component involves a weekly morning program which the adults and children attend together. These two hour sessions center around a storytelling and then grow to include crafts, plays, puppetry, story writing, cooking, outdoor activities, etc. The Children's Librarian and the FFL Coordinator work together in selecting children's literature for use at the storytelling time. As the year has progressed the parents have developed the ability and desire to create the group's activities leading off of the story. Preparations for the weekly family program are completed as a group during the adult tutoring sessions. The focus of these sessions is shared family experiences, developing oral language, developing beginning

school skills (ie. coloring, cutting, drawing, tracing, following directions, etc.), the understanding that reading can be the beginning of all kinds of adventures, and the pure joy of reading. Book distributions are a part of these programs, with two published plus 1 or 2 language experience or teacher made books given out each month. The books distributed are the books featured at the family sessions.

At home adults and children have sticker charts that are marked each time they read together. These charts are shared at the end of each month and compared to see improvements in individual family reading times.

While most sessions are conducted at HeadStart monthly trips to the Library are an important part of the program. The children benefit from a storytime experience at the Library with the Children's Librarian while the adults are introduced to the Library one section at a time by the appropriate Library staff member. For many families this is their first experience at a library and we have tried to teach them how our library system works (the Dewey Decimal system, computers, and our interfacing with five other library branches in the area). Most of these families have no personal transportation to the Library and there is no direct public transportation. The families look forward to our Library days and seeing familiar faces from previous visits.

Tutor training for our program is conducted by the Literacy Coordinator in consultation with the Families for Literacy Coordinator and other tutor trainers. The training follows the Literacy Volunteers of America guidelines and includes an explanation of the FFL program by the Families for Literacy Coordinator, language experience training, and parent education resources.

The City of Placentia has become very interested in the success of the program. The current room facility at HeadStart is owned by the City. They have begun to improve the site (building in lockable cabinets for computers and storage, new carpeting, new paint, improved heating, etc.), providing a site for childcare, and possibly providing transportation for the parents to the Library/City Hall complex. They have asked to recognize program participants at City Council meetings, and the City Administrator, the Chief of Police, and the DARE program have all come to program as guest speakers and participants.

The Library literacy team (Library Director, Principal Librarian, Children's Librarian, Literacy Coordinator, and the Families for Literacy Coordinator) meet on a monthly basis to review all programs and discuss information. Other library staff members work with the families on their monthly visits and individually on personal visits. Library staff are encouraged to take time from their usual work at the Library to participate in a Families program session.

We have been extremely pleased with the success of our program this year. The time taken at the beginning of the year to assess the needs and interests of our targeted community made a significant difference. We have an on-going assessment program for both the adult participants and the tutors. Tutors have individual evaluation sessions with the FFL Coordinator. Adult learners keep notebooks of their homework and class work, their home reading calendars, and participate in written and oral evaluations of the program within their language groups. A "Personal Growth Survey" is completed when entering the program and at the end of the year. This survey shows changes in home activities such as reading time, TV time, the number and type of family activities, parental involvement in school and homework, etc.

Based upon the input of the tutors, the learners, and the Library staff we propose to continue the program basically as it has functioned this year. We have targeted the following areas for change and expansion, and we shall continue our on-going evaluation program and adjust our sessions accordingly.

PROGRAM EXPANSION

This spring the Placentia Yorba Linda Unified School District began work on a Community Healthy Start grant proposal and asked the Library to become involved. The Library has agreed to provide an after school homework assistance program, special children's services, and if funded a Families for Literacy program at the grant's main site. This second FFL site would be located at Kraemer Junior High School a short distance from the Library. Kraemer Junior High School has a well established Orange County Department of Education program (KARES) giving special assistance to low income families. If FFL funding is granted we will be given access to facilities for adult learner classes and childcare, and given staff support such as photocopying, referral systems, etc. If the Healthy Start grant is funded childcare costs will be provided by that grant as well increased support services.

Programs at the two sites could run on alternate days, and the Kraemer site is available for use on weekends. Increased program offerings mean more families will be available to participate. Since many of our families have no personal transportation, adding a site within walking distance of their homes to this section of the community will also increase the number of families in need that we can serve.

We have chosen to target the HeadStart and Kraemer Junior High School (Healthy Start) populations at the request of their program directors. Both have identified a substantial number of participants within their populations that would qualify for and benefit from the Families for Literacy program, and both programs are located within the most needy areas of the City. Although we worked only at the HeadStart location this year, word of the

program spread quickly through the community. 40% of are qualifying families are now from outside of the HeadStart population. We believe that this demonstrates that we are properly located both demographically and educationally, and that there is a growing need and desire for literacy programs like Families in our community.

ADVERTISING

While regular advertising of the Families program has gone out to the participants in the Library's Adult Literacy program none have chosen to become involved this year. The adult learners in both the Families and Placentia Library Literacy programs are in the process of beginning a joint student support group. With this direct student to student access to PLLS learners and continued advertisement of the program to them and their tutors we hope to improve participation.

Advertising for the program at HeadStart and at the proposed second site will be done through flyers, posters, and most importantly by the intake personnel at those two sites. When families register for the regular HeadStart program or the KARES program at Kraemer Junior High, they will be told about the Families program and encouraged to participate. Those registering families will be given careful instructions on the qualifications for the FFL program. Computer lists of qualifying families will be given to the Families for Literacy Coordinator. In September we will use a telephone tree of former students (this year's participants) to further motivate newly registered and Placentia Library Literacy families to join us.

ASSESSMENT

We will increase our portfolio assessment program next year to include child and adult language experience stories, tape recordings, and personal evaluations. These portfolio files will be kept at the library office but will be the property of the students. Learners will continue to keep notebooks of their ongoing work both in class and at home. We feel that this will be a more visual long term tool, allowing the learners to see their progress throughout the current and subsequent years.

TUTOR TRAINING

To better meet the needs of both the tutors and the students, we will be changing our tutor training format. All tutors will attend the core Placentia Library Literacy Services training program. At the end of that program each tutor will attend one or more of the following specific training sessions: FFL, ESL, small group instruction, and/or basic reading.

SPEAKERS/PARTICIPANTS

We plan to expand our use of outside professionals as speaker/participants at weekly sessions. Personnel from local hospitals, schools, colleges, service organizations and businesses will be invited.

We at the Placentia Library District feel we are very lucky to be a part of a community that is developing strong networking services. The city is providing us with upgraded facilities, staff time, and participation incentives such as free tickets for all families to the city's 4th of July celebration. The school district is a cooperative partner in developing positive relationships with these families through visits by teachers and administrators, referral services and our joint cooperation, as previously stated, in the Healthy Start grant. Two local businesses, a book warehouse distributor and an accounting firm, have donated books, materials and a computer valued at more than \$2000. A publishing company serving the Placentia Yorba Linda Unified School District has donated over \$400. worth of books. HeadStart has provided dictionaries, pens, pencils, paper, notebooks, food, and personnel time to the program. The strength and success of this program in just one year can be directly attributed to the interest and cooperation of the Library and the entire Placentia community.

The Placentia Library Director, the Library Board and the entire library staff fully support all of the library's literacy programs. Our participation in the development of community networking services increases community awareness of these programs and subsequently increases community involvement in terms of time, services and materials. As a new program our needs are substantial. As we develop stores of materials and resources our operating costs should decrease. As we develop community resources, our funding needs will be reviewed and updated. Our commitment is to continue all literacy services to our community as long as the need exists and resources are available.

TIME LINE

- AUGUST -- Establish contact with site locations, the City of Placentia, and the Placentia Yorba Linda Unified School District.
-- Distribute flyers and information on program qualifications.
-- Plan and order materials for September family activity sessions
-- Tutor training workshop
-- Establish Fall Library visits schedule
- SEPTEMBER -- Meet with tutors and site personnel
-- Use "telephone tree" to contact new and returning students
-- Assess new and returning students
-- Prepare materials for tutor/student sessions
-- Establish a portfolio assessment file for each student
-- Plan and order materials for October family activity sessions
-- Establish Fall speaker/participant schedule
-- Tutor training workshop
- OCTOBER -- Assessment of individual programs at both sites by tutors and other site personnel
-- Plan and order materials for November family activity sessions
-- Tutor training workshop
- NOVEMBER -- Adult learner assessment of program of each site
-- Plan and order materials for December family activity sessions, including party
- DECEMBER -- Plan and order materials for January family activity sessions
-- Set Spring speaker/participant schedule
-- Set Spring Library visit schedule
-- Families Christmas party at the Library
- JANUARY -- Begin work on FFL mid-year report
-- All staff meeting to review current program
-- Plan and order materials for February family activity sessions, including Valentine's party
-- Use "telephone tree" to remind students about the program continuance after the holidays

- FEBRUARY -- File mid-year report
-- Plan and order materials for the March family activity sessions
-- Tutor training workshop
- MARCH -- Plan and order materials for April family activity session, including Easter party
- APRIL -- Plan and order materials for May family activity session
-- Set Placentia City Council meeting agenda for adult learner recognition in June
-- Review facilities for use in 1992-93
-- Begin work on FFL end of year report
-- All staff meeting on summer time activities
- MAY -- Plan and order materials for June "graduation" and party
-- Organize summer tutor times and summer time activities
-- File FFL end of year report
-- Complete student and tutor program assessment for the year
- JUNE -- Student/tutor review of individual portfolios
-- Administer "Personal Growth Surveys" to all adult learners
-- "Graduation"
-- City Council meeting honoring adult learners and recognizing the tutors
-- Team meeting for September program
- ON-GOING -- Advertising for tutors and qualifying families
-- Assessment of new adult learners
-- Materials assessments and ordering for tutoring program
-- Monitoring of additions to individual portfolios
-- Meetings of Library Literacy staff
-- Meetings of all site personnel at individual sites
-- Public relations work for the program
-- Participation in community network services
-- Canvassing for contributions to the program

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Attachment A

Fiscal Year 1992/93

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Placentia Library District

Name of Library

May 6, 1992

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	13,082.40	11,500.	24,582.40	
2. Library Materials		2,100	2,100	
3. Operations	13,510.	770	14,280.	
3a. Contract Services	5,960	0	5,960.	
3b. Travel	750	125	875	
3c. Office Supplies	200	125	325	
3d. Printing	1,000	220	1,220	
3e. Instructional Resources	500	300	800	
3f. Children's Book Resources	3,200	0	3,200	
3g. Other	1,900	0	1,900	
4. Equipment		0	0	
5. Indirect	2,127	0	2,127	
6. TOTAL	28,719.40	14,370.00	43,089.40	

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: May 11, 1992
SUBJECT: State Department of Education Grant for Funding Under
Sections 321-326 of Public Law 100-297. Submission of
Letter of Intent.

BACKGROUND:

The Literacy Coordinator has prepared the letter of intent to apply for first year funding for a State Department of Education Grant that supports adult basic education.

A copy of the grant description and letter of intent are attached.

RECOMMENDATION:

Approve submission of the letter of intent and authorize the Library Director to sign the required application documents.

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TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels, ^{MD}Literacy Coordinator
DATE: 05/06/92
SUBJECT: Status Report - Section 321 Funding

Section 321 of the federal Adult Basic Education Act (PL 100-297) provides supplemental funds for agencies operating Adult Basic Education programs. Applications are handled through the California State Department of Education. The base grant of \$3,500 may be used exclusively for staff development, program assessment, and networking. A local assistance grant will be added to the \$3,500. The amount of the local assistance grant will be based on the projected number of Hundred-Hour Units (HHU's) requested in the Letter of Intent. HHU funds may be used to purchase supplementary instructional materials and supplies, as well as services which would benefit our family literacy participants, such as child care and transportation.

The initial step in the application process is to complete and return the attached Letter of Intent. The postmark deadline is May 15, 1992. Following receipt of the Letter of Intent, the full application packet will be mailed to us in July. At that point in the application process our local adult education provider, the North Orange County Community College District, will have the opportunity to review and comment upon our application.

I request approval to submit the attached Letter of Intent.

ADULT BASIC EDUCATION - LETTER OF INTENT
 Funding Under Sections 321/326 of PL 100-297
 1992/93

Submit to:

Adult Education Unit
 California State Department of Education
 P.O. Box 944272
 Sacramento, CA 94244-2720

School districts/community colleges					
County code		District code			

Adult Education Administrator

Private agencies					
County code		Vendor no.			

> August Huesca, Provost (NOCCCD Adult Ed)

ABE Contact Person (if other than Administrator)

Phone

> (714) 779-8279

School District/Community College/Community Based Organization/Correctional Agency

> Placentia Library District

Mailing Address

> 411 E. Chapman Avenue Placentia, CA 92670

Phone

County

> (714) 528-1906

> Orange County

This LETTER OF INTENT is submitted on behalf of the above-named agency for supplemental funds to augment ADULT BASIC EDUCATION instruction currently operating at the agency's expense. Only Adult Basic Education (ABE) instruction below the high school level and English as a Second Language (ESL) instruction are eligible for funding.

It is this agency's intent to provide an adult education program for the projected number of "Hundred Hour Units" (HHU's) listed below:

Section 321 HHU's		Section 326 HHU's (Correctional)		• See Definition for Eligibility of Section 326
ESL	ABE	ESL	ABE	
> 10	> 15	>	>	

This agency is: (Check all that apply)

A. A local educational agency/County Office of Education

B. A community college operating an adult basic education program through a "Letter of Agreement" with a high school or unified school district

C. A correctional agency

D. A state agency

E. A public/private agency or community based organization located within the following high school or unified school district:

Name of District

> Placentia Yorba Linda Unified School District

Address

> 1301 E. Orangethorpe Avenue Placentia, CA 92670

Phone

County

> (714) 996-2550

> Orange County

I certify that I am the authorized representative of the applicant agency or organization submitting this Letter of Intent.

Signature of Authorized Agent

Print Name

>
Title

>
Date

>

>