

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
January 13, 1992

1. Roll Call: Assistant Director

7:36 pm
Osborn - not here

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

Osborn.
7:38 P.M.

3. Minutes of the December 9, 1991, Regular Meeting

Presentation: Library Director
Recommendation: Approve by Motion

del 20 + 22
Evans/Woot

as printed
Osborn / Evans

4. Oral Communication

At this time members of the public may make presentations to the Library Board.

5. Friends of the Placentia Library Report

Presentation: Library Director

6th Jan Saunders

6. Literacy Volunteers of America Board Report

Presentation: Library Board President

7. Board President Report

Presentation: Library Board President

no spend up!

CLAIMS (Items 8-10)

Presentation: Library Director
Recommendation: Approve by Motion

Conrad Eli, Sed / Johnson
all books

Items 9-11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

9. Claims forwarded by the Library Director (Ratify/Approve in the amount of ~~\$8,673.44~~)

8,810.89

Osborn 4/9
Conrad Eli
Osborn / Evans

get info about Sybil

Stack / Ward

10. Current Claims and Payroll (Approve)

Current Claims of \$31,327.40 and Payrolls 2, 3, & 4 for a cumulative payroll total of \$86,400.00

FINANCIAL REPORT (Items 11-15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11-15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

*Rec + file
11-14
62*

- 11. Financial Report for November & December, 1991 (Receive & File)
- 12. Check Registers for November & December (Receive & File)
- 13. Overdue Collection Report for November & December, 1991 (Receive & File)
- 14. Vending Machine Report for December, 1991 (Receive & File)

GENERAL CONSENT CALENDAR (Items 15-18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15-18 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.

*assist / Enroll
R file + book*

- 15. Circulation Report for December, 1991 (Receive & File)
- 16. Volunteer Report for December, 1991 (Receive & File)
- 17. Personnel Report (Receive, File, and Ratify Appointments)
- 18. Building Maintenance Report (Receive & File)

CLOSED SESSION

- 19. Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

*Payroll -
3rd party
New
class / part cost*

Sub Ch...

*8:30 (K)
9:40 pm. request*

CONTINUING BUSINESS

- 20. Final acceptance and approval of payment for Office Automation Project

Presentation: Library Director
 Recommendation: Receive and file certificate of completion and approve payment

- 21. Award contract for preparation of general ledger for accounts handled outside the Orange County Auditor's Office.

Presentation: Library Director
 Recommendation: Award contract *Stock / West*
Leidy #1, 385

- 22. Development of Plan of Service for FY1992/93 and long range plan.

Presentation: Library Director
 Recommendation: Report on status and identification of community representatives

- 23. Policy for medical treatment of work-related injury or illness.

Presentation: Assistant Library Director
 Recommendation: Adopt policy and designate service provider

West / Econ as amended.

NEW BUSINESS

- 24. Renewal of Trustee memberships in the California Association of Library Trustees and Commissioners (CALTAC).

Presentation: Board President
 Recommendation: Renew as members of both CALTAC and California Library Association at \$35.00 per trustee.

*Do nothing
 re: membership
 definitions statement on
 relationship to CALTAC
 to CALTAC*

- 25. Establishment of temporary job classification and rate of pay.

Presentation: Library Director
 Recommendation: Establish temporary position and establish rate of pay

*35
 Approve removal of funds number
 bill object to try minimum in cost
 to party eight*

West / Econ

1 President

Short rep.

Legal

*Aug: West, Econ, Bob
 No Stock*

[Signature]

STAFF REPORTS

- 26. Homework Assistance and Parent Education Centers (Addotta)
- 27. Grandparents and Book Grant Report (Schneider)
- 28. Family Literacy Grant (Daniels)
- 29. Santiago Library System (Addotta)
- 30. Cash Register for Check-Out Desk (Minter)
- 31. California Room (Addotta)

→ Board check policy
 Video Postals
\$2,100
 long for

ADJOURNMENT

- 32. Agenda Preparation for February 10, 1992, Regular Meeting
- 33. Adjourn 10:50 P.M.

CALENDAR

- January 23 Friends of the Library Annual Meeting, 6:45 P.M., Library Meeting Room
- January 29- February 17 Library Director on vacation
- February 3 Friends of the Library Board Meeting (Ray Evans to attend)
- February 10 Library Board Meeting
- March 5 Friends booksale, art books and novels, 5:00 - 9:00 P.M., Library Lobby
- March 7 CALTAC Workshop in Library Leadership, Glendora

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

I, Elizabeth D. Minter, Library Director for the Placentia Library District, hereby certify that the Agenda for the January 13, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, January 10, 1992.

ED Minter

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
December 9, 1991

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Dinsmore.

ROLL CALL

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

Members absent: None

Others present: Assistant Library Director Sal Addotta; and Administrative Assistant Karen Samarin.

**ADOPTION OF
AGENDA**

Library Director Minter reported that Agenda Item 13, Check Registers, needed to be deleted because it was not ready.

It was moved by Secretary West, seconded by Trustee Evans to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Evans, seconded by Trustee Osborn to approve the Minutes of November 4, 1991, Regular Meeting as corrected.

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

**ORAL
COMMUNICATIONS**

None

**ELECTION OF
OFFICERS**

President Dinsmore asked Library Director Minter to conduct the election of the president:

Trustee Osborn nominated, Secretary West seconded, Peggy Dinsmore as President for calendar year 1992. There being no further nominations the Board voted to elect as nominated.

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

President Dinsmore conducted the election of the Secretary.

President Dinsmore nominated, Trustee Evans seconded, of Fred West as Secretary for calendar year 1992. Trustee Stark nominated, Trustee West seconded, the nomination of Ray Evans as Secretary for calendar year 1992.

President Dinsmore conducted the election by a show of hands with three votes received by Fred West and two votes received by Ray Evans. President Dinsmore declared Fred West elected Secretary for calendar year 1992.

**FRIENDS OF THE
PLACENTIA LIBRARY**

Library Director Minter reported that at its meeting on December 2, 1991, the Friends Board scheduled its annual meeting for Thursday, January 23, 1992, at 6:45 P.M. in the Library Meeting Room.

She also reported that the Friends Board requested that the Library accept the bid of ALS Services in the amount of \$3,400 for the microcomputer being given to the Library by the Friends in honor of retired Library Director David Snow. The Friends have presented a check to the Library for \$3,000 earlier this year and will present the remaining \$400 in January, 1992.

The World War II theme booksale held on December 7, 1992, was a success. An art and novel theme sale is scheduled for the evening of February 5, 1992.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore announced that the annual LVA Christmas Party is scheduled for Sunday, December 8, 1991. She invited Trustees and Staff to participate.

She also requested that the Trustees notify their friends that charitable contributions can be sent to "LVA Placentia" for the David Snow Scholarship Fund.

**BOARD PRESIDENT
REPORT**

President Dinsmore reported on the trustee activities at the California Library Association Conference in Oakland, November 13-18, 1991.

She also expressed her concerns about the CLA organizational changes as they affect the trustees.

FINANCIAL CLAIMS

No Nonstandard Claims in excess of \$300 were presented.

It was moved by Secretary West, seconded by Trustee Stark, to ratify the Library Director's approval of Claims dated November 20, 1991, and December 9, 1991, in the amount of \$7,513.99; and to approve Current Claims dated December 9, 1991, in the amount of \$27,768.35 and Payrolls 1 & 2 in the amount of \$57,600.00.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL REPORT
(Item 7)**

It was moved by Secretary West, seconded by Trustee Evans, to approve Agenda Item 12, (Financial Report for October 1991), Agenda Item 14 (Overdue Collections Report for October 1991), and Agenda Item 15 as amended.

AYES: Dinsmore, Evans, Osborn,
Stark, West,

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT
CALENDAR (Items
8 through 10)**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file Agenda Items 16, 17, and 19 of the General Consent Calendar: Circulation Report for October and November, 1991; Volunteer Report for October and November, 1991; and Building Maintenance Report; and to receive, file and ratify Agenda Item 18, Personnel Report.

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

**MEDICAL INSURANCE
FOR EMPLOYEES
AGES 65 AND OVER**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file the report from Anderson and Anderson and to delay decision until a decision is made about the regular medical plan for the staff.

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

**STAFF RESPONSE
AND MEDICAL
INSURANCE
SUGGESTIONS**

It was moved by Trustee Stark, seconded by Trustee Evans, to receive and file the staff responses to the medical insurance program and suggestions for future changes.

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

**AWARD OFFICE
AUTOMATION
PROJECT**

It was moved by Secretary West, seconded by Trustee Evans, to receive and file the Proof of Publication of the Notice Inviting Bids for the Office Automation Project.

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

It was moved by Trustee Evans, seconded by Secretary West, to award the contract in the amount of \$18, 931.61 to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia. This includes all items in the original bid package plus items identified separately for the Children's Department.

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

It was moved by Trustee Evans, seconded by Trustee Osborn, to authorize the President and Secretary of the Board to sign the Purchase Agreement, and for the Library Director to issue a Notice to Proceed to B & C Computer Engineering Company.

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

**FY 1990/91 FISCAL
AUDIT**

It was moved by Trustee Evans, seconded by Secretary West, to receive and file the FY 1990/91 Fiscal Audit, and to authorize the Library Director to solicit proposals from local certified public accountant firms to establish a general ledger and accounting system for all District funds handled outside the County of Orange general ledger.

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

RECESS

President Dinsmore called a recess at 8:45 P.M.. The meeting was reconvened by President Dinsmore at 8:58 P.M. with all members present.

**FOLLOWING BOARD
MEETING**

It was moved by Trustee Stark, seconded by Secretary West, to have the February Board

meeting at its regular date, February 10, 1992.

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

**HOMEWORK AND
PARENT ASSISTANCE
AT COMMUNITY
CENTERS**

It was moved by President Dinsmore, seconded by Trustee Evans, to approve the allocation of a materials budget of \$1,000 plus a current set of World Book Encyclopedias for each homework assistance and parent education center established at a Community Center; for the use of staff time for planning, selecting, purchasing and processing items for the collections; and to work with the Placentia City Manager and his staff for implementation at the soonest possible date.

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

**INJURY AND
ILLNESS
PREVENTION
PROGRAM**

The Board asked that the staff who participated in the development of the Injury and Illness Prevention Program be commended for their thorough and thoughtful document.

It was moved by Secretary West, seconded by Trustee Evans, to adopt the Placentia Library District Injury and Illness Prevention Program as presented.

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

**PURCHASE LIST FOR
FRIENDS OF THE
LIBRARY**

It was moved by Trustee Stark, seconded by Secretary West, to approve the Purchase Request List for the Friends of the Library as presented by the Library Staff: Liquid

crystal projector system, \$4,000; TV monitor with built in VCR, \$450; die-cut letter and decoration set, \$1,200; plain paper microfilm/microfiche reader printer, \$8,000; and a slide projector for circulation to the public, \$400.

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

**DEVELOPING PLAN
OF SERVICE**

Library Director Minter was asked to proceed with identifying potential facilitators who are familiar with public library planning issues.

Secretary West volunteered to assist Library Director Minter with developing a list of names of potential community participants.

It was the consensus of the Board that the group for the planning exercises will consist of 5 trustees, 5 staff and approximately 10 community members.

The trustees agreed to give Library Director Minter a list of Saturdays in January and February, 1992, that would be possible dates for the planning sessions.

**TREATMENT OF WORK
RELATED
INJURY/ILLNESS**

Assistant Director Addotta was instructed to get additional information about the selection of physicians for treatment during the first thirty days after an injury or onset of illness.

**PERSONNEL
POLICIES**

It was moved by Trustee Stark, seconded by Secretary West, to adopt the Appointment and Examinations Policy, the Bilingual Pay Policy, and the Leaves of Absence for Part Time Employees Policy.

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

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STAFF REPORTS	Staff reports, Agenda Items 32 through 41, were reviewed.
AGENDA PREPARATION	The Library Director was asked to include information about the Trustee Workshop scheduled for March 7, 1992, in Glendora.
ADJOURN	President Dinsmore adjourned the Regular Meeting at 10:58 P.M.

Fred D. West, Secretary

FRIENDS OF THE PLACENTIA LIBRARY



411 E. Chapman Avenue • Placentia, California 92670 • (714) 528-1906

MEMBERSHIP DRIVE 1992

Our annual membership drive is underway. An envelope is enclosed for your convenience. Your membership in the Friends organization indicates support of the Library and its programs.

Our goal is to double our current enrollment. Membership in 1991 was fifty plus. Please join! We need you as a Friend!

ANNUAL MEETING

You are invited for hors d'oeuvres and music to the 23rd annual meeting of the Friends of the Library on Thursday, January 23, 1992 at 6:45 in the evening. A short business meeting will be held followed by the evening's program:

Dr. Otto von Sadovscky, professor of anthropology at CSUF will speak on the Discovery of California.

GREAT BOOKS DISCUSSION GROUP

The Great Books discussion group continues into the new year with the following schedule:

The Book of Ecclesiastes, Jan. 21; Sophocles' Oedipus the King, Feb. 18; Freud on Dreams, March 17; Kafka's Metamorphosis, April 21; and Goethe's Faust, May 19.

This is a small group, always open to newcomers, at 7 p.m. on the third Tuesday of the month in the Library conference room. Join us!

FRIENDS OF THE PLACENTIA LIBRARY BOARD

Board meetings are scheduled for 7 p.m. on the first Monday of each month, exclusive of July and August. Members interested in active participation in the organization are always welcome. Meetings take place

INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director
 FROM: *Melanie Daniels*
 FROM: Melanie Daniels, Literacy Coordinator
 DATE: 01/09/92

SUBJECT: Status Report - Literacy Services

STAFFING: Lusi Garcia, our new Clerk I, started 1/7/92. She will work 1-5pm Monday-Thursday and 9-6pm on Friday, for a total of 20 hours weekly. Jobs Plus, our local JTPA agency, sent us Kristina Le in December. Kristina works 6:30-9pm Monday-Thursday, 3-6pm Friday, and 9-4:30pm on Saturday, for a total of 20 hours weekly at no cost to Placentia Library District. December office coverage was accomplished with the help of library employees Cheryl Hyman, Mary Ellen Jackson, and David El-Hinn.

STATISTICS:	Tutor Hours	Other Vol. Hrs.	Total Hours
Oct.	533.5	332	865.5
Nov.	411	141	552
Dec.	274.5	55	329.5
Qtr. Total	1219.0	528	1747.0

Number of Basic Reading Pairs Served this Quarter: 60

PROGRAM ACTIVITY:

1. Literacy Services held its annual holiday party on December 8 at a tutor's home. A mixture of students, tutors, office volunteers, and LVA board members attended, total of 23.
2. A tutor training workshop began 1/6/92 with 22 registrants. The class graduates 1/30/92.
3. A tutor inservice was held 1/7/92; attendance was 12.
4. PLLS hosts LVA's annual trainers' training 1/11 and program management training 1/18. I will conduct the trainers' training in my capacity as a VITA (field services volunteer) for LVA.
5. A student panel discussion is planned for 2/8/92. This will be our first event in building a series of programs for literacy students. At the suggestion of Peggy Dinsmore, 2 students from South San Francisco's program will serve on the panel and facilitate a planning session for our students.

LVA-PLACENTIA:

1. A direct mail solicitation was sent to literacy tutors, students, and supporters in November. As of 1/8/92, contributions total \$335.
2. LVA-Placentia hired Linda Jensen as a contract employee to provide services as needed to the literacy office until the Clerk I position was filled.
3. Tutor Leslie Moreau was elected Secretary to the LVA-Placentia Board of Directors on 1/8/92.

NETWORK ACTIVITY:

1. So. CA Library Literacy Network Board met here 12/2.
2. LVA-Orange County held a trainer's meeting 12/14.
3. Orange County Literacy Network Board meets 1/10.

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 13, 1992

DATE	AMOUNT
Dec 16, 1991	\$2,619.25
Jan 02, 1992	\$4,966.93
Jan 10, 1992	\$1,087.26
TOTAL	\$8,673.44

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

DATE 12/16/91
 Report No. 1

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
S M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	12/10/91	5328	\$	\$ 1,091.52	140	
YORBA LINDA PUBLIC LIBRARY Business Office 18262 Lemon Dr. Yorba Linda, CA 92686	7/2/91	26863		585.75	180	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	11/8/91 12/13/91 12/5/91	12404 12915 12665	38.79 3.56 303.86			180-008 180
PEGGY DINSMORE 2108 Rosemont Placentia, CA 92670	12/13/91	CLA conf. travel reimb.		133.22	270	
JOSEPH 413 Clairmont Ave. Placentia, CA 92670	12/16/91	Families For Lit. Grant Reimburse	33.11 428.94	462.55		180-009 190-009

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 2,619.25) 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 the oath or affirmation required by Government Code Section 3102.

EDM
 Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

PROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	12/20/91	January	\$	\$ 462.04	030	
CAFEAMERICA P.C. Box 5049 Chatsworth, CA 91313-5049	12/21/91	January		1,778.35	030	
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	12/20/91	January		172.96	030	
CNA Spec. Risks - Kansas City P.O. Box 9503 Chicago, IL 60694	12/30/91	November		211.27	032	
PACIFIC BELL Government Center Van Nuys, CA 91388	12/17/91	528-8236	16.41			
	12/17/91	528-1906	303.21			
	12/7/91	251-5377	89.19			
	12/7/91	251-5376	89.19	498.00	070	
	12/4/91	524-8408		64.06	070-008	
				562.06		
PURITUN WATER 1080 So. Cypress Unit D La Habra, CA 90631	12/24/91	January		24.95	180	
EXECUTIVE SECRETARY 909 E, Yorba Linda Blvd., Ste. K Placentia, CA 92670	12/18/91	16492		353.03	180	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	9/9/91	08664		381.44	180	
	12/30/91	12750	25.86			
	12/4/91	12658	126.37			
	12/3/91	12642	85.45	237.68	180-009	
				619.12		

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 4,966.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


 Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

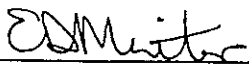
The County Auditor
is authorized to draw his
warrant from Fund No. 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
CARE RESOURCES 23840 Hawthorne Blvd., #100 Torrance, CA 90505	1/2/91	January	\$	\$ 50.75	190	
SO. CALIF. GAS CO. P.O. Box C Monterey Park, CA 91756	12/16/91	11/12/91- 12/12/91		732.40	280	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 4,946.93) are approved for payment District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.



Approved By

Countersigned By

Attested and/or Countersigned By

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

DATE: Jan 10, 1992
Report No. 1

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SYLVIA MACALUSO Spanish Language Services 1740 Imperial Terrace #A Anaheim, CA 92807	Jan 06, 1992	January	315.00			
	Dec 16, 1991	December	315.00	630.00	190-009	
GWEN JOSEPH 411 E. Champan Ave. Placentia, CA 92670	Dec 13, 1991	expense reimbursement		457.26	190-009	

PLEASE PAY IMMEDIATELY!!!!!!

The claims listed above (totaling \$1,087.26) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Ed Minter
Approved By

Countersigned By

Attested and/or Countersigned By

PLACENTIA LIBRARY DISTRICT
 Summary of Current Claims and Payroll Dated Jan 13, 1992
 January 13, 1992

TYPE	REPORT NO.	AMOUNT
Immediately	1	\$2,604.25
Regular	1	\$12,715.66
	2	\$1,603.77
	3	\$5,586.90
	4	\$1,204.94
	5	\$6,337.11
Petty Cash	6	\$1,274.77
Subtotal for Payments		\$31,327.40
Payroll	92-2	\$28,800.00
	92-3	\$28,800.00
	92-4	\$28,800.00
Subtotal for Payroll		\$86,400.00
TOTAL		\$117,727.40

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

DATE: Jan 13, 1992
Report No. 1

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
S M GENERAL & Janitorial 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Jan 04, 1992	5385		1,091.52	100	
STAPLES Dept. 91-250499299k P.O. Box 182378 Columbus, OH 43218-2378	Dec 18, 1991	60195	366.44		180	
			60.00		260	
			684.00		400	
			107.73		420	
				1,218.17		Subtotal
	Dec 20, 1991	60571	14.07		180-008	
	Jan 08, 1992	77338	130.71		180	
				1,362.95		
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Jan 04, 1992	13008	44.72		180	
	Jan 03, 1992	12804	90.51		180-008	
	Jan 06, 1992	16105	14.55		180-008	
				149.78		

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$2,604.25) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 1

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
EMPLOYMENT DEVEL. DEPT. POB 826219 ATTN: Cashier-RB Sacramento, CA 94230-62190614	Dec 17, 1991	per. end. Sept 30, 1991		1,269.00	031	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Jan 06, 1992	9989690		555.99	100	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	Dec 03, 1991 Dec 10, 1991 Dec 31, 1991	20617 20756 20714	117.42 872.95 117.42	1,107.79	140	
DICK'S LOCK AND SAFE 602 W. Chapman Ave. Placentia, CA 92670	Jan 03, 1991	68570		33.51	140	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Dec 06, 1991	22641	2342.52 5737.54	8,080.06	140 280	
CLA 717 K Street, Ste. 300 Sacramento, CA 95814	Jan 01, 1992	1992 memb. Ellz. & Sal	105.00 105.00	210.00	160	
ALA 50 E. Huron St. Chicago, IL 60611	Jan 01, 1992	1992 memb.		805.00	160	
E Z COPY 275 N. El Cielo Rd., Ste. C3 Palm Springs, CA 92262	Dec 12, 1991	33691		625.00	180	
GLOBAL P.O. Box 5465 Carson, CA 90749-5465	Dec 27, 1991	11118626		11.73	180	
LESWAT LIGHTING SYSTEMS 2022-E South Grand Ave. Santa Ana, CA 92705	Dec 19, 1991	1141		17.58	180	

The claims listed above (totaling \$12,715.66) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
 Report No. 2

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
TRUTH N TAPE P.O. Box 776 Shawnee Mission, KS 66201	Nov 29, 1991	99065		10.00	180	
SIR SPEEDY 1279 E. Imperial Hwy. Placentia, CA 92670	Jan 08, 1992	12254		161.27	180	
UPSTART Box 889 Hagerstown, MD 21741-0889	Nov 19, 1991	268295-1		6.95	180	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Dec 31, 1991	December		30.71	190	
GOLDEN WEST PUBLISHING P.O. Box 11969 Santa Ana, Ca 92711-1969	Nov 30, 1991	invoiling bids		66.56	190	
KEENAN & ASSOCIATES P.O. Box 4328 Torrance, CA 90510	Nov 25, 1991	55461		82.00	190	
SIMON & SCHUSTER P.O. Box 105361 Atlanta, GA 30348-5361	Dec 12, 1991	22 91346 17393		37.56	190-008	
LITTLE PROFESSOR 148 E. Yorba Linda Blvd. Placentia, CA 92670	Jan 02, 1992	0700		120.00	190-009	
R. R. BOWKER P.O. Box 7247-8604 Philadelphia, PA 19170-8604	Nov 20, 1991	851436		191.62	240-001	
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Nov 20, 1991	317205	121.27			
	Nov 07, 1991	299554	323.10			
	Dec 06, 1991	316194	20.41	464.78	240-001	
	Sept 16, 1991	297588		432.32	240-007	
				897.10	TOTAL	

The claims listed above (totaling \$1,603.77) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 3

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Dec 11, 1991	20512223	213.91	334.86	240-001	
	Dec 20, 1991	20633188	120.95			
LEE SPANG 1426 Dove Lane Fullerton, CA 92633	Dec 12, 1991	Invading the Job Market		10.75	240-001	
NATIONAL GALLERY OF ART Publication Sales 6th Street & Constitution Ave., NW Washington, DC 20565	Nov 04, 1991	30700		54.70	240-001	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Jan 03, 1992	1227001		42.66	240-001	
World Book Educational Products P.O. Box 1181 Elk Grove Village, IL 60007	Dec 26, 1991	2191-464756		1,204.65	240-001	
QUALITY BOOKS INC. 918 Sherwood Drive Lake Bluff, IL 60044-2204	Dec 19, 1991	299201	9.46	3,444.53	240-001	
	Dec 10, 1991	298327	12.45			
	Nov 26, 1991	297212	3,422.62			
DONARS SPANISH BOOKS P.O. Box 24 Loveland, CO 80539	Dec 19, 1991	13,679		200.85	240-001	
MOONBEAM PUBLICATIONS 18530 Mack Ave. Grosse Pointe, MI 48236	Jan 02, 1992	M05507		167.79	240-002	
THE VIDEO PROJECT 5332 College Ave., Suite 101 Oakland, CA 94618	Nov 29, 1991	8332		48.25	240-002	
NATIONAL GEOGRAPHIC P.O. Box 1100 Washington, DC 20036	Dec 02, 1991	1128		77.86	240-002	

The claims listed above (totaling \$5,586.90) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 4

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
GUIDANCE ASSOCIATES P.O. Box 1000 Mount Kisco, NY 10549	Oct 28, 1991	1294 0116 01		10.50	240-002	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	Oct 13, 1991	059853		374.53	240-004	
ORANGE COUNTY REGISTER P.O. Box 11942 Santa Ana, CA 92711	Dec 12, 1991	3 month subscription		29.09	240-004	
RECORDED BOOKS INC. 270 Skipjack Rd. Prince Frederick, MD 20678	Jan 07, 1992 Dec 27, 1991 Dec 06, 1991	32146 31181 26500	5.95 5.95 5.95	17.85	240-005	
EDISON RECORD CLEARANCE 19 Brian Road Edison, NJ 0817-2303	Dec 18, 1991	33578		31.98	240-005	
LISTENING LIBRARY INC. P.O. Box 611 Old Greenwich, CT 06870-0611	Nov 29, 1991	161829		56.07	240-005	
ENCYCLOPAEDIA BRITANNICA 310 S. Michigan Ave. Chicago, IL 60604	Dec 03, 1991	1144361		271.14	240-005	
ROSE RECORDS 214 S. Wabash Chicago, IL 60604	Nov 27, 1991	13223		156.86	240-005	
G. K. HALL P.O. Box 7777 W8775 Philadelphia, PA 19175	Nov 14, 1991	D038983		6.47	240-005	
ABC SCHOOL SUPPLY P.O. Box 100019 Duluth, Georgia 30136-9419	Sept 28, 1991 Sept 19, 1991	6532741 D/S 6536437	139.73 110.72	250.45	240-007	

The claims listed above (totaling \$1,204.94) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 5

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
JUDY/INSTRUCTO P.O. Box 93544 Chlcago, IL 60673	Oct 14, 1991	23257		101.66	240-007	
THE HIGHSMITH CO., INC. P.O. Box 800 fort Atkinson, Wisconsin 53538-0800	Oct 07, 1991	2433448-002	93.60	183.33	240-007	
	Sept 30, 1991	2433448-001	89.73			
PERMA-BOUND Vandalla Road Jacksonville, IL 62650-3599	Sept 13, 1991	292317-0		300.00	240-007	
BOUND TO STAY BOUND P.O. Box 500806 St. Louis, Missouri 63150-0806	Sept 16, 1991	916026	3,127.79	3,193.91	240-007	
	Sept 19, 1991	919024	66.12			
California School Book Fairs 5235 E. Hunter Ave., Ste. A Anaheim, CA 92807-2052	Dec 12, 1991	6690		177.53	240-009	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Dec 05, 1991	travel reimb.	36.04	44.29	270	
	Jan 05, 1992	travel relmb.	8.25			
PLACENTIA LIBRARY DISTRICT Account #07603-85748 411 E. Chapman Ave. Placentia, CA 92670	Jan 13, 1992	payroll costs June-Dec 1992		2,336.39	190-000	

The claims listed above (totaling \$6,337.11) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 6

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jan 13, 1992	Petty Cash	17.66		100-000	
			27.37		140-000	
			617.67		180-000	
			8.16		180-008	
			130.45		183-000	
			61.36		240-000	
			412.10		787-000	
				1274.77		

The claims listed above (totaling \$1,274.77) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 92-2

APPROVED CLAIMS

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

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jan 13, 1992	Pay #2 Jan 10, 1992 Jan 23, 1992	26,800.00		101	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On Friday, Jan 24, 1992!!

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jan 13, 1992	Pay #3 Jan 24, 1992- Feb 06, 1992	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On Friday, Feb 07, 1992!!

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Jan 13, 1992
Report No. 92-4

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jan 13, 1992	Pay #4 Feb 07, 1992- Feb 20, 1992	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00	28,800.00	020	
<u>Please Wire On Friday, Feb 21, 1992!!</u>						

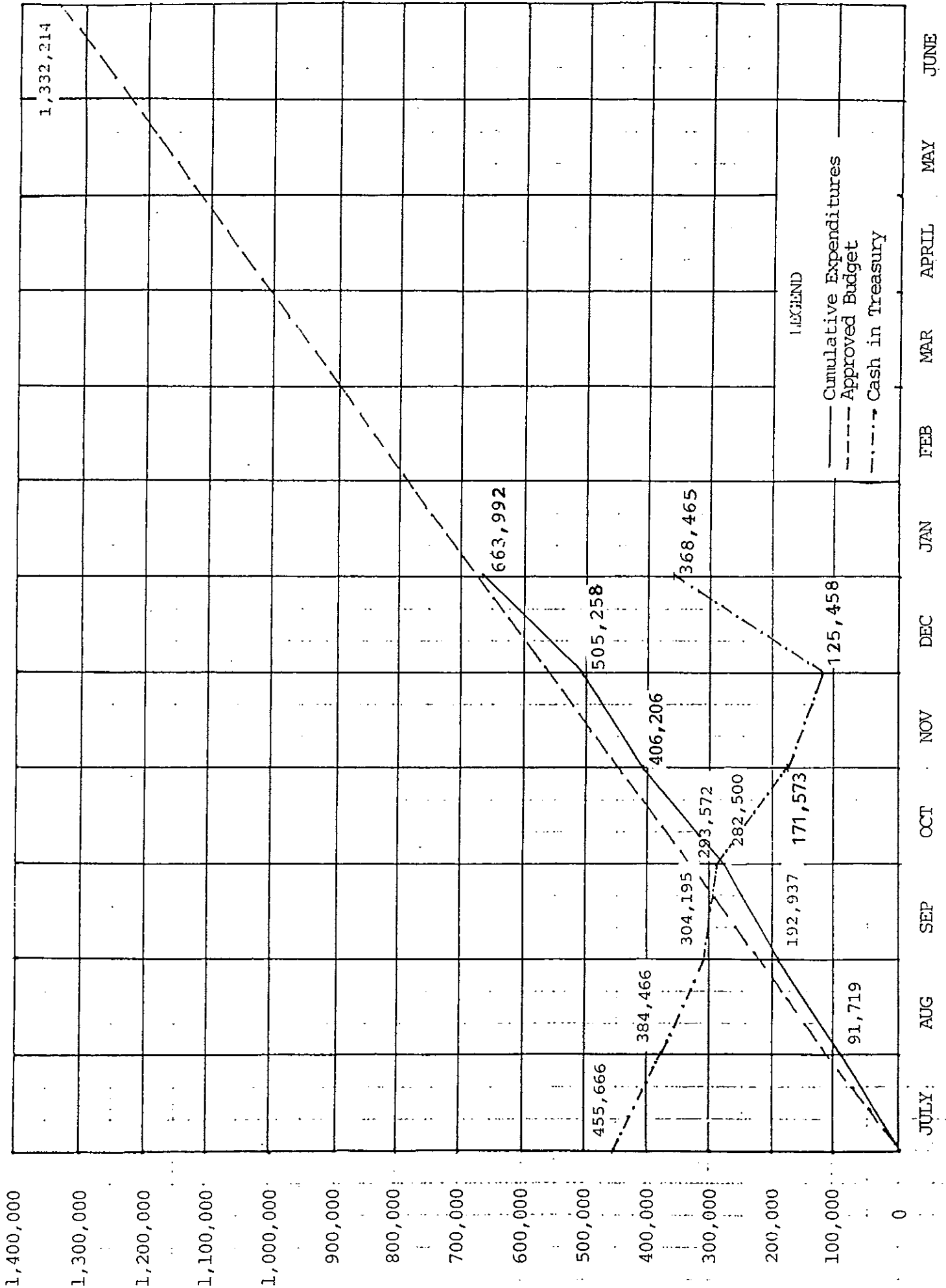
The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



FUND #	FUND DESCRIPTION FOR FY1991-1992	DEC YTD	FY92 BUDGETED	OVER/SHORT	% EXPENDED YTD
010-000	Salaries and Wages	356,800.00	697,087.00	(340,287.00)	51.18%
020-000	Retirement	61,863.99	100,658.00	(38,794.01)	61.46%
	Health Insurance/Care America	17,333.37	75,000.00	(57,666.63)	
	Vision Service Plan	1,061.04	0.00	1,061.04	
	Dental	2,781.82	0.00	2,781.82	
030-000	Employee Insurance	21,176.23	75,000.00	(53,823.77)	28.23%
031-000	Unemployment Insurance	136.00	0.00	136.00	
032-000	Workers Compensation-General	4,112.35	0.00	4,112.35	
	TOTAL SALARIES & EMPLOYE BENEFITS	444,088.57	872,745.00	(428,656.43)	50.88%
070-000	Communications	3,017.35	6,000.00	(2,982.65)	
070-008	Communications (Literacy)	753.53	0.00	753.53	
	Total Communications	3,770.88	6,000.00	(2,229.12)	62.85%
100-000	Household Expense	1,669.37	3,000.00	(1,330.63)	55.65%
110-000	Insurance	0.00	13,500.00	(13,500.00)	0.00%
130-000	Maintenance-Equipment	6,107.43	4,000.00	2,107.43	152.69%
	HVAC	7,800.17	0.00	7,800.17	
	Intex Services - Carpet	1,873.50	0.00	1,873.50	
	Groundskeeping - City of Placentia	11,651.33	0.00	11,651.33	
	Plumbing	0.00	0.00	0.00	
	Electrical	1,746.33	0.00	1,746.33	
	SM Maintenance	6,594.60	0.00	6,594.60	
	Locksmith	228.41	0.00	228.41	
	Other	441.46	43,419.00	(42,977.54)	
140-000	Maintenance--Str Impr & Grounds	30,335.80	43,419.00	(13,083.20)	69.87%
160-000	Memberships	649.19	2,750.00	(2,100.81)	23.61%
	Library Supplies	2,852.62	0.00	2,852.62	
	Printing	616.70	0.00	616.70	
	EZ Copy	680.50	0.00	680.50	
	Publications	0.00	0.00	0.00	
	Paper	57.19	0.00	57.19	
	Drinking Water Service	99.80	0.00	99.80	
	Other Office Supplies	1,705.85	22,000.00	(20,294.15)	
180-000	Office Expense	6,012.66	22,000.00	(15,987.34)	
	Printing	1,061.04	0.00	1,061.04	
	Publications	94.54	0.00	94.54	

	Paper	0.00	0.00	0.00	
	Other Office Supplies	78.56	0.00	78.56	
	Unassigned	0.00	0.00	0.00	
180-008	Office Expense (Literacy)	1,234.14	0.00	1,234.14	
	Printing	33.40	0.00	33.40	
	Publications	0.00	0.00	0.00	
	Other Office Supplies	11.35	0.00	11.35	
180-009	Office Expense (Family Literacy)	44.75	0.00	44.75	
	Total Office Expense	7,291.55	22,000.00	(14,708.45)	33.14%
183-000	Postage Expense	577.76	0.00	577.76	
183-008	Postage Expense (Literacy)	145.00	0.00	145.00	
	Total Postage	722.76	0.00	722.76	
	Care Resources (Emp Assistance)	406.00	0.00	406.00	
	Pension Contribution & Operating Expenses	2,529.83	0.00	2,529.83	
	Anaheim Library	7,340.00	0.00	7,340.00	
	Clipping Service	214.97	0.00	214.97	
	Tax Collection	395.20	0.00	395.20	
	Advertising	0.00	0.00	0.00	
	Medical Exams	324.00	0.00	324.00	
	Collection Services	1,575.00	0.00	1,575.00	
	Audit	2,800.00	0.00	2,800.00	
	Payroll Preparation	0.00	0.00	0.00	
	Staff Training in Library	0.00	0.00	0.00	
	Other	1,464.56	80,000.00	(78,535.44)	
190-000	Specialized Services	17,049.56	80,000.00	(62,950.44)	
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	
190-008	Specialized Services	2,031.58	0.00	2,031.58	
190-018	Release of Impounds	1.21			
	Total Specialized Services	19,082.35	80,000.00	(60,918.86)	23.85%
220-000	Rent & Leases-Str. Impr. & Grounds	35,900.00	71,800.00	(35,900.00)	50.00%
240-000	Special Dept Expense	0.00	130,000.00	(130,000.00)	
240-001	Special Dept Expense - Books	67,112.80	0.00	67,112.80	
240-002	Special Dept Expense - Video	3,066.58	0.00	3,066.58	
240-003	Special Dept Expense - City of Anaheim	3,776.83	0.00	3,776.83	
240-004	Special Dept Expense - Periodicals	1,614.19	0.00	1,614.19	
240-005	Special Dept Expense - Audio	3,895.29	0.00	3,895.29	
	Total Special Dept. Expenses	79,465.69	130,000.00	(50,534.31)	61.13%
270-000	Trans & Travel - Meetings	8,221.53	10,000.00	(1,778.47)	
270-008	Trans & Travel - Meetings - Literacy	0.00	0.00	0.00	
270-009	Trans & Travel-Family Literacy	9.95			

Total Trans & Travel - Meetings	8,231.48	10,000.00	(1,778.47)	0.00
Electricity	23,657.90	58,000.00	(34,342.10)	
Gas	1,146.42	0.00	1,146.42	
Water	1,042.33	0.00	1,042.33	
280-000 Utilities	25,846.65	58,000.00	(32,153.35)	44.56%
TOTAL SUPPLIES & SERVICES	219,073.15	444,469.00	(225,407.01)	49.29%
400-000 Equipment	0.00	15,000.00	(15,000.00)	
400-008 Equipment - Literacy	0.00	0.00	0.00	
400-111 Equipment	830.50	0.00	830.50	
TOTAL EQUIPMENT	830.50	15,000.00	(14,169.50)	5.54%
TOTAL APPROPRIATIONS	663,992.22	1,332,214.00	(668,232.94)	49.84%
TOTAL 008 - LITERACY	4,164.25	0.00	4,164.25	

GENERAL FUND REVENUES (Account 5071)
December, 1991

FUND #	FUND DESCRIPTION FOR FY1991-1992	DEC 1990	DEC 1991	YTD FY90-91	YTD 91-92	FY92 BUDGETED
621-000	Prop. taxes - current secured	352,688.98	387,327.06	396,775.11	435,742.95	900,739.00
621-001		0.00	0.00	0.00	0.00	27,684.00
	TOTAL PROP. TAXES - CURRENT SECURED	352,688.98	387,327.06	396,775.11	435,742.95	928,423.00
622-000	Prop. taxes - current unsecured	0.00	0.00	54,719.88	65,645.15	68,304.00
623-001	Secured final apportionment	0.00	0.00	11,360.50	10,269.97	25,000.00
623-002	Secured prior years	0.00	0.00	2,325.60	3,233.10	0.00
623-010		0.00	484.67	0.00	484.67	0.00
623-011		0.00	0.00	0.00	1,462.70	0.00
	TOTAL PROP. TAXES PRIOR SECURED	0.00	484.67	13,686.10	15,450.44	25,000.00
624-000	Property taxes-prior-unsecured	0.00	0.00	0.00	0.00	0.00
626-000	Penalties & costs-delinquent taxes	0.00	0.00	0.00	0.00	4,000.00
626-623		0.00	0.00	895.97	1,151.35	0.00
	TOTAL PENALTIES & COSTS-DELINQUENT TAXES	0.00	0.00	895.97	1,151.35	4,000.00
628-000	Property taxes-supplemental-current	8,192.88	3,058.87	18,384.83	30,933.90	60,000.00
630-000	Property taxes-supplemental-prior	0.00	0.00	2,103.03	3,703.65	0.00
661-000	Interest	9,173.65	7,814.03	20,376.78	18,529.34	45,000.00
661-623		0.00	0.00	0.00	0.00	0.00
	TOTAL INTEREST	9,173.65	7,814.03	20,376.78	18,529.34	45,000.00
669-000	State homeowners property tax relief	2,967.70	3,056.18	2,967.70	3,056.18	20,000.00
697-000	State-other	0.00	0.00	53,029.90	0.00	93,000.00
697-007		0.00	0.00	0.00	0.00	0.00
	TOTAL STATE OTHER	0.00	0.00	53,029.90	0.00	93,000.00
787-000	Other revenue	1,259.70	0.00	6,215.59	0.00	20,000.00
787-001	Outlawed warrent-6 months	0.00	0.00	256.25	0.00	0.00
	TOTAL OTHER REVENUE	1,259.70	0.00	6,471.84	0.00	20,000.00
	FUND TOTAL FOR FY1991-1992	374,282.91	401,740.81	569,411.14	574,212.96	1,263,727.00

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

December , 1991

Prepared 01/11/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				37,743.90
Checks Out				
3356	07/30/91	2,392.67		
3358	08/14/91	1,279.44		
3376	10/29/91	21,046.00		
3377	10/29/91	2,631.68		
3391	01/02/92	60.75		
3392	01/02/92	43,998.77		
3393	01/03/92	107.74		
3394	01/03/92	200.00		
3395	01/03/92	100.00		
3396	01/06/92	320.55		
3397	01/06/92	16.80		
3398	01/06/92	1,279.95		
3399	01/07/92	4.73		
Bank Debit	01/06/92	7.00		
Returned Check	01/07/92	2.00		
Returned Ck Fee	01/07/92	3.25		
Returned Check	01/07/92	11.08		
Returned Ck Fee	01/07/92	3.25		
Returned Check	01/07/92	6.00		
Returned Ck Fee	01/07/92	3.25		
	01/11/92	2.18		
	01/11/92	10.95		
Deposits				
	01/02/92		149.91	
	01/02/92		41.90	
	01/02/92		16.35	
	01/02/92		336.93	
	01/02/92		70.76	
	01/02/92		14.92	
	01/02/92		8.70	
	01/02/92		25.13	
	01/02/92		702.73	
	01/03/92		9,255.00	
Stop Pay 3358	01/03/92		1,279.44	
Stop Pay 3376	01/03/92		21,046.00	
Stop Pay 3377	01/03/92		2,631.88	
	01/03/92		138.76	
	01/03/92		116.00	
	01/06/92		24.63	
	01/06/92		313.47	
	01/07/92		211.41	
	01/07/92		3.75	
	01/08/92		100.10	
	01/09/92		6,861.50	
	01/09/92		16,217.00	
	01/09/92		152.55	
	01/10/92		91.60	
TOTALS		73,488.04	59,810.42	

CHECKBOOK BAL

24,066.28

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE		
			(-)	(-)				\$		
3371	10/16	Billy Kallis office supplies	63	52	✓			2257	53	
3372	10/28	Fanning Walters office supplies	120	01	✓			2244	06	
3373	10/28	Fanning Walters office supplies	35	37	✓			2208	09	
	10/16	deposit (To oca ck state funds 3377)			✓		263	68	2474	56
3374	10/28	Dianne Jackson office supplies	11	94	✓			2462	62	
3375	10/29	Sean McArthur lost book (found)	37	-	✓			2425	62	
3376	10/29	O.C. Auditor missed state funds with 3392	2104	-	✓			3845	42	
3377	10/29	O.C. Auditor missed state funds with 3392	2631	68	✓			1212	74	
	10/29	Deposit state funds			✓		2381	06	3595	-
3378	10/20	E.D. Minter party cash	124	33	✓			3470	67	
3379	10/30	CSL Workshop Fund minter 12/3/91	10	-	✓			3460	67	
	10/30	Deposit (To oca ck 3392) FINES			✓		1422	28	4942	95
3380	11/4	E.D. Minter computer books	157	58	✓			4785	37	

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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ATDOME

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	
3381	11/8	E.O. Minter petty cash (under 23.60)	23 -	✓	11/8		4705	37
	11/8	deposit		✓			4762	37
3382	11/1	CSL Workshop Fund Minter/Ammar 12/192	6 -	✓	12/23	2005 -	6767	37
3383	11/4	Jeanne Walters office supplies	49 89	✓	11/23		6761	37
	11/20	deposit Family Literacy (11-20)		✓			6711	48
3384	11/21	U.S. Postmaster Stamps	145 -	✓	11/26	9255 -	15966	48
							15821	48
	11/22	Stop Payment debit Family Literacy	9255 -	✓			6566	48
3385	12/3	U.S. Postmaster Literacy mailing	145 -	✓	12/5		6421	48
3386	12/11	Palm Stationers our monthly planner - Ebn	9 64	✓	12/16		6411	84
3387		VOID		✓				
3388		VOID		✓				
3389	12/11	E.O. Minter office supplies	245 81	✓	12/17		6166	03
	10/29	Deposit for 10-29-91 Check listed above amount	- 04	✓			6165	99

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

12 2003 5 16 26 57 0008 50

ANNOVER

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
	11-8	Ck 3381 entered using amount 23.00 instead of 23.50	\$.50	✓	\$			6165	99
	11-22	Correction: Stop payment debit 14,255 listed as 9,255	50	00	✓				6165	49
	11-1	Dep. Return Status + Fees	31	50	✓				1,165	49
		Balanced 12-13-91							1,133	99
	12/2	Pt. Cash Receipt amount			✓				1,133	99
	12/27	Fine Cash (To OCA 3392) (Included \$412.10 under)			✓		62	53	1786	52
					✓		735	37	5,221	79
	12/30	State Lib. DLL Period (To OCA ck 3392)			✓		241	274	4,934	63
	12/30	City Cash Receipt amount			✓		580	99	5,515	61
	12/30	Fine/Cash (To OCA ck 3392)			✓		212	60	5,727	21
		Interest on loan (check) (To OCA ck 3392)			✓		75	85	5,806	21
3390	12/30	Placanton Lib. Dist (12/15) Move vendor deposits to 2658-000	412	10	12/31				5,394	11
	12/13	Credit - bank error for State Library Debit 11/22			✓		5,000	00	10,394	11
	1/2	Fine 787-000 (To OCA ck 3392)			✓		149	91	10,544	02

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

4:1 220035161:26 5700000

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE	
							\$	\$
	1/02	Refunds for books (To OCA CK 3392)					10544	02
	1/02	Credit exp acct 240-001				\$ 41 90	10585	92
	1/02	Refund from Duty Pay (To OCA CK 3392)				16 35	10602	27
	1/02	Telephone Booth 787-000 (To OCA CK 3392)				336 93	10939	20
	1/02	Minister office telephone use Exp acct 070-000 (To OCA CK 3392)				70 76	11,009	96
	1/02	Daniel's office telephone use Exp acct 070-008 (To OCA CK 3392)				14 92	11,024	88
	1/02	Minister purchase stamps (To OCA CK 3392) Exp acct 183-000				5 70	11,033	58
	1/02	Refund Insurance (To OCA CK 3392) Exp acct 110-000				25 13	11,058	71
	1/02	Fines (To OCA CK 3392) 787-000				702 73	11,761	44
3391	1/03	State Lib. (To OCA CK 3392) Family Literacy - 1st half				9,055 00	21,016	44
3392	1/2	Charge Co. credits	43,998	77			(22,982)	33
3393	1/03	Software Etc Quattro software	107	74			(23090)	07
3394	1/3	Peggy D. Becker's Establish Care Petty Cash	200	00			(23,290)	07
3395	1/3	Elizabeth D. Hunt Establish Office Petty Cash	100	00			(23390)	07

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 12 2003 5 16 26 57 00860 34 27 ⑈

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
			\$				\$		\$	
	1/3	Stop payment check 3358	\$			\$	\$ 1,279	44	(2339	07)
	1/3	Stop payment check 3376					1,046	00	(2211	63)
	1/3	stop payment check 3377					2631		(1,064	63)
	1/3	Fines + other revenues + cash for dinner in KIS Office					128	76	1567	25
	1/3	Fines							1,706	01
	1/3	Fines							1822	01
	1/6	Typewriter					24	63	1846	64
	1/6	Fines					313	47	2,160	11
3396	1/6	Jeanine Walters	320	55					1,839	56
3397	1/6	Kay Schneide Stoughton Airport	16	80					1822	76
3398	1/6	Placemat City District for last class 100932 / Print ck 552	1279	95					524	81
3391	1/6	Peggy D. Benke Postage / Shipping	60	75					482	06
3399	1/7	Jeanine Walters Home Depot - Reimbursement	4	73					477	33
	1/7	Fines					311	41	688	74

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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ANTIQUE

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT		BALANCE	
			(-)				(+)		\$	
									688	74
	1/7	Postage Reimbursement Fund on K5 desk	\$			\$	\$	3 75	692	49
	1/8	Fines						100 10	792	59
	1/9	State City Direct Loan Reimbursement						284 50	7,654	09
	1/9	CA Foundation Funds						16,217 00	23,871	09
	1/9	Fines						152 55	24,023	64
	1/6	Bank debit - error in address deposit 1/6 to 313.47	7 00						24,016	64
	1/7	Returned Check / Navy Dixon	2 00						24,014	64
	1/7	Returned Check for / Navy Dixon	3 25						24,011	39
	1/7	Returned Check / Sharon Terry	11 08						24,000	31
	1/7	Returned Check for / Sharon Terry	3 25						23,997	06
	1/7	Returned Check / Demersional Effects	6 00						23,991	06
	1/7	Returned Check for / Demersional Effects	3 25						23,987	81
	1/10	fines						91 60	24,079	41

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

⑆ 122003516⑆ 2657⑆ 00860⑆ 3427⑆

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

December , 1991

Prepared 01/11/92

	DATE/NO.	DEBITS	CREDITS	BALANCE

Statement Balance				4,495.59
Checks Out				
548	07/12/91	150.00		
563	08/06/91	366.54		
571	09/09/91	200.16		
585	09/27/91	36.43		
591	10/14/91	399.84		
602	11/04/91	300.00		
612	12/09/91	200.00		
619	12/30/91	614.42		
620	12/30/91	150.00		
621	01/02/92	185.58		
622	01/06/92	12.92		
623	01/06/92	44.29		
624	01/07/92	3,400.00		
625	01/07/92	25.27		
Deposits				
	01/02/92		305.00	
	01/03/92		19.63	
	01/03/92		28.90	
	01/06/92		11.79	
	01/07/92		50.00	
	01/07/92		1,279.95	
	01/07/92		50.00	
	01/07/92		85.00	
	01/08/92		21.00	
	01/08/92		20.00	
	01/10/92		45.00	
	01/10/92		163.80	
TOTALS		6,085.45	2,080.07	
CHECKBOOK BAL				490.21

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

4652.48

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	III (IF ANY) (-)	DEPOSIT/CREDIT		BALANCE	
			(-)	(-)			(+)	(+)	\$	
595	10/17	Mallat & Associates gulf grant - programming	1500	-	11/4	\$	\$		2552.48	115.53
596	10/17	The Flagg Shop gulf grant	34	64	10/28				2517.84	244.34
597	9/17	Paul nance gulf grant	66	60	10/23				2451.24	207.84
598	10/17	A & B Wholesale	32	88	10/24				2129.36	1151.96
599	10/17	Paul nance Gulf Grant	33	50	10/23				2095.86	1716.46
600	10/28	Jeanine writers 5.37 (gulf) 1194 (aspirin)	20	31	11/18				2075.53	1116.13
	10/29	Deposit vend mach					315	95	2391	50
	10/29	Deposit typewriters					19	65	2411.15	2033.75
601	10/29	Art Emporium gulf grant	91	36	11/26				2319	79
602	11/4	O.C. Auditor vend mach hamperack	300	-					2019.79	1642.39
603	11/8	Elizabeth minter christmas supplies	267	53	11/15				1752	26
604	11/8	A & B Wholesale vend supplies	242	88	11/20				1509.38	1121.48
605	11/8	Saad Ahmad Gulf Grant	104	43	11/12				1404	95
									1027.55	

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

1404.95

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT (DEBIT)		✓ FEE OR AMT	DEPOSIT (CREDIT)		BALANCE	
			\$			\$			
								1021	55
						174	50	1579	45
								1300	05
								1400	81
606	11/22	Dr. Charles Frazee Gulf Grant	178	64	11-21			1623	41
607	11/22	Judy Benson - Camp Library	100	-	11-26			1300	81
608	11/22	Jenny Smith Camp Library	100	-				1200	41
								1576	21
						215	40	1198	81
						1,000	-	2576	21
								2198	81
						5,000	-	7576	21
								7198	81
								2576	21
								2198	81
609	12/4	Dr. Thomas Mitchell gulf grant	175	56	12-10			2400	65
								2023	25
610	12/4	Ferial Masri gulf grant	64	80	12-12			2335	85
								1950	45
611	12/4	Suad Ammak Gulf grant travel	62	16	12-5			2273	69
								1946	24
612	12/9	O.S. Aud for Kend payback	200	-				2073	69
								1646	29
613	12/11	Santa's Forest xmas tree	116	98	12-11			1956	31
								1579	31

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT 1956.71

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ FEE (IF ANY)	DEPOSIT/CREDIT		BALANCE		
			()	()		()	()	\$		
								1574	31	
614	12/11	Elizabeth McDonald xmas decorations	32	70	✓					
615	12/11	Elizabeth McDonald xmas decorations	128	87	✓					
616	12/11	Elizabeth McDonald xmas supplies	64	46	2-17			1892	25	
617	12/12	Sue Ann Moore golf grant	50	82	12-13			1841	93	
618	12/12	Dianne Jackson christmas tree lights	27	91	12-17			1814	02	
	11/30	Interest			✓		15	39	1436	60
								1829	41	
	10/29	Interest			✓		21	39	1473	40
								1850	80	
		Bal 12-13-91						1850	80	
	12/27	Velvet Turtle Referral			✓		100	00	1750	80
	12/30	Telephone Booth Nov + Dec.			✓		185	58	1565	32
619	12/30	A+R Wholesale Distributors Inv 009382 + 011432	614	42				1521	96	
620	12/30	Suey Dempsey Golf Grant - Travel Advance	150	00				1371	96	
	12/30	Vending deposit			✓		279	55	1092	51

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT ()	✓ FEE (IF ANY) ()	DEPOSIT/CREDIT ()	BALANCE
	12/31	Vending deposit (Transfer from 2657-00860)	\$	✓	\$ 412 10	1,878 03
621	1/2	Placate by Post Nov+Dec Tel Bank (Transfer To 2657-00860)	185 58			1,878 03
	1/2	Meets Person -			305 00	2,183 03
	1/3	Bank payment to S. Bank + copy receipt			12 20	2,202 66
	1/3	Vending machine			23 70	2,231 56
	1/6	Found out S. Bank envelope needed Gift Card			11 79	2,243 35
	1/7	meets Person in 11/27/91 Found in K.S. Bank			50 00	2,293 35
622	1/6	Person Walter Duff Beard	12 92			2,280 43
623	1/6	Kay A. Schneider Friend - Children's	44 27			2,236 14
	1/7	Remember Check 552 from General Fund			1,279 95	3,516 09
624	1/7	ALS Services Friend Computer	3,400 00			116 09
	1/7	Meets Person Found in K.S. Bank			50 00	166 09
	1/7	Meets Person -			85 00	251 09

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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

December , 1991

Prepared 01/11/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,174.63
Checks Out				
1111	12/30/91	20.00		
1112	12/30/91	20.00		
1113	01/10/92	5.32		
Deposits				
	01/02/92		150.00	
	01/02/92		20.00	
	01/03/92		195.47	
	01/10/92		60.00	
TOTALS		45.32	425.47	
CHECKBOOK BAL				5,554.78

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FILE (IF ANY) (-)	DEPOSIT/CREDIT (+)	\$	BALANCE
1106	9/10	Glo y Co. Enterprises typesetting PLUS adv	25 -	✓				4722 11
	6/14	Deposit				20 -		4772 11
	5/21	Interest				15 11	✓	4787 22
	4/30	Interest				15 14	✓	4803 21
	8/14	Deposit Lit. tutor train. wkshp + books		✓		154 25		4957 46
	7/31	Interest Bal. 8-26-91		✓	13	16 50	edu	4973 96
	8/13	Interest Bal 9-12-91		✓		16 63		4990 59
	9/18	Deposit tutor wkshp		✓	9-18	500 -		5490 59
	9/30	Interest Bal 10-11-91		✓		17 06		5507 65
1107	10/17	LVA Conf '91 m. Daniels - registration	123 -		10-25			5384 65
1108	0/17	Jim Bony Travel Service Int'l deposit - hotel (LVA)	94 35	✓				
1109	10/28	Uniglobe. thru delta air fare LVA conf. - Orlando	363 -		11-1			5016 65
	10/29	Deposit		✓		64 00		5080 65
	11/31	Interest Bal 11-19-91		✓		18 38		5099 03

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT / DEBIT		✓ 11 11-27	DEPOSIT / CREDIT		BALANCE	
			()	()		()	()	\$	
								5099	03
1110	11/21	Gwen Joseph Furn. Lit. Supplies	71	25				5027	78
	11/30	Interest edw Bal 12-26-91					14 12	5,041	90
	12/30	Tula Tice			/		60 00	5,101	90
1111	12/30	Flo Steinger tutor training refund	20	00				5081	90
1112	12/30	Rosalie Gray tutor training refund	20	00				5061	90
	12/30	Tula Tice			/			5121	90
	12/31	Interest			/		12 73	5134	63
	1/02	Disburse Credit					150 00	5284	63
	1/02	Tessie					20 00	5304	63
	1/03	Training and misc cost Dowd in K.S. Clark					195 47	5500	10
1113	1/10	Melanie Daniels Refreshments & Tutor Tray	53	2				5494	78
	1/10	Tutor training edw Bal 1-11-93					60 00	5554	78

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director
 FROM: Karen Cushing *KC*
 DATE: January 7, 1992
 SUBJECT: Overdue Collection Report for November 1991
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR NOVEMBER 1991

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	144	9,475.48	795	45,886.06
LESS: Mail Return*, Dispute, Bankrpt	1	34.46	40	2,443.34	144	8,697.72
NET ASSIGNMENTS	-1	(34.46)	104	7,032.14	651	37,188.34
COLLECTED						
Paid in Full	2	62.45	29	1,959.34	223	10,522.22
Settled in Full	0	0.00	8	279.33	61	3,037.38
Partial Payment	0	0.00	17	788.81	109	5,910.05
Resolved	0	0.00	2	121.70	15	570.58
TOTAL RECOVERED	2	62.45	56	3,149.18	408	20,040.23

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	244	42	154	118	237
	\$15,609	\$2,846	\$6,784	\$7,147	\$13,075

* Percentage of Mail Returns - 18.1 %

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director
 FROM: Karen Cushing *KC*
 DATE: January 7, 1992
 SUBJECT: Overdue Collection Report for December 1991
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR DECEMBER 1991

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	5	232.38	149	9,707.86	800	46,118.44
LESS: Mail Return*, Dispute, Bankrupt	1	54.38	41	2,497.72	145	8,752.10
NET ASSIGNMENTS	4	178.00	108	7,210.14	655	37,366.34
COLLECTED						
Paid in Full	1	33.55	30	1,992.89	224	10,555.77
Settled in Full	0	0.00	8	279.33	61	3,037.38
Partial Payment	1	65.75	18	854.56	110	5,975.80
Resolved	0	0.00	2	121.70	15	570.58
TOTAL RECOVERED	2	99.30	58	3,248.48	410	20,139.53

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	245	42	155	118	240
	\$15,638	\$2,846	\$6,814	\$7,147	\$13,249

* Percentage of Mail Returns - 18.1 %

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMORANDUM

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *eds*
 DATE: January 13, 1992
 SUBJECT: DECEMBER 1991 VENDING MACHINE STATUS

Beginning Balance 12/1/91 \$ 542.88

	<u>Income</u>	<u>Expend.</u>
Total Deposits (12/1-12/31/91)	\$691.65	
Total Materials & Supplies		\$614.42
Total vend repairs		0.00
Vend Mach Loan Payback 12/9/91		<u>200.00</u>
		\$ 814.42
Ending Balance 12/31/91		<u>(\$ 122.77)</u>
Ck to be issued on 1/13/92		(0.00)

Summary of Loan Payback

Original Loan amount (11/9/90)	\$9,916.54
Payback balance 11/30/91	\$6,700.00
December payout issued 12/9/91	<u>(200.00)</u>
December payback balance 12/31/91	\$6,500.00

Placentia Library District
 CIRCULATION REPORT *Sma*
 December, 1991

	DEC 91	DEC 90	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	19,166	15,800	138,828	122,358	13.46%
Magazines	524	422	3,740	3,049	22.66%
Pamphlets/Ephemeral	85	88	477	451	5.76%
TOTAL PRINT MATERIALS	19,775	16,310	143,045	125,858	13.66%
Records	134	95	785	851	-7.76%
Audiocassettes	915	835	6,465	4,836	33.68%
Compact Discs	378	282	2,175	1,694	28.39%
Videocassettes	528	525	3,736	3,491	7.02%
TOTAL AV MATERIALS	1,955	1,737	13,161	10,872	21.05%
AV EQUIPMENT	6	3	45	46	-2.17%
TOTAL CIRCULATION	21,736	18,050	156,251	136,776	14.24%
# HOURS OPEN	249	238	1,590	1,578	0.76%
CIRCULATION/HOUR	87	76	98	87	13.38%
ATTENDANCE	19,727	14,619	128,502	102,732	25.08%
ATTENDANCE/HOUR	79	61	81	65	24.14%
ACTIVE BORROWERS	2,889	2,748	19,904	18,487	7.66%
REFERENCE QUESTIONS	3,240	2,917	22,571	19,889	13.48%

PLACENTIA LIBRARY DISTRICT
Interoffice Memo

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator
 DATE: January 7, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	DECEMBER	TOTAL
Cain, Ruth	12.00	1100.00
Chen, Sherri	00.00	108.00
Deputy, Paul	22.50	3700.50
George Key School	4.50	676.50
Goldbaum, Mae	19.50	226.25
Mitchell, Danny	0.00	12.75
Paulson, Margaret	12.00	563.25
RDP students - Jenny Duncan	99.50	1089.25
Vesely, Fat	10.00	126.50

TEMPORARY VOLUNTEERS		
Chavez, Diane	0.00	2.50

Total -----
174.75

LVA VOLUNTEERS

Literacy Volunteers Not available

COMBINED TOTAL 174.75

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

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

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

On December 27, 1991 Margaret Paulson, one of our long time volunteers passed away. Margaret began volunteering in June of 1988 after she retired at the age of 85. She was an inspiration to everyone here with her zest for life, her positive outlook and her quick mind. She will be greatly missed by all who knew her.

Dianne Jackson

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Sma*
DATE: December 13, 1992
SUBJECT: Personnel Report for December 1991

RESIGNATIONS:

None

APPOINTMENTS:

Lusi Garcia, Library Clerk I for the Literacy Department
(Families for Literacy Grant) effective 1/7/92.

OPEN POSITIONS:

None

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Sma*
DATE: January 13, 1992
SUBJECT: Building Maintenance Report

1. FIRE EXTINGUISHERS

Two new fire extinguishers were purchased, one for the staff lounge and one for the periodical storage area as recommended by the Safety Committee.

2. OFFICE SAFE

The lock on the office safe was repaired.

3. COMPUTER/TYPEWRITER ROOM

Following installation of the public access computer, the lock on the door to the Computer/Typewriter Room was changed so that it remains locked from the outside.

4. HOLIDAY DECORATIONS

Public response to the Library's holiday decorations was very positive, especially from parents.