

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

October 17, 1995

7:30 P.M.

Library Conference Room

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

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

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

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the September 19, 1995, 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.*

*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).*

Placentia Library District Board of Trustees, Regular Meeting Agenda, October 17, 1995, Page 2.

5. Presentation of Volunteer Certificates of Achievement to the following Volunteers in the Summer Reading Program in the Children's Department: Odette Pirayer, 40 hours; Shalini Gunawardane, 43 hours; Dennis Nunn, 60 hours; Hanny Chao, 64 hours; and Robert Chiu, 144 hours.

Presentation: Library Board President

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

7. Friends of the Library Board of Directors Report.

Presentation: Library Director

**CLAIMS (Items 8 - 10)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 - 10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

Nonstandard Claims in the amount of \$9,549.17.

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

Claims forwarded by the Library Director in the amount of \$4,366.71..

10. Current Claims and Payroll. (Approve)

Current Claims of \$31,341.14; Payrolls 3336, 3337, and 3338, for a cumulative payroll total of \$66,255.00  
Combined total of Current Claims and Payroll of \$97,596.14.

*Item 10a should be considered as a separate item.*

- 10a. Authorize Transfer of \$70,000.00 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to be reversed in December after the tax revenues have been received.

Presentation: Library Director  
Recommendation: Approve by Motion

**FINANCIAL REPORTS (Items 11 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 - 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.*

11. Financial Reports for September, 1995. (Receive & File)
12. County of Orange Investment Pool Portfolio Summary for September, 1995. (Receive & File)
13. Office General Ledger & Check Registers for September, 1995. (Receive & File)
14. Acquisitions Report for September, 1995. (Receive & File)
15. Overdue Collection Report for September, 1995. (Receive & File)
16. Debit Card System Reimbursement Report for September, 1995. (Receive & File)
17. Gifts Report for September, 1995. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 18 - 25)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - 25 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 September, 1995. (Receive & File)
19. Personnel Report for September, 1995. (Receive, File, and Ratify Appointments)
20. Volunteer Report for September, 1995. (Receive & File)
21. Circulation Report for September, 1995. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Fiscal Year 1994-1995 Audit of Financial Transactions Management Letter and Fiscal Year 1994-1995 Audit of Financial Transactions. (Receive & File)
24. Annual Report of Financial Transactions of Special Districts, Fiscal Year 1994-1995. (Receive & File)
25. Fiscal Year 1994-1995 Audit of Financial Transactions and Minutes of the October 2, 1995, Annual Meeting of the Placentia Civic Center Authority Commission. (Receive & File)

### CONTINUING BUSINESS

26. Orange County Bankruptcy Settlement Agreement.

Presentation: Library Director  
Recommendation: Approve Settlement Agreement

### NEW BUSINESS

27. Resoution 95-9 Establishing Placentia Library District of Orange County as an "Incorporating Agency" for the purpose of compliance with the Political Reform Act and the Model Conflict of Interest Code of the Fair Political Practices Commission.

Presentation: Library Director  
Recommendation: Adopt Resolution 95-9

28. Resolution 95-10 by the Placentia Library District of Orange County Adopting and Incorporating the Operational Area Agreement of the County of Orange and Political Subdivisions.

Presentation: Library Director  
Recommendation: Adopt Resolution 95-10

29. Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation; and authorize purchase electronic copy of the Placentia Library District cardholder database at a cost not to exceed \$1,000, to be paid from the County Exempt Fund.

Presentation: Library Director  
Recommendation: Approve preparation of letter and authorize purchase from the County Exempt Fund

30. Authorization to Solicit Bids for Purchase, Lease Purchase, or Lease of Photocopiers.

Presentation: Library Director  
Recommendation: Authorize Solicitation of Bids

### STAFF REPORTS

31. Program Report for the Month of September, 1995. (Program Committee)  
32. Children's Services Report for the Month of September, 1995. (Schneider)  
33. Publicity Materials produced for the Month of September, 1995. (Willauer)  
34. Placentia Library Literacy Services Report for the Month of September, 1995. (Matas)  
35. Families for Literacy Project Report for the Month of September, 1995. (Walters)  
36. Placentia Pride Committee Report for September, 1995. (Ammar)

**ADJOURNMENT**

37. Agenda Preparation for the November 21, 1995, Regular Meeting.

38. Review of Action Items.

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

39. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the October 17, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 12, 1995.

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**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Oct 19 (Thur)	Chamber Mixer, Corporate America, 5:30-7:30 P.M.
Oct 26 (Thur)	Chamber Breakfast, Alta Vista Country Club, 7:15 A.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 2-5	Friends of the Library Booksale
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 11-15	California Library Association Annual Conference, Santa Clara
Nov 17	Camp Library
Nov 21 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 19 (Tues)	Library Board Meeting, 7:30 P.M.
1996	
Jan 2 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 16 (Tues)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 17-20	NSFRE International Conference, Convention Center, Los Angeles
Mar 19 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 26-30	Public Library Association National Conference, Portland.
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-20	National Library Week
Apr 16 (Tues)	Library Board Meeting, 7:30 P.M.
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 21 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 18 (Tues)	Library Board Meeting, 7:30 P.M.
Jul 4-10	American Library Association Annual Conference, New York City
Jul 16 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**SEPTEMBER 19, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September, 1995 at 7:40 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Principal Librarian Suad Anmar; Administrative Assistant Charlene Dumitru; Senior Library Volunteer Paul Deputy; Library Volunteers Joan Fitzgerald, Mae Goldblum and Carl Westburg; and Special District Risk Management Authority representatives James W. Towns and Gene DeYoung.

**AYES:** Dinsmore, Stark, Evans, Masters, Shkoler,

**NOES:** None

**ABSTAIN:** None

**ADOPTION OF  
AGENDA**

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

**AYES:** Dinsmore, Stark, Evans, Shkoler, Masters

**NOES:** None

**ABSTAIN:** None

**MINUTES**

It was moved by Trustee Evans, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of August 15, 1995 as presented.

**AYES:** Dinsmore, Stark, Evans, Shkoler, Masters

**NOES:** None

**ABSTAIN:** None

**ORAL  
COMMUNICATIONS**

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

**PRESENTATION OF  
VOLUNTEER  
CERTIFICATES**

President Dinsmore and Senior Library Volunteer Paul Deputy presented Certificates of Achievement to the following Volunteers: Joan Fitzgerald for 500 hours; Mae Goldblum for 300 hours; and Carl Westburg and Dr. Allan Schlichter for 200 hours volunteer service to the Library.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that she had attended the reopening ceremonies for Palos Verdes Library District held on Sunday, September 17. Dr. Kevin Starr, State Librarian, was a speaker at the event as was Author Ray Bradbury. President Dinsmore also reported that she and Literacy Coordinator Katie Matas attended the South California Library Literacy Services meeting on September 19, 1995. She complimented Literacy Coordinator Matas on her excellent performance and her ability to present well before an audience.

**FRIENDS OF THE  
LIBRARY REPORT**

President Dinsmore referred to Agenda Item 7, Friends of the Library Board of Directors Report in the Board packet. Library Director Minter reported that the Friends bookstore is now open and had revenue of over \$70.00 during the previous weekend. Secretary Stark reported that Friends of the Library President Pat Irot has requested that Board Members become active in Friends projects.

**FOUNDATION  
REPORT**

Secretary Stark reported that the First Annual Giving Campaign to previous donors was underway with mailings to over 350 individuals. She acknowledged Trustee Shkoler's work in designing the database for Foundation Fundraising. Trustee Shkoler reported that Dynix offers a customized program which would enhance the database for a cost of approximately \$900.00. The Board agreed to consider the Dynix product at the October Board Meeting.

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 6 through 8: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$66,153.96.

AYES: Dinsmore, Evans, Shkoler, Masters

NOES: None

ABSTAIN: Stark

**FINANCIAL REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 12 through 18: Financial Reports for July and August, 1995; County of Orange Investment Pool Portfolio Summary for July and August, 1995; Office General Ledger & Check Registers for August, 1995; Acquisitions Report for August, 1995; Overdue Collection Report for August, 1995; Debit Card System Reimbursement Report for August, 1995; and Gifts Report for August, 1995.

AYES: Dinsmore, Evans, Shkoler, Masters

NOES: None

ABSTAIN: Stark



**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Evans, seconded by Trustee Masters to receive Agenda Items 19 through 25: Building Maintenance Report for August, 1995 (Receive & File); Personnel Report for August, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for August, 1995 (Receive & File); Circulation Report for August, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Authorization of travel expenses for Fiscal Year 1995-1996 for Library Board President Peggy Dinsmore to attend the Board of Directors Meetings of the California Association of Library Trustees and Commissioners (Approve); Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1993-1994 (Receive & File).

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

**LIABILITY  
INSURANCE QUOTE  
FROM SPECIAL  
DISTRICT RISK  
MANAGEMENT  
AUTHORITY**

Agenda Item 27 was taken out of sequence for the convenience of Special District Risk Management Authority representatives James W. Towns and Gene DeYoung.

It was moved by Trustee Shkoler, seconded by Trustee Evans to accept the proposal for general liability, auto liability, errors and omissions, property loss, boiler and machinery and employee blanket bond insurance from the Special District Risk Management Authority effective October 1, 1995; to authorize the Library Director sign all documents relating to this insurance coverage; and to authorize the Library Director to notify Shipkey Insurance of the cancellation of the General Liability and Public Officials Coverage effective at midnight on September 30, 1995.

It was moved by Trustee Shkoler, seconded by Trustee Evans to purchase a "tail" for the current Directors and Officers Errors and Omissions policy for extended coverage.

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

**FY1995-96 BUDGET**

Library Director Minter gave the Board a status report as to the Orange County Bankruptcy proceedings. No Board action was taken.

The Board recessed for a break at 8:45 P.M. and reconvened at 8:55 P.M.

**ESTABLISH  
RECORDS  
RETENTION  
POLICY**

It was moved by Secretary Stark, seconded by Trustee Masters that the Library Director be designated as the custodian of all records of the Placentia Library District; and that the following schedule for records retention be implemented:

Board of Trustee Minutes, Agendas & Agenda Documents	Indefinitely
Audits	Indefinitely
Annual Reports to the State Library	Indefinitely
Annual Report of Financial Transactions to the State Auditor	Indefinitely
Personnel Records	Indefinitely
Monthly Financial Reports from the Orange County Auditor	Indefinitely
Bond Payment Records	Indefinitely
Pension Fund Annual Census and Report	Indefinitely
Library-published reports, studies, publications	Indefinitely
Insurance Policies	10 Years
Payroll Records and Reports	10 Years
Grant Reports	10 Years
Grant Applications--funded	10 Years
FPPC Conflict of Interest Statements for Staff	7 Years
Grant Applications--unfunded	5 Years
Library System printouts	5 Years
Budget forms for Orange County Auditor	5 Years
Checks	5 Years
Bank Statements	5 Years
Board Meeting Recordings	3 Years

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

**ESTABLISH  
MILEAGE  
REIMBURSEMENT  
RATE POLICY**

It was moved by Trustee Evans, seconded by Trustee Masters to set the mileage reimbursement rate as the "Standard Mileage Rate" as authorized each year by the Internal Revenue Service.

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 30 through 35: Program Report for Month of September, 1995; Children's Services Report for Month of September, 1995; Publicity Materials produced for the Month of September, 1995; Placentia Library Literacy Services Report for Month of September, 1995; Families for Literacy Project Report for the Month of September, 1995; and Placentia Pride Committee Report for Month of September, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:15 P.M.

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Sandra M. Stark, Secretary

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Special Report

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

DATE: October 14, 1995

SUBJECT: Heritage Day Parade

Two antique cars with drivers had been arranged for the Heritage Day Parade. I had spoken with Mr. Dave Sieler, one of the drivers on two occasions prior to the parade with instructions. I also left a message on his answer-machine Thursday evening prior to the parade verifying the cars and time.

The Heritage Parade Committee mailed instruction forms directly to the drivers which gave directions to come to the Parade line-up area. As he had received these instructions from the Committee after Mr. Sieler had spoken with me, he assumed that the most recent instructions were to be followed and went directly to the parade area instead of to the Library.

Not finding any Library staff there, Mr. Sieler inquired at the parade check-in area, where he was told that he was not carrying any passengers in the Parade, but the cars were to drive empty. He also looked for Library staff at the Pancake Breakfast area, but did not find anyone.

Mr. Sieler and the other driver discussed leaving the parade area and driving down to the Civic Center, but decided not to leave the line-up. Ultimately the cars were driven empty in the parade and the Library entry of costumed volunteer teens led by Principal Librarian Ammar walked the Parade route.

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TO: Library Board of Trustees

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

DATE: October 17, 1995

SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, October 2, 1995. Trustee Al Shkoler and Library Director Elizabeth Minter attended the Meeting.

President Irot reported that the Book Store generated \$263.01 in sales between its opening on September 16 and the last September deposit on September 28. The Board requested that staff prepare a sign for the store and bookmarks. Library Director Minter reported that staff is still working on getting the cash register reprogrammed. Volunteers for daytime hours are still needed.

President Irot reported that the sorting area is being organized and that volunteers are needed to keep up with the influx of gift materials.

The Board discussed plans for the Semiannual Book Sale on November 2-5. Volunteers to help setup and work at the sale are still needed.

The Friends contributed \$250 to the Foundation General Fund to cover the costs of publishing the second issue of *Placentia Library Notations*.

The Board discussed selection of an author for the luncheon. It was agreed that the Library Director will contact Ciji Ware for assistance.

(1)

The first part of the document is a list of names and their corresponding numbers. The names are arranged in a grid-like pattern. The numbers are also arranged in a grid-like pattern. The names are:

John	1	2	3
James	4	5	6
Robert	7	8	9
William	10	11	12
Richard	13	14	15
Thomas	16	17	18
Charles	19	20	21
Henry	22	23	24
George	25	26	27
Edward	28	29	30
Joseph	31	32	33
Samuel	34	35	36
Benjamin	37	38	39
Mary	40	41	42
Elizabeth	43	44	45
Ann	46	47	48
Jane	49	50	51
Rebecca	52	53	54
Sarah	55	56	57
Katherine	58	59	60
Ann	61	62	63
Elizabeth	64	65	66
Mary	67	68	69
Jane	70	71	72
Rebecca	73	74	75
Sarah	76	77	78
Katherine	79	80	81
Ann	82	83	84
Elizabeth	85	86	87
Mary	88	89	90
Jane	91	92	93
Rebecca	94	95	96
Sarah	97	98	99
Katherine	100	101	102

The second part of the document is a list of names and their corresponding numbers. The names are arranged in a grid-like pattern. The numbers are also arranged in a grid-like pattern. The names are:

John	1	2	3
James	4	5	6
Robert	7	8	9
William	10	11	12
Richard	13	14	15
Thomas	16	17	18
Charles	19	20	21
Henry	22	23	24
George	25	26	27
Edward	28	29	30
Joseph	31	32	33
Samuel	34	35	36
Benjamin	37	38	39
Mary	40	41	42
Elizabeth	43	44	45
Ann	46	47	48
Jane	49	50	51
Rebecca	52	53	54
Sarah	55	56	57
Katherine	58	59	60
Ann	61	62	63
Elizabeth	64	65	66
Mary	67	68	69
Jane	70	71	72
Rebecca	73	74	75
Sarah	76	77	78
Katherine	79	80	81
Ann	82	83	84
Elizabeth	85	86	87
Mary	88	89	90
Jane	91	92	93
Rebecca	94	95	96
Sarah	97	98	99
Katherine	100	101	102

(2)

The third part of the document is a list of names and their corresponding numbers. The names are arranged in a grid-like pattern. The numbers are also arranged in a grid-like pattern. The names are:

John	1	2	3
James	4	5	6
Robert	7	8	9
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Charles	19	20	21
Henry	22	23	24
George	25	26	27
Edward	28	29	30
Joseph	31	32	33
Samuel	34	35	36
Benjamin	37	38	39
Mary	40	41	42
Elizabeth	43	44	45
Ann	46	47	48
Jane	49	50	51
Rebecca	52	53	54
Sarah	55	56	57
Katherine	58	59	60
Ann	61	62	63
Elizabeth	64	65	66
Mary	67	68	69
Jane	70	71	72
Rebecca	73	74	75
Sarah	76	77	78
Katherine	79	80	81
Ann	82	83	84
Elizabeth	85	86	87
Mary	88	89	90
Jane	91	92	93
Rebecca	94	95	96
Sarah	97	98	99
Katherine	100	101	102

(3)

The fourth part of the document is a list of names and their corresponding numbers. The names are arranged in a grid-like pattern. The numbers are also arranged in a grid-like pattern. The names are:

John	1	2	3
James	4	5	6
Robert	7	8	9
William	10	11	12
Richard	13	14	15
Thomas	16	17	18
Charles	19	20	21
Henry	22	23	24
George	25	26	27
Edward	28	29	30
Joseph	31	32	33
Samuel	34	35	36
Benjamin	37	38	39
Mary	40	41	42
Elizabeth	43	44	45
Ann	46	47	48
Jane	49	50	51
Rebecca	52	53	54
Sarah	55	56	57
Katherine	58	59	60
Ann	61	62	63
Elizabeth	64	65	66
Mary	67	68	69
Jane	70	71	72
Rebecca	73	74	75
Sarah	76	77	78
Katherine	79	80	81
Ann	82	83	84
Elizabeth	85	86	87
Mary	88	89	90
Jane	91	92	93
Rebecca	94	95	96
Sarah	97	98	99
Katherine	100	101	102



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
October 17, 1995

DATE	REPORT NO.	AMOUNT
09/26/95	3327	\$9,549.17
TOTAL		<u>\$9,549.17</u>



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/26/95  
REPORT NO 3327

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	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,
Special District Risk Management Authority 2400 Venture Oaks Way, STE 460 Sacramento, CA 95833-3291	Sept. 25, 1995		1100	00		9,549.17		

The claims listed above (totaling \$ 9549.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

9,549.17

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PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
October 17, 1995

DATE	REPORT NO.	AMOUNT
09/28/95	3326	\$4,366.71
TOTAL		<u>\$4,366.71</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/28/95  
REPORT NO 3326

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 G's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	Sc
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept 7, 1995							
	253-0470		0700	01		140.28		
	Aug 7, 1995							
	253-0470		0700	01		139.72		
	Aug 4, 1995							
	524-9784		0700	01		15.05		
	Aug 4, 1995							
	524-8408		0700	01		24.97		
						320.02		
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	September 1995		0300	01		1,999.72		
	October 1995		0300	01		2,046.97		
						4,046.69		

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$ 4,366.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
October 17, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately	3328	1,169.47
	3329	1,294.70
Subtotal for Immediately		2,464.17
Regular	3330	14,737.70
	3331	3,233.02
	3332	2,638.71
	3333	3,533.16
	3334	3,480.72
	3335	1,253.66
Subtotal for Regular		28,876.97
TOTAL CURRENT CLAIMS		31,341.14
Payroll	3336	22,085.00
	3337	22,085.00
	3338	22,085.00
Subtotal for Payroll		66,255.00
TOTAL		97,596.14

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3328

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

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

APPROVED CLAIMS							A/C's Use Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number
			BS Acct				
N03646 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	Oct 26, 1995		0300	00		290.10	
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Sept 24, 1995 011958		1800	00		24.95	
N03650 Kinko's Customer Admin. Services P.O. Box 8033 Ventura, CA 93002-8033	Oct 4, 1995 004002072282		1800	00		3.23	
	Oct 9 1995 004002072368		1800	00		15.95	
	Sept. 26, 1995 004002072129		1800	00		2.26	
	Sept 25, 1995 004002072110		1800	00		4.26	
	Oct. 10, 1995 004002072378		1800	09		22.63 48.33	
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Sept 17, 1995 528-1906		0700	00		122.02	
	Sept 19, 1995 996-4983		0700	01		183.21	
	Sept 19, 1995 996-2865		0700	01		52.08	
	Sept 17, 1995 528-8236		0700	01		17.52	
	Sept 17, 1995 528-6022		0700	08		30.66	
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	October, 1995		0300	00		400.60 400.60	

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$ 1,169.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,169.47



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3329

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
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Sept 28, 1995		2800	00		309.69		
N03742-A MobileComm 101 South First Street STE 300 Burbank, CA 91502	October 6, 1995 91215611095		0700	00		10.66		
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	August 18, 1995 018 303 3566 001		0700	00		5.00		
	October 16, 1995 018 100 5312 001		0700	00		5.92		
	October 16, 1995 018 297 1115 001		0700	00		8.43		
	October 18, 1995 018 303 5366 001		0700	00		5.00		
							24.35	
N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670	October 6, 1995		1400	00		950.00		

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$ 1,294.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

1,294.70

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3330

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
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Sept. 11, 1995		2800	00		5,423.86	
		53362	1400	00		1,663.49	
	October 5, 1995		2800	00		5,607.26	
		53387	1400	00		1,399.63	
						<u>14,094.24</u>	
N01858 SmileMakers P.O. Box 2543 Spartanburg, SC 29304-9825	September 14, 1995		1800	00		44.20	
		183903					
N01889 Connect, Inc. 515 Ellis Street Mt. View, CA 94043-2242	July 31, 1995		0700	07		17.36	
		144950507					
	August 31, 1995		0700	07		12.87	
		144950508					
	Sept. 30, 1995		0700	07		11.42	
		144950509				<u>41.65</u>	
N09134 Central Valley Video District 502 N. "E" Street Madera, CA 93638	June 14, 1995		1800	09		363.33	
		001985					
N03655 Spicers Paper 1298 Bluegum Street Anaheim, CA 92805	October 3, 1995		1800	00		47.19	
		601584					
	October 4, 1995		1800	00		72.73	
		603176				<u>119.92</u>	
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	September 29, 1995		1900	00		32.71	

The claims listed above (totaling \$ 14,737.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

14,737.70

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3331

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	October, 1995		0300	00		24.45		
			1000	00		27.23		
			1800	00		604.39		
			1800	08		13.91		
			1800	09		56.74		
			1900	00		100.00		
			2700	01		876.00		
			2700	03		275.00		
			2700	07		279.00		
						2,256.72		
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	Sept. 28, 1995	A21219	0700	05		423.82		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	July 31, 1995	513501	0700	02		264.08		
N03940 Gaylord Bros. Box 4901 Syracuse, NY 13221-4901	Oct 2, 1995	5759	1800	00		39.50		
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	October, 1995		0300	00		213.90		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	October, 1995		1900	00		35.00		

The claims listed above (totaling \$ 3,233.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,233.02

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3332

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.G.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N06566 Regency Lighting 16665 Arminta Street Van Nuys, CA 91406	August 17, 1995 238999		1000	00		236.36		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	Sept. 12, 1995 349989 Sept 25, 1995 C52680		1800	00		141.24		
			1800	00		-1.46		
						139.78		
N06572 SPS Data Communications 419 S. Rennell Avenue San Dimas, CA 91733	Oct 3, 1995 00010002 Oct 3, 1995 00010003		1300	00		290.11		
			1300	00		128.49		
						418.60		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	Oct. 2,1 995 Verdoza		1900	00		47.50		
N06965 Paychex P.O. Box 25159 Santa ana, CA 92799	Sept. 28, 1995 19950928		1900	00		85.90		
N09110 Spacial Districts Workers Comp. Auth. 1030 - 15th Street, STE 300 Sacramento, CA 95814	Sept, 13, 1995 Year End Balance 2nd Quarter		0350	00		306.00		
			0350	00		1,391.00		
						1,697.00		
N09212 Cheryl Willauer 411 E. Chapman Placentia, CA 92670	August, 1995		2700	01		13.57		

The claims listed above (totaling \$ 2,638.71) 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	Doc Number	Only SC
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT			
Color Optic Literature Display Systems 2311 Thomas Street Hollywood, FL 33020	Sept 12, 1995 3129		1800	00		122.63			
AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	Aug/Sept 2486		1400	00		448.00			
Educational Software Institute 4213 South 94th Street Omaha, NE 68127	Sept 15, 1995 115117		1800	08		62.79			
PC Systems Design Corp. 3040 Saturn Street Brea, CA 92621	Sept 16, 1995 125512 October 4, 1995 126355		1300	00		174.56 <u>110.00</u>			
Custom Business Solutions, Inc. 8535 Stanton Ave. Buena Park, CA 90620	Sept. 28, 1995 1350		1800	00		37.95			
SCALE School of Education Univ of North Carolina at Chapel Hill 140 1/2 E. Franklin Street Chapel Hill, NC 27599-3505	August 22, 1995 Prepay of P.O. 5745		1800	08		58.00			
Ellison Educational Equipment Box 8209 Newport Beach, CA 92658-8209	Sept 29, 1995 291673		1800	00		778.27			
3M Customer Service Attn: Angela Huston P.O. Box 33900 St. Paul, MN 55133-3900	Aug. 1, 1995 QLF28573		1300	00		657.00			
C.L.A.S.S. 1671 The Alameda, STE 100 San Jose, CA 95126-2222	Oct. 4, 1995 78077		1800	00		668.00			
Lowry Computer Products 7100 Whitmore Lake Road Brighton, MI 48116	Sept 25, 1995 53681		1800	00		415.96			

The claims listed above (totaling \$ 3,533.16) 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 10/17/95  
REPORT NO 3334

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N01945 Home Planners, Inc. 3275 West Ina Road, STE 110 Tucson, AZ 85741	Sept 15, 1995 630492		2400	01		11.22		
N01962 Taylor Publishing Company 1550 West Mockingbird Dallas, TX 75235	Sept 13, 1995 323923		2400	01		5.47		
	Sept. 26, 1995 381830		2400	01		9.97		
	Sept 22, 1995 362343		2400	01		9.97		
	Sept 20, 1995 345124		2400	01		6.47		
						31.88		
N03643 Recorded Books 270 Skipjack Road Prince Frederick, MD 20678	Sept 22, 1995 350533		2400	05		11.90		
	Sept 22, 1995 350480		2400	05		315.35		
						327.35		
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Sept 11, 1995 J11 6066		2400	01		119.20		
	August 7, 1995 H06 C01403 S		2400	01		94.50		
						213.70		
N03832 Books on Tape P.O. Box 7900 Newport Beach, CA 92658	Sept 21, 1995 2075247M		2400	05		160.49		
N03851 Reed Reference Publishing P.O. Box 7247-066 Philadelphia, PA 19170-0466	Sept 22, 1995 617726		2400	01		517.81		
	Sept 30, 1995 731450		2400	01		359.68		
						877.49		
N06904 SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Sept 8, 1995 299148		2400	01		1,346.88		
	Oct 21, 1995 297213		2400	01		511.81		
						1,858.69		

The claims listed above (totaling \$ 3,480.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,480.72

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3335

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

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

APPROVED CLAIMS							A C's Use Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc
			BS Acct				Number
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Sept 29, 1995						
	23143344		1800	00		30.64	
	Sept 25, 1995						
	23078789		1800	00		16.42	
	August 8, 1995						
	22585330		2400	01		23.41	
	August 15, 1995						
	22650763		2400	01		99.29	
	Sept 15, 1995						
	22983272		2400	01		67.03	
	Sept. 12, 1995						
	22931302		2400	01		17.42	
	22931301		2400	01		65.51	
	Sept. 18, 1995						
	23000625		2400	01		19.65	
Sept. 27, 1995							
23111417		2400	01		73.35		
October 3, 1995							
23171250		2400	01		174.14		
Aug 22, 1995							
22730255		2400	01		4.01		
22730254		2400	01		42.47		
Sept 25, 1995							
2CM62317		2400	01		(42.71)		
						590.63	
N06667 Upstart P.O. Box 800 Fort Atkinson, WI 53538-0800	Sept 22, 1995						
	3726512-001		2400	01		120.11	
N09111A EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901	Sept 28, 1995						
	0109637		2400	04		454.85	
N09178A Groller Publishing Company P.O. Box 71049 Chicago, IL 60694-1049	Sept. 21, 1995						
	291116		2400	01		88.07	

The claims listed above (totaling \$ 1,253.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,253.66



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3336

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	October 17, 1995 Pay #22 Oct. 13, 1995 Oct 26, 1995		0100	00		20,515.00		
	FICA		0200	00		1,570.00 22,085.00		
PLEASE WIRE ON THURSDAY, OCTOBER 26, 1995								

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

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

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

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

Page Total

22,085.00



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3337

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	October 17, 1995 Pay #22 Oct. 27, 1995 Nov. 9, 1995		0100	00		20,515.00		
	FICA		0200	00		<u>1,570.00</u> 22,085.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 9, 1995								

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

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

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

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

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/95  
REPORT NO 3338

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	October 17, 1995 Pay #24		0100	00		20,515.00		
	Nov 10, 1995 Nov. 23, 1995							
	FICA		0200	00		1,570.00 22,085.00		
PLEASE WIRE ON WEDNESDAY, NOVEMBER 22, 1995								

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

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

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

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

Page Total

22,085.00

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Claims and Payroll To Be Paid Before Tax Revenues Are Received

Claim #	Date	Amount
3319	Sep 19	15,945.74
3320	Sep 19	586.05
3321	Sep 19	1,546.02
3322	Sep 19	1,954.07
3323	Sep 19	888.10
3325	Oct 12	22,085.00
3326	Sep 28	4,366.71
3328	Oct 17	1,169.47
3329	Oct 17	1,294.70
3330	Oct 17	14,737.70
3331	Oct 17	3,233.02
3332	Oct 17	2,638.71
3333	Oct 17	3,533.16
3334	Oct 17	3,480.72
3335	Oct 17	1,253.66
3336	Oct 26	22,085.00
3337	Nov 9	22,085.00
3338	Nov 22	22,085.00
November Expenses		<u>30,000.00</u>
Total Claims		174,967.83
Cash 9/30/95		106,857.91
<b>Cash Deficit</b>		<b><u>68,109.92</u></b>

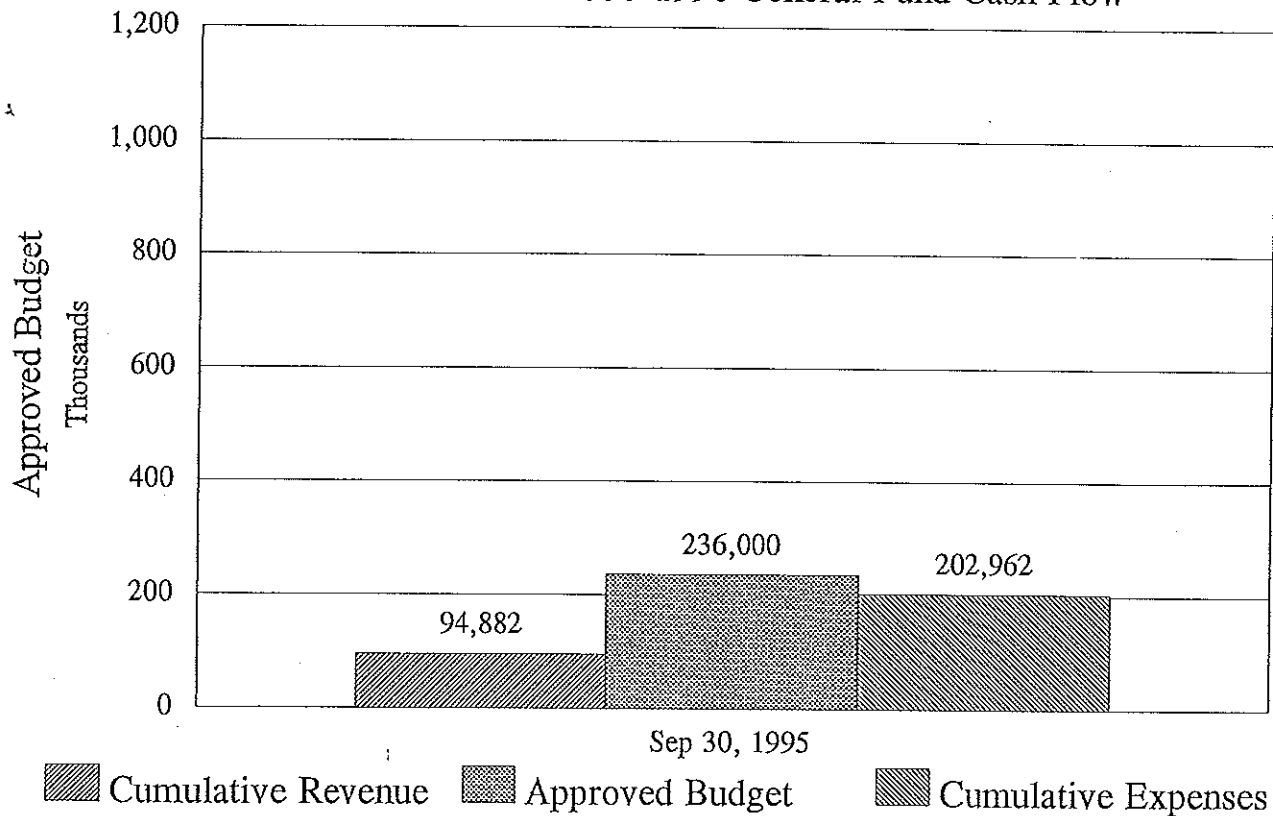
RECOMMENDATION:

Authorize transfer of \$70,000 from FUND 706 (Bond Redemption) to FUND 707 to be reversed in December after the tax revenues have been received.



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1995-1996 General Fund Cash Flow





TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: October 17, 1995

**SUBJECT: County of Orange Investment Pool Portfolio Summary for September, 1995**

**BACKGROUND:**

As of the date of the Agenda compilation, Saturday, October 14, 1995, the County of Orange Investment Pool Portfolio Summary for September, 1995 had not been received.

If the report arrives before the Board Meeting it will be distributed at the Meeting.





Placentia Library District  
Balance Sheet

September 30, 1995

Assets

General Fund - Checking	5,128.04	
Literacy Fund-Checking	3,602.17	
County Exempt-Checking	3,925.42	
Payroll Account	29,026.82	
Savings (P/R Support)	3,596.25	
Savings (P/R Fees)	2,173.42	
Certificates of Deposit	25,000.00	
General Fund - Savings	3,416.53	
Literacy Fund - Savings	2,889.94	
County Exempt - Savings	8,473.30	
Total Assets		87,231.89 =====

Liabilities

Manual Payroll Checks	12,289.80	
Payroll Taxes Payable	35.32	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(775.22)	
Union Dues Payable	318.58	
Other Employee Deductions	656.41	
Total Liabilities		12,723.09

Capital

Fund Balance	74,508.80	
Total Capital		74,508.80 -----
Total Liabilities and Capital		87,231.89 =====





09/30/95

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

Page 1  
Part 1 of 1 Parts

Income	Total	09/30/95
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	16.75	16.75
Cash Register-Fines	1,570.24	1,570.24
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	70.43	70.43
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	147.00	147.00
Cash Register-Computer Rental	5.00	5.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,436.54	1,436.54
State Library Grants	10,000.00	10,000.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	944.94	944.94
Interest Income - checking	0.00	0.00
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	14,190.90	14,190.90
 Cost of Sales		
	-----	-----
Gross Profit (Loss)	14,190.90	14,190.90
 Expenses		
Transfers to County	14,096.73	14,096.73
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
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)	299.56	299.56
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	112.00	112.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	(4.70)	(4.70)
Funds in Transit	0.00	0.00

09/30/95

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

	Total	09/30/95
Total Expenses	<u>14,503.59</u>	<u>14,503.59</u>
Operating Income (Loss)	(312.69)	(312.69)
Other Income		
Other Expenses		
Net Income (Loss)	<u>(312.69)</u>	<u>(312.69)</u>

09/30/95

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

	09/30/95
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	70.25
Cash Register-Fines	5,433.47
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	603.33
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	396.74
Cash Register-Computer Rental	132.50
Typewriter Income	15.68
Telephone Income	45.86
Copy Machine Income	0.00
State Library Reimbursements	5,326.14
State Library Grants	10,000.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,691.74
Interest Income - checking	5.20
Interest Income - savings	9.45
Miscellaneous Income	0.00
	-----
Total Income	25,730.36
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	25,730.36
<b>Expenses</b>	
Transfers to County	22,929.99
Employee Insurance (030)	87.90
Food (0900)	34.32
Household Expenses (100)	12.19
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	115.00
Memberships (160)	0.00
Office Expense (180)	1,159.59
Postage (183)	133.00
Prof. & Spec. Services (190)	100.00
Special Departmental Expense (240)	(487.33)
Transportation & Travel (270)	1,420.00
Utilities (280)	(217.76)
Equipment (400)	0.00
Taxes and Fees (370)	(5.49)
Funds in Transit	0.00

09/30/95

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

	09/30/95
Total Expenses	25,281.41
Operating Income (Loss)	448.95
Other Income	
Other Expenses	
Net Income (Loss)	448.95

09/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 96 Period 3  
General Account

Page ( )

Check	Date	Payee		Amount
4151	09/05/95	Smart & Final		24.45
	0-5114-01	Office Expense (180)	24.45	
4152	09/05/95	Toys R Us		31.74
	0-5114-01	Office Expense (180)	31.74	
4153	09/05/95	Egghead Software		182.18
	0-5114-01	Office Expense (180)	182.18	
4154	09/19/95	Calif Literacy Confe		100.00
	0-5122-01	Transportation & Travel (270)	100.00	
4155	09/20/95	Placentia Chamber Co		12.00
	0-5122-01	Transportation & Travel (270)	12.00	
4156	09/25/95	Smart & Final		13.91
	0-5114-01	Office Expense (180)	13.91	
4157	09/25/95	Tall Mouse		47.28 (
	0-5114-01	Office Expense (180)	47.28	
			-----	
Checkbook 1 Total				411.56



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

September 1995

Prepared 10/9/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,889.94
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,889.94

*EDM*  
*10/9/95*

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

September 1995

Prepared 10/9/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,602.17
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,602.17

*EW*  
10/9/95

09/30/95

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

Page 1  
Part 1 of 1 Parts

	Total	09/30/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	120.00	120.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	2.95	2.95
Interest Income - savings	5.34	5.34
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	24.00	24.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	152.29	152.29
Cost of Sales		
	-----	-----
Gross Profit (Loss)	152.29	152.29
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	152.29	152.29
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	152.29	152.29
	=====	=====

09/30/95

Page 1

Placentia Library District  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

Part 1 of 1 Parts

	09/30/95
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	4.12
Interest Income - savings	27.67
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	24.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
	-----
Total Income	175.79
Cost of Sales	
	-----
Gross Profit (Loss)	175.79
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30
	-----
Total Expenses	20.30
	-----
Operating Income (Loss)	155.49
Other Income	
Other Expenses	
	-----
Net Income (Loss)	155.49
	=====

09/30/95

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

Page

For Fiscal Year 96, Period 3 through Fiscal Year 96, Period 3

Account Name

Total

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

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

Prepared 10/9/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,437.30
Checks Out				
	TOTALS	0.00	0.00	
CHECKBOOK BAL				8,437.30

*Edmunds*  
*10/9/95*

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

Prepared 10/9/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,980.42
Checks Out	972	55.00		
TOTALS		55.00	0.00	
CHECKBOOK BAL				3,925.42

*Edmund*  
*10/9/95*

09/30/95

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

Page 1  
Part 1 of 1 Parts

	Total	09/30/95
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	30.00	30.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	180.00	180.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	79.00	79.00
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 - checking	3.23	3.23
Interest Income - savings	15.61	15.61
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	347.84	347.84
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	347.84	347.84
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	(300.14)	(300.14)
Meeting Room Upkeep Expenses	55.00	55.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	(245.14)	(245.14)
	-----	-----
Operating Income (Loss)	592.98	592.98



09/30/95

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

Page 1  
Part 1 of 1 Parts

	09/30/95
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	127.50
Microfilm/Microfich Income	0.00
Meeting Room Income	575.00
Test Proctoring Income	200.00
Vending Machine Income	0.00
Debit Card Income	188.00
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	11.41
Interest Income - savings	45.61
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	1,147.52
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	1,147.52
<b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	355.56
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	160.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	314.57
Meeting Room Upkeep Expenses	255.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00
	-----
Total Expenses	1,086.07
	-----
Operating Income (Loss)	61.45

09/30/95

Page 2

Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

	Total	09/30/95
Other Income		
Other Expenses		
Net Income (Loss)	592.98	592.98

09/30/95

Page 2

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

Part 1 of 1 Parts

Other Income	09/30/95
Other Expenses	
Net Income (Loss)	----- 61.45 =====



09/30/95

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

Page 1

Check	Date	Payee	Amount
971	09/30/95	VOID void	0.00
972	09/20/95	Emil's Cleaning	55.00
		0-5319-03 Meeting Room Upkeep Expenses	55.00
		Checkbook 3 Total	55.00

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

Prepared October 09, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				29,593.21
	1720	83.34		
	1729	69.45		
	1753	105.28		
	1761	279.46		
	1762	28.86		
	TOTALS	566.39		
Checkbook balance				29,026.82

*A. Dumitru*  
10-8-95

09/30/95

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending September 30, 1995

	Total	09/30/95
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,170.00	44,170.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,170.00	44,170.00
Expenses		
Salaries	41,271.57	41,271.57
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,114.51	3,114.51
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	44,386.08	44,386.08
Operating Income (Loss)	(216.08)	(216.08)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(216.08)	(216.08)
	=====	=====

09/30/95

Page 1

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending September 30, 1995

Part 1 of 1 Parts

	09/30/95
Income	
Transfers from County	149,024.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00
	-----
Total Income	149,024.12
Cost of Sales	-----
Gross Profit (Loss)	149,024.12
Expenses	
Salaries	119,708.39
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	9,016.68
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	128,725.07
	-----
Operating Income (Loss)	20,299.05
Other Income	
Other Expenses	-----
Net Income (Loss)	20,299.05
	=====



09/30/95

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

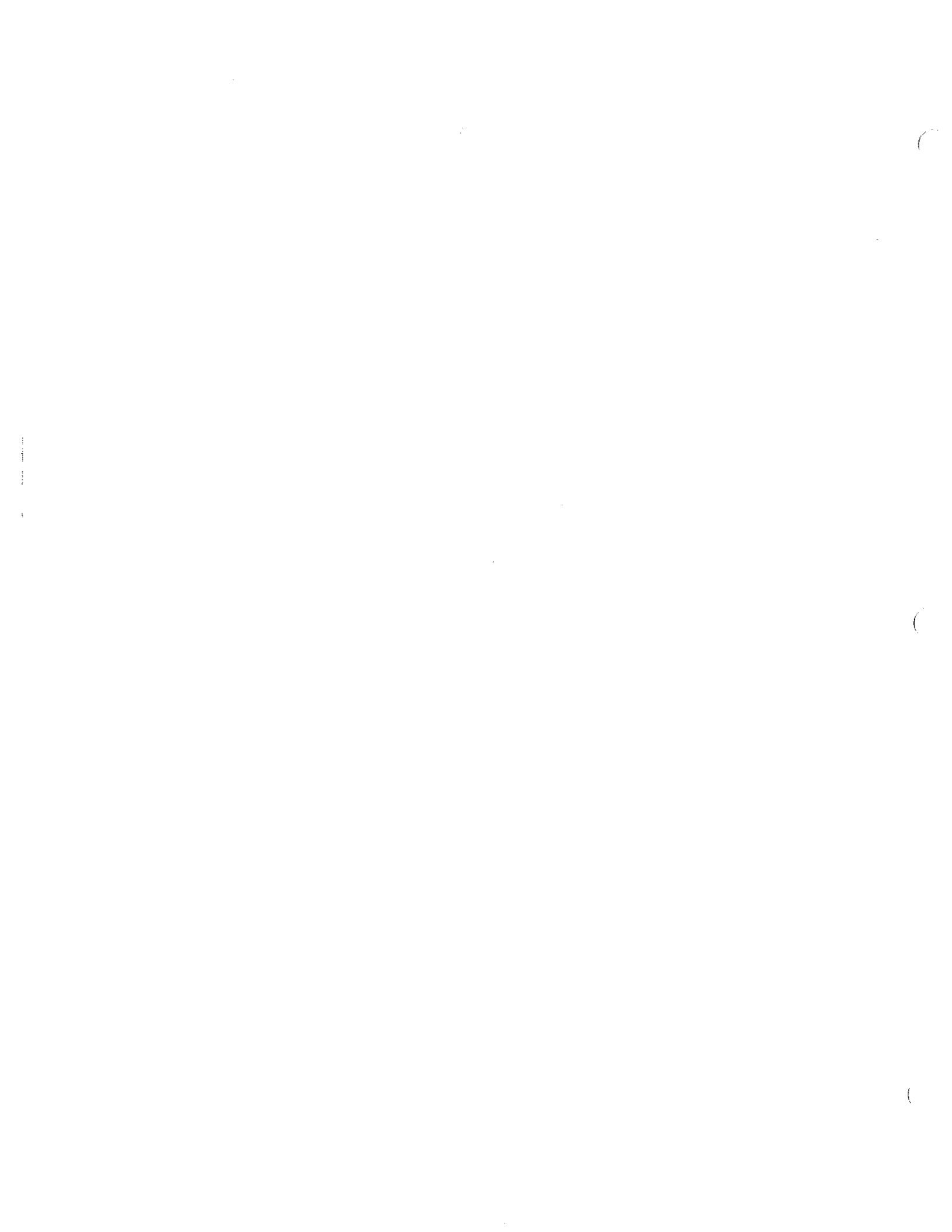
Page


For Fiscal Year 96, Period 3 through Fiscal Year 96, Period 3

Account Name

Total

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



TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: October 17, 1995  
 SUBJECT: Acquisitions Report

**Dollars Spent 9/1/95 to 9/30/95**

Adult Continuations Print	\$119.20
Adult Fiction	536.29
Adult Non-Fiction	42.26
Gifts	312.03
<b>Total</b>	<b>\$1,009.78</b>

**Dollars Spent 7/1/95 to 9/30/95**

Adult Continuations Print	\$821.60
Adult Continuations Electronic	
Adult Fiction	1,624.00
Adult Non-Fiction	1,701.49
Adult Reference	207.80
Adult Audio	
Adult Video	183.00
Adult CD-ROMs	18.59
Juvenile Continuations Print	94.50
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	20.23
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	444.81
<b>Total</b>	<b>\$5,5116.02</b>

**Outstanding Orders:**  
 Regular Accounts  
 Gift Accounts

**Dollars Encumbered:**  
 \$1150.47  
 1,310.19

**Donated Items 7/1/95 to 10/7/95**

Adult Books	168	\$2,611.05
Juvenile Books	70	615.95
Adult Videos	25	560.00
Juvenile Videos	5	110.00
Audio CDs	34	575.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: October 17, 1995  
 SUBJECT: ACS: Overdue Collection Report for Month of September

The report received from ACS Collection Agency on October 5, 1995 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	76	213	44	2,099.94	44

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 Oct 1995

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	22	1,545.77	191	16,230.05	1157	77,041.00
LESS: Mail Return*, Dispute, Bankrpt	3	292.25	55	4,736.74	234	16,837.00
NET ASSIGNMENTS	19	1,253.52	136	11,493.31	923	60,204.00
COLLECTED						
Paid in Full	2	130.29	19	1,564.12	277	14,131.00
Settled in Full	3	173.40	8	641.53	79	4,369.00
Partial Payment	10	348.85	40	1,073.56	180	8,178.00
Resolved	3	107.27	4	107.27	26	955.00
TOTAL RECOVERED	18	759.81	71	3,386.48	562	27,634.00

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	254	51	203	170	479
	\$16,401	\$3,489	\$10,845	\$11,728	\$34,152

\* Percentage of Mail Returns - 20.1 %

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)
SF - settled in full (MATS and/or CASH)	N - new account
CC - cycle completed	D - disputed
FP - 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 #
	566762	11/13/93	09/26/95	65.00	A	1
	26018052494913		AMT: 65.00			
	562819	03/14/95	07/17/95	25.00	A,FP	5
	26018053265080		AMT: 53.98			
	561878	03/11/95	06/28/95	25.00	CC	5
	26018053261428		AMT: 44.90			
	562854	06/13/94	07/17/95	141.60	A	5
	26018053225837		AMT: 141.60			
	564836	05/23/95	08/16/95	0.00	SU,P	1
	26053071119084		AMT: 69.25			
	563836	05/04/95	07/28/95	43.19	A	4
	26018053265494		AMT: 43.19			
	564835	04/30/95	08/16/95	78.95	A	3
	26019002933224		AMT: 78.95			
	562857	06/07/94	07/17/95	94.63	A	5
	26018053040608		AMT: 94.63			
	563550	03/29/95	07/27/95	64.60	A	4
	560191554		AMT: 64.60			
	564508	05/22/95	08/15/95	0.00	RF	2
	26018053280964		AMT: 59.00			
	565026	06/10/95	08/18/95	55.85	A	2
	26018053283018		AMT: 55.85			
	564621	05/31/95	08/15/95	83.40	A	3
	260190533281426		AMT: 83.40			
	561698	07/09/94	06/26/95	70.00	CC	5
	26018053229565		AMT: 70.00			
	564833	06/06/95	08/16/95	41.40	A,FP	3
	26018052440130		AMT: 92.82			
	563582	03/01/95	07/27/95	70.60	A	4
	260190532146		AMT: 70.60			
	562814	04/24/95	07/17/95	116.35	A	5
	26019002053981		AMT: 116.35			
	566759	06/26/95	09/26/95	59.65	A	1
	26018053272318		AMT: 59.65			
	566811	06/26/95	09/27/95	84.80	A	1
	26018053286300		AMT: 84.80			
	566808	07/23/95	09/27/95	96.92	A	1
	26018053238111		AMT: 96.92			
	564618	06/06/95	08/15/95	61.97	SU	1
	26018053231223		AMT: 61.97			

561622	03/28/95	06/23/95	73.20	CC	5
26019005171806		AMT: 73.20			
562867	03/20/95	07/17/95	69.95	A,PP	5
26018053214997		AMT: 92.54			7
561877	07/07/94	06/28/95	93.86	CC	5
26018053229334		AMT: 93.86			
565028	05/31/95	08/18/95	0.00	SF	1
26018052351318		AMT: 98.40			
566274	07/19/95	09/13/95	77.00	A	1
26018053228070		AMT: 77.00			
566765	10/18/93	09/26/95	65.90	A	1
26018053123206		AMT: 65.90			
566758	06/26/95	09/26/95	35.00	A,PP	1
26018053284875		AMT: 58.90			
566810	04/28/94	09/27/95	70.06	A	1
26019004630778		AMT: 70.06			
565030	11/28/94	08/18/95	58.94	A	2
26019004461216		AMT: 58.94			
563835	05/06/95	07/28/95	51.95	A	4
26053070898902		AMT: 51.95			
562181	09/22/92	07/06/95	0.00	FF	4
26018053059509		AMT: 65.64			
564507	06/01/95	08/15/95	58.06	A	3
26018053280295		AMT: 58.06			
566761	03/08/95	09/26/95	70.03	A	1
26019003978681		AMT: 70.03			
561675	12/07/94	06/26/95	68.85	CC	5
26018053249944		AMT: 68.85			
564620	06/05/95	08/15/95	59.35	A,PP	(
26018053078871		AMT: 80.91			
563444	07/16/94	07/25/95	140.43	A	4
26018053201192		AMT: 140.43			
566812	07/17/93	09/27/95	69.95	A	1
26018053120210		AMT: 69.95			
561879	04/02/95	06/28/95	61.91	CC	5
26019004384533		AMT: 61.91			
566754	06/26/95	09/26/95	76.15	A	1
26018053242329		AMT: 76.15			
561678	01/05/95	06/26/95	72.80	CC	5
26019004283081		AMT: 72.80			
566276	07/03/95	09/13/95	99.20	A	1
26053071074586		AMT: 99.20			
561672	01/14/95	06/26/95	68.85	CC	5
26018052599752		AMT: 68.85			
564504	11/02/93	08/15/95	65.00	A,PP	3
26018053106169		AMT: 69.95			
562849	03/29/95	07/17/95	215.35	A	5
26019004713673		AMT: 215.35			
566281	07/24/95	09/13/95	0.00	A,PP	1
26053071122005		AMT: 109.00			
566760	04/05/94	09/26/95	58.85	A	1
26053070693824		AMT: 58.85			
566763	05/08/95	09/26/95	80.35	A	1
26018053110450		AMT: 80.35			(
562184	08/29/94	07/06/95	45.00	A,PP	5
26018052507144		AMT: 66.63			



563445	04/02/94	07/25/95	100.95	A	4
26018053201630		AMT: 100.95			
565029	01/29/95	08/18/95	0.00	FF	1
26053070643381		AMT: 66.60			
564503	11/08/93	08/15/95	47.80	A	3
26053070815302		AMT: 47.80			
562186	10/04/94	07/06/95	44.85	A	5
26018053238897		AMT: 44.85			
563448	05/03/95	07/25/95	139.13	A	4
26018053244184		AMT: 139.13			
566277	06/07/95	09/13/95	55.54	A	1
26053071133242		AMT: 55.54			
563837	05/30/95	07/28/95	166.79	A	4
26018053275170		AMT: 166.79			
566279	06/02/95	09/13/95	55.00	A	1
26053071077662		AMT: 55.00			
561623	04/24/95	06/23/95	55.70	CC	5
26019004601175		AMT: 55.70			
564834	08/08/94	08/16/95	84.80	A	3
26018053194827		AMT: 84.80			
562187	08/10/94	07/06/95	197.80	A	5
26018053215580		AMT: 197.80			
566764	05/08/95	09/26/95	51.00	A	1
2018053111748		AMT: 51.00			
561621	03/16/93	06/23/95	92.90	CC	5
26019003265006		AMT: 92.90			
563838	05/18/95	07/28/95	87.33	A	4
26019004980579		AMT: 87.33			
561619	10/19/93	06/23/95	71.45	CC	5
26018053195428		AMT: 71.45			
563581	05/08/95	07/27/95	46.95	A,PP	4
26018053159259		AMT: 69.90			
564615	05/20/95	08/15/95	82.45	A	3
26018053280808		AMT: 82.45			
562816	04/03/95	07/17/95	135.00	A,PP	5
26019004713426		AMT: 205.89			
564832	06/06/95	08/16/95	97.74	A	3
26018052779081		AMT: 97.74			
561694	09/24/94	06/26/95	68.95	CC	5
26018053240380		AMT: 68.95			
565027	05/16/95	08/18/95	73.09	A	2
26018053280360		AMT: 73.09			
566757	06/28/95	09/26/95	50.00	A	1
26018053286466		AMT: 47.95			
566280	06/04/95	09/13/95	49.92	A	1
26018053209518		AMT: 49.92			
561687	12/17/92	06/26/95	112.95	MR	5
26019004351367		AMT: 112.95			
563447	04/02/95	07/25/95	118.90	MR	2
26018053223188		AMT: 118.90			
566753	07/20/95	09/26/95	59.20	A	1
26018053221760		AMT: 59.20			
564505	05/31/95	08/15/95	45.30	SU,P	2
26018053215028		AMT: 52.45			
560445	03/01/95	06/06/95	35.95	CC	5
26019005166673		AMT: 35.95			

563834	05/30/95	07/28/95	53.04	A	4
26018053253276		AMT: 53.04			
564616	05/27/95	08/15/95	95.82	A	3
26018053281202		AMT: 95.82			
566809	07/20/95	09/27/95	83.35	A	1
26018053294379		AMT: 83.35			
563443	04/26/95	07/25/95	134.09	A	4
26053070998785		AMT: 134.09			
561700	07/14/94	06/26/95	60.40	MR	5
26018053220499		AMT: 60.40			

TOTAL STILL ON SYSTEM :

5,839.04

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: October 17, 1995  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR SEPTEMBER, 1995

SUMMARY OF ACCOUNTS SEPTEMBER 1-30, 1995

Beginning Balance 9/01/95			\$ 56.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 79.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u>          </u>	<u>0.00</u>	
	\$ 79.00	\$ 0.00	
Ending Balance 09/30/95			<u>\$ 135.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 08/31/95	9,386.20
September Payment	<u>0.00</u>
Balance 09/30/95	<u>\$ 9,386.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: October 17, 1995  
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through October 10, 1995

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mary Ann Amemiya-Vinson	50.00
Deane Cassidy	25.00
Mary and Leland Castner	50.00
Jennifer and Gary Cattelino	50.00
Linda and Richard Chalcraft	25.00
Wendy Ciulik	50.00
Margaret F. Coston	15.00
Laura Curran	25.00
Sue and Bob D'Amato	100.00
Viola Dent	15.00
Lawrence A. Doeling	10.00
Harriett Fahy	50.00
Bess Farkas	50.00
Joanne and Bill Gallagher	100.00
Dale Goodman	5.00
Marie and Bruce Groff	50.00
Sue and Pat Hartmann	25.00
Barbara and Ed Hemmerling	50.00
Patricia R. Jertberg	25.00
Lois Jones	25.00
Kim Kahrilas	50.00
Margaret Kendrick in honor of Margaret V. Dinsmore	50.00
Arline Kennedy	100.00
Nancy Kennedy	50.00
Maureen and Daniel Lantz in memory of Albert D. Hammel	25.00
Kaye Lennon	25.00
Doris Libbea	25.00
Howard Longballa	15.00
Helen and Bob Matteson	15.00
Dennis O'Hern	25.00
Jeanne and Bob Olson	100.00
Vera and Jacob Paperman	50.00
Florence E. Purdy	100.00

Joanne Rains	25.00
Sue Rheinschild	50.00
Joyce R. Rosenthan in memory of Richard and Rachel Kemmel	50.00
Shirley and Allen Schlichter	25.00
Dennis J. Spiro, O.D., Ph.D.	100.00
Audrey and Bill Snow	50.00
John and Clairee Tynes	25.00
Evelyn B. Van Gelder	25.00
Mr. & Mrs. J. C. Wang	25.00
Velda and Ed Wittstock	25.00
Amount received through donation box	47.90

**Total of Adopt-a-Book Donations** **\$ 1,782.90**

Donations to Placentia Library Foundation Operations Fund:

Al Penry	\$250.00
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**Total Foundation Operating Expenses Donations:** **\$ 250.00**

**TOTAL CASH DONATIONS**  
**Through October 10, 1995** **\$ 2,122.90**

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dunitru, Administrative Assistant *CD*

DATE: October 17, 1995

<sup>A</sup>  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR SEPTEMBER, 1995**

1. **Air Conditioning** - Replacement of motor in HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Automatic Doors** - Repaired after damage done by patron. See attached report.

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian ~~SA~~  
DATE: October 5, 1995  
SUBJECT: **Power failure, damage to electric doors.**

At approximately 11:30 a.m. on Thursday October 5, 1995 there was a brief power failure, everything came back to normal after a few seconds.

About fifteen minutes later there was another failure, this time it lasted for about fifteen minutes during which time the auxiliary lights came on and patrons went on with using the library without any complaints. One patron, however forced his way out the automatic doors causing a magnetic strip to fall off and the door to be out of order.

Peggy got in touch with the company and they tried to help her reset the "eye" over the phone. That enabled the door to lock but not to function properly. The repairman was asked to come and fix it because we did not feel that it was completely secure and safe to be left in this condition over night.

The repairman came at 5:15 and was able to repair it immediately. He was given a purchase order and the paper work was signed.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: October 17, 1995  
SUBJECT: PERSONNEL REPORT FOR SEPTEMBER, 1995

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:


Girard Conn, Clerk I - Circulation, increase in hours from 32 to 40 per week.

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator  
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Gloria Clark, Volunteer Coordinator   
 DATE: October 17, 1995  
 SUBJECT: Volunteer Report for the Month of September 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 September	FY 95-96 YTD	Starting Dates	Cumulative Totals
Covington, Darlene	12.50	73.75	3/95	144.75
Deputy, Paul	48.50	173.25	7/82	5475.75
Farris, John	3.00	35.25	1/94	174.75
Fitzgerald, Joan	24.25	77.50	10/93	553.50
Goldbaum, Mae	3.25	3.25	7/88	295.25
Joseph, Courtney	6.50	29.50		93.00
Marquardt, Melvin	7.50	0.00	9/95	7.50
Moore, Susan	0.00	6.25	8/95	6.25
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Redinbo, Sandy	0.00	0.00	10/94	55.50
Reynolds, Penny	4.00	0.00	9/95	4.00
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	7.75	14.75	9/95	22.50
Schlichter, Allan	8.00	16.00	10/93	211.25
Shaw, Dixie	7.00	9.75	5/94	46.00
Shkoler, Al	0.00	0.00		53.50
Stark, Sandra	3.50	3.50		7.25
Tapia, Gerald	2.00	4.50	6/95	7.00
Westberg, Carl	9.25	49.75	9/93	292.50
J.T.P.A.	0.00	0.00		
S.T.E.P.	78.00	174.00		
<b>TOTALS</b>	<b>225.00</b>	<b>696.50</b>		<b>7,632.50</b>

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

Volunteer Report for the Month of September, 1995, Page 2

TEMPORARY VOLUNTEERS

	FY95-96 September	FY95-96 YTD
Ashbough, Amanda	0.00	15.50
Bone, Shawanda	10.25	14.25
Capris, Marcelle	0.00	1.50
Chang, Michael	0.00	13.00
Chao, Christine	0.00	9.50
Chao, Hanna	6.00	64.00
Chao, Sunny	15.00	15.00
Chiu, Robert	1.50	143.50
Deeble, Blake	24.50	24.50
Ekelund, Lindsey	0.00	34.50
Gunewardane, Sharlini	0.00	42.50
Harnett, Tom	10.25	24.50
Kang, Jin	0.00	27.75
Knutson, Andrea	0.00	5.25
Meiners, Christie	6.00	6.00
Meshreky, Mary	0.00	9.50
Nunn, Dennis	0.00	55.75
Pirayev, Odette	2.00	38.50
Rahman, Shayan	0.00	13.75
Theodros, Rahcel	9.50	9.50
Valdivia, Jason	6.5	23.25
Vo, Tai	6.00	6.00
Wagner, Vella	0.00	0.00
Wang, Suching	3.50	3.50
Yada, Julie	2.75	16.00
Yang, Denny	25.50	68.75
<b>TOTAL</b>	<b>129.25</b>	<b>685.75</b>

LVA VOLUNTEERS

Literacy Volunteer Hours	377.50
<b>TOTAL VOLUNTEER HOURS</b>	<b>731.75</b>

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	
	FY94/95	FY95/96	FY94/95	FY95/96
January	609.75	362.75	481.00	523.00
February	455.00	511.50	680.50	509.00
March	654.00	437.50	654.00	509.00
April	352.00	554.25	603.50	467.00
May	362.50	406.25	530.50	546.50
June	383.50	386.75	479.00	297.00
July	572.25	433.00	698.50	423.00
August	506.25	573.00	488.50	333.50
September	148.75	354.25	568.50	377.50
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District  
Circulation Report  
October 17, 1995

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 SEP 95	FY94-95 SEP 94
1st Time Checkouts	53,799	52,967	1.57%	14,381	15,988
Phone Renewals	2,627	3,334	-21.21%	929	1,017
In-Building Renewals	5,952	5,760	3.33%	1,710	1,860
Total Renewals	8,579	9,094	-5.66%	2,639	2,877
TOTAL CHECKOUTS	62,378	62,061	0.51%	17,020	18,875
On-Time Checkins	56,705	53,310	6.37%	14,594	14,785
Late Checkins	8,592	8,599	-0.08%	3,107	2,619
TOTAL CHECKINS	65,297	61,909	5.47%	17,701	17,404
Holds Placed	1,255	1,196	4.93%	422	440
Holds Cancelled	203	229	-11.35%	59	66
Holds Filled	1,130	1,069	5.71%	348	326
Holds Expired	6	30	-80.00%	1	8
Overdue Items	2,484	2,666	-6.83%	899	855
Overdue Notices	1,128	1,226	-7.99%	413	386
Billing Notices	1,509	1,683	-10.34%	421	454
Patrons Registered	1,128	995	13.37%	455	364
Titles Added	2,693	N/A		548	828
Volumes Added	4,212	N/A		1,532	972
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	28,611	20,913	36.81%	8,379	8,876
Juvenile Print	27,080	26,214	3.30%	6,596	7,105
Total Print	55,691	47,127	18.17%	14,975	15,981
Audio	2,506	3,104	-19.27%	803	985
Visual	4,629	6,245	-25.88%	1,562	1,909
Equipment	0	0		0	0
Total Audio Visual	7,135	9,349	-23.68%	2,965	2,894
TOTAL CIRCULATION	62,826	64,476	-2.56%	17,340	18,875
Placentia Circulation	38,119	38,829	-1.83%	9,934	10,708
% Placentia Circulation	60.67%	60.22%	0.75%	57.29%	56.73%
Anaheim/Yorba Linda Circulation	12,065	12,001	0.53%	3,358	3,771
% Anaheim/Yorba Linda Circulation	19.20%	18.61%	3.17%	19.37%	19.98%
TYPES OF BORROWERS					
Adult	42,006	48,035	-12.55%	12,265	14,373
Young Adult	507	376	34.84%	126	125
Juvenile	15,539	16,872	-7.90%	3,230	4,084
New Borrower	5,017	790	535.06%	1,399	293
Non Resident	0	0	0.00%	0	0
Other	14	36	-61.11%	0	0
TOTAL BORROWERS	63,083	64,476	-2.16%	17,020	18,875
ATTENDANCE					
Adult Reference - In Building	4,024	4,834	-16.76%	1,372	1,567
Adult Reference - Telephone	879	1,000	-12.10%	357	367
Children's Reference - In Building	2,127	3,791	-43.89%	809	943
Children's Reference - Telephone	251	25	N.A.	84	26
Total Adult Reference	4,903	5,834	-15.96%	1,729	1,934
Total Children's Reference	2,378	3,816	-37.68%	893	968
Total In Building Reference	6,151	8,625	-28.68%	2,181	2,510
Total Telephone Reference	1,130	1,025	10.24%	441	392
TOTAL REFERENCE	7,281	9,650	-24.55%	2,945	2,902

New Borrower line indicates 535.06% increase because items were done in batch process

