

REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

June 21, 1993

7:30 P.M.

Library Board Room

1. Roll Call: Administrative Assistant

7:32 P.M.  
Stalk about

2. Adoption of Agenda.

Presentation: Library Director  
Recommendation: Adopt by Motion

Shaker/West

3. Minutes of the April 19 and May 17, 1993, Regular Meetings and the June 10, 1993 Special Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

Apr 19 West/Evans Shaker about  
May 17 + West/Evans  
June 10 | West/Shaker

4. Oral Communications.

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

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

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

5. Board President's Report.

Presentation: Library Board President

Urgent boy - legislative.  
Contacts

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

Senator Hill. not in favor of taxes  
(extending the sales tax)

7. Friends of the Library Report.

Presentation: Library Director

Family Literacy Project last Friday - Carmen's expression of gratitude  
Bob Tunstall (John Stenica's aide) was there.

minutes book  
meeting

**CLAIMS (Items 8-10)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

There were no Nonstandard Claims for this report period.

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

There were no Claims forwarded by the Library Director this report period.

- 10. Current Claims and Payroll. (Approve)

~~Current Claims of \$35056.70. Payrolls 3032, 3033, and 3034, for a cumulative payroll total of \$81,660.00. Combined total of Current Claims and Payroll of \$116,716.70.~~

*Should West.  
Stack - also turn.*

**FINANCIAL REPORT (Items 11-14)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 11-14 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 11. Financial Report for May, 1993. (Receive & File)
- 12. Office General Ledger & Check Registers for May, 1993. (Receive & File)
- 13. Overdue Collection Report for May, 1993. (Receive & File)
- 14. Vending Machine Report for May, 1993. (Receive & File)

*West*  
*11-14 - [ ] payment - [ ]*  
*West / [ ]*

*Remitted receipt - July 19, 1993 →*

*unit's amended. West / [ ] - all by.*

**GENERAL CONSENT CALENDAR (Items 15-20)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 15-20 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.

*Wait/Struck*

15. Circulation Report for May, 1993. (Receive & File)
16. Volunteer Report for May, 1993. (Receive & File)
17. Building Maintenance Report for May, 1993. (Receive & File)
18. Personnel Report for May, 1993. (Receive, File, and Ratify Appointments)
19. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- ~~20. Response from the State Library delaying action on the District's LSCA Title II Grant Application for building remodeling funds. (Receive & File)~~

**CONTINUING BUSINESS**

21. FY1993-1994 Budget

Presentation: Library Director  
Recommendation: Review Legislative Alerts for 1993-1994 State Budget; Review Revenue Estimates for FY1993-1994; Adopt Preliminary Budget for FY1993-1994; Adopt Fines & Fees Schedule for FY1993-1994; Adopt Retirement Incentive Program; and Determine Direction for June/July Activities.

22. Amendments to the Memorandum of Understanding

Presentation: Library Director  
Recommendation: Adopt and authorize the Library Director to sign on behalf of the Library Board of Trustees.

23. Placentia Library District's 75th Anniversary Celebration

Presentation: Principal Librarian  
Recommendation: Review proposals from the Program Committee and select activities.

**NEW BUSINESS**

24. Selection of Counsel to Represent District in Personnel Matters

Presentation: Library Board President  
Recommendation: Authorize the Library Director to request that Dennis Moss, Attorney at Law with Blanning & Baker, review the facts and circumstances surrounding the reduction in staff, and to advise the Board on the necessity of having a closed session to discuss relevant issues.

**STAFF REPORTS**

- 25. Program Report for the Month of May, 1993. (Program Committee)
- 26. Placentia Library Literacy Services Report. (Daniels)
- 27. Family Literacy Project Report. (Joseph)
- 28. Publicity Materials produced for the month of May, 1993. (Byrne)
- 29. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)

**ADJOURNMENT**

- 30. Agenda Preparation for July 19, 1993, Regular Meeting.
- 31. Adjourn.

*Foundation Report*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the May 17, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, June 16, 1993.

*Charlene Dumitru*

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jun 24-30	American Library Association Annual Conference, New Orleans
Jul 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Aug 16 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Shkoler)
Sep 9 (Thur)	LVA Annual Meeting and Recognition Ceremony
Sep 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 5 (Tues)	Friends Board Meeting, 7:00 P.M. (Dinsmore)
Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 2 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 12 (Fri)	Camp Library
Dec 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.



**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**APRIL 19, 1993**

**CALL TO ORDER**      The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 19, 1993, at 7:38 P.M. by President Peggy Dinsmore.

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

**Members Absent:** Trustee Al Shkoler

**Others Present:** Assistant Library Director Sal Addotta and Administrative Assistant Charlene Dumitru.

**ADOPTION OF AGENDA**      It was moved by Trustee West, seconded by Trustee Evans to adopt the Agenda as presented.

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

**MINUTES**              It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of March 15, 1993 as presented.

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

**ORAL COMMUNICATIONS**      No members of the public were present to address the board at this time.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore suggested that in the interest of time she would omit the President's Report at this meeting.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported that a special meeting of Library Volunteers of America would be held on May 10, 1993 for the purpose of discussing where LVA is going during the next year in light of the current fiscal crisis. Trustees are encouraged to attend this meeting.

**FRIENDS OF THE  
LIBRARY REPORT**

Trustee Fred West reported that the Friends of the Library had donated \$1,000.00 to the Director's Fund and he expressed his thanks to the Friends.

---

**FINANCIAL  
CLAIMS**

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims; Claims forwarded by the Library Director in the amount of \$5,939.15; and Current Claims and Payroll in the amount of \$130,308.38, as presented.

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

**FINANCIAL  
REPORT**

It was moved by Trustee Evans, seconded by Trustee West to receive and file Agenda Items 11 through 14: Financial Report for March, 1993; Office Ledger and Check Registers for March, 1993; Overdue Collections Report for March, 1993; and Vending Machine Report for March, 1993 as presented.

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



**GENERAL  
CONSENT  
CALENDAR**

It was agreed to delete Agenda Item 19, Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority, from the General Consent Calendar.

It was moved by Trustee West, seconded by Trustee Evans to approve, receive and file Agenda Items 15-18 and 20-22a: Circulation Report for March, 1993; Volunteer Report for March, 1993; Building Maintenance Report for March, 1993; Personnel Report for March, 1993; Transmittal of Placentia History Collection Policy as adopted by the Library Board of Trustees, March 15, 1993; Waiver of security for funds on deposit with Landmark Bank and approval of Contract of deposit of Moneys effective January 20, 1993; submission of application for Fiscal Year 1993-1994 Families for Literacy Grant to the State Library of California; approval of awards for the "Libraries Change Lives" contest.

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

**BUDGET  
FY1992-93**

It was moved by Trustee West, seconded by Trustee Evans to read Resolution 93-1 by title only.

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

It was moved by Trustee Stark to adopt Resolution 93-1: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to endorse and support the passage of SB 566 by the legislature of the State of California. Resolution 93-1 was adopted by role call vote:

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

**STAFF  
APPRECIATION  
DINNER**

It was agreed to change the date of the Staff Appreciation Dinner to Friday, June 18, 1993.

**SUBMISSION OF  
APPLICATION  
FOR A LSCA  
TITLE II GRANT  
FOR DISABLED  
ACCESS  
REMODELING OF  
MAIN LIBRARY**

It was moved by Trustee West, seconded by Trustee Evans to approve submission of the Application for Library Services and Construction Act (LSCA) Title II funds for the Disabled Access Remodeling of Main Library Project; to authorize Library Director Minter to sign such application on behalf of the Library Board of Trustees; and to adopt final ADA Self-Evaluation Plan as presented.

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

**AWARD OF  
CONTRACT FOR  
GENERAL  
AUDITING  
SERVICES FOR  
FY1992-93 AND  
FY1993-94**

It was moved by Trustee Evans, seconded by Trustee West to receive and file bids received, and to award contract for general auditing services for fiscal years 1992-1993 and 1993-1994 to Anderson, Lynn, Bezich, Munson & Cronick, Fullerton, at a rate for 1992-1993 not to exceed \$2,950, and at a rate for 1993-1994 not to exceed \$3,100.

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

The Meeting of the Board of Trustees recessed for a break at 9:17 P.M. and reconvened at 9:25 P.M."

**PLACENTIA  
LIBRARY  
DISTRICT  
POLICY ON  
STAFF  
DISCLOSURE OF  
POLITICAL  
AFFILIATION TO  
THE PUBLIC**

It was moved by Trustee West, seconded by Trustee Evans to adopt a District policy as follows:

Information about an employee's race, religion, political affiliation, or any other information protected by the civil rights laws, may not be requested by District management for any reason, or if known through voluntary disclosure, disclosed to anyone within or outside the Library.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee West, seconded by Trustee Evans to approve travel authorizations as follows:

1. Independent Special Districts of Orange County general membership meeting on Thursday, April 22, 1993 at \$25.00 per person, plus milage approved for President Dinsmore, Trustee Shkoler and Library Director Minter.

2. California Library Association Legislative Day, May 4, 1993, Sacramento. Transportation, meals, accommodations and registration for President Dinsmore and Library Director.

3. California Special Districts Association Legislative Workshop, May 24 and 25, 1993, Sacramento. Transportation, meals, accommodations and registration for President Dinsmore, Trustees Shkoler and Stark and Library Director.

4. Southern California Library Literacy Network Annual Conference, May 16-18, 1993, Palm Springs. Registration and transportation for Families for Literacy Coordination Gwen Joseph.

5. CSDA Workshop on Legislative Issues, May 6, 1993, Orange County. Mileage, registration and lunch for Trustees and Library Director.

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

**STAFF REPORTS**

It was moved by Trustee West, seconded by Secretary Stark to receive and file Agenda Items 32-38: Program Report for the Month of March, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials produced for the month of March, 1993; Americans With Disabilities Act Compliance Report; Tax Forms Distribution Service, 1993 Final Report; Placentia Local History Study Committee Report.

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

**CLOSED SESSION**

It was moved by Trustee West, Seconded by Trustee Evans to go into closed session to discuss a personnel matter.

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

The Board of Trustees adjourned to Closed Session at 10:01 P.M.

The Board of Trustees reconvened to Open Session at 10:25 P.M.

The Regular Meeting of the Board of Trustees of Placentia Library District adjourned at 10:26 P.M.

---

Sandra M. Stark, Secretary

Faint, illegible text spanning the width of the page, possibly a header or a line of a list.

Faint, illegible text spanning the width of the page, possibly a header or a line of a list.

Faint, illegible text spanning the width of the page, possibly a header or a line of a list.

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**MAY 17, 1993**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 17, 1993, at 7:35 P.M. by President Peggy Dinsmore.

**ROLL CALL**

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

**Members Absent:** Trustee Fred West.

**Others Present:** Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru, Principal Librarian Suad Ammar, Staff Members Peggy Burkich, Mary Byrne, Lusi Garcia, Julianne George, Julie Shook and Cheryl Willauer; Orange County Employees Association Representative Richard Brown; and Placentia residents Peter Kahrilas and Letitia Kahrilas.

**ADOPTION OF AGENDA**

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

**MINUTES**

It was moved by Trustee Evans, seconded by Trustee Shkoler to defer approval of the Minutes of the Regular Meeting of the Board of Trustees of April 19, 1993 until the Regular Meeting of the Board of Trustees of June 21, 1993.

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

**ORAL  
COMMUNICATIONS**

Placentia resident Peter Kahrilas addressed the Board regarding budgetary concerns and the proposed reduction in staffing positions. Mr. Kahrilas suggested that several library services and programs should be reduced or discontinued rather than reducing personnel.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that she has been contacting legislators by visiting them and writing letters, but they seem to be at an impasse with the budget issues. All of the legislators whom she has contacted believe that State budget issues will not be settled until the end of summer.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported that she and the Library Director participated in a meeting with the LVA Placentia Board on May 10, 1993, to clarify the relationship between LVA Placentia and the Library's State subsidized literacy program.

**FRIENDS OF THE  
LIBRARY REPORT**

President Dinsmore reported that the Friends of the Friends made approximately \$500 at the booksale held May 14 -16, 1993. The Friends felt that attendance at the booksale was lower than usual.

Library Director Minter reported that the Friends will be continuing their project of organizing their storage room.

**FINANCIAL  
CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve Agenda Items 9 through 11: Nonstandard Claims; Claims forwarded by the Library Director in the amount of \$7,299.99; and Current Claims and Payroll in the amount of \$70,141.59, as presented.



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

**GENERAL  
 CONSENT  
 CALENDAR**

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve, receive and file Agenda Items 16-20: Circulation Report for April, 1993; Volunteer Report for April, 1993; Building Maintenance Report for April, 1993; Personnel Report for April, 1993; and Review of Shard Maintenance Costs with the City of Placentia under the Joint Powers Authority.

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

**STAFF  
 REPORTS**

It was agreed to consider Agenda Items 25-30, Staff Reports, out of Agenda sequence.

It was moved by Trustee Evans, seconded by Secretary Stark to receive and file Agenda Items 25-30: Program Report for the Month of April, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials produced for the month of April, 1993; Americans With Disabilities Act Compliance Report; and Santiago Library System Report.

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

**PLACENTIA  
LIBRARY  
DISTRICT'S  
75th  
ANNIVERSARY  
CELEBRATION**

The Board directed the Program Committee to organize events to draw attention to the Library and the Library Foundation, especially during the Heritage Days festivities, but to keep costs as low as possible.

Trustee Fred West arrived at 8:15 P.M.

**FY1993-1994  
BUDGET**

In accordance with California Government Code Section 54954.3, Staff Members Mary Byrne and Julianne George; and Placentia Residents Letitia Kahrilas and Peter Kahrilas addressed the Board regarding the FY1993-1994 Budget and concerns regarding potential cutbacks in staff positions, wages and benefits.

It was moved by Trustee Shkoler, seconded by Trustee Evans to establish the hours of service for FY1993-1994 as follows:

Sunday	1:00 P.M. to 4:45 P.M.
Mon. - Wed.	9:00 A.M. to 8:45 P.M.
Thurs. & Sat.	9:00 A.M. to 5:45 P.M.
Fridays	CLOSED

and that the new hours will go into effect on June 1, 1993.

AYES: Dinsmore, Stark, Evans,  
Shkoler, West

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler, seconded by Trustee Evans to request the Orange County Employees Association bargaining unit to reopen negotiations regarding Cost of Living increases in wages for FY1993-1994.

AYES: Dinsmore, Evans, Shkoler

NOES: Stark, West

ABSTAIN: None

ABSENT: None

In accordance with California Government Code Section 54954.3, Orange County Employees Association Representative Richard A. Brown addressed the Board regarding criteria for requesting reopening of negotiations with the bargaining unit.

It was moved by Trustee Shkoler, seconded by Trustee Evans to request the Orange County Employees Association bargaining unit to reopen negotiations regarding wages, furlough hours and benefits.

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

It was moved by Trustee West, seconded by Trustee Shkoler to reduce staff positions by .63 FTE Library Clerk and 1.0 FTE Library Assistant, effective June 1, 1993 and to defer decisions and any further staff changes for a period not to exceed ninety days.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler that the Board call a Special Meeting on Thursday, June 10, 1993 at 7:30 P.M. to continue discussion of budget issues including results of the renegotiation with the Orange County Employees Association bargaining unit.

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

**SPECIAL  
DISTRICT  
AUGMENTATION  
FUND  
APPLICATION  
FOR 1993-1994**

It was moved by Trustee West, seconded by Secretary Stark to read Resolution 93-2 authorizing District participation in the Orange County Special District Augmentation Fund Selection Committee by title only.

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

It was moved by Trustee West, seconded by Trustee Evans to adopt Resolution 93-2: A Resolution of the Board of Directors of Placentia Library District to endorse the formation of a Selection Committee on the Independent Special Districts of Orange County to advise the Orange County Board of Supervisors on the Distribution of the Special District Augmentation Fund; and to Instruct the Selection Committee of the Independent Special Districts of Orange County to Advise the Orange County Board of Supervisors to Distribute the Special District Augmentation Funds to Each Requesting Independent Special District in an Amount up to the Amount of its Contribution to the Fund.

Resolution 93-3 was adopted by roll call vote:

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

**AWARD OF  
CONTRACT FOR  
VISION  
SERVICES FOR  
1993-1994**

It was moved by Trustee Shkoler, seconded by Trustee West that the contract for vision insurance for 1993-1994 be awarded to Vision Service Plan; and that the Library Director be authorized to sign all contract documents.

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

It was moved by Trustee Stark, seconded by Trustee West that pursuant to the Brown Act, Section 54957.6, the Board go into closed executive session to discuss the proposal for reopening negotiations with the Orange County Employee Association bargaining unit.

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

The Board went into closed session at 11:07 P.M.

The Board reconvened in open session at 11:55 P.M.

The Regular Meeting of the Board of Trustees of Placentia Library District adjourned at 11:56 P.M.

---

Sandra M. Stark, Secretary

(

(

(



**FINANCIAL  
CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve Agenda Items 4 through 6: Nonstandard Claims; Claims forwarded by the Library Director; and Current Claims and Payroll as presented.

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

**BUDGET  
FY1993-94**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize that layoff notices be issued as outlined in the recommendation by the Library Director and that the layoffs be effective July 22, 1993. Vote was by roll call.

---

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the use of the services of Blanning and Baker at a cost not to exceed \$3,500 for the management of the implementation of the lay off procedures.

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

The Special Meeting of the Library Board of Trustees adjourned at 8:58 P.M.

---

Sandra M. Stark, Secretary



May 25, 1993

Placentia Library District  
Attention: Elizabeth Minter  
411 E. Chapman Avenue  
Placentia, California 92670

Dear Ms. Minter;

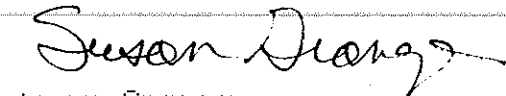
Who decides what the library hours are? Will closing on Friday and three hours early on Thursday best serve the community? Have the teachers in the local schools been notified the library will be closed three hours early on a school night and all day Friday?

Why can't the library be closed all day Sunday and open its doors an hour later on week days so that after school the library would be available to students?

If possible, please reconsider closing the Placentia Library to the students of our community on school nights.

Thank you,

---



Susan Grange  
531 Whitten Way  
Placentia, California 92670

cc: Maria Moreno, Mayor  
Placentia Linda Unified School District

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

June 7, 1993

Ms. Susan Grange  
531 Whitten Way  
Placentia, CA 92670

Dear Ms. Grange:

Thank you for your letter of May 25, 1993, questioning the selection of hours to close the Placentia Library.

---

Hours of service and all other budget and policy issues are determined by the Library Board of Trustees. The District's Trustees are elected by the public. Agendas for all Board meetings are posted at the entrance to the library and the public is welcome to speak on all issues.

The hours to close were selected based upon a staff recommendation resulting from a study of the use patterns of library services and the accessibility of other public library outlets in Fullerton, Yorba Linda and Anaheim.

Sunday is the busiest day of service at the Placentia Library in all measurable categories: number of patrons entering per hour; number of reference questions answered per hour; and number of items borrowed per hour. Friday is the day of lowest activity in each of those categories. No other public library in North Orange County is open on Sunday. The staff recommendation was to keep the busiest day of the week and give up the lightest day of the week even though the employees would have preferred to give up Sunday!

Recommendation of any evening is a difficult choice. However, a full shift of staff time is needed in order to realize the personnel savings necessary (one hour spread over four days does not give the same shift savings for personnel). Thursday was selected because it is the least busy evening of the week and there are other public libraries open in the area.

Many school classes visit the library during the year. These visits are very important since the School District has no staff for its elementary school libraries and only clerical staff for its junior high school libraries. Closing on Thursday mornings would cut off access for these classes to the Placentia Library on a day that has been heavily used for class visits.

Ms. Susan Grange  
June 7, 1993

Page Two

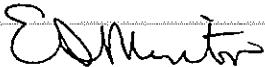
The sad news is that I suspect that there will be further reductions in hours announced as soon as the State completes its budget process, probably the loss of another 20 hours per week if the \$2.6 billion of property tax revenue is shifted from local government to the State.

Each teacher in the Placentia Linda School District was notified about the change in library hours as a revised schedule was distributed to each classroom for posting.

I will forward your request that the Placentia Library close on Sundays rather than Thursdays or Fridays to the Library Board of Trustees for review at its meeting on June 21, 1993, at 7:30 P.M. in the Library's Conference Room.

If you have any questions, please give me a call at 528-1925.

Yours truly,



Elizabeth D. Minter,  
Library Director

EDM:cd



TO: Elizabeth Minter, Library Director

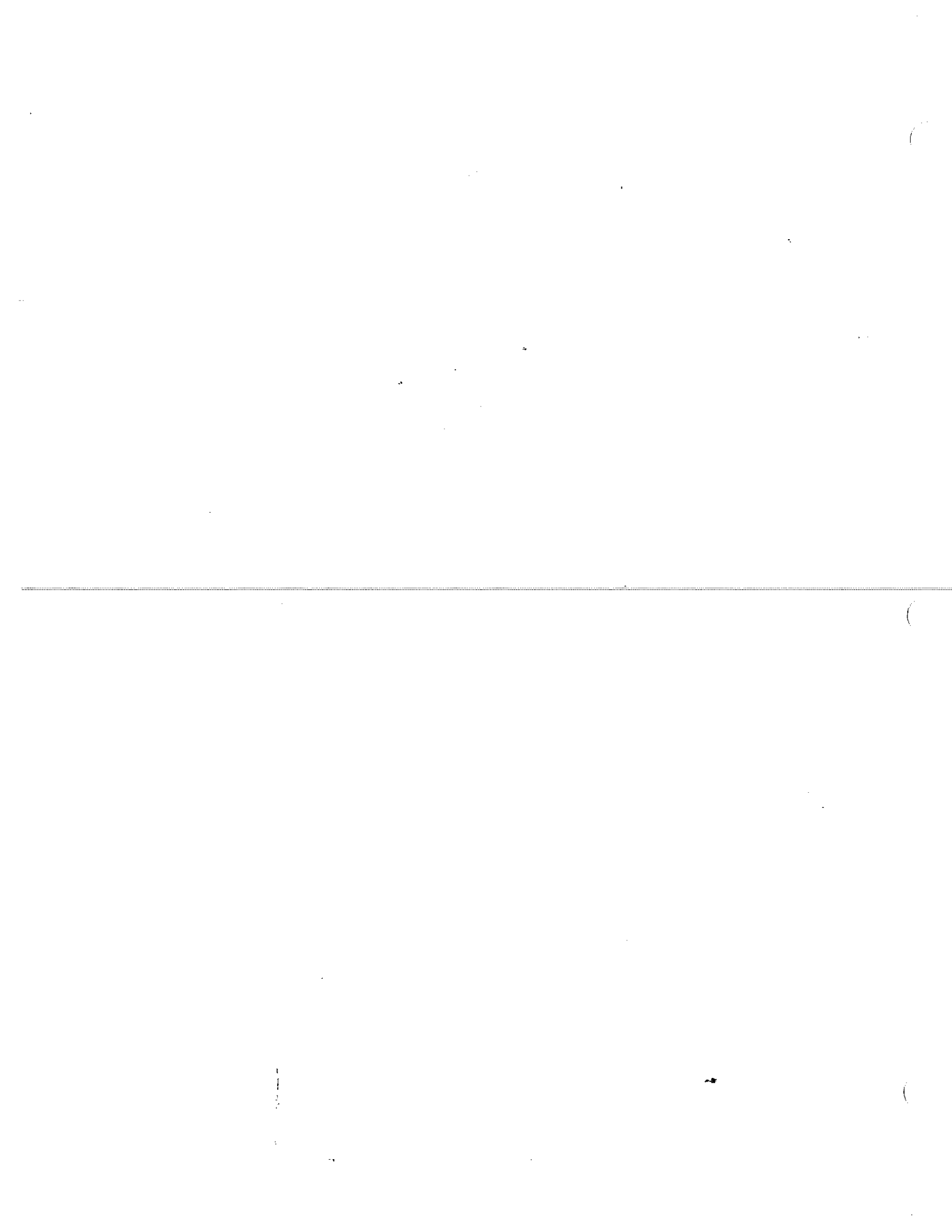
FROM: Melanie Daniels, <sup>LLD</sup>Literacy Coordinator

DATE: June 3, 1993

SUBJECT: Literacy Volunteers of America Board Report

The LVA-Placentia Board of Directors has not met since their meeting of May 10, which was reported on last month. The official minutes of that meeting are not yet available.

The next Board meeting is scheduled for Thursday, June 17, at 6:00 PM.



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll Dated June 21, 1993.  
 June 21, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$1,316.94</u>
Subtotal for Immediately		\$1,316.94
Regular	1	\$7,059.71
	2	\$25,983.96
	3	\$20.83
	4	<u>\$675.26</u>
Subtotal for Payments		\$35,056.70
Payroll	3032	\$27,220.00
	3033	\$27,220.00
	3034	<u>\$27,220.00</u>
Subtotal for Payroll		\$81,660.00
TOTAL		<u>\$116,716.70</u>

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	May 21, 1993	June		155.44	030-000	
CNA	Apr 06, 1993	March	262.07			
Spec. Risks - Kansas City	May 12, 1993	April	262.07			
P.O. Box 95033 Chicago, IL 60694	Jun 08, 1993	May	262.07	786.21	030-000	
PACIFIC BELL	Jun 07, 1993	251-5376	89.15			
Payment Center	Jun 07, 1993	251-5377	89.15	178.30	070-005	
Van Nuys, CA 91388	Jun 04, 1993	524-8408		75.81	070-008	
				254.11	Total	
KINKO'S	May 20, 1993	3400261683	19.40			
P.O. Box 8033 Ventura, CA 93002-8033	May 19, 1993	3400261657	17.78	37.18	180-000	
CARE RESOURCES, INC.	Jun 16, 1993	June	42.00			
9550 Warner Ave., Ste. #206 Fountain Valley, CA 92708	Jun 16, 1993	July	42.00	84.00	190-000	

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$1,316.94 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	May 27, 1993	A14509		423.82	070-005	
Certified Termite & Pest Control P.O. Box 31 Atwood, CA 92601	May 23, 1993	101030		175.00	140-000	
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Jun 01, 1993	33598		117.42	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jun 10, 1993	23011		1665.75 4325.98 5,991.73	140-000 280-000 Total	
XEROX CORP. XRX SQ-0870-87L Rochester, NY 14664	May 27, 1993	149772001		156.24	180-000	
LA SALLE 1298 Bluegum St. Anaheim, CA 92806	Dec 04, 1992	624157		40.55	180-000	
WORLD ALMANAC EDUCATION Church Street Station P.O. Box 9575 New York, NY 10256-9575	Apr 22, 1993	419317		16.45	180-000	
EZ COPY 275 N. El Cielo Rd., Ste. C-3 Palm Springs, CA 92262	Jun 10, 1993	630009		53.64	180-000	
RELIABLE P.O. Box 809426 Chicago, IL 60680-9426	Jun 08, 1993	6368900		17.97	180-000	
WHOLESALE EDUCATIONAL P.O. Box 123 East Haven, CT 06512	Apr 06, 1993	27602		66.89	180-000	

The claims listed above (totaling \$7,059.71 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
YELLOW PAGES OF CALIFORNI 256 S. Robertson Blvd., Ste. 42 Beverly Hills, CA 90211-2898	Jun 03, 1993	06/30/92160		97.50	190-000	
READER'S DIGEST Educational Services Pleasantville, NY 10570-7000	May 27, 1993	E403		108.90	190-008	
INGRAM P.O. Box 845261 Dallas, TX 75284-5361	May 26, 1993	25554177	26.97			
	Jun 03, 1993	25604777	28.84			
	Jun 03, 1993	25608743	56.59			
	Jun 03, 1993	25604778	362.20			
	Jun 07, 1993	25627920	31.65	506.25	240-001	
MCNAUGHTON BOOK SERVICE P.O. Box 3488 Williamsport, PA 17701	Jun 09, 1993	M102984		9,529.41	240-001	
BAKER & TAYLOR P.O. Box 7247-8049 Philadelphia, PA 19170-8049	May 11, 1993	E11 8102	213.47			
	May 25, 1993	E25 7334	155.21	368.68	240-001	
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 941389-1525	May 07, 1993	228001		133.57	240-001	
INFORMATION PLUS 2812 Exchange St. Whlie, TX 75098	May 01, 1993	39318642-IN		80.81	240-001	
National Register Publishing P.O. Box 7247-8077 Philadelphia, PA 19170-8077	May 14, 1993	9226562704	695.50			
	Apr 09, 1993	9309930030	1,004.06	1,699.56	240-001	
SCHOLASTIC BOOK FAIRS 5235 E. Hunter Ave., Ste. A Anaheim, CA 92807	May 13, 1993	36405		456.31	240-001	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	May 13, 1993	332855	26.65			
	May 13, 1993	332856	(3.95)			
	Jun 02, 1993	67745	13,052.27			
	Jun 14, 1993	28125	(72.00)	13,002.97	240-004	

The claims listed above (totaling \$25,983.96 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount,	Acct. Code	Auditor's No.
CHIVERS Box 1450 Hampton, NH 03842-0015	May 14, 1993	B09543		4.15	240-005	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jun 09, 1993	travel reimb.		16.68	270-000	

The claims listed above (totaling \$20.83 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jun 21, 1993	petty cash	2.13		180-008	
			508.56		180-009	
			55.57		183-000	
			109.00		270-000	
				675.26	Total	

The claims listed above (totaling \$675.26 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

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

DATE: Jun 21, 1993  
Claim No. 3032

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jun 21, 1993	Pay # 25 Jun 11, 1993- June 24, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00	27,220.00	020-000 TOTAL	

PLEASE WIRE ON THURSDAY, JUNE 24, 1993!!

The claims listed above (totaling \$27,220.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Jun 21, 1993  
Claim No. 3033

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jun 21, 1993	Pay # 26	25,500.00		010-000	
		Jun 25, 1993- Jul 08, 1993				
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, JULY 8, 1993!!

The claims listed above (totaling \$27,220.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Jun 21, 1993  
Claim No. 3034

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

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

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Jun 21, 1993	Pay # 27 Jul 09, 1993- Jul 22, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00	27,220.00	020-000 TOTAL	

PLEASE WIRE ON THURSDAY, JULY 22, 1993!

The claims listed above (totaling \$27,220.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

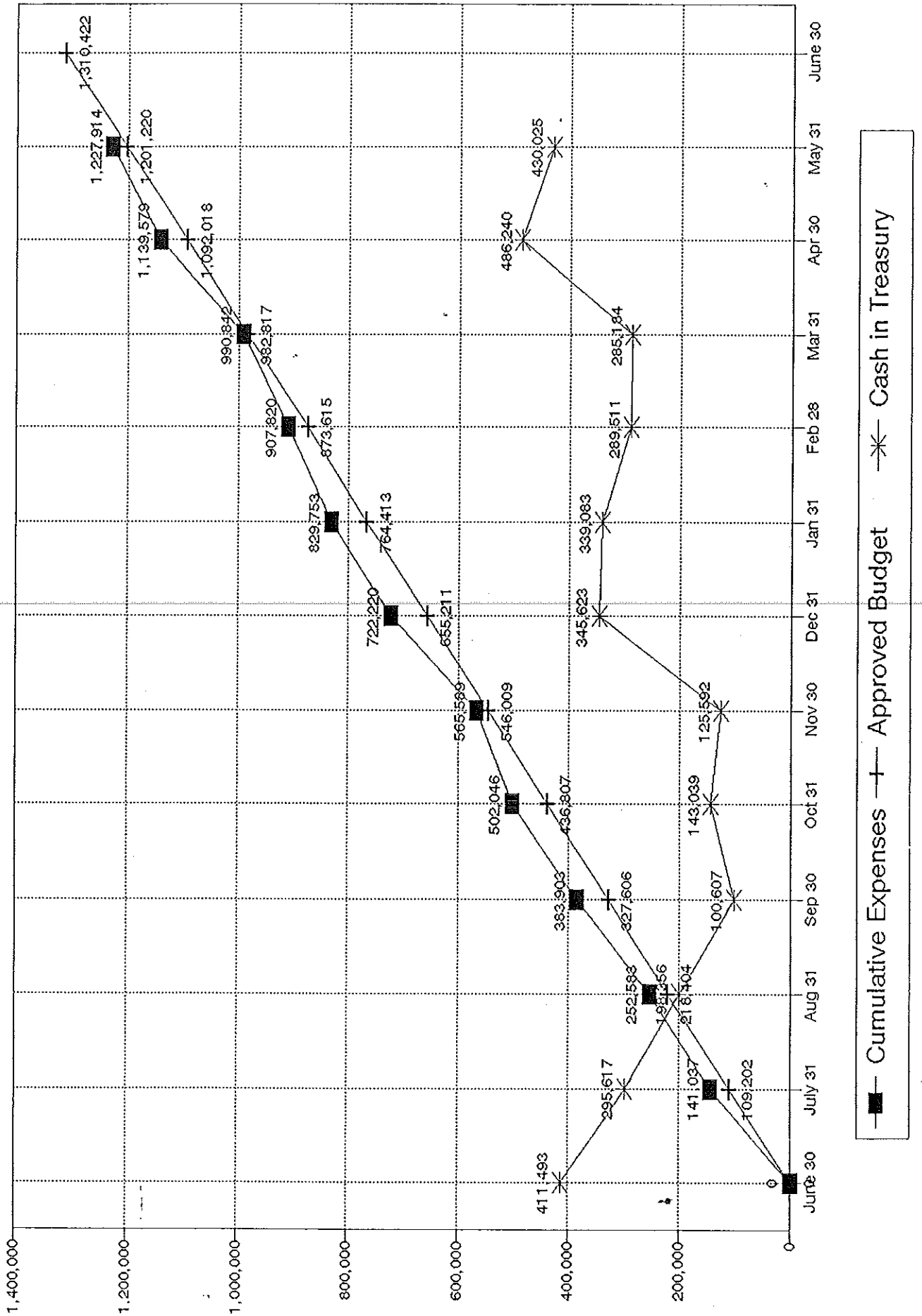
Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_





# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



■ Cumulative Expenses    \* Cash in Treasury

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 21, 1993

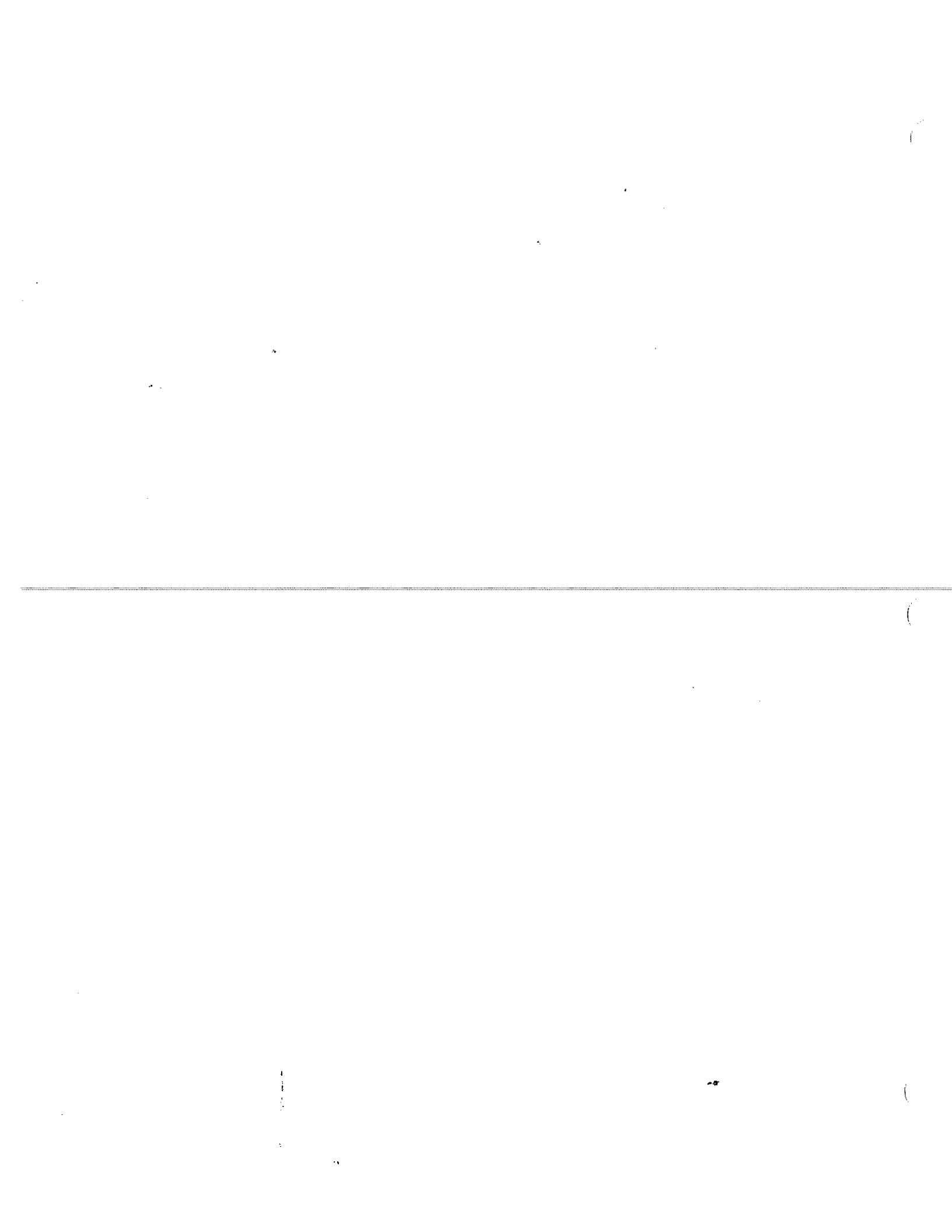
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAY 1993	FY1991-92 MAY 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	824,817.64	892,734.23	10,264.66	47,567.66	85.58%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	28,000.00	14,049.42	13,804.65	0.00	0.00	48.45%
622-000	PROP. TAXES - CURRENT UNSECURED	992,800.00	838,867.06	906,538.88	10,264.66	47,567.66	84.50%
623-000	Prop. Taxes - Prior Secured	78,000.00	55,909.30	71,179.72	0.00	0.00	71.68%
623-001	Secured final apportionment	0.00	0.00	0.00	0.00	0.00	
623-002	Secured prior years	11,000.00	13,108.09	10,269.97	0.00	0.00	119.18%
623-003	Tax deed land sales	27,000.00	31,995.35	25,145.83	0.00	0.00	118.50%
623-010		0.00	69.17	0.00	0.00	0.00	
623-011	TOTAL PROP. TAXES - PRIOR SECURED	500.00	2,396.50	484.67	0.00	0.00	479.30%
		1,500.00	0.00	1,462.70	0.00	0.00	0.00%
		40,000.00	47,569.11	37,363.17	0.00	0.00	118.92%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
628-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
628-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	7,675.87	6,018.86	0.00	0.00	118.09%
		6,500.00	7,675.87	6,018.86	0.00	0.00	118.09%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	33,607.76	47,827.84	1,068.03	7,066.98	67.22%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	21,493.50	23,077.31	0.00	0.00	71.65%
661-623	TOTAL INTEREST	250.00	439.04	292.72	372.71	0.00	175.62%
		30,250.00	21,932.54	23,310.03	372.71	0.00	72.50%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	15,385.81	17,318.38	6,335.33	7,131.10	71.90%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	43,582.65	18,514.17	9,360.94	0.00	217.91%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	0.00	51,348.00	(12,500.00)	0.00	0.00%
697-003	State - Family Literacy	9,255.00	25,000.00	9,255.00	12,500.00	0.00	270.12%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	83,218.65	100,334.17	9,360.94	0.00	150.02%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	28,239.31	(412.10)	4,147.40	0.00	94.13%
787-001	Outlawed warrant - 6 months	0.00	9,102.13	0.00	570.24	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	37,341.44	15,041.86	4,717.64	1,106.66	124.47%
			37,341.44	14,629.76	4,717.64	1,106.66	
	5071 FUND TOTAL	1,310,422.00	1,246,446.53	1,228,224.46	32,119.31	62,872.40	95.12%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 21, 1993

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAY 1993	FY1991-92 MAY 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	700,702.94	651,583.65	43,000.00	80,400.00	95.30%
020-000	Retirement	107,075.00	97,343.84	83,863.99	3,120.00	6,000.00	90.91%
	Health Insurance/Care America	36,200.00	36,014.40	25,837.06	2,966.79	6,481.86	99.49%
	Long Term Disability	0.00	1,699.11	0.00	0.00	0.00	
	Vision Service Plan	2,250.00	1,856.00	1,908.32	163.20	328.40	82.58%
	Dental	6,600.00	5,247.88	4,629.98	366.44	0.00	79.51%
030-000	Total Employee Insurance	45,050.00	44,819.39	32,375.36	3,496.43	6,810.26	99.49%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,717.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	4,764.85	6,052.97	0.00	633.81	0.00%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>896,875.00</b>	<b>850,210.78</b>	<b>775,592.97</b>	<b>49,616.43</b>	<b>93,844.07</b>	<b>94.80%</b>
070-000	Communications	6,200.00	3,306.25	4,653.93	237.31	150.00	53.33%
070-005	Communications - Computer	0.00	42,533.69	837.04	175.62	837.04	
070-008	Communications - Literacy	1,200.00	820.54	1,118.48	63.89	99.13	68.38%
	Total Communications	7,400.00	46,660.48	6,609.45	476.82	1,086.17	630.55%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	3,596.68	4,413.74	749.29	488.25	79.93%
110-000	Insurance	16,500.00	14,649.00	14,716.87	14,649.00	14,742.00	88.78%
130-000	Maintenance of Equipment	7,500.00	4,453.27	7,575.16	228.51	0.00	59.38%
	HVAC	8,000.00	13,388.99	10,053.23	0.00	793.01	167.36%
	Carpet Cleaning	5,950.00	2,894.55	2,838.95	0.00	0.00	48.55%
	Groundskeeping, City of Placentia	23,000.00	21,871.67	27,641.04	4,345.77	1,658.96	95.09%
	Plumbing	750.00	523.71	0.00	0.00	0.00	69.83%
	Electrical	2,250.00	982.57	2,456.58	309.00	0.00	43.67%
	Cleaning Service	14,000.00	11,839.68	10,960.68	0.00	2,183.04	84.57%
	Locksmith	500.00	87.45	587.34	0.00	85.41	17.49%
	Other	500.00	926.36	898.73	0.00	177.42	185.27%
140-000	Total Maintenance of Building & Grounds	54,950.00	52,514.98	55,435.95	4,654.77	4,897.84	95.57%
160-000	Memberships	3,500.00	3,325.25	3,452.19	(33.75)	369.00	95.01%
170-000	Miscellaneous Expense	0.00	0.00	349.86	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAY 1993	FY1991-92 MAY 1992	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	9,025.87	7,088.24	112.41	0.00	225.65%
	Printing	11,000.00	4,135.53	3,106.76	671.15	987.79	37.60%
	EZ Copy - copy cards for sale to patrons	1,750.00	1,517.68	1,698.50	561.02	0.00	86.72%
	Publications	650.00	1,985.00	613.82	0.00	613.82	305.38%
	Paper	300.00	1,055.39	46.16	53.75	351.80%	351.80%
	Drinking Water Service	350.00	274.45	199.60	24.95	49.90	78.41%
	Other Office Supplies	8,000.00	10,121.69	6,124.16	2,764.54	1,169.81	126.52%
	Total Office Supply Expense	26,050.00	28,115.61	19,012.89	4,180.23	2,875.07	107.93%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	616.54	1,994.51	13.45	314.68	30.83%
	Publications	200.00	0.00	179.87	0.00	85.33	0.00%
	Paper	100.00	29.14	0.00	8.25	0.00	29.14%
	Other Office Supplies	500.00	1,734.31	496.02	225.26	240.18	346.86%
	Total Literacy Office supply expense	2,800.00	2,379.99	2,670.40	246.96	640.19	85.00%
180-009	Family Literacy Supply Expense	500.00	4,271.43	461.87	85.92	0.00	854.29%
	Total Office Expense	29,350.00	34,767.03	22,602.37	4,513.11	3,515.26	118.46%
183-000	Postage Expense	1,500.00	1,545.41	1,265.87	257.70	98.89	103.03%
183-008	Postage Expense - Literacy	500.00	728.17	323.75	70.28	58.00	145.63%
183-009	Postage Expense - Family Literacy	0.00	0.00	29.00	0.00	0.00	
	Total Postage Expense	2,000.00	2,273.58	1,589.62	356.98	156.69	113.68%
	Care Resources (Employee Assistance)	650.00	609.00	710.50	101.50	152.25	93.69%
	Pension Contribution & Operating Expenses	4,000.00	4,323.90	3,638.85	0.00	547.52	108.10%
	Anaheim Library	30,000.00	4,985.98	25,830.67	0.00	1,074.00	16.62%
	Clipping Service	400.00	368.52	368.52	30.71	30.71	92.13%
	Tax Collection Services & Fees by Orange County	600.00	242.95	454.46	0.00	0.00	40.49%
	Advertising	750.00	455.00	0.00	107.50	0.00	60.67%
	Medical Exams	750.00	324.00	648.00	0.00	0.00	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	3,420.25	0.00	1,083.86	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	4,487.15	4,911.26	360.00	2,527.37	897.43%
	Total Specialized Services	60,400.00	21,113.78	45,357.51	599.71	5,415.71	34.96%
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	
190-008	Specialized Services - Literacy	2,250.00	968.50	2,069.14	0.00	0.00	43.04%
190-009	Specialized Services - Family Literacy	1,500.00	812.00	2,152.26	0.00	315.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	2,363.39	13,512.25	25.66	12,129.46	15.76%
	Total Specialized Services	79,150.00	25,257.67	63,091.16	625.37	17,860.17	31.91%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAY 1993	FY1991-92 MAY 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
210-000	Rents/Leases-Equipment	0.00	0.00	82.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	71,800.00	0.00	0.00	
230-000	Small Tools/Instruments		497.32	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	345.68	0.00	174.00	4.98%
240-001	Special Department Expense - Books	85,747.00	93,290.49	112,805.98	4,578.77	14,669.37	108.80%
240-002	Special Department Expense - Video	10,000.00	957.33	4,927.57	0.00	181.15	9.57%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	26,269.91	3,898.89	0.00	1,097.50	95.53%
240-005	Special Department Expense - Audio	5,000.00	3,998.48	7,346.14	0.00	493.96	79.97%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	1,157.13	346.17	90.63	58.26	330.61%
	Total Special Department Expense	128,897.00	125,807.09	137,908.93	4,669.40	16,674.24	97.60%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,585.21	9,923.39	0.00	648.71	91.70%
270-008	Transportation/Travel - Meetings - Literacy	500.00	714.00	236.00	0.00	0.00	142.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	643.50	9.95	89.00	0.00	643.50%
	Total Transportation/Travel - Meetings	5,600.00	5,942.71	10,169.34	89.00	648.71	106.12%
	Electricity	63,000.00	52,487.72	54,543.96	7,315.65	4,068.44	83.31%
	Gas	6,250.00	2,553.00	5,653.43	310.95	679.18	40.85%
	Water	1,750.00	1,725.19	1,286.53	113.18	236.13	98.58%
	Total Utilities	71,000.00	56,765.91	61,483.92	7,739.78	4,983.75	79.95%
	TOTAL SUPPLIES & SERVICES	411,047.00	377,064.31	461,940.83	38,718.28	65,422.08	91.73%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,262.82	0.00	89.82	40.67%
400-000	Equipment	0.00	0.00	19,583.43	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	1,653.86	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	21,710.25	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	21,817.98	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	1,227,885.13	1,260,614.60	88,334.71	159,355.97	93.70%
	Total 007 - Grandparents & Books	0.00	0.00	4,918.88	0.00	0.00	
	Total 008 - Literacy	7,250.00	5,730.00	6,890.73	381.13	797.32	79.03%
	Total 009 - Family Literacy	2,450.00	6,916.32	2,970.25	265.55	373.26	282.30%



05/31/93

Placentia Library District  
Balance Sheet  
YTD Actual Spread Sheet  
1 Period(s) Ending May 31, 1993

Page 1  
Part 1 of 1 Parts

05/31/93

## Assets

General Fund	26,589.48
Literacy Fund	7,778.78
County Exempt	13,422.56
Payroll Account	31,654.25
Savings (P/R Support)	6,743.52
Savings (P/R Fees)	292.24
Certificates of Deposit	20,004.57
Petty Cash/Change	0.00
	-----
Total Assets	106,485.40
	=====

## Liabilities

Manual Payroll Checks	2,047.16
Payroll Taxes Payable	(191.92)
Deferred Comp Payable	483.54
Insurance Payable	(937.08)
Credit Union Payable	(814.21)
Union Dues Payable	501.00
Other Employee Deductions	523.91
	-----
Total Liabilities	1,612.40

## Capital

Fund Balance	104,873.00
	-----
Total Capital	104,873.00
	-----
Total Liabilities and Capital	106,485.40
	=====

(

---

(

(



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

May, 1993

Prepared 6/7/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				27,119.43
Checks Out	3618	10.00		
	3623	400.00		
	3624	108.00		
	3628	11.95		
TOTALS		529.95	0.00	
CHECKBOOK BAL				26,589.48

*Edmunds*  
 6/7/93

(

(

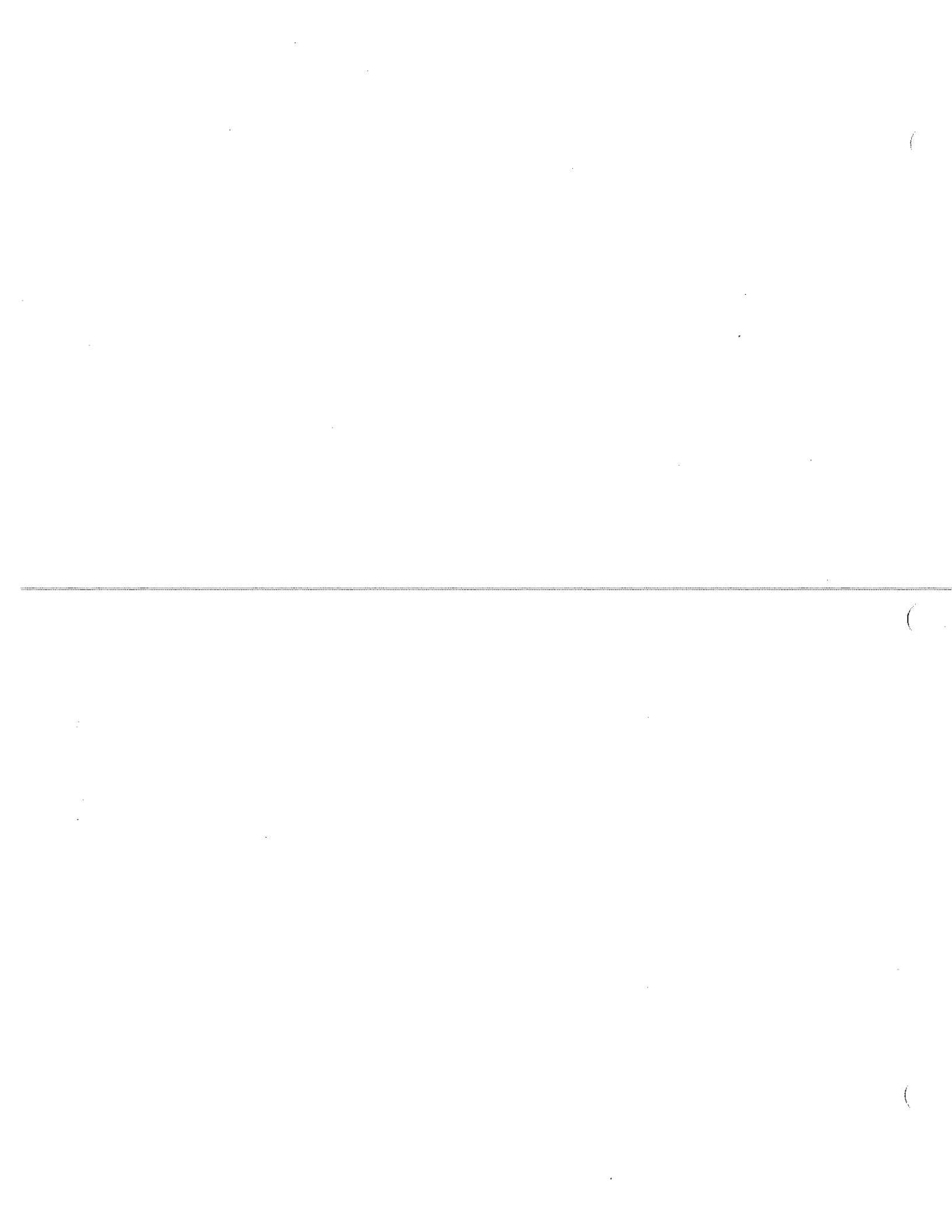
(

05/31/93

Page 1

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending May 31, 1993  
Part 1 of 1 Parts

	Total	05/31/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	12.50	12.50
Cash Register-Fines	3,754.08	3,754.08
Cash Register-Damaged Items	0.00	0.00
Cash Register-Lost Items	196.50	196.50
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	131.75	131.75
Cash Register-Computer Rental	94.75	94.75
Typewriter Income	27.43	27.43
Telephone Income	136.07	136.07
Copy Machine Income	243.33	243.33
State Library Reimbursements	11,455.52	11,455.52
State Library Grants	12,528.00	12,528.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	28,579.93	28,579.93
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	28,579.93	28,579.93
<b>Expenses</b>		
Transfers to County	13,550.09	13,550.09
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	40.00	40.00
Memberships (160)	0.00	0.00
Office Expense (180)	344.55	344.55
Postage (183)	390.52	390.52
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	(4.50)	(4.50)
Transportation & Travel (270)	523.14	523.14
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	14,843.80	14,843.80
	-----	-----
Operating Income (Loss)	13,736.13	13,736.13



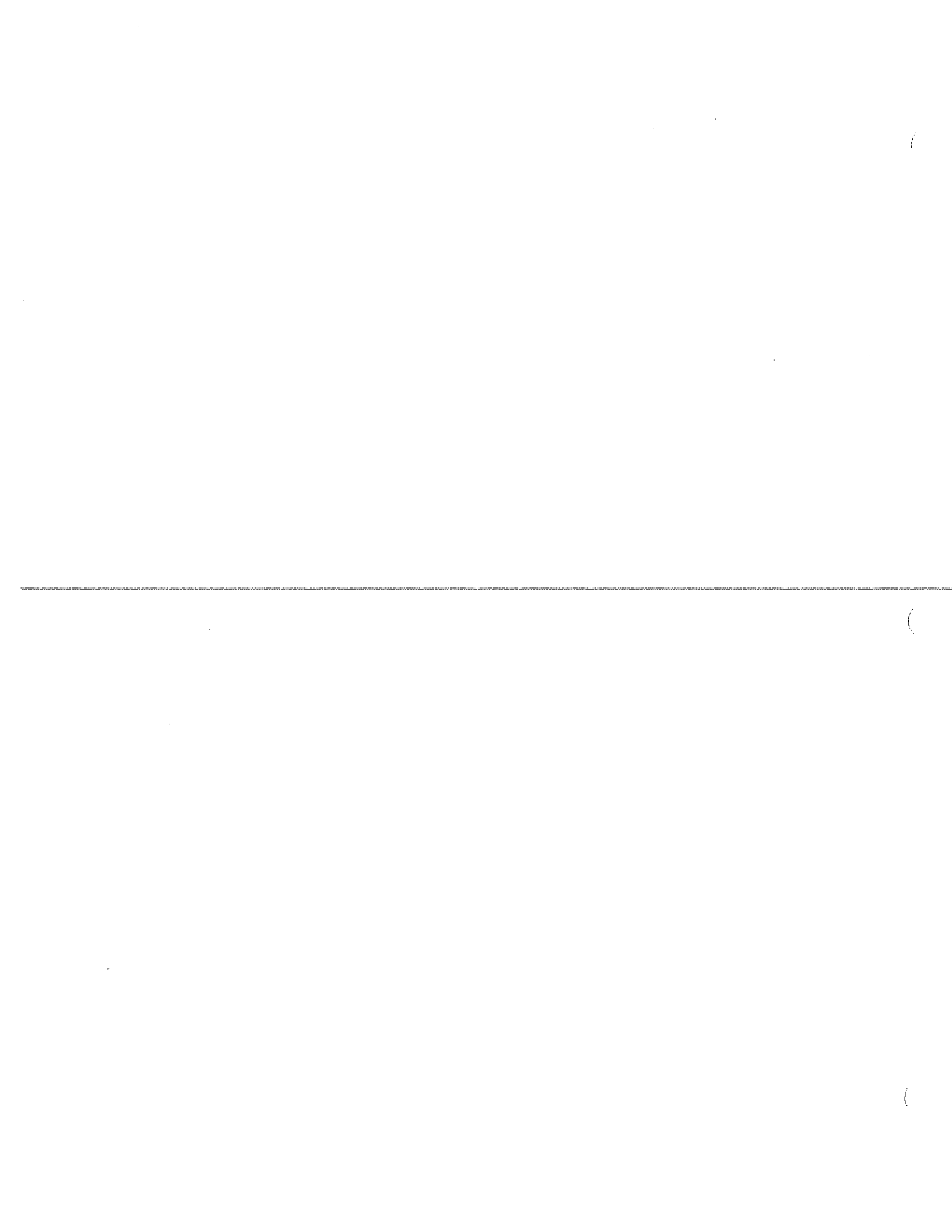
General Fund

05/31/93

Page 2

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending May 31, 1993

	Total	05/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>13,736.13</u>	<u>13,736.13</u>

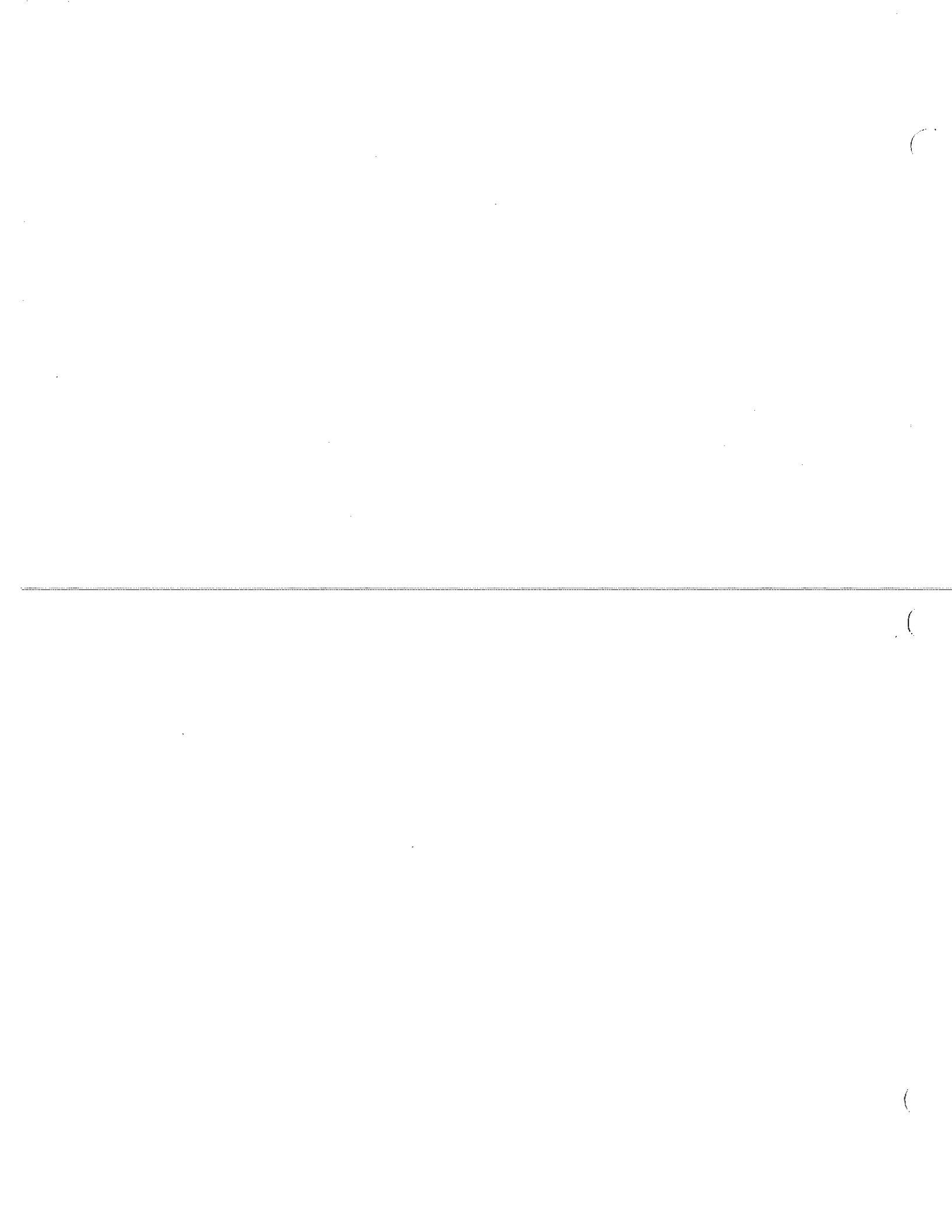


05/31/93

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 01  
 YTD Actual Spread Sheet  
 1 Period(s) Ending May 31, 1993

	05/31/93
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	117.35
Cash Register-Fines	27,517.06
Cash Register-Damaged Items	84.31
Cash Register-Lost Items	277.58
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	356.00
Cash Register-Reserves	1,558.01
Cash Register-Computer Rental	1,308.75
Typewriter Income	192.94
Telephone Income	870.08
Copy Machine Income	1,006.19
State Library Reimbursements	55,038.17
State Library Grants	37,528.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	13,087.75
Interest Income	10.35
Miscellaneous Income	0.00
	-----
Total Income	153,766.29
 <b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	153,766.29
 <b>Expenses</b>	
Transfers to County	115,800.51
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	40.00
Memberships (160)	156.49
Office Expense (180)	2,575.04
Postage (183)	2,909.26
Prof. & Spec. Services (190)	506.80
Special Departmental Expense (240)	1,354.54
Transportation & Travel (270)	3,596.73
Equipment (400)	0.00
Taxes and Fees (370)	598.00
	-----
Total Expenses	127,985.29
	-----
Operating Income (Loss)	25,781.00





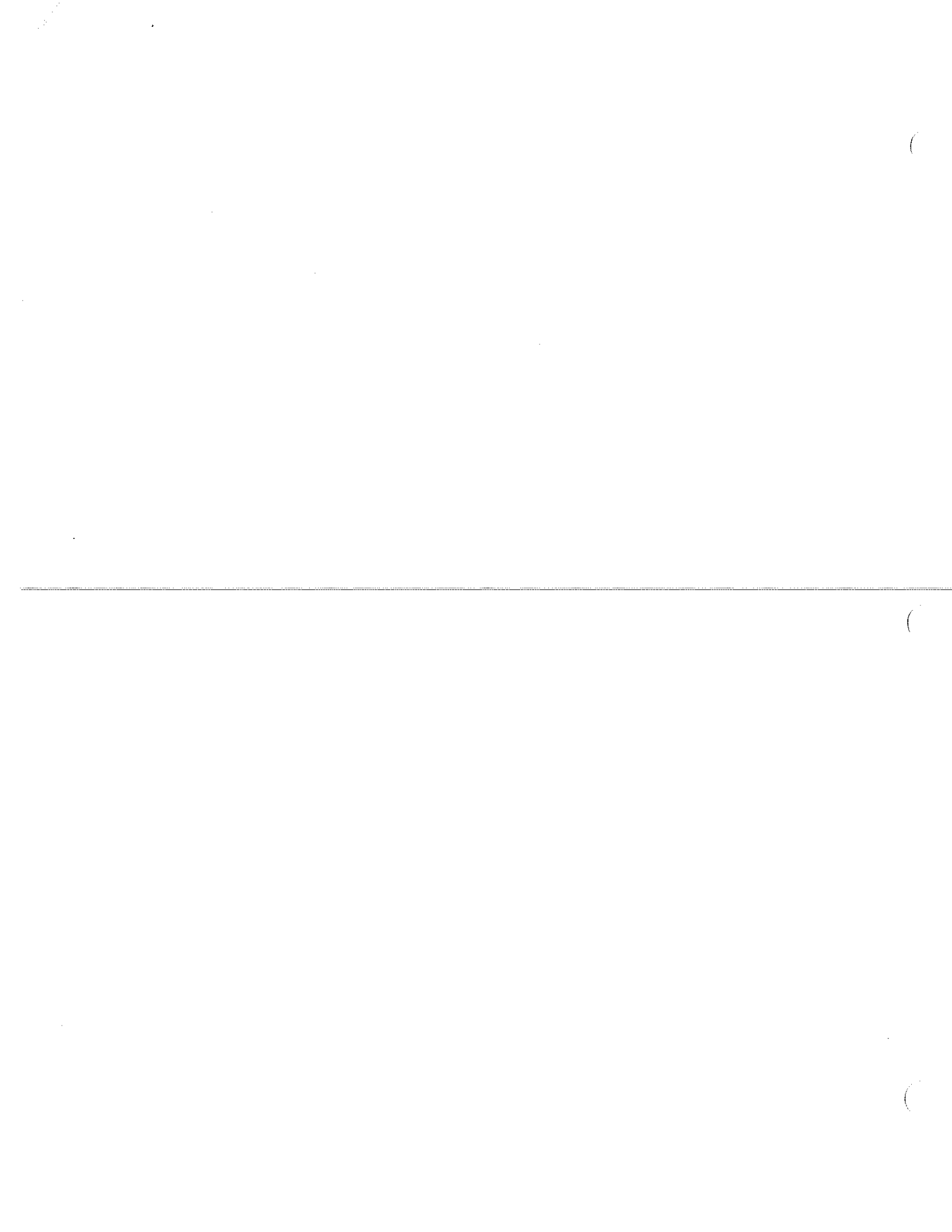
General Fund

05/31/93

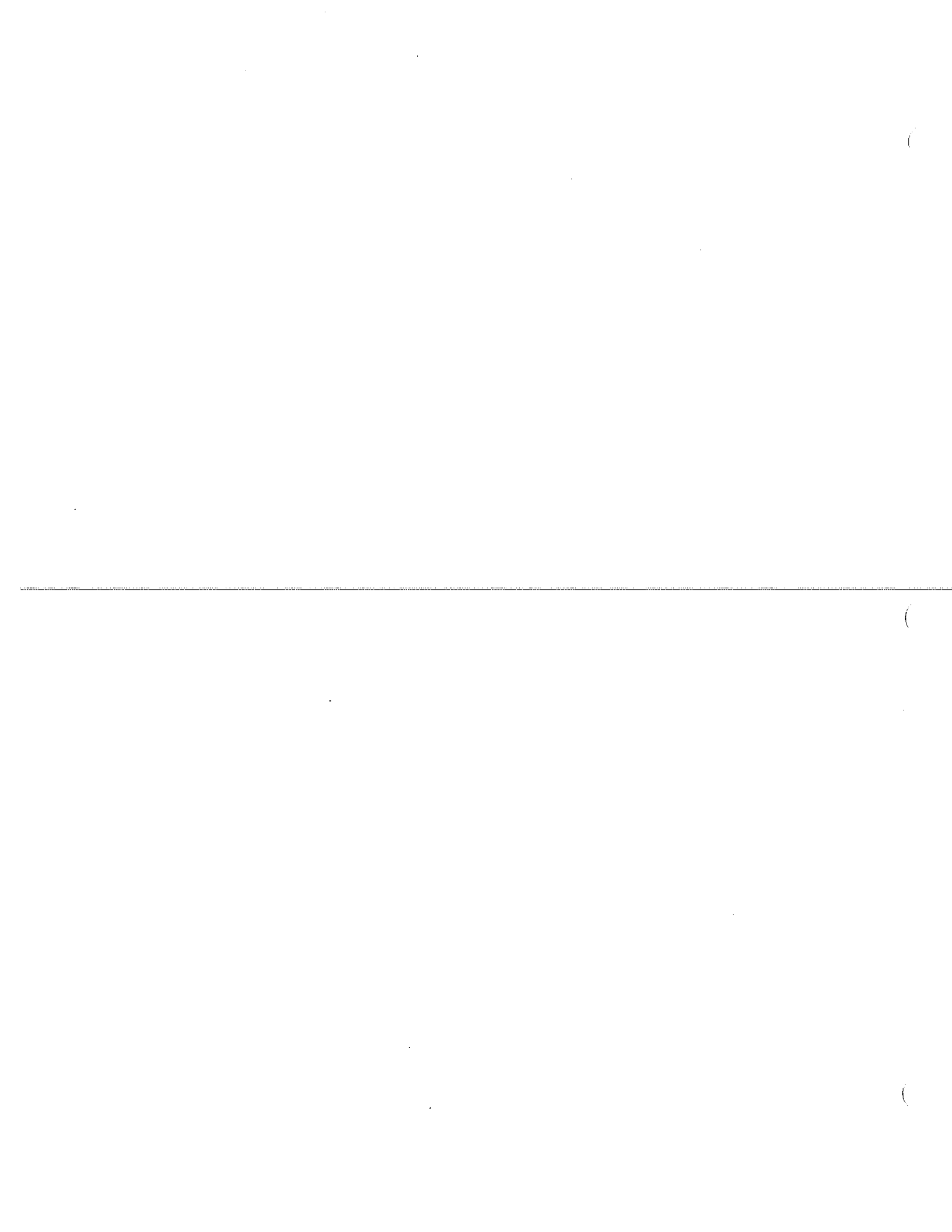
Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 93 Period 11  
General Fund

Page 1

Check	Date	Payee	Amount
3612	05/05/93	Orange County Audito 0-5102-01 Transfers to County	13,550.09
3613	05/05/93	City of Anaheim 0-5122-01 Transportation & Travel (270)	74.25
3614	05/12/93	E. D. Minter 0-5114-01 Office Expense (180)	19.73
3615	05/13/93	U.S. Postmaster 0-5116-01 Postage (183)	147.02
3616	05/17/93	Clarion Hotel 0-5122-01 Transportation & Travel (270)	158.89
3617	05/19/93	Placentia Disposal 0-5110-01 Maintenance-Bldg (140)	40.00
3618	05/19/93	MCLS 0-5122-01 Transportation & Travel (270)	10.00
3619	05/19/93	Smart & Final 0-5114-01 Office Expense (180)	11.60
3620	05/19/93	Office Depot 0-5114-01 Office Expense (180)	114.41
3621	05/19/93	Office Depot 0-5114-01 Office Expense (180)	7.96
3622	05/19/93	VOID void	0.00
3623	05/19/93	Calif Special Distri 0-5122-01 Transportation & Travel (270)	400.00
3624	05/24/93	U.S. Postmaster 0-5116-01 Postage (183)	108.00
3625	05/24/93	U.S. Postoffice 0-5116-01 Postage (183)	145.00
3626	05/26/93	Office Depot 0-5114-01 Office Expense (180)	148.64
3627	05/26/93	Smart & Final 0-5114-01 Office Expense (180)	38.96





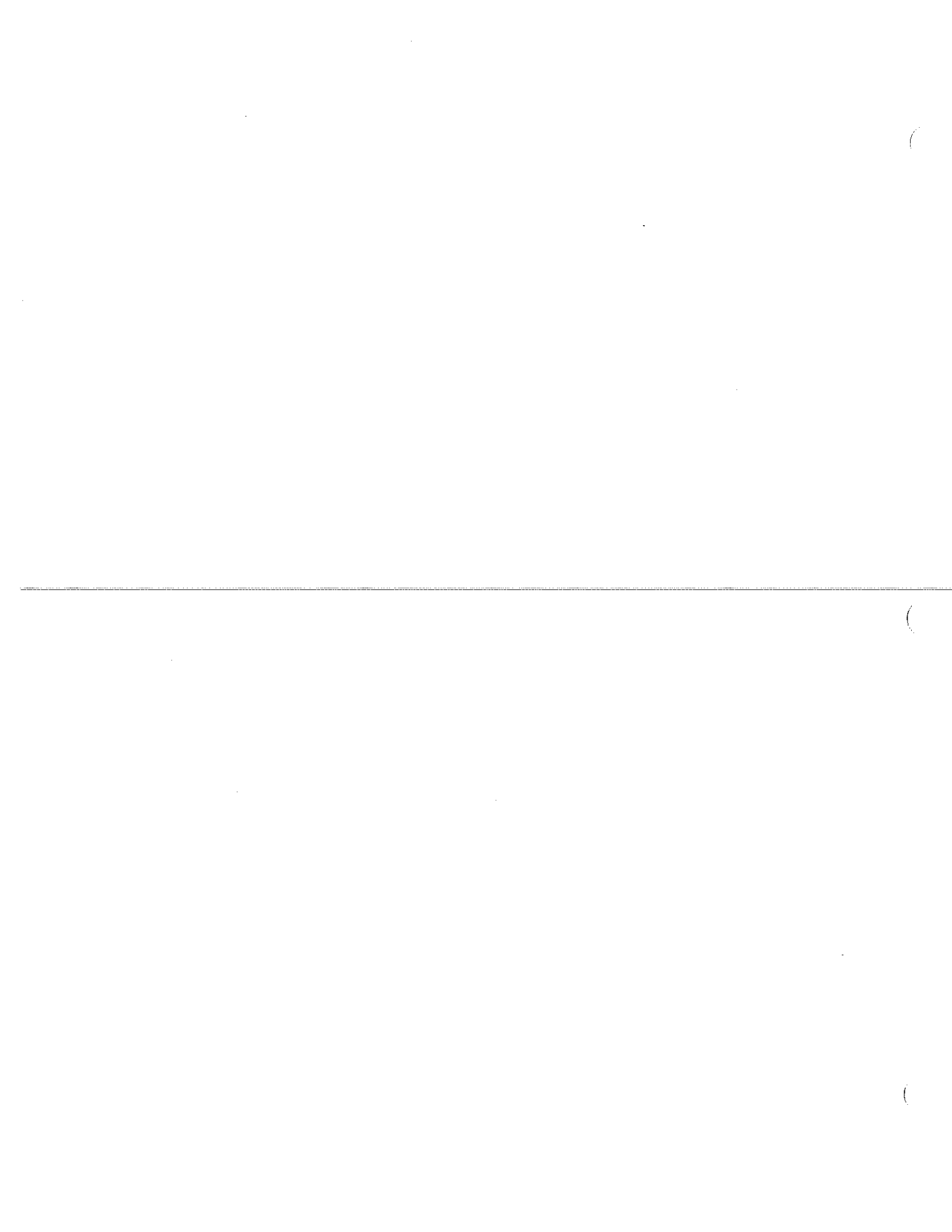


05/31/93

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 93 Period 11  
General Fund

Page 2

Check	Date	Payee	Amount
3628	05/26/93	Vy Nguyen	11.95
		0-4106-01 Cash Register-Lost Items	11.95
		Checkbook 1 Total	14,986.50

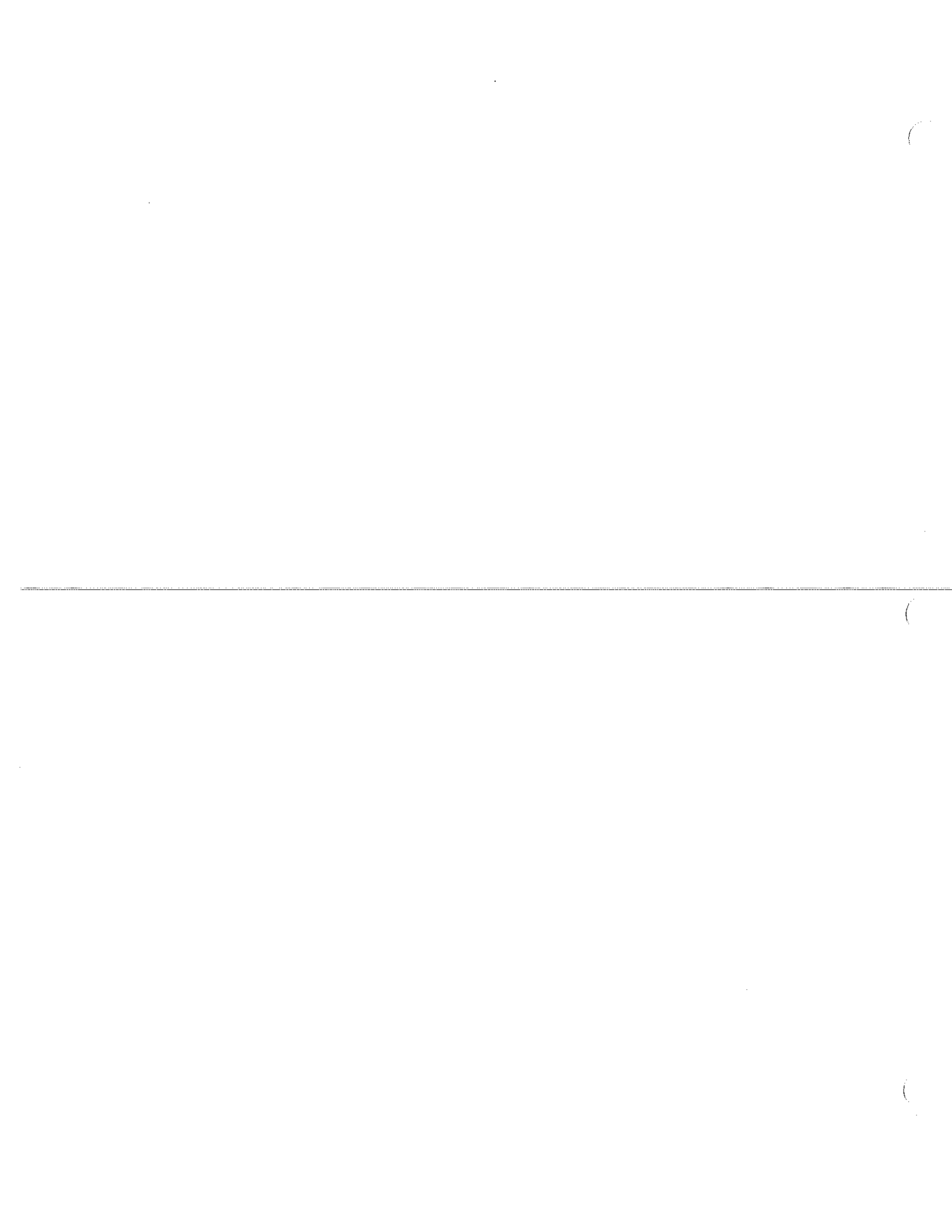


05/31/93

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

For Fiscal Year 93, Period 11 through Fiscal Year 93, Period 11

Account Name	Total
0-4106-01 Cash Register-Lost Items	11.95
0-5102-01 Transfers to County	13,550.09
0-5110-01 Maintenance-Bldg (140)	40.00
0-5114-01 Office Expense (180)	341.30
0-5116-01 Postage (183)	400.02
0-5122-01 Transportation & Travel (270)	643.14
	-----
	14,986.50
	=====





Literacy Fund

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

May, 1993

Prepared 6/7/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,778.78
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,778.78

*ESM*  
6-7-93

(

(

(

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

## Literacy Fund

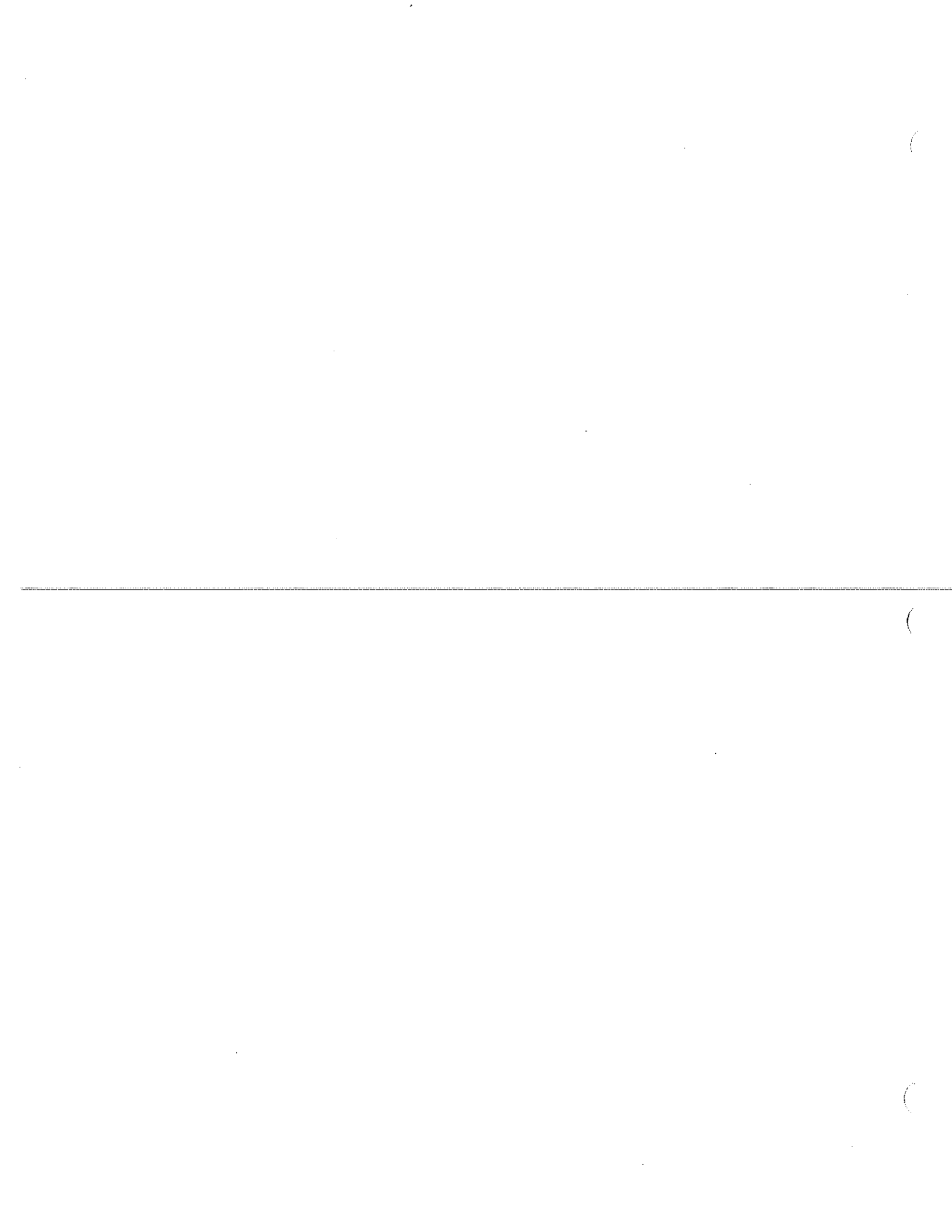
05/31/93

Page 1

Placentia Library District  
 Income Statement For Department 02  
 Period Spread Sheet  
 1 Period(s) Ending May 31, 1993

Part 1 of 1 Parts

	Total	05/31/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Books/Materials Income	31.00	31.00
Interest Income	8.39	8.39
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39.39	39.39
Cost of Sales		
	-----	-----
Gross Profit (Loss)	39.39	39.39
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	(371.00)	(371.00)
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	(371.00)	(371.00)
Operating Income (Loss)	410.39	410.39
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	410.39	410.39
	=====	=====



05/31/93

Placentia Library District  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending May 31, 1993

	05/31/93
Income	
Gifts Income	852.00
Tutor Training Income	910.00
Workshops Income	40.00
Books/Materials Income	66.40
Interest Income	127.44
Miscellaneous Income	0.00
	-----
Total Income	1,995.84
Cost of Sales	
	-----
Gross Profit (Loss)	1,995.84
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	(156.86)
Tutor Training Materials	485.50
	-----
Total Expenses	747.64
	-----
Operating Income (Loss)	1,248.20
Other Income	
Other Expenses	
	-----
Net Income (Loss)	1,248.20
	=====

(

(

(

Literacy Fund

05/31/93

Placentia Library District

Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 93, Period 11 through Fiscal Year 93, Period 11

Account Name

Total

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

(

(

(

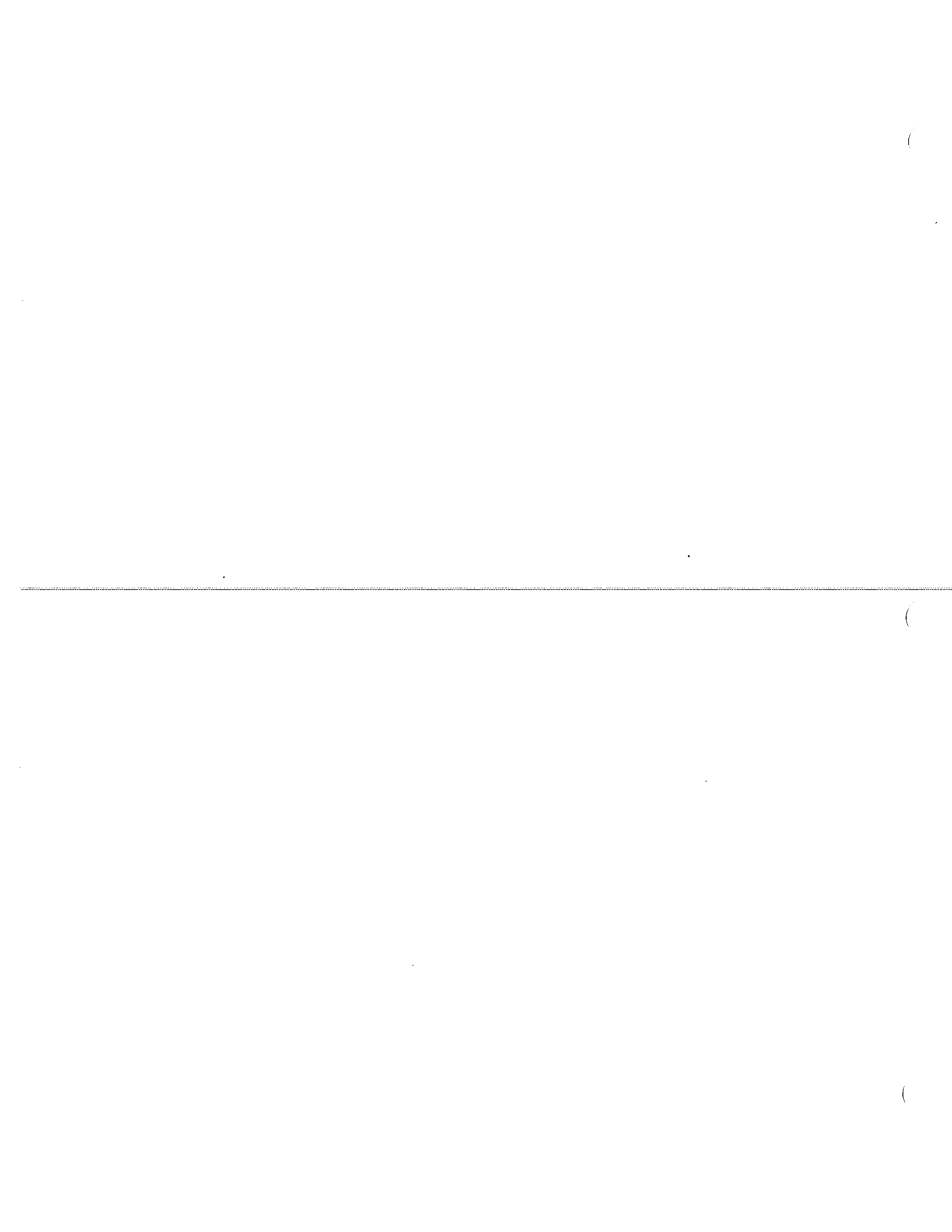


As of  
05/31/93

Placentia Library District  
General Ledger in Detail  
Selected Accounts  
G/L Period 11 Fiscal Year 93

Literacy Fund

Account ID	Account Name	Folio	Balance Forward	Current Period	Balance	General Ledger Comment
0-1020-00	Literacy Fund		7,368.39			
JE # 543		GJ 05/31/93		31.00		
JE # 543		GJ 05/31/93		371.00		
JE # 543		GJ 05/31/93		8.39		
				410.39		
					7,778.78	
Total Balance Forward			7,368.39			
Total Activity				410.39		
Total Balance					7,778.78	



County Exempt Fund

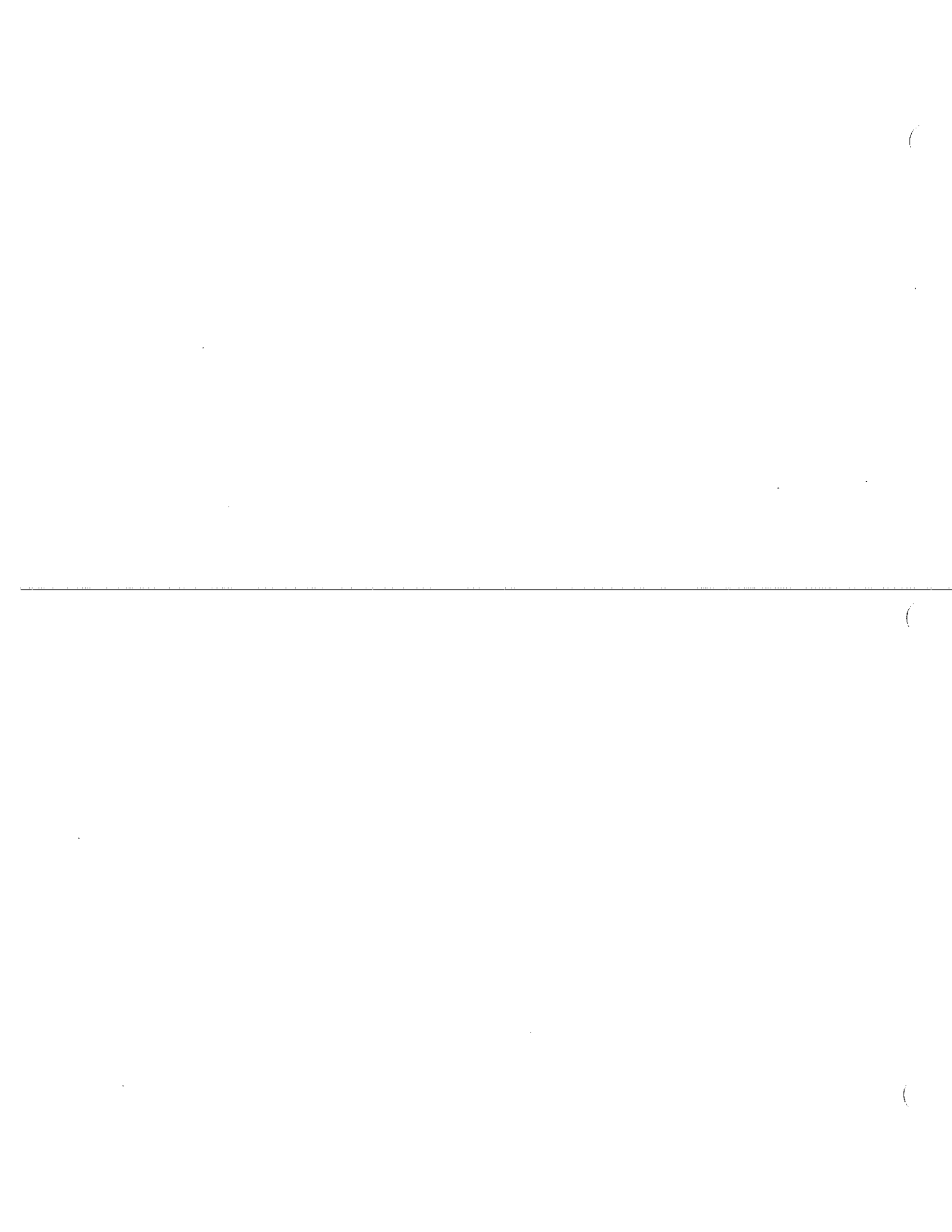
PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 2658-00932  
County Exempt Account

May, 1993

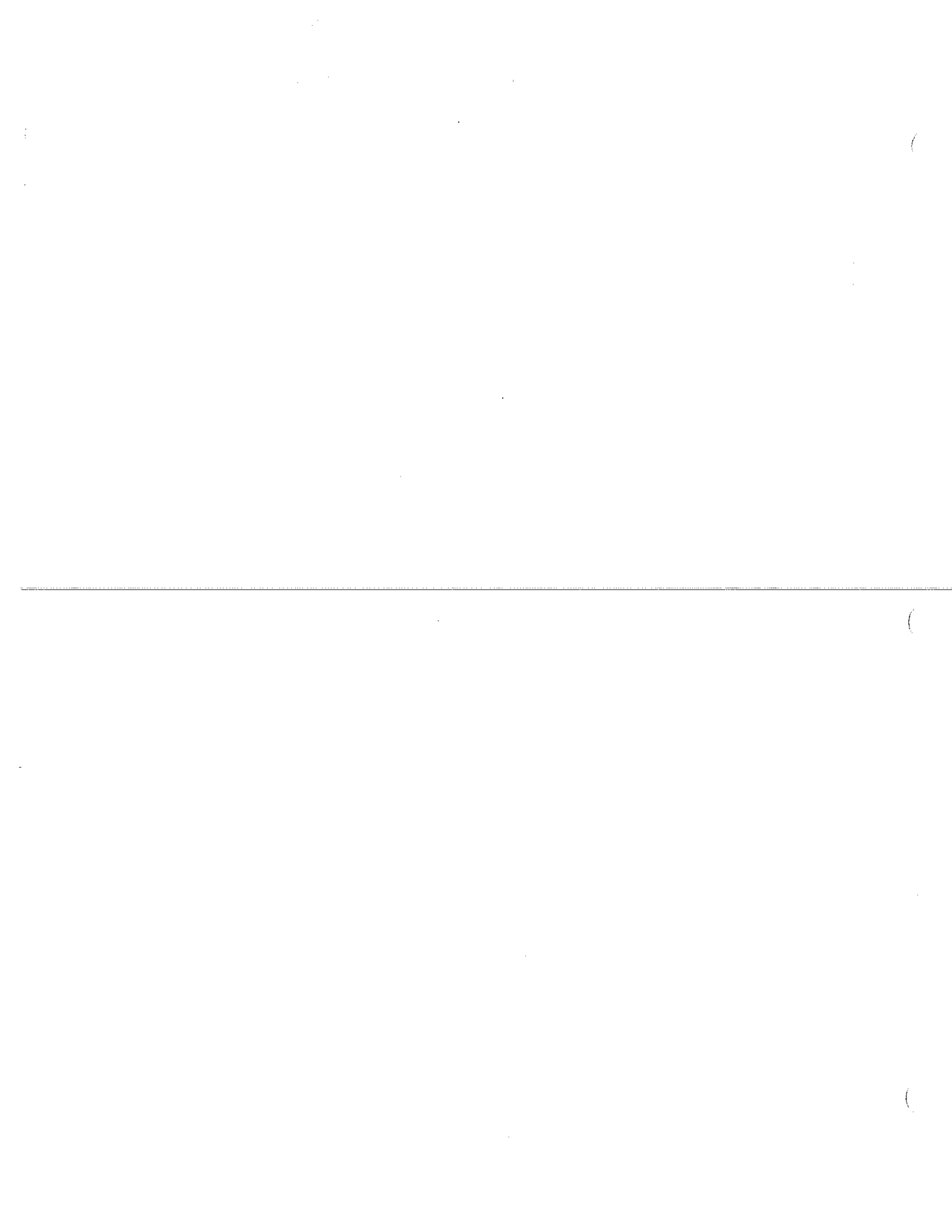
Prepared 6/7/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,969.66
Checks Out	767	45.00		
	789	400.00		
	791	36.02		
	792	47.50		
	793	18.58		
TOTALS		547.10	0.00	
CHECKBOOK BAL				13,422.56

*EDM*  
*6/7/93*



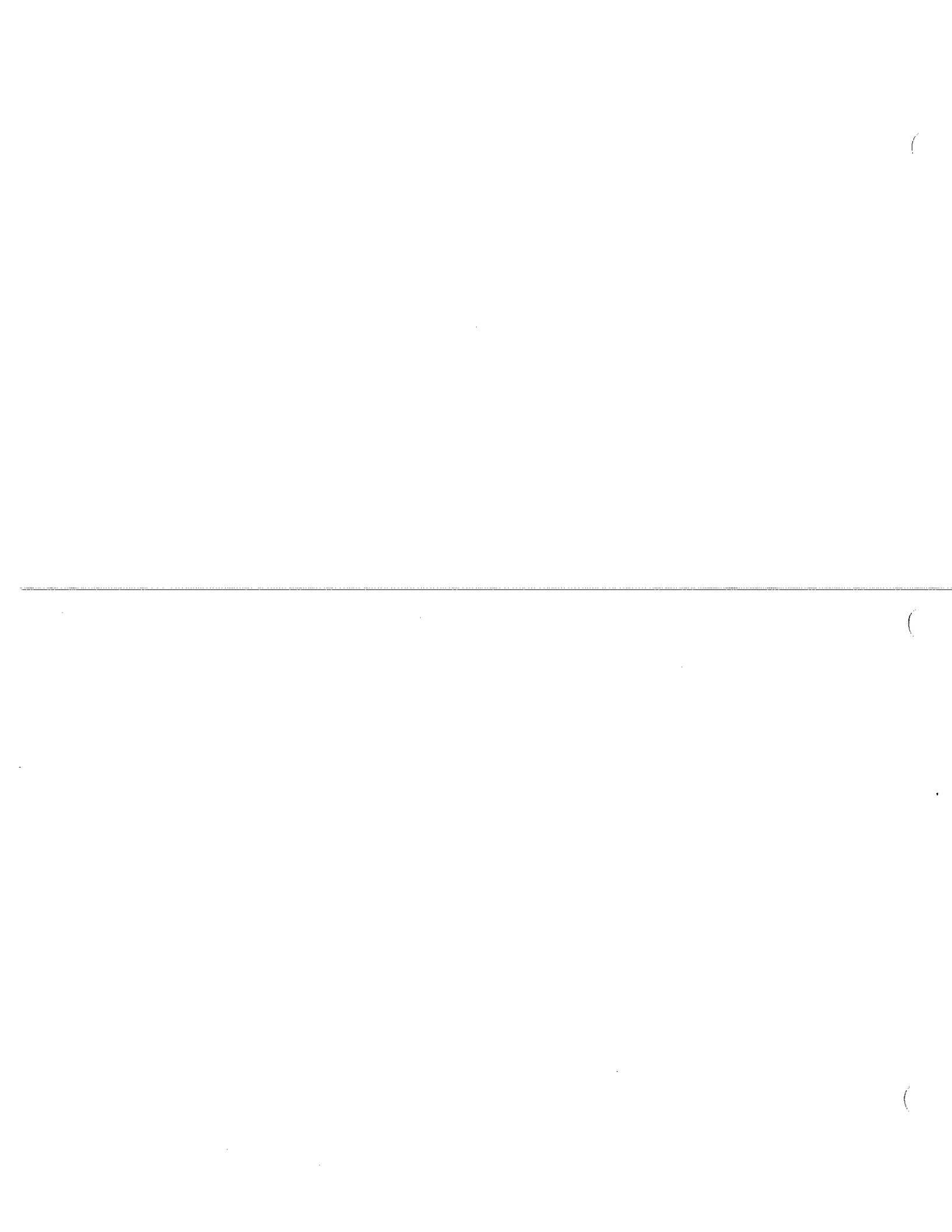




As of  
05/31/93

Placentia Library District  
General Ledger in Detail  
Selected Accounts  
G/L Period 11 Fiscal Year 93

Account ID	Account Name	Folio	Balance Forward	Current Period	Balance	General Ledger Comment
<hr/>						
	Total Balance Forward		11,648.14			
	Total Activity			1,774.42		
	Total Balance				13,422.56	
<hr/>						





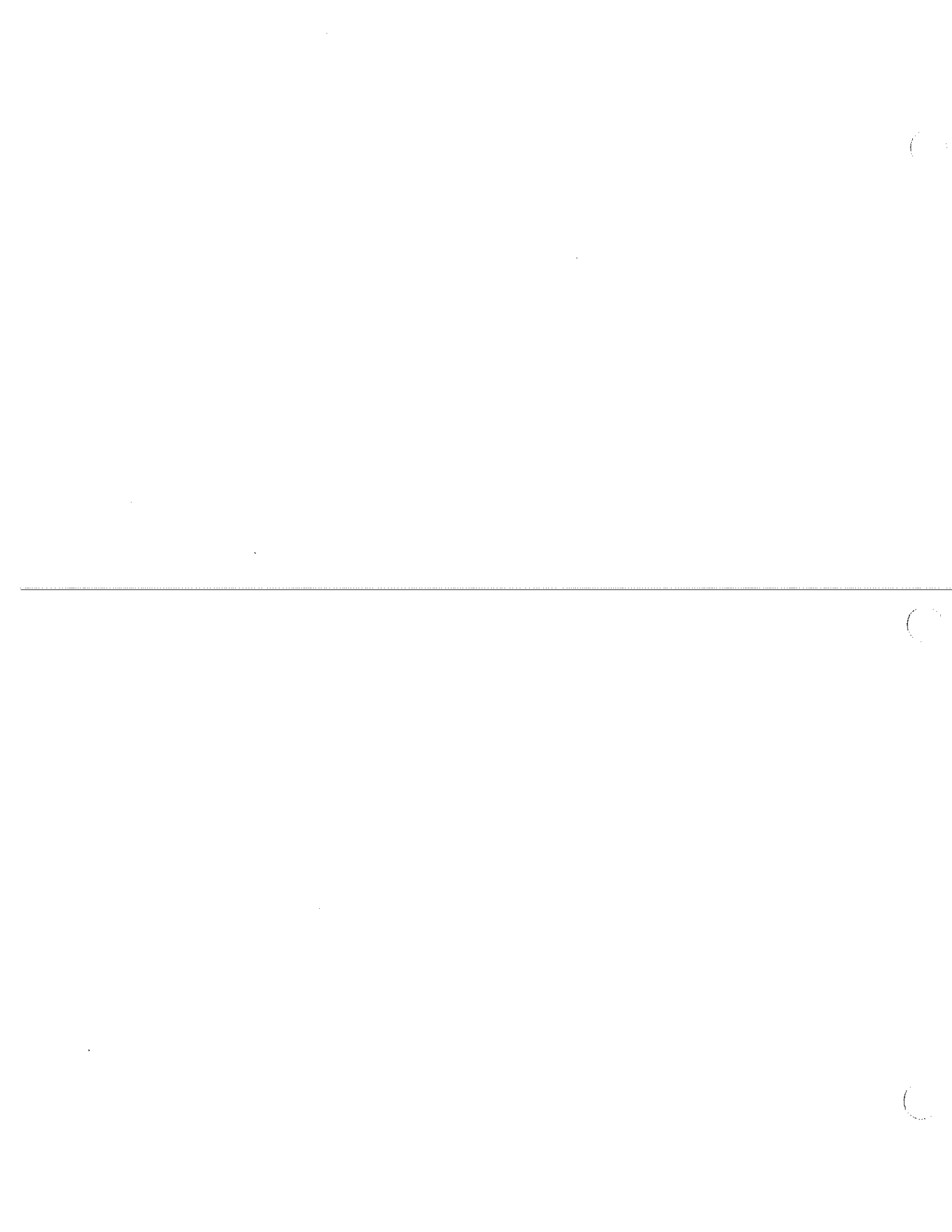
County Exempt Fund

05/31/93

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending May 31, 1993

Page 1  
Part 1 of 1 Parts

	Total	05/31/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	55.50	55.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	210.00	210.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	763.10	763.10
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	1,574.87	1,574.87
Interest Income	14.80	14.80
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>2,618.27</b>	<b>2,618.27</b>
<hr/>		
<b>Cost of Sales</b>	-----	-----
<b>Gross Profit (Loss)</b>	<b>2,618.27</b>	<b>2,618.27</b>
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	400.00	400.00
Vending Machine Supplies	268.81	268.81
Vending Machine Repairs	47.50	47.50
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	36.02	36.02
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	79.88	79.88
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	11.64	11.64
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
<b>Total Expenses</b>	<b>843.85</b>	<b>843.85</b>
	-----	-----
<b>Operating Income (Loss)</b>	<b>1,774.42</b>	<b>1,774.42</b>
<b>Other Income</b>		
<b>Other Expenses</b>	-----	-----

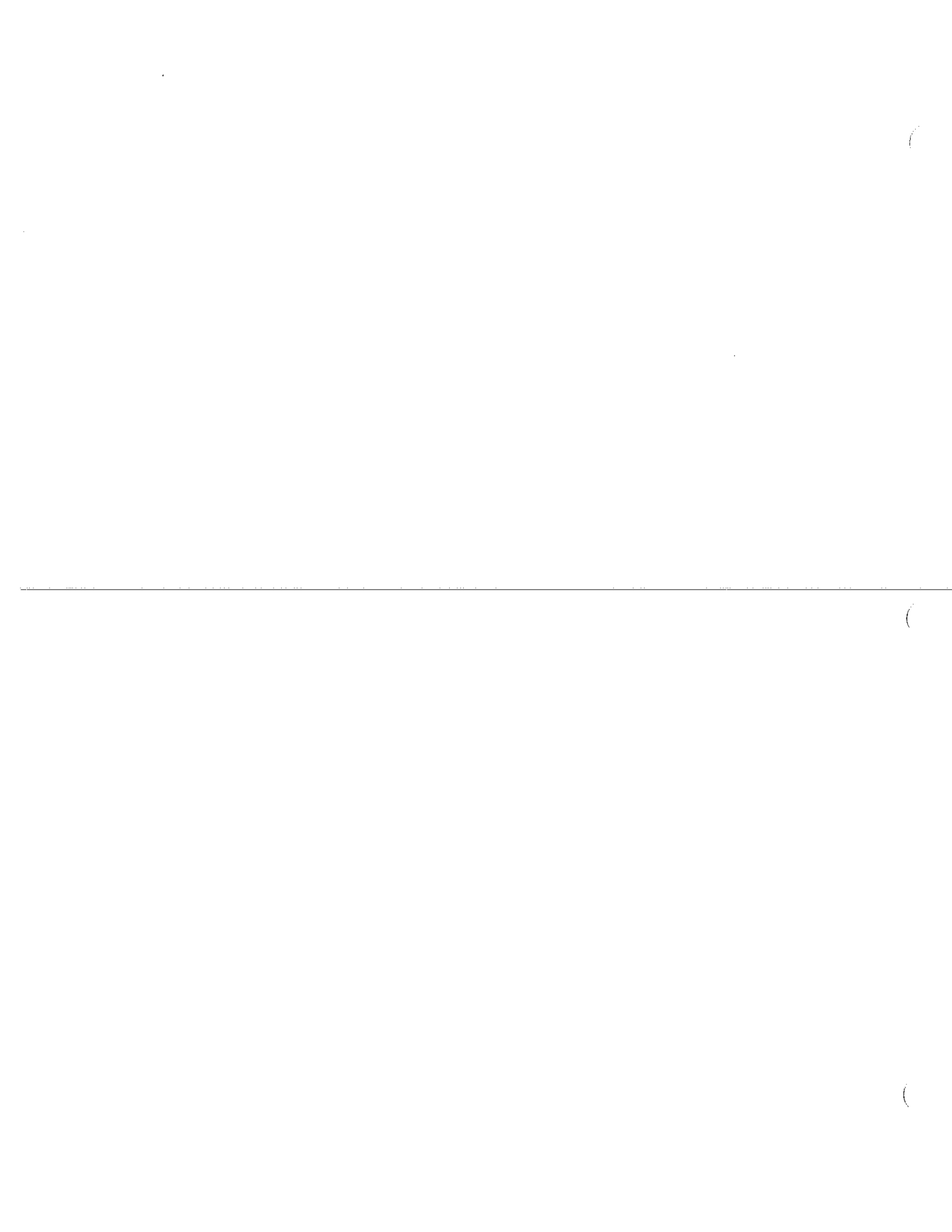


05/31/93

County Exempt Fund Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending May 31, 1993

Net Income (Loss)	Total 1,774.42 =====	05/31/93 1,774.42 =====
-------------------	----------------------------	-------------------------------



05/31/93

County Exempt Fund Page 1

Placentia Library District  
 Income Statement For Department 03  
 YTD Actual Spread Sheet  
 1 Period(s) Ending May 31, 1993

Part 1 of 1 Parts

	05/31/93
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	706.50
Microfilm/Microfich Income	202.50
Meeting Room Income	3,206.20
Test Proctoring Income	60.00
Vending Machine Income	7,213.68
Friends Contributions	3,000.00
Gifts Income	1,766.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	2,684.17
Interest Income	106.54
Miscellaneous Income	74.40
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00
	-----
Total Income	22,837.07

Cost of Sales

Gross Profit (Loss)	----- 22,837.07
---------------------	--------------------

Expenses

Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	3,400.00
Vending Machine Supplies	3,561.94
Vending Machine Repairs	416.34
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	736.64
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	1,107.23
Friend's-Other Activities	280.20
Library Board Expenses	795.88
Gulf Arab Grant	483.36
Community Grant Expense	845.35
Miscellaneous	120.00
Lobbyist Expense	4,259.04
	-----

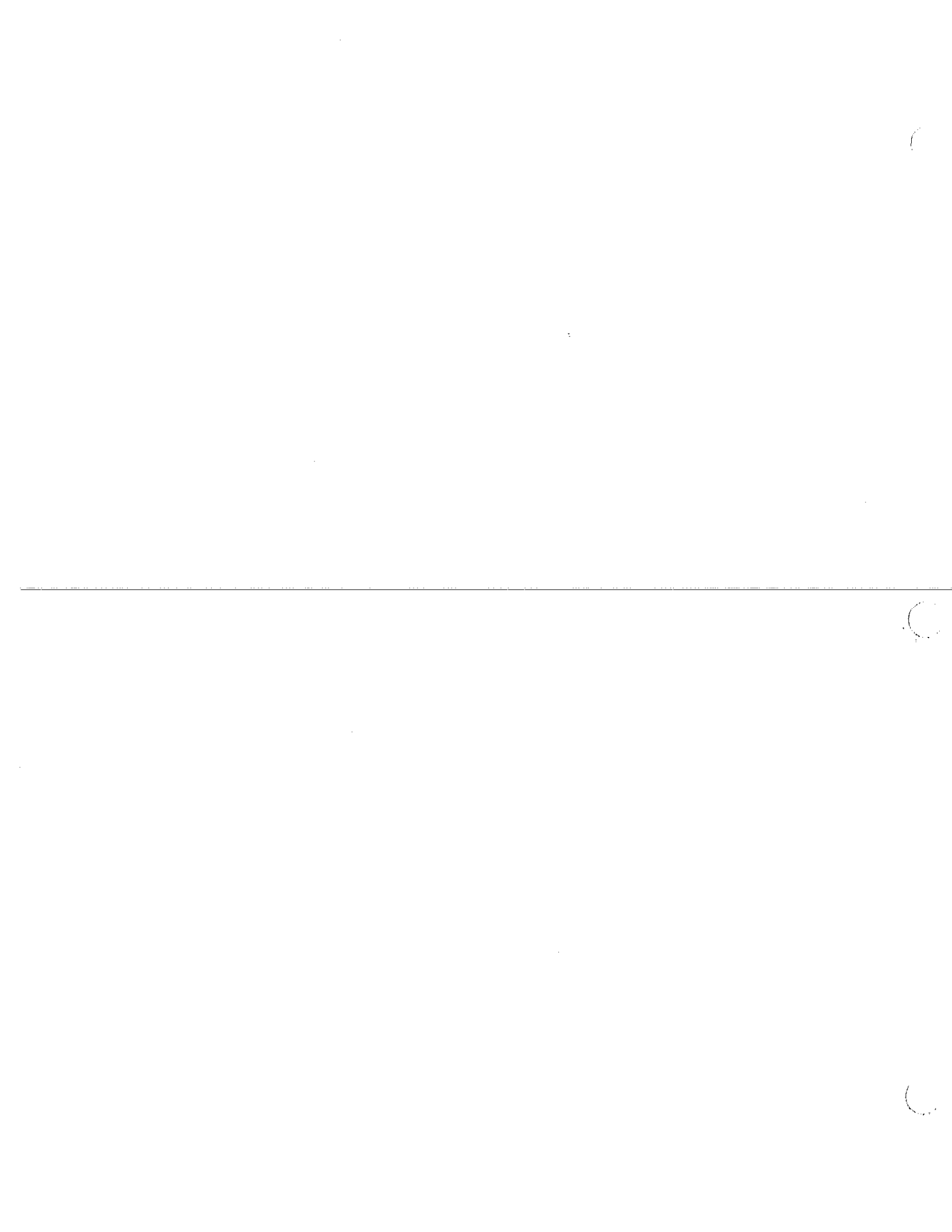
Total Expenses	16,529.02
	-----

Operating Income (Loss)	6,308.05
-------------------------	----------

Other Income

Other Expenses

-----



05/31/93

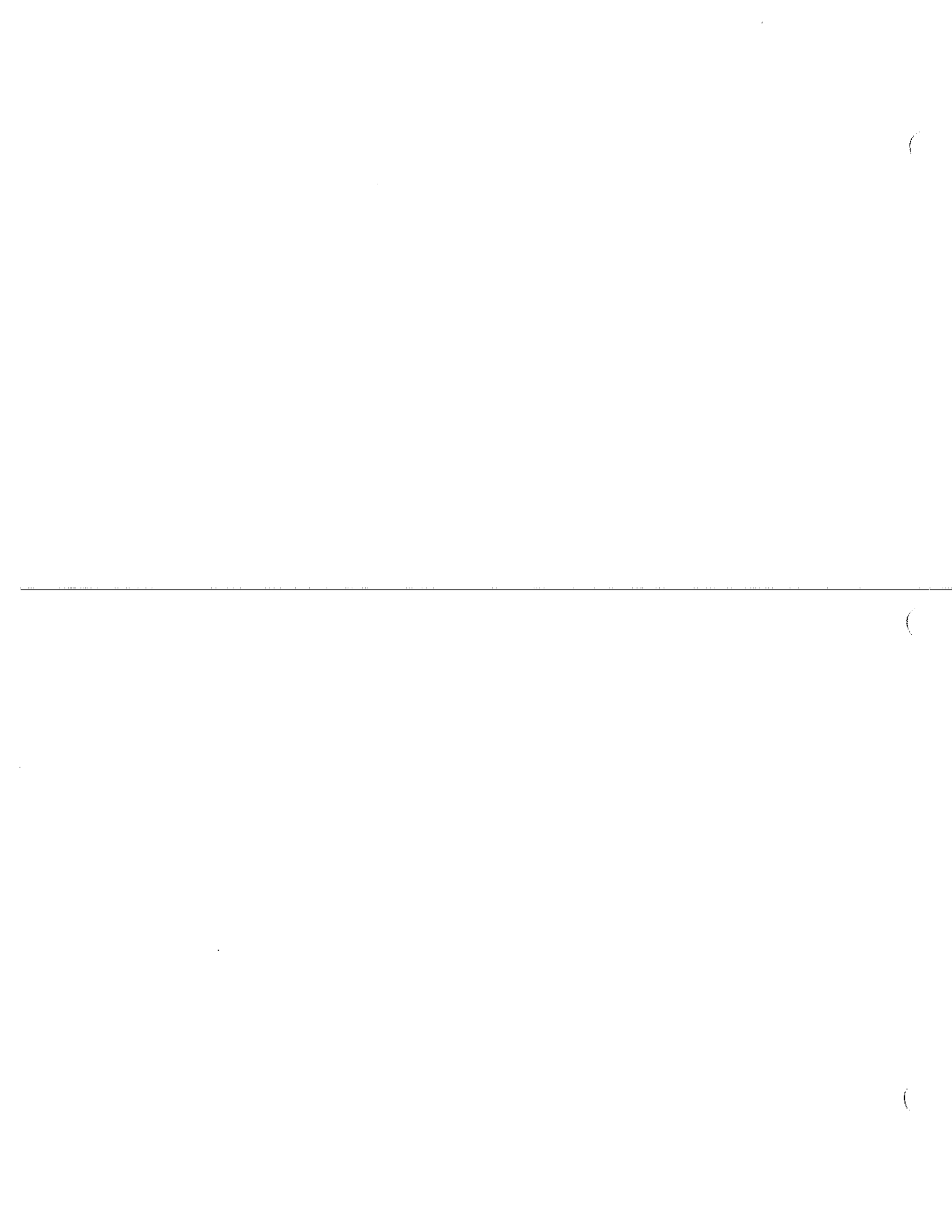
Page 2

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending May 31, 1993

Part 1 of 1 Parts

Net Income (Loss)

05/31/93  
6,308.05  
=====

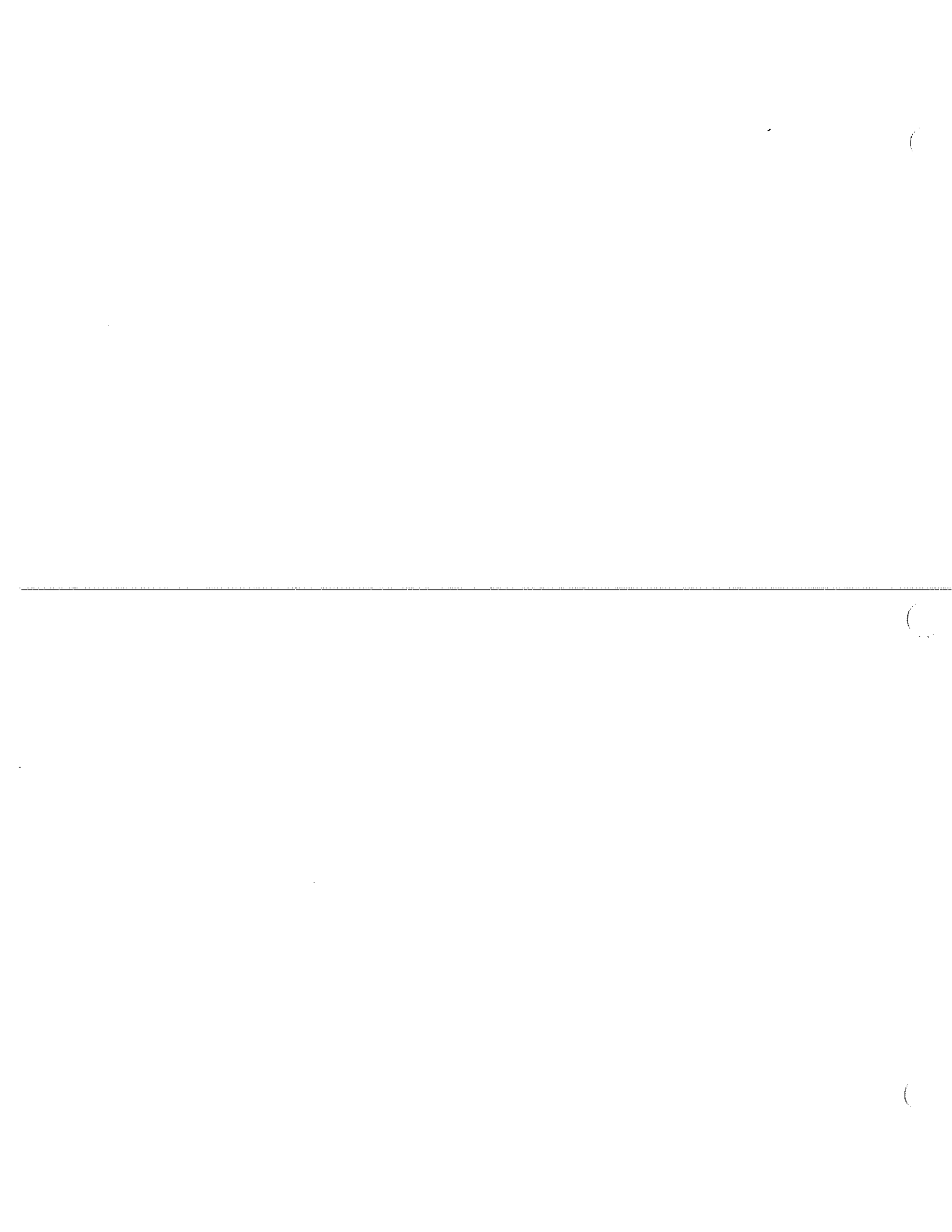




05/31/93

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 93 Period 11  
County Exempt

Check	Date	Payee	Amount
784	05/06/93	Kinkos 0-5321-03 Community Grant Expense	11.64
785	05/06/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	268.81
786	05/06/93	VOID void	0.00
787	05/12/93	E. D. Minter 0-5314-03 Friend's-Director's Fund	55.90
788	05/12/93	Courtesy Cleaners 0-5314-03 Friend's-Director's Fund	5.40
789	05/17/93	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	400.00
790	05/17/93	Jerry Lambert 0-4304-03 Meeting Room Income	55.00
791	05/24/93	Tall Mouse 0-5308-03 Children's Summer Reading Progra	36.02
792	05/24/93	Accurate Vending 0-5306-03 Vending Machine Repairs	47.50
793	05/28/93	Allstar Trophy 0-5314-03 Friend's-Director's Fund	18.58
Checkbook 3 Total			898.85



05/31/93

Placentia Library District County Exempt Fund Page 2  
Cash Disbursements  
S U M M A R Y

For Fiscal Year 93, Period 11 through Fiscal Year 93, Period 11

Account Name	Total
0-4304-03 Meeting Room Income	55.00
0-5302-03 Vend. Mach.-Repay Capital Equip.	400.00
0-5304-03 Vending Machine Supplies	268.81
0-5306-03 Vending Machine Repairs	47.50
0-5308-03 Children's Summer Reading Program	36.02
0-5314-03 Friend's-Director's Fund	79.88
0-5321-03 Community Grant Expense	11.64
	-----
	898.85
	=====

(

---

(

(



(

(

(

Payroll Fund

31/93

Page 1

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending May 31, 1993

Part 1 of 1 Parts

	Total	05/31/93
Income		
Transfers from County	46,120.00	46,120.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	46,120.00	46,120.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	46,120.00	46,120.00
Expenses		
Salaries	51,701.26	51,701.26
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,891.72	3,891.72
Payroll Processing Fees	259.04	259.04
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	55,852.02	55,852.02
Operating Income (Loss)	(9,732.02)	(9,732.02)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(9,732.02)	(9,732.02)
	=====	=====



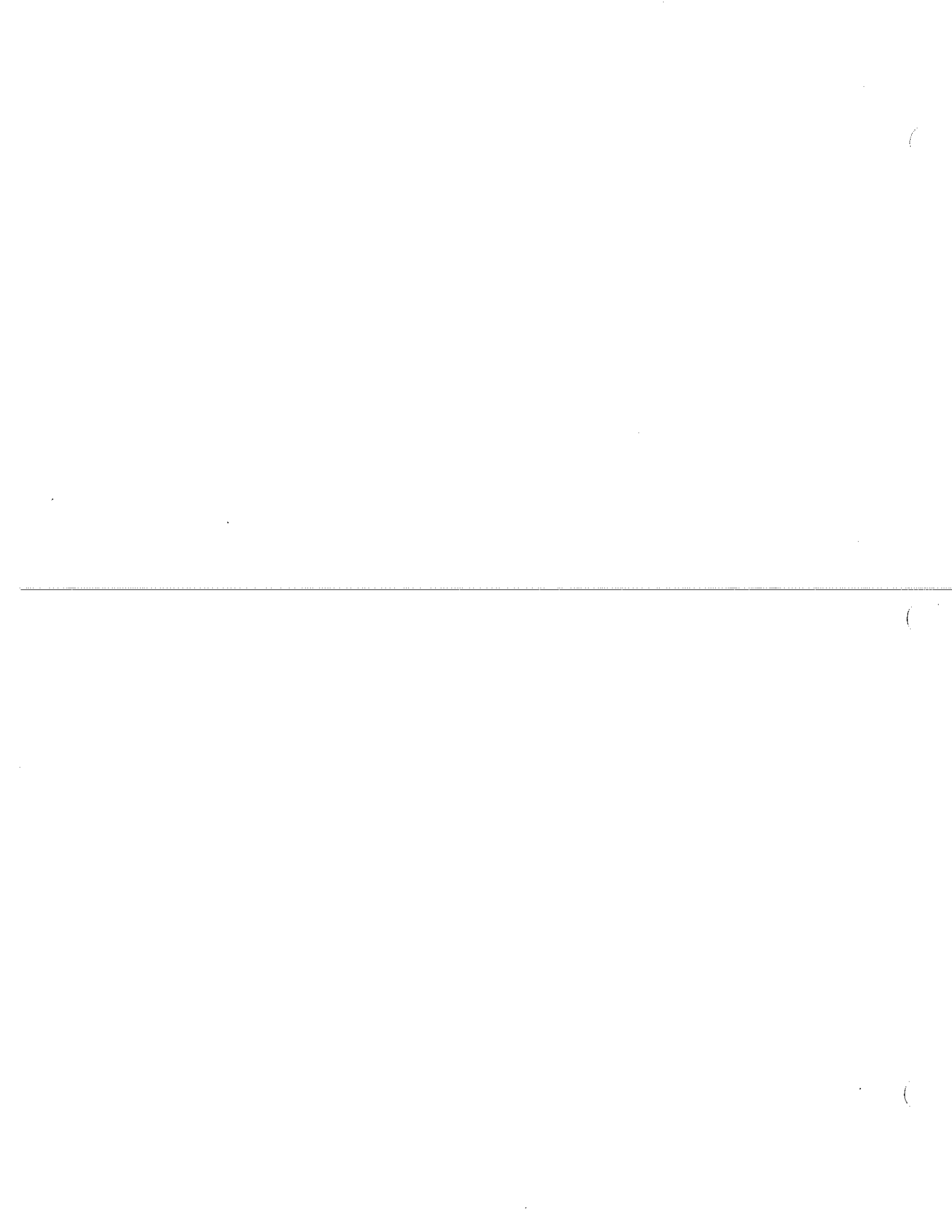


05/31/93

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending May 31, 1993

	05/31/93
Income	
Transfers from County	755,442.38
Interest Income-CD's	805.20
Interest Income-Savings	490.47
Miscellaneous Income	0.00
	-----
Total Income	756,738.05
Cost of Sales	-----
Gross Profit (Loss)	756,738.05
Expenses	
Salaries	675,555.89
Employee Benefits	(531.32)
Employer Payroll Taxes	49,654.69
Payroll Processing Fees	3,998.54
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00
	-----
Total Expenses	728,716.78
Operating Income (Loss)	28,021.27
Other Income	36.
Other Expenses	-----
Net Income (Loss)	28,021.27
	=====



05/31/93

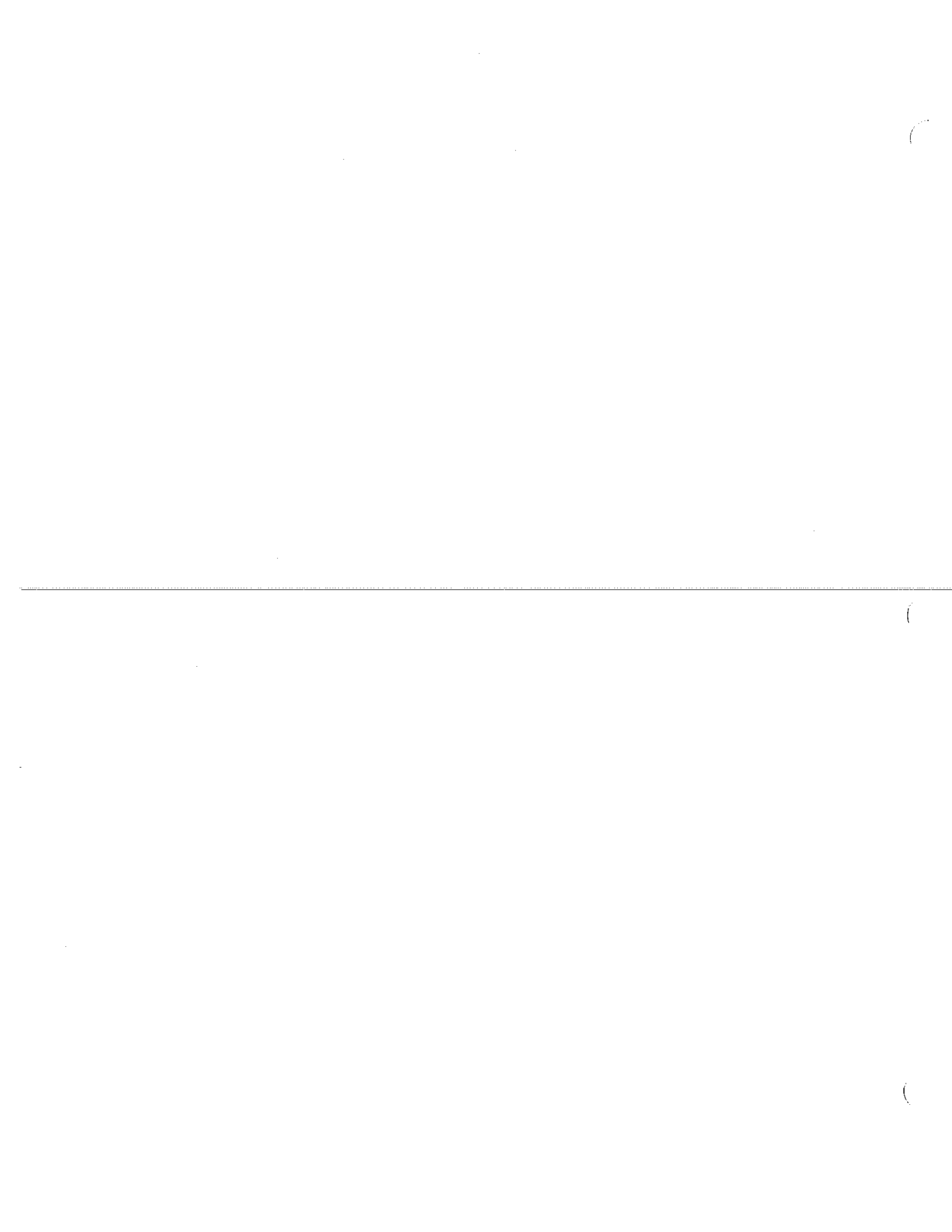
Placentia Library District  
Cash Disbursements  
S U M M A R Y

Page 1

For Fiscal Year 93, Period 11 through Fiscal Year 93, Period 11

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

36



TO: Library Board of Trustees  
FROM: Charlene Dumitru, Administrative Assistant  
DATE: June 21, 1993  
SUBJECT: MAY, 1993, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR MAY, 1993\*\*

\*\*We have not yet received the delinquent patron reports from Anaheim Central Library, although overdue notices are now being generated by the Dynix computer system. Within two months we should be receiving regular reports and be able to continue with collection activities.

✱

(

(

(