

AGENDA  
 REGULAR MEETING  
 PLACENTIA LIBRARY DISTRICT  
 BOARD OF TRUSTEES  
 7:30 P.M.  
 August 17, 1992

1. Roll Call: Administrative Assistant 7:33 P.M.  
*Intro done. Al Schaler.* *Alschalt, Evans, Stout + Evans*  
 2. Adoption of Agenda. *Dins, Oso, West*

Presentation: Library Director  
 Recommendation: Adopt by Motion, *as present* *Oshu / West*

3. Minutes of the July 13, 1992, Regular Meeting. *p7*  
 Presentation: Library Director *Mayin*  
 Recommendation: Approve by Motion *1991-92*  
*roll call with*  
*West, Davison*

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.

*Agenda of LUH Annual Sep 8*

Presentation: Library Board President *asked Sel... under*  
*Transcript 7/1/92*

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

**CLAIMS (Items 7-9)**

Presentation: Library Director  
Recommendation: Approve by Motion

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.

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

There were no Nonstandard Claims for this period.

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

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

9. Current Claims and Payroll. (Approve)

Current Claims of \$42,904.81. Payrolls 93-05, and 93-06 for a cumulative payroll total of \$60158.08. Combined total of Current Claims and Payroll of \$103,062.89.

**FINANCIAL REPORT (Items 10-13)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 10-13 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.

10. Financial Report for July, 1992. (Receive & File)
11. Office General Ledger & Check Registers for July, 1992. (Receive & File)
12. Overdue Collection Report for July, 1992. (Receive & File)
13. Vending Machine Report for July, 1992. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 14-22)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 14-22 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.

The Circulation Reports for April, May, June, and July, 1992, were not available because of problems with the installation of the new Library system, DYNIX. It looks as if some of the figures for these reports may be lost permanently. As of the publication of this Agenda it is not known if there will be a report for August.

- 14. Volunteer Report for July, 1992. (Receive & File)
- 15. Personnel Report for July, 1992. (Receive, File, and Ratify Appointments)
- 16. Building Maintenance Report for July, 1992. (Receive & File)
- 17. <sup>SPM</sup> Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 18. 1991-92 Families for Literacy Program, Final Report. (Receive & File)
- 19. Annual Report to the State Library of California for 1991-1992. (Receive & File)
- 20. Travel Authorizations. (Approve) *Sal's request + Hated*
- 21. Report on publication of Library information in the Placentia Quarterly. (Receive & File)
- 22. Report on Election process for Library Trustees in 1992. (Receive & File) *Pulao Nelson*

**CONTINUING BUSINESS**

- 23. FY1992-1993 Budget

Presentation: Library Director

Review of implications of State Budget.

*No action*

*t too complex*

**NEW BUSINESS**

*↑*

*Oshin / West*

*→ Rowland / negotiator*

24. Selection of Architect for remodeling project.

Presentation: Library Director  
Recommendation: Select Architect and authorize Library Director to sign contract.

*authorize his District to sign. Continued if successful.*

25. Reading Room Policy

*+ Homestead Committee as presented*

Presentation: Library Director  
Recommendation: Review and adopt.

*West*

26. Conflict of Interest Code Review.

*Resolution 92-8*

Presentation: Assistant Library Director  
Recommendation: Review and adopt revised Code.

*West / Oshin*

*1) Motion to Read by Title Only*

*2) Motion to Adopt. West / Oshin*

**STAFF REPORTS**

*p+r*

*Oshin / West*

27. Program Report for the month of July. (Program Committee)

28. Literacy Office Activities, Literacy Coordinator. (Daniels)

29. Gulf Arab States Project. (Ammar)

*children*

*2 submit  
→ Public Report*

**ADJOURNMENT**

30. Agenda Preparation for September 21, 1992, Regular Meeting

31. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the August 17, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 13, 1992.

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

- Aug 21 (Fri) Gulf Arab States Exhibit Opening, 7:00 P.M., at the Library
- ✓ Sep 8-12 CSDA Annual Conference, San Diego
- ✓ Sep 14 (Mon) — Friends Board (Reg. Exam)
- Sep 21 (Mon) Library Board
- Sep 28-29 Special District Board Management Institute, Administration, Sacramento
- Sep 30 (Wed) ISDOC Meeting, San Diego
- Sep 27-Oct 3 ALA Banned Books Week
- Oct 5 Friends Board (Samedia Study)
- Oct 19 (Mon) Board of Trustees Meeting
- Nov 2 (Mon) Friends Board (Regy. Exam)
- Nov 16 (Mon) Board of Trustees Meeting
- Nov 14-17 CLA Conference, Long Beach
- Dec 2 (Wed) ISDOC Meeting
- Dec 7 (Mon) Friends Board (Reg Exam)
- Dec 21 (Mon) Board of Trustees Meeting

*Study*  
*Consent*

1) Placentia Quarterly for <sup>1992</sup> Dec - Jan, 1972  
 2) Supplement for Towhee  
 3) Hemlock Domine Sai Guest Applied

**THIS PAGE IS BLANK**

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 BOARD OF TRUSTEES  
 JULY 10, 1992

**CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:32 P.M. by President Peggy Dinsmore.

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

**Members Absent:** Trustees Bob Osborn and Ray Evans

**ADOPTION OF AGENDA** It was moved by Secretary West, seconded by President Dinsmore to adopt the Agenda as presented.

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

**MINUTES** Direction was given to amend the minutes of the June 15 meeting as follows:  
 List Trustee Bob Osborn as present;  
 Add word "tentative" to approval of collective bargaining agreement.

It was moved by Secretary West, seconded by Trustee Stark to approve the minutes as amended.

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

**ORAL COMMUNICATIONS** None

**BOARD PRESIDENT'S REPORT** President Dinsmore reported on her attendance at the American Library Association Conference in San Francisco and discussed the various workshops that she had attended.

**LITERACY VOLUNTEERS OF AMERICA REPORT** President Dinsmore reported on on LVA activities and commended the response to the tutor training workshop.

**FINANCIAL  
CLAIMS**

It was moved by Trustee Stark, seconded by Secretary West to approve Agenda Items 7 through 10: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll as presented; and Establishment of Ceiling for Payroll Authorizations for RY 1992-93.

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

**FINANCIAL  
REPORT**

Agenda Item 11, Financial Report for June was not available because data had not yet been received from the county.

It was moved by Trustee Stark, seconded by Secretary West to approve Agenda Items 12 through 14: Office Ledger and Check Registers for June, 1992; Overdue Collection Report for June, 1992; and Vending Machine Report for June, 1992 as presented.

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

Trustee Ray Evans arrived at 8:23 p.m.

**GENERAL CONSENT  
CALENDAR**

A request was made by Trustee Stark to discuss Agenda Item 20, Travel Authorizations, separately from the rest of the consent calendar.

It was moved by Secretary West, seconded by Trustee Stark, to receive and file Agenda Items 15 through 17, 19, and 21 through 23 of the General Consent Calendar: Volunteer Report for June 1992; Personnel Report for June, 1992, Building Maintenance Report for June 1992; Final Report on Staff Appreciation Dinner; Travel Authorizations; Report on Purchase of Replacement Security System; Report on Purchase of Pages for Placentia Library District in the Placentia Quarterly; Transmittal of Report on Election Process for Library Trustees in 1992.



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

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Item 20, Travel Authorizations.

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

**COLLECTIVE  
BARGAINING  
AGREEMENT**

It was moved by Secretary West, seconded by Trustee Evans to read Resolution 92-5 by title only.

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

It was moved by Secretary West, seconded by Trustee Evans to adopt Resolution 92-5 as presented. Motion was approved by roll call vote.

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

**FY1992-93  
BUDGET**

It was moved by Trustee Stark, seconded by Secretary West to read Resolution 92-7 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Evans to adopt Resolution 92-7 as presented. Motion was approved by roll call vote.

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

**RECLASSIFICATION OF PERSONNEL AS DESCRIBED BY LIBRARY DIRECTOR**

It was moved by Trustee Stark, seconded by Trustee Evans to approve reclassifications effective July 1, 1992 of Librarian Cindy McClain and Librarian Kay Schneider to Librarian II; of Literacy Coordinator Melanie Daniels from Administrative Assistant/Literacy Coordinator to Librarian II/Literacy Coordinator; and of Esther Guzman from Page to Library Aide.

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

**NEW POSITION**

It was moved by Trustee Evans, seconded by Secretary West to authorize the addition of a .50 FTE Librarian position for the Children's Department effective September 1, 1992.

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

**ORGANIZATIONAL CHART**

It was moved by Secretary West, Seconded by Trustee Evans to adopt the Placentia Library District Organization Chart for FY1992-93 as presented.

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

The regular meeting of the Placentia Library District Board of Trustees adjourned for a break at 9:38 p.m. and reconvened at 9:46 p.m.

**HOLIDAY &  
CLOSING  
SCHEDULE FOR  
CALENDAR YEARS  
1992 AND 1994**

It was moved by Trustee Stark, seconded by Secretary West to modify the proposed Holiday & Closing Schedule for 1993 to eliminate July 5, 1993 as a closed day and to add the day after Christmas, Sunday, December 26, 1993 as a day the library will be closed.

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

It was moved by Trustee Stark, seconded by Trustee Evans to modify the proposed Holiday & Closing Schedule for 1994 to eliminate the day after Christmas, Monday, December 26, 1993 as a day the library will be closed.

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

It was moved by Trustee Stark, seconded by Trustee Evans to read Resolution 92-4 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Evans to adopt Resolution 92-4. Motion was approved by roll call vote.

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

**RENEWAL OF  
DENTAL AND  
VISION PLANS**

It was moved by Secretary West, seconded by President Dinsmore to accept the proposal offered by the Principal Non-PPO Dental Plan as the Library's Dental Insurance Coverage.

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

**ESTABLISH  
SALARY SCHEDULE  
FOR EXEMPT  
STAFF FOR  
FISCAL YEAR  
1992-93**

It was moved by Secretary West, seconded by Trustee Evans to read Resolution 92-6 by title only.

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

It was moved by Secretary West, seconded by Trustee Evans to approve Resolution 92-6. Motion was approved by roll call vote.

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

**REDEFINE DATE  
OF BOARD  
MEETING**

It was moved by Trustee Stark, seconded by Trustee Evans to redefine the date of the Regular Meeting of the Placentia Library District Board of Trustees to be the 3rd Monday of the month.

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

**REQUEST FOR  
WAIVER OF  
PAYMENT FOR  
DEPENDENT  
INSURANCE  
COVERAGE**

It was moved by Secretary West, seconded by Trustee Evans to deny a waiver of the amount of \$1086.24 for dependent health insurance premiums as requested by employee Cheryl Willauer as such a waiver would be a "gift of public funds"; and to direct Library Director Minter to negotiate an appropriate payback schedule with the employee that is acceptable to both parties.

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

**SELECTION OF  
AUDITOR FOR  
FY1990-92**

It was moved by Trustee Stark, seconded by Trustee Evans to accept the bid from Anderson, Lynn, Bezich, Munson & Cronick Accounting Corporation of \$2,950 to do the Fiscal Year 1992-92 fiscal audit, and to authorize the Library Director to sign the contract agreement.

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

**STAFF REPORTS**

It was moved by Secretary West, seconded by Trustee Stark to receive and file Staff Reports, Agenda Items 32 through 37.

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

**ADJOURNMENT**

It was moved by Secretary West, seconded by Trustee Evans to adjourn the July 13, 1992 Regular Meeting of the Board of Trustees of the Placentia Library District.

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

The Regular Meeting of the Placentia Library Board of Trustees was adjourned at 10:42 p.m.

---

Fred D. West, Secretary

**THIS PAGE IS BLANK**

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Lotte Gopalakrishnan, Treasurer, at 5:55 p.m. on Wednesday, July 8, 1992 in the Placentia Library Conference Room.

The following directors were present:

Lotte Gopalakrishnan  
Valarie Harris  
Leslie Moreau

The following directors were absent:

Peggy Dinsmore (excused)  
Diane Hagstrand (excused)  
Maria Moreno (excused)  
Steve McLean (unexcused)  
Alex Moreno (unexcused)  
Evelyn Young (unexcused)

Melanie Daniels, Coordinator, and Jess Ramirez, Student Representative to the Board of Directors, were also present.

1. APPROVAL OF THE MINUTES. The minutes of the July 8, 1992 meeting were circulated prior to the meeting for review by the Directors. Item 7.B. was corrected. Upon motion and second, the minutes were approved as corrected.

2. TREASURER'S REPORT. Lotte Gopalakrishnan reported for the period May 13, 1992 through July 8, 1992 (reference Exhibit 1 to these minutes). The balance on hand at July 8 is \$2,373.85.

3. ELECTION OF DIRECTOR. Upon motion, second and unanimous approval, Jess Ramirez, elected by the Student Support Group as its representative, was elected a Director of this Board.

4. COORDINATOR'S REPORT. Melanie Daniels' report is included in these minutes as Exhibit 2. Melanie reviewed with the directors the following:

A. Program Statistics.

July 8, 1992

2

B. June Activities.

- 1) Families for Literacy Graduation.
- 2) Student Support Group.

C. Office Staff.

D. Literacy Network Activity.

1) Evey Renner, LVA-CA's Southern California Field Services Representative, left LVA to pursue her own consulting business. Brenda Gray is available for affiliates from the Northern California office.

E. Upcoming Activities.

- 1) Tutor training workshop.
- 2) PLLS Student Potluck Picnic.
- 3) California Literacy Conference.

F. Newsletter. The copy deadline for The July/August newsletter was distributed the week of June 29.

5. COMMITTEE REPORTS.

A. Nominating Committee. On June 17 this committee met and developed a list of potential participants and referral contacts. The status of each contact was reviewed with the directors. The committee will meet again prior to the next Board of Directors Meeting to finalize proposed nominations and draft the formal mailing to the nominees.

B. Executive Committee. The final draft budget statement of income and expense for the fiscal year 7/1/92 - 6/30/93 was distributed to the Directors (reference Exhibit 3). Upon motion, second and unanimous approval, the budget was adopted.

C. Resource Development Committee.

We plan to participate in the LVA Bowl-A-Thon fund raising activity. The scheduled February, 1993 time frame does not conflict with other fund raising activities. After discussion among the members, this board unanimously opposes sponsorship of the event by Coors Brewing Company.



July 8, 1992

3

6. OLD BUSINESS.

A. Writing Contest. Valarie Harris reported that the Soroptimists will provide two \$50 cash prizes in exchange for acknowledgment in the program; and Molly Maid of Yorba Linda will provide two tickets to the Wild West Show in Buena Park. The awards will be announced September 8.

B. Annual Meeting Preparation. The board members discussed planning details for the September 8 meeting, including proposed writing contest judges, readers and prizes, refreshments and awards.

Upon motion and second, the purchase of LVA pins, bookmarks and a podium banner, not to exceed a total expenditure of \$100, was unanimously approved.

C. Placentia Heritage Days. Valarie Harris will attend the next planning meeting for this October event. We will attempt to have the LVA-Placentia brochure ready for distribution at the event and a coordinating mailing for general publicity.

7. NEW BUSINESS.

A. Melanie Daniels reviewed with the directors a brochure of fund raising materials available for purchase.

8. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Wednesday, August 5, 1992 at 5:30 p.m.

9. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:00 p.m.



Leslie Moreau, Secretary

**THIS PAGE IS BLANK**

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll Dated August 17, 1992  
August 17, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	\$7,176.70
	2	<u>\$1,860.28</u>
Subtotal for Immediately		\$9,036.98
Regular	1	\$2,963.27
	2	\$9,079.16
	3	\$17,160.01
	4	\$10,886.72
	5	\$9,858.47
	6	\$1,540.70
	7	<u>\$3,458.91</u>
Subtotal for Payments		\$42,904.81
Payroll	2020	\$30,145.00
	2020	<u>\$30,145.00</u>
Subtotal for Payroll		\$60,290.00
	TOTAL	<u>\$106,158.08</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.
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	Jul 06, 1992			531.32	030-000	
VISION SERVICE PLAN ATTN: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Jun 24, 1992	July	170.96			
	Jul 24, 1992	August	155.44	326.40	030-000	
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Aug 01, 1992	August		4,382.50	030-000	
CNA Spec. Risks-Kansas City P.O. Box 95033 Chicago, IL 60694	Jul 01, 1992	July		211.27	032-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jul 07, 1992	251-5376	89.74			
	Jul 07, 1992	251-5377	89.74			
	Jul 17, 1992	528-8236	21.36			
	Jul 17, 1992	528-1906	235.12			
	Jul 19, 1992	996-2865	12.20			
				448.16	070-000	
	Jul 04, 1992	524-8408	50.40			
	Aug 04, 1992	524-8408	110.18	160.58	070-008	
				608.74	Total	
SM GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Aug 02, 1992	5752		1,091.52	140-000	
PURITUN WATER CO. 1080 So. Cypress Unit D La Habra, Ca 90631	Jul 22, 1992	August		24.95	180-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$7,176.70 ) 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: Aug 17, 1992  
Report No. 2014

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.	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Jul 11, 1992	13717	86.40				
	Jul 15, 1992	13727	17.24				
	Jul 22, 1992	16414	9.91				
	Aug 13, 1992	16851	27.48				
					141.03	180-000	
	Jun 03, 1992	16949	7.93				
	Jul 13, 1992	17205	44.52				
	Jul 28, 1992	16449	84.13				
	Jul 30, 1992	16459	61.87				
					198.45	180-008	
				399.48	Total		
STAPLES INC. Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Jul 16, 1992	16308	83.12				
	Jul 16, 1992	16789	62.39				
	Jul 22, 1992	22498	355.60				
	Jul 24, 1992	0117	(64.61)				
	Jul 29, 1992	29036	74.36				
	Aug 05, 1992	5465	100.99				
					611.85	180-000	
	Jun 17, 1992	17569	27.93				
Jul 16, 1992	16038	60.71					
Jul 29, 1992	29823	4.91					
Aug 05, 1992	5543	3.04					
				96.59	180-008		
				708.44	Total		
CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505	Jul 20, 1992	August		50.75	190-000		
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jul 20, 1992	Jun 15, 1992- Jul 14, 1992		531.23	280-000		
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Jul 27, 1992	Jun 19, 1992- Jul 21, 1992		170.38	280-000		

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$1,860.28 ) 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 # 5031.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
SPS DATA COMMUNICATIONS 419 S. Rennell Ave. San Dimas, CA 91773	Jul 10, 1992	0177		160.00	190-000	
DYNIX, INC. 151 E. 1700 South Provo, Utah 84606-6161	Jul 08, 1992	22383	23.40			
	Jul 08, 1992	22384	12.93			
				36.33	180-000	
	Jul 08, 1992	22386	484.88			
	Jul 08, 1992	22387	511.81			
				996.69	190-000	
	Jul 28, 1992	22747	1,077.50			
	Jul 08, 1992	22385	692.75			
				1,770.25	400-000	
				2,803.27	Total	

The claims listed above (totaling \$2,963.27 ) 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 # 5021.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
3M RSP4754 (LO) P.O. Box 33388 St. Paul, MN 55133-3388	Jul 24, 1992	UM40271		9,079.16	400-111	

The claims listed above (totaling \$9,079.16 ) 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.
Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-62190614	Jul 22, 1992	per end Mar 31, 19/92		287.81	031-000	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	Aug 10, 1992	11983830		612.29	100-000	
W.H.B. ENTERPRISES P.O. Box 3224 Fullerton, CA 92634	Mar 02, 1992	0101		43.46	130-000	
BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Jul 28, 1992	22431		117.43	140-000	
ARNOLD R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Aug 05, 1992	6204		135.00	140-000	
INTEX SERVICES, INC. 3376 Motor Ave. Los Angeles, CA 90034	Jul 10, 1992	2001412		964.85	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jul 29, 1992	22807	1,751.37		140-000	
			4,881.54		280-000	
	Jul 29, 1992	22808	2,051.13		140-000	
			6,178.08		280-000	
				3,802.50	subtotal 140-000	
				11,059.62	subtotal 280-000	
				14,862.12	Total	
Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92670	Jul 17, 1992	membership 9/92-9/93		85.00	160-000	
AMERICAN LIBRARY ASSOC. 50 E. Huron St. Chicago, IL 60611-2795	Jul 20, 1992	11605	41.40			
	Jul 20, 1992	11552	10.65			
				52.05	180-000	

The claims listed above (totaling \$17,160.01 ) 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: Aug 17, 1992  
Report No. 2016

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.
QUILL CORPORATION P.O. Box 94081 Palatine, IL 60094-4081	Jul 13, 1992	4585113		20.11	180-000	
PRESENTATION PRODUCTS 10349 Heritage Park Dr., Unit 4 Santa Fe Springs, CA 90670	Jul 24, 1992	53522		135.46	180-000	
Demco P.O. Box 7488 Madison, WI 53707	Jul 08, 1992	D366537		28.00	180-000	
3M RSP4754 (LO) P.O. Box 33388 St. Paul MN 55133-3388	Jul 23, 1992	UM40124	811.68			
	Jul 23, 1992	UM40123	318.51			
	Jul 22, 1992	UM40126	81.91			
	Jul 22, 1992	UM40125	409.56			
				1,621.66	180-000	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	Jul 22, 1992	310399		10.76	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, Ca 92711	Jul 31, 1992	July		30.71	190-000	
FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Jul 09, 1992	per. end. Jun 30, 1992		566.88	190-000	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Jul 31, 1992	LI045639	4,359.98			
	Jul 21, 1992	LI045782	10.00			
	Jul 21, 1992	LI045781				
				4,369.98	190-000	
				4,103.16	240-001	
				8,473.14	Total	

The claims listed above (totaling \$10,886.72 ) 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 256 S. Robertson Blvd. Ste. 42 Beverly Hills, CA 90211	Jun 30, 1992	06309216-65033		127.00	200-000	
SALEM PRESS P.O. Box 50062 Pasadena, CA 91115-0062	Aug 10, 1992	181517-00		846.90	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jul 13, 1992	22636311	4.83			
	Jul 13, 1992	22636310	14.26			
	Aug 06, 1992	22908770	14.45			
				33.54	240-001	
MATTHEW BENDER P.O. Box 658 Albany, NY 12201	Jul 13, 1992	43184278		91.16	240-001	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	May 22, 1992	1896001	127.10			
	Jul 17, 1992	0327001	40.96			
	Jul 31, 1992	0374001	127.10			
				295.16	240-001	
MOODY'S INVESTORS SERVICE P.O. Box 12086 Newark, NJ 07101	Aug 10, 1992	29031935		1,989.44	240-001	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	Jun 11, 1992	54144		6,143.97	240-004	
The Orange County Register Cash Accounting-Accommodations P.O. Box 11867 Santa Ana, CA 92701	Jul 22, 1992	9810350		301.60	240-004	
READER'S DIGEST Educational Services Pleasantville, NY 10570	Jul 20, 1992	3 month sub.		29.70	240-004	

The claims listed above (totaling \$9,858.47 ) 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.
TRUTH N TAPE P.O. Box 776 Shawnee Mission, KS 66201	Jul 29, 1992	106829		41.65	240-005	
ROSE RECORDS 214 S. Wabash Chicago, IL 60604	Jul 16, 1992	14384		47.96	240-005	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Jul 31, 1992	July travel reimb.		20.22	270-000	
VENTURA SOFTWARE 15175 Innovation Dr. San Diego, CA 92128	May 31, 1992	053192-2-IN		95.00	270-000	
SAL ADDOTTA 212 N. Lee Fullerton, CA 92633	Jul 13, 1992	conf. travel		912.05	270-000	
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jul 01, 1992	A12521		423.82	070-005	

The claims listed above (totaling \$1,540.70 ) 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	Aug 07, 1992	petty cash	447.92		036-000	
			100.06		180-000	
			12.23		180-008	
			486.75		183-000	
			87.00		183-008	
			50.00		190-000	
			812.00		190-009	
			14.95		240-000	
			500.00		240-001	
			948.00		270-000	
						3,458.91

The claims listed above (totaling \$3,458.91 ) 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.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Aug 17, 1992	Pay # 5 Aug 21, 1992- Sep 03, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, SEPTEMBER 4, 1992!!

The claims listed above (totaling \$30,145.00 ) 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: Aug 17, 1992  
Claim No. 2021  
Page No. 1

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	Aug 17, 1992	Pay # 6 Sep 04, 1992- Sep 17, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, SEPTEMBER 18, 1992!!

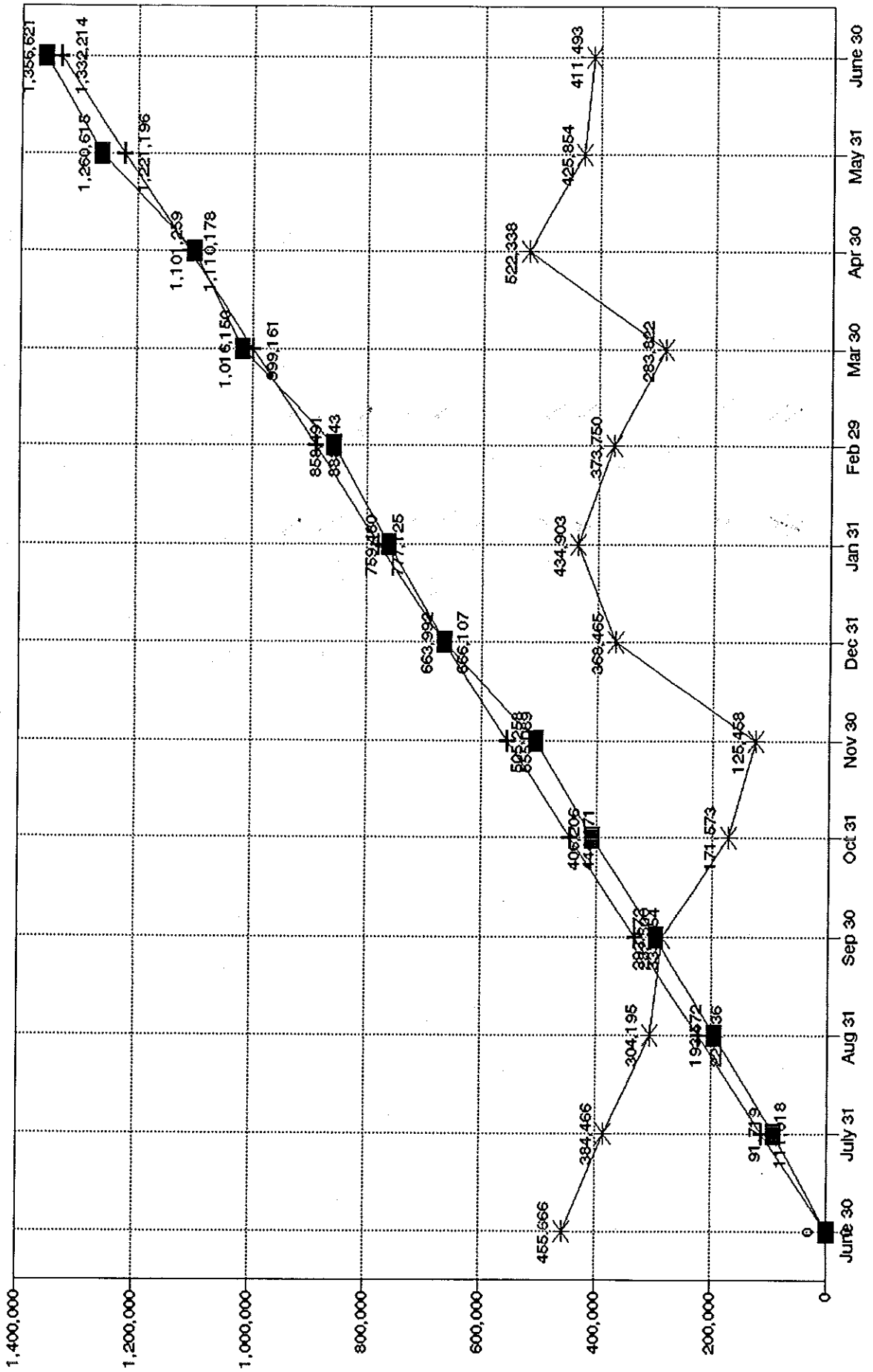
The claims listed above (totaling \$30,145.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



Cumulative Expenses —+—  
 Approved Budget \*—\*  
 Cash in Treasury

Tax Revenue = 97,248,327  
10%

FLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 7, 1992

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FY92 TOTAL	FY91 TOTAL	FY92 JUN 1992	FY91 JUN 1991	FY92 YTD % OF BUD
621-000	Prop. Taxes - current secured	900,739.00	892,734.23 ✓	823,831.80 ✓	0.00	0.00	99.11%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	27,684.00	27,089.59 ✓	25,633.05 ✓	13,284.94	0.00	97.85%
622-000	PROP. TAXES - CURRENT UNSECURED	928,423.00	919,823.82 ✓	849,464.85 ✓	13,284.94	0.00	99.07%
623-000	Prop. Taxes - Prior Secured	68,304.00	72,956.11 ✓	64,437.85 ✓	1,776.39	6,011.02	106.81%
623-001	Secured final apportionment	25,000.00	0.00	0.00	0.00	0.00	
623-002	Secured prior years	0.00	10,269.97	11,360.50	0.00	0.00	
623-010		0.00	25,145.83	6,677.20	0.00	0.00	
623-011		0.00	484.67	6,818.36	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	0.00	1,462.70	0.00	0.00	0.00	
	TOTAL PROP. TAXES PRIOR UNSECURED	25,000.00	37,363.17 ✓	24,856.06 ✓	0.00	0.00	149.45%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	1,257.53 ✓	977.62 ✓	1,257.53	977.62	
626-000	Penalties & Costs - delinquent taxes	4,000.00	0.00	0.00	0.00	0.00	0.00%
626-623		0.00	6,018.86	4,288.78	0.00	0.00	
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	4,000.00	6,018.86 ✓	4,288.78 ✓	0.00	0.00	150.47%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	60,000.00	48,226.57 ✓	72,613.73 ✓	398.73	(10,253.73)	80.38%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	0.00	3,703.65 ✓	2,103.03 ✓	0.00	0.00	
661-000	Interest	45,000.00	40,140.00	44,491.46 ✓	17,062.69	17,734.64	89.20%
661-623	TOTAL INTEREST ✓	0.00	232.72	1,839.42	0.00	0.00	
		45,000.00	40,372.72 ✓	46,330.88 ✓	17,062.69	17,734.64	89.72%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	20,000.00	20,374.56 ✓	19,789.93 ✓	3,056.18	2,969.29	101.87%
697-000	State - ILL & Direct Loan Reimbursement	93,000.00	41,937.32	144,762.88	23,423.15	20,797.92	
697-001	State - CA Foundation Funds	0.00	16,217.00	0.00	0.00	0.00	
697-002	State - CA Literacy Campaign	0.00	51,348.00	0.00	0.00	0.00	
697-003	State - Family Literacy	0.00	9,255.00	0.00	0.00	0.00	
697-004	State - Grandparents & Books	0.00	5,000.00	0.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.94	1.21	0.94	1.21	
	TOTAL STATE - OTHER	93,000.00	123,758.26 ✓	144,764.09	23,424.09	20,799.13	133.07%
781-503	Transfer from Other Library Funds	0.00	18,899.43	0.00	18,899.43	0.00	
787-000	Other Revenue	20,000.00	(412.10)	13,612.14	0.00	3,064.55	
787-001	Outlawed warrant - 6 months	0.00	0.00	356.55	0.00	0.00	
787-003	TOTAL OTHER REVENUE	20,000.00	17,526.72 ✓	0.00	2,484.86	0.00	85.57%
		20,000.00	17,114.62 ✓	13,968.69	2,484.86	3,064.55	
	5071 FUND TOTAL	1,263,727.00	1,309,869.30 ✓	1,243,595.51	81,644.84	41,302.52	103.65%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 7, 1992

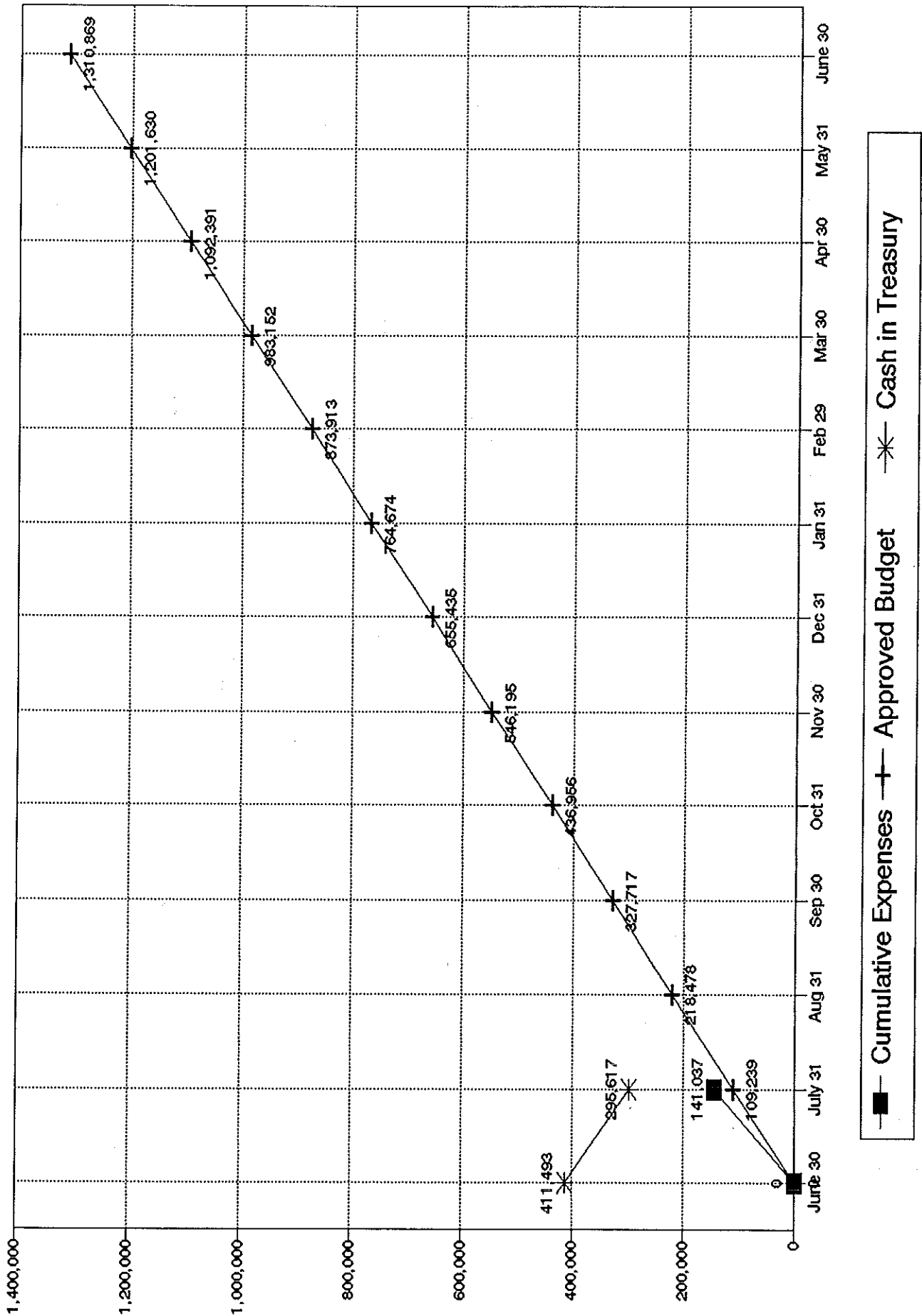
OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FY92 TOTAL	FY91 TOTAL	FY92 JUN 1992	FY91 JUN 1991	FY92 YTD % OF BUD
010-000	Salaries & Wages	697,087.00	700,238.65	624,948.00	48,655.00	25,000.00	100.45%
020-000	Retirement	100,658.00	87,508.99	86,162.64	3,645.00	2,000.00	86.94%
	Health Insurance/Care America	0.00	28,893.60	31,478.72	3,056.54	2,591.09	
	Vision Service Plan	0.00	2,063.76	1,716.60	155.44	143.05	
	Dental	0.00	6,345.14	6,938.72	1,715.16	637.70	
030-000	Total Employee Insurance	75,000.00	37,302.50	40,194.04	4,927.14	3,371.84	49.74%
031-000	Unemployment Insurance	0.00	1,717.00	2,115.00	0.00	0.00	0.00%
032-000	Workers Compensation - General	0.00	7,602.28	8,979.77	1,549.31	1,545.75	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	872,745.00	834,369.42	762,399.45	58,776.45	31,917.59	95.60%
070-000	Communications	6,000.00	5,805.18	5,135.36	314.21	578.66	
070-008	Communications - Literacy	0.00	1,180.17	706.37	61.69	158.87	
	Total Communications	6,000.00	6,985.35	5,841.73	375.90	737.53	116.42%
080-000	Food	0.00	88.83	0.00	88.83	0.00	
100-000	Household Expense	3,000.00	4,479.02	3,311.71	65.28	446.71	149.30%
110-000	Insurance	13,500.00	14,716.87	13,065.63	0.00	0.00	109.01%
130-000	Maintenance of Equipment	4,000.00	7,575.16	3,003.13	0.00	1,135.00	189.38%
	HVAC		10,798.53	2,128.73	745.30	117.42	
	Carpet Cleaning		2,838.35	4,665.01	0.00	918.01	
	Groundskeeping, City of Placentia		30,390.96	21,373.66	2,749.92	0.00	
	Plumbing		0.00	201.71	0.00	0.00	
	Electrical		2,395.83	0.00	121.50	0.00	
	Cleaning Service		12,052.20	13,098.24	1,091.52	1,091.52	
	Locksmith		587.34	0.00	0.00	0.00	
	Other		1,080.98	2,657.10	0.00	0.00	
140-000	Total Maintenance of Building & Grounds	43,419.00	60,144.19	44,124.45	4,708.24	2,126.95	138.52%
160-000	Memberships	2,750.00	3,452.19	2,199.00	0.00	0.00	125.53%
170-000	Miscellaneous Expense	0.00	349.86	0.00	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FY92 TOTAL	FY91 TOTAL	FY92 JUN 1992	FY91 JUN 1991	FY92 YTD % OF BUD
	Library Supplies		5,067.27	220.00	328.59	0.00	
	Printing		3,383.84	2,759.36	277.08	642.21	
	EZ Copy - copy cards for sale to patrons		1,698.50	2,243.45	0.00	460.00	
	Publications		613.82	258.03	0.00	68.44	
	Paper		290.73	416.99	25.17	90.50	
	Drinking Water Service		229.55	0.00	29.95	0.00	
	Other Office Supplies		9,219.76	11,032.55	829.79	433.96	
180-000	Total Office Supply Expense	22,000.00	20,503.47	16,930.38	1,490.58	1,695.11	93.20%
180-007	Grandparents & Books Supply Expense	0.00	457.21	0.00	0.00	0.00	
	Printing		2,081.12	1,945.62	86.61	418.86	
	Publications		218.51	78.63	38.64	0.00	
	Paper		0.00	0.00	0.00	0.00	
	Other Office Supplies		545.64	435.66	49.62	27.45	
180-008	Total Literacy Office supply expense	0.00	2,845.27	2,459.91	174.87	446.31	
180-009	Family Literacy Supply Expense	0.00	736.14	0.00	274.27	0.00	
	Total Office Expense	22,000.00	24,542.09	19,390.29	1,939.72	2,141.42	111.55%
183-000	Postage Expense	0.00	1,354.09	2,027.16	88.22	366.41	
183-008	Postage Expense - Literacy	0.00	413.97	347.88	90.22	116.00	
	Total Postage Expense	0.00	1,768.06	2,375.04	178.44	482.41	
	Care Resources (Employee Assistance)		761.25	553.00	50.75	0.00	
	Pension Contribution & Operating Expenses		3,638.85	4,638.14		500.00	
	Anaheim Library		40,963.34	43,455.09	15,132.67	0.00	
	Clipping Service		399.23	336.10	30.71	0.00	
	Tax Collection Services & Fees by Orange County		735.53	2,721.14	281.07	208.99	
	Advertising		0.00	0.00	0.00	0.00	
	Medical Exams		769.50	0.00	121.50	0.00	
	Collection Services		1,575.00	0.00	0.00	0.00	
	Audit		2,800.00	0.00	0.00	0.00	
	Payroll Preparation		3,420.25	0.00	0.00	0.00	
	Staff Training in Library		1,000.00	0.00	0.00	0.00	
	Other		8,344.76	9,984.79	3,433.50	175.62	
190-000	Total Specialized Services	80,000.00	64,407.71	61,688.26	19,050.20	884.61	80.51%
190-001	Specialized Services - City of Anaheim	0.00	0.00	10,278.00	0.00	876.00	
190-008	Specialized Services - Literacy	0.00	2,069.14	6,093.95	0.00	405.47	
190-009	Specialized Services - Family Literacy	0.00	2,467.26	0.00	315.00	0.00	
190-018	Tax Collection Services & Fees by Orange County	0.00	13,553.04	0.00	40.79	0.00	
	Total Specialized Services	80,000.00	82,497.15	78,060.21	19,405.99	2,166.08	103.12%

OBJECT CODE	DESCRIPTION	FY92 BUDGETED	FY92 TOTAL	FY91 TOTAL	FY92 JUN 1992	FY91 JUN 1991	FY92 YTD % OF BUD
200-000	Legal Notices	0.00	600.27	0.00	0.00	0.00	
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	71,800.00	0.00	0.00	100.00%
240-000	Special Department Expense - Miscellaneous		745.48	0.00	399.80	0.00	
240-001	Special Department Expense - Books		115,541.59	122,463.09	2,735.61	32,724.75	
240-002	Special Department Expense - Video		5,115.55	5,750.92	187.98	259.76	
240-003	Special Department Expense - City of Anaheim		3,776.83	0.00	0.00	0.00	
240-004	Special Department Expense - Periodicals		4,159.91	10,233.49	261.02	0.00	
240-005	Special Department Expense - Audio		7,461.82	5,411.88	115.68	543.15	
240-007	Special Department Expense - Grandparents & Bks		4,461.67	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy		590.51	0.00	244.34	0.00	
	Total Special Department Expense	130,000.00	141,853.36	143,859.38	3,944.43	33,527.66	109.12%
260-000	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	10,000.00	10,447.26	7,677.85	523.87	651.01	
270-008	Transportation/Travel - Meetings - Literacy		293.30	749.23	57.30	0.00	
270-009	Transportation/Travel - Meetings - Family Literacy		64.44	0.00	54.49	0.00	
	Total Transportation/Travel - Meetings	10,000.00	10,805.00	8,427.08	635.66	651.01	108.05%
	Electricity		59,361.46	50,316.12	4,817.50	0.00	
	Gas		6,059.32	7,488.32	405.89	555.81	
	Water		1,359.30	1,779.17	72.77	139.79	
280-000	Total Utilities	58,000.00	66,780.08	59,583.61	5,296.16	695.60	115.14%
	TOTAL SUPPLIES & SERVICES	444,469.00	498,579.48	455,041.26	36,638.65	44,110.37	112.17%
370-000	Taxes, Assessments (Sales Tax)	0.00	1,262.82	0.00	0.00	0.00	
400-000	Equipment	15,000.00	19,583.43	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	472.96	0.00	0.00	0.00	
400-111	Equipment	0.00	2,245.40	11,181.79	591.54	5,090.66	
	Total Equipment	15,000.00	22,301.79	11,181.79	591.54	5,090.66	148.68%
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	22,409.52	11,181.79	591.54	5,090.66	149.40%
	TOTAL EXPENSES	1,332,214.00	1,356,621.24	1,228,622.50	96,006.64	81,118.62	101.83%
	Total 007 - Grandparents & Books		4,918.88	0.00	0.00	0.00	
	Total 008 - Literacy		6,801.85	10,357.34	384.08	1,126.65	
	Total 009 - Family Literacy		3,858.35	0.00	888.10	0.00	

**THIS PAGE IS BLANK**

# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



*Tax = 1,194,700*

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 10, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUL 1992	FY1991-92 JUL 1991	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	0.00	0.00	0.00	0.00	0.00%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	0.00	0.00	0.00	0.00	0.00%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	0.00	0.00	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	13,108.09	10,269.97	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	4,711.96	3,233.10	17.45%
623-010		500.00	0.00	0.00	0.00	0.00	0.00%
623-011		1,500.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	17,820.05	13,503.07	17,820.05	13,503.07	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	1,556.79	1,151.35	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	845.17	2,160.06	845.17	2,160.06	1.69%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	4,938.99	3,703.65	109.76%
661-000	Interest	30,000.00	0.00	0.00	0.00	0.00	0.00%
661-623	TOTAL INTEREST	250.00	0.00	0.00	0.00	0.00	0.00%
		<u>30,250.00</u>					
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	0.00	0.00	0.00	0.00	0.00%
697-001	State - CA Foundation Funds	16,217.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	9,255.00	0.00	0.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	0.00%
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER	55,472.00	0.00	0.00	0.00	0.00	0.00%
781-503	Transfer from Other Library Funds	0.00	0.00	0.00	0.00	0.00	0.00%
787-000	Other Revenue	30,000.00	0.00	0.00	0.00	0.00	0.00%
787-001	Outlawed warrant - 6 months	0.00	0.00	0.00	0.00	0.00	0.00%
787-003	TOTAL OTHER REVENUE	30,000.00	0.00	0.00	0.00	0.00	0.00%
	5071 FUND TOTAL	383,000	25,161.00	20,518.13	25,161.00	20,518.13	1.92%
		1,310,422.00					

*1,194,700*

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 10, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 JUL 1992	FY1991-92 JUL 1991	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	59,620.00	50,000.00	59,620.00	50,000.00	8.11%
020-000	Retirement	107,075.00	4,525.00	4,000.00	4,525.00	4,000.00	4.23%
	Health Insurance/Care America	36,200.00	6,318.10	3,243.31	6,318.10	3,243.31	17.45%
	Vision Service Plan	2,250.00	0.00	180.72	0.00	180.72	0.00%
	Dental	6,600.00	0.00	471.62	0.00	471.62	0.00%
030-000	Total Employee Insurance	45,050.00	6,318.10	3,895.65	6,318.10	3,895.65	14.02%
031-000	Unemployment Insurance	1,750.00	0.00	136.00	0.00	136.00	0.00%
032-000	Workers Compensation - General	7,750.00	208.31	211.27	208.31	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	70,671.41	58,242.92	70,671.41	58,242.92	7.88%
070-000	Communications	6,200.00	421.47	457.24	421.47	457.24	6.80%
070-008	Communications - Literacy	1,200.00	0.00	267.19	0.00	267.19	0.00%
	Total Communications	7,400.00	421.47	724.43	421.47	724.43	5.70%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	0.00	0.00	32.26	0.00	0.00%
	Total Food	200.00	0.00	0.00	32.26	0.00	0.00%
100-000	Household Expense	4,500.00	523.88	0.00	523.88	0.00	11.64%
110-000	Insurance	16,500.00	0.00	0.00	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	1,735.00	764.37	1,735.00	764.37	23.13%
	HVAC	8,000.00	3,587.80	117.42	3,587.80	117.42	44.85%
	Carpet Cleaning	5,950.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	23,000.00	0.00	3,825.61	0.00	3,825.61	0.00%
	Plumbing	750.00	51.50	0.00	51.50	0.00	6.87%
	Electrical	2,250.00	0.00	182.25	0.00	182.25	0.00%
	Cleaning Service	14,000.00	1,137.00	1,091.52	1,137.00	1,091.52	8.12%
	Locksmith	500.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	0.00	0.00	0.00	0.00	0.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	4,776.30	5,216.80	4,776.30	5,216.80	8.69%
160-000	Memberships	3,500.00	0.00	0.00	0.00	0.00	0.00%
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1992-93 JUL 1992	FY1992-93 JUL 1992	FY1992-93 JUL 1992	FY93 YTD % OF BUD
	Library Supplies	4,000.00	531.58	1,030.49	531.58	1,030.49	13.29%
	Printing	11,000.00	464.39	0.00	464.39	0.00	4.22%
	EZ Copy - copy cards for sale to patrons (4,500 -)	1,750.00	247.50	0.00	247.50	0.00	14.14%
	Publications	650.00	0.00	0.00	0.00	0.00	0.00%
	Paper	300.00	95.91	3.92	95.91	3.92	31.97%
	Drinking Water Service	350.00	24.95	24.95	24.95	24.95	7.13%
	Other Office Supplies	8,000.00	438.10	105.04	438.10	105.04	5.48%
180-000	Total Office Supply Expense	26,050.00	1,802.43	1,164.40	1,802.43	1,164.40	6.92%
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,000.00	0.00	0.00	0.00	0.00	0.00%
	Publications	200.00	0.00	0.00	0.00	0.00	0.00%
	Paper	100.00	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	500.00	17.65	12.07	17.65	12.07	3.53%
180-008	Total Literacy Office supply expense	2,800.00	17.65	12.07	17.65	12.07	0.63%
180-009	Family Literacy Supply Expense	500.00	1,294.21	0.00	1,294.21	0.00	258.84%
	Total Office Expense	29,350.00	3,114.29	1,176.47	3,114.29	1,176.47	10.61%
183-000	Postage Expense	1,500.00	0.00	0.00	0.00	0.00	0.00%
183-008	Postage Expense - Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Postage Expense	2,000.00	0.00	0.00	0.00	0.00	0.00%
	Care Resources (Employee Assistance)	650.00	50.75	0.00	50.75	0.00	7.81%
	Pension Contributions	4,000.00	0.00	0.00	0.00	0.00	0.00%
	Anaheim Library Operating Expenses	30,000.00	616.00	1,520.00	616.00	1,520.00	2.05%
	Clipping Service	400.00	30.71	30.71	30.71	30.71	7.68%
	Tax Collection Services & Fees by Orange County	600.00	32.77	36.64	32.77	36.64	5.46%
	Advertising	750.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	750.00	81.00	81.00	81.00	81.00	10.80%
	Collection Services	1,750.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,000.00	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	4,000.00	980.49	0.00	980.49	0.00	24.51%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	0.00	1,339.66	0.00	1,339.66	0.00%
190-000	Total Specialized Services	60,400.00	1,791.72	3,008.01	1,791.72	3,008.01	2.97%
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	0.00	1,199.07	0.00	1,199.07	0.00%
190-009	Specialized Services - Family Literacy	1,500.00	0.00	0.00	0.00	0.00	0.00%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	15.67	0.00	15.67	0.00	0.10%
	Total Specialized Services	79,150.00	1,807.39	4,207.08	1,807.39	4,207.08	2.28%



130,927

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1992-93 JUL 1992	FY1992-93 JUL 1992	FY1992-93 JUL 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	0.00	0.00	0.00	0.00	0.00%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	0.00	0.00	0.00	0.00	0.00%
240-001	Special Department Expense- Books	85,747.00	45,556.98	7,213.01	45,556.98	7,213.01	53.13%
240-002	Special Department Expense - Video	10,000.00	0.00	1,614.37	0.00	1,614.37	0.00%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	3,776.83	
240-004	Special Department Expense - Periodicals	27,500.00	9,463.26	355.62	9,463.26	355.62	34.41%
240-005	Special Department Expense - Audio	5,000.00	1,246.68	767.89	1,246.68	767.89	24.93%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	22.03	0.00	22.03	0.00	6.29%
	Total Special Department Expense	128,897.00	56,288.95	13,727.72	56,288.95	13,727.72	43.67%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	620.59	5.25	620.59	5.25	12.41%
270-008	Transportation/Travel - Meetings - Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	0.00	420.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	1,040.59	5.25	1,040.59	5.25	18.58%
280-000	Electricity	63,000.00	0.00	6,620.23	0.00	6,620.23	0.00%
	Gas	6,250.00	468.73	636.36	468.73	636.36	7.50%
	Water	1,750.00	156.66	99.80	156.66	99.80	8.95%
	Total Utilities	71,000.00	625.39	7,356.39	625.39	7,356.39	0.88%
	TOTAL SUPPLIES & SERVICES	411,047.00	70,333.26	33,178.51	70,365.52	33,178.51	17.11%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	1,000.00	0.00	297.14	0.00	297.14	0.00%
	Total Equipment	1,000.00	0.00	297.14	0.00	297.14	0.00%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	297.14	0.00	297.14	0.00%
	TOTAL EXPENSES	1,310,422.00	141,004.67	91,718.57	141,036.93	91,718.57	10.76%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	7,250.00	17.65	1,478.33	17.65	1,478.33	0.24%
	Total 009 - Family Literacy	2,450.00	1,736.24	0.00	1,768.50	0.00	70.87%

**THIS PAGE IS BLANK**

Placentia Library District  
Balance Sheet

July 31, 1992

Assets

General Fund	4,117.67
Literacy Fund	6,878.19
County Exempt	5,152.30
Payroll Account	7,853.22
Savings (P/R Support)	5,454.75
Savings (P/R Fees)	414.48
Certificates of Deposit	20,000.00
Petty Cash/Change	0.00

Total Assets

-----  
49,870.61  
=====

Liabilities

Manual Payroll Checks	(206.33)
Payroll Taxes Payable	(191.92)
Deferred Comp Payable	15.00
Insurance Payable	0.00
Credit Union Payable	(737.25)
Union Dues Payable	(44.50)
Other Employee Deductions	519.34

Total Liabilities

-----  
(645.66)

Capital

Fund Balance	50,516.27
--------------	-----------

Total Capital

-----  
50,516.27  
-----

Total Liabilities and Capital

-----  
49,870.61  
=====

THIS PAGE IS BLANK

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

July, 1992

Prepared 08/12/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,658.86
Checks Out				
	3425	9.50		
	3469	500.00		
	3470	12.23		
	3476	290.00		
	3477	258.00		
	3478	447.92		
TOTALS		1,517.65	0.00	
CHECKBOOK BAL				4,141.21

*ESM*  
8/12/92

07/31/92

Page 1

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1992

Part 1 of 1 Parts

	07/31/92
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	0.00
Cash Register-Fines	1,921.02
Cash Register-Damaged Items	22.95
Cash Register-Lost Items	87.69
Cash Register-Copy Cards	123.50
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	128.25
Cash Register-Computer Rental	214.00
Typewriter Income	32.43
Telephone Income	72.50
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,355.05
Interest Income	0.00
Miscellaneous Income	0.00
	-----
Total Income	3,957.39
Cost of Sales	-----
Gross Profit (Loss)	3,957.39
Expenses	
Transfers to County	0.00
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	0.00
Office Expense (180)	68.52
Postage (183)	476.09
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	500.00
Transportation & Travel (270)	548.00
Equipment (400)	0.00
Taxes and Fees (370)	0.00
	-----
Total Expenses	2,040.53
	-----
Operating Income (Loss)	1,916.86

07/31/92

Page 2

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1992

	07/31/92
Other Income	
Other Expenses	
Net Income (Loss)	----- 1,916.86 =====

07/31/92

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

Page 1

Check	Date	Payee	Amount
3465	07/01/92	Sal Addotta 0-5114-01 Office Expense (180)	32.55
3466	07/01/92	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3467	07/07/92	U.S. Postmaster 0-5116-01 Postage (183)	57.00
3468	07/08/92	U.S. Postmaster 0-5116-01 Postage (183)	98.44
3469	07/08/92	U.S. Printing Office 0-5120-01 Special Departmental Expense (24	500.00
3470	07/08/92	Jeannine Walters 0-5114-01 Office Expense (180)	12.23
3471	07/08/92	UPS 0-5116-01 Postage (183)	26.78
3472	07/22/92	Jeannine Walters 0-5114-01 Office Expense (180)	23.74
3473	07/22/92	VOID void	0.00
3474	07/22/92	U.S. Postmaster 0-5116-01 Postage (183)	145.00
3475	07/22/92	U.S. Postmaster 0-5116-01 Postage (183)	29.85
3476	07/29/92	Padgett Thompson 0-5122-01 Transportation & Travel (270)	290.00
3477	07/29/92	Prime Learning 0-5122-01 Transportation & Travel (270)	258.00
3478	07/29/92	Principal Financial 0-5104-01 Employee Insurance (030)	447.92
3479	07/29/92	VOID void	0.00
Checkbook 1 Total			2,066.51



07 '31/92

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

Page 2

For Fiscal Year 93, Period 1 through Fiscal Year 93, Period 1

Account Name	Total
0-5104-01 Employee Insurance (030)	447.92
0-5114-01 Office Expense (180)	68.52
0-5116-01 Postage (183)	502.07
0-5120-01 Special Departmental Expense (240)	500.00
0-5122-01 Transportation & Travel (270)	548.00
	-----
	2,066.51
	=====

**THIS PAGE IS BLANK**

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

July, 1992

Prepared 08/12/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,878.19
Checks Out		0.00		
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,878.19

*Edments*  
*8/12/92*

07/31/92

Placentia Library District  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1992

Page 1  
Part 1 of 1 Parts

	07/31/92
Income	
Gifts Income	0.00
Tutor Training Income	320.00
Workshops Income	0.00
Books/Materials Income	9.00
Interest Income	22.22
Miscellaneous Income	0.00
	-----
Total Income	351.22
Cost of Sales	-----
Gross Profit (Loss)	351.22
Expenses	
Refunds (not in use)	0.00
Travel Expenses	0.00
Refreshments	0.00
Printing	0.00
Miscellaneous	0.00
	-----
Total Expenses	0.00
Operating Income (Loss)	351.22
Other Income	
Other Expenses	-----
Net Income (Loss)	351.22
	=====

07/31/92

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

Page 1

For Fiscal Year 93, Period 1 through Fiscal Year 93, Period 1

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

**THIS PAGE IS BLANK**

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

July, 1992

Prepared 08/12/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,624.91
Checks Out				
694	07/13/92	307.61		
698	07/27/92	165.00		
TOTALS		472.61	0.00	
CHECKBOOK BAL				5,152.30

*ESM*  
8/12/1992

07/31/92

Page 1

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1992

Part 1 of 1 Parts

	07/31/92
Income	
Microfilm/Microfich Income	0.00
Meeting Room Income	361.00
Test Proctoring Income	0.00
Vending Machine Income	665.00
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Interest Income	0.00
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
	-----
Total Income	1,026.00
Cost of Sales	
	-----
Gross Profit (Loss)	1,026.00
Expenses	
Vend. Mach.-Repay Capital Equip.	600.00
Vending Machine Supplies	299.65
Vending Machine Repairs	0.00
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	552.61
Children's Camp Library	0.00
Children's-Other	0.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	0.00
Gulf Arab Grant	201.76
Miscellaneous	0.00
	-----
Total Expenses	1,654.02
	-----
Operating Income (Loss)	(628.02)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(628.02)
	=====

Placentia Library District



07/31/92

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 93 Period 1  
County Exempt

Page 1

Check	Date	Payee	Amount
691	07/01/92	City of Anaheim 0-5308-03 Children's Summer Reading Progra	90.00
692	07/13/92	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	600.00
693	07/13/92	Marine Institute 0-5308-03 Children's Summer Reading Progra	90.00
694	07/13/92	Smilemakers 0-5308-03 Children's Summer Reading Progra	307.61
695	07/15/92	Mary Bryne 0-5320-03 Gulf Arab Grant	36.76
696	07/15/92	Judy Sofer & Rubin G 0-5308-03 Children's Summer Reading Progra	65.00
697	07/15/92	A & R Wholesale 0-5304-03 Vending Machine Supplies	299.65
698	07/21/92	Fadwa El Giundi 0-5320-03 Gulf Arab Grant	165.00
Checkbook 3 Total			1,654.02

07/31/92

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

Page 2

For Fiscal Year 93, Period 1 through Fiscal Year 93, Period 1

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	600.00
0-5304-03 Vending Machine Supplies	299.65
0-5308-03 Children's Summer Reading Program	552.61
0-5320-03 Gulf Arab Grant	201.76
	-----
	1,654.02
	=====

07/31/92

Page 1

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending July 31, 1992

Part 1 of 1 Parts

	07/31/92
Income	
Transfers from County	64,145.00
Interest Income-CD's	0.00
Interest Income-Savings	0.00
Miscellaneous Income	0.00
	-----
Total Income	64,145.00
Cost of Sales	
	-----
Gross Profit (Loss)	64,145.00
Expenses	
Salaries	54,311.95
Employee Benefits	0.00
Employer Payroll Taxes	4,093.85
Payroll Processing Fees	427.48
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	58,833.28
	-----
Operating Income (Loss)	5,311.72
Other Income	
Other Expenses	
	-----
Net Income (Loss)	5,311.72
	=====

07/31/92

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 93 Period 1  
Payroll Account

Page 1

Check	Date	Payee		Amount
542	07/01/92	Mary Ellen Jackson		82.31
	0-2010-00	Manual Payroll Checks	82.31	
543	07/15/92	Cathy Romain		112.77
	0-2010-00	Manual Payroll Checks	112.77	
544	07/15/92	Estella Wnek		75.28
	0-2010-00	Manual Payroll Checks	75.28	
545	07/15/92	Dorothy Cummings		454.24
	0-2010-00	Manual Payroll Checks	454.24	
546	07/15/92	David El Hinn		95.82
	0-2010-00	Manual Payroll Checks	95.82	
547	07/15/92	Karen Cushing		260.91
	0-2010-00	Manual Payroll Checks	260.91	
		Checkbook 4 Total		1,081.33

07/31/92

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

Page 2

For Fiscal Year 93, Period 1 through Fiscal Year 93, Period 1

Account Name	Total
0-2010-00 Manual Payroll Checks	1,081.33
	-----
	1,081.33
	=====

**THIS PAGE IS BLANK**

D. Financial Report

Fiscal Year 1991-92

Category	Budget		Expended as of June 30, 1992	
	CLSA	OTHER	CLSA	OTHER
1. Personnel	8,640	9,624	8,847	9,624
2. Library Materials	0	2,000	0	2,000
3. Operative Total	8,500	695	8,293	695
3a. Contract Services	2,450	0	2,205	0
3b. Travel	250	100	64	66
3c. Office Supplies	350	125	130	61
3d. Printing	700	220	697	289
3e. Instructional Resource	300	250	417	279
3f. Children's Book Resource	2,900	0	3,105	0
3g. Other**	1,500	0	1,675	0
4. Equipment	0	0	0	0
5. Indirect	1,371	0	1,371	0
<b>TOTAL</b>	<b>18,511</b>	<b>12,319</b>	<b>18,511</b>	<b>12,319</b>

Signature of Representative of Fiscal Agent  
or of Library Receiving Funds

Library Director

Title

\*\*If expenditures here, please explain on separate sheet

692 CST:kaw FFL5.1 disk FINAL91.92

### Budget Explanation

Line 1

Increased costs are for child care expenditures. Two child care workers were hired late in the program year, providing child care for program participants while they attended tutoring sessions. The cost is reflected in Personnel rather than Contract Services on the instructions of Al Bennett.

Line 3g

*Other* costs include: Bus transportation from HeadStart to the Library and on field trips, admission fees for field trips, and film.



TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant *KC*

DATE: August 9, 1992

SUBJECT: JULY, 1992, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR JULY 1992\*\*

\*\*Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.

**THIS PAGE IS BLANK**

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: August 17, 1992  
 SUBJECT: JULY, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JULY 1-31, 1992

Beginning Balance 06/01/92		\$ 1109.32
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 665.00	
Total Materials & Supplies		\$ 299.65
Total Repairs		0.00
Vend Machine Loan Payback	<u>        </u>	<u>600.00</u>
	\$ 665.00	\$ 899.65
Ending Balance 07/31/92		<u>\$ 874.67</u>
Check to be issued 8/17/92		\$ 400.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 06/30/92	4,900.00
July Payment	<u>600.00</u>
June Balance 06/30/92	<u>\$4,300.00</u>

Prepared by: Charlene Dumitru

**THIS PAGE IS BLANK**

PLACENTIA LIBRARY DISTRICT  
 INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director  
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*  
 DATE: August 7, 1992  
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JUNE	TOTAL
Antley, Shauna	6.25	6.25
Deputy, Paul	16.25	3988.50
George Key School	2.50	722.25
Goldbaum, Mae	5.25	286.75
Grandparents and Books	8.50	54.25
Hsiao, Jon	13.00	13.50
JTPA students	179.50	179.50
Manalastes, Jennifer	23.75	84.25
Matsumoto, Joyce	48.00	130.50
ROP students - Jenny Duncan	81.75	1706.50
Siedentop, Nick	25.00	40.50
Vesely, Pat	29.00	244.00
TEMPORARY VOLUNTEERS		
Nolasco, Anthony	8.25	26.50
	Total	<u>447.00</u>
LVA VOLUNTEERS		
Literacy Volunteers	Not available	
	COMBINED TOTAL	<u>447.00</u>

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

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

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

**THIS PAGE IS BLANK**

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: August 17, 1992  
SUBJECT: Personnel Report for July, 1992

RESIGNATIONS:

Tracy Brost, Substitute Page (Circulation), to be effective  
August 22, 1992

APPOINTMENTS:

M. Irene Adams, Substitute Librarian I, July 17, 1992

Matthew J. Reynoso, Substitute Page (Circulation), August  
10, 1992

TERMINATIONS:

None

OPEN POSITIONS:

Librarian I, 1/2 time, to be assigned to Children's  
Department.

Prepared by: Charlene Dumitru

**THIS PAGE IS BLANK**



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: August 17, 1992  
SUBJECT: **Building Maintenance Report for July, 1992**

**1. ADA Remodeling**

Of the more than 30 firms to which we sent our RFP concerning our remodeling, 7 responded by telephone and 6 actually toured the library.

Five firms submitted proposals.

Please see Agenda Item 24 for the presentation concerning the selection of architect for the project.

**2. Audio Visual Shelving**

Burt C. Gentle Company will be here the week of August 24, 1992 to move the AV shelving.

**THIS PAGE IS BLANK**

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58


FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

FY1990-1991	SUPERVISOR	TIME BY TYPE OF WORKER				TOTAL
		CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	12.00	34.00
Aug 1990	8.00	12.00	2.00	0.00	12.00	34.00
Sep 1990	8.00	12.00	2.00	0.00	12.00	34.00
Oct 1990	10.00	15.00	2.00	2.00	15.00	44.00
Nov 1990	3.00	10.00	2.00	0.00	10.00	25.00
Dec 1990	6.00	8.00	2.00	0.00	10.00	26.00
Jan 1991	8.00	10.00	2.00	0.00	12.00	32.00
Feb 1991	6.00	10.00	2.00	4.00	10.00	32.00
Mar 1991	8.00	10.00	2.00	0.00	10.00	30.00
Apr 1991	8.00	8.00	2.00	0.00	10.00	28.00
May 1991	8.00	10.00	2.00	0.00	10.00	30.00
Jun 1991	10.00	10.00	2.00	4.00	10.00	36.00
<b>TOTAL</b>	<b>91.00</b>	<b>127.00</b>	<b>24.00</b>	<b>10.00</b>	<b>133.00</b>	<b>385.00</b>
<b>AVG</b>	<b>7.58</b>	<b>10.58</b>	<b>2.00</b>	<b>0.83</b>	<b>11.08</b>	<b>32.08</b>

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TIME BY TYPE OF WORKER		TOTAL
				BLDG MAINT TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	15.00	44.00
Aug 1991	10.00	30.00	2.00	24.00	10.00	76.00
Sep 1991	10.00	15.00	2.00	10.00	15.00	52.00
Oct 1991	8.00	8.00	2.00	2.00	10.00	30.00
Nov 1991	10.00	12.00	2.00	0.00	12.00	15.00
Dec 1991	15.00	20.00	2.00	8.00	15.00	60.00
Jan 1992	10.00	12.00	2.00	0.00	12.00	36.00
Feb 1992	10.00	14.00	2.00	16.00	14.00	56.00
Mar 1992	6.00	8.00	2.00	4.00	10.00	30.00
Apr 1992	3.00	4.00	2.00	6.00	8.00	23.00
May 1992	4.00	4.00	2.00	0.00	10.00	20.00
Jun 1992	4.00	5.00	2.00	0.00	12.00	23.00
<b>TOTAL</b>	<b>102.00</b>	<b>147.00</b>	<b>24.00</b>	<b>70.00</b>	<b>143.00</b>	<b>465.00</b>
<b>AVG</b>	<b>8.50</b>	<b>12.25</b>	<b>2.00</b>	<b>5.83</b>	<b>11.92</b>	<b>38.75</b>

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director   
DATE: August 17, 1992  
SUBJECT: 1991-1992 Families for Literacy Program, Final Report

**BACKGROUND:**

Attached is a copy of the final report for the Families for Literacy Grant from the State Library of California for 1991-1992.

The Library has applied for second year funding for this project.

**RECOMMENDATION:**

Receive and file.

**THIS PAGE IS BLANK**



**CALIFORNIA STATE LIBRARY**  
**1991-92 FAMILIES FOR LITERACY PROGRAM**

Final Report  
 June 2, 1992

NAME OF LIBRARY Placentia  
 PERSON COMPILING REPORT *Gwen Joseph* Gwen Joseph, Family Literacy Coordinator  
 PHONE NUMBER (714) 524-8408  
Signature Title

**A. Program Participants and Partners**

1. Number eligible Families participating through 6/31/92 52 (families can participate in a number of different ways; not all must attend special programs in order to be considered participants)
2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
52	3	64	21	18	5

**Ethnicity**

**ADULTS**

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic	1	27	22	1	2	1			54
Native American									
Pacific Islander									
White									
<b>TOTAL</b>	1	27	22	1	2	1			54

**Ethnicity**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black					
Hispanic	64	21	18	5	108
Native American					
Pacific Islander					
White					
TOTAL					

**Primary Language of Children**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	63	20	16	4	103
Portugese					
Vietnamese					
English	1	1	2	1	4
Hmong					
Pacific Island Languages					
Other					
TOTAL	64	21	18	5	108

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburg HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

<u>Community Partner</u>	<u>Role</u>
California School Book Fairs, Inc.	Donated Materials
City of Placentia	Meeting room-Maintenance and improvements Fourth of July free admission to Families Participants
Hughes Aircrafts Co.	Food and Christmas gift donations
Placentia HeadStart	Family Referrals Donations of paper, pencils, pens, notebooks, and dictionaries
Placentia News Times	Pictures and articles on program
Placentia Yorba Linda Unified School District	Referrals Summer ESL/Basic Reading class offered for Families Participants
Ruby Drive School	Teacher Made Materials Referrals to publishers
Wright Publishing Co.	Donated Materials

**B. Narrative Description of Services Provided**

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 12 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

- 1) Please explain your procedures for giving books away to children. Do you give to all children in family or only pre-schoolers? Attach a list of children's books purchased for this purpose.

Books-published, teacher made, or bound language experience-we've given away at least three times a month. Except at Christmas books were given only to pre-schoolers. Books were distributed on Family Activity Days.

Published Books:

Huggles Breakfast  
Strega Nona  
The Birthday Cake  
How Do I Put It On?  
Let's Make Valentines  
The Very Hungry Caterpillar  
Where the Wild Things Are  
Noisy Nora  
Clifford's Family  
The Big Easter Sticker Book  
Our Family Workbook

Teacher Made:

Orange Is A Carrot  
Dirty Larry  
Quiet As A Mouse  
Humpty Dumpty  
Hickory Dickory Dock

Language Experience:

All About Me

In December all parents were given a "\$10.00 Credit" at California School Book Fairs, Inc., and by utilizing their 50¢ book bins parents could purchase books for all members of the family for Christmas. These books were gift wrapped and given out to the children by Santa Claus at our family Christmas party on December 13.

- 1a. Number of books per child goal 15.
- 1b. Average number of books per child actually distributed 17.
- 1c. Total number of books distributed as of 6/30/92 589.
- 1d. Number of books received by children under 5 534.
- 1e. Number of books received by children over 5 55.

2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family storytimes.)

Meetings are held twice a week-one day for English tutoring and one day for family activity designed to reinforce the literacy skills being introduced, and to model positive reading experiences.

Volunteer tutors from Placentia Library Literacy Services work with the parents in small structured groups. The parents are homogeneously grouped to best meet the language needs.

Family activities vary greatly but emphasize learning potential within the home setting. Each activity day begins with a story telling session and then extends the story to readiness activities, i.e. Strega Nona day we made non cooked granola meatballs (emphasizing oral language and how the words in the recipe told us what to do), A Shagheti Cutting Contest (cutting paper into strips to see which team could fill a bowl first) Then wrote, illustrated and shared "The Day I ate like big Anthony" stories.

Our story time at the beginning of each activity day is a quiet time when parents are encouraged to hold their children and share a pleasant experience together.

- 2a. Total Number of Meetings Held as of 6/30/92 41
- 2b. Total Number of Attendees as of 6/30/92 169
- 2c. Total Number of Different Families attending programs in public library settings as of 6/30/92 61
- 2d. Total Number of Different, Eligible Families attending programs in public library settings as of 6/30/92 52
- 2f. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

Our regular meeting facility is located next to HeadStart, 1.8 miles from the library. Once a month our family activity is a visit to the library. The children attend a story time with the Children's Librarian, while the adults are introduced to different areas of the library by the library staff.

Few participants have their own mode of transportation and public transportation costs prohibit library visits more often than once a month.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

Before our December trip to the California School Book Fair Inc. (See answer B1) we focused on how to select appropriate books for their children. This included age appropriate material and book construction, as well as, observation and listening skills to become more aware of individual children's interests and abilities. Utilizing age and information appropriate books helps to ensure a pleasurable reading experience will be shared.

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

Our first goal was to focus on oral language development and to establish family reading patterns. From this grew language experience activities and developing story extension ideas. All books used in the program were modeled with the adults prior to introducing them to the children. Learning necessary vocabulary, and developing the adults reading pattern for that story became a part of their lesson. After Easter parents began taking responsibility for extension activities which frequently included language experience stories.

A segment of the 18 hour tutor training is devoted to Family Literacy and it's specific requirements. Regular communication is maintained with the tutors regarding our planned monthly activities. Tutors are encouraged to participate in all activities to increase their learning through the group presentations and supervision by the Family Literacy Coordinator.

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Yes. We focused on book selection prior to our Christmas visit to California School Books Inc. We utilized an information booklet, published by Reading is Fundamental, entitled "Choosing Good Books For Your Children - Infancy to age 12". Each parent was given a copy which we discussed together. We also discussed listening and observation skills to help parents focus on each of their children as individuals - discovering interests and abilities.

At our monthly library visits parents were encouraged to select library books with their children for use at home. These book selections were monitored by the FFL Coordinator, the Children's Librarian, her assistant, and FFL tutor volunteers.

- 6) Do you provide any other FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

By running the program at HeadStart, which is centrally located to the community, the program is naturally enhanced.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

Through our monthly visits to the library, the parents were introduced to each section of the library by the appropriate library staff. Parents received library cards and were given time, while their children were in storytime, to locate books and materials with assistance as needed from library staff. Parents were taught how to use the computer catalogue system and learned who and where to go for assistance.

A limited 'library' of nutrition and child development books were available at HeadStart.

- 8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Free transportation from HeadStart to any of our programs not located at the site was provided for the families.

In May a child care facility became available to us so that free child care could be provided during literacy classes.

Donated and discounted admissions to local attractions and community functions were used as incentives and rewards for regular, conscientious participation.

- 9) How do you recruitment your families? Is that effective? Any particularly effective retention strategies?

Our initial recruitment was through flyers distributed at HeadStart and the library. Since then word of mouth has been all that was needed to fill our programs.

Our tutors developed a close personal relationship with the families and kept contact when people missed. That personal relationship was instrumental in retaining students.

- 10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

<u>FFL Position</u>	<u>Hours per week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
Coordinator	18	yes	
Group Leader	10	yes	

Once we added the group leader, the level of service and participation to all families was excellent.

Two child care positions were added on in May and FFL funded.

- 11) How do you determine or measure success in your FFL program?  
How do you track the progress of your adults and children as they move through their FFL involvement?

We believe that part of our success must be measured by the number of participating families and the retention of those families. Our proposal anticipated the involvement of only 15 families while we actually served 61.

The huge influx of students in January and February made individual language testing time consuming and a logistical nightmare. We decided to go to portfolio assessment and each tutor assumed responsibility for maintaining notebooks with their students. These notebooks were reviewed at our last meeting in June for growth and personal evaluation. (OVER)

### C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original Plan of Service proposal. Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

Our weekly family activity days have proven to be very popular. The activities are planned as adult/child interactive and all family members are invited to participate.

Hands on activities, like cooking, games, puppet making, role playing, and crafts allow structure for confidence but open-endedness for appropriate ability and English language levels. The FFL Coordinator's background as a reading teacher in a local school servicing this community proved extremely beneficial. On going dialogues with the participating families about their needs and interests enabled us to plan programs that kept people coming back each week.

The involvement of the City of Placentia and the Placentia-Yorba Linda Unified School District has meant improved programs, but more (OVER)

- 2) An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Describe your relationship with Children's Services in your library and how you have worked together in FFL.

Our Children's Services Librarian has been an outstanding and consistent resource. She has provided and suggested book lists and activities and related materials. She has visited, and assisted, on family activity days and, of course, provided outstanding story times at the library. Her warmth and interest in these families is a motivation to them to make their way to the library and become regular patrons.



- 3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?
- a) Transportation to and from the library: We are still negotiating with the city to help provide regular transportation and we are making progress.
  - b) Child care: Until May we had no room facility for child care during tutoring sessions. Child care made a substantial difference to the quality of our tutoring times.
  - c) "Red Tape": Maintaining room facilities, working out cost reimbursements with the county auditors for food and supplies, and maintaining appropriate communication between the library and HeadStart. Getting any new program started is challenging and we are meeting each new challenge as it comes, mostly with success.
- 4) If you knew at the outset of your program what you know now, what, if any, changes would you make?
- a) I would have budgeted for more families and another paid "group leader".
  - b) Sought a greater involvement from the business community.
  - c) Requested regular meetings with involved library staff to insure proper communication and help with handling "red tape".
- 5) Now that you have returned from the Family Literacy Conference and have had time to evaluate your experience there, what were the most valuable contributions of that conference to your own program? What changes have you made based on your team's experiences there?
- a) The conference increased the level of interest and commitment of the Library Director to the program. This resulted in regular literacy team meetings and a higher profile for the program within the library.
  - b) I learned a great deal about portfolio evaluation and was able to apply that to our evaluation process.
  - c) The conference greatly increased my knowledge of the intent and requirements of the program and at what level those "concepts" are decided. This knowledge has helped me in recruiting, organizing and planning.

- 6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?


With the outstanding support of the library and the community, FFL has a very good future here. We are expanding parent information available at the library in English and other languages. We are looking into transportation systems and trying to coordinate story telling times with public or city sponsored transportation. We are establishing a small lending library of books and materials for both children and adults to be available at HeadStart. We hope this will supplement family trips to the library when no transportation is available. We are pursuing an increased involvement and commitment to the program from the City of Placentia, the Placentia Yorba Linda Unified School District, other city volunteer and service organization, and the business community.

Our current toddler storytime requires parental involvement and incorporates shared reading time modeling. We are establishing bilingual storytimes for our families whose children do not speak English. We are conducting community interest lectures in languages other than English.

- 7) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Gary as he gives presentations about our FFL programs and uses these anecdotal stories as illustrations of our impact on individual families.)*

At the end of our second meeting, a parent came up to me and with tears in her eyes said "Thank you for helping me and my children. I feel like I am coming out of the darkness."

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: August 17, 1992

**SUBJECT: Annual Report to the State Library of California for 1991-1992**

**BACKGROUND:**

Attached is a copy of the Library's annual report for the State Library of California for 1991-1992.

Filing this report is required in order to remain eligible for State and Federal funds.

**RECOMMENDATION:**

Receive and file.

**THIS PAGE IS BLANK**

California State Library  
Federal-State Cooperative System for Public Library Data

CALIFORNIA PUBLIC LIBRARY REPORT 1992

<b>REPORT YEAR equals Fiscal Year 1991-92, ending June 30, 1992</b>	<b>Library Development Services 1001 Sixth St., Suite 300 Sacramento, CA 95814-3324 Liz Gibson (916) 322-0368</b>	<b>Due August 31, 1992 M692 PLRBASIC Placentia Dist Code: P Table: 5</b>
---	---	--

Type or Handwrite Changes on this page.

This page will NOT be OCR Scanned.

1. Library. Placentia Library District	
2. Director. Elizabeth D. Minter	Director
3. Street Address. 411 E. Chapman Ave. Placentia CA 92670-6198	4. Mailing Address. 411 E. Chapman Ave. Placentia CA 92670-6198
5. Director Phone. (714) 528-1925	6. Public Phone. (714) 528-1906
7. Reference Phone. (714) 528-1906	8. FAX Phone. (714) 528-8236
9. TDD for Deaf.	10. Size Sq. Miles. 7.10
11. House Dist. 39	12. State Senate. 31
13. Assembly. 64	14. CLSA System. Santiago
15. Affiliations. CLA, ALA, LVA, CSDA, CLC, ISDOC, OCLA, PLEASC	
16. ILL Period: # Weeks. 3	17. Photocopy free up to 10 pages? Y
18. Copy fee. \$.15 per page	
19. Schedule of Main Library Service Hours. M-Th 10-9;F,S 10-6;Sun1-5.	

I have reviewed the data entered and affirm this is a complete and correct annual report for my library to the California State Librarian, as required by the State Education Code.

Signature of Library Director. \_\_\_\_\_ Date. August 17, 1992

**CALIFORNIA PUBLIC LIBRARY REPORT**

**M692**

**Placentia Dist**

For OCR Scanning: Please Avoid Folding  
Type Responses in indicated area ONLY,  
Avoid other marks/comments on page.

**POPULATION and OUTLETS**

- 201. Pop. Children Age 0-5
- 202. Pop. 0-5 as Percent of Total Pop.
- 203. Pop. Children Age 6-14
- 204. Pop. 6-14 as Percent of Total Pop.
- 205. Registered Borrowers as of June 30.
- 206. Children Borrowers Age 0-14
- 207. Main Library.  
(if open for public service)
- 208. Branches.  
(at least 1400 sq.ft. 7000 vols)
- 209. Stations.
- 210. Bookmobiles. Vehicle count.
- 211. Other Outlets, Deposits.
- 212. Hours per week Main Library is open.

100. 692

201. 3,656

202. 0.00

203. 1,746

204. 0.00

205. 36,133

206.

207. 1

208. 0

209. 0

210. 0

211. 0

212. 64.00

**Type REPORT YEAR  
Response in this area.**

100. 692

201. 3,711

202. 8.42

203. 5,483

204. 12.44

205. 31,719

206.

207. 1

208. 0

209. 0

210. 0

211. 0

212. 64

**LIBRARY STAFF**

- 251. Total count of persons employed,  
full and part time. (PERSONS NOT FTE)
- 252. ALA Librarians.(Full Time Equivalent)  
who have accredited ALA Masters.
- 253. FTE Total Librarians  
(ALA or other.)
- 254. FTE Special Professionals
- 255. FTE Lib. Tech. Assistants.
- 256. FTE other.
- 257. FTE Volunteers,  
Average per week

251. 34

252. 4.00

253. 6.00

254. 2.00

255. 4.58

256. 10.19

257. 3.50

251. 51

252. 4.50

253. 6.50

254. 2.45

255. 4.57

256. 9.91

257. 3.50

**CALIFORNIA PUBLIC LIBRARY REPORT**

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding  
Type Responses in indicated area ONLY,  
Avoid other marks/comments on page.

Response for  
FY 1990-91

Type REPORT YEAR  
Response in this area.

**INCOME**

Report whole dollars only, omit cents.  
Enter funds for operating expenses,  
and for capital outlay.

100.	692	100.	692
301.	1,084,864	301.	1,089,350
302.	144,764	302.	118,757
303.	0	303.	5,000
304.	13,968	304.	60,748
305.	0	305.	0
306.	0	306.	17,115
307.	0	307.	0

Type or Handwrite  
nature of Contract(s)  
in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding  
 Type Responses in indicated area ONLY,  
 Avoid other marks/comments on page.

Response for  
 FY 1990-91

Type REPORT YEAR  
 Response in this area.

**STANDARD OPERATING EXPENDITURES**  
 Local, State and Federal funds.

	100. 692	100. 692
401. Salaries.	401. 624,948	401. 700,239
402. Benefits. If paid by Library.	402. 137,452	402. 134,131
403. Print Materials.	403. 112,849	403. 124,371
404. Current Serial Subscriptions.	404. 10,656	404. 886
405. Microforms.	405. 2,908	405. 3,274
406. Audiovisual materials.	406. 11,362	406. 12,577
407. Other materials.	407. 6,084	407. 745
408. All other Operating Expenditures.	408. 311,182	408. 358,096
409. Capital outlay. Include sites, buildings, vehicles, original equipment.	409. 11,182	409. 22,302