

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

July 18, 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 June 20, 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).*

CONFIDENTIAL

Placentia Library District Regular Board Meeting, July 18, 1995, Page 2.

5. Board President's Report.

Virginia Cargantes

*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

*En - Sdk -  
add item to go*

CLAIMS (Items 6 - 8)

Presentation: Library Director  
Recommendation: Approve by Motion

*Section → 75-8  
Reselect*

*Items 7 - 9 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

*City Council (ask for details)*

*Done - Sdk  
on V. Cargantes*

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

There are no Nonstandard Claims for this period.

*Sdk / En -*

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

Claims forwarded by the Library Director in the amount of \$7,128.28.

8. Current Claims and Payroll. (Approve)

Current Claims of \$6,430.05; Payrolls 3306, and 3307, for a cumulative payroll total of \$41,384.56  
Combined total of Current Claims and Payroll of \$47,814.61.

FINANCIAL REPORTS (Items 9 - 15)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 - 15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

9. Financial Reports for June, 1995. (Receive & File)

10. County of Orange Investment Pool Portfolio Summary, June, 1995. (Receive & File)

11. Office General Ledger & Check Registers for June, 1995. (Receive & File)

12. Acquisitions Report for June, 1995. (Receive & File)

13. Overdue Collection Report for June, 1995. (Receive & File)

14. Debit Card System Reimbursement Report for June, 1995. (Receive & File)

*Sdk / En -*

15. Gifts Report for June, 1995. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 16 - <sup>22</sup>~~21~~)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 15 - <sup>22</sup>~~21~~ 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.*

*Schedule*

- 16. Building Maintenance Report for June, 1995. (Receive & File)
- 17. Personnel Report for June, 1995. (Receive, File, and Ratify Appointments)
- 18. Volunteer Report for June, 1995. (Receive & File)
- 19. Circulation Report for June, 1995. (Receive & File)
- 20. Award Lighting Maintenance Contract for Fiscal Year 1995-1996. (Approve and authorize signature of the contract by the Library Director.)
- 21. Award Computer Maintenance Contract for Fiscal Year 1995-1996. (Approve and authorize signature of the contract by the Library Director.)
- 22. Notification of Fiscal Year 1994-1995 augmentation to the Adult Basic Education - ABE 321 Funds from the California Department of Education in the amount of \$128.00. (Receive & File).

**CONTINUING BUSINESS**

23. Approval of terms of the Memorandum of Understanding with the Orange County Employees Association for a three-year contract for Fiscal Years 1995-1996, 1996-1997, and 1997-1998.

*Carol Schulte*

Presentation: Library Director  
Recommendation: Approve the terms of the Memorandum of Understanding with the provision that the Personnel Handbook will be reviewed separately at the August Board Meeting, and authorize signature of the Library Director

24. FY1995-1996 Budget.

Presentation: Library Director  
Recommendation: Review Legislative activities, adopt salary schedules for Fiscal Year 1995-1996 by Resolution; and adopt budget for Fiscal Year 1995-1996 by Resolution.

25. Adopt District Holiday and Library Closing Schedule for Calendar Years 1996 and 1997.

Presentation: Library Director  
Recommendation: Adopt by Resolution.

*Schulte / [Signature]*

26. LSCA Title II Handicapped Remodeling Project

Presentation: Library Director and Allen A. Hibbs, AIA, of Alexander Drake Hibbs, Inc.

Recommendation: Determine action and award bid if acceptable.

*Refer to pg 15, to bid need*  
*Shelton/S* ~~Shelton/S~~ Richard Hall

NEW BUSINESS

27. Travel Authorizations for Fiscal Year 1996-1996.

Presentation: Library Director

Recommendation: Approve.

*Shelton/S*

28. CSDA By-laws Revision.

Presentation: Library Director

Recommendation: Determine position and authorize vote by the Library Board President.

*Amor/Shelton*

STAFF REPORTS

*Shelton/S* *ag*

29. Program Report for the Month of June, 1995. (Program Committee)

30. Children's Services Report for the Month of June, 1995. (Schneider)

31. Publicity Materials produced for the Month of June, 1995. (Willauer)

32. Placentia Library Literacy Services Report for the Month of June, 1995. (Matas)

33. Families for Literacy Project Report for the Month of June, 1995. (Walters)

34. Placentia Pride Committee Report for June, 1995. (Ammar)

ADJOURNMENT

35. Agenda Preparation for the August 15, 1995, Regular Meeting.

36. Review of Action Items.

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

36. Adjourn

*Shelton/S*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the July 18, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 15, 1995.

*Charlene Dumitru*

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Aug 15 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 19 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 17 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
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 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 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 14-16	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.



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 20, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 20, 1995 at 7:30 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Library Assistant Cheryl Willauer; Allen L. Hibbs, AIA, of Alexander Drake Hibbs, Inc. Architecture and Planning; and Faith Morrison of the California Association for Bilingual Education.

**ADOPTION OF  
AGENDA**

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

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

**PRESENTATION OF  
CERTIFICATE OF  
RECOGNITION**

President Dinsmore presented a Certificate of Recognition to the California Association for Bilingual Education (CABE), for its donation of \$200.00 to Placentia Library District to be used for the purchase of children's books in Spanish. Faith Morrison of CABE accepted the certificate.

**MINUTES**

Minutes of the Special Meeting of June 6, 1995, were corrected to indicate the arrival of Trustee Evans prior to the vote concerning the flyer on Measurement R and to indicate an Aye vote from Trustee Evans on that motion.

It was moved by Trustee Shkoler, seconded by Trustee Shkoler to approve the Minutes of the Special Meeting of June 6, 1995 as corrected.

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

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore read a note from Library Patron Marion Harloe thanking the Board for its endorsement of Measure R. Secretary Stark responded that she had received telephone calls from several persons supporting her vote against endorsement of Measure R.

**FRIENDS OF THE  
LIBRARY**

Library Director Minter reported that the final Friends of the Library meeting for Fiscal Year 1994-95 took place on June 5, 1995. The Friends completed and approved submission of application for nomination of Peggy Dinsmore for the Red Cross Clara Barton Spectrum Award for Outstanding Women in Orange County. The Awards Luncheon is to be held on June 22, 1995.

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 8 through 10: 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 \$70,841.34.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Evans, seconded by Trustee Shkoler to receive and file Agenda Items 11 through 17: Financial Reports for May, 1995; County of Orange Investment Pool Portfolio Summary, May, 1995; Office General Ledger & Check Registers for May, 1995; Acquisitions Report for May, 1995; Overdue Collection Report for May, 1995; Debit Card System Reimbursement Report for May, 1995; and Gifts Report for May, 1995;

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Evans to receive, file and approve Agenda Items 18 through 23: Building Maintenance Report for May, 1995 (Receive & File); Personnel Report for May, 1995 (Receive, File and Ratify Appointments); Volunteer Report for May, 1995 (Receive & File); Circulation Report for May, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); and Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996 (Receive & File).

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

**LSCA TITLE II  
STATUS REPORT**

It was the consensus of the Board to consider Agenda Item 25, Review of floor and wall materials and colors for the LSCA Title II Handicapped Remodeling Project; and Status Report on bidding process, out of sequence for the convenience of Allen Hibbs.

It was moved by Trustee Shkoler, seconded by Trustee Masters to select the following colors for the Library remodeling project:

Lobby floor tiles	256 Blush Granite
Lobby border tiles	218 Blush Rose Border
Bathroom floor tiles	DK-37 White Granite
Bathroom Partitions	D28-6 Seaspray
Bathroom Floor Tile	6565 Almond with 6591 Bahama

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

**FY1994-95 BUDGET**

Library Director Minter referred to material in the Board Agenda Book for Agenda Item 24. She reviewed the proposed distribution of the Bankruptcy Recovery Notes and updated the Board as to the status of the Orange County Investment Pool Bankruptcy Settlement.

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file the staff report for Agenda Item 24.

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

**NOMINATION OF  
PLACENTIA  
LIBRARY DISTRICT  
FOR A POSITION  
ON THE BOARD OF  
DIRECTORS OF  
THE SPECIAL  
DISTRICT  
WORKERS  
COMPENSATION  
AUTHORITY**

It was moved by President Dinsmore, seconded by Trustee Evans that the Board authorize the nomination of Placentia Library District for membership on the Special District Workers Compensation Authority Board of Directors representing the "Lower One-Third".

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to Read Resolution 95-4, A Resolution of the Placentia Library District of Orange County for the "Lower One-Third" Position on the Board of Directors of the Special Districts Workers Compensation Authority, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt Resolution 95-4. Motion was carried by role call vote:

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

**CIRCULATION  
POLICY FOR THE  
CD-ROM  
COLLECTION AND  
REVISION OF THE  
FINES AND FEES  
POLICY**

It was moved by Secretary Stark, seconded by Trustee Shkoler to adopt Circulation Policies for the CD-ROM Collection as specified in Agenda Item 27, Attachment A.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to the amend Placentia Library District Fines and Fees Policy as specified in Agenda Item 27, Attachment B.

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

**SELECTION OF  
VISION PLAN FOR  
FISCAL YEAR 1995-  
1996**

It was moved by Trustee Shkoler, seconded by Trustee Evans to select Vision Plan of America as Vision Insurance Provider for Fiscal Year 1995-96 and to authorize the Library Director to sign all contract documents.

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

**STAFF REPORTS**

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 29 through 34: Program Report for Month of May, 1995; Children's Services Report for Month of May, 1995; Publicity Materials produced for the Month of May, 1995; Placentia Library Literacy Services Report for Month of May, 1995; Families for Literacy Project Report for the Month of May, 1995; and Placentia Pride Committee Report for Month of May, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:35 P.M.

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Sandra M. Stark, Secretary



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
July 18, 1995

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



PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director  
 July 18, 1995

DATE	REPORT NO.	AMOUNT
June 27, 1995	3298	\$2,870.23
June 27, 1995	3299	1,655.80
June 27, 1995	3300	1,547.02
July 12, 1995	3301	1,055.23
TOTAL		<u>\$7,128.28</u>



LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT  
 PLACENTIA LIBRARY DISTRICT

DATE June 27, 1995

REPORT NO 3298

411 E. Chapman Avenue  
Placentia, CA 92670

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

**APPROVED CLAIMS**

PAYEE NAME AND ADDRESS SOCIAL SECURITY / TAX ID	DATE/ INVOICE #	ORGN	OBJT/ REV/ BS ACCT	SUB OBJT/ REV	REPT CAT	AMOUNT	A/C'S USE ONLY	
							DOC NUMBER	SC
N01889 Connect Inc. 515 Ellis Street Mt. View, CA 94043-2242	05/31/95		0700	08		\$ 19.89		
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	July 1995		0300	00		1,999.72		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	06/17/95		0700	00		114.60		
	528-1906		0700	01		17.78		
	06/17/95		0700	01		139.79		
	528-8236		0700	08		15.47		
	06/07/95					\$ 287.64		
N03825 Dept 91 - 2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	06/09/95		1800	00		430.96		
N05030A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	06/16/95		0700	00		10.85		
N06569 Demco P.O. Box 7488 Madison, WI 53707	06/05/95 D278692		1800	00		13.35		
N06686 Office Depot P.O. Box 833861 Richardson, TX 75083	05/08/95		1800	09		107.82		

The claims listed above (totaling \$ 2,870.23 ) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY  
 F003-124 (8/93)

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 27, 1995  
REPORT NO 3299

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

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

APPROVED CLAIMS

PAYEE NAME AND ADDRESS SOCIAL SECURITY / TAX ID	DATE/ INVOICE #	ORGN	OBJT/ REV/ BS ACCT	SUB OBJT/ REV	REPT CAT	AMOUNT	A.C.S. USE ONLY		
							DOC NUMBER	SC	
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	06/07/95 F06 6063		2400	01		265.05			
	06/14/95 F14 6042		2400	01		154.72			
						419.77			
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	06/15/95 U957943		2400	01		15.86			
	06/05/95 U939192		2400	01		81.04			
	06/05/95 U939189		2400	01		36.02			
	06/09/95 U947446		2400	01		34.21			
	06/09/95 U947445		2400	01		73.92			
						241.05			
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	06/16/95 22131510		2400	01		43.55			
	06/20/95 22153679		2400	01		288.76			
	06/16/95 22131512		2400	01		28.02			
				1800	00		28.62		
	06/06/95 22027045		1800	00		57.26			
						446.21			
N09137 NTC Publishing Group P.O. Box 554 Skokie, IL 60076	06/06/95 1541355		2400	01		535.77			
Pacific Heritage Books P.O. Box 3967 Palos Verdes, CA 90274-9547	06/18/95 1577		2400	01		13.00			

The claims listed above (totaling \$ 1,655.80 ) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY  
F003-124 (8/93)

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 27, 1995

REPORT NO 3300

Placentia Library District

411 E. Chapman Avenue

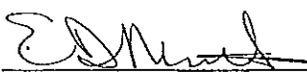
Placentia, CA 92670

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

APPROVED CLAIMS

PAYEE NAME AND ADDRESS SOCIAL SECURITY / TAX ID	DATE/ INVOICE #	ORGN	OBJT/ REV/ BS ACCT	SUB OBJT/ REV	REPT CAT	AMOUNT	A/C'S USE ONLY	
							DOC NUMBER	SG
NO6928 Metropolitan Cooperative Lib 2235 North Lake Avenue, #106 Altadena, CA 91001	05/31/95		0700	02		5.10		
	06/01/95		0700	02		4.87		
	06/20/95		0700	02		29.48		
						39.45		
N10224 Curriculum Associates Dept. AR P.O. Box 2001 No. Billerica, MA 01862-0901	06/12/95		1800	09		381.21		
	101068-1							
Simon & Schuster 100 Old Tappan Road Old Tappan, NH 07675	05/24/95		1800	09		39.40		
	999999							
Metho & Co. P.O. Box 9738 Fort Worth, TX 76147-2738	06/14/95		1800	09		515.11		
	156741							
Filmic Archives The Cinema Center Botsford, CT 06404-0386	06/22/95		2400	02		27.45		
	115816							
Bookhaven Press P.O. Box 1243 Moon Township, PA 15108	06/21/95		2400	01		18.45		
	4100							
Home Planners, Inc. 3275 West Inn Road STE 110 Tucson, AZ 85741	06/13/95		2400	01		34.79		
	595378							
NO3660A Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	June 1995		1800	00		18.13		
			1800	08		49.03		
			1803	00		117.00		
			1803	08		32.00		
			1900	00		275.00		
						491.16		

The claims listed above (totaling \$ 1,547.02 ) 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

F003-124 (8/93)

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 12, 1995  
REPORT NO 3301

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/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Enc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	June 20, 1995		2800	00		217.36		
N03646 Vision Service Plan Attn: Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	July, 1995		0300	00		129.78		
N03648 Cascade Drinking Water P.O. box 9179 Whittier, CA 90608-9179	June 25, 1995 011634		1800	00				
N03649 Dept 91 - 2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	Jul 3, 1995		1800	00		168.53		
N03650 Kinkos National A/R P.O. box 8033 Ventura, CA 93002-8033	July 3, 1995 004002070933		1800	00		3.18		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	June 28, 1995		2800	00		125.44		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Jun 19, 1995 996-2865		0700	01		29.86		
N06555 The Principal Financial Group Des Moines, IA 50392-0001	Jun 22, 1995 July		0300	00		381.08		

The claims listed above (totaling \$1,055.23) 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  
 July 18, 1995

TYPE	REPORT NO.	AMOUNT
Immediately		0.00
Subtotal for Immediately		0.00
Regular	3302	1,276.03
	3303	2,696.94
	3304	1,704.10
	3305	752.98
Subtotal for Regular		6,430.05
TOTAL CURRENT CLAIMS		6,430.05
Payroll	3306	20,692.28
	3307	20,692.28
Subtotal for Payroll		41,384.56
	TOTAL	47,814.61



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 18, 1995  
REPORT NO 3302

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A/C's Use Only	
							Doc Number	SC
N01860 Reaan Electric 379 E. 20th Street Costa Mesa, CA 92627	June 1995		1400	00		270.00		
	July 1995		1400	00		270.00		
						540.00		
N01889 Connect, Inc. 515 Ells Street Mt. View, CA 94043-2242	June 30, 1995		0700	07		15.99		
N03650 Kinkos National A/R P.O. Box 8033 Ventura, CA 93002-8033	July 11, 1995 004002071033		1800	00		10.18		
N03742-A Mobilecomm 101 South First St., STE 300 Burbank, CA 91502	July 4, 1995		0700	01		10.66		
N03752 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	June 30, 1995		1900	00		32.71		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	June 29, 1995 A20315		2700	05		423.82		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	July 1995		0300	00		207.67		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	July, 1995		1900	00		35.00		

The claims listed above (totaling \$1,276.03 ) 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

1,276.03

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 18, 1995  
REPORT NO 3303

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SG
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	June 21, 1995		1900	00		47.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92670	July 7, 1995 41483		1400	00		950.00		
N06965 Paychex 200 E. Sandpointe, STE 100 P.O. Box 25159 Santa Ana, CA 92799	June 29, 1995 19950629		1900	00		202.30		
N01935 Alexander Drake Hibbs 1200 N. Jefferson Street., STE A Anaheim, CA 92807	July 6, 1995 001 003		1900	01		691.05 798.09 1,489.14		
Interlibrary Loan Service UCI Medical Center Library 101 City Crive South, RT 82 Orange, CA 92668	June 25, 1995		1900	00		8.00		

The claims listed above (totaling \$2,696.94 ) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 18, 1995  
REPORT NO 3304

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

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

APPROVED CLAIMS							A-C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	June 26, 1995 F26 6035		2400	01		34.60		
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	June 28, 1995 U979249		2400	01		17.12		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	June 26 1995 22204802		2400	01		5.27		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	June 26, 1995 22203238		2400	01		2.36		
	22204803		2400	01		44.94		
	22203239		2400	01		650.46		
	22245098		2400	01		39.92		
	June 29, 1995 22245099		2400	01		80.22		
	July 05, 1995 22279613		2400	01		31.05		
	22279614		2400	01		20.37		
	22276755 22276756		2400 2400	01 01		16.78 181.29		
						1,067.39		
N09167 CCH Incorporated P.O. Box 4766 Chicago, IL 60680-4766	364500		2400	01		329.00		
Taylor Publishing Company 1550 West Mockingbird Dallas, TX 75235	June 21, 1995 232157		2400	01		220.78		
Equimedia Corporation P.O. box 90519 Austin, TS 78709-0519	June 27, 1995 00002695		2400	01		29.94		

The claims listed above (totaling \$1,704.10) 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

1,704.10

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE July 18, 1995  
REPORT NO 3305

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Little, Brown & Co, Inc. P.O. Box 745 Boston, MA 02117	June 22, 1995 57303223		2400	00		270.19		
Warren a. Shuman - The Frugal Marketer P.O. Box 831867 Miami, FL 33283	June 20, 1995		2400	00		9.98		
BSI Book Sales, Inc. 114 Northfield Ave. Edison, NJ 08837	June 23, 1995 00008222		2400	00		472.81		

The claims listed above (totaling \$752.98 ) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/18/95  
REPORT NO 3306

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	July 18, 1995 Pay # 16		0100	00		19,221.81		
	July 21, 1995 August 3, 1995							
	FICA		0200	00		1,470.47		
			TOTAL			20,692.28		
PLEASE WIRE ON THURSDAY, AUGUST 3, 1995								

The claims listed above (totaling \$ 2,592.16) 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 07/18/95  
REPORT NO 3307

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A.C.'s Use Only	
							Doc Number	SG
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	July 18, 1995 Pay # 17 Aug 4, 1995 Aug 17, 1995		0100	00		19,221.81		
	FICA		0200	00		1,470.47		
				TOTAL			20,692.28	

PLEASE WIRE ON THURSDAY, AUGUST 17, 1995

The claims listed above (totaling \$ 2,592.16) 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

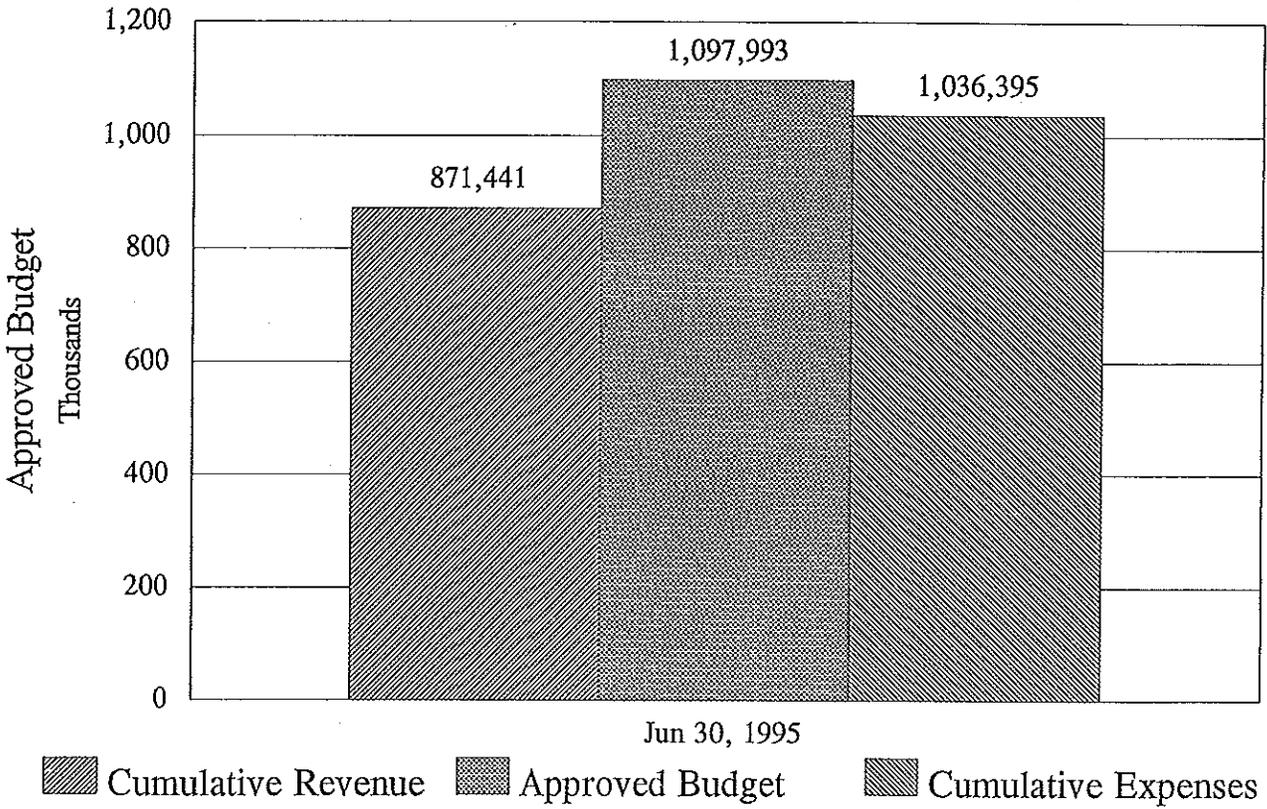
ATTESTED AND/OR COUNTERSIGNED BY

Page Total

20,692.28

# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



Fund Balance Report  
Fiscal Year 1994-1995  
July 18, 1995

Pre-Petition Balances

Funds Frozen in the Orange County Investment Pool Bankruptcy (B/S Account 8011 - Pre-Petition Cash)

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Jan 31, 1995	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Feb 28, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Mar 31, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
Apr 30, 1995	102,748.96	57,423.96	260,612.69	98,839.62	7,367.79	526,993.02	428,153.40
May 31, 1995	26,590.28	14,827.31	67,511.85	37,168.83	1,902.41	148,000.68	110,831.85
Jun 30, 1995	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Post-Petition Balances (B/S Account 8010 - Cash)

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	0.00	0.00	0.00	173,593.27	0.00	173,593.27	0.00
Jan 31, 1995	0.00	0.00	0.00	178,501.32	0.00	178,501.32	0.00
Feb 28, 1995	0.00	0.00	0.00	140,651.27	0.00	140,651.27	0.00
Mar 31, 1995	0.00	0.00	0.00	64,571.73	0.00	64,571.73	0.00
Apr 30, 1995	0.00	0.00	0.00	227,795.76	0.00	227,795.76	0.00
May 31, 1995	78,604.49	43,831.55	199,574.23	224,607.52	5,623.82	552,241.61	327,634.09
Jun 30, 1995	83,525.47	45,955.52	209,245.10	213,545.09	5,896.34	558,167.52	344,622.43

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
July 18, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUN 1995	FY1993-94 JUN 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	644,816.41	645,044.73	0.00	0.00	92.12%
6210-01	Public Utility	24,500.00	25,127.53	24,361.78	0.00	12,082.65	102.56%
6210-04	Treater Plan - current delinquent	0.00	0.00	23,035.06	0.00	23,035.06	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	669,943.94	692,441.57	0.00	35,117.71	92.47%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	47,239.41	46,639.65	2,911.59	468.41	94.48%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(723.11)	0.00	(453.85)	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,592.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Treater Plan buyout - FY1993-1994 only	0.00	0.00	66,022.50	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	6,629.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	6,809.38	88,688.86	(453.85)	0.00	13.62%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	460.95	815.47	82.58	815.47	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	11,971.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	50,000.00	8,133.89	9,057.66	0.00	269.34	27.11%
6280-01	Final supplemental for prior years	0.00	108.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	8,242.11	10,036.72	0.00	269.34	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	2,312.00	3,644.24	0.00	0.00	61.65%
	TOTAL TAXES	860,750.00	735,007.79	856,395.56	2,540.32	36,670.93	85.39%
6610-00	Interest	25,000.00	13,040.74	29,650.31	0.00	11,772.77	52.16%
6610-01	Interest - old bond fund	0.00	0.00	69.60	0.00	69.60	
6610-23	Interest on impounded taxes released	0.00	0.00	1,317.27	0.00	0.00	
	TOTAL INTEREST	25,000.00	13,040.74	31,037.18	0.00	11,842.37	52.16%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	12,454.23	13,992.81	0.00	2,098.94	88.96%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	22,422.75	37,154.06	14,378.82	5,137.06	56.06%
6970-01	State - CA Foundation Funds	13,000.00	16,036.00	15,625.90	16,036.00	0.00	123.35%
6970-02	State - CA Literacy Campaign	10,000.00	9,185.00	11,158.00	9,185.00	0.00	91.85%
6970-03	State - Family Literacy	22,000.00	23,174.00	23,000.00	11,674.00	0.00	105.34%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.62	0.69	0.62	0.69	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	74,112.37	86,937.75	51,274.44	5,137.75	87.19%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	5,324.32	0.00	5,324.32	0.00	
7670-00	LOCAL REVENUE	36,500.00	32,250.72	36,423.83	21,710.44	5,196.39	88.36%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	(749.63)	(8,004.82)	0.00	180.53	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	871,440.54	1,016,782.31	80,849.52	61,126.91	79.37%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 18, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUN 1995	FY1993-94 JUN 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	518,987.81	554,886.10	54,585.81	40,000.00	103.85%
0200	Retirement	76,894.00	73,368.39	90,067.88	4,175.81	3,060.00	95.41%
	Health Insurance/Care America	24,466.00	19,117.42	28,676.84	3,719.98	4,768.63	78.14%
	Long Term Disability	2,730.00	2,492.04	3,313.49	207.67	204.00	91.28%
	Vision Service Plan	1,615.00	1,263.69	1,835.45	115.10	253.40	78.25%
	Dental	4,696.00	4,219.10	5,912.24	381.08	614.22	89.84%
0300	Total Employee Insurance	33,507.00	27,092.25	39,758.02	4,423.83	5,840.25	80.86%
0310	Unemployment Insurance	2,500.00	415.46	5,567.31	91.00	1,407.00	16.62%
0350	Workers Compensation - General	7,750.00	3,864.00	2,731.32	966.00	893.00	49.86%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	623,727.91	692,990.63	64,242.45	51,200.25	100.53%
0700-00	Communications - Telephone	3,500.00	1,928.80	4,121.95	281.81	780.63	55.11%
0700-01	Communications - Modem/Fax	0.00	2,713.84	0.00	381.62		
0700-02	Communications - Internet/Database	0.00	483.46	0.00	56.62		
0700-05	Communications - Cataloging & Acquisitions Vendor	5,100.00	5,320.19	4,869.85	847.64	0.00	
0700-07	Communications - 321 Grant	0.00	134.20	0.00	31.76		
0700-08	Communications - Adult Literacy	950.00	553.09	485.82	63.81	28.67	58.22%
	Total Communications	9,550.00	11,133.58	9,477.62	1,663.26	809.30	116.58%
0900-00	Food - General Fund	100.00	205.98	1.99	58.65	0.00	205.98%
0900-07	Food - 321 Grant	0.00	0.00		0.00		
0900-08	Food - Adult Literacy	0.00	30.43		0.00		
0900-09	Food - Family Literacy	0.00	35.74	315.85	13.38	191.40	272.15%
	Total Food	100.00	272.15	317.84	72.03	191.40	272.15%
1000-00	Household Expense	4,500.00	3,177.16	3,172.21	0.00	465.22	70.60%
1100-00	Insurance	18,500.00	15,223.66	18,374.25	0.00	0.00	82.29%
1300-00	Maintenance of Equipment - General Fund	7,500.00	5,377.32	6,793.53	82.63	0.00	71.70%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00		0.00		
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00		0.00		
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00		0.00		
	Total Maintenance of Equipment	7,500.00	6,346.32	6,793.53	82.63	0.00	71.70%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 18, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUN 1995	FY1993-94 JUN 1994	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	2,390.82	4,141.52	234.84	2,910.32	66.41%
	Carpet Cleaning	3,500.00	800.00	3,176.25	0.00	3,176.25	22.86%
	Groundskeeping, City of Placentia	22,000.00	21,979.52	27,101.43	4,714.49	7,394.07	99.91%
	Plumbing	750.00	765.56	1,146.60	0.00	0.00	102.07%
	Electrical	1,500.00	3,601.71	1,174.22	0.00	(306.22)	240.11%
	Cleaning Service	11,700.00	11,400.00	11,683.04	950.00	950.00	97.44%
	Locksmith	300.00	55.19	827.12	0.00	63.50	18.40%
	Other	500.00	3,659.32	(575.62)	0.00	175.00	727.86%
	Total Maintenance of Building & Grounds	43,850.00	44,632.12	48,674.56	5,899.33	14,362.92	101.78%
1600-00	Memberships - General Fund	3,000.00	2,154.65	2,978.50	64.65	118.50	71.82%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	2,289.65	2,978.50	64.65	118.50	76.32%
1700-00	Miscellaneous Expense - General Fund	0.00	702.50	2,439.95	702.50	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	28.03	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	730.53	2,439.95	702.50	0.00	
1800-00	Library Supplies	6,500.00	5,618.20	5,251.95	1,740.77	2,290.00	86.43%
	Printing	9,000.00	8,610.34	8,983.64	1,643.38	1,600.35	95.67%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	850.05	312.00	217.88	132.00	85.01%
	Paper	900.00	885.95	672.00	112.18	0.00	98.44%
	Drinking Water Service	325.00	299.40	274.45	24.95	24.95	92.12%
	Other Office Supplies	5,500.00	6,462.27	4,608.25	1,460.27	696.67	117.50%
	Total Office Supply Expense - General Fund	23,225.00	22,726.21	20,102.29	5,199.43	4,743.97	97.83%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	729.13	0.00	729.13	
	Printing	2,800.00	2,858.36	3,343.24	496.25	507.03	104.94%
	Publications	0.00	2,062.86	0.00	480.00	0.00	
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	328.25	573.49	154.77	151.46	18.24%
	Total Adult Literacy Office Supply Expense	4,650.00	5,329.47	3,929.04	1,131.02	638.49	114.61%
1800-09	Family Literacy Supply Expense	4,800.00	6,014.75	2,154.59	3,960.12	1,177.10	125.31%
	Total Office Expense	32,675.00	34,070.43	26,915.05	10,290.57	7,308.69	104.27%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 18, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUN 1995	FY1993-94 JUN 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	1,450.99	(19.13)	215.87	(2.20)	72.55%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00		
1803-08	Postage Expense - Adult Literacy	700.00	182.42	668.89	32.00	52.20	26.06%
1803-09	Postage Expense - Family Literacy	0.00	114.84	477.79	0.00	252.79	
	Total Postage Expense	2,700.00	1,768.20	1,127.55	247.87	302.79	65.49%
	Care Resources (Employee Assistance)	650.00	280.00	455.00	35.00	70.00	43.08%
	Pension Contribution & Operating Expenses	5,500.00	5,640.50	4,487.59	0.00	0.00	102.55%
	Anaheim Library Automated System	40,000.00	37,960.12	37,392.29	0.00	0.00	94.90%
	Clipping Service	375.00	392.52	390.52	32.71	65.42	104.67%
	Tax Collection Services & Fees by Orange County	250.00	138.85	472.55	0.00	167.65	55.54%
	Advertising	400.00	72.97	97.50	25.00	0.00	18.24%
	Medical Exams	525.00	760.00	552.00	0.00	47.50	144.76%
	Collection Services - Accounts Receivable	500.00	3,700.00	0.00	0.00	0.00	740.00%
	Audit	3,200.00	3,530.00	3,200.00	275.00	0.00	110.31%
	Payroll Preparation	2,800.00	2,441.95	5,120.72	202.30	479.00	87.21%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCTP Settlement Allocations)	8,000.00	2,693.76	10,835.99	657.15	6,145.43	33.67%
1900-00	Total Specialized Services - General Fund	75,200.00	57,610.67	63,004.16	1,227.16	6,975.00	76.61%
1900-01	Specialized Services - LSCA II Grant	0.00	11,243.26	0.00	668.55	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	630.00	0.00	480.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	2,653.08		663.07		221.09%
1900-09	Specialized Services - Family Literacy	1,200.00	5,505.00	(25.00)	5,400.00	(25.00)	458.75%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	1,813.96	1,863.22	7.49	33.42	72.56%
	Total Specialized Services	80,100.00	78,825.97	65,472.38	7,966.27	7,463.42	98.41%
2000-00	Legal Notices - General Fund	700.00	141.75	110.88	0.00	0.00	20.25%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00		0.00		
	Total Legal Notices	700.00	141.75	110.88	0.00	0.00	20.25%
2100-00	Rent/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	35,900.00	0.00	0.00	100.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
July 18, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JUN 1995	FY1993-94 JUN 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	414.19	27.21	323.52	0.00	414.19%
2400-01	Special Department Expense- Books	110,500.00	50,853.68	23,263.85	9,979.13	3,528.10	46.02%
2400-02	Special Department Expense - Video	11,000.00	27.45	0.00	27.45	0.00	0.25%
2400-03	Special Department Expense - Electronic	0.00	4,431.22	0.00	(1,191.16)	0.00	
2400-04	Special Department Expense - Periodicals	15,500.00	9,414.09	9,243.74	152.99	(361.91)	60.74%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	215.34	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500.00	1,381.15	2,252.85	0.00	1,023.15	
2400-09	Special Department Expense - Family Literacy	500.00	3,228.99	925.19	2,513.40	907.99	645.80%
	Total Special Department Expense	151,100.00	69,966.11	36,892.83	11,803.33	5,097.33	46.30%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	6,590.33	5,355.11	93.00	786.05	87.87%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	1,867.75	0.00	691.68	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	61.48	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, ISCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	2,631.92	0.00	839.56	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	137.00	1,408.01	0.00	461.37	16.12%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	91.65	1,141.37	26.65	43.00	12.22%
	Total Transportation/Travel - Meetings	9,100.00	12,079.13	7,904.49	1,650.89	1,290.42	132.74%
	Electricity	58,000.00	48,474.74	57,098.74	7,340.70	12,087.17	83.58%
	Gas	3,075.00	2,938.78	2,033.77	342.86	153.78	95.57%
	Water	1,925.00	1,803.99	1,683.49	129.26	152.67	98.71%
	Total Utilities	63,000.00	53,217.51	60,816.00	7,812.82	12,393.62	84.47%
	TOTAL SUPPLIES & SERVICES	462,275.00	369,774.27	327,367.64	48,258.15	49,803.61	79.99%
3700-00	Taxes, Assessments (Sales Tax)	300.00	1,284.00	688.32	0.00	0.00	428.00%
4000-00	Equipment - General Fund	15,000.00	4,725.29	3,863.73	545.45	836.97	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	2,150.05	2,202.42	0.00	2,202.42	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	6,875.34	6,066.15	545.45	3,039.39	45.84%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	6,875.34	6,066.15	545.45	3,039.39	45.84%
5600	INVESTMENT POOL LOSS	0.00	34,733.31	0.00	34,733.31	0.00	0.00
	TOTAL EXPENSES	1,097,993.00	1,036,394.83	1,027,112.74	147,779.36	104,043.25	94.39%



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

Agenda Item 10

Salomon Brothers

July 10, 1995

Dear Pool Participant

Interest rates on long term investments fluctuated in the fixed income markets in June, as market participants continued to second guess what action the Federal Reserve might take at the July 5-6 Federal Open Market Committee meeting. The primary question was "Is economic growth weak enough to justify Fed stimulus in the form of lowering short-term interest rates?" Short-term interest rates ended the month 0.1%-0.15% lower implying higher expectations that indeed the Fed would lower rates shortly.

We have enclosed portfolio summaries for each of the five accounts. We have extended maturities somewhat to lock in current rate levels in anticipation of a possible Fed ease. We have also started to purchase CDs issued by banks of a very high credit quality. As usual we also continue to purchase high quality commercial paper, agency discount notes, US treasury bills and treasury collateralized overnight investments.

If you have any questions or would like additional information please call.

Sincerely,

Steven Guterman

Nancy Noyes

Post-It® brand fax transmittal memo 7671		# of pages	6
To	Charles	From	M. Guterman
Co.	Placidia	Co.	Treasurer
Dept.		Phone #	838-6143
Fax #		Fax #	e

**County Of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**June 30, 1995**

- All investments are in Treasury, Agency securities, high-grade commercial paper, or certificates of deposit
- Maturities range from July 3, 1995 through August 30, 1995
- 22.1 day average maturity
- 5.89% average investment's annualized daily yield
- \$1.5 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/3/95	\$ 79	FHLB	\$ 319
7/5/95	140	FHLMC	36
7/6/95	55	FNMA	516
7/7/95	88	FFCB	95
7/10/95	111	GE Company	50
7/11/95	55	JP Morgan	37
7/12/95	23	Deutsche Bank	23
7/13/95	76	UBS Finance	50
7/14/95	17	Coca Cola Company	25
7/17/95	23	Wal-Mart	50
7/18/95	19	UPS of America	22
7/19/95	55	Emerson Electric	23
7/20/95	50	Motorola Inc.	25
7/21/95	81	Chevron Oil Finance	60
7/24/95	23	Societe Generale	50
7/25/95	28	Treasury Collateralized O/N	111
7/26/95	25	B of A comp. balances	23
7/27/95	12		
7/28/95	15		
7/31/95	34		
8/1/95	42		
8/2/95	46		
8/3/95	41		
8/4/95	13		
8/7/95	118		
8/9/95	25		
8/10/95	53		
8/14/95	14		
8/15/95	50		
8/21/95	50		
8/25/95	21		
8/30/95	10		
B of A comp. balances	23		

**County Of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**June 30, 1995**

- All investments are in Treasury, Agency securities, or high-grade commercial paper
- Maturities range from July 3, 1995 through August 30, 1995
- 22.8 day average maturity
- 5.96% average investment's annualized daily yield
- \$1.4 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/3/95	\$ 13	FHLB	\$ 176
7/5/95	93	FHLMC	137
7/6/95	97	FNMA	554
7/7/95	76	FFCB	109
7/10/95	68	AT&T Corp	30
7/11/95	68	GE Company	67
7/12/95	25	Harvard University	19
7/13/95	31	JP Morgan	33
7/14/95	17	UBS Finance	22
7/17/95	50	Coca Cola Company	50
7/18/95	26	UPS of America	22
7/19/95	34	Nestle Capital	25
7/20/95	108	Emerson Electric	50
7/21/95	89	Chevron Oil Finance	61
7/24/95	29	Shell Oil Company	25
7/25/95	52	Treasury Collateralized O/N	28
7/26/95	19		
7/27/95	73		
7/28/95	42		
7/31/95	32		
8/1/95	5		
8/2/95	12		
8/3/95	55		
8/4/95	37		
8/7/95	38		
8/9/95	25		
8/10/95	67		
8/11/95	71		
8/14/95	15		
8/25/95	11		
8/30/95	30		

**County Of Orange  
Pre Bankruptcy Portfolio - 690  
Investment Pool Portfolio Summary  
June 30, 1995**

- All investments are Treasury, Agency securities, or high-grade commercial paper
- Maturities range from July 3, 1995 through August 30, 1995
- 21.3 day average maturity
- 5.97% average investment's annualized daily yield
- \$72 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/3/95	\$ 1	FHLB	\$ 11
7/5/95	11	FHLMC	4
7/6/95	3	FNMA	29
7/7/95	2	FFCB	6
7/10/95	3	GE Company	5
7/11/95	4	JP Morgan	2
7/12/95	2	UBS Finance	3
7/13/95	5	Deutsche Bank Finance	2
7/14/95	2	Emerson Electric Company	2
7/17/95	2	Chevron Oil Finance	2
7/18/95	2	Treasury collateralized O/N	6
7/20/95	1		
7/21/95	4		
7/24/95	2		
7/25/95	3		
7/27/95	2		
7/28/95	2		
7/31/95	4		
8/2/95	1		
8/3/95	2		
8/7/95	5		
8/10/95	3		
8/11/95	3		
8/25/95	2		
8/30/95	1		

**County Of Orange  
Pre Bankruptcy Portfolio - 200  
Investment Pool Portfolio Summary  
June 30, 1995**

- All investments are Treasury, Agency securities, or high-grade commercial paper
- Maturities range from July 5, 1995 through August 30, 1995
- 22.7 day average maturity
- 5.96% average investment's annualized daily yield
- \$48 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/5/95	\$ 5	FHLB	\$ 10
7/6/95	3	FHLMC	6
7/7/95	1	FNMA	20
7/10/95	2	FFCB	4
7/11/95	3	GE Company	2
7/13/95	2	JP Morgan	1
7/14/95	1	Chevron Oil Finance	2
7/18/95	2	Treasury Collateralized O/N	3
7/19/95	1		
7/20/95	5		
7/21/95	3		
7/24/95	3		
7/25/95	2		
7/27/95	1		
7/28/95	2		
8/2/95	1		
8/3/95	1		
8/7/95	4		
8/10/95	2		
8/11/95	1		
8/25/95	2		
8/30/95	1		

**County Of Orange**  
**Pre Bankruptcy Portfolio - 274**  
**Investment Pool Portfolio Summary**  
**June 30, 1995**

- Investment is in Treasury collateralized investment
- Maturity is for July 5, 1995
- 5 day maturity
- 5.95% average investment annualized daily yield
- \$2.5 million in portfolio investment

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/5/95	\$ 2.5	Treasury Collateralized O/N	\$ 2.5

06/30/95

Page 1

Placentia Library District  
Balance Sheet  
YTD Actual Spread Sheet  
1 Period(s) Ending June 30, 1995

Part 1 of 1 Parts

06/30/95

## Assets

General Fund - Checking	4,483.19
Literacy Fund-Checking	64.35
County Exempt-Checking	5,000.08
Payroll Account	8,561.33
Savings (P/R Support)	3,596.25
Savings (P/R Fees)	2,162.36
Certificates of Deposit	25,000.00
General Fund - Savings	3,578.96
Literacy Fund - Savings	6,272.27
County Exempt - Savings	7,337.19
Total Assets	66,055.98

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## Liabilities

Manual Payroll Checks	12,123.34
Payroll Taxes Payable	35.34
Deferred Comp Payable	436.45
Insurance Payable	(238.25)
Credit Union Payable	(746.36)
Union Dues Payable	289.72
Other Employee Deductions	656.41
Total Liabilities	12,556.65

## Capital

Fund Balance	53,499.33
Total Capital	53,499.33

Total Liabilities and Capital	66,055.98
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PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 0937-19337  
General Fund Petty Cash Savings Account

June, 1995

Prepared 07/08/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,578.96
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,578.96

*C. Deemith*  
7-8-95

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

June, 1995

Prepared 7/08/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,768.19
Checks Out	4118	275.00		
	4121	10.00		
	TOTALS	285.00	0.00	
CHECKBOOK BAL				4,483.19

*C. Demitro*  
7-8-95

06/30/95

Page 1  
Part 1 of 1 Parts

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

	Total	06/30/95
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	37.90	37.90
Cash Register-Fines	2,185.90	2,185.90
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	341.59	341.59
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	144.80	144.80
Cash Register-Computer Rental	63.50	63.50
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,654.57	1,654.57
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,130.56	1,130.56
Interest Income - checking	2.11	2.11
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	<hr/>	<hr/>
Total Income	5,560.93	5,560.93
<b>Cost of Sales</b>		
	<hr/>	<hr/>
Gross Profit (Loss)	5,560.93	5,560.93
<b>Expenses</b>		
Transfers to County	8,703.10	8,703.10
Employee Insurance (030)	0.00	0.00
Food (0900)	30.70	30.70
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)	142.65	142.65
Postage (183)	172.63	172.63
Prof. & Spec. Services (190)	275.00	275.00
Special Departmental Expense (240)	317.03	317.03
Transportation & Travel (270)	265.00	265.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	19.25	19.25
Funds in Transit	0.00	0.00
	<hr/>	<hr/>

06/30/95

Page 2  
Part 1 of 1 Parts

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

	Total	06/30/95
Total Expenses	9,925.36	9,925.36
Operating Income (Loss)	(4,364.43)	(4,364.43)
Other Income		
Other Expenses		
Net Income (Loss)	(4,364.43)	(4,364.43)

06/30/95

Page 1

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

Part 1 of 1 Parts

	06/30/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	387.73
Cash Register-Fines	24,965.75
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	2,019.24
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	123.66
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,736.85
Cash Register-Computer Rental	930.20
Typewriter Income	76.26
Telephone Income	392.14
Copy Machine Income	461.74
State Library Reimbursements	22,422.75
State Library Grants	32,359.00
State of California Foundation Funds	16,036.00
Other Grants	3,294.00
County Reimbursements	26,823.87
Interest Income - checking	9.96
Interest Income - savings	157.74
Miscellaneous Income	0.00
	-----
Total Income	132,357.89
Cost of Sales	
	-----
Gross Profit (Loss)	132,357.89
Expenses	
Transfers to County	110,524.22
Employee Insurance (030)	(269.34)
Food (0900)	236.31
Household Expenses (100)	240.91
Maintenance-Equip (130)	82.63
Maintenance-Bldg (140)	0.00
Memberships (160)	232.55
Office Expense (180)	2,067.28
Postage (183)	1,630.38
Prof. & Spec. Services (190)	2,479.39
Special Departmental Expense (240)	(1,703.73)
Transportation & Travel (270)	6,983.59
Equipment (400)	0.00
Taxes and Fees (370)	80.12
Funds in Transit	0.00
	-----

06/30/95

Page 2

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

Part 1 of 1 Parts

Total Expenses	06/30/95 122,584.31
Operating Income (Loss)	----- 9,773.58
Other Income	
Other Expenses	
Net Income (Loss)	----- 9,773.58 =====

06/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 95 Period 12  
General Fund - Savings

Page

Check	Date	Payee	Amount
1003	06/20/95	Plac. Lib GF Checkin 0-1010-00 General Fund - Checking	3,313.93 3,313.93
1004	06/20/95	O.C. Auditor 0-5102-01 Transfers to County	8,703.10 8,703.10
Checkbook 5 Total			12,017.03

06/30/95

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

Page 2

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name	Total
0-1010-00 General Fund - Checking	3,313.93
0-5102-01 Transfers to County	8,703.10
	<u>12,017.03</u>

06/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 95 Period 12  
General Account

Page 1

Check	Date	Payee	Amount
4106	06/12/95	Smart & Final 0-5105-01 Food (0900)	30.70
4107	06/05/96	Lerner Publications 0-5120-01 Special Departmental Expense (24	69.00
4108	06/07/95	Bolins Mail Service 0-5116-01 Postage (183)	3.63
4109	06/07/95	Kinkos 0-5114-01 Office Expense (180)	9.70
4110	06/08/95	Kinkos 0-5114-01 Office Expense (180)	15.57
4111	06/12/95	Tall Mouse 0-5114-01 Office Expense (180)	23.71
4112	06/13/95	Kinkos 0-5114-01 Office Expense (180)	27.95
4113	06/13/95	Kinkos 0-5114-01 Office Expense (180)	9.70
4114	06/05/95	Andromedia 0-5120-01 Special Departmental Expense (24	199.00
4115	06/07/95	Regents of U of CA 0-5122-01 Transportation & Travel (270)	245.00
4116	06/15/95	E.D. Minter (petty c 0-5114-01 Office Expense (180) 0-5116-01 Postage (183) 0-5122-01 Transportation & Travel (270)	95.74 65.74 20.00 10.00
4117	06/15/95	U.S. Postmaster 0-5116-01 Postage (183)	149.00
4118	06/26/95	Munson & Cronick 0-5118-01 Prof. & Spec. Services (190)	275.00
4119	06/26/95	VOID void	0.00
4120	06/26/95	VOID void	0.00
4121	06/28/95	Plac Chamber/Comm.	10.00

06/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 95 Period 12  
General Account

Page 2

Check	Date	Payee	Amount
		0-5122-01 Transportation & Travel (270)	10.00
4126	06/06/95	Titan Bookstore	49.03
		0-5120-01 Special Departmental Expense (24	49.03
		Checkbook 1 Total	1,212.73

06/30/95

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

Page 3

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name	Total
0-5105-01 Food (0900)	30.70
0-5114-01 Office Expense (180)	152.37
0-5116-01 Postage (183)	172.63
0-5118-01 Prof. & Spec. Services (190)	275.00
0-5120-01 Special Departmental Expense (240)	317.03
0-5122-01 Transportation & Travel (270)	265.00
	<u>1,212.73</u>

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

June, 1995

Prepared 07/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,272.27
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,272.27

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

June, 1995

Prepared 7/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,664.29
Checks Out	1137	3,599.94		
TOTALS		3,599.94	0.00	
CHECKBOOK BAL				64.35

06/30/95

Page 1  
Part 1 of 1 Parts

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

	Total	06/30/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	6.27	6.27
Interest Income - savings	11.79	11.79
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	48.06	48.06
Cost of Sales		
	-----	-----
Gross Profit (Loss)	48.06	48.06
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	3,599.94	3,599.94
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	3,599.94	3,599.94
Operating Income (Loss)	(3,551.88)	(3,551.88)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(3,551.88)	(3,551.88)
	=====	=====

06/30/95

Page 1

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

Part 1 of 1 Parts

	06/30/95
Income	
Gifts Income	1,045.00
Tutor Training Income	300.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income - checking	64.67
Interest Income - savings	39.18
Miscellaneous Income	0.00
Donations to Literacy	2,060.82
	-----
Total Income	3,589.67
Cost of Sales	
	-----
Gross Profit (Loss)	3,589.67
Expenses	
Refunds (not in use)	0.00
Travel Expense	30.00
Equipment Expense	3,599.94
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
	-----
Total Expenses	3,629.94
	-----
Operating Income (Loss)	(40.27)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(40.27)
	=====

6/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 2 Fiscal Year 95 Period 12  
Literacy Fund

Page 1

Check	Date	Payee	Amount
1137	06/24/95	Automated Office 0-5205-02 Equipment Expense	3,599.94
			3,599.94
		Checkbook 2 Total	3,599.94

06/30/95

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

Page ( ?

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name	Total
0-5205-02 Equipment Expense	3,599.94
	----- 3,599.94 =====

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

June, 1995

Prepared 6/12/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,337.19
Checks Out				
	TOTALS	0.00	0.00	
<i>SM</i> CHECKBOOK BAL				7,337.19

*7-8-95  
C. Demitru*

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

June, 1995

Prepared 07/08/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,735.68
Checks Out	952	27.70		
	953	82.43		
	954	158.00		
	955	458.47		
	956	9.00		
TOTALS		735.60	0.00	
CHECKBOOK BAL				5,000.08

7-8-95  
*Chumitru*

06/30/95

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

	Total	06/30/95
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	15.00	15.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	300.00	300.00
Test Proctoring Income	80.00	80.00
Vending Machine Income	0.00	0.00
Debit Card Income	107.00	107.00
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	0.00	0.00
Interest Income - savings	19.51	19.51
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	521.51	521.51
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	521.51	521.51
<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	1,023.78	1,023.78
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	1,112.00	1,112.00
Friend's-Director's Fund	100.00	100.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep 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	2,235.78	2,235.78
	-----	-----
Operating Income (Loss)	(1,714.27)	(1,714.27)

06/30/95

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

	Total	06/30/95
Other Income		
Other Expenses		
Net Income (Loss)	<u>(1,714.27)</u>	<u>(1,714.27)</u>

06/30/95

Page 1

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

Part 1 of 1 Parts

	06/30/95
Income	
Cash Register-Copy Cards-Exempt Fund	361.50
Microfilm/Microfich Income	63.00
Meeting Room Income	3,710.00
Test Proctoring Income	400.00
Vending Machine Income	2,094.25
Debit Card Income	1,553.00
Friends Contributions	4,850.00
Gifts Income	525.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	5,504.48
Interest Income - checking	82.67
Interest Income - savings	62.77
Miscellaneous Income	10.50
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
Total Income	19,217.17
Cost of Sales	
	-----
Gross Profit (Loss)	19,217.17
Expenses	
Copy Cards Purchase	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	2,303.47
Children's Camp Library	257.10
Children's-Other	333.73
Debit Card - Repay Capital Equip.	1,462.00
Friend's-Director's Fund	1,242.61
Friend's-Other Activities	10.50
Library Board Expenses	1,771.61
Meeting Room Upkeep Expenses	135.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	28.50
Lobbyist Expense	5,791.64
	-----
Total Expenses	16,556.59
	-----
Operating Income (Loss)	2,660.58

06/30/95

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

Page 2  
Part 1 of 1 Parts

Other Income	06/30/95
Other Expenses	-----
Net Income (Loss)	2,660.58 =====

06/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 7 Fiscal Year 95 Period 12  
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1001	06/20/95	O.C. Auditor 0-5313-03 Debit Card - Repay Capital Equip	1,112.00 1,112.00
1002	06/26/95	Plac. Lib. Checking 0-1030-00 County Exempt-Checking	2,466.05 2,466.05
Checkbook 7 Total			3,578.05

06/30/95

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

Page 2

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name	Total
0-1030-00 County Exempt-Checking	2,466.05
0-5313-03 Debit Card - Repay Capital Equip.	1,112.00
	-----
	3,578.05
	=====

06/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 95 Period 12  
County Exempt

Page 1

Check	Date	Payee	Amount
948	06/06/95	Plac. Lib. GF Saving 0-1080-00 General Fund - Savings	286.47
949	06/13/95	American Red Cross 0-5314-03 Friend's-Director's Fund	100.00
950	06/24/95	Harry Schlitz 0-5308-03 Children's Summer Reading Progra	150.00
951	06/24/95	California Juggling 0-5308-03 Children's Summer Reading Progra	135.00
952	06/24/95	Kidstamps 0-5308-03 Children's Summer Reading Progra	27.70
953	06/24/95	Scholastic Book Fair 0-5308-03 Children's Summer Reading Progra	82.43
954	06/24/95	Smilemakers 0-5308-03 Children's Summer Reading Progra	158.00
955	06/24/95	Ingram Library Servi 0-5308-03 Children's Summer Reading Progra	458.47
956	06/24/95	Kinkos 0-5308-03 Children's Summer Reading Progra	9.00
957	06/26/95	Kinkos 0-5308-03 Children's Summer Reading Progra	3.18
Checkbook 3 Total			1,410.25

06/30/95

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

Page 2

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name	Total
0-1080-00 General Fund - Savings	286.47
0-5308-03 Children's Summer Reading Program	1,023.78
0-5314-03 Friend's-Director's Fund	100.00
	-----
	1,410.25
	=====

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

Prepared July 10, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				14,155.22
	1323	348.50		
	1447	29.09		
	1480	40.52		
	1505	89.38		
	1518	28.86		
	1519	411.00		
	1520	175.00		
	1521	63.31		
	1522	58.18		
	1530	109.47		
	1531	1070.42		
	1533	179.02		
	1535	70.65		
	1536	78.96		
	1539	142.86		
	1540	125.65		
	1541	205.76		
	1542	24.94		
	1544	919.66		
	1546	89.38		
	1547	58.18		
	1548	106.41		
	1549	61.42		
	1553	492.41		
	1559	28.86		
	1560	411.00		
	1561	175.00		
	TOTALS	5,593.89		
Checkbook balance				8,561.33

7-10-95  
C. Dumitrescu

06/30/95

Page 1  
Part 1 of 1 Parts

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

	Total	06/30/95
Income		
Transfers from County	38,069.34	38,069.34
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	15.67	15.67
Interest-Savings-B of A	10.88	10.88
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	38,095.89	38,095.89
Cost of Sales		
	-----	-----
Gross Profit (Loss)	38,095.89	38,095.89
Expenses		
Salaries	39,170.41	39,170.41
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,975.16	2,975.16
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,145.57	42,145.57
	-----	-----
Operating Income (Loss)	(4,049.68)	(4,049.68)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(4,049.68)	(4,049.68)
	=====	=====

06/30/95

Page 1

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

	06/30/95
Income	
Transfers from County	535,905.45
Interest Income-CD's	750.00
Interest-Savings-Landmark	55.40
Interest-Savings-B of A	41.94
Miscellaneous Income	0.00
	-----
Total Income	536,752.79
Cost of Sales	
	-----
Gross Profit (Loss)	536,752.79
Expenses	
Salaries	502,551.65
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	37,060.16
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	294.58
	-----
Total Expenses	539,906.39
	-----
Operating Income (Loss)	(3,153.60)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(3,153.60)
	=====

06/30/95

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

Page 1

For Fiscal Year 95, Period 12 through Fiscal Year 95, Period 12

Account Name

Total

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

TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian  
 DATE: July 18, 1995  
 SUBJECT: Acquisitions Report



**Dollars Spent 6/1/95 to 6/30/95**

Adult Continuations Print	\$446.60
Adult Fiction	1,699.79
Adult Non-Fiction	1,250.19
Adult Reference	36.40
Adult CD-ROMs	947.09
Juvenile Continuations Print	94.89
Juvenile Reference	102.00
Juvenile Non-Fiction	291.39
Juvenile CD-ROMs	32.60
Gifts	689.24
<b>Total</b>	<b>\$5,590.19</b>

**Dollars Spent 7/1/94 to 6/30/95**

Adult Continuations Print	\$15,920.97	<i>print</i>
Adult Continuations Electronic	7,753.75	<i>other</i>
Adult Fiction	7,731.01	<i>print</i>
Adult Non-Fiction	4,286.16	<i>print</i>
Adult Reference	912.23	<i>print</i>
Adult Audio	32.22	<i>AV</i>
Adult Video	101.90	<i>AV</i>
Adult CD-ROMs	1,232.31	<i>other</i>
Juvenile Continuations Print	758.39	
Juvenile Continuations Electronic		
Juvenile Fiction	963.09	
Juvenile Reference	1,627.24	
Juvenile Non-Fiction	5,703.64	
Juvenile Audio		
Juvenile Video		
Juvenile CD-ROMs	1,082.10	<i>other</i>
Gifts	9,095.58	<i>Adopt a Book</i>
<b>Total</b>	<b>\$57,200.59</b>	

Acquisitions Report, July 18, 1995, Page 2.

**Outstanding Orders:**

Regular Accounts  
Gift Accounts

**Dollars Encumbered:**

\$591.74  
387.01

**Donated Items 7/1/94 to 6/30/95**

Adult Books	789	\$13,522.35
Juvenile Books	111	1,137.95
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: July 18, 1995  
 SUBJECT: ACS: Overdue Collection Repor for Month of June

The report received from ACS Collection Agency on July 6, 1995 is Attachment A

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December	7	25	2	262.69	0
January	12	8	0	13.84	19
February	12	18	2	268.39	7
March	6	19	1	32.35	5
April	10	26	3	113.53	0
May	43	56	2	192.55	8
June	29	73	4	665.88	6
TOTAL YTD	179	378	33	3,286.45	87

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Jul 1995

PLACENTIA PUBLIC LIBRARY  
411 E CHARMAN  
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	29	2,133.77	105	8,867.07	1071	69,678.
LESS: Mail Return*, Dispute, Bankrpt	7	617.10	26	2,225.49	205	14,325.
NET ASSIGNMENTS	22	1,516.67	79	6,641.58	866	55,352.
COLLECTED						
Paid in Full	3	333.43	9	781.23	267	13,348.
Settled in Full	1	133.33	1	133.33	72	3,861.
Partial Payment	6	199.12	16	371.98	156	7,477.
Resolved	1	0.00	1	0.00	23	847.
TOTAL RECOVERED	11	665.88	27	1,286.54	518	25,534.

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	251	48	173	152	447
	\$16,140	\$3,254	\$8,268	\$10,066	\$31,526

\* Percentage of Mail Returns - 19.0 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	561691	09/07/94	06/26/95	90.00	A	1
	26018052494434		AMT: 90.00			
	561618	11/02/93	06/23/95	132.78	MR	1
	26019004526539		AMT: 132.78			
	557621	11/08/94	04/21/95	151.45	A	4
	26018053231413		AMT: 151.45			
	555724	01/03/95	03/21/95	69.71	CC	5
	26018053255305		AMT: 69.71			
	559947	12/12/94	05/25/95	58.90	A	2
	26053070866164		AMT: 58.90			
	557639	01/17/95	04/21/95	57.88	A	4
	26018053257632		AMT: 57.88			
	560442	11/09/94	06/06/95	56.15	MR	1
	26019003608460		AMT: 56.15			
	557620	06/11/94	04/21/95	44.45	A,PP	4
	26018053220879		AMT: 96.28			
	561878	03/11/95	06/28/95	44.90	A	1
	26018053261428		AMT: 44.90			
	557619	11/17/94	04/21/95	65.00	A	4
	26018053251742		AMT: 65.00			
	559937	01/18/95	05/25/95	103.00	A	2
	26018053242196		AMT: 103.00			
	559932	01/04/95	05/25/95	0.00	SF	1
	26018053095388		AMT: 133.33			
	561876	05/18/95	06/28/95	47.45	A	1
	26018053066504		AMT: 47.45			
	561689	08/22/94	06/26/95	51.75	A	1
	26018053236818		AMT: 51.75			
	559924	05/06/95	05/25/95	80.90	A	2
	26018053080711		AMT: 80.90			
	561698	07/09/94	06/26/95	70.00	A	1
	26018053229565		AMT: 70.00			
	560444	03/28/95	06/06/95	109.99	A	1
	26018053202091		AMT: 109.99			
	555726	11/13/94	03/21/95	86.74	CC	5
	26018053247195		AMT: 86.74			
	557630	02/11/95	04/21/95	65.00	A,PP	2
	26018053238434		AMT: 113.74			
	559954	11/28/94	05/25/95	57.95	A	2
	26018053252922		AMT: 57.95			

561622	03/28/95	06/23/95	73.20	A	1
26019005171806		AMT: 73.20			
561877	07/07/94	06/28/95	93.86	A	1
26018053229334		AMT: 93.86			
559948	12/11/94	05/25/95	81.40	A	2
26019005124854		AMT: 81.40			
559925	10/08/94	05/25/95	197.34	A	2
26018053156578		AMT: 197.34			
559926	02/21/95	05/25/95	45.00	A,PP	2
2018053162501		AMT: 84.90			
561696	09/24/94	06/26/95	70.85	A	1
26018053074748		AMT: 70.85			
560443	03/05/95	06/06/95	86.05	A	1
26019004782827		AMT: 86.05			
557624	11/01/94	04/21/95	43.50	A,PP	5
26018053094100		AMT: 51.40			
561675	12/07/94	06/26/95	68.85	A	1
26018053249944		AMT: 68.85			
557625	11/30/94	04/21/95	0.00	SU,P	3
26018053109577		AMT: 58.98			
555723	05/24/94	03/21/95	45.00	CC	5
26018053058329		AMT: 45.00			
555722	12/12/95	03/21/95	70.60	CC	5
26018053224715		AMT: 70.54			
561879	04/02/95	06/28/95	61.91	A	1
26019004384533		AMT: 61.91			
561678	01/05/95	06/26/95	72.80	A	1
26019004283081		AMT: 72.80			
559931	02/06/93	05/25/95	62.50	MR	2
26019004328688		AMT: 62.50			
557628	11/13/94	04/21/95	96.84	A	4
26018053247138		AMT: 96.84			
561672	01/14/95	06/26/95	68.85	A	1
26018052599752		AMT: 68.85			
559935	11/05/94	05/25/95	66.55	A	2
26018053250918		AMT: 66.55			
559930	06/16/92	05/25/95	68.85	A	2
26019003903655		AMT: 68.85			
559939	02/01/95	05/25/95	93.75	A	2
26019004980058		AMT: 93.75			
559956	02/21/95	05/25/95	61.54	A	2
26018052477983		AMT: 61.54			
559928	03/22/94	05/25/95	50.00	A	2
26018053100014		AMT: 50.00			
559953	01/30/95	05/25/95	52.90	A	2
26018053254043		AMT: 52.90			
559923	02/21/95	05/25/95	0.00	TH	2
2601805310583		AMT: 96.34			
561616	04/23/95	06/23/95	42.28	MR	1
26053071076698		AMT: 42.28			
561699	12/03/94	06/26/95	107.60	A	1
26053070474043		AMT: 107.60			
559946	11/30/94	05/25/95	70.95	A	2
26018053201523		AMT: 70.95			
557637	01/17/95	04/21/95	45.00	A,PP	2
26019004981262		AMT: 69.45			

559936	02/04/95	05/25/95	67.50	A	2
26018053253649		AMT: 67.50			
557632	07/28/94	04/21/95	77.00	A	2
26018053230662		AMT: 77.00			
559955	11/28/94	05/25/95	80.00	A	2
26018053253219		AMT: 80.00			
557634	01/14/95	04/21/95	64.70	A	2
26018053257814		AMT: 64.70			
557629	03/14/93	04/21/95	82.95	A	2
26019003926656		AMT: 82.95			
559941	02/07/95	05/25/95	68.39	A	2
26053071043540		AMT: 68.39			
561623	04/24/95	06/23/95	55.70	A	1
26019004601175		AMT: 55.70			
561621	03/16/93	06/23/95	92.90	A	1
26019003265006		AMT: 92.90			
561619	10/19/93	06/23/95	71.45	A	1
26018053195428		AMT: 71.45			
557622	11/20/94	04/21/95	63.90	A	4
26018053005213		AMT: 63.90			
560446	06/08/93	06/06/95	55.60	MR	1
26018053125169		AMT: 55.60			
559957	07/18/94	05/25/95	0.00	TH	2
26019004310454		AMT: 117.24			
559952	06/06/92	05/25/95	110.69	A	2
26018053042091		AMT: 110.69			
559951	04/12/95	05/25/95	75.94	A	2
26018053182707		AMT: 75.94			
559927	10/15/94	05/25/95	71.49	A	2
26018053119857		AMT: 71.49			
559943	07/16/95	05/25/95	71.74	A	2
26018053108744		AMT: 71.74			
561694	09/24/94	06/26/95	68.95	A	1
26018053240380		AMT: 68.95			
559933	10/12/94	05/25/95	130.98	A	2
26053070977755		AMT: 130.98			
561875	03/18/95	06/28/95	76.38	A	1
26018053238103		AMT: 76.38			
559942	01/12/95	05/25/95	125.09	A	2
26018053247344		AMT: 125.09			
560447	07/09/94	06/06/95	63.73	A	1
26018053123651		AMT: 63.73			
561687	12/17/92	06/26/95	112.95	A	1
26019004351367		AMT: 112.95			
561680	02/19/94	06/26/95	90.49	A	1
26018053198448		AMT: 90.49			
559929	01/12/93	05/25/95	100.54	MR	1
26019003765013		AMT: 100.54			
560445	03/01/95	06/06/95	35.95	A	1
26019005166673		AMT: 35.95			
559934	06/29/94	05/25/95	57.57	A	2
26018053194934		AMT: 57.57			
559940	02/06/95	05/25/95	167.25	MR	1
26019004984027		AMT: 167.25			
555721	12/22/94	03/21/95	27.00	CC	5
26018053161776		AMT: 35.15			

559944	02/06/95	05/25/95	72.60	A	2
26018053260198		AMT: 72.60			
559945	02/06/95	05/25/95	126.83	A	2
26018053260180		AMT: 126.83			
555725	11/15/94	03/21/95	59.96	CC	5
26018053249910		AMT: 59.96			
559938	02/07/95	05/25/95	270.40	A	2
26018053257376		AMT: 270.40			
561700	07/14/94	06/26/95	60.40	A	1
26018053220499		AMT: 60.40			
557636	01/14/95	04/21/95	60.30	A	2
26018053257509		AMT: 60.30			
559950	06/27/94	05/25/95	97.35	A	2
26018053112712		AMT: 97.35			

TOTAL STILL ON SYSTEM :

6,256.64

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: July 18, 1995  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JUNE, 1995**

SUMMARY OF ACCOUNTS JUNE 1-30, 1995

Beginning Balance 6/01/95			\$1,112.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 107.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		<u>1,112.00</u>	
	<u>\$ 107.00</u>	<u>\$1,112.00</u>	
Ending Balance 6/30/95			<u>\$ 107.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 05/30/95	10,658.20
June Payment	<u>1,112 .00</u>
Balance 06/31/95	<u>\$ 9,546.20</u>

Prepared by: Charlene Dumitru

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TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: July 18, 1995  
SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through July 12, 1995.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Renee J. Scott	\$100.00
Kaye E. Lennon	25.00
<b>Total of Adopt-a-Book Donations</b>	<b>\$125.00</b>

Donations to Placentia Library Foundation

None

<b>Total Foundation Donations:</b>	<b>\$ 0.00</b>
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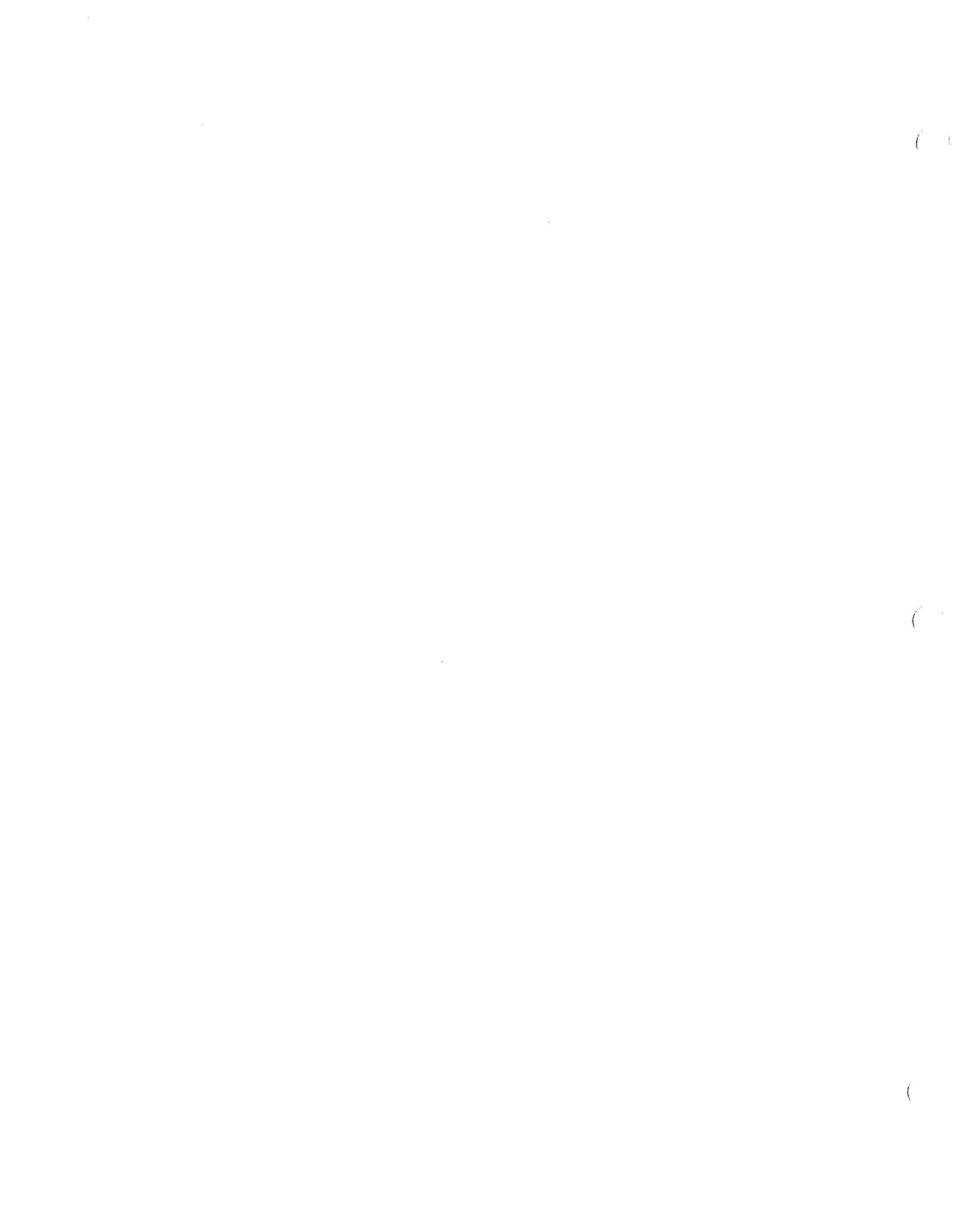
<b>TOTAL CASH DONATIONS</b>	
<b>Through May 10, 1995</b>	<b>\$ 150.00</b>

Prepared by: Charlene Dumitru



TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant *CD*  
DATE: July 18, 1995  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR JUNE, 1995**

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



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *edj*  
DATE: July 18, 1995  
SUBJECT: PERSONNEL REPORT FOR JUNE, 1995

RESIGNATIONS:

Mariya Ageyeva	Part-time Page (circulation)
Bradley Dingfelder	Part-time Page (circulation)

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator  
.475 FTE (19 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Gloria Clark, Volunteer Coordinator   
 DATE: July 5, 1995  
 SUBJECT: Volunteer Report for the Month of June, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 June	FY94-95 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	3.75	64.75		64.75
Covington, Darlene	21.75	69.50	3/95	83.75
Deputy, Paul	11.00	461.50	7/82	5,296.00
Farris, John	9.25	12.25	1/94	135.00
Fitzgerald, Joan	27.50	288.75	10/93	456.00
Goldbaum, Mae	3.50	57.75	7/88	292.00
Hodson, Daulphine	0.00	8.25	10/94	8.25
Housewright, Linnea	0.00	29.00		54.00
Markl, Theresa	0.00	24.25	1/94	55.25
Maru, Hansa	0.00	44.50	3/95	44.5
Nakamoto, Blanca	12.00	88.50	10/94	88.50
Nguyen, Dieu	0.00	0.00	8/94	52.75
Rane, Sarita	0.00	23.25	10/94	23.25
Redinbo, Sandy	7.50	55.50	10/94	55.50
Reesman, Colleen	0.00	6.50	10/93	81.50
Rice, Sharon	28.25	52.25	4/95	52.25
Robinson, Marcia	4.75	4.75	6/95	4.75
Rucker, Alison	0.00	69.50	10/94	69.50
Rucker, Ashley	0.00	40.00	10/94	40.00
Rucker, Kathrine	0.00	72.50	10/94	72.50
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	0.00	43.50		43.50
Schlichter, Allan	8.00	95.25	10/93	193.25
Scott, Mabelle	0.00	4.00	3/95	4.00
Shaw, Dixie	2.25	27.00	5/94	32.25
Shkoler, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Sandra	0.00	3.75		3.75
Tapia, Gerald	1.00	1.00	6/95	1.00
Trainor, Joe	0.00	1.00	9/93	102.20
Tran, Elizabeth	0.00	4.25	3/95	4.25
Westberg, Carl	2.25	133.75	9/93	274.25
J.T.P.A.	0.00	120.25		
S.T.E.P.	126.00	1,388.00		
<b>TOTALS</b>	<b>268.75</b>	<b>3,353.25</b>		<b>7,950.70</b>

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

**TEMPORARY VOLUNTEERS**

	FY 94-95 JUNE	FY 94-95 YTD		FY 94-95 june	FY 94-95 YTD
Baker, David	0.00	60.00	Krupica, Bob	0.00	12.00
Belwood, Kevin	0.00	114.75	Lopez, Amando	0.00	6.00
Brown, Jill	0.00	37.00	Li, Ho Man	0.00	16.00
Brown, Lizette	0.00	10.50	Liao, James	0.00	2.25
Bujanda, Joshua	0.00	30.00	Magart, Gale	0.00	2.50
Burke, Marsha	0.00	79.00	Marshack, Marsha	0.00	27.00
Chang, Michael	0.00	10.00	Mendez, Juan	0.00	20.00
Chang, Yoo-Shun	0.00	1.00	Meshreky, Mary	6.50	6.50
Chao, Christine	3.00	3.00	Minelle, David	2.00	2.00
Chiu, Andrew	13.00	55.75	Molina, Enid	0.00	15.00
Chiu, Robert	10.00	10.00	Moore, Matthew	0.00	40.50
Choi, Eugene	0.00	1.00	Nunn, Dennis	8.25	8.25
Chotalia, Amee	0.00	2.25	O'Hara, Peggy	0.00	35.00
Chuang, Gary	3.00	11.00	Pirayev, Adette	6.00	6.00
Cipres, Marcella	0.00	21.50	Rea, Tim	0.00	41.00
Driskel, Valerie	0.00	79.00	Roche, Gina	0.00	5.50
Flammer, Stacey	0.00	20.00	Rodriguez, Adriana	0.00	39.25
Fragaio, Maile	0.00	1.00	Rohman, Shayan	4.00	4.00
Fredrick, Jack	6.00	12.00	Sanford, Matt	0.00	4.00
Gunewardane, Sharlini	6.00	6.00	Seto, Cheryl	0.00	13.50
Harnett, Tom	12.00	36.00	Stockbower, Jimmy	3.00	20.00
Hernandez, Juan	0.00	40.00	Summerfield, Becky	0.00	13.25
Hill, Ryan	0.00	77.50	Vu, Mailisia	0.00	1.00
House, Christine	0.00	6.50	Vuu, Hai	0.00	1.00
Hovey, Michael	0.00	192.50	Wagner, Vella	8.50	57.50
Hwang, Yuan	0.00	1.00	Yada, Julie	7.50	17.50
Jones, Chris	0.00	96.50	Yang, Denny	10.25	42.00
Knutson, Andrea	9.25	9.25	Yu, James	0.00	2.25
			Yu, Janet	0.00	1.00
<b>TOTAL</b>	<b>62.25</b>	<b>1,024.00</b>	<b>TOTAL</b>	<b>56.00</b>	<b>461.75</b>

**LVA VOLUNTEERS**

Literacy Volunteer Hours 297.00

**TOTAL VOLUNTEER HOURS 683.75**

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

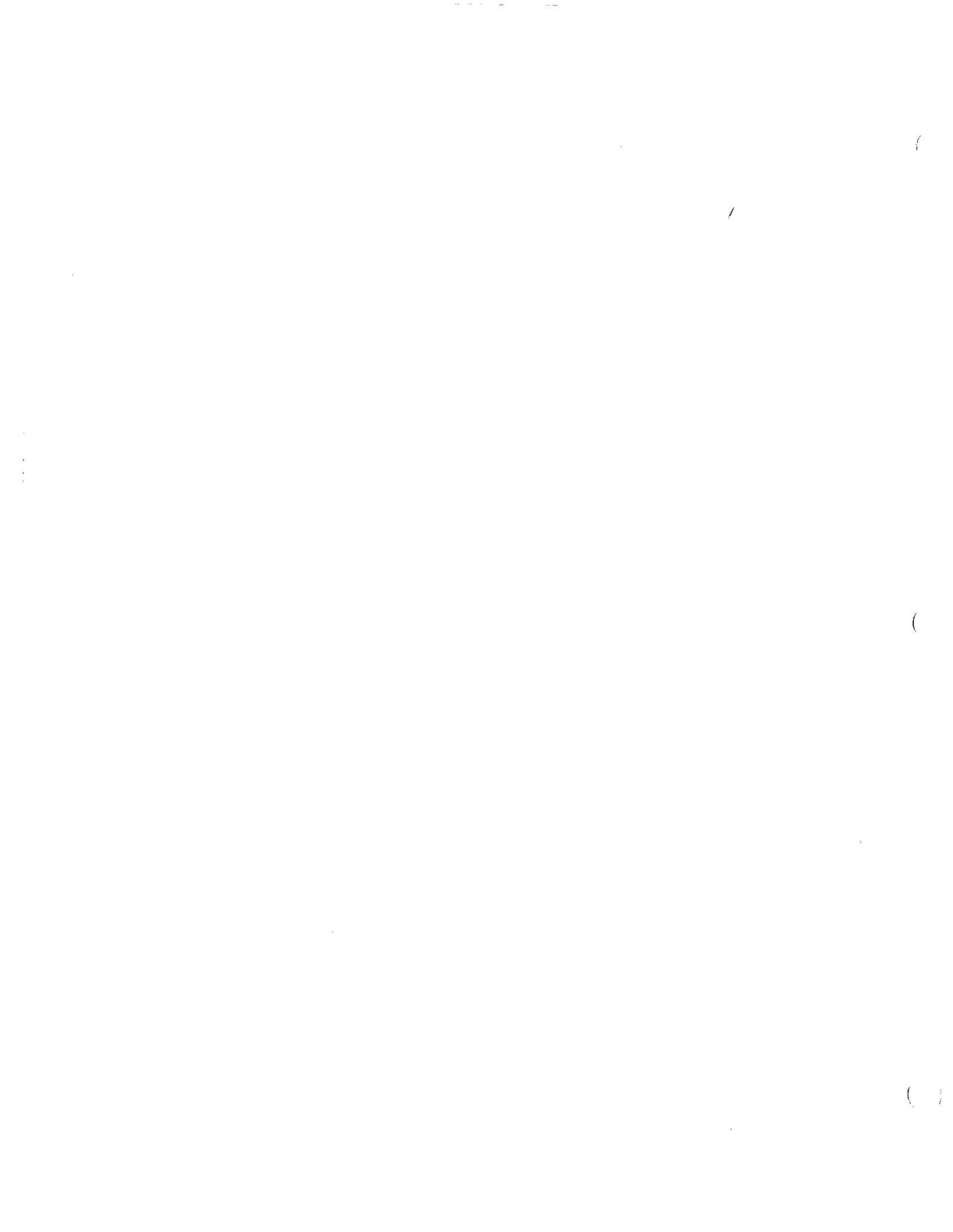
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	1994	1995	1994	1995
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		698.50	
August	506.25		488.50	
September	148.75		568.50	
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District  
 Circulation Report  
 July 18, 1995

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 JUNE 95	FY93-94 JUNE 94
1st Time Checkouts	213,296	230,576	-7.49%	17,564	19,077
Phone Renewals	14,277	17,837	-19.96%	1,008	1,242
In-Building Renewals	27,629	25,852	6.87%	1,866	1,776
Total Renewals	41,906	43,689	-4.08%	2,874	3,018
TOTAL CHECKOUTS	255,202	274,265	-6.95%	20,438	22,095
On-Time Checkins	203,766	224,832	-9.37%	17,274	19,000
Late Checkins	42,772	47,471	-9.90%	3,827	4,143
TOTAL CHECKINS	246,538	272,303	-9.46%	21,101	23,143
Holds Placed	5,004	5,260	-4.87%	436	553
Holds Cancelled	896	804	11.44%	83	80
Holds Filled	4,180	4,251	-1.67%	332	434
Holds Expired	84	185	-54.59%	3	7
Overdue Items	14,082	16,793	-16.14%	1,179	1,281
Overdue Notices	6,370	7,478	-14.82%	534	624
Billing Notices	7,597	8,158	-6.88%	723	794
Patrons Registered	4,314	4,165	3.58%	379	399
Titles Added	6,531	1,916	240.87%	1,198	10
Volumes Added	10,300	22,101	-53.40%	1,954	1,863
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	122,534	130,044	-5.77%	9,758	10,103
Juvenile Print	103,471	107,664	-3.89%	8,259	8,895
Total Print	226,005	237,708	-4.92%	18,017	18,998
Audio	11,574	15,528	-25.46%	900	1,217
Visual	20,034	22,488	-10.91%	1,521	1,879
Equipment	0	6		0	0
Total Audio Visual	31,608	38,022	-16.87%	2,421	3,096
TOTAL CIRCULATION	<u>257,613</u>	<u>275,730</u>	-6.57%	20,438	22,094
Placentia Circulation	148,876	155,001	-3.95%	11,646	12,961
% Placentia Circulation	57.79%	56.28%	2.68%	56.98%	58.66%
Anaheim/Yorba Linda Circulation	53,414	60,934	-12.34%	4,356	4,106
% Anaheim/Yorba Linda Circulation	20.73%	22.12%	-6.28%	21.31%	18.58%
<b>TYPES OF BORROWERS</b>					
Adult	191,045	214,442	-10.91%	14,867	16,673
Young Adult	2,473	1,780	38.93%	304	115
Juvenile	54,313	55,382	-1.93%	3,959	4,926
New Borrower	9,712	3,750	158.99%	1,308	381
Non Resident	0	0	0.00%	0	0
Other	74	79	-6.33%	0	0
TOTAL BORROWERS	257,617	275,433	-6.47%	20,438	22,095
ATTENDANCE	312,625	354,726	-11.87%	32,838	36,107
Adult Reference - In Building	24,722	20,963	17.93%	1,620	2,126
Adult Reference - Telephone	4,384	3,802	15.31%	356	402
Children's Reference - In Building	13,202	9,369	40.91%	824	1,630
Children's Reference - Telephone	764	0	N.A.	145	0
Total Adult Reference	29,106	24,765	17.53%	1,976	2,528
Total Children's Reference	13,966	9,369	49.07%	969	1,630
Total In Building Reference	37,924	30,332	25.03%	2,444	3,756
Total Telephone Reference	5,148	3,802	35.40%	501	402
TOTAL REFERENCE	43,072	34,134	26.19%	2,945	4,158



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: July 18, 1995  
 SUBJECT: Lighting Maintenance contract 1995-96

Bid requests for maintenance of Library lighting were sent to all lighting maintenance and electrical companies listed in the North Orange County phone book with addresses in Placentia, Brea, Fullerton, Yorba Linda and Anaheim Hills. Eighteen bid requests were mailed and four responses received. A copy of the bid letter is attached. Maintenance is to include monthly inspection and replacement of extinguished florescent and non-florescent lamps and cleaning of 25% of fixtures quarterly.

The Lighting Maintenance contract for 1994-95 was awarded to Reann Electric, Costa Mesa at a cost of \$270.00 per month.

Four bids were received as outlined below:

AMS Contracts	\$224.00 per month
Reann Electric, Costa Mesa	\$270.00 per month
Sunset Lighting	\$295.00 per month
California Retrofit, Inc.	Disqualified Bid - Did not meet specifications of bid request.

**RECOMMENDATION:**

1. Award the contract in the amount of \$224.00 per month to AMS Contracts, 11 Chesterfield, Mission Viejo, CA 92692.
2. Authorize signature of the contract by the Library Director.

Prepared by: Charlene Dumitru, Administrative Assistant



# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

July 5, 1995

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SUBJECT: Request for Bid for Lighting Maintenance

Gentlemen:

The Placentia Library District is soliciting bids for maintenance of all light fixtures in the Library.

Total fluorescent lamps in Library are 1,790. There is also a small number of non-fluorescent fixtures.

Monthly maintenance is to include:

1. Inspection of all lighting and replacement of extinguished fluorescent lamps in Library;
2. Replacement of ballasts as necessary;
3. Disposal of ballasts containing P.C.B., if necessary;

Quarterly maintenance is to include:

1. Wash and clean 25% of fixtures quarterly so that all fixtures will be cleaned within a one-year period.

The Library will supply materials for relamping. This quote should reflect labor and cleaning materials.

If you wish to inspect the lighting before submitting your bid, you are invited to visit the Library on Monday, July 10 between 2:00 and 6:00 P.M.

Bids are due no later than 5:00 P.M., Wednesday, July 12, 1995.

Sincerely,

Charlene Dumitru  
Administrative Assistant



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: July 18, 1995  
 SUBJECT: Computer Maintenance contract 1995-96

Bid requests for maintenance of Library computer equipment, including printers and peripherals were mailed out to all computer service and repair vendors listed in the North Orange County phone book. Eighteen bid requests were mailed and six responses received. A copy of the bid letter is attached.

The computer maintenance contract for 1993-94 was awarded to Automated Office Products of Brea at a cost of \$3,467.50.

Six bids were received as outlined below:

CNC Network Services, Placentia	\$5,240.00 \$4,716.00 (10% discount) if paid in advance
Automated Office Products, Brea	\$5,385.00 \$5,115.75 (5% discount) if paid in advance
Varitek, Orange	\$5,970.00
Bell Atlantic, Brea	\$7,810.80
CPR Computer & Printer Repair, Anaheim	\$9,168.00
Westek Computer Services, Fullerton	\$10,512.00 \$10,091.52 (4% discount) if paid in advance

**RECOMMENDATION:**

1. Award the contract in the amount of \$4,716.00 to CNC Network Services, 1800 E. Miraloma, STE B, Placentia, CA 92670.
2. Authorize signature of the contract by the Library Director.

Prepared by: Charlene Dumitru, Administrative Assistant



# PLACENTIA LIBRARY DISTRICT

Agenda Item 21  
Attachment A



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

July 5, 1995

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SUBJECT: Request for Bid for Computer Maintenance Service Contract

Gentlemen:

The Placentia Library District is soliciting bids for service and maintenance of all Library Owned Computer Equipment.

A complete listing of Computer Equipment is enclosed.

The bid is to include:

1. unlimited service calls for the purpose of making necessary repairs, with all travel, labor and parts expenses included at no additional costs;
2. covered replacement parts are to include monitors, power supplies, logic boards and print heads, but will not include toner, drums, developer ozone filters and ribbons;
3. the bid is to include two preventative maintenance calls within a one-year period to all equipment that will consist of a diagnostic check, cleaning, adjusting, lubrication, and replacement of worn or broken parts.

If you wish to inspect the computer equipment before submitting your bid, you are invited to visit the Library on Monday, July 10 between 2:00 and 6:00 P.M.

Bids are due no later than 5:00 P.M., Wednesday, July 12, 1995.

Sincerely,

Charlene Dumitru  
Administrative Assistant



TO: Library Board of Trustees

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

DATE: July 18, 1995

**SUBJECT: Notification of Fiscal Year 1994-1995 augmentation to the Adult Basic Education - ABE 321 Funds from the California Department of Education in the amount of \$128.00**

**BACKGROUND:**

Placentia Library District has been allocated an additional \$128.00 for its Fiscal Year 1994-1995 Adult Basic Education Grant from the California Department of Education.

This grant provides funds for staff training and development in support of adult literacy activities.

**RECOMMENDATION:**

Receive and File.



June 23, 1995

Grant No. 30-03802- M692

Elizabeth D. Minter, Library Director  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

ADULT BASIC EDUCATION - ABE 321 FUNDS  
ESL AUGMENTATION  
Fiscal Year 1994-95

Dear Director Minter:

The California Department of Education has just received budget authority to provide fiscal year 1993-94 carry-over funds to adult education literacy providers. Therefore, this letter serves as notification that your grant for Adult Education Section 321 ESL funds for fiscal year 1994-95 is augmented in the amount identified below.

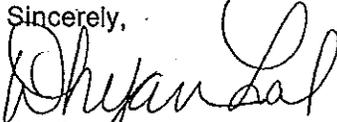
We recognize that many agencies have already incurred expenditures which have exceeded the original ESL allocation; therefore we are pleased to issue these additional funds, provided you can fully substantiate all ESL costs with verifiable documentation retained for audit and review purposes.

<u>HHU AUGMENTATION</u>	<u>UNIT RATE</u>	<u>AUGMENTATION AMOUNT</u>
8	\$16.00	\$128.00

Fiscal year 1994-95 funds provided to you for ESL activities (original allocation plus this augmentation) are valid only through June 30, 1995. There are no program extensions, and funds cannot be carried forward beyond this date. A close-out package containing a final claim for reimbursement for ESL funding is being issued under separate cover. Please be sure to adhere to the close-out deadline of August 15, 1995. **No claims can be honored after that date.**

For program assistance, please contact your assigned state consultant. Questions relating to allocations and close-outs may be addressed to John Roman in the Management Planning and Development Unit at (916) 323-5047.

Sincerely,

  
Dr. Dhyah Lal  
Deputy Superintendent  
Specialized Programs Branch

DL:RE:ARB

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