

AGENDA

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

**February 22, 1994
7:30 P.M.**

Library Conference Room

(Agenda Amended February 17, 1994, Adding Items 24A, 24B, and 24C)

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 17, 1994, Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Director

*Alison
Shel + Evans
- defn 30 + 31 to meet
Modest
West / Selma*

*- Parking Violations
Placentia Public Council
Chadler - all books
Susan - all books
Mary - all books
Cherry - all books
Kerry - writer*

*Alison
Al
Peggy*

*Runch
attend occis.
CAOTAC B/M*

7. Literacy Volunteers of America Board of Directors Report.

Presentation: Library Board President

*attended OCCN in Seal Beach
week ago Feb.*

8. Placentia Library Foundation Report.

Presentation: Trustees Stark and West

David Hickey

CLAIMS (Items 9 - 11)

Presentation: Library Director

Recommendation: Approve by Motion

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

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

There are no Nonstandard Claims for this period.

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

There are no Claims forwarded by the Library Director for the period.

11. Current Claims and Payroll. (Approve)

Current Claims of \$60,111.98; Payrolls 3110, and 3111, for a cumulative payroll total of \$40,050.00 Combined total of Current Claims and Payroll of \$100,161.98.

Stark/West

FINANCIAL REPORT (Items 12 - 16)

Presentation: Library Director

Recommendation: Approve by Motion

Items 12 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Reports for January, 1994. (Receive & File)

13. Office General Ledger & Check Registers for January, 1994. (Receive & File)

Stark

14. Overdue Collection Report for January, 1994. (Receive & File)
15. Vending Machine Report for January, 1994. (Receive & File)
16. Gifts Report for January, 1994. (Receive & File)

GENERAL CONSENT CALENDAR (Items 17 - 24C)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 - 24C 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.

17. Building Maintenance Report for January, 1994. (Receive & File)
18. Personnel Report for January, 1994. (Receive, File, and Ratify Appointments)
19. Volunteer Report for January, 1994. (Receive & File)
20. Circulation Report for January, 1994. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Travel Authorizations. (Approve)
23. 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)
24. FY1994-1995 Budget. (Receive & File)
- 24A. Distribution of Statement of Economic Interest Forms for 1994. (Receive)
- 24B. Submission to the Orange County Auditor of Claim for Reimbursement of Property Tax Shift for One Time Revenues as Authorized under AB 2371. (Receive & File)
- 24C. Agreement for Use of Facilities by North Orange County Community College District, 1993-1994. (Approve and Authorize Signature by the Library Director)

*was
deleted*

to 27

CONTINUING BUSINESS

25. Nomination of Candidate for the Position of Alternate Delegate for the Independent Special Districts to the Local Agency Formation Commission.

Presentation: Library Board President
Recommendation: Nominate Trustee Shkoler by Resolution

26. Renewal of California Library Association Personal and Institutional Memberships.

Presentation: Library Director
Recommendation: Approve Personal Memberships

NEW BUSINESS

27. Review Health Insurance Proposals for 1994-1995.

Presentation: Library Director
Recommendation: Determine Level of Benefit and Select Vendor.

28. Establish Salary for Principal Librarian.

Presentation: Library Director
Recommendation: Establish Salary Range for Exempt Employees Salary Schedule Category for Principal Librarian; and Authorize Implementation Effective July 1, 1993.

29. Performance Evaluation and Salary for Library Director

Presentation: Library Board President
Recommendation: Set date for study session.

March 7th
7:30

30. Review of Procedures for the Computer/Typewriter Room.

Presentation: Secretary Stark
Recommendation: Amend Fines and Fees Schedule to Include Rental Rate; No Change to Present Procedures

31. Review of Protocols for Trustee Processing of Complaints.

Presentation: Library Board President
Recommendation:

defer March
defer March

- 32. Selection Procedure for District's Use of Santiago Library System Grant of \$2,600 to Purchase Equipment to Assist Library Meet Americans With Disabilities Act Public Service Compliance.

Presentation: Principal Librarian
 Recommendation: Adopt Procedure

STAFF REPORTS

- 33. Program Report for the Month of January, 1994. (Program Committee)
- 34. Children's Services Report for the Month of January, 1994. (Schneider)
- 35. Acquisitions Report for January, 1994. (Shook)
- 36. Publicity Materials produced for the Month of January, 1994. (Willauer)
- 37. Placentia Library Literacy Services Report for the Month of January, 1994. (Matas and Byrne)
- 38. Families for Literacy Project Report for the Month of January, 1994. (Walters)
- 39. Solicitation of Paperback Books from Local Bookstores. (Ammar)

*Stall
Lent*

ADJOURNMENT

- 40. Agenda Preparation for March 21, 1994, Regular Meeting.
- 41. Review of Action Items.
- 42. Adjourn

*Insurance paid
 # 30-31
 Staff relocation
 -> Information Highway
 (Mon. 12/17/94)
 T. 571-1111*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 22, 1994, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, February 16, 1994, and that the Amended Agenda was posted on Thursday, February 17, 1994.

Charlene A. Dumitru

*Get copy & give
no papers & on
use of*

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Mar 5 (Sat)	CALTAC Trustee Workshop, Los Angeles, 9:00 A.M. to 3:00 P.M.
Mar 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Mar 21 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 22-26	Public Library Association 5th National Conference, Atlanta
Mar 31 (Thur)	Independent Special Districts of Orange County Quarterly Meeting
Apr 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Apr 18 (Mon)	Library Board Meeting, 7:30 P.M.
May 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (West)
May 16 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Jun 20 (Mon)	Library Board Meeting, 7:30 P.M.
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.
Aug 15 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 6 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (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 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.

*Last Thursday & the month
Please Pick Next*

W LVA Bd.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 17, 1994**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 1994 at 7:30 P.M. by President Dinsmore.

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

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru; and Principal Librarian Suad Ammar.

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

AYES: Stark, Evans, Shkoler

NOES: None

ABSTAIN: None

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of December 20, 1993.

AYES: Dinsmore, Stark, Evans, Shkoler

NOES: None

ABSTAIN: West

ABSENT: None

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

BOARD PRESIDENT'S REPORT President Dinsmore reported that she attended the Town Hall Meeting on January 6, 1994. She said that Supervisor William Steiner encouraged the support of libraries. President Dinsmore requested that the Trustees review bills pending before the State legislature and encouraged them to write California's U.S. Senators to show support for the LSCA TITLE II funding.

Minutes, Regular Meeting of January 17, 1994, Page 2

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends gave the Library a donation of \$2,000.00 for the purchase of new books. She reminded Trustees that the Author's Luncheon will be held on January, 29, 1994 and that a final count on ticket sales is needed.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the 50/50 Workshop on Management Skills held at the Library on January 17, 1994 had been well attended. Several members of the LVA of Placentia Board attended.

**FOUNDATION
REPORT**

Secretary Stark reported that she had finished composing the By-laws and Articles of Incorporation and gave copies to the Board for review. She suggested that the Foundation Board should consist of five members, two of whom should be Trustees, one member should be from the Friends of the Library and two members at large. She further recommended that Foundation Board members serve two year terms.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 11 through 13: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,239.75; and Current Claims and Payroll in the amount of \$51,156.03.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 14 through 18: Financial Reports for December, 1993; Office General Ledger and Check Registers for December, 1993; Overdue Collection Report for December, 1993; Vending Machine Report for December, 1993; and Gifts Report for December, 1993.

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

Minutes, Regular Meeting of January 17, 1994, Page 3

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 19 through 22 and Item 24: Building Maintenance Report for December, 1993; Personnel Report for December, 1993; Volunteer Report for the Month of December, 1993; Circulation Report for December, 1993; and Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve travel expenses not to exceed \$150.00 to include registration, parking and lunch at California Special District Association's Seminar "Practicalities of Running the District" for Administrative Assistant Charlene Dumitru.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve travel expenses not to exceed \$200.00 for mileage, parking and lunches for all librarians and library assistants to attend the American Library Association Midwinter Meeting at the Los Angeles Convention Center February 4 - 9, 1994.

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

It was moved by Trustee West, seconded by Trustee Evans to approve travel expenses not to exceed \$1,200 for registration, mileage and lunches for Library Director Minter and Staff Members Ammar, McClain, Schneider, Shook, Burkich, Matas, Byrne, Willauer, Dumitru, Walters and Wnek to attend Skillpath Seminar "Total Quality Customer Service" presented on various dates in February and March, 1994.

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

The Meeting of the Board of Trustees recessed at 8:50 P.M. and reconvened at 8:55 P.M.

Minutes, Regular Meeting of January 17, 1994, Page 4

**CONTRACT WITH
CALIFORNIA
ADVOCATES FOR
1994 LEGISLATIVE
SESSION**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve renewal of legislative services contract for 1994 Legislative Session with California Advocates, Inc. at a cost not to exceed \$4,000 plus reimbursable expenses to be paid from and deposited to the County Exempt Account and to authorize the Library Director to sign the letter of agreement or contract on behalf of the District.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve renewal of California Library Association memberships for trustees, and staff per claim 3097, and to exclude the organizational dues for the Library.

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

It was moved by Secretary Stark, seconded by Trustee West to reconsider the previous motion and to defer the decision on CLA membership dues until the January meeting.

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 26 through 31: Program Report for month of December, 1993; Children's Services Report for the Month of December, 1993; Acquisitions Report for December, 1993; Publicity Materials produced for the Month of December 1993; Placentia Library Literacy Services Report for the Month of December, 1993; Families for Literacy Project Report for the Month of December, 1993.

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

The Regular Meeting of the Board of Trustees was adjourned at 9:14 P.M.

Sandra M. Stark, Secretary

**Addendum to Minutes
of the
Regular Meeting of the Board of Trustees
of January 17, 1994**

ACTION ITEMS

1. Direct the Library Foundation to have founding documents prepared for the February 1994 meeting.
2. Vending machine is to be repaired.
3. Decide which trustees will attend Caltac workshops

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ED Minter*
DATE: February 22, 1994
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, February 7, 1994. Library Director Elizabeth Minter attended the Meeting.

Library Trustee Al Shkoler visited the meeting and told the Board that the Library Board greatly appreciates their efforts on behalf of the Library and especially appreciated all of their work on the Author's Luncheon held on January 29, 1994.

The Friends Board authorized the Library Director to find out if the Alta Vista Country Club is available for Saturday, January 28, 1995, and to reserve the room. Ciji Ware has offered to assist the Friends with recruiting an author for 1995.

Library Director Minter reported that the letter requesting the \$1,000 grant through Supervisor Steiner's Office has been mailed and that the Federal Tax Exempt Number will be needed to complete the application process. President Irot is still working on getting this number from the IRS Office.

Since the meeting had no quorum the election of officers was postponed to the March 7th meeting.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KLM*

DATE: February 22, 1994

SUBJECT: **Literacy Volunteers of America Board Report for the month of February**

The Board of Directors of Literacy Volunteers of America-Placentia met on February 15, 1994. Suad Ammar and I attended.

Leslie Moreau, LVA Board President, suggested a lasagna cook-off in cooperation with other LVA affiliates as a possible fund-raiser. LVA National has put out a packet on how this fund-raiser could be done with Garfield the cat as the theme.

The main topic of the meeting was the resignation of four of the members of the LVA-Placentia board of directors. Secretary, Colleen McGlynn, and treasurer, Valarie Harris, are resigning due to personal time constraints. Leslie Moreau, board president, and Lotte Gopalakrishnan, vice president, have decided to move on to the literacy programs in their own cities of Fullerton and Huntington Beach. The resignations become effective April 1, 1994.

The next meeting is scheduled for March 16, 1994 at 6:00 pm.

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PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 February 22, 1994

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	3103	35,900.00
	3104	6,442.31
	3105	1,361.20
	3106	<u>265.15</u>
Subtotal for Immediately		43,968.66
Regular	3107	8,959.22
	3108	1,182.87
	3109	3,143.58
	3112	2,727.28
	3113	<u>130.37</u>
Subtotal for Regular		16,143.32
Payroll	3110	20,025.00
	2111	<u>20,025.00</u>
Subtotal for Payroll		40,050.00
	Total	<u>100,161.98</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb 22, 1994
REPORT NO 3103

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
First Interstate Bank Of California ABA# 1220-0021-8 AMTS# 250 098989 ACCT# (342) 6500968-007 ISSUE: Placentia Civic Ctr. -B ATTN: Teresa Fructuoso	Feb 21, 1994		2200	00		35,900.00		
<u>PLEASE WIRE BY MARCH 7, 1994!</u>								

The claims listed above (totaling \$ 35,900.00) 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 Feb 22, 1994
REPORT NO 3104

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	SC
							Number	
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jan 19, 1994 Dec 15, 1993- Jan 14, 1994		2800	00		513.04		
N03645 CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jan 15, 1994 B01-227098Feb Feb 12, 1994 B01-237617Mar		0300	00		2,948.57 <u>2,700.25</u> 5,648.82		
N03646 VISION SERVICE PLAN P.O. Box 45210 San Francisco, CA 94145-5210	Jan 22, 1994 February		0300	00		117.51		
N03648 Cascade Drinking Water 1080 So. Cypress Unit D La Habra, CA 90631	Jan 31, 1994 February		1800	00		24.95		
N03649 Dept.91-2504992996 STAPLES INC. P.O. Box 182378 Columbus, OH 43218-2378	Dec 05, 1993 5458		1800	00		114.68		
N03650 KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Nov 05, 1993 400263354 Feb 01, 1994 400264122 Feb 02, 1994 400264132		1800	00		17.94 2.14 <u>3.23</u> 23.31		
PLEASE PAY IMMEDIATELY!								

The claims listed above (totaling \$ 6,442.31) 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 Feb 22, 1994
REPORT NO 3105

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	SC	
							Number		
N03752 PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan 17, 1994 528-1906					152.82			
	Jan 17, 1994 528-8236					19.05			
	Jan 19, 1994 996-2865		0700	00		<u>44.55</u> 216.42			
	Jan 07, 1994 251-5376					86.39			
	Jan 07, 1994 251-5377					86.39			
	Feb 07, 1994 251-5376					87.69			
	Feb 07, 1994 251-5377					<u>87.69</u> 348.16			
	Feb 04, 1994 528-8408		0700	08		<u>32.40</u> 596.98			
					TOTAL				
	N06555 PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Jan 22, 1994 February		0300	00		482.27		
	N06556 CONTINENTAL CASUALTY CO. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Feb 01, 1994 January		0300	00		201.70		
	N06557 CARE RESOURCES 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Feb 15, 1994 February					35.00		
Feb 15, 1994						<u>35.00</u>			
March			1900	00		70.00			
N06901 MARGARET V. DINSMORE 2108 N. Rosemont Placentia, CA 92670	Jan 30, 1994 ISDOC		2700	00		10.25			

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,361.20) 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 Feb 22, 1994
REPORT NO 3106

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
PAYCHEX P.O. Box 25159 Santa Ana, CA 92799-5159	Jan 27, 1994 19940127		1900	00		265.15		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 265.15) 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 Feb 22, 1994
REPORT NO 3107

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
N00037 BSI CONSULTANTS, INC. 16880 W. Bernardo Dr., Ste.100 San Diego, CA 92127-1616	Jan 13, 1994 90812		1900	00		725.00		
N00642A Employment Development Dept. P.O. Box 826219 Sacramento, CA 94230-62190614	Jan 19, 1994 per. end. Dec 31, 1993		0310	00		1,696.91		
N01035 CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Feb 10, 1994 52243Dec Feb 10, 1994 52244		1400 2800 1400	00 00 00		1,953.63 3,664.30 335.31		
			1400	00	subtotal	2,288.94		
					TOTAL	5,953.24		
N03653 BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Feb 01, 1994 35270		1400	00		117.42		
N03656 PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan 31, 1994 January		1900	00		32.71		
N03833 BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jan 28, 1994 A16316		0700	05		423.82		
N03847 OCLC Dept 630 Columbus, OH 43265-0630	Jan 31, 1994 336\5609		1900	00		10.12		

The claims listed above (totaling \$ 8,959.22) 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 Feb 22, 1994
REPORT NO 3108

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 Accf	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03925 EBSCO P.O. Box 92901 Los Angeles, CA 90009	Aug 13, 1993 072182					3.00		
	Nov 13, 1993 056546					114.54		
	Jan 13, 1994 80559		2400	04		16.58 134.12		
N06567 A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Jan 25, 1994 6214		1400	00		205.00		
N06569 DEMCO P.O. Box 7488 Madison, WI 53707-7488	Sep 10, 1993 D714238		1800	00		48.86		
N06573 FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Jan 07, 1994 per. end. Dec 31, 1993		1900	00		678.39		
N06786 KATHERINE MATAS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Dec 02, 1993 S.T.E.P.		2700	00		6.50		
N06819 ALA Membership Services 50 E. Huron St. Chicago, IL 60611	Jan 17, 1994 schneider memb.		1600	00		110.00		

The claims listed above (totaling \$ 1,182.87) 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 Feb 22, 1994
REPORT NO 3109

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
N06902 NEW READERS PRESS 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Jan 13, 1994 593458		2400	08		190.00		
LIBRARY HOTLINE Subscription Dept. P.O. Box 713 Brewster, NY 10509-0713	Dec 29, 1993 1994		2400	04		74.00		
Spec. Dist. Workers Comp. Author 1030 15th St., Ste. 300 Sacramento, CA 95814	Dec 30, 1993 FY92-93 Dec 30, 1993 dep. 2nd qtr.					7.00 <u>1,786.00</u> 1,793.00		
EBSCO PUBLISHING Fulfillment Offices P.O. Box 2250 Peabody, MA 01960-7250	Dec 17, 1993 121793-02		1300	00		80.00		
GBC P.O. Box 71361 Chicago, IL 60694-1361	Jan 11, 1994 11058248		1300	00		202.00		
3M RSP4754 (RS) P.O. Box 33844 St. Paul, MN 55133-3844	Jan 10, 1994 QB52459		1300	00		510.00		
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., Ste. K Placentia, CA 92670	Jan 27, 1994 19285 Feb 04, 1994 19316					157.88 <u>87.71</u> 245.59		
PERS P.O. Box 942703 Sacramento, CA 94229-2703	Jan 11, 1994 reconciliation prior 1987		0200	00		48.99		

The claims listed above (totaling \$ 3,143.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Feb 22, 1994
REPORT NO 3110

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 Qbjt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Feb 22, 1994 Pay #06		0100-	00		18,600.00		
	Mar 4, 1994- Mar 17, 1994							
	FICA		0200-	00		<u>1,425.00</u>		
			TOTAL			20,025.00		
PLEASE WIRE ON THURSDAY, MARCH 17, 1994!								

The claims listed above (totaling \$ 20,025.00) 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
 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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Feb 22, 1994 Pay #07		0100-	00		18,600.00		
	Mar 18, 1994- Mar 31, 1994							
	FICA		0200-	00		1,425.00		
			TOTAL			20,025.00		
PLEASE WIRE ON THURSDAY, MARCH 31, 1994!								

The claims listed above (totaling \$ 20,025.00) 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 Feb 22, 1994
REPORT NO 3112

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	SC	
							Number		
N03660 ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	petty cash		3700	00		664.00			
			0900	09		32.69			
			1800	00		483.48			
			1800	09		55.30			
			2400	01		30.31			
			2700	00		781.00			
			2700	07		585.50			
			2700	08		6.00			
			2700	09		89.00			
					Total			2,727.28	

The claims listed above (totaling \$ 2,727.28) 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 Feb 22, 1994
REPORT NO 3113

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
N03644 Charlene Dumitru c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	travel reimb.		2700	00		10.00		
N03912 CSDA 915 L Street, Ste. 1000 Sacramento, CA 95814	Feb 19, 1994 workshop#1		2700	00		110.00		
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jan 25, 1994 SCLLN		2700	09		10.37		

The claims listed above (totaling \$ 130.37) 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.

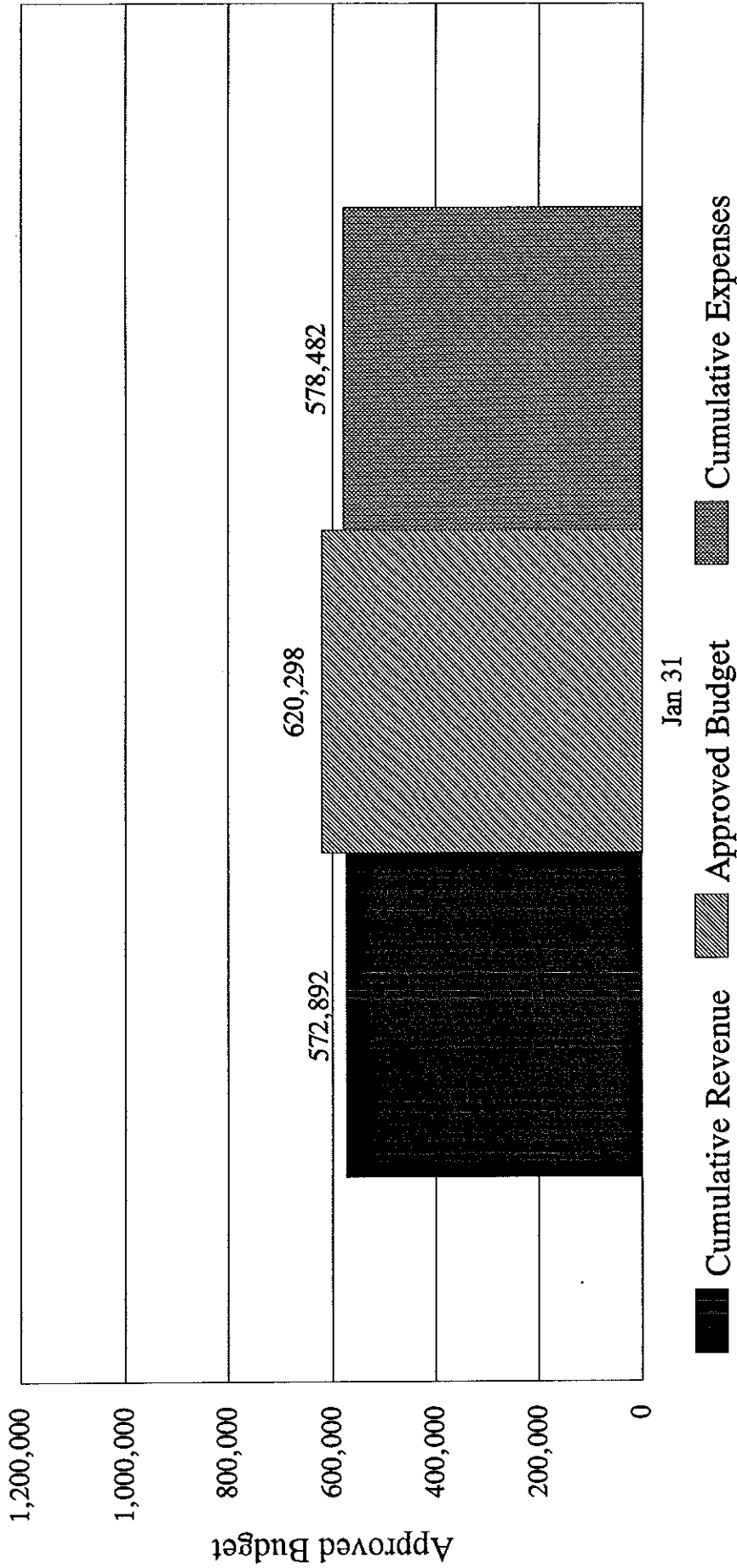
APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1993-1994 Cash Flow



Jan 31

- Cumulative Revenue
- Approved Budget
- Cumulative Expenses

Placentia Library District

**Fund Balance Report
Fiscal Year 1993-1994
February 22, 1994**

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

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 22, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
621-000	Prop. Taxes - current secured	683,430.00	406,905.54	466,871.24	66,194.39	58,366.50	59.54%
621-001	Public Utility	24,198.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	707,628.00	406,905.54	466,871.24	66,194.39	58,366.50	57.50%
622-000	PROP. TAXES - CURRENT UNSECURED	39,002.00	3,097.69	53,045.46	3,097.69	0.00	7.94%
623-000	Prop. Taxes - Prior Secured	67,166.00	66,022.50	0.00	66,022.50	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	4,711.96	0.00	0.00	
623-003	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
623-010		0.00	0.00	0.00	0.00	0.00	
623-011		0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	67,166.00	82,059.86	17,820.05	66,022.50	0.00	122.17%
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	1,556.79	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	0.00	2,158.05	1,556.79	0.00	0.00	
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	23,841.00	7,305.72	23,669.72	1,972.02	0.00	30.64%
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	13,712.20	17,302.91	0.00	0.00	54.85%
661-623		0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,712.20	17,302.91	0.00	0.00	54.85%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	13,734.00	6,996.40	9,050.48	4,897.47	6,335.33	50.94%
697-000	State - ILL & Direct Loan Reimbursement	40,000.00	24,408.76	19,800.44	0.00	2,242.24	61.02%
697-001	State - CA Foundation Funds	13,000.00	0.00	14,636.00	0.00	14,636.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	12,500.00	0.00	12,500.00	0.00%
697-003	State - Family Literacy	22,000.00	11,500.00	0.00	0.00	0.00	52.27%
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	35,908.76	46,936.44	0.00	29,378.24	42.25%
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	18,297.43	16,143.09	2,221.75	6,912.29	52.28%
787-001	Outlawed warrant - 6 months	0.00	(7,193.70)	8.00	1,183.54	0.00	0.00%
787-003		0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL OTHER REVENUE	35,000.00	11,103.73	16,151.09	3,405.29	6,912.29	31.72%
	5071 FUND TOTAL	1,063,371.00	572,892.19	757,343.17	145,589.36	100,992.36	53.88%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 22, 1994

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
010-000	Salaries & Wages	552,312.00	343,686.10	480,003.88	36,600.00	56,000.00	62.23%
020-000	Retirement	90,844.00	73,843.89	82,183.84	51,396.89	4,290.00	81.29%
	Health Insurance/Care America	28,856.00	15,642.27	25,066.10	1,603.86	3,194.66	54.21%
	Long Term Disability	1,660.00	502.79	1,132.53	195.83	566.58	62.56%
	Vision Service Plan	3,869.00	1,038.49	1,188.96	0.00	178.72	87.08%
	Dental	34,385.00	3,368.94	3,431.40	482.27	629.48	59.77%
030-000	Total Employee Insurance		20,552.49	30,818.99	2,281.96	4,569.44	
031-000	Unemployment Insurance	24,000.00	2,463.40	2,165.81	14.09	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	945.32	1,964.85	0.00	1,334.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	709,291.00	441,491.20	597,137.37	90,292.94	66,193.44	62.24%
070-000	Communications	3,500.00	2,108.19	2,336.32	202.72	287.51	60.23%
070-005	Communications - Computer	5,100.00	3,674.05	2,842.88	847.64	1,022.16	35.52%
070-008	Communications - Literacy	950.00	337.45	502.74	0.00	117.02	64.08%
	Total Communications	9,550.00	6,119.69	5,681.94	1,050.36	1,426.69	
090-000	Food	100.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	91.76	32.26	65.56	0.00	91.76%
	Total Food	100.00	91.76	32.26	65.56	0.00	
100-000	Household Expense	4,500.00	1,790.49	2,042.08	0.00	0.00	39.79%
110-000	Insurance	16,000.00	1,796.25	0.00	0.00	0.00	11.23%
130-000	Maintenance of Equipment	7,500.00	5,413.98	3,050.74	1,034.51	503.28	72.19%
	HVAC	15,000.00	761.52	5,843.85	234.84	1,786.36	5.08%
	Carpet Cleaning	3,500.00	0.00	2,894.55	0.00	964.85	0.00%
	Groundskeeping, City of Placentia	23,000.00	12,963.20	13,835.34	5,506.07	3,904.45	56.36%
	Plumbing	750.00	0.00	131.90	0.00	0.00	0.00%
	Electrical	1,500.00	810.22	503.47	290.36	198.22	54.01%
	Cleaning Service	11,700.00	6,933.04	8,526.12	1,900.00	1,931.52	59.26%
	Locksmith	300.00	0.00	87.45	0.00	87.45	0.00%
	Other	500.00	311.00	125.00	0.00	0.00	62.20%
140-000	Total Maintenance of Building & Grounds	56,250.00	21,778.98	31,947.68	7,931.27	8,872.85	38.72%
160-000	Memberships	3,500.00	2,360.00	888.00	1,565.00	0.00	67.43%
170-000	Miscellaneous Expense	0.00	2,415.00	0.00	2,415.00	0.00	

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY94 YTD % OF BUD
180-000	Library Supplies	7,500.00	1,610.09	6,869.28	393.40	849.24	21.47%
	Printing	13,000.00	6,796.82	2,893.30	1,996.89	24.78	52.28%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	947.00	0.00	382.50	ERR
	Publications	1,000.00	180.00	1,985.00	180.00	1,985.00	18.00%
	Paper	1,200.00	632.21	698.46	141.08	137.75	52.68%
	Drinking Water Service	325.00	174.65	174.65	24.95	24.95	53.74%
	Other Office Supplies	6,000.00	3,027.74	5,732.44	901.41	670.86	50.46%
	Total Office Supply Expense	29,025.00	12,421.51	19,300.13	3,637.73	4,075.08	42.80%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	2,621.56	603.09	0.00	0.00	93.63%
	Publications	0.00	0.00	0.00	0.00	0.00	ERR
	Paper	50.00	12.31	20.89	0.00	4.13	24.62%
	Other Office Supplies	1,800.00	176.43	418.47	35.50	157.66	9.80%
	Total Literacy Office supply expense	4,650.00	2,810.30	1,042.45	35.50	161.79	60.44%
180-009	Family Literacy Supply Expense	4,800.00	290.97	3,398.56	428.83	674.38	6.06%
	Total Office Expense	38,475.00	15,522.78	23,741.14	4,102.06	4,911.25	40.35%
183-000	Postage Expense	2,000.00	(239.95)	1,081.01	94.69	232.39	-12.00%
183-008	Postage Expense - Literacy	700.00	479.69	570.89	87.00	251.89	68.53%
183-009	Postage Expense - Family Literacy	0.00	225.00	29.00	225.00		
	Total Postage Expense	2,700.00	464.74	1,680.90	406.69	484.28	17.21%
	Care Resources (Employee Assistance)	650.00	210.00	406.00	0.00	50.75	32.31%
	Pension Contribution & Operating Expenses	5,000.00	3,809.20	3,077.12	400.00	0.00	76.18%
	Anaheim Library	40,000.00	80.00	4,985.98	0.00	0.00	0.20%
	Clipping Service	375.00	226.97	245.68	65.42	92.13	60.53%
	Tax Collection Services & Fees by Orange County	250.00	226.13	211.58	0.00	0.00	90.45%
	Advertising	400.00	97.50	347.50	97.50	0.00	24.38%
	Medical Exams	525.00	416.50	283.50	40.50	40.50	79.33%
	Collection Services	1,500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	2,950.00	3,200.00	2,950.00	250.00	0.00	108.47%
	Payroll Preparation	3,625.00	3,030.99	2,367.28	0.00	0.00	83.61%
	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	2,084.00	375.00	245.97	270.00	69.47%
	Total Specialized Services	58,275.00	13,381.29	15,249.64	1,099.39	453.38	22.96%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-001	Specialized Services - Literacy	1,200.00	0.00	848.50	0.00	0.00	0.00%
190-008	Specialized Services - Family Literacy	1,200.00	0.00	812.00	0.00	0.00	0.00%
190-009	Tax Collection Services & Fees by Orange County	10,000.00	1,104.23	1,315.46	338.29	1,167.18	11.04%
190-018	Total Specialized Services	70,675.00	14,485.52	18,225.60	1,437.68	1,620.56	20.50%

OBJECT CODE	DESCRIPTION	FY1993-94 BUDGETED	FY1993-94 YTD	FY1992-93 YTD	FY1993-94 JAN 1994	FY1992-93 JAN 1993	FY1994 YTD	FY94 YTD % OF BUD
200-000	Legal Notices	700.00	110.88	500.83	40.00	0.00	0.00	15.84%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00	
230-000	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	100.00	0.00	14.95	0.00	0.00	0.00	0.00%
240-001	Special Department Expense- Books	17,516.00	15,548.64	70,318.21	4,161.92	4,903.92	0.00	88.77%
240-002	Special Department Expense - Video	500.00	0.00	189.75	0.00	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	0.00	
240-004	Special Department Expense - Periodicals	8,000.00	7,374.18	24,672.49	671.63	8,968.64	0.00	92.18%
240-005	Special Department Expense - Audio	2,500.00	1,180.01	2,502.59	0.00	531.35	0.00	47.20%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	104.42	118.80	104.42	0.00	0.00	0.00%
240-009	Special Department Expense - Family Literacy	1,500.00	0.00	682.55	0.00	148.06	0.00	70.72%
	Total Special Department Expense	34,229.00	24,207.25	98,499.34	4,937.97	14,541.97	0.00	
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	3,000.00	2,565.56	4,357.78	849.32	2.06	0.00	85.52%
270-008	Transportation/Travel - Meetings - Literacy	850.00	864.14	354.00	28.00	0.00	0.00	101.66%
270-009	Transportation/Travel - Meetings - Family Literacy	750.00	896.00	420.00	868.00	0.00	0.00	118.13%
	Total Transportation/Travel - Meetings	4,600.00	4,315.70	5,131.78	1,745.32	2.06	0.00	93.82%
280-000	Electricity	63,000.00	34,282.86	39,252.28	12,378.00	9,224.83	0.00	54.42%
	Gas	3,850.00	729.93	647.22	446.86	(352.74)	0.00	18.96%
	Water	1,925.00	1,081.15	1,310.82	140.11	104.20	0.00	56.16%
	Total Utilities	68,775.00	36,093.94	41,210.32	12,964.97	8,976.29	0.00	52.48%
	TOTAL SUPPLIES & SERVICES	353,454.00	136,966.96	232,632.61	39,696.39	41,339.23	0.00	38.75%
370-000	Taxes, Assessments (Sales Tax)	625.00	24.32	12.04	0.00	0.00	0.00	3.89%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	ERR
	Total Equipment	0.00	0.00	0.00	0.00	0.00	0.00	ERR
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	ERR
	TOTAL EXPENSES	1,063,370.00	578,482.48	829,782.02	129,989.33	107,532.67	0.00	54.40%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	8,350.00	4,596.00	3,437.38	150.50	530.70	0.00	55.04%
	Total 009 - Family Literacy	8,250.00	1,268.73	5,345.37	1,362.39	822.44	0.00	15.38%

Placentia Library District
Balance Sheet

January 31, 1994

Assets

General Fund	4,333.33	
Literacy Fund	7,823.53	
County Exempt	11,453.70	
Payroll Account	3,066.03	
Savings (P/R Support)	1,764.10	
Savings (P/R Fees)	96.30	
Certificates of Deposit	25,000.00	
Total Assets		53,536.99

Liabilities

Manual Payroll Checks	1,218.51	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	313.95	
Insurance Payable	(872.99)	
Credit Union Payable	(814.21)	
Union Dues Payable	474.00	
Other Employee Deductions	656.41	
Total Liabilities		783.75

Capital

Fund Balance	52,753.24	
Total Capital		52,753.24
Total Liabilities and Capital		53,536.99

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,401.33
Checks Out	3720	1,068.00		
TOTALS		1,068.00	0.00	

CHECKBOOK BAL

4,333.33

Edmund
2-9-94

01/31/94

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

Part 1 of 1 Parts

	Total	01/31/94
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	18.90	18.90
Cash Register-Fines	2,325.61	2,325.61
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	31.24	31.24
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	121.25	121.25
Cash Register-Computer Rental	61.00	61.00
Typewriter Income	24.68	24.68
Telephone Income	78.81	78.81
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,905.23	1,905.23
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,553.86	1,553.86
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	6,120.58	6,120.58
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6,120.58	6,120.58
Expenses		
Transfers to County	2,917.77	2,917.77
Employee Insurance (030)	(180.27)	(180.27)
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	(114.38)	(114.38)
Postage (183)	161.76	161.76
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	1,223.50	1,223.50
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	4,008.38	4,008.38
	-----	-----
Operating Income (Loss)	2,112.20	2,112.20

01/31/94

Page 2

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

01/31/94

Other Income

Other Expenses

Net Income (Loss)

363.10
=====

01/31/94

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

Part 1 of 1 Parts

	Total	01/31/94
Other Income		
Other Expenses		
Net Income (Loss)	<u>2,112.20</u>	<u>2,112.20</u>

01/31/94

Page 1

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

	01/31/94
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	109.28
Cash Register-Fines	15,320.66
Cash Register-Damaged Items	0.00
Cash Register-Lost Items	870.08
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	856.93
Cash Register-Computer Rental	610.35
Typewriter Income	73.79
Telephone Income	330.37
Copy Machine Income	92.25
State Library Reimbursements	24,221.38
State Library Grants	11,500.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	8,734.16
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	62,719.25
Cost of Sales	

Gross Profit (Loss)	62,719.25
Expenses	
Transfers to County	56,980.76
Employee Insurance (030)	(1,081.62)
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	45.00
Office Expense (180)	1,358.37
Postage (183)	520.80
Prof. & Spec. Services (190)	183.00
Special Departmental Expense (240)	15.62
Transportation & Travel (270)	4,184.39
Equipment (400)	149.83
Taxes and Fees (370)	0.00

Total Expenses	62,356.15

Operating Income (Loss)	363.10

01/31/94

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 94 Period 7
General Account

Page 1

Check	Date	Payee	Amount
3709	12/29/94	Office Depot 0-5114-01 Office Expense (180)	70.15
3710	01/05/94	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3711	01/10/94	E.D. Minter 0-5116-01 Postage (183)	31.76
3712	01/31/94	E. D. Minter (petty 0-5114-01 Office Expense (180)	93.23
3713	01/31/94	O.C. Auditor 0-5102-01 Transfers to County	2,917.77
3714	01/31/94	League of Women Vote 0-5122-01 Transportation & Travel (270)	16.00
3715	01/31/94	USAF - Registration 0-5122-01 Transportation & Travel (270)	107.50
3716	01/31/94	Office Depot 0-5114-01 Office Expense (180)	178.59
3717	01/31/94	VOID void	0.00
3718	01/31/94	Placentia Chamber/Co 0-5122-01 Transportation & Travel (270)	32.00
3719	01/31/94	Placentia Chamb/Comm 0-5114-01 Office Expense (180)	9.00
3720	01/31/94	Skillpath 0-5122-01 Transportation & Travel (270)	1,068.00
3721	01/31/94	Office Depot 0-5114-01 Office Expense (180)	12.26
Checkbook 1 Total			4,681.26

01/31/94

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

Page

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name	Total
0-5102-01 Transfers to County	2,917.77
0-5114-01 Office Expense (180)	363.23
0-5116-01 Postage (183)	176.76
0-5122-01 Transportation & Travel (270)	1,223.50

	4,681.26
	=====

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,823.53
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,823.53

Edmund
2/9/94

01/31/94

Page 1

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

Part 1 of 1 Parts

	Total	01/31/94
Income		
Gifts Income	100.00	100.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.63	6.63
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	166.63	166.63
Cost of Sales		
	-----	-----
Gross Profit (Loss)	166.63	166.63
Expenses		
Refunds (not in use)	0.00	0.00
Travel 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)	166.63	166.63
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	166.63	166.63
	=====	=====

01/31/94

Page 1

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

Part 1 of 1 Parts

	01/31/94
Income	
Gifts Income	557.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	13.00
Interest Income	49.75
Miscellaneous Income	0.00

Total Income	769.75
Cost of Sales	

Gross Profit (Loss)	769.75
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	227.00
Miscellaneous	370.00
Tutor Training Materials	200.00

Total Expenses	797.00

Operating Income (Loss)	(27.25)
Other Income	
Other Expenses	

Net Income (Loss)	(27.25)
	=====

01/31/94

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

Page 1

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

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

January, 1994

Prepared 2/9/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,485.95
Checks Out	840	32.25		
TOTALS		32.25	0.00	
CHECKBOOK BAL				11,453.70

Edmund
2/9/94

01/31/94

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

Page 1
Part 1 of 1 Parts

	Total	01/31/94
Income		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	195.00	195.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	538.99	538.99
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	245.97	245.97
Interest Income	9.46	9.46
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,041.92	1,041.92
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,041.92	1,041.92
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	408.60	408.60
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	15.03	15.03
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	30.00	30.00
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	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	453.63	453.63
	-----	-----
Operating Income (Loss)	588.29	588.29
Other Income		
Other Expenses		
	-----	-----

01/31/94

Page 2

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

Part 1 of 1 Parts

Net Income (Loss)	Total 588.29 =====	01/31/94 588.29 =====
-------------------	--------------------------	-----------------------------

01/31/94

Page 1

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

	01/31/94
Income	
Cash Register-Copy Cards-Exempt Fund	433.25
Microfilm/Microfich Income	0.00
Meeting Room Income	2,117.00
Test Proctoring Income	100.00
Vending Machine Income	3,693.72
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	264.00
Lobbyist Income	4,834.29
Interest Income	66.63
Miscellaneous Income	1,694.58
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	13,203.47
 Cost of Sales	

Gross Profit (Loss)	13,203.47
 Expenses	
Copy Cards Purchase	1,200.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	2,018.96
Vending Machine Repairs	59.00
Bank Fees & Services Charges	15.03
Children's Summer Reading Program	4.00
Children's Camp Library	199.54
Children's-Other	120.00
Friend's-Director's Fund	293.95
Friend's-Other Activities	89.59
Library Board Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	339.70
Miscellaneous	1,689.76
Lobbyist Expense	4,445.73

Total Expenses	10,475.26

Operating Income (Loss)	2,728.21
 Other Income	
 Other Expenses	

01/31/94

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

Net Income (Loss)

01/31/94
2,728.21
=====

01/31/94

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 94 Period 7
 County Exempt

Page 1

Check	Date	Payee	Amount
852	01/04/94	Literacy Volunteers	50.00
		0-4312-03 Gifts Income	50.00
853	01/04/94	Friends of Plac. Lib	150.00
		0-4312-03 Gifts Income	150.00
854	01/17/94	A&R Wholesale	408.60
		0-5304-03 Vending Machine Supplies	408.60
855	01/24/94	Polly's Pies	30.00
		0-5312-03 Children's-Other	30.00
Checkbook 3 Total			638.60

01/31/94

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

Page 2

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name	Total
0-4312-03 Gifts Income	200.00
0-5304-03 Vending Machine Supplies	408.60
0-5312-03 Children's-Other	30.00

	638.60
	=====

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

January, 1994

Prepared 2/15/94

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,300.68
Checks Out				
	49	47.79		
	51	399.99		
	55	157.79		
	72	38.48		
	77	184.58		
	80	884.51		
	85	50.20		
	87	293.18		
	89	225.99		
	90	49.87		
	103	74.08		
	106	700.59		
	109	38.48		
	110	72.50		
	579	16.62		
TOTALS		3,234.65	0.00	

CHECKBOOK BAL

3,066.03

E. Munk
 2/15/94

01/31/94

Page 1

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

Part 1 of 1 Parts

	Total	01/31/94
Income		
Transfers from County	39,405.00	39,405.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,405.00	39,405.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	39,405.00	39,405.00
Expenses		
Salaries	38,892.33	38,892.33
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,761.22	2,761.22
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	10.72	10.72
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,664.27	41,664.27
	-----	-----
Operating Income (Loss)	(2,259.27)	(2,259.27)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,259.27)	(2,259.27)
	=====	=====

01/31/94

Page 1

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

	01/31/94
Income	
Transfers from County	369,221.00
Interest Income-CD's	7.78
Interest Income-Savings	5.69
Miscellaneous Income	0.00

Total Income	369,234.47
Cost of Sales	

Gross Profit (Loss)	369,234.47
Expenses	
Salaries	348,418.98
Employee Benefits	0.00
Employer Payroll Taxes	25,256.54
Payroll Processing Fees	1,791.77
Bank Fees and Service Charges	113.43
Miscellaneous - Unknown	0.00

Total Expenses	375,580.72

Operating Income (Loss)	(6,346.25)
Other Income	
Other Expenses	

Net Income (Loss)	(6,346.25)
	=====

01/31/94

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 94 Period 7
Payroll Account

Page 1

Check	Date	Payee	Amount
578	01/25/94	Cindy McClain 0-5402-04 Salaries	399.99
			399.99
579	01/31/94	Charles Cybor 0-5402-04 Salaries	16.62
			16.62
		Checkbook 4 Total	416.61

01/31/94

Placentia Library District

Page

Cash Disbursements

S U M M A R Y

For Fiscal Year 94, Period 7 through Fiscal Year 94, Period 7

Account Name	Total
0-5402-04 Salaries	416.61
	416.61

TO; Elizabeth Minter, Library Director
FROM: Peggy Burkich, Circulation Supervisor *PB*
DATE: February 17, 1994
SUBJECT: **ACS: Overdue Collection Report for the month of January**

An updated report has been received from ACS Collection Agency on February 4th.
A breakdown of the patrons listed was as follows:

- 1- Fourteen patrons "ACTIVE" (demands being sent)
- 2- Three patrons "MAIL RETURNED"
- 3- One patron "PAID IN FULL"

The total amount recovered for the month was \$62.96 .

ADVANCED COLLECTION SYSTEMS, INC

222 North Virgil Avenue
Los Angeles, CA 90004

CLIENT PROGRESS REPORT TO 30 Jan 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	0	0.00	871	52,061.58
LESS: Mail Return*, Dispute, Bankrpt	3	267.84	3	267.84	165	10,233.50
NET ASSIGNMENTS	-3	(267.84)	-3	(267.84)	706	41,828.08
COLLECTED						
Paid in Full	1	62.96	1	62.96	245	11,457.16
Settled in Full	0	0.00	0	0.00	62	3,079.38
Partial Payment	0	0.00	0	0.00	128	6,747.42
Resolved	0	0.00	0	0.00	17	634.58
TOTAL RECOVERED	1	62.96	1	62.96	452	21,918.54

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	155	126	297
	\$15,870	\$3,130	\$6,814	\$7,865	\$17,957

* Percentage of Mail Returns - 18.9 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
			12/21/93	87.25	A	2
			AMT: 87.25			
			12/21/93	83.99	A	2
			AMT: 83.99			
			12/21/93	137.85	A	2
			AMT: 137.85			
			12/21/93	356.00	A	2
			AMT: 356.00			
			12/21/93	109.45	A	2
			AMT: 109.45			
			12/21/93	74.63	MR	1
			AMT: 74.63			
			12/21/93	57.95	A	2
			AMT: 57.95			
			12/21/93	217.66	A	2
			AMT: 217.66			
			12/21/93	0.00	PF	1
			AMT: 62.96			
			12/21/93	93.31	MR	1
			AMT: 93.31			
			12/21/93	58.84	A	2
			AMT: 58.84			
			12/21/93	75.95	A	2
			AMT: 75.95			
			12/21/93	79.45	A	2
			AMT: 79.45			
			12/21/93	79.10	A	2
			AMT: 79.10			
			12/21/93	15.99	A	2
			AMT: 15.99			
			12/21/93	82.95	A	2
			AMT: 82.95			
			12/21/93	99.90	MR	1
			AMT: 99.90			
			12/21/93	165.90	A	2
			AMT: 165.90			
				1,876.17		

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TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: February 22, 1994
 SUBJECT: JANUARY, 1994, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JANUARY 1-31, 1994

Beginning Balance 01/01/94		\$776.61
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 538.99	
Total Materials & Supplies		408.60
Total Repairs		0.00
Vend Machine Loan Payback		<u>0.00</u>
	<u>\$ 538.99</u>	<u>\$ 0.00</u>
Ending Balance 01/31/94		<u>\$907.00</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: February 22, 1994
 SUBJECT: Gift Fund Report for January, 1994

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

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Friends of Placentia Library	\$2,000.00
Mr. and Mrs. Gene Jones	20.00
Mr. George Dayhuff	20.00
Ms. Saundra Stark	13.00
The Schwinn Family	12.00
Ms. Carole Dutton	15.00
Ms. Linda Light	20.00
Mr. Jack Libbea	100.00
Total Adopt-a-Book for January	\$ 2,200.00
Donations made at the Author's Luncheon by luncheon guests (tips):	2,247.89
Other Donations to Author's Luncheon:	1,065.00
Profit on Author's Luncheon (ticket sales & book sales)	1,456.43
Total Increase to Book Budget from Author's Luncheon	\$ 4,769.32

Prepared by: Charlene Dumitru

Addendum to Gift Report

Although many of the individuals who contributed donations at the Author's luncheon did so in cash and those names are not available, the following are among those who made donations beyond the cost of tickets:

James Bardwell	100.00	The John McCann's	15.00
Frances Beverly	5.00	Anne Packer	400.00
Steven Brewster	30.00	Placentia Rotary	300.00
Nita Busby	25.00	Alyene Porter	50.00
Manuel Castro	50.00	Judy Porter	10.00
Shirley Christian	20.00	Tami Porter	25.00
Cen Fed Bank	50.00	Ludena Pringle	100.00
Margaret Cooper	100.00	Alejandro Reyna	15.00
Ronald Cozort	20.00	Sue Rheinschild	25.00
Richard Coury	20.00	Mary Schraeger	10.00
Melissa Dills	25.00	Jeannette Schwartzkopf	10.
James Dinsmore	50.00	Sharon Shapland	20.00
Guy Ehrich	20.00	Shipkey Insurance	175.00
Fidelity Federal Bank	50.00	Gloria Shkoler	20.00
First American Trust	200.00	Ralph Shook	100.00
Fullerton Savings & Loan	50.00	Elizabeth Spring	100.00
Carilyn Hatton	5.00	Saundra Stark	25.00
Peter Irot	50.00	Caryll Thomann	20.00
Laila Imler	10.00	Dorena Truchon	20.00
Margaret Kendrick	50.00	Robert Tunstall	100.00
Lottie Koziel	25.00	C.M. Underhill	50.00
Landmark Bank	50.00	Sally Young	10.00
		Inez Warwick	30.00

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: February 22, 1994
SUBJECT: Building Maintenance Report for January, 1994.

1. **Ceiling Tiles** - Several ceiling tiles were damaged during the earthquake of January 19, 1994. The damaged tiles have been replaced by City Maintenance and the City Inspector has inspected the building and found no further damage.
2. **Air Conditioning** - Regular maintenance service was done in January.
3. **Computers** - Monitor on personal computer in Library Director's Office has been replaced with upgraded model. Monitors in Administrative Office and Reference have been taken to shop for repair work under service contract.
4. **Vending Machine** - Soda vending apparatus on vending machine has been repaired.
5. **Tiles** - Loose and broken tiles in walkway have been reported to City Maintenance and are awaiting repair.
6. **Rain Gutters** - Request has been made to City Maintenance to clear all rain gutters of debris.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: February 22, 1994
SUBJECT: Personnel Report for January, 1994

RESIGNATIONS:

None

APPOINTMENTS:

Sandra L. Hicho, part-time Library-Aide, Families for Literacy (childcare),
effective February 15, 1994

OPEN POSITIONS:


None

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Mary Byrne, Volunteer Coordinator *MBB*
 DATE: February 22, 1994
 SUBJECT: Volunteer Report for the month of January

~~YTD~~ ~~YDD~~ ~~Minter~~ ~~Minter~~

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 CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	DECEMBER	FY94 Total	TOTAL 
Brown, Jill	8.00		30.00
Cervantes, George	31.00		31.00
Cummings, Dottie	17.00		71.50
Deputy, Paul	58.75	4,616.25	
Devlin, Tom	6.25		22.50
Farris, Jon	15.75		15.75
Fitzgerald, Joan	27.00		100.00
Goldbaum, Mae	4.75		392.50
Grandparents & Books	2.50		141.25
Gundelfinger, Jason	7.75		43.25
Hou, Howard	8.50		20.00
Irot, Pat	8.00		8.00
Irwin, Natalie	3.00		24.50
Jenkins, Christina	2.00		2.00
Jenkins, Heidi	2.00		2.00
Jertberg, Pat	2.00		2.00
Lew, David	11.00		20.50
Lord, Audrey	15.50		29.75
Markl, Theresa	2.00		2.00
Redinbo, Sandy	7.75		7.75
Reesman, Colleen	12.25		56.00
ROP Students	27.50	2,700.00	
Ryan, Kristin	45.00		45.00
Schlichter, Allan	8.00		22.00
Shkoler, Al	2.25		2.25
Simmermacher, Margie	7.25		7.25
Smith, Cyrise	11.00		30.25
S.T.E.P	80.00		480.00
Siribaddana, Swarna	0		9.75
Trainor, Joe	12.50		56.00
Vaugman, Joseph	5.25		8.50
Westberg, Carl	20.25		56.00

TEMPORARY VOLUNTEERS

Anaya, Deanna	3.00
Avila, Sylvia	10.00
Duran, James	30.00
Ho, Ruth	3.00
Lai, Andrew	3.00
Lu Lawrence	3.00
Martinez, Cindy	68.00
Newhouse, Nicole	5.00
Russell, Kevin	10.00
Traywick, Leslie	1.50
Traywick, Lisa	1.50

LVA VOLUNTEERS

Literacy Volunteers	481.00
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TOTAL 1,090.75

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

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

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

Placentia Library District
Circulation Report
January, 1994

	FY93-94 YTD	FY92-93 YTD	% CHANGE FY93 TO FY94	FY93-94 JAN 94	FY92-93 JAN 93
1st Time Checkouts	134,820	159,897	-15.70%	19,208	23,525
Phone Renewals	10,052	11,980	-15.95%	1,541	1,804
In-Building Renewals	14,820	12,947	14.47%	2,052	1,915
Total Renewals	24,872	24,907	-0.14%	3,593	3,719
TOTAL CHECKOUTS	159,492	184,804	-13.60%	22,801	27,244
On-Time Checkins	132,880	153,498	-13.43%	16,110	20,399
Late Checkins	26,471	41,051	-35.52%	3,484	5,769
TOTAL CHECKINS	159,351	194,549	-18.09%	19,594	26,168
Holdings Placed	2,846	2,815	8.83%	447	381
Holdings Cancelled	446	210	112.38%	53	86
Holdings Filled	2,304	2,226	3.55%	341	243
Holdings Expired	122	51		12	30
Overdue Items	9,070	3,569		916	808
Overdue Notices	4,042	1,674		448	363
Billing Notices	4,325	5,409	-20.04%	746	633
Patrons Registered	2,154	3,815	-43.54%	458	525
Titles Added	1,849	3		5	0
Volumes Added	13,967	10,346	35.00%	1,886	646
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	74,982	89,041	-15.79%	11,499	13,666
Juvenile Print	82,509	72,355	-13.61%	9,358	11,462
Total Print	137,491	161,396	-14.81%	20,857	25,128
Audio	9,446	8,399	12.47%	1,322	1,177
Visual	13,717	16,477	-16.75%	1,790	2,748
Equipment	5	15		0	7
Total Audio Visual	23,168	24,891	-6.92%	3,112	3,932
TOTAL CIRCULATION	180,659	186,287	-13.76%	23,969	29,060
Placentia Circulation	89,572	106,666	-16.03%	13,198	16,304
% Placentia Circulation	55.75%	57.26%		55.08%	56.10%
Anaheim/Yorba Linda Circulation	36,395	42,679	-14.72%	5,502	6,690
% Anaheim/Yorba Linda Circulation	22.65%	22.91%		22.95%	23.02%
TYPES OF BORROWERS					
Adult	124,813	92,878		18,455	22,238
Young Adult	933	219		200	40
Juvenile	32,813	23,260		4,638	5,537
New Borrower	1,906	9,125		344	1,244
Non Resident	0	3		0	0
Other	395	0		334	0
TOTAL BORROWERS	160,860	125,485		23,971	29,059

