

**AGENDA**  
**REGULAR MEETING**  
**PLACENTIA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**

**June 20, 1994**  
**7:30 P.M.**  
**Library Conference Room**

7:35 pm

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

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

1. Roll Call. Administrative Assistant
2. Adoption of Agenda.

*Shelton/Ward*

*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. Presentation of Certificates of Appreciation and Commendation.

Presentation: Library Board President

Presentations will be made to Mariko Nishikawa and Youko Egawa of The Vision, for its donation of a Japanese book collection, to Children's Services Volunteer Kristin Ryan, and to the District's SLS System Advisory Representative Ted Farkas.

4. Minutes of the May 16, 1994, Regular Meeting.

*as amended  
Ward / Shelton*

Presentation: Library Director  
Recommendation: Approve by Motion

5. 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).*

6. 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

*ALTA - ADA information  
for public report needed*

7. Friends of the Library Board of Directors Report.

Presentation: Library Director

8. Santiago Library System Advisory Board Report.

Presentation: District Representative Ted Farkas

9. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

*Send will attend*

\$ 900 ←  
\$ 1,000 - deposits

**CLAIMS (Items 10 - 12)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 10 - 12 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$1,714.21.

- 12. Current Claims and Payroll. (Approve)

Current Claims of \$45,970.53; Payrolls 3155, and 3156, for a cumulative payroll total of \$43,060.00 Combined total of Current Claims and Payroll of ~~\$89,030.53~~ 87,130.53

Shubel

**FINANCIAL REPORT (Items 13 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 - 17 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.*

Shubel  
Swartz

- 13. Financial Reports for May, 1994. (Receive & File)
- 14. Office General Ledger & Check Registers for May, 1994. (Receive & File)
- 15. Overdue Collection Report for May, 1994. (Receive & File)
- 16. Vending Machine Report for May, 1994. (Receive & File)
- 17. Gifts Report for May, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - <sup>29</sup>23)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - <sup>29</sup>23 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

18. Building Maintenance Report for May, 1994. (Receive & File)
19. Personnel Report for May, 1994. (Receive, File, and Ratify Appointments)
- May* > 20. Volunteer Report for May, 1994. (Receive & File)
21. Circulation Report for May, 1994. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- Final 8/2/94* 23. Travel Authorizations. (Approve)
24. Installation of Debit Card Printer System for Public Access Electronic Information Services. (Receive & File)
25. Receipt from the Orange County Auditor of \$11,971 for Reimbursement of Property Tax Shift for FY1992-1993 of One Time Revenues as Authorized under AB 2371. (Receive & File)
- Final* 26. Staff Appreciation Dinner. (Receive & File)

---

27. Review of Public Officials Liability Insurance Coverage for 1994-1995. (Receive & File)
28. Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. (Receive & File)
29. Submission of Grant Application to the National Library of Medicine, U.S. Department of Health & Human Services, for an AIDS Information Outreach Project. (Receive & File and Approve Submission of Application)

*Walt/Shez*

### CONTINUING BUSINESS

30. FY1994-1995 Budget.

Presentation: Library Director  
Recommendation: Review legislative activities; adopt salary schedules for Fiscal Year 1994-1995 by Resolution; and adopt budget for Fiscal Year 1994-1995 by Resolution.

31. Adopt District Holiday and Library Closing Schedule for Calendar Years 1995 and 1996.

Presentation: Library Director  
Recommendation: Adopt by Resolution.

32. Acceptance of Library Services and Construction Act Title II Grant from the State Library of California in the amount of \$42,959 as a 30% match for Disabled Access Remodeling Project.

Presentation: Library Director  
Recommendation: Make final determination and adopt Resolution of commitment of local funds if Grant is accepted.

### NEW BUSINESS

33. Election Guidelines

Presentation: Library Director  
Recommendation: Determine length of Candidate's Statements; whether the District will pay for Candidate's Statements; and to submit the Transmittal of Election Information form to the County of Orange Registration and Elections Division.

### STAFF REPORTS

34. Program Report for the Month of May, 1994. (Program Committee)

35. Children's Services Report for the Month of May, 1994. (Schneider)

36. Acquisitions Report for May, 1994. (Shook)

37. Publicity Materials produced for the Month of May, 1994. (Willauer)

38. Placentia Library Literacy Services Report for the Month of May, 1994. (Matas and Byrne)

39. Families for Literacy Project Report for the Month of May, 1994. (Walters)

40. Placentia Pride Committee Report for May, 1994. (Ammar)

**ADJOURNMENT**

41. Agenda Preparation for July 18, 1994, Regular Meeting.

*As Chair.  
Expand Budget to all fund*

42. Review of Action Items.

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

43. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the June 20, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 16, 1994.

Charlene Dumitru

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jun 23 (Thur)	Chamber of Commerce Breakfast, 7:15 A.M., Alta Vista Country Club
Jun 27 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Jun 23-30	American Library Association Annual Conference, Miami
Jun 30 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Jul 18 (Mon)	Library Board Meeting, 7:30 P.M.
Jul 21 (Thur)	Staff Appreciation Dinner, 6:30 P.M.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 29 (Mon)	LVA Placentia, Board Meeting, 6:00 P.M. (Dinsmore)
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. <sup>Dinsmore</sup> (Stark)
Sep 19 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 29 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Oct 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Oct 17 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Nov 10 (Thur)	System Advisory Boards Banquet, Anaheim (All Trustees)
Nov 21 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
Dec 19 (Mon)	Library Board Meeting, 7:30 P.M.

(

(

(



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
MAY 16, 1994**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 16, 1994 at 7:32 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; Placentia residents Robin Masters and Dixie Shaw; and BSI Consultants, Inc. Vice President Dennis Klinglehofer.

**ADOPTION OF  
AGENDA**

Library Director Minter requested that Agenda Item 22, Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority be deleted as the anticipated invoices from the City of Placentia had not been received.

President Dinsmore requested that Agenda Item 25a, Request for Reconsideration of the Board's Action to Deny a Request for Dispensation from Payment of Meeting Room Rental Fees for Monthly Meetings by the Placentia Chapter of the American Association of Retired Persons; and ~~Agenda Item~~ Agenda Item 25, Presentation of the Preliminary Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District, be addressed first to accommodate visitors Dixie Shaw and Dennis Klinglehofer.

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

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

**MINUTES**

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of April 18, 1994 as presented.

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

**REQUEST FOR RECONSIDERATION OF THE BOARD'S ACTION TO DENY A REQUEST FOR DISPENSATION FROM PAYMENT OF MEETING ROOM RENTAL FEES FOR MONTHLY MEETINGS BY THE PLACENTIA CHAPTER OF THE AMERICAN ASSOCIATION OF RETIRED PERSONS**

It was moved by Trustee West, seconded by President Dinsmore to reconsider the Meeting Room Policy reaffirmed at the Regular Meeting of the Board of Trustees of April 18, 1994.

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

**PRESENTATION OF THE PRELIMINARY REPORT ON THE STUDY OF ALTERNATIVES FOR DELIVERY OF PUBLIC LIBRARY SERVICES TO THE CONSTITUENTS OF THE PLACENTIA LIBRARY DISTRICT**

Dennis Klingelhofer, Vice President of BSI Consultants, Inc. discussed issues of consolidation as outlined in the working draft 94-03-28 prepared by BSI Associates. Both legal and financial issues were discussed. Mr. Klingelhofer stated that it is the recommendation of BSI Consultants that it is most advantageous for the Placentia Library District to remain an Independent Special District.

President Dinsmore asked the Trustees to review the draft report in detail and to submit consensus or recommendations to the Library Director by May 24, 1994. The final report is to be presented at the Regular Board Meeting of June 20, 1994.

The Board recessed for a break at 8:55 P.M. and reconvened at 9:02 P.M.

Library Director Minter referred the Board to the written communications received from LAFCO representatives from the Trabuco Canyon Water District and the Costa Mesa Sanitary District included in the Board Agenda Packet of May 16, 1994.

**ORAL COMMUNICATIONS**

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

*fill a memo for*

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported on the California Library Association Legislative Days which she attended on May 2 and 3, 1994. President Dinsmore reported that she spoke with Senator John Lewis and ~~Assemblywoman~~ <sup>Assemblywoman</sup> Marion Bergen~~son~~ but had not been able to meet with Assemblyman Ross Johnson. She also reported that CLA President Ann Thomas had attended the CALTAC Board Meeting.

**FRIENDS OF THE  
LIBRARY REPORT**

President Dinsmore referred to the written Friends of the Library Report included in the Board Agenda Packet of May 16, 1994.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Secretary Stark reported that members of the Placentia Library Foundation Organizing Committee met on Wednesday, May 11, 1994 and continued work on the by-laws.

It was moved by Trustee Shkoler, seconded by Trustee Evans that funds raised by the sale of candles for the 75th Anniversary Celebration will be used to begin the Foundation Endowment Fund.

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

**LITERACY  
VOLUNTEERS OF  
AMERICA BOARD  
OF DIRECTORS  
REPORT**

President Dinsmore reported that Bob Tunstall had agreed to serve as Treasurer of the Literacy Volunteers of America <sup>Placentia</sup> Board of Directors.

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,792.62; and Current Claims and Payroll in the amount of \$66,386.29.

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

**FINANCIAL  
REPORT**

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

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

**GENERAL  
CONSENT  
CALENDAR**

President Dinsmore requested that Agenda Item 23, Travel Authorizations, be considered separately.

It was moved by Trustee West, seconded by Trustee Evans to approve and file Agenda Items 18 through 21: Building Maintenance Report for April, 1994; Personnel Report for April, 1994; Volunteer Report for the Month of April, 1994; and Circulation Report for April, 1994.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Item 23, Travel Authorizations.

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

**REVIEW OF  
PUBLIC OFFICIALS  
LIABILITY  
INSURANCE  
COVERAGE FOR  
1994-1994**

No action was taken on this item as insurance representative Tom Shipkey, President of Shipkey Insurance Services was not present.

**FY1994-1995  
BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee West to adopt Budget Guidelines for Fiscal Year 1994-1995 as presented by Library Director Minter.

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

**PROGRAM PLANS  
FOR 75th  
ANNIVERSARY  
CELEBRATION**

It was agreed that the date for the Library 75th Anniversary Celebration will be October 16, 1994.

It was moved by Trustee Shkoler, seconded by Trustee West that the photography contest rules be modified to allow staff members to enter the contest.

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

It was moved by Secretary Stark, seconded by Trustee West that the photography contest rules be modified to allow staff members to be awarded trophies for winning photographs in the contest.

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

**MAINTENANCE OF  
TAPE RECORDINGS  
OF LIBRARY  
BOARD MEETINGS**

It was moved by Trustee West, seconded by Trustee Evans that:

pursuant to the provisions of Section 54953.5 of the Brown Act as amended in 1994, audio and/or video tapes of open meetings of the Placentia Library District Board of Trustees will be maintained in the District Administrative Office by the District Administrative Assistant for 12 calendar months following the month of the meeting.

Requests to listen to or view the tapes shall be made to the District's Administrative Assistant during regular District Administrative Office Hours.

Tapes will be placed in the Library Conference Room under the supervision of the Administrative Assistant. There is no charge for listening to audio or video tapes in the Conference Room.

Copies of audio tapes will be available for purchase at a cost of \$5.00 per tape. Copies of video tapes will be available for purchase at a cost of \$10.00 per tape.

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

16/19  
✓  
PROPOSAL TO  
SPONSOR A BOY  
SCOUT LIBRARY  
EXPLORERS POST

It was moved by Secretary Stark, seconded by Trustee Shkoler to authorize establishment of an Explorer Post at the Placentia Library for 1994-1995 at a cost not to exceed \$100.00 with funds to be taken from the Friend's Directors Fund.

1994 STAFF  
APPRECIATION  
DINNER

It was moved by Trustee Shkoler, seconded by Trustee Evans that the 1994 Staff Appreciation Dinner be held on July 14, 1994 at the home of Saundra and Allan Stark at a cost not to exceed \$700.00, with 50% of the cost paid by the Friends of the Library and 50% paid by the Library Board from the County Exempt Fund.

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

ESTABLISHMENT  
OF  
APPROPRIATION  
LIMITATION FOR  
FBU 707 FOR FY  
1994-95

It was moved by Trustee Shkoler, seconded by Trustee West to read Resolution 94-4, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1994-1995, by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 94-4. Motion was approved by roll call vote.

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 32 through 38: Program Report for the Month of April, 1994; Children's Services Report for the Month of April, 1994; Acquisitions Report for April, 1994; Publicity Materials produced for the April, 1994; Placentia Library Literacy Services Report for the Month of April, 1994; Families for Literacy Project Report for the Month of April, 1994; and Placentia Pride Committee Report for April, 1994.

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

**AGENDA  
PREPARATION FOR  
JUNE 20, 1994**

The following items were identified for inclusion on the June 20, 1994, Regular Board Meeting Agenda:

1. Policy on Election Costs

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 10:20 P.M.

---

Saundra M. Stark, Secretary





## Five Ways ALTA Can Help Your Library

### 1. Legislation

ALTA works closely with the other divisions of the American Library Association in promoting legislation in the interest of better library service. The Library Services and Construction Act, the act creating the National Commission on Libraries and Information Science, and the bills authorizing and funding the White House Conference on Libraries--are all the result of joint efforts of librarians and trustees through association.

### 2. Tools

- a. Literature--ALTA acquires or develops and then distributes the best available published information in the fields of library policy, personnel, buildings, programs and evaluation from the trustee point of view.
- b. Periodicals--ALTA publishes the ALTA NEWSLETTER several times a year to keep members informed of activities and developments of importance to trustees.
- c. Audiovisuals--ALTA encourages production and participates in

the exchange of audiovisual aids supporting good trusteeship.

### 3. Programs

At annual conferences and occasionally in regional settings, ALTA programs include lively presentations, debates, dramatizations and workshops on topics relevant to trustees. Many are later packaged for replication at state or regional levels.

### 4. Speakers

ALTA officers and speakers bureau members have expertise in many areas of current library activity. They will travel, speak and conduct workshops aimed at meeting trustee needs.

### 5. Recognition

An ALTA jury selects outstanding trustees annually for citation by the American Library Association. In addition, the ALTA Awards Committee identifies and assists local communities in giving due public recognition to major benefactors of libraries.

---

## Duties, Functions and Responsibilities of Public Library Trustees

The following listing stems from library law but is essentially more closely allied with the traditions of service that have come to be generally agreed upon among library trustees. It is based on a study of the publications that constitute the basic literature of library trusteeship (see bibliography below). These publications have in almost every case been developed by trustees, for trustees.

- A. Attend Board meetings.
- B. Employ a competent and qualified librarian at an adequate salary.
- C. Provide an adequate and qualified staff to work with the librarian.
- D. Establish conditions of employment and provide for the welfare of the staff.
- E. Provide for building and space needs and maintain the library's property.

- F. Study the programs and needs of the library in relation to the community by keeping informed on community changes, trends, needs and interests.
- G. Determine the purposes and objectives of the library and reexamine them periodically.
- H. Determine and adopt written policies to govern the operation and program of the library and assign their execution to the librarian and the staff.
- I. Study, adopt and implement a clearcut policy and procedure in the area of book selection and censorship.
- J. Establish rules and regulations governing the use of the library, upon the recommendation of the librarian.
- K. See that accurate records are kept on file at the library.
- L. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out the library's program and to make the objectives for constantly improved service a reality.
- M. Administer gifts of money and property according to the terms of bequests.
- N. Assist in the preparation of an annual budget.
- O. Establish, support and participate in a vital public relations program for the library.
- P. Report regularly to the governing officials and to the general public.
- Q. Coordinate library activities with those of public officials, civic groups and other community organizations.
- R. Contribute special knowledge of the community to library staff members so they can effectively serve the community that supports the library.
- S. Know state, local and federal library laws.
- T. Actively support state and national library legislation that improves and extends library service.
- U. Know and understand the resources available through the statewide library development program and study the advantages of participation in the program.
- V. Keep abreast of public library standards and library trends.
- W. Arrange, aid, encourage and attend regional, state and national trustee meetings and workshops for a fuller

utilization of trustee talent and experience.

- X. Affiliate with professional organizations.
- Y. Be knowledgeable about the services and activities of the state library extension agency.
- Z. Encourage the recruitment of library personnel by assisting library agencies in their activities and by placing materials for recruitment in the hands of educational institutions.

#### Sources

The list of duties, functions and responsibilities of public library trustees was synthesized from the following publications:

The Library Trustee: A Practical Guidebook, by Virginia Young. New York: R. R. Bowker, 2d ed., 1968.

"The Trustee of a Small Public Library," by Virginia Young. Small Library Project Pamphlet, no.3. Chicago: Library Administration Division, American Library Association, 1962.

A Handbook for Library Trustees, by Marian Manley Winsler, 2d ed. New York: R. R. Bowker, 1959.

"Model Manual for Library Trustees," by the Action Development Committee of the American Library Trustee Association. Chicago: American Library Trustee Association, American Library Association, 1961.

The trustee manuals and handbooks published by the trustee organizations and/or state library extension agencies in many of the states including: Illinois, New Jersey, Iowa, Missouri, Louisiana, Oregon, Idaho, New Hampshire, Massachusetts, Wisconsin.

Edward G. Strable  
Former Executive Secretary  
American Library Trustee Association  
American Library Association  
50 E. Huron St.  
Chicago, IL 60611

## Library Trustee Guidelines

Much trustee literature is burdened with rationale and semantics; the following guidelines are a point of departure . . .

by Jack Short

An examination of the state of library trusteeship today would show that of America's sixty thousand library trustees most are functioning with a limited grasp of the implications of their trusteeship. It is natural that this be so in that library trustees represent a wide and diversified range of background and experience.

The quality of our library trusteeship effort can be enhanced if we effectively utilize the insights and experience of other trustees.

Much of the current library trustee literature is heavily burdened with rationale and exercises in semantics. The following guidelines have been stripped of excess verbiage and are simply a point of departure for further discussion and amplification. There is no significance to the sequence of items. Some points are obvious--some perhaps new to you. What is important is to creatively relate them to your library board needs.

- Resign from the library board if you cannot give adequately of your time.
- Be aware of the implications of modern library service. Too many libraries are nothing more than charming reading rooms.
- Many trustees do not understand their function. Confusion is endless as they meddle in staff scheduling and bending rules for friends, but ignore their responsibility for planning policy, anticipating trends (with the help of the librarian) and supporting their librarian in times of stress.
- Pay librarians professional salaries and in return demand professional competence.
- Thoroughly understand your budget. Don't reluctantly release funds in a miserly fashion but rather freely send them forth based on the knowledge that an informed, talented professional has pegged them for a well-defined need.
- Do not undermine administrative effectiveness by placing yourself between director and staff.
- Much potential library service is denied communities because trustees meet and make decisions entirely independent of the librarians' participation.
- When making decisions, define the problem, expectations, and alternative solutions. Know what to do once the decision is reached.
- Visit nearby libraries. On occasion sit in on their board meetings.
- The trustee must take an aggressive and dynamic role in the pursuit of library legislation.
- Encourage staff to present solutions--not problems.
- Develop orientation programs for new trustees. Encourage the development of a trustee manual.
- Library board terms should be staggered to reflect new and old membership. Avoid the self-perpetuating board.
- Library service must be for everyone and all segments of the community should be represented on the library board.
- The library director who fails to exercise leadership and tolerates poor standards of library service should be replaced. Your participation in state, regional, and national trustee meetings will aid you in making this evaluation.
- Read professional publications such as Library Journal and American Libraries.
- Many trustees are the result of prestige or political appointments and really are not library oriented. They have little contribution to make, yet they will not resign. Most of them cause no trouble, but progress and real service in this day of the hard dollar are handicapped by their apathy.
- Hiring a new director is one of the most important tasks of the trustee. Take your time and have lots of indepth conversations with the candidates. Remember that a library science degree does not automatically produce a professional librarian.
- Unions are a fact of life for some libraries. Keep informed.

- Often too much time is spent looking for the answer instead of the problem.
- A librarian must understand his community. This mandates time away from the library building and being out in the community.
- Library needs, unlike paintings, are never completed. Library needs are always in a state of flux. Do not be turned aside by that flux and turmoil, but rather respond to it.
- Know well the role of the library but know well also the missions and capabilities of other institutions that make up the educational communications milieu.
- Expanding knowledge and limited funding mandate institutional centralization. Support planning that leads to maximum library service for the greatest number of persons.
- Meet with elected State representatives often enough so that they know your library's needs.
- Be aware of library standards and how your particular library compares.
- Be wary of discussing problems instead of solving them.
- Avoid excessive and unneeded committee meetings.
- On an individual basis give financial support to the Washington Office of the American Library Association.
- Well-defined library policies are a must. Regular analysis of established policies is essential to a growing and vital library.
- The dialogue at board meetings is often nothing more than the rearranging of deck chairs on the Titanic. Are you guilty?
- The library represents individualized service in a mass society. Individualized service demands a multitude of approaches. Keep the open mind.
- Take calculated risks based on sound decision-making.
- The library is not a place--it is a process.
- Use the resources of your State Library. It is imperative that the state provide supportive services to library trustees.
- Ask for the rationale behind expenditures but do not fall into trap of being a pseudo-professional.
- How do we energize creative thinking at the dull, tedious, everyday, basic level of library operations? This is where progress will be made, not in grandiose schemes.
- There is often a lack of honest communication between librarian and trustee.
- Libraries need operative plans which include a grasp of highly volatile short range objectives and long range goals.
- Expand your vision to grasp the full dimension of what library service can be.
- Don't depend on facts alone. They are all in the past.
- Unwritten policies represent one of the greatest dangers for library boards.
- Agitate for reasonable funding of libraries at the local, State, and national levels.
- Be aware of the need for professional public relations activities.
- Avoid administrative strait-jacketing. Know the implications of your trusteeship. Keep exploring and probing.
- Meaningful agendas lead to good meetings. Avoid a routine design and allow time for in-depth discussions of library concerns.
- Promote the establishment of Friends of the Library groups.
- Don't let your response always be that of reaction to a situation or condition. Use dynamic and creative thinking to improve the library before problems arise.
- It is as dangerous to decide too soon as too late.
- Librarian and library trustee are not in separate pursuits. We share a common objective. We are together, hoping and striving to improve the society in which we live.

Reprinted with permission from PLA Bulletin, March, 1975, pp. 29-30.

Mr. Short is a past-president of the American Library Trustee Association and served as president of the Association of Connecticut Library Boards, chairman of the Connecticut State Library Advisory Council and Regional Manager for Coronet Instructional Materials, a division of Esquire, Inc.

TO: Library Board of Trustees

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

DATE: June 20, 1994

**SUBJECT: Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, June 6, 1994. Library Director Elizabeth Minter and Trustee Sandra Stark attended the Meeting.

Nita Godwin conducted the meeting in the absence of President Irot.

Ted Farkas, Placentia Library District's Representative to the Santiago Library System Advisory Board, invited members of the Friends Board to attend the California System Advisory Board Annual Banquet which will be held as part of the California Library Association Meeting in Anaheim on November 10, 1994.

The Board approved ordering picture book shelving for the cubicle in the southwest corner of the Children's Department at a cost of \$2790.00. The shelving will take quite a while to arrive with an estimated installation of December or January.

The Board approved a \$1,000 grant to the Library for its bestseller and reserve book program to help prepare for the Fiscal Year 1994-1995 book budget.

The Board approved a \$1,000 to the Director's Fund for discretionary purchases to benefit the Library. This fund is used for holiday decorations, refreshments for special events, and other items in support of Library programs.

The next Super Booksale will be November 3, 5 and 6.

There are no Friends Board Meetings during the summer. The next meeting is scheduled for Tuesday, September 6, 1994.



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: June 20, 1994  
SUBJECT: **Santiago Library System Advisory Board**

**BACKGROUND:**

The Santiago Library System Advisory Board meets quarterly. The District's delegate is Ted Farkas.

The Minutes from the February 22, 1994, SAB Meeting, is Attachment A, and a letter from Placentia Library District Representative Ted Farkas is Attachment B.

**RECOMMENDATION:**

Receive and File.







# SANTIAGO LIBRARY SYSTEM

C/O. FULLERTON PUBLIC LIBRARY  
333 W. COMMONWEALTH AVE.  
FULLERTON, CA 92632

714/526-7376 PHONE  
714/526-7389 FAX

## MINUTES SYSTEM ADVISORY BOARD MEETING FULLERTON PUBLIC LIBRARY 353 W. Commonwealth Ave., Fullerton Tuesday, February 22, 1994 6:30 p.m.

**SAB Members Present:** Gigi Genereux, Chair  
Rilda Jamieson  
Ted Farkas  
Kathi Jo Brunning  
Fullerton Public Lib.  
Anaheim Pub. Lib.  
Placentia Lib. Dist.  
Santa Ana Pub. Lib.

**Council Members Present:** CarolAnn Tassios  
Colleen McGregor  
Al Milo  
Yorba Linda Public Lib.  
Buena Park Library Dist.  
Fullerton Public Lib.

**Others Present:** Robert Karatsu  
Reference Coordinator/Asst. Director  
MCLS.

**Staff:** Linda Katsouleas  
Peg Fox  
Santiago Library System  
Santiago Library System

### I. CALL TO ORDER

Gigi Genereux, Chair, called the meeting to order at 6:45 p.m. in Room B of the Fullerton Public Library.

### II. INTRODUCTIONS

Those present introduced themselves.

-2-

**III. APPROVAL OF MINUTES**

**ACTION:** It was M/S/C (R. Jamieson/K.J. Brunning) to approve the minutes of November 23, 1993 with one correction. "Kathy be changed to Kathi" Brunning.

**IV. OLD BUSINESS:****A. Legislative Day**

G. Genereux reported that the SAB will follow the same procedure using the packets for the Legislators, as last year. C. Tassios mentioned that a Legislative Day Planning session encompassing MCLS, South State and SLS had been held. Workshops may be held focusing on the presentation of library issues to the Legislators. C. Tassios feels that it will be helpful for the SAB to assist with the workshop. The difference in the participants will be that various members of the business community will be included and involved.

It was decided that C. Tassios would poll the SLS Directors at the March meeting after which she will call G. Genereux regarding Legislative Day activities.

**B. Preparations for November CLSB meeting in Anaheim**

L. Katsouleas reported on plans for the CLA conference for the CLSB meeting. The SLS/SAB will be asked to attend and make others feel welcome at the SAB Award dinner on November 10.

**C. Attendance at the CALTAC meeting on March 5.**

G. Genereux, Rilda Jamieson and Kathi Jo Brunning will be attending this meeting from 9 am to 3 pm on March 5.

-3-

V. NEW BUSINESS:

A. Report of the Nominating Committee

D. Rodriguez and G. Genereux worked together on the Nominating Committee. The new Chairman-Designate is Meredith (Marty) Martini. D. Rodriguez has agreed to remain as Co-Chair.

B. Discussion of Plan of Service

L. Katsouleas reported that there has been some variation in the Plan of Service. Next year's Plan of Service meeting will be in about a month. Please contact G. Genereux for any changes or suggestions.

C. Other

G. Genereux stated that one of the SAB goals has always been for one or more members to attend SLS meetings. She urged the members to attend the meetings and provide information at the next SAB meeting.

It was suggested that SLS Council members be reminded of the vacancies on the SAB.

VI. REPORTS:

A. SAB Chair's Report - G. Genereux

G. Genereux stated that she had nothing further to report.

B. System Chair's Report - CarolAnn Tassios

C. Tassios reported that she has finished an update on the disbursement of funds report which she has given to various library and other organizations. CLA is proposing a joint task force on public library restructuring. Many organizations have been invited to participate. C. Tassios gave a report on lobbyist activities. Voter approval will be required before a Benefit Assessment vote. Tassios then discussed further the actual bill.

A discussion followed regarding the need to publicize libraries and their value in the community. T. Farkas mentioned informing and involving the business community.

-4-

**C. System Director's Report - L. Katsouleas**

L. Katsouleas reported on the recent CLSB meeting. Discussions were held on equal access for all patrons and no fees for non-residents. A change was proposed in direct loan funds versus ILL. This cannot be done. The governor's budget is the same as it was last year. PLF is also the same. SLS is updating Ethnic Orange County. It will be distributed toward the end of the fiscal year.

**VII. REFERENCE AND THE INTERNET: Robert Karatsu, MCLS Reference Coordinator/Assistant Director**

Second Level Reference is the most important function of the Reference Center. A question from an SLS library is sent to MCLS, headquartered at LAPL. Many online databases are available there. R. Karatsu attends all SLS Reference meetings.

R. Karatsu gave specific examples of questions, then distributed information about the Internet. The information contained suggestions of Listservs and Newsgroups, files, etc. Karatsu reviewed the information distributed explaining terms, where to find various types of files and discussed the future of Internet.

L. Katsouleas stated that a number of libraries have applied for a State Library Grant for public access to the Internet. MCLS is bringing in Jim Taylor from Seattle P.L. where the libraries have more than 200 terminals with public access to the Internet. SLS pays for a password for each public library in Orange County. A general discussion followed regarding the Internet.

**VIII. ROUND TABLE**  
Those present shared news from their libraries.**IX. DATE & LOCATION OF NEXT REGULAR MEETING:**  
The next SAB meeting will be held on May 24, 1994, 6:30 to 8:30 p.m., at the Buena Park Library District Board Room.**X. ADJOURNMENT**  
There being no further business the meeting adjourned at 8:30 p.m.

Respectfully submitted,

  
Peg Fox

SLS/Administrative Assistant

June 16, 1994

Placentia Library Board  
Placentia, California

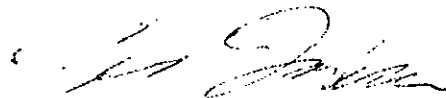
Subject: Santiago Library Advisory Board meeting May 24, 1994.

Gentle people,

The SAB has been invited to attend and help host the awards dinner for the annual CLSB meeting this November 10, 1994, in Anaheim. In order to gain the interest of our governing bodies this dinner meeting will have an educational thrust. A major political figure in California will be asked to be the keynote speaker.

It is important to have a large turn out to emphasize the support of our communities to the library system. It has been suggested that members of all library boards and friends groups be invited to participate. All groups are encourage to invite both business and political leaders from their communities. The importance of showing a strong popular support for our libraries can not be over emphasized.

Respectfully submitted.



Theodore H. Farkas, PharmD.  
SAB Member, Placentia



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: June 20, 1994

**SUBJECT: Literacy Volunteers of America Board of Directors Report**

The Literacy Volunteers of America Placentia Chapter Board of Directors is scheduled to meet in the Library Conference Room on Monday, June 27, 1994, at 6:00 P.M..





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
June 20, 1994

DATE	REPORT NUMBER	AMOUNT
		<u>\$0.00</u>
	TOTAL	\$0.00

PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director  
 June 20, 1994

DATE	REPORT NO.	AMOUNT
June 2, 1994	3144	\$1,031.94
June 2, 1994	3145	682.27
TOTAL		<u>\$1,714.21</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 2, 1994  
REPORT NO. 3144

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


THE COUNTY AUDITOR IS AUTHORIZED TO DR  
HIS CHECK FROM FUND 707 AGENCY       

**APPROVED CLAIMS**

PAYEE NAME AND ADDRESS SOCIAL SECURITY/TAX ID	DATE/ INVOICE #	ORGN	OBJT/ REV/ BS ACCT	SUB OBJT/ REV	REPT CAT	AMOUNT	A.C.'S. USE ONLY	
							DOC NUMBER	
N03646 Vision Service Plan - (CA) Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	05/21/94		0300	00		\$ 216.64		
N03649 Dept. 92 -2504992996 Staples, Inc. P.O. Box 182378 Columbus, OH 43218-2378	05/27/94		1800	09		103.40		
	06/01/94		1800	00		24.42		
						<u>127.82</u>		
N03650 Kinko's National A/R P.O. Box 8033 Ventura, CA 93022-8033	05/16/94							
	004002065533		1800	00		3.21		
	06/02/94							
	004002065705		1800	00		15.09		
						<u>18.30</u>		
N03655 LaSalle Paper 1298 N. Bluegum Street Anaheim, CA 92805	05/25/94							
	197907		1800	09		17.02		
N03659 So. California Water Co. 130 N. Bradford Avenue Placentia, CA 92670	05/27/94		2800	00		263.81		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	05/19/94							
	996-2865		0700	00		28.23		
	05/17/94							
	528-1906					164.00		
	05/17/94							
	528-8236					23.34		
	05/07/94							
251-5376					86.39			
	05/07/94							
	251-5377					86.39		
						<u>388.35</u>		

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$ 1,031.94 ) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY  
F003-124 (8/93)

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 2, 1994  
REPORT NO. 3145

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

THE COUNTY AUDITOR IS AUTHORIZED TO DE  
HIS CHECK FROM FUND 707 AGENCY

APPROVED CLAIMS

PAYEE NAME AND ADDRESS SOCIAL SECURITY / TAX ID	DATE/ INVOICE #	ORGN	OBJT/ REV/ BS ACCT	SUB OBJT/ REV	REPT CAT	AMOUNT	A.C.'S USE ON	
							DOC NUMBER	
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	June, 94		0300	00		\$ 482.27		
James A. Roberts 3474 Whistler Avenue El Monte, CA 91732	05/19/94		2400 1900	08		200.00		

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 682.27 ) 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  
F003-124 (8/93)

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 May 16, 1994

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3147	3,430.98
	3148	<u>1,362.24</u>
Subtotal for Immediately		4,793.22
Regular	3146	2,390.88
	3149	25,545.50
	3150	3,355.45
	3151	1,077.15
	3152	1,814.05
	3153	2,498.01
	3154	2,596.27
Subtotal for Regular		39,277.31
<b>TOTAL CURRENT CLAIMS</b>		<b>44,070.53</b>
Payroll	3155	21,530.00
	3156	<u>21,530.00</u>
Subtotal for Payroll		43,060.00
	<b>TOTAL</b>	<b><u>87,130.53</u></b>

(

(

(

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1994  
REPORT NO 3146

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 702

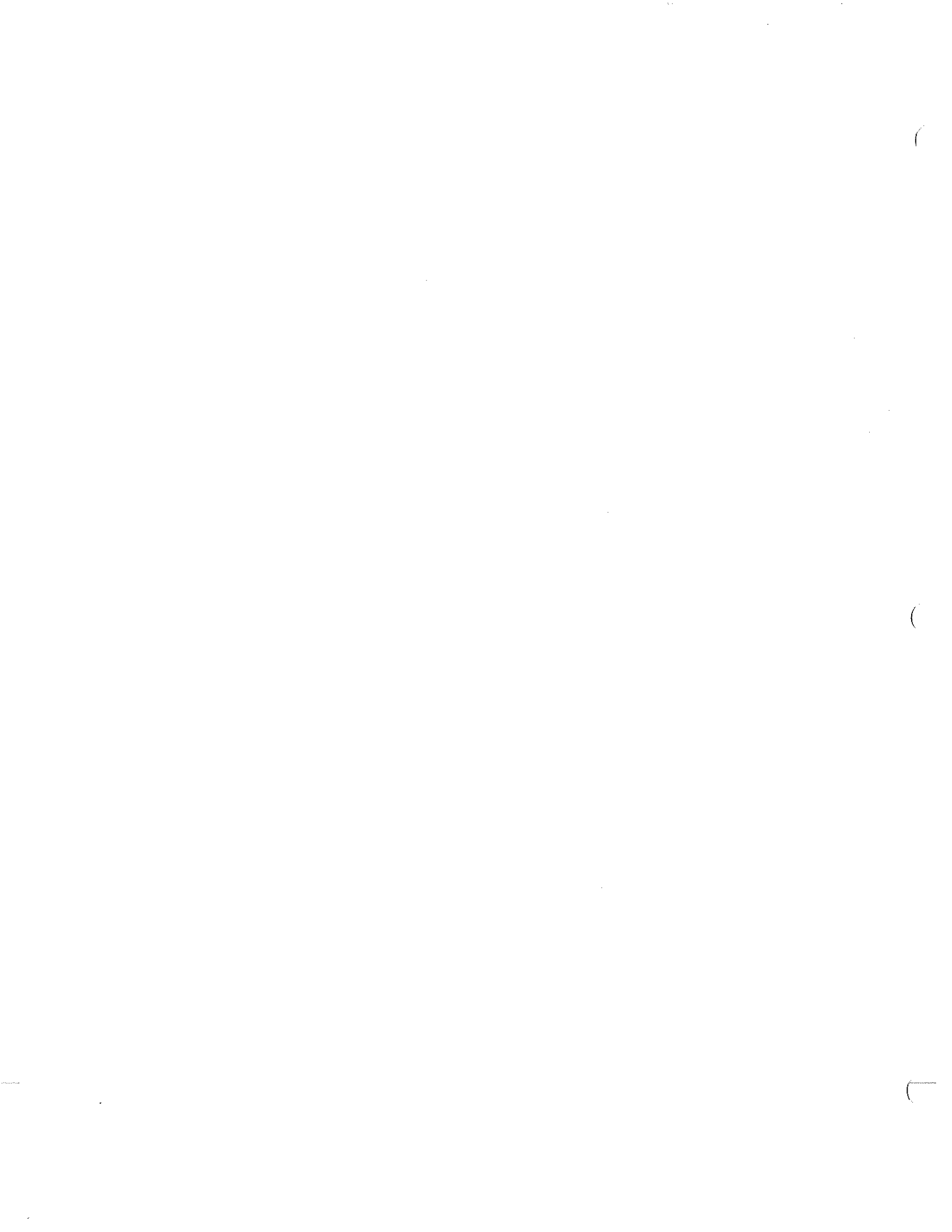
APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03940 Gaylord Box 4901 Syracuse, NY 13221-4901	04/20/94 0770178002		4000	00		482.07		
N06572 SPS Data Communications 419 S. Rennell Ave. San Dimas, CA 91773	06/03/94 00050312 05/16/94 00006017		4000	00		285.12 <u>100.00</u> 385.12		
N09140 XCP Incorporated 40 Elm St. Dryden, NY 13053-9624	05/09/94 46667 04/25/94 46296		4000	00		15.07 <u>48.60</u> 63.67		
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621 (Split Invoice with Claim 3149)	June 14, 1994 819		4000	00		1,460.02		
						2390.88		

The claims listed above (totaling \$ 2,390.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_





LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1994  
REPORT NO 3147

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	May 13, 1994		2800	00		152.67		
N03645 CareAmerica 20500 Nordhoff St. Chatsworth, CA 91311-6104	June, 1994		0300	00		3,011.35		
N03648 Cascade Drinking Water 1080-D South Cypress La Habra, CA 90631	May 29, 1994 010333		1800	00		24.95		
N03650 Kinkos National A/R P.O. Box 8033 Ventura, CA 93002-8033	Oct. 19, 1993 0400263196 Feb 3, 1994 0400261141 Feb 3, 1994 0400261146 Apr 25, 1994 004002065303 April 25, 1994 004002065304 May 18, 1994 004002065569		1800	00		31.76 10.78 20.36 23.40 16.16 1.62 104.08		
N06557 Care Resources 9550 Warner, STE 228 Fountain Valley, CA 92708	June, 1994		1900	00		35.00		
N03649 Dept 92-2504992996 Staples, Inc. P.O. Box 182378 Columbus, OH 43218-2378	June 1, 1994 June 17, 1994		1800	00		39.25 63.68 102.93		

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$ 3,430.98) 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 June 20, 1994  
REPORT NO 3148

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Jun 7, 1994 251-5376		0700	00		87.51		
	Jun 7, 1994 251-5377					87.51		
	Jun 4, 1994 524-8408		0700	08		28.67 203.69		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicaco, IL 50594	June, 1994		0300	00		204.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92670	June 7, 1994 41471		1400	00		950.00		
MobileComm 101 S. First St., STE 300 Burbank, CA 91502	June 4, 1994 91215610694		0700	00		4.55		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 1,362.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	June 10, 1994 52450		1400	00		1,802.46		
	June 10, 1994 52447		1400	00		971.48		
			1400	00		748.54		
			2800	00		3,801.89		
	June 14, 1994 52488		2800	00		4,332.79		
			1400	00		971.48		
			1400	00		785.36		
	June 14, 1994 42589		1400	00		387.88		
	June 10, 1994 52448		1400	00		971.48		
			1400	00		755.39		
		2800	00		3,952.49			
June 10, 1994 52449		1900	00		1,605.50			
					21,086.74			
N03644 Charlene Dumitru 411 E. Chapman Placentia, CA 92670	May/June 1994		2700	00		23.00		
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621 <i>Split Invoice with Claim 3146</i>	June 14, 1994 819		4000	07		1,460.02		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	May 31, 1994 2980		1400	00		2,694.40		
	May 31, 1994 2982		1400	00		98.50		
	May 31, 1994 2768		1400	00		117.42		
						2,910.32		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	March, 1994		1900	00		32.71		
	May, 1994		1900	00		32.71		
						65.42		

The claims listed above (totaling \$ 25,545.50) 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 \_\_\_\_\_



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1994  
REPORT NO 3150

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

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

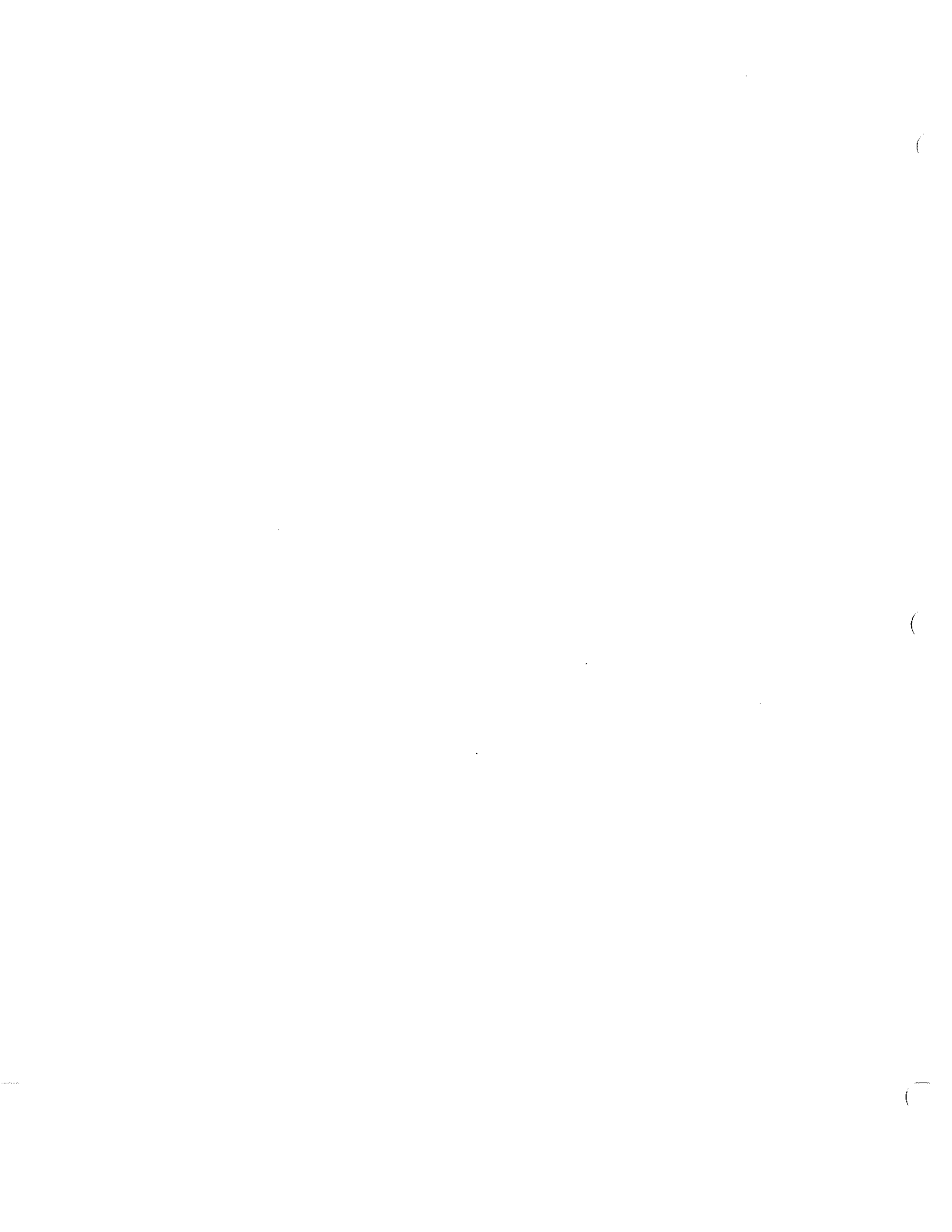
APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/ BS Acc	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			N03660 Elizabeth D. Minter c/o Placentia Library Dist. 411 E. Chapman Placentia, CA 92670	June 20, 1994				0350 00
			0900 09			151.86		
			0900 07			43.94		
			1600 00			96.00		
			1800 00			622.95		
			1800 08			66.88		
			1800 09			391.70		
			1803 00			120.06		
			1803 08			26.10		
			2400 09			19.95		
			2700 07			10.00		
			2700 08			20.00		
			4000 00			400.79		
						2107.69		
N03831 Bancroft-Whitney Dept. No. 01525 San Francisco, CA 94139-1525	Nov. 12, 1993		2400 01			90.89		
N03833 BroDart Co. 500 Arch Street Williamsport, PA 17705	May 5, 1994 U356239		2400 01			16.48		
	May 5, 1994 U356240		2400 01			770.51		
	May 5, 1994 U356241		2400 01			19.95		
	May 5, 1994 U356242		2400 01			33.85		
	May 19, 1994 U374563		2400 01			16.50		
	May 12, 1994 U365652		2400 01			62.90		
	May 12, 1994 U365653		2400 01			12.18		
	May 12, 1994 U365654		2400 01			22.00		
	Jun 2, 94 - U391977		2400 01			187.45		
	May 27, 1994 U386316		2400 01			15.05		
						1,156.87		

The claims listed above (totaling \$ 3,355.45) 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 June 20, 1994  
REPORT NO 3151

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03836 Childrens Press 5440 N. Cumberland Chicago, IL 60656	April 26, 1994 561870		2400	01		80.95		
	April 26, 1994 569331					21.37		
	May 6, 1994 580482					140.38		
						102.32		
N03852 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	May 31, 1994 28551968		2400	01		8.72		
	May 31, 1994 28551969					323.60		
	May 31, 1994 28551970					9.37		
	May 31, 1994 28553340					7.01		
	May 31, 1994 28553341					65.61		
					414.31			
N03845 Marshall Cavendish Corp. P.O. Box 587 North Bellmore, Ny 11710	Apr, 14, 1994 R 256217		2700	01		133.62		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Apr. 30, 1994 341019		1900	00		0.70		
	May 31, 1994 342841					10.02		
						10.72		
N03849 Placentia Library Dist. (Account 07603-85748) 411 E. Chapman Ave. Placentia, CA 92670	June 20, 1994		1900	00		275.80		

The claims listed above (totaling \$ 1,077.15) 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 June 20, 1994  
REPORT NO 3152

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901			2400	04		4.00		
N03940 Gaylord Bros. Box 4901 Syracuse, NY 13221-4901	Apr. 20, 1994 0770198000		1800	00		340.08		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	May 16, 1994 Apr 16, 1994					3.66 0.55 4.21		
N06568 Placentia Chamber of Commerce 201 E. Yorba Linda Blvd. #C Placentia, CA 92670	June 1994-May 1995		2000	00		480.00		
N06569 Demco 4810 Forest Run Rd. Madison, WI 53707-7488	June 14, 1994 D947435		1800	00		511.44		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	May 25, 1994 12517					47.50		
N06686 Office Depot P.O. Box 660337 Dallas, TX 75266-0337	June 15, 1994					426.82		

The claims listed above (totaling \$ 1,814.05) 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 June 20, 1994  
REPORT NO 3152

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc	Rev			Number	
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901			2400	04		4.00		
N03940 Gaylord Bros. Box 4901 Syracuse, NY 13221-4901	Apr. 20, 1994 0770198000		1800	00		340.08		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	May 16, 1994 Apr 16, 1994		0700 0700	00 00		3.66 0.55 4.21		
N06568 Placentia Chamber of Commerce 201 E. Yorba Linda Blvd. #C Placentia, CA 92670	June 1994-May 1995		1900	08		480.00		
N06569 Demco 4810 Forest Run Rd. Madison, WI 53707-7488	June 14, 1994 D947435		1800	00		511.44		
N06671 MD Medical Clinics P.O. Box 66012 Anahelm, CA 92816	May 25, 1994 12517		1900	00		47.50		
N06686 Office Depot P.O. Box 660337 Dallas, TX 75266-0337	June 15, 1994		1800	00		426.82		

The claims listed above (totaling \$ 1,814.05) 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 June 20, 1994  
REPORT NO 3154

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct.	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
Presentation Products, Inc. 19348 Heritage Park, Dr. #4 Santa Fe Springs, CA 90670	May 18, 1994 70011		1800	00		397.78		
	May 27, 1994 70276		1800	00		<u>135.73</u> 533.51		
Scholastic Book Fairs 1210 North Red Gum Street Anaheim, CA 92806	May 25, 1994 10414		1800	09		437.03		
U.S. Government Printing Office Superintendent of Documents Washington, DC 20402	May 31, 1994		2400	00		500.00		
World Book, Inc. P.O. Box 1181 Elk Grove Village, IL 60007	May 9, 1994 2194-167207		2400	01		602.32		
The Register P.O. Box 11942 Santa Ana, CA 92711	May 12, 1994		2400	04		29.09		
The Executive Gallery 814 W. Third Ave. Columbus, OH 43212	April 5, 1994		2400	08		69.45		
Little Professor Book Center 148 E. Yorba Linda Blvd. Placentia, CA 92670	June 8, 1994 000789		2400	09		64.84		
	June 1, 1994 000783					<u>360.03</u> 424.87		

The claims listed above (totaling \$ 2,596.27) 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 June 20, 1994  
REPORT NO 3153

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	May, 1994		2700	08		43.75		
N06902 New Readers Press 1320 Jamesville, Box 888 Syracuse, NY 13210	June 1, 1994 616181		2400	08		592.05		
N06913 Global P.O. Box 5465 Carson, CA 90749-5465	May 17, 1994 14064605		1800	00		574.65		
N09110 Special Dist. Workers Comp. 1030 - 15th St., STE 300 Sacramento, CA 95814	1st Quarter		0350	00		893.00		
N09114 Jeannine Walters 411 E. Chapman Placentia, CA 92670	June 15, 1994		2400	09		168.00		
	May 1994		2400	09		10.28		
	May 1994		2400	09		9.50		
	May 1994		2400	09		4.50		
	June 1994		2400	09		9.50		
	May/June 1994		2400	00		3.13		
						204.91	?	
Video Initiatives 2046 Bruceala Court Cardiff by the Sea, CA 92007	June 8, 1994		2400	08		57.65		
Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373			1800	00		132.00		

The claims listed above (totaling \$ 2,498.01) 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 June 20, 1994  
REPORT NO 3154

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Presentation Products, Inc. 19348 Heritage Park, Dr. #4 Santa Fe Springs, CA 90670	May 18, 1994 70011		1800	00		897.78		
	May 27, 1994 70276		1800	00		135.73		
Cartoonists Across America P.O. Box 670 Lompoc, CA 93438	June 8, 1994		1800	08		900.00		
Scholastic Book Fairs	May 25, 1994 10414		1800	09		437.03		
U.S. Government Printing Office Superintendent of Documents Washington, DC 20402	May 31, 1994		2400	00		1,500.00		
World Book, Inc. P.O. Box 1181 Elk Grove Village, IL 60007	May 9, 1994 2194-167207		2400	01		602.32		
The Register P.O. Box 11942 Santa Ana, CA 92711	May 12, 1994		2400	04		29.09		
The Executive Gallery 814 W. Third Ave. Columbus, OH 43212	April 5, 1994		2400	08		69.45		
Little Professor Book Center 148 E. Yorba Linda Blvd. Placentia, CA 92670	June 8, 1994 000789		2400	09		64.84		
	June 1, 1994 000783					<u>360.03</u> 424.87		

The claims listed above (totaling \$ 4,496.27) 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 June 20, 1994  
REPORT NO 3155

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	June 20, 1994 Pay # 14		0100-	00		20,000.00		
	June 24, 1994 July 7, 1994							
	FICA		0200-	00		<u>1,530.00</u>		
			TOTAL			21,530.00		
PLEASE WIRE ON THURSDAY, JULY 7, 1994!								

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE June 20, 1994  
 REPORT NO 3156

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	June 20, 1994 Pay # 15		0100-	00		20,000.00		
	July 8, 1994 July 21, 1994							
	FICA		0200-	00		1,530.00		
			TOTAL			21,530.00		

PLEASE WIRE ON THURSDAY, JULY 21, 1994!

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



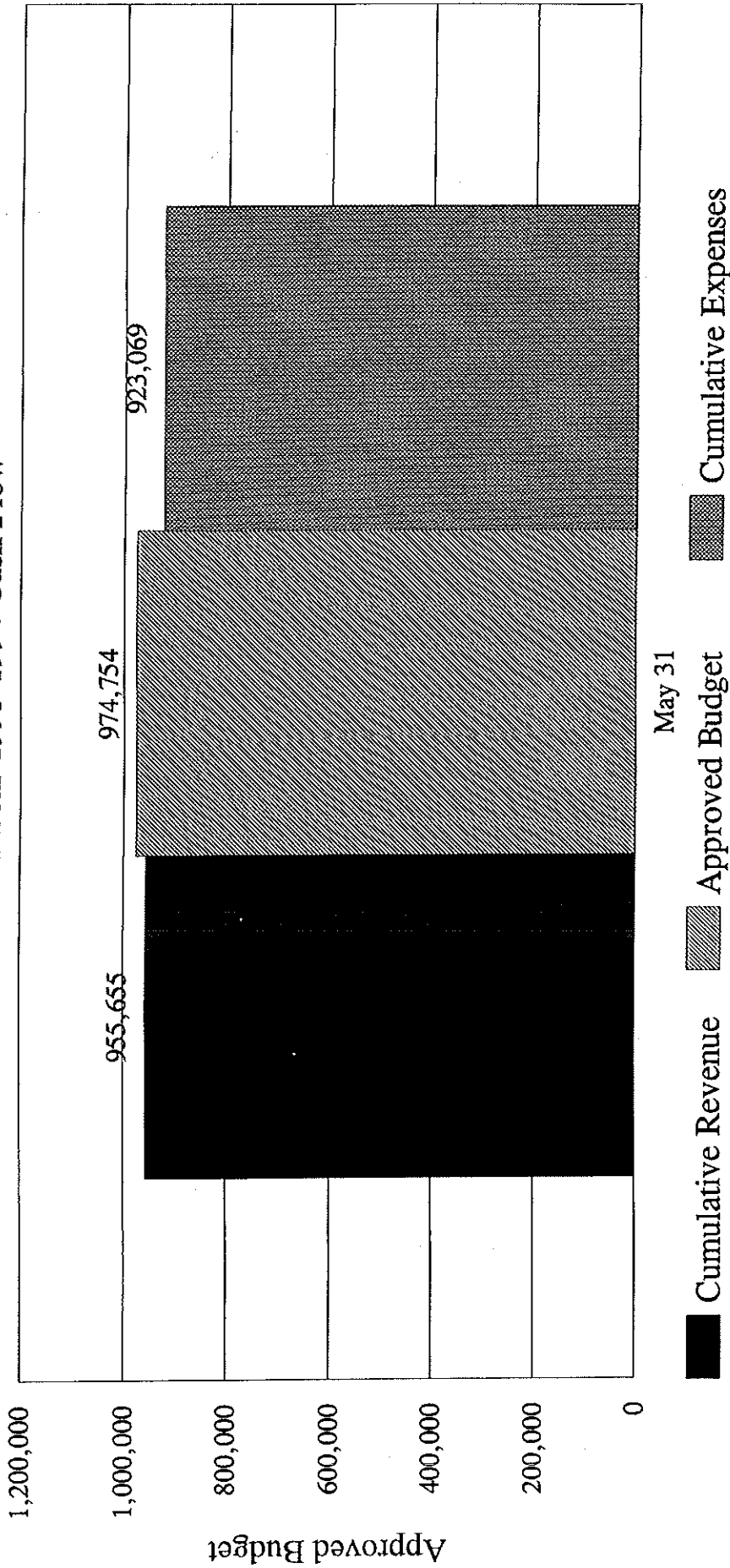
**Placentia Library District**

**Fund Balance Report  
Fiscal Year 1993-1994  
June 20, 1994**

	Fund 702 Mai Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Sick Lv Payoff	Fund 708	ALL FUNDS	EXCL GEN FUND	TOTAL
Jun 30, 1993	105,856.59	52,266.43	304,797.84	379,131.23	6,706.02	6,706.02	848,758.11	469,626.88	469,626.88
Jul 31, 1993	105,856.59	52,266.43	304,797.84	257,782.30	6,706.02	6,706.02	727,409.18	469,626.88	469,626.88
Aug 31, 1993	105,856.59	52,266.43	304,797.84	194,271.07	6,706.02	6,706.02	663,897.95	469,626.88	469,626.88
Sep 30, 1993	107,951.75	53,284.36	274,829.74	189,398.03	6,836.69	6,836.69	632,300.57	442,902.54	442,902.54
Oct 31, 1993	107,951.75	53,284.36	274,829.74	127,854.71	6,836.69	6,836.69	570,757.25	442,902.54	442,902.54
Nov 30, 1993	107,951.75	53,284.36	274,829.74	133,506.72	6,836.69	6,836.69	576,409.26	442,902.54	442,902.54
Dec 31, 1993	110,038.61	54,314.70	280,655.57	357,940.91	6,968.87	6,968.87	809,918.66	451,977.75	451,977.75
Jan 31, 1994	110,038.61	54,314.70	280,655.57	373,540.94	6,968.87	6,968.87	825,518.69	451,977.75	451,977.75
Feb 28, 1994	110,038.61	54,314.70	280,655.57	350,845.52	6,968.87	6,968.87	802,823.27	451,977.75	451,977.75
Mar 31, 1994	103,467.41	55,358.06	286,038.97	283,848.26	7,102.72	7,102.72	735,815.42	451,967.16	451,967.16
Apr 30, 1994	103,467.41	55,358.06	286,038.97	280,897.40	7,102.72	7,102.72	732,864.56	451,967.16	451,967.16
May 31, 1994	103,467.41	55,358.06	286,038.97	417,303.13	7,102.72	7,102.72	869,270.29	451,967.16	451,967.16
Jun 30, 1994							0.00		0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00		0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	0.00	660,090.00	280,959.00	280,959.00

# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1993-1994 Cash Flow



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 20, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAY 1994	FY1992-93 MAY 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	645,044.73	824,817.64	157,486.67	10,264.66	94.38%
621-001	Public Utility	24,198.00	12,279.13	14,049.42	0.00	0.00	50.74%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	657,323.86	838,867.06	157,486.67	10,264.66	92.89%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	46,171.24	55,909.30	0.00	0.00	118.38%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	0.00	0.00	
623-001	Secured final apportionment	0.00	9,463.11	13,108.09	0.00	0.00	
623-002	Secured prior years	0.00	6,574.25	31,995.35	0.00	0.00	
623-003	Tax deed land sales	0.00	2,330.35	69.17	0.00	0.00	
623-010		0.00	4,298.65	2,396.50	0.00	0.00	
623-011	(1994 ERAF Refund)	0.00	11,971.00	0.00	11,971.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	100,659.86	47,569.11	11,971.00	0.00	149.87%
624-000	TOTAL PROP. 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	0.00	
626-623		0.00	2,158.05	7,675.87	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	7,675.87	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	9,767.38	33,607.76	1,818.66	1,068.03	40.97%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	3,644.24	4,938.99	0.00	0.00	182.21%
661-000	Interest	25,000.00	17,877.54	21,493.50	0.00	0.00	71.51%
661-623		0.00	1,317.27	439.04	1,317.27	372.71	76.78%
	TOTAL INTEREST	25,000.00	19,194.81	21,932.54	1,317.27	372.71	
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	11,893.87	15,385.81	4,897.47	6,335.33	86.60%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	32,017.00	43,582.65	0.00	9,360.94	80.04%
697-001	State - CA Foundation Funds	13,000.00	15,625.00	14,636.00	0.00	0.00	120.19%
697-002	State - CA Literacy Campaign	10,000.00	11,158.00	0.00	0.00	(12,500.00)	111.58%
697-003	State - Family Literacy	22,000.00	23,000.00	25,000.00	0.00	12,500.00	104.55%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	85,000.00	81,800.00	83,218.65	0.00	9,360.94	96.24%
781-503	Transfer from Other Library Funds	65,000.00	0.00	100,000.00	0.00	0.00	
787-000	Other Revenue	35,000.00	30,657.20	28,239.31	2,103.35	4,147.40	87.59%
787-001	Outlawed warrant - 6 months	0.00	(7,001.81)	9,102.13	0.00	570.24	0.00%
787-003	Reissued Checks, Acct 767	0.00	(613.30)	0.00	0.00	0.00	65.83%
	TOTAL OTHER REVENUE	35,000.00	23,042.09	37,341.44	2,103.35	4,717.64	
	5071 FUND TOTAL	1,063,371.00	955,655.40	1,246,446.53	179,594.42	32,119.31	89.87%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 20, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAY 1994	FY1992-93 MAY 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	514,886.10	700,702.94	40,000.00	43,000.00	93.22%
020-000	Retirement	90,844.00	87,007.88	97,343.84	3,060.00	3,120.00	95.78%
	Health Insurance/Care America	28,856.00	23,908.21	36,014.40	(854.81)	2,966.79	82.85%
	Long Term Disability		3,109.49	1,699.11	204.00	0.00	
	Vision Service Plan	1,660.00	1,582.05	1,858.00	99.13	163.20	95.30%
	Dental	3,869.00	5,298.02	5,247.88	482.27	366.44	136.94%
030-000	Total Employee Insurance	34,385.00	33,897.77	44,819.39	(69.41)	3,496.43	98.58%
031-000	Unemployment Insurance	24,000.00	4,160.31	2,579.76	0.00	0.00	0.00%
035-000	Workers Compensation - General	7,750.00	1,838.32	4,764.85	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	641,790.38	850,210.78	42,990.59	49,616.43	90.48%
070-000	Communications	3,500.00	3,341.32	3,306.25	224.26	237.31	95.47%
070-005	Communications - Computer	5,100.00	4,869.85	42,533.69	(37,312.29)	175.62	
070-008	Communications - Literacy	950.00	457.15	820.54	23.74	63.89	48.12%
	Total Communications	9,550.00	8,668.32	46,660.48	(37,064.29)	476.82	90.77%
090-000	Food	100.00	1.99	0.00	0.00	0.00	1.99%
090-009	Food - Family Literacy	0.00	124.45	32.26	0.00	0.00	
	Total Food	100.00	126.44	32.26	0.00	0.00	126.44%
100-000	Household Expense	4,500.00	2,706.99	3,596.68	0.00	749.29	60.16%
110-000	Insurance	16,000.00	18,374.25	14,649.00	0.00	14,649.00	114.84%
130-000	Maintenance of Equipment	7,500.00	6,793.53	4,453.27	0.00	228.51	90.58%
	HVAC	15,000.00	1,231.20	13,388.99	117.42	0.00	8.21%
	Carpet Cleaning	3,500.00	0.00	2,894.55		0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	19,707.36	21,871.67		4,345.77	85.68%
	Plumbing	750.00	1,146.60	523.71		0.00	152.88%
	Electrical	1,500.00	1,480.44	982.57		309.00	98.70%
	Cleaning Service	11,700.00	10,733.04	11,839.68		0.00	91.74%
	Locksmith	300.00	763.62	87.45		0.00	254.54%
	Other	500.00	(750.62)	926.36		0.00	-150.12%
140-000	Total Maintenance of Building & Grounds	56,250.00	34,311.64	52,514.98	2,008.66	4,654.77	61.00%
160-000	Memberships	3,500.00	2,860.00	3,325.25	0.00	(33.75)	81.71%
170-000	Miscellaneous Expense	0.00	2,439.95	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAY 1994	FY1992-93 MAY 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	2,961.95	9,025.87	0.00	112.41	39.49%
	Printing	13,000.00	7,383.29	4,135.53	61.11	671.15	56.79% ERR
	EZ Copy - copy cards for sale to patrons	0.00	0.00	1,517.68	0.00	561.02	18.00% ERR
	Publications	1,000.00	180.00	1,985.00	0.00	46.16	56.00%
	Paper	1,200.00	672.00	1,055.39	0.00	24.95	76.77%
	Drinking Water Service	325.00	249.50	274.45	24.95	2,764.54	65.19%
	Other Office Supplies	6,000.00	3,911.58	10,121.69	0.00	4,180.23	52.91%
	Total Office Supply Expense	29,025.00	15,358.32	28,115.61	86.06		
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,886.21	616.54	4.31	13.45	101.29% ERR
	Publications	0.00	0.00	0.00	0.00	0.00	
	Paper	50.00	12.31	29.14	0.00	8.25	24.62% ERR
	Other Office Supplies	1,800.00	422.03	1,734.31	0.00	225.26	23.45% ERR
	Total Literacy Office supply expense	4,650.00	3,270.55	2,379.99	4.31	246.96	70.33% ERR
180-009	Family Literacy Supply Expense	4,800.00	977.49	4,271.43	10.55	85.92	20.36% ERR
	Total Office Expense	38,475.00	19,606.36	34,767.03	100.92	4,513.11	50.96% ERR
183-000	Postage Expense	2,000.00	(16.93)	1,545.41	0.00	257.70	-0.85% ERR
183-008	Postage Expense - Literacy	700.00	616.69	728.17	0.00	70.28	88.10% ERR
183-009	Postage Expense - Family Literacy	0.00	225.00	29.00	0.00	29.00	30.55% ERR
	Total Postage Expense	2,700.00	824.76	2,302.58	0.00	356.98	
	Care Resources (Employee Assistance)	650.00	385.00	609.00	35.00	101.50	59.23% ERR
	Pension Contribution & Operating Expenses	5,000.00	4,487.59	4,323.90	0.00	0.00	89.75% ERR
	Anaheim Library	40,000.00	37,392.29	4,985.98	37,312.29	0.00	93.48% ERR
	Clipping Service	375.00	325.10	368.52	32.71	30.71	86.69% ERR
	Tax Collection Services & Fees by Orange County	250.00	304.90	242.95	0.00	0.00	121.96% ERR
	Advertising	400.00	97.50	455.00	0.00	107.50	24.38% ERR
	Medical Exams	525.00	504.50	324.00	47.50	0.00	96.10% ERR
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00% ERR
	Audit	2,950.00	3,200.00	2,950.00	0.00	0.00	108.47% ERR
	Payroll Preparation	3,625.00	4,641.72	2,367.28	84.97	0.00	128.05% ERR
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	ERR
	Other	3,000.00	4,690.56	4,487.15	0.00	360.00	156.35% ERR
	Total Specialized Services	58,275.00	56,029.16	21,113.78	37,512.47	599.71	96.15% ERR
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	1,200.00	150.00	968.50	0.00	0.00	12.50% ERR
190-009	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00% ERR
190-018	Tax Collection Services & Fees by Orange County	10,000.00	1,829.80	2,363.39	410.44	25.66	18.30% ERR
	Total Specialized Services	70,675.00	58,008.96	25,257.67	37,922.91	625.37	82.08% ERR

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 MAY 1994	FY1992-93 MAY 1993	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	521.08	0.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	35,900.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	497.32	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	27.21	14.95	0.00	0.00	27.21%
240-001	Special Department Expense- Books	17,516.00	19,735.73	93,290.49	2,103.46	4,578.77	112.67%
240-002	Special Department Expense - Video	500.00	0.00	957.33	0.00	0.00	0.00%
240-003	Special Department Expense - City of Anaheim	4,113.00	0.00	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	9,605.65	26,269.91	35.56	0.00	120.07%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	3,998.48	0.00	0.00	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	1,229.70	118.80	0.00	0.00	
240-009	Special Department Expense - Family Literacy	1,500.00	17.20	1,157.13	0.00	90.63	1.15%
	Total Special Department Expense	34,229.00	31,795.50	125,807.09	2,139.02	4,669.40	92.89%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	4,569.06	4,585.21	32.00	0.00	152.30%
270-008	Transportation/Travel - Meetings - Literacy	850.00	946.64	714.00	25.00	0.00	111.37%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	1,098.37	643.50	0.00	89.00	146.45%
	Total Transportation/Travel - Meetings	4,600.00	6,614.07	5,942.71	57.00	89.00	143.78%
	Electricity	63,000.00	45,011.57	52,487.72	0.00	7,315.65	71.45%
	Gas	3,850.00	1,879.99	2,553.00	0.00	310.95	48.83%
	Water	1,925.00	1,530.82	1,725.19	128.73	113.18	79.52%
	Total Utilities	68,775.00	48,422.38	56,765.91	128.73	7,739.78	70.41%
280-000	TOTAL SUPPLIES & SERVICES	353,454.00	277,564.03	377,093.31	5,292.95	38,718.28	78.53%
370-000	Taxes, Assessments (Sales Tax)	625.00	688.32	610.04	0.00	0.00	110.13%
400-000	Equipment	0.00	3,026.76	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	0.00	3,026.76	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	3,026.76	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	923,069.49	1,227,914.13	48,283.54	88,334.71	86.81%

Placentia Library District  
Balance Sheet

May 31, 1994

Assets

General Fund	1,922.30	
Literacy Fund	6,344.94	
County Exempt	12,620.83	
Payroll Account	20,371.31	
Savings (P/R Support)	2,779.70	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		69,135.38

Liabilities

Manual Payroll Checks	7,359.39	
Payroll Taxes Payable	(191.94)	
Deferred Comp Payable	313.95	
Insurance Payable	(670.63)	
Credit Union Payable	(414.73)	
Union Dues Payable	373.74	
Other Employee Deductions	656.41	
Total Liabilities		7,426.19

Capital

Fund Balance	61,709.19	
Total Capital		61,709.19
Total Liabilities and Capital		69,135.38

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

May, 1994

Prepared 6/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,115.45
Checks Out				
	3922	51.00		
	3938	75.48		
	3941	23.56		
	3942	43.11		
TOTALS		193.15	0.00	
CHECKBOOK BAL				1,922.30

*Edmund*  
6/13/94



05/31/94

Page 1  
Part 1 of 1 Parts

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

	Total	.05/31/94
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	28.00	28.00
Cash Register-Fines	2,907.09	2,907.09
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	102.28	102.28
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	149.25	149.25
Cash Register-Computer Rental	98.50	98.50
Typewriter Income	20.53	20.53
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	491.14	491.14
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,796.79	3,796.79
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	3,796.79	3,796.79
<b>Expenses</b>		
Transfers to County	2,103.35	2,103.35
Employee Insurance (030)	137.46	137.46
Food (0900)	137.81	137.81
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	51.00	51.00
Office Expense (180)	868.81	868.81
Postage (183)	146.16	146.16
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	19.95	19.95
Transportation & Travel (270)	30.00	30.00
Equipment (400)	400.79	400.79
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	3,895.33	3,895.33

05/31/94

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

Page 2  
Part 1 of 1 Parts

	Total	05/31/94
Operating Income (Loss)	(98.54)	(98.54)
Other Income		
Other Expenses		
Net Income (Loss)	<u>(98.54)</u>	<u>(98.54)</u>

05/31/94

Page 1

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

05/31/94

Income

Cash Register-Audio Visual	0.00
Cash Register-Mis.	248.28
Cash Register-Fines	25,795.56
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,316.25
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,442.43
Cash Register-Computer Rental	944.50
Typewriter Income	94.32
Telephone Income	405.30
Copy Machine Income	263.90
State Library Reimbursements	30,880.35
State Library Grants	34,158.00
State of California Foundation Funds	15,625.00
Other Grants	0.00
County Reimbursements	13,569.91
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	124,743.80
--------------	------------

Cost of Sales

Gross Profit (Loss)	124,743.80
---------------------	------------

Expenses

Transfers to County	116,308.64
Employee Insurance (030)	(1,304.70)
Food (0900)	137.81
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	381.00
Office Expense (180)	2,795.59
Postage (183)	946.79
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	894.17
Transportation & Travel (270)	5,357.18
Equipment (400)	550.62
Taxes and Fees (370)	664.00

Total Expenses	126,914.10
----------------	------------

05/31/94

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

Page 2  
Part 1 of 1 Parts (

Operating Income (Loss)	05/31/94 (2,170.30)
Other Income	
Other Expenses	
Net Income (Loss)	----- (2,170.30) =====

05/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 94 Period 11  
General Account

Page

Check	Date	Payee	Amount
3921	05/01/94	Pace Graphics	28.25
		0-5114-01 Office Expense (180)	28.25
3922	05/09/94	OC-CVUG	0.51
		0-5112-01 Memberships (160)	0.51
3923	05/10/94	U.S. Postmaster	146.16
		0-5116-01 Postage (183)	146.16
3924	05/10/94	Target	119.61
		0-5114-01 Office Expense (180)	119.61
3925	05/10/94	Lucky's	5.22
		0-5105-01 Food (0900)	5.22
3926	05/11/94	Smart & Final	8.03
		0-5114-01 Office Expense (180)	8.03
3927	05/16/94	O.C. Auditor	2,103.35
		0-5102-01 Transfers to County	2,103.35
3928	05/16/94	E.D.Minter (petty ca	99.04
		0-5114-01 Office Expense (180)	79.09
		0-5120-01 Special Departmental Expense (24	19.95
3929	05/16/94	Office Depot	400.79
		0-5124-01 Equipment (400)	400.79
3930	05/16/94	Office Depot	57.99
		0-5114-01 Office Expense (180)	57.99
3931	05/16/94	Mobilecomm	113.57
		0-5114-01 Office Expense (180)	113.57
3932	05/19/94	Party World	77.53
		0-5114-01 Office Expense (180)	77.53
3933	05/19/94	Smart & Final	37.69
		0-5114-01 Office Expense (180)	37.69
3934	05/19/94	Tall Mouse	87.99
		0-5114-01 Office Expense (180)	87.99
3935	05/19/94	Office Depot	29.90
		0-5114-01 Office Expense (180)	29.90

05/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 94 Period 11  
General Account

Page

Check	Date	Payee	Amount
3936	05/19/94	Home Depot 0-5114-01 Office Expense (180)	130.95
3937	05/24/94	Office Depot 0-5114-01 Office Expense (180)	13.41
3938	05/25/95	Veronica Barba 0-5105-01 Food (0900)	75.48
3939	05/26/94	Office Depot 0-5114-01 Office Expense (180)	18.13
3940	05/26/94	Lucky 0-5105-01 Food (0900)	13.17
3941	05/25/94	Smart & Final 0-5114-01 Office Expense (180)	23.56
3942	05/25/94	Party World 0-5114-01 Office Expense (180)	43.11
3943	05/25/94	Mary Byrne 0-5104-01 Employee Insurance (030)	137.46
3944	05/25/94	VOID void	0.00
3945	05/25/94	Mary Byrne (321) 0-5105-01 Food (0900)	43.94
3946	05/25/94	Suad Ammar 0-5122-01 Transportation & Travel (270)	30.00
Checkbook 1 Total			3,844.84

05/31/94

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

Page

For Fiscal Year 94, Period 11 through Fiscal Year 94, Period 11

Account Name	Total
0-5102-01 Transfers to County	2,103.35
0-5104-01 Employee Insurance (030)	137.46
0-5105-01 Food (0900)	137.81
0-5112-01 Memberships (160)	0.51
0-5114-01 Office Expense (180)	868.81
0-5116-01 Postage (183)	146.16
0-5120-01 Special Departmental Expense (240)	19.95
0-5122-01 Transportation & Travel (270)	30.00
0-5124-01 Equipment (400)	400.79
	-----
	3,844.84
	=====

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

May, 1994

Prepared 6/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,344.94
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,344.94

*EW*  
6/13/94



05/31/94

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

Page 1  
Part 1 of 1 Parts

	Total	05/31/94
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	5.43	5.43
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5.43	5.43
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5.43	5.43
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
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	5.43	5.43
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	5.43	5.43
	=====	=====

05/31/94

Page 1  
Part 1 of 1 Parts

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

	05/31/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	74.27
Miscellaneous Income	0.00
	-----
Total Income	794.27
Cost of Sales	
	-----
Gross Profit (Loss)	794.27
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	1,503.11
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00
	-----
Total Expenses	2,300.11
	-----
Operating Income (Loss)	(1,505.84)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(1,505.84)
	=====

05/31/94

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

Page

For Fiscal Year 94, Period 11 through Fiscal Year 94, Period 11

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

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

May, 1994

Prepared 6/13/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,200.56
Checks Out				
	840	32.25		
	864	423.07		
	874	75.56		
	875	31.12		
	876	17.73		
TOTALS		579.73	0.00	
CHECKBOOK BAL				12,620.83

*Edmunds*  
6/13/94

05/31/94

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

Page 1  
Part 1 of 1 Parts

	Total	05/31/94
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	86.50	86.50
Microfilm/Microfich Income	124.00	124.00
Meeting Room Income	255.00	255.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	675.75	675.75
Friends Contributions	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	11.85	11.85
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,173.10	1,173.10
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	1,173.10	1,173.10
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	261.83	261.83
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	1,011.51	1,011.51
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	547.48	547.48
Lobbyist Expense	233.00	233.00
	-----	-----
Total Expenses	2,053.82	2,053.82
	-----	-----
Operating Income (Loss)	(880.72)	(880.72)
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----

05/31/94

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

Page 2  
Part 1 of 1 Parts (

	Total	05/31/94
Net Income (Loss)	(880.72) =====	(880.72) =====

05/31/94

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

Page 1  
Part 1 of 1 Parts

	05/31/94
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	766.75
Microfilm/Microfich Income	124.00
Meeting Room Income	3,162.00
Test Proctoring Income	180.00
Vending Machine Income	6,186.60
Friends Contributions	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	109.57
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	18,321.79
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	18,321.79
<b>Expenses</b>	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	3,345.39
Vending Machine Repairs	106.50
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	1,015.51
Children's Camp Library	199.54
Children's-Other	828.99
Friend's-Director's Fund	324.11
Friend's-Other Activities	89.59
Library Board Expenses	46.12
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	2,237.24
Lobbyist Expense	4,678.73
	-----
Total Expenses	14,426.45
	-----
Operating Income (Loss)	3,895.34
<b>Other Income</b>	
<b>Other Expenses</b>	
	-----

05/31/94

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

Page 2  
Part 1 of 1 Parts

Net Income (Loss)

05/31/94  
3,895.34  
=====



05/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 94 Period 11  
County Exempt

Page

Check	Date	Payee		Amount
866	05/16/94	LaSalle Paper		114.43
		0-5308-03 Children's Summer Reading Progra	114.43	
867	05/16/94	A & R Wholesale		261.83
		0-5304-03 Vending Machine Supplies	261.83	
868	05/31/94	AWAIR (Middle East M		423.07
		0-5322-03 Miscellaneous	423.07	
869	05/16/94	Buena Park Library		233.00
		0-5323-03 Lobbyist Expense	233.00	
870	05/16/94	Ingram		142.37
		0-5308-03 Children's Summer Reading Progra	142.37	
871	05/16/94	Golden State Theater		50.00
		0-5308-03 Children's Summer Reading Progra	50.00	
872	05/16/94	VOID void		0.00
873	05/16/94	Ingram		704.71
		0-5308-03 Children's Summer Reading Progra	704.71	
874	05/18/94	AWAIR (Middle East M		75.56
		0-5322-03 Miscellaneous	75.56	
875	05/18/94	All Star Trophy		31.12
		0-5322-03 Miscellaneous	31.12	
876	05/18/94	Ralphs		17.73
		0-5322-03 Miscellaneous	17.73	
			-----	
Checkbook 3 Total				2,053.82

05/31/94

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

Page

For Fiscal Year 94, Period 11 through Fiscal Year 94, Period 11

Account Name	Total
0-5304-03 Vending Machine Supplies	261.83
0-5308-03 Children's Summer Reading Program	1,011.51
0-5322-03 Miscellaneous	547.48
0-5323-03 Lobbyist Expense	233.00
	-----
	2,053.82
	=====

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

May, 1994

Prepared June 13, 1994

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			20,733.27
Checks Out			
	404	128.39	
	589	128.39	
	590	96.97	
	591	8.21	
TOTALS		361.96	
Checkbook balance			20,371.31

05/31/94

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

Page 1  
Part 1 of 1 Parts

	Total	05/31/94
Income		
Transfers from County	43,060.00	43,060.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	43,060.00	43,060.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	43,060.00	43,060.00
Expenses		
Salaries	46,158.06	46,158.06
Prepaid Salaries	5,736.15	5,736.15
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,432.36	3,432.36
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	4.79	4.79
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	55,331.36	55,331.36
	-----	-----
Operating Income (Loss)	(12,271.36)	(12,271.36)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(12,271.36)	(12,271.36)
	=====	=====

05/31/94

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

Page 1  
Part 1 of 1 Parts

	05/31/94
Income	
Transfers from County	553,536.00
Interest Income-CD's	1,007.23
Interest Income-Savings	21.84
Miscellaneous Income	0.00
	-----
Total Income	554,565.07
Cost of Sales	
	-----
Gross Profit (Loss)	554,565.07
Expenses	
Salaries	505,041.22
Prepaid Salaries	5,736.15
Employee Benefits	0.00
Employer Payroll Taxes	36,378.74
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	162.63
Miscellaneous - Unknown	0.00
	-----
Total Expenses	549,110.51
Operating Income (Loss)	-----
	5,454.56
Other Income	
Other Expenses	
	-----
Net Income (Loss)	5,454.56
	=====

05/31/94

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 94 Period 11  
Payroll Account

Page (

Check	Date	Payee		Amount
589	05/31/94	Matthew Reynoso		128.39
		0-5402-04 Salaries	128.39	
590	05/26/94	Laura Shearer		96.97
		0-5402-04 Salaries	96.97	
591	05/31/94	Shyam Khumbani		8.21
		0-5402-04 Salaries	8.21	
		Checkbook 4 Total		233.57

05/31/94

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

Page

For Fiscal Year 94, Period 11 through Fiscal Year 94, Period 11

Account Name	Total
0-5402-04 Salaries	233.57
	-----
	233.57
	=====





TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: June 15, 1994  
 SUBJECT: ACS: Overdue Collection Report for the Month of May

The report received from ACS Collection Agency on June 9, 1994, is Attachment A.

A summary of the current status is as follows:

FY 1993-199	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	Inactive	Inactive	Inactive	Inactive	Inactive
August	Inactive	Inactive	Inactive	Inactive	Inactive
September	Inactive	Inactive	Inactive	Inactive	Inactive
October	Inactive	Inactive	Inactive	Inactive	Inactive
November	Inactive	Inactive	Inactive	Inactive	Inactive
December	20	20	0	0	0
January	0	16	1	62.96	3
February	0	14	1	141.94	1
March	0	13	1	220.89	0
April	0	12	1	87.25	0
May	0	10	0	0	2
June					
<b>TOTAL</b>	<b>20</b>			<b>513.04</b>	



ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 JUN 1994

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	10	1,224.57	881	53,286.1
LESS: Mail Return*, Dispute, Bankrpt	2	374.04	6	997.88	168	10,963.5
ASSIGNMENTS	-2	(374.04)	4	226.69	713	42,322.6
COLLECTED						
Paid in Full	0	0.00	2	146.95	246	11,541.1
Settled in Full	0	0.00	2	103.24	64	3,182.6
Partial Payment	0	0.00	1	32.95	129	6,780.3
Resolved	0	0.00	1	25.00	18	659.5
TOTAL RECOVERED	0	0.00	6	308.14	457	22,163.7

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	307
	\$15,870	\$3,130	\$6,814	\$7,865	\$19,182

\* Percentage of Mail Returns - 19.1 %

STATUS CODE LEGEND

A - active (demands being sent)	ST - action stopped
F - paid in full (MATS and/or CASH)	SU - action suspended (60 day limit)
FF - settled in full (MATS and/or CASH)	N - new account
CC - 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 #
	536536		04/18/94	111.05	A	2
	26018052710276		AMT: 111.05			
	536539		04/18/94	61.95	A	2
	26018053193266		AMT: 61.95			
	536535		04/18/94	83.40	A	2
	26019004630448		AMT: 83.40			
	536534		04/18/94	83.75	A	2
	26018053199875		AMT: 83.75			
	536540		04/18/94	179.24	A	2
	26018053142685		AMT: 179.24			
	536541		04/18/94	92.35	A	2
	26018053123578		AMT: 92.35			
	536542		04/18/94	105.06	A	2
	26018053118529		AMT: 105.06			
	536538		04/18/94	111.14	MR	1
	26019004250031		AMT: 111.14			
	536543		04/18/94	133.73	A	2
	26018053200988		AMT: 133.73			
	536537		04/18/94	262.90	MR	1
	26018052495134		AMT: 262.90			

TOTAL STILL ON SYSTEM :

1,224.57

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: June 20, 1994  
SUBJECT: MAY, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNT MAY 1-31, 1994

Beginning Balance 05/01/94		\$1,638.53
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 675.75	
Total Materials & Supplies		261.83
Total Repairs	_____	_____
	\$ 675.75	\$261.83
Ending Balance 05/31/94		<u>\$ 2,052.45</u>

Prepared by: Charlene Dumitru

... ..

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edw*  
 DATE: June 20, 1994  
 SUBJECT: Gift Fund Report for May, 1994

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

The Friends of the Placentia Library donated \$1,000 to be used for the purchase of best sellers.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
B. J. Bromback	\$ 5.00
Ruth Cain	15.00
Shirley Dean Calabrese	100.00
Marcia Carter	25.00
Jean Haney	100.00
Ruth Morrow	53.00
Miriam Rosen	15.00
Pauline Silverman	15.00
Brad Tarr	14.00
Steven Tick	50.00
James & Virginia Walker	<u>20.00</u>
<b>Total Adopt-a-Book Donations</b>	<b>\$ 412.00</b>

(

.

.

.

(

(



TO: Elizabeth D. Minter, Library Director

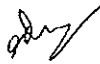
FROM: Charlene Dumitru, Administrative Assistant

DATE: June 20, 1994

**SUBJECT: BUILDING MAINTENANCE REPORT FOR MAY, 1994.**

1. **Air Conditioning** - Repairs were made to correct Freon leaks in two compressor units and malfunctioning parts were replaced.
2. **Coin-operated equipment** - Electrical wiring was completed to connect Value Card vending machine equipment with public access printers in reference area.
3. **Lighting** - Regular maintenance was done to replace burnt out florescent lamps throughout building.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director   
DATE: June 20, 1994  
SUBJECT: PERSONNEL REPORT FOR MAY, 1994

RESIGNATIONS:

Laura Shearer, part-time page (circulation), effective May 26, 1994  
Shyam Kumbhani, part-time page (circulation), effective May 30, 1994

APPOINTMENTS:

Ashley Hernandez, part-time page (circulation), effective June 1, 1994  
Bradley Dingfelder, part-time page (circulation), effective June 1, 1994

OPEN POSITIONS:

Part-time (15 hours/week) Clerk I

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Mary Byrne, Volunteer Coordinator  
 DATE: June 20, 1994  
 SUBJECT: Volunteer Report for the Month of May *1994*

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	FY 93-94 MAY	FY 93-94 YTD
Brown, Jill	9.00	61.25
Cervantes, George	11.75	131.25
Cummings, Dottie	2.75	97.25
Deputy, Paul	24.75	455.25
Devlin, Tom	7.50	46.50
Dowdee, Janel	3.00	3.00
Farris, Jon	26.00	100.00
Fitzgerald, Joan	21.00	184.00
Garcia, Patty	20.00	59.25
Goldbaum, Mae	4.50	169.75
Grandparents & Books	2.50	33.50
Hou, Howard	00	22.75
Housewright, Linnea	6.00	6.00
Irot, Pat	00	8.00
Jenkins, Christina	00	23.00
Jenkins, Heidi	00	16.00
Jertberg, Pat	00	2.00
Lew, David	1.50	35.75
Markl, Theresa	6.00	24.75
Redinbo, Sandy	0	10.00
Reesman, Colleen	1.75	73.00
ROP Students	26.50	251.50
Ryan, Kristin	17.00	103.00
Schlichter, Allan	22.00	70.25
Shaw, Dixie	1.25	1.25
Shkoler, Al	22.00	38.75
Simmermacher, Margie	9.50	43.50
S.T.E.P	80.00	755.00
Trainor, Joe	8.75	95.00
Westberg, Carl	12.50	101.75

**TEMPORARY VOLUNTEERS**

Manio, Robert	2.50
Mulroney, Marsha	2.50
Mulroney, Ryan	2.50
Summerfield, Becky	7.50

**LVA VOLUNTEERS**

Literacy Volunteers	530.50
---------------------	--------

**TOTAL**      893.00

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	
	<u>1993</u>	<u>1994</u>	<u>1993</u>	<u>1994</u>
January	167.25	609.75	799.00	481.00
February	159.00	455.00	727.00	680.50
March	224.25	654.00	620.50	654.00
April	188.25	352.00	644.50	603.50
May	148.50	362.50	403.00	530.50
June	286.75		680.00	
July	471.75		N/A	
August	401.25		N/A	
September	178.5		516.50	
October	472.75		531.5	
November	472.00		520.00	
December	385.75		361.00	