

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
April 13, 1992

1. Roll Call: Administrative Assistant

7:35 P.M.

2. Adoption of Agenda.

Presentation: Library Director
Recommendation: Adopt by Motion

*Prop
Add to Class
Sent / Work*

3. Recognition of Literacy Volunteer ~~Karen Bishop~~ and Friends of the Library Volunteer Ruth Cain. *12 years*

Presentation: Library Board President

4. Minutes of the *Emilio West* March 9, 1992, Regular Meeting, and March 30, 1992, Special Meeting. *Review / Work*

Presentation: Library Director
Recommendation: Approve by Motion

Add to Min 231 38
5. Oral Communications.

At this time members of the public may make presentations to the Library Board.

6. Friends of the Placentia Library Report.

Presentation: Library Director

7. Literacy Volunteers of America Board Report.

Presentation: Library Board President

8. Board President Report.

Presentation: Library Board President

Report on legislative issues.

CLAIMS (Items 9-11)

Presentation: Library Director
Recommendation: Approve by Motion

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

9. Nonstandard Claims in excess of \$300. (No Action)

There are no Nonstandard Claims in excess of \$300.

10. Claims forwarded by the Library Director. (No Action)

There were no claims forwarded by the Library Director.

11. Current Claims and Payroll. (Approve)

Current Claims of \$26,249.92 and Payrolls 9 and 10 for a cumulative payroll total of \$57,600.00.

Wast / 2000

FINANCIAL REPORT (Items 12-15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12-15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Report for March. (Receive & File)

13. Office Check Registers for March. (Receive & File)

14. Overdue Collection Report for February and March, 1992.
(Receive & File)

15. Vending Machine Report for March. (Receive & File)

Wast / 2000

Wast / 2000

*Good
Put Office
Jan*

GENERAL CONSENT CALENDAR (Items 16-21)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16-21 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

Show to staff.

- 16. Circulation Report for March, 1992. (Receive & File) *Post-meeting stuff*
- 17. Volunteer Report for March, 1992. (Receive & File)
- 18. Personnel Report for March, 1992. (Receive, File, and Ratify Appointments)
- 19. Building Maintenance Report for March, 1992. (Receive & File)
- 20. Contribution to LVA Placentia Scholarship Fund. (Approve Expenditures) *\$200*
- 21. Travel request for Literacy Coordinator and 2 adult learners to be funded from the California Literacy Campaign Grant at cost not to exceed \$350.00. (Approve)

West / Review

CONTINUING BUSINESS

- 22. Development of Plan of Service for FY1992-93.

Presentation: Library Director
Recommendation: Review and adopt

West / Review

Approve selection of Barbara Shaw Seminars of Lafayette, CA, for facilitation services on May 15 and 16, 1992, at a cost of \$2,250.00 plus air fare, ground transportation, hotel and meal expenses for the facilitator and recorder, and authorize payment of a non-refundable booking fee of \$500.00.

*Classroom Unit.
Overseas.
Also visits ->*

Approve selection of a site for the planning sessions on May 15 and 16, 1992, for 30 adults and authorize the Library Director to sign the contract.

*Area Chair
Optional College*

Approve selection criteria for public representatives to the planning process and authorize the Library Director to extend invitations to nominated participants.

23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority.

Presentation: Library Director
Recommendation: Receive & File

*wait 10 min for committee
to meet up & then wait until
alternate way to see the front
control -*

24. California Room Committee Report to the Board,

Presentation: Assistant Library Director
Recommendation: Approve recommendations

Wed. Thursday

Appt. Pat. Dept. Bd's rep. to

25. Orange County Augmentation Funds

Presentation: Library Director
Recommendation: Review proposal, endorse concept and give further direction

*this. Contd. made with 2 weeks
layover & occur.*

Wed / Thur

enter concept as presented & appt.

26. Payment to Nationwide Insurance Cash Clearing Account for reimbursement of interest on deferred compensation accounts for staff.

Presentation: Library Director
Recommendation: Approve payment

Wed / Thursday

27. Award contract for carpet cleaning.

Presentation: Assistant Library Director
Recommendation: Approve contract and authorize the Library Director to sign

at 2:45 pm / wait.

NEW BUSINESS

28. Discussion of allocation of reserved spaces in the Civic Center Parking lot.

Presentation: Trustee Stark
Recommendation: Request meeting with appropriate City officials to discuss concerns

best

concerns defer until October.

29. Establishment of rules for Oral Communications at meeting of the Board of Trustees.

Presentation: Library Director
Recommendation: Review and adopt

10:15 -

Placentia Public Library

- 30. Approval of extended hours for distribution of Federal and State Income Tax forms April 13-15, 1992.

Presentation: Library Director
 Recommendation: Approve

- 31. Participation in the Placentia Yorba Linda Unified School District Healthy Start Grant Proposal.

Presentation: Library Director
 Recommendation: Review and adopt

- 32. Approval of transfer of purchase of cataloging services from Anaheim Public Library to Brodart. *B. J. Jones*

Presentation: Library Director
 Recommendation: Review and adopt

- 33. Staff appreciation dinner. *- Also talked with Kathy McKnight.*

Presentation: Library Board President
 Recommendation: Adopt recommendation

Roy / West

Elmer & Carol out to lunch

STAFF REPORTS

- 34. Report on CSDA Public Relations Conference. (Cushing)
- 35. PC backup circulation system and Yorba Linda shelving assistance. (Burkich)
- 36. Overview of events in the Library for the month of March. (Program Committee)
- 37. General ledger for accounts handled outside the Orange County Auditor's Office. (Dumitru)
- 38. California Literacy Campaign, Literacy Coordinator. (Daniels)
- 39. Family Literacy Grant and Conference. (Joseph)
- 40. Grandparents and Books Project. (Schneider)
- 41. Gulf Arab States Project. (Ammar)

Ruth

People in Progress

ADJOURNMENT

- 42. Agenda Preparation for May 11, 1992, Regular Meeting
- 43. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the April 13, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, April 10, 1992.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

| | |
|--------------|--|
| May 3-5 | CSDA Governmental Affairs Conference, San Diego |
| May 4 (Mon) | Friends Board, West |
| May 6 (Wed) | CLA Legislative Day, Sacramento |
| Jun 1 (Mon) | Friends Board, Evans |
| Jun 4-5 | Special District Board Management Institute, Finance, Indian Wells |
| Jun 25-Jul 2 | ALA Annual Conference, San Francisco |
| Jul 6 (Mon) | Friends Board, Osborn |
| Jul 29 (Wed) | ISDOC Meeting |
| Sep 9-12 | CSDA Annual Conference, San Diego |
| Sep 28-29 | Special District Board Management Institute, Administration, Sacramento |
| Sep 30 (Wed) | ISDOC Meeting |
| Sep 27-Oct 3 | ALA Banned Books Week |
| Nov 14-17 | CLA Conference, Long Beach |
| Dec 2 (Wed) | ISDOC Meeting |

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
March 9, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:10 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans and Sandra Stark; Library Director Elizabeth Minter; and Assistant Library Director, Sal Addotta.

Members absent: Trustee Bob Osborn

Others present: None

**ADOPTION OF
AGENDA**

It was moved by President Dinsmore, seconded by Trustee Evans to add to Agenda Item 8, Board President Report, attendance at CIA Legislative Day on May 6, and the CALTAC Board Meeting on May 5, 1992 in Sacramento, since these items became known after the posting of the agenda.

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

It was moved by Trustee Evans, seconded by Secretary West to adopt the Agenda as amended.

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

CLOSED SESSION

It was moved by Secretary West, seconded by Trustee Evans to go into closed session, pursuant to California government Code Section 54957, to discuss the job performance of the Library Director.

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

President Dinsmore adjourned the Board to closed session at 7:16 p.m.

Trustee Osborn arrived at 7:17 p.m.

President Dinsmore reconvened the regular meeting at 8:45 p.m.

**LIBRARY
DIRECTOR'S SALARY**

It was moved by Secretary West, seconded by Trustee Evans to establish the Library Director's salary at \$65,000 a year, effective February 19, 1992, with a salary review and evaluation to be at the February, 1993 Library Board meeting.

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

MINUTES

It was moved by Trustee Osborn, seconded by Trustee Evans approve the Minutes of February 10, 1992, Regular Meeting as amended.

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

**ORAL
COMMUNICATIONS**

None

**FRIENDS OF THE
PLACENTIA LIBRARY**

Library Director Minter reported in writing that at the Friends Board meeting of March 2, 1992 it was announced that long-time booksale chairperson, Ruth Cain, had resigned due to problems with her back.

A letter, to be signed by all Library Board members, will be sent to Ruth Cain regarding her service to the Library.

**LITERACY
VOLUNTEERS OF
AMERICA**

Literacy Coordinator Daniels' status report on Placentia Library Literacy Services was received and filed.

President Dinsmore pointed out the need for a volunteer to help in running some of the Literacy programs.

**BOARD PRESIDENT
REPORT**

President Dinsmore reported on the March 7, 1992 CALTAC workshop. It was one of the best

she had attended in the last 13 years.

State Librarian Gary Strong was the keynote speaker. He said that service to children and young people should have a top priority, especially in terms of reading and Literacy.

President Dinsmore urged board members to contact the Governor and their state legislators regarding support for libraries, including an upcoming library construction bond issue.

It was moved by Secretary West, seconded by Trustee Osborn to authorize President Dinsmore to attend the CALTAC Board Meeting on May 5 and CLA Legislative Day on May 6, 1992, in Sacramento.

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

FINANCIAL CLAIMS

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 9 through 11: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll as presented.

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

FINANCIAL REPORT

It was moved by Secretary West, seconded by Trustee Stark to approve Agenda Items 12 through 16: Financial Reports for January and February, 1992; Analysis of Shared Maintenance Costs with the City of Placentia; Office Check Registers for January and February, 1992; Overdue Collection Report for February, 1992; and Vending Machine Reports for December, 1991 (corrected), January and February, 1992 as presented.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Evans, to receive and file Agenda Items 17, 18, and 20 of the General Consent Calendar: Circulation Reports for January and February, 1992; Volunteer Report for February, 1992; and Building Maintenance Report for February, 1992; to receive, file and ratify Agenda Item 19, Personnel Report; to approve Agenda Item 21, Contract with Bank of America for Deposit of Public Funds and designate the Library Director to sign as Treasurer; and to approve District co-sponsorship of a blood drive with the City of Placentia, the Placentia Chamber of Commerce and the Rotary Club of Placentia, as presented.

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

PLAN OF SERVICE

It was the consensus of the Board that Library Director Minter proceed with her plans regarding development of a plan of service for FY1992-93 and long range plan using a facilitator. Minter was instructed to select a facilitator appropriate to the District's needs.

**EMPLOYEE HEALTH
INSURANCE PLAN**

It was moved by Trustee Stark, seconded by Secretary West, that the CAREAMERICA Plan 1800 be renewed as presented, with the elimination of staff co-payment for single coverage and maintained for spouse/family coverage.

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

**ONLINE LIBRARY
SYSTEM UPGRADE**

It was moved by Trustee Evans, seconded by Secretary West, that the Circulation, Acquisitions and Serials System upgrades be approved at a cost of \$17,084 plus installation charges, with the funds to be taken from the Placentia Library Automation Replacement Fund Budget Unit 5031, as presented.

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

**PROPERTY
LIABILITY
INSURANCE
POLICIES -
RENEWAL**

Library Director Minter gave a verbal progress report on the Library's property and liability insurance policies. A special meeting of the Board will be called later in March to review proposals.

**SPECIAL DISTRICT
AUGMENTATION
FUNDS**

It was moved by Trustee Stark, seconded by Trustee Evans to apply for Special District Augmentation Funds and that they be designated for Literacy, Grandparents and Books, and other outreach services to the economically disadvantaged in the Library's service area.

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

**CSDA PUBLIC
RELATIONS
WORKSHOP**

It was moved by Trustee Stark, seconded by Secretary West, that Library Assistant Cushing and Trustee Osborn be sent to the CSDA Community and Media Relations training workshop on Friday, March 20, 1992 as presented.

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

STAFF REPORTS

Staff Reports, Agenda Items 29 through 38, were received and filed.

**AGENDA
PREPARATION**

1. Employee health insurance - check with other providers on bidding for Library coverage
2. Property insurance - check with other library districts about their level of coverage; check with other insurance agents/brokers about quotes
3. Library Director - revise Library

Director job description; refine Library
Director evaluation process

4. Special District Augmentation Funds -
apply for
5. Ruth Cain - write letter regarding her
Friends service
6. Blockbuster Video - contact about their
video sale
7. Planning Process - select facilitator
and coordinate dates with trustees.

Fred D. West, Secretary

MINUTES
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
March 30, 1992

CALL TO ORDER The Special Meeting of the Placentia Library District Board of Trustees was called to order at 6:32 P.M. by President Dinsmore.

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

Members absent: Trustee Bob Osborn

Others present: Administrative Assistant Charlene Dumitru, and President Thomas Shipkey of Shipkey Insurance Agency.

ADOPTION OF AGENDA It was moved by Trustee Stark, seconded by Trustee Evans to adopt the Agenda.

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

FINANCIAL CLAIMS It was moved by Secretary West, and seconded by Trustee Evans to approve Current Claims dated March 30, 1992 of \$15,746.24 as presented.

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

PROPERTY AND LIABILITY INSURANCE It was moved by Secretary West, and seconded by Trustee Evans to renew the Property and Liability Insurance as presented by Shipkey Insurance Agency, Inc., increasing the coverage for the premium year to include computer equipment and systems, and changing


the coverage of the collection and
furnishings from depreciated value to
replacement value, for a renewal premium of
\$11,542.00

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

President Dinsmore adjourned the Special
Meeting at 7:30 P.M.

Fred D. West, Secretary

add direction about check with. →

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: April 13, 1992
SUBJECT: Friends of the Library Report

Trustee Stark and I attended the Friends of the Library Board of Directors meeting on April 6, 1992.

It was announced that the Friends have approximately \$5,000 in their treasury and that the ongoing booksale in the Library lobby continues to bring in a monthly revenue between \$400 and \$500.

The Friends approved the purchase of a set of the Huell Howser's videotapes of his *California Gold* series on public television.

The Friends decided to have a special booksale on the Library on Saturday, June 6 from 10:00 AM to 2:00 PM. This sale will feature children's books and reference books.

The Board discussed the need for designated motorcycle parking and asked that the Library Board include this topic in its upcoming discussion of parking needs in the Civic Center parking lot.

The Board requested that the Library Board consider allowing a puppet group to use the Library's Meeting Room without charge for its monthly meeting in exchange for several programs and/or workshops to be presented during the year. The Friends were asked to tell this group to make its request directly to the Library and that it would be seriously considered.

The next Friends Board meeting is scheduled for Monday, May 4, 1992, at 7:00 PM. Trustee West is the designated Library Board representative for this meeting.

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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 Stephen McLean, President, at 5:30 p.m. on Wednesday, March 4, 1992 in the Placentia Library Conference Room.

The following directors were present:

Peggy Dinsmore
Lotte Gopalakrishnan
Diane Hagstrand
Valarie Harris
Steve McLean
Leslie Moreau
Maria Moreno

The following directors were absent:

Alex Moreno
Evelyn Young

Melanie Daniels, Coordinator, was also present. Willard Hinrichs, a volunteer tutor, was present to observe until 6:30 p.m. Maria Moreno left the meeting at 5:35 p.m.

1. APPROVAL OF THE MINUTES. The minutes of the February 5, 1992 meeting, circulated prior to the meeting for review by the Directors, upon motion and second, were approved as recorded.

2. TREASURER'S REPORT. Lotte Gopalakrishnan reported for the two-month period January 7 - March 4, 1992 (reference Exhibit 1 to these minutes). The balance on hand at March 4, 1992 is \$1,256.97. Upon motion, second, and approval, the balance of \$43.46 allocated for computer contract was transferred back to the general fund.

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

- A. Program Statistics.
- B. February Activities.
- C. Office Staff.

March 4, 1992

2

D. Literacy Network Activity.

- 1) Southern California Library Literacy Network (SCLLN).
 - a) Computer Committee.
 - b) Grant-writing workshop.
- 2) Orange County Literacy Network (OCLN).

E. Training Programs. The Tutor Training Workshop scheduled over a four-week period beginning March 2, 1992 was canceled because of low enrollment. The next evening workshop in Placentia is scheduled to begin April 23, 1992.

A daytime Tutor Training Workshop is scheduled to begin April 6, 1992 in Brea.

The next Tutor Inservice is scheduled for Tuesday, March 17. Reference Exhibit 3 to these minutes.

Roy Bartoo's workshop, "The Truth About Whole Language: Introduction and Application," is scheduled for Monday, May 18, 1992 at Hoiles Auditorium in Santa Ana. Reference Exhibit 4 to these minutes.

F. Newsletter. The March/April newsletter was distributed March 1. Reference Exhibit 5 to these minutes. Several board members commented favorably on its professionally-produced look; the efforts of all involved are very much appreciated. Special thanks to Debbie Cetin for the desktop publishing and camera-ready copy.

The copy deadline for the next newsletter is March 31, 1992.

G. Families for Literacy Conference. Melanie and other Families for Literacy team members will attend this meeting in San Diego March 16 and 17.

4. COMMITTEE REPORTS.

A. Resource Development Committee. Upon motion and second, it was unanimously agreed that LVA-Placentia will participate in the Volunteer Center's May 9 fund-raiser, The 1992 Human Race. Reference Exhibit 6 to these minutes. Leslie Moreau will represent the affiliate at the March 11 workshop in Torrance.

March 4, 1992

3

Distribution of the new general-mailing brochure is on hold pending additional funding and/or donated printing services.

The LVA-California state office-sponsored Bowl-A-Thon fund-raising activity is deferred for the present because of other priorities at the state level.

Steve McLean will investigate the feasibility of the affiliate producing and selling a recipe book, and sponsoring a pancake breakfast.

B. Calendar Committee. Diane Hagstrand reported that input for the 1992 calendar year consolidated schedule of events should be available for the April Board meeting. Melanie will provide a copy of Placentia Library's event calendar, when it becomes available, for incorporation in the affiliate's calendar.

C. Legislative Informant. Peggy Dinsmore will attend the annual Southern California regional workshop meeting of the California Association of Library Trustees and Commissioners (CALTAC) later this month, and will report on it at the April, 1992 board meeting.

The OCLN February meeting, held at the Nixon Library, attended by Peggy and Melanie, focused on dyslexia and the Orton Dyslexic Society.

5. OLD BUSINESS.

A. Directors and Officers Liability Insurance. The board members reviewed information regarding D & O coverage available to the affiliate. After considering the size and budget of the affiliate, evaluating the potential liabilities of the directors and officers, and noting the premium for such coverage, it was agreed that such insurance was unnecessary.

B. ESL Statistics Volunteer. An adult volunteer is still needed to follow up on ESL activities. Melanie is submitting a job description to the Volunteer Center.

6. NEW BUSINESS.

A. Executive Committee. The Executive Committee, consisting of Steve McLean, Diane Hagstrand, Lotte Gopalakrishnan, Leslie Moreau and Valarie Harris, will meet with Melanie Daniels prior to the April Board of Directors meeting to begin planning for the affiliate's next fiscal year.

March 4, 1992

In response to the Board's request, Melanie provided all board members with a list of continuous and special needs of the affiliate (reference Exhibit 7). The list serves as a basis from which the Executive Committee can review progress to date on some established goals and proceed to define and refine future short- and long-range goals.

B. Bylaw Committee. An ad-hoc committee was formed for the purpose of reviewing and proposing to the Board of Directors revisions to the Bylaws. Leslie Moreau, Steve McLean, Valarie Harris and Melanie Daniels volunteered to serve on the committee.

7. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Wednesday, April 1, 1992 at 5:15 p.m.

8. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 6:45 p.m.



Leslie Moreau, Secretary

Approved:

| | |
|-------------------------------------|---------------------------------|
| _____ Steve McLean | _____ Peggy Dinsmore |
| _____ Lotte Gopalakrishnan | _____ Diane Hagstrand |
| _____ Valarie Harris | _____ Absent Maria Moreno |
| _____ Absent Alexandro Moreno | _____ Absent Evelyn Young |

LITERACY VOLUNTEERS - PLACENTIA AFFILIATES

TREASURER'S REPORT

MARCH 4, 1992

Balance on hand January 7, 1992 \$1,949.19

INCOME

| | | |
|----------------------------------|----------|-----------------|
| Student Tutor Fundraiser | \$ 35.00 | |
| Reimbursement f. books (M.Rosen) | 12.78 | 47.78 |
| Total Income | | <u>1,991.97</u> |

EXPENSES

| | | |
|--|------------------|--------|
| Contract f. clerical work (Linda Jensen) | \$ 640.00 | |
| LVA Inc. Affiliate Fee | 100.00 | |
| Total Expenses | <u>\$ 740.00</u> | 740.00 |

Balance on hand March 4, 1992 \$1,256.97
=====

EXPLANATIONS:

- a) The above balance includes:
 Comp. contract employee \$ 43.46
 b) David E. Snow Scholarship Fund \$ 200.00
2. Net Fundraiser (Tutor/Student/Board) \$ 283.00

Lotte Gopalakrishnan, Treasurer

3-4-92

EXH 1

Placentia Library Literacy Services
Coordinator's Report for February, 1992

Program Statistics

We currently have 93 active tutor-student pairs. Despite our best efforts, we are still having problems getting reports of monthly hours in a timely fashion. We will continue to work on this. In addition, the latest version of CLC-Base, the program management software provided by the State Library, is developing severe bugs and we are now unable to input monthly hours. I hope that this problem can be resolved before the end of March.

February Activities

On February 8 we held our first student involvement workshop. Two adult learners from the Bay Area New Reader Council, Haskell Patrick and Gloria Ashford, conducted the workshop. They discussed how learners have become active in planning and conducting activities within their literacy programs. 10 students and 1 tutor attended, and all participated in a group discussion. Half of the attendees volunteered to serve as phone callers for the next student support meeting, which is scheduled for March 21. Our newly formed student group was invited to send representatives to the Bay Area Adult Learner Conference in Oakland on May 30. I was very pleased with the workshop and the fact that the students want to continue meeting on a monthly basis.

A short term community service volunteer, Melissa Allison, created a beautiful Valentine themed literacy bulletin board for us. We received many favorable comments from patrons and staff on the bulletin board.

Our expanded newsletter team did a wonderful job of getting our March-April issue out on time, with an improved format. Copies are attached.

Staff

Lusi Garcia has begun cross training and working on the Check-Out Desk. Kristina Le, our JTPA worker, continues to work evenings and Saturdays and has been a big help. On February 24, Patricia Brantley joined us as a student intern from CSUF and will work Monday and Tuesday evenings in the computer center and in student assessment.

Literacy Network Activity

As a member of the Southern California Library Literacy Network (SCLLN) Computer Committee, I attended a workshop on grant writing sponsored by Josten's Learning Corporation. Josten's is providing assistance in creating

proposals to fund purchase of their comprehensive educational software, and SCLLN will write one or more grants to fund hardware and software for each member library literacy program.

The Orange County Literacy Network (OCLN) is going through a strategic planning process, and is considering hiring Lisa Yesson, a Coro Fellow, to compile a detailed report of the literacy needs in Orange County that would be useful in program planning. Lisa would also complete the update of the referral directory of Orange County literacy providers.

Upcoming Activities

Our March tutor training workshop was canceled due to low enrollment. Karen Bishop, PLLS tutor and tutor trainer, will conduct a daytime class in Brea next month.

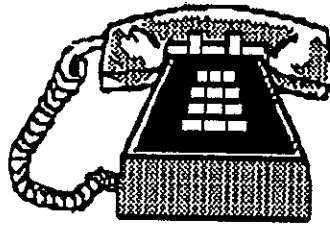
Our January class of tutors meets on March 10 to receive their certificates and share their initial tutoring experiences.

On March 17, Jamie Watson, Literacy Coordinator at Santa Monica Public Library, will conduct our next tutor inservice. Copies of the flyer are attached.

I will attend the Families for Literacy Conference in San Diego, March 16-17, as part of our Families for Literacy team.

***Placentia Library Literacy Services
Continuing Education Series for Tutors presents:***

Telephone Tales



**Presenter: Jamie Watson,
Literacy Coordinator - Santa Monica Public Library**

Date: Tuesday, March 17

**Time: 6:45 to 7:15pm Tutor Support Meeting
7:15 to 8:15pm Telephone Tales Workshop
8:15 to 8:45pm St. Patrick's Day Surprise**

Place: Placentia Library Meeting Room

Ms. Watson will introduce a new package of materials designed to help students become better consumers of telephone services. Specific exercises and other ideas for incorporating Telephone Tales into your tutoring sessions will be presented. Both Basic Reading and ESL tutors will find this workshop helpful.

Light refreshments will be served following the workshop.

**Call the Literacy Center at (714) 524-8408
for more information.**

**LVA-ORANGE COUNTY
PRESENTS**

**AN EXCEPTIONAL WORKSHOP
ENTITLED**

**"THE TRUTH ABOUT WHOLE LANGUAGE;
INTRODUCTION AND APPLICATION"**

**Conducted by Roy Bartoo
Roy Bartoo is an expert in whole language and a
consultant to LVA-National**

**Here are some comments about his presentation...
"Roy Bartoo engages a broad range of learning styles in a
lively, informative workshop that was the highlight of
the conference." "His presentation embodies the power
and the fun of whole language in the teaching process."
"He is an incredibly powerful presenter with a great deal
of incredible information...."**

**WHEN: Monday, May 18, 1992
9:30am to 4:00pm**

**WHERE: Orange County Register's Hoyle Auditorium
COST: \$15.00 per person**

REGISTRATION DEADLINE: MAY 14, 1992

WHOLE LANGUAGE WORKSHOP REGISTRATION FORM

Name _____ Phone _____

Address _____

City, Zip _____

Enclosed please find a check for _____ people at \$15.00 each.

**Make checks payable to LVA-Orange County and mail them to Post
Office Box 4938, Anaheim, CA 92803-4938. You will receive a
confirmation card in the mail for each ticket purchased. For more
information call Evey Renner at 630-1880.**

[NEWSLETTER]

[Newsletter not reproduced for this mailing.]

THE 1992 HUMAN RACE

DATE: Saturday, May 9, 1992
TIME: Registration from 7:00 a.m. to 10:00 a.m.; must be off course by 1:00 P.M.
PLACE: California State University, Dominguez Hills - Carson

METHOD OF PARTICIPATION:
Walk, jog, run, roller-skate, or ride in a wheel chair.

DISTANCE:
20 Kilometers (12 times around a one-mile course for maximum participation).

FUND-RAISING ARRANGEMENT:
After pledge money has been turned in to the Volunteer Center by your coordinator, 75% of money raised by your group's participants is returned to your organization, or the charity of your choice. 25% of money raised by your group's participants is retained by the Volunteer Center.

WHAT DOES THE VOLUNTEER CENTER DO AS THE ORGANIZER OF THE HUMAN RACE?
Obtains the site; arranges for the facilities, refreshments, first aid and entertainment; solicits door prizes and fund-raising prizes; provides sponsor forms and posters; secures volunteer workers to run the event; publicizes the event; keeps financial records and disperses checks to organizations.

WHAT DOES YOUR ORGANIZATION DO?
Recruits participants, collects their pledges, turns pledges in to the Volunteer Center in Torrance or Long Beach.

HUMAN RACE WORKSHOPS SCHEDULED FOR ORGANIZATIONS AND BUSINESSES:

Torrance: 1230 Cravens Avenue, Torrance
● Thursday, January 23rd - 3:00 A.M.
● Thursday, February 20th - 10:30 A.M.
● Wednesday, March 11th - 3:00 P.M.

Long Beach: Senior Center, 1150 E. 4th Street, 2nd floor, Long Beach
● Thursday, January 23rd - 10:00 A.M.
● Thursday, February 20th - 3:00 P.M.

San Pedro: American Red Cross, 1499 W. First Street, San Pedro
● Wednesday, March 11th - 10:00 A.M.

Name: _____

Title: _____ Phone: _____

Name of Organization: _____

Organization Address: _____
Street City Zip

Please check the workshop you will attend.

- | | |
|---|---|
| <input type="checkbox"/> January 23rd - Long Beach 10:00 A.M. | <input type="checkbox"/> January 23rd - Torrance 3:00 P.M. |
| <input type="checkbox"/> February 20th - Torrance 10:00 A.M. | <input type="checkbox"/> February 20th - Long Beach 3:00 P.M. |
| <input type="checkbox"/> March 11th - San Pedro 10:00 A.M. | <input type="checkbox"/> March 11th - Torrance 3:00 P.M. |

Please cut along dotted line, place in envelope & mail to:

Kay Weaver
Human Race Staff Administrator
Volunteer Center
1230 Cravens Avenue
Torrance, CA 90501

3-4-92
EXH L

THE 1992 HUMAN RACE

In 1991, over \$190,000 was raised by over 100 different groups and businesses.

Won't you join us for 1992?

1991 HUMAN RACE ORGANIZATIONS

American Association of Kidney Patients (AAKP), Aids Research Foundation, ALSA Greater L.A. Chapter, American Cancer Society, American Field Service (AFS), American Veterans Assistance Center, Arroyo Vista Health Center, Braille Institute, CSU, Dominguez Hills, Canine Companions for Independence, Carson Boys & Girls Club, Carson Christian Outreach and School, Carson Japanese American Citizens League, Carson Rose Float Association, Carson Senior Social Services, Carson Sister City Association, Carson Therapeutic Parents Association, Carson Women's Club, Catholic Youth & Community Services, Cedar House, Cerritos Valley Help Center, Cheer for Children, Childrens Hospital of Orange County (CHOC), Christian Outreach Appeal, City of Gardena Senior Citizens Bureau, City of Inglewood, EMA, Community Helpline, Comprehensive Child Development, Crippled Childrens Society of Long Beach, Crohns and Colitis Foundation of America, Crozier Jr. High School, Delta Theta Tau Sorority, Disabled Resource Center, Easter Seals, Exchange Club Center for the Prevention of Child Abuse in the South Bay, Federation Head Start/State Preschool, Gardena DeMolay, Gardena Valley YWCA, Gems for Kids, Girl Scout Troup #747, Girl Scout Troup #855, Greater Lakewood Community Hospice, Greater South Bay Business & Professional Women, Habitat for Humanity Long Beach Chapter, Homes for Life, City of Hope/Hope for Tomorrow, The Hospice Foundation, Inglewood Senior Citizens Center, Jobs Daughters Bethel #112, Juvenile Diabetes Fund, Keiro Nursing Home, Kiwanis Club of Hermosa Beach, Kiwanis Club of Riviera Village, Knights of Columbus, Life Steps Foundation, Long Beach Jack & Jill, Long Beach Children's Museum, Long Beach Day Nursery, Long Beach Stroke Activity Center, Los Angeles Neighborhood Housing Services, Lukemia Foundation, Lupus Foundation, Lutheran Social Services, Mental Health Association, Navy-Marine Corps Society, NCADD of Southern California, Norris Theatre, Open Door Society, Operation U.S.A., Organization of Normandale Seniors, P.E.O. Chapter SV, Palm House, Parents Anonymous, Peace Child of Greater Los Angeles, Pediatric Cancer Research Foundation, People Coordinated Services, Pioneer 8's Square Dance Club, Pomona Valley Sec. National Council of Negro Women, Preschool Mobile Foundation "School in the Park", Project Touch, Rainbow Girls Assembly #152, Rainbow Services, Rehab Hope Fund, Salvation Army, Senior Meals and Services, SHAWL, Ski for Light, Soroptimist-Gardena, Soroptimist-Manhattan Beach, Soroptimist - Del Amo/Torrance, South Bay Association of Retarded Citizens, South Bay Community Church of the Brethren-Neighbor to Neighbor Program, South Bay Free Clinic, South Bay Homeless Coalition, South Bay Light Opera, South Bay Women in Travel, South Bay Youth Service Center, St. Timothy's Episcopal School, Tenth Street School, Torrance 4-H Clovers, Torrance Children's Center, Torrance Co-op Pre School, Torrance Memorial Burn Center, Torrance Memorial Medical Auxillary, Travelers Aid of Long Beach, United Cambodian Community, United Cerebral Palsy, The Unrecables, V.O.A. Parent Child Center, Volunteer Center, South Bay-Harbor-Long Beach, The Wellness Community South Bay Cities, Westside Neighborhood Clinic, Woman's Club of Dominguez, Women and Children's Crisis Center, Women in Management-South Bay Chapter, YWCA of the Harbor Area.

Sponsored by the Volunteer Center, South Bay-Harbor-Long Beach

VOLUNTEER CENTER
SO. BAY-HARBOR-LONG BEACH
1230 Cravens Avenue
Torrance, California 90501

Bulk Rate
Nonprofit Org.
U.S. Postage
PAID
Permit No. 228
Torrance, CA 90501



LITERACY VOLUNTEERS OF AMERICA
Placentia Library
411 E. Chapman Ave.
Placentia, CA 92670

LVA-Placentia Wish List

Office Supplies

- 5 1/4" High Density floppy disks for computer
- Continuous feed letter size paper (white & colors) for printer
- Printer ribbons for Epson LX-810 and Star NX-1000
- 3 Ring binders (1" to 1 1/2") in any color
- Post-it notes in various sizes
- Static Images sheets
- Dry Eraseable markers
- Sorter or alphabetizer (for collating handouts)

Printing services

- Donations of free photocopying in any amount are needed. We normally run 150-200 copies of flyers on 8 1/2 x 11" paper (white, pastels, and Astrobrights) once or twice a month, and each time we do a tutor training workshop we print approximately 2500 copies. Our bimonthly newsletter is printed on 17 x 11" pastel stock with an 8 1/2 x 11" insert and we need 250-300 copies.
- We are also looking for someone to print our LVA brochure on a quality stock, possibly in two colors of ink (black and green). We'll need a minimum of 3,000-4,000 for our promotional campaign, and 5,000 or more would be better.

Equipment Needs

- Laser printer
- Desk top copier (preferably with a service contract)
- Portable VHS VCR/Monitor for presentations and workshops

Scholarships:

- Donations of \$20 will allow a volunteer with limited resources to complete our tutor training workshop.
- Donations of \$25 will supply an average student with workbooks, paper and supplies.
- Donations of \$250 will offset the costs for a volunteer or student to attend a literacy conference.
- Donations of \$500 will purchase tutor manuals for an entire tutor training workshop.

Door Prizes

- Gifts of theater passes, restaurant meals, gift certificates, travel or lodging, dictionaries, etc. are needed for our tutor/student recognition ceremony in late summer and our holiday party in December. At other times of the year they make wonderful "thank-you" gifts for volunteers or are used as door prizes at our bimonthly tutor meetings or monthly student support meetings.

Tutoring Space

- We are always looking for additional sites for tutors and students to meet. We need a quiet, well lighted space with a table and chairs for one or more hours per week.

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SANTIAGO LIBRARY SYSTEM
C/O FULLERTON PUBLIC LIBRARY
353 W. COMMONWEALTH AVE.
FULLERTON, CA 92632
(714) 738-6348
(714) 447-3280 FAX

April 2, 1992

AN INVITATION TO A LIBRARY LEGISLATION BRIEFING

WHAT: Background information & strategic planning for 1992 Legislative Day:

Visits with State Legislators:

- Wednesday, May 6, in Sacramento (CLA Legislative Day) AND
- Fridays, May 8 & 15, in district offices (within O.C.)

Issues:

- Sales tax exemption for periodicals
- Funding for library literacy programs
- Public Library Fund (PLF)
- SB 1230 (Public Library Learning & Literacy Expansion Act of 1992)
- Threat to federal LSCA funding to California

**WHO IS
INVITED:**

Santiago Library System Council Members & Other Public Librarians
SLS System Advisory Board Members
Academic Library Directors & Librarians from Orange County
Library Trustees, Commissioners, Friends of the Library
White House Conference Delegates from Orange County

WHEN:

9:00 - 11:00 a.m.
Wednesday, April 15, 1992

WHERE:

Garden Grove Regional Library (community room)
11200 Stanford Ave., Garden Grove

FREE -- SPONSORED BY Santiago Library System
For more information or to RSVP, please call: 714/738-6348.



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353 W. COMMONWEALTH AVE.
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For more information or to RSVP, please call: 714/738-6348.

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll Dated Apr 13, 1992
 April 13, 1992

| TYPE | REPORT NUMBER | AMOUNT |
|--------------------------|---------------|--------------------|
| Immediately | 1 | \$12,437.49 |
| | 2 | \$76.12 |
| Subtotal for Immediately | | \$12,513.61 |
| Regular | 1 | \$10,888.55 |
| | 2 | \$1,858.49 |
| | 3 | \$989.27 |
| Subtotal for Payments | | \$13,736.31 |
| Payroll | 92-9 | \$28,800.00 |
| | 92-10 | \$28,800.00 |
| Subtotal for Payroll | | \$57,600.00 |
| | TOTAL | <u>\$83,849.92</u> |
| | | <u>3,200.00</u> |
| | | 87,049.92 |

*Annexed -
 David S.*

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

DATE: Apr 13, 1992
Report No. 1

APPROVED CLAIMS

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

| Payee Name & Address | Date | Invoice # | Detail Amount | Total Amount | Acct. Code | Auditor's No |
|--|--|----------------------|------------------|------------------------------------|-----------------------------|--------------|
| California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210 | Mar 30, 1992 | April | | 155.44 | 030-000 | |
| CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049 | Apr 06, 1992 | April | | 3,678.98 | 030-000 | |
| CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694 | Mar 12, 1992 Apr 06, 1992 | February March | 211.27 211.27 | 422.54 | 032-000 | |
| S & M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704 | Apr 02, 1992 | 5547 | | 1,091.52 | 140-000 | |
| CLA 717 K St., Ste. 300 Sacramento, CA 95814 | Mar 30, 1992 | Ammar membership | | 105.00 | 160-000 | |
| PURITUN WATER 1080 so. Cypress Unit D La Habra, CA 90631 | Mar 30, 1992 | April | | 24.95 | 180-000 | |
| KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074 | Mar 27, 1992 Apr 01, 1992 Apr 06, 1992 | 3395 3348 3452 | | 168.09 22.50 18.48 209.07 | 180-000 180-008 Total | |
| CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505 | Apr 01, 1992 Apr 13, 1992 | April May | 50.75 50.75 | 101.50 | 190-000 | |
| CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anahelm, CA 92805 | Dec 17, 1991 | LI043554 | | 6,648.49 | 240-001 | |

PLEASE PAY IMMEDIATELY!!!!

The claims listed above (totaling \$12,437.49) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Apr 13, 1992
Report No. 2

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. |
|--|--------------|-------------------------------|---------------|--------------|------------|---------------|
| SO. CALIF. WATER P. O. Box 9016 San Dimas, CA 91773-9016 | Apr 01, 1992 | Feb 21, 1992- Mar 23, 1992 | | 76.12 | 280-000 | |

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$76.12) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Apr 13, 1992
Report No. 1

APPROVED CLAIMS

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

| Payee Name & Address | Date | Invoice # | Detail Amount | Total Amount | Acct. Code | Auditor's No. |
|--|--------------|---------------------------------|---------------|--------------|------------|---------------|
| CLASS 1415 Koll Circle, Ste. 101 San Jose, CA 95112-4698 | Mar 11, 1992 | 31929 | | 12.50 | 070-000 | |
| | | | | 135.00 | 160-000 | |
| | | | | 147.50 | Total | |
| INTEX SERVICES, INC. 3376 Motor Ave. Los Angeles, CA 90034 | Apr 02, 1992 | 2000850 | | 964.85 | 140-000 | |
| BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670 | Apr 01, 1992 | 21282 | | 117.42 | 140-000 | |
| CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670 | Mar 25, 1992 | 22752 | | 2,628.47 | 140-000 | |
| | | | | 4,144.69 | 280-000 | |
| | | | | 6,773.16 | Total | |
| IMPRESSIONS UNLIMITED 1202 E. Walnut St., Ste. G Santa Ana, CA 92701 | Mar 27, 1992 | 7325 (plastic library cards) | | 2,596.72 | 180-000 | |
| TRUTH N TAPE P.O. Box 776 Shawnee Mission, KS 66201 | Mar 05, 1992 | 101946 | | 12.45 | 180-000 | |
| J C PAPER P.O. Box 848 San Jose, CA 95106-0848 | Apr 01, 1992 | 81123314 | (137.97) | | | |
| | Apr 01, 1992 | 81123250 | 146.43 | | | |
| | Apr 01, 1992 | 81123251 | 39.60 | 48.06 | 180-000 | |
| GLOBAL P.O. Box 5465 Carson, CA 90749-5465 | Mar 18, 1992 | 12030738 | | 96.06 | 180-000 | |
| UPSTART Box 889 Hagerstown, MD 21741-0889 | Mar 30, 1992 | 283179 | | 66.93 | 180-000 | |
| PRESENTATION PRODUCTS 10349 Heritage Park Dr., Unit 4 Santa Fe Springs, CA 90670 | Mar 27, 1992 | 49813 | | 65.40 | 180-000 | |

The claims listed above (totaling \$10,888.55) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

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

DATE: Apr 13, 1992
Report No. 2

APPROVED CLAIMS

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

| Payee Name & Address | Date | Invoice # | Detail Amount | Total Amount | Acct. Code | Auditor's No. |
|--|--------------|------------------|---------------|--------------|------------|---------------|
| QUILL CORPORATION P.O. Box 94081 Palatine, IL 60094-4081 | Mar 23, 1992 | 3687035 | | 12.63 | 180-000 | |
| PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711 | Mar 31, 1992 | March | | 30.71 | 190-000 | |
| PERS Fiscal Services Div. P.O. Box 942703 Sacramento, CA 94229-2703 | Mar 31, 1992 | 69-0930608 | | 73.29 | 190-000 | |
| M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806 | Apr 02, 1992 | Dumitru, El Turk | | 81.00 | 190-000 | |
| HAINES & CO. P.O. Box 2117 8050 Freedom Ave., N.W. North Canton, Ohio 44720 | Apr 05, 1992 | 33547 | | 357.93 | 240-001 | |
| BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94102-7005 | Feb 28, 1992 | 1492001 | | 37.28 | 240-001 | |
| CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049 | Mar 09, 1992 | 344266 | | 86.05 | 240-001 | |
| MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710 | Feb 18, 1992 | R196128 | | 450.95 | 240-001 | |
| REED REFERENCE P.O. Box 7247-8604 Philadelphia, PA 19170-8604 | Mar 27, 1992 | 088870 | | 208.59 | 240-001 | |
| DUN'S MARKETING P.O. Box 71711 Chicago, IL 60694-1711 | Feb 01, 1992 | 0040730-92 | | 520.06 | 240-001 | |

The claims listed above (totaling \$1,858.49) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____ Countersigned By _____ Attested and/or Countersigned By _____

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

DATE: Apr 13, 1992
Report No. 3

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. |
|--|--|----------------------------------|---------------------------------|--------------------------|-----------------------------|---------------|
| UNIVERSITY OF CALIFORNIA Cashiers Office Unlversity Hall Berkeley, CA 94720 | Feb 01, 1992 | 071795 | | 63.75 | 240-001 | |
| INGRAM P.O. Box 845361 Dallas, TX 75284-5361 | Mar 19, 1992 Jan 15, 1992 | 2147885 20831263 | | 82.85 40.00 122.85 | 240-001 240-002 Total | |
| NATIONAL GEOGRAPHIC P.O. Box 1100 Washington, DC 20036 | Mar 26, 1992 | 022592 | | 61.29 | 240-002 | |
| VIDEO TREASURES, INC. P.O. Box 75368 Charlotte, NC 28275 | Dec 13, 1992 | 43229 | | 19.98 | 240-002 | |
| TRW-REDI PROPERTY DATA Department # 64107 Baltimore, MD 21264 | Feb 27, 1992 | 0065299200 | | 318.85 | 240-004 | |
| RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678 | Mar 17, 1992 Mar 09, 1992 Dec 16, 1991 Dec 18, 1991 | 47660 44720 28465 17543 | 11.90 11.90 5.95 35.70 | 65.45 | 240-005 | |
| AUDIO SCHOLAR P.O. Box 1456 Mendocino, CA 95460 | Mar 23, 1992 | L0218 | | 34.98 | 240-005 | |
| JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670 | Mar 31, 1992 | travel reimb. | | 24.01 | 270-000 | |
| NATIONWIDE INSURANCE CASH CLEARING ACCOUNT c/o Gary Dilley, Supervisor D.C. Administration 8T One Natlonwide Plaza Columbus, OH 43216 | Apr 07, 1992 | Interest payback | | 278.11 | 170-000 | |

The claims listed above (totalling \$989.27) 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

DATE: Apr 13, 1992
Report No. 92-9

APPROVED CLAIMS

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

| Payee Name & Address | Date | Invoice # | Detail Amount | Total Amount | Acct. Code | Auditor's M |
|--|--------------|---|---------------|--------------|------------|-------------|
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library | Apr 13, 1992 | Pay #9 Apr 17, 1992- Apr 30, 1992 | 26,800.00 | | 010-000 | |
| Account #07605-80156 Route #121000358 | | Fica | 2,000.00 | | 020-000 | |
| | | | | 28,800.00 | | |

Please Wire On Friday, May 01, 1992!!

The claims listed above (totaling \$28,800.00) 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 _____

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

DATE: Apr 13, 1992
Report No. 92-10

APPROVED CLAIMS

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

| Payee Name & Address | Date | Invoice # | Detail Amount | Total Amount | Acct. Code | Auditor's N |
|--|--------------|--|---------------|--------------|------------|-------------|
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library | Apr 13, 1992 | Pay #10 May 01, 1992- May 14, 1992 | 26,800.00 | | 010-000 | |
| Account #07605-80156 Route #121000358 | | Fica | 2,000.00 | 28,800.00 | 020-000 | |

Please Wire On Friday, May 15, 1992!!

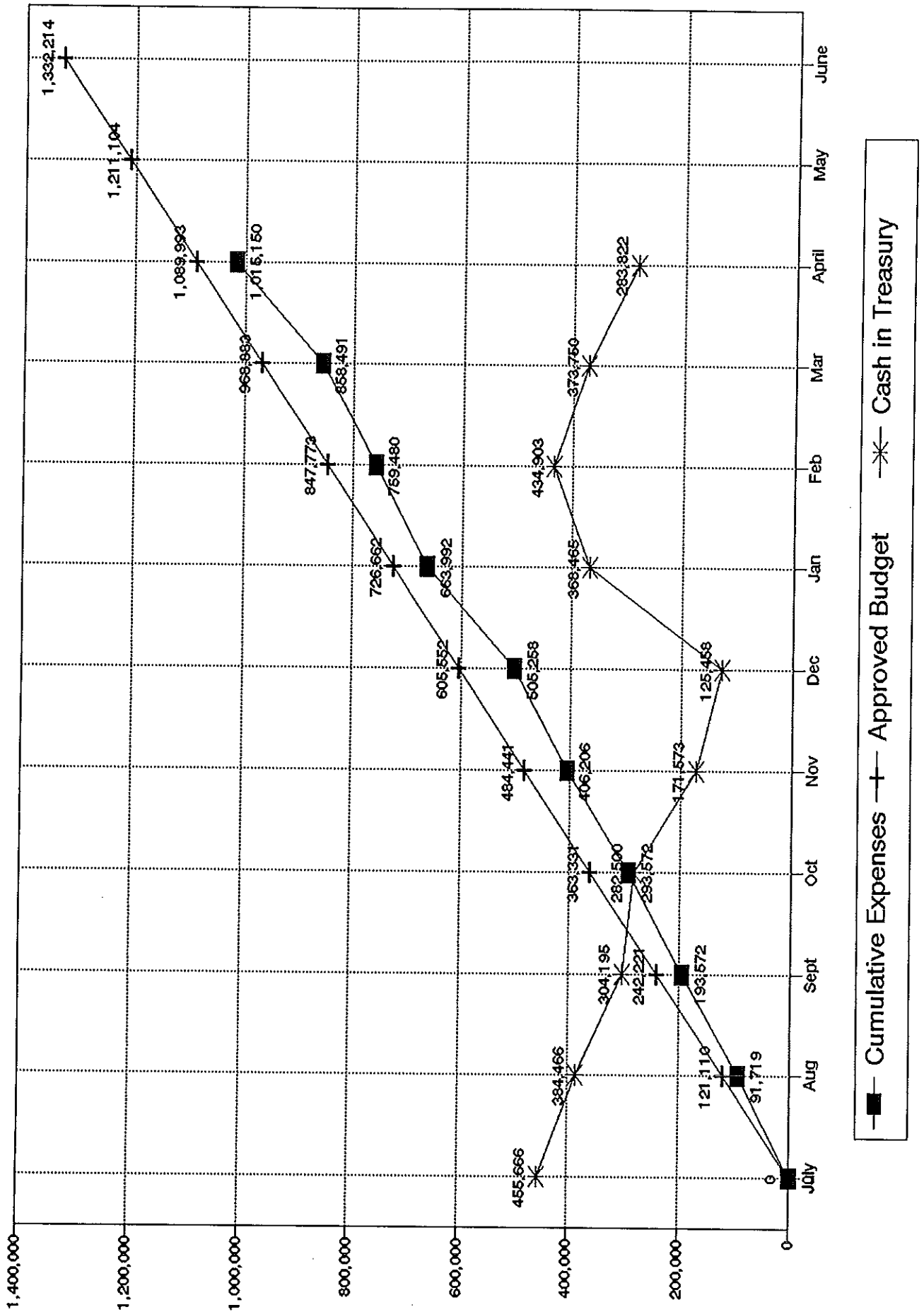
The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by 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

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PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 13, 1992

| OBJECT CODE | DESCRIPTION | FY92 BUDGETED | MAR FY92 YTD | MAR FY91 YTD | FY92 MAR 1992 | FY91 MAR 1991 | FY92 YTD % OF BUD |
|-------------|--|---------------|--------------|--------------|---------------|---------------|-------------------|
| 621-000 | Prop. Taxes - current secured | 900,739.00 | 554,890.34 | 511,129.81 | 48,379.37 | 44,074.57 | 61.60% |
| 621-001 | TOTAL PROP. TAXES - CURRENT SECURED | 27,684.00 | 13,804.65 | 12,604.74 | 13,804.65 | 0.00 | 49.87% |
| 622-000 | PROP. TAXES - CURRENT UNSECURED | 928,423.00 | 568,694.99 | 523,734.55 | 62,184.02 | 44,074.57 | 61.25% |
| 623-000 | Prop. Taxes - Prior Secured | 68,304.00 | 71,179.72 | 58,426.83 | 0.00 | 0.00 | 104.21% |
| 623-001 | Secured final apportionment | 25,000.00 | 0.00 | 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 | 0.00% |
| 623-010 | | 0.00 | 3,233.10 | 2,325.60 | 0.00 | 0.00 | 0.00% |
| 623-011 | | 0.00 | 484.67 | 6,818.36 | 0.00 | 0.00 | 0.00% |
| | TOTAL PROP. TAXES - PRIOR SECURED | 0.00 | 1,462.70 | 0.00 | 0.00 | 0.00 | 0.00% |
| | TOTAL PROP. TAXES - PRIOR UNSECURED | 25,000.00 ✓ | 15,450.44 | 20,504.46 | 0.00 | 0.00 | 61.80% |
| 624-000 | TOTAL PROP. TAXES PRIOR UNSECURED | 0.00 ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 626-000 | Penalties & Costs - delinquent taxes | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 626-623 | TOTAL PENALTIES & COSTS DELINQUENT TAXES | 0.00 ✓ | 1,151.35 | 895.97 | 0.00 | 0.00 | 28.78% |
| 628-000 | PROP. TAXES SUPPLEMENTAL - CURRENT | 4,000.00 ✓ | 1,151.35 | 895.97 | 0.00 | 0.00 | 64.60% |
| 630-000 | PROP. TAXES SUPPLEMENTAL - PRIOR | 60,000.00 ✓ | 38,757.72 | 50,095.96 | 0.00 | 4,096.43 | 51.28% |
| 661-000 | Interest | 0.00 ✓ | 3,703.65 | 2,103.03 | 0.00 | 0.00 | 51.28% |
| 661-623 | TOTAL INTEREST | 45,000.00 | 23,077.31 | 26,756.82 | 4,547.97 | 6,576.79 | 51.28% |
| 669-000 | STATE - HOMEOWNER PROP TAX RELIEF | 0.00 | 0.00 | 1,839.42 | 0.00 | 1,839.42 | 51.28% |
| 697-000 | State - ILL & Direct Loan Reimbursement | 45,000.00 | 23,077.31 | 28,596.24 | 4,547.97 | 8,416.21 | 50.94% |
| 697-001 | State - CA Foundation Funds | 0.00 | 0.00 | 9,892.33 | 0.00 | 0.00 | 105.91% |
| 697-002 | State - CA Literacy Campaign | 93,000.00 | 16,679.81 | 117,594.31 | 0.00 | 13,433.60 | 703.40 |
| 697-003 | State - Family Literacy | 0.00 | 16,217.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 697-004 | State - Grandparents & Books | 0.00 | 51,348.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL STATE - OTHER | 0.00 | 9,255.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other Revenue | 93,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 787-001 | Outlawed warrant - 6 months | 20,000.00 | 98,499.81 | 117,594.31 | 0.00 | 13,433.60 | 703.40 |
| 787-003 | TOTAL OTHER REVENUE | 20,000.00 | (412.10) | 9,846.41 | 0.00 | 703.40 | 0.00 |
| | TOTAL OTHER REVENUE | 0.00 | 182.25 | 256.25 | 0.00 | 0.00 | 0.00 |
| | TOTAL OTHER REVENUE | 0.00 | 10,255.68 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL OTHER REVENUE | 20,000.00 | 10,025.83 | 10,102.66 | 0.00 | 703.40 | 50.13% |
| | 5071 FUND TOTAL | 1,263,727.00 | 840,728.10 | 821,946.34 | 66,731.99 | 70,724.21 | 66.53% |

1566-5035

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 13, 1992

| OBJECT CODE | DESCRIPTION | FY92 BUDGETED | MAR FY92 YTD | MAR FY91 YTD | FY92 MAR 1992 | FY91 MAR 1991 | FY92 YTD % OF BUD |
|-------------|---|---------------|--------------|--------------|---------------|---------------|-------------------|
| 010-000 | Salaries & Wages | 697,087.00 | 517,583.65 | 474,948.00 | 53,600.00 | 50,000.00 | 74.25% |
| 020-000 | Retirement | 100,658.00 | 73,863.99 | 38,000.00 | 4,000.00 | 4,000.00 | 73.38% |
| | Health Insurance/Care America | 0.00 | 20,157.36 | 23,890.81 | 2,714.17 | 2,115.64 | |
| | Vision Service Plan | 0.00 | 1,579.92 | 1,287.45 | 172.96 | 143.05 | |
| | Dental | 0.00 | 4,167.94 | 5,168.66 | 924.08 | 554.66 | |
| 030-000 | Total Employee Insurance | 75,000.00 | 25,905.22 | 30,346.92 | 3,811.21 | 2,813.35 | 34.54% |
| 031-000 | Unemployment Insurance | 0.00 | 1,405.00 | 981.00 | 0.00 | 0.00 | 0.00% |
| 032-000 | Workers Compensation - General | 0.00 | 4,746.16 | 7,022.52 | 211.27 | 1,777.99 | 0.00% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 872,745.00 | 623,504.02 | 551,298.44 | 61,622.48 | 58,591.34 | 71.44% |
| 070-000 | Communications | 6,000.00 | 4,084.26 | 3,422.21 | 440.53 | 572.45 | |
| 070-008 | Communications - Literacy | 0.00 | 905.69 | 490.74 | 103.02 | 65.86 | |
| | Total Communications | 6,000.00 | 4,989.95 | 3,912.95 | 543.55 | 638.31 | 83.17% |
| 100-000 | Household Expense | 3,000.00 | 3,925.49 | 2,448.53 | 590.95 | 309.15 | 130.85% |
| 110-000 | Insurance | 13,500.00 | (25.13) | 8,171.53 | 460.09 | 8,071.53 | -0.19% |
| 130-000 | Maintenance of Equipment | 4,000.00 | 7,378.16 | 1,361.76 | 0.00 | 0.00 | 184.45% |
| | HVAC | | 9,025.38 | 1,613.89 | 0.00 | 117.42 | |
| | Carpet Cleaning | | 1,873.50 | 3,747.00 | 0.00 | 936.75 | |
| | Groundskeeping, City of Placentia | | 23,353.61 | 14,037.57 | 9,359.76 | 0.00 | |
| | Plumbing | | 0.00 | 201.71 | 0.00 | 0.00 | |
| | Electrical | | 1,921.83 | 0.00 | 0.00 | 0.00 | |
| | Cleaning Service | | 8,777.64 | 9,823.68 | 2,183.04 | 1,091.52 | |
| | Locksmith | | 452.43 | 0.00 | 105.46 | 0.00 | |
| | Other | | 897.31 | 2,416.13 | 428.48 | 0.00 | |
| 140-000 | Total Maintenance of Building & Grounds | 43,419.00 | 46,301.70 | 31,839.98 | 12,076.74 | 2,145.69 | 106.64% |
| 160-000 | Memberships | 2,750.00 | 3,068.19 | 2,199.00 | 1,139.00 | 0.00 | 111.57% |
| 170-000 | Miscellaneous Expense | 0.00 | 71.75 | 0.00 | 0.00 | 0.00 | |

| OBJECT CODE | DESCRIPTION | FY92 BUDGETED | JAN FY92 YTD | JAN FY91 YTD | FY1991-92 MAR 1992 | FY91 JAN 1991 | FY92 YTD % OF BUD |
|-------------|---|---------------|--------------|--------------|--------------------|---------------|-------------------|
| | Library Supplies | | | | | | |
| | Printing | 4,070.75 | 220.00 | 220.00 | 350.73 | 0.00 | |
| | EZ Copy - copy cards for sale to patrons | 1,754.34 | 2,117.15 | 2,117.15 | 67.81 | 784.37 | |
| | Publications | 1,698.50 | 1,206.45 | 1,206.45 | 0.00 | 187.50 | |
| | Paper | 0.00 | 189.59 | 189.59 | 0.00 | 151.19 | |
| | Drinking Water Service | 80.00 | 262.46 | 262.46 | 22.81 | 33.42 | |
| | Other Office Supplies | 149.70 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 180-000 | Total Office Supply Expense | 4,313.88 | 9,093.93 | 9,093.93 | 368.69 | 1,004.34 | 54.85% |
| | | 12,067.17 | 13,089.58 | 13,089.58 | 810.04 | 2,160.82 | |
| 180-007 | Grandparents & Books Supply Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Printing | 457.21 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Publications | 1,408.95 | 1,375.76 | 1,375.76 | 0.00 | 118.96 | |
| | Paper | 94.54 | 78.63 | 78.63 | 0.00 | 0.00 | |
| | Other Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 180-008 | Total Literacy Office supply expense | 253.70 | 380.61 | 380.61 | 70.03 | 73.38 | |
| | | 1,757.19 | 1,835.00 | 1,835.00 | 70.03 | 192.34 | |
| 180-009 | Family Literacy Supply Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Office Expense | 14,737.44 | 14,924.58 | 14,924.58 | 880.07 | 2,353.16 | 66.99% |
| 183-000 | Postage Expense | 0.00 | 1,390.02 | 1,390.02 | 0.00 | 516.60 | |
| 183-008 | Postage Expense - Literacy | 0.00 | 231.88 | 231.88 | 0.00 | 0.00 | |
| | Total Postage Expense | 0.00 | 1,621.90 | 1,621.90 | 0.00 | 516.60 | |
| | Care Resources (Employee Assistance) | 558.25 | 502.25 | 502.25 | 50.75 | 50.75 | |
| | Pension Contribution & Operating Expenses | 3,091.33 | 39,547.92 | 39,547.92 | 0.00 | 0.00 | |
| | Anaheim Library | 23,608.67 | 14,386.74 | 14,386.74 | 15,900.67 | 0.00 | |
| | Clipping Service | 307.10 | 274.68 | 274.68 | 30.71 | 30.71 | |
| | Tax Collection Services & Fees by Orange County | 454.46 | 1,541.62 | 1,541.62 | 59.26 | 77.78 | |
| | Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Medical Exams | 445.50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Collection Services | 1,575.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Audit | 2,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Payroll Preparation | 2,336.39 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Training in Library | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other | 2,205.01 | 8,595.49 | 8,595.49 | 24.95 | 604.53 | |
| 190-000 | Total Specialized Services | 38,381.71 | 64,848.70 | 64,848.70 | 17,066.34 | 763.77 | 47.98% |
| 190-001 | Specialized Services - City of Anaheim | 0.00 | 7,992.00 | 7,992.00 | 0.00 | 1,974.00 | |
| 190-008 | Specialized Services - Literacy | 0.00 | 2,069.14 | 2,069.14 | 0.00 | 318.45 | |
| 190-009 | Specialized Services - Family Literacy | 0.00 | 1,522.26 | 0.00 | 315.00 | 0.00 | |
| 190-018 | Tax Collection Services & Fees by Orange County | 0.00 | 1,315.84 | 0.00 | 34.51 | 0.00 | |
| | Total Specialized Services | 80,000.00 | 43,288.95 | 78,050.35 | 17,415.85 | 3,056.22 | 54.11% |

| OBJECT CODE | DESCRIPTION | FY92 BUDGETED | JAN FY92 YTD | JAN FY91 YTD | FY1991-92 MAR 1992 | FY91 JAN 1991 | FY92 YTD % OF BUD |
|-------------|--|---------------|--------------|--------------|--------------------|---------------|-------------------|
| 200-000 | Legal Notices | 0.00 | 600.27 | 0.00 | 0.00 | 0.00 | |
| 220-000 | Semi-Annual Bond Payment | 71,800.00 | 71,800.00 | 71,800.00 | 35,900.00 | 0.00 | 100.00% |
| 240-000 | Special Department Expense - Miscellaneous | | 136.82 | 0.00 | 75.46 | 0.00 | |
| 240-001 | Special Department Expense - Books | | 89,958.92 | 35,263.38 | 5,012.52 | 4,470.63 | |
| 240-002 | Special Department Expense - Video | | 4,609.18 | 4,675.03 | 848.68 | 0.00 | |
| 240-003 | Special Department Expense - City of Anaheim | | 3,776.83 | 0.00 | 0.00 | 0.00 | |
| 240-004 | Special Department Expense - Periodicals | | 2,482.54 | 2,091.12 | 464.73 | 612.52 | |
| 240-005 | Special Department Expense - Audio | | 5,084.69 | 3,859.64 | 637.13 | 531.86 | |
| 240-007 | Special Department Expense - Grandparents & Bks | | 4,461.67 | 0.00 | 0.00 | 0.00 | |
| 240-009 | Special Department Expense - Family Literacy | | 287.91 | 0.00 | 0.00 | 0.00 | |
| | Total Special Department Expense | 130,000.00 | 110,798.56 | 45,889.17 | 7,038.52 | 5,615.01 | 85.23% |
| 260-000 | Transportation/Travel - General | 0.00 | 60.00 | 0.00 | 0.00 | 0.00 | |
| 270-000 | Transportation/Travel - Meetings | 10,000.00 | 8,803.67 | 4,631.31 | 244.15 | 525.52 | |
| 270-008 | Transportation/Travel - Meetings - Literacy | | 236.00 | 644.23 | 0.00 | 40.00 | |
| 270-009 | Transportation/Travel - Meetings - Family Literacy | | 9.95 | 0.00 | 0.00 | 0.00 | |
| | Total Transportation/Travel - Meetings | 10,000.00 | 9,049.62 | 5,275.54 | 244.15 | 565.52 | 90.50% |
| | Electricity | | 46,330.83 | 34,048.16 | 16,935.39 | 0.00 | |
| | Gas | | 4,032.51 | 4,491.79 | 981.50 | 1,378.61 | |
| | Water | | 1,050.40 | 1,505.43 | 8.07 | 94.10 | |
| 280-000 | Total Utilities | 58,000.00 | 51,413.74 | 40,045.38 | 17,924.96 | 1,472.71 | 88.64% |
| | TOTAL SUPPLIES & SERVICES | 444,469.00 | 368,655.40 | 307,540.67 | 94,213.88 | 24,743.90 | 82.94% |
| 370-000 | Taxes, Assessments (Sales Tax) | 0.00 | 1,173.00 | 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 | 1,653.86 | 5,570.13 | 823.36 | 0.00 | |
| | Total Equipment | 15,000.00 | 21,710.25 | 5,570.13 | 823.36 | 0.00 | 144.74% |
| 420-000 | Structures/Improvements | 0.00 | 107.73 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EQUIPMENT EXPENSE | 15,000.00 | 21,817.98 | 5,570.13 | 823.36 | 0.00 | 145.45% |
| | TOTAL EXPENSES | 1,332,214.00 | 1,015,150.40 | 864,409.24 | 156,659.72 | 83,335.24 | 76.20% |
| | Total 007 - Grandparents & Books | | 4,918.88 | 0.00 | 0.00 | 0.00 | |
| | Total 008 - Literacy | | 5,171.02 | 8,411.50 | 173.05 | 616.65 | |
| | Total 009 - Family Literacy | | 2,275.99 | 0.00 | 315.00 | 0.00 | |

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

February, 1992

Prepared 03/13/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|----------|----------|
| Statement Balance | | | | 2,910.35 |
| Checks Out | | | | |
| 3436 | 02/13/92 | 2.14 | | |
| 3442 | 02/26/92 | 40.00 | | |
| 3444 | 02/28/92 | 149.75 | | |
| 3445 | 03/03/92 | 30.00 | | |
| 3446 | 03/05/92 | 40.00 | | |
| 3447 (missing) | | | | |
| 3448 | 03/10/92 | 190.00 | | |
| 3449 | 03/13/92 | 31.75 | | |
| Deposits | | | | |
| | 03/02/92 | | 122.67 | |
| | 03/02/92 | | 157.18 | |
| | 03/03/92 | | 85.39 | |
| | 03/04/92 | | 102.31 | |
| | 03/09/92 | | 264.01 | |
| | 03/09/92 | | 91.30 | |
| | 03/09/92 | | 141.01 | |
| | 03/09/92 | | 146.75 | |
| | 03/10/92 | | 71.59 | |
| | 03/11/92 | | 94.75 | |
| | 03/11/92 | | 1,834.36 | |
| | 03/12/92 | | 93.63 | |
| | 03/13/92 | | 114.54 | |
| TOTALS | | 483.64 | 3,319.49 | |
| CHECKBOOK BAL | | | | 5,746.20 |

edw
 4/11/92

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

March, 1992

Prepared 04/13/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|----------|---------|----------|
| Statement Balance | | | | 7,487.58 |
| Checks Out | | | | |
| 3447 (missing) | | | | |
| 3448 | 03/10/92 | 190.00 | | |
| 3401 | 03/20/92 | 129.29 | | |
| 3404 | 03/27/92 | 5,532.20 | | |
| Deposits | | | | |
| | 04/01/92 | | 20.75 | |
| | 04/02/92 | | 22.50 | |
| | 04/03/92 | | 12.75 | |
| | 04/06/92 | | 13.76 | |
| | 04/06/92 | | 22.05 | |
| | 04/06/92 | | 7.50 | |
| | 04/07/92 | | 7.50 | |
| | 04/08/92 | | 59.10 | |
| | 04/09/92 | | 19.00 | |
| | 04/10/92 | | 24.80 | |
| TOTALS | | 5,851.49 | 209.71 | |
| CHECKBOOK BAL | | | | 1,845.80 |

EDW
 4/11/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (1) | V T | FEE IF ANY (2) | DEPOSIT/CREDIT (3) | BALANCE |
|--------|------|---|----------------------|--------|----------------------|-----------------------|-----------|
| | | | | | | | 30,571.2 |
| | 2/1 | Fines TO OCA 3404 | \$ | | ✓ | \$ 138.45 | 30,598.07 |
| | 2/20 | Fines TO OCA 3404 | | | ✓ | 146.40 | 32,744.47 |
| | 2/21 | Fines TO OCA 3404 | | | ✓ | 94.25 | 32,838.72 |
| | 2/24 | Fines TO OCA 3404 | | | ✓ | 2.60 | 32,841.32 |
| 3438 | 2/20 | Elizabeth D. Hunter (Offices Patty Cook Remind.) | 58.54 | | 2-21 | | 32,982.58 |
| 3439 | 2/24 | Orange Co. Auditor Transfer Revenue | 32,991.85 | | 2-21 | | - 9.27 |
| | 2/25 | Fines TO OCA 3404 | | | ✓ | 90.45 | 81.18 |
| 3440 | 2/25 | Placentia Disposal 1 day rental of bin | 42.00 | | 2-27 | | 39.18 |
| 3441 | 2/26 | Smart & Final 1 cam paper charge | 51.59 | | 2-28 | | - 12.41 |
| 3442 | 2/26 | Placentia Disposal bin exchange (1 day) | 40.00 | | 3-2 | | - 52.41 |
| | 2/26 | Fines TO OCA 3404 | | | ✓ | 57.65 | 5.24 |
| 3443 | 2/26 | U.S. Postmaster, Placentia 12 boxes to Broderick/McHardy | 49.69 | | 2-26 | | - 44.75 |
| | 2/27 | Fines TO OCA 3404 | | | ✓ | 10.10 | 56.25 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

✓

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT | | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|-----------------------------|---------------|-----|--------|------------------------|-----------------------|---------|----|
| | | | (-) | (-) | | | | \$ | |
| | | | | | | | | 56 | 35 |
| | 2/27 | Petty Cash Reimb. | \$ | | ✓ | \$ | 2,737.37 | 2,793 | 72 |
| 3444 | 2/28 | U.S. Postmaster | 149 | 75 | | | | 2,643 | 97 |
| | 2/28 | Fines TO OCA 3404 | | | ✓ | | 80.54 | 2,724 | 51 |
| 3445 | 3/3 | MCLS Mary, Katie, conf. | 30 | 00 | | | | 2,694 | 51 |
| 3446 | 3/5 | CALTAC EDM+Peg. D. conf. | 40 | 00 | | | | 2,654 | 51 |
| | 3/2 | Pay phone TO OCA 3404 | | | | | 122.67 | 2,777 | 18 |

| | | | | | | | | | |
|--|-----|----------------------|--|--|--|--|--------|-------|----|
| | 3/2 | Fines TO OCA 3404 | | | | | 157.18 | 2,934 | 36 |
| | 3/3 | Fines TO OCA 3404 | | | | | 85.39 | 3,019 | 75 |
| | 3/4 | Fines TO OCA 3404 | | | | | 102.31 | 3,122 | 06 |
| | 3/9 | Petty Cash Reimb | | | | | 264.01 | 3,386 | 07 |
| | 3/9 | Fines TO OCA 3404 | | | | | 91.30 | 3,477 | 37 |
| | 3/9 | Fines TO OCA 3404 | | | | | 141.01 | 3,618 | 38 |
| | 3/9 | Fines TO OCA 3404 | | | | | 146.75 | 3,765 | 13 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|--|----------------------|--------|------------------------|-----------------------|---------|----|
| | | | | | | | \$ | |
| | | | | | | | 3,765 | 13 |
| | 3/10 | Fines TO OCA 3404 | | | | 71 59 | 3,836 | 72 |
| | 3/11 | Fines TO OCA 3404 | | | | 94 75 | 3,931 | 47 |
| | 3/11 | St. Library, ILL TO OCA 3404 | | | | 1,834 36 | 5,765 | 83 |
| | 3/12 | Fines TO OCA 3404 | | | | 93 63 | 5,859 | 46 |
| | 3/14 | Deposit Return Stmt | 2 80 | ✓ | | | 5,856 | 66 |
| | 2/14 | Dep. Return Stmt Fee | 3 25 | ✓ | | | 5,853 | 41 |
| 3447 | | | | | | | | |
| 3448 | 3/10 | CSDA 2 registrations P.R. workshop | 190 00 | | | | | |
| 3449 | 3/13 | Elizabeth D. Minter (Office Petty Cash Reimb) | 31 75 | | | | | |
| | 3/13 | FINES TO OCA 3404 | | | | 114 54 | | |
| | 3/16 | Fines TO OCA 3404 | | | | 161 15 | | |
| 3450 | 3/17 | Elizabeth D. Minter Lamp Reimb | | | | | | |
| | 3/17 | Fines TO OCA 3404 | | | | 103 78 | | |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT | | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT | | BALANCE | |
|--------|------|--|---------------|----|--------|------------------------|----------------|----|---------|--|
| | | | (-) | | | | (+) | | \$ | |
| | 3/18 | Fines to OCA 3404 | \$ | | | \$ | 103 | 81 | | |
| | 3/20 | Fines to OCA 3404 | | | | | 84 | 20 | | |
| | 3/20 | Fines to OCA 3404 | | | | | 100 | 59 | | |
| 3401 | 3/20 | Elizabeth D. Winter lamp Reimb. 190-000 | 129 | 29 | | | | | | |
| 3402 | 3/20 | PLEASC 1992 Edm + Library membership | 15 | 00 | | | | | | |
| | 3/24 | finer to OCA 3404 | | | | | 49 | 90 | | |
| | 3/24 | finer to OCA 3404 | | | | | 216 | 80 | | |
| | 3/24 | finer to OCA 3404 | | | | | 76 | 80 | | |
| | 3/24 | finer to OCA 3404 | | | | | 210 | 69 | | |
| | 3/25 | finer to OCA 3404 | | | | | 104 | 95 | | |
| | 3/25 | stamp money to OCA | | | | | 18 | 32 | | |
| | 3/26 | finer to OCA 3404 | | | | | 84 | 15 | | |
| 3403 | 3/27 | Elizabeth D. Winter (Office party cost reimb) | 68 | 87 | | | | | | |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT | | ✓ FEE (-) | DEPOSIT/CREDIT | | BALANCE | |
|--------|------|----------------------------|---------------|----|-----------------|----------------|-----|---------|--|
| | | | (-) | | | (+) | | \$ | |
| 3404 | 3/27 | O.C. Auditor | 5532 | 20 | | | | | |
| | | NGF check + fines #2530 | 9 | 25 | | | | | |
| | 3/27 | fines | | | | | 127 | 05 | |
| | 3/27 | fines | | | | | 103 | - | |
| | 3/27 | fines | | | | | 68 | 05 | |
| | 3/27 | fines | | | | | 60 | 10 | |
| | 3/31 | fines | | | | | 97 | 70 | |
| | 4/1 | fines | | | | | 20 | 75 | |
| | 4/2 | fines | | | | | 22 | 50 | |
| | 4/3 | fines | | | | | 12 | 75 | |
| | 4/6 | fines | | | | | 13 | 76 | |
| | 4/6 | fines | | | | | 22 | 05 | |
| | 4/6 | fines | | | | | 2 | 50 | |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

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

February, 1992

Prepared 03/13/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|----------|---------|----------|
| Statement Balance | | | | 9,459.79 |
| Checks Out | | | | |
| 636 | 02/18/92 | 274.70 | | |
| 640 | 02/28/92 | 71.63 | | |
| 641 | 03/03/92 | 165.00 | | |
| 642 | 03/03/92 | 75.00 | | |
| 643 | 03/09/92 | 1,000.00 | | |
| 644 | 03/12/92 | 13.36 | | |
| 645 | 03/12/92 | 212.43 | | |
| 646 | 03/12/92 | 36.50 | | |
| Deposits | | | | |
| | 03/02/92 | | 15.20 | |
| | 03/02/92 | | 45.00 | |
| | 03/03/92 | | 20.00 | |
| | 03/09/92 | | 213.75 | |
| | 03/09/92 | | 25.00 | |
| | 03/09/92 | | 25.00 | |
| TOTALS | | 1,848.62 | 343.95 | |
| CHECKBOOK BAL | | | | 7,955.12 |

Edm
3-13-92

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

March, 1992

Prepared 04/11/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|----------|---------|----------|
| Statement Balance | | | | 7,707.58 |
| Checks Out | | | | |
| 641 | 03/03/92 | 165.00 | | |
| 646 | 03/12/92 | 36.50 | | |
| 650 | 03/27/92 | 25.00 | | |
| 652 | 03/27/92 | 80.00 | | |
| 653 | 03/27/92 | 250.05 | | |
| 654 | 03/27/92 | 385.16 | | |
| 655 | 04/03/92 | 119.25 | | |
| 656 | 04/03/92 | 80.00 | | |
| 657 | 04/06/92 | 75.00 | | |
| 658 | 04/06/92 | 165.00 | | |
| Deposits | | | | |
| Stop payment | 03/27/92 | | 385.16 | |
| | 04/01/91 | | 20.00 | |
| | 04/02/92 | | 20.00 | |
| | 04/06/92 | | 5.00 | |
| | 04/08/92 | | 20.00 | |
| | 04/09/92 | | 45.00 | |
| | 04/10/92 | | 25.00 | |
| | 04/10/92 | | 197.05 | |
| TOTALS | | 1,380.96 | 717.21 | |
| CHECKBOOK BAL | | | | 7,043.83 |

Edm
 4/11/92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|--|----------------------|--------|------------------------|-----------------------|---------|----|
| | | | | | | | \$ | |
| 633 | 1/24 | Elizabeth D. Winter to reimburse petty cash fund | \$ 5 37 | ✓ | | | 5,750 | 94 |
| | 1/24 | 400 = computer/snow 1,000 = Director's Fund; 1,500 = children | | ✓ | | 2,900 00 | 8,625 | 57 |
| | 1/24 | test proctoring | | ✓ | | 20 00 | 8,645 | 57 |
| | 1/24 | Vending Machine | | ✓ | | 22 10 | 8,875 | 67 |
| | 1/27 | Ann Kerr Gulf Grant - Speaking in Fred | 165 00 | ✓ | | | 8,710 | 67 |
| | 1/28 | | | ✓ | | 20 00 | 2,730 | 67 |
| | 1/29 | Gulf Grant contribution Sharon Lynch | | ✓ | | | 8,761 | 02 |
| | 1/29 | meeting Room | | ✓ | | 50 00 | 8,811 | 03 |
| | 1/31 | Vending machine | | ✓ | | 278 35 | 9,089 | 38 |
| | 2/4 | test proctoring | | ✓ | | 20 00 | 9,109 | 38 |
| | 2/6 | meeting Room | | ✓ | | 25 00 | 9,134 | 38 |
| | 2/7 | test proctoring | | ✓ | | 20 00 | 9,154 | 38 |
| | 2/7 | Vending machine | | ✓ | | 165 50 | 9,319 | 88 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | ✓ T | FEE (FANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|--|----------------------|--------|----------------------|-----------------------|---------|----|
| | | | | | | | \$ | \$ |
| | 2/10 | meeting Room | \$ | ✓ | \$ | \$ 25 00 | 9,319 | 88 |
| | 2/11 | meeting Room | | ✓ | | 20 00 | 9,344 | 88 |
| | 2/18 | Vend. Mach. | | ✓ | | 163 90 | 9,364 | 88 |
| | 2/18 | meeting Room | | ✓ | | 80 00 | 9,528 | 78 |
| | 2/18 | Meeting Room | | ✓ | | 70 00 | 9,548 | 78 |
| 635 | 2/11 | A & R Wholesale Vend. Supplies | 385 16 | 2-18 ✓ | | | 9,618 | 78 |
| | 2/7 | debt - endorsement Stamp | 5 09 | 2-7 ✓ | | | 9,228 | 53 |
| | 1/29 | Interest | | ✓ | | 9 38 | 9,237 | 91 |
| | 1/13 | Deposit returned | 30 00 | ✓ | | | 9,217 | 91 |
| | 1/13 | Returned Check fee | 3 25 | ✓ | | | 9,214 | 66 |
| 636 | 2/18 | Elizabeth D. Minter Friends Reimbr. Eggehead Software | 274 70 | 2-18 ✓ | | | 8,939 | 96 |
| | | Dep. 1-7-92 list/taxes Bal. 2-19-92 ad | 50 00 | ✓ | | | 8,889 | 96 |
| | 2/19 | meeting Room | | ✓ | | 20 00 | 8,909 | 96 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

✓ =

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|--|----------------------|--------|------------------------|-----------------------|----------|----|
| | | | | | | | \$ | |
| 637 | 2/20 | Uniglobe Hacienda Trave | \$ 118 00 | ✓ | | | \$ 8,909 | 96 |
| | | Gulf Grant Oakland airfare | 814 35 | ✓ | | | 8,791 | 96 |
| | 2/21 | Vendor | | ✓ | | 138 80 | 8,930 | 76 |
| | 2/24 | Text Printing | | ✓ | | 20 00 | 8,950 | 76 |
| 638 | 2/25 | Suad Ammar Fresno Gulf Grant | | ✓ | | | 8950 | 76 |
| 639 | 2/28 | Ann Kerr Gulf - Dinner, parking | | ✓ | | | 8950 | 76 |
| | 2/27 | meeting room - \$30.00 used for revenue | | ✓ | | | 8950 | 76 |
| | 2/28 | Vendor Mach. | | ✓ | | 217 95 | 9,168 | 71 |
| 640 | 2/28 | Suad Ammar Fresno Gulf Grant | 71 63 | ✓ | | | 9,097 | 08 |
| 641 | 3/3 | Mira Zussman Gulf Grant - Presentation | 165 00 | ✓ | | | 8,932 | 08 |
| 642 | 3/3 | Barbara McInnell Friends of Fund | 75 00 | ✓ | | | 8,857 | 08 |
| | 3/2 | Can Recycling | | ✓ | | 15 20 | 8872 | 28 |
| | 3/2 | Meeting Room | | ✓ | | 45 00 | 8917 | 28 |
| | 3/3 | Meeting Room | | ✓ | | 20 00 | 8937 | 28 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT | | ✓ T | FEE (-) | DEPOSIT/CREDIT | | BALANCE | |
|--------|------|--|---------------|----|--------|------------|----------------|----|---------|----|
| | | | (-) | | | | (+) | | \$ | |
| | | | | | | | | | 8,937 | 28 |
| | 3/9 | Vending machine | \$ | | / | \$ | \$ 213 | 75 | 9,151 | 03 |
| | 3/9 | meeting room | | | / | | 25 | 00 | 9,176 | 03 |
| | 3/9 | meeting room | | | / | | 25 | 00 | 9,201 | 03 |
| 643 | 3/9 | Orange County Auditor Vending Machine Payment | 1,000 | 00 | 3/9 | | | | 8,201 | 03 |
| 644 | 3/12 | Elizabeth D. Minico (Reimb Office Pally Cash) | 13 | 36 | 3/13 | | | | 8,187 | 67 |
| 645 | 3/12 | Saad Ammar Gulf Grant: Oakland expenses | 212 | 43 | 3/18 | | | | 7,975 | 24 |
| 646 | 3/12 | Ann Kerr Fresno display - mileage meal + parking | 36 | 50 | | | | | 7,938 | 74 |
| | 2/29 | Interest com bal. 3-13-92 | | | ✓ | | 16 | 38 | 7,955 | 12 |
| | 3/13 | Vending Machine | | | ✓ | | 220 | 00 | 8,175 | 12 |
| | 3/16 | meeting Room | | | / | | 80 | 00 | 8,255 | 12 |
| | 3/18 | meeting Room | | | / | | 45 | 00 | 8,300 | 12 |
| | 3/20 | meeting Room | | | / | | 25 | 00 | 8,325 | 12 |
| | 3/20 | Vending Machine | | | ✓ | | 144 | 65 | 8,469 | 77 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

11045 3751 2558 00532 0658

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | | FEE IF ANY (-) | DEPOSIT/CREDIT (+) | | BALANCE | |
|--------|------|---|-------------------|----|-------------------|--------------------|----|---------|----|
| | | | | | | | | | |
| | | | | | | | | 8,469 | 77 |
| 647 | 3/20 | Dr. Mario Pascual Gulf Grant + mileage | 329 | 48 | 32 | | | 8,140 | 29 |
| 648 | 3/20 | ALS Services Friends Fund | 619 | 56 | 31 | | | 7,520 | 73 |
| 649 | 3/20 | A+R Wholesale Vend. Supplies | 307 | 16 | 8 | | | 7,213 | 57 |
| | 3/26 | Meeting room | | | | 45 | - | 7,258 | 57 |
| 650 | 3/27 | Marine Institute Summer reading | 25 | 00 | | | | 7,233 | 57 |
| 651 | 3/27 | Accurate Lending invoice 0259 | 37 | 50 | 33 | | | 7,196 | 07 |
| 652 | 3/27 | Ruben Gerard + Judy Lopez Children's Program | 80 | 00 | | | | 7,116 | 07 |
| 653 | 3/27 | A+R Wholesale invoice 014381 | 250 | 05 | | | | 6,866 | 02 |
| 654 | 3/27 | A+R Wholesale invoice 012797 | 385 | 16 | | | | 6,480 | 86 |
| | 3/27 | Stop payment / 635 | 10 | 00 | 32 | 385 | 16 | 6,856 | 02 |
| | 3/27 | lending machine | | | | 208 | - | 7,064 | 02 |
| | 3/27 | meeting room | | | | 25 | | 7,089 | 02 |
| | 3/30 | meeting room | | | | 25 | | 7,114 | 02 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

95 90 45 00 85 52 151 59 21 00 93 21 06 59

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | V T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | BALANCE | |
|--------|------|---|-------------------|-----|------------------|--------------------|---------|----|
| | | | | | | | \$ | \$ |
| | | | | | | | 7114 | 02 |
| | 3/21 | meeting room | \$ | | | \$ 20 - | 7134 | 02 |
| | 4/1 | meeting room | | | | 20 - | 7154 | 02 |
| | 4/2 | meeting room | | | | 20 - | 7174 | 02 |
| 655 | 4/3 | Smart & Funeral 1st week refreshments | 119 25 | | | | 7054 | 77 |
| 656 | 4/3 | Ruben Howard + Judy Lopez Childrens program at | 80 - | | | | 6974 | 77 |
| | 4/6 | Friends - debate on leptinase | - | | | 5 | 6979 | 77 |
| 657 | 4/6 | Nita Bushy New Speaker | 75 - | | | | 6,904 | 77 |
| 658 | 4/6 | Dr. Steven Baker | 165 - | | | | 6,739 | 77 |
| | 4/8 | meeting room | | | | 20 | 6,759 | 77 |
| | 4/9 | meeting room | | | | 45 00 | 6804 | 77 |
| | 4/10 | meeting room | | | | 25 00 | 6829 | 77 |
| | 4/10 | wending machine | | | | 19.7 05 | 7026 | 82 |
| | 3/31 | Interest Bal Edm 4-11-92 | | | | 17 01 | 7043 | 83 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

45-90-2600-85-33-5151-26-58-0093-2-06-58

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

February, 1992

Prepared 03/13/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 5,893.99 |
| Checks Out | | | | |
| 1116 | 01/10/92 | 27.75 | | |
| 1117 | 02/25/92 | 31.00 | | |
| 1118 | 03/03/92 | 20.00 | | |
| Deposits | | | | |
| | 03/03/92 | | 150.00 | |
| TOTALS | | 78.75 | 150.00 | |
| CHECKBOOK BAL | | | | 5,965.24 |

EDM
3-13-92

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

March, 1992

Prepared 04/11/92

| | DATE/NO. | DEBITS | CREDITS | BALANCE |
|-------------------|----------|--------|---------|----------|
| Statement Balance | | | | 6,123.44 |
| Checks Out | | | | |
| 1118 | 03/03/92 | 20.00 | | |
| Deposits | | | | |
| | 04/02/92 | | 20.00 | |
| | 04/06/92 | | 153.00 | |
| | 04/07/92 | | 20.00 | |
| | 04/08/92 | | 40.00 | |
| | 04/09/92 | | 20.00 | |
| TOTALS | | 20.00 | 253.00 | |
| CHECKBOOK BAL | | | | 6,356.44 |

EDM
4-11-92

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

| NUMBER | DATE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT (-) | | ✓ T | FEE (IF ANY) (-) | DEPOSIT/CREDIT (+) | | BALANCE | |
|--------|------|--|-------------------|----|--------|---------------------|--------------------|--|---------|----------|
| | | | | | | | | | | |
| | | | | | | | | | \$ | 5554 78 |
| | 2/4 | Reimbo. for postage | | | ✓ | | \$ 5 22 | | | 5560 00 |
| | 2/11 | tutor training WORKSHOP | | | ✓ | | 320 00 | | | 5880 00 |
| | 2/31 | Interest | | | ✓ | | 10 99 | | | 5890 99 |
| | | edna bal 2/19/92 | | | | | | | | |
| 1116 | 2/25 | Melanie Daniels Reim Bullet Board Supplies | 27 | 75 | ✓ | | | | | 5,863 24 |
| 1117 | 2/25 | Melanie Daniels Postage - Reim Fed Express Mail | 31 | 00 | ✓ | | | | | 5,832 24 |
| | 2/26 | Reim for Inducement to Borrow Money - Permit | | | ✓ | | 2 75 | | | 5,834 99 |
| | 2/27 | Reim for Workshop Pay 6-5-91 | | | ✓ | | 20 00 | | | 5,854 99 |
| 1118 | 3/3 | Coastal Tutor Workshop Refund | 20 | 20 | | | | | | 5,834 99 |
| | 3/3 | Security Pacific Match from Peggy Dinsmore | | | ✓ | | 150 00 | | | 5,984 99 |
| | 2/29 | Interest | | | ✓ | | 10 25 | | | 5,995 24 |
| 1115 | 1/22 | Literacy Volunteer of America Edna bal 3/13/92 | 30 | 00 | ✓ | | | | | 5,965 24 |
| | 3/16 | Elisabeth 9 workbooks for Family Literacy | | | ✓ | | 9 00 | | | 5,974 24 |
| | 3/29 | Tutor Workshop | | | ✓ | | 20 - | | | 5,954 24 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

| | | | | | | | | | | |
|------|------|--|----|----|----|--|-----|----|-------|----|
| | 2/27 | Bennie Linda - Tutor Workshop Pay 6-5-91 | | | ✓ | | 20 | 00 | 5,854 | 99 |
| 1118 | 3/3 | Joan F. Tanner Tutor workshop refund | 20 | 00 | | | | | 5,834 | 99 |
| | 3/3 | Security Pacific Match from Peggy Dinamore | | | | | 150 | 00 | 5,984 | 99 |
| | 2/29 | Interest | | | ✓ | | 10 | 25 | 5,995 | 24 |
| 1115 | 1/22 | Literacy Volunteer of America Edm bal 3/13/92 | 30 | 00 | 24 | | | | 5,965 | 24 |
| | 3/16 | Elisabeth 9 workbooks for Family Literacy | | | | | 9 | 00 | 5,974 | 24 |
| | 3/27 | Tutor Workshop | | | | | 20 | - | 5,994 | 24 |

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

TO: Library Board of Trustees
 FROM: Karen Cushing, Library Assistant *kc*
 DATE: April 3, 1992
 SUBJECT: FEBRUARY, 1992, OVERDUE COLLECTIONS REPORT
 as provided by Advanced Collection systems, Inc. (ACS)

CLIENT PROGRESS REPORT FEBRUARY 1992

| | MONTH TO DATE | | YEAR TO DATE | | INCEPTION TO DATE | |
|---|---------------|--------|--------------|----------|-------------------|-----------|
| | # | \$ | # | \$ | # | \$ |
| GROSS ASSIGNMENTS | 13 | 837.41 | 25 | 1,680.42 | 825 | 47,798.66 |
| LESS: Mail Return*, Dispute, Bankrpt | 4 | 311.70 | 5 | 413.87 | 150 | 9,165.97 |
| NET ASSIGNMENTS | 9 | 525.71 | 20 | 1,266.55 | 675 | 38,632.89 |
| COLLECTED | | | | | | |
| Paid in Full | 3 | 98.05 | 10 | 371.54 | 234 | 10,927.31 |
| Settled in Full | 0 | 0.00 | 0 | 0.00 | 61 | 3,037.36 |
| Partial Payment | 0 | 0.00 | 15 | 420.20 | 125 | 6,396.00 |
| Resolved | 0 | 0.00 | 0 | 0.00 | 15 | 570.58 |
| TOTAL RECOVERED | 3 | 98.05 | 25 | 791.74 | 435 | 20,931.27 |

| Age of accounts when started | 0-30 | 31-60 | 61-90 | 91-120 | over 120 |
|------------------------------|----------|---------|---------|---------|----------|
| | 246 | 45 | 155 | 124 | 255 |
| | \$15,684 | \$3,060 | \$6,814 | \$7,675 | \$14,141 |

TO: Library Board of Trustees
 FROM: Karen Cushing, Library Assistant *KC*
 DATE: April 3, 1992
 SUBJECT: MARCH, 1992, OVERDUE COLLECTIONS REPORT
 as provided by Advanced Collection systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR MARCH 1992

| | MONTH TO DATE | | YEAR TO DATE | | INCEPTION TO DATE | |
|--|---------------|----------|--------------|----------|-------------------|-----------|
| | # | \$ | # | \$ | # | \$ |
| GROSS ASSIGNMENTS | 24 | 2,076.39 | 49 | 3,756.81 | 849 | 49,875.25 |
| LESS: Mail Return*, Dispute, Bankrupt | 7 | 530.32 | 12 | 944.19 | 157 | 9,696.29 |
| NET ASSIGNMENTS | 17 | 1,546.07 | 37 | 2,812.62 | 692 | 40,178.96 |
| COLLECTED | | | | | | |
| Paid in Full | 5 | 271.68 | 15 | 643.22 | 239 | 11,198.99 |
| Settled in Full | 1 | 42.00 | 1 | 42.00 | 62 | 3,079.38 |
| Partial Payment | 1 | 35.82 | 16 | 456.02 | 126 | 6,431.82 |
| Resolved | 1 | 59.00 | 1 | 59.00 | 16 | 629.58 |
| TOTAL RECOVERED | 8 | 408.50 | 33 | 1,200.24 | 443 | 21,339.77 |

| Age of accounts when started | 0-30 | 31-60 | 61-90 | 91-120 | over 120 |
|------------------------------|----------|---------|---------|---------|----------|
| | 247 | 46 | 155 | 126 | 275 |
| | \$15,870 | \$3,130 | \$6,814 | \$7,865 | \$15,771 |

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: April 10, 1992
 SUBJECT: MARCH, 1992, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS MARCH 1-31, 1992

| | | |
|----------------------------|-----------------|-------------------|
| Beginning Balance 3/1/92 | | \$1,455.27 |
| | <u>Income</u> | <u>Expend.</u> |
| Total Deposits | \$580.48 | |
| Total Materials & Supplies | | \$557.21 |
| Total Repairs | | 37.50 |
| Vend Machine Loan Payback | | <u>1,000.00</u> |
| | <u>\$580.48</u> | <u>\$1,594.71</u> |
| Ending Balance 3/31/92 | | <u>\$ 441.04</u> |
| Check to be issued 4/13/92 | | (0.00) |

SUMMARY OF LOAN PAYBACK

| | |
|--------------------------------|-------------------|
| Original Loan Amount (11/9/90) | \$9,916.54 |
| Payback Balance 2/29/92 | 6,300.00 |
| March Payment | <u>(1,000.00)</u> |
| March Balance 3/31/92 | <u>\$5,300.00</u> |

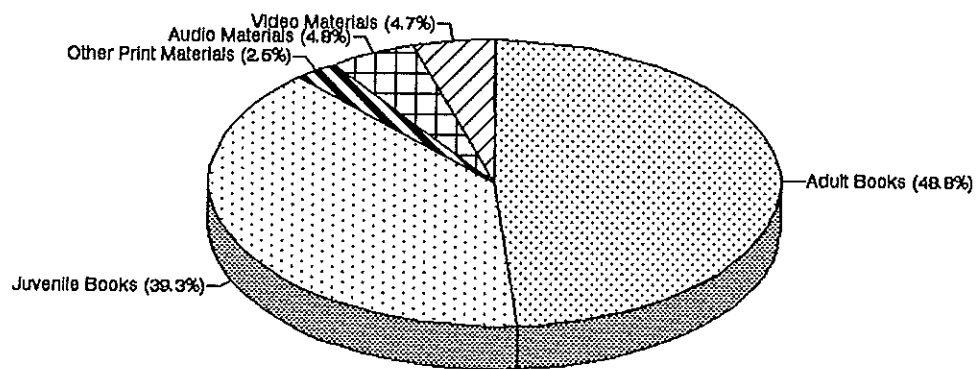
Prepared by Charlene Dumitru, Administrative Assistant

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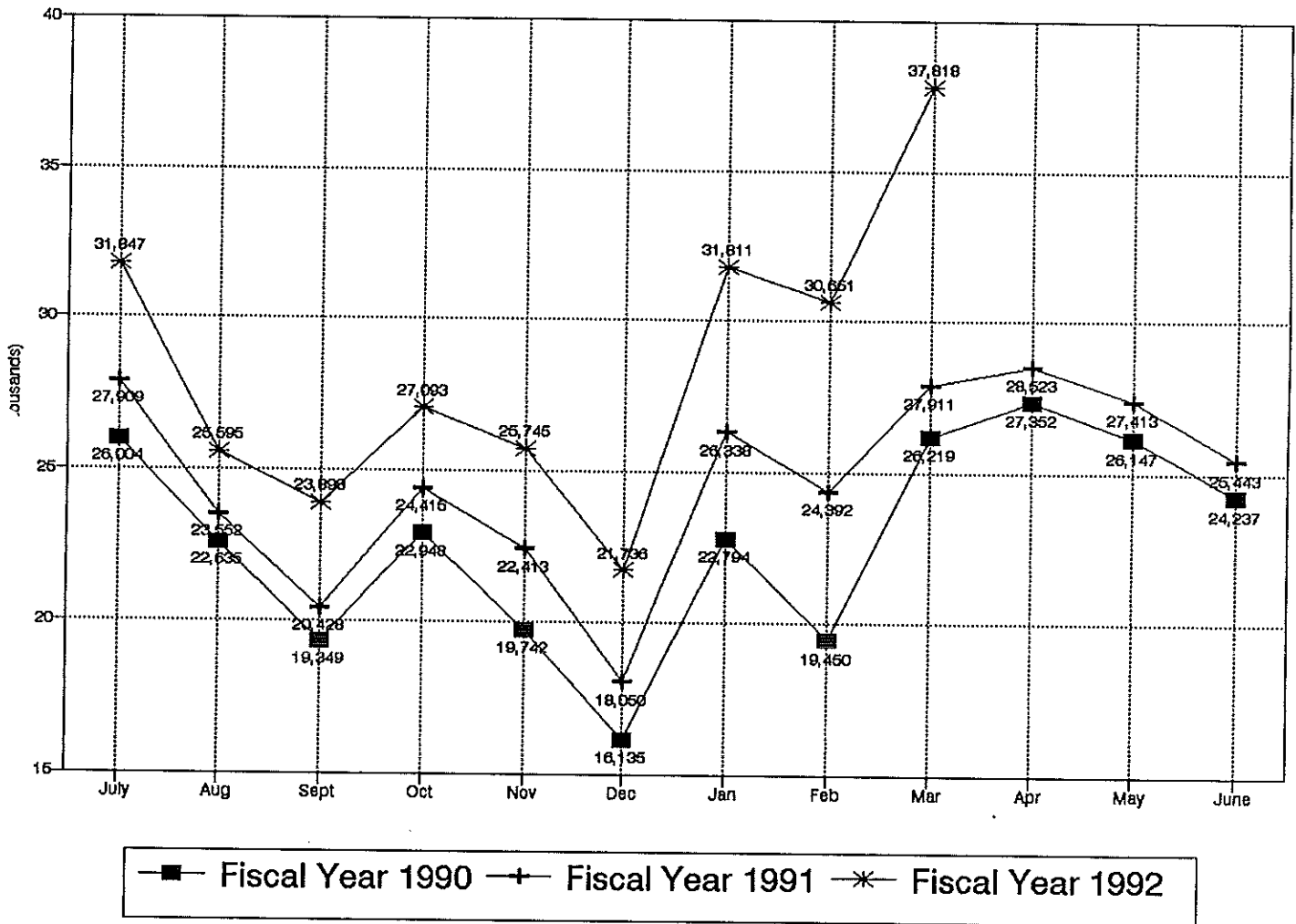
PLACENTIA LIBRARY DISTRICT
Circulation Report
March, 1992

| | MAR92 | MAR91 | YTD FY92 | YTD FY91 | %CHANGE FY91-FY92 |
|-----------------------|--------|--------|----------|----------|----------------------|
| Adult Books | 18,442 | 14,752 | 129,413 | 112,905 | 14.62% |
| Juvenile Books | 14,865 | 10,050 | 97,878 | 79,706 | 22.80% |
| Total Books | 33,307 | 24,802 | 227,291 | 192,611 | 18.01% |
| Magazines | 713 | 551 | 5,768 | 4,660 | 23.78% |
| Pamphlets/Ephemeral | 230 | 99 | 969 | 722 | 34.21% |
| TOTAL PRINT MATERIALS | 34,250 | 25,452 | 234,028 | 197,993 | 18.20% |
| Records | 170 | 250 | 1,347 | 1,384 | -2.67% |
| Audiocassettes | 1,199 | 1,034 | 10,030 | 7,819 | 28.28% |
| Compact Discs | 433 | 400 | 3,497 | 2,777 | 25.93% |
| Videocassettes | 1,762 | 768 | 7,570 | 5,360 | 41.23% |
| TOTAL AV MATERIALS | 3,564 | 2,452 | 22,444 | 17,340 | 29.43% |
| AV EQUIPMENT | 4 | 7 | 59 | 70 | -15.71% |
| TOTAL CIRCULATION | 37,818 | 27,911 | 256,531 | 215,403 | 19.09% |
| # HOURS OPEN | 282 | 272 | 2,396 | 2,369 | 1.14% |
| CIRCULATION/HOUR | 134 | 103 | 107 | 91 | 17.75% |
| ATTENDANCE | 31,889 | 24,549 | 211,018 | 167,765 | 25.78% |
| ATTENDANCE/HOUR | 113 | 90 | 88 | 71 | 24.36% |
| ACTIVE BORROWERS | 4,765 | 3,829 | 32,416 | 29,378 | 10.34% |
| REFERENCE QUESTIONS | 5,550 | 4,461 | 38,467 | 33,033 | 16.45% |

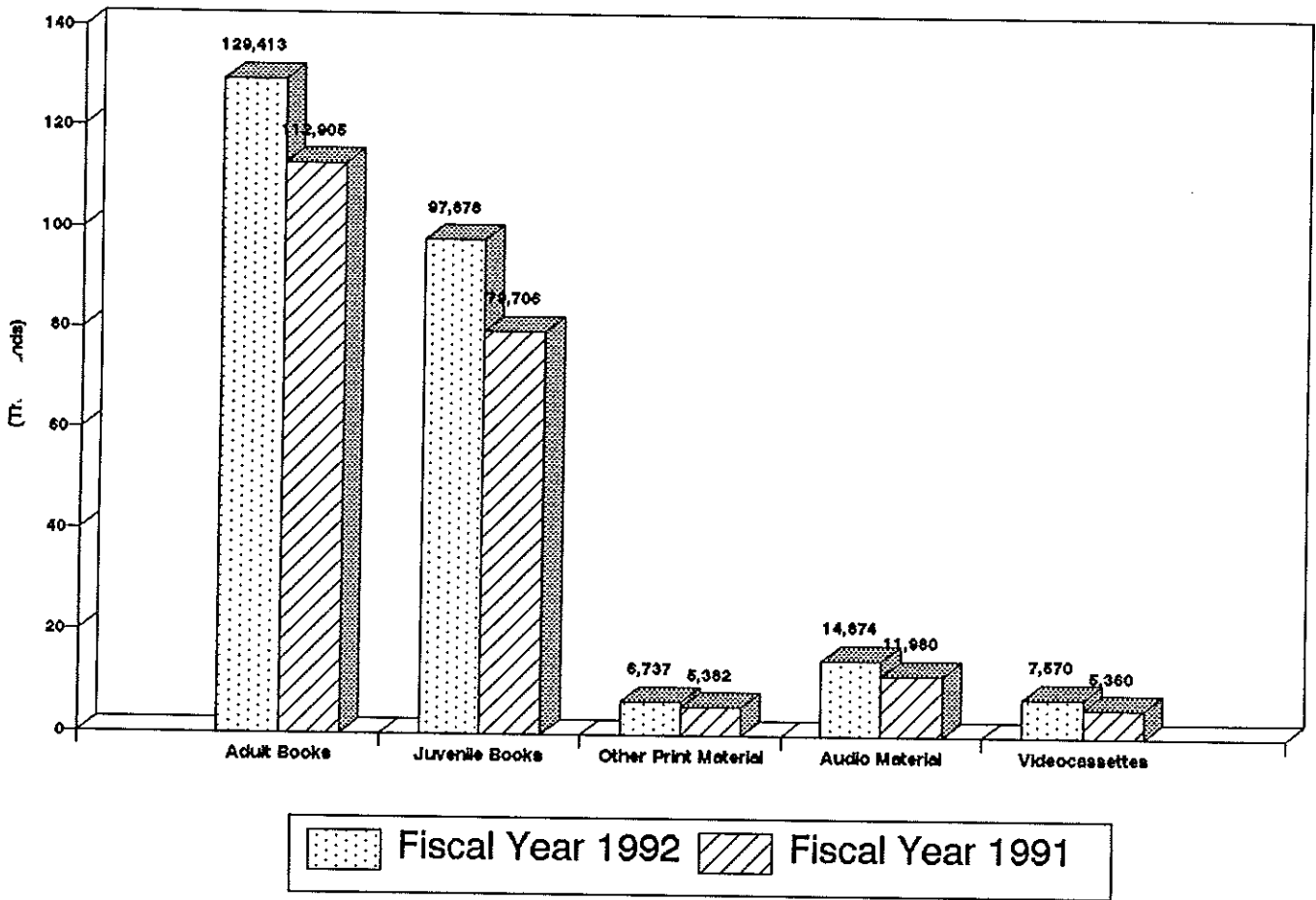
Circulation Statistics March 1992 Distribution of Materials



TOTAL CIRCULATION BY MONTH FISCAL YEARS 1990 - 1992



Circulation Statistics Year to Date Comparison 1992 to 1991



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: April 2, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR VOLUNTEERS | MARCH | TOTAL |
|-----------------------------|---------------|---------------|
| Deputy, Paul | 56.25 | 3882.50 |
| George Key School | 8.00 | 707.00 |
| Goldbaum, Mae | 14.75 | 260.00 |
| Grandparents and Books | 7.50 | 26.50 |
| Kim, Mark | 2.00 | 13.25 |
| Mohindra, Ankur | 0.00 | 4.00 |
| ROP students - Jenny Duncan | 95.50 | 1365.00 |
| Vesely, Pat | 26.00 | 189.75 |
| TEMPORARY VOLUNTEERS | | |
| Anoc, John | 5.00 | 5.00 |
| Total | | <u>215.00</u> |
| LVA VOLUNTEERS | | |
| Literacy Volunteers | Not available | |
| COMBINED TOTAL | | <u>215.00</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.

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