

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

August 20, 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 7:40 pm
2. Adoption of Agenda. *see 1 page*

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 July 16, 1996 Regular Meeting and the August 4, 1996 Special Meeting. *Sanction) Boy* *see also - Aug 4*

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

Certificate of Appreciation to the Placentia Library Foundation Board of Directors for its Inaugural Donor Reception.

Certificate of Appreciation to Jeffrey Contompasis for arranging a donation to the Library of seven monitors and keyboards for use with the online catalog and magazine system.

Certificates of Appreciation for the Summer Youth Volunteers.

6. Placentia Library Foundation Board Report.

Presentation: Foundation Board President

David Harty - AA Party
Planned Day workshop - July 22.

CLAIMS (Items 7 - 9)

5/20/96 / 2/2/96

Presentation: Library Director
Recommendation: Approve by Motion

Items 7 - 9 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.

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

Nonstandard Claims in the amount of \$0.00

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

Claims forwarded by Library Director in the amount of \$ 3,079.40

9. Current Claims and Payroll. (Approve)

Current Claims of \$41,438.93; Payrolls 3433, and 3434, for a cumulative payroll total of \$45,120.00. Combined total of Current Claims and Payrolls of \$86,558.93.

FINANCIAL REPORTS (Items 10 - 16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

10. Financial Reports for July, 1996. (Receive & File)
11. Office General Ledger & Check Registers for July 1996. (Receive & File)
12. County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc., for June 1996. (Receive & File)
13. Acquisitions Report for July 1996. (Receive & File)
14. Overdue Collection Report for July 1996. (Receive & File)
15. Debit Card System Reimbursement Report for July 1996. (Receive & File)
16. Gifts Report for July 1996. (Receive & File)

GENERAL CONSENT CALENDAR (Items 16a - 26)

Bl Saunders

Presentation: Library Director
Recommendation: Approve by Motion

Items 16a - 26 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.

- 16a. Building Maintenance Report for July 1996. (Receive & File)
17. Personnel Report for July 1996. (Receive, File, and Ratify Appointments)
18. Volunteer Report for July 1996. (Receive & File)
19. Circulation Report for July 1996. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Letter from Sherie A. Christensen, Deputy District Attorney for Orange County, on behalf of Laurence M. Watson, Orange County District Attorney, stating that the Orange County District Attorney's Office will not serve as Placentia Library District's legal counsel. (Receive & File)
22. Submission of the 1996 Local Agency Biennial Notice to the Clerk of the Board of Supervisors, County of Orange, in Compliance with the requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission. (Receive & File, and Approve Signature by the Library Director and

Submission to the Clerk of the Board of Supervisors, County of Orange)

23. Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1995-1996. (Receive & File)
24. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996. (Receive & File)
25. Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1995-1996. (Receive & File)
26. Letter from Vanessa C. Chaverri, Account Administrator, Anderson and Anderson/Benefits, notifying the District that the dental plan rates with Principal Mutual Life Insurance Company will decrease by 5.2% for the upcoming one-year renewal period, and that the vision plan rates are remaining the same. (Receive & File, and Approve Signature of the Dental Plan and Vision Plan One-Year Renewal Contracts by the Library Director)

CONTINUING BUSINESS

27. Legislative and State Budget Activities

Presentation: Library Director

Recommendation: No action is recommended at this time.

NEW BUSINESS

STAFF REPORTS (Items 28 - 32)

28. Children's Services Report for the Month of July 1996. (Smith)
29. Publicity Materials produced for the Month of July 1996. (Willauer)
30. Placentia Library Literacy Services Report for the Month of July 1996. (Walters)
31. Families for Literacy Project Report for the Month of July 1996. (Walters)
32. Safety Committee Minutes for July 1996. (Walters)

ADJOURNMENT

33. Agenda Preparation for the September 17, 1996, Regular Meeting.
34. Review of Action Items.

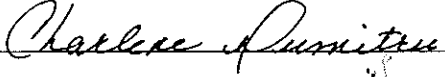
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

35. Adjourn

S. Walters A Report

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

I, Elizabeth Minter, Library Director for the Placentia Library District, hereby certify that the Revised Agenda for the August 20, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 15, 1996.



CALENDAR FOR LIBRARY BOARD OF TRUSTEES

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.
Oct 31 & Nov 2-3	Friends Semi-Annual Book Sale
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.
Dec 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 17 (Tues)	Library Board Meeting, 7:30 P.M.
1997	
Jan 9 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Feb 14-20	American Library Association Midwinter Meeting, Washington, D.C.
May 31-Jun 3	American Booksellers Association, Chicago
Jun 26-Jul 3	American Library Association Annual Conference, San Francisco
1998	
Jan 9-15	American Library Association Midwinter Meeting, New Orleans
Jun 25 - Jul 2	American Library Association Annual Conference, Washington, D.C.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 16, 1996**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 16, 1996 at 7:35 P.M. by Secretary Sandra Stark.

ROLL CALL **Members Present:** Secretary Sandra Stark; Trustees Ray Evans, Robin Masters and Al Shkoler; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Placentia residents Jodi Jenkins and Heith Rothman.

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

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

MINUTES It was moved by Trustee Masters, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of June 18, 1996 as presented.

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

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

President Dinsmore arrived at 7:45 P. M.

BOARD PRESIDENT'S REPORT President Dinsmore reported that she and Library Director Minter visited Assemblyman Dick Ackerman on July 18, 1996. He was very receptive and indicated a strong interest in supporting libraries.

FOUNDATION REPORT Secretary Stark reported that on July 22, 1996, David Hiskey and Al Penry will be presenting a seminar on planned giving with an emphasis on including charitable organizations in estate planning in order to reduce tax liability.

Secretary Stark also reported that the Reception for Inaugural Donors will be held on Friday, August 9, 1996. She requested all Board

Members to be present as co-hosts for the event. Banners with donor names will be donated by Universal Reprographics South, Inc. Framing will be donated by Michaels Arts & Crafts, and the plexiglass will be donated by Placentia Glass & Screen. Other donors will include Hasson's Flower Shop, Flower Arrangements; Leland Caster, Sound System; The Hanna Company, Wines; and Thrifty Drug Store, Beverages.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 7 through 9: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$8,825.39. Current Claims and Payroll in the amount of \$69,852.92.

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

**FINANCIAL
REPORTS**

It was moved by Secretary Stark, seconded by Trustee Masters to receive and file Agenda Items 10 through 15: Financial Reports for June, 1996; Office General Ledger & Check Registers for June, 1996; Acquisitions Report for June, 1996; Overdue Collection Report for June, 1996; Debit Card System Reimbursement Report for June, 1996; and Gifts Report for June, 1996.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Evans to receive Agenda Items 16-21: Building Maintenance Report for June, 1996 (Receive & File); Personnel Report for June, 1996 (Receive, File and Ratify Appointments); Volunteer Report for June, 1996 (Receive & File); Circulation Report for June, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Receipt of letter from Orange County Investment Pool Attorney Patrick Shea reporting the amount that the District is scheduled to receive in the upcoming "Distribution of Withheld Proceeds" through the Orange County Bankruptcy settlement agreement (Receive & File).

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

**BUDGET AND
LEGISLATIVE
ACTIVITIES**

Library Director Minter reported that Governor Wilson had signed the State Budget. He decreased the increase passed by the Legislature for the Public Library Fund.. No formal Board action was taken. ✓

**FY1996-1997
BUDGET**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 96-4, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year 1996-1997 Budgets for the Placentia Library Districts.

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

It was moved by Trustee Shkoler, seconded by Secretary Stark to adopt Resolution 96-4.

Motion was approved by roll call vote:

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve blanket travel authorizations for Fiscal Year 1996-1997 for the following:

Santiago Library System and Metropolitan Cooperative Library System Council Meetings, Committee Meetings, and Workshops for staff and trustees.

State Library meetings and workshops not involving overnight travel for staff and trustees.

Chamber of Commerce mixers and monthly breakfast meetings and committee meetings for staff and trustees.

National Society of Fund Raising Executives monthly workshop and luncheon meetings for staff and trustees.

National Planned Giving Round Table and Planned Giving Round Table or Orange County workshops and luncheon meetings for staff and trustees.

California Library Association and/or California Association of Library Trustees and Commissioners meetings and workshops for staff and trustees.

Independent Special Districts of Orange County board and

membership meetings (including dinner meetings) for staff and trustees.

Southern California Library Literacy Network and Orange County Literacy Network meetings and activities for staff and trustees.

Orange County Ventura Users Group meetings and workshops for staff.

Meetings with Anaheim and Yorba Linda Public Library staff for staff.

Meetings with California Advocates Representatives, Buena Park Library staff, and Palos Verdes Library District staff for staff and trustees.

Public Library Executives and Assistants of Southern California (PLEASC) meetings for staff.

Courses in the Fund Raising Certificate Program at the University of California, Irvine, and computer courses in the Extension Program at Cal State Fullerton or other local institutions selected by the Library Director for staff and trustees.

Meetings with the District's California Advocate Representatives and legislators in Sacramento, including travel and meal expenses for staff and trustees.

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

**DISTRICT
HOLIDAY AND
LIBRARY CLOSURE
SCHEDULE FOR
CALENDAR YEARS
1997 AND 1998**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 96-5, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the District Holiday and Library Closure Schedule for Calendar Years 1997 and 1998, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt Resolution 96-5.

Motion was approved by roll call vote:

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

PER PARCEL TAX

It was moved by Secretary Stark, seconded by Trustee Masters, to read and set a date for a public hearing, Resolution 96-6, A Resolution of the Placentia Library District of Orange County, Submitting to the County of Orange a Library Per Parcel Ballot Issue for the Placentia Library District, to Be Presented to the Eligible Voters of the District in the November 1996 General Election.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to amend Resolution 96-6 from \$30.00 per single family residence parcel to \$29.00 per single family residence parcel.

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

It was moved by Trustee Evans, seconded by Trustee Masters to set date and time of Public Hearing for Sunday, August 4, 1996 at 1:30 P. M. and to publish Notice of Public Hearing.

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

STAFF REPORTS

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 27 through 33: Program Report for Month of June, 1996; Children's Services Report for Month of June, 1996; Publicity Materials produced for the Month of June, 1996; Placentia Library Literacy Services Report for Month of June, 1996; Families for Literacy Project Report for Month of June, 1996; Safety Committee Minutes for June, 1996; and Placentia Pride Committee Report for June, 1996.

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

ABSENT: None

The Regular Meeting of the Board of Trustees of the Placentia Library
adjourned at 9:38 P. M.

Sandra M. Stark, Secretary

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 4, 1996**

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order on August 4, 1996 at 1:34 P.M. by Secretary Sandra Stark.

ROLL CALL

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

Members Absent: President Margaret Dinsmore.

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Library Assistant, Jeannine Walters; and Placentia Library District residents and card holders.

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATIONS**

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

**PER PARCEL TAX
ISSUE FOR
NOVEMBER
GENERAL
ELECTION**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Proof of Publication of the Public Hearing.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file written communications regarding the Per Parcel Ballot Issue received from Co-President of League of Women Voters of North Orange County, Jeanne Blum; Placentia Residents, Jack and Marion Harloe; Robert W. Olson; Ed and Barbara Hemmerling; Joe and Lisa Murphy; and Mr. and Mrs. Byron King.

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

Secretary Stark declared the public hearing to be open at 1:50 P. M.

The following individuals addressed the Board of Trustees speaking in favor of the Per Parcel Ballot Issue as presented:

Anna C. "Pat" Irot, President, Friends of Placentia Library,
1361 Roxborough, Placentia

Deane Cassidy, Representative of the League of Women Voters,
400 Purdy Place, Placentia

Patrick Melia, Placentia Resident, 437 Hillcrest Avenue,
Placentia

Dixie Shaw, Board Member, Friends of Placentia Library, 254
Chinook Drive, Placentia

Camille Himes, Board Member, Friends of Placentia Library,
2030 Frederick Street, Placentia

Sylvia Huygen, Placentia Resident, 307 Liberty Lane, Placentia

The following individuals addressed the Board of Trustees with questions for clarification and comments in opposition to the Per Parcel Tax Ballot Issue as presented:

Olga Luquin, Placentia Resident, 408 W. Olive Street, Placentia

Connie Underhill, Placentia Resident, 507 Vichy Lane, Placentia

It was moved by Trustee Shkoler, seconded by Trustee Evans to close the public hearing.

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

The public hearing was closed at 2:19 P. M.

Secretary Stark called on each Trustee to make his/her statement regarding the Per Parcel Tax Ballot Issue. Trustees stated their views and addressed questions and comments presented during the Public Hearing.

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 96-6, A Resolution of the Board of Trustees of Placentia Library District of Orange County, Submitting to the County of Orange a Library Per Parcel Ballot Issue for the Placentia Library District, to Be Presented to the Eligible Voters of the District in the November 1996

General Election, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to Adopt Resolution 96-6, a Library Per Parcel Ballot Issue for the Placentia Library district.

Motion was approved by roll call vote:

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

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library adjourned at 2:30 P.M.

Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 20, 1996

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



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
August 20, 1996

DATE	REPORT NO.	AMOUNT
08/13/96	3427	\$821.44
08/13/96	3428	2,257.96
	TOTAL	<u>\$3,079.40</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/13/96
REPORT NO 3427

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

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

APPROVED CLAIMS							A C's Use	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	July 22, 1996		2800	00		19.65		
N01936 OmniGrafix Printing 1744 West Katella Ave., STE 9 Orange, CA 92667	July 22, 1996		1800	00		65.14		
	July 22, 1996	31746	1800	00		66.91		
	July 23, 1996	31747	1800	00		39.71		
		31751	1800	00		171.76		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	September 1996		0300	00		99.50		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	July 22, 1996		1800	00		24.95		
N03650 Kinkos Customer Admin. Services P.O. Box 8033 Ventura, CA 93002-8033	Nov. 25, 1995		1800	08		13.47		
	Feb 28, 1996	004002073205	1800	00		6.42		
		04002074472				19.89		
N03655-B Spicers Paper	July 22, 1996		1800	00		77.18		
	July 11, 1996	50300	1800	00		20.38		
N03655-B Spicers Paper		40441	1800	00		97.56		
N03659C Southern California Water 130 N. Bradford Ave. Placentia, CA 92870	July 31, 1996		2800	00		388.13		

The claims listed above (totaling \$ 821.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

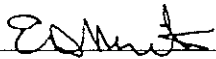
DATE 08/13/96
REPORT NO 3428

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
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	July 17, 1996 528-1906		0700	00		133.69		
	July 17, 1996 528-8236		0700	01		19.96		
	July 19, 1996 996-4983		0700	01		109.38		
	July 4, 1996 524-9784		0700	01		21.43		
	July 7, 1996 253-0470		0700	01		141.33		
	July 19, 1996 996-2865		0700	01		24.43		
	August 4, 1996 524-8408		0700	01		31.85		
	July 17, 1996 528-6022		0700	08		17.92		
						499.99		
	N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	August, 1996		0300	00		353.90	
N06686 Office Depot P.O. Box 660337, Dept 80 Dallas, TX 75266-0337	August 10, 1996 80 0128 397650 3		1800	00		678.57		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	August 1, 1996 19960801		1900	00		175.50		
ServiceMaster 2126 Heloise Way Placentia, CA 92870	July 25, 1996 3769918		1400	00		550.00		

The claims listed above (totaling \$ 2,257.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 August 20, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3429	2,268.58
Subtotal for Immediately		2,268.58
Regular	3430	35,900.00
	3431	1,968.85
	3432	1,301.50
Subtotal for Regular		39,170.35
TOTAL CURRENT CLAIMS		41,438.93
Payroll	3433	22,560.00
	3434	22,560.00
Subtotal for Payroll		45,120.00
TOTAL		86,558.93

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/20/96
REPORT NO 3429

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
N03742-A MobileComm P.O. Box 4326 Carol Stream, IL 60197-4326	August 3, 1996 91215610896		0700	01		12.50		
N03752 Pacific Bell Payent Center Van Nuys, CA 91388-0001	August 4, 1996 524-9784		0700	01		22.28		
N04626 AMS Contracts 11 Chesterfield Misison Viego, CA 92692	June 5, 1996 April/May		1400	00		448.00		
N06573 First American Trust 421 N. Main Street Santa Ana, CA 92702	July 5, 1996		1900	00		835.80		
N06785 Hector Vargas Cleaning 318 Capistrano Street Placentia, CA 92870	August 6, 1996 41497		1400	00		950.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$ 2,268.58) 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

2,268.58

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/20/96
REPORT NO 3430

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 706

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
N01640 First Interstate Bank of CA ABA# 122000218 AMTS # 250098989 A/C: 6500968-007 ISSUE: Placentia Civic Center -A Attn: Teresa Fructuoso, Ext. 2311	August 6, 1996		2200	00		35,900.00		
<u>Please wire on Monday, September 9, 1996</u>								

The claims listed above (totaling \$ 35,900) 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

35,900.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/20/96
REPORT NO 3431

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
N01856 Munson, Cronick & Assoc 2501 E. Chapman, STE 280 Fullerton, CA 92831	July 31, 1996 2821		1900	00		350.00		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	July 23, 1996 40518		1400	00		117.42		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	August 14, 1996		1600	07		75.00		
			1800	00		125.61		
			1803	00		82.00		
			1803	08		64.00		
			2700	00		293.00		
			2700	07		41.00		
						680.61		
N06556 Continental Casualty Co. Spec. Risks - Kansas City Chicago, IL 60694	August, 1996		0300	00		176.74		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	July, 1996		1900	00		32.71		
N03755 Golden West Publishing P.O. Box 11969 Santa Ana, CA 92711-1969	July 27, 1996		2000	00		48.00		
N03833A BroDart 500 Arch Street Williamsport, PA 17705	July 31, 1996 U726351		2400	01		563.37		

The claims listed above (totaling \$ 1,968.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/20/96
REPORT NO 3432

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	Only
							Number	SC
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	August, 1996		1900	00		35.00		
N06779E 3M Customer Service Attn: Contract Administration P.O. Box 33900 St. Paul, MN 55133-3900	August 5, 1996 QLF28573		1300	00		748.00		
N14091A Tie Communications, Inc. P.O. Box 3257 Los angeles, CA 90051-3257	July 29, 1996 70040988		1300	00		130.00		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	July 2, 1996 Vogel		1900	00		52.50		
Orange County Register P.O. Box 11626 Santa Ana, CA 92711	July 31, 1996 0039993004		2000	00		336.00		

The claims listed above (totaling \$ 1,301.50) 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

1,301.50

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE August 20, 1996
REPORT NO 3433

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	August 20, 1996 Pay # 18		0100	00		20,957.00		
	August 16, 1996 Aug 29, 1996							
	FICA		0200	00		<u>1,603.00</u>		
						22,560.00		
PLEASE WIRE ON THURSDAY, August 29, 1996								

The claims listed above (totaling \$ 22,560.00) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE August 20, 1996
REPORT NO 3434

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	August 20, 1996 Pay # 19		0100	00		20,957.00		
	August 30, 1996 Sept. 12, 1996							
	FICA		0200	00		1,603.00		
						22,560.00		
PLEASE WIRE ON THURSDAY, SEPT 12, 1996								

The claims listed above (totaling \$ 22,560.00) 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.

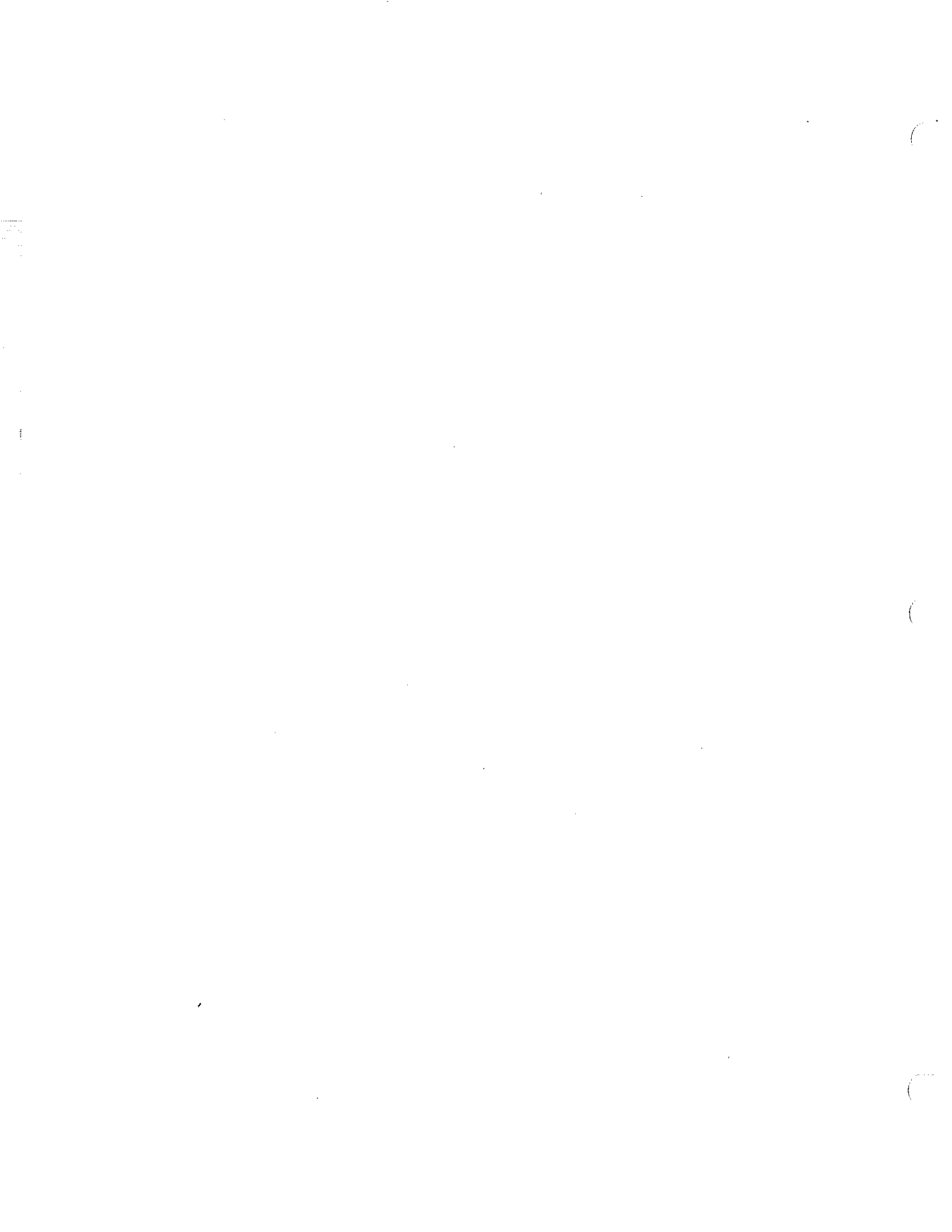
APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,560.00



Placentia Library District
Property Tax Revenues

Obj.Code	Description	Actual FY1990-1991	Actual FY 1991-1992	Actual FY 1992-1993	Actual FY1993-1994	Actual FY 1994-1995	Actual FY1995-1996	OCA Estimated FY1996-1997
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898	
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582	
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545	
6240	Prior Unsecured	978	1,258	435	815	461	1,221	
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0	
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0	
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682	
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430	
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771	
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399	
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059	
	ACTUAL TOTAL TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229	
	% Change from Previous Year		6.86%	-7.86%	-14.88%	-14.12%	3.31%	
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0	
	OFFICIAL TOTAL TAX REVENUE ALLOCATED	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229	
	% Change from Previous Year		4.95%	-5.77%	-10.69%	-41.21%	3.31%	
	Placentia Valuation	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015
	% Change from Previous Year		7.44%	4.48%	1.43%	0.72%	1.01%	0.42%
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269	20,267,660
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%	
	Amount Library Received of Each Property Tax Dollar	\$0.06	\$0.06	\$0.05	\$0.04	\$0.04	\$0.04	
	Placentia Valuation by Type of Property							
	Secured	1,665,383,100	1,760,101,134	1,838,338,187	1,885,834,998	1,902,223,617	1,923,679,887	1,933,551,512
	Public Utility	2,474,039	3,985,303	4,857,028	4,878,021	2,364,719	2,559,777	2,636,012
	Total Secured	1,667,857,139	1,764,086,437	1,843,195,215	1,890,713,019	1,904,588,336	1,926,239,664	1,936,187,524
	Unsecured	74,543,556	107,898,894	112,637,309	93,153,160	93,562,013	92,087,265	90,578,491
	Total Secured & Unsecured	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015

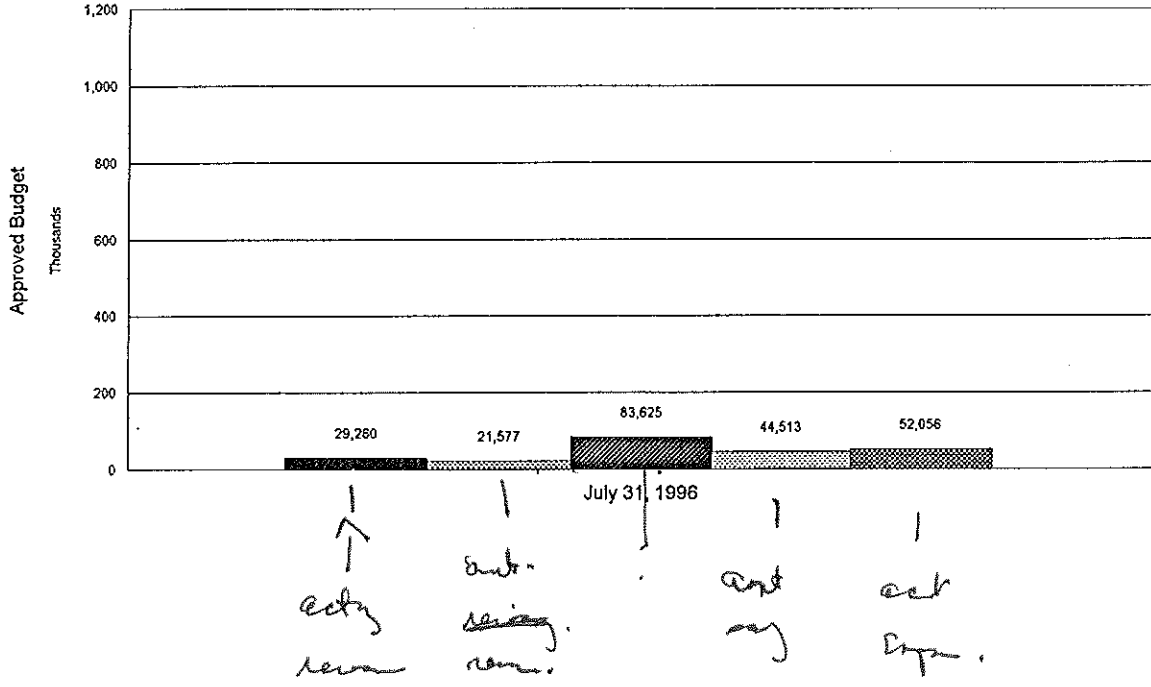
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 August 20, 1996

	Fiscal Year 1996-1997							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
Jul 31, 1996	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20	
Aug 31, 1996						0.00	0.00	
Sep 30, 1996						0.00	0.00	
Oct 31, 1996						0.00	0.00	
Nov 30, 1996						0.00	0.00	
Dec 31, 1996						0.00	0.00	
Jan 31, 1997						0.00	0.00	
Feb 28, 1997						0.00	0.00	
Mar 31, 1997						0.00	0.00	
Apr 30, 1997						0.00	0.00	
May 31, 1997						0.00	0.00	
Jun 30, 1997						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	

	Fiscal Year 1995-1996							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	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	68,038.61	7,811.68	133,546.55	120,672.42	6,214.33	336,283.59	215,611.17	
Apr 30, 1996	68,731.38	8,224.08	134,869.55	285,663.80	6,269.79	503,758.60	218,094.80	
May 31, 1996	70,271.99	1,930.25	137,279.30	279,999.23	6,337.69	495,818.46	215,819.23	
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
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 1996-1997 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
August 20, 1996

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUL 1996	FY1995-96 JUL 1995
6210-00	Prop. Taxes - current secured	706,000.00	0.00	0.00	0.00	0.00
6210-01	Public Utility	25,000.00	0.00	0.00	0.00	0.00
6210-04	Tester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	731,000.00	0.00	0.00	0.00	0.00
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	0.00	0.00	0.00	0.00
6230-00	Prop. Taxes - Prior Secured	53,000.00	14,180.32	0.00	14,180.32	19,026.24
6230-01	Prior year's secured final apportionment	0.00	4,341.84	0.00	4,341.84	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	Tester Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00
6230-10	Release of impounds	0.00	5,940.32	0.00	5,940.32	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	24,462.48	0.00	24,462.48	19,026.24
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	0.00	0.00	0.00
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00
6280-00	Property taxes current supplemental	10,000.00	3.49	0.00	3.49	0.17
6280-01	Final supplemental for prior years	0.00	483.45	0.00	483.45	396.78
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	10,000.00	486.94	0.00	486.94	396.95
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	1,065.86	0.00	1,065.86	430.23
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	448.40	0.00	448.40	398.88
	TOTAL TAXES	846,500.00	26,463.68	0.00	26,463.68	20,252.30
6610-00	Interest	15,000.00	23.44	0.00	23.44	1,492.89
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00
6610-23	Interest on impounded taxes released	0.00	1,443.63	0.00	1,443.63	0.00
	TOTAL INTEREST	15,000.00	1,467.07	0.00	1,467.07	1,492.89
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	0.00	0.00	0.00	0.00
6970-00	State - ILL & Direct Loan Reimbursement	20,000.00	0.00	0.00	0.00	0.00
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00
6970-02	State - CA Literacy Campaign	12,000.00	0.00	0.00	0.00	0.00
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00
6970-04	State - Dept of Education 321 Grant	3,500.00	0.00	0.00	0.00	0.00
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER GOVERNMENTAL	70,500.00	0.00	0.00	0.00	0.00
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	20,000.00	0.00	0.00	0.00	0.00
7670-00	LOCAL REVENUE	36,000.00	1,328.87	0.00	1,328.87	0.00
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00
	FUND 707 TOTAL	1,003,500.00	29,259.62	0.00	29,259.62	21,745.19

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 20, 1996

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUL 1996	FY1995-96 JUL 1995
0100	Salaries & Wages	344,905.00	42,000.00	38,443.62	42,000.00	38,443.62
0200	Retirement	76,084.00	3,200.00	2,940.94	3,200.00	2,940.94
	Health Insurance/Care America	23,323.00	1,596.69	(558.92)	1,596.69	(558.92)
	Long Term Disability	2,149.00	0.00	207.67	0.00	207.67
	Vision Service Plan	1,067.00	99.50	129.78	99.50	129.78
	Dental	4,475.00	373.38	381.08	373.38	381.08
0300	Total Employee Insurance	31,516.00	2,069.57	159.61	2,069.57	159.61
0310	Unemployment Insurance	500.00	0.00	0.00	0.00	0.00
0350	Workers Compensation - General	6,500.00	0.00	0.00	0.00	0.00
	TOTAL SALARIES & EMPLOYEE BENEFITS	659,505.00	47,269.57	41,544.17	47,269.57	41,544.17
0700-00	Communications - Telephone	2,500.00	127.54	0.00	127.54	0.00
0700-01	Communications - Modem/Fax	3,600.00	164.40	40.52	164.40	40.52
0700-02	Communications - Internet/Database	500.00	0.00	0.00	0.00	0.00
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160.00	0.00	0.00	0.00	0.00
0700-07	Communications - 321 Grant	150.00	22.23	15.99	22.23	15.99
0700-08	Communications - Adult Literacy	250.00	0.00	0.00	0.00	0.00
	Total Communications	12,160.00	314.17	56.51	314.17	56.51
0900-00	Food - General Fund	100.00	0.00	35.00	0.00	35.00
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00
0900-08	Food - Adult Literacy	50.00	0.00	0.00	0.00	0.00
0900-09	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Food	200.00	0.00	35.00	0.00	35.00
1000-00	Household Expense	3,500.00	0.00	0.00	0.00	0.00
1100-00	Insurance	12,225.00	0.00	0.00	0.00	0.00
1300-00	Maintenance of Equipment - General Fund	25,100.00	2,600.00	0.00	2,600.00	0.00
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	0.00	0.00	0.00
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Maintenance of Equipment	26,100.00	2,600.00	0.00	2,600.00	0.00

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 20, 1996

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUL 1996	FY1995-96 JUL 1995
	HVAC	6,500.00	0.00	0.00	0.00	0.00
	Carpet Cleaning	1,500.00	0.00	0.00	0.00	0.00
	Groundskeeping, City of Placentia	21,000.00	0.00	0.00	0.00	0.00
	Plumbing	500.00	158.45	0.00	158.45	0.00
	Electrical	3,740.00	0.00	540.00	0.00	540.00
	Cleaning Service	11,700.00	950.00	950.00	950.00	950.00
	Locksmith	200.00	0.00	0.00	0.00	0.00
	Other	500.00	0.00	0.00	0.00	0.00
	Total Maintenance of Building & Grounds	45,640.00	1,108.45	1,490.00	1,108.45	1,490.00
1400-00						
1600-00	Memberships - General Fund	2,400.00	0.00	0.00	0.00	0.00
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00
1600-08	Memberships - Adult Literacy	150.00	0.00	0.00	0.00	0.00
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Memberships	2,550.00	0.00	0.00	0.00	0.00
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	(702.50)	0.00	(702.50)
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	0.00	(702.50)	0.00	(702.50)
	Library Supplies	7,500.00	0.00	0.00	0.00	0.00
	Printing	7,849.00	86.70	13.36	86.70	13.36
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00
	Publications	1,000.00	0.00	0.00	0.00	0.00
	Paper	600.00	0.00	0.00	0.00	0.00
	Drinking Water Service	300.00	24.95	0.00	24.95	0.00
	Other Office Supplies	5,000.00	0.00	168.53	0.00	168.53
1800-00	Total Office Supply Expense - General Fund	22,249.00	111.65	181.89	111.65	181.89
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00
	Printing	3,000.00	0.00	0.00	0.00	0.00
	Publications	2,750.00	0.00	0.00	0.00	0.00
	Paper	50.00	0.00	0.00	0.00	0.00
	Other Office Supplies	1,500.00	0.00	0.00	0.00	0.00
1800-08	Total Adult Literacy Office Supply Expense	7,300.00	0.00	0.00	0.00	0.00
1800-09	Family Literacy Supply Expense	0.00	0.00	0.00	0.00	0.00
	Total Office Expense	29,549.00	111.65	181.89	111.65	181.89

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 30, 1996

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUL 1996	FY1995-96 JUL 1995
1803-00	Postage Expense - General Fund	1,500.00	0.00	0.00	0.00	0.00
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00
1803-08	Postage Expense - Adult Literacy	400.00	0.00	0.00	0.00	0.00
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Postage Expense	1,900.00	0.00	0.00	0.00	0.00
	Care Resources (Employee Assistance)	650.00	0.00	0.00	0.00	0.00
	Pension Contribution & Operating Expenses	5,800.00	0.00	0.00	0.00	0.00
	Anabim Library Automated System	39,000.00	0.00	0.00	0.00	0.00
	Clipping Service	400.00	0.00	32.71	0.00	32.71
	Tax Collection Services & Fees by Orange County	450.00	60.45	50.56	60.45	50.56
	Advertising	200.00	0.00	0.00	0.00	0.00
	Medical Exams	500.00	0.00	47.50	0.00	47.50
	Collection Services - Accounts Receivable	3,700.00	0.00	0.00	0.00	0.00
	Audit	3,750.00	0.00	0.00	0.00	0.00
	Payroll Preparation	2,500.00	205.50	202.30	205.50	202.30
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00
	Other (including OCLIP Settlement Allocations)	0.00	61.51	8.00	61.51	8.00
1900-00	Total Specialized Services - General Fund	69,950.00	327.26	341.07	327.26	341.07
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	1,489.14	0.00	1,489.14
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	0.00	0.00	0.00	0.00
1900-09	Specialized Services - Family Literacy	0.00	0.00	0.00	0.00	0.00
1900-18	Tax Collection Services & Fees by Orange County	2,200.00	14.85	0.00	14.85	0.00
	Total Specialized Services	74,900.00	342.11	1,830.21	342.11	1,830.21
2000-00	Legal Notices - General Fund	500.00	0.00	0.00	0.00	0.00
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00
	Total Legal Notices	500.00	0.00	0.00	0.00	0.00
2100-00	Rent/Lenses/Equipment	0.00	0.00	0.00	0.00	0.00
2200-00	Semi-Annual Bond Payment	7,900.00	0.00	0.00	0.00	0.00
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 20, 1996

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JUL 1996	FY1995-96 JUL 1995
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00
2400-01	Special Department Expense - Books	18,446.00	0.00	0.00	0.00	0.00
2400-02	Special Department Expense - Video	1,000.00	0.00	0.00	0.00	0.00
2400-03	Special Department Expense - Electronic	10,000.00	0.00	0.00	0.00	0.00
2400-04	Special Department Expense - Periodicals	26,000.00	0.00	0.00	0.00	0.00
2400-05	Special Department Expense - Audio	2,400.00	0.00	0.00	0.00	0.00
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	0.00	0.00	0.00
2400-09	Special Department Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Special Department Expense	58,446.00	0.00	0.00	0.00	0.00
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	0.00	423.82	0.00	423.82
2700-01	Transportation/Travel - Meetings, Staff Local	1,500.00	0.00	0.00	0.00	0.00
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	0.00	0.00	0.00	0.00
2700-03	Transportation/Travel - Meetings, Board Local	500.00	0.00	0.00	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	0.00	0.00	0.00	0.00
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	0.00	0.00	0.00	0.00
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	0.00	0.00	0.00	0.00
	Total Transportation/Travel - Meetings	6,000.00	0.00	423.82	0.00	423.82
	Electricity	51,000.00	0.00	0.00	0.00	0.00
	Gas	3,300.00	36.15	217.36	36.15	217.36
	Water	1,925.00	274.31	125.44	274.31	125.44
	Total Utilities	56,225.00	310.46	342.80	310.46	342.80
	TOTAL SUPPLIES & SERVICES	337,795.00	4,786.84	3,657.73	4,786.84	3,657.73
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	0.00	0.00	0.00	0.00
4000-00	Equipment - General Fund	5,000.00	0.00	0.00	0.00	0.00
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00
4000-08	Equipment - Adult Literacy	0.00	0.00	0.00	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	5,000.00	0.00	0.00	0.00	0.00
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00
	TOTAL EQUIPMENT EXPENSE	5,000.00	0.00	0.00	0.00	0.00
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,003,500.00	52,056.41	45,201.90	52,056.41	45,201.90

08/20/96

Expenditure Report

Placentia Library District
Balance Sheet

July 31, 1996

Assets

General Fund - Checking	6,649.14	
Literacy Fund-Checking	3,632.39	
County Exempt-Checking	3,436.15	
Payroll Account	16,623.85	
Savings (P/R Support)	5,200.41	
Savings (P/R Fees)	2,206.68	
Certificates of Deposit	25,000.00	
General Fund - Savings	3,650.69	
Literacy Fund - Savings	4,260.40	
County Exempt - Savings	6,643.39	
Total Assets		77,303.10

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77,303.10
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Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	4,190.15	
Deferred Comp Payable	842.45	
Insurance Payable	(406.79)	
Credit Union Payable	(364.22)	
Union Dues Payable	81.12	
Other Employee Deductions	656.41	
Total Liabilities		4,999.12

Capital

Fund Balance	72,303.98	
Total Capital		72,303.98
Total Liabilities and Capital		77,303.10

72,303.98

77,303.10
=====

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

July 1996

Prepared 8/13/96

DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance			3,650.69
Checks Out			
TOTALS	0.00	0.00	
CHECKBOOK BAL			3,650.69

EDM
8/13/96

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

July 1996

Prepared 8/13/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,987.56
Checks Out	4269	10.00		
	4279	48.42		
	1483	10.00		
	1484	270.00		
	TOTALS	338.42	0.00	
CHECKBOOK BAL				6,649.14

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8/13/96

07/31/96

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending July 31, 1996

Page 1
Part 1 of 1 Parts

	Total	07/31/96
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.10	0.10
Cash Register-Fines	1,862.43	1,862.43
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	124.42	124.42
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	150.00	150.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	134.80	134.80
Cash Register-Computer Rental	5.50	5.50
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	3,496.47	3,496.47
Interest Income - checking	0.00	0.00
Interest Income - savings	7.09	7.09
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5,780.81	5,780.81
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5,780.81	5,780.81
Expenses		
Transfers to County	1,328.87	1,328.87
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
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)	0.00	0.00
Memberships (160)	75.00	75.00
Office Expense (180)	67.99	67.99
Postage (183)	118.00	118.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	334.00	334.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

07/31/96

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending July 31, 1996

	Total	07/31/96
Taxes and Fees (370)	3.50	3.50
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	1,927.36	1,927.36
	-----	-----
Operating Income (Loss)	3,853.45	3,853.45
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	3,853.45	3,853.45
	=====	=====

07/31/96

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

Part 1 of 1 Parts

	07/31/96
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	0.10
Cash Register-Fines	1,862.43
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	124.42
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	150.00
Cash Register-Publications	0.00
Cash Register-Reserves	134.80
Cash Register-Computer Rental	5.50
Typewriter Income	0.00
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,496.47
Interest Income - checking	0.00
Interest Income - savings	7.09
Miscellaneous Income	0.00

Total Income	5,780.81
Cost of Sales	-----
Gross Profit (Loss)	5,780.81
Expenses	
Transfers to County	1,328.87
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	75.00
Office Expense (180)	67.99
Postage (183)	118.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	334.00
Utilities (280)	0.00
Equipment (400)	0.00

07/31/96

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

	07/31/96
Taxes and Fees (370)	3.50
Funds in Transit	0.00

Total Expenses	1,927.36

Operating Income (Loss)	3,853.45
Other Income	
Other Expenses	

Net Income (Loss)	3,853.45
	=====

07/31/96

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 97 Period 1
General Account

Page

Check	Date	Payee	Amount
4276	07/02/96	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	8.00
4277	07/08/96	California Literacy 0-5112-01 Memberships (160)	75.00
4278	07/18/96	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	6.00
4279	07/20/96	OmniGrafix 0-5114-01 Office Expense (180)	48.42
4280	07/22/96	Tall Mouse 0-5114-01 Office Expense (180)	14.19
4281	07/22/96	Kinkos 0-5114-01 Office Expense (180)	5.38
4282	07/25/96	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	40.00
4283	07/25/96	Placentia Chamber Co 0-5122-01 Transportation & Travel (270)	10.00
4284	07/29/96	U.C. Regents 0-5122-01 Transportation & Travel (270)	270.00
4285	07/30/96	U.S. Postmaster 0-5116-01 Postage (183)	146.00
Checkbook 1 Total			622.99

3/31/96

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

Page 2

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

Account Name	Total
0-5112-01 Memberships (160)	75.00
0-5114-01 Office Expense (180)	67.99
0-5116-01 Postage (183)	146.00
0-5122-01 Transportation & Travel (270)	334.00

	622.99
	=====

07/31/96

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 97 Period 1
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1021	07/16/96	O.C. Auditor	1,328.87
		0-5102-01 Transfers to County	1,328.87
		Checkbook 5 Total	1,328.87

07/31/96

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

Page 2

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

Account Name	Total
0-5102-01 Transfers to County	1,328.87

	1,328.87
	=====

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

July 1996

Prepared 8/13/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,260.40
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,260.40

EDM
8/13/96

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

July 1996

Prepared 8/13/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,632.39
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,632.39

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8/13/96

07/31/96

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending July 31, 1996

Page 1
Part 1 of 1 Parts

	Total	07/31/96
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	3.09	3.09
Interest Income - savings	8.26	8.26
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	54.00	54.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	65.35	65.35
Cost of Sales		
	-----	-----
Gross Profit (Loss)	65.35	65.35
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)	65.35	65.35
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	65.35	65.35
	=====	=====

07/31/96

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

Part 1 of 1 Parts

	07/31/96
Income	
Gifts Income	0.00
Tutor Training Income	0.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	3.09
Interest Income - savings	8.26
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	54.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00

Total Income	65.35
Cost of Sales	-----
Gross Profit (Loss)	65.35
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	0.00

Total Expenses	0.00

Operating Income (Loss)	65.35
Other Income	
Other Expenses	-----
Net Income (Loss)	65.35
	=====

07/31/96

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

Page

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

Account Name

Total

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

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

July 1996

Prepared 8/13/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,318.39
Checks Out	1012	675.00		
TOTALS		675.00	0.00	

CHECKBOOK BAL

6,643.39

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8/13/96

07/31/96

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending July 31, 1996

Page 1
Part 1 of 1 Parts

	Total	07/31/96
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	270.00	270.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	475.70	475.70
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	3.75	3.75
Interest Income - savings	17.00	17.00
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	806.45	806.45
Cost of Sales		
	-----	-----
Gross Profit (Loss)	806.45	806.45
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	1,210.61	1,210.61
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	187.71	187.71
Friend's-Other Activities	0.00	0.00
Library Board Expenses	613.98	613.98
Meeting Room Upkeep Expenses	55.00	55.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	1,332.41	1,332.41
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	675.00	675.00

07/31/96

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending July 31, 1996

	Total	07/31/96
Copier Lease Payments	0.00	0.00
Total Expenses	<u>4,074.71</u>	<u>4,074.71</u>
Operating Income (Loss)	(3,268.26)	(3,268.26)
Other Income		
Other Expenses		
Net Income (Loss)	<u>(3,268.26)</u>	<u>(3,268.26)</u>

07/31/96

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

Part 1 of 1 Parts

	07/31/96
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	270.00
Test Proctoring Income	40.00
Vending Machine Income	0.00
Debit Card Income	475.70
Friends Contributions	0.00
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	3.75
Interest Income - savings	17.00
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	806.45
Cost of Sales	

Gross Profit (Loss)	806.45
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	0.00
Children's Summer Reading Program	1,210.61
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	187.71
Friend's-Other Activities	0.00
Library Board Expenses	613.98
Meeting Room Upkeep Expenses	55.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	1,332.41
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	675.00

07/31/96

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

Page 2
Part 1 of 1 Parts

	07/31/96
Copier Lease Payments	0.00

Total Expenses	4,074.71

Operating Income (Loss)	(3,268.26)
Other Income	
Other Expenses	

Net Income (Loss)	(3,268.26)
	=====

07/31/96

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 97 Period 1
County Exempt

Page 1

Check	Date	Payee	Amount
1016	07/02/96	Smart & Final 0-5308-03 Children's Summer Reading Progra	69.33
1017	07/03/96	Storytells & Troubad 0-5308-03 Children's Summer Reading Progra	150.00
1018	07/03/96	VOID void	0.00
1019	07/09/96	Ingram Library Svcs. 0-5308-03 Children's Summer Reading Progra	280.37
1020	07/09/96	California Advocates 0-5323-03 Lobbyist Expense	1,332.41
1021	07/15/96	Saundra Stark 0-5318-03 Library Board Expenses	613.98
1022	07/16/96	Placentia Sch Dist 0-5308-03 Children's Summer Reading Progra	50.00
1023	07/16/96	VOID void	0.00
1024	07/18/96	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	55.00
1025	07/20/96	Ingram Library Svcs. 0-5308-03 Children's Summer Reading Progra	353.81
1026	07/20/96	VOID void	0.00
1027	07/23/96	U.S. Postmaster 0-5314-03 Friend's-Director's Fund	100.00
1028	07/23/96	City of Long Beach 0-5308-03 Children's Summer Reading Progra	5.00
1029	07/24/96	U.S. Postmaster 0-5314-03 Friend's-Director's Fund	87.71
1030	07/29/96	Orange Blossom Lines 0-5308-03 Children's Summer Reading Progra	302.10
Checkbook 3 Total			3,399.71

07/31/96

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

Page 2

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

Account Name	Total
0-5308-03 Children's Summer Reading Program	1,210.61
0-5314-03 Friend's-Director's Fund	187.71
0-5318-03 Library Board Expenses	613.98
0-5319-03 Meeting Room Upkeep Expenses	55.00
0-5323-03 Lobbyist Expense	1,332.41

	3,399.71
	=====

07/31/96

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 97 Period 1
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1011	07/15/96	Placentia Library-CE 0-1030-00 County Exempt-Checking	3,054.96 3,054.96
1012	07/29/96	IKON Solutions 0-5327-03 Copier Maintenance Contract	675.00 675.00
Checkbook 7 Total			3,729.96

07/31/96

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

Page

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

Account Name	Total
0-1030-00 County Exempt-Checking	3,054.96
0-5327-03 Copier Maintenance Contract	675.00

	3,729.96
	=====

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

Prepared August 13, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				18,274.46
	2446	13.16		
	2464	338.61		
	2477	74.81		
	2479	58.13		
	2483	526.21		
	2488	129.10		
	2493	119.24		
	2498	199.92		
	2500	78.31		
	2502	113.12		
	TOTALS	1,650.61	0.00	
Checkbook balance				16,623.85

8-13-96
C. Dumitru

07/31/96

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending July 31, 1996

Page 1
Part 1 of 1 Parts

	Total	07/31/96
Income		
Transfers from County	45,200.00	45,200.00
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	45,200.00	45,200.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	45,200.00	45,200.00
Expenses		
Salaries	39,768.42	39,768.42
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	7,567.41	7,567.41
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	47,335.83	47,335.83
Operating Income (Loss)	(2,135.83)	(2,135.83)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,135.83)	(2,135.83)
	=====	=====

'31/96

Page 1

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1996

Part 1 of 1 Parts

	07/31/96
Income	
Transfers from County	45,200.00
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	45,200.00
Cost of Sales	-----
Gross Profit (Loss)	45,200.00
Expenses	
Salaries	39,768.42
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	7,567.41
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	47,335.83
Operating Income (Loss)	(2,135.83)
Other Income	
Other Expenses	-----
Net Income (Loss)	(2,135.83)
	=====

07/31/96

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

Page

For Fiscal Year 97, Period 1 through Fiscal Year 97, Period 1

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

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

Agenda Item 12

Salomon Brothers

July 2, 1996

Dear Pool Participant:

Were it not for a spirited rally during the last two days of the month, money market securities would have outperformed longer-dated fixed income instruments in June. For the full second quarter, however, money market securities handily outpaced the overall bond market. Market participants began the quarter expecting a rebound from the first quarter's sell-off. However, signs of resurgent economic growth, particularly a succession of strong employment reports, delivered a battery of punishing blows from which the bond market was unable to recover.

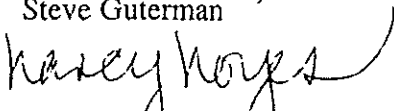
With all of the Fed's expected easing of interest rates priced out of the market during the first three months of 1996, many investors believed that monetary policy would remain unchanged for the indefinite future. This notion proved short-lived, however, as the economy's resilience prompted most economists to forecast a Fed tightening as early as the July FOMC meeting. This belief predominated the market until the last week of June, when "insider" articles on the Fed by Johnson Smick and Business Week helped sway investors to the belief that a summer Fed tightening was not inevitable.

The average aggregate maturity of the portfolios was reduced to 28 days at the end of June versus 36 days at the end of May. The portfolios were shortened due to uncertainty about the immediate course of Fed policy, large projected cash withdrawals from the portfolios, and in order to take advantage of high short-term rates going into quarter-end.

Sincerely,



Steve Guterman



Nancy Noyes

County of Orange
Pre Bankruptcy Portfolio - 200
Investment Pool Portfolio Summary
June 30, 1996

Agenda Item 12
Page 2

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

*Maturities range from July 1, 1996 through October 18, 1996

*23 day average maturity

*0.44% average portfolio monthly return

*5.32% average investment's annualized monthly yield

*\$50 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/1/96	25	Agency Securities	
7/9/96	1	FHLB	\$1
7/11/96	1	FHLMC	4
7/12/96	1	FNMA	3
7/15/96	2	Bankers Acceptance	
7/16/96	1	Chase Manhattan Bank	\$1
7/17/96	1	Republic Bank	1
7/22/96	1	Commercial Paper	
7/25/96	1	GE Capital	\$1
7/26/96	1	Goldman Sachs Group	1
8/1/96	3	JP Morgan	1
8/5/96	3	UBS Finance	2
8/7/96	1	Certificates of Deposit	
8/15/96	2	Bank of Nova Scotia	\$1
8/29/96	1	Banque Nationale De Paris	2
10/8/96	1	Bayerische Landesbank	1
10/11/96	1	Bayerische Vereinsbank	1
10/17/96	2	Deutsche Bank	1
10/18/96	1	National Westminster Bank	1
		Royal Bank of Canada	2
		Societe Generale	1
		US Treasury Securities	
		US Treasury Note	\$2
		Treasury Collateralized O/N	\$23

County of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
June 30, 1996

*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

*Maturities range from July 1, 1996 through March 6, 1997

*31 day average maturity

*0.44% average portfolio monthly return

*5.35% average investment's annualized monthly yield

*\$1.555 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/1/96	\$395	Agency Securities	
7/2/96	6	FHLB	\$74
7/3/96	21	FHLMC	93
7/5/96	25	FNMA	132
7/8/96	5	Bankers Acceptances	
7/10/96	48	Bankers Trust	\$6
7/11/96	35	Chase Manhattan Bank	12
7/12/96	32	Deutsche Bank	10
7/15/96	154	Republic Bank	37
7/16/96	34	Commercial Paper	
7/17/96	15	BT Securities	\$25
7/18/96	25	Chevron Oil Finance	15
7/22/96	57	Commercial Credit	1
7/24/96	34	Ford Motor Credit	21
7/25/96	43	Gannett Company	1
7/26/96	5	GE Capital	31
7/29/96	14	Goldman Sachs Group	25
7/30/96	30	HJ Heinz	38
7/31/96	54	IBM Credit Corp	45
8/1/96	23	JC Penney Funding	24
8/2/96	25	JP Morgan	30
8/5/96	65	Lucent Technologies	20
8/7/96	22	Monsanto Company	1
8/12/96	12	PHH Corporation	25
8/15/96	39	Seagram J & Sons	15
8/16/96	20	Shell Oil	35
8/22/96	18	Toys R Us	10
8/23/96	20	Transamerica Finance	24

County of Orange
 Post Bankruptcy Portfolio
 Investment Pool Portfolio Summary
 June 30, 1996

- *All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- *Maturities range from July 1, 1996 through March 6, 1997
- *31 day average maturity
- *0.44% average portfolio monthly return
- *5.35% average investment's annualized monthly yield
- *\$1.555 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/29/96	19	Travelers/Aetna P&C	25
9/3/96	10	UBS Finance	31
9/6/96	10	Certificates of Deposit	
9/9/96	20	ABN Amro	\$38
9/24/96	20	Bank of Nova Scotia	29
10/2/96	44	Bankers Trust	10
10/8/96	14	Banque Nationale de Paris	74
10/11/96	24	Bayerische Landesbank	34
10/17/96	86	Bayerische Vereinsbank	14
10/18/96	14	Deutsche Bank	37
10/24/96	15	National Westminster Bank	4
11/14/96	2	Royal Bank of Canada	79
3/6/97	1	Societe Generale	57
		US Treasury Securities	
		US Treasury Bill	\$3
		US Treary Note	38
		Treasury Collateralized O/N	\$332

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian
 DATE: August 20, 1996
 SUBJECT: Acquisitions Report

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

	General Funds	Adopt A Book
Adult Fiction		309.10
Adult Non-Fiction		213.62
Juvenile Non-Fiction		53.62
Total		576.34

	General Funds	Adopt A Book
Outstanding Orders (as of 8/12/96)	493.66	683.51

Donated Items 7/1/96 to 7/31/96

Adult Books	63	\$1,167.54
Juvenile Books	31	452.23
Adult Videos	2	30.00
Juvenile Videos	4	59.00
Audio CDs	1	15.00
Audio Cassettes/Books		
Total	101	\$1,723.77

(These figures do not include paperbacks.)



TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: August 20, 1996
 SUBJECT: ACS: Overdue Collection Report for Month of July

The report received from ACS Collection Agency on August 7, 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	6	40	9	422.41	14
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	6	40	9	422.41	14

ADVANCED COLLECTION SYSTEMS, INC

Agenda Item 14
Page 2

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 31 Jul 1996

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

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

PLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext 208

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	6	505.77	126	10,802.12	1366	95,042.92
LESS: Mail Return*, Dispute, Bankrpt	4	844.08	25	2,554.43	272	20,435.77
NET ASSIGNMENTS	2	(338.31)	101	8,247.69	1094	74,607.15
COLLECTED						
Paid in Full	7	395.96	34	2,158.57	320	16,784.19
Settled in Full	0	0.00	8	838.81	91	5,612.56
Partial Payment	2	26.45	50	2,132.24	259	11,041.12
Resolved	0	0.00	3	190.10	33	1,454.05
TOTAL RECOVERED	9	422.41	95	5,319.72	703	34,891.92

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	256	57	303	213	537
	\$16,550	\$3,941	\$20,490	\$15,081	\$38,516

* Percentage of Mail Returns - 19.8 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	581797	03/18/96	05/23/96	33.00	A,PP	4
	26018053324598		AMT: 91.95			
	580282	02/10/96	04/23/96	0.00	PF	5
	26018053309656		AMT: 80.75			
	581564	02/21/96	05/21/96	52.15	A	4
	26018053314680		AMT: 52.15			
	581565	03/04/96	05/21/96	67.73	A	4
	26018053316263		AMT: 67.73			
	581566	03/04/96	05/21/96	72.75	A	4
	26018053316867		AMT: 72.75			
	582785	03/26/96	06/21/96	89.94	A	2
	26053071167349		AMT: 89.94			
	575463	01/08/96	04/03/96	0.00	PF	5
	26018053309987		AMT: 34.95			
	581572	02/29/96	05/21/96	59.15	A	4
	26018053307817		AMT: 59.15			
	581796	03/09/96	05/23/96	24.40	A,PP	4
	26018052722644		AMT: 47.50			
	581798	03/21/96	05/23/96	56.70	A,PP	4
	26018053323962		AMT: 66.01			
	582776	03/27/96	06/21/96	323.51	A	2
	26053071072135		AMT: 323.51			
	575452	01/17/96	04/03/96	42.11	CC	5
	26018053294783		AMT: 42.11			
	581795	03/19/96	05/23/96	92.61	A	4
	26018053327104		AMT: 92.61			
	580286	01/16/96	04/23/96	36.00	CC	5
	26018052441278		AMT: 36.00			
	581568	05/17/93	05/21/96	97.91	A	4
	26018053100022		AMT: 97.91			
	581569	02/27/96	05/21/96	86.75	A	4
	26018053307916		AMT: 86.75			
	583098	03/25/96	06/27/96	57.75	A	2
	260180533		AMT: 57.75			
	583102	03/28/96	06/27/96	70.00	A	2
	26019005284955		AMT: 70.00			
	582780	09/10/95	06/21/96	116.66	MR	2
	26019005270780		AMT: 116.66			
	582777	03/27/96	06/21/96	452.40	MR	2
	26018053285864		AMT: 452.40			

581802	03/24/96	05/23/96	69.68	A	4
26019005446695		AMT: 69.68			
575465	12/28/95	04/03/96	85.85	CC	5
26018053324176		AMT: 85.85			
583063	02/25/96	06/27/96	104.22	A	2
26018053273985		AMT: 104.22			
583105	02/25/96	06/27/96	104.22	A	2
26018053273985		AMT: 104.22			
581799	11/21/92	05/23/96	0.00	PF	4
26018053300382		AMT: 46.95			
575467	12/26/95	04/04/96	60.70	CC	5
26018053299766		AMT: 60.70			
580287	02/14/96	04/23/96	40.00	CC	5
26018053314045		AMT: 72.95			
584345	07/01/93	07/26/96	87.45	A	1
26018053146306		AMT: 87.45			
584350	05/01/96	07/26/96	56.23	A	1
26018053264794		AMT: 56.23			
584354	05/06/95	07/29/96	52.90	A	1
26019004588869		AMT: 52.90			
580290	02/12/96	04/23/96	104.15	CC	5
26018053250918		AMT: 104.15			
583101	03/06/96	06/27/96	48.04	A	2
26053070904882		AMT: 48.04			
580291	02/01/96	04/23/96	69.00	CC	5
26019005235692		AMT: 69.00			
582779	04/01/96	06/21/96	134.80	A	2
26018053331452		AMT: 134.80			
583065	03/04/96	06/27/96	0.00	PF	1
26018053259943		AMT: 60.95			
582778	05/24/89	06/21/96	158.22	MR	2
26019002595452		AMT: 158.22			
575470	12/27/95	04/04/96	108.50	CC	5
26018052580612		AMT: 108.50			
583100	02/26/96	06/27/96	65.80	A	2
26018052710391		AMT: 65.80			
583062	04/30/96	06/27/96	54.10	A	2
26053071076193		AMT: 54.10			
584349	05/01/96	07/26/96	90.64	A	1
26018053123461/26018		AMT: 90.64			
583099	03/20/96	06/27/96	54.55	A	2
26019005296066		AMT: 54.55			
580292	02/01/96	04/23/96	63.90	CC	5
26018053174282		AMT: 63.90			
583104	01/22/96	06/27/96	60.94	A	2
26053071084460		AMT: 60.94			
583097	03/04/96	06/27/96	65.60	A	2
26018053245512		AMT: 65.60			
580294	02/15/96	04/23/96	116.80	MR	5
26018053217156		AMT: 116.80			
583103	03/19/96	06/27/96	69.80	A	2
26018053068153		AMT: 69.80			
575457	01/22/96	04/03/96	80.00	CC	5
26018053258192		AMT: 80.00			
575458	01/17/96	04/03/96	47.90	CC	5
26018053311124		AMT: 47.90			

583064	01/22/96	06/27/96	0.00	PF	1
26018053257178		AMT: 55.40			
582782	03/18/96	06/21/96	66.23	A	2
26018053316719		AMT: 66.23			
581571	03/13/96	05/21/96	129.90	A	4
26018053327716		AMT: 129.90			
580296	02/14/96	04/23/96	49.00	CC	5
26018053314052		AMT: 87.15			
575472	01/30/96	04/04/96	55.90	CC	5
26018053310324		AMT: 55.90			
581801	03/24/96	05/23/96	75.85	A	4
2601805330579		AMT: 75.85			
582783	01/02/96	06/21/96	98.85	A	2
26018052584846		AMT: 98.85			
584353	06/05/96	07/29/96	84.90	A	1
26018053335743		AMT: 84.90			
580297	01/11/96	04/23/96	0.00	PF	5
26018053271260		AMT: 52.00			
582781	03/16/96	06/21/96	122.28	A	2
26018053329290		AMT: 122.28			
584355	05/01/96	07/29/96	104.76	A	1
26053070999569		AMT: 104.76			
584356	06/13/96	07/29/96	94.90	A	1
26018053332948		AMT: 94.90			
575461	01/07/95	04/03/96	35.00	CC	5
26019005145164		AMT: 45.00			

TOTAL STILL ON SYSTEM :

4,803.08

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: August 20, 1996
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JULY, 1996

SUMMARY OF PRINTER/COPPIER ACCOUNTS JULY 1-31, 1996

Beginning Balance 06/01/96			\$ 418.54
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 475.70		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment		675.00	
Debit Card System Loan Payback		0.00	
	<u>\$ 475.70</u>	<u>675.00</u>	
Ending Balance 06/30/96			<u>\$ 219.24</u>
August Payment			\$0.00

SUMMARY OF PRINTER/COPPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 06/30/96	16,559.50
Loan Repayment through 06/30/96	(4,865.48)
June Purchases	0.00
June Payment	0.00
Balance 07/31/96	<u>\$ 11,694.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: August 20, 1996
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through August 14, 1996.

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
A-One Auto Body & Towing	\$100.00
Mr. & Mrs. Albert Hoffmaster	25.00
Mr. & Mrs. Peter Irot (in memory of Mr. Robert Kemp)	35.00
Placentia Round Table Women's Club	230.00
Renee Scott	100.00
Donations Box at Circulation Desk	31.49
Total Donations to Foundation Adopt-a-Book	\$ 521.49


Donations to Placentia Library Foundation Endowment Fund:

Ruth Cain	\$ 250.00
Lorinda Pavlik	50.00
Mr. & Mrs. Louis J. Weselich	250.00
Total Donations to Foundation Endowment Fund	\$ 550.00

Donations to Placentia Library Foundation General Fund:

Mrs. Ernest Stark	\$ 500.00
Total Donations to Foundation General Fund	\$ 500.00

TOTAL CASH DONATIONS **\$ 1,571.49**
 through August 14, 1996.

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: August 20, 1996
SUBJECT: **BUILDING MAINTENANCE REPORT FOR JULY, 1996**

1. **Air Conditioning** - Regular monthly maintenance was performed.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: August 20, 1996
SUBJECT: PERSONNEL REPORT FOR JULY, 1996

RESIGNATIONS:

Mark Schick, Part-time Student Assistant (Circulation), effective August 4, 1996.

TERMINATIONS:

None

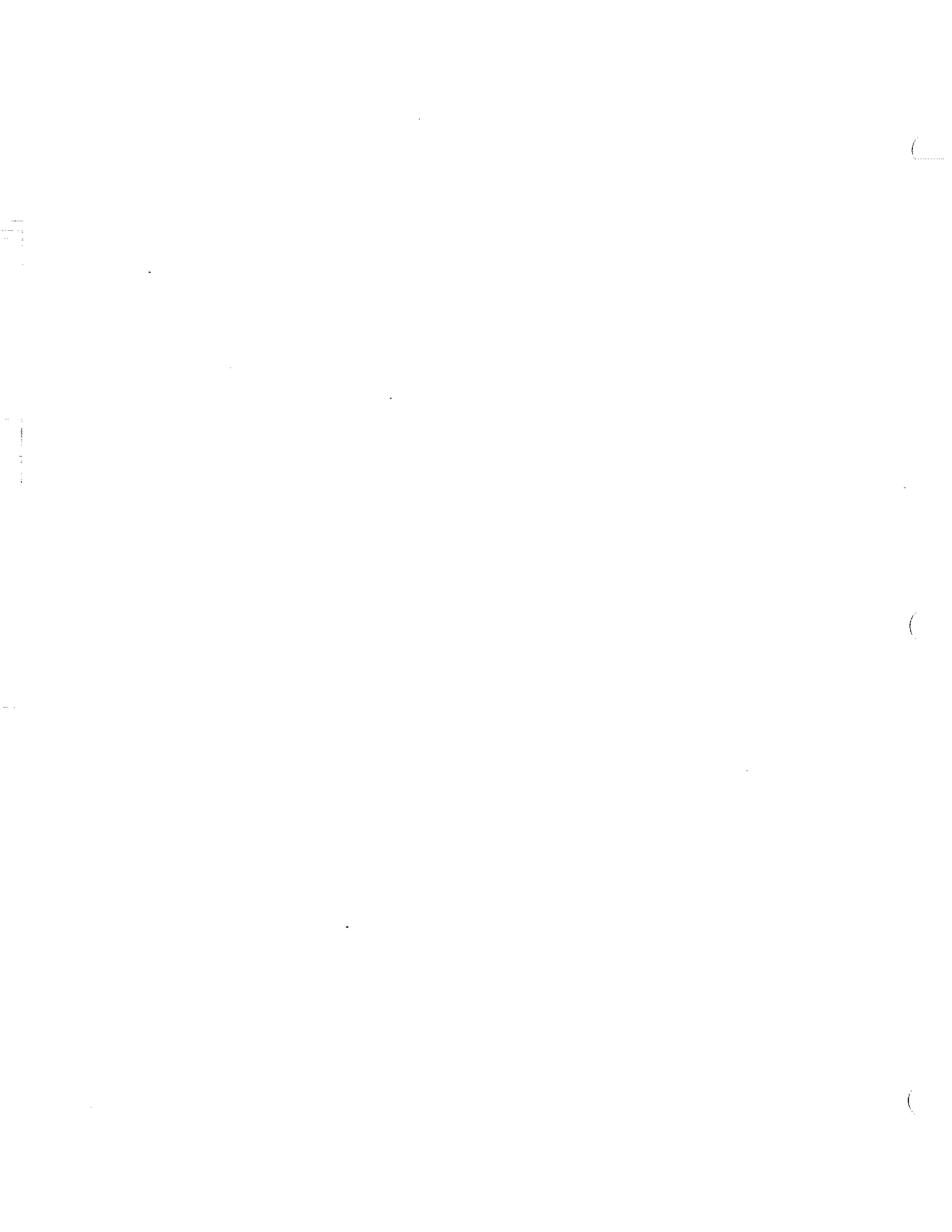
APPOINTMENTS:

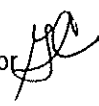
None

OPEN POSITIONS:

.25 FTE (10 hours) Clerk II, Volunteer Coordinator
.25 FTE (10 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: August 20, 1996
 SUBJECT: VOLUNTEER REPORT FOR THE MONTH OF JULY 1996

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY96/97 July	FY96/97 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	11.00	11.00	9/95	69.00
Ball, Thom	2.00	2.00	7/96	2.00
Covington, Darlene	2.75	2.75	3/95	254.00
Cullum, Beverly	2.25	2.25	7/96	2.25
Dailey, Marjorie	9.00	9.00	10/95	89.00
Deputy, Paul	15.75	15.75	7/82	5,908.00
Farkas, Ted	2.00	2.00		4.00
Fitzgerald, Joan	24.00	24.00	10/93	795.25
Godwin, Nita	4.75	4.75	2/96	41.00
Goldbaum, Mae	13.25	13.25	7/88	386.75
Hemmerling, Barbara	16.75	16.75	10/95	67.75
Himes, Camille	3.50	3.50	4/96	5.50
Hiranuma, Michael	8.00	8.00	4/96	38.75
Horrocks, Marjorie	2.00	2.00	10/95	41.50
Irot, Pat	60.50	60.50	2/96	239.50
Klendshoj, Ole	4.50	4.50	2/96	36.50
Langmore, Elizabeth	2.00	2.00	3/96	1.50
Lough, Janet	8.50	8.50	3/96	40.50
Mignot, Shirley	10.50	10.50	9/95	91.00
Myers, Claire	8.00	8.00	10/95	155.00
Olson, Bob	8.50	8.50	9/95	50.00
Olson, Jean	6.50	6.50	9/95	40.50
Reynolds, Penny	0.00	0.00	9/95	117.75
Rome, Martha	2.00	2.00	2/96	39.25
Schlichter, Allan	6.00	6.00	10/93	292.25
Shaw, Dixie	1.75	1.75	5/94	69.75
Stark, Sandra	4.00	4.00		36.00
Stoller, Frances	5.50	5.50	9/95	66.50
Westberg, Carl	9.75	9.75	9/93	383.00
J.T.P.A.	8.00	8.00		
S.T.E.P.	160.00	160.00		
G.A.I.N.	118.50	118.50	5/96	302.00
TOTAL	541.50	541.50		9,665.75

TEMPORARY VOLUNTEERS

	FY96/97 July	FY96/97 YTD		FY96/97 July	FY96/97 YTD
Arneri, Nick	2.00	2.00	Rahman, Shayan	7.50	7.50
Bhavin, Petel	0.00	0.00	Rendon, Jorge	21.25	21.25
Bone, Shawnda	7.50	7.50	Tanaka, Emi	8.75	8.75
Burke, Marsha	0.00	0.00	Tanner, Lisa	4.00	4.00
Delgado, Suzanne	4.00	4.00	Tao, Amy	24.00	24.00
Harikumar, Siby	27.50	27.50	Tao, Jenny	25.00	25.00
Harnett, Tom	7.50	7.50	Uh, Soo	17.00	17.00
Hiranuma, Michelle	5.50	5.50	Warren, Mary	14.75	14.75
Liao, Jean	4.00	4.00	Yada, Julie	5.00	5.00
Lin, Sherry	13.00	13.00	Yang, Denny	5.25	5.25
Mason, Jonathan	4.00	4.00	Yick, Leo	20.25	20.25
Mockler, Amanda	12.75	12.75	Yu, Liang	7.50	7.50
Phan, Victor	18.75	18.75			
TOTAL	106.50	106.50		160.25	160.25

LVA VOLUNTEERS

Literacy Volunteer Hours	457
TOTAL VOLUNTEER HOURS	808.25

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY96/97	FY96/97	FY96/97	FY96/97
January	362.75	361.25	523.00	469.00
February	511.50	339.25	509.00	601.50
March	437.50	410.50	509.00	476.00
April	554.25	702.25	467.00	455.00
May	406.25	473.00	546.50	445.00
June	386.75	437.25	297.00	270.00
July	433.00	808.25	423.00	457.00
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
 AUGUST 20, 1996

	FY96-97 YTD	FY95-96 YTD	% CHANGE FY96 TO FY97	FY96-97 JULY 96	FY95-96 JULY 95
1st Time Checkouts	20,581	22,509	-8.57%	20,581	22,509
Phone Renewals	1,027	1,097	-6.38%	1,027	1,097
In-Building Renewals	1,975	2,401	-17.74%	1,975	2,401
Total Renewals	3,002	3,498	-14.18%	3,002	3,498
TOTAL CHECKOUTS	23,583	26,007	-9.32%	23,583	26,007
On-Time Checkins	21,926	22,116	-0.86%	21,926	22,116
Late Checkins	3,019	2,949	2.37%	3,019	2,949
TOTAL CHECKINS	24,945	25,065	-0.48%	24,945	25,065
Holds Placed	434	450	-3.56%	434	450
Holds Cancelled	82	101	-18.81%	82	101
Holds Filled	366	410	-10.73%	366	410
Holds Expired	2	4	-50.00%	2	4
Overdue Items	934	906	3.09%	934	906
Overdue Notices	414	409	1.22%	414	409
Billing Notices	555	581	-4.48%	555	581
Patrons Registered	252	393	-35.88%	252	393
Titles Added	600	1,101		600	1,101
Volumes Added	1,122	1,532		1,122	1,532
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	9,556	11,135	-14.18%	9,556	11,135
Juvenile Print	11,700	11,961	-2.18%	11,700	11,961
Total Print	21,256	23,096	-7.97%	21,256	23,096
Audio	827	917	-9.81%	827	917
Visual	1,434	1,916	-25.16%	1,434	1,916
Equipment	0	0	0.00%	0	0
Total Audio Visual	2,261	2,833	-20.19%	2,261	2,833
TOTAL CIRCULATION	23,517	25,929	-9.30%	23,517	25,929
Placentia Circulation	14,951	15,930	-6.15%	14,951	15,930
% Placentia Circulation	63.58%	61.44%	3.48%	63.58%	61.44%
Anaheim/Yorba Linda Circulation	4,088	4,930	-17.08%	4,088	4,930
% Anaheim/Yorba Linda Circulation	17.38%	19.01%	-8.57%	17.38%	19.01%
TYPES OF BORROWERS					
Adult	14,912	16,325	-8.66%	14,912	16,325
Young Adult	324	229	41.48%	324	229
Juvenile	6,645	7,074	-6.06%	6,645	7,074
New Borrower	1,673	2,372	-29.47%	1,673	2,372
Non Resident	0	0	0.00%	0	0
Other	0	7	-100.00%	0	7
TOTAL BORROWERS	23,583	26,007	-9.32%	23,583	26,007
ATTENDANCE					
Adult Reference - In Building	992	1,256	-21.02%	992	1,256
Adult Reference - Telephone	224	229	-2.18%	224	229
Children's Reference - In Building	550	797	-30.99%	550	797
Children's Reference - Telephone	69	119	N.A.	69	119
Total Adult Reference	1,216	1,485	-18.11%	1,216	1,485
Total Children's Reference	619	916	-32.42%	619	916
Total In Building Reference	1,542	2,053	-24.89%	1,542	2,053
Total Telephone Reference	293	348	-15.80%	293	348
TOTAL REFERENCE	1,835	2,401	-23.57%	1,835	2,401

TO: Library Board of Trustees

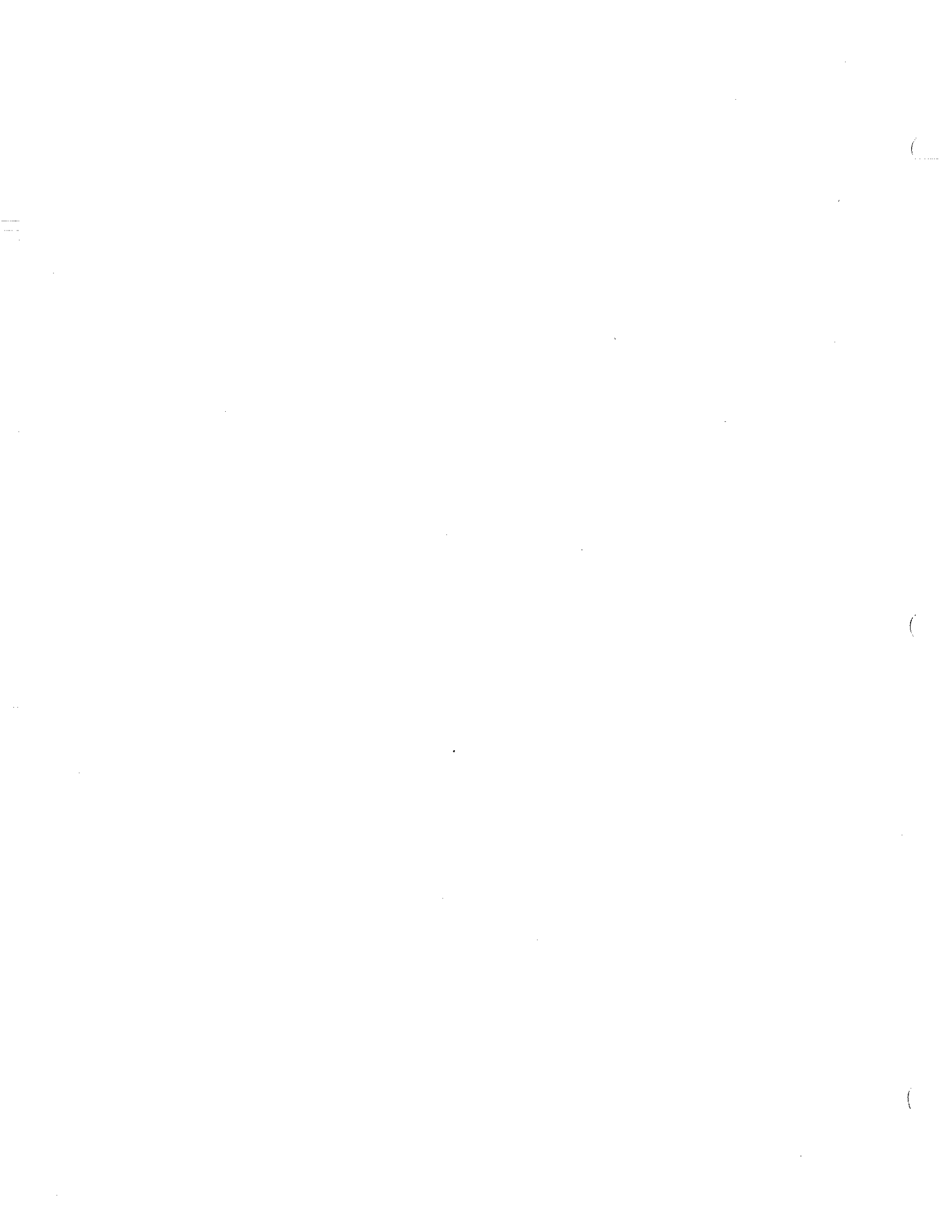
FROM: Elizabeth D. Minter, Library Director *ed*

DATE: August 20, 1996

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

The District had not received an invoice for July from the City of Placentia Finance Office in time to be included with this report.

If an invoice is received by the time of the Board Meeting the report will be presented.





Writer's Direct Dial Number

834-6046

File No. L-360

Elizabeth D. Minter, Library Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Re: Placentia Library District; Proposed Tax

Dear Ms. Minter:

It has come to our attention that the Placentia Library District is seeking to place some form of tax on the upcoming November ballot. According to Don Taylor of the Registrar of Voters Office, you are under the impression that this office advises the District on such matters.

Please be advised that this office does not provide legal advice to the District. This office has experienced staff cutbacks which render us unable to provide this service to special districts. Additionally, inasmuch as the Placentia Library District is an independent special district, this office is not legally required to perform services on behalf of the District as explained below.

Under the law, the district attorney is required to render legal services to the county without fee, render legal opinions to school districts on matters as required by law, and may render legal services to local public entities. Govt. Code Sec. 26520. The county counsel shall discharge the duties vested in the district attorney by, inter alia, Section 26520. Govt. Code Sec. 26529. Government Code Section 27645 provides:

"[T]he county counsel shall represent and advise the officers and employees of special districts organized within the county and shall have exclusive charge and control of all civil actions and proceedings in which special districts, their officers or employees are concerned or are parties when:

(a) The governing board of the special district requests the county counsel to so act;

Agenda Item 21

LAURENCE M. WATSON
CHIEF ASSISTANT

JAMES F. MEADE
ASSISTANT

OFFICES OF
THE COUNTY COUNSEL
COUNTY OF ORANGE
10 CIVIC CENTER PLAZA
MAILING ADDRESS: P.O. BOX 1379
SANTA ANA, CALIFORNIA 92702-1379

714/834-3300
FAX 714/834-2359

EDWARD N. DURAN	KATHY PAUL
RICHARD D. OVIEDO	KAREN R. PRATHER
BENJAMIN P. DE MAYO	JIM PERSINGER
HOWARD SERBIN	GEOFFREY K. HUNT
GENE AXELROD	JACK W. GOLDEN
ROBERT L. AUSTIN	DEBORAH M. GMEINER
DONALD H. RUBIN	CHRISTOPHER J. MILLER
CAROL D. BROWN	ROBERT G. OVERBY
BARBARA L. STOCKER	PAMELA KEMP PARKER
JAMES L. TURNER	BARBARA H. EVANS
NICHOLAS S. CHRISOS	MICHELLE BEN-HUR
THOMAS F. MORSE	DANIEL P. TORRES
WANDA S. FLORENCE	JOHN H. ABBOTT
HOPE E. SNYDER	MICHELLE L. PALMER
THOMAS C. AGIN	WARD BRADY
SHERIE A. CHRISTENSEN	CHRISTOPHER M. DARGAN
SUSAN M. NILSEN	JANELLE M. BROCK
SARA L. PARKER	RACHEL M. BAVIS
ADRIENNE K. SAURO	ANN E. FLETCHER
KARYN J. DRIESSEN	IRVING BERGER
	DEPUTIES

Elizabeth D. Minter, Library Director
July 18, 1996
Page 2

(b) The governing board of the special district is composed in whole or in part of persons who are also members of the county board of supervisors; and

(c) No specific provision is made in the law under which the special district is organized for the district to obtain legal services."

The three conditions of Section 27645 are joined conjunctively and hence all must be met before county counsel is required to act as exclusive legal representative for the District. 25 Ops. Cal. Atty Gen. 178.

In the event you have particular questions regarding the Library District's proposed tax, we suggest that your questions be referred to an attorney who can handle tax matters for the District.

Thank you for your courtesy and understanding in this matter.

Very truly yours,
LAURENCE M. WATSON, COUNTY COUNSEL

By


Sherie A. Christensen, Deputy

SAC:ks

cc: Bob Tunstall, Executive Assistant
Fourth District

Don Taylor, Assistant
Registrar of Voters



ESTABLISHED 1889

County of Orange

CLERK OF THE BOARD OF SUPERVISORS

Agenda Item 22
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206
714 834-4439 (FAX)

June 27, 1996

Ms. Elizabeth D. Minter, Director
Attn: Ms. Charlene Dumitru
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

Dear Ms. Dumitru:

1996 CONFLICT OF INTEREST CODE BIENNIAL NOTICE

The Political Reform Act requires local government agencies to review their conflict of interest code biennially to determine if it is correct or that the code should be amended. Once the determination has been made, notice must be submitted to the code reviewing body.

The County Board of Supervisors is the code reviewing body for County agencies and other local agencies whose jurisdiction is solely within Orange County. The Clerk of the Board is requesting each agency or local jurisdiction to review its code, and submit a notice to this office that either amendments are required or that no amendments are necessary. A copy of the "1996 Local Agency Biennial Notice" is enclosed for this purpose.

Responses are requested by October 1, 1996 to allow sufficient time for approval by the Board of Supervisors.

ALL COUNTY AND LOCAL AGENCIES MUST COMPLETE THE BIENNIAL REPORT REGARDLESS OF HOW RECENTLY YOUR CODE WAS APPROVED OR AMENDED.

Enclosed also is a copy of the Fair Political Practices Commission's (FPPC's) Biennial Report which explains in greater detail the reporting process as well as provides information of workshops on the subject. If you have further questions, please contact the FPPC Technical Assistance Division at (916) 322-5660.

Sincerely,

COUNTY OF ORANGE

Kathleen E. Goodno, Acting
Clerk of the Board of Supervisors

KEG:ARD:ec

Enclosures

cc: Jim Meade, County Counsel

1996 LOCAL AGENCY BIENNIAL NOTICE

Contact Person: _____ Telephone Number: (____) _____

Name of Agency: _____

Mailing Address: _____

This agency has reviewed its conflict of interest code and has determined that:

The code needs to be amended and the following amendments are necessary:
(Check all that apply)

- Include new positions (including consultants) which must be designated
- Revise the titles of existing positions
- Delete titles of positions that have been abolished
- Delete positions that manage public investments
- Revise disclosure categories
- Other _____

No amendments are necessary. The agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: _____ Date: _____

You must complete this report regardless of how recently your code was approved or amended. Please return this report no later than **October 1, 1996** to:

Kathleen E. Goodno, Acting
Clerk of the Board of Supervisors
County of Orange
10 Civic Center Plaza
P.O. Box 687
Santa Ana, CA 92702-0687

HOW TO DETERMINE WHO SHOULD BE DESIGNATED IN A CONFLICT OF INTEREST CODE

A designated employee is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest. (Government Code Section 82019.)

The term "designated employee" does not include:

- ▶ public officials specified in Government Code Section 87200
 - board of supervisors
 - chief administrative officers
 - district attorneys
 - county counsels
 - county treasurers
 - planning commissioners
 - city councilmembers
 - mayors
 - city managers
 - city attorneys
 - city treasurers
 - other city and county public officials who manage public investments
- ▶ solely clerical, ministerial or manual positions
- ▶ unsalaried members of boards or commissions which are solely advisory

To determine who should be designated in the code, you need to know who within the agency makes or participates in the making of governmental decisions. (Commission Regulation 2 Cal. Code of Regs. Section 18700.)

Making a governmental decision, means the person:

- (1) Votes on a matter;
- (2) Appoints a person;
- (3) Obligates or commits his or her agency to any course of action; or
- (4) Enters into any contractual agreement on behalf of his or her agency.

Participating in the making of a decision, means the person:

- (1) Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
- (2) Advises or makes recommendations to the decision-maker, by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgement on the part of the employee and the employee is attempting to influence the decision.

You can start determining who should be designated by first eliminating clerical or manual positions, as well as those positions set out in Governmental Code 87200 (i.e., board of supervisors, city council, city attorney, mayor, chief administrative officer, etc.).

You would next look at the remaining employees, members, officers or consultants of your agency. Top level management personnel are normally broad policy makers and should be designated. Beyond that you need to look at each position to determine if it makes or participates in the making of governmental decisions. One way to accomplish this is by reviewing duty statements or job descriptions.

Some agencies rely on department supervisors to determine who within their department makes or participates in the making of decisions. This would be acceptable provided you set out for the supervisor what it means to make or participate in the making of decisions as set forth above.

If you need assistance determining if a particular person should be designated in your code, you may contact the Fair Political Practices Commission's Technical Assistance Division at (916) 322-5660.

FACTS ABOUT REGULATION 18720 OTHER PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Background

Effective January 1, 1990, the conflict of interest provisions of the Political Reform Act were amended to add the following individuals to the list of persons contained in Section 87200 who must file statements of economic interests:

- City treasurers
- County treasurers
- Other public officials who manage public investments

After holding numerous public hearings to clarify the term "other public officials who manage public investments", the Commission adopted Regulation 18720 at its meeting on March 3, 1994. Since the regulation was adopted, the Commission has issued advice letters to various public agencies regarding application of Regulation 18720 to a specific set of facts. A synopsis of several of these letters is outlined on the reverse side of this fact sheet.

Individuals employed by or contracting with a city, county, or agency who are covered by Regulation 18720 should file statements of economic interests, Form 721. However, individuals who have already filed a 1995 annual statement (Form 730) are not required to re-file on a Form 721. Statements should be retained by the city, county or agency unless the Commission has been designated as the filing officer. The Commission acts as the filing officer for a few multi-county agencies.

Conflict of Interest Codes

Since the Act specifically excludes designation of positions in conflict of interest codes that are covered under Section 87200, positions that meet the definition of "other public officials who manage public investments" contained in Regulation 18720 are no longer considered "designated positions". Therefore, codes need to be amended to delete these positions from the list of designated positions in the appendix. However, since conflict of interest codes are public documents, someone reviewing a code might not be aware that these positions are still required to file statements of economic interests. To remedy this situation, we recommend inclusion of the following language as a footnote to the code:

Officials Who Manage Public Investments:

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

(List of positions)

File No.	Synopsis
A-94-404	A community services district's board members and manager are "other officials who manage public investments" because they make decisions to allocate public money between the State Treasurer's fund, the county Auditor-Controller, and the local bank.
I-95-045	Contractors who exercise primary responsibility for the management of public investments come under the coverage of Regulation 18720 (b) (3). Employees of investment management firms that contract with a county employees' retirement association are not covered under Regulation 18720. However, employees of the investment managers that make decisions regarding the investment of public funds that would otherwise have to be made by a public agency, are "consultants" and must file statements of economic interests under the retirement association's conflict of interest code.
A-95-122	A water authority's board members, treasurer and certified public accountant are "other officials who manage public investments." All funds of the authority are deposited in the Local Agency Investment Fund and a bank, but the board has discretion regarding investment of funds.
A-95-136	Members of a school board district's board of education are considered "other public officials who manage public investments" since the board members are responsible for setting policies for the investment of school district funds. The decision to place school district funds with the County Treasurer for investment was made by the board members.
I-95-369	Board members of joint powers authorities established to provide a joint group purchase program and system for workers' compensation excess claims against member agencies and a joint program and system for liability and property damage claims against member agencies are "public officials who manage public investments." The board members are empowered to direct the investment of public moneys, formulate and approve investment policies and approve investment transactions as defined in Regulation 18720.

Please contact the Commission at (916) 322-5660 to obtain a copy of any of these letters.

State of California

Fair Political Practices Commission **RECEIVED**

BIENNIAL REPORT JUN 13 PM 12:53
CLERKS OF THE BOARD OF SUPERVISORS
SACRAMENTO COUNTY
JUNE 1996

Ravi Mehta, Chairman

TO: Clerks of the Board of Supervisors, County Clerks, and County Counsels
FROM: Fair Political Practices Commission
(916) 322-5660
RE: 1996 Conflict of Interest Code Biennial Notice

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years.

The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is solely within the county. Therefore, the Board of Supervisors must, no later than July 1, 1996, notify each agency to review its code and submit a notice (sample enclosed) to the Board that either amendments are required or that no amendments are necessary. Notices must be submitted to the Board of Supervisors by October 1, 1996. **The notice is not sent to the Commission.**

The Board is not required to send a notice to any agency whose jurisdiction is in more than one county. The Commission is the code reviewing body for multi-county agencies and will contact these agencies directly regarding the biennial notice.

To provide assistance with determining what revisions, if any, need to be made, the most common types of changes which would warrant an amendment are outlined below. **Please supply a copy of this memo and the enclosed materials to all agencies in the county's jurisdiction.**

➤ The addition of positions, including consultants, to the appendix of the code which involve the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest. *(See the enclosed fact sheet on how to determine who should be designated in a conflict of interest code.)*

➤ The reclassification, renaming or deletion of previously designated positions.

- The addition, deletion or modification of the specific types of investments, business positions, interests in real property, and sources of income which are reportable for the designated positions (disclosure categories).
- The deletion of certain positions that manage public investments from the list of designated positions. *(See the enclosed fact sheet regarding officials who manage public investments.)*

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the Board of Supervisors for approval within **90 days** from the date the biennial notice was submitted. For example, if an agency files its notice on October 1, 1996, indicating an amendment is necessary, the amendment must be submitted to the Board of Supervisors by December 29, 1996. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

A series of regional workshops will be conducted to provide information on amending conflict of interest codes. Please call the Commission for reservations to ensure seating space and materials for all participants. There is no charge to attend the workshops.

Sacramento
Wednesday, August 7
10-12 noon
FPPC Hearing Room
428 J Street, 8th Floor

El Cajon
Tuesday, August 13
10-12 noon
Council Chamber
200 East Main Street

Walnut Creek
Wednesday, August 14
1-3 p.m.
Council Chamber
1666 North Main Street

Orange
Wednesday, August 21
10-12 noon
Council Chamber
300 East Chapman Ave.

If you have any questions, please contact the Technical Assistance Division at (916) 322-5660.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: August 20, 1996
SUBJECT: Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1995-1996

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1995-1996.

Filing this report is the final requirement for the District's participation in the Families for Literacy Grants.

RECOMMENDATION:

Receive and file.

CALIFORNIA STATE LIBRARY
1995-96 FAMILIES FOR LITERACY PROGRAM

Final Report
Wednesday, July 31, 1996

NAME OF LIBRARY PLACENTIA LIBRARY DISTRICT

PERSON COMPILING REPORT Jeanne Walters FFL COORDINATOR

PHONE NUMBER (714) - 524-6408 - Signature Title

Ext. (213)

A. Program Participants and Partners

1. Number eligible Families participating through 6/30/96 22 (families can participate in a number of different ways; not all must attend programs to participate)
2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
22	1	27	3	8	

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic		10	12		1				23
Native American									
Pacific Islander									
White									
Other									
TOTAL		10	12		1				23

Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black					
Hispanic	27	3	8		38
Native American					
Pacific Islander					
White					
Other					
TOTAL	27	3	8		38

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	27	3	8		38
Portuguese					
Vietnamese					
English					
Hmong					
Pacific Island Languages					
Other					
TOTAL	27	3	8		38

3. Community Partners

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

<u>Community Partner</u>	<u>Role</u>
City of Placentia	Provides meeting facilities and support services for facilities Provided a Santa Claus for the December holiday party
Garnet Community Center	Refers families to program Provides referrals to social service agencies who can meet other family needs
H.I.S. House	Refers families to program
Placentia Chamber of Commerce	Provides venue for community networking
Placentia/Yorba Linda Unified School District	Allows the use of school busses for transportation to and from the library and ESL classes
Placentia/Yorba Linda Unified School District Adult Education office	Secures facilities for ESL classes and child care Provides a licensed ESL teacher Prepares and sends flyers advertising the FFL program to all Placentia residents
Scholastic Book Fairs, Inc.	Provides books for sale at a discount
Yorba Linda HeadStart	Refers families to program

B. Narrative Description of Services Provided

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

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

Books are distributed once a week at the end of each FFL program. The books are laid out on a counter in the library and parents are able to choose the ones that they want for their children. They are requested to take home one book for each child in the family per week. No limit is set on the age of the children who can receive books.

- 1a. Average number of books per child actually distributed 17.
- 1b. Total number of books distributed as of 6/30/96 (12 months) 636.
- 1c. Number of books received by children under 5 (full fiscal year) 419.
- 1d. Number of books received by children over 5 (full fiscal year) 217.

(B.1. continued)

List of Books Purchased for Distribution

	Cat in the hat beginner book in Spanish,
	I spy Christmas
	Jumbo
	Let's eat/Vamos a comer
	Let's play/Vamos a jugar
	Let's take a walk/Vamos a caminar
	Un conejo encantador
	Un osito encantador
	Una araña encantadora
	Una tortuga encantador
	What color?/¿Que color?
Aker, Suzanne	What comis in 2's, 3's, & 4's?
Allard, Harry	Miss Nelson is back
Allard, Harry	Miss Nelson is missing
Allard, Harry	Miss Nelson is missing - Book and cassette
Ancona, George	The piñata maker/El piñatero
Anno, Mitsumasa	Anno's counting book
Aruego, Jose	Look what I can do
Asch, Frank	Milk and cookies
!Asi soy yo!	¡A jugar!
!Asi soy yo!	¡Mirame!
Avalos, Cecilia	Piñates, piñates
Avalos, Cecilia	¡Vamos al supermercado!
Bailey, Debbie	Mi Mamá
Bailey, Debbie	Mi Papá
Balestrino, Philip	Skeleton inside you, The
Bang, Molly	Ten, nine, eight
Barkin, Joanne	Where do I put my books
Barkin, Joanne	Where do I put my clothes
Barkin, Joanne	Where do I put my food
Barkin, Joanne	Where do I put my toys
Barney Publications	Baby Bop's toys
Beames, Margaret	Who wants to live in my house
Beck, Jennifer	Dreams
Beck, Jennifer	Joe's father
Berenstain, Stan and Jan	Berenstain bears don't pollute anymore
Berenstain, Stan and Jan	Berenstain bears in the dark
Berenstain, Stan and Jan	Berenstain bears life with papa
Birchall, Brian	Black swan's breakfast

Birchall, Brian	Pig Williams's midnight walk
Birchall, Brian	Where's Baby Tom
Biro, Val	Fables from Aesop: The ducks and the tortoise The eagle and the man
Blades, Ann	Fall
Blades, Ann	Spring
Blades, Ann	Summer
Blades, Ann	Winter
Bogart, Jo Ellen	Sara vio una guacamaya azul
Bond, Felicia	The halloween performance
Bourgeois, Paulette	Franklin in the dark
Boynton, Sandra	A to Z
Boynton, Sandra	Blue hat, green hat
Boynton, Sandra	But not the Hippopotamus
Boynton, Sandra	Doggies: a counting and barking book
Boynton, Sandra	The going to bed book
Boynton, Sandra	Horns to toes and in between
Boynton, Sandra	Moo, baa, la la la!
Boynton, Sandra	Opposites
Bradbury, Lynne	Colors and shapes
Breeze, Lynn	Baby's clothes
Breeze, Lynn	Baby's food
Brenner, Richard J.	Shaquille O'Neal
Brett, Jan	The mitten
Brett, Jan	The mitten - cassette
Bridwell, Norman	Clifford, the big red dog
Bridwell, Norman	Clifford and the grouchy neighbors
Bridwell, Norman	Clifford counts bubbles
Bridwell, Norman	Clifford goes to Hollywood
Bridwell, Norman	Clifford's animal sounds
Bridwell, Norman	Clifford's bathtime
Bridwell, Norman	Clifford's bedtime
Bridwell, Norman	Clifford's Christmas
Bridwell, Norman	Clifford's good deeds
Bridwell, Norman	Clifford's Halloween
Bridwell, Norman	Clifford's happy days: a pop-up book
Bridwell, Norman	Clifford's Happy Easter
Bridwell, Norman	Clifford's I love you tiny pop-up
Bridwell, Norman	Clifford's manners
Bridwell, Norman	Clifford's noisy day
Bridwell, Norman	Clifford's peek-a-boo
Bridwell, Norman	Clifford's puppy days
Bridwell, Norman	Clifford's springtime tiny pop-up
Bridwell, Norman	Clifford's Thanksgiving visit

Bridwell, Norman	Las buenas acciones de Clifford
Bridwell, Norman	Clifford, el gran perro colorado
Bridwell, Norman	Clifford, el perro bombero
Bridwell, Norman	Clifford, va de viaje
Bridwell, Norman	Primera Navidad de Clifford, La
Brown, Trisha	Hello, amigos!
Brown, Margaret Wise	Big red barn
Brown, Margaret Wise	Good-night moon
Brown, Margaret Wise	Runaway bunny
Campbell, Rod	Dear zoo
Campbell, Rod	My presents
Campbell, Rod	The pop-up pet shop
Carle, Eric	Do you want to be my friend
Carle, Eric	La mariquita malhumorada
Carle, Eric	La oruga muy hambrienta
Carle, Eric	The very busy spider
Carle, Eric	The very hungry caterpillar
Carle, Eric	The very hungry caterpillar - board book
Cartwright, Pauline	Banana shake
Cartwright, Pauline	The dressing-up box
Cartwright, Pauline	Like me
Cartwright, Pauline	Snow
Cartwright, Pauline	Tails
Cartwright, Pauline	What shall I wear?
Castenada, Omar S.	Among the volcanoes
Chardiet, Bernice	Bunny runs away
Chardiet, Bernice	Brenda's private swing
Chardiet, Bernice	Martin and the toothfairy
Chase, Edith Newland	El tenero recién nacido
Child, Lydia Maria	Over the river and through the wood
Cocca-Leffler, Maryann	Wednesday is Spaghetti Day
Cole, Joanna	Anna Banana: 101 jump-rope rhymes
Coleman, Nancy	Smiles
Coleman, Warren	Asi es mi mundo: La Constitucion
Conran, Sebastian	My firstABC book
Conran, Sebastian	My first 123 book
Cousins, Lucy	Farm Animals
Cousins, Lucy	Pet Animals
Covent Garden Books	Snap shot books:Who's my friend?
Cowcher, Helen	El bosque tropical
Cowley, Joy	The bicycle
Cowley, Joy	The big hill
Cowley, Joy	The birthday cake
Cowley, Joy	Come with me
Cowley, Joy	Feet

Cowley, Joy	The ghost
Cowley, Joy	Go, go, go
Cowley, Joy	The ha-ha powder
Cowley, Joy	Hairy bear
Cowley, Joy	Horace
Cowley, Joy	The hungry giant
Cowley, Joy	I want an ice cream
Cowley, Joy	If you meet a dragon
Cowley, Joy	In the mirror
Cowley, Joy	Just this once
Cowley, Joy	Little brother
Cowley, Joy	The little red hen
Cowley, Joy	A monster sandwich
Cowley, Joy	The night train
Cowley, Joy	One cold, wet night
Cowley, Joy	Painting
Cowley, Joy	A party
Cowley, Joy	The pumpkin
Cowley, Joy	Round and round
Cowley, Joy	Rum-tum-tum
Cowley, Joy	Splosh
Cowley, Joy	The storm
Cowley, Joy	The tree house
Cowley, Joy	Where are they going?
Crews, Donald	Flying
Crews, Donald	Freight train
Crews, Donald	School bus
Crews, Donald	El autobus escolar
Cristini, Ermanno	In my garden
Cunningham, Robin	Hide and go seek
Cutting, Brian	B's boat
Cutting, Brian	Dandelion
Cutting, Brian	A small world
Cutting, Brian	Whose eggs are these?
Dagliesh, Alice	The Thanksgiving story
Dalton, Anne	This is the way
Daniel, Alan	Down by the bay
Daniel, Alan	The eensy, weensy spider
Daniel, Alan	She'll be comin' 'round the mountain
Davidson, Avelyn	Skittles: Math rhymes to read together
Davidson, Margaret	The story of Thomas Alva Edison
Day, Alexandra	Carl goes shopping
Day, Alexandra	Carl's masquerade
De Paola, Tomi	Stega Nona
Delacre, Lulu	Arroz con leche

Delacre, Lulu	Las navidades
Delacre, Lulu	Vejigante masquerader
Demerest, Chris L.	No peas for Nellie
Depree, Helen	I can paint
Depree, Helen	The beach
Depree, Helen	Don't panic!
Depree, Helen	House cleaning
Depree, Helen	A lump in my bed
Depree, Helen	My shadow
Depree, Helen	The picnic
Dodds, Dayle Ann	Wheel away
Donnelly, Liza	Dinosaurs' Halloween
Dorros, Arthur	Abuela
Doyle, Charlotte	Freddie's spaghetti
Doyle, Tara	Little Bunny's Easter surprise
Dubanevich, Arlene	Pigs in hiding
Dudko, Mary Ann	Baby Bop's food
Dudko, Mary Ann	Barney and Baby Bop at the beach
Dudko, Mary Ann	Barney's book of opposites
Dudko, Mary Ann	Barney's color surprise
Dudko, Mary Ann	Barney's weather book
Dudko, Mary Ann	BJ makes music
Dudko, Mary Ann	BJ's fun week
Dudko, Mary Ann	Day with Barney
Eastman, P.D.	Perro grande...perro pequeno/ Big dog...little dog
Eggleton, Jill	Changing days
Ehrlich, Fred	Lunch boxes
Ehrlich, Freya	The elves and the shoemaker
Elliot, Dan	Grover learns to read
Emberley, Rebecca	My day/Mi dia
Emberley, Rebecca	Taking a walk/Caminando
Farjeon, Eleanor	Cats
Faulkner, Keith	Tom's school day - a Tiny Tom book of shapes
Field, Rachel	General Store
Folmer, A.P.	Fabulous holiday ornaments
Fowler, Allan	Mis primeros libros de ciencia: El sol siempre brilla en alguna parte Podría ser un mamífero
Fox, Mem	Hattie and the fox
Frandsen, Karen G.	Hoy fue mi primer dia de escuela
Freeman, Don	Corduroy - Edición espanol
Freeman, Don	Corduroy - English edition
Freeman, Don	Corduroy's busy street

Freeman, Don	Corduroy's day
Freeman, Don	Corduroy goes to the doctor
Freeman, Don	Corduroy on the go
Friedman, Ina R.	How my parents learned to eat - Book and cassette
Gackenbach, Dick	Harry y el terrible Quiensabeque
Ga'g, Wanda	The ABC bunny
Galdone, Paul	The teeny, tiny woman - Book and cass.
Garza, Carmen Lomas	Family pictures/Cuadros de familia
Gaw, Robyn	Pat,pat,pat
Gelman, Rita Golden	More spaghetti, I say!
Ginsburg, Mirra	The chick and the duckling
Golden Press	Los caballos
Gomboli, Mario	What will it be?
González, Lucía M.	The bossy gallito/ El gallo de bodas
Gordon, Sharon	Libro primero de lectura: Sorpresa Navideña
Guarino, Debra	Is your Mama a llama?
Hautzig, Deborah	Why are you so mean to me?
Heller, Ruth	Merry-go-round: A book about nouns
Hoban, Tana	Look, look, look
Hoban, Tana	Over, under, through
Hoban, Tana	What is that?
Hoban, Tana	Who are they?
Hoberman, Mary Ann	A house is a house for me
Hooks, William H.	A dozen dizzy dogs
Howard, John	Yo puedo leer sobre los dinosaurios
Hutchins, Pat	Changes, changes
Hutchins, Pat	Good-night, owl!
Hutchins, Pat	Rosie's walk
James, Sara	Boots loses a tooth
Jeffers, Susan	Three jovial huntsmen
Johnson, Crockett	Harold and the purple crayon
Kearns, Kimberly	Barney's farm animals
Keats, Ezra Jack	Un día de nieve
Kemp, Moira	Baa, baa black sheep
Kemp, Moira	Hey, diddle, diddle
Kidd, Ronald	Bobby's world: Are we there yet?
Kidd, Ronald	Bobby's world: Bobby, that's my name
Kingsley, Emily Perl	A baby sister for Herry (Sesame Street)
Kowitt, Holly	The Fenderbenders get lost in America again
Krauss, Robert	How Spider saved Easter
Krauss, Robert	Whose mouse are you?
Krauss, Ruth	The carrot seed

Krauss, Ruth	La semilla de zanahoria
Krensky, Stephen	Christopher Columbus
Kroll, Steven	The biggest pumpkin ever
Kroll, Steven	The candy witch
Krueger, Carol	The cave
Kubick Dana	Pop-up ballerina bear
Kunhardt, Dorothy	Pat the bunny
Kunhardt, Edith	Pat the cat
Ladybird books	Playtime rhymes
Langstaff, John	Oh, a-hunting we will go
Lerner, Sharon	Big Bird says... a game to read and play
Levine, Ellen	I hate English
Lewison, Wendy Cheyette	"Buzz", said the bee
Little Mermaid	A charmed life
Lobel, Arnold	Frog and Toad are friends
Lowery, Linda	Martin Luther King Day
Lunn, Carolyn	Un murmullo es silencioso
Maccarone, Grace	Itchy, itchy chicken pox
Maccarone, Grace	The sword in the stone
MacDonald, Suse	Alphabatics
Marshall, James	Hansel and Gretal
Marzollo, Jean	Halloween cats
Mayer, Andy	Look and listen fire trucks
Mayer, Mercer	Jack and the beanstalk
Mayer, Mercer	Just a daydream
Mayer, Mercer	Just camping out
Mayer, Mercer	Just go to bed
Mayer, Mercer	Just going to the dentist
Mayer, Mercer	Just me and my puppy
Mayer, Mercer	Just my friend and me
Mayer, Mercer	Little Red Riding Hood
Mayer, Mercer	Mi abuela y yo
Mayer, Mercer	El nuevo bebé
Mayer, Mercer	Where's Kitty?
McLerran, Alice	Roxaboxen
McNaught, Harry	500 palabras nuevas para ti
McPhail, David	David McPhail's animals A to Z
McPherson, Jan	Buttercup moon
Mcpherson, Jan	Find a caterpillar
Mcpherson, Jan	Mother hen
McPherson, Jan	Whose birthday is it today?
McQueen, Lucinda	The little red hen
McQueen, Lucinda	La gallinita roja
Melser, June	The big toe

Melser, June	Boo-hoo
Melser, June	The chocolate cake
Melser, June	Look for me
Melser, June	Obadiah
Melser, June	Poor old Polly
Melser, June	Sing a song
Melser, June	Three little ducks
Melser, June	To New York
Melser, June	Too big for me
Melser, June	Who's going to lick the bowl?
Melser, June	Yes, Ma'am
Messenger, Jannat	Lullaby and goodnight: a bedtime book with music
Messenger, Jannat	Twinkle, twinkle little star: a lullaby book with lights and music
Moon, Cliff	Once upon a time: Cinderella
Moon, Cliff	Once upon a time: Goldilocks and the three bears
Moon, Cliff	Once upon a time: Rumpelstiltskin
Moon, Cliff	Once upon a time: The three little pigs
Mooney, Margaret	Taking Jason to Grandma's
Morris, Ann	Bread, bread, bread
Morris, Ann	Hats, hats, hats
Morris, Ann	Sombreros, gorras y cachuchas
Moulton, Grace	Dan, my new neighbor
Moulton, Grace	Emma
Moulton, Grace	My cousin Tom
Moulton, Grace	My friend Andrew
Moulton, Grace	My friend Lucy
Moulton, Grace	My sister Sarah
Munsch, Robert	Love you forever
Munsch, Robert	Siempre te querré
Murphy, Chuck	My first book of counting
Murphy, Chuck	My first book of shapes
Murphy, Jill	Five minutes peace
Nikola-Lisa, W.	Llega la noche
Numeroff, Laura Joffe	If you give a mouse a cookie
Olson, Norman	Yo puedo leer sobre los camiones y los carros
Oxenbury, Helen	All fall down
Oxenbury, Helen	Beach day
Oxenbury, Helen	Clap hands
Oxenbury, Helen	Dressing
Oxenbury, Helen	Family
Oxenbury, Helen	Friends

Oxenbury, Helen	Monkey see, monkey do
Oxenbury, Helen	Mother's helper
Oxenbury, Helen	Playing
Oxenbury, Helen	Say goodnight
Oxenbury, Helen	Shopping trip
Oxenbury, Helen	Tickle, tickle
Oxenbury, Helen	Tom and Pippo go shopping
Oxenbury, Helen	Tom and Pippo in the garden
Oxenbury, Helen	Tom and Pippo make a friend
Oxenbury, Helen	Tom and Pippo make a mess
Oxenbury, Helen	Tom and Pippo see the moon
Oxenbury, Helen	Tom and Pippo's day
Oxenbury, Helen	Working
Palacios, Argentina	Peanut butter, apple butter, cinnamon toast
Papagapitos, Karen	Socorro, daughter of the desert
Parish, Peggy	Good work, Amelia Bedelia
Parish, Peggy	Teach us, Amelia Bedelia
Peters, Sharon	Un libro primerso de lectura: Una función de títeres
Piper, Watty	The little engine that could
Piper, Watty	La pequeña locomotora que si pudo
Pleasant Company	The American Girls paper dolls
Pomerantz, Charlotte	The tamarindo puppy and other poems
Potter, Beatrix	Meet Benjamin Bunny
Potter, Beatrix	Meet Jemima Puddle-Duck
Powers, Christine	My day with animals
Powers, Christine	My day with numbers
Randall, Beverly	Follow-the-leader
Randall, Beverly	How many legs?
Randall, Beverly	I'm not, I'm not
Randall, Beverly	Where are the car keys?
Randall, Beverly	Where can pussy sleep?
Randall, Beverly	Where's Bear?
Raphael, Elaine	Story of the first Thanksgiving, The
Raschka, Chris	Yo! Yes?
Raskin, Ellen	Nothing ever happens on my block
Razzi, Jim	Fun with dinosaurs
Reid, Barbara	Zoe's rainy day
Reid, Barbara	Zoe's snowy day
Reid, Barbara	Zoe's sunny day
Reid, Barbara	Zoe's windy day
Reiss, John J.	Colors
Rey, H.A.	Curious George
Rey, Margaret and H.A.	Curious George at the laundromat

Rey, Margaret and H.A.	Curious George at the railway station
Rey, Margaret and H.A.	Curious George goes to the hospital
Ricklin, Neil	My clothes/Mi ropa
Ricklin, Neil	My colors/Mis colores
Ricklin, Neil	My family/Mi familia
Ricklin, Neil	My numbers/Mis números
Rikys, Bodel	Red Bear's fun with shapes
Roberts, Naurice	Cesar Chevez y La Causa
Rockwell, Harlow	My doctor
Rockwell, Ann and Harlow	The first snowfall
Rockwell, Ann and Harlow	The toolbox
Rohmer, Harriet	Uncle Nacho's hat/El sombrero del Tío Nacho
Ross, Katherine	Twinkle, twinkle, little bug
Ross, Tony	This old man: a musical counting book
Ruane, Joanna	Barcos, barcos, barcos
Ruschak, Lynette	The counting zoo
Rylant, Cynthia	Cynthia Rylant's everyday children
Rylant, Cynthia	Cynthia Rylant's everyday garden
Rylant, Cynthia	Cynthia Rylant's everyday house
Rylant, Cynthia	Cynthia Rylant's everyday town
Santoro, Christopher	Lift a rock
Santoro, Christopher	Open a barn door
Santoro, Christopher	Open a cereal box
Santoro, Christopher	Open the hood
Scarry, Richard	Richard Scarry's color book
Scholastic, Inc.	Three little kittens
Schwartz, Henry and Amy	Make a face: a book with a mirror
Scieszka, Jon	The true story of the 3 little pigs
Selsam, Millicent E.	Backyard insects
Selsam, Millicent E.	A first look at dinosaurs
Selsam, Millicent E.	Cómo crecen los perritos
Sendak, Maurice	Where the wild things are
Serfozo, Mary	Who said red
Serfozo, Mary	Who wants one
Sesame Street	Here, kitty, kitty
Sesame Street	Una visita a la biblioteca de S.S.
Sesame Street	Una visita a la estación de bomberos de S.S.
Sesame Street	Una visita al hospital de S.S.
Seuss, Dr.	The Cat in the Hat - Book and cassette
Seuss, Dr.	Green eggs and ham
Seuss, Dr.	Hop on Pop - Book and cassette
Sharmat, Mitchell	Sherman is a slow poke
Shaw, Gina	Little Lamb's Easter surprise
Shaw, Nancy	Sheep in a jeep - Book and cassette

Shiffman, Lena	My first book of words
Slepian, Jan	The hungry thing returns - cassette
Slobodkina, Esphyr	Caps for sale
Soto, Gary	Baseball in April
Soto, Gary	Crazy week-end
Soto, Gary	Fire in my hand
Soto, Gary	Local news
Soto, Gary	Neighborhood odes
Soto, Gary	Pacific crossing
Soto, Gary	The pool party
Soto, Gary	The skirt
Soto, Gary	Taking sides
Soto, Gary	Too many tamales
Stevenson, James	Fried feathers for Thanksgiving
Stevenson, James	Great big especially beautiful Easter egg
Sunbird Pubs.	The three little pigs
Tafari, Nancy	¿Has visto a mi patito?
Thole, Dorothy	Tatum's favorite shape
Thompson, Carol	Hide and ghost seek
Treviño, Elizabeth Borton	El Güero
Troll Associates	Ahora sí: Acerca de los animales en su infancia
Troll Associates	El galleton de jengibre
Troughton, Joanna	How night came
Troughton, Joanna	The magic mill
Troughton, Joanna	Tortoise's dream
Troughton, Joanna	What made Tiddalik laugh
Tudor, Tasha	1 is one
Viorst, Judith	Alexandre y el dia terrible, horrible, espantoso, horroroso
Viorst, Judith	Alexandre, que era rico el domingo pasado
Waber, Bernard	Lyle, Lyle, crocodile - Book and cassette
Wallwork, Amanda	No dodos
Watanabe, Shiego	How do I put it on?
Watts, Claire	Pets: A first look at animals
Wells, Rosemary	Max's bath
Wells, Rosemary	Max's bedtime
Wells, Rosemary	Max's birthday
Wells, Rosemary	Max's breakfast
Wells, Rosemary	Max's first word
Wells, Rosemary	Max's new suit
Wells, Rosemary	Max's ride
Wells, Rosemary	Max's toys

Westridge Young Writers	Kids explore America's Hispanic heritage Workshop
White, Stephen	Barney & Baby Bop follow that cat
White, Stephen	BJ's silly story
Williams, Margery	The velveteen rabbit
Withelm, Hans	Bunny trouble
Witt, Dick	Let's look at animals
Wolf, Jill	Aminalitos en peligro/ Endangered baby animals
Wolf, Jill	Serpientes: datos y fotos/ Snakes: facts & photos
Wood, Jenny	First songs and action rhymes
Wright Group, The	Look at frozen peas
Wright Group, The	Rhyme readers: Boys and girls come out to play The cuckoo/The North Wind Doctor Foster/Hector Protector Fishing The Grand old duke of York Hickory, dickory, dock/ A traveller The house that Jack built Humpty Dumpty Mary had a little lamb The queen of hearts Simple Simon Three blind mice The three little kittens This little pig
Wright Group, The	Start with rhymes: Bed time Incy, wincy spider/ To the ladybird Jack and Jill
Wright Group, The	Wesley and the dinosaurs: Brachiosaurus in the river Dinosaurs on the motorway A Diplodocus in the garden Pterodactyl at the airport Triceratops on the farm Tyrannosaurus the terrible
Young, Ed	Seven blind mice
Zimmermann, H. Werner	Pollita chiquita

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

Meetings are held once a week for two hours at the Library. Adults and children are separated at the beginning of the program. Adults are instructed in English, reading, reading aloud, book selection, library resources, etc. Adults and children are brought together during the second hour for stories, craft activities, and book distribution.

- 2a. Total Number of FFL Meetings Held as of 6/30/96 (full fiscal year) 36
- 2b. Total Number of Attendees as of 6/30/96 (full fiscal year) 703
- 2c. Total Number Different Families attending programs in public library settings as of 6/30/96 (full fiscal year) 26
- 2d. Total Number Different, Eligible Families attending programs in library settings as of 6/30/96 (full year) 22
- 2e. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

All family story times are held at the Library.

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

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

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques. Learners are asked to have conversations in small groups and with the whole group about themselves, their children, and their families. Sometimes these conversations are verbal, and sometimes they are asked to write the conversations down.

Children's books are used to practice reading skills. Nursery rhymes and finger plays are also taught; first, the adults learn them, and then the adults teach them to their children.

The FFL Coordinator has been the primary tutor for the FFL program, and has learned these techniques by attending workshops, conferences, and symposiums on Family Literacy.

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

Training in book selection is done informally. During library tours, participants are shown the different sections of the library which contains books that are appropriate for various age groups. The differences between the types of books and the reasons for their particular age-appropriateness are discussed.

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

A bimonthly booklet entitled "I Can Do It" (English version) or "¡Ya puedo hacerlo!" (Spanish version) contains activities that encourage families to do things together as a group. Families receive copies of this booklet throughout the year, and are asked to talk at the weekly meetings about their experiences using this resource.

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

Tours are given of the Library which show the location and explain the purpose of each department. Parents and older siblings are taught to use the Library's computer catalog system and all family members are encouraged to get Library cards. During the tours, areas of special interest to parents and young children are highlighted, and these areas are pointed out again throughout the year as they relate to the weekly programs. Participants are introduced to Library employees, and employees are made aware of the special needs of particular program participants.

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

Child care services are provided during the weekly program at the Library. This allows the adults to completely concentrate on their lessons, and allows the children to play at the same time.

Transportation to and from the Library is also provided to participants who do not have another means of transportation.

Books are given out at the weekly programs to families in attendance. When families do activities from the Calendar of Home Activities, they can choose inexpensive children's toys as an incentive to continue doing these activities.

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

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

Referrals are also sought through community-based organizations, such as H.I.S. House, a local homeless shelter; the Garnet Community Center, a local service referral agency; and local HeadStart programs.

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

<u>FFL Position</u>	<u>Hours per week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
Coordinator	20	partially	Library budget
Childcare staff	18	yes	

With a staff this size, the basic elements of the program were covered. More could probably have been accomplished with the assistance of a part-time bi-lingual clerk.

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

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

Attendance is taken weekly. The total attendance for each week is noted as well as the attendance consistency of each participating family. Success is also measured by the number of families that return and continue to participate after each semester break.

A third measure of success is the presence of participating families in the library at times other than those of the weekly program. Their presence in the Children's Department and participation in the Library's Summer Reading Program are the most visible signs of this.

C. Lessons Learned This Year

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

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

One of the most successful aspects of Placentia Library District's FFL program has been its ability to attract and maintain relationships with participating families and help them integrate into the Library as a whole. During breaks and during the summer, participants have continued to come to the Library. The children are participating in story times, craft sessions, and the Summer Reading Program, all of which are sponsored by the Children's Department. The adults are checking out Library materials and interacting directly with the Circulation staff without the assistance of Literacy staff. The Library has become an additional resource for them, a place where they feel welcome, knowing that they will be treated with respect and given the help that they and their children need.

(continued on next page)

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

Budget cuts and other constraints limited the amount of time that the Children's Librarian was able to contribute to the FFL program during the first part of this year. In addition, the Library did not have a Children's Librarian between March and July. So, the Children's Librarian was less involved in the program this year than she has been in the past.

(C.1. continued)

The attitude of all Library staff members has been the biggest factor in accomplishing this. The Library Director and each Department Head have made certain that the special needs of the participating families have been accommodated. Special circumstances have been taken into consideration, fines have been waived, and check-out times have been extended. Participating families were seen as individuals and treated as friends.

- 3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

At the March and April meetings of the Placentia Library District's Board of Trustees, the Library's FFL program was reviewed. The Board reviewed the amount of money available to the Library as a whole, the number of families participating in the FFL program, and the amount of money being spent by the Library on the FFL program, and decided at that time not to reapply for State funding for the program as it currently existed. Since that time discussions have been held between staff members and City employees about the possibility of doing a modified Families program at some community centers in at-risk neighborhoods. Discussions are still underway and so the success of these plans is not currently known.

- 4) If you knew at the beginning of this fiscal year what you know now, what, if any, changes would you make?

Had I known that this would be the last year of the FFL program as it has existed, I would have begun making preparations several months ago to help make the transition from the existing program to the proposed program easier. This would have been particularly beneficial for the participating families.

- 5) Did someone from your program attend the December 1995 Family Literacy Symposium sponsored by the State Library?
yes x no

If yes, briefly describe what was learned at the symposium and how this new knowledge impacted your program.

I found the interaction with other coordinators to be particularly helpful. It is easy to think that a particular problem is unique to your program, or that your program is the only one with problems. Listening to the problems, frustrations, solutions, and continuing commitment of other coordinators helped to rebalance my focus.

- 6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

Discussions are being held with City officials for permission to use facilities to conduct a parent/child program at some of their community centers. This program will involve both the Adult Literacy Department and the Children's Department, and will probably have many of the same components that existed in the FFL program. Details of the program are still being discussed and so are not available for inclusion in this report.

- 7) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Dr. Starr and to me as we give presentations about our FFL programs and use these anecdotal stories as illustrations of our impact on individual families)*

One of the mothers in the program told me the following story:

She visited one of the local preschools to investigate the possibility of enrolling two of her children there next year. While she was talking to the administrator, a teacher asked her if her children would like to come into her classroom to be with other children. She said all right and continued talking to the administrator. When she went to pick up her children, the teacher asked her where her children attended preschool. When she said they didn't attend preschool, the teacher asked where they had learned the songs and finger plays that she had been doing with her class. The mother explained about the FFL program and the work that she has been doing with her individual tutor. The teacher was impressed since she had been positive that they had at least some preschool experience.

Library Name: Placentia Library District

D. Financial Report

Fiscal Year 1995-96

Category	Budget		Expended as of June 30, 1996	
	CLSA	OTHER	CLSA (FFL)	OTHER
1. Personnel	14,400	31,567	14,400	31,513
2. Library Materials	-0-	-0-	-0-	-0-
3. Operative Total	5,600	1,400	5,600	2,070
3a. Contract Services	-0-	-0-	-0-	-0-
3b. Travel	-0-	500	-0-	81
3c. Office Supplies	-0-	500	-0-	434
3d. Printing	600	200	468	-0-
3e. Instructional Resource	-0-	200	-0-	611
3f. Children's Book Resource	1,000	-0-	980	-0-
3g. Other**	4,000	-0-	4,152	944
4. Equipment	-0-	-0-	-0-	-0-
5. Indirect	-0-	116	-0-	116
TOTAL	20,000	33,083	20,000	33,699

Signature of Representative of Fiscal Agent
or of Library Receiving Funds

Library Director

Title

**If any single expenditure over \$300 here, please explain on separate sheet

BUDGET CHANGE REQUEST (BCR)
CLSA/ California Library Literacy Service Funds/Families for Literacy

1. See INSTRUCTIONS for Budget Change Request
2. Send complete form to: California State Library
Literacy Fiscal Office, Room 215
PO Box 942837
Sacramento, CA 94237-0001

Placentia Library District
Name of Library _____
Fiscal Year 1995-1996


Please Check One

CLIS

FPL

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	14,400	-0-	14,400	Operational expenses varied from anticipated
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (a-h)	5,600	-0-	5,600	
a. contract services	-0-	-0-	-0-	
b. travel	-0-	-0-	-0-	
c. office supplies	-0-	-0-	-0-	
d. printing	600	(132)	468	
e. instructional resources	-0-	-0-	-0-	
f. communications	-0-	-0-	-0-	
g. children's book (FPL)	1,000	(20)	980	
h. other	4,000	152	4,152	
4. Equipment	-0-	-0-	-0-	
5. Indirect	-0-	-0-	-0-	
6. TOTAL	20,000	-0-	20,000	

BCR 53.CLC (Rev. 7/94)

 Fiscal Agent/Library Rep. Signature		Library Director 07/31/96	
Charlene Dumitru (714) 528-1925		Date	
Contact Person Phone #		Title	
CSL Fiscal Office approval/signature		Date	
CSL Consultant approval/signature		Date	

TO: Library Board of Trustees

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

DATE: August 20, 1996

SUBJECT: Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996.

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

RECOMMENDATION:

Receive and file.



CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 95/96)

<u>PLACENTIA LIBRARY DISTRICT</u>	___ 1st Quarter July-September	___ 2nd Quarter October-December
Name of Library	___ 3rd Quarter January-March	<u>X</u> 4th Quarter April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.	1	71
2. Adult Learners who began during quarter	2.	4	4
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	1	
b. Learners who became physically inaccessible this quarter	3b.	1	
c. Learners who left program for other reasons	3c.	2	
d. Learners who left program WITHOUT notification	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.	4	4
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.	75	75
5. Adult Learners referred to other programs (never instructed) this quarter	5.	5	5

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.	134	134
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.	13	13

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.	71	71
9. Prospective Adult Learners awaiting instruction at end of quarter	9.	37	37

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	28	1	31	0	0	11	0	0	71

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	6	31	19	8	1	4	2	71

12. Gender	Male	Female	TOTAL
	15	56	71

Double Check:

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

PLACENTIA LIBRARY DISTRICT

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator

7/18/96

Title

Date

Katie Matas

Contact Person

Literacy Coordinator

(714) - 524-8408x213

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 95/)96

<u>PLACENTIA LIBRARY DISTRICT</u>	— 1st Quarter July-September	— 2nd Quarter October-December
Name of Library _____	— 3rd Quarter January-March	<u>X</u> 4th Quarter April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.		52
2. Tutors who began instructing during quarter	2.		2
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	1	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		1
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		54
. Number of tutors trained during quarter	5.		8
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.		94
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.		46

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		53
10. Prospective tutors awaiting training/matching at end of quarter	10.		14

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 95/96)

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

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

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	4	0	4	0	1	44	0	0	53

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	3	11	15	13	7	4	0	53

13. Gender	Male	Female	TOTAL
	6	47	53

Double Check:

Do Items #10, #11, & #12 = #9 on previous page?

14a. Number of library branches used for literacy instruction during quarter	3
14b. Number of additional sites used for literacy instruction during quarter	12

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

PLACENTIA LIBRARY DISTRICT

Name of Library

Katie Matas
Signature of person submitting this report

Literacy Coordinator

7/18/96

Title

Date

Katie Matas

Contact Person

LiteracyCoordinator

(714) - 524-8408 x213

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Action Plan (Fiscal Year 95-96)

Name of Library Placentia Library District	___ 1st Quarter July-September	___ 2nd Quarter October-December
	___ 3rd Quarter January-March	<u>X</u> 4th Quarter April-June

Instructions:

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

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

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Promoting the use of computer software in conjunction with tutoring sessions.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course and a 2-hour workshop on learning disabilities.
2. Served on the Chamber of Commerce Business Showcase committee and participated in the event.
3. Introduced the volunteer computer tutor to students and tutors and encouraged them to meet with him.
4. Participated in the Library hosted Chamber mixer.
5. Offered a monthly citizenship exam as a service to the community and a way of advertising the literacy program to a new pool of potential volunteers and learners.
6. Participated in the Friends of the Library Volunteer Day.

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

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Evaluation of the literacy collection of supplementary tutoring materials.

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network.
2. Continued communication with local businesses through the Placentia Chamber of Commerce.
3. Worked with local Adult Education to provide classes for students in the Families for Literacy Program.
4. Worked with California State University, Fullerton to provide internship opportunities for students in the Human Services and Communications departments.
5. Participated in a local homeless intervention shelter's support services counsel to evaluate the shelter's services and promote cooperation between community service providers.
6. Participated in the SCLLN planning retreat.

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 1995-1997)


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

Placentia Library District
 Name Of Library

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
1. Personnel	1,391	40,827	42,218	1,391	11,784	1,391	41,286	42,677
2. Library Materials	-0-	1,000	1,000	-0-	1,217	-0-	1,217	1,217
3. Operations	7,000	5,380	12,380	3,389	3,240	7,000	5,438	12,438
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
5. Indirect	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
6. Total	8,391	47,207	55,598	4,780	16,241	8,391	47,941	56,332

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	650	350	1,000	46	704	650	704	1,354
3b. Travel	1,100	1,500	2,600	1,047	979	1,100	979	2,079
3c. Office Supplies	750	430	1,180	-0-	607	750	1,916	2,666
3d. Printing	1,391	-0-	1,391	700	-0-	1,817	-0-	1,817
3e. Instr. Resources	500	2,250	2,750	227	950	727	1,839	2,566
3f. Communications	1,500	500	2,000	1,369	-0-	1,718	-0-	1,718
3g. Other	510	350	860	-0-	-0-	238	-0-	238
TOTAL	7,000	5,380	12,380	3,389	3,240	7,000	5,438	12,438

Signature of Representative of Fiscal Agent or of Library receiving funds

 Title: Library Director
 Date: 07/31/96
 Contact Person: Charlene Dumitru
 Admin. Ass't: (714) 528-1906
 Title: Phone


BUDGET CHANGE REQUEST (BCR)
CLSA/ California Library Literacy Service Funds/Families for Literacy

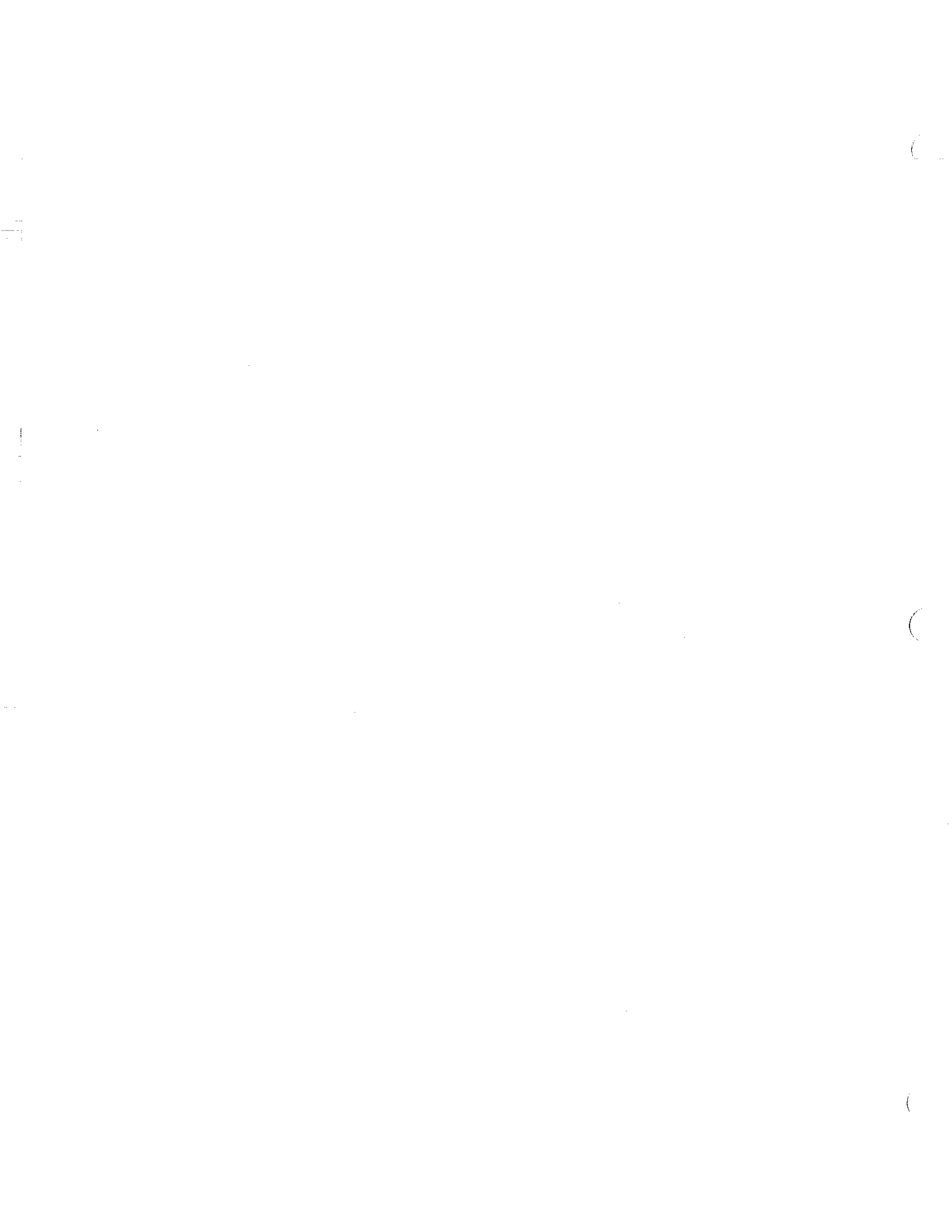
1. See INSTRUCTIONS for Budget Change Request
2. Send complete form to:
California State Library
Budget Office, Literacy
PO Box 942837
Sacramento, CA 94237-0001

Placentia Library District
Name of Library CLS FFL
Fiscal Year 1995-96

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	1,391	-0-	1,391	
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (#-h)	7,000	-0-	7,000	
a. contract services	650	-0-	650	
b. travel	1,100	-0-	1,100	
c. office supplies	750	-0-	750	
d. printing	1,990	(173)	1,817	
e. instructional resources	500	227	727	
f. communications	1,500	218	1,718	
g. children's book (FFL)	--	--	--	
h. other	510	(272)	238	
4. Equipment	-0-	-0-	-0-	
5. Indirect	-0-	-0-	-0-	
6. TOTAL	8,391	-0-	8,391	

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STATE LIBRARY USE ONLY _____ CSL Consultant approval/signature Date	
_____ CSL Fiscal Office approval/signature Title Date	
Fiscal Agent/Library Rep. Signature  Charlene Dumitru	Library Director 07/31/96 Title Date (714) 528-1925, ext. 202 Phone #



TO: Library Board of Trustees

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

DATE: August 20, 1996

SUBJECT: Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1995-1996

BACKGROUND:

Attached is a copy of the District's Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1995-1996.

Filing this report is required in order for the District to receive reimbursement for the funds expended for this Grant, and to remain eligible for future California Department of Education Grants.

RECOMMENDATION:

Receive and file.

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION ACT
Section 321/322/326
Fiscal Year 1995-96

ENROLLMENT CLOSE-OUT PACKAGE

This Close-out package is comprised of the following :

Adult Basic Enrollment Report
Annual Performance Report

Return the original of each of these forms and retain a copy for your records

**** IMPORTANT****

The reporting period for these reports is July 1, 1995-June 30, 1996 regardless of whether your operational/expenditure period for these funds extends beyond June 30, 1996 (i.e. to September 30, 1996). The enrollment data for the period July 1, 1996 - September 30, 1996 will be included in your FY 1996-97 Enrollment Close-out.

DEADLINE FOR SUBMISSION:

September 2, 1996

Submit to:

Dr. Richard Stiles
California Department of Education
Adult Education Policy & Planning
P.O. Box 944272
Sacramento, CA 94244-2720

**ADULT EDUCATION - FY 1995-96
CLOSE-OUT
ENROLLMENT REPORT**

Return to:
Dr. Richard Stiles
Adult Education Policy & Planning
P. O. Box 944272
Sacramento, CA 94244-2720

COUNTY & VENDOR/DISTRICT CODES (See Letter of Encumbrance for these codes)

FY		County Code		District/Vendor Code					
9	5	3	0	M	6	9	2		

AGENCY NAME (School District/Community College/Private Agency)

**SECTION I. TOTAL ENROLLMENT DATA (July 1, 1995 through June 30, 1996)
BY INSTRUCTIONAL PROGRAM**

	ADULT BASIC EDUCATION (ABE)	ENGLISH AS A SECOND LANGUAGE (ESL)	ABE/ESL MIXED	ESL-CITIZENSHIP
	(A)	(B)	(C)	(D)
NUMBER OF TEACHERS (UNDUPLICATED)	29	27	2	
NUMBER OF INSTRUCTIONAL HOURS	1504	1386		
NUMBER OF ENROLLEES (UNDUPLICATED)	34	50		
NUMBER OF ATTENDANCE HOURS	1504	1756		

**SECTION II. NUMBER OF ESL-CITIZENSHIP STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA **
AND CUMULATIVE NUMBER OF ATTENDANCE HOURS**

	Amount	Amount
NUMBER OF STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA		CUMULATIVE NUMBER OF ATTENDANCE HOURS

**Only students who have met the following requirements may be claimed:

- 1.) Evidence is available to show there has been a gain in skill levels for the instruction areas;
- 2.) Evidence is available to show the individual has completed training to take the INS test;
- 3.) Evidence is available that shows the individual has completed the INS N-400 form and is able to answer questions about the information provided;
- 4.) Evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: • CASAS, • ETS, • 1/3 of INS Practice Questions;
- 5.) Students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.

SECTION III. NARRATIVE FORM

Please provide a brief paragraph which describes how your program improved (1) access to users; (2) accountability; (3) quality and responsiveness; and (4) planning and coordination. Use separate pages if necessary (include the agency name and grant number on any attachments).

Access to the program has been improved by the addition of volunteer office help resulting in better reception desk coverage and more opportunity for telephone contact. The literacy program has been made more visible to the business community by participation in Chamber of Commerce events, speaking engagements at business organizations, and articles and advertisements in various local publications. Accountability is maintained through monthly tutor report forms and phone calls, and an adult learner progress evaluation form. The progress evaluation form is designed to help the student define his or her reading and writing goals and to show progress over time. The forms are completed by the student and tutor together every six months. To enhance the quality and responsiveness of the program, staff participated in various literacy related conferences and workshops and incorporated ideas from those events into the literacy program. Supplemental training workshops were offered to tutors to enhance their teaching skills. The program is coordinated by two professionals working as a team dividing tasks by areas of expertise.

INSTRUCTIONS FOR COMPLETING ENROLLMENT REPORT (FORM CDE 101-E2)

COUNTY & DISTRICT/VENDOR CODES and AGENCY NAME

Complete the information in the box provided.

SECTION I. TOTAL ENROLLMENT DATA (July 1, 1995 through June 30, 1996)

Number of Teachers (Unduplicated): Enter number of teachers for the entire fiscal year (July 1, 1995 - June 30, 1996) who taught ABE, ESL, both, and ESL-Citizenship. Every class has an instructor. *If the same instructor teaches two classes of two different groups of students, the instructor is counted only once.*

Number of Instructional Hours: Report total number of hours of instruction, teaching, or tutoring.

Number of Enrollees (Unduplicated): Report only enrollees who received at least 12 hours of ESL, ABE and ESL-Citizenship instruction.

Number of Attendance Hours: Report total number of hours of actual seat time per student.

SECTION II. NUMBER OF ESL-CITIZENSHIP STUDENTS WHO HAVE MET THE FIVE CRITERIA AND CUMULATIVE NUMBER OF ATTENDANCE HOURS

Please list the number of students who have met the five (5) criteria as described on the form. Also please list the cumulative number of attendance hours.

SECTION III. NARRATIVE FORM

Please supply a brief paragraph which describes how your program improved the following:

- 1) Access to users;
- 2) Accountability;
- 3) Quality and responsiveness; and
- 4) Planning and coordination

*Attach additional page if necessary

CALIFORNIA DEPARTMENT OF EDUCATION ADULT EDUCATION - FY 1995-96

ANNUAL PERFORMANCE REPORT

The information requested in this report is required by the United States Office of Education (USOE) as part of the approval of the states' application for Adult Education funds. The California State Plan for Adult Basic Education, approved by USOE, page 5, item 12, states "CDE annually will report information about the state's adult education students, programs, expenditures and goals as may be required by the Secretary." And, on page 53, item (3) which states in part, "the applicant will agree to follow State Guidelines that may be revised from year to year with respect to accountability and data collection procedures."

The four following tables must be completed and returned to the California Department of Education by September 2, 1996.

.....

COUNTY CODE & DISTRICT/VENDOR CODE:
(See Letter of Encumbrance)

FY	County Code	District/Vendor Code		
95	30M	6	9	2

AGENCY: Placentia Library District

PROGRAM YEAR: 1995-96

REPORTING PERIOD: JULY 1, 1995 - JUNE 30, 1996

TABLE 1. Report the number of participants in your program(s) who had achievements in the listed areas during the reporting period. Participants who have several achievements may be listed more than once.

PARTICIPANT ACHIEVEMENT	NUMBER OF PARTICIPANTS (may be duplicated)
EDUCATIONAL:	
1. Obtained an Adult High School Diploma	
2. Passed the GED test	
3. Entered other educational or training program	2
SOCIETAL:	
4. Applied for US citizenship	2
5. Received US citizenship	
6. Registered to vote or voted for the first time	
ECONOMIC:	
7. Gained employment	3
8. Secured employment retention or obtained job advancement	
9. Removed from public assistance	
OTHER (specify):	



TABLE 2. Report the number of participants and the number of classes by time and location.

LOCATION OF CLASS (A)	NUMBER OF PARTICIPANTS (B)	NUMBER OF DAYTIME CLASSES (C)	NUMBER OF EVENING CLASSES (D)	SITES OPERATING FULL-TIME PROGRAMS (25 hours or more unduplicated count) (E)
SCHOOL BUILDING:				
1. Elementary/Secondary school				
2. Community college (junior college, technical institute, etc)				
3. Four-year college				
OTHER LOCATIONS:				
4. Learning center				
5. Correctional institution				
6. State/local institution for the disabled				
7. Work site	14	2		
8. Library	70			1
9. Community-based organization center				
10. Home or home-based				
11. Other				
TOTAL:	84	2		1

TABLE 3. Enter an unduplicated count of personnel by function and job status.

Function Organizational Placement and Type of Job Performed (A)	ADULT EDUCATION PERSONNEL		
	Total number of part-time personnel (B)	Total number of full-time personnel (C)	Unpaid Volunteers (D)
1. Local-level administrative/Supervisory/Ancillary services	3		1
2. Local teachers			58
3. Local counselors			
4. Local paraprofessionals			



California Department of Education
CDE 101-B2 (Rev. 4/96)

ADULT EDUCATION ACT
Section 321/322/326
FISCAL YEAR 1995-96
CLOSE-OUT

Return to:
Management Planning & Development
Attn: Bernice Foster
P. O. Box 944272
Sacramento, CA 94244-2720
(916) 323-5030

FINAL DEADLINE FOR SUBMISSION:
November 1, 1996

PROGRAM ACTIVITY AND EXPENDITURE REPORT
FORM I

**** IMPORTANT ****

The dollar figures reported on this form will be transferred to Form II - Final Reconciliation form (CDE 101-B1). Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is November 1, 1996.

Agency Name: Placentia Library District	County Code 3 0 M	District/Vendor No. 6 9 2
--	----------------------	------------------------------

Reporting Period: July 1, 1995 to June 30, 1996

Part A: ONE HUNDRED HOUR UNITS GENERATED

Column 1 PROGRAM:	Column 2 GRANT AWARD (including augmentations)	Column 3 HHUS GENERATED	X	Column 4 MONETARY RATE	=	Column 5 MONETARY VALUE (column 3 x 4)
BASE GRANT	\$3,500					
ABE	195	15	X	\$13.00		\$195
ESL	90	17	X	\$10.00		170
HOMELESS			X	\$13.00		
ESL-CITIZENSHIP			X	\$250.00		
INSTITUTIONAL			X	\$34.00		

Part B: ACTUAL SUPPLEMENTAL EXPENDITURES INCURRED (total by program)

BASE GRANT	ABE	ESL	HOMELESS	ESL-CITIZENSHIP	INSTITUTIONAL
\$ 3,500.00	\$	\$ 11.00	\$	\$	\$

Part C: MAINTENANCE OF EFFORT

Funds used to support the ongoing basic program during this reporting period.

TOTAL \$ -0-

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agent's Name & Title Elizabeth D. Minter, Library Director

Signature  Date August 1, 1996

FINAL DEADLINE FOR SUBMISSION:
November 1, 1996

ADULT EDUCATION ACT
Section 321/322/326
FISCAL YEAR 1995-96
CLOSE-OUT

FINAL RECONCILIATION

FORM II

**** IMPORTANT ****

The figures requested in Column 3 and 4 below can be found on Form I- Program Activity and Expenditure Report (CDE 101-B2), parts A and B. Column 5 below, Reimbursable Amount, is the lowest of the figures listed in columns 2, 3 or 4. Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is November 1, 1996.

Agency Name:	County Code	District/Vendor No.
Placentia Library District	3 0 M	6 9 2

Reporting Period: July 1, 1995 to June 30, 1996

Column 1 PROGRAM:	Column 2 GRANT AWARD (including augmentations)	Column 3 GENERATED HHUs MONETARY VALUE (Form I, Part A, Column 5)	Column 4 EXPENDITURES INCURRED (Form I, Part B)	Column 5 REIMBURSABLE AMOUNT (place here the <u>lowest</u> amount from column 2, 3, or 4)
BASE GRANT	\$ 3,500		\$ 3,500	\$ 3,500
ABE	195		-0-	-0-
ESL	90		11	11
HOMELESS				
ESL-CITIZENSHIP				
INSTITUTIONAL				

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agent's Name & Title Elizabeth D. Minter, Library Director
Signature [Signature] Date August 1, 1996

FINAL DEADLINE FOR SUBMISSION:
November 1, 1996


FINAL CLAIM FOR REIMBURSEMENT
Form III

****IMPORTANT****

In order to complete this claim, refer to Form II - Final Reconciliation (CDE 101-B1) which calculates your allowable reimbursement(s). Submit this form within 30 days after the end of the program operation period. Final deadline for submission: November 1, 1996.

AGENCY: Placentia Library District		GRANT NO: 321	
CONTACT PERSON: Charlene Dumitru		TELEPHONE NO: (714) 528-1925	
REPORTING PERIOD: July 1, 1995 - June 30, 1996			DATE OF CLAIM: 08/01/96
Column 1 PROGRAM	Column 2 REIMBURSABLE AMOUNT (form II, column 5)	Column 3 CUMULATIVE CASH REIMBURSEMENTS RECEIVED TO DATE	Column 4 AMOUNT OF FINAL CLAIM (column 2 minus column 3)
Base Grant (03499)	\$ 3,500	\$ -0-	\$ 3,500
321 ABE only (03055)	\$ 195	\$ -0-	\$ -0-
321 ESL only (03055)	\$ 90	\$ -0-	\$ 11
322 Homeless (03055)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ 3,785	\$ -0-	\$ 3,511
321 ESL-Citizenship (03802)	\$ -0-	\$ -0-	\$ -0-
326 Institutional (03844)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ -0-	\$ -0-	\$ -0-
TOTAL	\$ 3,785	\$ -0-	\$ 3,511

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Printed Name of Authorized Agent: Elizabeth D. Minter	Title: Library Director	Telephone: (714) 528-1925, ext. 203
Signature: 		Date: August 1, 1996

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

CLAIM APPROVAL

DATE:





Anderson and Anderson / Benefits
Insurance Brokers, Inc.

July 16, 1996

Elizabeth Minter
Placentia Library
411 Chapman Avenue
Placentia CA 92670

Re: Dental and Vision Renewal

Dear Elizabeth:

It is that time of year when your dental and vision rates come up for renewal. I have terrific news your dental rates will be decreasing 5.2% and your vision rates will remain the same. The following are the rates which go into effect on August 1, 1996:

Dental Rates: Current	Renewal	Vision Rates: Current	Renewal
EE \$27.22	\$25.80	\$6.60	\$6.60
EE+Sp \$54.44	\$51.30	\$11.70	\$11.70
EE+F \$73.97	\$70.12	\$16.95	\$16.95
EE+C \$46.74	\$44.30	N/A	N/A

I have compared your rates to those in the current market and found that the rates listed above are very competitive or better than most. I will give you a call next week to answer any questions you may have. I look forward to working with you for another year.

Sincerely,

Vannessa C. Chaverri
Account Administrator



Principal Mutual Life
Insurance Company
Des Moines, Iowa 50392-0001

Agenda Item 26
Page 2

June 21, 1996

PLACENTIA LIBRARY
DISTRICT
ATTN CHARLENE DUMITRU
411 E CHAPMAN
PLACENTIA CA 92670

Re Group Policies No. N70772

Thank you for the opportunity to serve you once again this year.

As you know, the end of your policy year initiates a review of your group insurance program. At this time, we make sure your plan complies with current law and current rates cover your program's cost.

This year, our review indicates it will be necessary to make some changes effective August 1, 1996.

We are pleased to tell you we reduced your rates for your Dental plan for the upcoming policy year.

If you have questions, feel free to contact your agent or our Orange Group and Pension office.

In the meantime, we hope you continue to look to us to provide a high standard of service and look forward to working with you again in the coming year.

Sincerely

JACQUELYN HARDY
Pooled Group Underwriting

Enclosure

CC: AGENT - ANDERSON AND ANDERSON/BE



Principal Mutual Life
Insurance Company
Des Moines, Iowa 50392-0001

Policyholder Name PLACENTIA LIBRARY

Reference No. N70772

	<u>Current Rate</u>	<u>Rate Effective</u> <u>08-01-96</u>
Dental		
Member Only	27.22	25.80
Extra for Spouse	27.22	25.80
Extra for Spouse & Children	46.75	44.32
Extra for Children	19.52	18.50



Attachment to Your Renewal Letter

Account No. N70772

California legislation requires we provide you with the percent or dollar amount of change for the medical benefits. The percentage difference between your current and renewal rates shown in the attached letter are:

Dental

5.2-%

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: August 20, 1996
SUBJECT: **Legislative and State Budget Activities**

No activity has been reported since the last Board Meeting.

If a report from California Advocates is available by the time of the Board Meeting it will be presented.

CSDA LEGISLATIVE UPDATE

August 20, 1996

Assembly Bill 2797 - ERAF IMMEDIATE ACTION REQUESTED

Late yesterday, the ERAF Conference Committee adopted a conference report on Assembly Bill 2797. The Conference Report could be taken up Thursday or Friday of this week. Your immediate action is required requesting your Assembly Member and Senator to support AB 2797.

Assembly Bill 2797 will freeze the current contributions to the ERAF effective July 1, 1997, and return the growth, that would otherwise continue with ERAF, to all local agencies that lost property tax revenues in the 1992-93 and/or 1993-94 property tax shifts. This is the critical first step towards reversing the ERAF in total.

The education lobby will oppose Assembly Bill 2797 arguing that they do not want to lose property tax revenue, even though schools will not lose a penny, given the State General Fund will be required to backfill the schools for the growth revenue they will lose due to the ERAF freeze. Given the education lobby's opposition, your contact with your legislators is critical.

If you are represented by any of the AB 2797 Conference Committee members, which include Assembly Members Aguiar, Hannigan and Brewer, or Senators Craven, O'Connell and Johnston, you need not contact them to support the Conference Report, but let them know how much you appreciate their support of AB 2797 by signing the Conference Report.

Finally, Assembly Speaker Pringle offered some last minute amendments which, in the case of a special district consolidating with a city or county, the city or county's contribution to the ERAF would be the lessor of the city, county or special districts' current ERAF contribution. For example, if District A consolidated with City B, and the district's ERAF contribution was \$100 and the city's ERAF contribution was \$50. Speaker Pringle's proposed amendment would require the lessor, or \$50, to be the ERAF contribution of the now consolidated city and special district. Speaker Pringle argued that this would encourage cities and counties to consolidate with special districts. The amendment was rejected by the Conference Committee.

In conclusion, it is imperative that you contact **BOTH** your Assembly Member and Senator **NOW!** Your message may be short:

Urge them to support Assembly Bill 2797 which freezes the ERAF as of July 1, 1997, and returns the growth to all local agencies that lost property tax revenues due to the 1992-93 and/or 1993-94 property tax shifts.

Questions or additional information, contact CSDA at (916) 442-7887/(916) 442-7889 FAX.

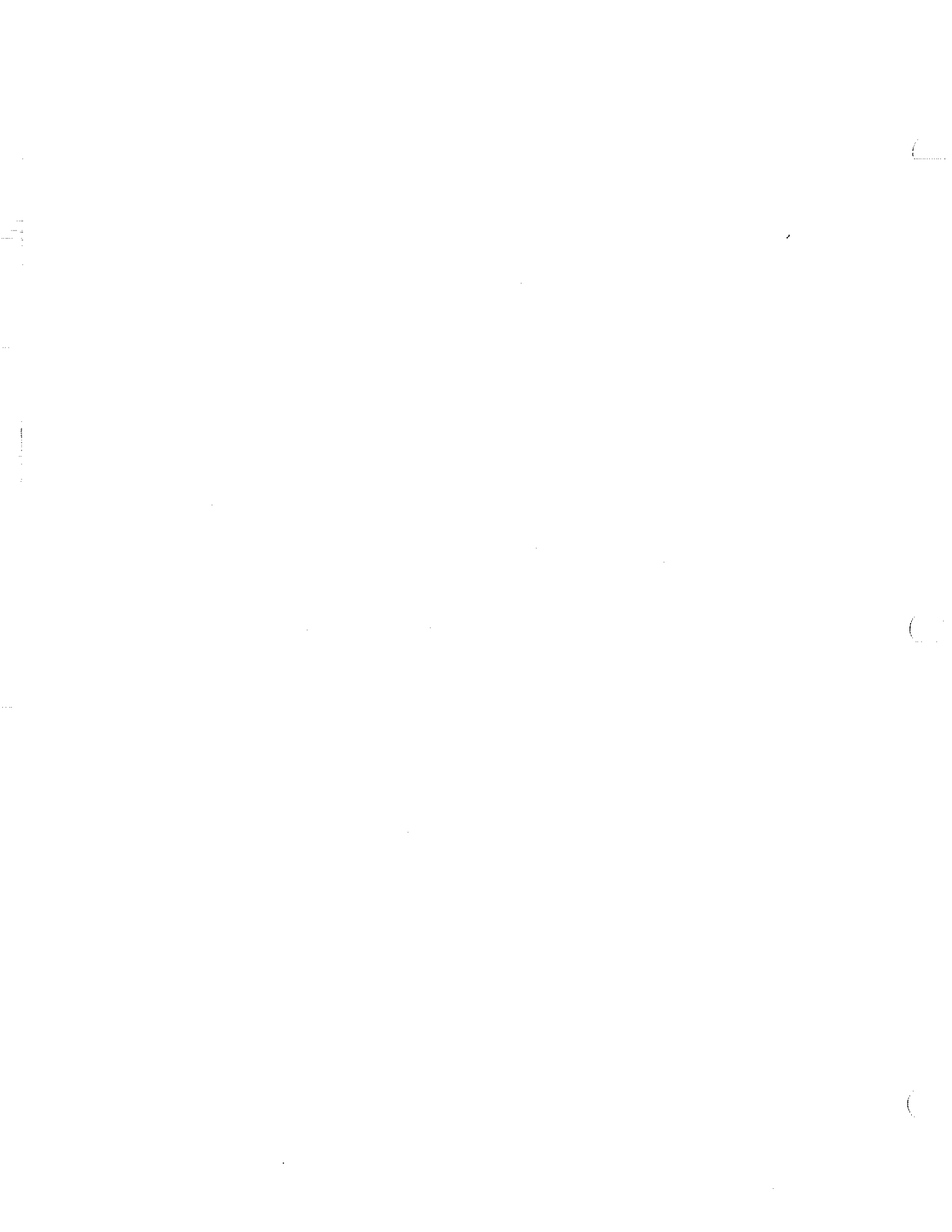
MARK YOUR CALENDAR
SEPTEMBER 22-25, 1996 - CSDA ANNUAL CONFERENCE
Embassy Suites Resort - South Lake Tahoe
Call for registration materials.

TO: Elizabeth Minter, Library Director
FROM: Cyrise Smith, Children's Librarian ^{CMS}
DATE: August 19, 1996
SUBJECT: Children's Services Report

Summer Reading Program-This summer's reading program has been a great success. The children are very excited about the grand prize drawing for the stuffed bull the department has named Ferdinand. There are 1,049 children presently enrolled and 326 children have completed the required four weeks of participation in the program. The children that have completed the four weeks have received a certificate of recognition from the Library, a free meal from the Whole Enchilada restaurant, and are entered in the drawing for the stuffed bull and a copy of the children's book "The Story of Ferdinand" as well as other prizes donated by local businesses.

Way Out Wednesdays-Special programs in July included *Paw Prints Matinee Theater* (the movie Balto and popcorn & drinks), *Stories Around the Campfire* with Native American storyteller Jerry Running Deer, *Crafts! Crafts! Crafts!*, and a field trip to the El Dorado Nature Center. These programs were attended by 431 children. The Friends of the Library sponsored all of these events. The Wednesday programs have been very well received and staff and children alike have had a very good time.

Camp Read S'More Stories-Preschool Storytimes-These twice weekly programs for children ages 3-6 continue to be a very visible and popular part of our service to children. Stories, songs, finger plays, movement activities, and crafts are part of the fun each week. There were eight storytime sessions conducted in July and they were attended by 123 children.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: August 19, 1996
SUBJECT: Publicity materials produced for July 1996

Information on the Placentia Library cable channel #53:

1. Public Hearing to be held Sunday, August 4 to decide if Library tax proposal goes on ballot.
2. Placentia Library Trustees.
3. Summer session of Story Time for Children.
4. Community Network to meet.
5. Literacy asking for volunteers to take the tutor training program.
6. July quotes.
7. Library Hours.
8. Volunteers needed for the Library.
9. Display in the main showcase put in by the Placentia Founders Society
10. Citizenship test given once a month, contact the Literacy Office.
11. Camp Read S'More, Summer Reading Program for children going on now.

Newspaper articles published:

1. Slow government growth.
2. County sweetens library proposal.
3. Ready to go. Irvine Branch ready to withdraw from County system.
4. Irvine should pull out of O.C.'s library system, report advises.
5. New tax has been proposed by the Placentia Library District.
6. List of residents who have filed to run for the Library Board..
7. Extended hours OK'd for Libraries (Villa Park, La Palma and Laguna Beach).
8. County Libraries - the issues.
9. Library Trustees' race wide open.
10. Understanding living trusts.
11. Grant received by Orange Public Library.
12. Irvine considers checking out.
13. One incumbent, one resident pull papers for election.
14. The pride of Placentia (Janet Evans).

SLOW GOVERNMENT GROWTH

The 105 local governments that responded to an Orange County Register survey have grown about 2 percent over their budgets from last year.

SCHOOL DISTRICTS	BUDGET	PERCENT CHANGE	EMPLOYEES
O.C. Department of Education	\$88,612,959	7.0	1,191
Anaheim City	87,637,844	18.7	1,560
Anaheim Union High	189,000,000	43.5	1,565
Brea-Olinda Unified	28,703,532	16.4	600
Buena Park	22,583,821	2.8	445
Capistrano Unified	217,249,539	20.9	3,128
Centralia	24,072,257	7.8	469
Cypress	27,756,962	3.7	376
Fountain Valley	27,086,999	-5.7	504
Fullerton Joint Union	73,291,181	-21.1	1,021
Fullerton	No response		
Garden Grove Unified	210,506,477	-11.1	3,597
Huntington Beach City	27,747,081	5.2	532
Huntington Beach Union	95,233,742	-1.1	981
Irvine Unified	111,410,406	-6.1	1,632
La Habra City	29,436,564	38.2	363
Laguna Beach Unified	No response		
Los Alamitos Unified	No response		
Lowell Joint	14,720,838	2.8	197
Magnolia	28,178,582	12.4	661
Newport-Mesa Unified	95,583,697	-0.2	2,652
Ocean View	No response		
Orange Unified	119,146,768	6.5	1,989
Placentia-Yorba Linda Unified	119,016,296	1.4	1,549
Saddleback Valley Unified	212,035,166	8.3	1,946
Santa Ana Unified	320,982,000	-0.4	3,875
Savanna	9,855,000	6.6	212
Tustin Unified	64,472,446	17.7	901
Westminster	No response		
Capistrano-Laguna Beach ROP	2,059,550	3.0	66
Coastline ROP	5,454,079	-0.2	157
North Orange County ROP	18,506,000	-4.1	381
Coast Community College	155,780,068	0.7	3,332
North O.C. Community College	97,254,425	-22.8	1,174
Rancho Santiago	121,467,000	3.7	2,383
Saddleback Community College	93,315,970	1.0	1,948
SCHOOL TOTAL	2,740,167,249	2.3	41,386

TRANSPORTATION	BUDGET	PERCENT CHANGE	EMPLOYEES
O.C. Transportation Authority	571,000,000	-5.2	1,420
Transportation Corridor Agencies	593,700,000	-8.7	47
TRANSPORTATION TOTAL	1,164,700,000	-7.0	1,467

WATER AGENCIES	BUDGET	PERCENT CHANGE	EMPLOYEES
Aliso Water Management Agency	\$9,434,000	0.5	30
Capistrano Beach Water	6,358,794	1.1	22
Capistrano Valley Water	6,875,081	-11.6	24
Carpenter Irrigation	127,631	3.9	1
Coastal Municipal Water	No budget		
East Orange County Water	No response		
El Toro Water	25,111,886	15.6	60
Irvine Ranch Water	92,040,000	-10.1	254
Laguna Beach County Water	9,429,560	-31.1	37
Los Alisos Water	16,034,926	4.7	49
Mesa Consolidated Water	15,154,000	-2.7	65
Moulton-Niguel Water	44,366,400	-33.9	98
Municipal Water District of O.C.	94,439,303	9.2	23
O.C. Water District	66,097,000	19.5	184
San Juan Basin Authority	393,000	-34.8	0
Santa Margarita Water	No budget		
Santiago Aqueduct Commission	2,468,330	-12.6	0
Santiago County Water	969,920	-4.8	5
Serrano Water	1,522,024	-2.3	9
South Coast Water	10,310,000	-0.9	47
Trabuco Canyon Water	4,354,951	-39.4	
Tri-Cities Water	20,000,000	3.9	
Yorba Linda Water	23,800,000	2.5	55
WATER TOTAL	449,286,806	-3.8	989

OTHER DISTRICTS	BUDGET	PERCENT CHANGE	EMPLOYEES
Buena Park Library	1,800,000	0.2	31
Capistrano Bay District	457,000	3.4	12
Emerald Bay Community Service	480,810	11.8	2
Fire Dispatch Authority	2,100,000		21
O.C. Cemetery District	3,890,704	20.7	20
O.C. Fixed Guideway Agency	No response		
O.C. Law Library	No budget		
O.C. Vector Control District	No budget		
O.C. Fire Authority	107,721,877	3.3	984
Optima	378,000,000	66.5	246
Placentia Library District	1,075,300	-11.0	16
Public Cable Television Authority	80,462	0.0	1
Rossmoor Community Service	1,707,865	-13.3	4
S.A. River Flood Protection Agency	33,000	-14.9	1
Santiago Library System	171,998	-11.0	0
Silverado-Modjeska Parks	No response		
Surfside Community Services	119,000	-1.6	0
Surfside Stormwater Protection	73,400	-15.5	0
Three Arch Bay Community Service	730,000	-4.0	2
Tri-City Park Authority	No response		
OTHER TOTAL	498,441,416	45.9	1,339

Source: Survey of agencies asking for total budget figures, compared to responses last year to the same question. Reporting/RICKY YOUNG

SLOW GOVERNMENT GROWTH

The 105 local governments that responded to an Orange County Register survey have grown about 2 percent over their budgets from last year.

CITIES	BUDGET	PERCENT CHANGE	EMPLOYEES
Anaheim	\$616,693,850	7.5	2,048
Brea	No budget		
Buena Park	No budget		
Costa Mesa	73,787,470	-4.7	568
Cypress	21,914,832	-8.7	172
Dana Point	14,145,290	-2.5	34
Fountain Valley	37,527,938	-0.7	244
Fullerton	108,094,680	-0.2	714
Garden Grove	No budget		
Huntington Beach	190,366,861	0.0	1,095
Irvine	408,003,085	2.6	527
La Habra	30,800,000	5.6	260
La Palma	14,782,100	-3.2	61
Laguna Beach	30,445,000	5.4	212
Laguna Hills	16,956,616	20.9	15
Laguna Niguel	17,300,521	0.3	45
Lake Forest	15,388,900	-0.7	26
Los Alamitos	8,004,550	-9.0	60
Mission Viejo	39,900,203	19.5	87
Newport Beach	129,566,462	1.3	656
Orange	118,078,517	6.5	709
Placentia	23,560,828	0.7	134
San Clemente	70,653,390	4.7	191
San Juan Capistrano	30,412,141	-0.4	86
Santa Ana	237,406,745	-1.6	1,647
Seal Beach	24,534,450	6.5	104
Stanton	14,811,193	-7.0	30
Tustin	66,549,250	4.8	248
Villa Park	1,913,398	2.7	6
Westminster	51,662,392	6.4	261
Yorba Linda	64,421,200	-5.9	130
CITY TOTAL	2,477,681,862	2.9	10,380
SANITARY DISTRICTS			
Costa Mesa Sanitary	5,177,094	-1.0	0
Dana Point Sanitary	1,964,215	-1.6	7
Garden Grove Sanitary	6,751,435	-10.5	8
Los Alamitos County Water	312,680	3.9	1
Midway City Sanitary	4,446,878	-10.6	22
O.C. San Districts	147,700,000	1.4	624
Southeast Regional Reclamation	5,871,000	26.5	40
South O.C. Reclamation Authority	155,600	-35.6	0
Sunset Beach Sanitary	No budget		
SEWER TOTAL	172,378,902	1.1	702
COUNTY GOVERNMENT	3,480,000,000	0.8	15,437
GRAND TOTAL	\$10,982,656,23	2.2	71,701

Ready to go

*Council looking
to withdraw
from county
library system*

BY CHERYL WOOLARD
STAFF WRITER

³³²
The City Council took the first step Tuesday night toward pulling out of the county library system.

By a unanimous vote, council members agreed to investigate options for Irvine's own library, including forming a joint powers authority with other cities, contracting with other cities, such as Newport Beach, that have their own libraries, and considering joint projects with Irvine Valley College.

Also, the council agreed to hear another report at its Aug. 20 meeting from county library officials who are trying to entice the city to stay in the cash-strapped system.

John Adams, county librarian, asked the council to hold off making any decisions at Tuesday night's meeting

because the county "wants to work with the cities to develop a new paradigm to work with the 21 customer cities."

But Adams was reproached by council members who told him that the county's credibility with the city is less than sterling.

"This council doesn't feel heard on El Toro, the Musick Jail expansion and now the library," said Councilwoman Paula Werner. "Why is the county waiting until now to do something? What's the hold-up?"

The council last week received a bulky report it commissioned from consultants D.M. Griffith and Associates evaluating current library services and four alternatives for providing services in Irvine.

The report was prepared for the consultants by Tom Johnson, library director for a community in Riverside County, and Albert Milo, a research assistant.

Johnson recommended that the city should withdraw from the county system if it wants to maintain or improve the quality of library services in the city

County sweetens library proposal

³³²
CITIES: Irvine plans to discuss withdrawal at a meeting Tuesday.

By NANCY LUNA
The Orange County Register

IRVINE — The Orange County Library system is working on a plan to offer more services to cities that pay the most in taxes — a pitch officials hope will keep Irvine from bailing out.

The city has pushed for such a plan for months, and has threatened to pull out of the struggling county system. Tuesday night, the City Council will discuss a report advising the city to cut its ties with the county system and take over its two branches. Irvine residents pay \$2.8 million annually in taxes but get \$2.3 million in services.

Officials said they might hold off on withdrawing until they see the county's new plan.

"The question is what kind of impact will it have," Councilman Greg Smith said. "How many dollars will that be for Irvine?"

County Librarian John Adams advised Irvine to hang on next month, when the proposal is unveiled before the Orange County League of Cities.

The "equity plan" gives preference to cities that contribute more taxes, have regional libraries and have high circulation, Adams said.

While Irvine stands to gain the most, small cities such as Seal Beach might come out losers.

Seal Beach's two libraries cost \$639,000 to operate annually, but the city pays only \$282,000.

The city's two libraries, which also serve Los Alamitos and Rossmore, could face cuts under the proposal, Seal Beach City Manager Keith Till said.

County library revenues have dropped from a high of \$27 million annually three years ago to an estimated \$16 million next year.

Tuesday night, Irvine will look at three options: operating its own library system, forming a joint-powers agreement with other south-county cities or creating a partnership with the local school district and Irvine Valley College. A vote is not expected until next month.

If Irvine decides to pull out, it must negotiate with the county Board of Supervisors to get back its taxes, and library assets such as furniture, books and the county-owned University Park Library, about \$6 million in assets. Irvine owns Heritage Regional Park Library.

Adams said he would not recommend turning over all assets. "The county is not in the position to be overly generous."

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Placentia News
Weekly JUL 23 1996

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The Register
Daily

JUL 20 1996

PLACENTIA 332

A new tax has been proposed by the Placentia Library District to supplement funding for books and childrens' programs, among other things. The \$29 annual tax will be on the November ballot and must pass by a majority vote. A public meeting will be held at 1:30 p.m. Sunday in the meeting room at the library, 411 E. Chapman Ave. Residents of the library district are invited to attend. Call (714) 528-1906.

- Sharilyn Miller/(714) 704-3704

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The Register
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JUL 16 1996

Placentia Library District

The following is a list of residents who are considering or have filed papers with the registrar of voters to run for office in the Placentia Library District. The election is Nov. 5; the deadline for filing is Aug. 9. Candidates must reside in the district.

Who filed

- Margaret (Peggy) Dinsmore, retired, filed July 15
- Robin Masters, librarian, filed July 18
- Heith Rothman, student, filed July 17

Who pulled papers

No one other than Dinsmore, Masters and Rothman

Who's up for re-election

- Margaret (Peggy) Dinsmore, retired
- Robin Masters, librarian
- Al Shkoler, 59, manager

Irvine should pull out of O.C.'s library system, report advises

332

CITIES: Officials say the city is paying the county too much.

By **BILL RAMS**
The Orange County Register

IRVINE — The city should withdraw its two libraries from the county system and consider taking them over, says a consultant's report released Monday.

City officials have threatened to pull out of the financially strapped Orange County Public Library system because residents contribute more tax money than it costs to run the branches.

The City Council will discuss the report July 23, but a decision isn't expected until August.

"I'm looking for what gives us the most bang for the buck in the long term," said Councilman Greg Smith.

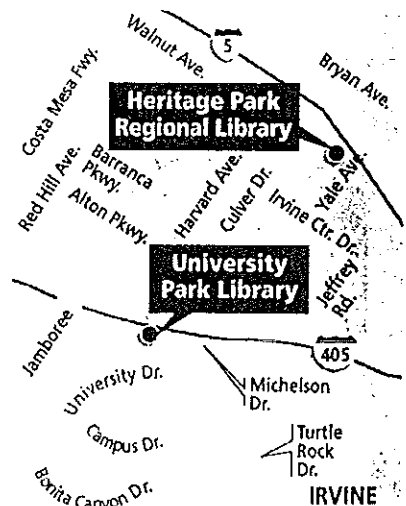
For the city to take control of the two branches, it would have to wrest taxes, library property and books away from the county.

County librarian John Adams said that won't happen.

Adams said that before the city decides, it should wait until August, when a new formula to determine how library resources are dispersed is done. Irvine residents pay \$2.8 million for \$2.3 million in library services.

Among the other options proposed in the report prepared by Tom Johnson, a Rancho Mirage library consultant, are: forming a joint-powers agreement with other south county cities, creating a partnership with Irvine Valley College, and contracting services from a neighboring city.

If Irvine opts out, north county cities, where property values aren't as high, could suffer.



"Libraries are like schools," said Garden Grove City Manager George Tindall. "Everybody should have access to them. Their existence shouldn't be based on wealth or income."

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Irvine Citizen
Weekly JUL 18 1996

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The Register
Daily

JUL 3 4 1996

**Extended hours
OK'd for libraries**

³³²
The Orange County Register

SANTA ANA — Extended hours will continue through 1996 at three Orange County Public Library branches.

The county Board of Supervisors on Tuesday voted 4-0 to renew contracts with Villa Park and La Palma and the Friends of the Library in Laguna Beach to keep the libraries open the extra days.

Villa Park reimburses the county \$12,091, and La Palma pays \$57,995 to augment their branches' schedules by two days — for a total of four days each, weekly. The Friends of the Library in Laguna Beach reimburses the county \$22,879 to add one day — for a total five days open each week.

The county's budget squeeze has forced local patrons to directly support their libraries.

County libraries ³³²

► **The issue:** City Council members have said they want the board of supervisors to wait before making any decisions about the financially-strapped county library system.

County officials recently conducted a study that offered several possible steps to fix the Orange County Public Library system's budget problems. City officials hired a consultant to conduct a study for the city. Officials have threatened to withdraw its two branches.

► **The latest:** A \$10,000 study by a Rancho Mirage library consultant released Monday concluded that the city should pull out of the county system and consider taking over its branches. To do that, the city would have to wrest tax dollars from the county, and persuade it to hand over the libraries and books.

► **Won't happen:** County librarian John Adams said he doubts the county would be willing to do that. "We are in bad shape financially right now and they want us to give property away? I don't think that's going to happen," he said. Adams said the city should wait until the county is done restructuring the formula it uses to determine how much service cities get. Currently, Irvine residents pay \$2.8 million in property taxes but only get \$2.3 million in library service. Under the new formula, he said, Irvine would probably realize increased service.

► **Fractured system:** The city is considering pulling out of the county system is because it receives so little bang for its buck, Councilman Greg Smith said. Each year, Smith said, the library system spends less on its 27 branches while population has grown. "The system is broken," he said. "And I don't know if it can be fixed."

► **Would it crash without Irvine:** Garden Grove City Manager George Tindall said he worries that if Irvine takes its \$2.8 million contribution — the largest donor to the system's \$17 million budget — it would fall apart. Garden Grove taxpayers only contribute \$800,000 but get \$3 million in service; they depend on wealthier cities like Irvine, Tindall said. Tindall said he understands why Irvine officials feel the money is distributed inequitably. But, poorer communities have as much right to good libraries as richer ones, he said.

► **Commitment to Irvine residents:** Mayor Mike Ward said he agrees that other communities should have good libraries. "But our commitment is to Irvine residents," he said.

► **Other recommendations:** If the city can't get the money and the libraries from the county, it should consider three other options, the report conducted by Tom Johnson said. They are: form a joint powers agreement with other south county cities, create a partnership with Irvine Valley College or contract services from a neighboring city.

► **Irvine Valley is game:** College president Dan Larios said he is excited about the possibility of making the soon-to-be renovated campus library into a community library. "We think it could really work out well for the school and community," he said.

► **What's next:** City Council members will talk about its options July 23. A decision isn't expected until August.

Library trustees' race wide open

Three seats open on five-member board of Placentia Library

By Sharilyn Miller
Placentia News-Times

A passionate love for books is often the primary motivator for people who volunteer at the Placentia Library and serve on its board of trustees.

But it takes more than passion to successfully serve the Placentia Library District. While trustees do set policy and library regulations including fines and fees for services, they also face the daunting task of administering a shrinking budget: From \$1.5 million in fiscal 1991-92 to \$750,000 in 1995-96.

In December, three seats on the five-member library board will open to qualified candidates. The election will be held Nov. 5.

Incumbents who may run for re-election include board president Margaret (Peggy) Dinsmore, who has served as a trustee since 1979; Robin Masters, who has served since 1994; and Al Shkoler, who has served since 1992.

The board is responsible for the entire operation of the dis-

trict's one library, according to Elizabeth Minter, director. Besides handling finances, trustees also establish personnel policies, plan library services, and serve as representatives on several boards including the Friends of the Library, the Independent Special Districts of Orange County and the California Library Trustees Association and Commissioners Board of Directors.

"It can be an unpleasant job," Minter said. "It takes dedication. Trustees serve several hours a week and make difficult decisions."

What: Election for Placentia Library District

Seats: Of the five seats on the board, three are open

Qualifications: Candidates must live in the library district

Trustees meet: once a month at the library, 411 E. Chapman Ave.

Where to file: Library office

When to file: July 15-Aug. 9

Fees: No filing fee; candidate's 200-word statement of qualification costs \$750.

Petition signatures necessary? No

Compensation to trustees: None;

trustees receive no pay nor any health insurance for their services but they are compensated for mileage and out-of-pocket expenses when on library business (conferences, etc.)

For information: Call 528-1906

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O.C. Weekly

JUL 12 1996

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Foothill Sentry

Monthly

JUL - 9 1996

Grant received

332

The City of Orange has received a \$9,501 grant from the California State Library to allow the Orange Public Library to develop its collection of biography, genealogy and business materials.

The grant is funded by the Federal Library Services and Construction Act.

PLACENTIA LIBRARY, 411 E. Chapman, Placentia, 541-9569.

Thurs., July 18: Understanding Living Trusts. The free seminar with attorney Scott A. Bourdelais covers all you need to know. 7 p.m. Free

One incumbent, one resident pull papers for election

³³⁷
The following is a list of residents who are considering or have filed papers with the city to run for office in Placentia. The election for City Council is Nov. 5; the deadline for filing is Aug. 9. Candidates must be registered voters at least 18 years old residing in Placentia.

Who filed

None

Who pulled papers

John Tynes, 79, retired
Johannes Hoevers

Who's up for re-election

Michael Maertzweiler, 53, cost analyst

Maria Moreno, councilwoman-educator
John Tynes, 79, retired educator

Three seats up for grabs in Placentia library board race

The following is a list of residents who are considering or have filed papers with the registrar of voters to run for office in the Placentia Library District. The election is Nov. 5; the deadline for filing is Aug. 9. Candidates must reside in the district.

Who filed

Margaret (Peggy) Dinsmore, library board, retired, filed July 15

Who pulled papers

No one other than Dinsmore

Who's up for re-election

Margaret (Peggy) Dinsmore, unknown age, retired
Robin Masters, librarian
Al Shkoler, 59, manager

No papers pulled in for school board race

The following is a list of residents who are considering or have filed papers with the registrar of voters to run for office in the Placentia-Yorba Linda Unified School District. The election is Nov. 5; the deadline for filing is Aug. 9. Candidates must be registered voters aged at least 18 residing within the boundaries of the school district.

Who filed

No one

Who pulled papers

No one

Who's up for re-election

Judy Miner, 49, educator
Craig Olson, 49, dentist/dental educator

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The Register
Daily

The pride of Placentia

³³²
Athletes of a certain class, in exchange for a sense of accomplishment, acclaim, admiration, and in some cases a great deal of money, are forced to learn some of life's less pleasant lessons much earlier than most of us. For example, our physical bodies deteriorate with time.


Athletes learn this at a point in their lives when their physical conditioning is still superb, when they still have skills that can make amateurs, duffers, and some professionals quiver with envy — but are not enough to keep besting the younger, hungrier, stronger prodigies. The wisest come to understand that in the long run character counts for more than prodigious talent. To some, that realization comes at obscenely young ages, while in some sports athletes can compete effectively into their forties.

The oldest "washed-up" athletes

have reached an age at which, in most professions, people are just consolidating their apprenticeship and beginning to function efficiently. Athletes face intimations of mortality and decline while in their 20s that most people won't face until old age.

That Janet Evans of Placentia, who for the last eight years has been the very embodiment of achievement in women's long-distance swimming, should be ready to retire after a disappointing Olympics at the ripe old age of 24, then, is ironic but not untypical. That she went through this Olympics with the kind of grace and generosity of spirit she displayed suggests that this still young woman has achieved a level of maturity few of us will ever attain.

"I don't think I'll have a hard time filling the void," said Janet in response to questions about her retirement from competitive swimming. We suspect she's right.

TO: Elizabeth Minter, Library Director
FROM: Jeannine Walters, Literacy Coordinator 
DATE: August 20, 1996
SUBJECT: **Placentia Library Literacy Services Report for the month of July**

Program Statistics


Active tutors: 54
Active students: 73
Students waiting to be matched: 38
Percentage of tutors reporting (July hours): 80%
Tutoring hours reported: 199
Other volunteer hours reported: 258
Total volunteer hours: 457

Citizenship Exam. The citizenship exam was administered Saturday, July 20, 1996. Fifteen people took the exam. The next exam is scheduled for Saturday, August 24, 1996.

Tutor Training. A 15-hour tutor training workshop concluded Tuesday, July 23, 1996. Twelve new tutors were matched with waiting adult learners.

Networking. A forum on Literacy Volunteer Training, sponsored by the Staff Development Institute, was attended. It was held on July 25 at Baldwin Park Adult School in Baldwin Park. Its purpose was to introduce attendees to the resources available to other programs at the Adult School and to identify individuals in the area who would be willing to become regional Literacy trainers.



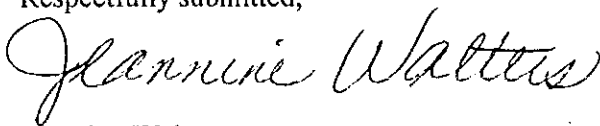
TO: Elizabeth D. Minter, Library Director
FROM: Jeannine Walters, Families For Literacy Coordinator 
DATE: August 20, 1996
SUBJECT: **Families For Literacy Report for the month of July**

State Report. The Families For Literacy Program's Final Report for fiscal year 1995-1996 was sent to the California State Library as required by the Conditions of Acceptance of the Families For Literacy Award.

SAFETY COMMITTEE MEETING
JULY 31, 1996
MINUTES

- I. Call to Order: 4:15 p.m.
- II. Members Attending: Jerry Conn
Esther Guzman
Jeannine Walters
- Members Absent: Cindy McClain
- III. Old Business
1. Staff work areas are being kept clean in preparation for future Library-sponsored meetings and events.
- IV. New Business
1. Safety Committee member, Jeannine Walters, attended a Wellness Workshop at Rehab Plus. Topics included:
1. Basic Ergonomics
 2. Principles of Injury Prevention
 3. Postural Re-Education
- These techniques are designed to help with both leisure and work-related activities.
- Worksheets were handed out at the Workshop and copies of these will be distributed to Library employees.
2. Padlocks have been added to the new computers in the Adult Department.
3. The Committee has been made aware of warped wooden panels in the Meeting Room.

Respectfully submitted;



Jeannine Walters

