AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

March 19, 1996
7:30 P.M.
Library Conference Room

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

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

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

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

   Presentation: Library Director
   Recommendation: Adopt by Motion

3. Minutes of the February 20, 1996 Regular Meeting. al Sernder

   Presentation: Library Director
   Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

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

5. Board President's Report.

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Director

7. Special District Worker's Compensation Authority Report.

Presentation: District's Delegate to the SDWCA Board of Directors

CLAIMS (Items 8 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims in the amount of $27,506.93.

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

Claims forwarded by Library Director in the amount of $2,726.48.

10. Current Claims and Payroll. (Approve)

Current Claims of $12,152.20; Payrolls 3386 and 3387, for a cumulative payroll total of $44,170.00 Combined total of Current Claims and Payrolls of $58,132.10.

11. Authorize Transfer of $50,000.00 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to be reversed in May, after the current secured property tax revenues have been received.

FINANCIAL REPORTS (Items 12 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 18 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.

12. Financial Reports for February, 1995. (Receive & File)

13. County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc., for February 1996. (Receive & File)

14. Office General Ledger & Check Registers for February 1996. (Receive & File)

15. Acquisitions Report for February 1996. (Receive & File)

16. Overdue Collection Report for February 1996. (Receive & File)

17. Debit Card System Reimbursement Report for February 1996. (Receive & File)

18. Gifts Report for February 1996. (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 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.

19. Building Maintenance Report for February 1996. (Receive & File)

20. Personnel Report for February 1996. (Receive, File, and Ratify Appointments)

21. Volunteer Report for February 1996. (Receive & File)

22. Circulation Report for February 1996. (Receive & File)

23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)

CONTINUING BUSINESS

24. Budget and Legislative Activities

Presentation: Library Director
Recommendation: Review current Legislative activities.

25. Determining the District's Vote for the Election of a Special District Representative to LAFCO

Presentation: Library Director
Recommendation: Authorize the President

NEW BUSINESS

26. Revision of Library Organization Chart

Presentation: Library Director
Recommendation: Adopt

27. Review of Families for Literacy Program

Presentation: Principal Librarian and Families for Literacy Coordinator
Recommendation: Determine district's level of future involvement with the Families for Literacy Program.

STAFF REPORTS (Items 28 - 38)

28. Program Report for the Month of February 1996. (Program Committee)

29. Children's Services Report for the Month of February 1996. (Schneider)

30. Publicity Materials produced for the Month of February 1996. (Willauer)

31. Placentia Library Literacy Services Report for the Month of February 1996. (Matas)

32. Families for Literacy Project Report for the Month of February 1996. (Walters)

33. Safety Committee Minutes for February 1996. (Walters)

34. Placentia Pride Committee Report for February 1996. (Ammar)

ADJOURNMENT

35. Agenda Preparation for the April 16, 1996, Regular Meeting.

36. Review of Action Items.

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

37. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the March 19, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 14, 1996.

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CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Mar 17-20	NSFRE International Conference, Convention Center, Los Angeles (Minter)
Mar 26-30	Public Library Association National Conference, Portland. (Dinsmore, Minter, Ammar and Shook)
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-20	National Library Week
Apr 15 (Mon)	**Friends of the Library Annual Membership Meeting, 7:00 P.M. (All Trustees)**
Apr 16 (Tues)	**Library Board Meeting, 7:30 P.M.**
Apr 18 (Thur)	**Library hosts Chamber of Commerce Reception, 5:30 P.M. (All Trustees)**
Apr 25 (Thur)	**Friends of the Library Volunteer Workshop and Luncheon, Library Meeting Room, 10:00 A.M. to 2:00 P.M. (Trustees invited for Luncheon)**
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 9 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
May 16-19	**Friends of the Library Semi-Annual Booksale**
May 21 (Tues)	**Library Board Meeting, 7:30 P.M.**
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 15-17	American Booksellers Association, Chicago
Jun 18 (Tues)	**Library Board Meeting, 7:30 P.M.**
Jul 4-10	American Library Association Annual Conference, New York City
Jul 16 (Tues)	**Library Board Meeting, 7:30 P.M.**
Aug 9 (Fri)	**Foundation Reception for 1995-1996 Donors, Evening. (All Trustees)**
Aug 20 (Tues)	**Library Board Meeting, 7:30 P.M.**
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 5 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Sep 17 (Tues)	**Library Board Meeting, 7:30 P.M.**
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 13-16	LITA/LAMA National Conference, Pittsburgh, PA
Oct 15 (Tues)	**Library Board Meeting, 7:30 P.M.**
Nov 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 7 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Nov 19 (Tues)	**Library Board Meeting, 7:30 P.M.**

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 20, 1996

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 20, 1996 at 7:30 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Library Intern Miriam Nelson; Friends of the Library President Pat Irot; and Library Patrons Shirley and Art Hash.

ADOPTION OF AGENDA

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

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

MINUTES

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of December 19, 1995 as presented.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of January 16, 1996 as presented.

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

ORAL COMMUNICATIONS

Library Patron Shirley Hash addressed the Library Board concerning the Library Policy of self-service date due slips. Mrs. Hash felt that she had not been adequately informed of the need to obtain a date due slip and, therefore, did not know when her books were due. She objected to the late fine which had been imposed for returning the books after the due date. Mrs. Hash expressed her wish for the Library Board to reconsider this policy and to provide patrons with a pre-stamped date due slip for each item checked out.

BOARD PRESIDENT'S REPORT

President Dinsmore referred to the California Special Districts Association newsletter and encouraged all Trustees to read it. She reported that she had attended the California Association of Library Trustees and Commissioners (CALTAC) Board Meeting at which time the CALTAC by-laws were reviewed. President Dinsmore also reported attending the Southern California Library Literacy Network Meeting on January 16, 1996 at Burbank Public Library with Literacy Coordinator Katie Matas. She commented on the presentation given by State Library Literacy Specialist Al Bennett in which he had asked all persons concerned with literacy to contact their State Senators and Representatives regarding the importance of literacy programs in libraries.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library President Pat Irot reported that the Friends Board has voted to purchase an electronic telephone answering and messaging system for the Library, in the amount of $7,811.91. However, the Friends Board is unable to finance the full cost of the equipment at the time of purchase due to financial commitments to other Library programs. The Friends Board requested that the Library Board provide a credit line from the District to the Friends of the Library in the amount of $3,811.91 to cover the payment for the telephone system. The loan will be repaid to the Library Board by December 31, 1996.

It was moved by Secretary Stark, seconded by Trustee Evans to approve a loan in the amount of $3,811.91 from the County Exempt Fund to the Friends of the Library, for the purchase of an electronic telephone answering and message system, with all funds to be repaid to the District by December 31, 1996.

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

PLACENTIA LIBRARY FOUNDATION REPORT

Secretary Stark referred to Agenda Item 7 in the Board Packet. Library Director Minter reported that the Donor Reception will be held on Friday, August 9, 1996 and stated that it is very important that all Board Members attend.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of $0.00; Claims forwarded by the Library Director in the amount of $4,256.21; and Current Claims and Payroll in the amount of $103,861.52

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

FINANCIAL REPORTS

It was requested by Secretary Stark that Agenda Item 16, Debit Card System Reimbursement Report for January, 1996, be corrected to indicate a total expenditure of $320.000 and an ending balance on January 31, 1996 of $142.10.

It was moved by Trustee Masters, seconded by Trustee Evans to receive and file Agenda Items 11 through 17: Financial Reports for January, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for December 1996 and January, 1996; Office General Ledger & Check Registers for January, 1996; Acquisitions Report for January, 1996; Overdue Collection Report for January, 1996; Debit Card System Reimbursement Report for January, 1996; and Gifts Report for January, 1996.

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive Agenda Items 18 through 25: Building Maintenance Report for January, 1996 (Receive & File); Personnel Report for January, 1996 (Receive, File, and Ratify Appointments); Volunteer Report for January, 1996 (Receive & File); Circulation Report for January, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Response from Paul G. Smith, Esq., State Library Legal Counsel, concerning the Library Board's inquiry about the use of its Patron Registration Database for a mailing from the Library Board requesting financial support of the Placentia Library Foundation (Receive & File); Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1995-1996 to the State Library of California (Receive & File); and Submission of the Semi-annual Families for Literacy Grant Report for 1995-1996 to the State Library of California (Receive & File).

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

ORANGE COUNTY BANKRUPTCY SETTLEMENT AGREEMENT

Library Director Minter discussed the status of the Orange County Bankruptcy and the proposed settlement agreement. No Board action was taken.

BUDGET AND LEGISLATIVE ACTIVITIES

It was moved by President Dinsmore, seconded by Trustee Evans to approval renewal of Legislative Services Contract with California Advocates for the 1996 California Legislative Session at a cost of $3,000 to be paid from the County Exempt Account.

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

REVIEW OF HEALTH INSURANCE CARRIER CONTRACT FOR 1995-1996

It was moved by Trustee Shkoler, seconded by Trustee Evans to renew health insurance contract with CareAmerica and authorize the Library Director to sign all contract documents.

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

NOMINATION OF A CANDIDATE FOR ELECTION AS A SPECIAL DISTRICT REPRESENTATIVE TO THE LOCAL AREA FORMATION COMMISSION (LAFCO)

There was no Board Action on this item.

PROPOSED LOCAL AREA FORMATION COMMISSION (LAFCO) BYLAWS FOR SPECIAL ADVISORY COMMITTEE

The Board had no comments on the by-laws as submitted by LAFCO and took no further action on this item.

TRAVEL AUTHORIZATIONS

It was moved by Trustee Shkoler, seconded by Trustee Evans to ratify and approve travel authorizations as follows:

1. Ratify attendance by Library Assistant Jerry Conn at the Safety Management Seminar, Sacramento, February 20, 1996, with expenses not to exceed $429.00 to be paid from the District's Staff Development Account with the Santiago Library System.

2. Approve payment of $40.00 plus mileage for Library Board President Dinsmore to represent the District at the retirement dinner in honor of Palos Verdes Library District's Library Director Linda Elliott at the Doubletree Hotel, San Pedro, Thursday, February 29, 1996.

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

POLICY ON STAFF USE OF LIBRARY COMPUTER EQUIPMENT OUTSIDE THE LIBRARY

It was moved by Trustee Masters, seconded by Trustee Evans to adopt as Library Policy:

> Staff may submit a request to the Library Director for permission to use "out-of-service" Library computers at their home, or other designated location, whenever they are taking Library-requested computer classes, or working on special projects related to their work at the Library. These loans will be for a specific time period as determined by the Library Director. The Authorization from the Library Director granting this type of request shall state the purpose of the loan, the time period of the loan, and the serial numbers of each item included. All items out on loan will be reported monthly on the Personnel Report. A staff member whose request has been granted by the Library Director will be required to sign the Authorization, and a release of any liability by the Library for any damage the equipment may cause to that person's home or personal property. The signed Authorization shall be kept in the employee's personal file until the equipment is returned. In the case of a staff member leaving Library employment, the final paycheck will not be issued until all equipment listed on an Authorization as been returned.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 33 through 39: Program Report for Month of January, 1996; Children's Services Report for Month of January, 1996; Publicity Materials produced for the Month of January, 1996; Placentia Library Literacy Services Report for Month of January, 1996; Families for Literacy Project Report for Month of January, 1996; Safety Committee Minutes for January, 1995; and Placentia Pride Committee Report for January, 1996.

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

AGENDA PREPARATION

Review of Families for Literacy Program

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:01 P.M.

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Saundra M. Stark, Secretary

This arrangement continued during the fourth year, except that ESL classes were held on Tuesdays and Thursdays and the FFL program was held at the Library on Wednesdays. Sixty-nine families participated during the 1994-1995 program year.

The FFL program is now in its fifth year of operation. ESL classes are being held at the Backs Building on Tuesdays, Wednesdays, and Thursdays. The FFL program provides child care on Tuesdays and Thursdays and families with children are encouraged to come to the FFL program on Wednesday mornings at the Library. In addition, the program provides transportation to families in Yorba Linda and Placentia who do not have their own transportation and live too far away from class locations to walk.

Twenty-one families have participated in the program during the first half of this year. Twelve of these families are "eligible" families meaning that they have a child under the age of five. The other nine families have children over the age of five. Historically, attendance during the first half of the program is lower than during the second half. Seven new families have begun participating since the program recommenced in January.

The FFL program is funded through a grant from the California State Library and the Library budget. Approximately 40% of the program's cost is paid for with grant funds. The remaining 60% is paid from the Library's budget. Currently, grant funds are being used to pay salaries for the child care workers, to purchase books for distribution, to pay transportation costs, and to pay 75% of the program's printing costs. The salary for the FFL Coordinator, travel expenses, office supplies, adult instructional resources, indirect costs, and part of the printing costs are being paid for by the Library.

The program's Coordinator position is currently staffed at 20 hours a week. Twenty-five per cent of this time is spent in direct contact with students or their children in programs and during child care. The remainder of the time is spent planning programs, arranging for transportation, purchasing materials, and writing reports.

In the last year, programs similar to the FFL program have begun in the area. The School District, through the Adult Education office, has begun offering a similar type of program at Ruby Drive and Topaz Elementary schools. Placentia's Human Services office is planning a series of workshops on parenting.

RECOMMENDATION:

Determine district's level of future involvement with the Families for Literacy Program.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: March 19, 1996

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, March 4, 1996. Trustee Al Shkoler and Library Director Elizabeth Minter attended the Meeting.

The Treasurer's Report showed an account balance of $8,104.29. The January revenue from the ongoing booksale was $701.00.

Plans for the Author's Luncheon were discussed. It was agreed that the Friends would present a set of Placentia orange crate labels to Children's Librarian Kay Schneider as a memento of her time in Placentia.

Program plans for the Monday, April 15, 1996, Annual Membership Meeting were reviewed. The evening will include a business meeting, recognition of Library volunteers (including Literacy and Family Literacy volunteers), readings by local celebrities, honoring local authors, and serving a high tea. Members of the Friends Board will be asked to provide items for the refreshment service.

President Irot reported that the Volunteer Training/Orientation program proposed by the Friends has been discussed with Library Volunteer Coordinator and Principal Librarian Suad Ammar. President Irot distributed a tentative agenda for the day. The program will be held on Thursday, April 25 from 10:00 A.M. to 2:00 P.M.

The Board discussed the need for liability insurance for Friends activities and for the Board of Directors. The Library Director will ask the District's carrier to review these issues with the Friends Board.

The next Friends Board meeting is scheduled for Monday, March 4 at 7:00 P.M. Secretary Stark is scheduled to attend as the Library Board representative. A demonstration of the online magazine service and the new online reference services will be given at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 19, 1996

DATE	REPORT NO.	AMOUNT
03/11/96	3381	$27,506.93
TOTAL		$27,506.93

Second installment to Advanced Inter Systems
as approved at Board Meeting of January 16, 199

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/11/96
REPORT NO 3381

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 703

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N13176 Advanced Inter Systems 1190 N. Tustin Ave. Anaheim, CA 92807	Jan 16, 1996 36995 second installment see minutes of Jan. 16, 1996		4000	00		27,506.93		

The claims listed above (totaling $ 27,506.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 27,506.93

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 19, 1996

DATE	REPORT NO.	AMOUNT
02/27/96	3379	$1,776.88
03/07/96	3380	949.60
TOTAL		$2,726.48

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/27/96
REPORT NO 3379

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01074 Southern California Gas Company\ P.O. Box C Monterey Park, CA 91756	Feb 23, 1996		2800	00		731.30		
N03648A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	Feb. 23, 1996 012500		1800	00		24.95		
N03650 Kinko's Administrative Services P.O. Box 8033 Ventura, CA 93002-8033	Feb. 17, 1996 004002074301		1800	00		27.73		
	Feb 17, 1996 004002074303		1800	00		16.59		
						44.32		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Feb. 17, 1996 528-1906		0700	00		132.63		
	Feb. 17, 1996 528-8236		0700	00		19.93		
	Feb. 17, 1996 528-6022		0700	00		15.45		
						168.01		
N04626 AMS Contracts 11 Chesterfield Mission Viejo, CA 92670	Feb. 19, 1996 2486		1400	00		448.00		
N06686 Office Depot P.O. Box 660337, Dept. 80 Dallas, TX 752660-0337	Feb 15, 1996 80 0128 397650 3		1800	00		360.30		

The claims listed above (totaling $ 1,776.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total 1,776.88

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/07/96
REPORT NO 3380

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	March 1, 1996		0300	00		283.50		
N03650 Kinko's Customer Administrative Svcs. P.O. Box 8033 Ventura, CA 93002-8033	Feb 29, 1996 004002074511		1800	00		23.44		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Feb. 19, 1996 996-2865		0700	01		115.87		
	Feb. 19, 1996 996-4983		0700	01		89.22 205.09		
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Feb. 16, 1996 528-8236		0700	01		24.04		
	Feb. 18, 1996 996-2865		0700	01		5.00		
	Feb. 16, 1996 528-0906		0700	00		7.93 36.97		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	Feb. 22, 1996 March, 1996		0300	00		400.60		

The claims listed above (totaling $ 949.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 949.60

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
March 19, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3382	1,809.90
Subtotal for Immediately		1,809.90
Regular	3383	2,897.61
	3384	6,761.56
	3385	2,493.03
Subtotal for Regular		12,152.20
TOTAL CURRENT CLAIMS		13,962.10
Payroll	3386	22,085.00
	3387	22,085.00
Subtotal for Payroll		44,170.00
	TOTAL	58,132.10

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3382

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 703

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03650	March 6, 1996		1800	00		3.18		
Kinko's A/R Program	004002074636							
P.O. Box 8033	March 11, 1996							
Ventura, CA 93002-8033	004002074705		1800	00		3.18		
	Feb. 29, 1996							
	04002074521		1800	09		9.16		
						15.52		
N03752	Mar 4, 1996							
Pacific Bell	524-8408		0700	01		25.30		
Payment Center	Mar 4, 1996							
Van Nuys, CA 91388-0001	524-9784		0700	01		19.08		
						44.38		
N06785	Mar 6, 1996		1400	00		950.00		
Hector Vargas Cleaning	41491							
318 Capistrano								
Placentia, CA 92670								
Servicemaster	March, 1996		1400	00		800.00		
2126 Heloise Way	A 3769424							
Placentia, CA 92670								

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling $ 1,809.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,809.90

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3383

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 703

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01889	Feb 29, 1996							
Connect, Inc.	960214495		0700	07		11.33		
515 Ellis Street								
Mountain, View, CA 94043-2242								
N03653	March 12, 1996		1400	00		232.97		
Bear State	39982							
3548 Enterprise Drive	March 5, 1996							
Anaheim, CA 92807-1640	39869		1400	00		117.42		
	Feb. 13, 1996							
	38915		1400	00		968.73		
N03656	Feb. 29, 1996							
Pacific Clippings	332		1900	00		32.71		
P.O. Box 11789								
Santa Ana, CA 92711								
N03660	March, 1996		0700	01		48.00		
Elizabeth Minter	petty cash reimbursements		0900	09		24.15		
c/o Placentia Library District			1800	00		7.40		
411 E. Chapman			1803	00		142.56		
Placentia, CA 92670			1803	08		19.20		
			2700	01		12.00		
			2700	03		98.00		
			2700	07		501.51		
						852.82		
N03833B	Feb. 22, 1996							
BroDart Automation	A22146		0700	05		423.82		
P.O. Box 3488								
Williamsport, PA 17705								
N06556	March, 1996		0300	00		222.81		
Continental Casualty co.								
Spec. Risks - Kansas City								
Chicago, IL 60694								
N06557	March, 1996		1900	00		35.00		
Care Resources, Inc								
9550 Warner Ave., STE 228								
Fountain Valley, CA 92708								

The claims listed above (totaling $ 2,897.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,897.61

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3384

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 703

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N09110	Feb. 23, 1996							
Special Districts Workers Compensation			0350	00		1,391.00		
1030 - 15th Street, STE 300								
Sacramento, CA 95814								
N09140	Feb. 28, 1996		1300	00		158.02		
XCP Inc.	62033							
40 Elm Street								
Dryden, NY 13053-9624								
N09191	March 8, 1996		1400	00		91.29		
Oxygen Service Company	F-441							
Attn: Fire Ext. Division								
1011 W. Collins Ave.								
Orange, CA 92667								
N09213	Feb. 20, 1996		1400	00		535.00		
VSE Electrical Contractors	10630							
440 Crowther Avenue	Feb 20, 1996		1400	00		228.00		
Placentia, CA 92670	10634					763.00		
N13176	March 12, 1996		1300	00		3,300.00		
Advanced Inter Systems	37142							
1190 N. Tustin	Feb. 23, 1996		1300	00		234.69		
Anaheim, CA 92807	37053					3,534.69		
The Beta Group	Feb. 7, 1996		1800	09		539.18		
11800 Exit Five Parkway	379214							
Suite 110	March 8, 1996		1800	09		179.77		
Fishers, IN 46038						718.95		
Evelyn Renner Literacy Consultant	Feb. 26, 1996		1900	08		104.61		
P.O. Box 4938	1368							
Anaheim, CA 92803-4938								

The claims listed above (totaling $ 6,761.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 6,761.56

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3385

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 703

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03658	Feb. 28, 1996		2400	03		20.30		
Grolier Educational Corp.	287624							
P.O. Box 1716								
Danbury, CT 06816								
N03851A	Jan 16, 1996		2400	01		168.97		
Reed Reference Publishing	216017							
P.O. Box 7247-0466								
Philadelphia, PA 19170-0466								
N03833	Feb. 29, 1996		2400	01		34.72		
Brodart Co.	U477235							
500 Arch Street	Feb. 29, 1996		2400	01		871.97		
Williamsport, PA 17705	U477230							
	Feb. 29, 1996		2400	01		734.52		
	U477232					1,641.21		
N06737	Feb. 14, 1996							
Facts on File World News Digest	Renewal		2400	04		595.00		
11 Penn Plaza								
New York, NY 10001-2006								
FOCUS: Publications	Feb. 1, 1996		2400	01		13.30		
33572 Seawind Court	96146							
Dana Point, CA 92629	Feb 9, 1996		2400	01		13.30		
	96154					26.60		
Volunteer Center	101NRC		2400	01		40.95		
1901 E. Fourth Street, STE 100								
Santa Ana, CA 92705								

The claims listed above (totaling $ 2,493.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,493.03

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3386

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Mar. 19, 1996 Pay # 7 Mar 15, 1996 Mar 28, 1996		0100	00		20,515.00		
Account # 07605-80156 Route # 121000358	FICA		0200	00		1,570.00 22,085.00		

PLEASE WIRE ON THURSDAY, March 28, 1996

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 22,085.00

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/19/96
REPORT NO 3387

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Mar. 19, 1996 Pay # 8 Mar 29, 1996 April 11, 1996		0100	00		20,515.00		
Account # 07605-80156 Route # 121000358	FICA		0200	00		1,570.00		
						22,085.00		
PLEASE WIRE ON THURSDAY, April 11, 1996								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 22,085.00

F003-124 (8/93)

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: Authorize the Orange County Treasurer to Transfer $50,000.00 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to maintain cash flow until the April property tax funds have been received

BACKGROUND

General Fund cash reserves will need to be supplemented until the April property tax revenues have been deposited in the General Fund, Fund 707.

These funds can be returned to FUND 706 (Bond Redemption) at the ~~April~~ Board Meeting.

RECOMMENDATION

Authorize the Orange County Treasurer to transfer $50,000.00 from FUND 706 (Bond Redemption) to FUND 706 (Bond Redemption).

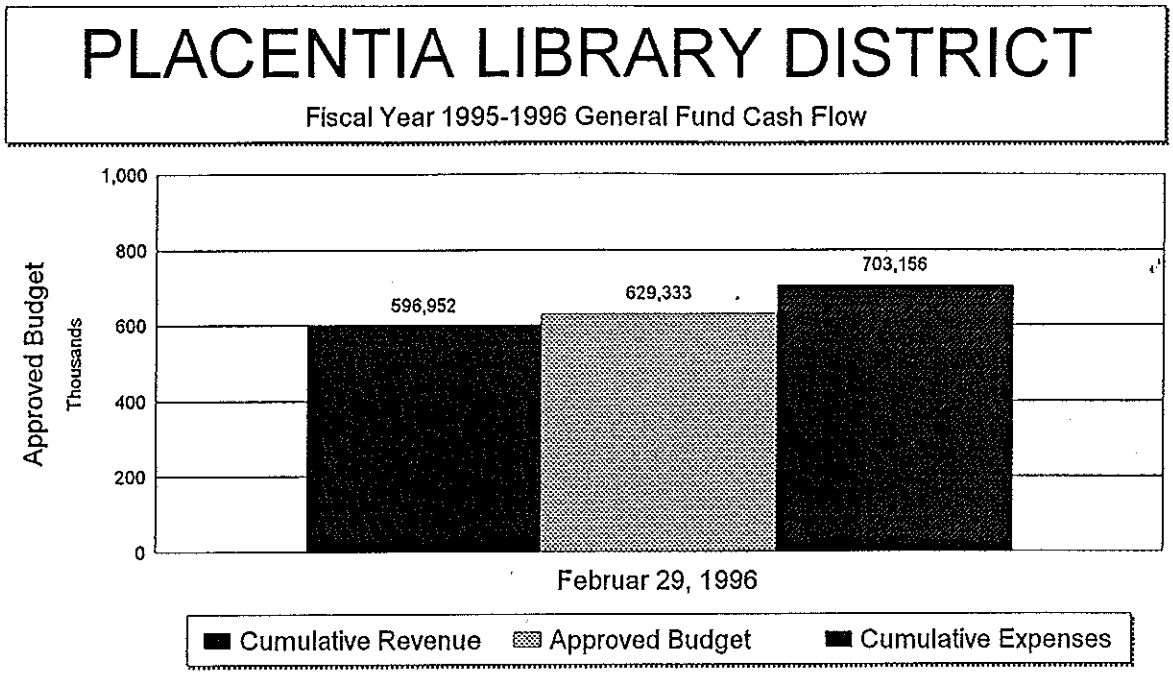
Fund Balance Report

Fiscal Year 1995-1996

March 19, 1996

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

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
Jun 30, 1995	83,525.47	45,995.52	209,245.10	213,545.09	5,896.34	558,207.52	344,662.43
Jul 31, 1995	84,913.56	46,729.55	212,769.43	190,088.38	5,995.65	540,496.57	350,408.19
Aug 31, 1995	85,073.56	46,729.55	212,769.43	112,803.90	5,995.65	463,372.09	350,568.19
Sep 30, 1995	85,660.44	47,056.73	178,359.14	106,857.91	6,037.63	423,971.85	317,113.94
Oct 31, 1995	85,660.44	47,056.73	178,359.14	28,592.01	6,037.63	345,705.95	317,113.94
Nov 30, 1995	85,660.44	47,056.73	108,359.14	123,788.21	6,037.63	370,902.15	247,113.94
Dec 31, 1995	85,939.44	47,056.73	108,359.14	347,961.04	6,037.63	595,353.98	247,392.94
Jan 31, 1996	64,939.44	33,941.35	178,359.14	137,077.54	6,037.63	420,355.10	283,277.56
Feb 28, 1996	66,465.39	34,604.46	181,247.95	112,302.65	6,122.71	400,743.16	288,440.51
Mar 31, 1996						0.00	0.00
Apr 30, 1996						0.00	0.00
May 31, 1996						0.00	0.00
Jun 30, 1996					0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00


PLACENTIA LIBRARY DISTRICT
Fiscal Year 1995-1996 General Fund Cash Flow
Approved Budget
Thousands
1,000
800
600
400
200
0
596,952
629,333
703,156
Februar 29, 1996
Cumulative Revenue
Approved Budget
Cumulative Expenses

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 19, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 FEB 1996	FY1994-95 FEB 1995	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	365,084.04	370,464.20	0.00	0.00	52.15%
6210-01	Public Utility	25,000.00	12,542.51	12,598.32	12,542.51	12,525.18	50.17%
6210-04	Teeter Plan - current delinquent		0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	725,000.00	377,626.55	383,062.52	12,542.51	12,525.18	52.09%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	45,448.68	44,327.82	0.00	0.00	90.90%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(269.26)	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,532.49	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	22,474.71	7,263.23	0.00	0.00	42.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	378.37	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	8,500.00	7,100.98	1,908.66	0.00	0.00	83.54%
6280-01	Final supplemental for prior years	0.00	396.78	108.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	8,500.00	7,497.76	2,016.88	0.00	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	2,312.00	0.00	0.00	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88		0.00		
	TOTAL TAXES	839,500.00	453,876.81	439,360.82	12,542.51	12,525.18	54.07%
6610-00	Interest	25,000.00	10,395.21	6,722.46	2,224.60	0.00	41.58%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	10,395.21	6,722.46	2,224.60	0.00	41.58%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	7,699.73	7,326.01	0.00	0.00	49.68%
6970-00	State - ILL & Direct Loan Reimbursement	19,000.00	13,601.67	8,043.93	3,101.11	0.00	71.59%
6970-01	State - CA Foundation Funds	16,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	8,391.00	0.00	0.00	0.00	83.91%
6970-03	State - Family Literacy	20,000.00	10,088.90	11,500.00	0.00	0.00	50.44%
6970-04	State - Dept of Eductuion 321 Grant	10,000.00	1,381.00	3,294.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	33,462.57	22,837.93	3,101.11	0.00	44.62%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	34,000.00	21,517.39	10,540.28	0.00	0.00	63.29%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(762.13)	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	70,000.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	596,951.71	486,025.37	17,868.22	12,525.18	60.06%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 19, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 FEB 1996	FY1994-95 FEB 1995	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	365,390.43	358,310.00	41,030.00	35,364.00	71.25%
0200	Retirement	72,746.00	59,869.67	61,076.56	3,140.00	36,371.20	82.30%
	Health Insurance/Care America	21,688.00	12,461.14	11,261.79	3,702.16	1,395.35	57.46%
	Long Term Disability	2,462.00	1,277.17	1,453.69	0.00	0.00	51.88%
	Vision Service Plan	1,934.00	916.83	664.99	195.60	0.00	47.41%
	Dental	4,295.00	3,204.80	2,313.70	400.60	0.00	74.62%
0300	Total Employee Insurance	30,379.00	17,859.94	15,694.17	4,298.36	1,395.35	58.79%
0310	Unemployment Insurance	1,000.00	0.00	324.46	0.00	0.00	0.00%
0350	Workers Compensation - General	3,800.00	3,088.00	1,932.00	0.00	0.00	81.26%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	446,208.04	437,337.19	48,468.36	73,130.55	71.88%
0700-00	Communications - Telephone	3,000.00	974.12	1,046.76	145.61	0.00	32.47%
0700-01	Communications - Modem/Fax	1,800.00	2,305.52	1,508.70	499.76	156.14	
0700-02	Communications - Internet/Database	500.00	437.14	396.05	14.09	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	2,119.10	2,714.34	0.00	0.00	
0700-07	Communications - 321 Grant	135.00	125.73	19.73	0.00	16.19	
0700-08	Communications - Adult Literacy	575.00	220.97	383.29	61.84	28.80	38.43%
	Total Communications	11,510.00	6,182.58	6,068.87	721.30	201.13	53.71%
0900-00	Food - General Fund	100.00	68.96	147.33	0.00	0.00	68.96%
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	0.00	30.43	0.00	0.00	
090-009	Food - Family Literacy	50.00	60.38	6.99	57.80	0.00	
	Total Food	250.00	129.34	184.75	57.80	0.00	51.74%
1000-00	Household Expense	3,500.00	2,262.95	1,785.95	0.00	0.00	64.66%
1100-00	Insurance	15,500.00	2,692.13	0.00	(6,857.04)	0.00	17.37%
1300-00	Maintenance of Equipment - General Fund	8,000.00	2,257.55	4,386.03	0.00	0.00	28.22%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	0.00	969.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	9,000.00	2,257.55	5,355.03	0.00	0.00	28.22%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 19, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 FEB 1996	FY1994-95 FEB 1995	FY94 YTD % OF BUD
	HVAC	3,600.00	3,669.59	1,803.72	117.42	981.78	101.93%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	24,000.00	9,825.18	14,051.22	0.00	2,819.32	40.94%
	Plumbing	750.00	110.00	0.00	55.00	0.00	14.67%
	Electrical	3,740.00	988.00	2,251.71	0.00	0.00	26.42%
	Cleaning Service	11,700.00	6,650.00	6,650.00	0.00	0.00	56.84%
	Locksmith	200.00	163.18	0.00	163.18	0.00	81.59%
	Other	500.00	6,246.00	3,078.48	0.00	0.00	1249.20%
1400-00	Total Maintenance of Building & Grounds	45,990.00	27,651.95	28,635.13	335.60	3,801.10	60.13%
1600-00	Memberships - General Fund	2,400.00	1,966.65	1,915.00	533.00	0.00	81.94%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	238.00	135.00	138.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	2,339.65	2,050.00	671.00	0.00	91.75%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	(702.50)	0.00	0.00	0.00	
	Library Supplies	6,000.00	7,034.90	3,123.33	0.00		117.25%
	Printing	9,000.00	1,960.84	5,356.48	0.00	60.76	21.79%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	720.98	564.67	99.00	(180.00)	72.10%
	Paper	900.00	551.07	440.85	258.92	0.00	61.23%
	Drinking Water Service	300.00	199.60	174.65	24.95	0.00	66.53%
	Other Office Supplies	5,500.00	3,266.69	4,084.70	291.19	0.00	59.39%
1800-00	Total Office Supply Expense - General Fund	22,700.00	13,734.08	13,744.68	674.06	(119.24)	60.50%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	3,000.00	686.60	1,903.48	39.20	0.00	22.89%
	Publications	2,100.00	2,488.42	1,582.86	0.00	0.00	
	Paper	50.00	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	350.00	1,229.67	173.48	0.00	0.00	351.33%
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	4,404.69	3,659.82	39.20	0.00	80.09%
1800-09	Family Literacy Supply Expense	6,000.00	1,440.60	1,750.15	7.89	0.00	24.01%
	Total Office Expense	34,200.00	19,579.37	19,154.65	721.15	(119.24)	57.25%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 19, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 FEB 1996	FY1994-95 FEB 1995	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	371.23	975.88	(3.02)	0.00	20.62%
1803-04	Postage Expense - LSCA II Grant	100.00	0.00	19.95	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	300.00	32.00	67.86	0.00	0.00	10.67%
1803-09	Postage Expense - Family Literacy	150.00	0.00	114.84	0.00	0.00	
	Total Postage Expense	2,350.00	403.23	1,178.53	(3.02)	0.00	17.16%
	Care Resources (Employee Assistance)	650.00	210.00	105.00	0.00	0.00	32.31%
	Pension Contribution & Operating Expenses	5,800.00	3,235.60	4,168.18	0.00	0.00	55.79%
	Anaheim Library Automated System	40,000.00	37,377.87	647.83	0.00	0.00	93.44%
	Clipping Service	400.00	228.97	261.68	32.71	32.71	57.24%
	Tax Collection Services & Fees by Orange County	175.00	181.98	138.85	66.74	0.00	103.99%
	Advertising	200.00	115.20	47.97	0.00	0.00	57.60%
	Medical Exams	750.00	95.00	285.00	0.00	0.00	12.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,750.00	2,950.00	3,255.00	0.00	250.00	78.67%
	Payroll Preparation	2,500.00	1,581.79	1,514.82	235.50	0.00	63.27%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	3,000.00	463.66	1,345.04	100.00	0.00	15.46%
1900-00	Total Specialized Services - General Fund	60,925.00	46,440.07	11,769.37	434.95	282.71	76.22%
1900-01	Specialized Services - LSCA II Grant	0.00	1,489.14	10,574.71	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	103.50	1,705.75	0.00	0.00	3.76%
1900-09	Specialized Services - Family Literacy	5,500.00	47.50	95.00	0.00	0.00	0.86%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	1,057.69	1,069.40	31.36	31.31	52.88%
	Total Specialized Services	71,175.00	49,137.90	25,214.23	466.31	314.02	69.04%
2000-00	Legal Notices - General Fund	500.00	112.50	0.00	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	0.00	0.00	0.00	9.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	35,900.00	0.00	35,900.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 19, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 FEB 1996	FY1994-95 FEB 1995	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,552.97	7.00	0.00	0.00	2552.97%
2400-01	Special Department Expense- Books	25,056.00	9,251.87	31,569.25	520.92	2,024.26	36.92%
2400-02	Special Department Expense - Video	2,000.00	183.00	0.00	0.00	0.00	9.15%
2400-03	Special Department Expense - Electronic	25,000.00	22,437.59	5,622.38	0.00	0.00	
2400-04	Special Department Expense - Periodicals	5,000.00	4,129.48	8,586.17	(220.51)	0.00	82.59%
2400-05	Special Department Expense - Audio	3,000.00	503.90	0.00	0.00	0.00	16.80%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	1,071.75	0.00	0.00	
2400-09	Special Department Expense - Family Literacy	500.00	0.00	715.59	0.00	0.00	0.00%
	Total Special Department Expense	61,156.00	39,058.81	47,787.48	300.41	2,024.26	63.87%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	1,187.50	5,474.29	0.00	3,408.78	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	988.59	752.34	9.00	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	203.54	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	275.00	699.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	774.28	1,247.36	9.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	52.83	6.00	0.00	0.00	10.57%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	28.19	65.00	0.00	0.00	14.10%
	Total Transportation/Travel - Meetings	6,700.00	3,509.93	8,243.99	18.00	3,408.78	52.39%
	Electricity	58,000.00	29,653.85	33,903.67	0.00	0.00	51.13%
	Gas	3,075.00	1,195.88	1,207.68	826.25	0.00	38.89%
	Water	1,925.00	1,482.55	1,379.47	485.83	0.00	77.02%
2800-00	Total Utilities	63,000.00	32,332.28	36,490.82	1,312.08	0.00	51.32%
	TOTAL SUPPLIES & SERVICES	364,031.00	186,947.67	218,049.43	(2,256.41)	45,530.05	51.35%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	8,000.00	0.00	4,179.84	0.00	948.19	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,150.05	0.00	0.00	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	8,000.00	0.00	6,329.89	0.00	948.19	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	0.00	6,329.89	0.00	948.19	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	70,000.00	0.00		0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	994,000.00	703,155.71	661,716.51	46,211.95	119,608.79	
	EXPENSES WITHOUT FUND TRANSFER	994,000.00	633,155.71		46,211.95		63.70%

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

March 5, 1996

Salomon Brothers

Dear Pool Participant:

Given the slew of weak economic data, money market participants began February absolutely convinced that the Federal Reserve would cut short-term rates at the upcoming Federal Open Market Committee (FOMC) meeting in March. As a result, the money market yield curve was heavily inverted (shorter rates higher than longer rates), reflecting investors' optimism for further easing going forward. As a result of these expectations, money market securities continued to rally, even as longer-dated obligations were crushed under the weight of new corporate and Treasury issuance.

However, in Fed Chairman Alan Greenspan's Humphrey-Hawkins testimony on February 20, he presented a relatively upbeat assessment of the U.S. economy, causing investors to rethink the prospects for aggressive Fed easing. Money market securities and short-dated bonds rose in yield, despite the lack of supporting economic data. By the end of the month, the money market yield curve was only slightly inverted out to one year, reflecting a more cautious outlook for future Fed easing.

With the economic data continuing to indicate softness in the economy and lack of inflationary pressures, the Fund used the back-up in short-term rates to extend the portfolios' average maturities. Most of the extension was accomplished by purchasing high-quality certificates of deposits, along with Treasury and agency securities, in the six-month sector. Consequently, the portfolios ended February with an average aggregate maturity of 41 days, compared with 35 days at the end of January.

Sincerely,

Steve Guterman

Nancy Noyes

Nancy Noyes

County of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.
*Maturities range from March 1, 1996 through September 24, 1996
*41 days average maturity
*0.42% average portfolio monthly return
*5.27% average investment's annualized monthly yield
*$940 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount
4/23/96	22
4/26/96	32
4/29/96	10
4/30/96	8
5/6/96	10
5/8/96	10
5/10/96	10
5/16/96	8
5/20/96	14
5/22/96	7
5/28/96	10
6/6/96	14
8/5/96	22
8/12/96	8
8/15/96	15
8/22/96	3
8/23/96	10
9/3/96	10
9/24/96	10

Issuer Breakdown (in million dollars)

Issuer	Amount
Shell Oil	19
Southwestern Bell Telecommunications	5
Transamerica Finance	15
US West Communications	10
Certificates of Deposit	
ABN Amro	$11
Bayer Hypo Bank	16
Bayerische Landesbank	7
Bank of Montreal	10
Banque Nationale De Paris	30
Bank of Nova Scotia	19
Canadian Imperial Bank	42
Commerzbank	33
Deutsche Bank	41
Dresdner Bank	8
Royal Bank of Canada	10
Societe Generale	42
US Treasury Securities	
US Treasury Note	$15
Treasury Collateralized O/N	$193

County of Orange
Pre Bankruptcy Portfolio - 683
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
*Maturities range from March 1, 1996 through September 24, 1996
*41 days average maturity
*0.41% average portfolio monthly return
*5.20% average investment's annualized monthly yield
*$1,029 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	**Amount**	**Issuer**	**Amount**
3/1/96	$205	**Agency Securities**	
3/4/96	24	FHLB	$50
3/5/96	12	FNMA	39
3/7/96	33	FHLMC	75
3/8/96	61	**Bankers Acceptances**	
3/11/96	50	ABN Amro	$5
3/12/96	12	Bankers Trust	28
3/14/96	15	Bank of Tokyo	11
3/18/96	5	Bank of New York	5
3/19/96	45	Mellon Bank	5
3/20/96	15	Rabobank	5
3/21/96	17	Dai-Ichi Kangyo	11
3/22/96	13	**Commercial Paper**	
3/27/96	11	ANZ Delaware	$15
3/29/96	8	Bell Atlantic Financial	5
4/1/96	30	BellSouth Telecommunications	7
4/5/96	47	Dresdner US Finance	15
4/8/96	13	Dupont EI De Nemours	23
4/9/96	22	Ford Motor Credit	18
4/10/96	5	GE Capital	25
4/11/96	22	Goldman Sachs Group	23
4/12/96	39	HJ Heinz	22
4/16/96	17	IBM Credit	7
4/17/96	25	JC Penney Funding	5
4/19/96	8	Metlife Funding	13
4/22/96	42	Motorola	9
4/23/96	15	PHH Corporation	29
4/25/96	9	Raytheon Inc	9
4/26/96	12	Shell Oil	17
4/29/96	8	Southwestern Bell Telecommunications	24
4/30/96	26	Transamerica Finance	26
5/6/96	9	US West Communications	10

County of Orange
Pre Bankruptcy Portfolio - 683
Investment Pool Portfolio Summary
February 29, 1996

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*0.41% average portfolio monthly return
*5.20% average investment's annualized monthly yield
*$1,029 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount
5/8/96	11
5/14/96	6
5/15/96	5
5/20/96	6
5/22/96	7
6/6/96	5
6/28/96	15
8/5/96	26
8/7/96	14
8/12/96	4
8/15/96	21
8/22/96	14
8/23/96	10
9/24/96	10

Issuer Breakdown (in million dollars)

Issuer	Amount
Certificates of Deposit	
ABN Amro	$18
Bayer Hypo Bank	26
Bayerische Landesbank	26
Bank of Montreal	15
Banque Nationale De Paris	45
Bank of Nova Scotia	11
Canadian Imperial Bank	30
Commerzbank	48
Deutsche Bank	24
Norddeutsche Landesbank.	10
Royal Bank of Canada	10
Societe Generale	41
US Treasury Securities	
US Treasury Note	$21
Treasury Collateralized O/N	$168

County of Orange
Schools Portfolio - 693
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through September 24, 1996
*40 days average maturity
*0.42% average portfolio monthly return
*5.23% average investment's annualized monthly yield
*$726 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	**Amount**	**Issuer**	**Amount**
3/1/96	$169	**Agency Securities**	
3/4/96	4	FHLB	$29
3/5/96	20	FHLMC	54
3/7/96	12	FNMA	30
3/8/96	57	**Bankers Acceptances**	
3/11/96	15	Bankers Trust	$26
3/12/96	5	Bank of Tokyo	5
3/18/96	6	Dai-Ichi Kangyo	9
3/19/96	46	**Commercial Paper**	
3/20/96	10	Abbott Labs	$11
3/21/96	15	Bell Atlantic Financial	8
3/22/96	5	Commercial Credit	15
3/26/96	8	Dresdner US Finance	9
3/27/96	5	Dupont EI De Nemours	20
4/1/96	12	Eli Lilly & Company	17
4/3/96	9	Ford Motor Credit	17
4/5/96	37	GE Capital	12
4/8/96	10	Goldman Sachs Group	15
4/9/96	5	HJ Heinz	9
4/10/96	10	IBM Credit	12
4/11/96	6	JC Penney Funding	10
4/12/96	25	JP Morgan	14
4/15/96	27	PHH Corporation	14
4/16/96	5	Shell Oil	17
4/17/96	10	Transamerica Finance	7
4/22/96	21	**Certificates of Deposit**	
4/23/96	9	ABN Amro	$17
4/25/96	10	Bayer Hypo Bank	12
4/26/96	10	Bayerische Landesbank	5
4/29/96	15	Bank of Montreal	5
4/30/96	27	Banque Nationale De Paris	23
5/8/96	4	Bank of Nova Scotia	35

County of Orange
Schools Portfolio - 693
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through September 24, 1996
*40 days average maturity
*0.42% average portfolio monthly return
*5.23% average investment's annualized monthly yield
*$726 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount
5/20/96	5
5/22/96	5
6/6/96	5
6/28/96	20
8/5/96	5
8/7/96	10
8/12/96	10
8/15/96	10
8/22/96	7
9/3/96	15
9/24/96	5

Issuer Breakdown (in million dollars)

Issuer	Amount
Canadian Imperial Bank	12
Commerzbank	30
Deutsche Bank	17
Mellon Bank	5
National Westminister Bank	5
Norddeutsche Landesbank	18
Societe Generale	22
US Treasury Securities	
US Treasury Note	$10
Treasury Collateralized O/N	$150

County of Orange
Pre Bankruptcy Portfolio - 690
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through August 22, 1996
*52 days average maturity
*0.41% average portfolio monthly return
*5.13% average investment's annualized monthly yield
*$36 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount
3/1/96	$6
3/4/96	1
3/5/96	1
3/7/96	1
3/8/96	2
3/20/96	1
3/22/96	1
3/26/96	1
4/1/96	1
4/8/96	1
4/12/96	2
4/16/96	1
4/19/96	1
4/22/96	1
4/26/96	3
4/29/96	1
4/30/96	2
5/6/96	4
8/5/96	2
8/15/96	2
8/22/96	1

Issuer Breakdown (in million dollars)

Issuer	Amount
Agency Securities	
FHLB	$4
FHLMC	3
Bankers Acceptances	
Bankers Trust	$1
Dai-Ichi Kangyo	1
Commercial Paper	
Bell Atlantic Financial	$1
Daimler-Benz NA	1
Ford Motor Credit	1
GE Capital	1
Goldman Sachs Group	1
HJ Heinz	1
IBM Credit Corporation	1
JP Morgan	1
Metlife Funding	1
PHH Corporation	1
Southwestern Bell Telecommunications	1
Certificates of Deposit	
ABN Amro	$1
Bayerische Landesbank	1
Banque Nationale De Paris	1
Canadian Imperial Bank	1
Commerzbank	1
Deutsche Bank	1
Dresdner Bank	1
Norddeutsche Landesbank	1

County of Orange
Pre Bankruptcy Portfolio - 690
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through August 22, 1996
*52 days average maturity
*0.41% average portfolio monthly return
*5.13% average investment's annualized monthly yield
*$36 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount

Issuer Breakdown (in million dollars)

Issuer	Amount
Societe Generale	1
US Treasury Securities	
US Treasury Note	$2
Treasury Collateralized O/N	$5

County of Orange
Pre Bankruptcy Portfolio - 200
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through August 15, 1996
*48 days average maturity
*0.41% average portfolio monthly return
*5.22% average investment's annualized monthly yield
*$49 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount
3/1/96	$4
3/4/96	1
3/5/96	1
3/7/96	2
3/8/96	4
3/11/96	1
3/12/96	1
3/19/96	1
3/21/96	2
3/22/96	1
3/26/96	1
3/27/96	1
4/1/96	2
4/5/96	1
4/8/96	2
4/9/96	1
4/12/96	1
4/15/96	1
4/16/96	1
4/22/96	2
4/26/96	4
4/29/96	1
4/30/96	2
5/6/96	2
5/16/96	2
5/22/96	1
6/6/96	1
8/5/96	2
8/7/96	1
8/15/96	2

Issuer Breakdown (in million dollars)

Issuer	Amount
Agency Securities	
FHLB	$4
FHLMC	4
Bankers Acceptance	
ABN Amro	$2
Bankers Trust	2
Bank of Tokyo	1
Dai-Ichi Kangyo	1
Commercial Paper	
Abbott Labs	$2
Bell Atlantic Financial	1
Bellsouth Telecommunications	1
Daimler Benz	1
Dupont Ei De Nemours	1
HJ Heinz	1
Metlife Funding	1
Motorola	2
PHH Corporation	2
Raytheon Inc	1
Shell Oil	1
Transamerica Finance	1
Certificates of Deposit	
Bayer Hypo Bank	$2
Bayerische Landesbank	1
Banque Nationale De Paris	1
Canadian Imperial Bank	2
Commerzbank	2
Deutsche Bank	2
Dresdner Bank	1
Norddeutsche Landesbank	1

County of Orange
Pre Bankruptcy Portfolio - 200
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, US Treasury securities and bankers acceptances.
*Maturities range from March 1, 1996 through August 15, 1996
*48 days average maturity
*0.41% average portfolio monthly return
*5.22% average investment's annualized monthly yield
*$49 million in portfolio investments

Maturity Schedule (in million dollars)

Date	Amount

Issuer Breakdown (in million dollars)

Issuer	Amount
Societe Generale	2
US Treasury Securities	
US Treasury Note	$2
Treasury Collateralized O/N	$4

County of Orange
Pre Bankruptcy Portfolio - 274
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities
*Maturities range from March 1, 1996 through April 29, 1996
*31 days average maturity
*0.41% average portfolio monthly return
*5.17% average investment's annualized monthly yield
*$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	**Amount**	**Issuer**	**Amount**
3/1/96	$1.0	**Agency Securities**	
4/10/96	.5	FNMA	$.5
4/26/96	.5	FHLMC	1.0
4/29/96	.5	**Treasury Collateralized O/N**	$1.0

County of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
February 29, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.
*Maturities range from March 1, 1996 through September 24, 1996
*41 days average maturity
*0.42% average portfolio monthly return
*5.27% average investment's annualized monthly yield
*$940 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	**Amount**	**Issuer**	**Amount**
3/1/96	$198	**Agency Securities**	
3/7/96	22	FNMA	$44
3/8/96	46	FHLB	43
3/11/96	79	FHLMC	55
3/12/96	34	**Bankers Acceptances**	
3/13/96	5	ABN Amro	$8
3/14/96	10	Bankers Trust	28
3/19/96	15	Bank of Tokyo	10
3/20/96	14	Dai-Ichi Kangyo	5
3/21/96	12	**Commercial Paper**	
3/22/96	10	Abbott Labs	$8
3/26/96	5	ANZ Delaware	10
3/27/96	16	Bellsouth Telecommunications	10
3/29/96	7	Commercial Credit	10
4/1/96	42	Daimler-Benz NA	17
4/2/96	6	Dresdner US Finance	22
4/3/96	6	Dupont EI De Nemours	10
4/4/96	3	Eli Lilly & Company	15
4/5/96	10	Ford Motor Credit	4
4/8/96	9	GE Capital	25
4/9/96	40	Goldman Sachs Group	5
4/10/96	10	HJ Heinz	11
4/11/96	11	JC Penney Funding	10
4/12/96	20	JP Morgan	15
4/15/96	15	Metlife Funding	10
4/16/96	12	Motorola	10
4/17/96	16	PHH Corporation	23
4/22/96	34	Raytheon Inc	6

Placentia Library District
Balance Sheet

February 29, 1996

Assets		
General Fund - Checking	2,468.57	
Literacy Fund-Checking	3,617.20	
County Exempt-Checking	4,131.07	
Payroll Account	14,672.55	
Savings (P/R Support)	3,623.58	
Savings (P/R Fees)	2,173.42	
Certificates of Deposit	25,000.00	
General Fund - Savings	5,104.39	
Literacy Fund - Savings	3,337.59	
County Exempt - Savings	9,903.85	
Total Assets		74,032.22
Liabilities		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	35.28	
Deferred Comp Payable	436.45	
Insurance Payable	(267.11)	
Credit Union Payable	(775.22)	
Union Dues Payable	347.44	
Other Employee Deductions	656.41	
Total Liabilities		433.25
Capital		
Fund Balance	73,598.97	
Total Capital		73,598.97
Total Liabilities and Capital		74,032.22

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

February 1996

Prepared 3/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,104.89
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,104.89

3/15/96

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

February 1996

Prepared 3/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,923.45
Checks Out	4205	80.00		
	4208	10.78		
	4215	12.00		
	4216	60.00		
	4217	7.40		
	4218	212.55		
	4219	24.15		
	4220	48.00		
TOTALS		454.88	0.00	
CHECKBOOK BAL				2,468.57

3-15-96

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	14.60	14.60
Cash Register-Fines	2,013.58	2,013.58
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	163.18	163.18
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	132.60	132.60
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,896.18	1,896.18
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
Total Income	4,220.14	4,220.14
Cost of Sales		
Gross Profit (Loss)	4,220.14	4,220.14
Expenses		
Transfers to County	10,190.66	10,190.66
Employee Insurance (030)	0.00	0.00
Food (0900)	42.12	42.12
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	48.00	48.00
Memberships (160)	0.00	0.00
Office Expense (180)	82.24	82.24
Postage (183)	13.90	13.90
Prof. & Spec. Services (190)	80.00	80.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	718.55	718.55
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
Total Expenses	11,175.47	11,175.47
Operating Income (Loss)	(6,955.33)	(6,955.33)
Other Income		
Other Expenses		
Net Income (Loss)	(6,955.33)	(6,955.33)

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	250.35
Cash Register-Fines	15,717.79
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,463.82
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	210.00
Cash Register-Publications	0.00
Cash Register-Reserves	998.69
Cash Register-Computer Rental	363.47
Typewriter Income	75.87
Telephone Income	113.90
Copy Machine Income	0.00
State Library Reimbursements	12,396.74
State Library Grants	18,479.90
State of California Foundation Funds	0.00
Other Grants	1,381.00
County Reimbursements	7,411.92
Interest Income - checking	5.20
Interest Income - savings	77.44
Miscellaneous Income	5,060.87
Total Income	64,006.96
Cost of Sales	
Gross Profit (Loss)	64,006.96
Expenses	
Transfers to County	62,979.93
Employee Insurance (030)	87.90
Food (0900)	221.39
Household Expenses (100)	12.19
Insurance (1100)	(6,877.04)
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Communications (070)	48.00
Memberships (160)	1,066.00
Office Expense (180)	1,639.30
Postage (183)	537.58
Prof. & Spec. Services (190)	280.00
Special Departmental Expense (240)	(707.84)
Transportation & Travel (270)	4,323.79
Utilities (280)	(217.76)
Equipment (400)	0.00

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Taxes and Fees (370)	978.01
Funds in Transit	0.00
Total Expenses	64,551.45
Operating Income (Loss)	(544.49)
Other Income	
Other Expenses	
Net Income (Loss)	(544.49)

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 96 Period 8
General Fund - Savings

Check	Date	Payee		Amount
1014	02/29/96	O.C. Auditor		10,190.66
	0-5102-01	Transfers to County	10,190.66	
		Checkbook 5 Total		10,190.66

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 8
General Account

Check	Date	Payee		Amount
4200	02/01/96	CSUF		250.00
	0-5122-01	Transportation & Travel (270)	250.00	
4201	02/12/96	Tall Mouse		9.35
	0-5114-01	Office Expense (180)	9.35	
4202	02/07/96	Time to Travel		144.00
	0-5122-01	Transportation & Travel (270)	144.00	
4203	02/12/96	Tall Mouse		11.58
	0-5114-01	Office Expense (180)	11.58	
4204	02/12/96	Ralphs		17.97
	0-5105-01	Food (0900)	17.97	
4205	02/12/96	Miss Placentia Pagen		80.00
	0-5118-01	Prof. & Spec. Services (190)	80.00	
4206	02/13/96	Bolin's Mail Service		25.90
	0-5116-01	Postage (183)	25.90	
4207	02/13/96	Savon		4.30
	0-5114-01	Office Expense (180)	4.30	
4208	02/13/96	Monarch Jewelers		10.78
	0-5114-01	Office Expense (180)	10.78	
4209	02/13/96	VOID void		0.00
4210	02/13/96	Elizabeth Minter		38.83
	0-5114-01	Office Expense (180)	38.83	
4211	02/13/96	VOID void		0.00
4212	02/13/96	VOID void		0.00
4213	02/22/96	Dinner for L. Elliot		40.00
	0-5122-01	Transportation & Travel (270)	40.00	
4214	02/22/96	VOID void		0.00
4215	02/26/96	MCLS		12.00
	0-5122-01	Transportation & Travel (270)	12.00	
4216	02/26/96	Placentia Chamber		60.00
	0-5122-01	Transportation & Travel (270)	60.00	

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 8
General Account

Check	Date	Payee		Amount
4217	02/29/96	Radio Shack		7.40
	0-5114-01	Office Expense (180)	7.40	
4218	02/29/96	Oxford Suites		212.55
	0-5122-01	Transportation & Travel (270)	212.55	
4219	02/29/96	Smart & Final		24.15
	0-5105-01	Food (0900)	24.15	
4220	02/29/96	MobilComm		48.00
	0-5111-01	Communications (070)	48.00	
		Checkbook 1 Total		996.81

Placentia Library District
Cash Disbursements
S U M M A R Y
For Fiscal Year 96, Period 8 through Fiscal Year 96, Period 8

Account	Name	Total
0-5105-01	Food (0900)	42.12
0-5111-01	Communications (070)	48.00
0-5114-01	Office Expense (180)	82.24
0-5116-01	Postage (183)	25.90
0-5118-01	Prof. & Spec. Services (190)	80.00
0-5122-01	Transportation & Travel (270)	718.55
		996.81

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	2.87	2.87
Interest Income - savings	6.09	6.09
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Total Income	8.96	8.96
Cost of Sales		
Gross Profit (Loss)	8.96	8.96
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Total Expenses	0.00	0.00
Operating Income (Loss)	8.96	8.96
Other Income		
Other Expenses		
Net Income (Loss)	8.96	8.96

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Income	
Gifts Income	0.00
Tutor Training Income	240.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	19.15
Interest Income - savings	57.32
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	167.00
Citizenship Tests (CASAS)	105.00
Donations to Literacy	50.00
Total Income	638.47
Cost of Sales	
Gross Profit (Loss)	638.47
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30
Total Expenses	20.30
Operating Income (Loss)	618.17
Other Income	
Other Expenses	
Net Income (Loss)	618.17

Placentia Library District
Cash Disbursements
S U M M A R Y
For Fiscal Year 96, Period 8 through Fiscal Year 96, Period 8

Account Name	Total

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

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

February 1996

Prepared 3/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,903.85
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,903.85

3-15-96

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

February, 1996

Prepared 3/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,131.07
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,131.07

3-15-96

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Income		
Cash Register-Copy Cards-Exempt Fun	30.00	30.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	210.00	210.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	129.75	129.75
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	3.29	3.29
Interest Income - savings	18.30	18.30
Miscellanous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Total Income	431.34	431.34
Cost of Sales		
Gross Profit (Loss)	431.34	431.34
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	320.00	320.00
Friend's-Director's Fund	21.20	21.20
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Total Expenses	341.20	341.20

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Operating Income (Loss)	90.14	90.14
Other Income		
Other Expenses		
Net Income (Loss)	90.14	90.14

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Income	
Cash Register-Copy Cards-Exempt Fund	276.50
Microfilm/Microfich Income	0.00
Meeting Room Income	2,035.00
Test Proctoring Income	300.00
Vending Machine Income	57.00
Debit Card Income	859.85
Friends Contributions	0.00
Friends - Summer Reading	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	26.71
Interest Income - savings	137.31
Miscellanous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Total Income	4,692.37
Cost of Sales	
Gross Profit (Loss)	4,692.37
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	24.80
Children's Summer Reading Program	1,355.56
Children's Camp Library	461.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	759.00
Friend's-Director's Fund	(301.03)
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	320.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00
Total Expenses	2,994.72

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Operating Income (Loss)	1,697.65
Other Income	
Other Expenses	
Net Income (Loss)	1,697.65

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 96 Period 8
County Exempt

Check	Date	Payee		Amount
995	02/29/96	E. D. Minter		21.20
	0-5314-03	Friend's-Director's Fund	21.20	
		Checkbook 3 Total		21.20

02/29/96 Placentia Library District Page 1

Cash Disbursements

Checkbook 7 Fiscal Year 96 Period 8

County Exempt - Savings

Check	Date	Payee		Amount
1005	02/22/96	O.C. Auditor		320.00
	0-5313-03	Debit Card - Repay Capital Equip	320.00	
		Checkbook 7 Total		320.00

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

Prepared March 6, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				17,464.65
	2052	42.34		
	2102	119.47		
	2107	41.21		
	2109	1100.21		
	2117	125.03		
	2121	150.56		
	2122	97.70		
	2131	269.72		
	2132	28.86		
	2133	411.00		
	2134	406.00		
	TOTALS	2,792.10	0.00	
Checkbook balance				14,672.55

CD 2-6-96

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending February 29, 1996

	Total	02/29/96
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
Total Income	44,170.00	44,170.00
Cost of Sales		
Gross Profit (Loss)	44,170.00	44,170.00
Expenses		
Salaries	39,513.47	39,513.47
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,002.62	3,002.62
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
Total Expenses	42,516.09	42,516.09
Operating Income (Loss)	1,653.91	1,653.91
Other Income		
Other Expenses		
Net Income (Loss)	1,653.91	1,653.91

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending February 29, 1996

	02/29/96
Income	
Transfers from County	369,874.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	27.33
Interest-Savings-B of A	11.06
Miscellaneous Income	0.00
Total Income	369,912.51
Cost of Sales	
Gross Profit (Loss)	369,912.51
Expenses	
Salaries	338,870.72
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	24,892.12
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
Total Expenses	363,762.84
Operating Income (Loss)	6,149.67
Other Income	
Other Expenses	
Net Income (Loss)	6,149.67

Placentia Library District
Cash Disbursements
S U M M A R Y
For Fiscal Year 96, Period 8 through Fiscal Year 96, Period 8

Account	Name	Total

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

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian

DATE: March 19, 1996

SUBJECT: Acquisitions Report

Dollars Spent 2/1/96 to 2/29/96

Adult Continuations Print	$37.95
Adult Reference	161.99
Juvenile Continuations Print	168.97
Gifts	37.24
Total	$406.15

Dollars Spent 7/1/95 to 1/31/96

Adult Continuations Print	$1,6153.57
Adult Continuations Electronic	1,858.69
Adult Fiction	2,401.73
Adult Non-Fiction	1,869.66
Adult Reference	596.68
Adult Audio	487.74
Adult Video	460.40
Adult CD-ROMs	18.59
Juvenile Continuations Print	397.09
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	256.59
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	4,056.94
Total	$14,020.65

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	$2,544.35
Gift Accounts	1,495.30

Donated Items 7/1/95 to 3/11/96

Adult Books	405	$6,923.15
Juvenile Books	275	2,398.43
Adult Videos	82	1,779.95
Juvenile Videos	19	322.95
Audio CDs	101	1,605.00
Audio Cassettes/Books	21	220.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor PB

DATE: March 19, 1996

SUBJECT: ACS: Overdue Collection Report for Month of February

The report received from ACS Collection Agency on March 5, 1996 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October	38	68	10	636.91	20
November	22	79	23	850.39	14
December	16	66	13	450.32	17
January	22	59	17	969.02	28
February	17	49	16	515.99	19
March					
April					
May					
June					
TOTAL YTD	191	534	123	5,522.57	142

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 04 Mar 1996

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

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

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

	MONTH TO DATE #	MONTH TO DATE $	YEAR TO DATE #	YEAR TO DATE $	INCEPTION TO DAT #	INCEPTION TO DAT $
GROSS ASSIGNMENTS	17	1,867.60	43	3,965.34	1283	88,206.1
LESS: Mail Return*, Dispute, Bankrpt	4	606.79	9	943.59	256	18,824.9
NET ASSIGNMENTS	13	1,260.81	34	3,021.75	1027	69,381.2
COLLECTED						
Paid in Full	3	148.45	9	594.82	295	15,220.4
Settled in Full	2	132.84	2	132.84	85	4,906.5
Partial Payment	11	234.70	21	648.60	230	9,557.4
Resolved	0	0.00	1	108.75	31	1,372.7
TOTAL RECOVERED	16	515.99	33	1,485.01	641	31,057.2

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	255	53	256	197	522
	$16,509	$3,660	$16,297	$14,017	$37,292

* Percentage of Mail Returns - 19.9 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
571661	10/24/95	01/29/95	116.70	MR	1
2601805249463 2		AMT: 116.70			
570444	06/15/93	12/29/95	68.13	A	4
2601805312512 8		AMT: 68.13			
572694	12/10/95	02/21/96	66.85	A	1
2601805330840 1		AMT: 66.85			
571842	10/28/95	01/31/96	104.90	A	1
2601900560691 8		AMT: 104.90			
570466	10/15/95	12/29/95	32.60	A,PP	4
2601805302598		AMT: 46.94			
571422	10/30/95	01/18/96	80.60	A	2
2601805311410 6		AMT: 80.60			
571844	11/13/95	01/31/96	79.35	A	1
2605307113853 0		AMT: 79.35			
570458	10/14/95	12/29/95	54.95	MR	2
2601900471249 3		AMT: 54.95			
569417	05/15/93	11/29/95	69.95	CC	5
2601900429230 6		AMT: 69.95			
571668	11/12/95	01/29/95	51.80	A,PP	2
2601805330678 5		AMT: 96.85			
571666	11/19/95	01/29/95	74.42	A	2
2601805320058 2		AMT: 74.42			
571839	11/25/95	01/31/96	89.28	A	1
2601900431239 3		AMT: 89.28			
572685	12/09/95	02/21/96	384.29	MR	1
2601805241254 3/2601B		AMT: 384.29			
571848	11/12/95	01/31/96	45.00	A,PP	1
2601805307516 6		AMT: 45.45			
572696	12/03/95	02/21/96	51.14	A	1
2601900447613 1		AMT: 51.14			
572689	12/07/95	02/21/96	126.97	A	1
2601805328652 4		AMT: 126.97			
571845	10/02/95	01/31/96	66.45	A	1
2605307107541 9		AMT: 66.45			
571841	11/27/95	01/31/96	61.80	A,PP	1
2601805272985 4		AMT: 92.80			
569024	09/06/95	11/16/95	100.90	CC	5
2601805329037 7		AMT: 100.90			
571662	11/18/95	01/29/95	33.95	A	2
2601805330608 2		AMT: 33.95			

569422	01/02/95	11/29/95	60.40	CC	5
		AMT: 60.40			
571663	11/29/95	01/29/95	0.00	SF	1
2601805220443 6		AMT: 54.99			
573330	12/13/95	02/27/96	189.43	A	1
2601805327556 8		AMT: 189.43			
569416	08/14/95	11/29/95	0.00	PF	5
2601900506159 3		AMT: 69.95			
571667	11/16/95	01/29/95	79.95	A	2
2601805321568 9		AMT: 79.95			
568756	09/19/94	11/13/95	80.65	CC	5
2605307097702 9		AMT: 80.65			
569515	05/11/95	11/30/95	52.85	CC	5
2601900471450 7		AMT: 52.85			
569925	07/11/94	12/11/95	96.43	A	4
2601805322564 7		AMT: 96.43			
571421	10/31/95	01/18/96	0.00	SF	1
2601805330390 7		AMT: 77.85			
573331	12/17/95	02/27/96	56.45	A	1
2601805319961 0		AMT: 56.45			
571660	10/22/95	01/29/95	226.80	A	2
2601805329916 2		AMT: 226.80			
569516	07/26/95	11/30/95	37.56	CC	5
2601805255903 8		AMT: 37.56			
568112	08/22/95	10/30/95	103.60	CC	5
2601805311755 4		AMT: 106.55			
570464	09/26/95	12/29/95	40.95	A	4
2601805275497 7		AMT: 40.95			
568763	05/12/93	11/13/95	96.95	CC	5
2605307087943 1		AMT: 96.95			
570449	10/19/95	12/29/95	54.88	A	4
2601800532567 8		AMT: 54.88			
572697	10/09/95	02/21/96	50.85	MR	1
2601805329881 8		AMT: 50.85			
571424	10/31/95	01/18/96	41.40	A,PP	2
2601805327421 5		AMT: 123.95			
572691	11/21/92	02/21/96	102.95	A	1
2601805316568 6		AMT: 102.95			
568760	06/03/93	11/13/95	40.60	CC	5
2601900364729 4		AMT: 72.55			
570452	09/25/95	12/29/95	45.00	A,PP	4
2601805322714 8		AMT: 59.17			
571420	11/06/95	01/18/96	102.95	A	2
2601805278741 5		AMT: 102.95			
573334	12/17/95	02/27/96	61.40	A	1
2605307078575 2		AMT: 61.40			
572690	12/05/95	02/21/96	72.19	A	1
2601805329804 0		AMT: 72.19			
571426	10/25/95	01/18/96	46.50	A	2
2601805327242 5		AMT: 46.50			
571664	11/14/95	01/29/95	54.90	A	2
2605307044881 5		AMT: 54.90			
572695	11/12/95	02/21/96	64.96	A	1
2605307089148 5		AMT: 64.96			
572686	12/12/95	02/21/96	102.43	A	1
2601805330517 5		AMT: 102.43			

572687	12/04/95	02/21/96	165.59	A	1
2601900529603 3		AMT: 165.59			
572693	11/05/95	02/21/96	68.95	A	1
2601805306421 0		AMT: 68.95			
569025	09/10/95	11/16/95	41.40	CC	5
2601805329063 3		AMT: 72.90			
569927	09/21/95	12/11/95	0.00	PF	3
2601805329552 5		AMT: 52.60			
569513	08/09/95	11/30/95	57.90	CC	5
2601805328413 1		AMT: 57.90			
568110	07/17/95	10/30/95	62.65	CC	5
2601900431883 8		AMT: 62.65			
571843	11/13/95	01/31/96	54.00	A	1
2601805330276 8		AMT: 54.00			
568759	05/15/95	11/13/95	72.60	CC	5
2605307108234 0		AMT: 72.60			
571423	10/22/95	01/18/96	73.20	A,PP	2
2601805329193 8		AMT: 100.10			
572692	09/30/95	02/21/96	74.55	A	1
2601805321563 0		AMT: 74.55			
569420	08/05/95	11/29/95	181.18	CC	5
2601805324387 1		AMT: 181.18			
571846	11/15/95	01/31/96	64.40	A	1
2601805330564 7		AMT: 64.40			
571425	10/23/95	01/18/96	48.90	A	2
2601900506452 2		AMT: 48.90			
570446	12/06/95	12/29/95	108.75	SU	1
2601805317627 9		AMT: 108.75			
572688	12/04/95	02/21/96	162.42	A	1
2601805308878 9		AMT: 162.42			
570462	10/03/95	12/29/95	53.40	A	4
2601805329563 2		AMT: 53.40			
571847	10/18/95	01/31/96	20.00	A,PP	1
2605307107562 5		AMT: 54.90			
573335	12/04/95	02/27/96	66.18	A	1
2601805328735 7		AMT: 66.18			
569419	11/05/92	11/29/95	65.50	CC	5
2605307085550 6		AMT: 84.25			
569518	05/17/94	11/30/95	56.85	CC	5
2601805278495 8		AMT: 56.85			
569926	08/06/95	12/11/95	39.45	A	4
2601900502002 9		AMT: 39.45			
569517	07/31/95	11/30/95	32.95	SU,P	1
2601805327537 8		AMT: 32.95			
569421	05/08/95	11/29/95	69.95	CC	5
2601805320944 3		AMT: 69.95			
571665	11/19/95	01/29/95	0.00	PF	1
2601900502339 5		AMT: 70.85			
570461	10/15/95	12/29/95	65.00	A,PP	4
2601805329587 1		AMT: 98.75			

TOTAL STILL ON SYSTEM : 5,428.83

Agenda Item 17

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR FEBRUARY, 1996**

SUMMARY OF ACCOUNTS FEBRUARY 1-29, 1996

Beginning Balance 02/01/96			$ 142.00
	Income	**Expend.**	
Total Deposits	$129.83		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		0.00	
	$ 129.83	0.00	
Ending Balance 02/29/96			$ 271.83

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	$ 11,008.20
Payback Balance 01/31/96	8,687.20
February Payment	0.00
Balance 02/29/96	$ 8,687.20

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through March 15, 1996

Donations to Adopt-a-Book program:

Name	Amount
Margaret Cooper	$ 140.00
A.P. and Jean Pappas	60.00
Luncheon Tips allocated to Adopt-A-Book received from the following donors:	2,000.63

Susan R. Anderson	Jim Fenstermaker	Cynthia Langemak	Carol Peterson
Audrey M. Barton	Lynn Fernandez	Marjorie Langer	Eleanore Rankin
Jill Botha	Shirley Fishel	Martha Lesak	Clare Rider
Millicent Brown	Joan Fitzgerald	Nancy Lone	Sue Rheinschild
Peggy Burkich	Carol Gallo	Sandra Loskill	Kristin Ryan
Irene Butler	Nita & Erv Godwin	Joanne Maguire	Nelle Saori
Ken Cantwell	Tom Gray	Virginia Marino	Jennifer Schrer-Nash
Aldean Cassidy	Clarie Grindson	Patricia Martinez	Marie Schmidt
Mary Castner	Claire Grissdan	Pat Matteson	Kay Schneider
Patti Catlin	Mary Hart	Cindy McClain	Nichole Scott
Gloria Clark	Judy Haughton	Aileen McGrade	Julie Shook
Charlotte Cleary	Marion Hetherington	Barbara McHugh	Ralph Shook
Paul & Ilse Deputy	Laila Imler	Elizabeth Mead	Sharon Smith
Aldo & Joy DiLoreto	Carol Jeanson	Lenore Miller	Kay Suiter
James Dinsmore	Judith Johnston	Fred Minter	Robert Tunstall
Carol Downey	Sue Johnstone	Dee Muir	Clairee Tynes
Joan Dressel	Teresa Jones	Miriam Nelson	Cheryl Willauer
Mari Elberson	Carnevse Kalman	Marilyn Panaro	Vicki Wise
Mary Ellerson	Nancy Kennedy	Linda Pavlik	Estella Wnek
Ted & Anita Farkas	Song Kim	Ann Pease	Marla Young
Nancy Farrell	John Koziel	Lillian Peterson	Mary Ziegler

Luncheon Tips allocated to Placentia Library Foundation Book Endowment Fund received from the following donors: $1,000.00

Bettie Baker	Daniel Farkas	Ron & Betty Newell	Jan Schwartzkopt
Ruth Bartlett	David Farkas	Carol Pence	Dixie Shaw
Lee Castner	Margaret Horrocks	Dan & Susan Porter	Judy Shipman
Shirley Christian	Song Kim	Linda Rheinschild	Al & Gloria Shkoler
Sheran Closson	Peggy Lamberton	Delores Samuels	Peggy Vincent
Maggie Cooper	Marjorie Langer	Allan Schlichter	Bill Waterworth
Bob D'Amato	Marlene Montooth	Amelia Schmidt	Laura Webb
Bess Farkas	Jane Murray	Kelly Schultz	Mary Ziegler
			Louise Zirkler

TOTAL CASH DONATIONS **$3,200.63**
through March 15, 1996

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant cd

DATE: March 19, 1996

SUBJECT: BUILDING MAINTENANCE REPORT FOR FEBRUARY, 1996

1. **Air Conditioning** - Motor and fan replaced in HACV system.

2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

3. **Electrical** - Outlets installed at Circulation Desk, Computer Station behind Circulation Desk, and Children's Desk to meet Fire and Safety Requirements.

4. **Fire Extinguishers** - Regular semi-annual maintenance service of fire extinguishers.

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: PERSONNEL REPORT FOR FEBRUARY, 1996

RESIGNATIONS:

Kay Schneider, .75 FTE Libarian II, Childrens Department, effective March 14, 1996.

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

.75 FTE (30 hours) Librarian II, Childrens Department
.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator

DATE: March 19, 1996

SUBJECT: VOLUNTEER REPORT FOR THE MONTH OF FEBRUARY 1996

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 February	FY 95-96 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	0.00	32.00	9/95	36.00
Austin, Jane	0.00	11.50	12/95	11.50
Cain, Ruth	0.00	2.00	10/95	2.00
Contampasis, Jeff	0.00	2.00	11/95	2.00
Covington, Darlene	9.00	140.75	3/95	211.75
Dailey, Marjorie	8.00	34.00	10/95	34.00
Deputy, Paul	47.75	355.00	7/82	5,757.75
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	20.50	200.00	10/93	676.00
Goldbaum, Mae	11.00	43.50	7/88	335.50
Horrocks, Marjorie	8.00	24.00	10/95	24.00
Hemmerling, Barbara	0.00	2.00	10/95	2.00
Johnson, Beverly	0.00	2.00	10/95	2.00
Joseph, Courtney	0.00	36.50		128.25
Livezey, Jane	8.00	24.00	10/95	24.00
Lord, Audrey	13.00	27.00	12/95	27.00
Marquardt, Melvin	0.00	0.00	9/95	7.50
Mignot, Shirley	6.00	42.00	9/95	42.00
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	16.50	75.50	10/95	75.50
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	8.00	26.00	9/95	26.00
Olson, Jean	4.00	20.00	9/95	20.00
Redinbo, Sandy	0.00	0.00	10/94	55.50
Reynolds, Penny	15.75	85.75	9/95	85.75
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Rome, Martha	1.75	1.75	2/96	1.75
Rucker, Kathleen	2.00	2.00		2.00
Rucker, Ashley	2.00	2.00		2.00
Ryan, Kristen	0.00	3.00	11/95	3.00
Schlichter, Allan	8.00	61.00	10/93	256.25
Shaw, Dixie	3.00	20.50	5/94	56.75
Shkoler, Al	0.00	0.00		53.50
Stark, Saundra	2.50	18.00		22.00
Stoller, Frances	2.25	42.00	9/95	42.00
Tapia, Gerald	2.25	16.75	6/95	19.25
Westberg, Carl	8.50	92.50	9/93	335.25
Wymer, Betty	7.75	15.25	1/96	15.25
J.T.P.A.	0.00	0.00		
S.T.E.P.	78.00	480.00		
TOTALS	293.50	1,974.50		8,729.25

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

Volunteer Report for the Month of February 1996

TEMPORARY VOLUNTEERS

	FY95-96 February	FY95-96 YTD		FY95-96 February	FY95-96 YTD
Ashbough, Amanda	0.00	15.50	Kang, Jin	0.00	27.75
Bhavin, Petel	4.00	8.00	Knupel, Brad	0.00	9.25
Bone, Shawanda	12.50	48.50	Knutson, Andrea	0.00	5.25
Burke, Marsha	0.00	1.75	Kwok, Shirley	6.00	9.00
Cabral, Philip	0.00	43.00	Lee, Peter	0.00	27.5
Capris, Marcelle	0.00	1.50	Meiners, Christie	0.00	23.00
Chang, Michael	0.00	13.00	Meshreky, Mary	0.00	11.50
Chao, Christine	0.00	9.50	Molina, Inio	0.00	9.25
Chao, Hanna	0.00	64.00	Nunn, Dennis	0.00	55.75
Chao, Sunny	0.00	15.00	Pirayev, Odette	0.00	38.50
Chavez, Alfredo	0.00	9.25	Rahman, Shayan	0.00	13.75
Chiu, Robert	0.00	143.50	Shatal, Dalal	0.00	3.00
Deeble, Blake	0.00	50.00	Taylor, Daniel	0.00	3.00
Ekelund, Lindsey	0.00	34.50	Taylor, Rosemary	0.00	3.00
Gonzalez, Auturo	0.00	15.00	Theodros, Rachel	0.00	9.50
Guadarramo, Cesar	2.25	16.25	Valdivia, Jason	0.00	23.25
Gunewardane, Sharlini	0.00	42.50	Vo, Tai	6.00	26.00
Hartnetl, Tom	12.50	53.75	Vetter, Dianna	0.00	3.00
Huang, Jack	12.00	24.00	Wang, Suching	0.00	8.75
Jivan, Neetal	0.00	3.00	Yada, Julie	10.00	31.00
Kamachi, Jennifer	0.00	2.00	Yang, Denny	1.00	87.25
Knispal, Brad	2.50	2.50	Yu, Liang	2.00	2.00
TOTAL	45.75	616.00		25.00	430.25

LVA VOLUNTEERS

Literacy Volunteer Hours	601.50
TOTAL VOLUNTEER HOURS	940.75

REGULAR VOLUNTEERS are committed to an on-going program each week
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp.Volunteers		Literacy Volunteers	
	FY95/96	FY95/96	FY95\96	FY95/96
January	362.75	361.25	523.00	469.00
February	511.50	339.25	509.00	601.50
March	437.50		509.00	
April	554.25		467.00	
May	406.25		546.50	
June	386.75		297.00	
July	433.00		423.00	
August	573.00		333.50	
September	354.25		377.50	
October	432.25		580.00	
November	418.00		449.50	
December	301.00			

Placentia Library District
Circulation Report
MARCH 19, 1996

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 FEB 96	FY94-95 FEB 95
1st Time Checkouts	138,218	139,203	-0.71%	17,255	17,372
Phone Renewals	8,451	9,109	-7.22%	1,487	1,450
In-Building Renewals	17,653	18,127	-2.61%	2,269	2,293
Total Renewals	26,104	27,236	-4.16%	3,756	3,743
TOTAL CHECKOUTS	164,322	166,439	-1.27%	21,011	21,115
On-Time Checkins	135,267	132,311	2.23%	16,069	16,355
Late Checkins	25,072	26,674	-6.01%	3,087	3,471
TOTAL CHECKINS	160,339	158,985	0.85%	19,156	19,826
Holds Placed	3,342	3,180	5.09%	403	445
Holds Cancelled	565	588	-3.91%	56	67
Holds Filled	2,869	2,736	4.86%	353	348
Holds Expired	18	73	-75.34%	2	2
Overdue Items	8,228	8,620	-4.55%	1,160	1,142
Overdue Notices	3,681	3,949	-6.79%	510	538
Billing Notices	4,386	4,732	-7.31%	498	546
Patrons Registered	3,072	2,778	10.58%	406	358
Titles Added	6,365	2,301		361	867
Volumes Added	10,761	3,940		647	1,323
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	78,148	78,780	-0.80%	9,976	10,063
Juvenile Print	68,578	67,866	1.05%	8,768	8,729
Total Print	146,726	146,646	0.05%	18,744	18,792
Audio	6,793	7,971	-14.78%	883	919
Visual	10,837	14,235	-23.87%	1,307	1,402
Equipment	0	0	0.00%	0	0
Total Audio Visual	17,630	22,206	-20.61%	2,190	2,321
TOTAL CIRCULATION	164,322	166,439	-1.27%	21,011	21,115
Placentia Circulation	98,266	98,109	0.16%	12,460	12,089
% Placentia Circulation	59.79%	58.10%	2.91%	59.52%	57.26%
Anaheim/Yorba Linda Circulation	33,462	34,176	-2.09%	4,308	4,557
% Anaheim/Yorba Linda Circulation	20.36%	20.24%	0.59%	20.58%	21.58%
TYPES OF BORROWERS					
Adult	114,326	125,838	-9.15%	14,731	15,528
Young Adult	2,014	1,286	56.61%	400	178
Juvenile	37,178	37,047	0.35%	4,561	4,308
New Borrower	11,481	4,622	148.40%	1,313	1,087
Non Resident	0	0	0.00%	0	0
Other	28	61	-54.10%	6	14
TOTAL BORROWERS	165,027	168,854	-2.27%	23,011	21,115
ATTENDANCE	262,691	269,981	-2.70%	34,564	33,097
Adult Reference - -In Building	12,777	15,088	-15.32%	1,761	2,751
Adult Reference - Telephone	4,396	2,705	62.51%	332	428
Children's Reference - In Building	6,602	9,215	-28.36%	983	1,047
Children's Reference - Telephone	457	444	N.A.	41	49
Total Adult Reference	17,173	17,793	-3.48%	2,093	3,179
Total Children's Reference	7,059	9,659	-26.92%	1,024	1,096
Total In Building Reference	19,379	24,303	-20.26%	2,744	3,798
Total Telephone Reference	4,853	3,149	54.11%	373	477
TOTAL REFERENCE	24,232	27,452	-11.73%	3,117	4,275

New Borrower line indicates 148.40% increase
because items were done in batch process

Agenda Item 23

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: Review of Shared Maintenance Costs with City of Placentia under the Joint Powers Authority

BACKGROUND:

As of the date of the Agenda compilation, Saturday, March 16, 1996, the invoices from the City of Placentia had not been received.

Agenda Item 24

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: March 19, 1996

SUBJECT: Budget and Legislative Activities

BACKGROUND:

Information concerning the Orange County Bankruptcy and pending Legislative activities will be distributed at the Board Meeting.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: Determine the District's Vote for the Election of a Special District Representative to LAFCO

BACKGROUND:

Attached is information received from candidates for Special District Representative to LAFCO, Richard E. Barrett, James V. Evans, and Bob Huntley. Bob Huntley is the incumbent candidate.

RECOMMENDATION:

Determine the District's candidate of choice and authorize the Board President to cast the ballot on behalf of the District.

EAST
ORANGE
COUNTY
WATER
DISTRICT

February 26, 1996

Addressed to all Special Districts

Re: Vacant Seat/ LAFCO

Dear Representative:

With reference to the above subject, the East Orange County Water District nominates Mr. Bill VanderWerff to fill the vacant Special District seat to LAFCO.

As you will note from the attached biography, Mr. VanderWerff is eminently qualified for this position. He has wide managerial experience and is highly qualified and respected in Special District affairs.

He has the ability and business acumen to provide understanding and guidance to current and future issues at LAFCO as they relate to all County Special Districts. His analytical business approach would be a real asset to effectively representing the interests of our Special Districts in a fair and equitable manner.

He has not been "politically involved" with any special interest groups in Orange County and therefore, can be an impartial and effective spokesman who has no political debts to pay.

The members of our Board have witnessed the management qualities of this candidate and can assure you that he will provide strong and dedicated leadership in representing the interest of Special Districts.

For the above reasons, we respectfully request you join with us and vote for Mr. VanderWerff for the vacant seat on the Commission.

Your support and favorable consideration will be appreciated. If you wish further information, please feel free to call me.

Sincerely,

Richard E. Barrett

Richard E. Barrett, Vice President

rb:dd
Enclosure

35 N. McPherson Rd.
Orange, CA 92669
(714) 538-5815

FAX (714) 538-0334

WILLIAM (BILL) VANDERWERFF

EDUCATION

Hope College, Holland, Michigan, B.A., Business Administration
New York University Graduate School of Business, New York City, MBA, Management and Marketing

Columbia University School of Law, Government Contract Law

University of California, Executive Management Program

RESIDENCY

Resident of Orange County for 32 years

PUBLIC SERVICE BACKGROUND

For 17 years was on the Board of Directors and President of Lemon Heights Mutual Water Company (LHMWC), Tustin, California. LHMWC was originally an agricultural irrigation mutual which greatly expanded into retail residential service during the population growth years in California. When I moved into the area, the system was substandard with constant leaks and un-modernized reservoirs. At that time, as a concerned homeowner, I pursued a seat on the Board of Directors to provide some management and planning skills to assure that the distribution system be adequately maintained and upgraded to meet the needs of the growing number of new homes in the district.

Upon election to the Board of Directors I recommended and obtained support for the preparation of a Master Plan for LHMWC by a civil engineering firm which had water industry experience. The Master Plan became the basis for restructuring the company, modernizing maintenance policies, and contained a time-phased plan for replacement and upgrade of the distribution and reservoir facilities.

Since Lemon Heights was a Mutual, which by law had to "break-even" financially, no funds were available for the recommended upgrading construction. Through my own contacts, I arranged a Federal Farmer's Home Administration Loan to cover the initial phase of the Master Plan, and completed all the remaining projects with a California State Department of Water Resources Loan. Since LHMWC had a very small customer base, rising costs to the consumer became an ever increasing problem. Consolidation with another agency was reviewed and determined to be in the public's best interest. As a result, the improved, upgraded system was recently merged with the Southern California Water Company. As part of LHMWC's activities, I personally handled all liaison concerning California Public Utilities' cases. I currently hold an elective office in Orange County.

I am in my third year term (12 years) on the Board of Directors of the East Orange County Water District (in second term as President of the Board). Responsibilities included both wholesale (including filtration plant) and retail distribution of water. The wholesale portion includes diplomatic liaison between Orange County Cities and agencies as well as other water districts in the area which we serve. This elected position has exposed me substantially in dealings to uphold the public trust and with the public sector (constituency at large). I also serve on the Operation's Committee and Personnel Committee of the district.

PROFESSIONAL BACKGROUND

HUGHES AIRCRAFT CORPORATION Director, International Business

Responsibilities for international business development, negotiations, foreign agents, representatives, offset and counter trade. Products are high technology electronics on contracts in the $100 million plus range. Interface with high level government officials and in the autocratic nations, with members of the Royal or Ruling families.

AEROJET-GENERAL CORPORATION Director of Contracts and Assistant Corporate Secretary

In addition to duties similar to Hughes Aircraft, I was responsible for internal legal administration and I was a member of the Acquisition Team. Negotiated the acquisition of two companies, one in California and one in Tennessee. After acquisition, had management trouble-shooting role TDY at the Tennessee plant, where I became Acting General Manager during the period that Aerojet recruited a new General Manager to permanently run the operation.

Agenda Item 25
Attachment B

Robert J. Huntley

Director, Municipal Water District
of Orange County
14140 Beach Boulevard, # 110
Westminster, CA 92683
(714) 891-3071

FAX TRANSMITTAL

February 21, 1996

Orange County Special Districts' Presidents

RE: Orange County Local Agency Formation Commission

It's that time - time for the election of a Special District LAFCO member.

I heard from a few districts that the letter of notice of the upcoming election had been mistakenly interpreted by some to indicate that I was stepping down from the group. Perhaps I am, but I hope not, and certainly not until AFTER the election.

I am a candidate, and my District has nominated me. As you may know, I was awarded the two-year term at the time we were successful in obtaining the Special Districts' seats on LAFCO.

I have served on LAFCO for the past two years, and, if you are not familiar with my record, I urge you to talk to your neighboring Districts, or give me a call at (714) 891-3071.

Sincerely,

Bob Huntley

BOB HUNTLEY

BACKGROUND DATA

JAMES V. EVANS

RESIDENCE:

13762 Claremont Street

Westminster, CA 92683

Resident and homeowner in Westminster, California since 1962.

California resident since 1946.

FAMILY:

Married

Wife, Etiennette J. Evans

Four Children, Stephen, John, Mark, Michele

EDUCATION:

Graduate of University of Southern California

majoring in accounting with a Bachelor of Science, 1951

Graduate of American College of Life Underwriters, 1966

Chartered Life Underwriter

OCCUPATION:

President - James V. Evans Accountancy Corporation

BUSINESS ACTIVITIES:

. Past Vice President and Board member of the Westminster Chamber of Commerce

. Past President Long Beach-Orange County CLU Chapter

. Past President Long Beach Life Underwriter Association

. Licensed Life and Property and Casualty Insurance Agent

. Elected Board Member - Midway City Sanitary District 1981 - Present

COMMUNITY ACTIVITIES:

. Scoutmaster-Troop 314, for 12 years

. District Chairman Boy Scouts - 1972-1974

. Traffic Commissioner - City of Westminster

. Mobile Home Park Commission for the City of Westminster

. City Centennial Committee-Chairman 1970

. Fiscal Policy Committee - City of Westminster 1991 to Present
(Made recommendation that saved City millions of dollars annually.)

. American Legion

. Elks

. Independent Special Districts of Orange County
President 1986
President 1987
President 1988
President 1992
President 1993

. Orange County Sanitation District Board of Directors- 1991-93

. Orange County Sanitation District - Member Fiscal Policy Committee

Agenda Item 26

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: March 19, 1996

SUBJECT: Revision of Library Organization Chart

BACKGROUND:

Proposed revision of Library Organization Chart will be distributed at the Board Meeting.

TO: Elizabeth D. Minter, Library Director

FROM: Suad Ammar, Principal Librarian and Jeannine Walters, Families for Literacy Coordinator

DATE: March 19, 1996

SUBJECT: Review of the Families for Literacy Program

BACKGROUND:

The purpose of the Families for Literacy (FFL) program is to help break the intergenerational cycle of illiteracy. Literacy, as well as illiteracy, is passed from one generation to another. Barbara Bush has said that "home is a child's first school, the parent is the child's first teacher, and reading is the child's first subject." Placentia Library District has been working actively for many years to help adults improve their literacy and English skills through the Placentia Library Literacy Services program. The Families for Literacy program is designed to provide additional assistance to adults who are improving these skills and to help them develop these same skills in their children.

Placentia Library District's Families for Literacy program began in October 1991. The initial goal was for 15 families to participate. This goal was met and exceeded, and a total of 54 families participated during the program's first year. Families were recruited from the Placentia HeadStart program and the Library's Adult Literacy program. Program staff consisted of the FFL Coordinator, two bilingual translators (one provided by HeadStart, the other paid out of program funds), and three volunteer tutors. Classes were held three times a week next to the HeadStart office at Melrose and La Jolla and trips to the Library were made approximately once a month.

During the second year of the program, between 30 and 40 learners participated. Eight tutors worked in small groups with the learners. All of the participating families were from HeadStart and/or had participated in the program during the following year. Classes were held in Monday/Wednesday and Tuesday/Thursday pairs. Family activity programs were held on Fridays.

During the first two years, one of the major challenges was the recruitment of adequate numbers of tutors. The goal was to have one tutor for every four students. This goal was never met. Therefore, for the third year of the program, an arrangement was made with the Placentia-Yorba Linda Unified School District's Adult Education program. ESL classes were scheduled to be held at the Whitten Center on Mondays, Tuesdays, and Wednesdays. The FFL program promised to provide child care on Mondays and Wednesdays, in return for the referral of eligible families to the FFL program held at Oberle Gym on Tuesdays. Unfortunately, eligible families were not referred and attendance at the FFL programs during the first half of the third year was very poor. Therefore, a decision was made to transfer the program to the Backs Building for ESL classes and to the Library for the FFL program. ESL classes were held on Mondays and Wednesdays only and the FFL program continued to be held on Tuesdays. Following this change, attendance at the FFL program increased and a total of 60 families participated in the FFL program during the 1993-1994 program year.

Agenda Item 27

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: March 19, 1996

SUBJECT: Review of Families for Literacy Program

BACKGROUND:

Principal Library Suad Ammar and Families for Literacy Coordinator Jeannine Walters will present a report on the Families for Literacy Program at the Board Meeting.

To: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: March 19, 1996

SUBJECT: **Program Committee Report for the Month of February.**

National Library Week: The Program Committee met on Tuesday February 13, 1996 and discussed the programming for National Library Week (April 14 through 20)

Pat Irot, President of the Friends of the Library had suggested that the program this year should incorporate the recognition of Library volunteers and local Placentia authors and the "Readers' Program" all in one evening. It was also suggested that an afternoon tea be served during that evening. The Friends will help in the planning and the preparation of this event.

A preliminary plan for soliciting the Placentia authors and the Readers included writing press releases, developing Cable messages, writing letters to the "Trouble Shooter" and asking local columnist April Ottavian to mention the event in her weekly newsletter and invite authors to contact the Library. So far all these steps have been taken and a few authors have already been identified.

Volunteer Day: Pat Irot also proposed that a Volunteer workshop be offered on Thursday April 25, 1996 in recognition of National Volunteer Week. The workshop will include an introduction by the Library Director, a presentation by Ms. Carol Geisbauer, Director of the non-profit center at the Volunteer Center of Greater Orange County and six workshop sessions that will include some training on how to run the Friends Book Store and be an "ongoing sales helper," how to mend books and how to use the Library's technology. One of the sessions will be a meeting with the Library staff and Trustees.

Chamber Mixer: The Library will host the April Chamber Mixer on Thursday April 18, 1996.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: March 19, 1996

SUBJECT: **Program Committee Report for the Month of February 1996.**

PLACENTIA LIBRARY DISTRICT PROGRAM STATISTICS		
DEPARTMENT	**FEBRUARY 96**	
	# PROGRAMS	# ATTENDEES
ADULT SERVICES		
Placentia Pride	0	0
CHILDREN'S SERVICES		
Story Hour	8	168
Afterschool Specials	4	43
LITERACY SERVICES		
Citizenship Exam	1	5
Tutor Training	4	18
Families For Literacy	4	91

TO: Elizabeth Minter, Library Director

FROM: Kay Schneider, Children's Librarian

DATE: March 19, 1996

SUBJECT: Activities in the Children's Department - February

Black History Month - Biographies of famous African Americans and books about civil rights were prominently displayed in the children's department. Many children used these books during the month to complete school reports. Also, bookmarks featuring Shaquille O'Neal were given away at the children's reference desk.

PreSchool Story Hours and After School Specials - After School Specials were attended by 43 children who enjoyed painting stand alone dinosaurs, and making camels and yarn pictures. PreSchool story hours featured stories about "favorite friends in books" and were attended by 168 children during the month. The attendance for these programs continues to grow. The theme for the upcoming spring series will be "Things That Go," and will include stories about cars, boats, balloons, trains and buses. The program begins again on April 1. A bulletin board with a very large black & red train advertises this program in the children's department.

Networking System - The new network has been discovered by the children already and the older ones are able to use much of the information. We are looking forward to childrens programs including World Book Multimedia and SIRS, Jr. being installed on this system sometime in the future.

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Library Assistant

DATE: March 19, 1996

SUBJECT: Publicity materials produced for February 1996

Information on the Placentia Library cable channel #53:

1. Authors luncheon featuring Elizabeth Forsythe Hailey.
2. Friends of the Library on-going book sale.
3. Friends of the Library bookstore now open. Volunteers needed to sort and sell books.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Library hours.
8. Afterschool specials for children ages 7 - 12.
9. Placentia Library Trustees.
10. Storytime for children.
11. February quotes.

Newspaper articles published:

1. Afterschool programs of stories, games and crafts for children ages 7 - 12.
2. Preschool storytime at Placentia Library.
3. Orchid Society of Southern California to meet at the Library.
4. Friends fo the Library seeking Placentia authors.
5. Library offering the CASAS basic citizenship skills examination.
6. Friends of the Library authors luncheon.
7. Magazine adoption program.
8. How Orange County cities got their names.

Post Office Box 11789
Santa Ana, Calif. 92711
The Register
Daily FEB 29 1996

MacPherson ORANGE COUNTY SCENE

How Orange County Cities Got Their Names

By Mike Kilroy
Team MacPherson

In a way, cities are like people. They are given names when they are born that forever identify them. And there's usually a good story on how the name was chosen.

In Orange County, cities have got their names through poker games, from railroad men and through local legends. Following are some of the more interesting stories behind city names.

Anaheim — When this small German immigrant community began growing grapes in the region, they decided it was time to have a name for their settlement.

At a meeting of the Vineyard Society in 1858 a vote was taken on three of the most popular monikers: Annaheim, Annagau and Weinheim. With no decided majority on the first vote, a second ballot was taken.

Annaheim won with 20 votes, with Annagau a close second with 18. Annaheim is translated from German to mean "home by the Santa Anna," referring to the Santa Ana River.

A year later, the Vineyard Society dropped the extra 'n' to have the name coincide with the Spanish spelling for Ann.

Brea — In the 1880s people from Pomona and the Santa Ana Valley would come to Canada de la Brea, or Canyon of the Tar, to cut chunks of the oil-soaked earth from canyon walls. They would use the tar for heating their homes and waterproofing their roofs.

In 1891 a Pacific Electric rail line was installed and a small station and town sprang up. The community was named Randolph, after the railroad man who chose the site for the station.

When the city was incorporated in 1911, the railroad man had long since left. The residents re-named the city Brea to recognize the area's origins and publicize its booming oil business.

Buena Park — So many stories have been told how Buena Park was named, it begins to sound like the old "Telephone" game. Tell a story long enough to enough people, and nobody knows the truth in the end.

The most straightforward explanation involves city founder James Whitaker. It's said Whitaker named the city "Boone Park" in 1886 after his hometown in Boone County, Ill. However, early residents asked Whitaker to acknowledge the area's Spanish heritage by re-naming it Buena Park. Whitaker complied.

This version is supported by reports of a few old-timers who pronounced the city's name 'Boon-a' Park.

Fountain Valley — For years, the Fountain Valley and Huntington Beach area was known as Gospel Swamp, named for the evangelical preachers who held revival meetings near a marshland that stretched to the ocean.

When the community got its first post office in 1899, many residents wanted to call the city Fountain Valley for the many artesian wells dug by farmers. Another California town already claimed that name, so the residents decided on Talbert, after Tom Talbert who opened the post office.

When the city was incorporated in 1957, residents reinstated the Fountain Valley name when a search of city names did not turn up a duplicate in the state. Also, the residents wanted the city and the Fountain Valley School District to share the same name.

Fullerton — In the late 1880s the Santa Fe Railroad began choosing townsites around Southern California for stations to support the rail line.

In 1887 Santa Fe's George Fullerton chose the future site of a city in northern Orange County. Real estate developers George Amerige and his brother wanted to name the town after him. But he declined, mostly for reasons of modesty.

Mr. Fullerton left town for a few days. Upon his return, he learned the developers and his railroad co-workers went ahead and named the town after him in his absence.

Lake Forest — This newer Orange County city is one of the few that was named by many of its current residents.

During a vote on incorporation in 1990, voters were asked to choose between three possible new city names — Lake Forest, El Toro and Rancho Canada.

There were some heated battles between residents on this one. Two Lake Forest homeowners' associations preferred their titles, while longtime residents wanted the more traditional El Toro.

According to legend, the name "El Toro" was attributed to a charging bull who turned away from a Spanish missionary standing in its path, praying for divine protection.

The Lake Forest contingent won out by a mere 400 votes. In case you were wondering, there is a man-made lake in the city and a sycamore forest planted by a few of the original settlers.

Orange — In 1875 the founders of Orange were trying to decide on a name for their new city. Albert Chapman wanted "Lemon" and Andrew Glassell favored "Orange," a third gentleman pushed for "Olive," and a fourth liked the sound of "Walnut."

The four men played one poker hand for the privilege of naming the community. Glassell won.

Contrary to popular wisdom, his choice had nothing to do with the groves that would cover the area in future years. The winner's birthplace had been Orange County, Va.

To show there were no hard feelings, the suggested names from the three other players were affixed to streets in the new town of Orange.

Placentia — A schoolteacher and farmer named William McFadden arrived in the future city site in 1868 with his wife Sara Jane. The couple purchase 100 acres and started a school in 1876.

The Spanish had long referred to the area as Placentia, meaning "a pleasant place" and that's what the McFaddens named their small schoolhouse. The name was then used when the city was incorporated in 1888.

El Modena — This unincorporated community near Orange is not named after a city in Mexico as some believe.

The area was actually named by an Italian immigrant in the 1880s for his hometown of Modena, Italy. However, the post office protested that Modena would be confused with two other California cities, Modesto and Madera.

The residents compromised by adding the Spanish prefix 'El.' However, no one realized a mistake — they had used the masculine 'el' with the feminine 'Modena.' The name remained grammatically incorrect.

Orange County Scene is produced every week by the Team MacPherson family of auto dealerships, with operations in the Tustin Auto Center — **Joe MacPherson Ford, Toyota, Infiniti, Discount Auto Outlet and MacPherson Leasing** — and **Joe MacPherson Chevrolet/Geo** in the Irvine Auto Center. If you have a question or a topic you'd like us to cover, please write us at OC Scene, 43 Brookhollow Drive, Santa Ana, CA 92705.

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

Los Angeles Times
OC Edition
Daily FEB 22 1996

■ **Preschool Storytime** (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). Stories, songs, puppets, films and crafts for ages 3-6. Every Mon. at 1 p.m. and Thur. at 10:30 a.m. through March 7. **FREE**

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

The Register
Daily FEB 27 1996

PLACENTIA 332

Friends of the library are seeking Placentia authors to honor at a reception to be held in conjunction with National Library Week and the annual "Night of a Thousand Stars." The library also will recognize its stellar volunteers at the celebration. The event will be at 6 p.m. April 15 at 411 E. Chapman Ave. Authors are asked to call Suad Amar, (714) 528-1906.

– Sharilyn Miller/(714) 704-3704

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

Los Angeles Times
OC Edition FEB 27 1996
Daily

WHAT GOES ON

Today

Hagfish plays rock at the Becker Amphitheatre, Cal State Fullerton, 800 N. State College Blvd. Noon. Free. (714) 773-3501.

An **after-school program** of stories, games, crafts and movies for children 7-12, begins at the Placentia Library, 411 E. Chapman Ave. Wednesdays at 3:30 p.m. through March 6. Free. Preregistration required. (714) 528-1906.

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

The Register
Daily FEB 23 1996

PLACENTIA 332

The library is offering an opportunity to take the CASAS basic-citizenship skills examination at 8:30 a.m. Saturday. You can take the exam if you are eligible to apply for citizenship within the next year, have studied U.S. history and government and speak English at an intermediate level. The test is given in English at a cost of $24 ($28 for late registration). The library is at 411 E. Chapman Ave. Call (714) 524-8408.

– Sharilyn Miller/(714) 704-3704

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post office box 11789
santa ana, calif. 92711

R.S.V.P. MAR 2 3 1996
Semi Annual

MARCH 9 332

*****Friends of Placentia Library**

Author's Luncheon

Featured speaker is **Elizabeth Forsythe Hailey**, author of three best sellers including *A Woman of Independent Means*. Third annual fund-raiser with celebrity waiters and entertainment. Chairs: **Barbara Hemmerling** and **Frances Stoller**. 11:30 a.m. $25; 200 guests. Alta Vista Country Club, Placentia. Contact Elizabeth Minter, 714/528-1925.

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post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily
FEB 24 1996

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

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

Placentia News
Weekly FEB 15 1996

Library seeks patrons to adopt magazines

332

Due to budget cuts, the Placentia Library will be dropping magazine subscriptions on more than 30 titles, effective this month.

A magazine-adoption program is offered to patrons who would like to have specific hard-copy magazines remain in the library's collection. If you would like to adopt a magazine, talk with library staff at the circulation desk or call head librarian Suad Ammar at 528-1906.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator KM

DATE: March 19, 1996

SUBJECT: Placentia Library Literacy Services Report for the month of February

Program Statistics
Active tutors: 53
Active students: 74
Students waiting to be matched: 33
Percentage of tutors reporting (February hours): 89%
Tutoring hours reported: 339.5
Other volunteer hours reported: 262
Total volunteer hours: 601.5

Citizenship Exam. The citizenship exam was administered Saturday, February 24, 1996. Five people took the exam. The next exam is scheduled for Saturday, March 16, 1996.

Tutor Training. A 15-hour tutor training workshop concluded February 27, 1996. Eleven new tutors were matched with students. Two of the new tutors are interns from Cal State Fullerton who will be trying something new. They will be leading English conversation groups for students who want to practice listening to and speaking English. The groups will meet on Sunday and Wednesday afternoons beginning March 13 and ending May 12.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network, H.I.S. House support services committee, and the Placentia Chamber of Commerce Spring Business Showcase planning committee.

TO: Elizabeth D. Minter, Library Director

FROM: Jeannine Walters, Families For Literacy Coordinator JW

DATE: March 19, 1996

SUBJECT: Families For Literacy Report for the month of February

Program statistics.

Attendance

February 7	13 Adults	18 Children	31 Total
February 14	10 Adults	14 Children	24 Total
February 21	6 Adults	7 Children	13 Total
February 28	10 Adults	13 Children	23 Total

Books Distributed

February 7	19 books
February 14	25 books
February 21	16 books
February 28	25 books

Programs. A Valentine Party was held on February 14. The adults met separately for the first hour for their lesson. Everyone then went into the meeting room to hear Valentine stories, to make Valentines, and to eat food brought by the students.

Recruitment. The FFL program was presented at the Tutor Training Workshop session on February 6. The purpose and format of the program were presented, and tutors were invited to contact the Literacy Office if they were interested in becoming involved with the program.

Networking. FFL Coordinator Walters attended the Healthy Family Collaborative Meeting at Topaz Elementary School on February 7. This provided an opportunity to meet representatives from agencies in the community that provide social services to families similar to those that are in the FFL program.

SAFETY COMMITTEE MEETING
FEBRUARY 27, 1996
MINUTES

I. Call to Order: 4:05p.m.

II. Members attending: Jerry Conn
Esther Guzman
Cindy McClain
Jeannine Walters

III. Old Business

1. Copier outlets were replaced by Jerry Conn, new copiers were installed on Wednesday March 6, 1996.

2. Fire extinguishers were recharged in February by the Placentia Fire Department.

3. Esther Guzman inspected the Children's storage area, and evaluated that this area has potential safety hazards that need to be secured.

IV. New Business

1. Special Districts Worker's Compensation Authority manuals, which include 1995 Spring Safety Seminar information, were distributed to each safety member.

2. On Tuesday February 20, 1996 Jerry Conn returned from his "Employees Who Supervise" seminar, hosted by the Safety Center, Inc. of Sacramento County, (enclosed is a full report of the seminar).

Respectfully submitted,

Jerry Conn

TO: Elizabeth Minter, Library Director

FROM: Jerry Conn, Safety Committee Officer

DATE: March 13, 1996

SUBJECT: **Safety Training Seminar**

On Tuesday February 20, 1996 I attended the "Safety Management for Employees Who Supervise" seminar in Sacramento. It was hosted by the Safety Center, Inc. and conducted by Robert S. Fish, Ph.D. and Bob Lapidus, CSP.

The seminar focused on:

1- Understanding the **Managerial Grid**, to better understand managerial style of people and production on a point scale.

2- The definition of **Paradigm Principles**: A set of rules and regulations (written or unwritten) that does two things:

a. Establishes or defines boundaries
b. Tells how to behave inside the boundaries of the work environment in order to be successful

3- Testing for **Critical Success Factors For Safety** and that included:

a. Management Commitment
b. Communication (both verbally and in writing)
c. Positive Attitudes towards safety and implementation
d. Documentation of activities and results

I felt that the Seminar was very informative and well presented, I learned a lot of things that will benefit both the Safety Committee and the library employees, and make the Committee better aware of situations that arise in the workplace where safety and the environment are concerned.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: March 19, 1996

SUBJECT: **Placentia Pride Council Report for the Month of February 1996.**

The Placentia Pride Council met on Thursday February21, 1996. Mr. Marv Reid announced that he has followed up on the discussions with Mr. Jim Fenstermaker, Director of Development at Placentia Linda Hospital about supporting a series of presentations relating to various health issues.

"How to Prevent a Heart Attack" will be the first lecture given by Dr. John Zamarra on Thursday March 21, in the Meeting Room at 7:00 P.M.

"Pre-Natal Care" will be the topic presented by Dr. Victor De La Peña at the Whitten Center on Thursday April 18, at 7:00 P.M. This program will be presented in Spanish.

Flyers are being distributed to inform the Community about these programs.